

**AGENDA**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT**

**DATE:** July 13, 2023

**TIME:** Closed Session – 5:00 P.M.  
Regular Session – 6:00 P.M.

**PLACE:** Woodley Island Marina Meeting Room, 601 Startare Drive, Eureka, CA 95501  
**Public Advisory:** The Woodley Island Meeting Room is now open to the public.

**How to Observe and Participate in the Meeting:**

Observe: Members of the public can attend the meeting in person or observe the meeting on Zoom at the following link: <https://us02web.zoom.us/j/6917934402>

Meeting ID: 691 793 4402  
One tap mobile  
(669) 900-9128, 6917934402#

*Public members observing on Zoom will not be able to participate or provide comment. Members of the public who may wish to provide public comment during the meeting must attend in person.*

*The Meeting Room is wheelchair accessible. Accommodations and access to Harbor District meetings for people with other handicaps must be requested of the Director of Administrative Services at (707) 443-0801 at least 24 hours in advance of the meeting.*

**1. Call to Order Closed Session at 5:00 P.M.**

**2. Public Comment**

*Note: This portion of the Agenda allows the public to speak to the Board on the closed session items. Each speaker is limited to speak for a period of three (3) minutes regarding each item on the Closed Session Agenda. The three (3) minute time limit may not be transferred to other speakers. The three (3) minute time limit for each speaker may be extended by the President of the Board of Commissioners or the Presiding Member of the Board of Commissioners.*

**3. Move to Closed Session**

**a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION** pursuant to Government Code section 54957(b)(1). Title: Executive Director – Larry Oetker

**Agenda for July 13, 2023 Regular Board Meeting**

- b) CONFERENCE WITH LABOR NEGOTIATORS**  
Agency designated representatives: Larry Oetker, Executive Director  
Unrepresented employee: Title: Deputy Executive Director
- c) CONFERENCE WITH LABOR NEGOTIATORS**  
Agency designated representatives: Larry Oetker, Executive Director  
Unrepresented employee: Title: Director of Development
- d) CONFERENCE WITH LABOR NEGOTIATORS**  
Agency designated representatives: Larry Oetker, Executive Director  
Unrepresented employee: Title: Director of Administrative Services
- e) CONFERENCE WITH LABOR NEGOTIATORS**  
Agency designated representatives: Larry Oetker, Executive Director  
Unrepresented employee: Title: Natural Resources Coordinator II
- f) CONFERENCE WITH LABOR NEGOTIATORS**  
Agency designated representatives: Larry Oetker, Executive Director  
Unrepresented employee: Title: Marina Manager
- g) CONFERENCE WITH LABOR NEGOTIATORS**  
Agency designated representatives: Larry Oetker, Executive Director  
Unrepresented employee: Title: Maintenance Manager

**4. Call to Order Regular Session at 6:00 P.M. and Roll Call**

**5. Pledge of Allegiance**

**6. Report on Closed Session**

**7. Public Comment**

*Note: This portion of the Agenda allows the public to speak to the Board on the **various issues NOT itemized on this Agenda.** A member of the public may also request that a matter appearing on the Consent Calendar be pulled and discussed separately. Pursuant to the Brown Act, the Board may not take action on any item that does not appear on the Agenda. Each speaker is limited to speak for a period of three (3) minutes regarding each item on the Agenda. Each speaker is limited to speak for a period of three (3) minutes during the PUBLIC COMMENT portion of the Agenda regarding items of special interest to the public NOT appearing on the Agenda that are within the subject matter jurisdiction of the Board of Commissioners. The three (3) minute time limit may not be transferred to other speakers. The three (3) minute time limit for each speaker may be extended by the President of the Board of Commissioners or the Presiding Member of the Board of Commissioners at the regular meeting of the District.*

**Agenda for July 13, 2023 Regular Board Meeting**

**8. Consent Calendar**

- a) Adopt Minutes for June 8, 2023 Regular Board Meeting
- b) Adopt Minutes for June 22, 2023 Special Board Meeting
- c) Receive District Financial Reports for May 2023
- d) Approve Salary Schedules for CalPERS Audit Compliance
- e) Charter Agreement Renewal for Andrew Smyth dba North Coast Sportfishing to operate a Charter Service at Woodley Island Marina

**9. Communications, Reports and Correspondence Received**

- a) Correspondence Received
- b) Executive Director's Report
- c) Staff Reports
- d) District Counsel and District Treasurer Reports
- e) Commissioner and Committee Reports

**10. Unfinished Business - None**

**11. New Business**

**a) Award a Contract for the Woodley Island Marina Dredging Project**

*Recommendation:* Staff recommends the Board: Award a contract for the Woodley Island Marina Dredging Project selecting from the two bids received and authorize staff up to a 10% contingency to cover unforeseen expenses.

*Summary:* The District released an Invitation for Bids for the Woodley Island Marina Dredging Project on May 30, 2023. A pre-bid meeting was held on June 15, 2023, and a bid opening meeting was held on June 30, 2023, at the District Office. Work comprises dredging at Woodley Island Marina with a Base Bid to remove 64,753 cubic yards of material and an Alternate Bid for 14,073 cubic yards of additional material. As proposed, dredged material will be disposed of at the Humboldt Open Ocean Disposal Site. The project is scheduled for completion by October 15, 2023.

**12. Future Agenda Items**

- a) **Adopt Final Budget at Special Meeting on Thursday, July 27, 2023**
- b) **Subcommittees**

**13. Adjournment**

**DRAFT MINUTES  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT**

**June 8, 2023**

The Humboldt Bay Harbor, Recreation and Conservation District met in regular session on the above date, Closed Session met at 5:00 P.M., Regular Session met at 6:00 P.M. at the Woodley Island Marina meeting room, 601 Startare Drive, Eureka, CA 95501.

**CLOSED SESSION – 5:05 P.M.**

**PUBLIC COMMENT:** The following individuals addressed the Commission regarding subject matters on the closed session meeting agenda: No one.

**BUSINESS**

- a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Property: Humboldt County APN: 401-031-083-000. Agency negotiator: Larry Oetker, Executive Director; Ryan Plotz, District Counsel. Negotiating parties: Samoa Pacific Group, LLC. Under negotiation: price and terms of payment.

**REGULAR SESSION – 6:02 P.M.**

ROLL CALL

PRESENT:        BENSON  
                     DALE  
                     KULLMANN  
                     NEWMAN

ABSENT:        HIGGINS

QUORUM:       YES

**PLEDGE OF ALLEGIENCE**

**REPORT ON SPECIAL CLOSED SESSION:** No reportable action.

**PUBLIC COMMENT:** The following individuals addressed the Commission regarding subject matters not on the regular session meeting agenda: No one.

**CONSENT CALENDAR**

- a) Adopt Minutes for April 13, 2023 Regular Board Meeting
- b) Adopt Minutes for April 27, 2023 Special Board Meeting
- c) Adopt Minutes for May 11, 2023 Regular Board Meeting
- d) Receive District Financial Reports for April 2023
- e) Approve PO No 1963 to Anderson Trucking, LLC for Waste Haul Operations at Redwood Marine Terminal II

**Draft Minutes for June 8, 2023 Regular Board Meeting**

- f) Consider Accepting Application for Filing for Harbor District Permit No. 2023-02: Manila Community Services District - Flood Reduction and Drainage Enhancement Project
- g) Consider Accepting Application for Filing for Harbor District Permit 2023-03: Caltrans - Eureka Slough Bridges Geotechnical Investigation  
COMMISSIONER KULLMANN MOVED TO ACCEPT CONSENT CALENDAR ITEMS A-G.  
COMMISSIONER NEWMAN SECONDED.  
VOICE VOTE WAS CALLED, MOTION CARRIED.  
Ayes: BENSON, DALE, KULLMANN, NEWMAN  
Noes: NONE  
Absent: HIGGINS  
Abstain: NONE

**COMMUNICATIONS, REPORTS AND CORRESPONDENCE RECEIVED**

- a) Correspondence Received
  - I. Celebration of Life for Roy Curless
  - II. Email from Steve Rosenberg
  - III. Email from Alison Willy
  - IV. Email from Scott Frazer
- b) Executive Director's Report
  - I. Executive Director presented Executive Director's report.
- c) Staff Reports
  - I. Staff presented on recent District activities.
- d) District Counsel and District Treasurer Reports
  - I. None.
- e) Commissioner and Committee Reports
  - I. Commissioners reported on recent activities and subcommittees.

**UNFINISHED BUSINESS**

- a) **Consider Adopting Resolution 2023-12: A Resolution Certifying an Environmental Impact Report (EIR) Previously Certified by the County of Humboldt, Adopting a Mitigation Monitoring and Reporting Program, and Making Findings Relative to and Approving Harbor District Permit 2022-02 with Conditions for the Humboldt Bay Master Water Intakes**
  - I. District staff presented the item.
  - II. The Commission discussed the item.
  - III. Chair Dale opened the item to public comment. Scott Frazer, Josh Garcia, Jennifer Kalt, and Cody Freitas commented.
  - IV. Chair Dale moved the discussion back to the Commission.  
COMMISSIONER KULLMANN MOVED TO ADOPT RESOLUTION 2023-12, A RESOLUTION CERTIFYING AN ENVIRONMENTAL IMPACT REPORT PREVIOUSLY CERTIFIED BY THE COUNTY OF HUMBOLDT, ADOPTING A MITIGATION MONITORING AND REPORTING PROGRAM, AND MAKING FINDINGS RELATIVE TO AND APPROVING HARBOR DISTRICT PERMIT 2022-02 WITH CONDITIONS FOR THE HUMBOLDT BAY MASTER WATER INTAKES.

