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

DATE: **February 27, 2020**

TIME: **Executive Closed Session 6:00 P.M.**
Regular Session 7:00 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 Closed Session at 6:00 P.M.

2. 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.

3. Move to Executive Closed Session

a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential purchase of real property with Assessor's Parcel Numbers 002-162-001, 002-161-001, 002-162-018, 014-161- 013, 014-161-014, and 014-161-006, and 014-161-007 in the Eureka, Humboldt County, California pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: Ted Loring. Under negotiation: price and payment terms.

b) CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION. (Paragraph (1) of subdivision (d) of Section 54956.9): Name of case: Humboldt Bay Harbor, Recreation and Conservation District v. Glasshouse Gardens, LLC, Humboldt Superior Court Case No. CV1901283.

c) CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION. (Paragraph (1) of subdivision (d) of Section 54956.9): Name of case: Humboldt Fisherman's Marketing Association, Inc. et al. v. Humboldt Bay Harbor, Recreation and Conservation District, Court of Appeal, First District, Court Case No. A158634.

d) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential purchase of real property with Assessor's Parcel Numbers 401-112-021, 401-112-030 on the Samoa Peninsula, Humboldt County, California pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: Nick Keeler. Under negotiation: price and payment terms.

e) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential acquisition and/or lease of real property on the Samoa Peninsula, Humboldt County, with Assessor's Parcel Numbers, 401-031-056 pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: Pete Oringer, Timber Heritage Association. Under negotiation: price and payment terms.

f) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential purchase of real property with Assessor's Parcel Number 401-111-006 on the Samoa Peninsula, Humboldt County, California pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: Pete Jackson, Green Diamond Resource Company. Under negotiation: price and payment terms.

4. Call to Order Regular Session at 7:00 P.M. and Roll Call

5. Pledge of Allegiance

6. Report on Executive Closed Session

7. 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.

8. Consent Calendar

- **a)** Approve Payment to Zerlang & Zerlang Marine Services for Buoy 9 Emergency Chain Recovery
- **b)** Receive District Financial Reports for December 2019
- **c)** Approval of Meeting Minutes for January 23, 2020 Regular Board Meeting
- **d)** Approval of Invoice from City of Eureka for partial payment of PO #1470, Aerial Photo and LiDAR Acquisition 2019 for the Humboldt Bay Region
- **e)** Approval of Estimate #1016 from Redwood Electrical Services for Replacement of the Electric Service Panel on Dock "I"

9. Communications and Reports

- **a)** Executive Director's Report
- **b)** Staff Reports
- **c)** District Counsel and District Treasurer Reports
- **d)** Commissioner and Committee Reports
- **e)** Others

10. Unfinished Business

a) Report from Humboldt Bay Harbor District's Dredge Subcommittee

Recommendation: Staff recommends the Board: Receive a report from the Humboldt Bay Harbor District Dredging Sub-Committee.

Summary: The dredging sub-committee continues to work towards finding solutions to dredging Woodley Island Marina, Fields Landing Boat Yard, Fisherman's Channel and the other District facilities. Recently a letter was sent to the North Coast Regional Water Quality Control Board which provided specific recommended amendments to the Water Quality Control Plan for the North Coast Region to encourage dredge sediment material to be reused for climate change adaptation, habitat restoration projects, and other beneficial uses. The Committee would like to discuss the proposed amendments and other items with the Board.

b) Consider Adopting Resolution No. 2020-04 Amending the Woodley Island Marina Fee Schedule to Increase the Dredge Surcharge Fee

Recommendation: Staff recommends the Board: Adopt Resolution 2020-04

Summary: On November 14, 2019, after three meetings the Board established the formation of a Subcommittee comprised of Commissioner's Dale and Doss to work with Woodley Island Marina Tenants to review the proposed dredge surcharge and liveaboard fees. Three meetings of the subcommittee where held with tenants and a consensus of those present was to not increase the liveaboard fees at this time and to implement an increase to the Dredge Surcharge Fee beginning on July 1, 2020.

c) Consideration of Adoption of Resolution 2020-03 which Approves Permit No 2020-01 by the County of Humboldt for the Pine Hill Road Bridge Replacement over Swain Slough.

11. New Business

a) Discuss, Review, and Authorize the Executive Director to Execute the Samoa Peninsula Infrastructure Workgroup Agreement.

Recommendation: Staff recommends the Board: Authorize the Executive Director to execute the Agreement.

Summary: Staff from the Harbor District, Humboldt County, Humboldt Bay Municipal Water District, Samoa Peninsula Community Services District, City of Eureka, and City of Arcata have been meeting to discuss how we can work together to complete upgrades and maintenance to the public infrastructure on the Samoa Peninsula. Since the infrastructure is owned and managed by several different governmental agencies, there is a need to coordinate our efforts in order to effectively manage and plan for future development opportunities.

b) Consideration of Resolution 2020-02, A Resolution Designating Business Matters, Appointment and Authorization for the Humboldt Bay Harbor, Recreation and Conservation District for Calendar Year 2020.

Recommendation: Staff recommends the Board Adopt Resolution 2020-02

Summary: Annually the Board approves a Resolution which appoints specific staff and/or consultants, established financial limitations, legal notice designations, meeting schedules, and other business matters of the District.

12. Administrative and Emergency Permits

13. Adjournment

COMMISSIONERS
1st Division
Larry Doss
2nd Division
Greg Dale
3rd Division
Stephen Kullmann
4th Division
Richard Marks
5th Division
Patrick Higgins

Humboldt Bay
Harbor, Recreation and Conservation District
(707) 443-0801
P.O. Box 1030
Eureka, California 95502-1030

STAFF REPORT – HARBOR DISTRICT MEETING

February 27, 2020

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: February 18, 2020

TITLE: **Approve Payment to Zerlang & Zerlang Marine Services for Buoy 9 Emergency Chain Recovery.**

STAFF RECOMMENDATION: Approve a payment, using Federal Emergency Management funding, to Zerlang & Zerlang Marine Services for their search for and recover the buoy 9 chain that was damaged during a local, State, and federally declared emergency.

BACKGROUND: A February 2019 storm resulted in severe shoaling at the Humboldt Bay entrance, particularly in the area of the Buoy No. 9 marker. The shoaling presented an immediate danger to boats, ships and other watercraft. During the storm, Buoy No. 9 broke free, leaving the buoy chain buried in the substrate. In order to remove the life threatening conditions, the US Army Corps of Engineers (USACOE) determined that the shoaling conditions around Buoy No. 9 area required emergency dredging. However, due to Buoy No. 9's dislodged and buried anchor and chain they would not be able to fully remove the hazard.

The US Army Corps of Engineers (USACOE), US Coast Guard, and US Navy Divers were unable to retrieve the chain. The District requested the assistance of Zerlang & Zerlang Marine Services and they dragged the area. After several attempts, an anchor and chain was recovered from the area and the USACOE was able to begin dredging operations in April 2019.

The emergency situation did not allow time for the Harbor District to go through standard procurement procedures for search and recovery of the chain. Hence, in early March 2019, the District procured Zerlang & Zerlang Marine Services to search for and recover the chain. Zerlang & Zerlang Marine Services conducted the work as requested. The total cost for the effort was $46,693. In December 2019, the Harbor District received federal (Federal Emergency Management Agency (FEMA)) and state (California Office of Emergency Services (CalOES)) funding to pay Zerlang & Zerlang Marine Services for the work provided.

DISCUSSION: Funding received from FEMA and CalOES is intended to pay Zerlang & Zerlang Marine Services for their efforts to search for and recover the Buoy 9 chain. There is no cost to the Harbor District for this payment.

ATTACHMENTS:

- **A.** Harbor District letter regarding procurement of Zerlang & Zerlang Marine Services for recovery of the Buoy 9 chain.
- **B.** Invoice from Zerlang & Zerlang Marine Services to the Harbor District for efforts related to recovery of the Buoy 9 chain.
- **C.** Notice of obligation of funds from FEMA and CalOES to the Harbor District for efforts related to the recovery of the buoy 9 chain.

COMMISSIONERS
1st Division
Larry Doss
2nd Division
Greg Dale
3rd Division
Stephen Kullmann
4th Division
Richard Marks
5th Division
Patrick Higgins

Humboldt Bay
Harbor, Recreation and Conservation District
(707) 443-0801
P.O. Box 1030
Eureka, California 95502-1030

October 15, 2019

RE: Procurement for search and recovery of Buoy 9 chain in response to Humboldt Bay emergency shoaling.

To whom it concerns,

A storm at the end of February 2019 resulted in severe shoaling at the Humboldt Bay entrance, particularly in the area of the Buoy 9 Marker. The shoaling presented an immediate danger to boats, ships and other watercraft. During the storms, Buoy 9 broke free, leaving the buoy chain buried in the substrate. The US Army Corps of Engineers was unable to dredge the area because the dredge equipment could be damaged by the buried chain. The emergency nature of the situation did not allow time for the Harbor District to go through standard procurement procedures for search and recovery of the chain. Hence, in early March, 2019, I contacted Leroy Zerlang with Zerlang & Zerlang Marine Services and requested that they mobilize their resources to search for and recover the chain. I subsequently reported to the Harbor District Board of Commissioners that I had procured the services of Zerlang & Zerlang Marine Services.

Sincerely,

Larry Oetker, Executive Director

ZERLANG & ZERLANG MARINE SERVICES

1493 Fay Ave Samoa, CA 95564
ZandZMarine@gmail.com
(707) 443 5180

Larry Oetker
601 Startare Drive
Eureka, CA 95501

09/30/2019

RE: Humboldt Bay Buoy #9 Chain Search

Zerlang & Zerlang Marine Services supplied the support vessel AJAX and MR. "C" STREET for the TECLUTSA and provided lines, anchors, grapples, shore support, weather watch. Coordinated tugs, Coast Guard, divers, USCG dive team, USCG ATON.

