

Board of Harbor Commissioners

Crescent City Harbor District

2 May 2023

Regular Harbor Commission Meeting



Regular Meeting

Board of Harbor Commissioners of the Crescent City Harbor District

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

AGENDA

- Date:** **Tuesday, May 2, 2023**
- Time:** **Open Session 2:00 p.m., Closed Session follows**
- Place:** **101 Citizens Dock, Crescent City, CA, 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, please enter 612 737 7734# (meeting ID)
or, one tap mobile: +16699006833,,6127377734#

Call to Order

Roll Call

Pledge of Allegiance

Public Comment

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

Regular Session

1. Consent Calendar

- a. Approval of the Meeting Minutes of the April 18, 2023 Regular Meeting.**

2. Comptroller's Report, Review Balances

3. New Business

- a. Presentation by the Del Norte Visitor Bureau.**
- b. Review and Vote to Approve Northern Knights Car Show and Swap Meet to take place in the Harbor Parking Lot August 19th, 2023.**
- c. Review and Vote to Approve Resolution No. 2023-06 Approving the Grant of Funds from the State Coastal Conservancy for the Citizens Dock Planning Project.**
- d. Review and Vote to Approve Resolution No. 2023-07 Approving the Grant of Funds from the State Coastal Conservancy for the South Beach Access Improvement Project.**
- e. Review, Select, and Vote to Approve Engineer's Estimate for Emergency Repairs on Anchor Way and Whaler Island as Required by FEMA.**

4. Unfinished Business

- a. Grants Update**
- b. Beneficial Reuse Permit Update**

5. Communications and Reports

- a. CEO/Harbormaster Report**
- b. Ad Hoc Committee Reports (as needed)**
- c. Harbor Commissioner Reports**

6. Closed Session

a. CONFERENCE WITH LEGAL COUNSEL – ONGOING LITIGATION

(Government Code section 54956.9(d)(2))

Significant Exposure to Litigation: One case based on correspondence with Fashion Blacksmith regarding claim for damages.

b. CONFERENCE WITH LABOR NEGOTIATORS

(Gov. Code section 54957.6)

Unrepresented Employee: CEO/Harbormaster

District's Designated Representative: Ruben Duran, General Counsel

7. Adjourn Closed Session

8. Report out of Closed Session

9. Consideration of Amendment to Employment Agreement Adjusting Compensation Package for Harbormaster/CEO.

10. MEETING ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, May 16, 2023, at 2 p.m. PST. The Crescent City Harbor District complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to person with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990 (42 U.S.C. §12132). Any person with a disability who requires modification in order to participate in a meeting should direct such request to (707) 464-6174 at least 48 hours before the meeting, if possible.



1. Consent Calendar

- a. Approval of the Meeting Minutes of the April 18, 2023 Regular Meeting.**

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	April 18, 2023 2:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Open Session, Tuesday April 18, 2023 at 2:00 P.M.

CALL TO ORDER: 2:00 PM

ROLL CALL:

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

ABSENT:

QUORUM:

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENT: No members of the public commented.

1) CONSENT CALENDAR:

1A) Approval of Meeting Minutes of the April 4th, 2023 Open Session.

Secretary Stone requested amendments to his report in section 4B of the previous meeting's minutes. The revision included separating the meeting with Tri-agency and the meeting with KRRC into individual reports, and to add his meeting with Senator McGuire to discuss land grants and effective use of wind power. President White also requested corrections for minor language discrepancies.

Commissioner Shepherd **moved** to approve the previous meeting's minutes as amended. Commissioner Adams **seconded** the motion. President White then called for a vote:

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

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

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

2) COMPTROLLER'S REPORT/ REVIEW BALANCES

Comptroller Thomas Zickgraf reviewed the account balances with the Board, noting revocation notices being given to accounts in arrears and progress being made in managing Accounts Receivable and the Harbor office being more customer service focused.

Comptroller Zickgraf reported that after the Finance Committee meets, Year to Date reporting will be provided. He also reported that the Harbor's new auditor is set to attend the next open session. There was discussion regarding net utility expenses for the Harbor. Comptroller Zickgraf committed to providing Commissioners with detailed reports by the next Board Meeting.

