

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

DATE: March 9, 2023

TIME: Closed Session – 5:00 P.M.
Regular Session – 6:00 P.M.

PLACE: Woodley Island Marina Meeting Room, 601 Startare Drive, Eureka, CA 95501
Commissioner Higgins will be participating remotely at the following location: Eel River Recovery Project office, 44960 US-101 Unit 6, Laytonville, CA 95454. In accordance with the Brown Act, this teleconferencing location will be accessible to the public.

Public Advisory: The Woodley Island Meeting Room is now open to the public.

How to Observe and Participate in the Meeting:

Observe: Members of the public can attend the meeting in person or observe the meeting on Zoom at the following link: <https://us02web.zoom.us/j/6917934402>

Meeting ID: 691 793 4402
One tap mobile
(669) 900-9128, 6917934402#

*Public members observing on Zoom will not be able to participate or provide comment.
Members of the public who may wish to provide public comment during the meeting must attend in person.*

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 (707) 443-0801 at least 24 hours in advance of the meeting.

1. Call to Order Closed Session at 5:00 P.M.

2. Public Comment

Note: This portion of the Agenda allows the public to speak to the Board on the closed session items. Each speaker is limited to speak for a period of three (3) minutes regarding each item on the Closed Session Agenda. 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.

3. Move to Closed Session

Agenda for March 9, 2023 Regular Board Meeting

- a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential acquisition and/or lease of real property on the Samoa Peninsula, Humboldt County, with Assessor's Parcel Numbers, 401-112-021 and 401-112-024 California pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: California Marine Investments LLC. Under negotiation: price and payment terms.
 - b) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Property: All or Portions of Humboldt County Assessor Parcel Nos.: 401-112-024-000, 401-031-040-000, 401-031-078-000, and 401-031-083-000, and portions of the tidelands along the Samoa Peninsula adjacent to Redwood Marine Terminal I. Agency negotiator: Larry Oetker, Executive Director; Ryan Plotz, District Counsel. Negotiating parties: Crowley Wind Services, Inc. Under negotiation: price and terms of payment.
 - c) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Property: Humboldt County APN: 401-031-083-000. Agency negotiator: Larry Oetker, Executive Director; Ryan Plotz, District Counsel. Negotiating parties: Samoa Pacific Group, LLC. Under negotiation: price and terms of payment.
 - d) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Property: Humboldt County APNs: 401-031-054-000, 401-031-061-000, 401-112-013-000. Agency negotiator: Larry Oetker, Executive Director; Ryan Plotz, District Counsel. Negotiating parties: California Redwood Company. Under negotiation: price and terms of payment.
 - e) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Property: Humboldt County APNs: 401-031-071-000 and 401-112-029-000. Agency negotiator: Larry Oetker, Executive Director; Ryan Plotz, District Counsel. Negotiating parties: Sniper Enterprises, LLC. Under negotiation: price and terms of payment.
- 4. **Call to Order Regular Session at 6:00 P.M. and Roll Call**
 - 5. **Pledge of Allegiance**
 - 6. **Report on Closed Session**
 - 7. **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*

Agenda for March 9, 2023 Regular Board Meeting

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.

8. Consent Calendar

- a) Adopt Minutes for February 9, 2023 Regular Board Meeting
- b) Receive District Financial Reports for December 2022
- c) Receive District Financial Reports for January 2023

9. Communications, Reports and Correspondence Received

- a) Correspondence Received
- b) Executive Director's Report
- c) Staff Reports
- d) District Counsel and District Treasurer Reports
- e) Commissioner and Committee Reports

10. Unfinished Business

- a) **Consider Authorizing Executive Director to Enter into an Agreement with the City of Eureka Regarding Marketing For Cruise Ships**

Recommendation: Staff Recommends that the Board Authorize: the Executive Director to enter into an agreement with the City of Eureka to provide the services outlined in the Scope of Work for \$20,000 per year plus annual CPI increase for a three-year term.

Summary: The District has been working with the City of Eureka, County of Humboldt and a variety of other organizations and individuals to market the Port, City, and Region to the Cruise Ship Industry. Even though the Cruise Ship Industry has experienced difficult times during the COVID pandemic, our region has been able to attract cruise ships.

11. New Business

- a) **Consider Adopting Resolution 2023-05, A Resolution Concerning Offshore Wind Development Off the West Coast of the United States and Around Humboldt Bay**

Recommendation: Staff recommends that the Board receive a staff report, receive public comment, and adopt Harbor District Resolution No. 2023-05 that supports the State's goals regarding offshore wind, commits to working with Tribal nations regarding their concerns with offshore wind, recognizes a suite of interested stakeholders, acknowledges that offshore wind development will have direct impacts on select stakeholders, recognizes that offshore wind development will provide many local benefits, seeks District partnerships in developing a regional vision and roadmap for offshore wind development, and directs staff to continue a range of activities in support of offshore wind development.

Summary: On 11/29/22, the Humboldt County Board of Supervisors (BOS) adopted County Resolution 22-1584 associated with offshore wind. District staff used that

Agenda for March 9, 2023 Regular Board Meeting

County Resolution as a template to develop a slightly modified Resolution that is being presented to the District Board of Directors.

b) Consideration of Initial 2023-2024 District Budget Preparation Schedule

Recommendation: Staff recommends the Board: Direct Staff to implement the proposed 2023-2024 Budget Preparation Schedule.

Summary: The Budget is prepared annually under direction of the Executive Director. In accordance with CA Harbors and Navigation Code Section 6093, on or before June 15, the District Board shall estimate and determine the amount of money required by the Harbor District and shall adopt a preliminary budget. Per Section 6093.3, the final budget shall be reported to the Board of Supervisors no later than August 1st.

c) Consider Adopting Resolution 2023-04, A Resolution Accepting Funds from the California Department of Fish and Wildlife, Office of Spill Prevention and Response for Oil Spill Prevention and Response Equipment, and to Authorize the Executive Director to execute the Grant Agreement

Recommendation: Staff recommends the Board: Adopt Resolution 2023-04 and authorize the Executive Director to execute the Grant Agreement.

Summary: On January 12, 2023, the Board of Commissioners adopted Resolution 2023-02 to complete this action, however the granting agency provided updated resolution language which is required for the District to receive the award. Resolution 2023-04, which includes the updated language, will replace the previously adopted Resolution 2023-02.

d) Authorize the Executive Director and/or Board President to Review and Execute Closing Documents as a part of the Chase Community Capital New Market Tax Credit Loan related to the Harbor District and the Humboldt Bay Development Association

Recommendation: Staff recommends the Board: Authorize the Executive Director and/or Board President to review and execute certain documents relating to the closing of the New Market Tax Credits Loan.

Summary: In March of 2016, the District in partnership with the Humboldt Bay Development Association, invested in and entered into a New Market Tax Credit (NMTC) fund for ongoing site clean-up and capital improvements of the vacant former Evergreen Pulp Mill, all which were necessary due to the condition of the aging assets and infrastructure. Seven years have now passed, and the result is an occupied and revenue-generating asset with an exhausted debt that has reached maturity.

12. Future Agenda Items

13. Adjournment

DRAFT MINUTES
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT

February 9, 2023

The Humboldt Bay Harbor, Recreation and Conservation District met in regular session on the above date, Closed Session met at 5:00 P.M., Regular Session met at 6:00 P.M. at the Woodley Island Marina meeting room, 601 Startare Drive, Eureka, CA 95501.

CLOSED SESSION – 5:00 P.M.

PUBLIC COMMENT: The following individuals addressed the Commission regarding subject matters on the closed session meeting agenda: Amy Jester and Jake McMaster.

BUSINESS

- a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential acquisition and/or lease of real property on the Samoa Peninsula, Humboldt County, with Assessor's Parcel Numbers, 401-112-021 and 401-112-024 California pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: California Marine Investments LLC. Under negotiation: price and payment terms.
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REGULAR SESSION – 6:00 P.M.

Draft Minutes for February 9, 2023 Regular Board Meeting

ROLL CALL

PRESENT: DALE
KULLMANN
HIGGINS
NEWMAN

ABSENT: BENSON

QUORUM: YES

PLEDGE OF ALLEGIENCE

REPORT ON SPECIAL CLOSED SESSION: No reportable action.

PUBLIC COMMENT: The following individuals addressed the Commission regarding subject matters not on the regular session meeting agenda: Kevin Pinto.

CONSENT CALENDAR

- a) Adopt Minutes for January 7, 2023 Special Ceremonial Meeting
- b) Adopt Minutes for January 12, 2023 Regular Board Meeting
- c) Receive District Financial Reports for November 2022
- d) New Charter Agreement for Reincke Marine Fabrications to operate a Bed & Breakfast at Woodley Island Marina
- e) Charter Agreement Renewal for Jaimoe Kibby dba Humboats Kayak Adventures to operate a Charter Service at Woodley Island Marina

COMMISSIONER HIGGINS MOVED TO ACCEPT CONSENT CALENDAR ITEMS A-E.

COMMISSIONER NEWMAN SECONDED.

VOICE VOTE WAS CALLED, MOTION CARRIED.

Ayes: DALE, HIGGINS, KULLMANN, NEWMAN

Noes: NONE

Absent: BENSON

Abstain: NONE

COMMUNICATIONS, REPORTS AND CORRESPONDENCE RECEIVED

- a) Acceptance of Donation of Fisherman Statue Painting from Brian Bishop
- b) Correspondence Received
 - I. Letter from ILWU regarding the Multipurpose Terminal.
- c) Executive Director's Report
 - I. Executive Director presented Executive Director's report.
- d) Staff Reports
 - I. Staff presented on recent District activities.
- e) District Counsel and District Treasurer Reports
 - I. No Report.
- f) Commissioner and Committee Reports
 - I. Commissioners reported on recent activities and subcommittees.

UNFINISHED BUSINESS

a) Review of Subcommittees and Change Subcommittees and Committee Assignments as Needed

- I. Chair Dale presented the item.
- II. The Commission discussed the item.
- III. Chair Dale opened the item to public comment. Robin Gray-Stewart commented.
- IV. Chair Dale moved the discussion back to the Commission.

COMMISSIONER HIGGINS MOVED TO ASSIGN COMMISSIONER BENSON TO THE 2X2 COMMITTEE, BUDGET SUBCOMMITTEE AND THE DREDGING SUBCOMMITTEE; RENAME PILOTAGE SUBCOMMITTEE THE PORT SUBCOMMITTEE; AND ASSIGN COMMISSIONER KULLMANN TO THE LABOR RELATIONS SUBCOMMITTEE.

COMMISSIONER NEWMAN SECONDED.

VOICE VOTE WAS CALLED, MOTION CARRIED.

Ayes: DALE, HIGGINS, KULLMANN, NEWMAN

Noes: NONE

Absent: BENSON

Abstain: NONE

COMMISSIONER HIGGINS MOVED TO APPOINT COMMISSIONER KULLMANN AS AN ALTERNATE TO THE REDWOOD REGION ECONOMIC DEVELOPMENT COMMISSION. COMMISSIONER NEWMAN SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED WITHOUT DISSENT.

Ayes: DALE, HIGGINS, KULLMANN, NEWMAN

Noes: NONE

Absent: BENSON

Abstain: NONE

NEW BUSINESS

a) Review of Cruise Ship Marketing and Consider Establishing a Cruise Ship Fee

- I. Executive Director presented the item.
- II. The Commission discussed the item.
- III. Chair Dale opened the item to public comment. Carla Osborne commented.
- IV. Chair Dale moved the discussion back to the Commission.
- V. Report only, no formal action was taken.

b) Authorize the Executive Director to Negotiate and Enter into an Agreement for Municipal Advisory Services

- I. Executive Director presented the item.
- II. The Commission discussed the item.
- III. Chair Dale opened the item to public comment. Kevin Pinto commented.
- IV. Chair Dale moved the discussion back to the Commission.

COMMISSIONER NEWMAN MOVED TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND ENTER INTO AN AGREEMENT FOR MUNICIPAL ADVISORY SERVICES.

COMMISSIONER HIGGINS SECONDED.

VOICE VOTE WAS CALLED, MOTION CARRIED WITHOUT DISSENT.

Ayes: DALE, HIGGINS, KULLMANN, NEWMAN

Noes: NONE

Absent: BENSON

Abstain: NONE

c) Receive Report Providing Status Update of Contracts and Budgets Associated with the District's Offshore Wind Heavy Lift Marine Terminal Project

- I. District Staff presented the item.
- II. The Commission discussed the item.
- III. Chair Dale opened the item to public comment. Carla Osborne commented.
- IV. Chair Dale moved the discussion back to the Commission.
- V. Report only, no formal action was taken.

d) Consider Adopting Resolution 2023-03, A Resolution Designating Business Matters, Appointment and Authorization for the Humboldt Bay Harbor, Recreation and Conservation District for Calendar Year 2023

- I. Executive Director presented the item.
- II. The Commission discussed the item.
- III. Chair Dale opened the item to public comment. No one commented.
- IV. Chair Dale moved the discussion back to the Commission.

COMMISSIONER KULLMANN MOVED TO ADOPT RESOLUTION 2023-03, A RESOLUTION DESIGNATING BUSINESS MATTERS, APPOINTMENT AND AUTHORIZATION FOR THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT FOR CALENDAR YEAR 2023.

COMMISSIONER HIGGINS SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED.

Ayes: DALE, HIGGINS, KULLMANN, NEWMAN

Noes: NONE

Absent: BENSON

Abstain: NONE

ADJOURNMENT – 7:53 P.M.

APPROVED BY:

RECORDED BY:

Aaron Newman
Secretary of the Board of Commissioners

Mindy Hiley
Director of Administrative Services

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

Monthly Cash Flow Analysis

For The Months Ended December 31, 2022 and November 30, 2022

	<u>12/31/22</u>	<u>11/30/22</u>
<u>Account Balances</u>		
Checking	\$ 60,236	\$ 151,024
Savings	2,033,050	1,904,831
County Treasury	1,660,016	1,002,941
Cash on hand	1,788	1,498
Total Cash	<u>3,755,090</u>	<u>3,060,294</u>
Less: Restricted cash for Marina surcharges	<u>(1,747,640)</u>	<u>(1,726,556)</u>
Unrestricted Cash	<u>2,007,450</u>	<u>1,333,738</u>
Less: Unexpended grant proceeds and Nordic & Crowley deposits included in cash above	<u>(1,606,155)</u>	<u>(1,616,910)</u>
Cash Available (Deficit), excluding Marina surcharges and unexpended grant proceeds and deposits	<u>401,295</u>	<u>(283,172)</u>

Change in Cash Balance

Balance, Beginning of Month	\$ 3,060,294	\$ 3,210,057
Monthly Deposits	956,582	220,165
Monthly Payments	<u>(261,786)</u>	<u>(369,928)</u>
Balance, End of Month	<u>\$ 3,755,090</u>	<u>\$ 3,060,294</u>

Monthly Expenses Summary

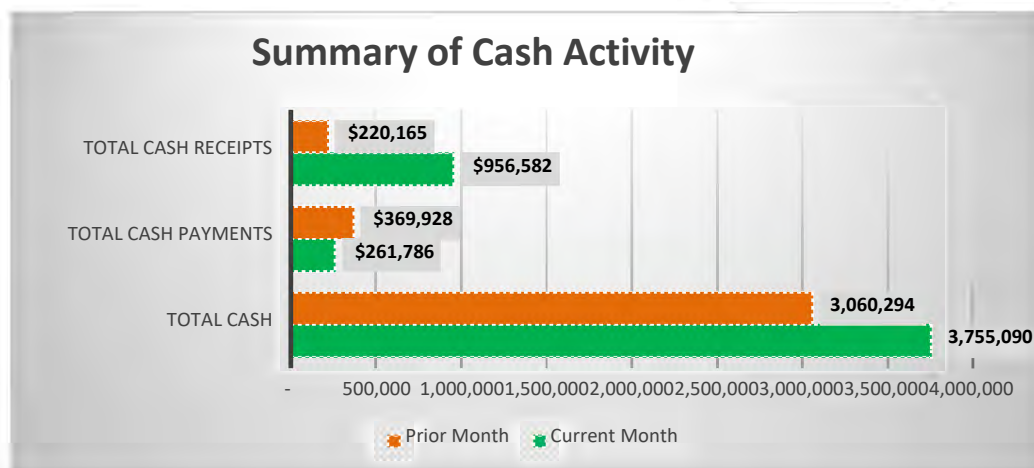
Significant Individual Expenses:

Tenera Environmental Inc.		\$ 28,038
Cox, Castle & Nicholson multipurpose dock expenditures		47,527
Semi-annual property tax expense		21,815
Sub-total, Significance/Unusual Expenses	<u>-</u>	<u>97,380</u>
General operating expenses and other misc. expense	\$ 261,786	272,548
Total Cash Payments	<u>\$ 261,786</u>	<u>\$ 369,928</u>

Monthly Deposits Summary

Significant Individual Revenues:

Property taxes and interest income	\$ 657,075	
Sub-total, Significant/Unusual Revenues	<u>657,075</u>	<u>-</u>
General revenues	299,507	\$ 220,165
Total Cash Receipts	<u>\$ 956,582</u>	<u>\$ 220,165</u>



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Humboldt Bay Harbor, Recreation & Conservation District Balance Sheet

03/06/23

As of December 31, 2022

Accrual Basis

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
10000 · PETTY CASH ON HAND	150.00
10100 · CHANGE FUND ON HAND	400.00
10111 · COIN MACHINE FUND	730.00
10200 · CASH IN BANK, CHECKING	26,872.15
10200.1 · Cash in PNC, Checking	33,363.09
10400 · CASH IN COUNTY - FUND 2720	1,624,497.13
10500 · CASH IN COUNTY - FUND 3872	35,518.88
10600.1 · Cash in bank, Tariff PNC	1,798,881.46
10700.1 · Cash in bank, Water PNC	234,168.26
10901 · UNEXPENDED MARINA SURCHARGES	1,747,639.75
10903 · RESTRICTED CASH	-1,747,639.75
Total Checking/Savings	3,754,580.97
Accounts Receivable	
12000 · ACCTS RECEIVABLE	1,501,466.57
Total Accounts Receivable	1,501,466.57
Other Current Assets	
12100 · ALLOW FOR BAD DEBTS	-355,037.61
12200 · TAXES RECEIVBLE	-74,255.13
12300 · INTEREST RECEIVBLE	58,193.32
12600 · Note Receivable - NMTC	5,849,375.00
12700 · PREPAID EXPENSES	77,847.97
12900 · Accounts Receivable FSM	-1,025.38
1499 · Undeposited Funds	508.20
Total Other Current Assets	5,555,606.37
Total Current Assets	10,811,653.91
Fixed Assets	
CAPITAL ASSETS, NET	
14910 · BEACH PROPERTY	208,149.00
15000 · AUTOMOTIVE EQUIPMENT	95,639.08
15100 · OFFICE EQUIPMENT	193,303.88
15200 · OPERATING EQUIPMENT	314,098.74
15500 · MARINA, RESTAURANT COMPLEX	34,100.00
15600 · MARINA	10,529,004.29
15700 · FL BOAT BLDG & REPAIR FACILITY	4,302,259.53
15800 · SHELTER COVE	2,386,247.10
15900 · DREDGING COSTS	215,226.78
16000 · KING SALMON	15,143.99
16100 · MARINA DREDGE, CONSTR IN PROGRES	1,319,433.62
16400 · REDWOOD DOCK PROPERTY	3,010,194.30
16500 · HOMELAND SECURITY EQUIPMENT	2,254,007.60
16600 · TABLE BLUFF LIGHTHOUSE	361.44
16700 · AQUAPONICS PILOT FACILITY	96,036.61
16800 · REDWOOD TERMINAL 2	2,613,169.43
16900 · Dredge	1,215,423.27
17000 · ACCUMULATED DEPRECIATION	-18,513,994.17
Total CAPITAL ASSETS, NET	10,287,804.49
14800 · SHIPWRECK PROPERTY	50,088.05
14900 · DOG RANCH PROPERTY	7,507.70
Total Fixed Assets	10,345,400.24
Other Assets	
18700 · Deferred Lease Asset	3,228,386.00
19000 · Deferred Outflows of PERS	293,553.00
Total Other Assets	3,521,939.00

Humboldt Bay Harbor, Recreation & Conservation District

Balance Sheet

03/06/23

As of December 31, 2022

Accrual Basis

	Dec 31, 22
TOTAL ASSETS	24,678,993.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · ACCOUNTS PAYABLE	962,109.26
Total Accounts Payable	962,109.26
Credit Cards	
20112 · US Bank Visa	4,454.25
Total Credit Cards	4,454.25
Other Current Liabilities	
Payroll tax & Withholding Liab	
21300 · STATE UNEMPLOYMENT TAX	267.58
21600 · PERS CARE/MEDICAL INSURANCE	6,685.92
21700 · PERS RETIREMENT	5.60
21800 · STATE DISABILITY INSURANCE	-721.89
21900 · UNION DUES DEDUCTIBLE	74.76
Total Payroll tax & Withholding Liab	6,311.97
20100 · LEASE PAYABLE TO HBDA	-1,566.00
20200 · NOTES PAYABLE	327,959.14
20400 · ACCRUED WAGES PAYABLE	33,725.81
20500 · ACCRUED INTEREST	1,421.18
20600 · ACCRUED VACATION PAYABLE	43,583.71
20800 · DEPOSITS ON HAND	
20801 · KEY DEPOSITS ON HAND	16,800.00
20802 · PLUG DEPOSITS ON HAND	1,270.00
20803 · SLIP DEPOSITS ON HAND	54,698.69
20804 · STORAGE DEPOSITS	3,890.15
20806 · LEASE SECURITY DEPOSIT	445,954.42
20807 · STORAGE DEPOSIT - REDWOOD DOCK	2,750.26
20808 · WAIT LIST DEPOSIT	4,025.00
Total 20800 · DEPOSITS ON HAND	529,388.52
24000 · Ground Lease Deferred Income	3,906,000.00
24002 · Groundlease Current Def Income	60,092.31
27201 · Deferred Inflows - OPEB	29,113.00
28000 · DEFERRED INCOME	159,055.45
28400 · DEFERREDINCOMECalTrans Spartina	1,250,154.62
28500 · OTHER DEFERRED CREDITS	723,523.92
Total Other Current Liabilities	7,068,763.63
Total Current Liabilities	8,035,327.14
Long Term Liabilities	
24001 · Gound Lease Amortization	-409,368.38
24003 · Groundlease Current Offset	-60,092.31
25500 · OPEB Liability	186,792.00
25700 · BOND PAYABLE 2014 REFINANCING	1,739,475.24
25800 · BBVA Loan Payable	959,614.95
25900 · LESS CURRENT PORTION	-327,959.14
27000 · Net Pension Liability	577,703.00
27200 · Deferred Inflows of PERS	590,149.00
27202 · Deferred Inflows - Leases	3,216,623.00
Total Long Term Liabilities	6,472,937.36
Total Liabilities	14,508,264.50
Equity	
30500 · INVESTMENT IN FIXED ASSETS	9,404,911.59
30900 · RESTRICTED FUND BALANCE	

Humboldt Bay Harbor, Recreation & Conservation District

Balance Sheet

As of December 31, 2022

	<u>Dec 31, 22</u>
30901 · Restricted Fd Bal-Curr Yr Chang	137,331.55
30900 · RESTRICTED FUND BALANCE - Other	<u>1,610,308.40</u>
Total 30900 · RESTRICTED FUND BALANCE	1,747,639.95
31200 · GENERAL FUND BALANCE	
31000 · FUND BALANCE - TIDELANDS TRUST	-1,683,627.00
31201 · General Fund-Change is Restrict	-137,331.55
31200 · GENERAL FUND BALANCE - Other	<u>773,151.99</u>
Total 31200 · GENERAL FUND BALANCE	-1,047,806.56
Net Income	<u>65,983.67</u>
Total Equity	<u>10,170,728.65</u>
TOTAL LIABILITIES & EQUITY	<u>24,678,993.15</u>

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Humboldt Bay Harbor, Recreation & Conservation District

Profit & Loss

03/06/23

December 2022

Accrual Basis

	Dec 22	Jul - Dec 22
Ordinary Income/Expense		
Income		
Donations		
46519 · Donations - Lighthouse	0.00	14.00
Total Donations	0.00	14.00
Dredging Revenue		
41318 · Dredging Surcharge - T	15,602.50	103,832.68
Total Dredging Revenue	15,602.50	103,832.68
Fees		
40108 · PERMITS-T	0.00	2,100.00
40808 · Pilotage Services - T	1,847.87	1,997.87
41308 · Moorage - T	0.00	10.64
41308.1 · Poundage - T	3,451.00	4,872.70
41818 · Late Charges/Interest - T	715.00	4,040.00
41819 · Late Charges/Interest - NT	50.00	-3,748.84
45608 · Chevron - Ports O&M - T	8,087.50	16,175.00
Total Fees	14,151.37	25,447.37
Float Replacement Account		
41418 · Float Replacement	6,508.49	42,470.30
Total Float Replacement Account	6,508.49	42,470.30
Grant Revenue		
Harbor Grants		
45208.1 · Harbor Grants, Gov't - T	0.00	5,944.50
Total Harbor Grants	0.00	5,944.50
Total Grant Revenue	0.00	5,944.50
Harbor Surcharge		
40908 · Harbor Improvement Surcharge-T	19,418.66	89,581.17
Total Harbor Surcharge	19,418.66	89,581.17
Interest Revenue		
43108 · Interest Income - T	3,158.27	21,168.56
43109 · Interest Income - NT	27,697.00	190,653.00
Total Interest Revenue	30,855.27	211,821.56
Other Revenue		
45908 · Other Revenue - T	0.00	6.00
45909 · Other Revenue - NT	1,915.89	20,350.92
46008 · Recovery of Bad Debt - T	1,386.00	1,386.00
Total Other Revenue	3,301.89	21,742.92
Rent Income		
40218 · Slip Rents - T	42,103.12	276,995.42
40318.1 · Transient Rentals - T	1,515.53	21,254.44
40518 · Equipment Rent - T	4,472.06	4,852.06
40519 · Equipment Rent - NT	300.00	650.00
40809 · Yard Rent - NT	1,021.20	6,127.20
41108 · Rents, Tidelands Leases - T	26,295.67	176,416.93
41309 · Storage - NT	4,628.85	26,668.81
41409 · Upland Rent - NT		
41409.2 · Redwood Terminal 2 - NMTC	5,007.69	30,046.14
41409 · Upland Rent - NT - Other	46,551.74	333,314.07
Total 41409 · Upland Rent - NT	51,559.43	363,360.21
Total Rent Income	131,895.86	876,325.07
Sales		

Humboldt Bay Harbor, Recreation & Conservation District

Profit & Loss

03/06/23

December 2022

Accrual Basis

	Dec 22	Jul - Dec 22
40119 · Concession Sales - NT	508.00	3,440.75
Total Sales	508.00	3,440.75
Tax Revenue		
43509 · Property Tax Revenues	100,000.00	600,000.00
Total Tax Revenue	100,000.00	600,000.00
Utility Surcharge		
40409 · Utility Surcharge - NT	3,907.09	29,121.83
40418 · Utility Surcharge, Marina Dock	7,256.15	31,996.28
Total Utility Surcharge	11,163.24	61,118.11
47019 · Returned Check Charges	0.00	35.00
52708.1 · Discount	23.55	208.24
Total Income	333,428.83	2,041,981.67
Gross Profit	333,428.83	2,041,981.67
Expense		
Accounting/Auditing Services		
52500 · Accounting Fees - T	2,160.00	13,963.50
52508 · Accounting Fees - NT	720.00	5,487.00
Total Accounting/Auditing Services	2,880.00	19,450.50
Advertising & Promotion		
51000 · Advertising & Promotion - NT	0.00	461.73
51008 · Advertising & Promotion - T	410.57	958.54
Total Advertising & Promotion	410.57	1,420.27
Bad Debts		
51308 · Bad Debts - T	7,684.97	20,290.73
51309 · Bad Debts - NT	0.00	0.00
Total Bad Debts	7,684.97	20,290.73
Communications		
51400 · Communications - NT	1,982.91	13,733.88
51408 · Communications - T	318.89	3,977.35
Total Communications	2,301.80	17,711.23
Conference & Meetings		
51500 · Conferences & Meetings - NT	770.11	7,034.69
51508 · Conferences & Meetings - T	0.00	3,791.73
Total Conference & Meetings	770.11	10,826.42
Dredging Expense		
56708 · Dredging - GT	1,027.50	3,930.00
56718 · Dredging - MT	0.00	4,995.00
Total Dredging Expense	1,027.50	8,925.00
Dues, Subscriptions & Licences		
51600 · Dues & Subscriptions - NT	350.00	31,229.10
51608 · Dues & Subscriptions - T	265.00	602.75
Total Dues, Subscriptions & Licences	615.00	31,831.85
Elections & Government Fees		
51700 · Elections & Prop Tax Assess-NT	17,289.07	64,720.63
Total Elections & Government Fees	17,289.07	64,720.63
Engineering Services		
52400 · Engineering Fees - NT	0.00	2,929.94

Humboldt Bay Harbor, Recreation & Conservation District

03/06/23

Profit & Loss

Accrual Basis

December 2022

	Dec 22	Jul - Dec 22
52408 · Engineering Fees - T	5,972.50	-25,770.00
Total Engineering Services	5,972.50	-22,840.06
Fuel		
50400 · IMPUTED AUTO VALUE G/A	120.00	765.00
51200 · Automotive, Fuel- NT	-120.00	4,046.40
51208 · Vessel Fuel	359.71	2,629.69
51218 · Automotive, Fuel - T	0.00	4,692.22
Total Fuel	359.71	12,133.31
Grant Expenses		
Conservation Grant Expenses		
54408.3 · Conservation Grant Exp	0.00	5,000.00
Total Conservation Grant Expenses	0.00	5,000.00
Harbor Grant Expenses		
54408.1 · Harbor Grant Exp	9,079.41	267,223.27
Total Harbor Grant Expenses	9,079.41	267,223.27
Recreation Grant Expenses		
54408.2 · Recreation Grant Exp	17,075.65	32,681.85
Total Recreation Grant Expenses	17,075.65	32,681.85
Total Grant Expenses	26,155.06	304,905.12
Insurance		
51800 · Insurance - NT	9,151.25	46,661.68
51808 · Insurance - T	1,286.18	8,835.95
51810 · INSURANCE M/A	0.00	4,267.81
51819 · INSURANCE M/NT		
53109.3 · Fields Landing Insurance	0.00	1,158.66
53209.1 · Shelter Cove Insurance	0.00	721.89
Total 51819 · INSURANCE M/NT	0.00	1,880.55
Total Insurance	10,437.43	61,645.99
Interest Expense		
55108 · Interest Expense - T	4,156.00	24,936.00
55109 · Interest Expense - NT	7,839.87	47,167.97
Total Interest Expense	11,995.87	72,103.97
Legal Services		
52300 · Legal Fees - NT	5,353.53	59,537.15
52308 · Legal Fees - T	884.25	12,643.13
Total Legal Services	6,237.78	72,180.28
Maintenance - Equipment		
51209 · Automotive, Repairs - NT	512.99	4,039.09
52710 · Repairs & Maint, Equip - NT	0.00	1,448.07
52718 · Repairs & Maint, Equip - T	343.34	8,627.75
Total Maintenance - Equipment	856.33	14,114.91
Maintenance - Facilities		
52708 · Repairs & Maint, Facilities - T	2,705.39	34,137.75
52709 · REPAIRS & MAINTENANCE G/NT	0.00	659.98
52719 · Repairs & Maint, Facilities - N	2,948.67	38,711.09
Total Maintenance - Facilities	5,654.06	73,508.82
Maintenance - IT		
57008 · Maintenance, IT Equip - T	481.18	2,831.29
57009 · Maintenance, IT Equip - NT	880.18	3,573.61

