



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 July 11th, 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 – June 2024
2. Treasurer Report -June 2024

Conduct of Business

1. Discussion and possible action on Contract between Noyo Harbor District and North Star Ice
2. Discussion and possible action on 2024-2025 Budget

Staff Reports and Recommendations

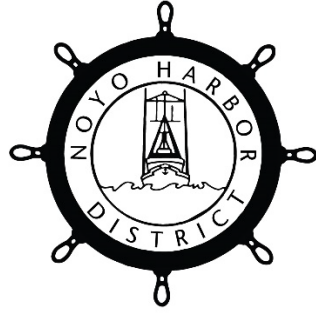
District Office:

Boat USA Vessel Destruction Program

Attorney Report:

Matters from the Commissioners:

Adjournment to the next regular meeting August 8th 2024 at 6pm



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NOYO HARBOR DISTRICT
STATEMENT OF ACCOUNTS
30-Jun-24

Chase Checking	\$158,405.66
Chase Money Market	\$156,137.77
LAIF	\$1,553,442.17
Total of all accounts	\$1,867,985.60
Funds Reserved for State Lands Commission Grant	\$111,093.86
Unsecured funds	\$1,756,891.74

**Noyo Harbor District
 Profit & Loss**

June 2024

Jun 24

Ordinary Income/Expense	
Income	
Electricity	1,032.78
Ground Rent	942.00
Late Fees	587.50
Park & Launch	3,848.00
Slip Rental Contract	39,927.78
Slip Rental Transient	2,717.63
Total Income	<u>49,055.69</u>
Gross Profit	49,055.69
Expense	
Advertising Expense	20.00
Communications Expense	241.69
CSP General	3,950.00
Deferred Maintenance	103.15
Dues and Subscriptions Exp	1,382.95
Emp. Health & Dental Insurance	2,201.84
Fuel Expense	215.66
Insurance Property & Liability	1,634.65
Legal and Professional Fees	1,363.00
Office Expense	81.00
Payroll Tax Expense	4,903.85
Power	3,936.30
Professional Expense	52.50
Repairs & Maintenance	8,390.61
Sep. Ira	759.26
Utilities Expense	5,033.14
Wages Expense (Hourly)	13,013.58
Total Expense	<u>47,283.18</u>
Net Ordinary Income	1,772.51
Other Income/Expense	
Other Income	
Grant Reimbursements	38,289.00
Total Other Income	<u>38,289.00</u>
Other Expense	
2020-21 SAVE Grant	24,998.00
EDD Project	7,406.25
SLC Fish Cleaning Station	1,230.00
Total Other Expense	<u>33,634.25</u>
Net Other Income	<u>4,654.75</u>
Net Income	<u><u>6,427.26</u></u>