3) NEW BUSINESS

3A) Review and vote to approve Procurement Policies and Procedures

Harbormaster Tim Petrick discussed that the Harbor needed to formalize the current Procurement Policies and Procedures into writing in order to qualify for the FEMA Disaster Funding. Secretary Stone **moved** to approve the Procurement Policies and Procedures prepared by Mike Bahr. Commissioner Adams **seconded** the motion. President White called for a vote:

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

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

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

3B) Review and vote to approve 2nd Annual Acton Crescent City Children's Business Fair

Annie Nehmer with the Acton Children's Business Fair (ACBF) shared details with the Board about hosting another business fair event on June 1st. The ACBF requested the Harbor waive the event space fee and to match the prize money similar to last year. Commissioner Shepherd **moved** to approve the ACBF's event request. Commissioner Weber **seconded** the motion. President White called for a vote:

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

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

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

3C) Review and vote on two-year hoist renewal lease with Pacific Seafood

Harbormaster Petrick discussed details for a two-year long hoist renewal lease with Pacific Seafood backdating to January 1st. President White asked for clarification of the language in the hoist lease's title, to more clearly represent the designated hoists in the lease's space. Commissioner Adams **moved** to approve Pacific Seafood's renewed hoist lease. Commissioner Shepherd **seconded** the motion. President White called for a vote:

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

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

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

3D) Review and vote on new five-year lease for 151 Starfish Way with Pacific Seafood

Harbormaster Petrick discussed details about the new five-year lease agreement with Pacific Seafood for 151 Starfish Way, highlighting differences from their prior month-to-month agreement. During discussion, President White inquired about drainage concerns in shared truck docks due to the truck docks being absent in the lease. This led into a discussion about creating a separate agreement for the shared truck docks with PacChoice and Safe Coast. President White decided to add the truck dock to a future meeting's agenda to continue discussion. Commissioner Shepherd **moved** to approve the five-year lease. Secretary Stone **seconded** the motion. President White called for a vote:

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

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

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

4) UNFINISHED BUSINESS

4A) Review and vote to approve Resolution 2023-05

Harbormaster Petrick and Mike Bahr reported that changes were made to maximize federal funding as advised by MARAD. Secretary Stone **moved** to approve **Resolution 2023-05**. Commissioner Adams **seconded** the motion. President White called for a vote:

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

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

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

4B) Grants Update

Mike Bahr discussed the updates with the multiple grants he is working on with the Board. Bahr is preparing a presentation for the Chamber Mixer to showcase the four grants awarded to the Harbor plus other project updates.

Bahr also reported that the initial contracts with Coastal Conservancy are expected soon for the two awarded grants; the study on Citizen's Dock and the restrooms on South Beach. President White asked for public comment, no members of the public commented.

4C) Dredge Update

Harbormaster Petrick reported that samples were pulled in the outer boat basin again, but the results from the samples have not been provided yet. President White asked for public comment, no members of the public commented.

5) COMMUNICATIONS AND REPORTS

5A) CEO/Harbormaster Report

Harbormaster Petrick reported the Harbor is hosting a Chamber of Commerce Mixer on Thursday April 20th in Englund Marine's old building.

5B) AD HOC Committee Reports

- (i) KRRC: Commissioner Shepherd reported that KRRC met Friday April 14th to discuss formally changing the amount/ locations of the buoys in the harbor.
- (ii) Visitor's Bureau: Commissioner Adams reported that he attended the Kamome Festival to support raising tsunami awareness.

5C) Harbor Commissioner Reports

- (i) Commissioner Shepherd had nothing to report.
- (ii) Commissioner Weber reported how successful the Easter Event was.
- (iii) Commissioner Adams reported details about the Chamber Mixer.
- (iv) Secretary Stone reported that he traveled to Sacramento and met with Senators Laird and McGuire to discuss utilities and wind energy in the harbor.
- (v) President White had nothing to report.

ADJOURN OPEN SESSION

ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, MAY 2, 2023 AT 2 P.M., VIA ZOOM WEB CONFERENCE AND IN-PERSON AT THE MAIN HARBOR OFFICE, LOCATED AT 101 CITIZENS DOCK ROAD.

Approved this ____ day of _____, 2023

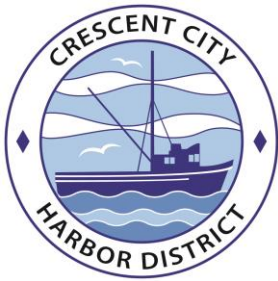
Wes White, President

Harry Adams, Secretary



2. Comptroller's Report, Review Balances

Public Comment?



