

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

**DATE:** January 9, 2025

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

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

**How to Observe and Participate in the Meeting:**

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

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

*Public members observing on Zoom will not be able to participate or provide comment.*

Members of the public who may wish to provide public comment during the meeting must attend in person.

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

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

**2. Public Comment**

*Note: This portion of the Agenda allows the public to speak to the Board on the closed session items. Each speaker is limited to speak for a period of three (3) minutes regarding each item on the Closed Session Agenda. The three (3) minute time limit may not be transferred to other speakers. The three (3) minute time limit for each speaker may be extended by the President of the Board of Commissioners or the Presiding Member of the Board of Commissioners.*

**3. Move to Closed Session**

- a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION** pursuant to Government Code section 54957(b)(1). Title: Executive Director – Chris Mikkelsen
  
- b) CONFERENCE WITH REAL PROPERTY NEGOTIATORS.** Property: Humboldt County APNs: 506-061-007, 506-061-009, 506-061-010, 506-181-006, 506-181-002, 506-061-006. Agency negotiator: Chris Mikkelsen, Executive Director; Ryan Plotz,

**Agenda for January 9, 2025 Regular Board Meeting**

District Counsel. Negotiating parties: JBM Land, LLC. Under negotiation: price and terms of payment.

c) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Property: Humboldt County APN: 506-061-028. Agency negotiator: Chris Mikkelsen, Executive Director; Ryan Plotz, District Counsel. Negotiating parties: Jeff and Rebecca Meyer. Under negotiation: price and terms of payment.

**4. Call to Order Regular Session at 6:00 P.M. and Roll Call**

**5. Pledge of Allegiance**

**6. Report on Closed Session**

**7. Election of Board President, Vice President and Secretary**

*Summary:* District Ordinance No. 6, Article II Officers, Section 6 states: "The President, Vice-President and Secretary shall be elected at the annual meeting of the Board of Commissioners of the District from among the members of said Board of Commissioners and shall hold office for one year or until their successors are elected and qualified. All Officers shall serve during the pleasure of the Board of Commissioners of the District."

**8. 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.*

**9. Consent Calendar**

- a) Adopt Minutes for December 12, 2024 Regular Board Meeting
- b) Receive District Financial Reports for November 2024

**10. Communications, Reports, and Correspondence Received**

- a) Correspondence Received
- b) Executive Director's Report
- c) Staff Reports

**Agenda for January 9, 2025 Regular Board Meeting**

- d) District Counsel Report
- e) District Treasurer Report
- f) District Engineer Report
- g) District Planner Report
- h) Commissioner and Committee Reports

**11. Unfinished Business**

- a) **Receive Status Update Regarding the Humboldt Bay Offshore Wind Heavy Lift Marine Terminal Project**

*Recommendation:* Receive the report and provide direction.

*Summary:* The Board has requested a monthly update regarding the Humboldt Bay Offshore Wind Heavy Lift Marine Terminal Project. Updates may include the recent CEC grant, the recently passed MOU with Port of Long Beach, project schedule, budget, funding opportunities, tasks completed, tasks underway, upcoming tasks, community engagement, and the latest overall project strategy. This report will provide an update for January 2025.

**12. New Business**

- a) **Consider Adopting Resolution 2025-01, A Resolution Designating Business Matters, Appointment and Authorization for the Humboldt Bay Harbor, Recreation and Conservation District for Calendar Year**

*Recommendation:* Staff recommends that the Board Adopt Resolution 2025-01, accept the meeting calendar for 2025, and adopt the salary schedule for FY 2024-2025.

*Summary:* Annually, the Board approves a Resolution that appoints specific staff and/or consultants and establishes financial limitations, legal notice designations, meeting schedules, and other business matters of the District.

**13. Future Agenda Items**

- a) Resolution Supporting Community Engagement
- b) Redwood Marine Terminal II Shared Facilities Agreement
- c) Review of Ordinance 16
- d) Spartina Lifecycle Presentation from Commissioner Benson

**14. Adjournment**

**DRAFT MINUTES**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT**  
**December 12, 2024**

The Humboldt Bay Harbor, Recreation and Conservation District met in regular session on the above date, Closed Session met at 4:30 P.M. and resumed at 8:15 P.M., Regular Session met at 6:00 P.M. at the Woodley Island Marina meeting room, 601 Startare Drive, Eureka, CA 95501.

**CLOSED SESSION – 4:40 P.M.**

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

**BUSINESS**

- a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code section 54957(b)(1). Title: Executive Director – Chris Mikkelsen
- b) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Property: Humboldt County APNs: 506-061-007, 506-061-009, 506-061-010, 506-181-006, 506-181-002, 506-061-006. Agency negotiator: Chris Mikkelsen, Executive Director; Ryan Plotz, District Counsel. Negotiating parties: JBM Land, LLC. Under negotiation: price and terms of payment.
- c) CONFERENCE WITH REAL PROPERTY NEGOTIATORS. Property: Humboldt County APN: 506-061-028. Agency negotiator: Chris Mikkelsen, Executive Director; Ryan Plotz, District Counsel. Negotiating parties: Jeff and Rebecca Meyer. Under negotiation: price and terms of payment.

**REGULAR SESSION – 6:00 P.M.**

**ROLL CALL**

PRESENT: BENSON  
DALE  
HIGGINS  
KULLMANN  
NEWMAN  
NORTON

ABSENT: HIGGINS  
QUORUM: YES

**PLEDGE OF ALLEGIENCE**

**REPORT ON CLOSED SESSION:** No reportable action on item A, Items B and C will resume after Regular Session.

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

**Adopt Resolution 2024-14, A Resolution of the Board of Commissioners of the Humboldt Bay Harbor, Recreation and Conservation District, Declaring the Results of an Election Held November 5, 2024**

- 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 NEWMAN MOVED TO ADOPT RESOLUTION 2024-14, A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HUMBODLT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT, DECLARING THE RESULTS OF AN ELECTION HELD NOVEMBER 5, 2024.

COMMISSIONER KULLMANN SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED.

Ayes: BENSON, DALE, KULLMANN, NEWMAN

Noes: NONE

Absent: HIGGINS

Abstain: NONE

**Swearing in of Elected Commissioners for Division 1, Division 2, and Division 5 pursuant to California Elections Code Section 10265**

**CONSENT CALENDAR**

- a) Adopt Minutes for November 14, 2024 Regular Board Meeting
- b) Receive District Financial Reports for July 2024
- c) Receive District Financial Reports for August 2024
- d) Receive District Financial Reports for September 2024
- e) Receive District Financial Reports for October 2024
- f) Charter Agreement Renewal for Humboldt Yacht Club to Operate a Dinghy Storage Raft at Woodley Island Marina

COMMISSIONER KULLMANN MOVED TO ACCEPT CONSENT CALENDAR ITEMS A-F.

