

# Board Of Harbor Commissioners

## Crescent City Harbor District

3 August 2021

Regular Harbor Commission Meeting



# Regular Meeting

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

Brian Stone, President Wes White, Secretary

Harry Adams, Commissioner; Rick Shepherd, Commissioner; Gerhard Weber, Commissioner

### AGENDA

**Date: Tuesday, August 3, 2021**

**Time: Open Session 2:00 p.m.**

**Closed Session following Open Session**

**Place: Remote Meeting via Zoom Webinar and In-Person at 101 Citizens Dock Rd.**

*This meeting will be conducted pursuant to the provisions of the Governor's Executive Order N-29-20 re: Coronavirus-19, which suspends certain requirements of the Ralph M. Brown Act ("Brown Act"). In an effort to protect public health and prevent the spread of COVID-19, the Board of Harbor Commissioners meeting on August 3, 2021, will be conducted via webinar and telephonically.*

Link for Zoom Webinar: <https://us02web.zoom.us/j/82717545424?pwd=aExZeTRuL0VreFVEZGwweUR2TEpldz09>

Please enter passcode: 182536

## **Call to Order**

## **Roll Call**

## **Pledge of Allegiance**

## **Public Comment**

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

## **REGULAR SESSION**

### **1. Consent Calendar**

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

- a. Approval of the Meeting Minutes of the July 20, 2021 Regular Meeting.**
- b. Approval of Warrant List from July 16, 2021 through July 29, 2021.**

## **2. New Business**

- a. Discuss and vote to approve the Limited License Agreement with Northcoast Marine Mammal Center for their annual fundraising event, “Run for the Seals” on Saturday, August 28, 2021.**
- b. Review and discuss cost proposal from Marinesync for metering electricity on docks.**
- c. Discuss REC, LLC Phase I Proposal.**
- d. Review and vote to approve new event application and checklist required to host events in the Harbor.**
- e. Review and vote to approve revised organizational chart of the Crescent City Harbor District.**
- f. Review and vote to approve CEO/Harbormaster Petrick to attend the 73<sup>rd</sup> Annual Training Conference of the California Association of Harbor Masters and Port Captains.**
- g. Discuss and Vote to Amend Crescent City Harbor District Budget for FY2021-2022 to include a restricted line item in the amount of \$50,000 for maintenance and repair of Fashion Blacksmith Inc.’s leased premises.**
- h. AB 1234 Ethics Training**

## **3. Unfinished Business**

- a. Solar Project Update**

## **4. Communications and Reports**

- a. Financial Reports: Account Balances**
- b. CEO/Harbormaster Report**
- c. Harbor Commissioner Reports**

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

## **CLOSED SESSION**

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

Significant Exposure to Litigation: One case based on correspondence with Fashion Blacksmith regarding entry to lease area.

b. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION

(Government Code section 54956.9(d)(4))

Number of Cases: 1

## **6. Adjourn Closed Session**

## **7. Report out of Closed Session**

## **8. ADJOURNMENT**

*Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, August 17, 2021, at 2 p.m. PDT. Until the Governor rescinds Executive Order N-29-20, all Harbor Commission meetings will be held via Zoom Web Conferencing. Access code for public participation can be found in the meeting notice posted on the Harbor District website or on the Harbor bulletin board at 101 Citizens Dock Road.*

*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

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

- a. Approval of the Meeting Minutes of the July 20, 2021 Regular Meeting.**
- b. Approval of Warrant List from July 16, 2021 through July 29, 2021.**

***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

July 20, 2021  
2:00 p.m.

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

**MINUTES**

***Regular Meeting, Tuesday July 20, 2021 at 2:00 P.M.***

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

**ROLL CALL:**

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

*ABSENT:* NONE

*QUORUM:* YES

**PLEDGE OF ALLEGIANCE:**

**MOVE TO CLOSED SESSION:**

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

Significant Exposure to Litigation: One case based on correspondence with Fashion Blacksmith regarding entry to lease area.

**RECONVENE OPEN SESSION:**

REPORT FROM CLOSED SESSION: Nothing to report.

**PUBLIC COMMENT:** The following individuals addressed the Board regarding subject matters not on this meeting's agenda:

Linda Sutter commented that she had investigated a recent vote within the Crescent Fire Protection District. Votes from property owners within the District narrowly approved a benefit assessment by an extremely narrow margin, 50.01% to 49.99%. Ms. Sutter asserted that some ballots of property owners were apparently not delivered in a timely fashion, including those of the Crescent City Harbor District. Ms. Sutter attributed the delay to the U.S. Postal Service and urged the Harbor Board to look into the matter.

## **1) CONSENT CALENDAR**

***(1A) Approval of the Meeting Minutes of the July 6, 2021 Regular Meeting.***

***(1B) Approval of the Warrant List from July 1, 2021 through July 15, 2021.***

Commissioner White **moved** to approve the consent calendar. Commissioner Shepherd **seconded** the motion. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion back to the Board.

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

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

*Absent:* NONE / *Abstain:* NONE

## **2) NEW BUSINESS**

***(2A) Review and approve Lease with Safe Coast Seafoods LLC.***

CEO/Harbormaster Tim Petrick addressed the Board and reported on the status of negotiations between the Harbor and Safe Cost Seafoods, LLC for a lease agreement. After nearly a year of difficult negotiations, a draft agreement was now available for final Board approval. The proposed lease price was \$6,000/month (\$4,000 for the building and \$1,000 for each of two hoists), with a proposed lease term of 5 years. Mr. Petrick recommended that the Board approve the lease as agreed upon by negotiators from both parties. Commissioner White expressed some concern that the rent was set to increase by 2% per year, which he felt was too low given recent inflation. CEO/Harbormaster Tim Petrick replied that it was a concession the Harbor made to obtain other terms and conditions that were deemed more valuable. Commissioner Shepherd **moved** to approve the lease agreement. Commissioner Adams **seconded** the motion. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion back to the Board.

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



Ayes: WEBER, WHITE, ADAMS, SHEPHERD, STONE / Nays: NONE  
Absent: NONE / Abstain: NONE

***(2B) Review of Bylaws regarding Board President duties, legal counsel for Commissioners, and Special Meetings.***

Commissioner Adams raised concern that the Board President was not following the Bylaws, and he brought attention to section 6.3(a), which specified that the “President may also consult with any attorney representing the District with full Board approval.” Commissioner Adams noted that in practice, full Board approval was not regularly being obtained. Commissioner Adams also raised concerns about the availability of the Harbor’s General Counsel to provide legal advice to Commissioners. In reply, President Stone brought attention to section 6.3(b), which specified that “the Board recognizes and affirms the right of individual Commissioners to consult directly and confidentially with the General Counsel on District related matters as they deem appropriate.” A distinction was made between the language “any attorney” in section 6.3(a) and “General Counsel” in section 6.3(b). Commissioner Adams raised additional concerns that the Board President was not following provisions in the Bylaws for Special Meetings as specified in section 2.2(c), which allowed for Special Meetings “to deal with issues that cannot wait until the next regular Board meeting.” Commissioner Adams contended that some matters were considered at Special Meetings when they could reasonably be delayed until Regular Meetings. Commissioner Adams cited an example of a recent Special Meeting to consider wind power. President Stone acknowledged Commissioner Adams’ concerns, and then opened the floor for public comment on the agenda item. Roger Gitlin addressed the Board and asked for clarification on the distinction between a Board President and a Board Chairman in the context of California public agencies. General Counsel Ruben Duran clarified that it was simply a matter of differing nomenclature to identify a presiding officer who was called upon to ensure the efficient operation of public meetings. Mr. Gitlin then asked for clarification on the consequences for violations of the Brown Act. General Counsel Ruben Duran replied that some violations could be remedied by subsequent corrective action, and other violations might warrant disciplinary action, such as termination of a public employee or referral to a civil grand jury. President Stone then moved the discussion to the next agenda item.

