

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

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**RESOLUTION NO. 2023-13**

**A RESOLUTION ADOPTING THE FINAL FISCAL YEAR 2023-2024 HUMBOLDT BAY HARBOR,  
RECREATION AND CONSERVATION DISTRICT BUDGET**

**WHEREAS**, the Board of Commissioners of the Humboldt Bay Harbor, Recreation, and Conservation District has prepared a draft and final annual budget pursuant to California Harbors and Navigation Code Section 6093; and

**WHEREAS**, the Board of Commissioners approved the fiscal year 2023-24 preliminary budget on June 22, 2023 and scheduled and noticed a hearing for the adoption of the final budget on July 27, 2023 at 6:00 pm; and

**WHEREAS**, notice of said hearing was posted on the Harbor District's website pursuant to California Harbors and Navigation Section 6093.1; and

**WHEREAS**, copies of the budget were made available on the Harbor District's website and at the District Office.

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** Adopts the Final Fiscal Year 2023-24 Budget as set forth in Exhibit A attached here to and by reference incorporated herein.

**SECTION 2.** Adopts the Fiscal Year 2023-24 Budget Process and Policy as set forth in Exhibit B.

**SECTION 3.** Adopts a 6.2% General Rate Increase, as authorized by the California Tariffs and Practices Committee on January 13, 2023. Said increase shall apply to the Port of Humboldt Bay Terminal Tariff dated October 1, 2015.

**SECTION 4.** Authorizes the Executive Director to transmit the budget to the Humboldt County Board of Supervisors pursuant to California Harbors and Navigation Section 6093.3.

**PASSED AND ADOPTED** by the Humboldt Bay Harbor, Recreation and Conservation District Board of Commissioners at a duly called meeting held on the **27<sup>th</sup> day of July 2023** by the following polled vote:

**AYES:** Dale, Higgins, Kullmann, Newman

**NOES:** 0

**ABSENT:** Benson

**ABSTAIN:** 0

**ATTEST:**



**Aaron Newman, Secretary  
Board of Commissioners**



**Greg Dale, President  
Board of Commissioners**

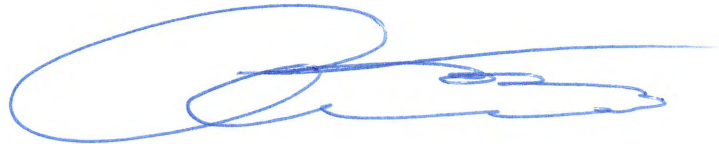
## **CERTIFICATE OF SECRETARY**

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. **2023-13** entitled,

### **A RESOLUTION ADOPTING THE FINAL FISCAL YEAR 2023-2024 HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT BUDGET**

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 27<sup>th</sup> **day of July 2023**; 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 **27<sup>th</sup> day of July 2023**.



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**Aaron Newman, Secretary  
Board of Commissioners**