04/01/2019	14 hrs x $90.00—Prep for dragging	$1,260.00
04/02/2019	11 hrs x $90.00— Crew Tug AJAX	$990.00
04/03/2019	7 hrs x $90.00— Crew Tug AJAX	$630.00
04/04/2019	9 hrs x $90.00— Repair grapple	$810.00
04/11/2019		
04/13/2019	12.25 hrs x $90.00—Demobilize	$1,102.50
		$4,792.50

Zerlang & Zerlang Marine Services did not charge for any equipment used, T/V AJAX, boom truck, or work boat MR. "C" STREET.

Leroy Zerlang has 106 hours on this project at no charge.

HALCYON– rigid hull inflatable tended to divers while in surf and towed magnetometer.

04/03/2019	5 hrs x $260.00	$1,300.00
04/04/2019	4 hrs x $260.00	$1,040.00
04/11/2019	3 hrs x $260.00	$780.00
		$3,120.00

Alpha Diving Industries

04/03/2019	3 Divers x 5 hrs = 15 hrs x $130.00	$1,950.00
04/04/2019	3 Divers x 4 hrs = 12 hrs x $130.00	$1,560.00
04/11/2019	2 Divers x 3.5 hrs = 7 hrs x $130.00	$910.00
		$4,420.00

ZERLANG & ZERLANG MARINE SERVICES

1493 Fay Ave Samoa, CA 95564
ZandZMarine@gmail.com
(707) 443 5180

Coos Bay Towboat hourly rate for Tug TECLUTSA is usually $1,950.00 per hour with a three hour minimum. At this rate, the invoice for TECLUTSA *would be* $76,050.00 before discount. CBT gave discounted rates for Tug TECLUTSA, five crew, fuel, insurance, etc to assist in getting port re-opened. The following charges are COST ONLY:

04/03/2019	Tug TECLUTSA	11 hrs x $950.00	$10,450.00
04/04/2019	Tug TECLUTSA	6 hrs x $500.00	$3,000.00
04/11/2019	Tug TECLUTSA	11.5 hrs x $950.00	$10,925.00
04/12/2019	Tug TECLUTSA	10.5 hrs x $950.00	$9,975.00
			$34,350.00

Leroy Zerlang
Zerlang & Zerlang Marine Services

GAVIN NEWSOM
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

December 6, 2019

Adam Wagschal
Director of Harbor Operations
Humboldt Bay Harbor District
601 Startare Drive
Eureka, California 95501-0765

Subject: Notification of Obligation
Public Assistance and CDAA Grant Programs
FEMA-4434-DR-CA, Cal OES ID: 023-91018

Dear Mr. Wagschal:

Obligation Notification The California Governor's Office of Emergency Services has attached the Grant Summary and the Project Application Summary for Federal Package #59, and the Exhibit C for State Supplement #0. Please see the table below for further obligation details.

Obligation Details	Package/Supplement Obligation Amount	Cumulative Amount Obligated
Federal-Public Assistance	$36,998	$36,998
State-California Disaster Assistance Act (CDAA)	$10,175	$10,175
Total	**$47,173**	**$47,173**

Payment Process For this disaster, funds will be paid in accordance with the following disbursement table:

Project Status	Federal Funds Disbursement Process	State Funds Disbursement Process
Small Projects less than 100% complete	Automatic advance of federal share and administrative allowance	Automatic advance of state share and administrative allowance. Retention held until 100% complete
Small Projects 100% complete	Automatic payment of federal share and administrative allowance	Automatic payment of state share and administrative allowance
Large Projects less than 100% complete	Advance administrative allowance only. All other funds (less retention) will be paid on a reimbursement basis	Advance administrative allowance only. All other funds (less retention) will be paid on a reimbursement basis
Large Projects 100% complete	Automatic payment of federal share and administrative allowance for entire project	Automatic payment of state share and administrative allowance

3650 SCHRIEVER AVENUE • MATHER, CA 95655
GRANTS PROCESSING UNIT
(916) 845-8110 • (916) 636-3880 FAX

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

Monthly Cash Flow Analysis

For The Months Ended December 31, 2019and November 30, 2019

	12/31/19	11/30/19
Account Balances		
Checking	$ 90,165	$ 16,080
Savings	13,916	5,524
Tariff	1,227	204
County Treasury	194,314	98,994
Cash on hand	1,280	1,280
Total Cash	**300,902**	**122,082**
Add: Accounts Receivable (less doubtful accounts)	502,817	419,814
Less: Accounts Payable	(204,438)	(277,775)
Available Cash and Receivables	$ 599,281	$ 264,121
Change in Cash Balance		
Balance, Beginning of Month	$ 122,082	$ 869,594
Monthly Deposits	748,797	129,597
Monthly Payments	(569,977)	(877,109)
Balance, End of Month	$ 300,902	$ 122,082
Monthly Payments Summary		
Significant/Unusual Expenses:		
Dredging payments		$ 633,000
BBVA bond and loan payment	$ 234,425	
Prepaid January health insurance	34,058	
Figas Construction piling removal retainer	8,000	
Pacific Affiliates services	11,000	
CSDA annual membership fee	7,077	
Samoa outfall maintenance		54,500
Annual State Water Quality Control Board disposal fee	21,679	
Semi-annual property tax expense	11,505	19,637
Sub-total, Unusual Expenses	327,744	707,137
General operating expenses and other misc. expense	242,233	169,972
Total Cash Payments	$ 569,977	$ 877,109
Monthly Deposits Summary		
Significant/Unusual Revenues:		
Property taxes and interest income	$ 549,320	
Interest Payment on NMTC note receivable	40,187	
Sub-total, Unusual Revenues	589,507	-
General revenues	159,290	$ 129,597
Total Cash Receipts	$ 748,797	$ 129,597

3:20 PM
02/20/20
Accrual Basis

Humboldt Bay Harbor, Recreation & Conservation District
Balance Sheet
As of December 31, 2019

	Dec 31, 19	
ASSETS		
Current Assets		
Checking/Savings		
10901 · RESTRICTED - COUNTY TREASURY	302,090.88	
10600.1 · Cash in bank, Tariff BBVA	1,226.58	
10700.1 · Cash in bank, Water BBVA	13,915.70	
10200.1 · Cash in BBVA, Checking	80,448.08	
10000 · PETTY CASH ON HAND	150.00	
10100 · CHANGE FUND ON HAND	400.00	
10111 · COIN MACHINE FUND	730.00	
10200 · CASH IN BANK, CHECKING	9,716.76	
10400 · CASH IN COUNTY - FUND 2720	163,911.23	
10500 · CASH IN COUNTY - FUND 3872	30,403.20	
10902 · RESTRICTED CASH OFFSET	-302,090.88	
Total Checking/Savings		300,901.55
Accounts Receivable		
12000 · ACCTS RECEIVABLE		806,640.07
Total Accounts Receivable		806,640.07
Other Current Assets		
12600 · Note Receivable - NMTC	5,849,375.00	
12100 · ALLOW FOR BAD DEBTS	-303,888.93	
12200 · TAXES RECEIVBLE	-34,033.66	
12300 · INTEREST RECEIVBLE	1,673.61	
12700 · PREPAID EXPENSES	44,072.60	
12800 · LEASE RECEIVABLE	29,420.82	
12900 · Accounts Receivable FSM	25.85	
Total Other Current Assets		5,586,645.29
Total Current Assets		6,694,186.91
Fixed Assets		
14900 · DOG RANCH PROPERTY	7,507.70	
14800 · SHIPWRECK PROPERTY	45,088.05	
CAPITAL ASSETS, NET		
16900 · Dredge	1,215,423.27	
16800 · REDWOOD TERMINAL 2	2,613,169.43	
16700 · AQUAPONICS PILOT FACILITY	96,036.61	
16600 · TABLE BLUFF LIGHTHOUSE	361.44	
16500 · HOMELAND SECURITY EQUIPMENT	2,254,007.60	
16400 · REDWOOD DOCK PROPERTY	3,010,194.30	
16100 · MARINA DREDGE,CONSTR IN PROGRES	139,687.95	
16000 · KING SALMON	15,143.99	
15900 · DREDGING COSTS	215,226.78	
15800 · SHELTER COVE	2,386,247.10	
15700 · FL BOAT BLDG & REPAIR FACILITY	4,302,259.53	
15600 · MARINA	10,529,004.29	
15500 · MARINA, RESTAURANT COMPLEX	34,100.00	
15200 · OPERATING EQUIPMENT	314,098.74	
15100 · OFFICE EQUIPMENT	193,303.88	
15000 · AUTOMOTIVE EQUIPMENT	95,639.08	
17000 · ACCUMULATED DEPRECIATION	-16,172,019.17	
Total CAPITAL ASSETS, NET		11,241,884.82
Total Fixed Assets		11,294,480.57
Other Assets		
19000 · Deferred Outflows of PERS		290,427.00
Total Other Assets		290,427.00
TOTAL ASSETS		**18,279,094.48**
LIABILITIES & EQUITY		
Liabilities		

Humboldt Bay Harbor, Recreation & Conservation District
Balance Sheet
As of December 31, 2019

