

**HUMBOLDT BAY HARBOR, RECREATION
AND CONSERVATION DISTRICT**

RESOLUTION NO. 2015-04

**A RESOLUTION ESTABLISHING A FORMALIZED PROCESS FOR THE
WOODLEY ISLAND MARINA MOORAGE WAIT LIST**

WHEREAS, the Humboldt Bay Harbor District maintains a wait list for moorage in the Woodley Island Marina; and

WHEREAS, the Commission wishes to formalize and improve the wait list process.

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

- 1) **Purpose:** The purpose of the wait list (List) is to allow individuals interested in securing moorage ("Entrants") an opportunity to enter their name on a master list and allow Entrants that have waited the longest the first opportunity to obtain qualifying permanent moorage. As vacant moorage is filled, Entrants will rise on the List. New Entrants will be entered at the bottom of the List.
- 2) **Application:** Individuals may apply for placement on the List at any time. An application form and deposit must be received prior to being considered eligible for mooring consideration.
- 3) **Good Standing:** To be placed on the List, individuals must be in good standing with the District, having historically abided by District rules and regulations. Additionally, any District fines or fees that have been incurred must be paid to date.
- 4) **Application Form:** No more than one vessel shall be identified on an individual application form. Entrants will be placed on the List in the order in which the forms are received. Forms shall include the name, address, telephone number(s) and e-mail of the Entrant, the vessel's name, home port, official state registration number, overall length, breadth and draft; or if Entrant does not currently own a vessel, the proposed dimensions of the vessel to be acquired. Based on the information in the application form, staff will tentatively assign appropriately sized moorage spaces to the vessel. Entrants are advised to verify the accuracy of vessel information since inaccurate information could jeopardize the entrant's position.
- 5) **Deposit:** A nonrefundable and non-interest-bearing deposit of \$100 will be required to apply for placement on the List. The deposit shall be applied against the applicant's permanent moorage payment upon receiving a fully executed agreement for moorage.

- 6) **Annual Renewal:** Entrants shall be billed a \$25 renewal fee annually to keep their position on the List, beginning one year after submittal of their application. Entrants failing to submit the renewal fee within 60 days after the billing will be removed from the List and forfeit their deposit. No consideration for previous involvement on List shall be allowed. The annual renewal fee shall not be applied against the applicant's permanent moorage payment upon receiving a fully executed agreement for moorage.
- 7) **Changes:** Entrants shall promptly notify District staff of any changes in the information set forth on their application form, including vessel dimensions or contact information. Changes in vessel dimensions could result in a change of eligibility.
- 8) **Moorage Availability:** Slips shall be assigned according to vessel size and List position.
- 9) **Notice:** When moorage becomes available, District staff will consult the List and alert Entrants with a possibility of obtaining moorage. Entrants must respond via phone, mail or email within 120 hours of staff contact or Entrants will be removed from the List. Successful Entrants shall submit a signed agreement and full payment (minus deposit) within 20 days after being alerted by District staff of the possibility of obtaining moorage or will be removed from the List. Entrants who refuse the option of obtaining permanent moorage may be moved to the bottom of the List or removed from the List with their deposit forfeited.
- 10) **List Position Transferrable:** Entry on the List is for a specific individual and is not transferable.
- 11) **Availability of Information about Entrants:** Entrant name and preferred boat size is considered public information and may be posted.
- 12) **Upgrading:** This policy does not apply to current moorage holders wishing to upgrade. District staff shall ensure that current moorage holders are upgraded before the List is consulted.
- 13) **Current Entities on List:** Entities currently on the List will maintain their current List position, subject to completion of the application form and payment of the deposit described above. Failure to complete the application form and pay the deposit within 30 days of being contacted by the District will result in removal from the List.

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 23rd day of April 2015, by the following polled vote:

AYES: NEWMAN, DALE, MARKS, HIGGINS

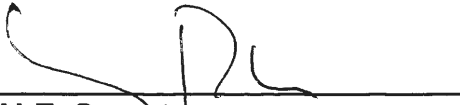
NOES:

ABSENT: WILSON



**RICHARD MARKS, President
Board of Commissioners**

ATTEST:



**GREG DALE, 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. 2015-04 entitled,

A RESOLUTION ESTABLISHING A FORMALIZED PROCESS FOR THE WOODLEY ISLAND MARINA MOORAGE WAIT LIST

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 23rd day of April 2015; 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 23rd day of April 2015.



GREG DALE, Secretary
Board of Commissioners