



AGENDA
REGULAR MEETING
OF THE BOARD OF HARBOR COMMISSIONERS
MOSS LANDING HARBOR DISTRICT
7881 Sandholdt Road, Moss Landing, CA 95039

May 27, 2020

Moss Landing Harbor District is inviting you to a scheduled Zoom meeting.

Topic: MLHD Regular Meeting of the Board May 27, 2020
Time: May 27, 2020 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84053659485>

Meeting ID: 840 5365 9485

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Dial by your location

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Meeting ID: 840 5365 9485

Find your local number: <https://us02web.zoom.us/j/84053659485>

A. CLOSED SESSION

A Closed session will be held immediately prior to the public open meeting, and will begin at **6:30 p.m.** to consider the following items. The public open meeting will begin at **7:00 p.m.**, or as soon thereafter as the Closed Session is concluded, and any action taken during the Closed Session will be reported out at that time.

1. Meet and confer with its legal counsel pursuant to Government Code Section 54956.9(a)(d) on one matter of significant exposure to litigation.

B. OPEN SESSION CALL TO ORDER - PLEDGE OF ALLEGIANCE – ROLL CALL

Russ Jeffries – President

Tony Leonardini – Vice President

Vince Ferrante – Secretary

James Goulart – Commissioner

Liz Soto - Commissioner

Tommy Razzeca – General Manager

Mike Rodriguez – District Counsel

Shay Shaw – Administrative Assistant

C. PRESIDENT'S REMARKS

The President will use this opportunity to inform the public of issues affecting the District and other items of a general nature not otherwise provided for on this agenda.

D. PUBLIC COMMENTS

Members of the general public may address the Board of Harbor Commissioners regarding any item that is not on the Agenda. The President may limit the total amount of time of testimony.

E. CONSENT CALENDAR

1. Approval of the April 22, 2020 Regular Meeting Minutes.

F. FINANCIAL REPORT

2. Financial report month ending April 30, 2020.

H. MANAGERS' REPORTS

The General Manager will make oral or written reports. The Board may take action as deemed necessary. The Managers may present additional reports but the Board may not take action on any item not on this Agenda.

3. Projects Status/Update
4. Summary of Permits Issued
5. Meeting Announcements
6. Liveaboard Report
7. Slip Income Report
8. Incident Report

I. COMMITTEE REPORTS

9. Finance Committee – Ferrante/Soto
10. Elkhorn Slough Advisory Committee – Leonardini
11. Special Districts – Jeffries/Ferrante
12. Budget Committee – Leonardini/Goulart
13. Liveaboard Committee – Goulart/Soto
14. Harbor Improvement Committee – Goulart/Soto
15. Real Property Committee I – Jeffries/Leonardini
16. Real Property Committee II – Ferrante/Goulart
17. Meetings attended by Commissioners at District expense since the last regular meeting of the Board (AB 1234 requirements). Such reports may be oral or written.

J. NEW BUSINESS

18. ITEM – Consider adoption of Resolution 20-06 amending the District Bylaws
 - a. Staff report
 - b. Public Comment
 - c. Board discussion
 - d. Board action

19. ITEM – Public Hearing and Fixing Final Budget FY 20/21
 - a. Staff report
 - b. Public Comment
 - c. Board discussion
 - d. Board action

20. ITEM – Ordinance No. 209 amending the Districts Fee Schedule for FY 20/21
 - a. Staff report
 - b. Public Comment
 - c. Board discussion

- d. Board action

21. ITEM – Consider Authorization to Execute Amendment 11 MLCP EIR

- a. Staff report
- b. Public Comment
- c. Board discussion
- d. Board action

22. ITEM – Resolution 20-07 calling for an Election

- a. Staff report
- b. Public Comment
- c. Board discussion
- d. Board action

23. ITEM – Consider Financing Option and Insurance Renewal

- a. Staff report
- b. Public Comment
- c. Board discussion
- d. Board action

K. COMMISSIONERS COMMENTS AND CONCERNS

Commissioners may address items of concern at this time, and may request that items be placed on future agendas in accordance with the By-laws of the Board.

L. ADJOURNMENT

The next Meeting of the Board of Harbor Commissioners is scheduled for June 24, 2020 at 7:00 PM at the Moss Landing Harbor District, 7881 Sandholdt Road, Moss Landing, CA. Individuals requiring special accommodations should contact Administrative Assistant, Shay Shaw at Shaw@mosslandingharbor.dst.ca.us or at 831.633.2461 no less than 72 hours prior to the meeting or if a Special Meeting, as soon as possible after the Agenda is posted. Copies of the agenda will be available 72 hours prior to Regular Meetings and 24 hours prior to Special Meetings and/or by contacting the District at 831.633.5417 or Shaw@mosslandingharbor.dst.ca.us or on the District's website at www.mosslandingharbor.dst.ca.us. All meetings are noticed and conducted in accordance with the Ralph M. Brown Act.



MINUTES
REGULAR MEETING
OF THE BOARD OF HARBOR COMMISSIONERS
MOSS LANDING HARBOR DISTRICT
7881 Sandholdt Road, Moss Landing, CA 95039

April 22, 2020 Meeting Minutes

Moss Landing Harbor District is inviting you to a scheduled Zoom meeting.

Topic: Moss Landing Harbor District Board of Commissioners Regular Meeting

Date/Time: Apr 22, 2020 7:00 PM Open Session

Join Zoom Meeting

<https://zoom.us/j/96080593953>

Meeting ID: 960 8059 3953

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Meeting ID: 960 8059 3953

Find your local number: <https://zoom.us/u/abwoCW11ld>

A. CLOSED SESSION

A closed session was held immediately prior to the public open meeting to consider the following items:

1. Meet and confer with its legal counsel pursuant to Government Code Section 54956.9(a)(d) on one matter of significant exposure to litigation.

B. OPEN SESSION CALL TO ORDER - PLEDGE OF ALLEGIANCE – ROLL CALL

The open session was called to order at 7:01pm, after the Pledge of Allegiance Roll was called.

Commissioners Present:

Russ Jeffries – President

Tony Leonardini – Vice President

Vince Ferrante – Secretary

James Goulart – Commissioner

Liz Soto - Commissioner

Staff Present:

Tommy Razzeca – General Manager

Mike Rodriguez – District Counsel

Shay Shaw – Administrative Assistant

C. PRESIDENT'S REMARKS

The President announced that the Board met in Closed Session and no decisions were made; direction was given to the General Manager and District Counsel.

D. PUBLIC COMMENTS

None.

E. CONSENT CALENDAR

1. Approval of the March 25, 2020 Regular Meeting Minutes. A motion was made by Commissioner Goulart, seconded by Commissioner Soto, to approve the March 25, 2020 Regular Meeting Minutes. The motion passed unanimously on a roll-call vote.

F. FINANCIAL REPORT

2. Financial Report month ending March 31, 2020. GM Razzeca gave the highlights. A motion was made by Commissioner Leonardini, seconded by Commissioner Goulart to accept the Financial Report. The motion passed unanimously on a roll-call vote.

H. MANAGERS' REPORTS

The General Manager will make oral or written reports. The Board may take action as deemed necessary. The Managers may present additional reports but the Board may not take action on any item not on this Agenda.

3. Projects Status/Update – written report/ no questions
4. Summary of Permits Issued – written report/ no questions
5. Meeting Announcements – written report/ no questions
6. Liveaboard Report – written report/ no questions
7. Slip Income Report – written report/ no questions
8. Incident Report – written report/ no questions

I. COMMITTEE REPORTS

9. Finance Committee – Ferrante/Soto – nothing to report
10. Elkhorn Slough Advisory Committee – Leonardini – nothing to report
11. Special Districts – Jeffries/Ferrante – nothing to report
12. Budget Committee – Leonardini/Goulart – nothing to report
13. Liveaboard Committee – Goulart/Soto – nothing to report
14. Harbor Improvement Committee – Goulart/Soto – nothing to report
15. Real Property Committee I – Jeffries/Leonardini – nothing to report
16. Real Property Committee II – Ferrante/Goulart – nothing to report
17. Meetings attended by Commissioners at District expense since the last regular meeting of the Board (AB 1234 requirements). Such reports may be oral or written.

J. NEW BUSINESS

18. ITEM – Consider adoption of the preliminary budget FY 20/21
 - a. Staff report – GM Tommy Razzeca gave the report
 - b. Public Comment – None
 - c. Board discussion – Commissioner Leonardini noted that that due to COVID-19 the committee may need to meet and consider adjustments to the budget at a later date once we know the effects the pandemic has had on the District and the budget. President Jeffries requests that when the budget committee meets they rank all capital projects so the Board will know which projects are top priority.
 - d. Board action - A motion was made by Commissioner Goulart, seconded by Commissioner Leonardini to adopt the preliminary budget FY 20/21. The motion passed unanimously on a roll-call vote.
19. ITEM – Consider adoption Ordinance 208 temporarily waiving Passenger Vessel fee and Late fees
 - a. Staff report – GM Razzeca gave the report
 - b. Public Comment - None

c. Board discussion – Commissioner Soto stated that she agrees with the intent of Ordinance 208 and that under the circumstances it is the correct action to take.

d. Board action – A motion was made by Commissioner Soto, seconded by Commissioner Ferrante to adopt Ordinance 208 temporarily waiving Passenger Vessel fee and late fees. The motion passed unanimously on a roll-call vote.

20. ITEM – Consider claim of Dan Poncabare

a. Staff report – GM Razzeca gave the report

b. Public Comment - None

c. Board discussion – None

d. Board action – A motion was made by Commissioner Ferrante, seconded by Commissioner Soto to deny the claim of Dan Poncabare. The motion passed unanimously on a roll-call vote.

21. ITEM – LAFCO Election Ballot

a. Staff report – GM Razzeca gave the report

b. Public Comment – None

c. Board discussion – President Jefferies and Commissioner Ferrante recommended that the Board cast a vote for Warren P. Poitras.

d. Board action – President Jefferies made a motion to cast the vote for Warren P. Poitras, seconded by Commissioner Ferrante. The motion passed unanimously on a roll call vote.

22. ITEM – Resolution 20-05 recognizing the existence of a local emergency due to the COVID-19 virus and authorizing actions related thereto

a. Staff report – GM Razzeca and District Council Rodriguez gave the report

b. Public Comment – None

c. Board discussion – None

d. Board action – Resolution 20-05 was adopted unanimously on a roll call vote.

K. COMMISSIONERS COMMENTS AND CONCERNS

No comments.

L. ADJOURNMENT

The meeting adjourned at 7:45 PM

Respectfully submitted,

Vince Ferrante, Secretary
Board of Harbor Commissioners

ATTEST:

Tommy Razzeca, Deputy Secretary
Board of Harbor Commissioners

Moss Landing Harbor District
Balance Sheet
As of April 30, 2020

	<u>Apr 30, 20</u>	<u>Apr 30, 19</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1002 · Petty Cash	500	500		
1009 · Union - Operating	2,975,113	75,252	2,899,861	3,854%
1010 · Union - M.M.	8,362	3,692,704	-3,684,342	-100%
1011 · Union - Payroll	31,746	32,000	-254	-1%
1015 · 1st Capital Bank	1,553,705	1,550,856	2,849	0%
1018 · Union Bank- Trust Account	606,945	567,085	39,860	7%
1020 · Umpqua - Restricted	1,016,441	1,012,864	3,577	0%
Total Checking/Savings	<u>6,192,812</u>	<u>6,931,261</u>	<u>-738,449</u>	<u>-11%</u>
Accounts Receivable				
11290 · Leases				
1282 · NNN Receivable	118,546	76,392	42,154	55%
1291 · Monterey Bay Kayak	1,713	-1,496	3,209	215%
1293 · Lunds	7,860		7,860	100%
Total 11290 · Leases	<u>128,119</u>	<u>74,896</u>	<u>53,223</u>	<u>71%</u>
1200 · Marina Receivables	130,861	154,895	-24,034	-16%
1201 · Marina - Allow for Bad Debt	-46,250	-44,125	-2,125	-5%
Total Accounts Receivable	<u>212,730</u>	<u>185,666</u>	<u>27,064</u>	<u>15%</u>
Other Current Assets				
1271 · Prepaid Expenses				
1270 · Insurance	30,393	29,795	598	2%
1280 · Other	7,496	20,000	-12,504	-63%
Total 1271 · Prepaid Expenses	<u>37,889</u>	<u>49,795</u>	<u>-11,906</u>	<u>-24%</u>
Total Other Current Assets	<u>37,889</u>	<u>49,795</u>	<u>-11,906</u>	<u>-24%</u>
Total Current Assets	<u>6,443,431</u>	<u>7,166,722</u>	<u>-723,291</u>	<u>-10%</u>
Fixed Assets				
1650 · Construction in Progress	4,554,742	2,350,423	2,204,319	94%
1670 · Equipment	453,356	823,611	-370,255	-45%
1700 · Improvements				
1710 · NH Buildings & Improvements	7,157,639	7,871,280	-713,641	-9%
1720 · NH Floating Docks	524,675	524,675		
1725 · NH Offsite Improvements	632,218	632,218		
1730 · SH Buildings & Improvements	8,160,807	8,281,705	-120,898	-1%
1740 · SH Floating Docks	9,457,184	9,460,727	-3,543	
Total 1700 · Improvements	<u>25,932,523</u>	<u>26,770,605</u>	<u>-838,082</u>	<u>-3%</u>

Moss Landing Harbor District
Balance Sheet
As of April 30, 2020

	<u>Apr 30, 20</u>	<u>Apr 30, 19</u>	<u>\$ Change</u>	<u>% Change</u>
1800 · Less - Depreciation				
1805 · Equipment	-426,203	-786,799	360,596	46%
1810 · NH Buildings & Improvements	-3,801,085	-3,978,260	377,175	9%
1820 · NH Floating Docks	-530,809	-519,122	-11,687	-2%
1825 · NH Offsite Improvements	-494,190	-475,400	-18,790	-4%
1830 · SH Buildings & Improvements	-6,200,717	-6,167,169	-33,548	-1%
1840 · SH Floating Docks	-6,355,627	-5,945,772	-409,855	-7%
Total 1800 · Less - Depreciation	<u>-17,608,631</u>	<u>-17,872,522</u>	<u>263,891</u>	<u>1%</u>
1900 · Land	1,642,860	1,642,860		
Total Fixed Assets	<u>14,974,850</u>	<u>13,714,977</u>	<u>1,259,873</u>	<u>9%</u>
Other Assets				
1320 · Workers Comp Deposit	200	200		
1530 · Principal Financial CS	7,389	7,389		
Total Other Assets	<u>7,589</u>	<u>7,589</u>		
TOTAL ASSETS	<u><u>21,425,870</u></u>	<u><u>20,889,288</u></u>	<u><u>536,582</u></u>	<u><u>3%</u></u>

Moss Landing Harbor District
Balance Sheet
As of April 30, 2020

	<u>Apr 30, 20</u>	<u>Apr 30, 19</u>	<u>\$ Change</u>	<u>% Change</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	3,317	310,395	-307,078	-99%
Total Accounts Payable	<u>3,317</u>	<u>310,395</u>	<u>-307,078</u>	<u>-99%</u>
Other Current Liabilities				
2013 · Accrued Expenses		106,021	-106,021	-100%
2020 · Accrued Salaries Payable	10,474	25,034	-14,560	-58%
2021 · Accrued Vacation	21,810	90,718	-68,908	-76%
2023 · Accrued Payroll Taxes	561	7,206	-6,645	-92%
2030 · Customer Deposits	324,377	313,987	10,390	3%
2051 · Note Interest Payable				
2062 · Umpqua Accrued Interest	25,272	27,102	-1,830	-7%
Total 2051 · Note Interest Payable	<u>25,272</u>	<u>27,102</u>	<u>-1,830</u>	<u>-7%</u>
2080 · Prepaid Berth Fees	147,850	148,493	-643	-0%
2082 · MLCP Cost Reimb. Deposit	80,048	1,379	78,669	5,705%
2086 · Prepaid Leases				
20861 · Duke	71,553	69,678	1,875	3%
20862 · MBARI		23,862	-23,862	-100%
Total 2086 · Prepaid Leases	<u>71,553</u>	<u>93,540</u>	<u>-21,987</u>	<u>-24%</u>
2087 · Lease Deposits	18,236	17,047	1,189	7%
Total Other Current Liabilities	<u>700,181</u>	<u>830,527</u>	<u>-130,346</u>	<u>-16%</u>
Total Current Liabilities	<u>703,498</u>	<u>1,140,922</u>	<u>-437,424</u>	<u>-38%</u>
Long Term Liabilities				
2605 · Umpqua Loan	2,908,858	3,298,374	-389,516	-12%
Total Long Term Liabilities	<u>2,908,858</u>	<u>3,298,374</u>	<u>-389,516</u>	<u>-12%</u>
Total Liabilities	<u>3,612,356</u>	<u>4,439,296</u>	<u>-826,940</u>	<u>-19%</u>
Equity				
3020 · Retained Net Assets	6,456,231	6,456,231		
3050 · Prior Year Earnings	11,690,585	10,752,657	937,928	9%
Net Income	<u>-333,302</u>	<u>-758,896</u>	<u>425,594</u>	<u>56%</u>
Total Equity	<u>17,813,514</u>	<u>16,449,992</u>	<u>1,363,522</u>	<u>8%</u>
TOTAL LIABILITIES & EQUITY	<u><u>21,425,870</u></u>	<u><u>20,889,288</u></u>	<u><u>536,582</u></u>	<u><u>3%</u></u>

**Moss Landing Harbor District
Statement of Cash Flows
July 2019 through April 2020**

Jul '19 - Apr 20

OPERATING ACTIVITIES	
Net Income	-333,302
Adjustments to reconcile Net Income to net cash provided by operations:	
11290 · Leases:1291 · Monterey Bay Kayak	-1,713
11290 · Leases:1293 · Lunds	-7,860
1200 · Marina Receivables	-3,454
1201 · Marina - Allow for Bad Debt	21,250
11290 · Leases:1282 · NNN Receivable	-24,141
11290 · Leases:1284 · Local Bounty	1,230
1271 · Prepaid Expenses:1270 · Insurance	-30,393
1271 · Prepaid Expenses:1280 · Other	90,565
1800 · Less - Depreciation:1805 · Equipment	17,001
1800 · Less - Depreciation:1810 · NH Buildings & Improvements	215,828
1800 · Less - Depreciation:1820 · NH Floating Docks	10,031
1800 · Less - Depreciation:1825 · NH Offsite Improvements	24,486
1800 · Less - Depreciation:1830 · SH Buildings & Improvements	173,982
1800 · Less - Depreciation:1840 · SH Floating Docks	345,333
2010 · Accounts Payable	-292,752
2020 · Accrued Salaries Payable	1,894
2030 · Customer Deposits	8,636
2080 · Prepaid Berth Fees	-4,727
2086 · Prepaid Leases:20861 · Duke	13,315
2086 · Prepaid Leases:20862 · MBARI	-18,731
2087 · Lease Deposits	1,190
2013 · Accrued Expenses	-164,770
2051 · Note Interest Payable:2062 · Umpqua Accrued Interest	-13,898
2082 · MLCP Cost Reimb. Deposit	80,048
Net cash provided by Operating Activities	<u>109,048</u>
FINANCING ACTIVITIES	
2605 · Umpqua Loan	-389,516
Net cash provided by Financing Activities	<u>-389,516</u>
Net cash Increase for period	-280,468
Cash at beginning of period	6,473,280
Cash at end of period	<u><u>6,192,812</u></u>

Moss Landing Harbor District
Profit & Loss Budget vs. Actual
 July 2019 through April 2020

	<u>Jul '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · MARINA REVENUES				
4100 · Berthing Income				
4110 · Assigned Berthing	1,384,265	1,456,950	-72,685	95%
4112 · Qtrly/Annual Discount	-1,121	-1,875	754	60%
4113 · Commercial Vessel Dscnt	-10,559	-10,000	-559	106%
4114 · Away (1 mnth) Dscnt	-936	-1,875	939	50%
4115 · Temporary Berthing	196,551	210,330	-13,779	93%
4120 · Liveaboard Fees	105,563	100,750	4,813	105%
4130 · Transient Berthing	32,198	33,100	-902	97%
4220 · Wait List	5,400	7,500	-2,100	72%
4260 · Towing - Intra Harbor	600	500	100	120%
4270 · Pumpouts	1,850	600	1,250	308%
4280 · Late Fees	24,840	25,000	-160	99%
4282 · Recovered Lien Costs	1,790	900	890	199%
Total 4100 · Berthing Income	<u>1,740,441</u>	<u>1,821,880</u>	<u>-81,439</u>	<u>96%</u>
4200 · Other Income - Operations				
4225 · Merchandise	222	400	-178	56%
4230 · SH Parking	80,005	94,400	-14,395	85%
4285 · Dog Fee	1,145	550	595	208%
4290 · Misc	67	1,835	-1,768	4%
Total 4200 · Other Income - Operations	<u>81,439</u>	<u>97,185</u>	<u>-15,746</u>	<u>84%</u>
4300 · Operating Grant Revenues		10,000	-10,000	
Total 4000 · MARINA REVENUES	<u>1,821,880</u>	<u>1,929,065</u>	<u>-107,185</u>	<u>94%</u>

