

Jim Hurst Richard Shoemaker Dan Platt Grant Downie Domenick Weaver Anna Neumann
Chair Vice Chair Commissioner Commissioner Commissioner Harbormaster

Noyo Harbor Commission Meeting Agenda

Thursday February 13th 2025 6pm

Town Hall,

363 N. Main Street, 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 January 2025
2. Financial Report January 2025

Conduct of Business

1. Discussion and possible action on SHN Task 5
2. Discussion and possible action on Vessel Demo Specialist
3. Discussion and possible action on CLASS investments
4. Updates on Economic Development Department Grant

Staff Reports and Recommendations

BEVRI-Facilities Conditions Assessment

National Working Waterfront Conference

Fish to Fork Program

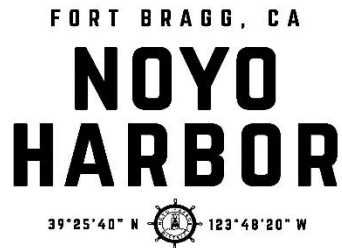
Matters from the Commissioners

Attorney Report

Adjournment to the next regular meeting



Page Left Blank



Jim Hurst Richard Shoemaker Dan Platt Grant Downie Domenick Weaver Anna Neumann
Chair Vice Chair Commissioner Commissioner Commissioner Harbormaster

Noyo Harbor Commission Meeting Minutes

Thursday January 9th 2025 6pm

Town Hall,

363 N. Main Street, Fort Bragg, CA

Call to Order at 6:00pm

Roll Call

Present: Commissioner Weaver, Commissioner Downie, Vice Chair Shoemaker, Chair Hurst

Staff Present: Anna Neumann, Nick Savedra, Jim Jackson

Pledge of Allegiance

Public Comment on Non-Agenda Items

None

Consent Calendar

1. Minutes December 2024
2. Financial Report December 2024

Motion to approve: 1st Commissioner Weaver, 2nd Vice Chair Shoemaker

Conduct of Business

1. Discussion and possible action on signage for docks

A discussion was held on signage for the Harbor District. Overall, the commissioners liked the proposed dock signs and Commissioner Downie suggested back lighting, perhaps via solar lamps. A larger conversation on the "Caught in Noyo Harbor" sign was held and Chair Hurst suggested Rick Sacks with the Sign Shop in Mendocino. He does custom wood signs. It was generally agreed that a "Noyo Harbor" sign was preferred to a "Caught in Noyo Harbor" and the sign should match the marina.

Commissioner Downie suggested a bulletin board on the fish cleaning station where information about Dockside sales could be posted and a map of the marina. The Harbormaster is going to look into completing that work.

2. Discussion and possible action on Vessel Demolition Specialist

The potential of hiring a vessel demolition specialist was held, overall the commission liked the idea but a few components needed to be ironed out. Jim Jackson proposed that he look into the labor laws and make suggestions on how to best accomplish this task.

3. Discussion and possible action on letter to PMFC

Commissioner Weaver pasted out information to the board about a proposed letter to the Pacific Marine Fisheries Council and laid out the timeline for submitting the letter. Commissioner Weaver detailed the controversy over the fall runs in the Sacramento. Chair Hurst suggested that the proposed letter be submitted to the Mendocino County Board of Supervisors and City of Fort Bragg prior to approval by the commission. This would allow the letter to move rapidly through various governing bodies to meet deadlines for submittal. Commissioner Weaver and the Harbormaster will proceed and bring back a letter for approval at the February meeting.

4. Discussion and possible action on Vessel Acquisition Grants

Commissioner Weaver led a discussion on potential vessel acquisition. Commissioner Downie, Commissioner Weaver and the marina manger Nick Savedra are going to meet to discuss potential vessel for acquisition, given a 25% match might be required.

