



Jim Hurst
Chair

Doug Albin
Vice Chair

Richard Shoemaker
Commissioner

Dan Platt
Commissioner

Grant Downie
Commissioner

Anna Neumann
Harbormaster

Noyo Harbor Commission Regular Meeting Agenda

Thursday March 14th, 2024

Fort Bragg Town Hall

363 N. Main Street, 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

None

Consent Calendar

1. Meeting Minutes – February 2024
2. Treasurer Report -February 2024

Conduct of Business

1. Discussion and possible action on letter to PMFC
2. Discussion and possible action on Resolution 2024-1 Oil Spill Equipment Grant
3. Discussion on Port Infrastructure Development Grant
4. Discussion on EDD project
5. Discussion on Fish Cleaning Station

Staff Reports and Recommendations

District Office:

Update on hiring process for Marina Manager position and Bookkeeper

Special Meeting for Blue Economy Feasibility Plan- Noyo Center for Marine Science

Attorney Report:

Matters from the Commissioners:

Adjournment to the next regular meeting of April 11th 2024 6pm

NOYO HARBOR DISTRICT
STATEMENT OF ACCOUNTS
28-Feb-24

Chase Checking	\$75,550.64
Chase Money Market	\$94,087.92
LAIF	\$1,536,673.10
Total of all accounts	\$1,706,311.66
Funds Reserved for State Lands Commission Grant	\$120,744.96
Unsecured funds	\$1,585,566.70

Noyo Harbor District
Profit & Loss
February 2024
 Feb 24

Ordinary Income/Expense	
Income	
Electricity	1,000.44
Encroachment Leases	1,336.00
Park & Launch	1,365.00
Slip Rental Contract	27,627.17
Slip Rental Transient	757.50
Total Income	<u>32,086.11</u>
Gross Profit	32,086.11
Expense	
Communications Expense	324.53
Dues and Subscriptions Exp	27.95
Emp. Health & Dental Insurance	2,201.84
Fuel Expense	444.20
Insurance Property & Liability	927.88
Legal and Professional Fees	1,781.00
Office Expense	360.62
Payroll Tax Expense	3,528.56
Power	4,849.59
Repairs & Maintenance	4,519.85
Salary Expense	4,708.62
Sep. Ira	671.93
Travel and Conferences	24.00
Utilities Expense	5,219.97
Wages Expense (Hourly)	6,932.95
Total Expense	<u>36,523.49</u>
Net Ordinary Income	-4,437.38
Other Income/Expense	
Other Expense	
2021-2022 SAVE Grant	39,350.00
EDD Project	768.92
FEMA 4683	2,025.00
Property Aquision	5,000.00
SLC Fish Cleaning Station	3,135.00
SLC Vessel Demo	66,191.33
Total Other Expense	<u>116,470.25</u>
Net Other Income	<u>-116,470.25</u>
Net Income	<u><u>-120,907.63</u></u>

	TOTAL			
Ordinary Income/Expense	FY Year to Date	Budget	\$ Over Budget	% of Budget
Income				
Electricity	\$8,420.54	\$10,000.00	-1,579.46	84.21
Encroachment Leases	\$24,759.36	\$20,000.00	4,759.36	123.80
Fish Markets	\$2,362.00	\$3,000.00	-638.00	78.73
Ground Rent	\$1,498.64	\$30,000.00	-28,501.36	5.00
Hoist Fees	\$0.00	\$1,000.00	-1,000.00	0.00
Income / Mdco. County				
Taxes	\$81,899.89	\$117,260.00	-35,360.11	69.84
Interest Income	\$32,664.51	\$30,000.00	2,664.51	108.88
Late Fees	\$1,430.97	\$2,000.00	-569.03	71.55
Main Pier	\$200.00	\$1,000.00	-800.00	20.00
Other Grant Proceeds	\$0.00	\$20,000.00	-20,000.00	0.00
Park & Launch	\$25,357.00	\$25,000.00	357.00	101.43
Slip Rental Contract	\$265,871.26	\$456,000.00	-190,128.74	58.31
Slip Rental Transient	\$28,087.71	\$43,000.00	-14,912.29	65.32
Total Income	\$472,551.88	\$758,260.00	-\$285,708.12	62.32
Expense				
Advertising Expense	\$206.46	\$8,000.00	-7,793.54	2.58
Communications Expense	\$3,071.64	\$4,500.00	-1,428.36	68.26
Deferred Maintenance	\$0.00	\$10,000.00	-10,000.00	0.00
Dues and Subscriptions Exp	\$9,598.11	\$10,000.00	-401.89	95.98
Emp. Health & Dental				
Insurance	\$19,340.16	\$24,000.00	-4,659.84	80.58
Fuel Expense	\$2,322.13	\$5,000.00	-2,677.87	46.44
Insurance Property & Liability	\$218,652.56	\$210,000.00	8,652.56	104.12
Legal and Professional Fees	\$24,938.60	\$57,500.00	-32,561.40	43.37
Office Expense	\$5,893.72	\$11,800.00	-5,906.28	49.95
Operating Supplies	\$3,592.22	\$7,000.00	-3,407.78	51.32
Payroll Tax Expense	\$8,952.23	\$17,000.00	-8,047.77	52.66
Power	\$35,346.48	\$55,000.00	-19,653.52	64.27
Refund	\$707.10	\$1,000.00	-292.90	70.71
Repairs & Maintenance	\$20,277.46	\$28,000.00	-7,722.54	72.42
Salary Expense	\$42,527.12	\$70,000.00	-27,472.88	60.75
Sep. Ira	\$5,518.39	\$8,100.00	-2,581.61	68.13

