

Jim Hurst Doug Albin Michelle Norvell Daniel Platt Richard Shoemaker Carla Slaven
Chairman Vice Chairman Commissioner Commissioner Commissioner Interim Harbormaster

NOYO HARBOR COMMISSION REGULAR MEETING AGENDA

Wednesday, July 14, 2021

Upstairs Meeting Room, Harbor Lite Lodge, 120 North Harbor Drive Fort Bragg CA 95437

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – Regular meeting of June 10

APPROVAL OF MINUTES – Special meeTing of June 16

APPROVAL OF MINUTES – Special meeting of June 24

TREASURER’S Report – June 2021

PUBLIC COMMENT ON NONB-AGENDA ITEMS:

The Noyo Harbor Commission welcomes input from the public. Please limit your comments to five minutes so that everyone may be heard. The Brown Act does not allow action to be taken on non-agenda items.

CORRESPONDENCE:

None

CONDUCT OF BUSINESS:

1. Discussion and possible action on Administration Assistant Job Description prepared by Personnel Committee. Committee members Platt and Albin and referred from the July 7 Personnel Committee meeting for consideration by the full commission at the July 14 Regular Meeting.
 - a. Notice of meeting attached.
 - b. Minutes of meeting attached.
 - c. Job Description attached.
2. Harbormaster recruitment report
3. Fisherman’s Swap Meet.
4. Discussion and possible action on a Records Retention Policy.
5. Discussion of Office of Emergency Service Audit of Hazard Mitigation Grant Reimbursement.
6. Discussion and possible action on Fiscal Year 2022-2022 Budget.

7. Selection of a date for a Workshop Meeting to discuss policies, bylaws, procedures and goals.
8. Discussion of Proposal from John F. Lynch to “explore leasing a portion of 19275 South Harbor Drive for use as office space and meeting areas.
 - a. See attached Proposal
9. Discussion of Lot Line adjustment requested by John F. Lynch.

CONDUCT OF BUSINESS (Closed Session):

1. Possible Public Employee Appointment
Title: Administrative Assistant
Government Code Section 54957

REPORT OUT OF CLOSED SESSION:

STAFF REPORTS AND RECOMMENDATIONS:

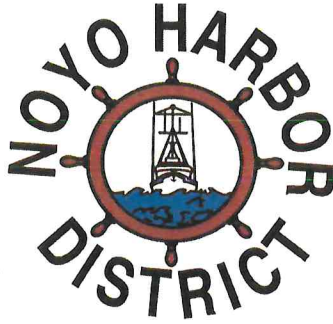
District Office:

1. Salmon BBQ
2. Current Staffing

Attorney Report:

Matters from the Commissioners:

ADJOURNMENT: To the next regular meeting of Thursday August 12, 2021.



Jim Hurst Doug Albin Michelle Norvell Daniel Platt Richard Shoemaker Carla Slaven
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NOYO HARBOR DISTRICT SPECIAL MEETING MINUTES

THE NOYO HARBOR COMMISSION met in special session on June 24, 2021 via Zoom video conference. The meeting was called to order at 2:00 p.m. Present were Commissioners Hurst, Albin, Norvell, Platt and Shoemaker. The Pledge of Allegiance was recited.

CONDUCT OF BUSINESS (CLOSED SESSION):

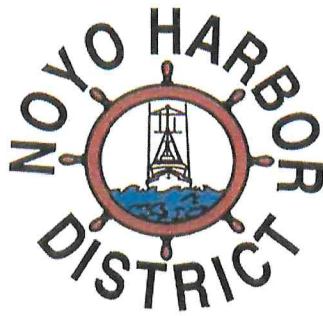
1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION AND POSSIBLE PUBLIC EMPLOYEE APPOINTMENT.
Title: Administrative Assistant/Secretary Treasurer.

REPORT OUT OF CLOSED SESSION:

The Commission decided that if an existing Noyo Harbor District employee becomes a benefitted employee, he or she would be exempt from the recently adopted policy change concerning family health insurance benefits.

ADJOURNMENT:

The meeting was adjourned at 3:48 p.m. to the next regular meeting of Wednesday, July 15, 2021.



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NOYO HARBOR COMMISSION PERSONNEL COMMITTEE MEETING AGENDA

Wednesday, July 7, 2021 at 6:00 pm

Upstairs Meeting Room

Harbor Lite Lodge

120 North Harbor Drive

Fort Bragg CA 95437

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON NON-AGENDA ITEMS:

The Noyo Harbor Commission welcomes input from the public. Please limit your comments to five minutes so that everyone may be heard. The Brown Act does not allow action to be taken on non-agenda items.

