

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

**DATE:** June 27, 2013  
**TIME:** 6:00 p.m. Executive Closed Session  
7:00 p.m. Regular Session  
**PLACE:** Woodley Island Marina Meeting Room

*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 443-0801 24 hours in advance of the meeting.*

1. **Call to Order at 6:00 p.m.**
  - a. Move to Executive Closed Session pursuant to the provisions of the California Government Code Sections 54956.8 (Conference with Real Property Negotiator) and 54957.6 (Negotiations with Represented Employees)
    1. Conference with Real Property Negotiator  
Negotiating Parties: Paul Brisso, District Counsel; Mike Wilson, Board President; Richard Marks, Vice President; Jack Crider, Chief Executive Officer  
  
Under Negotiation:  
Freshwater Tissue Company property purchase negotiations
    2. Conference with Labor Negotiator  
Agency Negotiators: Chief Executive Officer, District Counsel, Two (2) or less of the members of the Board of Commissioners  
Employee Organization: As recognized by the Board of Commissioners of the Humboldt Bay Harbor, Recreation and Conservation District, including International Longshore and Warehouse Union, Local 14A.
2. **Adjourn Executive Closed Session**
3. **Call to Order Regular Session at 7:00 P.M. and Roll Call**
4. **Pledge of Allegiance**
5. **Report on Executive Session**
6. **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. The three (3) minute time limit for each speaker may be enforced 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 June 27, 2013 Regular Board Meeting**

**7. Consent Calendar: None**

*Note: All matters listed under the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion. There will be no separate discussion of these items. If discussion is required, that item will be removed from the Consent Calendar and considered separately.*

**8. Communications and Reports**

- a. Chief Executive Officers Report
- b. Staff Reports
- c. District Counsel's and District Treasurer's Reports
- d. Commissioner and Committee Reports
- e. Other

**9. Non Agenda**

**10. Unfinished Business**

- a. Public Hearing and First Reading of the FY 2013/14 Budget.

**11. New Business**

- a. Consideration of ballot for Special District Election for representative to serve as a regular "voting" member on the Humboldt Local Agency Formation Commission (LAFCo).

**12. Administrative and Emergency Permits**

**13. Adjournment**

## AGENDA REPORT

10a

**For Agenda of:** June 27, 2013

**Title:** First Reading of FY 2013-14 Budget

**Place on Agenda:** Unfinished Business

### Summary of the Issue:

On May 23<sup>rd</sup> the Board of Commissioners adopted the Preliminary FY 2013-14 Budget. The "Excess Revenues Over Expenses" for that version of the budget was \$406,409; however deducting the single-use revenues (Woodley Island Marina dredge surcharge and the float replacement account), the result was a Total Budget Balance of \$128,217.

The Board held a discussion of the marina fees on June 13<sup>th</sup>. At that meeting, Commissioner Newman suggested rates that were less extreme than those adopted in the Preliminary Budget.

Subsequent to that meeting the Budget Committee (Commissioners Dale and Marks) met with staff to review the results of the discussion and the effect on the Preliminary Budget.

On the agenda for this Board meeting is the First Reading of the FY 2013-14 Budget, which includes Commissioner Newman's suggestions and Budget Committee recommendations, culminating in an "Excess Revenues Over Expenses" of \$250,753; deducting the single-use revenues, leaves a Total Budget Balance of \$76,883.

Below is the explanation of those marina fee changes:

Marina Fee	Current	Preliminary Budget	Commissioner Newman's Suggestions
Annual Moorage Discount Rate	17%	0%	10%
Woodley Island Marina Dredge Surcharge	\$0.50/ft	\$1.00/ft	\$0.75/ft
Float Replacement account	None	\$1.00/ft	\$0.50/ft
Monthly Liveaboard Fee	\$138.20	\$138.20	\$0

