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

DATE: December 12, 2019
TIME: Executive Closed Session  5:30 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 5:30 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


   d) 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)

   e) CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one case (Coast Seafood).

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) Agreement for Services with the Humboldt Bay Development Association

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. New Business

   a) Fishing Community Sustainability pre-planning

      Recommendation: Staff recommends the Board: Receive a brief report and schedule an agenda item or study sessions to review ways the District can assist the fishing communities in both Shelter Cove and Eureka.

      Summary: Humboldt State University (HSU) drafted separate Fishing Community Sustainability Plans for Eureka and Shelter Cove, using a bottom-up planning process. The planning methods conducted in each port and the outcomes, highlighting how strategic planning can help communities build social and political capital and begin a process of community transformation. Attachments A and B contain specific recommendations for Eureka and Shelter Cove.

   b) Update Regarding the Samoa Peninsula Infrastructure Financing

      Recommendation: Staff recommends the Board: Receive a report regarding regional efforts to finance infrastructure on the Samoa Peninsula.

      Summary: Over the last 30 years, the region has seen a dramatic downturn in the timber, fishing, shipping and other historic industries. The Samoa Peninsula was once the regional economic engine for our community. The Peninsula has deep water docks and large developed industrial infill opportunities that are currently vastly underutilized. The Harbor District owns and has direct control over a good portion of the Peninsula’s waterfront. The Harbor District is actively engaged with the County of Humboldt, City of Eureka, City of Arcata, Humboldt Bay Municipal Water District, and Samoa Peninsula Community Service District to explore funding mechanisms and organizational structures that are needed to reestablish the Samoa Peninsula as a regional economic center which can have significant economic benefits for our collective regional job, wage, tax, and existing/new business growth.
c) Consideration of Resolution 2019-17, A Resolution Designating the Executive Director and Deputy Director of the Humboldt Bay Harbor, Recreation and Conservation District to be Authorized Agents to Engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services Regarding Grants and Reimbursements

*Recommendation:* Staff recommends the Board: Approve a resolution authorizing the Executive Director and Deputy Director to provide to the Governor’s Office of Emergency Services for all matters pertaining to state disaster assistance and the assurances and agreements required.

*Summary:* The District is currently and will likely in the future seek disaster assistance from the Governor’s Office of Emergency Assistance. The Governor’s office requires that, through a resolution, the District Board assign the authority to agents to represent the District. District staff recommends that the Board assign this authority to the District’s Executive Director and Deputy Director.

11. Administrative and Emergency Permits - NONE

12. Adjournment
TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: December 6, 2019

TITLE: Humboldt Bay Development Association Agreement for Services

STAFF RECOMMENDATION: Staff recommends the Board: Authorize an Agreement for Services between the Humboldt Bay Harbor, Recreation and Conservation District and the Humboldt Bay Development Association at a rate of $36,000 annually for a five-year term from September 1, 2018 – August 31, 2023.

BACKGROUND: The District has been providing ongoing general accounting duties, preparation of interim financial statements, compliance reporting for New Market Tax Credits and participation in annual audit for the Development Association since Dockal & Associates terminated their agreement with the Development Association on September 1, 2018.

DISCUSSION: New Market Tax Credit reporting requires quarterly reporting on all details pertaining to Redwood Marine Terminal II, including tenancy reports and financials from both the District and the Development Association. The District spends a significant amount of time preparing documents for quarterly deadlines and, due to the direct association with the property, finds that the duties are best performed by District Staff.

The Development Association has funds available for these services and has approved that the District move forward with an Agreement for services.
TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: December 6, 2019

TITLE: Fishing Community Sustainability pre-planning

STAFF RECOMMENDATION: Staff recommends the Board: Receive a brief report and schedule an agenda item or study sessions to review ways the District can assist the fishing communities in both Shelter Cove and Eureka.

BACKGROUND: Humboldt State University (HSU) drafted separate Fishing Community Sustainability Plans for Eureka and Shelter Cove, using a bottom-up planning process. The planning methods conducted in each port and the outcomes, highlighting how strategic planning can help communities build social and political capital and begin a process of community transformation. Attachments A and B contain specific recommendations for Eureka and Shelter Cove.

DISCUSSION: Fishing communities are facing a variety of challenges including declines in participation, reduced access to fish resources, aging physical infrastructure, gentrification, competition from foreign imports, the “graying” or aging of their fleets, and a host of environmental stressors. These factors can represent threats to the continued viability of individual fishing communities. Such communities are clearly in need of tools that will enable them to plan strategically and to be more proactive in charting a sustainable future.

HSU lead a team of researchers that includes Lisa Wise Consulting, Inc. to work directly with representatives from the fishing communities of Eureka and Shelter Cove. Project supporters include: The Humboldt Fishermen’s Marketing Association, Humboldt Area Saltwater Anglers: HASA, the City of Eureka, the Humboldt County Board of Supervisors, the Harbor District, the Shelter Cove Resort Improvement District, Congressman Huffman’s Office, and several individual fishermen.

Over the last year, the Harbor District worked closely with the Shelter Cove fishing community in a similar bottom up approach which culminated in the formation of the Shelter Cove Fishing Preservation Incorporated (SCFPI) and a contract between the Harbor District and SCFPI where SCFPI took control of the lease property, boat launch, boat storage, and fish cleaning station from the District. The next step in the relationship with SCFPI is to work towards the long term transfer of the District’s leasehold interest; assist SCFPI to develop the property with a fish composting; commercial fish processing; access to markets, and other much needed improvements. The Shelter Cove fisherman’s efforts are a prime example of the bottom up approach as they have and continue to proactively to control of their own destiny.
In contrast, the District’s relationship with the Eureka based fisherman is essentially non-existent and many would consider completely non-productive. Eureka based fisherman continue to be completely proactive and are aggressively working on many fronts to work on the numerous issues confronting fisherman. The Harbor District also continues to proactively invest time and resources in aquaculture, dredging, Woodley Island Marina, boat repair yard, dock facilities; and fisherman’s gear repair/storage areas.