Final Budget FY 2023/2024

	General Fund	Woodley Island	FLBY	Shelter Cove	RMT2	RWD	New Terminal	Tidelands	Grants	TOTAL
Ordinary Income/Expense										
Income										
Donations										
45709 · Donations - Sea Scouts	-	-	-	-	-	-	-	-	-	-
46519 · Donations - Lighthouse	-	20	-	-	-	-	-	-	-	20
<b>Total Donations</b>	-	<b>20</b>	-	-	-	-	-	-	-	<b>20</b>
Dredging Revenue										
41308.4 · Dredging Revenue - Other	-	3,000,000	-	-	-	-	-	-	-	3,000,000
41318 · Dredging Surcharge - T	-	235,000	15,000	-	-	-	-	-	-	250,000
<b>Total Dredging Revenue</b>	-	<b>3,235,000</b>	<b>15,000</b>	-	-	-	-	-	-	<b>3,250,000</b>
Fees										
40108 · PERMITS-T	2,000	5,700	-	-	-	-	-	-	-	7,700
40509 · Travel Lift Fees - T	-	-	-	-	-	-	-	-	-	-
40609 · Haul Out Fees - T	-	-	-	-	-	-	-	-	-	-
40618 · Boat Launch Fees - T	-	-	-	-	-	-	-	-	-	-
40808 · Pilotage Services - T	-	-	-	-	-	-	-	2,600	-	2,600
41308.1 · Poundage - T	-	3,000	-	-	-	7,000	-	-	-	10,000
41818 · Late Charges/Interest - T	-	8,900	-	-	-	-	-	800	-	9,700
41819 · Late Charges/Interest - NT	-	500	500	-	525	-	-	-	-	1,525
45608 · Chevron - Ports O&M - T	-	-	-	-	-	-	-	32,350	-	32,350
<b>Total Fees</b>	<b>2,000</b>	<b>18,100</b>	<b>500</b>	-	<b>525</b>	<b>7,000</b>	-	<b>35,750</b>	-	<b>63,875</b>
Float Replacement Account										
41418 · Float Replacement	-	78,000	-	-	-	-	-	-	-	78,000
<b>Total Float Replacement Account</b>	-	<b>78,000</b>	-	-	-	-	-	-	-	<b>78,000</b>
Grant Revenue										
Conservation Grants										
45208.3 · Conservation Grants, Gov't - T	-	-	-	-	-	-	500,000	-	1,582,700	2,082,700
<b>Total Conservation Grants</b>	-	-	-	-	-	-	<b>500,000</b>	-	<b>1,582,700</b>	<b>2,082,700</b>
Harbor Grants										
45208 · Harbor Grants, Other - T	-	-	-	-	-	-	2,173,225	-	867,995	3,041,220
45208.1 · Harbor Grants, Gov't - T	-	-	-	-	-	-	-	-	21,274	21,274
<b>Total Harbor Grants</b>	-	-	-	-	-	-	<b>2,173,225</b>	-	<b>889,269</b>	<b>3,062,494</b>
<b>Total Grant Revenue</b>	-	-	-	-	-	-	<b>2,673,225</b>	-	<b>2,471,969</b>	<b>5,145,194</b>
Harbor Surcharge										
40908 · Harbor Improvement Surcharge-T	-	-	-	-	-	-	-	180,000	-	180,000
<b>Total Harbor Surcharge</b>	-	-	-	-	-	-	-	<b>180,000</b>	-	<b>180,000</b>
Interest Revenue										
43108 · Interest Income - T	-	-	-	-	-	-	-	5,000	-	5,000
43109 · Interest Income - NT	7,000	-	-	-	-	-	-	-	-	7,000
43309 · Interest On Del Accts - NT	-	-	-	-	-	-	-	-	-	-
43318 · Interest On Del Accts - T	-	-	-	-	-	-	-	-	-	-
<b>Total Interest Revenue</b>	<b>7,000</b>	-	-	-	-	-	-	<b>5,000</b>	-	<b>12,000</b>
Other Revenue										



