

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

DATE: March 10, 2022

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

PLACE: Join Zoom Meeting
<https://us02web.zoom.us/j/2958764594?pwd=VEZRRC8zUFBORnBHVEdoVllzY3B3Zz09>

Meeting ID: 295 876 4594
Passcode: 893842
One tap mobile
(669) 900-9128, 2958764594# *893842

Consistent with Executive Orders N-25-20 and N-29-20, the Board of Commissioners meeting location will not be physically open to the public. Members of the public may observe and participate in the meeting via Zoom or teleconference using the information set forth above.

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

- a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Property: 930 Vance Avenue, Samoa, CA (APN 401-031-077-000). Agency negotiator: Larry Oetker, Executive Director; Ryan Plotz, District Counsel. Negotiating parties: Larry Henderson and David Nims. Under negotiation: price and terms of payment.
- b) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of lease of real property in Samoa Peninsula, Humboldt County, with Assessor's Parcel Numbers, 401-031-055-000, 401-031-070-000, 401-031-054-000, 401-031-061-000, 401-112-013-000, 401-031-071-000, and 401-112-029-000, California pursuant to California Government

Agenda for March 10, 2022 Regular Board Meeting

Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: Town of Samoa, Green Diamond, Sniper Properties. Under negotiation: price and payment terms.

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 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. Callers can “raise their hand” by pressing *9 and unmute themselves by pressing *6.*

8. Consent Calendar

- a) Adopt Minutes for January 13, 2022 Regular Board Meeting
- b) Adopt Minutes for February 10, 2022 Regular Board Meeting
- c) Receive District Financial Reports for January 2022
- d) Affirm the Findings Made in Resolution 2021-16 Regarding the Continued State of Emergency and Authorize the Continued use of Teleconference Meetings
- e) Accept for filing Permit No. 2022-02 Master Baywater Intake System

9. Communications, Reports and Correspondence Received

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

10. Unfinished Business - NONE

11. New Business

a) Consider Approval of a Contract with the California Energy Commission to Receive a \$10,450,000 Grant to Repurpose the Redwood Marine Terminal to Support Offshore Wind Energy Development

Recommendation: Authorize the Executive Director to sign the funding agreement.

Summary: As of the date when this staff report was written (3/3/22), the California Energy Commission (CEC) is scheduled to hold a “Business Meeting” on 3/9/22. On the agenda for that meeting is a resolution approving an agreement to grant \$10,450,000 to the Humboldt Bay Harbor District. To receive the funds, the District must sign the agreement.

b) Consider Approval of a Contract with Moffatt & Nichol in the Amount of \$3,567,500 for Design, Permitting, and Coordination Services for the District’s Multipurpose Terminal Replacement Project at Redwood Marine Terminal I and Navigation Channels

Recommendation: 1) Approve the Contract with Moffatt & Nichol for \$3,567,500; 2) Approve Task Order #1 for Moffatt & Nichol to spend up to \$1,358,723 of the contract, which represents the total amount of District funds currently allocated to the project; 3) Authorize the Executive Director to issue additional task orders when additional funding is allocated to the project from grants and/or other board actions; 4) Authorize the District Attorney to make nonmaterial amendments to the Contract.

Summary: The District issued an RFQ seeking a consultant to complete permitting and preliminary design for a new multipurpose terminal at RMT I. Four teams of consultants submitted Statements of Qualifications. Following the evaluation process outlined in the RFQ, staff recommends contracting with the team assembled by consulting firm Moffatt & Nichol. Staff recommends proceeding with the project based on a task order system in which budget is allocated to the project as funds become available.

c) Consider Adopting Ordinance 20, An Ordinance of the Board of Commissioners of the Humboldt Bay Harbor, Recreation and Conservation District Relating to the Prohibition of the Storage and Handling of Coal and Petroleum Coke on District-Owned Property

Recommendation: Adopt Ordinance 20 and consent to read by title only.

Summary: There is substantial evidence that storing or handling coal on and over District-owned property poses a danger to the health and safety of people living, working, visiting, and recreating on that and adjacent properties. If adopted, Ordinance 20 would ban the establishment and/or expansion of storage and handling of coal and/or petroleum coke on District-owned property.

d) Receive an Update on the Samoa Peninsula Beautification Project and Provide Direction as Necessary

Recommendation: Accept the Staff Report and provide direction as may be appropriate.

Agenda for March 10, 2022 Regular Board Meeting

Summary: The District and our partner Redwood Community Action Agency (RCAA) were awarded \$903,870 to implement the Samoa Beautification Project. The project focuses on enhancing the community through projects such as public art, wayfinding signage, historical markers along dune/beach trails, interpretive signage, native plant installation, public seating, coastal safety signage, an extensive anti-littering campaign, educational activities, litter abatement days, abandoned vehicle abatement, dog waste pickup kiosks, bicycle and pedestrian facility improvements, and other site enhancements.

e) Consideration of Initial 2022-2023 District Budget Preparation Schedule

Recommendation: Staff recommends the Board: Direct Staff to implement the proposed 2022-2023 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.

12. Future Agenda Items

- a) Green Diamond Shared Services Agreement
- b) Dredge Update

13. Adjournment

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

January 13, 2022

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. both via video conference with a teleconference option.

CLOSED SESSION – 5:00 P.M.

PUBLIC COMMENT: The following individuals addressed the Commission regarding subject matters on the closed session meeting agenda: No one.

BUSINESS

- a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential lease and sublease of District's lease interest by District under lease between the District and Mario's Marina LLC dated April 1, 2016 for the real property commonly known as Mario's Marina in Shelter Cove (APN: 108-171-023-000), Humboldt County, California pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: Mario's Marina, Shelter Cove Resort Improvement District, and Shelter Cove Fisherman's Preservation, Inc. Under negotiation: price and payment terms.
- b) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of lease of real property in Samoa Peninsula, Humboldt County, with Assessor's Parcel Numbers, 401-031-055-000, 401-031-070-000, 401-031-054-000, 401-031-061-000, 401-112-013-000, 401-031-071-000, and 401-112-029-000, California pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: Town of Samoa, Green Diamond, Sniper Properties. Under negotiation: price and payment terms.
- c) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of potential acquisition of lease on (APN:401-121-009), Humboldt County, California pursuant to California Government Code § 54956.8. District negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating party: Simpson Timber Company. Under negotiation: price and payment terms.

REGULAR SESSION – 6:00 P.M.

ROLL CALL:

PRESENT: DALE
 HIGGINS
 KULLMANN
 MARKS
 NEWMAN

ABSENT: NONE

QUORUM: YES

PLEDGE OF ALLEGIENCE

ELECTION OF BOARD PRESIDENT, VICE PRESIDENT AND SECRETARY

COMMISSIONER KULLMANN MOVED TO ELECT COMMISSIONER DALE AS PRESIDENT, COMMISSIONER NEWMAN AS VICE PRESIDENT AND COMMISSIONER MARKS AS SECRETARY. COMMISSIONER HIGGINS SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED WITHOUT DISSENT.

Ayes: DALE, DOSS, HIGGINS, KULLMANN, MARKS

Noes: NONE

Absent: NONE

Abstain: NONE

REPORT ON CLOSED SESSION: No reportable action.

PUBLIC COMMENT: The following individuals addressed the Commission regarding subject matters not on the special session meeting agenda: No one.

CONSENT CALENDAR

- a) Adopt Minutes for December 19, 2021 Regular Board Meeting
- b) Receive District Financial Reports for November 2021
- c) Amend Clean Earth Contract to Remove Hazardous Materials from Redwood Marine Terminal II by Increasing Contract by \$9,100
- d) Affirm the Findings Made in Resolution 2021-16 Regarding the Continued State of Emergency and Authorize the Continued use of Teleconference Meetings

COMMISSIONER MARKS MOVED TO ACCEPT CONSENT CALENDAR ITEMS A-D.

COMMISSIONER KULLMANN SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED.

Ayes: DALE, HIGGINS, KULLMANN, MARKS, NEWMAN

Noes: NONE

Absent: NONE

Abstain: NONE

COMMUNICATIONS, REPORTS AND CORRESPONDENCE RECEIVED

- a) Executive Director's Report
 - I. Pull item 11a, to be considered at another time.
 - II. Executive Director presented Executive Director's report.
- b) Staff Reports
 - I. Staff presented on recent District activities.
- c) District Counsel and District Treasurer Reports
 - I. None.
- d) Commissioner and Committee Reports
 - I. Commissioners reported on recent activities and subcommittees.
- e) Correspondence Received

- I. None.

UNFINISHED BUSINESS

a) Consider Approval of Amendment No. 1 to the Tuluwat Island Wetland Mitigation Project Agreement with CalTrans

- I. Item was pulled from agenda, to be considered later.

b) Informational Update on Easements Through the Town of Samoa Properties

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

NEW BUSINESS

a) Letter of Support for Senate Bill (SB 307) McGuire, A Bill Prohibiting Spending State Moneys for Any New Bulk Coal Terminal Project within the County of Humboldt

- I. Chair Dale 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 HIGGINS MOVED TO SEND LETTER OF SUPPORT FOR SENATE BILL SB 307 WITH SOME CHANGES AND SIGNED BY FORMER CHAIR KULLMANN, A BILL PROHIBITING SPENDING STATE MONEYS FOR ANY NEW BULK COAL TERMINAL PROJECT WITHIN THE COUNTY OF HUMBOLDT.

COMMISSIONER KULLMANN SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED WITHOUT DISSENT.

Ayes: DALE, HIGGINS, KULLMANN, MARKS, NEWMAN

Noes: NONE

Absent: NONE

Abstain: NONE

b) Status Report on the Nordic Aquafarms Environmental Impact Report and Regulatory Agency Permitting Timelines for the Proposed Recirculating Aquaculture Facility at Redwood Marine Terminal II

- I. Executive Director presented the item.
- II. Commissioner Higgins presented a report.
- III. The Commission discussed the item.
- IV. Chair Dale opened the item to public comment. Jennifer Kalt and Alison Willy commented.
- V. Chair Dale moved the discussion back to the Commission.
- VI. Report only, no formal action was taken.

c) 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. No one commented.
- IV. Chair Dale appointed Commissioner Kullmann to the Budget Committee.
- V. Chair Dale appointed Commissioner Newman to the Dredging Committee.
- VI. Chair Dale appointed Commissioner Newman to the 2x2 Committee.
- VII. Chair Dale discontinued the Ordinance No. 7 (Billboards) Subcommittee.
- VIII. Executive Director stated that the committees are serving as Ad-Hoc committees and therefore not subject to the Brown Act, with the exception of the Humboldt Bay Development Association.

FUTURE AGENDA ITEMS

- a) Green Diamond Shared Services Agreement
- b) Coal Ordinance for Humboldt Bay

ADJOURNMENT – 6:58 P.M.

APPROVED BY:

RECORDED BY:

Richard Marks
Secretary, Board of Commissioners

Mindy Hiley
Director of Administrative Services

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

February 10, 2022

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. both via video conference with a teleconference option.

CLOSED SESSION – 5:00 P.M.

PUBLIC COMMENT: The following individuals addressed the Commission regarding subject matters on the closed session meeting agenda: No one.

BUSINESS

- a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of Purchase and or Lease of Real Property on Samoa Peninsula, Humboldt County, With Assessor’s Parcel Numbers, 401-031-083-000, 401-112-030-000, 401-031-054-000, 401-031-061-000, 401-112-013-000, 401-031-071-000, and 401-112-029-000, Pursuant to California Government Code § 54956.8. District Negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating Party: Town of Samoa, Green Diamond, Sniper Properties. Under Negotiation: Price and Payment Terms.

- b) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Terms of Lease of Real Property With Assessor’s Parcel Number 307-101-002-000 in Fields Landing, California Pursuant to California Government Code § 54956.8. District Negotiators: Larry Oetker, Executive Director and Ryan Plotz, District Counsel. Negotiating Party: Reincke Marine Fabrication. Under Negotiation: Price and Payment Terms.

- c) CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one case.

REGULAR SESSION – 6:02 P.M.

ROLL CALL:

PRESENT: DALE
 HIGGINS
 KULLMANN
 MARKS

ABSENT: NEWMAN (Arrived during Item 9)

QUORUM: YES

PLEDGE OF ALLEGIENCE

PUBLIC COMMENT: The following individuals addressed the Commission regarding subject matters not on the special session meeting agenda: Scott Greacen.

REPORT ON CLOSED SESSION: No reportable action.

CONSENT CALENDAR

- a) Accept for Filing District Permit No. 2022-01 Hog Island / Sequoia Investments Pier Repair
- b) Receive District Financial Reports for December 2021
- c) Charter Agreement Renewal for Marc Schmidt dba Coastline Charters to operate a Charter Service at Woodley Island Marina
- d) Charter Agreement Renewal for Steve Helton dba Judah Paul Sportfishing to operate a Charter Service at Woodley Island Marina
- e) Charter Agreement Renewal for Matt Dallam dba Northwind Charters to operate a Charter Service at Woodley Island Marina
- f) Charter Agreement Renewal for Tim and Sherry Klassen dba Reel Steel Sportfishing to operate a Charter Service at Woodley Island Marina
- g) Charter Agreement Renewal for Gary Blasi Full Throttle Sportfishing to operate a Charter Service at Woodley Island Marina
- h) Charter Agreement Renewal for Tony Sepulveda dba Shellback Sport Fishing to operate a Charter Service at Woodley Island Marina
- i) Charter Agreement Renewal for Andrew Smyth North Coast Sportfishing to operate a Charter Service at Woodley Island Marina
- j) Charter Agreement Renewal for Humboldt Bay Yacht Club to operate a Charter Service at Woodley Island Marina
- k) Charter Agreement Renewal for Jaimoe Kibby dba Humboats Kayak Adventures to operate a Charter Service at Woodley Island Marina
- l) Charter Agreement Renewal for Eric Justesen dba 707 Sportfishing to operate a Charter Service at Woodley Island Marina
- m) Charter Agreement Renewal for Lowell Wallace dba Humboldt Charter Company to operate a Charter Service at Woodley Island Marina
- n) Affirm the Findings Made in Resolution 2021-16 Regarding the Continued State of Emergency and Authorize the Continued use of Teleconference Meetings
- o) Authorize Executive Director to Execute the Legal Engagement Agreement With Cox, Castle, Nicholson Tor legal services Associated With The Proposed New Marine Terminal

COMMISSIONER MARKS MOVED TO ACCEPT CONSENT CALENDAR ITEMS A-O.

COMMISSIONER KULLMANN SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED.

Ayes: DALE, HIGGINS, KULLMANN, MARKS

Noes: NONE

Absent: NEWMAN

Abstain: NONE

COMMUNICATIONS, REPORTS AND CORRESPONDENCE RECEIVED

- a) Staff Reports

- I. Staff presented on recent District activities.
- b) Executive Director's Report**
 - I. Executive Director presented Executive Director's report.
- c) District Counsel and District Treasurer Reports**
 - I. None.
- d) Commissioner and Committee Reports**
 - I. Commissioners reported on recent activities and subcommittees.
- e) Correspondence Received**
 - I. None.

UNFINISHED BUSINESS - NONE

NEW BUSINESS

- a) Consider Adopting Resolution 2022-01 A Resolution Designating Business Matters, Appointment and Authorization for the Humboldt Bay Harbor, Recreation and Conservation District for Calendar Year 2022**

- 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 HIGGINS MOVED TO ADOPT RESOLUTION 2022-01 A RESOLUTION DESIGNATING BUSINESS MATTERS, APPOINTMENT AND AUTHORIZATION FOR THE HUMBODLT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT FOR CALENDAR YEAR 2022.

COMMISSIONER KULLMANN SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED WITHOUT DISSENT.

Ayes: DALE, HIGGINS, KULLMANN, MARKS, NEWMAN

Noes: NONE

Absent: NONE

Abstain: NONE

- b) Accept the Audit Report for the 2020-2021 Fiscal Year and Extend the Audit Contract with Harshwal & Company LLP**

- 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 HIGGINS MOVED TO ACCEPT THE AUDIT REPORT FOR THE 2020-2021 FISCAL YEAR AND EXTEND THE AUDIT CONTRACT WITH HARSHWAL & COMPANY LLP.

COMMISSIONER KULLMANN SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED WITHOUT DISSENT.

Ayes: DALE, HIGGINS, KULLMANN, MARKS, NEWMAN

Noes: NONE

Absent: NONE

Abstain: NONE

c) Consider Introducing Amendment NO. 4 to Ordinance NO. 10: An Amendment to Ordinance 10 of the Humboldt Bay Harbor, Recreation and Conservation District Amending and Adjusting the Boundaries of the Election Divisions of the Humboldt Bay Harbor, Recreation and Conservation District

- I. District Counsel 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 HIGGINS MOVED TO INTRODUCE AMENDMENT NO. 4 TO ORDINANCE NO. 10 BY TITLE ONLY: AN AMENDMENT TO ORDINANCE 10 OF THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT AMENDING AND ADJUSTING THE BOUNDARIES OF THE ELECTION DIVISIONS OF THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT.

COMMISSIONER MARKS SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED WITHOUT DISSENT.

Ayes: DALE, HIGGINS, KULLMANN, MARKS, NEWMAN

Noes: NONE

Absent: NONE

Abstain: NONE

d) Consider Approval of Amendment No. 1 to the Tuluwat Island Wetland Mitigation Project Agreement with CalTrans

- I. Executive Director presented the item.
- II. The Commission discussed the item.
- III. Chair Dale opened the item to public comment. Tim Nelson and Brandon Larson commented.
- IV. Chair Dale moved the discussion back to the Commission.

COMMISSIONER HIGGINS MOVED TO APPROVE AMENDMENT NO. 1 TO THE TULUWAT ISLAND WETLAND MITIGATION PROJECT AGREEMENT WITH CALTRANS.

COMMISSIONER KULLMANN SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED WITHOUT DISSENT.

Ayes: DALE, HIGGINS, KULLMANN, MARKS, NEWMAN

Noes: NONE

Absent: NONE

Abstain: NONE

e) Consider Adding a Commercial Fishing Subcommittee and a Volunteer Fireboat Board Liaison

- 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 appointed Commissioner Newman to be the Board Liaison to the Volunteer Fireboat Program.

Draft Minutes for February 10, 2022 Regular Board Meeting

- V. Chair Dale created a Commercial Fishing subcommittee and appointed Commissioner Newman and Commissioner Kullmann to serve as Board representatives.

FUTURE AGENDA ITEMS

- a) Green Diamond Shared Services Agreement
- b) Coal Ordinance for Humboldt Bay
- c) Dredging Status Update

ADJOURNMENT – 7:02 P.M.

APPROVED BY:

RECORDED BY:

Richard Marks
Secretary of the Board of Commissioners

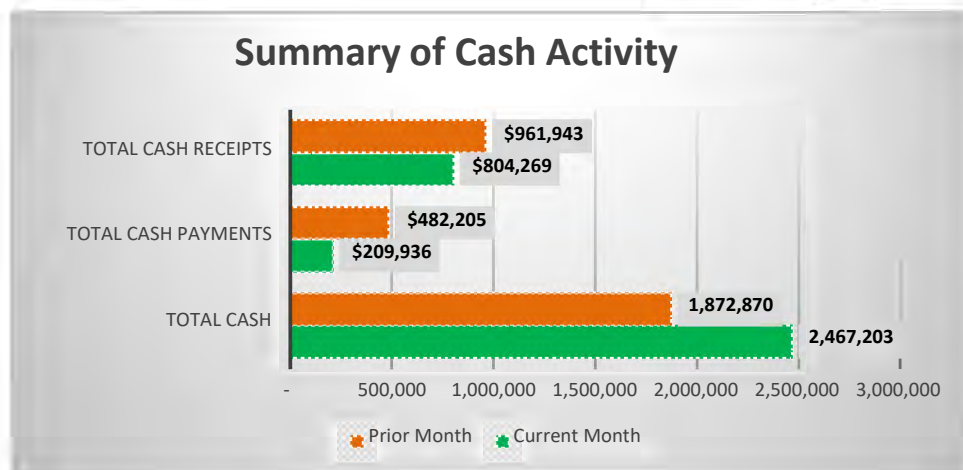
Mindy Hiley
Director of Administrative Services

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

Monthly Cash Flow Analysis

For The Months Ended January 31, 2022 and December 31, 2021

	<u>1/31/22</u>	<u>12/31/21</u>
<u>Account Balances</u>		
Checking	\$ 624,952	\$ 19,812
Savings	50,135	45,340
Tariff	913,028	929,047
County Treasury	877,391	877,391
Cash on hand	1,697	1,280
Total Cash	<u>2,467,203</u>	<u>1,872,870</u>
Add: Accounts Receivable (less doubtful accounts)	632,171	641,888
Less: Accounts Payable	(48,003)	(77,096)
Available Cash and Receivables	<u>\$ 3,051,371</u>	<u>\$ 2,437,662</u>
<u>Change in Cash Balance</u>		
Balance, Beginning of Month	\$ 1,872,870	\$ 1,393,132
Monthly Deposits	804,269	961,943
Monthly Payments	(209,936)	(482,205)
Balance, End of Month	<u>\$ 2,467,203</u>	<u>\$ 1,872,870</u>
<u>Monthly Expenses Summary</u>		
Significant/Unusual Expenses:		
BBVA bond and loan payment		\$ 234,942
Semi-annual property tax expense		21,074
Sub-total, Significance/Unusual Expenses	<u>-</u>	<u>256,016</u>
General operating expenses and other misc. expense	\$ 209,936	226,189
Total Cash Payments	<u>\$ 209,936</u>	<u>\$ 482,205</u>
<u>Monthly Deposits Summary</u>		
Significant/Unusual Revenues:		
Property taxes and interest income		\$ 638,882
Interest Payment on NMTC note receivable		40,187
Nordic Aquafarms deposit		100,000
State Lands Commission 2021 Rescue grant	\$ 576,191	
Sub-total, Significant/Unusual Revenues	<u>576,191</u>	<u>779,069</u>
General revenues	228,078	182,874
Total Cash Receipts	<u>\$ 804,269</u>	<u>\$ 961,943</u>



11:24 AM

Humboldt Bay Harbor, Recreation & Conservation District

Balance Sheet

As of January 31, 2022

03/04/22

Accrual Basis

	Jan 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	588,573.13
10200.1 · Cash in PNC, Checking	36,379.09
10400 · CASH IN COUNTY - FUND 2720	841,871.69
10500 · CASH IN COUNTY - FUND 3872	35,518.88
10600.1 · Cash in bank, Tariff PNC	913,028.13
10700.1 · Cash in bank, Water PNC	50,135.41
10901 · UNEXPENDED MARINA SURCHARGES	1,520,854.32
10903 · RESTRICTED CASH	-1,520,854.32
Total Checking/Savings	2,466,786.33
Accounts Receivable	
12000 · ACCTS RECEIVABLE	941,209.40
Total Accounts Receivable	941,209.40
Other Current Assets	
12100 · ALLOW FOR BAD DEBTS	-312,344.57
12200 · TAXES RECEIVABLE	104,222.90
12300 · INTEREST RECEIVABLE	18,627.64
12600 · Note Receivable - NMTC	5,849,375.00
12700 · PREPAID EXPENSES	51,171.36
12800 · LEASE RECEIVABLE	1,270.88
1499 · Undeposited Funds	416.53
Total Other Current Assets	5,712,739.74
Total Current Assets	9,120,735.47
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	1,214,232.34
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	-17,855,858.17
Total CAPITAL ASSETS, NET	10,840,739.21
14800 · SHIPWRECK PROPERTY	50,088.05
14900 · DOG RANCH PROPERTY	7,507.70
Total Fixed Assets	10,898,334.96
Other Assets	
19000 · Deferred Outflows of PERS	320,904.00
Total Other Assets	320,904.00
TOTAL ASSETS	20,339,974.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · ACCOUNTS PAYABLE	102,683.82
Total Accounts Payable	102,683.82
Credit Cards	
20112 · US Bank Visa	6,222.56

Humboldt Bay Harbor, Recreation & Conservation District

Balance Sheet

As of January 31, 2022

03/04/22

Accrual Basis

	Jan 31, 22
Total Credit Cards	6,222.56
Other Current Liabilities	
Payroll tax & Withholding Liab	
21300 · STATE UNEMPLOYMENT TAX	1,484.28
Total Payroll tax & Withholding Liab	1,484.28
20100 · LEASE PAYABLE TO HBDA	18,188.00
20200 · NOTES PAYABLE	310,482.25
20400 · ACCRUED WAGES PAYABLE	30,648.93
20500 · ACCRUED INTEREST	12,306.66
20600 · ACCRUED VACATION PAYABLE	35,976.00
20800 · DEPOSITS ON HAND	
20801 · KEY DEPOSITS ON HAND	16,360.00
20802 · PLUG DEPOSITS ON HAND	1,020.00
20803 · SLIP DEPOSITS ON HAND	50,122.60
20804 · STORAGE DEPOSITS	3,711.65
20806 · LEASE SECURITY DEPOSIT	238,719.42
20807 · STORAGE DEPOSIT - REDWOOD DOCK	2,750.26
20808 · WAIT LIST DEPOSIT	3,100.00
Total 20800 · DEPOSITS ON HAND	315,783.93
22000 · DEFERRED LEASE INCOME	74,520.59
24000 · Ground Lease Deferred Income	3,906,000.00
24002 · Groundlease Current Def Income	60,092.31
28000 · DEFERRED INCOME	159,379.27
28500 · OTHER DEFERRED CREDITS	723,523.92
Total Other Current Liabilities	5,648,386.14
Total Current Liabilities	5,757,292.52
Long Term Liabilities	
24001 · Gound Lease Amortization	-354,283.79
24003 · Groundlease Current Offset	-60,092.31
25200 · ENVIRONMENTAL REMEDIATION LIAB	10,162.77
25500 · OPEB Liability	220,710.00
25700 · BOND PAYABLE 2014 REFINANCING	1,968,656.20
25800 · BBVA Loan Payable	1,058,384.95
25900 · LESS CURRENT PORTION	-310,482.25
27000 · Net Pension Liability	1,150,835.00
27200 · Deferred Inflows of PERS	153,290.00
Total Long Term Liabilities	3,837,180.57
Total Liabilities	9,594,473.09
Equity	
30500 · INVESTMENT IN FIXED ASSETS	9,229,635.59
30900 · RESTRICTED FUND BALANCE	1,520,854.21
31200 · GENERAL FUND BALANCE	
31000 · FUND BALANCE - TIDELANDS TRUST	-2,061,554.20
31200 · GENERAL FUND BALANCE - Other	-398,746.44
Total 31200 · GENERAL FUND BALANCE	-2,460,300.64
Net Income	2,455,312.18
Total Equity	10,745,501.34
TOTAL LIABILITIES & EQUITY	20,339,974.43

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Humboldt Bay Harbor, Recreation & Conservation District

Profit & Loss

03/04/22

January 2022

Accrual Basis

	Jan 22	Jul '21 - Jan 22
Ordinary Income/Expense		
Income		
Donations		
46519 · Donations - Lighthouse	0.00	12.00
Total Donations	0.00	12.00
Dredging Revenue		
41318 · Dredging Surcharge - T	21,596.78	116,268.70
Total Dredging Revenue	21,596.78	116,268.70
Fees		
40108 · PERMITS-T	250.00	2,150.00
40808 · Pilotage Services - T	0.00	1,909.82
41308.1 · Poundage - T	0.00	3,279.22
41818 · Late Charges/Interest - T	900.00	5,915.00
41819 · Late Charges/Interest - NT	2,872.68	5,895.78
45608 · Chevron - Ports O&M - T	0.00	16,175.00
Total Fees	4,022.68	35,324.82
Float Replacement Account		
41418 · Float Replacement	7,256.66	39,129.61
Total Float Replacement Account	7,256.66	39,129.61
Grant Revenue		
Conservation Grants		
45208.3 · Conservation Grants, Gov't - T	2,749.00	2,749.00
Total Conservation Grants	2,749.00	2,749.00
Harbor Grants		
45208 · Harbor Grants, Other - T	0.00	10,529.50
45208.1 · Harbor Grants, Gov't - T	576,191.00	603,546.55
Total Harbor Grants	576,191.00	614,076.05
Total Grant Revenue	578,940.00	616,825.05
Harbor Surcharge		
40908 · Harbor Improvement Surcharge-T	4,139.00	77,464.24
Total Harbor Surcharge	4,139.00	77,464.24
Interest Revenue		
43108 · Interest Income - T	106.97	638.06
43109 · Interest Income - NT	13,650.00	95,550.04
43318 · Interest On Del Accts - T	0.00	80.07
Total Interest Revenue	13,756.97	96,268.17
Other Revenue		
45908 · Other Revenue - T	2.00	23,737.00
45909 · Other Revenue - NT	5.53	6,516.18
Total Other Revenue	7.53	30,253.18
Rent Income		
40218 · Slip Rents - T	53,202.02	301,769.69
40318.1 · Transient Rentals - T	1,230.67	20,618.72
40518 · Equipment Rent - T	0.00	4,560.00
40519 · Equipment Rent - NT	339.52	3,209.52
40809 · Yard Rent - NT	931.20	6,518.40
41108 · Rents, Tidelands Leases - T	36,661.64	223,531.84
41309 · Storage - NT	7,700.66	34,497.45
41409 · Upland Rent - NT		
41409.2 · Redwood Terminal 2 - NMTC	5,007.69	35,053.83
41409 · Upland Rent - NT - Other	68,214.08	1,915,521.45
Total 41409 · Upland Rent - NT	73,221.77	1,950,575.28
Total Rent Income	173,287.48	2,545,280.90
Sales		
40119 · Concession Sales - NT	688.25	3,466.50
Total Sales	688.25	3,466.50
Tax Revenue		

