

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

**DATE:** September 13, 2012

**TIME:** 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. **Executive Closed Session – Cancelled**
2. **Call to Order Regular Session**
3. **Roll Call**
4. **Pledge of Allegiance**
5. **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.*

6. **Consent Calendar**

*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.*

- a. Consideration of approval of minutes from the June 14, 2012 Board meeting.
- b. Consideration of approval of minutes from the June 28, 2012 Board meeting.

7. **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
  - ❖ Discussion with Ken Bates regarding the District's fire boat.

8. **Non Agenda**

9. **Unfinished Business**

**Agenda for September 13, 2012 Regular Board Meeting**

**10. New Business**

- a. Review of Harbor District Municipal Services Review and Sphere of Influence Update.
- b. Consideration of Agreement with Planwest Partners, Inc. to provide professional services relative to the development of an RV park on Woodley Island.
- c. Consideration of extension of Permit 10-02 with US Fish and Wildlife Service for the eradication of *Spartina densiflora* in the Humboldt Bay National Wildlife Refuge.
- d. Consideration of appointment of one Harbor District Commissioner and one alternate to the ACWA JPIA Board of Directors.
- e. Consideration of approval of Permit and Agreement to Operate *Jenna Lee's Seafood*.
- f. Consideration of approval of travel expenses for Dockmaster to attend Pacific Coast Congress of Harbormasters & Port Managers, Inc. 38<sup>th</sup> Semi-Annual Conference in Winchester Bay, Oregon on October 9-11, 2012.
- g. Consideration of Redwood Region Economic Development Commission request for support to attract additional air service to Humboldt County.
- h. Consideration of approval of Memorandum of Understanding Between the Humboldt Bay Harbor, Recreation and Conservation District and the County of Humboldt Sheriff's Department to establish an equipment loan agreement.
- i. Consideration of issuing Permit to Pacific Rivers District/Crater Lake Council to hold the 2012 Scout-O-Rama on Woodley Island, September 22, 2012.

**11. Administrative and Emergency Permits**

**12. Adjournment**

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

**September 13, 2012**

**PRESENT**

Commissioner Newman  
Commissioner Dale  
Commissioner Marks  
Commissioner Higgins

**ABSENT**

Commissioner Wilson

Vice-President Marks called the Regular Meeting of the Board of Commissioners to order at 7:05 P.M.

Vice-President Marks asked Commissioner Dale to lead those present in the Pledge of Allegiance.

**CONSENT CALENDAR**

COMMISSIONER DALE MOVED FOR APPROVAL OF THE CONSENT CALENDAR. COMMISSIONER NEWMAN SECONDED. MOTION CARRIED WITHOUT DISSENT.

**CHIEF EXECUTIVE OFFICER REPORT**

- ❖ Reported on Samoa Industrial Waterfront Transportation Access Plan updates.
- ❖ Said Humboldt Area Saltwater Anglers (HASA) is hiring Erica Blackwell to help with the Artificial Reef project with the District providing permit support.
- ❖ Went with Bar Pilot Tim Petrusha as he navigated a log ship out of Humboldt Bay in 12-foot seas; said the Bar Pilots are underpaid in those conditions. Stated he represented the District in presenting the pilot of the log ship a plaque and some oysters.
- ❖ Went on a tour of the Trinidad Marine Lab and Pier with Director of Conservation.
- ❖ Reported there is an MPA meeting on September 17<sup>th</sup> with HSU.
- ❖ Received samples of digested manure from Tillamook and sent them to Fox Farms for testing.

**DISTRICT COUNSEL REPORT:** None

**STAFF REPORT**

Director of Facility Maintenance reported on the following:

- ❖ The Maintenance Department has been doing dock repair work.
- ❖ Replaced one of the hot water heaters in the Café.
- ❖ Maintenance staff has been remodeling in the office reception area; will install new windows in the Dockmaster's office, replacing leaky windows.
- ❖ Caught a 50 pound Halibut this past weekend.
- ❖ Put up signs on the King Salmon beach to encourage people using that area to stay on marked trails.