***(2C) Discussion of cancelled social mixer event on June 24<sup>th</sup>.***

Commissioner Adams recounted a series of events leading up to the cancellation of a social mixer event he had planned in coordination with the local Chamber of Commerce for June 24<sup>th</sup> [please refer to Commissioner Adams’ written statement, which was entered into the record of the proceedings, and is attached to these minutes]. President Stone provided a rebuttal statement [please refer to President Stone’s written statement, which was entered into the record of the proceedings, and is attached to these minutes]. Commissioner Adams asserted that he had received preliminary approval for the mixer on June 17<sup>th</sup>, and that it had been improperly cancelled without his knowledge or consent after the intervention of Commissioner White and President Stone on June 23<sup>rd</sup>. The basis given for the cancellation was the contention that

Commissioner Adams was seeking “special treatment” not afforded the general public. Commissioner Adams strongly asserted that such a contention was completely unfounded. Commissioner Adams then posed the question of whether a violation of the Brown Act had occurred in the action taken by Commissioner White and President Stone. General Counsel Ruben Duran replied that the President has authority to control the agenda in coordination with the CEO/Harbormaster. Mr. Duran then counseled the Board that detailed legal advice would need to be provided in a private setting in order to maintain attorney/client privilege. Commissioner Adams summarized his remarks by stating that he had provided adequate notice of his planned event and that approval from the Board would not have constituted “special treatment.” President Stone then opened up public comment on the agenda item. Roger Gitlin addressed the Board and expressed support for the position of Commissioner Adams. Mr. Gitlin felt that the justification provided for canceling Commissioner Adams’ event was not specific enough, and on that basis, appeared to be improper. Linda Sutter commented in support of the decision to cancel the event. She reasoned that Commissioner Adams did not suffer any financial harm. Commissioner Adams responded that he would have suffered financial harm if it had not been for extraordinary support provided by the Del Norte Fairgrounds to accommodate him. Annie Nehmer commented in support of Commissioner Adams, and mentioned that the criteria required for getting a Harbor event approved was not clear, and this created obstacles. President Stone responded that the procedure had been made clear through similar events that were approved by the Board in open session, fully visible to the public. Most recently, an event sponsored by the House of Jambalaya had been approved, and was held on July 2<sup>nd</sup>. Commissioner Adams had been involved in the approval process of that event. Therefore, President Stone drew the conclusion that Commissioner Adams should have been familiar with the approval requirements for special events on Harbor premises. Commissioner Adams responded that drawing comparisons between his relatively small social mixer event and the much larger House of Jambalaya event was inapposite, and the two events should have been treated differently. Commissioner Adams closed with a statement that his original question of why his event had been cancelled remained unanswered. President Stone then moved the discussion to the next agenda item.

### **3) UNFINISHED BUSINESS**

#### ***(3A) Solar Project Update.***

Alex Lemus (CEO, Renewable Energy Capital, LLC) provided an update on solar generation throughout the Harbor. Mr. Lemus explained that the Harbor had produced much more electricity than it had consumed during the preceding months. Mr. Lemus anticipated that this excess production might continue until November, when shorter days with less sunlight would begin to limit production. A discussion then ensued regarding the financial accounting of credits provided by Pacific Power to compensate for excess solar generation. Pacific Power benefitted from excess energy being diverted into the wider utility grid. The Board made it clear that the matter of solar credits was somewhat irrelevant from the Harbor’s perspective, because the Harbor had a power purchase agreement in place with Renewable Energy Capital, LLC (REC) for

a fixed price of 14.5 cents/kilowatt-hour. Accordingly, the Harbor should simply receive a regular monthly bill at the 14.5 cent rate, irrespective of any issue with solar credits. Mr. Lemus replied that his intent with alternative accounting was simply to provide a benefit to the Harbor from a cash flow perspective, but he had no problems with billing at the fixed rate on a monthly basis. Accordingly, bills for February through June would be forthcoming. Commissioner Shepherd asked for an update on the solar licensing agreement (SLA) incentive payment, expected to be several hundred thousand dollars payable to the Harbor. Mr. Lemus explained that he had been focused on the accounting of the solar credits, and so he would have to revisit the matter of the SLA payment at an upcoming meeting. President Stone then opened up public comment on the agenda item. Roger Gitlin suggested that solar credits might be treated as a saleable asset, which might offer greater financial return to the Harbor. Commissioner Shepherd responded that the issue of accounting for solar credits had been considered from many perspectives, and the maximum return was achievable through an offset arrangement, wherein consumption is offset by production in a 1:1 ratio (on a kilowatt-hour basis). Other arrangements resulted in reduced financial return. President Stone then moved the discussion to the next agenda item.

### ***(3B) Dredge Permit Update.***

CEO/Harbormaster Tim Petrick addressed the Board and explained that the long-term goal was to obtain approval for a dredge disposal site that would be located either offshore at considerable distance, or much closer at a northern shore-based location. The northern site was preferred due to cost savings, as the offshore site would require barges being taken out to sea, whereas the northern site could simply use a pipe that emptied along the shore. Mr. Petrick explained that the U.S. Army Corps of Engineers had a responsibility to compensate the Harbor for existing dredge spoils on Harbor premises that were placed as part of federal projects. Commissioner Shepherd inquired concerning an emergency dredge permit. CEO/Harbormaster Tim Petrick replied that it could be easily obtained once the issue of a disposal site was resolved. President Stone then opened up public comment on the agenda item. Roger Gitlin commented that many vessels are currently prohibited from ingress or egress through the Harbor due to a lack of proper dredging. CEO/Harbormaster Tim Petrick replied that Mr. Gitlin was largely incorrect. The entirety of the Harbor was navigable without any constraints. The only impact from a lack of dredging has been to the Syncrolift near the Fashion Blacksmith area, because it requires an additional 4 feet of depth for vessels to enter and be lifted. The Syncrolift location has been a top priority, and the only remaining obstacle to proceeding forward with new dredging is the approval of a Dredge Material Management Plan by the Corps of Engineers. Commissioner Adams amplified the response by Mr. Petrick, and explained that the Crescent City Harbor was actually in very good condition relative to other harbors along the Pacific Coast. The Crescent City Harbor's inner boat basin had been dredged in 2013, and remains in good condition. The federal channel had been dredged last year. Commissioner Shepherd echoed previous comments and emphasized that the only current problem is the small area near Fashion Blacksmith. The real concern is future accumulation of sediment, because the Harbor is currently completely navigable and in good condition. Some of the largest boats, even those in the 100-foot range, continue to enter the Harbor without issue. President Stone then moved the discussion to the next agenda item.

#### **4) COMMUNICATIONS AND REPORTS**

##### ***(4A) Financial Reports: Account Balances, Profit & Loss Statements, Accounts Receivable***

President Stone invited questions or comments from the Board. Commissioner White inquired concerning debtors, and whether future services could be cut off until payment was received. CEO/Harbormaster Tim Petrick replied that most of the debtors were RV park tenants who were still protected by COVID moratorium legislation (recently extended to September 30<sup>th</sup>), but he pledged to work with Bobbi Essary and the recently hired financial analyst to move aggressively on collection action against other debtors. President Stone then opened up public comment on the agenda item. No members of the public commented on the agenda item. President Stone then moved the discussion to the next agenda item.