5. Discussion and possible action on Fleet Stakeholder Report

A lively discussion was held on the fleet stakeholder report, including the concept of the Harbor District hosting a fish processing center. Overall it was agreed that significant research should be undertaken before a fish processing center is actually built on Harbor District property. Other findings from the report were discussed and were overall approved of. The commission spoke briefly on what to do with the findings of the report. The Harbormaster suggested that they attach it to grant proposals when necessary to show two stakeholder driven documents that lay out the needs of the commercial fleet.

Motion was made to accept the findings of the Fishermen's Stakeholder Report. 1st Commissioner Shoemaker, 2nd Commissioner Weaver. Approved 4-0-1

6. Discussion and possible action on potential Grant Programs

Discussions were held on the merit of several grant proposals suggested by the Harbor Office. The largest consideration was between waiting to acquire property in the river for a fuel dock versus establishing fuel on the District's current property. While the Catalyst fund looks to develop fuel on the current property, much could be learned and information transferred to another property if acquisition did occur. The harbormaster agreed to adding market analysis to the fish processing center concept should funding occur.

The Harbormaster will bring back the marina redevelopment application as it develops. A general consensus was reached that the Harbormaster should proceed.

Staff Reports and Recommendations

School Presentations CTE

Cheryll Rose Abatement

Captains Dinner at Noyo Harbor Inn

Matters from the Commissioners

Commissioner Downie ask Jim Jackson about selling part of boats in public auction and Mr. Jackson was going to look up the law and report back to him.

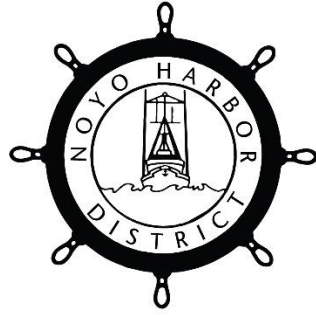
Commissioner Downie asked about the coin-operated wash down idea that was proposed. Nick gave an update that the District needed an electrician to identify power lines before we proceeded.

Vice Chair Shoemaker expressed his plan for getting Huffman's office involved in the FEMA project rejections issues.

Attorney Report

Adjournment to the next regular meeting of February 13th, 2025 at 8:33pm.

Motion to adjourn. 1st Commissioner Downie, 2nd Commissioner Weaver. Approved 4-0-1



Page Left Blank

NOYO HARBOR DISTRICT
STATEMENT OF ACCOUNTS
31-Jan-25

Chase Checking	\$218,964.50
Chase Money Market	\$134,148.46
LAIF	\$673,953.09
Total of all accounts	\$1,027,066.05

Noyo Harbor District
Profit & Loss
January 2025
Jan 25

Ordinary Income/Expense	
Income	
Electricity	2,577.98
Encroachment Leases	19,535.31
Ground Rent	3,317.43
Interest Income	14,740.12
Other Grant Proceeds	7,204.14
Park & Launch	587.00
Slip Rental Contract	67,357.41
Slip Rental Transient	<u>2,579.77</u>
Total Income	<u>117,899.16</u>
Gross Profit	117,899.16
Expense	
Communications Expense	489.34
Deferred Maintenance	122.05
Dues and Subscriptions Exp	23.00
Emp. Health & Dental Insurance	3,330.66
Fuel Expense	211.22
Harbor Festival	496.22
Insurance Property & Liability	862.88
Legal and Professional Fees	517.00
Office Expense	943.60
Payroll Tax Expense	6,546.31
Power	1,301.82
Repairs & Maintenance	4,588.55
Salary Expense	4,920.78
Sep. Ira	690.24
Travel and Conferences	538.73
Utilities Expense	1,422.50
Wages Expense (Hourly)	<u>11,687.47</u>
Total Expense	<u>38,692.37</u>
Net Ordinary Income	79,206.79
Other Income/Expense	
Other Income	
EDD-CERF	<u>66,717.73</u>
Total Other Income	66,717.73
Other Expense	
EDD Project	28,206.49
FEMA 4683	1,300.00
Oil Spill Response 2022-23	1,956.91
SLC Fish Cleaning Station	<u>107,745.26</u>
Total Other Expense	<u>139,208.66</u>
Net Other Income	-72,490.93
Net Income	<u><u>6,715.86</u></u>