	Dec 31, 19	
Current Liabilities		
Accounts Payable		
20000 · ACCOUNTS PAYABLE		207,438.19
Total Accounts Payable		207,438.19
Credit Cards		
20112 · US Bank Visa		509.52
Total Credit Cards		509.52
Other Current Liabilities		
24002 · Groundlease Current Def Income		60,092.31
24000 · Ground Lease Deferred Income		3,906,000.00
Payroll tax & Withholding Liab		
21900 · UNION DUES DEDUCTIBLE	3.00	
21701 · PERS DEFERRED COMPENSATION	100.00	
21700 · PERS RETIREMENT	17.03	
21300 · STATE UNEMPLOYMENT TAX	147.61	
2100 · PAYROLL LIABILITIES	-31,543.21	
Total Payroll tax & Withholding Liab		-31,275.57
20100 · LEASE PAYABLE TO HBDA		1,476.00
20200 · NOTES PAYABLE		1,352,909.53
20400 · ACCRUED WAGES PAYABLE		15,456.92
20500 · ACCRUED INTEREST		27,800.46
20600 · ACCRUED VACATION PAYABLE		27,863.05
20800 · DEPOSITS ON HAND		
20809 · HAUL OUT DEPOSIT	-1,080.00	
20808 · WAIT LIST DEPOSIT	1,900.00	
20801 · KEY DEPOSITS ON HAND	12,620.00	
20802 · PLUG DEPOSITS ON HAND	920.00	
20803 · SLIP DEPOSITS ON HAND	41,966.90	
20804 · STORAGE DEPOSITS	3,540.65	
20806 · LEASE SECURITY DEPOSIT	41,383.42	
20807 · STORAGE DEPOSIT - REDWOOD DOCK	2,750.26	
Total 20800 · DEPOSITS ON HAND		104,001.23
22000 · DEFERRED LEASE INCOME		84,442.00
28000 · DEFERRED INCOME		116,290.94
28500 · OTHER DEFERRED CREDITS		196,132.28
Total Other Current Liabilities		5,861,189.15
Total Current Liabilities		6,069,136.86
Long Term Liabilities		
24003 · Groundlease Current Offset		-60,092.31
24001 · Gound Lease Amortization		-229,091.54
27200 · Deferred Inflows of PERS		159,317.00
27000 · Net Pension Liability		921,868.00
25700 · BOND PAYABLE 2014 REFINANCING		2,400,035.12
25800 · BBVA Loan Payable		1,239,274.58
25600 · Note Payable-Coast Seafoods Co.		1,053,809.15
25500 · OPEB Liability		394,887.00
25200 · CONTRACTS PAYABLE		71,558.22
25900 · LESS CURRENT PORTION		-1,352,909.53
Total Long Term Liabilities		4,598,655.69
Total Liabilities		10,667,792.55
Equity		
30500 · INVESTMENT IN FIXED ASSETS		
30505 · Change In Invest Fixed Assets	343,687.22	
30500 · INVESTMENT IN FIXED ASSETS - Other	9,134,021.36	
Total 30500 · INVESTMENT IN FIXED ASSETS		9,477,708.58

Humboldt Bay Harbor, Recreation & Conservation District
Balance Sheet
As of December 31, 2019

	Dec 31, 19
30900 · RESTRICTED FUND BALANCE	302,090.86
31200 · GENERAL FUND BALANCE	
31205 · General Fund Invest Fixed Asset	-343,687.22
31000 · FUND BALANCE - TIDELANDS TRUST	-1,872,303.20
31200 · GENERAL FUND BALANCE - Other	10,414.64
Total 31200 · GENERAL FUND BALANCE	-2,205,575.78
Net Income	37,078.27
Total Equity	7,611,301.93
TOTAL LIABILITIES & EQUITY	**18,279,094.48**

3:24 PM
02/20/20
Accrual Basis

Humboldt Bay Harbor, Recreation & Conservation District
Profit & Loss
July through December 2019

	Jul - Dec 19	
Ordinary Income/Expense		
Income		
Dredging Revenue		
41318 · Dredging Surcharge - T	42,428.08	
Total Dredging Revenue		42,428.08
Float Replacement Account		
41418 · Float Replacement	27,496.53	
Total Float Replacement Account		27,496.53
Harbor Surcharge		
40908 · Harbor Improvement Surcharge-T	52,753.34	
Total Harbor Surcharge		52,753.34
Utility Surcharge		
40409 · Utility Surcharge - NT	38,178.16	
40418 · Utility Surcharge, Marina Dock	26,175.14	
Total Utility Surcharge		64,353.30
Tax Revenue		
43809 · TIMBER YIELD TAX GUAR G/NT	6,000.00	
43609 · HOMEOWNERS EXEMPT G/NT	7,002.00	
43509 · Property Tax Revenues	555,373.00	
Total Tax Revenue		568,375.00
Other Revenue		
45909 · Other Revenue - NT	5,338.41	
45908 · Other Revenue - T	583,186.81	
Total Other Revenue		588,525.22
Interest Revenue		
43109 · Interest Income - NT	81,378.00	
43108 · Interest Income - T	2,103.23	
43318 · Interest On Del Accts - T	0.00	
Total Interest Revenue		83,481.23
Rent Income		
41108 · Rents, Tidelands Leases - T	203,965.51	
40318.1 · Transient Rentals - T	46,029.59	
40519 · Equipment Rent - NT	1,122.50	
40809 · Yard Rent - NT	23,127.12	
41309 · Storage - NT	33,448.30	
41409 · Upland Rent - NT		
41409.2 · Redwood Terminal 2 - NMTC	30,046.14	
41409 · Upland Rent - NT - Other	309,184.09	
Total 41409 · Upland Rent - NT	339,230.23	
40218 · Slip Rents - T	195,135.04	
Total Rent Income		842,058.29
Fees		
40108 · PERMITS-T	1,100.00	
41818 · Late Charges/Interest - T	5,188.94	
45608 · Chevron - Ports O&M - T	16,175.00	
41819 · Late Charges/Interest - NT	16,374.04	
40509 · Travel Lift Fees - T	2,209.00	
40609 · Haul Out Fees - T	27,945.50	
41308.1 · Poundage - T	5,025.39	
Total Fees		74,017.87
Sales		

Humboldt Bay Harbor, Recreation & Conservation District
Profit & Loss
July through December 2019

	Jul - Dec 19	
40109 · Sales, Retail - NT	250.00	
40119 · Concession Sales - NT	21,801.65	
Total Sales		22,051.65
Donations		
46519 · Donations - Lighthouse	2.40	
Total Donations		2.40
Total Income		2,365,542.91
Gross Profit		2,365,542.91
Expense		
66900 · Reconciliation Discrepancies		200.00
57018 · Bank Service Charges		1.35
Personnel Expenses		
Salaries/Wages		
50100 · Salaries & Wages - NT	390,819.59	
50108 · Salaries & Wages - T	710.37	
Salaries/Wages - Other	0.00	
Total Salaries/Wages	391,529.96	
Payroll Burden		
6560 · Workers' Comp	17,127.68	
50500 · Payroll Benefits, Other - NT	191,417.84	
50508 · Payroll Benefits, Other - T	55,659.21	
50510 · PAYROLL BENEFITS M/A	8,758.38	
Total Payroll Burden	272,963.11	
Commissioners Fees		
50200 · Commissioner's Salaries - NT	8,820.00	
50210 · COMMISSIONERS SALARIES M/A	3,780.00	
Total Commissioners Fees	12,600.00	
Total Personnel Expenses		677,093.07
Advertising & Promotion		
51000 · Advertising & Promotion - NT	208.00	
51018 · ADVERTISING & PROMOTION M/T	678.38	
Total Advertising & Promotion		886.38
Communications		
51400 · Communications - NT	10,155.87	
51408 · Communications - T	2,078.97	
Total Communications		12,234.84
Conference & Meetings		
51500 · Conferences & Meetings - NT	12,044.29	
51508 · Conferences & Meetings - T	1,166.56	
Total Conference & Meetings		13,210.85
Dues, Subscriptions & Licences		
51600 · Dues & Subscriptions - NT	28,167.00	
51608 · Dues & Subscriptions - T	265.00	
Total Dues, Subscriptions & Licences		28,432.00
Elections & Government Fees		
51700 · Elections & Prop Tax Assess-NT	69,154.28	
Total Elections & Government Fees		69,154.28
Insurance		
51800 · Insurance - NT	34,754.85	

Humboldt Bay Harbor, Recreation & Conservation District
Profit & Loss
July through December 2019

	Jul - Dec 19	
51808 · Insurance - T	5,292.97	
Total Insurance		40,047.82
Office Supplies		
52100 · Outside Services - NT	16.13	
51900 · Office Supplies - NT	13,324.54	
51908 · Office Supplies - T	3,579.86	
51918 · OFFICE EXPENSE M/T	235.20	
Total Office Supplies		17,155.73
Maintenance Supplies		
52010 · Maintenance Supplies - NT	12,771.16	
52008 · Maintenance Supplies - T	108.81	
Total Maintenance Supplies		12,879.97
Permits		
51618 · Permits - T	23,079.00	
51610 · Permits - NT	250.00	
Total Permits		23,329.00
Utilities		
52909 · Utilities - NT	157,363.28	
52918 · Utilities - T	19,468.75	
53000 · Water, Sewer, & Refuse - NT	104,449.96	
53008 · Water, Sewer, & Refuse - T	23,666.60	
Total Utilities		304,948.59
Fuel		
50400 · IMPUTED AUTO VALUE G/A	509.60	
51208 · Vessel Fuel	2,221.97	
51218 · Automotive, Fuel - T	5,522.48	
51200 · Automotive, Fuel- NT	5,566.92	
Total Fuel		13,820.97
Accounting/Auditing Services		
52500 · Accounting Fees - T	11,313.00	
52508 · Accounting Fees - NT	3,771.00	
Total Accounting/Auditing Services		15,084.00
Legal Services		
52300 · Legal Fees - NT	8,329.99	
52308 · Legal Fees - T	2,880.51	
Total Legal Services		11,210.50
Planning Services		
52208 · Planning Fees - T	16,666.00	
52200 · Planning Fees - NT	10,957.00	
Total Planning Services		27,623.00
Engineering Services		
52400 · Engineering Fees - NT	21,441.44	
52408 · Engineering Fees - T	3,846.54	
Total Engineering Services		25,287.98
Other Professional/Outside Serv		
52110 · OUTSIDE SERVICES M/A	1,009.52	
52109 · Outside Services, Other - NT	2,444.75	
52118 · Outside Services, Other - T	66,841.00	
Total Other Professional/Outside Serv		70,295.27

Humboldt Bay Harbor, Recreation & Conservation District
Profit & Loss
July through December 2019

