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

DATE: July 14, 2016
TIME: Executive Closed Session – 6:00 PM
       Regular Session – 7:00 PM
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 6:00 p.m.
   a. Move to Executive Closed Session pursuant to the provisions of the California Government Code Section
      54956.8 (Conference with Real Property Negotiators)
         1) Conference with Real Property Negotiators
            Agency Negotiator: Board President, Executive Director and District Counsel
            Under Negotiation:
            PG&E property transfer

2. Adjourn Executive Closed Session
3. Call to Order Regular Session at 7:00 P.M. and Roll Call
4. Pledge of Allegiance
5. Report on Executive Closed Session
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. Consent Calendar
8. Communications and Reports
   a. Executive Director Report
   b. Staff Reports
   c. District Counsel, District Planner and District Treasurer Reports
   d. Commissioner and Committee Reports
   e. Other

9. Non Agenda

10. Unfinished Business
    a. Second Reading and Adoption of Budget for FY2016/17.
11. New Business
   a. First Reading of Amendment 6 to Ordinance 6, An Ordinance Establishing Procedures for the Conduct of Meetings, Election of Officers and the Passage or Approval of Ordinances and Resolutions for the Humboldt Bay Harbor, Recreation and Conservation District.
   b. Consideration of adoption of Resolution 2016-14 Recognizing Patricia Tyson on her Retirement.
   c. Consideration of appointment of Patricia Tyson, an independent consultant, to fill the critically-needed position of Clerk to the Board of Commissioners after her retirement on August 1, 2016.
   d. Discussion of RFQ responses for District Engineer and Solar/Biomass contractor.
   e. Consideration of approval of Employment Agreement with Timothy Petrusha.
   f. Consideration of approval of Employment Agreement with Alan Bobillot.
   g. Consideration of Salary Raise for District Bookkeeper Penny Hickey.

12. Administrative and Emergency Permits

13. Adjournment
Humboldt Bay Harbor,

Recreation and Conservation

District

SECOND READING AND ADOPTION OF FY 2016/17 BUDGET

<table>
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<tr>
<th></th>
<th>GENERAL</th>
<th>MARINA</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>REVENUE</td>
<td>$3,093,458</td>
<td>$964,162</td>
<td>$4,057,620</td>
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<td>2,219,537</td>
<td>529,296</td>
<td>2,748,833</td>
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<td>247,920</td>
<td>1,287,119</td>
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<td>EXCESS REVENUES OVER(Under) EXPENSES</td>
<td>(165,278)</td>
<td>186,946</td>
<td>21,668</td>
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</table>

Prepared for the Board of Commissioners
For their July 14, 2016 Meeting
## OPERATING EXPENSES

<table>
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<tr>
<th>Line #</th>
<th>2014-15 Actual Audited</th>
<th>2015-16 Budget</th>
<th>2015-16 Projected</th>
<th>2016-17 Proposed Budget</th>
<th>% of Total</th>
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<td></td>
<td>General</td>
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<td>883,708</td>
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<td>Shelter Cove</td>
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<td>King Salmon</td>
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<td>7,082</td>
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<td>191,510</td>
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<td>521,682</td>
<td>154,086</td>
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**TOTAL OPERATING EXPENSES** 2,921,986 2,855,090 2,701,314 2,219,537 529,296 2,748,833 100.00%

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*Increase over previous budget presentation*

*Decrease from previous budget presentation*
### REVENUE

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<tr>
<th>Line #</th>
<th>2014-15 Actual Audited</th>
<th>2015-16 Budget</th>
<th>2015-16 Projected</th>
<th>2016-17 Proposed Budget General</th>
<th>Marina</th>
<th>TOTAL</th>
<th>% of Total</th>
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<td>838,873</td>
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<td>932,081</td>
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<td>Sales &amp; Permits</td>
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<td>20,000</td>
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<td>90,854</td>
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<td>Harbor Surchg</td>
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<td>97,028</td>
<td>64,814</td>
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<td>Pilotage Tariff</td>
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<td>503,990</td>
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<td>Trans Rental</td>
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<td>40,000</td>
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<td>R7</td>
<td>WIM Dredge Srchg</td>
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<td>109,400</td>
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<td>109,400</td>
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<td>Tideland/Upland Leases</td>
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<td>310,456</td>
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<td>Gallonage</td>
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<td>1,600,000</td>
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<td>Borrowed Funds</td>
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<td>1,168,850</td>
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<td>Brownfields Grant</td>
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<td><strong>TOTAL REVENUE</strong></td>
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<td><strong>5,697,158</strong></td>
<td><strong>3,093,458</strong></td>
<td><strong>964,162</strong></td>
<td><strong>4,057,620</strong></td>
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## NON-OPERATING EXPENSES

### CAPITAL EXPENDITURES

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### EXPENDITURES

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## DEBT PAYMENTS

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<td>NOE16 Coast Seafood Repay</td>
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<td>439,424</td>
<td>39,423</td>
<td>39,600</td>
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<td>64,416</td>
<td>-</td>
<td>160,747</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL DEBT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NOE18</strong></td>
<td><strong>PAYMENTS</strong></td>
<td>305,240</td>
<td>864,111</td>
<td>813,024</td>
<td>415,699</td>
</tr>
</tbody>
</table>
NARRATIVE FOR FY 2016/17 BUDGET

(New sources of revenue and expenses are in bold.)

