

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 July 10th 2025 6pm

Salmon Trollers Hall

19292 Coast Rd, 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 June Regular Meeting 2025
2. Financial Report June 2025

Conduct of Business

1. Discussion and possible action on FY 25 Budget
2. Discussion and possible action on updated Noyo Harbor District Policy's
3. Discussion and possible action on City of Fort Bragg's CAP application

Staff Reports

Updated on Icehouse Project

Update on Harbor Festival

Matters from the Commissioners

Attorney Report

Adjournment to the next regular meeting

NOYO HARBOR DISTRICT
STATEMENT OF ACCOUNTS
30-Jun-25

Chase Checking	\$85,016.39
Chase Money Market	\$274,161.88
LAIF	\$1,284,802.52
Total of all accounts	\$1,643,980.79

Profit and Loss

Noyo Harbor District

June 2025

Distribution account	Total
Income	
Electricity	61.00
Interest Income	91.72
Other Grant Proceeds	10,972.50
Park & Launch	92.00
Slip Rental Contract	51,031.44
Total for Income	\$62,248.66
Cost of Goods Sold	
Gross Profit	\$62,248.66
Expenses	
Communications Expense	253.04
Dues and Subscriptions Exp	64.05
Emp. Health & Dental Insurance	3,330.81
Fuel Expense	249.59
Legal and Professional Fees	2,116.50
Office Expense	55.64
Operating Supplies	1,158.44
Payroll Tax Expense	86.00
Payroll Tax IRS	5,777.41
Payroll Tax State	516.78
Power	4,114.82
Repairs & Maintenance	3,087.45
Sep. Ira	1,733.72
Utilities Expense	4,154.95
Wages Expense (Hourly)	18,343.79
Total for Expenses	\$45,042.99
Net Operating Income	\$17,205.67
Other Income	
EDD-CERF	160,580.23
Total for Other Income	\$160,580.23
Other Expenses	
EDD Project	46,567.81
FEMA 4683	1,125.00
SAVE	15,138.30
SCC Marina Redevelopment	1,050.00
Total for Other Expenses	\$63,881.11
Net Other Income	\$96,699.12
Net Income	\$113,904.79

Date	Type	Payee	Category	Total
06/30/2025	Check	James A. Jackson	Legal and Professional Fees	752
06/30/2025	Check	Rossi's Building Materials	Repairs & Maintenance	501.11
06/30/2025	Check	MELVIN PYORRE	SAVE	6375
06/27/2025	Expense	Name Cheap	Office Expense	15.16
06/27/2025	Expense	EDD	Payroll Tax Expense	86
06/26/2025	Expense	Red Rino	Fuel Expense	95.36
06/25/2025	Expense	Amazon	Operating Supplies	49.61
06/25/2025	Expense	Amazon	Operating Supplies	267.93
06/24/2025	Check	Cadmium Creations	EDD Project	1328.28
06/23/2025	Expense	Amazon	Operating Supplies	167.21
06/20/2025	Expense	Amazon	Office Expense	13.31
06/17/2025	Expense	Quickbooks	--Split--	3478.17
06/17/2025	Expense	Amazon	Repairs & Maintenance	187.23
06/17/2025	Check	Asbury Environmental Services	Repairs & Maintenance	275
06/16/2025	Check	O'Reilly Auto Parts	Repairs & Maintenance	314.07
06/16/2025	Check	Woody's WeldAll	EDD Project	501.11
06/16/2025	Check	P.G.& E.	Power	3946.19
06/16/2025	Check	P.G.& E.	Power	84.57
06/16/2025	Check	The Rental Place FB	Repairs & Maintenance	32.4
06/16/2025	Check	Rossi's Building Materials	Repairs & Maintenance	1706.33
06/16/2025	Check	James A. Jackson	Legal and Professional Fees	752
06/16/2025	Check	Cadmium Creations	EDD Project	1328.28
06/16/2025	Check	Redwood Waste Solutions	SAVE	2388.3
06/16/2025	Check	P.G.& E.	Power	84.06
06/16/2025	Check	Redwood Waste Solutions	Fuel Expense	2433.78
06/16/2025	Check	WAXIE SANITARY SUPPLY	Operating Supplies	522.36
06/16/2025	Check	MELVIN PYORRE	SAVE	6375
06/16/2025	Check	Payroll	Wages Expense (Hourly)	1085.9
06/16/2025	Check	Payroll	Wages Expense (Hourly)	1901.1
06/16/2025	Check	Payroll	Wages Expense (Hourly)	2015.39
06/16/2025	Check	Payroll	Wages Expense (Hourly)	2464.04