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

COMPTROLLER'S REPORT

Harbor Commission Meeting
05-02-2023

CRESCENT CITY HARBOR DISTRICT
SUMMARY REPORT
AS OF 04-28-2023

	AMOUNT
CCHD OPERATING ACCOUNT	\$241,986
CCHD SAVINGS ACCOUNT	\$5,021
RV - REDWWOD	\$10,025
RV - BAYSIDE	\$16,476
RESERVE LAIF	\$823,633
LESS VENDOR PAYMENTS - UNCLEARED CHECKS	(\$47,949)
TOTAL CHECKING / SAVINGS	\$1,049,191
AR CURRENT	(\$4,922.85)
TAX PROCEEDS RECEIVABLES	\$159,000
TOTAL CURRENT RECEIVABLES	\$154,077
TOTAL CURRENT ASSETS	\$1,203,269
SCHEDULED PAYROLL, ESTIMATED	(\$35,000)
ACCOUNTS PAYABLE & SCHEDULED PAYMENTS	(\$41,507)
TOTAL NEAR-TERM LIABILITIES	(\$76,507)
TOTAL ADJUSTED LIQUIDITY	\$1,126,762
RESERVE: USDA LOAN	(\$276,000)
RESERVE: SCHEDULED IMPROVEMENTS	(\$30,000)
RESERVE: MATCH FUNDS SLC GRANT	(\$321,000)
RESERVE: FASHION BLACKSMITH	(\$50,000)
TOTAL: RESERVE PROJECT FUNDS	(\$677,000)
TOTAL UNRESTRICTED / NEAR-TERM LIQUIDITY	\$449,762

CRESCENT CITY HARBOR DISTRICT
CHANGE TO CASH POSITION
AS OF 03-31-2023

	DIFFERENCE	03-31-2023 BALANCE	12-31-2022 BALANCE
CCHD RESERVE LAIF	\$ 171,072	\$ 928,873	\$ 1,099,945
CCHD OPERATING	\$ 128,693	\$ 57,402	\$ 186,096
CCHD SAVINGS	\$ (0)	\$ 5,021	\$ 5,021
RV BAYSIDE	\$ 8,211	\$ 14,061	\$ 22,272
RV RHV	\$ 935	\$ 10,957	\$ 11,891
CHANGE TO CASH POSITION	\$ (308,911)	\$ 1,016,315	\$ 1,325,226

	ONE-TIME PURCHASES / ADDITIONAL EXPENSES
TRI-AGENCY	\$ 40,000
IMPROVEMENTS	\$ 159,327
LEASE BUYOUT-Whaler's Island	\$ 85,000
TOTAL	\$ 284,327

CRESCENT CITY HARBOR DISTRICT
OPEN AR AS OF 04-28-2023

ACCOUNT TYPE	AMOUNT
CURRENT COMMERCIAL	\$ 4,046.35
PREPAID COMMERCIAL	\$ (24,124.41)
RESEARCH COMMERCIAL	\$ 250.00
COMMERCIAL TOTAL	\$ (19,828.06)
CURRENT MARINA	\$ 6,983.30
LATE NOTICE+30	\$ 6,918.97
LATE PRE-LIT+60	\$ 88.07
PREPAID MARINA	\$ (4,290.13)
MARINA TOTAL	\$ 9,700.21
PAYMENT PLAN RV BAYSIDE	\$ 3,075.00
PAID REC RHV	\$ 2,900.00
PREPAID RHV	\$ (385.00)
PREPAID RHV	\$ (385.00)
RV TOTAL	\$ 5,205.00
MARINA REVOCATION/SC+90	\$ 17,612.73
EVICITION NOTICE RV BAYSIDE	\$ 8,420.00
UNLAWFUL DETAINER RV BAYSIDE	\$ 3,850.00
EVICITION NOTICE RV RHV	\$ 400.00
POSSIBLE BAD DEBT	\$ 30,282.73
BAD DEBT MARINA	\$ 2,127.17
BAD DEBT RV BAYSIDE	\$ 5,390.00
BAD DEBT RV RHV	\$ 10,500.00
BAD DEBT_(07/01/23-4/28/23) WRITE-OFF	\$ 18,017.17