REVENUE (R)

R1 - Tax Revenue

Estimated income received from County of Humboldt - District’s portion of property taxes paid to County.

R2 - Sales and Permits

General - Estimated income from permit fees.
Marina - Estimated income from coin-operated showers, washers, and dryers, vending machines, ice machine, charter service, permits for fish sales and other business permits and forklift fees. New revenue source: Fuel Dock $50,000.

R3 - Harbor Surcharge

Anticipated revenues to be generated by Harbor Improvement Surcharge.

R5 - Slip Rentals

Estimated income from the rental of slips at the Marina.

R6 - Transient Rentals

Estimated income from the rental of transient slips at the Marina.

R7 - WIM Maintenance Dredging Surcharge

Charge assessed toward future maintenance dredging of Woodley Island Marina.

R8 - WIM Float Replace

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

R9 - Tenant Utilities Reimbursement

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

R10 - Fields Landing

Revenue received from storage (boats and trailers) utilities, forklift, and equipment rentals, building space rent, and Travelift haul out fees and usage. New tenant – Boat Fabricator.

R11 - Redwood Dock/Berth 1

Revenue received from building space rent/terminal lease/wharfage and dockage. Additional revenue for FY 2016/17 to be received from increased dock use/forklift fees, unloading live crab/eels. Additional buildings used for storage of crab pots. New oyster tenant, Building Lease for Seafood Company and dockage fees for Hagfish supplier.

R12 - Redwood Terminal 2/Berth 2

Revenue estimated to be received from the tenants of this property: Taylor Mariculture, DG Power and Coast Seafoods Company. $196,000 revenue from new leases.

R13 – Shelter Cove

New revenue estimated from tractor launches (2,000 x $35); Storage (40 boats x $40 x 9 mo.); and Parking.
R14 - Rents

Money to be received by the District for rents and concessions as follows: Café Marina Restaurant; Office Space; and work yard rent on Woodley Island. Additionally, a storage area on Woodley Island for trailers has been designated and will be available from May 1 – September 30. Fish Market Lease revenue $10,000.

R15 - Tideland Leases

Money to be received by the District for tidelands leases held throughout the Humboldt Bay area. $96,000 new aquaculture leases.

R16 - Late Fees and Interest on Delinquent Accounts

Late fees and interest collected on delinquent accounts.

R17 - Other Revenue

Revenue received from Coast Seafoods for gallonage fees as a condition of their tideland lease. Secretariat Services for Harbor Safety Committee, Chevron’s payment for the PORTS O&M costs, other government agencies and miscellaneous operating and non-operating revenue. Also monies anticipated to be received for support of fire boat operation and maintenance. Revenue received through reimbursement of dredging expenses by PG&E and City of Eureka and of cruise ship expenses by the City of Eureka and County of Humboldt.

R18 - Interest

Interest earned by the District on monies presently deposited in the Humboldt County Treasury.

R19 - Grant Revenue

Monies received from grant-funded projects expected to be received in FY 2016/17. Prop 1 Grant for Shelter Cove fish cleaning station.

R20 - New Markets Tax Credits

Monies acquired for asset purchase and improvements.

R21 – Borrowed Funds

$1.5 million borrowed as part of the New Market Tax Credits program.

R22 – Brownfields Grant

Monies received for the cleanup of the Redwood Terminal 2 property.

R23 – TIGER Grant

Monies received for the planning and permitting pertaining to the Samoa Industrial Waterfront Transportation Access Plan.

R24 – CDB/EDA Grants

Community Development Block Grant and Economic Development Administration grants for Redwood Terminal 2 upgrades.

R25 – Mitigation Reimbursement

Monies received for payment of mitigation expenses for dredging project.
EXPENSES (E)

E1 - Salaries and Wages

Salaries and wages paid to Harbor District employees. Includes the negotiated increase (COLA) for the District’s represented employees and seasonal employees for Shelter Cove.

E2 - Commissioners Fees

Fees paid for the service of Commissioners on the Board.

