

Board of Harbor Commissioners

Crescent City Harbor District

July 23, 2025

Regular Harbor Commission Meeting



Regular Meeting

Board of Harbor Commissioners of the Crescent City Harbor District

Chair Gerhard Weber, Vice Chair Annie Nehmer
Commissioner Rick Shepherd, Commissioner Dan Schmidt, Secretary John Evans

AGENDA

Date: Wednesday, July 23, 2025

Time: Open Session 2:00 p.m.

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

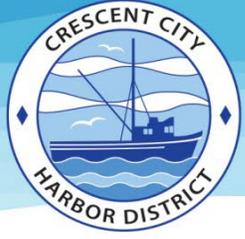
VIRTUAL MEETING OPTIONS

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#



1. Preliminary Items

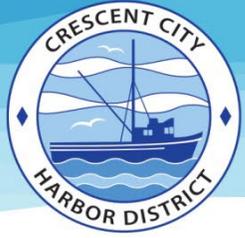
- a. Call to Order**
- b. Roll Call**
- c. Pledge of Allegiance**



1. Preliminary Items

d. General Public Comments

The general comment period is provided for subjects not included on the agenda but within the subject matter jurisdiction of the District. Each person is limited to a maximum of 3 minutes of speaking time. To maintain meeting decorum, Board members and staff are encouraged to refrain from responding to statements or questions during this time, but may be available to follow-up with members of the public after the meeting.



2. Communications and Reports

a. Harbor Commissioner & Committee Reports

(1) Commissioner Dan Schmidt

(2) Commissioner Rick Shepherd

(3) Secretary John Evans

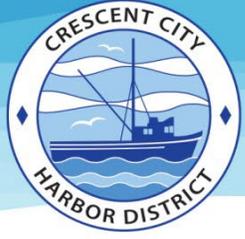
(4) Vice Chair Annie Nehmer

(5) Chair Gerhard Weber



2. Communications and Reports

b. CEO/Harbormaster Report



2. Communications and Reports

c. Financial Report

- i. Approve financial statements**
- ii. Approve non-recurring expenses that exceed \$2,000**
- iii. Approve recurring expenses that exceed \$10,000**
- iv. Approve cash flow report**

Balance Sheet by Month

Crescent City Harbor District

As of June 30, 2025

DISTRIBUTION ACCOUNT	JUN 30 - JUN 30 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025
Assets													
Current Assets													
Bank Accounts													
1005 LAIF Reserve	911,363	1,137,531	795,531	763,531	812,071	657,071	754,071	696,845	350,845	244,845	304,687	304,687	304,687
1008 QB Payment Clearing Account	105,373	16,682	10,157	10,603	11,124	4,121	6,871	14,616	8,182	3,793	4,363	9,330	11,008
1001 Bayside Checking #1766	410	380	350	320	290	260	230	200	170	140	110	80	50
Stripe (required for Synder)		329	1,832	-75	-173	-102	83	-96	40	243	-173	-173	-173
1004 CCHD Savings #4774	5,021	5,021	5,021	5,021	5,021	5,021	5,021	5,021	5,021	5,021	5,021	5,021	5,021
1006 RHV Checking #0707	500	500	500	500	500	500	500	500	500	500	500	500	500
1003 CCHD Checking #4766	54,969	94,930	376,233	153,337	154,179	335,187	263,260	150,940	111,131	45,245	85,545	76,836	55,757
Total for Bank Accounts	1,077,637	1,255,374	1,189,625	933,238	983,013	1,002,059	1,030,036	868,027	475,890	299,788	400,053	396,282	376,850
Accounts Receivable													
1100 ACCOUNTS RECEIVABLE	105,154	186,329	184,636	198,888	277,589	279,420	244,795	181,838	203,480	219,759	213,890	185,496	181,904
Total for Accounts Receivable	105,154	186,329	184,636	198,888	277,589	279,420	244,795	181,838	203,480	219,759	213,890	185,496	181,904
Other Current Assets													
1200 OTHER CURRENT ASSETS	0	0	0	0	0	0	0	0	0	0	0	0	0
1201 Commercial Lease Receivables	986,851	986,851	986,851	986,851	986,851	986,851	986,851	986,851	986,851	986,851	986,851	986,851	986,851
1211 Lemus REC Receivables	0	0	0	0	0	0	0	0	0	0	0	0	0
1203 Solar Licensing Agreement REC													
1212 Lemus / REC RV Parks													
Total for 1211 Lemus REC Receivables	0	0	0	0	0	0	0	0	0	0	0	0	0
1213 Maples Settlement	150,000												
1202 Deferred Pension Contributions	370,963	370,963	370,963	370,963	370,963	370,963	370,963	370,963	370,963	370,963	370,963	370,963	370,963
1206 PrePaid Expenses	28,389	28,389	28,389	28,389	28,389	28,389	28,389	28,389	28,389	28,389	28,389	28,389	28,389
1208 Loans to Employees / Payroll Advances	16,200	5,200	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
1205 Withholding Receivable	45,193	46,956	47,993	47,993	50,818	50,818	52,043	52,043	52,428	53,186	53,186	53,947	53,947
Total for 1200 OTHER CURRENT ASSETS	1,597,596	1,438,359	1,440,196	1,440,196	1,443,021	1,443,021	1,444,246	1,444,246	1,444,630	1,445,388	1,445,388	1,446,150	1,446,150
1250 UNDEPOSITED FUNDS	118,141	16,450	12,242	21,416	13,298	9,478	6,666	11,330	10,727	16,825	9,583	9,755	21,765
1214 GRANT RECEIVABLE TAXES RECEIVABLE	186,187												
1300 INVENTORY	0	0	0	0	0	0	0	0	0	0	0	0	0
1302 Inventory Asset	4,734	4,734	4,734	4,734	4,734	4,734	4,734	4,734	4,734	4,734	4,734	4,734	4,734
1301 Gift Shop Purchases	11,448	11,448	11,448	11,448	11,448	13,464	13,771	13,771	13,771	13,771	13,771	13,771	13,771
Total for 1300 INVENTORY	16,182	16,182	16,182	16,182	16,182	18,198	18,505						
Total for Other Current Assets	2,239,825	1,470,990	1,468,620	1,477,794	1,472,501	1,470,697	1,469,417	1,474,081	1,473,863	1,480,719	1,473,476	1,474,410	1,486,420
Total for Current Assets	3,422,616	2,912,692	2,842,880	2,609,920	2,733,103	2,752,176	2,744,248	2,523,946	2,153,233	2,000,266	2,087,420	2,056,188	2,045,174
Fixed Assets													
1580 Accumulated Depreciation	-47,394,987	-47,394,987	-47,394,987	-47,394,987	-47,394,987	-47,394,987	-47,394,987	-47,394,987	-47,394,987	-47,394,987	-47,394,987	-47,394,987	-47,394,987
1490 Land Cost	465,511	465,511	465,511	465,511	465,511	465,511	465,511	465,511	465,511	465,511	465,511	465,511	465,511
1500 Depreciable Assets	0	0	0	0	0	0	0	0	0	0	0	0	0
1520 Vehicles	15,217	15,217	15,217	15,217	15,217	15,217	15,217	15,217	15,217	15,217	15,217	15,217	15,217
1550 Leased Vehicle	147,395	147,395	147,395	147,395	147,395	147,395	147,395	147,395	147,395	147,395	147,395	147,395	147,395

Balance Sheet by Month

Crescent City Harbor District

As of June 30, 2025

DISTRIBUTION ACCOUNT	JUN 30 - JUN 30 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025
1570 Streets, Roads and Parks	707,691	707,691	707,691	707,691	707,691	707,691	707,691	707,691	707,691	707,691	707,691	707,691	707,691
Total for 1500 Depreciable Assets	870,303	870,303	870,303	870,303	870,303	870,303	870,303	870,303	870,303	870,303	870,303	870,303	870,303
1510 Machinery / Equipment	357,501	357,501	357,501	357,501	357,501	357,501	357,501	357,501	357,501	357,501	357,501	357,501	357,501
1530 Buildings and Improvements	4,606,514	4,606,514	4,606,514	4,606,514	4,606,514	4,606,514	4,606,514	4,606,514	4,606,514	4,606,514	4,606,514	4,606,514	4,606,514
1540 Marina, Wharves, and Docks	61,733,331	61,733,331	61,733,331	61,733,331	61,733,331	61,733,331	61,733,331	61,733,331	61,733,331	61,733,331	61,733,331	61,733,331	61,733,331
1560 Sewer Lift Station	33,655	33,655	33,655	33,655	33,655	33,655	33,655	33,655	33,655	33,655	33,655	33,655	33,655
Total for Fixed Assets	20,671,828	20,671,828	20,671,828	20,671,828	20,671,828	20,671,828	20,671,828	20,671,828	20,671,828	20,671,828	20,671,828	20,671,828	20,671,828
Other Assets													
Total for Assets	24,094,445	23,584,521	23,514,708	23,281,748	23,404,931	23,424,005	23,416,076	23,195,774	22,825,062	22,672,094	22,759,248	22,728,016	22,717,002
Liabilities and Equity													
Liabilities													
Current Liabilities													
Accounts Payable													
1600 ACCOUNTS PAYABLE (A/P)	332,747	86,504	97,291	123,006	211,670	256,474	86,873	85,302	153,401	78,099	77,788	109,446	78,628
Total for Accounts Payable	332,747	86,504	97,291	123,006	211,670	256,474	86,873	85,302	153,401	78,099	77,788	109,446	78,628
Credit Cards													
1700 CREDIT CARD ACCOUNTS	0	0	0	0	0	0	0	0	0	0	0	0	0
1702 USBank	3,964	5,905	924	5,878	7,844	5,662	6,738	4,597	6,474	6,908	6,573	2,103	2,460
1701 Home Depot		332	485	76	382	487	189	660	577	185	243	75	902
Total for 1700 CREDIT CARD ACCOUNTS	3,964	6,237	1,409	5,954	8,227	6,149	6,927	5,257	7,051	7,093	6,816	2,178	3,362
Total for Credit Cards	3,964	6,237	1,409	5,954	8,227	6,149	6,927	5,257	7,051	7,093	6,816	2,178	3,362
Other Current Liabilities													
2000 CURRENT LIABILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0
2003 Current USDA Long Term Debt													
2004 Current Auto Lease Liability	70,872	70,872	70,872	70,872	70,872	70,872	70,872	70,872	70,872	70,872	70,872	70,872	70,872
2001 Customer Deposits & PrePayments	30,954	30,954	30,954	30,954	30,954	30,954	30,954	30,954	30,954	30,954	30,954	30,954	30,954
2005 Valid Credit Due Customer	-14,010	6,911	6,911	6,911	6,911	6,911	6,911	6,911	6,911	6,911	6,911	6,911	6,911
2002 Interest Payable	165,394	165,394	165,394	165,394	165,394	165,394	165,394	165,394	165,394	165,394	165,394	165,394	165,394
Total for 2000 CURRENT LIABILITIES	253,209	274,130											
1900 PAYROLL LIABILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0
1904 Pension Defer Cash In-flows	115,570	115,570	115,570	115,570	115,570	115,570	115,570	115,570	115,570	115,570	115,570	115,570	115,570
1907 Compensated Absences	42,369	42,369	42,369	42,369	42,369	42,369	42,369	42,369	42,369	42,369	42,369	42,369	42,369
1906 Accrued Payroll Liabilities	34,189	34,189	34,189	25,115	25,115	25,115	25,115	25,115	25,115	25,115	25,115	25,115	25,115
1903 Garnishments	-1,552	-1,969	-2,687	-3,520	-4,036	-4,685	-5,007	-5,168	-5,491	-5,813	-6,136	-6,458	-6,458
Total for 1900 PAYROLL LIABILITIES	190,576	190,159	189,441	179,534	179,018	178,370	178,047	177,886	177,563	177,241	176,918	176,596	176,596
CDTFA PAYABLE	67	87	114	142	-72	-61	-151	-147	-144	-137	-124	-116	-99
1800 CDTFA / TOT SALES TAX DUE	0	0	0	0	0	0	0	0	0	0	42	75	109
1802 TOT	2	55	170	170	-273	-273	-273	-322	-322	-322	-489	-489	-489
1801 CDTFA Sales Tax	-83	247	247	247	247	172	172	172	114	114	99	99	99

Balance Sheet by Month

Crescent City Harbor District

As of June 30, 2025

DISTRIBUTION ACCOUNT	JUN 30 - JUN 30 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025
Total for 1800 CDTFA / TOT SALES TAX DUE	-81	302	417	417	-25	-100	-100	-150	-208	-208	-348	-315	-281
Total for CDTFA PAYABLE	-14	390	531	560	-97	-161	-251	-297	-351	-345	-472	-431	-380
DEFERRED TAXES	13,654												
2006 Accrued Expenses	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600
Total for Other Current Liabilities	459,025	466,279	465,702	455,824	454,652	453,939	453,526	453,319	452,942	452,626	452,177	451,896	451,946
Total for Current Liabilities	795,736	559,020	564,402	584,784	674,549	716,562	547,326	543,879	613,395	537,818	536,781	563,519	533,936
Long-term Liabilities													
2100 LONG TERM DEBT	0	0	0	0	0	0	0	0	0	0	0	0	0
2103 Lease Liability	986,851	986,851	986,851	986,851	986,851	986,851	986,851	986,851	986,851	986,851	986,851	986,851	986,851
2102 USDA Loan	4,694,767	4,694,767	4,694,767	4,598,781	4,598,781	4,598,781	4,598,781	4,598,781	4,598,781	4,598,781	4,598,781	4,598,781	4,598,781
2105 Fashion Blacksmith Payable	1,225,106	1,225,106	1,225,106	1,225,106	1,225,106	1,225,106	1,225,106	1,225,107	850,107	850,107	850,107	850,107	850,107
2110 Fashion Blacksmith Settlement Payable	2,600,000	2,600,000	2,600,000	2,600,000	2,600,000	2,600,000	2,600,000	2,600,000	2,600,000	2,600,000	2,600,000	2,600,000	2,600,000
2101 Dwelley / Frazier Note Bayside RV Park	88,759	80,378	71,997	63,616	55,235	46,854	38,473	30,092	21,711	13,330	5,190	1,000	-3,191
2104 Net Pension Liability	933,493	933,493	933,493	933,493	933,493	933,493	933,493	933,493	933,493	933,493	933,493	933,493	933,493
Total for 2100 LONG TERM DEBT	10,528,975	10,520,594	10,512,213	10,407,846	10,399,465	10,391,084	10,382,703	10,374,323	9,990,942	9,982,561	9,974,421	9,970,231	9,966,040
Total for Long-term Liabilities	10,528,975	10,520,594	10,512,213	10,407,846	10,399,465	10,391,084	10,382,703	10,374,323	9,990,942	9,982,561	9,974,421	9,970,231	9,966,040
Total for Liabilities	11,324,712	11,079,614	11,076,616	10,992,631	11,074,014	11,107,646	10,930,029	10,918,202	10,604,336	10,520,379	10,511,202	10,533,750	10,499,977
Equity													
Net Income	-6,400,091	-264,827	-331,641	-480,615	-438,816	-453,374	-283,686	-492,161	-549,008	-618,019	-521,687	-575,467	-552,708
2200 EQUITY	0	0	0	0	0	0	0	0	0	0	0	0	0
2202 Adjustments to Actual Pending Audit													
2201 Adjustments JEs Per Audit													
Total for 2200 EQUITY	0	0	0	0	0	0	0	0	0	0	0	0	0
2300 RETAINED EARNINGS	-8,559,012	-14,959,103	-14,959,103	-14,959,103	-14,959,103	-14,959,103	-14,959,103	-14,959,103	-14,959,103	-14,959,103	-14,959,103	-14,959,103	-14,959,103
2350 OPENING BALANCE EQUITY	27,728,836	27,728,836	27,728,836	27,728,836	27,728,836	27,728,836	27,728,836	27,728,836	27,728,836	27,728,836	27,728,836	27,728,836	27,728,836
Total for Equity	12,769,733	12,504,907	12,438,093	12,289,118	12,330,917	12,316,359	12,486,047	12,277,572	12,220,725	12,151,715	12,248,046	12,194,266	12,217,025
Total for Liabilities and Equity	24,094,445	23,584,521	23,514,708	23,281,748	23,404,931	23,424,005	23,416,076	23,195,774	22,825,062	22,672,094	22,759,248	22,728,016	22,717,002

