

# Board of Harbor Commissioners

## Crescent City Harbor District

19 July 2022

Regular Harbor Commission Meeting



# Regular Meeting

## Board of Harbor Commissioners of the Crescent City Harbor District

Rick Shepherd, President   Harry Adams, Secretary  
Wes White, Commissioner; Brian Stone, Commissioner; Gerhard Weber, Commissioner

### AGENDA

**Date:**    **Tuesday, July 19, 2022**

**Time:**    **Open Session 2:00 p.m.,  
Closed Session following Open Session**

**Place:**    **101 Citizens Dock, Crescent City, CA, and via Zoom Webinar**

link to Zoom meeting: <https://us02web.zoom.us/j/6127377734>

## **Call to Order**

## **Roll Call**

## **Pledge of Allegiance**

## **Public Comment**

*This portion of the Agenda allows the public to comment to the Board on any issue not itemized on this Agenda, however, the Board may not take action or engage in discussion on any item that does not appear on the Agenda. Periods when public comments are allowed, Harbor Commissioners will allow attendees to submit questions and/or comments using the Zoom in-meeting chat function. The Harbor Commission asks that members of the public keep questions and comments succinct and relevant.*

## **Regular Session**

### **1. Consent Calendar**

*Consent Calendar items are considered routine and will be approved by one Motion, with no separate discussion prior to voting. The public, staff, or members of the Harbor Commission may request specific items be removed from the Consent Agenda for separate consideration or action*

- a. Approval of the Meeting Minutes of the June 21, 2022 Regular Meeting.**
- b. Approval of Resolution No. 2022-11, Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.**

## **2. New Business**

- a. Presentation from Redwoods Leavitt Insurance Agency. Consider the Harbor's insurance policies. Discuss and vote to approve continuing coverage.**
- b. Consider proposal from GeoEngineers, Inc., to provide continuing dredge spoils management services. Discuss and vote to approve proposal.**
- c. Consider proposal from Moffatt & Nichol to research and identify development and growth opportunities for the Harbor. Discuss and vote to approve proposal.**

## **3. Unfinished Business**

- a. Dredge Update**
- b. Long-term Tenants Relocation Update**
- c. Solar/PPL Update**

#### **4. Communications and Reports**

- a. Year-End Financial Report**
- b. CEO/Harbormaster Report**
- c. Harbor Commissioner Reports**

#### **5. Adjourn to Closed Session**

##### **CLOSED SESSION:**

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

(Gov. Code section 54956.9(d)(2).): One matter.

#### **6. Return to Open Session and Report Out**

#### **7. MEETING ADJOURNMENT**

*Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, August 2, 2022, at 2 p.m. PST. The Crescent City Harbor District complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to person with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990 (42 U.S.C. §12132). Any person with a disability who requires modification in order to participate in a meeting should direct such request to (707) 464-6174 at least 48 hours before the meeting if possible*



## **1. Consent Calendar**

*All items on this list are considered and acted on in one Motion. Anyone may request an item be removed from the Consent Agenda for separate consideration.*

- a. Approval of the Meeting Minutes of the June 21, 2022 Regular Meeting.**
- b. Approval of Resolution No. 2022-11, Making Findings and Determinations Under AB 361 for Continued Virtual Meetings.**

***Public Comment?***



**Regular Meeting Minutes of the  
Board of Harbor Commissioners of the Crescent City Harbor District**

Harbor District Office, 101 Citizens Dock Road  
Crescent City, CA 95531

June 21, 2022  
2:00 p.m.

**Board of Harbor Commissioners of the Crescent City Harbor District**

**MINUTES**

***Regular Meeting, Tuesday June 21, 2022 at 2:00 P.M.***

**CALL TO ORDER:** 2:00 PM

**ROLL CALL:**

<i>PRESENT:</i>	<i>President</i>	RICK SHEPHERD
	<i>Secretary</i>	HARRY ADAMS
	<i>Commissioner</i>	WES WHITE
	<i>Commissioner</i>	BRIAN STONE
	<i>Commissioner</i>	GERHARD WEBER

*ABSENT:* NONE

*QUORUM:* YES

**PLEDGE OF ALLEGIANCE:**

**PUBLIC COMMENT:** No members of the public commented.

**CONSENT CALENDAR:**

***(1A) Approval of the Meeting Minutes of the April 19th, 2022 Regular Meeting.***

***(1B) Approval of the Warrant List from May 12, 2022 through May 31, 2022.***

***(1C) Approval of the Warrant List from June 1, 2022 through June 14, 2022.***

The Board reviewed various entries on the warrant list, and received clarification from CEO/Harbormaster Tim Petrick. Commissioner White **moved** to approve the consent calendar. Secretary Adams **seconded** the motion. President Shepherd then opened up public

comment on the agenda item. No members of the public commented. President Shepherd then moved the discussion back to the Board.

**POLLED VOTE** was called, **MOTION CARRIED.**

*Ayes:* WEBER, WHITE, ADAMS, SHEPHERD / *Nays:* NONE

*Absent:* NONE / *Abstain:* STONE

***(1D) Approval of Resolution No. 2022-09 Making Findings and Determinations Under AB 361 for Continued Virtual Meeting.***

**POLLED VOTE** was called, **MOTION CARRIED.**

*Ayes:* WHITE, WEBER, SHEPHERD / *Nays:* ADAMS

*Absent:* NONE / *Abstain:* STONE

**2) FINANCIAL REPORTS**

***(2A) Account Balances, A/R Reports, P & L Statements, and Cash Flow Statement***

The Board reviewed account balances and noted that the number of accounts receivable in arrears had decreased. Comptroller Thomas Zickgraf reported on efforts to improve the bill paying convenience for Harbor customers. A new online bill payment option was being developed that would include the ability to arrange for automatic monthly payments.

Commissioner White asked that future financial reports include an analysis of “days turned,” which is an accounting measure that reports on the average number of days that it takes customers to pay their bills. It can be used as a measure of the effectiveness in collecting accounts receivable.

President Shepherd then opened up public comment. Linda Sutter encouraged the Harbor to vigorously pursue debtors. President Shepherd then moved the discussion to the next agenda item.

**3) NEW BUSINESS**

***(3A) Discuss Long-term tenant relocation plan.***

Alex Lemus, CEO of Renewable Energy Capital (REC), addressed the Board and reported on discussions with realtors, property owners, and RV park residents regarding efforts to identify and secure long-term housing for RV park residents who might be displaced as a result of Harbor redevelopment. Mr. Lemus explained that the real estate market was especially difficult, with a historically low number of properties available. Mr. Lemus then detailed the range of potential housing solutions being considered, which included existing structures and



vacant lots for new construction. The search for housing solutions had not yet identified anything that was suitable, but the matter was being given diligent attention.

President Shepherd then opened up public comment. No members of the public commented. President Shepherd then moved to the next agenda item.

***(3B) Discuss and vote to approve Resolution 22-10 to commit to fund a share of the Tri-Agency Economic Development Authority Debt to USDA***

President Shepherd provided background and explained that the Crescent City Harbor is one of three member agencies of the Tri-Agency Economic Development Authority (“Tri-Agency”), a joint powers agency organized together with the County of Del Norte and the City of Crescent City. The Tri-Agency borrowed \$400,000 from the USDA in 1997 to operate an intermediary relending program. In 2011 it defaulted on the loan. The debt currently stands at \$288,891.31. The Harbor Board was being asked to consider Resolution 2022-10, which called for the Harbor to assume responsibility for 8% of the debt (Del Norte County was expected to assume 62 percent of the debt, and Crescent City 30 percent). This would result in the Harbor paying \$5,000 each year for five years, totaling \$25,000.

President Shepherd then opened up public comment. Linda Sutter commented that taxpayers should not be responsible for defaults of private businesses. Ms. Sutter also suggested that the Tri-Agency had dissolved in 2018 and that its debt had been transferred to the Del Norte Economic Development Corporation (DNEDC). Kevin Hendrick responded to Ms. Sutter and refuted the assertion that the Tri-Agency had been dissolved. Commissioner White similarly remarked that the Tri-Agency had not been dissolved. Commissioner White also explained that the debt had in fact not been transferred to the DNEDC as suggested by Ms. Sutter.

Mr. Hendrick advocated that the Harbor should pay an equal share of the debt, which would be 1/3, as opposed to the resolution being considered by the Board to pay 8%. His rationale was that the Harbor had equal voting rights in the Tri-Agency. Commissioner White disagreed with Mr. Hendrick’s proposed apportionment. He brought attention to the share of the benefit from the debt, which accrued primarily to the City and County. Additionally, the geographic size and budgets of the respective agencies were not equal. For example, the County budget had been over 20x the Harbor’s budget. The apportionment of 8% Harbor, 30% City, and 62% County had been negotiated among a group consisting of two representatives from each agency. Commissioner White urged the Board to move forward with the proposed Resolution (2022-10). Commissioner Stone emphasized that the federal government could step in and collect the debt in an apportionment that might be contrary to the agencies’ wishes. This became more likely the longer the agencies failed to act on their own accord. Therefore, it was advisable to make debt payments without delay.

