



Joe Caito Chairman	Jim Hurst Commissioner	Bill Forkner Commissioner	Steve Bradley Commissioner	Michelle Norvell Commissioner	Carla Slaven Secretary/Treasurer	Bill Sanborn Harbormaster
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The Noyo Harbor Commission met in regular session on May 9, 2019 at Town Hall. The meeting was called to order at 2:05 pm. Present were Commissioners Caito, Bradley and Norvell. Commissioners Hurst and Forkner were absent.

**MINUTES:** A motion was made by Commissioner Bradley and seconded by Commissioner Norvell to approve the minutes from the April 11, 2019 regular meeting.

Ayes: Caito, Bradley, Norvell

Noes: None

Abstentions: None

Absent: Hurst, Forkner

The Commission was unable to approve the Minutes for the Special meeting on April 25, 2019 due to not having a Quorum, Commissioner Bradley was not present for the Special meeting and would need to abstain. The minutes will be on the Agenda for the regular meeting on June 9, 2019.

**TREASURER'S REPORT:**

Staff reported cash receipts in the amount of \$193,768.60 and disbursements in the amount of \$260,592.69 for April 2019. A motion was made by Commissioner Bradley and seconded by Commissioner Norvell to approve the Treasurer's Report.

Ayes: Caito, Bradley, Norvell

Noes: None

Abstentions: None

Absent: Hurst, Forkner

**PUBLIC COMMENT ON NON-AGENDA ITEMS:**

Sarah Huff presented a letter written to the Department of Boating and waterways regarding the hardship the hold on grant funds is causing on the Off Highway Vehicle organization and requested that the Noyo Harbor Commission sign the letter jointly with the OHV since the Noyo Harbor District is also affected by the hold on funds for the SAVE grants which help the District pay to remove sunken vessels.

A motion was made by Commissioner Norvell and seconded by Commissioner Bradley to amend the agenda, with the addition of the request for the Noyo Harbor District to discuss and possibly approve The Noyo Harbor District to sign the letter with the OHV organization.

Ayes: Caito, Bradley, Norvell

Noes: None

Abstentions: None

Absent: Hurst, Forkner

The Commission discussed the letter to Department of Boating and Waterways and feel that this may help with the hold on funds on our two SAVE grants.

A motion was made made by Commissioner Norvell and seconded by Commissioner Bradley authorizing Chairman Caito to execute letter including the names of the Noyo Harbor Commissioners.

Ayes: Caito, Bradley, Norvell

Noes: None

Abstentions: None

Absent: Hurst, Forkner

**CONDUCT OF BUSINESS:**

**SUSTAINABILITY PLAN:**

George Williamson with Planwest Partners talked about the implementation of the Community Sustainability Plan and He recommends that we form an ADHOC committee.

Commissioner Norvell would like to be on this committee. We will discuss at the June meeting to form this committee which should consist of two Commissioners, One Stakeholder and One Staff.

Mr. Williamson also suggested exploring partnerships with Non- Profits, City, County, Army Corps.

Commissioner Norvell asked about the wording on #2 of the CSP under "Capital Improvement", the Commission discussed the wording and Sarah Huff gave a public comment on the discussion, the correct wording should be Support upgraded Flake Ice and Cold Storage Facilities.

**SALMON BBQ LETTER OF REQUEST FOR USE OF GRADER PARK:**

The Salmon Restoration Association submitted a letter of request for the use of Grader park for the annual Salmon BBQ. The Commission discussed the fee which will be charged for this event.

**Public Comment:** Sarah Huff talked about how the CA state parks charges for events is \$1.00 per ticket sold.

A motion was made by Commissioner Norvell and seconded by Chairman Caito to approve the Salmon Restoration Association to use Grader park for the Annual Salmon BBQ. Based on the estimate of 2000 people an assessment of \$1.00 per ticket will be charged. Must provide insurance, restrooms, garbage disposal, transportation, safety and security for the event.

Ayes: Caito, Bradley, Norvell

Noes: None

Abstentions: None

Absent: Hurst, Forkner

**DISCUSS THE REMOVAL OF F/V TANGO:**

Dan Platt of Dan's Diving Service gave an estimate of 2 hours @ \$85.00 per hour for him to raise the F/V Tango and gave a verbal estimate from Melvin Pyorre in the amount of \$3500.00 which would be for supplying the equipment and pulling the boat up to Abernathy's property. The scrap metal collectors will dispose of the vessel.

Commissioner Bradley brought up the fact that The District always ends up paying for everyone else's problems and People are not taking any responsibility for their own property.

Chairman Caito suggested that we hold off on removing anymore of the Abernathy boats until we have the SAVE Grants available to help pay for the removal/disposal of these vessels.