COMMISSIONER NEWMAN SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED.

Ayes: DALE, KULLMANN, NEWMAN

Noes: BENSON

Absent: HIGGINS

Abstain: NONE

**NEW BUSINESS**

**a) Review of Preliminary Budget and Goals for Conservation Programs, Recreation Programs, and Tidelands**

- I. District staff presented the item.
- II. The Commission discussed the item.
- III. Chair Dale opened the item to public comment. No one commented.
- IV. Chair Dale moved the discussion back to the Commission.
- V. Discussion item only, no formal action was taken.

**b) Consider Adopting Resolution 2023-10, A Resolution to Authorize the Execution of a Grant Agreement and Accept Funds from the California Department of Fish and Wildlife for Secretariat Services for the Harbor Safety Committee of the Humboldt Bay Area for Fiscal Year 2023-2024**

- I. District staff presented the item.
- II. The Commission discussed the item.
- III. Chair Dale opened the item to public comment. No one commented.
- IV. Chair Dale moved the discussion back to the Commission.

COMMISSIONER NEWMAN MOVED TO ADOPT RESOLUTION 2023-10, A RESOLUTION TO AUTHORIZE THE EXECUTION OF A GRANT AGREEMENT AND ACCEPT FUNDS FROM THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE FOR SECRETARIAT SERVICES FOR THE HARBOR SAFETY COMMITTEE OF THE HUMBOLDT BAY AREA FOR FISCAL YEAR 2023-2024.

COMMISSIONER KULLMANN SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED.

Ayes: BENSON, DALE, KULLMANN, NEWMAN

Noes: NONE

Absent: HIGGINS

Abstain: NONE

**c) Consider Adopting Resolution 2023-11, A Resolution of the Board of Commissioners of the Humboldt Bay Harbor, Recreation and Conservation District Accepting the Real Property in the County of Humboldt Designated as Assessor Parcel Number 401-031-083 and Authorizing the Executive Director and/or President of the Board of Commissioners to Fund and Close Escrow**

- I. District Staff presented the item.
- II. The Commission discussed the item.
- III. Chair Dale opened the item to public comment. Cody Freitas commented.
- IV. Chair Dale moved the discussion back to the Commission.

**Draft Minutes for June 8, 2023 Regular Board Meeting**

COMMISSIONER BENSON MOVED TO ADOPT RESOLUTION 2023-11, A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT ACCEPTING THE REAL PROPERTY IN THE COUNTY OF HUMBOLDT DESIGNATED AS ASSESSOR PARCEL NUMBER 401-031-083 AND AUTHORIZING THE EXECUTIVE DIRECTOR AND/OR PRESIDENT OF THE BOARD OF COMMISSIONERS TO FUND AND CLOSE ESCROW.

COMMISSIONER KULLMANN SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED.

Ayes: BENSON, DALE, KULLMANN, NEWMAN

Noes: NONE

Absent: HIGGINS

Abstain: NONE

**ADJOURNMENT – 8:35 P.M.**

APPROVED BY:

RECORDED BY:

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Aaron Newman  
Secretary of the Board of Commissioners

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Mindy Hiley  
Director of Administrative Services

## Chris Mikkelsen

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**From:** Steve Rosenberg [REDACTED]  
**Sent:** Thursday, June 8, 2023 9:05 AM  
**To:** Chris Mikkelsen  
**Subject:** Fwd: Item 10a june 8,2023 agenda

----- Forwarded message -----

**From:** **Steve Rosenberg**  
**Date:** Thu, Jun 8, 2023, 8:56 AM  
**Subject:** Item 10a june 8,2023 agenda  
**To:** <[loetker@humboldtby.org](mailto:loetker@humboldtby.org)>

Dear Mr. Oekter:

I request the Commission continue consideration of this item to give the public the time to review pertinent documents. Barring that refusal, I render my objection to EIR approval upon the basis of inadequate mitigation measures to alleviate the admitted entrainment of endangered and other marine species I am preliminarily advised are in the documents.

Respectfully,  
Stephen Rosenberg  
Eureka, Ca



**From:** [Alison Willy](#)  
**To:** [Chris Mikkelsen](#)  
**Cc:** [Matt Goldsworthy](#); [Corianna.Flannery@wildlife.ca.gov](mailto:Corianna.Flannery@wildlife.ca.gov)  
**Subject:** Tonight's HBHRC Commission Meeting Agenda Item 10(a)  
**Date:** Thursday, June 8, 2023 4:40:45 PM

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Dear Acting Director Mikkelsen:

I have only just been made aware that the HBHRC Board of Commissioners will consider adopting the EIR for the Nordic Aquafarms Project, which includes HBHRC intake structures as part of that project. As a party that has commented extensively on the EIR, and who has an accepted appeal at the California Coastal Commission, I am concerned that lack of timely notification has excluded my ability to review the May 1, 2023 Intake Assessment. I was not notified of the May 3, 2023 "To whom it may concern" letter and expect that many commenters both with and without standing were similarly excluded from notification.

As I am sure you are well aware, incidental take permitting and incidental take exemption has not been obtained from the California Department of Fish and Wildlife and the National Marine Fisheries Service, respectively. Therefore, any determination as to adequacy of mitigation is premature. Both the California Environmental Quality Act and the National Environmental Policy Act (NEPA) are used to provide decision-makers, such as yourself and the Commissioners, adequate information upon which to make a determination. In this case that would be attainment of relevant information prior to adoption of the EIR.

In addition, although Rivers and Harbors Act section 10 and Clean Water Act Sections 401 and 404, permitting has not been completed, some level of NEPA review and federal Endangered Species Act consultation will be needed. It is premature to make a determination prior to, at a bare minimum, incidental take coverage under both the California and federal Endangered Species Acts.

In order to allow for timely review and adequate determination of species effects, please postpone making a determination on the EIR until after California and federal Endangered Species Act consultations have been concluded and until stakeholders have had sufficient time to review the Intake Assessment.

Please provide each Commissioner with a copy of this email for their review at the meeting this evening.

Thank you for your time and attention to this matter.

Alison Willy  
Riparian Solutions  


**From:** [Scott Frazer](#)  
**To:** [Larry Oetker](#); [Stephen Kullmann](#); [gdale574@gmail.com](#); [Craig.Benson@humboldt.edu](#); [kay6v71@aol.com](#); [phiggins@humboldt1.com](#); [Chris Mikkelsen](#); [Mindy Hiley](#)  
**Cc:** [mskymkemp@gmail.com](#)  
**Subject:** Review of Tenera Assessment and mitigation for Longfin smelt  
**Date:** Thursday, June 8, 2023 3:14:30 PM

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Chris Mikkelson, and HBHRCD Commissioners:

Please accept this request to postpone action on agenda item 10, Saltwater intake assessments, and adoption of environmental findings. I appreciate your guidance by phone in pointing out that there is a "staff recommendation" for an alternative to adoption in the agenda package. As all of you are aware, the highly technical information contained in the Tenera report requires more than a few days to read and assimilate. Notification of the posting of the final Tenera report was not made available to persons like myself even after I provided comments both in person at prior HBHRCD meetings and spoke to Exec. Dir. Larry Oetker regarding public distribution of this report on multiple occasions. It would be desirable for your Executive Director to ask counsel for clarification on CEQA requirements for "Certainty of Notification" to interested parties.

I am "materially impacted" by the CEQA findings that HBHRCD may consider adopting this evening. Therefore I respectfully request that action on agenda item 10, 10a, and related items be delayed until the July 13, 2023 regular meeting.

Your Commission should consider the fact that the Final EIR adopted by Humboldt Planning Commission no longer accurately describes the Nordic Aquafarms, LLC project. If you believe the press releases that have been issued by Nordic, the size, scope and species selection changes made have resulted in a substantially different project.

If your Commission declines to allow additional time for public review and engagement of the issues raised above, I desire to register my objection to approval of a flawed FEIR that does not contain meaningful mitigation for longfin smelt (LFS). The FEIR adopted by Humboldt Co. was amended prior to adoption to address CA DFW objections to the use of "piles" removal at the Kramer dock as mitigation for LFS. Additionally, you may be aware that there is no time lost or "cost" to the HBHRCD in postponing action on agenda item 10 due to the fact that a CA DFW Incidental Take Permit must be applied for before any meaningful action may be initiated on this project.

PS; Chris Mikkelsen; please provide each Commissioner with a copy of this email for their review at the meeting this evening. Thank you.

Sincerely,

Scott Frazer  


**DRAFT MINUTES  
SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT**

**June 22, 2023**

The Humboldt Bay Harbor, Recreation and Conservation District met in Special Session on the above date, at 6:00 P.M. at the Woodley Island Marina meeting room, 601 Startare Drive, Eureka, CA 95501.

**SPECIAL SESSION – 6:02 PM**

ROLL CALL

PRESENT:        BENSON  
                    DALE  
                    KULLMANN  
                    NEWMAN (Arrived at 6:03 PM)

ABSENT:        HIGGINS

QUORUM:       YES

**PLEDGE OF ALLEGIENCE**

**PUBLIC COMMENT:** The following individuals addressed the Commission regarding subject matters not on the regular session meeting agenda: no one.