06/16/2025	Check	Payroll	Wages Expense (Hourly)	1847.72
06/16/2025	Check	Payroll	Wages Expense (Hourly)	793
06/16/2025	Check	Franklin Templeton	Sep. Ira	789.62
06/13/2025	Expense	Chevron	Fuel Expense	75.53
06/13/2025	Expense	Mountain Fresh	Office Expense	9.06
06/13/2025	Expense	Comcast	Communications Expense	253.04
06/11/2025	Expense	Zoom	Dues and Subscriptions Exp	19.56
06/11/2025	Expense	Adam Labs	EDD Project	1000
06/10/2025	Expense	Amazon	Operating Supplies	42.39
06/10/2025	Expense	Amazon	Operating Supplies	37.75
06/10/2025	Check	West Business Development Center	EDD Project	16681.7
06/09/2025	Check	Hare Creek Nursery & Power EQ	Repairs & Maintenance	30.23
06/06/2025	Expense	Verizon Wireless	EDD Project	35.49
06/06/2025	Expense	Adobe	Dues and Subscriptions Exp	19.99
06/06/2025	Expense	Yahoo Mail	Dues and Subscriptions Exp	5
06/06/2025	Expense	Backblaze	Dues and Subscriptions Exp	18
06/06/2025	Check	SHN Engineers & Geologists	--Split--	1737.5
06/06/2025	Check	SHN Engineers & Geologists	SCC Marina Redevelopment	1050
06/06/2025	Check	SHN Engineers & Geologists	EDD Project	24550.5
06/04/2025	Expense	Amazon	Operating Supplies	71.19
06/04/2025	Expense	Red Rino	Fuel Expense	78.7
06/03/2025	Expense	Quickbooks	Dues and Subscriptions Exp	8.5
06/03/2025	Expense	Quickbooks	Payroll Tax IRS	2816.02
06/03/2025	Expense	Quickbooks	Dues and Subscriptions Exp	0.19
06/03/2025	Expense	City of Fort Bragg (1)	Utilities Expense	39.08
06/03/2025	Expense	City of Fort Bragg (1)	Utilities Expense	170.72
06/03/2025	Expense	City of Fort Bragg (1)	Utilities Expense	49.27
06/03/2025	Expense	City of Fort Bragg (1)	Utilities Expense	69.65
06/03/2025	Expense	City of Fort Bragg (1)	Utilities Expense	39.08
06/03/2025	Expense	City of Fort Bragg (1)	Utilities Expense	1353.37
06/02/2025	Expense	The Eeger Beever	Repairs & Maintenance	245
06/02/2025	Expense	Edward Jones	Sep. Ira	944.1

06/02/2025	Expense	Quickbooks	Payroll Tax IRS	0
06/02/2025	Expense	Blue Shield of California	Emp. Health & Dental Insurance	3330.81
06/02/2025	Expense	Amazon	Repairs & Maintenance	69.75
06/02/2025	Expense	Cadmium Creations	EDD Project	542.46
06/02/2025	Expense	Mountain Fresh	Office Expense	18.11
06/02/2025	Expense	Cadmium Creations	EDD Project	600
06/02/2025	Check	Payroll	Wages Expense (Hourly)	1015.66
06/02/2025	Check	Payroll	Wages Expense (Hourly)	2048.23
06/02/2025	Check	Payroll	Wages Expense (Hourly)	2464.03
06/02/2025	Check	Payroll	Wages Expense (Hourly)	1995.77
06/02/2025	Check	Payroll	Wages Expense (Hourly)	712.95

