



Jim Hurst
Chair

Doug Albin
Vice Chair

Richard Shoemaker
Commissioner

Dan Platt
Commissioner

Grant Downie
Commissioner

Anna Neumann
Harbormaster

Noyo Harbor Commission Meeting Agenda

Tuesday October 10th, 2024 6pm

Salmon Trollers Hall,

19292 S. Harbor Drive, Fort Bragg, CA

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.

Consent Calendar

1. Minutes September 2024
2. Financial Report September 2024

Conduct of Business

1. Discussion and possible action payment of IRS fee
2. Discussion and possible action on Resolution 2024-5
3. Discussion and possible action on fund raising campaigns

Staff Reports and Recommendations

Matters from the Commissioners

CONDUCT OF BUSINESS (Closed Session)

1. Employee Review of Harbormaster
Government Code Section 54957

Adjournment to the next regular meeting November 21st 2024 at 6pm



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Noyo Harbor Commission Regular Meeting Agenda

Thursday September 12th, 2024

Fort Bragg Town Hall

363 N. Main Street, Fort Bragg, CA 95437

Call to Order at 6:02pm

Roll Call

Present: Commissioner Platt, Commissioner Downie, Vice Chair Albin, Chair Hurst

Staff Present: Harbormaster Anna Neumann, Marina Manager Nick Savedra, Jim Jackson

Pledge of Allegiance

Public Comment on Non-Agenda Items

None

Correspondence

None

Consent Calendar

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

Motion to approve: 1st Commissioner Platt, 2nd Commissioner Albin. Approved 4-0-1

Conduct of Business

1. Discussion and possible action on Resolution 2024-4 SAVE-24 funding
Harbormaster gave an update on the SAVE grant and the need for the Harbor District to reduce the price per vessel in order to stay competitive for these grant funds.

Motion to approve resolution 2024-4. 1st Commissioner Downie, 2nd Commissioner Albin. Approved 4-0-1

Commissioner Shoemaker arrived at 6:24pm

2. Discussion and possible action on North Star Ice Contract
Jim Jackson gave an update on the North Star Ice Contract. **Motion to approve: 5-0-0**

3. Report on State Coastal Conservancy Funds

Harbormaster gave a report on the approval of funds for them State Coastal Conservancy. The Harbor Commission should receive more information on the project at the October meeting. **No motion made.**

4. Update on the Noyo Harbor Revitalization Project

The Harbormaster and Marina Manager gave an update on the revitalization project and off the dock sales program. A discussion was held on the best way to support the commercial fishing fleet. **No motion was made.**

Staff Reports and Recommendations

District Office:

Noyo Harbor Festival- Harbormaster gave a report on the upcoming Harbor Festival planning efforts.

Fish Cleaning Station- Harbormaster gave a report on the construction of the Fish Cleaning Station.

Attorney Report

Attorney will miss the October meeting

Matters from the Commissioners

Commissioner Downie will be out of town in October

CONDUCT OF BUSINESS (Closed Session) began in 7:27pm

1. Employee Review of Harbormaster

Government Code Section 54957

Closed session ended at 7:43pm

Report out: Bring employee review back to October meeting.

Adjournment to the next regular meeting October 10th 2024 at 6pm was made at 7:45.

NOYO HARBOR DISTRICT
STATEMENT OF ACCOUNTS
30-Sep-24

Chase Checking	\$56,126.03
Chase Money Market	\$94,144.16
LAIF	\$1,340,969.01
Total of all accounts	\$1,491,239.20
Funds Reserved for State Lands Commission Grant	\$106,443.99
Unsecured funds	\$1,384,795.21