COMMISSIONER BENSON SECONDED.

VOICE VOTE WAS CALLED, MOTION CARRIED WITHOUT DISSENT.

Ayes: BENSON, DALE, KULLMANN, NEWMAN, NORTON

Noes: NONE

Absent: NONE

Abstain: NONE

**COMMUNICATIONS, REPORTS AND CORRESPONDENCE RECEIVED**

- a) Correspondence Received

- I. No correspondence received.
- b) Executive Director's Report**
  - I. Executive Director presented Executive Director's report.
- c) Staff Reports**
  - I. Staff presented reports.
- d) District Counsel Report**
  - I. No report.
- e) District Treasurer Report**
  - I. No report.
- f) District Engineer Report**
  - I. District Engineer presented a report.
- g) District Planner Report**
  - I. District Planner presented a report.
- h) Commissioner and Committee Reports**
  - I. Commissioners reported on recent activities and subcommittees.

#### **UNFINISHED BUSINESS**

- a) Receive Status Update Regarding the Humboldt Bay Offshore Wind Heavy Lift Marine Terminal Project**
  - I. District staff presented the item.
  - II. The Commission discussed the item.
  - III. Chair Dale opened the item to public comment. No one commented.
  - IV. Chair Dale moved the discussion back to the Commission.
  - V. Discussion item only, no formal action was taken.
- b) Receive a Report on the Design and Construction of a new Storm Water Treatment System for the Fields Landing Boat Yard**
  - I. District Engineer and Executive Director presented the item.
  - II. The Commission discussed the item.
  - III. Chair Dale opened the item to public comment. Bill Rich and Tod Reincke commented.
  - IV. Chair Dale moved the discussion back to the Commission.
  - V. Discussion item only, no formal action was taken.

#### **NEW BUSINESS**

- a) Consider Adopting Resolution 2024-13: Establishing Findings Relative to Humboldt Bay Harbor, Recreation and Conservation District Permit 2024-02, a CEQA Statutory Exemption for Restoration Projects, and Approval of Harbor District Permit 2024-02 with Conditions for the Wadulh Lagoon Tidal Wetland Enhancement Project**
  - I. District Planner presented the item.
  - II. The Commission discussed the item.
  - III. Chair Dale opened the item to public comment. Conor Shae, Bill Rich and Todd Van Herpe commented.
  - IV. Chair Dale moved the discussion back to the Commission.

COMMISSIONER NEWMAN MOVED TO ADOPT RESOLUTION 2024-13, A RESOLUTION ESTABLISHING FINDINGS RELATIVE TO HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT PERMIT 2024-02, A CEQA STUATUTORY EXEMPTION FOR RESTORATION PROJECTS, AND APPROVAL OF HARBOR DISTRICT PERMIT 2024-02 WITH CONDITIONS FOR THE WADULH LAGOON TIDAL WETLAND ENHANCEMENT PROJECT. COMMISSIONER KULLMANN SECONDED.

ROLL CALL VOTE WAS CALLED, MOTION CARRIED WITHOUT DISSENT.

Ayes: BENSON, DALE, KULLMANN, NEWMAN, NORTON

Noes: NONE

Absent: NONE

Abstain: NONE

**b) Consider Adopting a Tri-party Memorandum of Understanding with the California State Lands Commission and the Port of Long Beach to Coordinate and Collaborate Regarding Floating Offshore Wind Turbine Staging and Integration Port Facilities to Enable the Development of Floating Offshore Wind in California**

- I. District staff presented the item.
- II. The Commission discussed the item.
- III. Chair Dale opened the item to public comment. Cody Freitas, Sylvia van Royen and Amy Jester commented.
- IV. Chair Dale moved the discussion back to the Commission.

COMMISSIONER NORTON MOVED TO ADOPT A TRI-PARTY MEMORANDUM OF UNDERSTANDING WITH THE CALIFORNIA STATE LANDS COMMISSION AND THE PORT OF LONG BEACH TO COORDINATE AND COLLABORATE REGARDING FLOATING OFFSHORE WIND TURBINE STAGING AND INTEGRATION PORT FACILITIES TO ENABLE THE DEVELOPMENT OF FLOATING OFFSHORE WIND IN CALIFORNIA.

COMMISSIONER BENSON SECONDED.

VOICE VOTE WAS CALLED, MOTION CARRIED WITHOUT DISSENT.

Ayes: BENSON, DALE, KULLMANN, NEWMAN, NORTON

Noes: NONE

Absent: NONE

Abstain: NONE

**FUTURE AGENDA ITEMS**

- a) Resolution Supporting Community Engagement
- b) Redwood Marine Terminal II Shared Facilities Agreement
- c) Review Ordinance 16
- d) Budget Adjustment for Fields Landing Boat Yard
- e) Strategic Planning Workshop/Scoping Meetings in 2025
- f) Spartina Lifecycle Presentation by Commissioner Benson

**ADJOURNMENT – 7:58 P.M.**

***Draft Minutes for December 12, 2024 Regular Board Meeting***

APPROVED BY:

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Aaron Newman  
Secretary of the Board of Commissioners

RECORDED BY:

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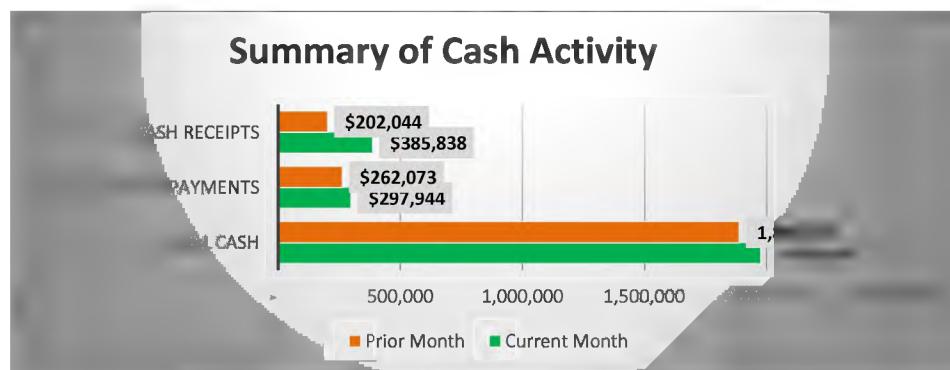
Mindy Hiley  
Director of Administrative Services

## HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

Monthly Cash Flow Analysis

For The Months Ended November 30, 2024 and October 31, 2024

	<u>11/30/24</u>	<u>10/31/24</u>
<b>Account Balances</b>		
Checking	\$ 111,540	\$ 52,487
Savings	559,356	530,758
County Treasury	1,301,355	1,301,355
Cash on hand	2,010	1,767
<b>Total Cash</b>	<b><u>1,974,261</u></b>	<b><u>1,886,367</u></b>
Less: Unexpended grant proceeds and Nordic deposits included in cash above	(617,094)	(606,341)
<b>Cash Available (Deficit), excluding unexpended grant proceeds and deposits</b>	<b><u>1,357,167</u></b>	<b><u>1,280,026</u></b>
<b>Change in Cash Balance</b>		
Balance, Beginning of Month	\$ 1,886,367	\$ 1,946,396
Monthly Deposits	385,838	202,044
Monthly Payments	(297,944)	(262,073)
Balance, End of Month	<u>\$ 1,974,261</u>	<u>\$ 1,886,367</u>
<b>Monthly Expenses Summary</b>		
Significant Individual Expenses:		
Hooven & Co., Inc.	\$ 79,235	
Redwood Community Action Agency		\$ 80,542
Woodley Island Marina maintenance dredging		
Moffat & Nichol expenditure		
General operating expenses and other misc. expense	218,709	167,231
<b>Total Cash Payments</b>	<b><u>\$ 297,944</u></b>	<b><u>\$ 262,073</u></b>
<b>Monthly Deposits Summary</b>		
Significant Individual Revenues:		
CalTrans - Office of Clean CA	\$ 115,059	
Nordic Aquafarms, Inc.	62,442	
Coast Seafoods	62,300	
CalTrans - Eelgrass project		
General revenues	146,038	202,044
<b>Total Cash Receipts</b>	<b><u>\$ 385,838</u></b>	<b><u>\$ 202,044</u></b>
<b>Supplementary Information</b>		
Unrestricted cash used for Marina surcharges	\$ 43,432	\$ 65,957



# Humboldt Bay Harbor, Recreation & Conservation Dis

Agenda Item 9b.

## Balance Sheet

As of November 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 PETTY CASH ON HAND	150.00
10100 CHANGE FUND ON HAND	300.00
10111 COIN MACHINE FUND	730.00
10200 CASH IN BANK, CHECKING	11,431.64
10200.1 Cash in PNC, Checking	100,107.15
10400 CASH IN COUNTY - FUND 2720	1,263,731.49
10500 CASH IN COUNTY - FUND 3872	37,623.49
10600.1 Cash in bank, Tariff PNC	503,730.45
10700.1 Cash in bank, Water PNC	55,625.73
10901 UNEXPENDED MARINA SURCHARGES	-65,956.78
10902 UNEXP SURCHARGES AVAIL CASH ADJ	0.00
10903 RESTRICTED CASH	65,956.78
<b>Total Bank Accounts</b>	<b>\$1,973,429.95</b>
Accounts Receivable	
12000 ACCTS RECEIVABLE	1,777,055.60
<b>Total Accounts Receivable</b>	<b>\$1,777,055.60</b>
Other Current Assets	
11200 US TREASURY BONDS	0.00
12001 OTHER RECEIVABLES	225,045.82
12002 DOUBTFUL ACCOUNTS RECEIVABLE	0.00
12100 ALLOW FOR BAD DEBTS	-34,817.32
12200 TAXES RECEIVBLE	550,000.00
12300 INTEREST RECEIVBLE	18,750.00
12600 Note Receivable - NMTC	0.00
12700 PREPAID EXPENSES	197,498.61
12750 Refunds Receivable	0.00
12800 LEASE RECEIVABLE	0.00
12900 Accounts Receivable FSM	0.00
1499 Undeposited Funds	830.00
<b>Total Other Current Assets</b>	<b>\$957,307.11</b>
<b>Total Current Assets</b>	<b>\$4,707,792.66</b>
Fixed Assets	
14800 SHIPWRECK PROPERTY	50,088.05
14900 DOG RANCH PROPERTY	7,507.70
16999 Combined Expense Pending Transf	0.00

# Humboldt Bay Harbor, Recreation & Conservation Dis

## Balance Sheet

As of November 30, 2024

	TOTAL
<b>CAPITAL ASSETS, NET</b>	
14910 SAMOA PROPERTY	208,149.00
14930 TOWN OF SAMOA PROPERTY	3,007,851.23
14940 BAY STREET PROPERTY	35,000.00
15000 AUTOMOTIVE EQUIPMENT	95,639.08
15100 OFFICE EQUIPMENT	193,303.88
15200 OPERATING EQUIPMENT	314,098.74
15400 1998 MARINA DREDGING PROJECT	0.00
15500 MARINA, RESTAURANT COMPLEX	0.00
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	3,040,831.23
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	4,941,769.69
16900 Dredge	1,215,423.27
17000 ACCUMULATED DEPRECIATION	-19,379,922.17
<b>Total CAPITAL ASSETS, NET</b>	<b>16,480,625.59</b>
<b>Total Fixed Assets</b>	<b>\$16,538,221.34</b>
<b>Other Assets</b>	
12400 BNY LOAN RECEIVBLE	0.00
15300 CONSTRUCTION IN PROGRESS	0.00
18000 DEPOSITS	0.00
18500 OTHER DEFERRED ASSETS	0.00
18700 Deferred Lease Asset	3,775,823.00
19000 Deferred Outflows of PERS	626,726.52
<b>Total Other Assets</b>	<b>\$4,402,549.52</b>
<b>TOTAL ASSETS</b>	<b>\$25,648,563.52</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 ACCOUNTS PAYABLE	1,802,383.01
<b>Total Accounts Payable</b>	<b>\$1,802,383.01</b>
Credit Cards	
20112 US Bank Visa	1,712.25