**REPORTS**

- a) **Staff presented on recent District Activities.**
- b) **Commissioners reported on recent and upcoming activities and subcommittees.**

**BUSINESS**

**a) Preliminary Budget Adoption for Fiscal Year 2023-2024**

- I. Executive Director presented the item.
- II. The Commission discussed the item.
- III. Chair Dale opened the item to public comment. No one commented.
- IV. Chair Dale moved the discussion back to the Commission.

COMMISSIONER KULLMANN MOVED ADOPT THE PRELIMINARY BUDGET FOR FISCAL YEAR 2023-2024.

COMMISSIONER BENSON SECONDED.

VOICE VOTE WAS CALLED, MOTION CARRIED.

Ayes:        BENSON, DALE, KULLMANN, NEWMAN

Noes:        NONE

Absent:      HIGGINS

Abstain:    NONE

***Draft Minutes for June 22, 2023 Special Board Meeting***

**FUTURE AGENDA ITEMS**

Special Meeting to be held on July 27, 2023 to adopt final budget for Fiscal Year 2023/2024

**ADJOURNMENT – 6:37 PM**

APPROVED BY:

RECORDED BY:

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Aaron Newman  
Secretary of the Board of Commissioners

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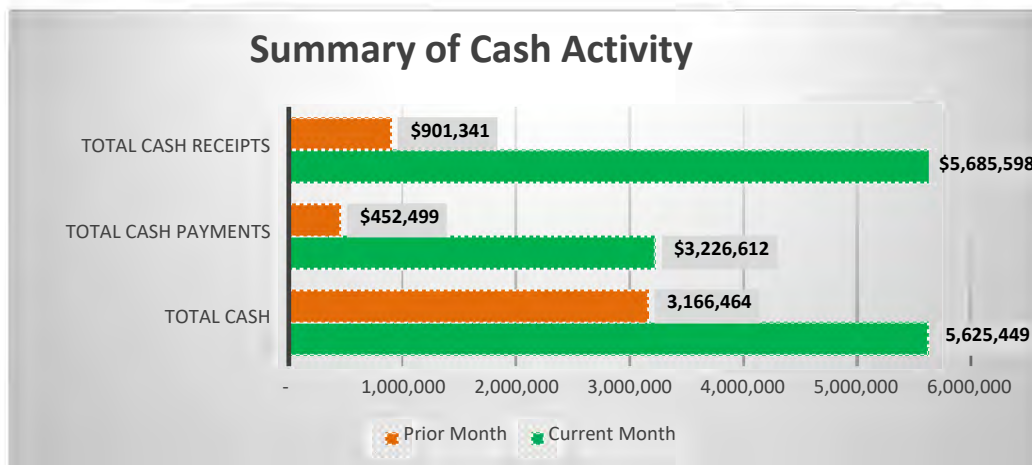
Mindy Hiley  
Director of Administrative Services

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

Monthly Cash Flow Analysis

For The Months Ended May 31, 2023 and April 30, 2023

	<u>5/31/23</u>	<u>4/30/23</u>
<b><u>Account Balances</u></b>		
Checking	\$ 425,362	\$ 439,416
Savings	4,130,118	1,657,184
County Treasury	1,068,584	1,068,584
Cash on hand	1,385	1,280
<b>Total Cash</b>	<b>5,625,449</b>	<b>3,166,464</b>
Less: Restricted cash for Marina surcharges	(1,865,833)	(1,853,009)
<b>Unrestricted Cash</b>	<b>3,759,616</b>	<b>1,313,455</b>
Less: Unexpended grant proceeds and Nordic & Crowley deposits included in cash above	(1,574,733)	(1,575,592)
<b>Cash Available (Deficit), excluding Marina surcharges and unexpended grant proceeds and deposits</b>	<b>2,184,883</b>	<b>(262,137)</b>
 <b><u>Change in Cash Balance</u></b>		
Balance, Beginning of Month	\$ 3,166,463	\$ 2,717,621
Monthly Deposits	5,685,598	901,341
Monthly Payments	(3,226,612)	(452,499)
Balance, End of Month	<u>\$ 5,625,449</u>	<u>\$ 3,166,463</u>
 <b><u>Monthly Expenses Summary</u></b>		
Significant Individual Expenses:		
Purchase of the town of Samoa property	\$ 2,961,352	
Moffat & Nichol expenditure		\$ 166,433
Sub-total, Significance/Unusual Expenses	2,961,352	166,433
General operating expenses and other misc. expense	265,260	286,066
Total Cash Payments	<u>\$ 3,226,612</u>	<u>\$ 452,499</u>
 <b><u>Monthly Deposits Summary</u></b>		
Significant Individual Revenues:		
Property taxes and interest income		\$ 613,568
Receipt of loan funds	\$ 5,380,530	
Sub-total, Significant/Unusual Revenues	5,380,530	613,568
General revenues	305,068	287,773
Total Cash Receipts	<u>\$ 5,685,598</u>	<u>\$ 901,341</u>



9:52 AM

**Humboldt Bay Harbor, Recreation & Conservation District**

**Balance Sheet**

As of May 31, 2023

07/06/23

Accrual Basis

	May 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · PETTY CASH ON HAND	150.00
10100 · CHANGE FUND ON HAND	400.00
10111 · COIN MACHINE FUND	730.00
10200 · CASH IN BANK, CHECKING	23,554.81
10200.1 · Cash in PNC, Checking	401,807.43
10400 · CASH IN COUNTY - FUND 2720	1,033,064.75
10500 · CASH IN COUNTY - FUND 3872	35,518.88
10600.1 · Cash in bank, Tariff PNC	4,019,032.42
10700.1 · Cash in bank, Water PNC	111,085.89
10901 · UNEXPENDED MARINA SURCHARGES	1,865,833.24
10903 · RESTRICTED CASH	-1,865,833.24
<b>Total Checking/Savings</b>	<b>5,625,344.18</b>
<b>Accounts Receivable</b>	
12000 · ACCTS RECEIVABLE	1,598,619.94
<b>Total Accounts Receivable</b>	<b>1,598,619.94</b>
<b>Other Current Assets</b>	
12100 · ALLOW FOR BAD DEBTS	-354,783.09
12300 · INTEREST RECEIVBLE	49,780.00
12600 · Note Receivable - NMTC	5,849,375.00
12700 · PREPAID EXPENSES	110,825.47
12900 · Accounts Receivable FSM	-1,025.38
1499 · Undeposited Funds	105.25
<b>Total Other Current Assets</b>	<b>5,654,277.25</b>
<b>Total Current Assets</b>	<b>12,878,241.37</b>
<b>Fixed Assets</b>	
<b>CAPITAL ASSETS, NET</b>	
14910 · SAMOA PROPERTY	3,219,501.00
15000 · AUTOMOTIVE EQUIPMENT	95,639.08
15100 · OFFICE EQUIPMENT	193,303.88
15200 · OPERATING EQUIPMENT	314,098.74
15500 · MARINA, RESTAURANT COMPLEX	34,100.00
15600 · MARINA	10,529,004.29
15700 · FL BOAT BLDG & REPAIR FACILITY	4,302,259.53
15800 · SHELTER COVE	2,386,247.10
15900 · DREDGING COSTS	215,226.78
16000 · KING SALMON	15,143.99
16100 · MARINA DREDGE, CONSTR IN PROGRES	1,319,433.62
16400 · REDWOOD DOCK PROPERTY	3,010,194.30
16500 · HOMELAND SECURITY EQUIPMENT	2,254,007.60
16600 · TABLE BLUFF LIGHTHOUSE	361.44
16700 · AQUAPONICS PILOT FACILITY	96,036.61
16800 · REDWOOD TERMINAL 2	2,613,169.43
16900 · Dredge	1,215,423.27
17000 · ACCUMULATED DEPRECIATION	-18,513,994.17
<b>Total CAPITAL ASSETS, NET</b>	<b>13,299,156.49</b>
14800 · SHIPWRECK PROPERTY	50,088.05
14900 · DOG RANCH PROPERTY	7,507.70
<b>Total Fixed Assets</b>	<b>13,356,752.24</b>
<b>Other Assets</b>	
18700 · Deferred Lease Asset	3,228,386.00
19000 · Deferred Outflows of PERS	293,553.00
<b>Total Other Assets</b>	<b>3,521,939.00</b>
<b>TOTAL ASSETS</b>	<b>29,756,932.61</b>