Crescent City Harbor District

Open A/P Detail

As of April 28, 2023

Date	Num	Name	Account	Open	Due Date
04/20/23	646932	ADVANCED SECURITY SYSTEMS	6640 · OUTSIDE SERVICES	\$ 127.50	05/16/2023
04/20/23	646558	ADVANCED SECURITY SYSTEMS	6640 · OUTSIDE SERVICES	\$ 106.50	05/16/2023
04/25/23	5090141411	ARAMARK INC	6111-0 · UNIFORMS	\$ 65.58	05/10/2023
04/12/23	509001398	ARAMARK INC	6111-0 · UNIFORMS	\$ (123.60)	05/30/2023
04/26/23	17107421	CALPERS RETIREMENT	2403-0 · Retirement Calpers	\$ 3,417.72	05/16/2023
04/26/23	17107385	CALPERS RETIREMENT	2403-0 · Retirement Calpers	\$ 461.76	05/16/2023
04/25/23	957234	CRESCENT ACE HARDWARE	SUPPLIES, MATERIAL, SMALL TOOLS	\$ 43.28	05/10/2023
04/26/23	957489	CRESCENT ACE HARDWARE	SUPPLIES, MATERIAL, SMALL TOOLS	\$ 46.83	05/10/2023
04/26/23	957416	CRESCENT ACE HARDWARE	SUPPLIES, MATERIAL, SMALL TOOLS	\$ 154.62	05/10/2023
04/24/23	32223-41723 CCHD	CRESCENT CITY WATER	UTILITIES - WATER & SEWER	\$ 1,372.83	05/15/2023
04/24/23	32223-41723 RHV	CRESCENT CITY WATER	UTILITIES - WATER & SEWER	\$ 897.66	05/15/2023
04/24/23	32223-41723 BS	CRESCENT CITY WATER	UTILITIES - WATER & SEWER	\$ 1,344.37	05/15/2023
04/04/23	696882/5	ENGLUND MARINE	SUPPLIES, MATERIAL, SMALL TOOLS	\$ 15.78	04/10/2023
04/20/23	697153/5	ENGLUND MARINE	PROMOTIONS & ADVERTISING	\$ 18.67	05/10/2023
04/20/23	697152/5	ENGLUND MARINE	PROMOTIONS & ADVERTISING	\$ 37.35	05/10/2023
04/27/23	J40655/5	ENGLUND MARINE	UNIFORMS	\$ 36.64	05/10/2023
04/24/23	04/19/2023 RHV	FRONTIER	UTILITIES - TELEPHONE	\$ 140.05	05/15/2023
04/27/23	14169	LAI TRUST	AUTO EXPENSES & LEASES	\$ 3,509.34	05/01/2023
04/25/23	3140-325035	O'REILLY AUTO PARTS	AUTO EXPENSES & LEASES	\$ 2.15	05/25/2023
04/27/23	041423-050523 CCHD	PACIFIC POWER	UTILITIES - ELECTRICT & GAS	\$ 8,512.60	05/05/2023
03/20/23	030623-032723 RHV	PACIFIC POWER	UTILITIES - ELECTRICT & GAS	\$ (62.35)	05/30/2023
04/27/23	041423-050523CCHD	PACIFIC POWER	UTILITIES - ELECTRICT & GAS	\$ (155.86)	05/30/2023
04/24/23	3106027026	PITNEY BOWES	EQUIPEMENT LEASES	\$ 158.87	05/05/2023
04/28/23	250019	R.A. KIRKLAND INC.	OUTSIDE SERVICES	\$ 5,833.33	05/28/2023
04/24/23	06635205 RHV	RECOLOGY DEL NORTE	WASTE REMOVAL & RECYCLING	\$ 2,764.32	05/15/2023
04/24/23	06635817 BS	RECOLOGY DEL NORTE	WASTE REMOVAL & RECYCLING	\$ 2,460.20	05/15/2023
04/24/23	06639215 CCHD	RECOLOGY DEL NORTE	WASTE REMOVAL & RECYCLING	\$ 8,002.56	05/15/2023
04/24/23	CD_000575832	RING CENTRAL	UTILITIES - TELEPHONE	\$ 554.55	05/23/2023
04/25/23	12843	SCHMIDTS HOUSE OF JAMBALAYA	PROMOTIONS & ADVERTISING	\$ 1,500.00	04/25/2023
04/24/23	0194911041623	SPECTRUM BUSINESS	WEBHOSTING & CONNECTION SERVICE	\$ 190.02	05/03/2023
04/25/23	1409-102258	SUBURBAN PROPANE	PROPANE	\$ 96.99	04/25/2023
04/24/23	988454176-2	T MOBILE	UTILITIES - TELEPHONE	\$ 298.00	05/24/2023
04/13/23	April	T MOBILE	UTILITIES - TELEPHONE	\$ (696.53)	05/30/2023
04/26/23	CA-1414	WOODS PLUMBING	REPAIR AND MAINT	\$ 375.00	05/25/2023
			TOTAL OPEN A/P AS OF 04-28-2023	\$ 41,506.73	



3. New Business

- a. Presentation by the Del Norte Visitor Bureau.**

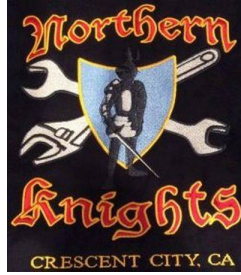
Public Comment?