Humboldt Bay Harbor, Recreation & Conservation District

Profit & Loss

03/06/23

December 2022

Accrual Basis

	Dec 22	Jul - Dec 22
Total Maintenance - IT	1,361.36	6,404.90
Maintenance Supplies		
52008 · Maintenance Supplies - T	0.00	1,335.02
52010 · Maintenance Supplies - NT	1,229.79	7,795.42
Total Maintenance Supplies	1,229.79	9,130.44
Office Supplies		
51900 · Office Supplies - NT	5,040.35	22,140.81
51908 · Office Supplies - T	756.09	4,084.96
51918 · OFFICE EXPENSE M/T	20.45	122.14
Total Office Supplies	5,816.89	26,347.91
Other Expenses		
54109 · Sea Scouts Expense - NT	0.00	1,558.33
55419 · Other Expenses - NT	7,500.00	7,500.00
Total Other Expenses	7,500.00	9,058.33
Other Professional/Outside Serv		
52109 · Outside Services, Other - NT	0.00	0.00
52110 · OUTSIDE SERVICES M/A	215.00	1,231.00
52118 · Outside Services, Other - T	0.00	-32,419.00
Total Other Professional/Outside Serv	215.00	-31,188.00
Permits		
51610 · Permits - NT	0.00	332.38
51618 · Permits - T	11,695.00	13,433.00
Total Permits	11,695.00	13,765.38
Personnel Expenses		
Commissioners Fees		
50200 · Commissioner's Salaries - NT	1,680.00	9,030.00
50208 · Commissioner's Salaries - T	720.00	3,870.00
Total Commissioners Fees	2,400.00	12,900.00
Contract Temporary Services		
50318 · Contract Temporary Services - T	3,857.57	37,895.22
Total Contract Temporary Services	3,857.57	37,895.22
Payroll Burden		
50500 · Payroll Benefits, Other - NT	49,301.07	219,022.88
50508 · Payroll Benefits, Other - T	10,987.94	66,133.03
6560 · Workers' Comp	3,453.74	20,936.65
Total Payroll Burden	63,742.75	306,092.56
Salaries/Wages		
50100 · Salaries & Wages - NT	74,641.99	478,227.12
50108 · Salaries & Wages - T	0.00	129.68
Total Salaries/Wages	74,641.99	478,356.80
Total Personnel Expenses	144,642.31	835,244.58
Planning Services		
52200 · Planning Fees - NT	4,235.00	12,204.00
52208 · Planning Fees - T	35.00	5,391.38
Total Planning Services	4,270.00	17,595.38
Rent Expense		
54308 · Redwood Terminal 2 Lease Expens	17,650.00	103,770.18

Humboldt Bay Harbor, Recreation & Conservation District

Profit & Loss

December 2022

	Dec 22	Jul - Dec 22
Total Rent Expense	17,650.00	103,770.18
Small Tools		
52800 · Small Tools - NT	130.43	1,807.34
Total Small Tools	130.43	1,807.34
Utilities		
52909 · Utilities - NT	13,283.67	103,901.82
52918 · Utilities - T	4,142.16	29,614.23
53000 · Water, Sewer, & Refuse - NT	8,920.87	61,136.79
53008 · Water, Sewer, & Refuse - T	4,542.68	26,433.01
Total Utilities	30,889.38	221,085.85
55700 · Float Replacement Expense - MT	0.00	46.74
Total Expense	326,047.92	1,975,998.00
Net Ordinary Income	7,380.91	65,983.67
Net Income	7,380.91	65,983.67

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Humboldt Bay Harbor, Recreation & Conservation District

Account QuickReport

As of December 31, 2022

03/06/23

Accrual Basis

Type	Date	Num	Name	Memo	Amount
10200.1 - Cash in PNC, Checking					
Liability Check	12/06/2022	E-pay	Employment Developme...	499-0307-3 QB T...	-1,817.75
Liability Check	12/06/2022	E-pay	Internal Revenue Service	94-2262845 QB ...	-4,871.40
Liability Check	12/06/2022	ACH	California State Disburse...	200000002142499	-372.46
Liability Check	12/08/2022		QuickBooks Payroll Serv...	Created by Payro...	-25,808.38
Liability Check	12/09/2022	ACH	PERS Unfunded Accrue...	2233447024	-5,269.58
Liability Check	12/09/2022	ACH	CalPERS 457 Program	450348	-1,685.75
Bill Pmt -Check	12/09/2022	ACH	CalPERS 457 Program	457Match 12/09/...	-325.00
Liability Check	12/09/2022	VOID	Operating Engineers Loc...	VOID: 94-2262845	0.00
Liability Check	12/09/2022	ACH	State Disbursement Unit	0230000067964	-233.53
Bill Pmt -Check	12/09/2022	1693	Pierson Building Center	1297	-437.51
Bill Pmt -Check	12/09/2022	1694	Shafer's Ace Hardware	1586	-177.12
Check	12/09/2022	1695	US Bank Corporate Pay...		-5,569.00
Bill Pmt -Check	12/09/2022	1696	Alber's Tractor & Ag Work	Mowing RMT1 P...	-440.00
Bill Pmt -Check	12/09/2022	1697	California Special District...	Membership ID: ...	-8,186.00
Bill Pmt -Check	12/09/2022	1698	Englund Marine Supply		-3,357.96
Bill Pmt -Check	12/09/2022	1699	Express Services, Inc.	28590512	-1,921.28
Bill Pmt -Check	12/09/2022	1700	Humboldt Bay Municipal ...	9002.001 RMT2	-1,180.83
Bill Pmt -Check	12/09/2022	1701	Humboldt Waste Manag...	WIM	-77.18
Bill Pmt -Check	12/09/2022	1702	Mission Uniform & Linen	299313	-176.63
Bill Pmt -Check	12/09/2022	1703	Mr. Rooter Plumbing	FLBY	-270.55
Bill Pmt -Check	12/09/2022	1704	Napa Auto Parts	24290	-290.02
Bill Pmt -Check	12/09/2022	1705	Powell Landscape Materi...	PO 1877	-5,440.65
Bill Pmt -Check	12/09/2022	1706	Schmidbauer Building S...	WIM	-32.90
Bill Pmt -Check	12/09/2022	1707	Shehan, Amber.	PO 1873 Reimbu...	-585.25
Bill Pmt -Check	12/09/2022	1708	Shelter Cove Fishing Pre...	SC Janitorial Dec...	-2,083.33
Bill Pmt -Check	12/09/2022	1709	World Oil Enviromental S...	15055	-861.82
Check	12/09/2022	1710	Medina, Andrew	Tenant Refund	-210.30
Bill Pmt -Check	12/09/2022	1711	101Netlink	WIM	-230.00
Bill Pmt -Check	12/09/2022	1712	ACWA JPIA	215	-29,297.60
Bill Pmt -Check	12/09/2022	1713	Advanced Security Syste...		-399.00
Bill Pmt -Check	12/09/2022	1714	AT&T Phone	VOID: 707 443-0...	0.00
Bill Pmt -Check	12/09/2022	1715	Bayless Enterprises	PO #1863 2023 ...	-410.57
Bill Pmt -Check	12/09/2022	1716	California Redwood Co.	Red Tank 09/19-...	-1,131.55
Bill Pmt -Check	12/09/2022	1717	Dale, Greg.	PO 1884	-1,407.79
Bill Pmt -Check	12/09/2022	1718	Eureka Chamber of Com...	2023 Membershi...	-425.00
Bill Pmt -Check	12/09/2022	1719	Eureka Oxygen Company		-89.50
Bill Pmt -Check	12/09/2022	1720	Fas Trak Invoice Preces...		-16.40
Bill Pmt -Check	12/09/2022	1721	Hensell Materials, Inc.	WIM	-700.08
Bill Pmt -Check	12/09/2022	1722	Mitchell Law Firm, LLP		-2,354.00
Bill Pmt -Check	12/09/2022	1723	Moffatt & Nichol	VOID: Project 21...	0.00
Bill Pmt -Check	12/09/2022	1724	Pacific Gas & Electric (1...	Acct #06704919...	-2,534.59
Bill Pmt -Check	12/09/2022	1725	Pacific Gas & Electric (3...	6598073494-4	-199.02
Bill Pmt -Check	12/09/2022	1726	Pintermedia LLC		-60.00
Bill Pmt -Check	12/09/2022	1727	Recology Eel River	061097997	-446.02
Bill Pmt -Check	12/09/2022	1728	Recology Humboldt Cou...	061218064	-729.18
Bill Pmt -Check	12/09/2022	1729	Recology Humboldt Cou...	A0060000265	-1,708.91
Bill Pmt -Check	12/09/2022	1730	Sea Scouts	Close Out Sea S...	-1,558.33
Bill Pmt -Check	12/09/2022	1731	SHN Consulting Enginee...		-10,202.40
Bill Pmt -Check	12/09/2022	1732	Standard Insurance Com...	ST 908447 0001	-300.60
Bill Pmt -Check	12/09/2022	1733	State Water Resource C...	FL 07/01/2022-0...	-1,738.00
Bill Pmt -Check	12/09/2022	1734	StewTel, Inc.		-327.30
Bill Pmt -Check	12/09/2022	1735	Western Chainsaw		-27.30
Bill Pmt -Check	12/09/2022	1736	AT&T Phone	707 443-0800 07...	-310.49
Bill Pmt -Check	12/09/2022	1737	Redwood Community Ac...	RSC 5055131	-10,165.55
Liability Check	12/12/2022	E-pay	Employment Developme...	499-0307-3 QB T...	-480.80
Liability Check	12/12/2022	E-pay	Internal Revenue Service	94-2262845 QB ...	-1,526.24
Liability Check	12/14/2022	E-pay	Employment Developme...	499-0307-3 QB T...	-2.42
Liability Check	12/14/2022	E-pay	Internal Revenue Service	94-2262845 QB ...	-11.36
Liability Check	12/15/2022		QuickBooks Payroll Serv...	Created by Payro...	-198.84
Liability Check	12/16/2022		QuickBooks Payroll Serv...	Created by Payro...	-12,779.33
Liability Check	12/16/2022	ACH	PERS Unfunded Accrue...	2233447024 M. ...	-31.22
Bill Pmt -Check	12/16/2022	1738	Express Services, Inc.	28590512	-1,185.79
Bill Pmt -Check	12/16/2022	1739	Verizon Wireless	Bill Received 12-...	-422.22
Bill Pmt -Check	12/16/2022	1740	Humboldt Land Title Co...	Timber Heritage ...	-3,461.50
Bill Pmt -Check	12/16/2022	1741	Verizon Wireless	Bill Received 12-...	-125.22
Bill Pmt -Check	12/16/2022	1742	Pacific Gas & Electric (N...	2072047	-411.31
Bill Pmt -Check	12/16/2022	1743	State Farm	Surety Bond for ...	-50.00
Liability Check	12/21/2022	E-pay	Employment Developme...	499-0307-3 QB T...	-1,872.50

Humboldt Bay Harbor, Recreation & Conservation District

Account QuickReport

As of December 31, 2022

03/06/23

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Liability Check	12/21/2022	E-pay	Internal Revenue Service	94-2262845 QB ...	-5,319.40
Liability Check	12/22/2022		QuickBooks Payroll Serv...	Created by Payro...	-28,098.64
Bill Pmt -Check	12/23/2022	ACH	CalPERS 457 Program	457Match 12/23/...	-325.00
Liability Check	12/23/2022	ACH	CalPERS 457 Program	450348	-1,685.75
Liability Check	12/23/2022	ACH	PERS Unfunded Accrue...	2233447024	-4,847.80
Bill Pmt -Check	12/23/2022	ACH	PERS Unfunded Accrue...	2233447024	-8,327.67
Liability Check	12/23/2022	1744	Operating Engineers Loc...	94-2262845	-249.20
Liability Check	12/23/2022	ACH	California State Disburse...	200000002142499	-372.46
Liability Check	12/23/2022	ACH	State Disbursement Unit	0230000067964	-233.53
Liability Check	12/23/2022	1745	Franchise Tax Board	CHRISTOPHER ...	-100.00
Bill Pmt -Check	12/23/2022	1746	Alber's Tractor & Ag Work	Mowing RMT1 P...	-335.00
Bill Pmt -Check	12/23/2022	1747	AT&T Internet	831-000-8571 571	-886.57
Bill Pmt -Check	12/23/2022	1748	B & B Portable Toilets	RWD	-134.44
Bill Pmt -Check	12/23/2022	1749	City of Eureka (Sewer)	2001-901804-02	-1,883.76
Bill Pmt -Check	12/23/2022	1750	City of Eureka (Water)	2001-901802-01	-5,477.96
Bill Pmt -Check	12/23/2022	1751	Coastal Business Syste...	WIM Copier Lease	-718.27
Bill Pmt -Check	12/23/2022	1752	David L. Moonie & Co., L...		-2,480.00
Bill Pmt -Check	12/23/2022	1753	Eureka Rubber Stamp		-106.39
Bill Pmt -Check	12/23/2022	1754	Express Services, Inc.	28590512	-660.44
Bill Pmt -Check	12/23/2022	1755	Humboldt Bay Solar Fun...	HB0520	-7,260.64
Bill Pmt -Check	12/23/2022	1756	Humboldt Community Se...	3165	-18.00
Bill Pmt -Check	12/23/2022	1757	Lost Coast Merchant Ser...	Payphone Servic...	-270.00
Bill Pmt -Check	12/23/2022	1758	Mission Uniform & Linen	299313	-177.61
Bill Pmt -Check	12/23/2022	1759	Picky Picky Picky Inc.	J. Marciano	-162.23
Bill Pmt -Check	12/23/2022	1760	Pintermedia LLC	Grants-Safety Co...	-70.00
Bill Pmt -Check	12/23/2022	1761	Planwest Partners, Inc.		-4,795.00
Bill Pmt -Check	12/23/2022	1762	Redwood Community Ac...	RSC 5055131	-11,635.00
Bill Pmt -Check	12/23/2022	1763	Shelter Cove Resort Imp...	SC 10/26-11/28/...	-237.54
Bill Pmt -Check	12/23/2022	1764	Southwest Answering Se...	11/03/-11/30/202...	-215.00
Bill Pmt -Check	12/23/2022	1765	Staples Credit Plan	6035 5178 1247 ...	-354.80
Bill Pmt -Check	12/23/2022	1766	State Water Resource C...	RMT2 07/01/22-...	-9,957.00
Bill Pmt -Check	12/23/2022	1767	Valley Pacific Petroleum ...	114137	-1,115.40
Bill Pmt -Check	12/27/2022		Humboldt Land Title Co...	QuickBooks gen...	0.00
Check	12/30/2022			Service Charge	-215.87
Total 10200.1 - Cash in PNC, Checking					-259,736.48
TOTAL					-259,736.48

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

Monthly Cash Flow Analysis

For The Months Ended January 31, 2023 and December 31, 2022

	<u>1/31/23</u>	<u>12/31/22</u>
Account Balances		
Checking	\$ 92,831	\$ 60,236
Savings	1,901,258	2,033,050
County Treasury	1,425,016	1,660,016
Cash on hand	2,318	1,788
Total Cash	3,421,423	3,755,090
Less: Restricted cash for Marina surcharges	(1,782,266)	(1,747,640)
Unrestricted Cash	1,639,157	2,007,450
Less: Unexpended grant proceeds and Nordic & Growly deposits included in cash above	(1,596,998)	(1,606,155)
Cash Available (Deficit), excluding Marina surcharges and unexpended grant proceeds and deposits	42,159	401,295

Change in Cash Balance

Balance, Beginning of Month	\$ 3,755,090	\$ 3,060,294
Monthly Deposits	246,004	956,582
Monthly Payments	(579,671)	(261,786)
Balance, End of Month	<u>\$ 3,421,423</u>	<u>\$ 3,755,090</u>