The Harbor District, Shelter Cove and Eureka fisherman’s efforts are parallel, but not aligned or coordinated. Each entity has had numerous successes, but the reality is that the fishing community has large problems that need large solutions that cannot be solved by the District alone. The District must reassess, rekindle and strengthen old partnerships; build new relationships; learn from but not dwell on past mistakes; and chart a new course in order to meet the needs of the fishing community.

On page 40 of the Eureka Community Sustainability Plan states:

“ALLIANCES, TRUST, AND COMMUNITY COHESION Cultivating sustainability within a fishing community, whether at the economic, environmental, or social level, begins through the formation of positive relationships between fishermen and civic leaders, regulatory agencies, and academia. The level of trust among fishermen and management entities (governmental and non-governmental) reflects the level of cohesion in the local fishing community and the degree to which beneficial partnerships can be formed and funding opportunities realized. Opportunities to form key partnerships and acquire funding for critical infrastructure upgrades and expansion, engage in strategic planning, and to manage resources effectively are more attainable when the level of trust and cooperation within the fishing community and with outside entities is high.”

We are at the start of another delayed commercial crab season and the hope is that pots will be overflowing for the next several months. Fisherman are busy and this is not the time to begin a renewed effort directly with them. However, it is the time for the Harbor District to begin to internally look at our priorities, goals and project so that we are prepared to positively re-engage with the fishing community once the crab season winds down.

ATTACHMENTS:

A. Recommendations from Eureka Community Sustainability Plan
B. Recommendations from Shelter Cove Community Sustainability Plan
6 RECOMMENDATIONS

The recommendations in the Eureka Fishing Community Sustainability Plan are the culmination of two years of collaborative efforts that drew from personal interviews, workshops and public meetings, as well as an in-depth analysis of the history, economic performance, market conditions, social capacity, and environmental and regulatory setting in which the Eureka fishing industry operates. The collaboration represents a robust and diverse participation, starting with the fishing community (commercial, charter, and recreational fishermen, fishing families, mariculture, and related industries), civic leaders, elected officials, academia, and the general public. The FCSP and final recommendations are truly a community effort and represent the perspective and the hopes of not only fishermen and seafood-related businesses but the entire community of Eureka.

The recommendations are the essence of the FCSP and are aimed at assuring that fishing remains a vibrant and strong part of Eureka long into the future. The recommendations are ultimately intended to give fishermen and the community greater control of outcomes so they can continue to generate economic, social, and environmental returns.

**Economic** – generate employment opportunities in Eureka, wages for workers, support for fishing related services, and revenues from slip fees and taxes which drive investment in waterfront infrastructure

**Physical Infrastructure** – maintain and improve shoreside infrastructure that supports continued accessibility for the commercial and recreational fleets

**Social** – assure that fishing remains a prominent activity on the Eureka waterfront, and fishermen, fishing families and participants in related industries continue to play an important role in Eureka’s future and identity

**Environmental and Regulatory** – grow awareness of the rich and productive Bay and ocean ecosystem in and near Eureka and the fishing industry’s efforts to comply with some of the heaviest fishery regulation in the world which has led to the successful rebuilding and maintaining fish stocks and habitats.
Initial steps among the County, City and commercial fishing industry should include a review of existing planning and economic development strategy documents and updating or amending them to accommodate needs cited in the following recommendations.

Ultimately, the recommendations are aimed at implementation, at getting things done that empower the fishing community and empower the entire community of Eureka. As such, the recommendations include groups that might be best suited to take responsibility, leverage existing reports and studies that identify and support key actions, identify additional research where there is lack of data and in some instances identify potential funding sources and collaborative partners. A more extensive list of potential funding sources is included in the following chapter.

The approach to this project that included more than 100 hours of personal interviews, workshops, public meetings, and extensive research on the economic, social, and environmental/regulatory conditions as well as physical infrastructure on the Eureka waterfront, strong collaboration with NOAA's Saltonstall Kennedy Program (project's funding source) and partners such as Humboldt State University are evidence that the Eureka fishing community has widespread support and is clearly capable of:

- Identifying needs;
- Developing key partnerships;
- Attaining funding; and
- Planning for the future.

Recommendations are not ranked by priority, however items noted with an asterisk, such as dredging, are considered by the community to be existential or crucial to the viability of fishing in Eureka. The recommendations are separated into four categories: Physical Infrastructure & Critical Services; Economics and Markets, Social; and Environmental And Regulatory. In terms of prioritization, the community has decided to take an opportunistic approach, acknowledging that all of the recommendations and their outcomes as important. As such, if funding, key partnerships, or a champion emerges to implement any issue, the community should support it.
## Infrastructure & Critical Services