Final Budget FY 2023/2024	General Fund	Woodley Island	FLBY	Shelter Cove	RMT2	RWD	New Terminal	Tidelands	Grants	TOTAL
<b>Capital Outlay</b>										
53609 · Expenses Pending Transfer-Bldg	-	35,750	251,500							287,250
53618 · Expenses Pending Transfer-Auto	-	-	-	-	-	-	-	-	-	-
53619 · Expenses Pending Transfer - Eq	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>35,750</b>	<b>251,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>287,250</b>
<b>Communications</b>										
51400 · Communications - NT	11,400				10,600					22,000
51408 · Communications - T	6,000									6,000
<b>Total Communications</b>	<b>17,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,000</b>
<b>Conference &amp; Meetings</b>										
51500 · Conferences & Meetings - NT	15,000	2,000							12,000	29,000
51508 · Conferences & Meetings - T	4,000	2,000						1,500		7,500
Conference & Meetings - Other	-	-	-	-	-	-	-	-	-	-
<b>Total Conference &amp; Meetings</b>	<b>19,000</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>12,000</b>	<b>36,500</b>
<b>Depreciation</b>										
53509 · Depreciation - NT	-	-	-	-	-	-	-	-	-	-
<b>Total Depreciation</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Dredging Expense</b>										
55608 · Dredging Expense - T	-	3,500,000								3,500,000
56708 · Dredging - GT	-	-	-	-	-	-	-	-	-	-
56718 · Dredging - MT	-	-	-	-	-	-	-	-	-	-
Dredging Expense - Other	-	87,000								87,000
<b>Total Dredging Expense</b>	<b>-</b>	<b>3,587,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,587,000</b>
<b>Dues, Subscriptions &amp; Licences</b>										
51600 · Dues & Subscriptions - NT	50,000									50,000
51608 · Dues & Subscriptions - T	700									700
<b>Total Dues, Subscriptions &amp; Licences</b>	<b>50,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,700</b>
<b>Elections &amp; Government Fees</b>										
51700 · Elections & Prop Tax Assess-NT	19,000				43,000					62,000
51708 · Elections & Prop Tax Assess - T	4,000									4,000
<b>Total Elections &amp; Government Fees</b>	<b>23,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>43,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>66,000</b>
<b>Engineering Services</b>										
52400 · Engineering Fees - NT	20,000		18,400		15,000					53,400
52408 · Engineering Fees - T	-									-
<b>Total Engineering Services</b>	<b>20,000</b>	<b>-</b>	<b>18,400</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>53,400</b>
<b>Fuel</b>										
50400 · IMPUTED AUTO VALUE G/A										
51200 · Automotive, Fuel- NT	10,000									10,000
51208 · Vessel Fuel	-							5,000		5,000
51218 · Automotive, Fuel - T	10,000									10,000
<b>Total Fuel</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>25,000</b>
<b>Grant Expenses</b>										
Conservation Grant Expenses	-									-
54408.3 · Conservation Grant Exp	-						500,000		1,582,704	2,082,704
<b>Total Conservation Grant Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>-</b>	<b>1,582,704</b>	<b>2,082,704</b>







Final Budget FY 2023/2024	General Fund	Woodley Island	FLBY	Shelter Cove	RMT2	RWD	New Terminal	Tidelands	Grants	TOTAL
<b>Total Small Tools</b>	-	2,000	2,000	-	3,500	-	-	-	-	7,500
<b>Utilities</b>										
52909 · Utilities - NT	25,000			-	160,000	2,000	-	-		187,000
52918 · Utilities - T	-	65,000	-	-	-	-	-	-		65,000
53000 · Water, Sewer, & Refuse - NT	-	90,000	250	8,500	10,000	1,600	-	-		110,350
53008 · Water, Sewer, & Refuse - T	-	60,000	-	-	-	-	-	-		60,000
<b>Total Utilities</b>	<b>25,000</b>	<b>215,000</b>	<b>250</b>	<b>8,500</b>	<b>170,000</b>	<b>3,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>422,350</b>
57018 · Bank Service Charges	1,200	-	-	-	-	-	-	-		1,200
66900 · Reconciliation Discrepancies	-	-	-	-	-	-	-	-		-
<b>Total Expense</b>	<b>1,446,743</b>	<b>4,547,314</b>	<b>339,858</b>	<b>47,100</b>	<b>819,085</b>	<b>135,232</b>	<b>2,723,225</b>	<b>72,242</b>	<b>2,462,699</b>	<b>12,593,498</b>
<b>Net Ordinary Income</b>	<b>313,257</b>	<b>(74,494)</b>	<b>(273,958)</b>	<b>(47,100)</b>	<b>(187,360)</b>	<b>(77,632)</b>	<b>490,000</b>	<b>538,708</b>	<b>9,270</b>	<b>690,691</b>
<b>Net Income</b>	<b>313,257</b>	<b>(74,494)</b>	<b>(273,958)</b>	<b>(47,100)</b>	<b>(187,360)</b>	<b>(77,632)</b>	<b>490,000</b>	<b>538,708</b>	<b>9,270</b>	<b>690,691</b>
<b>Debt Service</b>										
Bond		83,500						141,000		224,500
BVVA Loan					101,800					101,800
CalPERS Unfunded Liability	102,839									102,839
2023 Loan	108,226	137,174								245,400
<b>Total Debt Service</b>	<b>211,065</b>	<b>220,674</b>	<b>-</b>	<b>-</b>	<b>101,800</b>	<b>-</b>	<b>-</b>	<b>141,000</b>	<b>-</b>	<b>674,539</b>
<b>Reserve Deposit</b>										
Dredge Surcharge			15,000							15,000
Float Replacement										-
Ocean Outfall										-
General Reserve										-
<b>Total Reserve</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>
<b>Net Income After Debt Service and Reserve Deposit</b>	<b>102,192</b>	<b>(295,168)</b>	<b>(288,958)</b>	<b>(47,100)</b>	<b>(289,160)</b>	<b>(77,632)</b>	<b>490,000</b>	<b>397,708</b>	<b>9,270</b>	<b>1,152</b>