Taxes & Assessments	\$1,472.99	\$3,000.00	-1,527.01	49.10
Travel and Conferences	\$1,700.49	\$5,000.00	-3,299.51	34.01
Utilities Expense	\$46,464.50	\$68,000.00	-21,535.50	68.33
Wages Expense (Hourly)	\$67,785.96	\$116,000.00	-48,214.04	58.44
Total Expense	\$518,368.32	\$718,900.00	-200,531.68	72.11
Net Income	-\$45,816.44	\$39,360.00		-116.40

Noyo Harbor District

Payroll summary

From Feb 01, 2024 to Feb 29, 2024 for all employees from all locations

Item	Total
Hours - total	553.34
Hours - Regular Pay	372
Hours - Vacation Pay	8
Hours - Holiday Pay	0
Hours - Salary	173.34
Gross pay - total	\$ 14,245.44
Gross pay - Regular Pay	\$ 8,378.32
Gross pay - Vacation Pay	\$ 217.12
Gross pay - Holiday Pay	\$ 0.00
Gross pay - Salary	\$ 5,650.00
Pretax deductions - total	
Adjusted gross	\$ 14,245.44
Other pay - total	\$ 0.00
Employee taxes & deductions - total	-\$ 2,603.87
Employee taxes - total	-\$ 2,603.87
Employee taxes - Federal Income Tax	-\$ 1,040.55
Employee taxes - Social Security	-\$ 883.22
Employee taxes - Medicare	-\$ 206.55
Employee taxes - CA Income Tax	-\$ 316.84
Employee taxes - CA State Disability Ins	-\$ 156.71
Employee Aftertax deductions - total	
Net pay	\$ 11,641.57
Employer taxes & contributions - total	\$ 1,269.10
Employer taxes - total	\$ 1,269.10
Employer taxes - FUTA Employer	\$ 44.84
Employer taxes - Social Security Employer	\$ 883.22
Employer taxes - Medicare Employer	\$ 206.55
Employer taxes - CA ETT	\$ 7.46
Employer taxes - CA SUI Employer	\$ 127.03
Company contributions - total	
Total payroll cost	\$ 15,514.54



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Jim Hurst
Chair

Doug Albin
Vice Chair

Richard Shoemaker
Commissioner

Dan Platt
Commissioner

Grant Downie
Commissioner

Anna Neumann
Harbormaster

Noyo Harbor Commission Regular Meeting Minutes

Thursday February 8th, 2024

Fort Bragg Town Hall

363 N. Main Street, Fort Bragg, CA 95437

Call to Order at 6:00pm

Roll Call

Present: Commissioner Platt, Commissioner Shoemaker, Commissioner Downie, Vice Chair Albin, Chair Hurst, Anna Neumann-Harbormaster, Jim Jackson Legal Council

Pledge of Allegiance

Public Comment on Non-Agenda Items

None

Correspondence

None

Consent Calendar

1. Approval of meeting minutes from Jan 11th meeting
2. Approval of meeting minutes from Jan 23rd meeting
3. Treasurer Report -January 23rd

Motion to approve consent calendar: 1st Commissioner Platt, 2nd Commissioner Downie, Approved 5-0-0

Conduct of Business

1. Discussion on City of Fort Bragg LCP Update Grant

Harbormaster gave updates on the LCP Grant and a discussion was held on the importance of getting the hard science aspects of the plan done as rapidly as possible.

