

Board of Harbor Commissioners

Crescent City Harbor District

June 18, 2024

Regular Harbor Commission Meeting



Regular Meeting

Board of Harbor Commissioners of the Crescent City Harbor District

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

AGENDA

Date: **Tuesday, June 18, 2024**

Time: **Open Session 2:00 p.m. (Closed Session follows)**

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

NOTE:** The following board members will be attending the meeting remotely pursuant to Gov. Code § 54953(b) from the following publicly accessible locations: Commissioner Brian Stone: **1780 Tribute Rd, Sacramento, CA 95815

VIRTUAL MEETING OPTIONS

TO WATCH (via online)

<https://us02web.zoom.us/j/6127377734>

TO LISTEN (via telephone)

Dial (669) 900-6833, please enter 612 737 7734# (meeting ID)
or, one tap mobile: +16699006833,,6127377734#

1. Preliminary Items

- a. Call to Order**
- b. Roll Call**
- c. Pledge of Allegiance**
- d. General Public Comments**

The general comment period is provided for subjects not included on the agenda. Each person is limited to a maximum of 3 minutes of speaking time. The Board may not take action on non-agendized matters.

However, the Board or its staff may briefly respond to statements or questions from the public. (Gov. Code § 54954.2(a)(2))

2. Grants Update, Balance Sheet, P&L, & Budget.

3. Consent Calendar

Consent Calendar items are considered routine and will be approved by one motion. The public, staff, or Commissioners may request specific items be removed from the Consent Calendar for separate consideration.

- a. Approve Meeting Minutes of the May 21, 2024 Regular CCHD Board Meeting, and June 11, 2024 Special Joint Meeting of the Tri-Agency.**

4. New Business

- a. Approve Proposal for a Vertical Breakwater Design in the Inner Boat Basin.**
- b. Adjudicate Appeal of Pending Revocation of Berthing Permit for the F/V Capo and Dedication.**

5. Unfinished Business

- a. Approve FY 2024/2025 Budget.**

6. Communications and Reports

- a. Dredge Update**
- b. CEO/Harbormaster Report**
- c. Harbor Commissioner & Ad Hoc Committee Reports**

7. Adjourn to Closed Session

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

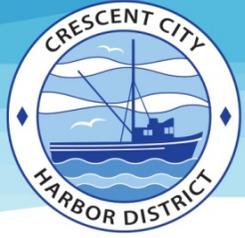
(Gov. Code section 54957(b)(1).)

Title: CEO/Harbormaster

*** PLEASE NOTE, THE JULY 2, 2024 BOARD MEETING HAS BEEN CANCELLED IN OBSERVANCE OF THE JULY 4th HOLIDAY PERIOD ***

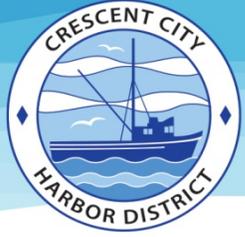
8. MEETING ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, July 16, 2024, 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.



1. Preliminary Items

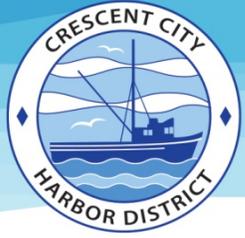
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- b. Roll Call**
- c. Pledge of Allegiance**



1. Preliminary Items

d. General Public Comments

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2. Grants Update, Balance Sheet, P&L, & Budget.

Public Comment?

**Creating Positive Social
& Environmental Impact**



Community System Solutions

6.18.24

GRANTS UPDATE

PRESENTED TO
CCHD BOARD OF COMMISSIONERS

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Crescent City Harbor District Grant Tracking Chart 6_18_24

CCHD GRANTS AWARDED								
Grant Name	Grant Funder	Funded Projects	Project Amount	Grant Amount Awarded	Match Requirement (Remaining)	Grant Start Date	Project Timeline	Current Status
Port Infrastructure Development Grant (PIDP) 2022	ODOT - Maritime Administration	1) Construction of a new seawall 2) repair and renovate the seafood packing and trucking area 3) replace the aged cargo handling equipment atop the seawall	\$9,208,207.00	\$7,366,565.60	\$1,570,489.00	Jan-23	1-Jan-28	Design process utilizing public comments and environmental review continuing. Geotechnical study approved by MARAD and CCHD.
CA Coastal Conservancy Grant Citizen's Dock Planning	CA Coastal Conservancy	1) Design, Environmental Impact Studies and Permitting for construction of a new Citizens' Dock.	\$927,000.00	\$927,000.00	\$143,000 (In-Kind)	Jun-23	36 months	Design process utilizing public comments and environmental review continuing. 15% design documents for Citizens' Dock completed.
CA Coastal Conservancy Grant South Beach Bathroom	CA Coastal Conservancy	Design, Permitting and Construction of Bathrooms and Showers on Anchor Way, near Starfish Way.	\$450,000.00	\$450,000.00	\$117,000 (In-Kind)	Jun-23	36 months	Bid response from M&N to permit the project in process.
Harbor Mitigation Grant Program (HMGP)	Cal OES and FEMA	1) Identify Highest best use of developable properties; 2) Design & Engineering; NEPA/CEQA; for Climate Resiliency Solutions along Harbor waterfront	\$1,500,000.00	\$1,350,000.00	\$150,000.00	Jan-24	Must be completed within 5 years of obligation	RFPs for Resiliency projects and Highest best property released and receiving responses. Vertical wall RFP responses with Harbor staff for review/approval.

Crescent City Harbor District Grant Tracking Chart 6_18_24

CCHD PARTNERING ON GRANTS AWARDED TO OTHER AGENCIES								
STPG Climate Adaptation Transportation Planning (partnering with Del Norte Local Transportation Commission)	Caltrans and OPR	Del Norte Local Transportation Commission awarded to 1) Identify climate mitigation projects along U.S. Hwy 101 and Anchor Way along South Beach.	\$250,000.00	\$250,000.00	\$8,000.00	Summer 2023	30 months	Public comment period open.
CA Coastal Conservancy Grant Fish Filet Building, Bathroom and Pop Up Store (partnering with DNATL Community Food Council)	Coastal Conservancy	DNATL Community Food Council awarded grants for 1) Installation of Fish Filet Building; 2) Purchase and Installation of bathroom and pop-up store	\$500,000.00	\$500,000.00	\$0.00	Dec-23	36 months	Permitting of site location at Coastal Commission.
CCHD GRANTS APPLIED FOR UNDER REVIEW								
Grant Name	Grant Funder	Project Applied For	Project Amount	Grant Amount Requested	Match Requirement	Announcement Date	Project Timeline	Status
Port Infrastructure Development Grant (PIDP) 2024	ODOT - Maritime Administration	Construction of Citizens Dock	\$10,000,000.00	\$8,000,000.00	\$2,000,000.00	May 10 2024	2Q 2024	Application submitted on 5/10/24.
Storm Damage Disaster Response 4683	FEMA	Repair of Anchor Way Breakwater, Anchor Way Road and Whaler Island Groin Breakwater	\$3,500,000.00	\$3,500,000.00	6%	Summer 2024	18 months	Project at FEMA CRC for review.
Storm Damage Disaster Response 4683 - Build Back Better	FEMA	Construct new Anchor Way Breakwater, Anchor Way road and Whaler Island Groin Breakwater.	\$7,695,828.00	\$7,695,828.00	6%	Summer 2024	18 months	Project at FEMA CRC for review.

Crescent City Harbor District Grant Tracking Chart 6_18_24

CCHD GRANT APPLICATIONS WORKING ON								
Grant Name	Grant Funder	Project Applying For	Project Amount	Grant Amount To Request	Cost Sharing/Match Requirement	Grant Submittal Date	Grant Announcement	Status
Community Energy Reliability and Resilience Investment Program	CA Energy Commission	Installation of Microgrids	\$2,500,000.00	\$2,500,000.00	TBD	July 12, 2024	Funding available in 2024	Gathering data for application.
GRANT OPPORTUNITIES WORKING ON								
Grant Name	Grant Funder	Project Applying For	Project Amount	Grant Amount To Request	Cost Sharing/Match Requirement	Grant Submittal Date	Grant Announcement	Status
Program to Support Offshore Wind Infrastructure Improvement	CA Department of Energy	Planning Studies and Commercial Area Development/Construction to support offshore wind efforts	\$2,000,000.00	\$2,000,000.00	\$200,000.00	TBD	TBD	Frozen until budget reconciliation July 2024. Working on list of projects to include once the application is released.
Boating Infrastructure Grant	DBW	Boat Ramps	\$1,500,000	\$1,500,000	TBD	TBD	3Q 2024	Gathering data for application. In communication with grantors to receive release of application.
EDA Public Works Program	U.S. EDA	Infrastructure Construction Projects and new equipment	\$3,450,000.00	\$3,000,000.00	\$450,000.00	Rolling Application	Funding available in 2024	Reviewing project eligibility criteria.

**Creating Positive Social
& Environmental Impact**



Community System Solutions

6.18.24

GRANTS BUDGET UPDATE

PRESENTED TO
CCHD BOARD OF COMMISSIONERS

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GRANT BUDGET PROJECTION FY24/25

Project Expenditures	Awarded	Remaining	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Subtotal YR
CA Coastal Conservancy: Citizen's Dock Design			\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 74,446.01							\$ 424,446.01
CA Coastal Conservancy: South Beach Restroom Design & Build			\$ 23,625.00	\$ 23,475.00	\$ 118,625.00	\$ 94,875.00	\$ 90,400.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 351,000.00
HMGP: Cal-OES / FEMA: Planning NEPA/CEQA			\$ 20,000.00	\$ 71,750.00	\$ 71,750.00	\$ 76,700.00	\$ 96,500.00	\$ 96,500.00	\$ 94,000.00	\$ 94,000.00	\$ 94,000.00	\$ 96,500.00	\$ 96,050.00	\$ 40,250.00	\$ 948,000.00
ODOT-Maritime Administration PIDP: Seawall Design & Build							\$ 300,000	\$ 975,000	\$ 975,000	\$ 975,000	\$ 975,000	\$ 975,000	\$ 505,000	\$ 75,000	\$ 5,755,000.00
TOTAL			\$ 113,625	\$ 165,225	\$ 260,375	\$ 241,575	\$ 556,900	\$ 1,145,946	\$ 1,069,000	\$ 1,069,000	\$ 1,069,000	\$ 1,071,500	\$ 601,050	\$ 115,250	\$ 7,478,446

CCHD PROJECT REIMBURSEMENT	Awarded	Remaining	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Subtotal YR
CA Coastal Conservancy: Citizen's Dock Design			\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00							\$ 7,500.00
CA Coastal Conservancy: South Beach Restroom Design & Build			\$ 1,312.50	\$ 1,312.50	\$ 6,375.00	\$ 5,125.00	\$ 5,375.00								\$ 19,500.00
HMGP: Cal-OES / FEMA: Planning NEPA/CEQA			\$ 2,500	\$ 8,250	\$ 8,250	\$ 8,800	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 10,950	\$ 4,750	\$ 109,500.00
ODOT-Maritime Administration PIDP: Seawall Design & Build							\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 275,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 450,000.00
TOTAL			\$ 5,063	\$ 10,813	\$ 15,875	\$ 15,175	\$ 42,625	\$ 37,250	\$ 36,000	\$ 36,000	\$ 286,000	\$ 36,000	\$ 35,950	\$ 29,750	\$ 586,500.00

CCHD STAFF TIME REIMBURSEMENT	Awarded	Remaining	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Subtotal YR
CA Coastal Conservancy: Citizen's Dock Design	\$ 23,300.00	\$ 23,300.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,984.00							\$ 22,734.00
CA Coastal Conservancy: South Beach Restroom Design & Build	10,000	10,000	\$ 1,312.50	\$ 1,250.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00								\$ 10,062.50
HMGP: Cal-OES / FEMA: Planning NEPA/CEQA	37,500	37,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 37,500.00
ODOT-Maritime Administration PIDP: Seawall Design & Build	243,600	243,600				\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 225,000.00
TOTAL			\$ 7,563	\$ 7,500	\$ 8,750	\$ 33,750	\$ 33,750	\$ 31,484	\$ 30,000	\$ 30,000	\$ 30,000	\$ 27,500	\$ 27,500	\$ 27,500	\$ 295,296

Total Expenditures	Awarded	Remaining	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL YR
CA Coastal Conservancy: Citizen's Dock Design	927,000	454,680	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 79,680.00							\$ 454,680.00
CA Coastal Conservancy: South Beach Restroom Design & Build	450,000	390,000	\$ 26,250.00	\$ 26,250.00	\$ 127,500.00	\$ 102,500.00	\$ 107,500.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390,000.00
HMGP: Cal-OES / FEMA: Planning NEPA/CEQA	1,350,000	1,095,000	\$ 25,000	\$ 82,500	\$ 82,500	\$ 88,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 109,500	\$ 47,500	\$ 1,095,000.00
ODOT-Maritime Administration PIDP: Seawall Design & Build	7,366,566	7,366,566				\$ 25,000	\$ 350,000	\$ 750,000	\$ 1,025,000	\$ 1,025,000	\$ 1,025,000	\$ 1,025,000	\$ 805,000	\$ 125,000	\$ 6,155,000.00
TOTAL			\$ 275,000	\$ 425,000	\$ 585,500	\$ 1,080,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ 880,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 7,640,000

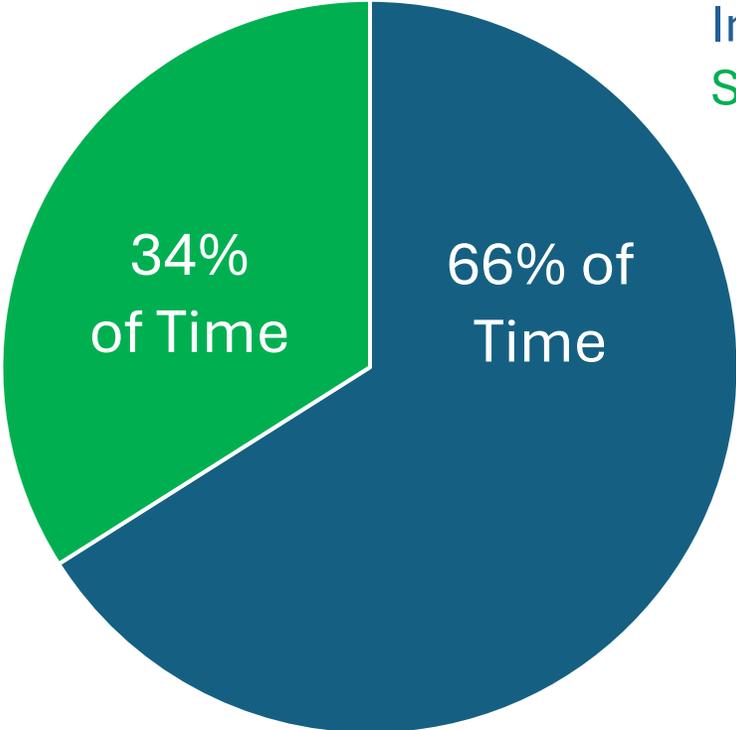
CCHD Revenue per month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL YR
CA Coastal Conservancy: Citizen's Dock Design	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,234.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,234.00
CA Coastal Conservancy: South Beach Restroom Design & Build	\$ 2,625.00	\$ 2,562.50	\$ 8,875.00	\$ 7,625.00	\$ 7,875.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,562.50
HMGP: Cal-OES / FEMA: Planning NEPA/CEQA	\$ 5,000.00	\$ 10,750.00	\$ 10,750.00	\$ 11,300.00	\$ 13,500.00	\$ 13,500.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 13,500.00	\$ 13,450.00	\$ 7,250.00	\$ 147,000.00
ODOT-Maritime Administration PIDP: Seawall Design & Build	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 300,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 675,000.00
TOTAL	\$ 12,625	\$ 18,313	\$ 24,625	\$ 48,925	\$ 76,375	\$ 68,734	\$ 66,000	\$ 66,000	\$ 316,000	\$ 63,500	\$ 63,450	\$ 57,250	\$ 881,796

FY 2024-25 Estimated Harbor Staff Time Grant Administration Allocation

Time Spent on Grants

In Kind Match:
Staff Time spent on grants,
which is not reimbursed by the
grant funder.

Staff Reimbursement:
Staff Time spent on grants,
which is reimbursed by the
grant funder.



In Kind Match: \$525,000
Staff Reimbursement: \$295,296

GROSS PROFIT 118,470 123,200 116,944 120,800 145,915 148,185 197,285 130,615 121,815 123,415 134,585 127,015 1,608,244

3201 Ads and Notices	300	300	300	300	300	300	300	300	300	300	300	300	3,600
3202 Events	-	-	-	-	-	-	-	-	4,400	600	-	-	5,000
Total 3200 ADVERTISING	300	300	300	300	300	300	300	300	4,700	900	300	300	8,600

3301 Fuel Expenses	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
3302 Maintenance and Repair	200	200	200	200	200	200	200	200	200	200	200	200	2,400
3303 Truck Leases/Auto Exp	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	42,000
Total 3300 AUTO EXPENSES	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	58,800

3401 Bank Fees	150	150	150	150	150	150	150	150	150	150	150	150	1,800
3404 QuickBooks Payments Fees	750	750	750	750	750	750	750	750	750	750	750	750	9,000
Total 3400 BANK FEES / SURCHARGES	900	900	900	900	900	900	900	900	900	900	900	900	10,800

3500 DUES / CHARITABLE CONTRIBUTIONS - - 11,000 - - - - 700 7,500 - - - - 19,200

3601 Contractors 1099	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
3602 Outside Services	12,153	9,053	8,853	9,053	9,053	9,053	9,053	9,053	9,053	9,053	9,053	9,053	111,536
Total 3600 CONTRACTORS OPERATIONS	14,153	11,053	10,853	11,053	11,053	11,053	11,053	11,053	11,053	11,053	11,053	11,053	135,536

3701 Auto Insurance	-	158	1,552	1,725	5,563	-	2,844	1,807	3,947	3,976	1,807	1,807	25,186
3702 Liability & Property Policies	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	200,000
3703 Workers Comp	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	31,200
3704 Business Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 3700 INSURANCE POLICIES	19,267	19,425	20,819	20,992	24,830	19,267	22,111	21,074	23,214	23,243	21,074	21,074	256,386

3901 Accounting	-	-	-	-	-	-	-	-	-	-	-	-	-
3902 Auditing	-	-	-	-	-	19,000	-	3,000	-	-	-	-	22,000
Total 3901 Accounting	-	-	-	-	-	19,000	-	3,000	-	-	-	-	22,000

3903 Attorney Professional Services Legal*	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	100,000
3904 Additional Non-Attorney	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
3905 Legal Reimbursements	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Total 3903 Attorney Professional Services Legal**	9,833	9,833	9,833	9,833	9,833	9,833	9,833	9,833	9,833	9,833	9,833	9,833	118,000

* lowered to \$6,625 average ** decreased to \$9,125 average

3906 Engineering	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
3907 Grant Acquisition	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
3908 IT Services	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	21,600
3909 IT Reimbursements	200	200	200	200	200	200	200	200	200	200	200	200	2,400
3910 Permitting, Planning & PM	500	500	500	500	500	500	500	500	500	500	500	500	6,000

LEGAL & PROFESSIONAL FEES 15,833 15,833 15,833 15,833 15,833 34,833 15,833 18,833 15,833 15,833 15,833 15,833 72,000

4002 Office Equipment Leases	400	400	400	400	400	400	400	400	400	400	400	400	4,800
4003 Office Expenses	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
4004 Permits / Licenses	1,850	925	1,400	805	1,463	2,300	2,300	2,300	1,200	1,200	1,200	1,000	17,943
4006 Subscriptions & Software	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	13,200
4007 Uniform Expenses	1,500	7,500	500	500	700	800	300	600	400	300	300	300	13,700
4008 Website & Hosting Expenses	260	260	260	260	260	260	260	260	260	260	260	260	3,120
4020 Meals In-Town / Team Appreciation	40	40	40	40	40	40	40	40	40	40	40	40	480
4025 Recruitment Expense	100	100	100	100	100	100	100	100	100	100	100	100	1,200
4026 Taxes and License	-	-	-	1,900	-	-	-	-	-	-	-	-	1,900
4028 Postage & Shipping	-	-	300	-	-	-	300	-	-	300	-	-	900
Total 4000 OFFICE / GENERAL OPERATIONS	6,750	11,825	5,600	6,605	5,563	6,500	6,300	6,300	5,000	5,200	4,900	4,700	75,243