	Jul - Dec 19	
Small Tools		
52800 · Small Tools - NT	306.03	
52808 · Small Tools - T	475.38	
Total Small Tools		781.41
Maintenance - Facilities		
52708 · Repairs & Maint, Facilities - T	79,014.65	
52709 · REPAIRS & MAINTENANCE G/NT	551.92	
52719 · Repairs & Maint, Facilities - N	13,933.57	
Total Maintenance - Facilities		93,500.14
Maintenance - Equipment		
52718 · Repairs & Maint, Equip - T	3,311.42	
52710 · Repairs & Maint, Equip - NT	10,104.74	
51209 · Automotive, Repairs - NT	6,610.00	
Total Maintenance - Equipment		20,026.16
Maintenance - IT		
57008 · Maintenance, IT Equip - T	2,066.82	
57009 · Maintenance, IT Equip - NT	3,464.72	
Total Maintenance - IT		5,531.54
Dredging Expense		
55608 · Dredging Expense - T	25,853.19	
56708 · Dredging - GT	166,500.00	
56718 · Dredging - MT	465,330.00	
Total Dredging Expense		657,683.19
Rent Expense		
54308 · Redwood Terminal 2 Lease Expens	62,124.50	
Total Rent Expense		62,124.50
Interest Expense		
55119 · INTEREST EXPENSE M/NT	19,698.00	
55109 · Interest Expense - NT	40,254.23	
55108 · Interest Expense - T	56,454.15	
Total Interest Expense		116,406.38
Other Expenses		
55419 · Other Expenses - NT	34.47	
Total Other Expenses		34.47
Grant Expenses		
Harbor Grant Expenses		
54408.1 · Harbor Grant Exp	210.00	
Total Harbor Grant Expenses	210.00	
Conservation Grant Expenses		
54408.3 · Conservation Grant Exp	9,271.25	
Total Conservation Grant Expenses	9,271.25	
Total Grant Expenses		9,481.25
Total Expense		2,328,464.64
Net Ordinary Income		37,078.27
Net Income		**37,078.27**

9:47 AM
01/28/20
Accrual Basis

Humboldt Bay Harbor, Recreation & Conservation District
Account QuickReport
As of December 31, 2019

Type	Date	Num	Name	Memo	Amount
10200.1 · Cash in BBVA, Checking					
Liability Check	12/12/2019		QuickBooks Payroll Service	Created by Payroll Service on 12/11/...	-19,613.27
Liability Check	12/23/2019		QuickBooks Payroll Service	Created by Payroll Service on 12/20/...	-1,116.32
Liability Check	12/26/2019		QuickBooks Payroll Service	Created by Payroll Service on 12/24/...	-20,807.63
Check	12/16/2019			Service Charge	-141.21
Liability Check	12/02/2019	EFT	State Disbursement Unit	0230000067964	-233.53
Liability Check	12/10/2019	EFT	PERS Unfunded Accrued Liab	2233447024 Payday 11/29/19	-3,992.74
Liability Check	12/10/2019	EFT	PERS Unfunded Accrued Liab	2233447024 Out of Class Adj for Ric...	-4.69
Bill Pmt -Check	12/13/2019	EFT	CalPERS 457 Program	457Match 12/13/2019	-300.00
Liability Check	12/13/2019	EFT	CalPERS 457 Program	450348	-950.00
Liability Check	12/13/2019	EFT	PERS Unfunded Accrued Liab	2233447024	-4,024.82
Liability Check	12/13/2019	EFT	PERS Unfunded Accrued Liab	2233447024 Rick Juchtzer Out of Cl...	-9.39
Bill Pmt -Check	12/19/2019	EFT	Pacific Gas & Electric (8259-4) address	0074698259-4 Conf# 3539909462231	-6,808.40
Bill Pmt -Check	12/19/2019	EFT	AT&T Phone	707 443-0801 071 7	-545.89
Bill Pmt -Check	12/27/2019	EFT	CalPERS 457 Program	457Match 12/27/2019	-300.00
Liability Check	12/27/2019	EFT	CalPERS 457 Program	450348	-950.00
Liability Check	12/27/2019	EFT	PERS Unfunded Accrued Liab	2233447024	-4,024.82
Bill Pmt -Check	12/27/2019	EFT	PERS Unfunded Accrued Liab	2233447024	-5,033.55
Liability Check	12/27/2019	EFT	State Disbursement Unit	0230000067964	-233.53
Liability Check	12/11/2019	E-pay	Employment Development Department	499-0307-3 Pay Period 11/24 - 12/7/...	-1,286.98
Liability Check	12/11/2019	E-pay	Tri Counties Bank	94-2262845 Pay Period 11/24 - 12/0...	-3,420.68
Liability Check	12/20/2019	E-pay	Employment Development Department	499-0307-3 QB Tracking # 1414217...	-39.30
Liability Check	12/20/2019	E-pay	Tri Counties Bank	94-2262845 Vacation Buyout QB Tr...	-117.26
Liability Check	12/24/2019	E-pay	Employment Development Department	499-0307-3 QB Tracking # 1561242...	-1,208.77
Liability Check	12/24/2019	E-pay	Tri Counties Bank	94-2262845 Pay Period 12/8-12/21/...	-3,498.80
Bill Pmt -Check	12/16/2019	Wire Xfer	Humboldt Bay Developement Association	RMT2 Lease Pymt Q4 2019	-3,000.00
Liability Check	12/13/2019	RE-EFT 1/14	State Disbursement Unit	0230000067964 S. Fuller	-233.53
Bill Pmt -Check	12/04/2019	59753	ACWA JPIA	December 2019	-32,108.85
Bill Pmt -Check	12/04/2019	59754	AT&T Internet	831-000-8571 571	-933.88
Bill Pmt -Check	12/04/2019	59755	Commercial Laundry Repair	Dryer motor and fan repair - WIM	-125.00
Bill Pmt -Check	12/04/2019	59756	David L. Moonie & Company	October 2019	-1,340.00
Bill Pmt -Check	12/04/2019	59757	Englund Marine Supply		-1,031.22
Bill Pmt -Check	12/04/2019	59758	Hensell Materials, Inc.	RMT 2 Sewer Pipe base rock	-81.38
Bill Pmt -Check	12/04/2019	59759	Interstate Battery	RMT 2 Redtank Battery	-27.07
Bill Pmt -Check	12/04/2019	59760	Mendes Supply Company		-452.65
Bill Pmt -Check	12/04/2019	59761	Mr. Rooter Plumbing	Hydro Scrub, PO #1510	-587.06
Bill Pmt -Check	12/04/2019	59762	Nylex.net	Hard Drive for Server	-167.54
Bill Pmt -Check	12/04/2019	59763	Picky Picky Picky Inc.	Scott Fuller PPE	-65.09
Bill Pmt -Check	12/04/2019	59764	Pintermedia LLC		-90.00
Bill Pmt -Check	12/04/2019	59765	Recology Eel River	061097997	-402.17
Bill Pmt -Check	12/04/2019	59766	Recology Humboldt County	A0000265	-651.06
Bill Pmt -Check	12/04/2019	59767	Rogers Machinery Co.	WIM Air Compressor Parts	-122.61
Bill Pmt -Check	12/04/2019	59768	Security Lock & Alarm	RMT 2 Keys	-11.83
Bill Pmt -Check	12/04/2019	59769	Shafer's Ace Hardware	1586	-375.70
Bill Pmt -Check	12/04/2019	59770	Shelter Cove Fishing Preservation Inc	SC Janitorial	-2,083.33
Bill Pmt -Check	12/04/2019	59771	Shelter Cove Resort Improvement District	SC	-133.64
Bill Pmt -Check	12/04/2019	59772	SHN Consulting Engineers & Geologists		-2,770.00
Bill Pmt -Check	12/04/2019	59773	Southwest Answering Service		-157.70
Bill Pmt -Check	12/04/2019	59774	Specialty Traffic Systems		-81.31
Bill Pmt -Check	12/04/2019	59775	Staples Credit Plan	6035 5178 1247 5530	-46.59
Bill Pmt -Check	12/04/2019	59776	Tehama Tire	FLBY Travel Lift Tire Repair - PO # ...	-1,009.70
Bill Pmt -Check	12/04/2019	59777	The Mitchell Law Firm, LLP		-2,677.00
Bill Pmt -Check	12/04/2019	59778	Thrifty Supply	WIM Sewer Meter Rubber Flange	-23.31
Bill Pmt -Check	12/04/2019	59779	Total Compensation Systems, Inc.	GASB75 Valuation Services - 2nd In...	-1,620.00
Bill Pmt -Check	12/04/2019	59780	World Oil Enviromental Services	WIM	-65.00
Liability Check	12/11/2019	59782	Employment Development Department	1713957888	-255.00
Check	12/11/2019	59783	Johnson, Greg	Tenant Refund	-101.40
Check	12/11/2019	59784	Nicolini, John	Key Return	-40.00
Check	12/11/2019	59785	Butterworth, Charles	1147 Tenant Refund	-101.32
Check	12/11/2019	59786	Ludwig, Stephen	Tenant Refund	-1,249.60
Check	12/11/2019	59787	Cortopossi, Curt	Tenant Refund	-273.00
Check	12/11/2019	59788	Paschall, Robin	Tenant Refund	-135.00
Bill Pmt -Check	12/12/2019	59789	Recology Humboldt County	A0000265	-1,151.60
Bill Pmt -Check	12/12/2019	59790	Recology Humboldt County	A0000265	-1,046.10
Bill Pmt -Check	12/12/2019	59791	Combined Benefits Administrators	Prefund	-8,000.00
Bill Pmt -Check	12/12/2019	59792	Recology Humboldt County	A0000265	-651.06
Bill Pmt -Check	12/12/2019	59793	City of Eureka	WIM	-14,620.57
Bill Pmt -Check	12/12/2019	59794	Humboldt Community Services District	3165	-428.32
Bill Pmt -Check	12/12/2019	59795	Recology Humboldt County	A0000265	-251.68
Bill Pmt -Check	12/12/2019	59796	Coastal Business Systems, Inc.	WIM Copier Lease 11/20 - 12/20	-268.22
Bill Pmt -Check	12/12/2019	59797	Recology Humboldt County	A0000265	-1,337.87
Bill Pmt -Check	12/12/2019	59798	Recology Humboldt County	A0000265	-1,568.66
Bill Pmt -Check	12/12/2019	59799	Recology Humboldt County	A0000265	-383.57
Bill Pmt -Check	12/12/2019	59800	Recology Humboldt County	A0000265	-33.07
Bill Pmt -Check	12/12/2019	59801	Recology Humboldt County	A0000265	-28.69
Bill Pmt -Check	12/12/2019	59802	Advanced Security Systems		-391.50
Bill Pmt -Check	12/12/2019	59803	B & B Portable Toilets	RWD	-185.74
Bill Pmt -Check	12/12/2019	59804	California Redwood Co.		-1,440.01
Bill Pmt -Check	12/12/2019	59805	Don's Rent-All	7197	-108.50