# Exhibit B

## **BUDGET PROCESS AND POLICIES**

With the adoption of the annual budget, the Board recognizes that the appropriations for the many operating activities and capital budgets are based upon estimates of the District's needs for the fiscal year. In order to establish reasonable flexibility in the administration of the budget, the following policies have been adopted. These policies are intended to provide the authority necessary for the Executive Director to administer the budget during the course of the fiscal year in light of varying conditions which may occur.

### **Budget Process**

The budget process begins with meetings of key management Staff to informally discuss underlying fiscal policies, goals and objectives of the Board, Contracts and Sub-Contracts, and material changes in anticipated revenue/income and expenditures/expenses. The meetings include a brief message from the Executive Director along with general instructions for completing the budget template documents which, when completed, include proposed expenditures, capital outlay, departmental descriptions, activity accomplishments and future objectives, and other budget data.

Departmental requests are consolidated, and the Executive Director discusses or will discuss each departmental request with the applicable department head. Adjustments are made as appropriate and required to meet the Board's goals and objectives. The next step in the budget process involves preparation of a preliminary budget document and the scheduling of a series of Study Sessions with the Board which typically begin in late March/early April and conclude with the adoption of the preliminary budget and final budget. As required by the CA Harbors and Navigation Code Section 6093, the preliminary budget must be adopted on or before June 15, and per Section 6093.3, the final budget shall be adopted and reported to the Board of Supervisors no later than August 1<sup>st</sup>.

The District uses the modified accrual basis for budgeting in governmental funds. Proprietary funds are budgeted using accrual concepts. All operating and capital expenses and income are identified in the budgeting process because of the need for appropriation authority. All annual appropriations lapse at year-end.

### **Budget Policies**

The Board recognizes a need to create budget and fiscal policies that assure delivery of products and services as efficiently and effectively as possible.

#### **Operating Budget – General**

The operating budget will be based on the principle that current operating expenditures shall be funded with current revenues. Unappropriated fund balances/working capital in enterprise and reserve funds may be used by the Board to meet one-time special project/program expenses. The operating expenses of the Board will be supported by recurring revenues and will not be funded through long-term debt. The enterprise expenses will be funded through current revenues excluding interest income. Expenditures shall include funding adequate maintenance and replacement of capital and operating assets.

Budgetary control is maintained through monthly reports of all revenue and expenditure accounts. The Executive Director, Director of Administrative Services, District Treasurer and each department head review the monthly reports. The reports are placed on a noticed Board agenda for public and Board review within 60 days.

