

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

**DATE:** June 14, 2018

**TIME:** Executive Closed Session – 11:00 A.M.  
Regular Session - 12:00 P.M.

**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 at least 24 hours in advance of the meeting.*

**1. Call to Order at 11:00 A.M. and Roll Call**

a. Move to Executive Closed Session:

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential sublease of District's lease interest by District under lease between the District and Mario's Marina LLC dated April 1, 2016 for the real property commonly known as Mario's Marina in Shelter Cove, Humboldt County, California pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Paul Brisso, District Counsel. Negotiating party: Tony Miller, Shelter Cove, CA. Under negotiation: price and payment terms.

**2. Adjourn Executive Closed Session**

**3. Call to Order Regular Session at 12:00 P.M. and Roll Call**

**4. Report on Executive Closed Session**

**5. Pledge of Allegiance**

**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.*

**7. Unfinished Business**

**a) Preliminary FY 2018-19 District Budget Adoption**

*Staff Recommendation:* Review, direct staff as necessary, and adopt preliminary FY 2018-19 District Budget.

*Summary:* In accordance with CA Harbors and Navigation Code Section 6093, on or before June 15, the District Board shall estimate and determine the amount of money required by the Harbor District and shall adopt a preliminary budget.

The Board conducted budget review in a series of regular and special meetings in April and May. These meetings were used by the Board, Executive Director and District Staff to get a clear understanding of where each activity is at financially and what can reasonably be accomplish within the District's financial means. Each of these meetings identified goals, revenue, and expenditures by District facility/programmatic activity. The preliminary FY 2018-19 budget presents a comprehensive budget for all District activities/ facilities.

**8. Adjournment**

**AGENDA ITEM 7a**

Income

INCOME ACCOUNTS 2018-19							
Account	Sub Account	General Fund	Tidelands	Woodley Island	RMT II	RMT I	Fields Landing
<b>Dredging</b>							
	Dredging Surcharge			\$ 95,000			
	Dredging Set Aside						
	Dredging Other						
<b>Float Replacement</b>							
				\$ 65,000			
<b>Harbor Surcharge</b>							
		\$ 100,000					
<b>Utility Surcharge</b>							
				\$ 100,000	\$ 60,228	\$ 10,000	
<b>Grants</b>							
	Conservation						
	Recreation						
	Harbor						
	Facilities						
<b>Tax Revenue</b>							
	Property Tax	\$ 975,000					
	Other						
<b>Other Income</b>							
	Other Revenue	\$ 32,500			\$ 170,000		
	Late Fees/Interest	\$ 10,000		\$ 10,000			
<b>Interest Income</b>							
<b>Rents</b>							
	Slip Rents			\$ 650,000			
	Transient Rents			\$ 100,000			
	Upland Rent			154,000	\$ 735,000	\$ 157,000	\$ 56,900
	Tideland Rent	\$ 192,000					
	Equipment			\$ 2,000			
	Storage			\$ 12,000			\$ 122,000
	Work Yard						
<b>Fees</b>							
	Services Office	\$ 60,000		\$ 10,000			
	Late Fees/Interest						
	Miscellaneous						
	Fork Lift			\$ 1,200		\$ 1,500	\$ 1,000
	Boat Launch						
	Travel Lift						\$ 2,500
	Haul Out						\$ 26,500
	Moorage					\$ 3,700	
	Poundage					\$ 10,000	
	Port						
<b>Sales</b>							
	Laundry			\$ 9,900			
	Retail			\$ 100			\$ 400
<b>Donations</b>							
	Light House						
	Sea Scouts						
		\$ 1,177,500	\$ 192,000	\$ 1,209,200	\$ 965,228	\$ 182,200	\$ 209,300
		\$ 1,163,783	-	\$ 1,180,158	\$ 959,316	\$ 124,745	\$ 236,135
		\$ 13,717	\$ 192,000	\$ 29,042	\$ 5,912	\$ 57,455	\$ (26,835)