Roger Gitlin commented that the member agencies had not yet reached consensus on the apportionment of Tri-Agency debt. Commissioner White **moved** to approve the resolution. President Shepherd emphasized that the language of the resolution did not mean that funds would be immediately disbursed, only that a commitment was being made. The Harbor’s commitment was contingent upon the other agencies making similar commitments. President Shepherd then read from the resolution text: “the Crescent City Harbor Commission expresses

its commitment to contribute \$5,000 each year for five years.” Commissioner Stone **seconded** the motion.

**POLLED VOTE** was called, **MOTION CARRIED.**

*Ayes:* WHITE, STONE, WEBER, ADAMS, SHEPHERD / *Nays:* NONE

*Absent:* NONE / *Abstain:* NONE

***(3C) Review and vote to approve FY 2023 Budget.***

Comptroller Thomas Zickgraf provided an analysis of the Harbor budget. He explained that the Harbor was operating essentially on a break-even basis. However, when depreciation was factored, the Harbor was operating at a loss. Mr. Zickgraf then profiled strategies to improve the Harbor’s fiscal health, including the pursuit of government and private grants, new leases, transferring RV park operations, realigning service fees, and the expansion of development opportunities to enhance services for commercial fishing and recreation.

Mr. Zickgraf forecasted a total budget of \$5,918,731 for Fiscal Year July 1, 2022, through June 30, 2023. This assumed the receipt of \$3,000,000 in grant proceeds. Operational revenue from commercial leases, moorage and harbor services was forecasted at \$2,106,931. This represented an expected increase of \$260,406 from FY 2021-2022. The Harbor was aggressively pursuing outside grant funding in excess of \$21,500,000. Year one draw down of funds could exceed \$5,500,000. CCHD was conservatively estimating receiving \$3,000,000 in grant funding during FY 2022-2023. Moving forward, monthly reports showing actual to budgeted amounts would be provided. Budget review would be completed at least every quarter.

Commissioner Stone provided his analysis of the Harbor’s budget. He suggested that the Harbor needed to establish a regular pattern of auditing Harbor leases and concessions to validate the financial reports received. Commissioner Stone also discussed the Harbor’s fee schedule, as promulgated in the Harbor’s Ordinance Code (Section 3). Revisions to the fee schedule were being drafted, and this was especially important in light of inflationary trends. Commissioner Stone then brought attention to the uncertainty of grant funding, and he advised caution in budget projections. With regard to accounts receivable, Commissioner Stone encouraged the use of Small Claims Court proceedings as much as possible. In closing, Commissioner Stone urged the Board to consider a more robust disaster recovery fund and depreciation fund.

Commissioner White praised the reports prepared by Comptroller Zickgraf, CEO/Harbormaster Petrick, Office Manager Kristina Hanks, and additional support staff. Commissioners White and Stone both noted the remarkable improvement in financial reporting compared to past years. President Shepherd praised the reports for their improved organization and clarity.

Commissioner Weber asked if the grant funding projections were realistic, given that they represented a dramatic increase over prior years. CEO/Harbormaster Petrick explained that the Harbor’s contracted grant writer, Mike Bahr, had actually chosen a much higher projection, \$6.8 million, which Mr. Bahr believed was realistic. The \$3 million figure was chosen to keep the projection conservative for budgetary purposes.

Commissioner White **moved** to approve the budget. Commissioner Stone **seconded** the motion.

**POLLED VOTE** was called, **MOTION CARRIED.**

*Ayes:* WEBER, STONE, WHITE, ADAMS, SHEPHERD / *Nays:* NONE

*Absent:* NONE / *Abstain:* NONE

#### **4) UNFINISHED BUSINESS**

##### ***(4A) Dredge Update***

CEO/Harbormaster Tim Petrick reported that a sampling plan for the area surrounding Fashion Blacksmith, in the outer boat basin, was expected to be finished in July and then submitted to the California State Water Resources Control Board for approval. Once submitted, the Water Board could take up to three months to give its approval. Following sampling plan approval, sampling retrieval would begin, followed by sample testing, and then submission of the testing results to the Water Board. That would in turn allow for submission of a dredge permit request. At the same time, applications could be submitted to the U.S. Army Corps of Engineers, the U.S. Environmental Protection Agency, the Regional Water Board, and the California Coastal Commission. President Shepherd then opened up public comment. Roger Gitlin expressed his frustration that so many government agencies were delaying dredging and creating an adverse economic impact.

##### ***(4B) Solar/PPL Update***

CEO/Harbormaster Tim Petrick reported on efforts of Alex Lemus, CEO of Renewable Energy Capital, to reconcile discrepancies in billing from Pacific Power. Mr. Lemus was planning to evaluate the numbers after the close of the fiscal year (June 30<sup>th</sup>). Mr. Lemus believed this would remove some of the complications in the accounting.

Commissioner Stone commented on a request from Pacific Power, which had been filed with the California Public Utilities Commission (CPUC), to approve a 25.7 percent rate increase. Pacific Power explained this would support investments in wildfire mitigation and help manage inflationary pressure. Commissioner Stone encouraged the Board and the public to research the issue and provide input to the CPUC.

#### **5) COMMUNICATIONS AND REPORTS**

##### ***(5A) CEO/Harbormaster Report***

President Shepherd referred to the written bimonthly report prepared by the CEO/Harbormaster and submitted to the Board (see: <https://www.ccharbor.com/board-of-commissioners>). The Board accepted the report.

Secretary Adams encouraged CEO/Harbormaster Petrick to focus on removing derelict vessels using any means available. Secretary Adams recalled that 16 vessels sunk during the 2011 tsunami. President Shepherd then opened up public comment. No members of the public commented. President Shepherd then moved the discussion to the next agenda item.

***(5B) Commissioner Reports.***

(a) Commissioner White: reported on exciting developments in a hard-fought effort to obtain certification for the California pink shrimp fishery by the Marine Stewardship Council (MSC) in accordance with their standard for sustainable, wild-caught seafood. Certification was expected as early as August. Both Oregon and Washington pink shrimp fisheries had already been certified. Fish markets were placing a high value on MSC certification. The higher prices available with MSC certification were causing vessels to shift their pink shrimp landings from California ports to Oregon ports. A related item was the need for a shrimp processor within the Harbor. Efforts on that front also appeared to be gaining traction. On a separate matter, Commissioner White reported that Alex Lemus had donated \$5,000 to the Crescent City/Del Norte Chamber of Commerce and Visitors Bureau. Historically, such donations had generated a very high return on investment. For example, tourism revenue had been increased far beyond the marketing dollars spent.

(b) Commissioner Stone: reported on a luncheon with State Senator Mike McGuire that was productive, bringing attention to Harbor concerns.

(c) Commissioner Weber: reported on a meeting with the Crescent City/Del Norte Chamber of Commerce and Visitors Bureau. The Bureau was hoping that the Harbor might reconsider its previous declination of a Bureau request to increase funding for Bureau programs.

(d) Secretary Adams: reported on his experience using a Harbor furnished key fob for bathroom access, which had worked without any issues. Secretary Adams also reported his concerns on the lack of electricity for “H” dock. Secretary Adams asked Harbor staff to make the issue a priority.

(e) President Shepherd: no report for this meeting

**6) ADJOURNMENT**

*ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, JULY 19, 2022 AT 2 P.M., VIA ZOOM WEB CONFERENCE AND IN-PERSON AT THE MAIN HARBOR OFFICE, LOCATED AT 101 CITIZENS DOCK ROAD.*

Approved this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Rick Shepherd, President

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Harry Adams, Secretary

## **RESOLUTION NO. 2022-11**

### **A RESOLUTION OF THE BOARD OF HARBOR COMMISSIONERS OF THE CRESCENT CITY HARBOR DISTRICT MAKING FINDINGS AND DETERMINATIONS UNDER AB 361 FOR CONTINUED VIRTUAL MEETINGS**

**WHEREAS**, the Crescent City Harbor District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Harbor Commissioners (“Board”); and

**WHEREAS**, all meetings of District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963)(the “Brown Act”), so that any member of the public may attend, participate, and watch the District Board meetings or any meetings where District legislative bodies conduct their business; and

**WHEREAS**, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

**WHEREAS**, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

**WHEREAS**, on September 16, 2021 the Governor signed Assembly Bill 361 (“AB361”)(in effect as of October 1, 2021), which allows legislative bodies to meet virtually provided there is a state of emergency, and either: (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, the California Health Officer issued an order on December 22, 2021 that the recent emergency of the Omicron variant has further emphasized the importance of prevention efforts;

**WHEREAS**, social distancing is form of prevention that allows for the participation of the community, staff, presenters, and legislative body members in a safe environment, with no risk of contagion and it is recommended that legislative bodies continue to implement 100% of remote meetings; and

**WHEREAS**, on January 4, 2022, the Board adopted Resolution 2022-01 authorizing remote teleconference meetings of the Crescent City Harbor District; and

**WHEREAS**, on February 1, 2022, the Board adopted Resolution 2022-02 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

**WHEREAS**, on March 1, 2022, the Board adopted Resolution 2022-03 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

**WHEREAS**, on April 5, 2022, the Board adopted Resolution 2022-04 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

**WHEREAS**, on May 3, 2022, the Board adopted Resolution 2022-07 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

**WHEREAS**, on June 21, 2022, the Board adopted Resolution 2022-09 authorizing the extension of remote teleconference meetings of the Crescent City Harbor District; and

**WHEREAS**, the Board has reconsidered the circumstances of the state of emergency and finds that state officials continue to recommend measures to promote social distancing; and

**WHEREAS**, the Board desires that the District shall continue to hold virtual meetings pursuant to AB 361 and Government Code section 54953(e).

