THE MITCHELL LAW FIRM, LLP

426 First Street
Eureka , CA 95501
Phone: (707) 443-5643
mitchelllawfirm.com

INVOICE

Invoice # 12637
Date: 10/31/2026
Due On: 11/30/2026

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

25-058 CRESCENT CITY HARBOR DIS.- RTP

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Attorney	Date	Notes	Quantity	Rate	Total
RTP	10/01/2026		0.50	$250.00	$125.00
RTP	10/01/2026		0.70	$250.00	$175.00
RTP	10/01/2026		0.10	$250.00	$25.00
RTP	10/02/2026		0.60	$250.00	$150.00
RTP	10/02/2026		0.60	$250.00	$150.00
RTP	10/05/2026		0.10	$250.00	$25.00
RTP	10/05/2026		3.60	$250.00	$900.00

RTP	10/06/2026	2.50	$250.00	$625.00
RTP	10/06/2026	0.10	$250.00	$25.00
RTP	10/07/2026	0.10	$250.00	$25.00
RTP	10/08/2026	1.90	$250.00	$475.00
RTP	10/08/2026	0.80	$250.00	$200.00
RTP	10/09/2026	2.00	$250.00	$500.00
RTP	10/09/2026	2.30	$250.00	$575.00
RTP	10/12/2026	0.20	$250.00	$50.00
RTP	10/12/2026	0.50	$250.00	$125.00
RTP	10/12/2026	0.10	$250.00	$25.00
RTP	10/13/2026	0.20	$250.00	$50.00
RTP	10/16/2026	0.20	$250.00	$50.00
RTP	10/23/2026	0.80	$250.00	$200.00

RTP	10/27/2026	0.10	$250.00	$25.00
RTP	10/27/2026	0.40	$250.00	$100.00
RTP	10/28/2026	0.10	$250.00	$25.00
RTP	10/28/2026	0.80	$250.00	$200.00

Subtotal	**$4,825.00**
Total	**$4,825.00**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
12637	11/30/2026	$4,825.00	$0.00	$4,825.00
			Outstanding Balance	**$4,825.00**
			Total Amount Outstanding	**$4,825.00**

Please make all amounts payable to: The Mitchell Law Firm LLP

Please pay within 30 days.

ENTERED ON: 11/9/26
BY: KdA
3903 Adm $4,825.00

INVOICE 701261-04 – October 2026
Agreement: PIDP 2022- Grant Management
Date: October 30, 2026

To: Crescent City Harbor District

Invoice Time Period: October 1, 2026 – October 31, 2026

For: Professional Services: MARAD FY 2022 PIDP Grant No. 693JF72344010

Scope of Work Performed: Grant Management Services

- Prepared consultant and public kick off meeting agendas and presentation with Project Manager and Harbor CEO, multiple calls.
- Prepared and sent invitations to Kick-off Meetings.
- Scheduled and help facilitate kick-off meetings over the course of two days.
- Assisted answering questions about the project to all parties at the kickoff meetings.
- Attended Board Meetings to answer any questions about the project.
- Continuously updated PIDP expense/budget tracking document to track invoices, budget, and reimbursement remaining.
- Reviewed updated grant management tools and templates with Harbor CEO.
- Loaded project documents into Kimley-Horn Project Management online platform.
- Reviewed Harbor attorney edits of CCHD policy updates, ensuring they meet PIDP grant requirements.
- Met with MARAD to discuss match reporting and invoicing to ensure CCHD is reimbursed for as much money as possible.
- Filled out the SF-425 along with the Recertification Statement, and the Quarterly Report Excel file.
- Submitted all items needed for Quarterly Report to MARAD.
- Submitted Reimbursement Request 1.
- Confirmed approval of Reimbursement Request, connected with CCHD to ensure money was received.
- Reviewed project documents with Construction design team, multiple calls
- Reviewed response to permit agencies regarding permit questions

- Multiple calls with project permit consultants.
- Met with permit agencies.
- Multiple calls with Harbor CEO regarding project elements.

Charges by categories: Labor

Role	Staff Member	Hourly Rate	Hours	Amount
Project Team Lead	Mike Bahr	$100	25	$2,500
Grant Project Lead	Benita Jangala	$75	18	$1,350
Data Management	Trinket Glasgow	$65	15	$975
Operations Support	Sami Burns	$55	10	$550
		TOTAL		**$5,375**

Total Due this Invoice: $5,375

Please Make Check Payable to Community System Solutions

When Check is ready, please call Mika McKenzie at 541-968-9886 to pick up the check.