**Fiscal Impact:** No fiscal impact to conduct the First Reading of the FY 2013-14 Budget.

**Recommendation:** Staff recommends the Board conduct the First Reading of the FY 2013-14 Budget.

# Humboldt Bay Harbor,

## Recreation and Conservation

### District

# FIRST READING FY 2013/14 BUDGET

	SUMMARY OF 2013-14 BUDGET		
	GENERAL	MARINA	TOTAL
REVENUE	\$5,214,794	\$1,001,016	\$6,215,810
OPERATING EXPENSES	\$2,133,410	\$794,979	\$2,928,389
NON-OPERATING EXPENSES (Capital Expenses, Debt Pmt)	\$2,880,803	\$155,866	\$3,036,669
EXCESS REVENUES OVER(UNDER) EXPENSES	\$200,582	\$50,171	\$250,753
DEDUCT SINGLE-USE REVENUES (WIM Dredge Surchg/Float Replace	\$0	(\$173,870)	(\$173,870)
TOTAL BUDGET BALANCE	\$200,582	(\$123,699)	\$76,883

For Board of Commissioners Meeting  
June 27, 2013

# REVENUE

2013-14 Proposed Budget							
	2011-12	2012-13	2012-13	2012-13	Marina	TOTAL	% of Total
	<u>Actual Audited</u>	<u>Budget</u>	<u>Projected</u>	<u>General</u>	<u>Marina</u>	<u>TOTAL</u>	<u>% of Total</u>
<b>Revenue</b>							
Tax Revenue	\$848,045	\$840,000	\$840,000	\$792,000	\$88,000	\$880,000	14.2%
Sales & Permits	\$12,788	\$13,000	\$16,000	\$1,000	\$14,000	\$15,000	0.2%
Harbor Surchg	\$84,373	\$120,000	\$52,270	\$97,028	\$0	\$97,028	1.6%
Pilotage Tariff	\$53,299	\$90,000	\$79,595	\$61,294	\$0	\$61,294	1.0%
Slip Rents	\$432,795	\$446,028	\$486,751	\$0	\$533,222	\$533,222	8.6%
Trans Rental	\$53,146	\$57,288	\$68,574	\$0	\$76,424	\$76,424	1.2%
Liveabrd Srchg	\$12,438	\$13,299	\$13,805	\$0	\$0	\$0	0.0%
WIM Dredge Srchg	\$63,658	\$64,000	\$69,548	\$0	\$104,322	\$104,322	1.7%
WIM Float Replace	\$0	\$0	\$0	\$0	\$69,548	\$69,548	1.1%
WIM Electrical	\$0	\$50,000	\$0	\$0	\$80,000	\$80,000	1.3%
Fields Landing	\$113,715	\$135,000	\$117,000	\$159,300	\$0	\$159,300	2.6%
Redwood Dock	\$16,398	\$20,600	\$25,156	\$50,000	\$0	\$50,000	0.8%
Freshwater Issue							
Property	\$0	\$0	\$0	\$227,600	\$0	\$227,600	3.7%
Rents	\$154,056	\$165,000	\$159,114	\$150,000	\$10,000	\$160,000	2.6%
Tideland Leases	\$134,198	\$164,823	\$164,823	\$175,572	\$0	\$175,572	2.8%
Late Fees/Int	\$7,491	\$11,900	\$11,768	\$1,500	\$10,500	\$12,000	0.2%
Other Rev	\$77,405	\$51,838	\$47,762	\$40,000	\$15,000	\$55,000	0.9%
Interest	\$4,126	\$20,000	\$20,187	\$20,000	\$0	\$20,000	0.3%
Grant Revenue	\$2,329,199	\$796,411	\$715,767	\$2,739,500	\$0	\$2,739,500	44.1%
Cap. Exp. Loan	\$0	\$200,000	\$200,000	\$0	\$0	\$0	0.0%
Equity Line Loan	\$0	\$600,000	\$0	\$700,000	\$0	\$700,000	11.3%
<b>Total Revenue</b>	<b>\$4,397,130</b>	<b>\$3,859,187</b>	<b>\$3,088,120</b>	<b>\$5,214,794</b>	<b>\$1,001,016</b>	<b>\$6,215,810</b>	<b>100.0%</b>

increased \$40,000

Increased 15%

Increased 15%

Annual discount rate decreased to 10%/Max slip rentals @ 95% occupancy

Maximum slip rentals - sub-leasing available slips

Elimination of liveaboard fee

increased to \$0.75/ft

New fee - \$0.50/ft

New account/offset to electrical expense

cell tower, power washing, marine mechanic, maximize trailer slip rentals

increased due to moorage and increased services

from Profit and Loss Analysis

added Taylor Mariculture

includes PORTS project

Shelter Cove State Lands/Coastal Conserv spartina; also Freshwater grants??