**NOW, THEREFORE, THE BOARD OF HARBOR COMMISSIONERS OF THE CRESCENT CITY HARBOR DISTRICT DOES HEREBY RESOLVE AND FIND AS FOLLOWS:**

**Section 1.** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**Section 2.** The Board of Harbor Commissioners of the Crescent City Harbor District shall be authorized to continue to meet virtually in accordance with Government Code section 54953(e) and without compliance with section 54953(b)(3).

**Section 3.** This Resolution does not prevent or prohibit the Board from holding hybrid meetings (containing both virtual and in-person components) or from meeting in-person, provided such meetings comply with AB 361 and with all state and local health orders.

**Section 4.** The Board shall take action to renew this Resolution every 30 days for as long as any state or local officials continue to recommend any measures to promote social distancing, but the Board may terminate the Resolution at any time. In the event that more than 30 days pass between regular Board meetings, the Board shall take action to renew this Resolution prior to taking any action or engaging in any deliberation or discussion in a virtual meeting; renewal of this Resolution may occur either at the beginning of the next regular meeting or at a special meeting called for such purposes. In the event this Resolution has lapsed, and the Board has not terminated it, the Board shall be authorized to, and shall, make any required findings in order to meet virtually under AB 361.

**Section 5.** If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Board declares that the Board would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

**Section 6.** This Resolution shall take effect immediately upon its adoption.

APPROVED, ADOPTED AND SIGNED this 19th day of July 2022.

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Rick Shepherd, President  
Board of Harbor Commissioners  
Crescent City Harbor District

ATTEST:

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Mike Rademaker, Clerk  
Board of Harbor Commissioners  
Crescent City Harbor District

AYES:  
NOES:  
ABSENT:  
ABSTAIN:





## **2. Financial Reports: Account Balances & Accounts Receivable Report**

***Public Comment?***

<b>BANK BALANCES AS OF 6.29.22</b>		<b>BANK BALANCES AS OF 7.15.22</b>		<b>DIFFERENCE</b>
CCHD OPERATING	\$47,589.07	CCHD OPERATING	\$134,957.37	\$87,368.30
CCHD SAVINGS	\$30,021.29	CCHD SAVINGS	\$30,021.29	\$0.00
REDWOOD HARBOR	\$7,947.22	REDWOOD HARBOR	\$12,779.91	\$4,832.69
BAYSIDE RV PARK	\$13,275.17	BAYSIDE RV PARK	\$32,815.36	\$19,540.19
LAIF ACCOUNT	\$1,597,710.65	LAIF ACCOUNT	\$1,530,532.19	-\$67,178.46
<b>TOTALS</b>	<b>\$1,696,543.40</b>	<b>TOTALS</b>	<b>\$1,741,106.12</b>	<b>\$44,562.72</b>

**CRESCENT CITY HARBOR DISTRICT**  
**AR SUMMARY BY TYPE AS OF 07-12-2022**

ACCOUNT	TOTAL	CURRENT	30 TO 60 DAYS	60 TO 90 DAYS	90 TO 120 DAYS	120 + DAYS	CREDIT
MOORAGE ANNUAL	\$ 8,890.87	\$ 1,230.00	\$ 4,154.87	\$ 986.00	\$ 2,520.00	\$ -	\$ (232.61)
MOORAGE MONTHLY	\$ 5,706.70	\$ 2,375.20	\$ 2,476.50	\$ 855.00	\$ -	\$ -	\$ -
MOORAGE QUARTERLY	\$ 2,085.89	\$ 2,085.89	\$ -	\$ -	\$ -	\$ -	\$ -
MOORAGE SEMI-ANNUAL	\$ 5,533.44	\$ 4,233.44	\$ -	\$ 650.00	\$ -	\$ 650.00	\$ -
COMMERCIAL TENANT	\$ 30,449.06	\$ 17,250.37	\$ 8,069.26	\$ 3,717.43	\$ 1,412.00	\$ -	\$ -
DRYDOCK	\$ 270.50	\$ 270.50	\$ -	\$ -	\$ -	\$ -	\$ -
ELECTRIC	\$ 2,513.92	\$ 1,230.68	\$ 953.39	\$ 329.85	\$ -	\$ -	\$ 3.33
INSURANCE	\$ 5,000.00	\$ 1,500.00	\$ 1,300.00	\$ 600.00	\$ 300.00	\$ 1,300.00	\$ -
LATE FEES	\$ 1,510.87	\$ 318.35	\$ 614.75	\$ 101.02	\$ 216.40	\$ 260.35	\$ -
LIVEBOARD	\$ 1,500.00	\$ 1,350.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -
MOBILE CRANE	\$ 450.00	\$ 225.00	\$ 75.00	\$ -	\$ -	\$ 150.00	\$ -
STORAGE	\$ 1,734.00	\$ 444.00	\$ 750.00	\$ 30.00	\$ 180.00	\$ 330.00	\$ -
CREDIT	\$ (69.15)	\$ -	\$ -	\$ -	\$ (69.15)	\$ -	\$ (2,550.30)
BAYSIDE	\$ 2,390.00	\$ 1,995.00	\$ -	\$ 395.00	\$ -	\$ -	\$ -
REDWOOD	\$ 5,830.43	\$ 2,912.81	\$ -	\$ 1,860.00	\$ 257.62	\$ 800.00	\$ -
<b>TOTAL</b>	<b>\$ 71,016.95</b>	<b>\$ 37,421.24</b>	<b>\$ 18,543.77</b>	<b>\$ 9,524.30</b>	<b>\$ 4,816.87</b>	<b>\$ 4,816.87</b>	<b>\$ (2,779.58)</b>



### **3. New Business**

- a. Presentation from Redwoods Leavitt Insurance Agency. Consider the Harbor's insurance policies. Discuss and vote to approve continuing coverage.**

***Public Comment?***



# Renewal Proposal

Prepared for:

*Crescent City Harbor District*

**Presented by:** Chris Dufour

**Redwoods Leavitt Insurance Agency**

785 E Washington Blvd., #4

Crescent City, CA 95531

Phone: (707)465-6508

Fax: (707)465-5422

License #0C66788



Date Prepared: June 17, 2022

*This proposal is solely an estimate of premium, based on the information provided, and all amounts are subject to change. This proposal does not bind or provide actual coverage and is not an offer of insurance. Specific terms of coverage, exclusions, and limitations are contained solely in a completed insurance policy for which a premium has been paid. This proposal may vary from your original request for coverage. Please review the proposal carefully for any variances. The terms, conditions and premiums included in this proposal contemplate the sale or renewal of all the quoted insurance lines. Electing to buy or renew only some of the lines of coverage may result in changes to the terms, conditions and premiums.*

# Redwoods Leavitt Insurance Agency Service Team

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**Your peace of mind is our priority, and achieving that comes from both your comfort level with our service team and consistency with requests.** We believe you deserve top quality individuals and expertise from our support staff, and that is the foundation on which we have built our teams.

## ACCOUNT EXECUTIVE

Chris Dufour

[chris-dufour@leavitt.com](mailto:chris-dufour@leavitt.com)

*Responsibilities: Your Account Executive is responsible for your overall account supervision and coordination of services including negotiations with the insurance company, assisting with problem and dispute resolution and coverage questions.*

## ACCOUNT MANAGER

Vanessa Schaub

[vanessa-schaub@leavitt.com](mailto:vanessa-schaub@leavitt.com)

*Responsibilities: Your Account Manager handles your questions and is the main point of contact on a day to day basis. Your Account Manager can handle technical questions, billing, audit, policy changes and detailed information as it pertains to your account.*

# Premium Summary

Insured: Crescent City Harbor District

## Premium Comparison

Line of Business	Expiring Term 2021-2022	Renewal Quote 2022-2023
Package – Marina Liability, Vessels, Equipment, & Docks	\$59,893.80	\$67,680.00
Commercial Property	\$24,122.20	\$10,970.00
Public Officials Management & Employment Practices Liability	\$7,123.14	\$7,123.14
Commercial Auto (6 month term)	\$8,353.44 (annual)	\$14,413.68 (annual)
<b>Total Premium</b>	<b>\$99,492.58</b>	<b>\$100,186.82</b>

Subject to a minimum earned premium of 25% in the event the policy is cancelled for any reason.