3. New Business

b. Review and Vote to Approve Northern Knights Car Show and Swap Meet to take place in the Harbor Parking Lot August 19th, 2023.

Public Comment?



The Northern Knights Car Club is a non-profit that promotes the automotive hobby while supporting the community of Del Norte County. Members' vehicles range from Model A's to Volkswagens and all are welcome. Proceeds from popular events such as the annual Sea Cruise are redistributed by way of donations and scholarships to deserving local organizations.

For your consideration,

Northern Knights would like to put on a swap meet in conjunction with the market event already taking place. We would like to set up just past their end. We estimate approx. fifty cars for the show and an additional 50 booths with motor-related items for sale. cars, motorcycles, tractors, trucks quads etc.

Hours 9am – 2pm

Swap meet Aug.19th 2023.

\$ 25 for selling booth

Est 50

Food vendors \$ 150. Or 10% of gross if gross is over \$ 500.

Car show \$ 25. If renting a booth as well \$ 40.

Est 50

Other vendors, i.e.

Possible Dyno tune (tentative)

Other selling vendors ???

Activities.

Valve cover race.....\$2.00

Live entertainment

Food vendors

Corn whole toss.....? \$ 2.00

3 trophies will be awarded for car show.

The car show will be judged by non-participants. No classes to judge. Just 1st 2nd & 3rd

We will provide insurance based on your requirements.

Thank you for your consideration.

Northern Knights rep

Robert Boucher 707-951-0646



3. New Business

c. Review and Vote to Approve Resolution No. 2023-06 Approving the Grant of Funds from the State Coastal Conservancy for the Citizens Dock Planning Project.

Public Comment?

Resolution No. 2023-06

Resolution of the Crescent City Harbor District Board of Commissioners

Approving the Grant of Funds from the
State Coastal Conservancy

For Citizens' Dock Planning Project

WHEREAS, the Legislature of the State of California has established the State Coastal Conservancy ("Conservancy") under Division 21 of the California Public Resources Code, and has authorized the Conservancy to award grants to public agencies and nonprofit organizations to implement the provisions of Division 21; and

WHEREAS, the Conservancy awards grants for projects that it determines are consistent with Division 21 of the Public Resources Code and with the Conservancy's Strategic Plan and that best achieve the Conservancy's statutory objectives, in light of limited funding.

WHEREAS, at its May 2nd, 2023 meeting, the Conservancy adopted a resolution authorizing a grant to Crescent City Harbor District ("grantee") for Citizens' Dock Planning Project ("the project"). The resolution was adopted by the Conservancy pursuant to and is included in the Conservancy April 6th, 2023 staff recommendation, a copy of which is on file with the grantee and with the Conservancy.

WHEREAS, the Conservancy requires that governing body of the grantee certify through a resolution that it approves the award of Conservancy grant funding and authorizes the execution by a representative of the grantee of a grant agreement on terms and conditions required by the Conservancy grant agreement for the Citizens' Dock Planning Project.

NOW, THEREFORE, be it resolved that the grantee hereby:

1. Approves the award of grant funding from the Conservancy for the project.
2. Acknowledges that it has or will have sufficient funds to complete the project and, if any property is acquired as part of the project to operate and maintain the property, and, if any facilities are constructed as a part of the project, to operate and maintain the facilities for a reasonable period, not less than the useful life of the facilities.
3. Agrees to be bound by all terms and conditions of the grant agreement and any other agreement or instrument as may be required by the Conservancy and as may be necessary to fulfill the terms of the grant agreement and to complete the project.
4. Authorizes any person holding the position of CEO/Harbormaster to act as a representative of the grantee, to negotiate and execute on behalf of the grantee all agreements and instruments necessary to complete the project and to comply with the Conservancy's grant requirements, including, without limitation, the grant agreement.

APPROVED AND ADOPTED _____, 20__.