## Humboldt Bay Harbor, Recreation &amp; Conservation District

## Balance Sheet

As of May 31, 2023

07/06/23

Accrual Basis

	May 31, 23
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · ACCOUNTS PAYABLE	151,108.12
<b>Total Accounts Payable</b>	151,108.12
<b>Credit Cards</b>	
20112 · US Bank Visa	7,324.79
<b>Total Credit Cards</b>	7,324.79
<b>Other Current Liabilities</b>	
<b>Payroll tax &amp; Withholding Liab</b>	
21100 · FEDERAL WITHHOLDING TAX	-3,939.00
21200 · STATE WITHHOLDING TAX	-1,526.45
21300 · STATE UNEMPLOYMENT TAX	164.20
21400 · SOCIAL SECURITY/MEDICARE TAX	-1,119.48
21600 · PERS CARE/MEDICAL INSURANCE	14,809.64
21700 · PERS RETIREMENT	5.60
21800 · STATE DISABILITY INSURANCE	-1,069.31
21900 · UNION DUES DEDUCTIBLE	74.76
<b>Total Payroll tax &amp; Withholding Liab</b>	7,399.96
20100 · LEASE PAYABLE TO HBDA	17,650.00
20200 · NOTES PAYABLE	343,465.72
20400 · ACCRUED WAGES PAYABLE	33,725.81
20500 · ACCRUED INTEREST	60,321.18
20600 · ACCRUED VACATION PAYABLE	43,583.71
20800 · DEPOSITS ON HAND	
20801 · KEY DEPOSITS ON HAND	17,360.00
20802 · PLUG DEPOSITS ON HAND	1,370.00
20803 · SLIP DEPOSITS ON HAND	54,508.64
20804 · STORAGE DEPOSITS	3,851.15
20806 · LEASE SECURITY DEPOSIT	445,954.42
20807 · STORAGE DEPOSIT - REDWOOD DOCK	2,750.26
20808 · WAIT LIST DEPOSIT	4,625.00
<b>Total 20800 · DEPOSITS ON HAND</b>	530,419.47
24000 · Ground Lease Deferred Income	3,906,000.00
24002 · Groundlease Current Def Income	60,092.31
27201 · Deferred Inflows - OPEB	29,113.00
28000 · DEFERRED INCOME	159,055.45
28400 · DEFERREDINCOMECalTrans Spartina	1,218,733.39
28500 · OTHER DEFERRED CREDITS	723,523.92
<b>Total Other Current Liabilities</b>	7,133,083.92
<b>Total Current Liabilities</b>	7,291,516.83
<b>Long Term Liabilities</b>	
24001 · Gound Lease Amortization	-424,391.45
24003 · Groundlease Current Offset	-60,092.31
25500 · OPEB Liability	186,792.00
25700 · BOND PAYABLE 2014 REFINANCING	1,739,475.24
25800 · BBVA Loan Payable	959,622.41
25900 · LESS CURRENT PORTION	-343,465.72
26100 · Rate Stabilization Fund	5,380,530.00
27000 · Net Pension Liability	577,703.00
27200 · Deferred Inflows of PERS	590,149.00
27202 · Deferred Inflows - Leases	3,216,623.00
<b>Total Long Term Liabilities</b>	11,822,945.17
<b>Total Liabilities</b>	19,114,462.00
<b>Equity</b>	

Humboldt Bay Harbor, Recreation & Conservation District

Balance Sheet

As of May 31, 2023

	<u>May 31, 23</u>
30500 · INVESTMENT IN FIXED ASSETS	9,404,911.59
30900 · RESTRICTED FUND BALANCE	
30901 · Restricted Fd Bal-Curr Yr Chang	186,272.16
30900 · RESTRICTED FUND BALANCE - Other	<u>1,610,308.40</u>
Total 30900 · RESTRICTED FUND BALANCE	1,796,580.56
31200 · GENERAL FUND BALANCE	
31000 · FUND BALANCE - TIDELANDS TRUST	-1,683,627.00
31201 · General Fund-Change is Restrict	-186,272.16
31200 · GENERAL FUND BALANCE - Other	<u>773,151.99</u>
Total 31200 · GENERAL FUND BALANCE	-1,096,747.17
Net Income	<u>537,725.63</u>
Total Equity	<u>10,642,470.61</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>29,756,932.61</u></b>



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**Humboldt Bay Harbor, Recreation & Conservation District**

**Profit & Loss**

07/06/23

May 2023

Accrual Basis

	May 23	Jul '22 - May 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Donations</b>		
46519 · Donations - Lighthouse	5.00	19.00
<b>Total Donations</b>	5.00	19.00
<b>Dredging Revenue</b>		
41318 · Dredging Surcharge - T	17,735.80	199,983.87
<b>Total Dredging Revenue</b>	17,735.80	199,983.87
<b>Fees</b>		
40108 · PERMITS-T	4,250.00	7,700.00
40808 · Pilotage Services - T	0.00	2,488.99
41308 · Moorage - T	0.00	10.64
41308.1 · Poundage - T	455.42	10,591.62
41818 · Late Charges/Interest - T	625.00	7,615.00
41819 · Late Charges/Interest - NT	50.00	-2,438.84
45608 · Chevron - Ports O&M - T	0.00	24,262.50
<b>Total Fees</b>	5,380.42	50,229.91
<b>Float Replacement Account</b>		
41418 · Float Replacement	5,551.96	79,401.60
<b>Total Float Replacement Account</b>	5,551.96	79,401.60
<b>Grant Revenue</b>		
<b>Harbor Grants</b>		
45208.1 · Harbor Grants, Gov't - T	0.00	13,951.50
<b>Total Harbor Grants</b>	0.00	13,951.50
<b>Total Grant Revenue</b>	0.00	13,951.50
<b>Harbor Surcharge</b>		
40908 · Harbor Improvement Surcharge-T	23,150.49	158,152.05
<b>Total Harbor Surcharge</b>	23,150.49	158,152.05
<b>Interest Revenue</b>		
43108 · Interest Income - T	5,409.22	40,287.02
43109 · Interest Income - NT	14,317.00	259,971.78
43309 · Interest On Del Accts - NT	0.00	218.23
<b>Total Interest Revenue</b>	19,726.22	300,477.03
<b>Other Revenue</b>		
45908 · Other Revenue - T	0.00	46.00
45909 · Other Revenue - NT	97,798.42	187,913.32
46008 · Recovery of Bad Debt - T	0.00	4,912.00
<b>Total Other Revenue</b>	97,798.42	192,871.32
<b>Rent Income</b>		
40218 · Slip Rents - T	42,988.50	528,511.46
40318.1 · Transient Rentals - T	2,563.42	27,120.27
40518 · Equipment Rent - T	0.00	5,872.78
40519 · Equipment Rent - NT	1,640.00	6,320.00
40809 · Yard Rent - NT	1,351.20	12,067.20
41108 · Rents, Tidelands Leases - T	22,612.92	330,313.54
41309 · Storage - NT	6,495.70	55,056.64
41409 · Upland Rent - NT		
41409.2 · Redwood Terminal 2 - NMTC	0.00	45,069.21
41409 · Upland Rent - NT - Other	63,658.01	907,902.31
<b>Total 41409 · Upland Rent - NT</b>	63,658.01	952,971.52
<b>Total Rent Income</b>	141,309.75	1,918,233.41

Humboldt Bay Harbor, Recreation & Conservation District

Profit & Loss

07/06/23

May 2023

Accrual Basis

	May 23	Jul '22 - May 23
<b>Sales</b>		
40119 · Concession Sales - NT	512.00	7,095.00
<b>Total Sales</b>	512.00	7,095.00
<b>Tax Revenue</b>		
43509 · Property Tax Revenues	0.00	1,302,220.25
<b>Total Tax Revenue</b>	0.00	1,302,220.25
<b>Utility Surcharge</b>		
40409 · Utility Surcharge - NT	3,910.88	53,043.04
40418 · Utility Surcharge, Marina Dock	8,159.18	63,775.55
<b>Total Utility Surcharge</b>	12,070.06	116,818.59
47019 · Returned Check Charges	0.00	35.00
52708.1 · Discount	27.39	345.91
<b>Total Income</b>	323,267.51	4,339,834.44
<b>Gross Profit</b>	323,267.51	4,339,834.44
<b>Expense</b>		
<b>Accounting/Auditing Services</b>		
52500 · Accounting Fees - T	1,530.00	35,283.75
52508 · Accounting Fees - NT	2,220.00	14,303.75
<b>Total Accounting/Auditing Services</b>	3,750.00	49,587.50
<b>Advertising &amp; Promotion</b>		
51000 · Advertising & Promotion - NT	368.54	830.27
51008 · Advertising & Promotion - T	541.00	1,519.54
<b>Total Advertising &amp; Promotion</b>	909.54	2,349.81
<b>Bad Debts</b>		
51308 · Bad Debts - T	0.00	30,357.85
51309 · Bad Debts - NT	0.00	0.00
<b>Total Bad Debts</b>	0.00	30,357.85
<b>Communications</b>		
51400 · Communications - NT	1,925.70	23,303.06
51408 · Communications - T	349.29	5,597.46
<b>Total Communications</b>	2,274.99	28,900.52
<b>Conference &amp; Meetings</b>		
51500 · Conferences & Meetings - NT	5,109.38	17,264.76
51508 · Conferences & Meetings - T	0.00	8,179.03
<b>Total Conference &amp; Meetings</b>	5,109.38	25,443.79
<b>Dredging Expense</b>		
56708 · Dredging - GT	5,070.00	13,425.00
56718 · Dredging - MT	5,394.00	10,389.00
<b>Total Dredging Expense</b>	10,464.00	23,814.00
<b>Dues, Subscriptions &amp; Licences</b>		
51600 · Dues & Subscriptions - NT	0.00	40,385.00
51608 · Dues & Subscriptions - T	0.00	602.75
<b>Total Dues, Subscriptions &amp; Licences</b>	0.00	40,987.75
<b>Elections &amp; Government Fees</b>		
51700 · Elections & Prop Tax Assess-NT	0.00	64,852.63
51708 · Elections & Prop Tax Assess - T	0.00	14,397.50
<b>Total Elections &amp; Government Fees</b>	0.00	79,250.13
<b>Engineering Services</b>		