Bar Pilot Tim Petrusha reported on the following:

- ❖ A log ship departed Tuesday; there are two more scheduled for October.
- ❖ Attended side scan sonar training this week.
- ❖ Has been doing Fire Boat proficiency training; the Eureka Fire Department will be training with the Bar Pilots soon.
- ❖ Has been renewing and updating tideland leases with CEO.
- ❖ NOAA employees have been working on Humboldt Bay's PORTS current meters.
- ❖ Has been working on obtaining wi-fi capability for Woodley Island Marina.

Director of Conservation reported on the following:

- ❖ There is a Coastal Cleanup Day this Saturday.
- ❖ Attended side scan sonar training.
- ❖ Has been working on the aquaculture expansion field mapping for permit development.
- ❖ Has been collaborating with HSU and the Wiyot and Yurok Tribes regarding MLPA.
- ❖ Reported that the contractor for the demolition of Redwood Marine Terminal Building 14 has been selected and the final permits are in process.
- ❖ Said the Spartina Eradication Management Plan and EIR are near their final drafts.
- ❖ Sea Level Rise Adaptation Planning collaborative is likely to start this fall.

### **COMMISSIONER REPORTS**

Commissioner Newman

- ❖ No report.

Commissioner Dale

- ❖ No report.

Commissioner Higgins

- ❖ Attended a conference about Klamath water quality.

Commissioner Marks

- ❖ Took CEO to meet the last trainmaster for the local railroad, Clyde Ferguson; CEO had a good dialogue with Mr. Ferguson regarding the railroad and what happened to end its time in Humboldt County; Mr. Ferguson's opinion of what it would take to re-establish a North-South route did not sound encouraging.

### **ADVISORY COMMITTEE REPORTS**

Commissioner Higgins reported Humboldt State University is very interested in helping collect data for the MPA.

Commissioner Dale stated he had heard secondhand that MPA was not expected to allow any invasive sampling; he asked Commissioner Higgins if he had heard the same. Commissioner Higgins said he was optimistic of Fish and Game's cooperation.

Director of Conservation reported the request for proposals has not yet been released, although in other areas sampling was allowed.

### **OTHER**

- ❖ Presentation by Aldaron Laird, Trinity & Associates, on the Humboldt Bay shoreline survey.
- ❖ Ken Bates reported to the Board via District Staff that he had discussed the fire boat with Staff and was satisfied with the information he had received. Mr. Bates cancelled his presentation to the Board.

**NON AGENDA:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS**

**A. REVIEW OF HARBOR DISTRICT MUNICIPAL SERVICES REVIEW AND SPHERE OF INFLUENCE UPDATE.**

George Williamson of LAFCO presented the Board with the Municipal Service Review.

Commissioner Higgins said it was a useful summary of the District. Commissioner Marks reported it was a fair assessment.

Elaine DuBois stated she has been volunteering with Bird Ally X to assist with cleaning pelicans that have been contaminated from fish waste; she was concerned that addressing the Shelter Cove fish station discharge was not covered in the Humboldt Bay Management Plan.

**B. CONSIDERATION OF AGREEMENT WITH PLANWEST PARTNERS, INC. TO PROVIDE PROFESSIONAL SERVICES RELATIVE TO THE DEVELOPMENT OF AN RV PARK ON WOODLEY ISLAND.**

COMMISSIONER HIGGINS MOVED FOR APPROVAL OF AGREEMENT WITH PLANWEST PARTNERS, INC. TO PROVIDE PROFESSIONAL SERVICES RELATIVE TO THE DEVELOPMENT OF AN RV PARK ON WOODLEY ISLAND. COMMISSIONER DALE SECONDED.

CEO said the purpose of the RV Park is to increase revenues to the District to pay for the replacement of outdated docks at Woodley Island Marina.