I, (PRINT NAME HERE) _____, the undersigned, hereby certify that the above

Resolution No. _____ was duly adopted by the grantee by the following roll call vote:

Ayes:

Noes:

Absent:

(Clerk)

Signature: _____



3. New Business

d. Review and Vote to Approve Resolution No. 2023-07 Approving the Grant of Funds from the State Coastal Conservancy for the South Beach Access Improvement Project.

Public Comment?

Resolution No. 2023-07

Resolution of the Crescent City Harbor District Board of Commissioners

Approving the Grant of Funds from the
State Coastal Conservancy

For South Beach Access Improvement Project

WHEREAS, the Legislature of the State of California has established the State Coastal Conservancy (“Conservancy”) under Division 21 of the California Public Resources Code, and has authorized the Conservancy to award grants to public agencies and nonprofit organizations to implement the provisions of Division 21; and

WHEREAS, the Conservancy awards grants for projects that it determines are consistent with Division 21 of the Public Resources Code and with the Conservancy’s Strategic Plan and that best achieve the Conservancy’s statutory objectives, in light of limited funding.

WHEREAS, at its May 2nd, 2023 meeting, the Conservancy adopted a resolution authorizing a grant to Crescent City Harbor District (“grantee”) for South Beach Access Improvement Project (“the project”). The resolution was adopted by the Conservancy pursuant to and is included in the Conservancy April 6th, 2023 staff recommendation, a copy of which is on file with the grantee and with the Conservancy.

WHEREAS, the Conservancy requires that the governing body of the grantee certify through a resolution that it approves the award of Conservancy grant funding and authorizes the execution by a representative of the grantee of a grant agreement on terms and conditions required by the Conservancy grant agreement for the South Beach Access Improvement Project.

NOW, THEREFORE, be it resolved that the grantee hereby:

1. Approves the award of grant funding from the Conservancy for the project.
2. Acknowledges that it has or will have sufficient funds to complete the project and, if any property is acquired as part of the project to operate and maintain the property, and, if any facilities are constructed as a part of the project, to operate and maintain the facilities for a reasonable period, not less than the useful life of the facilities.
3. Agrees to be bound by all terms and conditions of the grant agreement and any other agreement or instrument as may be required by the Conservancy and as may be necessary to fulfill the terms of the grant agreement and to complete the project.
4. Authorizes any person holding the position of CEO/Harbormaster to act as a representative of the grantee, to negotiate and execute on behalf of the grantee all agreements and instruments necessary to complete the project and to comply with the Conservancy's grant requirements, including, without limitation, the grant agreement.

APPROVED AND ADOPTED _____, 20__.

I, (PRINT NAME HERE) _____, the undersigned, hereby certify that the above

Resolution No. _____ was duly adopted by the grantee by the following roll call vote:

Ayes:

Noes:

Absent:

(Clerk)

Signature: _____



3. New Business

- e. Review, Select, and Vote to Approve Engineer's Estimate for Emergency Repairs on Anchor Way and Whaler Island as Required by FEMA.**

Public Comment?



moffatt & nichol

600 University Street, STE 610 | Seattle, WA 98101
P 206.501.2320 | M 410.905.5119

PROPOSAL TO PROVIDE ENGINEERING ROUGH ORDER OF MAGNITUDE COST ESTIMATE FOR THREE PROPOSED PROJECTS:

1. Repair of Whaler Island Groin Breakwater, a protective water control facility.
2. Repair of portions of Anchor Way Breakwater, a protective water control facility.
3. Repair of sections of Anchor Way road.

This estimate of labor costs is based on the following assumptions:

- The scope of work does not include providing a condition assessment report,
- The scope of work includes providing a rough order of magnitude cost (ROM) based on recent/nearby projects,
- The scope of work does not include providing a cost estimation report,
- The scope of work does not include a site visit by an estimator, if FEMA requires a site visit to inform cost estimates, additional fee will be
- CCHD will provide record or as-built drawings for the three project areas (if available)
- CCHD will provide records (plans, specifications, and material quantities) of previous repairs to M&N (if available),
- CCHD will provide photos of the damaged areas taken during low tide events demonstrating the extent of the damage,

TOTAL BID: **\$7,500.00**

Bid Submitted by:

Younes Nouri, PhD, PE, P.Eng.
Project Manager & Coastal Engineer
Moffatt & Nichol



April 24, 2023

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

RE: Engineer's Estimate for Emergency Repairs

Mr. Petrick:

Thank you for the opportunity to quote work associated with the above referenced project. As per our conversation, a complete list of tasks, deliverables, assumptions, and costs is provided herein to assist in preparing your quote for said project.