loan received in prior fiscal year

Headwaters and Humboldt Area Foundation for Freshwater purchase



# OPERATING EXPENSES

	2013-14 Proposed Budget						
	2011-12 <u>Actual Audited</u>	2012-13 <u>Budget</u>	2012-13 <u>Projected</u>	<u>General</u>		<u>Marina</u>	<u>TOTAL</u>
<b>EXPENSES</b>							
Salaries/Wages	\$709,461	\$715,355	\$715,355	\$442,452	\$307,467	\$749,919	25.6%
Commish Fees	\$25,200	\$25,200	\$25,200	\$25,200	\$0	\$25,200	0.9%
Contract Temp Serv	\$483	\$3,000	\$16,000	\$0	\$3,000	\$3,000	0.1%
Auto Value	\$798	\$700	\$700	\$560	\$140	\$700	0.0%
Payroll Burden	\$408,915	\$359,305	\$359,305	\$217,064	\$150,841	\$367,905	12.6%
Advert/Promotion	\$12,888	\$7,000	\$3,191	\$3,500	\$3,500	\$7,000	0.2%
Automotive	\$19,852	\$17,000	\$27,063	\$20,000	\$7,000	\$27,000	0.9%
Communications	\$12,510	\$14,000	\$10,783	\$5,460	\$8,540	\$14,000	0.5%
Conference/Mtgs	\$20,606	\$20,000	\$20,000	\$21,000	\$3,000	\$24,000	0.8%
Dues/Subs	\$28,626	\$29,000	\$29,000	\$24,000	\$5,000	\$29,000	1.0%
Elect/Gov. Fees	\$24,467	\$21,000	\$21,000	\$31,500	\$13,500	\$45,000	1.5%
Insurance	\$32,574	\$54,000	\$54,000	\$72,274	\$12,091	\$84,365	2.9%
Office Expense	\$41,590	\$28,000	\$51,000	\$25,000	\$16,000	\$41,000	1.4%
Oper Supplies	\$5,927	\$7,000	\$6,568	\$1,500	\$5,500	\$7,000	0.2%
Security Guards	\$109,183	\$102,847	\$81,163	\$0	\$40,000	\$40,000	1.4%
Legal Services	\$32,592	\$25,000	\$25,000	\$40,000	\$10,000	\$50,000	1.7%
Accounting/Audit	\$42,202	\$30,750	\$30,750	\$25,000	\$6,000	\$31,000	1.1%
Prof/Outsd Servcs	\$115,788	\$76,000	\$46,024	\$60,000	\$0	\$60,000	2.0%
Utilities	\$206,788	\$190,000	\$197,878	\$20,000	\$105,000	\$125,000	4.3%
Maintenance Exp	\$76,851	\$105,000	\$73,919	\$20,000	\$60,000	\$80,000	2.7%
Fields Lndng Exp.	\$62,117	\$60,350	\$32,736	\$35,000	\$0	\$35,000	1.2%
Shelter Cove Exp	\$18,516	\$25,000	\$23,547	\$25,000	\$0	\$25,000	0.9%
King Salmon Exp	\$958	\$2,000	\$1,000	\$2,000	\$0	\$2,000	0.1%
Rdwd Dock Exp	\$7,664	\$15,000	\$148,410	\$22,000	\$0	\$22,000	0.8%
Samoa Shops	\$0	\$2,000	\$0	\$0	\$0	\$0	0.0%
Freshwater							
Tissue Property	\$0	\$0	\$0	\$215,400	\$0	\$215,400	7.4%
HBMP	\$0	\$1,000	\$0	\$0	\$0	\$0	0.0%
Int/FeeExpense	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$10,000	0.3%
Grant Expense	\$600,373	\$796,411	\$325,974	\$739,500	\$0	\$739,500	25.3%
Cap Exp Loan Pmt	\$0	\$30,000	\$11,580	\$0	\$38,400	\$38,400	1.3%
Equity Loan	\$0	\$600,000	\$0	\$30,000	\$0	\$30,000	1.0%
<b>TOTAL</b>							
<b>OPERATING EXPENSES</b>	<b>\$2,016,556</b>	<b>\$3,371,918</b>	<b>\$2,347,146</b>	<b>\$2,133,410</b>	<b>\$794,979</b>	<b>\$2,928,389</b>	<b>100.00%</b>