Moss Landing Harbor District
Profit & Loss Budget vs. Actual
July 2019 through April 2020

Expense	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
5200 · General & Administrative				
5100 · Advertising	5,716	5,500	216	104%
5210 · Dues & Subscriptions	7,947	3,681	4,266	216%
5220 · Office Supplies				
5223 · Administration	3,657	3,269	388	112%
5225 · Operations	6,700	9,680	-2,980	69%
Total 5220 · Office Supplies	10,357	12,949	-2,592	80%
5230 · Postage & Equip Lease				
5232 · Meter Lease	748	434	314	172%
5235 · Postage	249	483	-234	52%
Total 5230 · Postage & Equip Lease	997	917	80	109%
5240 · Copier Lease & Supplies				
5242 · Copier Lease	2,725	3,069	-344	89%
Total 5240 · Copier Lease & Supplies	2,725	3,069	-344	89%
5250 · Telephone & Communications				
5253 · Administration	11,924	10,075	1,849	118%
5255 · Operations	913	1,161	-248	79%
Total 5250 · Telephone & Communications	12,837	11,236	1,601	114%
5260 · Professional Services				
5262 · Accounting	33,502	34,250	-748	98%
5263 · Audit fees	16,500	18,000	-1,500	92%
5265 · Legal	42,740	83,333	-40,593	51%
5268 · Computer Consulting	1,240	286	954	434%
5269 · Payroll Processing	3,528	3,086	442	114%
Total 5260 · Professional Services	97,510	138,955	-41,445	70%
5290 · Credit Card Fees	15,320	13,159	2,161	116%
5921 · Internet Billing Service	2,694	2,232	462	121%
Total 5200 · General & Administrative	156,103	191,698	-35,595	81%
5300 · Personnel				
5310 · Salaries				
5313 · Administration	115,434	169,574	-54,140	68%
5315 · Operations	159,350	134,255	25,095	119%
5318 · Maintenance	130,699	123,706	6,993	106%
Total 5310 · Salaries	405,483	427,535	-22,052	95%
5330 · Payroll Taxes				
5333 · Administration	8,680	12,973	-4,293	67%
5335 · Operations	12,190	10,245	1,945	119%
5338 · Maintenance	10,124	9,463	661	107%
Total 5330 · Payroll Taxes	30,994	32,681	-1,687	95%
5340 · Employee Benefits				
5343 · Administration	37,589	30,360	7,229	124%
5345 · Operations	4,625			
5348 · Maintenance	43,807	50,415	-6,608	87%
Total 5340 · Employee Benefits	86,021	80,775	5,246	106%

Moss Landing Harbor District
Profit & Loss Budget vs. Actual
July 2019 through April 2020

	<u>Jul '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5350 · Workers Compensation				
5353 · Administration	3,000	1,958	1,042	153%
5355 · Operations	5,477	7,208	-1,731	76%
5358 · Maintenance	6,670	17,129	-10,459	39%
Total 5350 · Workers Compensation	15,147	26,295	-11,148	58%
5360 · Education & Training				
5363 · Administration	920	2,000	-1,080	46%
Total 5360 · Education & Training	920	2,000	-1,080	46%
Total 5300 · Personnel	538,565	569,286	-30,721	95%
5400 · Insurance				
5410 · Liability Insurance	106,349	109,133	-2,784	97%
Total 5400 · Insurance	106,349	109,133	-2,784	97%
5500 · Utilities				
5510 · Garbage	80,395	44,167	36,228	182%
5520 · Gas and Electric	200,000	200,000		100%
5530 · Water	31,274	26,667	4,607	117%
5540 · Sewer	33,295	33,333	-38	100%
Total 5500 · Utilities	344,964	304,167	40,797	113%
5600 · Operating Supplies				
5610 · Vehicles	7,011	8,333	-1,322	84%
5625 · Operations	17,575	16,667	908	105%
Total 5600 · Operating Supplies	24,586	25,000	-414	98%
5700 · Depreciation	393,331	393,750	-420	100%
5800 · Repairs & Maintenance				
5810 · Vehicles	1,838	336	1,502	547%
5830 · Equip Rental	3,574	4,486	-912	80%
5850 · Repair Materials	49,847	70,178	-20,331	71%
5860 · Outside Service Contracts	68,384	58,333	10,051	117%
5870 · Derelict Disposal	34,666	40,000	-5,334	87%
Total 5800 · Repairs & Maintenance	158,309	173,333	-15,024	91%
5900 · Financial Expenses				
5920 · Bank Service Charges	11		11	100%
5990 · Bad Debt	21,250	20,833	417	102%
Total 5900 · Financial Expenses	21,261	20,833	428	102%
Total · MARINA EXPENSES	1,743,468	1,787,200	-43,733	98%
Net Ordinary Income - Marina Operations	78,413	141,865	-63,453	55%

Moss Landing Harbor District
Profit & Loss Budget vs. Actual
July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
4400 · LEASE AND OTHER INCOME				
4050 · Trust Lands Lease Revenue				
4051 · Dynegy Outfall	56,476	58,261	-1,785	97%
4053 · MBARI	18,731	24,032	-5,301	78%
Total 4050 · Trust Lands Lease Revenue	75,207	82,293	-7,086	91%
4500 · Leases				
4502 · Cannery Building				
4517 · Suite 2	28,311	28,042	269	101%
4504 · Suite 3	77,927	77,545	382	100%
4511 · Suite 1 & 10	15,657	15,771	-114	99%
4515 · Suite 4	74,880	74,996	-116	100%
4518 · Suite 5	23,615	21,881	1,734	108%
4510 · Suite 6	22,399	22,946	-547	98%
4512 · Suite 7	8,508			
4503 · Suite 8	7,771	7,850	-79	99%
4520 · Suite 9	5,696	7,123	-1,427	80%
4523 · Canary NNN	28,343	33,333	-4,990	85%
Total 4502 · Cannery Building	293,107	289,487	3,620	101%
4530 · RV Lot	28,882	28,751	131	100%
4540 · Martin & Mason	24,562	26,315	-1,753	93%
4560 · North Harbor				
4562 · Sea Harvest	29,647	31,667	-2,020	94%
4568 · Monterey Bay Kayaks	38,282	33,333	4,949	115%
Total 4560 · North Harbor	67,929	65,000	2,929	105%
Total 4500 · Leases	414,480	409,553	4,927	101%
4600 · District Property Taxes	313,904	200,000	113,904	157%
4700 · Other Revenues & Concessions				
4125 · Amenity Fee	232,039	229,667	2,372	101%
4126 · Passenger Vessel Fees	28,946	20,833	8,113	139%
4710 · Vending Activities				
4711 · Washer/Dryer	6,073	8,125	-2,052	75%
4712 · Soda	375	250	125	150%
Total 4710 · Vending Activities	6,448	8,375	-1,927	77%
4720 · Dry Storage	50,137	54,167	-4,030	93%
4725 · North Harbor Use Fee	84,744	61,800	22,944	137%
4727 · Key Sales	3,757	6,667	-2,910	56%
4730 · NH Washdown	770	2,083	-1,313	37%
4735 · Camp/RV	550	2,000	-1,450	28%
4740 · Equipment Rental		250	-250	
4751 · Permits	3,106	3,500	-394	89%
4765 · Faxes, Copies & Postage	55	50	5	110%
4770 · Surplus Auction/Sales		20	-20	
Total 4700 · Other Revenues & Concessions	410,552	389,412	21,140	105%

Moss Landing Harbor District
Profit & Loss Budget vs. Actual
July 2019 through April 2020

	<u>Jul '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4800 · Interest				
4841 · Union Bank Interest	225	208	17	108%
4843 · First Capital Bank	2,611	1,250	1,361	209%
4846 · Umpqua Interest	2,731	1,250	1,481	218%
Total 4800 · Interest	<u>5,567</u>	<u>2,708</u>	<u>2,859</u>	<u>206%</u>
Total 4400 · LEASE AND OTHER INCOME	<u>1,219,710</u>	<u>1,083,966</u>	<u>135,744</u>	<u>113%</u>
7000 · LEASE AND OTHER EXPENSES				
7100 · Interest Expense				
7134 · Umpqua Accrued Interest	74,555	73,711	844	101%
Total 7100 · Interest Expense	<u>74,555</u>	<u>73,711</u>	<u>844</u>	<u>101%</u>
7200 · Other Financial Expenses				
7221 · CSDA Dues	7,077	6,800	277	104%
7230 · LAFO Administrative Charges	6,357	6,411	-54	99%
Total 7200 · Other Financial Expenses	<u>13,434</u>	<u>13,211</u>	<u>223</u>	<u>102%</u>
5700 · Depreciation	<u>393,331</u>	<u>393,750</u>	<u>-420</u>	<u>100%</u>
7300 · Commissioner Expenses				
7320 · Monthly Stipend	10,600	10,833	-233	98%
7321 · Employer Payroll Taxes	811	833	-22	97%
7330 · Incurred Expenses	2,319	833	1,486	278%
Total 7300 · Commissioner Expenses	<u>13,730</u>	<u>12,499</u>	<u>1,231</u>	<u>110%</u>
Total 7000 · LEASE AND OTHER EXPENSES	<u>495,050</u>	<u>493,171</u>	<u>1,879</u>	<u>100%</u>
Net Ordinary Income - Lease & Other Operations	<u>724,661</u>	<u>590,795</u>	<u>133,866</u>	<u>123%</u>
Net Ordinary Income - Combined Operations	<u>803,073</u>	<u>732,660</u>	<u>70,413</u>	<u>110%</u>

Moss Landing Harbor District
Profit & Loss Budget vs. Actual
July 2019 through April 2020

	<u>Jul '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
8000 · CAPITAL PROJECT REVENUE				
8215 · FEMA Grant Receivable	662,710			
8250 · Dredging				
Total 8000 · CAPITAL PROJECT REVENUE	<u>662,710</u>		<u>662,710</u>	<u>100%</u>
8001 · Cost Reimbursements				
8101 · Revenue from reimbursements	19,953		19,953	100%
8201 · Reimbursable expenses	-20,103		-20,103	100%
Total 8001 · Cost Reimbursements	<u>-150</u>		<u>-150</u>	<u>100%</u>
Total Other Income	<u>662,560</u>		<u>662,560</u>	<u>100%</u>
Other Expense				
9000 · CAPITAL PROJECT EXPENSES				
9025 · Covid 19	1,106			
5880 · Dredging	1,497,766	500,000	997,766	300%
9051 · Sewer Lift Station		50,000	-50,000	
9053 · Dock Maintenance	1,949	5,000	-3,051	39%
9054 · Sea Lion Deterrent Fencing		15,000	-15,000	
9060 · NH Berthers Parking/Paving		50,000	-50,000	
9150 · Cannery		100,000	-100,000	
9250 · Security Camera		10,000	-10,000	
9305 · Piling Replacement Proj. - Dist		125,000	-125,000	
9309 · New NH Building	302,262	1,000,000	-697,738	30%
9310 · NH Hotel		75,000	-75,000	
9440 · NH Shoreline (North)	-13,910			
9470 · NH Visitor Dock		200,000	-200,000	
9565 · Miscellaneous Capital Projects		76,000	-76,000	
9750 · Office Computers	9,762	25,000	-15,238	39%
9800 · Dock Replacement		100,000	-100,000	
Total 9000 · CAPITAL PROJECT EXPENSES	<u>1,798,935</u>	<u>2,331,000</u>	<u>-532,065</u>	<u>77%</u>
Total Other Expense	<u>1,798,935</u>	<u>2,331,000</u>	<u>-532,065</u>	<u>77%</u>
Net Other Income	<u>-1,136,375</u>	<u>-2,331,000</u>	<u>1,194,625</u>	<u>49%</u>
Net Income	<u><u>-333,302</u></u>	<u><u>-1,598,340</u></u>	<u><u>1,265,038</u></u>	<u><u>21%</u></u>

Moss Landing Harbor District
Profit & Loss YTD Comparison
July 2019 through April 2020

	<u>Jul '19 - Apr 20</u>	<u>Jul '18 - Apr 19</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · MARINA REVENUES				
4100 · Berthing Income				
4110 · Assigned Berthing	1,384,265	1,357,514	26,751	2%
4112 · Qtrly/Annual Discount	-1,121	-1,046	-75	-7%
4113 · Commercial Vessel Dscnt	-10,559	-11,602	1,043	9%
4114 · Away (1 mnth) Dscnt	-936	-1,112	176	16%
4115 · Temporary Berthing	196,551	228,387	-31,836	-14%
4120 · Liveaboard Fees	105,563	99,425	6,138	6%
4130 · Transient Berthing	32,198	43,571	-11,373	-26%
4220 · Wait List	5,400	9,675	-4,275	-44%
4260 · Towing - Intra Harbor	600	300	300	100%
4270 · Pumpouts	1,850	400	1,450	363%
4280 · Late Fees	24,840	34,462	-9,622	-28%
4282 · Recovered Lien Costs	1,790	2,985	-1,195	-40%
Total 4100 · Berthing Income	<u>1,740,441</u>	<u>1,762,959</u>	<u>-22,518</u>	<u>-1%</u>
4200 · Other Income - Operations				
4225 · Merchandise	222	108	114	106%
4230 · SH Parking	80,005	81,103	-1,098	-1%
4285 · Dog Fee	1,145	1,043	102	10%
4290 · Misc	67	1,948	-1,881	-97%
Total 4200 · Other Income - Operations	<u>81,439</u>	<u>84,202</u>	<u>-2,763</u>	<u>-3%</u>
4300 · Operating Grant Revenues		148,919	-148,919	-100%
Total 4000 · MARINA REVENUES	<u>1,821,880</u>	<u>1,996,080</u>	<u>-174,200</u>	<u>-9%</u>

Moss Landing Harbor District
Profit & Loss YTD Comparison
July 2019 through April 2020

Expense	Jul '19 - Apr 20	Jul '18 - Apr 19	\$ Change	% Change
5200 · General & Administrative				
5100 · Advertising	5,716	2,512	3,204	128%
5210 · Dues & Subscriptions	7,947	3,150	4,797	152%
5220 · Office Supplies				
5223 · Administration	3,657	3,284	373	11%
5225 · Operations	6,700	10,899	-4,199	-39%
Total 5220 · Office Supplies	10,357	14,183	-3,826	-27%
5230 · Postage & Equip Lease				
5232 · Meter Lease	748	517	231	45%
5235 · Postage	249	75	174	232%
Total 5230 · Postage & Equip Lease	997	592	405	68%
5240 · Copier Lease & Supplies				
5242 · Copier Lease	2,725	3,174	-449	-14%
Total 5240 · Copier Lease & Supplies	2,725	3,174	-449	-14%
5250 · Telephone & Communications				
5253 · Administration	11,924	10,539	1,385	13%
5255 · Operations	913	769	144	19%
Total 5250 · Telephone & Communications	12,837	11,308	1,529	14%
5260 · Professional Services				
5262 · Accounting	33,502	30,465	3,037	10%
5263 · Audit fees	16,500	15,500	1,000	6%
5265 · Legal	42,740	59,633	-16,893	-28%
5268 · Computer Consulting	1,240	170	1,070	629%
5269 · Payroll Processing	3,528	3,028	500	17%
Total 5260 · Professional Services	97,510	108,796	-11,286	-10%
5290 · Credit Card Fees	15,320	12,783	2,537	20%
5921 · Internet Billing Service	2,694	2,120	574	27%
Total 5200 · General & Administrative	156,103	158,618	-2,515	-2%
5300 · Personnel				
5310 · Salaries				
5313 · Administration	115,434	232,060	-116,626	-50%
5315 · Operations	159,350	117,345	42,005	36%
5318 · Maintenance	130,699	105,330	25,369	24%
Total 5310 · Salaries	405,483	454,735	-49,252	-11%
5330 · Payroll Taxes				
5333 · Administration	8,680	15,664	-6,984	-45%
5335 · Operations	12,190	8,977	3,213	36%
5338 · Maintenance	10,124	8,058	2,066	26%
Total 5330 · Payroll Taxes	30,994	32,699	-1,705	-5%

Moss Landing Harbor District
Profit & Loss YTD Comparison
July 2019 through April 2020

	Jul '19 - Apr 20	Jul '18 - Apr 19	\$ Change	% Change
5340 · Employee Benefits				
5342 · Vehicle Allowance		2,800	-2,800	-100%
5343 · Administration	37,589	51,260	-13,671	-27%
5345 · Operations	4,625	3,499	1,126	32%
5348 · Maintenance	43,807	34,728	9,079	26%
Total 5340 · Employee Benefits	86,021	92,287	-6,266	-7%
5350 · Workers Compensation				
5353 · Administration	3,000	2,900	100	3%
5355 · Operations	5,477	5,683	-206	-4%
5358 · Maintenance	6,670	6,992	-322	-5%
Total 5350 · Workers Compensation	15,147	15,575	-428	-3%
5360 · Education & Training				
5363 · Administration	920	1,755	-835	-48%
5365 · Operations		1,680	-1,680	-100%
5368 · Maintenance		840	-840	-100%
Total 5360 · Education & Training	920	4,275	-3,355	-78%
Total 5300 · Personnel	538,565	599,571	-61,006	-10%
5400 · Insurance				
5410 · Liability Insurance	106,349	105,302	1,047	1%
Total 5400 · Insurance	106,349	105,302	1,047	1%
5500 · Utilities				
5510 · Garbage	80,395	47,339	33,056	70%
5520 · Gas and Electric	200,000	148,685	51,315	35%
5530 · Water	31,274	26,090	5,184	20%
5540 · Sewer	33,295	77,107	-43,812	-57%
Total 5500 · Utilities	344,964	299,221	45,743	15%
5600 · Operating Supplies				
5610 · Vehicles	7,011	6,748	263	4%
5625 · Operations	17,575	15,426	2,149	14%
Total 5600 · Operating Supplies	24,586	22,174	2,412	11%
5700 · Depreciation	393,331	393,331		
5800 · Repairs & Maintenance				
5810 · Vehicles	1,838	294	1,544	525%
5830 · Equip Rental	3,574	2,893	681	24%
5850 · Repair Materials	49,847	55,438	-5,591	-10%
5860 · Outside Service Contracts	68,384	43,875	24,509	56%
5870 · Derelict Disposal	34,666	18,684	15,982	86%
Total 5800 · Repairs & Maintenance	158,309	121,184	37,125	31%
5900 · Financial Expenses				
5920 · Bank Service Charges	11	6,428	-6,417	-100%
5990 · Bad Debt	21,250	19,125	2,125	11%
Total 5900 · Financial Expenses	21,261	25,553	-4,292	-17%
Total · MARINA EXPENSES	1,743,468	1,724,954	18,514	1%
Net Ordinary Income - Marina Operations	78,413	271,127	-192,714	-71%

Moss Landing Harbor District
Profit & Loss YTD Comparison
July 2019 through April 2020