Humboldt Bay Harbor, Recreation & Conservation District
Account QuickReport
As of December 31, 2019

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	12/12/2019	59806	Fortuna Iron	WIM F-Dock Weldments	-385.21
Bill Pmt -Check	12/12/2019	59807	Francotyp-Postalia	466106100	-144.78
Bill Pmt -Check	12/12/2019	59808	Hilficker Company	FLBY PO #1508	-476.53
Bill Pmt -Check	12/12/2019	59809	Pierson Building Center		-804.30
Bill Pmt -Check	12/12/2019	59810	Tehama Tire	FLBY Travel Lift Tire Repair - PO # ...	-1,325.25
Bill Pmt -Check	12/12/2019	59811	Times-Standard, Tri-City Weekly	Public Notice: Ordinance No. 15, Am...	-216.75
Bill Pmt -Check	12/12/2019	59812	Tony Gosselin & Sons	Wheel Barrow Tire - RMT II	-26.65
Bill Pmt -Check	12/27/2019	59814	BBVA Compass		-154,070.31
Bill Pmt -Check	12/27/2019	59815	BBVA Compass		-80,355.22
Bill Pmt -Check	12/27/2019	59816	101Netlink	WIM & FL	-380.00
Bill Pmt -Check	12/27/2019	59817	ACWA JPIA	January 2020	-34,058.36
Bill Pmt -Check	12/27/2019	59818	AT&T Internet	831-000-8571 571	-933.88
Bill Pmt -Check	12/27/2019	59819	B & B Portable Toilets	RWD	-182.99
Bill Pmt -Check	12/27/2019	59820	CA Harbor Masters & Port Captains	Association Annual Membership Du...	-300.00
Bill Pmt -Check	12/27/2019	59821	California Special Districts Association	Membership ID: 1253, 2020 CSDA ...	-7,077.00
Bill Pmt -Check	12/27/2019	59822	Coast Seafood Co.	December 2019 Interest and Princip...	-13,000.00
Bill Pmt -Check	12/27/2019	59823	Coldwell Banker Commerical PacificPart...	RMT2 - Rogue Construction	-360.00
Bill Pmt -Check	12/27/2019	59824	David L. Moonie & Company	November 2019	-2,351.00
Bill Pmt -Check	12/27/2019	59825	Eel River Scrap & Salvage	Scrap removal - RMT II	-187.50
Bill Pmt -Check	12/27/2019	59826	Englund Marine Supply	WIM	-30.92
Bill Pmt -Check	12/27/2019	59827	Figas Construction	Piling Removal (Retainer)	-8,800.00
Bill Pmt -Check	12/27/2019	59828	Hensell Materials, Inc.	FC	-1.22
Bill Pmt -Check	12/27/2019	59830	Horvath Plumbing	PO #1512	-372.00
Bill Pmt -Check	12/27/2019	59831	HSU Sponsored Programs Foundation	Ports, Account 000818	-2,307.53
Bill Pmt -Check	12/27/2019	59832	Humboldt Bay Municipal Water Dist.	9002.001 RMT2	-624.90
Bill Pmt -Check	12/27/2019	59833	Humboldt Bay Solar Fund LLC		-17,511.57
Bill Pmt -Check	12/27/2019	59834	Humboldt Community Services District	3165	-377.36
Bill Pmt -Check	12/27/2019	59835	Humboldt County Tax Collector	DEF170001111 401-112-024-000	-11,504.64
Bill Pmt -Check	12/27/2019	59836	ICF Jones & Stokes, Inc.	Professional Services 1/1-2/22/19	-543.75
Bill Pmt -Check	12/27/2019	59837	Mendes Supply Company	2705	-602.97
Bill Pmt -Check	12/27/2019	59838	Mikkelsen, Chris		-108.39
Bill Pmt -Check	12/27/2019	59839	Munnell & Sherrill		-203.67
Bill Pmt -Check	12/27/2019	59840	Napa Auto Parts		-464.47
Bill Pmt -Check	12/27/2019	59841	North Coast Laboratories, LTD		-1,317.00
Bill Pmt -Check	12/27/2019	59842	Nylex.net	Repair Backup	-125.00
Bill Pmt -Check	12/27/2019	59843	Pacific Affiliates		-11,000.00
Bill Pmt -Check	12/27/2019	59844	Pacific Coast Congress	Annual Corporate Membership Dues...	-265.00
Bill Pmt -Check	12/27/2019	59845	Pacific Galvanizing	HUM	-237.20
Bill Pmt -Check	12/27/2019	59846	Pacific Gas & Electric (Non-Energy)	2072047	-372.38
Bill Pmt -Check	12/27/2019	59847	Pintermedia LLC		-60.00
Bill Pmt -Check	12/27/2019	59848	Planwest Partners, Inc.		-9,610.50
Bill Pmt -Check	12/27/2019	59849	Razursharp	HUMBOLBOX	-117.69
Bill Pmt -Check	12/27/2019	59850	Renner Petroleum	14137	-1,189.65
Bill Pmt -Check	12/27/2019	59851	Schmidbauer Building Supply		-94.45
Bill Pmt -Check	12/27/2019	59852	Shafer's Ace Hardware	1586	-87.31
Bill Pmt -Check	12/27/2019	59853	Shelter Cove Resort Improvement District	SC	-253.78
Bill Pmt -Check	12/27/2019	59854	SHN Consulting Engineers & Geologists		-3,463.08
Bill Pmt -Check	12/27/2019	59855	Southwest Answering Service		-187.70
Bill Pmt -Check	12/27/2019	59856	Standard Insurance Company	ST 908447 0001	-189.60
Bill Pmt -Check	12/27/2019	59857	Staples Credit Plan	6035 5178 1247 5530	-95.35
Bill Pmt -Check	12/27/2019	59858	State Water Resource Control Board		-21,679.00
Bill Pmt -Check	12/27/2019	59859	Tehama Tire		-53.12
Bill Pmt -Check	12/27/2019	59860	The Mitchell Law Firm, LLP		-1,944.00
Bill Pmt -Check	12/27/2019	59861	Thrifty Supply	WIM PO #1518	-500.37
Bill Pmt -Check	12/27/2019	59862	Uline	15461937	-223.10
Bill Pmt -Check	12/27/2019	59863	Verizon Wireless		-74.63
Bill Pmt -Check	12/27/2019	59864	Western Chainsaw		-126.36
Bill Pmt -Check	12/27/2019	59865	World Oil Enviromental Services		-145.00
Bill Pmt -Check	12/27/2019	59866	Eureka Oxygen Company		-138.02
Bill Pmt -Check	12/27/2019	59867	Pacific Gas & Electric (1906-4)	Acct #0670491906-4	-2,919.27
Bill Pmt -Check	12/27/2019	59868	Specialty Traffic Systems		-2.00
Bill Pmt -Check	12/27/2019	59869	Verizon Wireless		-374.90
Check	12/27/2019	59870	U S Bank Corporate Payment System	4246044555706765	-3,632.11
Total 10200.1 · Cash in BBVA, Checking					-565,752.97
TOTAL					**-565,752.97**

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

January 23, 2020

The Humboldt Bay Harbor, Recreation and Conservation District met in regular session on the above date at 7:00 P.M. Open Session, at the Woodley Island Marina Meeting Room, 601 Startare Drive, Eureka, CA 95501.

CLOSED SESSION – 6:00 P.M.
The Commission met in closed session to discuss the following items:

a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential acquisition and/or lease of real property on the Samoa Peninsula, Humboldt County, with Assessor's Parcel Numbers, 401-112-021 and 401-112-024 California pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: California Marine Investments LLC. Under negotiation: price and payment terms.

b) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential purchase of real property with Assessor's Parcel Numbers 002-162-001, 002-161-001, 002-162-018, 014-161- 013, 014-161-014, and 014-161-006, and 014-161-007 in the Eureka, Humboldt County, California pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: Ted Loring. Under negotiation: price and payment terms.

c) CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (One case) (Glasshouse Gardens Inc)

d) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential acquisition and/or lease of real property on the Samoa Peninsula, Humboldt County, with Assessor's Parcel Numbers, 401-031-056 pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: Pete Oringer, Timber Heritage Association. Under negotiation: price and payment terms.

OPEN SESSION – 7:02 P.M.

ROLL CALL:

PRESENT:	DOSS
	MARKS
	HIGGINS
	KULLMANN
ABSENT:	DALE
QUORUM:	YES

PLEDGE OF ALLEGIANCE

ELECTION OF BOARD PRESIDENT, VICE PRESIDENT AND SECRETARY

I. Vice Chair Kullmann opened discussion on the item.
II. The Commission discussed the item.
III. Vice Chair Kullmann opened the item to public comment. No one commented
IV. Vice Chair Kullmann moved the discussion back to the Commission.
V. COMMISSIONER MARKS MOVED TO NOMINATE COMMISSIONER KULLMANN FOR PRESIDENT, COMMISSONER DOSS FOR VICE PRESIDENT AND COMMISSIONER HIGGINS FOR SECRETARY. COMMISSIONER HIGGINS SECONDED.
VOICE VOTE WAS CALLED, MOTION CARRIED WITHOUT DISSENT.
Ayes: DOSS, HIGGINS, KULLMANN, MARKS
Noes: NONE
Absent: DALE
Abstain: NONE

PEPORT ON EXECUTIVE CLOSED SESSION: No reportable action.