5002 Payroll Benefits	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	156,000
5003 Health Benefits	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	168,000
Total 5002 Payroll Benefits	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	324,000
Total 5000 Salaries & Wages	79,630	79,630	79,630	79,630	79,630	79,630	79,630	79,630	79,630	79,630	79,630	79,630	955,560
5101 Heavy Equipment Lease Payments	1,714	1,714	1,714	1,714	1,714	1,714	1,714	1,714	1,714	1,714	1,714	1,714	20,568
5102 Operations Purchases	250	250	250	250	250	250	250	250	250	250	250	250	3,000
5104 Repairs General	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	46,000
Total 5100 REPAIRS / MAINTENANCE	5,797	5,797	5,797	5,797	5,797	5,797	5,797	5,797	5,797	5,797	5,797	5,797	69,568
5201 Maintenance Supplies / Materials	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	16,000
5202 Operations Supplies / Materials	500	500	500	500	500	500	500	500	500	500	500	500	6,000
5203 Fuel Maintenance	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Total 5200 SUPPLIES, MATERIALS & FUEL	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	28,000
5307 Trainings / Meetings	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
5501 Electricity	10,417	10,417	10,417	10,417	10,417	10,417	10,417	10,417	10,417	10,417	10,417	10,417	125,000
5502 Propane	1,100	1,700	1,100	1,200	1,600	1,700	600	700	1,900	600	600	600	13,400
5503 Telephone	900	900	900	900	900	900	900	900	900	900	900	900	10,800
5504 Water & Sewer Service	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	75,000
5505 Trash & Recycle	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	100,000
5506 WI-FI / Internet Services	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800
Total 5500 UTILITIES	28,400	29,000	28,400	28,500	28,900	29,000	27,900	28,000	29,200	27,900	27,900	27,900	341,000
TOTAL OPERATING EXPENSES	216,347	219,080	224,449	214,927	218,123	251,597	215,141	220,904	228,144	215,773	212,704	212,504	2,509,693
NET OPERATING INCOME	(97,877)	(95,880)	(107,505)	(94,127)	(72,208)	(103,412)	(17,856)	(90,289)	(106,329)	(92,358)	(78,119)	(85,489)	(901,449)
Total 5605 DONATIONS RECEIVED	-	-	-	-	-	-	-	-	300	1,000	-	-	1,300
6001 Property Tax	51,000	-	-	89,000	-	245,000	2,800	-	-	178,000	-	-	565,800
6002 TOT Proceeds	-	-	-	260,000	-	-	-	-	-	-	-	-	260,000
Total 6000 TAX PROCEEDS	51,000	-	-	349,000	-	245,000	2,800	-	-	178,000	-	-	825,800
Loss Before Grants, Depreciation & Interest	(46,877)	(95,880)	(107,505)	254,873	(72,208)	141,588	(15,056)	(90,289)	(106,029)	86,642	(78,119)	(85,489)	(214,349)
Less Bayside Note	(8,381)	(8,381)	(8,381)	(8,381)	(8,381)	(8,381)	(8,381)	-	-	-	-	-	(58,667)
Less USDA Payment	-	-	(260,302)	-	-	-	-	-	-	-	-	-	(260,302)
Less FB Arbitration Judgement	-	-	-	-	-	-	(183,000)	-	-	-	-	-	(183,000)
Less FB Settlement	-	-	-	-	-	-	-	-	(375,000)	-	-	-	(375,000)
Total LONG-TERM LIABILITIES	(8,381)	(8,381)	(268,683)	(8,381)	(8,381)	(8,381)	(191,381)	-	(375,000)	-	-	-	(876,969)
LOSS/GAIN AFTER LIABILITIES	(55,258)	(104,261)	(376,188)	246,492	(80,589)	133,207	(206,437)	(90,289)	(481,029)	86,642	(78,119)	(85,489)	(1,091,318)
CA Coastal Conservancy: Citizen's Dock Design	5,000	5,000	5,000	5,000	5,000	5,234	-	-	-	-	-	-	30,234
CA Coastal Conservancy: South Beach Restroom Design & Build	2,625	2,563	8,875	7,625	7,875	-	-	-	-	-	-	-	29,563
Cal-OES / FEMA: Planning NEPA/CEQA	5,000	10,750	10,750	11,300	13,500	13,500	16,000	16,000	16,000	13,500	13,450	7,250	147,000
ODOT-Maritime Administration PIDP: Seawall Design & Build	-	-	-	25,000	50,000	50,000	50,000	50,000	300,000	50,000	50,000	50,000	675,000
Less Grant Debt Expenses* (carrying cost until get reimbursed)	-	-	-	-	-	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)
TOTAL GRANT MANAGEMENT REVENUE	12,625	18,313	24,625	48,925	76,375	68,734	66,000	61,000	311,000	58,500	58,450	52,250	856,796
CA Coastal Conservancy: Citizen's Dock Design	70,000	70,000	70,000	70,000	70,000	74,446	-	-	-	-	-	-	424,446
CA Coastal Conservancy: South Beach Restroom Design & Build	23,625	23,475	118,625	94,875	90,400	-	-	-	-	-	-	-	351,000
Cal-OES / FEMA: Planning NEPA/CEQA	20,000	71,750	71,750	76,700	96,500	96,500	94,000	94,000	94,000	96,500	96,050	40,250	948,000
ODOT-Maritime Administration PIDP: Seawall Design & Build	-	-	-	-	300,000	975,000	975,000	975,000	975,000	975,000	755,000	75,000	6,005,000
TOTAL GRANT VENDOR REIMBURSEMENTS	113,625	165,225	260,375	241,575	556,900	1,145,946	1,069,000	1,069,000	1,069,000	1,071,500	851,050	115,250	7,728,446

CA Coastal Conservancy: Citizen's Dock Design	70,000	70,000	70,000	70,000	70,000	74,446							424,446
CA Coastal Conservancy: South Beach Restroom Design & Build	23,625	23,475	118,625	94,875	90,400		-	-	-	-	-	-	351,000
Cal-OES / FEMA: Planning NEPA/CEQA	20,000	71,750	71,750	76,700	96,500	96,500	94,000	94,000	94,000	96,500	96,050	40,250	948,000
ODOT-Maritime Administration PIDP: Seawall Design & Build					300,000	975,000	975,000	975,000	975,000	975,000	755,000	75,000	6,005,000
TOTAL GRANT VENDOR PURCHASES	113,625	165,225	260,375	241,575	556,900	1,145,946	1,069,000	1,069,000	1,069,000	1,071,500	851,050	115,250	7,728,446
TOTAL REVENUE FROM GRANTS	12,625	18,313	24,625	48,925	76,375	68,734	66,000	61,000	311,000	58,500	58,450	52,250	856,796 *
FY 2024/2025 GAIN / LOSS	(42,633)	(85,948)	(351,563)	295,417	(4,214)	201,941	(140,437)	(29,289)	(170,029)	145,142	(19,669)	(33,239)	(234,522)

ASSUMPTIONS

Grant Reimbursements to be collected within 60 days of billing
Vendors willing to carry for 60-90 days until grant reimbursements received
Timelines for grants, permits and construction meet largest risk
New Grants and New Revenue Sources are not included

* **\$856,796** (corresponds to total from CSS Grants Budget Projection table less \$25,000 in grant debt expenses)

Crescent City Harbor District

Profit and Loss

July 1, 2023 - June 17, 2024

	TOTAL
2809 RV Guest Rentals	463.00
Total 2800 RV PARKS REVENUE OPERATIONS	194,285.81
3000 SALES OF PRODUCT REVENUE	
3001 GIFT SHOP SALES	6,441.08
3002 CONSIGNMENT SALES	1,050.50
Total 3000 SALES OF PRODUCT REVENUE	7,491.58
3099 UNCATERGORIZED REVENUE	0.00
Total Income	\$1,684,608.31
Cost of Goods Sold	
3100 COST OF GOODS SOLD	
3101 Gift Shop Items	-1,090.57
3102 Laundry Expense	3,517.00
Total 3100 COST OF GOODS SOLD	2,426.43
Total Cost of Goods Sold	\$2,426.43
GROSS PROFIT	\$1,682,181.88
Expenses	
3200 ADVERTISING	
3201 Ads and Notices	3,589.62
3202 Events	5,168.21
Total 3200 ADVERTISING	8,757.83
3300 AUTO EXPENSES	
3301 Fuel Expenses	11,291.14
3302 Maintenance and Repair	6,152.53
3303 Truck Leases/Auto Exp	38,610.72
Total 3300 AUTO EXPENSES	56,054.39
3400 BANK FEES / SURCHARGES	
3401 Bank Fees	1,426.89
3402 Merchant Fees	30,338.37
3404 QuickBooks Payments Fees	5,295.45
Total 3400 BANK FEES / SURCHARGES	37,060.71
3500 DUES / CHARITABLE CONTRIBUTIONS	21,984.91
3600 CONTRACTORS OPERATIONS	
3601 Contractors 1099	4,200.00
3602 Outside Services	105,599.07
Total 3600 CONTRACTORS OPERATIONS	109,799.07
3700 INSURANCE POLICIES	
3701 Auto Insurance	31,051.02
3702 Liability & Property Policies	175,326.35
3703 Workers Comp	6,585.79
3704 Business Insurance	28,243.75
Total 3700 INSURANCE POLICIES	241,206.91

Crescent City Harbor District

Profit and Loss

July 1, 2023 - June 17, 2024

	TOTAL
3800 INTEREST EXPENSE	
3801 Additional Interest Expenses	129.15
3802 USDA Interest	265,307.66
3803 FB Arbitration Award	100,118.02
Total 3800 INTEREST EXPENSE	365,554.83
3900 PROFESSIONAL FEES / CONSULTANTS	
3901 Accounting	16,000.00
3902 Auditing	18,999.98
Total 3901 Accounting	34,999.98
3903 Attorney Professional Services Legal	324,800.43
3904 Additional Non-Attorney	154,384.15
3905 Legal Reimbursements	69,300.66
Total 3903 Attorney Professional Services Legal	548,485.24
3906 Engineering	67,454.36
3907 Grant Management & Acquisition	15,000.00
3908 IT Services	25,075.30
3909 IT Reimbursements	3,480.99
Total 3908 IT Services	28,556.29
3910 Permitting, Planning & PM	18,030.00
Total 3900 PROFESSIONAL FEES / CONSULTANTS	712,525.87
4000 OFFICE / GENERAL OPERATIONS	
4002 Office Equipment Leases	9,187.02
4003 Office Expenses	14,656.73
4004 Permits / Licenses	20,103.21
4006 Subscriptions & Software	17,394.24
4007 Uniform Expenses	5,862.57
4008 Website & Hosting Expenses	2,988.00
4020 Meals In-Town / Team Appreciation	44.57
4025 Recruitment Expense	1,595.23
4026 Taxes and License	2,363.47
4027 Parking & Tolls	41.00
4028 Postage & Shipping	300.00
Total 4000 OFFICE / GENERAL OPERATIONS	74,536.04
5000 PAYROLL EXPENDITURES	
5002 Payroll Benefits	92,037.55
5003 Health Benefits	183,536.14
Total 5002 Payroll Benefits	275,573.69
5005 Payroll Tax Expenses	98,116.06
5006 Commissioner Expense	34,500.00
5007 Office Staff Wages	361,551.42
5008 Maintenance Wages	213,611.69

Crescent City Harbor District

Profit and Loss

July 1, 2023 - June 17, 2024

	TOTAL
5009 Harbor Patrol Wages	131,489.94
5010 Office Clerical Wages	115,783.92
5013 Team Housing & Additional Expenses	31,447.40
Total 5000 PAYROLL EXPENDITURES	1,262,074.12
5100 REPAIRS / MAINTENANCE	
5101 Heavy Equipment Lease Payments	20,200.06
5102 Operations Purchases	3,022.76
5104 Repairs General	39,976.69
Total 5100 REPAIRS / MAINTENANCE	63,199.51
5200 SUPPLIES, MATERIALS & FUEL	
5201 Maintenance Supplies / Materials	18,437.77
5202 Operations Supplies / Materials	6,688.25
5203 Fuel Maintenance	6,054.24
Total 5200 SUPPLIES, MATERIALS & FUEL	31,180.26
5300 TRAVEL / TRAINING	
5301 Accomodations / Hotels	7,014.82
5304 Airfare	703.78
5305 Mileage / Fuel	2,780.39
5306 Rideshare, Rentals, Ground Transport	87.90
5307 Trainings / Meetings	12,692.53
Total 5300 TRAVEL / TRAINING	23,279.42
5400 UNASSIGNED / ADDITIONAL EXPENSES	
5401 Uncategorized Expense	-30.00
Total 5400 UNASSIGNED / ADDITIONAL EXPENSES	-30.00
5500 UTILITIES	
5501 Electricity	123,306.57
5502 Propane	12,196.51
5503 Telephone	12,307.65
5504 Water & Sewer Service	75,934.97
5505 Trash & Recycle	95,050.35
5506 WI-FI / Internet Services	25,794.99
5507 Solar Energy	89,954.50
Total 5500 UTILITIES	434,545.54
Total Expenses	\$3,441,729.41
NET OPERATING INCOME	\$ -1,759,547.53
Other Income	
5605 DONATIONS RECEIVED	1,300.00
5700 GRANTS RECEIVED	
5701 CCHD Admin In-Direct Costs	270,557.43
5701B Cal-OES/FEMA-HMPG CEQA/NEPA	16,200.00
Total 5701 CCHD Admin In-Direct Costs	286,757.43

Crescent City Harbor District

Profit and Loss

July 1, 2023 - June 17, 2024

	TOTAL
5702 CCHD Grant Services Provided	
5702B FEMA-HMPG CEQA/NEPA CCHD Direct	1,000.00
Total 5702 CCHD Grant Services Provided	1,000.00
5703 Vendor Invoices Reimbursed	219,056.41
Total 5700 GRANTS RECEIVED	506,813.84
5800 INTEREST INCOME	
5802 LAIF Investment Gain	15,730.38
Total 5800 INTEREST INCOME	15,730.38
5900 NON-OPERATING INCOME	
5901 Harbor House Team Housing	31,000.00
5904 Settlements Awarded to District	1,506,221.57
Total 5900 NON-OPERATING INCOME	1,537,221.57
6000 TAX PROCEEDS	
6001 Property Tax	503,652.38
6002 TOT Proceeds	528,775.40
Total 6000 TAX PROCEEDS	1,032,427.78
Total Other Income	\$3,093,493.57
Other Expenses	
6100 GRANT EXPENSES - NON-OPERATING	
6101 Grant & Project Management	74,500.00
6104 Citizens Dock Design Coastal	365,394.44
6106 FEMA HMGP South Beach Planning	42,780.00
Total 6100 GRANT EXPENSES - NON-OPERATING	482,674.44
6500 DEPRECIATION	868,241.55
6600 ARBITRATION JUDGEMENT	3,915,177.57
Total Other Expenses	\$5,266,093.56
NET OTHER INCOME	\$ -2,172,599.99
NET INCOME	\$ -3,932,147.52

Crescent City Harbor District

Balance Sheet

As of June 17, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 CASH AND INVESTMENTS	0.00
1001 Bayside Checking #1766	410.00
1003 CCHD Checking #4766	21,298.20
1004 CCHD Savings #4774	5,021.29
1005 LAIF Reserve	1,017,363.40
1006 RHV Checking #0707	500.00
1008 QB Payment Clearing Account	100,910.82
Total 1000 CASH AND INVESTMENTS	1,145,503.71
Total Bank Accounts	\$1,145,503.71
Accounts Receivable	
1100 ACCOUNTS RECEIVABLE	275,049.52
1102 Tax Proceeds Receivable	0.00
Total 1100 ACCOUNTS RECEIVABLE	275,049.52
Total Accounts Receivable	\$275,049.52
Other Current Assets	
1200 OTHER CURRENT ASSETS	
1201 Commercial Lease Receivables	1,840,482.00
1202 Deferred Pension Contributions	389,539.00
1205 Withholding Receivable	3,750.00
1206 PrePaid Expenses	33,032.20
1207 Prepaid Insurance	0.00
1208 Loans to Employees / Payroll Advances	700.00
1211 Lemus REC Receivables	-98,214.86
1203 Solar Licensing Agreement REC	234,607.37
1212 Lemus / REC RV Parks	100,000.00
Total 1211 Lemus REC Receivables	236,392.51
1213 Maples Settlement	150,000.00
Total 1200 OTHER CURRENT ASSETS	2,653,895.71
1250 UNDEPOSITED FUNDS	31,358.86
1300 INVENTORY	
1301 Gift Shop Purchases	11,447.64
1302 Inventory Asset	4,734.21
Total 1300 INVENTORY	16,181.85
Total Other Current Assets	\$2,701,436.42
Total Current Assets	\$4,121,989.65

Crescent City Harbor District

Balance Sheet

As of June 17, 2024

	TOTAL
Fixed Assets	
1490 Land Cost	465,511.00
1500 Depreciable Assets	
1510 Machinery / Equipment	357,501.00
1520 Vehicles	15,217.00
1530 Buildings and Improvements	4,606,514.00
1540 Marina, Wharves, and Docks	61,733,331.00
1550 Leased Vehicle	147,394.74
1560 Sewer Lift Station	33,655.00
1570 Streets, Roads and Parks	707,691.00
Total 1500 Depreciable Assets	67,601,303.74
1580 Accumulated Depreciation	-44,435,321.55
Total Fixed Assets	\$23,631,493.19
Other Assets	
NON-CURRENT ASSETS	
1552 Depreciable Capital Assets	0.00
Total NON-CURRENT ASSETS	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$27,753,482.84
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1600 ACCOUNTS PAYABLE (A/P)	264,187.22
Total Accounts Payable	\$264,187.22
Credit Cards	
1700 CREDIT CARD ACCOUNTS	
1701 Home Depot	854.38
1702 USBank	-1,011.39
Total 1700 CREDIT CARD ACCOUNTS	-157.01
Total Credit Cards	\$ -157.01
Other Current Liabilities	
1900 PAYROLL LIABILITIES	
1903 Garnishments	-322.50
1904 Pension Defer Cash In-flows	200,815.00
1906 Accrued Payroll Liabilities	59,025.78
1907 Compensated Absences	106,595.00

Crescent City Harbor District

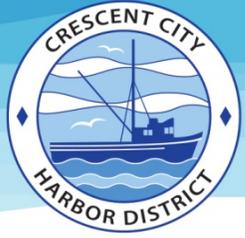
Balance Sheet

As of June 17, 2024

	TOTAL
Total 1900 PAYROLL LIABILITIES	366,113.28
2000 CURRENT LIABILITIES	
2001 Customer Deposits & PrePayments	30,953.51
2002 Interest Payable	138,641.00
2003 Current USDA Long Term Debt	190,176.00
2004 Current Auto Lease Liability	107,323.00
2005 Valid Credit Due Customer	0.00
Total 2000 CURRENT LIABILITIES	467,093.51
2006 Accrued Expenses	1,600.00
CDTFA PAYABLE	58.60
1800 CDTFA / TOT SALES TAX DUE	0.00
1801 CDTFA Sales Tax	0.00
1802 TOT	0.00
Total 1800 CDTFA / TOT SALES TAX DUE	0.00
Out Of Scope Agency Payable	0.00
Total CDTFA PAYABLE	58.60
Total Other Current Liabilities	\$834,865.39
Total Current Liabilities	\$1,098,895.60
Long-Term Liabilities	
2100 LONG TERM DEBT	0.00
2101 Dwelley / Frazier Note Bayside RV Park	-16,003.50
2102 USDA Loan	5,227,703.54
2103 Lease Liability	1,840,482.00
2104 Net Pension Liability	895,041.00
2105 Fashion Blacksmith Payable	1,257,018.10
2110 Fashion Blacksmith Settlement Payable	2,600,000.00
Total 2100 LONG TERM DEBT	11,804,241.14
Total Long-Term Liabilities	\$11,804,241.14
Total Liabilities	\$12,903,136.74
Equity	
2200 EQUITY	
2201 Adjustments JEs Per Audit	-2,520.97
2202 Adjustments to Actual Pending Audit	335,239.36
Total 2200 EQUITY	332,718.39
2300 RETAINED EARNINGS	-8,758,455.14
2350 OPENING BALANCE EQUITY	27,208,230.37
Net Income	-3,932,147.52
Total Equity	\$14,850,346.10
TOTAL LIABILITIES AND EQUITY	\$27,753,482.84

BANK BALANCES:

CCHD \$137,297.31	Savings \$5,021.29	Bayside \$410.00	RHV \$500.00	QB \$99,108.53
LAIF \$979,363.40				



3. Consent Calendar

Consent Calendar items are considered routine and will be approved by one motion. The public, staff, or Commissioners may request specific items be removed from the Consent Calendar for separate consideration.