Profit and Loss by Month

Crescent City Harbor District

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	TOTAL
Income													
2400 COMMERCIAL REVENUE													0
2401 Commercial Fees Additional	20,738	6,413	8,930	20,438	3,451	270	21,518	753		17,805	2,246	5,239	107,801
2402 Commercial Hoist Leases	13,020	14,040	14,040	14,040	14,040	14,040	23,790	19,290	24,540	24,540	24,540	24,540	224,460
2403 Commercial Leases	37,592	30,444	34,735	30,717	30,427	30,437	30,570	30,142	31,060	30,794	26,139	27,596	370,653
2407 Commercial Utilities	1,288	1,720	1,859	1,731	1,948	1,824	2,237	2,136	3,294	1,485	1,111	1,819	22,452
2409 Freezer Rental	666	666	666	666	666	666	666	555	666	666	666	666	7,881
2410 Poundage Fees	11,526	2,843	2,705		1,807		541	16,270	9,247	237	1,733	529	47,436
2411 Service/Fee Revenue										500			500
Total for 2400 COMMERCIAL REVENUE	84,830	56,125	62,935	67,592	52,339	47,237	79,321	69,146	68,807	76,026	56,435	60,389	\$781,183
2600 SERVICES & FEES													
2601 Equipment Rental								120					120
2602 No Insurance Fee	4,140	3,060	2,880	3,420	3,600	3,240	3,420	3,060	3,060	3,420	3,240	4,320	40,860
2603 Fees & Sales Additional	486	5				30					382	1,867	2,770
2604 Event Rentals						36						166	202
2605 Permits Fish Sales		150	300	150						150	150		900
2606 Key Fob Sales		112	168		42								322
2607 Late Payment Fee	690	510	390	210	359	270	450	210	300	540	450	420	4,799
2608 Launch Permit Fees	3,183	2,341	1,242	244	300	1,310	1,507	445	645	842	2,049	2,629	16,737
2609 Laundry Sales		345	181	50		40	22	40	30				708
2610 Live-a-Board Fees	960	720	720	720	720	960	960	720	720	960	720	720	9,600
2611 Mobile Crane Rental	492	120	480	360	1,800	480			840	1,848	780	240	7,440
2612 Storage Revenue	3,260	3,115	3,194	2,759	1,789	1,724	1,766	3,524	3,051	4,239	2,842	3,200	34,465
2613 Utilities Marina	1,323	1,434	1,100	1,957	2,534	1,771	4,693	4,484	3,940	3,223	1,826	2,105	30,390
2614 Work Dock Use		160	80	250						450	350		1,290
2615 Surcharge / Admin Fee	300	210	240	330	300	390	360	450	510	210	210	387	3,897
2616 Harbor Fees Additional		2,125	850										2,975
2617 Non-Taxable labor fees				255	60		522	180	180				1,197
Total for 2600 SERVICES & FEES	14,834	14,407	11,825	10,705	11,505	10,252	13,701	13,234	13,276	15,882	12,999	16,054	\$158,673
2700 MOORAGE - SLIP RENTALS													
2701 Rec Slip Rentals / Dockwa	53,307	37,895	29,220	42,861	74,396	32,262	58,858	99,489	23,056	46,483	36,920	29,461	564,208
Total for 2700 MOORAGE - SLIP RENTALS	53,307	37,895	29,220	42,861	74,396	32,262	58,858	99,489	23,056	46,483	36,920	29,461	\$564,208
2800 RV PARKS REVENUE OPERATIONS													
2801 RV Bayside Leases	17,800	17,868	16,800	16,590	16,300	15,800	15,800	15,800	15,800	15,800	15,300	15,300	194,958
2802 RV BS Dump Station	15		15		15		15					45	105
2803 RV BS Fees	640	640	635	135	135	120	120	120	120	420	120	120	3,325
2804 RV BS Freezers						15	15	15	15	15	15	10	100
2805 RV BS Laundry	145	249	141	30	55	61	424	223	340	265	85	140	2,156
2809 RV Guest Rentals	11,353	6,523	4,181	1,233	373	660	3,445	1,895	3,032	2,881	1,643	5,236	42,455
Total for 2800 RV PARKS REVENUE OPERATIONS	29,953	25,279	21,771	17,989	16,878	16,656	19,819	18,053	19,307	19,865	17,163	20,851	\$243,584

Profit and Loss by Month

Crescent City Harbor District

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	TOTAL
3000 SALES OF PRODUCT REVENUE													0
3001 GIFT SHOP SALES	250	319	348	231	128	130	46	40	80	119	102	201	1,995
Total for 3000 SALES OF PRODUCT REVENUE	250	319	348	231	128	130	46	40	80	119	102	201	\$1,995
3099 UNCATERGORIZED REVENUE						4,144							4,144
Stripe sales	-390	-543	-990	-204		-40	-74	-113	-543	-368	854	-714	-3,124
Total for Income	182,784	133,483	125,109	139,174	155,246	110,641	171,671	199,849	123,983	158,009	124,472	126,242	\$1,750,662
Cost of Goods Sold													
3100 COST OF GOODS SOLD													0
3102 Laundry Expense		173	91	25		20	11	20	15				354
Total for 3100 COST OF GOODS SOLD	0	173	91	25	0	20	11	20	15	0	0	0	\$354
Total for Cost of Goods Sold	0	173	91	25	0	20	11	20	15	0	0	0	\$354
Gross Profit	182,784	133,310	125,019	139,149	155,246	110,621	171,660	199,829	123,968	158,009	124,472	126,242	\$1,750,308
Expenses													
3200 ADVERTISING													0
3201 Ads and Notices		928	908			3,038	319	309	337	349	390		6,580
Total for 3200 ADVERTISING	0	928	908	0	0	3,038	319	309	337	349	390	0	\$6,580
3300 AUTO EXPENSES													0
3301 Fuel Expenses	322	118	105	105	296	307	395	215	361	360	285	285	3,154
3302 Maintenance and Repair	107	64	63	1,543	383		195	133	30	372			2,889
3303 Truck Leases/Auto Exp	3,509	3,509	3,509	3,509	3,509	3,509	3,509	3,509	3,509	3,509	3,509	3,509	42,112
Total for 3300 AUTO EXPENSES	3,938	3,691	3,677	5,157	4,188	3,816	4,100	3,857	3,901	4,241	3,794	3,794	\$48,155
3400 BANK FEES / SURCHARGES													0
3401 Bank Fees		134	172	153	134	134	77	134	134	96	96	58	1,321
3402 Merchant Fees	153	10								22	82	187	455
3403 Fines Additional Fees										30			30
3404 QuickBooks Payments Fees	703	733	582	641	526	661	850	618	669	1,062	595	614	8,254
Total for 3400 BANK FEES / SURCHARGES	856	878	754	794	659	795	927	752	803	1,210	773	859	\$10,060
3500 DUES	60	1,828	574	60	60	60	6,918	60	60	240	60	60	10,039
3600 CONTRACTORS OPERATIONS													0
3602 Outside Services	8,701	9,043	7,796	7,784	7,415	8,339	18,774	10,791	3,785	240	1,148	700	84,516
Total for 3600 CONTRACTORS OPERATIONS	8,701	9,043	7,796	7,784	7,415	8,339	18,774	10,791	3,785	240	1,148	700	\$84,516
3700 INSURANCE POLICIES													0
3701 Auto Insurance	1,823	1,823	1,823	1,823		2,171	2,148	2,148	2,148	2,168		2,263	20,340
3702 Liability & Property Policies	28,811	11,204	60,879	11,204	14,714	38,879	11,204	28,054	11,204	57,329	11,320		284,802
3703 Workers Comp	2,099	4,409	3,189	3,337	3,801	3,325	3,174	15,990	3,402	3,092	4,732		50,550
Total for 3700 INSURANCE	32,733	17,436	65,891	16,364	18,515	44,375	16,527	46,193	16,754	62,590	16,051	2,263	\$355,692

Profit and Loss by Month

Crescent City Harbor District

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	TOTAL
POLICIES													
3800 INTEREST EXPENSE													0
3802 USDA Interest			164,317										164,317
3803 FB Arbitration Award							183,254						183,254
3805 Finance Charges											25		25
Total for 3800 INTEREST EXPENSE	0	0	164,317	0	0	0	183,254	0	0	0	25	0	\$347,596
3900 PROFESSIONAL FEES / CONSULTANTS													0
3901 Accounting										5,745	3,120	1,885	10,750
3902 Auditing								19,000					19,000
3903 Attorney Professional Services Legal	4,274	14,980	9,337	13,235	10,522	1,881	477	4,637	11,510	16,400	15,181	16,688	119,120
3904 Additional Non-Attorney	2,294	180	180		5,818					390	180		9,041
3905 Legal Reimbursements	681	1,379	618	777	118	3,063		102				184	6,922
3906 Engineering	-141,069	37,134	49,062	236,246	30,366	1,386	12,065	25,281	38,569	35,290	32,522	5,278	362,129
3907 Grant Management & Acquisition				7,000	7,500								14,500
3908 IT Services	2,231	2,224	2,180		1,970	1,970	2,976	1,970	1,970	1,624	1,761	1,730	22,606
3909 IT Reimbursements	1,591			1,963		239	6,875	3,026	500			864	15,057
Total for 3900 PROFESSIONAL FEES / CONSULTANTS	-129,999	55,897	61,377	259,221	56,293	8,538	22,393	54,016	52,549	59,448	52,764	26,628	\$579,125
4000 OFFICE / GENERAL OPERATIONS													0
4002 Office Equipment Leases	562	1,164	403	562	486	403	403	448	403	403	534	424	6,195
4003 Office Expenses	510	124	395	83	301	186	156	401	473	519	14	64	3,225
4004 Permits / Licenses	1,718	645									-1,186		24,591
4006 Subscriptions & Software	928	821	2,410	1,575	235	2,700	1,317	3,480	4,317	3,300	1,540	1,355	23,979
4007 Uniform Expenses	291	369	296	407	350	424	281	282	328	290	376	188	3,881
4008 Website & Hosting Expenses	249	249	249	249	249	249	249	249	249	340	340	340	3,261
4020 Meals In-Town / Team Appreciation		-171											-171
4025 Recruitment Expense	-19,625		19,625	145	83				-128	74	200	370	744
4028 Postage & Shipping	300			73	73	74		87	-275	73	74		480
Total for 4000 OFFICE / GENERAL OPERATIONS	-15,067	3,199	23,378	3,095	1,776	26,263	2,407	6,132	5,368	4,999	1,893	2,741	\$66,183
5000 PAYROLL EXPENDITURES													0
5001 Payroll Expenses	105,703	80,918	63,928	118,865	73,331	68,491	68,868	69,304	65,260	56,135	61,212	59,406	891,421
5002 Payroll Benefits	21,014	16,020	11,025	16,929	14,455	12,756	13,236	10,198	17,404	9,984	16,683	12,217	171,921
5003 Health Benefits	12,819	12,819	12,819	11,502	11,502	15,676	14,522	14,522	14,522	13,260	13,260	13,260	160,481
Total for 5000 PAYROLL EXPENDITURES	139,536	109,757	87,772	147,296	99,288	96,923	96,625	94,024	97,185	79,379	91,155	84,882	\$1,223,823
5100 REPAIRS / MAINTENANCE													0
5101 Heavy Equipment Lease Payments	1,713	1,713	681										4,108
5102 Operations Purchases	276	206					1,063						1,545