Commissioner Dale asked how difficult it would be to consider the feasibility of building an RV park in Fields Landing. CEO stated one of the main issues would be the need for a zoning change in Fields Landing.

Commissioner Newman said the District could consider more industrial ventures in Fields Landing.

Susan Penn, Woodley Island tenant, asked for clarification in the feasibility study about the location of the RV Park. Is it planned to be located in the areas around the island's parking lots?

MOTION CARRIED WITHOUT DISSENT.

**C. CONSIDERATION OF EXTENSION OF PERMIT 10-02 WITH US FISH AND WILDLIFE SERVICE FOR THE ERADICATION OF *SPARTINA DENSIFLORA* IN THE HUMBOLDT BAY NATIONAL WILDLIFE REFUGE.**

Director of Conservation reported the extension is routine.

COMMISSIONER DALE MOVED FOR EXTENSION OF PERMIT 10-02 WITH US FISH AND WILDLIFE SERVICE FOR THE ERADICATION OF *SPARTINA DENSIFLORA* IN THE HUMBOLDT BAY NATIONAL WILDLIFE REFUGE. COMMISSIONER HIGGINS SECONDED. MOTION CARRIED WITHOUT DISSENT.

**D. CONSIDERATION OF APPOINTMENT OF ONE HARBOR DISTRICT COMMISSIONER AND ONE ALTERNATE TO THE ACWA JPIA BOARD OF DIRECTORS.**

Director of Administrative Services stated ACWA provides the medical benefits for the District's employees; one of the requirements of ACWA's by-laws is to have a member director and an alternate chosen by the governing body of the member agency.

Commissioner Higgins nominated Commissioner Marks to be appointed to the ACWA JPIA Board of Directors; Commissioner Marks nominated Commissioner Higgins as alternate.

COMMISSIONER DALE MOVED FOR APPOINTMENT OF COMMISSIONER MARKS TO THE ACWA JPIA BOARD OF DIRECTORS AND COMMISSIONER HIGGINS AS ALTERNATE. COMMISSIONER NEWMAN SECONDED. MOTION CARRIED WITHOUT DISSENT.

**E. CONSIDERATION OF APPROVAL OF PERMIT AND AGREEMENT TO OPERATE JENNA LEE'S SEAFOOD.**

COMMISSIONER HIGGINS MOVED FOR APPROVAL OF PERMIT AND AGREEMENT TO OPERATE JENNA LEE'S SEAFOOD. COMMISSIONER DALE SECONDED. MOTION CARRIED WITHOUT DISSENT.

**F. CONSIDERATION OF APPROVAL OF TRAVEL EXPENSES FOR DOCKMASTER TO ATTEND PACIFIC COAST CONGRESS OF HARBORMASTERS & PORT MANAGERS, INC. 38<sup>TH</sup> SEMI-ANNUAL CONFERENCE IN WINCHESTER BAY, OREGON ON OCTOBER 9-11, 2012.**

COMMISSIONER HIGGINS MOVED FOR APPROVAL OF TRAVEL EXPENSES FOR DOCKMASTER TO ATTEND PACIFIC COAST CONGRESS OF HARBORMASTERS & PORT MANAGERS, INC. 38<sup>TH</sup> SEMI-ANNUAL CONFERENCE IN WINCHESTER BAY, OREGON ON OCTOBER 9-11, 2012. COMMISSIONER NEWMAN SECONDED.

CEO said he has curtailed staff's travel to cut down on expenses, but believes this trip is important. He stated this is an opportunity for the Dockmaster to talk to other marina employees about their marina accounting software.

MOTION CARRIED WITHOUT DISSENT.

**G. CONSIDERATION OF REDWOOD REGION ECONOMIC DEVELOPMENT COMMISSION REQUEST FOR SUPPORT TO ATTRACT ADDITIONAL AIR SERVICE TO HUMBOLDT COUNTY.**

CEO stated the District does not have excess available funds but he would like to demonstrate support.

Commissioner Higgins said he found the presentation by RREDC intriguing and was not opposed to demonstrating support monetarily.