	FY Year to Date	Budget	\$ Over Budget	% of Budget
Income				
Electricity	\$10,450.59	\$15,000.00	-4,549.41	69.67
Encroachment Leases	\$19,535.31	\$25,000.00	-5,464.69	78.14
Fish Markets	\$13,413.12	\$2,000.00	11,413.12	670.66
Ground Rent	\$15,811.67	\$24,000.00	-8,188.33	65.88
Income / Mdco. County				
Taxes	\$93,460.86	\$131,000.00	-37,539.14	71.34
Interest Income	\$50,510.92	\$45,000.00	5,510.92	112.25
Late Fees	\$1,642.50	\$2,000.00	-357.50	82.13
Other Grant Proceeds	\$48,649.24	\$110,000.00	-61,350.76	44.23
Park & Launch	\$23,993.71	\$35,000.00	-11,006.29	68.55
Slip Rental Contract	\$251,628.52	\$445,000.00	-193,371.48	56.55
Slip Rental Transient	\$53,121.69	\$45,000.00	8,121.69	118.05
Total Income	\$582,218.13	\$879,000.00	-\$296,781.87	66.24
Expense				
Advertising Expense	\$637.53	\$500.00	137.53	127.51
Communications Expense	\$2,618.40	\$4,500.00	-1,881.60	58.19
Deferred Maintenance	\$2,194.40	\$10,000.00	-7,805.60	21.94
Dues and Subscriptions Exp	\$15,587.56	\$18,000.00	-2,412.44	86.60
Emp. Health & Dental				
Insurance	\$23,393.20	\$30,000.00	-6,606.80	77.98
Fuel Expense	\$1,684.73	\$5,000.00	-3,315.27	33.69
Harbor Festival	\$2,727.65			
Insurance Property & Liability	\$260,730.94	\$265,000.00	-4,269.06	98.39
Legal and Professional Fees	\$10,780.50	\$48,500.00	-37,719.50	22.23
Office Expense	\$4,630.17	\$11,800.00	-7,169.83	39.24
Operating Supplies	\$2,196.34	\$6,000.00	-3,803.66	36.61
Payroll Tax Expense	\$10,285.07	\$20,560.00	-10,274.93	50.02
Power	\$31,308.74	\$57,000.00	-25,691.26	54.93
Refund	\$0.00	\$1,000.00	-1,000.00	0.00
Repairs & Maintenance	\$27,826.01	\$40,000.00	-12,173.99	69.57
Salary Expense	\$30,699.44	\$70,000.00	-39,300.56	43.86
Sep. Ira	\$5,245.80	\$16,000.00	-10,754.20	32.79
Taxes & Assessments	\$7,514.40	\$7,000.00	514.40	107.35
Travel and Conferences	\$797.69	\$2,000.00	-1,202.31	39.88
Utilities Expense	\$35,194.33	\$65,000.00	-29,805.67	54.15
Wages Expense (Hourly)	\$97,237.73	\$187,000.00	-89,762.27	52.00
Total Expense	\$573,290.63	\$864,860.00	-294,297.02	66.29
Net Income	\$8,927.50	\$14,140.00		63.14