Profit and Loss by Month

Crescent City Harbor District

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	TOTAL
5104 Repairs General		2,335		2,190	1,917	2,286	8,545	8,701	901		1,476	3,467	31,817
Total for 5100 REPAIRS / MAINTENANCE	1,989	4,254	681	2,190	1,917	2,286	9,608	8,701	901	0	1,476	3,467	\$37,470
5200 SUPPLIES, MATERIALS & FUEL													0
5201 Maintenance Supplies / Materials	334	819	978	5,567	803	529	1,313	1,020	1,866	1,796	652	2,455	18,131
5202 Operations Supplies / Materials	1,723	1,170	1,385	1,017		886	1,051	34	365	112	180	916	8,840
5203 Fuel Maintenance	264	1,343	958	265	778	963	829	217	943	618	343	236	7,757
Total for 5200 SUPPLIES, MATERIALS & FUEL	2,322	3,333	3,321	6,849	1,580	2,378	3,193	1,271	3,174	2,526	1,175	3,608	\$34,727
5300 TRAVEL / TRAINING													0
5307 Trainings / Meetings		390				1,495							1,885
Total for 5300 TRAVEL / TRAINING	0	390	0	0	0	1,495	0	0	0	0	0	0	\$1,885
5400 UNASSIGNED / ADDITIONAL EXPENSES													0
5402 Review with Auditor								4,000					4,000
Total for 5400 UNASSIGNED / ADDITIONAL EXPENSES	0	0	0	0	0	0	0	4,000	0	0	0	0	\$4,000
5500 UTILITIES													0
5501 Electricity	-841	3,013	3,510	3,452	6,293	8,716	15,297	19,967	20,641	22,297	20,140	10,779	133,263
5502 Propane	525	60	684	861		458	1,544	591	421	1,900	521	438	8,003
5503 Telephone	1,022	871	871	872	914	983	971	971	971	970	967	970	11,351
5504 Water & Sewer Service	3,145	3,701	3,074	3,013	2,423	3,321	3,322	2,405	2,490	3,246	2,709	2,272	35,121
5505 Trash & Recycle	8,620	6,756	6,756	2,590	6,756	6,756	10,811	12,099	11,969	11,969	16,135	7,335	108,551
5506 WI-FI / Internet Services	627	619	628	716	449	614	614	614	615	614	615	658	7,385
Total for 5500 UTILITIES	13,097	15,020	15,523	11,503	16,834	20,848	32,559	36,648	37,107	40,997	41,085	22,452	\$303,674
Stripe fees	40	208	137	40	13	24	110	65	96	-373	-2,367	-2,792	-4,800
Total for Expenses	58,207	225,861	436,104	460,351	208,539	219,178	397,715	266,820	222,019	255,846	209,424	148,662	\$3,108,726
Net Operating Income	124,577	-92,551	-311,085	-321,202	-53,293	-108,558	-226,055	-66,991	-98,052	-97,837	-84,951	-22,420	-\$1,358,417
Other Income													
5750 Grant Income	-150,922	20,743	162,110	81,305	38,734	28,904		7,689	29,041		15,230	31,770	264,604
5800 INTEREST INCOME	8,168			11,540			8,774	2,455		5,841			36,778
5900 NON-OPERATING INCOME													0
5903 Uncatergorized Additional		4,994											4,994
Total for 5900 NON-OPERATING INCOME	0	4,994	0	0	0	0	0	0	0	0	0	0	\$4,994
6000 TAX PROCEEDS													0
6001 Property Tax	-260,303			9,853		249,342	8,806			188,327	15,941	13,409	225,376
6002 TOT Proceeds	13,654			260,303									273,957
Total for 6000 TAX PROCEEDS	-246,649	0	0	270,156	0	249,342	8,806	0	0	188,327	15,941	13,409	\$499,333
Total for Other Income	-389,404	25,737	162,110	363,002	38,734	278,246	17,580	10,144	29,041	194,169	31,171	45,179	\$805,709

Other Expenses

Profit and Loss by Month

Crescent City Harbor District

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025	TOTAL
Net Other Income	-389,404	25,737	162,110	363,002	38,734	278,246	17,580	10,144	29,041	194,169	31,171	45,179	\$805,709
Net Income	-264,827	-66,814	-148,975	41,799	-14,559	169,689	-208,475	-56,847	-69,011	96,331	-53,780	22,759	-\$552,708

Profit and Loss by Class

Crescent City Harbor District

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	RV BAYSIDE	RV RHV	TOTAL
Income			
2800 RV PARKS REVENUE OPERATIONS	-888.35	-1,019.96	-\$1,908.31
2801 RV Bayside Leases	194,958.21		194,958.21
2802 RV BS Dump Station	105.00		105.00
2803 RV BS Fees	3,325.00		3,325.00
2804 RV BS Freezers	100.00		100.00
2805 RV BS Laundry	2,155.88		2,155.88
2809 RV Guest Rentals	23,081.94	15,047.46	38,129.40
Total for 2800 RV PARKS REVENUE OPERATIONS	222,837.68	14,027.50	\$236,865.18
Stripe sales	-2,194.60	-6,243.99	-8,438.59
Total for Income	220,643.08	7,783.51	\$228,426.59
Cost of Goods Sold			
Gross Profit	220,643.08	7,783.51	\$228,426.59
Expenses			
3200 ADVERTISING			0
3201 Ads and Notices	181.77	77.89	259.66
Total for 3200 ADVERTISING	181.77	77.89	\$259.66
3400 BANK FEES / SURCHARGES			0
3401 Bank Fees	330.00		330.00
3402 Merchant Fees	-25.00	-69.23	-94.23
Total for 3400 BANK FEES / SURCHARGES	305.00	-69.23	\$235.77
3600 CONTRACTORS OPERATIONS			0
3602 Outside Services	7,108.79	700.00	7,808.79
Total for 3600 CONTRACTORS OPERATIONS	7,108.79	700.00	\$7,808.79
3900 PROFESSIONAL FEES / CONSULTANTS			0
3904 Additional Non-Attorney	180.00		180.00
Total for 3900 PROFESSIONAL FEES / CONSULTANTS	180.00	0	\$180.00
4000 OFFICE / GENERAL OPERATIONS			0
4003 Office Expenses	114.73	136.22	250.95
4004 Permits / Licenses	688.00	1,078.00	1,766.00
4006 Subscriptions & Software	585.60		585.60
4025 Recruitment Expense	119.00		119.00
Total for 4000 OFFICE / GENERAL OPERATIONS	1,507.33	1,214.22	\$2,721.55
5100 REPAIRS / MAINTENANCE			0
5102 Operations Purchases	248.33	115.50	363.83
5104 Repairs General	2,235.06	1,372.09	3,607.15
Total for 5100 REPAIRS / MAINTENANCE	2,483.39	1,487.59	\$3,970.98

Profit and Loss by Class

Crescent City Harbor District

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	RV BAYSIDE	RV RHV	TOTAL
5200 SUPPLIES, MATERIALS & FUEL			0
5201 Maintenance Supplies / Materials	130.37	130.00	260.37
5202 Operations Supplies / Materials	1,330.95	1,223.64	2,554.59
Total for 5200 SUPPLIES, MATERIALS & FUEL	1,461.32	1,353.64	\$2,814.96
5500 UTILITIES			0
5501 Electricity	58,325.54	2,021.60	60,347.14
5502 Propane	6,564.25		6,564.25
5503 Telephone		150.80	150.80
5504 Water & Sewer Service	17,023.55	1,425.00	18,448.55
5505 Trash & Recycle	31,084.32		31,084.32
5506 WI-FI / Internet Services	2,042.97		2,042.97
Total for 5500 UTILITIES	115,040.63	3,597.40	\$118,638.03
Stripe fees	-622.20	-1,742.37	-2,364.57
Total for Expenses	127,646.03	6,619.14	\$134,265.17
Net Operating Income	92,997.05	1,164.37	\$94,161.42
Other Income			
Other Expenses			
Net Other Income	0	0	0
Net Income	92,997.05	1,164.37	\$94,161.42

Invoice

Summit Accounting Services & Taxes
900 Northcrest Drive, PMB 9
Crescent City, CA 95531
(707) 464-7769

Date	Invoice #
6/30/2025	22260

Bill To
Crescent City Harbor District Charlie Helms 101 Citizens Dock Road Crescent City, CA 95531

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
195.5	Bookkeeping - For the period 4/24/25 - 6/30/25 per attached report New Client Discount - on initial bill	50.00 -2,500.00	9,775.00 -2,500.00
Total			\$7,275.00

Summit Accounting Services & Taxes Time by Client Job Detail - CCHD April 2024 through June 2025

Date	Name	Duration	Class	Notes
Crescent City Harbor District				
Acctg.:bkkpg				
04/24/2025	Sandy Moreno	6:00	SAS	mt w/ofc staff
04/25/2025	Sandy Moreno	2:00	SAS	MR txts, telecons w/KH, bdgt, agenda docs,
04/26/2025	Sandy Moreno	1:00	SAS	AN eml re TOT, Dockwa, Marine sync
04/29/2025	Sandy Moreno	2:00	SAS	eml setup, sys admin, Pol&Proc manual,manual billing rww, data entry rww, SLC grant rpt, telecon w/MR
05/01/2025	Sandy Moreno	11:00	SAS	6/24-4/25 rww BOD pkts, setup file sys, run QB F/S rpts, pol bk,mt w/in comte
05/02/2025	Sandy Moreno	2:00	SAS	telecon's w/ MR, AN, RV parks rww, emails
05/06/2025	Sandy Moreno	1:30	SAS	setup workspace, network & QB23 sysadmin
05/07/2025	Sandy Moreno	3:30	SAS	rww TOT K, duties list, newbook, RVParks, Boat Yd, 7/4 planning
05/08/2025	Sandy Moreno	6:45	SAS	rww Newbook,QB,, shrdir, emls,RV docs, pol bk, 7/4, ck run rww
05/13/2025	Sandy Moreno	3:30	SAS	rww auto ins & leases, rww ins pol, telecon w/MR re pending issues
05/14/2025	Sandy Moreno	9:00	SAS	cashfow rpt, QB tech supt, BOD mtg,telecon w/GW,AN; MR discuss re LS,AN,
05/15/2025	Sandy Moreno	6:00	SAS	LS no txt, emls, LHMP, initial mt w/RS(M&R),RHV,grants,RV ntc's,cash flow, f/s pkg,ins,admin,%rent,agen...
05/16/2025	Sandy Moreno	2:30	SAS	LHMP,grants,sysadmin issues
05/22/2025	Sandy Moreno	4:30	SAS	CSS:LHMP, grants; mt w/RS(M&R), POP K, printer prob, Union K, rww grant sttus w/KH
05/23/2025	Sandy Moreno	7:15	SAS	pr access issues,pu ofc keys, printer prob,bylaw rww,website issues, signs, POP K, Rules of Decorum, PR ...
05/24/2025	Sandy Moreno	4:30	SAS	emls,F/S,Rules of Decorum, xls wkshts, addl billing, K log, legal k's, lhmp, PR RS payout, OSCG lease, mt...
05/27/2025	Sandy Moreno	4:15	SAS	AP 2bpd, ckout RHV ba&ofc,emls, HR2Go, RV P&L's
05/28/2025	Sandy Moreno	7:45	SAS	cash flow rpt,RVsigns,QB OL vendor rpt, RV Park pending,ck run rww, f/s, prep4mtg,BOD mtg
05/29/2025	Sandy Moreno	1:30	SAS	LS court hearing, sch staff mtg
05/30/2025	Sandy Moreno	1:00	SAS	grant inv, teleon w/MR re pending issues
06/02/2025	Sandy Moreno	1:00	SAS	telecon w MR re BOD mtg & legal fees
06/04/2025	Sandy Moreno	16:00	SAS	RHV ba, DFG rpts, FA, sys admin, pr rpts, hoist rpts, telecon w/Auditor, telecon w/MR, LHMP docs, grants,...
06/05/2025	Sandy Moreno	7:45	SAS	eml auditor, emls, RHV ba, f/s rpts: due to/fr Govt, CIP, grant income; auto leases, ins analysismt w/MR P ...
06/06/2025	Sandy Moreno	3:00	SAS	DNC Assessor & Auditor re TOT,PTX, audit rww
06/07/2025	Sandy Moreno	11:00	SAS	bdgt rpts pr, cur & 25/26, mt w/GW&MR re bdgt
06/08/2025	Sandy Moreno	2:30	SAS	finalize 1st draft bdgt, ofc keys2MR
06/09/2025	Sandy Moreno	2:00	SAS	rww, note, file fr last wk
06/10/2025	Sandy Moreno	8:00	SAS	rww chapter 9 bankruptcy procedures, bdjt adj, rww 2bpd, cash flow rpt, RHV ba, CalPers K; telecon w/MR r...
06/17/2025	Sandy Moreno	10:00	SAS	poss staaff mtg, mtg w/KH re pr, sys admin, ins rww, waste analysis, DNSWMA mtg, PacPwr anal, w/KH R...
06/18/2025	Sandy Moreno	4:00	SAS	mt w/staff re minutes, rv, pacpwr,trashmt w/RLI, teleon w/DNC Clerk re bond, 6/19no hol, sys admin netw...
06/19/2025	Sandy Moreno	11:00	SAS	emls, note, pac pwr rpts, corr, rww all files to date,
06/20/2025	Sandy Moreno	9:00	SAS	pr, ins, file; telecon w/MR re pending issues, mt w/ofc staff+RS re holiday, trash, union; sys admin remote ...
06/21/2025	Sandy Moreno	1:15	SAS	f/s rww May
06/22/2025	Sandy Moreno	0:15	SAS	telecon w/MR re agenda
06/24/2025	Sandy Moreno	3:30	SAS	RV parks, CPRA's, cks&inv numerical control, emls, bills2bpd, cash flow
06/25/2025	Sandy Moreno	11:15	SAS	bills2bpd, cash flow, 25/26 bdgt, telecon w/MR re BOD mtg, BOD mtg
06/26/2025	Sandy Moreno	2:00	SAS	telecon w/AN re ins, reserve; telecon w/MR re ins renewal, rv signs, BOD mtg rww, 7/4 porta potties
06/27/2025	Sandy Moreno	4:15	SAS	7/4 planning, staff mtg Ofc, staff mtg patrol, telecon w/AN re dock ins
06/30/2025	Sandy Moreno	0:15	SAS	MR called re USDA docs
Total Acctg.:bkkpg		195:30		
Total Crescent City Harbor District		195:30		
TOTAL		195:30		