includes new maintenance hire and part-time marina office employee

We know WC will increase ~\$16,000.00

increased due to fuel for new boats

includes additional Freshwater insurance

decreased to one shift, 7hours/365 days

increased due to Freshwater purchase issues

Commissioner Wilson would like consideration of District Planner

decreased - installed water and electrical meters

decreased due to elimination of security guards

planking, roadways, power

From Profit and Loss Analysis

SC sewer upgrade, freezers; spartina

imo pmts on dock electrical meters

## NON-OPERATING EXPENSES

<u>CAPITAL EXPENDITURES</u>						
CAPITAL EXPENDITURES	2011-12	2012-13	2012-13	2012-13	2013-14 Proposed Budget	
	Actual Audited	Budget	Projected	General	Marina	TOTAL
WI Facility Improvmt	\$10,078	\$219,928	\$210,000	\$0	\$56,500	\$56,500
WI Marina Dredging	\$11,684	\$0		\$0	\$0	\$0
FL Boat Yard	\$10,390	\$0		\$45,500	\$0	\$45,500
Marine Term Impr	\$69,677	\$0	\$11,270	\$35,000	\$0	\$35,000
Harbor Imprvmt	\$0	\$0		\$0	\$0	\$0
Property Acquisition			\$350,000	\$350,000		\$350,000
Property Improvement				\$2,220,000		\$2,220,000
Rec Enhance	\$0	\$0		\$10,000		\$10,000
Cons Enhance	\$0	\$0		\$0	\$0	\$0
Auto/Operating Equip	\$0	\$4,000	\$3,627	\$6,000	\$0	\$6,000
Office Equipment	\$0	\$0	\$14,304	\$0	\$0	\$0
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$101,829</b>	<b>\$223,928</b>	<b>\$589,201</b>	<b>\$2,666,500</b>	<b>\$56,500</b>	<b>\$2,723,000</b>

  

<u>DEBT PAYMENTS</u>						
DEBT PAYMENTS	2011-12	2012-13	2012-13	2012-13	2013-14 Proposed Budget	
	Actual Audited	Budget	Projected	General	Marina	TOTAL
Cal Boating Loan	\$0		\$0	\$0	\$99,366	\$99,366
Deepening Loan	\$215,167	\$213,213	\$213,213	\$214,303	\$0	\$214,303
<b>TOTAL DEBT PAYMENTS</b>	<b>\$215,167</b>	<b>\$213,213</b>	<b>\$213,213</b>	<b>\$214,303</b>	<b>\$99,366</b>	<b>\$313,669</b>

tenant showers, fire alarm system, freezer for fish carcasses

zero discharge system, lathe, replace lower dock

forklift, backhoe & hoist

Freshwater purchase

Freshwater electrical, roof, fire system, water repairs/outfall inspection

freezer for fish carcasses at Shelter Cove fish cleaning station

plasma metal cutting machine, metal band saw

## NARRATIVE FOR FY 2013/14 BUDGET

### REVENUE

#### Tax Revenue

Estimated income received from County of Humboldt - District's portion of property taxes paid to County. **Estimated additional \$40,000.00 to be received FY 2013/14.**

#### Sales and Permits

General - Estimated income from permit fees.

Marina - Estimated income from coin-operated showers, washers, and dryers, vending machines, ice machine, liveaboard inspection fees, and forklift fees.

#### Harbor Surcharge

Anticipated revenues to be generated by Harbor Improvement Surcharge.

#### Pilotage Tariff

Anticipated revenues to be generated by Bar Pilot services.

#### Slip Rentals

Marina - Estimated income from the rental of slips at the Marina. **No "per foot" increase – decrease of annual discounted rate 10%.**

#### Transient Rentals

Marina - Estimated income from the rental of transient slips at the Marina. **Per foot increase proposed: \$0.60/ft/day, which will include the pro-rated Woodley Island Marina dredge surcharge, float replacement fee and electrical usage fee. Eliminate the "weekly" transient rate.**

#### Liveaboard Surcharge

Marina - Estimated income from the monthly charge for liveaboard tenants.

