



Jim Hurst	Doug Albin	Michelle Norvell	Daniel Platt	Richard Shoemaker	Anna Neumann
Chairman	Vice Chairman	Commissioner	Commissioner	Commissioner	Harbormaster

NOYO HARBOR COMMISSION REGULAR MEETING AGENDA

THE NOYO HARBOR COMMISSION met in regular session on December 9, 2021 at the Fort Bragg Town Hall. The meeting was called to order at 6:00 p.m. Present were Commissioners Hurst, Albin, Platt Norvell and Shoemaker. Harbormaster Anna Neumann and Administrative Assistant Kim McLaughlin were also present. The Pledge of Allegiance was recited.

Thursday, December 9th, 2021 at 6 PM

Fort Bragg Town Hall

Zoom: <https://us02web.zoom.us/j/84899291982?pwd=eGhhdE1RU1Y1ODV4WllzcnNZY3hiQT09>

Meeting ID: 848 9929 1982

Passcode: 851342

Find your local number: <https://us02web.zoom.us/j/84899291982?pwd=eGhhdE1RU1Y1ODV4WllzcnNZY3hiQT09>

APPROVAL OF MINUTES – A motion was made by Commissioner Shoemaker and seconded by Commissioner Albin to approve the minutes for the November 11, 2021 regular meeting. Approved 5-0

TREASURER’S REPORT – Harbormaster Neumann lead a short discussion about deposits being down and spending up due to taxes being paid. A motion was made by Commissioner Albin and seconded by Commissioner Norvell to approve the minutes dated November 11, 2021. All approved 5-0

PUBLIC COMMENT ON NON-AGENDA ITEMS:

None

CORRESPONDENCE:

Letter of support for the Noyo Center for Marine Science: Chairman Jim Hurst provided a letter of support to Malinda Matson at the Noyo Ocean Science Center November 23, 2021. Noyo Ocean Science Center projects could greatly benefit the coast stimulating economic growth within the marine and fishing community as well as the coastal community.

Trespassing letter for the Mendocino Sheriff’s Office: A Letter of Agency (Trespass Arrest Authorization) was filled out by Harbormaster Neumann on November 19, 2021 giving the Sheriff authorization to arrest, remove, or advise any person without lawful business on the property from 11/19/21-12/19/21.

CONDUCT OF BUSINESS:

1. **Discussion and possible action on new Berth Rules and Policies:** A discussion was held about the new Birth rules and policies. Attorney Jim Jackson will work on the Rules and Regulations policies creating updates which will be placed in the mailing of the monthly bill for January. Recommendations were made to add “in advance” to rule #1, add “compressed gases” to rule #7. A discussion about the Charter boats was held about possible problems with customer parking, liability, and charter boat docking locations. It was decided by Chairman Jim Hurst that

item #22 would be brought back later for further discussion.

2. **Discussion and possible action on increasing rates and adding a weekly rate option for transient vessels:** A discussion was held about increasing the rates for transient vessels. Harbormaster Neumann pointed out that we are undercharging. It was also decided that the fee schedule was overly complicated and should be simplified. Harbormaster Neumann will be working on this. A motion was made to accept the 12/9/2021 new fee schedule by Commissioner Shoemaker and seconded by Commission Platt. All in favor 5-0
3. **Discussion and possible action on contracting with a collections company to handle outstanding invoices:** A discussion was held about the use of a collection agency to handle outstanding invoices. Harbormaster Neumann pointed out that payments are in default of approximately fifteen to twenty thousand dollars and there is not a way to collect on these payments at this time. Use of a local collection agency Travelli Co. would be helpful in collecting default payments without cost to the harbor and without the cost of the Harbormaster's time in small claims court. Chairman Jim Hurst would like to give Attorney Jim Jackson an opportunity to review the contract and put this item on the January meeting agenda.
4. **Discussion and possible action on updating expired submerged tidelands leases:** A discussion was held about the expired submerged tidelands leases. Five have expired and two are due to expire 2022. A recommendation was made to add to the lease that any vessel that sinks be the financial responsibility of the lease holder. Chairman Jim Hurst recommended Harbormaster Neumann to update three leases and look into all current leases. Leases can be changed every five years and the last time it was done was 2016. Commissioner Dan Platt would like a copy of the active leases. Commissioner Shoemaker recommended that Harbormaster look into other districts leases for comparison. Harbormaster Neumann will bring the updated leases and lease form to the January meeting.
5. **Discussion and possible action on working with Archive Social for archiving social media for public records request:** A discussion was held about working with Archive Social to comply with a possible request for records. The annual cost would be \$2,988.00 and would include the website, up to 12 accounts, instagram, twitter, facebook and catalogue up to 15,000 comments/month. After discussion, Chairman Jim Hurst recommends that nothing be done at this time. No action was taken.
6. **Discussion and possible action on the eviction and/or abandonment of S/V Windsong, owner Dane Stanton:** Attorney Jim Jackson will look into labeling vessel abandonment process and Harbormaster Neumann will proceed with that process.
7. **Discussion and possible action on the eviction and/or abandonment of Avispa, owner Thomas Marino (deceased) :** Attorney Jim Jackson will look into probate, creditors claims, and day of death since the harbor did not receive notice.
8. **Discussion and possible action on the eviction and/or abandonment of Charmaine, owner Donovan Sorensen:** Harbormaster Neumann will continue to contact Mr. Sorensen and try to set up a structured payment plan.

STAFF REPORTS AND RECOMMENDATIONS:

1. Harbormaster Neumann reported that a boat had sunk on K-Dock. The Sheriff and Coast Guard were notified and the boat was surrounded by booms to contain oil spillage of approximately 1 ½ gallons. The boat owners insurance will be billed for booms, floatation bags, pumps, and a manual labor charge. It was noted that all responded well to the incident.

District Office:

- Update on payroll tax progress: Harbormaster Neumann recommended an audit be done. E.D.D. has been updated and is clean and good up to 2018.
- Update on hiring for Administrative Assistant: Kim McLaughlin has been hired as the new Administrative Assistant.
- Upgrade Comcast internet services: System has been upgraded and backups have been added. System is running stronger and faster and will service the entire harbor. Cost: \$2.00

Attorney Report: Attorney Jim Jackson will prepare a new PGE ease of 5% at \$5,000/month for the January meeting

Matters from the Commissioners: None

ADJOURNEMENT: To the next regular meeting of Thursday January 13 at 6 pm, 2021.