Humboldt Bay Harbor, Recreation & Conservation District

03/04/22

Profit & Loss

Accrual Basis

January 2022

	Jan 22	Jul '21 - Jan 22
43509 · Property Tax Revenues	106,515.00	745,605.00
Total Tax Revenue	106,515.00	745,605.00
Utility Surcharge		
40409 · Utility Surcharge - NT	3,821.75	34,630.20
40418 · Utility Surcharge, Marina Dock	5,481.84	26,084.09
Total Utility Surcharge	9,303.59	60,714.29
47019 · Returned Check Charges	0.00	35.00
52708.1 · Discount	45.83	93.49
Total Income	919,559.77	4,366,740.95
Gross Profit	919,559.77	4,366,740.95
Expense		
Accounting/Auditing Services		
52500 · Accounting Fees - T	2,760.00	15,981.00
52508 · Accounting Fees - NT	920.00	6,992.00
Total Accounting/Auditing Services	3,680.00	22,973.00
Advertising & Promotion		
51000 · Advertising & Promotion - NT	78.80	1,177.47
51008 · Advertising & Promotion - T	0.00	945.23
Total Advertising & Promotion	78.80	2,122.70
Bad Debts		
51308 · Bad Debts - T	16,863.31	16,910.09
Total Bad Debts	16,863.31	16,910.09
Communications		
51400 · Communications - NT	-439.06	15,321.33
51408 · Communications - T	-2,070.58	4,244.59
Total Communications	-2,509.64	19,565.92
Conference & Meetings		
51500 · Conferences & Meetings - NT	1,504.77	7,115.83
51508 · Conferences & Meetings - T	80.11	2,124.17
Total Conference & Meetings	1,584.88	9,240.00
Dredging Expense		
55608 · Dredging Expense - T	0.00	7,824.18
56708 · Dredging - GT	0.00	5,237.31
Total Dredging Expense	0.00	13,061.49
Dues, Subscriptions & Licences		
51600 · Dues & Subscriptions - NT	206.65	31,250.39
51608 · Dues & Subscriptions - T	0.00	477.50
Total Dues, Subscriptions & Licences	206.65	31,727.89
Elections & Government Fees		
51700 · Elections & Prop Tax Assess-NT	51.00	55,080.05
51708 · Elections & Prop Tax Assess - T	0.00	2,500.22
Total Elections & Government Fees	51.00	57,580.27
Engineering Services		
52400 · Engineering Fees - NT	40,401.30	19,729.05
52408 · Engineering Fees - T	-36,111.00	58,197.75
Total Engineering Services	4,290.30	77,926.80
Fuel		
50400 · IMPUTED AUTO VALUE G/A	120.00	847.80
51200 · Automotive, Fuel- NT	330.97	2,801.48
51208 · Vessel Fuel	381.21	3,397.00
51218 · Automotive, Fuel - T	450.96	3,456.47
Total Fuel	1,283.14	10,502.75
Grant Expenses		
Conservation Grant Expenses		
54408.3 · Conservation Grant Exp	2,749.00	500.00

Humboldt Bay Harbor, Recreation & Conservation District

Profit & Loss

03/04/22

January 2022

Accrual Basis

	Jan 22	Jul '21 - Jan 22
Total Conservation Grant Expenses	2,749.00	500.00
Harbor Grant Expenses		
54408.1 · Harbor Grant Exp	30.00	280.00
Total Harbor Grant Expenses	30.00	280.00
Total Grant Expenses	2,779.00	780.00
Insurance		
51800 · Insurance - NT	7,431.82	52,847.17
51808 · Insurance - T	1,269.01	8,961.22
Total Insurance	8,700.83	61,808.39
Interest Expense		
55108 · Interest Expense - T	4,579.00	38,928.13
55109 · Interest Expense - NT	8,617.16	58,358.77
Total Interest Expense	13,196.16	97,286.90
Legal Services		
52300 · Legal Fees - NT	1,327.50	8,839.43
52308 · Legal Fees - T	442.50	3,772.37
Total Legal Services	1,770.00	12,611.80
Maintenance - Equipment		
51209 · Automotive, Repairs - NT	108.96	1,943.24
52710 · Repairs & Maint, Equip - NT	50.24	2,567.93
52718 · Repairs & Maint, Equip - T	1,191.69	3,801.87
Total Maintenance - Equipment	1,350.89	8,313.04
Maintenance - Facilities		
52708 · Repairs & Maint, Facilities - T	13,025.24	47,522.95
52709 · REPAIRS & MAINTENANCE G/NT	0.00	30,000.00
52719 · Repairs & Maint, Facilities - N	1,998.13	34,719.23
Total Maintenance - Facilities	15,023.37	112,242.18
Maintenance - IT		
57008 · Maintenance, IT Equip - T	600.00	787.50
57009 · Maintenance, IT Equip - NT	4,588.24	10,153.36
Total Maintenance - IT	5,188.24	10,940.86
Maintenance Supplies		
52008 · Maintenance Supplies - T	0.00	216.09
52010 · Maintenance Supplies - NT	1,437.98	13,201.60
Total Maintenance Supplies	1,437.98	13,417.69
Office Supplies		
51900 · Office Supplies - NT	4,192.44	20,820.45
51908 · Office Supplies - T	1,190.88	5,223.96
51918 · OFFICE EXPENSE M/T	38.70	124.70
Office Supplies - Other	0.00	104.91
Total Office Supplies	5,422.02	26,274.02
Other Expenses		
55419 · Other Expenses - NT	692.56	8,192.56
Total Other Expenses	692.56	8,192.56
Other Professional/Outside Serv		
52109 · Outside Services, Other - NT	2,219.34	2,606.34
52110 · OUTSIDE SERVICES M/A	201.00	3,361.00
52118 · Outside Services, Other - T	10,800.88	56,375.66
Total Other Professional/Outside Serv	13,221.22	62,343.00
Permits		
51618 · Permits - T	182.97	13,702.91
Total Permits	182.97	13,702.91
Personnel Expenses		
Commissioners Fees		
50200 · Commissioner's Salaries - NT	1,470.00	10,010.00

Humboldt Bay Harbor, Recreation & Conservation District

03/04/22

Profit & Loss

Accrual Basis

January 2022

	Jan 22	Jul '21 - Jan 22
50208 · Commissioner's Salaries - T	630.00	4,290.00
Total Commissioners Fees	2,100.00	14,300.00
Payroll Burden		
50500 · Payroll Benefits, Other - NT	24,951.70	225,276.23
50508 · Payroll Benefits, Other - T	7,627.45	70,971.76
6560 · Workers' Comp	2,976.64	23,894.46
Total Payroll Burden	35,555.79	320,142.45
Salaries/Wages		
50100 · Salaries & Wages - NT	60,462.75	474,106.05
50108 · Salaries & Wages - T	0.00	699.91
50119 · Sal. & Wages, Part-time - NT	0.00	1,680.00
Total Salaries/Wages	60,462.75	476,485.96
Total Personnel Expenses	98,118.54	810,928.41
Planning Services		
52200 · Planning Fees - NT	1,293.75	10,798.00
52208 · Planning Fees - T	661.25	7,999.86
Total Planning Services	1,955.00	18,797.86
Rent Expense		
52600 · Rent Expense - NT	2,145.00	2,834.00
54308 · Redwood Terminal 2 Lease Expens	18,045.18	134,822.90
Total Rent Expense	20,190.18	137,656.90
Small Tools		
52800 · Small Tools - NT	723.36	1,562.99
52808 · Small Tools - T	0.00	151.86
Total Small Tools	723.36	1,714.85
Utilities		
52909 · Utilities - NT	10,844.04	126,206.57
52918 · Utilities - T	4,584.39	28,230.58
53000 · Water, Sewer, & Refuse - NT	9,271.59	68,869.22
53008 · Water, Sewer, & Refuse - T	4,800.79	29,500.12
Total Utilities	29,500.81	252,806.49
Total Expense	244,981.57	1,911,428.77
Net Ordinary Income	674,578.20	2,455,312.18
Net Income	674,578.20	2,455,312.18

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Humboldt Bay Harbor, Recreation & Conservation District

Account QuickReport

03/04/22

As of January 31, 2022

Accrual Basis

Type	Date	Num	Name	Memo	Amount
10200.1 - Cash in PNC, Checking					
Liability Check	01/05/2022	E-pay	Employment Developme...	499-0307-3 QB T...	-1,181.72
Liability Check	01/05/2022	E-pay	Internal Revenue Service	94-2262845 QB ...	-3,512.54
Liability Check	01/06/2022		QuickBooks Payroll Serv...	Created by Payro...	-16,561.66
Liability Check	01/06/2022	E-pay	Employment Developme...	499-0307-3 QB T...	-4.35
Liability Check	01/06/2022	E-pay	Internal Revenue Service	94-2262845 QB ...	-60.58
Liability Check	01/07/2022	ACH	CalPERS 457 Program	450348	-1,625.00
Bill Pmt -Check	01/07/2022	ACH	CalPERS 457 Program	457Match 01/07/...	-225.00
Liability Check	01/07/2022	ACH	PERS Unfunded Accrue...	2233447024	-3,617.39
Liability Check	01/07/2022	ACH	State Disbursement Unit	0230000067964	-170.19
Liability Check	01/07/2022	ACH	State Disbursement Unit	0230000067964	-233.53
Bill Pmt -Check	01/07/2022	61815	101Netlink	WIM	-250.00
Bill Pmt -Check	01/07/2022	61816	Advanced Security Syste...	WIM	-187.50
Bill Pmt -Check	01/07/2022	61817	Bayless Enterprises	PO #1693 2022 ...	-411.13
Bill Pmt -Check	01/07/2022	61818	California Redwood Co.	Red Tank 11/17-...	-402.51
Bill Pmt -Check	01/07/2022	61819	Humboldt Bay Municipal ...	9002.001 RMT2	-1,003.64
Bill Pmt -Check	01/07/2022	61820	ICF Jones & Stokes, Inc.	Professional Ser...	-630.00
Bill Pmt -Check	01/07/2022	61821	Interstate Battery	RMT2, Welder	-105.03
Bill Pmt -Check	01/07/2022	61822	LACO Associates		-39,351.73
Bill Pmt -Check	01/07/2022	61823	Lawson Products, Inc.	10347668	-71.00
Bill Pmt -Check	01/07/2022	61824	Napa Auto Parts		-286.44
Bill Pmt -Check	01/07/2022	61825	Pierson Building Center	1297	-840.26
Bill Pmt -Check	01/07/2022	61826	Shafer's Ace Hardware	1586	-417.16
Bill Pmt -Check	01/07/2022	61827	SHN Consulting Enginee...		-6,751.25
Bill Pmt -Check	01/07/2022	61828	Standard Insurance Com...	ST 908447 0001	-203.60
Bill Pmt -Check	01/07/2022	61829	State Water Resource C...	FL 10/01/21-09/...	-1,738.00
Bill Pmt -Check	01/07/2022	61830	StewTel, Inc.	January 2022	-108.08
Bill Pmt -Check	01/07/2022	61831	Tenera Environmental Inc.	20236001	-7,250.00
Bill Pmt -Check	01/07/2022	61832	Tony Gosselin & Sons		-21.74
Bill Pmt -Check	01/07/2022	61833	Englund Marine Supply		-945.11
Bill Pmt -Check	01/07/2022	61834	Eureka Oxygen Company		-89.15
Bill Pmt -Check	01/07/2022	61835	Mission Uniform & Linen	299313	-119.63
Bill Pmt -Check	01/07/2022	61836	North Coast Laboratories...		-278.00
Bill Pmt -Check	01/07/2022	61837	Reincke Marine Fabricati...	Maintenance Sto...	-63.00
Bill Pmt -Check	01/07/2022	61838	Security Lock & Alarm		-90.60
Bill Pmt -Check	01/07/2022	61839	Shelter Cove Fishing Pre...	SC Janitorial Jan...	-2,083.33
Bill Pmt -Check	01/07/2022	61840	World Oil Enviromental S...	15055	-95.00
Bill Pmt -Check	01/07/2022	ACH	PERS Unfunded Accrue...	2233447024	-7,091.83
Liability Check	01/07/2022		QuickBooks Payroll Serv...	Created by Payro...	-366.11
Bill Pmt -Check	01/10/2022	ACH	Pacific Gas & Electric (3...	6598073494-4	-155.04
Bill Pmt -Check	01/12/2022		Mission Uniform & Linen	QuickBooks gen...	0.00
Check	01/15/2022			Service Charge	-243.62
Liability Check	01/19/2022	E-pay	Employment Developme...	499-0307-3 QB T...	-1,526.85
Liability Check	01/19/2022	E-pay	Internal Revenue Service	VOID: 94-22628...	0.00
Liability Check	01/19/2022	61844	Operating Engineers Loc...	94-2262845	-348.88
Liability Check	01/19/2022	E-pay	Employment Developme...	499-0307-3 QB T...	-48.10
Liability Check	01/19/2022	E-pay	Internal Revenue Service	94-2262845 QB ...	-381.30
Liability Check	01/19/2022	E-pay	Internal Revenue Service	94-2262845 QB ...	-4,109.72
Bill Pmt -Check	01/19/2022	ACH	AT&T Phone	707 443-0801 07...	-1,983.15
Liability Check	01/20/2022		QuickBooks Payroll Serv...	Created by Payro...	-19,976.71
Check	01/21/2022	61843	Yerba Mate	Overpayment an...	-5,010.00
Bill Pmt -Check	01/21/2022	ACH	CalPERS 457 Program	457Match 01/21/...	-300.00
Liability Check	01/21/2022	ACH	CalPERS 457 Program	450348	-1,900.00
Liability Check	01/21/2022	ACH	PERS Unfunded Accrue...	2233447024	-4,573.46
Liability Check	01/21/2022	61847	Franchise Tax Board	558379330	-100.00
Liability Check	01/21/2022	ACH	State Disbursement Unit	0230000067964	-233.53
Liability Check	01/21/2022	ACH	State Disbursement Unit	0230000067964	-170.19
Bill Pmt -Check	01/21/2022	61848	Campton Electric Supply		-278.60
Bill Pmt -Check	01/21/2022	61849	AT&T Internet	831-000-8571 571	-872.58
Bill Pmt -Check	01/21/2022	61850	B & B Portable Toilets	RWD	-234.85
Bill Pmt -Check	01/21/2022	61851	City of Eureka (Sewer)	2001-901804-02	-2,347.90
Bill Pmt -Check	01/21/2022	61852	City of Eureka (Water)	2001-901802-01	-5,496.44
Bill Pmt -Check	01/21/2022	61853	Coastal Business Syste...	WIM Copier Lease	-471.91
Bill Pmt -Check	01/21/2022	61854	Coldwell Banker Comme...	RMT2 - Mountain...	-395.18
Bill Pmt -Check	01/21/2022	61855	Costco Wholesale Memb...	Membership Dues	-120.00
Bill Pmt -Check	01/21/2022	61856	David L. Moonie & Comp...		-2,420.00
Bill Pmt -Check	01/21/2022	61857	Humboldt Bay Solar Fun...	HB0520	-4,411.43
Bill Pmt -Check	01/21/2022	61858	Humboldt Community Se...	3165	-464.36
Bill Pmt -Check	01/21/2022	61859	Humboldt County Health ...		-2,219.34

Humboldt Bay Harbor, Recreation & Conservation District

Account QuickReport

03/04/22

As of January 31, 2022

Accrual Basis

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/21/2022	61860	Humboldt Waste Manag...		-497.30
Bill Pmt -Check	01/21/2022	61861	LACO Associates	Project #07591.2...	-3,240.00
Bill Pmt -Check	01/21/2022	61862	Lawson Products, Inc.	10347668	-648.11
Bill Pmt -Check	01/21/2022	61863	Lost Coast Merchant Ser...	Payphone Servic...	-270.00
Bill Pmt -Check	01/21/2022	61864	Mission Uniform & Linen	299313	-140.97
Bill Pmt -Check	01/21/2022	61865	Mitchell Law Firm, LLP		-594.00
Bill Pmt -Check	01/21/2022	61866	Northern California Glove	3474	-289.62
Bill Pmt -Check	01/21/2022	61867	Nylex.net		-1,162.50
Bill Pmt -Check	01/21/2022	61868	Pacific Gas & Electric (1...	Acct #06704919...	-4,139.98
Bill Pmt -Check	01/21/2022	61869	Recology Eel River	061097997	-418.42
Bill Pmt -Check	01/21/2022	61870	Recology Humboldt Cou...	061218064	-695.72
Bill Pmt -Check	01/21/2022	61871	Recology Humboldt Cou...	A0060000265	-2,960.20
Bill Pmt -Check	01/21/2022	61872	RMI Outdoors	WIM Mower	-50.24
Bill Pmt -Check	01/21/2022	61873	Shelter Cove Resort Imp...	SC	-140.57
Bill Pmt -Check	01/21/2022	61874	Southwest Answering Se...	12/02-12/29/202...	-201.00
Bill Pmt -Check	01/21/2022	61875	Staples Credit Plan	6035 5178 1247 ...	-172.87
Bill Pmt -Check	01/21/2022	61876	Tenera Environmental Inc.	20236001	-7,560.88
Bill Pmt -Check	01/21/2022	61877	US Bank Corporate Pay...	4246044555706...	-4,714.12
Bill Pmt -Check	01/21/2022	61878	Valley Pacific Petroleum ...	114137	-1,028.76
Bill Pmt -Check	01/21/2022	61879	Verizon Wireless		-107.61
Bill Pmt -Check	01/21/2022	61880	Western Chainsaw	WIM	-192.21
Bill Pmt -Check	01/21/2022	61882	ACWA JPIA	215	-25,194.16
Liability Check	01/21/2022	E-pay	Employment Developme...	499-0307-3 QB T...	-212.88
Bill Pmt -Check	01/21/2022	ACH	Francotyp-Postalia	466106100	-300.00
Bill Pmt -Check	01/24/2022	ACH	CA Dept of Tax and Fee ...	47-084568	-51.00
Bill Pmt -Check	01/24/2022	ACH	CA Dept of Tax and Fee ...	47-084568	-365.00
Liability Check	01/28/2022		QuickBooks Payroll Serv...	Created by Payro...	-1,840.00
Check	01/31/2022			Service Charge	-258.54

Total 10200.1 · Cash in PNC, Checking

-216,682.59

TOTAL**-216,682.59**



COMMISSIONERS
1st Division
Aaron Newman
2nd Division
Greg Dale
3rd Division
Stephen Kullmann
4th Division
Richard Marks
5th Division
Patrick Higgins

Humboldt Bay
Harbor, Recreation and Conservation District
(707)443-0801
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STAFF REPORT
HARBOR DISTRICT MEETING
March 10, 2022

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: March 4, 2022

TITLE: Affirmation of Adopted Resolution No. 2021-16 A Resolution of the Board of Commissioners of the Humboldt Bay Harbor, Recreation, and Conservation District Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorize the Continued Use of Virtual Meetings

STAFF RECOMMENDATION: Affirm the findings made in Resolution 2021-16 regarding the continued state of emergency and authorize the continued use of virtual meetings.

SUMMARY: On October 14, 2021 the Board of Commissioners adopted Resolution 2021-16 and, as per Section 4 of that Resolution, agreed to reconsider the findings within 30-days. The findings remain in effect as the COVID-19 pandemic has not subsided and the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act remains in place. Assembly Bill 361, which was signed into law in September of 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings.

DISCUSSION: As a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance. Based on these recommendations, Staff recommends that the Board continue to conduct virtual meetings as authorized by AB 361.

ATTACHMENTS:

- A. Adopted Resolution 2021-16

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

RESOLUTION NO. 2021-16

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HUMBOLDT BAY HARBOR,
RECREATION, AND CONSERVATION DISTRICT MAKING FINDINGS PURSUANT TO
GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND
AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS**

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law in September of 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance;

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

SECTION 1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;

SECTION 2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;

SECTION 3. That the Board may continue to conduct public meetings in accordance with Government Code section 54953(e);

SECTION 4. That the Board will reconsider the above findings within 30-days of this Resolution.

PASSED AND ADOPTED by the Humboldt Bay Harbor, Recreation and Conservation District Board of Commissioners at a duly called meeting held on the **14th day of October 2021** by the following polled vote:

AYES: Dale, Higgins, Kullmann, Marks

NOES: ∅


ABSENT: ∅

ABSTAIN: ∅

ATTEST:



Patrick Higgins, Secretary
Board of Commissioners



Stephen Kullmann, President
Board of Commissioners

CERTIFICATE OF SECRETARY

The undersigned, duly qualified and acting Secretary of the HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT, does hereby certify that the attached Resolution is a true and correct copy of RESOLUTION NO. **2021-16** entitled,

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS

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 **14th day of October 2021**; and further, that such Resolution has been fully recorded in the Journal of Proceedings in my office, and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this **14th day of October 2021**.



Patrick Higgins, Secretary
Board of Commissioners

COMMISSIONERS

1st Division

Aaron Newman

2nd Division

Greg Dale

3rd Division

Stephen Kullmann

4th Division

Richard Marks

5th Division

Patrick Higgins

Humboldt Bay
Harbor, Recreation and Conservation District
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STAFF REPORT
HARBOR DISTRICT MEETING
March 10, 2022

TO: Honorable Board President and Harbor District Board Members

FROM: Rob Holmlund, Development Director

DATE: March 4, 2022

TITLE: Consider Accepting for Filing District Permit No. 2022-02 Master Baywater Intake System

STAFF RECOMMENDATION: Staff recommends the Board: Accept Permit Application 2022-02 for filing.

SUMMARY: Per Board direction, staff has been pursuing permits for a master bay water intake system to serve RMT II. The District has submitted permits with the Coastal Commission, CDFW, USACE, and the Water Board. The project also requires a Harbor District Permit. Consistent with District Ordinances and the Harbors and Navigation Code, this is a procedural step to accept a permit application to conduct physical improvements within the waters of Humboldt Bay. If the Board chooses to accept the filing of this permit, staff will follow standard procedures to review and evaluate the project. Following that analysis, the project will come before the Board with a staff recommendation for or against approval.

DISCUSSION: The District proposes to modernize and operate two formerly used bay-water intake systems in Humboldt Bay and install new piping to deliver bay water to existing and future District tenants. Improvement of the water intakes is part of a long-term District program to develop facilities for use by aquaculture tenants. The water intakes are located approximately one-half mile apart along the Samoa Channel at the Redwood Marine Terminal II (RMT II) Dock and Red Tank Dock (Figure 1). The intake systems were operated by a pulp mill from around 1966 until the mill was closed in 2008. Salt water from the intakes will be used by District tenants and other entities for aquaculture and other allowable uses. The proposed project includes bay water withdrawal and pumping to manifolds at specific upland points that will be connected to by future water users. The two intakes will be operated and managed as a single system as they both feed into a common manifold and distribution system. They will be designed such that one intake can operate alone while the other intake is offline for maintenance. Additional details of the proposed system can be found in Attachment 1.

ATTACHMENTS:

A Updated Project Description (v5)

COMMISSIONERS:

- 1st Division
Aaron Newman
- 2nd Division
Greg Dale
- 3rd Division
Stephen Kullmann
- 4th Division
Richard Marks
- 5th Division
Patrick Higgins

**Humboldt Bay
Harbor, Recreation and Conservation
District**
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EXECUTIVE DIRECTOR: Larry Oetker

Humboldt Bay Master Water Intakes: Project Description (v5 - 1/28/22)

Note: This document updates and replaces the Project Description dated Sept. 13, 2021.

Overview

The Humboldt Bay Harbor, Recreation and Conservation District (District) proposes to modernize and operate two formerly used bay-water intake systems in Humboldt Bay and install new piping to deliver bay water to existing and future District tenants. Improvement of the water intakes is part of a long-term District program to develop facilities for use by aquaculture tenants. The water intakes are located approximately one-half mile apart along the Samoa Channel at the Redwood Marine Terminal II (RMT II) Dock and Red Tank Dock (Figure 1). The intake systems were operated by a pulp mill from around 1966 until the mill was closed in 2008. Salt water from the intakes will be used by District tenants and other entities for aquaculture and other allowable uses. The proposed project includes bay water withdrawal and pumping to manifolds at specific upland points that will be connected to by future water users. The two intakes will be operated and managed as a single system as they both feed into a common manifold and distribution system. They will be designed such that one intake can operate alone while the other intake is offline for maintenance. However, under typical conditions both intakes will be operated continuously and simultaneously, cooperatively feeding into the common distribution system.



Figure 1: Location of proposed water intakes in Humboldt Bay, California.

Currently, industrial water (raw untreated water from the Mad River) is supplied to the area by Humboldt Bay Municipal Water District through the Town of Samoa. However, it is expected that the Town of Samoa industrial water connection will be discontinued in 2022. The proposed project includes installation of industrial water lines. Water from the lines could also be used for fire suppression. As described below, the industrial water lines will share a trench with the bay water lines.

Based on informal consultation with agencies, the Harbor District has identified habitat restoration opportunities to offset any reduction in the bay’s biological productivity that will result from water withdrawal and entrainment of aquatic larvae. Habitat restoration work will be phased in conjunction with the phasing of water withdrawal quantities.

The proposed bay water intake upgrades, industrial water line, and habitat restoration projects are further described below.

Water Intake Uses

Water will only be supplied to users that operate in compliance with approved permits. This could be users with existing approved permits or future users that receive approved permits. For instance, the Harbor District has existing Coastal Development Permits CDP-16-049 and 17-041 that are approved by the County of Humboldt for Redwood Marine Terminal II, each of which could withdrawal water once the intake system is permitted and constructed. As outlined in those Coastal Development Permits, Coastal Dependent Industrial Uses, Aquaculture, and Coastal Related Uses have



Humboldt Bay Master Water Intakes: Project Description

priority over interim uses. The process for reviewing potential new uses is outlined in the RMT II Permit Compliance Flowchart (see Attachment A).

Improvements to Water Lines

A bay water line will provide water from the RMT II Dock and Red Tank Dock water intakes to manifolds directly south of Red Tank Dock, at RMT II and at the proposed Nordic Aquafarms¹ project site. Aquaculturists and other users will connect to the manifolds to receive bay water. Potential users include shellfish, seaweed, and finfish farmers. The bay water line and industrial water line will be buried in trenches except at one location where they will surface to cross a stormwater feature and also where the bay water line will be mounted on the edges of Red Tank Dock and RMT II Dock. The industrial water line will extend from the Red Tank to the RMT I manifold then south to the Nordic Aquafarms manifold (Figure 2). Hydrants will be installed along the line approximately every 500’.

Bridge Across Stormwater Feature

As shown in Figure 2, the water lines cross an existing drainage swale (“stormwater feature”) that drains stormwater runoff to Humboldt Bay (see Image 1). The swale is connected to the bay through a culvert that passes through a small earthen berm. There are two structures on the landward side of the berm including a small metal pedestrian bridge crossing. This small crossing bridge is degraded and will be removed. There is also a larger metal pedestrian bridge and piping manifold with associated platform. The bridge associated with the stormwater feature is shown in the image on right. The Coastal Commission approved a replacement of this bridge through CDP E-11-029 for Taylor Mariculture. Per page 8 of the staff report associated with that CDP, the approved project description includes “...the installation of a pre-fabricated 80-foot long one-lane vehicle bridge across the culvert to the north of the Berth Two pier. Bridge installation requires several small footings in areas of existing asphalt.” In compliance with that approved CDP, the District intends to install a new one-lane vehicle bridge (see Attachment B). The new bay water piping and new industrial water piping will be attached to the new bridge in a similar setup as the existing piping manifold.

Trench Details

The fire suppression water line will have a maximum outside diameter of 12”. The bay water line will range from 18”-36” maximum outside diameter. Diagrams 1 through 3 the outside pipe diameter and volume of water that will travel through different sections of the bay water line. Diagrams 1 through 3 show the design for different trench segments (i.e., areas where there



Figure 2: Location of bay water intakes, bay water piping and industrial water piping.