### Expiring Policy Mid Term Changes:

- Added 2022 GMC Sierra Effective 5/10/2022
- Added Two 2022 Ford Rangers Effective 4/18/2022
- Added GMC 2022 Sierra Effective 2/28/2022
- Deleted Travel Lift Effective 3/23/2022

## Payment Options – Marina Package & Public Officials

Down Payment	Check Payable to	# of Installments	Installment Amounts
\$17,107.50	Redwoods Leavitt Insurance Agency	9	\$5,896.04
\$7,123.14	Redwoods Leavitt Insurance Agency	Full Pay	N/A

## Payment Options-Direct Bill – Commercial Property & Auto

Carrier	Down Payment	Additional Installments	Installment Service Fee
Nationwide Option 1 – Monthly 12 Pay	\$1,688.00	11	Yes
Nationwide Option 2 – Monthly 9 Pay	\$2,531.00	8	Yes
Nationwide Option 3 - Quarterly	\$2,531.00	3	Yes
Nationwide Option 4 – Semi-Annual 2 Pay	\$5,063.00	1	Yes
Nationwide Option 5 – Full Pay	\$10,125.00	0	No
Progressive – Monthly 5 Pay	\$1,689.60	4	Yes
Progressive – Full Pay (discounted for Full Pay)	\$8,322.80	0	No

### Requirements Needed to Bind Coverage:

- Signed Terrorism Rejection/Acceptance Form
- Signed CA D-1
- Signed Premium Finance Agreement (if financing)
- Chosen Nationwide Payment Plan

**Policy Number:** 22/23 PKG SUBMISSION  
**Line of Business:** Package  
**Effective/Expiration:** 07/01/2022 - 07/01/2023  
**Writing Company:** Markel Insurance Company  
**Premium Quote** \$67,680.00

## Line of Business

Line of Business	Description	Writing Company
Commercial Fire	Docks	Markel Insurance Company
General Liability	Marina Operators Liability & Lessor's Risk	Markel Insurance Company
Inland Marine	Vessels & Equipment	Markel Insurance Company

## Named Insured and Locations

### First Named Insured

Firm Name	Dec Name App	Entity Type
Crescent City Harbor District	Crescent City Harbor District	Other

### Location Schedule

Loc #	Bldg #	Address	City	State	Zip Code	Description
00001		Citizens Dock Area	Crescent city	CA	95531	Docks
00002		Fashion Blacksmith Dock	Crescent City	CA	95531	Dock
00003	00001	161 Starfish Way	Crescent City	CA	95531	Albers
00004	00001	151 Starfish Way	Crescent City	CA	95531	Pacific Choice
00005	00001	121 Starfish Way	Crescent City	CA	95531	Fashion Blacksmith
00006	00001	101 Citizens Dock Rd	Crescent City	CA	95531	District Office
00007	00001	160 Marine Way	Crescent City	CA	95531	
00008	00001	128 Anchor Way	Crescent City	CA	95531	
00009	00001	141 Starfish Way	Crescent City	CA	95531	
00010	00001	170 Anchor Way	Crescent City	CA	95531	Crescent Seafood
00011	00001	150 Marine Way	Crescent City	CA	95531	Coast Guard Aux
00012	00001	159 Starfish Way	Crescent City	CA	95531	RV Park



# General Liability

## General Coverage Information

**Coverage Type** Commercial General Liability  
**Occurrence/Claims Made** Occurrence

## General Liability Coverages/Limits

Coverage	Limit
Fire Damage	50,000
General Aggregate	3,000,000
Medical Expense	2,500
Personal & Advertising Injury	3,000,000
Products/Completed Ops Aggregate	3,000,000
Hired Auto	1,000,000
Non-owned Auto	1,000,000
HNOA Aggregate	1,000,000
Each Occurrence	3,000,000

## Schedule of Hazards

Loc #	Prem Code	Class Code	Classification	Exposure
00001	S	10105	Primary \$1,000,000.00 - Boat moorage, storage, hauling, launching and services	525,000
00001	S	61217	Primary \$1,000,000.00 - Rents, concessions, grants, assessments and other revenue plus Wharfingers legal liability	800,000
00001	C	61217	\$2,000,000.00 Excess \$1,000,000.00	Flat Charge
00001	C	61217	Lessor's Risk - Policy Level	Flat Charge
00012	S	10331	Campground RV Park - 120 spaces	420,000

**Prem (premium) Code:** A = Area, C = Total Cost, G = Gallons, M = Admissions, P = Payroll, S = Gross Sales, T = Other, U = Unit

# Commercial Inland Marine

## Equipment Floater

Type of Operation Harbor District  
Territory of Operation Harbor area

## Equipment Summary

Loc #	Category	Coverage	Deductible	Amount of Insurance
00001	Marina Operator's Legal Liability	Special form	1,500	154,548

## Scheduled Equipment

Year	Make	Model	Description	Serial #	Amount of Insurance
2017	Hyster	H6XT	Forklift		27,293
2004	Caterpillar	420D	Backhoe	FDP24810	54,500
2015		HH80 SD	Pump 3" High Head		52,000

## Scheduled Vessels

Year	Make	Description	Serial #	Amount of Insurance
		36' Landing Craft	36VP6437	10,455
		20' McGee Fiberskiff w/ Motor	CFZ4118X1000	7,210
		16' Steel Skiff w/ Motor		52,000

# Docks Property

## Premises-Underwriting Information

Loc #	Bldg #	Address	Description
00003		Citizens Dock Area	

## Premises-Subject of Insurance

Loc #	Bldg #	Subject of Insurance	Amount	Valuation	Co-Ins %	Cause of Loss	Deductible
00003		Docks	2,750,000	Replacement Cost	90	Full Form	25,000
00003		Business Income	121,480	Follows Loss		Full Form	

*Refer to actual policy for actual limits, deductibles, conditions, exclusions and details.*

**Policy Number:** 22/23 PROP SUBMISSION  
**Line of Business:** Commercial Fire  
**Effective/Expiration:** 07/01/2022 - 07/01/2023  
**Writing Company:** Nationwide Mutual Insurance Company  
**Premium Quote** \$10,125.00

## Line of Business

Line of Business	Description	Writing Company
Commercial Property	Buildings, Business Personal Property, Business Income	Nationwide Mutual Insurance Company

## Named Insured and Locations

### First Named Insured

Firm Name	Dec Name App	Entity Type
Crescent City Harbor District	Crescent City Harbor District	Other

### Location Schedule

Loc #	Bldg #	Address	City	State	Zip Code	Description
00001	00001	161 Starfish Way	Crescent City	CA	95531	Albers
00002	00001	151 Starfish Way	Crescent City	CA	95531	Pacific Choice
00003	00001	121 Starfish Way	Crescent City	CA	95531	Fashion Blacksmith
00004	00001	101 Citizens Dock Road	Crescent City	CA	95531	District Office
00005	00001	150 Marine Way	Crescent City	CA	95531	Coast Guard Aux
00006	00001	101 Starfish Way	Crescent City	CA	95531	Maint. Bays
00006	00002	101 Starfish Way	Crescent City	CA	95531	Maint. Storage
00007	00001	170 Marine Way	Crescent City	CA	95531	Crescent Seafood
00008	00001	245 Anchor Way	Crescent City	CA	95531	MM Diving
00009	00001	201 Citizens Dock Rd	Crescent City	CA	95531	Old Englund Marine

# Property

## Premises-Underwriting Information

Loc #	Bldg #	Address	Description
00001	00001	161 Starfish Way	Albers
00002	00001	151 Starfish Way	Pacific Choice
00003	00001	121 Starfish Way	Fashion Blacksmith
00004	00001	101 Citizens Dock Road	District Office
00005	00001	150 Marine Way	Coast Guard Aux
00006	00001	101 Starfish Way	Maint. Bays
00006	00002	101 Starfish Way	Maint. Storage
00007	00001	170 Marine Way	Crescent Seafood
00008	00001	245 Anchor Way	MM Diving
00009	00001	201 Citizens Dock Rd	Old Englund Marine