#### WIM Maintenance Dredging Surcharge

**Increase to \$0.75/per foot** charge assessed toward future maintenance dredging of Woodley Island Marina. Revenue from this fee transferred directly to Woodley Island Marina Maintenance Dredge Cash Designation.

#### WIM Float Replace

**Proposed \$0.50/per foot charge for all tenants/transients of Woodley Island Marina to create a fund designated specifically for dock/float replacement.**

#### WIM Electrical

Revenue received from the metering of electrical use by tenants through the installation of dock electrical boxes to be installed during FY2012/13.

#### Fields Landing

Revenue received from storage (boats and trailers) utilities, forklift, and equipment rentals, building space rent, and Travelift haul out fees and usage.

#### Redwood Dock

Revenue received from building space rent/terminal lease/wharfage and dockage.



**Freshwater Tissue Company Property**

Revenue estimated to be received from the tenants of this property: Myrtle town Lumber, Freshwater Tissue Company, Taylor Mariculture, DG Power and others.

**Rents**

Money to be received by the District for rents and concessions as follows: Café Marina Restaurant; Office Space; kayak storage fees; and work yard rent on Woodley Island. Additionally, a storage area on Woodley Island for trailers has been designated and will be available from May 1 – September 30.

**Tideland Leases**

Money to be received by the District for tidelands leases held throughout the Humboldt Bay area.

**Late Fees and Interest on Delinquent Accounts**

Late fees and interest collected on delinquent accounts.

**Other Revenue**

Revenue received from Coast Seafoods for gallonage fees as a condition of their tideland lease, Secretariat Services for Harbor Safety Committee, other government agencies and miscellaneous operating and non-operating revenue.

**Interest**

Interest earned by the District on monies presently deposited in the Humboldt County Treasury.

**Grant Revenue**

Monies received from grant-funded projects expected to be received in FY 2012/13.

**Capital Expenditure Loan**

Monies borrowed in FY 2012/13 to finance the dock electrical meters for Woodley Island Marina.

**Equity Line Loan**

This is a loan used to purchase the Freshwater Tissue Company property.

**EXPENSES**

**Salaries and Wages**

Salaries and wages paid to Harbor District employees. *This is estimated at this time until the negotiations have been completed with the District employee union.*

**Commissioners Fees**

Fees paid for the service of Commissioners on the Board.

**Contract Temporary Services**

Expenses paid for weekend Custodian on Woodley Island.

**Auto Value**

Imputed commuting value of District auto to Director of Facility Maintenance, which is treated as additional compensation in accordance with current IRS regulations.

### **Payroll Burden**

Payroll Burden consists of employer–paid taxes and employer–paid benefits and insurances provided for in the District's Personnel Policy. The contribution rate for PERS for FY 13/14 is 9.349%.

### **Advertising and Promotion**

General - Allocation for the printing of legal notices in the local newspapers required by laws and permit procedures of the State and the District. This line item also funds the printing and distribution of notices to inform the public of special interest items concerning the District's meeting and projects. There is also an amount included for the publication and for additional port, Marina and District marketing and promotional materials.

Marina – Allocation for the printing of notices, newsletters, Marina advertisements etc. to inform the Marina tenants and/or the general public of items which may be of special interest to them.

### **Automotive Expense**

Cost of maintaining and fueling the District's automobiles, vessels, electric trucks, security vehicles, forklift, and other operating equipment.

### **Communications**

Telephones and Cell Phones - Based on the average cost of telephone service for the last six months to include an increase in rates and usage. The Marina portion includes charges for a direct line to the police department. This amount includes the costs for the FAX, modem, E-mail and Website hosting, offsite Web link and cell phones.