Image 1: Existing stormwater feature to be replaced

¹ Nordic Aquafarms (a private company) is proposing a finfish aquaculture facility at the site and would likely be one of the bay water users.



Humboldt Bay Master Water Intakes: Project Description

are two pipes or one pipe in the trench). The maximum width of ground impacts will be 19' in sections where both pipes occur and 17' where only one pipe occurs.

There is an existing walkway across the stormwater feature (see Figure 2 and Image 1). The two pipes will be attached to the replacement structure described above and in Attachment B.

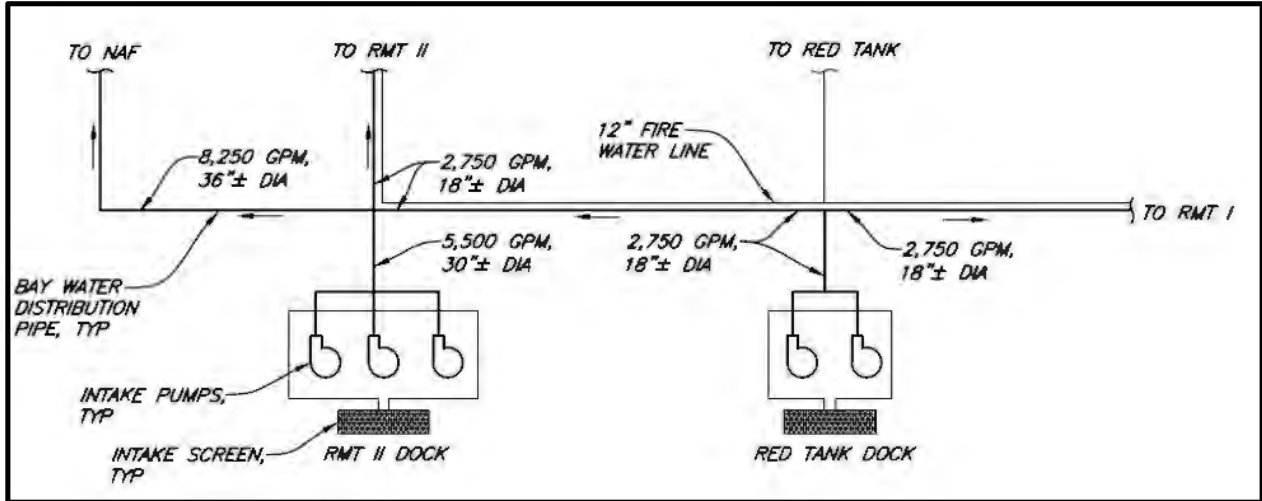


Diagram 1: Pipe diameter and volume of water that will travel through different sections of the bay water line.

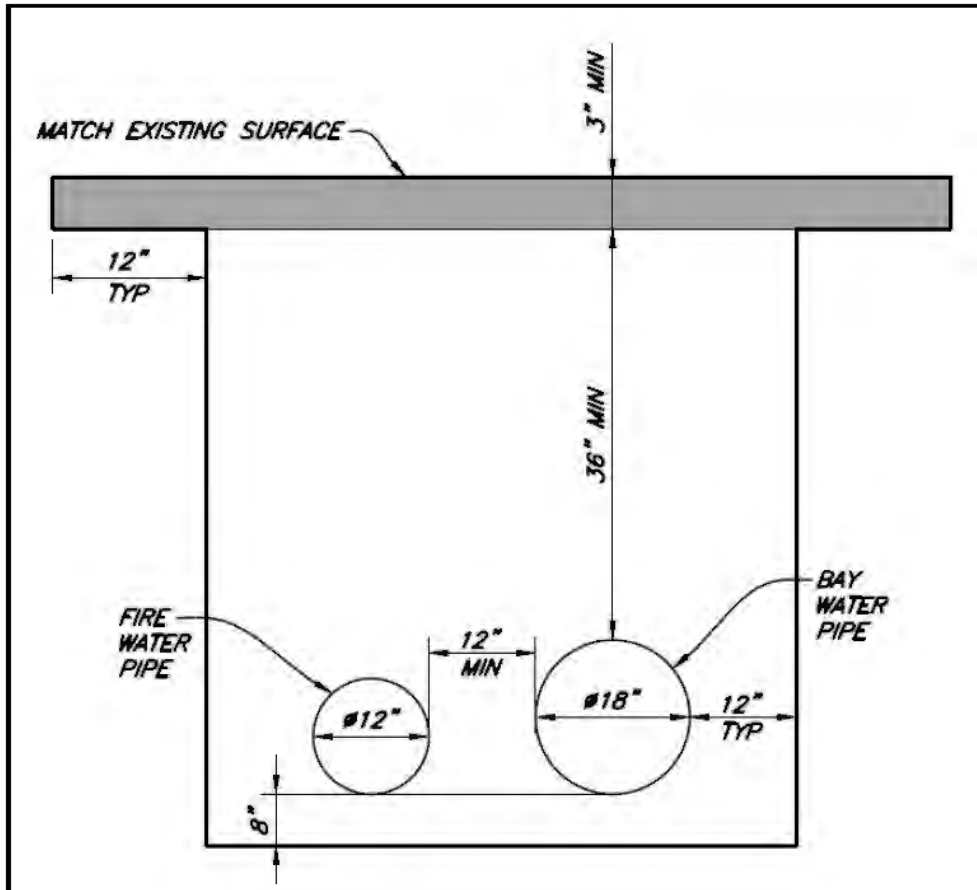


Diagram 2: Conceptual trench details in areas where the bay water line and fire suppression line will occur.



Humboldt Bay Master Water Intakes: Project Description

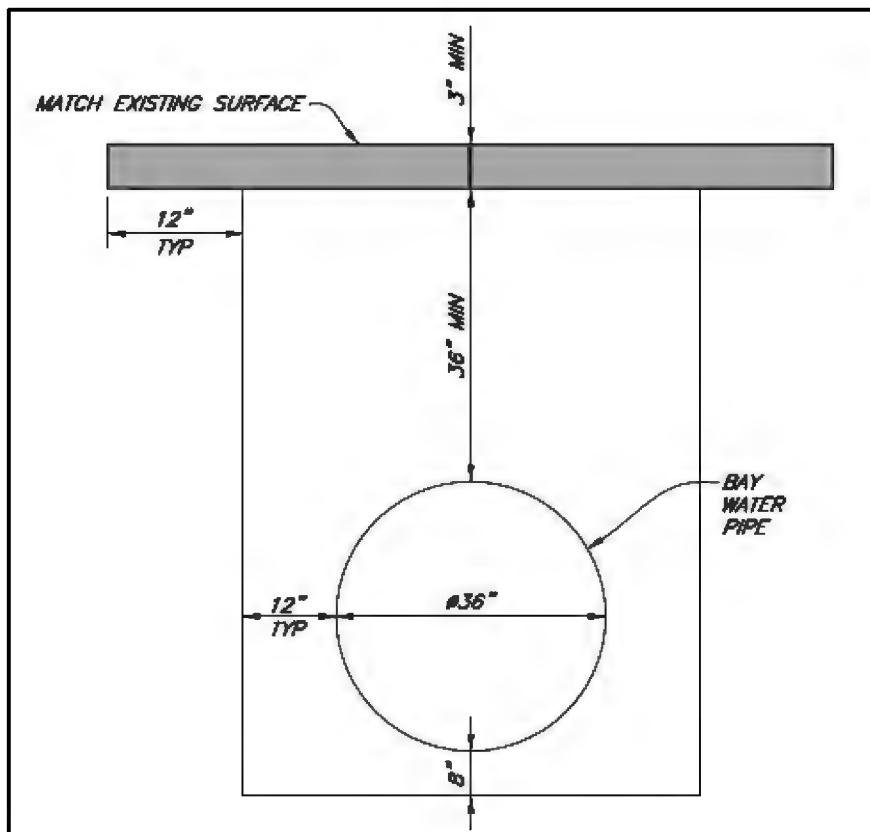


Diagram 3: Conceptual trench detail in the area where only the 36" bay water line will occur.

Improvements to Water Intakes

Existing water intake structures ("sea chests") at the two sites will be improved. Appendix R of the DEIR ("[Humboldt Bay Intake Screen Conceptual Designs, Redwood Marine Terminal II and Red Tank Dock, Samoa, California – Revision 03.](#)"), describes the water intakes, pumps, intake screens, and overall structure orientations that will be used to minimize impacts to aquatic resources. Figures 1 and 2 above show the location of the intakes and proposed bay water and fires suppression water piping. Images 2 through 6 below are pictures of existing infrastructure that will be modified at each intake site.



Image 2: Existing water intake pumps at the Redwood Marine Terminal II Dock.

Humboldt Bay Master Water Intakes: Project Description



Image 3: Existing wooden sea chest at the Redwood Marine Terminal II Dock.



Image 4: Existing water intake screen at the Redwood Marine Terminal II Dock.



Image 5: Existing concrete sea-chest and screens at the Red Tank Dock.

Humboldt Bay Master Water Intakes: Project Description



Image 6: Existing concrete sea-chest at the Red Tank Dock.

Intake Screens Cleaning and Maintenance

The bay water intake screens will be periodically cleaned and maintained per the “Preliminary Baywater Intake Cleaning and Maintenance Plan” (see Attachment C).

Avoiding Potential Eelgrass Impacts

Eelgrass will be avoided during installation and maintenance of the intake systems. A qualified biologist will be present on-site to help monitor and avoid impacts to eelgrass while work is being performed in areas that may impact eelgrass habitat. Installation and maintenance activities shall comply with the “Eelgrass Protection Plan” associated with Coastal Development Permit 9-16-0204 (Humboldt Bay Mariculture Pre-Permitting Project, Starbird Mariculture).

Gilkerson (2008) found the maximum depth capable of supporting eelgrass in north Humboldt Bay was -1.3 m MLLW. The depths at the proposed RMT II and Red Tank dock water intakes are -4.5 m MLLW and -1.8 m MLLW, respectively. The depth of the RMT II intake prohibits growth of eelgrass, but the depth at Red Tank dock is only slightly greater than the maximum growing depth. The intake at Red Tank is within the area evaluated under the Humboldt Bay Harbor District Coastal Development Permit 9-16-0204 Subtidal Mariculture Pre-permitting project. An associated Environmental Impact Report (SCH #2013062068) was certified by the Harbor District which included eel grass surveys prepared by Thomas Gast and Associates and impact analysis. An active mariculture lease (Starbird) with a site-specific eel grass protection plan includes the area where the Red Tank intake is proposed to be located. Condition 8 of this permit requires:

Eelgrass Protection. Prior to the initiation of installation activities for aquaculture gear or mooring piles, the Harbor District shall submit for Executive Director review and approval a plan showing that all such activities and associated structures or infrastructure (including pilings,

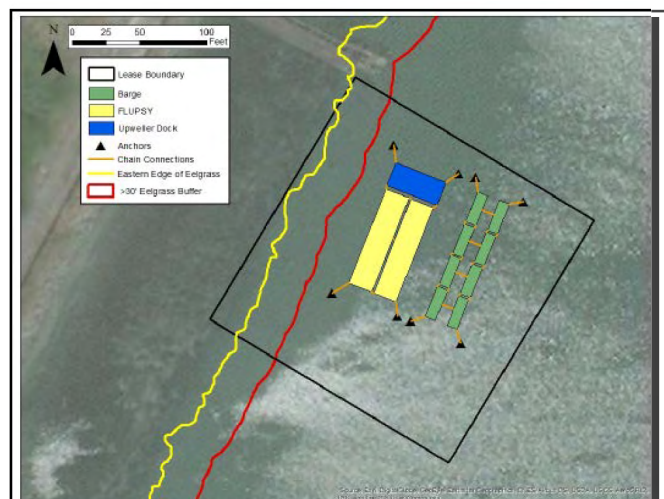


Figure 2. Proposed layout of Starbird Mariculture operations in relation to mapped eelgrass. Eelgrass mapping was conducted by Thomas Gast and Associates (see Attachment 1).

Figure 3: A copy of Figure 2 from the "Humboldt Bay Mariculture Pre-Permitting Project Eelgrass Protection Plan" associated with CDP 9-16-0204



Humboldt Bay Master Water Intakes: Project Description

moorings, anchors, longlines, surface rafts, FLUPSYs) shall remain a minimum of 30-feet away from the outside edge of any eelgrass bed within or adjacent to the three subtidal aquaculture sites. This report shall include a map of all eelgrass within each subtidal site and a 50-foot perimeter outside. The map shall be based on the results of an eelgrass survey carried out consistent with the timing and methodology guidelines of the National Marine Fisheries Service's California Eelgrass Management Program. Areas with depths greater than twice the minimum expected eelgrass growing depth in Humboldt Bay are exempt from this survey requirement.

To implement that Condition 8, the District prepared the "Humboldt Bay Mariculture Pre-Permitting Project Eelgrass Protection Plan" (see Attachment D). The Red Tank intake will be required to comply with this same Eel Grass Protection Plan. Also note from Figure 2 of that Plan (see Figure 3 of this Project Description) that the end of Red Tank Dock is beyond the "eastern edge of eelgrass" and therefore the intake structure will be outside of mapped eel grass.

Aquatic Species Entrainment and Habitat Restoration

Harbor District staff has had informal consultations with staff from agencies regarding potential environmental effects of the proposed water intakes. Based on the consultations, the Harbor District will implement habitat restoration to offset the reduction in biological productivity that will be caused by entrainment of aquatic larvae from water withdrawal. The need to offset the impact on biological productivity is based on California Ocean Plan² requirements for desalination plant water intakes. For more information on this topic, see:

- The following Appendices of the "Draft Environmental Impact Report: Samoa Peninsula Land-based Aquaculture Project, County of Humboldt, Planning Department, 17 December 2021" (a.k.a. "DEIR for Nordic Aquafarms"):
 - Appendix N: Tenera Environmental (12/13/21). [The Use of Piling Removal for Mitigating Effects of Entrainment Losses to Longfin Smelt and Other Fishes Resulting from Operation of the Proposed Samoa Peninsula Intakes in Humboldt Bay.](#)
 - Appendix P: Tenera Environmental (5/13/21). [Empirical Transport Modeling of Potential Effects on Ichthyoplankton Due to Entrainment at the Proposed Samoa Peninsula Master Bay Water Intakes.](#)
 - Appendix Q: Tenera Environmental (7/14/21). Empirical Transport Modeling of Potential Effects on Ichthyoplankton Due to Entrainment at the Proposed Samoa Peninsula Bay Water Intakes: [Addendum 1: Longfin Smelt.](#)
- Attachments to this Project Description:
 - Attachment E: CDFW (1/3/22). Memorandum of Understanding: Section 2081(A) Take Permit for The Humboldt Bay Intake Entrainment Study.
 - Attachment F: Tenera Environmental (1/5/22). Project Implementation Plan for Ichthyoplankton Collection at the Samoa Peninsula Water Intakes.

Entrainment

The water intakes are designed to avoid impingement of all aquatic species and entrainment of juvenile and adult aquatic species, by meeting design criteria related to screen mesh, water approach velocity and other parameters. It is expected that only non-special status aquatic larvae will be entrained. Tenera (Attachments E and F) developed a model to estimate entrainment impacts of the proposed water intakes on larvae. Tenera predicts that the portion of larvae in Humboldt Bay that will be entrained is 0.1% or less. However, Tenera likely provides an overestimate of larval impacts because:

1. The model assumes even distribution of larvae throughout Humboldt Bay. However, the intakes are located at a site with strong currents and high salinity near the entrance of the bay. It is expected that larvae of most fish species are more concentrated in parts of the bay where they are subject to less tidal action and currents.

²State Water Resources Control Board (2015). California Ocean Plan as amended effective January 28, 2016, to address desalination facility water intakes.



Humboldt Bay Master Water Intakes: Project Description

Additionally, larvae of some species (e.g., longfin smelt (*Spirinchus thaleichthys*)) are not associated with the high water salinities at the water intakes.

2. The model was developed based on a water intake screen slot (mesh) size of 1.75 mm, but based on comments received from the California Coastal Commission the slot size has been reduced to 1.0 mm. The 1.0 mm slot size will further reduce larvae entrainment.

As requested by Coastal Commission staff, the Harbor District intends to collect field data on larvae abundance in Humboldt Bay to validate the Tenera (5/13/21) model's assumption that larvae are evenly distributed in the bay (or less concentrated near the water intakes). The Harbor District is actively pursuing a Coastal Development Permit, Clean Water Act Permits and a Harbor District Permit before conducting the field work. The permit(s) may include conditions that, prior to exceeding 1,250 gallons per minute (gpm) of water withdrawal, larvae sampling in the bay will be conducted to validate model assumptions regarding larvae distribution. On 1/3/22, CDFW entered into an MOU with Tenera to conduct sampling for this purpose (see Attachments E and F).

Habitat Restoration

Habitat mitigation will occur as outlined in section 2.4.7 (page 2-56) of the DEIR, Mitigation Measure BIO-6a (Protection of Longfin Smelt) of the DEIR, and as supported by Appendix J (below).

The Harbor District will complete compensatory off-site habitat restoration activities to (1) offset a small reduction in the Humboldt Bay's biological productivity as a result of entrainment of non-special status larval species, and (2) compensate for the potential take of longfin smelt (LFS) larvae during the operation of the two sea chests. Compensatory off-site habitat restoration will include pile removal. Compensatory off-site habitat restoration will be implemented in associated with the phased withdrawal of water through the two water intakes as follows:

- Phase I.
 - This Phase includes intakes between 0 to 694 gpm.
 - Consistent with other intake permits to withdraw Bay water, and with the project design features incorporated into the project, the effects of this small amount of water withdrawal are considered de minimis and habitat restoration to offset impacts to bio-productivity are not necessary.
 - Water withdrawal for up to 694 gpm is expected to begin after all permits are approved and all conditions of approval of all agencies are met.
- Phase II.
 - This Phase includes intakes between 695 to 1,250 gpm.
 - The Harbor District will compensate for project-related impacts to biological productivity by removing four pilings, as determined by Mitigation Measure BIO-6a (Protection of Longfin Smelt) of the DEIR and "The Use of Piling Removal as Method for Mitigating Effects of Entrainment Losses to Longfin Smelt and Other Fishes Resulting from Operation of the Proposed Samoa Peninsula Intakes in Humboldt Bay, Tenera December 13, 2021" (Tenera Environmental 2021c, DEIR Appendix N).
 - Water withdrawal at this level will not begin until after Phase II mitigation is completed and Phase II Conditions of Approval are satisfied.
- Phase III.
 - This Phase includes intakes between 1,251 to 8,250 gpm.
 - Prior to withdrawing bay water at Phase III levels, the District will complete an Entrainment Study as approved by CDFW via MOU (see Attachment E and F) and as outlined in:
 - CDFW (1/3/22). Memorandum of Understanding: Section 2081(A) Take Permit for The Humboldt Bay Intake Entrainment Study. Attachment E.
 - Tenera Environmental (1/5/22). Project Implementation Plan for Ichthyoplankton Collection at the Samoa Peninsula Water Intakes. Attachment F.
 - If deemed necessary upon completion of the study findings, the District will conduct "compensatory off-site restoration" for Phase III per the requirements adopted in the Final EIR for the Nordic project.



Humboldt Bay Master Water Intakes: Project Description

- If the above is necessary, the District will utilize the location described in Attachment G for the off-site restoration and will utilize the BMPs outlined in Attachment H.
- If necessary, the Harbor District will consult with other regulatory agencies to further develop details of the habitat restoration prior issuance of permits required for pile removal. Removal of the creosote treated piles will have water quality benefits and increase the quality and quantity of mudflat and eelgrass habitats in Humboldt Bay.
- Water withdrawal at this level will not begin until after Phase III restoration is completed and Phase III Conditions of Approval are satisfied.
- Regardless of tenant/user, the District will not initiate this Phase III of withdrawal until the associated mitigation and conditions of approval are met. In addition, the District will not allow any tenant(s)/user(s) to exceed 8,250 gpm unless/until additional permits are acquired.

Attachments

- A. Humboldt Bay Harbor District (2/2/19). RMT II Permit Compliance Flowchart.
- B. SHN (January 2022). Preliminary Stormwater Feature Crossing Bridge Layout.
- C. SHN (1/13/21). Humboldt Bay Intake Screens Preliminary Operation and Maintenance Description, Redwood Marine Terminal II and Red Tank Dock, Samoa, California.
- D. Humboldt Bay Harbor District (1/30/18). Eelgrass Protection Plan (from Humboldt Bay Mariculture Pre-Permitting Project Starbird Mariculture).
- E. CDFW (1/3/22). Memorandum of Understanding: Section 2081(A) Take Permit for The Humboldt Bay Intake Entrainment Study.
- F. Tenera Environmental (1/5/22). Project Implementation Plan for Ichthyoplankton Collection at the Samoa Peninsula Water Intakes.
- G. GHD (1/27/22). Kramer Dock Habitat Restoration Memorandum.
- H. Humboldt Bay Harbor District (1/16/22). Pile Removal Methods and Best Management Practices.

Other Referenced Studies/Reports

- Appendix R of the DEIR
 - SHN (8/6/21). Humboldt Bay Intake Screen Conceptual Designs, Redwood Marine Terminal II and Red Tank Dock, Samoa, California – Revision 03. [For a copy of this report, see: “Draft Environmental Impact Report: Samoa Peninsula Land-based Aquaculture Project, County of Humboldt, Planning Department, 17 December 2021” Appendix R.]
 - Link: <https://humboldt.gov/DocumentCenter/View/102332/Appendix-R---Sea-Chest-Screen-Conceptual-Design-PDF>
- Appendix N of the DEIR
 - Tenera Environmental (12/13/21). The Use of Piling Removal for Mitigating Effects of Entrainment Losses to Longfin Smelt and Other Fishes Resulting from Operation of the Proposed Samoa Peninsula Intakes in Humboldt Bay.
 - Link: <https://humboldt.gov/DocumentCenter/View/102328/Appendix-N---Tenera-Piling-Removal-Mitigation-PDF>
- Appendix P of the DEIR
 - Tenera Environmental (5/13/21). Empirical Transport Modeling of Potential Effects on Ichthyoplankton Due to Entrainment at the Proposed Samoa Peninsula Master Bay Water Intakes.
 - Link: <https://humboldt.gov/DocumentCenter/View/102330/Appendix-P---Tenera-Final-Report-PDF>
- Appendix Q of the DEIR
 - Tenera Environmental (7/14/21). Empirical Transport Modeling of Potential Effects on Ichthyoplankton Due to Entrainment at the Proposed Samoa Peninsula Bay Water Intakes: Addendum 1: Longfin Smelt.
 - Link: <https://humboldt.gov/DocumentCenter/View/102331/Appendix-Q---Tenera-Addendum-PDF>



COMMISSIONERS

1st Division

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Harbor, Recreation and Conservation District
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 Eureka, California 95502-1030



STAFF REPORT
HARBOR DISTRICT MEETING
March 10, 2022

TO: Honorable Board President and Harbor District Board Members

FROM: Rob Holmlund, Development Director

DATE: March 3, 2022

TITLE: Consider Approval of a Contract with the California Energy Commission to Receive a \$10,450,000 Grant to Repurpose the Redwood Marine Terminal to Support Offshore Wind Energy Development

STAFF RECOMMENDATION: Authorize the Executive Director to sign the funding agreement.

SUMMARY: As of the date when this staff report was written (3/3/22), the California Energy Commission (CEC) is scheduled to hold a “Business Meeting” on 3/9/22. On the agenda for that meeting is a resolution approving an agreement to grant \$10,450,000 to the Humboldt Bay Harbor District. To receive the funds, the District must sign the agreement.

DISCUSSION: The State’s FY 21/22 budget included an allocation of \$10,450,000 to the Harbor District to be used for “port development in the County of Humboldt to allow for offshore wind energy.” The funds are to be available for encumbrance until June 30, 2024 and for liquidation until June 30, 2026. Per the budget language, the total amount may be issued to the District as a grant or series of grants. Associated grants issued to the District do not require approval from any state agencies other than the CEC. The funds may be used as a “pledge as matching funds in the District’s applications for federal funds for the Humboldt port offshore wind upgrade, or for any other purposes agreed to between the commission and the district.” The CEC is authorized to issue the funds to the District under conditions established by the CEC and the District. Funds are explicitly authorized to fund preliminary engineering and environmental permitting.

As State funds, the \$10.45M qualifies to serve as matching funds for Federal grants, which typically require a 20% match. Expending any of the funds prior to the acquisition of a Federal grant negates the ability of the District to utilize those expended funds as a match. Thus, both the CEC and District staff acknowledge the strategic advantage of preserving as much of the total grant amount to serve as matching funds. At the same time, getting the project “shovel ready” with permits and engineering also makes the project more likely to receive grants for construction. To balance these two interests, the CEC and District staff recommend initially deploying \$782,532 of the \$10.45M for

permitting and preliminary engineering. The remaining \$9,667,468 can then be reserved to serve as matching funds for other grants.

ATTACHMENTS:

A Scope of Work for CEC \$10.45M Grant

Exhibit A SCOPE OF WORK

TASK LIST

	Task #	Task Name
Phase 1	1	Agreement Management
	2	Overall Project Management
	3	Project Work Plan
	4	Development Project Concept Refinement
	5	Master Project Description and Preliminary Engineering
Phase 2	6	Special Studies and Site Surveys
	7	CEQA and NEPA
	8	Permits, Consultations, and Approvals
	9	Engineering and Design of Dock Facility and Eel Grass Mitigation
	10	Implementation of Dock Facility and Eel Grass Mitigation

ACRONYMS/GLOSSARY

Specific acronyms and terms used throughout this scope of work are defined as follows:

Acronym/Term	Definition
CAM	Commission Agreement Manager
CEQA	California Environmental Quality Act
PM	Recipient Project Manager
BOEM	Bureau of Ocean Energy Management
HBHRCD	Humboldt Bay Harbor, Recreation, and Conservation District
NEPA	National Environmental Policy Act

BACKGROUND/PROBLEM STATEMENT

The federal government announced in May 2021 a goal to deploy 30 gigawatts (GW) of offshore wind in the United States by 2030. California Assembly Bill 525 directs state agencies to develop a strategic plan and to set statewide goals for maximum feasible offshore wind production by 2030 and 2045. Further, United States Bureau of Ocean Energy Management (BOEM) has initiated the formal process to lease sites off Morro Bay and the Port of Humboldt Bay as ideal for wind energy development, and the federal and state governments have agreed that BOEM will move forward with lease sales for the sites in 2022. These production goals and lease agreements will drive industry development, including the development of port infrastructure that is purpose-built to support the deployment of offshore wind projects in the Pacific Ocean.

BOEM announced their intention to issue floating offshore wind energy leases of approximately 1.6 gigawatts (GW) off the North Coast of California, approximately 30 miles offshore of Humboldt Bay. Services required to support the offshore wind energy industry generally include an offshore wind turbine fabrication and assembly facility, deployment port, and maintenance site. The components and final assembled floating offshore wind devices are very large structures that depend heavily upon the adequacy of the port infrastructure, which must support a range of activities, including but not limited to: vessel delivery and offload or fabrication of the wind turbine components, storage of the components, delivery or fabrication and float-off of the floating substructure, assembly of the wind turbine generator components on the substructure, and tow-out of the fully erect assembled devices (up to 500 feet tall).

According to the Port Infrastructure Assessment Report (Port Report) prepared by The Mott MacDonald Group and published by the Schatz Energy Research Center in December 2020, Humboldt Bay is California's northernmost deep-water shipping port and is the only North Coast port potentially able to support floating offshore wind farms in the North Coast region. Unlike the San Francisco Bay, for example, the Port has no overhead barriers such as power lines or bridges. Additionally, the Port's existing 38-foot deep federally maintained "Samoa" navigation channel and 48-foot deep "bar and entrance" channels can accommodate large marine vessels and meet the needs of the offshore wind industry.

The Samoa Peninsula, on the western side of the Humboldt Bay, has hundreds of acres of underutilized coastal-dependent industrial lands. These coastal-dependent industrial lands, including the existing dock, were developed as pulp and lumber mills to serve the timber/forest product industries and have been largely underutilized in recent years due to the need for significant modernization to adapt to sea level rise, tsunamis, and new modern industries such as the offshore wind industry. The Port Report (2020) identified the Redwood Marine Terminal areas I and II as the preferred locations for an offshore wind energy support terminal. However, these terminals, including the existing wood piling dock that is now past its useful life, require significant investments to meet the needs of modern industries, including offshore wind energy.

GOALS OF THE AGREEMENT

The goal of this agreement is to support upgrades at the Port of Humboldt Bay which are necessary to support offshore wind development on the North Coast. The Humboldt Bay Harbor, Recreation, and Conservation District (District) has initiated environmental and engineering work but has identified a need for additional resources to complete this work. In addition to environmental work, the District has prepared an application for \$56 million in federal funding from the Department of Transportation, which is part of the Biden Administration's move to support offshore wind deployment. This federal funding opportunity includes a 20 percent match requirement.