## Premises-Subject of Insurance

Loc #	Bldg #	Subject of Insurance	Amount	Valuation	Co-Ins %	Cause of Loss	Deductible
00001	00001	Building	2,859,100	Replacement Cost	90	Special form	25,000
00001	00001	Business Personal Property	5,885	Replacement Cost	90	Special form	25,000
00001	00001	BI w/ Extra Expense	77,785	Replacement Cost	90	Follows loss	25,000
00002	00001	Building	2,702,000	Replacement Cost	90	Special form	25,000
00002	00001	Business Personal Property	5,855	Replacement Cost	90	Special form	25,000
00002	00001	BI w/ Extra Expense	41,725	Replacement Cost	90	Follows loss	25,000
00003	00001	Building	1,754,300	Replacement Cost	90	Special form	25,000
00003	00001	Business Personal Property	22,258	Replacement Cost	90	Special form	25,000
00003	00001	BI w/ Extra Expense	51,000	Replacement Cost	90	Follows loss	25,000
00004	00001	Building	440,900	Replacement Cost	90	Special form	25,000
00004	00001	Business Personal Property	8,900	Replacement Cost	90	Special form	25,000
00004	00001	BI w/ Extra Expense	8,800	Replacement Cost	90	Follows loss	25,000
00005	00001	Building	267,100	Replacement Cost	90	Special form	25,000
00006	00001	Building	302,200	Replacement Cost	90	Special form	25,000
00006	00001	Business Personal Property	6,700	Replacement Cost	90	Special form	25,000
00006	00002	Building	200,700	Replacement Cost	90	Special form	25,000
00007	00001	Building	667,000	Replacement Cost	90	Special form	25,000
00007	00001	BI w/ Extra Expense	10,800	Replacement Cost	90	Follows loss	25,000
00008	00001	Building	685,100	Replacement Cost	90	Special form	25,000
00009	00001	Building	598,200	Replacement Cost	90	Special form	25,000

*Refer to actual policy for actual limits, deductibles, conditions, exclusions and details.*

## Additional Property Coverages/Limits

Coverage	Limit 1	Limit 2	Deductible	Type	Applies	Rate
Ordinance Law Cov 2-3	250,000					

**Policy Number:** 22/23 PUBLIC OFFICIALS  
**Line of Business:** Employer Practice Liability  
**Effective/Expiration:** 07/01/2022 - 07/01/2023  
**Writing Company:** Indian Harbor Insurance Company  
**Premium Quote** \$7,123.14

## Line of Business

Line of Business	Writing Company
Public Officials Management & Employment Practices Liability	Indian Harbor Insurance Company

## Named Insured and Locations

### First Named Insured

Firm Name	Dec Name App	Entity Type
Crescent City Harbor District	Crescent City Harbor District	Other

# Public Officials & Employment Practices

## General Coverage Information

### Public Officials & Employment Practices Coverages/Limits

Coverage	Limit	Retention
Public Official Management	1,000,000	10,000
Employment Practices Liab Ins	1,000,000	25,000
Aggregate	1,000,000	
Non-Monetary Coverage - Defense Only	50,000	10,000
Non-Monetary Coverage - Defense Only Aggregate	100,000	
Crisis Management	25,000	5,000
FLSA/Wage & Hour Defense Coverage	50,000	25,000

**Policy Number:** 02320327-4  
**Line of Business:** Business Auto  
**Effective/Expiration:** 07/01/2022 - 01/01/2023  
**Writing Company:** United Financial Casualty Co  
**Premium Quote** \$8,448

## Line of Business

Line of Business	Description	Writing Company
Business Auto		United Financial Casualty Co

## Named Insured and Locations

### First Named Insured

Firm Name	Dec Name App	Entity Type
Crescent City Harbor	Crescent City Harbor	Other

### Location Schedule

Loc #	Bldg #	Address	City	State	Zip Code	Description
00001					95531	

# Business Auto

## Business Auto Coverages/Limits

Coverage	Limit
Combined single limit	2,000,000
Uninsured motorist combined single limit	2,000,000
Medical payments	5,000

The coverage symbols on a business automobile policy are used to identify which autos qualify as covered autos for each of the coverage being purchased. It is important to make sure that the appropriate symbol has been chosen for each of the coverage desired. A coverage symbol must appear by a coverage shown on the policy declarations page in order for coverage to apply.

## Liability & Physical Damage Covered Auto Symbols

Liability	7
Personal Injury Protection	
Property Protection	
Medical Payments	7
Uninsured Motorist	7
Underinsured Motorist	7
Comprehensive	7
Sp Causes of Loss	
Collision	7
Towing and Labor	

## Auto Symbol/ Description

- 1 Any Auto
- 2 Owned Autos Only
- 3 Owned Private Passenger Autos Only
- 4 Owned Autos Other Than Private Passenger
- 5 Owned Autos Subject to No-Fault
- 6 Owned Autos Subject to Compulsory Uninsured Motorist Law
- 7 Specifically Described Autos
- 8 Hired Autos Only
- 9 Non-Owned Autos Only

## Vehicle Schedule

Veh #	Year	Make	Model	Vehicle Identification	Cost New	LIA	PIP	Med Pay	UM/ UIM	Comp Ded	Coll Ded
00001	2004	Ford	F350 Super Duty	1FDSF34L14ED01426	\$8,850.00	X		X	X		
00002	1997	Ford	F350	1FTHF36GXVED04051		X		X	X		
00003	1999	Ford	Ranger	1FTYR14V7XPA18971		X		X	X		
00004	2000	Nissan	Frontier	1N6ED26T3YC376660		X		X	X		
00005	2007	Ford	Ranger	1FTYR10DX7PA90227		X		X	X		
00006	2009	Cargo	Trailer	5NHUBL6209T422025	\$10,000.00	X					
00007	2022	GMC	Sierra C3500/K3	1GT38PE74NF171570		X		X	X	500	500
00008	2022	Ford	Ranger	1FTER1EH5NLD32912	\$28,302.00	X		X	X	500	500
00009	2022	Ford	Ranger	1FTER1EH6NLD32093		X		X	X	500	500
00010	2022	GMC	Sierra C1500/K1	3GTNHAED6NG527205		X		X	X	500	500

*X-Indicates Coverage Blank-No Coverage*

Continued on next page.....

## Driver Information

Driver #	Name	Please Advise if any Drivers Need to be Added/Removed
0001	Charlie Helms	
0002	Richard Salvaressa	
0003	Justin Hanks	
0004	Billy Newport	
0005	William Regis	
0006	Salvat Iribarne	
0007	Christopher Foulke	
0008	Stephen Thompson	
0009	Robert Josey	
0010	Liam Heckman	
0011	Levi Prince	





Crescent City Harbor District  
101 Citizens Dock Rd  
Crescent City, CA 95531

REDWOODS LEAVITT INS AGENCY  
c/o Chris Dufour  
Quote ID # 802172739  
Quote Date: 6/21/2022

## State Compensation Insurance Fund

State Fund has operated for 100 years and is California's leading provider of workers' compensation Insurance. State Fund offers comprehensive workers' compensation products and services that provide a strong and stable option for employers and injured employees with fast, reliable claims service and medical and indemnity benefits. State Fund's loss prevention services and return to work programs—provided to policyholders at no additional cost—ultimately help save money for employers.

## Workers' Compensation Quote Summary

Base Premium	\$28,790.10
Standard Premium	\$28,790.10
Estimated Annual Premium	\$26,766.00
Mandatory Surcharges	\$1,587.70
<b>Estimated Premium &amp; Surcharges</b>	<b>\$28,353.70</b>

Coverage Period: 7/1/2022 at 12:01 a.m. to 7/1/2023 at 12:01 a.m.

Please be advised, this quote is good until 7/11/2022. To begin coverage, the required payment is due before quote expiration. This quote is not an insurance policy.

The estimated annual premium is primarily based on the payroll for your employees, and the type of work they perform, which was provided by you or your broker. Please review the information to confirm the payroll is accurate and assigned to the correct job classification.

This quote is based upon information provided to State Fund. All information supplied by you is subject to verification (before or after bind). Material change or misrepresentation of information discovered during the verification process may result in re-pricing, rescission, or cancellation of the policy.



## Estimated Base Premium Calculation

7/1/2022 - 7/1/2023

Location Number	Number of Full-Time Employees	Number of Part-Time Employees	Class Code	Description	Base Rate	Estimated Payroll	Estimated Base Premium
1	2	3	7721-2	SECURITY GUARD/PATROL SERVICE	7.68	\$140,000.00	\$10,752.00
1	4	1	8810-1	CLERICAL OFFICE EMPLOYEES	0.55	\$238,200.00	\$1,310.10
1	1	0	8740-3	BUILDING OPER-N.O.C.-SUPVS	1.88	\$60,000.00	\$1,128.00
1	7	0	9015-1	BUILDING OPER-N.O.C.-OTHER	7.80	\$200,000.00	\$15,600.00
<b>Total Before Modifications</b>						\$638,200.00	\$28,790.10

### Class Code and Rate Summary

Class Code & Rate Summary  
 Coverage Period  
 07/01/2022 - 07/01/2023

Class Code	Base Rate	Interim Billing Rate
7721-2	7.68	7.14
8740-3	1.88	1.75
8810-1	0.55	0.51
9015-1	7.80	7.25

The interim billing rate is the estimated class code base rate after any modifications and discounts have been applied. Final billing rates will be based on the actual payroll reported and subject to audit.