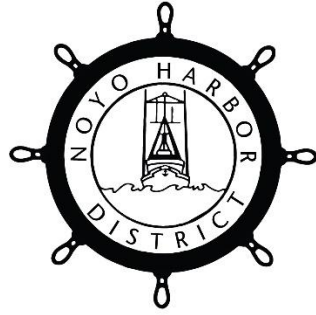
Noyo Harbor District

Payroll summary by employee report

From Jan 01, 2025 to Jan 31, 2025 for all employees from all locations

Item	Total	Koski Bruce	Koski Jay	Neumann Anna T	Savedra Nicholas P	Scofield Robert
Hours - total	717.84	88.5	184	173.34	149.5	122.5
Hours - Regular Pay	451.5	88.5	132		108.5	122.5
Hours - Overtime Pay	1				1	
Hours - Vacation Pay	28		28			
Hours - Sick Pay	24				24	
Hours - Holiday Pay	40		24		16	
Hours - Salary	173.34			173.34		
Gross pay - total	\$ 20,745.27	\$ 1,794.78	\$ 5,503.44	\$ 6,282.75	\$ 4,680.00	\$ 2,484.30
Gross pay - Regular Pay	\$ 11,612.40	\$ 1,794.78	\$ 3,948.12		\$ 3,385.20	\$ 2,484.30
Gross pay - Overtime Pay	\$ 46.80				\$ 46.80	
Gross pay - Vacation Pay	\$ 837.48		\$ 837.48			
Gross pay - Sick Pay	\$ 748.80				\$ 748.80	
Gross pay - Holiday Pay	\$ 1,217.04		\$ 717.84		\$ 499.20	
Gross pay - Salary	\$ 6,282.75			\$ 6,282.75		
Pretax deductions - total						
Adjusted gross	\$ 20,745.27	\$ 1,794.78	\$ 5,503.44	\$ 6,282.75	\$ 4,680.00	\$ 2,484.30
Other pay - total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Employee taxes & deductions - total	-\$ 4,137.02	-\$ 232.78	-\$ 1,367.50	-\$ 1,361.97	-\$ 787.26	-\$ 387.51
Employee taxes - total	-\$ 4,137.02	-\$ 232.78	-\$ 1,367.50	-\$ 1,361.97	-\$ 787.26	-\$ 387.51

Employee taxes - Federal						
Income Tax	-\$ 1,762.29	-\$ 54.48	-\$ 669.59	-\$ 683.37	-\$ 225.06	-\$ 129.79
Employee taxes - Social						
Security	-\$ 1,286.21	-\$ 111.28	-\$ 341.21	-\$ 389.53	-\$ 290.16	-\$ 154.03
Employee taxes -						
Medicare	-\$ 300.80	-\$ 26.02	-\$ 79.80	-\$ 91.10	-\$ 67.86	-\$ 36.02
Employee taxes - CA						
Income Tax	-\$ 538.79	-\$ 19.47	-\$ 210.86	-\$ 122.58	-\$ 148.02	-\$ 37.86
Employee taxes - CA State						
Disability Ins	-\$ 248.93	-\$ 21.53	-\$ 66.04	-\$ 75.39	-\$ 56.16	-\$ 29.81
Employee Aftertax deductions - total						
Net pay	\$ 16,608.25	\$ 1,562.00	\$ 4,135.94	\$ 4,920.78	\$ 3,892.74	\$ 2,096.79
Employer taxes & contributions - total	\$ 2,084.89	\$ 180.37	\$ 553.09	\$ 631.42	\$ 470.34	\$ 249.67
Employer taxes - total	\$ 2,084.89	\$ 180.37	\$ 553.09	\$ 631.42	\$ 470.34	\$ 249.67
Employer taxes - FUTA						
Employer	\$ 124.48	\$ 10.77	\$ 33.02	\$ 37.70	\$ 28.08	\$ 14.91
Employer taxes - Social						
Security Employer	\$ 1,286.21	\$ 111.28	\$ 341.21	\$ 389.53	\$ 290.16	\$ 154.03
Employer taxes -						
Medicare Employer	\$ 300.80	\$ 26.02	\$ 79.80	\$ 91.10	\$ 67.86	\$ 36.02
Employer taxes - CA ETT	\$ 20.73	\$ 1.79	\$ 5.50	\$ 6.28	\$ 4.68	\$ 2.48
Employer taxes - CA SUI						
Employer	\$ 352.67	\$ 30.51	\$ 93.56	\$ 106.81	\$ 79.56	\$ 42.23
Company contributions - total						
Total payroll cost	\$ 22,830.16	\$ 1,975.15	\$ 6,056.53	\$ 6,914.17	\$ 5,150.34	\$ 2,733.97



Page Left Blank



Noyo Harbor District Agenda Item Summary

Meeting Date: 2/13/2025
Item Number: 1
Title: SHN Task Order 5
Recommended Action: Approval or Recommendations

Analysis

The Harbormaster received their notice to proceed from the California Coastal Conservancy for the Marina Redevelopment Planning Project. In the scope of work SHN was listed as contractors who would help the Harbor District complete many of the planning and permitting aspects of the program.