### **Conferences & Meetings**

Approves travel expenses for attendance at the following up to the total budget amount: (4) CMANC conferences; (4) AAPA conference/training; (3) CAPA conferences; (1) California Maritime Leadership Symposium; (3) legislative trips to Sacramento; (1) CSDA training conference, (4) Pacific Coast Congress of Harbor Masters, (2) Northern Area Port Security meetings, (4) Conservation-related meetings (Estuarine Research Foundation (ERF), CalERF, (2) West Coast Corridor Coalition meetings for marine highway establishment; and (2) safety seminars in order to maintain discounted Workers Compensation premiums. Additional conferences or travel that would exceed the budget require individual approval by the Board.

### **Dues & Subscriptions**

This category includes dues for membership in the following organizations: California Marine Affairs and Navigation Conference, American Association of Port Authorities, California Association of Port Authorities, California Special District Association, Association of California Water Agencies, Pacific Coast Congress of Harbor Managers and Port Masters, California Association of Harbor Masters and Port Captains, Fishing News, Pacific Fishing, Costco and various other subscriptions. Dues/Subscription costs vary by a variety of factors and amounts shown are estimated. Dues and subscriptions expenses that would exceed the budget require individual approval by the Board of Commissioners.

### **Elections and Fees Paid to Other Governmental Entities**

There are two (2) Board seats slated for election for the District in FY 2013/14.

### **Insurance**

The Special Districts Risk Management Authority (SDRMA) policy combines several of the individual property, liability, bonds and other miscellaneous policies into one, plus the Marina Operator's Liability policy. SDRMA reported there will be no increase in the base rate for Property/Liability and Workers Compensation policies for FY 2013/14. There will be an increase in the Workers Comp experience modification from 121% to **173% for 2013/14, which equates to an approximate \$16,000 increase in annual premiums.** The CAPA excess insurance through AON Risk Services is still in order. The District's Fireboat and Port Security/Work boat are insured through Poseidon Insurance. Insurance expenses that would exceed the budget require individual approval by the Board of Commissioners.

### **Office Expense**

Expenses include office supplies and postage necessary for the operation of the office.

**Operating Supplies**

Expenses for janitorial supplies.

**Security Guards**

Security guard services for Woodley Island Marina – **decreased to one shift, 7 hours, 365 days.**

**Legal Services**

Fees paid to District Counsel Paul Brisso for work in connection with the Woodley Island Marina and to do District legal work to draw up ordinances, permits, agreements between the District and other agencies, attend Commissioner meetings and all other general legal and litigation work needed by the District.

**Accounting/Auditing Services**

Fees paid for the services of District Treasurer Mark Wetzel for service in a controllership capacity, supervision of bookkeeping functions, statements and reports and monitoring all District cash transactions. Fees paid to independent accounting firm to perform the District's annual certified audit.

**Professional/Outside Services**

Funds paid for a maritime attorney (Lawrence G. Mallon, \$5,000) and a Washington DC representative (Edington, Peel and Assoc. \$24,000) to assist the District with harbor-related funding and legislation. This line item extends the retention of Larry Mallon and Edington, Peel and Assoc. to June 30, 2014 unless terminated prior to the end of the fiscal year. Excess Liability Insurance broker fees (\$10,000) split between CAPA ports. Administrative Fee costs for BNY Mellon loan for Harbor Deepening Project. This account also includes funds for website revision, appraisal services, engineering and environmental consultant services required that have not been covered in any other category.

**Utilities**

Expenses for electricity, gas, water, sewer and refuse for the District office, Marina docks, lights, office spaces, and buildings.

**Maintenance Expense**

Estimated expenses for repairs and maintenance to Marina docks, light fixtures, compressor, miscellaneous equipment, facilities and roof repairs to the main building, as well as other District facilities. Also includes all tools less than \$2,500 and annual maintenance agreements on office equipment.

**Fields Landing Expense**

This is to cover any expenses of the District for the repair and maintenance of the District's Fields Landing property including stormwater filters, repairs to buildings and yard lighting. Also included are insurance, utilities, water, sewer, refuse, and telephone service.

**Shelter Cove Expense**

Expenses/miscellaneous items needed for the repair and maintenance of the District's facilities at Shelter Cove (includes Insurance Expense). Also includes repairs to breakwater, roads, fencing and fish cleaning station.

**King Salmon Expense**

Estimated expenses for maintaining the King Salmon Beach area, including replacing signage and vegetation maintenance.