Cash Flow Report

Crescent City Harbor District

June 2025

ACCOUNT FULL NAME	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	DEBIT	CREDIT	BALANCE
1003 CCHD Checking #4766							
Beginning Balance							76,836.46
1003 CCHD Checking #4766	06/03/2025	Deposit		Newbook Integration	402.96		77,239.42
1003 CCHD Checking #4766	06/04/2025	Bill Payment (Check)	ACH	KELLEY CONNECT XEROX		533.96	76,705.46
1003 CCHD Checking #4766	06/04/2025	Bill Payment (Check)	ACH	VSP		190.61	76,514.85
1003 CCHD Checking #4766	06/04/2025	Bill Payment (Check)	ACH	PRINCIPAL LIFE		93.15	76,421.70
1003 CCHD Checking #4766	06/04/2025	Deposit			6,728.22		83,149.92
1003 CCHD Checking #4766	06/04/2025	Deposit			1,505.00		84,654.92
1003 CCHD Checking #4766	06/04/2025	Expense		HR TO GO		24,227.07	60,427.85
1003 CCHD Checking #4766	06/04/2025	Expense		HR TO GO		2,887.77	57,540.08
1003 CCHD Checking #4766	06/04/2025	Expense		HR TO GO		2,120.69	55,419.39
1003 CCHD Checking #4766	06/04/2025	Expense		HR TO GO		1,469.99	53,949.40
1003 CCHD Checking #4766	06/04/2025	Expense		HR TO GO		1,283.40	52,666.00
1003 CCHD Checking #4766	06/04/2025	Journal Entry	ADD-INCOME-061025		13,409.02		66,075.02
1003 CCHD Checking #4766	06/04/2025	Transfer			16,000.00		82,075.02
1003 CCHD Checking #4766	06/06/2025	Deposit		Newbook Integration	253.97		82,328.99
1003 CCHD Checking #4766	06/06/2025	Deposit		Newbook Integration	71.52		82,400.51
1003 CCHD Checking #4766	06/09/2025	Deposit		Dockwa	8,789.41		91,189.92
1003 CCHD Checking #4766	06/09/2025	Journal Entry	HMPG-05302025		925.00		92,114.92
1003 CCHD Checking #4766	06/09/2025	Journal Entry	HMPG-05302025-2		30,844.72		122,959.64
1003 CCHD Checking #4766	06/09/2025	Deposit			7,850.16		130,809.80
1003 CCHD Checking #4766	06/09/2025	Deposit			927.68		131,737.48
1003 CCHD Checking #4766	06/09/2025	Deposit		Newbook Integration	349.40		132,086.88
1003 CCHD Checking #4766	06/09/2025	Expense		Intuit		235.00	131,851.88
1003 CCHD Checking #4766	06/10/2025	Deposit			21,087.96		152,939.84
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	ACH	CALPERS		755.81	152,184.03
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	ACH	CALPERS		2,314.99	149,869.04
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	7998	STREAMLINE		340.00	149,529.04
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	7999	CREDE CONSTRUCTION ADVISORY, LLC		4,200.00	145,329.04
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8000	CRESCENT ACE HARDWARE		257.27	145,071.77
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8001	NATIONWIDE MUTUAL INSURANCE CO		245.00	144,826.77
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8002	VESTIS		187.80	144,638.97
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8003	GEOENGINEERS INC		150.50	144,488.47

Cash Flow Report

Crescent City Harbor District

June 2025

ACCOUNT FULL NAME	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	DEBIT	CREDIT	BALANCE
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8004	ENGLUND MARINE SUPPLY		79.64	144,408.83
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8005	EUREKA OXYGEN CO		169.07	144,239.76
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8006	COMMUNITY SYSTEM SOLUTIONS		9,500.00	134,739.76
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8007	MOFFATT & NICHOL		12,173.31	122,566.45
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8008	THERMO FLUIDS, INC		864.40	121,702.05
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8009	KENNETH BRUCE DWELLEY		4,190.50	117,511.55
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8010	CARPENTERS LOCAL 751		60.00	117,451.55
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8011	CLR LAUNDRY		85.00	117,366.55
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8012	PACIFIC POWER		16,458.47	100,908.08
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8013	SUBURBAN PROPANE		1,366.09	99,541.99
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8014	REDWOOD MEDICAL OFFICE		200.00	99,341.99
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8015	TRICIA VAN METER		300.00	99,041.99
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8016	RING CENTRAL INC.		648.64	98,393.35
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8017	MARINE LEIN SALE, INC.		180.00	98,213.35
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8018	QUILL		13.85	98,199.50
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8019	STEPHEN L DENNY		3,120.00	95,079.50
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8020	RECOLOGY DEL NORTE		16,159.86	78,919.64
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	8021	CRESCENT CITY WATER DEPT		2,708.86	76,210.78
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	ACH	LAI TRUST		3,509.34	72,701.44
1003 CCHD Checking #4766	06/10/2025	Bill Payment (Check)	ACH	SPECTRUM BUSINESS		230.00	72,471.44
1003 CCHD Checking #4766	06/10/2025	Deposit		Newbook Integration	133.13		72,604.57
1003 CCHD Checking #4766	06/11/2025	Payment	251600180316950N00	ENGLUND MARINE-CHRIS HEGNES	275.42		72,879.99
1003 CCHD Checking #4766	06/11/2025	Deposit		Newbook Integration	333.22		73,213.21
1003 CCHD Checking #4766	06/12/2025	Deposit		Dockwa	5,034.56		78,247.77
1003 CCHD Checking #4766	06/12/2025	Deposit		Newbook Integration	662.88		78,910.65
1003 CCHD Checking #4766	06/13/2025	Deposit		Newbook Integration	276.16		79,186.81
1003 CCHD Checking #4766	06/13/2025	Expense		HR TO GO		1,217.54	77,969.27
1003 CCHD Checking #4766	06/13/2025	Expense		US BANK CREDIT CARD		27.95	77,941.32
1003 CCHD Checking #4766	06/14/2025	Deposit		Newbook Integration	1,162.74		79,104.06
1003 CCHD Checking #4766	06/16/2025	Deposit			14,826.73		93,930.79
1003 CCHD Checking #4766	06/19/2025	Deposit			14,783.08		108,713.87
1003 CCHD Checking #4766	06/20/2025	Deposit		Dockwa	7,752.15		116,466.02

Cash Flow Report

Crescent City Harbor District

June 2025

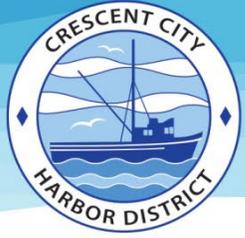
ACCOUNT FULL NAME	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	DEBIT	CREDIT	BALANCE
1003 CCHD Checking #4766	06/20/2025	Expense	251680104562490N00	HR TO GO		21,743.25	94,722.77
1003 CCHD Checking #4766	06/20/2025	Expense	0000100594	HR TO GO		1,445.26	93,277.51
1003 CCHD Checking #4766	06/20/2025	Expense	100596	HR TO GO		2,558.83	90,718.68
1003 CCHD Checking #4766	06/20/2025	Expense	100595	HR TO GO		335.42	90,383.26
1003 CCHD Checking #4766	06/20/2025	Expense	100598	HR TO GO		116.32	90,266.94
1003 CCHD Checking #4766	06/23/2025	Deposit		Newbook Integration	554.04		90,820.98
1003 CCHD Checking #4766	06/24/2025	Deposit		Newbook Integration	128.18		90,949.16
1003 CCHD Checking #4766	06/25/2025	Deposit		Newbook Integration	1,055.93		92,005.09
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	8022	PACIFIC POWER		5,107.71	86,897.38
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	8023	SUBURBAN PROPANE		438.31	86,459.07
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	8024	BEST BEST & KRIEGER, LLP		13,606.40	72,852.67
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	8025	CRESCENT ELECTRIC		1,475.90	71,376.77
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	8026	PROGRESSIVE INSURANCE		2,263.12	69,113.65
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	8027	TCA ARCHITECTS, INC		4,217.50	64,896.15
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	8028	ENGLUND MARINE SUPPLY		150.98	64,745.17
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	8029	SPECTRUM BUSINESS		428.44	64,316.73
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	8030	The Mitchell Law Firm, LLP		1,575.00	62,741.73
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	8031	INFINITE CONSULTING SERVICES		1,730.00	61,011.73
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	8032	MENDES SUPPLY COMPANY		542.89	60,468.84
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	ACH	Allied Administrators		371.50	60,097.34
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	ACH	KELLEY CONNECT XEROX		423.81	59,673.53
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	ACH	CALPERS		5,950.00	53,723.53
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	ACH	PRINCIPAL LIFE		93.15	53,630.38
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	ACH	VSP		190.61	53,439.77
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	ACH	CALPERS		164.00	53,275.77
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	ACH	CALPERS		2,088.27	51,187.50
1003 CCHD Checking #4766	06/25/2025	Bill Payment (Check)	ACH	CALPERS		679.38	50,508.12
1003 CCHD Checking #4766	06/25/2025	Credit Card Payment				75.04	50,433.08
1003 CCHD Checking #4766	06/25/2025	Credit Card Payment				2,060.16	48,372.92
1003 CCHD Checking #4766	06/26/2025	Deposit		Dockwa	5,449.50		53,822.42
1003 CCHD Checking #4766	06/26/2025	Deposit		Newbook Integration	710.89		54,533.31
1003 CCHD Checking #4766	06/27/2025	Deposit		HipCamp	35.80		54,569.11
1003 CCHD Checking #4766	06/27/2025	Journal Entry	Newbook-refunds			325.84	54,243.27
1003 CCHD Checking #4766	06/27/2025	Deposit		CLR LAUNDRY	279.00		54,522.27

Cash Flow Report

Crescent City Harbor District

June 2025

ACCOUNT FULL NAME	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	DEBIT	CREDIT	BALANCE
1003 CCHD Checking #4766	06/27/2025	Deposit		Newbook Integration	899.61		55,421.88
1003 CCHD Checking #4766	06/27/2025	Deposit		Newbook Integration	335.07		55,756.95
Total for 1003 CCHD Checking #4766					\$163,833.11	\$184,912.62	
TOTAL					\$163,833.11	\$184,912.62	



2. Communications and Reports

- d. Presentation by Arielle de Garcia, founder of Orchid Marketing Company, on consulting services provided to CCHD during 2024–2025.**



ORCHID
Marketing Company

RHV, 4th of July Parking, & Digital Marketing Review

Crescent City Harbor District – July 23rd, 2025

Presented by Arielle de Garcia

Nice to meet you!

- Marketing at Elk Valley Casino from 2015-2019
- Graduated with a Bachelor of Arts in Graphic Design & Media Arts in 2016
- Founded Orchid Marketing Company in 2020
- Graduated with a Master of Science Marketing in 2020
- Worked with numerous casinos, Tribal entities, and small businesses around the country



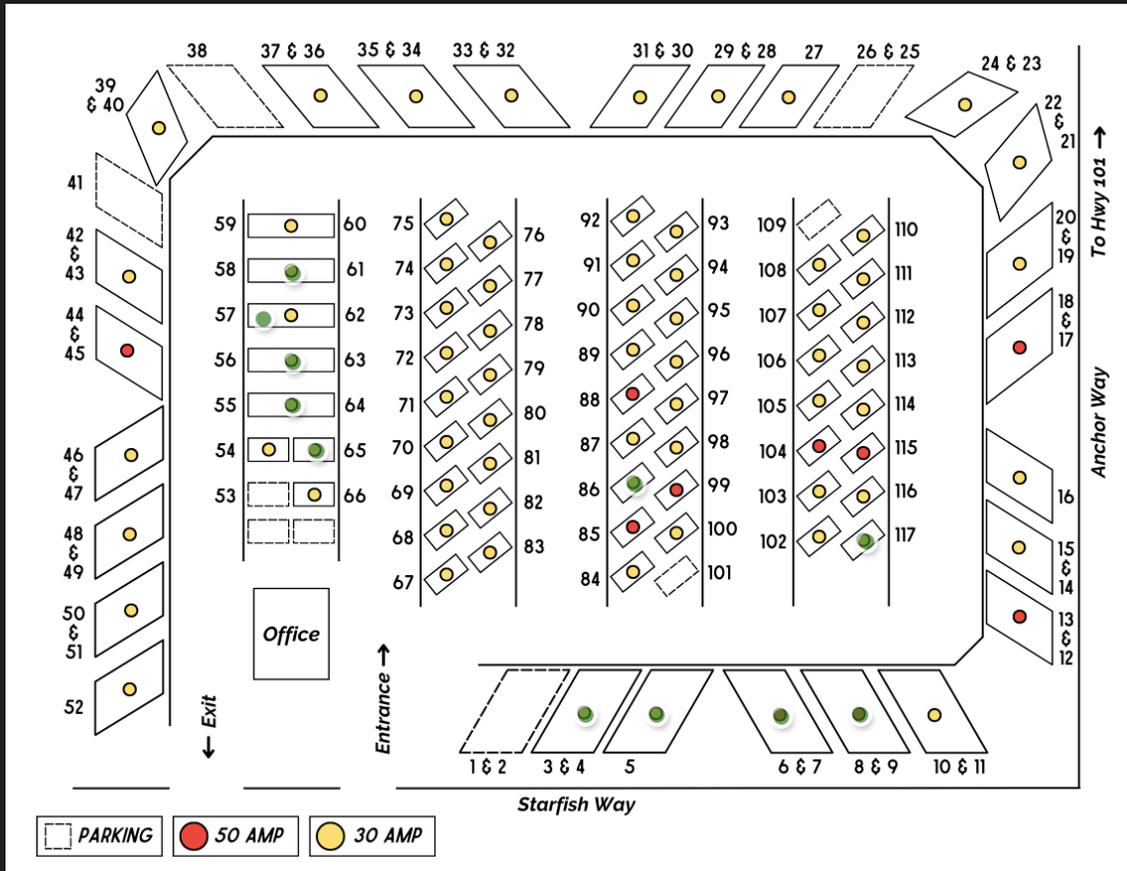
Newbook & Booking

Upon gaining access to NewBook, there were some findings regarding Redwood Harbor Village (RHV) that could cause difficulties for the customer in booking.