##### ***(4B) CEO/Harbormaster Report***

Interim CEO/Harbormaster Tim Petrick reviewed briefing materials provided to the Board. Mr. Petrick explained that Hi-Tech Security had been contracted to install a key fob entry system on the E dock bathrooms. Publicists from Berry Strategy had been contracted by Planwest and Crescent City to work on promoting the local economy. Mr. Petrick was able to provide input to the publicists on the Harbor's goals as previously articulated by the Board. A fundraising event sponsored by Friends of the Crescent City Harbor is poised to be a success, thanks to major coordinating efforts from Commissioner Adams and Weber. It is scheduled for July 21<sup>st</sup>. The commercial-only filet station is ready for business. Mr. Petrick plans to meet with Alex Lemus and Drea from the Food Council to discuss an application for a grant that could be worth as much as \$300,000 toward development of a fish processing plant and a fisherman's co-op, which would allow fishermen to conveniently sell direct to the public in the Harbor. Mr. Petrick announced that he had accepted a position as Second Vice-President of the Harbormaster's Association.

##### ***(4C) Commissioner Reports.***

(a) Commissioner Shepherd: highlighted promotional material that will be broadcast during upcoming Olympics television coverage that will profile the Crescent City Harbor .

(b) Commissioner Adams: provided an update on preparations for a music event on July 21<sup>st</sup>, which will feature the renowned reggae artist Pato Banton.

(c) Commissioner Weber: provided additional details on the music event scheduled for July 21<sup>st</sup>, and mentioned that he intended to work closely with Friends of the Crescent City Harbor with their fundraising activities and also to help promote their efforts on the Harbor website.

(d) Commissioner White: thanked Commissioner Adams and Commissioner Weber for their efforts in coordinating the upcoming music event of July 21<sup>st</sup>. Commissioner White also requested that the Harbor's organizational chart be reviewed at an upcoming meeting of the Board.

(e) President Stone: requested that staff provide an update on progress towards a lease agreement with Renewable Energy Capital at an upcoming meeting. President Stone also endorsed the hiring of an Assistant Harbormaster as soon as possible, to help alleviate

CEO/Harbormaster Petrick’s workload. President Stone appointed Commissioner White and Commissioner Adams to serve on an ad-hoc committee to assist with the selection of an Assistant Harbormaster. President Stone also requested that the procedure to approve special events be reexamined by staff and refined. It would be appropriate to consider the matter at an upcoming meeting so that past difficulties with special events on Harbor premises could be avoided in the future. President Stone also requested that the Harbor’s fee schedule be reevaluated and most likely increased to reflect current market conditions.

**5) ADJOURNMENT**

*ADJOURNMENT TO THE BOARD OF HARBOR COMMISSIONERS NEXT REGULAR MEETING SCHEDULED FOR TUESDAY, AUGUST 3, 2021 AT 2 P.M., VIA ZOOM WEB CONFERENCE AND ALSO IN-PERSON MEETING AT THE MAIN HARBOR OFFICE, LOCATED AT 101 CITIZENS DOCK ROAD.*

Approved this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Brian Stone, President

\_\_\_\_\_  
Wes White, Secretary

*[Statement written by Commissioner Adams, and read aloud by him at the July 6, 2021 meeting of the Board. The text was subsequently entered into the record of the Board proceedings of July 20, 2021. The text has been reproduced here without alteration, as submitted by Commissioner Adams]*

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Gentlemen & Lady

There has been an abuse of power....pardon me for reading instead of just speaking but I have been so furious that I had to collect my thoughts and write them down.

As we are all aware the world is a different place since Covid, we used to meet in person we used to be able to schedule events and plan on them.

As most you know my wife and I have started a new private business as a boat charter, my wife contacted the chamber of commerce just after the 1<sup>st</sup> of this year to find out about scheduling an in person chamber mixer – we were told to hold off until they knew what would be allowed and when. We were finally told that June would be the month but wouldn't know until June 15<sup>th</sup> if we would be able to serve food or drink as all mixers had in the pre-pandemic days.

This is a timeline of recent events:

June 1<sup>st</sup> – told that we could potentially hold an in person mixer in June – but to hold off on any planning or announcements pending formal approval for date, food and drinks

June 16<sup>th</sup> – we were notified that the mixer could be held on June 24<sup>th</sup> without any precautions.

June 17<sup>th</sup> – I met with the harbor master to discuss this event as I wanted to have it at the harbor. He said he did not see a problem with it, as long as it was on the agenda for the next meeting and since Commissioner Stone called for a special meeting on the morning of June 24th the timing should be fine.

June 23<sup>rd</sup> – Commissioner Stone took it upon himself to call the Chamber of Commerce and cancel this private commercial event, grossly overstepping his boundaries as president of this board.

June 23<sup>rd</sup> – We found out that Commissioner Stone had cancelled this event, not by him telling us directly but rather by receiving an email from the Chamber Director Cindy Vosburg. We Immediately called her and let her know that in no uncertain terms this very vital event was still scheduled.

June 23<sup>rd</sup> – When I called Commissioner Stone to discuss he said that since this proposed discussion would occur during the special meeting I would be receiving special treatment. When I challenged this inaccurate statement he warned me that I was walking a thin line. Then he further added that “it kind of looks like I’m out to get you doesn’t it”?

June 24 – Because our community is supportive and encouraging of business owners we were able to quickly pivot and move the event to the Del Norte Fairgrounds. Fortunately we had an exceptionally successful chamber mixer.

In closure I have two thoughts:

1 - How dare Brian Stone contact a third party about my personal business enterprise on my behalf - is he going to call my bank next?

And secondly, I have had so many calls and inquiries about Commissioner Stone – asking how do we get a recall, how soon can Commissioner Stone be removed from this position – so I’m curious – how do I answer these questions?

And finally I would say to you directly Brian Stone – you should step down and distance yourself from the Crescent City Harbor as you are clearly not trying to promote a successful harbor operation but rather to further your own self interest.

**Response for the record to  
Commissioner Adams Complaints  
on July 6, 2021**

Response dated July 20, 2021

For the record there needs to be a response to the accusations made by Commissioner Adams at the last commission meeting on July 6, 2021, to correct some of the inaccuracies that were put into the record.

1. The Chamber Mixer planned for June 24, 2021 had to be cancelled for a number of procedural and legal reasons. The following is the actual chain of events:

- a) Com. Adams never received prior authorization for his event from the Board of Harbor Commissioners, and
- b) Com. Adams did not follow the established board procedures by applying for his event. In fact, Com. Adams knew the procedures for an event because he was the lead commissioner on an ad hoc committee that I appointed to oversee the July 2, 2021 House of Jambalaya event, and
- c) Com. Adams did not turn in the required items with his request for the event. Com. Adams did not make a written request to hold the event. He did not provide a site plan for the event or a copy of the required insurance policy, or a copy required liquor license or the security plan for the event. In addition, Com. Adams knew that the request had to go through the normal commission approval process, and
- d) Com. Adams came to the harbormaster on June 17, 2021 and mentioned in passing that he wanted to have an event on his boat in the harbor. Also, his request was only one week prior to his event. This was clearly outside of the timeline needed to hold an event. It took nearly two months to go through the normal procedures to hold an event, and
- e) On the afternoon of Monday, June 21, 2021, the Harbormaster informed me of Com. Adams request and asked if he could add his event to the Commissions "Special Meeting for the Budget," and I agreed to add it to the agenda with reservations, and
- f) The following day I called our legal counsel to discuss Com. Adams request to have his event added to the agenda for the Special Meeting. The call went to voicemail, and I had to wait for a return phone call from our legal counsel, and
- g) The following day June 23, 2021, just one day prior to the proposed event, legal counsel returned my call, and we discussed the possibility that we were giving Commissioner Adams preferential treatment over the public when it came to his proposed event, and
- h) Since the executive committee was in session and working on the budget for the Special Meeting on the following day, we discussed the legality of the Com. Adams request, and



- i) On the advice of our legal counsel we were advised against putting Com. Adams request on the Special Meeting Agenda, and
  - j) Once the executive committee decided to remove Com. Adams request from the agenda, I personally tried to call Com. Adams to advise him of the situation. I made the phone call in front of Com. Wes White and Harbormaster Tim Pedrick. After waiting about a half-hour, I again tried to call Com. Adams and the phone went to voicemail, and
  - k) At that point, Com. White said that we needed to inform the Chamber of the fact that we were removing Com. Adams request from the Special Meeting Agenda and that the event could not be held at the Harbor. At about 4:00 p.m., Commissioner White informed Cindy Vosberg at the Chamber of the executive committee's decision so that he could make other arrangements for the event.
2. As shown above, I did not personally call the Chamber by myself and cancel the private event as Com. Adams accused me of doing.
  3. As shown above, I did not cancel Com. Adams Chamber Mixer at the harbor. In fact, Com. Adams never followed the proper procedures for having an event, nor did he receive the Boards approval for his event. Com. Adams never made an application (with the required documentation) to the harbormaster so that his request could be heard at a normal Commission meeting as would be required of any member of the public.
  4. I did not receive a call from Com. Adams on June 23, 2021, as he claims. In his statement he made faults accusations against me about a discussion that we never had.
  5. At the time of his accusations on July 6, 2021, Com. Adams accused me of abuse of power because of what I (personally) had done to his event. What we (the executive committee) did, was to make a decision based upon legal counsels' advice.

