



Joe Caito      Jim Hurst      Bill Forkner      Steve Bradley      Michelle Norvell      Carla Slaven      Bill Sanborn  
Chairman      Commissioner      Commissioner      Commissioner      Commissioner      Commissioner      Commissioner

The Noyo Harbor Commission met in regular session on June 13, 2019 at Town Hall. The meeting was called to order at 2:05 pm. Present were Commissioners Caito, Hurst, Norvell. Commissioners Forkner and Bradley were absent.

**MINUTES:**

A motion was made by Commissioner Hurst and seconded by Commissioner Norvell to approve the minutes for the April 25, 2019 meeting.

Ayes: Caito, Hurst, Norvell

Noes: None

Abstentions: None

Absent: Forkner, Bradley

The minutes for the regular meeting of May 9, 2019 and special meeting of May 21, 2019 were tabled to the July 11, 2019 regular meeting.

**TREASURER'S REPORT:** Staff reported cash receipts in the amount of \$37,087.35 and disbursements of \$48,778.06 for May 2019.

A motion was made by Commissioner Hurst and seconded by Commissioner Norvell to approve the Treasurer's report for May 2019.

Ayes: Caito, Hurst, Norvell

Noes: None

Abstentions: None

Absent: Forkner, Bradley

**CLOSED SESSION:** Closed session was tabled to next regular meeting of July 11, 2019.

**CONDUCT OF BUSINESS:**

**Sustainability Plan:** George Williamson with Planwest Partners Presented the Final copy of the Community Sustainability Plan to the Commission. Mr. Williamson reported that Stacey Bradley, Sarah Huff, Jim Jackson and Michelle Norvell had given him some very valuable comments that contributed to the Sustainability Plan.

George would like to see the District form an Ad Hoc Committee, He offered staffing from Planwest Partners at no charge.

A motion was made by Commissioner Norvell and seconded by Commissioner Hurst to adopt resolution adopting the final draft of the Community Sustainability Plan.

Ayes: Caito, Hurst, Norvell

Noes: None

Abstentions: None

Absent: Forkner, Bradley

**Salmon Restoration:** Paul Tichinen with the Salmon Restoration Association provided information the Commissioners and spoke about the fee for using Grader park for the World's Largest Salmon BBQ, asking the Commission to reconsider the fee. Commissioner Norvell stated that the Noyo Harbor District is not here to make money from non- profits. She also mentioned that the Salmon BBQ brings a lot of money to the Community and the Salmon Restoration Association puts a lot of time into planning and organizing this event.

Chairman Caito stated that he does not feel that the additional \$1200.00 is going to break the bank. Commissioner Hurst talked about the funds that the District put out to complete the Parking Lot. The Salmon Restoration takes over the lot for 3 plus days prior to the event, staff time which costs the District money.

A motion was made by Commissioner Norvell and seconded by Commissioner to resend the motion which she made at the May 9, 2019 regular meeting to assess a fee in the amount of \$1.00 per ticket.

Ayes: Caito, Hurst, Norvell

Noes: None

Abstentions: None

Absent: Forkner, Bradley

**Public Comment:**

Sarah Huff feels that Commissioners Bradley and Forkner should be involved in this discussion.

Stacey Bradley spoke about her concerns about how slip holders on A dock were seriously affected during the week of the BBQ and during the BBQ.

Commissioner Norvell re directed Ms. Bradley asking her to speak to the Commission instead of Mr. Tichinen.

Jacob Patterson agreed with Commissioner Norvell's decision, he stated that we need to discuss fee schedule and how fees are adopted.

A motion was made by Commissioner Norvell and seconded by Commissioner Norvell to waive the fee for this year for the Salmon BBQ, the motion was a failed motion.

A motion was made by Commissioner Hurst to allow use of Grader Park for the Salmon BBQ with a fee of \$900.00, A motion was made by Commissioner Norvell to amend Commissioner Hurst's motion to allow use of Grader Park with a fee of \$840.00, which is the fee that was assessed last year, Commissioner Hurst seconded the amended motion.

Ayes: Caito, Hurst, Norvell

Noes: None

Abstentions: None

Absent: Forkner, Bradley

**Parking Fees:**

Commissioner Norvell questioned the process of making changes to the fee schedule, she inquired whether we are required to publish for 30 days prior to the change. Legal Counsel, Jim Jackson explained to her that the District does not have to publish for 30 days if it is adopted by resolution, if it is an Ordinance, we are required to publish for 30 days.

Commissioner Norvell questioned the discrepancy in the bottom portion of the fee schedule.

Public comment: Stacey Bradley informed Commissioner Norvell that the reason there are fees on the schedule is due to them not being added to the schedule when the fees were adopted.

Changes to parking fees was tabled to the regular meeting on July 11, 2019. Staff was directed to bring a modified fee schedule and recommendations to the Regular meeting on July 11, 2019 along with Ordinances pertaining to parking.

**Budget FYE 2019/2020:**

The Draft copy of the Budget for FYE 2019/2020 was reviewed, the Commission made some requests for changes on the draft copy. Staff was directed to make changes and present at the regular meeting of July 11, 2019.

**STAFF REPORTS AND RECOMMENDATIONS:**

**District Office:**

**Fireworks Parking-** The Harbormaster contacted the City of Fort Bragg to inquire about the parking on the North Side for the night of the fireworks. The concern was that the City of Fort Bragg is charging to park in the Noyo Harbor Districts parking lot without an agreement or permission from the District. The Harbormaster was reprimanded by Commissioners Hurst and Norvell for questioning the City of Fort Bragg.

Commissioner Norvell requested periodic updates from the District Office as things come up.

**Sarah Huff/ Dark Gulch Consulting:**

**Grant Status Update**



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 Districts 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 –  
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. Receipt of information regarding this grant and delivery of life jackets has not been received by Dark Gulch Environmental.

#### **Upcoming or In-Progress Grants**

1. There are several funding opportunities that I will be discussing with Noyo Harbor Staff in detail once I return to the Coast. I am reticent to apply for funds for certain things until the CSP is finalized. However, I also do not want the District to miss an opportunity to fund a needed improvement or project.

#### **Botanical Survey Update**

1. Status – A mitigation plan is being developed with the hope of doing all mitigation on site, with agreement for a longer monitoring plan. The back and forth between CDFW and myself is frequent, with many changes being made as feedback is received. To date, we do not have an agreed upon plan to submit to the Commission for approval nor to be submitted to the County for final approval. However, in conversation with the County, I do not foresee any issues with this scaled back replanting with longer monitoring requirements.

**Attorney:** Jim Jackson reported that the lease with John Schnaubelt had been completed.

Jim Jackson reported that the Case Management in the Rex Gressett case should be the end of June.

The high dock had an error on the permitting documents, the measurement was actually 6500 Square feet. The Harbormaster is looking into the possibility of using the lumber that was purchased.

**Committee Reports:** The Budget Committee met with staff to work on the Budget for FYE 2019/2020 and presented the Draft copy at the June 13, 2019 regular meeting.

**Matters from the Commissioners:** No Matters from the Commissioners

**ADJOURNMENT:** Meeting adjourned at 6:15 pm to the next regular meeting of July 11, 2019.