Noyo Harbor District
Profit & Loss
September 2024
Sep 24

Ordinary Income/Expense	
Income	
Electricity	1,169.84
Fish Markets	9,482.00
Ground Rent	3,425.04
Park & Launch	8,223.50
Slip Rental Contract	50,788.55
Slip Rental Transient	10,795.64
Total Income	<u>83,884.57</u>
Gross Profit	83,884.57
Expense	
Advertising Expense	210.87
Communications Expense	305.41
Dues and Subscriptions Exp	6,716.88
Emp. Health & Dental Insurance	2,442.98
Fuel Expense	196.10
Harbor Festival	1,172.92
Insurance Property & Liability	238,085.00
Legal and Professional Fees	1,316.00
Office Expense	902.40
Payroll Tax Expense	4,559.54
Power	4,469.18
Repairs & Maintenance	2,174.24
Sep. Ira	793.77
Utilities Expense	3,678.09
Wages Expense (Hourly)	14,999.35
Total Expense	<u>282,022.73</u>
Net Ordinary Income	-198,138.16
Other Income/Expense	
Other Expense	
2021-2022 SAVE Grant	14,300.00
EDD Project	20,555.73
FEMA 4683	3,020.00
SLC Fish Cleaning Station	870.00
Total Other Expense	<u>38,745.73</u>
Net Other Income	<u>-38,745.73</u>
Net Income	<u><u>-236,883.89</u></u>

	FY Year to Date	Budget	\$ Over Budget	% of Budget
Income				
Electricity	\$6,061.18	\$15,000.00	-8,938.82	40.41
Encroachment Leases	\$0.00	\$25,000.00	-25,000.00	0.00
Fish Markets	\$9,482.00	\$2,000.00	7,482.00	474.10
Ground Rent	\$6,075.04	\$24,000.00	-17,924.96	25.31
Income / Mdco. County				
Taxes	\$16,184.87	\$131,000.00	-114,815.13	12.35
Interest Income	\$17,526.84	\$45,000.00	-27,473.16	38.95
Late Fees	\$1,095.00	\$2,000.00	-905.00	54.75
Other Grant Proceeds	\$74.42	\$70,000.00	-69,925.58	0.11
Park & Launch	\$18,734.00	\$35,000.00	-16,266.00	53.53
Slip Rental Contract	\$102,042.47	\$460,000.00	-357,957.53	22.18
Slip Rental Transient	\$37,875.57	\$45,000.00	-7,124.43	84.17
Total Income	\$215,151.39	\$854,000.00	-\$638,848.61	25.19
Expense				
Advertising Expense	\$560.84	\$500.00	60.84	112.17
Communications Expense	\$758.47	\$4,500.00	-3,741.53	16.85
Deferred Maintenance	\$2,072.35	\$10,000.00	-7,927.65	20.72
Dues and Subscriptions Exp	\$15,465.71	\$18,000.00	-2,534.29	85.92
Emp. Health & Dental				
Insurance	\$6,846.66	\$30,000.00	-23,153.34	22.82
Fuel Expense	\$739.76	\$5,000.00	-4,260.24	14.80
Insurance Property & Liability	\$259,853.06	\$230,000.00	29,853.06	112.98
Legal and Professional Fees	\$7,964.00	\$48,500.00	-40,536.00	16.42
Office Expense	\$3,369.26	\$11,800.00	-8,430.74	28.55
Operating Supplies	\$2,196.34	\$6,000.00	-3,803.66	36.61
Payroll Tax Expense	\$3,731.75	\$20,560.00	-16,828.25	18.15
Power	\$13,483.39	\$57,000.00	-43,516.61	23.66
Refund	\$0.00	\$1,000.00	-1,000.00	0.00
Repairs & Maintenance	\$12,210.35	\$40,000.00	-27,789.65	30.53
Salary Expense	\$6,845.19	\$70,000.00	-63,154.81	9.78
Sep. Ira	\$2,277.78	\$16,000.00	-13,722.22	14.24
Taxes & Assessments	\$7,514.40	\$7,000.00	514.40	107.35
Travel and Conferences	\$0.00	\$2,000.00	-2,000.00	0.00
Utilities Expense	\$14,458.63	\$65,000.00	-50,541.37	22.24
Wages Expense (Hourly)	\$41,935.76	\$187,000.00	-145,064.24	22.43
Total Expense	\$402,283.70	\$829,860.00	-427,576.30	48.48
Net Income	-\$187,132.31	\$24,140.00		-775.20

Noyo Harbor District

Payroll summary by employee report

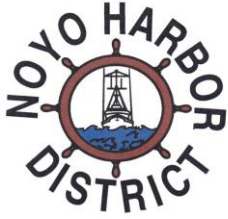
From Sep 01, 2024 to Sep 30, 2024 for all employees from all locations