**F/V VIRGINIA:**

Dan Platt with Dan's Diving Service and Melvin Pyorre removed the F/V Virginia and we are awaiting response from CA Department of Fish and Wildlife regarding permits that are assigned to this vessel. The District may be able to lien the permits to recoup monies spent for the removal of this vessel. We will not dispose of this vessel until we hear from CA Department of Fish and Wildlife.

**STAFF REPORTS AND RECOMMENDATIONS:**

**District Office:**

**Update on Ribbon Cutting for Boat Launch Facility:** Bill Sanborn, Harbormaster gave an update on the ribbon cutting for the Boat Launch Facility that took place on April 25, 2019. The Launch ramp is open, we have had positive feedback from the Community.

**UPDATE ON PARKING LOT BETWEEN EPIC GRAPHICS AND DEPARTMENT OF FISH AND WILDLIFE:**

Bill Sanborn, Harbormaster gave a Staff recommendation for the Harbor District's property located between Epic Graphics and Department of Fish and Wildlife. John Schnaubelt had submitted a request to lease the property. Staff was directed to move forward with a contract with Mr. Schnaubelt with the annual rate of \$2,100.00. Commissioner Norvell recommended that Staff prepare the contract and present at the June meeting for approval.

**Public Comment:** Stacey Bradley asked the Commission why it needs to be presented at the June meeting. The Commission then decided to have Staff work with our Attorney, Jim Jackson to complete the Contract.

Commissioner Norvell would like a cost analysis on what the District is currently charging for storage and would like to know how much of the property between Epic Graphics and Department of Fish and Wildlife is being used for storage.

Commissioner Norvell recommends that we charge .66 cents per square foot.

**Public comment:** Bernie Norvell asked what the amount the Trawlers are charged for storage rent. Bill Sanborn answered his question, \$75.00 per month for 200 square feet.

**UPDATE ON GRANTS:**

Sarah Huff with Dark Gulch Consulting gave an update on the following grants:

1. Department of Boating and Waterways SAVE 17S Grant - \$106,200  
Grant status – still being audited with expectation to take several more months.

Preparation of reimbursement billing for San Juan removal includes direct costs of \$131,139.00. Charges of \$107,599.00 will be charged to this grant, with the difference of \$1,359 being used as match. Other match requirements are met through assistance provided by harbor district employees. Remaining grant funds – 0

2. Department of Boating and Waterways SAVE 18 Grant - \$250,000  
Grant status – still being audited with expectation to take several more months. Preparation of reimbursement billing with remaining San Juan charges of \$23,580.00 are charged to this grant.

Remaining balance of grant funds available - \$226,420.00

Costs associated with the removal of the Virginia as well as the vessels surrendered to the Harbor District by Pat Abernathy have been calculated to be approximately \$100,000 (including disposal). Once grant funds have been reinstated and outstanding charges have been reimbursed to the District, it is estimated that there will be approximately \$125,000. remaining. It is my recommendation that the District then institutes an active advertising campaign to encourage local residents to surrender vessels that are no longer seaworthy, up to the remaining grant balance. To ensure equity, all surrendered vessel owners should be required to pay the ten percent match to offset costs accrued by the Harbor District.

3. OES/FEMA Local Hazard Mitigation -\$286,443  
Grant status – in Environmental Review Status which is the final stage. Per email 4/5/19 with OES – Environmental Review almost complete. When Harbormaster Sanborn and I took part in the conference call with OES and FEMA in late October 2018, we were told that the process could take as long as six months.

4. Coastal Conservancy for Community Sustainability Plan - \$81,000  
Grant status – reimbursements in the amounts of \$35,295.05, \$11,982.00, \$14,002.34, \$8,665.12 and \$13,848.16 have been submitted with checks for \$33,350.30, \$10,783.80, \$13,302.22 and \$8,231.86 received by the District.

Remaining grant funds - \$0

The District is responsible for approximately \$50,000 in matching funds to complete this project. To date the District has expended \$2,792.67 of District funds to complete this project. All further fees charged by PlanWest Partners, Inc. will be the District's sole responsibility. However, all invoices and cancelled checks still need to be submitted to the Coastal Conservancy to provide documentation of the Harbors role in this project.

5. Sea Tow Loaner Life Jacket Program – Life jackets were received, and the District is working on getting the racks for them made.

**ATTORNEY:**

Attorney Jim Jackson will be preparing Bid documents for the High Dock.

**COMMITTEE REPORTS:** No Committee reports

**MATTERS FROM THE COMMISSIONERS:**

Commissioner Bradley talked about Commercial Fishermen working on nets and gear in the parking lot. It was decided that as long as it is not a busy time for the parking lot, and they check in with the District office prior to working in the parking lot it should be fine.

**Public comment:**

Bernie Norvell expressed his concerns and let the Commission know that working on nets/gear is not a regular thing that his crew needs to do in the parking lot.

**ADJOURNMENT:**

Meeting adjourned at 4:47 pm to the next regular meeting of June 13, 2019.