	Jul '19 - Apr 20	Jul '18 - Apr 19	\$ Change	% Change
4400 · LEASE AND OTHER INCOME				
4050 · Trust Lands Lease Revenue				
4051 · Dynegy Outfall	56,476	56,276	200	0%
4053 · MBARI	18,731	23,123	-4,392	-19%
Total 4050 · Trust Lands Lease Revenue	75,207	79,399	-4,192	-5%
4500 · Leases				
4502 · Cannery Building				
4517 · Suite 2	28,311	27,102	1,209	4%
4504 · Suite 3	77,927	73,152	4,775	7%
4511 · Suite 1 & 10	15,657	15,074	583	4%
4515 · Suite 4	74,880	72,203	2,677	4%
4518 · Suite 5	23,615	21,079	2,536	12%
4510 · Suite 6	22,399	22,195	204	1%
4512 · Suite 7	8,508		8,508	100%
4503 · Suite 8	7,771	10,545	-2,774	-26%
4520 · Suite 9	5,696	6,991	-1,295	-19%
4523 · Canery NNN	28,343	25,250	3,093	12%
Total 4502 · Cannery Building	293,107	273,591	19,516	7%
4530 · RV Lot	28,882	27,893	989	4%
4540 · Martin & Mason	24,562	26,355	-1,793	-7%
4560 · North Harbor				
4562 · Sea Harvest	29,647	28,794	853	3%
4568 · Monterey Bay Kayaks	38,282	37,520	762	2%
Total 4560 · North Harbor	67,929	66,314	1,615	2%
Total 4500 · Leases	414,480	394,153	20,327	5%
4600 · District Property Taxes	313,904	305,449	8,455	3%
4700 · Other Revenues & Concessions				
4125 · Amenity Fee	232,039	233,629	-1,590	-1%
4126 · Passenger Vessel Fees	28,946	6,240	22,706	364%
4710 · Vending Activities				
4711 · Washer/Dryer	6,073	7,895	-1,822	-23%
4712 · Soda	375	237	138	58%
Total 4710 · Vending Activities	6,448	8,132	-1,684	-21%
4720 · Dry Storage	50,137	48,320	1,817	4%
4725 · North Harbor Use Fee	84,744	94,381	-9,637	-10%
4727 · Key Sales	3,757	5,250	-1,493	-28%
4730 · NH Washdown	770	941	-171	-18%
4735 · Camp/RV	550	200	350	175%
4740 · Equipment Rental				
4751 · Permits	3,106	7,371	-4,265	-58%
4765 · Faxes, Copies & Postage	55	32	23	72%
Total 4700 · Other Revenues & Concessions	410,552	404,496	6,056	1%

Moss Landing Harbor District
Profit & Loss YTD Comparison
July 2019 through April 2020

	Jul '19 - Apr 20	Jul '18 - Apr 19	\$ Change	% Change
4800 · Interest				
4841 · Union Bank Interest	225	333	-108	-32%
4843 · First Capital Bank	2,811	2,852	-241	-8%
4846 · Umpqua Interest	2,731	1,740	991	57%
Total 4800 · Interest	5,567	4,925	642	13%
Total 4400 · LEASE AND OTHER INCOME	1,219,710	1,188,422	31,288	3%
7000 · LEASE AND OTHER EXPENSES				
7100 · Interest Expense				
7134 · Umpqua Accrued Interest	74,555	82,839	-8,284	-10%
Total 7100 · Interest Expense	74,555	82,839	-8,284	-10%
7200 · Other Financial Expenses				
7221 · CSDA Dues	7,077	6,740	337	5%
7230 · LAFO Administrative Charges	6,357	6,160	197	3%
Total 7200 · Other Financial Expenses	13,434	12,900	534	4%
5700 · Depreciation	393,331	393,331		
7300 · Commissioner Expenses				
7320 · Monthly Stipend	10,600	13,000	-2,400	-18%
7321 · Employer Payroll Taxes	811	995	-184	-18%
7330 · Incurred Expenses	2,319	946	1,373	145%
Total 7300 · Commissioner Expenses	13,730	14,941	-1,211	-8%
Total 7000 · LEASE AND OTHER EXPENSES	495,050	504,011	-8,961	-2%
Net Ordinary Income - Lease & Other Operations	724,661	684,412	40,249	6%
Net Ordinary Income - Combined Operations	803,073	955,538	-152,465	-16%
Other Income/Expense				
Other Income				
8000 · CAPITAL PROJECT REVENUE				
8215 · FEMA Grant Receivable	662,710		662,710	100%
Total 8000 · CAPITAL PROJECT REVENUE	662,710		662,710	100%
8001 · Cost Reimbursements				
8101 · Revenue from reimbursements	19,953	132,467	-112,514	-85%
8201 · Reimbursable expenses	-20,103	-5,331	-14,772	-277%
Total 8001 · Cost Reimbursements	-150	127,136	-127,286	-100%
Total Other Income	662,560	127,136	535,424	421%
Other Expense				
9000 · CAPITAL PROJECT EXPENSES				
9025 · Covid 19	1,106		1,106	100%
5880 · Dredging	1,497,766	193,233	1,304,533	675%
9053 · Dock Maintenance	1,949	11,566	-9,617	-83%
9309 · New NH Building	302,262	1,441,596	-1,139,334	-79%
9310 · NH Hotel		72,683	-72,683	-100%
9440 · NH Shoreline (North)	-13,910	122,494	-136,404	-111%
9750 · Office Computers	9,762		9,762	100%
Total 9000 · CAPITAL PROJECT EXPENSES	1,798,935	1,841,572	-42,637	-2%
Total Other Expense	1,798,935	1,841,572	-42,637	-2%
Net Other Income	-1,136,375	-1,714,436	578,061	34%
Net Income	-333,302	-758,898	425,596	56%

Moss Landing Harbor District
A/P Aging Summary
As of April 30, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Alliance of Communities for Sustainable F	2,000.00	0.00	0.00	0.00	0.00	2,000.00
Allied Administrators for Delta Dental	0.00	-402.14	0.00	0.00	0.00	-402.14
AT&T	265.61	0.00	0.00	0.00	0.00	265.61
Big Creek Lumber	831.99	0.00	0.00	0.00	0.00	831.99
Blue Shield of California	0.00	-246.28	0.00	0.00	0.00	-246.28
Byte Technology	0.00	0.00	75.00	0.00	0.00	75.00
CalPERS	0.00	-5,375.00	-4,770.00	0.00	0.00	-10,145.00
Carmel Marina Corporation	1,057.86	0.00	0.00	0.00	0.00	1,057.86
Central Coast Systems, Inc.	105.00	0.00	0.00	0.00	0.00	105.00
Cintas	451.26	0.00	0.00	0.00	0.00	451.26
IPFS Corporation	0.00	-13,332.32	0.00	0.00	0.00	-13,332.32
J.M. Equipment Company, Inc.	32.05	0.00	0.00	0.00	0.00	32.05
MBS Business Systems	220.44	0.00	0.00	0.00	0.00	220.44
Moss Landing Boat Works	0.00	0.00	500.00	0.00	0.00	500.00
Pajaro Valley Lock Shop	0.00	379.64	0.00	0.00	0.00	379.64
Pajaro/Sunny Mesa C.S.D.	3,363.75	0.00	0.00	0.00	0.00	3,363.75
PG&E	0.00	-20,000.00	0.00	0.00	0.00	-20,000.00
Rabobank	1,049.19	0.00	0.00	0.00	0.00	1,049.19
Redshift	0.00	-136.85	0.00	0.00	0.00	-136.85
Sealaska Engineering & Applied Sciences	35,140.00	0.00	0.00	0.00	0.00	35,140.00
Social Vocational Services, Inc.	0.00	-1,073.57	0.00	0.00	0.00	-1,073.57
Tom's Septic Construction	524.00	0.00	0.00	0.00	0.00	524.00
Tommy Razerca	0.00	-300.00	0.00	0.00	0.00	-300.00
VALIC	1,489.81	0.00	0.00	0.00	0.00	1,489.81
Veritiv Operating Company	160.14	1,580.20	0.00	0.00	0.00	1,740.34
Verizon Wireless	116.67	0.00	0.00	0.00	0.00	116.67
Vision Sevice Plan	0.00	-150.33	0.00	0.00	0.00	-150.33
West Marine Pro	0.00	0.00	0.00	-237.03	0.00	-237.03
TOTAL	<u><u>46,807.77</u></u>	<u><u>-39,056.65</u></u>	<u><u>-4,195.00</u></u>	<u><u>-237.03</u></u>	<u><u>0.00</u></u>	<u><u>3,319.09</u></u>

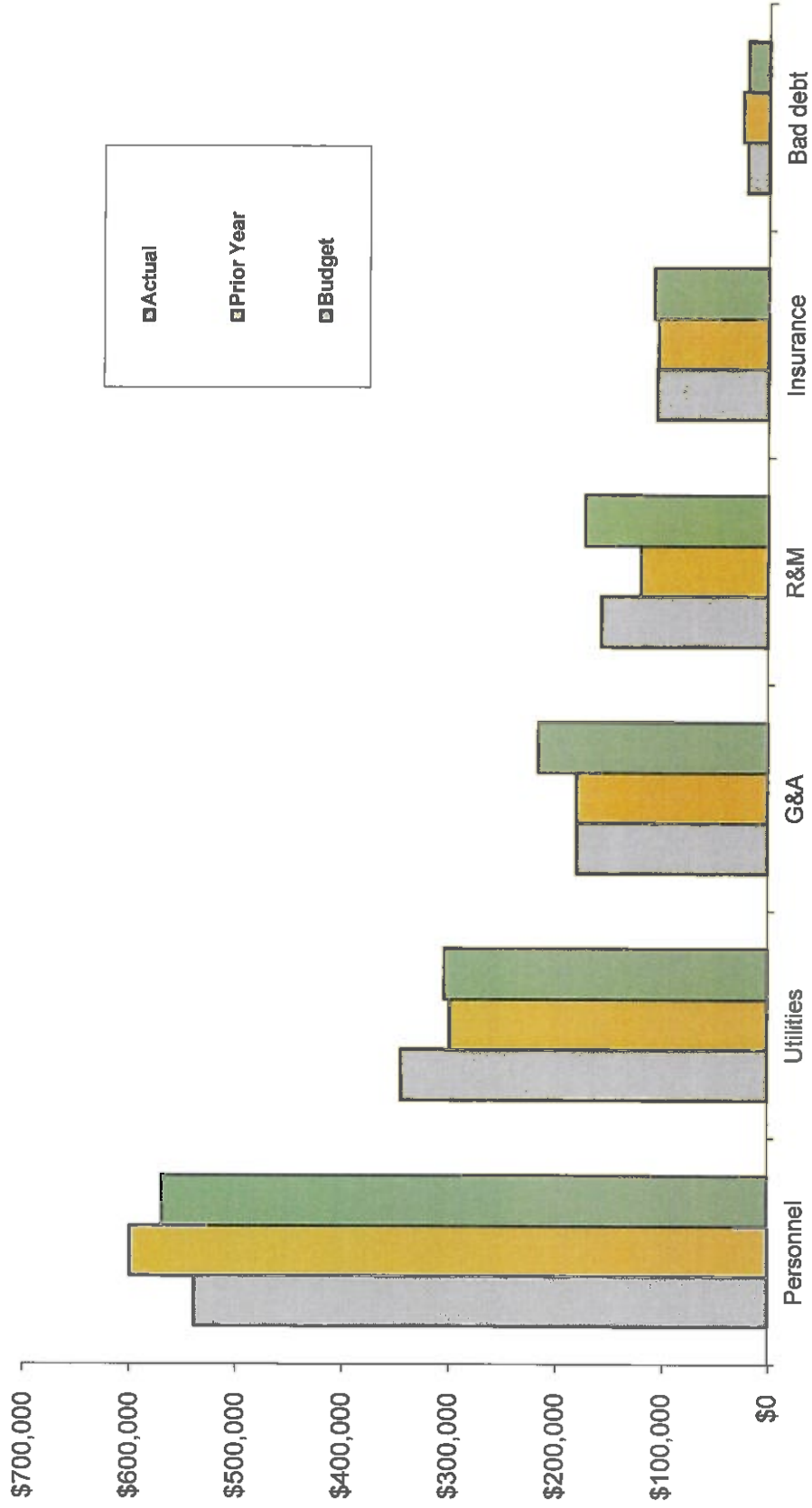
Moss Landing Harbor District
Warrant Listing
As of April 30, 2020

Type	Date	Num	Name	Amount
1009 - Union - Operating				
Check	04/02/2020		Payroll Partners	-124.56
Check	04/03/2020	2889	Neal Norris	-692.23
Check	04/03/2020	2890	William Allen	-646.05
Check	04/03/2020	2891	Dennis Dixon	-49.51
Check	04/06/2020		NPC Merchant Pymt Proc	-2,698.54
Bill Pmt -Check	04/13/2020	20957	Allied Administrators for Delta Dental	-402.14
Bill Pmt -Check	04/13/2020	20958	Ambient Air	-1,495.09
Bill Pmt -Check	04/13/2020	20959	AT&T	-265.46
Bill Pmt -Check	04/13/2020	20960	Bayside Oil, Inc.	-2,937.50
Bill Pmt -Check	04/13/2020	20961	Carmel Marina Corporation	-5,099.68
Bill Pmt -Check	04/13/2020	20962	Castroville "ACE" Hardware	-34.39
Bill Pmt -Check	04/13/2020	20963	Cintas	-560.23
Bill Pmt -Check	04/13/2020	20964	Corralitos Electric	-300.00
Bill Pmt -Check	04/13/2020	20965	Damm Good Water	-80.30
Bill Pmt -Check	04/13/2020	20966	Don Chapin	-1,105.91
Bill Pmt -Check	04/13/2020	20967	IPFS Corporation	-13,332.32
Bill Pmt -Check	04/13/2020	20968	J.M. Equipment Company, Inc.	-32.05
Bill Pmt -Check	04/13/2020	20969	Jeff McKee	-255.15
Bill Pmt -Check	04/13/2020	20970	Jeffrey Musal	-150.50
Bill Pmt -Check	04/13/2020	20971	MBS Business Systems	-238.73
Bill Pmt -Check	04/13/2020	20972	Monterey Bay Diving	-460.00
Bill Pmt -Check	04/13/2020	20973	Monterey One Water	-4,620.48
Bill Pmt -Check	04/13/2020	20974	Pajaro Valley Lock Shop	-189.82
Bill Pmt -Check	04/13/2020	20975	Pajaro/Sunny Mesa C.S.D.	-2,565.00
Bill Pmt -Check	04/13/2020	20976	PG&E	-20,000.00
Bill Pmt -Check	04/13/2020	20977	Pitney Bowes Global Financial Svc LLC	-157.55
Bill Pmt -Check	04/13/2020	20978	Rabobank	-419.53
Bill Pmt -Check	04/13/2020	20979	Redshift	-136.85
Bill Pmt -Check	04/13/2020	20980	Ross Thomas	-255.15
Bill Pmt -Check	04/13/2020	20981	Sea Engineering, Inc.	-950.00
Bill Pmt -Check	04/13/2020	20982	Social Vocational Services, Inc.	-1,073.57
Bill Pmt -Check	04/13/2020	20983	Sunrise Express	-51.19
Bill Pmt -Check	04/13/2020	20984	ThyssenKrupp Elevator - 042	-652.14
Bill Pmt -Check	04/13/2020	20985	Tommy Razzerca	-300.00
Bill Pmt -Check	04/13/2020	20986	Tynan	-222.50
Bill Pmt -Check	04/13/2020	20987	U.S. Bank	-2,002.04
Bill Pmt -Check	04/13/2020	20988	Valero Marketing and Supply Company	-523.01
Bill Pmt -Check	04/13/2020	20989	VALIC	-2,234.72
Bill Pmt -Check	04/13/2020	20990	Veritiv Operating Company	-1,533.89
Bill Pmt -Check	04/13/2020	20991	Verizon Wireless	-116.67
Bill Pmt -Check	04/13/2020	20992	Vision Sevice Plan	-150.33
Bill Pmt -Check	04/13/2020	20993	Carmel Marina Corporation	-1,517.56
Bill Pmt -Check	04/13/2020	20994	Monterey One Water	-1,949.30
Bill Pmt -Check	04/13/2020	20995	Rabobank	-667.65

Moss Landing Harbor District
Warrant Listing
As of April 30, 2020

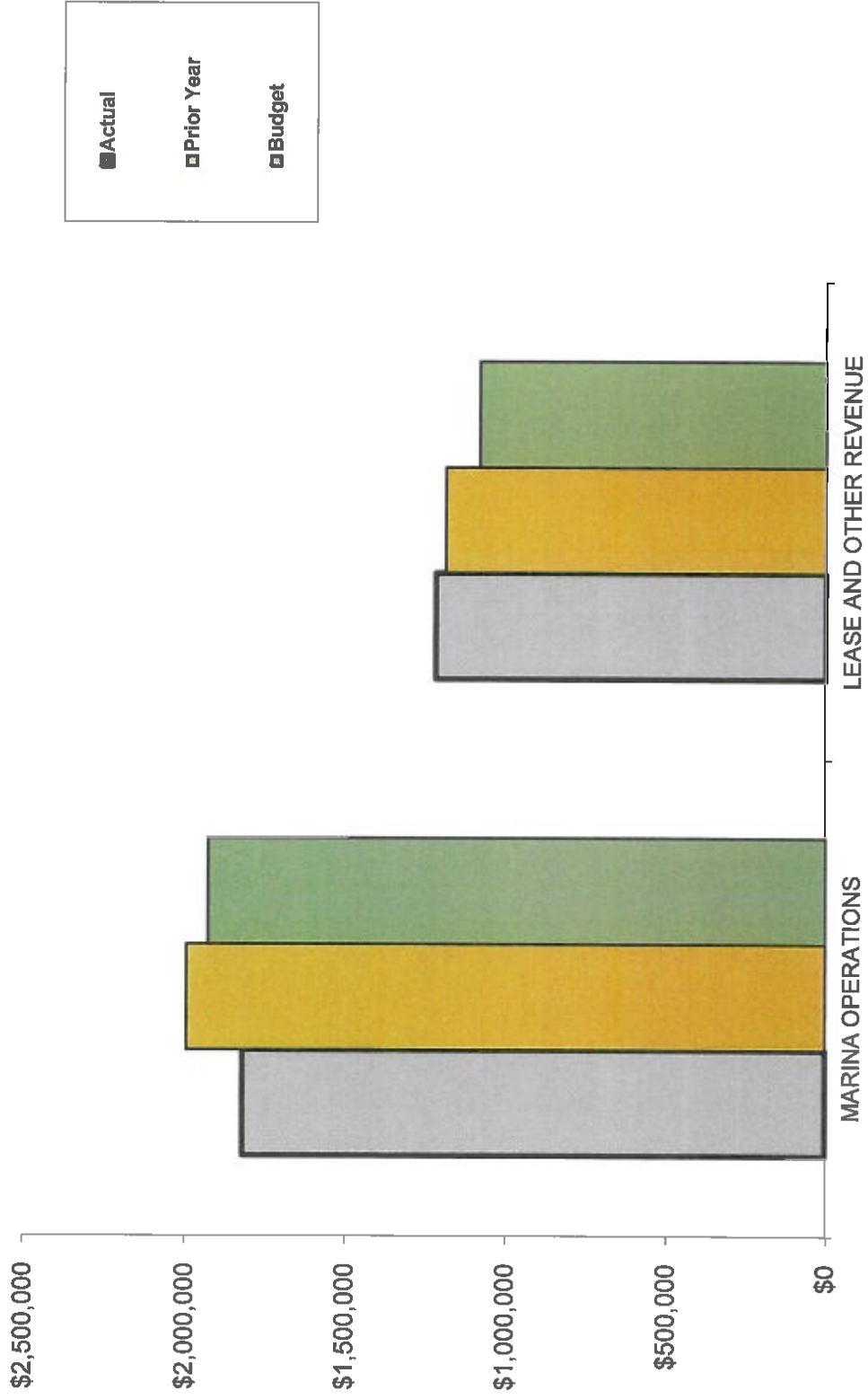
<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt -Check	04/13/2020	20996	Carmel Marina Corporation	-1,666.56
Bill Pmt -Check	04/13/2020	20997	Rabobank	-410.37
Bill Pmt -Check	04/13/2020	20998	Carmel Marina Corporation	-346.08
Bill Pmt -Check	04/13/2020	20999	Carmel Marina Corporation	-2,212.89
Bill Pmt -Check	04/13/2020	21000	Blue Shield of California	0.00
Bill Pmt -Check	04/13/2020	21001	Blue Shield of California	-246.28
Check	04/16/2020		Payroll Partners	-150.81
Check	04/17/2020	2892	Neal Norris	-692.24
Check	04/17/2020	2893	William Allen	-671.61
Check	04/17/2020	2894	Dennis Dixon	-153.03
Bill Pmt -Check	04/23/2020	21002	Lockton Insurance Brokers, LLC	-3,169.00
Bill Pmt -Check	04/27/2020	21003	A.L. Lease	-286.73
Bill Pmt -Check	04/27/2020	21004	AT&T	-567.00
Bill Pmt -Check	04/27/2020	21005	Auto Care LifeSaver Towing	-84.00
Bill Pmt -Check	04/27/2020	21006	CalPERS	-5,375.00
Bill Pmt -Check	04/27/2020	21007	Central Coast Systems, Inc.	-292.03
Bill Pmt -Check	04/27/2020	21008	Fed Ex	-70.23
Bill Pmt -Check	04/27/2020	21009	Gerald Ellis	-377.50
Bill Pmt -Check	04/27/2020	21010	Jack Williams	-240.80
Bill Pmt -Check	04/27/2020	21011	Jarvis, Fay, & Gibson, LLP	-3,930.00
Bill Pmt -Check	04/27/2020	21012	Norman Gregory	-525.00
Bill Pmt -Check	04/27/2020	21013	Peter Berry	-575.00
Bill Pmt -Check	04/27/2020	21014	U.S. Bank	-422.70
Bill Pmt -Check	04/27/2020	21015	WASH	-202.08
Bill Pmt -Check	04/27/2020	21016	Wendy L. Cumming, CPA	-2,501.25
Bill Pmt -Check	04/27/2020	21017	AT&T	-382.74
Bill Pmt -Check	04/28/2020	21018	Hodges Consulting Services	-9,763.31
Check	04/30/2020		Payroll Partners	-135.86
Total 1009 · Union - Operating				-108,679.39
TOTAL				-108,679.39