Item	Total	Koski Bruce	Koski Jay	Neumann Anna T	Savedra Nicholas P	Scofield Robert
Hours - total	680.84	80.5	168	173.34	124	135
Hours - Regular Pay	464.5	80.5	128		124	132
Hours - Overtime Pay	3					3
Hours - Vacation Pay	0		0	0		
Hours - Sick Pay	60		40	20		
Hours - Holiday Pay	0		0			
Hours - Salary	153.34			153.34		
Gross pay - total	\$ 18,433.18	\$ 1,569.75	\$ 4,831.68	\$ 5,650.00	\$ 3,720.00	\$ 2,661.75
Gross pay - Regular Pay	\$ 11,545.03	\$ 1,569.75	\$ 3,681.28		\$ 3,720.00	\$ 2,574.00
Gross pay - Overtime Pay	\$ 87.75					\$ 87.75
Gross pay - Vacation Pay	\$ 0.00		\$ 0.00	\$ 0.00		
Gross pay - Sick Pay	\$ 1,802.32		\$ 1,150.40	\$ 651.92		
Gross pay - Holiday Pay	\$ 0.00		\$ 0.00			
Gross pay - Salary	\$ 4,998.08			\$ 4,998.08		
Pretax deductions - total						
Adjusted gross	\$ 18,433.18	\$ 1,569.75	\$ 4,831.68	\$ 5,650.00	\$ 3,720.00	\$ 2,661.75
Other pay - total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Employee taxes & deductions - total	-\$ 3,433.83	-\$ 187.82	-\$ 1,127.85	-\$ 1,157.13	-\$ 531.39	-\$ 429.64
Employee taxes - total	-\$ 3,433.83	-\$ 187.82	-\$ 1,127.85	-\$ 1,157.13	-\$ 531.39	-\$ 429.64
Employee taxes - Federal Income Tax	-\$ 1,407.58	-\$ 35.31	-\$ 540.72	-\$ 563.08	-\$ 114.40	-\$ 154.07

Employee taxes - Social Security	-\$ 1,142.85	-\$ 97.32	-\$ 299.56	-\$ 350.30	-\$ 230.64	-\$ 165.03
Employee taxes - Medicare	-\$ 267.29	-\$ 22.76	-\$ 70.06	-\$ 81.93	-\$ 53.94	-\$ 38.60
Employee taxes - CA Income Tax	-\$ 413.33	-\$ 15.16	-\$ 164.36	-\$ 99.66	-\$ 91.49	-\$ 42.66
Employee taxes - CA State Disability Ins	-\$ 202.78	-\$ 17.27	-\$ 53.15	-\$ 62.16	-\$ 40.92	-\$ 29.28
Employee Aftertax deductions - total						
Net pay	\$ 14,999.35	\$ 1,381.93	\$ 3,703.83	\$ 4,492.87	\$ 3,188.61	\$ 2,232.11
Employer taxes & contributions - total	\$ 1,410.14	\$ 120.08	\$ 369.62	\$ 432.23	\$ 284.58	\$ 203.63
Employer taxes - total	\$ 1,410.14	\$ 120.08	\$ 369.62	\$ 432.23	\$ 284.58	\$ 203.63
Employer taxes - FUTA Employer	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Employer taxes - Social Security Employer	\$ 1,142.85	\$ 97.32	\$ 299.56	\$ 350.30	\$ 230.64	\$ 165.03
Employer taxes - Medicare Employer	\$ 267.29	\$ 22.76	\$ 70.06	\$ 81.93	\$ 53.94	\$ 38.60
Employer taxes - CA ETT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Employer taxes - CA SUI Employer	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Company contributions - total						
Total payroll cost	\$ 19,843.32	\$ 1,689.83	\$ 5,201.30	\$ 6,082.23	\$ 4,004.58	\$ 2,865.38



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NOYO HARBOR DISTRICT AGENDA ITEM SUMMARY

AGENDA ITEM #: 1

**MEETING DATE:
10/10/2024**

TITLE

IRS Penalties

RECOMMENDED ACTION

Direction

ANALYSIS

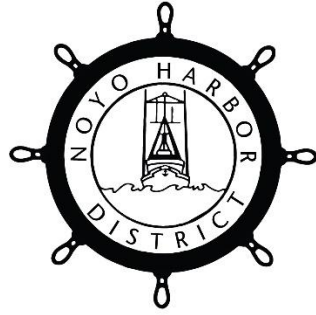
After working with several tax specialist and accountants the Harbormaster has been unsuccessful in getting the IRS penalties from non-payment of taxes removed from the Harbor Districts account with the IRS. The Harbor District meets none of the requirements for the dismissal of penalties.