Thank you! Mike Bahr, CEO, Community System Solutions

INVOICE 701262-04 – October 2026
Agreement: PIDP 2024- Grant Management
Date: October 30, 2026

To: Crescent City Harbor District

Invoice Time Period: October 1, 2026 – October 31, 2026

For: Professional Services: MARAD FY 2024 PIDP Grant No. 693JF72540013

Scope of Work Performed: Grant Management Services

- Prepared consultant and public kick off meeting agendas and presentation with Project Manager and Harbor CEO, multiple calls.
- Prepared and sent invitations to Kick-off Meetings.
- Scheduled and help facilitate kick-off meetings over the course of two days.
- Assisted answering questions about the project to all parties at the kickoff meetings.
- Attended Board Meetings to answer any questions about the project.
- Continuously updated PIDP expense/budget tracking document to track invoices, budget, and reimbursement remaining.
- Reviewed updated grant management tools and templates with Harbor CEO.
- Loaded project documents into Kimley-Horn Project Management online platform.
- Reviewed Harbor attorney edits of CCHD policy updates, ensuring they meet PIDP grant requirements.
- Met with MARAD to discuss match reporting and invoicing to ensure CCHD is reimbursed for as much money as possible.
- Filled out the SF-425 along with the Recertification Statement, and the Quarterly Report Excel file.
- Submitted all items needed for Quarterly Report to MARAD.
- Submitted Reimbursement Request 1.
- Confirmed approval of Reimbursement Request, connected with CCHD to ensure money was received.
- Reviewed project documents with Construction design team, multiple calls
- Reviewed response to permit agencies regarding permit questions

- Multiple calls with project permit consultants.
- Met with permit agencies.
- Multiple calls with Harbor CEO regarding project elements.

Charges by categories: Labor

Role	Staff Member	Hourly Rate	Hours	Amount
Project Team Lead	Mike Bahr	$100	25	$2,500
Grant Project Lead	Benita Jangala	$75	18	$1,350
Data Management	Trinket Glasgow	$65	15	$975
Operations Support	Sami Burns	$55	10	$550
		TOTAL		**$5,375**

Total Due this Invoice: $5,375

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Thank you! Mike Bahr, CEO, Community System Solutions

INVOICE 13116-03 – October 2026
Agreement: HMGP - Grant Management
Date: October 30, 2026

To: Crescent City Harbor District

Invoice Time Period: October 1, 2026 – October 31, 2026

For: Professional Services: Cal OES/FEMA HMGP grant - DR-4482-641-65R

Scope of Work Performed: Grant Administration Services

- Conducted detailed review and reconciliation of historical HMGP invoices, reimbursement requests, and payment records.
- Reviewed supporting documentation and coordinated with Cal OES to address the eligibility and accounting treatment of past invoices.
- Prepared the July-September Quarterly Reporting Forms and supporting documentation for CalOES.
- Prepared three Reimbursement Requests covering the current reporting period and previously unclaimed eligible invoices from two earlier quarters.
- Prepared required grant-management reimbursement documentation for quarterly submission.
- Submitted all required quarterly reports and related reimbursement documentation prior to the October 15th deadline.
- Facilitated follow-up correspondence to Cal OES requesting confirmation of receipt and review status of quarterly report and reimbursement requests.
- Reviewed legal counsel's revisions to "Finance & Admin Policies and Procedures" for applicable grant compliance provisions.
- Reviewed legal counsel's revisions to "Records Management" procedures for required grant records retention and documentation provisions.
- Reviewed legal counsel's revisions to "General CCHD Agreement" template for required federal contract provisions.

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- Reviewed Cal OES Corrective Action Plan, identifying remaining steps for adopted policy documentation, procedure implementation, staff training, and compliance evidence.
- Identified existing contractor agreements requiring review or amendment for federal contract clauses and outlined CAP follow-up actions.
- Prepared materials and presented updates at Harbor Board meetings.
- Updated detailed invoice and reimbursement tracking records with CCHD invoice information and prior-period reconciliation items.
- Updated HMGP project element tracking chart to monitor completed, outstanding, and upcoming grant activities and deliverables.
- Prepared grant applications for submission: CA Department of Boating & Waterways BIG grant and CA Parks and Recreation Parks Grant.
- Worked with HMGP consultants using to prepare materials for priority projects.

Charges by categories: Labor

Role	Staff Member	Hourly Rate	Hours	Amount
Project Team Lead	Mike Bahr	$100	30	$3,000
Grant Project Lead	Benita Jangala	$75	8	$600
Data Management	Trinket Glasgow	$65	25	$1,625
Operations Support	Sami Burns	$55	25	$1,375
TOTAL				**$6,600**

Total Due this Invoice: $6,600

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Thank you! Mike Bahr, CEO, Community System Solutions

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