In closing, had Com. Adams followed the same procedures that he knew were in place for holding an event and brought the event to the Board at a regularly scheduled meeting in the same manner as anyone in the public, Com. Adams would have most likely gotten approval from the board for his chamber event.

As Com Adams stated in his own written statement for the board record on July 6, 2021, “. . . I am so furious that I had to collect my thoughts and write them down. . .” The fact is that Com. Adams was upset and embarrassed by what happened.



Brian L. Stone, President of the Board.

Crescent City Harbor District

Crescent City Harbor District

Check Detail

July 16 - 29, 2021

Type	Num	Date	Name	Account	Original Amount
ACH PAYMENT		07/26/2021	CALPERS-HEALTH	1040 · CCHD US BANK OPERATING 4766	-11,378.88
ACH PAYMENT		07/26/2021	CALPERS RETIREMENT	1040 · CCHD US BANK OPERATING 4766	-8,530.09
ACH PAYMENT		07/26/2021	US BANK	1040 · CCHD US BANK OPERATING 4766	-2,807.73
ACH PAYMENT		07/27/2021	STATE BOARD OF EQUALIZATION-SALES TAX	1040 · CCHD US BANK OPERATING 4766	-77.00
ACH PAYMENT		07/27/2021	DISH NETWORK	1045 · REDWOOD HARBOR VILLAGE 0707	-971.16
Bill Pmt -Check	1321	07/16/2021	CCWATER	1047 · BAYSIDE- RV PARK-1766	-2,135.60
Bill Pmt -Check	1322	07/16/2021	MENDES SUPPLY CO	1047 · BAYSIDE- RV PARK-1766	-165.62
Bill Pmt -Check	1323	07/16/2021	PACIFIC POWER	1047 · BAYSIDE- RV PARK-1766	-4,555.90
Bill Pmt -Check	1324	07/16/2021	SUBURBAN PROPANE	1047 · BAYSIDE- RV PARK-1766	-307.68
Check	1325	07/26/2021	KENNETH BRUCE DWELLEY	1047 · BAYSIDE- RV PARK-1766	-4,190.50
Check	1326	07/26/2021	ROBERT J. FRAZIER	1047 · BAYSIDE- RV PARK-1766	-4,190.50
Bill Pmt -Check	1327	07/26/2021	DN CHAMBER OF COMMERCE	1047 · BAYSIDE- RV PARK-1766	-55.00
Bill Pmt -Check	1328	07/26/2021	RECOLOGY DN	1047 · BAYSIDE- RV PARK-1766	-4,241.67
Bill Pmt -Check	1329	07/28/2021	ADVANCED SECURITY SYSTEMS CC	1047 · BAYSIDE- RV PARK-1766	-106.50
Bill Pmt -Check	1330	07/28/2021	DEL NORTE COUNTY TAX COLLECTOR	1047 · BAYSIDE- RV PARK-1766	-104.99
Bill Pmt -Check	2038	07/16/2021	CCWATER	1045 · REDWOOD HARBOR VILLAGE 0707	-1,699.23
Bill Pmt -Check	2039	07/16/2021	PACIFIC POWER	1045 · REDWOOD HARBOR VILLAGE 0707	-3,917.29

Crescent City Harbor District  
Check Detail  
July 16 - 29, 2021

Bill Pmt -Check	2040	07/16/2021	SUBURBAN PROPANE	1045 · REDWOOD HARBOR VILLAGE 0707	-117.10
Bill Pmt -Check	2041	07/26/2021	DN CHAMBER OF COMMERCE	1045 · REDWOOD HARBOR VILLAGE 0707	-55.00
Bill Pmt -Check	2042	07/26/2021	RECOLOGY DN	1045 · REDWOOD HARBOR VILLAGE 0707	-4,976.76
Bill Pmt -Check	2043	07/26/2021	SUBURBAN PROPANE	1045 · REDWOOD HARBOR VILLAGE 0707	-127.36
Bill Pmt -Check	2044	07/28/2021	DEL NORTE COUNTY TAX COLLECTOR	1045 · REDWOOD HARBOR VILLAGE 0707	-149.40
Bill Pmt -Check	2045	07/28/2021	MENDES SUPPLY CO	1045 · REDWOOD HARBOR VILLAGE 0707	-113.00
Bill Pmt -Check	6012	07/16/2021	BEST BEST & KRIEGER, LLP	1040 · CCHD US BANK OPERATING 4766	-5,623.10
Bill Pmt -Check	6013	07/16/2021	CCWATER	1040 · CCHD US BANK OPERATING 4766	-1,648.06
Bill Pmt -Check	6014	07/16/2021	DN OFFICE	1040 · CCHD US BANK OPERATING 4766	-24.93
Bill Pmt -Check	6015	07/16/2021	MENDES SUPPLY CO	1040 · CCHD US BANK OPERATING 4766	-619.92
Bill Pmt -Check	6016	07/16/2021	SUBURBAN PROPANE	1040 · CCHD US BANK OPERATING 4766	-765.21
Check	6017	07/26/2021	CARPENTERS LOCAL 751	1040 · CCHD US BANK OPERATING 4766	-60.00
Check	6018	07/26/2021	THOMPSON, ASHLEY	1040 · CCHD US BANK OPERATING 4766	-1,000.00
Bill Pmt -Check	6019	07/26/2021	CAHM&PC	1040 · CCHD US BANK OPERATING 4766	-50.00
Bill Pmt -Check	6020	07/26/2021	CRESCENT ELECTRIC	1040 · CCHD US BANK OPERATING 4766	-7,500.00
Bill Pmt -Check	6021	07/26/2021	DN CHAMBER OF COMMERCE	1040 · CCHD US BANK OPERATING 4766	-93.50
Bill Pmt -Check	6022	07/26/2021	PACIFIC POWER	1040 · CCHD US BANK OPERATING 4766	-49.84