## Humboldt Bay Harbor, Recreation &amp; Conservation District

## Profit &amp; Loss

07/06/23

May 2023

Accrual Basis

	May 23	Jul '22 - May 23
52400 · Engineering Fees - NT	10,506.33	26,538.52
52408 · Engineering Fees - T	1,748.75	-17,646.25
<b>Total Engineering Services</b>	<b>12,255.08</b>	<b>8,892.27</b>
<b>Fuel</b>		
50400 · IMPUTED AUTO VALUE G/A	120.00	1,425.00
51200 · Automotive, Fuel- NT	1,027.34	7,940.08
51208 · Vessel Fuel	918.36	4,145.21
51218 · Automotive, Fuel - T	756.95	8,855.47
<b>Total Fuel</b>	<b>2,822.65</b>	<b>22,365.76</b>
<b>Grant Expenses</b>		
<b>Conservation Grant Expenses</b>		
54408.3 · Conservation Grant Exp	0.00	0.00
<b>Total Conservation Grant Expenses</b>	<b>0.00</b>	<b>0.00</b>
<b>Harbor Grant Expenses</b>		
54408.1 · Harbor Grant Exp	-87,348.90	597,332.51
<b>Total Harbor Grant Expenses</b>	<b>-87,348.90</b>	<b>597,332.51</b>
<b>Recreation Grant Expenses</b>		
54408.2 · Recreation Grant Exp	-74,562.44	0.00
<b>Total Recreation Grant Expenses</b>	<b>-74,562.44</b>	<b>0.00</b>
<b>Total Grant Expenses</b>	<b>-161,911.34</b>	<b>597,332.51</b>
<b>Insurance</b>		
51800 · Insurance - NT	8,911.25	98,067.84
51808 · Insurance - T	1,286.18	15,266.85
<b>Total Insurance</b>	<b>10,197.43</b>	<b>113,334.69</b>
<b>Interest Expense</b>		
55108 · Interest Expense - T	4,156.00	45,723.46
55109 · Interest Expense - NT	7,624.00	85,647.40
<b>Total Interest Expense</b>	<b>11,780.00</b>	<b>131,370.86</b>
<b>Legal Services</b>		
52300 · Legal Fees - NT	0.00	122,712.91
52308 · Legal Fees - T	0.00	17,392.87
<b>Total Legal Services</b>	<b>0.00</b>	<b>140,105.78</b>
<b>Maintenance - Equipment</b>		
51209 · Automotive, Repairs - NT	1,248.43	9,850.21
52710 · Repairs & Maint, Equip - NT	532.55	2,800.84
52718 · Repairs & Maint, Equip - T	111.12	11,436.06
<b>Total Maintenance - Equipment</b>	<b>1,892.10</b>	<b>24,087.11</b>
<b>Maintenance - Facilities</b>		
52708 · Repairs & Maint, Facilities - T	12,296.92	63,632.78
52709 · REPAIRS & MAINTENANCE G/NT	0.00	935.82
52719 · Repairs & Maint, Facilities - N	6,440.47	103,395.08
<b>Total Maintenance - Facilities</b>	<b>18,737.39</b>	<b>167,963.68</b>
<b>Maintenance - IT</b>		
57008 · Maintenance, IT Equip - T	287.50	5,084.28
57009 · Maintenance, IT Equip - NT	287.50	5,028.61
<b>Total Maintenance - IT</b>	<b>575.00</b>	<b>10,112.89</b>
<b>Maintenance Supplies</b>		
52008 · Maintenance Supplies - T	0.00	1,661.34
52010 · Maintenance Supplies - NT	1,548.67	15,356.38

## Humboldt Bay Harbor, Recreation &amp; Conservation District

## Profit &amp; Loss

07/06/23

May 2023

Accrual Basis

	May 23	Jul '22 - May 23
<b>Total Maintenance Supplies</b>	1,548.67	17,017.72
<b>Office Supplies</b>		
51900 · Office Supplies - NT	3,834.91	39,555.40
51908 · Office Supplies - T	1,066.37	8,230.12
<b>Total Office Supplies</b>	4,901.28	47,785.52
<b>Other Expenses</b>		
54109 · Sea Scouts Expense - NT	0.00	1,558.33
55418 · Other Expenses - T	3,447.50	4,949.77
55419 · Other Expenses - NT	0.00	7,522.22
<b>Total Other Expenses</b>	3,447.50	14,030.32
<b>Other Professional/Outside Serv</b>		
52109 · Outside Services, Other - NT	1,000.00	3,411.19
52110 · OUTSIDE SERVICES M/A	458.00	2,534.00
52118 · Outside Services, Other - T	0.00	-30,400.00
<b>Total Other Professional/Outside Serv</b>	1,458.00	-24,454.81
<b>Permits</b>		
51610 · Permits - NT	173.29	875.97
51618 · Permits - T	0.00	18,901.00
<b>Total Permits</b>	173.29	19,776.97
<b>Personnel Expenses</b>		
<b>Commissioners Fees</b>		
50200 · Commissioner's Salaries - NT	2,100.00	19,530.00
50208 · Commissioner's Salaries - T	900.00	8,370.00
<b>Total Commissioners Fees</b>	3,000.00	27,900.00
<b>Contract Temporary Services</b>		
50310 · Contract Temporary Services - N	0.00	134.00
50318 · Contract Temporary Services - T	5,543.17	49,638.34
<b>Total Contract Temporary Services</b>	5,543.17	49,772.34
<b>Payroll Burden</b>		
50500 · Payroll Benefits, Other - NT	32,792.58	399,867.57
50508 · Payroll Benefits, Other - T	10,005.32	122,957.07
6560 · Workers' Comp	3,230.53	39,228.80
<b>Total Payroll Burden</b>	46,028.43	562,053.44
<b>Salaries/Wages</b>		
50100 · Salaries & Wages - NT	82,708.08	924,254.25
50108 · Salaries & Wages - T	0.00	1,465.75
<b>Total Salaries/Wages</b>	82,708.08	925,720.00
<b>Total Personnel Expenses</b>	137,279.68	1,565,445.78
<b>Planning Services</b>		
52200 · Planning Fees - NT	2,310.00	17,684.00
52208 · Planning Fees - T	175.00	6,566.38
<b>Total Planning Services</b>	2,485.00	24,250.38
<b>Rent Expense</b>		
52600 · Rent Expense - NT	0.00	1,256.00
54308 · Redwood Terminal 2 Lease Exens	0.00	242,094.43
<b>Total Rent Expense</b>	0.00	243,350.43
<b>Small Tools</b>		
52800 · Small Tools - NT	215.64	2,074.59

Humboldt Bay Harbor, Recreation & Conservation District

Profit & Loss

07/06/23

May 2023

Accrual Basis

	May 23	Jul '22 - May 23
<b>Total Small Tools</b>	215.64	2,074.59
<b>Utilities</b>		
52909 · Utilities - NT	21,079.68	171,997.20
52918 · Utilities - T	4,231.39	57,261.42
53000 · Water, Sewer, & Refuse - NT	13,637.83	113,748.91
53008 · Water, Sewer, & Refuse - T	7,844.01	51,393.22
<b>Total Utilities</b>	46,792.91	394,400.75
55700 · Float Replacement Expense - MT	0.00	46.74
57018 · Bank Service Charges	352.62	2,127.52
<b>Total Expense</b>	117,510.81	3,802,108.81
<b>Net Ordinary Income</b>	205,756.70	537,725.63
<b>Net Income</b>	<b>205,756.70</b>	<b>537,725.63</b>

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Humboldt Bay Harbor, Recreation & Conservation District

