

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

DATE: July 27, 2023

TIME: Special Session – 6:00 P.M.

PLACE: Woodley Island Marina Meeting Room, 601 Startare Drive, Eureka, CA 95501

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

How to Observe and Participate in the Meeting:

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

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

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

The Meeting Room is wheelchair accessible. Accommodations and access to Harbor District meetings for people with other handicaps must be requested of the Director of Administrative Services at (707) 443-0801 at least 24 hours in advance of the meeting.

- 1. Call to Order Special Session at 6:00 P.M. and Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comment**

*Note: This portion of the Agenda allows the public to speak to the Board on the **various issues NOT itemized on this Agenda.** 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 special meeting of the District.*

4. Business

a) Consider Adopting Resolution No. 2023-13, A Resolution Adopting the Final Fiscal Year 2023-2024 Humboldt Bay Harbor, Recreation and Conservation District Budget

Recommendation: It is recommended that the Board: Adopt Resolution 2023-13 Adopting the FY 2023-24 Final Budget, Goals, Budget Process and Policy, and CAPA approved 6.2% increase in the Port of Humboldt Bay Terminal Tariff Schedule.

Summary: The Budget is prepared annually under the direction of the Executive Director. The Board approved the Preliminary Budget on June 23rd. In accordance with CA Harbors and Navigation Code Section 6093, on or before August 1st, the District Board shall adopt and transmit the final budget to the Board of Supervisors. No Action is required of the Board of Supervisors.

5. Adjournment

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

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



STAFF REPORT
HARBOR DISTRICT MEETING
July 27, 2023

TO: Honorable Board President and Harbor District Board Members

FROM: Larry Oetker, Executive Director

DATE: July 21, 2023

TITLE: Consider Adopting Resolution No. 2023-13, A Resolution Adopting the Final Fiscal Year 2023-2024 Humboldt Bay Harbor, Recreation and Conservation District Budget

STAFF RECOMMENDATION: It is recommended that the Board: Adopt Resolution 2023-13 Adopting the FY 2023-24 Final Budget, Goals, Budget Process and Policy, and CAPA approved 6.2% increase in the Port of Humboldt Bay Terminal Tariff Schedule.

SUMMARY: The Budget is prepared annually under the direction of the Executive Director. The Board approved the Preliminary Budget on June 23rd. In accordance with CA Harbors and Navigation Code Section 6093, on or before August 1st, the District Board shall adopt and transmit the final budget to the Board of Supervisors. No Action is required of the Board of Supervisors.

DISCUSSION: The \$12,593,498 Final Budget is almost identical to the Preliminary Budget with the exception of the following changes which are associated with the award of the Woodley Island dredging contract; the close-out of the New Market Tax Credit (NMTC) agreements; and New Terminal project. The line items which have changed are highlighted in orange to simplify the review. The orange highlighting will be removed from the final budget Resolution Exhibit after it is approved.

DREDGING CONTRACT SHORTFALL:

- Increasing account 55608 dredging expense to \$3.5 million instead of \$3 million.
- Reducing dredging other expense category by \$38,000 to \$87,000 to partially cover dredging contract shortfall.
- Reducing Woodley Island Capital Outlay 53609 by \$75,000 to \$37,750 to partially cover dredging contract shortfall.
- Using \$200,000 of existing CASH to partially cover dredge contract shortfall (account 45908).
- Eliminating the \$340,000 Reserve Deposit (General Reserve) to partially cover dredging contract shortfall.

NEW TERMINAL:

- Adding \$2,173,223 to 45208 Harbor Grant Income to fund the Board approved contract with Moffat and Nichol for the new terminal environmental, permitting, and engineering. The budget also includes an offsetting expense of \$2,173,223 in 54408.1 Harbor Grant Expenses. The source of the funding is from the Ca Energy Commission \$10.45 mil grant to the District.

NMTC CLOSING:

- The budget and cash flow projections are based on the assumption the District and HBDA have executed agreements to close the NMTC relationship. Staff anticipates bringing these agreements to both Boards in the next few months. Eliminating the \$160,800 of revenue in the RMT II 43109 Interest Revenue line item due to the closing of the NMTC.

CASH FLOW: The District Accountant prepared a monthly Cash Flow Projection that accompanies the draft Final Budget. The Cash Flow Projection outlines the monthly income and expense cash flow based on the assumptions outlined at the bottom of the worksheet (Attachment 2).

The Cash Flow Projection provides an estimate, and the actual income and expenditures are evaluated, and adjustments are made throughout the year to ensure that the District maintains sufficient cash to cover expenses. The July 2023 beginning cash balance shows a significant increase in cash from FY 2022-23 projections due to the infusion of approximately \$3 million in loan funds into the July 2023 beginning balance. In addition, the beginning balance includes approximately \$1.2 million the District is holding as a deposit against the CalTrans Spartina contract, as well as the recommended \$650,000 General Reserve Funds. The steep decline in July- August is due to the \$3.5 million dredging contract expense. Cash flow remains relatively constant throughout the year with the exception of approximately \$627,0000 property tax revenues in April – May 2024.



BUDGET PROCESS AND POLICY: The Budget Process and Policy included as Exhibit B includes the following policy: “The Board will maintain a fund balances or working capital balances of at least twenty percent (20%) of operating expenditures in the General Fund and all Enterprise Funds and Internal Service Funds.” Based on a \$2 million base operating budget, the District should retain a minimum of \$400,000 in reserve accounts. Because of the large contracts, size of construction draws, and overall approximately \$12.6 million expense budget, staff recommends that we maintain at least \$650,000 of District cash in the General Reserve for cash flow purposes.

In addition to the Reserve Policy, the District also has loan covenants that require the District to maintain Fund that is sufficient for debt service ratio of 1.25. This amount is not in addition to the District’s Reserve Fund. To ensure that we have sufficient cash during this critical transition period, maintaining sufficient cash reserves will be critical.

TARIFF SCHEDULE FEE INCREASE: The Board adopted the Port of Humboldt Bay Terminal Tariff Schedule several years ago. The District is a member of California Association of Port Authorities (CAPA) and has entered into Federal Maritime Commission (FMC) Agreement No. 7345 along with the Ports of Hueneme, Long Beach, Los Angeles, Oakland, Redwood City, Richmond, San Diego, San Fransico, Stockton, and Sacramento. As part of the FMC Agreement, the Ports agreed to have a Tariffs & Practices Committee, which among other items, votes to approve changes to Ports tariff rates, charges, classifications, rules, regulations, or practices. The Committee approved a General Rate Increase of 6.2% (Attachment 3). The approval of Resolution No. 2023-13 will implement this tariff increase.