	FY Year to Date	Budget	\$ Over Budget	% of Budget
Income				
Electricity	\$13,418.45	\$10,000.00	3,418.45	134.18
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	\$19,600.00	\$30,000.00	-10,400.00	65.33
Income / Mdco. County				
Taxes	\$130,807.64	\$117,260.00	13,547.64	111.55
Interest Income	\$49,433.58	\$30,000.00	19,433.58	164.78
Late Fees	\$2,771.11	\$2,000.00	771.11	138.56
Main Pier	\$495.56	\$1,000.00	-504.44	49.56
Other Grant Proceeds	\$200.00	\$20,000.00	-19,800.00	1.00
Park & Launch	\$35,290.00	\$25,000.00	10,290.00	141.16
Slip Rental Contract	\$421,204.35	\$456,000.00	-34,795.65	92.37
Slip Rental Transient	\$46,569.57	\$43,000.00	3,569.57	108.30
Total Income	\$746,911.62	\$757,260.00	-\$10,348.38	98.63
Expense				
Advertising Expense	\$295.80	\$8,000.00	-7,704.20	3.70
Communications Expense	\$4,265.75	\$4,500.00	-234.25	94.79
Deferred Maintenance	\$0.00	\$10,000.00	-10,000.00	0.00
Dues and Subscriptions Exp	\$10,958.91	\$10,000.00	958.91	109.59
Emp. Health & Dental				
Insurance	\$28,722.00	\$24,000.00	4,722.00	119.68
Fuel Expense	\$3,128.21	\$5,000.00	-1,871.79	62.56
Insurance Property & Liability	\$221,587.21	\$210,000.00	11,587.21	105.52
Legal and Professional Fees	\$39,251.00	\$57,500.00	-18,249.00	68.26
Office Expense	\$7,887.92	\$11,800.00	-3,912.08	66.85
Operating Supplies	\$4,059.16	\$7,000.00	-2,940.84	57.99
Payroll Tax Expense	\$14,569.18	\$17,000.00	-2,430.82	85.70
Power	\$55,056.01	\$55,000.00	56.01	100.10
Refund	\$707.10	\$1,000.00	-292.90	70.71
Repairs & Maintenance	\$39,481.13	\$28,000.00	11,481.13	141.00
Salary Expense	\$62,302.12	\$70,000.00	-7,697.88	89.00
Sep. Ira	\$8,421.36	\$8,100.00	321.36	103.97
Taxes & Assessments	\$1,472.99	\$3,000.00	-1,527.01	49.10
Travel and Conferences	\$1,750.49	\$5,000.00	-3,249.51	35.01
Utilities Expense	\$67,371.09	\$68,000.00	-628.91	99.08
Wages Expense (Hourly)	\$116,836.96	\$116,000.00	836.96	100.72
Total Expense	\$688,124.39	\$718,900.00	-30,775.61	95.72
Net Income	\$58,787.23	\$38,360.00		153.25

Noyo Harbor District

Payroll summary by employee report

From Jun 01, 2024 to Jun 30, 2024 for all employees from all locations

Item	Total
Hours - total	599.67
Hours - Regular Pay	513
Hours - Vacation Pay	0
Hours - Sick Pay	0
Hours - Holiday Pay	0
Hours - Salary	86.67
Gross pay - total	\$ 16,021.01
Gross pay - Regular Pay	\$ 13,196.01
Gross pay - Vacation Pay	\$ 0.00
Gross pay - Sick Pay	\$ 0.00
Gross pay - Holiday Pay	\$ 0.00
Gross pay - Salary	\$ 2,825.00
Pretax deductions - total	
Adjusted gross	\$ 16,021.01
Other pay - total	\$ 0.00
Employee taxes & deductions - total	-\$ 3,007.43
Employee taxes - total	-\$ 3,007.43
Employee taxes - Federal Income Tax	-\$ 1,188.89
Employee taxes - Social Security	-\$ 993.30
Employee taxes - Medicare	-\$ 232.30
Employee taxes - CA Income Tax	-\$ 416.70
Employee taxes - CA State Disability Ins	-\$ 176.24
Employee Aftertax deductions - total	
Net pay	\$ 13,013.58
Employer taxes & contributions - total	\$ 1,244.35
Employer taxes - total	\$ 1,244.35
Employer taxes - FUTA Employer	\$ 4.68
Employer taxes - Social Security Employer	\$ 993.30
Employer taxes - Medicare Employer	\$ 232.30
Employer taxes - CA ETT	\$ 0.78
Employer taxes - CA SUI Employer	\$ 13.29
Company contributions - total	
Total payroll cost	\$ 17,265.36



Jim Hurst	Doug Albin	Richard Shoemaker	Dan Platt	Grant Downie	Anna Neumann
Chair	Vice Chair	Commissioner	Commissioner	Commissioner	Harbormaster

Noyo Harbor Commission Regular Meeting Minutes

Thursday June 6th, 2024

Fort Bragg Town Hall

363 N. Main Street, Fort Bragg, CA 95437

Call to Order at 6:00pm by Chair Hurst

Roll Call

Present: Commissioner Shoemaker, Commissioner Downie, Chair Hurst

* Commissioner Platt arrived at 6:05pm

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 – May 2024
2. Treasurer Report -May 2024