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<th>Issue</th>
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<th>Recommendation</th>
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<td>1</td>
<td><strong>Protect Marine-Dependent Uses</strong>*</td>
<td><strong>Key Concepts:</strong> As the economic landscape of Eureka has changed from primarily fishing and timber, an increasing number of properties along the waterfront have been converted to non-waterfront uses. Fishermen report a sense of displacement and lack of support from the community due to decreased facilities and support businesses located along the waterfront.</td>
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<td>2</td>
<td><strong>Cold Storage &amp; Ice Facility</strong></td>
<td><strong>Key Concepts:</strong> Throughout the process, the community indicated that cold storage and ice facility is a primary need which mirrored findings in Humboldt County's EDA-funded 2012 Comprehensive Economic Development Strategy “Prosperity 2012”, the 2015 City of Eureka Economic Development and Strategic Plan (see section 7), and the City/EDA-funded Regional Cold Storage Technical Study (September 2015) that the current amount of cold storage serving Humboldt Bay is inadequate and that additional cold storage capacity is a prioritized infrastructure/public works project that is crucial to the competitiveness of the County's specialty foods, flower, and beverage industries.</td>
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*Key Concepts:* 883678f8b5
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<td>3</td>
<td><strong>Dredging</strong>*</td>
<td><strong>Key Concepts:</strong> A well-dredged harbor is critical for safe, reliable access for commercial fishermen, recreational fishermen, boaters, Coast Guard, and harbor services. Dredging was consistently identified as a primary concern by fishermen and other stakeholders. Any dredging in the harbor entails working closely with the Harbor District. Permitting and dumping of dredge spoils is one of the most complicated and costly activities in any port. In recent years, dredging has not occurred until conditions reach an emergency state. A long-term plan is needed to ensure consistent dredging of the Bay.  The City of Eureka and the Harbor District need to work with regulatory agencies and relevant stakeholders to develop a long-term plan for dredging in the federal and non-federal channels of Humboldt Bay. The plan should include a mechanism for dredging and sediment disposal that can be permitted, funded, and accepted by stakeholders. Fishing community members can encourage the development of a dredging/sediment task force or advisory committee that meets regularly and is charged with developing this long-term plan. Consider convening facilitated meetings with regulatory agency representatives, waterfront stakeholders, and local government entities to collaboratively develop a dredging plan and process. These efforts could build off the Harbor District’s newly formed Sediment Advisory Committee.</td>
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<td>4</td>
<td><strong>Mariculture Pre-Permitting &amp; Permit Streamlining</strong>*</td>
<td><strong>Key Concepts:</strong> Cumbersome and lengthy permitting process restricts growth and development of the mariculture industry and makes it more difficult for small businesses to enter the industry or expand. In an HSU study, mariculture industry participants report that increased grow-out grounds through a pre-permitting process could contribute to increased production, jobs, and revenue for the industry and local economy.  Representatives from Humboldt Bay’s mariculture businesses should remain active in statewide regulatory proceedings and engage with the Harbor District as a policy partner to continue developing a pre-permitting process. The pre-permitting process has been approved for sub-tidal areas but not yet for intertidal areas that support grow-out grounds for mature oysters. Mariculture operators should continue to lobby the Harbor District to pursue approval for the intertidal areas.  Mariculture industry participants should work as partners on eel grass research and seek to develop techniques that limit impacts to eel grass – a major impediment to the expansion of the industry.</td>
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### Infrastructure & Critical Services

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<td>5 Gear Storage and Security</td>
<td><strong>Key Concepts:</strong> Secure, sufficient space for gear storage and repair which is essential to the fishing and mariculture industries. Waterfront stakeholders report that there is not sufficient space for gear storage and that some of the current storage areas do not have the appropriate level of security. Challenges with gear theft have been reported. Smaller-sized mariculture businesses have expressed a desire for the designation of some sort of special-use property related to mariculture operations.</td>
<td>Commercial fishermen and mariculture businesses should work closely with the Harbor District and the City of Eureka to assure 1) there is no loss of current storage and gear repair opportunities and that 2) if additional spaces come available, they should be considered for use by local fishermen and mariculture operators. Areas where lighting and security (fencing, locked gates/entrances) are in place or can be provided should be prioritized. Additionally, fishermen should work with the Harbor District to improve the security of existing gear storage areas. Consider the development of a mariculture special-use property where small-scale mariculture operators could store gear and engage in land-based activities related to their businesses.</td>
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<td>6 Dock and Marina Maintenance*</td>
<td><strong>Key Concepts:</strong> Modern, well-maintained marinas, docks, and a safe place to launch boats are critical to a functioning, sustainable port and port industries. Individuals connected to the Wiyot Tribe indicated that the construction of a permanent dock on Tuluwat (sometimes referred to as Indian Island) to facilitate transport to and from the island is a priority.</td>
<td>Conduct an Infrastructure Master Plan. The City, Harbor District, and fishing community should work together to identify the specific over-the-water infrastructure that holds the highest priorities and develop a strategy for maintenance and expansion, particularly more slips. The effort should include identifying find funding sources and collaborative partnerships to implement strategies from the Infrastructure Master Plan. As much physical infrastructure is shared, commercial recreational and charter fishing operators, mariculture businesses, Wiyot Tribe representatives, as well as pleasure boaters and marine eco-tourism should work together (written comments and public meetings) to assure no loss of existing infrastructure and renovation and expansion of priority needs. <strong>Potential Funding Sources:</strong> Community Development Block Grant (CDBG) Planning Grant, U.S. Economic Development Administration, Division of Boating and Waterways.</td>
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<tr>
<td>Economic</td>
<td>1 Markets Analysis &amp; Development</td>
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<td><strong>Key Concepts:</strong></td>
<td>More options for fishermen to sell their fish translates to greater earnings, more employment opportunities and increased resiliency. Currently there is one large and one medium-scale buyer/processor in the community. Additional options could benefit the fishermen by increasing options on where they can sell their catch particularly considering shifting markets, landing levels and target species.</td>
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<td><strong>Recommendation:</strong></td>
<td>Consider developing a marketing study that evaluates the current market conditions related to Eureka seafood products and develops recommendations for improvement.</td>
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<td>Continue to explore options to diversify market opportunities through a fish market, local grocers, open-air market, Community Supported Fishery, and/or participation in sustainable seafood labeling programs that could increase the value of locally-harvested resources.</td>
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<td>The commercial fishing community, mariculture industry, the City, and the Harbor District should support, where possible, a sustained and diverse promotional campaign to broadcast and promote the contributions of the fishing industry via presentations at public meetings (City Council, Chamber of Commerce, etc.). The commercial fishing, City and Harbor District should also work with local news sources (print, digital, radio and community television) to promote key findings in the FCSP; such as those that highlight the robust economic, social and environmental accomplishments of commercial fishermen and commercial fishing industry stakeholders.</td>
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<td>The commercial fishing industry should work with the Harbor District to improve informational/educational signage, develop a working waterfront app, create marketing and labeling materials that promote the value of Eureka-caught seafood, and consider the installation of an informational/educational kiosk. Waterfront-related websites could be improved to include better information about charter fishing opportunities and the contact information and availability of vessels selling seafood product at the docks.</td>
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<td><strong>Potential Funding Sources:</strong></td>
<td>USDA (Local and Regional Food Systems Grant Program), State Coastal Conservancy, Ocean Protection Council (Sustainable fisheries grants), National Fish and Wildlife Foundation, NOAA Saltonstall-Kennedy Grant Program, California Natural Resources Agency (<a href="http://resources.ca.gov/docs/bonds_and_grants/Agency_Grants_and_Loans_January_2018.pdf">http://resources.ca.gov/docs/bonds_and_grants/Agency_Grants_and_Loans_January_2018.pdf</a>), Land and Water Conservation Fund, etc. Explore synergies with other industries: agriculture, cannabis, local makers (honey, flowers, bakery, and associations like Humboldt Made).</td>
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### Economic