# AGENDA ITEM 7a

## Expenses

<b>EXPENSE ACCOUNTS 2018-19</b>								
Account I.D.	Account	Sub Account	General Fund	Tidelands	Woodley Island	RMT II	RMT I	Fields Landing
<b>Personnel</b>								
E1	Salaries/Wages		\$ 211,199		\$ 188,398	\$ 100,231	\$ 53,959	\$ 73,158
E1a	Salaries/Wages PT		\$ 17,306		\$ 2,163	\$ 865		
E2	Commissioners Fees		\$ 24,000					
E3	Payroll Burden		\$ 188,050		\$ 117,555	\$ 65,855	\$ 32,685	\$ 53,026
E3a	Payroll Burden PT		\$ 2,158		\$ 270	\$ 108		
<b>Materials and Services</b>								
E5	Advertising & Promotion		\$ 6,000		\$ 3,000			
E6	Communications		\$ 7,000		\$ 6,000			
E7	Conference & Meetings		\$ 25,000		\$ 3,000			
E8	Dues, Subscript., License		\$ 40,000		\$ 10,000			
E9	Elections & Government Fees		\$ 20,000		\$ 5,000			
E10	Insurance		\$ 33,500		\$ 33,500			
E11	Supplies Office		\$ 25,000		\$ 16,000			\$ 150
E12	Supplies Maintenance		\$ 6,000		\$ 6,000	\$ 18,400		
E13	Permits							
E14	Utilities				\$ 160,000	\$ 180,000	\$ 1,300	\$ 34,000
E15	Fuel							
E16	Accounting		\$ 40,000		\$ 10,000			
E17	Legal		\$ 55,000		\$ 5,000			
E18	Planning		\$ 100,000					
E19	Engineering		\$ 60,000					
E20	Other Professional/Outside Services		\$ 90,000					
E20a	Information Technology							
E20b	HSU Ports							
E21	Small Tools - Protective Clothing		\$ 5,000					
<b>Maintenance</b>								
E22	Maintenance Facilities				\$ 25,772	\$ 15,500	\$ 14,300	\$ 7,300
E23	Maintenance Equipment					\$ 14,900		\$ 7,500
E24	Maintenance IT							
E25	Dredging							
E25a	Construction							
E25b	Engineering & Permits							
E25c	Mitigation							
E25d	Monitoring							
E25e	Equipment							
E25f	Supplies							
E25g	Capital							
E25h	Other							
E26	Capital Outlay							
E26a	Building & Facilities				\$ 119,500	\$ 75,500	\$ 22,500	\$ 61,000
E26b	Equipment							
E26c	Automotive							
E26d	Vessels							
E27	Rent/ Lease Payments					\$ 190,000		
E28	Interest/Debt Payments							
E29	Other Expenses							
E30	Grant Expenses							
E30a	Conservation Grant							
E30b	Recreation Grant							
E30c	Harbor Grant							
E30d	Facilities Grant							
<b>TOTAL</b>			<b>\$ 955,213</b>		<b>\$ 711,158</b>	<b>\$ 661,359</b>	<b>\$ 124,745</b>	<b>\$ 236,135</b>
<b>DEBT</b>								
D1	Bonds 2014		\$ 208,570		\$ 99,000			
D2	Tri County Electric Meter							
D3	Coast Seafood					\$ 137,220		
D4	I Bank Dredge Loan				\$ 180,000			
D5	Tractor							
D6	BVVA Loan NMTC					\$ 160,737		
<b>DEBT TOTAL</b>			<b>\$ 208,570</b>		<b>\$ 279,000</b>	<b>\$ 297,957</b>		
<b>DEDICATED ACCOUNTS DEPOSIT</b>								
Dredge Surcharge					\$ 95,000			
Float Replacement					\$ 65,000			
General Fund Reserve					\$ 30,000			
<b>DEDICATED ACCOUNTS TOTAL</b>					<b>\$ 190,000</b>			
<b>TOTAL EXPENSE</b>			<b>\$ 1,163,783</b>		<b>\$ 1,180,158</b>	<b>\$ 959,316</b>	<b>\$ 124,745</b>	<b>\$ 236,135</b>
<b>TOTAL REVENUE</b>			<b>\$ 1,177,500</b>	<b>\$ 192,000</b>	<b>\$ 1,209,200</b>	<b>\$ 965,228</b>	<b>\$ 182,200</b>	<b>\$ 209,300</b>
<b>NET INCOME</b>			<b>\$ 13,717</b>	<b>\$ 192,000</b>	<b>\$ 29,042</b>	<b>\$ 5,912</b>	<b>\$ 57,455</b>	<b>\$ (26,835)</b>