No motion was made.

2. Discussion and possible action on MOU between West Business and the Noyo Harbor District for the Economic Development grant

Mary Anne Petrillo from West Center was in attendance and the Harbormaster and Ms. Petrillo gave the Commissioners an update on the EDD project and the meeting they have had with the EDD thus far. A discussion was held about the Community Fish Markets and Marine Training Program.

Motion to approve the MOU between the Noyo Harbor District and West Business Development Center. 1st Commissioner Shoemaker, 2nd Commissioner Platt. Approved 5-0-0

3. Discussion and possible action on new staffing positions for Harbor Office

An in-depth discussion was held on the staffing requirements. Regarding the Marina Manager position Chair Hurst felt the pay range was too low to get a quality candidate and suggested it be increased. Commissioner Shoemaker felt unsure about finding a person who was comfortable driving a skiff and suggested a language change to that aspect. Commissioners suggested the person be able to work nights and weekends. Commissioner Shoemaker suggested the person have basic facilities maintenance skills. The Commission also suggested that the Harbormaster reach out to the City of Fort Bragg and request help in advertising for the position and using the City's online application form.

Motion to approve the Marina Manager position and authorize the advertisement of the position. 1st Commissioner Platt, 2nd Commissioner Downie. Approved 5-0-0

A discussion on the Financial Aid position was also held. Chair Hurst felt the position would be better filled by a firm than a staff member and suggested that the position be released as a Request for Qualifications. This would alleviate tax burdens by holding another employee and allow a greater reach to fulfill the position.

Motion to authorize a Request for Qualifications for financial services as listed in the draft Financial Assistant position. 1st Commissioner Downie, 2nd Commissioner Albin. 5-0-0

4. Discussion and possible action on MOU between PAJCC and the Noyo Harbor District

After meeting with the PAJCC the Harbormaster made edits to the MOU and presented the MOU to Commissioners.

Motion to approve the MOU as revised. 1st Commissioner Shoemaker, 2nd Commissioner Platt. Approved 5-0-0

Closed Session began at 8:14pm

Conference with Real Property Negotiators (gov. Code section 54956.8)

Property 19300 S. Harbor Drive, Fort Bragg, CA 95437

Agency negotiator: Anna Neumann

Negotiating properties: William Daniels

Under negotiation: Terms

Closed session ended at 9:02

Report out: Direction was given to the negotiators.

Staff Reports and Recommendations

District Office:

California Harbormasters and Port Captains Conference

The Harbormaster will be attending the Ca. Harbormasters conference this year in Monterey.

Wild Seafood Conference

The Harbormaster is hoping to attend the Wild Seafood Conference, given the EDD approves the expenditure at the 2/16/2024 meeting.

Attorney Report:

None

Matters from the Commissioners:

Commissioner Platt gave an update on the completion of the Vessel Demo project.

Motion to adjourn the meeting. 1st Commissioner Downie, 2nd Commissioner Platt. Approved 5-0-0

Adjournment at 9:09pm to the next regular meeting of March 14th 2024 6pm.



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NOYO HARBOR DISTRICT AGENDA ITEM SUMMARY

AGENDA ITEM #: 1
MEETING DATE: 3/14/2024

TITLE

Letter to PMFC

RECOMMENDED ACTION

ANALYSIS

A community member requested that the Harbor District send the attached letter to the Pacific Marine Fisheries Council. The letter details the Harbors dependence on active commercial and recreational fishing and how closure affect our District. The letter requests that the PMFC consider opening the 2024 commercial and recreational salmon season and the develop a zero retention policy for Quilback's while allowing the nearshore rockfish fishery to be open.

Crescent City Harbor District and Del Norte County have sent very similar letters to PMFC.