Commissioner Marks reported he saw a presentation by Supervisor Mark Lovelace about potential financial gains that he wished the rest of the Board had seen.

COMMISSIONER NEWMAN MOVED FOR APPROVAL OF REDWOOD REGION ECONOMIC DEVELOPMENT COMMISSIONER REQUEST FOR SUPPORT TO ATTRACT ADDITIONAL AIR SERVICE TO HUMBOLDT COUNTY IN THE AMOUNT OF \$1,000.00. COMMISSIONER HIGGINS SECONDED. MOTION CARRIED WITHOUT DISSENT.

**H. CONSIDERATION OF APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT AND THE COUNTY OF HUMBOLDT SHERIFF'S DEPARTMENT TO ESTABLISH AN EQUIPMENT LOAN AGREEMENT.**

CEO stated equipment purchased by a Homeland Security grant have been loaned to the Humboldt County Sheriff's Department without a binding agreement. This Memorandum of Understanding creates a paper trail for the future loans of District property.

COMMISSIONER HIGGINS MOVED FOR APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT AND THE COUNTY OF HUMBOLDT SHERIFF'S DEPARTMENT TO ESTABLISH AN EQUIPMENT LOAN AGREEMENT. COMMISSIONER DALE SECONDED. MOTION CARRIED WITHOUT DISSENT.

**I. CONSIDERATION OF ISSUING PERMIT TO PACIFIC RIVERS DISTRICT/CRATER LAKE COUNCIL TO HOLD THE 2012 SCOUT-O-RAMA ON WOODLEY ISLAND, SEPTEMBER 22, 2012.**

COMMISSIONER DALE MOVED FOR ISSUING PERMIT TO PACIFIC RIVERS DISTRICT/CRATER LAKE COUNCIL TO HOLD THE 2012 SCOUT-O-RAMA ON WOODLEY ISLAND, SEPTEMBER 22, 2012. COMMISSIONER NEWMAN SECONDED. MOTION CARRIED WITHOUT DISSENT.

**J. CONSIDERATION OF TRAVEL EXPENSES FOR CEO TO ATTEND CAPA ANNUAL MEETING IN OAKLAND, CA, SEPTEMBER 27-28, 2012.**

COMMISSIONER HIGGINS MOVED FOR APPROVAL OF TRAVEL EXPENSES FOR CEO TO ATTEND CAPA ANNUAL MEETING IN OAKLAND, CA, SEPTEMBER 27-28, 2012. COMMISSIONER DALE SECONDED.

CEO said CAPA is one of the associations the District belongs to; the meeting falls on the next Board meeting day.

MOTION CARRIED WITHOUT DISSENT.

**K. CONSIDERATION OF APPROVAL OF AMENDMENT TO PERMIT 10-02 WITH US FISH AND WILDLIFE SERVICE FOR THE ERADICATION OF *SPARTINA DENSIFLORA* IN THE HUMBOLDT BAY NATIONAL WILDLIFE REFUGE.**

COMMISSIONER HIGGINS MOVED FOR APPROVAL OF AMENDMENT TO PERMIT 10-02 WITH US FISH AND WILDLIFE SERVICE FOR THE ERADICATION OF *SPARTINA DENSIFLORA* IN THE HUMBOLDT BAY NATIONAL WILDLIFE REFUGE. COMMISSIONER NEWMAN SECONDED.

Director of Conservation reported the Amendment tests different methods of *Spartina* eradication.

MOTION CARRIED WITHOUT DISSENT.

**ADMINISTRATIVE AND EMERGENCY PERMITS**

Administrative Permit #2012-06 for the annual benthic microinvertebrate sampling to assess potential impacts of UPPR remediation project was issued.

Vice-President Marks adjourned the Regular Meeting of the Board of Commissioners at 8:55 P.M.

APPROVED BY:

  
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Patrick Higgins  
Secretary

RECORDED BY:

  
\_\_\_\_\_  
Kim Farrell  
Clerk