SHN has submitted Task Order 5 to the commission as the first step toward getting this project off the ground. SHN and the Harbormaster would like to work through smaller Task Orders to complete work rather than one large Task Order. This will allow more flexibility in the Task Orders as the project evolves and discrete task with accomplishable outcomes.

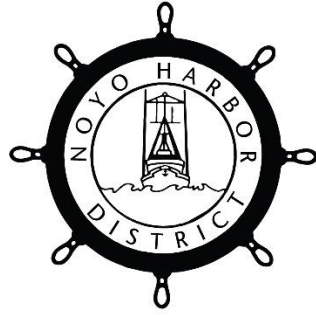
The Harbormaster would recommend that we set a due date for this task order to keep the project on track. Overall, the project should be completed in two years. A due date, or at least an expected next Task Order date would also help with budgeting.

Fiscal Impact

Task Order Five is estimated to cost \$85,000. This project is 100% funded

Attachments

Task Order 5



Page Left Blank

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

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: _____

DRAFT





Noyo Harbor District Agenda Item Summary

Meeting Date:	2/13/2025
Item Number:	2
Title:	Vessel Demo Specialist
Recommended Action:	Approval or Recommendations

Analysis

Mr. Jackson submitted the following letter to the Harbor Commission on the subject of a hiring a vessel demolition specialist.

Mr. Jackson's recommendation is that we hire a specialist at a lower rate, then rent their equipment from them at a separate rate. The Harbor Office would like to continue to work with Mr. Jackson to develop an equipment rental agreement that would lay out which aspects of the equipment rental fall under District liability and what would happen if equipment breaks during the removal and abatement process.

The Harbor Office has looked into hazardous materials trainings and it seems like it staff would be able to take something online. Perhaps an hazmat identification course, then hazmat removal could be contracted out as becoming a hazmat removal specialist falls outside the District's normal scope of work.

Fiscal Impact

Mr. Jackson letter specifies that the District would be responsible for the labor burden of the employee and the employee would need to fall under workers' compensation policy.

Attachments

Letter from Mr. Jackson

Vessel Demo Specialist Job Description



Page Left Blank

Jackson Law Offices

310 S. Main Street, #2
Fort Bragg, CA 95437
E-mail: jackson@mcn.org

James A. Jackson

Telephone: (707) 962-0222

January 29, 2025

Anna Neumann, Harbormaster
Noyo Harbor District
19101 S. Harbor Dr.
Fort Bragg, CA 95437

Re: Part-time occasional employee with equipment

Dear Anna:

At the last meeting of the Harbor Commission, I was asked to research the hiring of a specific vessel demo specialist who would be required to provide his own equipment and would work on an occasional part-time basis. I have performed some preliminary research into the issues surrounding such a hire. There is not a lot of information on this somewhat unique employee, although I recognize that such an employee would be uniquely valuable to your district. I have come across a number of issues which should guide us in drafting a contract for such a hire.

First of all, we do not want to refer to this employee as "on-call" or "standby" as those are terms of art in California labor law. In order to address a situation where a number of employers require their employees to be "available," but not working on the clock, California has established regulations which require that on-call or standby hours must be compensated at the rate of at least the minimum wage (which is \$15.50 per hour) and under some circumstances the full wage rate. Examples of these types of employees are restaurant workers who are told they need to be available if the restaurant gets busy, technical workers who are required to be available by telephone if issues arise at locations after ordinary work hours and similar situations. The issue is whether the employee is actually under the employer's control when he or she is not actively working. If the employee is required to be ready to work at instant notice they must be compensated.