E3 - Temporary Services

Expenses paid for additional temporary services as needed.

E4 - Payroll Burden

Payroll Burden consists of employer-paid taxes and employer-paid benefits and insurances provided for in the District’s Personnel Policy. The Employer Contribution Rate for PERS for FY 2016/17 is 8.377% for employees hired prior to January 1, 2013 and 6.555% for employees hired on or after January 1, 2013, plus a lump sum $1,300 for PERS unfunded liability report. There will be a decrease in the Workers Comp experience modification from 108% to 87% for 2016/17.

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. There is also an amount included for the publication and for additional port, Marina and District marketing and promotional materials.

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 - Automotive Expense

Cost of maintaining and fueling the District’s automobiles, vessels, electric trucks, security vehicles, forklift, and other operating equipment.

E7 - Communications

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

E8 - 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. Additional conferences or travel that would exceed the budget require individual approval by the Board.

E9 - 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. Dues and subscriptions expenses that would exceed the budget require individual approval by the Board of Commissioners.
E10 - Elections and Fees Paid to Other Governmental Entities

There are no Board seats slated for election for the District in FY 2016/17.

E11 - 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. SDRMA reported there will be no increase in the base rate for Property/Liability and Workers Compensation policies for FY 2016/17. 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 Redwood Terminal 2 is also included. Insurance expenses that would exceed the budget require individual approval by the Board of Commissioners.

E12 - Office Expense

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

E13 - Operating Supplies

Expenses for janitorial supplies.


E15 - Legal Services

Fees paid to District Counsel Paul Brisco for work in connection with the Woodley Island Marina and to do District legal work to draw up ordinances, permits, agreements, leases etc. between the District and other agencies/entities, attend Commissioner meetings and all other general legal and litigation work needed by the District.

E16 - Accounting/Auditing Services

Fees paid for the services of District Treasurer Mark Wetzel 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. Hunter, Hunter & Hunt is the contracted auditing firm for FY 2016/17.

E17 - District Planner Services

Fees paid for the services of District Planner George Williamson for service in all aspects of planning associated with District projects.

E18 - Professional/Outside Services

Excess Liability Insurance broker fees ($10,000) split between CAPA ports. This account also includes funds for website revision, appraisal services, engineering and environmental consultant services required and potential rail study update 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.

E19 - Utilities

Expenses for electricity, gas, water, sewer and refuse for the District office, Marina docks, lights, office spaces, and buildings. This expense will be offset by the revenue received through the installation of water and electrical meters.

E20 - Maintenance Expense

Estimated expenses for repairs and maintenance to Marina docks, light fixtures, compressor, miscellaneous equipment, facilities and roof repairs to the main building, as well as other District facilities. Also includes all tools less than $2,500 and annual maintenance agreements on office equipment. Includes Shelter Cove expenses: House rent for 4 months ($4,800); Fuel ($4,800); Per Diem 6 months ($8,280).
E21 - Fields Landing Expense

This is to cover any expenses of the District for the repair and maintenance of the District's Fields Landing property including storm water filters, repairs to buildings and yard lighting. Also included are insurance, utilities, water, sewer, refuse, and telephone service.

E22 - Shelter Cove Expense

Expenses/miscellaneous items needed for the repair and maintenance of the District's facilities at Shelter Cove (includes Insurance Expense). Also includes repairs to breakwater, roads, fencing and fish cleaning station.

E23 - King Salmon Expense

Estimated expenses for maintaining the King Salmon Beach area, including replacing signage and vegetation maintenance.

E24 - Redwood Marine Terminal/Berth 1 Expense

Estimated expenses for maintaining the Redwood Dock/Berth 1 property (planking, roadway upgrade, power).

E25 - Redwood Terminal 2/Berth 2 Expense

Estimated expenses for maintaining the Redwood Terminal 2/Berth 2 property, utilities and minor repairs.

E26 - Mariculture Lease Fees

Fees paid to private tidelands owners for mariculture leases.

E27 - Grant Expense

Expenses associated with grant-funded projects expected to occur in FY 2016/17. Prop 1 Grant for Shelter Cove fish cleaning station.

NON-OPERATING EXPENSES (NOE)

CAPITAL EXPENDITURES

NOE1 - Woodley Island Facility Improvement

Estimated expense for the purchase of replacement floats ($50,000), Fire Alarm ($10,000), camera for the island entrance to capture license plate numbers ($3,000), Oyster BBQ and Picnic Tables/Design ($10,000).