ATTACHMENTS:

1. Resolution No. 2023-13
 - a. Final Budget (Income, Expense, Debt Service, and Reserve Deposits)
 - b. Budget Process and Policies
2. Cash Flow Projections
3. CAPA Memo regarding 6.2% tariff increase

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

RESOLUTION NO. 2023-13

**A RESOLUTION ADOPTING THE FINAL FISCAL YEAR 2023-2024 HUMBOLDT BAY HARBOR,
RECREATION AND CONSERVATION DISTRICT BUDGET**

WHEREAS, the Board of Commissioners of the Humboldt Bay Harbor, Recreation, and Conservation District has prepared a draft and final annual budget pursuant to California Harbors and Navigation Code Section 6093; and

WHEREAS, the Board of Commissioners approved the fiscal year 2023-24 preliminary budget on June 22, 2023 and scheduled and noticed a hearing for the adoption of the final budget on July 27, 2023 at 6:00 pm; and

WHEREAS, notice of said hearing was posted on the Harbor District's website pursuant to California Harbors and Navigation Section 6093.1; and

WHEREAS, copies of the budget were made available on the Harbor District's website and at the District Office.

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

SECTION 1. Adopts the Final Fiscal Year 2023-24 Budget as set forth in Exhibit A attached here to and by reference incorporated herein.

SECTION 2. Adopts the Fiscal Year 2023-24 Budget Process and Policy as set forth in Exhibit B.

SECTION 3. Adopts a 6.2% General Rate Increase, as authorized by the California Tariffs and Practices Committee on January 13, 2023. Said increase shall apply to the Port of Humboldt Bay Terminal Tariff dated October 1, 2015.

SECTION 4. Authorizes the Executive Director to transmit the budget to the Humboldt County Board of Supervisors pursuant to California Harbors and Navigation Section 6093.3.

PASSED AND ADOPTED by the Humboldt Bay Harbor, Recreation and Conservation District Board of Commissioners at a duly called meeting held on the **27th day of July 2023** by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

**Greg Dale, President
Board of Commissioners**

**Aaron Newman, Secretary
Board of Commissioners**

CERTIFICATE OF SECRETARY

The undersigned, duly qualified and acting Secretary of the HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT, does hereby certify that the attached Resolution is a true and correct copy of RESOLUTION NO. **2023-13** entitled,

**A RESOLUTION ADOPTING THE FINAL FISCAL YEAR 2023-2024 HUMBOLDT BAY HARBOR,
RECREATION AND CONSERVATION DISTRICT BUDGET**

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 **27th day of July 2023**; and further, that such Resolution has been fully recorded in the Journal of Proceedings in my office, and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this **27th day of July 2023**.

**Aaron Newman, Secretary
Board of Commissioners**

Final Budget FY 2023/2024	General Fund	Woodley Island	FLBY	Shelter Cove	RMT2	RWD	New Terminal	Tidelands	Grants	TOTAL
Ordinary Income/Expense										
Income										
Donations										
45709 · Donations - Sea Scouts	-	-	-	-	-	-	-	-	-	-
46519 · Donations - Lighthouse	-	20	-	-	-	-	-	-	-	20
Total Donations	-	20	-	-	-	-	-	-	-	20
Dredging Revenue										
41308.4 · Dredging Revenue - Other	-	3,000,000	-	-	-	-	-	-	-	3,000,000
41318 · Dredging Surcharge - T	-	235,000	15,000	-	-	-	-	-	-	250,000
Total Dredging Revenue	-	3,235,000	15,000	-	-	-	-	-	-	3,250,000
Fees										
40108 · PERMITS-T	2,000	5,700	-	-	-	-	-	-	-	7,700
40509 · Travel Lift Fees - T	-	-	-	-	-	-	-	-	-	-
40609 · Haul Out Fees - T	-	-	-	-	-	-	-	-	-	-
40618 · Boat Launch Fees - T	-	-	-	-	-	-	-	-	-	-
40808 · Pilotage Services - T	-	-	-	-	-	-	-	2,600	-	2,600
41308.1 · Poundage - T	-	3,000	-	-	-	7,000	-	-	-	10,000
41818 · Late Charges/Interest - T	-	8,900	-	-	-	-	-	800	-	9,700
41819 · Late Charges/Interest - NT	-	500	500	-	525	-	-	-	-	1,525
45608 · Chevron - Ports O&M - T	-	-	-	-	-	-	-	32,350	-	32,350
Total Fees	2,000	18,100	500	-	525	7,000	-	35,750	-	63,875
Float Replacement Account										
41418 · Float Replacement	-	78,000	-	-	-	-	-	-	-	78,000
Total Float Replacement Account	-	78,000	-	-	-	-	-	-	-	78,000
Grant Revenue										
Conservation Grants										
45208.3 · Conservation Grants, Gov't - T	-	-	-	-	-	-	500,000	-	1,582,700	2,082,700
Total Conservation Grants	-	-	-	-	-	-	500,000	-	1,582,700	2,082,700
Harbor Grants										
45208 · Harbor Grants, Other - T	-	-	-	-	-	-	2,173,225	-	867,995	3,041,220
45208.1 · Harbor Grants, Gov't - T	-	-	-	-	-	-	-	-	21,274	21,274
Total Harbor Grants	-	-	-	-	-	-	2,173,225	-	889,269	3,062,494
Total Grant Revenue	-	-	-	-	-	-	2,673,225	-	2,471,969	5,145,194
Harbor Surcharge										
40908 · Harbor Improvement Surcharge-T	-	-	-	-	-	-	-	180,000	-	180,000
Total Harbor Surcharge	-	-	-	-	-	-	-	180,000	-	180,000
Interest Revenue										
43108 · Interest Income - T	-	-	-	-	-	-	-	5,000	-	5,000
43109 · Interest Income - NT	7,000	-	-	-	-	-	-	-	-	7,000
43309 · Interest On Del Accts - NT	-	-	-	-	-	-	-	-	-	-
43318 · Interest On Del Accts - T	-	-	-	-	-	-	-	-	-	-
Total Interest Revenue	7,000	-	-	-	-	-	-	5,000	-	12,000
Other Revenue										

