Board of Harbor Commissioners

Crescent City Harbor District

November 18, 2026

Special Harbor Commission Meeting

Special Meeting
Board of Harbor Commissioners of the Crescent City Harbor District

Chair Rick Shepherd, Vice Chair John Evans

Commissioner Gerhard Weber, Commissioner Dan Schmidt, Commissioner Annie Nehmer

www.ccharbor.com

AGENDA

Date: **Wednesday, November 18, 2026**

Time: **Closed Session: 1:30 p.m.**
Open Session: 2:00 p.m.

Place: **101 Citizens Dock Rd, Crescent City, CA 95531 and via Zoom Webinar**

VIRTUAL MEETING OPTIONS

TO WATCH (via online)

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

TO LISTEN (via telephone)

Dial (669) 900-6833 and enter 612-737-7734#

One-tap mobile: +16699006833,,6127377734#

1. **Preliminary Items**

    a. **Call to Order**

    b. **Roll Call**

    c. **Pledge of Allegiance**

1. Preliminary Items

d. General Public Comments

The general comment period is provided for subjects not included on the agenda but within the subject matter jurisdiction of the District. Each person is limited to a maximum of 3 minutes of speaking time. The Board may not take action on non-agendized matters. In order to preserve meeting decorum and the nature of general public comments, the Board and staff should not respond to statements or questions, but may make themselves available after the meeting.

2. Adjourn to Closed Session

a. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2):

One potential case. Written threat of litigation from Linda Sutter dated October 16, 2026, concerning Resolution No. 2026-18. The communication is available for public inspection with the agenda materials pursuant to Government Code section 54956.9(e)(3).

Download correspondence:

https://www.ccharbor.com/files/142eeb20b/Sutter+Demand+-+Email+Correspondence+-+2026.10.3.pdf

3. **[2:00 P.M.] Reconvene in open session**

   a. **Disclose any reportable action taken during closed session.**

   b. **General public comments**

The general comment period is provided for subjects not included on the agenda but within the subject matter jurisdiction of the District. Each person is limited to a maximum of 3 minutes of speaking time. The Board may not take action on non-agendized matters. In order to preserve meeting decorum and the nature of general public comments, the Board and staff should not respond to statements or questions, but may make themselves available after the meeting.

4. 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 minutes of the October 28, 2026 Regular Meeting

b) Approve Mitchell Law Firm October invoice #12637

c) Approve Community System Solutions (CSS) October invoices:

(i) 701261-04 PIDP 2022, (ii) 701262-04 PIDP 2024, and (iii) 13116-03 HMGP

Download invoices:

https://www.ccharbor.com/files/88618217a/Invoices+for+Board+Approval+2026.11.pdf

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	October 28, 2026 2:00 p.m.

Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Session, Wednesday, October 28, 2026, at 2:00 P.M.

These minutes were prepared pursuant to Government Code Section 54953(c)(2) and CCHD Board Bylaws Section 7.15(a). These are "Action Minutes" that are limited to recording actions taken by the Board.

***1) Roll Call. Commissioners Present**: Schmidt, Evans, Weber, Nehmer, Shepherd*

2) Consent Calendar:

a) Approve minutes of the October 14, 2026 Regular Meeting

b) Approve GHD invoice# 380-009291

c) Approve Kimley-Horn invoice# 37348137

d) Approve Mitchell Law Firm September invoice# 12300

Commissioner Evans made a motion to approve the consent calendar and Commissioner Weber seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD **// NAYS:** NONE

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

3) Receive an informational report concerning a proposed grant application to the California Department of Parks and Recreation for the development of public recreational facilities on District property leased to CCBV, together with proposed improvements to provide ADA accessible public access to South Beach.

4) Consider and approve location for new public restroom funded by the Coastal Conservancy South Beach Restroom grant.

Commissioner Evans made a motion to approve the location recommended in the CSS report to the Board for the new public restroom. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED
AYES: EVANS, WEBER, SHEPHERD **// NAYS:** SCHMIDT, NEHMER
ABSENT: NONE **// ABSTAIN:** NONE

5) Consider and adopt Resolution No. 2026-19 approving the Hoist and Dock Lease with Dandy Fish Company, Inc. and Long Fisheries Inc. for the premises at 100 Neptune Way, and adopt the lease as the District's Standard Form Hoist and Dock Lease, to be adapted for Caito Fisheries, LCZ Unloaders, Nor-Cal Seafood, and other hoist operators.

Commissioner Evans made a motion to approve Resolution 2026-19 and its accompanying lease documents. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED
AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD**// NAYS:** NONE
ABSENT: NONE **// ABSTAIN:** NONE

6) Consider expansion of public Wi-Fi for the inner boat basin and the installation of additional security cameras.

7) Review and approve 26/27 Q1 budget adjustments

Commissioner Shepherd made a motion to approve the 26/27 Q1 budget adjustments, and Commissioner Evans seconded the motion.

ACTION TAKEN: MOTION PASSED
AYES: EVANS, WEBER, SCHMIDT, NEHMER**,** SHEPHERD **// NAYS:** NONE
ABSENT: NONE **// ABSTAIN:** NONE

8) Communications, Reports, and Directions to Staff

- ***a. Harbor Commissioner & Committee Reports***
- ***b. CEO/Harbormaster Report***
- ***c. Financial Report***
  - ***i. Statement Summary Report as of September 30, 2026***
  - ***ii. Balance Sheet by Month***
  - ***iii. Profit and Loss by Month***
  - ***iv. Profit and Loss by Class***
  - ***v. Budget to Actual Report***
  - ***vi. Cash Flow Report for September 2026***

vii. Consider Staff Report on Pending Financial Matters
viii. Review Initial Cash Flow Projection Report for FY26/27
ix. Approve Nicholson & Olson invoice# 2130

Commissioner Shepherd made a motion to approve the invoice, and Commissioner Evans seconded the motion.

ACTION TAKEN: MOTION PASSED
AYES: EVANS, WEBER, SCHMIDT, NEHMER, SHEPHERD **// NAYS:** NONE
ABSENT: NONE **// ABSTAIN:** NONE

x. Appoint Ad-Hoc Committee to Review Draft Audit
Board Chair Shepherd appointed Commissioners Weber and Evans to review the draft audit.

9) MEETING ADJOURNMENT

Attested by: _____

Justin Hanks
Clerk of the Board

5. **Progress report from Kimley-Horn on the Citizens Dock and Seawall replacement projects.**

Public Comment?

Kimley»Horn

a planning, surveying, engineering, and design consulting company

Citizens Dock and Seawall Replacement Project

Progress Update – Board of Commissioners Meeting, November 18, 2026

Overall Status: On schedule for the December 2026 60% design submittal.

Progress Since the Last Board Meeting

- **Basis of Design:** Coastal hazards analysis is underway to set design water levels, wave conditions, and seawall and deck elevations. The team is also reviewing the previous sea level rise and hazards analysis to identify opportunities to reduce pier and parking lot grade changes, potentially reducing costs, schedule impacts, and complications associated with temporary conditions.
- **Calculations and Drawings:** Structural calculations and drawings for the 60% plans are in progress. Design is moving forward with the information available, and some elements of the original design are being re-created as directed.
- **Agency and Utility Coordination:** The team is coordinating electrical and water service tie-ins with utility agencies and its utility and site civil design partners.
- **Regulatory Permitting:** California Coastal Commission (CCC) staff visited the site on October 22, and responses to their latest comments were submitted November 5. Changes include a reduced seawall footprint, removal of the unused boat ramp to create new adjacent habitat, and clarification of the pile and fender systems. The District has requested that the permit application be filed as complete; an agency response is pending. The CCC may request updated design drawings for a complete package and anticipates issuing its staff report in December for review and approval in January.
- **Additional Studies:** Site and utility surveys are in progress to support the 60% design.
- **Phasing:** The team is developing an early-start package to relocate the freezer containers ahead of the main work, minimizing impacts to Harbor operations.

Schedule – Key Milestones

Milestone	Timing	Status
CCC staff site meeting	October 22, 2026	Complete
Responses to CCC comments submitted	November 5, 2026	Complete
60% design submittal	**December 2026**	**On schedule**
December site meeting – 60% design review	December 2026	Requested – Review 60% and set meeting with contractors
Contractor industry day / bid pre-qualification	Following 60% design (early 2027)	Planning – invitations to follow
100% Design / Issued-for-Construction Documents	December 2026 – April 2027	Upcoming
Bid advertisement and award	April – May 2027	Upcoming
Construction Notice to Proceed	June 1, 2027	Upcoming
In-water work window opens	July 1, 2027	Target

Requests for the Board

1. **December site meeting:** Hold a site meeting with District staff in December to review the 60% design.
2. **Contractor industry day / bid pre-qualification:** Hold the industry day and pre-qualification as soon as possible after the 60% submittal, when a more complete design set is available for contractors to review. We recommend establishing the event date and issuing invitations soon so contractors and other interested parties have ample notice to attend and qualified contractors can be engaged early enough to mobilize for the July 1, 2027, in-water work window. We would like to hold the contractor industry day while crab season is underway so the design team can better understand the operating conditions to consider in the final design.

6. Receive an update from CSS on grants and grant project elements and provide direction regarding unallocated HMGP funds.

Public Comment?

November 14, 2026

To: Mike Rademaker, Crescent City Harbor District CEO, and the Crescent City Harbor District Board of Commissioners

From: Mike Bahr, CEO, Community System Solutions

Board Agenda Item: Receive an update on grants and grant project elements and give direction with regard to unallocated HMGP funds.

Hello Commissioners,

Community System Solutions is pleased to provide the Crescent City Harbor District Board of Commissioners with the following update on recent grant activity. I will be attending the Board meeting in person for any questions you may have.

Update on Awarded Grants Activity:

<u>US DOT MARAD PIDP 2022 and 2024 Grants</u>

CCHD was awarded two Port Infrastructure Development Program (PIDP) grants from U.S. DOT MARAD: a 2022 PIDP grant for $7,366,566 to construct a new Seawall and a 2024 PIDP grant for $8,000,000 to construct a new Citizens' Dock.

The first reimbursement requests submitted under both grants have been paid by MARAD. This is great news, as it shows the grant funding process is working on each of these grants. The second reimbursement requests for both grants were submitted in October. Both requests are currently undergoing reimbursement review.

Three contracts have been awarded under these grants so far:

- Project Management Services RFP – Awarded to Kimley-Horn
- Construction Design Services – Awarded to Kimley-Horn
- Grant Manager Services RFP – Awarded to CSS

On a separate agenda item today is the next step in awarding a new Accounting Services contract, elements of which can be paid for from the PIDP grants.

A seawall and Citizens' Dock Pier 1 project construction update is also on your agenda as a separate item.

<u>CA Coastal Conservancy – Citizens' Dock Planning Grant</u>

CCHD was awarded $925,000. This grant has three components: Environmental Assessment (EA), 60% design, and permitting for the construction of a new Citizens' Dock and Seawall.

The Environmental Assessment documents, both NEPA and CEQA, are complete and approved. The 30% design documents are complete, and applications for the required federal and state permits have been submitted.

$130,000 of the grant is allocated to the completion of the 60% design of Citizens' Dock.

$60,000 of the funds are allocated for the geotechnical studies conducted for the project. Reimbursement of those costs is currently being requested.

$90,000 of the grant will be used for HMGP match. We are working on requesting reimbursement from the state for those funds in December.

Those are all of the funds remaining on that grant. We expect to close out this grant in March or April.

CalOES/FEMA Hazard Mitigation Grant Program

In October 2023, CCHD was awarded $1,350,000 to address physical and economic hazards associated with tsunamis and sea-level rise and to improve the Harbor District's resilience to these hazards.

This grant ends on February 28, 2027. The District can incur costs up to that day.

Almost 20 contracts have been awarded during the grant term for studies, plans and design of projects throughout the Harbor District.

Several items related to ongoing work under this grant are on today's agenda for Board consideration.

- Kimley-Horn Permit Design Work
- TCA – Vision Plan final project closeout
- SHN Engineering – Survey of seawall project area

Unallocated Funds: Once these items are allocated there will be approximately $100,000 of the grant funds unallocated.

There is still time to fund additional items with these grant funds. We have identified several potential projects for which RFPs could be issued, contracts awarded, and work completed by the end of February 2027.

CCHD Strategic Plan: The current Plan expires in 2028 and has not been updated since 2018.

It would benefit the District to have an updated Strategic Plan with all the plans, ideas, and documents the harbor staff and board have amassed over the past decade.

Documents developed since that time include:

- Coastal Land Use Plan (certified 2023)
- AB 691 Sea-Level Rise Assessment (adopted June 2019)
- Opportunities and Constraints study (2023)
- Hazard Mitigation Plan (2024)
- South Beach Climate Adaptation Planning Grant findings (2023)
- Strategic Development Plan (2024 draft)
- Vision Plan (2025 draft)
- Building Structural Review (2026)
- Harbor Survey of Starfish Way area (2026)

Having a Strategic Plan in place that includes the major construction projects the District is undertaking in the next few years is good policy. There are also a lot of other good reasons to update the plan:

- It makes grant applications more competitive.
- It creates accountability and performance measurement.
- It provides continuity through Board and staff turnover.
- It builds public trust.
- It helps attract partners and tenants.
- The Board can tie the District budget to the District's current priorities.

In addition, the 2018 plan did not define how progress would be measured or reported, and it set no review cycle. A new plan would document past progress and set future plan review cycles.

Although the available grant funds would not cover the entire Strategic Plan adoption process, they could support preparation of a complete draft for public review and hearings, which could subsequently be finalized and presented to the Board for adoption.

Elements of this plan could also fill the project need for the ongoing Comprehensive Economic Development Strategy (CEDS) process which is currently being undertaken by the County of Del Norte, City of Crescent City, and Harbor District, along with many stakeholders from private and public organizations.

Boat Yard Development Plan: Such a plan would define all the steps needed to bring a new tenant into the Harbor.

Such a plan could include the following items:

- Upland site plan and current issues
- Haul-out system options
- Dredging and navigation access
- Environmental compliance issues

- Recruitment strategy
- Funding strategy and options

Harbor Entrance Renderings: The proposed conceptual renderings would represent an initial planning stage of a beautification project at the Harbor entrances.

This item would include conceptual site entry sketches for the primary gateway entry to Crescent City Harbor at Redwood Highway (U.S. Highway 101) and Citizens Dock Road, extending along Citizens Dock Road to Starfish Way.

The concept sketches could provide a plan-level study of the entrances and would include alternatives, potential entry monumentation locations, pedestrian circulation alternatives, landscape areas, and precedent imagery illustrating potential gateway and landscape treatments.

Design of a boat pump out station and/or a boat wash station: A design is needed before either of these projects could move forward.

CSS proposes using available grant funds only for planning and design of a boat pump-out station and/or a boat wash station.

The grant cannot fund construction or purchase of a pump out station.

Board ideas: The Board could use time at this meeting to discuss other potential projects for funding consideration.

Timing: The goal would be to release RFPs next week and bring back contract options by December 9, 2026.

CA Coastal Conservancy – South Beach Restroom grant

CCHD was awarded $450,000 to construct a restroom along Anchor Way. The District has until March 2028 to install the restroom under the grant agreement. A 5-year extension can be applied for if needed.

The Board recently selected a new proposed location for the restroom on Starfish Way. A formal request has been submitted to the Coastal Conservancy to use the grant funds for that location. That request is still under review. Following a decision by the Coastal Conservancy, the matter will return to the Board for consideration of an RFP for site permitting.

Status of 2026 Grant Applications and Proposals

Applications and Pre-Applications Under Review or Preparation

CA Coastal Conservancy – Citizens' Dock Construction Grant

Additional construction elements for Citizens' Dock Pier 1. Amount being applied for: $1 million.

Status: Pre-application still in review. We have submitted several updates and are expecting a response soon.

Boating Infrastructure Grant (BIG)

Project: Repair of H-Dock. Amount being applied for: $225,000.

Status: Pre-application still in review. We have submitted several updates and are expecting a response soon.

Statewide Park Program Grant

Project: Fund recreation activities available to the public along Starfish Way Amount being applied for: $3 million.

Status: The grant application is still being prepared. A resolution authorizing submission of the application must be adopted by the Board of Harbor Commissioners.

This grant is before the Board under another agenda item.

Grant Applications not funded

California Jobs First Regional Investment Initiative (RII) Grant Application, (State of CA Go Biz)

Harbor Modernization – Port Infrastructure projects: $1,000,000 applied for Beneficial Dredging Reuse Pilot and new Travel Lift. – Not Funded

Port to Plate Network – Business development opportunities: $276,800 applied for Fish Fillet Expansion Project for Cold Storage and Filet Packaging; and product marketing program for direct sales to schools, markets and restaurants. – Not Funded

California Regional Investment Initiative - Aquaculture Network: $750,000 for Business plan and permitting for a pilot Aquaculture Facility. – Not Funded

Though all three applications made it into the final round, none were funded. The State did not fund any projects submitted by rural counties and no projects related to commercial fisheries.

US DOT MARAD PIDP 2026 Grant

Project: Demolition of the current Citizens Dock and construction of the new Pier 2. Amount requested: $11,200,000.

The grant application was not funded. The federal government only funded one port project in California and it was for a dock leased by Chevron to increase capacity of gasoline exports.

ATTACHMENTS:

CCHD Grant Chart

CCHD SEAWALL AND CITIZENS DOCK GRANTS AWARDED					
Grant Name	**Grant Funder**	**Funded Projects**	**Project Amount**	**Awarded to CCHD**	**Match Requirement**
CA Coastal Conservancy Grant Citizens Dock Planning	CA Coastal Conservancy	60% Design, Environmental Impact Studies and Permitting for construction of a new Citizens Dock.	$1,070,000	$927,000	$143,000 (met)
Hazard Mitigation Grant Program (HMGP)	CalOES/FEMA	60% Design, Engineering & Studies for priority projects (seawall and Citizens Dock)	$1,500,000	$1,350,000	$150,000 ($100,000+ met)
Port Infrastructure Development Grant (PIDP) 2022	USDOT - MARAD	Construction of a new seawall	$9,208,207	$7,366,566	$1,570,489 ($275,000 met)
Port Infrastructure Development Grant (PIDP) 2024	USDOT - MARAD	Construction of Citizens Dock, Pier 1.	$10,000,000	$8,000,000	$2,000,000
CA Coastal Conservancy Grant South Beach Bathroom	CA Coastal Conservancy	Design, Permitting and Construction of Bathrooms and Showers on Anchor Way	$567,000	$450,000	$117,000 (in-kind)

GRANTS APPLIED FOR					
Grant Name	**Grant Funder**	**Requested Projects**	**Project Amount**	**Grant Amount Requested**	**Match Requirement**
CA Coastal Conservancy Construction Grant	CA Coastal Conservancy	Construction of Citizens Dock Pier 1	$19,208,207	$1,000,000	$200,000 (PIDP counts)
Boating Infrastructure Grant (BIG)	CA DBW	Repair of H-Dock	$350,000	$225,000	$125,000
Statewide Park Program Grant	CA Department of Parks	Recreational activities on Starfish Way; ADA walkway to South Beach	$3,000,000	$3,000,000	None

RECENT GRANTS APPLIED FOR - Not Funded					
California Regional Investment Initiative - Harbor Modernization	CA GO-Biz	Beneficial Dredging Reuse Pilot and new Travel-Lift	$1,500,000	$1,500,000	None
California Regional Investment Initiative - Port to Plate Network	CA GO-Biz	Fish Fillet Expansion Project: Cold Storage and Fillet Packaging	$276,800	$276,800	None
California Regional Investment Initiative - Aquaculture Network	CA GO-Biz	CCHD Aquaculture Facility	$750,000	$500,000	None
Port Infrastructure Development Grant (PIDP) 2026	USDOT - MARAD	Construction of Citizens Dock Pier 2	$14,000,000	$11,200,000	$2,800,000

7. Consider and approve an increase to the architectural fee authorization under TCA Architects' Letter of Authorization (LOA) by $20,327.05, from $55,000 to $75,327.05.

Public Comment?

November 13th, 2026

To: Mike Rademaker, Crescent City Harbor District CEO, and the Crescent City Harbor District Board of Commissioners

From: Mike Bahr, CEO, Community System Solutions

Board Agenda Item: Consider and approve an increase to the architectural fee authorization under TCA Architects' Letter of Authorization (LOA) by $20,327.05, from $55,000 to $75,327.05.

Background:

TCA's LOA would need to be amended for the District to pay final Invoice No. 2522747 in full for work completed on the Vision Plan draft.

The purpose of this memorandum is to request Board consideration of an adjustment to TCA's LOA and to summarize the work completed by TCA for the 2025 Vision Plan draft, including its connection to the invoice.

TCA's original LOA established an estimated architectural fee of $55,000 and a separate $4,000 allowance for reimbursable expenses. TCA has been paid a total of $50,023.30. TCA has submitted a final invoice for $25,303.75, which would result in cumulative payments exceeding the original architectural fee authorization by $20,327.05. Payment of the invoice in full would require Board consideration of an increase in the authorized contract amount.

TCA's Work on the Vision Plan

Attached to this memorandum are TCA's LOA and Invoice No. 2522747 for $25,303.75. TCA worked in tandem with the Harbor District, CSS, and Crede to develop the Vision Plan draft.

TCA completed much of its work on the Vision Plan, including site visits, a two-day public Charrette engaging stakeholders, a conceptual site plan for RV layout to support RFP packages, parcel opportunity diagrams prepared for development solicitations, and Charrette results summarized and integrated into the Vision Plan document. TCA also performed the following activities during the course of the project:

- Identifying site conditions
- Review and assess recent civil engineering and planning work
- Review issues such as sensitive habitat areas, hydrology, and storm-water detention/retention
- Assess zoning, general plan, design guidelines – regulatory documents

- Demographics
- Site and area history
- High-level mobility considerations along Highway 101.

The intention was to amend the LOA to capture this additional work and have TCA finalize the Vision Plan. However, Chris Williams, who served as TCA's project lead, has since left the firm. TCA is not interested in continuing this work. This invoice is the last item outstanding under TCA's LOA.

Invoice and Payment Needed

TCA Invoice No. 2522747 is for $25,303.75 and details the additional work performed by the TCA team.

We reviewed the work completed by TCA, and the invoice reflects the work that was done.

The invoice can be paid for using HMGP funds, like the previous TCA invoices.

Information from the Charrette

The Charrette provided valuable insight into the opportunities and challenges of the harbor. Through open dialogue, hands-on exercises, and shared exploration, the design team and stakeholders built understanding, ensuring the vision reflected both community values and long-term economic vitality.

The Charrette, which took place at the Elk's Lodge, had 43 participants total. The Charrette was successful, and input from the community and stakeholders has proven to be invaluable.

The information gathered from the Charrette has been useful not only for the continuation of the Vision Plan, but also for future District plans. Information gathered for the Vision Plan is incredibly useful for grant applications that require community input. The information may also support the District's future Strategic Plan updates, reducing the need to repeat the initial stakeholder-engagement process.

I will attend the November 18 Harbor meeting in person and will be available to answer any questions about the invoice and the TCA work.

Thank you,

Mike

Attachments

- TCA Letter of Authorization (LOA)
- Invoice No. 2522747

Addendum to CSS Board Report – TCA Architectural Fees

From: Michael Rademaker, CEO/Harbormaster
Re: TCA Architects – Invoice No. 2522747

The District anticipated that TCA's work on the Vision Plan, including the services reflected in its final invoice, would be completed within the architectural fee budget established by the original Letter of Authorization (LOA). The LOA expressly required additional written authorization before exceeding the authorized amount. Because TCA did not obtain that authorization, it performed the additional work at its own risk, subject to subsequent Board approval. This inadvertent oversight by TCA may have been attributable, at least in part, to Chris Williams' departure from the firm, which may have contributed to confusion during the transition and a lack of familiarity with the LOA's authorization requirements.

Although the District would be justified in insisting upon strict compliance with its contractual authorization requirements, I do not believe that withholding payment for otherwise satisfactory and reasonably priced professional services would represent the most equitable or constructive resolution of this matter. Under copyright law, this could result in the District being unable to use a portion of TCA's work product that the District believes will be valuable for future business development. In other words, we can't avoid paying the invoice while at the same time benefiting from TCA's work product that the District wants to use in the future. Given the ongoing value of these materials for the District's planning, development, and grant-related activities, staff believes it would be worth the expense to pay the invoice, which will be covered by grant funding.

