

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

**DATE:** July 25, 2012  
**TIME:** 6:00 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 Regular Session at 6:00 p.m.
2. Roll Call
3. Pledge of Allegiance
4. Public Comment

*Note: This portion of the Agenda allows the public to speak to the Board on 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 an 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 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.*

5. Communications and Reports
  - a. Chief Executive Officers Report
  - b. District Counsel's Report
  - c. Staff Report
  - d. Commissioner Reports
  - e. Advisory Committee Reports
  - f. Other
6. Non Agenda
7. Unfinished Business
8. New Business
  - a. Consideration of authorization for Chief Executive Officer to sign a Nondisclosure Agreement with Freshwater Tissue Company.
  - b. Consideration of approval of Permit and Agreement to Operate a Charter Service with *Silver Star Sportfishing*.
  - c. Consideration of approval of Chief Executive Officer to sign County of Humboldt Brownfields Site Access Release for Phase I and Phase II Assessments by LACO Associates.
  - d. Consideration of Resolution 2012-15, a Resolution to Borrow Monies and Pledge Personal Property as Collateral.
  - e. Consideration of nomination to Workforce Investment Board.
9. Adjournment



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

**July 25, 2012**

**PRESENT**

Commissioner Dale  
Commissioner Wilson  
Commissioner Higgins

**ABSENT**

Commissioner Newman  
Commissioner Marks

President Wilson called the Special Meeting of the Board of Commissioners to order at 6:05 P.M.

President Wilson asked Director of Administrative Services to lead those present in the Pledge of Allegiance.

**PUBLIC COMMENT:** None

**CHIEF EXECUTIVE OFFICER REPORT**

- ❖ Has been focusing on the approximately \$50,000 in lost annual revenue due to 28 slips not being occupied in the Marina, plus another \$18,000 from slow-paying vessel owners.
- ❖ Reported there are about 50 vessels that are still waiting for slips.
- ❖ Said there will be boat auctions at Fields Landing Boat Yard on August 18 to sell derelict vessels acquired by the Harbor District.
- ❖ Stated a tarp will be put under boats during sanding and a vacuum will be used when working on boats at Fields Landing Boat Yard a new storm water filtration system to stop pollutants from going into Humboldt Bay is in the new budget.
- ❖ Reported on July 19, District Staff extended the fish waste pipe in Shelter Cove by 40 feet, and extended it further on July 23. The fish waste will only discharge at night as an added precaution; the other option is to haul the fish waste away.
- ❖ Visited the "tent city" for the pelicans that Bird Ally X has established.
- ❖ Said Director of Facility Maintenance and both Bar Pilots are in Petaluma for Sea Trials for the new Fire Boat.

**DISTRICT COUNSEL REPORT**

- ❖ No report.

**STAFF REPORT**

Director of Administrative Services presented the Board with a Profit and Loss Statement.

District Treasurer stated he has been working on changing the District's Quickbooks system to classify expenditures and revenues for use in generating more useful reports for the Board.

**COMMISSIONER REPORTS**

Commissioner Higgins

- ❖ Said he went fishing and did not catch salmon, although fishing offshore remains good.
- ❖ Stated he has been working on the Salinas River and is glad to live in Humboldt County.

Commissioner Wilson

- ❖ Presented the District's Resolution upon Supervisor Jimmy Smith's retirement at the Board of Supervisors' meeting and thanked Supervisor Smith for his service.

Commissioner Dale

- ❖ Apologized for his absence the past two meetings; reported he has not done much except play and work, and has caught many fish.

#### **ADVISORY COMMITTEE REPORTS**

Commissioner Higgins

- ❖ Reported the California Department of Fish and Game sent a letter to the Pacific Fishery Management Council asking that south of Humbug Mountain's quota of Halibut be increased and suggesting monitoring.

Commissioner Dale

- ❖ Interviewed stakeholders about the monitoring project process for MLPA and said it sounds like they are trying to get locals to do the monitoring.

Commissioner Higgins said if the data is gathered locally, there will be a lot of money saved.