Final Budget FY 2023/2024

	General Fund	Woodley Island	FLBY	Shelter Cove	RMT2	RWD	New Terminal	Tidelands	Grants	TOTAL
45908 · Other Revenue - T	20,000	200,000	-	-	-	-	-	-	-	220,000
45909 · Other Revenue - NT	411,000	-	-	-	1,000	-	-	7,500	-	419,500
Total Other Revenue	431,000	200,000	-	-	1,000	-	-	7,500	-	639,500
Rent Income										
40218 · Slip Rents - T	-	620,000	-	-	-	-	-	-	-	620,000
40318.1 · Transient Rentals - T	-	32,000	-	-	-	-	-	-	-	32,000
40518 · Equipment Rent - T	-	-	-	-	-	-	-	6,500	-	6,500
40519 · Equipment Rent - NT	-	5,000	-	-	200	-	-	-	-	5,200
40809 · Yard Rent - NT	-	2,000	-	-	-	13,000	-	-	-	15,000
41108 · Rents, Tidelands Leases - T	-	-	-	-	-	-	540,000	375,000	-	915,000
41309 · Storage - NT	-	45,000	-	-	-	3,000	-	-	-	48,000
41409 · Upland Rent - NT	-	150,000	50,400	-	-	22,000	-	-	-	222,400
41409.2 · Redwood Terminal 2 - NMTC	-	-	-	-	-	-	-	-	-	-
41409 · Upland Rent - NT - Other	-	-	-	-	600,000	-	-	-	-	600,000
Total 41409 · Upland Rent - NT	-	-	-	-	-	-	-	-	-	-
Total Rent Income	-	854,000	50,400	-	600,200	38,000	540,000	381,500	-	2,464,100
Sales										
40109 · Sales, Retail - NT	-	-	-	-	-	-	-	-	-	-
40119 · Concession Sales - NT	-	6,800	-	-	-	-	-	-	-	6,800
Total Sales	-	6,800	-	-	-	-	-	-	-	6,800
Tax Revenue										
43509 · Property Tax Revenues	1,320,000	-	-	-	-	-	-	-	-	1,320,000
45009 · Other Federal Tax Revenue	-	-	-	-	-	-	-	-	-	-
Total Tax Revenue	1,320,000	-	-	-	-	-	-	-	-	1,320,000
Utility Surcharge										
40409 · Utility Surcharge - NT	-	5,900	-	-	30,000	12,600	-	1,200	-	49,700
40418 · Utility Surcharge, Marina Dock	-	75,000	-	-	-	-	-	-	-	75,000
Total Utility Surcharge	-	80,900	-	-	30,000	12,600	-	1,200	-	124,700
47019 · Returned Check Charges	-	-	-	-	-	-	-	-	-	-
52708.1 · Discount	-	-	-	-	-	-	-	-	-	-
Total Income	1,760,000	4,472,820	65,900	-	631,725	57,600	3,213,225	610,950	2,471,969	13,284,189
Gross Profit	1,760,000	4,472,820	65,900	-	631,725	57,600	3,213,225	610,950	2,471,969	13,284,189
Expense										
Accounting/Auditing Services										
52500 · Accounting Fees - T	40,000	-	-	-	-	-	-	-	-	40,000
52508 · Accounting Fees - NT	15,000	-	-	-	-	-	-	-	-	15,000
Total Accounting/Auditing Services	55,000	-	-	-	-	-	-	-	-	55,000
Advertising & Promotion										
51000 · Advertising & Promotion - NT	700	700	-	-	-	-	-	-	-	1,400
51008 · Advertising & Promotion - T	800	-	-	-	-	-	-	-	-	800
Total Advertising & Promotion	1,500	700	-	-	-	-	-	-	-	2,200
Bad Debts										
51308 · Bad Debts - T	-	-	-	-	-	-	-	-	-	-
51309 · Bad Debts - NT	-	1,500	-	-	-	-	-	-	-	1,500
Total Bad Debts	-	1,500	-	-	-	-	-	-	-	1,500

Final Budget FY 2023/2024

	General Fund	Woodley Island	FLBY	Shelter Cove	RMT2	RWD	New Terminal	Tidelands	Grants	TOTAL
Capital Outlay										
53609 · Expenses Pending Transfer-Bldg	-	35,750	251,500	-	-	-	-	-	-	287,250
53618 · Expenses Pending Transfer-Auto	-	-	-	-	-	-	-	-	-	-
53619 · Expenses Pending Transfer - Eq	-	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	35,750	251,500	-	-	-	-	-	-	287,250
Communications										
51400 · Communications - NT	11,400	-	-	-	10,600	-	-	-	-	22,000
51408 · Communications - T	6,000	-	-	-	-	-	-	-	-	6,000
Total Communications	17,400	-	-	-	10,600	-	-	-	-	28,000
Conference & Meetings										
51500 · Conferences & Meetings - NT	15,000	2,000	-	-	-	-	-	-	12,000	29,000
51508 · Conferences & Meetings - T	4,000	2,000	-	-	-	-	-	1,500	-	7,500
Conference & Meetings - Other	-	-	-	-	-	-	-	-	-	-
Total Conference & Meetings	19,000	4,000	-	-	-	-	-	1,500	12,000	36,500
Depreciation										
53509 · Depreciation - NT	-	-	-	-	-	-	-	-	-	-
Total Depreciation	-	-	-	-	-	-	-	-	-	-
Dredging Expense										
55608 · Dredging Expense - T	-	3,500,000	-	-	-	-	-	-	-	3,500,000
56708 · Dredging - GT	-	-	-	-	-	-	-	-	-	-
56718 · Dredging - MT	-	-	-	-	-	-	-	-	-	-
Dredging Expense - Other	-	87,000	-	-	-	-	-	-	-	87,000
Total Dredging Expense	-	3,587,000	-	-	-	-	-	-	-	3,587,000
Dues, Subscriptions & Licences										
51600 · Dues & Subscriptions - NT	50,000	-	-	-	-	-	-	-	-	50,000
51608 · Dues & Subscriptions - T	700	-	-	-	-	-	-	-	-	700
Total Dues, Subscriptions & Licences	50,700	-	-	-	-	-	-	-	-	50,700
Elections & Government Fees										
51700 · Elections & Prop Tax Assess-NT	19,000	-	-	-	43,000	-	-	-	-	62,000
51708 · Elections & Prop Tax Assess - T	4,000	-	-	-	-	-	-	-	-	4,000
Total Elections & Government Fees	23,000	-	-	-	43,000	-	-	-	-	66,000
Engineering Services										
52400 · Engineering Fees - NT	20,000	-	18,400	-	15,000	-	-	-	-	53,400
52408 · Engineering Fees - T	-	-	-	-	-	-	-	-	-	-
Total Engineering Services	20,000	-	18,400	-	15,000	-	-	-	-	53,400
Fuel										
50400 · IMPUTED AUTO VALUE G/A	-	-	-	-	-	-	-	-	-	-
51200 · Automotive, Fuel- NT	10,000	-	-	-	-	-	-	-	-	10,000
51208 · Vessel Fuel	-	-	-	-	-	-	-	5,000	-	5,000
51218 · Automotive, Fuel - T	10,000	-	-	-	-	-	-	-	-	10,000
Total Fuel	20,000	-	-	-	-	-	-	5,000	-	25,000
Grant Expenses										
Conservation Grant Expenses	-	-	-	-	-	-	-	-	-	-
54408.3 · Conservation Grant Exp	-	-	-	-	-	-	500,000	-	1,582,704	2,082,704
Total Conservation Grant Expenses	-	-	-	-	-	-	500,000	-	1,582,704	2,082,704