## **General Revenue Management**

The following summarizes the Board's general revenue management policies:

1. The Board will strive to maintain a diversified and stable revenue system to shelter the government from short-term fluctuations in any revenue source and to ensure its ability to provide ongoing services.
2. The Board will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.
3. In order to achieve important public policy goals, the Board has established various special revenue, capital project, debt service and enterprise funds to account for revenues whose use should be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund equity.
4. Any transfers between funds for operating purposes are clearly set forth in the Financial Plan and can only be made by the District Treasurer and the Director of Administrative Services in accordance with the adopted budget.
5. Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with the changes in the cost of living as well as changes in methods or level of service delivery.
6. User fees will be developed and annually reviewed to insure they adequately recover the cost of services. In Enterprise Funds, user fees will provide full coverage of direct and indirect costs including depreciation and interest expense; subject to the limits imposed by the State.

## **Appropriations**

The term "appropriations" means the amount approved for expenditure by the Board with the adoption of the annual budget, along with subsequent budget modifications and adjustments. Appropriations will be based on the best estimates of Department Heads and the Executive Director. Differing operating requirements, price changes, emergency situations and similar factors may require variation from the approved appropriations. Therefore, the Executive Director has authority to adjust the appropriations so long as the changes do not exceed the total approved appropriations of an activity, except in case of emergency. The Executive Director has the authority to meet emergency requirements and subsequently report to the Board and secure Board approval for an appropriate budget modification.

## **FISCAL POLICIES**

### **Financial Reserve Policy**

To maintain the fund balance and retained earnings of the various operating funds at levels sufficient to protect the District's creditworthiness as well as its financial positions from unforeseeable emergencies, the Board will strive to maintain the following minimum fund and working capital balances:

#### **Minimum Fund and Working Capital Balances**

1. The Board will maintain fund balances or working capital balances of at least twenty percent (20%) of operating expenditures in the General Fund and all Enterprise Funds and Internal Service Funds. This is considered the minimum level necessary to maintain the District's credit worthiness and to adequately provide for -
  - a. Economic uncertainties and other financial hardships or downturns in the local or national

- economy.
  - b. Local disasters or catastrophic events
  - c. Contingencies for unseen operating or capital needs.
  - d. Cash flow requirements.
2. In order to assure that the Board has some discretion in their financial decision making options, these reserve may be reduced with a majority Board vote in order to fund unforeseeable financial conditions such as one-time expenditures, or as transition funding in a recessionary economy, or other budget shortfall stop gap measure of a temporary nature.

### **Service Level Policy**

Service levels will be provided with the constraints of available resources. Services will be provided only at the most efficient and effective level to meet the needs of our constituents, customers, and businesses as determined by the Board. Board financial planning will provide for adequate maintenance and replacement of capital items.

### **Investment Policy**

The Board invests its temporary pooled idle cash in accordance with California Government Code Section 53601 and has an investment policy which is adopted annually. Investment and cash management will be the responsibility of the Executive Director in consultation with the District Treasurer and the Director of Administrative Services. The Board's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. Accordingly, the following factors will be considered in priority order in determining individual investment placements:

1. *Safety* – The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. The Board only purchases investments that are considered safe.
2. *Liquidity* – This refers to the ability to “cash in” at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality which ensures cash will be available when an unexpected need arises.
3. *Yield* – This refers to the potential dollar earnings an investment can provide and is described as the rate of return.

The Board will strive to keep all idle cash balances fully invested through daily projections of cashflow requirements. In order to maximize yields from its overall portfolio, the Board will consolidate cash balances from all funds for investment purposes and will allocate investment earnings to each fund in accordance with generally accepted accounting principles.

### **Debt Policy**

The Board will consider the use of debt financing for one-time capital improvement projects only when the project's useful life will exceed the term of the financing and when project revenues or specific resources will be insufficient to service the debt. Debt financing will not be considered appropriate for any recurring purpose. An internal feasibility study will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.