AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
HUMBOLDT BAY DEVELOPMENT ASSOCIATION, INC.

DATE: Thursday, October 5, 2017
TIME: 12:00 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 Regular Meeting at 12:00 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 November 17, 2016
   b. Approval of meeting minutes for January 26, 2017
   c. Approval of meeting minutes for April 13, 2017
   d. Approval of meeting minutes for July 27, 2017

5. Unfinished Business
   a. Financial update and reporting compliance- Suzanne Dockal
   b. CDI interim use – Humboldt County timeline.
   c. FY 2016/17 Audit update
   d. Tenancy report
   e. Brownsfield grant award
   f. Solar Installation

6. New Business
   a. Consideration of approval of Executive Director’s resignation and replacement process.
   c. Request for Proposals- Communications Tower and Boiler removal.
   d. RMTII Infrastructure Analysis Grant

7. Adjournment
Humboldt Bay Development Association
Minutes from Board Meeting: Woodley Island Meeting Room - Special meeting
Date: 11/17/16  Start time 5 p.m.  Adjournment Time 5:30 p.m.

Board Members Present

☑ Pat Higgins  Absent
☑ Larry Oetker
☒ Richard Marks
☑ Aaron Newman
☑ Leroy Zerlang

STAFF PRESENT:
☒ Jack Crider
☑ Alan Bobilot
☑ Suzanne Dockal

Meeting called to order by President Richard Marks. Pledge of allegiance and roll call taken.

Public Comment Period:
COMMENTS: None

Consent Calendar: None
Motion for acceptance: N/A Second N/A

Unfinished business:
EXECUTIVE DIRECTOR report
3. Construction update
   - Complete except for substation
   - Beginning to release Contractors from their bonds

b. CDI interimuse - delays at County & issue is Coastal Comm + public trust lands (Update from Board member Oetker)
   - Hard to get on regarding get everyone to meet.

DIRECTOR OF FACILITIES report - None

Board member Oetker- what about solar? - J.C. gave update on panels & status of overall project and figuring it all out with solar contractors, still on target for end of yr
New Business
Review and approval of financial statements for period ending 10/31/16

Discussion:
- Audit for 6/30/17 secured
- 6/30/16 tax return extension filed & tax preparer secured
- Working towards 12/15 submission date for compliance items
- Review of debt obligations + interest expenses + source of funds
- Update on draft operating budget through 6/30/17

Motion to Approve financial statements as presented:

Motion: [Signature]  Second: [Signature]  Unanimous (Vote)

Voting: [Signature]  working to create total "project" Source of Uses

OTHER NEW ITEMS:

VS just HBDA so District knows total cash position

Minutes compiled by Suzanne Dockal
Humboldt Bay Development Association
Minutes from Board Meeting: Woodley Island Meeting Room
Date: 01/28/2017 Start time 3:30pm Adjournment Time 5:58pm.

Board Members Present
✓ Pat Higgins
✓ Larry Oetker
✓ Richard Marks
✓ Aaron Newman
✓ Leroy Zerlang - Absent

STAFF PRESENT:
✓ Jack Crider
✓ Suzanne Dockal

Meeting called to order by President Richard Marks. Pledge of allegiance and roll call taken.

Public Comment Period:
COMMENTS: None

Consent Calendar: None
Motion for acceptance: ____________________ Second ____________________

Unfinished business:
EXECUTIVE DIRECTOR report - Construction completed except PGE final on substation
- All contractors paid & discussing final biweekly payments
- CDI Update - Appliance complete in process
  - possibly to go forward @ North Coast mtg in June
- Update on "cash" needs of HBDA + Distancing

Financial
DIRECTOR OF FACILITIES report - Update on single purpose of HBDA + New MK + Tax Credit
- Question about structure + single purpose company
  + possibility of other non-profit by Richard Marks
- All Compliance items submitted except tax return + Dist audit
  which are both underway
New Business
Review and approval of financial statements for period ending __12/31/2015__
Discussion: Standard financials now that Construction done.