Final Budget FY 2023/2024

	General Fund	Woodley Island	FLBY	Shelter Cove	RMT2	RWD	New Terminal	Tidelands	Grants	TOTAL
Harbor Grant Expenses										
54408.1 · Harbor Grant Exp	-	-	-	-	-	-	2,173,225	-	867,995	3,041,220
Total Harbor Grant Expenses	-	-	-	-	-	-	2,173,225	-	867,995	3,041,220
Recreation Grant Expenses										
54408.2 · Recreation Grant Exp	-	-	-	-	-	-	-	-	-	-
Total Recreation Grant Expenses	-	-	-	-	-	-	-	-	-	-
Total Grant Expenses	-	-	-	-	-	-	2,673,225	-	2,450,699	5,123,924
Insurance										
51800 · Insurance - NT	121,519									121,519
51808 · Insurance - T	18,000									18,000
Total Insurance	139,519	-	-	-	-	-	-	-	-	139,519
Interest Expense										
55108 · Interest Expense - T	74,899	89,147	-	-	21,222	-	-	17,477		202,745
55109 · Interest Expense - NT	61,810									61,810
Total Interest Expense	136,709	89,147	-	-	21,222	-	-	17,477	-	264,555
Legal Services										
52300 · Legal Fees - NT	33,750				10,000					43,750
52308 · Legal Fees - T	11,250						50,000			61,250
Total Legal Services	45,000	-	-	-	10,000	-	50,000	-	-	105,000
Maintenance - Equipment										
51209 · Automotive, Repairs - NT		200			7,500					7,700
52710 · Repairs & Maint, Equip - NT		3,700								3,700
52718 · Repairs & Maint, Equip - T		4,200	5,000					30,000		39,200
Total Maintenance - Equipment	-	8,100	5,000	-	7,500	-	-	30,000	-	50,600
Maintenance - Facilities										
52708 · Repairs & Maint, Facilities - T		27,500			81,500	4,000		14,000		127,000
52709 · REPAIRS & MAINTENANCE G/NT		42,000	18,300		51,500					111,800
52719 · Repairs & Maint, Facilities - N			5,000	5,500		7,500				18,000
Total Maintenance - Facilities	-	69,500	23,300	5,500	133,000	11,500	-	14,000	-	256,800
Maintenance - IT										
57008 · Maintenance, IT Equip - T	100	600								700
57009 · Maintenance, IT Equip - NT	2,900	6,400			1,500					10,800
Maintenance - IT - Other										
Total Maintenance - IT	3,000	7,000	-	-	1,500	-	-	-	-	11,500
Maintenance Supplies										
52008 · Maintenance Supplies - T		350								350
52010 · Maintenance Supplies - NT	500	17,500	700		5,500					24,200
Total Maintenance Supplies	500	17,850	700	-	5,500	-	-	-	-	24,550
Office Supplies										
51900 · Office Supplies - NT	17,500	200								17,700
51908 · Office Supplies - T	7,750	650								8,400
51918 · OFFICE EXPENSE M/T								265		265
52100 · Outside Services - NT										
Office Supplies - Other	150									150

Final Budget FY 2023/2024

	General Fund	Woodley Island	FLBY	Shelter Cove	RMT2	RWD	New Terminal	Tidelands	Grants	TOTAL
Total Office Supplies	25,400	850	-	-	-	-	-	265	-	26,515
Other Expenses										
55418 · Other Expenses - T	-	-	-	-	-	-	-	-	-	-
55419 · Other Expenses - NT	12,300	-	-	-	-	-	-	-	-	12,300
Total Other Expenses	12,300	-	-	-	-	-	-	-	-	12,300
Other Professional/Outside Serv										
52109 · Outside Services, Other - NT	-	-	-	9,000	-	-	-	-	-	9,000
52110 · OUTSIDE SERVICES M/A	-	-	-	23,300	-	-	-	-	-	23,300
52118 · Outside Services, Other - T	-	-	2,750	-	-	-	-	4,000	-	6,750
Total Other Professional/Outside Serv	-	-	2,750	32,300	-	-	-	4,000	-	39,050
Permits										
51610 · Permits - NT	3,200	-	-	-	-	-	-	-	-	3,200
51618 · Permits - T	-	-	-	-	-	-	-	-	-	-
Total Permits	3,200	-	-	-	-	-	-	-	-	3,200
Personnel Expenses										
Commissioners Fees										
50200 · Commissioner's Salaries - NT	20,000	-	-	-	-	-	-	-	-	20,000
50208 · Commissioner's Salaries - T	16,000	-	-	-	-	-	-	-	-	16,000
Total Commissioners Fees	36,000	-	-	-	-	-	-	-	-	36,000
Payroll Burden										
50500 · Payroll Benefits, Other - NT	303,761	178,893	9,656	-	156,044	38,370	-	-	-	686,725
50508 · Payroll Benefits, Other - T	-	-	-	-	-	-	-	-	-	-
6560 · Workers' Comp	-	-	-	-	-	-	-	-	-	-
Total Payroll Burden	303,761	178,893	9,656	-	156,044	38,370	-	-	-	686,725
Salaries/Wages										
50100 · Salaries & Wages - NT	496,123	330,024	20,002	-	224,718	81,062	-	-	-	1,151,929
50108 · Salaries & Wages - T	-	-	-	-	-	-	-	-	-	-
50119 · Sal. & Wages, Part-time - NT	4,431	-	-	-	-	-	-	-	-	4,431
Salaries/Wages - Other	-	-	-	-	-	-	-	-	-	-
Total Salaries/Wages	500,554	330,024	20,002	-	224,718	81,062	-	-	-	1,156,360
Total Personnel Expenses	840,315	508,917	29,658	-	380,763	119,432	-	-	-	1,879,085
Planning Services										
52200 · Planning Fees - NT	8,000	-	2,800	-	17,500	700	-	-	-	29,000
52208 · Planning Fees - T	-	-	-	-	-	-	-	-	-	-
Total Planning Services	8,000	-	2,800	-	17,500	700	-	-	-	29,000
Rent Expense										
52600 · Rent Expense - NT	-	-	3,500	800	-	-	-	-	-	4,300
54308 · Redwood Terminal 2 Lease Expns	-	-	-	-	-	-	-	-	-	-
54409 · Lease Expense - RT2	-	-	-	-	-	-	-	-	-	-
Total Rent Expense	-	-	3,500	800	-	-	-	-	-	4,300
Small Tools										
52800 · Small Tools - NT	-	1,750	1,750	-	2,500	-	-	-	-	6,000
52808 · Small Tools - T	-	250	250	-	1,000	-	-	-	-	1,500
Small Tools - Other	-	-	-	-	-	-	-	-	-	-