The Harbormaster has not received any updates in the penalties as they accumulate interest and the following penalties were given when the District paid the back taxes in May of 2023. Unfortunately, the only communication the Harbormaster did receive was a notice that the Q 4 2017 IRS taxes were also unpaid and with penalties.

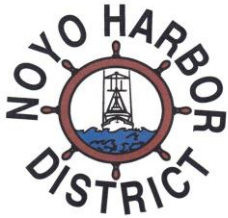
Quarter	Penalty	Tax
Q4 2019	\$11,802.57	Paid 5/2023
Q3 2019	\$12,373.45	Paid 5/2024
Q2 2019	\$2,845.80	Paid 5/2025
Q1 2019	\$2,915.14	Paid 5/2026
Q4 2018	\$2,764.89	Paid 5/2027
Q3 2018	\$5,103.49	Paid 5/2028
Q2 2018	\$7,382.00	Paid 5/2029
Q1 2018	\$3,472.36	Paid 5/2030
Q4 2017	\$4,856.31	\$8,944.47
Total Penalty	\$53,516.01	
Total to be paid	\$62,460.48	

FISCAL IMPACT

\$62,460.48



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NOYO HARBOR DISTRICT AGENDA ITEM SUMMARY

AGENDA ITEM #: 2

MEETING DATE:
10/10/2024

TITLE

Resolution 2024-5

RECOMMENDED ACTION

Approval or recommended actions

ANALYSIS

Resolution 2024-5 would allow the Chair of the Commission and the Harbormaster to sign grant agreements with the State Coastal Conservancy. The Conservancy has yet to provide grant agreement.

Attached is the work plan and budget for the proposed grant application which will be submitted to the SCC once approval has been given from the Harbor District commission. The work plan outlines deliverables and timelines.

A draft task order has also been submitted from SHN which outlines the roles SHN will fill in the project.

The Harbormaster's working budget is also attached to better show the budget.

FISCAL IMPACT

ATTACHMENTS

Workplan

SHN task order

Harbormaster budget

Resolution No. 2024-5

Resolution of the Noyo Harbor District

Approving the Grant of Funds from the
State Coastal Conservancy

For Noyo Harbor Redevelopment Planning

WHEREAS, the Legislature of the State of California has established the State Coastal Conservancy (“Conservancy”) under Division 21 of the California Public Resources Code, and has authorized the Conservancy to award grants to public agencies and nonprofit organizations to implement the provisions of Division 21; and

WHEREAS, the Conservancy awards grants for projects that it determines are consistent with Division 21 of the Public Resources Code and with the Conservancy’s Strategic Plan and that best achieve the Conservancy’s statutory objectives, in light of limited funding.

WHEREAS, at its September 5th, 2024 meeting, the Conservancy adopted a resolution authorizing a grant to The Noyo Harbor District (“grantee”) for Noyo Harbor Redevelopment Planning (“the project”). The resolution was adopted by the Conservancy pursuant to and is included in the Conservancy September 5th, 2024 staff recommendation, a copy of which is on file with the grantee and with the Conservancy.

WHEREAS, the Conservancy requires that governing body of the grantee certify through a resolution that it approves the award of Conservancy grant funding and authorizes the execution by a representative of the grantee of a grant agreement on terms and conditions required by the Conservancy grant agreement number.

NOW, THEREFORE, be it resolved that the grantee hereby:

1. Approves the award of grant funding from the Conservancy for the project.
2. Acknowledges that it has or will have sufficient funds to complete the project and, if any property is acquired as part of the project to operate and maintain the property, and, if any facilities are constructed as a part of the project, to operate and maintain the facilities for a reasonable period, not less than the useful life of the facilities.
3. Agrees to be bound by all terms and conditions of the grant agreement and any other agreement or instrument as may be required by the Conservancy and as may be necessary to fulfill the terms of the grant agreement and to complete the project.
4. Authorizes any of the following named officers or employees of the grantee to act as a representative of the grantee, to negotiate and execute on behalf of the grantee all agreements and instruments necessary to complete the project and to comply with the Conservancy's grant requirements, including, without limitation, the grant agreement: Chair of the Noyo Harbor District, Harbormaster of the Noyo Harbor District.

