

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

DATE: July 11, 2019

TIME: Closed Session - 12:00 PM
Special Session - 12:30 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 at 12:00 P.M. and Roll Call

2. Move to Executive Closed Session

- a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential lease of District's real property with Assessor's Parcel Numbers 401-031-040 on the Samoa Peninsula, Humboldt County, California pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Platz, District Counsel. Under negotiation: price and payment terms.

3. Call to Order Special Session at 12:30 P.M. and Roll Call

4. Pledge of Allegiance

5. 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.

6. Unfinished Business

a) Consideration of Resolution 2019-08, a Resolution to adopt the FY 2019-20 District Budget.

Recommendation: Staff recommends that the Board: Adopts Resolution 2019-08 to approve the Final Fiscal Year 2019-20 Budget and Goals as set forth in Exhibit A and B and authorizes the Executive Director to transmit the budget to the Humboldt County Board of Supervisors pursuant to California Harbors and Navigation Section 6093.3

7. New Business

a) Cancellation of July 25, 2019 Regular Board Meeting and Scheduling of Special Board Meeting Between August 9th-14th of 2019.

8. Adjournment

COMMISSIONERS

1st Division

Larry Doss

2nd Division

Greg Dale

3rd Division

Stephen Kullmann

4th Division

Richard Marks

5th Division

Patrick Higgins

Humboldt Bay
Harbor, Recreation and Conservation District
(707)443-0801
P.O. Box 1030
Eureka, California 95502-1030



STAFF REPORT - HARBOR DISTRICT MEETING

July 11, 2019

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: July 11, 2019

TITLE: Consideration of Resolution 2019-08 Adopting Fiscal Year 2019-2020 Budget and Goals

STAFF RECOMMENDATION: It is recommended that the Board:

1. Adopt Resolution NO. 2019-08 approving the FY 2019-20 District budget and goals.

BACKGROUND: This budget represents the Humboldt Bay Harbor, Recreation and Conservation District's (District) financial plan for the upcoming fiscal year. The Board held a series of regular and special meetings where they reviewed the District's major properties and budget categories, previous and projected income, expenditures, and goals. The Board adopted a preliminary budget in June of 2019 and noticed their intent to adopt this final budget pursuant to California Harbors and Navigation Section 6093.1.

ATTACHMENTS:

- A. Resolution 2019-08
- B. Cash Projection

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

RESOLUTION NO. 2019-08

**A RESOLUTION ADOPTING THE FINAL FISCAL YEAR 2019-2020 HUMBOLDT BAY
HARBOR, RECREATION AND CONSERVATION DISTRICT BUDGET AND GOALS**

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;

WHEREAS, the Board of Commissioners approved the fiscal year 2019-20 draft budget in June of 2019 and scheduled and noticed a hearing for the adoption of the final budget on July 11, 2019 at 12:00 pm at the Woodley Island Meeting Room, 601 Startare Drive, Eureka, CA;

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, BE IT RESOLVED by the Board of Commissioners of the Humboldt Bay Harbor, Recreation and Conservation District that the Board hereby:

1. Adopts the Final Fiscal Year 2019-20 Budget as set forth in Exhibit A and B, attached hereto and by reference incorporated herein.
2. 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 11th day of July 2019, by the following polled vote:

AYES:

NOES:

ABSENT:

**GREG DALE, President Board
of Commissioners**

ATTEST:

**LARRY DOSS, Secretary
Board of Commissioners**

EXHIBIT A

Humboldt Bay Harbor, Recreation, and Conservation District
 INCOME FY 2019 - 20 BUDGET