Final Budget FY 2023/2024	General Fund	Woodley Island	FLBY	Shelter Cove	RMT2	RWD	New Terminal	Tidelands	Grants	TOTAL
Total Small Tools	-	2,000	2,000	-	3,500	-	-	-	-	7,500
Utilities										
52909 · Utilities - NT	25,000			-	160,000	2,000	-	-		187,000
52918 · Utilities - T	-	65,000	-	-	-	-	-	-		65,000
53000 · Water, Sewer, & Refuse - NT	-	90,000	250	8,500	10,000	1,600	-	-		110,350
53008 · Water, Sewer, & Refuse - T	-	60,000	-	-	-	-	-	-		60,000
Total Utilities	25,000	215,000	250	8,500	170,000	3,600	-	-	-	422,350
57018 · Bank Service Charges	1,200	-	-	-	-	-	-	-		1,200
66900 · Reconciliation Discrepancies	-	-	-	-	-	-	-	-		-
Total Expense	1,446,743	4,547,314	339,858	47,100	819,085	135,232	2,723,225	72,242	2,462,699	12,593,498
Net Ordinary Income	313,257	(74,494)	(273,958)	(47,100)	(187,360)	(77,632)	490,000	538,708	9,270	690,691
Net Income	313,257	(74,494)	(273,958)	(47,100)	(187,360)	(77,632)	490,000	538,708	9,270	690,691
Debt Service										
Bond		83,500						141,000		224,500
BVVA Loan					101,800					101,800
CalPERS Unfunded Liability	102,839									102,839
2023 Loan	108,226	137,174								245,400
Total Debt Service	211,065	220,674	-	-	101,800	-	-	141,000	-	674,539
Reserve Deposit										
Dredge Surcharge			15,000							15,000
Float Replacement										-
Ocean Outfall										-
General Reserve										-
Total Reserve	-	-	15,000	-	-	-	-	-	-	15,000
Net Income After Debt Service and Reserve Deposit	102,192	(295,168)	(288,958)	(47,100)	(289,160)	(77,632)	490,000	397,708	9,270	1,152

Exhibit B

BUDGET PROCESS AND POLICIES

With the adoption of the annual budget, the Board recognizes that the appropriations for the many operating activities and capital budgets are based upon estimates of the District's needs for the fiscal year. In order to establish reasonable flexibility in the administration of the budget, the following policies have been adopted. These policies are intended to provide the authority necessary for the Executive Director to administer the budget during the course of the fiscal year in light of varying conditions which may occur.

Budget Process

The budget process begins with meetings of key management Staff to informally discuss underlying fiscal policies, goals and objectives of the Board, Contracts and Sub-Contracts, and material changes in anticipated revenue/income and expenditures/expenses. The meetings include a brief message from the Executive Director along with general instructions for completing the budget template documents which, when completed, include proposed expenditures, capital outlay, departmental descriptions, activity accomplishments and future objectives, and other budget data.

Departmental requests are consolidated, and the Executive Director discusses or will discuss each departmental request with the applicable department head. Adjustments are made as appropriate and required to meet the Board's goals and objectives. The next step in the budget process involves preparation of a preliminary budget document and the scheduling of a series of Study Sessions with the Board which typically begin in late March/early April and conclude with the adoption of the preliminary budget and final budget. As required by the CA Harbors and Navigation Code Section 6093, the preliminary budget must be adopted on or before June 15, and per Section 6093.3, the final budget shall be adopted and reported to the Board of Supervisors no later than August 1st.

The District uses the modified accrual basis for budgeting in governmental funds. Proprietary funds are budgeted using accrual concepts. All operating and capital expenses and income are identified in the budgeting process because of the need for appropriation authority. All annual appropriations lapse at year-end.

Budget Policies

The Board recognizes a need to create budget and fiscal policies that assure delivery of products and services as efficiently and effectively as possible.

Operating Budget – General

The operating budget will be based on the principle that current operating expenditures shall be funded with current revenues. Unappropriated fund balances/working capital in enterprise and reserve funds may be used by the Board to meet one-time special project/program expenses. The operating expenses of the Board will be supported by recurring revenues and will not be funded through long-term debt. The enterprise expenses will be funded through current revenues excluding interest income. Expenditures shall include funding adequate maintenance and replacement of capital and operating assets.

Budgetary control is maintained through monthly reports of all revenue and expenditure accounts. The Executive Director, Director of Administrative Services, District Treasurer and each department head review the monthly reports. The reports are placed on a noticed Board agenda for public and Board review within 60 days.

General Revenue Management

The following summarizes the Board's general revenue management policies:

1. The Board will strive to maintain a diversified and stable revenue system to shelter the government from short-term fluctuations in any revenue source and to ensure its ability to provide ongoing services.
2. The Board will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.
3. In order to achieve important public policy goals, the Board has established various special revenue, capital project, debt service and enterprise funds to account for revenues whose use should be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund equity.
4. Any transfers between funds for operating purposes are clearly set forth in the Financial Plan and can only be made by the District Treasurer and the Director of Administrative Services in accordance with the adopted budget.
5. Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with the changes in the cost of living as well as changes in methods or level of service delivery.
6. User fees will be developed and annually reviewed to insure they adequately recover the cost of services. In Enterprise Funds, user fees will provide full coverage of direct and indirect costs including depreciation and interest expense; subject to the limits imposed by the State.