## Modifications and Premium Calculations

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7/1/2022 - 7/1/2023

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<b>Estimated Base Premium</b>		\$28,790.10
<b>Experience Modification</b>	N/A	
<b>Standard Premium</b>		\$28,790.10
<b>Rating Plan Modifier</b>	1.02600	
<b>Premium Discount</b>	0.90613	
<b>Estimated Annual Premium</b>		\$26,766.00
<b>Mandatory Surcharges</b>		\$1,587.70
	<b>Estimated Premium and Surcharges</b>	<b>\$28,353.70</b>

---

All policies are subject to surcharges mandated by California law in rates approved by the Department of Insurance. This quote reflects the currently published surcharges and rates. If new surcharges or rates applicable to this policy are published by the Department of Insurance, they will be applied to your policy and reflected in your premium billing statement.



## Coverage

Proposed Coverage Period: 7/1/2022 to 7/1/2023  
Employer's Liability Limit: \$1,000,000.00  
Entity: Incorporated Public Agency

Officers/Partners:

Officer Name	Title	Status
Timothy Petrick	Officer - Other	Included

Volunteers are not covered by your policy.

### Your coverage includes the following endorsements:

Endorsement 0750	Full Salary Benefits Not Insured
Endorsement 2065	Certificate Holders' Notice 60 days
Endorsement 3015	Executive Officers - Minimum/Maximum Limits \$55,900.00 / \$144,300.00

### Trade Name(s)

Crescent City Harbor District



## Payment Plan

Billing Type:	Recurring Billing
Frequency:	Monthly
Deposit Premium:	\$0.00
Mandatory Surcharges:	\$1,587.70
First Installment:	\$2,230.50
<b>Total Due to Begin Coverage:</b>	<b>\$3,818.20</b>

To accept this quote and begin coverage, please click the link in the email or notification that delivered this quote to you. If you are mailing a payment, please send it to:

State Compensation Insurance Fund  
PO BOX 51092  
LOS ANGELES, CA 90051-5392

If sending by Certified mail, Express mail, or overnight delivery, please send it to:

Lockbox Services: #0107441  
ATTN: STATE COMPENSATION INSURANCE FUND  
3440 FLAIR DRIVE  
EL MONTE, CA 91731-2823

In order for coverage to begin on 7/1/2022, payment for the above amount must be received by 7/11/2022. (If this date falls on a legal holiday, payment is due the following business day.) Submission after this date will require a re-assessment of the terms.

Your bills are based on your Estimated Annual Premium (EAP), which may be adjusted to reflect current payroll information. Your EAP must be accurate to avoid an unexpectedly large premium bill. Notify State Fund in the event you have an increase or decrease in payroll at any time during the policy term.

Twelve (12) premium payments, each in the amount of \$2,230.50, must be submitted during the policy year. The first premium payment and the deposit are required to begin coverage. Payments for the eleven (11) subsequent premium bills must be submitted on a monthly basis.

You will be required to submit two payroll reports: (1) an interim payroll report to cover the first six months, due after the sixth month, and; (2) a final payroll report, due after the policy year.

Failure to submit payroll reports or premium payments when due may result in cancellation of your policy.

The minimum premium is \$1,585.00 and is **not subject to proration or refund.**



## Important Information about Your Quote

*Estimated Premium Disclaimer:* This quote was prepared using information provided by you and/or your insurance broker, applying current underwriting guidelines and factors. The quoted premium amount to obtain coverage is an estimate. The final premium will be based on the actual premium basis, proper classifications, rates and applicable modifications at the end of your policy period. Final premium can also be affected by changes to the policy authorized by law, or the regulating governmental agency. If the final premium is more than the premium you paid us, you must pay the balance. If the final premium is less, we will issue a refund.

State Fund periodically files revisions to our rating plan, including rating factor updates that may apply to your quote or policy. This quote may include rates that are pending the authorization of the Insurance Commissioner. Any authorized rates that apply to your policy will be reflected in your premium billing statement.

The Workers' Compensation Insurance Rating Bureau (WCIRB) periodically makes updates to classification descriptions and wage thresholds. This quote reflects the classification rules in effect at the time of quoting. Subsequently published updates to these WCIRB-mandated rules may apply to your policy. Any WCIRB update that affects the pricing of the policy will be reflected in your premium billing statement.

*Medical Provider Network:* State Fund's Medical Provider Network (MPN) helps employers manage their medical costs through a diverse network of qualified physicians, specialists, and providers that specialize in the treatment of occupational injuries. The State Fund MPN is made up of a group of select physicians and other medical service providers within California:

- Many of the MPN physicians and providers primarily treat occupational injuries.
- Other MPN providers specialize in general areas of medicine.
- If necessary, the MPN will provide specialists to treat the injury or illness.

Using the MPN helps keep medical treatment costs in check while ensuring quality medical treatment for injured employees.

*Short-Rate Cancellation:* If you cancel during the policy term, final premium may be more than pro rata. Under the policy for which you've applied, final premium may be increased by the short-rate cancellation table. This penalty may be 5% to 100% depending on the length of time the policy was active.



### **3. New Business**

- b. Consider proposal from GeoEngineers, Inc., to provide continuing dredge spoils management services. Discuss and vote to approve proposal.**

***Public Comment?***

June 28, 2022

Crescent City Harbor District  
101 Citizens Dock Road  
Crescent City, California 95531

Attention: Tim Petrick

Subject: Proposal  
Dredge Spoils Management Services – Soil Sampling and Evaluation  
Crescent City, California  
File No. 25422-001-00

## **INTRODUCTION**

GeoEngineers is pleased to present this proposal to provide continued dredge spoils management services for the Crescent City Harbor District. Our proposed scope of services is based on recent data evaluation and input from the North Coast Regional Water Control Board (Water Board).

## **PROJECT UNDERSTANDING**

We understand that an estimated 90,000 cubic yards of sediment dredged from the Crescent City Harbor have been placed in an upland dredged material disposal site owned and operated by the Crescent City Harbor District. Sediment analytical data collected from the upland dredge site in 2011, after dredging, indicated that some sediment contains concentrations of polycyclic aromatic hydrocarbons (PAHs) that exceeded Water Board residential and industrial risk-based screening levels. Other hazardous substances were also detected in sediment at concentrations potentially harmful to human and/or ecological receptors. In 2013, the Water Board informed the Crescent City Harbor District that the dredge spoils constituted a solid waste. However, removal and disposal of the dredge spoils at a licensed disposal facility was not feasible due to the projected transportation and disposal costs. Use of the upland dredged material disposal site is needed and now there is an option to remove dredge spoils and re-use elsewhere.

The Water Board regulates the re-use and disposal of solid waste in the region. They have since developed an alternative approach that includes applying for a conditional waiver to allow beneficial reuse of the material and has indicated this option could now be used. The dredge spoils could be moved from the current storage area to another location or locations, if the soil that is moved provides a “beneficial use” at the new location(s). Numerous beneficial uses have been identified at the facility including use of the





material as fill to raise a target area elevation above a flood level or to address projected future sea level rise.

Soil management and reuse plan(s) was previously proposed. Before developing these plans, the Water Board has required a screening-level evaluation of existing sediment chemistry against regional background and protection of groundwater criteria for a conditional waiver. Several data gaps were identified during the screening process. The next project step will be to fill the data gaps to satisfy the Water Board's requirements for application of the conditional waiver.

The Water Board's primary goal is to ensure the material will not adversely affect groundwater. Secondary goals include protecting human health and surface water. GeoEngineers compiled the previously provided sampling data and prepared an evaluation to discuss with the Water Board. After that meeting, additional information and requirements were provided by the Water Board. Follow-up requests were made to the US Army Corps of Engineers (USACE) to get clarifications and documentation needed to start filling the initial data gaps identified. That information has been provided by the USACE and will be presented to the Water Board for final discussion and determination of remaining data gaps. The Water Board may request additional data and evaluation, including but not limited to:

- Chemical analytical data for soil/sediment proposed for re-use. This may include analytical tests for compounds that were not analyzed in 2009 and it may include additional Waste Extraction Test (WET) analyses for certain metals that had concentrations above screening standards for protection of groundwater.
- Evaluation of that data as it relates to background levels of metals, WET analysis of metals for leachability criteria for the potential effects on groundwater quality, human health, and surface water.
- If data gaps remain, then a work plan for dredge material sampling will be requested. Also, the materials will need to be assessed for physical and engineering properties to ensure they can be used for certain fill applications.