PUBLIC COMMENT: The following individuals addressed the Commission regarding subject matters not on this meeting's agenda: NONE

CONSENT CALENDAR

a) Consideration of Acceptance of Permit Application 2020-01 for Filing
b) Receive District Financial Reports for September, October and November 2019
c) Approval of Meeting Minutes for October 24, 2019 Regular Board Meeting
d) Approval of Meeting Minutes for November 14, 2019 Special Board Meeting
e) Approval of Meeting Minutes for December 12, 2019 Special Board Meeting

I. COMMISSIONER MARKS MOVED TO APPROVE THE CONSENT CALENDAR.
II. COMMISSIONER HIGGINS SECONDED.
II. Chair Kullmann opened the item to the public comment. No members of the public commented.
III. Chair Kullmann moved the discussion back to the Commission.

VOICE VOTE WAS CALLED, MOTION CARRIED.
Ayes: DOSS, HIGGINS, KULLMANN, MARKS
Noes: NONE
Absent: DALE
Abstain: NONE

COMMUNICATIONS AND REPORTS

a) Executive Director's Report
I. Executive Director presented Executive Director's Report.
b) Staff Reports
I. Staff presented on recent District activities.
c) District Counsel and District Treasurer Reports
I. No report.
d) Commissioner and Committee Reports
I. Commissioners reported on their recent activities.
e) Others
I. No report.

UNFINISHED BUSINESS - NONE

NEW BUSINESS

a) Humboldt Bay Management Plan Billboard Policy Amendment

I. District Staff presented the item.
II. The Commission discussed the item.
III. Chair Kullmann opened the item to public comment. Geoff Wills, Michele McKeegan, Dave Meserve, Jennifer Kalt and Scott Frazier commented.
IV. Chair Kullmann moved the discussion back to the Commission.

COMMISSIONER MARKS MOVED TO HAVE STAFF PREPARE A BILLBOARD PERMITTING POLICY CLARIFYING THAT THE DISTRICT CANNOT PERMIT THE FOLLOWING ITEMS WITHIN DISTRICT JURISDICTION: CONTRUCT NEW BILLBOARD, EXPAND FOOTPRINT OF EXISTING BILLBOARD, RE-ERECT BILLBOARD THAT HAS COLLAPSED, OR ROUTINE MAINTENANCE OF EXISTING BILLBOARD STRUCTURES.
COMMISSIONER HIGGINS SECONDED
VOICE VOTE WAS CALLED, MOTION CARRIED.
Ayes: HIGGINS, KULLMANN, MARKS
Noes: DOSS
Absent: DALE
Abstain: NONE

b) Update on the formation of the Volunteer Boat Captain Program:

I. District staff presented the item.
II. The Commission discussed the item.
III. Chair Kullmann opened the item to public comment. Alan Bobillot commented.
IV. Chair Kullmann moved the discussion back to the Commission.
V. Update item only, no formal action was taken.

c) Consideration of Resolution 2020-01, A Resolution Declaring that Governing Body and Volunteers Shall Be Deemed Employees of the District for the Purpose of Providing Workers' Compensation Coverage

I. District Staff presented the item.
II. The Commission discussed the item.
III. Chair Kullmann opened the item to public comment. No one commented.
IV. Chair Kullmann moved the discussion back to the Commission.

COMMISSIONER DOSS MOVED TO APPROVE RESOLUTION 2020-01, A RESOLUTION DECLARING THAT COVERNING BODY AND VOLUNTEERS SHALL BE DEEMED EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE.
COMMISSIONER MARKS SECONDED
ROLL CALL VOTE WAS CALLED, MOTION CARRIED.
Ayes: DOSS, HIGGINS, KULLMANN, MARKS
Noes: NONE
Absent: DALE
Abstain: NONE

ADMINISTRATIVE AND EMERGENCY PERMITS - NONE

ADJOURNMENT – 8:20 P.M.

APPROVED BY: RECORDED BY:

_____ _____

Patrick Higgins
Secretary of the Board of Commissioners

Mindy Hiley
Director of Administrative Services

COMMISSIONERS
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Larry Doss
2nd Division
Greg Dale
3rd Division
Stephen Kullmann
4th Division
Richard Marks
5th Division
Patrick Higgins

Humboldt Bay
Harbor, Recreation and Conservation District
(707) 443-0801
P.O. Box 1030
Eureka, California 95502-1030

STAFF REPORT – HARBOR DISTRICT MEETING

February 27, 2020

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: February 21, 2020

TITLE: Approval of Invoice from City of Eureka for partial payment of PO #1470, Aerial Photo and LiDAR Acquisition 2019 for the Humboldt Bay Region

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STAFF RECOMMENDATION: Staff Recommends that the Board: authorize the expenditure of $7,000 for LiDAR imagery

BACKGROUND: The City of Eureka took the lead in contracting for new LiDAR imagery for the Humboldt Bay region. The Harbor District along with the County of Humboldt, and Humboldt Community Services District cooperating in funding this project which has a total cost of approximately $143,000.

DISCUSSION: The Lidar data will be uploaded onto the Harbor District, City of Eureka and Humboldt County GIS systems. LIDAR, which stands for *Light Detection and Ranging*, is a remote sensing method that uses light in the form of a pulsed laser to measure ranges (variable distances) to the Earth. These light pulses—combined with other data recorded by the airborne system— generate precise, three-dimensional information about the shape of the Earth and its surface characteristics.

ATTACHMENTS:

A. August 29, 2019 letter from City of Eureka requesting payment.

Fold at (>) to fit 7710 or 5030C Envelopes

Phone: (707) 441-8855 Email: info@shn-engr.com Web: shn-engr.com
812 W. Wabash Avenue, Eureka, CA 95501-2138

Reference: 016008.700

RECEIVED
SEP 23 2019
H.B.H.R. & C.D.

August 29, 2019

Larry Oetkar
Humboldt Bay Harbor, Recreation and Conservation District
601 Startare Drive
Eureka, CA 95501

Subject: Aerial Photo and LiDAR Acquisition 2019, Request for Payment

Dear Larry Oetkar:

Thank you for being a partner in the City of Eureka's Aerial Photo and LiDAR Acquisition project. This is an important project and will be valuable to all of us.

Riley Topolewski, Senior Planner for the City of Eureka's Community Development Department has indicated that your portion of this effort amounts to **$7,000**.

SHN has agreed to help facilitate this project. Please send payment payable to SHN, at 812 West Wabash Avenue, Eureka, California 95501-2138 as soon as possible so that we can keep this project on track. For ease in processing, please reference SHN job **#016008.700**.

Thank you for your prompt attention to this request. Please call me at (707) 441-8855 if you have any questions.

Sincerely,

SHN

Greg Williston
Regional Principal

GSW:lms

PAYMENT APPROVED
By:
Account #52400-A $3500
52408-A $3500
Board of Commissioners
Approval Date:
(If required)

POSTED

\\Eureka\Projects\2016\016008-EurekaOnCall\700-AerialLidar\PUBS\Inv\20190829-PaymentRequestOetkar.docx

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Larry Doss
2nd Division
Greg Dale
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STAFF REPORT – HARBOR DISTRICT MEETING

February 27, 2020

TO: Honorable Board President and Harbor District Board Members

FROM: Chris Mikkelsen, Director of Facilities Maintenance

DATE: February 18, 2020

TITLE: Approval to proceed with a Proposal from Redwood Electrical Services in the amount of $4,080.18 for replacement of the electric service panel on Dock "I".

STAFF RECOMMENDATION: Staff recommends the Board accept the proposal from Redwood Electrical for the intended repairs.

BACKGROUND: Electric supply issues at Dock "I' have been occurring at various times; however, no specific cause to date had been determined. Redwood Electrical Services was called and found a burnt distribution wire, a failed breaker, and some permanent damage to the buss. Due in part to the failure and the age of the panel, replacement is now necessary. As Redwood Electrical is both familiar with and has been providing services to the District for many years, their professional credentials and working knowledge of our facility qualifies them for such an assignment.

ATTACHMENTS:

A. Redwood Electrical Services Proposal

REDWOOD ELECTRICAL SERVICES
4566 Excelsior Road
Eureka, CA 95503 US
707-444-1374
office@redwoodelectrical.services

Estimate

ADDRESS
Humboldt Bay Harbor District
Humboldt Bay Harbor District
P.O. Box 1030
Eureka, CA 95502-130
United States

ESTIMATE 1016
DATE 01/29/2020

PROJECT: Woodley Island Marina
SUB-PROJECT ID: Dock I Panel

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/29/2020	Services and Labor	Dock I panel replacement	1	4,080.18	4,080.18

Dock I panel replacement as discussed

TOTAL **$4,080.18**

Accepted By

Accepted Date

COMMISSIONERS
1st Division
Larry Doss
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Greg Dale
3rd Division
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4th Division
Richard Marks
5th Division
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STAFF REPORT – HARBOR DISTRICT MEETING

February 27, 2020

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: February 18, 2020

TITLE: **Report from Humboldt Bay Harbor District's Dredging Sub-Committee.**

STAFF RECOMMENDATION: Receive a report from the Humboldt Bay Harbor District Dredging Sub-Committee.

BACKGROUND: The dredging sub-committee continues to work towards finding solutions to dredging Woodley Island Marina, Fields Landing Boat Yard, Fisherman's Channel and the other District facilities. Recently a letter was sent to the North Coast Regional Water Quality Control Board which provided specific recommended amendments to the Water Quality Control Plan for the North Coast Region to encourage dredge sediment material to be reused for climate change adaptation, habitat restoration projects, and other beneficial uses. The Committee would like to discuss the proposed amendments and other items with the Board.

ATTACHMENTS:

A. January 31, 2020 letter from the Humboldt Bay Harbor District to the North Coast Regional Water Quality Control Board.