# Humboldt Bay Harbor, Recreation & Conservation Dis

## Balance Sheet

As of November 30, 2024

	TOTAL
<b>Total Credit Cards</b>	<b>\$1,712.25</b>
Other Current Liabilities	
20000.1 ACCOUNTS PAYABLE YR END ADJUST	0.00
20100 LEASE PAYABLE TO HBDA	0.00
20200 NOTES PAYABLE	605,723.00
20400 ACCRUED WAGES PAYABLE	33,573.50
20500 ACCRUED INTEREST	-51,770.00
20600 ACCRUED VACATION PAYABLE	49,309.60
20700 ACCRUED SICK LEAVE PAYABLE	1,646.81
20800 DEPOSITS ON HAND	0.00
20801 KEY DEPOSITS ON HAND	18,600.00
20802 PLUG DEPOSITS ON HAND	1,330.00
20803 SLIP DEPOSITS ON HAND	54,992.97
20804 STORAGE DEPOSITS	4,325.15
20805 CONF. ROOM DEPOSITS	0.00
20806 LEASE SECURITY DEPOSIT	99,623.92
20807 STORAGE DEPOSIT - REDWOOD DOCK	2,943.31
20808 WAIT LIST DEPOSIT	5,900.00
20809 HAUL OUT DEPOSIT	0.00
<b>Total 20800 DEPOSITS ON HAND</b>	<b>187,715.35</b>
22000 DEFERRED LEASE INCOME	0.00
24000 Ground Lease Deferred Income	0.00
24002 Groundlease Current Def Income	0.00
27201 Deferred Inflows - OPEB	717.00
28000 DEFERRED INCOME	158,858.89
28400 DEFERREDINCOME CalTrans Spartina	493,111.34
28402 DEFERREDINCOME CalTrans Eelgrass	117,983.00
28500 OTHER DEFERRED CREDITS	0.00
Payroll tax & Withholding Liab	
2100 PAYROLL LIABILITIES	1,427.56
21000 WAGE GARNISHES	0.00
2110 DIRECT DEPOSIT LIABILITIES	0.00
21100 FEDERAL WITHHOLDING TAX	0.00
2111 *DIRECT DEPOSIT LIABILITIES	0.01
21200 STATE WITHHOLDING TAX	-0.03
21300 STATE UNEMPLOYMENT TAX	-127.52
21400 SOCIAL SECURITY/MEDICARE TAX	-0.01
21500 AFLAC	0.00
21600 PERS CARE/MEDICAL INSURANCE	-1,168.37
21700 PERS RETIREMENT	-0.93
21701 PERS DEFERRED COMPENSATION	0.00
21800 STATE DISABILITY INSURANCE	0.00
21900 UNION DUES DEDUCTIBLE	0.00

# Humboldt Bay Harbor, Recreation & Conservation Dis

## Balance Sheet

As of November 30, 2024

	TOTAL
<b>Total Payroll tax &amp; Withholding Liab</b>	<b>130.71</b>
Sales Tax Agency Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$1,596,999.20</b>
<b>Total Current Liabilities</b>	<b>\$3,401,094.46</b>
Long-Term Liabilities	
24001 Gound Lease Amortization	0.00
24003 Groundlease Current Offset	0.00
25000 DUE STATE OF CALIFORNIA	0.00
25100 NOTES PAYABLE- CMIA	0.00
25200 ENVIRONMENTAL REMEDIATION LIAB	0.00
25300 BOND PAYABLE - DEEP DREDGING	0.00
25400 Note Payable - No. Valley Bank	0.00
25500 OPEB Liability	139,510.00
25600 Note Payable-Coast Seafoods Co.	0.00
25700 BOND PAYABLE 2014 REFINANCING	1,323,030.15
25800 BBVA Loan Payable	854,830.41
25900 LESS CURRENT PORTION	-605,723.00
26000 CAPITAL LEASE PAYABLE	0.00
26100 Rate Stabilization Fund	5,208,000.00
27000 Net Pension Liability	1,488,345.00
27200 Deferred Inflows of PERS	70,872.00
27202 Deferred Inflows - Leases	3,547,189.00
<b>Total Long-Term Liabilities</b>	<b>\$12,026,053.56</b>
<b>Total Liabilities</b>	<b>\$15,427,148.02</b>
Equity	
3000 OPENING BALANCE EQUITY	0.00
30200 GOVT CONTRIBUTIONS MARINA	0.00
30201 ACCUM DEPR MARINA, EDA PORTION	0.00
30300 GOVT CNTRB/FL BOAT BLDG/RPR FAC	0.00
30301 ACCUM DEPR - FL BOAT BLDG & RPR	0.00
30400 GOVT CONTRIB - CA DEPT OF B&W	0.00
30401 ACCUM DEPR/SHELTER COVE B&W	0.00
30500 INVESTMENT IN FIXED ASSETS	11,208,910.72
30505 Change In Invest Fixed Assets	0.00
<b>Total 30500 INVESTMENT IN FIXED ASSETS</b>	<b>11,208,910.72</b>
30900 RESTRICTED FUND BALANCE	533,949.61
30901 Restricted Fd Bal-Curr Yr Chang	-599,906.82
<b>Total 30900 RESTRICTED FUND BALANCE</b>	<b>-65,957.21</b>

# Humboldt Bay Harbor, Recreation & Conservation Dis

## Balance Sheet

As of November 30, 2024

	TOTAL
31200 GENERAL FUND BALANCE	627,754.95
31000 FUND BALANCE - TIDELANDS TRUST	-813,768.21
31100 Designated for General Fd Reser	0.00
31108 Designated Bal-Curr Yr Change	0.00
<b>Total 31100 Designated for General Fd Reser</b>	<b>0.00</b>
31201 General Fund-Change is Restrict	570,613.14
31205 General Fund Invest Fixed Asset	0.00
31208 General Fund Change in Designat	0.00
<b>Total 31200 GENERAL FUND BALANCE</b>	<b>384,599.88</b>
3900 RETAINED EARNINGS	0.04
Net Income	-1,306,137.93
<b>Total Equity</b>	<b>\$10,221,415.50</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$25,648,563.52</b>

# Humboldt Bay Harbor, Recreation & Conservation Dis

## Profit and Loss

November 2024

	TOTAL	
	NOV 2024	OCT 2024 (PP)
<b>Income</b>		
52708.1 Discount	18.81	10.41
<b>Dredging Revenue</b>		
41318 Dredging Surcharge - T	17,165.36	18,819.23
<b>Total Dredging Revenue</b>	<b>17,165.36</b>	<b>18,819.23</b>
<b>Fees</b>		
40108 PERMITS-T	250.00	
40808 Pilotage Services - T		591.36
41308.1 Poundage - T		167.34
41818 Late Charges/Interest - T	4,375.00	4,175.00
41819 Late Charges/Interest - NT	639.58	60.00
<b>Total Fees</b>	<b>5,264.58</b>	<b>4,993.70</b>
<b>Float Replacement Account</b>		
41418 Float Replacement	5,359.57	5,916.51
<b>Total Float Replacement Account</b>	<b>5,359.57</b>	<b>5,916.51</b>
<b>Grant Revenue</b>		
Conservation Grants		
45208.3 Conservation Grants, Gov't - T		118,364.85
<b>Total Conservation Grants</b>		<b>118,364.85</b>
Harbor Grants		
45208.1 Harbor Grants, Gov't - T	8,063.13	13,650.09
<b>Total Harbor Grants</b>	<b>8,063.13</b>	<b>13,650.09</b>
<b>Total Grant Revenue</b>	<b>8,063.13</b>	<b>132,014.94</b>
<b>Harbor Surcharge</b>		
40908 Harbor Improvement Surcharge-T		6,645.00
<b>Total Harbor Surcharge</b>		<b>6,645.00</b>
<b>Interest Revenue</b>		
43108 Interest Income - T	1,301.51	1,482.44
43109 Interest Income - NT	583.42	583.40
<b>Total Interest Revenue</b>	<b>1,884.93</b>	<b>2,065.84</b>
<b>Other Revenue</b>		
45908 Other Revenue - T		3.00
45909 Other Revenue - NT	64,836.27	36,983.53
<b>Total Other Revenue</b>	<b>64,836.27</b>	<b>36,986.53</b>