To avoid this area of labor law, the vessel demo specialist should be referred to as an occasional employee (one hired on an irregular basis). Such employees are sometimes referred to as casual employees. This type of employment is seen mainly in the area of casual laborers.

The requirement that the vessel demo specialist supply his own equipment raises some additional issues. As a general rule, equipment must be supplied by an employer, except an employee may be required to provide tools customarily required by his trade or craft. See California Industrial Commission Wage Order 4-2001, Section 9(B). This exception is sometimes referred to as the "tool wage law" and requires that the employee be compensated at a rate at least twice the minimum wage (\$31.00 per hour).


In addition, typically an employer is required to reimburse an employee for any business expenses they incur. See Labor Code Section 2802. I believe this would extend to the reasonable value of the equipment he supplies.

Melding these points of law into a contract, I would recommend that an employment contract be prepared which identifies the vessel demo specialist as an occasional part-time employee (without any use of the phrases on-call or standby). A labor rate should be established, together with a reimbursement rate for use of the specialist's equipment. As an employee, the District will be responsible for the labor burden associated with the labor rate (although not the equipment rate). The District would also need to include him in its workers' compensation policy. His wages would be subject to income tax withholding like any other employee.

Someone on the District staff will need to qualify for hazardous materials certification given the type of work involved in vessel demolition. I have not researched this issue in detail, but I note that the website for the California Office of Emergency Services discusses a hazardous materials program and offers a curriculum to train and certify hazardous materials and outreach instructors. I understand that you have a number of contacts at CalOES and perhaps you can reach out to them regarding this issue. I can also perform additional research to assist you as needed.

Thank you for the opportunity to review these issues on behalf of your district. Please let me know if you would like me to review any of these issues in greater detail. As I have mentioned, I am going to be out of the office February 2-20, 2025.

Very truly yours,



James A. Jackson

JAJ/jp



Jim Hurst
Chair

Richard Shoemaker
Vice Chair

Dan Platt
Commissioner

Grant Downie
Commissioner

Domenick Weaver
Commissioner

Anna Neumann
Harbormaster

Vessel Demolition Specialist

The Noyo Harbor District is seeking to hire Vessel Demolition Specialist to be an occasional employee in the event an abandoned vessel requires abatement or a vessel is surrendered to the Harbor District by its owner. No hours are guaranteed through this position and work may take place at night, on weekends and outside of normal business hours.

Pay: \$40-60 per hour DOE

Employees will need to provide their own tools for vessel removal and abatement.

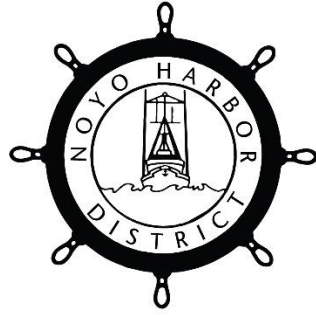
Travel time is eligible within the hourly rate

Ideal employee should:

have experience in heavy equipment operations

have working knowledge of vessel abatement and/or vessel construction

have working knowledge of how to haul out vessel



Page Left Blank



Noyo Harbor District Agenda Item Summary

Meeting Date:	2/13/2025
Item Number:	3
Title:	CLASS Investment
Recommended Action:	Approve small investment into CLASS

Analysis

Durning a conversation with Santa Cruz Harbor, their Harbor Director spoke highly of the California CLASS investment pool. She stated that the pool had transformed their interest revenues.

Currently the Harbor District has roughly \$1,000,000 invested in LAIF and has an annual increase income of \$45,000. Monthly LAIF reports 4.3-4.5 effective yields. LIAF interests are compounded quarterly and deposited quarterly into the Harbor District accounts.

California CLASS is a Joint Powers Authority investment pool that provides public agencies the opportunity to invest funds on a cooperative basis in rated pools that are managed in accordance with state law with the primary objectives of offering Participants safety, daily and next-day liquidity, and optimized returns.

The CLASS investment pool has similar effective yields as LAIF 4.4-4.5, however deposit's are monthly rather than quarterly allowing account holders to more rapidly compound interest.

