



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

The Noyo Harbor Commission met in regular session on August 8, 2019 at Town Hall. The meeting was called to order at 2:03 pm. Present were Commissioners Caito, Hurst, Forkner and Bradley. Commissioner Norvell was absent.

**MINUTES:**

A motion was made by Commissioner Hurst and seconded by Commissioner Bradley to approve the minutes for the July 11, 2019 regular meeting.

Ayes: Caito, Hurst, Forkner, Bradley

Noes: None

Abstentions: None

Absent: Norvell

**TREASURER'S REPORT:**

Staff reported cash receipts in the amount of \$501,607.49 and disbursements of \$207,459.38 for July 2019.

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

Ayes: Caito, Hurst, Forkner, Bradley

Noes: None

Abstentions: None

Absent: Norvell

**PUBLIC COMMENT:** No public comment

**CONDUCT OF BUSINESS:**

**Jack Daily's request to rent or lease Noyo Harbor District property at 19125 S. Harbor Dr.**

The Commission reviewed Jack Daily's request to rent or lease N.H.D. property located at 19125 S. Harbor Dr.

A motion was made by Commissioner Hurst and seconded by Commissioner Bradley to approve the lease of N.H.D. property to Mr. Daily for \$125.00 per month. Legal counsel was directed to prepare and execute lease agreement.

Ayes: Caito, Hurst, Forkner, Bradley

Noes: None

Abstentions: None

Absent: Norvell

**Parking fees and miscellaneous fees**

The Commission reviewed and discussed proposed changes to rates for all parking fees, Oil spill H.D Personnel, tow charge, the addition of fee for float bag usage.

A motion was made by Commissioner Hurst and seconded by Commissioner Forkner to approve the proposed rates. Legal Counsel was directed to prepare a resolution to adopt revised fee schedule.

Ayes: Caito, Hurst, Forkner, Bradley

Noes: None

Abstentions: None

Absent: Norvell

### **Parking Policies and Procedures**

The Commission reviewed and discussed proposed changes to Article 9 and 10 on the N.H.D. Policies and Procedures. A motion was made by Commissioner Forkner and seconded by Commissioner Hurst to revise the Motor Vehicle Traffic and Parking Regulations as proposed by staff.

Ayes: Caito, Hurst, Forkner, Bradley

Noes: None

Abstentions: None

Absent: Norvell

### **STAFF REPORTS AND RECOMMENDATIONS:**

#### **District Office:**

**Update on surplus lumber** – Staff reported that the Public notice for the sale of surplus lumber has been submitted to the Advocate News and bids will be accepted through September 10, 2019 at 5:00 pm and opened on September 12, 2019 at 12:00 pm.

**Update on bids for High Dock**- Staff reported that the Notice inviting bids for the repair of the High Dock has been submitted to the Advocate News and bids will be accepted through September 9, 2019 at 1:00 pm and opened on September 9, 2019 at 1:15 pm at the Noyo Harbor District office.

#### **Update on Harbormaster contacting Army Corps of Engineers-**

Harbormaster Sanborn emailed the Army Corps of Engineers to find out when they plan on dredging the river, He has not heard back from them and will follow up with a phone call.

**CORRESPONDENCE:** No Correspondence

#### **DARK GULCH CONSULTING:**

##### **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. All paperwork is prepared and ready to be filed upon reinstatement of grant funds.

##### **Department of Boating and Waterways SAVE 18 Grant - \$250,000**

Grant status – still being audited with expectation to take several more months. Currently work is taking place on an off-site location that was to be included in use of the grant funds. The owner of the property has approached Sarah Huff regarding the potential for reimbursement. All paperwork for work approved by the Harbor Commission is prepared and ready to be filed upon reinstatement of grant funds.

Remaining balance of grant funds available - \$226,420.00

##### **OES/FEMA Local Hazard Mitigation -\$286,443**

Grant status – Approved and work is pending. A reimbursement for \$930.07 has been submitted. Sarah Huff currently has receipts for an additional \$103.23 that have not been submitted due to no proof of payment.

Remaining grant funds - \$285,512.93.

All reporting is submitted and up to date.

### **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, \$8,231.86 and \$13,155.75 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 \$34,849.20 of District funds to complete this project. All billing has been received and all invoices have been paid and back-up documentation has been submitted to the California Coastal Conservancy. A request for the release of the retained funds, amounting to \$4,050.00 has been submitted and payment should be received shortly. Once the retention funds are released, this grant will be closed out.

### **Sea Tow Loaner Life Jacket Program –**

Use of the loaner life jackets increases monthly. To date, the infant jackets have been used 14 times, the child size 41 times, the youth 18 times, the adult 73 times and the adult XL 12 times, for a total of 158 uses. Currently four jackets are missing. Overall, the station has been very successful and is providing the community with a source for life jackets.

**Botanical Survey Update-** Status – no new information regarding the mitigation plan.

**High Dock Update-** Status – The Coastal Commission has been notified of the District's intention to proceed with using the approved lumber rather than trying to redo the permit to use the lumber that was originally purchased.

### **Potential Grants**

Work is underway to match potential grant funding with work deemed "priorities" in the Community Sustainability Plan. There are several projects that are potentially viable currently, but background work is still underway to determine if they are indeed good "fits" for the grant funding available.

### **ATTORNEY:**

Attorney Jim Jackson reported that he has been working with the Coast Guard on the dredging of the Coast Guard berth.

Jim Jackson reported that the trial for Gressett vs. Noyo Harbor District is scheduled in about two weeks and he will have a meeting with Chairman Caito and Harbormaster Sanborn prior to the trial.

Mr. Jackson talked to the Commission about discussing a fee for the use of Grader park for the Salmon BBQ. He suggests that we put this on the Agenda for the September regular Harbor Commission meeting.

### **MATTERS FROM THE COMMISSIONERS:**

Commissioner Bradley brought up to the Commission that Harbormaster Sanborn did not receive a six-month evaluation and that the Personnel committee needs to do an evaluation, since Harbormaster Sanborn has been employed by the District for one year.

Commissioner Hurst spoke about considering proposing to put a fuel dock on his property next to the Wharf restaurant, no action was taken.

**ADJOURNMENT:** Meeting adjourned at 3:19 pm to the next regular meeting