	FY Year to Date	Budget	\$ Over Budget	% of Budget
Income				
Electricity	\$61.00	\$18,000.00	-17,939.00	0.34
Encroachment Leases		\$25,000.00	-25,000.00	0.00
Harbor Festival		\$12,000.00	-12,000.00	0.00
Ground Rent		\$24,000.00	-24,000.00	0.00
Income / Mdco. County				
Taxes		\$150,000.00	-150,000.00	0.00
Interest Income	\$91.72	\$52,000.00	-51,908.28	0.18
Late Fees		\$2,000.00	-2,000.00	0.00
Other Grant Proceeds	\$10,972.50	\$90,000.00	-79,027.50	12.19
Park & Launch		\$30,000.00	-30,000.00	0.00
Slip Rental Contract	\$51,034.44	\$420,000.00	-368,965.56	12.15
Slip Rental Transient		\$60,000.00	-60,000.00	0.00
Total Income	\$62,159.66	\$883,000.00	-\$820,840.34	7.04
Expense				
Advertising Expense		\$1,000.00	-1,000.00	0.00
Communications Expense	\$253.04	\$4,000.00	-3,746.96	6.33
Deferred Maintenance		\$5,000.00	-5,000.00	0.00
Dues and Subscriptions Exp	\$64.05	\$17,000.00	-16,935.95	0.38
Emp. Health & Dental				
Insurance	\$3,330.81	\$40,800.00	-37,469.19	8.16
Fuel Expense	\$249.59	\$4,000.00	-3,750.41	6.24
Harbor Festival		\$4,000.00	-4,000.00	0.00
Insurance Property & Liability		\$265,000.00	-265,000.00	0.00
Legal and Professional Fees	\$2,116.50	\$24,000.00	-21,883.50	8.82
Office Expense	\$55.64	\$10,000.00	-9,944.36	0.56
Operating Supplies	\$1,158.44	\$5,000.00	-3,841.56	23.17
Payroll Tax Expense	\$6,380.19	\$18,000.00	-11,619.81	35.45
Power	\$4,114.82	\$56,000.00	-51,885.18	7.35
Repairs & Maintenance	\$3,087.45	\$40,000.00	-36,912.55	7.72
Salary Expense	\$4,848.00	\$76,000.00	-71,152.00	6.38
Sep. Ira	\$1,733.72	\$21,000.00	-19,266.28	8.26
Taxes & Assessments		\$2,000.00	-2,000.00	0.00
Travel and Conferences		\$2,000.00	-2,000.00	0.00
Utilities Expense	\$4,154.95	\$65,000.00	-60,845.05	6.39
Wages Expense (Hourly)	\$13,495.79	\$151,000.00	-137,504.21	8.94
Total Expense	\$45,042.99	\$810,800.00	-765,757.01	5.56
Net Income	\$17,116.67	\$72,200.00		23.71

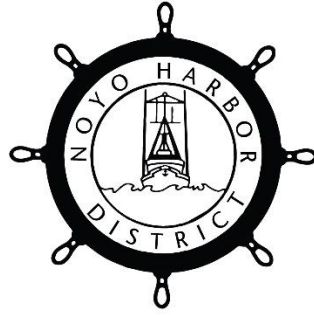
Noyo Harbor District

Payroll summary by employee report

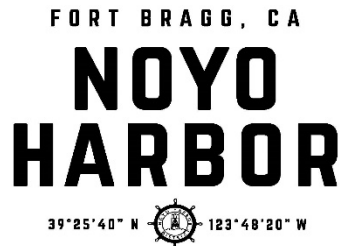
From Jun 01, 2025 to Jun 30, 2025 for all employees from all locations

Item	Total	Koski Bruce	Koski Jay	Neumann Anna T	Pyoree Melvin	Savedra Nicholas P	Scofield Robert
Hours - total	743.84	85	168	173.34	42.5	152.5	122.5
Hours - Regular Pay	554.5	85	160		42.5	144.5	122.5
Hours - Overtime Pay	0					0	
Hours - Vacation Pay	16		8			8	
Hours - Sick Pay	0	0	0	0		0	0
Hours - Holiday Pay	0		0			0	
Hours - Salary	173.34			173.34			
Gross pay - total	\$ 22,834.98	\$ 1,723.80	\$ 5,024.88	\$ 6,294.00	\$ 2,550.00	\$ 4,758.00	\$ 2,484.30
Gross pay - Regular Pay	\$ 16,052.10	\$ 1,723.80	\$ 4,785.60		\$ 2,550.00	\$ 4,508.40	\$ 2,484.30
Gross pay - Overtime Pay	\$ 0.00					\$ 0.00	
Gross pay - Vacation Pay	\$ 488.88		\$ 239.28			\$ 249.60	
Gross pay - Sick Pay	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00
Gross pay - Holiday Pay	\$ 0.00		\$ 0.00			\$ 0.00	
Gross pay - Salary	\$ 6,294.00			\$ 6,294.00			
Pretax deductions - total							
Adjusted gross	\$ 22,834.98	\$ 1,723.80	\$ 5,024.88	\$ 6,294.00	\$ 2,550.00	\$ 4,758.00	\$ 2,484.30
Other pay - total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Employee taxes & deductio	-\$ 4,491.19	-\$ 217.85	-\$ 1,181.39	-\$ 1,365.93	-\$ 534.61	-\$ 808.67	-\$ 382.74
Employee taxes - total	-\$ 4,491.19	-\$ 217.85	-\$ 1,181.39	-\$ 1,365.93	-\$ 534.61	-\$ 808.67	-\$ 382.74
Employee taxes - Federal In	-\$ 1,881.24	-\$ 47.38	-\$ 564.30	-\$ 685.84	-\$ 221.06	-\$ 234.42	-\$ 128.24
Employee taxes - Social Sec	-\$ 1,415.79	-\$ 106.88	-\$ 311.55	-\$ 390.23	-\$ 158.10	-\$ 295.00	-\$ 154.03
Employee taxes - Medicare	-\$ 331.11	-\$ 25.00	-\$ 72.86	-\$ 91.26	-\$ 36.98	-\$ 68.99	-\$ 36.02
Employee taxes - CA Incom	-\$ 589.06	-\$ 17.91	-\$ 172.39	-\$ 123.08	-\$ 87.87	-\$ 153.17	-\$ 34.64