FISCAL IMPACT

ATTACHMENTS

PMFC Letter



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Pacific Fishery Management Council (PFMC)

7700 NE Ambassador Pl. #101

Portland, OR 97220

RE: Restoring the California Salmon and Nearshore Rockfish Seasons for 2024

March 25, 2024

(Via USPS and hand delivery)

Dear Council, Advisory Committees and Technical Teams,

On behalf of the Commissioners of the Noyo Harbor District (Fort Bragg, California), I am writing to you to express our deepest concerns over the extreme regulatory changes that occurred to our California Salmon and Nearshore Rockfish fisheries in 2023, and the impacts it has placed on our harbor, our commercial and recreational fishing fleets, and our local economy.

Since the decline of logging and lumber mill operations, the City of Fort Bragg and coastal Mendocino County has relied on tourism and fishing to sustain our local economy. Like the rest of the Country, 2020 and 2021 were filled with challenges due to the Coronavirus pandemic. The 2023 decision to completely close Salmon season presented additional stress to our already fragile local economy and resulted in the loss of hundreds of jobs. To further complicate the 2023 situation, the California Department of Fish and Wildlife (CDFW) rapidly implemented an overly broad and burdensome emergency closure to the recreational Nearshore Rockfish fishery due to concerns about the Quilback population. A decision made from data that is already many years old.

The Noyo Harbor District and our facilities stand as the first line of support services to the local commercial and recreational fishing fleets. As a designated fishing village, our harbor is the hub of fishing activity, support services and area of safe refuge for mariners between Humboldt Bay and Bodega Bay.

In addition to the severe, negative impacts to our commercial salmon fleet, the 2023 closure of salmon season also had negative impacts to our Commercial Passenger Fishing Vessel fleet with many of our operators losing up to 70% of their business. This would be further exacerbated by the sudden emergency closure of the recreational nearshore rockfish season.

While it is true that fishing for rockfish remained open outside the 50 fathom boundary line, the reality is that most of our local fleet of recreational anglers operate from small boats that can only venture that far offshore on the calmest of days, thereby creating an increased risk level for many anglers. Many recreational anglers chose to not fish, due to the increased dangers of fishing farther offshore, while others chose to push the envelope, placing their lives and the lives of their crew in potentially dangerous situations.

As a community whose economy relies on tourism and fishing, this “perfect storm” of closures affecting our two most popular fisheries is devastating. Here in the harbor we experienced significant declines in revenues from our permanent and seasonal slip occupancy, as well as launch ramp fees. The businesses in adjacent communities, as well as our harbor experienced the cancellation of reservations for hotels, vacation rentals, and campsites. Fishing and marine equipment stores experienced reduced sales, as well as area restaurants.

The Noyo Harbor District wants sustainable fisheries not only for our commercial and recreational fleets, but also for the health of our ocean and rivers. We understand that the setting of seasons is a multi-step process with many agencies involved in the regulatory process. We, along with several other coastal communities rely on you and the other agencies involved to set the seasons using the best available science. As you move closer to deciding on options for the 2024 salmon and nearshore rockfish seasons, please consider the following:

Salmon

- Identified on pages 58 and 59 of your February 2024 “Review of 2023 Ocean Salmon Fisheries” document, both the SRFC and KRFC runs EXCEEDED their escapement goals with the SRFC at 133,638 (122,000 goal) and KRFC at 60,017 (40,700 goal).
- Allow for the return of commercial and recreational salmon fishing to California.

Nearshore Rockfish

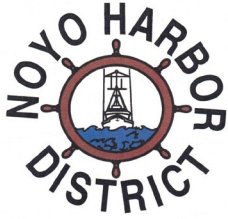
- Conduct hook and line surveys to ascertain current idea of Quilback populations.
- Allow recreational fishing for nearshore rockfish with a zero retention policy for Quilbacks. (Consistent with current regulations regarding Yelloweye)
- Require a descending device to be aboard any vessel fishing for rockfish.

In closing, the Noyo Harbor District OPPOSES similar closures to the 2024 salmon and nearshore rockfish seasons without more updated surveys and modeling that utilizes the best data retrieval methods available, and establishes regulations that are overly broad and burdensome to our local economy and industry.