## Woodley Island Marina GOALS

- Obtain all required permits to dredge the Marina and begin to implement the long term maintenance dredging program.
- Establish a dredging maintenance fund which would pay for permitting, mitigation, dredging and other expenses associated with dredging:
  - Woodley Island,
  - Fisherman's Channel, and
  - Fields Landing Travel Lift Dock

## Woodley Island Marina GOALS

- Repair/replace the roof over the restaurant and ACOE building as a 1<sup>st</sup> priority followed by the Coast Guard and Harbor District office roof.
- Develop and implement a dock repair, replace, and maintenance program.
- Coordinate commercial fish storage and work areas with efforts to improve the RMT I facility.
- Evaluate potential cost saving from installing smart electrical meters.

## Woodley Island Marina GOALS

- Work with the Redwood Energy Authority to evaluate energy efficiency measure for Woodley Island.
- Work with the City of Eureka to promote Woodley Island as a commercial fishing, recreational boating, and tourist destination.
- Continue to evaluate and implement safety and security measures throughout the island.
- Develop a parking lot and access road maintenance program to prolong the useful life of the infrastructure.

## RMT I GOALS

- Develop a fisherman's outdoor storage and work area master site plan and reorganize lease areas per master plan.
- Complete the Brownfield cleanup and subdivision of the roundhouse property and transfer ownership to the Timber Heritage Association.
- Continue to work with the City of Eureka and Humboldt Maritime Association to relocate the 1091 vessel as required by the Coastal Commission.

## RMT I GOALS

- Continue the dock decking replacement program.
- Repair/replace saltwater intake pumping system and pumphouse.
- Upgrade the power to dock to 480 3-phase.
- Complete maintenance improvements to road access to Red Tank and Non Name Docks.
- Analyze sea level rise adaptation strategies through 2100

## RMT I GOALS

- Develop a maintenance / replacement strategy:
  - Storm water culvert that runs under the building
  - Roofing
  - Siding
  - Fire suppression system
  - Domestic Water supply
  - Wastewater treatment
  - Roadway

## RMT II GOALS

- Obtain a Coastal Development Permit for Uses
  - Phase I. Make all current uses allowable.
  - Phase II. Develop a master development plan for future Business Innovation Park uses and infrastructure.
- Complete the Brownfield cleanup.
- Improve the site access, signage, and layout based on the master development plan to set the stage for a true Business Innovation Park.
- Continue to target marketing efforts on the aquaculture and other water related uses while allowing non water related uses on an interim basis.

## RMT II GOALS

- Convert the existing ocean outfall lease to a tidelands lease similar to other Harbor District leases with the State Lands Commission that allow for broader use that serve the public interest.
- Continue to support the North Coast Water Quality Control Board's efforts to develop wastewater treatment facilities on the Samoa Peninsula by utilizing the RMT II property and ocean outfall.
- Improve exterior lighting for security and exterior working areas.
- Implement repair and maintenance of the fire suppression system to insure that it complies with insurance requirements.

## Fields Landing GOALS

- Develop a plans, specifications, and cost estimates refurbish the travel lift dock.
- Develop permitting/mitigation plan to dredge between the federal channel to the travel lift dock fingers.
- Develop and implement a storm water management strategy to collect heavy metals, paint and other potential contaminants as close to the source as possible.
- Improve exterior lighting for security and exterior working areas.