Crescent City Harbor District  
Check Detail  
July 16 - 29, 2021

Bill Pmt -Check	6023	07/26/2021	PLANWEST PARTNERS, INC	1040 · CCHD US BANK OPERATING 4766	-805.00
Bill Pmt -Check	6024	07/26/2021	RECOLOGY DN	1040 · CCHD US BANK OPERATING 4766	-7,175.14
Bill Pmt -Check	6025	07/26/2021	SAFETY SUPPLY CENTER	1040 · CCHD US BANK OPERATING 4766	-1,763.00
Bill Pmt -Check	6026	07/26/2021	XEROX	1040 · CCHD US BANK OPERATING 4766	-730.03
Bill Pmt -Check	6027	07/28/2021	ADVANCED SECURITY SYSTEMS CC	1040 · CCHD US BANK OPERATING 4766	-219.00
Bill Pmt -Check	6028	07/28/2021	ALLEGIANCE-CIT DOCK, GL, EQUIP	1040 · CCHD US BANK OPERATING 4766	-7,135.76
Bill Pmt -Check	6029	07/28/2021	ARAMARK INC	1040 · CCHD US BANK OPERATING 4766	-215.30
Bill Pmt -Check	6030	07/28/2021	C RENNER PETROLEUM INC	1040 · CCHD US BANK OPERATING 4766	-1,265.37
Bill Pmt -Check	6031	07/28/2021	GEORGE'S AUTO INC	1040 · CCHD US BANK OPERATING 4766	-54.81
Bill Pmt -Check	6032	07/28/2021	MENDES SUPPLY CO	1040 · CCHD US BANK OPERATING 4766	-272.71
Bill Pmt -Check	6033	07/28/2021	PND ENGINEERS, INC.	1040 · CCHD US BANK OPERATING 4766	-6,122.27
Bill Pmt -Check	6034	07/28/2021	REDWOOD LEAVITT INS AGENCY	1040 · CCHD US BANK OPERATING 4766	-7,135.76
Bill Pmt -Check	6035	07/28/2021	SPONSORED PROGRAMS FOUNDATION	1040 · CCHD US BANK OPERATING 4766	-2,136.17
Bill Pmt -Check	6036	07/28/2021	STATE COMPENSATION INSURANCE FUND	1040 · CCHD US BANK OPERATING 4766	-3,157.28
Bill Pmt -Check	6037	07/28/2021	WOODS PLUMBING	1040 · CCHD US BANK OPERATING 4766	-1,907.00
				<b>TOTAL</b>	<b>-112,503.12</b>



## **2. New Business**

- a. Discuss and vote to approve the Limited License Agreement with Northcoast Marine Mammal Center's for their annual fundraising event, "Run for the Seals" on Saturday, August 28, 2021.**

***Public Comment?***

LIMITED LICENSE AGREEMENT  
FOR THE NORTHCOAST MARINE MAMMAL CENTER  
August 28, 2021 5K & 10K FUN RUN/WALK

This License Agreement ("AGREEMENT") is made and entered into by and between the Crescent City Harbor District ("HARBOR"), and the Northcoast Marine Mammal Center ("NMMC") for the limited purpose of facilitating the NMMC's August 28, 2021, 5K and 10K Fun Run/Walk ("EVENT").

THE PARTIES AGREE AS FOLLOWS:

**1. DESCRIPTION**

The NMMC proposes to sponsor the EVENT that will traverse two jurisdictions, including the City of Crescent City, and the Crescent City HARBOR District. The EVENT will highlight the communities' outdoor amenities, draw visitors to the area, and raise money to support the work of the NMMC, a non-profit organization.

**2. GENERAL PROVISIONS**

- A. This is a limited license agreement whereby the HARBOR allows special use of its property for the EVENT as described above for the duration designated in section 3 below.
- B. NMMC certifies that it has investigated the event route(s) and deemed them fit for the EVENT. The routes are those designated in the applications for permits required by the City.
- C. NMMC agrees that it will provide all necessary amenities and equipment to facilitate the EVENT. The HARBOR takes on no responsibility for providing such amenities.
- D. NMMC will ensure that necessary set-up and breakdown is taken care of by NMMC staff or volunteers and that the EVENT routes will be cleaned of any debris or detritus after the EVENT is over and before the time scheduled for termination of this agreement.
- E. NMMC will respect that the HARBOR is a working harbor, and the activity contemplated by this agreement must not interfere with any other activities or functions of the HARBOR. The Harbor Master retains full authority to reasonably limit or cancel the EVENT if necessary.
- F. NMMC understands that the EVENT requires additional permits from various agencies and hereby verifies that all such permits have been or will be sought and procured prior to the day of the EVENT.
- G. Any changes to the EVENT, such as the date, times, or routes, after this AGREEMENT is executed must be reviewed and approved by the HARBOR and memorialized in a new AGREEMENT.

**3. TERM**

As noted above this AGREEMENT is only valid for the day of the EVENT, scheduled for August 28, 2021. This AGREEMENT allows access to the HARBOR for the purposes of the EVENT beginning at 3:00 p.m. on August 27, 2021 for mapping the course and terminating at 5 p.m. on the day of the EVENT.

**4. INDEMNIFICATION**

NMMC hereby forever waives, releases, and discharges from liability, and agrees to indemnify and hold harmless, the HARBOR and any of its employees, commissioners, agents, or volunteers, for any and all causes of action, including negligence, personal injury, and property damage that may arise from the EVENT.

**5. INSURANCE**

NMMC will, at its own expense, take out and keep in force during the duration of this AGREEMENT a liability insurance policy to protect NMMC, its officers, agents, employees, and volunteers against liability to the public, incident to the scheduled event under this agreement. Said insurance will be in an amount of not less than One Million Dollars (\$1,000,000.00) per occurrence. Said insurance must name the HARBOR as an additional insured and shall be primary to any insurance maintained by the HARBOR.

**6. COMPLIANCE WITH LAWS** NMMC will comply with all applicable Federal, State, and local laws, ordinances, codes and regulations in the course of planning and carrying out the EVENT.



**IN WITNESS WHEREOF**, the parties hereto have executed, or caused to be executed, by their duly authorized officials, this Agreement on the 3<sup>rd</sup> day of August 2021.

CRESCENT CITY HARBOR DISTRICT

NORTHCOAST MARINE MAMMAL CENTER

\_\_\_\_\_  
Tim Petrick/Harbor Master

\_\_\_\_\_  
Karen Helms, Executive Director







## **2. New Business**

- b. Review and discuss cost proposal from Marinesync for metering electricity on docks.**

***Public Comment?***



## **2. New Business**

- c. Discuss REC, LLC Phase I Proposal.**

***Public Comment?***

Crescent City Harbor District  
Redevelopment Plan  
Phase One

July 9, 2021

Since December 2020, Renewable Energy Capital, LLC (REC) has been working with the Crescent City Harbor staff to develop redevelopment proposals. Multiple proposals, concept plans and renderings have been submitted to the Crescent City Harbor District (CCHD) commissioners for their review and approval.

To date, the CCHD commissioners have approved concept plans for the following areas of the Crescent City Harbor:

1. Canopy Solar System surrounding Bayside RV Park
2. Bayside RV Park
3. Spotty's Car Wash and Oil Change building with parking lot
4. The old Englund Marine building and parking lot

Prior to beginning construction work on any existing or new building, REC needs to first design, permit and build out all of the Phase One infrastructure;

- Landscaping, trees, bushes, plants, patio decks, walkways
- Perimeter fencing and gates
- Electrical
- Permeable Paving
- Storm Water runoff

**BAYSIDE DEVELOPMENT PLAN**

The Bayside plan is to increase the number of out of town overnight visitors, while retaining the existing annual visitors.

- Step One is to make the park more visually appealing to tourists by investing in landscaping, trees, bushes, plants, patio decks, walkways, permeable paving, perimeter fencing and gates. Phase One will primarily focus on attracting more high-end RV's. **(Estimated timeline to complete 9 to 18 months)**
- Step Two is to make the park more attractive to Air Stream trailers. REC will begin purchasing Airstream's for overnight stays. **(Estimated timeline to start Step Two 12 to 18 months)**
- Step Three is make the park more attractive to cabin users. REC will begin to purchase Park Cabins and place them strategically throughout the park. **(Estimated timeline to start Step Three 12 to 18 months)**

## **BAYSIDE RV PARK MARKETING PLAN**

The long-term success of the Crescent City Harbor Redevelopment Plan is dependent upon dramatically increasing the number of number of tourists that visit the harbor. Our plan is to design and implement multi prong marketing and social media campaigns promoting Crescent City and the harbor.