LETTER OF AUTHORIZATION

Date FEBRUARY 25TH, 2025

Prepared for

MIKE RADEMAKER
CRESCENT CITY HARBOR DISTRICT
101 CITIZENS DOCK ROAD
CRESCENT CITY, CALIFORNIA 95531

TELE: (707) 464-6174
EMAIL: mrademaker@ccharbor.com

Re CRESCENT HARBOR VISION PLAN
2025-024-00

Description of Architect's Services

At the direction of the Owner, Architect shall attend meetings with Owner and prepare planning and design services, for the Crescent Harbor Vision Plan located in Crescent City, California. The approximately 300 acre area will be envisioned under a vision plan that will set the forward trajectory for future development and place making. The vision plan will be a collaborative effort with the city, stakeholders and Crescent City Harbor District.

SCOPE OF SERVICES

This article defines the scope of basic services which the Architect agrees to perform.

100 MEETINGS

The Architect will attend six (6) meetings with the Owner and members of the design team, and hearings with the local municipality as are determined necessary by the Owner. For Budgetary purposes, team coordination meetings will be held per owners schedule. Coordination meetings to occur via Microsoft Team meetings unless otherwise discussed.

150 INFORMATION GATHERING

Architect to research, meet with Owner and consultant team members to review and discuss the proposed project and acquire/assemble project background information. This phase is used to acquire all pertinent info that can influence visioning and guiding principles.

- Identify physical site conditions – Opportunities and Constraints
- Review and assess recent civil engineering and planning work
- Review issues such as sensitive habitat areas, hydrology, and storm-water detention/retention requirements.
- Assess zoning, general plan, design guidelines – regulatory documents
- Demographics
- Site and area history
- High level mobility along Highway 101

All research/ information gathering to be summarized and documented for use in the charrette and formulation of vision plan.

151 **GRAPHIC EXHIBITS AHEAD OF CHARRETTE**

The Architect will collaborate on exhibits for review with stakeholders. The exhibits will be utilized for presentation purposes, work sessions and to solicit feedback. The graphic exhibits to include:

- Opening day presentation to public and community stakeholders
- Opportunities and Constraints Exhibit
- High Level Master Plan Diagrams
- Inspirational Imagery - Display potential development character and style
- Figure grounds of comparable projects
- Product research and typologies imagery
- Project base maps

152 **CHARRETTE**

The Architect will lead a three day charrette in Crescent City. The charrette will engage stakeholders and public to initiate a dialogue for the highest and best uses for the Crescent City Harbor District. The Charrette will include the following:

- **Day 1**
  - Engage public/ community stakeholders in a venue adjacent or central to the site
  - Opening speeches
    - Mayor or harbor master opening dialogue
    - Design team opening dialogue about site and presentation
    - Prominent community members talk about the location and history
  - Break Out Session – Public is given the opportunity to give comments and sketches for vision
    - Land Use Framework
    - Public Realm Framework
    - Built Environment Framework
    - Mobility Framework
  - Presentation of each groups findings

- **Day 2**
  - TCA team work day in preparation for Day 3
    Consolidation of public comments
    Sketch designs of stakeholder ideas
    Sketchup renderings of placemaking areas within the masterplan
  - PowerPoint presentation prepared for Day 3 presentation to the public

- **Day 3**
  - Presentation to public about findings and ideas
  - Open response to design team findings

200 **SKETCHUP MODEL & RENDERINGS**

The Architect will utilize Sketchup and Enscape rendering software for three dimension modeling of placemaking spaces within the vision area. Prior to and during the charrette focus areas will be selected in which stakeholder input will influence design ideas. Renderings will be produced day 2 of charrette.

- Overall model of vision area will be prepared for graphic purposes. Model will be prepared ahead of charrette.
- Architect and Client will select up to five (5) focus areas, within the model, to be enhanced for rendering purposes.
- Up to five (5) renderings focused at street level
- One (1) birds eye rendering

201 **FINAL VISION PLAN REFINEMENTS/ PACKAGE**

Based on feedback received from the Owner, city officials and stakeholders, Architect to make final revisions to the supporting exhibits. Architect will work with the Owner to establish documentation of the results of the charrette. The document will be a synthesized summary that expresses the community/ stakeholder envisioned forward trajectory for the vision area. Exhibits will be formatted and modified for formal presentation purposes. The general outline of final

- Introduction
- Process
  - Stakeholder Input
  - Design team product
- Vision Direction
- Implementation Plan

Fees for Architect's Services

Reference	Service	Estimated Fee	Basis
100	Meetings	$ 4,500	Hourly
150	Information Gathering	$ 5,500	Hourly
151	Graphic Exhibits Ahead of Charrette	$ 8,200	Hourly
152	Charrette	$16,600	Fixed
200	Sketchup Model and Renderings	$11,200	Hourly
201	Final Vision Plan	$ 9,000	Hourly
	Total Estimated Architectural Fee *	**$55,000**	

*Consultant Mark-up – 15% of all negotiated consultant fees for consultants retained by Architect.

Allowance for Reimbursable Expenses	$	4,000

** Estimated budget only. Not to exceed without prior written authorization from Owner.

Not Included: Schematic Design; Design Development; Construction Documents; Bidding Services; Value Engineering; Services During Construction; Structural, Mechanical, Plumbing and Electrical Engineering; Soils and Geology; Civil Engineering; Landscape Architecture; Acoustical Engineering; Fire Sprinklers; Traffic or Environmental Services; Models, Renderings, 3-D animations; and any other consulting services, etc.

Terms

These fees are not intended to be comprehensive, but are only to allow the Architect to begin work. Architect will not exceed the above specified fees or provide any additional services without obtaining further authorization from Owner in writing. Once a full, detailed scope of work and fee schedule can be established a complete Owner-Architect Agreement will be prepared. When the Owner-Architect Agreement is executed, the Owner-Architect Agreement shall supersede this agreement, which will then become null and void. Architect's standard terms and conditions shall apply to this agreement.

Should the parties be unable to agree upon the terms of an Owner-Architect Agreement for full services, and/or the Owner decides to use the Architect's instruments of service (drawings and other design documents) without retaining the Architect, then the Owner may use the Architect's instruments of service (drawings and other design documents) under the following conditions: (i) Architect will remove his name from the instruments of service; (ii) Owner waives all claims against Architect related to the use of the instruments of service or in any way connected with the Project; (iii) Owner will defend, indemnify and hold harmless the Architect for any claims, liabilities or damages arising out of or related to the use of the instruments of service or in any way connected with the Project.; and (iv) All invoices due the Architect must be paid in full.

HOURLY COMPENSATION SCHEDULE

All work performed on an hourly basis shall be computed at TCA's standard rates.

REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to the Compensation for Architect's Services and include actual expenditures made by the Architect, his employees, or his professional consultants in the interest of the project. All reimbursable expenses except reprographics shall be billed at cost plus 15% for handling.

TERMS OF PAYMENT

Fees for services are due and payable within thirty (30) days of invoice date. Accounts not paid in full within sixty (60) days of the date of the invoice are considered delinquent, and work on such accounts may be halted, with all pending documents, work product, or other instruments of service being withheld. Accounts shall be paid in full prior to continuation of the Architect's services.

Architects are licensed and regulated by the California Architect's Board located at 2420 Del Paso Road, Suite 105, Sacramento, CA 95834.

ELECTRONIC SIGNATURES

The exchange of copies of this Letter of Authorization and of signature pages by electronic mail transmission (e.g., in .PDF format) will constitute effective execution and delivery of this Letter of Authorization as to the Parties and may be used in lieu of the original Letter of Authorization for all purposes. Signatures of the Parties transmitted by electronic mail (e.g., in .PDF format) will be deemed to be their original signatures for any purpose whatsoever. Without limiting the foregoing, the words "execution," "execute," "signed," "signature," and words of like import in or related to this Letter of Authorization shall be deemed to include electronic signatures (e.g., through DocuSign© or other similar electronic e-signature application), each of which shall be of the same legal effect, validity or enforceability as a manually executed signature.

To permit TCA to begin work immediately, we are requesting an authorization to proceed with the work and fees outlined above.

TCA ARCHITECTS, INC.

By:  Date: 02/25/2025

CHRIS WILLIAMS
ASSOCIATE PRINCIPAL, STUDIO DIRECTOR

TCA ARCHITECTS, INC.
18821 BARDEEN AVENUE
IRVINE, CALIFORNIA 92612
TELEPHONE: (949) 862-0270
FACSIMILE: (949) 862-0289
EMAIL: cwilliams@tca-arch.com

Authorization

CRESCENT CITY HARBOR DISTRICT

Accepted By: Michael Rademaker Date: 02/28/2025

Mike Rademaker
Title: CEO/Harbormaster

TCA Architects, Inc.
18821 Bardeen Avenue
Irvine, CA 92612
Telephone - 949-862-0270
Fax - 949-862-0289

April 02, 2026
Project No: 2025-024-00
Invoice No: 2522747

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

CRESCENT CITY VISION PLAN
Professional Services from March 01, 2026 to March 31, 2026

Phase 151 GRAPHIC EXHIBITS

Professional Personnel

	Hours	Rate	Amount
Studio Director			
Williams, Christopher	1.00	215.00	215.00
CCHD Boad meeting - Presentation of Charrette			
Williams, Christopher	9.00	215.00	1,935.00
Charrette - Day One			
Williams, Christopher	9.00	215.00	1,935.00
Charrette - Day Two			
Williams, Christopher	13.00	215.00	2,795.00
Charrette - Travel			
Williams, Christopher	9.00	215.00	1,935.00
Charrette - Work Day			
Williams, Christopher	29.00	215.00	6,235.00
Charrette Comments Summary document			
Williams, Christopher	1.00	215.00	215.00
Discussion with Mike Bahr			
Williams, Christopher	1.00	215.00	215.00
Discussion with staff			
Williams, Christopher	2.00	215.00	430.00
Final vison plan			
Williams, Christopher	4.00	215.00	860.00
Prep for Charrette			
Williams, Christopher	4.00	215.00	860.00
Review booklet with Dani			
Williams, Christopher	1.00	215.00	215.00
Team meeting			
Designer II			
Hollis, Dannielle Anne	1.50	135.00	202.50
Changes			
Hollis, Dannielle Anne	3.50	135.00	472.50
Changes on RV Site			
Hollis, Dannielle Anne	1.00	135.00	135.00
Crescent Harbor Follow up			
Hollis, Dannielle Anne	2.25	135.00	303.75
Day 2 Presentation Prep			
Hollis, Dannielle Anne	.25	135.00	33.75
Discuss Models			
Hollis, Dannielle Anne	2.25	135.00	303.75
InDesign			

Project	2025-024-00	CRESCENT CIT / CRESCENT CITY VISION PLAN			Invoice	2522747
Hollis, Dannielle Anne			1.00	135.00	135.00	
Layout and In-design, Imagery						
Hollis, Dannielle Anne			2.75	135.00	371.25	
Parcels						
Hollis, Dannielle Anne			1.75	135.00	236.25	
Parcels & RV Site Study						
Hollis, Dannielle Anne			2.00	135.00	270.00	
Placemaking elements						
Hollis, Dannielle Anne			.50	135.00	67.50	
Prep for Charrette, Printing						
Hollis, Dannielle Anne			3.75	135.00	506.25	
Refinements						
Hollis, Dannielle Anne			2.00	135.00	270.00	
Refinements and Additional Exhibits						
Hollis, Dannielle Anne			1.25	135.00	168.75	
Refinements						
Hollis, Dannielle Anne			3.00	135.00	405.00	
Related Literature						
Hollis, Dannielle Anne			2.00	135.00	270.00	
RV Parking Count						
Hollis, Dannielle Anne		Ovt	.50	135.00	67.50	
Hollis, Dannielle Anne		Ovt	1.25	135.00	168.75	
Illustrative						
Hollis, Dannielle Anne		Ovt	1.00	135.00	135.00	
Illustrative and Linework						
Totals			116.50		22,367.50	
Total Labor						**22,367.50**
				Total this Phase		**$22,367.50**

Phase 201 FINAL VISION PLAN

Professional Personnel

		Hours	Rate	Amount	
Designer II					
Hollis, Dannielle Anne	9/29/2025	8.00	135.00	1,080.00	
Layout of overall package, in design, create narratives					
Hollis, Dannielle Anne	10/1/2025	7.25	135.00	978.75	
Design Charrette Report					
Hollis, Dannielle Anne	10/2/2025	5.00	135.00	675.00	
Design Charrette Report and additional narratives, proofread					
Hollis, Dannielle Anne	10/3/2025	.50	135.00	67.50	
Design Charrette Report and additional changes, proofread					
Hollis, Dannielle Anne	10/7/2025	1.00	135.00	135.00	
Changes, Proofread					
Totals		21.75		2,936.25	
Total Labor					**2,936.25**
			Total this Phase		**$2,936.25**
			TOTAL THIS INVOICE		**$25,303.75**

Authorized By: _____ Date: 04/06/2026

Christopher Williams

8. Review and approve entering into a contract with SHN Engineering for surveying and topographic mapping of the seawall project area.

Public Comment?

November 13, 2026

To: Mike Rademaker, Crescent City Harbor District CEO, and the Crescent City Harbor District Board of Commissioners

From: Mike Bahr, CEO, Community System Solutions

Board Agenda Item: Review and consider approval of a contract with SHN Engineering, in the amount of $10,300, for surveying, underground utility mapping, and topographic mapping associated with the seawall project.

Background:

As part of the seawall and Citizens Dock project, the existing underground utilities need to be mapped for the entire project area. This includes the proposed relocation site for the freezer units.

In addition, portions of the project area have experienced undermining associated with tidal action. Ground-penetrating radar (GPR), which is included in the proposed scope of work, may help identify subsurface voids and other areas of potential undermining.

The Kimley-Horn project management team contacted survey firms to perform this work. SHN submitted the lowest-priced proposal and offered a short timeline for completing the work.

SHN Proposal for Contracting with CCHD

The attached SHN proposal totals $10,300.

The proposal includes ground-penetrating radar surveying, survey control, potholing, and topographic surveying. SHN will provide the completed topographic survey in PDF format, along with a Civil 3D DWG file containing the survey data.

The proposed work will be funded through the Hazard Mitigation Grant Program (HMGP).

I will attend the Board meeting in person, and Kimley-Horn team members will participate via Zoom to answer any questions about the process and the need for the work.

Thank you,

Mike Bahr
CEO, Community System Solutions

Attachments

- SHN Survey Proposal – Utility Location
- Utility Mapping Location – Scope of Work

Phone: (707) 441-8855 **Email:** info@shn-engr.com **Web:** shn-engr.com
812 W. Wabash Avenue, Eureka, CA 95501-2138

Reference: 026000.006

November 5, 2026

Jerry Holcomb
Ports, Maritime, and Waterfronts
Kimley-Horn
180 E. Ocean Blvd, Suite 1200
Long Beach, CA 90802

Subject: Survey Proposal for Utility Survey of the Citizens Dock Area

Dear Jerry Holcomb:

Project Purpose

The purpose of this survey is to provide a utility location survey of the Citizens Dock area in Crescent City, Del Norte County, California. This project is subject to the Davis-Bacon Act and is a prevailing wage job. The area to be surveyed is shown in Appendix 1.

Project Approach

Survey Control

This survey will be done on the same control, if available, as SHN's November 2023 topographic survey.

Ground Penetrating Radar Survey

SHN will have Sonic Leak Detection (Sonic) perform a ground penetrating radar (GPR) survey of the requested area. When complete, Sonic will leave paint marks for SHN surveys to tie into the project control.

Potholing

SHN will locate up to 10 potholes done by others.

Topographic Survey

The survey will include all existing underground utilities based on a GPR study. SHN will locate the paint marks based on the findings of Sonic. This will be incorporated into the previous topographic survey drawing, and this work will be done by, or under the direct supervision of, a California Licensed Land Surveyor.

Deliverables

- Civil 3D DWG file containing the topographic survey
- PDF file of the topographic survey

3.0 Cost

SHN offers this service for the firm price of $10,300.00. Work will be scheduled with Sonic within 1 week of a fully executed contract. Actual work dates are subject to Sonic's schedule and weather.

SHN will locate the marks within a week of the GPR survey.

Please call me at 707-441-8855 with any further questions.

Thank you,

SHN

Tom Gallup

Tom Gallup, PLS 7768
Senior Land Surveyor

TAG:ame

Appendix 1. Survey Area

Appendix 1. Survey Area

SURVEY AREA





LEGEND:

SYMBOL	INDICATES
ELE	ELECTRIC VAULT
	WATER METER
CO	CLEANOUT
CP#	SURVEY CONTROL POINT = PROJECT BENCHMARKS
	FOUND MONUMENT AS NOTED
DS	DOWNSPOUT
	HOSE BIB
	CONCRETE
MW	MONITORING WELL
CLF	CHAIN LINK FENCE

SCOPE

1) GPR Utility Detection within boundary. Mark utilities

2) Allowance for up-to 10 potholes

3) Provide CAD Map of utilities in area along with report on type and depth of utilities in the area.



No.	REVISIONS	DATE	BY

Kimley»Horn
© 2026 KIMLEY-HORN AND ASSOCIATES, INC.
1300 CLAY ST, SUITE 900, OAKLAND, CA 94612
PHONE: 510-844-2072
WWW.KIMLEY-HORN.COM

LICENSED PROFESSIONAL
LIC PROF 1

STATE LICENSE NUMBER
LIC PROF 1 #

DATE: ----

KHA PROJECT 297057001
DATE 10/8/2026
SCALE AS SHOWN
DESIGNED BY ----
DRAWN BY ----
CHECKED BY ----

SEAWALL TIE-IN LOCATION

CITIZENS DOCK SEAWALL AND PIER REPLACEMENT
PREPARED FOR
CRESCENT CITY HARBOR DISTRICT

SHEET NUMBER

Plotted By: Holcomb, Jerry Sheet Set: Kha Layout: Fig2 October 16, 2026 08:25:27pm
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

9. Approve a budget modification for the Kimley-Horn contract in an amount not to exceed $44,717.57 for additional work related to project permitting.

Public Comment?

November 13, 2026

To: Mike Rademaker, Crescent City Harbor District CEO, and the Crescent City Harbor District Board of Commissioners

From: Mike Bahr, CEO, Community System Solutions

Board Agenda Item: Review and consider approval of an amendment to the existing Kimley-Horn design contract and a corresponding budget increase, in an amount not to exceed $44,717.57, for additional design services associated with project permitting.

Background:

Permits for the Seawall and Citizens Dock Pier 1 projects remain under review by state agencies. In their most recent communications, California Coastal Commission and Regional Water Board staff requested additional design elements to advance both permit applications.

The Coastal Commission requested additional compensatory mitigation to address impacts to waters resulting from the proposed project. The Regional Water Board requested that the application include a design for the new stormwater capture system.

Although Moffatt & Nichol (M&N) was originally retained for the permitting work, the project design contract was awarded to Kimley-Horn (K-H).

Because K-H holds the design contract and the additional permitting requirements involve design modifications, K-H is best positioned to perform this work. K-H has already commenced the additional services at its own risk pending Board approval of the proposed contract amendment. Updated design documents have been reviewed with Coastal Commission and Regional Water Board staff during a site meeting.

Rather than increasing the mitigation area, K-H developed an alternative design approach that substantially reduces the area of waters affected by the project.

K-H has submitted the attached proposal to complete the additional services for $44,717.57.

The proposed additional services are eligible for funding through the Hazard Mitigation Grant Program (HMGP) and Coastal Conservancy funding sources.

Current Contracts

M&N has indicated that it will remain involved through completion of state and federal permitting without additional charges to the District. Its existing contract includes approximately $20,000 in remaining contingency funds.

K-H is currently under contract with CCHD for design services, funded through the PIDP 2022 and 2024 grants. K-H is advancing the design from the 30% completion stage to 60%,

and ultimately to 100%, with each subsequent phase proceeding following approval of the preceding design milestone.

As the project designer, K-H must incorporate applicable permitting requirements into the design. Consequently, K-H is well positioned to provide timely and coordinated assistance with the remaining permitting work.

Permitting Assistance

Attached is K-H's proposal for additional permitting assistance and stormwater design services, which would be incorporated into its existing contract and budget. At this stage of the project, the remaining permitting questions are primarily related to design details.

As the project designer, K-H is working directly with the permitting agencies to address design-related questions. Having K-H provide this assistance will streamline coordination and reduce the need for repeated exchanges among multiple consultants, thereby saving time.

Permitting questions have been under discussion for several months. Based on the most recent meeting among agency staff, the District, and K-H, these design elements may represent the final outstanding items requested by the permitting agencies.

I will attend the Board meeting in person, and Kimley-Horn team members will participate via Zoom to answer any questions about the contract amendment and the need for the work.

Thank you,

Mike Bahr
CEO, Community System Solutions

Attachments

- CCHD Additional Services Proposal – Permitting and Stormwater

November 10, 2026

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

Attn: Michael Rademaker (CEO/Harbormaster)

Re: Letter Proposal for Additional Professional Services for Citizens Dock and Seawall Replacement Project – Permitting and Stormwater Crescent City Harbor, 130 Anchor Way, Crescent City, CA 95531

Dear Mr. Rademaker:

Kimley-Horn and Associates, Inc. ("Kimley-Horn") is pleased to submit this proposal to the Crescent City Harbor District ("District") to provide additional professional services for the Citizens Dock and Seawall Replacement Project ("Project") in Crescent City, CA. These services are in addition to the Scope of Services under the Professional Services Agreement dated October 14, 2026.

On October 22, 2026, Kimley-Horn met on site with California Coastal Commission (CCC) staff, the water quality analyst, and the ecologist to review design changes made in response to the CCC's October 8, 2026 review letter for CDP Application No. 1-26-0379. On November 5, 2026, Kimley-Horn submitted the District's response and requested that the application be filed as complete. The District has requested budgets for (1) permit support, including CCC and Regional Water Quality Control Board (RWQCB) responses, and (2) the design and submittal of upland stormwater runoff improvements, including a stormwater capture device, as requested by CCC staff. These services are intended to keep permitting aligned with the December 2026 60% design submittal and the targeted July 1, 2027 in-water work window.

Scope of Services

Task 1 – Regulatory Permitting Support

Kimley-Horn will provide the same 60% design information to all three permitting agencies, the CCC, U.S. Army Corps of Engineers (USACE), and RWQCB, so each agency can finalize processing of its permit. It is assumed the agencies are satisfied with the comments and responses provided to date and that only minor follow-up is needed; ongoing coordination with the agencies is not included.

Task 1.1 – CCC Site Meeting, Preparation, and Response to Comments

- Prepare for and attend the October 22, 2026 on-site meeting with CCC staff, including preparation of the meeting presentation (completed).
- Prepare the November 5, 2026 response letter to the CCC's October 8, 2026 review letter and update the site meeting presentation as an enclosure (completed). Responses addressed pile materials and coatings, fender pile alternatives, the reduced seawall footprint, boat ramp removal to restore adjacent habitat, and upland stormwater improvements.
- Respond to one (1) additional round of CCC comments, if received, through filing of the CDP application as complete.

- Provide the December 2026 60% design documents to CCC staff to support finalizing the CDP.

Task 1.2 – USACE and RWQCB 60% Design Submittal

- Provide the December 2026 60% design documents to USACE (Section 404/10) and RWQCB (Section 401 Water Quality Certification) staff, with a brief transmittal summarizing the current Project description (reduced seawall footprint, boat ramp removal, revised pile systems, and stormwater improvements), so the agencies can finalize processing of the permits.
- Provide minor follow-up clarifications, as needed, to help the agencies finalize the permits.

Task 1 Deliverables

- CCC site meeting presentation and November 5, 2026 response letter (completed).
- Response to one (1) additional round of CCC comments, if received.
- Transmittal of the 60% design documents to the CCC, USACE, and RWQCB.

Task 2 – Ongoing Permitting Support (As-Needed)

- Provide as-needed support to answer agency and District questions during permit processing, including teleconferences, email correspondence, and brief clarifications of submitted materials.
    - **Effort for Task 2 shall not exceed the hours indicated in the fee breakdown (Table 1) and will be billed only as used.**

Task 2 Deliverables

- Email responses and brief technical clarifications, as requested.

Task 3 – Stormwater Improvements Design

CCC staff asked that the Project include upland stormwater improvements to capture and treat runoff so contaminants do not enter the Harbor. Kimley-Horn will add stormwater improvements to the Project plans for the upland paved area next to the new seawall and boat ramp removal.

