

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

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**RESOLUTION NO. 2021-08**

**A RESOLUTION ADOPTING THE FINAL FISCAL YEAR 2021-2022 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 2021-22 preliminary budget on June 10, 2021 and scheduled and noticed a hearing for the adoption of the final budget on July 8, 2021 at 6:00 pm via video conference with a teleconference option.

**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 2021-22 Budget as set forth in Exhibit A attached here to and by reference incorporated herein.

**SECTION 2.** Adopts the Fiscal Year 2021-22 Goals as set forth in Exhibit B.

**SECTION 3.** Adopts the Budget Process and Policy as set forth in Exhibit C.

**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 **8<sup>th</sup> day of July 2021** by the following polled vote:

**AYES:** Doss, Higgins, Kullmann, Marks

**NOES:** ∅

ABSENT: Dale

ABSTAIN:  $\emptyset$

ATTEST:



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Patrick Higgins, Secretary  
Board of Commissioners



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Stephen Kullmann, 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. **2021-08** entitled,

### **TYPE RESOLUTION TITLE HERE**

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 **8<sup>th</sup> day of July 2021**; 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 **8<sup>th</sup> day of July 2021**.



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**Patrick Higgins, Secretary  
Board of Commissioners**

Budget FY 2021/2022

	General	WIM	RMT2	RW Dock	FLBY	Tidelands	SC	Grants	Grand Total
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>Donations</b>									
45709 · Donations - Sea Scouts									\$ -
46519 · Donations - Lighthouse		\$ 100.00							\$ 100.00
<b>Total Donations</b>	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
<b>Dredging Revenue</b>									
41308.4 · Dredging Revenue - Other					\$ 20,000.00				\$ -
41318 · Dredging Surcharge - T		\$ 150,000.00							\$ 170,000.00
<b>Total Dredging Revenue</b>	\$ -	\$ 150,000.00	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 170,000.00
<b>Fees</b>									
40108 · PERMITS-T		\$ 3,000.00							\$ 3,000.00
40509 · Travel Lift Fees - T									\$ -
40609 · Haul Out Fees - T									\$ -
40618 · Boat Launch Fees - T									\$ -
40808 · Pilotage Services - T									\$ -
41308.1 · Poundage - T				\$ 1,000.00					\$ 1,000.00
41818 · Late Charges/Interest - T		\$ 10,000.00		\$ 40.00					\$ 10,040.00
41819 · Late Charges/Interest - NT		\$ 700.00							\$ 700.00
45608 · Chevron - Ports O&M - T						\$ 32,350.00			\$ 32,350.00
<b>Total Fees</b>	\$ -	\$ 13,700.00	\$ -	\$ 1,040.00	\$ -	\$ 32,350.00	\$ -	\$ -	\$ 47,090.00
<b>Float Replacement Account</b>									
41418 · Float Replacement		\$ 70,000.00							\$ 70,000.00
<b>Total Float Replacement Account</b>	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00
<b>Grant Revenue</b>									
<b>Conservation Grants</b>									
45208.3 · Conservation Grants, Gov't - T							\$ 194,000.00		\$ 194,000.00
<b>Total Conservation Grants</b>							\$ 194,000.00		\$ 194,000.00
<b>Facilities Grants</b>									
45300 · Facilities Grants, Other - NT									\$ -
<b>Total Facilities Grants</b>									\$ -
<b>Harbor Grants</b>									
45208.1 · Harbor Grants, Gov't - T									\$ -
<b>Total Harbor Grants</b>									\$ -
<b>Recreation Grants</b>									
45208.2 · Recreation Grants, Gov't - T									\$ -
<b>Total Recreation Grants</b>									\$ -
<b>Total Grant Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,000.00	\$ -	\$ 194,000.00
<b>Harbor Surcharge</b>									
40908 · Harbor Improvement Surcharge-T						\$ 210,000.00			\$ 210,000.00
<b>Total Harbor Surcharge</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,000.00	\$ -	\$ -	\$ 210,000.00
<b>Interest Revenue</b>									
43108 · Interest Income - T			\$ 160,800.00						\$ 160,800.00
43109 · Interest Income - NT	\$ 3,000.00					\$ 1,000.00			\$ 4,000.00
43309 · Interest On Del Accts - NT									\$ -
43318 · Interest On Del Accts - T									\$ -
<b>Total Interest Revenue</b>	\$ 3,000.00	\$ -	\$ 160,800.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 164,800.00
<b>Other Revenue</b>									
45908 · Other Revenue - T						\$ 2,650.00			\$ 2,650.00
45909 · Other Revenue - NT	\$ 36,000.00				\$ 18,972.00	\$ 1,550.00			\$ 56,522.00
<b>Total Other Revenue</b>	\$ 36,000.00	\$ -	\$ -	\$ -	\$ 18,972.00	\$ 4,200.00	\$ -	\$ -	\$ 59,172.00
<b>Rent Income</b>									
40218 · Slip Rents - T		\$ 508,000.00							\$ 508,000.00
40318.1 · Transient Rentals - T		\$ 43,000.00							\$ 43,000.00
40519 · Equipment Rent - NT		\$ 4,500.00							\$ 4,500.00
40809 · Yard Rent - NT		\$ 10,000.00		\$ 19,500.00	\$ 32,858.00				\$ 62,358.00
41108 · Rents, Tidelands Leases - T						\$ 430,000.00			\$ 430,000.00
41309 · Storage - NT		\$ 25,000.00		\$ 11,200.00	\$ 3,702.00				\$ 39,902.00
<b>Rent Income Subtotal</b>	\$ -	\$ 590,500.00	\$ -	\$ 30,700.00	\$ 36,560.00	\$ 430,000.00	\$ -	\$ -	\$ 1,087,760.00