**Operating Expenses
Year to Date Actuals vs. Budget and Prior Year
April 30, 2020**

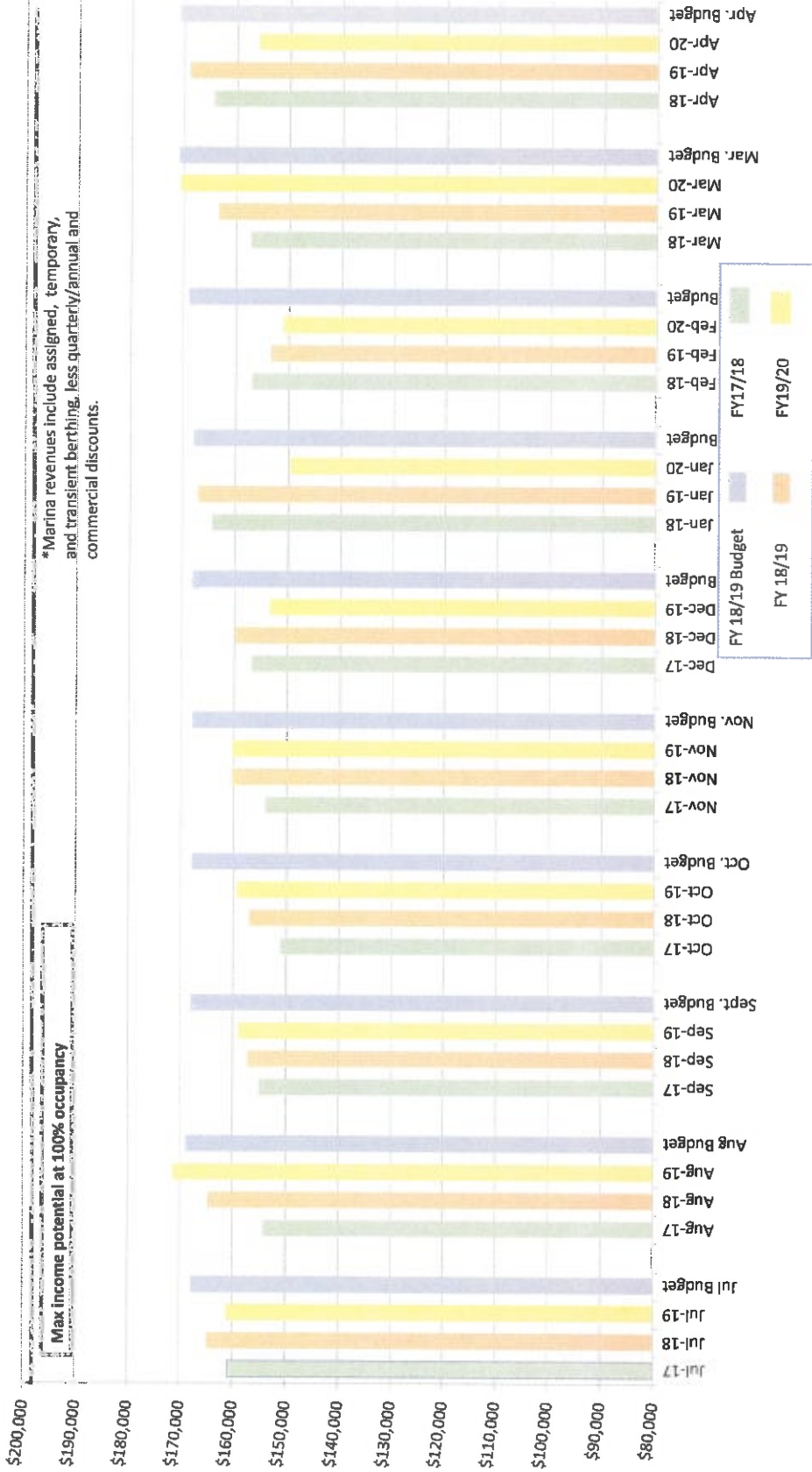


**** Expenses Exclude Dredging, Depreciation and Interest Expenses****

**Marina, Lease and Other Revenue
Year to Date Actual vs. Budget and Prior Year
April 30, 2020**



Moss Landing Harbor District Marina Revenue* (Berthing) - 3 Year Comparison





BOARD OF HARBOR COMMISSIONERS

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**GENERAL MANAGER
HARBOR MASTER**

Tom Razzeca

STAFF REPORT

ITEM NUMBER 03 – PROJECT STATUS
BOARD MEETING MAY 27, 2020

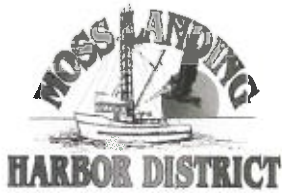
1. Dredge Project: Staff was able to secure a \$662,710 reimbursement from FEMA for the emergency areas of our dredging project which was actually a little more than we had expected. Additional dredging is still needed in the Harbor's Federal Navigation Channel which is completed by the Army Corps of Engineers (ACOE). Harbor staff is happy to report that ACOE has confirmed receipt of the funding needed to complete Navigation Channel dredging in Moss Landing Harbor and staff believes that the project will take place around September of this year.

2. North Harbor Building Listing: The new North Harbor building listing management contracted with Mahoney & Associates and Alison Goss continues however the current COVID-19 pandemic and shelter in place orders have slowed activity regarding the building. The building has been shown once recently but we have yet to receive any additional information from the prospective lessee. Staff and our agent are hopeful that once the current situation starts to improve activity and interest in the building will pick back up.

3. North Harbor Inn Project: Because the building plan shows the Inn on 3 separate District owned parcels Monterey County originally required that the District submit a General Development Plan and complete a lot line adjustment. After the District received a title report from Chicago Title and Monterey County Surveyors began completing the survey necessary to meet the county requirements our consultant was notified that an additional traffic study may be required. At this time we are awaiting direction from a newly appointed RMA planner recently assigned to the application, once staff and our consultant receive new information an update will be provided to the Board regarding the project.

4. Damaged piles at B178 and Maintenance dock replacement Project: The District had been in the permitting process for a damaged pile in need of replacement at B178 for a number of months. The permitting process was almost complete when our dredge contractor's crew lost steering on a vessel and ran into the District's Maintenance dock causing damage to another pile. Staff and our consultant have been working with the permitting agencies to add the new damaged pile at our maintenance dock so that all piles work can be completed under the same permit. Staff has been in contact with our dredge contractor's insurance company and has filed a claim for the damage caused. The CDP permit was recently issued however the project work cannot take place until mid June due to requirements in the permit. Staff will begin working on bid documents and hopes to have the project out for public Bid in early June with the project work taking place later this summer.

SERVING COMMERCIAL FISHING AND RECREATIONAL BOATING SINCE 1947



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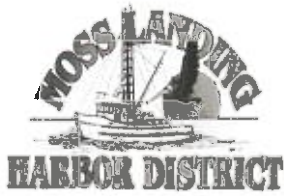


GENERAL MANAGER
HARBORMASTER
 Tommy Razzeca

STAFF REPORT

ITEM NUMBER 04 – SUMMARY OF PERMITS ISSUED BOARD MEETING OF MAY 27, 2020

Permittee	Issue Date	Status	Permit Type	Exp. Date
Elkhorn Slough Research Foundation	01/01/2020	Current	Facilities Use	01/01/21
Blue Ocean Whale Watch	2/18/2020	Current	Facilities Use	2/18/2021
Whisper Charters	2/28/2020	Current	Facilities Use	2/28/2021
Kahuna Sportfishing	3/17/2019	Expired	Facilities Use	3/17/2020
REI Outdoor School	3/24/2020	Current	Facilities Use	3/24/2021
Fast Raft	3/28/2019	Expired	Facilities Use	3/28/2020
MBARI-Otter Studies	4/1/2020	Current	Facilities Use	4/1/2021
Monterey Bay Hydrobikes	4/13/2019	Expired	Facilities Use	4/13/2020
Venture Quest Kayaking	6/30/2019	Current	Facilities Use	6/30/2020
Kayak Connection	6/30/2019	Current	Facilities Use	6/30/2020
Sanctuary Cruises	6/30/2019	Current	Facilities Use	6/30/2020
Sea Goddess Whale Watching-Tours	6/30/2019	Current	Facilities Use	6/30/2020
Sea Goddess Whale Watching-Souvenirs	6/30/2019	Current	Peddlers	6/30/2020
MBARI-Slough Test Moorings	6/30/2019	Current	Facilities Use	6/30/2020
Elkhorn Slough Safari - Souvenirs	10/19/2019	Current	Facilities Use	10/19/2020
Elkhorn Slough Safari - Tours	10/19/2019	Current	Peddlers	10/19/2020
Blue Water Ventures	10/31/2019	Current	Facilities Use	10/31/2020
Wild Fish-Vicki Crow	11/20/2019	Current	Peddlers	11/20/20



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Tommy Razzeca

STAFF REPORT

ITEM NUMBER 05 – MEETING ANNOUNCEMENTS
BOARD MEETING OF MAY 27, 2020

Monterey County Fish and Game Advisory Commission – Meetings are on the 2nd Tuesday of even months. <http://www.co.monterey.ca.us/bcandc/fishgame.html>

Moss Landing Chamber of Commerce Meetings – Due to COVID-19 and in compliance with the Shelter - in - Place order all meetings are done by E-mail until further notice and will resume regular schedule of every second Wednesday of each month, Moss Landing Harbor District Board Room, 4 p.m.

Monterey Bay Sanctuary Advisory Council Meetings – 2020 - <https://montereybay.noaa.gov>

June 19, 2020 – Salinas Ca.



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GENERAL MANAGER/HARBOR MASTER
Tom Razzeca

STAFF REPORT

ITEM NUMBER 06 - LIVEBOARD REPORT BOARD MEETING OF MAY 27, 2020

Pursuant to Ordinance Code §6.110 D) 1), attached is the report containing the names of all permitted liveboard vessels and all persons living aboard. The permits for these liveboards have automatically renewed through the last day of this month. As of this writing, there are no (0) revocation actions pending.

<u>Name</u>	<u>Vessel</u>
1. Slaymaker P.	Stepping Stone CF 1101 TY
2. Jones, L	Intrepid CF 0292 VE
3. Bohigian, D.	Breezing Up, ON 559013
4. Burns, P.	Trafamadore, CF 9430 GL
5. Byrnes, K.	Grand Slam, CF 4540 FE
6. Callahan, T.	Deb on Air, CF 3174 HA
7. Cayuela, R.	Rachel Angelet, CF 6969 UB
8. Michael, McVay	Gaviota, CF 4863 FP
9. Clark, N.	Ma Kai, CF 1100 ET
10. Cloer, J./Ajuria M.	Laurie, CF 2688 EX
11. Chambers, B.	Pyxis, ON 984193
12. Chaney, Don	Windswept, ON 1094268
13. Clark D.	Seaside Escape CF 4356 HW
14. Degnan, P.	No Name, CF 8344 GT
15. Jimmy Page	Lanitra, CF 7346 SH
16. Elwell, G.	Pearl, ON 557575
17. Faneuf, C.	Ghost Ryder ON 1048498
18. Felicano, J.	Takara, CF 3767 AS
19. Potter, D.	Danu CF 4085 GC
20. Harrington, H.	Isle of View, ON 997142
21. Sanchez, F	Valkryia ON97418
22. Clifford, Lance	Sandpiper, CF 6280 EU
23. Jerred, D.	Westwind, CF8564 GM
24. Groom D	Phoenix, CF 5084 GJ
25. Jones, H.	Laetare, CF 5495 YB
26. Jones, T.	Sanity, CF 5249 SC
27. Kennedy C. Lahman D.	Aztlan, ON 281903

SERVING COMMERCIAL FISHING AND RECREATIONAL BOATING SINCE 1947

ITEM NUMBER 06 – LIVEBOARD REPORT
05/27/2020

28. Ayres, Lloyd
29. Knudson L/Knudson A.
30. Malone, RJ
31. Marsee, E, Lynch, C
32. Burnett, Gary
33. Maris, T.
34. Robinson, D.
35. Nieman J
36. Niswonger, R.
37. Nunes, D.
38. Otis, T.
39. Paul, J
40. Schlegelmilch, William
41. Velaquez F
42. Raaphorst, D.
43. Reins, D.
44. Rotger, M.
45. Dyer, B/Riberao, I
46. Piro, Daniel
47. Derouin, E
48. Stegmann, R.
49. Peabody, C
50. Salisbury, J.
51. Thomas, B.
52. Tufts, M.
53. Sumner, Aaron
54. Wolinski, Peter/Duerkson, E
55. Morgan, J
56. Samuelson, T.
57. Herrick Andrews,
58. Kim Richardson
59. Stark, H
60. Bowler, J

Gaviota, CF 4656 GG
 Spellbound, ON 082155
 Francis w, CF 2017 UZ
 Tolly Craft CF 9521 HT
 Zinful CF5419 JG
 Nimble, CF 3730 KB
 Damn Baby CF 9442 EX
 Inia, ON 1074183
 Illusion, CF 0836 TA
 Auoroa, ON 676686
 Blue Moon, CF 1886 GT
 La Wanda CF 5014 FR
 Bull Dog ON 1219673
 Lorraine CF 0533 JL
 Spirit, ON 664971
 Second Paradise, ON 912484
 Raven, ON 241650
 Star of Light ON 1056334
 Gulf Star CF 6082 GL
 Sweet Liberty ON 1052175
 Wild Goose, ON 589319
 Margaret Joie, CF 9503 GM
 Oceanid, CF 4210 GA
 Coho, CF 9974 KK
 Enchantress, CF 0878 SX
 Bellisima CF 4668 FV
 Ramona, ON 1114657
 Ripple, ON 1037076
 Moonstone CF 5122 GX
 Sea Free ON 613387
 Sophie CF 0533 JL
 Outta Here CF 4467 GM
 Myrtle Mae, CF 3187 FN

Total Number Vessels: 60
 Total Number Persons: 66
 Pending Applications -0-



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GENERAL MANAGER/HARBOR MASTER
 Tom Razzeca

STAFF REPORT

ITEM NUMBER 7 - SLIP INCOME REPORT
 BOARD MEETING OF MAY 27, 2020

Slip Rates 2019/2020 per linear foot:

Assigned: \$8.15/ft./month
 Temporary: \$12.15/ft./month
 Transient: \$1.25/ft./day

INCOME

<u>April 2020</u>	<u>April 2019</u>	<u>April 2020 Budget</u>
\$155,885	\$168,902	\$170,853

For the month, slip income is below budget by \$14,968, due to a combination of lower assigned berthing income, offset by higher than budget temporary berthing revenue. Slip income is lower than prior year by \$12,817, due to lower assigned and transient berthing revenues mostly caused by the closure of salmon season in April and effects of the COVID 19 Pandemic.



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STAFF REPORT

ITEM NUMBER 08 – INCIDENT REPORT
BOARD MEETING OF MAY 27, 2020

May 14, 2020 During the early morning hours staff heard a crashing sound out near the end of B dock. Staff investigated and found that a vehicle had driven off of Hwy 1 and landed in the Harbor water. Emergency services were called and responded. All occupants of the vehicle escaped without injury and the driver was arrested for DUI. Harbor staff had the vehicle removed from the Harbor water later that same morning.

May 18, 2020 A kayaker called in a report of a deceased body in the slough. The kayaker was told to report to MCSO by calling 911. Harbor staff responded to the area by boat and assisted Deputies with the recovery of the man's body.

No further incidents to report as of May 19, 2020.



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STAFF REPORT

ITEM NUMBER 18 - CONSIDER ADOPTION OF RESOLUTION 20-06 AMENDING THE DISTRICT BYLAWS
BOARD MEETING OF MAY 27, 2020

The Moss Landing Harbor District Board of Harbor Commissioners has previously adopted a set of Bylaws to establish a set of policies, procedures and regulations for the operation and governance of the District. The Bylaws cover a wide range of topics, including a statement of the District's purpose, the duties and responsibilities of the Commissioners, details concerning the schedule and procedures for Commission meetings, and the District's investment policy. The Bylaws also contain the District's policy for the reimbursement of expenses incurred by the District's Commissioners in the performance of their official duties and responsibilities. Said policy is required to be established and adopted by Government Code Section 53232.2 et seq.

Like all good policy documents, the District's Bylaws are subject to periodic review and updating to ensure that they comport with applicable law and the District's needs. District President Russ Jeffries appointed a subcommittee comprised of himself and James Goulart to review the Bylaws and make suggested changes. The result of their work is attached to Resolution 20-06 with the proposed changes shown in underline strikeout format. Proposed changes included an increase to the compensation received by Commissioners for attendance at meetings and events, all within the cap established for such compensation by the Harbor and Navigations Code, an increase to the General Manager's discretionary spending authority from \$7,500 to \$12,500, and incorporation of the District's reimbursement policy, which was previously set forth in a resolution incorporated into the Bylaws by reference.

Staff and the Bylaws Subcommittee are recommending consideration and adoption of the amended Bylaws.

RESOLUTION NO. 20-06

A RESOLUTION OF THE BOARD OF HARBOR COMMISSIONERS OF THE MOSS LANDING HARBOR DISTRICT AMENDING THE DISTRICT BYLAWS

WHEREAS, The Moss Landing Harbor District Board of Harbor Commissioners has previously adopted a set of Bylaws to establish a set of policies, procedures and regulations for the operation and governance of the District; and

WHEREAS, the Bylaws cover a wide range of topics, including a statement of the District's purpose, the duties and responsibilities of the Commissioners, details concerning the schedule and procedures for Commission meetings, the District's investment policy, and the District's reimbursement policy for expenses incurred by the District's Commissioners in the performance of their official duties and responsibilities (required pursuant to Government Code Section 53232.2 et seq.); and

WHEREAS, the District's Bylaws are subject to periodic review and updating to ensure that they comport with applicable law and the District's needs; and

WHEREAS, District President Russ Jeffries appointed a subcommittee comprised of himself and James Goulart to review the Bylaws and make suggested changes; and

WHEREAS, proposed changes include an increase to the compensation received by Commissioners for attendance at meetings and events (within the cap established for such compensation by the Harbor and Navigations Code), an increase to the General Manager's discretionary spending authority from \$7,500 to \$12,500, and incorporation of the District's reimbursement policy, which was previously set forth in a resolution incorporated into the Bylaws by reference.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Harbor Commissioners of the Moss Landing Harbor District as follows:

1. The Amended "Bylaws of the Board of Harbor Commissioners-Moss Landing Harbor District," which is attached hereto as "Exhibit A," and by this reference incorporated herein, is hereby approved. It is understood that for purposes of the Board's consideration, Exhibit A has been formatted to depict additions and deletions and that such editing comments will be properly incorporated into a final document after approval.
2. Former Resolution No. 06-09 has been superseded by the Commission's adoption of the Amended Bylaws and is of no further force and effect.

This resolution was adopted at a regular meeting of the Moss Landing Harbor District Board of Harbor Commissioners on May 27, 2020, to become effective immediately, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Russ Jeffries, President
Board of Harbor Commissioners

ATTEST:

Tommy Razzeca, Deputy Secretary
Board of Harbor Commissioners

BYLAWS OF THE BOARD OF COMMISSIONERS MOSS LANDING HARBOR DISTRICT

I. GENERAL

The Board is irrevocably dedicated to efficient management of the Harbor and to the preservation of natural resources within the Harbor. The Board is fully empowered to receive and administer funds for the attainment of these objectives, all in accordance with Federal, State and local laws.

II. SCOPE OF BYLAWS

A. Definition. These Bylaws shall be known as the District Bylaws, and shall govern the Moss Landing Harbor District, its Board of Commissioners, and all of its affiliated and subordinate organizations and groups.