# Humboldt Bay Harbor, Recreation & Conservation Dis

## Profit and Loss

November 2024

	TOTAL	
	NOV 2024	OCT 2024 (PP)
<b>Rent Income</b>		
40218 Slip Rents - T	42,463.06	46,358.14
40318.1 Transient Rentals - T	1,566.14	3,042.14
40518 Equipment Rent - T		1,386.01
40519 Equipment Rent - NT	700.00	230.00
40709 FL BUILDING SPACE RENT G/NT	4,545.75	4,545.75
40809 Yard Rent - NT	2,636.50	2,636.50
41108 Rents, Tidelands Leases - T	82,705.49	30,563.60
41309 Storage - NT	2,560.20	2,506.20
41409 Upland Rent - NT	68,707.83	71,999.83
<b>Total Rent Income</b>	<b>205,884.97</b>	<b>163,268.17</b>
<b>Sales</b>		
40119 Concession Sales - NT		518.75
<b>Total Sales</b>		<b>518.75</b>
<b>Tax Revenue</b>		
43509 Property Tax Revenues	110,000.00	110,000.00
<b>Total Tax Revenue</b>	<b>110,000.00</b>	<b>110,000.00</b>
<b>Utility Surcharge</b>		
40409 Utility Surcharge - NT	9,756.25	17,209.59
40418 Utility Surcharge, Marina Dock	604.79	6,143.29
<b>Total Utility Surcharge</b>	<b>10,361.04</b>	<b>23,352.88</b>
<b>Total Income</b>	<b>\$428,838.66</b>	<b>\$504,591.96</b>
<b>GROSS PROFIT</b>	<b>\$428,838.66</b>	<b>\$504,591.96</b>
<b>Expenses</b>		
57018 Bank Service Charges	446.72	404.86
<b>Accounting/Auditing Services</b>		
52500 Accounting Fees - T	6,052.50	7,451.70
52508 Accounting Fees - NT	2,017.50	2,483.90
<b>Total Accounting/Auditing Services</b>	<b>8,070.00</b>	<b>9,935.60</b>
<b>Advertising &amp; Promotion</b>		
51000 Advertising & Promotion - NT	28.35	
51008 Advertising & Promotion - T	437.45	
<b>Total Advertising &amp; Promotion</b>	<b>465.80</b>	
<b>Communications</b>		
51400 Communications - NT	1,165.88	1,165.88
51408 Communications - T	172.44	172.44
<b>Total Communications</b>	<b>1,338.32</b>	<b>1,338.32</b>

# Humboldt Bay Harbor, Recreation & Conservation Dis

## Profit and Loss

November 2024

	TOTAL	NOV 2024	OCT 2024 (PP)
Conference & Meetings			
51500 Conferences & Meetings - NT	478.71	824.49	
51508 Conferences & Meetings - T	348.74	72.30	
<b>Total Conference &amp; Meetings</b>	<b>827.45</b>	<b>896.79</b>	
Dredging Expense			
55608 Dredging Expense - T	0.00	100.00	
56708 Dredging - GT	1,338,383.75	1,338,483.75	
56718 Dredging - MT	1,338,483.75	1,338,483.75	
<b>Total Dredging Expense</b>	<b>1,338,483.75</b>	<b>1,338,483.75</b>	
Dues, Subscriptions & Licences			
51600 Dues & Subscriptions - NT	11,794.61	125.25	
51608 Dues & Subscriptions - T	125.25	11,794.61	
<b>Total Dues, Subscriptions &amp; Licences</b>	<b>11,919.86</b>	<b>11,919.86</b>	
Elections & Government Fees			
51700 Elections & Prop Tax Assess-NT	2,295.70	2,295.70	
<b>Total Elections &amp; Government Fees</b>	<b>2,295.70</b>	<b>2,295.70</b>	
Engineering Services			
52400 Engineering Fees - NT	17,125.00	7,241.25	
52408 Engineering Fees - T	2,498.75	2,548.75	
<b>Total Engineering Services</b>	<b>19,623.75</b>	<b>9,790.00</b>	
Fuel			
51200 Automotive, Fuel- NT	595.56	635.01	
51218 Automotive, Fuel - T	595.57	635.02	
<b>Total Fuel</b>	<b>1,191.13</b>	<b>1,270.03</b>	
Grant Expenses			
Harbor Grant Expenses			
54408.1 Harbor Grant Exp	-612,286.57	54,505.52	
<b>Total Harbor Grant Expenses</b>	<b>-612,286.57</b>	<b>54,505.52</b>	
Recreation Grant Expenses			
54408.2 Recreation Grant Exp	152,487.62	164,587.67	
<b>Total Recreation Grant Expenses</b>	<b>152,487.62</b>	<b>164,587.67</b>	
<b>Total Grant Expenses</b>	<b>-459,798.95</b>	<b>219,093.19</b>	
Insurance			
51800 Insurance - NT	3,345.28	14,944.73	
<b>Total Insurance</b>	<b>3,345.28</b>	<b>14,944.73</b>	
Interest Expense			
55108 Interest Expense - T	4,156.00	4,156.00	
55109 Interest Expense - NT	7,624.00	7,624.00	
<b>Total Interest Expense</b>	<b>11,780.00</b>	<b>11,780.00</b>	

# Humboldt Bay Harbor, Recreation & Conservation Dis

## Profit and Loss

November 2024

	TOTAL	
	NOV 2024	OCT 2024 (PP)
Legal Services		
52300 Legal Fees - NT	19,599.62	729.50
52308 Legal Fees - T	2,191.88	
<b>Total Legal Services</b>	<b>21,791.50</b>	<b>729.50</b>
Maintenance - Equipment		
51209 Automotive, Repairs - NT	1,017.32	2,164.15
52710 Repairs & Maint, Equip - NT	7.51	502.81
52718 Repairs & Maint, Equip - T	1,643.20	184.59
<b>Total Maintenance - Equipment</b>	<b>2,668.03</b>	<b>2,851.55</b>
Maintenance - Facilities		
52708 Repairs & Maint, Facilities - T	2,284.16	9,892.27
52719 Repairs & Maint, Facilities - N	4,442.25	2,234.58
54309 Redwood Terminal 2 Expenses	3,035.00	
<b>Total Maintenance - Facilities</b>	<b>6,726.41</b>	<b>15,161.85</b>
Maintenance - IT		
57008 Maintenance, IT Equip - T	442.50	658.50
57009 Maintenance, IT Equip - NT	287.50	287.50
<b>Total Maintenance - IT</b>	<b>730.00</b>	<b>946.00</b>
Maintenance Supplies		
52010 Maintenance Supplies - NT	1,967.66	1,209.01
<b>Total Maintenance Supplies</b>	<b>1,967.66</b>	<b>1,209.01</b>
Office Supplies		
51900 Office Supplies - NT	5,724.60	5,299.80
51908 Office Supplies - T	572.57	373.47
<b>Total Office Supplies</b>	<b>6,297.17</b>	<b>5,673.27</b>
Other Expenses		
55419 Other Expenses - NT	1,336.00	
<b>Total Other Expenses</b>	<b>1,336.00</b>	
Other Professional/Outside Serv		
52109 Outside Services, Other - NT	490.00	
<b>Total Other Professional/Outside Serv</b>	<b>490.00</b>	
Permits		
51610 Permits - NT	2,487.19	
51618 Permits - T	1,873.00	919.00
<b>Total Permits</b>	<b>4,360.19</b>	<b>919.00</b>
Personnel Expenses		
Contract Temporary Services		
50318 Contract Temporary Services - T	5,094.74	5,421.40
<b>Total Contract Temporary Services</b>	<b>5,094.74</b>	<b>5,421.40</b>