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<td>2</td>
<td>Access to Commercial Fish Resources</td>
<td><strong>Key Concepts:</strong> Access to fish resources is an ongoing struggle for Eureka fishermen, throughout Humboldt County and California. While Eureka fishermen operate under management measures that are among the most successful in increasing biomass or fishery abundance above the long-term average, aggressive and often overlapping regulation has made it increasingly difficult, particularly for small operations and remote ports (like Eureka) to compete in markets that are dominated by inexpensive imports. Additionally, fishermen from Eureka tend to be overly reliant on one fishery: Dungeness crab, and need to develop avenues for diversification of their fishing portfolios.</td>
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## Social

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<td><strong>Key Concepts:</strong> Many Eureka commercial fishermen are represented by the Humboldt Bay Fishermen’s Marketing Association, which seeks to secure fair pricing, and is active and effective in matters directly affecting the industry, such as regulatory and market issues, and land uses around the bay. However, the Humboldt Marketing Association does not include recreational fishing or mariculture interests and there may be room for either expanding the membership of the Marketing Association or developing a broader group or coalition that can engage in fisheries and waterfront politics. There have been reports of areas of tension among waterfront users and between waterfront stakeholders and local government entities. Some report that a sense of community and connection among fishermen has declined. Conversations with fishermen revealed that political engagement on the part of the fishing community is primarily conducted by a handful of hardworking individuals. Interests of the fishing community may be better served if a larger group of individuals became educated and involved in policy processes.</td>
<td>Either form a new fishing organization or coalition that brings together a variety of fishing (and working waterfront interests) or work to broaden the membership of the existing Humboldt Fishermen’s Marketing Association. The group could include representation from recreational, charter, all sectors of commercial fishing, and possibly supportive mariculture participants and members of the public as well. This entity could increase ties between different sectors of the seafood industry and increase their influence in local and regional policy discussions; perhaps catalyzing a local movement in support of the working waterfront. An entity that encompasses representation from a broad set of fishing interests in the port could negotiate with oncoming policies or development actions such as marine renewable energy or fiber optic cable installation in a way that benefits the interests of the whole community.</td>
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### Examples/Case Studies:
- Central Coast Women for Fisheries (http://www.womenforfish.org/)
- Morro Bay Commercial Fisherman’s Organization (https://www.mbcfo.com/)
- Central Coast Joint Cable/Fisheries Liaison Committee (http://www.cencalcablefishery.com/)

### Potential Support and Funding Sources:
- Dues, grants. Consider partnerships with local small business, non-profit assistance, and potential funding sources:
  - Humboldt Area Foundation
  - North Coast Small Business Development Center
  - Redwood Region Economic Development Loans
  - Western Foundation Center
  - Community Fisheries Network (http://www.communityfisheriesnetwork.org/fishermen/)

Encourage fishing community members, especially younger members, to seek out training on fisheries policy processes and to become more involved in policy discussions relevant to the fishing industry and working waterfront.

### Examples/Case Studies:
- Marine Resource Education Program West Coast “a policy training program created by fishermen, for fishermen”(https://www.gmri.org/fisheries-convening/mrep-west)
- Environmental Defense Fund Virtual Fisheries Academy
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<th>2</th>
<th>Recruit and Retain New Fishermen*</th>
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<td>Develop more mechanisms for members of the fishing industry, mariculture industry, local government, local agencies, and academia to interact with one another and to interact with the public in a positive and less formal manner.</td>
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<td><strong>Possible activities include:</strong></td>
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<td>Fishing community development of or increased involvement in events, fundraisers, and/or festivals linked to Humboldt Bay seafood such as: the Eureka Crab Festival, Arcata Oysterfest, Trinidad Fish Festival, Ocean Night at the Arcata Theater Lounge, and HSU guest lectures and symposia.</td>
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<td>Designation of a regular time and location where members of the fishing community can gather informally and share information.</td>
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<td><strong>Key Concepts:</strong> A study by Humboldt State University shows that the average age of a commercial fishermen in Eureka is increasing. This was a consistent concern of the community. Recruitment of younger participants in the Eureka fishing fleet is undermined by the perception that other professions bring greater economic reward and less risk.</td>
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<td>Consider education and vocational training, “fishermen in the classroom” programs that promote commercial fishing at the high school and junior college level. Develop a formal or informal mentoring program where new entrants into the local fishing industry can get guidance from seasoned professionals. Continue to strengthen the relationship among the County, City, Harbor District, mariculture, and commercial fishing industry and continue to secure, renovate, and expand physical infrastructure (including cold storage and ice facility), access to fish stocks, and better marketing and promotion, as they are priorities for a more profitable, more cohesive industry which is more likely to attract new participants. Fishermen also reported that lack of access to low-interest loans can be a large barrier to entrance into commercial fishing careers in California. Fishermen could advocate for California to develop a commercial fishing loan program similar to Alaska.</td>
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<td><strong>Examples/Case Studies:</strong></td>
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<td>Commercial Fishing Apprenticeship Program (California Sea Grant)</td>
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<td>University of Rhode Island Commercial Fishing Apprenticeship Program (<a href="http://www.cfcri.org/apprenticeship.html">http://www.cfcri.org/apprenticeship.html</a>)</td>
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<td>Alaska Commercial Fishing Loan Program (<a href="https://www.commerce.alaska.gov/web/ded/FIN/LoanPrograms/CommercialFishingLoanProgram.aspx">https://www.commerce.alaska.gov/web/ded/FIN/LoanPrograms/CommercialFishingLoanProgram.aspx</a>)</td>
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<td><strong>Possible Funding Sources:</strong></td>
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<td>NOAA Sea Grant Program (Young Fisherman’s Development Act of 2017)</td>
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## Environmental