Landing Page Usability

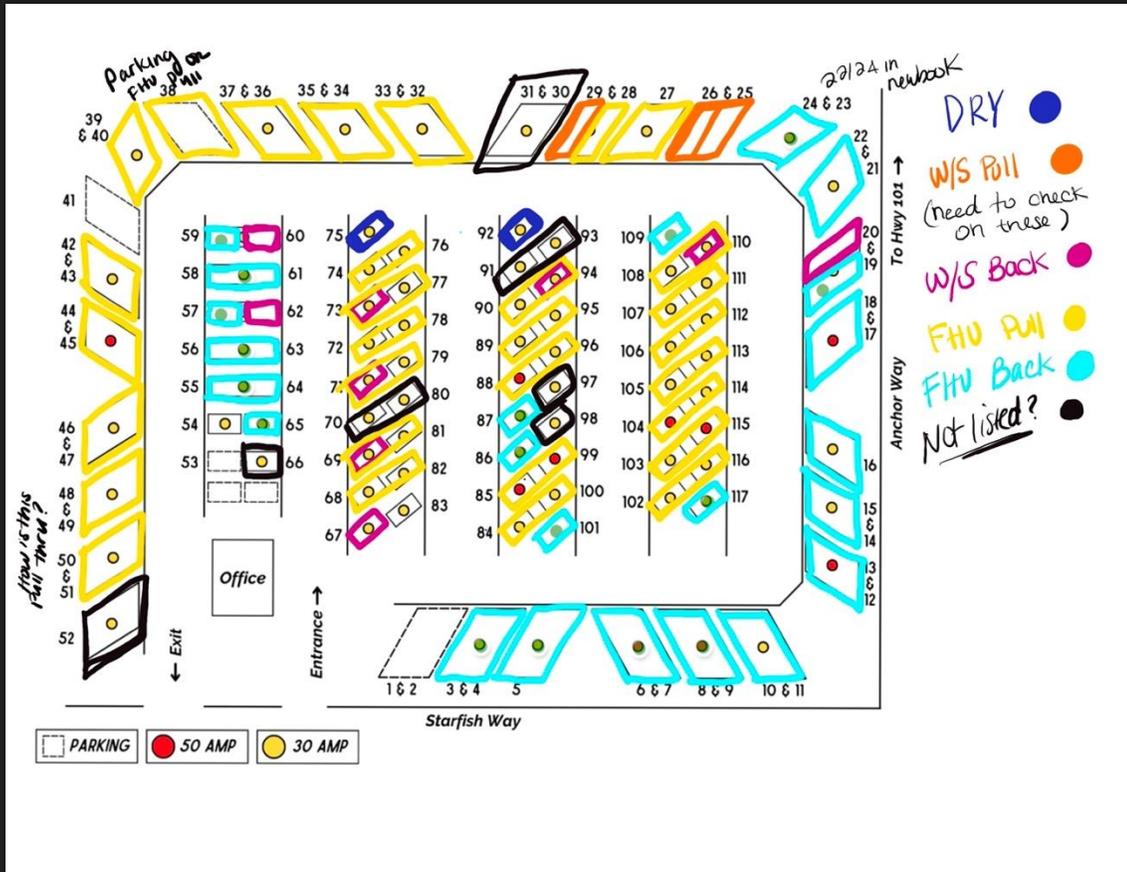
- In order to book a stay at RHV, users were required to:
 - Visit ccharbor.com
 - Click the "Visitors" page
 - Go to "Business Index"
 - Click "RV Parks"
 - Click "Online Portal"
 - This brings them to the external Harbor Reservations site
 - Click the "Book Now" button
 - This brings them to Newbook embedded into the external site
- Prior to the holiday, I reduced the steps to:
 - Visit ccharbor.com
 - Visit the "RV Parks" page under the "Visitors" dropdown
 - Click "Online Portal"
 - This brings them directly to Newbook

Newbook Usability



○ Current Visual Map on Newbook

Newbook Usability



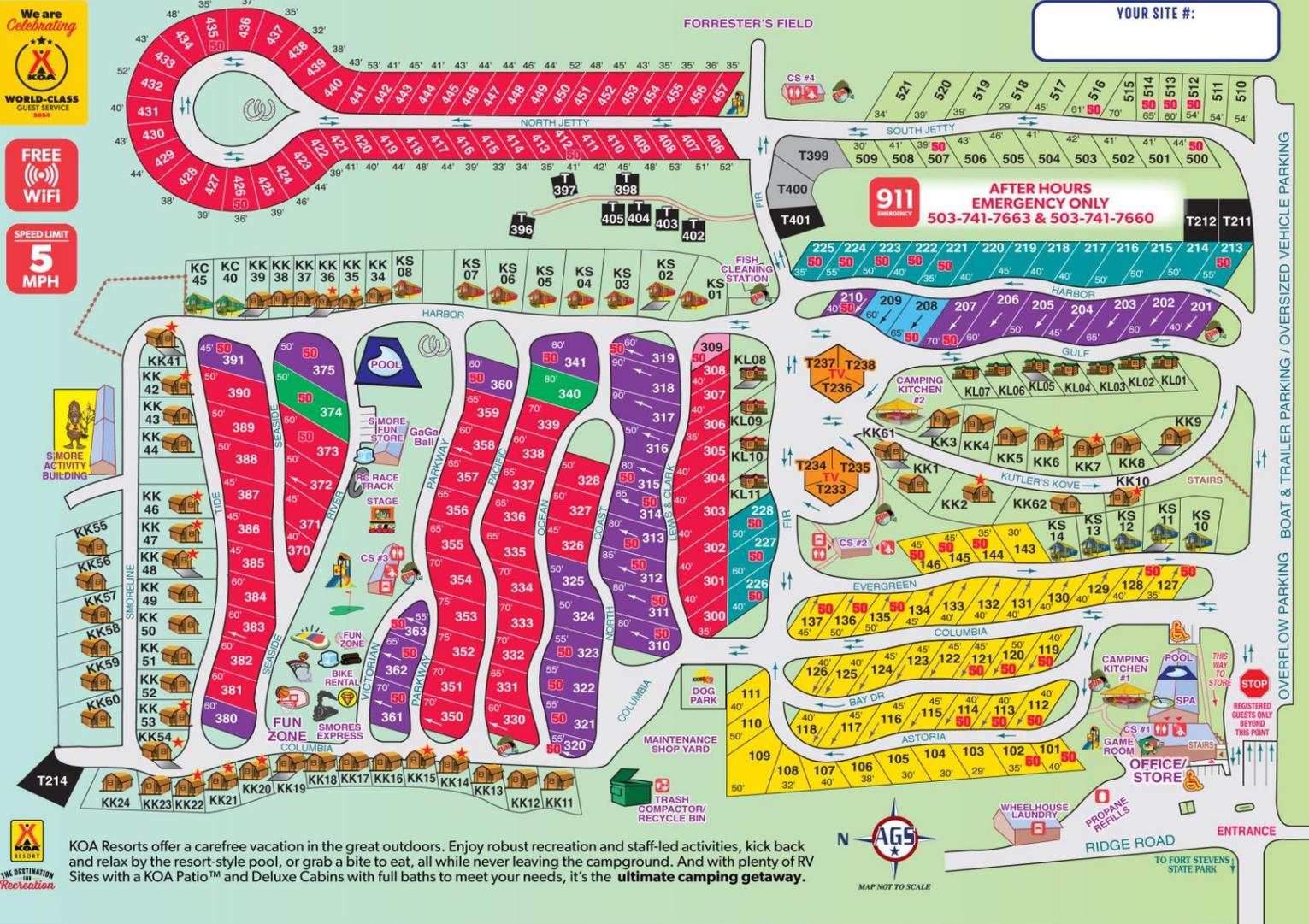
○ Map Comparison to Newbook Spaces on the Back End

RV Park Example



ASTORIA / WARRENTON SEASIDE KOA RESORT

- LEGEND**
- Full Hookup Gravel Pad Sites
 - Deluxe Loft Lodge
 - Deluxe Studio
 - Jumping Pillow
 - Game Room
 - Deluxe Patio Pull-Thru Paw Pen Sites
 - Full Hookup Gravel Pad Paw Pen Sites
 - Seasonal Sites
 - Deluxe Patio Pull-Thru Sites
 - Deluxe Patio Back-in Sites
 - Premium Back-in Sites
 - Tent Village Sites
 - 50 AMP
 - Deluxe Super Lodge
 - Deluxe Lodge
 - 2-Floor Camping Cabin
 - 1-Room Camping Cabin
 - Camping Cottage
 - Deluxe Patio Studio
 - Laundry Room
 - Comfort Stations
 - Showers
 - Propane
 - Kamp K9 Dog Park
 - Fun Finder
 - Firewood
 - Play Area
 - Mini Golf
 - Volleyball
 - Gem Mining
 - Horseshoes
 - Smores Express
 - Ice
 - Basketball
 - Ramp



KOA Resorts offer a carefree vacation in the great outdoors. Enjoy robust recreation and staff-led activities, kick back and relax by the resort-style pool, or grab a bite to eat, all while never leaving the campground. And with plenty of RV Sites with a KOA Patio™ and Deluxe Cabins with full baths to meet your needs, it's the ultimate camping getaway.



ENTRANCE
RIDGE ROAD
TO FORT STEVENS STATE PARK

Suggested Improvements

- Completed:
 - Improve usability on the ccharbor.com site
 - Updated RHV Google profile
 - Restrooms & showers
 - Trash cans for the holiday weekend
 - Run digital ads for 4th of July Special
- Suggestions:
 - Re-line the lot & make a new corresponding map that is more visually appealing
 - Have campground manager next to the Office with a sign for guidance
 - Sell camp supplies in the office – i.e. firewood, RV grade toilet paper, s'mores, etc.
 - We can also presell this online and have it ready for them prior to them arriving
 - Include dumpster and recycling
 - Improve lighting
 - Add fire pits and picnic tables to the premium spaces facing the beach
 - Increase space fee when improvements are made

*Feedback based on GMB reviews

4th of July Parking

Orchid Marketing Company collaborated closely with the Crescent City Harbor District to develop and implement an effective plan for guiding both community members and tourists to the Inner Basin parking lot for the Fourth of July event.

Parking Implementations - Signage

- Physical Signage
 - 101 Northbound – Left Arrow
 - 101 Southbound – Right Arrow
 - Citizens Dock Road – Right Arrow
 - Parking Sign with QR Code for Payment
 - Flyer for Moorage Passes the week prior



Parking Implementations - Passes

- Parking Passes
 - Moorage Parking Pass
 - Paid Parking Pass



Parking Implementations - Digital

- Digital Notice
 - Highlighted all parking changes, including pricing and pass types
 - Posted on Facebook/Instagram
 - Posted on the Website

**NOTICE: MARINA
PARKING JULY 1-4, 2025**

Moorage Parking Passes are available NOW at the Harbor Main Office!

4th of July Parking Passes are first come, first served on the holiday ONLY.

CRESCENT CITY
HARBOR DISTRICT

Parking Implementations - Outcome

- RHV Sold Out for the Holiday
 - Ran Google and Facebook ads to sell spaces
 - Gave holiday pricing by phone bookings only
 - Overflow of 35 people dry camping
- Sold 460+ Parking Passes @ \$5 Each
 - \$2,300 in Paid Passes



REDWOOD
HARBOR VILLAGE

Get the **BEST VIEW** this 4th of July ☀️
\$55/Night with Hookups
\$35/Night Dry Camping

PRICE DROP

CALL NOW

The advertisement features a logo for Redwood Harbor Village with a tree icon. Below the logo is an aerial view of a campground with a blue arrow pointing to a specific area. To the right of the aerial view is a graphic with the text 'PRICE DROP' in red, a yellow money emoji with a green dollar sign in its mouth, and a blue water drop icon. At the bottom right is a blue button with the text 'CALL NOW'.

Digital Marketing

Since mid-2024, Orchid Marketing Company has supported social media initiatives, contributing to growth and strengthened community engagement through the strategic use of digital channels.

Why utilize digital marketing?

- Cost-Effective Advertising
- More Precise Targeting
- Measurable Results
- Increases Brand Awareness
- Accessible on Mobile
- Flexible and Real-time Adjustments
- Wider Reach
- Improved Engagement with Community
- Increases Brand Loyalty
- Partnerships

Insights

In **social media marketing**, "**insights**" refer to the **data-driven understanding** of how your content, audience, and campaigns are performing. These highlights help us make informed decisions on content creation and advertising.

Audience

The demographics of the people following, viewing, and engaging with your content.

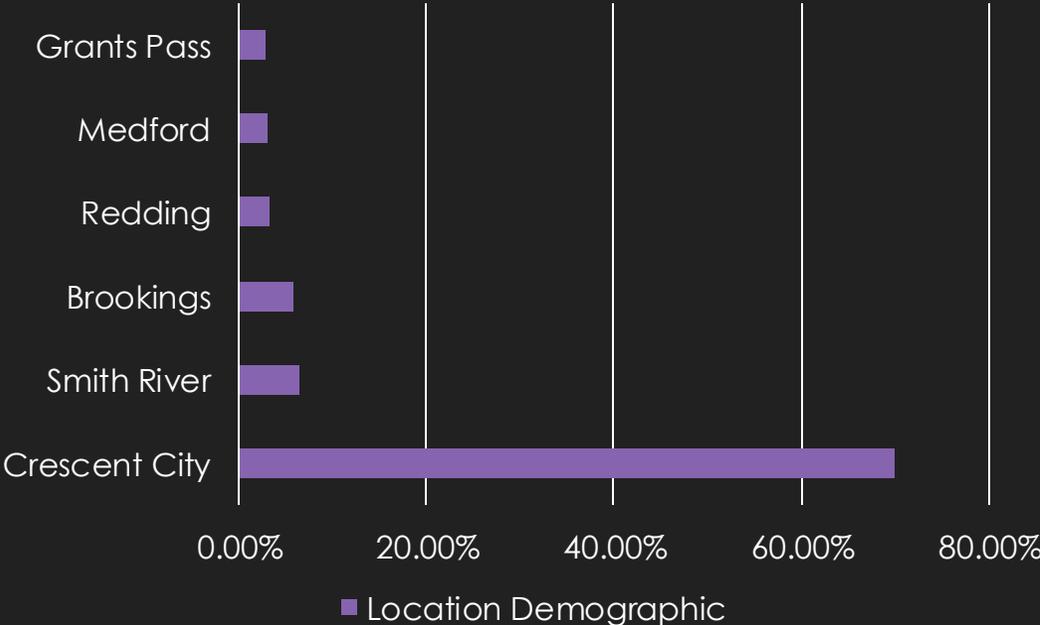


Current Audience

Age Demographic



Location Demographic



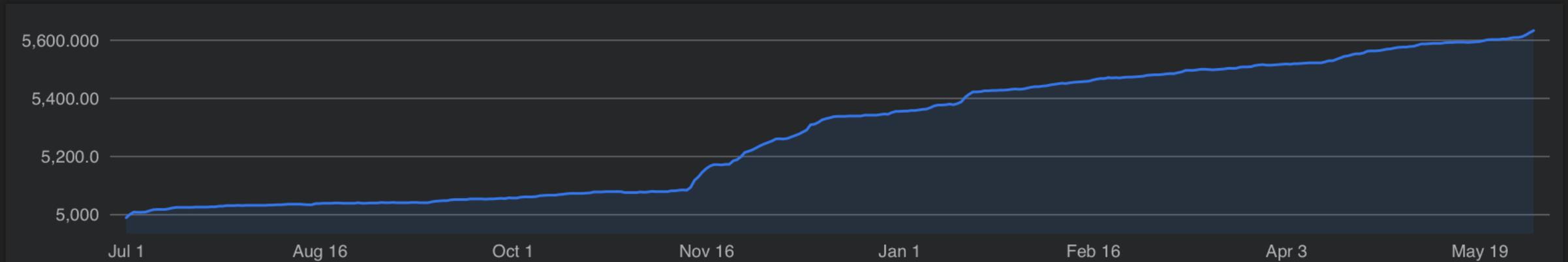
Followers

The amount of people following the social media page.