## Fields Landing GOALS

- Work with the City of Eureka and the other members of the Harbor Safety Committee to find funding to dispose of abandoned and/or dangerous boats.
- Construct improvements to the large roll up doors to secure them during high wind events.
- Replace older boat stands and other equipment required to operate the boat yard service.



## Shelter Cove GOALS

- Complete the conversion of the fish cleaning station discharge from direct ocean to the Community Improvement Districts wastewater treatment system.
- Implement changes to the boat launching operations that:
  - Require minimum trailer safety features.
  - Establishes seasonal commercial launching service.
  - Utilize more local staff.

## Shelter Cove GOALS

- Develop a breakwater and boat ramp maintenance program.
- Install barriers, exterior lighting, and other improvements for security and safety.
- Work with the property owner to obtain permanent fee title to the boat launching, fish cleaning, and public access to the beach.

## Port Operations GOALS

- Dredging strategy coordination with USACE for Federal Channel dredging that address winter shoaling issues.
- Begin Planning for multi-purpose berth development
  - Work with RCEA to prepare port for off-shore wind energy development
- Work with commercial fishing industry to evaluate existing support facilities and determine their needs.

## Port Operations GOALS

- Continue to work with Humboldt Bay Cruise Ship Collaborative to market and develop port as cruise ship destination.
- Work with Sediment Advisory Committee to complete Sediment Management Plan Program EIR
- Work with the County, City of Eureka, RREDC, and private dock owners on a port marketing strategy to attract businesses to Humboldt Bay.

## Conservation GOALS

- Coordinate dredging activities with potential beneficial reuse projects.
- Review Eelgrass Management Plan and begin to implement management strategy.
- Work with the County, City of Eureka, and City of Arcata to implement stormwater runoff programs to keep the Bay clean.

## Recreation GOALS

- Promote boater safety and training programs for recreational and commercial users.
- Evaluate additional recreational boating opportunities around Dock I and Woodley Island Marina.

<b>Fields Landing Boat Yard</b>				
	Capital Building & Facilities	Maintenance Equipment	Maintenance Facilities	TOTAL
Boat Stands	-	-	\$ 1,500	\$ 1,500
Fabric	-	-	\$ 3,200	\$ 3,200
Stormwater Best Management Practices (BMP)	\$ 15,000	-	\$ 1,400	\$ 16,400
Reseal Asphalt	\$ 46,000	-	-	\$ 46,000
Travel Lift	-	\$ 7,500	-	\$ 7,500
Doors	-	-	\$ 1,000	\$ 1,000
Locks	-	-	\$ 200	\$ 200
<b>TOTAL</b>	<b>\$ 61,000</b>	<b>\$ 7,500</b>	<b>\$ 7,300</b>	<b>\$ 75,800</b>

<b>Shelter Cove</b>		
	Supplies Maintenance	Maintenance Equipment
Tractor Repairs	-	\$ 13,500
Supplies	\$ 600	-
<b>TOTAL</b>	<b>\$ 600</b>	<b>\$ 13,500</b>

<b>Woodley Island Marina</b>			
Project	Item	Building & Facilities	Maintenance Facilities
Dredge	Fairways	-	\$ 4,500
Roof	Office Bld	\$ 50,000	-
Roof	Café	\$ 32,000	-
Dock	Finger	\$ 20,000	-
Dock	Repairs	-	\$ 1,200
Dock	Repairs	-	\$ 22
Dock	Repairs	-	\$ 500
Gang wy	Repairs	-	\$ 250
Crane	Repairs	-	\$ 4,500
Sewer	Repairs	-	\$ 7,500
Sewer	Repairs	\$ 7,000	-
Fire boat	Repairs	-	\$ 2,000
Port Aut	Repairs	-	\$ 1,500
Fence	Repairs	-	\$ 3,000
Security		\$ 3,000	-
Phone sys	Replace	\$ 7,500	-
Equipment	Pumps	-	\$ 800
<b>TOTAL</b>		<b>\$ 119,500</b>	<b>\$ 25,772</b>