- a. Approve Meeting Minutes of the May 21, 2024 Regular CCHD Board Meeting, and June 11, 2024 Special Joint Meeting of the Tri-Agency.**

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	May 21, 2024 2:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Session, Tuesday, May 21, 2024, at 2:00 P.M.

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

ROLL CALL:

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

ABSENT: None

1) Public Comment

Beverly Knoll, representing the Friends of the Coast Guard Auxiliary, addressed the Board to request the use of traffic barriers to enhance pedestrian safety during the annual life jacket giveaway on June 1st. She highlighted the success of the previous year's event, which distributed 135 life jackets to the community. Ms. Knoll expressed gratitude for the Board's previous support and asked for continued assistance to ensure the event's safety and success.

Sandy Moreno voiced her disappointment regarding the recent departure of Comptroller Thomas Zickgraf from his position. She emphasized the critical period the harbor was facing with financial pressures, and questioned the timing and necessity of the decision.

2) Consent Calendar

a) Approve Meeting Minutes of the April 16, 2024 Regular Meeting.

The Board considered the meeting minutes from the April 16, 2024, regular meeting of the Board. Commissioner White **moved** to approve the minutes, and Commissioner Weber

seconded the motion. Commissioner Stone explained that he would be abstaining from voting because he did not attend the April 16, 2024 meeting.

POLLED VOTE was called, **MOTION CARRIED**

AYES: WHITE, SHEPHERD, WEBER, ADAMS // **NAYS:** NONE

ABSENT: NONE // **ABSTAIN:** STONE

3) Unfinished Business

3A) Approve Letter to PFMC, CDFW, and Other Relevant Parties, Addressing Disparities in Fishing Regulations Affecting Crescent City Harbor.

Commissioner Shepherd began the discussion by explaining the importance of rectifying disparities in fishing regulations in a letter addressed to the Pacific Fisheries Management Council (PFMC), California Department of Fish and Wildlife (CDFW), and many other relevant parties listed in the letter. The urgency of the matter was emphasized, noting the importance of having the letter included in the public comment for the upcoming PFMC meeting on June 4th. Commissioner Shepherd was particularly focused on influencing regulations on ling cod, as this could significantly benefit local fishermen.

Commissioner Stone emphasized the injustice of the complete closure of the salmon season in California, which was in sharp contrast to the open season in Oregon, as detailed in the letter. However, Commissioner Stone felt the letter might be improved by discussing problems from overfishing. Commissioner Stone suggested that perhaps the letter might advocate for closing the salmon season in both California and Oregon to help rebuild and protect fish stocks. Commissioner Shepherd replied that he would rather see the salmon season open in both Oregon and California, and on that basis, he didn't want the letter changed in the manner suggested by Commissioner Stone. President Adams suggested the letter could be approved without any further changes. No members of the public commented on the letter.

Commissioner Shepherd **moved** to approve the letter, and President Adams **seconded** the motion.

POLLED VOTE was called, **MOTION CARRIED**

AYES: WHITE, SHEPHERD, WEBER, ADAMS // **NAYS:** STONE

ABSENT: NONE // **ABSTAIN:** STONE

3B) Select Preferred Contractor for RFP# 2024.03: Crescent City Harbor District Landscape Maintenance Services

CEO/Harbormaster Tim Petrick began the discussion by comparing the costs and benefits associated with using harbor staff compared to outsourcing landscape maintenance services. He highlighted that using in-house staff would involve significant expenses, including salaries, benefits, workers' compensation, and equipment costs. He explained that based on discussions with maintenance foreman Rich Salvaressa, it was evident that maintaining the current high standards of landscaping would require at least two, and possibly three, full-time harbor employees. This in-house cost would easily exceed the outsourced bid prices, even before

considering additional harbor expenses for equipment and supplies. This made the outsourcing option the more compelling one.

The discussion covered potential cost-saving measures, such as reducing the total landscaped area and negotiating terms with contractors to save money. The Board reviewed the two submitted bids, evaluating factors like cost and anticipated quality of service. However, both bids were very comparable, and no clear winner emerged from the discussion.

Commissioner Stone expressed appreciation for the harbor's beautification that resulted from professional landscaping, but he voiced concerns about the financial implications of maintaining high landscaping standards, whether in-house or outsourced. He was particularly worried about a projected near-term budget shortfall. Commissioner Stone noted that outsourcing could potentially offer a more cost-effective solution, enabling more efficient resource allocation. However, he cautioned that, given the harbor's current financial trajectory, landscaping costs might still be too exorbitant to approve.

A member of the public, Sandy Moreno, recalled that other districts performed their own landscaping at a considerably lower cost. She urged the Board to vote against approving an outsourced contract for landscaping.

After thorough deliberation, it was evident that the Board wanted further information before making a decision, including a more in-depth analysis of the cost of in-house landscaping. The Board also wanted to review the harbor's overall budget for FY24/25 to see how landscaping might fit in. Accordingly, the agenda item was tabled, with a directive to gather additional data to inform the final decision.

4) Communications and Reports

4A) Grants Update

Aislene Delane, Grant Writer and Manager for Community System Solutions, provided an update on the harbor's grant activities. She began by announcing that the harbor had just submitted a Port Infrastructure Development Program (PIDP) grant application for the 2024 cycle. The grant request, submitted on May 10th, sought \$8 million for the construction phase of a new Citizens Dock, a project already funded for the design phase, with work already underway at the firm Moffatt & Nichol. The harbor expected to receive a decision from MARAD on the application by September or October of 2024.

Next, Ms. Delane spoke in more detail about the design phase of the Citizens Dock project, funded by a 2022 PIDP grant and associated California Coastal Conservancy grant. The design process had already incorporated public comments and was undergoing environmental review. The next steps included conducting bathymetric and geotechnical studies of the area, with the proposed scope of work for these studies having been sent to MARAD for review earlier in the week. Harbor and CSS staff were continuing to meet with the Moffatt & Nichol team, working on a revised project timeline for approval by the Coastal Conservancy.

The grants update also covered the Coastal Conservancy grant for the South Beach bathroom project. Harbor staff had been in contact with general contractors, and an updated project timeline had been sent to the Coastal Conservancy for review the previous week.

Regarding the Harbor Mitigation Grant Program (HMGP), Ms. Delane explained that the Request for Proposals (RFP) for resiliency projects had been released the previous week. Additionally, responses to the vertical wall RFP had been received by harbor staff and were under review.

An update was also provided on storm damage repair for Anchor Way. Projects remained under review by FEMA. Harbor and CalOES staff continued to follow up with FEMA regularly for updates, though there were no new updates at the time of the meeting. Lastly, Ms. Delane noted ongoing efforts to track new grant opportunities. She specifically mentioned checking on a boating infrastructure grant earlier in the day, which had opened its cycle for the year but had not yet released a grant application package.

During the public comment period, Sandy Moreno requested updated financial files related to grant management and she raised concerns about the harbor's finances. She requested a summary report detailing reimbursements from grant funds for harbor staff time. Commissioner White assured her that the upcoming budget review meeting would include projected cash flows and grant reimbursements. On a separate matter, Commissioner White noted that his recent conversations with the California Energy Commission (CEC) were encouraging, and the CEC appeared eager to help fund harbor improvements, but would not have its own budget finalized until late August.

4B) Revenue Generation Progress Report

CEO/Harbormaster Tim Petrick provided an update on revenue generation progress for the harbor. He began by noting that the harbor had engaged in several beneficial meetings over the past few weeks, which had started to yield promising developments. Legal paperwork had been completed with a couple of different offshore wind energy companies, setting the stage for future discussions on how the harbor district might fit into their operational plans. These discussions were expected to focus on potential investments in harbor infrastructure, and not yet actual offshore installations.

In addition to wind developers, Mr. Petrick mentioned ongoing conversations with several business operators regarding various properties within the harbor. Mr. Petrick emphasized the positive shift in the nature of inquiries received since the release of the Request for Proposals (RFP) for development. Unlike in previous years, when many inquiries came from individuals with passion but limited financial means, the current RFP had attracted interest from parties with both the financial capacity and the experience necessary to succeed in their proposed ventures. Although discussions were still in the negotiation and proposal phase, they appeared likely to result in concrete proposals for the Board to consider in the near future.

Furthermore, Mr. Petrick discussed his work on an updated and more detailed strategic plan for the entire harbor district. He was intending to provide a strategic vision that would guide future development, ensuring that all new projects aligned with the harbor's long-term goals and objectives.

During the public comment period, Sandy Moreno raised concerns about the process for issuing and approving RFPs. She asked for more explicit Board approval prior to RFPs being posted online. CEO/Harbormaster Petrick responded by clarifying that the RFPs she questioned were part of grant-funded initiatives that had been discussed in public Board meetings over several

months. Historically, the harbor had not required Board approval before issuing specific RFPs, instead the Board focused on approving the responses received from the RFPs.

The discussion concluded with an acknowledgment of the progress made and the importance of maintaining rigorous standards in all future revenue generation efforts to avoid the problems that resulted from Renewable Energy Capital defaulting on its contracts. The Board and the public were encouraged by the developments, looking forward to seeing concrete proposals and strategic plans materialize in the near future.

4C) CEO/Harbormaster Report

CEO/Harbormaster Petrick reviewed his report to the Board, as contained in the Board briefing packet. Mr. Petrick also acknowledged the recent separation from Comptroller Thomas Zickgraf. Mr. Petrick expressed appreciation for Mr. Zickgraf's contributions to the Harbor District, but noted that there would not be any further comments on personnel matters. Mr. Petrick also informed the Board that new financial personnel would be brought on soon, with more information to be provided at the next meeting. There were no public comments following the report, and the meeting moved on to the next agenda item.

4D) Harbor Commissioner & Ad Hoc Committee Reports.

Commissioner White provided an update on recent activities. He detailed his attendance at two conferences, including the Pacific Offshore Wind Summit, and the U.S. Department of Energy WindShot Summit. These events provided an extensive overview of the current developments in electrical transmission, port development, and offshore wind turbine projects. In addition to formal presentations, the summits included several informal meetings that provided valuable opportunities to interact with suppliers, vendors, and government agency representatives.

Commissioner White emphasized his three primary goals for attending the conferences: securing grants for the harbor, identifying potential customers, and attracting investment in harbor infrastructure. He described how notable progress had been achieved in all three goals. Commissioner White clarified the distinction between offshore wind power development and related harbor infrastructure, noting that even if offshore wind power was never developed directly off Del Norte County, the harbor could still benefit by supporting wind turbine maintenance activities for both Brookings and Humboldt offshore wind lease areas. A related matter discussed was the potential for a transmission interconnect between the electrical grids of Curry County, Oregon, and Del Norte County, California. Commissioner White was particularly focused on discussions with representatives from the Department of Energy and other stakeholders on how to make this possibility a reality.

Commissioner White further elaborated on meetings with the California Energy Commission and various legislators' offices. He and Assistant Harbormaster Rademaker engaged in discussions with many legislative offices, focusing on potential support and investment in harbor-related projects. Despite the busy schedules of the legislators, these conversations were highly productive, and there was genuine interest expressed for supporting harbor developments.

Commissioner White's report next moved on to consideration of the Tri-Agency, but Commissioner White explained that there was really nothing new to report.

Commissioner Shepherd discussed his meetings with a potential new operator of the boatyard formerly operated by Fashion Blacksmith, although the discussions were still very preliminary, and he wasn't prepared to share details with the public yet. Commissioner Shepherd then moved on to discussing his advocacy work for both commercial and recreational fishermen, involving significant time spent on drafting advocacy letters to clear up misconceptions and propose solutions to regulators, politicians, and other stakeholders.

Commissioner Weber stressed the importance of reducing operational costs while increasing revenue. He likened the harbor's situation to a family needing to cut unnecessary expenses and find additional income sources. He emphasized a thorough review of all expenditures to ensure financial efficiency without compromising operations. He also noted the importance of addressing Coastal Commission permitting issues for new businesses and ongoing projects.

President Adams reported that Port O'Pints had received a green light from the California Coastal Commission to begin construction, and plans for the September surf contest were progressing well, with live bands and various vendors expected to participate. Commissioner Stone reported that he did not have any updates for the meeting.

President Adams then opened up a public comment period. Sandy Moreno questioned how a lease for 128 Anchor Way was finalized. CEO/Harbormaster Petrick explained that the Board received proposals from two vendors, South Beach Surf & Supply, and Wonder Stump LLC. In a public meeting, the Board found both proposals acceptable, but awarded the lease to South Beach Surf & Supply. However, when South Beach Surf & Supply backed out, staff offered the lease to Wonder Stump LLC, which had been kept as a backup offer, as is common with real estate transactions. Commissioner Stone objected to this procedure, but the rest of the Board expressed its consensus opinion that it was acceptable. Ms. Moreno then asked for an update on dredging, to which CEO/Harbormaster Petrick replied that a dredge report would be placed on an upcoming agenda.

ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY JUNE 4, 2024, 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 _____, 2024.

Harry Adams, President

Rick Shepherd, Secretary



County of Del Norte
City of Crescent City
Crescent City Harbor District
Joint Meeting

MINUTES

Veterans Hall
810 H Street
Crescent City, CA 95531

June 11, 2024

5:00 P.M.

The Board of Supervisors of the County of Del Norte and the governing body of all other special assessment and taxing districts, for which said Board so acts, is now meeting in special session. Only those items that indicate a specific time will be heard at the assigned time. All other items may be taken out of sequence to accommodate the public and staff availability.

- Call the meeting to order.

- Roll Call.
 - Board of Supervisors:
Present: Supervisor Short, Starkey, Howard, Borges, Wilson
Absent: None

 - City Council:
Present: Council member Inscore, Schellong, Greenough
Absent: Council member Altman, Wright

 - Harbor District:
Present: Harbor Commissioner White, Stone, Weber, Shepherd
Absent: Commissioner Adams

- Pledge of Allegiance.
- Public Comment

1) Discussion and possible action regarding the future of the Tri-Agency Economic Development Agency Including:

a. Continuing the Tri-Agency Economic Development Authority

Discussion and possible action/ direction to include the following items:

- (i) Joint Powers Agreement (JPA) and possible revisions
- (ii) Members Agency Contributions
- (iii) Staffing / Work Plan
- (iv) Existing litigation Expense Fund

Or

b. Terminate the Tri-Agency Economic Development Authority pursuant to Section 8.03 of the Joint Power Agreement.

- i. Discussion and possible action to split the costs of existing litigation dissolution, and any other outstanding debts or liabilities of the Tri-Agency and to negotiate a dissolution agreement amongst the member agencies.

ADMINISTRATIVE:

1. **County:** Motion to suspend the rules.

Action: Not Approved. Supervisor Wilson made a motion to suspend the rules, in order to consider amending 5.05 E of the JOINT POWERS AGREEMENT (JPA) but failed due to a 2-3 vote.

Move: Wilson
Second: Howard

Vote Yea: 2 Supervisor Howard, Wilson
Vote Nay: 3 Supervisor Starkey, Short, Borges
Vote Abstain: 0

2. **County:** Motion to amend SECTION 5.05 E. JOINT POWERS AGREEMENT (JPA)

Action: Approved. The amendment to the existing language of SECTION 5.05 E. of the (JPA) states "The AUTHORITY shall not support or pursue activities involving the offshore generation of wind." Then amend 5.05 E. with "The AUTHORITY shall not adopt a policy either for or against offshore generation of wind energy without a concurring vote and the explicit agreement of each member agency."

Move: Short
Second: Howard

Vote Yea: 4 Supervisor Short, Starkey, Howard, Wilson
Vote Nay: 1 Supervisor Borges
Vote Abstain: 0

Harbor: Commissioner Stone made a motion with a second made by Commissioner Shepherd to amend the existing language of SECTION 5.05 E. of the (JPA) stating "The AUTHORITY shall not support or pursue activities involving the offshore generation of wind." Then amend 5.05 E. with "The AUTHORITY shall not adopt a policy either for or against offshore generation of wind energy without a concurring vote and the explicit agreement of each member agency" and it failed due to a 2-2 vote.

Action: Not Approved
Move: Stone

Second: Shepherd

Vote Yea: 2 Commissioner Shepherd, Stone

Vote Nay: 2 Commissioner Weber, White

Vote Abstain: 0

City: No action was taken regarding the amendment to SECTION 5.05 E. of the (JPA)

3. **City:** Mayor Inscore made a motion to dissolve the Tri-Agency. The motion failed due to lack of a second. Mayor Inscore also noted that he will bring the dissolution of Tri-Agency to the City Council, at a future meeting.

County: Option B- Tri-Agency Economic Development Authority pursuant to Section 8.03 of the Joint Power Agreement.

Action: Approved

Move: Starkey

Second: Borges

Vote Yea: 3 Supervisor Starkey, Borges, Wilson

Vote Nay: 2 Supervisor Howard, Short

Vote Abstain: 0

Harbor: Commissioner White motioned to terminate the Tri-Agency Economic Development Authority pursuant to Section 8.03 of the Joint Power Agreement and was seconded by commissioner Stone.

Action: Approved

Move: Commissioner White

Second: Commissioner Stone

Vote Yea: 3 Commissioner Stone, Weber, White

Vote Nay: 1 Commissioner Shepherd

Vote Abstain: 0

4. **County:** Motion to split the costs of existing litigation dissolution, and any other outstanding debts or liabilities of the Tri-Agency.

Action: Approved. Included in the motion was the County agreeing to pay 1/3 of the dissolution cost of the Tri-Agency.

Move: Chair Wilson

Second: Supervisor Starkey

Vote Yea: 5 Supervisor Howard, Starkey, Short, Borges, Wilson

Vote Nay: 0
Vote Abstain: 0

Harbor: Included in the motion was the Harbor agreeing to pay 1/3 of the dissolution cost of the Tri-Agency.

Action: Approved
Move: Commissioner Stone
Second: Commissioner White

Vote Yea: 4 Commissioner Stone, Weber, White, Shepherd
Vote Nay: 0
Vote Abstain: 0

City: No Action was Taken

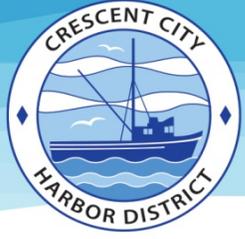
Note: Mayor Inscore stated that he will bring cost associated with the dissolution of Tri-Agency, to the City Council, at a future meeting.

ADJOURNMENT

Date Posted: June 11, 2024

Chair, Dean Wilson

Clerk, Samantha Burtch



4. New Business

- a. Approve Proposal for a Vertical Breakwater Design in the Inner Boat Basin.**

Public Comment?

PROPOSAL

Crescent City Harbor District
April 1, 2024



moffatt & nichol

Inner Boat Basin Vertical Breakwater Design





600 University Street, Suite 610
Seattle, WA 98101
Tel: (206) 622-0222
moffattnichol.com

April 1, 2024

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

Subject: Request for Proposals - Vertical Breakwater Design

Dear Mr. Petrick and Evaluation Team:

The Crescent City Harbor District (Harbor District) is utilizing funding received from FEMA under the Tsunami and Sea-level Rise Advance Assistance Program to develop engineering designs for future grant applications for the funding of harbor infrastructure improvement, including a shore protection structure to replace the current rip rap in the inner boat basin. The goal of this project is to design options for one stand-alone segment of the project area which will be utilized in grant application efforts.

Moffatt & Nichol (M&N) is offering a team familiar with the Harbor District's existing infrastructure and expertise in collaborating with clients to upgrade their infrastructure assets through grant funding opportunities.

Our team is currently collaborating with the Harbor District to develop concepts for the replacement of the Seawall and Citizens' Dock project. Key benefits of the M&N Team are:

Expertise, Experience, and Knowledge at the Harbor District's Disposal. Our team has a history working with the Harbor District and we take pride in providing regional and nationwide resources and experts to the Harbor District. We are presently working on the Citizens Dock and Seawall upgrades as well as providing support for FEMA Grant work along Anchor Way. These projects have helped us understand the larger vision for the harbor, challenges with construction and materials in the area, and stakeholder interests and concerns.

