



Joe Caito      Jim Hurst      Bill Forkner      Steve Bradley      Michelle Norvell      Carla Slaven      Bill Sanborn  
Chairman      Commssioner      Commissioner      Commissioner      Commissioner      Secretary/Treasurer      Harbormaster

The Noyo Harbor Commission met in regular session on April 11, 2019 at Town Hall. The meeting was called to order at 2:03 pm. Present were Commissioners Caito, Hurst, Forkner, Bradley and Norvell.

**MINUTES:**

A motion was made by Commissioner Norvell and seconded by Commissioner Hurst to approve the minutes from the March 14, 2019 regular meeting with the addition of the approval of 2-13-19 Special meeting minutes.

Ayes: Caito, Hurst, Forkner, Bradley, Norvell

Noes: None

Abstentions: None

Absent: None

**TREASURER'S REPORT:**

Staff reported cash receipts in the amount of \$66,422.51 and disbursements in the amount of \$61,149.13. Commissioner Hurst asked about any outstanding boat launce reimbursements and Carla answered his question. A motion was made by Commissioner Hurst and seconded by Commissioner Forkner to approve the Treasurer's Report.

Ayes: Caito, Hurst, Forkner, Bradley, Norvell

Noes: None

Abstentions: None

Absent: None

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

Dan Platt of Dan's Diving Service stated that the release of liability forms are in place for all of the vessels at the Abernathy property. He reported the owner of the FV Virginia sold his salmon permit including the polls and gurdies that are still on the Virginia. Tourism is ramping up increasing marine traffic on Noyo River and the FV Virginia is blocking the channel and prioritized its removal. Dan spoke to Melvin's proposal to remove derelict boats at the Abernathy site, including the dumpsters the bid is \$58,000. Melvin's proposal was submitted to Carla. Commissioner Norvell asked if his prior cost estimate was still current, asked about insurance, scope of work, formal contract and a discussion ensued.

Pat Abernathy informed the Commissioners that she has no means to pay for the removal of the vessels, but she does have insurance on her property. Attorney Jackson recommended that we get all insurance policies involved to indemnify the District.

**CONDUCT OF BUSINESS:**

**SUSTAINABILITY PLAN**

George Williamson and Steve Hackett presented the draft copy of the Community Sustainability Plan to the Commission and reviewed the document and talked about next steps. George reported that there was a lot of positive feedback on the Commission from the community. George will reach out to staff to work with stakeholders to get feedback. Commissioner Norvell asked questions about the groundfish landings data, provided comments and recommendations and offered to provide Planwest with other data sets. Commissioner Hurst asked about having the steps to implement the Recommendations outlined in the CSP Steve addressed his questions.

*Public Comment*

Sarah Huff: The contract for funding with the Coastal Conservancy ends on June 30, 2019 and all final documentation will need to be submitted to them by that date.

A motion was made by Commissioner Hurst and seconded by Commissioner Forkner authorizing Planwest Partners to release the draft copy of the Sustainability Plan to the public for review and public comment.

Ayes: Caito, Hurst, Forkner, Bradley, Norvell

Noes: None

Abstentions: None

Absent: None

**ABERNATHY BOATS**

The Commission discussed removing F/V Virginia from the Abernathy property, the vessel is a hazard to navigation. Commissioner Forkner suggested that if the owner of the Virginia is selling permit and property from the vessel that he should pay to remove the vessel. Forkner expressed concern about spending district money under those circumstances. Commissioner Norvell asked about grants, eligible boats and Ms. Huff answered. Norvell asked about the need for a staff report to identify the overall project scope, timeline, and fiscal impact, as well as insurance and contracts for services. Chair Caito and Commissioners Forkner and Hurst request more information on what the district is paying for, vessel ownership, liens, project overview, and cost and reimbursement analysis, which should include recycling benefits.

*Public Comment*

Sarah Huff reviewed the Abernathy vessels that should be covered by the Department of Boating and waterways SAVE grant and provided documentation to the District's attorney, Jackson. She reported that boats with a CF number are eligible for reimbursement, from existing grants (SAVE18) including the Recycler that is sitting on the bottom. The Virginia and non-CF VESSELS are another matter. Without a CF number on the vessel, documentation is needed for reimbursement.

Melvin Pyorre commented on the way in which he would remove the FV Tango (steel boat).

