

**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.
- b. Current Exclusive Rights to Negotiate- Inyo, Perciformes, Renewable Energy Capital.
- 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 5:50 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 <sup>a</sup> Construction update

- Complete except for substation

- Beginning to release Contractors from their bonds

b. CDI interim use - delays at County & issue is Coastal Comm + public trust lands (Update from Board member Oetker) - Hard to get on <sup>cc</sup> agenda + 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: Update by Suzanne

- Audit for 6/30/17 secured
- 6/30/16 tax return extension filed + tax preparer secured
- working towards 12/15 submittal 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: Getker Second Newman Unanimous (Vote)

↓  
working to create total "project" Source/Uses

OTHER NEW ITEMS: VS just HBDA so District knows  
total cash position

*Suzanne Dockal*



**New Business**

Review and approval of financial statements for period ending 12/31/2016

Discussion: - Standard financials now that construction done

Motion to Approve financial statements as presented :

Motion: Higgins Second Newman - Approved

Unanimously

**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 2/15/17 extension

- Discussion of Cash flow issues + "Cash Basis" Operating Plan

- currently close to break even w/ 35-40% occupancy - staff will bring back projections for increased occupancy

- Consider Innovative Center - discussion at next meeting

Humboldt Bay Development Association

Minutes from Board Meeting: Woodley Island Meeting Room

Date: 04/13/2017 Start time 5:02 p.m. Adjournment Time \_\_\_\_\_

**Board Members Present**

- Pat Higgins
- Larry Oetker
- Richard Marks
- Aaron Newman
- Leroy Zerlang

**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:**

- 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; 3/31/17 financial statements in progress & 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  
New Business Cont'd

- d) Occupancy update - There are 27 units & 212,000 sq ft available. Currently at 49% occupancy. Additional 20% increase would be about 700K/yr + 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 state - 

|        |        |
|--------|--------|
| Motion | Second |
|--------|--------|

  
Marks - Pres      Oetka - Treasurer  
Higgins - VP      Newman - Secretary  
Higgins / Pzulang  
⊛ Unanimous Approval - Yes
- b) Resolution 2017-01 - change to bi monthly meetings + accept resolution as presented 

|        |        |
|--------|--------|
| Motion | Second |
|--------|--------|

  
Higgins / Newman  
⊛ Role call Vote - Unanimous Yes
- c) Humboldt County request to inspect parcel - Harbor District has master lease for property so if Board members get any notices or requests for comments, refer to the district.



New Business  
Update  
Financial Statements  
DISCUSSION

⊕ Motion to Approve Higgins / Newman Draft " 6/30/17 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 Novogradac 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 / Nyland - Approved Unanimous  
motion to approve as presented

Minutes compiled by Suzanne Dockal

⇒ Jack will check w/ Albert Lorus on other possibilities for funding + whats acceptable to NMTC