



October 11, 2021

Dear Carla,

The Noyo Harbor Commission wishes to express our appreciation for your outstanding service as the Interim Harbormaster, Assistant Harbormaster, and Secretary and Treasurer to the Commission. The last couple of years were pretty traumatic on a number of levels for everyone and we understand your decision to seek a new position.

We do, however, need to have a professional pass off between you and the new Harbormaster, Anna Neumann. You have a lot of history and information regarding grants, payroll taxes, website, files, annual audits, files, passwords and numerous other things. We propose that the District hire you as a contract employee for a period of 40 hours or less to complete the transfer of information. The hourly rate of pay would be \$24. If you agree we will ask Jim Jackson to draft a contract agreement. Please let Jim Hurst know if and when you are available.

Carla, your new position with Harvest Market as the Human Resources Manager sounds exciting and we wish you the very best.

Respectfully

Jim Hurst,

Dan Platt

Richard Shoemaker

Michelle Norvell,

Doug Albin