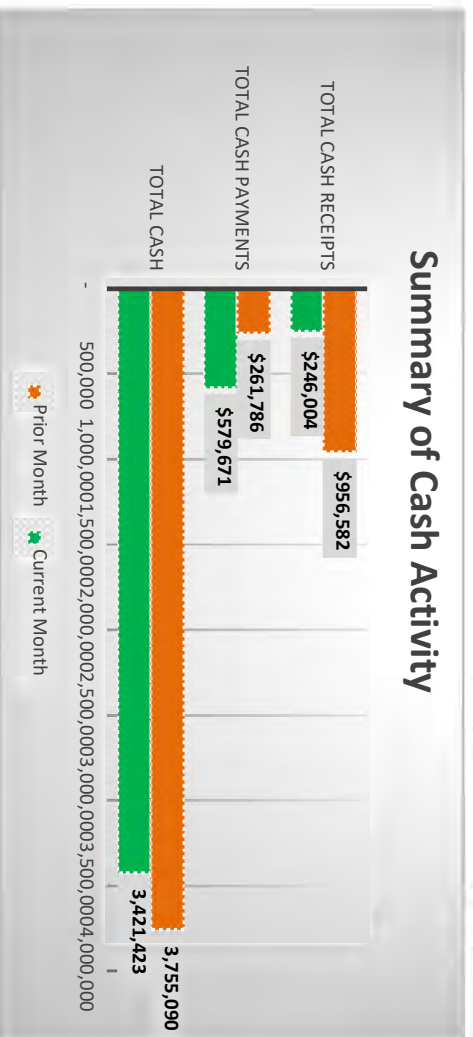
Monthly Expenses Summary

Significant Individual Expenses:		
BBVA bond and loan payment	\$ 234,107	
Purchase option payment	50,000	
Tenera Environmental Inc.	42,502	
Semi-annual property tax expense	21,815	
Sub-total, Significance/Unusual Expenses	<u>348,424</u>	<u>-</u>
General operating expenses and other misc. expense	231,247	\$ 261,786
Total Cash Payments	<u>\$ 579,671</u>	<u>\$ 261,786</u>

Monthly Deposits Summary

Significant Individual Revenues:		
Property taxes and interest income	-	\$ 657,075
Sub-total, Significant/Unusual Revenues	<u>-</u>	<u>657,075</u>
General revenues	\$ 246,004	299,507
Total Cash Receipts	<u>\$ 246,004</u>	<u>\$ 956,582</u>

Summary of Cash Activity



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Humboldt Bay Harbor, Recreation & Conservation District

Balance Sheet

03/06/23

As of January 31, 2023

Accrual Basis

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · PETTY CASH ON HAND	150.00
10100 · CHANGE FUND ON HAND	400.00
10111 · COIN MACHINE FUND	730.00
10200 · CASH IN BANK, CHECKING	32,184.56
10200.1 · Cash in PNC, Checking	60,645.77
10400 · CASH IN COUNTY - FUND 2720	1,389,497.13
10500 · CASH IN COUNTY - FUND 3872	35,518.88
10600.1 · Cash in bank, Tariff PNC	1,816,144.08
10700.1 · Cash in bank, Water PNC	85,113.98
10901 · UNEXPENDED MARINA SURCHARGES	1,782,266.19
10903 · RESTRICTED CASH	-1,782,266.19
Total Checking/Savings	3,420,384.40
Accounts Receivable	
12000 · ACCTS RECEIVABLE	1,550,929.47
Total Accounts Receivable	1,550,929.47
Other Current Assets	
12100 · ALLOW FOR BAD DEBTS	-355,037.61
12200 · TAXES RECEIVBLE	25,744.87
12300 · INTEREST RECEIVBLE	72,593.32
12600 · Note Receivable - NMTC	5,849,375.00
12700 · PREPAID EXPENSES	64,445.13
12900 · Accounts Receivable FSM	-1,025.38
1499 · Undeposited Funds	1,038.00
Total Other Current Assets	5,657,133.33
Total Current Assets	10,628,447.20
Fixed Assets	
CAPITAL ASSETS, NET	
14910 · BEACH PROPERTY	258,149.00
15000 · AUTOMOTIVE EQUIPMENT	95,639.08
15100 · OFFICE EQUIPMENT	193,303.88
15200 · OPERATING EQUIPMENT	314,098.74
15500 · MARINA, RESTAURANT COMPLEX	34,100.00
15600 · MARINA	10,529,004.29
15700 · FL BOAT BLDG & REPAIR FACILITY	4,302,259.53
15800 · SHELTER COVE	2,386,247.10
15900 · DREDGING COSTS	215,226.78
16000 · KING SALMON	15,143.99
16100 · MARINA DREDGE, CONSTR IN PROGRES	1,319,433.62
16400 · REDWOOD DOCK PROPERTY	3,010,194.30
16500 · HOMELAND SECURITY EQUIPMENT	2,254,007.60
16600 · TABLE BLUFF LIGHTHOUSE	361.44
16700 · AQUAPONICS PILOT FACILITY	96,036.61
16800 · REDWOOD TERMINAL 2	2,613,169.43
16900 · Dredge	1,215,423.27
17000 · ACCUMULATED DEPRECIATION	-18,513,994.17
Total CAPITAL ASSETS, NET	10,337,804.49
14800 · SHIPWRECK PROPERTY	50,088.05
14900 · DOG RANCH PROPERTY	7,507.70
Total Fixed Assets	10,395,400.24
Other Assets	
18700 · Deferred Lease Asset	3,228,386.00
19000 · Deferred Outflows of PERS	293,553.00
Total Other Assets	3,521,939.00

Humboldt Bay Harbor, Recreation & Conservation District

Balance Sheet

03/06/23

As of January 31, 2023

Accrual Basis

	Jan 31, 23
TOTAL ASSETS	24,545,786.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · ACCOUNTS PAYABLE	719,359.44
Total Accounts Payable	719,359.44
Credit Cards	
20112 · US Bank Visa	6,306.16
Total Credit Cards	6,306.16
Other Current Liabilities	
Payroll tax & Withholding Liab	
21100 · FEDERAL WITHHOLDING TAX	-3,939.00
21200 · STATE WITHHOLDING TAX	-1,526.45
21300 · STATE UNEMPLOYMENT TAX	1,466.34
21400 · SOCIAL SECURITY/MEDICARE TAX	-1,119.48
21600 · PERS CARE/MEDICAL INSURANCE	7,611.20
21700 · PERS RETIREMENT	5.60
21800 · STATE DISABILITY INSURANCE	-1,069.31
21900 · UNION DUES DEDUCTIBLE	74.76
Total Payroll tax & Withholding Liab	1,503.66
20100 · LEASE PAYABLE TO HBDA	16,084.00
20200 · NOTES PAYABLE	343,465.72
20400 · ACCRUED WAGES PAYABLE	33,725.81
20500 · ACCRUED INTEREST	13,201.18
20600 · ACCRUED VACATION PAYABLE	43,583.71
20800 · DEPOSITS ON HAND	
20801 · KEY DEPOSITS ON HAND	16,900.00
20802 · PLUG DEPOSITS ON HAND	1,270.00
20803 · SLIP DEPOSITS ON HAND	54,692.66
20804 · STORAGE DEPOSITS	3,890.15
20806 · LEASE SECURITY DEPOSIT	445,954.42
20807 · STORAGE DEPOSIT - REDWOOD DOCK	2,750.26
20808 · WAIT LIST DEPOSIT	4,125.00
Total 20800 · DEPOSITS ON HAND	529,582.49
24000 · Ground Lease Deferred Income	3,906,000.00
24002 · Groundlease Current Def Income	60,092.31
27201 · Deferred Inflows - OPEB	29,113.00
28000 · DEFERRED INCOME	159,055.45
28400 · DEFERREDINCOMECalTrans Spartina	1,240,997.77
28500 · OTHER DEFERRED CREDITS	723,523.92
Total Other Current Liabilities	7,099,929.02
Total Current Liabilities	7,825,594.62
Long Term Liabilities	
24001 · Gound Lease Amortization	-414,376.07
24003 · Groundlease Current Offset	-60,092.31
25500 · OPEB Liability	186,792.00
25700 · BOND PAYABLE 2014 REFINANCING	1,739,475.24
25800 · BBVA Loan Payable	959,622.41
25900 · LESS CURRENT PORTION	-343,465.72
27000 · Net Pension Liability	577,703.00
27200 · Deferred Inflows of PERS	590,149.00
27202 · Deferred Inflows - Leases	3,216,623.00
Total Long Term Liabilities	6,452,430.55
Total Liabilities	14,278,025.17
Equity	

Humboldt Bay Harbor, Recreation & Conservation District

Balance Sheet

03/06/23

As of January 31, 2023

Accrual Basis

	<u>Jan 31, 23</u>
30500 · INVESTMENT IN FIXED ASSETS	9,404,911.59
30900 · RESTRICTED FUND BALANCE	
30901 · Restricted Fd Bal-Curr Yr Chang	102,705.11
30900 · RESTRICTED FUND BALANCE - Other	<u>1,610,308.40</u>
Total 30900 · RESTRICTED FUND BALANCE	1,713,013.51
31200 · GENERAL FUND BALANCE	
31000 · FUND BALANCE - TIDELANDS TRUST	-1,683,627.00
31201 · General Fund-Change is Restrict	-102,705.11
31200 · GENERAL FUND BALANCE - Other	<u>773,151.99</u>
Total 31200 · GENERAL FUND BALANCE	-1,013,180.12
Net Income	<u>163,016.29</u>
Total Equity	<u>10,267,761.27</u>
TOTAL LIABILITIES & EQUITY	<u>24,545,786.44</u>

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Humboldt Bay Harbor, Recreation & Conservation District

Profit & Loss

03/06/23

January 2023

Accrual Basis

	Jan 23	Jul '22 - Jan 23
Ordinary Income/Expense		
Income		
Donations		
46519 · Donations - Lighthouse	0.00	14.00
Total Donations	0.00	14.00
Dredging Revenue		
41318 · Dredging Surcharge - T	25,184.67	129,017.35
Total Dredging Revenue	25,184.67	129,017.35
Fees		
40108 · PERMITS-T	850.00	2,950.00
40808 · Pilotage Services - T	0.00	1,997.87
41308 · Moorage - T	0.00	10.64
41308.1 · Poundage - T	251.44	5,124.14
41818 · Late Charges/Interest - T	775.00	4,815.00
41819 · Late Charges/Interest - NT	50.00	-3,698.84
45608 · Chevron - Ports O&M - T	0.00	16,175.00
Total Fees	1,926.44	27,373.81
Float Replacement Account		
41418 · Float Replacement	9,711.77	52,182.07
Total Float Replacement Account	9,711.77	52,182.07
Grant Revenue		
Harbor Grants		
45208.1 · Harbor Grants, Gov't - T	4,957.00	10,901.50
Total Harbor Grants	4,957.00	10,901.50
Total Grant Revenue	4,957.00	10,901.50
Harbor Surcharge		
40908 · Harbor Improvement Surcharge-T	19,238.04	108,819.21
Total Harbor Surcharge	19,238.04	108,819.21
Interest Revenue		
43108 · Interest Income - T	3,374.54	24,543.10
43109 · Interest Income - NT	14,317.00	204,970.00
Total Interest Revenue	17,691.54	229,513.10
Other Revenue		
45908 · Other Revenue - T	33.00	39.00
45909 · Other Revenue - NT	2,372.67	22,723.59
46008 · Recovery of Bad Debt - T	0.00	1,386.00
Total Other Revenue	2,405.67	24,148.59
Rent Income		
40218 · Slip Rents - T	66,104.58	343,100.00
40318.1 · Transient Rentals - T	416.63	21,671.07
40518 · Equipment Rent - T	0.00	4,852.06
40519 · Equipment Rent - NT	1,340.00	1,990.00
40809 · Yard Rent - NT	1,159.20	7,286.40
41108 · Rents, Tidelands Leases - T	52,781.46	229,198.39
41309 · Storage - NT	8,070.99	34,739.80
41409 · Upland Rent - NT		
41409.2 · Redwood Terminal 2 - NMTC	5,007.69	35,053.83
41409 · Upland Rent - NT - Other	56,913.10	390,227.17
Total 41409 · Upland Rent - NT	61,920.79	425,281.00
Total Rent Income	191,793.65	1,068,118.72
Sales		

Humboldt Bay Harbor, Recreation & Conservation District

Profit & Loss

03/06/23

January 2023

Accrual Basis

	Jan 23	Jul '22 - Jan 23
40119 · Concession Sales - NT	967.50	4,408.25
Total Sales	967.50	4,408.25
Tax Revenue		
43509 · Property Tax Revenues	100,000.00	700,000.00
Total Tax Revenue	100,000.00	700,000.00
Utility Surcharge		
40409 · Utility Surcharge - NT	6,202.36	35,324.19
40418 · Utility Surcharge, Marina Dock	353.15	32,349.43
Total Utility Surcharge	6,555.51	67,673.62
47019 · Returned Check Charges	0.00	35.00
52708.1 · Discount	36.36	244.60
Total Income	380,468.15	2,422,449.82
Gross Profit	380,468.15	2,422,449.82
Expense		
Accounting/Auditing Services		
52500 · Accounting Fees - T	2,938.50	16,902.00
52508 · Accounting Fees - NT	979.50	6,466.50
Total Accounting/Auditing Services	3,918.00	23,368.50
Advertising & Promotion		
51000 · Advertising & Promotion - NT	0.00	461.73
51008 · Advertising & Promotion - T	0.00	958.54
Total Advertising & Promotion	0.00	1,420.27
Bad Debts		
51308 · Bad Debts - T	0.00	20,290.73
51309 · Bad Debts - NT	0.00	0.00
Total Bad Debts	0.00	20,290.73
Communications		
51400 · Communications - NT	1,875.12	15,609.00
51408 · Communications - T	322.90	4,300.25
Total Communications	2,198.02	19,909.25
Conference & Meetings		
51500 · Conferenes & Meetings - NT	1,174.08	8,208.77
51508 · Conferenes & Meetings - T	664.71	4,456.44
Total Conference & Meetings	1,838.79	12,665.21
Dredging Expense		
56708 · Dredging - GT	270.00	4,200.00
56718 · Dredging - MT	0.00	4,995.00
Total Dredging Expense	270.00	9,195.00
Dues, Subscriptions & Licences		
51600 · Dues & Subscriptions - NT	2,984.13	34,213.23
51608 · Dues & Subscriptions - T	0.00	602.75
Total Dues, Subscriptions & Licences	2,984.13	34,815.98
Elections & Government Fees		
51700 · Elections & Prop Tax Assess-NT	0.00	64,720.63
Total Elections & Government Fees	0.00	64,720.63
Engineering Services		
52400 · Engineering Fees - NT	992.50	3,922.44

Humboldt Bay Harbor, Recreation & Conservation District

Profit & Loss

03/06/23

January 2023

Accrual Basis

	Jan 23	Jul '22 - Jan 23
52408 · Engineering Fees - T	65.00	-25,705.00
Total Engineering Services	1,057.50	-21,782.56
Fuel		
50400 · IMPUTED AUTO VALUE G/A	120.00	885.00
51200 · Automotive, Fuel- NT	1,423.74	5,470.14
51208 · Vessel Fuel	0.00	2,629.69
51218 · Automotive, Fuel - T	1,543.73	6,235.95
Total Fuel	3,087.47	15,220.78
Grant Expenses		
Conservation Grant Expenses		
54408.3 · Conservation Grant Exp	0.00	5,000.00
Total Conservation Grant Expenses	0.00	5,000.00
Harbor Grant Expenses		
54408.1 · Harbor Grant Exp	9,530.27	276,753.54
Total Harbor Grant Expenses	9,530.27	276,753.54
Recreation Grant Expenses		
54408.2 · Recreation Grant Exp	11,406.52	44,088.37
Total Recreation Grant Expenses	11,406.52	44,088.37
Total Grant Expenses	20,936.79	325,841.91
Insurance		
51800 · Insurance - NT	9,014.25	55,675.93
51808 · Insurance - T	1,286.18	10,122.13
51810 · INSURANCE M/A	0.00	4,267.81
51819 · INSURANCE M/NT		
53109.3 · Fields Landing Insurance	0.00	1,158.66
53209.1 · Shelter Cove Insurance	0.00	721.89
Total 51819 · INSURANCE M/NT	0.00	1,880.55
Total Insurance	10,300.43	71,946.42
Interest Expense		
55108 · Interest Expense - T	4,163.46	29,099.46
55109 · Interest Expense - NT	7,841.03	55,009.00
Total Interest Expense	12,004.49	84,108.46
Legal Services		
52300 · Legal Fees - NT	3,187.13	62,724.28
52308 · Legal Fees - T	1,632.37	14,275.50
Total Legal Services	4,819.50	76,999.78
Maintenance - Equipment		
51209 · Automotive, Repairs - NT	3,021.42	7,060.51
52710 · Repairs & Maint, Equip - NT	141.26	1,589.33
52718 · Repairs & Maint, Equip - T	1,367.12	9,994.87
Total Maintenance - Equipment	4,529.80	18,644.71
Maintenance - Facilities		
52708 · Repairs & Maint, Facilities - T	9,868.70	44,006.45
52709 · REPAIRS & MAINTENANCE G/NT	208.13	868.11
52719 · Repairs & Maint, Facilities - N	6,129.47	44,840.56
Total Maintenance - Facilities	16,206.30	89,715.12
Maintenance - IT		
57008 · Maintenance, IT Equip - T	487.00	3,318.29
57009 · Maintenance, IT Equip - NT	287.50	3,861.11

