

**HUMBOLDT BAY HARBOR, RECREATION
AND CONSERVATION DISTRICT**

RESOLUTION NO. 2024-03

**A RESOLUTION DESIGNATING BUSINESS MATTERS,
APPOINTMENT AND AUTHORIZATION FOR THE HUMBOLDT BAY HARBOR,
RECREATION AND CONSERVATION DISTRICT FOR CALENDAR YEAR 2024**

BE IT RESOLVED THAT the Board of Commissioners for the Humboldt Bay Harbor, Recreation and Conservation District hereby appoints and/or authorizes the following Business Matters for the calendar year beginning January 1, 2024 and ending December 31, 2024 for all divisions of the Humboldt Bay Harbor, Recreation and Conservation District.

OFFICERS FOR THE BOARD OF COMMISSIONERS:

President – Greg Dale
Vice President – Stephen Kullmann
Secretary – Aaron Newman
Commissioner – Patrick Higgins
Commissioner – Craig Benson

ENABLING LEGISLATION:

Appendix II of the State of California Harbors and Navigation Code: Humboldt Bay Harbor, Recreation and Conservation District.

FINANCIAL:

1. Auditors- As approved by the Board.
2. District Treasurer – Lindsey Grossman, CPA; David L. Moonie & Co., LLP; 325 Second Street, Suite 301; Eureka, CA 95501
3. Budget Officer – District Treasurer and Executive Director
4. Custodians of Funds – District Treasurer and Executive Director
5. Authorized to Open Accounts – District Treasurer and Executive Director
6. Investment of Surplus Funds – District Treasurer and Executive Director
7. Custodians of State, Federal and other funds, whether loans or grants, to make application for, receive and expend – District Treasurer and Executive Director
8. Expenditures:
 - a. Checks require any two signatures from the following: Current Commissioner or Executive Director.

- b. Expenditures over \$5,000 shall follow § 36 of Appendix II of the State of California Harbors and Navigation Code: Humboldt Bay Harbor, Recreation and Conservation District
 - c. Purchase Order is required for non-recurring, single expenditures over \$300
 - d. Board approval of any expenditure over \$5,000
9. Authorized Revenue Facilities:
- a. Local Bank Checking, Money Market & Savings Accounts – Tri counties Bank, Eureka Branch
 - b. Remote Bank Checking, Money Market/Savings Accounts – PNC Bank
 - c. Humboldt County Treasurer to receive Humboldt County imposed tax revenues and other collected revenues for disbursement to the Humboldt Bay Harbor, Recreation and Conservation District
10. Grants
- a. The Board President and/or Executive Director are authorized to sign grant agreements.
 - b. The Executive Director is authorized to submit grant applications and commit up to \$5,000 of matching or other District Funds.
 - c. Grant applications committing more than \$5,000 of District funds shall require approval of the Board.
11. Contracts
- a. The Board President and/or Executive Director are authorized to sign contracts and expenditures over \$5,000 which have been approved by the Board.
12. Leases
- a. The Board President and/or Executive Director are authorized to sign lease agreements at the rates established by the fee schedule.
 - b. The Executive Director is authorized to negotiate Lease Agreements of less than \$40,000 annual income at Redwood Marine Terminals I and II; \$20,000 at all other District properties.

LEGAL NOTICE DESIGNATIONS:

- 1. Official Notice posting sites:
 - a. District Conference Room – aside main door on outside wall
 - b. District website: www.humboldtby.org
- 2. The Times-Standard (newspaper of general circulation) as the newspaper for legal publications
- 3. Email notification to News Media: The Times-Standard, North Coast Journal, Ferndale Enterprise, Mad River Union, KEET-TV, KIEM-TV, KMUD Radio, KHUM Radio, Lost Coast Outpost.
- 4. Email notification to:
 - a. Cities: Eureka, Fortuna, Arcata
 - b. Counties: Humboldt
 - c. Chambers of Commerce: Eureka, Arcata
 - d. Interested Parties