The marketing plan will focus on promoting the local seafood caught by the fisherman and prepared at one of the onsite restaurants, while also organizing fishing trips, both deep sea and salmon fishing at the Smith River.

Crescent City web search results need to emphasize their connection to the American Fishermen and world class fishing; both deep sea and California's last wild river, the Smith River, with its phenomenal salmon fishing.

Tourists will drive additional revenue to the harbor by staying onsite at one of our overnight stay facilities, (RV, Trailers or Cabins). This captive audience will also increase sales for the onsite restaurants and bars.

	2020	2021	% Increase
<b>BAYSIDE RV PARK REVENUE</b>	<b>\$340,466</b>	<b>\$360,000</b>	5.74%
Daily Rate	NA		NA
Occupancy	NA		NA
Daily Revenue per Space	\$8.40	\$8.89	5.78%
Daily Revenue	\$932.40	\$986.30	5.78%
Monthly Revenue per Space	\$255.60	\$270.27	5.74%
Monthly Revenue	\$28,371.60	\$30,000.00	5.74%
Spaces	111	111	0.00%
Bayside Pacific Power bills	\$59,937		-100.00%
<b>CCHD Bayside Net Revenue</b>	<b>\$280,529</b>	<b>\$360,000</b>	28.33%
Bayside Revenue Increase		\$19,534	
Bayside Expense Reduction		\$59,937	
12M Cash Flow Increase		\$79,471	

## **PHASE ONE- INFRASTRUCTURE FINANCING**

To finance the infrastructure for the harbor, REC must structure around several financing challenges:

- CCHD does not have a credit rating;
- CCHD does not have current audited financials;
- CCHD does not want to encumber their balance sheet with any more long-term debt;

**Accordingly, REC needs to bundle all of the improvements with REC's long-term leasehold interest in the property,** to collateralize the project debt financing used to pay for all of the infrastructure costs.

As part of the financing arrangement, REC will lease the following real estate from CCHD:

- Area 2- CCHD signs a Long-Term (25+ Years) Ground Lease with REC for the Bayside RV Park
- Area 3- CCHD signs a Long-Term (25+ Years) Ground Lease with REC for Spotty's Car Wash and Oil Change building & parking lot
- Area 4- CCHD signs a Long-Term (25+ Years) Ground Lease with REC for the old Englund Marine building and parking lot

### **CCHD REAL ESTATE LEASE REVENUE COMPARISON**

Crescent City Harbor Real Estate Lease Revenue	2020	2021	\$ Change	% Change
<b>BAYSIDE RV PARK LEASE REVENUE</b>	\$340,466	\$360,000	\$19,534	5.74%
Bayside Pacific Power bills	\$59,937	\$0	-\$59,937	-100.00%
<b>Bayside Net Lease Revenue</b>	<b>\$280,529</b>	<b>\$360,000</b>	<b>\$79,471</b>	<b>28.33%</b>
<b>Redwood RV Village</b>	\$396,780	\$424,000	\$27,220	6.86%
Redwood Pacific Power bills	\$65,481	\$0	-\$65,481	-100.00%
<b>Redwood RV Village overflow lot</b>	\$0	\$46,966	\$46,966	
<b>Redwood RV Village Net Lease Revenue</b>	<b>\$331,299</b>	<b>\$470,966</b>	<b>\$139,667</b>	<b>42.16%</b>
<b>Spotty's Car Wash and Oil Change lease</b>	\$0	\$36,900	\$36,900	
<b>Old Englund Marine Bldg. Lease</b>	\$0	\$12,900	\$12,900	
<b>Lot behind Englund Marine Bldg. Lease</b>	\$0	\$76,880	\$76,880	
Total Real Estate Lease Revenue	\$611,828	\$957,646	\$345,818	56.52%



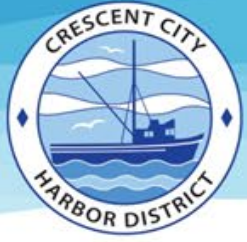
1

2

3

5

4



## **2. New Business**

- d. Review and vote to approve new event application and checklist required to host events in the Harbor.**

***Public Comment?***



## Crescent City Harbor District **SPECIAL EVENT PERMIT APPLICATION**

101 Citizens Dock Road, Crescent City, CA • (707)-464-6174 • officestaff@ccharbor.com

### **INFORMATION**

Thank you for your interest in hosting an event at the Crescent City Harbor. Any organized activity involving the use of harbor facilities requires Harbor District approval through the special event permit process.

### **APPLICATION PROCESS**

The following event permit application and supporting documents must be received **no later than 30 days prior to the event date**. Applications submitted less than 30 days prior to the event date may not be processed; call prior to submitting.

### **EVENT FEES**

Event fees are charged in accordance with the Harbor District's current fee schedule. Fees will vary depending on the size, type, and complexity of the event. Fees are outlined on the event permit application.

### **EXCLUSIVE USE**

Harbor facilities may not be reserved for exclusive use during an event. Access by the general public may not be restricted and must be available at all times.

#### **EVENT PERMIT APPLICATION CHECKLIST:**

- Completed Application (this document)
- Written description of event
- Map of proposed event area
- Insurance (if applicable)
- Alcoholic Beverage Control (ABC) Permit (if applicable)

Please note that the submission of an event permit application does not constitute approval or confirmation of any request. No reservation is confirmed until the completed application form has been approved, all fees and security deposits have been paid, and insurance requirements (if applicable) are met.

#### **PLEASE SUBMIT ALL APPLICATION MATERIALS TO:**

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

OR

officestaff@ccharbor.com





## SPECIAL EVENT PERMIT APPLICATION

- Wedding     Beach Party     Music Event/Concert     Food/Crafts Event     Other

### CONTACT & EVENT INFORMATION

Applicant Name:

Email Address:

Phone Number:

Description of Event:

Date of Event:

Start Time:

End Time:

### NUMBER OF ATTENDEES:

- 0 - 50 People     101 - 150 People  
 50 - 100 People     150 + People

### ALCOHAL PERMIT:

Will alcohol be served at this event:     YES     NO

If yes: ABC Permit Holder: \_\_\_\_\_

ABC Permit Number: \_\_\_\_\_

### EVENT FEE SCHEDULE:

#### Special Event Fee Schedule A

- Event open to public or Community or Civic group requires little or no Harbor District Staff involvement  
**\$25.00 per day**; Up to 1000 square feet.

#### Special Event Fee Schedule B

- Event open to public requires no Harbor District Staff involvement - per day  
**\$50.00 per day**; Up to 2500 square feet.

#### Special Event Fee Schedule C

- Public or private event with minimal involvement by Harbor District Staff . Maintenance Team - Regular time charges/overtime to be charged at actual rates in addition to base \$250 fee.  
**\$250 per day**; Up to 5000 square feet.

#### Special Event Fee Schedule D

- Public or private which Involves Harbor Security Staff presence and involvement by Harbor District Maintenance Team - Regular time charges/ Overtime to be charged at actual rates in addition to base fee.  
**\$500 per day**; Up to 10,000 square feet.

### PLEASE NOTE:

- The Harbor District reserves the right to waive, change, or amend the fee schedule to address unique circumstances and/or special condition.
- The Harbor District reserves the right to require insurance coverage and/or a hold harmless agreement for any event.