Account	Sub Account	General Fund	Tidelands	Woodley Island	RMT II	RMT I	Fields Landing	Shelter Cove	Grants	TOTAL
R1	Dredging									-
R1a	Dredging Surcharge			135,000			15,000			150,000
R1b	Dredging Set Aside									-
R1c	Dredging Other									-
R2	Float Replacement			65,000						65,000
R3	Harbor Surcharge			140,000						140,000
R4	Utility Surcharge			130,000	90,000		1,300			221,300
R5	Grants									-
R5a	Conservation								269,000	269,000
R5a	Recreation								204,568	204,568
R5c	Harbor								187,113	187,113
R5d	Facilities								272,000	272,000
R6	Tax Revenue									-
R6a	Property Tax	1,096,500								1,096,500
R6b	Other									-
R8	Other Income									-
R8a	Other Revenue			5,800						5,800
R8b	Late Fees/Interest	7,000	160,750	5,000			1,500			174,250
R9	Interest Income				6,200					6,200
R10	Rents									-
R10a	Slip Rents	7,000		640,000						647,000
R10b	Transient Rents			65,000						65,000
R10c	Upland Rent			169,500	700,000	80,000	147,500			1,097,000
R10d	Tideland Rent		340,000							340,000
R10e	Equipment			1,500						1,500
R10f	Storage			8,000						8,000
R10g	Work Yard			8,500						8,500
R11	Fees									-
R11a	Services Office			2,200						2,200
R11b	Late Fees/Interest	2,900		10,500	1,000	60	1,200			15,660
R11c	Miscellaneous	10,000								10,000
R11d	Fork Lift									-
R11e	Boat Launch			13,000			100			13,100
R11f	Travel Lift			500			900			1,400
R11g	Haul Out			13,500			30,000			43,500
R11h	Moorage									-
R11i	Poundage			8,500		10,853				19,353
R11j	Port	9,700		12,500						22,200
R12	Sales									-
R12a	Laundry			10,200						10,200
R12b	Retail			1,800						1,800
R13	Donations									-
R13a	Light House			60						60
R13b	Sea Scouts			10						10
TOTAL REVENUE		1,133,100	500,750	1,446,070	797,200	90,913	197,500	-	932,681	5,098,144
TOTAL EXPENSE		1,269,802	303,391	1,471,560	1,465,287	145,064	229,683	52,148	932,681	5,869,615
NET INCOME		(136,702)	197,359	(25,490)	(668,087)	(54,151)	(32,183)	(52,148)	-	(771,471)