Budget FY 2021/2022

	General	WIM	RMT2	RW Dock	FLBY	Tidelands	SC	Grants	Grand Total
<b>Total Dredging Expense</b>	\$ -	\$ 318,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318,000.00
<b>Dues, Subscriptions &amp; Licences</b>									
51600 · Dues & Subscriptions - NT	\$ 51,000.00								\$ 51,000.00
51608 · Dues & Subscriptions - T	\$ 10,000.00					\$ 100.00			\$ 10,100.00
<b>Total Dues, Subscriptions &amp; Licences</b>	\$ 61,000.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 61,100.00
<b>Elections &amp; Government Fees</b>									
51700 · Elections & Prop Tax Assess-NT	\$ 4,800.00		\$ 145,000.00						\$ 149,800.00
<b>Total Elections &amp; Government Fees</b>	\$ 4,800.00	\$ -	\$ 145,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,800.00
<b>Engineering Services</b>									
52400 · Engineering Fees - NT	\$ 48,000.00		\$ 20,000.00		\$ 500.00				\$ 68,500.00
52408 · Engineering Fees - T	\$ 12,000.00				\$ 5,700.00				\$ 17,700.00
<b>Total Engineering Services</b>	\$ 60,000.00	\$ -	\$ 20,000.00	\$ -	\$ 6,200.00	\$ -	\$ -	\$ -	\$ 86,200.00
<b>Fuel</b>									
50400 · IMPUTED AUTO VALUE G/A	\$ 1,300.00								\$ 1,300.00
51200 · Automotive, Fuel- NT	\$ 4,100.00	\$ 300.00							\$ 4,400.00
51208 · Vessel Fuel	\$ 6,500.00								\$ 6,500.00
51218 · Automotive, Fuel - T	\$ 5,400.00								\$ 5,400.00
<b>Total Fuel</b>	\$ 17,300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,600.00
<b>Grant Expenses</b>									
Conservation Grant Expenses									\$ -
54408.3 · Conservation Grant Exp							\$ 194,000.00		\$ 194,000.00
<b>Total Conservation Grant Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,000.00	\$ -	\$ 194,000.00
Harbor Grant Expenses									\$ -
54408.1 · Harbor Grant Exp	\$ -	\$ -							\$ -
<b>Total Harbor Grant Expenses</b>	\$ -	\$ -							\$ -
Recreation Grant Expenses									\$ -
54408.2 · Recreation Grant Exp	\$ -	\$ -							\$ -
<b>Total Recreation Grant Expenses</b>	\$ -	\$ -							\$ -
55000 · Overhead - Grant	\$ -	\$ -							\$ -
<b>Total Grant Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,000.00	\$ -	\$ 194,000.00
<b>Insurance</b>									