## FOOD VENDORS

### Concession Fee for Food Carts

- Requires no electricity nor occupies more than 100 square feet; requires County Health Department inspection and approval. **\$15 per day**

### Concession Fee for self-contained Food Trucks

- Requires no electricity, occupies no more than 500 square feet, require County Health Department inspection and approval. **\$25 per day**

### Concession fee for food sales on District property

- No electricity absent a lease for three days or more; Requires inspection and approval from County Health Department. **\$20 per day**

## MISCELLANEOUS VENDORS

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### Concession / Wharfage fee for dockside sales of seafood

- No seafood cleaning on dock or vessel  
**\$50 per month** (in addition to moorage fees)

## GENERAL CONDITIONS

- No tent, shelter, or temporary structures of any kind greater than 10' x 10' are permitted.
- Permittee shall not move, disturb, or obstruct any ADA accommodations at any time.
- Event setup is permitted within the designated area, as shown on the map attached to the permit.
- At no time may permittee limit public access into, through or around permittee's approved event area. Access to the area by the general public may not be restricted.
- Permittee is required to remove all garbage, trash, litter, and debris from Harbor District property, at Permittee's own expense. Harbor garbage and recycling bins are not available for use.
- Permittee shall check in with Harbor District office prior to setting up for any activity / event. Permittee acknowledges that if set up occurs outside permitted area, the Harbor District will require that the event / activity relocate immediately. Permittee shall not be entitled to any assistance from Harbor District or any refund of fees or costs associated with having to relocate into the permitted area.
- Applicant acknowledges that any violation of Harbor District regulations and/or conditions set forth in this permit may result in deductions from the security deposit. To receive a full refund on the security deposit, the facility must be left clean and cleared at the agreed upon time. The cost of extraordinary clean-up, damages, extra staff time, or other costs incurred by Harbor District as a result of the event may be deducted from the deposit. Refunds of deposits are made upon request, and generally take 2-3 weeks.
- Depending upon the size and complexity of your event, additional special conditions may apply. Applicant agrees to abide by all special conditions.

## CANCELLATION POLICY

- Cancellations will not be eligible for a refund.

## SIGNATURE

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH ALL RULES, REGULATIONS, AND CONDITIONS RELATED TO THIS EVENT. I FURTHER UNDERSTAND THAT THIS APPLICATION DOES NOT GUARANTEE APPROVAL OF EVENT, WHICH IS SUBJECT TO REVIEW AND APPROVAL BY HARBOR DISTRICT STAFF.

NAME:

SIGNATURE:

DATE:

## FOR HARBOR DISTRICT USE ONLY

Permit Fee(s):

Insurance Req't (if applicable):

Other Special Conditions:

Total:

Alcohol Permit (if applicable):

Received Date:

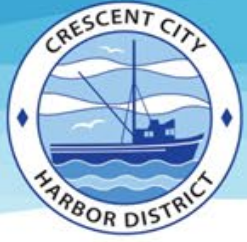
ABC Permit Holder Name:

Approval Date:

ABC Permit Number:

CCHD Staff Initial \_\_\_\_\_

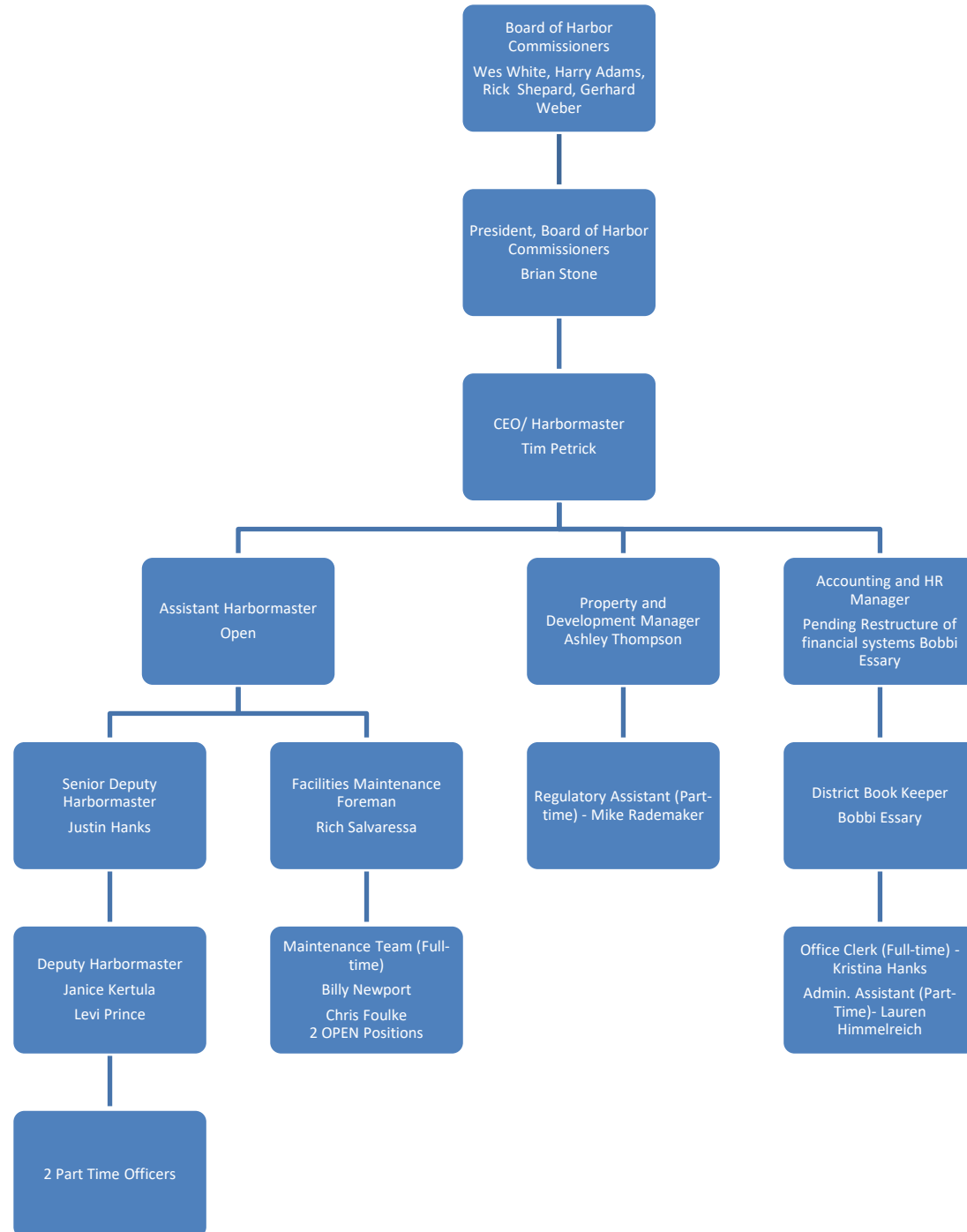
Event Approved By:



## **2. New Business**

- e. Review and vote to approve revised organizational chart of the Crescent City Harbor District.**

***Public Comment?***





## **2. New Business**

- f. Review and vote to approve CEO/Harbormaster Petrick to attend the 73<sup>rd</sup> Annual Training Conference of the California Association of Harbor Masters and Port Captains.**

***Public Comment?***



**49<sup>th</sup> Annual MRA Educational Conference and Trade Show**  
*in partnership with the*  
**California Association of Harbor Masters and Port Captains**  
 October 11 – 13, 2021  
 Hilton La Jolla Torrey Pines,  
 La Jolla CA

The Conference will feature seminars and round-table discussions covering key marine industry management, operations, and marketing concerns, along with an extensive Trade Show exhibiting the latest technology and engineering with a broad range of products and services from leading industry vendors and contractors focused on innovation, growth and profitability as the marine industry rebounds from the past year and evolves in today's rapidly changing world of new challenges and potential.

After a year of social distancing the Annual Educational Conference and Trade Show offers the perfect opportunity for marine industry professionals to meet, innovate, and share experiences and effective strategies dealing with the ever-evolving business environment.

This year's Conference will kick off on Monday, October 11th with three special events occurring concurrently:

• **Special Marina Operations**

The seminar will provide a valuable opportunity for both new and seasoned managers and employees to enhance industry skills and knowledge with the morning session focused on **Shock Hazards, Code Compliance, and Corrosion in the Marina** and **Fire Preparation & Management**. will be focused on best management and operations practices and policies to mitigate marina fire potential in the afternoon.