Followers (July 1, 2024 – June 30, 2025)

- LY the Crescent City Harbor District had 4,987 Followers on Facebook.
- By June 30th, the CCHD had 5,648 Followers, which is a 12.9% increase.
- Natural Lifecycle
 - 655 Net Follows
 - 171 Unfollows



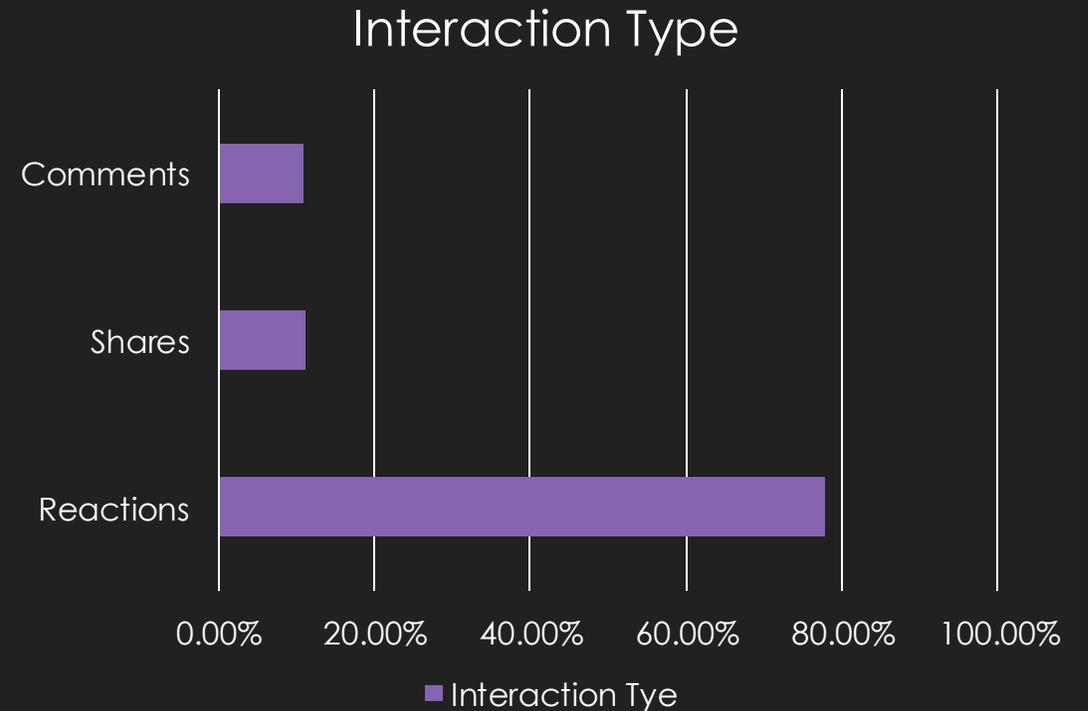
Interactions

When people engage with your content by reacting, commenting, and sharing.



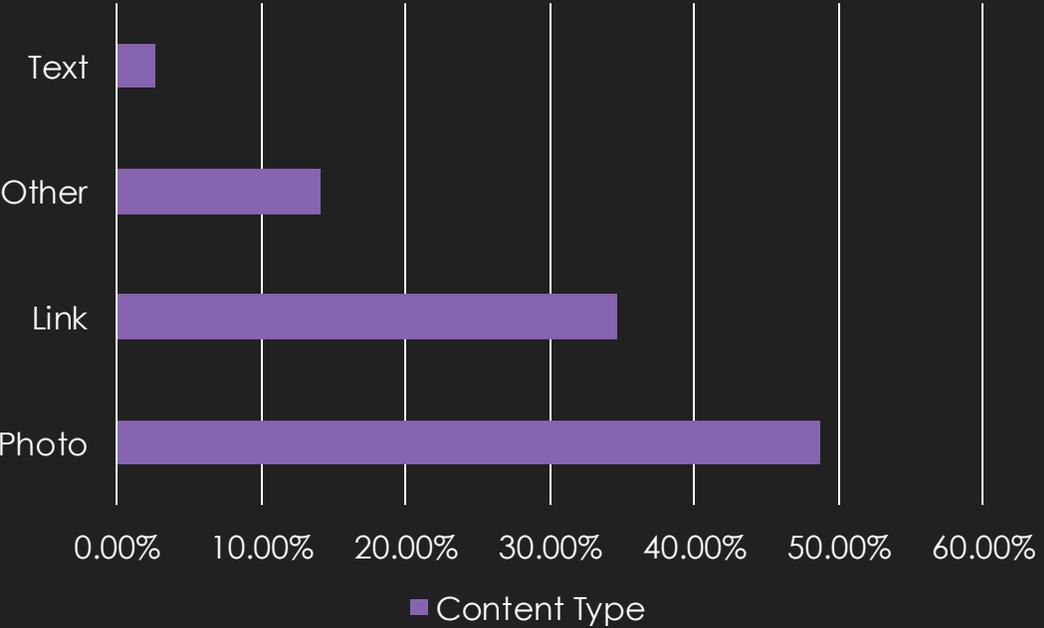
Interactions (July 1, 2024 – June 30, 2025)

- 4,133 Reactions
 - Previously limited to “likes” only
 - Quickest and easiest way to respond to content
- 578 Comments
- 593 Shares

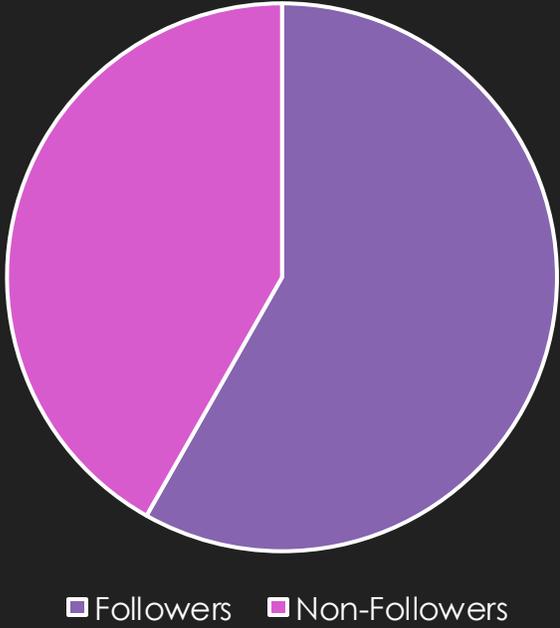


Interactions (July 1, 2024 – June 30, 2025)

Content Type

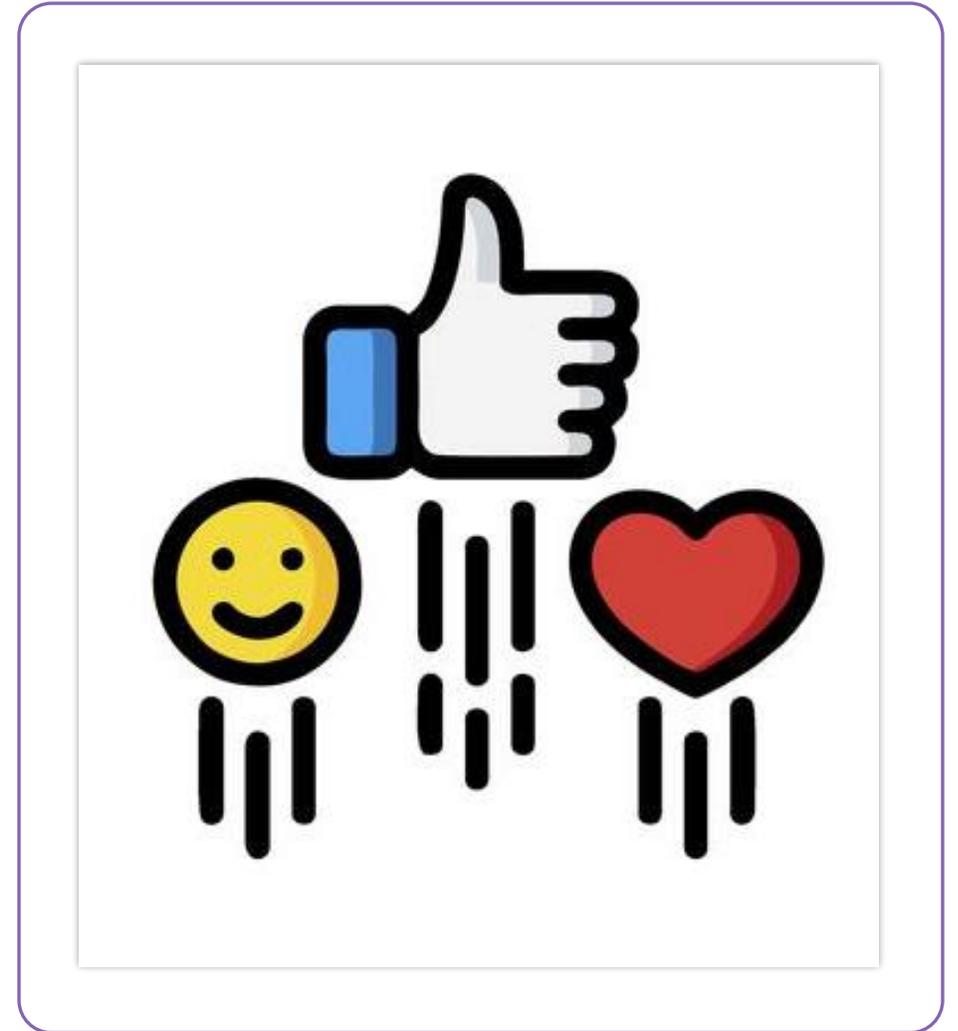


Follow/Non-Follow



Insights - Last 28 Days

- 90,971 Views (+67%)
- 1,461 Interactions (+365%)
- 55 Net Follows (+17%)

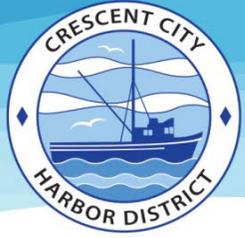


Contact



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Marketing Company

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www.orchidmarketingco.com



2. Communications and Reports

- e. Presentation by Harbor Patrol Lt. Justin Hanks providing an after-action report on 4th of July festivities.**



Staff Report

To: Crescent City Harbor District Board of Harbor Commissioners

Date: July 23, 2025

Subject: 4th of July 2025, After Action Report

From: Harbor Patrol Lt. Justin Hanks

PURPOSE:

To provide the Board with a summary of law enforcement, emergency services, and Harbor-related activities during the July 4th weekend, including coordination with partner agencies, public safety response, and Harbor operations.

SUMMARY OF AGENCY AND PUBLIC SAFETY ACTIVITIES:

Between 0000 hours on July 3 and 0000 hours on July 5, Sheriff Scott reported approximately **300 calls for service** throughout the county. Public safety agencies reported the following:

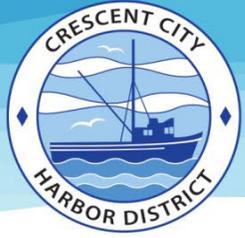
- **Illegal Fireworks:** Approximately **200–300 pounds** of illegal fireworks were confiscated by CAL FIRE, the Del Norte Sheriff's Office (DNSO), and Crescent City Fire Department (CCFD).
- **Unpermitted Event:** A fighting cage was reportedly set up at South Beach. The individual identified as "Otrimba" was warned that continuation would result in an administrative citation. Despite the warning, he proceeded. County Counsel was notified.

There were unconfirmed reports that a **17-year-old female bystander was assaulted** and transported to the hospital.

- **Incident Command Post (ICP):** A multi-agency ICP was established across from South Beach, near the old wood carving business.
- **Park and Fire Agency Response:**
 - State Park Rangers were active at Enderts Beach.
 - CALOES received multiple reports of fireworks in the Fort Dick/Kellogg Beach area, but no violations were located by responding officers.
 - CAL FIRE personnel were present but in fewer numbers than initially expected.
- **City of Crescent City Observations:**
 - CCFD reported call volumes comparable to a normal day.
 - City RV park reached capacity, including overflow.
 - Illegal fireworks activity within city limits was minimal.
 - One false report of a mass casualty incident was received but was believed to have been a deliberate distraction.
- **Public Events:**
 - The parade lasted just over two hours and was followed by a successful deck party event.
 - Many community members expressed positive feedback about the city's atmosphere and events.
 - Law enforcement focused on confiscations rather than citations, with few citations issued.

HARBOR DISTRICT-SPECIFIC HIGHLIGHTS:

- **Parking:** A total of **466 parking passes** were sold over the weekend.
- **Redwood Harbor Village (RHV):** Reached **full occupancy** from July 3 through July 6.
- **Revenue:** The Harbor collected just over **\$7,500** in revenue during the four-day period.
- **Public Safety:**
 - No reported fires, vandalism, or significant property damage.
 - Illegal fireworks were minimal in Harbor areas.
- **Traffic Management:** Directional traffic control at the inner basin was necessary for only **30 minutes** post-fireworks.
- **Cleanup Efforts:** Smith River Alliance conducted post-event cleanup and reported **less than 50% of the trash volume** compared to the prior year.



3. Consent Calendar

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

a. Approve meeting minutes.

Public Comment?

Special 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	January 22, 2025 5:30 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Special Session, Wednesday, January 22, 2025, at 5:30 P.M.

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

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

2) Old Business

a. Consider and Vote to Approve Resolution 2025-03 Adopting New Bylaws of the CCHD Board.

Commissioner Evans moved to remove the following passage from Section 9.0, Subsection (3) of the Bylaws: *"and total public participation on any item will be limited to fifteen (15) minutes"*. The adjusted subsection would then read as follows:

"Except for public hearings, each speaker will be limited to a maximum of three (3) minutes. The Board may extend the time limit for individual speakers or total audience participation, if in his or her discretion additional time is warranted. It is the responsibility of the Chair, or the Chair's designee, to keep track of time."

Commissioner Nehmer seconded the motion.

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

3) MEETING ADJOURNMENT

Special Meeting Minutes of the Board of Harbor Commissioners of the Crescent City Harbor District	
Harbor District Office, 101 Citizens Dock Road Crescent City, CA 95531	May 13, 2025 12:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Special Session, Wednesday, May 13, 2025, at 12:00 P.M.