# Humboldt Bay Harbor, Recreation & Conservation Dis

## Profit and Loss

November 2024

	TOTAL	
	NOV 2024	OCT 2024 (PP)
Payroll Burden		
50500 Payroll Benefits, Other - NT	27,889.91	26,165.16
50508 Payroll Benefits, Other - T	7,823.52	7,431.95
6560 Workers' Comp	3,534.43	2,948.92
<b>Total Payroll Burden</b>	<b>39,247.86</b>	<b>36,546.03</b>
Salaries/Wages		
50100 Salaries & Wages - NT	76,129.77	69,662.91
<b>Total Salaries/Wages</b>	<b>76,129.77</b>	<b>69,662.91</b>
<b>Total Personnel Expenses</b>	<b>120,472.37</b>	<b>111,630.34</b>
Planning Services		
52200 Planning Fees - NT	5,775.00	15,589.91
52208 Planning Fees - T	1,954.41	2,112.50
<b>Total Planning Services</b>	<b>7,729.41</b>	<b>17,702.41</b>
Rent Expense		
54308 Redwood Terminal 2 Lease Expens	131.73	
<b>Total Rent Expense</b>	<b>131.73</b>	
Small Tools		
52800 Small Tools - NT	546.25	530.29
52808 Small Tools - T	348.06	
<b>Total Small Tools</b>	<b>546.25</b>	<b>878.35</b>
Utilities		
52909 Utilities - NT	13,614.60	19,903.54
52918 Utilities - T	5,579.09	
53000 Water, Sewer, & Refuse - NT	5,899.60	12,808.18
53008 Water, Sewer, & Refuse - T	2,031.47	9,318.99
<b>Total Utilities</b>	<b>21,545.67</b>	<b>47,609.80</b>
<b>Total Expenses</b>	<b>\$ -217,385.84</b>	<b>\$ 1,828,931.64</b>
NET OPERATING INCOME	<b>\$646,224.50</b>	<b>\$ -1,324,339.68</b>
NET INCOME	<b>\$646,224.50</b>	<b>\$ -1,324,339.68</b>

# Humboldt Bay Harbor, Recreation & Conservation Dis

## Bill Payment List

November 2024

DATE	NUM	VENDOR	AMOUNT
10200.1 Cash in PNC, Checking			
11/01/2024	DD	Provolt, Robert	-1,829.64
11/01/2024	ACH112024-01	CalPERS Health	-15,357.44
11/08/2024	ACH11082024-01	CalPERS 457 Program	-275.00
11/08/2024	3537	314intermedia	-100.00
11/08/2024	3538	Alber's Tractor & Ag Work	-200.00
11/08/2024	3539	Cal Poly Sponsored Programs Foundation	-4,945.86
11/08/2024	3540	California State Lands Commission	-152.99
11/08/2024	3541	Campton Electric Supply	-189.59
11/08/2024	3542	City of Eureka (Sewer)	-4,844.05
11/08/2024	3544	Coldwell Banker Commerical PacificPartner	-131.73
11/08/2024	3545	Don's Rent-All	-317.91
11/08/2024	3546	Express Services, Inc.	-2,699.20
11/08/2024	3547	Humboldt Bay Municipal Water Dist.	-1,404.65
11/08/2024	3548	Humboldt Waste Management Authority	-75.05
11/08/2024	3549	Mad River Community Hospital	-253.75
11/08/2024	3550	Mission Uniform & Linen	-298.51
11/08/2024	3551	Napa Auto Parts	-571.78
11/08/2024	3552	Northern California Gloves	-67.94
11/08/2024	3553	Pacific Gas & Electric (8259-4)	-7,218.93
11/08/2024	3554	Pitcher's Pro Repair	-150.00
11/08/2024	3555	Recology Eel River	-537.37
11/08/2024	3556	Recology Humboldt County (061218064)	-379.34
11/08/2024	3557	Recology Humboldt County (A0060000265)	-1,153.65
11/08/2024	3558	RMI Outdoors	-90.17
11/08/2024	3559	SDRMA	-784.76
11/08/2024	3560	SHN Consulting Engineers & Geologists	-9,890.00
11/08/2024	3561	Solink Corporation	-155.00
11/08/2024	3562	Standard Insurance Company	-251.40
11/08/2024	3563	StewTel, Inc.	-344.88
11/08/2024	3564	Tony Gosselin & Sons	-1,653.82
11/08/2024	3565	Wiyot Tribe	-4,047.10
11/08/2024	3566	Zerlang and Zerlang Marine Services	-1,200.00
11/08/2024	3567	Amazon Business (Invoices)	-186.03
11/08/2024	3543	City of Eureka (Water)	-6,951.04
11/08/2024	3570	SHN Consulting Engineers & Geologists	-596.25
11/08/2024	3568	MSC Industrial Supply Co.	-348.06
11/08/2024	3571	Network Help To Go	-575.00
11/08/2024	3574	Planwest Partners, Inc.	-23,179.22
11/08/2024	3575	Hooven & Co., Inc.	-79,234.88
11/08/2024	3576	Pacific Gas & Electric (3494-4)	-333.04
11/08/2024	3577	Pierson Building Center	-307.34
11/08/2024	3578	Shafer's Ace Hardware (Harris)	-199.19
11/22/2024	ACH11222024-01	CalPERS 457 Program	-275.00
11/22/2024	ACH11222024-02	PERS Unfunded Accrued Liab	-9,510.58