Employee taxes - CA State I	-\$ 273.99	-\$ 20.68	-\$ 60.29	-\$ 75.52	-\$ 30.60	-\$ 57.09	-\$ 29.81
Employee Aftertax deducti							
Net pay	\$ 18,343.79	\$ 1,505.95	\$ 3,843.49	\$ 4,928.07	\$ 2,015.39	\$ 3,949.33	\$ 2,101.56
Employer taxes & contribu	\$ 1,803.00	\$ 131.88	\$ 384.41	\$ 481.49	\$ 251.18	\$ 363.99	\$ 190.05
Employer taxes - total	\$ 1,803.00	\$ 131.88	\$ 384.41	\$ 481.49	\$ 251.18	\$ 363.99	\$ 190.05
Employer taxes - FUTA Emp	\$ 15.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15.30	\$ 0.00	\$ 0.00
Employer taxes - Social Seci	\$ 1,415.79	\$ 106.88	\$ 311.55	\$ 390.23	\$ 158.10	\$ 295.00	\$ 154.03
Employer taxes - Medicare	\$ 331.11	\$ 25.00	\$ 72.86	\$ 91.26	\$ 36.98	\$ 68.99	\$ 36.02
Employer taxes - CA ETT	\$ 2.55	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2.55	\$ 0.00	\$ 0.00
Employer taxes - CA SUI Em	\$ 38.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 38.25	\$ 0.00	\$ 0.00
Company contributions - tc							
Total payroll cost	\$ 24,637.98	\$ 1,855.68	\$ 5,409.29	\$ 6,775.49	\$ 2,801.18	\$ 5,121.99	\$ 2,674.35



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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 June 12th 2025 6pm

Salmon Trollers Hall

19292 Coast Rd, Fort Bragg, CA

Call to Order at 6pm by Chair Hurst

Roll Call

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

Absent: Commissioner Downie

Pledge of Allegiance

Public Comment on Non-Agenda Items

None

Consent Calendar

1. Minutes May Regular Meeting 2025
2. Financial Report May 2025

Request to edits minutes: under attendance Vice Chair Hurst needs to be changed to Vice Chair Shoemaker.

Motion to approve minutes as amended. 1st Commissioner Weaver, 2nd Commissioner Platt.

Approved 4-0-1

Conduct of Business

1. Discussion and possible action on interpretive panel themes

The Harbormaster presented Braggadoon's concepts for the interpretive panels that would go at the end of the High Dock. Overall, the commission agreed with the concepts and requested that Urchin fishery be represented in the vessel drawings and to ensure black cod, tuna and red urchins were represented as active fisheries and within the panels. Commissioner Platt noted that the final drawings be given to commercial fishermen within that industry to ensure that the drawings accurately represent how the fleet works.

No motion was made but concepts were well received.

2. Discussion and possible action on FY 25 Budget

Commissioners suggested that several line items be adjusted including an increase to the Harbor Festival Revenues, Equipment Purchase and Equipment Expenses. Vice Chair Shoemaker also suggested that the Icehouse line items be removed and the commission develop and adopt a policy where the Icehouse is an enterprise fund within the larger Harbor District budgeting system.

Motion to approve preliminary budget 2025/2026 with amendments to the Harbor Festival, Equipment Purchase and Equipment Expense. 1st Vice Chair Shoemaker, 2nd Commissioner Platt. Approved 4-0-1.

3. Discussion and possible action on ground lease contract

The Harbormaster and legal counsel gave an update on the changes to the ground lease contracts.

Motion to approve the ground lease contracts. 1st Commissioner Weaver, 2nd Commissioner Platt. Approved 4-0-1.

4. Discussion and possible action on deferred maintenance projects

The Harbormaster presented 4 potential deferred maintenance projects to the Harbor Commissioners.

Vice Chair Shoemaker suggested hiring a roofing company to complete all the roofs rather than using staff. If staff were used it might spike the workman's compensation insurance as roofing is a dangerous job.

Legal counsel Jim Jackson would like to look into the funding potential of the other private property owners that use the Harbor District. Since they traverse the road to access their properties, the Harbor District may be entitled to a payment sharing option. Chair Hurst suggested that if this were the case that the Harbor District would pay up front and allow the property owners to pay small amounts of the course of 5 or more years.