APPROVED AND ADOPTED October 10th, 2024 .

I, (PRINT NAME HERE) _____, the undersigned, hereby certify that the above Resolution No. 2024-5 was duly adopted by the grantee by the following roll call vote:

Ayes:

Noes:

Absent:

(Clerk)

Signature: _____

WORK PROGRAM

Grantee Name

Project Name

Conservancy Grant Agreement # XX-XXX [FILL IN]

Today's Date [FILL IN]

I. PROJECT DESCRIPTION

The purpose of this project is to complete the planning work necessary for the redevelopment of the Noyo Harbor Marina. The Grantee will complete a Harbor Redevelopment Study which coalesce all of the information necessary to redevelop the marina. From stakeholder input to the identification, timelines and budgets for all necessary permits the Redevelopment Study will act as the roadmap once construction funds have been secured. The Grantee will also use this opportunity to move through the CEQA process. The Grantee will also develop engineering plans for the construction of the new docks.

II. SCOPE OF WORK

Task 1 Project Management

The Grantee will coordinate with Conservancy Project Manager to keep him/her informed about the status of the project. The Grantee will be responsible managing the budget and schedule, submitting requests for disbursement, and other project management activities. Before hiring subcontractors for work under this grant agreement, the Grantee will submit subcontractors to perform specified tasks for the review and approval of the Conservancy Project Manager. In the progress reports, the Grantee will document all subcontractor activities, subcontractor activities, deliverables completed, progress, issues and proposed resolutions.

Task Deliverable(s): progress reports, invoices, and subcontract documentation (see Section V).

Task 2 Name of Task: Community Outreach

The Grantee will hold at least two fleet focuses stakeholder meetings to capture the input of the local recreational and commercial fishing fleet. The grantee will also host two local stakeholder meetings to engage with local community members to ensure their needs are met in the redevelopment of the marina. The Grantee will also work to engage with local

tribes as appropriate to ensure their input is incorporated in the redevelopment of the marina. The Grantee will use surveys to gather specific information on needs.

The Grantee will also present the project at the City of Fort Bragg Council Meeting and Mendocino County Board of Supervisors meetings to gather input from local leaders.

Task Deliverable(s): results of stakeholder survey, notes and/or minutes from community meetings

Task 3 Noyo Harbor Redevelopment Study

The Grantee will produce the Noyo Harbor Redevelopment study which will act as a roadmap for the redevelopment process. SHN Consulting Engineers & Geologist has an active contract with the Noyo Harbor District on projects related to the 2019 Community Sustainability Plan, which includes marina redevelopment. SHN will work with the Harbor District to complete task as they relate to the Redevelopment Study. Overall the study will:

- Outline results of stakeholder engagement as it related to marina redevelopment
- Identify and complete necessary technical studies require for permit applications including CEQA (for example, eel grass survey and report, marina mammal survey and report, ect). Identify any additional needs for NEPA.
- Develop timelines of construction once implementation funding is received.
- Identify risks and potential mitigation measures.
- Identify potential funding sources for implementation.

Task Deliverable(s): Noyo Harbor Redevelopment Study

Task 4 Construction Plan

The Grantee will produce construction plans for the redevelopment of the marina's docks and shoreside infrastructure. Plans will utilize mitigation efforts, stakeholders needs, recommendations from relevant agencies identified in the Noyo Harbor Redevelopment Study.

Task Deliverable(s): 30% design construction plans, 60% design construction plans

Task Deliverable(s):

III. PERMIT COMPLIANCE

Before starting project implementation, all necessary permits must be obtained and the Conservancy Project Manager must be notified with written documentation either via a Work Program amendment or email.

The Grantee will be completing permits as a part of this project.