B. Delegation. The Board of Commissioners may delegate certain powers to the General Manager. No assignment, referral or delegation of authority by the Board of Commissions shall preclude the Board of Commissioners from exercising the authority required to meet its responsibilities for operation of the District and the quality of Harbor Management. The Board of Commissioners shall retain the right to rescind any such delegation.

III. POWERS OF DISTRICT

The District shall have and exercise the powers set forth in Sections 6070-6086 of the California Harbors and Navigation Code.

IV. PURPOSE AND ORGANIZATION

A. Purpose. Moss Landing Harbor District hereinafter called "District" is organized and operated pursuant to California Harbors and Navigation Code, Section 6000 et seq. The District exists to ensure high quality management of harbor and dock facilities, granted tidelands, shorelines and land owned or leased by the District. The general functions of the District Board of Commissioners are to:

1. Promote good Harbor management including the development, maintenance and improvement of the Harbor and related facilities and well as the protection of the Harbor's natural environment.
2. Oversee organized methods and efficient financial management.
3. Attract a staff of highly qualified and competent employees and provide these employees with a clean, safe working environment and opportunities for professional growth.

4. Plan and develop cost-effective facilities to support commerce and navigation within the Harbor.
5. Provide convenient and safe public access to the ocean and Harbor.

B. Organization

1. Commissioners. The Board of Commissioners shall consist of five (5) members, each of whom shall be a registered voter residing in the District. Members shall be elected by the registered voters residing in the District, pursuant to California Elections Codes Section 32100, et seq. The terms shall be set in accordance with California Harbors and Navigation Code. An employee of the Harbor District may not be a Commissioner.

No member of the family of a Commissioner shall be appointed as an employee of the District during the Commissioner's term of office. In the event a Commissioner is elected to office and a member of his/her family is already employed by the District, the employee may retain his/her position, but may not be promoted, reassigned or rehired (if position with District is vacated) during the term of office of the Commissioner. For purposes of this provision, "family" shall mean the wife, husband, son, daughter, mother, father, brother or sister of an employee, or other person enjoying a close, familial relationship with said employee through co-habitation.

2. General Manager. The Board of Commissioners is authorized to employ a General Manager of the Harbor District who shall be responsible for the day-to-day management of the Harbor District and the employment of the District personnel subject to Board policy. The qualifications of the General Manager shall meet the requirements established by the Board. The duties of the General Manager shall be determined by the Board, and the General Manager shall be evaluated annually by the Board.

3. Harbor District Staff. The General Manager shall be responsible for maintaining a suitable staff to conduct the business of the Harbor District. The Board of Commissioners has approval powers over the size and organization of the staff.

V. COMMISSIONER'S DUTIES AND RESPONSIBILITIES

- A. Duties of the individual Board Members include, but are not necessarily limited to:
1. Attendance at Board meetings
 2. Attendance at meetings of committees to which the member is assigned
 3. To relate community input to the Board
 4. Representation of the District in a positive and effective manner in public forums
 5. As appropriate, to be politically active on behalf of the District and its interests and needs

6. Becoming knowledgeable about harbor management and harbor services so that the Board members can effectively question reports of the General Manager, staff and consultants and evaluate the answers
7. The acceptance and completion of reasonable assignments from the President of the Board
8. Participation in the annual evaluation of the General Manager conducted according to established procedures
9. Participation in orientation and training programs for new Board members
10. Becoming reasonably knowledgeable of all Federal, State and local laws pertaining to the operation of the Harbor District.

B. Vacancies and Removal of Commissioners. If a Board member is absent from three (3) consecutive regular meetings, or from three (3) of any five (5) consecutive meetings of the Board, without first having obtained permission in advance for such absence or absences from the Board's President, the Board may, by resolution, declare that a vacancy of the Board exists. Where the office of a Board member becomes vacant during his/her term, the vacancy shall be filled for the unexpired portion of the term by appointment by the majority of remaining Board members within 30 days of the vacancy. If no action is taken within 30 days, or no appointed candidate receives a majority vote, the position will be filled by the County Board of Supervisors.

1. Appointment to Fill a Vacancy
 - (a) A Notice of Vacancy shall be posted at least fifteen (15) days prior to the Board meeting at which the appointment shall be made.
 - (b) An affidavit of Posting shall be executed.
 - (c) Publication of the Notice of Vacancy shall be made in a newspaper of local circulation once in each of two (2) consecutive weeks prior to the meeting at which the appointment shall be made.

C. Commissioner Compensation

1. Compensation: Compensation shall be paid to Commissioners attending ~~authorized business-related~~ **meetings or events on behalf of the Moss Landing Harbor District and in the performance of their official duties.** Commissioner's compensation for services rendered shall be ~~\$100~~ **\$125** for each meeting attended, in an amount not to exceed the sum of ~~up to a maximum of six meetings per month, for a total maximum compensation of~~ **up to a maximum of six meetings per month, for a total maximum compensation of** \$600 per month as provided by Harbors and Navigations Code Section 6060.

2. “Services Rendered”: Services rendered shall be defined as those instances in which a Commissioner has attended a meeting to engage in some activity falling within the commission duties established in Section V of these Bylaws, and such attendance was “pre-approved” by the Board of Harbor Commissioners.

3. Meetings Considered Pre-Approved: Although not required by law, the District shall look to Government Code Section 53232.1 for guidance when dealing with issues of Commissioner compensation. (The District does adhere to Government Code Sections 53232.2 and 53232.3 when dealing with issues of Commissioner reimbursement. See Section XIV of these Bylaws for details.) As such, attendance at the following entitles a Commissioner to be eligible to receive compensation:
 - (a) A meeting of the legislative body (Meeting of the Board of Harbor Commissioners); or
 - (b) A meeting of an advisory body, including meetings of the standing Board Committees; or
 - (c) A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234; conferences of the California Special Districts Association (“CSDA”), and meetings of the committees of CSDA, provided the commissioner is a member in good standing of the involved committee.

4. Meetings Requiring “Pre-Approval:” Attendance by Commissioners at meetings or activities not specified in Paragraph 3 above (e.g., ad hoc, ceremonial community events or organized tours to review the processes or technologies related to the District’s business, etc.), require specific pre-approval by the Board in order to qualify as rendered. However, the Board has the authority to retroactively approve, in a public meeting, a Commissioner’s compensation for attending meetings in instances in which pre-approval is not possible due to timing or other unforeseen circumstances.

5. Request for Commissioner Compensation: **In accordance with Harbors and Navigations Code Section 6060, a Commissioner’s monthly compensation may not exceed the maximum amount a Commissioner can be compensated for meeting attendance in a single month is \$600 per month.** Commissioners shall complete, sign and submit a time sheet requesting payment only for those meetings for which service was rendered as defined in this procedure ~~Compensation paid by the District will be limited to one meeting per day with a maximum of six meetings per calendar month, as detailed above. Notwithstanding the foregoing, e-~~ Compensation for **two multiple** meetings in a single day may be allowed ~~when~~ if each of said meetings is of a minimum duration of one hour.

Otherwise, ~~two~~ **multiple** meetings in a given day will be counted as a single meeting.

6. **Expense Reimbursement:** Commissioners may be entitled to reimbursement for expenses incurred as a result of attending approved meetings, as defined herein, or otherwise carrying out the official duties of the District, in accordance with the policies set forth in Section XIV of these Bylaws.

D. Conflict of Interest. Board members shall be required to follow the current Conflict of Interest Code adopted by the State of California.

VI. MEETING OF COMMISSIONERS

A. Regular Meetings. Regular meetings of the Board shall be held monthly on the fourth Wednesday of each month at 7:00 P.M. at the District Office in accordance with the provisions of the Brown Act (Govt. Code Section 54950 et seq.). The Board may from time to time, by majority vote, change the time and place of a regular meeting. The Board may at their option start the closed session of a regular meeting before 7:00 P.M., in an effort to begin open session proceedings on time. Such closed sessions will be noticed on the agenda.

B. Special Meetings. Special meetings of the Board shall be conducted per the Brown Act (Govt. Code 54950 et seq.; Section 54956) and may be called by the President or by a majority of the members of the Board by delivering written notice to each Commissioner of the time, place and business to be transacted at said meeting. Notice shall be delivered, either personally or by other means, at least twenty-four (24) hours in advance of said meeting. Said notice shall also be posted in a public place at least twenty-four (24) hours in advance of said meeting. Written notice may be waived by any Board member by filing a written notice of waiver with the Board's Secretary or designee thereof.

C. Quorum. For regular and special meetings of the Board, a quorum shall be three (3) of the Board members.

D. Majority Vote. All actions of the Board shall require a majority of three (3) of the Board members.

E. Public Meetings. All regular, special or adjourned meetings of the Board shall be open to the public unless otherwise provided by law. Members of the public who desire to present oral comments to the Board shall observe the following:

1. Prior to the commencement of the Board meeting, the intended speaker shall, on a form provided by the Board, write his or her identity and identify the agenda item that will be the subject of his or her comments.
2. The duration of the oral comments may not exceed three (3) minutes without the prior consent of the President of the Board.

3. The time for oral comments may not be donated or extended to a speaker from other members of the public in attendance.
4. Oral comments shall be addressed only to the members of the Board.
5. The President of the Board shall have the discretion to reasonably limit the number of speakers and the duration of the oral comments on each agenda item.

F. Agenda. The agenda of the Board shall be set by the Board President with input from General Manager. Agenda items may also be added by a majority vote of the Board. The agenda will normally not exceed six (6) action items in an effort to keep meetings a reasonable length.

G. Minutes. A record of proceedings of all public meetings of the Board shall be kept on file.

VII. OFFICERS

A. Positions. The officers of the Board shall be a President, a Vice President, and a Secretary.

B. Election of Officers.

1. The Board of Commissioners shall, at their January meeting, elect the officers from among its members.
2. Officers shall be elected for a period of one (1) year and shall serve until a successor is elected.
3. Duties
 - (a) The President shall:
 - (i) Preside over all meetings of the Board of Commissioners.
 - (ii) Sign as President and jointly with other officers as appropriate and execute in the name of the District, contracts, conveyances, and other written instruments which have been authorized by the Board of Commissioners.
 - (iii) Appoint the chairperson and members of the Board committees.
 - (b) Vice President. The Vice President shall in the event of death, absence or other inability of the President, exercise all the powers and perform all the duties of the office of the President.

- (c) **Secretary.** The Secretary shall maintain or supervise the preparation of accurate and complete minutes of all meetings, call meetings on order of the President, execute contracts and conveyances and other instruments in writing, and perform such other duties as ordinarily pertain to this office.

C. Vacancies and Removal of Officers

- 1. Vacancy in any office shall be filled by special Board election as soon as is reasonably possible.
- 2. Officers may be removed by vote of three (3) Board members for failure to perform the duties of the office or for malfeasance in the office.

D. Treasurer. In addition to the officers referenced in Paragraph A, the Board shall appoint a treasurer in accordance with the provisions of Harbors & Navigation Code Section 6071, whose responsibilities shall include (but not be limited to) receiving and safely keeping all monies of the District. The Treasurer shall hold office at the pleasure of the Board. The Board must assure that all appointees possess the requisite skills and knowledge required to carry out the Treasurer's statutorily defined responsibilities and obligations.

VIII. COMMITTEES OF THE BOARD

A. Appointment and Terms of Members of Board Committees. The President of the Board shall have authority to establish all Board committees and to appoint the members thereof, or committees may be established by a vote of three (3) members of the Board. Appointments are for one year.

B. Committee Membership. The General Manager shall be an ex officio member of all committees of the Board and its adjunct organizations, such as the California Special Districts Association, California Marine Affairs and Navigation Conference, where he/she will represent the Board unless the Board directs otherwise.

IX. TITLE TO PROPERTY

The title to all surplus property owned by the District is vested in the Board of Commissioners, and the signatures of the President and the Secretary shall constitute the proper authority for the purchase or sale of surplus property as approved by the Board, or for the investment or expenditure of public or trust funds which are subject to the control of the District.

X. INDEMNIFICATION

Commissioners and officers shall be indemnified by the Harbor District to the to the full extent permitted by law against all claims, liabilities and expenses incurred as a result of an action by the Board, except in the instance of willful misconduct in the performance of duties as an officer.

XI. GENERAL PROVISIONS

A. Execution of Contracts. By a vote of three (3) Commissioners, the Board, except as otherwise provided in these Bylaws, may authorize any officer or officers, agent or agents, to enter into any contract to execute any contract, or execute any instrument in the name of and on behalf of the District.

B. Monetary Expenditures

1. A majority vote of the full Board shall be required to establish or terminate a District bank account, LAIF savings account, retirement plan or similar account.
2. The Board authorizes the General Manager discretionary authority to expend up to ~~\$7,500~~ **\$12,500** on a single purchase without Board approval.
3. The Board authorizes the General Manager to maintain payroll levels, normal maintenance and utility expenses and authorized debt reduction payments without Board approval in compliance with the annual budget.

C. Seal. The District shall have a seal and may alter said seal at its pleasure.

D. Fiscal Year. The fiscal year of the District shall commence on the first day of July of each year and shall end on the last day of June of each year.

E. Annual Audit. The affairs and financial condition of the District shall be audited annually at the end of each fiscal years by a Certified Public Accountant selected by the Board, and a written report of such audit and the appropriate financial statements shall be submitted to the Board. Additional audits may be authorized as may be considered necessary or desirable by the Board.

F. Review of Bylaws. The Bylaws of the Board should be reviewed at least every two (2) years and revised as necessary.

G. Amendment. These bylaws may be amended at any noticed regular or special meeting of the Board by majority of three (3) Board members.

H. Adoption. Adoption of the Bylaws shall be by a majority of three (3) Board members, at any properly noticed meeting of the Board.

XII. OFFICE

The principal office of this organization is located at 7881 Sandholdt Road, Moss Landing, CA 95039.

ADDENDUM TO BYLAWS OF THE MOSS LANDING HARBOR DISTRICT
Investment Policies

1. ~~Raymond James Financial Services, Inc. is approved as the District's initial investment account funds manager.~~
2. Unless the investment is designated for payment of a specific expense, when the investment is about to mature, the Finance Committee is authorized to renew the investment at the best possible rate for an approved short term investment, or to liquidate no more than \$100,000 upon satisfactory proof of necessity for payment of unexpected expense(s).
3. ~~Notwithstanding Raymond James' policy of allowing verbal instructions for the handling of investments,~~ the Moss Landing Harbor District requires two (2) signatures from the list of authorized signatories on the Corporate Resolution - Cash Accounts.
4. Dividend checks representing interest earned on investments shall be sent to the Moss Landing Harbor District for deposit in the District's Community Bank money market account for use in the District's general fund.
5. Copies of investment account statements will be presented to the Board no less than quarterly.
6. The Finance Committee will meet no less than annually at least one month prior to the maturity of its one-year CDs and will make any recommended changes to the investment policy to the Board for Board action.
7. The Finance Committee will be added to the list of standing committees on the monthly regular Board meeting Agendas for reporting out as appropriate.

XIII. INVESTMENT POLICY

The following shall govern the District's investment accounts:

- A. Unless the investment is designated for payment of a specific expense, when the investment is about to mature, the Finance Committee is authorized to renew the investment at the best possible rate for an approved short term investment, or to liquidate no more than \$100,000 upon satisfactory proof of necessity for payment of unexpected expense(s).
- B. Notwithstanding Raymond James', or any other financial institution's policy of allowing verbal instructions for the handling of investments, the Moss Landing Harbor District requires two (2) signatures from the list of authorized signatories on the Corporate Resolution - Cash Accounts.
- C. Dividend checks representing interest earned on investments shall be sent to the Moss Landing Harbor District for deposit in the District's Community Bank money market account, or such other financial institution at which the District may have its operating account, for use in the District's general fund.
- D. Copies of investment account statements will be presented to the Board no less than quarterly.
- E. The Finance Committee will meet no less than annually at least one month prior to the maturity of its one-year CDs and will make any recommended changes to the investment policy to the Board for Board action.

F. The Finance Committee will be added to the list of standing committees on the monthly regular Board meeting Agendas for reporting out as appropriate.

XIV. POLICY FOR EXPENSE REIMBURSEMENT OF MEMBERS OF LEGISLATIVE BODY

~~SEE ATTACHED EXHIBIT B, RESOLUTION 06-09 ADOPTED BY THE BOARD OF HARBOR COMMISSIONERS ON JANUARY 26, 2006~~

*

A. Purpose.

The purpose of this policy is to ensure that the reimbursement of members of the District's legislative bodies (hereafter "legislative bodies" or "legislative body") for expenses incurred in the performance of official duties complies with the California Government Code, including Assembly Bill 1234, which added Sections 53232.2 et seq. to the Government Code.

B. Policy.

Members of a legislative body shall be reimbursed for actual and necessary expenses incurred in the performance of official duties as provided in this Reimbursement Policy. **Each Commissioner shall have a \$3,000 per fiscal year allowance of reimbursable expenses, as long as such expenses are incurred in compliance with this Policy and the provisions of the California Government Code, including but not limited to Sections 53232.2 et seq. Reimbursement for Policy and Code compliant expenses beyond the \$3,000 per fiscal year limit will require Board approval. Preapproval of the Board is required for any expense reimbursement related to travel outside of the State of California.**

C. Definitions.

The following definition shall apply to this policy:

"Legislative body" means the Board of Harbor Commissioners and any subcommittees thereof subject to the provisions of the Brown Act.

D. Types of Occurrences that Qualify for Reimbursement.

Members of a legislative body shall be reimbursed for expenses incurred in the performance of official duties relating to travel, meals, lodging, and other actual and necessary expenses, as defined by this Reimbursement Policy.

E. Travel by Airplane Expense Reimbursement.

Members of a legislative body shall be reimbursed for the expense of a roundtrip airplane ticket, so long as such ticket reserves a seat in the least expensive class of seating provided by the airline (i.e. economy class or open-seating).

F. Travel by Personal Vehicle Expense Reimbursement.

Members of a legislative body shall be reimbursed for expenses incurred in traveling by personal vehicle at the Internal Revenue Service Mileage Rate. Members of a legislative body requesting such reimbursement shall file a Mileage Reimbursement Request form, which shall satisfy the Documentation Requirements provided in Section 13 of this Reimbursement Policy.

G. Meals Expense Reimbursements.

A member of the legislative body shall be reimbursed for expenses incurred for meals consumed or incidental expenses in connection with a conference, organized educational activity, or other performance of official duties.

1. The member of a legislative body shall only be reimbursed for his or her portion of the meal. Meals for the spouses, family members or companions of members of the legislative body shall not be reimbursed.
2. Incidental expenses include gratuities for hotel employees, parking fees, cab fares, public transportation costs, and other incidental expenses.
3. A member of a legislative body shall be reimbursed for meals and incidental expenses using the standard per diem rate for meals and incidental expenses (M&IE) for the area traveled to as established annually by the Internal Revenue Service in Publications 463 and 1542. For partial day meals and incidental expenses, the reimbursement rates, which include tax and gratuity, should be as follows:

Breakfast:	20% of the M&IE
Lunch:	30% of the M&IE
Dinner:	50% of the M&IE
4. If the meal(s) are consumed in connection with an all-day conference, organized educational activity, or other performance of official duties, the incidental expenses as defined under 7b shall be reimbursed for actual costs.

H. Car Rental Reimbursement.

Members of a legislative body shall be reimbursed for the expense of car rental, so long as such rental rate is at the least expensive available rate.

I. Lodging Expense Reimbursement.

Members of a legislative body shall be reimbursed for the expense of lodging. Members of a legislative body shall use government or group rates offered by a provider of transportation or lodging services for travel and lodging when available. For lodging in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is

available to the member of the legislative body at the time of booking. If the group rate is not available, a member of the legislative body shall be reimbursed for a maximum rate as set forth annually for the area traveled to by the IRS Publications 463 and 1542.

J. Conference Registration Fee Reimbursement.

Members of a legislative body shall be reimbursed for the expense of a conference or organized educational activity registration fee.

K. Other Expenses.

All other actual and necessary expenses incurred in the performance of official duties that are not described in this Reimbursement Policy shall be approved before the expense is incurred by the Board of Harbor Commissioners in a public meeting.

L. Prohibited Expense Reimbursements.

Members of a legislative body shall not be reimbursed for expenses such as alcoholic beverages, personal telephone calls, spouse or companion meals, entertainment such as movie rental fees or movie theater tickets, and fines for parking citations.