This agreement will 1) provide necessary resources to complete additional environmental and engineering work, and 2) make funding available towards the District's match requirement.

FORMAT/REPORTING REQUIREMENTS

Deliverables/Reports

The CAM shall dictate the format and reporting requirements for invoicing, funding drawdowns, quarterly reports, and final reports. The District Project Manager will coordinate with the CAM to determine the appropriate format for other reports and project deliverables.

Electronic File Format

The Recipient shall deliver an electronic copy (CD ROM or memory stick or as otherwise specified by the CAM) of the full text in a compatible version of Microsoft Word (.doc) or Adobe Acrobat (.pdf).

The following describes the accepted formats of electronic data and documents provided to the Energy Commission as contract deliverables and establishes the computer platforms, operating systems and software versions that will be required to review and approve all software deliverables.

- Data sets shall be in Microsoft (MS) Access or MS Excel file format.
- PC-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in PDF file format, with the native file format provided as well.
- Project management documents shall be in MS Project file format.

Software Application Development

If this scope of work includes any software application development, including but not limited to databases, websites, models, or modeling tools, recipient shall utilize the following standard Application Architecture components in compatible versions:

- Microsoft ASP.NET framework (version 3.5 and up) Recommend 4.0
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5
- Visual Studio.NET (version 2008 and up) Recommend 2010
- C# Programming Language with Presentation (UI), Business Object and Data Layers
- SQL (Structured Query Language)
- Microsoft SQL Server 2008, Stored Procedures Recommend 2008 R2
- Microsoft SQL Reporting Services Recommend 2008 R2
- XML (external interfaces)

Any exceptions to the Software Application Development requirements above must be approved in writing by the Energy Commission Information Technology Services Branch.

This Agreement is divided into 2 funding phases called Phase 1 and Phase 2. In addition, Phase 2 has two parts based on Pre- and Post- CEQA and, as applicable, NEPA approvals.

Phase 1

Upon execution of this Agreement, Recipient only has authority to receive up to \$782,532 in CEC funds and can only perform Technical Tasks 2-5 and Task 1 activities to support these technical tasks.

Phase 2A. Pre-CEQA and, as applicable, NEPA Approval

Only upon written approval of the CAM does the Recipient have the authority to perform Technical Tasks 6-9, and Task 1 activities to support these technical tasks, and to receive the funds to perform said tasks, up to the budgeted amounts associated thereto.

Phase 2B. Post-CEQA and, as applicable, NEPA Approval

Only upon further approval of the CEC at a business meeting after considering CEQA, and if applicable, only after the federal government has approved after considering NEPA, does the Recipient have the authority to perform Technical Task 10 and Task 1 activities to support it, and to receive the funds to perform said tasks, up to the budgeted amounts associated thereto.

PHASE 1

TASK 1- AGREEMENT MANAGEMENT

Task 1.1 Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The Recipient shall:

- Attend a “kick-off” meeting with the CAM, the Contracts Officer, and a representative of the Accounting Office. The meeting will be held via Web-Ex or teleconference or in-person. The Recipient shall include their Project Manager, Contracts Administrator, Accounting Officer, and others designated by the CAM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting.
- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

The CAM shall:

- Arrange the meeting including scheduling the date and time.
- Provide an agenda to all potential meeting participants prior to the kick-off meeting.

Deliverables:

- An Updated Schedule of Deliverables (if applicable)

Task 1.2 Invoices

The Recipient shall:

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement in compliance with the Exhibit B of the Terms and Conditions of the Agreement. Invoices shall be submitted with the same frequency as progress reports (task 1.4). Invoices must be submitted to the Energy Commission’s Accounting Office.

Deliverables:

- Invoices

Task 1.3 Manage Subcontractors

The goal of this task is to ensure quality products, to enforce subcontractor Agreement provisions, and in the event of failure of the subcontractor to satisfactorily perform services, recommend solution to resolve the problem.

The Recipient shall:

- Manage and coordinate subcontractor activities. The Recipient is responsible for the quality of all subcontractor work.

Task 1.4 Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Recipient shall:

- Prepare progress reports which summarize all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due within 15 calendar days after the end of the reporting period. The CAM will provide the format for the progress reports.

Deliverables:

- Quarterly Progress Reports

Subtask 1.5 State Agency Coordination Committee (SACC)

The goal of this subtask is to create a state agency coordination committee (SACC) for this Agreement. The SACC will be comprised of representatives from various state agencies who have an interest in following and/or engaging in this project. The purpose of establishing the SACC is for state agencies to receive regular updates on the project and to provide guidance on project direction where appropriate. At the kick-off meeting, the CAM and the Recipient will work to identify appropriate SACC members and establish the frequency and/or identify key project milestones for SACC meetings.

Deliverables:

- Draft and Final meeting materials including but not limited to agendas, presentations, and list of attendees.

Task 1.6 Final Report

The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results and conclusions of the work completed under this Agreement. The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background.

The Final Report must be completed before the termination date of the Agreement in accordance with the Schedule of Deliverables.

The Final Report shall be a public document. If the Recipient has obtained confidential status from the Energy Commission and will be preparing both a public and a confidential version of the Final Report, the Recipient shall perform the following subtasks for both the public and confidential versions of the Final Report.

Task 1.6.1 Final Report Outline

The Recipient shall:

- Prepare and submit a draft outline of the Final Report for review and approval. The CAM will provide written comments to the Recipient on the draft outline. The Recipient shall review the comments and discuss any issues with the recommended changes with the CAM.

- Prepare and submit the final outline of the Final Report, incorporating CAM comments.

Deliverables:

- Outline of the Final Report

Task 1.6.2 Final Report

The Recipient shall:

- Prepare the draft Final Report for this Agreement in accordance with the approved outline.
- Submit the draft Final Report for review and comment. The CAM will provide written comments to the Recipient. The Recipient shall review the comments and discuss any issues with the recommended changes with the CAM.
- Prepare and submit the Final Report, incorporating CAM comments.

Deliverables:

- Draft Final Report
- Final Report

TECHNICAL TASKS

TASK 2 – OVERALL PROJECT MANAGEMENT

The goal of this task is to ensure consistent and timely communications between the District Project Manager, and other project team members, maintain the project schedule, and track and adjust the project budget.

The Recipient Shall:

- Establish a District Project Manager (PM) or Project Management team to serve as the primary point of contact in all communications with responsible agencies, cooperating agencies, regulatory agencies, and other stakeholders as designated by staff. The District PM will consult, communicate, and meet with District staff as often as necessary to verify, refine, and complete the project requirements and review the progress of the project. District PM will initiate consultation with responsible agencies and other local, state, and federal agencies.

Deliverable:

- Project Status Reports in Quarterly Grant Reporting

Task 3 -- DEVELOP A PROJECT WORK PLAN

The goal of this task is to develop a detailed workplan that will at a minimum include project scope, timeline, and assumptions.

The Recipient Shall:

- Select a consultant to support project planning, permitting, and preliminary design work. The District has developed and advertised a Request for Qualifications (RFQ) to solicit consultant expertise to support the project planning, permitting, and preliminary design

process which is the basis for this grant scope of work. The RFQ has asked the prospective consultants to submit a proposal which outlines the approach that the consultants would take to accomplish the tasks and objectives of the RFQ. Using the process outlined in the RFQ, the District will select the consultant to prepare all the tasks outlined in this scope of work except the grant management, road construction and mitigation components.

The proposal and subsequent contract with the selected RFQ consultant will serve as the Initial Detailed Work Plan, and will include project scope, timeline, and assumptions,

- If desired by the California Energy Commission (CEC), conduct a coordination meeting between CEC, District, and other interested state agencies to present the Initial Work Plan. This would likely to consist of a one-hour to half-day workshop to establish communication protocols and refine the Initial Work Plan. This meeting could be independent or concurrently with the kick-off meeting with the State's Interagency Permit Streamlining Working Group.
- Based on input received in the coordination meeting, a revised Work Plan will be prepared. Overall workplan development will be a public process, completed by public agencies and with a great deal of public participation. As such, the Work Plan and project schedule will be a flexible document and will likely be amended several times as needed throughout the life of the project by the District.

Deliverables:

- Detailed Work Plan
- Updated Detailed Work Plan as amended over course of project, submitted with quarterly reporting as necessary

TASK 4 – PRELIMINARY PROJECT DESCRIPTION

The goal of this task is to refine the current project concept as needed into a preliminary project description. The project description will reflect the current project status and proposed configuration, layout, components, and site constraints.

The Recipient Shall:

- Produce a Preliminary Project Description (PD) to guide the early stages of regulatory permits, California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) documentation, and associated preliminary engineering.
- Produce illustrative site concepts, basic site layout diagrams, and preliminary photo-realistic visual simulations. The refined concepts/diagrams/simulations may be used in subsequent tasks, such as in the Master Project Description. The refined concepts/diagrams will also be utilized by the Recipient for several other purposes, including: marketing and recruitment of offshore wind industry tenants, initial communication with regulatory and cooperating agencies, preliminary identification of required permits and permit requirements, presentations to stakeholders, press releases to local media, public engagement, etc.

- Lead communications with potential offshore wind industry tenants, regulatory agencies, stakeholders, local media, and the general public for input on needed refinements.

Deliverables:

- Preliminary Project Description (PD) and associated illustrations, diagrams, or photo simulations

Task 5 – DEVELOP MASTER PROJECT DESCRIPTION AND PRELIMINARY ENGINEERING

The purpose of this task is to develop a master project description and preliminary engineering design to a level suitable to support project permitting and environmental analysis. As the project permitting and design process is conducted, resource agencies and other regulatory entities are consulted, and site-specific data is generated, the Project Description will be continually refined to reflect the physical, environmental, and regulatory constraints within which the project will be constructed.

The Recipient Shall:

- Prepare a Master Project Description for the Development Project concurrently with the work conducted for the regulatory permits, CEQA, NEPA, and associated preliminary engineering. The Recipient assumes this task will be iterative and that updates to the Master Project Description will be required as the CEQA, NEPA, and permitting processes unfold. This sub-task may require further refinements to the Illustrative Site Concepts and Basic Site Layout Diagrams described in Task 4.
- Produce final photo realistic visual simulations to be used for permitting processes, including public engagement. Final visual simulations may also be utilized for other purposes, including: marketing and recruitment of offshore wind industry tenants, communication with regulatory and cooperating agencies, presentations to stakeholders, press releases to local media, etc.
- Prepare preliminary engineering designs to support a suite of regulatory permits, CEQA, and NEPA. The level of preliminary engineering design required for this purpose is assumed to fall in the range of 10%-30% design plans.

Deliverables:

- Master Project Description for the Development Project including visual simulations
- Preliminary Engineering Designs

PHASE 2A PRE-CEQA AND, AS APPLICABLE PRE-NEPA

Phase 2 work shall not utilize CEC funds until the recipient receives written approval from the CAM. Any Phase 2 work completed prior to receiving written approval shall not be eligible for reimbursement with CEC funds. The District may use non-CEC-funds to conduct Phase 2 work without authorization from the CAM.

TASK 6: CONDUCT SPECIAL STUDIES AND SITE SURVEYS

The purpose of this task is to complete necessary site surveys and studies in support of design engineering and environmental analysis required in advance of the date they are needed to keep the Agreement schedule on track.

The Recipient Shall:

- Develop a list of and prepare all necessary site surveys, special studies, and technical studies, which may include, but are not limited to:
 - Traffic Study, which may include Level of Service (LOS) analysis to be developed in collaboration with appropriate agencies
 - VMT (Vehicle Miles Travelled) Analysis
 - Biological Surveys and Studies – Terrestrial (flora and fauna)
 - Biological Surveys and Studies – Aquatic
 - Biological Surveys and Studies – Additional Species-specific Studies
 - Wetland Surveys and Studies
 - Geology and Geotechnical Suitability Surveys and Studies
 - Greenhouse Gas (GHG) Analysis (CalEEMod)
 - Hydrologic and Stormwater Analysis Surveys and Studies
 - Tsunami Hazard Analysis
 - Sea Level Rise Analyses
 - Noise and Vibration Analysis (construction and operation)
 - Cultural/Archaeological Studies
 - Water Supply Analysis (WSA)
 - Navigation Channel Hydrology
 - Localized widening of the Entrance Channel may be needed to facilitate higher throughput rates (e.g. Large Buildout Scenario) or larger devices (e.g. 300ft+ beam).
 - Dredging to provide sufficient depth for wet-storage areas may be needed, depending on device geometry, throughput targets, and marine terminal capacity.
 - Application of bridge simulation model of Humboldt Bay to refine navigation constraints for device towing in the Entrance Channel and Inner Channel.
 - Completion of a Navigation Safety Risk Assessment and a study to assess changes to in aids to navigation (ATONs) in coordination with the USCG.
 - Wave analysis within the bay to determine suitable locations for a wet anchoring of fully erect platforms in increment weather.
 - Utility Infrastructure Assessment
 - Other studies as determined to be required by local, State, and Federal Regulatory Agencies
 - Topographic survey
 - Hazardous Materials
 - The entire project site is included in the US Environmental Protection Agency (EPA) Brownfields Program and EPA contractors are in the process of completing a Phase I Environmental Site Assessment (ESA) for each property in the project area.
 - The EPA may also complete Phase II sampling and provide other technical assistance e to the District in order to revitalize the property.
 - Interim Measures Work Plan, if required, which may include the following:

- Monitoring and Reporting Program—Evaluates the groundwater monitoring network and determines the extent of the program following redevelopment.
- Construction Storm Water Pollution Prevention Plan—Identifies best management practices, inspection requirements, and responsible parties.
- Sampling and Analysis Plan (SAP)—Describes the soil and debris characterization program to determine disposal and reuse options.
- Soil Gas Monitoring Program—Describes the soil gas monitoring program to comply with Title 27 California Code of Regulations Section 20925 because of the adjacent Samoa Solid Waste Disposal Site.
- Health and Safety Plan—Describes the requirements for the health and safety program for the redevelopment project.
- Demolition Plan—Describes the approach and processes to be implemented by the selected contractor.
- Hazardous Materials Management Plan (HMMP)—Describes the management of lead-based paint, asbestos-containing material, and universal wastes.

The studies and surveys described in this section do not represent an exhaustive list. The Recipient expects to refine this list after securing a consultant team and developing the project work plan. Generally, this list will need to include all efforts required to satisfy all regulatory agencies that will have authority over approving the ultimate buildout of the Development Project.

Deliverables:

- List of necessary site surveys, special studies, and technical studies to be completed.
- Prepared site surveys, special studies, and technical studies to be provided within Task 7 Deliverables.

TASK 7 – Prepare Materials for CEQA and NEPA

The purpose of this task is to prepare materials and take actions needed to satisfy the project environmental review requirements under CEQA and NEPA.

The Recipient Shall:

- Lead the CEQA and NEPA development processes, including the scope items listed below. This scope of work assumes the appropriate level of CEQA analysis will be an EIR and that the appropriate level of NEPA analysis will be an Environmental Assessment (EA). Should an Environmental Impact Statement (EIS) pursuant to NEPA be required for the project, additional actions and studies may be required, along with a Notice of Decision (NOD). The sub-tasks listed below may not represent an exhaustive list. This task will be inclusive of all efforts involved in securing the required NEPA and CEQA approvals needed for the ultimate buildout of the Development Project.
- Prepare the Notice of Preparation (NOP) pursuant to CEQA and Notice of Availability (NOA) pursuant to NEPA, if applicable.

- Circulate the NOP and publish the NOA for the required CEQA/NEPA time periods. At least two (2) public scoping meetings will be coordinated during the public comment period. Additionally, Recipient will host community update meetings and/or project update presentations.
- Organize Responsible Agency meetings as part of the NOP/NOA process to obtain early input and address initial agency concerns. Agencies to be contacted include but are not limited to:
 - California Coastal Commission (CCC)
 - California Department of Fish and Wildlife (CDFW)
 - California Department of Transportation (CalTrans)
 - Regional Water Quality Control Board (RWQCB)
 - State Historic Preservation Office (SHPO)
 - State Water Resources Control Board (SWRCB)
 - US Army Corps of Engineers (ACOE)
 - US Fish and Wildlife Service (USFWS)
 - US Maritime Administration (MARAD)
 - Humboldt Bay Harbor, Recreation, and Conservation District (HBHRCD) (a Responsible Agency under NEPA)
 - Others
- Engage with the state's interagency offshore wind environmental analysis process and stakeholder outreach as appropriate. The State of California has committed to conducting interagency offshore wind environmental analyses in support of the proposed offshore lease area and has allocated funding to the Ocean Protection Council (OPC), CCC, and CDFW. The CEC will also lead a community outreach, engagement, and technical analysis process intended to engage with all stakeholders frequently.
- Prepare a Notice of Determination under CEQA and a Finding of No Significant Impact (FONSI) or Notice of Decision under NEPA, as applicable.
- Prepare Draft Chapters of the EIR/EA. The chapters to be required may include but are not limited to:
 - Aesthetics
 - Air Quality
 - Biological Resources (terrestrial and aquatic)
 - Cultural Resources
 - Energy
 - Environmental Justice
 - Geology and Soils
 - Greenhouse Gas Emissions
 - Hazards and Hazardous Materials
 - Hydrology and Water Quality
 - Land Use and Planning
 - Noise
 - Population and Housing
 - Public Services
 - Recreation
 - Transportation
 - Tribal Cultural Resources
 - Utilities and Service Systems

- Wildfire
- Mandatory Findings of Significance
- Circulate for public review the Draft EIR and EA for the appropriate timeframes and solicit public comment. At least one additional public meeting shall be held during the circulation period to solicit public comments on the documents.
- Prepare an Administrative Draft Final EIR/EA in the form of response to comments/errata addendum to the Draft EIR/EA, following the close of the comment periods
- Prepare the Final EIR/EA which will include at a minimum, the following:
 - A list of all persons, organizations, and public agencies commenting;
 - The Draft EIR/EA; and copies of all written comments received on the Draft EIR;
 - Responses to all environmental issues raised in the review process, including revisions to the Draft EIR based on responses.
- Publish all Final documents in accordance with CEQA and NEPA timelines.
- Lead the Public Hearing preparation process, developing necessary presentations, statements, and documents, including necessary noticing.

Deliverables:

- Draft EIR/EA
- Final EIR/EA

TASK 8 – PERMITS, CONSULTATIONS, AND APPROVALS

The purpose of this task is to obtain all necessary permits, consultations, and approvals through a variety of State and Federal resource and regulatory agencies.

The Recipient Shall:

- Develop and submit permit applications, initiate and conduct resource agency consultations, and secure necessary approvals pursuant to the regulations listed below, including, but not limited to:
 - Army Corps of Engineers (ACOE) Section 10/404 of the Clean Water Act (CWA)
 - ACOE Section 408
 - USFWS Biological Opinion
 - Section 106 of the National Historic Preservation Act
 - Coastal Zone Management Act (CZMA) Concurrence
 - Federal Aviation Administration (FAA) Obstruction Evaluation
 - Private Aids to Navigation (PATON)
 - Marine Mammal Protection Act
 - Migratory Bird Treaty Act
 - Bald/Golden Eagle Protection Act
 - Section 401 Water Quality Certification
 - 1602 Streambed Alteration Agreement
 - Incidental Take Permit

- Coastal Development Permit
 - HBHRCD Development Permit
 - Stormwater Pollution Prevention Plan and Water Quality Management Plan
 - California Air Resources Board Operating Permit
 - Others to be determined by the Recipient during the project development process.
- Develop and maintain a list of necessary permits including type, permitting jurisdictions or lead agencies, and schedule for applying for and obtaining these permits

Deliverables:

- List of Necessary Permits (include updated list with quarterly progress reports as needed)
- Permit Application Materials and Documentation of Final Decision by Permitting Agency
- Copies of approved permits submitted to CAM, if requested

TASK 9: ENGINEERING AND DESIGN OF DOCK FACILITY AND EEL GRASS MITIGATION

The purpose of this task is to complete the final design of the initial 400 linear foot (lf) dock facility.

The Recipient Shall:

- Develop and complete final designs for the new 400 linear foot dock facility and the initial project road access improvements and eel grass mitigation area.
- Complete bid documents and specifications for the access road improvements and eel grass mitigation

Deliverables

- Final Design Plans for the 400 linear foot Dock Facility
- Construction Plans and Bid Documents for access road and eel grass mitigation area

PHASE 2B POST-CEQA AND, AS APPLICABLE POST-NEPA

Only upon further approval of the CEC at a business meeting after considering CEQA, and if applicable, only after the federal government has approved after considering NEPA, does the Recipient have the authority to perform Technical Task 10 and Task 1 activities to support it, and to receive the funds to perform said tasks, up to the budgeted amounts associated thereto .

TASK 10: IMPLEMENTATION OF DOCK FACILITY AND EEL GRASS MITIGATION

The purpose of this task is to implement specific components of the dock project’s early phases including the access road improvements and to initiate mitigation efforts for eel grass impacts.

The Recipient Shall:

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and Conservation District

- Implement early phases of the dock project including reconstructing and realigning truck access road at the intersection of Vance Avenue and Cookhouse Road including pavement improvements, widening, striping, drainage, fencing, gates, and necessary infrastructure including wet and dry utilities
- Implement mitigation for impacts to existing eel grass, at ratios to be determined in consultation with the relevant agencies as determined under Tasks 6-8.
- Manage the implementation and construction of access road and mitigation improvements

Deliverables:

- Site photos depicting completed access road suitable for heavy freight traffic and eel grass mitigation area

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION: HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT (HBHRCD).

RESOLVED, that the State Energy Resources Conservation and Development Commission (CEC) adopts the staff CEQA findings contained in the Agreement or Amendment Request Form (as applicable); and

RESOLVED, that the CEC approves Agreement OSW-21-001 with the HBHRCD for an up to \$10,450,000 grant to support infrastructure improvements at the Port of Humboldt, approving authority for the grant's scope of work Tasks 1 through 9. After the appropriate work in Tasks 1 through 9 is complete, the CEC will consider approving Task 10 at a future business meeting. Grant funds will support repurposing the Redwood Marine Terminal to support offshore wind energy development in the North Coast region. The CEC's funding will primarily support preliminary environmental and design work; and

FURTHER BE IT RESOLVED, that the Executive Director or their designee shall execute the same on behalf of the CEC.

CERTIFICATION

The undersigned Secretariat to the CEC does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the CEC held on March 9, 2022.

AYE:

NAY:

ABSENT:

ABSTAIN:

Liza Lopez
Secretariat

COMMISSIONERS

1st Division

Aaron Newman

2nd Division

Greg Dale

3rd Division

Stephen Kullmann

4th Division

Richard Marks

5th Division

Patrick Higgins

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



STAFF REPORT
HARBOR DISTRICT MEETING
March 10, 2022

TO: Honorable Board President and Harbor District Board Members

FROM: Rob Holmlund, Development Director

DATE: March 3, 2022

TITLE: Consider Approval of a Contract with Moffatt & Nichol in the Amount of \$3,567,500 for Design, Permitting, and Coordination Services for the District's Multipurpose Terminal Replacement Project at Redwood Marine Terminal I and Navigation Channels

STAFF RECOMMENDATION: 1) Approve the Contract with Moffatt & Nichol for \$3,567,500; 2) Approve Task Order #1 for Moffatt & Nichol to spend up to \$1,358,723 of the contract, which represents the total amount of District funds currently allocated to the project; 3) Authorize the Executive Director to issue additional task orders when additional funding is allocated to the project from grants and/or other board actions; 4) Authorize the District Attorney to make nonmaterial amendments to the Contract.

SUMMARY: The District issued an RFQ seeking a consultant to complete permitting and preliminary design for a new multipurpose terminal at RMT I. Four teams of consultants submitted Statements of Qualifications. Following the evaluation process outlined in the RFQ, staff recommends contracting with the team assembled by consulting firm Moffatt & Nichol. Staff recommends proceeding with the project based on a task order system in which budget is allocated to the project as funds become available.

DISCUSSION: In November of 2021, the District issued a Request for Qualifications (RFQ) for "Terminal Replacement Project – Design and Permitting." The RFQ asked qualified consultants to indicate their experience and ability to complete the permitting for the construction of multipurpose, heavy lift port facilities at RMT I to "attract and service a major offshore wind energy industry tenant(s)" and to "accommodate a variety of vessels and traditional port-based commerce and allow for a variety of other potential tenants and/or sub-tenants."

During the RFQ stage, the District hosted three optional site visits for interested parties in which tours of the subject site were provided by District staff. Approximately 23 individuals from 13 different consulting firms attended the site visits.

The District received four proposals by the due date of 1/26/22. Each of the four proposals consisted of a team of multiple consultants. As was required in the RFQ, each of the teams included locally-based firms as teaming partners. As specified in the RFQ, the four proposals were evaluated by a Technical Evaluation Committee, which made a recommendation to the HBHRCD Board's Offshore Wind Subcommittee. The Subcommittee then interviewed three of the four firms on 2/3/22. Both the Technical Evaluation Committee and the Offshore Wind Subcommittee expressed satisfaction with each of the four proposals. All reviewers were impressed with the depth of knowledge and experience of each of the four teams, as well as with the obvious amount of effort that each team invested into responding to the RFQ. Selecting a final firm for recommendation to the Board was challenging. The District is fortunate to have received such outstanding submittals.

Following extensive evaluation and discussion, the Subcommittee recommended that the District contract with Moffatt & Nichol to complete the overall project. Since then, as was outlined in the RFQ, staff has been coordinating with Moffatt & Nichol as the top firm recommended by the Subcommittee. Staff has been negotiating with the firm to finalize their proposed scope, schedule, and budget (see attachments).

Moffatt & Nichol has unique knowledge and experience to complete the overall project. The firm currently serves as a consultant to multiple international firms that specialize in port terminal operations as well as multiple offshore wind development companies. Staff anticipates that these standing relationships will allow Moffatt Nichol to design facilities that will satisfy the needs of prospective tenants. In addition, the firm's relationships should allow the District to more easily gain the attention and interest of offshore wind development companies. The team's environmental permitting specialists are also well versed in the ecological and regulatory nuances of Humboldt Bay and other tidally-influenced environments throughout California. Moffatt and Nichol's team also includes multiple sub-consultants with offices in Humboldt County that will provide local knowledge and expertise. The team has the ideal combination of global and local experience, as well as a strong background in the design and permitting of ports and terminals.

As shown in the attached schedule, Moffatt and Nichol anticipates that all permits will be secured by May of 2024. The schedule also shows the strategic acceleration of permits for environmental mitigation completed by May of 2023, which will save both time and money for the ultimate construction of the project. May of 2023 is also only six months after the completion of the BOEM lease process, which is an ideal time for the District to secure an operator tenant. Final construction is tentatively scheduled for 2027, with assembly of offshore wind components tentatively schedule for 2028.

FUNDING: The District is currently managing two funding sources dedicated to the project. The first is an ARPA allocation of \$576,191 from the California State Lands Commission. The second is a \$782,532 distribution from the California Energy Commission. That second funding allocation is a portion of a \$10,450,000 grant from the California Energy Commission to support the design, permitting, and construction of the new heavy lift terminal. Of the total \$10.45M grant, the allocation of \$782,532 is authorized to be used to fund early stages of the permitting

and design components of the project. The remaining \$9,667,468 is being reserved to serve as matching funds for other grants with objective of raising sufficient funds for construction.

As shown in the attachments, Moffatt and Nichol proposes a cost of \$3,567,500 to complete the permitting and 30% design portions of the overall project. As outlined in the paragraph above, the District currently has \$1,358,723 allocated to the permitting and 30% design portions of the project. If necessary, the District could receive authorization from the CEC to draw additional funds from the \$10,450,000 grant to make up for the current budget shortfall. However, the CEC and District staff recommend strategically preserving as much of these funds to serve as matching funds for larger grants. Thus, the preferred strategy is to acquire additional grant funds to fill the gap between the budget presented by Moffatt & Nichol (\$3,567,500) and the funds currently allocated for their work (\$1,358,723).