Appropriations

The term "appropriations" means the amount approved for expenditure by the Board with the adoption of the annual budget, along with subsequent budget modifications and adjustments. Appropriations will be based on the best estimates of Department Heads and the Executive Director. Differing operating requirements, price changes, emergency situations and similar factors may require variation from the approved appropriations. Therefore, the Executive Director has authority to adjust the appropriations so long as the changes do not exceed the total approved appropriations of an activity, except in case of emergency. The Executive Director has the authority to meet emergency requirements and subsequently report to the Board and secure Board approval for an appropriate budget modification.

FISCAL POLICIES

Financial Reserve Policy

To maintain the fund balance and retained earnings of the various operating funds at levels sufficient to protect the District's creditworthiness as well as its financial positions from unforeseeable emergencies, the Board will strive to maintain the following minimum fund and working capital balances:

Minimum Fund and Working Capital Balances

1. The Board will maintain fund balances or working capital balances of at least twenty percent (20%) of operating expenditures in the General Fund and all Enterprise Funds and Internal Service Funds. This is considered the minimum level necessary to maintain the District's credit worthiness and to adequately provide for -
 - a. Economic uncertainties and other financial hardships or downturns in the local ornational

- economy.
 - b. Local disasters or catastrophic events
 - c. Contingencies for unseen operating or capital needs.
 - d. Cash flow requirements.
2. In order to assure that the Board has some discretion in their financial decision making options, these reserve may be reduced with a majority Board vote in order to fund unforeseeable financial conditions such as one-time expenditures, or as transition funding in a recessionary economy, or other budget shortfall stop gap measure of a temporary nature.

Service Level Policy

Service levels will be provided with the constraints of available resources. Services will be provided only at the most efficient and effective level to meet the needs of our constituents, customers, and businesses as determined by the Board. Board financial planning will provide for adequate maintenance and replacement of capital items.

Investment Policy

The Board invests its temporary pooled idle cash in accordance with California Government Code Section 53601 and has an investment policy which is adopted annually. Investment and cash management will be the responsibility of the Executive Director in consultation with the District Treasurer and the Director of Administrative Services. The Board's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. Accordingly, the following factors will be considered in priority order in determining individual investment placements:

1. *Safety* – The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. The Board only purchases investments that are considered safe.
2. *Liquidity* – This refers to the ability to “cash in” at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality which ensures cash will be available when an unexpected need arises.
3. *Yield* – This refers to the potential dollar earnings an investment can provide and is described as the rate of return.

The Board will strive to keep all idle cash balances fully invested through daily projections of cashflow requirements. In order to maximize yields from its overall portfolio, the Board will consolidate cash balances from all funds for investment purposes and will allocate investment earnings to each fund in accordance with generally accepted accounting principles.

Debt Policy

The Board will consider the use of debt financing for one-time capital improvement projects only when the project's useful life will exceed the term of the financing and when project revenues or specific resources will be insufficient to service the debt. Debt financing will not be considered appropriate for any recurring purpose. An internal feasibility study will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

Projected Cash Balances

For the Year Ending 6/30/2024

	Annual	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
INCOME													
Dredging/float replacement surcharge	\$ 328,000	\$ 27,333	\$ 27,333	\$ 27,333	\$ 27,333	\$ 27,333	\$ 27,333	\$ 27,333	\$ 27,333	\$ 27,333	\$ 27,333	\$ 27,333	\$ 27,333
Dredging loan proceeds	3,000,000	3,000,000	-	-	-	-	-	-	-	-	-	-	-
Grant revenue	5,145,194	428,766	428,766	428,766	428,766	428,766	428,766	428,766	428,766	428,766	428,766	428,766	428,766
Rent Income	2,464,100	223,342	223,342	223,342	223,342	196,342	196,342	196,342	196,342	196,342	196,342	196,342	196,342
Taxes	1,320,000	-	-	36,000	-	-	627,000	-	-	-	627,000	-	30,000
Other revenues	1,026,895	268,908	68,908	68,908	68,908	68,908	68,908	68,908	68,908	68,907	68,907	68,907	68,907
Total Income	13,284,189	3,948,349	748,349	784,349	748,349	721,349	1,348,349	721,349	721,349	721,348	1,348,348	721,348	751,348
EXPENSE													
Professional fees and outside services	281,450	23,454	23,454	23,454	23,454	23,454	23,454	23,454	23,454	23,454	23,454	23,454	23,454
Capital outlay	287,250	23,938	23,938	23,938	23,938	23,938	23,938	23,938	23,938	23,938	23,938	23,938	23,938
Dredging expense	3,587,000	-	3,587,000	-	-	-	-	-	-	-	-	-	-
Grant expense	5,123,924	426,994	426,994	426,994	426,994	426,994	426,994	426,994	426,994	426,994	426,994	426,994	426,994
Insurance	139,519	139,519	-	-	-	-	-	-	-	-	-	-	-
Interest expense	264,555	-	-	-	-	-	132,278	-	-	-	-	-	132,278
Maintenance	343,450	28,621	28,621	28,621	28,621	28,621	28,621	28,621	28,621	28,621	28,621	28,621	28,621
Wages & benefits	1,879,085	156,590	156,590	156,590	156,590	156,590	156,590	156,590	156,590	156,590	156,590	156,590	156,590
Utilities	422,350	35,196	35,196	35,196	35,196	35,196	35,196	35,196	35,196	35,196	35,196	35,196	35,196
Other expenses	264,915	22,076	22,076	22,076	22,076	22,076	22,076	22,076	22,076	22,076	22,076	22,076	22,076
Total Expense	12,593,498	856,388	4,303,869	716,869	716,869	716,869	849,146	716,869	716,869	716,869	716,869	716,869	849,146
Net Income (Loss)	690,691	3,091,962	(3,555,519)	67,481	31,481	4,481	499,203	4,481	4,481	4,480	631,480	4,480	(97,798)
Debt Service Expenditures:													
Debt principal payments - Bond	(224,500)	-	-	-	-	-	(112,250)	-	-	-	-	-	(112,250)
Debt principal payments - PNC Loan	(101,800)	-	-	-	-	-	(50,900)	-	-	-	-	-	(50,900)
Debt principal payments - 2023 Loan	(245,400)	-	-	-	-	-	-	-	-	-	-	-	(245,400)
CalPERS Unfunded Liability	(102,839)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)
Transfer to Designations for Reserves:													
Dredging	(15,000)	(15,000)	-	-	-	-	-	-	-	-	-	-	-
Net Income (Loss) After Debt Service and Reserve Deposit Per Budget	1,152	3,068,392	(3,564,089)	58,911	22,911	(4,089)	327,483	(4,089)	(4,089)	(4,090)	622,910	(4,090)	(514,918)
Adjustment of budgeted amounts to cash basis:													
CalTrans spartina grant revenue included													
above above, from grant advance	(577,000)	(72,125)	(72,125)	(72,125)	(72,125)	(72,125)	(72,125)	(72,125)	(72,125)	-	-	-	-
Dredge loan revenue included above, from loan proceeds received in June	(3,000,000)	(3,000,000)											
Prior year cash reserves used for Marina dredging, included in other revenue	(200,000)	(200,000)	-	-	-	-	-	-	-	-	-	-	-
Increase (Decrease) in Cash	(3,775,848)	(203,733)	(3,636,214)	(13,214)	(49,214)	(76,214)	255,358	(76,214)	(76,214)	(4,090)	622,910	(4,090)	(514,918)
Projected Beginning Cash Balance	5,820,057	5,820,057	5,616,324	1,980,110	1,966,896	1,917,681	1,841,467	2,096,826	2,020,611	1,944,397	1,940,307	2,563,217	2,559,127
Projected Ending Cash	\$2,044,209	\$5,616,324	\$1,980,110	\$1,966,896	\$1,917,681	\$1,841,467	\$2,096,826	\$2,020,611	\$1,944,397	\$1,940,307	\$2,563,217	\$2,559,127	\$2,044,209