51800 · Insurance - NT	\$ 10,000.00	\$ 44,500.00	\$ 19,000.00		\$ 12,000.00		\$ 7,500.00		\$ 93,000.00
51808 · Insurance - T	\$ -					\$ 14,550.00			\$ 14,550.00
<b>Total Insurance</b>	\$ 10,000.00	\$ 44,500.00	\$ 19,000.00		\$ 12,000.00	\$ 14,550.00	\$ 7,500.00		\$ 107,550.00
<b>Interest Expense</b>									
55108 · Interest Expense - T						\$ 55,000.00			\$ 55,000.00
55109 · Interest Expense - NT	\$ 1,900.00	\$ 32,600.00	\$ 87,200.00						\$ 121,700.00
55119 · INTEREST EXPENSE M/NT									\$ -
<b>Total Interest Expense</b>	\$ 1,900.00	\$ 32,600.00	\$ 87,200.00			\$ 55,000.00	\$ -		\$ 176,700.00
<b>Legal Services</b>									
52300 · Legal Fees - NT	\$ 43,000.00						\$ -		\$ 43,000.00
52308 · Legal Fees - T	\$ 10,000.00								\$ 10,000.00
<b>Total Legal Services</b>	\$ 53,000.00						\$ -		\$ 53,000.00
<b>Maintenance - Equipment</b>									
51209 · Automotive, Repairs - NT	\$ 650.00	\$ 1,000.00	\$ 3,000.00						\$ 4,650.00
52710 · Repairs & Maint, Equip - NT	\$ 250.00	\$ -	\$ 7,000.00	\$ 1,500.00	\$ 25,500.00				\$ 34,250.00
52718 · Repairs & Maint, Equip - T		\$ 7,500.00							\$ 7,500.00
<b>Total Maintenance - Equipment</b>	\$ 900.00	\$ 8,500.00	\$ 10,000.00	\$ 1,500.00	\$ 25,500.00	\$ -			\$ 46,400.00
<b>Maintenance - Facilities</b>									
52708 · Repairs & Maint, Facilities - T		\$ 52,500.00	\$ 8,700.00	\$ 23,500.00		\$ 13,500.00	\$ 2,500.00		\$ 100,700.00
52709 · REPAIRS & MAINTENANCE G/NT		\$ 46,000.00		\$ 5,000.00					\$ 51,000.00
52719 · Repairs & Maint, Facilities - N		\$ 4,500.00	\$ 40,100.00	\$ 14,500.00					\$ 59,100.00
<b>Total Maintenance - Facilities</b>	\$ -	\$ 103,000.00	\$ 48,800.00	\$ 43,000.00	\$ -	\$ 13,500.00	\$ 2,500.00	\$ -	\$ 210,800.00
<b>Maintenance - IT</b>									
57008 · Maintenance, IT Equip - T	\$ 700.00								\$ 700.00
57009 · Maintenance, IT Equip - NT	\$ 100.00	\$ 1,300.00	\$ 2,500.00						\$ 3,900.00
Maintenance - IT - Other									\$ -
<b>Total Maintenance - IT</b>	\$ 800.00	\$ 1,300.00	\$ 2,500.00						\$ 4,600.00
<b>Maintenance Supplies</b>									
52008 · Maintenance Supplies - T		\$ 2,100.00							\$ 2,100.00

default 1st payment  
143000  
Increase taxes to cover default taxes  
Move \$60,000 to tidelands for new Terminal