To manage the budget for the Moffatt & Nichol contract, staff recommends issuing task orders that authorize Moffatt & Nichol to expend budget up to designated amounts. For instance, staff recommends that the board approve the first task order for \$1,358,723, which as indicated above is the amount that the District currently holds for the permitting and design portions of the project. Additional task orders can be issued in the coming months as more funds become available. Thus, while the contract would be approved for the full amount (\$3,567,500), Moffatt & Nichol would only be able to expend budget up to the amount authorized through task orders. Below is a table summarizing the current project funding and staff’s recommended approach:

CEC GRANT

Portion of grant utilized to fund permitting and design:	\$782,532
Portion of grant reserved for matching funds for future grants:	\$9,667,468
Total CEC grant:	\$10,450,000

CURRENT DISTRICT FUNDS ALLOCATED TO PERMITTING/DESIGN

SLC ARPA funds (allocated by District to permitting and design):	\$576,191
Allocation of CEC grant for permitting and design:	\$782,532
Total District funds currently allocated by District to permitting and design:	\$1,358,723

MOFFATT & NICHOL CONTRACT FOR PERMITTING/DESIGN

Task order #1:	\$1,358,723
Future task orders (as funding becomes available):	\$2,208,777
Total Moffatt & Nichol contract NTE amount:	\$3,567,500

Staff recommends that the Board authorize the Executive Director to issue additional task orders up to the amount of additional funds as they become available. For instance, if the District was to secure a new \$1,000,000 grant for this project, then the Executive Director could issue a new task order for up to \$1,000,000. As more funds became available, more task orders would be issued by the Executive Director up to the total amount of the contract (\$3,567,500). Regular status reports for the overall project will be provided to the Board, including the issuance of task orders, applications for grant funds, issues of concerns, satisfaction of major milestones, etc.

Staff is actively evaluating opportunities to secure the needed remaining funding, including pending State budget allocations explicitly for Port Wind Infrastructure and two major grant programs. In addition, a part of Moffatt & Nichol's scope of work includes assisting the District with grant applications and other funding strategies.

ATTACHMENTS:

- A** Moffat & Nichol Scope of Work
- B** Moffat & Nichol Budget
- C** Moffat & Nichol Schedule
- D** Task Order #1: Authorization to Proceed with Contract not to exceed \$1,358,723

Redwood Marine Multipurpose Terminal Replacement Project Humboldt Harbor Conservation & Recreational District (District)

Scope of Work

Introduction

This scope of work outlines our approach to advance the Redwood Marine Terminal Redevelopment Project in an expeditious manner that is critical for the Humboldt Harbor Recreation & Conservation District (District) to secure an offshore wind (OSW) industry anchor tenant and to develop the site to meet OSW energy needs. Based on discussions with the District, we have developed an approach to advance the engineering, permitting and environmental work at an expedited and strategic pace within the first 12 months to put the District in as good a position as possible for attracting a tenant, securing permits and in the acquisition of funding for the port development.

The strategy is to progress the project on an aggressive schedule providing opportunities for the District to maximize funding opportunities (federal, state, private) and have the terminal ready for industry use as soon as possible. That strategy includes pursuing two subprojects for the overall project development and permitting; first the mitigation actions (eelgrass and terrestrial mitigation for impacts from marine terminal development) and then second the marine terminal development work (dredging, terminal structures, upland tarmac and other infrastructure improvements). These two subprojects will be executed on separate tracks for grant funding pursuits, environmental processes, permitting and construction to implement the mitigation work in advance of conducting construction of the terminal development.

The following project approach includes scope for the first 12 months of the marine terminal and mitigation projects to accomplish the following milestones:

- Finalize project scope.
- Conceptual & 15% engineering to help inform early phase information needs for grant funding and the industry.
- Complete 30% engineering Marine Facilities (Upland Facilities and Tarmac at a reduced level of design) as the basis for permitting and environmental processes.
- Develop a permit / CEQA / NEPA strategy.
- Develop detailed project description.
- Develop build alternatives.
- Develop and submit all long-lead permit applications.
- Assessment of agency and stakeholder interests.
- Develop and prepare key components of the CEQA and NEPA document for the marine terminal development project.
- Engage OSW industry developers and operators and position the District for a lease.
- Habitat restoration design, complete CEQA documentation and permit application submittals for the required eelgrass and terrestrial mitigation projects.
- Assist with development of grant strategy and selective grant application submittals.

The proposed scope of work includes the following services:

1. Project Management.
2. Project Concept Refinement & Visual Simulations.
3. Preliminary Engineering (30% Design for marine facilities).
4. Special Studies and Site Surveys.
5. Development/preparation of key components of the CEQA document.
6. Permits, Consultations, and Approvals.
7. Rezoning, General Plan Amendment, and Other Local Land Use Regulation Modifications.
8. Other As Needed Tasks.

Task 1: Project Management

The Project Management Team will oversee the project, monitor work progress, and be responsible for its ultimate completion. The Project Manager and Deputy Project Manager will coordinate the work execution internally to ensure timely completion of tasks and will be the key point of contact for the District. The following will be completed by the Project Management Team:

- Develop a project management plan to assist in the execution of the work (this is also known as the “Initial Work Plan” which will be updated based on District feedback).
- Develop a project schedule to assist in the execution of the work with regular monthly updates
- Develop a communication plan to facilitate communication with the District, M&N Team and pertinent stakeholders.
- Host a project kickoff meeting workshop with the District to review the project management plan and kickoff the work.
- Host a risk workshop with the district at project kickoff, completion of 15% design, and completion of 30% design to identify and develop mitigations for project risks.
- Chair a biweekly coordination meeting with the District to coordinate on progress.
- Chair meetings with external stakeholders and develop meeting minutes as needed.
- Provide biweekly project reports to document status of work completed and spend to date against planned.
- Submit monthly invoices.

The budget for this sub-task assumes 10 hours per week (0.25 full time equivalent = FTE) over the 12 month period plus an allowance of 80 hours for project kickoff and set-up activities.

Deliverables:

- Project Management Plan (A.K.A. Initial Work Plan).
- Project Kickoff Meeting Minutes.
- Project Schedule.
- Communication Plan.
- Meeting Notes / Minutes.
- Biweekly Progress Reporting.
- Risk Register.
- Monthly Invoices.

Task 1 Assumptions.

- Project management through the first twelve months of the project.
- Assumes regular meetings, monthly status reports and quarterly updates to project schedule.
- One (1) in person meeting for site visit near the start of the work. Kickoff meeting may be held in advance of the kickoff meeting and site visit as an early progress meeting.
- PM Meetings. It is assumed the MN PM team will hold meetings monthly with the District to discuss status of the project. Technical topic meetings are included in the respective tasks 2 to 8.

Task 2: Project Concept Refinement & Visual Simulations

This task includes scope to update the existing conceptual site layout based on progress by the engineering and permitting team. In addition to updates at the proposed terminal site, the figure will be updated to include potential improvements to the entrance and/or navigation channel, wet storage area, sinking basin, and mitigation site. The updated figures will finalize an overall infrastructure improvement master plan for use in regulatory agency outreach, tenant recruitment, stakeholder and community presentations, and fundraising efforts.

As part of this task, visual simulations will be developed to convey proposed improvements for stakeholder outreach, funding applications, regulatory agency meetings, and public engagement. A 3D model will be created of the proposed site representing an option for full build-out and operations. From this model, 3D renderings can be developed for several perspectives of the site.

Deliverables:

- Updated Site Master Plan Figures.
- Updated Phase Plan Figure (if needed).
- 3D Model with Model Shots / Flythrough Video.

Task 3: Preliminary Engineering (30% Design)

Task 3 includes the following sub-tasks:

- 3A: Engineering Team Meetings.
- 3B: Data review.
- 3C: Developer Outreach.
- 3D: Basis of Design.
- 3E: Conceptual Phase Report.
- 3F: 30% Design Drawings.
- 3G: Cost Estimate.

Sub-Task 3A: Engineering Team Meetings

The Deputy Project Manager for Engineering is responsible to chair an internal engineering team kickoff meeting/workshop and regular internal engineering progress meetings. Due to the project schedule,

biweekly progress meetings are proposed to coordinate on progress. All meetings will be documented with meeting notes sent by email.

Sub-Task 3B: Data Review

The engineering team will compile all existing site data, surveys, investigations, and studies into a central location upon commencement of work. The information will be compiled into a single document which will serve as the basis for the project. This same document will be incorporated into the bid package during contract bidding to engage a marine contractor. Following compilation of this information, a gap analysis can be completed to determine what data is needed to progress the project. This approach confirms that the team is using the existing data to the maximum extent possible and conserving project budget by avoiding unnecessary or redundant field data collection.

Examples of previous and ongoing environmental studies and analysis at the site or at adjacent sites include: as-built and record drawings; bathymetric, topographic, geophysical surveys; biological assessments, geotechnical, soil, and sediment investigations [borings, cone penetration tests (CPTs), etc.], seismicity studies and seismic recommendations (site specific spectra, liquefaction potential, etc.), sea level rise (SLR), tsunami, and metocean studies (wind, wave, current, etc.), hazardous materials (HAZMAT) management, etc.

Deliverable:

- Existing Data Package.

Sub-Task 3C: Developer Outreach

The engineering team will complete outreach to confirm the latest floating foundation technology and port infrastructure needs for OSW developers including required acreage, channel depth/width, berth length, berth depth, vertical load capacity, etc. Outreach is proposed to the following industry organizations (subject to additions):

- OEMs: GE, Siemens, and Vestas.
- Floating OSW Developers: Equinor, Orsted, RWE, Ocean Winds, Trident Wind.
- Floating Foundation Manufacturers: BW Ideol, Principle Power, Hexicon, Equinor, Aqua Ventus, AkerSolutions, SBM Offshore.

Note that developer outreach is an ongoing task that will be continuous during the project development as it is critical to incorporate feedback from the industry into the project design and permitting.

Sub-Task 3D: Basis of Design

The Engineering Team will develop a Basis of Design (BOD) to outline the criteria required to design the site. The BOD will address the following:

- Project Background
 - Site Description and Location.
 - Project Description.
 - Datum and Units.
 - Governing Codes, Standards, and References.

- Existing Surveys
- Functional Requirements
- Basis of Operations
- Site Conditions
 - Metocean Conditions (tides, sea level rise, tsunami, extreme water level, current, wind, wave, etc.)
 - Geotechnical Conditions
 - Other Site Constraints
- Design Criteria
 - Design Life
 - Design Vessels
 - Channel and Berth Pocket Requirements
 - Seismic Design Criteria and Requirements
 - Settlement Criteria
 - Operational and Vehicle Loading Requirements
 - Design Loads
 - Material Properties
 - Corrosion Protection Requirements

Deliverable:

- Basis of Design Report.

Sub-Task 3E: Conceptual Design Phase Report

The engineering team will develop a conceptual design phase report to document all major engineering decisions necessary to complete this phase of work. The conceptual design work is proposed to help advance the overall project (marine terminal and navigation areas) in an expeditious manner to inform master plan updates (Task 2), grant funding applications and development of regulatory permitting strategy and early engagement with stakeholders and permitting agencies. The report will document the following:

- **Multi-Use Terminal Assessment:** confirm all alternative site uses that need to be permitted for and confirm the requirements (acreage, improvements, utilities, industrial discharges, etc.) EPA Brownfields cleanup considerations, and environmental impacts are included in the project scope.
- **Multi-Tenant / Operator Assessment:** determine if the site needs to be developed to facilitate use by multiple offshore wind developers / operators at the same time as this may require a different configuration of the wharf and dredging improvements
- **Port Marine Operations Assessment:** confirm operational approach for delivery of materials, movement, and wet storage of completed components, need for semi-submersible sinking basin, and for final tow-out. Evaluate location and size requirements and corresponding need for dredging adjacent to the Federal Navigation Channel.
- **Navigation (Entrance, Channel, and Berth Pocket) Assessment:** assess need for entrance channel maintenance dredging needs for all season access and to evaluate channel modifications to meet the anticipated long-range OSW industry needs in a phased approach. Initiate discussion with USACE.
- **Shore Protection Preliminary Design Memorandum:** Evaluate shore stabilization techniques needed for the site for the redeveloped site with consideration of fill, regrading, and SLR; provide

preliminary sizing of shore protection system to review feasibility to integrate green nature based soft solutions.

- **Site Elevation and Wharf Deck Elevation Memorandum:** select the minimum site elevation based on SLR estimates and set the wharf deck elevation based on SLR, metocean conditions, and operational requirements. Evaluate site grading requirements to review connectivity with adjacent properties, need for dredged material, and shore stabilization needs.
- **Wharf Pile Foundation Type Selection:** confirm pile type for permit applications and cost estimates.
- **Wharf Pile Capacity and Quantity Calculations:** confirm environmental impacts due to pile installation.
- **Ground Improvement Selection Memorandum:** determine if ground improvements are required for tarmac heavy load requirements and if so determine type of ground improvements to be permitted.
- **Seismic Hazard Evaluation:** a probabilistic seismic hazard analysis (PSHA) will be performed to guide the engineering.
- **Marine Terminal Tarmac Assessment:** determine fill material type, local/regional fill sources, and final bearing material.
- **Transportation/Road/Trail Assessment:** determine terminal worker parking location and size, confirm road geometry for use and traffic demand, confirm intersection approach type (roundabout or other) and location, evaluate trail crossings, and compatibility with Samoa Peninsula Development Plans.
- **Green Port/Electrification Assessment:** identify marine terminal development requirements to provide a zero-carbon port facility including assessment of power needs for full buildout.
- **Power and Utilities Assessment:** assess existing grid capabilities to meet terminal electrification requirements (substation and grid) including outreach to power authority – assess other utility upgrades that may be required including water and firewater supply (domestic versus industrial water supply), sewer, and stormwater runoff and discharge requirements.
- **Water and Sewer Service:** Assess existing utilities review, identify potential tie-in locations and sizes, identify project demand and needs.
- **Stormwater Mitigation & Management.** Data review, determine mitigation requirements, identify potential features and alternatives, complete a preliminary analysis.
- **Regulatory Permitting Considerations:** Compile the following using the results of the conceptual engineering work to provide a basis for regulatory agency outreach and permit strategy development.
 - Estimate fill and dredge quantities.
 - Estimate overwater shading areas.
 - Estimate construction impacts (quantity and type of construction equipment and durations).

Deliverable:

- Conceptual Phase Design Report.

Sub-Task 3F: 30% Design Drawings

The project will be developed to a 30% design level. The following drawings will be developed (70 sheets total):

- Cover sheet, drawing indexes, abbreviations, legend.
- General notes.
- Site loading plan.
- Berth operation plans.
- Existing survey plans.
- Topographic, bathymetric, geophysical survey plan (proposed).
- Geotechnical investigation plan (proposed).
- Demolition drawings (plans, sections, details).
- Environmental mitigation drawings.
- Channel improvement drawings (plans, sections).
- Dredging drawings (plans, sections).
- Access road drawings (plans, sections).
- Site plan (entrances, fencing, trails, site elevation/fill plan).
- Ground improvement drawings (plans only).
- Structural drawings (plans, pile plans, deck plans, typical cross sections).
- Civil drawings (general site layout plan).
- Electrical drawings (single line diagram, plans of substation location, site lighting, shore power).

Deliverables:

- 15% Design Drawings.
- 30% Design Drawings.

Sub-Task 3G: Cost Estimate

The engineering team will provide a cost estimate memorandum developed to an AACE International Class 5 level with an accuracy of -30% / +50%. The estimate will be based on a Design-Bid-Build (DBB) project delivery approach. The memorandum will include the basis for the estimate identifying assumptions and estimating approach. To provide an adequate level of detail and stronger confidence in the accuracy of the estimate, M&N will use bid estimating software provided by Heavy Construction System Specialists, Inc. (HCSS). Heavy Bid is the leading estimating software used throughout the heavy construction industry and used regularly by marine contractors.

The estimate is not intended to capture risks beyond the control of the contractor. However, it is recommended that a risk workshop is held with the District, pertinent stakeholders, and the engineering team to price risks into the project budget. The workshop will quantify risks including the value and probability of each risk.

Deliverable:

- Cost Estimate.

Task 3 Assumptions

- Utility Assessments. Modeling to evaluate capacity of existing features will be supplied by Utility providers.

- **Architectural.** An allowance budget is provided to help with site planning and finalization of the master plan with respect to building structures, spacing of structures and other miscellaneous support.
- **Stormwater.** Detailed modeling not required in the preliminary design phase. Geotechnical and water quality assessment to provide input parameters.

Task 4: Special Studies and Site Surveys

Task 4.1 Permitting & Environmental Early Action Work & Strategy Development

- **Permitting and Environmental Strategy.** MN Team will coordinate with the District and agencies on streamlined approach for permitting and CEQA/NEPA environmental compliance. MN Team will prepare an environmental compliance strategy memorandum as well as permitting strategy matrix for the marine terminal development project and eelgrass and terrestrial mitigation project. The environmental compliance strategy memorandum will document at a minimum the state and (assumed) federal lead, proposed CEQA templates, state/federal statutes, and MN Team leads and QA/QC reviewer(s) for preparation of technical reports to inform both permitting and environmental efforts, as well as data needs and predecessors. The permitting strategy matrix will document at a minimum the permitting agencies, relevant statutes, agency points of contact, MN Team leads and QA/QC reviewer(s), standard timelines, and data needs and predecessors. Development of the permitting and environmental strategies includes project team and early agency coordination.
 - Deliverables
 - Agendas, presentations, meeting notes, and action items for each agency meeting.
 - Draft and final environmental compliance strategy memos.
 - Environmental document outlines and formats.
 - Draft and final permitting strategy matrices.
 - **Site Constraints Memo.** MN Team will prepare a site constraints memo to identify potential environmental issues and constraints that will be addressed in the CEQA documentation, which will also assist the federal lead in preparation of NEPA documentation and federal consultations. The memo will identify the risks and assumptions that were used to anticipate those issues as well as the anticipated level of environmental documentation and the resources.
 - Deliverable: Summary Memorandum.

Task 4.2 Special Studies & Data Collection

- **Surveying & Development of Base Map.** Work includes collecting a combination of existing and new data within the project area to develop a 1-ft contour base map for use in the preliminary engineering and regulatory permitting work. New data collection will include a combination of UAV Topographic Survey (including setting targets, flight and orthographic imagery) for nearshore and land area and multi-beam hydrographic surveying methods.
 - Deliverable: Orthophoto and Digital surface model base map in ACAD format.
- **Geotechnical Preliminary Investigation.** Existing data review, site investigation (drilling using a combination of CPT and geotechnical borings), core sample testing and report preparation.
 - Deliverable: Work plan and investigation report.

- **Cultural and Tribal.** Data review, tribal consultation, determine level of cultural resource investigation, identifying tribal cultural resource concerns, field investigation, report preparation.
 - Deliverable: Resource Investigation Report.
- **Terrestrial Biology.** Data review, agency consultation, field work assessments and initial identification of terrestrial wetland, ESHA, rare plant and wildlife potential mitigation acreage needs, potential for on-site mitigation area alternatives and conceptual figure(s) depicting results of field work, constraints and project impacts, ESHA identification, osprey nesting survey.
 - Deliverable: Biological report.
- **Bat Surveys.** Conduct field surveys and provide documentation for initial phase (50-acres) and final phase (120 acres).
 - Deliverable: Results report as an appendix to biological report.
- **Terrestrial Mitigation Plan Strategy & Mitigation Plan.** Complete an evaluation of existing and obtained data, agency consultation, develop a mitigation plan and strategy for impacts to wetlands, ESHA, rare plants and wildlife. Develop a conceptual habitat restoration design at a level of detail adequate for permitting. This item will include discussions with Team and Harbor District to discuss opportunities and constraints and initial identification of potential mitigation site options and ratios-acreages.
 - Deliverable: Mitigation Plan.
- **Wetland Delineation.** MN Team will conduct agency consultation, field investigation, mapping, figure generation, reporting (wetlands and “non-wetland” drainages).
 - Deliverable: Jurisdictional report and Coastal Act features report (USACE, RWQCB, CDFW, and CCC).
- **Dredge Material Preliminary Assessment.** Work plan preparation, sediment sampling and analysis program for areas of concern in the berth dredging area.
 - Deliverable: Work plan and report of findings.
- **Dredge Material Management Plan.** Data review, agency consultation, special studies preparation to address data gaps for dredge material dewatering and upland reuse.
 - Deliverable: Special Studies work Plan and Dredge Material Reuse framework.
- **Hazardous Materials Assessment & Interim Measures Work Plan.** Data review, analysis of environmental conditions, agency consultation, identification of permitting requirements.
 - Deliverable: Report of Findings for hazardous materials and permitting plan.

- **Water Quality and Water Resources Assessment.** Data review, agency consultation, preliminary analysis for peak stormwater event, industrial classification, and permitting for the construction and facility operation. Provide information for design team analysis.
 - Deliverable: Analysis report.
- **Seismic and Tsunami Hazard Assessment.** Existing information review, review of prior nearby studies and work, analysis of probabilistic event.
 - Deliverable: Preliminary Analysis Hazard Report.
- **SLR Hazard Assessment & Analysis.** Existing information review, review of prior nearby studies and work, analysis of SLR scenarios, vulnerability and mitigation strategies and incorporation of site civil and beneficial use of dredged material considerations. Establish recommendation for finished site elevation.
 - Deliverable: SLR Assessment Report.
- **Eelgrass Impact Assessment & Mitigation Plan.** Conduct updated surveys for eelgrass and benthic habitat in the proposed marine terminal development project site to document present conditions. Evaluate impacts relative to phased buildout master plan. Identify and develop large scale eelgrass mitigation sites for development of a mitigation strategy. Develop a conceptual habitat restoration design at a level of detail adequate for permitting. Develop a mitigation and monitoring plan based on a preliminary design.
 - Deliverable: Eelgrass mitigation strategy memorandum and Eelgrass Mitigation & Monitoring Plan.
- **Eelgrass Mitigation Sediment Characterization (King Salmon Site).** Work plan preparation, sediment sampling and analysis program, agency consultation, report preparation.
 - Deliverable: Sediment characterization work plan and report of findings.
- **Marine Resources Habitat Impact Assessment & Avoidance Plan.** Conduct impact assessment for Marine Resources within the proposed marine terminal development project site and eelgrass mitigation site to document existing conditions and a basis for an impact assessment. Assessment will include birds, marine mammals, invertebrates, fish for both eelgrass mitigation and marine terminal project site development plans and potential for impacts during construction. Develop minimization strategies, avoidance measures for significant impacts.
 - Deliverable: Summary Technical Memorandum.
- **Navigation Channel Assessment.** Conduct preliminary level vessel maneuvering, assembled device wet storage, navigation safety review and operational requirements to initiate discussions with USACE and develop and marine operations plan. Assess navigation operational areas, number of vessels assess impacts and mitigation strategies.
 - Deliverable: Summary Technical Memorandum.
- **Site Demolition Assessment & Plan Development.** Evaluate the demolition requirements for the phases of development with consideration for marine terminal development, eelgrass

mitigation needs, hazardous material assessment and other factors and considerations from other special studies.

- Deliverable. Summary Technical Memorandum.
- **Bay Hydrology & Coastal Processes**. Conduct assessment of existing bay hydrodynamics, morphology and water quality relative to the proposed alternatives.
 - Deliverable: Summary Technical Memorandum.
- **Green Port Analysis**. Establish green port development criteria and guidance for the planned phased buildout. Evaluate feasibility and develop concepts for incorporation of renewable energy onsite (ground or roof mounted solar) and offsite to meet power demand needs. Assess alternatives for port decarbonization such of offsite power purchase and utilization of onsite renewable energy to meet the clean and renewable goals for the development.
 - Deliverable: Summary Technical Memorandum.
- **Electrical Utility Needs Analysis**. Based on power demand requirements for the phased terminal buildout, evaluate electrical infrastructure upgrade and modification requirements. Work with local utility provider to review if planned upgrades are sufficient to meet future terminal needs or what improvements may be required.
 - Deliverable: Summary Technical Memorandum.
- **Energy Use Analysis**. Develop summary of energy use needs for proposed phased terminal buildout and its intended uses. Develop power requirements and identify critical power load demands.
 - Deliverable: Summary Technical Memorandum.

Task 4 Assumptions

- Data Collection.
 - Hydrographic survey limited to the proposed berth dredging area and one other location located adjacent to the navigation channel (either a wet storage, sinking basin, or other). If as part of the conceptual design work and engagement with regulatory agencies, additional areas for improvements are proposed requiring additional data collection, additional budget would be required.
 - Existing County/City lidar and existing data sources are assumed to be sufficient for uses outside the area of new data collection for purposes of preliminary design.
 - Biological survey work will occur across all phases of the planned terminal development as depicted on the July 2021 graphic. Use of existing information will be used to supplement new data collection effort.
- Document Review.
 - Assumes one round of internal (team member) reviews/edits, one round of internal (M&N) reviews/edits, and one round of District reviews/edits of deliverables.
- Meetings.
 - Environmental and Permitting Strategy. Assumes quarterly meetings with the District and select agency staff (e.g., USACE) to solicit feedback and refine the environmental compliance strategy memo and permitting strategy matrix.
- Cultural.

- Phase 1 Archeological Survey and Report to be provided by Roscoe & Associates. Not included is a detailed assessment of historic structures, mitigation strategies, construction monitoring.
- Habitat Impacts Analysis.
 - Analysis will be based on typical procedures and methods (used for similar type of projects) and prior experience. If detailed analysis for greater level of analysis precision is required, additional budget may be needed.
- Mitigation Planning.
 - Osprey nest relocation mitigation plan not included.
 - Eelgrass mitigation plan assumes two locations will be needed. Development of design is assumed to require limited hydrodynamic and geomorphic analysis work; assessment level work will be provided to assist in development of the concept and determination of feasibility. Additional more detailed, site specific and numerical analysis may be required.
 - Terrestrial mitigation plan assumes use of the identified mitigation area in the northeastern corner of the project site and other Harbor District owned properties identified by the Harbor District.
 - Implementation of mitigation plans (final design, plans, and bid documents) are not part of this phase of the work.
- Wetland Delineation.
 - Wetland delineation for jurisdictional and coastal requirements will be required (USACE, RWQCB, CDFW, CCC), and will include delineation of non-wetland drainages.
- Dredged Material Preliminary Sampling & Planning.
 - HBHRCD to support field effort with Vibracore sampling equipment. Lab testing to include dioxins, metals, and PAHs. This activity would be conducted outside the USACE dredge permitting process for OSW port development.
 - Sediment sampling of the entire dredge prism is not included in this task and does not include the “Z” layer and other considerations required by the USACE. That would include additional scope for sediment sampling and analysis plan, field sampling and laboratory analysis used for agency approval.
 - Sediment sampling for mitigation sites is assumed for one site (King Salmon or Shipwreck). Assumed information is already available for the second site (Clam Island) and not required.
- Dredged Material Management Plan
 - Detailed numerical analysis of sediment fate, turbidity and sediment transport is not included. Assessment level based on empirical and simplified methods are assumed adequate for both the mitigation site and marine terminal development.
 - RWQCB will provide input on permitting Samoa Lagoons for dredge material dewatering.
- Water Quality & Water Resources.
 - Calculations will allow for determination of the number and types of infiltration basins onsite and offsite infiltration or discharge will not be required.
 - Industrial discharges for the site are assumed to be minor based on the planned uses for offshore wind industry. Detailed analysis is assumed to not be required.
 - Completion of a construction stormwater plan and industrial stormwater pollution prevention plan will be completed following facility design.

- Hazardous Materials Assessment.
 - EPA to complete Phase II ESA and required site cleanup; EPA work will frame the basis for the assessment work.
 - The Interim Measures Work Plan will provide a summary of site conditions and identify requirements to complete ground disturbance at the site within the regulatory framework of the RWQCB.
- Seismic/Tsunami Analysis.
 - Site specific modeling not included.
- Navigation Channel Assessment.
 - Preliminary assessments will be conducted using desktop methods; detailed vessel maneuvering modeling and vessel bridge simulations are not included as part of the assessment work.
- Hydrology & Coastal Processes Assessment.
 - Use of existing modeling tools and existing studies will be the basis for the assessment. Development of a new fine grid numerical model to evaluate the potential changes is assumed to not be required given the scale of improvements proposed relative to the size of the bay.
- Energy Assessments.
 - Assessments will be based on a 5% design level and will be sufficient for utility providers to assist in conducting their review of need for and costs for infrastructure upgrades.
- Meetings.
 - Attendance at Stakeholder Collaborative Meetings is assumed to be 1 topical meeting per month and 1 per quarter for the duration of the 12 months of this phase of work. The topic of interest will be determined by the District. It is assumed 2 staff from MN team would attend each of the topical meetings.
- Special Studies.
 - Those listed are scoped based on current best available information and our understanding of their importance to the environmental review process based on what is proposed for development. It's assumed that other area of consideration for CEQA and permitting can be addressed through the information provided in the preliminary engineering design work and won't require additional special study efforts; if determined otherwise, additional budget may be required. These include but are not limited to the following: Water supply analysis, noise/vibration analysis, health & safety, etc...
- Marine Resource Assessments. Analysis of marine biology impacts and identification of AMMs will be conducted by H. T. Harvey & Associates. Analysis of impacts and identification of AMMs for terrestrial biology, terrestrial and marine cultural and archaeological resources, terrestrial and marine hazardous materials, and sea level rise adaptation will be conducted by SHN. ICF will incorporate the analysis into the CEQA document, which will also assist the federal lead in preparation of NEPA documentation and federal consultations. Construction monitoring plans associated with potential impacts/avoidance measures will be completed based on this analysis.