Humboldt Bay Harbor, Recreation & Conservation District

Profit & Loss

03/06/23

January 2023

Accrual Basis

	Jan 23	Jul '22 - Jan 23
Total Maintenance - IT	774.50	7,179.40
Maintenance Supplies		
52008 · Maintenance Supplies - T	0.00	1,335.02
52010 · Maintenance Supplies - NT	1,528.11	9,323.53
Total Maintenance Supplies	1,528.11	10,658.55
Office Supplies		
51900 · Office Supplies - NT	3,839.49	25,980.30
51908 · Office Supplies - T	1,439.35	5,524.31
51918 · OFFICE EXPENSE M/T	20.26	142.40
Total Office Supplies	5,299.10	31,647.01
Other Expenses		
54109 · Sea Scouts Expense - NT	0.00	1,558.33
55419 · Other Expenses - NT	0.00	7,500.00
Total Other Expenses	0.00	9,058.33
Other Professional/Outside Serv		
52109 · Outside Services, Other - NT	1,135.26	1,135.26
52110 · OUTSIDE SERVICES M/A	430.00	1,661.00
52118 · Outside Services, Other - T	275.00	-32,144.00
Total Other Professional/Outside Serv	1,840.26	-29,347.74
Permits		
51610 · Permits - NT	0.00	332.38
51618 · Permits - T	5,468.00	18,901.00
Total Permits	5,468.00	19,233.38
Personnel Expenses		
Commissioners Fees		
50200 · Commissioner's Salaries - NT	2,100.00	11,130.00
50208 · Commissioner's Salaries - T	900.00	4,770.00
Total Commissioners Fees	3,000.00	15,900.00
Contract Temporary Services		
50318 · Contract Temporary Services - T	1,414.65	39,309.87
Total Contract Temporary Services	1,414.65	39,309.87
Payroll Burden		
50500 · Payroll Benefits, Other - NT	34,865.05	253,887.93
50508 · Payroll Benefits, Other - T	10,467.63	76,600.66
6560 · Workers' Comp	3,264.41	24,201.06
Total Payroll Burden	48,597.09	354,689.65
Salaries/Wages		
50100 · Salaries & Wages - NT	78,790.92	557,018.04
50108 · Salaries & Wages - T	1,199.91	1,329.59
Total Salaries/Wages	79,990.83	558,347.63
Total Personnel Expenses	133,002.57	968,247.15
Planning Services		
52200 · Planning Fees - NT	770.00	12,974.00
52208 · Planning Fees - T	510.00	5,901.38
Total Planning Services	1,280.00	18,875.38
Rent Expense		
52600 · Rent Expense - NT	756.00	756.00
54308 · Redwood Terminal 2 Lease Expens	18,440.36	122,210.54

Humboldt Bay Harbor, Recreation & Conservation District

03/06/23

Profit & Loss

Accrual Basis

January 2023

	Jan 23	Jul '22 - Jan 23
Total Rent Expense	19,196.36	122,966.54
Small Tools		
52800 · Small Tools - NT	0.00	1,807.34
Total Small Tools	0.00	1,807.34
Utilities		
52909 · Utilities - NT	11,029.22	114,931.04
52918 · Utilities - T	5,278.08	34,892.31
53000 · Water, Sewer, & Refuse - NT	10,432.72	71,569.51
53008 · Water, Sewer, & Refuse - T	4,155.39	30,588.40
Total Utilities	30,895.41	251,981.26
55700 · Float Replacement Expense - MT	0.00	46.74
Total Expense	283,435.53	2,259,433.53
Net Ordinary Income	97,032.62	163,016.29
Net Income	97,032.62	163,016.29

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Humboldt Bay Harbor, Recreation & Conservation District

Account QuickReport

03/06/23

As of January 31, 2023

Accrual Basis

Type	Date	Num	Name	Memo	Amount
10200.1 - Cash in PNC, Checking					
Liability Check	01/05/2023		QuickBooks Payroll Serv...	Created by Payro...	-27,579.28
Liability Check	01/05/2023	E-pay	Employment Developme...	499-0307-3 QB T...	-1,873.87
Liability Check	01/05/2023	E-pay	Internal Revenue Service	94-2262845 QB ...	-5,058.48
Liability Check	01/06/2023	ACH	PERS Unfunded Accrue...	2233447024	-4,517.25
Liability Check	01/06/2023	ACH	State Disbursement Unit	0230000067964	-233.53
Liability Check	01/06/2023	ACH	CalPERS 457 Program	450348	-1,685.75
Bill Pmt -Check	01/06/2023	ACH	CalPERS 457 Program	457Match 01/06/...	-325.00
Bill Pmt -Check	01/06/2023	ACH	Pacific Gas & Electric (8...	0074698259-4	-7,241.64
Bill Pmt -Check	01/06/2023	Xfer	PNC Bank, N.A.	36603233	-153,375.64
Bill Pmt -Check	01/06/2023	Xfer	PNC Bank, N.A.	36603233	-80,731.72
Liability Check	01/06/2023	ACH	California State Disburse...	200000002142499	-372.46
Bill Pmt -Check	01/09/2023	1768	101Netlink	WIM	-230.00
Bill Pmt -Check	01/09/2023	1769	ACWA JPIA	215	-27,500.20
Bill Pmt -Check	01/09/2023	1770	Advanced Security Syste...	WIM	-199.50
Bill Pmt -Check	01/09/2023	1771	California Redwood Co.	Red Tank 10/18-...	-1,072.97
Bill Pmt -Check	01/09/2023	1772	Englund Marine Supply		-1,016.71
Bill Pmt -Check	01/09/2023	1773	Eureka Oxygen Company		-92.25
Bill Pmt -Check	01/09/2023	1774	Express Services, Inc.	28590512	-2,465.35
Bill Pmt -Check	01/09/2023	1775	Friends of the Dunes	Section 2.1 of Ag...	-7,500.00
Bill Pmt -Check	01/09/2023	1776	Humboldt Bay Municipal ...	9002.001 RMT2	-1,035.23
Bill Pmt -Check	01/09/2023	1777	Humboldt County Tax Co...	2nd Installment 3...	-21,814.53
Bill Pmt -Check	01/09/2023	1778	Lawson Products, Inc.	10347668	-82.41
Bill Pmt -Check	01/09/2023	1779	Mission Uniform & Linen	299313	-47.93
Bill Pmt -Check	01/09/2023	1780	Mr. Rooter Plumbing	Hydro Scrub	-953.11
Bill Pmt -Check	01/09/2023	1781	Napa Auto Parts	24290	-322.38
Bill Pmt -Check	01/09/2023	1782	Network Help To Go	January 2023 IT ...	-575.00
Bill Pmt -Check	01/09/2023	1783	Northern California Glove	3474	-78.79
Bill Pmt -Check	01/09/2023	1784	Pace Supply Corp	39567-00	-582.06
Bill Pmt -Check	01/09/2023	1785	Pacific Coast Congress	Annual Corporat...	-265.00
Bill Pmt -Check	01/09/2023	1786	Pacific Gas & Electric (3...	6598073494-4	-186.18
Bill Pmt -Check	01/09/2023	1787	Pierson Building Center	1297	-449.20
Bill Pmt -Check	01/09/2023	1788	Platt Electric Supply	217917	-96.73
Bill Pmt -Check	01/09/2023	1789	Powell Landscape Materi...	PO 1877	-5,440.65
Bill Pmt -Check	01/09/2023	1790	Redwood Community Ac...	RSC 5055131	-9,017.97
Bill Pmt -Check	01/09/2023	1791	Reincke Marine Fabricati...	Maintenance Sto...	-756.00
Bill Pmt -Check	01/09/2023	1792	Shafer's Ace Hardware	1586	-147.72
Bill Pmt -Check	01/09/2023	1793	Shafer's Ace Hardware (...)	31586	-280.49
Bill Pmt -Check	01/09/2023	1794	Shelter Cove Fishing Pre...	SC Janitorial Jan...	-2,083.33
Bill Pmt -Check	01/09/2023	1795	Standard Insurance Com...	ST 908447 0001	-264.20
Bill Pmt -Check	01/09/2023	1796	State Farm	Surety Bond for ...	-70.00
Bill Pmt -Check	01/09/2023	1797	State Water Resource C...	FL 10/01/2022-0...	-1,738.00
Bill Pmt -Check	01/09/2023	1798	Steve's Septic Service LLC	Pump WIM Sewe...	-695.00
Bill Pmt -Check	01/09/2023	1799	Western Chainsaw		-61.18
Bill Pmt -Check	01/09/2023	1800	State Farm	Surety Bond for ...	-70.00
Bill Pmt -Check	01/09/2023	1801	State Farm	Surety Bond for ...	-50.00
Bill Pmt -Check	01/09/2023	1802	Tenera Environmental Inc.	20236001	-42,501.87
Check	01/09/2023	1803	McDonald, David	Tenant Refund	-137.50
Liability Check	01/09/2023	E-pay	Employment Developme...	499-0307-3 QB T...	-0.01
Liability Check	01/09/2023	E-pay	Employment Developme...	499-0307-3 QB T...	-1,873.87
Liability Check	01/09/2023	E-pay	Internal Revenue Service	94-2262845 QB ...	-5,058.48
Liability Check	01/09/2023	E-pay	Employment Developme...	499-0307-3 QB T...	-285.60
Bill Pmt -Check	01/10/2023	ACH	PERS Unfunded Accrue...	2233447024	-8,327.67
Liability Check	01/13/2023	E-pay	Employment Developme...	499-0307-3 QB T...	-2,207.09
Liability Check	01/13/2023	E-pay	Internal Revenue Service	94-2262845 QB ...	-6,058.60
Bill Pmt -Check	01/13/2023	ACH	Pacific Gas & Electric (1...	Acct #06704919...	-2,638.22
Bill Pmt -Check	01/13/2023	ACH	AT&T Phone	707 443-0800 07...	-310.49
Liability Check	01/19/2023		QuickBooks Payroll Serv...	Created by Payro...	-31,174.49
Check	01/20/2023	1804	US Bank Corporate Pay...		-3,482.11
Liability Check	01/20/2023	1805	Operating Engineers Loc...	94-2262845	-249.20
Liability Check	01/20/2023	ACH	California State Disburse...	200000002142499	-372.46
Liability Check	01/20/2023	ACH	PERS Unfunded Accrue...	2233447024	-5,778.85
Liability Check	01/20/2023	ACH	CalPERS 457 Program	450348	-1,710.75
Bill Pmt -Check	01/20/2023	ACH	CalPERS 457 Program	457Match 01/20/...	-350.00
Liability Check	01/20/2023	1806	Franchise Tax Board		-100.00
Liability Check	01/20/2023	ACH	State Disbursement Unit	0230000067964	-233.53
Bill Pmt -Check	01/20/2023	1807	314intermedia		-60.00
Bill Pmt -Check	01/20/2023	1808	B & B Portable Toilets	RWD	-133.74
Bill Pmt -Check	01/20/2023	1809	CA Harbor Masters & Po...	Association Annu...	-350.00

Humboldt Bay Harbor, Recreation & Conservation District

Account QuickReport

03/06/23

As of January 31, 2023

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/20/2023	1810	Coldwell Banker Comme...		-790.36
Bill Pmt -Check	01/20/2023	1811	Costco Wholesale Memb...	Membership Dues	-120.00
Bill Pmt -Check	01/20/2023	1812	David L. Moonie & Co., L...		-2,880.00
Bill Pmt -Check	01/20/2023	1813	Humboldt Waste Manag...	WIM	-420.65
Bill Pmt -Check	01/20/2023	1814	Mitchell Law Firm, LLP		-3,537.00
Bill Pmt -Check	01/20/2023	1815	Moffatt & Nichol	Project 212991/0...	-9,009.41
Bill Pmt -Check	01/20/2023	1816	North Coast Laboratories...	FLBY	-275.00
Bill Pmt -Check	01/20/2023	1817	Pacific Gas & Electric (N...	2072047	-447.54
Bill Pmt -Check	01/20/2023	1818	Recology Humboldt Cou...	061218064	-729.18
Bill Pmt -Check	01/20/2023	1819	Recology Humboldt Cou...	A0060000265	-2,616.42
Bill Pmt -Check	01/20/2023	1820	Saucedo, Doug.	American Societ...	-305.00
Bill Pmt -Check	01/20/2023	1821	Security Lock & Alarm		-10.93
Bill Pmt -Check	01/20/2023	1822	Shelter Cove Resort Imp...	SC 11/28-12/27/...	-170.89
Bill Pmt -Check	01/20/2023	1823	SHN Consulting Enginee...		-7,000.00
Bill Pmt -Check	01/20/2023	1824	Southwest Answering Se...	12/01-12/28/202...	-215.00
Bill Pmt -Check	01/20/2023	1825	StewTel, Inc.		-333.62
Bill Pmt -Check	01/20/2023	1826	Verizon Wireless	Bill Received 01-...	-321.30
Bill Pmt -Check	01/20/2023	1827	Humboldt Bay Solar Fun...	HB0520	-4,729.99
Bill Pmt -Check	01/20/2023	1828	Humboldt County Health ...	PT0007745, WI...	-1,120.26
Bill Pmt -Check	01/20/2023	1829	Recology Eel River	061097997	-446.02
Bill Pmt -Check	01/20/2023	1830	Redwood Community Ac...	RSC 5055131	-7,070.92
Bill Pmt -Check	01/20/2023	1831	Verizon Wireless	Bill Received 01-...	-114.36
Check	01/20/2023	1832	Matteoli, Jaime	Tenant Refund	-347.40
Check	01/20/2023	1833	Chaiet, Bruce L.	Tenant Refund	-93.15
Bill Pmt -Check	01/23/2023	ACH	Francotyp-Postalia	466106100	-300.00
Bill Pmt -Check	01/27/2023	ACH	Humboldt Bay Developo...	PSA Option 2 for...	-50,000.00
Check	01/31/2023			Service Charge	-217.03
Total 10200.1 · Cash in PNC, Checking					-577,250.65
TOTAL					-577,250.65

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Harbor, Recreation and Conservation District
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P.O. Box 1030
Eureka, California 95502-1030



STAFF REPORT
HARBOR DISTRICT MEETING
March 9, 2023

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: March 6, 2023

TITLE: Consider Authorizing Executive Director to Enter into an Agreement with the City of Eureka Regarding Marketing for Cruise Ships

STAFF RECOMMENDATION: Staff Recommends that the Board Authorize: the Executive Director to enter into an agreement with the City of Eureka to provide the services outlined in the Scope of Work for \$20,000 per year plus annual CPI increase for a three-year term.

SUMMARY: The District has been working with the City of Eureka, County of Humboldt and a variety of other organizations and individuals to market the Port, City, and Region to the Cruise Ship Industry. Even though the Cruise Ship Industry has experienced difficult times during the COVID pandemic, our region has been able to attract cruise ships.

DISCUSSION: The Scope of Work is included as Attachment A with an Organizational Chart in Attachment B as well as a list of cruise ships scheduled for arrival in Humboldt Bay in 2023 as Attachment C.

Attachments:

- A. Scope of Work
- B. Organizational Chart
- C. Cruise Ship Arrivals

Humboldt Bay Cruise Ship Partnership Scope of Work

Overview

The Humboldt Bay Harbor, Recreation, and Conservation District, County of Humboldt Economic Development, and City of Eureka have formed a partnership to strategically recruit cruise ships to Humboldt Bay. The Humboldt Bay Cruise Ship Partnership (HBCSP) consists of jointly staffed teams that focus on: Infrastructure and Logistics, Cruise Ship Coordination and Marketing, Passenger Fulfillment, and Administration/Long-term Strategic Planning with the Humboldt Bay Harbor District taking on the lead role and the County of Humboldt and City of Eureka providing funding to support this role.