Motion to approve the pile guide, vessel abatement and bathroom re-roofing up to \$140,000 from reserve funds. 1st Vice Chair Shoemaker, 2nd Commissioner Weaver. Approved 4-0-1

5. Discussion and possible action electrical rate's

Marina Manager Nick Savedra gave an update on how he has been reading and determining power usage in the marina. He noted that there are several vessels that are pulling a significant

amount of power consistently. While he has been working with vessel owners to lower daily and annual power usage, the Harbormaster has set a goal of recuperating at least 50% of the power expenditure. An increase to those using the most power, and those most likely using power during the peak rates will help the Harbor achieve those goals.

Motion to approve new electrical power rates. 1st Vice Chair Shoemaker, 2nd Commissioner Platt. Approved 4-0-1

6. Discussion and possible action on community outreach schedule

The Harbormaster gave a brief explanation of the community outreach schedule and format for the meetings. Ideally the meetings would be held at the Noyo Center for Marine Science Field Station in the evening to allow for the community to attend after work. Since the events are a significant deliverable for the State Coastal Conservancy grants and will inform the direction of marina redevelopment, the Harbor Commission should be on the same page as staff to ensure success.

Motion to approve direction. 1st Commissioner Weaver, 2nd Commissioner Platt. Approved 4-0-1.

Staff Reports

Oneka- Desalination Bouy

In 2023, the City of Fort Bragg got a grant for a in-situ desalination buoy provided by Oneka. Oneka is a Canadian company and has been working on the getting permits in place for the buoy. The buoy will provide desalinated ocean water to the City of Fort Bragg waste water treatment plant. Currently Oneka is planning to install the buoy in May of 2026 and is looking for a location to build the buoy. Since Sanders has vacated the old boat building spot in the Dragers yard, the Harbormaster showed Oneka this location for possible build. Oneka intends to present their project to the Harbor Commission in November or December of 2025.

Chair Hurst asked about the expected revenues from the ground lease and the Harbormaster estimated about \$1,500 monthly.

Vessel Demo- SAVE Grant

Melvin has dismantled 9 vessels under the SAVE grant funding thus far. Jay and Nick have been working in the yard with Melvin and have got a good system to dismantling the boats rapidly. Overall, this program has been a great addition to the Harbor District.

Matters from the Commissioners

Vice Chair Shoemaker asked about the recreational salmon season and Nick gave an update on how the fleet did. It is still unknown if there will be a July fishery.

Nick also provided an update on the mural artist that was selected for the icehouse painting.

Attorney Report

None

Motion for adjournment to the next regular meeting at 7:25pm. 1st Commissioner Platt, 2nd Commissioner Weaver. Approved 4-0-1.



Noyo Harbor District
Agenda Item Summary

Meeting Date: 7/10/2025
Item Number: 1
Title: FY 2025-26 Budget
Recommended Action: Approval or Direction

Analysis

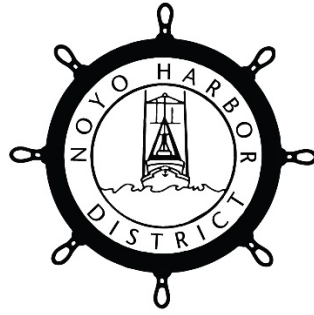
This budget was brought back with the requested changes from the June meeting. Funds were added to the Harbor Festival revenues as well as equipment purchase and equipment maintenance.

Overall these adjustments still allowed the District to have a balanced budget.

Fiscal Impact

Attachments

FY 2025-2026 Proposed Budget



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Noyo Harbor District (NHD)

Fiscal Year July 1-June 30th

	Actual Revenue 2022/2023	Actual Revenues 2023/2024	Approved Budget 2024/2025	Projected Revenues 2024/2025	Proposed Budget 2025/2026
Revenues					
Slip Rental - Contract	453,476.26	421,204.35	445,000.00	416,170.60	420,000.00
Slip Rental - Transient	47,039.04	46,569.57	45,000.00	71,000.00	60,000.00
Hoist Fees	660.00	495.56	500.00	2,400.00	500.00
Park & Launch	22,906.56	35,290.00	35,000.00	24,045.71	30,000.00
Ground Rent	34,342.08	19,600.00	24,000.00	20,438.00	24,000.00
Encroachment Leases	14,218.75	24,759.00	25,000.00	24,157.03	25,000.00
Electric	958.54	13,418.45	15,000.00	17,102.69	18,000.00
Late Fees	30.00	2,771.11	2,000.00	2,280.00	2,000.00
Income -Marina Based	573,631.23	564,108.04	591,500.00	577,594.03	579,500.00
Harbor Festival	7,712.29	2,362.00	2,000.00	13,413.12	12,000.00
Property Tax Rev-Current	120,408.53	130,807.64	131,000.00	146,539.40	150,000.00
Interest Income	25,737.87	49,433.58	45,000.00	50,510.92	52,000.00
Local Coastal Program Update- City Of Fort Bragg		200.00	30,000.00	11,900.00	20,000.00
Economic Development Department			60,000.00	56,763.82	50,000.00
State Coastal Conservancy			20,000.00	1,234.04	20,000.00
Other Revenues	153,858.69	182,803.22	288,000.00	280,361.30	304,000.00
Total Revenues	727,489.92	746,911.26	879,500.00	857,955.33	883,500.00