- Review existing storm drain features, including the existing storm drain intake and outlet, using available record information and the site and utility surveys.
- Develop a grading and drainage layout that regrades the upland area to avoid ponding and directs runoff away from the seawall and Harbor.
- Lay out and size trench drains, catch basins, and storm drain piping to capture runoff across the upland paved area.
- Select and size a stormwater capture device (e.g., proprietary hydrodynamic separator or media filter unit) to treat runoff before discharge, and prepare supporting drainage calculations.
- Prepare stormwater improvement drawings, up to four (4) sheets, for inclusion in the 60% and 100% design submittals:
    - Grading and Drainage Plan (1 sheet).
    - Storm Drain Plan and Profile (1 sheet).
    - Stormwater Capture Device and Storm Drain Details (2 sheets).

- Prepare a brief stormwater summary memorandum for submittal to CCC and RWQCB staff in support of the permit responses.

Task 3 Deliverables

- Stormwater improvement drawings (up to 4 sheets) in the 60% and 100% design submittals.
- Drainage calculations and stormwater capture device sizing.
- Stormwater summary memorandum for agency submittal.

Exclusions/Assumptions

The following exclusions/assumptions were used for determining the level of effort:

- Moffatt & Nichol is assumed to remain engaged by the District, separate from this proposal, to provide direction and address agency comments related to its previously prepared work on an as-needed basis.
- USACE and RWQCB support is limited to transmitting the 60% design documents and minor follow-up. It is assumed the agencies are satisfied with the comments and responses provided to date. Ongoing agency coordination, responses to new agency comments, preparation of new applications, technical studies (e.g., biological assessments, eelgrass surveys, sediment characterization), and Endangered Species Act consultation documents are excluded.
- The 60% design documents will be provided to the agencies as the permit drawings. Separate permit package drawings are not required and are excluded.
- Agency comment response is limited to the rounds stated for each task and the hours indicated in the fee breakdown (Table 1). Additional rounds or effort beyond the hours indicated will be provided as additional services with the District's prior written authorization.
- Stormwater design is limited to the upland paved area adjacent to the seawall. Off-site storm drain capacity analysis, infiltration testing, geotechnical investigations, and construction Stormwater Pollution Prevention Plan (SWPPP) preparation are excluded.
- Site survey and utility survey data being prepared for the Project will be used as the base for stormwater design. Additional survey is excluded.
- All permit, application, and agency review fees are excluded and will be paid directly by the District.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at Kimley-Horn's then-current hourly rates. Additional services will not be started without prior written approval from the District's authorized representative. Additional services may include, but are not limited to:

- Additional agency comment response rounds or ongoing agency coordination beyond those included above.
- Preparation of separate permit package drawings.
- Preparation of new permit applications or supporting technical studies.
- Construction SWPPP preparation and stormwater compliance support during construction.

Schedule

Kimley-Horn will perform the services as expeditiously as practicable. Task 1 will be completed with the December 2026 60% design submittal, and any additional CCC comments will be addressed as received. Task 2 will be performed as requested. Task 3 stormwater improvements will be incorporated into the December 2026 60% design submittal and finalized with the 100% design submittal.

Fee and Expenses

Kimley-Horn will perform the proposed scope of work on a labor fee plus expense basis, billed on an hourly, not-to-exceed basis using the labor categories and billing rates from the Professional Services Agreement dated October 14, 2026. Individual task amounts are informational only.

Table 1 – Fee Summary

Kimley-Horn and Associates, Inc.														
	Name	Jerry Holcomb	Jamie Gwaltney	Rob Sloop	Principal / Subject Matter Expert	Sr. Professional III	Sr. Professional II	Sr. Professional I	Professional	Analyst II	Analyst I	Support Staff	TOTAL HOURS	TOTAL COST
	Category/Title	Project Manager	QC/QA Manager	Principal-in-Charge										
	Billing Rate	$284.50	$366.22	$417.06	$473.16	$405.64	$324.93	$284.47	$235.03	$184.90	$161.31	$139.84		
Task 1	**Regulatory Permitting Support**	**20**		**2**			**9**		**17**		**8**	**1**	**57**	**$14,874.31**
Task 1.1	CCC Site Meeting, Preparation & Response to Comments	14		2			6		10		4	1	**37**	**$9,902.08**
Task 1.2	USACE & RWQCB 60% Design Submittal	6					3		7		4		**20**	**$4,972.23**
Task 2	**Ongoing Permitting Support (As-Needed)**	**6**					**2**		**9**		**3**		**20**	**$4,956.05**
Task 3	**Stormwater Improvements Design**	**12**	**4**	**2**		**8**	**12**		**30**		**30**	**1**	**99**	**$24,887.21**
	TOTAL HOURS	**38**	**4**	**4**	**-**	**8**	**23**	**-**	**56**	**-**	**41**	**2**	**176**	
	Subtotal Labor	**$10,811**	**$1,465**	**$1,668**	**-**	**$3,245**	**$7,473**	**-**	**$13,162**	**-**	**$6,614**	**$280**		**$44,717.57**
													TOTAL NOT-TO-EXCEED FEE	**$44,717.57**

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the District. However, Kimley-Horn reserves the right to reallocate amounts among tasks as necessary. Labor fees will be billed monthly on an hourly basis according to the rates above. All permitting, application, and similar project fees will be paid directly by the District.

We appreciate the opportunity to continue supporting the District on this Project. If you have any questions or require additional information, please contact me at 562-363-5051 or by email at jerry.holcomb@kimley-horn.com.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Jerry Holcomb

Jerry Holcomb, PE
Project Manager | Coasts & Waterfronts
P.E. No.: C80027

10. Approve submitting a grant application to the Statewide Park Program for the development of community recreational facilities on Starfish Way.

Public Comment?

November 13, 2026

To: Mike Rademaker, CEO/Harbormaster, Crescent City Harbor District, and the Board of Harbor Commissioners

From: Mike Bahr, CEO, Community System Solutions

Board Agenda Item: Adopt Resolution 2026-21 approving the Statewide Park Program grant application for Starfish Park along Starfish Way, delegating grant-document authority to the CEO/Harbormaster, and authorizing the Board Clerk to certify the resolution.

Background

The Statewide Park Development and Community Revitalization Program (Statewide Park Program, or SPP) is funded through the State of California's Proposition 4 Climate Bond. The SPP grant seeks to expand access to high-quality outdoor recreational spaces throughout California while protecting natural and cultural resources.

To apply for an SPP grant, the Board must adopt the authorizing resolution and authorize the Board Clerk to sign the Authorizing Resolution Form. The application deadline is December 17, 2026.

The proposed project, known as Starfish Park, would provide public recreational facilities and amenities along Starfish Way. If the Harbor District is awarded the funds, the Starfish Way parcel leased to Crescent City Beach Village (CCBV) would be transformed with multiple recreational opportunities open to the public.

If CCHD's application is successful, grant awards are expected to be announced in summer 2027. The program schedule identifies December 2030 as the target for project completion, public opening, and submission of the final payment request and documentation. The grant performance period ends June 30, 2031. CCHD would manage the grant and select contractors and vendors through competitive processes.

Grant amount requested: $3 million. No local matching funds are required under SPP Round 5, and the grant may cover up to 100% of eligible project costs. However, CCHD must have sufficient funding to complete the project, including any costs exceeding the grant award or otherwise ineligible for reimbursement, and must ensure funding for long-term operations and maintenance.

Elements of the Proposed Grant

- ADA-accessible walkway and ramp to South Beach
- Miniature golf course
- Food court offering coffee, ice cream, and fair-style foods, including hot dogs and hamburgers
- Picnic area with barbecues
- Outdoor recreation and performance area
- Indoor recreation and meeting area
- Dog park with dog-washing station
- ADA-accessible boardwalk along the site, parallel to the Coastal Trail

- Public seating areas
- Landscaping and lighting
- Security camera system
- Public art by local artists

Recreational activities that charge fees or sell items, like a food court, are eligible for grant funding, as long as they are available to all members of the public.

Any revenue generated by the project elements would be shared with the Harbor District under the terms of the lease with CCBV.

Operations and Maintenance

The grant requires a 30-year operation and maintenance commitment, running from July 1, 2025, through June 30, 2055. CCBV would be responsible for operating and maintaining the improvements located on its leased property, while CCHD would be responsible for operating and maintaining the ADA-accessible walkway and wheelchair ramp to South Beach.

The attached Letter of Intent from CCBV states that, if the grant is awarded, CCBV will enter into a lease amendment establishing its responsibility for operating and maintaining the improvements and ensuring that the amenities remain open to the public. This proposed allocation of responsibilities remains subject to execution of the lease amendment. Regardless of the contractual allocation between CCHD and CCBV, CCHD remains ultimately responsible to the State for compliance with the grant's 30-year operation and maintenance requirement.

Contents of the Authorizing Resolution Form

The attached Authorizing Resolution Form (DPR 860) documents the Board's approval of the application. Through the resolution, CCHD certifies that it has or will have sufficient funds to complete, operate, and maintain the project; agrees to applicable grant terms and legal requirements; and delegates authority to the CEO/Harbormaster to negotiate, sign, and submit documents necessary to complete the grant scope, including applications, agreements, amendments, and payment requests.

The revised form includes the following entries:

- (A), (E), and (L): Board of Harbor Commissioners; (B): The Crescent City Harbor District
- (C) and (D): Statewide Park Development and Community Revitalization Program (SPD & CRP)
- (F): Starfish Park; (G): CEO/Harbormaster
- (H)–(J): November 18, 2026; (K): Resolution No. 2026-21
- (N): Justin Hanks, Clerk's printed name

Following Board action, the roll-call vote totals for ayes, noes, and absent commissioners must be entered in field (M), and the Clerk must sign field (O). The adoption date and resolution number on the form should be confirmed against the Board's final action.

Attachments

- Authorizing Resolution Form (DPR 860) — Resolution No. 2026-21
- Letter of Intent from Crescent City Beach Village

Program references: California State Parks, SPP Round 5 Application Guide (August 2026), pp. 4–6; and SPP Round 5 Program Timeline (August 28, 2026).

California Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Office of Grants and Local Services

AUTHORIZING RESOLUTION FORM

RESOLUTION of the (A) Board of Harbor Commissioners **of**

(B) The Crescent City Harbor District **Approving the Application for (C)** Statewide Park Development and Community Revitalization Program (SPD & CRP) **.**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the (D) SPD & CRP Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;
NOW, THEREFORE, BE IT RESOLVED that the (E) Board of Harbor Commissioners
hereby: Approves the filing of an application for the (F) Starfish Park; and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (G) CEO/Harbormaster to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the (H) 18th day of (I) November, (J) 2026.

I, the undersigned, hereby certify that the foregoing Resolution Number: (K) 2026-21 was duly adopted by the (L) Board of Harbor Commissioners following a roll call vote:

(M) Ayes: _____ Noes: _____ Absent: _____

Justin Hanks
(N) Clerk's Printed Name

(O) Clerk's Signature

Crescent City Harbor District
Board of Harbor Commissioners

November 13, 2026

Re: Letter of Intent Regarding Starfish Park and the Statewide Park Program Grant

Dear Commissioners:

Crescent City Beach Village LLC ("CCBV") strongly supports the Crescent City Harbor District's ("District") proposed application under the Statewide Park Development and Community Revitalization Program ("Statewide Park Program" or "SPP") for Starfish Park, a project to provide public recreational facilities and amenities along Starfish Way. CCBV appreciates the Board of Harbor Commissioners' consideration of Resolution 2026-21 authorizing the application.

If the District receives the grant and grant funds are used to construct improvements within a specifically identified and mapped portion of Bayside RV Park leased to CCBV along Starfish Way (the "Grant Area"), CCBV confirms its good-faith intention to enter into a mutually acceptable written amendment to the Bayside RV Park lease (the "Lease Amendment") addressing the following matters. For purposes of this letter, "Grant-Funded Facilities" means the improvements constructed with grant funds within the Grant Area.

1. **Lease Term and Site Control**
   The District and CCBV would extend or otherwise structure the Bayside RV Park lease as reasonably necessary to provide the required site control for the Grant Area and Grant-Funded Facilities throughout the applicable 30-year grant-compliance period.
2. **Public Access**
   The Lease Amendment would provide for public access to the Grant Area, Grant-Funded Facilities, and designated access routes as required by California State Parks and the final grant agreement. Such access would be subject to reasonable operating rules and temporary closures for maintenance, construction, weather, emergencies, safety, or other necessary conditions, to the extent consistent with grant requirements.
3. **Operation and Maintenance**
   While CCBV remains the tenant and operator of the Grant Area, CCBV would operate and maintain the Grant-Funded Facilities, subject to the specific allocation of maintenance, repair, and capital-replacement responsibilities in the final Lease Amendment and approved operation and maintenance plan. The District would remain responsible for operating and maintaining the ADA-accessible walkway and wheelchair ramp to South Beach. Regardless of the allocation of responsibilities between CCBV and the District, the District would remain ultimately responsible to California State Parks for compliance with the grant agreement, including its 30-year operation and maintenance and public-access requirements.

4. **Insurance**

   CCBV would maintain commercially reasonable insurance covering its operation, maintenance, and use of the Grant-Funded Facilities in the forms and limits required by the final grant agreement and Lease Amendment, subject to the availability of such coverage at commercially reasonable rates.

5. **Construction and Continuing Costs**

   The SPP does not require local matching funds. The Lease Amendment would allocate responsibility for any construction cost overruns approved by CCBV and for the operation, maintenance, repair, and capital-replacement obligations expressly assigned to CCBV under the final approved project scope, budget, cost-allocation schedule, grant agreement, and Lease Amendment. CCBV would not be responsible for costs outside the approved project scope or budget unless CCBV separately approves those costs in writing.

6. **Revenue Sharing**

   Any revenue generated by the Grant-Funded Facilities would be shared with the District in accordance with the applicable provisions of the Bayside RV Park lease, as they may be clarified in the final Lease Amendment.

The final Lease Amendment may also include reasonable District step-in and successor-operator provisions to help ensure that the Grant-Funded Facilities remain maintained and publicly accessible if CCBV ceases to operate the Grant Area before the end of the grant-compliance period.

The final Lease Amendment would be based on the grant award; the specifically mapped Grant Area; the final list of Grant-Funded Facilities; a vendor-supported project budget; the approved construction scope and contingency; an operation and maintenance plan; public-access and insurance requirements; and the final California State Parks grant terms. The Lease Amendment would be subject to review by the parties' respective legal counsel and mutual approval by CCBV and the District, including approval by the Board of Harbor Commissioners.

This Letter of Intent confirms CCBV's present intention to work cooperatively and in good faith with the District toward completion of the grant application and negotiation of the Lease Amendment. It is issued solely by CCBV, is not a personal guarantee by any member or representative of CCBV, and applies only to the Grant Area. It does not itself amend the Bayside RV Park lease or any other lease, or create binding payment, construction, operation, or maintenance obligations. Any such obligations, if agreed, would arise only upon execution of the mutually approved written Lease Amendment or other applicable agreements.

CCBV looks forward to continuing its partnership with the District and working together to create meaningful recreational amenities and long-term benefits for the Harbor and the community.

Respectfully submitted,

CRESCENT CITY BEACH VILLAGE LLC

By: _____

Daniel H. Dahan, Managing Director Date: _____

11. Review proposals for accounting services and schedule interviews with one or more of the proposing firms.

Public Comment?

STAFF REPORT

Bookkeeping & Accounting Services

TO	BOARD MEETING
Board of Harbor Commissioners	November 18, 2026
FROM CCHD	**FROM CSS**
Mike Rademaker, CEO/Harbormaster	Mike Bahr, CEO, Community System Solutions

Executive Summary

Three firms have submitted proposals to support the Crescent City Harbor District's bookkeeping, financial reporting, and grant-funded project accounting. The District's written Scope of Work calls for a complete set of routine and grant-related services, including biweekly payment authorization packages and seven specified monthly Board reports. The proposals differ materially in responsibility assignments, personnel detail, transition method, and price structure.

CBX, Inc. most explicitly addresses the full recurring reporting list at the lowest proposed monthly ceiling, but leaves qualifications and production staffing to be substantiated upon further request. J.R. Martin & Associates offers a structured transition and recurring reconciliations, while retaining certain functions with District personnel and excluding several required activities from its base retainer. NOW CFO provides the most detailed construction-project accounting and grant-compliance plan, but does not expressly commit to every routine District reporting format or a not-to-exceed fee.

Comparison in three numbers

CBX, INC.	J.R. MARTIN	NOW CFO
$3,200	**$6,000**	**$6,350–$10,050**
monthly proposed ceiling	monthly retainer; overages possible	estimated ongoing monthly range

What the District asked firms to provide

In April 2026, the District issued a Request for Accounting Firm Services and received no proposals. CSS began direct outreach to accounting firms in July, contacted firms across Northern California and the Bay Area, and circulated the Scope of Work for Bookkeeping/Accounting Services. Interested firms discussed District needs with the CEO/Harbormaster and CSS. Multiple firms, including the three proposers, signed nondisclosure agreements and were granted guest access to District QuickBooks records to evaluate the workload. The resulting submissions are from (1) CBX, (2) J.R. Martin & Associates, and (3) NOW CFO.

The two-page Scope of Work is now available and forms the comparison standard. It is not limited to ordinary monthly bookkeeping: it requires fiscal-agent and grant-accounting functions, invoice review, Board payment packages, QuickBooks maintenance, grant reports, year-end audit support, annual budget assistance, and escalation of issues. It places the contractor under the direction of the CEO/Harbormaster and calls for coordination with District staff and contractors.

Required deliverables and deadlines

Requirement	Scope of Work expectation
Every two weeks	Payment authorization report with supporting invoices for the Board agenda (item 4).
Each month	Grant transaction/reimbursement report, District financial statement, cash flow statement, monthly balance sheet, monthly profit and loss, profit and loss by class, and budget-to-actual report (item 5a–g).
Continuously / as needed	Invoice coding and QuickBooks upkeep; grant and audit documentation; fiscal reports for grant agencies; budget and special reporting (items 1–3 and 6–14).

This staff report evaluates the following:

Service coverage. Does each written proposal expressly cover the scope, or does it assign work back to District staff, reserve it for additional billing, or leave it unspecified?

Proposal completeness. Has each proposer supplied the six requested submission components—including three relevant project examples, a proposed team chart with résumés, and a time-and-materials not-to-exceed price?

Comparison at a glance

Summary of proposed service models, delivery obligations, cost structures, and gaps against the District's Scope of Work.

Evaluation factor	CBX, Inc.	J.R. Martin & Associates	NOW CFO
Primary model	Broad recurring bookkeeping, grant accounting support, and specified Board financial reports.	CPA-led recurring close with District office performing more transaction-processing work.	Controller-led project accounting, financial controls, grant reimbursements, and cash forecasts.
Daily bookkeeping	QuickBooks entry, reconciliations, exception review, and financial reports described.	Firm reconciles, records payroll, and reviews coding; District office enters bills and payments.	Invoice workflow and monthly close described; District-wide QuickBooks allocation requires confirmation.
Board payment process	Express biweekly payment authorizations with invoice detail; Office Manager prepares checks.	Office handles payment steps; separate biweekly authorization package not offered expressly.	Approval and payment workflow proposed; Board-specific cadence and signing protocol need alignment.
Seven monthly reports	Lists all seven specified report types, subject to data and configuration.	Monthly reports promised, but scope's seven formats are not itemized.	Monthly reporting and dashboards proposed; all seven District-wide formats not itemized.
Grant reimbursements	Fiscal records, reimbursement support, and status reporting; submission role needs defining.	Grants team retains reimbursement submissions; firm provides underlying accounting reports.	Preparation, submission, and tracking of reimbursement packages expressly proposed.
Capital-project work	Project/grant coding covered; heavy cleanup or complex requests may need added time.	Construction projects excluded from current retainer pending later pricing.	Capital-project coding, commitments, compliance, draws, and cash timing are central.
Audit and year-end	Year-end support and routine audit documentation expressly included.	Audit support and federal awards schedule excluded from base fee.	Audit-ready close, audit schedules, compliance monitoring, and response support described.
Transition plan	Predominantly remote; onboarding steps, named team, and start date not yet fixed.	December roadmap and handoff; January 1 service target; March retainer recast.	Four-phase setup over roughly 12 weeks; binding start date and acceptance criteria open.
Ongoing price	$80/hour, 30–40 hours estimated, proposed $3,200/month not-to-exceed.	$6,000 monthly retainer applied to actual hourly work; not a fixed maximum.	Controller $210/hour; accountant $80/hour; approximately $6,350–$10,050/month estimated.

Source: District Scope of Work (pp. 1–2); combined proposals, CBX (pp. 1–15), J.R. Martin (pp. 16–26), NOW CFO (pp. 27–31).

Who proposes to do what? — Operations and Board reports

Each row relates to a Scope of Work requirement. “Defined” means described in writing. “Partially defined” identifies narrower or shared roles.

Scope requirement	CBX, Inc.	J.R. Martin & Associates	NOW CFO
1 Fiscal-agent / grant accounting functions	**Defined:** Fiscal support and grant administration stated; District payment approvals remain separate.	**Outside:** Fiscal-agent duties specifically stay with the District.	**Partially defined:** Grant accounting and controls described; formal fiscal-agent role not defined.
2 Work with Office Manager; review invoices and enter in QuickBooks	**Defined:** Invoice review, coding, and QuickBooks entry with Office Manager.	**Partially defined:** District office enters bills and prepares payments; firm reviews coding.	**Partially defined:** Firm handles invoice workflow; QuickBooks and Office Manager role split unclear.
3 Verify grant invoices against contracts and scope	**Defined:** Coordination with Grants Manager and contractor scope review described.	**Not specified:** Grant-class coding proposed, but contract-level grant invoice verification not specified.	**Partially defined:** Contract and deliverable matching described; Grants Manager collaboration needs definition.
4 Biweekly Board payment authorization with invoices	**Defined:** Every-two-week payment authorization package including invoice detail.	**Not specified:** Monthly Board financials proposed, but no separate biweekly package commitment.	**Not specified:** Invoice approval routing proposed; Board-specific two-week package not identified.
5a Grant transaction / reimbursement status report	**Defined:** Monthly grant expenses, reimbursements requested/received and outstanding.	**Partially defined:** Grant coding and supporting reports; specific status format not committed.	**Defined:** Grant spending and reimbursement status tracking described; Board format to confirm.
5b District financial statement each month	**Defined:** District monthly financial statement is expressly listed.	**Defined:** Complete monthly financial reporting is proposed.	**Partially defined:** Monthly statements described; District-wide versus project focus needs clarification.
5c Monthly cash flow statement	**Defined:** Cash flow statement listed among monthly Board deliverables.	**Not specified:** Cash forecasting is optional; monthly statement not expressly in base.	**Partially defined:** Frequent cash forecasts described; formal monthly statement not specified.

Assessment labels indicate what can be established from the written proposals.
The Board may require a more detailed response from each finalist.

Who proposes to do what? — Reporting formats and fiscal control

Scope requirement	CBX, Inc.	J.R. Martin & Associates	NOW CFO
5d Balance sheet by month	**Defined:** Balance sheet by month expressly listed.	**Not specified:** Monthly reporting promised without this specifically named schedule.	**Not specified:** Monthly financial statements offered; no named monthly balance-sheet schedule.
5e Profit and loss by month	**Defined:** Monthly profit-and-loss report expressly listed.	**Not specified:** Monthly reports offered without an itemized P&L-by-month schedule.	**Not specified:** Monthly statements described; this exact report not named.
5f Profit and loss by class	**Defined:** Profit-and-loss by class expressly listed.	**Partially defined:** Grant-class coding offered; class-based P&L not specified.	**Partially defined:** Project-class coding described; QuickBooks class P&L format not specified.
5g Monthly budget-to-actual report	**Defined:** Monthly budget-to-actual report specifically listed.	**Outside:** Budget-to-actual Board reporting is described as optional leadership support.	**Partially defined:** Project budget-to-actual reporting stated; District-wide version not specified.
6 Send authorized payments to Office Manager for checks/signing	**Defined:** After Board authorization, provides information to Office Manager for check process.	**Partially defined:** District performs checks and payments; firm authorization handoff not defined.	**Partially defined:** Firm may schedule ACH/wire/check payments; must conform to Board procedures.
7 Keep QuickBooks current	**Defined:** Recurring transaction entry and QuickBooks maintenance expressly offered.	**Partially defined:** Reconciliations and payroll posting proposed; office enters the bills.	**Partially defined:** Accounting-system configuration/close offered; QuickBooks-specific upkeep not explicit.
8 Year-end information and audit firm documentation	**Defined:** Year-end schedules, reconciliations and auditor document support described.	**Outside:** Audit support and federal awards schedule are specifically excluded.	**Defined:** Audit-ready schedules, auditor responses and compliance work described.

Who proposes to do what? — Grants, budget and coordination

The final six obligations address grant reports, budget preparation, special documentation and identification of issues affecting performance.