<b>Redwood Marine Terminal I</b>		
	<b>Building &amp; Facilities</b>	<b>Maintenance Facilities</b>
<b>Building 3</b>		
Locks	-	\$ 200
Gates	-	\$ 1,500
Fencing	-	\$ 2,200
Road	-	\$ 5,000
<b>Outbuilding</b>		
Crane	-	\$ 2,000
Pier Camels	-	\$ 1,000
<b>Red Tank Pier</b>		
Road	\$ 2,500	-
Pump	-	\$ 2,400
Deck	\$ 10,000	-
Fire Water	\$ 10,000	-
<b>TOTAL</b>	<b>\$ 22,500</b>	<b>\$ 14,300</b>

<b>REDWOOD MARINE TERMINAL II</b>					
	<b>Building &amp; Facilities</b>	<b>Supplies Maintenance</b>	<b>Maintenance Facilities</b>	<b>Maintenance Equipment</b>	<b>TOTAL</b>
<b>Capital Expenses</b>					
Fire water upgrade	\$ 10,000	-	-	-	-
Brownfield grading/rock	\$ 20,000	-	-	-	-
Signage	\$ 10,500	-	-	-	-
Exterior lighting	\$ 10,000	-	-	-	-
Out building remodel	\$ 15,000	-	-	-	-
Pier repairs	\$ 10,000	-	-	-	-
<b>Equipment Repair</b>					
Auto	-	-	-	\$ 3,000	\$ 3,000
Forklift	-	-	-	\$ 1,500	\$ 1,500
Back hoe	-	-	-	\$ 3,500	\$ 3,500
Boom truck	-	-	-	\$ 2,500	\$ 2,500
Trailers	-	-	-	\$ 1,000	\$ 1,000
Generators	-	-	-	\$ 1,000	\$ 1,000
<b>Building Maintenance</b>					
Doors	-	-	-	-	-
Windows	-	-	\$ 2,000	-	\$ 2,000
Fencing	-	-	-	-	-
Locks	-	\$ 1,200	-	-	\$ 1,200
Roof	-	-	\$ 4,500	-	\$ 4,500
Custodian supply's	-	\$ 3,600	-	-	\$ 3,600
Hand tools	-	\$ 2,400	-	\$ 2,400	\$ 4,800
Schmidbauer Lumber	-	\$ 1,200	-	-	\$ 1,200
Pierson Building Center	-	\$ 1,200	-	-	\$ 1,200
Don's Rent All	-	\$ 1,200	-	-	\$ 1,200
United Rentals Inc.	-	-	\$ 2,500	-	\$ 2,500
PPE	-	\$ 600	-	-	\$ 600
Signage	-	\$ 600	-	-	\$ 600
High Rock Conservation Camp	-	-	\$ 1,200	-	\$ 1,200
Eureka Oxygen Company	-	\$ 800	-	-	\$ 800
North Coast Laboratories, LTD	-	-	\$ 2,500	-	\$ 2,500
Humboldt Waste Management Authority	-	\$ 4,800	-	-	\$ 4,800
Training	-	-	\$ 2,000	-	\$ 2,000
Eureka-Humboldt Fire Extinguisher Co.	-	-	\$ 800	-	\$ 800
Humboldt Bay Municipal Water Dist.	-	\$ 800	-	-	\$ 800
<b>TOTAL</b>	<b>\$ 75,500</b>	<b>\$ 18,400</b>	<b>\$ 15,500</b>	<b>\$ 14,900</b>	<b>\$ 48,800</b>