On behalf of the Noyo Harbor District Commission,

Anna Neumann, Harbormaster

CC: CDFW Director and Commission



NOYO HARBOR DISTRICT AGENDA ITEM SUMMARY

AGENDA ITEM #: 2
MEETING DATE: 3/14/2024

TITLE

Resolution 2024-1

RECOMMENDED ACTION

Approval

ANALYSIS

Resolution 2024-1 would accompany our grant application to the Oil Spill Equipment Grant Program. This program allows the Harbor District to be 100% reimbursed for the purchase of oil spill absorbent materials up to \$5,000. The grant has 0% match.

The Harbor District was successful in their application of this grant in the 2022 fiscal year and is seeking to reapply as we have expended all the absorbent materials we purchased through that grant.

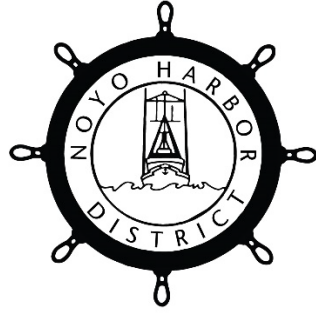
This is a reimbursement style grant with very little reporting besides the furnishment of receipts of funds spent. Funds can only be spent on absorbent materials, ex: oil absorbent booms and pads.

FISCAL IMPACT

None, grant is 100% funded

ATTACHMENTS

Resolution 2024-1



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Jim Hurst
Chair

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Richard Shoemaker
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Dan Platt
Commissioner

Grant Downie
Commissioner

Anna Neumann
Harbormaster

Noyo Harbor District

Resolution 2024-1

A RESOLUTION AUTHORIZING ENTERING INTO A FUNDING AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE (CDFW) AND AUTHORIZING AND THE NOYO HARBOR DISTRICT FOR THE OIL SPILL EQUIPMENT GRANT.

Whereas the Noyo Harbor District has submitted an application to the CDFW for funding for the Oil Spill Equipment Grant; and

Whereas, prior to the CDFW executing a funding agreement, Noyo Harbor District is required to adopt a resolution authorizing an agent, or representative, to sign the funding agreement, amendments, and requests for disbursement on behalf of Noyo Harbor District and to carry out other necessary Project-related activities;

Now, therefore, be it resolved and ordered, that the Noyo Harbor District is hereby authorized to carry out this Project, enter into a funding agreement with the CDFW, and accept and expend funds for this Project in the amount of \$5,000; and

Be it further resolved and ordered, that the Harbormaster, or designee, is hereby authorized and designated to sign for, and on behalf of the Noyo Harbor District the funding agreement for this Project and any amendments thereto; and

Be it further resolved and ordered, that any and all actions, whether previously or subsequently taken by (GRANTEE), which are consistent with the intent and purposes of the foregoing resolution, shall be, and hereby are, in all respects, ratified, approved, and confirmed.

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted by the Noyo Harbor District at the meeting thereof held on March 11th, 2024

Ayes: _____

Noes: _____

Abstained: _____

Absent: _____

Signature: _____
Name and title of authorized record keeper of
recipient's governing board or

Seal of the Clerk



NOYO HARBOR DISTRICT AGENDA ITEM SUMMARY

AGENDA ITEM #: 3
MEETING DATE: 3/14/2024

TITLE

Port Infrastructure Development Program (PIDP) Grant

RECOMMENDED ACTION

ANALYSIS

The Harbor District submitted an application of the FY 2023 PIDP grant program for Phase 1 of the Noyo Harbor District Mooring Basin. Our application was one of 175 applications and over \$2.8 billion in funds was requested, our application was not selected. After reviewing the application with the PIDP staff the Harbor District was encouraged to apply again. Our application scored high in the Economic Vitality section but scored low on the Achieving Safety, Reliability and Efficiency section. PIDP staff offered suggestions on how to strengthen the application.

Overall, changes do need to be made to the application, but the majority of the narrative, timelines and budget can be re-used and this application will not require as much work as it did last year. It would behoove the Harbor District to re-apply to this program. PIDP staff noted that many applicants apply several times before being selected and not to get discouraged by the rejection process.

For the PIDP FY2024 Program we would apply to implement Phase 1 of the Noyo Harbor Mooring Basin. This would include, planning, design and permitting of the entire marina, dredging, the removal and reconstruction of G, H, and K docks.