Scope requirement	CBX, Inc.	J.R. Martin & Associates	NOW CFO
9 Fiscal reports for Grants Manager / monitoring	**Defined:** Grant expense, reimbursements and backup reports described.	**Partially defined:** Grants team retains requests; firm supplies underlying reports.	**Defined:** Project/grant fiscal reports, reimbursement packages and tracking included.
10 Fiscal reports to grant financing agencies	**Defined:** Reports to grant financing agencies as authorized within scope.	**Not specified:** Direct grant-agency fiscal reporting not expressly committed.	**Partially defined:** MARAD reporting and grant compliance described; agency/report list needs specification.
11 Assist with annual District budget	**Defined:** Annual budget assistance and prior-year data/review expressly offered.	**Outside base:** Annual budget preparation appears under optional financial leadership.	**Partially defined:** Forecasting and project budget control offered; annual District budget not named.
12 Define additional reports with District	**Defined:** Reporting formats and schedules to be agreed with management.	**Partially defined:** Handoff and retainer recast involve collaboration; new reports may add fees.	**Defined:** Setup, reporting and controls designed with District leadership.
13 Supply other documents needed for deliverables	**Defined:** Additional reasonable documentation included within agreed scope.	**Partially defined:** Supporting reports offered; other services separately priced.	**Partially defined:** Project and audit records offered; broader document duties need scoping.
14 Identify issues or hazards affecting services	**Defined:** Exception tracking and issue escalation expressly described.	**Defined:** Proactive identification of concerns is a stated practice.	**Defined:** Variance alerts, control reviews and compliance risks proposed.

What documentation is still missing?

The Scope of Work contains six express proposal-submission requirements.

Submission requirement	CBX, Inc.	J.R. Martin & Associates	NOW CFO
1 Cover letter and authorized signer	Cover letter names Cristian as the representative authorized to negotiate; surname/authority should be confirmed.	Presentation includes firm contacts but does not identify the individual authorized to bind the firm.	Names Kelly Ciccolo as preparer; negotiating/contract-signing authority is not stated.
2 Qualifications / firm information	Office, specialization and entity type provided; year founded, staffing count and certain certifications remain unconfirmed.	Redding CPA practice, “since 2009,” and broad client base described; detailed team size/designations not provided.	General enterprise/team qualifications described; firm size, specific credentials and local certifications not itemized.
3 Three comparable projects in past five years	Three experience fields remain placeholders; project/client specifics and references not furnished.	References offered upon request, but three specific recent engagements not identified.	No three recent comparable project summaries or contacts provided.
4 Organization chart and summary résumés	Organization is diagrammed; named delivery roles/resumés missing.	Responsibilities split among firm, office and grants team; named personnel chart and résumés not provided.	Controller/accountant role descriptions offered; names, chart and résumés not provided.
5 Work approach and report delivery	Detailed task-by-task method; report cadence specified for most recurring services.	Detailed transition and monthly closing roadmap; some required report formats and grant tasks omitted.	Detailed four-phase project approach; routine Board report cadence and formats require completion.
6 Pricing and cost exceptions / NTE	Hourly $80 with proposed $3,200 monthly not-to-exceed; exceptions and expanded scope require negotiation.	$6,000 retainer subject to hourly overages and recast; additional scope excludes an established fixed ceiling.	Hourly rates and estimated setup/monthly ranges stated; no contract maximum or unit deliverable ceiling.

Firm-by-firm evaluation

CBX, Inc.

CBX addresses the written Scope of Work most comprehensively at the deliverable level. It names the two-week payment authorization package, all seven monthly financial reports, QuickBooks maintenance, grant expense tracking, audit-document support, and budget assistance. Its predominantly remote approach anticipates collaboration with the Office Manager, Grants Manager, and CEO/Harbormaster. The $80 hourly rate and proposed $3,200 monthly maximum imply roughly 40 billable hours in a fully utilized month.

Strength. The offer aligns well with the District's prescribed reporting timetable and carries a proposed spending control. Its submission also contemplates District authority for approvals, check preparation, and check signing.

Risk. The proposal does not establish that 30–40 monthly hours will cover every listed activity during grant-intensive periods. Several requested project examples are placeholders; production personnel and résumés are not provided. Complex grant work, historical cleanup, additional audit requests, and travel may require further written authorizations or a revised ceiling.

Recommended Interview focus. Request sample Board reports, an initial workload budget by task, actual named staffing, and firm references. Ask CBX to demonstrate a monthly production calendar that fits within the cap.

J.R. Martin & Associates

J.R. Martin proposes a December accounting transition roadmap, reconciliation of opening balances to the June 30, 2026 audit, a documented findings memo, and recurring bookkeeping beginning January 1. The current proposal calls for a $7,000 roadmap, a minimum $1,500 adjustment phase, and a $6,000 monthly retainer billed against hourly work, with a March review to reset the retainer. The firm emphasizes reconciliations, monthly reporting, payroll posting, and a Board presentation by Zoom.

Strength. The staged handoff, review of account balances, and documented findings could reduce the risk during construction ramp-up.

Risk. Construction accounting is excluded from the initial retainer. Audit support, the federal awards schedule, State Controller reporting, and other services are additional; the office and grants personnel retain key invoice, payment and grant-submission work. The proposed retainer is not a monthly cost ceiling.

Recommended Interview focus. Request pricing for all 14 Scope of Work duties, especially biweekly Board packages, grant invoicing/reimbursement, annual budget support, and audit schedules. Obtain a written cap and a transition contingency plan.

Construction accounting and cross-cutting risks

NOW CFO

NOW CFO proposes a model focused on chart-of-accounts design, cost coding, line-of-credit controls, invoice processing, grant reimbursement, budget monitoring, monthly closing, and audit support. The stated roles are a Controller at $210 per hour and a senior/staff accountant at $80 per hour. Phase 1 setup is estimated at $9,500–$13,200; ongoing support for Phases 2–4 is estimated at $6,350–$10,050 per month.

Strength. The accounting design, commitment tracking, cash forecasting, and grant reimbursement protocols appear well suited to major federal grants. The proposal is comparatively detailed about compliance workflows and construction-cost visibility.

Risk. It does not expressly commit to each of the seven District-wide monthly QuickBooks report formats or the biweekly Board authorization package. The proposed payment-processing responsibilities must be reconciled with the District's approval and check-signing practices. Named assigned staff, references, start date, and binding fee ceilings are not provided.

Recommended Interview focus. Request exact recurring Board deliverables, a full District-wide bookkeeping calendar, role-specific hourly estimates, defined startup deliverables, and a monthly not-to-exceed proposal. Clarify whether its suggested ledger corrections are substantiated and authorized work or merely preliminary observations.

Additional considerations

Issues	Determine before a contract award
Continuity and resilience	The District needs named primary and backup staff, monthly-close and Board-agenda deadlines, and procedures for turnover, cybersecurity, record retention, and return of files.
Comparable price	Costs must include both ordinary Harbor operations and grant-funded construction work, with clarified startup charges, role rates, exclusions, and written authorization thresholds.

Comparative pricing

The three figures below are not equivalent contract prices. CBX proposes hourly billing with a $3,200 monthly not-to-exceed amount for its described scope. J.R. Martin offers a $6,000 monthly retainer against hourly charges, with overages and scope adjustments possible. NOW CFO supplies an hourly-based estimated range rather than a maximum.

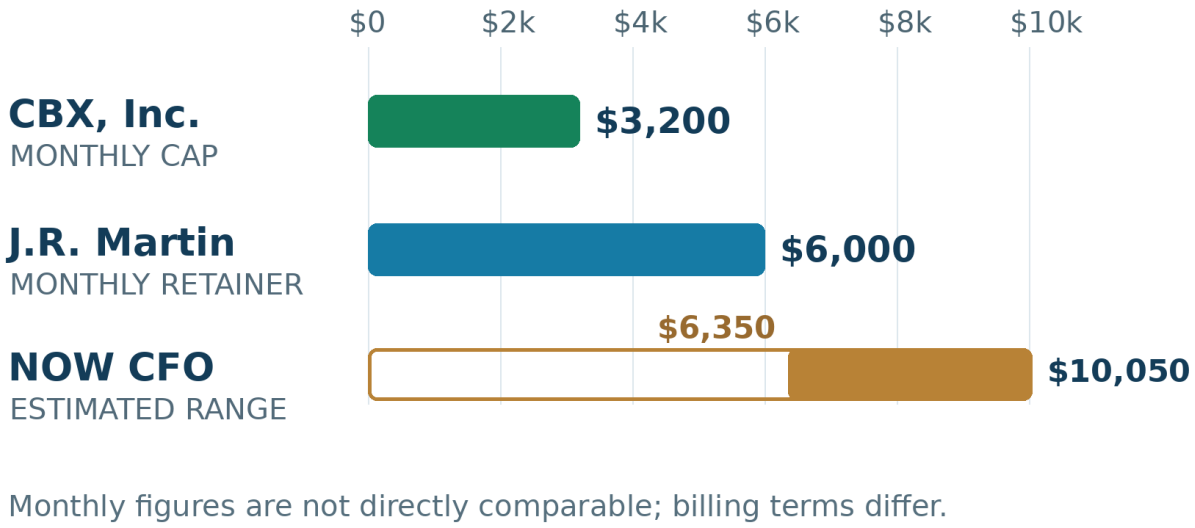


Figure 1. Quoted ongoing monthly amounts. NOW CFO's horizontal segment represents its estimated monthly range; the other bars show a proposed ceiling and a retainer, respectively.

Potential twelve-month cost scenarios

Proposer	Startup or transition	Recurring charge	Potential 12 months*
CBX, Inc.	No separate setup fee quoted	$80/hr; proposed $3,200/month ceiling	**Up to $38,400**
J.R. Martin	$7,000 roadmap + $1,500 adjustment minimum	$6,000/month retainer, not fixed	**At least $80,500 before extras**
NOW CFO	$9,500–$13,200 Phase 1 estimated	$6,350–$10,050/month estimated	**$85,700–$133,800 estimated**

* NOTE: these are simplified illustrations derived from 12 × the stated ongoing monthly figure, plus stated startup fees where applicable. These are not like-for-like scopes. J.R. Martin's retainer begins with a proposed December 15 draft; the timing and number of actual billings must be confirmed. Excluded work, changes in fee assumptions, and travel may alter every scenario.

All-in comparison

Before deciding whether a lower monthly amount is genuinely less expensive, the Board may want to ask each firm to price the same baseline set of transactions and grant activities. That response should distinguish required work included in the quote from optional or excluded work, identify the monthly effort by staff role, and specify the maximum cost without additional written approval.

Because the Scope of Work anticipates a time-and-materials contract with a not-to-exceed amount, a monthly retainer or estimated range should be converted to a firm authorization ceiling for comparison purposes. If the Board wishes to separate ordinary bookkeeping from specialized capital-project accounting, that alternative could also be priced.

8 RECOMMENDED BOARD ACTION

Proposed selection process

Staff recommends proceeding with a structured clarification and interview process. The Board may select one or more firms for interviews based on its priorities. The Board is not being asked to authorize the expenditure or execute an agreement through this agenda item.

Attachments:

1. Scope of Work for Bookkeeping/Accounting Services (two pages).
2. CBX, Inc. proposal (pages 1–15 of the combined proposal packet).
3. J.R. Martin & Associates proposal (pages 16–26).
4. NOW CFO proposal (pages 27–31).

All proposer qualifications, staffing, proposed availability, prices, and experience are based on the written submissions and require confirmation before contract award.

Scope of Work for Bookkeeping/Accounting Services

Crescent City Harbor District

The selected firm must have the qualifications, experience, and applicable licenses necessary to perform the services described below.

Scope of Services

The scope of services includes, but is not limited to, the following responsibilities:

1. Act as the District's fiscal agent and grant accounting administrator for financial transactions, including grant transactions, and ensure that expenditures are made and properly authorized, documented, and coded.
2. Work with the Harbor District Office Manager to receive and review invoices and payments, including grant reimbursements, and enter the relevant transactions into the District's QuickBooks system.
3. Review grant-related invoices with the Grants Manager to confirm that the invoiced work is consistent with the applicable contract and scope of work.
4. Prepare payment authorization reports, together with supporting invoices, for inclusion in the Harbor District Board of Commissioners' agenda every two weeks.
5. Prepare the following monthly financial reports for inclusion in the Board of Commissioners' agenda:
    a. Grant transaction report showing expenditures and reimbursement status
    b. District financial statement
    c. Cash flow statement
    d. Balance sheet by month
    e. Profit and loss by month
    f. Profit and loss by class
    g. Budget-to-actual report
6. Submit payment authorization information to the Harbor District Office Manager for check preparation and signature by the delegated members of the Board of Commissioners.
7. Ensure that the District's QuickBooks records remain current.

8. Provide year-end financial information and documentation requested by the District's audit firm.
9. Provide fiscal reports to the Grants Manager as needed for grant reimbursement requests and grant monitoring.
10. Provide fiscal reports to grant financing agencies as needed.
11. Assist the Board of Commissioners with preparation of the annual budget.
12. Work with the Harbor District to identify additional information and reporting necessary to fulfill the scope of work.
13. Provide any additional documentation needed by the Harbor District to meet the scope-of-work deliverables.
14. Identify issues or hazards that may affect performance of the scope of work.

The selected firm will report directly to the CEO/Harbormaster and coordinate with other Harbor District employees and contractors involved in the work.

Proposal Format Requirements

1. **Cover Letter.** Identify the consultant or firm submitting the proposal and the person authorized to negotiate and commit on the firm's behalf.
2. **Qualifications.** Provide the firm's background, organizational structure, year founded, office locations, number of employees, and areas of specialization. State whether the firm qualifies as a local business, small business, Disadvantaged Business Enterprise, minority-owned business, or woman-owned business.
3. **Relevant Project Experience.** Provide at least three examples from the past five years in which team members performed similar services.
4. **Team Organization.** Describe the proposed organization for performing the services. Include an organization chart and summary-level résumés for proposed team members.
5. **Scope of Services Approach.** Explain the proposed approach, including how the work will be performed and how reports will be prepared and delivered.
6. **Fees.** Provide fees for performing the scope of services. Identify any services that would cost significantly more than other elements and state the associated cost. The District reserves the right to remove elements from the final award. The District intends to contract on a time-and-materials basis with a not-to-exceed amount.

11. Review proposals for accounting services and schedule interviews with one or more of the proposing firms.

Download full accounting proposals:

https://www.ccharbor.com/files/2ecb2581a/Accounting+Proposals+2026.11.pdf

Public Comment?

12. Consider and adopt Resolution No. 2026-20 approving hoist and dock leases with Caito Fisheries, LCZ Unloaders, and Nor-Cal Seafood.

Public Comment?

To: Board of Harbor Commissioners

From: Mike Rademaker, CEO/Harbormaster

Date: November 14, 2026 (for the Regular Meeting of November 18, 2026)

Subject: Resolution No. 2026-20 - Approval of the Master Standard Form Hoist and Dock Lease and of Hoist and Dock Leases with Caito Fisheries, LCZ Unloaders, and Nor-Cal Seafood

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Recommended Action

Adopt Resolution No. 2026-20, which in a single action:

- approves the master Standard Form Hoist and Dock Lease, Version 1.0, prepared under Section 3.1(d) of Resolution No. 2026-19, and carries forward the Board's framework for using and adapting it (Article II);
- approves a separate Hoist and Dock Lease on the Standard Form with each of Caito Fisheries, LCZ Unloaders, and Nor-Cal Seafood, at $3,000 per hoist per month beginning December 1, 2026, with annual CPI-based adjustments beginning December 1, 2027, for a five-year term ending November 30, 2031 (Article III); and
- authorizes the CEO/Harbormaster, with District Counsel's approval as to form, to complete each lease's operator-specific details consistently with Exhibit B to the resolution, to finalize and execute the three leases with nonsubstantive changes, and to administer them within the limits stated in the resolution (Article III).

Background

On October 28, 2026, the Board adopted Resolution No. 2026-19, which approved the Hoist and Dock Lease for 100 Neptune Way and, in Article III, adopted the general form of that lease as the District's Standard Form Hoist and Dock Lease. Resolution No. 2026-19 identified Caito Fisheries, LCZ Unloaders, and other hoist operators as the intended users of the Standard Form, and Section 3.1(d) directed District Counsel, in consultation with the CEO/Harbormaster, to prepare within 60 days a master version using blanks or placeholders for Lease-Specific Content. That 60-day period ends December 27, 2026.

This item presents that master form and brings forward the first three leases to be prepared on it. Under Section 3.3(a) of Resolution No. 2026-19, the Board retains approval of each future lease and its business terms, so the Standard Form alone does not authorize a lease with any operator. Resolution No. 2026-20 provides that approval

for Caito Fisheries, LCZ Unloaders, and Nor-Cal Seafood, and carries forward the delegation, reservation, and fairness provisions of Resolution No. 2026-19 so that the Standard Form and the leases prepared on it are governed by one self-contained resolution.

How the Standard Form Was Prepared

The Standard Form starts from the final, Board-approved text of the 100 Neptune Way lease (the version revised October 24, 2026), with every redline revision accepted. Content specific to that transaction, as identified in Section 3.1(b) and (c) of Resolution No. 2026-19, has been removed or replaced with blanks (Table 1). All other provisions are carried forward word for word, except for the limited conforming changes and clarifications listed in Table 2.

Section numbering is unchanged, so each section of the Standard Form matches the corresponding section of the 100 Neptune Way lease. Section 12.5 (attorney's fees), which was deleted from that lease, is marked "[Reserved]," and Article 5 ends at Section 5.2 because the renewal option in Section 5.3 is omitted.

Table 1. Transaction-specific content removed or replaced

100 Neptune Way lease provision	Treatment in the Standard Form	Section(s)
Two named cotenants, their organizational forms, and a signature block for each	Blanks for one tenant's legal name and type of entity; one tenant signature block with two officer lines; signer names for the District and for approval as to form left blank	Preamble; signature page
Prior lease (January 15, 2026) and interim use agreement history (Recitals B and C)	Recitals deleted. Section 2.3 refers generically to any "Prior Agreement" under which the tenant already occupies the premises; it continues until the later of rent commencement and execution, and payments for overlapping periods are credited against rent. Section 12.13 preserves obligations that accrued under a Prior Agreement.	Recitals; 2.3; 12.13
Right of first refusal held by Alaska Ice Seafoods Inc. (Recital D, Section 1.2, and the acknowledgment page)	Deleted. Section 1.2 keeps only the general statement that the lease creates no right of first refusal, priority, renewal, extension, holdover, or continued possession.	1.2
Premises at 100 Neptune Way: two buildings (about 400 sq. ft.), surrounding area (about 17,415 sq. ft.), two hoists, and the truck pit	Blanks for the street address, number and area of buildings, surrounding area, number and hoist-space numbers of the hoists, and any other exclusive-use area, all shown on the Exhibit 1 site plan	2.1; Exhibit 1

100 Neptune Way lease provision	Treatment in the Standard Form	Section(s)
Total rent of $6,000 for two hoists; cotenant rent-allocation sentences	$3,000 per hoist stated; total monthly rent and hoist count left blank; cotenant allocation addressed in the conditional joint and several liability clause	2.2; 2.7
Permitted use of "fish offloading and processing"; one cotenant's authority to resolve disputes between the cotenants	Permitted use left blank so it can fit each operator's actual operations (for example, offloading only, or offloading and processing); dispute-resolution authority deleted	2.4
Term of November 1, 2026 through October 31, 2031; November 1 adjustment cycle beginning 2027	Term of December 1, 2026 through November 30, 2031; rent commences on the later of December 1, 2026 or Board approval; adjustments each December 1 beginning 2027	2.3; 2.5; 4.7
Option to extend for one five-year term at re-appraised rent (Section 5.3) and its conforming references	Deleted, with its conforming references in Sections 1.2, 2.2, 2.5, 3.2, 4.1, 4.7, and 5.1. Section 2.5 states that there is no option to renew or extend.	1.2; 2.2; 2.5; 3.2; 4.1; 4.7; Art. 5
Allocation of Wharfage Fees to one cotenant	Deleted; the tenant pays all Poundage Fees and Wharfage Fees	4.6
Allocation of reduced hoist capacity between the cotenants during District Projects (last sentence of Section 11.2(e))	Deleted	11.2(e)
Claims-made pollution policy retroactive date of January 15, 2026 (the prior lease date), or either tenant's earlier first operations	Retroactive date no later than the earlier of the Commencement Date and the date the tenant first conducted operations at the premises or on the pier	7.2(e)
Joint and several liability of the two named tenants; notice to each tenant	Retained as conditional provisions that apply whenever more than one person or entity is named as tenant, as Section 3.1(c) of Resolution No. 2026-19 contemplates for a single-tenant lease	2.7; 12.1(d)

Table 2. Clarifications and conforming changes

Change	Explanation	Section(s)
Definitions of "Hoist" and "Hoist Equipment"	Section 2.1(c) of the Standard Form supplies definitions appropriate for standard leases.	2.1(c)
Reference to the site plan	Section 2.1 now states that the premises are depicted on Exhibit 1, tying the premises description to the site plan that Section 3.4 of the resolution requires before execution.	2.1
Leases of any number of hoists	References to "both Hoists" and "one Hoist" are conformed to "all of the Hoists," "any Hoist," and "one or more Hoists," so the abatement, closure, and termination provisions work for a lease of one hoist or several.	8.4(e); 11.2(b), (g)
Recital renumbering	Former Recital F (District Projects) is now Recital C, and the cross-reference in Section 11.2(a) is conformed.	Recitals; 11.2(a)
Stormwater permit statement	"An authorized officer of each Tenant" becomes "an authorized representative of Tenant," to accommodate an operator that is not a corporation.	3.4(a)
Version control	The form is identified as Version 1.0 (November 2026), as Section 3.6 of Resolution No. 2026-19 requires.	Title; footer

Standard Form Baseline Retained Without Change

As Section 3.1(e) of Resolution No. 2026-19 requires, the following provisions are carried into the Standard Form without substantive change, so every operator receives the same allocation of rights, obligations, and risk the Board approved on October 28:

- **Annual rent adjustment (Section 4.7).** The greater of 2% or the arithmetic average of seven annual changes in the CPI-U, West Region, All Items, not seasonally adjusted (BLS Series CUUR0400SA0), applied to the aggregate monthly rent and rounded to the nearest cent, with no later true-up.
- **Insurance (Sections 2.6 and 7.2).** $2 million public liability and property damage limits; fire and extended coverage at 100% of replacement cost with the District as loss payee; premises pollution legal liability of $2 million per claim or condition and $2 million aggregate, maintained for 60 months after the lease ends; workers' compensation; and additional-insured, primary-coverage, and waiver-of-subrogation protections.
- **Hoists and pier (Sections 2.8, 8.1, 8.3, and 8.4).** The tenant maintains, repairs, and replaces its own Hoist Equipment regardless of cause. The District maintains and repairs the pier, including the District-owned hoist foundations and electrical

service, subject to available funds, with a two-business-day response, a 15-day start for routine repairs, rent abatement for outages longer than seven days without a temporary alternative, and a termination right if an outage will exceed six months. The tenant reimburses pier damage it causes, other than ordinary wear and tear from compliant operation.

- **District Projects, relocation, and loss of income (Sections 11.2 and 11.3).** Temporary closure or relocation on 30 days' notice, permanent relocation to reasonably comparable Substitute Premises on 90 days' notice (or any longer period relocation law requires), per-hoist rent abatement, limited termination rights, compliance with federal and state relocation law where it applies, no District liability for lost income, and a good-faith District commitment to minimize interference and losses.
- **Stormwater (Section 3.4).** Compliance with the Industrial General Permit to the extent it applies, with documentation of coverage, a No Exposure Certification, or the basis for concluding it does not apply.
- **Funding and force majeure (Sections 8.4(c) and 12.15).** Pier maintenance and repairs other than emergency protective measures are subject to available funds, and force majeure does not excuse the payment of rent.