**AGENDA ITEM 7a**  
Staff Time Allocation

<b>Staff Full Time Equivalent (FTE) Allocation</b>							
	<b>General Fund</b>	<b>Woodley Island</b>	<b>RMT II</b>	<b>RMT I</b>	<b>Fields Landing</b>	<b>Shelter Cove</b>	<b>TOTAL FTE</b>
<b>Management Staff</b>							
Executive Director	75%	5%	10.0%	5.0%	2.5%	2.5%	100%
Director of Facilities Maintenance	25%	15%	20%	10%	15%	15%	100%
Director of Admin Services	75%	15%	2.5%	2.5%	2.5%	2.5%	100%
Director of Port Operations	50%	25%	15%	10%			100%
Full Time Equivalent	2.25	0.60	0.48	0.28	0.20	0.20	<b>4.00</b>
<b>Office Staff</b>							
Harbor Specialist 1	50%	5%	25%	10%	5%	5%	100%
Dock Master		75%	5%	20%			100%
Full Time Equivalent	0.50	0.80	0.30	0.30	0.05	0.05	<b>2.00</b>
<b>Maintenance Staff</b>							
Harbor Maintenance Worker 3			8%	2%	10%	80%	100%
Harbor Maintenance Worker 3		20%	35%	5%	30%	10%	100%
Harbor Maintenance Worker 2		40%	8%	2%	30%	20%	100%
Harbor Maintenance Worker 2		70%	8%	2%	10%	10%	100%
Harbor Maintenance Worker 2		50%			20%	30%	100%
Harbor Maintenance Worker 2		10%	40%	10%	30%	10%	100%
Harbor Maintenance Worker 1		10%				90%	100%
Full Time Equivalent	0.00	2.00	0.99	0.21	1.30	2.50	<b>7.00</b>
<b>Part Time/ Seasonal Staff</b>							
Harbor Maintenance Worker 2 seasonal						5%	5%
Harbor Maintenance Worker @2 Seasonal						50%	50%
Harbor Maintenance Worker @2 Seasonal						50%	50%
Harbor Specialist or Office Assistant	40%	5%	3%		2%		50%
Full Time Equivalent	0.40	0.05	0.03	0.00	0.02	1.05	<b>1.55</b>
<b>Retiree</b>							
Retiree	100%						100%
Retiree	100%						100%
Retiree	100%						100%
Full Time Equivalent	3.00	0.00	0.00	0.00	0.00	0.00	<b>3.00</b>
<b>Commissioners</b>							
Commissioner	100%						100%
Commissioner	100%						100%
Commissioner	100%						100%
Commissioner	100%						100%
Commissioner	100%						100%
Full Time Equivalent	5.00	0.00	0.00	0.00	0.00	0.00	<b>5.00</b>
<b>TOTAL FTE</b>	<b>6.15</b>	<b>3.45</b>	<b>1.80</b>	<b>0.79</b>	<b>1.57</b>	<b>3.80</b>	<b>22.55</b>
<b>TOTAL FTE - Retiree- Commissioner</b>	<b>3.15</b>	<b>3.45</b>	<b>1.80</b>	<b>0.79</b>	<b>1.57</b>	<b>3.80</b>	<b>14.55</b>

**Revenue (R) Narrative****R1 - Dredging**

- a. Dredging Surcharge - Charge assessed toward Woodley Island Marina maintenance dredging.
- b. Dredging Set aside
- c. Dredging Other

**R2 - Woodley Island Marina Float Replacement**

Charge for all Woodley Island Marina tenants/transients, deposited into a specifically designated dock/float replacement fund.

**R3 - Harbor Surcharge**

Anticipated Harbor Improvement Surcharge generated revenues. The Harbor District collects a Harbor Surcharge Fee for each commercial vessel transiting the bay based on draft and tonnage.

**R4 - Utility Surcharge**

Revenue received from the metering of electrical use by Harbor District facilities tenants.

**R5 - Grant Revenue**

Monies from grant-funded projects expected to be received in FY 2018/19.