Task 5: CEQA & NEPA

MN Team member ICF will lead preparation of the CEQA/NEPA documents, with technical analysis support from the rest of our team. For the marine terminal development project, the EIR will cover the buildout of the marine terminal at a project level. To the extent possible, other uses such as aquaculture

will also be assessed at a project level. Potential uses for which details are not yet known will be assessed at a program level. The following outlines our work items for supporting the CEQA work:

- **Project Description Development.** MN Team will prepare a concise Preliminary Project Description based on 15 percent plans and specifications that thoroughly and accurately describes all the proposed project components. ICF will use available background information and apply its understanding of the existing conditions and operations, and any information provided by the Harbor District to prepare a project description that meets all the requirements of CEQA and NEPA. The project description will contain sufficient detail on both the physical improvements, project phasing, and the projected operations to ensure the technical analyses are clear on how the project would change the existing condition. During this task, ICF will work with the Harbor District in preparing project objectives as required by the CEQA Guidelines that will help craft and evaluate alternatives to the project later in the CEQA process, which will also assist the federal lead in preparation of NEPA documentation. The objectives should not be overly narrow or broad but should allow for a reasonable range of alternatives that would reduce one or more significant impacts associated with the project. The project description will include the project's regional location and boundaries. When 30 percent plans and specifications are complete, MN Team will update the Preliminary Project Description such that it will serve as the Detailed Project Description to be used in completion of the CEQA impact analyses and assist the federal lead in preparation of NEPA documentation.
 - Deliverables:
 - Preliminary and Detailed Project Descriptions.
 - Written narrative of up to four onsite build alternatives, including the proposed project.
- **Environmental Document: Setting Sections and Select Impact Analysis.** MN Team will review all relevant documents, technical studies, background information, and applicable information to prepare the existing setting sections of the CEQA document. The environmental baseline conditions will be described for each environmental topic. This discussion will include a summary of the relevant regulatory framework and existing environmental setting for each topic. Baseline conditions will be established based on existing General Plan/LCP goals, policies, objectives, and programs, as well as permitted uses and development standards in the existing Harbor District and County Code. Additionally, to advance the environmental document as well as permitting needs for critical resource categories, preliminary impact analysis and identification of avoidance, minimization and mitigation measures (AMMs) will be conducted. This assessment will focus on terrestrial and marine biology, terrestrial and marine cultural and archaeological resources, terrestrial and marine hazardous materials, air quality / greenhouse gas emissions, visual resources, and sea level rise adaptation.
 - Deliverables:
 - Draft and Final environmental setting and impact analysis EIR sections as described above.
- **Habitat Restoration IS/ND.** Mitigation will be required for impacts to eelgrass, freshwater wetlands, Environmentally Sensitive Habitat Areas (ESHA) and other biological resources. It is expected that two distinct habitat restoration projects will be designed (i.e., one for marine resources and one for terrestrial and freshwater resources). The MN Team will prepare a draft and final CEQA Initial Study / Negative Declaration for the proposed habitat restoration projects.

- Deliverables:
 - Draft and final IS/ND.
 - Response to comments.
- **Public Meeting.** MN Team will facilitate one public meeting.
 - Deliverables: Agenda, presentation, meeting notes, and action item list.
- **Agency Workshops.** Following early agency outreach conducted in support of the Permitting and Environmental Strategy (Task 4.1), the MN team will host two workshops with agency staff to introduce initial project designs and project phases, and discuss site constraints and opportunities, potential avoidance and minimization measures, and proposed compensatory mitigation site(s) for impacts to eelgrass (*Zostera marina*) and other sensitive intertidal, subtidal, estuarine and terrestrial resources. Additional topics will include CEQA and compliance approach and agencies' data needs for environmental compliance and documentation. Participating agencies will include, but may not be limited to: USACE, USFWS, NMFS, USCG, RWQCB, CDFW, CCC, CSLC, and County. MN Team will prepare and distribute presentations as well as meeting minutes, including identification of action items and responsible parties.
 - Deliverables: Agendas, presentations, meeting notes, and action items for each workshop.
- **Visual Simulations.** The project is located in a highly visible area, with a high number of public views from Tuluwat Island, Humboldt Bay and Hwy. 255. MN Team will work with the Harbor District to determine the extent to which the proposed project would be visible from Key Viewing Areas (KVAs). Visualizations developed in Tasks 2 and 3 will be reviewed to determine the extent of any visual impacts when compared to existing conditions. Our environmental team will review the visual simulations to assess if the simulations are adequate to address aesthetic impacts of the project consistent with CEQA and NEPA. Updating through refinements of the Task 2/3 visualizations will be made for the CEQA document; no major changes are anticipated.
 - Deliverables: Updated, refined visualization graphics.

Task 5 Assumptions

- General Assumptions.
 - Assumed that separate CEQA and NEPA documents will be prepared.
- Two Projects – Marine Terminal Development & Eelgrass and Terrestrial Mitigation
 - CEQA/NEPA documentation is scoped separately for the habitat mitigation projects (terrestrial and marine) and the terminal development project. It is assumed that the environmental document for the habitat mitigation projects will be an Initial Study / Negative Declaration and that NEPA documentation will not be required because the projects will qualify for a USACE Nationwide permit. It is assumed that environmental documents for the terminal project will be a CEQA EIR and NEPA EA.
- Project Description
 - The Preliminary Project Descriptions and Detailed Project Descriptions for the marine terminal development project and eelgrass and terrestrial mitigation project will be based on 15 percent and 30 percent plans and specifications, respectively. Only minor refinements will be necessary between Preliminary and Detailed descriptions.

- The project description will remain stable throughout the CEQA process to avoid any delay in preparing and processing the environmental document.
- Visualizations.
 - Visualizations developed in tasks 2/3 are adequate for use in CEQA and NEPA with minor modification and refinement. New graphics or major modifications are not included.
- NEPA
 - Consideration of NEPA requirements will be made in the development of the CEQA document for re-use and assistance with the development of the EA.
 - Federal lead assumed to be USACE for purposes of compliance with NEPA and all relevant federal statutes, including Section 7 of the Endangered Species Act (ESA), Magnuson-Stevens Act (Essential Fish Habitat), Section 106 of the National Historic Preservation Act (NHPA), Coastal Zone Management Act (CZMA), and Clean Air Act (CAA) General Conformity].
 - Preparation of draft documents for use by USACE for purposes of NEPA compliance (e.g., Public Notice, EA) are not currently scoped and may be addressed through new task order(s) or contract amendments.
- Eelgrass and Terrestrial Mitigation
 - Eelgrass habitat restoration will generally consist of lowering bay elevations through suction or clamshell dredging.
 - Dredging impacts to longfin smelt as part of the eelgrass mitigation site will be mitigated by the restoration project.
 - Terrestrial mitigation efforts will include an assessment of temporary and permanent impacts based on the Area of Potential Effect (APE) and identified onsite mitigation opportunities.
- Public Meeting
 - One three-hour meeting held virtually.
- Agency Workshops
 - Assumes up to 2 agency workshops will occur between March 2022 through March 2023.
 - Assumes participation by all regulatory and resource agency staff (no separate meetings) as well as follow up with agency staff on action items on an as-needed basis.
- Website development/management.
 - District will be responsible for managing information for public outreach and posting to a District site.

Task 6: Permits, Consultations, and Approvals

The M&N team will prepare the requisite permit applications and supporting materials to comply with the latest policies or guidance on agency standards and requirements. This includes the submission of technical documents necessary to facilitate federal agency consultations/approvals by the NEPA lead [e.g., pursuant to Section 7 of the ESA, Magnuson-Stevens Act (Essential Fish Habitat), Section 106 of the NHPA, CZMA, and CAA General Conformity].

Task 6.1 Terminal Development Permitting, Consultation and Approvals

- **USACE Section 404/10 Standard Individual Permit Application Package.** Based on our understanding, the project would not qualify for processing under the USACE Nationwide Permit

(NWP) Program, as it does not appear to meet the terms and conditions for the NWP Program. Therefore, ICF will prepare draft and final application materials for a USACE Standard Individual Permit (SIP) for project impacts to wetland and non-wetland waters of the U.S. as well as navigable waters, pursuant to Clean Water Act (CWA) Section 404 and Rivers and Harbors Act Section 10. SIP application materials include completion of form ENG 4345 and required elements for a complete application (defined at 33 CFR 325.1) including complete project description, project plans and drawings, fill types and amounts, structure location and dimension, names and addresses for adjacent property owners, cultural and historic resource information, endangered species information, identification of avoidance and minimization measures, compensatory mitigation statement; and identification of other federal, state, or local approvals. In support of this approval process, ICF will also prepare draft responses to comments from agencies, stakeholders, and the general public on the Public Notice issued by the USACE San Francisco District, Regulatory Division. In addition, to support selection of the preliminary least environmentally damaging practicable alternative (LEDPA), prepare a draft and final CWA 404(b)(1) Guidelines screening matrix to inform the USACE NEPA/404(b)(1) decision document and Record of Decision (ROD). Coordinate with the agencies on a monthly basis following submission of draft application materials.

- Deliverables.
 - Draft and final permit applications.
 - Responses to comments on the Public Notice.
 - Draft and final CWA 404(b)(1) Guidelines screening matrix.

- **Coastal Development Permit Application.** MN Team will prepare draft and final application materials for a consolidated Coastal Development Permit (CDP) from the California Coastal Commission (CCC) and Humboldt County for impacts to coastal resources under their purview, pursuant to the California Coastal Act and Coastal Zone Management Act. ICF will coordinate with the agencies on a monthly basis following submission of draft application materials.
 - Deliverables. Consolidated draft and final permit application materials.

- **NCRWQCB Section 401 Water Board Certification Application.** MN team will prepare draft and final application materials for a CWA Section 401 water quality certification from the North Coast Regional Water Quality Control Board (NCRWQCB). ICF will coordinate with the agencies on a monthly basis following submission of draft application materials.
 - Deliverables. Draft and final permit applications.

- **Harbor District Permit Application.** MN Team will prepare a complete Harbor District Permit application. MN Team will also be available to participate in the Harbor District Commission hearing to receive the application for filing.
 - Deliverables. Draft and final permit applications.

- **CDFW Fish and Game Code Section 2081 & Section 1600 Permit Applications.** MN Team will prepare draft and final application materials for a CDFG Code Section 2081 incidental take permit (ITP) from the California Department of Fish and Wildlife (CDFW) for impacts to the California Endangered Species Act (CESA) listed species longfin smelt (*Spirinchus thaleichthys*). In addition, MN Team will prepare draft and final application materials for a CDFG Code Section 1600 lake and streambed alteration agreement (LSAA). MN Team will coordinate with the agencies on a monthly basis following submission of draft application materials.

- Deliverables. Draft and final 2081 and 1600 permit applications.
- **USACE Section 408 Consultation.** MN Team will prepare narrative, drawings for consultation with USACE with respect to proposed improvements adjacent to the Navigation Channel. Develop presentation materials and attend up to 3 meetings with the USACE, USCG and Pilots Associations.
 - Deliverable. Plans, Narrative and Technical Memorandum.
- **Stakeholder Workshop.** MN Team will facilitate one stakeholder workshop. Workshop attendees will be determined in consultation with the District.
 - Deliverables. Agendas, presentations, workshop notes, and action item lists.

Task 6.2 Eelgrass and Terrestrial Mitigation Development Permitting, Consultation and Approvals

- **Eelgrass and Terrestrial Restoration USACE Section 404/10 Permit Application.** MN Team will prepare draft and final application materials for a USACE nationwide permit (e.g., NWP 27, Aquatic Habitat Restoration, Enhancement, and Establishment Activities) to provide advance permittee responsible mitigation for unavoidable project impacts to eelgrass and other sensitive intertidal, subtidal, estuarine and terrestrial resources, pursuant to CWA Section 404 and Rivers and Harbors Act Section 10. In support of this approval process, ICF will also prepare a draft and final Memorandum of Agreement (MOA) between the District and the USACE describing data needs, responsible parties, timelines, methodology for determining ecological lift, and acre-credit projections. In addition, MN Team will coordinate with the agencies on a monthly basis following submission of draft application materials.
 - Deliverables.
 - Draft and final permit applications.
 - Draft and final MOA between the USACE and District.
- **Eelgrass and Terrestrial Restoration Coastal Development Permit Application.** MN Team will prepare draft and final application materials for a CDP from the CCC to provide advance permittee responsible mitigation for unavoidable project impacts to eelgrass and other sensitive intertidal, subtidal and estuarine resources, pursuant to the California Coastal Act and Coastal Zone Management Act. MN Team will coordinate with the agencies on a monthly basis following submission of draft application materials.
 - Deliverables. Draft and final permit applications.
- **Eelgrass and Terrestrial Restoration NCRWQCB Section 401 Water Board Certification Application.** MN Team will prepare draft and final application materials for a CWA Section 401 water quality certification from the NCRWQCB to provide advance permittee responsible mitigation for unavoidable project impacts to eelgrass and other sensitive intertidal, subtidal and estuarine resources. ICF will coordinate with the agencies on a monthly basis following submission of draft application materials.
 - Deliverables. Draft and final permit applications.
- **Eelgrass and Terrestrial Restoration Harbor District Permit Application.** MN Team will prepare a complete Harbor District Permit application. MN Team will also be available to participate in the Harbor District Commission hearing to receive the application for filing.

- Deliverables. Draft and final permit applications.
- **Eelgrass and Terrestrial Restoration CDFW Fish and Game Code Section 2081 Permit Application**. MN Team will prepare draft and final application materials for a CDFG Code Section 2081 ITP from the CDFW to provide advance permittee responsible mitigation for unavoidable project impacts to longfin smelt. MN Team will coordinate with the agencies on a monthly basis following submission of draft application materials.
 - Deliverables. Draft and final permit applications.
- **Eelgrass Restoration USACE Section 408 Consultation**. MN Team will prepare narrative, drawings for consultation with USACE with respect to proposed eelgrass mitigation adjacent to the Navigation Channel. Develop presentation materials and attend up to 3 meetings with the USACE, USCG and Pilots Associations.
 - Deliverable. Plans, Narrative and Technical Memorandum.

Task 6 Assumptions:

- Overall Permitting Strategy.
 - Based on the anticipated level of planning, design, and funding, the marine terminal development project will be permitted by the agencies in up to four separate development phases (phases 1 – 4), consistent with the Request for Qualifications. Permit amendments or notices to proceed for phases 2 – 4 are assumed to not require new permit applications.
- Application Specific Assumptions.
 - USACE will be the federal lead for purposes of compliance with the NEPA, ESA Section 7, Magnuson-Stevens Act (Essential Fish Habitat), and NHPA Section 106, CZMA, and CAA General Conformity.
 - District intends to pursue a consolidated CCC/County CDP.
- Eelgrass and Terrestrial Mitigation Strategy & Permit Applications.
 - Mitigation Sites. Up to two prospective eelgrass restoration sites will be necessary to provide compensatory mitigation for project impacts to sensitive intertidal, subtidal and estuarine resources, including eelgrass.
 - Permit application(s) for advance permittee-responsible mitigation of eelgrass impacts will be developed separately from the terminal development project.
 - Eelgrass Mitigation Permit Applications. Assumes use of suction dredging method. Assumes impacts to longfin smelt will be mitigated by the eelgrass restoration project. Up to two prospective eelgrass restoration sites will be necessary to provide compensatory mitigation for project impacts to sensitive intertidal, subtidal and estuarine resources.
 - Draft and final Habitat Mitigation and Monitoring Plans (HMMPs) for the eelgrass and terrestrial mitigation project will be prepared by MN Team, consistent with the USACE South Pacific Division Mitigation and Monitoring Guidelines (USACE 2015) and NMFS California Eelgrass Mitigation Policy and Implementation Guidelines (October 2014).
- Permit Application Assumptions.
 - The draft and final application materials for the marine terminal development project and eelgrass and terrestrial mitigation project will be based on 15 percent and 30 percent plans and specifications, respectively. Only minor refinements will be necessary between draft and final stages.

- **Revision & Review Assumptions**
 - US Army Corps Permit Process. Assumes substantive responses will be prepared for up to five comments on the USACE Public Notice for the marine terminal redevelopment project.
 - Permit Application Reviews. Assumes one round of internal (team member) reviews/edits, one round of internal (M&N) reviews/edits, and one round of District reviews/edits of deliverables.
 - Miscellaneous permit applications (if applicable) are assumed to not be required or would be beyond the first 12 month period of the project. Those include but not limited to CalTrans, FAA, Coast Guard, State Lands Commission.
- **Stakeholder Workshop**
 - One three-hour stakeholder workshop held virtually.

Task 7: Rezoning, General Plan Amendment, and Other Local Land Use Regulation Modifications

The M&N Team will review currently allowed uses in local planning documents (HBAP, LCP, Coastal Act Policies) and highlight both the consistencies and non-consistencies for uses that have been included in the Project Description narrative. The Project Description narrative will be revised to: address necessary changes to land use documents, incorporate these changes into the CEQA documents, and note minor changes in applicable permit applications. As part of this discussion an alternatives assessment pertaining to land use regulations will be included. Note that land use inconsistencies may also be noted through the consolidated County/CCC CDP review and require further resolution per Coastal Act Section 30007.5.

Deliverables:

- A memo summarizing how the project is consistent with local land use policies and regulations, and steps necessary to obtain consistency with the Project Description will be provided with the 15% designs and updated with the 30% designs.

Task 7 Assumptions:

- Only minor refinements in the memo will be needed between the 15% and 30% designs.
- Extensive/major local Coastal Plan amendment applications are not included as part of Task 6 and will be developed after submission of the Task 6 permit applications

Task 8: Other As Needed Tasks

- **Grant Funding Assistance.** Provide on-call advisory support will be provided through once-a-month teleconference meeting and periodic email communication. Provide grant application support for a single, MARAD PIDP grant with small port, small project category. Grant work will be based upon the best available information from prior phases and currently conducted work to frame that permit application.
 - Deliverable: Grant application for 1 MARAD grant. Periodic follow up email communication.
- **Private-Public-Partnership (PPP) On-Call Advisory.** Provide technical advisory assistance to the District regarding terminal operator investment strategy, unsolicited proposed tenders for terminal operation and planning for solicitation of PPP proposals.

Task 8 Assumptions:

- Grant Funding. On-call advisory support will be 2 hours per month. Support for development of a single PIDP grant; will not require a BCA.
- PPP Advisory. On-call support is assumed to be 20 hours of support in meetings, research, review of unsolicited proposals or other support needs.

Figures



Figure 1 – 2021 Master Plan (Basis for Scoping)

**Redwood Marine Multipurpose Terminal Replacement Project
Humboldt Bay Harbor Recreation & Conservation District
Fee Estimate - Executive Summary
3/2/2022**

Moffatt & Nichol (Prime Consultant)

Local Team Members:
SHN (Key Subconsultant)
ICF (Key Subconsultant)
HT Harvey & Associates
Northern Hydrology & Engineering
Julian Berg Designs
Schatz Energy Research Center

California Based Team Members:
Merkel & Associates, Inc.
W-Trans
Crowley Marine
eTrac Surveys
Earth Mechanics, Inc.
Stragies 360
EHDD
Liftech Consultants, Inc.
Non-CA Based Team Member:
Martin Chock & Carden

Executive Summary Table

Task No.	Task Description	Proposed NTE Fee
1	Overall Project Management	\$255,000
2	Development Project Concept Refinement	\$80,000
3	Master Project Description and Prelim Engineering	\$750,000
4	Special Studies and Site Surveys	\$1,300,000
5	CEQA & NEPA	\$565,000
6	Permits, Consultations, and Approvals	\$380,000
7	Rezoning, General Plan Amendment, & Other Land Use Regulation Modifications	\$50,000
8	Other As Needed Tasks	\$187,500
Total		\$3,567,500

Notes:

- 1) Only preliminary geotechnical investigation budgeted for Year 1. Full geotechnical investigation will happen Q4 2022 or Q1 2023 pending additional funding release.
- 2) Task 7 is an allowance for scope that is to be determined.
- 3) Task 8 includes a \$150k allowance for unforeseen work

**Redwood Marine Multipurpose Terminal Replacement Project
Humboldt Bay Harbor Recreation & Conservation District
Fee Estimate - Spend by Quarter
3/2/2022**

Moffatt & Nichol (Prime Consultant)

Local Team Members:

SHN (Key Subconsultant)
ICF (Key Subconsultant)
HT Harvey & Associates
Northern Hydrology & Engineering
Julian Berg Designs
Schatz Energy Research Center

California Based Team Members:

Merkel & Associates, Inc.
W-Trans
Crowley Marine
eTrac Surveys
Earth Mechanics, Inc.
Stragies 360
EHDD
Liftech Consultants, Inc.

Non-CA Based Team Member:

Martin Chock & Carden

Task No.	Task Description	2022			2023	Total	Check	Percent
		Q2 Apr - Jun	Q3 Jul - Sep	Q4 Oct - Dec	Q1 Jan - Mar			
1	Overall Project Management	\$90,750	\$54,750	\$54,750	\$54,750	\$255,000	\$0	7%
2	Development Project Concept Refinement	\$80,000	\$0	\$0	\$0	\$80,000	\$0	2%
3	Master Project Description and Prelim Engineering	\$83,690	\$225,824	\$190,824	\$249,664	\$750,000	\$0	21%
4	Special Studies and Site Surveys	\$520,000	\$390,000	\$260,000	\$130,000	\$1,300,000	\$0	36%
5	CEQA & NEPA	\$56,500	\$169,500	\$169,500	\$169,500	\$565,000	\$0	16%
6	Permits, Consultations, and Approvals	\$38,000	\$190,000	\$114,000	\$38,000	\$380,000	\$0	11%
7	Rezoning, General Plan Amendment, & Other Land Use Regulation Modifications	\$0	\$0	\$25,000	\$25,000	\$50,000	\$0	1%
8	Other As Needed Tasks	\$46,875	\$46,875	\$46,875	\$46,875	\$187,500	\$0	5%
Total		\$915,815	\$1,076,949	\$860,949	\$713,789	\$3,567,500	\$0	100%

Redwood Marine Multipurpose Terminal Replacement Project
Humboldt Bay Harbor Recreation & Conservation District
Moffatt & Nichol Team - Detailed Fee Estimate
3/2/2022

Summary Table

Task No.	Task Description	M&N	SHN	ICF	W-Trans	Merkel	EMI	Schatz Energy	Crowley Marine	Northern Hydrology	Julian Berg	HT Harvey	EHDD	10% Sub Mark-up	Other Direct Costs	Total	Proposed NTE Fee
1	Overall Project Management	\$162,030	\$5,380	\$50,610	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,599	\$30,000	\$253,619	\$255,000
1A	Project Management and Reoccurring PM Meetings	\$137,720	\$2,160	\$42,990	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,515	\$30,000	\$217,385	\$219,000
1B	Initial Work Plan	\$11,910	\$1,420	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$142		\$13,472	\$13,500
1C	Project Kickoff Meeting and Workshop	\$6,200	\$1,440	\$7,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$906		\$16,166	\$16,000
1D	Refinement of Detailed Work Plan	\$6,200	\$360	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36		\$6,596	\$6,500
2	Development Project Concept Refinement	\$26,080	\$1,960	\$35,253	\$2,340	\$5,193	\$0	\$0	\$0	\$0	\$5,000	\$0	\$0	\$4,975	\$0	\$80,801	\$80,000
2A	Illustrative Site Concepts & Site Layout Diagrams	\$1,060	\$0	\$0	\$2,340	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0	\$0	\$734		\$9,134	\$9,000
2B	Preliminary Visual Simulations	\$20,530	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$20,530	\$20,500
2C	Preliminary Project Description	\$4,490	\$1,960	\$35,253	\$0	\$5,193	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,241		\$51,137	\$50,500
3	Master Project Description and Prelim Engineering	\$374,180	\$143,130	\$53,710	\$19,960	\$3,685	\$69,696	\$15,584	\$0	\$9,000	\$0	\$0	\$8,000	\$34,039	\$0	\$748,611	\$750,000
3A	Master Project Description	\$8,730	\$1,960	\$17,627	\$0	\$3,685	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,327		\$34,329	\$35,000
3B	Final Visual Simulations	\$24,690	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$24,690	\$25,000
3C	Preliminary Engineering Design (0-30% Design)	\$340,760	\$141,170	\$53,710	\$19,960	\$0	\$69,696	\$15,584	\$0	\$9,000	\$0	\$0	\$8,000	\$31,712		\$689,592	\$690,000
	<i>Team Coordination (misc allowance for coord/QC/etc)</i>	\$49,000												\$0		\$49,000	
	<i>Meetings</i>	\$21,840	\$4,260				\$8,640							\$1,290		\$36,030	
	<i>Data Review</i>	\$7,550	\$7,420											\$742		\$15,712	
	<i>Developer Outreach</i>	\$18,500												\$0		\$18,500	
	<i>Basis of Design</i>	\$19,420											\$8,000	\$800		\$28,220	
	<i>Conceptual Phase Report</i>													\$0		\$0	
	<i>Multi-Use Terminal Assessment</i>	\$5,900												\$0		\$5,900	
	<i>Multi-Tenant / Operator Assessment</i>	\$9,260												\$0		\$9,260	
	<i>Port Marine Operations Assessment</i>	\$5,900												\$0		\$5,900	
	<i>Navigation Assessment</i>	\$11,780												\$0		\$11,780	
	<i>Shore Protection Preliminary Design Memorandum</i>	\$7,500					\$17,304							\$1,730		\$26,534	
	<i>Site Elevation Memorandum</i>	\$1,090	\$4,770							\$9,000				\$1,377		\$16,237	
	<i>Wharf Top of Deck Elevation Memorandum</i>	\$2,180												\$0		\$2,180	
	<i>Wharf Pile Foundation Type Selection Memorandum</i>	\$2,180	\$12,580				\$19,050							\$3,163		\$36,973	
	<i>Wharf Pile Capacity and Quantity Calculations</i>	\$5,480	\$11,200											\$1,120		\$17,800	
	<i>Ground Improvement Selection Memorandum</i>	\$1,090	\$12,470				\$7,626							\$2,010		\$23,196	
	<i>Seismic Hazard Evaluation</i>	\$2,180					\$17,076							\$1,708		\$20,964	
	<i>Marine Terminal Tarmac Assessment</i>	\$2,180	\$11,130											\$1,113		\$14,423	
	<i>Transportation / Road Assessment</i>	\$790												\$0		\$790	
	<i>Estimate Fill/Dredge/Shading/Con Impacts</i>	\$4,360												\$0		\$4,360	
	<i>Green Port / Electrification Assessment</i>	\$5,310						\$8,112						\$811		\$14,233	
	<i>Prelim Stormwater / Pre-Treatment System Engineerin</i>	\$1,280	\$12,410											\$1,241		\$14,931	
	<i>Prelim Water/Sever Service Evaluation</i>		\$9,810											\$981		\$10,791	
	<i>Electrical Utility Assessment</i>	\$1,280						\$7,472						\$747		\$9,499	
	<i>Site Constraints Memo</i>			\$13,710										\$1,371		\$15,081	
	<i>Terrestrial Mitigation Plan Design</i>																
	<i>Permitting/Environmental Strategy</i>			\$40,000										\$4,000		\$44,000	
	<i>15% Drawings (35 sheets)</i>	\$57,820	\$20,200		\$9,980									\$3,018		\$91,018	
	<i>30% Drawings (70 sheets)</i>	\$57,820			\$9,980									\$998		\$68,798	
	<i>Cost Estimate</i>	\$25,520												\$0		\$25,520	
	<i>Workplan for Next Phase</i>	\$8,320												\$0		\$8,320	
Totals		\$562,290	\$150,470	\$157,200	\$22,300	\$8,878	\$69,696	\$15,584	\$0	\$9,000	\$5,000	\$0	\$8,000	\$44,613	\$30,000	\$1,083,031	\$1,085,000

Assume \$30,000 allowance for a monthly in-person meeting and other misc project expenses

Redwood Marine Multipurpose Terminal Replacement Project
Humboldt Bay Harbor Recreation & Conservation District
Moffatt & Nichol Team - Detailed Fee Estimate
3/2/2022