Expenses	Actual Expense 2022/2023	Actual Expense 2023/2024	Approved Budget 2024/2025	Projected Expenses 2024/2025	Proposed Budget 2025/2026
Payroll and Employee Burdens					
Harbormaster	69,850.00	62,302.12	70,000.00	58,964.15	77,000.00
Wages Hourly 2 F.T. 2 P.T.	115,033.29	116,839.96	187,000.00	136,449.60	194,000.00
Emp. Health & Dental Insurance	22,933.02	28,722.00	30,000.00	36,065.42	40,800.00
Sep. Ira	7,641.67	8,421.36	16,000.00	15,799.22	21,200.00
Payroll Tax Expense	15,459.44	14,569.18	20,560.00	14,949.38	17,939.26
Employee Totals	230,917.42	230,854.62	323,560.00	262,227.77	350,939.26
Utilites					
Utilities Expense (Trash/Water)	66,332.11	67,371.09	65,000.00	61,955.24	65,000.00
Power Marina	53,105.79	55,056.01	57,000.00	54,994.48	56,000.00
Utilities	119,437.90	122,427.10	122,000.00	116,949.72	121,000.00
Insurance Property & Liability					
Insurance Property & Liability	266,203.25	221,587.21	265,000.00	261,583.82	265,000.00
Legal and Professional Fees					
Legal	13,193.48	16,450.00	20,000.00	9,003.50	10,000.00
Consultant	38,291.91	18,776.00	20,000.00	4,516.00	6,000.00
Auditor	8,000.00	4,025.00	4,500.00	8,275.00	8,000.00
Legal and Professional Totals	59,485.39	39,251.00	44,500.00	21,794.50	24,000.00

	Actual Expense 2022/2023	Actual Expense 2023/2024	Approved Budget 2024- 2025	Projected Expenses 2024/2025	Proposed Budget 2025/2026
Office and Admin Expenses					
Office Expense	12,399.46	7,887.92	10,000.00	8,055.94	10,000.00
Office Equipment		760.00	800.00	0.00	1,200.00
Conferences & Meetings	4,541.15	1,750.00	2,000.00	838.13	2,000.00
Dues and Subscriptions Exp	12,104.20	10,958.91	18,000.00	16,083.56	17,000.00
Advertising Expense	1,435.88	295.80	500.00	825.02	1,000.00
Communications Expense	4,737.61	4,265.75	4,500.00	4,209.07	4,000.00
Taxes & Assessments	4,622.82	1,472.00	7,500.00	7,514.40	2,000.00
Harbor Festival				2,720.00	4,000.00
Office and Admin Expenses	39,841.12	27,390.38	43,300.00	40,246.12	41,200.00
Grounds					
Repairs & Maintenance	27,493.50	39,481.13	40,000.00	35,811.59	40,000.00
Operating Supplies	5,834.23	4,059.16	6,000.00	4,554.68	5,000.00
Equipment Purchase			1,000.00	6,088.74	2,000.00
Equipment Expense				0.00	3,000.00
Fuel Expense	4,156.61	3,128.21	5,000.00	2,921.74	4,000.00
Deferred Maintenance	29,126.17		10,000.00	0.00	5,000.00
Maintenance & Repairs	66,610.51	46,668.50	62,000.00	49,376.75	59,000.00
Grant Matches					
Save Grant	0.00	2,271.45	2,000.00	0.00	0.00
Grant Expenses	0.00	2,271.45	2,000.00	0.00	0.00
Total Expenses	782,496	690,450	862,360	752,179	861,139
Net Income	(55,005.67)	56,461.00	17,140.00	105,776.65	22,360.74

Active Grants

SAVE Grant 25	Total Award	Remaining	Match	Remaining Match	2025/2026 Yearly Impact
End Date: 9/30/2026	\$60,000.00	\$60,000.00	\$6,000.00	\$6,000.00	\$0.00

EDD - CERF Pilot	Total Award	Remaining	Match	Remaining Match	2025/2026 Yearly Impact
End Date: 2/16/26	\$3,203,872.00	\$1,431,752.37	\$0.00	\$0.00	\$50,000

State Coastal Conservancy	Total Award	Remaining	Match	Remaining Match	2025/2026 Yearly Impact
End Date: 1/2026	\$750,000	\$750,000	\$0.00	\$0.00	\$20,000

2024/2025 Grant Expense Narrative

SAVE 25

The 25 SAVE grant project targets the removal of abandoned and derelict vessels. This program requires a 10% match, however staff time can be used as an in-kind donation. The vessel demo specialist, harbormasters and marina managers time will go toward the in-kind match.