- a. Conservation
- b. Recreation
- c. Harbor
- d. Facilities

**R6 - Tax Revenue**

- a. Property Tax - Revenue apportionment received from County of Humboldt - District's portion of property taxes paid.
- b. Other

**R7 - [Unassigned]****R8 - Other Income**

- a. Other Revenue - Revenue received from Chevron's payment for the PORTS O&M costs, other government agencies and miscellaneous operating revenue. Also monies received for RMT II New Market Tax Credit payments.
- b. Late Fees/ Interest - Late fees and interest collected on delinquent accounts.

**R9 - Interest Income**

Interest income earned by the District.

**R10 - Rents**

- a. Slip Rentals - Woodley Island Marina.
- b. Transient Slip Rentals - Woodley Island Marina.
- c. Upland Rent - Woodley Island Marina, RMT I, RMT II, and Fields Landing.
- d. Tideland Rent - Money to be received by the District for tidelands leases held throughout the Humboldt Bay area including subtidal mariculture tenants.
- e. Equipment - Woodley Island Marina.
- f. Storage - Woodley Island Marina, Fields Landing, and Shelter Cove.
- g. Work Yard



**R11 - Fees**

- a. Services Office
- b. Late Fess/Interest
- c. Miscellaneous
- d. Fork Lift
- e. Boat Launch - Shelter Cove
- f. Travel lift - Fields Landing
- g. Haul Out - Fields Landing
- h. Moorage - RMT I
- i. Poundage - RMT I
- j. Port

**R12 - Sales**

Estimated income from coin-operated showers, washers, and dryers, vending machines, and ice machine.

- a. Laundry
- b. Retail

**R13 - Donations**

- a. Light House
- b. Sea Scouts

**Expenses (E) Narrative**

FY 2018-19 Budget  
June 8, 2018 Draft

**PERSONNEL**

**E1 - Salaries and Wages**

Salaries and wages paid to Harbor District employees. Includes the negotiated increase (COLA) for the District's represented employees.

- a. Part-time Salaries/Wages

**E2 - Commissioners Fees**

Fees paid for the service of Commissioners on the Board.

**E3 - Payroll Burden**

Payroll Burden consists of employer-paid taxes and employer-paid benefits and insurances provided for in the District's Personnel Policy.

- a. Part-time payroll burden

**E4 - [Unassigned]**

**MATERIALS AND SERVICES**

**E5 - 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.

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.

**E6 - Communications**

Telephones and Cell Phones - This amount includes the costs for the FAX, modem, E-mail and Website hosting, offsite Web link, Wi-Fi and cell phones.

**E7 - Conferences & Meetings**

Approves travel expenses for attendance at the following up to the total budget amount: (1) CMANC conferences; (1) legislative trips to Washington DC; (1) CSDA training conference, (1) Pacific Coast Congress of Harbor Masters, (1) Northern Area Port Security meetings, and (4) Conservation-related meetings.

**E8 - Dues & Subscriptions**

This category includes dues for membership in the following organizations: California Marine Affairs and Navigation Conference, 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.

**E9 - Elections and Fees Paid to Other Governmental Entities**

District Board elections and property tax administration fees.

**E10 - 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. The CAPA

excess insurance through Alliant Insurance Services is still in order. The District's Fireboat and Port Security/Work boat are insured through Poseidon Insurance. Insurance for RMT II is also included.

**E11 - Supplies Office**

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

**E12 - Supplies Maintenance**

Expenses for janitorial and other operating supplies.

**E13 - Permits****E14 - Utilities**

Expenses for electricity, gas, water, sewer and refuse for the District office, Marina docks, lights, office spaces, and other facilities (RMT I, RMT II, Fields Landing, Shelter Cove).

**E15 - Fuel****E16 - Accounting/Auditing Services**

Fees paid for the services of District Treasurer Mark Wetzel, David Mooney LLP, 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.

**E17 - Legal Services**

Fees paid to District Counsel Paul Brisso, Michell Brisso Delaney & Vrieze LLP, for work in connection with the Woodley Island Marina and other District legal assistance. Including, but not limited to, reviewing/preparing ordinances, permits, agreements, leases etc. between the District and other agencies/entities, attending Commissioner meetings, and all other general legal and litigation work needed by the District.