M. Documentation Requirements.

The General Manager shall provide members of a legislative body with expense report forms to be filed with the District by members of the legislative body for reimbursement for actual and necessary expenses incurred on behalf of the District in performance of official duties. The expense report form shall document that the expenses are proper under this Reimbursement Policy. Members of a legislative body must file expense report forms within 14 calendar days of incurring the expense, and the expense report forms shall be accompanied by receipts documenting each expense. All documents related to reimbursable agency expenditures shall be considered public records subject to disclosure under the California Public Records Act.

N. Brief Report to Legislative Body.

Members of a legislative body shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the legislative body. Such reports may be made orally or in writing.

O. Effect of Violation.

A violation of this Reimbursement Policy may result in the following penalties, including, but not limited to: 1) loss of reimbursement privileges; 2) restitution to the District; 3) civil penalties for the misuse of public resources pursuant to Section 424 of the California Penal Code; and 4) prosecution for misuse of public resources pursuant to Section 424 of the California Penal Code.

EXHIBIT B

RESOLUTION NO. 06-09

Field (

**~~A RESOLUTION OF THE BOARD OF HARBOR COMMISSIONERS
OF THE MOSS LANDING HARBOR DISTRICT ESTABLISHING
A POLICY REGARDING REIMBURSEMENT OF EXPENSES FOR
MEMBERS OF LEGISLATIVE BODIES~~**

~~* * * * *~~

~~WHEREAS, members of the Board of Harbor Commissioners of the Moss Landing Harbor District perform official duties beyond attendance of official meetings; and~~

~~WHEREAS, the performance of official duties beyond attendance of official meetings facilitates work regarding matters of District importance and promotes a good relationship both between the District and surrounding communities, as well as between the District and the State of California; and~~

~~WHEREAS, members of the Board of Harbor Commissioners incur expenses related to the performance of official duties beyond attendance of official meetings and outside the Moss Landing Harbor District; and~~

~~WHEREAS, the California Government Code and Harbor and Navigation Code permit the District to reimburse members of the Board of Harbor Commissioners for expenses incurred in the performance of official duties; and~~

~~WHEREAS, Assembly Bill 1234 requires the Board of Harbor Commissioners to adopt a policy regarding the reimbursement for expenses incurred by members of legislative bodies in the performance of official duties.~~

~~NOW, THEREFORE, the Board of Harbor Commissioners of the Moss Landing Harbor District resolve as follows:~~

~~1. Purpose. The purpose of this policy is to ensure that the reimbursement of members of the District's legislative bodies (hereafter "legislative bodies" or "legislative body") for expenses incurred in the performance of official duties complies with the California Government Code, including the recently enacted Assembly Bill 1234, which adds Sections 53232.2 et seq. to the Government Code.~~

~~2. Policy. Members of a legislative body shall be reimbursed for actual and necessary expenses incurred in the performance of official duties as provided in this Reimbursement Policy.~~

~~3. Definitions. The following definition shall apply to this policy:~~

~~“Legislative body” means the Board of Harbor Commissioners and any subcommittees thereof subject to the provisions of the Brown Act.~~

~~4. Types of Occurrences that Qualify for Reimbursement. Members of a legislative body shall be reimbursed for expenses incurred in the performance of official duties relating to travel, meals, lodging, and other actual and necessary expenses, as defined by this Reimbursement Policy.~~

~~5. Travel by Airplane Expense Reimbursement. Members of a legislative body shall be reimbursed for the expense of a roundtrip airplane ticket, so long as such ticket reserves a seat in the least expensive class of seating provided by the airline (i.e. economy class or open-seating).~~

~~6. Travel by Personal Vehicle Expense Reimbursement. Members of a legislative body shall be reimbursed for expenses incurred in traveling by personal vehicle at the Internal Revenue Service Mileage Rate. Members of a legislative body requesting such reimbursement shall file a Mileage Reimbursement Request form, which shall satisfy the Documentation Requirements provided in Section 13 of this Reimbursement Policy.~~

~~7. Meals Expense Reimbursements. A member of the legislative body shall be reimbursed for expenses incurred for meals consumed or incidental expenses in connection with a conference, organized educational activity, or other performance of official duties.~~

~~(a) The member of a legislative body shall only be reimbursed for his or her portion of the meal. Meals for the spouses, family members or companions of members of the legislative body shall not be reimbursed.~~

~~(b) Incidental expenses include gratuities for hotel employees, parking fees, cab fares, public transportation costs, and other incidental expenses.~~

~~(c) A member of a legislative body shall be reimbursed for meals and incidental expenses using the standard per diem rate for meals and incidental expenses (M&IE) for the area traveled to as established annually by the Internal Revenue Service in Publications 463 and 1542. For partial day meals and incidental expenses, the reimbursement rates, which include tax and gratuity, should be as follows:~~

~~Breakfast: 20% of the M&IE
Lunch: 30% of the M&IE
Dinner: 50% of the M&IE~~

~~(d) If the meal(s) are consumed in connection with an all day conference, organized educational activity, or other performance of official duties, the incidental expenses as defined under 7b shall be reimbursed for actual costs.~~

~~8. Car Rental Reimbursement. Members of a legislative body shall be reimbursed for the expense of car rental, so long as such rental rate is at the least expensive available rate.~~

~~9. Lodging Expense Reimbursement. Members of a legislative body shall be reimbursed for the expense of lodging. Members of a legislative body shall use government or group rates offered by a provider of transportation or lodging services for travel and lodging when available. For lodging in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the legislative body at the time of booking. If the group rate is not available, a member of the legislative body shall be reimbursed for a maximum rate as set forth annually for the area traveled to by the IRS Publications 463 and 1542.~~

~~10. Conference Registration Fee Reimbursement. Members of a legislative body shall be reimbursed for the expense of a conference or organized educational activity registration fee.~~

~~11. Other Expenses. All other actual and necessary expenses incurred in the performance of official duties that are not described in this Reimbursement Policy shall be approved before the expense is incurred by the Board of Harbor Commissioners in a public meeting.~~

~~12. Prohibited Expense Reimbursements. Members of a legislative body shall not be reimbursed for expenses such as alcoholic beverages, personal telephone calls, spouse or companion meals, entertainment such as movie rental fees or movie theater tickets, and fines for parking citations.~~

~~13. Documentation Requirements. The General Manager shall provide members of a legislative body with expense report forms to be filed with the District by members of the legislative body for reimbursement for actual and necessary expenses incurred on behalf of the District in performance of official duties. The expense report form shall document that the expenses are proper under this Reimbursement Policy. Members of a legislative body must file expense report forms within 14 calendar days of incurring the expense, and the expense report forms shall be accompanied by receipts documenting each expense. All documents related to reimbursable agency expenditures shall be considered public records subject to disclosure under the California Public Records Act.~~

~~14. Brief Report to Legislative Body. Members of a legislative body shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the legislative body. Such reports may be made orally or in writing.~~

~~15. Effect of Violation. A violation of this Reimbursement Policy may result in the following penalties, including, but not limited to: 1) loss of reimbursement privileges; 2) restitution to the District; 3) civil penalties for the misuse of public resources pursuant to Section 424 of the California Penal Code; and 4) prosecution for misuse of public resources pursuant to Section 424 of the California Penal Code.~~

~~16. Effective Date. This Resolution shall take effect immediately, and shall supersede any and all other District provisions, policies and rules applicable to the members of a legislative body related to reimbursement for expenses incurred in the performance of official duties. A copy of this Policy shall be attached as Exhibit B to the Moss Landing Harbor District Board of Commissioners Bylaws.~~

~~17. Severability Clause. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the ordinance or their applicability to other persons or circumstances.~~

~~* * * * *~~

CERTIFICATION

~~Resolution 06-09 was duly adopted by the Board of Harbor Commissioners of the Moss Landing Harbor District at a regular meeting of the Board held on the 26th day of January, 2006, a quorum present and acting throughout, by the following vote, to wit:~~

~~AYES: Commissioners Jeffries, Shirrel, Gideon, Ferrante, Gomes, Jr.~~

~~NOES:~~

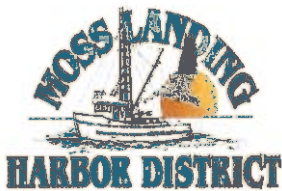
~~ABSENT:~~

~~ABSTAIN:~~

~~_____
Russ Jeffries, President
Board of Harbor Commissioners~~

~~ATTEST:~~

~~_____
Linda G. McIntyre, Deputy Secretary~~



BOARD OF COMMISSIONERS
Russell Jeffries
Tony Leonardini
Vincent Ferrante
James Goulart
Liz Soto

7881 SANDHOLDT ROAD
MOSS LANDING, CA 95039

TELEPHONE – 831.633.2461
FACSIMILE – 831.633.1201

GENERAL MANAGER/HARBOR MASTER
Tom Razzeca

STAFF REPORT

ITEM NUMBER 19 – PUBLIC HEARING AND FIXING FINAL BUDGET BOARD MEETING OF MAY 27, 2020

After the Board adopts a Preliminary Budget, Harbors & Navigation Code § 6093 requires the publication of a notice that the Preliminary Budget has been adopted, specifying a date not less than 30 days from the publication of the notice for the purpose of fixing the Final Budget.

The Preliminary Budget was adopted at the April 22, 2020 regular meeting, and a Notice of Adoption was published in a newspaper of general circulation on April 24, 2020 according to Code requirements. No written comments were received during the public review period and no requests were made for copies of the Preliminary Budget.

Commissioner Leonardini is the Chairman of the Ad Hoc Budget Committee and Commissioner James Goulart is Vice-chair, and they may wish to make additional comments to the Board on behalf of that Committee.

The Board should conduct a public hearing, consider making any changes, and then fix the final budget for the fiscal year 2020-2021.

Once adopted, the General Manager will provide a copy of the final budget to the Monterey County Board of Supervisors no later than August 1, 2020 in accordance with Harbors and Navigation Code §6093.3.

SERVING COMMERCIAL FISHING AND RECREATIONAL BOATING SINCE 1947

ROSS LAANDING HARBOR DISTRICT									
BUDGET FYE 6/30/2021	A	B	C	D	E	F	G	H	
Revenues	FYE 6/30/15	FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Projected	Budget	Budget	
Marina Revenues	17.87%	19.06%	20.24%	18.72%	22.25%	FYE 6/30/20	FYE 6/30/20	FYE 6/30/21	CPI = 3.06%
1 Assigned Berthing	6,597R	7,157R	7,357R	7,557R	7,907R	23,159%	19,00%	20,00%	Yearning Rate based on 2020 LF
2 Temporary Berthing	1,528,415	1,532,903	1,552,554	1,528,225	1,528,780	8,157R	8,157R	8,401R	Prior year \$5.15, with CPI \$6.40
3 Transient Berthing	227,629	228,103	258,794	282,371	277,828	285,000	282,392	273,162	12,500% no emerity fee (prior year 12,19%)
4 City/Annual Discount	65,608	40,460	37,639	24,750	52,720	55,000	38,097	50,000	1,500% (prior year 1,20%)
5 Commercial Discount	(5,290)	(6,926)	(4,818)	(3,270)	(2,489)	(2,000)	(4,500)	(3,500)	2% annual
6 Westboard Fees	(14,856)	(14,439)	(13,125)	(13,980)	(13,446)	(12,000)	(12,000)	(12,000)	from 20,000, 45 berth holders avg. 30 ft. boats
7 Intra-Harbor Towing	104,242	108,950	118,873	115,716	119,875	120,000	120,900	120,000	\$100 fee each person (prior year \$100)
8 Pump cuts	3,000	800	480	150	450	300	600	600	\$150 each way
9 Non-Op Surcharge	200	1,000	1,000	600	400	2,000	800	800	\$200 per occurrence
10 Assigned Slip/A App. Fee	10,115	8,527	9,567	7,525	10,375	9,000	9,000	9,000	\$175 per month
11 Recovered Loan Costs	2,332	700	10,868	580	2,985	1,000	1,000	2,000	\$75 filing fee(\$250 application fee Westboard)
12 Late Fees	27,597	28,385	31,778	38,330	42,172	35,000	30,000	35,000	\$50 dollar charge per month (\$25 in 2019), on balances over \$110 past due
13 Total Marina Revenues	1,948,993	1,934,773	2,033,400	2,078,876	2,117,740	2,131,984	2,184,631	2,284,787	
14 Trust Lands Lease Revenue									
15 MBARI - Dock	23,725	25,297	26,867	28,713	28,254	28,638	28,838	29,442	Paid annually w/CPI (Expires 4/30)
16 MBARI-MARRS Cable	1,208	1,247	1,285	1,326	1,378	1,378	1,378	1,421	Paid annually w/CPI (Expires 2/31)
17 Dynegy Outfall	60,390	61,795	63,595	65,533	67,716	69,813	69,813	69,790	Paid annually w/CPI (Expires 3/30)
18 Total Trust Lands Lease Revenue	85,323	88,339	90,547	93,572	97,348	100,129	100,129	100,682	
19 Leases									
20 Gannery Suites - (3)	80,361	82,546	85,080	88,440	90,216	93,233	93,233	95,980	\$7,992.25 mo. (all Seafood Lunch, Prev. Sea Harvest) (Expires 11/31)
21	(4)	77,717	79,834	81,298	84,413	89,420	89,420	92,816	\$7,671.25/mo. (Blenney Fish) (Expires 11/31)
22	(18,10)	16,832	17,288	17,853	18,147	18,962	18,962	19,577	\$1,817.5/mo. (Lakatos) (Expires 12/22)
23	(2)	28,893	29,724	30,616	31,481	32,689	33,719	34,702	\$2,268.50/mo. (Dwyer) (Expires 8/21)
24	(6A)	2,894	8,722	9,872	10,311	10,448	11,355	10,941	\$870.04 (Burning Stream) (Expires 3/20) w/ (5) 1-yr options
25	(6B)	7,840	13,845	13,788	14,112	14,831	14,916	15,459	\$1,268.23 (Local Beauty/Expires 7/21) w/ (1) 1-yr options
26	(6A, B & D)	23,634	24,646	25,112	25,963	26,807	27,588	27,514	\$2,272.86 (Blenney LLC) (Expires 1/22) w/ (1) 1-yr option
27	(7)	7,857	882	-	-	-	-	-	\$1,225.82/mo. Upretina (Other Marine Solutions)(Exp. 10/21)
28	(8)	7,957	882	-	-	-	-	-	\$723.87/mo. (Verizon Actions) Term. 5/20/20)
29	(9)	-	-	-	1,370	9,080	9,438	9,438	\$779.00/mo. (Verizon) Roof top and under decks
30	-K-Pier	18,063	18,498	5,668	-	-	-	-	\$1,288.54/mo. (Ippon Expiration 11/19)
31	-K-Pier	66,726	13,340	36,140	29,298	43,681	40,000	40,000	Utility reimbursement per lease
32 Gannery NIN	39,078	33,986	35,057	35,830	34,982	36,206	38,000	36,589	\$3,004.58 base + % rent (Expires 8/23)
33 Sea Harvest	47,081	37,882	47,081	9,740	-	-	-	-	Not occupied
34 Pot Stop	45,738	39,185	66,478	31,329	40,511	40,000	40,000	40,000	
35 MB Kayak	23,046	21,832	22,998	26,356	26,356	26,356	26,315	25,319	\$1,643.78/mo. plus percentage rent (Month to month)
36 Martin/Alison	5,044	5,146	1,772	-	-	-	-	-	\$7,879.68, or 20% of gross, whichever is greater (Exp. 18/24)
37 S.H. Spare Office	28,794	30,605	31,486	32,447	33,599	34,567	34,567	35,585	\$439.21/mo.
38 RV Lot	522,268	456,749	501,584	437,982	478,272	480,453	486,810	482,809	\$2,940.50/mo. No less than 3% in lease agmt. (Expires 9/19)
39 Total Lease Revenue	283,230	289,334	281,892	290,878	281,184	278,000	275,600	346,045	\$85 fee for all assign. vessels in harbor (prior year \$53)
40 Amenities Fee - Slip holders	-	-	-	-	12,480	40,000	25,000	30,000	\$100 per multiplied by vessel capacity due annually.
41 Amenities Fee - Vessel Fees	-	-	-	-	-	-	-	-	
42 Passenger Vessel Fees	-	-	-	-	-	-	-	-	

MOSS LANDING HARBOR DISTRICT									
	A	B	C	D	E	F	G	H	
BUDGET FYE 6/30/2021	FYE 6/30/15	FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Projected FYE 6/30/20	Budget FYE 6/30/20	Budget FYE 6/30/21	
43 Dry Storage (2)-Gear & Trailer	50,809	58,454	57,316	60,088	58,483	60,000	65,000	60,000	CPI = 3.05%
44 Near Shore Storage	-	-	-	-	-	-	-	-	10/23/0185, 10/23/0186, 10/24/01815
45 North Harbor Use Fee	69,040	68,782	72,334	100,829	121,398	130,000	90,000	125,000	10/23/0185, 10/23/0186, 10/24/01815
46 NH Boat Wash	2,955	2,945	1,718	1,993	1,999	1,250	2,500	2,000	10/23/0185, 10/23/0186, 10/24/01815
47 SH Parking	67,845	109,592	106,321	118,889	105,430	115,000	120,000	115,000	Vehicle: \$29 use/park, \$14 use, \$208 annual use/park, Kopylow PWC: \$15 use/park, \$9 use, \$150 annual use/park, \$20 annual use only
48 Camping/TV	6,509	4,059	4,902	1,807	200	1,100	4,000	2,500	Monthly permits \$100, daily \$16, 24 hrs. \$18 (COC Reg.)
49 Equipment Rental	803	1,725	-	-	-	280	250	250	\$50.00 per night
50 Facilities Use Permits	6,067	10,827	7,800	8,284	13,505	4,500	4,500	4,500	\$280 1st application, \$20 renewal Application, \$250 insurance fee
51 Vending (Soda/Laundry)	9,107	8,901	10,712	11,895	9,415	8,000	10,000	8,500	\$120-\$125 per load to washery
52 Merchandise - Clothing, etc.	673	1,009	1,952	389	109	400	500	250	
53 Copies, Key Sales, BID Packages, etc.	5,592	7,195	6,094	6,272	6,022	4,000	8,000	8,000	\$1.00 pg., 15 pg. thereafter, Gals Keys \$40-25
54 Government Grants	30,000	-	13,700	-	149,919	-	10,000	-	Derelict Disposal/CES
55 Misc. Charge/Paid fee	11,024	2,984	1,480	11,023	2,865	2,000	3,000	2,500	
56 Surplus Sale & Misc. Insurance reimb.	33,824	-	135,242	182,342	128,987	100	100	100	Excess medical equipment
57 Total Other Revenue	857,298	852,687	701,435	764,718	888,915	644,600	618,450	701,645	
58 TOTAL REVENUES	3,113,852	3,043,548	3,328,536	3,377,148	3,651,875	3,357,146	3,390,020	3,649,284	
59 Expenses									
60 Medical/Publication/Advertising	3,797	2,663	6,408	2,813	8,101	5,000	5,500	5,500	Newsletter ads, NH Development, TV, website, public notices
61 General & Administrative	68,938	68,428	54,652	73,680	68,954	80,000	60,000	60,000	Telephone, office supplies, postage, etc.
62 Accountant	34,459	34,798	38,206	40,845	35,250	38,000	40,000	45,000	
63 Auditor	14,000	14,500	14,500	16,000	15,600	16,000	18,000	18,000	
64 Attorney	68,010	115,328	313,228	67,818	68,873	58,000	100,000	100,000	
65 Personnel	705,874	697,422	692,184	638,600	739,957	680,000	700,000	788,000	
66 Insurance & Bonding	114,425	115,426	124,653	126,284	144,368	133,320	130,000	180,000	
67 P&LE	218,251	223,714	230,000	211,316	201,487	210,000	210,000	215,000	CPI
68 Sewer	38,059	35,783	38,200	39,741	37,248	42,000	40,000	42,000	CPI
69 Water	28,722	32,238	26,802	30,085	31,819	42,000	32,000	42,000	CPI
70 Trash	60,241	48,044	62,382	69,741	82,562	110,000	53,000	100,000	CPI
71 Maintenance & Repairs	39,039	46,843	35,094	73,345	65,874	65,000	90,000	75,000	doorman/training/gangway
72 Operating Supplies	23,121	28,328	28,866	28,432	28,047	30,000	32,000	32,000	Fuel, paper products, printing envelopes, uniforms/CPI and
73 Outside Service Contracts	63,368	68,427	93,170	80,821	74,454	52,000	70,000	70,000	
74 Bad Debt/ bank charges	24,355	29,902	26,428	23,736	52,378	25,000	25,000	30,000	
75 Communicator Expenses	14,967	13,984	13,043	15,416	19,005	22,000	18,000	25,000	
76 Comm Election	161,885	-	-	-	-	-	-	500,000	Only if incumbent challenged, \$5-\$9 per voter
77 Derelict Disposal	9,793	17,020	278	100	19,194	60,000	80,000	70,000	
78 LAFCO	5,303	5,937	6,889	6,411	8,180	7,077	8,411	7,500	Mandatory membership fee
79 CBDA	6,288	5,559	6,026	6,356	8,740	6,397	8,800	6,800	Optional membership (required for workers comp policy)
80 County EIR	-	-	-	-	-	-	-	-	Moss Landing Community planning
81 Dressing	31,001	82,602	22,750	203,845	202,353	2,000,000	809,000	250,000	
82 Depreciation	845,417	920,234	924,813	908,479	841,082	919,333	945,000	1,000,000	Increases for NH Building
83 Total Expenses	2,694,287	2,894,876	2,746,153	2,830,945	2,712,888	4,661,887	3,128,711	3,831,900	