The CLASS investment pool, established in July of 2022 has yielded 4.86% since its inceptions and 5.57% in its first full year.

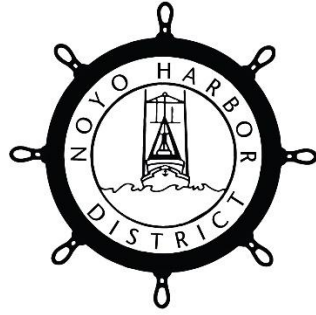
The Harbormaster would like to establish an account with CLASS and deposit a relatively small amount of our savings into the account to attempt to increase interest revenues annually and broaden the Harbor District's investment portfolio.

Fiscal Impact

A slight increase to interest revenues would be anticipated.

Attachments

FAQ



Page Left Blank

CLASS Frequently Asked Questions (<https://californiaclass.com/faqs/>)

Who oversees California CLASS?

Pursuant to the JPA Agreement, the management of California CLASS is governed by a Board of Trustees comprised of eligible Participants of California CLASS. The Board supervises the California CLASS and its affairs and acts as the liaison between the Participants, the Custodian, the Administrator, the Investment Advisor, and all service providers.

Who is eligible to use California CLASS?

California CLASS is open to all public agencies as defined in California Government Code Section 6509.7. California CLASS is a joint powers entity and public agency that is managed by a Board of Trustees comprised of eligible Participants of the program.

How can an eligible entity Participate in California CLASS?

Enrolling in California CLASS is simple. Under the applicable California Government Code, California public agencies may invest in shares of beneficial interest issued by a joint powers authority. After reading the California CLASS Joint Exercise of Powers Agreement and the relevant Information Statements and Investment Policies, public agencies may join the program by:

Reading the applicable Information Statements ([California CLASS Prime](#) and/or [California CLASS Enhanced Cash](#))

Completing and submitting the [California CLASS Registration Packet](#) to the California CLASS Client Service Team via [email](#) or fax at (877) 930-5214.

After the approval of the above documents, your public agency will receive confirmation that your account has been accepted as a California CLASS Participant.

Keep the original forms for your records; all of these forms can be found in the [Document Center](#). If you have any questions, please contact us; we would love to hear from you!

Does Board oversight differ between the California CLASS Prime Fund and the California CLASS Enhanced Cash Fund?

No, the California CLASS Board of Trustees administers and oversees all investment portfolios offered by California CLASS now and in the future.

What are the business hours at California CLASS?

The California CLASS Client Service Team is available Monday through Friday from 8:00 a.m. until 4:00 p.m. PT. Please consult the [Client Services](#) Page for California CLASS closures.

Is there a maximum or minimum investment requirement for the California CLASS Prime Fund or the California CLASS Enhanced Cash Fund?

No, there is no maximum or minimum investment requirement for the California CLASS Prime Fund or the California CLASS Enhanced Cash Fund.

Is there a maximum or minimum number of transactions for the California CLASS Prime Fund or the California CLASS Enhanced Cash Fund?

No, there is no limit to the number of transactions a Participant may execute with the California CLASS Prime Fund or the California CLASS Enhanced Cash Fund.

What are the fees associated with wires/ACHs?

California CLASS does not charge any banking fees to its Participants. However, your sending/receiving bank may have wiring fees and/or incoming ACH fees, therefore we recommend always checking with a representative at your bank to discuss the potential costs.

How can I submit an audit confirmation to California CLASS?

California CLASS is accessible on www.confirmation.com – select the name “Public Trust Advisors” when entering your request. Client Services will receive notification and process your audit confirmation on the platform.

Alternatively, you may email your audit confirmation to clientservices@californiaclass.com and provide either a fax number or email for receipt.

Audit confirmations sent via USPS may experience a significant delay, so we strongly encourage the first two methods.



Noyo Harbor District Agenda Item Summary

Meeting Date: 2/13/2025
Item Number: 4
Title: Updates on EDD grant
Recommended Action: N/A

Analysis

The Harbor District's Economic Development Department grant titled Noyo Harbor Revitalization has officially been underway for 1 year and has 1 year remaining in the program. The Harbormaster was able to successfully negotiate a new end date of 2/16/2026.