Implementation Projects: Required Permits	Secured
<input type="checkbox"/> Coastal or Shoreline Development Permit	<input type="checkbox"/>
<input type="checkbox"/> Local Grading, Vegetation, or Other permit	<input type="checkbox"/>
<input type="checkbox"/> CDFW Lake/Streambed Alteration Permit (1600)	<input type="checkbox"/>
<input type="checkbox"/> CDFW California Endangered Species Act Take Authorization	<input type="checkbox"/>
<input type="checkbox"/> Regional Water Quality Control Board Certification (401)	<input type="checkbox"/>
<input type="checkbox"/> U.S. Army Corps 404 or 408 Permit	<input type="checkbox"/>
<input type="checkbox"/> U.S. Fish and Wildlife Service Biological Opinion	<input type="checkbox"/>
<input type="checkbox"/> National Marine Fisheries Service Biological Opinion	<input type="checkbox"/>
<input type="checkbox"/> Other – Please specify	<input type="checkbox"/>

IV. SCHEDULE

Work Completion Date:	September 30 th , 2026
Final Request for Disbursement and Final Progress Report:	October 31 st , 2026
Grant Termination Date:	October 31 st , 2026

The Grantee will submit project deliverables to the Conservancy project manager as listed in the schedule below. In the event the Grantee anticipates a delay in the project schedule, the Grantee shall inform the Conservancy Project Manager by email prior to the scheduled due date of that task or deliverable.

In the event the project cannot be completed prior to the completion date of the Grant Agreement, the Grantee shall request an extension by email, providing justification for the extension and a revised schedule of completion. There is no guarantee that the grant agreement will be extended.

Task Number	Task Title	Deliverable	Estimated Start Date	Estimated Completion Date
1	Project Management	Progress Reports	Not Applicable	Monthly throughout the contract term
		Invoices		Monthly throughout the contract term
		Subcontractor Documentation		Prior to subcontractor starting work
2	Community Outreach	Surveys, Meeting Notes	November 2024	August 2026
3	Noyo Harbor Redevelopment Study	Noyo Harbor Redevelopment Study	November 2024	August 2026
4	Construction Plans	30% design drafts and final, 60% design drafts and final	January 2025	August 2026

V. BUDGET OVERVIEW

Task Number	Task Title	Coastal Conservancy Grant	Required Grantee Match *	Estimated Other Funding	Total Budget
1	Project Management	39,000	\$0	\$0	\$0
2	Community Outreach	31,000	\$0	\$0	\$0
3	Noyo Harbor Redevelopment Study	185,000	\$0	\$0	\$0
4	Construction Plans	447,000	\$0	\$0	\$0
	Indirect Cost Rate (6.4%)	48,000	\$0	\$0	\$0
TOTAL		\$750,000	\$0	\$0	\$0

***Grantee Required Match**

VI. BUDGET DETAIL

- A) Grantee Expenditures**
 - 1.) Direct Expenditures – \$8,000**

SCC Grant Agreement # XX-XXX
Work Program, Date

Materials - \$3,000

Printing of poster boards and handouts for stakeholder meetings, signage for stakeholder meetings, online survey platform and printed survey information for stakeholder meetings. Includes design fees.

Marketing -\$4,000

Radio, print, and online advertisements for survey and stakeholder meetings to ensure public is aware of the effort.

Venue Rental \$2,000

Rental fees for venue to host 4 stakeholder meetings.

Food- \$2,000

Water, tea, coffee and snacks for stakeholders meetings

Incidental Supplies or Personal Equipment, Clothing or Uniforms

None

Vehicles or Equipment

None

Travel Costs

None

2.) Staff time/Labor -\$79,000

Program Management – \$39,000

Noyo Harbor Redevelopment Study – \$20,000

Community Outreach – \$10,000

Stipends

None

3.) Indirect Costs

Indirect costs will be billed at a rate of 6.4% which equals 6.4% of total grant cost.

B) Subcontractors

West Center for Business Development: \$20,000

West Center will help with outreach for stakeholder meetings, and act as a liaison between the Harbor District and various state and federal agencies who have access to funding for the construction phase of marina redevelopment. West Center will help the Harbor District submit grant applications for any identified funds.

<https://www.westcenter.org/economic-development/blue-economy/>

SHN Consulting Engineers and Geologist: \$612,000

SHN has a standing contract with the Noyo Harbor District to complete projects as they relate to the Community Sustainability Plan. SHN will help the Harbor District complete the Noyo Harbor Redevelopment Study and provide draft and final designs for marina redevelopment.