KROSS LANDING HARBOR DISTRICT		A	B	C	D	E	F	G	H	
BUDGET FYE 6/30/2021		FYE 6/30/16	FYE 6/30/16	FYE 6/30/17	FYE 6/30/16	FYE 6/30/18	Projected FYE 6/30/20	Budget FYE 6/30/20	Budget FYE 6/30/21	CPY = 3.05%
84	Net Operating Income (Loss)	448,865	448,672	660,753	748,201	866,880	(1,204,441)	261,399	(61,916)	
85	Interest, Tax and Other Income									
86	Interest - Farnock Bank C/D's	350	-	-	-	-	-	-	-	Account closed out
88	Interest - First Capital Bank	3,074	3,099	3,088	3,084	3,090	3,184	1,500	3,100	20% on \$1,500
89	Interest Umpqua	1,625	1,515	1,513	1,515	2,586	3,838	1,500	3,600	35% on \$1,000
90	Interest Union Bank - Trust Account	-	-	-	-	200	25	50	-	
91	Interest Union Bank	1,936	2,678	378	590	200	209	200	300	0.7% on 2,000
92	Desal Reimbursement	53,761	131,354	200,000	244,650	6,879	100,000	200,000	200,000	Under Alpha per reimbursement agreement
93	Property Taxes	258,407	269,056	279,193	283,876	316,366	327,620	200,000	300,000	
94	Total Other Income	318,175	407,691	464,171	643,815	329,341	434,836	403,250	507,000	
95	Interest and Other Expenses									
96	Interest - UMFQUA (includes refl. Fees)	197,713	126,402	116,185	105,698	99,407	88,453	88,453	77,201	Notes Interest 2.85%
98	Interest - CIEEB	45,287	-	-	-	-	-	-	-	Reframed 2014
99	Interest - DBAW	6,365	-	-	-	-	-	-	-	Reframed 2014
100	Interest - Union	2,910	-	-	-	-	-	-	-	Reframed 2014
101	Interest - Trust Funds	674	-	-	-	-	-	-	-	Borrowed from Trust account, approx. 1M at 2.5% Interest
102	Interest - Municipal Finance	20,705	-	200,000	214,217	5,781	100,000	200,000	200,000	Reframed 2014
103	CEQA-Desal Expenses reimbursable	800	800	800	800	800	800	800	800	Aspen Environmental
104	Interest - Premium Finance	274,454	127,202	318,886	320,793	105,888	189,253	289,283	278,001	Insurance policy, financed through AFCD
105	Total Other Expenses	484,286	729,061	747,839	969,313	1,061,243	(958,838)	375,306	147,063	
106	NET INCOME (LOSS)									
108	Capital Projects:									
109	110 Electric Panel Cabinets (3 of 8)	-	-	-	2,700	-	-	100,000	100,000	Subject to quote
111	111 Security Camera	6,936	-	-	6,593	-	-	10,000	60,000	\$12K each, job only
112	112 Piling replacement project	25,970	-	-	6,593	-	100,000	250,000	100,000	Fencing and other materials
113	113 Sea Lion Detention	10,854	9,545	-	34,008	104,546	100,000	100,000	100,000	Lumber, materials, electrical and floors
114	114 Dock maintenance	-	253,943	-	1,157	200,000	200,000	200,000	200,000	Replacement (B174-B176) including fingers
115	115 Concrete docks replacement	-	46,913	399,033	1,684,972	2,204,319	400,000	1,000,000	1,000,000	Replace Marlin program and system maintenance
116	116 Computers (incl software)	82,130	-	-	-	-	-	400,000	400,000	New North Harbor Building, including lighting
117	117 New NH Building	-	9,070	12,186	-	-	-	50,000	100,000	Roof/Replacement
118	118 NH Wharf entrance repair	-	-	-	-	-	-	50,000	60,000	
119	119 NH Pkg Resurfacing	-	-	-	-	-	-	50,000	60,000	
120	120 Sewer Lift Station	-	-	-	-	-	-	75,000	75,000	2 at NH, 1 at SH
121	121 SH Streetlight replacement	31,872	66,332	87,614	152,985	79,307	-	-	-	Through permitting
122	122 Trawlment Erosion Repair	-	-	-	-	-	-	-	-	Through permitting
123	123 Fisherman's Dorm/Car	-	-	-	-	-	-	-	-	Roof and drywall
124	124 Carney - Roof	-	-	-	-	-	-	100,000	280,000	

MOOSE LANDING HARBOR DISTRICT										
BUDGET FYE 6/30/2021	A	B	C	D	E	F	G	H		
127	Century HVAC	FYE 6/30/18	FYE 6/30/16	FYE 6/30/17	FYE 6/30/18	FYE 6/30/19	Projected FYE 6/30/20	Budget FYE 6/30/20	Budget FYE 6/30/21	CR = 3.09%
128	Misc. Small Capital Purchases	5,895	10,982	-	10,842	-	-	36,000	60,000	1 replaced, 3 left to replace
129	Port Stop Building Demo.	-	-	-	-	-	-	-	-	annually under a lease including services
130	District Vehicle	-	-	-	-	33,000	-	-	-	
131	Total Capital Requirements	143,789	396,785	1,298,033	1,793,087	2,421,172	600,000	2,446,000	2,915,000	
132										
133	Capital Project Fundings:									
134	From: FEMA			673,712				750,000	600,000	For dredging - 2017 Atmospheric River Storms
135	General Funds	143,789	396,785	1,298,033	1,793,087	2,421,172	600,000	1,696,000	2,215,000	All other capital projects funded by General funds
136	Total Capital Contributions	143,789	396,785	1,961,746	1,793,087	2,421,172	600,000	2,446,000	2,815,000	
137	Capital Projects Budget									
138										
139	Loan Payments									
140	Loan - UM/POLA	(349,825)	(369,368)	(363,426)	(368,147)	(378,197)	(389,516)	(389,516)	(400,107)	Principal Payment (Unpaid balance \$2,908,889 Int. rate 2.85%)
141	Total Loan Payments	(349,825)	(369,368)	(363,426)	(368,147)	(378,197)	(389,516)	(389,516)	(400,107)	
142										
143	Cash Flow Reconciliation									
144	Add: Net Income (Loss)	494,286	729,061	747,899	989,313	1,091,343	(968,638)	375,308	147,083	
145	Add: Depreciation	945,417	820,234	924,813	909,478	941,062	919,333	945,000	1,000,000	
146	Plus: Loan Payments	(349,825)	(369,368)	(363,426)	(368,147)	(378,197)	(389,516)	(389,516)	(400,107)	
147	Net Increase (decrease) in Cash	1,089,878	1,289,937	1,309,327	1,509,645	1,553,208	(429,021)	830,790	746,976	
148										
149	Reserve Funds Allocation									
150	Capital Projects to be Funded	(143,789)	(396,785)	(1,298,033)	(1,793,087)	(2,421,172)	(600,000)	(1,696,000)	(2,215,000)	All other capital projects funded by General funds
151	Plus Net Increase (decrease) in Cash	1,089,878	1,289,937	1,309,327	1,509,645	1,553,208	(429,021)	930,790	746,976	
152										
153	From General Funds	946,119	883,152	21,294	(283,412)	(987,963)	(1,029,021)	(763,210)	(1,466,024)	Extra funds needed for capital project funds



BOARD OF COMMISSIONERS
Russell Jeffries
Tony Leonardini
Vincent Ferrante
James Goulart
Liz Soto

7881 SANDHOLDT ROAD
MOSS LANDING, CA 95039

TELEPHONE – 831.633.2461
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GENERAL MANAGER/HARBOR MASTER
Tom Razzeca

STAFF REPORT

ITEM NUMBER 20 – CONSIDER ADOPTING ORDINANCE 209 AMENDING THE DISTRICT'S FEE SCHEDULE BOARD MEETING OF MAY 27, 2020

When the Board fixes the final budget an Ordinance modifying the fee schedule must be adopted to coincide with the fees approved in the Budget. Attached is Ordinance No. 209 reflecting the new fee schedule.

Highlights of the fees that have been changed, largely by COLA based on a CPI of 3.08% are as follows:

Assigned slip fees increased from \$8.15 to **\$8.40** per foot per month (below CPI).
Temporary slip fees increased from \$12.15 to **\$12.50** per foot per month (below CPI)
Transient slip fees remained **\$1.25** per foot per day.
Assigned-vessel pass-through Amenities fee increases from \$53 to **\$65** monthly resulting from high utility cost over the last fiscal year.
The monthly Liveaboard Fee was increased from \$155 per person to **\$160** per person.
Dry storage has increased \$5 per space to **\$95, \$105 and \$115** depending on size.

The fees charged are supposed to approximate the actual value of the services or (goods) provided; however in an effort to accommodate our slipholders, these fees in many cases are below the value of the services or (goods) provided.

Staff recommends that the Board adopt Ordinance No. 209 amending the District's Fee Schedule to reflect the new fees included in the 2020 - 2021 budget.

ORDINANCE NO. 209

AN ORDINANCE OF THE BOARD OF HARBOR COMMISSIONERS OF THE MOSS LANDING HARBOR DISTRICT AMENDING CHAPTER 20 – “FEES AND CHARGES” OF THE MOSS LANDING HARBOR DISTRICT ORDINANCE CODE

WHEREAS, District is proposing to amend Chapter 20 - “Fees and Charges” of the Moss Landing Harbor District Ordinance Code through the modification, elimination and addition of certain fees and charges;

WHEREAS, District has held open and noticed budget committee meetings allowing input on the proposed changes prior to the proposed date of adoption of this Ordinance and has received comments from Board Members.

THEREFORE, BE IT ORDAINED by the Board of Harbor Commissioners of the Moss Landing Harbor District as follows:

Chapter 20 of the Moss Landing Harbor District Ordinance Code, titled “Fees and Charges,” is hereby amended in the manner set forth in Exhibit “A,” attached hereto and by this reference incorporated herein. Although Exhibit A is set forth in the underline-strikeout format for ease of reference with respect to the changes made to the Code, the final version of the same shall be incorporated into the Code with struck-out items deleted and underlining removed.

This Ordinance was introduced and adopted at a regular meeting of the Moss Landing Harbor District Board of Harbor Commissioners on May 27, 2020 to become effective July 1, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Russ Jeffries, President
Board of Harbor Commissioners

Tommy Razzeca, Deputy Secretary
Board of Harbor Commissioners

Table 20.100 - District Fee Schedule
Revised July 1, 2019~~20~~

The fees and charges for services established by the Board under Section 20.100 of the Moss Landing Harbor District Ordinance Code for (A) berth rental fees, (B) District permits, and (C) services and equipment, are set forth below:

A) **Berth rental fees.** Berth rental fees for assigned, temporary, and transient berths, and for mooring in designated locations, are in the amounts set forth. Exceptions to assigned berth fees may be granted by the Board when the Board determines that conditions may warrant the suspension of the assigned berth charge or assessing a different charge against the government of the United States, or of any other nation, or otherwise is in the interest of public welfare.

1) Assigned Berth Permit Fees - Calculated on a monthly basis of \$ ~~8.15~~8.40/foot. All vessels holding an assigned berth permit will be billed on the basis of vessel length over-all, or berth length, whichever is the greater for the berth to which the vessel is assigned. This is irrespective of the actual berth held by the vessel. Persons having an Assigned Berth shall be entitled to the following discounts:

a) Annual Payment Discount - A discount of 3% off the regular fee for payment of one year in advance. All such annual fees are due on October 1st of each year.

Should an assigned berth permit be issued subsequent to October 1st of any year, and the permittee wishes to pay the slip fee annually, a discount of 3% off the regular fee will be applied for the remaining months thru the following September 30th.

Existing annual assigned berth permittees will be entitled to a 3% discount until all annual accounts expire on September 30th, 2008.

In the event the berthing permit is terminated prematurely the berthing fee shall be recalculated without the advance payment discount prior to issuing of any refund. This discount may not be taken in addition to the Quarterly Payment Discount.

b) Quarterly Payment Discount - A discount of 3% off the regular fee for payment of 3 months in advance. In the event the berthing permit is terminated prematurely the berthing fee shall be recalculated without advance payment discount prior to issuing of any refund. This discount may not be taken in addition to the Annual Payment Discount.

c) Commercial Vessel Discount - A discount of \$.50/foot for commercial vessels defined as follows provided the owner's account is paid current:

(i) Commercial Fishing Vessel - A vessel currently licensed by the California Department of Fish and Game for commercial fishing, and currently documented by the United States Coast Guard as a fishing vessel or licensed by a state, and having landing receipts dated not more than one year prior to the date of application for commercial discount. Application for commercial discount shall be made under penalty of perjury on forms provided by the District.

(ii) The \$5,000 landing receipt requirement is suspended during any closure of any given fishery for which the assigned slipholder has a valid permit and on which the slipholder has relied in the past to meet the provisions of this section. The suspension is valid until the fishery reopens, the slipholder allows the fishing permit to lapse, or for a period of two years, whichever first occurs. Nothing contained herein shall prohibit the District from discontinuing or reducing the discount at any time.

EXHIBIT A ORDINANCE 209

- (iii) Notwithstanding the foregoing, unless the vessel provides \$5,000 worth of landing receipts, no persons will be allowed to stay on board the vessel without a liveaboard permit applied for and issued in accordance with §6.110.
 - (iv) Commercial Passenger Vessel - A vessel currently documented by the United States Coast Guard for the carriage of passengers or licensed by a state, and having proof of commercial service in the form of receipts or IRS Form 1040, Schedule C or other such proof acceptable to the Harbormaster, and whose owner holds a current Facilities Use Permit issued by the Moss Landing Harbor District permitting the commercial use of the vessel in or from Moss Landing Harbor. Application for commercial discount shall be made under penalty of perjury on forms provided by the District.
 - (v) Other Commercial Vessel - A vessel currently documented by the United States Coast Guard or licensed by a state, and having proof of commercial status acceptable to the Harbormaster, and whose owner holds a current Facilities Use Permit issued by the Moss Landing Harbor District permitting the commercial use of the vessel in or from Moss Landing Harbor. Application for commercial discount shall be made under penalty of perjury on forms provided by the District.
- d) Offloading Commercial Vessel Discount – a discounted berth fee of 50¢/foot per day will be charged to commercial vessels that are not subject to an existing berthing agreement with Moss Landing Harbor that offload fish in an established commercial fish offloading facility in the Harbor, subject to providing a landing receipt for such service to the Harbor upon check-in. Such discounted fee shall be in effect for a maximum of 48 hours. Thereafter, the vessel shall be subject to standard berthing fees established by the District’s fee schedule.
- e) Traveling Vessel Discount - A discount of \$1.00/foot for each full calendar month that the vessel is away from Moss Landing Harbor. This discount may only be taken if the owner or operator of the vessel notifies the harbor office on or before the 1st day of the month that the vessel will be absent for the month following.
Except as otherwise provided for in this section the definition of "Commercial Vessel" contained in Section 2.200 remains in effect.
- 2) Temporary Berth Permit Fees - Calculated on a monthly basis of \$ ~~12.15~~12.50/foot. All vessels holding a temporary berth permit will be billed on the basis of the berth size appropriate to the length of their vessel over-all. Fees apply whether vessel is side-tied, end-tied, in a berth or rafted. Fees apply whether or not vessel has access to utilities. Persons having a temporary berth shall be entitled to the following discount:
- a) Quarterly Payment Discount - A discount of 3% off the regular fee for payment of 3 months in advance. In the event the berthing permit is terminated prematurely the berthing fee shall be recalculated without advance payment discount prior to issuing of any refund.
- 3) Transient Berth Permit Fees - Calculated on a daily basis of \$1.25/foot. All vessels holding a transient berth permit will be billed on the basis of boat length over-all. Fees apply whether vessel is side-tied, end-tied, in a berth or rafted. Fees apply whether or not vessel has access to utilities. The minimum daily fee shall be \$10.00. No discounts.
- 4) Multi-Hull Permit Fees – Unless occupying only a single berth, catamaran type vessels shall pay 150% of the applicable berthing fees for a vessel of its length, or length of its berth, as applicable and trimaran type vessels shall pay 200% of the applicable berthing fee for a vessel of its length, or length of its berth, as applicable.

EXHIBIT A ORDINANCE 209

- 5) In addition to berth rental fees specified above all Assigned Berth Permittees vessels utilizing District owned or operated facilities shall be charged an AMENITY FEE in the amount of ~~\$53.00~~ \$65.00 per month. The AMENITY FEE shall be billed on a monthly basis only without adjustment. Failure to pay in accordance with your berthing agreement will result in disconnection of power to your vessel.
 - 6) Liveaboard Fee: Liveaboards, as defined by §6.110 shall pay a fee of ~~\$155.00~~ 160.00 per person per month.
 - 7) Pet Fee: Any berther or regular visitor of the Harbor District or regular visitor of a berther who brings a pet onto District property shall pay a monthly fee of \$5.00 per pet.
- B) **District permits.** Permit application fees and permit fees are in the amounts set forth below. Applications for construction permits, rental business permits, short-term facilities use permit, and special activities use permits shall be accompanied by the CEQA review deposit described in paragraph C of this Table 20.100.

Permit	Application Fee	Permit Fee
Construction Permit	Actual cost to District. Payable per application form. CEQA review fee is also required.	None. Lease or License may be required as condition of permit.
Access/Use Permit Trailered Vessels, Includes 12 hours Parking		Daily Permit - \$18.00 20.00 per In and Out. Annual Permit - \$180.00 200.00 per calendar year. Vessels – Launch Only; \$12.00 14.00
Access/Use Permit PWC and Kayaks only; Includes 12 hours Parking		\$12.00 15.00 per day (Vehicle + a PWC/Kayak) \$150.00 per calendar year. Additional PWC/ Kayak – Launch Access Only; \$7 9.00 Annual Launch Access Only - \$72 90.00
Parking Permit Assigned vessel receives one "free" Assigned Parking Permit unless owner has Handicap Placard or sticker which is automatically free.	None	Temporary and Transient Vessels and other persons having business in the Harbor or parking for any additional liveaboard - \$100.00 per month. Daily Parking \$8.00; \$15.00/24 hrs. Boat Trailer Parking overnight in certain areas as designated by General Manager - \$10.00
Living Aboard Permit Required By All Assigned Vessels With One or More Persons Living Aboard Except Commercial Fishing Vessels, Transient Vessels	\$250.00 – One time application processing fee	\$155 -160.00 per person per month.
Recreational Vehicle Park (Only available through District if commercial RV	None.	Self-contained vehicles only on unimproved site. \$50.00 per night. Failure to pay will result in removal of vehicle at owner's expense.

EXHIBIT A ORDINANCE 209

Park is full)		
Amenity Fee		\$53.00 \$65.00per month
Facilities Use Permit, including Peddlers with Principal Place of Business offsite	\$250.00 application fee \$50 annual renewal Fee if no changes plus appropriate CEQA review fee if use is not exempt from CEQA.	\$250.00 per year issuance fee. Lease or license may be required as a condition of permit.
Special Activities Use Permit	\$250.00 application fee plus appropriate CEQA review fee if use is not exempt from CEQA.	\$250.00 issuance fee
Pet Permit		\$5.00 per month per pet.

C) **District services and equipment.** Persons utilizing the below-described District services and equipment shall pay the fee shown below. Persons utilizing other District services required by this Code shall pay the amount of expenses actually incurred by the District to provide the service. Examples include but are not limited to the expense under Section 6.120.B.2 of a surveyor to determine a vessel unseaworthy, the District’s costs and expenses under Section 14.150.C for refuse removal. Use of District equipment shall be in the discretion of the General Manager and persons utilizing such equipment will be required to execute a written waiver of liability in advance of such use.