EXHIBIT B

**Humboldt Bay Harbor, Recreation, and Conservation District
EXPENSES FY 2019-20 BUDGET**

Account Sub Account		General Fund	Tidelands	Woodley Island	RMT II	RMT I	Fields Landing	Shelter Cove	Grants	TOTAL
Personnel										
E1	Salaries/Wages	385,066		213,093	203,764	47,886	43,408			893,216
E1a	Salaries/Wages PT	-		-	44,772	-	-			44,772
E2	Commissioners Fees	24,000		-	-	-	-			24,000
E3	Payroll Burden	338,686		140,667	128,823	34,379	30,934			673,488
E3a	Payroll Burden PT	-		-	5,042	-	-			5,042
Materials and Services										
E5	Advertising & Promotion	1,300		1,000						2,300
E6	Communications	9,750		3,600			1,500			14,850
E7	Conference & Meetings	16,000		6,000	2,500		700			25,200
E8	Dues,Subscript.,License	25,000	120		11,000					36,120
E9	Elections & Government Fees				125,000					125,000
E10	Insurance	6,000	7,700	18,000	11,500		5,540	5,148		53,888
E11	Supplies Office	18,000	1,000	4,000						23,000
E12	Supplies Maintenance	750		14,000	25,000	1,000	5,500			46,250
E13	Permits		3,500		20,000		3,500			27,000
E14	Utilities	5,000		221,500	193,500	6,200	37,600	9,500		473,300
E15	Fuel	15,750		3,800	350		2,500			22,400
E16	Accounting	41,000		8,300						49,300
E17	Legal	38,000								38,000
E18	Planning	100,000								100,000
E19	Engineering	8,500	3,500	10,000	50,000		15,000			87,000
E20	Other Professional/Outside Services		50,000	8,000	25,000		7,300	25,000		115,300
E20a	Information Technology									-
E20b	HSU Ports									-
E21	Small Tools - Protective Clothing			2,000	1,500		100			3,600
E22	Maintenance Facilities	50,000	30,000	45,600	40,900	25,000	9,000	2,500		203,000
E23	Maintenance Equipment			11,500	14,900	3,500	5,100	10,000		45,000
E24	Maintenance IT	5,000								5,000
E25	Dredging			620,000			50,000			670,000
E26	Capital Outlay			40,000	60,000	20,000	8,500			128,500
E26a	Building & Facilities									-
E26b	Equipment									-
E26c	Automotive									-
E26d	Vessels									-
E27	Rent/ Lease Payments				196,000					196,000
E28	Interest/Debt Payments									-
E29	Other Expenses	24,000		500		7,100	3,500			35,100
E30	Grant Expenses									-
E30a	Conservation Grant								269,000	269,000
E30b	Recreation Grant								204,568	204,568
E30c	Harbor Grant								187,113	187,113
E30d	Facilities Grant								272,000	272,000
TOTAL EXPENSE		1,111,802	95,820	1,371,560	1,159,550	145,064	229,683	52,148	932,681	5,098,307
Debt										
D1	Bonds 2014		207,571	100,000						307,571
D2	Coast Seafood	83,000			145,000					228,000
D3	BVVA Loan NMTC				160,737					160,737
D4	Acquisition	75,000								75,000
D5										-
D6										-
TOTAL EXPENSE		158,000	207,571	100,000	305,737	-	-	-	-	771,308
TOTAL EXPENSE		-	-	-	-	-	-	-	-	-
GRAND TOTAL EXPENSE		1,269,802	303,391	1,471,560	1,465,287	145,064	229,683	52,148	932,681	5,869,615
TOTAL REVENUE		1,133,100	500,750	1,446,070	797,200	90,913	197,500	-	932,681	5,098,144
NET INCOME		(136,702)	197,359	(25,490)	(668,087)	(54,151)	(32,183)	(52,148)	-	(771,471)

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT
Projected Cash Balances - Matching Budget 7-11-19