NOE2 - Dredging Expenses

Estimated expenses in preparation of dredging the marina and other bay sites, including Fisherman's Channel at King Salmon. ($30,000) is estimated for dredge sediment sampling for Woodley Island Marina. Permitting and mitigation of Fisherman's Channel ($250,000), Booster pump for dredge ($40,000), Clarifier retrofit for dredge slurry - City to pay ¼ ($50,000), White Slough Sediment Berm ($10,000), King Salmon Dock Owner Association formation ($5,000) and King Salmon Entrance Dredging ($20,000).

NOE3 - Fields Landing Boat Yard

Estimated expenses for capital improvements to the Fields Landing Boat Yard, including installation of a lower dock next to Travelift pier ($5,000), Travelift cables ($10,000), lighting ($18,000) and Planning and Design for future uses ($15,000).

NOE4 - Redwood Marine Terminal Berth 1 Improvement

Estimated expenses required for power, lights – North connection ($10,000), dock repairs ($5,000), Roof repairs and painting ($10,000), South Door wall ($5,000) and Red Tank dock repairs and power ($10,000).
NOE5 - Harbor Improvement
Payments for harbor improvement projects such as channel deepening, shoreline protection, shoal abatement and navigation aid improvement. Purchase of a gangway for cruise ships – City of Eureka will pay 1/2 ($17,500).

NOE6 - Property Acquisition
None anticipated in FY 2016/17.

NOE7 - Property Improvement – Redwood Terminal 2
Expenses associated with the Redwood Terminal 2 property: Outfall pipe repairs ($75,000); Environmental CleanUp – Lime silo & miscellaneous ($20,000); and EDA grant match ($10,000).

NOE8 - Recreational Enhancements
Shelter Cove expenses for 2016/17: Electrical, water and lighting (storage lot) ($10,000).

NOE9 - Conservation Enhancements
No estimated expenses for capital improvements related to conservation enhancements at facilities other than Woodley Island.

NOE10 - Auto/Operating Equipment
Purchase of an RV for employee housing at District facility ($10,000).

NOE11 - Office Equipment
Estimated expenses for upgrading computer equipment with a more advanced computer firewall ($3,000).

DEBT PAYMENTS

NOE13 - Cal Boating Loan & Deepening Loan Combined
In FY 2014/15, the Cal Boating Loans and the Deepening Loan were combined as a Bond refinance. The loans 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.

NOE14 - Electric Meter Loan Payments
Monthly payments on the Woodley Island Marina electric meter loan.

NOE15 - Forklift Loan Payments
Monthly payments on the Redwood Terminal 2 Forklift.

NOE16 - Coast Seafoods Repayment
Repayment of loan to Coast Seafoods for the trucking of the liquors from Redwood Terminal 2 to KapStone.

NOE17 - New Market Tax Credits Payment
Payment on the New Markets Tax Credit Loan: $1.5 million @ 5% for 30 years.
HUMBOLDT BAY HARBOR, RECREATION
AND CONSERVATION DISTRICT

AMENDMENT NO. 6 TO ORDINANCE 6

ESTABLISHING PROCEDURES FOR THE CONDUCT OF MEETINGS, ELECTION OF
OFFICERS AND THE PASSAGE OR APPROVAL OF ORDINANCES AND
RESOLUTIONS FOR THE HUMBOLDT BAY HARBOR, RECREATION AND
CONSERVATION DISTRICT

THE BOARD OF COMMISSIONERS OF THE HUMBOLDT BAY HARBOR,
RECREATION AND CONSERVATION DISTRICT DOES HEREBY AMEND ORDINANCE
NO. 6 AS FOLLOWS:

The following words are hereby deleted from Article III, Meetings, Section 2:

Regular meetings shall be held without notice on the 2nd and 4th Thursday of each month
from January through October of each year, on the 2nd Thursday of November each year
and the 1st and 3rd Thursday of December each year at 7:00 PM at the Office of the
District, until otherwise provided by Ordinance or Resolution of the Board of
Commissioners of the District. In the event a regular meeting day shall be a legal holiday,
said meeting shall be held on the next succeeding Thursday.

AND the following words inserted:

Regular meetings shall be held on the 4th Thursday of each month at 7:00 PM at the Office
of the District, until otherwise provided by Ordinance or Resolution of the Board of
Commissioners of the District. In the event a regular meeting day shall be a legal holiday,
a special meeting of the Board of Commissioners may be called to conduct time-sensitive
business.

PASSED AND ADOPTED THIS XX DAY OF XXXXX, 2016 BY THE BOARD OF
COMMISSIONERS OF THE HUMBOLDT BAY HARBOR, RECREATION AND
CONSERVATION DISTRICT BY THE FOLLOWING POLLED VOTE:

AYES:

NOES:

ABSENT:

PATRICK HIGGINS, PRESIDENT
Board of Commissioners

ATTEST:

GREG DALE, SECRETARY
Board of Commissioners