The Operator Leases

Article III of Resolution No. 2026-20 approves a separate lease on the Standard Form with each operator. The principal terms are the same for all three:

- **Tenant.** Caito Fisheries, LCZ Unloaders, or Nor-Cal Seafood, each through the legal entity that conducts its hoist operations, confirmed from Secretary of State records before execution (resolution Sections 3.2(b) and 3.4).
- **Premises.** The hoist space or spaces, and any building, surrounding area, and other exclusive-use area, identified for the operator in Exhibit B to the resolution and shown on the lease's Exhibit 1 site plan, together with nonexclusive use of the District-owned pier on which the hoists sit (lease Sections 2.1 and 2.8).
- **Rent.** $3,000 per hoist per month, the same per-hoist rate as the 100 Neptune Way lease. Total monthly rent is $3,000 multiplied by the operator's hoist count in Exhibit B. Poundage and wharfage fees under the District's Fee Schedule are additional (lease Sections 2.2 and 4.6).
- **Term.** Five years, from December 1, 2026 through November 30, 2031. There is no option to renew or extend, and no right to hold over (lease Sections 1.2, 2.5, and 5.2).
- **Annual adjustments.** Each December 1 beginning in 2027, four adjustments in all, by the greater of 2% or the seven-year CPI average (lease Section 4.7).
- **Other terms.** The baseline insurance, hoist and pier, District Project, relocation, stormwater, default, and surrender provisions described above.

Exhibit B. Exhibit B to the resolution records each operator's lease-specific details: legal name and type of entity, premises address, hoist space numbers and count, total initial monthly rent, building and yard area, other exclusive-use areas, permitted use, and any existing agreement the new lease will supersede. Staff will complete Exhibit B before the Board acts. Resolution Section 3.2 limits the CEO/Harbormaster to

completing each lease consistently with Exhibit B. If an item is left blank, the CEO/Harbormaster may complete it only to document the space the operator already occupies under its existing agreement, and must report the completed information to the Board at its next regular meeting. Different premises, a different hoist count, or a different permitted use requires Board approval.

Commencement and Rent Commencement

As in the 100 Neptune Way lease, each Operator Lease uses three dates, each with a different purpose:

- **Commencement Date (Section 2.5):** fixed at December 1, 2026. It anchors the five-year term, the November 30, 2031 expiration, and the December 1 adjustment cycle.
- **Rent Commencement Date (Section 2.3):** the later of December 1, 2026 or the date of Board approval. Rent under the new lease begins on this date.
- **Effective Date (preamble):** the date the lease is fully signed after Board approval, which the CEO/Harbormaster completes at execution. Under Section 1.1, nothing binds either party until the Board approves the lease.

If the Board adopts Resolution No. 2026-20 on or before December 1, 2026, rent under each Operator Lease begins December 1. If the Board acts after December 1, the term and adjustment calendar do not move; rent begins on the date of adoption, prorated for the partial month under Section 4.1. Until the later of rent commencement and execution, each operator's occupancy continues under its existing lease, license, or use agreement (the "Prior Agreement"), and any payment under the Prior Agreement for a period on or after rent commencement is credited against lease rent, so no period is charged twice. Obligations that accrued under a Prior Agreement survive (Section 12.13). Before execution, staff will identify each Prior Agreement and confirm the operator's payment status under it (resolution Section 3.4(iv)).

Resolution Section 3.7 provides that the approval of an Operator Lease expires if the operator has not signed it within 90 days after adoption, unless the Board extends it. Without that limit, an approval granted for a December 1, 2026 start could be used months later with a large retroactive rent obligation, or after the operator's circumstances have changed.

Fair and Consistent Treatment of Hoist Operators

Section 3.4 of Resolution No. 2026-19, carried forward as Section 2.4 of Resolution No. 2026-20, requires that material differences in economic terms or obligations among comparable operators be identified and explained in the staff report. Table 3 compares the Operator Leases with the 100 Neptune Way lease.

Table 3. Comparison with the 100 Neptune Way lease

Term	100 Neptune Way lease	Operator Leases
Initial rent per hoist	$3,000 per month	$3,000 per month
Rent adjustment method	Greater of 2% or seven-year CPI-U West average (Section 4.7)	Same

Term	100 Neptune Way lease	Operator Leases
Adjustment dates	Each November 1, beginning 2027 (four in the term)	Each December 1, beginning 2027 (four in the term)
Term	November 1, 2026 – October 31, 2031	December 1, 2026 – November 30, 2031
Renewal option	One five-year option at re-appraised market rent (Section 5.3)	None
Insurance, hoist and pier maintenance, District Projects, relocation, loss of income, stormwater	Baseline provisions	Same baseline provisions
Tenant structure	Two cotenants, jointly and severally liable	One tenant; joint and several liability if more than one is named
Right of first refusal	Existing right satisfied and exhausted by the lease	Not applicable

Renewal option. This is the one material difference. The Board approved a five-year renewal option for the 100 Neptune Way lease in response to its October 14, 2026 direction, and Resolution No. 2026-19 treated that option as transaction-specific: it is excluded from the Standard Form, and including one in another operator's lease is a Reserved Modification requiring express Board approval (Resolution No. 2026-19, Sections 3.1(c) and 3.3(b)(5); carried forward as Sections 2.1(b) and 2.3(b)(5) of Resolution No. 2026-20). The Operator Leases, as proposed, do not include a renewal option. Without one, the District keeps its ability to set terms for these hoist spaces after November 30, 2031, in light of the Citizens Dock replacement and other District Projects then completed. The Board may approve the Operator Leases as proposed, or direct staff to return with a renewal option comparable to Section 5.3 of the 100 Neptune Way lease for one or more operators, which would be presented as an identified Reserved Modification.

Calendar. The Operator Leases run one month behind the 100 Neptune Way lease because they begin December 1. Each lease has four annual adjustments within a five-year term, so the one-month offset does not change the economics.

Relocation Requirements and Grant Funding

The Citizens Dock and seawall work is funded in part by the District's FY 2022 and FY 2024 Port Infrastructure Development Program grants from the U.S. Department of Transportation, Maritime Administration (MARAD). A move that this work requires is therefore subject to the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (42 U.S.C. § 4601 et seq.; 49 C.F.R. Part 24), which the grant agreements incorporate. The California Relocation Assistance Law (Gov. Code § 7260

et seq.) applies to the District in any event. Section 11.2(h) of each Operator Lease requires the District to comply with those laws where they apply, provides nothing beyond what they require, and does not ask the operator to waive any statutory right.

Resolution Section 3.6(c) carries forward the safeguards of Resolution No. 2026-19: District Counsel confirms before execution that Section 11.2 is consistent with the grant agreements, and before any District Project requires an operator to move, the CEO/Harbormaster determines whether relocation law applies and, if it does, issues the required notices, prepares any relocation plan, requests any needed grant budget revision, and reports the anticipated costs and their funding to the Board.

What the Resolution Does

Article I (General Provisions) incorporates the recitals, identifies Exhibit A (the Standard Form) and Exhibit B (the Schedule of Operator Lease Terms), defines District Counsel and Lease-Specific Content, and states the resolution's relationship to Resolution No. 2026-19. Article II of Resolution No. 2026-19 continues to govern the 100 Neptune Way lease, and nothing in Resolution No. 2026-20 amends that lease. For the Standard Form and the leases prepared on it, Resolution No. 2026-20 controls over any inconsistent provision of Article III of Resolution No. 2026-19.

Article II (Standard Form) approves Version 1.0 and carries forward Article III of Resolution No. 2026-19: the scope of the form; District Counsel's authority to prepare and negotiate leases and approve Permitted Modifications; the Reserved Modifications that require Board approval; the fair and consistent lease structure policy; the effect on future approvals and existing leases; and maintenance of the form with a version number, change log, report to the Board within 60 days of any general revision, and review at least every two years. Two provisions are new: Section 2.1(b) states that the form contains no right of first refusal, priority, or renewal right, and Section 2.1(c) requires that the conditional joint and several liability and notice provisions be retained.

Article III (Operator Leases) approves the three leases and adapts the execution and administration provisions of Article II of Resolution No. 2026-19 to them: completion of lease-specific details consistently with Exhibit B and confirmation of each operator's legal entity (Section 3.2); nonsubstantive finalization and Permitted Modifications, with the same list of terms that cannot be changed administratively (Section 3.3); approval as to form, the site plan, Secretary of State confirmation, evidence of signing authority, and identification of each Prior Agreement before execution (Section 3.4); administration and nonsubstantive amendments (Section 3.5); administration of the District Project, relocation, and pier provisions, with Board approval required for any District termination and reports to the Board on relocations, extended abatements, and terminations (Section 3.6); and the 90-day limit on unexecuted approvals (Section 3.7). The renewal-option administration provisions of Resolution No. 2026-19 are omitted because the Operator Leases have no renewal option.

Article IV (General) contains the environmental findings, the applicable-law and existing-authority provision, severability, and the effective date.

Environmental Review

Section 4.1(a) of the resolution finds approval of the Operator Leases categorically exempt under State CEQA Guidelines section 15301, Class 1 (Existing Facilities). Each

lease provides for fish offloading and related operations at existing hoist areas, buildings, and associated premises within the District's existing harbor facilities, involving negligible or no expansion of existing use. The resolution does not approve new construction or expansion of use, and Section 8.2 of each lease preserves the requirements for District consent and applicable permits for alterations. The resolution includes a Board finding, based on the record before it, that no exception under State CEQA Guidelines section 15300.2 applies. Staff will confirm before the meeting that each hoist space listed in Exhibit B is an existing hoist location; if any Operator Lease would establish a hoist at a location not now used for that purpose, the exemption should be re-examined before the Board acts.

The leases' District Project and relocation provisions reserve rights and allocate risk; they do not approve, fund, or commit the District to the Citizens Dock replacement, the seawall repair and replacement, or any other project, each of which remains subject to its own CEQA review and, for federally funded work, review under the National Environmental Policy Act. Approval of the Standard Form and the administrative delegation, standing alone, do not authorize physical changes and are not a project under State CEQA Guidelines section 15378(b)(5).

Fiscal Impact

Each Operator Lease produces base rent of $3,000 per hoist per month from rent commencement. The following illustration shows base rent for one hoist, assuming rent commences December 1, 2026, and each annual adjustment is the 2% floor.

Period	Monthly Minimum Rent per Hoist	Rent per Hoist for Period
December 2026 – November 2027	$3,000.00	$36,000.00
December 2027 – November 2028	$3,060.00	$36,720.00
December 2028 – November 2029	$3,121.20	$37,454.40
December 2029 – November 2030	$3,183.62	$38,203.44
December 2030 – November 2031	$3,247.29	$38,967.48
Total, five-year term		**$187,345.32**

At the 2% floor, base rent over the term totals $187,345.32 per hoist, which is $7,345.32 more than the $180,000 that flat rent would produce. Combined base rent for the three Operator Leases equals these per-hoist figures multiplied by the total number of hoists in Exhibit B; because Section 4.7 adjusts and rounds each lease's aggregate rent, a multi-hoist lease may differ from that product by a few cents. These are gross contractual base-rent amounts. Poundage Fees and Wharfage Fees are additional.

Rent will be higher if the seven-year CPI average exceeds 2% at an adjustment date. For context, the West Region CPI-U rose 7.1%, 6.2%, 3.6%, 2.5%, and 2.9% over the twelve months ending December 2021 through December 2025, respectively. Section 4.7 uses calendar-year annual averages rather than December-to-December changes, so these figures are indicative only, but they suggest that the seven-year averages used

for the first adjustments, which will include 2021 through 2023, are likely to exceed the 2% floor.

Rent abatement. Rent abates only when a hoist is out of service for more than seven consecutive days because of a District Project or a District-responsible pier condition and no reasonable temporary alternative is offered or provided. At the initial rent, abatement is $3,000 per hoist per month, prorated by the actual days in the month (about $97 to $107 per hoist per day). If a hoist location is permanently eliminated without a substitute, or a lease is terminated as to a hoist, base rent is permanently reduced by the per-hoist share. The District bears no liability for an operator's lost income.

Pier maintenance. Each Operator Lease makes the District's maintenance and repair of the pier, including the hoist foundations and electrical service up to the point of connection, a contractual commitment with response-time standards. As owner of the structure, the District already bears this risk in practice. Costs depend on the pier's condition and cannot be quantified now; maintenance and repairs other than emergency protective measures are subject to available funds, casualty restoration is subject to available insurance, disaster assistance, or other funding, and the operators reimburse damage they cause, other than ordinary wear and tear from compliant operation.

Relocation. As discussed in the October 28, 2026 report, if each lessee's move to the new pier is completed in one day, with the moves staggered, the District's relocation cost should be limited to the actual, reasonable cost of each move, in addition to the hoist foundations and electrical service already planned for Pier 1. A one-day outage does not trigger rent abatement. Any relocation payments that federal or state law requires would be paid through the Pier 1 construction contract, by the District, or through a MARAD-approved budget revision, as resolution Section 3.6(c) provides.

Adopting and maintaining the Standard Form requires staff and legal time but does not itself appropriate funds. Future leases and material departures will be presented with their own fiscal implications when Board approval is required.

Attachments

- Resolution No. 2026-20, with Exhibit A (Standard Form Hoist and Dock Lease, Version 1.0) and Exhibit B (Schedule of Operator Lease Terms)

RESOLUTION NO. 2026-20

A RESOLUTION OF THE CRESCENT CITY HARBOR DISTRICT APPROVING THE MASTER STANDARD FORM HOIST AND DOCK LEASE; APPROVING HOIST AND DOCK LEASES ON THE STANDARD FORM WITH CAITO FISHERIES, LCZ UNLOADERS, AND NOR-CAL SEAFOOD; AND AUTHORIZING THE CEO/HARBORMASTER TO FINALIZE AND EXECUTE THOSE LEASES WITH NONSUBSTANTIVE CHANGES

WHEREAS, the Crescent City Harbor District ("District") is an independent special district organized and existing under Sections 6000 et seq. of the Harbors and Navigation Code, and the Board of Harbor Commissioners ("Board") is the legislative body of the District; and

WHEREAS, Harbors and Navigation Code sections 6074 and 6078 authorize the District to lease property and take actions necessary and convenient to the exercise of its powers, subject to applicable law and restrictions governing District property; and

WHEREAS, on October 28, 2026, the Board adopted Resolution No. 2026-19, which, among other things, approved the general form of the hoist and dock lease attached to that Resolution, read without its Lease-Specific Content, as the District's Standard Form Hoist and Dock Lease, to be the starting point for proposed new or replacement hoist leases with Caito Fisheries, LCZ Unloaders, and other hoist operators, in order to promote a fair and consistent lease structure across competing lessees; and

WHEREAS, Section 3.1(d) of Resolution No. 2026-19 directs District Counsel, in consultation with the CEO/Harbormaster, to prepare within sixty (60) days after its adoption a master Standard Form using blanks or bracketed placeholders for Lease-Specific Content; and

WHEREAS, the master Standard Form Hoist and Dock Lease, Version 1.0, presented as Exhibit "A" (the "Standard Form"), has been prepared from the lease approved by Article II of Resolution No. 2026-19 by removing the content specific to that transaction, including its prior and interim lease history, right-of-first-refusal provisions and acknowledgment, allocations of authority and fees between cotenants, and option to extend the term, and by providing blanks for the Lease-Specific Content of each future lease; and

WHEREAS, as Section 3.1(e) of Resolution No. 2026-19 requires, the Standard Form retains as its baseline the annual rent adjustment method, the tenant insurance requirements, the allocation of maintenance and repair responsibility for the Hoist Equipment and the Pier, the District Project, relocation, and loss-of-

income provisions, and the Industrial General Permit provisions of the lease approved by that Resolution; and

WHEREAS, the District and each of Caito Fisheries, LCZ Unloaders, and Nor-Cal Seafood (each, an "Operator") propose to enter into a separate Hoist and Dock Lease on the Standard Form for the hoist space or spaces and associated premises identified for that Operator in Exhibit "B" (each, an "Operator Lease"); and

WHEREAS, each Operator Lease provides for a five-year term beginning December 1, 2026, and ending November 30, 2031, with no option to renew or extend the term; initial monthly rent of $3,000 per hoist, commencing on the later of December 1, 2026, or the date of Board approval, with annual adjustments under Section 4.7 beginning December 1, 2027, and on each December 1 thereafter during the term, by the greater of two percent or the seven-year average of annual changes in the Consumer Price Index for All Urban Consumers, West Region; additional poundage and wharfage fees under the District's Fee Schedule; tenant-maintained property and pollution insurance; tenant responsibility for maintenance and repair of the tenant-owned hoists; District responsibility for maintenance and repair of the pier, subject to the conditions of Section 8.4; District rights to undertake infrastructure projects and to temporarily or permanently relocate the tenant, with limited rent abatement and without District liability for loss of income; and joint and several liability if more than one person or entity is named as tenant; and

WHEREAS, the Operator Leases apply the same initial rent per hoist, the same rent adjustment method, and the same baseline allocation of rights, obligations, and risk to each Operator, consistent with the fair and consistent lease structure policy of Section 3.4 of Resolution No. 2026-19; and

WHEREAS, a consistent lease structure should provide comparable legal protections and obligations for similarly situated operators while allowing differences justified by the premises, facilities, operations, term, or other relevant circumstances, subject to applicable law and the Board's approval authority; and

WHEREAS, the Board desires to approve the Standard Form and each Operator Lease and to authorize the CEO/Harbormaster, with District Counsel's approval as to form, to complete the Lease-Specific Content of each Operator Lease consistently with Exhibit "B" and to finalize and execute each Operator Lease with nonsubstantive changes that implement the Board's approval without changing the approved business terms or material rights and obligations; and

WHEREAS, the authority delegated by this Resolution is administrative, legal, and technical in character, is governed by the standards and limitations stated herein, and does not delegate the Board's legislative or policy-making functions.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF HARBOR COMMISSIONERS OF THE CRESCENT CITY HARBOR DISTRICT THAT:

ARTICLE I. GENERAL PROVISIONS

Section 1.1. Recitals. The foregoing recitals are incorporated into this Resolution by this reference.

Section 1.2. Exhibits. Exhibit "A" is the master Standard Form Hoist and Dock Lease, Version 1.0 (November 2026), prepared under Section 3.1(d) of Resolution No. 2026-19 and attached to this Resolution. Exhibit "B" is the Schedule of Operator Lease Terms attached to this Resolution.

Section 1.3. Definitions.

(a) "District Counsel" means the attorney or law firm appointed by the Board as general counsel to the District, acting through an attorney designated by that attorney or firm.

(b) "Lease-Specific Content" means content that varies with a particular transaction, including tenant identities and organizational forms; notice and signature information; prior lease history and any Prior Agreement superseded under Section 2.3 of the Standard Form; premises descriptions, addresses, site plans, buildings, land area, hoists and hoist space numbers, truck pits, and access or exclusive-use areas; initial rent, fees, deposits, commencement and expiration dates, the first rent adjustment date, duration, and permitted uses; and any separately approved allocation of operational responsibilities.

(c) Capitalized terms used in this Resolution and not defined in it, including "Hoist," "Hoist Equipment," "Pier," "District Project," "Substitute Premises," and "Monthly Minimum Rent," have the meanings given them in the Standard Form.

Section 1.4. Relationship to Resolution No. 2026-19. This Resolution implements and supplements Article III of Resolution No. 2026-19. Article II of Resolution No. 2026-19 continues to govern the lease approved by that Article, and nothing in this Resolution amends that lease or that Article. With respect to the Standard Form and hoist leases prepared on it, including the Operator Leases, this Resolution controls over any inconsistent provision of Article III of Resolution No. 2026-19.

ARTICLE II. STANDARD FORM HOIST AND DOCK LEASE

Section 2.1. Approval and Scope of the Standard Form.

(a) The Board approves the Standard Form presented as Exhibit "A" as the District's master Standard Form Hoist and Dock Lease. The Standard Form shall be the starting point for proposed new or replacement hoist leases with Caito Fisheries, LCZ Unloaders, Nor-Cal Seafood, and other hoist operators. It

applies to hoist and associated dock or shoreside premises leases; it does not establish a standard form for unrelated categories of District leases.

(b) The Standard Form does not include a right of first refusal, a priority to lease other hoist spaces or facilities, or an option to renew or extend the term. Inclusion of any such right in a lease on the Standard Form is a Reserved Modification requiring express Board approval under Section 2.3.

(c) Section 2.7 of the Standard Form provides for joint and several liability if more than one person or entity is named as tenant, and Section 12.1(d) provides for notice to each of them. Those provisions shall be retained in each lease on the Standard Form and shall not be modified to release an existing tenant or other obligor except with Board approval under Section 2.3.

(d) The annual rent adjustment method in Section 4.7 of the Standard Form and the tenant insurance requirements in Sections 2.6 and 7.2, together with the allocation of maintenance and repair responsibility for the Hoist Equipment and the Pier in Sections 2.8, 8.1, 8.3, and 8.4, the District Project, relocation, and loss-of-income provisions of Sections 11.2 and 11.3, and the Industrial General Permit provisions of Section 3.4, shall be retained as the Standard Form baseline, subject to the Board's authority under Section 2.3.

(e) The initial rent of $3,000.00 per Hoist, the Rent Commencement Date, the Commencement Date and expiration date, and the first Adjustment Date stated in Exhibit "A" are the business terms approved for the Operator Leases under Article III. For any other lease on the Standard Form, transaction-specific initial rent, dates, and first adjustment date may be completed as Lease-Specific Content consistently with the business terms approved by the Board; that authority does not permit a departure from the adjustment method or a material change in the insurance requirements without Board approval.

Section 2.2. Delegation to District Counsel and CEO/Harbormaster.

(a) District Counsel, in consultation with the CEO/Harbormaster, is authorized to prepare and negotiate proposed hoist leases on the Standard Form. Proposed business terms and material departures may be developed for presentation to the Board; this authority to prepare and negotiate does not itself authorize their approval or execution.

(b) Subject to Section 2.3, District Counsel may approve the following modifications without separate Board approval of the form ("Permitted Modifications"):

(1) Complete Lease-Specific Content consistently with the business terms approved by the Board or under a separate, applicable delegation of authority.

(2) Conform provisions to applicable federal, state, or local law, judicial or administrative decisions, permits, or funding requirements, and remove or revise provisions that do not apply to the premises, operations, or tenancy.

(3) Adapt insurance terminology, forms, and endorsements to the relevant risks and policy types, in consultation with the CEO/Harbormaster, while preserving the material coverage and protections required by the Standard Form and the Board's approval.

(4) Negotiate legal, administrative, and technical refinements that District Counsel determines are appropriate to the transaction, consistent with the District's interests and the fairness standards in Section 2.4, and do not constitute a Reserved Modification or materially alter the business terms approved by the Board.

(5) Make provisions more protective of the District, provided the change is consistent with Section 2.4 and does not affect a matter reserved to the Board; and correct clerical, drafting, formatting, numbering, cross-reference, and citation errors.

(c) District Counsel shall exercise independent professional legal judgment within the limits of this Resolution. District Counsel's written determination that a change is permitted, together with the CEO/Harbormaster's concurrence, may be relied upon to finalize the document, but does not enlarge delegated authority or replace any required Board approval. Approval as to form shall be obtained before execution and retained in the lease file.

Section 2.3. Matters Reserved to the Board.

(a) The Board retains approval of each future lease and its business terms except to the extent separately and expressly delegated under existing District authority. Business terms include the tenant, premises and rights granted, permitted use, rent and other charges, the rent adjustment formula and timing, deposits or security, credits or abatements, commencement and expiration dates, duration, renewal or extension rights, and material District expenditures or obligations.

(b) The following departures from the Standard Form ("Reserved Modifications") require express Board approval:

(1) A limitation or cap on a tenant's liability to the District; a material waiver, reduction, or narrowing of tenant indemnification or defense obligations; an obligation for the District to indemnify or defend a tenant or another person; or release of an existing tenant or other obligor from liability.

(2) A material change in required insurance coverage, limits, duration, allocation of responsibility, or protections for the District, including additional-insured, loss-payee, primary-coverage, and waiver-of-subrogation protections where applicable.

(3) A material shift to the District of responsibility or cost for maintenance, repair, improvements, dredging, environmental compliance, casualty, restoration, or surrender, or a material reduction in a tenant's corresponding responsibilities.

(4) A material restriction of the District's inspection, default, termination, enforcement, or assignment-consent rights, or of the District's rights to undertake District Projects, to close, restrict, or relocate premises, or to impose load limits or operating restrictions on a pier or dock, or a material expansion of a tenant's termination or continued-possession rights.

(5) A new right of first refusal, priority to lease other facilities, purchase option, renewal or extension option (including an option to extend the term at a re-appraised market rent), or exclusivity beyond the specifically approved premises and use rights.

(6) Binding arbitration; governing law other than California law; or a requirement to litigate outside Del Norte County.

(7) Any other material departure that changes a Board-approved policy or materially alters the economic terms, property rights, or allocation of risk approved by the Board.

(c) A Reserved Modification may be approved as part of the Board's approval of the particular lease or amendment if it is identified and explained in the staff report. No separate Board action on the master Standard Form is required for an expressly approved transaction-specific departure. A legal-compliance modification that also falls within this Section shall be presented to the Board for approval before execution.