# Humboldt Bay Harbor, Recreation & Conservation Dis

## Bill Payment List

November 2024

DATE	NUM	VENDOR	AMOUNT
11/22/2024	3581	101Netlink	-380.00
11/22/2024	3582	Alber's Tractor & Ag Work	-2,322.00
11/22/2024	3583	B & B Portable Toilets	-133.44
11/22/2024	3584	Campton Electric Supply	-271.91
11/22/2024	3585	Coastal Business Systems, Inc.	-527.94
11/22/2024	3586	Don's Rent-All	-557.17
11/22/2024	3587	Englund Marine Supply	-34.59
11/22/2024	3588	Eureka Oxygen Company	-104.65
11/22/2024	3589	Hensell Materials, Inc.	-718.70
11/22/2024	3590	Humboldt Community Services District	-18.00
11/22/2024	3591	Mission Uniform & Linen	-338.44
11/22/2024	3592	Mitchell Law Firm, LLP	-5,707.50
11/22/2024	3593	New Pig	-2,031.47
11/22/2024	3594	Northern California Gloves	-66.00
11/22/2024	3595	RMI Outdoors	-167.39
11/22/2024	3596	Schmidbauer Building Supply	-184.08
11/22/2024	3597	Security Lock & Alarm	-5.00
11/22/2024	3598	Shelter Cove Fishing Preservation Inc	-2,083.33
11/22/2024	3599	Shelter Cove Resort Improvement District	-412.00
11/22/2024	3600	Times Printing Co	-216.75
11/22/2024	3601	Valley Pacific Petroleum Services, Inc	-1,270.03
11/22/2024	3602	Verizon Wireless	-373.22
11/20/2024	3604	Samoa Pacific Group LLC (fka Danco Builders)	-300.00
11/20/2024	3603	Express Services, Inc.	-2,395.54
11/20/2024	3605	Verizon Wireless	-240.22
11/22/2024	3606	Samoa Pacific Group LLC (fka Danco Builders)	-300.00
11/27/2024	DD	Howser, Suzie	-757.82
11/27/2024	DD	Mell, Doug	-757.82
<b>Total for 10200.1 Cash in PNC, Checking</b>			<b>\$ -205,942.15</b>

**COMMISSIONERS**

1<sup>st</sup> Division  
Aaron Newman  
2<sup>nd</sup> Division  
Greg Dale  
3<sup>rd</sup> Division  
Stephen Kullmann  
4<sup>th</sup> Division  
Craig Benson  
5<sup>th</sup> Division  
Jack Norton

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



**STAFF REPORT  
HARBOR DISTRICT MEETING  
January 9, 2025**

**TO:** Honorable Board President and Harbor District Board Members

**FROM:** Rob Holmlund, Development Director

**DATE:** December 16, 2024

**TITLE: Receive Status Update Regarding Humboldt Bay Offshore Wind Heavy Lift Marine Terminal Project**

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**STAFF RECOMMENDATION:** Receive report and provide direction.

**SUMMARY:** The Board has requested a monthly update regarding the Humboldt Bay Offshore Wind Heavy Lift Marine Terminal Project. Updates may include the recent CEC grant, the recently passed MOU with Port of Long Beach, project schedule, budget, funding opportunities, tasks completed, tasks underway, upcoming tasks, community engagement, and the latest overall project strategy. This report will provide an update for January 2025.

## COMMISSIONERS

1<sup>st</sup> Division  
Aaron Newman  
2<sup>nd</sup> Division  
Greg Dale  
3<sup>rd</sup> Division  
Stephen Kullmann  
4<sup>th</sup> Division  
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(707)443-0801  
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Eureka, California 95502-1030

**STAFF REPORT – HARBOR DISTRICT MEETING****January 9, 2025**

**TO:** Honorable Board President and Harbor District Board Members

**FROM:** Chris Mikkelsen, Executive Director

**DATE:** January 2, 2025

**TITLE:** **Consider Adopting Resolution 2025-01, A Resolution Designating Business Matters, Appointment and Authorization for the Humboldt Bay Harbor, Recreation and Conservation District for Calendar Year 2025**

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**STAFF RECOMMENDATION:** Staff recommends that the Board Adopt Resolution 2025-01, accept the meeting calendar for 2025, and adopt the salary schedule for FY 2024-2025.

**BACKGROUND:** Annually, the Board approves a Resolution that appoints specific staff and/or consultants and establishes financial limitations, legal notice designations, meeting schedules, and other business matters of the District.

**DISCUSSION:** A Business Matters Resolution has been adopted annually since 2013 and is used as a guideline for staff regarding media contacts and spending limits, as well as appointed district staff and the officers of the Board of Commissioners. It establishes the board meeting schedule and legal notice designations.

**ATTACHMENTS**

- A. Resolution 2025-01 Designating Business Matters
- B. Humboldt Bay Harbor District Board of Commissioners Regular Meeting Schedule for the Calendar Year 2025
- C. Salary Schedule for FY 2024-25

## HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT

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### RESOLUTION NO. 2025-01

#### A RESOLUTION DESIGNATING BUSINESS MATTERS, APPOINTMENT AND AUTHORIZATION FOR THE HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT FOR THE CALENDAR YEAR 2025

**BE IT RESOLVED THAT** the Board of Commissioners for the Humboldt Bay Harbor, Recreation and Conservation District hereby appoints and/or authorizes the following Business Matters for the calendar year beginning January 1, 2025, and ending December 31, 2025, for all divisions of the Humboldt Bay Harbor, Recreation and Conservation District.

**OFFICERS FOR THE BOARD OF COMMISSIONERS:**

President – \_\_\_\_\_

Vice President – \_\_\_\_\_

Secretary – \_\_\_\_\_

Commissioner – \_\_\_\_\_

Commissioner – \_\_\_\_\_

**ENABLING LEGISLATION:**

Appendix II of the State of California Harbors and Navigation Code: Humboldt Bay Harbor, Recreation and Conservation District.

**FINANCIAL:**

1. Auditors- As approved by the Board.
2. District Treasurer – Lindsey Grossman, CPA; Grossman Hague, An Accountancy Corporation; 325 Second Street, Suite 301; Eureka, CA 95501
3. Budget Officer – District Treasurer and Executive Director
4. Custodians of Funds – District Treasurer and Executive Director
5. Authorized to Open Accounts – District Treasurer and Executive Director
6. Investment of Surplus Funds – District Treasurer and Executive Director