**E18 - District Planner Services**

Fees paid for the services of District Planner George Williamson, Planwest Partners Inc., for service in all aspects of planning associated with District projects. Also provides administrative support services.

**E19 - District Engineer**

Fees paid for the services of District Engineer Mike Foget, SHN, for service in all aspects of engineering associated with District projects.

**E20 - Professional/Outside Services**

This account includes funds for website revision, appraisal services, engineering and environmental consultant services required that have not been covered in any other category. Professional services may be hired to assist with Ordinance revisions, asset inventory, and dredging-related projects.

- a. Information Technology
- b. HSU Ports

**E21 - Small Tools – Protective Clothing****E22 - Maintenance Facilities**

Estimated expenses for repairs and maintenance to District facilities including Woodley Island Marina, RMT I, RMT II, and Fields Landing.

**E23 - Maintenance Equipment**

Estimated expenses for maintenance to District equipment.

**E24 - Maintenance IT**

**E25 - Dredging**

FY 2018-19 Budget  
June 8, 2018 Draft

- a. Construction
- b. Engineering & Permits
- c. Mitigation
- d. Monitoring
- e. Equipment
- f. Supplies
- g. Capital
- h. Other

**E26 - Capital Outlay**

- a. Building & Facilities
- b. Equipment
- c. Automotive
- d. Vessels

**E27 – Rent/ Lease Payments**

Rent paid to Humboldt Bay Development Association (HBDA) for RMT II.

**E28 – Interest/Debt Payments**

**E29 – Other Expenses**

**E30 – Grant Expenses**

- a. Conservation
- b. Recreation
- c. Harbor
- d. Facilities

**Debt (D) Narrative**FY 2018-19 Budget  
June 8, 2018 Draft**D1 - Refunding Bonds: Series 2014**

In FY 2014/15, the District completed a Bond refinance to reduce the District's total debt service. The District issued revenue bonds to pay off CA Dept. of Boating and Waterways loans that were originally incurred to build Woodley Island Marina and dry stack storage and to pay for the deepening of Humboldt Bay's bar and entrance channel.

**D2 - Electric Meter Loan Payments**

Monthly payments on the Woodley Island Marina electric meter loan. In February 2013, the District obtained a loan from Tri Counties Bank (formerly North Valley Bank) for \$200,000, at a fixed interest rate of 5.5%, due February 2018.

**D3 - Coast Seafoods Repayment**

Repayment of loan to Coast Seafoods for the trucking of the liquors from Redwood Terminal 2 to KapStone. The primary purpose of this letter of credit was to finance the trucking of the hazardous materials from the Humboldt Bay Region to a pulp mill in the state of Washington, which began in April 2014 and completed in September 2014.

**D4 - I Bank Loan for Dredging**

Loan to conduct WIM dredging. \$1.2 million loan at 4% interest for a 10 year term.

**D5 - Shelter Cove Tractor Lease**

In FY 2015/16 the District assumed responsibility for the operations of the boat launching facility in Shelter Cove, California, to maintain access to fishing and recreation in the Shelter Cove area. The District entered into a capital lease for the purchase of a tractor for the Shelter Cove boat launching operation. The lease requires four annual payments of \$5,387 at 5.5% annual interest.

**D6 - Compass BBVA Bank Loan - New Market Tax Credits Program**

The District obtained funding through the New Market Tax Credit (NMTC) program to complete restoration and renovation of the buildings on the RMT II site. The NMTC program will result in an estimated \$5 million in renovation and improvements to the site by the Humboldt Bay Development Association (HBDA) a not-for-profit entity. The District entered into a long-term ground lease with the HBDA for leasing RMT II. During the year ended June 30, 2016, the District borrowed \$1,560,000 from Compass BBVA Bank, at a 5.99% annual interest rate to fund its required contribution to the transaction. Payments of principal and interest are due semi-annually.