Budget FY 2021/2022

	General	WIM	RMT2	RW Dock	FLBY	Tidelands	SC	Grants	Grand Total
52010 · Maintenance Supplies - NT		\$ 7,100.00	\$ 4,150.00						\$ 11,250.00
Maintenance Supplies - Other									\$ -
<b>Total Maintenance Supplies</b>	<b>\$ -</b>	<b>\$ 9,200.00</b>	<b>\$ 4,150.00</b>	<b>\$ -</b>	<b>\$ -</b>				<b>\$ 13,350.00</b>
<b>Office Supplies</b>									
51900 · Office Supplies - NT	\$ 16,000.00		\$ 180.00						\$ 16,180.00
51908 · Office Supplies - T	\$ 6,000.00	\$ 1,000.00							\$ 7,000.00
51918 · OFFICE EXPENSE M/T									\$ -
52100 · Outside Services - NT									\$ -
<b>Total Office Supplies</b>	<b>\$ 22,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 180.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,180.00</b>
<b>Other Expenses</b>									
54109 · Sea Scouts Expense - NT									\$ -
55418 · Other Expenses - T									\$ -
55419 · Other Expenses - NT	\$ 7,500.00						\$ -		\$ 7,500.00
<b>Total Other Expenses</b>	<b>\$ 7,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,500.00</b>
<b>Other Professional/Outside Serv</b>									
52109 · Outside Services, Other - NT				\$ 7,500.00			\$ 35,000.00		\$ 42,500.00
52110 · OUTSIDE SERVICES M/A		\$ 3,000.00							\$ 3,000.00
52118 · Outside Services, Other - T						\$ 100,000.00			\$ 100,000.00
<b>Total Other Professional/Outside Serv</b>	<b>\$ -</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>\$ 7,500.00</b>	<b>\$ -</b>	<b>\$ 100,000.00</b>	<b>\$ 35,000.00</b>	<b>\$ -</b>	<b>\$ 145,500.00</b>
<b>Permits</b>									
51610 · Permits - NT									\$ -
51618 · Permits - T									\$ -
<b>Total Permits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Personnel Expenses</b>									
<b>Commissioners Fees</b>									
50200 · Commissioner's Salaries - NT	\$ 17,640.00								\$ 17,640.00
50208 · Commissioner's Salaries - T	\$ 7,560.00								\$ 7,560.00
<b>Total Commissioners Fees</b>	<b>\$ 25,200.00</b>								<b>\$ 25,200.00</b>
<b>Contract Temporary Services</b>									
50310 · Contract Temporary Services - N									\$ -
<b>Total Contract Temporary Services</b>	<b>\$ -</b>								<b>\$ -</b>
<b>Payroll Burden</b>									
50500 · Payroll Benefits, Other - NT	\$ 155,336.00	\$ 231,127.00	\$ 98,402.00	\$ 46,541.00	\$ 21,844.00				\$ 553,250.00
50508 · Payroll Benefits, Other - T									\$ -
50510 · PAYROLL BENEFITS M/A									\$ -
6560 · Workers' Comp			\$ -						\$ -
<b>Total Payroll Burden</b>	<b>\$ 155,336.00</b>	<b>\$ 231,127.00</b>	<b>\$ 98,402.00</b>	<b>\$ 46,541.00</b>	<b>\$ 21,844.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 553,250.00</b>
<b>Salaries/Wages</b>									
50100 · Salaries & Wages - NT	\$ 275,429.00	\$ 368,580.00	\$ 123,045.00	\$ 67,755.00	\$ 31,147.00				\$ 865,956.00
50108 · Salaries & Wages - T									\$ -
50119 · Sal. & Wages, Part-time - NT									\$ -
Salaries/Wages - Other									\$ -
<b>Total Salaries/Wages</b>	<b>\$ 275,429.00</b>	<b>\$ 368,580.00</b>	<b>\$ 123,045.00</b>	<b>\$ 67,755.00</b>	<b>\$ 31,147.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 865,956.00</b>
<b>Total Personnel Expenses</b>	<b>\$ 455,965.00</b>	<b>\$ 599,707.00</b>	<b>\$ 221,447.00</b>	<b>\$ 114,296.00</b>	<b>\$ 52,991.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,444,406.00</b>
<b>Planning Services</b>									
52200 · Planning Fees - NT	\$ 61,600.00								\$ 61,600.00
52208 · Planning Fees - T	\$ 8,400.00								\$ 8,400.00
<b>Total Planning Services</b>	<b>\$ 70,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000.00</b>
<b>Rent Expense</b>									
54308 · Redwood Terminal 2 Lease Expense			\$ 211,800.00						\$ 211,800.00
54409 · Lease Expense - RT2									\$ -
<b>Total Rent Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 211,800.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 211,800.00</b>
<b>Small Tools</b>									
52800 · Small Tools - NT	\$ 700.00		\$ 2,500.00						\$ 3,200.00
52808 · Small Tools - T									\$ -
Small Tools - Other									\$ -
<b>Total Small Tools</b>	<b>\$ 700.00</b>	<b>\$ -</b>	<b>\$ 2,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,200.00</b>
<b>Utilities</b>									
52909 · Utilities - NT	\$ 12,000.00		\$ 216,000.00	\$ 7,000.00	\$ 24,000.00				\$ 259,000.00
52918 · Utilities - T									\$ -