<https://www.shn-engr.com/>

VII. PLAN FOR ACKNOWLEDGMENT

Once grant agreements are signed the Harbor District will issue a press release which will include funding acknowledgments.

State Coastal Conservancy logo will be used in all promotional materials for stakeholder meetings and media created for project promotion.

State Coastal Conservancy will be verbally acknowledged in all stakeholder meetings.

State Coastal Conservancy will be acknowledged in all public draft and final reports.

State Coastal Conservancy will be acknowledged in any presentation given to any agency through the course of the project.

Project	Item	Amount
Outreach	Material	\$3,000.00
Outreach	Marketing	\$4,000.00
Outreach	Venue	\$2,000.00
Outreach	Food	\$2,000.00
Outreach	West Center	\$10,000.00
Outreach	Staff	\$10,000.00
Redevelopment Study	SHN	\$165,000.00
Redevelopment Study	Staff	\$10,000.00
Redevelopment Study	West Center	\$10,000.00
Construction Design	SHN	\$447,000.00
Project Management	Project Management	\$39,000.00
Indirect	Indirect	\$48,000.00
	Total	\$750,000.00

Task Order No. 5
SHN–Noyo Harbor District Master Services Agreement

1. Master Services Agreement

This Task Order represents the mutual agreement of SHN and Noyo Harbor District for the project described below. The Task Order will be performed and controlled under the terms and conditions of the Master Services Agreement between SHN Consulting Engineers & Geologists, Inc. and Noyo Harbor District (421058) dated October 14, 2021.

2. Project Description

- A. The scope of work to be provided by SHN to CLIENT includes all necessary personnel, materials, and equipment necessary to provide Planning, Engineering, Geological, and Biological services for the redevelopment of the District’s marina. This scope consists of all planning, engineering, and geological services required to achieve the Project Outcomes described in the District’s State Coastal Conservancy Grant.
- B. CLIENT is aware that no work will begin until both CLIENT and SHN sign this Agreement.

3. Scope of Services

- A. The professional services provided by SHN for the above-described project are limited to work scope associated with Planning, Engineering, Geologic, and Biological services as outlined below:
 - (i) Stakeholder outreach—assist NHD as directed in the development of community engagement materials and information.
 - (ii) Agency outreach—develop preliminary project materials to engage with permitting and regulatory agencies with jurisdiction over the project.
 - (iii) Technical studies—identify and complete necessary technical studies required for permit applications (for example, eel grass survey and report, marine mammal survey and report, etc.).
 - (iv) Identification of risk and mitigation measures—consult with regulatory agencies through outreach and after development of technical studies to identify mitigation measures to reduce impacts/effects of project activities.
 - (v) Construction timelines and funding—determine feasible construction schedules based on outcomes of agency consultation and technical studies, and potential funding sources to construct the project.
 - (vi) Develop construction plans and specifications for District use for contractor procurement, including the following deliverables:
 - a. 30% design draft; 30% design final
 - b. 60% design draft; 60% design final
 - c. 100% design for at least two docks

4. Work Schedule

- A. SHN will perform the services described in the Scope of Services, in conformance with the following schedule:



- (i) Work will be performed on an as-needed basis and as required to meet Noyo Harbor District's timelines and any potential grant deadlines.

5. Fees

SHN will be compensated for these services on a time and expenses basis. Fees are estimated as six hundred twelve thousand dollars (\$612,000).

Fees DO NOT include Prevailing Wage Rates.

In Witness Whereof, the parties have executed this Task Order the day and year first set forth.

SHN Consulting Engineers & Geologists, Inc.