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

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

2) Adjourn to Closed Session

a. PUBLIC EMPLOYMENT

Government Code section 54957

Title: CEO/Harbormaster

b. CONFERENCE WITH LABOR NEGOTIATORS

Government Code section 54957.6

Agency Negotiator: Kyler Rayden, General Counsel

Unrepresented Employee: CEO/Harbormaster

c. PUBLIC EMPLOYMENT

Government Code section 54957

Title: General Counsel (Attorney)

d. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code section 54956.9(d)(1)

Name of case: Sutter v. CCHD (Case# SV25-1022)

e. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code section 54956.9(d)(2)

One potential case

f. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code section 54956.9(d)(4)

One potential case

3) Report from Closed Session

Ryan Plotz was appointed as the Harbor's new General Counsel. The vote was unanimous, however Commissioner Evans was absent due to exigent circumstances.

4) MEETING ADJOURNMENT

Special Meeting Minutes of the Board of Harbor Commissioners of the Crescent City Harbor District	
Harbor District Office, 101 Citizens Dock Road Crescent City, CA 95531	May 14, 2025 12:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Special Session, Wednesday, May 14, 2025, at 12:00 P.M.

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

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

2) Adjourn to Closed Session

a. PUBLIC EMPLOYMENT

Government Code section 54957

Title: CEO/Harbormaster

b. CONFERENCE WITH LABOR NEGOTIATORS

Government Code section 54957.6

Agency Negotiator: Kyler Rayden, General Counsel

Unrepresented Employee: CEO/Harbormaster

c. PUBLIC EMPLOYMENT

Government Code section 54957

Title: General Counsel (Attorney)

d. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code section 54956.9(d)(1)

Name of case: Sutter v. CCHD (Case# SV25-1022)

e. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code section 54956.9(d)(2)

One potential case

f. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code section 54956.9(d)(4)

One potential case

3) Report from Closed Session

The closed session was held from 12:00 PM to 2:00 PM, then temporarily adjourned to accommodate the open session. It resumed at approximately 4:00 PM and continued until around 6:00 PM. There was no reportable action taken during the closed session.

4) MEETING ADJOURNMENT

**Regular Meeting Minutes of the
Board of Harbor Commissioners of the Crescent City Harbor District**

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

May 14, 2025
2:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Session, Wednesday, May 14, 2025, at 2:00 P.M.

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

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

2) Communications and Reports

a. Harbor Commissioner & Committee Reports

3) Consent Calendar: Approve Meeting Minutes of the April 23, 2025 Special Meeting and the April 23, 2025 Regular Meeting. Commissioner Evans moved to approve the minutes. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

4) Action Items

a. Approve Fee Waiver for Life Jacket Giveaway. Commissioner Schmidt moved to approve the fee waiver. Commissioner Evans seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

b. Approve Fee Waiver for First Responders Showcase. Commissioner Schmidt moved to approve the fee waiver. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

- c. **Approve Fee Waiver for Annual Kite Festival.** Commissioner Schmidt moved to approve the fee waiver. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

- d. **Approve Resolution 2025-07 Adopting the Submerged Navigational Hazard Abatement Plan.** Commissioner Evans moved to approve Resolution 2025-07 Adopting the Submerged Navigational Hazard Abatement Plan. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

- e. **Approve Employment Contract for CEO/Harbormaster.** This agenda item was continued to a future meeting.

5) MEETING ADJOURNMENT

Special 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	June 9, 2025 12:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Special Session, Monday, June 9, 2025, at 12:00 P.M.

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

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

2) Adjourn to Closed Session

a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code section 54956.9(d)(1)
Sutter v. CCHD (Case# CV25-1022)
Nehmer v. CCHD (Case# CV25-1073)
Nehmer v. CCHD (Case# CV25-1078)

b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code section 54956.9(d)(2)
One potential case

c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code section 54956.9(d)(4)
One potential case

3) Report from Closed Session

There was no reportable action taken during the closed session.

4) MEETING ADJOURNMENT

Special 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	June 24, 2025 12:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Special Session, Tuesday, June 24, 2025, at 12:00 P.M.

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

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

2) Adjourn to Closed Session

a. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

Government Code section 54956.9(d)(1)
Sutter v. CCHD (Case# CV25-1022)
Nehmer v. CCHD (Case# CV25-1073)
Nehmer v. CCHD (Case# CV25-1078)

b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code paragraph (2) or (3) of subdivision (d) of Section 54956.9: two cases.
Facts and circumstances of the first case involve a "cure or correct" demand from Commissioner Annie Nehmer alleging that the Board violated the Ralph M. Brown Act by appointing general counsel in closed session. Facts and circumstances of the second case involve a "cure or correct" demand from Commissioner Annie Nehmer alleging that the Board violated the Ralph M. Brown Act on May 28, 2025, when considering approval of the CEO/Harbormaster Employment Agreement.

c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code section 54956.8.
Property Address: 750 US Highway 101, Crescent City Harbor, CA 95531
District negotiators: Mike Rademaker, CEO/Harbormaster & Ryan Plotz, General Counsel
Negotiating parties: Sean E. McGraw and Scott Lawhon
Under negotiation: Price and payment terms

d. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code section 54956.8.

Property Address: 159 Starfish Way, Crescent City, CA 95531

District negotiators: Mike Rademaker, CEO/Harbormaster & Ryan Plotz, General Counsel

Negotiating parties: Sean E. McGraw and Scott Lawhon

Under negotiation: Price and payment terms

3) Report from Closed Session.

There was no reportable action taken during the closed session.

4) MEETING ADJOURNMENT

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	June 25, 2025 2:00 p.m.



Board of Harbor Commissioners of the Crescent City Harbor District

MINUTES

Regular Session, Wednesday, June 25, 2025, at 2:00 P.M.

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

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

2) Communications and Reports

- a. Harbor Commissioner & Committee Reports**
- b. CEO Report**
- c. Financial Report**
- d. Presentation on the Management of Bayside and Redwood Harbor Village RV Parks by Sean E. McGraw and Scott Lawhon.**

The Board considered the presentation and encouraged Mr. McGraw and Mr. Lawhon to return with a more detailed proposal, such as a draft term sheet outlining potential lease terms and a proposed monthly lease amount, for consideration in future discussions. No formal action was taken by the Board, as the item was presented for discussion purposes only.

3) Consent Calendar: Approve Meeting Minutes. Item was tabled to a future meeting.

4) Action Items

- a. Consider approval of contract amendment #4, Design and EA/EIS for Seawall and Citizens Dock Contract with Moffatt & Nichol in an amount not to exceed \$100,000.** Commissioner Schmidt moved to approve the contract amendment. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

- b. Consider approval of insurance renewal with Redwoods Leavitt Insurance Agency.** Vice Chair Nehmer moved to approve the insurance renewal at the proposed cost of \$153,096, excluding coverage for “Commercial Property - Inner Boat Basin Docks.” As an alternative means of managing the risk of property damage to the inner boat basin docks, Vice Chair Nehmer’s motion proposed to restrict \$181,500 in the Harbor LAIF account for any potential property damage. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, SCHMIDT, SHEPHERD, NEHMER // **NAYS:** WEBER

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

- c. Consider a “cure or correct” demand issued by Commissioner Annie Nehmer under Government Code section 54960.1 of the Ralph M. Brown Act alleging violations of the Act on May 13, 2025, regarding the appointment of District General Counsel; provide direction to staff as to the District’s response.** Commissioner Evans moved to rescind the appointment of Ryan Plotz with the Mitchell Law Firm, LLP, as the Harbor’s General Counsel. Commissioner Evans mentioned that the action was to be viewed as a gesture of goodwill to preclude further litigation, and not an admission that anything improper was done at a previous meeting. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, WEBER, SHEPHERD, NEHMER // **NAYS:** SCHMIDT

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

- d. Consider approval of Engagement Letter with The Mitchell Law Firm, LLP to serve as District General Counsel.** Commissioner Evans moved to approve the engagement letter with The Mitchell Law Firm, LLP to serve as District General Counsel. Chair Weber seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

- e. Consider approval of conflict-of-interest waiver allowing The Mitchell Law Firm, LLP to exclusively represent the District in discussions with the County of Del Norte for use of District property.** Commissioner Evans moved to approve the conflict-of-interest waiver. Vice Chair Nehmer seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

- f. Consider Fourth of July festivities and approval of Del Norte County Sheriff's Incident Command Post, to be located at 100 Anchor Way.** Commissioner Evans moved to approve the agreement for establishing the Del Norte County Sheriff's Incident Command Post at 100 Anchor Way, contingent upon future approval by the U.S. Coast Guard. It was noted that such approval was not expected in time for the 2025 Fourth of July festivities but may allow for use in subsequent years. Vice Chair Nehmer seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

- g. Consider a "cure or correct" demand issued by Commissioner Annie Nehmar under Government Code section 54960.1 of the Ralph. M. Brown Act alleging violations of the Act on May 28, 2025, regarding the approval of employment terms and conditions for the CEO/Harbormaster; provide direction to staff as to the District's response.** Commissioner Schmidt moved to rescind the prior approval of the employment terms and conditions for the CEO/Harbormaster. Vice Chair Nehmer seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, WEBER, SCHMIDT, NEHMER // **NAYS:** SHEPHERD

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

- h. Consider approval of a revised Employment Agreement with Michael Rademaker as the CEO/Harbormaster of the District.** Commissioner Evans moved to approve a revised Employment Agreement with Michael Rademaker as the CEO/Harbormaster of the District. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

AYES: EVANS, WEBER, SHEPHERD // **NAYS:** SCHMIDT, NEHMER

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

- i. Consider approval of an access control system for dock gates to be installed by Advanced Security Systems.** Commissioner Schmidt moved to approve an access control system for dock gates to be installed by Advanced Security Systems. Commissioner Shepherd seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

- j. Approve FY25/26 Budget.** Commissioner Shepherd moved to approve the FY25/26 Budget. Chair Weber seconded the motion.

ACTION TAKEN: MOTION PASSED

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

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

5) MEETING ADJOURNMENT



4. Action Items

- a. Consider and adopt Title VI non-discrimination policy and procedures.**

Reference: Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.

Public Comment?



July 18, 2025

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

From: Mike Bahr, CEO, Community System Solutions

RE: Board Agenda Item: Discuss and Vote to adopt federal Title VI Non-Discrimination Policy Statement and the Title VI and ADA Discrimination Complaint Procedures, and direct staff to post it on the Harbor website; and put the Public Notice of Non-Discrimination Rights on the Harbor's public bulletin board and publish the Notice in the Triplicate.

Hello Commissioners,

This agenda item helps get the Harbor District another step closer to entering into the grant agreement contract for the two U.S. Department of Transportation MARAD grants: the 2022 Port Infrastructure Development Program: Seawall Construction grant for \$7,366,566 and the 2024 Port Infrastructure Development Program: Citizens' Dock Construction for \$8,000,000.

Harbor Master Mike Rademaker and I met with the MARAD team on July 14, 2025 to review the next steps in the grant contract process.

The MARAD team let us know they will be starting the review of the Environmental Assessment. MARAD's acceptance of the EA is the next critical step in the contracting process.

MARAD let us know there have been changes in the elements of the grant contracts and those updated contract documents will be sent to the District soon.

And they let us know that as part of the MARAD grant acceptance process, the Harbor District must fill out and submit the MARAD Title VI Pre-Award Review Checklist. That checklist is attached. This board item deals with the steps needed to meet the requirements of that checklist.

As you can see highlighted on the attached Review Checklist, MARAD requires that the Harbor District have the following items:

Notification to Beneficiaries/Participants

- A copy of the recipient's public notice informing the public of their rights under Title VI/ADA
- A weblink on the recipient's website where it has posted a copy of the public notices that are accessible to the public
- A description of where the recipient has posted this notice in facilities accessible by the public (if applicable)

Complaint Procedures

- A copy of the recipient's Title VI/ADA complaint procedures, which must include, but are not limited to, instructions to the public on how to file a Title VI/ADA complaint
- A designated employee for coordinating Title VI and ADA complaint investigations
- A copy of the recipient's Title VI/ADA Complaint Form
- A weblink on the recipient's website where it has posted a copy of the Complaint Form and Procedures

A search of Harbor documents did not turn up a previously adopted Title VI policies. This is not a problem for this grant. For grant award recipients who have not already adopted federal Title VI polices, MARAD provides a Title VI Pre-Award Review- Complaint Template for the grant recipient to fill out and adopt. The template has the following elements:

- Public Notice of Non-Discrimination Rights
- Non-Discrimination Policy Statement
- Title VI and ADA Discrimination Complaint Procedures
- Sample Title VI & ADA Complaint Form
- List Of Title VI and ADA Investigations, Complaints, And Lawsuits

The federal Title VI Pre-Award Review- Complaint Template is filled out and attached to this memo ready for your adoption.

Once you adopt the elements of the required Title VI policies, and they are published, we will complete and submit the MARAD Title VI Pre-Award Review Checklist.

The action being requested today is to: Discuss and Vote to adopt federal Title VI Non-Discrimination Policy Statement and the Title VI and ADA Discrimination Complaint Procedures, and direct staff to post it on the Harbor website; and put the Public Notice of Non-Discrimination Rights on the Harbor's public bulletin board and publish the Notice in the Triplicate.

Thank you,

Mike Bahr

Documents attached to this agenda item:

MARAD Title VI Pre-Award Review Checklist

Public Notice of Non-Discrimination Rights

Non-Discrimination Policy Statement

Title VI and ADA Discrimination Complaint Procedures

Sample Title Vi & Ada Complaint Form

List Of Title Vi And Ada Investigations, Complaints, And Lawsuits

MARAD TITLE VI PRE-AWARD REVIEW CHECKLIST

Purpose

The U.S. Department of Transportation's (DOT) Maritime Administration (MARAD) Office of Civil Rights (OCR) is responsible for ensuring MARAD grant recipient compliance with Federal civil rights laws, regulations, and requirements, including following applicable Federal guidance on Title VI of the Civil Rights Act of 1964 (Title VI) and Americans with Disabilities Act of 1990 (ADA) requirements. All applicants must demonstrate compliance with the applicable civil rights requirements prior to execution of their grant award.