Scope of Services

Engineer's Estimate – Prepare Engineer's Estimate for the following:

- 1) Repair of Whaler Island Groin Breakwater, a protective water control facility.
- 2) Repair of portions of Anchor Way Breakwater, a protective water control facility.
- 3) Repair of sections of Anchor Way road.

Estimate items shall be at the discretion of Pacific Associates, but shall be inclusive of all costs associated with the repair of the noted items.

Deliverables

Engineer's Estimate - Two wet signed and stamped copies of the Engineer's Estimate by a State of California licensed Civil Engineer.

Fee Schedule

Engineer's Estimate	\$5000
Hourly Rate Schedule	
Principle Civil Engineer	\$200/hr
Incidental Costs	
Additional Costs (postage, reproduction, permit fees)	Cost +20%

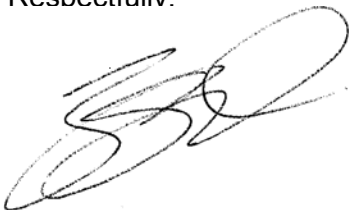
*Overtime rates (>8 hours/calendar weekday, Saturdays) to be charged at 140% of standard time rate. Double time rates (>12 hours/calendar week day, Sundays, Federal holidays) will be charged at 180% of standard time rate.

Limitations, Assumptions, and Exclusions

- Pricing includes Workers' Compensation, General/Professional Liability (\$3,000,000/Occ., \$3,000,000 Aggregate), and Commercial Auto Insurance. Certificates naming additional insured will be issued as required. Pacific Affiliates has made no provisions for any additional field investigations, testing services, topographic surveys, destructive testing (i.e., coring, drilling, or burning sample coupons), habitat assessments, changes to the original plan set, project meetings (i.e. pre- construction, weekly meetings) lab fees, permit preparation, or design services beyond those outlined herein. Any and all work related to additional services will be submitted as additional work orders.
- The rate schedule provided herein is specific to this job.
- Pacific Affiliates has made no provisions for external project plan check, or review by any third party not listed in the original contract.
- The quote provided herein accounts for one round of plan check comments. Said quote does not include changes in any wall height, penetrations beyond those noted in the original plan set, changes in penetration size or location, grade changes, changes to surrounding features (i.e. culvert size or type, grading), coverage, loading, design based on a method not outlined herein, or additional detailing for the subject plan set.
- Recommendations resulting from our findings may require repairs or replacement of improvements, structures, utilities or drainage facilities that may require additional permitting from various agencies and design plans for any rehabilitative or improvement work performed. Any and all engineering related to permitting, repairs or improvements are specifically excluded from this proposal.
- Payment terms are net 30 days from the time of billing.
- The quote provided herein is good 30 days from the date provided.
- Owner will be required to engage in a Standard Work Agreement with Pacific Affiliates, Inc. prior to the commencement of any work.
- Any and all work beyond the scope of services listed herein shall be contracted as an additional Task Order prior to commencement of such work.

Thank you for the opportunity to quote work associated with the above referenced project and should you have any questions, wish to review this proposal in detail or require additional information, please contact me.

Respectfully,



Travis Schneider

President



4. Unfinished Business

a. Grants Update

Public Comment?