**Redwood Dock Expense**

Estimated expenses for maintaining the Redwood Dock property to be paid from Fund Reservations for Marine Terminal Improvements.

**Samoa Shops Planning Expense**

Planning expenses related to the Samoa Shops complex.

**Humboldt Bay Management Plan**

Includes estimated expenses related to implementation of the Plan policies and data collection as necessary to achieve implementation for the Humboldt Bay Management Plan.

**Interest/Fee Expense**

Estimated interest and fee expense for short-term line of credit financing that may be incurred due to unavailable State Homeland Security grant funds to cover purchases of grant-funded equipment.

**Grant Expense**

Expenses associated with grant-funded projects expected to occur in FY 2012/13.

**Equity Line Loan**

Monies repaid on the loan used to purchase Freshwater Tissue Company property.

**CAPITAL EXPENDITURES**

**Woodley Island Facility Improvement**

Estimated expense for the purchase of a fish carcass freezer, repairs to the tenants' restrooms, upgrade of the fire alarm system.

**Woodley Island Marina Dredging**

Estimated expenses in preparation of the next dredge cycle, which will occur in approximately 5-6 years.

**Fields Landing Boat Yard**

Estimated expenses for capital improvements to the Fields Landing Boat Yard, including the installation of a zero discharge system and purchase of a lathe.

**Marine Terminal Improvement**

Estimated expenses required for a forklift, backhoe and hoist to use at the Redwood Dock Terminal Berth 1.

**Harbor Improvement**

Payments for harbor improvement projects such as channel deepening, shoreline protection, shoal abatement and navigation aid improvement

**Recreational Enhancements**

Estimated expense to purchase a fish carcass freezer to use at the fish cleaning station in Shelter Cove.

**Conservation Enhancements**

Estimated expenses for capital improvements related to conservation enhancements at facilities other than Woodley Island.

**Auto/Operating Equipment**

Estimated expenses for the purchase of a plasma metal cutting machine and a metal band saw.

**Office Equipment**

Estimated expenses for Office Equipment capital expenses.

**CASH DESIGNATIONS**

**Woodley Island Facility Improvement**

Funds set aside for major Marina and upland construction, rehabilitation, improvement or expansion projects.

**Woodley Island Marina Dredging**

Funds set aside annually to pay for maintenance dredging of Woodley Island Marina every 7-10 years. In the FY 2010/11 budget, a \$0.50/ft/mo dredging surcharge was assessed to Woodley Island Marina slip rentals.

**Fields Landing Boat Yard**

Funds set aside for future maintenance projects on the Boat Building and Repair Facility in Fields Landing such as future repaving of the yard.

**Marine Terminal Improvements**

Funds set aside for construction, rehabilitation, improvement or expansion projects at the Redwood Dock Marine Terminal (including Berths 1 & 2 and warehouses and upland dredge disposal site), and Fields Landing Terminal.

**Harbor Improvements**

Funds set aside for harbor improvement projects such as channel deepening, shoreline protection, shoal abatement and navigation aid improvement.

**Recreational Enhancements**

Funds set aside for recreational facility construction, rehabilitation, improvement or expansion projects including funds set aside for acquisition of additional recreational facilities and for planning expenses related to the Samoa Shops complex.

**Conservation Enhancements**

Funds set aside for the acquisition, construction, restoration, rehabilitation or expansion of conservation areas.

**Mariculture Management Fund**

Each year the District shall reserve 25% of the tideland revenue from mariculture operations on tidelands leased as a part of the District's mariculture expansion project. These funds are reserved for future expenses related to permitting and environmental compliance for mariculture activities on District tidelands.

**Emergency**

Funds available for expenses related to recovery from emergencies.





# HUMBOLDT

*Local Agency Formation Commission*

1125 16<sup>th</sup> Street, Suite 202, Arcata, CA 95521

(707) 445-7508 / (707) 825-9181 fax

[www.humboldtlafo.org](http://www.humboldtlafo.org)

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MAY 20 2013

H.B.H.R. & C.D.