## SCOPE OF SERVICES

The purpose of our services is to present additional information to the Water Board so they can decide what supplemental data is needed for successful submittal of an application for a conditional waiver that will authorize the Crescent City Harbor District to re-use soil from the upland dredged material disposal site on the property and/or at off-site location(s). Our specific scope of services is as follows:

1. Supplement the data package and evaluation with recent data received from the USACE and then present it to the Water Board.
2. Identify the data gaps needed to fill for application of a conditional waiver and develop a sampling work plan for the dredge spoil stockpiles.
3. Support for other services being provided to meet requirements if the California Environmental Quality Act and California Coastal Commission requirements for this project.



## TERMS, FEE ESTIMATE AND SCHEDULE

We are prepared to begin work immediately after receiving your authorization to proceed. Our services will be completed in accordance with the terms described in the Agreement for Professional Services Between the Crescent City Harbor District and GeoEngineers, Inc., dated November 3, 2021 (Agreement for Professional Services).

The estimated fee for our services is \$17,100. While we will endeavor to stay within this estimated fee, there are uncertainties about the project and site that make it difficult to estimate the level of effort with a reasonable degree of certainty. As such, unless otherwise agreed to in writing, we will invoice for the time charged and expenses incurred in completing our scope of services. Please be assured, however, that we will keep you apprised of project status and conditions that may significantly affect our scope and estimate. The estimated fee for our services will be determined using the rates contained in the Agreement for Professional Services.

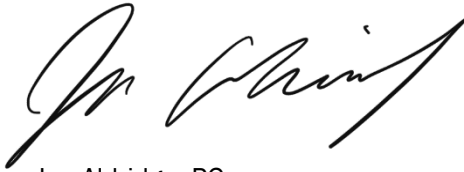
There are no intended third-party beneficiaries arising from the services described in this proposal and no party other than the party executing this proposal shall have the right to legally rely on the product of our services without prior written permission of GeoEngineers.

This proposal is valid for a period of 60 days commencing from the first date listed above and subject to renegotiation by GeoEngineers, Inc., after the expiration date.



Client’s authorization to initiate services shall be considered by both parties as formal acceptance of the scope of services and all the terms and conditions of this Agreement unless otherwise agreed to in writing by Client and GeoEngineers.

Sincerely,  
GeoEngineers, Inc.



Joe Aldridge, PG  
Principal

JAA:alb

One copy submitted electronically.



The parties hereto have made, executed and agreed to this Agreement as of the day and year first above written. By signature below, Client accepts the scope of services and all terms described herein. In addition, Client’s signature shall constitute as authorization to proceed on the date listed below Client’s printed/typed name unless such authorization has been separately provided verbally or in writing.

Crescent City Harbor District
ORGANIZATION
DATE

* SIGNATURE
TYPED OR PRINTED NAME
*Individual with contracting authority.

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### **3. New Business**

- c. Consider proposal from Moffatt & Nichol to research and identify development and growth opportunities for the Harbor. Discuss and vote to approve proposal.**

***Public Comment?***



1300 Clay Street, Suite 350  
Oakland, CA 94612

(510) 645-1238  
[www.moffattnichol.com](http://www.moffattnichol.com)

July 11, 2022

Tim Petrick  
Crescent City Harbor District  
101 Citizens Dock Road  
Crescent City, CA 95531

**Subject: Crescent City Harbor Opportunities Evaluation**

Dear Mr. Petrick,

As a follow-up to our discussions in June and July 2022, Moffatt & Nichol (M&N) is pleased to submit the attached proposal to support the Crescent City Harbor District (CCHD) identify opportunities to utilize the harbor in new ways as a result of potential future regional activities in the maritime market, including but not limited to the offshore wind (OSW) industry, small scale cruise, and University-Research expansions.

The purpose of this assignment is to identify and explore various harbor modification and opportunities while retaining the essential fishing operations of the harbor. Our team is well qualified for this assignment. We are working with several harbors and ports in California to provide similar studies. We recently completed a Maritime Master Plan for the California State University Maritime Academy and are in discussions with California State University, Humboldt for a similar study. We are working for several federal/state agencies and port/harbor districts to evaluate California ports and harbors for infrastructure upgrades required to support the OSW industry.

We propose for the initial study phase a “Pre-Master Plan” is developed that includes:

1. Understanding of existing and future fishing fleet requirements.
2. Harbor physical characteristics and general condition. (navigational widths, depths, dredging requirements, wave protection, seawall, piers, docks, geotechnical information, etc.)
3. Existing harbor facilities characterization (size, ownership, depths, dredging requirements, zoning, uses, etc)
4. Identification of opportunities and constraints – harbor and selected properties
5. Two Layouts of new slips, berth, piers, marina slips, breakwaters, channels,
6. Identification of required wave protection or seawall/shoreline modifications
7. Concept-Level Costs

This study will help to identify options for development and serve as a good starting point to attract industry interest and funding. We look forward to the opportunity to support CCHD on this important assignment. Please contact me at 510-788-8959 or [mtrowbridge@moffattnichol.com](mailto:mtrowbridge@moffattnichol.com) at any time if you have questions or require clarification.

Sincerely,  
MOFFATT & NICHOL

A handwritten signature in black ink that reads 'Matthew Trowbridge'.

Matthew Trowbridge, PE, SE  
Project Manager

## SCOPE OF WORK

### *Task 1: Project Management & Meetings*

The Project Manager will oversee the project, monitor work progress, and be responsible for its ultimate completion. The Project Manager will coordinate the work execution internally to ensure timely completion of tasks and will be the key point of contact for the CCHD. The Project Manager is responsible to chair a kickoff meeting, 2 progress-stakeholder meetings, and a final review meeting (4 meetings). All meetings will be held virtually and will be documented with meeting notes sent via email.

Deliverable:

- Meeting notes

### *Task 2: Data Review*

For this study, M&N will rely upon existing information made available by the CCHD and other agencies and stakeholders. Any required documents not currently in hand will be requested. M&N will request the following information to support the study:

- Identification of sites that are or may become available for industry use
- Ownership information for identified sites
- Zoning for all properties
- Lease boundaries
- Navigation channel limits (widths, depths, etc.)
- Available geotechnical data including documents that identify bedrock elevation
- Bathymetric and topographic surveys
- As-built / record drawings of existing facilities (including AutoCAD .dwg files)
- Site inspection reports
- Available site utilities and service connection points
- Prior site remediation efforts or reports
- Site zoning
- Site and use limitations or restrictions (AULs)
- Fishing industry information (catch, revenue, costs, fleet size and changes in fleet count)

No new site investigation, survey, field investigations or inspection is included or proposed at this time. Additional site data collection can be completed later or as needed.

### *Task 3: Identification of Opportunities and Constraints – Concept Layouts*

Develop a list of Opportunities and Constraints within the Harbor and immediate upland areas for various Maritime opportunities. This will include required site area, site loading capacity, berth length, berth depth, design vessel parameters, and navigation channel width and depth requirements. Develop up to two conceptual layouts for harbor use at CCHD. The layouts will consider uses for both with and without construction of additional protected harbor. The conceptual layouts will identify the following requirements:

- Upland areas
- Dredging and/or channel improvements (if required)
- Required dock or wharf structures
- Required breakwater structures



- Overwater fill area(s)

Deliverable:

- Conceptual Layout Sketches

#### *Task 4: Conceptual Presentation Slides*

M&N will summarize the output from the study in a set of PowerPoint slides. High level cost estimates will be prepared for the two conceptual options to an ACE Class 5 Estimate accuracy level (-30% / +50%) to provide a high-level assessment of the investment required. The estimating approach will make general assumptions to help provide a quick assessment of budgetary costs. If a more detailed estimate is requested, that can be completed with additional effort.

Deliverable:

- Conceptual PowerPoint Presentation Slides

### **PROJECT SCHEDULE**

The study can be delivered within 8 weeks from notice to proceed.

- Notice to proceed / executed agreement (NTP)
- Kickoff Meeting: within 1 week of NTP
- Data Review: within 2 weeks of NTP
- Opportunities and Constraints: within 4 weeks of NTP
- Conceptual Site Layouts: within 5 weeks of NTP
- Draft PowerPoint Slides: within 6 weeks of NTP
- Final PowerPoint Slides: within 8 weeks of NTP

### **FEE ESTIMATE**

M&N proposed to complete these tasks for a fixed fee of \$25,000.

### **ASSUMPTIONS**

The following assumptions have been made to develop the scope of work and fee included in this proposal:

1. CCHD will coordinate stakeholder meetings and outreach.
2. M&N is not responsible for identifying any property lines, site easements or other restrictions that may limit site use. These will be supplied by the CCHD.
3. M&N will not perform detailed engineering as a part of this study.
4. M&N will use existing geotechnical, topographic, and bathymetric surveys for the analysis. No new surveys will be performed. The accuracy of the analysis will be based on the quantity and quality of the existing information provided. The level of geotechnical information provided will directly affect the ability of M&N to identify the structural capacity of the existing soils and if any soil improvements will be required. The accuracy of the estimated quantity of dredge required will be directly affected by the available site bathymetric data.
5. No environmental exploration or sampling of site materials will be performed as a part of this scope. Any risk of contaminated or other environmental risks that may affect budgetary estimates shall be furnished by the District.
6. If project schedule extends beyond the proposed timeline, for reasons outside consultant control, additional budget may be required.





