



Jim Hurst Doug Albin Michelle Norvell Carla Slaven
Chairman Commissioner Commissioner Secretary/Treasure

The Noyo Harbor Commission met in regular session on December 10, 2020 via video conference. The meeting was called to order at 6:04 pm. Present were Commissioners Hurst, Norvell and Albin. Commissioner Hurst chaired the meeting. Pledge of Allegiance was recited.

MINUTES:

A motion was made by Commissioner Norvell and seconded by Chairman Hurst to approve the minutes for the October 22,2020 regular meeting. Approved 3-0

A motion was made by Commissioner Albin and seconded by Commissioner Norvell to approve the minutes for the October 30,2020 special meeting. Approved 3-0

A motion was made by Commissioner Norvell and seconded by Commissioner Albin to approve the minutes for the November 19,2020 regular meeting. Approved 3-0

TREASURER'S REPORT:

November 2020: Staff, Tomessa DeVita, reported total cash receipts in the amount of \$ 51,043.63 and disbursements in the amount of \$ 35,577.83. A motion was made by Commissioner Norvell and seconded by Commissioner Albin to approve the treasurers report. Approved 3-0.

PUBLIC COMMENT:

CORRESPONDENCE:

Chairman Hurst requested to add an item to the agenda, District Office, regarding an employee temporary pay rate increase. Agreed upon 3-0.

CONDUCT OF BUSINESS:

1. Chairman Hurst presented the review and discussion on the lease for boat works yard (known as the "Van Peer" boat work yard area (approximately 12,000sq ft.) with business owner, Justin Sanders, conducting business as Sanders Metal Works. Board agreed to some basic terms for a 3-year renewable lease and attorney, Jim Jackson, will draw up the final agreement. Commissioner Norvell motioned for Chairman Hurst to enter into the finalized lease agreement with Sanders Metal Works on the terms and conditions contained in Chairman Hurst's memo dated December 9,2020. Seconded by Commissioner Albin. Approved 3-0.
2. Review, discussion, and possible approval of Resolution #197 to authorize Chairman Jim Hurst to sign as authorized representative and designate Assistant Harbormaster, Carla Slaven, as program administrator for DBW Save 2020/2021 Grant for surrendered and abandoned vessels. A motion was made by Commissioner Norvell and seconded by Commissioner Albin to approve the authorization. Approved 3-0.
3. Discussion and possible action of creation of Special Joint Committee for implementation of Sustainability Plan. Discussion and possible action for request for qualifications for professional assistance for sustainability plan implementation. Board discussed no action required. Commissioner Albin agrees with union of agencies. Commissioner Norvell recommends district submit application for grant funding for things such as: future disaster preparedness, financial assistance with executing the sustainability plan, and retrofitting outdated docks. She will inquire further into this idea. Chairman Hurst agreed to draft a request for qualifications for a professional assistant to staff the sustainability plan implantation.

STAFF REPORTS AND RECOMMENDATIONS:

DISTRICT OFFICE:

1. A staff report was provided regarding the present status of the High Dock no finalized date set for opening.
2. Chairman Hurst requested to add an item to the agenda regarding an employee temporary pay rate increase. Employee, Jay Koski, has taken on the temporary responsibility of on call/emergency phone duty for the NHD; until the position is permanently filled. The rate increase proposed at \$3 dollars per hour, approximately 40 hours per week. Commissioner Norvell suggested for the future a employees' pay be set at a flat rate of 5% increase of pay for temporary job duties. A motion was made by Commissioner Albin and seconded by Commissioner Norvell to approve the \$3 per hour rate increase. Approved 3-0.

ATTORNEY REPORT:

Vegetation Management CDP. Jim Jackson reported, Sarah Huff dba Dark Gulch Environmental Consulting, was no longer executing the process of the grant. The application was completed, submitted, and in review. He does not believe a project manager is necessary currently.

MATTERS FROM THE COMMISSIONERS:

Commissioner Norvell suggested that a grand opening for the High Dock be considered for the future. Commented that the NHD has two empty seats on the board and encouraged the community to put in an application.

There was discussion of the need to hire a harbormaster, as well as create an updated job description/job duty for the open position. Board decided to postpone the current discussion on this subject until the NHD has a meeting with a full (complete positions filled) commission and an opportunity to speak with current staff on any recommendations they may have.

ADJOURNMENT:

A motion was made by Chairman Hurst and seconded by Commissioner Norvell to adjourn the meeting. Approved 3-0

The meeting was adjourned at 7:23pm to the next regular meeting of Thursday January 14, 2021.