



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

THE NOYO HARBOR COMMISSION met in regular session on October 14, 2021 at the Fort Bragg Town Hall. The meeting was called to order at 6:00 p.m. Present were Commissioners Hurst, Norvell, and Shoemaker. Commissioners Albin and Platt were absent at the beginning of the meeting. The Pledge of Allegiance was recited.

MINUTES:

A motion was made by Commissioner Shoemaker and seconded by Commissioner Norvell to approve the minutes for the September 9, 2021 regular meeting. Approved 3-0.

Commissioner Albin attended the meeting beginning at 6:05 p.m.

TREASURER'S REPORT:

A motion was made by Commissioner Norvell and seconded by Commissioner Shoemaker to approve the Treasurer's Report for August 31, 2021. Approved 4-0.

A motion was made by Commissioner Shoemaker and seconded by Commissioner Norvell to approve the Treasurer's Report for September 30, 2021. Approved 4-0.

PUBLIC COMMENT:

None

CORRESPONDENCE:

None

CONDUCT OF BUSINESS:

1. Election of District Secretary and Treasurer.
 - Commissioner Shoemaker discussed the creation of positions within the Commission to serve as Secretary and Treasurer. After discussion the proposal was tabled.
2. Final SHN Master Service Agreement. Ready for Signatures.
 - The Chair was authorized to sign the agreement on behalf of the Commission.
3. SHN Status update.
 - Senior civil engineer Jason Island provided an update on behalf of SHN. He introduced planner Scott Perkins and grant administrator Natalie McLaughlin. There was a discussion of the facilities master plan.

Natalie would be seeking funding for planning and permitting (including environmental requirements). Construction funding will be handled separately.

4. California Special District Association's funding opportunities for ports and harbors.
 - The Harbormaster has sent an application. The decision should be made by December 8, 2021. The funding is largely based on reduced income. There was a discussion of possible projects for funding.
5. Abandonment of Miss Smith and Sweetheart.
 - Staff had intended to recommend a resolution of abandonment given the tenant's failure to pay slip rental fees and provide insurance information. However, the grandson of the boat owner made a small payment just prior to the meeting. Counsel recommended that a letter and a three day notice to pay rent or quit be served on the boat owner.
6. Discussion of November 18 workshop meeting to discuss policies, bylaws, personnel, procedures and best practices.
 - After discussion it was decided to postpone the workshop meeting to a date to be determined.
7. Hazard Mitigation Grant Application follow up: Amount of funds remaining, grant priorities, timing, extension, request, etc.
 - The Harbormaster reported on the status of the grant. There are items which are have not yet been reimbursed, and substantial funds remain in the grant which will soon be expiring.
8. Status of Office of Emergency Service audit of Hazard Mitigation Grant reimbursement.
 - The audit has been resolved. OES is requesting quarterly reports.

Commissioner Platt entered the meeting at 7:40 p.m.
9. Report on finances, payroll and audits.
 - Kevin Michel, former secretary/treasurer for the Commission has reviewed District financial documents and determined that certain tax obligations have not been paid and audits have not been done in the past two years. Commissioner Shoemaker will work with the Harbormaster to resolve these outstanding obligations.
10. Discussion and possible action on Resolution 200, addition of Harbor Master and Commission Chair positions to LAIF account.
 - After discussion, a motion was made by Commissioner Shoemaker and seconded by Commissioner Norvell to approve the adoption of Resolution 200 as amended. Approved 5-0. It was noted that the checking account is a two signature account with the Harbormaster and Commissioners Hurst and Norvell authorized signers.
11. Discussion of staffing model for the Noyo Harbor District office.
 - The Harbormaster noted that her priority is seeking help with the finances and covering staffing needs on weekends and holidays. Commissioner Hurst proposed that the District could likely do without an Assistant Harbormaster and he would prefer to see two part-time positions instead of an Assistant Harbormaster position. He noted that fiscal management is a concern. The Commissioners generally agreed that two part-time positions would likely be preferable. Commissioner Shoemaker noted that the part-time staff should also be able to engage in field work to assist Jay and the District needs someone who can cover the Harbormaster's work when she is unavailable.

- A motion was made by Commissioner Shoemaker and seconded by Commissioner Norvell to authorize the Harbormaster to recruit an administrative assistant (which position had previously been authorized by the Commission). Approved 5-0.

STAFF REPORTS AND RECOMMENDATION:

None.

DISTRICT OFFICE:

1. The State Lands Commission contacted the District regarding a late report on income and expenditures. The Harbormaster is following up on this item.
2. The Harbormaster reported on a possible grant opportunity from the California Marine Affairs and Navigation Commission. A budget meeting was to be held the following week.
3. The Harbormaster provided an update on Jay Koski's expected medical leave. The weekend staffing position has been filled. She is looking at other programs for Marine Basin software management.

ATTORNEY REPORT:

1. Counsel provided information on an upcoming Brown Act seminar to be offered by Mendocino County Counsel on November 2, 2021. He will send a link to each Commissioner.

MATTERS FROM THE COMMISSIONERS:

1. Commissioner Norvell reported that there was an issue with the authorized signer on FEMA documents. After discussion it was agreed that the Commission would stay with the original resolution which authorized the Harbormaster.

ADJOURNMENT:

The meeting was adjourned to the next regular meeting of November 11, 2021.