Shift 40,000 to tidelands for New Terminal

Budget FY 2021/2022

	General	WIM	RMT2	RW Dock	FLBY	Tidelands	SC	Grants	Grand Total
53000 · Water, Sewer, & Refuse - NT	\$ 80.00		\$ 16,000.00	\$ 150.00	\$ 3,800.00				\$ 20,030.00
53008 · Water, Sewer, & Refuse - T									\$ -
<b>Total Utilities</b>	<b>\$ 12,080.00</b>	<b>\$ -</b>	<b>\$ 232,000.00</b>	<b>\$ 7,150.00</b>	<b>\$ 27,800.00</b>		<b>\$ -</b>		<b>\$ 279,030.00</b>
57018 · Bank Service Charges									\$ -
66900 · Reconciliation Discrepancies									\$ -
<b>Total Expense</b>	<b>\$ 858,745</b>	<b>\$ 1,191,107</b>	<b>\$ 1,017,727</b>	<b>\$ 179,946</b>	<b>\$ 124,491</b>	<b>\$ 183,150</b>	<b>\$ 271,000</b>	<b>\$ -</b>	<b>\$ 3,826,166</b>
<b>Net Ordinary Income</b>	<b>\$ 458,433</b>	<b>\$ (168,607)</b>	<b>\$ 1,183,773</b>	<b>\$ (135,206)</b>	<b>\$ (159)</b>	<b>\$ 494,400</b>	<b>\$ (77,000)</b>	<b>\$ -</b>	<b>\$ 1,755,634</b>
<b>Net Income</b>									
<b>Debt Principal Payments:</b>									
Bond		81,800				138,200			220,000
Coast Seafoods		176,500							176,500
BBVA Loan			93,100						93,100
<b>Total</b>	<b>-</b>	<b>258,300</b>	<b>93,100</b>	<b>-</b>	<b>-</b>	<b>138,200</b>	<b>-</b>	<b>-</b>	<b>489,600</b>
<b>Other Debt (including interest):</b>									
CalPERS Unf. Liab.	87,767								87,767
									<b>87,767</b>
<b>Reserve Deposit</b>									
General Reserve									-
Dredge Fund									-
Float Replacement		42,500							42,500
	<b>-</b>	<b>42,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>42,500</b>
<b>Net Income - Debt - Reserve Deposit</b>	<b>458,433</b>	<b>(469,407)</b>	<b>1,090,673</b>	<b>(135,206)</b>	<b>(159)</b>	<b>356,200</b>	<b>(77,000)</b>	<b>-</b>	<b>1,135,767</b>
									<b>1,453,767</b>
<b>Reserve Withdrawl</b>									
General Reserve									-
Dredge Fund		148,000							148,000
Float Replacement									-
	<b>-</b>	<b>148,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>148,000</b>
<b>Grand Total: Income Minus Expense</b>	<b>458,433</b>	<b>(321,407)</b>	<b>1,090,673</b>	<b>(135,206)</b>	<b>(159)</b>	<b>356,200</b>	<b>(77,000)</b>	<b>-</b>	<b>1,283,767</b>

Need \$  
Dredge Expense