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Mr. Matt St. John, Executive Director
North Coast Regional Water Quality Control Board
5550 Skylane Blvd, Suite A
Santa Rosa, CA 95403

January 31, 2020

SUBJECT: Recommended Amendments to *Water Quality Control Plan for the North Coast Region* to Encourage Dredge Sediment Material to be Reused for Climate Change Adaptation and Habitat Restoration Projects.

Dear Mr. St. John,

As you know, the Humboldt Bay Harbor, Recreation and Conservation District (Harbor District) helps maintain commerce and marine trade, but also holds "Public Trust" responsibility granted by the State of California over certain waters of Humboldt Bay and proactively works with our partners in protecting and restoring the Humboldt Bay ecosystem. We need help from the North Coast Regional Water Quality Control Board (NCRWQCB) so we can dramatically reduce, if not eliminate, the wasteful practice of taking 100,000s of cubic yards tested/clean fine-grain dredged sediment material and millions of cubic yards of sandy material from Humboldt Bay each decade several miles offshore to the Humboldt Open Ocean Disposal Site (HOODS) for disposal. This source of tested/clean sediment is needed around the perimeter of the Humboldt Bay for adaptation to sea level rise, to restore salt marsh systems and ecosystem function, and for beach and dune replenishment.

NCRWQCB and staff have long recognized this problem which was articulated well in the Executive Officer's Report to the Board in February 2017 titled: Beneficial Reuse of Dredged Material in North Coast Region authored by Gil Falcone. In your report, the NCRWQCB committed to work with partner agencies to find pathways for beneficial reuse projects that would alleviate the accumulation of dredged material and also be protective of water quality. These efforts are greatly appreciated, but have not been as successful as needed in order to timely adapt to climate change.

The Harbor District has identified the following recommended amendments to the Water Quality Control Plan for the North Coast Region that we believe will encourage clean dredge sediment material to be beneficially reused and meet water quality objectives.

1. Amend Section 4.1.8 Action Plan For Low Threat Discharges to include groundwater:

"Low-threat point source discharges may be permitted to surface **and ground** waters and may be exempted from the Basin Plan seasonal and year-round point source discharge prohibition and discharge flow limitation, provided that the following conditions are met:"

2. Amend Section 4.1.8 Action Plan For Low Threat Discharges to clarify:

    - "Dredge ~~spoils~~ material dewatering" Change name from "Dredge Spoils" to "Dredge Material" and specifically allow bay/ocean dewatering to occur without lining the dewatering site in areas that have a tidally influenced brackish groundwater layer over a subsurface freshwater layer

3. Amend Table 2-1 Beneficial Uses of Waters of the North Coast Region by designating the beneficial use of the groundwater below the Industrial properties on the Samoa Peninsula Industrial (IND), Industrial Process Supply (PRO), and Aquaculture (AQUA).

Historically, some dredge material was beneficially reused around Humboldt Bay and the material was dewatered in the Harbor District's 21 acre Samoa Lagoons upland disposal site that has an active Coastal Development Permit that allows up to 65,000 cubic yards of dredge material to be placed onsite. The site was originally permitted and was used since the 1980s. However, in 2010 NCRWQCB halted the continued use of the site due to NCRWQCB staff concerns that some saline groundwater infiltration will occur during the saltwater dewatering back to Humboldt Bay. This occurred even though dredge spoils dewatering is specifically classified as a "Low Threat Discharge"; there are no drinking water wells on the Samoa Peninsula; there is a tidally influenced brackish layer overlying the freshwater; and dredging is required in order to maintain the Navigation (NAV) Beneficial Uses of Humboldt Bay. This action effectively prevented any beneficial reuse of dredge material in Humboldt Bay and all dredge material has been shipped three miles offshore to HOODS.

Over the last two years, the Harbor District has been working cooperatively with NCRWQCB, Coastal Commission, USACOE staff, and our Sediment Reuse Advisory Committee to come up with alternative strategies and in 2019 "small scale" dredge spoils dewatering was approved by all the permitting agencies at the Harbor District's Fields Landing and Redwood Marine Terminal II properties. This was a huge step forward and we greatly appreciate all the agencies cooperation. However, in order to dewater the 100s of thousands of cubic yards of material that are available and needed to combat sea level rise; restore salt marsh systems and ecosystem function, and for beach and dune replenishment around Humboldt Bay we must approve large scale dewatering projects that do not impact drinking water supplies and already have tidally influenced brackish water overlaying freshwater without requiring acres of plastic lining to be installed every year we use the site.

The Harbor District is implementing a sustainable dredging and sediment management plan, where we remove modest amounts of sediment at regular intervals instead of dredging massive amounts of sediment every ten years. Our plan is to transport tested/clean sediment from the Woodley Island, Eureka Small Boat Basin and other docks and boat ramps around the bay to our centrally located regional sediment management facility on the Samoa Peninsula. We have permitted areas on the peninsula where we could store sediment, but currently we would have to install plastic liners that would cost hundreds of thousands of dollars and create a huge amount of plastic trash. Lining would also create major challenges with regards to rain water management. Also, the Town of Samoa has been ordered by the Coastal Commission to increase the elevation of some of the developable areas

due to climate change and tsunami impact considerations that would give us a place to deposit 100s of thousands of cubic yards of sediment directly to the site if no liner were necessary.

The loss of the pulp mills on the Samoa Peninsula has left the Humboldt Bay Municipal Water District with a surplus of millions of gallons of excess freshwater supply capacity, so all municipal or domestic water needs can be met from this source. There is currently no domestic water use of Samoa Peninsula groundwater, so no one's MUN beneficial uses would be denied. The narrow Samoa Peninsula is comprised of sandy material and is bordered by saltwater on both the Humboldt Bay and Pacific Ocean side and the groundwater underlying it is subject to saltwater intrusion based on tidal fluctuations. With sea level rise, the brackish salt water layer will likely only become more pronounced.

Between sea level rise and crustal deformation, Humboldt Bay is extremely vulnerable to climate change and we need to be able to re-use sediment to rebuild and shore up levees around the bay shore. We also need fill to restore keystone salt marsh ecosystems. While eel grass is thriving in nearly the same foot-print as in 1870, salt marsh has decreased by 95%. Therefore, the Harbor District understands the need for using clean sediment to rebuild areas that have subsided, such as White's Slough in southern Humboldt Bay so that salt marsh can be re-established and to create new living shorelines adjacent to critical shoreline public infrastructure such as the Arcata Wastewater Treatment Plant and Highway 101. Our inability to store sediment on the Samoa Peninsula constrains sediment re-use, which in turn ties our hands in starting climate change response and ecosystem recovery projects.

It is time that we looked at Humboldt Bay sediment not as "dredge spoils" that are undesirable, but as a resource to help us cope with sea level rise and improve ecosystem function. Our objectives and those of the NCRWQCB clearly over-lap as indicated by your Executive Officer's Report to the Board of February 2017. By supporting our work, you will become an essential partner in our quest to improve the health of Humboldt Bay, while maintaining economic vitality and the quality of life for local residents.

We view this as a matter of some urgency at this time, and hope that we can get necessary changes in designations well in advance of the next triennial update of the *Basin Plan* in 2021. If it pleases the Board, our staff could make a presentation at your April 6, 2020 meeting in Eureka.
Please call me or Executive Director, Larry Oetker, if you have questions or would like to meet to discuss this further.

Respectfully,

Stephen Kullmann
President, HBHRCD Commission

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1st Division
Larry Doss
2nd Division
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Richard Marks
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STAFF REPORT – HARBOR DISTRICT MEETING

February 27, 2020

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: February 18, 2020

TITLE: Consider Adopting Resolution 2020-04 Amending the Woodley Island Marina Fee Schedule to Increase the Dredge Surcharge Fee

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STAFF RECOMMENDATION: Staff recommends that the Board: Adopt Resolution 2020-04 which would adopt a $0.75 cent per linear foot increase along with an automatic annual CPI increase on all slip fees beginning July 1, 2020.

BACKGROUND: On November 14, 2019, after three meetings, the Board established the formation of a subcommittee comprised of Commissioner's Dale and Doss to work with Woodley Island Marina Tenants to review the proposed dredge surcharge and liveaboard fees. At the October 24th Board meeting, Staff had recommended a three-year phase in fee increase of 50 cents per linear foot per year for the next three years.

The 75-cent increase would raise the fee from the current 76 cents to $1.51 starting July 1, 2020. As an example, a 50 foot slip in FY 2020/21 would see their entire slip fee increased by a total of $37.50 per month over current levels. The proposed fee increase is projected to raise an additional $100,000 for a total of $200,000 annual deposit into the segregated and audited Dredge fund.

DISCUSSION: Staff would like to thank the participants for their dedication to the community and willingness to dig down into the complicated issues surrounding dredging. Three meetings of the subcommittee where held with tenants and some basic assumptions agreed to which are required to analyze how we are going to pay for consistent dredging.

- We have all permits to dredge WIM using the clamshell method with disposal at HOODS for through 2029.
- Approximately 15,000 CY of material accumulates each year.
- Approximately 100,000 CY of material needs to be removed (backlog).
- Clamshell dredging/disposal costs $25.50 Cubic Yard + Mobilization costs.
- Removing 20,000 CY costs $620,000.

- Removing 100,000 CY would cost approximately $2.5 million plus mobilization costs
- It is extremely unlikely that the District will have $3 +- million anytime in the near future.
- District currently collects approximately $800,000 per year in total slip and dredge fees:
  - Slip $640,000
  - Transient Slips $ 65,000
  - Current Dredge Surcharge Fee $100,000
- Goal to raise approximately $400,000 per year
  - 50% from dredge surcharge fees and
  - 50% from other District revenues.