FISCAL IMPACT

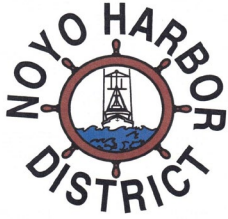
The Harbor District would request an exemption to the 20% required match due to the fact that we are rural, disadvantaged, low-income community.

Last years project budget was just over \$10,000,000

ATTACHMENTS



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NOYO HARBOR DISTRICT AGENDA ITEM SUMMARY

AGENDA ITEM #: 4
MEETING DATE: 3/14/2024

TITLE

EDD project

RECOMMENDED ACTION

ANALYSIS

The Harbormaster has decided to move forward with the development of the icehouse on District owned property. The icehouse would be placed where the gated storage area currently is located behind the Harbor Office. Ice would be delivered via the High Dock and off the side of the structure to trucks and totes.

We have begun working with North Star Ice to design the system and SHN has begun developing the Coastal Development Permit.

EDD has processed our request for an advance payment. The advanced payment check will hopefully be here in April and the majority of the payment will be used as the deposit for the icehouse.

West Center has begun developing the Marine Based Entrepreneurial Training Program. The CEO of West Center, Mary Ann Petrillo, accompanied the Harbormaster to the Wild Seafood Connection conference in Bellingham, WA. This conference focused on small scale fisheries and how fishermen can expand their markets.

EDD staff, the Harbormaster and West Center have set up re-occurring meetings once a month to meet the reporting requirements. These meetings are set before written reports are due so staff can ask questions before submitting the required reports. While the reporting for this project is significant, staff is working to set themselves up for success in this aspect of the project.

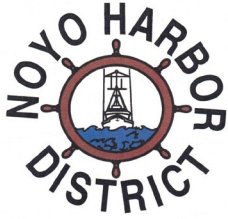
FISCAL IMPACT

This program is 100% funded

ATTACHMENTS



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NOYO HARBOR DISTRICT AGENDA ITEM SUMMARY

AGENDA ITEM #: 5
MEETING DATE: 3/14/2024

TITLE

Fish Cleaning Station

RECOMMENDED ACTION

ANALYSIS

The Harbor District's Coastal Development Permit has been approved and we can begin work on the construction of the Fish Cleaning Station. Unfortunately, the in-line septic grinder was not approved and the Harbor District will need to find a new solutions to discarding the fish carcasses.

The Harbormaster is looking into green waste bins via Waste Management or partnering with a local farm who would want the carcasses for compost.

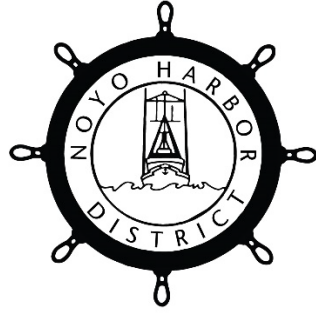
We have roughly \$115,000 remaining in our account for the development of the fish cleaning station and the improved pathway to the Fishermen's Memorial. The Harbormaster will work with SHN and the contractors to ensure that this project is completed on budget.

FISCAL IMPACT

This program is 100% funded

ATTACHMENTS

Harbormaster will bring blueprints to Commission meeting for review. Members of the public can request an appointment to review plans by contacting the Harbormaster.



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Staff Report

Update on hiring process for Marina Manager Position and Bookkeeper FRQ

The Harbor office has received several applications for both positions. The applicant period is open until March 25th and the Harbor office is hopeful more people will apply. The jobs are posted on the Harbor District website and have been sent to potential candidates.

Special Meeting for Blue Economy Feasibility Plan

The Noyo Center for Marine Science would like to set up a Special Meeting with the Noyo Harbor District Commissions to discuss their Blue Economy Feasibility Plan. This plan will work to develop a set of recommendations for the Noyo Center on where and how they can enter into the Blue Economy sector. They have hired an experienced set of consultants to complete the work and the consultants have reached out to the Harbormaster to set up a meeting with the commission at large. The Harbormaster has directed the consultants and the Noyo Center to develop supplemental materials that the Harbormaster can share with the commissioners prior to the meeting to best stimulate conversations. The Harbormaster has already met with the consultants and they are specifically seeking input from the commissioners.

The consultants and the Noyo Center would like to meet with the commissioners on April 23rd from 3-5. This meeting will be publicly posted in accordance with the Brown Act.