**Marina Operations Seminar**

Seminar sessions will run from 9:00 am to 4:00 pm on Monday, October 11, 2021  
 Hilton La Jolla Torrey Pines Conference Center  
 10950 North Torrey Pines Road  
 La Jolla, California 92037  
 858.558.1500

The cost for this important series of introductory seminars is \$105 per attendee and includes lunch. The Marina Operations seminar will provide a valuable opportunity for both new and seasoned managers and employees to enhance industry skills and knowledge.

The morning session, **Shock Hazards, Code Compliance, and Corrosion in the Marina** will be presented by Malcom Morgan, ABYC Certified Marine Electrician, and will cover the often misunderstood topics of electrical shock hazards, corrosion, NFPA Code compliance, potential liability exposures, and required inspection procedures.

The afternoon session, **Fire Preparation & Management** will be focused on best management and operations practices and policies to mitigate marina fire potential. This session will include presentations from the Port of San Diego Harbor Patrol and Sheldon Sandstrom, Owner / GM at Sierra Marina, who will recount last year's fire at his marina and the lessons learned from that event.

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**MRA & CAHMPC Conference & Trade Show Registration**

**Registration Fees**

Registration fees for the Conference & Trade Show are listed below for both MRA & CAHMPC members and non-member attendees. Regular and pre Conference events and activities will begin at 8:00 am Tuesday, October 12th and conclude at 3:00 pm Wednesday, October 13th, 2021. All attendees are invited to attend the Welcome Reception at 5:15 pm Monday, October 11th. Sign up now to join us *Climate for Change....*

[Online Registration Here](#)

[Paying by Check Click Here To Register](#)

First Person Member/Non Member	Additional Person Member/Non Member
<i>If postmarked by 7/31/21</i>	<i>If postmarked by 7/31/21</i>
\$591/\$718	\$493/\$557
<i>After 7/31/21</i>	<i>After 7/31/21</i>
\$677/\$810	\$516/\$568

*First time attendee rate is \$568 for MRA & CAHMPC members and \$695 for Non-Members.*

The conference will conclude at 3:00 pm on Wednesday, October 13, 2021.

**Hotel Information**

**Special Rates for MRA & CAHMPC Members**

- Room rate for MRA Conference attendees is \$239.00 / night, plus tax – single and double occupancy – rate applies for stays from 10/5/21 to 10/17/21.
- All reservations require a deposit of first night's room plus tax. Cancellation of reservations, early departures, and/or no-shows without 3 days notification prior to arrival will be charged first night's room rate plus tax to credit card on file.
- Check-in time 4:00 pm – Check-out time 11:00 am
- To make reservations call Hilton Reservations at 858-558-1500, extension "0," and be sure to mention the Group Code: MR1021; OR, book online at <https://book.passkey.com/go/MRA1021>.
- For more hotel and travel information go to [www.hiltonlajollatorreypines.com](http://www.hiltonlajollatorreypines.com).

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## **2. New Business**

- g. Discuss and Vote to Amend Crescent City Harbor District Budget for FY2021-2022 to include a restricted line item in the amount of \$50,000 for maintenance and repair of Fashion Blacksmith Inc.'s leased premises.**

***Public Comment?***





## **2. New Business**

### **h. AB 1234 Ethics Training**

***Public Comment?***



### **3. Unfinished Business**

#### **a. Solar Project Update**

***Public Comment?***



## **4. Communication and Reports**

### **a. Financial Reports: Account Balances**

***Public Comment?***

<b>BANK BALANCES AS OF 7.15.21</b>		<b>BANK BALANCES AS OF 7.29.21</b>		<b>DIFFERENCE</b>
CCHD OPERATING	\$214,957.28	CCHD OPERATING	\$188,212.84	-\$26,744.44
CCHD SAVINGS	\$30,021.29	CCHD SAVINGS	\$30,021.29	\$0.00
REDWOOD HARBOR	\$143,991.99	REDWOOD HARBOR	\$155,410.13	\$11,418.14
BAYSIDE RV PARK	\$84,464.41	BAYSIDE RV PARK	\$78,936.89	-\$5,527.52
LAIF ACCOUNT	\$1,394,957.09	LAIF ACCOUNT	\$1,394,957.09	\$0.00
<b>TOTALS</b>	<b>\$1,868,392.06</b>	<b>TOTALS</b>	<b>\$1,847,538.24</b>	<b>-\$20,853.82</b>



## 4. Communications and Reports

### b. CEO/Harbormaster Report

We have our new Financial Consultant, Stephen Denny, here with us today. He has jumped into the role and is currently learning the ins and outs of our operation so he can help us build a clean, simplified, transparent system for financial management.

The job posting for Assistant Harbormaster has been posted far and wide and I have received some interest and questions but at this time no qualified applications. I'm optimistic that we can find someone well qualified for the position with the right marketing.

Harryfest seems to have been a rousing success. It was quite crowded and Friends of the harbor made some money off of their beer booth. For future events we can take note that the harbor provided fencing and the power box as well as folding chairs for the beer booth and ticket sales. The restrooms were in very rough shape the next morning and required extra cleaning. All in all though it was a great event and I commend Commissioners Adams and Weber for their hard work.

Tuesday July 27<sup>th</sup> at 7PM I attended a public meeting hosted by the US Army Corps of Engineers for the Dredge Material Management Plan (DMMP). Unfortunately, the meeting was lightly attended but I was able to reiterate the needs of Crescent City Harbor for a disposal site and removal of material from the dredge ponds.

***Continued on next slide...***



## **4. Communications and Reports**

### **b. CEO/Harbormaster Report**

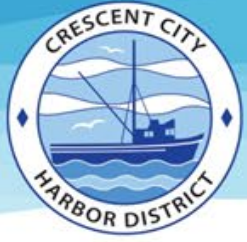
The USCG has officially turned over the building on Whaler Island to CCHD. We have signed an agreement for exclusive use by CCHD as office space for the term until the Federal Government processes the release of the deed for the building. I'm told that the official turning over of the deed takes 2-3 years.

Tuna is starting to come in. We have had a few boats selling on the dock. All boats selling fish direct to the public must pay the monthly commercial selling fee at the front office. Also, the work dock is not for mooring to sell fish. Boats tying to the work dock to sell fish will be asked to return to their slip.

We experimented with opening the South Beach Restroom to the public over the weekend and, unfortunately, the result was not what we hoped. Multiple fixtures were damaged and all of the paper goods were stolen shortly after opening.

REC and I met with Andrea Lanctot to discuss the grant proposal to provide up to \$300,000 toward programs to improve facilities for the commercial fishing industry. We do believe that we have a good project that meets the grant requirements and will be working with the food council to apply for the grant.

***Public Comment?***



## **4. Communications and Reports**

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

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

**Commissioner Rick Shepherd**

**Commissioner Harry Adams**

**Commissioner Gerhard Weber**

**Commissioner Wes White, Secretary**

**Commissioner Brian Stone, President**

## 5. Adjourn to Closed Session

### CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
(Government Code section 54956.9(d)(2))  
Significant Exposure to Litigation: One case based on correspondence with Fashion Blacksmith regarding entry to lease area.
  
- b. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION  
(Government Code section 54956.9(d)(4))  
Number of Cases: 1





## 6. Adjourn Closed Session

## 7. Report out of Closed Session

## 8. ADJOURNMENT

*Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for Tuesday, August 17, 2021, at 2 p.m. PDT. Until the Governor rescinds Executive Order N-29-20, all Harbor Commission meetings will be held via Zoom Web Conferencing. Access code for public participation can be found in the meeting notice posted on the Harbor District website or on the Harbor bulletin board at 101 Citizens Dock Road.*

*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.*