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## SPECIAL DISTRICT ELECTION

**DATE:** Thursday, May 16, 2013  
**TO:** Independent Special Districts of Humboldt County  
**FROM:** George Williamson, Executive Officer  
**SUBJECT:** LAFCo Election for District Representative

Enclosed is a summary of qualifications and a ballot to be used by the presiding officer or designated member of your District in voting for the special district representative to serve as a regular "voting" member on the Humboldt Local Agency Formation Commission (LAFCo). All ballots must be completed and returned to the LAFCo office on or before Monday, July 1, 2013 at 5:00 p.m.

As mentioned in the April 4, 2013 memo soliciting nominations for this ballot, this position will run for the remainder of the now vacant 4-year term, until June 30, 2014.

One of the nominees, Mike Harvey, currently serves as the alternate district member on LAFCo. If he receives the most votes, the nominee with the second highest votes will be offered the alternate position for the remainder of that term, until June 30, 2014.

Please contact George Williamson at (707) 445-7508 for any additional information about the voting process.

### **Election Schedule:**

Ballots due – July 1

Votes tallied and election results – July 2

New district representative seated at LAFCo's regularly scheduled meeting – July 17

**HUMBOLDT LOCAL AGENCY FORMATION COMMISSION**  
**District Member Nominees and Qualifications**

Nominee	District	Years on Board	Present Occupation	Reasons for Applying	Memberships
Charlie Gianhini	Fortuna Cemetery District	1	Heavy Equipment Operator, Wendt Construction, Fortuna	To provide representation to and understanding of LAFCo functions for the Districts he represents as a member	American Legion - Retired U.S. Army Combat Engineers, Native Sons of the Golden West
Mike Harvey	Blue Lake Fire Protection District	11	Insurance agent and owner of Michael A. Harvey Insurance Agency, McKinleyville	To have a LAFCo Board that represents Humboldt County through representation from various areas of the County, including areas north of the Mad River	Current LAFCo Alternate District Member, Mad River Rotary Member
Troy Nicolini	Samoa Peninsula Fire District	10	Warning Coordination Meteorologist for NOAA's National Weather Service, Eureka	To represent the interests of special districts on LAFCo and to bring the benefits of their achievement to the local government of Humboldt County	Pacific Coast Fish, Wildlife, and Wetlands Restoration Association Board
J. Bruce Rupp	Humboldt Bay Municipal Water District	17	Retired Real Estate broker and owner of Rupp and Associates Realty, Eureka	To represent the Water District and community and to continue to serve them both	Rotary, Redwood Region Economic Development Commission, City of Eureka Finance Advisory Committee, Eureka Elks Lodge, KEET Board, ACWA/JPIA Employee Benefits Committee
David Sanderson	Humboldt Community Services District	2	General Building Contractor	To represent HCSD in this important function	Ruth Lake Leaseholders Association, HBMMWD Invasive Species Committee, Alternate District Representative for Redwood Region Economic Development Commission
Bill Wennetholm	McKinleyville Community Services District	12	Chiropractor	Believes in public service and that he would be an asset to the LAFCo Commission	Redwood Region Economic Development Commission, McKinleyville Senior Advisory Center Board, McKinleyville Chamber of Commerce Board; Mad River Rotary Board

**OFFICIAL ELECTION BALLOT**  
SPECIAL DISTRICT MEMBER  
HUMBOLDT LOCAL AGENCY FORMATION COMMISSION

Mark selection directly onto the ballot, voting for no more than one (1) candidate. Ballots must be returned to the LAFCo office at 1125 16<sup>th</sup> Street, Suite 202, Arcata, CA 95521, on or before Monday, July 1, 2013 at 5:00 p.m.

- Charlie Giannini**  
Fortuna Cemetery District
  
- Mike Harvey**  
Blue Lake Fire Protection District
  
- Troy Nicolini**  
Samoa Peninsula Fire District
  
- J. Bruce Rupp**  
Humboldt Bay Municipal Water District
  
- David Saunderson**  
Humboldt Community Services District
  
- Bill Wennerholm**  
McKinleyville Community Services District

The \_\_\_\_\_ Board hereby selects the above candidate to serve as the special district member on the Humboldt Local Agency Formation Commission.

Board action taken on the \_\_\_\_\_ day of \_\_\_\_\_, 2013, by the following vote:

AYES:

NOSE:

ABSENT:

ABSTAIN:

BOARD PRESIDENT:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name