Service/Equipment	Fee
Pass-through credit card transaction fee	\$7.00 per transaction added to all payments made to District using Master Charge or Visa.
Appeal to the Board (Sec. 24.100)	\$25.00 filing fee
Berth Exchange Between Two Assigned Berth Holders (Sections 6.024 and 6.026)	\$25.00 processing fee for berth exchange between two assigned berth holders to be split between applicants.
Berth Rental Security Deposit (assigned berth) (Section 6.022.B.1.a.)	\$500.00
Assigned Slip and Liveaboard Waiting List per §6.050.C.1 and (E) The \$75 assigned slip wait list application fee shall be waived in the event slips in the size category required are available immediately. Notwithstanding the foregoing fee waiver, the applicant will be required to complete the wait list application for administrative and documentary tracking purposes.	\$75.00 waiting list fee payable annually in January. An assigned vessel that intends to be away for one year or greater may give up its berth and be assigned to the highest position on the waiting list by payment of an annual fee equal to one month's berthing fee in advance and without discount. In the case of multiple vessels utilizing this provision Section 6.050(B) shall apply.

EXHIBIT A ORDINANCE 209

Service/Equipment	Fee
CEQA Review - Sections 20.240 and 22.220	\$75.00 deposit for project application subject to review by General Manager. \$500 deposit for project application subject to review by Board. Additional fees in amount actually incurred by the District for consultant, studies, public notices, etc. (See Section 20.240.)
Copies of Code Amendments – §1.200(B)(9) & Copies of Public Records – §20.210	\$1.00 for first page, \$0.15 for each additional page. Fees waived for official distribution copies per Ordinance Code.
Dry Storage Space Rental – Section 12.300	<p>Palletized or Unitized storage of materials or gear.</p> <p>Loose gear or materials must be secured on pallets and stacked not more than 8 feet high. Vehicles including boats on trailers; current registration required. Inoperable vehicle registration or immobile vehicles not allowed.</p> <p>10' X 20' = \$90 95.00 10' X 30' = \$100 105.00 10' X 40' = \$110 115.00</p>
Dry Storage Space – North Harbor	<p>Boats on trailers only; current registration required</p> <p>10' X 20' = \$140.00 10' X 30' = \$160.00 10' X 40' = \$ 180.00</p>
Small Barge	\$115.00 per hour or fraction thereof for equipment and 1 employee, 1 hour minimum.
Skiff	\$150.00 per hour or fraction thereof for equipment and 1 employee, 1 hour minimum.
Forklift	\$75.00 per hour or fraction thereof including 1 employee, 1 hour minimum.
Truck	\$200.00 per hour or fraction thereof for equipment and 2 employees, 1 hour minimum.
Floating Barge/Crane (Requires skiff at separate skiff fee)	\$200.00 per hour or fraction thereof for equipment and 2 employees (skiff separate), 1 hour minimum.
Miscellaneous Equipment	As determined by the General Manager.
Pumpout	\$200.00 per hour or fraction thereof for 1 pump and 1 employee; \$100.00 per hour or fraction thereof for each additional pump with employee, 1 hour minimum.
Refloating of Sunken Vessel	The greater of \$800 or actual costs.
Towing Outside the Harbor (for non-emergency in Elkhorn Slough)	\$250.00 per hour or fraction thereof for one boat and two employees. Time begins when boat leaves berth. Time ends when boat returns to berth. 2 hour minimum.
Towing Within the Harbor	\$150.00 one way - includes 1 boat and two employees. \$100.00 per hour for each additional boat with employee, 1 hour minimum.

EXHIBIT A ORDINANCE 209

Service/Equipment	Fee
District Vehicle	\$75.00 per hour or fraction thereof for vehicle and 1 employee, 1 hour minimum.
District Personnel	\$70.00 per hour or fraction thereof per employee during normal business hours; \$100.00 per overtime hour or fraction thereof per employee, 1 hour minimum.
Phone Installation	\$90.00 flat fee (installation only, any repairs refer above to District personnel for hourly rate)
Inoperable Vessel Mooring Surcharge - Sec. 6.120.C	\$175.00 per month until the vessel is made operable, or is removed from the Harbor, pro-rated for periods less than 1 month. Surcharge begins at the expiration of the 30-day period.
Key Issuance	<p>Metal keys - \$25.00 per key deposit. Deposit will be forfeited if key not returned within 60 days of departure.</p> <p>Magnetic keys - \$10 per key purchase price. District may repurchase in its discretion in an amount based on condition.</p> <p>Magnetic key fobs - \$12 per fob purchase price. District may repurchase in its discretion in an amount based on condition.</p>
Returned Check, Non-Sufficient Funds	\$25.00 per check.
Late Payment Handling Charge - Section 20.010(C)(2)	\$30.00 per occurrence on balances of \$90.00 or more.
Mailed Notices - Chapter 24.200 A) 2) a) (ii)	\$5.00 per individual notice; Fees waived for official distribution required by Brown Act, or to other agencies, or committee members.



BOARD OF COMMISSIONERS
Russell Jeffries
Tony Leonardini
Vincent Ferrante
James Goulart
Liz Soto

7881 SANDHOLDT ROAD
MOSS LANDING, CA 95039

TELEPHONE – 831.633.2461
FACSIMILE – 831.633.1201

GENERAL MANAGER/HARBOR MASTER
Tom Razzeca

STAFF REPORT

ITEM NUMBER 21 – CONSIDER AUTHORIZING EXECUTION OF AMENDMENT 11 TO FUNDING AGREEMENT WITH THE COUNTY RE MLCP EIR BOARD MEETING OF MAY 27, 2020

The District received an email from the Monterey County Resource Management Agency stating that the EIR for the Moss Landing Community Plan EIR needs additional funding.

All participants, of which the Harbor District is one, have been requested to agree to **the County** paying additional funds toward the cost of the EIR. There would be no additional financial impact to the District by this amendment. All parties will be provided copies of the signatures in a formal amendment to the agreement reflecting this additional funding for their records.

Because the Plan and the EIR will be useful to the Harbor District, and because there is no additional financial impact to the District, staff recommends that the Board authorize the Board President and Deputy Secretary to execute the amendment



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GENERAL MANAGER/HARBOR MASTER
Tom Razzeca

STAFF REPORT

ITEM NUMBER 22 – CONSIDER RESOLUTION 20-07 CALLING AN ELECTION BOARD MEETING OF MAY 27, 2020

Pursuant to Sections 10509 et. Seq. of the Elections Code, the Commissioners of the Moss Landing Harbor District must (1) call the election to be held on November 3, 2020 for the purpose of electing successors to the terms of office which will expire in January 2021; (2) pursuant to Section 13307 of the Elections Code, the Board needs to determine who will pay the cost of the candidate's statement and to fix the maximum number of words to be submitted; (3) the Board should consider authorizing the General Manager to execute the attached Service Agreement to reimburse the Elections Department approximately \$800,000 (Estimated \$6-\$8 per voter) to perform services relating to the election pursuant to §10002 of the Elections Code .

There will be a total of two (2) offices within the District to be filled at the November 2020 election for 4-year terms that will expire in January 2025, which are now filled by the following Board Members:

The Honorable Russell Jeffries

The Honorable Liz Soto

As in previous elections, it is recommended that the candidates pay the cost of the candidate's statement and that the statement not exceed 200 words in length.

After considering the Service Agreement mentioned in (3) above, Staff recommends the Board adopt Resolution No. 20-07 ordering the November 3, 2020 District Election.

RESOLUTION 20-07

A RESOLUTION OF THE BOARD OF HARBOR COMMISSIONERS OF THE MOSS LANDING HARBOR DISTRICT ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION, AND REQUESTING CONSOLIDATION OF THE ELECTION TO BE HELD ON NOVEMBER 3, 2020

* * * * *

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the district shall specify the services requested; and

WHEREAS, pursuant to Elections Code Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies, or officer or officers, calling the election; and

WHEREAS, pursuant to Elections Code Section 10400, such election for cities and special districts may be either completely or partially consolidated; and

WHEREAS, pursuant to elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation; and

WHEREAS, pursuant to Elections Code Section 13307, whenever an election called by a district, city or other political subdivision that has offices to be filled, it is required to fix and determine the number of words that a candidate may submit on the candidate's statement to be either 200 or 400 words and to determine if the candidate or the political subdivision will pay the cost of the statement, and

WHEREAS, Elections Code Section 15651 requires the city or district to determine the means and manner in which a tie vote is to be resolved in the event that two or more persons receive an equal number of votes and the highest number of votes ("tie votes") for an office to be voted upon, and

WHEREAS, the resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election; and

WHEREAS, various district, county, state and other political subdivision elections may be or have been called to be held on November 3, 2020.

NOW THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Harbor Commissioners of the Moss Landing Harbor District hereby orders an election be called and consolidated with any and all elections also called to be held on November 3, 2020 insofar as said elections are to be held in the same territory or in territory that is in part the same as the territory of the Moss Landing Harbor District and requests the Board of Supervisors of the County of Monterey to order such consolidation under Elections Code Section 10401 and 10403; and

1. Pursuant to Section 13307 of the Elections Code, the District has resolved that the candidates will pay the cost of the candidate's statement. Said statement shall not exceed 200 words in length; and
2. The candidate shall submit payment to the Elections Department upon submission of the Candidate's statement.
3. That said governing body hereby requests the Board of Supervisors to permit the Monterey County Elections Department to provide any and all services necessary for conducting the election and agrees to pay for said services; and
4. That the Monterey County Elections Department conduct the election for the purpose of electing two (2) Members to the Moss Landing Harbor District Governing Board on the November 3, 2020 ballot:

SEAT	OFFICE	TERM
Russell Jeffries	Commissioner	4 Years Expiring January 2025
Liz Soto	Commissioner	4 Years Expiring January 2025

5. That tie votes shall be determined by Lot

* * * * *

CERTIFICATION

Resolution 20-07 was duly adopted by the Board of Commissioners of the Moss Landing Harbor District at a duly noticed meeting of the Board held on the 27th day of May, 2020, a quorum present and acting throughout, by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Russ Jeffries, President
Board of Harbor Commissioners

ATTEST:

Tommy Razzeca, Deputy Secretary
Board of Harbor Commissioners

MONTEREY COUNTY ELECTIONS



1441 Schilling Place-North Building
Salinas, CA 93901

PO Box 4400
Salinas, CA 93912

831-796-1499 Phone
831-755-5485 Fax

www.MontereyCountyElections.us

elections@co.monterey.ca.us

Claudio Valenzuela
Registrar of Voters

Gina Martinez
Assistant Registrar of Voters

March 12, 2020

Moss Landing Harbor District
Attention: Tommy Razzeca, General Manager
7881 Sandholt Road
Moss Landing, CA 95039

RE: DOCUMENTS REQUIRED FOR NOVEMBER 3, 2020 – PRESIDENTIAL GENERAL ELECTION

In preparation for the November 3, 2020 Presidential General Election, please review the information below in completing and submitting required documents:

Required documents:

Deadline	Document	Notes
July 1, 2020 (125 days before the election)	Notice of Election	EC §§§10509, 10522, 10524
July 1, 2020 (125 days before the election)	Statement of Election Facts	Form enclosed
July 1, 2020 (125 days before the election)	District map showing boundaries and, if applicable, divisions	EC §10522 A map is required even if no changes have been made
August 7, 2020 (89 days before the election)	Adopted Resolution and Service Agreement	Resolution checklist enclosed Resolution sample enclosed*

*If you need a sample resolution for a measure, please contact our office.

Estimated Costs

To help your district budget for this election, we have estimated the cost to be \$6.00 to \$8.00 per registered voter. Per Elections Code §10002, the district shall reimburse the county in full for the election services performed. According to our records, the offices up for election include: (2) Harbor Commissioners - 4yr term.

Candidates will file their candidate nomination documents at 1441 Schilling Place -- North Building, Salinas, CA 93901. The Candidate Statement of Qualifications and fees are due at the time of filing.

Please feel free to contact me for more information at cedilloj@co.monterey.ca.us or (831) 796-1486.

Sincerely,


Jessica Cedillo
Elections Program Manager
Enclosures

SERVICE AGREEMENT FOR THE PROVISION OF ELECTION
SERVICES BETWEEN MOSS LANDING HARBOR DISTRICT AND
MONTEREY COUNTY REGISTRAR OF VOTERS

NOVEMBER 3, 2020

This Agreement, entered into this _____ day of _____ 2020, by and between MOSS LANDING HARBOR DISTRICT and Monterey County Registrar of Voters (hereinafter referred to as Registrar of Voters);

WHEREAS, it is necessary and desirable that the Registrar of Voters be retained for the purpose of conducting an election hereinafter described for the MOSS LANDING HARBOR DISTRICT (hereinafter referred to as the District);

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

SERVICES TO BE PERFORMED BY THE DISTRICT:

- 1) No later than the 88th day prior to the election the District shall submit a board approved resolution which requests the Registrar of Voters for Monterey County to conduct an election for the District on **NOVEMBER 3, 2020**, and requesting election related services of the Registrar of Voters.
- 2) The District shall submit to the Registrar of Voters in writing the exact number of offices to be voted on and/or the exact ballot wording to be voted by no later than the 88th day prior to the election, or by the 83rd day prior to the election if Elections Code §§ 10225, 10229, and 10407 are applicable.
- 3) The District shall prepare and deliver to the Registrar of Voters the Voter Guide information containing, as applicable, the ballot measure and tax rate statements. The last day for the submission of primary arguments (300 words) and impartial analysis shall be no later than **AUGUST 13, 2020**. The last day for the submission of rebuttal arguments (250 words) is **AUGUST 20, 2020**.

- 4) The District shall be responsible for reviewing and approving the language of the sample ballot and official ballot wording for candidates and measures.

SERVICES TO BE PERFORMED BY REGISTRAR OF VOTERS:

- 1) The Registrar of Voters shall publish the Notice of Election and the Notice to File Declarations of Candidacy for the District offices to be voted on, and/or the Notice to File Arguments for or against any measure.
- 2) The Registrar of Voters shall select and contract with the sample and official ballot printer(s) on behalf of the District.
- 3) The Registrar of Voters shall prepare and deliver to the printer the official ballot information.
- 4) The Registrar of Voters shall issue, receive and process all ballots on behalf of the District matters.
- 5) The Registrar of Voters shall procure all necessary and appropriate polling place locations, hire polling place workers, and conduct the election in accordance with all applicable state, federal and local laws.
- 6) The Registrar of Voters shall prepare a Canvass of Votes Cast and submit a Certificate of Registrar of Voters to the District regarding the District matters.
- 7) The Registrar of Voters shall conduct other various and miscellaneous election activities as required including but not limited to all those required as the District's Election Official other than those described under "Services to be Performed by the District".

TERMS:

This Agreement shall be in effect for the performance of all services incident to the preparation and conduct of the election to be held on **NOVEMBER 3, 2020**.

The parties will use best efforts to perform services herein. However, in the event the Registrar of Voters is unable to perform services required under this Agreement that are beyond his control, including an employee strike, vendor conditions, natural disasters, war, or other similar conditions, the Registrar of Voters will be relieved of all obligations under this Agreement. The Registrar will provide reasonable notice, if practical, of any conditions beyond his control, including notice at least 60 days prior to **NOVEMBER 3, 2020** of vendor conditions affecting the election services. In the event a vendor does not perform, the Registrar will attempt to obtain substitute services.

CONSIDERATION:

In consideration of the performance of services and supplies provided by the Registrar of Voters, the District shall pay to the Registrar of Voters a sum equal to the actual cost of such services, expenses, and supplies related to the work performed on behalf of District. In the event that this Agreement is terminated prematurely, the District shall pay to the Registrar a sum equal to the actual cost of such services performed or supplies/expenses incurred as of the effective date of the termination.

The District shall make payment within 30 days of receipt of invoice from Registrar of Voters.

DISTRICT:

Signature: _____ Date: _____

Print Name: _____

Title: _____

COUNTY:

Signature: _____ Date: _____

Print Name: _____

Title: _____

STATEMENT OF ELECTION FACTS

FULL LEGAL NAME OF DISTRICT AS IT SHOULD APPEAR ON ALL ELECTION DOCUMENTS:

MAIL SHOULD BE ADDRESSED TO: _____ TITLE: _____

MAILING ADDRESS: _____ TELEPHONE: _____

FAX: _____ E-MAIL: _____ WEBSITE: _____

MEMBERS OF THE GOVERNING BOARD

NAME	ADDRESS	DISTRICT WARD OR TRUSTEE (if applicable)	Member was elected by: 1) ELECTED/AIL* OR 2) APPOINTED TO FILL A VACANCY	YEAR Term ends	Full-term = 4yrs OR Short-term = 2yrs	IF THE MEMBER WAS APPOINTED BY THE BOARD TO FILL A VACANCY, WHO DID THIS MEMBER REPLACE?

*AIL= Appointed-in-lieu of Election (filed for office and didn't go on the ballot)

Name of the Presiding Officer: _____
Print Name

Name of the Secretary: _____
Print Name

Check the box which applies to your district:

The District boundaries have changed since the last election. Enclosed is a new map to reflect those changes.

I declare that there have been no boundary changes since the _____ election.
Election Date

The limitation on the number of words in a candidate statement will be: 200 words 400 words

The entity charged for the candidate statement sent to each voter will be the: District Candidate

In case of a tie vote, the winner will be determined by: Lot Runoff election

 Signature of Presiding Officer

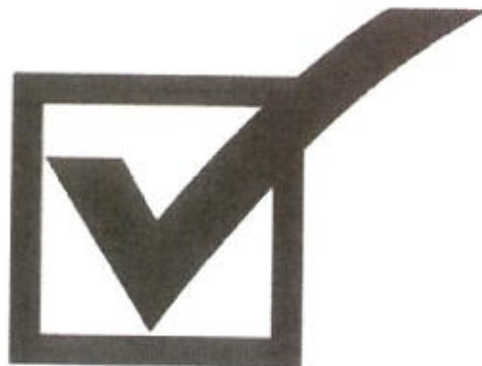
 Date

SPECIAL DISTRICT NAME: Moss Landing Harbor District

RESOLUTION CHECKLIST FOR: November 3, 2020

This checklist is a guideline for resolutions submitted by districts to consolidate board member elections. There is a separate checklist for resolutions calling for measures.

- Order the election
- Request that Monterey County Elections conduct the election
- Request the date on which the election is to be held
- Specify the number of seats up for election
- Request to permit Monterey County Elections Department to provide any and all services necessary for conducting the election
- Specify word count on the candidate statement per Elections Code §13307
- Specify whether the District or candidate will pay for the candidate statement per Elections Code §13307
- Request that the election be consolidated with any other jurisdiction within Monterey County holding an election on the same day per Elections Code § 10400
- Specify that the district will reimburse the Elections Department in full for the services performed upon presentation of a bill to the district per Elections Code §10002
- Indicate how tie votes will be resolved
- Indicate how tie votes shall be determined by





BOARD OF COMMISSIONERS
 Russell Jeffries
 Tony Leonardini
 Vincent Ferrante
 James Goulart
 Liz Soto

7881 SANDHOLDT ROAD
 MOSS LANDING, CA 95039

TELEPHONE – 831.633.2461
 FACSIMILE – 831.633.1201

GENERAL MANAGER/HARBOR MASTER
 Tom Razzeca

STAFF REPORT

**ITEM NUMBER 23 – CONSIDER INSURANCE RENEWAL PROPOSAL AND PREMIUM FINANCING PROPOSAL
 BOARD MEETING OF MAY 27, 2020**

The District’s marine liability and other insurance coverage annual premium quote for the FY 2020-2021 from Lockton is **\$173,535.68** plus Public Officials Liability of **\$14,638.18** for a combined total quote of **\$184,702.54**. This is only \$3,471.32 higher than last year and represents an increase of less than to 2%.

The Districts Public Liability premium of \$14,638.18 would be paid in one lump sum payment for the year and the District could choose to do the same for the remaining \$173,535.68 thereby saving finance charges of \$3,322.65, or we can finance the payment of the premium. The financing option is:

Company	Terms	Down Payment	Monthly Payment	Finance Charge	Rate
Premium Assignment	10 payments	\$53,205.53	\$12,365.30	\$3,322.65	5.98%

Staff recommends that the Board accept the Insurance Renewal Proposal and approve the financing option above, authorize the General Manager to execute the agreement for same and authorize payment in accordance with the proposal.