Economic Development Department- Noyo Harbor Revitalization Project

The EDD-CERF project will construct the new ice making facility and host the Marine Based Entrepreneurial Training Program. This project was funded at 100% and funds have been allocated toward staff time and indirect cost incurred by the Harbor District. While this project has just begun, it should be reflected in the 2025/2026 budget that a portion of staff time and overhead are being reimbursed to the Harbor District. The Harbormaster has estimated that \$50,000 will be reimbursed to the District from these two categories. This reimbursement is shown in the "Other Revenues" category under Economic Development Department.

State Coastal Conservancy- Marina Redevelopment Planning

The SCC awarded the Harbor District \$750,000 for the planning and permitting associated with Marina Redevelopment. This project also includes staff time and indirects that can be charged toward the grant. For the FY25/26 the Harbormaster has estimated staff time and indirects to equal \$20,000. This reimbursement is shown in the "Other Revenues" category under State Coastal Conservancy.

Positions	Pay Rates	Salary	Hours Per Week	Total
Harbormaster		\$76,000.00	40	\$76,000.00
Marina Manager	\$32.00		40	\$66,560.00
Full Time Maintance	\$31.00		40	\$64,480.00
Part Time Maintance	\$20.50		30	\$31,980.00
Part Time Maintenance	\$20.50		30	\$31,980.00
Vessel Demo	\$60.00		100 Total	\$6,000.00
Totals				\$277,000



Noyo Harbor District Agenda Item Summary

Meeting Date:	7/10/2025
Item Number:	2
Title:	Noyo Harbor District Policy Updates
Recommended Action:	Approval or Direction

Analysis

The Harbormaster has been working to update the Harbor District's policy.

Policies that have been added, or updated are shown in red text, while the policies to be removed have been shown with a strike through text. Many of the sections to be removed are either outdated, describe very specific procedures that are no longer relevant or can be summarized in a much briefer text (see IT systems for example).

Sections that have been added include:

- definitions of Commission meetings and the required public notification schedules
- definitions of short and long term tenants and any specific requirements as it relates to each reservation style
- additional electricity charges for short term tenants
- Operability Policy
- Waitlist Policy
- Long Term Slip Application
- Late Fees
- Tenant Rules and Behavior
- Payroll Timing
- Family Medical Leave
- Employee Review
- Personal Vehicles
- Discrimination
- Drug Free Workplace

Fiscal Impact

Attachments

NHD Policies



Noyo Harbor District Policies

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Commission Meetings

Commission meetings will be held on the 2nd Thursday of each month.

Five commissioners will comprise the Noyo Harbor District Commission. Two commissioners will be appointed by the City of Fort Bragg, two commissioners will be appointed by the County of Mendocino and the Chair will be jointly appointed by the City of Fort Bragg and the County of Mendocino.

Commissioners will serve a 4-year term.

Agendas will be published in accordance with the Brown Act 72 hours prior to the meeting on the Noyo Harbor District website and on the message board outside the District Office.

A Public comment period will be hosted at the start of each meeting to allow the public to make comments on non-agenda items. No action can be taken on items not posted on the agenda.

If the public wishes to present to the Commission or put an item on the agenda, they will contact the Harbormaster at least two weeks prior to the meeting. The Harbormaster reserves the right to approve or deny any request to present to the Commission as they see fit. Any support materials the public wishes to be included in the agenda packet must be submitted to the Harbormaster by the 1st Thursday of the month. Failure to submit supporting documentation may result in the removal of the item from the agenda.

Special Meetings

The Harbormaster or Commissioners can call for a special meeting at any given time for any reason. Special meetings will be held in accordance with the Brown Act and agendas will be posted 24 hours prior to the start of the meeting.

Emergency Meetings

The Harbormaster or Commissioners can call for an emergency meeting at any given time if an emergency presents itself. An emergency as defined in the Brown Act as a work stoppage, crippling activity or other activity that severely impairs public health, safety or both, as determined by the majority of the members of the legislative body. In the case of an emergency involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 54956 or both of the notice and posting requirements.

Berth Rental Policies

Long Term Tenants

Long term tenants are tenants with a signed lease agreement and who are held liable for slip payment until an end of lease agreement is signed, upon eviction, or termination of lease agreement from the harbormaster is issued. A lease agreement can be terminated for the violation of any rules laid forth by the Noyo Harbor District, for non-payment, or at the discretion of the Harbormaster or Commissioners of the Noyo Harbor District.