Pre-Award Requirements

The following requirements **apply to all grant recipients. All recipients are required to submit the following information to MARAD OCR prior to grant execution.**

Notification to Beneficiaries/Participants

- A copy of the recipient's public notice informing the public of their rights under Title VI/ADA
- A weblink on the recipient's website where it has posted a copy of the public notices that are accessible to the public
- A description of where the recipient has posted this notice in facilities accessible by the public (if applicable)

Complaint Procedures

- A copy of the recipient's Title VI/ADA complaint procedures, which must include, but are not limited to, instructions to the public on how to file a Title VI/ADA complaint
- A designated employee for coordinating Title VI and ADA complaint investigations
- A copy of the recipient's Title VI/ADA Complaint Form
- A weblink on the recipient's website where it has posted a copy of the Complaint Form and Procedures

External Lawsuits, Investigations, or Complaints Alleging Discrimination

Recipients should provide this information using the table found on page four (4) of this checklist.

- A description of any external lawsuits, investigations, or complaints alleging discrimination on the basis of race, color, national origin (including limited English proficiency), or disability filed against the recipient (or any of its proposed subrecipients, if applicable) pending or within five years of the date of the application (please be specific), together with an explanation of the status or outcome of each matter.
- If none, the recipient should indicate in their submission

Status of Corrective Actions Implemented by Recipient to Address Deficiencies Previously Identified During a Civil Rights Compliance Review

- A description of any civil rights compliance reviews that are ongoing, or have been completed within the last five years, by MARAD, or other state, local, or federal agencies. This description must discuss:
 - Any deficiencies identified by past reviews
 - Corrective actions taken or that are underway to address the deficiencies identified
 - Copies of any reports from compliance reviews conducted by another agency
 - If none, the recipient should indicate in their submission

Legacy Infrastructure

- A plan to address any legacy infrastructure or facilities that are not compliant with ADA standards

Compliance Monitoring:

If a recipient intends to or is presently providing Federal funding to another entity, the recipient is responsible for monitoring the entity's (i.e., Sub-Grantee of Federal funding) compliance with DOT non-discrimination requirements. This requirement also extends to recipients with tenants, who are responsible for ensuring that port tenants do not discriminate in any of their programs or activities. Recipients who already provide Federal Funding to another entity may be able to satisfy this requirement by describing their pre-existing monitoring procedures.

- Documentation that it includes the USDOT Standard Title VI Assurances and Non-Discrimination Provisions (DOT Order 1050.2A) in all recipient contracts, sub-recipient agreements, and tenant agreements
- A description of how the recipient will evaluate and monitor the programs and activities of sub-recipients, tenants, or any other pass-through entities for nondiscriminatory treatment and potential impact on communities on the basis of race, color, national origin (including Limited English proficiency), and disability.
- If none, the recipient should indicate in their submission

Community Engagement Requirements:

These requirements apply to all recipients. Community Participation Plans and Language Assistance Plans will vary based upon the size, scope, and project type but are required of all MARAD recipients. These plans must consider all recipient programs and activities including, but not limited to, the recipient's proposed project. Recipients are strongly encouraged to review The US DOT Title VI Program Order¹, DOT Limited English Proficiency (LEP) Guidance² and DOT Best Practices on Community Participation³ prior to submission.

Community Participation Plan:

Recipients are strongly encouraged to consider all persons, businesses, and communities who may be impacted by the recipient's programs and activities in the development of their plan, including those that are not located in the immediate vicinity of the recipient.

- A description of recipient's practices for obtaining proactive and meaningful public participation ensure that beneficiaries, as well as contractors and subrecipients (if applicable), are adequately informed about how programs, projects, and other activities will potentially affect them?
- A description of how the recipient's practices for obtaining proactive and meaningful public participation ensure that diverse views, including those of people with disabilities, are heard and considered throughout all stages of consultation, planning, and decision-making processes
- A description of key community stakeholders, including advocacy groups, community-based organizations, and other advisory bodies?

Language Assistance Plan:

- An analysis to determine the extent of the recipient's obligation to provide Language Access Services. This should include an assessment of the following:
 - The number or proportion of LEP persons eligible to be served or likely to be encountered by the recipient
 - The frequency with which LEP individuals come in contact with the recipient
 - The nature and importance of the program, activity, or service provided by the recipient to people's lives
 - The resources available to the recipient to provide language assistance and the associated costs
- A plan for providing meaningful access and assistance to persons with limited English proficiency (LEP) consistent with the DOT [*Policy Guidance Concerning Recipients' Responsibilities to LEP Persons*](#)

¹ [DOT Order 1000.12C](#)

² [DOT's LEP Guidance](#) and [Executive Order 13166](#) "Improving Access to Services for Persons with Limited English Proficiency"

³ [DOT Best Practices on Community Participation](#)

List of Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin, or disability)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Public Notice of Non-Discrimination Rights

The Crescent City Harbor District gives public notice of its policy to uphold and assure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. Title VI and related nondiscrimination authorities stipulate that no person in the United States of America shall on the grounds of race, color, national origin, sex, age, disability, income level or Limited English Proficiency be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.

Any person who desires more information regarding Crescent City Harbor District's Title VI and ADA Program can contact Crescent City Harbor District's at the address noted below.

Any person who believes they have, individually or as a member of any specific class of persons, been subjected to discrimination based on race, color, national origin, sex, age, disability, income level or Limited English Proficiency has the right to file a formal complaint. Any such complaint must be submitted in writing within 180 days of the date of the alleged occurrence to:

Crescent City Harbor District
101 Citizens' Dock Road
Crescent City, CA 95531
707 464-6174
mrademaker@ccharbor.com
<http://www.ccharbor.com/>

A complainant may also file a complaint directly with the Maritime Administration by emailing civilrights.marad@dot.gov or mailing a written complaint to:

United States Maritime Administration
Office of Civil Rights
West Building, 2nd Floor MAR-130
1200 New Jersey Avenue,
SE Washington, DC 20590

Non-Discrimination Policy Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color and national origin in programs and activities that receive federal financial assistance.

The Crescent City Harbor District is committed to compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and all related federal statutes, regulations and Executive Orders. In accordance with these requirements, the Crescent City Harbor District commits to administer its programs, services and program activities without regard to race, color, national origin, sex, age, or disability, including income-level and persons who are Limited English Proficient (LEP) as required by the nondiscrimination provisions of 49 CFR Part 21, 49 CFR Part 25, 49 CFR Part 27, and the DOT Standard Title VI Assurances and Non-Discrimination Provisions. The Crescent City Harbor District will take reasonable steps to provide access to its services to people with disabilities and those with Limited English Proficiency (LEP).

The Crescent City Harbor District will make every effort to ensure that all its recipients of federal funds comply with the non-discrimination provisions of its Title VI/ADA Program. The Crescent City Harbor District further certifies that all its programs will be administered in accordance with these provisions.

Any person who believes that he/she individually or as a group has been subjected to discrimination prohibited by this policy may file a complaint within one hundred and eighty (180) days of the alleged discriminatory conduct. Requests for additional information must be sent to (or complaints must be filed with) the Crescent City Harbor District at 101 Citizens' Dock Road, Crescent City, CA 95531, or via email at mrademaker@ccharbor.com.

The Crescent City Harbor District employees and affected personnel are directed to coordinate with the Harbor Master to ensure the effective implementation of DOT Title VI and ADA requirements.

This policy will be distributed annually to all employees and posted on The Crescent City Harbor District website and bulletin boards. Upon request, this policy will be made available in a language other than English and in alternative formats. The Crescent City Harbor District compliance with the nondiscrimination requirements of the Title VI program and the ADA will be monitored by the Crescent City Harbor District Harbor Master.

Adopted by the Crescent City Harbor District, Board of Commissioners

Gearhard Weber, Chair, Board of Commissioners,
Crescent City Harbor District

Dated: _____

Title VI and ADA Discrimination Complaint Procedures

Introduction

The Crescent City Harbor District has established this ‘Complaint of Discrimination’ Procedure as a mechanism for the review and resolution of allegations of discrimination. **These procedures apply to complaints filed under Title VI of the Civil Rights Act of 1964 and The Americans with Disabilities Act (ADA)** which prohibit discrimination based on race, color, national origin, and disability in any program or activity administered by the Crescent City Harbor District or its sub-recipients, consultants and/or contractors. Retaliation or intimidation of any kind is also prohibited by law.

These procedures do not negate or limit the right of the complainant to file formal complaints with other state or federal agencies. These procedures are part of an administrative process that does not provide for remedies such as compensatory damages for the complainant.

The Harbor Master serves as a resource for members of the public who wish to file a discrimination complaint under Title VI, ADA, and related statutes. The Harbor Mater is located at 101 Citizens’ Dock Road, Crescent City, CA 95531. The Harbor Master is responsible for conducting counseling and investigations of alleged incidences of discrimination. The complainant, the individual making a complaint, is advised of his/her rights under State and Federal laws and is given a copy of this procedure.

Complaint Basis

Allegations must be based on issues involving race, color, national origin, or disability. The term basis refers to the complainant’s protected group status. A Protected Group is a group of people with common characteristics who are legally protected from discrimination based on that or those characteristic(s).

Protected Group categories and definitions relevant to this procedure:

Category	Definition	Example
Race	The perception based on physical characteristics that a person is a member of a racial group.	Black, White, Native American/Indian.
Color	The color and/or shade of skin within a racial group.	Black, white, dark or light brown, etc.
National Origin	A group of people who share a common language, culture, ancestry and/or other social characteristics. Includes discrimination based on heritage or country of original citizenship. Also includes discrimination based on language or accent.	Cuban, Vietnamese, Mexican.
Disability	A disability is an impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.	An individual with a visual impairment, or who uses a mobility device like a wheelchair.

Title VI/ADA Complaint Procedure

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Complaint Process

Any individual or group of individuals who believe that he/she or they have been subjected to discrimination prohibited by Title VI and ADA nondiscrimination procedures based on race, color or national origin (including Limited English Proficiency) or disability may file a written complaint to The Crescent City Harbor District. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.

The complaint must meet the following requirements in that it must:

- Be made in writing or submitted electronically to mrademaker@ccharbor.com;
- Be submitted on the 'Title VI and ADA Discrimination Complaint Form' and signed by the complainant(s);
- Include the full name and address(es) of the complainant(s);
- Include the date(s) of the alleged act(s) of discrimination;
- Include the full name(s), job title(s), and work address(es) of the accused party(ies), if known;
- Include a detailed description of the alleged act(s) of discrimination (specify all issues and circumstances of the alleged discrimination);
- Identify the basis of the complaint (i.e. race, color, national origin, LEP, disability); and
- Include the name(s), address(es), and telephone number(s) of any person who may have knowledge of the alleged incident.

For complaints to be accepted, they must be filed within 180 days of the alleged act of discrimination; meet the above procedures for filing; and allegations must be based on issues pertaining to race, color or national origin (including limited English Proficiency).

A complaint may be dismissed if the complainant requests the withdrawal of the complaint; the complainant does not respond to requests for information on or before the date indicated in the request; or the complaint is not timely filed.

In cases where a complainant cannot provide a written complaint, assistance will be provided by the Crescent City Harbor District. However, all complaints must be signed by the complainant or its legal designee. A signature provided by a legal designee must be accompanied by written permission from the complainant.

Complaint Investigation

Following the receipt and review of the complaint the Crescent City Harbor District or a designee will issue a letter acknowledging receipt of the complaint.

1. The accused party(ies) will be notified that a complaint has been filed against him/her/them within 30 days of accepting the complaint. When applicable, the accused party(ies) is/are advised of his/her/their right to representation by the union or any other appropriate representative of his/her/their choice.

Title VI/ADA Complaint Procedure

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2. Barring extenuating circumstances outside of the investigators control, the investigator will conduct a fact-finding investigation and provide a resolution, if one is possible, within ninety (90) business days of receipt of the complaint and notify all involved parties in writing whether there was a violation of Title VI. This will include notification to the complainant of his/her/their right to appeal the results to the The Crescent City Harbor District .
3. All investigation findings will be reported to the Harbor Master or his/her/their designee.
4. Should the complainant elect to appeal the decision, he/she/they must do so in writing to the Crescent City Harbor District within ten (10) business days after receipt of the complaint resolution proposed by the Harbor Master or investigator designee. Failure to appeal within this period shall be interpreted as acceptance of this resolution.
5. The Harbor Master or his/her/their designee will review the case to determine what, if any additional information is needed. If additional information is required from the appellant, he/she will be provided reasonable advance notice of a meeting and will be advised of his/her/their right to present relevant information at that time.
6. The Harbor Master or his/her/their designee will render a written decision regarding the appeal, no later than thirty (30) business days from the date of the filing of the appeal which will be sent to the appellant. Should this decision differ from the findings of the investigation, it will also be sent to all parties involved and the Crescent City Harbor District. **The decision of the Board of Commissioners of the Crescent City Harbor District or their designee is final.** However, does not preclude the complainant from pursuing other means of resolution under federal and/or state law.
7. All records of complaints and dispositions thereof shall be maintained and regularly reviewed by the Harbor Master who will pay particular attention to the detection of any patterns in the nature of the complaints. All such records shall be retained on a strictly confidential basis, except where disclosure is required by law

TITLE VI & ADA COMPLAINT FORM

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Disability				
Date of Alleged Discrimination (Month, Day, Year):				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV		
Have you previously filed a Title VI or ADA complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency: <input type="checkbox"/> Federal Court <input type="checkbox"/> State Agency <input type="checkbox"/> State Court <input type="checkbox"/> Local Agency		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature

_____ Date

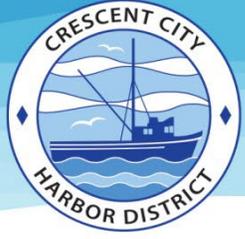
Please submit this form in person at the address below, or mail this form to:
 Crescent City Harbor District
 101 Citizens' Dock Road
 Crescent City, CA 95531

LIST OF TITLE VI AND ADA INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

List of Investigations, Lawsuits and Complaints

NOTE: Current Harbor management team does not know of any Title VI or ADA Investigations, Complaints or Lawsuits that have been filed against the Crescent City Harbor District

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin, or disability)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				



4. Action Items

b. Consider further revisions to CCHD Ordinance Code and approve pre-publication draft.

(current draft available here: <https://www.ccharbor.com/ordinance-code>)

Public Comment?

5. MEETING ADJOURNMENT

*Adjournment of the Board of Harbor Commissioners will be until the next meeting scheduled for **Wednesday, August 13, 2025**, at 2 p.m. PDT. The Crescent City Harbor District complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to person with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990 (42 U.S.C. §12132). Any person with a disability who requires modification in order to participate in a meeting should direct such request to (707) 464-6174 at least 48 hours before the meeting, if possible.*