Roles & tasks

1. Infrastructure and Logistics Team:

The Harbor District will take the lead and establish, manage, and maintain an Infrastructure & Logistics Team which will be responsible for:

- Harbor Infrastructure and Facilities
 - Coordinate and receive contractual authorization from dock owners to market their facilities to the cruise ship industry.
 - Develop a Coast Guard approved security plan, fee structure, facility site plan/layout for docking cruise ships at the approved dock facilities.
- Coordination with US Customs to ensure that passengers can disembark and embark in a timely and orderly fashion.
- Monitoring of International Standards and Law to ensure that the Cruise Ship program is operating in compliance.
- Coordinate with cruise ships, stevedore, shipping agent, tour companies, HBCSP Teams & and other entities.

2. Cruise Ship Coordination and Marketing

The Harbor District will take the lead and establish, manage, and maintain a Cruise Ship Coordination & Marketing Team which will be responsible for:

- Communication: The Harbor District shall establish a “One Stop Shop” system of communication with the cruise ship industry for Humboldt Bay. All communications directly with and recruitment of cruise ships will be handled by the Harbor District.
 - Develop and maintain easy to find and user friendly web presence.

- Being main point of contact for HBCSP and cruise ships through phone, email, and web communication.
 - Maintain and up to date list of cruise ships/companies that to target, that have expressed interest, and that have scheduled port of call in Humboldt Bay.
- Tours and Excursions
 - Produce and regularly update a suite of marketing materials including an excursion catalog to share on web presence for interested cruise ships.
 - Coordinate with local tour companies that are interested in providing tours to the cruise ship industry.
 - Receive simple contractual authorization from tour companies to market their services to the cruise ship industry.
 - Maintain up to date marketing brochures, fee structure, and other marketing information.
 - Direct the cruise ship industry to coordinate directly with the tour companies for the services they provide.
 - Create info sheets for guides, drivers and participants for the day of tour and excursion and coordinate with Passenger Fulfillment Team to ensure that the tours are kept aware of any scheduling and time of arrival/departure modifications.
- Marketing Support
 - Attending Cruise Ship the West Annual Meeting in person to build west coast relationships.
 - Attending other Cruise the West meetings and marketing events.
 - Attending and promoting a booth at annual Sea Trade conference
 - Provide press release for local media regarding visiting ships.
- Local Business Liaison
 - Notify Eureka Main Street members of cruise ships.

3. Passenger Fulfillment

The City of Eureka will take the lead and establish, manage, and maintain a Cruise Ship Passenger Fulfillment Team which will be responsible for:

- Tours and Excursions
 - Coordinate with the Cruise Ship Coordination and Marketing Team to ensure that guides, drivers, and tour participants are prepared and ready to go on the day, designated meeting place and scheduled time of tour and excursion. Said coordination also includes ensuring that all guides,

drivers, and tour participants fully understand when passengers must back at the dock for a timely departure.

- Coordinate venues, guides and transportation for all tours and excursions
 - Create signage for buses and vans.
 - Provide snacks and water baskets for each vehicle.
- Dockside Reception Planning and Coordination
 - Reserving dock for dockside reception (including providing insurance requirements and porta potty for dockside staff)
 - Coordinating welcome reception that includes welcome signage, visitor information, refreshments and music
 - Providing shuttle to Old Town area and the Eureka Visitors Center
 - Provide additional concierge staff to help cruise ship passengers.
 - Provide Eureka visitor materials such as maps, walking tours, etc.
 - Cone off spaces for shuttle parking
 - Coordinating plaque exchange and gift basket with cruise ship and elected officials
 - Send invite.
 - Order plaque
 - Purchase gift basket
 - Collect Driver's License information from attendees ahead of time
 - Coordinate plaque exchange timing with agent.
- Coordination of Volunteer Recruitment and Clean-up
- All transportation necessary.

4. Administration/Long-term Strategic Planning

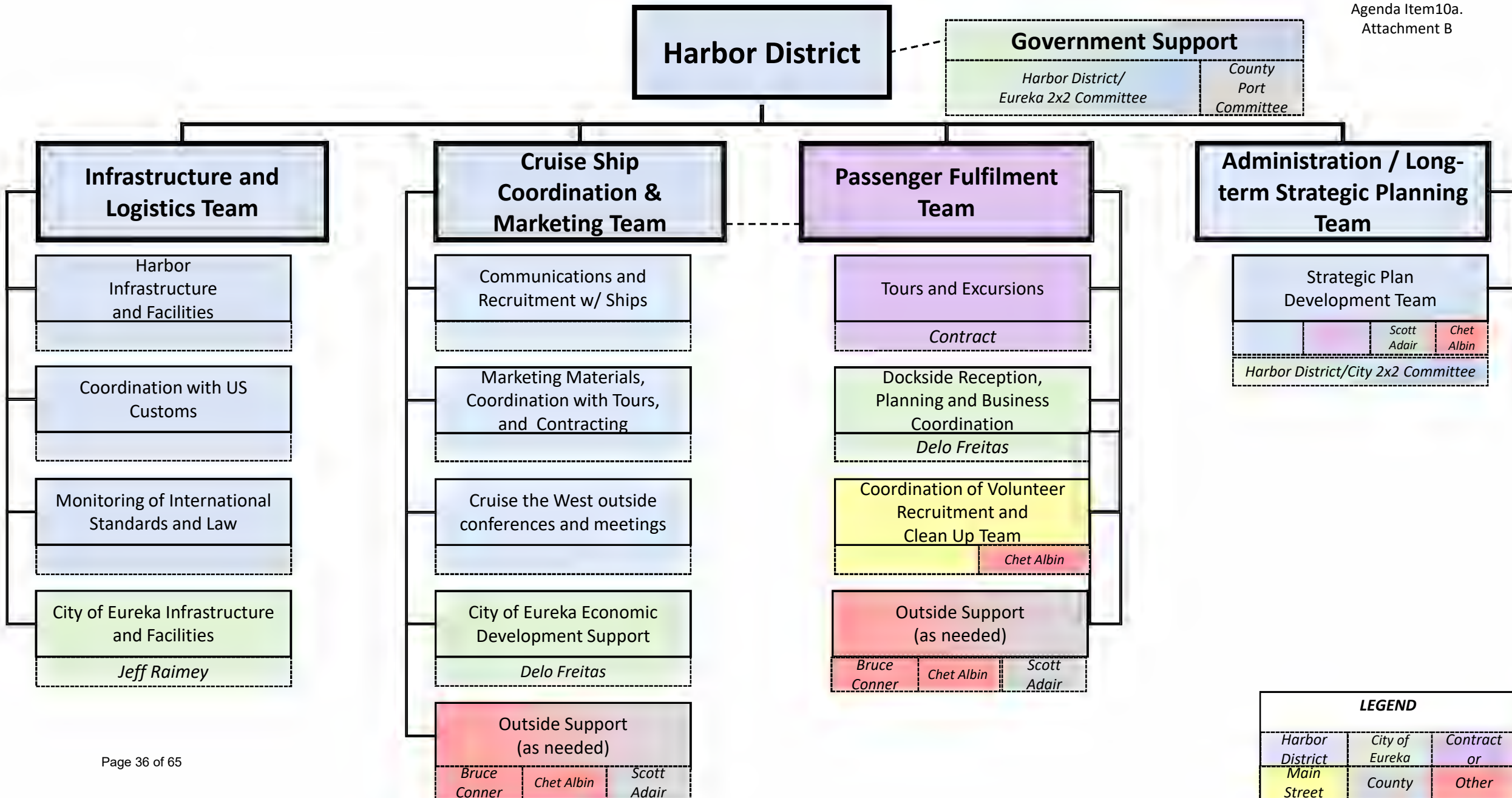
The Harbor District will take the lead and establish, manage, and maintain an Administration/ Long Term Strategic Planning Team which will be responsible for:

- Administrative role of hosting monthly meetings with HBCSP and more frequent meetings as may be necessary during prior to cruise ship arrival.
- Cruise the West
 - Managing Cruise, the West contract
- Fiscal sponsor for tours and excursions
- Develop long-term plan for future docks.
- Develop annual revenue projections and then dedicate an annual investment to marketing and recruitment.
- Develop cruise ship infrastructure plan and purchase/maintain equipment such as gangway and fenders.

- Deposit, Invoicing to cruise ships for the Harbor District Services and Fees

HUMBOLDT BAY CRUISE SHIP COLLABORATIVE: STAFFING AND ORGANIZATION

Agenda Item 10a.
Attachment B



Date	Ship Name	Arrival Time	Departure Time	Number of Passengers	Dock	Contact name	Contact email	Notes
5/7/2023	Scenic Eclipse	TBD	TBD	TBD	TBD	Barbara Sophos	Barbara.Sophos@scenicusa.com	Barbara has reached out about excursions. We quoted her the same excursions with the same rate.
5/11/2023	Roald Amundsen	8:00	17:00	TBD	Schneider	Najee Quiambao	iss.sanfrancisco@iss-shipping.com	They have sent berth reservation forms to Kathrine at Schneider
9/18/2023	SH Minerva							Canceled and rerouted to itineraries in Europe
9/27/2023	Fridtjof Nansen	10:30	18:30	TBD	Schneider	Najee Quiambao	iss.sanfrancisco@iss-shipping.com	They have sent berth reservation forms to Kathrine at Schneider
10/2/2023	Seabourne Pursuit							Received email from Chet with the Seabourne Pursuit, Windstar and The World on 1/26/22 but have not heard since
?	Windstar							
?	The World							

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STAFF REPORT
HARBOR DISTRICT MEETING
March 9, 2023

TO: Honorable Board President and Harbor District Board Members

FROM: Rob Holmlund, Development Director

DATE: March 6, 2023

TITLE: Consider Adopting Resolution 2023-05, A Resolution Concerning Offshore Wind Development Off the West Coast of the United States and Around Humboldt Bay

STAFF RECOMMENDATION: Staff recommends that the Board receive a staff report, receive public comment, and adopt Harbor District Resolution No. 2023-05 that supports the State's goals regarding offshore wind, commits to working with Tribal nations regarding their concerns with offshore wind, recognizes a suite of interested stakeholders, acknowledges that offshore wind development will have direct impacts on select stakeholders, recognizes that offshore wind development will provide many local benefits, seeks District partnerships in developing a regional vision and roadmap for offshore wind development, and directs staff to continue a range of activities in support of offshore wind development.

SUMMARY: On 11/29/22, the Humboldt County Board of Supervisors (BOS) adopted County Resolution 22-1584 associated with offshore wind. District staff used that County Resolution as a template to develop a slightly modified Resolution that is being presented to the District Board of Directors.

BACKGROUND: The State of California has committed to a carbon neutral vision for 2045, which is to be achieved through a number of types of renewable energy projects, including solar, land-based wind farms, and offshore wind. In August 2022, the California Energy Commission set planning goals of five gigawatts (GW) of OSW by the year 2030 and 25 GW by 2045. The Federal government has also established goals for offshore wind, including 30 GW of offshore wind by 2030 and 15 GW of floating offshore wind energy by 2035. In December of 2022, the Federal Department of the Interior's Bureau of Ocean Energy Management (BOEM) leased five sub-areas off the California Coast (two off the coast of Humboldt and three off the coast of Morro Bay). The state and federal governments are also investing in port and supply chain development as critical to the success of the OSW industry.

In March 2022, the Harbor District Board accepted a \$10.45M grant from the California Energy Commission to permit, design, and develop the Humboldt Bay Offshore Wind Heavy Lift Marine Terminal. In October of 2022, the District Board approved an Exclusive Right to Negotiate with

Crowley Wind Services to develop the terminal, which will serve as a west coast hub for the offshore wind industry.

On 11/29/22, the Humboldt County Board of Supervisors (BOS) adopted County Resolution 22-1584, which commits the County to

- Work collaboratively with stakeholders to prepare for the unique opportunities presented by offshore wind;
- To ensure local communities experience the full scale of potential benefits of hosting this industry;
- To lower risk for vulnerable communities, to shift old patterns of harmful boom-and-bust natural resource extraction;
- to prepare local communities, governments, and economies for the transition.

Throughout the past year, the District has worked closely with the County in all of the commitments outlined in the County Resolution. The attached District Resolution is based on the County Resolution and allows the District to make similar commitments.

ATTACHMENTS:

- A. Resolution No. 2023-05

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

RESOLUTION NO. 2023-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
CONCERNING OFFSHORE WIND DEVELOPMENT OFF THE WEST COAST OF THE UNITED STATES
AND AROUND HUMBOLDT BAY**

WHEREAS, offshore wind energy development is a crucial strategy to address global climate change and to meet the state and federal administrations' ambitious climate and renewable energy targets; and

WHEREAS, it is essential that the offshore wind industry develops and operates equitably and sustainably, and in partnership with the region's communities, to address the area's unique assets, needs, and connections with natural resources; and

WHEREAS, the Humboldt Bay Harbor, Recreation and Conservation District (District) is deeply committed to ensuring that the development of the offshore wind industry in this region yields a strong slate of community benefits, minimizes and mitigates impacts wherever possible, compensates communities for unavoidable impacts, and generates robust and sustainable economic opportunities for the region's communities; and

WHEREAS, the Bureau of Ocean Energy Management's (BOEM) offshore wind Final Sale Notice for wind lease areas off the coast of Humboldt County offers tremendous opportunities to pursue and achieve community benefits, including through a 20% workforce and/or supply chain development credit, a 5% General Community Benefit Agreement (CBA) credit, and a 5% Lease Area Use CBA credit; and

WHEREAS, concentrated and coordinated effort will be required to ensure that the offshore wind industry in the Humboldt region is developed sustainably in a way that benefits Tribal Nations and underrepresented communities, advances racial equity, protects the environment and builds a thriving, equitable, and sustainable local economy, including through the development and negotiation of CBAs and other agreements; and

WHEREAS, in collaboration with the County of Humboldt, the District has engaged with and plans to continue to engage with multiple stakeholders including Tribal governments, the City of Eureka, CalPoly Humboldt, the Workforce Development Coalition of Humboldt County, Redwood Coast Energy Authority; the State Building and Construction Trades Council, the Humboldt and Del Norte Construction Trades Council, the Redwood Region Climate and Community Resilience Hub (CORE Hub), the broader North Coast Offshore Wind Community

Benefits Network (Network), commercial fisheries, the Peninsula Community Collaborative, private property owners, various non-governmental organizations and environmental groups, and other regional communities and stakeholders to work toward a broad vision and roadmap for offshore wind development in our region; and

WHEREAS, the CORE and the Network represent a diverse group of Tribal Nations, local government agencies and educational institutions, labor leaders, local community-based organizations, and community residents, and has participated in BOEM's offshore wind lease sale process to seek robust community benefits stipulations and bid credits; and

WHEREAS, Tribal Nations; Black, Indigenous, and Communities of Color; commercial fisheries, and frontline communities bear the brunt of devastating impacts of climate catastrophe, energy vulnerability, and long-term impacts of extractive over-harvesting of natural resources, and are therefore critical partners and leaders in developing an equitable and sustainable path to offshore wind development; and

WHEREAS, the District recognizes Tribal sovereignty, self-determination, and other rights of Native American Tribes, as well as the specific and intentional historic trauma to Tribal Nations and Peoples by the federal, state, and county/local governments and previous destructive natural resource industries in the North Coast region; and

WHEREAS, the County of Humboldt and the surrounding region have rich fisheries, which are foundational to Tribal Nations, the commercial fishing economy, and marine species, and which will be affected by this new industry; and

WHEREAS, Humboldt Bay was historically one of California's largest fishing port, with North Coast fisheries currently contributing forty million ex-vessel dollars to the local community; and

WHEREAS, the cumulative loss of community fishing grounds and port fishing infrastructure by offshore wind development will impact fishermen, the fishing industry, Tribal fisheries and underserved North Coast fishing communities; and

WHEREAS, the District recognizes that BOEM's recently completed Humboldt and Morro Bay wind lease area auctions were a key step in the path to offshore wind development and is merely the beginning of what will hopefully be a long, productive, and collaborative partnership with wind developers and the region's diverse communities and constituencies; and

WHEREAS, necessary infrastructure investments throughout the greater Humboldt Bay region needs to be planned, prioritized, and sequenced in order to prepare for and maximize economic opportunities for projects related to offshore wind energy in particular, and the blue/green economy more generally; and

WHEREAS, investments in port, peninsula, and bay infrastructure are a critical early step in the District's overall economic development strategy for offshore wind, and are needed to minimize adverse community and environmental impacts; and

WHEREAS, to stimulate job creation, equitable economic development and prosperity for a diverse population, the District and various stakeholders must collaborate to prioritize early investments in such infrastructure, without which the site development for an array of economic development projects will not be possible; and

WHEREAS, offshore wind development, if pursued thoughtfully and in genuine partnership with the District, the County of Humboldt, Tribal Nations, and the region's other local governments, communities, commercial fisheries, and stakeholders, can help promote a diverse and thriving economic landscape

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

SECTION 1. The District believes that offshore wind energy development is a key strategy to fight global climate change. Accordingly, the District supports the State's goals of reaching 5 gigawatts of offshore wind energy by the year 2030 and 25 gigawatts by 2045, as well as the national goal of 30 gigawatts of offshore wind energy by 2030. The District also supports the State's efforts to plan for the necessary supplemental steps required to achieve the offshore wind energy goals, including enhancing power transmission infrastructure, preparing a capable workforce, and upgrading port infrastructure. The District is prepared to do its part to ensure the equitable and sustainable economic development of this new industry in the County and region, while helping ensure that any unavoidable impacts are mitigated and minimized. Offshore wind energy development provides a unique opportunity for diversification of the County's economic engines, and should be developed in full collaboration with local stakeholders, including Tribal Nations, local organizations and industries, fisheries and local government entities.