Mrs. Abernathy: Commented some vessels have CF numbers but she doesn't know them or have documentation available.

No Action was taken, more information is needed before a decision can be made. Commissioners directed staff to bring more information back to the next meeting. Attorney Jackson indicated he would prepare contracts if the District wanted to pursue removal of the vessels.

**STAFF REPORTS AND RECOMMENDATIONS:**

**District Office:**

**Ribbon Cutting for Boat Launch and Parking Lot:**

Staff reported to the Commission on the ribbon cutting for the boat launch and parking lot project. The ribbon cutting will be held on Thursday, April 25, 2019 at 1:00 pm at the Boat Launch.

**District property located Between Epic Graphics and Department of Fish and Wildlife:**

John Schnaubelt requested to rent District property located between Epic Graphics and Department of Fish and Wildlife. He would like to make 14 parking spaces for his staff. It would really help with the parking issues on North Harbor Drive.

Commissioner Forkner asked if that area is designated for public parking anywhere in our District plan or can it be leased out and Chair Caito provided history of Grader Fish Co improving it for his employees and public to park and its subsequent historical use for public parking. Norvell asked about the boundary lines and comps and Harbormaster provided answers to both; Commissioner Hurst provided comp at \$0.66 sq. Ft. Commissioner Hurst expressed the need for terms in any lease to provide neighboring business with access for delivers and occasional work. Norvell asked about insurance, who takes on responsibility for improvements and maintenance. Forkner asked about square footage of the property and the Harbormaster answered.

*Public Comment*

John Schnaubelt: Can get 14 parking spaces in the area that would be used for his staff and customers. He would take responsibility for all improvements, enforcement and maintenance.

Sara Huff: The District needs to go through the property permitting process and recommends also talking with Dept. Fish and Wildlife about any of their requirements.



No action was taken, the Commission directed staff to survey property lines, check in to permitting, and lease rates, negotiate terms and bring a contract back when ready.

**PARKING WORKSHOP:**

The Commissioners discussed the Parking workshop and chose to have the workshop on April 25, 2019 at 10:00 am.

**UPDATE ON CONSULTATION REGARDING DISTRICT PROPERTY:**

Sarah Huff gave an update on consultation with Department of Fish and Wildlife regarding cleaning up and turning the Districts property located at 19125 S. Harbor Drive into parking. After talking with Jennifer Garrison with DFW, it was decided that it would not be a good idea, due to the time and process it would take to make this happen – mainly because of grading of the property

Commissioner Norvell and Forkner asked if it would be easier if the property wasn't graded, just rocked if and Sarah provided feedback.

**UPDATE ON HIGH DOCK:**

Sarah Huff reported that we had received a letter from Mendocino County informing us that the permit for the High Dock was on hold, due to the scope of work. This problem has been corrected and the permit is now active.

**UPDATE ON GRANTS:**

Sarah Huff gave the following update on 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 Surrender documents have been prepared and are being signed and collected by Dan Platt. He can provide details as to the status of various vessels.
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 \$33,350.30, \$10,783.80, \$13,302.22 and \$8231.36 have been submitted with checks for \$33,350.30, \$10,783.80 and \$13,302.22 received by the District. Remaining grant funds - \$11,055.49 5. Sea Tow Loaner Life Jacket Program – 54 life jackets of various sizes, press kit for promotion, signs and the documents for printing signs that are specific to the district. Documents have been signed and returned with life jackets and kit to be received in April.

**ATTORNEY:**

Attorney Jim Jackson reported the following:

- a. Judgement against Brian Shea has been satisfied after receiving payment in full.
- b. Pursuing collections from Mr. Spiller and if necessary, will seek a judgement.
- c. He will get the Bid documents for the High dock to the Harbormaster next week.

**COMMITTEE REPORTS:** No Committee reports

**MATTERS FROM THE COMMISSIONERS:**

Commissioner Hurst asked about the Pampas grass removal on the North side and suggested putting , wildflower seed down to try to slow the return of the Pampas grass.

Commissioner Norvell asked about the 2019-20 FY budget and timeline for submission and approval by the prescribed deadline dates in District policy. Commissioner Hurst recommends that the Budget Committee get a forecast together for a preliminary budget for the May meeting.

**ADJOURNMENT:** Meeting adjourned at 5:47 PM to the next regular meeting of May 9, 2019