Progress thus far:

Icehouse

Have paid down 90% of total cost of icehouse

Have developed site plans including electrical and water hook ups

Have successfully and timely moved through the permitting process

Are on schedule to have the new system installed in July/August of 2025

Community Marketplace Incubator

This concept was transformed into the Dockside Sales program as the monthly fish market concept was not as successful as initially anticipated.

Rack Card was developed

Email list with over 200 emails accumulated

Signage was developed to better alert dockside sales customers of vessel locations

Website was redeveloped directly attention toward commerce in the Harbor District

Four smaller boat owners have been introduced to various restaurants for direct sale opportunities.

Restarted the Seafood in Schools program

Brainstormed the Locally Caught Species program for local grocery stores and fish markets

Marine Based Entrepreneurial Training Program

Helped local fishermen get grant funding for equipment purchase

Connected local fishermen with business advisors from West Center

Have developed inroads into the Mendocino Coast College and Fort Bragg Unified School District to get students thinking about marine based job opportunities

Next steps:

Icehouse

Release bid package project for construction

Installation

Develop business plan for long-term success including establishment of price per unit

Construct mural on the side to reduce eye-sore

Community Marketplace Incubator

Restaurant/ Fishermen Meet and Greet

Flush out fish processing concepts

Develop market analysis for District owned fish processing center

From the perspective of the fishermen

From the perspective of the Harbor District

Include permitting structure analysis

Construct dock signs for visibility

Expand Seafood in Schools Program

Expand Locally Caught Species program in local grocery stores and fish markets

Marine Based Entrepreneurial Training Program

Develop a Fishermen's Business 101

Continue to support fish based business development

Continue to develop /flush out opportunities to get high school and college students interested in marina-based business.

General Next Steps:

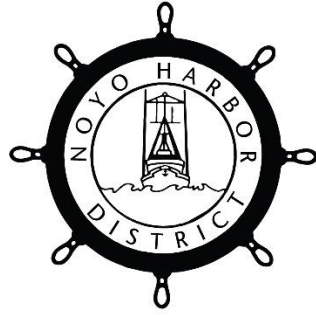
Formalize the signed MOU between West Center and the Harbor District with a contract.

Fiscal Impact

Project is 100% funded

Currently we have spent down 51% of the total project award

Attachments



Page Left Blank

Staff Reports

Blue Economy Visioning Resiliency and Implementation Plan Facilities Conditions

Assessment – The Harbormaster will be touring marine planners from a semi local firm GHD around Noyo Harbor to assess the condition of the current facilities. The GHD planners intend to categorize facilities in Red, Yellow and Green categories. Green being facilities at the beginning of their life, Yellow being facilities in the middle of their life and Red being facilities at the end of their life. While planner will focus on Harbor District facilities, they will also look up and down Noyo River to gauge the overall status of properties that line the river as well. Understanding that labeling a property as “Red” could be detrimental to the property value, individual properties won’t be called out specifically but a general idea of the state of private properties will be categorized. This assessment falls under the City of Fort Bragg’s Blue Economy Visioning, Resiliency and Implementation plan and update of the City’s LCP.

National Working Waterfront Conference- Anna attended the National Working Waterfront Conference. It was a great opportunity to see how other, small and large communities, have worked to keep their waterfronts active and working. A large section of the conference focused on workforce development and infrastructure, two aspects of Noyo Harbor that have been the focus of projects recently. The conference is held every 2-3 years and it would be great to get commissioners and the Harbormaster back to the conference the next time its held.

Fish to Fork Program- The Fort Bragg Middle School and Fort Bragg High School will be serving fresh, locally caught fish starting in March. This avenue was developed as part of the EDD grant to expand the markets for the local fishing fleet. Ideally we would work toward serving hook and line caught fish but this is a great start to getting lifelong seafood customers.