Section 2.4. Fair and Consistent Lease Structure. The Standard Form shall promote comparable protections and obligations among similarly situated hoist operators. Differences in proposed leases shall rest on documented, relevant circumstances, such as premises size, location and condition, number and capacity of hoists, facilities and access provided, permitted operations, duration, and allocation of maintenance or other responsibilities. Material departures and material differences in economic terms or obligations among comparable operators shall be identified and explained in the staff report for Board consideration. This policy does not establish an automatic right to identical rent or other terms for different premises or operations. All leases shall comply with applicable law, including nondiscrimination requirements and any public-trust or legislative-grant restrictions applicable to the property.

Section 2.5. Effect on Future Approvals and Existing Leases.

(a) Unless the Board expressly provides otherwise, its subsequent approval of a hoist lease on the Standard Form shall authorize the CEO/Harbormaster to finalize and execute that lease, with District Counsel's approval as to form, using the approved business terms, any Reserved Modifications expressly approved by the Board, and Permitted Modifications under Section 2.2, without further Board action.

(b) Approval of the Standard Form does not approve or award any lease other than the Operator Leases approved by Article III, authorize occupancy or use of

District property by any other operator, appropriate funds, amend an existing lease, create rights in a prospective tenant, or enlarge the contracting or expenditure authority of the CEO/Harbormaster. Existing leases remain governed by their terms unless lawfully amended or replaced. A departure approved for one lease does not automatically amend the Standard Form or another lease.

Section 2.6. Maintenance and Review. District Counsel shall maintain the master Standard Form and incorporate Permitted Modifications of general application. Each master revision shall bear a version number and date and be recorded in a change log, beginning with Version 1.0 approved by this Resolution. Revisions of general application shall be reported in writing to the Board at a regular meeting within sixty (60) days. District Counsel and the CEO/Harbormaster shall review the Standard Form at least once every two (2) years and present recommended material changes to the Board. Transaction-specific adaptations shall be retained in the individual lease file.

ARTICLE III. APPROVAL AND EXECUTION OF THE OPERATOR LEASES

Section 3.1. Approval of Operator Leases. The Board hereby approves an Operator Lease with each of Caito Fisheries, LCZ Unloaders, and Nor-Cal Seafood, in substantially the form of the Standard Form presented as Exhibit "A," with the Lease-Specific Content stated for that Operator in Exhibit "B," including: initial monthly rent of $3,000.00 per Hoist; rent commencement on the later of December 1, 2026, or the date of adoption of this Resolution, with credit for any rent or use fee paid under a Prior Agreement for the same period; annual rent adjustments under Section 4.7 beginning December 1, 2027; a five-year term from December 1, 2026, through November 30, 2031, with no option to renew or extend; Poundage Fees and Wharfage Fees under the District's Fee Schedule; the tenant property and pollution insurance requirements of Sections 2.6 and 7.2; the provisions concerning the Pier and the Hoist Equipment in Sections 2.8, 8.3, and 8.4; the provisions concerning District Projects, relocation, rent abatement, and loss of income in Sections 11.2 and 11.3; the Industrial General Permit provisions in Section 3.4; and the provisions of Sections 8.4(c) and 12.15 concerning the funding of pier maintenance and repairs and the payment of rent during force majeure events, together with the other business terms and allocation of responsibilities stated in the Standard Form. No Reserved Modification is approved for any Operator Lease. This approval satisfies the Board-approval condition in Section 1.1 of each Operator Lease. The CEO/Harbormaster is authorized to complete the Lease-Specific Content of each Operator Lease under Section 3.2 and to finalize and execute each Operator Lease on behalf of the District, subject to District Counsel's approval as to form and the limitations of this Article. No further Board action is required for execution of an Operator Lease that complies with this approval.

Section 3.2. Completion of Lease-Specific Content.

(a) The CEO/Harbormaster, with District Counsel's approval as to form, is authorized to complete the Lease-Specific Content of each Operator Lease consistently with Exhibit "B," including the Operator's exact legal name, state of organization, and type of entity; the street address of the premises; the number and hoist space numbers of the Operator's Hoists and the resulting total initial Monthly Minimum Rent at $3,000.00 per Hoist; the number and approximate area of any Building, the approximate area of the Surrounding Area, and any other exclusive-use area; the permitted use; the site plan attached as Exhibit 1; and notice and signature information.

(b) Each Operator Lease shall be executed by the legal entity through which the named Operator conducts its hoist operations, as confirmed by the CEO/Harbormaster from the records of the California Secretary of State or other reliable evidence. Completing the Operator's exact legal name and organizational form is not a change in the identity of the tenant if the entity is the business identified in Exhibit "B." Execution by a different person or entity, or the addition of a co-tenant, requires further Board approval.

(c) If Exhibit "B" does not state an item of Lease-Specific Content for an Operator, the CEO/Harbormaster may complete it only to document accurately the hoist space or spaces, buildings, and areas that the Operator occupies under a Prior Agreement on the date of adoption of this Resolution, and shall report the completed information to the Board in writing at its next regular meeting. Any premises, number of Hoists, exclusive-use area, or permitted use that differs from Exhibit "B" or, where Exhibit "B" is silent, from the Operator's Prior Agreement requires further Board approval.

Section 3.3. Nonsubstantive Finalization.

(a) District Counsel and the CEO/Harbormaster are authorized, without further Board action, to make nonsubstantive changes necessary or appropriate to complete each Operator Lease, correct clerical or drafting errors, eliminate inconsistencies, clarify language without changing its substantive effect, and conform the document to the Board's action, and to make Permitted Modifications under Section 2.2(b) within the limits of Sections 2.2 and 2.3. Such changes may include formatting, numbering, cross-references, citations, administrative contact information, signature information, the actual date of execution, and descriptions or exhibits that accurately document the premises and rights approved by the Board.

(b) A change is nonsubstantive only if it does not change a Board-approved business term or materially alter a party's rights, obligations, or allocation of responsibility, liability, or risk. Further Board approval is required for a substantive change affecting the actual identity of the tenant; the premises, number of Hoists, exclusive-use areas, or permitted use; rent, including its

adjustment formula or timing, fees, credits, deposits, or other economic terms; commencement or expiration dates or duration; renewal, extension, or holdover rights; or the material rights and obligations concerning maintenance (including of the Hoist Equipment and the Pier), improvements, casualty, District Projects, relocation, rent abatement, loss of income, indemnification, insurance, default, termination, assignment, or surrender. Completing the execution date does not authorize changing the term or rent commencement provisions. Designation of Substitute Premises in accordance with Section 11.2 of an Operator Lease, and the reductions and abatements of Monthly Minimum Rent that Sections 8.4 and 11.2 of an Operator Lease require, are governed by Section 3.6 and are not a change to the premises or rent under this subsection.

(c) A change that materially alters an approved Operator Lease requires Board approval even if proposed to comply with law or to increase protection of the District. The authority to adapt the Standard Form for other leases under Article II does not enlarge the authority to change an Operator Lease approved by this Article.

Section 3.4. Approval as to Form and Execution Records. District Counsel's approval as to form of each final Operator Lease shall be obtained before execution and retained in the lease file; that approval may be documented by signature or electronic mail. The CEO/Harbormaster shall confirm each Operator's authorized signatures and administrative information, retain the final executed Operator Lease and a record of changes from the Standard Form, and obtain the insurance documentation required by the Operator Lease when due. Before execution of each Operator Lease, the CEO/Harbormaster shall also (i) attach to the Operator Lease, as its Exhibit 1, a site plan that accurately depicts the premises described in Section 2.1 of the Operator Lease and approved by the Board; (ii) confirm the Operator's exact legal name and organizational form and, for an entity, that it is active and in good standing with the California Secretary of State and, if not organized in California, registered to transact intrastate business in California; (iii) for each Operator that is not a California corporation, obtain a certified resolution, incumbency certificate, or comparable evidence of the signer's authority; and (iv) identify any Prior Agreement that the Operator Lease will supersede under its Section 2.3 and confirm the status of the Operator's payment obligations under that Prior Agreement.

Section 3.5. Administration and Amendments. The CEO/Harbormaster is authorized to administer each Operator Lease in accordance with its terms and existing District authority and, with District Counsel's approval as to form, to execute written amendments limited to nonsubstantive changes meeting Section 3.3. Each amendment shall be signed as required by Section 12.13 of the Operator Lease. This authority does not permit the waiver of accrued rent or other amounts due, the release of a tenant from liability, or a material amendment without further Board approval. Exercise of a right expressly provided by an Operator Lease remains subject to the District's applicable approval requirements. Section 3.6

governs the exercise of the District's rights and the administration of the provisions described in that Section.

Section 3.6. Administration of District Project, Relocation, and Pier Provisions.

(a) The CEO/Harbormaster is authorized to give the notices and exercise the District's rights under Sections 8.4, 11.2, and 11.3 of each Operator Lease, including temporary closures, restrictions, and relocations for District Projects, load limits and operating restrictions for the Pier, and the designation of reasonably comparable Substitute Premises, and to execute, with District Counsel's approval as to form, the memoranda contemplated by Section 11.2(c) of the Operator Lease documenting Substitute Premises and any reduction of Monthly Minimum Rent required by Section 11.2(f) of the Operator Lease.

(b) An election by the District to terminate an Operator Lease, in whole or as to one or more Hoists, under Section 8.4(e) or Section 11.2(g) of the Operator Lease requires approval of the Board. The CEO/Harbormaster may acknowledge and implement a termination by the tenant under those Sections and the rent abatements and reductions those Sections provide.

(c) Any relocation assistance or payments required by applicable relocation law under Section 11.2(h) of an Operator Lease shall be administered in accordance with that law, the applicable grant agreement, and the District's expenditure and approval requirements. Before execution of the Operator Leases, District Counsel shall confirm that Section 11.2 of the Standard Form is consistent with the District's grant agreements for the Citizens Dock and seawall projects. Before any District Project requires an Operator to move, temporarily or permanently, the CEO/Harbormaster, in coordination with the project manager and District Counsel, shall determine whether applicable relocation law applies; if it does, the CEO/Harbormaster shall issue the required notices, prepare any required relocation plan, and request from the funding agency any grant budget revision needed to pay eligible relocation costs, and shall report to the Board on the anticipated relocation costs and their funding before the move.

(d) The CEO/Harbormaster shall report to the Board at its next regular meeting any permanent relocation to Substitute Premises, any rent abatement or reduction lasting more than thirty (30) days, and any termination under Section 8.4(e) or Section 11.2(g) of an Operator Lease.

Section 3.7. Expiration of Unexecuted Approvals. If an Operator has not executed its Operator Lease within ninety (90) days after the adoption of this Resolution, the approval of that Operator Lease under this Article shall expire unless the Board extends it. Expiration of one approval does not affect the approval of the Standard Form or of any other Operator Lease.

ARTICLE IV. GENERAL

Section 4.1. Environmental Review.

(a) The Board finds that approval of the Operator Leases is categorically exempt from the California Environmental Quality Act ("CEQA") under State CEQA Guidelines section 15301 (Class 1, Existing Facilities). Each Operator Lease provides for fish offloading and related operations at existing hoist areas, buildings, and associated premises within the District's existing harbor facilities, involving negligible or no expansion of existing use. This Resolution does not approve new construction or expansion of use, and Section 8.2 of each Operator Lease preserves the requirements for the District's consent and applicable permits for alterations. Based on the record before it, the Board finds that none of the exceptions in State CEQA Guidelines section 15300.2 applies. The provisions of the Operator Leases concerning District Projects and relocation reserve rights of the District and allocate risk between the parties; they do not approve, fund, or commit the District to the Citizens Dock replacement, the seawall repair and replacement, or any other capital project, each of which remains subject to its own environmental review under CEQA and, where applicable, the National Environmental Policy Act before approval.

(b) Approval of the Standard Form and the delegation of authority, standing alone, are organizational and administrative activities that do not authorize a physical change in the environment and are not a project under State CEQA Guidelines section 15378(b)(5). A future lease, physical work, or proposed expansion remains subject to any required CEQA review before its approval. Nothing in this Resolution exempts future activities from applicable environmental or permit requirements.

Section 4.2. Applicable Law and Existing Authority. This Resolution shall be implemented consistently with applicable law, restrictions governing District property, the District Bylaws, and other controlling Board actions. Except for the authority expressly granted herein, it does not alter existing contracting, expenditure, or approval authority.

Section 4.3. Severability. If a provision of this Resolution or its application is held invalid, the remaining provisions and applications that can be given effect without the invalid provision or application shall remain in effect.

Section 4.4. Effective Date. This Resolution shall take effect immediately upon adoption.

APPROVED, ADOPTED AND SIGNED this _____ day of _____, 2026, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

_____
Rick Shepherd
Chair, Board of Harbor Commissioners
Crescent City Harbor District

ATTESTED:

_____
Gerhard Weber
Secretary and Commissioner, Board of Harbor Commissioners
Crescent City Harbor District

EXHIBIT "A"

STANDARD FORM HOIST AND DOCK LEASE
VERSION 1.0 (NOVEMBER 2026)

[Download]

https://www.ccharbor.com/files/bef5ef319/CCHD+Standard+Form+Hoist+and+Dock+Lease+-+2026.11.v1.pdf

EXHIBIT "B"

SCHEDULE OF OPERATOR LEASE TERMS

Each Operator Lease shall be prepared on the Standard Form attached as Exhibit "A" and completed with the Lease-Specific Content stated below for that Operator, subject to Section 3.2 of this Resolution.

Lease-Specific Content	**Caito Fisheries**	**LCZ Unloaders**	**Nor-Cal Seafood**
Legal name and type of entity (Preamble)	_____	_____	_____
Premises street address (§ 2.1)	_____	_____	_____
Hoist space number(s) on Exhibit 1 (§ 2.1(c))	_____	_____	_____
Number of Hoists (§ 2.1(c))	_____	_____	_____
Initial Monthly Minimum Rent: $3,000.00 × number of Hoists (§ 2.2)	$_____	$_____	$_____
Building(s): number; approx. sq. ft. (§ 2.1(a))	_____	_____	_____
Surrounding Area: approx. sq. ft. (§ 2.1(b))	_____	_____	_____
Other exclusive-use area(s), if any (§ 2.1(d))	_____	_____	_____
Permitted use (§ 2.4)	_____	_____	_____
Prior Agreement superseded, if any, and its date (§ 2.3)	_____	_____	_____

Terms Common to All Operator Leases	
Initial rent per Hoist (§ 2.2)	$3,000.00 per month
Rent Commencement Date (§ 2.3)	Later of December 1, 2026, and the date of adoption of Resolution No. 2026-20
Commencement Date (§ 2.5)	December 1, 2026
Expiration (§ 2.5)	11:59 p.m. on November 30, 2031
Annual rent adjustment (§ 4.7)	Each December 1, beginning December 1, 2027; greater of 2% or seven-year average CPI-U, West Region
Renewal or extension option	None
Reserved Modifications approved	None

12. Consider and adopt Resolution No. 2026-20 approving hoist and dock leases with Caito Fisheries, LCZ Unloaders, and Nor-Cal Seafood.

Download CCHD Standard Form Hoist and Dock Lease - 2026.11.v1:

https://www.ccharbor.com/files/bef5ef319/CCHD+Standard+Form+Hoist+and+Dock+Lease+-+2026.11.v1.pdf

Public Comment?

13. Consider and approve installation of additional security cameras.

Public Comment?

14. Consider and approve a more limited temporary repair of H-Dock in lieu of the more extensive repair concept developed by GHD Engineering.

Download GHD Concept Memo for H-Dock:

https://www.ccharbor.com/files/58615ec55/GHD+H-Dock+Concepts+Memo.pdf

Public Comment?

15. Communications, Reports, and Directions to Staff

a. Harbor Commissioner & Committee Reports

(1) Commissioner Dan Schmidt

(2) Commissioner Annie Nehmer

(3) Commissioner Gerhard Weber

(4) Vice Chair John Evans

(5) Chair Rick Shepherd

15. Communications, Reports, and Directions to Staff

b. CEO/Harbormaster Report

15. Communications, Reports, and Directions to Staff

c. Financial Report

i. Financial Summary Report as of October 31, 2026

ii. Balance Sheet by Month

iii. Profit and Loss by Month

iv. Profit and Loss by Class

v. Budget to Actual Report

vi. Cash Flow Report for October 2026

vii. Cash Flow Projection Report for October 2026

viii. Update on audits for FY 2024/25 and FY 2025/26.

Crescent City Harbor District
Financial Summary Sheet
as of October 31, 2026

A/C #	Account Name	Amount
1005	LAIF Reserve	201,577.00
1001	Bayside Ckg	7.00
1003	Operating Ckg	39,576.00
1004	Svgs	5,021.00
1006	RHV Ckg	500.00
1250	Undeposited Fund	609.00
	Total Cash On Hand	247,290.00
1100	Accounts Receivable	46,819.00
1214	Grants Receivable	(21,198.00)
1215	Taxes Receivable	118,307.00
1216	SB105 Tsunami Funding	1,000,000.00
	Total Receivables	1,143,928.00
1600	Accounts Payable	75,178.00
	Total Accounts Payable	75,178.00

Crescent City Harbor District
Balance Sheet by Month
As of Oct 31, 2026

	Jun 30-30 2026	Jul 2026	Aug 2026	Sep 2026	Oct 2026
Assets					
Current Assets					
Bank Accounts					
1003 CCHD Checking #4766	165,416	116,572	110,606	176,792	39,576
1005 LAIF Reserve	262,371	264,932	264,932	264,932	201,577
1009 QuickBooks Tax Holding Account	1,572	246	638	1,061	390
1001 Bayside Checking #1766	7	7	7	7	7
1004 CCHD Savings #4774	5,021	5,021	5,021	5,021	5,021
1006 RHV Checking #0707	500	500	500	500	500
Total Bank Accounts	**434,886**	**387,278**	**381,705**	**448,313**	**247,070**
Accounts Receivable					
1100 Accounts Receivable	102,002	52,319	55,303	51,637	46,819
Total Accounts Receivable	**102,002**	**52,319**	**55,303**	**51,637**	**46,819**
Other Current Assets					
1214 Grant Receivable	94,511	94,511	94,511	0	-21,198
1215 Taxes Receivable	445,186	433,002	378,609	118,307	118,307
1250 Undeposited Funds	4,222	6,099	4,359	12,799	609
1217 Interest Receivable	2,561	0	0	0	0
1200 Other Current Assets					
1205 Withholding Receivable	96,280	96,280	96,280	105,731	105,731
1201 Commercial Lease Receivables	717,750	717,750	717,750	717,750	717,750
1202 Deferred Pension Contributions	277,459	277,459	277,459	277,459	277,459
Total for 1200 Other Current Assets	**1,091,489**	**1,091,489**	**1,091,489**	**1,100,940**	**1,100,940**
1216 SB105 Tsunami Funding Receivable	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
1300 Inventory					
1301 Gift Shop Purchases	5,077	5,077	5,077	5,077	5,077
Total for 1300 Inventory	**5,077**	**5,077**	**5,077**	**5,077**	**5,077**
Total Other Current Assets	**2,643,046**	**2,630,178**	**2,574,045**	**2,237,123**	**2,203,735**
Total Current Assets	**3,179,934**	**3,069,775**	**3,011,053**	**2,737,073**	**2,497,624**
Fixed Assets					
1580 Accumulated Depreciation	-55,050,801	-55,369,793	-55,688,785	-56,007,777	-56,326,770
1465 CIP - Seawall Project	3,100	8,100	16,078	34,586	39,961
1450 CIP - Citizens Dock	753,481	774,981	782,959	801,467	806,842
1455 CIP - Harbor Dev & Design	737,051	737,051	746,301	814,576	832,151
1460 CIP So Beach Bathroom	11,990	11,990	11,990	11,990	11,990
1490 Land Cost	465,511	465,511	465,511	465,511	465,511
1500 Depreciable Assets					
1520 Vehicles	15,217	15,217	15,217	15,217	15,217
1550 Leased Vehicle	147,395	147,395	147,395	147,395	147,395
1570 Streets, Roads and Parks	707,691	707,691	707,691	707,691	707,691
Total for 1500 Depreciable Assets	**870,303**	**870,303**	**870,303**	**870,303**	**870,303**
1510 Machinery / Equipment	357,501	357,501	357,501	357,501	357,501

Crescent City Harbor District
Balance Sheet by Month
As of Oct 31, 2026

	Jun 30-30 2026	Jul 2026	Aug 2026	Sep 2026	Oct 2026
1530 Buildings and Improvements	4,606,514	4,606,514	4,606,514	4,606,514	4,606,514
1540 Marina, Wharves, and Docks	61,733,331	61,733,331	61,733,331	61,733,331	61,733,331
1560 Sewer Lift Station	33,655	33,655	33,655	33,655	33,655
Total Fixed Assets	**14,521,636**	**14,229,144**	**13,935,358**	**13,721,656**	**13,430,989**
Other Assets	0	0	0	0	0
Total Assets	**17,701,569**	**17,298,918**	**16,946,411**	**16,458,730**	**15,928,613**
Liabilities and Equity					
Liabilities					
Current Liabilities					
Accounts Payable					
1600 Accounts Payable (A/P)	146,786	96,274	76,323	206,799	75,178
Total Accounts Payable	**146,786**	**96,274**	**76,323**	**206,799**	**75,178**
Credit Cards					
1700 Credit Card Accounts					
1702 USBank	2,320	2,545	3,092	2,499	2,308
Total for 1700 Credit Card Accounts	**2,320**	**2,545**	**3,092**	**2,499**	**2,308**
Total Credit Cards	**2,320**	**2,545**	**3,092**	**2,499**	**2,308**
Other Current Liabilities					
2000 Current Liabilities					
2001 Customer Deposits & PrePayments	18,111	13,468	12,719	11,800	11,400
2002 Interest Payable	187,306	187,306	187,306	187,306	180,918
2004 Current Auto Lease Liability	33,388	33,388	33,388	33,388	33,388
Total for 2000 Current Liabilities	**238,805**	**234,162**	**233,413**	**232,494**	**225,706**
1900 Payroll Liabilities					
1925 CA SUI / ETT	989	228	589	976	306
1928 Federal Unemployment (940)	582	18	49	84	84
1922 125MED	0	0	0	0	0
1921 125LIFE	-1	-1	1	3	0
1923 125VIS	0	30	0	0	0
1920 125DEN	165	165	154	154	167
1926 CALPERS	0	6	12	-2,592	78
1904 Pension Defer Cash In-flows	45,977	45,977	45,977	45,977	45,977
1906 Accrued Payroll Liabilities	28,540	28,540	28,540	28,540	28,540
1907 Compensated Absences	80,581	80,581	80,581	80,581	80,581
Total for 1900 Payroll Liabilities	**156,834**	**155,544**	**155,903**	**153,724**	**155,732**
1803 TOT Payable	260	534	737	747	69
Deferred Taxes	15,084	0	0	0	0
1801 CDTFA Payable	32	33	41	45	48
2006 Accrued Expenses	10,527	15,127	19,034	24,809	30,584
Total Other Current Liabilities	**421,542**	**405,400**	**409,128**	**411,819**	**412,139**
Total Current Liabilities	**570,649**	**504,219**	**488,543**	**621,118**	**489,625**

Crescent City Harbor District
Balance Sheet by Month
As of Oct 31, 2026

	Jun 30-30 2026	Jul 2026	Aug 2026	Sep 2026	Oct 2026
Long-term Liabilities					
2100 Long term debt	0	0	0	0	0
2102 USDA Loan	4,499,435	4,499,435	4,499,435	4,396,612	4,396,612
2110 Fashion Blacksmith Settlement Payable	2,331,875	2,331,875	2,331,875	2,331,875	2,268,149
2103 Lease Liability	717,750	717,750	717,750	717,750	717,750
2104 Net Pension Liability	923,771	923,771	923,771	923,771	923,771
2105 Fashion Blacksmith Judgement Payable	968,370	968,370	968,370	968,370	968,370
Total for 2100 Long term debt	**9,441,201**	**9,441,201**	**9,441,201**	**9,338,378**	**9,274,652**
Total Long-term Liabilities	**9,441,201**	**9,441,201**	**9,441,201**	**9,338,378**	**9,274,652**
Total Liabilities	**10,011,849**	**9,945,420**	**9,929,744**	**9,959,496**	**9,764,277**
Equity					
Net Income	-1,962,772	-336,222	-673,053	-1,190,486	-1,525,384
2300 Retained Earnings	-18,349,083	-20,311,854	-20,311,854	-20,311,854	-20,311,854
2350 Opening Balance Equity	28,001,574	28,001,574	28,001,574	28,001,574	28,001,574
Total Equity	**7,689,720**	**7,353,498**	**7,016,667**	**6,499,234**	**6,164,336**
Total Liabilities and Equity	**17,701,569**	**17,298,918**	**16,946,411**	**16,458,730**	**15,928,613**