## **4. Unfinished Business**

### **a. Dredge Update.**

***Public Comment?***





## **4. Unfinished Business**

### **b. Long-term Tenants Relocation Update**

***Public Comment?***



## **4. Unfinished Business**

### **c. Solar/PPL Update**

***Public Comment?***



## **5. Communication and Reports**

### **a. Year-End Financial Report**

***Public Comment?***

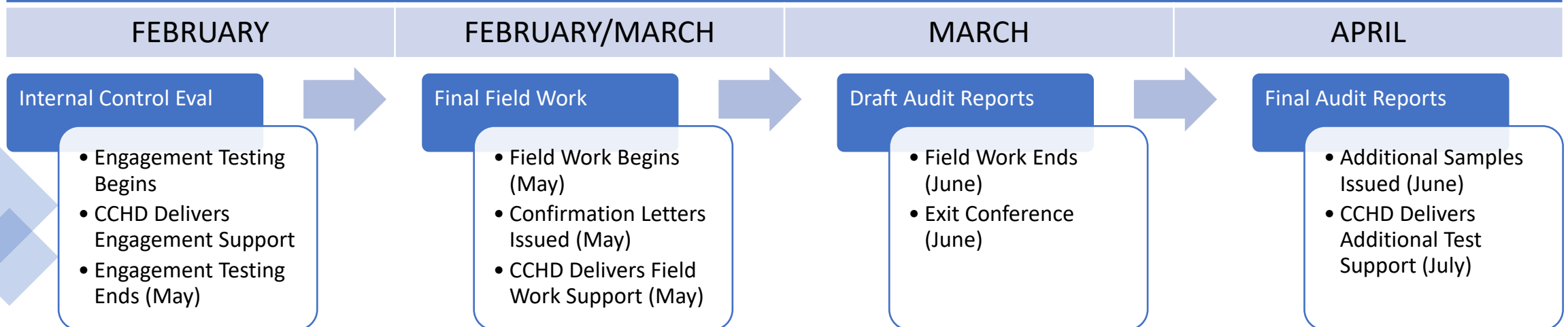
**CCHD INCOME STATEMENT  
FY 2021-2022**

	<b>Jul '21 - Jun 22</b>
4000 · MARINA / ADMISTRATION	\$ 46,868.52
4100 · HARBOR SERVICES	\$ 12,027.00
4200 · MARINA- INNER / OUTER	\$ 595,077.51
4300 · COMMERCIAL LEASES	\$ 604,359.22
4400 · RHV-RV PARK	\$ 351,568.11
4600 · BAYSIDE - RV	\$ 277,488.73
<b>TOTAL INCOME</b>	<b>\$ 1,887,389.09</b>
<b>LESS COST OF GOODS SOLD</b>	<b>\$ (2,341.70)</b>
<b>GROSS PROFIT FROM OPERATIONS</b>	<b>\$ 1,885,047.39</b>
6000 · OFFICE / MARINA	\$ 282,001.06
6100 · FUEL	\$ 24,318.94
6200 · PAYROLL EXPENSES	\$ 1,003,883.82
6212 · BAYSIDE PAYROLL	\$ 51,494.50
6213 · REDWOOD HARBOR PAYROLL	\$ 26,816.22
6400 · PROFESSIONAL FEES	\$ 574,297.95
6500 · REPAIR AND MAINT	\$ 81,746.22
6584 · CONTRIBUTION - VISITORS BUREAU	\$ 6,000.00
6600 · OPERATING SUPPLIES	\$ 202,178.65
6800 · UTILITIES	\$ 375,622.80
6930 · BANK SERVICE CHARGES	\$ 1,336.50
6942 · CONSULTING	\$ 805.00
6950 · TRAVEL-TRAINING MEETING & LOCAL	\$ 12,078.36
6990 · UNABLE TO COLLECT - BAD DEBTS	\$ 120,498.26
<b>LESS OPERATING AND GENERAL EXPENSES</b>	<b>\$ 2,763,078.28</b>
<b>NET OPERATING INCOME</b>	<b>\$ (878,030.89)</b>
TAX PROCEEDS: DEL NORTE COUNTY	\$ 489,052.51
TAX PROCEEDS: TOT	\$ 236,304.88
4900 · COVID RELIEF GRANT	\$ 486,658.00
INTEREST INCOME: LAIF	\$ 2,502.42
<b>TOTAL ADDITIONAL INCOME</b>	<b>\$ 1,214,517.81</b>
<b>ADJUSTED GROSS PROFIT</b>	<b>\$ 336,486.92</b>
6098 · RV TOT TAX EXPENSE	\$ 378.18
6375 · INTEREST EXPENSE	\$ 142,754.10
<b>LESS ADDITIONAL EXPENSES</b>	<b>\$ 143,132.28</b>
<b>NET PROFIT - BEFORE DEPRECIATION</b>	<b>\$ 193,354.64</b>
DEPRECIATION	\$ 3,726,000.00
<b>ADJUSTED NET PROFIT</b>	<b>\$ (3,532,645.36)</b>

# FY2020/2021 Financial Statement Audit Update

- Exit Conference with Badawi & Associates and CCHD held on June 15, 2022
- Badawi & Associates issued additional samples in lieu of bank reconciliations
- Badawi & Associates contacted prior year auditors for working papers and basis for prior year unmodified audit opinion
- CCHD awaiting issuance of preliminary audit report (Basic Financial Statements, Management Letter, SAS 114 Letter)

## AUDIT SCHEDULE





## **5. Communications and Reports**

### **b. CEO/Harbormaster Report - July 19, 2022**

Todd Garrett is no longer with CCHD. We wish him the best of luck in his future endeavors. Mike Rademaker will be assuming the role of Assistant Harbormaster. Mike has been with the Harbor District for years and has been looking for ways to expand his role. He joins the management team with a broad range of experience including legal, IT, and state and federal government operations.

We had a great, albeit wet, 4<sup>th</sup> of July. The harbor was packed full and plenty of fireworks. We should all thank Rich Salvaressa and his Maintenance team for their hard work setting up for and cleaning up after the holiday weekend. They made sure to knock down the tall grass around the dredge ponds and even assisted our neighbors with some of theirs to minimize fire risk and staged firework disposal totes around the harbor.



## 5. Communications and Reports

### b. CEO/Harbormaster Report - July 19, 2022 *(continued)*

Our maintenance team works on a tight budget with less members than they have work for, often 6 days a week. On top of the emergent and urgent projects they tackle on a daily basis they have been working to refresh painting of parking spaces and curbs as well at the Crescent City Harbor sign on Anchor Way.

The harbor continues to move forward with evictions for cause in the RV parks. The first of the evictions have now been removed. We anticipate 5-10 more to be processed in the coming month depending on the court filings.

We have prepared for submittal another grant for excess funding that is still available in the Port Economic Recovery Funds. Our request is for \$300,000 to be used toward the beginning stages of infrastructure repair and replacement.



## 5. Communications and Reports

### b. CEO/Harbormaster Report - July 19, 2022 *(continued)*

An abandoned city water main burst under the road between our maintenance building and Englund Marine. A significant portion of the road was damaged and removed and there was some cracking and water infiltration into Englund Marine. City Maintenance department has begun repairs.

Thank you for your patience with our staff over the last week. We have had 3 staff members out with covid and a fourth with an injury. We look forward to being back at full strength shortly.

Please pay your electric usage invoices. Unpaid electric charges will accrue late fees and will eventually result in a lien or slip revocation notice.

***Public Comment?***





## **5. Communications and Reports**

### **c. Harbor Commissioner Reports**

Pursuant to the Brown Act, this item allows the Commissioners to briefly discuss activities engaged in since the previous public meeting.

**Commissioner Wes White**

**Commissioner Brian Stone**

**Commissioner Gerhard Weber**

**Commissioner Harry Adams (Secretary)**

**Commissioner Rick Shepherd (President)**



## 6. Adjourn to Closed Session

### **CLOSED SESSION:**

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
(Gov. Code section 54956.9(d)(2).): One matter.



## **7. Return to Open Session and Report Out**

## 8. Meeting Adjournment

*Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, August 2, 2022, at 2 p.m. PDT. The Crescent City Harbor District complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to person with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990 (42 U.S.C. §12132). Any person with a disability who requires modification in order to participate in a meeting should direct such request to (707) 464-6174 at least 48 hours before the meeting, if possible.*