FEMA Experience. From FEMA grant funded projects to risk mapping and planning directly for FEMA, M&N has extensive experience working on resiliency and coastal hazard mitigation projects funded by FEMA. Our coastal engineers are well versed in the expectations and nuances of FEMA funded projects.

Experienced Coastal Engineers. M&N has the largest group of coastal engineers in the private sector in the U.S. This staff knows and understands the coastal processes on the west coast of the U.S. based on more than 75 years of experience. We apply this knowledge to our shoreline protection design work to create practical and resilient designs.

The Harbor District is an important client to M&N and we are committed to the success of this effort to obtain grant funding. Please contact us with questions or if additional information is needed.

Sincerely,

MOFFATT & NICHOL

Rob Sloop, PE
Principal-in-Charge
562.308.5386
rsloop@moffattnichol.com

Younes Nouri, PhD, PE
Project Manager
206.501.2320 (office)/410.905.5119 (cell)
ynouri@moffattnichol.com

M&N TEAM BENEFITS

- **EXISTING KNOWLEDGE OF THE HARBOR:** M&N's existing knowledge of Crescent City Harbor site conditions will bring efficiency to this project given our ongoing project for Seawall-Citizens Dock NEPA/CEQA.
- **MITIGATION OPPORTUNITIES:** Breakwater Design could create mitigation opportunities for other projects. M&N's involvement with other projects in the harbor will have added benefits for the vertical breakwater project.

Scope of Services

M&N has assembled a team of subject matter experts to accomplish all elements of the Scope of Services for the Harbor District.

TASK 1. ENGINEERING DESIGN:

TASK 1.1 DATA REVIEW AND BASIS OF DESIGN

Our approach to design of the shoreline protection starts with data compilation/review and establishing a Basis of Design (BOD) for the shoreline stabilization. The review will set the stage for the initial (conceptual) design development. We will review the available existing information and identify any gaps in data/assessments to inform the field data collection to be conducted during future phases of the design.

The Engineering Team will develop a Basis of Design (BOD) to outline the criteria required to design the representative section based on our previous work and experience within the harbor. The BOD will address the following:

- Project Background: site description and location, project description, datum and units, governing codes, standards, and references, existing surveys, functional requirements, basis of operations if applicable,
- Site Conditions: metocean conditions (tides, sea level rise, tsunami, extreme water level, current, wind, wave, etc.), geotechnical conditions, other site constraints such as presence of contaminated material
- Design Criteria: design life, seismic design criteria and requirements, settlement criteria, operational and vehicle loading requirements, design loads, material properties, corrosion protection requirements.
- Additional Considerations: marine mammal (sea lions) deterrent, use of EConcrete, and the potential for developing mitigation opportunities for the Seawall and Citizens Dock expansion.

This scope includes a one-hour meeting with the Harbor District to agree on the functional criteria of the project.

TASK 1.2 INITIAL (CONCEPTUAL) DESIGN AND ALTERNATIVES ANALYSIS

We will develop a matrix of alternatives to rank design alternatives based on various criteria including functionality, initial construction cost, permit compliance, aesthetics, sustainability, resilience to climate change, potential impact on marine habitat, Sea Lion considerations, and the potential for generating mitigation “credits”. We will collaborate with Harbor District to select a preferred alternative. Using an alternatives analysis matrix, see below for an example, provides an effective framework to reach consensus and identify the preferred alternative. A rough order of magnitude cost (ROM) based on recent/nearby projects to support the alternatives analysis evaluation will be developed.

ALTERNATIVE	Functionality	Adverse Impact on Natural Environment	Probable Opinion of Construction Cost	Mitigation Requirements to Secure Regulatory Permits	Vulnerability Against SLR	Maintenance Requirements	Deters Marine Mammals
No Action							
Vertical Wall (Bulkhead)							
Rock Revetment							
Nature-Based Design							
Other Alternatives							



Legend: ■ High; ■ Moderate; ■ Low

TASK 1.3 PRELIMINARY (15% LEVEL) DESIGN AND COSTS

Under Task 1.3, the design of the preferred alternative identified in Task 1.2 will be advanced to a preliminary (15%) level of design for the representative cross-section. Initial estimates of probable costs will be developed, including the use of Econcrete options or admixtures within any concrete structures.

TASK 1.4 QUALITY CONTROL

Under Task 1.3, the design of the preferred alternative identified in Task 1.2 will be advanced to a preliminary (15%) level of design for the representative cross-section. Initial estimates of probable costs will be developed, including the use of Econcrete options or admixtures within any concrete structures.

Quality control has been scheduled and budgeted for each of the scope tasks and all work products produced by M&N and our subconsultants will be reviewed by qualified peers. Subconsultants will be required to perform their own QA/QC consistent with industry standard practices. All work will be performed consistent with M&N's corporate Quality Manual. QA/QC will include checking and reviewing M&N and subconsultant work for consistency to deliver a coordinated set of documents. Typical QA/ QC tasks include but are not limited to integrity checks, plan checks, and constructability checks.

Task 1 Deliverables:

- Task 1.1 Deliverable(s): Basis of Design in draft and final format
- Task 1.2 Deliverable(s): Initial design drawing in draft and final format.
- Task 1.3 Deliverable(s): Preliminary (15% level) design drawing in draft and final format

Task 1 Assumptions:

- The scope of work does not include providing a condition assessment report
- The scope of work does not include stakeholder engagement
- The scope of work does not include addressing utilities into the design
- The scope of work does not include environmental/regulatory agency coordination/consultation
- The scope of work does not include field investigations
- The scope of work includes providing a rough order of magnitude cost (ROM) based on recent/nearby projects to support the alternatives analysis evaluation
- The scope of work does not include providing a cost estimation report
- The scope of work does not include a site visit by an estimator, if a site visit to inform cost estimates is required/requested by agencies, additional scope of work will be developed
- One round of review comments on all deliverables is assumed
- Harbor District will provide geotechnical reports, record or as-built drawings, and completed repairs for the project area (if available)
- Harbor District will provide photos of the damaged areas taken during low tide events demonstrating the extent of the damage
- Alternatives will be based on general understanding of the site geologic conditions and available information. No geotechnical explorations will be conducted as part of this initial study. The site topographic and bathymetric conditions will be based on review of existing available data and site photographs.

TASK 2. PROJECT MANAGEMENT:

M&N will provide the required level of contracting, oversight, accounting, invoicing, and clerical support to manage the project. Younes Nouri will serve as Project Manager and as the Harbor District’s principal contact with M&N for the duration of the project.

TASK 2.1 PROJECT TEAM COORDINATION

M&N will set up formal sub-contractual agreements with all sub-contractors and provide project management services as described below. M&N will take notes during meetings and issue draft notes for Harbor District’s review.

TASK 2.2 INVOICES AND PROGRESS REPORTS:

M&N will provide monthly invoices to the Harbor District harbormaster for approval and timely payment. With each invoice, M&N will prepare and submit progress reports to the Harbor District harbormaster, which will include Task accomplishments, status of deliverables, expected activities for the next period, issues for resolution and the responsible party.

Task 2 Deliverables:

- Monthly invoices and progress reports for a period of up to 2 months
- Project meeting notes for a period of up to 2 months

Task 2 Assumptions:

- M&N assumes the project will extend up to 2 months. Project management services beyond 2 months will require a modification and additional fee.

Pricing

We propose to perform the scope of work described in Section 4 of the RFP at a fee of \$19,500. We will not exceed this fee without Harbor District authorization for the current scope. The following summary of fees, broken down by tasks, represents our cost proposal as detailed in the table below. We suggest the Harbor District includes a \$5000 contingency budget if additional tasks are needed and considered beyond our current scope of work and assumptions described herein. Examples of these additional scope items can include additional regulatory/environmental requests and additional meetings with project stakeholders.

We strive to provide a complete team, scope, and fee commensurate with the Harbor District’s needs as expressed in the RFP, and other information conveyed on the project to our team. We remain open, however, to recalibrate our scope and fee to ensure alignment with Harbor District needs and available budget.

Task	Description	Labor Total	Expenses Total	Subs Totals	Estimated Total
1	Engineering Design				
1.1	Data Review and Basis of Design	\$1,500	\$0.0	\$0.0	\$1,500
1.2	Initial (Conceptual) Design, Alternatives Analysis, and Costing	\$7,500	\$0.0	\$2,500	\$10,000
1.3	Preliminary Design	\$5,500	\$0.0	\$500	\$6,000
1.4	QA/QC	\$1,000	\$0.0	\$0.0	\$1,000
2	Project Management				
2.1	Project Team Coordination	\$500	\$0.0	\$0.0	\$500
2.2	Invoicing and Progress Reports	\$500	\$0.0	\$0.0	\$500
Estimated Project Total		\$16,500	\$0.0	\$3,000	\$19,500

Qualifications & Experience

MOFFATT & NICHOL

M&N is a specialized maritime planning and engineering firm that employs the largest collection of coastal and port engineers in North America - currently ranked #1 in the top 500 list by Engineering News-Record (ENR) in that category. For over 78 years the firm has prepared maritime designs for nearly 10,000 waterfront projects worldwide.

Our reputation for excellence in the marine engineering field has been built on years of experience working on complex and challenging projects along the world's waterfronts. M&N remains tightly focused on our primary mission - providing excellence in service for marine planning and engineering, design, and construction. This singular focus on where the land meets the water continues to cement our industry leading reputation as a dedicated marine engineering firm. We proudly serve Northern California clients through local offices in Arcata, Walnut Creek, and Oakland.

Our team has performed similar-to-identical services for numerous seawalls, bulkheads, breakwaters, and other coastal protection structure projects in California and along the US West Coast. Select relevant projects representative of our experience assessing, designing, and providing grant/permitting/environmental support for resilient marine structures can be found on pages 6 - 10.

PROVEN CAPABILITIES ON SIMILAR PROJECTS IN CALIFORNIA

Our proposed team has provided assessment, planning, design, permitting, and construction support solutions on hundreds of coastal structure projects in California alone, including in the Crescent Harbor. Our team members were specifically chosen for this project because of their familiarity with the Harbor District and Crescent Harbor marine environment and their past proven experience providing engineering services and developing design alternatives to guide California clients responsible for coastal protection structures. M&N provides the Harbor District with a team who has successfully designed coastal protection structures and have seen the projects through construction—we know how to develop design options for constructable and permissible coastal protection structures.

COASTAL PROTECTION STRUCTURES EXPERTS

Since 1965, M&N's specialized inspection and rehabilitation team and coastal engineers have provided on-site evaluation of structural conditions, structural engineering assessment of damage, and design of practical solutions to replace or modernize the structures for continued use into the future. Our proposed in-house team has provided specialized services for service life engineering, durability modeling and finite element modeling, planning, permitting, and design services—all targeted towards either extending the service life of existing marine structures or streamlining the replacement of structures that have been determined to be at the end of service life. Project Manager, Younes Nouri, has extensive experience designing resilient engineering solutions in challenging coastal environments.



KNOWN AND TRUSTED ADVISOR TO THE CRESCENT CITY HARBOR DISTRICT

M&N's coastal engineering and marine structures team is well known to the Harbor District and are committed to supporting the goals to create a safer, resilient, and rehabilitated Harbor. The following lists our current and completed projects for the Harbor District:

- Condition assessment of seawall
- Concept master plan for Entire Harbor
- Cost Estimation for FEMA Repairs
- Seawall-Citizens Dock NEPA/CEQA

CITIZENS' DOCK AND SEAWALL REPLACEMENT

Crescent City Harbor District

The Crescent City Harbor District is a local treasure—a key component to the area’s quality of life and supports an economically important commercial and recreational fishing fleet, commercial businesses, and a Coast Guard station. Through grant funding, the Harbor District has the unique opportunity to develop and implement a plan for a ‘vision for tomorrow’, the replacement of the Seawall and Citizens’ Dock are among the first critical steps in this journey.

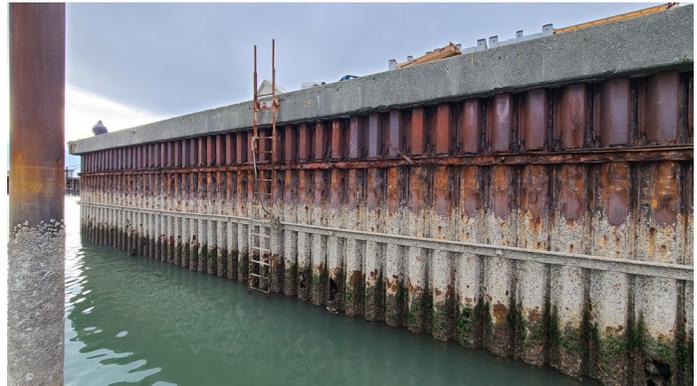


The dock and seawall are each more than 50 years old, degraded and require replacement pursuant to recommendations of the most recent condition assessment completed by M&N in 2023. M&N has been contracted to provide various professional services for the project including engineering and design for the design of replacement structures. The new seawall and Citizens Dock will be resilient and adaptable to expected sea level rise during the dock’s 50+ year lifespan, 100-year floods and 50-year tsunami events. The M&N team is at an early stage of assessing design alternatives and will select an alternative that will advance to environmental documentation and permitting. Five conceptual alternatives are currently being considered. The M&N team along with the Harbor District have presented these alternatives to the public in various meetings to gain consensus on design and needs.

CITIZENS' DOCK INSPECTION

Crescent City Harbor District

The Crescent City Harbor Citizens’ Dock Seawall was originally built in the 1940s and extended during the 1960s. The seawall forms the upland yard used as a community fish market, parking area, and for equipment storage. The Citizens’ Dock is accessed at the north end of the seawall and allows local fishermen to load/unload boats, fuel, and process seafood.



Constructed of driven steel sheet piles, the seawall is a tie-back system with deadman anchors providing additional lateral restraint. A reinforced concrete cap acts as a bullrail and a fixture for mooring hardware. Paving in the upland yard is primarily asphalt, with a reinforced concrete pad near a decommissioned job crane.

The seawall had been in a state of advanced deterioration for several decades, furthered by a 2011 tsunami. M&N performed an above-water inspection of the seawall and adjacent paving, summarizing findings and recommendations in a facility condition assessment report that included:

- Rough order-of-magnitude cost estimate for a replacement concept.
- List of opportunities and constraints to assist in planning for the greater Citizens’ Dock area and immediate upland areas for various maritime uses.

BALBOA MARINA EXPANSION - BULKHEAD WALL

Irvine Company in Association with City of Newport Beach

The Balboa Marina Expansion project includes the creation of a new public boat dock and an expansion and improvements for the existing private Balboa Marina, as well as landside improvements. Included in the project is 200 linear feet of new bulkhead wall in order to expand the existing private marina.

An in-depth investigation was given to the owner for various types of bulkhead wall improvements including driven sheet pile, cast-in-place retaining wall, and soil improvements. The type of bulkhead wall selected is a combination of Cement Deep Soil Mixing (CDSM) ground improvements with a cast-in-place L-Wall on top. This combined system allowed for upgrades to current seismic codes while also providing resistance to tidal erosion, and was the most cost effective solution. In addition, this bulkhead wall alternative resulted in reducing permit restrictions related to noise from impact hammer equipment as would be needed with driven sheet piles. The existing riprap slope was removed and replaced with a new riprap slope landward. M&N served as lead designer and engineer for the waterside improvements which included close coordination between the Owner, City of Newport Beach, and regulatory agencies for a joint permit effort. M&N was also responsible for oversight of regulatory permits, CEQA document mitigation measures, concept plans, and eelgrass mitigation efforts. During construction M&N was responsible for providing owner support and performed site visits, reviewed submittals and RFIs, and acted as Owner's representative. Construction was completed March 2024.



INDIA BASIN SHORELINE STRUCTURES AND RETAINING WALL

San Francisco Recreation & Parks Department

As part of larger project to remediate, restore, and redevelopment a decaying shoreline along the San Francisco Bay, M&N provided design and engineering services for the replacement and/or repair of shoreline structures. M&N provided schematic concepts and planning-level cost estimates for different scenarios for the shoreline structures. Following the planning and preliminary engineering phases of the project M&N was contracted to lead the preparation of shoreline design documents, and assist with permitting, cost estimating, constructability review, bidding and construction administration. An important aspect of the project is the new retaining walls and rock embankments along the shoreline edges. Construction for the project is ongoing and is estimated to completed late 2024.



DES MOINES NORTH MARINA COMBINED PROJECTS

City of Des Moines, WA

M&N led a multidisciplinary team to replace 800 feet of a failing marina timber bulkhead to improve dock access, including accessible ramps and floating guest moorage docks. As part of the marina mitigation improvements and to address the concerns of increased over-water coverage, a section of the bulkhead was located landward of the existing structure to increase water area. M&N supervised all subconsultants and prepared concept through final design documents, incorporating elements from the marina master planning effort.



KIDDIE BEACH/ HOBBIIE BEACH SURGE WALL ALTERNATIVES

County of Ventura Harbor Department

M&N is currently providing engineering design, coastal engineering, and permitting support for the restoration and improvement of surge walls at Kiddie and Hobbie beaches in Channel Islands Harbor. The current site issues include flooding of the adjacent parking lot and roads, degradation of the existing wall, and loss of sandy beach area. M&N and County staff have met with California Coastal Commission (CCC) staff to discuss potential alternatives including wall replacement and understand any potential CCC permitting issues. The current phase of work is focused on preparing a coastal vulnerability assessment, analyzing conceptual alternatives, selecting a proposed alternative, and providing additional information required for submitting permit applications to CCC and other regulatory agencies.

Following selection of a preferred alternative, M&N will prepare final permit applications, construction documents, and provide bid and construction support for project construction.



MARINE STRUCTURE REPLACEMENT

Port of Ilwaco

M&N is providing engineering design for a bulkhead and shoreline stabilization replacement based on an earlier preliminary condition assessment of the bulkhead and associated structures. The Port was awarded MARAD grant funding for the work and M&N is also providing MARAD grant coordination and compliance support, completing a required MARAD NEPA EA along with state environmental review, and permitting for the project. M&N completed stakeholder outreach (public notice) and Section 106 review required for NEPA compliance. M&N is also supporting permitting and engineering design for maintenance dredging at the Port of Ilwaco.



HARBORSIDE BULKHEAD REPLACEMENT

Foster City Marina/Harborside Homeowners Association

M&N provided engineering services including the structural design for a 3,000-foot long bulkhead wall on Foster City Lagoon. The design involved developing several replacement alternatives including an innovative and cost-effective vinyl, tieback wall scheme. M&N prepared drawings, specifications and cost estimate for negotiated contract for construction.



MIRADA BLUFF SHOTCRETE PROTECTION

County of San Mateo

M&N provided civil, structural, and coastal engineering services for a bluff stabilization project that accompanied a pedestrian bridge project that links Half Moon Bay with Pacifica. Work included assessment of tides, sea-level rise and design water levels, wave climate and wave runup at the project location, seasonal variation of the beach face, and potential scour. A hydrology and hydraulics analysis was conducted to assess the discharge and water level associated with runoff from Arroyo de en Medio. Stabilization of the bluff focused on incorporation of a soil nail wall with riprap toe protection below the typical beach sand level. This solution was ideal in terms of public access and implemented with limited encroachment on the beach.



WIDENING OF INNER HARBOR TURNING BASIN IN OAKLAND HARBOR

U.S. Army Corps of Engineers/Port of Oakland

The Port of Oakland deepened their Inner Harbor Channel from 42 feet to 50 feet to enable larger vessels to visit the port. This resulted in the need for a wider turning basin. M&N provided the design services for this three-phased project. Key project components included bulkhead walls, yard planning and design, structural pier work, and dredging.



Phase I of the project required demolition of existing piers and portions of a large transit shed. After removal of these facilities, the area was dredged to widen the existing turning circle by 500 feet to a diameter of 1,500 feet. A bulkhead wall was constructed to maintain slope stability and control erosion.

Phase 2 involved the planning and design of new shipyard facilities adjacent to but beyond the limits of the new turning basin. The existing shipyard occupied pier space that lay within a portion of the enlarged turning circle. The Phase 2 work involved the construction of a new bulkhead wall, a shiplift with associated landside facilities for ship repair work, and dredging for access to the shipyard.