Crescent City Harbor District Potential Grants to Apply For

GRANT AWARD ANNOUNCED								
Grant Name	Grant Funder	Funded Projects	Project Amount	Grant Amount Awarded	Match Requirement	Grant Start Date	Project Timeline	Next Steps
Port Infrastructure Development Grants (PIDP)	ODOT - Maritime Administration	1) Construction of a new seawall 2) repair and renovate the seafood packing and trucking area 3) replace the aged cargo handling equipment atop the seawall	\$ 9,208,207.00	\$ 7,366,565.60	\$1,841,641.40 (20% required)	Jan-23	1-Jan-28	NEPA SOW To be released
Port Economic Recovery Grant	California State Lands Commission	Technical Reports required for Seawall Construction Grant	\$ 437,001.65	\$ 321,195.65	\$ 115,806.00	Nov-22	Dec-23	Funds Awarded
CA Coastal Conservancy Grant Citizen's Dock Planning	CA Coastal Conservancy	Fund projects that support conservancy, Revitalize coastal and inland waterfronts, including Harbors	No Set Limit. Planning Grant and Construction Grants	\$927,000	\$237,000 (In-Kind)	Jun-23	36 months	Resolution to Accept Grant on CCHD Board Agenda
CA Coastal Conservancy Grant South Beach Bathroom	CA Coastal Conservancy	Fund projects that support conservancy, Revitalize coastal and inland waterfronts, including Harbors	No Set Limit. Planning Grant and Construction Grants	\$450,000	\$117,000 (In-Kind)	Jun-23	36 months	Sent to Coastal Conservancy Board for April Approval
GRANTS APPLIED FOR								
Grant Name	Grant Funder	Project Applied For	Project Amount	Grant Amount Requested	Match Requirement	Announcement Date	Project Timeline	Next Steps
Harbor Mitigation Grant Program (HMGP)	Cal OES and FEMA	Technical Reports; Design & Engineering; NEPA/CEQA; Construction Permits required for Seawall Construction Grant	\$ 1,500,000.00	\$ 1,125,000.00	\$ 375,000.00	Nov 2022 - Jan 2023	Completed within 5 years of obligation	FEMA Final Grant Review underway (April 2023)
CA Community Economic Resilience Fund (CERF)	CA Governor's Office	Projects that diversify the economy, and develop or grow sustainable industries that create accessible, well-paying jobs, especially for disinvested communities. Infrastructure construction projects qualify.	\$8,000,000	\$5,000,000 - \$10,000,000	None	2nd Quarter 2023	Funding available September 2023	CERF Grant Applications being review by EDD
STPG Climate Adaptation Transportation Planning (partnering with Del Norte Local Transportation Commision)	Caltrans and OPR	Planning for climate mitigation of U.S. Hwy 101 and Anchor Way	\$250,000	\$ 120,000.00	\$ 6,500.00	Summer 2023	30 months	CalTrans requested revision to grant to add \$100,000 to application
Port Infrastructure Development Grants (PIDP) 2023-2024	ODOT - Maritime Administration	New Breakwaters	\$9,861,707	\$8,875,536	10%-20%	Sep-23	5 years	Application submitted to US DOT MARAD
GRANTS WORKING ON								

Crescent City Harbor District Potential Grants to Apply For

Grant Name	Grant Funder	Project Applying For	Project Amount	Grant Amount To Request	Cost Sharing/Match Requirement	Award Announcement Date	Project Timeline	Next Steps
Storm Damage Disaster Response 4683	FEMA	Repair of Anchor Way Breakwater and road and Whaler Island Groin Breakwater ra	TBD	TBD	TBD	Summer 2023	1 year	Project Cost Estimate SOW award on CCHD Board agenda - Application Due June 1, 2023
Storm Damage HMGP	FEMA	Climate Resilience of Anchor Way Breakwaters and Roac	TBD	TBD	TBD	Spring 2024	3 years	Application being prepared due June 2023
EDA Public Works Program	U.S. EDA	Infrastructure Construction Projects	\$ 3,450,000.00	\$ 3,000,000.00	\$ 450,000.00	Summer 2023	Funding available in 2024	Application being prepared due July 2023



4. Unfinished Business

b. Beneficial Reuse Permit Update

Public Comment?



5. Communications and Reports

a. CEO/Harbormaster Report

Public Comment?



5. Communications and Reports

b. Ad Hoc Committee Reports (as needed)

Public Comment?



5. Communications and Reports

c. Harbor Commissioner Reports

(1) Commissioner Gerhard Weber

(2) Commissioner Rick Shepherd

(3) Commissioner Brian Stone

(4) Secretary Harry Adams

(5) President Wes White

Public Comment?



6. Adjourn to Closed Session

a. CONFERENCE WITH LEGAL COUNSEL – ONGOING LITIGATION

(Government Code section 54956.9(d)(2))

Significant Exposure to Litigation: One case based on correspondence with Fashion Blacksmith regarding claim for damages.

b. CONFERENCE WITH LABOR NEGOTIATORS

(Gov. Code section 54957.6)

Unrepresented Employee: CEO/Harbormaster

District's Designated Representative: Ruben Duran, General Counsel

7. Adjourn Closed Session

8. Report out of Closed Session

9. Consideration of Amendment to Employment Agreement Adjusting Compensation Package for Harbormaster/CEO.

10. MEETING ADJOURNMENT

Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, May 16, 2023, at 2 p.m. PDT. The Crescent City Harbor District complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to 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.