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<tr>
<td><strong>1</strong></td>
<td>Habitat Restoration and Protection</td>
<td><strong>Key Concepts:</strong> Salmon is one of the most important species in Eureka and Northern California. Degradation of habitat, particularly in natal waterways, has led to cataclysmic declines in salmon populations.</td>
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<td><strong>2</strong></td>
<td>Water Quality Protection</td>
<td><strong>Key Concepts:</strong> Humboldt Bay is renowned for its water quality. Health of the Bay is crucial for continued success of the commercial fishing fleet, mariculture industry, recreational fishing, and leisure and tourism activities.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Collaborative Research Related to Marine Resources and Changing Ocean Conditions</td>
<td><strong>Key Concepts:</strong> There are several emerging concerns in the marine environment that may greatly affect the livelihoods of waterfront stakeholders including: sea level rise, ocean warming, ocean acidification, increased harmful algae blooms, and protection of eel grass beds. Waterfront stakeholders could be drivers of and key partners in research related to marine resources and in devising adaptation strategies.</td>
</tr>
</tbody>
</table>
Critical Needs: Representatives of the fishing community agreed that all of the above recommendations are important for the development of a sustainable, thriving fishing and seafood community in the Eureka area. However, they also wanted to point out that several of the recommendations represent critical needs that, if not met, could signal challenges for the basic function and survival of the industry. They include:

**Dredging** was the most commonly-sited concern among stakeholders in our interviews and represents a critical need. If dredging does not occur on a regular basis, Eureka boats will be stranded at the port and unable to fish. It is crucial to develop a long-term solution to the dredging challenge.

**Dock and Marina Maintenance** as well as the maintenance of other key pieces of waterfront infrastructure are essential for the industry: without functioning docks, hoists, and other equipment, fishermen will not be able to unload their catch or store their vessels.

**Protecting Marine-Dependent Uses.** Fishermen also point out they have observed extreme encroachment on waterfront-dependent uses in other California ports such as San Diego and San Francisco and they do not want the same trends repeated here. Maintaining protection for waterfront dependent uses requires vigilance but is essential for the long-term protection of the fishing industry.

**Recruiting and Retaining New Fishermen.** Fishing community consistently prioritized that if new fishermen do not enter into the industry and take over the helm for those nearing retirement, there is a real threat to the future of the industry.

**Mariculture Pre-Permitting & Permit Streamlining** Mariculture industry participants communicated that their biggest priorities and limiting factors is having sufficient space for mature grow-out of oysters. Approval of a pre-permitting project for expanded grow-out grounds could allow small-scale, community-based mariculture operations develop and grow in the region.
6 RECOMMENDATIONS

The recommendations developed in the Shelter Cove Fishing Community Sustainability Plan represent the highest priority concerns of Shelter Cove fishermen, fishing families, the business community and local civic leaders and are the culmination of feedback gained from hours of personal interviews, public workshops, and meetings of an advisory committee. The recommendations are aimed at leveraging existing opportunities, addressing weaknesses and ultimately contributing to the sustainability of fishing in Shelter Cove. The recommendations are also founded in local social, environmental, regulatory and physical infrastructure conditions as presented in the preceding chapters of this FCSP. The recommendations represent a blueprint for the investment of limited resources and are geared toward implementation. As such, they include potential funding sources that could financially support the address of the top 13 issues.

Ultimately this project is evidence of the Shelter Cove fishing community’s capability to:

- Identify needs;
- Develop key partnerships;
- Attain grant funding; and
- Plan for the future.