After relocation of the shipyard, Phase 3 involved demolition of the existing shipyard facilities within the 1,500-foot turning basin, construction of a new bulkhead wall, and dredging to create a 50-foot deep, 1,500-foot diameter turning basin.

BAY ISLAND BULKHEAD AND BRIDGE

City of Newport Beach

The existing bulkhead at Bay Island was constructed in 1929 and had exceeded useful life. In addition, the bridge that provides the only access to the island other than by boat was structurally inadequate both for code-required live loads and current seismic criteria. M&N designed the bulkhead to provide an additional 75 years' useful life and the bridge was designed to meet current criteria. The design approach included new bulkheads which were both landward and seaward of the existing bulkhead to address both regulatory and constructability constraints. Permitting agencies included the U.S. Army Corps of Engineers, U.S. Coast Guard, Regional Water Quality Control Board, California Coastal Commission, and City of Newport Beach.



The design approach included new bulkheads which were both landward and seaward of the existing bulkhead to address both regulatory and constructability constraints. Permitting agencies included the U.S. Army Corps of Engineers, U.S. Coast Guard, Regional Water Quality Control Board, California Coastal Commission, and City of Newport Beach.

EMMA WOOD STATE BEACH - NORTH BEACH ENTRANCE ROAD FAILURE - SEAWALL AND ROCK ARMORING

California Department of Parks and Recreation

The entrance road to Emma Wood State Beach is currently protected by a concrete/steel sheetpile seawall and rock armoring. The road is immediately adjacent to the ocean and the exposed sheet piling system and barrier wall has been subject to frequent wave action and overtopping, causing corrosion and severe deterioration/failure of the wall and entrance road. M&N performed on-site inspections of the existing wall and road, developed a set of short-term and long-term alternatives for park entry, and prepared a sea level rise vulnerability assessment for the entire State Beach as required by the California Coastal Commission. Alternatives studied include rock revetment repair, seawall replacement (steel, concrete, or fiber reinforced polymer), road realignment, and/or raising the road elevation. M&N is currently preparing construction documents and supporting DPR for regulatory permit applications and CEQA review.



HUMBOLDT HARBOR WIND TERMINAL REDEVELOPMENT DESIGN, PERMITTING, AND PIDP GRANT SUPPORT

Port of Humboldt Harbor

M&N is the lead consultant responsible for preliminary design, regulatory permitting, and grant funding support for the Redwood Marine Terminal Redevelopment project. The project includes demolition of existing docks and buildings. Improvements include new vessel berths, a landside marine terminal, new maintenance and operations buildings, access road improvements, mitigation design development, CEQA/NEPA documentation and local, state, and federal permitting. M&N supported the Port with a MARAD PIDP grant pursuit strategy and development of documentation in compliance with USDOT requirements.



CAPITOLA WHARF RESILIENCY

CITY OF CAPITOLA

Between 2017 and 2023, M&N provided engineering and design through bid support and environmental services to increase the resiliency of the wharf, and Beach Groin and Soquel Creek Flume. M&N designed and permitted the widening of the wharf to increase the structures' resiliency to winter storms and improve public access.



M&N completed an Initial Study (IS)/ Mitigated Negative Declaration (MND) for compliance with the CEQA, a NEPA EA to comply with federal grant requirements, and permit application materials for USACE, California Coastal Commission (CCC), and Regional Water Quality Control Board (RWQCB). M&N completed supplemental materials including a biological assessment and mitigation plan to support permitting. CEQA, NEPA, and permitting was completed in 2022 and construction started in June 2023

As part of the permits for this project, M&N supported the City with long-range operations and maintenance planning. M&N recommended the City request authorization of long-term as-needed maintenance activities as part of the project permits. This has already been a great benefit to the City allowing them to quickly respond to and recover from other damage caused by the recent and damaging 2023 winter storm along the coast.

M&N has provided civil, structural, and coastal engineering, and environmental and permitting services to the City of Capitola for various waterfront projects dating back to 1998.

CASA MIRA BLUFF PROTECTION

Casa Mira Bluff Erosion Committee

M&N was retained to develop a coastal assessment for a section of beach and bluff along Mirada Road, which was subject to erosion. The coastal assessment established tidal datums, extreme water levels, wind statistics, wave exposure and wave runup, sand transport, the seasonal variation of the beach profile, and rates of beach and bluff recession. The intent of the work was to develop a basis of analysis for design of a shotcrete wall for protection of the bluff and adjacent trail. M&N developed a design for a shotcrete wall section and plan for consultation with the California Coastal Commission, and estimated in-lieu beach sand mitigation fees that would be associated with construction of bluff protection.



Project Team

Our team members were specifically chosen for their familiarity with the Harbor District, Crescent Harbor marine structures and environment, and their proven experience providing engineering and design solutions for coastal clients looking to replace and rehabilitate their coastal protection infrastructure and marine structures.

Project Manager, Younes Nouri, PhD, PE, specializes in marine structural assessment, design, and construction along the US West Coast and Pacific region with relevant project experience in the design and engineering of coastal protection structures for Crescent City Harbor District, local agency, and various other coastal cities and agencies. Younes will be supported by **Principal-in-Charge, Rob Sloop, PE**, who brings familiarity and current project experience in Crescent Harbor and with Harbor District staff to help advise project decisions and provide open lines of communication. **Structural and Coastal Engineers, Neil Nichols, PE and Mads Jorgensen, PE**, have extensive experience delivering marine engineering projects along the California coast. These projects include seawall and bulkhead projects that have been successfully constructed and continue to withstand the challenging coastal hazards of the Northern California coastline.

Younes and his proposed staff were specifically chosen to provide the Harbor District with a streamlined team of personnel who require no learning curve and have established best practices in delivering coastal structure replacement recommendations and following through with constructable and permissible designs for marine structures projects. We have provided resumes for our Project Manager and proposed personnel reflective of their relevant experience on the following pages.

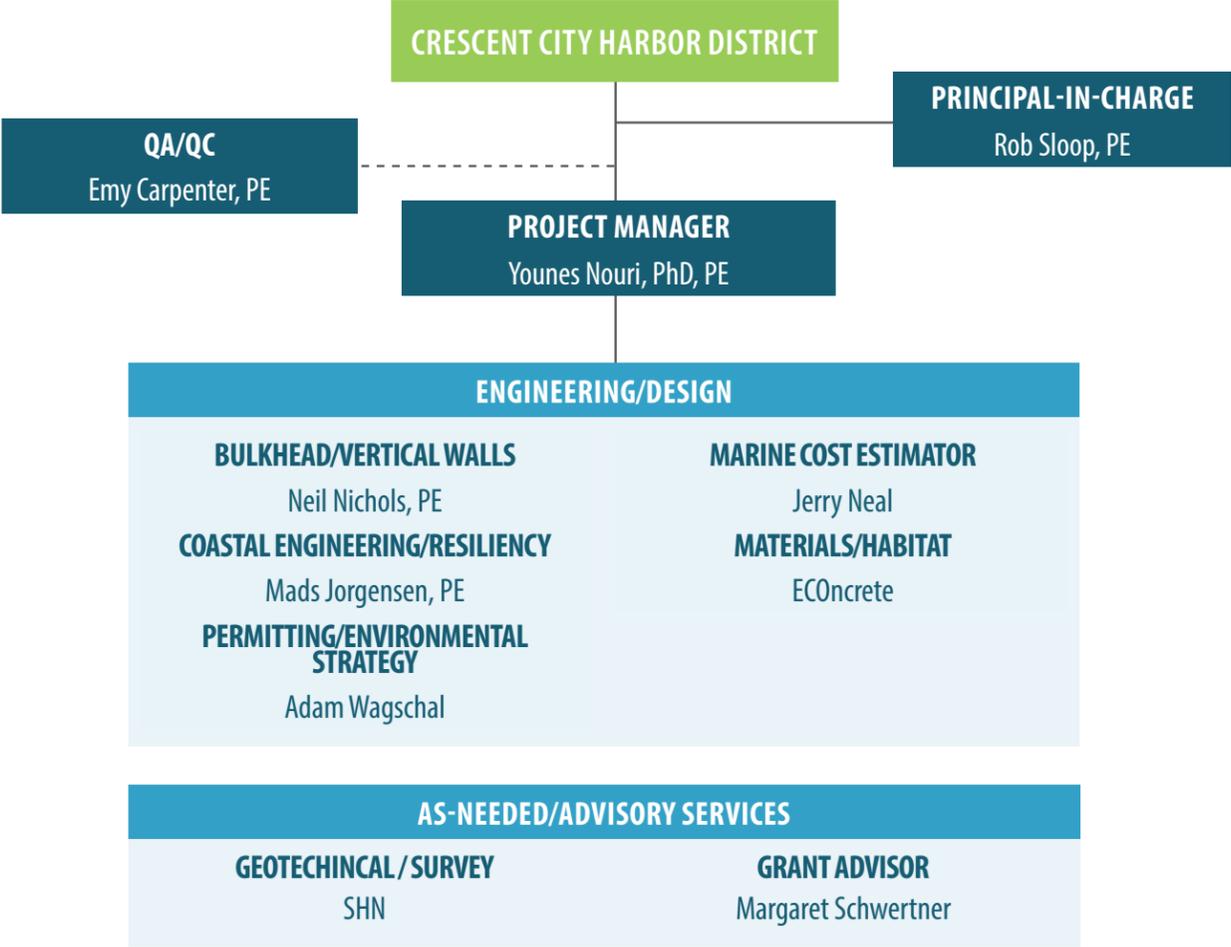
M&N understands as the prime consultant, the firm is solely responsible for the work to be conducted. All services will be performed in-house, with exception to materials/habitat advisory services and as-needed geotechnical engineering and survey.

ECONcrete is a interdisciplinary science-based company with extensive experience working with engineers and asset owners to build stronger, greener marine infrastructure. They'll provide as-needed materials advisory services.

SHN Engineers & Geologists, Inc. (SHN), a California State and Federal Small Business Enterprise, will provide as-needed geotechnical and topographic survey services.

We are confident that this project team will provide you with unparalleled client service and streamlined delivery of project deliverables utilizing their technical expertise and knowledge of the City's processes and preferences.

PROJECT ORGANIZATION CHART



VALUE ADDED SPECIALIZED EXPERTISE ECONCRETE

The Washington State Parks and Recreation Commission faced the need to replace a decrepit creosote pile and timber bulkhead conditions in the state park's tourist-heavy boat launch area. ECONcrete® provided the technology to **replace the former structure with an ecologically beneficial concrete gravity wall bulkhead**. ECONcrete admix, textured surfaces, and crevices mimic natural features and encourage species such as invertebrates and fish larvae to recruit to the structure. Cells from ECONcrete's marine mattresses were incorporated into the adjacent riprap to provide water retaining tidepool cells, compensating for the loss of natural water-retaining features and integrally supporting the project's mitigation scheme.



COVERING KEY DISCIPLINES ENTIRELY IN-HOUSE

Our full-service marine structures team includes marine structural, coastal, civil/stormwater, permitting, cost estimating and grant application support, allowing us to **cover all the key project areas with seamless coordination**, from the planning stage through the preparation of design documents and support during the grant application process. Our proposed management personnel and supporting personnel have extensive experience working together and provide the Harbor District staff with a team that has streamlined work and communication processes to get the job done on schedule.

YOUNES NOURI, PHD, PE Project Manager

Project Manager, Younes Nouri, has a proven track record of managing multi-disciplinary waterfront projects. Younes offers experience collaborating closely with clients transforming their visions into tangible results. Younes brings in-depth knowledge of Harbor District's desires for improvement and existing challenges building on the ongoing projects he is managing for the Harbor District. Younes brings extensive experience working with small to mid-size ports and harbors.

Younes is a senior coastal engineer who offers in-depth knowledge and experience with analysis and numerical modeling of waves, tidal flow, sediment transport, tsunami waves, and propwash analysis drawing from 20 years of professional and academic experience in the coastal engineering field. Younes works on the full extent of projects from concept development to final design. He brings a menu of analysis options from site reconnaissance to three-dimensional modeling to balance the level of effort with the project phase. Younes has successfully assisted clients communicate physical processes that govern the design of coastal engineering projects at public outreach events and in addressing regulatory agency comments and concerns. He is an associate member of the Tsunami Loads and Effects committee of ASCE 7-16 and brings knowledge of resiliency planning to local communities adapting for rising sea levels.

RELEVANT EXPERIENCE:

CRESCENT CITY HARBOR DISTRICT, FEMA EMERGENCY REPAIRS COST ESTIMATION

Project Manager

CRESCENT CITY HARBOR DISTRICT, CONCEPTUAL MASTER PLAN

Project Manager

HUMBOLDT HARBOR MARINE TERMINAL DEVELOPMENT

Coastal Engineering Lead

PORT OF WILLAPA HARBOR FOSSE BOAT SHOP REPAIR

Project Manager

MAINTENANCE DREDGE PERMIT SUPPORT, PAC MAR MARINAS

Coastal Engineer

WEST BAY YARDS DEVELOPMENT – SHORELINE ENHANCEMENT DESIGN

Project Manager

SEAL COVE HABITAT OFFSETTING PROJECT, PRINCE RUPERT, BC, CANADA

Project Manager

PACIFIC COUNTY SHORELINE EROSION MITIGATION MASTER PLAN

Project Manager

DESCHUTES ESTUARY RESTORATION

Project Manager



**YEARS
EXPERIENCE:** 20

EDUCATION: PhD, Coastal Engineering,
John Hopkins University

MASc, Coastal Engineering, University
of Ottawa & Canadian Hydraulics Center

BS, Civil Engineering, University of
Tehran, Iran

REGISTRATION: Professional Engineer, CA,
Civil, #83037

KEY BENEFITS TO CITY AND THIS PROJECT:

- On-going Crescent Harbor project experience provides Younes with the necessary knowledge of the project location and environment
- Established relationships with Harbor District and direct communication lines with Harbor District staff.
- Proven track record of delivering multi-disciplinary waterfront projects.



ROB SLOOP, PE Principal-in-Charge

Rob Sloop has more than 30 years of experience overseeing planning, design, and engineering teams that deliver waterfront and marina projects. He brings expert-level knowledge in coastal, environmental, and ecosystems, focusing on increasing the resiliency of marine projects. Through creative and practical infrastructure solutions that incorporate the best of today's science, his projects consider future viability and investment value over time. He recently managed large waterfront redevelopment projects that pursued local, state, and federal grant funding. He provides the M&N team with national and international ideas, as well as extensive understanding of industry design standards. Rob is currently leading efforts for three of the largest urban waterfront revivals in the US.

YEARS EXPERIENCE: 30

EDUCATION: ME, Coastal and Oceanographic Engineering, University of Florida

BS, Mechanical Engineering, University of South Florida

REGISTRATION: Professional Engineer, CA, Civil, #72878

RELEVANT EXPERIENCE:

CRESCENT CITY HARBOR DISTRICT, CITIZENS' DOCK AND SEAWALL REPLACEMENT

Principal-in-Charge

SAN CLEMENTE SEAWALL PRELIMINARY DESIGN AND COAST ANALYSIS

Project Manager

CALIFORNIA MARITIME ACADEMY WATERFRONT DESIGN

Lead Designer

THE WHARF AT THE SOUTHWEST WATERFRONT RENEWAL

Project Director

MAGNOLIA WATERFRONT

Principal-in-Charge

REPAIR GLASS BREAKWATER & APRA HARBOR WATERFRONT REPAIRS

Technical Lead

PLAYA GRANDE BREAKWATER

Technical Reviewer

SAN FRANCISCO MARINA REMEDIATION & IMPROVEMENT PROJECT

Project Manager/Lead Designer

NPS NATIONAL MALL AND MEMORIAL PARKS SEAWALLS AND SHORELINE REHABILITATION

Principal-in-Charge

EMY CARPENTER, PE QA/QC

Emy Carpenter has more than 40 years of experience in the planning and design of civil and coastal engineering projects. She provides specialized knowledge of design considerations for waterfront structures, piers, and harbors. Her experience includes planning and feasibility studies for piers, wharves, breakwaters, and covered mooring facilities. Her projects have included a new access pier and dock system for berthing a commercial fishing fleet, and permit assistance for pier modification construction. Many of her waterfront projects have incorporated landside development as part of the work, including site improvements for parking and public access. Emy has provided both the civil engineering services for the site improvements as well as the coastal engineering necessary for the waterfront design.



YEARS EXPERIENCE: 42

EDUCATION: BS, Ocean Engineering, California State University, Long Beach

REGISTRATION: Professional Engineer, CA, Civil, #C51378

RELEVANT EXPERIENCE:

NEWPORT BEACH HARBOR PIERS REHABILITATION

QA/QC Reviewer

KAHANA BAY LOADING DOCK AND RAMP REPAIRS

QA/QC Reviewer

REPAIR GLASS BREAKWATER, APRA HARBOR WATERFRONT REPAIRS

QA/QC Reviewer

PORT OF SEATTLE, ELLIOTT BAY SEAWALL PROJECT

Senior Coastal Engineer

MOUTH OF COLUMBIA RIVER JETTY A & NORTH JETTY MAJOR REHABILITATION

Senior Coastal Engineer

BUDD INLET, STRATEGIC PROJECT DEVELOPMENT AND REMEDIAL DESIGN

Senior Coastal Engineer

PORT ORFORD BREAKWATER MAJOR MAINTENANCE REPORT

Senior Coastal Engineer

PORT OF ANACORTES, CAP SANTE NORTH MARINA IMPROVEMENTS PLANNING,

Project Manager

MARTINEZ MARINA IMPROVEMENTS STUDY

Coastal Engineer



NEIL NICHOLS, PE Bulkhead/Vertical Walls

Neil Nichols has been involved in the design and construction of coastal, civil, and transportation engineering projects for 30 years. His engineering experience includes design of shoreline improvements, urban waterfront facilities, storm drain outfalls, wetland restoration, flood control, and transportation facilities. He has also provided construction support of civil, coastal, and transportation projects. Neil has managed projects from all phases of design: initial planning, conceptual design, type-selection, preliminary design, final construction documents, and onsite construction support. As part of his responsibilities, he manages staff and subconsultants in the preparation of construction drawings, specifications, and cost estimates.

YEARS EXPERIENCE: 30

EDUCATION: BS, Civil Engineering, California State Polytechnic University, Pomona

BA, Management Engineering, Claremont McKenna College

REGISTRATION: Professional Engineer, CA, Civil, #C56807

RELEVANT EXPERIENCE:

MIRADA ROAD PEDESTRIAN BRIDGE AND BLUFF STABILIZATION

Coastal Engineer

FORT BAKER BOAT RAMP AND SEAWALL RESTORATION

Project Manager

TREASURE ISLAND DEVELOPMENT

Coastal Engineer

OCEAN BEACH SHORELINE PROTECTION

Assistant Project Manager

OYSTER POINT MARINA

Project Engineer

HUNTERS POINT/CANDLESTICK POINT REDEVELOPMENT

Project Engineer

OYSTER POINT DOCK ACCESS IMPROVEMENTS

Project Engineer

OCEAN BEACH CLIMATE CHANGE ADAPTATION PROJECT LONG TERM IMPROVEMENTS

Assistant Project Manager

MADS JORGENSEN, PE Coastal Engineering/Resiliency

Mads Jorgensen has been a key staff member in the development of the field of coastal and marine engineering, with coastal engineering analyses, vessel navigation, and vessel collision protection as a special field of expertise. He is very orientated towards computer models and the use of IT solutions for engineering applications. He has substantial experience in data analysis, preparation of study reports, hydrodynamic and hydraulic modeling, and design of navigation structures, hydraulic structures, scour protection, and shore protection structures. Mads has extensive experience with complementary project types, including coastal and fluvial flooding, coastal engineering, and restoration.



