

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

DATE: August 12, 2019
TIME: Special 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 Special Session at 7:00 P.M. and Roll Call**
2. **Pledge of Allegiance**
3. **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.

4. **Consent Calendar**

- a) Approval of Meeting Minutes for July 11, 2019 Special Board Meeting
- b) Approval of Permit and Agreement Renewal to Operate a Charter Service Business with Steve Helton dba Judah Paul Sport Fishing
- c) Approval of employment contract renewal with Mindy Hiley, Director of Administrative Services
- d) Approval of employment contract with Adam Wagschal, Deputy Director
- e) Approval of employment contract with Chris Mikkelsen, Director of Facilities Management
- f) Approval of employment contract with Cory Mooers, Marina Manager
- g) Approval of second extension of agreement with Humboldt State University Foundation for management of the Humboldt Bay Physical Oceanographic Real Time System (HB PORTS).

5. **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

6. **Unfinished Business**

- a) **Discussion of USACOE 2019 Emergency Shoaling and Entrance Channel Dredging**

Recommendation: Staff recommends that the Board: Receive a report from Staff and Provide Direction as required.

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b) Award a Contract to The Dutra Group for the Fields Landing Boatyard and Woodley Island Marina Dredging Project

Recommendation: Staff recommends the Board: Award a \$620,000 contract for the Fields Landing Boatyard and Woodley Island Marina Dredging Project to The Dutra Group and authorize Staff up to a 10% (\$62,000) contingency to cover unforeseen expenses.

Summary: The District released an Invitation for Bids for the Fields Landing Boatyard and Woodley Island Marina Dredging Project on July 5, 2019 and a bid opening was held on August 5, 2019. Work comprises dredging at Fields Landing Boatyard and Woodley Island Marina. As proposed by The Dutra Group, dredged material will be disposed of at the Humboldt Open Ocean Disposal Site. The project is scheduled for completion by October 15, 2019.

7. New Business

a) Authorize the Release of a Request for Proposals to Lease the Districts Redwood Marine Terminal I Dock and Property to Develop and Operate a New Multipurpose Dock at Redwood Marine Terminal I to Support Proposed Offshore Wind Energy Development.

Recommendation: Staff recommends the Board: Authorize the Release of the Request for Proposals (RFP) and Authorize the Board's Wind Energy Sub-Committee to work with Staff to assemble a broad group of individuals and organizations to assist the District to evaluate proposals.

Summary: For many years the District has planned to expand the capabilities Redwood Marine Terminal I (RMT I) to a new multi-purpose berth and land-based facility. New opportunities to accommodate renewable energy assembly and operation and maintenance operations have made it clear that if we are going to attract wind energy development to our port, the District, federal, State, and regional resources are needed to make our port ready for these opportunities.

b) Adopt Resolutions: NO. 2019-09 A Resolution Authorizing the Executive Director to Execute an Employment Agreement with Alan Bobillot and NO. 2019-10 A Resolution for Exception to the 180-Day Wait Period.

Recommendation: Staff recommends the Board: Adopt Resolutions NO. 2019-09 and NO. 2019-10.

Summary: Alan Bobillot retired from the Harbor District on July 27, 2019 as the Director of Facilities Maintenance. Assembly Bill 340, the Public Employee Pension Reform Act of 2013 also known as PEPRA, was signed into law on September 12, 2012 and went into effect on January 1, 2013. PEPRA created Government Code Section 7522.56 which requires public agency retirees to wait 180 days after retirement before returning to work for a public agency. This waiting period can be waived should the Board determine it is critical to fill the specific position. Therefore, this request is before Board for approval at this time.

c) Consideration of Establishing a Budget Subcommittee

Recommendation: It is recommended that the Board: Provide Direction on establishing a Budget Subcommittee to assist with the preparation of the 2020/21 upcoming budget.

Summary: The Budget is prepared annually under direction of the Executive Director. In years prior to 2018, the Board of Commissioners would approve the budget schedule for the next fiscal year's budget and appoints a Budget Committee at their March meeting. The Budget Committee of two Commissioners worked with Staff to develop a preliminary budget and review the current year's budget and forecast. In the 2018/19 and 19/20 budget cycles the Board at the recommendation of the Executive Director did not appoint a subcommittee and instead held a series of five public meetings which focused on specific properties and other budget categories. Subcommittees are generally comprised of two Board Members; are generally internal meetings and not noticed or open to the public. The next budget is required to be finalized in July of 2020.

8. Administrative and Emergency Permits - None

9. Adjournment