The recommendations are presented here in order of priority on the following pages.
<table>
<thead>
<tr>
<th>Priority Issue</th>
<th>Discussion</th>
<th>Recommendation</th>
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</table>
| **1** Fishing Industry Organization or Association | **Key Concepts:** To survive and prosper, the fishing community needs to be informed of and have a voice in decisions that affect their operations, from local planning decisions to those involving regional fishing regulations. However, fishing is a time and energy consuming business. (If fishermen are not spending long hours on the water, they are mending gear, maintaining their vessels or working hard to promote and distribute their catch.) The Shelter Cove fishing community may be best represented by pooling their efforts and forming an association. An association can hold more weight than an individual or loose group of individuals and be more effective in attracting funding, developing partnerships, and ultimately influencing decision makers. An association may make initiating and/or participating in many of the FCSP recommendations easier and more effective. It will also be easier for an association to hire someone to attend meetings, make public comment, and handle communications. | **Form a Commercial or Fisherman’s Organization or Women for Fisheries Group.**  
Examples/case studies:  
- Central Coast Women for Fisheries ([http://www.womenforfish.org/](http://www.womenforfish.org/))  
- Morro Bay Commercial Fisherman’s Organization ([https://www.mbcfo.com/](https://www.mbcfo.com/)) |
| **2** Reliable, Sustainable Launch System | **Key Concepts:** It is unlikely that Shelter Cove will build a pier or launch ramp in the short- or medium-term. While the community may explore the feasibility of moorings in more detail, as long as fishermen are launching from the beach, the maintenance of the present fleet of tractors and building sufficient staff of qualified operators should be one of the highest priorities. Without a reliable launch service, fishing out of Shelter Cove would be nearly impossible. | **Secure a needs assessment.** If a needs assessment of the current conditions and potential alternatives is available, it should be updated, if not a new one should be considered. (An assessment should address number of launches per day, typical vessel types and sizes, tractor options and their operational performance to determine the types and how many tractors are needed and cost. Determine how many full-time employees (hours and qualifications) are needed to operate and maintain the tractors. Consider partnerships among public and private entities to ensure that there are qualified tractor operators and mechanics onsite. |
| **3** Fish Cleaning Station Improvements | **Key Concepts:** The fish cleaning station is part of the user experience in Shelter Cove, serving recreational fishermen and CPFV clientele. The current fish cleaning station is functional. A cold storage or freezer facility could help the community store offal as bait and or hold offal for a longer period and facilitate disposal with an agricultural or other entity. | **Explore the possibilities of partnering with a local agricultural entity to collect offal for fertilizer.**  
The commercial fishing industry should continue to pursue alternatives to acquire freezer/cold storage capacity which would enable the storage of offal/discard as bait and/or holding offal/discard for more efficient pickups or drop offs.  
The fishing community should continue working with the Harbor District to maintain the current fish cleaning station. |
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<tr>
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<tbody>
<tr>
<td>4a Ice Facility</td>
<td><strong>Key Concepts:</strong> Ice is a critical need on every fishing vessel, whether CPFV, recreational or commercial. It is also essential for commercial fishermen to sell directly to the public and for any fisherman or consumer to pack fish for travel or distribution.</td>
<td><strong>Conduct a needs assessment for an ice machine.</strong> Determine how much ice is needed per day/week/month, and what type of system would be appropriate to meet those needs and (potentially) address cold storage in the short run. i.e. container-integrated systems. Determine water and power capacity in Shelter Cove when assessing options. In the long run evaluate more permanent solutions such as a stand-alone ice plant/machine. Evaluate alternative management entities: private; public; fishermen co-op. Whether the ice machine is owned and operated by a public, cooperative or private entity, assure (through a lease agreement or other) that ice is accessible to all users. Options for relatively small ice machines for relatively small investment (draw from ice study) could be appropriate as a first step. While a smaller ice machine may be more costly per unit of ice, it requires a smaller up-front investment. Potential Funding Source: U.S. Department of Agriculture (Local and Regional Food Systems Grant Program), State Coastal Conservancy, National Fish and Wildlife Foundation.</td>
</tr>
<tr>
<td>4b Cold Storage</td>
<td><strong>Key Concepts:</strong> Currently there are no options for the fishing fleet to hold or store whole or processed seafood or bait except for small-scale home refrigerators or ice coolers. The ability to store or hold fish would give the fleet an advantage with local and regional distribution and/or attracting outside buyers.</td>
<td><strong>Determine approximate cold storage capacity (space and temperature) needs.</strong> Explore cost of an industrial freezer or small food service unit initially. Also, consider options for used equipment and options for ownership and management/operations, public, cooperative, or private entity, assure (through a lease agreement or other) that it is accessible to all users. Operating costs and loan payback can be supported by user fees. Potential Funding Sources, Partnerships: USDA (Local and Regional Food Systems Grant Program), State Coastal Conservancy, Ocean Protection Council (Sustainable fisheries grants), National Fish and Wildlife Foundation, California Natural Resources Agency (<a href="http://resources.ca.gov/docs/bonds_and_grants/Agency_Grants_and_Loans_January_2018.pdf">http://resources.ca.gov/docs/bonds_and_grants/Agency_Grants_and_Loans_January_2018.pdf</a>), Land and Water Conservation Fund, etc.. Explore synergies with other industries: agriculture, marijuana, hunting.</td>
</tr>
<tr>
<td>4c Processing</td>
<td><strong>Key Concepts:</strong> In order to add value to and increase demand for their catch, commercial fishermen need access to processing. Processing will increase markets and opportunities for commercial fishermen by enabling the sale of fillets and consumer-ready packaging directly to restaurants, retailers and consumers and get more locally-caught, sustainable fish on seafood consumers’ plates.</td>
<td><strong>Explore options for developing a small-scale processing operation or for delivering locally caught seafood to nearby processors, including Eureka.</strong></td>
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<td>Priority Issue</td>
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<tr>
<td>5</td>
<td>Greater Control over Marina Property</td>
<td><strong>Key Concepts:</strong> Presently, decisions about and improvements to the marina property are made by a private landowner and the Harbor District (HBHRCD). Shelter Cove fishermen do not have involvement in or control over the key parts of the marina property. The marina property is owned and controlled by a private landowner who does not live in the region (or country). The HD is engaged in a lease with this private landowner. Shelter Cove fishermen do not have involvement in or control over property that is crucial for the functioning of the waterfront. This creates a vulnerability.</td>