CORRESPONDENCE:

CONDUCT OF BUSINESS:

1. Discussion of Job Description prepared by Personnel Committee for part-time District Administrative Assistant position. Personnel Committee recommendation to the Commission at next Commission meeting.

ADJOURNMENT

NOYO HARBOR DISTRICT
Job Description
Administrative Assistant

The Administrative Assistant is a permanent part-time position under the direction of the Harbormaster, and who assumes the administrative duties and responsibilities of the Harbormaster in his/her absence.

Assists the Harbormaster in a staff capacity by coordinating all District Office services; assists in making the daily administrative decisions for the District.

Assigns berths and keeps records of berth assignments, coordinates and administers concessions and lease agreements with the Noyo Harbor District.

Receives and processes a variety of transactions including payments made in person at the Harbor District Office or received by mail; balances a standard cash drawer.

Assists in planning, evaluation and direction of the development and operation of assigned public facilities.

The position works under the direction of the Harbormaster.

Prepares agenda and all related materials for the Noyo Harbor Commission meetings.

Receives and distributes documents addressed to the Noyo Harbor Commission.

Prepares and presents staff reports and other necessary correspondence.

Processes ordinances and resolutions approved by the Noyo Harbor Commission.

Provides administrative support to the Commission and Harbormaster.

Attests to a variety of documents as required, including ordinances, resolutions and subpoenas; acts as filing officer for filings and conflict of interest statements as required by the Local Conflict of Interest Code.

Prepares periodic revenue, expenditure, and other financial reports, interacts and provides information to the auditor for the annual financial audit; prepares periodic reports and audit information to state and federal agencies as required.

Assists in the preparation of the Noyo Harbor District annual budget, including projections, forecasts and analytical research.

Maintains detailed records pertaining to grant programs and special programs.

Answers public inquiries made by mail, telephone, or in person.

Salary range: \$20 - \$25 per hour.

20 - 29 hours per week.

Noyo Harbor District

Budget FY 2021/2022

	2020/2021	2020/2021	2021/2024
	Budgeted	Thru 5/31/21	Proposed
<u>REVENUES:</u>			
Operating Revenues:			
Slip Rental- Contract	550,000.00	482,324.97	550,000.00
Slip Rental- Transient	65,000.00	43,231.00	65,000.00
Insurance Surcharge	7,000.00	0.00	7,000.00
Hoist	0.00	250	0.00
High Dock	0.00	0.00	1,000.00
Parking	25,000.00	27,352.00	30,000.00
Ground Rent	30,000.00	27,704.78	30,000.00
Encroachments	20,000.00	17,231.67	20,000.00
Misc. Income	25,000.00	10,699.00	25,000.00
Late Charges	600.00	2,923.12	3,000.00
<u>Total Operating Revenue:</u>	722,600.00	611,716.54	731,000.00
Non-Operating Revenues:			
Interest Income	3,000.00	2,460.00	5,000.00
Mendocino County Taxes	102,000.00	110,114.00	112,000.00
Total Non-operating Revenue:	105,000.00	112,574.00	117,000.00
<u>TOTAL REVENUE:</u>	827,600.00	724,290.54	848,000.00
<u>EXPENSES:</u>			
Operating Expenses:			

Credit Card processing fees	1,500.00	2,573.00	3,000.00
Communications	2,500.00	0.00	2,500.00
Conferences & Meetings	0.00	0	5,000.00
Dues & Subscriptions	2,000.00	2,490.00	3,000.00
Insurance	193,000.00	186,047.00	195,000.00
Office Supplies	6,000.00	5,986.00	6,000.00
CCTV Security	500.00	0.00	500.00
Office Equipment	1,000.00	0.00	1,000.00
Professional Services:			
Pehling & Pehling	3,500.00	3,628.00	8,000.00
Attorney	15,000.00	13,075.00	15,000.00
Consulting fees	10,000.00	3,905.00	10,000.00
C.P.A. Service	0.00	0.00	5,000.00
Taxes & Assessments	2,500.00	3,128.00	3,200.00
<u>Total Administrative and</u>			
<u>General Expenses:</u>	238,500.00	221,012.00	258,200.00
TOTAL EXPENSES:	782,500.00	758,302.64	849,200.00
NET INCOME (LOSS)	45,100.00	(34,012.10)	(1,200.00)

July 7, 2021

Chairman and Board Members
Noyo Harbor District
19101 South Harbor Drive
Fort Bragg, CA 95437