Task No.	Task Description	M&N	SHN	ICF	W-Trans	Merkel	EMI	Schatz Energy	Crowley Marine	Northern Hydrology	Julian Berg	HT Harvey	EHDD	10% Sub Mark-up	Other Direct Costs	Total	Proposed NTE Fee
4	Special Studies and Site Surveys																
	Team Coordination (misc allowance for coord/QC/etc)	\$49,000												\$0	\$0	\$49,000	\$50,000
	Eelgrass Impact Assessment & Benthic Survey Support	\$3,150				\$15,600								\$1,560	\$2,560	\$22,870	\$23,000
	Eelgrass Mitigation and Monitoring Plan - Clam Island	\$1,575				\$13,544								\$1,354		\$16,473	\$16,500
	Eelgrass Mitigation and Monitoring Plan - King Salmon/Sh	\$1,575				\$7,546								\$755		\$9,876	\$9,500
	Mitigation Strategy - Clam Island	\$3,485		\$2,490		\$10,533								\$1,302		\$17,810	\$18,000
	Mitigation Strategy - King Salmon/Shipwreck	\$3,485		\$2,490		\$5,672								\$816		\$12,463	\$12,500
	Eelgrass Mitigation Design Assistance	\$26,360												\$0		\$26,360	\$26,500
	Biological Assessment - Mitigation Site											\$18,000		\$1,800		\$19,800	\$20,000
	Alternatives Evaluation/Assessment					\$4,536								\$454		\$4,990	\$5,000
	Assessment of Enviro Impacts					\$2,153								\$215		\$2,368	\$2,500
	Agency Coordination	\$3,020				\$4,864								\$486		\$8,370	\$8,500
	Preliminary Geotechnical Investigation Support	\$3,360	\$35,060				\$5,166							\$4,023	\$84,000	\$131,609	\$132,000
	Seismic and Tsunami Preliminary Hazard Analysis	\$3,270	\$1,760											\$176	\$34,000	\$39,206	\$39,000
	Topographic Survey		\$12,440											\$1,244		\$13,684	\$14,000
	Bathymetric Survey Support	\$2,380												\$0	\$35,000	\$37,380	\$37,500
	Shoreline Protection, Living Shoreline Analysis	\$14,310												\$0		\$14,310	\$14,500
	Preliminary Navigation / Marine Ops Assessment w/ Crowl	\$29,460							\$32,051					\$3,205		\$64,716	\$65,000
	Hydrodynamics at Terminal/Channel	\$36,430								\$15,000				\$1,500		\$52,930	\$53,000
	Dredge Material Characterization Support	\$8,300	\$6,800											\$680	\$7,500	\$23,280	\$23,500
	Dredge Disposal Strategy	\$17,200	\$8,880											\$888		\$26,968	\$27,000
	Stakeholder Meetings (4 total)	\$6,400		\$4,980										\$498		\$11,878	\$12,000
	SLR Evaluation - Shoreline, Finish EI Determination	\$34,220								\$27,000				\$2,700		\$63,920	\$64,000
	Air Quality Analysis Support (Marine Facilities)	\$11,735												\$0		\$11,735	\$12,000
	Misc QA/QC & Coordination On Sub Work	\$14,920												\$0		\$14,920	\$15,000
	Terrestrial Biology Phases 1 & 2 (50 acres)		\$17,940											\$1,794		\$19,734	\$20,000
	Terrestrial Biology Phases 3 & 4 (120 acres)		\$35,160											\$3,516		\$38,676	\$39,000
	Terrestrial Mitigation		\$20,060											\$2,006		\$22,066	\$22,000
	Bat Survey Phases 1 & 2 (50 acres)		\$7,000											\$700		\$7,700	\$8,000
	Bat Survey Phases 3 & 4 (120 acres)		\$11,840											\$1,184		\$13,024	\$13,000
	Jurisdictional Wetland Delineation		\$23,920											\$2,392		\$26,312	\$26,500
	Coastal Act Wetland Delineation		\$10,780											\$1,078		\$11,858	\$12,000
	Hydrologic, Water Quality and Water Resources	\$3,100	\$12,440											\$1,244		\$16,784	\$16,000
	Cultural and Tribal		\$8,320											\$832	\$79,590	\$88,742	\$88,500
	Interim Measures Work Plan	\$3,100	\$9,360											\$936		\$13,396	\$14,000
	Fields Landing Sediment Characterization		\$14,760											\$1,476	\$7,500	\$23,736	\$23,500
	Land Transportation Analysis Support	\$20,505			\$21,200									\$2,120		\$43,825	\$43,500
	Traffic Impact Analysis Allowance				\$49,520									\$4,952		\$54,472	\$54,500
	Green Port Analysis	\$13,345						\$35,324						\$3,532		\$52,201	\$52,000
	Electrical Utility Analysis							\$32,600						\$3,260		\$35,860	\$36,000
	Energy Use Analysis							\$18,712						\$1,871		\$20,583	\$20,500
	Terminal Operations & Phasing	\$8,565							\$3,264					\$326		\$12,155	\$12,000
	Meetings							\$28,252						\$2,825		\$31,077	\$31,000
	Prelim Impact Assess. - Marine Resources at Project Site											\$32,050		\$3,205		\$35,255	\$35,000
	Prelim Impact Assess. - Marine Resources at Mitigation Site											\$29,550		\$2,955		\$32,505	\$32,500
														\$0		\$0	
Totals		\$322,250	\$236,520	\$9,960	\$70,720	\$64,448	\$5,166	\$114,888	\$35,315	\$42,000	\$0	\$79,600	\$0	\$65,862	\$250,150	\$1,296,879	\$1,300,000

Redwood Marine Multipurpose Terminal Replacement Project
Humboldt Bay Harbor Recreation & Conservation District
Moffatt & Nichol Team - Detailed Fee Estimate
3/2/2022

Task No.	Task Description	M&N	SHN	ICF	W-Trans	Merkel	EMI	Schatz Energy	Crowley Marine	Northern Hydrology	Julian Berg	HT Harvey	EHDD	10% Sub Mark-up	Other Direct Costs	Total	Proposed NTE Fee
5	CEQA/NEPA																
	Scoping and Stakeholder Meeting (assumed virtual attend	\$7,480												\$0	\$0	\$7,480	\$7,500
	Environmental Setting Constraints Analysis	\$13,100	\$32,080	\$17,340										\$4,942		\$67,462	\$67,500
	CEQA support (section review, QA)	\$22,900			\$12,720									\$1,272		\$36,892	\$36,500
	Alternatives Development	\$36,760		\$24,930										\$2,493		\$64,183	\$64,000
	Marine Construction Section Narrative	\$7,945												\$0		\$7,945	\$8,000
	Marine Transportation Section	\$8,765												\$0		\$8,765	\$9,000
	Marine Shoreline Section	\$8,765												\$0		\$8,765	\$8,500
	Demolition Plan (Marine) Section	\$8,765												\$0		\$8,765	\$9,000
	Misc Env Setting Sections Support (ICF, SHN Lead)	\$6,825												\$0		\$6,825	\$6,500
	Public Meeting Virtual (1)	\$6,400		\$8,870										\$887		\$16,157	\$16,000
	Collaborative Group Meetings (8) 1.5 hr meetings	\$4,470		\$3,320										\$332		\$8,122	\$8,000
	Two Agency Workshops			\$25,100										\$2,510		\$27,610	\$27,500
	Env. Doc. Setting Sections and Impact Analysis	\$18,540		\$35,790										\$3,579		\$57,909	\$58,000
	Biology			\$16,260										\$1,626		\$17,886	\$18,000
	Noise			\$9,030										\$903		\$9,933	\$10,000
	Air Quality / GHG			\$94,005										\$9,401		\$103,406	\$103,500
	Hazardous Materials			\$4,920										\$492		\$5,412	\$5,500
	Hydrology and Water Quality		\$2,630	\$4,545										\$718		\$7,893	\$8,000
	Visual Resources			\$16,210										\$1,621		\$17,831	\$18,000
	Energy			\$6,245										\$625		\$6,870	\$6,500
	Transportation			\$3,920										\$392		\$4,312	\$4,500
	Socioeconomics			\$7,170										\$717		\$7,887	\$8,000
	Cultural Resources		\$8,810	\$4,070										\$1,288		\$14,168	\$14,000
	Agriculture and Forestry Resources		\$1,070											\$107		\$1,177	\$1,500
	Uplands, ESHA, Wetlands		\$2,630											\$263		\$2,893	\$3,000
	Geology and Soils		\$2,630											\$263		\$2,893	\$3,000
	Harzardous Materials and Dredge Spoils		\$8,810											\$881		\$9,691	\$9,500
	Land Use / Mineral Resources		\$1,390											\$139		\$1,529	\$1,500
	Population / Housing / Public Services / Recreation		\$1,390											\$139		\$1,529	\$1,500
	Transportation		\$2,630											\$263		\$2,893	\$3,000
	Demolition Plan - Upland		\$5,070											\$507	\$6,500	\$12,077	\$12,000
	Utilities and Service Systems		\$2,630											\$263		\$2,893	\$3,000
	Wildfire		\$1,390											\$139		\$1,529	\$1,500
	Visualization & Graphic Updates - Misc Support										\$3,000			\$300		\$3,300	\$3,500
Totals		\$150,715	\$73,160	\$281,725	\$12,720	\$0	\$0	\$0	\$0	\$0	\$3,000	\$0	\$0	\$37,061	\$6,500	\$564,881	\$565,000

Redwood Marine Multipurpose Terminal Replacement Project
Humboldt Bay Harbor Recreation & Conservation District
Moffatt & Nichol Team - Detailed Fee Estimate
3/2/2022

Task No.	Task Description	M&N	SHN	ICF	W-Trans	Merkel	EMI	Schatz Energy	Crowley Marine	Northern Hydrology	Julian Berg	HT Harvey	EHDD	10% Sub Mark-up	Other Direct Costs	Total	Proposed NTE Fee
6	Regulatory Permitting																
	Permit Drawings - Terminal Development	\$24,655												\$0		\$24,655	\$24,500
	Permit Drawings - Mitigation (assist SHN,Merkel)	\$6,065	\$66,920											\$6,692		\$79,677	\$80,000
	Permit Application QA/QC & Coordination	\$14,740												\$0		\$14,740	\$14,500
	Section 408 Coordination, Information	\$11,940							\$5,756					\$576		\$18,272	\$18,000
	Agency Consultation and Permitting		\$23,800											\$2,380		\$26,180	\$26,000
	USACE Section 404/10 Permit App			\$29,995										\$3,000		\$32,995	\$33,000
	Coastal Development Permit App.			\$19,980										\$1,998		\$21,978	\$22,000
	NCRWQCB Section 401 Cert. App.			\$14,270										\$1,427		\$15,697	\$15,500
	Harbor District Permit App.			\$6,235										\$624		\$6,859	\$7,000
	CDFW Section 2081 Permit App.			\$17,940										\$1,794		\$19,734	\$20,000
	CDFW Section 1600 Permit App.			\$17,480										\$1,748		\$19,228	\$19,000
	Eelgrass restoration IS/ND			\$24,220										\$2,422		\$26,642	\$26,500
	EG USACE Section 404/10 Permit App			\$13,870										\$1,387		\$15,257	\$15,000
	EG Coastal Development Permit App.			\$12,070										\$1,207		\$13,277	\$13,500
	EG NCRWQCB Cert. App.			\$12,070										\$1,207		\$13,277	\$13,500
	EG Harbor District Permit App.			\$4,620										\$462		\$5,082	\$5,000
	EG CDFW Section 2081 Permit App.			\$15,980										\$1,598		\$17,578	\$17,500
	Stakeholder Workshop			\$8,425										\$843		\$9,268	\$9,500
														\$0			
Totals		\$57,400	\$90,720	\$197,155	\$0	\$0	\$0	\$0	\$5,756	\$0	\$0	\$0	\$0	\$29,363	\$0	\$380,394	\$380,000

Task No.	Task Description	M&N	SHN	ICF	W-Trans	Merkel	EMI	Schatz Energy	Crowley Marine	Northern Hydrology	Julian Berg	HT Harvey	EHDD	10% Sub Mark-up	Other Direct Costs	Total	Proposed NTE Fee
7	Rezoning and Land Use Modifications																
	Rezoning and Land Use Modifications	\$6,000	\$40,000											\$4,000		\$50,000	\$50,000
Totals		\$6,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$4,000	\$0	\$50,000	\$50,000

Task No.	Task Description	M&N	SHN	ICF	W-Trans	Merkel	EMI	Schatz Energy	Crowley Marine	Northern Hydrology	Julian Berg	HT Harvey	EHDD	10% Sub Mark-up	Other Direct Costs	Total	Proposed NTE Fee
8	Other As Needed Tasks																
	Grant Advisory (1.5 hours/month)	\$5,040												\$0		\$5,040	\$5,000
	PIDP Small Port/Small Project Grant App Assistance	\$26,480												\$0		\$26,480	\$26,500
	PPP & Terminal Operator Advisory	\$5,580												\$0		\$5,580	\$6,000
	Allowance / TBD Tasks													\$0	\$150,000	\$150,000	\$150,000
Totals		\$37,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$150,000	\$187,100	\$187,500

		M&N	SHN	ICF	W-Trans	Merkel	EMI	Schatz Energy	Crowley Marine	Northern Hydrology	Julian Berg	HT Harvey	EHDD	10% Sub Mark-up	Other Direct Costs	Total	Total
Totals		\$1,135,755	\$590,870	\$646,040	\$105,740	\$73,326	\$74,862	\$130,472	\$41,071	\$51,000	\$8,000	\$79,600	\$8,000	\$180,898	\$436,650	\$3,562,284	\$3,567,500
Percent		32%	17%	18%	3%	2%	2%	4%	1%	1%	0%	2%	0%	5%	12%		



moffatt & nichol

RATE SCHEDULE FOR PROFESSIONAL SERVICES HUMBOLDT BAY HARBOR RMT PROJECT

Effective February 1, 2022, Until Revised

	<u>CLASSIFICATION</u>	<u>HOURLY RATES</u>
PROFESSIONALS	Supervisory Engineer/Scientist	\$ 270.00
	Senior Engineer/Scientist	\$ 245.00
	Engineer/Scientist III	\$ 225.00
	Engineer/Scientist II	\$ 195.00
	Engineer/Scientist I	\$ 175.00
	Staff Engineer/Scientist	\$ 150.00
TECHNICIANS	Senior Technician	\$ 190.00
	Designer	\$ 175.00
	CADD II	\$ 160.00
	CADD I	\$ 130.00
CLERICAL	Project Controls/Word Processing	\$ 130.00
	General Clerical	\$ 100.00
SPECIAL	Principal Engineer/Scientist	\$ 285.00
	Deposition & Trial Testimony	\$ 574.00

REIMBURSABLE EXPENSES (Unless Otherwise Provided in Written Agreement)

Subcontracts or Outside Services		Cost +10%
Reproductions	-In House	
	Mylar Plots (B/W)	\$2.50/SF
	Color Plots	\$4.50/SF
	Vellum Plots (B/W)	\$1.50/SF
	Bond Plots (B/W)	\$1.00/SF
	Drawing Reproduction	Cost +10%
	Document Reproduction	\$0.15/sheet
	-Outside Reproduction	
Travel	Company Auto	Prevailing IRS
	Rental Vehicle	Cost
	Airfare	Cost
	Meals and Lodging	Cost



COMMISSIONERS
1st Division
Aaron Newman
2nd Division
Greg Dale
3rd Division
Stephen Kullmann
4th Division
Richard Marks
5th Division
Patrick Higgins

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

TASK ORDER #1:
Authorization to Proceed with Contract up to \$1,358,723
March 10, 2022

TO: Shane Phillips, Moffatt & Nichol

FROM: Larry Oetker, Executive Director

DATE: March 10, 2022

TITLE: TASK ORDER #1: Authorization to Proceed with Contract up to \$1,358,723

BACKGROUND: On 3/10/22, the Board of Commissioners approved a contract with Moffatt & Nichol for the "Humboldt Bay Harbor District's Multipurpose Terminal Replacement Project at Redwood Marine Terminal I and Navigation Channels" project. The total contract amount was for a total not to exceed amount of \$3,567,500. A condition of the Board's approval was that expenditure of the contract budget could only be authorized through Task Orders. In the same motion, the Board also approved this Task Order #1 for a not to exceed amount of \$1,358,723. The Board also authorized the Executive Director to issue additional task orders as additional funding becomes available to satisfy the full amount of the overall contract.

PURPOSE OF THIS TASK ORDER: This Task Order #1 authorizes Moffatt & Nichol to expend up to \$1,358,723 of the total contract amount of \$3,567,500.

COMMISSIONERS

1st Division

Aaron Newman

2nd Division

Greg Dale

3rd Division

Stephen Kullmann

4th Division

Richard Marks

5th Division

Patrick Higgins

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STAFF REPORT
HARBOR DISTRICT MEETING
March 10, 2022

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: March 4, 2022

TITLE: Consider Adopting Ordinance 20, An Ordinance of the Board of Commissioners of the Humboldt Bay Harbor, Recreation and Conservation District Relating to the Prohibition of the Storage and Handling of Coal and Petroleum Coke on District-Owned Property

STAFF RECOMMENDATION: Adopt Ordinance 20 and consent to read by title only.

SUMMARY: There is substantial evidence that storing or handling coal on and over District-owned property poses a danger to the health and safety of people living, working, visiting, and recreating on that and adjacent properties. If adopted, Ordinance 20 would ban the establishment and/or expansion of storage and handling of coal and/or petroleum coke on District-owned property.

DISCUSSION: The Board requested that Staff prepare an Ordinance prohibiting the storage and handling of coal and petroleum coke on any property owned by the District property.

ATTACHMENTS:

A Draft Ordinance 20

DRAFT

ORDINANCE NO. 20

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT RELATING TO THE PROHIBITION OF THE STORAGE AND HANDLING OF COAL AND PETROLEUM COKE ON DISTRICT-OWNED PROPERTY

The Board of Commissioners of the Humboldt Bay Harbor, Recreation and Conservation District do ordain as follows:

SECTION 1. Findings.

The Board of Commissioners finds and declares:

- A. There is substantial evidence that storing or handling coal on and over District-owned property poses a danger to the health and safety of people living, working, visiting, and recreating on that and adjacent properties;
- B. Coal dust consists of fine particles that include PM2.5, for which there is no safe level of exposure, and which has been associated by the State of California and the World Health Organization with cancer and birth defects;
- C. These fine particles include crystalline silica (quartz), lead, mercury, arsenic, cadmium, and nickel;
- D. Burning of fossil fuels emits mercury, a powerful neurotoxin, into the upper atmosphere where it can travel long distances before being deposited into watersheds as well as inland and coastal waterways where it accumulates in fish threatening human health and Humboldt County's recreational, Tribal, and subsistence fisheries;
- E. Coal is subject to spontaneous combustion and requires specialized firefighting techniques;
- F. Storing and handling coal on District-owned lands would be inconsistent with the District's purpose and mandate, as set forth in its Master Plan and Appendix 2 of the California Harbors & Navigation Code, including but not limited to these goals and principles:
 - i. Establishment of open space areas and areas provided for recreational use with open access for the public;
 - ii. Improvement, protection, and conservation of the wildlife and fish resources and the ecology of Humboldt Bay;
 - iii. Preservation of the long term economically viable and environmentally sustainable, utilization and enjoyment of natural resources;
 - iv. Prevention of pollution of Humboldt Bay;
 - v. Enhancement of the aesthetic appearance of Humboldt Bay;
 - vi. Maintain or enhance the quality of the local water resources;
 - vii. Establishment, improvement and conduct of small boat harbors, marinas, aquatic playgrounds and similar recreational facilities; and

- viii. Protecting the right to fish in the waters of Humboldt Bay including the right of convenient access to said water over said lands for said purpose.

SECTION 2. Intent.

- A. This Ordinance is intended to protect and promote the health, safety, and welfare of the residents, visitors, and workers within the District by reducing the release of pollutants into the environment because of coal and petroleum coke storage and handling.
- B. This Ordinance is also intended to reduce the public health, safety, or welfare impacts caused by the storage and handling of coal and petroleum coke.
- C. This Ordinance is also intended to reduce the adverse impact to ecological and natural resources of the Humboldt Bay, including tide and submerged lands, caused by the storage and handling of coal and petroleum coke.
- D. This Ordinance bans the establishment and/or expansion of storage and handling of coal and/or petroleum coke on District-owned property.

SECTION 3. Definitions.

As used in this Ordinance, the following terms have the following meanings:

- A. *Coal* means a solid, brittle, carbonaceous rock classified as anthracite, bituminous, subbituminous, or lignite by the American Society for testing and Materials (“ASTM”) Designation D388-77.
- B. *District* means the Humboldt Bay Harbor, Recreation, and Conservation District formed pursuant to Appendix 2 of the California Harbors and Navigation Code.
- C. *Petroleum Coke* means a solid carbonaceous residue produced from a coker after cracking and distillation from petroleum refining operations, including such residues produced by petroleum upgraders in addition to petroleum refining.
- D. *Property Owned by the District* means property in which the District holds a proprietary or fiduciary interest to include fee, trust, or leasehold interests. To the extent the District possesses a leasehold interest in lands affected by this Ordinance, this Ordinance shall apply solely to District agents, invitees, and licensees.
- E. *Store or Handle, or Storing or Handling, or Storage or Handling* means to allow or maintain any pile, including without limitation covered and uncovered piles, piles located above ground, underground, or within containers, or to load, unload, stockpile, or otherwise handle an/or manage, temporarily or permanently, coal and/or petroleum coke.
- F. *Small Amounts of Coal or Petroleum Coke* means 25 pounds or less stored or handled in a 24-hour period.

SECTION 4. Prohibition On Storage and/or Handling of Coal or Petroleum Coke.

The storage and handling of coal and petroleum coke on any property owned by the District is prohibited.

SECTION 5. Exemptions.

The following non-commercial uses are exempt from the provisions of Section 4, above: residential, educational, scientific, recreational, religious, craft or cultural uses in which persons store or handle small amounts of coal or petroleum coke.

SECTION 6. Exceptions.

- A. The provisions of this Ordinance are not applicable to the extent, but only to the extent, that they would violate the constitution or laws of the United States or of the State of California.
- B. Any person claiming to be adversely affected by an unlawful or unconstitutional application of this Ordinance may apply to the Executive Director of the District for an exception, setting forth the basis for the application and requesting an exception. The Executive Director or her/his designee must respond in writing within twenty-one (21) days, granting or denying the exception. Such determination of exception shall be published to the District website.
- C. Within ten (10) calendar days after publication of the determination of exception, any determination by the Executive Director that an exception will be granted or denied may be appealed by any person aggrieved by such action to the Board of Commissioners. If no appeal is filed, the Executive Director's decision is final.
- D. The Secretary of the Board will set the appeal for hearing before the Board of Commissioners at a regular or special meeting within sixty (60) calendar days and give notice to the applicant, the appellant, and by publication pursuant to Government Code § 6061 not less than 10 days prior to the hearing. The hearing will be conducted *de novo*. The Board may continue the hearing from time to time. The Board's findings and determination on the appeal will be final and conclusive.

SECTION 7. Conflicting Provisions.

Where a conflict exists between the requirements in this Ordinance and applicable requirements contained in other Ordinances of the District, the applicable requirements of this Ordinance prevail.

SECTION 8. CEQA.

The Board of Commissioners finds, pursuant to the California Environment Quality Act (CEQA), Guidelines section 15378, that this ordinance is not a Project as defined by CEQA. Furthermore, the ordinance is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) as it is

covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

SECTION 9. Publication and Effective Date.

This Ordinance shall be published, within 15 days from the passage thereof, with the names of the members voting for and against it at least once in a daily newspaper of general circulation printed and published in the District. This ordinance shall take effect and be in force thirty (31) days from the date of its publication.

Introduced, passed, and adopted by the Board of Commissioners for the Humboldt Bay Harbor, Recreation and Conservation District on this ____ day of April, 2022, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Greg Dale, President
Board of Commissioners

ATTEST:

Richard Marks, Secretary
Board of Commissioners

COMMISSIONERS

1st Division

Aaron Newman

2nd Division

Greg Dale

3rd Division

Stephen Kullmann

4th Division

Richard Marks

5th Division

Patrick Higgins

Humboldt Bay
Harbor, Recreation and Conservation District
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STAFF REPORT
HARBOR DISTRICT MEETING
March 10, 2022

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: March 4, 2022

TITLE: Receive an Update on the Samoa Peninsula Beautification Project and Provide Direction as Necessary

STAFF RECOMMENDATION: Accept the Staff Report and provide direction as may be appropriate.

SUMMARY: The District and our partner Redwood Community Action Agency (RCAA) were awarded \$903,870 to implement the Samoa Beautification Project. The project focuses on enhancing the community through projects such as public art, wayfinding signage, historical markers along dune/beach trails, interpretive signage, native plant installation, public seating, coastal safety signage, an extensive anti-littering campaign, educational activities, litter abatement days, abandoned vehicle abatement, dog waste pickup kiosks, bicycle and pedestrian facility improvements, and other site enhancements.

DISCUSSION: The Peninsula Beautification Project will improve key public spaces that are currently underused and abused because the presence of trash and other illicit activities decrease the feeling of safety within the community as there is a lack of basic parking, trash receptacles and other amenities. The Harbor District is the lead applicant and RCAA is the sub-applicant responsible for implementing many components of the project.

ATTACHMENTS:

A Grant Narrative

Attachment A: Project Narrative Template

A.1 PROJECT LOCATION AND DESCRIPTION

Project Location:

The Peninsula Beautification Project will be implemented in Humboldt County's coastal unincorporated towns of Manila, Fairhaven, and Samoa. The Samoa Peninsula is approximately 6 miles long and ranges from ½ to ¾ miles in width. Humboldt Bay sits on one side of the Peninsula while the Pacific Ocean sits on the other. The Peninsula is connected to Arcata, CA by land and to Eureka, CA by highway 255 and multiple bridges. Although the Peninsula is a beautiful coastal place that offers the public abundant recreational opportunities, this community struggles with frequent illegal dumping and other illicit activities that make many places feel unsafe for residents and visitors to enjoy.

In total, 8 locations will be improved throughout the Peninsula to reduce and prevent dumping and littering, beautify public spaces for recreation, and advance equity for the underserved Peninsula community. The proposed projects will be implemented throughout the Peninsula at key locations and will be visible to the surrounding communities. The locations were identified by working with the Peninsula community for over 6 years to pinpoint problematic areas and identify solutions. The project locations include the Manila Community Park, coastal access sites on the southern Peninsula, beach and dune trails throughout the Peninsula, several streets with high rates of illicit activities and calls for service to law enforcement, a public campground and community boat launch recreational area, and several fishing and water recreation access points. The two attached maps depict (a) the project location within the greater region, and (b) the proposed project location sites on the Peninsula.

Project Description

The Peninsula Beautification Project will improve key public spaces that are currently underused and abused because the presence of trash and other illicit activities decrease the feeling of safety within the community as there is a lack of basic parking, trash receptacles and other amenities. The Humboldt Bay Harbor, Recreation, and Conservation District (Harbor District) will be the lead applicant and Redwood Community Action Agency (RCAA) will be a sub-applicant responsible for implementing many components of the project. The Peninsula Beautification Project is an infrastructure proposal that will focus on enhancing the community through projects such as public art, wayfinding signage, historical markers along dune/beach trails, interpretive signage, native plant installation, public seating, coastal safety signage, an extensive anti-littering campaign, educational activities, litter abatement days, abandoned vehicle abatement, dog waste pickup kiosks, bicycle and pedestrian facility improvements, and other site enhancements. The Harbor District and RCAA will be following Caltrans' 5 E's to address Illegal Dumping - Engagement, Education, Eradication, Enforcement, and Enhancement.

The goals for this project are to:

1. Transform former industrial areas into welcoming, multipurpose areas where individual communities maintain their sense of place and identity
2. Reduce and prevent illegal dumping of large items, littering, and vehicle dumping/ abandonment in an area that has long suffered from these impacts
3. Beautify public spaces to increase the number of welcoming locations where the community can recreate with an enhanced feeling of safety
4. Focus on underserved communities, increasing equitable access to safe, enjoyable public spaces

The Peninsula Beautification Project tasks are split into 5 categories in accordance with categories listed in the Clean California application's "Project Outcomes" section. Each project location includes a mix of tasks. The project locations are described below, followed by a detailed description of tasks/ activities.

These task names/ categories are:

- Task A: Litter Abatement
- Task B: Beautification and Enhanced Community Connection

- Task C: Enhanced Public Health and Enhanced Use of Public Spaces
- Task D: Education and Community Outreach
- Task E: Program Administration

Project Locations and Project Details:

Location 1: Vance Avenue Improvements

Vance Avenue runs along the shore of Humboldt Bay and has magnificent views of wildlife and natural areas. Despite the picturesque views, it is the location with one of the highest rates of illegal dumping on the Peninsula. This has enormous repercussions on wildlife and water quality, as wind blows trash runoff directly to the Bay. The social impacts are also great, as the community that lives along this road must regularly drive by abandoned vehicles and trash. The Harbor District commonly patrols this area and removes as much trash as possible. There have been community-based efforts to solve this problem such as community clean up days and the placement of boulders to restrict vehicle access for illegal dumping along roadways, but there is still ample room for improvement. The task activities proposed for this location include murals, enhancements to the Vance Avenue overlook, “no dumping” signage, and solar lighting. Improvements to the Vance Avenue overlook parking lot will include enhancing artistic picnic tables with decorative/ sculptural elements and interpretive signage which will be placed on existing poles. The parking lot is one of the most common places to find illegally dumped trash and abandoned vehicles. There is a lot of potential for this parking lot to be utilized by the community as a location to enjoy Humboldt Bay and local wildlife.