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<tr>
<td>6</td>
<td><strong>Traffic, Circulation and Parking Improvements</strong></td>
<td><strong>Key Concepts:</strong> For fishing businesses to be viable, fishermen, crew, and passengers need easy access to the launch site, boat yard, fish cleaning station, work areas and parking.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Boat Ramp Maintenance</strong></td>
<td><strong>Key Concepts:</strong> Maintenance of the boat ramp ensures safe and reliable access to the beach for fishermen to launch vessels and is critical to the existence of the fishing industry in Shelter Cove.</td>
</tr>
<tr>
<td>8a</td>
<td><strong>Market Evaluation Opportunities</strong></td>
<td><strong>Key Concepts:</strong> Shelter Cove is defined by its rugged shoreline, remoteness, connection to the ocean, self-sufficiency of its residents, and fishing. However, there is no market to buy or consume local fish (consistently or conveniently). Providing access to locally-caught seafood through a local fish market gives fishermen an additional option for selling their catch, could increase income for local fishermen and reduce the need/costs/logistics of developing relationships with outside buyers and delivering it over the hill. Until the market is established, another option is allowing fishermen to sell directly off their boats.</td>
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<td>Priority Issue</td>
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<tr>
<td>8b Fish Buyer</td>
<td><strong>Key Concepts:</strong> For a business to be sustainable and competitive it requires reasonable and consistent access to a market, preferably a diverse market. Currently there is no concerted attention from a market in Shelter Cove to buy their fish.</td>
<td>Attract a seafood buyer. The fishing industry should continue working with buyers that visit the Cove and make pick ups in Redlands and continue efforts to attract a fish buyer(s) that visits regularly or is located in Shelter Cove. The fishing community should also continue supporting the Harbor District in their efforts to establish and fish market with cold and freezer storage and ice as part of this effort.</td>
</tr>
<tr>
<td>9 Road Condition and Maintenance</td>
<td><strong>Key Concepts:</strong> A double lane, sinuous road that washes out during heavy storms is a constraint that will likely not change or change much over the long term. The critical factor is to ensure that the road is open for as much of the year as possible.</td>
<td>Continue to work with the County to assure the upkeep, maintenance and expansion of the road. Assure that in all discussions of the road the voices and representation of all marine-dependent users is included and known). The fishing community should include and work closely with the hotel/motel and other businesses in their efforts to assure the road is maintained, improved, and expanded. Pressure should/could be in the form of written comments, attendance at CBoS meetings and public comment, working closely with CBoS, individually and with candidates for open seats to assure they know the significance of the road to the Shelter Cove economy and entire community.</td>
</tr>
<tr>
<td>10 Recruit and Retain New Participants</td>
<td><strong>Key Concepts:</strong> Recruitment of participants in the Shelter Cove fishing fleet is undermined by a perception that other professions bring greater economic rewards.</td>
<td>Consider education and vocational training programs which promote commercial fishing.</td>
</tr>
<tr>
<td>11a Access to Commercial Fish Resources</td>
<td><strong>Key Concepts:</strong> Many fishermen from Shelter Cove point to the challenge of heavy restrictions out of proportion for small-scale fishing operations.</td>
<td>Commercial fisherman in Shelter Cove should, to the extent possible, attend regulatory meetings, submit written comments to local, state and federal regulators, and local officials to make their needs known. The fleet should continue working with the PCFFA to fight for reasonable regulations and consider working with Eureka and Trinidad to form a Humboldt County Community Quota Fund to maintain access to fish stocks and keep them in the community.</td>
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<tr>
<td>Priority Issue</td>
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<tr>
<td>11b Regulation and Government</td>
<td><strong>Key Concepts:</strong> The fishing community needs to be engaged in the decision-making if the process is going to serve them. Fishermen are at a disadvantage as time spent on meetings and crafting responses to potential regulation means time away from fishing, mending gear, maintaining their boat and selling their catch. The key on this issue is to find a way to make sure fishermen’s voice is heard in local and regional policy and regulatory processes.</td>
<td>Explore partnerships on key issues with other local and regional ports that could strengthen Shelter Cove’s input/influence. These tasks may be supported through the formation of a commercial fishing association or organization which pools resources of the fishing industry. An association may also better attract partnerships and funding, and through dues and grants could potentially fund a part time position to represent the industry at meetings and formulate spoken and written responses to legislation that could affect the industry (examples: Fort Bragg Groundfish Association, Morro Bay Commercial Fisherman’s Organization, Port San Luis Commercial Fisherman’s Association). Comments from an association could be more powerful than an individual or loose group of individuals. Presence, participation, written and spoken comments are all part of making sure that goals, policies, programs, and regulation include the needs of local commercial fishermen in local planning and in the regional regulatory process (PFMC).</td>
</tr>
<tr>
<td>12 Habitat Restoration and Protection</td>
<td>The decline in the salmon stock through the degradation of habitat.</td>
<td>Support efforts and legislation aimed at protection and rehabilitation of salmon in the entire watersheds not just the coast.</td>
</tr>
<tr>
<td>13 Tourism and Recreational Fishing</td>
<td><strong>Key Concepts:</strong> Recreational fishing and CPFV make up a large part of the participatory tourism of Shelter Cove, and complement hiking, camping, and pristine, breathtaking beaches. Local or regional tourism boards.</td>
<td>Assure that if a fishing association organization is formed, the recreational fishing community is included to the extent possible. Many of their needs/concerns overlap with the commercial and CPFV fleet. Work with the County to better promote recreational fishing and tourism opportunities in print and on social media. More visitors mean more potential demand for locally-caught fish, more income and employment local business ownership opportunities and ultimately a stronger voice in government and regulation.</td>
</tr>
<tr>
<td>Other</td>
<td>Low Interest Loans (CFF) Bait Tackle Kayak Surfboard Rentals Security Moorings Market for Fish Carcasses</td>
<td>These items were identified as important and needing further attention and opportunities that should be considered, when feasible.</td>
</tr>
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STAFF REPORT – HARBOR DISTRICT MEETING
December 12, 2019