Account QuickReport

As of May 31, 2023

07/06/23

Accrual Basis

Type	Date	Num	Name	Memo	Amount
<b>10200.1 - Cash in PNC, Checking</b>					
Bill Pmt -Check	05/04/2023	2092	California Redwood Co.	Red Tank Electri...	-983.45
Bill Pmt -Check	05/04/2023	2093	City of Eureka (Sewer)	2001-901804-02	-988.49
Bill Pmt -Check	05/04/2023	2094	City of Eureka (Water)	2001-901802-01	-5,813.24
Bill Pmt -Check	05/04/2023	2095	Matthews Paints		-100.79
Bill Pmt -Check	05/04/2023	2096	Mission Uniform & Linen	299313	-378.52
Bill Pmt -Check	05/04/2023	2097	Napa Auto Parts	24290	-72.35
Bill Pmt -Check	05/04/2023	2098	Sequoia Park Zoo	Book of 50 Skyw...	-747.50
Bill Pmt -Check	05/05/2023	2099	Express Services, Inc.	28590512	-1,099.60
Liability Check	05/10/2023	E-pay	Employment Developme...	499-0307-3 QB T...	-1,908.12
Liability Check	05/10/2023	E-pay	Internal Revenue Service	94-2262845 QB ...	-5,028.20
Liability Check	05/11/2023		QuickBooks Payroll Serv...	Created by Payro...	-26,827.73
Liability Check	05/12/2023	ACH	California State Disburse...	200000002142499	-372.46
Liability Check	05/12/2023	ACH	CalPERS 457 Program	450348	-1,660.75
Liability Check	05/12/2023	ACH	PERS Unfunded Accrue...	2233447024	-5,539.14
Liability Check	05/12/2023	ACH	California State Disburse...	200000002073316	-500.76
Liability Check	05/12/2023	ACH	State Disbursement Unit	0230000067964	-233.53
Check	05/12/2023	2101	Jarrells, Tim	Tenant Refund	-186.00
Check	05/12/2023	2102	Buschmann, James	Tenant Refund	-136.50
Check	05/12/2023	2103	Kalson, Mario	Tenant Refund	-247.61
Bill Pmt -Check	05/12/2023	2104	Campton Electric Supply		-241.54
Bill Pmt -Check	05/12/2023	2105	Englund Marine Supply		-864.33
Bill Pmt -Check	05/12/2023	2106	Eureka-Humboldt Fire Ex...	Fire boat Fire Ext...	-111.12
Bill Pmt -Check	05/12/2023	2107	Express Services, Inc.	28590512	-1,220.37
Bill Pmt -Check	05/12/2023	2108	Hum Van	PO 1953, Scenic...	-650.00
Bill Pmt -Check	05/12/2023	2109	Humboldt Botanical Gard...	Scenic Eclipse E...	-320.00
Bill Pmt -Check	05/12/2023	2110	Humboldt Waste Manag...	20218	-760.21
Bill Pmt -Check	05/12/2023	2111	Mission Uniform & Linen	299313	-466.17
Bill Pmt -Check	05/12/2023	2112	Northern California Glove	3474	-39.87
Bill Pmt -Check	05/12/2023	2113	Pacific Coast Congress	VOID: wrong ven...	0.00
Bill Pmt -Check	05/12/2023	2114	Pierson Building Center	1297	-647.09
Bill Pmt -Check	05/12/2023	2115	Shafer's Ace Hardware	1586	-31.26
Bill Pmt -Check	05/12/2023	2116	Shelter Cove Fishing Pre...	SC Janitorial Ma...	-2,083.33
Bill Pmt -Check	05/12/2023	2117	World Oil Enviromental S...	15055	-95.00
Bill Pmt -Check	05/12/2023	2118	101Netlink		-230.00
Bill Pmt -Check	05/12/2023	2119	314intermedia		-60.00
Bill Pmt -Check	05/12/2023	2120	ACWA JPIA	215	-25,886.67
Bill Pmt -Check	05/12/2023	2121	AT&T Phone	707 443-0800 07...	-292.08
Bill Pmt -Check	05/12/2023	2122	David L. Moonie & Co., L...		-4,384.00
Bill Pmt -Check	05/12/2023	2123	Eureka Oxygen Company		-158.87
Bill Pmt -Check	05/12/2023	2124	HSU Sponsored Progra...	Q1 2023 Ports, A...	-10,174.48
Bill Pmt -Check	05/12/2023	2125	Humboldt Bay Municipal ...	9002.001 RMT2	-1,200.33
Bill Pmt -Check	05/12/2023	2126	Mitchell Law Firm, LLP		-3,726.00
Bill Pmt -Check	05/12/2023	2127	Pacific Gas & Electric (1...	Acct #06704919...	-2,496.76
Bill Pmt -Check	05/12/2023	2128	Pacific Gas & Electric (3...	6598073494-4	-219.85
Bill Pmt -Check	05/12/2023	2129	Recology Eel River	061097997	-446.02
Bill Pmt -Check	05/12/2023	2130	Recology Humboldt Cou...	061218064	-729.18
Bill Pmt -Check	05/12/2023	2131	Recology Humboldt Cou...	A0060000265	-2,366.34
Bill Pmt -Check	05/12/2023	2132	Shelter Cove Resort Imp...	SC 03/29/2023-0...	-81.02
Bill Pmt -Check	05/12/2023	2133	SHN Consulting Enginee...		-4,641.25
Bill Pmt -Check	05/12/2023	2134	Southwest Answering Se...	03/23-04/19/202...	-229.00
Bill Pmt -Check	05/12/2023	2135	State Water Resource C...	Simpson Timber ...	-173.29
Bill Pmt -Check	05/12/2023	2136	StewTel, Inc.		-328.41
Bill Pmt -Check	05/12/2023	2137	Total Compensation Syst...	GASB75 Roll-Ful...	-1,710.00
Bill Pmt -Check	05/12/2023	2138	Valley Pacific Petroleum ...	114137	-1,264.33
Bill Pmt -Check	05/12/2023	2139	Wiyot Tribe		-2,832.97
Bill Pmt -Check	05/12/2023	ACH	CalPERS 457 Program	457Match 05/12/...	-325.00
Bill Pmt -Check	05/12/2023	2140	Verizon Wireless		-130.82
Bill Pmt -Check	05/12/2023	2141	Verizon Wireless	Bill received 04/1...	-329.02
Check	05/12/2023	2142	US Bank Corporate Pay...		-2,970.97
Bill Pmt -Check	05/15/2023	ACH	Francotyp-Postalia	466106100	-300.00
Bill Pmt -Check	05/16/2023		Mill Yard, The	QuickBooks gen...	0.00
Liability Check	05/17/2023	E-pay	Employment Developme...	499-0307-3 QB T...	-157.39
Liability Check	05/17/2023	E-pay	Internal Revenue Service	94-2262845 QB ...	-553.84
Liability Check	05/18/2023		QuickBooks Payroll Serv...	Created by Payro...	-3,975.82
Liability Check	05/23/2023	E-pay	Employment Developme...	499-0307-3 QB T...	-2,164.45
Liability Check	05/23/2023	E-pay	Internal Revenue Service	94-2262845 QB ...	-5,752.22
Liability Check	05/25/2023		QuickBooks Payroll Serv...	Created by Payro...	-29,088.28
Liability Check	05/26/2023	2143	Operating Engineers Loc...	94-2262845	-149.52

Account QuickReport

As of May 31, 2023

Type	Date	Num	Name	Memo	Amount
Liability Check	05/26/2023	ACH	California State Disburse...	200000002142499	-372.46
Liability Check	05/26/2023	ACH	California State Disburse...	200000002073316	-500.76
Liability Check	05/26/2023	2144	Franchise Tax Board		-100.00
Liability Check	05/26/2023	ACH	State Disbursement Unit	0230000067964	-233.53
Liability Check	05/26/2023	ACH	PERS Unfunded Accrue...	2233447024	-5,539.14
Bill Pmt -Check	05/26/2023	ACH	PERS Unfunded Accrue...	2233447024	-8,327.67
Bill Pmt -Check	05/26/2023	ACH	CalPERS 457 Program	457Match 05/26/...	-325.00
Liability Check	05/26/2023	ACH	CalPERS 457 Program	450348	-1,660.75
Bill Pmt -Check	05/26/2023	2145	Alber's Tractor & Ag Work		-200.00
Bill Pmt -Check	05/26/2023	2146	AT&T Internet	831-000-8571 571	-886.57
Bill Pmt -Check	05/26/2023	2147	Bigfoot Adventure Acade...	PO 1952 Scenic ...	-650.00
Bill Pmt -Check	05/26/2023	2148	Cal Poly Humboldt	PO 1954 Scenic ...	-600.00
Bill Pmt -Check	05/26/2023	2149	Campton Electric Supply		-90.59
Bill Pmt -Check	05/26/2023	2150	City of Eureka (Sewer)	2001-901804-02	-2,858.33
Bill Pmt -Check	05/26/2023	2151	City of Eureka (Water)	2001-901802-01	-5,837.99
Bill Pmt -Check	05/26/2023	2152	Coastal Business Syste...	017-1623192-000	-505.55
Bill Pmt -Check	05/26/2023	2153	Eureka Overhead Door ...	PO# 1956	-2,215.66
Bill Pmt -Check	05/26/2023	2154	Express Services, Inc.	28590512	-1,024.00
Bill Pmt -Check	05/26/2023	2155	Foggy Bottoms Boys LLC	PO 1958, Scenic...	-480.00
Bill Pmt -Check	05/26/2023	2156	Francotyp-Postalia	466106100	-145.66
Bill Pmt -Check	05/26/2023	2157	Humboldt Bay Solar Fun...	HB0520	-15,686.28
Bill Pmt -Check	05/26/2023	2158	Humboldt Community Se...	3165	-18.00
Bill Pmt -Check	05/26/2023	2159	Keenan Supply		-58.22
Bill Pmt -Check	05/26/2023	2160	McC Campbell Analytical, I...	Project 1996-222...	-5,394.00
Bill Pmt -Check	05/26/2023	2161	Network Help To Go	June 2023 IT Ser...	-575.00
Bill Pmt -Check	05/26/2023	2162	Pacific Coast Appliance ...		-70.00
Bill Pmt -Check	05/26/2023	2163	Pacific Gas & Electric (N...	2072047	-960.65
Bill Pmt -Check	05/26/2023	2164	Peterson		-159.11
Bill Pmt -Check	05/26/2023	2165	Planwest Partners, Inc.		-3,555.00
Bill Pmt -Check	05/26/2023	2166	Staples Credit Plan	6035 5178 1247 ...	-722.69
Bill Pmt -Check	05/26/2023	2167	Times Printing Co	Business Cards	-118.86
Bill Pmt -Check	05/26/2023	2168	Western Chainsaw		-38.24
Bill Pmt -Check	05/26/2023	2169	World Oil Enviromental S...	15055	-95.00
Check	05/26/2023	2170	Jameson, Ralph	Tenant Refund	-179.91
Bill Pmt -Check	05/26/2023	2171	City of Eureka - Wharfing...	PO #1959 Public...	-605.00
Bill Pmt -Check	05/26/2023	2172	Anderson Trucking LLC		-30,718.68
Bill Pmt -Check	05/26/2023	2173	Express Services, Inc.	28590512	-1,099.60
Check	05/31/2023			Service Charge	-327.87
Total 10200.1 · Cash in PNC, Checking					-262,818.98
<b>TOTAL</b>					<b>-262,818.98</b>

COMMISSIONERS  
 1<sup>st</sup> Division  
 Aaron Newman  
 2<sup>nd</sup> Division  
 Greg Dale  
 3<sup>rd</sup> Division  
 Stephen Kullmann  
 4<sup>th</sup> Division  
 Craig Benson  
 5<sup>th</sup> Division  
 Patrick Higgins

**Humboldt Bay**  
**Harbor, Recreation and Conservation District**  
 (707)443-0801  
 P.O. Box 1030  
 Eureka, California 95502-1030



**STAFF REPORT – HARBOR DISTRICT MEETING**  
**July 13, 2023**

**TO:** Honorable Board President and Harbor District Board Members

**FROM:** Larry Oetker, Executive Director

**DATE:** June 19, 2023

**Title:** **Approve Salary Schedules for CalPERS Audit Compliance**

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**STAFF RECOMMENDATION:** Staff recommends that the Board: Approve Salary Schedules from FY 2020-2021 through FY 2022-2023 to reflect increases outside the published ranges.