Location 2: Manila Park

Manila Park is in the unincorporated community of Manila (population approximately 800 people) and is one of very few traditional public parks located on the Peninsula. Manila Park sits along Humboldt Bay and has public amenities such as a playground, picnic tables, disc golf course, and basketball hoops. Manila Park is not viewed as an appealing park for families and residents to recreate due to illicit activities that frequently occur in the parking lot. Some parents feel unsafe taking their children to the park because of past negative experiences. Improvements to Manila Park will discourage illicit activities and encourage more residents to recreate in the park, provide visitor amenities, and support the management and maintenance of the park by the Manila Community Services District. The task activities proposed for the Manila Park include entrance signage, parking lot surfacing/ striping and layout redesign to decrease illicit activity, interpretive signage, park activity signage, native plant landscaping, dog waste station installation, wood chips for playground, sculptural play structures, new painting and mural for the bathroom/ concessions building, trash receptacle placement, and planning for paddlers to use the Manila Park as a future Humboldt Bay access point. Manila Park is unique and critically important as in addition to the public amenities, it also has approximately 900 feet of Humboldt Bay frontage with an unpaved nature trail and benches. Manila Park also has elevated walking trails through a large coastal wetland which is utilized by local schools for environmental education field trips.

Location 3: Fairhaven

Fairhaven is a small unincorporated community on the Peninsula with a population of about 175 residents. There is beach access at the end of Park Street along the bay where the community can enjoy scenic views, have a local gathering space, and launch small boats. This site is also a location where unlawful activities occur such as illegal dumping and drug use that make the space uninviting. A few simple improvements would substantially increase the feeling of community and safety at this site. The task activities proposed for Fairhaven include sculptural seating, interpretive signage, “no dumping signage”, dog waste station installation, native shrub and flower planting, vegetation management to reduce areas for dumping and hiding dumped material, and “share the road” signage throughout the community to indicate that bikes and pedestrians share roadways.

Location 4: Coastal Access Improvements on the Southern Peninsula

Most coastal access sites along New Navy Base Road have no guidance on parking configuration nor signage to inform the public about what beach they are visiting. The lack of guidance for parking creates a chaotic scene that is dangerous to pedestrians and motorists. The lack of barriers allows

drivers to drive through sensitive dune habitat and illegally traverse trails and beaches. Coastal dunes are designated environmentally sensitive habitat areas (ESHA) and provide a critical buffer to local residents and visitors from potential tsunamis and large wave events. Driving through the dunes causes substantial erosion and decreases the community's protection. This lack of guidance and easy access to dunes also attracts illicit activities such as illegal dumping and vehicle abandonment. It is common to see trash and abandoned vehicles every day along these access points. The lack of wayfinding/ location signage is a safety issue because it is hard to communicate directions with first responders when people need help at or near these sites. Additionally, multiple accidental drownings have occurred on the north jetty when recreational users were swept out to sea by unexpected sneaker waves. The Peninsula Community Collaborative, National Weather Service, U.S. Coast Guard, Bureau of Land Management and many other stakeholders have been actively working to improve awareness about this hazard at this popular recreational destination and wish to install additional signage. The task activities proposed for coastal access points along the southern Peninsula include decorative barriers to block driving and dumping access in the beach/ dunes, interpretive and wayfinding signage mounted to existing poles, public seating, ADA-accessible temporary bathrooms, animal-proof trash receptacles, bicycle racks, dog waste station installation, and sneaker wave safety signage at the north jetty to warn of extreme danger on and near the jetty.

Location 5: Humboldt Bay Municipal Water District Utility Vaults and Tank

Concrete utility vaults and a water tank located throughout the Peninsula are owned and maintained by the Humboldt Bay Municipal Water District (HBMWD). The majority of these concrete vaults are covered in graffiti, creating blight in the community. The water tank is also covered in graffiti, and it is more difficult to remove because of its size. The task activities proposed on HBMWD facilities include murals on concrete utility vaults, a mural on the large utility tank, and temporary signage to prevent erosion where there is underground utility infrastructure in highly mobile dune sands.

Location 6: Manila Dunes Recreation Area

The Manila Dunes Recreation Area is managed by the Manila Community Services District and trails are enjoyed by the surrounding community. This is another location where people drive on the dunes unlawfully causing people on foot to be exposed to serious danger. The dune destruction also reduces tsunami protection provided by coastal dunes and impacts the sensitive, highly biodiverse dune habitat. The task activities proposed at this site include decorative barriers to block unlawful driving in the dunes, historic sculptures and interpretive markers designed by local artists in collaboration with the Wiyot Tribe, and dog waste station installation.

Location 7: Trail network improvements in the town of Samoa

The town of Samoa is in the process of expanding to include hundreds of additional housing units, support transition from the current "company town" model where all residents rent and allow residents to purchase their homes, and expand business opportunities on adjacent industrial properties. The trails associated with this plan are permitted and will be built by the property developer, however, additional trail-related amenities will increase the feeling that these trails are safe and welcoming. Task activities at this location will include wayfinding signage along new trails, animal-proof trash receptacles at key locations, mural painting and lighting enhancements at the New Navy Base Road pedestrian undercrossing, and coordination meetings to plan for potential use of an additional undercrossing.

Location 8: Peninsula-wide

These task activities encompass the entire Peninsula and will take place throughout the community over the project's timeline. They are related to outreach, education, and litter abatement throughout the Peninsula community, which shares geographic characteristics and challenges. The task activities which will take place throughout the Peninsula include a bicycle promotion event with local youth, installation of interpretive signage about stormwater pollution prevention and coastal stewardship, guided walks in English and Spanish to showcase project improvements and encourage appreciation of Peninsula resources, a Peninsula-wide anti-dumping and anti-littering educational campaign to include a new logo, public service announcements, social media, TV and radio promotion, abandoned vehicle abatement, a series of staffed community "dumpster days" where residents can bring bulky items for

disposal and get help with moving these items, disposal fees funding for community workdays, placement of monofilament fishing line disposal/ recycling stations at key locations, Peninsula stakeholder coordination meetings on a quarterly basis, development of an "Adopt a Road" program for community volunteers to lead cleanup efforts in a sustainable way, planning/ strategy development for fish cleaning stations to protect Humboldt Bay water quality and support appropriate use by the fishing community, and planning/ strategy development for a gateway monument and community identification signage throughout the Peninsula.

Project details by task:

Task A: Litter Abatement – Activities will reduce the current amount of trash and prevent future littering and illegal dumping.

Task A Activities:

1. Disposal fees for trash removal - Disposal fees for miscellaneous illegally dumped trash to be picked up as soon as possible after discovery (Includes infrastructure budget items)
2. Community Clean-up Events – Four (4) community clean-up events will be held to engage community volunteers in stewardship of the Peninsula.
3. Community "dumpster days" – Implementation of five (5) staffed community dumpster days, which will include use of between 1-3 dumpsters per day. Staff will be present to ensure that hazardous materials are not deposited in the dumpsters and to provide information about where non-disposable items can be taken. (Includes infrastructure budget items)
4. Anti-littering sign design, ordering and installation coordination – Create and install signage for stormwater pollution prevention, habitat appreciation, and litter prevention at 8 sites in the project area. (Includes infrastructure budget items)
5. Trash receptacle procurement and installation - Installation of five (5) bear-proof/ critter-proof trash cans to provide a location to properly dispose of trash and discourage littering. There are no trash cans along any coastal access sites. (Includes infrastructure budget items)
6. Installation of monofilament fishing line recycling/ disposal facilities for three (3) locations: Installation of fishing waste disposal stations at locations used by recreational fishing community. (Includes infrastructure budget items)
7. Dog waste disposal kiosks (10) to reduce the amount of trash left behind. (Includes infrastructure budget items)
8. Vehicle Abatement Fees - This will cover the coordination and disposal to remove abandoned vehicles on the Peninsula, including vehicles that become stranded and buried in sand. (Includes infrastructure budget items)
9. Decorative Barrier Coordination – Coordination of the placement of decorative barriers and boulders along problematic locations including coastal access areas along New Navy Base Road and around the Samoa Lagoons along Vance Avenue. Loads of gravel will also be installed to help establish parking areas along these locations and in Fairhaven. (Includes infrastructure budget items)

Task B: Beautification and Enhanced Community Connection – Activities will focus on the coordination of beautification and enhanced community connection activities.

Task B Activities:

1. Mural planning and coordination – Identifying locations for all murals and confirming with collaborative partners - see Task B, Activity 5 below for mural details.
2. Coordination of native plant workdays – Coordination of community workdays for installation of native plantings at multiple locations including Manila Park, Fairhaven community locations, near Vance Avenue overlook. (Includes infrastructure budget items)
3. Wayfinding sign design and install – Installation of wayfinding signage along trails and other locations. Interpretive signage mounted to existing structures/ poles, placement of public seating, and "you are here" signs with emergency phone numbers. (Includes infrastructure budget items)

4. Historical marker sign and install - Historic sculptural markers in the Peninsula dunes environment designed and made by local artists will be installed at important locations on the Samoa Peninsula to showcase local Wiyot Tribe history, language, and culture. These markers will be developed in cooperation with the Wiyot Tribe and with a preference for native artists. (Includes infrastructure budget items)
5. Mural painting by local artists - This includes murals on the following structures: large mural along Vance Avenue to discourage illicit activities, brighten the space, make it look more cared-for, and improve community image. Murals painted by local artists on "k-rail" barriers which will be installed to limit locations for driving on sensitive dunes and common dumping spots, large mural facing Vance Avenue in Samoa on a cargo container on Peninsula School grounds, and a mural on Manila Park bathroom/ concessions building. Murals evoking a beach/ ocean theme will also be painted by local artists on concrete water valve vaults and a water tank on Humboldt Bay Municipal Water District's (HBMWD) frequently graffitied infrastructure. Additional temporary signage to discourage access across HBMWD pipeline to prevent sand erosion exposing the facility. The murals will be installed by professional local artists throughout coastal areas of the Samoa Peninsula to reduce graffiti. The Peninsula Community Collaborative has previously installed murals on multiple similar utility vaults, with great success – graffiti and vandalism were reduced, and residents are proud of the artistic additions. Mural painting and lighting enhancements in the tunnel that goes underneath New Navy Base Road, connecting residents of Samoa to the beach and connecting beachgoers to high ground in case of tsunamis. This location is frequently vandalized and can be foreboding or unwelcoming at times. All murals will be designed to minimize vandalism and increase community pride. (Includes infrastructure budget items)
6. Bike and Pedestrian Access Coordination - Installation of bicycle racks at recreation destinations in the project area where recreational riders can utilize them. Install neighborhood signage in Fairhaven indicating that bikes and pedestrians share the roadway. (Includes infrastructure budget items)

Task C: Enhanced Public Health and Enhanced Use of Public Spaces – Task C will focus on activities that enhance public health and public spaces through project coordination, planning, and installation of project components.

Task C Activities:

1. Picnic tables and seating coordination, ordering, and installation to increase appropriate use of beaches, dunes, parks and public areas. (Includes infrastructure budget items)
2. Samoa Trail Undercrossing Planning Meetings - Planning and coordination of meetings with key stakeholders to consider use of an additional under-roadway tunnel for pedestrian use to go to/ from the beach.
3. Play structures - Coordination/ installation of sculptural play structures that also have an artistic quality and a coastal theme. (Includes infrastructure budget items)
4. Enhanced use of beaches and dunes coordination - ADA-accessible temporary bathrooms will be placed at 3 locations in the project area to improve health, safety and sanitation of beachgoers. Large portable restrooms are both more accessible and more difficult to move/ vandalize. Funding will be used to increase community access to these facilities and lock/ unlock temporary bathrooms. Installation of decorative barriers to block inappropriate access along the Peninsula at 7 coastal access locations along New Navy Base Road. This includes attractive boulders, driftwood, and concrete partitions ("k-rails") which will be used to limit driving on dunes where it is disallowed by law, limit opportunities for illegal dumping, and define appropriate uses of public space. K-rails will be painted with decorative murals by local artists. Vegetation management to reduce areas for dumping and hiding dumped material. Interpretive signage will be installed at the frequently accessed public beach area to provide cultural and scientific background for the site. Installation of motion-sensor solar lighting at locations where there are appropriate locations for installation and ongoing dumping is problematic. (Includes infrastructure budget items)
5. Development of MOUs with partners - Development and execution of MOUs with all project partners detailing project maintenance commitments, liability releases.
6. Stakeholder meetings for walking/ biking – Facilitation of community meetings to discuss walking and biking facilities improvements.

7. Stakeholder meetings - Creation of plans for future fish cleaning waste disposal sites to reduce fish waste on the Samoa Peninsula and impacts on water quality of Humboldt Bay.
8. Planning of gateway/ community identification - Gateway Monument planning for the Peninsula to create an implementation plan.
9. Manila Park enhancement coordination – Coordination of project activities at Manila Park to ensure all improvements are implemented within the grant’s timeline. These coordination tasks include an entrance sign, parking lot surfacing and layout improvements to decrease illicit siting of activities, interpretive signage, park activity overview sign, funding recognition sign, and interactive art sculptures, upgrades to parking layout to meet County and ADA standards, dog waste kiosk stations with waste baskets, new wood chips for the playground, and sculptural play structures that also have an artistic quality and a coastal theme. An engineer will assist parking lot design and layout. Vegetation management will be incorporated to reduce areas for dumping and hiding dumped material. Native shrub and flower planting will be done to replace/ augment existing vegetation which hides dumped material, as well as for beautification and habitat diversity. (Includes infrastructure budget items)

Task D: Education and Community Outreach - Activities under Task D will provide education on litter abatement and engage the community in several ways to participate.

Task D Activities:

1. Project stakeholder quarterly meetings - Community coordination meetings to work with community groups, Tribes, and partners to implement projects on schedule and with the community’s vision.
2. Anti-dumping community campaign - Coordinate a Humboldt Bay-wide anti-littering and anti-dumping campaign. This includes design of a new logo, creation of messaging for signs and banners, development of public service announcements for radio, TV, and online/ social media. The purpose of this campaign will be to educate and encourage significant reduction in littering and dumping.
3. Guided community walks/ bike rides - Coordinate and host a bicycle promotion event in the project area for local schoolchildren. Host a skill-development ride in conjunction with local school groups in the project area to experience the new improvements including public art. After implementing improvements provide guided walks at newly enhanced project sites. A series of four (4) guided walks, in English and Spanish, for community members to learn about the human history, natural history, and current uses of Humboldt Bay. The purpose of these guided walks is to increase appreciation and enjoyment of the project area.
4. Public outreach meetings – Three (3) community meetings will be held to seek community input on the project. These will be based on current public health guidance and will be formatted to increase participation to the maximum extent feasible.
5. Project webpage/ materials development – A project webpage will be developed along with informational materials about the project.
6. "Adopt a road" program coordination - Coordination and creation of a Samoa Peninsula Adopt-a-road program for community advocates and volunteers to take the lead on keeping problematic roads clean.
7. Paddling access planning/ outreach - Water access planning for future boating bay access that would attract new recreational users.
8. Community Celebration – An “end of grant” celebration will be held to showcase the grant’s accomplishments, recognize volunteers, and inspire people to participate in future volunteer opportunities. This event will be based on current public health guidance.
9. Coastal Access Safety Educational Signs - Installation of Sneaker Wave Safety signage at three (3) new locations in cooperation with the Bureau of Land Management to encourage safe recreation on the Peninsula. (Includes infrastructure budget items)

Task E: Program Administration - Task E will cover all administrative tasks including invoicing and grant reporting

Task E Activities:

1. Invoicing – This activity will include regular invoicing as required by Caltrans.
2. Reporting – This activity will cover reporting requirements as directed by Caltrans.

A.2 DEMONSTRATED COMMUNITY NEED

The Humboldt Bay Harbor, Recreation, and Conservation District and RCAA have collaborated several times before to find solutions to common issues on the Peninsula such as illegal dumping and vehicle abandonment. The Peninsula has historically been a location where many illicit activities occur such as illegal dumping of large bulky items due to its many remote locations. The majority of the dumped trash is coming from outside of the Peninsula. The impacts of these illicit activities on the Peninsula have extensive social and environmental impacts. This constant presence of trash, abandoned vehicles, and other illicit activities are the top concerns voiced from the community as these activities contribute to blight and decreases the feeling of safety. There are many beautiful public locations throughout the Peninsula to enjoy but many do not always feel safe to visit because of the continuous presence of illicit activities. Improving these problematic locations would greatly increase the number of places that residents would be able to enjoy in their community and attract a positive recreational use.

Goal 1. Reduce the Amount of Waste and Debris:

Existing waste:

There are several types of existing waste on the Peninsula that need to be removed. There are large bulky items such as appliances and furniture at turnouts and coastal access sites. People also commonly dump smaller household trash that is dispersed by the wind and runoff making its way into Humboldt Bay and other natural areas. Vehicles are frequently abandoned on the Peninsula and difficult to remove under normal circumstances but are even more difficult to remove when they are left out on the dunes or on the beach. Special equipment is required to remove these abandoned vehicles from deep sand which is more costly than vehicle removal on the roadside. Another type of waste that can be found on the Peninsula is bio-hazardous waste such as used needles and excrement. These types of waste are present throughout the Peninsula. Disposal of these materials will be done with special training and in coordination with local waste management organizations/ agencies.

Work to be performed and who will perform the work:

The Peninsula Beautification project will greatly reduce the amount of waste and debris found throughout the Peninsula through several different approaches focused on engagement, eradication, and education. The project involves several clean up days where community members and local agencies will come together to remove existing trash. There will be several Dumpster Days throughout the duration of the project and RCAA will work with community members to ensure those without access to a truck or individuals who are disabled are able to get assistance from volunteers. RCAA will be coordinating these events with the help of the Harbor District. RCAA has previously led many successful clean up days and dumpster days on the Peninsula, collecting over 800 cubic yards of waste from the community. Disposal fees will be used to remove dumped items as soon as possible from the moment they are found or reported. The Harbor District frequently drives along these problematic areas and can remove and dispose of dumped trash. Social and behavioral research shows that trash that is present and not moved within a timely manner will attract more trash in that area, eventually becoming a known dumping location. Large bulky items that are discovered will be picked up as soon possible and disposed of. The project also includes a litter abatement campaign and educational signage. RCAA has vast experience in both, and our staff have led several multi-year educational campaigns including a stormwater pollution prevention campaign. The litter abatement campaign and educational signage will be a preventative method of reducing trash on the Peninsula.

The placement of decorative barriers along coastal access sites will also prevent people from driving into the dunes to unload their trash or illegally drive on dunes. This will make a significant difference because it is extremely difficult to remove large trash from the dunes causing it to pile up and create safety hazards. Strategically placing decorative barriers at these coastal access points will transform these public spaces in several ways. First, this improvement alone would significantly reduce illegal dumping. There is one location that barriers were placed several years ago that has reduced illegal dumping at this site to almost zero. Our goal is to replicate this at other locations but to also implement beautification elements to make the space even more welcoming. All beautification projects including

murals, sculptures, and public art will also reduce trash by increasing the appreciation and appropriate use of that public space. In accordance with Crime Prevention through Environment Design principles, the public perception of the sites will also change from notorious dumping spots to community recreational areas where there are eyes and ears present, thereby addressing the ongoing problems associated with dumping and blight.

Goal 2. Beautify and Improve Public Space:

All locations will incorporate beautification projects to help improve public spaces to increase community usage and enjoyment. The improvements will include interpretive signage, native planting, murals, historic sculptural markers community identification signage, entrance signage, sculptural play structures, safety signage, and more. All projects will increase the sense of community pride and overall safety. Most coastal access locations do not have any placemaking signage or any evidence of being a recreational access area. Project components such as wayfinding signage and murals will transform these locations from a large pullout on the side of the road to a beautiful coastal access location with educational signage, murals, etc. Decorative barriers will function as both murals and as barriers to illegal dumping in the dunes. The decorative barriers are an essential component of beautifying coastal access areas because they will create a welcoming environment.

Goal 3. Improving Public Spaces for Walking and Recreation:

Coastal access locations are in poor shape and deter the community from parking there due to blight and crime. Many Humboldt residents prefer to go to other beaches off the Peninsula to recreate even though it may be further away. All coastal access locations have trails that go through the dunes and onto the beach. Improving these coastal access locations will increase foot traffic and encourage community members to enjoy these spaces safely. Many of the project components of Goal 2 also meet Goal 3 as many project sites are both public spaces and spaces for recreational use and walking.

Goal 4. Advance Equity for Underserved Communities:

The Peninsula community has a long history of feeling unheard and left out of community improvement projects. The Peninsula often does get left out due to its small rural population, unincorporated status and lack of resources. The entire Peninsula is classified as an underserved community having a median household income of \$43,427. There are several advocates that have been working to improve the Peninsula community for over 20 years and have had difficulty moving projects along without the proper financial and professional resources. There have been improvements over time many residents who are passionate about improving their community but lack the necessary resources to achieve bigger change. These enhancements to the community will not only benefit the immediate Peninsula community but will also attract people from the rest of the County to enjoy these public spaces. The Peninsula has had a rougher reputation because of blight caused by the illicit activities such as illegal dumping and vehicle abandonment. This community was identified through working directly with residents and learning about the many problems they face while living on the Peninsula.

A.3 PUBLIC ENGAGEMENT

RCAA supported the organization of the Peninsula Community Collaborative (PCC) in 2015 and the PCC's ongoing meetings from 2015 onward. The PCC's goal is to improve the feeling of safety for Peninsula residents by improving the community's physical image, increasing the sense of community, enhancing bike and pedestrian facilities, and improvement of community preparedness for natural disasters. RCAA and the PCC worked with many stakeholders, public agencies, representatives, and residents for over 5 years to help advocate for the Peninsula to improve the feeling of safety. Through this work, RCAA became well-informed about Peninsula community concerns and resident's ideas for improvements. RCAA and the PCC helped push Peninsula affairs to the forefront for County decision-making. RCAA and the PCC were able to make improvements to specific areas on the Peninsula that have reduced graffiti and illegal dumping, but a substantial amount remains to be done.

Over 5 years, RCAA and the PCC led annual door-to-door surveying to talk with community members about their health and safety perceptions of the Peninsula and to discuss possible solutions. We went

to every household on the Peninsula along with most businesses and spoke with hundreds of community members every year about the improvements that they would like to see in their community. Through these conversations, RCAA and the PCC gathered critical feedback and completed robust plans. Prior to the onset of the COVID-19 pandemic, the PCC held numerous community events specifically to gather feedback from the community about projects that would improve the Peninsula. Through all this work, RCAA and PCC were able to create a long list of projects that would accomplish the goal to improve the Peninsula. Many of these desired projects are included in this grant proposal. The PCC and RCAA held monthly meetings to specifically discuss ideas on how to improve conditions on the Peninsula regarding illegal dumping, abandoned vehicles, and off-road driving. Many ideas for improvement included in this proposal originate from these meetings with community members.

RCAA assisted the Manila Community Services District in summer 2020 with community outreach in Manila to gather feedback on park improvements. RCAA led socially distanced park walk assessments, a virtual community meeting, sent a mailer with a survey to the entire Manila community, created an online survey, and held two pop up demonstrations to gather feedback from Manila residents and the surrounding community on what park improvements they would like to see. RCAA gathered essential feedback from the community on park improvements that would make the park feel welcoming. Additionally, RCAA supported the Peninsula Community Services District, a newly formed CSD that serves the Samoa and Fairhaven communities, to complete a Strategic Plan. This input also helped to shape the next steps for this project.

A.4 PROJECT DELIVERABILITY

The majority of this project does not include construction. Activities related to cleanup, education, and beautification will primarily involve improvements to existing facilities and placement of pre-constructed items. The improvements to the community gathering and parking areas within the Manila Park constitute the primary construction activity. The Manila Community Services District in cooperation with GHD have conducted an environmental analysis of the site slated for parking lot reconstruction, and have determined that there are no environmental issues or resource protection needs. The Manila Community Services District owns and manages the Manila Park and all site improvements will be in cooperation with Manila CSD.

During past volunteer cleanups on the Samoa Peninsula, some biohazardous waste has been found and that type of waste is dumped within project area often. Costs of disposing of this waste are incorporated into the project budget. RCAA and Harbor District staff will handle biohazardous waste with utmost care, provide training to all volunteers, and identify avoidance and mitigation measures as well as safe disposal protocols. Additionally, RCAA or Harbor District staff will assist with identification of any electronic waste, appliances with refrigerants, paint, solvents, or other items that cannot be disposed of with other solid waste throughout the project.

The entirety of the project area is within the Coastal Zone. RCAA, the PCC, the County, and local Coastal Commission staff have held multiple meetings about the proposed boulder and k-rail barriers to driving on the beach/ on private property where dumping is frequent. During these conversations, staff concluded that these unanchored structures an acceptable option under the County's existing permit. The proposed activities will not change the intensity of use of these areas, which are all frequently accessed public locations. In the case of sculptural play structures, benches, picnic tables, and seating, these will all be heavy concrete cast structures that are extremely hard to move. Boulders and concrete k-rails will be selected expressly to avoid them being moved without heavy equipment. Signs will be installed on existing posts, and ground-truthing has been conducted to ensure this is feasible. Other signs and amenities such as dog waste receptacles or historical markers will be mounted to existing structures or will be stand-alone, unmounted amenities. Installation and maintenance agreements will be completed with all partnering agencies throughout the project area.

A.5 ADVANCE PAYMENT

Not applicable.

A.6 MARKETING PLAN

RCAA will take the lead on marketing the project to the Peninsula community and beyond. RCAA has ample experience in community outreach and publicizing large projects to the community. RCAA will publicize the Peninsula Beautification Project as a whole and will also lead the outreach for project events such as the clean-up events, dumpster days, Humboldt Bay-wide anti-dumping campaign, educational outreach, guided walks, and other project events. RCAA will write press releases at the start of the project and at the end of the project to encourage the community to participate and to appreciate the improvements at the end of the project. RCAA will record radio public service announcements and will use all forms of social media to reach a wider, diverse audience. RCAA will update their website to include a project page where the community can learn about the projects in their community and learn about opportunities to participate. All outreach materials will include a link to the project page. Press releases, PSAs, flyers, and other outreach materials will be translated into Spanish to ensure that the project is inclusive of Spanish-speaking community members. RCAA and the Harbor District will also host an end of project celebration at one of the project sites to showcase improvements, which can include a ribbon-cutting with Caltrans staff and community leaders.

A.7 MAINTENACE PLAN

Many of these project elements will require minimal maintenance. A large number of partnering agencies and community groups will maintain the infrastructure features installed. The Harbor District, County of Humboldt, and private property owners will maintain their property and related enhancements on an ongoing basis. The Peninsula Community Services District will maintain all projects located on their property, including doggy kiosks, fishing waste disposal stations, interpretive signage, murals, decorative barriers, and native landscaping. The Manila Community Services district owns and maintains the Manila Park and the Manila Dunes Recreation Area and they will conduct ongoing maintenance. This includes the entrance signage, native landscaping, parking reconfiguration, murals, interpretive signage, doggy kiosks, and sculptural play structures. The Humboldt Bay Municipal Water District will maintain murals and elements installed on their facilities. The Bureau of Land Management will maintain signage on their property near the north jetty. The Peninsula Community Collaborative will help maintain project components in other public access areas and community spaces on a volunteer basis, including reporting maintenance needs to responsible agencies. For sustainability, a resource list will be developed and distributed amongst residents to increase awareness about which organization maintains each community area.

COMMISSIONERS
 1st Division
 Aaron Newman
 2nd Division
 Greg Dale
 3rd Division
 Stephen Kullmann
 4th Division
 Richard Marks
 5th Division
 Patrick Higgins

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



STAFF REPORT - HARBOR DISTRICT MEETING

March 10, 2022

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: March 4, 2022

TITLE: **Consideration of Initial 2022-2023 District Budget Preparation Schedule**

STAFF RECOMMENDATION: Staff recommends the Board: Direct Staff to implement the proposed 2022-2023 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 at financially and what we can reasonably accomplish within our financial means. As an alternative, the Board could appoint a Budget Subcommittee to work with staff to prepare the budget and bring the complete budget to the Board for approval.

Date	Meeting Type	Purpose
April 14	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 12	Regular	A) Preliminary Goals, Income, and Expenditures: 1. Woodley Island Marina 2. Fields Landing Boat Yard 3. Dredging B) Review the Fee Schedule
June 9	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 14	Regular	Budget Adoption, Fee Schedule and Transmission to Board of Supervisors
July 28	Special	If Necessary