SECTION 2. The District recognizes that offshore wind development will affect Tribal Nations and their citizens. The District commits to working collaboratively with and supporting the leadership of Tribal Nations in addressing the effects of and advancing Tribal interests in offshore wind development.

SECTION 3. The District recognizes that the County of Humboldt is taking the lead in working with multiple stakeholders, including several Tribal governments, the City of Eureka, CalPoly Humboldt, the Workforce Development Coalition of Humboldt County, Redwood Coast Energy Authority, the State Building and Construction Trades Council, Humboldt and Del Norte Construction Trades Council, the Redwood Region Climate and Community Resilience Hub (CORE Hub), the broader North Coast Offshore Wind Community Benefits Network (Network), commercial fisheries, the Peninsula Community Collaborative, private property owners, various non-governmental organizations and environmental groups, and other regional communities

and stakeholders in advocating for offshore wind workforce development and community benefits, and have raised important issues before BOEM, other federal agencies and the State of California. The District supports these efforts, and will continue to participate as partners with the County in advocacy and negotiation of community benefits related to offshore wind development.

SECTION 4. The District acknowledges that offshore wind development will have unavoidable impacts on regional fisheries, including Tribal fisheries. The District intends to work collaboratively with representatives of affected local fishermen, businesses, industries and Tribal Nations to ensure that any impacts are mitigated, and to ensure compensation and support regarding unavoidable impacts, and to inform the region's transition process.

SECTION 5. The District recognizes that many other local stakeholders and residents will be directly and indirectly affected by offshore wind development in our region. The District intends to engage in sustained and proactive outreach to receive input from these communities regarding offshore wind development, and to help ensure that this new industry is a net benefit for the District and the region, with broadly-beneficial community benefits, and avoidance of concentrated negative impacts.

SECTION 6. Offshore wind development offers tremendous opportunities for employment, training, career development, and other workforce systems. The District will work collaboratively with resource partners and future employers, Tribal Nations, and labor and industry representatives, to help establish and support sustainable workforce development pathways for onshore and offshore construction, operations, and associated activities.

SECTION 7. For these reasons, the District Board of Directors strongly supports continued and enhanced engagement in all processes described above, including partnering to create: a regional vision and roadmap for offshore wind development, advancing funding opportunities to support regional agency and regional capacity, a community benefit plan, local outreach and engagement, and taking other steps appropriate to facilitating the offshore wind industry's long-term and sustainable development, for the benefit of our community.

SECTION 8. The District staff are therefore directed to continue or undertake the following activities related to offshore wind development:

- a) work collaboratively with local stakeholders in creating a regional vision and roadmap for offshore wind development to prepare our community for sustainable and equitable development of the offshore wind industry;
- b) collaborate and engage with Tribal Nations regarding offshore wind development and its effect on and opportunities for Tribal Nations and their citizens;
- c) collaborate with the commercial fishing communities, Tribes, recreational users of the Bay, and other directly impacted stakeholder groups, as well as the County, the CORE Hub, the Offshore Wind Community Benefit Network, and others in pursuing community benefits agreements with offshore wind development leaseholders and other developers;

- d) support and/or participate in negotiations of community benefits agreements or similar agreements related to community benefits, workforce development, procurement, and mitigation of impacts, with offshore wind development leaseholders and other project developers, participants and affected stakeholders which advances the District's goals for Humboldt Bay and the regional vision and roadmap for offshore wind development which will be developed;
- e) engage in outreach and stakeholder input efforts to ensure that all affected and interested members of the Humboldt County community and region are aware of offshore wind development activities and can participate in public processes regarding such activities;
- f) work with the County of Humboldt to draft a Memorandum of Understanding regarding community benefits opportunities, including bay-wide master planning, project labor agreements, workforce development, and other County activities related to offshore wind;
- g) coordinate with other state, federal, Tribal and local government entities to shape offshore wind development to maximize environmental and economic benefits, and minimize adverse impacts;
- h) assist in planning and advancing onshore infrastructure upgrades that are essential for development of the industry, and are needed to minimize adverse impacts;
- i) on behalf of the District Board, submit letters of support and requests for funding and regulatory or legislative frameworks related to regional agency and growing regional capacity to facilitate sustainable development of the offshore wind industry in the region;
- j) take all reasonable additional steps to support offshore wind development in a manner that maximizes the benefits to the region, while minimizing and mitigating any unavoidable impacts, as described herein; and
- k) report to the District Board of Directors as needed regarding negotiations, initiatives, and efforts as described herein.

PASSED AND ADOPTED by the Humboldt Bay Harbor, Recreation and Conservation District Board of Commissioners at a duly called meeting held on the **9th day of March 2023** by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

**Greg Dale, President
Board of Commissioners**

**Aaron Newman, 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. **2023-05** entitled,

**A RESOLUTION OF THE BOARD OF DIRECTORS
CONCERNING OFFSHORE WIND DEVELOPMENT OFF THE WEST COAST OF THE UNITED STATES
AND AROUND HUMBOLDT BAY**

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 **9th day of March 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 **9th day of March 2023**.

Aaron Newman, Secretary
Board of Commissioners

COMMISSIONERS
 1st Division
 Aaron Newman
 2nd Division
 Greg Dale
 3rd Division
 Stephen Kullmann
 4th Division
 Craig Benson
 5th Division
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STAFF REPORT - HARBOR DISTRICT MEETING

March 09, 2023

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: February 21, 2023

TITLE: Consideration of Initial 2023-2024 District Budget Preparation Schedule

STAFF RECOMMENDATION: Staff recommends the Board: Direct Staff to implement the proposed 2023-2024 Budget Preparation Schedule.

SUMMARY: The Budget is prepared annually under direction of the Executive Director. In accordance with CA Harbors and Navigation Code Section 6093, on or before June 15, the District Board shall estimate and determine the amount of money required by the Harbor District and shall adopt a preliminary budget. Per Section 6093.3, the final budget shall be reported to the Board of Supervisors no later than August 1st.

DISCUSSION: Staff recommends that the following schedule be utilized to go through goals, revenue, and expenditures by programmatic activity. These series of meeting would double as strategy sessions which would be used by the Board, Executive Director and District Staff to get a clear understanding of where each activity is financially and what we can reasonably accomplish within our financial means. Staff will work with the Budget Subcommittee to prepare the budget and bring the complete budget to the Board for approval.

Date	Meeting Type	Purpose
April 13	Regular	A) Review Preliminary Budget with Preliminary Goals, Income, and Expenditures: 1. Redwood Marine Terminal I 2. Redwood Marine Terminal II 3. Shelter Cove
May 11	Regular	A) Preliminary Goals, Income, and Expenditures: 1. Woodley Island Marina 2. Fields Landing Boat Yard 3. Dredging B) Review the Fee Schedule
June 8	Regular	A) Preliminary Goals, Income, and Expenditures: 1. Port Operations 2. Conservation and Recreation Programs 3. Administrative Services 4. General Operating and Staffing 5. Follow up discussion from previous budget meeting topics B) Adopt Preliminary Budget
July 13	Regular	Budget Adoption, Fee Schedule and Transmission to Board of Supervisors
July 27	Special	If Necessary

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2nd Division

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STAFF REPORT
HARBOR DISTRICT MEETING
March 9, 2023

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: February 22, 2023

TITLE: Consider Adopting Resolution 2023-04, A Resolution Accepting Funds from the California Department of Fish and Wildlife, Office of Spill Prevention and Response and Authorizing and Designating a Representative for Oil Spill Prevention and Response Equipment Staging, Humboldt County

STAFF RECOMMENDATION: Staff recommends the Board: Adopt Resolution 2023-04 and authorize the Executive Director to execute the Grant Agreement.

SUMMARY: On January 12, 2023, the Board of Commissioners adopted Resolution 2023-02 to complete this action, however the granting agency provided updated resolution language which is required for the District to receive the award. Resolution 2023-04, which includes the updated language, will replace the previously adopted Resolution 2023-02.

DISCUSSION: Through a prior award, the District was the recipient of a mobile Oil Spill Prevention and Response Trailer funded by the California Department of Fish and Wildlife (CDFW). These trailers are strategically placed for the implementation of Oil Spill Response Equipment Staging in Humboldt County. As the materials and equipment housed in these trailers require periodic replacement and replenishment, CDFW offers Mini-Grants to reimburse grantees for such supplies.

General Operations on Humboldt Bay, periodically call for the immediate need to respond to, investigate and clean up spills of various kinds on the waters of Humboldt Bay, both in and around Woodley Island Marina and other bay locations when called upon. The District, utilizing supplies from the OSPR Trailer, works with CDFW OSPR, USCG MSD, and other responding agencies to clean up any such spills and properly dispose of them. As such, the supplies of the OSPR trailer have waned and require full replenishment, including both personnel response gear and response absorbent materials. This \$10,000 grant will provide for the full replacement of absorbent materials and for the District to acquire new response gear.

ATTACHMENTS:

- A. Grant Agreement**
- B. Resolution 2023-04**
- C. Resolution 2023-02**



State of California - Natural Resources Agency
DEPARTMENT OF FISH AND WILDLIFE
P.O. Box 944209
Sacramento, CA 94244-2090
www.wildlife.ca.gov

GAVIN NEWSOM, Governor
CHARLTON H. BONHAM, Director



**OFFICE OF SPILL PREVENTION AND RESPONSE
OIL SPILL RESPONSE EQUIPMENT STAGING, HUMBOLDT COUNTY
GRANT AGREEMENT NUMBER – Q2275077**

GRANTOR: State of California, acting by and through
The California Department of Fish and Wildlife
P.O. Box 944209
Sacramento, CA 94244-2090

GRANTEE: Humboldt Bay Harbor, Recreation and Conservation District
601 Startare Drive
Eureka, CA 95510

SECTION 1 – LEGAL BASIS OF AWARD

Pursuant to Government Code 8670.8.3, the California Department of Fish and Wildlife (CDFW or Grantor) is authorized to enter into this Grant Agreement (Agreement) and to make an award to the Humboldt Bay Harbor, Recreation and Conservation District (Grantee) for the purposes set forth herein. Grantee accepts the grant on the terms and conditions of this Agreement. Accordingly, Grantor and Grantee (Parties) hereby agree as follows:

SECTION 2 – GRANT AWARD

2.01 Grant: In accordance with the terms and conditions of this Agreement, including Section 5.07 – General Terms and Conditions, Grantor shall provide Grantee with a maximum of \$10,000 (Grant Funds) to financially support and assist Grantee's implementation of Oil Spill Response Equipment Staging, Humboldt County (Project).

2.02 Term: The term of this agreement is January 3, 2023, or upon approval, whichever is later, through June 30, 2023.

SECTION 3 – ELIGIBLE USES OF GRANT

Only Grantee expenditures that are necessary to implement the Project, comply with applicable federal and State of California law, and made in accordance with Section 6 – Project Statement and Section 9 – Budget and Payment as set forth within this Agreement are eligible for reimbursement from the Grant Funds.

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SECTION 4 – GRANTEE’S REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants to Grantor as follows:

- 4.01 Existence and Power:** Grantee is a governmental entity, validly existing, and in good standing under the laws of California. Grantee has full power and authority to transact the business in which it is engaged and full power, authority, and legal right to execute and deliver this Agreement and incur and perform its obligations hereunder.
- 4.02 Binding Obligation:** This Agreement has been duly authorized, executed and delivered on behalf of Grantee and constitutes the legal, valid, and binding obligation of Grantee, enforceable in accordance with the Agreement’s terms.

SECTION 5 – GRANTEE’S AGREEMENTS

- 5.01 Purpose:** This Agreement is entered into by the Parties for the purpose of providing financial support to Grantee to complete the Project, specifically the activities identified within Section 6 – Project Statement.
- 5.02 Project:** Grantee shall complete activities as set forth in Section 6 – Project Statement.
- 5.03 Use of Project Funds:** Grantee agrees that only Grantee expenditures that are necessary to implement the Project, comply with applicable federal and State of California law, and made in accordance with Section 6 – Project Statement and Section 9 – Budget and Payment as set forth within this Agreement are eligible for reimbursement from the Grant Funds. Grantee acknowledges that it may not transfer Grant Funds between or among budget line items without written approval from the CDFW Grant Manager in accordance with Section 9 – Budget and Payment.
- 5.04 Payment Schedule:** Payments shall be made to Grantee according to the payment and report schedule identified in Section 9 – Budget and Payment.
- 5.05 Eligibility of Funds:** In the event that the California Budget Act does not provide sufficient appropriations to allow Grantor to fund the Project at the level specified in Section 2 – Grant Award and Section 9 – Budget and Payment of this Agreement, Grantor reserves the right to modify this Agreement to reflect a reduction in available funds, as an alternative to termination.
- 5.06 Submission of Reports:** Grantee shall comply with the format, content, and timing requirements set out in Section 8 – Reports. Failure to submit timely and accurate reports shall be considered evidence of non-compliance with this Agreement and shall permit termination of this Agreement by Grantor.

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- 5.07 General Terms and Conditions:** Public Entities General Grant Provisions (Exhibit 1.a) and Notice of Economic Sanctions (Exhibit 3) are attached hereto and made a part of this Agreement.
- 5.08 Amendments:** This Agreement may only be amended in accordance with Section 5.07 – General Terms and Conditions. Grantee shall submit any request to amend any term of this Agreement in writing to the CDFW Grant Manager no later than 120 days prior to the end of the term of this Agreement. Grantee must include an explanation of and justification for any such request.
- 5.09 Acknowledgement of Credit:** Grantee shall include signage, to the extent practicable, informing the public that the Project received funds through the CDFW. Further, Grantee shall include appropriate acknowledgement of credit to the Office of Spill Prevention and Response (OSPR) Grant Program and its implementing agency, the CDFW, for Grantor's financial support when using any data and/or information developed under this Agreement (e.g., in posters, reports, publications, presentations).
- 5.10 Labor Code Requirements; Prevailing Wage:** State grants may be subject to California Labor Code requirements, which include prevailing wage provisions. Certain State grants administered by the CDFW are not subject to Chapter 1 (commencing with Section 1720) of Part 7 of Division 2 of the Labor Code. For more details, please refer to California Fish and Game Code Section 1501.5 and the Department of Industrial Relations website at <http://www.dir.ca.gov>. The grantee shall pay prevailing wage to all persons employed in the performance of any part of the Project if required by law to do so.
- 5.11 California Business and Professions Code Compliance:** Grantee shall be responsible for obtaining the services of an appropriately licensed professional or appropriately licensed professionals if required by the California Business and Professions Code, including but not limited to Section 6700 et seq. (Professional Engineers Act) and Section 7800 et seq. (Geologists and Geophysicists Act).