YEARS EXPERIENCE: 39

EDUCATION: MSc, Civil Engineering, Danish Technical University

REGISTRATION: Professional Engineer, CA, Civil, #66369

RELEVANT EXPERIENCE:

CRESCENT CITY HARBOR DISTRICT, CITIZENS' DOCK AND SEAWALL REPLACEMENT

Senior Coastal Engineer

TREASURE ISLAND DEVELOPMENT

Senior Coastal Engineer

REDWOOD MARINE MULTIPURPOSE TERMINAL REPLACEMENT PROJECT

Senior Coastal Engineer

INDIA BASIN SHORELINE - RETAINING WALL

Senior Coastal Engineer

OYSTER POINT MARINA

Senior Coastal Engineer

STANLEY PARK SEAWALL REPAIRS

Senior Coastal Engineer

SNUGGERY COVE MARINA AND BREAKWATER FEASIBILITY STUDY

Senior Coastal Engineer

OCEAN BEACH SHORELINE PROTECTION

Senior Coastal Engineer

PILLAR POINT HARBOR BOAT LAUNCH RAMP GRANT SUPPORT

Senior Coastal Engineer

JERRY NEAL *Marine Cost Estimator*

Jerry Neal is a civil engineer with over 46 years of experience on major heavy civil construction and engineering projects both domestic and international. Prior to joining M&N, Jerry was employed by large national/international civil and marine construction companies wherein he served in the capacities of project engineer, project manager, and chief estimator. He has participated in or managed numerous projects involving port dredging, dams and levees, airports, power plants, and mine construction

YEARS EXPERIENCE: 46

EDUCATION: MBA, Strategic Management, California State University East Bay

BS, Civil Engineering, South Dakota School of Mines and Technology

RELEVANT EXPERIENCE:

SAN FRANCISCO MARINA SEAWALL

Lead Cost Estimator

TREASURE ISLAND DEVELOPMENT

Lead Cost Estimator

BALBOA MARINA EXPANSION MARINA

Lead Cost Estimator

ALCATRAZ WHARF RENOVATION AND SEISMIC STRENGTHENING

Cost Estimates QA/QC Reviewer

REDWOOD MARINE MULTIPURPOSE TERMINAL REPLACEMENT PROJECT

Lead Cost Estimator

HUNTERS POINT/CANDLESTICK POINT REDEVELOPMENT

Lead Cost Estimator

ADAM WAGSCHAL *Permitting/Environmental Strategy*

Adam Wagschal is an environmental planner with 23 years' experience working in the fields of environmental compliance, aquatic biology, and spatial analysis. He has worked as a consultant and a project proponent to obtain regulatory approvals under the federal and California Endangered Species Acts, California Environmental Quality Act, National Environmental Policy Act, Clean Water Act, Coastal Act, and California Harbors and Navigation Code.

YEARS EXPERIENCE: 23

EDUCATION: MS, Geography, Geographic Information Science, San Diego State University

BS, Fisheries, Humboldt State University

RELEVANT EXPERIENCE:

CRESCENT CITY HARBOR OFFSHORE WIND STUDY

Environmental Planner

CRESCENT CITY HARBOR DISTRICT, CITIZENS' DOCK AND SEAWALL REPLACEMENT

Environmental Planner

OCEAN BEACH PIER DEMOLITION & REPLACEMENT

Environmental Planner

REDWOOD MARINE MULTIPURPOSE TERMINAL REPLACEMENT PROJECT

Environmental Planner

HUMBOLDT HARBOR OFFSHORE WIND

Grant Support

TERMINAL 4 EXPANSION & REDEVELOPMENT

Environmental Planner

MARGARET SCHWERTNER *Grant Advisor*

Margaret Schwertner has successfully submitted and supported grant applications for local, state, and federal grants for port expansion, port security, marinas and shoreline public access, and habitat restoration. She has coordinated with local, state, and federal representatives and officials (for bill appropriation funds) and has a proven ability to work with public entities, tribal governments, environmental groups, community members, and private industries.

YEARS EXPERIENCE: 27

EDUCATION: MS, Aquatic and Fishery Sciences, University of Washington

BS, Agriculture (Animal Science), University of Saskatchewan

RELEVANT EXPERIENCE:

PORT OF ANACORTES A DOCK REPLACEMENT

Permitting/Grant Funding

PORT OF ILWACO MARINE STRUCTURE REPLACEMENT

Grant Funding/NEPA EA Support

PORT OF ANACORTES FIDALGO BAY MITIGATION

Grant Application

PORT OF EVERETT MARINA GUEST MOORAGE GRANT ASSISTANCE

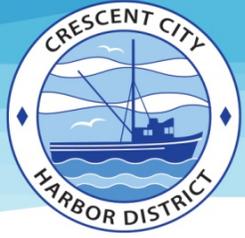
Grant Strategy/Support

CITY OF DES MOINES EMERGENCY ACCESS PIER

Grant/Permitting Strategy

CAP SANTE BOAT HAVEN PUBLIC ACCESS

Grant Application/Presentation



4. New Business

- b. Adjudicate Appeal of Pending Revocation of Berthing Permit for the F/V Capo and Dedication.**

Public Comment?

CUSTOMER FOLIO

F/V CAPO

AS OF JUNE 14, 2024

GEORGE M. MAVRIS
ATTORNEY AT LAW

1 Point Saint George Place • Crescent City, CA 95531 • Ph. (707) 464-1418 • Fax (707) 464-3364

June 14, 2024

Hand Delivered

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

**Re: Notice of Appeal – McKenzie Amos
FV Capo and FV Dedication**

Dear Harbor Commissioners:

Please be advised that, I represent McKenzie Amos, with respect to the Revocation Notices concerning the *Capo* and *Dedication*. Consider this our formal notice to appeal those decisions.

I understand that CCHD claims that my clients failed to pay rent. However, CCHD simply unilaterally refused to accept payment of rent because it was being made by way of a check rather than cash. However, no such requirement appears within the lease. Rather, it appears that CCHD unilaterally made a change to the lease without such being in writing signed by the parties.

The Berthing Permit and Rental Agreement provides “[t]his Agreement constitutes the entire agreement between the parties and supersedes all prior agreements. ***No modification or amendments hereto shall be valid unless evidenced in writing and signed by both parties.***” (Lease, Term ¶18).

Mr. Petrick, as evidenced by an email dated June 6, 2024, sent at 10:13 AM, conceded that such modification was made orally: “[CCHD] advised that we would accept the check this time but if it bounced again, we would not be able to accept a check in the future.” This constitutes an oral modification of the Lease agreement – something specifically prohibited by the lease.

It also appears that CCHD is not applying its tenant regulations in a uniform fashion and has improperly singled out my client for disparate treatment.

It is our hope that litigation can be avoided and CCHD would simply reconsider its decision. As a show of good will, we would agree to a written modification that all rent going forward shall be paid by way of money order, cashier’s check or cash.

Sincerely,

**PROOF (DECLARATION) OF SERVICE
OF NOTICE TO RESIDENT**

On May 31, 2024, I served NOTICE(s) of: Revocation
(Date of Service of Notice(s)) (Description of Notice(s))

A copy of said NOTICE(s) is/are attached. The NOTICE(s) was/were served as follows:

POSTING & MAILING: Mackenzie Amas F/v Capo
(Insert Name(s) of Resident(s))

was/were served with a copy of the Notice by POSTING it in a conspicuous place on the subject property because there was no person of suitable age or discretion to be found at any known place of residence or business of said resident(s). On the same day as posted, I MAILED a copy to each resident by First Class Mail by depositing said copies in the United States Mail, in a sealed envelope with postage fully prepaid, addressed to the resident(s) at the place where the property is situated.

PERSONAL DELIVERY: I HANDED a copy of the NOTICE to:
_____ at approximately _____ am/pm
(Insert Names of Resident(s))

SUBSTITUTED SERVICE: I HANDED a copy of the NOTICE to:
_____ at approximately _____ am/pm
(Insert Name of Person Other than a Tenant Who is At Least 18 years old
or Give Description (Age, Sex, Height, Weight, etc.), if person refuses to give name.)
who is a person of suitable age and discretion at the residence or usual place of business of the resident(s), because the resident(s) was absent. I also MAILED by first class mail on said date a copy to each resident by depositing said copies in the United States Mail, in a sealed envelope, with postage fully prepaid, addressed to the above-named resident(s) at their place of residence.

I declare under penalty of perjury under the laws of the State of California that at the time of service of the NOTICE(s), I was at least EIGHTEEN (18) years of age and that the foregoing is true and correct. If called as a witness to testify thereto, I could do so competently.

Executed on May 31, 2024, at Crescent City, California.
(Insert Date) (Insert City)

Justin Hanks
(Name of Declarant)

[Signature]
(Signature of Declarant)



REVOCATION NOTICE

TO: Mckenzie Amos and *any others* in possession of the vessel Capo now berthed within the Crescent City Harbor District.

By action of the Harbormaster, your berthing permit is hereby revoked, effective on the date indicated below, for failure to pay the balance of **\$1,678.05**. You are ordered to quit the subject premises, remove your vessel, and deliver up possession of the premises to the Crescent City Harbor District.

**YOUR VESSEL MAY BE SUBJECT TO ARREST
AND IMPOUND AFTER:
SUNDAY, JUNE 30TH 2024**

I. AUTHORITY FOR NOTICE:

Pursuant to the California Harbors and Navigation Code § 6309.6, the Harbormaster, or any duly authorized representative of the Crescent City Harbor District (hereafter "District") has the authority to issue notices and citations for violation of any District Ordinance in the manner provided by Chapter 5C (commencing with Section 853.5) of Title 3 of Part 2 of the California Penal Code.

Furthermore, pursuant to District Ordinance No. No. 51-2022 Section 5.028(A)(1)(c), a berthing permit may be revoked for failure to comply with any provision of the Ordinance Code, including failure to pay a berthing permit fee (Section 5.028 (A)(1)(b)). Upon investigation, the Harbormaster has found that you violated Ordinance 51-2022 Section 13.010(A), which states in part: "*All fees and charges ... are payable in advance of the service rendered and shall be paid whether or not a statement is provided by the district. Berthing permit fees are due on the first day of the first month of any renewal period when paid annually.*"

Considering the totality of the evidence, the Harbormaster has found you in violation of the Ordinance Code and has now caused this Revocation Notice to be issued.

II. RIGHT TO APPEAL

Pursuant to District Ordinance No. 51-2022 Section 14.100, if you wish to contest this revocation, you must file an appeal within 10 business days (which are those days Monday thru Friday, excepting holidays). In your appeal, state your basis to contest the revocation and include any supporting materials. Submit your complete appeal package to the main District office located at 101 Citizens Dock Road, Crescent City, CA. Upon receipt of your appeal papers, the matter will be set for a hearing before the Board of Harbor Commissioners, at their next regular meeting, for a final adjudication.

III. AUTHORITY TO REMOVE VESSEL:

If you choose not to file an appeal, and you fail to remove your vessel by the time indicated above, your vessel may be impounded without further notice. Additionally, you may be subject to civil and/or criminal penalties and arrest pursuant to California Penal Code Section 602(k) (Trespass) and Section 602.1(a) (Interfering with a Business), as may be applicable.

Pursuant to District Ordinance No. 51-2022 Section 5.028(B)(2)(c) "*If the owner fails to remove the vessel within the time provided in the notice, the District may move the vessel to another location...*" Berthing permits in the District are issued as "limited licenses" for the purpose of mooring the permittee's vessel in the harbor subject to the terms set forth in the berthing permit, rental agreement, and/or Ordinance Code. A berthing permittee does not hold any interest or estate in the District's property. (*Qualls v. Lake Berryessa Enterprises, Inc* (1999) 76 Cal.App.4th 1277, 1283) Furthermore, a berthing permit may be revoked by action of the Harbormaster, and vessels moored without a valid permit may be removed without notice.



Tim Petrick, CEO / Harbormaster

05/31/2024

Date

NOTE: ACCOUNT NUMBERS REDACTED

Print Close

Check #: 0 Store #: 0000000000 Type: Return Return Reason: NSF - Not Sufficient Funds
Amount: \$706.80 Date: 05/29/2024 Sequence #: 1099001872

Front:

90-7224/3211 163

LORNA D AMOS
1151 PEBBLE BEACH DRIVE
CRESCENT CITY, CA 95531

Date May 29, 2024

Pay to the Order of CCHD \$ 706.80

Seven hundred six dollars and 80/100 Dollars

Endorsing Newer Feds Better
Coast Central Credit Union
(707) 445-8801

For Capo [Signature]
40?

Primitime Checking

Back:

05282024 12:14 PM PDT 000400602

00038091575131247660004 USB >0910000

05282024 12:14 PM PDT 303699707760002

CHECK HERE FOR MOBILE OR REMOTE DEPOSIT ONLY

ENDORSE HERE
Credited to the Account Of
The Within Named Payee
U.S. Bank National Association
Crescent City Office
Crescent City, CA 95531

AT: NAME OF FINANCIAL INSTITUTION DATE
DO NOT WRITE STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE *

NOTE: ACCOUNT NUMBERS REDACTED

Print Close

Check #: 0 Store #: 0000000000 Type: Return Return Reason: NSF - Not Sufficient Funds
Amount: \$471.25 Date: 05/29/2024 Sequence #: 1099001873

Front:

90-7224/3211 158

LORNA D AMOS
1151 PEBBLE BEACH DRIVE
CRESCENT CITY, CA 95531

Date 05/14/24

Pay to the Order of CCHD \$ 471.25

Four hundred seventy one dollars and ^{of low} Dollars  

Belonging Number Felt Button PrimerTime Checking

(707) 445-8801 coastcu.org

For Lerna Amos

Coast Central Credit Union

Back:

05282024 12:14 PM PDT 000400604

00038091575131247660004 USB >0910000

05282024 12:14 PM PDT 30369970776000

DO NOT WRITE STAMP OR SIGN BELOW THIS LINE RESERVED FOR FINANCIAL INSTITUTION USE

CHECK HERE FOR MOBILE OR REMOTE DEPOSIT ONLY

NAME OF FINANCIAL INSTITUTION DATE

ENDORSE HERE
Credited to the Account Of
The Within Named Payee
U.S. Bank National Association
Crescent City Office
Crescent City, CA 95531



Crescent City Harbor District
101 Citizens' Dock Road
Crescent City, CA 95531
www.ccharbor.com
Phone 707-464-6174
Email: officestaff@ccharbor.com

APPLICATION FOR INVOICE ADJUSTMENT

The Crescent City Harbor District acknowledges the unique challenges faced by independent commercial fishermen and understands that unexpected circumstances can disrupt financial plans. In response to these challenges, the District provides customized payment plans and assistance on a case-by-case basis.

To apply for assistance, please complete the required information below. Ensure that all applications are signed before submission. Approval from the Comptroller and/or Harbormaster/CEO is a prerequisite for processing.

DATE REQUEST MADE: 05/14/24

NAME: MCKENZIE AMOS

TELEPHONE NUMBER: 707-954-9455

EMAIL: MCKENZIEAMOS88@gmail.com

MAILING ADDRESS: 255 N. BRADFORD

CITY, STATE & ZIP CODE: SMITH RIVER, CA. 95567

REQUEST: Request to remove daily fee charged for MAY 2024, invoice #226198, will pay Quarterly contract through Dockwa.

CUSTOMER AGREEMENT (Signature Below Required) I affirm that my request for payment assistance is necessitated by circumstances beyond my control, such as the seasonality of commercial fishing, actions by a State Agency, natural disasters, family emergencies, or other external factors. I recognize the default status of my account and confirm the accuracy of the open invoices provided in the attached statement, verifying the authenticity of the debt. Furthermore, I commit to adhering to the terms and conditions of any approved assistance. I understand that by accepting such assistance, I voluntarily waive my right to appeal any future revocation order that is based upon my failure to maintain my Harbor District account in good standing. This waiver is effective for a period of six months following the initiation of a payment assistance program.

Mckenzie Amos 05/14/24
SIGNATURE & DATE REQUIRED

Approved by T.Z. 5-15

Crescent City Harbor District

HARRY ADAMS
President

RICK SHEPHERD
Secretary

GERHARD WEBER
Commissioner

WES WHITE
Commissioner

BRIAN STONE
Commissioner

Phone (707) 464-6174 Fax (707) 465-3535
101 Citizen's Dock Road
Crescent City, California 95531
www.ccharbor.com



Tim Petrick
HarborMaster

-Default Notice
Final
May 8th, 2024

MCKENZIE AMOS
CAPO
255 N BRADFORD ST.
SMITH RIVER, CA 95567

We deeply regret to inform you that unless your account is reinstated to good standing within 7 days from the date of this letter, we will take immediate legal action against you without any further warnings or considerations.

In addition, your slip rental will be promptly terminated, and your access to the Crescent City Harbor District will be mercilessly revoked. All Harbor Services, including the use of storage areas and the mobile crane, will be ruthlessly canceled.

Enclosed, you will find the necessary documentation detailing your outstanding balance, as well as the completed court form that we are fully prepared to submit for legal action against you. It is with great disappointment that we acknowledge your lack of response to our prior communications, forcing us to resort to legal collection procedures if we do not receive payment within the specified 7-day period.

Payment options are available via check, debit card, or credit card. Please issue checks payable to the Crescent City Harbor District and send your payment to this address:
Crescent City Harbor District, 101 Citizens' Dock Road, Crescent City, CA 95531.

Your support of the Crescent City Harbor District is valued, and we genuinely hope to avoid any further escalation of this matter. To arrange payments or seek additional assistance, please promptly contact our Harbor Office Team via email at officestaff@ccharbor.com or by phone at 707.464.6174. You can also visit us in person between 9:00 AM and 4:00 PM. We urge you to act swiftly to resolve this issue.

Best Regards,



Thomas Zickgraf, Comptroller
Tzickgraf@ccharbor.com
P: 707-464-6174
Crescent City Harbor District
101 Citizens' Dock
Crescent City, CA 95531



Thomas Zickgraf, Comptroller
Crescent City Harbor District
101 Citizens' Dock Road
Crescent City, CA 95531
www.ccharbor.com
Phone: 707-464-6174
Email: tzickgraf@ccharbor.com

MCKENZIE AMOS
CAPO
255 N BRADFORD ST.
SMITH RIVER, CA 95567

April 22nd, 2024

MISSED PAYMENT NOTICE

Thank you for your support of the Crescent City Harbor District. We did not receive your payment for the attached invoice. As a result, per Harbor regulations, a late fee has been added to the amount due.

Payment may be made by check, debit card or credit card. Please make check payable to Crescent City Harbor District. Kindly mail payment to Crescent City Harbor District, 101 Citizens' Dock Road, Crescent City, CA 95531.

We understand life happens, due dates can be overlooked and occasionally payments sent by mail or made electronically are not received.

Our office team is available to assist you. If you are facing financial difficulties, options are available for establishing structured repayment plans. Occasionally, late fees may also be waived depending on the circumstances and account history. However, our team's ability to provide these options is time sensitive.

To make payment arrangements or for additional assistance, please contact our Harbor Office Team by email at officestaff@ccharbor.com or by phone at 707.464.6174 or in-person from 9:00 AM to 4:00 PM.

We sincerely hope we can avoid having to escalate this matter further. Though, please be aware we will pursue additional collection activities, including legal actions against you to collect the balance due for the unpaid invoice charge plus all fees and collection costs. Additionally, your slip rental, and all Harbor privileges and access will be revoked.

We urge you to make payment today. If you are financially unable to make the payment, please contact one of our Office Team members as soon as possible for assistance by email at officestaff@ccharbor.com or by phone at 707.464.6174 or in-person from 9:00 AM to 4:00 PM.

All the Best,

Thomas Zickgraf
Comptroller

Thomas Zickgraf



Crescent City Harbor District
101 Citizens' Dock Road
Crescent City, CA 95531
www.ccharbor.com
Phone: 707-464-6174
Email: officestaff@ccharbor.com

APPLICATION FOR INVOICE ADJUSTMENT

The Crescent City Harbor District acknowledges the unique challenges faced by independent commercial fishermen and understands that unexpected circumstances can disrupt financial plans. In response to these challenges, the District provides customized payment plans and assistance on a case-by-case basis.

To apply for assistance, please complete the required information below. Ensure that all applications are signed before submission. Approval from the Comptroller and/or Harbormaster/CEO is a prerequisite for processing.

DATE REQUEST MADE: 03/11/24

NAME: Mckenzie Amos

TELEPHONE NUMBER: 707-954-9455

EMAIL: mckenzieamos88@gmail.com

MAILING ADDRESS: 255 N Bradford St

CITY, STATE & ZIP CODE: Smith River, CA 95567

REQUEST: Remove Daily charge and return to a quarterly beginning 02/01/24-05/01/24.

CUSTOMER AGREEMENT

I affirm that my request for payment assistance is necessitated by circumstances beyond my control, such as the seasonality of commercial fishing, actions by a State Agency, natural disasters, family emergencies, or other external factors. I recognize the default status of my account and confirm the accuracy of the open invoices provided in the attached statement, verifying the authenticity of the debt.