Crescent City Harbor District

Profit and Loss by Month

July-October, 2026

	Jul 2026	Aug 2026	Sep 2026	Oct 2026	Total
Revenue					
2400 Commercial Revenue					
2401 Commercial Fees Additional	26,811	8,072	5,269	20,868	61,019
2402 Commercial Hoist Leases	24,000	24,000	24,000	24,000	96,000
2403 Commercial Leases	30,264	31,493	30,632	29,691	122,079
2405 RV Park Leases			12,500	12,500	25,000
2407 Commercial Utilities	1,569	1,509	1,574	1,648	6,299
2409 Freezer Rental	666	666	777	666	2,775
2410 Poundage Fees	1,647	3,352	4,560	389	9,949
Total for 2400 Commercial Revenue	**84,957**	**69,092**	**79,312**	**89,761**	**$323,122**
2600 Services & Fees					
2601 Equipment Rental			450		450
2602 No Insurance Fee	3,240	2,880	2,700	3,600	12,420
2603 Fees & Sales Additional	12	60	32	61	165
2604 Event Rentals	4,472				4,472
2605 Permits Fish Sales	150		150	300	600
2606 Key Fob Sales	0	42	250	126	418
2607 Late Payment Fee	1,921	1,543	876	1,230	5,570
2608 Launch Permit Fees	3,746	2,186	832	588	7,352
2609 Laundry Sales	57	39	194	440	730
2610 Live-a-Board Fees	720	480	480	480	2,160
2611 Mobile Crane Rental	960	240	1,560	360	3,120
2612 Storage Revenue	2,851	3,115	2,568	1,835	10,370
2613 Utilities Marina	2,165	1,209	1,278	1,619	6,270
2615 Surcharge / Admin Fee	120	180	330	180	810
2617 Non-Taxable labor fees			855	0	855
Total for 2600 Services & Fees	**20,413**	**11,974**	**12,555**	**10,819**	**$55,761**
2700 Moorage - Slip Rentals					
2701 Rec Slip Rentals / Dockwa	27,178	35,629	26,932	36,973	126,712
Total for 2700 Moorage - Slip Rentals	**27,178**	**35,629**	**26,932**	**36,973**	**$126,712**
2800 RV Parks Revenue Operations					
2801 RV Leases	14,361	14,400	0		28,761
2802 RV Dump Station	75	27			102
2803 RV BS Fees	90	90	0		180
2804 RV BS Freezers	15	15	0		30
2805 RV BS Laundry	256	355			611
2808 RV RHV Laundry	135	107			242
2809 RV Guest Rentals	22,534	8,770	-93	100	31,312
Total for 2800 RV Parks Revenue Operations	**37,466**	**23,764**	**-93**	**100**	**$61,238**
3000 Sales of Product Revenue					
3001 Gift Shop Sales	171	96	49	38	352
Total for 3000 Sales of Product Revenue	**171**	**96**	**49**	**38**	**$352**
Total Revenue	**170,184**	**140,555**	**118,755**	**137,691**	**$567,185**

Crescent City Harbor District
Profit and Loss by Month
July-October, 2026

	Jul 2026	Aug 2026	Sep 2026	Oct 2026	Total
Cost of Goods Sold					
3100 Cost of Goods Sold					
3102 Laundry Expense	29				29
Total for 3100 Cost of Goods Sold	**29**				**$29**
Total Cost of Goods Sold	**29**	**0**	**0**	**0**	**$29**
Gross Profit	**170,156**	**140,555**	**118,755**	**137,691**	**$567,157**
Expenditures					
3200 Advertising, Mktg & Promo					
3201 Ads and Notices	549	300	300	50	1,199
3202 Events	1,801				1,801
Total for 3200 Advertising, Mktg & Promo	**2,350**	**300**	**300**	**50**	**$3,000**
3300 Auto Expenses					
3301 Fuel Expenses	510	464	360	391	1,724
3302 Maintenance and Repair	1,097	1,249	51	107	2,505
3303 Truck Leases/Auto Exp	1,690	1,690	1,690	1,690	6,758
Total for 3300 Auto Expenses	**3,297**	**3,402**	**2,101**	**2,188**	**$10,987**
3400 Bank Fees / Surcharges					
3401 Bank Fees	46	29	29	29	133
3402 Merchant Fees	783	394	841	897	2,915
3403 Fines Additional Fees	5		5	5	15
Total for 3400 Bank Fees / Surcharges	**834**	**423**	**874**	**931**	**$3,062**
3500 Dues	98				98
3505 Fee Expense	154	135			289
3600 Contractors Operations					
3602 Outside Services	4,919	2,369	627	2,082	9,997
Total for 3600 Contractors Operations	**4,919**	**2,369**	**627**	**2,082**	**$9,997**
3700 Insurance Policies					
3701 Auto Insurance	2,068	2,243	2,243	2,243	8,798
3702 Liability & Property Policies	54,976	14,067	14,209	14,352	97,604
3703 Workers Comp	4,322	1,817	1,817	-1,367	6,588
Total for 3700 Insurance Policies	**61,365**	**18,127**	**18,269**	**15,229**	**$112,990**
3800 Interest Expense					
3802 USDA Interest			157,480		157,480
3804 Fashion Blacksmith Settlement Interest				29,885	29,885
3805 Finance Charges	1,469	1,402	1,219	1,044	5,134
Total for 3800 Interest Expense	**1,469**	**1,402**	**158,698**	**30,929**	**$192,499**
3900 Professional Fees / Consultants					
3901 Accounting	5,775	5,775	5,775	5,775	23,100
3902 Auditing			14,500		14,500
3903 Attorney Professional Services Legal	5,825	6,245	2,850	4,825	19,745
3908 IT Services	1,910	1,910	1,910	1,910	7,640

Crescent City Harbor District

Profit and Loss by Month

July-October, 2026

	Jul 2026	Aug 2026	Sep 2026	Oct 2026	Total
3909 IT Reimbursements	740	181	181	181	1,282
Total for 3900 Professional Fees / Consultants	**14,250**	**14,111**	**25,216**	**12,691**	**$66,267**
4000 Office / General operations					
4002 Office Equipment Leases	409	460	409	409	1,687
4003 Office Expenses	138	53	-45	64	210
4004 Permits / Licenses	1,030			580	1,610
4006 Subscriptions & Software	1,549	4,326	1,881	1,734	9,492
4007 Uniform Expenses	243	326	515	317	1,401
4008 Website & Hosting Expenses	356	356	356	356	1,425
4025 Recruitment Expense		100			100
4026 Taxes and License	148				148
4028 Postage & Shipping	82		82		164
Total for 4000 Office / General operations	**3,955**	**5,622**	**3,199**	**3,461**	**$16,237**
5000 Payroll Expenditures					
5001 Payroll Expenses	47,130	47,552	48,302	48,150	191,134
5002 Payroll Benefits	10,821	11,065	11,348	10,718	43,952
5003 Health Benefits	17,646	17,575	17,617	17,624	70,462
5005 Payroll Tax Expenses	4,069	4,248	4,335	4,207	16,859
5006 Commissioner Expense	3,000	3,000	3,000	3,000	12,000
5013 Team Housing & Additional Expenses	9	9	4		22
5015 Payroll Processing Expense	221	234	234	234	923
Total for 5000 Payroll Expenditures	**82,895**	**83,683**	**84,841**	**83,932**	**$335,351**
5100 Repairs / Maintenance					
5104 Repairs General	286	889	3,629	450	5,254
Total for 5100 Repairs / Maintenance	**286**	**889**	**3,629**	**450**	**$5,254**
5200 Supplies, Materials & Fuel					
5201 Maintenance Supplies / Materials	1,218	892	981	360	3,451
5202 Operations Supplies / Materials	2,370	1,866	1,092	684	6,012
5203 Fuel Maintenance	1,505	759	959	1,365	4,588
Total for 5200 Supplies, Materials & Fuel	**5,093**	**3,517**	**3,032**	**2,409**	**$14,051**
5500 Utilities					
5501 Electricity	5,836	6,486	6,321	3,895	22,538
5502 Propane	2,255	520	-1,793		982
5503 Telephone	928	928	930	931	3,717
5504 Water & Sewer Service	4,407	8,327	5,115	3,273	21,123
5505 Trash & Recycle	7,668	7,682	4,386	4,386	24,121
5506 WI-FI / Internet Services	461	470	452	461	1,843
Total for 5500 Utilities	**21,555**	**24,412**	**15,411**	**12,946**	**$74,324**
Total Expenditures	**202,520**	**158,393**	**316,196**	**167,297**	**$844,406**
Net Operating Revenue	**-32,364**	**-17,839**	**-197,441**	**-29,606**	**-$277,249**
Other Revenue					
5605 Donations Received	50				50

Crescent City Harbor District

Profit and Loss by Month

July-October, 2026

	Jul 2026	Aug 2026	Sep 2026	Oct 2026	Total
5800 Interest Income					
5802 LAIF Investment Gain	0			2,645	2,645
Total for 5800 Interest Income	**0**			**2,645**	**$2,645**
6000 Tax Proceeds					
6001 Property Tax	15,084	0		11,055	26,140
Total for 6000 Tax Proceeds	**15,084**	**0**		**11,055**	**$26,140**
Total Other Revenue	**15,134**	**0**	**0**	**13,700**	**$28,835**
Other Expenditures					
6500 Depreciation	318,992	318,992	318,992	318,992	1,275,969
6700 Reconciliation Adjustments			1,000		1,000
Total Other Expenditures	**318,992**	**318,992**	**319,992**	**318,992**	**$1,276,969**
Net Other Revenue	**-303,858**	**-318,992**	**-319,992**	**-305,292**	**-$1,248,134**
Net Income	**-336,222**	**-336,831**	**-517,433**	**-334,898**	**-$1,525,384**

Crescent City Harbor District

Profit and Loss by Class

July-October, 2026

	Admin	Coml FV	Coml Lease	Marina	RV Bayside	RV RHV	Total
Revenue							
2400 Commercial Revenue							
2401 Commercial Fees Additional			61,019.41				61,019.41
2402 Commercial Hoist Leases		96,000.00					96,000.00
2403 Commercial Leases		67,802.31	54,276.96				122,079.27
2405 RV Park Leases			25,000.00				25,000.00
2407 Commercial Utilities		6,299.24					6,299.24
2409 Freezer Rental		2,775.00					2,775.00
2410 Poundage Fees		9,948.70					9,948.70
Total for 2400 Commercial Revenue		**182,825.25**	**140,296.37**				**$323,121.62**
2600 Services & Fees							
2601 Equipment Rental				450.00			450.00
2602 No Insurance Fee				12,420.00			12,420.00
2603 Fees & Sales Additional	67.00			98.00			165.00
2604 Event Rentals	4,471.50						4,471.50
2605 Permits Fish Sales				600.00			600.00
2606 Key Fob Sales				417.90			417.90
2607 Late Payment Fee		1,075.84	743.76	3,750.00			5,569.60
2608 Launch Permit Fees				7,352.00			7,352.00
2609 Laundry Sales				730.00			730.00
2610 Live-a-Board Fees				2,160.00			2,160.00
2611 Mobile Crane Rental				3,120.00			3,120.00
2612 Storage Revenue	500.00			9,869.75			10,369.75
2613 Utilities Marina				6,270.45			6,270.45
2615 Surcharge / Admin Fee	720.00				90.00		810.00
2617 Non-Taxable labor fees	0.00			675.00	180.00		855.00
Total for 2600 Services & Fees	**5,758.50**	**1,075.84**	**743.76**	**47,913.10**	**270.00**		**$55,761.20**
2700 Moorage - Slip Rentals							
2701 Rec Slip Rentals / Dockwa				126,712.11			126,712.11
Total for 2700 Moorage - Slip Rentals				**126,712.11**			**$126,712.11**
2800 RV Parks Revenue Operations							

Crescent City Harbor District

Profit and Loss by Class

July-October, 2026

	Admin	Coml FV	Coml Lease	Marina	RV Bayside	RV RHV	Total
2801 RV Leases					28,600.00	161.35	28,761.35
2802 RV Dump Station					102.00		102.00
2803 RV BS Fees					180.00		180.00
2804 RV BS Freezers					30.00		30.00
2805 RV BS Laundry					610.52		610.52
2808 RV RHV Laundry						241.87	241.87
2809 RV Guest Rentals					3,167.88	28,144.21	31,312.09
Total for 2800 RV Parks Revenue Operations					**32,690.40**	**28,547.43**	**$61,237.83**
3000 Sales of Product Revenue							
3001 Gift Shop Sales	352.26						352.26
Total for 3000 Sales of Product Revenue	**352.26**						**$352.26**
Total Revenue	**6,110.76**	**183,901.09**	**141,040.13**	**174,625.21**	**32,960.40**	**28,547.43**	**$567,185.02**
Cost of Goods Sold							
3100 Cost of Goods Sold							
3102 Laundry Expense				28.50			28.50
Total for 3100 Cost of Goods Sold				**28.50**			**$28.50**
Total Cost of Goods Sold	**0.00**	**0.00**	**0.00**	**28.50**	**0.00**	**0.00**	**$28.50**
Gross Profit	**6,110.76**	**183,901.09**	**141,040.13**	**174,596.71**	**32,960.40**	**28,547.43**	**$567,156.52**
Expenditures							
3200 Advertising, Mktg & Promo							
3201 Ads and Notices	1,000.56					198.71	1,199.27
3202 Events	1,800.51						1,800.51
Total for 3200 Advertising, Mktg & Promo	**2,801.07**					**198.71**	**$2,999.78**
3300 Auto Expenses							
3301 Fuel Expenses	1,723.91						1,723.91
3302 Maintenance and Repair	2,504.80						2,504.80
3303 Truck Leases/Auto Exp	6,758.36						6,758.36
Total for 3300 Auto Expenses	**10,987.07**						**$10,987.07**
3400 Bank Fees / Surcharges							
3401 Bank Fees	132.80						132.80

Crescent City Harbor District

Profit and Loss by Class

July-October, 2026

	Admin	Coml FV	Coml Lease	Marina	RV Bayside	RV RHV	Total
3402 Merchant Fees	289.12			1,781.38	5.62	838.45	2,914.57
3403 Fines Additional Fees	15.00						15.00
Total for 3400 Bank Fees / Surcharges	**436.92**			**1,781.38**	**5.62**	**838.45**	**$3,062.37**
3500 Dues	98.00						98.00
3505 Fee Expense						288.87	288.87
3600 Contractors Operations							
3602 Outside Services	3,480.72	730.93		4,647.62	870.63	266.99	9,996.89
Total for 3600 Contractors Operations	**3,480.72**	**730.93**		**4,647.62**	**870.63**	**266.99**	**$9,996.89**
3700 Insurance Policies							
3701 Auto Insurance	8,797.76						8,797.76
3702 Liability & Property Policies	97,603.86						97,603.86
3703 Workers Comp	6,588.19						6,588.19
Total for 3700 Insurance Policies	**112,989.81**						**$112,989.81**
3800 Interest Expense							
3802 USDA Interest	157,479.73						157,479.73
3804 Fashion Blacksmith Settlement Interest	29,885.40						29,885.40
3805 Finance Charges	5,134.07						5,134.07
Total for 3800 Interest Expense	**192,499.20**						**$192,499.20**
3900 Professional Fees / Consultants							
3901 Accounting	23,100.00						23,100.00
3902 Auditing	14,500.00						14,500.00
3903 Attorney Professional Services Legal	19,745.00						19,745.00
3908 IT Services	7,640.00						7,640.00
3909 IT Reimbursements	1,281.71						1,281.71
Total for 3900 Professional Fees / Consultants	**66,266.71**						**$66,266.71**
4000 Office / General operations							
4002 Office Equipment Leases	1,686.95						1,686.95
4003 Office Expenses	210.43						210.43
4004 Permits / Licenses	1,610.00						1,610.00
4006 Subscriptions & Software	1,766.96			4,887.50	2,439.27	398.00	9,491.73
4007 Uniform Expenses	1,400.64						1,400.64

Crescent City Harbor District

Profit and Loss by Class

July-October, 2026

	Admin	Coml FV	Coml Lease	Marina	RV Bayside	RV RHV	Total
4008 Website & Hosting Expenses	1,425.28						1,425.28
4025 Recruitment Expense	100.00						100.00
4026 Taxes and License	147.87						147.87
4028 Postage & Shipping	164.00						164.00
Total for 4000 Office / General operations	**8,512.13**			**4,887.50**	**2,439.27**	**398.00**	**$16,236.90**
5000 Payroll Expenditures							
5001 Payroll Expenses	173,721.40		100.51	17,311.77			191,133.68
5002 Payroll Benefits	42,941.87		7.27	1,002.98			43,952.12
5003 Health Benefits	65,804.80		39.24	4,617.55			70,461.59
5005 Payroll Tax Expenses	15,282.03		7.58	1,465.82	51.93	51.93	16,859.29
5006 Commissioner Expense	12,000.00						12,000.00
5013 Team Housing & Additional Expenses					10.90	10.90	21.80
5015 Payroll Processing Expense	923.00						923.00
Total for 5000 Payroll Expenditures	**310,673.10**		**154.60**	**24,398.12**	**62.83**	**62.83**	**$335,351.48**
5100 Repairs / Maintenance							
5104 Repairs General	966.06			4,277.06	10.81		5,253.93
Total for 5100 Repairs / Maintenance	**966.06**			**4,277.06**	**10.81**		**$5,253.93**
5200 Supplies, Materials & Fuel							
5201 Maintenance Supplies / Materials	2,778.76			672.26			3,451.02
5202 Operations Supplies / Materials	4,929.58			945.25	81.19	55.98	6,012.00
5203 Fuel Maintenance	4,587.99						4,587.99
Total for 5200 Supplies, Materials & Fuel	**12,296.33**			**1,617.51**	**81.19**	**55.98**	**$14,051.01**
5500 Utilities							
5501 Electricity	4,482.28			6,511.43	9,438.46	2,105.99	22,538.16
5502 Propane	665.39				643.89	-327.62	981.66
5503 Telephone	3,717.22						3,717.22
5504 Water & Sewer Service	7,480.81			6,288.85	5,707.23	1,645.71	21,122.60
5505 Trash & Recycle	17,565.23				5,466.27	1,089.94	24,121.44
5506 WI-FI / Internet Services	922.82			920.00			1,842.82
Total for 5500 Utilities	**34,833.75**			**13,720.28**	**21,255.85**	**4,514.02**	**$74,323.90**
Total Expenditures	**756,840.87**	**730.93**	**154.60**	**55,329.47**	**24,726.20**	**6,623.85**	**$844,405.92**

Crescent City Harbor District

Profit and Loss by Class

July-October, 2026

	Admin	Coml FV	Coml Lease	Marina	RV Bayside	RV RHV	Total
Net Operating Revenue	**-750,730.11**	**183,170.16**	**140,885.53**	**119,267.24**	**8,234.20**	**21,923.58**	**-$277,249.40**
Other Revenue							
5605 Donations Received	50.00						50.00
5800 Interest Income							
5802 LAIF Investment Gain	2,644.90						2,644.90
Total for 5800 Interest Income	**2,644.90**						**$2,644.90**
6000 Tax Proceeds							
6001 Property Tax	26,139.70						26,139.70
Total for 6000 Tax Proceeds	**26,139.70**						**$26,139.70**
Total Other Revenue	**28,834.60**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**$28,834.60**
Other Expenditures							
6500 Depreciation	1,275,969.00						1,275,969.00
6700 Reconciliation Adjustments	1,000.00						1,000.00
Total Other Expenditures	**1,276,969.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**$1,276,969.00**
Net Other Revenue	**-1,248,134.40**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**-$1,248,134.40**
Net Income	**-1,998,864.51**	**183,170.16**	**140,885.53**	**119,267.24**	**8,234.20**	**21,923.58**	**-$1,525,383.80**

Crescent City Harbor District

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July - October, 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
2400 Commercial Revenue			
2401 Commercial Fees Additional	61,019.41	67,000.00	-5,980.59
2402 Commercial Hoist Leases	96,000.00	99,000.00	-3,000.00
2403 Commercial Leases	122,079.27	132,834.00	-10,754.73
2405 RV Park Leases	25,000.00	25,000.00	0.00
2407 Commercial Utilities	6,299.24	4,796.00	1,503.24
2409 Freezer Rental	2,775.00	2,664.00	111.00
2410 Poundage Fees	9,948.70	11,800.00	-1,851.30
Total 2400 Commercial Revenue	**323,121.62**	**343,094.00**	**-19,972.38**
2600 Services & Fees			
2601 Equipment Rental	450.00	0.00	450.00
2602 No Insurance Fee	12,420.00	10,000.00	2,420.00
2603 Fees & Sales Additional	165.00	2,000.00	-1,835.00
2604 Event Rentals	4,471.50	3,500.00	971.50
2605 Permits Fish Sales	600.00	600.00	0.00
2606 Key Fob Sales	417.90	500.00	-82.10
2607 Late Payment Fee	5,569.60	2,000.00	3,569.60
2608 Launch Permit Fees	7,352.00	7,500.00	-148.00
2609 Laundry Sales	730.00	200.00	530.00
2610 Live-a-Board Fees	2,160.00	2,640.00	-480.00
2611 Mobile Crane Rental	3,120.00	1,800.00	1,320.00
2612 Storage Revenue	10,369.75	10,500.00	-130.25
2613 Utilities Marina	6,270.45	6,850.00	-579.55
2614 Work Dock Use		400.00	-400.00
2615 Surcharge / Admin Fee	810.00	800.00	10.00
2617 Non-Taxable labor fees	855.00	1,000.00	-145.00
Total 2600 Services & Fees	**55,761.20**	**50,290.00**	**5,471.20**
2700 Moorage - Slip Rentals			
2701 Rec Slip Rentals / Dockwa	126,712.11	143,000.00	-16,287.89
Total 2700 Moorage - Slip Rentals	**126,712.11**	**143,000.00**	**-16,287.89**
2800 RV Parks Revenue Operations			
2801 RV Leases	28,761.35	28,761.00	0.35
2802 RV Dump Station	102.00	102.00	0.00
2803 RV BS Fees	180.00	180.00	0.00
2804 RV BS Freezers	30.00	30.00	0.00
2805 RV BS Laundry	610.52	611.00	-0.48
2808 RV RHV Laundry	241.87	242.00	-0.13
2809 RV Guest Rentals	31,312.09	31,212.00	100.09
Total 2800 RV Parks Revenue Operations	**61,237.83**	**61,138.00**	**99.83**
3000 Sales of Product Revenue			
3001 Gift Shop Sales	352.26	200.00	152.26

Crescent City Harbor District

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July - October, 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total 3000 Sales of Product Revenue	**352.26**	**200.00**	**152.26**
Total Revenue	**$567,185.02**	**$597,722.00**	**$ -30,536.98**
Cost of Goods Sold			
3100 Cost of Goods Sold			
3101 Gift Shop Items		100.00	-100.00
3102 Laundry Expense	28.50	100.00	-71.50
Total 3100 Cost of Goods Sold	**28.50**	**200.00**	**-171.50**
Total Cost of Goods Sold	**$28.50**	**$200.00**	**$ -171.50**
GROSS PROFIT	**$567,156.52**	**$597,522.00**	**$ -30,365.48**
Expenditures			
3200 Advertising, Mktg & Promo			
3201 Ads and Notices	1,199.27	1,600.00	-400.73
3202 Events	1,800.51	2,000.00	-199.49
Total 3200 Advertising, Mktg & Promo	**2,999.78**	**3,600.00**	**-600.22**
3300 Auto Expenses			
3301 Fuel Expenses	1,723.91	2,000.00	-276.09
3302 Maintenance and Repair	2,504.80	1,200.00	1,304.80
3303 Truck Leases/Auto Exp	6,758.36	6,924.00	-165.64
Total 3300 Auto Expenses	**10,987.07**	**10,124.00**	**863.07**
3400 Bank Fees / Surcharges			
3401 Bank Fees	132.80	160.00	-27.20
3402 Merchant Fees	2,914.57	3,533.00	-618.43
3403 Fines Additional Fees	15.00	50.00	-35.00
Total 3400 Bank Fees / Surcharges	**3,062.37**	**3,743.00**	**-680.63**
3500 Dues	98.00	100.00	-2.00
3505 Fee Expense	288.87	300.00	-11.13
3600 Contractors Operations			
3602 Outside Services	9,996.89	20,000.00	-10,003.11
Total 3600 Contractors Operations	**9,996.89**	**20,000.00**	**-10,003.11**
3700 Insurance Policies			
3701 Auto Insurance	8,797.76	11,000.00	-2,202.24
3702 Liability & Property Policies	97,603.86	111,032.00	-13,428.14
3703 Workers Comp	6,588.19	6,600.00	-11.81
Total 3700 Insurance Policies	**112,989.81**	**128,632.00**	**-15,642.19**
3800 Interest Expense			
3802 USDA Interest	157,479.73	157,480.00	-0.27
3804 Fashion Blacksmith Settlement Interest	29,885.40	14,908.00	14,977.40
3805 Finance Charges	5,134.07	4,995.00	139.07
Total 3800 Interest Expense	**192,499.20**	**177,383.00**	**15,116.20**
3900 Professional Fees / Consultants			
3901 Accounting	23,100.00	23,100.00	0.00