	Annual	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<u>INCOME</u>													
Dredge/Float/Harb./Util Surcharge	576,300	48,025	48,025	48,025	48,025	48,025	48,025	48,025	48,025	48,025	48,025	48,025	48,025
Grants	932,681	77,723	77,723	77,723	77,723	77,723	77,723	77,723	77,723	77,723	77,723	77,723	77,723
Taxes	1,096,500			36,000			512,250				498,250		50,000
Interest Income	180,450	1,642	1,642	41,829	1,642	1,642	41,829	1,642	1,642	41,829	1,642	1,642	41,828
Slip Rents	712,000	59,333	59,333	59,333	59,333	59,333	59,333	59,333	59,333	59,333	59,333	59,333	59,333
Upland Rent	1,097,000	91,417	91,417	91,417	91,417	91,417	91,417	91,417	91,417	91,417	91,417	91,417	91,417
Tidelands Rent	340,000	19,647	19,647	19,647	19,647	19,647	19,647	39,829	19,647	103,697	19,647	19,647	19,647
Fees	127,413	10,618	10,618	10,618	10,618	10,618	10,618	10,618	10,618	10,618	10,618	10,618	10,618
Sales	12,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Other Income	23,800	1,983	1,983	1,983	1,983	1,983	1,983	1,983	1,983	1,983	1,983	1,983	1,983
Total Income	5,098,144	311,389	311,389	387,576	311,389	311,389	863,826	331,571	311,389	435,626	809,639	311,389	401,575
<u>EXPENSE</u>													
Salaries & Wages	961,988	80,166	80,166	80,166	80,166	80,166	80,166	80,166	80,166	80,166	80,166	80,166	80,166
Payroll Burden	678,530	56,544	56,544	56,544	56,544	56,544	56,544	56,544	56,544	56,544	56,544	56,544	56,544
Property Tax expense	125,000							125,000					
Insurance	53,888	53,888											
Utilities	473,300	39,442	39,442	39,442	39,442	39,442	39,442	39,442	39,442	39,442	39,442	39,442	39,442
Repairs & Maintenance	302,850	25,238	25,238	25,238	25,238	25,238	25,238	25,238	25,238	25,238	25,238	25,238	25,238
Professional Services	389,600	32,467	32,467	32,467	32,467	32,467	32,467	32,467	32,467	32,467	32,467	32,467	32,467
Capital Outlay, excluding dredging	128,500	10,708	10,708	10,708	10,708	10,708	10,708	10,708	10,708	10,708	10,708	10,708	10,708
HBDA Lease Payments	196,000		49,000			49,000			49,000				49,000
Grant Expenses	932,681	77,723	77,723	77,723	77,723	77,723	77,723	77,723	77,723	77,723	77,723	77,723	77,723
All Other Expenses	185,970	15,498	15,498	15,498	15,498	15,498	15,498	15,498	15,498	15,498	15,498	15,498	15,498
Acquisition	75,000						75,000						
Debt Payments:													
Bond	307,571						153,786						153,786
Coast Seafoods	145,000	12,083	12,083	12,083	12,083	12,083	12,083	12,083	12,083	12,083	12,083	12,083	12,083
Coast Seafoods	83,000	83,000											
BBVA Loan	160,737						80,369						80,369
Total Expense Before Dredging	5,199,615	486,756	398,868	349,868	349,868	398,868	659,022	474,868	398,868	349,868	349,868	398,868	584,022
Dredging Expense	670,000				223,333	223,333	223,333						
Total Expense	5,869,615	486,756	398,868	349,868	573,202	622,202	882,356	474,868	398,868	349,868	349,868	398,868	584,022
Increase (Decrease) in Cash	(771,471)	(175,368)	(87,480)	37,708	(261,813)	(310,813)	(18,530)	(143,298)	(87,480)	85,758	459,771	(87,480)	(182,448)
Projected Beginning Cash Balance	1,206,000	1,206,000	1,030,633	943,153	980,861	719,048	408,235	389,705	246,408	158,928	244,686	704,456	616,977
Projected Ending Cash	434,529	1,030,633	943,153	980,861	719,048	408,235	389,705	246,408	158,928	244,686	704,456	616,977	434,529

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT
Projected Cash Balances - Matching Budget 7-11-19

ASSUMPTIONS

1. Income and expenses are per 2019/20 budget except:
 - a) Only significant Capital Expense WIM Sewer Pump, RMT II Dirt removal, RMT I water/power
 - b) Shelter Cove Composter expense transferred to FY 2020-21 Budget
 - c) Coast Seafood loan made current with new 10 year note
 - d) Dredging expenses capped at \$670,000
 - e) Maintenance expenses closely monitored and requiring a purchase order for all expenses
 - f) Office supplies, dues/subscriptions/licenses significantly reduced
 - g) utility expenses reduced due to WIM sewer meter and mandatory submeter at RMT II and revisions to WIM implementation
 - h) dredge surcharge established in fairways where dredging occurs
 - i) Harbor Surcharge, planning and other fees increase to align with actual costs

2. Income and expenses are incurred evenly throughout the year except for:
 - a) Taxes are received mainly in December and April.
 - b) Quarterly NMTC interest income of \$40,187 is received in Sept, Dec, March, and June.
 - c) Property tax expense for back taxes is not paid until January.
 - d) Insurance expense is paid in July.
 - e) Lease payments to HBDA are paid in August, November, February, and May.
 - f) Debt payments for bond and BBVA loan are paid in December and June.
 - g) Dredging expense is all incurred in September, October and November.

3. No large unusual, one-time 6/30/19 accounts or grants receivable that are expected to be collected in 19/20.