Furthermore, I commit to adhering to the terms and conditions of any approved assistance. I understand that by accepting such assistance, I voluntarily waive my right to appeal any future revocation order that is based upon my failure to maintain my Harbor District account in good standing. This waiver is effective for a period of six months following the initiation of a payment assistance program.

SIGNATURE & DATE REQUIRED

Mckenzie Amos

03/11/24

APPROVED,
Tequil
3/11/2024

WES WHITE
President

HARRY ADAMS
Secretary

GERHARD WEBER
Commissioner

RICK SHEPHERD
Commissioner

BRIAN STONE
Commissioner

Crescent City Harbor District

Phone (707) 464-6174 Fax (707) 465-3535
101 Citizen's Dock Road
Crescent City, California 95531
www.ccharbor.com



TIM PETRICK
CEO/Harbormaster

October 4th, 2023

Moorage Payment Agreement

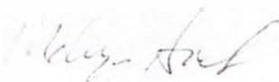
Mckenzie Amos, holding slip B-32's Capo, hereby commits to delivering \$500.00 to the Crescent City Harbor District on or before November 1, 2023. Additionally, she agrees to institute a structured payment plan for the remaining balance of \$2479.46, involving monthly \$500.00 installments, due no later than the 5th day of each ensuing month for a four-month period.

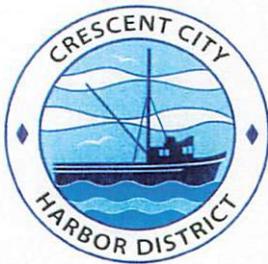
Mckenzie Amos also undertakes to maintain her account in good standing, which can be accomplished through enrollment in an autopay system or by initiating pre-payments directly to the Harbor District.

In the event of any payment not being received by the 5th day of a given month, Mckenzie Amos acknowledges her responsibility for all late fees and associated charges.

Furthermore, Mckenzie Amos acknowledges that failure to keep her Harbor accounts in good standing or adhere to the terms of this agreement will result in her immediate revocation from the Harbor. In such a case, she will be subject to additional fees, legal action, and forfeits any right to appeal a future revocation order due to non-payment.

Thomas Zickgraf, Comptroller





Thomas Zickgraf, Comptroller
Crescent City Harbor District
101 Citizens' Dock Road
Crescent City, CA 95531
www.ccharbor.com
Phone: 707-464-6174
Email: tzickgraf@ccharbor.com

MCKENZIE AMOS
"CAPO"
255 N BRADFORD ST
SMITH RIVER, CA 95567

August 11th, 2023

MISSED PAYMENT NOTICE

Thank you for your support of the Crescent City Harbor District. We did not receive your payment for the attached invoice. As a result, per Harbor regulations, a late fee has been added to the amount due.

Payment may be made by check, debit card or credit card. Please make check payable to Crescent City Harbor District. Kindly mail payment to Crescent City Harbor District, 101 Citizens' Dock Road, Crescent City, CA 95531.

We understand life happens, due dates can be overlooked and occasionally payments sent by mail or made electronically are not received.

Our office team is available to assist you. If you are facing financial difficulties, options are available for establishing structured repayment plans. Occasionally, late fees may also be waived depending on the circumstances and account history. However, our team's ability to provide these options is time sensitive.

To make payment arrangements or for additional assistance, please contact our Harbor Office Team by email at officestaff@ccharbor.com or by phone at 707.464.6174 or in-person from 9:00 AM to 4:00 PM.

We sincerely hope we can avoid having to escalate this matter further. Though, please be aware we will pursue additional collection activities, including legal actions against you to collect the balance due for the unpaid invoice charge plus all fees and collection costs. Additionally, your slip rental, and all Harbor privileges and access will be revoked.

We urge you to make payment today. If you are financially unable to make the payment, please contact one of our Office Team members as soon as possible for assistance by email at officestaff@ccharbor.com or by phone at 707.464.6174 or in-person from 9:00 AM to 4:00 PM.

All the Best,

Thomas Zickgraf
Comptroller



Thomas Zickgraf, Comptroller
Crescent City Harbor District
101 Citizens' Dock Road
Crescent City, CA 95531
www.ccharbor.com
Phone: 707-464-6174
Email: tzickgraf@ccharbor.com

MCKENZIE AMOS
"CAPO"
255 N BRADFORD ST
SMITH RIVER, CA 95567

July 13th, 2023

MISSED PAYMENT NOTICE

Thank you for your support of the Crescent City Harbor District. We did not receive your payment for the attached invoice. As a result, per Harbor regulations, a late fee has been added to the amount due.

Payment may be made by check, debit card or credit card. Please make check payable to Crescent City Harbor District. Kindly mail payment to Crescent City Harbor District, 101 Citizens' Dock Road, Crescent City, CA 95531.

We understand life happens, due dates can be overlooked and occasionally payments sent by mail or made electronically are not received.

Our office team is available to assist you. If you are facing financial difficulties, options are available for establishing structured repayment plans. Occasionally, late fees may also be waived depending on the circumstances and account history. However, our team's ability to provide these options is time sensitive.

To make payment arrangements or for additional assistance, please contact our Harbor Office Team by email at officestaff@ccharbor.com or by phone at 707.464.6174 or in-person from 9:00 AM to 4:00 PM.

We sincerely hope we can avoid having to escalate this matter further. Though, please be aware we will pursue additional collection activities, including legal actions against you to collect the balance due for the unpaid invoice charge plus all fees and collection costs. Additionally, your slip rental, and all Harbor privileges and access will be revoked.

We urge you to make payment today. If you are financially unable to make the payment, please contact one of our Office Team members as soon as possible for assistance by email at officestaff@ccharbor.com or by phone at 707.464.6174 or in-person from 9:00 AM to 4:00 PM.

All the Best,

Thomas Zickgraf
Comptroller



REVOCAATION NOTICE

TO: MCKENZIE AMOS
and *any others* in possession of the vessel Capo now berthed within the Crescent City Harbor District.

By action of the Harbormaster, your berthing permit is hereby revoked, effective on the date indicated below for failure to pay the balance of \$663.73 . You are ordered to quit the subject premises, remove your vessel, and deliver up possession of the premises to the Crescent City Harbor District NO LATER THAN:

THURSDAY, APRIL 13th, 2023

I. AUTHORITY FOR NOTICE:

Pursuant to the California Harbors and Navigation Code § 6309.6, the Harbormaster, or any duly authorized representative of the Crescent City Harbor District (hereafter "District") has the authority to issue notices and citations for violation of any District Ordinance in the manner provided by Chapter 5C (commencing with Section 853.5) of Title 3 of Part 2 of the California Penal Code.

Furthermore, pursuant to District Ordinance No. 5.028(A)(1)(c), a berthing permit may be revoked for failure to comply with any provision of the Ordinance Code. Upon investigation, the Harbormaster has found that you violated Ordinance No. 5.130 (C)(7), which states in part: "All fees and charges established by Section 15.100 or other District ordinance are payable in advance of the service rendered and shall be paid whether or not a statement is provided by the district. Berthing permit fees are due on the first day of the first month of any renewal period when paid annually."

Considering the totality of the evidence, the Harbormaster has found you in violation of the Ordinance Code, and has now caused this Revocation Notice to be issued.

II. RIGHT TO APPEAL

Pursuant to District Ordinance No. 16.100, if you wish to contest this revocation, you must file an appeal within 10 business days (which are those days Monday thru Friday, excepting holidays). In your appeal, state your basis to contest the revocation and include any supporting materials. Submit your complete appeal package to the main District office located at 101 Citizens Dock Road, Crescent City, CA. Upon receipt of your appeal papers, the matter will be set for a hearing before the Board of Harbor Commissioners, at their next regular meeting, for a final adjudication.

III. AUTHORITY TO REMOVE VESSEL:

If you choose not to file an appeal, and you fail to remove your vessel by the time indicated above, your vessel may be impounded without further notice. Additionally, you may be subject to civil and/or criminal penalties and arrest pursuant to California Penal Code Section 602(k) (Trespass) and Section 602.1(a) (Interfering with a Business).

Pursuant to District Ordinance No. 5.028(A)(2)(c) "*If the owner fails to remove the vessel within the time provided in the notice, the District may move the vessel to another location...*" Berthing permits in the District are issued as "limited licenses" for the purpose of mooring the permittee's vessel in the harbor subject to the terms set forth in the berthing permit, rental agreement, and/or Ordinance Code. A berthing permittee does not hold any interest or estate in the District's property. (*Qualls v. Lake Berryessa Enterprises, Inc* (1999) 76 Cal.App.4th 1277, 1283) Furthermore, a berthing permit may be revoked by action of the Harbormaster, and a rental agreement may be terminated upon written notice. Vessels moored without a valid permit and/or rental agreement may be removed without notice.

IV. ARREST, CRIMINAL PROSECUTION, AND FINE:

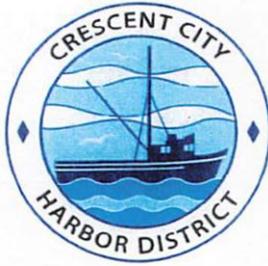
Based upon the authorities cited herein, after being served with this notice, any further entry upon the premises of the District after the effective date indicated above, will be viewed as having the purpose of injuring the property or interfering, obstructing, or injuring the lawful business carried on within the premises, and/or engaging in disorderly conduct. You will be subject to arrest and prosecution, punishable by up to six months in jail and a fine.



Tim Petrick, CEO / Harbormaster

4/12/23

Date



Thomas Zickgraf, Comptroller
Crescent City Harbor District
101 Citizens' Dock Road
Crescent City, CA 95531
www.ccharbor.com
Phone: 707-464-6174
Email: tzickgraf@ccharbor.com

MCKENZIE AMOS
"CAPO"
255 N BRADFORD ST
SMITH RIVER, CA 95567

April 10th , 2023

Dear Mckenzie:

We sincerely regret to inform you, if your account is not restored to good-standing within 7 days from the date of this letter, we will proceed with legal action against you without additional warning.

Additionally, your slip rental will be cancelled and your access to the Crescent City Harbor District will be revoked. All Harbor Services including use of storage area and mobile crane will be canceled.

Documentation illustrating your balance due, and the completed court form we will be using to file legal action against you is enclosed.

We sincerely regret you have chosen to not respond to our prior communications, leaving us with no alternative except to pursue collections via court action, should we not receive payment within 7 days.

Payment may be made by check, debit card or credit card. Please make check payable to Crescent City Harbor District. Kindly mail payment to Crescent City Harbor District, 101 Citizens' Dock Road, Crescent City, CA 95531.

Thank you for your support of the Crescent City Harbor District. We sincerely hope we can avoid having to escalate this matter further.

To make payment arrangements or for additional assistance, please contact our Harbor Office Team by email at officestaff@ccharbor.com or by phone at 707.464.6174 or in-person from 9:00 AM to 4:00 PM.

All the Best,

Thomas Zickgraf
Comptroller

CUSTOMER FOLIO

F/V DEDICATION

AS OF JUNE 14, 2024

GEORGE M. MAVRIS
ATTORNEY AT LAW

1 Point Saint George Place • Crescent City, CA 95531 • Ph. (707) 464-1418 • Fax (707) 464-3364

June 14, 2024

Hand Delivered

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

**Re: Notice of Appeal – McKenzie Amos
FV Capo and FV Dedication**

Dear Harbor Commissioners:

Please be advised that, I represent McKenzie Amos, with respect to the Revocation Notices concerning the *Capo* and *Dedication*. Consider this our formal notice to appeal those decisions.

I understand that CCHD claims that my clients failed to pay rent. However, CCHD simply unilaterally refused to accept payment of rent because it was being made by way of a check rather than cash. However, no such requirement appears within the lease. Rather, it appears that CCHD unilaterally made a change to the lease without such being in writing signed by the parties.

The Berthing Permit and Rental Agreement provides “[t]his Agreement constitutes the entire agreement between the parties and supersedes all prior agreements. ***No modification or amendments hereto shall be valid unless evidenced in writing and signed by both parties.***” (Lease, Term ¶18).

Mr. Petrick, as evidenced by an email dated June 6, 2024, sent at 10:13 AM, conceded that such modification was made orally: “[CCHD] advised that we would accept the check this time but if it bounced again, we would not be able to accept a check in the future.” This constitutes an oral modification of the Lease agreement – something specifically prohibited by the lease.

It also appears that CCHD is not applying its tenant regulations in a uniform fashion and has improperly singled out my client for disparate treatment.

It is our hope that litigation can be avoided and CCHD would simply reconsider its decision. As a show of good will, we would agree to a written modification that all rent going forward shall be paid by way of money order, cashier’s check or cash.

Sincerely,

PRC OF (DECLARATION) OF SERVICE OF NOTICE TO RESIDENT

On May 31, 2024, I served NOTICE(s) of: Revocation
(Date of Service of Notice(s)) (Description of Notice(s))

A copy of said NOTICE(s) is/are attached. The NOTICE(s) was/were served as follows:

POSTING & MAILING: Mackenzie Amos /v/ Dedication
(Insert Name(s) of Resident(s))

was/were served with a copy of the Notice by POSTING it in a conspicuous place on the subject property because there was no person of suitable age or discretion to be found at any known place of residence or business of said resident(s). On the same day as posted, I MAILED a copy to each resident by First Class Mail by depositing said copies in the United States Mail, in a sealed envelope with postage fully prepaid, addressed to the resident(s) at the place where the property is situated.

PERSONAL DELIVERY: I HANDED a copy of the NOTICE to:

_____ at approximately _____ am/pm
(Insert Names of Resident(s))

SUBSTITUTED SERVICE: I HANDED a copy of the NOTICE to:

_____ at approximately _____ am/pm
(Insert Name of Person Other than a Tenant Who is At Least 18 years old
or Give Description (Age, Sex, Height, Weight, etc.), if person refuses to give name.)

who is a person of suitable age and discretion at the residence or usual place of business of the resident(s), because the resident(s) was absent. I also MAILED by first class mail on said date a copy to each resident by depositing said copies in the United States Mail, in a sealed envelope, with postage fully prepaid, addressed to the above-named resident(s) at their place of residence.

I declare under penalty of perjury under the laws of the State of California that at the time of service of the NOTICE(s), I was at least EIGHTEEN (18) years of age and that the foregoing is true and correct. If called as a witness to testify thereto, I could do so competently.

Executed on May 31, 2024, at Crescent City, California.
(Insert Date) (Insert City)

Justin Hanks
(Name of Declarant)

Justin Hanks
(Signature of Declarant)



REVOCAATION NOTICE

TO: Mckenzie Amos and *any others* in possession of the vessel Dedication now berthed within the Crescent City Harbor District.

By action of the Harbormaster, your berthing permit is hereby revoked, effective on the date indicated below, for failure to pay the balance of \$1,133.15. You are ordered to quit the subject premises, remove your vessel, and deliver up possession of the premises to the Crescent City Harbor District.

**YOUR VESSEL MAY BE SUBJECT TO ARREST
AND IMPOUND AFTER:
SUNDAY, JUNE 30TH 2024**

I. AUTHORITY FOR NOTICE:

Pursuant to the California Harbors and Navigation Code § 6309.6, the Harbormaster, or any duly authorized representative of the Crescent City Harbor District (hereafter "District") has the authority to issue notices and citations for violation of any District Ordinance in the manner provided by Chapter 5C (commencing with Section 853.5) of Title 3 of Part 2 of the California Penal Code.

Furthermore, pursuant to District Ordinance No. No. 51-2022 Section 5.028(A)(1)(c), a berthing permit may be revoked for failure to comply with any provision of the Ordinance Code, including failure to pay a berthing permit fee (Section 5.028 (A)(1)(b)). Upon investigation, the Harbormaster has found that you violated Ordinance 51-2022 Section 13.010(A), which states in part: "*All fees and charges ... are payable in advance of the service rendered and shall be paid whether or not a statement is provided by the district. Berthing permit fees are due on the first day of the first month of any renewal period when paid annually.*"

Considering the totality of the evidence, the Harbormaster has found you in violation of the Ordinance Code and has now caused this Revocation Notice to be issued.

II. RIGHT TO APPEAL

Pursuant to District Ordinance No. 51-2022 Section 14.100, if you wish to contest this revocation, you must file an appeal within 10 business days (which are those days Monday thru Friday, excepting holidays). In your appeal, state your basis to contest the revocation and include any supporting materials. Submit your complete appeal package to the main District office located at 101 Citizens Dock Road, Crescent City, CA. Upon receipt of your appeal papers, the matter will be set for a hearing before the Board of Harbor Commissioners, at their next regular meeting, for a final adjudication.

III. AUTHORITY TO REMOVE VESSEL:

If you choose not to file an appeal, and you fail to remove your vessel by the time indicated above, your vessel may be impounded without further notice. Additionally, you may be subject to civil and/or criminal penalties and arrest pursuant to California Penal Code Section 602(k) (Trespass) and Section 602.1(a) (Interfering with a Business), as may be applicable.

Pursuant to District Ordinance No. 5.028(B)(2)(c) *“If the owner fails to remove the vessel within the time provided in the notice, the District may move the vessel to another location...”* Berthing permits in the District are issued as “limited licenses” for the purpose of mooring the permittee’s vessel in the harbor subject to the terms set forth in the berthing permit, rental agreement, and/or Ordinance Code. A berthing permittee does not hold any interest or estate in the District’s property. (*Qualls v. Lake Berryessa Enterprises, Inc* (1999) 76 Cal.App.4th 1277, 1283) Furthermore, a berthing permit may be revoked by action of the Harbormaster, and vessels moored without a valid permit may be removed without notice.



Tim Petrick, CEO / Harbormaster

05/31/2024

Date

NOTE: ACCOUNT NUMBERS REDACTED

Print Close

Account Number:
Check #: 0 Store #: 0000000000 Type: Return Return Reason: NSF - Not Sufficient Funds
Amount: \$663.15 Date: 05/29/2024 Sequence #: 1099001874

Front:

90-7224/3211 159

LORNA D AMOS
1151 PEBBLE BEACH DRIVE
CRESCENT CITY, CA 95531

Date 05/14/24

Pay to the Order of CCHD \$ 663.15

Six hundred sixty three dollars and 00/100 Dollars

Belonging Never Felt Better
Coast Central Credit Union
(707) 445-8801 coastcentral.org

Primerime Checking

For Lorna Amos

Back:

05282024 12:14 PM PDT 000400603

0003809157 131247660004 USB >0910000

05282024 12:14 PM PDT 303699707760003

AT: NAME OF FINANCIAL INSTITUTION DATE: DO NOT WRITE STAMP OR SIGN BELOW THIS LINE RESERVED FOR FINANCIAL INSTITUTION USE *

CHECK HERE FOR MOBILE OR REMOTE DEPOSIT ONLY

ENDORSE HERE Credited to the Account Of
The Within Named Payee
U.S. Bank National Association
Crescent City Office
Crescent City, CA 95531



REVOCATION NOTICE

TO: Mckenzie Amos

and *any others* in possession of the vessel Dedication now berthed within the Crescent City Harbor District.

By action of the Harbormaster, your berthing permit is hereby revoked, effective on the date indicated below for failure to pay the balance of \$2234.86. You are ordered to quit the subject premises, remove your vessel, and deliver up possession of the premises to the Crescent City Harbor District NO LATER THAN:

Monday, October 30TH 2023

I. AUTHORITY FOR NOTICE:

Pursuant to the California Harbors and Navigation Code § 6309.6, the Harbormaster, or any duly authorized representative of the Crescent City Harbor District (hereafter "District") has the authority to issue notices and citations for violation of any District Ordinance in the manner provided by Chapter 5C (commencing with Section 853.5) of Title 3 of Part 2 of the California Penal Code.

Furthermore, pursuant to District Ordinance No. 5.028(A)(1)(c), a berthing permit may be revoked for failure to comply with any provision of the Ordinance Code. Upon investigation, the Harbormaster has found that you violated Ordinance No. 5.130 (C)(7), which states in part: "All fees and charges established by Section 15.100 or other District ordinance are payable in advance of the service rendered and shall be paid whether or not a statement is provided by the district. Berthing permit fees are due on the first day of the first month of any renewal period when paid annually."

Considering the totality of the evidence, the Harbormaster has found you in violation of the Ordinance Code, and has now caused this Revocation Notice to be issued.