**BACKGROUND:** Resolution 2021-12, Salary Step and Wage Classification for District Management Employees was adopted August 12, 2021 including wage increases when staff met certain goals. The attached salary schedules reflect the dates wages were increased in order to satisfy CalPERS compliance requirements, as well as to reflect new management positions.

**DISCUSSION:** California Code of Regulations (CCR)570.5 requires a publicly available pay schedule showing the payrate for each identified position.

**ATTACHMENTS:**

- A. Salary Schedule for Management Staff FY 2020-2021
- B. Salary Schedule for Management Staff FY 2021-2022
- C. Salary Schedule for Management Staff FY 2021-2022 Step 2
- D. Salary Schedule for Management Staff FY 2021-2022 Step 3
- E. Salary Schedule for Management Staff FY 2022-2023



## Humboldt Bay Harbor, Recreation and Conservation District Management Staff Annual Salary Schedule

FY 2020/2021

<b>POSITION</b>	<b>ANNUAL SALARY RANGE MINIMUM - MAXIMUM</b>
Executive Director	\$100,000 - \$145,000
Deputy Director	\$90,000 - \$110,000
Director of Administrative Services	\$65,000 - \$85,000
Director of Harbor Operations	\$65,000 - \$85,000
Bar Pilot	\$70,000 - \$95,000
Director of Facilities Maintenance	\$65,000 - \$85,000
Marina Manager	\$52,000 - \$72,000

*Effective: July 1, 2019*

## Humboldt Bay Harbor, Recreation and Conservation District Management Staff Annual Salary Schedule

FY 2021/2022

<b>POSITION</b>	<b>ANNUAL SALARY RANGE MINIMUM - MAXIMUM</b>
Executive Director	\$100,000 - \$165,000
Deputy Director	\$ 85,116 - \$110,000
Director of Administrative Services	\$ 85,116 - \$110,000
Director of Harbor Operations	\$ 65,000 - \$ 85,000
Director of Facilities and Operations	\$ 85,116 - \$110,000
Director of Development I	\$ 65,771 - \$ 85,000
Director of Development II	\$ 85,000 - \$115,000
Marina Manager	\$ 54,165 - \$ 70,000
Maintenance Manager	\$ 54,165 - \$ 70,000
Natural Resources Coordinator I	\$ 54,165 - \$ 70,000
Natural Resources Coordinator II	\$ 63,837 - \$ 82,500

*Effective: August 15, 2021*

## Humboldt Bay Harbor, Recreation and Conservation District Management Staff Annual Salary Schedule

FY 2021/2022

<b>POSITION</b>	<b>ANNUAL SALARY RANGE MINIMUM - MAXIMUM</b>
Executive Director	\$100,000 - \$165,000
Deputy Director	\$ 87,196 - \$112,080
Director of Administrative Services	\$ 87,196 - \$112,080
Director of Facilities and Operations	\$ 87,196 - \$112,080
Director of Development I	\$ 67,851 - \$ 87,080
Director of Development II	\$ 85,000 - \$115,000
Marina Manager	\$ 56,245 - \$ 72,080
Maintenance Manager	\$ 56,245 - \$ 72,080
Natural Resources Coordinator I	\$ 56,245 - \$ 72,080
Natural Resources Coordinator II	\$ 65,917 - \$ 84,580

*Effective: September 27, 2021*

## Humboldt Bay Harbor, Recreation and Conservation District Management Staff Annual Salary Schedule

FY 2021/2022

<b>POSITION</b>	<b>ANNUAL SALARY RANGE MINIMUM - MAXIMUM</b>
Executive Director	\$100,000 - \$165,000
Deputy Director	\$ 88,236 - \$113,120
Director of Administrative Services	\$ 88,236 - \$113,120
Director of Facilities and Operations	\$ 88,236 - \$113,120
Director of Development I	\$ 68,891 - \$ 88,120
Director of Development II	\$ 85,000 - \$115,000
Marina Manager	\$ 57,285 - \$ 73,120
Maintenance Manager	\$ 57,285 - \$ 73,120
Natural Resources Coordinator I	\$ 57,285 - \$ 73,120
Natural Resources Coordinator II	\$ 66,957 - \$ 85,620

*Effective: November 1, 2021*

## Humboldt Bay Harbor, Recreation and Conservation District Management Staff Annual Salary Schedule

FY 2022/2023

<b>POSITION</b>	<b>ANNUAL SALARY RANGE MINIMUM - MAXIMUM</b>
Executive Director	\$100,000 - \$165,000
Deputy Executive Director	\$ 90,000 - \$120,000
Director of Administrative Services	\$ 90,316 - \$115,200
Director of Facilities and Operations	\$ 90,316 - \$115,200
Director of Development I	\$ 70,971 - \$ 90,200
Director of Development II	\$ 90,316 - \$115,200
Marina Manager	\$ 59,365 - \$ 75,200
Maintenance Manager	\$ 59,365 - \$ 75,200
Natural Resources Coordinator I	\$ 59,365 - \$ 75,200
Natural Resources Coordinator II	\$ 69,037 - \$ 87,700

*Effective: December 18, 2022*

HUMBOLDT BAY HARBOR, RECREATION  
AND CONSERVATION DISTRICT

PERMIT AND AGREEMENT TO  
OPERATE A CHARTER SERVICE

Startare Drive  
Woodley Island Marina  
P.O. Box 1030  
Eureka, CA 95501

PERMITTEE:  
**Andrew Smyth**  
**dba North Coast Sportfishing**  
**1525 Anderson Road**  
**McKinleyville, CA 95519**

This Permit and Agreement is executed in triplicate at Woodley Island Marina, Eureka, California, between HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT, hereinafter referred to as "District", and **Andrew Smyth**, dba **North Coast Sportfishing** hereinafter referred to as "**Andrew Smyth**."

**WHEREAS**, **Andrew Smyth** will be the Lessees of Slip Number 21, Float I, at the Woodley Island Marina for vessel **WHISKEY TANGO FOXTROT**, pursuant to a Berthing Permit and Rental Agreement for the Woodley Island Marina, a copy of which is attached hereto and incorporated by reference as Exhibit "A" hereto; and

**WHEREAS**, on or about January 24, 2023, **Andrew Smyth** made a written application to the District for a Permit from the District to operate the business **North Coast Sportfishing** on the vessel **WHISKEY TANGO FOXTROT** moored at Slip Number 21, Float I, at the Woodley Island Marina; and

**WHEREAS**, Ordinance Number 9, Section 6.7, subparagraph (a) of the District prohibits any commercial endeavor or charter service for hire without a special permit from the District.

**AFTER REVIEW AND CONSIDERATION** thereof by the Board of Commissioners of the District of the application of **Andrew Smyth**:

2023 North Coast Sportfishing  
Page 1 of 6

**THE PARTIES, THEREFORE, AGREE AS FOLLOWS:**

1. District shall permit **Andrew Smyth, North Coast Sportfishing**, to operate the business **North Coast Sportfishing** for the purpose of charter service at the Woodley Island Marina. The charter services shall consist primarily of sport fishing. Diving or diving instruction from or on said vessel shall not be allowed and shall be prohibited at all times at any locations within or without the boundaries of Woodley Island Marina while **Andrew Smyth** operates the business of charter services from the Woodley Island Marina.
2. The term of this Permit and Agreement shall be for **one (1) year(s) commencing May 01, 2023** and terminating on **April 30, 2026**. District or **Andrew Smyth** may terminate this Permit and Agreement by giving sixty (60) days written notice of termination to the other party. District may terminate this Permit and Agreement with **Andrew Smyth** with or without cause or reason by giving **Andrew Smyth** sixty (60) days written notice of termination and **Andrew Smyth** shall terminate their business, as defined in Paragraph 1, (60) days from the date of personal service of said written notice of termination or sixty (60) days from the date of deposit or the written notice of termination deposited, enclosed in a sealed envelope with postage thereon fully prepaid, in the United States mail, and addressed to **Andrew Smyth**, at 1525 Anderson Road, McKinleyville, CA 95519.