Motion to approve consent calendar. 1st Commissioner Shoemaker, 2nd Commissioner Downie. Approved 3-0-0

Conduct of Business

1. Discussion and possible action on Fish Cleaning Station Construction contract.

Scott from SHN was present and discussed the one bid received from AKEFF construction. Base bid was \$100,135 (no alternates), and \$117,695 (with alternates). Scott recommends we award with the base bid then try to add savings through change orders (i.e. change sidewalk dimensions and electrical conduit for solar.) Noted also that Franco is sub-contractor for the structure. Ground break would be after Salmon BBQ.

Motion to approve Fish Cleaning Station Construction Contract and Award contract to AKEFF. 1st Commissioner Shoemaker, 2nd Commissioner Platt. Approved 4-0-0

2. Discussion and possible action on FEMA 4683.

Scott from SHN discussed the importance of getting the Emergency Permit process started as we will have to secure three for this project as it is over water and will take months to secure all permits. Commissioner Platt agrees that this could be a danger in winter months. Commissioner Downie asked if the Emergency Permit cost will be covered by FEMA and Scott says he believes so.

Motion to proceed with Emergency Permit Process. 1st Commissioner Platt, 2nd Commissioner Shoemaker. Approved 4-0-0

3. Discussion and possible action on North Star Icehouse

Much discussion was had surrounding payment schedule and obtaining a contract that covers scope of work. Legal counsel would like to pay per terms of sales agreement which is \$600,000 deposit (already paid), \$85,000 when fabrication begins, and balance to be paid two weeks prior to delivery. Legal Counsel would also like to have a real contract with scope of work and full contract price for equipment and installation. Legal counsel would also like to look over Grant information.

Motion to Table this to July meeting so Legal Counsel can get more information. 1st Commissioner Downie, 2nd Commissioner Platt. Approved 4-0-0

4. Discussion and possible action on edit to Resolution 2024-1

Legal Counsel advised to remove word “for” in paragraph four. All other changes approved.

Motion to Approve Resolution 2024-1. 1st Commissioner Platt, 2nd Commissioner Shoemaker. Approved 4-0-0

5. Discussion and possible action on 2024-2025 Proposed Budget

Chair Hurst commented on Spud Point Marina (Sonoma County) recent relief funding that was received to help their marina. Possibility of pressuring our county for the same. Commissioner Shoemaker requests page numbers on statement as well as last years statement to be able to reflect/compare.

Motion to Adopt the preliminary budget and bring back in July/August for modifications. 1st Commissioner Shoemaker, 2nd Commissioner Platt 4-0-0

Staff Reports and Recommendations

District Office:

Harbormaster Leave

Attorney Report:

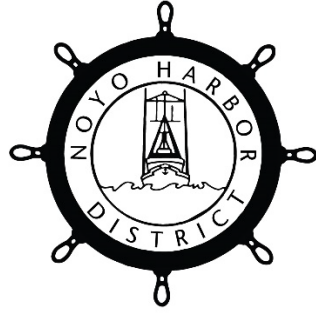
None

Matters from the Commissioners:

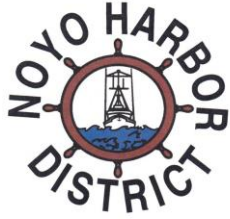
Commissioners Downie gave an update on the 5th grade field trip on May 23rd + 24th Supported by the Noyo Women's group. 5 classes made their way through 7 stations in the harbor. The kids had a great time. Also just finished North Coast Kelp Fest in Big River with 3 films about Kelp and protection. There will be another event mid-June which will run into Urchin Fest.

Motion to adjournment to the next regular meeting July 11th 2024 at 6pm. 1st Commissioner Downie, 2nd Commissioner Platt. Approved 4-0-0

Meeting Adjourned 6:54pm



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NOYO HARBOR DISTRICT AGENDA ITEM SUMMARY

AGENDA ITEM #: 1
MEETING DATE: 6/6/2024

TITLE

Contract with North Star

RECOMMENDED ACTION

Approval or recommendations

ANALYSIS

Mr. Jackson is requesting that the board direct him to work with SHN on developing a contract between the Harbor District and North Star Ice for the furnishment of the ice facility.