**OTHER:** None

**NON AGENDA:** None

**UNFINISHED BUSINESS:** None

#### **NEW BUSINESS**

##### **A. CONSIDERATION OF AUTHORIZATION FOR CHIEF EXECUTIVE OFFICER TO SIGN A NONDISCLOSURE AGREEMENT WITH FRESHWATER TISSUE COMPANY.**

COMMISSIONER HIGGINS MOVED FOR AUTHORIZATION FOR CHIEF EXECUTIVE OFFICER TO SIGN A NONDISCLOSURE AGREEMENT WITH FRESHWATER TISSUE COMPANY.  
COMMISSIONER DALE SECONDED.

CEO said he has been meeting with Freshwater Tissue Company representatives and some information should be kept confidential.

Commissioner Higgins stated this authorization would limit information available to the public, not to the Board.

MOTION CARRIED WITHOUT DISSENT.

##### **B. CONSIDERATION OF APPROVAL OF PERMIT AND AGREEMENT TO OPERATE A CHARTER SERVICE WITH SILVER STAR SPORTFISHING.**

COMMISSIONER DALE MOVED FOR APPROVAL OF PERMIT AND AGREEMENT TO OPERATE A CHARTER SERVICE WITH SILVER STAR SPORTFISHING. COMMISSIONER HIGGINS SECONDED.

MOTION CARRIED WITHOUT DISSENT.

**C. CONSIDERATION OF APPROVAL OF CHIEF EXECUTIVE OFFICER TO SIGN COUNTY OF HUMBOLDT BROWNFIELDS SITE ACCESS RELEASE FOR PHASE I AND PHASE II ASSESSMENTS BY LACO ASSOCIATES.**

COMMISSIONER HIGGINS MOVED FOR APPROVAL OF CHIEF EXECUTIVE OFFICER TO SIGN COUNTY OF HUMBOLDT BROWNFIELDS SITE ACCESS RELEASE FOR PHASE I AND PHASE II ASSESSMENTS BY LACO ASSOCIATES. COMMISSIONER DALE SECONDED.

CEO reported the District has a contract with LACO Associates for the Samoa Industrial Waterfront Transportation Access Plan and while digging around, LACO found some possible petroleum and other materials near the Roundhouse that need to be investigated.

Commissioner Dale said he would like the Board to have a tour of the site. Commissioner Wilson stated as long as the public was noticed and invited, all the Commissioners could go; he said a good time would be when there are LACO Associates' drafts.

MOTION CARRIED WITHOUT DISSENT.

**D. CONSIDERATION OF RESOLUTION 2012-15, A RESOLUTION TO BORROW MONIES AND PLEDGE PERSONAL PROPERTY AS COLLATERAL.**

COMMISSIONER HIGGINS MOVED FOR ADOPTION OF RESOLUTION 2012-15, A RESOLUTION TO BORROW MONIES AND PLEDGE PERSONAL PROPERTY AS COLLATERAL. COMMISSIONER DALE SECONDED.

CEO reported this is for a short-term borrowing line of credit to pay for the grant purchases already obligated by the District. The State of California will be able to reimburse the District after Bonds are sold in November and December. Once these funds are received, the District can repay the loan.

Commissioner Dale commended CEO for smart business.

CEO stated he is very happy with North Valley Bank.

**E. CONSIDERATION OF NOMINATION TO WORKFORCE INVESTMENT BOARD.**

Commissioner Wilson reported the Workforce Investment Board is a group of business and community leaders that discuss what can be done in Humboldt County to boost its work force and training; he said he has been asked to sit on the Board.

COMMISSIONER HIGGINS NOMINATED COMMISSIONER WILSON TO THE WORKFORCE INVESTMENT BOARD. COMMISSIONER DALE SECONDED.

Mitch White of Kuiper Mariculture congratulated and thanked Commissioner Wilson for his service.

MOTION CARRIED WITHOUT DISSENT.

**ADMINISTRATIVE AND EMERGENCY PERMITS:** None

President Wilson adjourned the Special Meeting of the Board of Commissioners at 6:39 P.M.

APPROVED BY:

RECORDED BY:

  
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Patrick Higgins  
Secretary

  
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Kim Farrell  
Clerk