Motion to Approve financial statements as presented: __Unanimously__
Motion: ___Higgins___ Second ___Newman___ - Approved

OTHER NEW ITEMS:
- Discussion about Coastal Commission & review of CDI & possible issues with County process of monitoring & update by Larry Oetker
  - Board request for potential rental/occupancy/Goals Revenue levels
- Tax return almost completed & will be submitted by 31/5/15 extension
- Discussion of Cash flow issues & "Cash Basis" Operating Plan
  - Currently close to breakeven w/ 35-40% occupancy - staff will bring back projections for increased occupancy
- Consider Innovative Center - discussion at next meeting

Minutes compiled by Suzanne Dockal
Humboldt Bay Development Association
Minutes from Board Meeting: Woodley Island Meeting Room
Date: 04/13/2017 Start time 5:02 Adjournment Time

Board Members Present

- [X] Pat Higgins
- [X] Larry Dettker
- [X] Richard Marks
- [X] Aaron Newman
- [X] Leroy Zerlang

STAFF PRESENT:
- [X] Jack Crider
- [X] Suzanne Dockal

Meeting called to order by President Richard Marks. Pledge of allegiance and roll call taken.

Public Comment Period:
COMMENTS: None

Consent Calendar: None
Motion for acceptance: ____________________________ Second ____________________________

Unfinished business:

a) Financial report - Quarterly rent payment received and interest on all loans paid timely. All 6/30/16 filing requirements completed and all quarterly requirements current. 2/29/17 financial statements in progress and will be filed with TELACU when completed. Jack & Suzanne will follow up on 6/30/17 audit.

b) Solar update - Still moving forward but some revisions needed due to County rules. Re-engineering underway. Good faith payment rec'd by Harbor Dist in Q1 & expected to be online by Q3.

c) CDI update - Coastal Commission coming in June for tour & to look at issues. Complete app has been submitted so now its just getting on agenda - probably Fall so we are just waiting.
Unfinished items:

New Business

2) Occupancy update - There are 27 units & 212,000 sq ft available. Currently at 44% occupancy. Additional 20% increase would be about 700k (yi and then project at above break even). Currently figuring out how to rent the rest.

New Business

OTHER NEW ITEMS:

a) Election of officers - Keep current slate - Motion / Second
   - Cetkovic - President
   - Higgins - VP
   - Neuman - Treasurer
   - Higgins / Neuman

b) Resolution 2017-01 - change to bi-monthly meeting
   - Accept resolution as presented
   - Motion / Second
   - Higgins / Neuman

   (i) Role call Vote - Unanimous Yes

3) Humboldt County request to inspect parcel -
   Harbor District has master lease for property. Seif Beld members get any notices or requests for comments, refer to the district.

Minutes compiled by Suzanne Dockal
Humboldt Bay Development Association
Minutes from Board Meeting: Woodley Island Meeting Room
Date: 01/27/2017  Start time 5:08 p.m.  Adjournment Time 5:46 p.m.

Board Members Present

X Pat Higgins
___ Larry Oetker  Abstain
X Richard Marks
X Aaron Newman
X Leroy Zerlang

STAFF PRESENT:
X Jack Crider
X Suzanne Dockal

Meeting called to order by President Richard Marks. Pledge of allegiance and roll call taken.

Public Comment Period:
COMMENTS: None

Consent Calendar:
Motion for acceptance: None  Second

Unfinished business:

1. CDI-continue use - on the Coastal Commission agenda for Aug 9-11 - Finally - On their Consent Calendar

2. "Nuisance" violation - but permits applied for 10 months ago + still waiting for Coastal Commission

3. Update on tenants coming into facility (they lease w/ Harbor Dist)

4. General Facility update

5. 6/30/17 draft financials presented - not yet completed
New Business
Update
Financial Statements
DISCUSSION

Motion to Approve "Newsmaker" financial statements as presented:  
Motion:   
Second:   
Approved - Unanimous

Reporting & Compliance
DISCUSSION -
6/30/17: year end underway. We will ask for extension for items due in next 60 days. Will give board copy of letter.

OTHER FINANCIAL ITEMS:

* Audit: Higgins / Newman - Approved - Unanimous
  to accept Novagradac proposal not to exceed $7,500

* Tax return: Newman / Higgins - Approved - Unanimous
  to accept DLM proposal not to exceed - $2,000

OTHER NEW ITEMS:

* 17/18 Budget presented: Higgins / Murphy - Approved - Unanimous
  Motion to approve as presented

Minutes compiled by Suzanne Dockal:

Jack will check w/ Albert Guaas on other possibilities for funding & what's acceptable to NMTC