Address: 335 S. Main Street
Willits, CA 95490

By: Jason Island, PE

Title: Willits Regional Principal

Signature: _____

Date: _____

License #: PE 64809

CLIENT: Noyo Harbor District

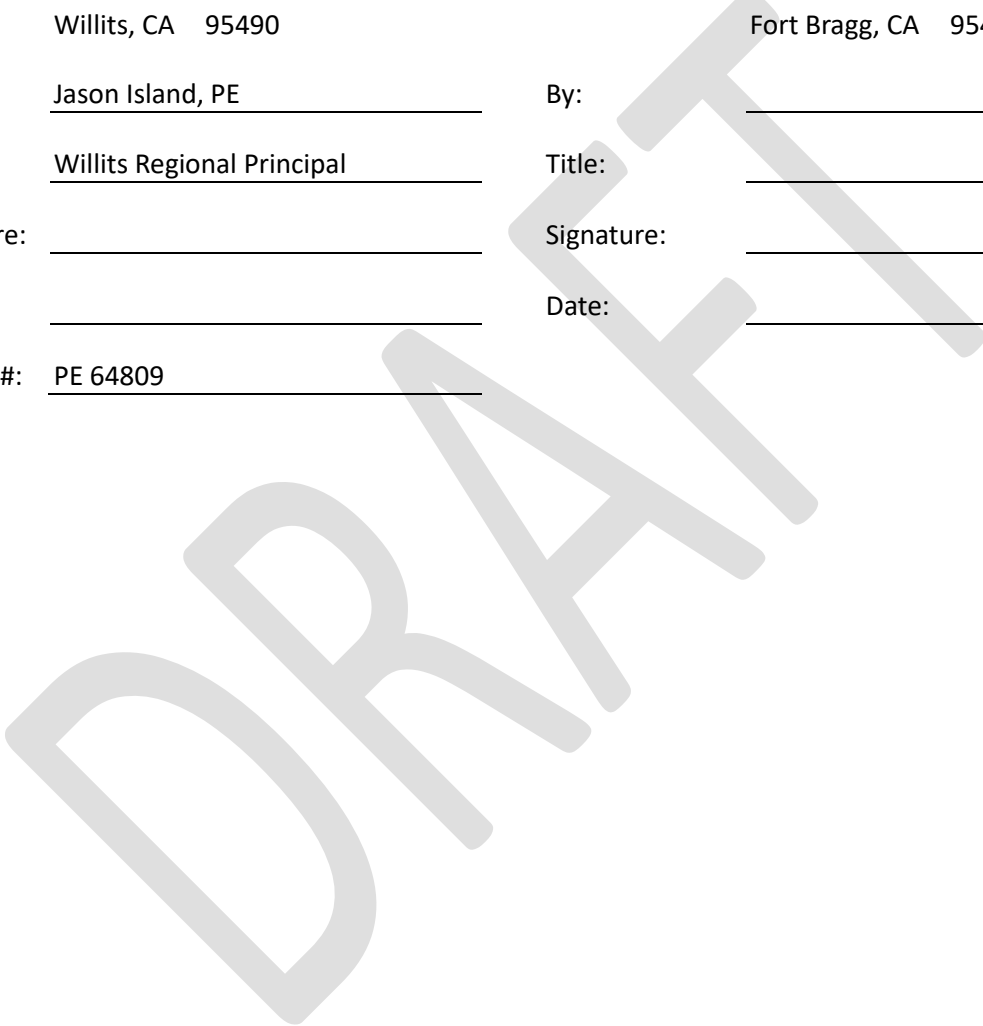
Address: 19101 S. Harbor Drive
Fort Bragg, CA 95437

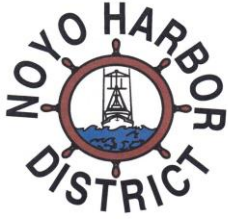
By: _____

Title: _____

Signature: _____

Date: _____





NOYO HARBOR DISTRICT AGENDA ITEM SUMMARY

AGENDA ITEM #: 3

MEETING DATE:
10/10/2024

TITLE

Fundraising Campaigns

RECOMMENDED ACTION

Direction

ANALYSIS

As the Harbor District starts to host more events, fundraising is becoming a viable option to increase annual revenues. However, the Harbor District should consider a campaign on what funds will be spent on. The campaign should have a good story and be an action item that the Harbor District can reasonably accomplish. The campaign should also have direct benefits to the Harbor and the fishing fleet.

Potential Campaigns

1. Vessel Abatement – Funds raised will help remove derelict vessels from the marina.
2. Fishermen’s Safety Program- Funds raised will help reimburse fishermen for safety gear.
3. The Noyo Harbor District scholarship fund.
4. The Harbor District is raising \$20,000 to purchase a fish scale for their host so fishermen can offload.
5. The Harbor District is raising \$_____ for _____ (piece of equipment) (medium ticket item that could be purchased in a reasonable time frame)_____. Benefits the community by _____.

FISCAL IMPACT

A good fundraising event can be very beneficial.



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