Crescent City Harbor District

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July - October, 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
3902 Auditing	14,500.00	14,500.00	0.00
3903 Attorney Professional Services Legal	19,745.00	20,000.00	-255.00
3904 Additional Non-Attorney		4,000.00	-4,000.00
3905 Legal Reimbursements		400.00	-400.00
3906 Engineering		3,000.00	-3,000.00
3908 IT Services	7,640.00	8,000.00	-360.00
3909 IT Reimbursements	1,281.71	2,400.00	-1,118.29
Total 3900 Professional Fees / Consultants	**66,266.71**	**75,400.00**	**-9,133.29**
4000 Office / General operations			
4002 Office Equipment Leases	1,686.95	1,800.00	-113.05
4003 Office Expenses	210.43	800.00	-589.57
4004 Permits / Licenses	1,610.00	1,100.00	510.00
4006 Subscriptions & Software	9,491.73	9,000.00	491.73
4007 Uniform Expenses	1,400.64	1,600.00	-199.36
4008 Website & Hosting Expenses	1,425.28	1,440.00	-14.72
4025 Recruitment Expense	100.00	150.00	-50.00
4026 Taxes and License	147.87	0.00	147.87
4028 Postage & Shipping	164.00	166.68	-2.68
Total 4000 Office / General operations	**16,236.90**	**16,056.68**	**180.22**
5000 Payroll Expenditures			
5001 Payroll Expenses	191,133.68	208,000.00	-16,866.32
5002 Payroll Benefits	43,952.12	46,250.00	-2,297.88
5003 Health Benefits	70,461.59	63,900.00	6,561.59
5005 Payroll Tax Expenses	16,859.29	20,800.00	-3,940.71
5006 Commissioner Expense	12,000.00	12,000.00	0.00
5013 Team Housing & Additional Expenses	21.80	25.00	-3.20
5015 Payroll Processing Expense	923.00	1,200.00	-277.00
Total 5000 Payroll Expenditures	**335,351.48**	**352,175.00**	**-16,823.52**
5100 Repairs / Maintenance			
5102 Operations Purchases		4,000.00	-4,000.00
5104 Repairs General	5,253.93	20,000.00	-14,746.07
Total 5100 Repairs / Maintenance	**5,253.93**	**24,000.00**	**-18,746.07**
5200 Supplies, Materials & Fuel			
5201 Maintenance Supplies / Materials	3,451.02	12,000.00	-8,548.98
5202 Operations Supplies / Materials	6,012.00	1,200.00	4,812.00
5203 Fuel Maintenance	4,587.99	4,000.00	587.99
Total 5200 Supplies, Materials & Fuel	**14,051.01**	**17,200.00**	**-3,148.99**
5300 Travel,Training & Meetings			
5305 Mileage / Fuel		40.00	-40.00
5307 Trainings / Meetings		240.00	-240.00
Total 5300 Travel,Training & Meetings		**280.00**	**-280.00**
5500 Utilities			

Crescent City Harbor District

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July - October, 2026

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
5501 Electricity	22,538.16	5,461.00	17,077.16
5502 Propane	981.66	1,100.00	-118.34
5503 Telephone	3,717.22	4,000.00	-282.78
5504 Water & Sewer Service	21,122.60	13,043.00	8,079.60
5505 Trash & Recycle	24,121.44	20,000.00	4,121.44
5506 WI-FI / Internet Services	1,842.82	2,000.00	-157.18
Total 5500 Utilities	**74,323.90**	**45,604.00**	**28,719.90**
Total Expenditures	**$844,405.92**	**$874,597.68**	**$ -30,191.76**
NET OPERATING REVENUE	**$ -277,249.40**	**$ -277,075.68**	**$ -173.72**
Other Revenue			
5605 Donations Received	50.00		50.00
5800 Interest Income			
5802 LAIF Investment Gain	2,644.90	4,000.00	-1,355.10
Total 5800 Interest Income	**2,644.90**	**4,000.00**	**-1,355.10**
6000 Tax Proceeds			
6001 Property Tax	26,139.70	0.00	26,139.70
6002 TOT Proceeds		106,000.00	-106,000.00
Total 6000 Tax Proceeds	**26,139.70**	**106,000.00**	**-79,860.30**
Total Other Revenue	**$28,834.60**	**$110,000.00**	**$ -81,165.40**
Other Expenditures			
6500 Depreciation	1,275,969.00	1,275,969.00	0.00
6700 Reconciliation Adjustments	1,000.00		1,000.00
Total Other Expenditures	**$1,276,969.00**	**$1,275,969.00**	**$1,000.00**
NET OTHER REVENUE	**$ -1,248,134.40**	**$ -1,165,969.00**	**$ -82,165.40**
NET REVENUE	**$ -1,525,383.80**	**$ -1,443,044.68**	**$ -82,339.12**

Crescent City Harbor District

Cash Flow Report - A/C#4766

October 2026

Account Name	Transaction date	Transaction type	Num	Name	Debit	Credit	Balance
1003 CCHD Checking #4766							
Beginning Balance							176,791.88
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	8757	Streamline		356.32	176,435.56
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	8750	Carpenters Local 751		60.00	176,375.56
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	8752	Fashion Blacksmith, Inc		100,000.00	76,375.56
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	8758	Universal Foam Products		3,084.17	73,291.39
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	8749	C Renner Petroleum Inc		376.46	72,914.93
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	8755	Pacific Power		2,884.29	70,030.64
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	8751	Englund Marine Supply		304.96	69,725.68
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	8753	GHD Inc.		61,035.22	8,690.46
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	8754	Mendes Supply Company		772.84	7,917.62
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	8756	SCIF		1,816.66	6,100.96
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	ACH	Allegiance Premium Finance Company		15,400.73	-9,299.77
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	ACH	CalPERS Medical		17,231.59	-26,531.36
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	ACH	Home Depot Credit Card Services		590.04	-27,121.40
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	ACH	US Bank Credit Card		3,016.68	-30,138.08
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	ACH	VSP		136.39	-30,274.47
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	ACH	CalPERS		3,030.98	-33,305.45
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	ACH	CalPERS		350.00	-33,655.45
1003 CCHD Checking #4766	10/01/2026	Bill Payment (Check)	ACH	CalPERS		70.00	-33,725.45
1003 CCHD Checking #4766	10/01/2026	Transfer			66,000.00		32,274.55
1003 CCHD Checking #4766	10/01/2026	Deposit		Eric Green (Stormy II)	16.35		32,290.90
1003 CCHD Checking #4766	10/01/2026	Check	ACH	US Bank		30.83	32,260.07
1003 CCHD Checking #4766	10/02/2026	Payroll Check	DD	Christopher J. Foulke		2,094.73	30,165.34
1003 CCHD Checking #4766	10/02/2026	Payroll Check	DD	Michael T. Rademaker		3,314.45	26,850.89
1003 CCHD Checking #4766	10/02/2026	Payroll Check	DD	William E. Regis		663.29	26,187.60
1003 CCHD Checking #4766	10/02/2026	Payroll Check	DD	Terry L. Sarver		1,333.78	24,853.82
1003 CCHD Checking #4766	10/02/2026	Payroll Check	DD	Matthew R. Klinger		1,265.97	23,587.85
1003 CCHD Checking #4766	10/02/2026	Payroll Check	DD	John Evans (1)		273.15	23,314.70
1003 CCHD Checking #4766	10/02/2026	Payroll Check	DD	Janice E. Kerttula		1,691.52	21,623.18
1003 CCHD Checking #4766	10/02/2026	Payroll Check	DD	Annie Nehmer (1)		273.15	21,350.03
1003 CCHD Checking #4766	10/02/2026	Payroll Check	DD	Rick Shepherd (1)		273.15	21,076.88

Crescent City Harbor District

Cash Flow Report - A/C#4766

October 2026

Account Name	Transaction date	Transaction type	Num	Name	Debit	Credit	Balance
1003 CCHD Checking #4766	10/02/2026	Payroll Check	DD	Kristina M. Hanks		1,864.74	19,212.14
1003 CCHD Checking #4766	10/02/2026	Payroll Check	DD	Justin C. Hanks		1,860.88	17,351.26
1003 CCHD Checking #4766	10/02/2026	Tax Payment		Intuit QuickBooks Workforce		7,111.35	10,239.91
1003 CCHD Checking #4766	10/02/2026	Deposit			15,801.96		26,041.87
1003 CCHD Checking #4766	10/02/2026	Deposit			4,205.00		30,246.87
1003 CCHD Checking #4766	10/02/2026	Deposit		Walk In Customer	9.20		30,256.07
1003 CCHD Checking #4766	10/02/2026	Deposit		BS:BS B39:Sandra Tetz	505.00		30,761.07
1003 CCHD Checking #4766	10/03/2026	Check		Richard Salvaressa		10.00	30,751.07
1003 CCHD Checking #4766	10/04/2026	Payroll Check		Daniel J. Schmidt		273.15	30,477.92
1003 CCHD Checking #4766	10/04/2026	Payroll Check		Gerhard Weber (1)		273.15	30,204.77
1003 CCHD Checking #4766	10/04/2026	Payroll Check		Billy J. Newport		2,441.66	27,763.11
1003 CCHD Checking #4766	10/04/2026	Payroll Check		Andre Gonzalez		1,463.75	26,299.36
1003 CCHD Checking #4766	10/06/2026	Deposit			31,446.95		57,746.31
1003 CCHD Checking #4766	10/07/2026	Payment	262780237310590N00	Englund Marine/Chris Hegnes	275.42		58,021.73
1003 CCHD Checking #4766	10/07/2026	Deposit			226.00		58,247.73
1003 CCHD Checking #4766	10/07/2026	Deposit			2,288.75		60,536.48
1003 CCHD Checking #4766	10/07/2026	Bill	8336	Dan Schmidt	300.00		60,836.48
1003 CCHD Checking #4766	10/08/2026	Deposit		Mike Hoffman	17.25		60,853.73
1003 CCHD Checking #4766	10/09/2026	Deposit			20,613.91		81,467.64
1003 CCHD Checking #4766	10/09/2026	Deposit			990.00		82,457.64
1003 CCHD Checking #4766	10/13/2026	Deposit			14,495.87		96,953.51
1003 CCHD Checking #4766	10/13/2026	Deposit		Marine Applied research & Exploration	240.00		97,193.51
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8765	City of Crescent City		576.00	96,617.51
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8763	Allied Administrators		325.07	96,292.44
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8764	C Renner Petroleum Inc		1,038.84	95,253.60
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8768	Dan Schmidt		300.00	94,953.60
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8766	Crescent Ace Hardware		616.46	94,337.14
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8767	Crescent City Water Dept.		5,115.31	89,221.83
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8774	Robert Colburn Electric, Inc.		580.00	88,641.83
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8770	Pacific Power		99.41	88,542.42
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8776	Vestis		192.63	88,349.79
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8771	Progressive Insurance		2,243.40	86,106.39

Crescent City Harbor District

Cash Flow Report - A/C#4766

October 2026

Account Name	Transaction date	Transaction type	Num	Name	Debit	Credit	Balance
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8773	Ring Central Inc.		528.96	85,577.43
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8775	Spectrum Business		230.96	85,346.47
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8769	Mendes Supply Company		129.50	85,216.97
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	8772	Recology Del Norte		4,385.52	80,831.45
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	ACH	CalPERS		2,885.52	77,945.93
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	ACH	Home Depot Credit Card Services		796.39	77,149.54
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	ACH	Infinite Consulting Services		2,090.71	75,058.83
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	ACH	Intuit		662.00	74,396.83
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	ACH	Kelley Connect Xerox		408.90	73,987.93
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	ACH	LAI Trust		1,689.59	72,298.34
1003 CCHD Checking #4766	10/14/2026	Bill Payment (Check)	ACH	Spectrum Business		230.00	72,068.34
1003 CCHD Checking #4766	10/14/2026	Deposit		Dockwa	7,230.63		79,298.97
1003 CCHD Checking #4766	10/15/2026	Deposit			5,925.00		85,223.97
1003 CCHD Checking #4766	10/15/2026	Deposit		Walk In Customer	19.49		85,243.46
1003 CCHD Checking #4766	10/15/2026	Check	SVCCHRG			28.95	85,214.51
1003 CCHD Checking #4766	10/19/2026	Payroll Check	DD	Matthew R. Klinger		1,287.44	83,927.07
1003 CCHD Checking #4766	10/19/2026	Payroll Check	DD	Michael T. Rademaker		3,539.43	80,387.64
1003 CCHD Checking #4766	10/19/2026	Payroll Check		Gerhard Weber (1)		273.15	80,114.49
1003 CCHD Checking #4766	10/19/2026	Payroll Check	DD	Rick Shepherd (1)		273.15	79,841.34
1003 CCHD Checking #4766	10/19/2026	Payroll Check	DD	Janice E. Kerttula		1,691.53	78,149.81
1003 CCHD Checking #4766	10/19/2026	Payroll Check		Billy J. Newport		2,444.76	75,705.05
1003 CCHD Checking #4766	10/19/2026	Payroll Check	DD	John Evans (1)		273.15	75,431.90
1003 CCHD Checking #4766	10/19/2026	Payroll Check		Daniel J. Schmidt		273.15	75,158.75
1003 CCHD Checking #4766	10/19/2026	Payroll Check	DD	Justin C. Hanks		1,824.44	73,334.31
1003 CCHD Checking #4766	10/19/2026	Payroll Check		Andre Gonzalez		1,406.24	71,928.07
1003 CCHD Checking #4766	10/19/2026	Payroll Check	DD	Annie Nehmer (1)		273.15	71,654.92
1003 CCHD Checking #4766	10/19/2026	Payroll Check	DD	Kristina M. Hanks		1,641.20	70,013.72
1003 CCHD Checking #4766	10/19/2026	Payroll Check	DD	Terry L. Sarver		1,186.06	68,827.66
1003 CCHD Checking #4766	10/19/2026	Payroll Check	DD	William E. Regis		715.41	68,112.25
1003 CCHD Checking #4766	10/19/2026	Payroll Check	DD	Christopher J. Foulke		1,985.51	66,126.74
1003 CCHD Checking #4766	10/19/2026	Tax Payment		Intuit QuickBooks Workforce		6,851.65	59,275.09
1003 CCHD Checking #4766	10/19/2026	Deposit		Suburban Propane	931.12		60,206.21

Crescent City Harbor District
Cash Flow Report - A/C#4766
October 2026

Account Name	Transaction date	Transaction type	Num	Name	Debit	Credit	Balance
1003 CCHD Checking #4766	10/19/2026	Deposit			2,990.21		63,196.42
1003 CCHD Checking #4766	10/19/2026	Deposit		USDOT MARAD	10,815.22		74,011.64
1003 CCHD Checking #4766	10/19/2026	Deposit		USDOT MARAD	10,382.60		84,394.24
1003 CCHD Checking #4766	10/20/2026	Journal Entry	PTAX 261020		10,777.60		95,171.84
1003 CCHD Checking #4766	10/20/2026	Journal Entry	PTAX 261020-1		277.87		95,449.71
1003 CCHD Checking #4766	10/20/2026	Deposit		Englund Marine/Chris Hegnes	17,170.51		112,620.22
1003 CCHD Checking #4766	10/20/2026	Deposit			648.75		113,268.97
1003 CCHD Checking #4766	10/20/2026	Deposit		Andrew Evanow (MA)	138.45		113,407.42
1003 CCHD Checking #4766	10/21/2026	Deposit		Dockwa	10,234.74		123,642.16
1003 CCHD Checking #4766	10/21/2026	Deposit			10,074.80		133,716.96
1003 CCHD Checking #4766	10/23/2026	Deposit			269.85		133,986.81
1003 CCHD Checking #4766	10/23/2026	Deposit		Eric Green [Magoo Too]	63.30		134,050.11
1003 CCHD Checking #4766	10/26/2026	Deposit			473.15		134,523.26
1003 CCHD Checking #4766	10/26/2026	Deposit		Newbook Integration	100.42		134,623.68
1003 CCHD Checking #4766	10/26/2026	Deposit			26.85		134,650.53
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8793	Streamline		356.32	134,294.21
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8795	Summit Accounting Services & Taxes		5,869.95	128,424.26
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8787	Del Norte County Environmental Health		580.00	127,844.26
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8781	Advanced Security Systems		415.50	127,428.76
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8786	Crescent City Beach Village LLC AP		11,875.00	115,553.76
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8788	Eureka Oxygen Co		93.40	115,460.36
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8784	Community System Solutions		5,004.00	110,456.36
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8792	Principal Life Insurance Co.		74.52	110,381.84
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8782	Carpenters Local 751		60.00	110,321.84
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8791	Pacific Power		3,795.52	106,526.32
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8790	Nicholson & Olson		14,500.00	92,026.32
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8796	The Mitchell Law Firm, LLP		2,850.00	89,176.32
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8789	Kimley-Horn and Associates, Inc.		27,007.57	62,168.75
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	ACH	Allegiance Premium Finance Company		15,400.73	46,768.02
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	ACH	CalPERS		2,592.40	44,175.62

Crescent City Harbor District

Cash Flow Report - A/C#4766

October 2026

Account Name	Transaction date	Transaction type	Num	Name	Debit	Credit	Balance
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	ACH	Home Depot Credit Card Services		350.42	43,825.20
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	ACH	US Bank		1,943.09	41,882.11
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	ACH	VSP		136.39	41,745.72
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	ACH	CalPERS		7,947.67	33,798.05
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8783	Community System Solutions		5,004.00	28,794.05
1003 CCHD Checking #4766	10/27/2026	Bill Payment (Check)	8785	Community System Solutions		7,240.00	21,554.05
1003 CCHD Checking #4766	10/27/2026	Deposit			373.50		21,927.55
1003 CCHD Checking #4766	10/28/2026	Deposit		Dockwa	3,951.28		25,878.83
1003 CCHD Checking #4766	10/28/2026	Deposit			14,078.74		39,957.57
1003 CCHD Checking #4766	10/28/2026	Deposit		CLR Laundry	440.00		40,397.57
1003 CCHD Checking #4766	10/28/2026	Check	8798	BS:BS D34:Terence Felver		200.00	40,197.57
1003 CCHD Checking #4766	10/28/2026	Check	8797	BS:BS D26:Ron K. Wainscott		200.00	39,997.57
1003 CCHD Checking #4766	10/29/2026	Deposit		Dockwa		42.00	39,955.57
1003 CCHD Checking #4766	10/29/2026	Deposit			429.60		40,385.17
1003 CCHD Checking #4766	10/29/2026	Deposit		BAF Fisheries, INC.	18.60		40,403.77
1003 CCHD Checking #4766	10/29/2026	Expense	1000100743	US Bank		150.00	40,253.77
1003 CCHD Checking #4766	10/30/2026	Bill Payment (Check)	8799	Del Norte County Tax Collector		678.23	39,575.54
Total for 1003 CCHD Checking #4766					**$265,273.94**	**$402,490.28**	
TOTAL					**$265,273.94**	**$402,490.28**	

Crescent City Harbor District
Cash Flow Projection Report

Last Revised : 11/14/26

	Source	Actual Jul-26	Actual Aug-26	Actual Sep-26	Actual Oct-26	Projected Nov-26	Projected Dec-26	Projected Jan-27	Projected Feb-27	Projected Mar-27	Projected Apr-27	Projected May-27	Projected Jun-27
Beginning Cash Balance - OP Ckg #4766		165,415.68	116,572.47	110,606.45	176,791.88	30,575.54	7,183.34	372,255.36	232,427.30	236,426.43	(51,880.21)	156,354.68	143,503.68
Operating Revenue	AR	213,637.55	138,580.80	112,989.55	154,403.65	142,321.00	132,323.00	234,258.00	166,216.00	154,851.00	157,952.00	119,077.00	114,340.00
Operating Expense	AP	(123,610.02)	(84,422.59)	(42,439.36)	(95,518.53)	(86,672.20)	(87,209.99)	(118,604.69)	(71,175.87)	(91,067.65)	(58,676.11)	(56,887.00)	(52,174.17)
Payroll Expense	PR	(84,134.35)	(88,016.76)	(64,217.80)	(98,063.96)	(89,041.00)	(89,041.00)	(89,041.00)	(89,041.00)	(89,041.00)	(89,041.00)	(89,041.00)	(89,063.00)
Net cash provided by operations		5,893.18	(33,858.55)	6,332.39	(39,178.84)	(33,392.20)	(43,927.99)	26,612.31	5,999.13	(25,257.65)	10,234.89	(26,851.00)	(26,897.17)
Tax Revenue	AR-TX	12,184.39	54,392.53	0.00	11,055.47	12,000.00	411,000.00	7,500.00	0.00	67,000.00	200,000.00	16,000.00	110,000.00
Other Income	OI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grant Income	GI	0.00	0.00	85,059.54	21,197.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Cash Inflows		12,184.39	54,392.53	85,059.54	32,253.29	12,000.00	411,000.00	7,500.00	0.00	67,000.00	200,000.00	16,000.00	110,000.00
Loan Payments	LP	0.00	0.00	0.00	(100,000.00)	0.00	0.00	(171,940.37)	0.00	(328,049.00)	0.00	0.00	0.00
Fixed Asset Purchases	FA	0.00	0.00	0.00	0.00	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)
Capital Improvement Projects	CIP	(66,920.78)	(26,500.00)	(25,206.50)	(105,290.79)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Cash Outflows		(66,920.78)	(26,500.00)	(25,206.50)	(205,290.79)	(2,000.00)	(2,000.00)	(173,940.37)	(2,000.00)	(330,049.00)	(2,000.00)	(2,000.00)	(2,000.00)
Transfer In/(Out) From Savings/Reserve		0.00	0.00	0.00	66,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Cash Increase (Decrease) OP Ckg #4766 For Period		116,572.47	110,606.45	176,791.88	30,575.54	7,183.34	372,255.36	232,427.30	236,426.43	(51,880.21)	156,354.68	143,503.68	224,606.52
Beginning Cash Balance - LAIF Savings/Reserve		264,931.82	264,931.82	264,931.82	264,931.82	201,576.72	201,576.72	201,576.72	203,576.72	203,576.72	203,576.72	205,576.72	205,576.72
Interest Earned		0.00	0.00	0.00	2,644.90	0.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
Transfer In/(Out) to OP Ckg #4766		0.00	0.00	0.00	(66,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Cash Balance - LAIF Savings/Reserve		264,931.82	264,931.82	264,931.82	201,576.72	201,576.72	201,576.72	203,576.72	203,576.72	203,576.72	205,576.72	205,576.72	205,576.72
Total Restricted Reserve		181,000.00	181,000.00	56,000.00	56,000.00	56,000.00	56,000.00	56,000.00	56,000.00	56,000.00	56,000.00	56,000.00	56,000.00
Restricted Reserve Increase (Decrease) for the period		0.00	0.00	(125,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Unrestricted LAIF Savings		83,931.82	83,931.82	208,931.82	145,576.72	145,576.72	145,576.72	147,576.72	147,576.72	147,576.72	149,576.72	149,576.72	149,576.72

16. Consider and approve the cancellation of the regular Board meeting scheduled for November 25, 2026.

Public Comment?

17. MEETING ADJOURNMENT

The next regular meeting of the Board of Harbor Commissioners is currently scheduled for Wednesday, November 25, 2026, at 2:00 p.m., subject to possible cancellation under Item 16 of this agenda. Please visit www.ccharbor.com for updated meeting information.

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 persons 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.

Pursuant to Government Code Section 54957.5(b)(1), the Crescent City Harbor District has designated its main office, located at 101 Citizens Dock Rd, Crescent City, CA, as the location available for public inspection of agendas and related writings under consideration by the Board of Harbor Commissioners. If the office is locked, please contact the Harbor Patrol at (707) 954-8341 (available 24 hours), and a patrol officer will promptly provide access for you to review the materials.