This schedule of projected cash balances has not been subjected to an audit or review or compilation engagement, and no assurance is provided on it. Substantially all disclosures have been omitted.

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

Projected Cash Balances

For the Year Ending 6/30/2024



ASSUMPTIONS

1. Income and expenses are per 2023/24 final budget working draft.
2. Income and expenses are incurred evenly throughout the year except for:
 - a) Taxes are received mainly in December and April.
 - b) Insurance expense is paid in July.
 - c) Debt payments for bond and PNC loan are paid in December and June.
 - d) Grant revenues and expenses are incurred evenly throughout the year.
 - e) Marina dredging takes place in August.
3. Drawdown of prior year CalTrans Spartina contract deposit, included in grant revenue above, will be \$577,000 for 23/24, and will reach the base amount in February 2024.
4. General 6/30/23 accounts receivable and accounts payable balances are not materially different from 6/30/22 balances.
5. Nordic Aquafarms monthly payments of \$27,000/mo end after October 2023.

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HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

Projected Cash Balances - Preliminary Worksheet

FYE 6/30/2024

	Annual	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<u>INCOME</u>													
Donations	20	2	2	2	2	2	2	2	2	1	1	1	1
Dredging surcharges	250,000	20,833	20,833	20,833	20,833	20,833	20,833	20,833	20,833	20,833	20,833	20,833	20,833
Dredging loan proceeds	3,000,000	3,000,000											
Fees	63,875	5,323	5,323	5,323	5,323	5,323	5,323	5,323	5,323	5,323	5,323	5,323	5,323
Float replacement	78,000	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Conservation grants	2,082,700	173,558	173,558	173,558	173,558	173,558	173,558	173,558	173,558	173,558	173,558	173,558	173,558
Harbor grants	3,062,494	255,208	255,208	255,208	255,208	255,208	255,208	255,208	255,208	255,208	255,208	255,208	255,208
Harbor surcharge	180,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Interest income	12,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Other revenue	639,500	236,625	36,625	36,625	36,625	36,625	36,625	36,625	36,625	36,625	36,625	36,625	36,625
Rent Income	2,464,100	223,342	223,342	223,342	223,342	196,342	196,342	196,342	196,342	196,342	196,342	196,342	196,342
Sales	6,800	567	567	567	567	567	567	567	567	567	567	567	567
Taxes	1,320,000			36,000			627,000				627,000		30,000
Utility surcharge	124,700	10,392	10,392	10,392	10,392	10,392	10,392	10,392	10,392	10,392	10,392	10,392	10,392
Total Income	13,284,189	3,948,349	748,349	784,349	748,349	721,349	1,348,349	721,349	721,349	721,348	1,348,348	721,348	751,348
<u>EXPENSE</u>													
Accounting/auditing	55,000	4,583	4,583	4,583	4,583	4,583	4,583	4,583	4,583	4,583	4,583	4,583	4,583
Advertising and promotion	2,200	183	183	183	183	183	183	183	183	183	183	183	183
Bad debts	1,500	125	125	125	125	125	125	125	125	125	125	125	125
Capital outlay	287,250	23,938	23,938	23,938	23,938	23,938	23,938	23,938	23,938	23,938	23,938	23,938	23,938
Communications	28,000	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333
Dredging	3,587,000		3,587,000										
Conference & meetings	36,500	3,042	3,042	3,042	3,042	3,042	3,042	3,042	3,042	3,042	3,042	3,042	3,042
Dues, subscriptions & licenses	50,700	4,225	4,225	4,225	4,225	4,225	4,225	4,225	4,225	4,225	4,225	4,225	4,225
Elections & government fees	66,000	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Engineering services	53,400	4,450	4,450	4,450	4,450	4,450	4,450	4,450	4,450	4,450	4,450	4,450	4,450
Fuel	25,000	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083
Grant expenses	5,123,924	426,994	426,994	426,994	426,994	426,994	426,994	426,994	426,994	426,994	426,994	426,994	426,994
Insurance	139,519	139,519											
Interest expense	264,555						132,278						132,278
Legal services	105,000	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750	8,750
Maintenance - equipment	50,600	4,217	4,217	4,217	4,217	4,217	4,217	4,217	4,217	4,217	4,217	4,217	4,217
Maintenance - facilities	256,800	21,400	21,400	21,400	21,400	21,400	21,400	21,400	21,400	21,400	21,400	21,400	21,400
Maintenance - IT	11,500	958	958	958	958	958	958	958	958	958	958	958	958
Maintenance supplies	24,550	2,046	2,046	2,046	2,046	2,046	2,046	2,046	2,046	2,046	2,046	2,046	2,046
Office supplies	26,515	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210	2,210
Other expenses	12,300	1,025	1,025	1,025	1,025	1,025	1,025	1,025	1,025	1,025	1,025	1,025	1,025
Professional & outside services	39,050	3,254	3,254	3,254	3,254	3,254	3,254	3,254	3,254	3,254	3,254	3,254	3,254
Permits	3,200	267	267	267	267	267	267	267	267	267	267	267	267

This schedule of projected cash balances has not been subjected to an audit or review or compilation engagement, and no assurance is provided on it. Substantially all disclosures have been omitted.