REGULAR MONTHLY BOARD MEETINGS:

1. Location: Humboldt Bay Harbor, Recreation and Conservation District; 601 Startare Drive; Eureka, CA
2. Time: Closed Session: 5:00 pm PST; Regular Session: 6:00 pm PST
3. When: 2nd Thursdays of each month. Exceptions only if regular meeting dates conflict with holidays.
4. Notices posted a minimum of 72 hours prior to the meeting.
5. The general order of business shall be as outlined below. The Board President may add presentations and other special agenda topics to the order of business prior to noticing of said meeting as may be appropriate:
 1. Call to Order
 2. Pledge of Allegiance
 3. Report on Executive Session
 4. Public Comment for items not on Agenda
 5. Consent Calendar
 6. Communications, Reports and Correspondence Received
 7. Unfinished Business
 8. New Business
 9. Future Agenda Items
 10. Adjournment

SPECIAL BOARD MEETINGS:

1. Location: Humboldt Bay Harbor, Recreation and Conservation District; 601 Startare Drive; Eureka, CA or at alternative location as described in the Special Meeting Notice
2. When: As needed.
3. Notices posted a minimum of 24 hours prior to the meeting.

OTHER BUSINESS:

1. Election Officer – Executive Director
2. Filing of Bonds – Executive Director
3. Authorized to contract as necessary – Executive Director
4. Clerk of the Board – Director of Administrative Services
5. Legal Counsel – Ryan Plotz of The Mitchell Law Firm, LLC, PO Drawer 1008 Eureka, CA 95502
6. District Planner – George Williamson; Planwest Partners Inc.; 1125 16th Street; Arcata, CA 95521
7. District Engineer- Mike Foget; SHN Engineers, 812 W. Wabash Ave, Eureka, CA 95501
8. District Treasurer- Lindsey Grossman; DLM & Co. LLP, 325 2nd St., Ste 301, Eureka, CA 95501
9. Insurance Agent of Record – Special Districts Risk Management Authority (Property, Liability, Workers Compensation, Marina Operators Liability)

10. Recognize the Humboldt Bay Harbor, Recreation and Conservation District as an equal opportunity employer.
11. Designation of registered office and agent:
Office: 601 Startare Drive; Eureka, CA 95501
Agent: Executive Director
12. Custodian of Public Records: Executive Director

PASSED AND ADOPTED by the Board of Commissioners of the Humboldt Bay Harbor, Recreation and Conservation District at a duly called meeting held on the 8th day of February 2024, by the following polled vote:

AYES: Benson, Dale, Higgins, Kullmann, Newman

NOES: 0

ABSENT: 0

ABSTAIN: 0

ATTEST:



Aaron Newman, Secretary
Board of Commissioners



Greg Dale, President
Board of Commissioners

CERTIFICATE OF SECRETARY

The undersigned, duly qualified and acting Secretary of the HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT, does hereby certify that the attached Resolution is a true and correct copy of RESOLUTION NO. 2024-03 entitled,

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as regularly adopted at a legally convened meeting of the Board of Commissioners of the HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT, duly held on the 8th day of February 2024; and further, that such Resolution has been fully recorded in the Journal of Proceedings in my office and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of February 2024.



Aaron Newman, Secretary
Board of Commissioners



Humboldt Bay Harbor District Board of Commissioners
Regular Meeting Schedule
Calendar Year 2024

<u>MONTH</u>	<u>DATE</u>	<u>TIME</u>
January	01/11/2024	6:00 P.M.
February	02/08/2024	6:00 P.M.
March	03/14/2024	6:00 P.M.
April	04/11/2024	6:00 P.M.
May	05/09/2024	6:00 P.M.
June	06/13/2024	6:00 P.M.
July	07/11/2024	6:00 P.M.
August	08/08/2024	6:00 P.M.
September	09/12/2024	6:00 P.M.
October	10/10/2024	6:00 P.M.
November	11/14/2024	6:00 P.M.
December	12/12/2024	6:00 P.M.