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: December 6, 2019

TITLE: Samoa Peninsula Infrastructure Financing

STAFF RECOMMENDATION: Staff recommends the Board: Receive a report from Staff regarding regional efforts to finance infrastructure on the Samoa Peninsula.

BACKGROUND: Over the last 30 years, the region has seen a dramatic downturn in the timber, fishing, shipping and other historic industries. The Samoa Peninsula was once the regional economic engine for our community. The Peninsula has deep water docks and large developed industrial infill opportunities that are currently vastly underutilized. The Harbor District owns and has direct control over a good portion of the Peninsula’s waterfront. The Harbor District is actively engaged with the County of Humboldt, City of Eureka, City of Arcata, Humboldt Bay Municipal Water District, and Samoa Peninsula Community Service District to explore funding mechanisms and organizational structures that are needed to reestablish the Samoa Peninsula as a regional economic center which can have significant economic benefits for our collective regional job, wage, tax, and existing/new business growth.

DISCUSSION: Over the years there have been many businesses that have expressed real interest in developing on the Peninsula, however for a variety of reasons most of these have not been successful. Some key factors for why we have not been successful, is due to the Peninsula’s aging infrastructure; coastal development permitting uncertainties and long review periods, high investment costs and lack of coordinated governmental support structures.

In February, 2019, the Harbor District entered into a lease agreement with Nordic Aquafarms to develop up to 600,000 square feet and invest up to $400 million to develop a new state of the art recirculating aquaculture facility at the District’s business innovation park. This development needs access to the areas abundant industrial freshwater water supplies/infrastructure, ocean outfall, bay water intake system which all require re-investment which can be utilized to attract additional business opportunities.

The Town of Samoa has all Coastal Development Permits and is implementing the Town Master Plan. As part of this Master Plan a new wastewater treatment plant is planned to be constructed within the next year which will take all current septic wastewater systems offline and allow future development as authorized in their Master Plan to connect to this new infrastructure. The State Water Board has funded an Environmental Impact Report which has been drafted and circulated for the expansion of the Town of Samoa wastewater treatment plant to serve the Town of Fairhaven and to take those septic systems offline. The Peninsula effectively has a current moratorium on new development that requires new or expanded septic systems.
Bottom line is that without an approved wastewater disposal system you cannot even build a new bathroom on the entire Samoa peninsula. How can you have economic development without a bathroom.

The Offshore wind energy sector has a keen eye on the Samoa Peninsula to serve as the assembly area for a new leasing opportunities offshore. The Harbor District is actively pursuing partners to invest in dock and other port related infrastructure. Offshore wind has the potential to revitalize the Ports maritime industries and have significant regional benefits.

Wood Pellet Manufacturing is also an opportunity as climate change, urban growth, and other factor are increasingly resulting in larger and more dangerous forest fires. The thinning will result in more forest fiber available along with the existing fiber from our areas mills to be made into a value added product for export out our Port.

Development requires infrastructure. The Peninsula has deep water docks, infrastructure and industrial land available for infill that require investment.

**ATTACHMENTS:**

- NONE
TO:     Honorable Board President and Harbor District Board Members

FROM:   Larry Oetker, Executive Director

DATE:   December 6, 2019

TITLE:  Designation of Harbor District Agents to Represent Harbor District with the Governor’s Office of Emergency Services.

RECOMMENDATION: Staff recommends the Board: Approve a resolution authorizing the Executive Director and Deputy Director to provide to the Governor’s Office of Emergency Services for all matters pertaining to state disaster assistance the assurances and agreements required.

BACKGROUND: The District is currently and will likely in the future seek disaster assistance from the Governor’s Office of Emergency Assistance. The Governor’s office requires that, through a resolution, the District Board assign the authority to agents to represent the District. District staff recommends that the Board assign this authority to the District’s Executive Director and Deputy Director.
RESOLUTION NO. 2019-17

A RESOLUTION DESIGNATING THE EXECUTIVE DIRECTOR AND DEPUTY DIRECTOR OF THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT TO BE THE AUTHORIZED AGENTS TO ENGAGE WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE GOVERNOR’S OFFICE OF EMERGENCY SERVICES REGARDING GRANTS AND REIMBURSEMENTS

WHEREAS, the Humboldt Bay Harbor, Recreation and Conservation District seeks to apply for Federal Emergency Management (FEMA) and California reimbursement for costs incurred during the winter storm event of 2018; and

WHEREAS, the Governor’s Office of Emergency Services (Cal OES) administers the State and Federal reimbursement process and grant programs for emergency and disaster relief; and,

WHEREAS, Cal OES Form 130 requires the Humboldt Bay Harbor, Recreation and Conservation District designate agents to engage with FEMA and Cal OES regarding assistance and grants applied for by the District; and,

WHEREAS, the Humboldt Bay Harbor, Recreation and Conservation District desires to ensure that Form 130 makes the District eligible to apply for disaster relief for the incident designated “DR# 4434” as well as future disaster incidents for three years.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Humboldt Bay Harbor, Recreation and Conservation District as follows:

Executive Director and Deputy Director of the Humboldt Bay Harbor, Recreation and Conservation District are hereby designated as the agents for Form “Cal OES 130: Designation of Applicant’s Agent Resolution for Non-State Agencies.”
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 12 day of December, 2019, by the following polled vote:

AYES:

NOES:

ABSENT:

___________________________
GREG DALE, President
Board of Commissioners

ATTEST:

___________________________
LARRY DOSS, 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. 2019-17 entitled,

A RESOLUTION DESIGNATING THE EXECUTIVE DIRECTOR AND DEPUTY DIRECTOR OF THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT TO BE THE AUTHORIZED AGENTS TO ENGAGE WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE GOVERNOR’S OFFICE OF EMERGENCY SERVICES REGARDING GRANTS AND REIMBURSEMENTS

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 12th day of December 2019; 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 12th day of December 2019.

____________________________
LARRY DOSS, Secretary
Board of Commissioners
STATE OF CALIFORNIA
GOVERNOR’S OFFICE OF EMERGENCY SERVICES
Cal OES ID No: ______________________
Cal OES 130

DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Commissioners OF THE Humboldt Bay Harbor, Recreation and Conservation District
(Governing Body) (Name of Applicant)

THAT

Executive Director __________________________, OR

(Title of Authorized Agent)

Deputy Director __________________________, OR

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Humboldt Bay Harbor, Recreation and Conservation District, a public entity (Name of Applicant) established under the laws of the State of California, this application and to file it with the California Governor’s Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Humboldt Bay Harbor, Recreation and Conservation District, a public entity established under the laws of the State of California, (Name of Applicant) hereby authorizes its agent(s) to provide to the Governor’s Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
☐ This is a disaster specific resolution and is effective for only disaster number(s) _______________________

Passed and approved this __________ day of __________, 20__

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, ________________________________, duly appointed and ________________________________ of ________________________________, do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the ________________________________ of the ________________________________ on the ________________ day of ________________, 20__.

(Signature) (Title)
A Designation of Applicant’s Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor’s Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If “Titles Only” is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body’s signature.

2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members. Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate “Self Certification.”