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

Projected Cash Balances - Preliminary Worksheet

FYE 6/30/2024

	Annual	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Commissioners fees	36,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Salaries/wages	1,156,360	96,363	96,363	96,363	96,363	96,363	96,363	96,363	96,363	96,363	96,363	96,363	96,363
Payroll burden	686,725	57,227	57,227	57,227	57,227	57,227	57,227	57,227	57,227	57,227	57,227	57,227	57,227
Planning services	29,000	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417
Rent expense	4,300	358	358	358	358	358	358	358	358	358	358	358	358
Small tools	7,500	625	625	625	625	625	625	625	625	625	625	625	625
Bank service charges	1,200	100	100	100	100	100	100	100	100	100	100	100	100
Utilities	422,350	35,196	35,196	35,196	35,196	35,196	35,196	35,196	35,196	35,196	35,196	35,196	35,196
Total Expense	12,593,498	856,388	4,303,869	716,869	716,869	716,869	849,146	716,869	716,869	716,869	716,869	716,869	849,146
Net Income (Loss)	690,691	3,091,962	(3,555,519)	67,481	31,481	4,481	499,203	4,481	4,481	4,480	631,480	4,480	(97,798)
Debt Service Expenditures:													
Debt principal payments - Bond	(224,500)						(112,250)						(112,250)
Debt principal payments - PNC Loan	(101,800)						(50,900)						(50,900)
Debt principal payments - 2023 Loan	(245,400)						-						(245,400)
CalPERS Unfunded Liability	(102,839)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)	(8,570)
Transfer to Designations for Reserves:													
Dredging	(15,000)	(15,000)											
Net Income (Loss) After Debt Service and Reserve Deposit	1,152	3,068,392	(3,564,089)	58,911	22,911	(4,089)	327,483	(4,089)	(4,089)	(4,090)	622,910	(4,090)	(514,918)
Adjustment of budgeted amounts to cash basis:													
CalTrans spartina grant revenue included above, from grant advance received in prior year	(577,000)	(72,125)	(72,125)	(72,125)	(72,125)	(72,125)	(72,125)	(72,125)	(72,125)				
Dredge loan revenue included above, from loan proceeds received in June	(3,000,000)	(3,000,000)											
Use of prior year cash reserves for Marina dredging, included above in other revenue	(200,000)	(200,000)											
Other deferred grant funds:													
Cash received, current year draws	-												
Expenditures	-												
Increase (Decrease) in Cash	(3,775,848)	(203,733)	#####	(13,214)	(49,214)	(76,214)	255,358	(76,214)	(76,214)	(4,090)	622,910	(4,090)	(514,918)
Projected Beginning Cash Balance	5,820,057	5,820,057	5,616,324	1,980,110	1,966,896	1,917,681	1,841,467	2,096,826	2,020,611	1,944,397	1,940,307	2,563,217	2,559,127

This schedule of projected cash balances has not been subjected to an audit or review or compilation engagement, and no assurance is provided on it. Substantially all disclosures have been omitted.

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

Projected Cash Balances - Preliminary Worksheet

FYE 6/30/2024

	Annual	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Projected Ending Cash	2,044,209	5,616,324	1,980,110	1,966,896	1,917,681	1,841,467	#####	2,020,611	1,944,397	1,940,307	#####	#####	#####

ASSUMPTIONS

1. Income and expenses are per 2023/24 final budget working draft.
2. Income and expenses are incurred evenly throughout the year except for:
 - a) Taxes are received mainly in December and April.
 - b) Insurance expense is paid in July.
 - c) Debt payments for bond and BBVA loan are paid in December and June.
 - d) Grant revenues and expenses are incurred evenly throughout the year.
3. Drawdown of prior year CalTrans Spartina contract deposit, included in grant revenue above, will be \$577,000 for 23/24.
4. General 6/30/23 accounts receivable and accounts payable balances are not materially different from 6/30/22 balances.
5. Nordic Aquafarms monthly payments of \$27,000/mo ends after October 2023.

NON-PRINT MEMOES

Preliminary Projected 6/30/22 Cash Balance:

Total Bank Balances 6/30/22	4,751,473	408,519	PNC Checking
Cash in Treasury	1,068,584	29,266	Tri-Counties Checking
		281,273	Tidelands Savings
Total	<u>5,820,057</u>	4,032,415	Tariff Account
		<u>4,751,473</u>	Total Bank

CalTrans Spartina Grant:

Balance on deposit at 6/30/23	1,148,932
Projected balance on hand at 6/30/24	<u>572,000</u>
Total Drawn Down in 23/247	<u>576,932</u>

This schedule of projected cash balances has not been subjected to an audit or review or compilation engagement, and no assurance is provided on it. Substantially all disclosures have been omitted.

MEMBERS

Humboldt Bay Harbor District
Port of Hueneume
Port of Long Beach
Port of Los Angeles
Port of Oakland
Port of Redwood City
Port of Richmond
Port of San Diego
Port of San Francisco
Port of Stockton
Port of West Sacramento



CALIFORNIA ASSOCIATION OF PORT AUTHORITIES
CaliforniaPorts.org

OFFICERS

Danny Wan
President
Kristine Zortman
Vice President
Wei Chi
Treasurer
Martha Miller
Executive Director

MEMORANDUM

TO: CAPA Tariffs and Practices Committee Members
FROM: Martha Miller, CAPA Executive Director
RE: West Region Consumer Price Index for All Urban Consumers (CPI-U)
General Rate Increase (GRI) – 6.2%
DATE: January 13, 2023

The Bureau of Labor Statistics has identified a 6.2% increase in the West Region Consumer Price Index (CPI-U) for the 12-month period ending December 2022. A link to the Bureau website with CPI details can be found [here](#). CAPA’s policy relating to rate increases is as follows:

All member ports within the California Association of Port Authorities (CAPA) will consider implementing an annual General Rate Increase (GRI) based on the Bureau of Labor Statistics West Region Consumer Price Index for All Urban Consumers (CPI-U), or other local or regional CPI indices. CAPA will provide the CPI-U change for the 12-month period ending December of each year. If implementing, member ports will apply the GRI on July 1st of each year or according to their individual fiscal calendars. Ports will provide 30-day notice prior to implementation and may exercise individual hold downs on select tariffs.

Participating CAPA members will use the CPI-U or other local or regional CPI indices –whichever is lower – as the “floor” for implementing a general rate increase this year.

Sincerely,

Martha Miller
Executive Director
California Association of Port Authorities