II. RIGHT TO APPEAL

Pursuant to District Ordinance No. 16.100, if you wish to contest this revocation, you must file an appeal within 10 business days (which are those days Monday thru Friday, excepting holidays). In your appeal, state your basis to contest the revocation and include any supporting materials. Submit your complete appeal package to the main District office located at 101 Citizens Dock Road, Crescent City, CA. Upon receipt of your appeal papers, the matter will be set for a hearing before the Board of Harbor Commissioners, at their next regular meeting, for a final adjudication.

III. AUTHORITY TO REMOVE VESSEL:

If you choose not to file an appeal, and you fail to remove your vessel by the time indicated above, your vessel may be impounded without further notice. Additionally, you may be subject to civil and/or criminal penalties and arrest pursuant to California Penal Code Section 602(k) (Trespass) and Section 602.1(a) (Interfering with a Business).

Pursuant to District Ordinance No. 5.028(A)(2)(c) "*If the owner fails to remove the vessel within the time provided in the notice, the District may move the vessel to another location...*" Berthing permits in the District are issued as "limited licenses" for the purpose of mooring the permittee's vessel in the harbor subject to the terms set forth in the berthing permit, rental agreement, and/or Ordinance Code. A berthing permittee does not hold any interest or estate in the District's property. (*Qualls v. Lake Berryessa Enterprises, Inc* (1999) 76 Cal.App.4th 1277, 1283) Furthermore, a berthing permit may be revoked by action of the Harbormaster, and a rental agreement may be terminated upon written notice. Vessels moored without a valid permit and/or rental agreement may be removed without notice.

IV. ARREST, CRIMINAL PROSECUTION, AND FINE:

Based upon the authorities cited herein, after being served with this notice, any further entry upon the premises of the District after the effective date indicated above, will be viewed as having the purpose of injuring the property or interfering, obstructing, or injuring the lawful business carried on within the premises, and/or engaging in disorderly conduct. You will be subject to arrest and prosecution, punishable by up to six months in jail and a fine.

Tim Petrick

Tim Petrick, CEO / Harbormaster

10/02/2023

Date

WES WHITE
President

HARRY ADAMS
Secretary

GERHARD WEBER
Commissioner

RICK SHEPHERD
Commissioner

BRIAN STONE
Commissioner

Crescent City Harbor District

Phone (707) 464-6174 Fax (707) 465-3535
101 Citizen's Dock Road
Crescent City, California 95531
www.ccharbor.com



TIM PETRICK
CEO/Harbormaster

October 5th, 2023

Moorage Payment Agreement

Mckenzie Amos, holding slip B-34 Dedication, hereby commits to delivering \$250.00 to the Crescent City Harbor District on or before November 1, 2023. Additionally, she agrees to institute a structured payment plan for the remaining balance of \$2424.86, involving monthly \$250.00 installments, due no later than the 5th day of each ensuing month for a four-month period.

Mckenzie Amos also undertakes to maintain her account in good standing, which can be accomplished through enrollment in an autopay system or by initiating pre-payments directly to the Harbor District.

In the event of any payment not being received by the 5th day of a given month, Mckenzie Amos acknowledges her responsibility for all late fees and associated charges.

Furthermore, Mckenzie Amos acknowledges that failure to keep her Harbor accounts in good standing or adhere to the terms of this agreement will result in her immediate revocation from the Harbor. In such a case, she will be subject to additional fees, legal action, and forfeits any right to appeal a future revocation order due to non-payment.

Thomas Zickgraf, Comptroller

WES WHITE
President
HARRY ADAMS
Secretary
GERHARD WEBER
Commissioner
RICK SHEPHERD
Commissioner
BRIAN STONE
Commissioner

Crescent City Harbor District

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Thomas Zickgraf, Comptroller



Thomas Zickgraf, Comptroller
Crescent City Harbor District
101 Citizens' Dock Road
Crescent City, CA 95531
www.ccharbor.com
Phone: 707-464-6174
Email: tzickgraf@ccharbor.com

MCKENZIE AMOS (DEDICATION)
'DEDICATION'
255 N BRADFORD ST
SMITH RIVER, CA 95567

August 11th, 2023

MISSED PAYMENT NOTICE

Thank you for your support of the Crescent City Harbor District. We did not receive your payment for the attached invoice. As a result, per Harbor regulations, a late fee has been added to the amount due.

Payment may be made by check, debit card or credit card. Please make check payable to Crescent City Harbor District. Kindly mail payment to Crescent City Harbor District, 101 Citizens' Dock Road, Crescent City, CA 95531.

We understand life happens, due dates can be overlooked and occasionally payments sent by mail or made electronically are not received.

Our office team is available to assist you. If you are facing financial difficulties, options are available for establishing structured repayment plans. Occasionally, late fees may also be waived depending on the circumstances and account history. However, our team's ability to provide these options is time sensitive.

To make payment arrangements or for additional assistance, please contact our Harbor Office Team by email at officestaff@ccharbor.com or by phone at 707.464.6174 or in-person from 9:00 AM to 4:00 PM.

We sincerely hope we can avoid having to escalate this matter further. Though, please be aware we will pursue additional collection activities, including legal actions against you to collect the balance due for the unpaid invoice charge plus all fees and collection costs. Additionally, your slip rental, and all Harbor privileges and access will be revoked.

We urge you to make payment today. If you are financially unable to make the payment, please contact one of our Office Team members as soon as possible for assistance by email at officestaff@ccharbor.com or by phone at 707.464.6174 or in-person from 9:00 AM to 4:00 PM.

All the Best,

Thomas Zickgraf
Comptroller



Thomas Zickgraf, Comptroller
Crescent City Harbor District
101 Citizens' Dock Road
Crescent City, CA 95531
www.ccharbor.com
Phone: 707-464-6174
Email: tzickgraf@ccharbor.com

MCKENZIE AMOS (DEDICATION)
'DEDICATION'
255 N BRADFORD ST
SMITH RIVER, CA 95567

July 13th, 2023

MISSED PAYMENT NOTICE

Thank you for your support of the Crescent City Harbor District. We did not receive your payment for the attached invoice. As a result, per Harbor regulations, a late fee has been added to the amount due.

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All the Best,

Thomas Zickgraf
Comptroller

WES WHITE
President

HARRY ADAMS
Secretary

GERHARD WEBER
Commissioner

RICK SHEPHERD
Commissioner

BRIAN STONE
Commissioner

Crescent City Harbor District

Phone (707) 464-6174 Fax (707) 465-3535
101 Citizen's Dock Road
Crescent City, California 95531
www.ccharbor.com



TIM PETRICK
CEO/Harbormaster

April 14, 2023

Mckenzie Amos-

As per our conversation today in regards to your delinquent account you are paid in full and as such the Revocation action and the Small claims action has been dropped and your account has returned to good standing. Thank you for coming in and speaking with me to fix this matter.

Kristina Hanks
Office Manager Crescent City Harbor District

A handwritten signature in blue ink, appearing to read "Kristina Hanks", is written over a solid horizontal line.



Thomas Zickgraf, Comptroller
Crescent City Harbor District
101 Citizens' Dock Road
Crescent City, CA 95531
www.ccharbor.com
Phone: 707-464-6174
Email: tzickgraf@ccharbor.com

MCKENZIE AMOS
DEDICATION
255 N BRADFORD ST.
SMITH RIVER, CA 95567

April 22nd, 2024

MISSED PAYMENT NOTICE

Thank you for your support of the Crescent City Harbor District. We did not receive your payment for the attached invoice. As a result, per Harbor regulations, a late fee has been added to the amount due.

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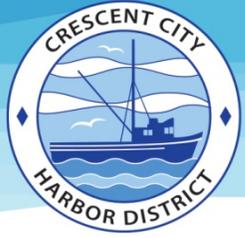
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All the Best,

Thomas Zickgraf
Comptroller

Thomas Zickgraf



5. Unfinished Business

- a. Approve FY 2024/2025 Budget.**

Public Comment?

GROSS PROFIT

	118,470	123,200	116,944	120,800	145,915	148,185	197,285	130,615	121,815	123,415	134,585	127,015	1,608,244
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3201 Ads and Notices	300	300	300	300	300	300	300	300	300	300	300	300	3,600
3202 Events	-	-	-	-	-	-	-	-	4,400	600	-	-	5,000
Total 3200 ADVERTISING	300	300	300	300	300	300	300	300	4,700	900	300	300	8,600

3301 Fuel Expenses	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
3302 Maintenance and Repair	200	200	200	200	200	200	200	200	200	200	200	200	2,400
3303 Truck Leases/Auto Exp	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	42,000
Total 3300 AUTO EXPENSES	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	58,800

3401 Bank Fees	150	150	150	150	150	150	150	150	150	150	150	150	1,800
3404 QuickBooks Payments Fees	750	750	750	750	750	750	750	750	750	750	750	750	9,000
Total 3400 BANK FEES / SURCHARGES	900	900	900	900	900	900	900	900	900	900	900	900	10,800

3500 DUES / CHARITABLE CONTRIBUTIONS	-	-	11,000	-	-	-	-	700	7,500	-	-	-	19,200
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3601 Contractors 1099	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
3602 Outside Services	12,153	9,053	8,853	9,053	9,053	9,053	9,053	9,053	9,053	9,053	9,053	9,053	111,536
Total 3600 CONTRACTORS OPERATIONS	14,153	11,053	10,853	11,053	11,053	11,053	11,053	11,053	11,053	11,053	11,053	11,053	135,536

3701 Auto Insurance	-	158	1,552	1,725	5,563	-	2,844	1,807	3,947	3,976	1,807	1,807	25,186
3702 Liability & Property Policies	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	200,000
3703 Workers Comp	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	31,200
3704 Business Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 3700 INSURANCE POLICIES	19,267	19,425	20,819	20,992	24,830	19,267	22,111	21,074	23,214	23,243	21,074	21,074	256,386

3901 Accounting	-	-	-	-	-	-	-	-	-	-	-	-	-
3902 Auditing	-	-	-	-	-	19,000	-	3,000	-	-	-	-	22,000
Total 3901 Accounting	-	-	-	-	-	19,000	-	3,000	-	-	-	-	22,000

3903 Attorney Professional Services Legal*	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	100,000
3904 Additional Non-Attorney	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
3905 Legal Reimbursements	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Total 3903 Attorney Professional Services Legal**	9,833	9,833	9,833	9,833	9,833	9,833	9,833	9,833	9,833	9,833	9,833	9,833	118,000

* lowered to \$6,625 average ** decreased to \$9,125 average

3906 Engineering	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
3907 Grant Acquisition	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
3908 IT Services	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	21,600
3909 IT Reimbursements	200	200	200	200	200	200	200	200	200	200	200	200	2,400
3910 Permitting, Planning & PM	500	500	500	500	500	500	500	500	500	500	500	500	6,000

LEGAL & PROFESSIONAL FEES	15,833	15,833	15,833	15,833	15,833	34,833	15,833	18,833	15,833	15,833	15,833	15,833	72,000
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4002 Office Equipment Leases	400	400	400	400	400	400	400	400	400	400	400	400	4,800
4003 Office Expenses	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
4004 Permits / Licenses	1,850	925	1,400	805	1,463	2,300	2,300	2,300	1,200	1,200	1,200	1,000	17,943
4006 Subscriptions & Software	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	13,200
4007 Uniform Expenses	1,500	7,500	500	500	700	800	300	600	400	300	300	300	13,700
4008 Website & Hosting Expenses	260	260	260	260	260	260	260	260	260	260	260	260	3,120
4020 Meals In-Town / Team Appreciation	40	40	40	40	40	40	40	40	40	40	40	40	480
4025 Recruitment Expense	100	100	100	100	100	100	100	100	100	100	100	100	1,200
4026 Taxes and License	-	-	-	1,900	-	-	-	-	-	-	-	-	1,900
4028 Postage & Shipping	-	-	300	-	-	-	300	-	-	300	-	-	900
Total 4000 OFFICE / GENERAL OPERATIONS	6,750	11,825	5,600	6,605	5,563	6,500	6,300	6,300	5,000	5,200	4,900	4,700	75,243

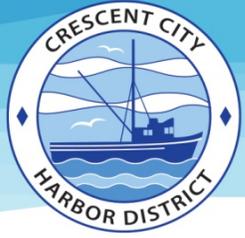
5002 Payroll Benefits	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	156,000
5003 Health Benefits	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	168,000
Total 5002 Payroll Benefits	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	324,000
Total 5000 Salaries & Wages	79,630	79,630	79,630	79,630	79,630	79,630	79,630	79,630	79,630	79,630	79,630	79,630	955,560
5101 Heavy Equipment Lease Payments	1,714	1,714	1,714	1,714	1,714	1,714	1,714	1,714	1,714	1,714	1,714	1,714	20,568
5102 Operations Purchases	250	250	250	250	250	250	250	250	250	250	250	250	3,000
5104 Repairs General	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	46,000
Total 5100 REPAIRS / MAINTENANCE	5,797	5,797	5,797	5,797	5,797	5,797	5,797	5,797	5,797	5,797	5,797	5,797	69,568
5201 Maintenance Supplies / Materials	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	16,000
5202 Operations Supplies / Materials	500	500	500	500	500	500	500	500	500	500	500	500	6,000
5203 Fuel Maintenance	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Total 5200 SUPPLIES, MATERIALS & FUEL	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	28,000
5307 Trainings / Meetings	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
5501 Electricity	10,417	10,417	10,417	10,417	10,417	10,417	10,417	10,417	10,417	10,417	10,417	10,417	125,000
5502 Propane	1,100	1,700	1,100	1,200	1,600	1,700	600	700	1,900	600	600	600	13,400
5503 Telephone	900	900	900	900	900	900	900	900	900	900	900	900	10,800
5504 Water & Sewer Service	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	75,000
5505 Trash & Recycle	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	100,000
5506 WI-FI / Internet Services	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	16,800
Total 5500 UTILITIES	28,400	29,000	28,400	28,500	28,900	29,000	27,900	28,000	29,200	27,900	27,900	27,900	341,000
TOTAL OPERATING EXPENSES	216,347	219,080	224,449	214,927	218,123	251,597	215,141	220,904	228,144	215,773	212,704	212,504	2,509,693
NET OPERATING INCOME	(97,877)	(95,880)	(107,505)	(94,127)	(72,208)	(103,412)	(17,856)	(90,289)	(106,329)	(92,358)	(78,119)	(85,489)	(901,449)
Total 5605 DONATIONS RECEIVED	-	-	-	-	-	-	-	-	300	1,000	-	-	1,300
6001 Property Tax	51,000	-	-	89,000	-	245,000	2,800	-	-	178,000	-	-	565,800
6002 TOT Proceeds	-	-	-	260,000	-	-	-	-	-	-	-	-	260,000
Total 6000 TAX PROCEEDS	51,000	-	-	349,000	-	245,000	2,800	-	-	178,000	-	-	825,800
Loss Before Grants, Depreciation & Interest	(46,877)	(95,880)	(107,505)	254,873	(72,208)	141,588	(15,056)	(90,289)	(106,029)	86,642	(78,119)	(85,489)	(214,349)
Less Bayside Note	(8,381)	(8,381)	(8,381)	(8,381)	(8,381)	(8,381)	(8,381)	-	-	-	-	-	(58,667)
Less USDA Payment	-	-	(260,302)	-	-	-	-	-	-	-	-	-	(260,302)
Less FB Arbitration Judgement	-	-	-	-	-	-	(183,000)	-	-	-	-	-	(183,000)
Less FB Settlement	-	-	-	-	-	-	-	-	(375,000)	-	-	-	(375,000)
Total LONG-TERM LIABILITIES	(8,381)	(8,381)	(268,683)	(8,381)	(8,381)	(8,381)	(191,381)	-	(375,000)	-	-	-	(876,969)
LOSS/GAIN AFTER LIABILITIES	(55,258)	(104,261)	(376,188)	246,492	(80,589)	133,207	(206,437)	(90,289)	(481,029)	86,642	(78,119)	(85,489)	(1,091,318)
CA Coastal Conservancy: Citizen's Dock Design	5,000	5,000	5,000	5,000	5,000	5,234	-	-	-	-	-	-	30,234
CA Coastal Conservancy: South Beach Restroom Design & Build	2,625	2,563	8,875	7,625	7,875	-	-	-	-	-	-	-	29,563
Cal-OES / FEMA: Planning NEPA/CEQA	5,000	10,750	10,750	11,300	13,500	13,500	16,000	16,000	16,000	13,500	13,450	7,250	147,000
ODOT-Maritime Administration PIDP: Seawall Design & Build	-	-	-	25,000	50,000	50,000	50,000	50,000	300,000	50,000	50,000	50,000	675,000
Less Grant Debt Expenses* (carrying cost until get reimbursed)	-	-	-	-	-	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)
TOTAL GRANT MANAGEMENT REVENUE	12,625	18,313	24,625	48,925	76,375	68,734	66,000	61,000	311,000	58,500	58,450	52,250	856,796
CA Coastal Conservancy: Citizen's Dock Design	70,000	70,000	70,000	70,000	70,000	74,446	-	-	-	-	-	-	424,446
CA Coastal Conservancy: South Beach Restroom Design & Build	23,625	23,475	118,625	94,875	90,400	-	-	-	-	-	-	-	351,000
Cal-OES / FEMA: Planning NEPA/CEQA	20,000	71,750	71,750	76,700	96,500	96,500	94,000	94,000	94,000	96,500	96,050	40,250	948,000
ODOT-Maritime Administration PIDP: Seawall Design & Build	-	-	-	-	300,000	975,000	975,000	975,000	975,000	975,000	755,000	75,000	6,005,000
TOTAL GRANT VENDOR REIMBURSEMENTS	113,625	165,225	260,375	241,575	556,900	1,145,946	1,069,000	1,069,000	1,069,000	1,071,500	851,050	115,250	7,728,446

CA Coastal Conservancy: Citizen's Dock Design	70,000	70,000	70,000	70,000	70,000	74,446							424,446
CA Coastal Conservancy: South Beach Restroom Design & Build	23,625	23,475	118,625	94,875	90,400		-	-	-	-	-	-	351,000
Cal-OES / FEMA: Planning NEPA/CEQA	20,000	71,750	71,750	76,700	96,500	96,500	94,000	94,000	94,000	96,500	96,050	40,250	948,000
ODOT-Maritime Administration PIDP: Seawall Design & Build					300,000	975,000	975,000	975,000	975,000	975,000	755,000	75,000	6,005,000
TOTAL GRANT VENDOR PURCHASES	113,625	165,225	260,375	241,575	556,900	1,145,946	1,069,000	1,069,000	1,069,000	1,071,500	851,050	115,250	7,728,446
TOTAL REVENUE FROM GRANTS	12,625	18,313	24,625	48,925	76,375	68,734	66,000	61,000	311,000	58,500	58,450	52,250	856,796 *
FY 2024/2025 GAIN / LOSS	(42,633)	(85,948)	(351,563)	295,417	(4,214)	201,941	(140,437)	(29,289)	(170,029)	145,142	(19,669)	(33,239)	(234,522)

ASSUMPTIONS

Grant Reimbursements to be collected within 60 days of billing
Vendors willing to carry for 60-90 days until grant reimbursements received
Timelines for grants, permits and construction meet largest risk
New Grants and New Revenue Sources are not included

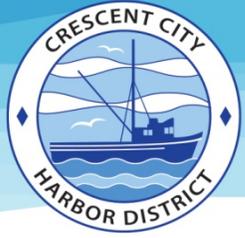
* **\$856,796** (corresponds to total from CSS Grants Budget Projection table less \$25,000 in grant debt expenses)



6. Communications and Reports

a. Dredge Update

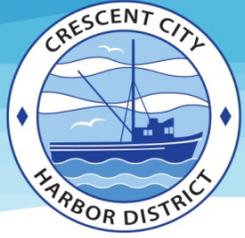
Public Comment?



6. Communications and Reports

b. CEO/Harbormaster Report

Public Comment?



6. Communications and Reports

c. Harbor Commissioner & Ad Hoc Committee Reports

(1) Commissioner Gerhard Weber

(2) Commissioner Wes White

(3) Commissioner Brian Stone

(4) Secretary Rick Shepherd

(5) President Harry Adams

Public Comment?

7. Adjourn to Closed Session

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Gov. Code section 54957(b)(1).)

Title: CEO/Harbormaster

*** PLEASE NOTE, THE JULY 2, 2024 BOARD MEETING HAS BEEN CANCELLED IN OBSERVANCE OF THE JULY 4th HOLIDAY PERIOD ***

8. MEETING ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, July 16, 2024, 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.