In the event **Andrew Smyth** is in default of any of the provisions of the Berthing Permit and Rental Agreement for the Woodley Island Marina, a copy of which is attached hereto as Exhibit "A", and **Andrew Smyth's** Berthing Permit is terminated pursuant to said Agreement, this Permit and Agreement to operate a *Charter Service* shall terminate forthwith on the date of termination of **Andrew Smyth's** Berthing Permit and Rental Agreement for the Woodley Island Marina without the requirement of the hereinabove set forth sixty (60) day notice of termination provisions.

3. In addition to the monthly rental payable by **Andrew Smyth** to the District pursuant to the Berthing Permit and Rental Agreement for the Woodley Island Marina, a copy of which is attached hereto as Exhibit "A", **Andrew Smyth** shall pay District the sum of Two hundred fifty dollars and no cents (\$250.00) per year, however all rates may be changed pursuant to paragraph 3 of the Berthing Permit and Rental Agreement for Woodley Island Marina which provides that the District may change or increase the rates by giving thirty (30) day notice.
4. On or prior to the date of the Agreement, to wit: **May 01, 2023**, **Andrew Smyth** shall purchase and maintain throughout the term of the Permit and Agreement **Commercial General Liability** insurance covering **Andrew Smyth** pursuant to the terms of this Permit and Agreement. Said insurance policy of "protection and indemnity insurance" insuring **Andrew Smyth** from liability for bodily injury, death, or property damage as a result of their operation and shall name District as an additional insured and provide District, prior to **May 01** each year, with a Certificate of Insurance stating the amount of the insurance and proof that the District is an additional named insured, and the agreement of said insurance company that District shall be notified forthwith of the event of non-payment of the premium or termination of said insurance policy. The amount of insurance shall be One Million Dollars and no cents (\$1,000,000.00) **per occurrence**. In the event said liability insurance policy referred to in the Paragraph 4 is cancelled or terminated, **Andrew Smyth** shall forthwith cease and stop their **North Coast Sportfishing** business at District's premises at the Woodley Island Marina and shall not resume operations until said liability insurance policy is fully reinstated and in full force and effect.
5. **Andrew Smyth** shall, prior to commencing operation of **North Coast Sportfishing**, obtain any and all necessary permits, if applicable, including but not limited to City of Eureka business license and **California Department of Fish and Wildlife** licenses.



6. **Andrew Smyth** agrees that neither the Humboldt Bay Harbor, Recreation and Conservation District, nor its Board of Commissioners, nor any Officer of the District shall be liable to any extent for the injury or damages to any person or property or for the death of any person arising out of or connected with **Andrew Smyth**, and **Andrew Smyth** shall indemnify and hold harmless District, its Commissioners, and Officers free and harmless from any liability for any such injury, death or damages. In addition, **Andrew Smyth** agrees to hold harmless, indemnify, and hold District non-responsible for any of **Andrew Smyth's** operations according to the provisions of paragraphs 11, 13, and 19 of the Berthing Permit and Rental Agreement for Woodley Island Marina, a copy of which is attached hereto as Exhibit "A" and incorporated by reference as though set forth in full.
7. **Andrew Smyth** at all times shall comply and shall obtain compliance of Lessees' family, agents, employees, business visitors, and invitees of all laws, ordinances, rules and regulations, including Ordinance No.9, the Woodley Island Marina Rules and Regulations, and those of local, state, and federal government.
8. **Andrew Smyth** at all times shall ensure that walkways and finger piers are not obstructed in any manner. No tires, ropes, canvas, or other material shall be nailed or attached to finger piers, docks, and piles without the written approval of the District. No person shall throw, discharge, or deposit from any vessel or from the shore or float or in any other manner, any waste, fish or shellfish parts into or upon the waters of the Woodley Island Marina or upon the banks, walls, sidewalks, or parking areas within the boundaries of the Woodley Island Marina. No person shall place or leave dead animals, fish, shellfish, bait, or other putrefying matter on or along seawalls, harbor structures, floats, piers, sidewalks, or parking areas within the boundaries of the Woodley Island Marina. Vessel must be kept free of trash and waste product so as not to attract seagulls, sea lions, harbor seals, and other

- animals. All trash and waste product shall be properly disposed of each day.
9. **Andrew Smyth** may place a sign on the vessel the size of which must be approved by the District's Executive Director. **Andrew Smyth** may place a directional sign for incoming traffic onto Woodley Island Marina in an area approved by the Executive Director. Type and size of all signs are to be approved by the Executive Director of the District and, shall reasonably conform in size, shape, and colors of the signs heretofore existing on Woodley Island and the Woodley Island Marina.
  10. This Permit and Agreement is not transferable or assignable by **Andrew Smyth** without approval in writing by the District. Any transfer of assignment or attempted transfer or assignment of this Permit by **Andrew Smyth** shall be null and void.
  11. This Permit and Agreement is non-exclusive and District retains the right to enter into agreements with and grant permits to other persons or business for the same purposes as set forth in this Permit and Agreement.
  12. The covenants and conditions herein contained shall apply to and bind the heirs, legal representatives, successors, and assigns of all of the parties hereto; and all of the parties hereto shall be jointly and severally liable hereunder.
  13. Time is of the essence of this Permit and Agreement and of each and every covenant, term, and condition, and provision hereof.
  14. **Andrew Smyth** is hereby notified by the District that this Permit and Agreement to Operate **North Coast Sportfishing** in conjunction with the Berthing Permit and Rental Agreement for a vessel at the Woodley Island Marina or property interests created herein, if any, may be subject to a possessory interest tax or property taxation if created pursuant to Sections 107 to 108 of the California Revenue and Taxation Code and that **Andrew Smyth** and/or the party in whom the possessory interest is vested may be subject to the payment of property taxes levied upon such interests. **Andrew**

**Smyth** agrees and acknowledges that they have actual notice pursuant to Section 107.6 of the California Revenue and Taxation Code and that **Andrew Smyth** may be required to pay a possessory interest tax as a result of this Permit and Agreement to operate a charter service in conjunction with the Berthing Permit and Rental Agreement for the vessel for Woodley Island Marina. **Andrew Smyth** hereby acknowledge that they have actual knowledge of the existence of a possessory interest tax and have read the provision of Section 107 to 108 of the California Revenue and Taxation Code. **Andrew Smyth** agrees to and shall pay all possessory interest taxes levied by any governmental agency by reason of this Permit and Agreement and their Berthing Permit and Rental Agreement for their vessel, for Woodley Island Marina.

**EXECUTED on, \_\_\_\_\_, 2023, by authority of the Board of Commissioners of the HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT.**

\_\_\_\_\_  
**GREG DALE, President  
Board of Commissioners  
HUMBOLDT BAY HARBOR, RECREATION,  
AND CONSERVATION DISTRICT**

**Andrew Smyth, dba, *North Coast Sportfishing***, as Permittee in this Permit and Agreement hereby accepts and agrees to all terms and conditions herein above set forth.

Dated: \_\_\_\_\_, 2023

By \_\_\_\_\_  
**Andrew Smyth, Owner  
*North Coast Sportfishing***

COMMISSIONERS  
1<sup>st</sup> Division  
Aaron Newman  
2<sup>nd</sup> Division  
Greg Dale  
3<sup>rd</sup> Division  
Stephen Kullmann  
4<sup>th</sup> Division  
Craig Benson  
5<sup>th</sup> Division  
Patrick Higgins

**Humboldt Bay**  
**Harbor, Recreation and Conservation District**  
(707)443-0801  
P.O. Box 1030  
Eureka, California 95502-1030



**STAFF REPORT – HARBOR DISTRICT MEETING**  
**July 13, 2023**

**TO:** Honorable Board President and Harbor District Board Members  
**FROM:** Larry Oetker, Executive Director  
**DATE:** July 3, 2023  
**TITLE:** Award a Contract for the Woodley Island Marina Dredging Project

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**STAFF RECOMMENDATION:** Staff recommends the Board: Award a contract for the Woodley Island Marina Dredging Project selecting from the two bids received and authorize staff up to a 10% contingency to cover unforeseen expenses.

**BACKGROUND:** The District released an Invitation for Bids for the Woodley Island Marina Dredging Project on May 30, 2023. A pre-bid meeting was held on June 15, 2023, and a bid opening meeting was held on June 30, 2023, at the District Office. Work comprises dredging at Woodley Island Marina with a Base Bid to remove 64,753 cubic yards of material and an Alternate Bid for 14,073 cubic yards of additional material. As proposed, dredged material will be disposed of at the Humboldt Open Ocean Disposal Site. The project is scheduled for completion by October 15, 2023.

**DISCUSSION:** Staff is completing our review of the Bids to ensure that they meet all bid and contracting requirements. Staff is also reviewing the preliminary budget and intends to meet with the Dredge Subcommittee prior to making a final recommendation to the Board.

The Humboldt Bay Harbor, Recreation and Conservation District (DISTRICT), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 C.F.R., Part 8), issued pursuant to such Act, notified all bidders that it will affirmatively ensure that the contract entered into pursuant to this advertisement will be awarded to the lowest responsible bidder without discrimination on the grounds of race, color, or national origin. The award of the contract, if it is awarded, will be to the bidder that will conduct the base bid items (pre-dredge surveys, post-dredge surveys, mobilization, demobilization, dredging, and disposal) for the lowest total cost, and whose proposal complies with all prescribed requirements.

**Attachments:**

- A. Bid Log Table