FISCAL IMPACT

ATTACHMENTS

Proposed budget 2024-2025



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NOYO HARBOR DISTRICT AGENDA ITEM SUMMARY

AGENDA ITEM #: 5
MEETING DATE: 6/6/2024

TITLE

2024-2025 Proposed Budget

RECOMMENDED ACTION

Approval or recommendations

ANALYSIS

This item is being brought back to the commission from the June 6th meeting.

Adjustments were made from commissioner comments from the May meeting and project revenues were updated for ground rent and contract slip rentals.

Actual revenues and expenses from 2023-2024 were added into the spreadsheet to provide a history of income and expenses.

FISCAL IMPACT

ATTACHMENTS

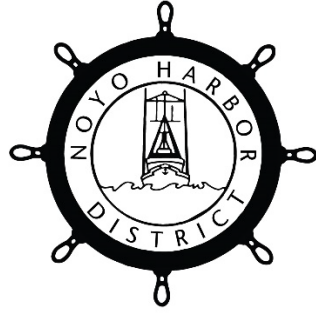
Proposed budget 2024-2025

Noyo Harbor District (NHD)

	Budget 2021/2022	Budget 2022/2023	Actual Revenue 2022/2023	Budget 2023/2024	Actual Revenues 2023/2024	Proposed Budget 2024/2025
Revenues						
Slip Rental - Contract	525,000.00	650,000.00	453,476.26	456,000.00	421,204.35	460,000.00
Slip Rental - Transient	50,000.00	60,000.00	47,039.04	43,000.00	46,569.57	45,000.00
Hoist Fees	3,000.00	1,000.00	660.00	1,000.00	495.56	500.00
Park & Launch	30,000.00	35,000.00	22,906.56	25,000.00	35,290.00	35,000.00
Ground Rent	30,000.00	40,000.00	34,342.08	30,000.00	19,600.00	24,000.00
Encroachment Leases	20,000.00	20,000.00	14,218.75	20,000.00	24,759.00	25,000.00
Electric	0.00	15,000.00	958.54	10,000.00	13,418.45	15,000.00
Late Fees	3,000.00	4,000.00	30.00	2,000.00	2,771.11	2,000.00
Income -Marina Based	661,000.00	825,000.00	573,631.23	587,000.00	564,108.04	606,500.00
Community Fish Markets	5,000.00	3,000.00	7,712.29	3,000.00	2,362.00	2,000.00
Property Tax Rev-Current	112,000.00	117,000.00	120,408.53	117,260.00	130,807.64	131,000.00
Interest Income	5,000.00	4,830.00	25,737.87	30,000.00	49,433.58	45,000.00
Local Coastal Program Update- City Of Fort Bragg				20,000.00	200	30,000.00
Economic Development Department						40,000.00
Other Revenues	122,000.00	124,830.00	153,858.69	170,260.00	182,803.22	248,000.00
Total Revenues	783,000.00	949,830.00	727,489.92	757,260.00	746,911.26	854,500.00