7. Custodians of State, Federal, and other funds, whether loans or grants, to make application for, receive, and expend – District Treasurer and Executive Director
8. Expenditures:
  - a. Checks require any two signatures from the following: Current Commissioner or Executive Director.
  - b. Expenditures over \$5,000 shall follow § 36 of Appendix II of the State of California Harbors and Navigation Code: Humboldt Bay Harbor, Recreation and Conservation District
  - c. Purchase Order is required for non-recurring, single expenditures over \$300
  - d. Board approval of any expenditure over \$5,000
9. Authorized Revenue Facilities:
  - a. Local Bank Checking, Money Market & Savings Accounts – Tri counties Bank, Eureka Branch
  - b. Remote Bank Checking, Money Market/Savings Accounts – PNC Bank
  - c. Humboldt County Treasurer to receive Humboldt County imposed tax revenues and other collected revenues for disbursement to the Humboldt Bay Harbor, Recreation and Conservation District
10. Grants
  - a. The Board President and/or Executive Director are authorized to sign grant agreements.
  - b. The Executive Director is authorized to submit grant applications and commit up to \$5,000 of matching or other District Funds.
  - c. Grant applications committing more than \$5,000 of District funds shall require approval of the Board.
11. Contracts
  - a. The Board President and/or Executive Director are authorized to sign contracts and expenditures over \$5,000 which have been approved by the Board.
12. Leases
  - a. The Board President and/or Executive Director are authorized to sign lease agreements at the rates established by the fee schedule.
  - b. The Executive Director is authorized to negotiate Lease Agreements of less than \$40,000 annual income at Redwood Marine Terminals I and II; \$20,000 at all other District properties.

#### **LEGAL NOTICE DESIGNATIONS:**

1. Official Notice posting sites:
  - a. District Conference Room – aside main door on outside wall
  - b. District website: [www.humboldtbay.org](http://www.humboldtbay.org)
2. The Times-Standard or North Coast Journal (newspaper of general circulation) as the newspapers for legal publications

3. Email notification to News Media: The Times-Standard, North Coast Journal, Ferndale Enterprise, Mad River Union, KEET-TV, KIEM-TV, KMUD Radio, KHUM Radio, Lost Coast Outpost.
4. Email notification to:
  - a. Cities: Eureka, Fortuna, Arcata
  - b. Counties: Humboldt
  - c. Chambers of Commerce: Eureka, Arcata
  - d. Interested Parties

#### **REGULAR MONTHLY BOARD MEETINGS:**

1. Location: Humboldt Bay Harbor, Recreation and Conservation District; 601 Startare Drive; Eureka, CA
2. Time: Closed Session: 5:00 pm PST; Regular Session: 6:00 pm PST
3. When: 2<sup>nd</sup> Thursdays of each month. Exceptions only if regular meeting dates conflict with holidays.
4. Notices posted a minimum of 72 hours prior to the meeting.
5. The general order of business shall be as outlined below. The Board President may add presentations and other special agenda topics to the order of business prior to noticing of said meeting as may be appropriate:
  1. Call to Order
  2. Pledge of Allegiance
  3. Report on Executive Session
  4. Public Comment for items not on Agenda
  5. Consent Calendar
  6. Communications, Reports and Correspondence Received
  7. Unfinished Business
  8. New Business
  9. Future Agenda Items
  10. Adjournment

#### **SPECIAL BOARD MEETINGS:**

1. Location: Humboldt Bay Harbor, Recreation and Conservation District; 601 Startare Drive; Eureka, CA or at alternative location as described in the Special Meeting Notice
2. When: As needed.
3. Notices posted a minimum of 24 hours prior to the meeting.

#### **OTHER BUSINESS:**

1. Election Officer – Executive Director
2. Filing of Bonds – Executive Director

3. Authorized to contract as necessary – Executive Director
4. Clerk of the Board – Director of Administrative Services
5. Legal Counsel – Ryan Plotz of The Mitchell Law Firm, LLC, PO Drawer 1008 Eureka, CA 95502
6. District Planner – Vanessa Blodgett; Planwest Partners Inc.; 1125 16<sup>th</sup> Street; Arcata, CA 95521
7. District Engineer- Mike Foget; SHN Engineers, 812 W. Wabash Ave, Eureka, CA 95501
8. District Treasurer- Lindsey Grossman; Grossman Hague, An Accountancy Corporation, 325 2<sup>nd</sup> St., Ste 301, Eureka, CA 95501
9. Insurance Agent of Record – Special Districts Risk Management Authority (Property, Liability, Workers Compensation, Marina Operators Liability)
10. Recognize the Humboldt Bay Harbor, Recreation and Conservation District as an equal opportunity employer.
11. Designation of registered office and agent:  
Office: 601 Startare Drive; Eureka, CA 95501  
Agent: Executive Director
12. Custodian of Public Records: Executive Director

**PASSED AND ADOPTED** by the Board of Commissioners of the Humboldt Bay Harbor, Recreation and Conservation District at a duly called meeting held on the 9th day of January 2024, by the following polled vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

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\_\_\_\_\_, President  
Board of Commissioners

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\_\_\_\_\_, 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. 2025-01 entitled,

**A RESOLUTION DESIGNATING BUSINESS MATTERS,  
APPOINTMENT AND AUTHORIZATION FOR THE HUMBOLDT BAY HARBOR, RECREATION AND  
CONSERVATION DISTRICT FOR CALENDAR YEAR 2025**

as regularly adopted at a legally convened meeting of the Board of Commissioners of the HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT, duly held on the 9th day of January 2025; 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 9<sup>th</sup> day of January 2025.

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\_\_\_\_\_, Secretary  
Board of Commissioners



## Humboldt Bay Harbor District Board of Commissioners

### Regular Meeting Schedule

#### Calendar Year 2025

MONTH	DATE	TIME
January	01/09/2025	6:00 P.M.
February	02/13/2025	6:00 P.M.
March	03/13/2025	6:00 P.M.
April	04/10/2025	6:00 P.M.
May	05/08/2025	6:00 P.M.
June	06/12/2025	6:00 P.M.
July	07/10/2025	6:00 P.M.
August	08/14/2025	6:00 P.M.
September	09/11/2025	6:00 P.M.
October	10/09/2025	6:00 P.M.
November	11/13/2025	6:00 P.M.
December	12/11/2025	6:00 P.M.

**Humboldt Bay Harbor, Recreation and Conservation District Management Staff  
Annual Salary Schedule**

**FY 2024/2025**

<b><u>POSITION</u></b>	<b>ANNUAL SALARY RANGE MINIMUM - MAXIMUM</b>
Executive Director	\$100,000 - \$190,000
Deputy Executive Director	\$ 90,000 - \$120,000
Director of Administrative Services	\$ 90,316 - \$124,413
Director of Facilities and Operations	\$ 90,316 - \$115,200
Director of Development I	\$ 70,971 - \$ 90,200
Director of Development II	\$ 90,316 - \$143,000
Marina Manager	\$ 69,245 - \$ 87,680
Maintenance Manager	\$ 69,245 - \$ 87,680
Facilities Coordinator	\$ 69,245 - \$ 87,680
Natural Resources Coordinator I	\$ 69,245 - \$ 87,680
Natural Resources Coordinator II	\$ 78,917 - \$100,180

*Effective: July 1, 2024*