If Grantee fails to perform in accordance with the compliance provisions of this Agreement, Grantor shall have sole discretion to delay, interrupt, or suspend the work for which the Grant Funds are supplied.

SECTION 6 – PROJECT STATEMENT

- 6.01 Introduction:** During an oil spill, California operates within the Incident Command System (ICS), a mechanism used to bring multiple jurisdictions under one standard operating arena. The ICS is managed by the Unified Command, in most cases, is comprised of a designated official from the United States Coast Guard, the OSPR and the Responsible Party (Spiller); the three members make all decisions on how the oil spill incident operations are planned, executed, and demobilized.

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Several Oil Spill Response Organizations (OSRO) are available to provide response and clean-up of oil spills throughout the State. However, in certain remote locations, the OSRO's have difficulty or are unable to pre-stage response equipment. To address this problem, OSPR has established a grant program that will provide local government agencies with funding to purchase spill response equipment, so they can initiate a first response prior to the OSRO's arrival.

- 6.02 Objectives:** Grant funding will enhance the availability of oil response equipment around the state and will provide local governments an opportunity to protect their economic resources. Grantee will purchase the operating supplies for response equipment as identified in Equipment Specifications (Attachment I).
- 6.03 Project Description:** Grantee's Project Manager will be responsible for all aspects of the administration of this grant which include procurement, staging and usage of the equipment.
- 6.04 Location:** The equipment will be staged at the Humboldt Bay Harbor, Recreation and Conservation District, located at 602 Startare Drive, Eureka, CA 95501, Humboldt County.
- 6.05 Materials and Equipment:** See the Operating Supplies identified in the Oil Spill Response Equipment Staging, Humboldt County Equipment Specifications (Attachment I).
- 6.06 Project Implementation:** Consistent with Grantee's proposal for the Project, Grantee will complete the following tasks in accordance with Section 6.07 – Schedule of Due Dates and Deliverables:

Task 1 – Ordering Operating Supplies

- 1. Place order per OSPR equipment specifications which is attached hereto as Oil Spill Response Equipment Staging, Humboldt County Equipment Specifications (Attachment I) and made a part of this agreement. Trailer previously purchased under another grant.

Task 2 – Operating Supplies Delivery

Coordinate delivery of equipment.

- 1. Submit report to the CDFW Grant Manager with equipment staging location.
- 2. The CDFW Grant Manager will perform an inspection of the equipment.

Task 3 – Project Management and Administration

- 1. Furnish the necessary personnel, equipment, material and/or service(s) necessary for routine or incidental deployment of the equipment provided in this agreement.

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2. Equipment may be deployed in the event of an oil spill within Grantee's jurisdiction, for the shelf life of the equipment. Grantee will notify the CDFW Grant Manager within 15 days by phone or e-mail, when the equipment is used in conjunction with an oil spill response. Grantee also agrees to notify the CDFW Grant Manager if the equipment is relocated to a different staging location within the jurisdiction.
3. Provide the CDFW Grant Manager with equipment access such as facility/storage security access codes, keys to gate and trailer locks or designate staff to be on-site to allow the necessary access.
4. Grantee's Project Manager will be responsible for all aspects of the administration of this grant, including procurement, invoicing, final reporting, staging, and usage of the equipment.

6.07 Schedule of Due Dates and Deliverables:

<u>Task</u>	<u>Description</u>	<u>Deliverables</u>	<u>Estimated Completion Dates</u>
1	Ordering Operating Supplies	Operating Supplies	May 15, 2023
2	Operating Supplies Delivery	Location Report	May 15, 2023
3	Project Management and Administration	Invoice	May 30, 2023
		Final Report	May 30, 2023

SECTION 7 – CONTACTS

The point of contact may be changed at any time by either party by providing a 10 day advance written notice to the other party. The Parties hereby designate the following points of contact during the Term of this Agreement:

CDFW Grant Manager:		Grantee Project Manager:	
Name:	Cindy Murphy	Name:	Larry Oetker
Title:	Associate Governmental Program Analyst	Title:	Executive Director
Address:	P.O. Box 944209 Sacramento, CA 94244-2090	Address:	601 Startare Drive Eureka, CA 95510
Phone:	(916) 324-6250	Phone:	(707) 443-0801 ext. 115
Email:	cindy.murphy@wildlife.ca.gov	Email:	loetker@humboldtby.org

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Direct all administrative inquiries to:

CDFW Grant Coordinator:		Grantee Project Coordinator:	
Name:	Julia-Malia Olea	Name:	Chris Mikkelsen
Title:	Contract/Grant Coordinator	Title:	Director of Facilities & Operations
Address:	P.O. Box 944209 Sacramento, CA 94244-2090	Address:	601 Startare Drive Eureka, CA 95510
Phone:	(916) 216-1303	Phone:	(707) 443-0801
Email:	julia-malia.olea@wildlife.ca.gov	Email:	cmikkelsen@humboldtby.org

SECTION 8 – REPORTS

8.01 Final Report: No Progress Reports are required; however Grantee shall submit a Final Report by the date listed in Section 6.07 – Schedule of Due Dates and Deliverables. The report shall summarize the life of the Agreement and describe the work and results pursuant to Section 6 – Project Statement. The Final Report will be submitted, electronically, to the CDFW Grant Manager upon completion of the Project tasks. The CDFW Grant Manager will provide Grantee a sample Final Report template, upon request. The Final Report will consist of one electronic version in Microsoft Word (or compatible format), upon the completion of the Project.

8.02 Document Accessibility: CDFW follows the Web accessibility standards of California Government Code Sections 7405 and 11135, and the Web Content Accessibility Guidelines (WCAG). Since all Office of Spill Prevention and Response Oil Spill Response Equipment Staging Final Reports will be posted to CDFW’s website, grantees must ensure that the WCAG standards for adequate accessibility to people with disabilities are met for all Reports and associated submittals. Final Reports, and all associated documents, should be submitted as Word Documents for ease of editing to meet WCAG standards.

SECTION 9 – BUDGET AND PAYMENT

9.01 Budget Details and Funding Summary: Grantor will provide an amount not to exceed \$10,000 as detailed below in the Line Item Budget Detail (Budget) below. Grantee or its partners will provide up to \$0 in funds or in-kind services as cost share to complete tasks described in Section 6 – Project Statement. Actual expenditures will not be determined until the competitive process and equipment procurement has occurred. The procurement will consist of such items as a boom, absorbents, anchors, personal protective equipment, and all other items as outlined in Oil Spill Response Equipment Staging, Humboldt County Equipment Specifications (Attachment I).

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Line-Item Budget Detail	
A. PERSONNEL SERVICES	
Not Applicable	\$0
Total Personnel Services	\$0
B. OPERATING EXPENSES: GENERAL	
Equipment identified in Attachment I (Each item less than \$5,000)	\$10,000
Subtotal Operating Expenses: General	\$10,000
C. OPERATING EXPENSES: SUBCONTRACTORS	
Not Applicable	\$0
Subtotal Operating Expenses: Subcontractors	\$0
D. OPERATING EXPENSES: EQUIPMENT	
Not Applicable	\$0
Subtotal Operating Expenses: Equipment	\$0
E. INDIRECT COSTS	
Indirect Charge Rate 0% (Applies to Sections A + B only)	\$0
F. GRAND TOTAL (A+B+C+D+E)	\$10,000

9.01.1 Budget Flexibility: Grantee must submit all budget line item revision requests, in writing, to the CDFW Grant Manager, prior to implementing any changes. All proposed budget changes require prior approval from the CDFW Grant Manager, regardless of budgetary impact. Informal Budget adjustments between existing line items may be permitted. Any revision to the Line Item Budget Detail must comply with Section 5.08 – Amendments. Considerations for informal Budget adjustments, if granted, must include:

1. Revisions which are consistent with the purpose, objectives, and description of the Project as detailed in Section 6 – Project Statement;
2. Revisions that do not increase or decrease the total Agreement amount;
3. Revisions that do not substitute key personnel; and
4. Line item shifts **within** a budget category (e.g., Field Supplies to Travel) up to \$25,000 or 10% of the Agreement amount, whichever is less.

Formal Budget adjustments will be considered by the Grantor, with prior approval from the CDFW Grant Manager. An amendment to the Agreement is required if a formal Budget adjustment is approved. Considerations for formal amendments, if granted, include:

1. Shifting Grant Funds between budget categories (e.g., Personnel Services to Operating Expenses);

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2. Increasing or decreasing the total Agreement amount;
3. Substituting key personnel; or
4. Line item shifts **within** a budget category (e.g. Field Supplies to Travel) that exceeds \$25,000 or 10% of the Agreement amount, whichever is less.

9.02 Payment Provisions:

- 9.02.1 Disbursements:** Grant disbursements will be made to Grantee in one lump sum payment in arrears, upon receipt of an original itemized invoice and required documentation as identified in Section 6.07 – Schedule of Due Dates and Deliverables.

Grant disbursements will be mailed to the following Grantee address:

Grantee Name:	Humboldt Bay Harbor, Recreation and Conservation District
Attention:	Larry Oetker
Address:	601 Startare Drive Eureka, CA 95510

- 9.02.2 Invoice Documentation:** The invoice for payment must be accompanied by the Final Report. If there is cost share involved with the project, the final invoice must include a budget summary of cost share expenditures by fund source. The CDFW Grant Manager will provide Grantee with a sample invoice template upon request. The Final Invoice must be submitted to the CDFW Grant Manager by the date identified in Section 6.07 – Schedule of Due Dates and Deliverables. The invoice package must be sent hard copy or email to the CDFW Grant Manager, as identified in Section 7 – Contacts.

Requirements: The invoice shall contain the following information:

1. The word “Invoice” should appear in a prominent location at the top of the page(s);
2. Printed name of Grantee on company letterhead;
3. Grantee’s business address, including P.O. Box, City, State, and Zip Code;
4. Name of the CDFW Region/Division being billed;
5. The invoice date and the time period covered; i.e., the term “from” and “to”;
6. This Agreement number and the sequential number of the invoice (i.e., Q2275077-Invoice 1);
7. The invoice must be itemized using the categories and following the format of the Budget;

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8. The total amount due. This should be in a prominent location in the lower right-hand portion of the last page and clearly distinguished from other figures or computations appearing on the invoice. The total amount due shall include all costs incurred by Grantee under the terms of this grant;
9. The original signature of Grantee; and
10. Grantee must provide supporting documentation for the invoice and actual receipts.

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of Grantor date set forth below the signature.

AUTHORIZED AGENT FOR GRANTEE

By:

Signature: _____

Printed Name: Larry Oetker

Title: Executive Director

Date: _____

CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

By:

Signature: _____

Printed Name: Amy Mower

Title: Chief, Business Management Branch

Date: _____

This agreement is exempt from DGS-OLS approval, per SCM 4.06.

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

RESOLUTION NO. 2023-04

**A RESOLUTION ACCEPTING GRANT FUNDS FROM THE CALIFORNIA
DEPARTMENT OF FISH AND WILDLIFE, OFFICE OF SPILL PREVENTION
AND RESPONSE AND AUTHORIZING AND DESIGNATING A REPRESENTATIVE FOR OIL SPILL
RESPONSE EQUIPMENT STAGING, HUMBOLDT COUNTY**

WHEREAS, the grantee has submitted an application to the California Department of Fish and Wildlife, Office of Spill Prevention and Response for Oil Spill Response Equipment Staging, Humboldt County; and

WHEREAS, prior to the California Department of Fish and Wildlife executing a funding agreement, The Humboldt Bay Harbor, Recreation and Conservation District is required to adopt a resolution authorizing a representative to sign the funding agreement, amendments, and requests for disbursement on behalf of the Humboldt Bay Harbor, Recreation and Conservation District, and to carry out other necessary Project-related activities;

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

The Humboldt Bay Harbor, Recreation and Conservation District is hereby authorized to carry out this Project, enter into a funding agreement with the California Department of Fish and Wildlife, Office of Spill Prevention and Response, and accept and expend funds for this Project in the amount of \$10,000; and

Be it further resolved and ordered, that the Executive Director, or designee, is hereby authorized and designated to sign for, and on behalf of the Humboldt Bay Harbor, Recreation and Conservation District, the funding agreement for this Project and any amendments thereto; and

Be it further resolved and ordered, that any and all actions, whether previously or subsequently taken by the Humboldt Bay Harbor, Recreation and Conservation District, which are consistent with the intent and purposes of the foregoing resolution, shall be, and hereby are, in all respects, ratified, approved, and confirmed.

PASSED AND ADOPTED by the Humboldt Bay Harbor, Recreation and Conservation District Board of Commissioners at a duly called meeting held on the 9th day of March 2023 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

**Greg Dale, President
Board of Commissioners**

**Aaron Newman, 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. **2023-04** entitled,

**A RESOLUTION ACCEPTING GRANT FUNDS FROM THE CALIFORNIA
DEPARTMENT OF FISH AND WILDLIFE, OFFICE OF SPILL PREVENTION
AND RESPONSE AND AUTHORIZING AND DESIGNATING A REPRESENTATIVE FOR OIL SPILL
RESPONSE EQUIPMENT STAGING, HUMBOLDT COUNTY**

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 **9th day of March 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 **9th day of March 2023**.

**Aaron Newman, Secretary
Board of Commissioners**

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

RESOLUTION NO. 2023-02

**A RESOLUTION ACCEPTING GRANT FUNDS FROM THE CALIFORNIA
DEPARTMENT OF FISH AND WILDLIFE, OFFICE OF SPILL PREVENTION
AND RESPONSE FOR OIL SPILL RESPONSE EQUIPMENT**

WHEREAS, the grantee, applied to the California Department of Fish and Wildlife, Office of Spill Prevention and Response for oil spill response equipment for the Humboldt Bay Harbor, Recreation and Conservation District; and

WHEREAS, the California Department of Fish and Wildlife, Office of Spill Prevention and Response has approved the Humboldt Bay Harbor, Recreation and Conservation District to receive \$10,000 in oil spill response equipment grant funds and now requires a resolution accepting these funds.

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

Executive Director Larry Oetker is hereby authorized to accept a California Department of Fish and Wildlife, Office of Spill Prevention and Response grant in the amount of \$10,000 for oil spill response equipment on behalf of the Humboldt Bay Harbor, Recreation and Conservation District, a public entity established under the laws of the State of California.

PASSED AND ADOPTED by the Humboldt Bay Harbor, Recreation and Conservation District Board of Commissioners at a duly called meeting held on the **12th day of January 2023** by the following polled vote:

AYES: Benson, Dale, Higgins, Kullmann, Newman

NOES: 0

ABSENT: 0

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. **2023-02** entitled,

**A RESOLUTION ACCEPTING GRANT FUNDS FROM THE CALIFORNIA
DEPARTMENT OF FISH AND WILDLIFE, OFFICE OF SPILL PREVENTION AND
RESPONSE FOR OIL SPILL RESPONSE EQUIPMENT**

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 **12th day of January 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 **12th day of January 2023**.



AARON NEWMAN, Secretary
Board of Commissioners

COMMISSIONERS

1st Division

Aaron Newman

2nd Division

Greg Dale

3rd Division

Stephen Kullmann

4th Division

Craig Benson

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
March 9, 2023

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: March 3, 2023

TITLE: Authorize the Executive Director and or Board President to Review and Execute Closing Documents as a part of the Chase Community Capital New Market Tax Credit Loan related to the Harbor District and the Humboldt Bay Development Association

STAFF RECOMMENDATION: Staff recommends the Board: Authorize the Executive Director and/or Board President to review and execute certain documents relating to the closing of the New Market Tax Credits Loan.

SUMMARY: In March of 2016, the District in partnership with the Humboldt Bay Development Association, invested in and entered into a New Market Tax Credit (NMTC) fund for ongoing site clean-up and capital improvements of the vacant former Evergreen Pulp Mill, all which were necessary due to the condition of the aging assets and infrastructure. Seven years have now passed, and the result is an occupied and revenue-generating asset with an exhausted debt that has reached maturity.

DISCUSSION: As a necessary action of the closing procedure for the NMTC investment fund, the parties are required to review, understand, and execute certain closing documents to finalize and close the investment fund. Through the support of the District's Bond Counsel Service, such actions are in the works and this authorization will allow the Executive Director and/or the Board President to execute documents which may be required to complete the closing activities.