Regarding: Requesting an agenda Item placed in the July 14th meeting for the discussion of potential lease space for the Harbor District

Mr. Chairman and Board Members,

I'm reaching out to you in regards to our vacant lease space at 19275 South Harbor Drive. If by any chance you are looking to expand your offices, meeting areas and bring your facilities into ADA compliance this may be a pretty good time. With the exception of a few structural and mechanical elements, the first floor of my building is basically an empty canvas. With its close proximity to your boat ramp and other harbor facilities it could be a perfect fit. (see Fig. 1 & 2)

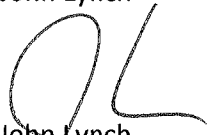
I would be open to discussing with your assignees potential space layout, comp lease pricing and the basic scope of potential tenant improvement that I would be handling most of myself if we can keep the timing consistent with the other work in the structure, saving a considerable amount in buildout costs. Situated adjacent to the harbors boat ramp and a facility its perfect for visitors to pay for launches, slip fees etc.. The South East portion of the building could easily accommodate a countered entry area, open work space behind the counter, a conference room for the Noyo board, 1-2 staff offices, TTL 24 facilities that are all ADA compliant, dedicated restroom and break room. The buildout would be all 100% new (walls, floors, ceilings, doors, windows and lighting) as AA space.

The exterior of the building will be white on white with contrasting dark bronze windows and glazing. Each entry will be its own portico with bronze window trim. (see Fig. 3 & 4) The new seawall will be capped with a stainless steel rail system in dark bronze. (see Fig. 5)

In closing I wanted to propose this opportunity for discussion before going down other paths as it seems like the logical fit. As I would be happy to work with your team to sketch out a proposal for you to review and answer any questions you may have.

Thank you all again for your time and consideration, your neighbor,

John Lynch

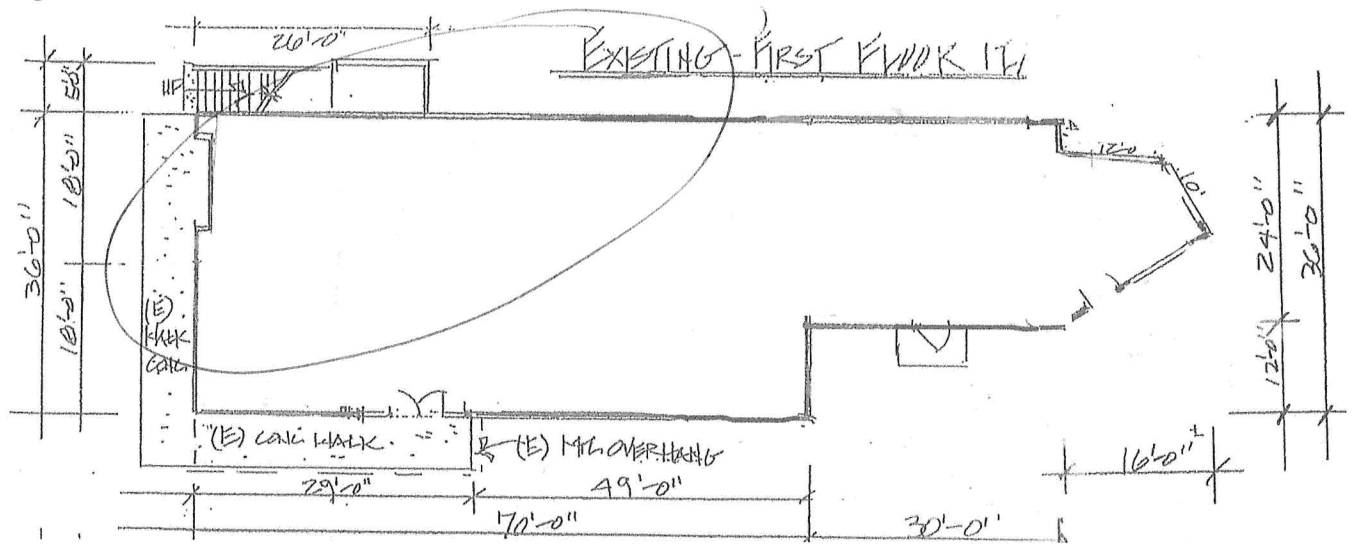


John Lynch
19275 South Harbor Drive
Fort Bragg, CA 95437

Fig. 1



Fig. 2 First Floor



Proposed examples or architectural elements:



Fig. 3
Example of white on white color



Fig. 4
Example Portico and Windows



Fig. 5
Example of stainless railing sys.