Expenses	Budget	Budget	Actual Expense	Budget	Actual Expense	Proposed
	2021/2022	2022/2023	2022/2023	2023/2024	2023/2024	Budget 2024/2025
Payroll and Employee Burdens						
Harbormaster	60,000.00	60,000.00	69,850.00	70,000.00	68,700.00	70,000.00
Wages Hourly 2 F.T. 2 P.T.	95,000.00	137,696.00	115,033.29	116,000.00	106,272.00	187,000.00
Emp. Health & Dental Insurance	85,000.00	25,000.00	22,933.02	24,000.00	28,722.00	30,000.00
Sep. Ira	20,000.00	15,000.00	7,641.67	8,100.00	8,356.00	16,000.00
Payroll Tax Expense	31,500.00	31,000.00	15,459.44	17,000.00	13,840.00	20,560.00
Employee Totals	291,500.00	268,696.00	230,917.42	235,100.00	225,890.00	323,560.00
Utilites						
Utilities Expense (Trash/Water)		90,000.00	66,332.11	68,000.00	67,371.09	65,000.00
Power		55,000.00	53,105.79	55,000.00	55,056.01	57,000.00
Utilities	130,000.00	145,000.00	119,437.90	123,000.00	122,427.10	122,000.00
Insurance Property & Liability	195,000.00	210,000.00	266,203.25	210,000.00	221,587.21	230,000.00
Legal and Professional Fees						
Legal	15,000.00	35,000.00	13,193.48	24,000.00	16,450.00	20,000.00
Consultant	10,000.00	20,000.00	38,291.91	25,000.00	18,776.00	20,000.00
Auditor	8,000.00	10,000.00	8,000.00	8,500.00	4,025.00	8,500.00
Legal and Professional Totals	33,000.00	65,000.00	59,485.39	57,500.00	39,251.00	48,500.00

	Budget 2021/2022	Budget 2022/2023	Actual Expense 2022/2023	Budget 2023/2024	Actual Expense 2023/2024	Proposed Budget 2024- 2025
Office and Admin Expenses						
Office Expense	6,000.00	6,000.00	12,399.46	11,000.00	7,887.92	10,000.00
Office Equipment	1,500.00	1,500.00		800.00	760.00	800.00
Conferences & Meetings	5,000.00	5,000.00	4,541.15	5,000.00	1,750.00	2,000.00
Dues and Subscriptions Exp	3,000.00	12,000.00	12,104.20	10,000.00	10,958.91	18,000.00
Advertising Expense	500.00	3,000.00	1,435.88	800.00	295.80	500.00
Communications Expense	3,000.00	3,000.00	4,737.61	4,500.00	4,265.75	4,500.00
Taxes & Assessments	32,000.00	3,000.00	4,622.82	3,000.00	1,472.00	7,000.00
Refunds			4,240.00	1,000.00	707.10	1,000.00
Office and Admin Expenses	26,500.00	33,500.00	44,081.12	36,100.00	28,097.48	43,800.00
Grounds						
Repairs & Maintenance	35,000.00	45,000.00	27,493.50	28,000.00	39,481.13	40,000.00
Operating Supplies	9,000.00	9,000.00	5,834.23	7,000.00	4,059.16	6,000.00
Equipment Purchase	10,000.00	4,000.00		0.00		1,000.00
Equipment Expense	3,000.00	1,000.00		0.00		
Fuel Expense	1,500.00	1,600.00	4,156.61	5,000.00	3,128.21	5,000.00
Deferred Maintenance	65,000.00	30,000.00	29,126.17	10,000.00		10,000.00
Maintenance & Repairs	123,500.00	90,600.00	66,610.51	50,000.00	46,668.50	62,000.00
Grant Expenses						
Save Grant	0.00	13,000.00	0.00	10,000.00	2,271.45	2,000.00
Grant Expenses	0.00	13,000.00	0.00	10,000.00	2,271.45	2,000.00
Total Expenses	799,500	825,796	786,736	721,700	686,193	831,860
Net Income	(16,500)	124,034	(59,245.67)	35,560.00	60,718.52	22,640.00



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Jim Hurst
Chair

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Vice Chair

Richard Shoemaker
Commissioner

Dan Platt
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Grant Downie
Commissioner

Anna Neumann
Harbormaster

Staff Reports

BOAT USA

Boat USA a private non-profit is offering grants for the removal of abandoned and derelict vessels. They have requested a letter of intent for projects between \$50,000 and \$1M with no required match. The Harbormaster would like to submit a letter of intent to BOAT USA for an additional \$500,000 to remove abandoned and derelict vessels from Noyo River. Boat USA allows old commercial vessels to be removed, currently the Noyo Harbor District has 6 vessels that would be removed.