To meet these objectives a $0.75 cent per linear foot increase along with an automatic annual CPI increase on all flip fees beginning July 1, 2020 was recommended. The committee also recommended the following:

- Realistic strategy is to allocate funding that allows us to dredge more than accumulates and over time gradually remove "backlog".
  - Dredge smart and manage marina slips more effectively.
    - Establish goal to increase occupancy rates by 10% thus increasing revenue without raising fees.
    - Promptly remove abandoned and delinquent vessels to make room for paying customers.
  - Have USACOE dredge the Eureka federal channel. Lack of federal maintenance of the channel is significantly impacting sediment accumulation in WIM.
  - Continue to get permits to utilize suction dredge and Samoa Peninsula disposal.
  - Sell existing dredge if we either can't get permits or determine that it is not the best dredge to meet our dredging needs.
    - Put revenues back in dredge fund

A consensus of those present was to not increase the liveaboard fees at this time.

ATTACHMENTS:

A. Resolution 2020-4 will be available as a supplemental agenda by Monday, February 24th

COMMISSIONERS
1st Division
Larry Doss
2nd Division
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STAFF REPORT – HARBOR DISTRICT MEETING

February 27,2020

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: February 18, 2020

TITLE: **Discuss, Review, and Authorize the Executive Director to Execute the Samoa Peninsula Infrastructure Workgroup Agreement.**

STAFF RECOMMENDATION: Staff recommends the Board: Authorize the Executive Director to execute the Agreement.

BACKGROUND: Staff from the Harbor District, Humboldt County, Humboldt Bay Municipal Water District, Samoa Peninsula Community Services District, City of Eureka, and City of Arcata have been meeting to discuss how we can work together to complete upgrades and maintenance to the public infrastructure on the Samoa Peninsula. Since the infrastructure is owned and managed by several different governmental agencies, there is a need to coordinate our efforts in order to effectively manage and plan for future development opportunities. The proposed Samoa Peninsula Infrastructure Workgroup Agreement is included as Attachment A.

ATTACHMENTS:

A. Samoa Peninsula Infrastructure Workgroup Agreement

Samoa Peninsula Infrastructure Workgroup Agreement

The undersigned agree to form a workgroup to determine whether a public and /or private entity should be formed to collectively gather resources to invest into the infrastructure needs of the Samoa Peninsula.

Recitals

A. Public agencies with a variety of jurisdictions have been engaged in conversations and activity concerning numerous potential coastal dependent or aquaculture-based development opportunities for the Samoa Peninsula.

B. Currently, a substantial lack or limitation on the utility related infrastructure on the Samoa Peninsula needed for both economic development and the safety of future residents.

C. The Samoa Peninsula falls into a congressionally established Opportunity Zone. Opportunity Zones are a new tool for community development. Established in the Tax Cuts and Jobs Act of 2017, Opportunity Zones provide tax incentives for long-term investment in low-income communities.

D. Interested agencies desire to create a workgroup, to determine the best way stakeholders can collaborate to attract private investment, federal or state funding to meet the infrastructure needs of the Samoa Peninsula.

Now, therefore the undersigned public agencies, referred herein as "Members" agree as follows:

Agreement

1. Formation. The "Samoa Peninsula Infrastructure Workgroup" is hereby formed.

2. Parties to this agreement. For the purposes of this agreement, each member intends to explore the creation of a separate public entity or special district for a period of no more than one year.

3. Purpose. The purpose is to explore the possibility of creating an entity that can seek resources for the infrastructure needs of the Samoa Peninsula for economic development improvements and the betterment of the community members who live there and the

economy of Humboldt County. To further that purpose, the membership will work toward the following goals:

A. Study the collective infrastructure needs including, but not limited to: water, sewer, power, fire, broadband
B. Create an overview on upcoming projects, their funding status, and additional projects likely to emerge seeking to locate in the region.
C. Increase awareness and understanding of the regional capacity needed to protect the area from threats including fire, safety and climate adaptation.
D. Expand the regional capacity to be responsive to economic development opportunities

4. Membership. Any public agency which has jurisdiction within the boundaries of the Samoa Peninsula Opportunity Zone.

5. Timeline. The workgroup shall disband on December 31, 2020, or sooner at the discretion of the membership. The Task Force can be extended for a period of one year by the membership if the entities it represents are notified of the need for an extension.

6. Principal Office. The principal office shall be 520 E Street, Eureka, CA 95501

7. Staffing. The County of Humboldt Economic Development Department will staff the task force. Consultants may be hired to assist the County with staffing needs.

COMMISSIONERS
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2nd Division
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STAFF REPORT – HARBOR DISTRICT MEETING

February 27, 2020

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: February 21, 2020

TITLE: Consider Adopting Resolution 2020-02 Designating Business Matters, Appointment and Authorization for the Humboldt Bay Harbor, Recreation and Conservation District for Calendar Year 2020

STAFF RECOMMENDATION: Staff recommends the Board Adopt Resolution 2020-02

BACKGROUND: Annually the Board approves a Resolution which appoints specific staff and/or consultants, established financial limitations, legal notice designations, meeting schedules, and other business matters of the District.
Staff recommends adopting the 2020 Regular Meeting Schedule (Attachment A), which cancels the meetings scheduled for November 26, 2020 and December 24, 2020 and schedule Special Meetings on the second Thursday of those months instead.

DISCUSSION: A Business Matters Resolution has been adopted annually since 2013 and is used as a guideline for staff regarding media contacts and spending limits, as well as appointed district staff and the officers of the Board of Commissioners. It establishes the board meeting schedule and legal notice designations.

ATTACHMENTS:

- **A.** Humboldt Bay Harbor District Board of Commissioners Regular Meeting Schedule for the Calendar Year 2020
- **B.** Resolution 2020-02

Humboldt Bay Harbor District Board of Commissioners

Regular Meeting Schedule

Calendar Year 2020

MONTH	DATE	TIME
January	01/23/2020	7:00 P.M.
February	02/27/2020	7:00 P.M.
March	03/26/2020	7:00 P.M.
April	04/23/2020	7:00 P.M.
May	05/28/2020	7:00 P.M.
June	06/25/2020	7:00 P.M.
July	07/23/2020	7:00 P.M.
August	08/27/2020	7:00 P.M.
September	09/24/2020	7:00 P.M.
October	10/22/2020	7:00 P.M.
~~November*~~	~~11/26/2020~~	~~7:00 P.M.~~ CANCELLED
~~December*~~	~~12/24/2020~~	~~7:00 P.M.~~ CANCELLED

***Special Meeting Dates for November and December 2020:**

November	11/12/2020	7:00 P.M.
December	12/10/2020	7:00 P.M.

HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT

RESOLUTION NO. 2020-02

A RESOLUTION DESIGNATING BUSINESS MATTERS, APPOINTMENT AND AUTHORIZATION FOR THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT FOR CALENDAR YEAR 2020

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, 2020 and ending December 31, 2020 for all divisions of the Humboldt Bay Harbor, Recreation and Conservation District:

OFFICERS FOR THE BOARD OF COMMISSIONERS:

President -	Stephen Kullmann
Vice President -	Larry Doss
Secretary -	Patrick Higgins
Commissioner -	Greg Dale
Commissioner -	Richard Marks

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 – Mark Wetzel, 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 – Custodians of Funds
7. Custodians of State, Federal and other funds, whether loans or grants, to make application for, receive and expend – Custodians of Funds 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 for non-recurring, single expenditures over $300.00
d. Board approval of any expenditure over $5,000.00

9. Authorized Revenue Facilities:
    a. Local Bank Checking, Money Market & Savings Accounts – TriCounties Bank, Eureka Branch
    b. Remote Bank Checking, Money Market/Savings Accounts – BBVA Compass 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
11. Contracts
    a. The Board President and/or Executive Director are authorized to sign contracts and expenditures over $5,000.00 which have been approved by the Board

LEGAL NOTICE DESIGNATIONS:

1. Official Notice posting sites:
    a. District Conference Room – aside main door on outside wall
    b. District website: www.humboldtbay.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, and KHUM Radio.
4. Email notification to:
    a. Cities: Eureka, Fortuna, Arcata
    b. Counties: Humboldt
    c. Chambers of Commerce: Eureka, Arcata
    d. Interested parties list

REGULAR MONTHLY BOARD MEETINGS:

1. Location: Humboldt Bay Harbor, Recreation and Conservation District; 601 Startare Drive; Eureka, CA
2. Time: Closed Session: 6:00 p.m. PST; Regular Session: 7:00 p.m. PST
3. When: 4th Thursdays of each month. Exceptions only if regular meeting dates conflict with November and December holidays.
4. Notices posted a minimum of 72 hours prior to the meeting.

SPECIAL BOARD MEETINGS:

1. Location: Humboldt Bay Harbor, Recreation and Conservation District; 601 Startare Drive; Eureka, CA
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. Legal Counsel – Ryan Plotz of Mitchell, Brisso, Delaney & Vrieze, LLC, 814 7th St. Eureka, CA 95501
5. District Planner – George Williamson; Planwest Partners Inc.; 1125 16th Street; Arcata, CA 95521
6. District Engineer- Mike Foget; SHN Engineers, 812 W. Wabash Ave, Eureka, CA 95501
7. District Treasurer- Mark Wetzel; DLM & Co. LLP, 325 2nd St., Ste 301, Eureka, CA 95501
8. Insurance Agent of Record – Special Districts Risk Management Authority (Property, Liability, Workers Compensation, Marina Operators Liability)
9. Recognize the Humboldt Bay Harbor, Recreation and Conservation District as an equal opportunity employer.
10. Designation of registered office and agent:
    Office: 601 Startare Drive; Eureka, CA 95501
    Agent: Executive Director
11. 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 27th day of February 2020, by the following polled vote:

AYES:

NOES:

ABSENT:

_____
STEPHEN KULLMANN, President
Board of Commissioners

ATTEST:

_____
PATRICK HIGGINS, Secretary

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. 2020-02 entitled,

A RESOLUTION DESIGNATING BUSINESS MATTERS, APPOINTMENT AND AUTHORIZATION FOR THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT FOR CALENDAR YEAR 2020

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 27th day of February 2020; 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 27th day of February 2020.

_____
PATRICK HIGGINS, Secretary
Board of Commissioners