A long-term tenant is not allowed to sublet their slip to other vessels or transfer ownership of their slip to another party.

Short Term Tenants

Short term tenants are tenants who do not have a signed lease agreement with the Harbor District. Short term tenants may, with permission, occupy a slip for no more than 7 months per calendar year. Reservations for short term tenants can be made with the harbor office staff.

All reservations must have a credit card on file and are subject to the Noyo Harbor District cancellation policy.

Any vessel found in the marina by staff without a reservation will be subject to the found vessel policy.

Short term tenants who book more than one month may get a parking pass from the harbor office. Tenants who book less than one month are subject to parks and launch fees.

Cancellation Policy

Reservations can be cancelled 72 hours prior to their start date with a \$40 cancellation fee. Any cancellations within 72 hours are non-refundable and all cancellations 2 nights or less are non-refundable

Found Vessel Policy

Any vessel that is found in a slip is subject to the Noyo Harbor District's found vessel policy. This includes but is not limited to vessels that have overstayed the length of their reservation, vessels that occupy a slip without permission from the Harbor Office, and vessels that are not the vessel on record with the Harbor Office. For the purposes of this policy the vessel on record is the vessel(s) identified on the lease agreement between the Harbor District and the slip holder.

For vessels that overstay reservations: The 1st time the vessel is found a \$50 fee will be added to the boater's account in addition to the monthly rate for that slip. If the vessel remains in the slip 30 days, or one month past that initial overstay a \$100 fee will be added to the boater's account for each 30 period in which the boater overstayed their reservation, in addition to the monthly slip fees. After 3 months the Harbor Office will place a lien on the vessel and sell the vessel at a public auction. All late fees will also apply.

For vessels that enter a slip without a reservation, permission or slip assignment or are not the vessel on record for that slip a fee of \$50 will be placed onto the boaters account each night that the vessel is in the slip, in addition to the normal slip rental. All late fees will also apply.

Slip holders do not have permission to sublet their slips.

Flat Rate Electricity Policy

All full-time tenants are subject to flat rate electricity charges for the privilege of using shore provided power in the Noyo Harbor mooring basin. Flat rate charges are subject to change as fluctuations in the utilities price occur over time.

Flat rate charges will be added to the tenants bill on the first of every month and applied to their power usage in that month. Vessel owners are responsible for communicating with the office if their vessel will not be in the slip for that month or for an extended period.

Vessel owners that pay annually can also pay their electricity charges annually and those payments are due at the same time their annual payments are due. If a vessel is out of the water for a certain percentage of the year that can be adjusted into the flat rate charges.

If a vessel is not using electricity, it will not be subject to flat rate charges.

Short term tenants will be charged \$2 per day for use of electricity. This amount will be added to their bill at the time of their reservation.

Operability Policy

Vessels are required to maintain operability and be kept in a seaworthy state. To ensure operability, the Harbor District requires vessels to leave the marina at least once per year.

If a vessel cannot safely leave the marina or has not left the marina within the last 6 months a 15% inoperability charge will be added to their monthly bill.

Waitlist Policy

Those that wish to obtain a full time in the Noyo Harbor District must join the waitlist for an appropriately sized slip for their vessel (+/- 3 feet of LOA). Vessel owners on the wait list are given priority when a full-time slip becomes available. If, when called, a vessel owner passes on the slip, does not reply to the phone call or otherwise turns down the slip assignment, they will be moved to the back of the waitlist line. Vessel owners have 5 days to return the call and receive the slip application.

Slip Transferability

Long term slips are non-transferable. If a vessel owner sell their vessel the original vessel owner is responsible for slip fee's until the vessel physically leaves the slip. At that time, the new owner may enter into a short-term rental agreement with the Harbor District and join the waitlist.

Long Term Slip Application

After the potential tenant is identified from the waitlist, they are required to fill out a long term slip application.

Noyo Harbor District staff will review the application and make a final decision on the application to allow the vessel owner to become a long-term tenant of the Noyo Harbor District. Reasons for denial include, but are not limited to, eviction from other marinas for whatever reason, bad reference checks or unseaworthy vessels conditions.

Late Fees

Tenants are subject to 10% late fees if the payment is over 30 days past due. Late fees will be automatically added to tenant accounts.

Tenant Rules and Behavior

Tenants are expected to follow the rules set forth by the Noyo Harbor District. Rules can be found on the Harbor District website and are available at the Harbor Office.

Tenants are expected to behave in a professional manner, yelling, cursing or harassing staff is strictly prohibited and can result in the cancellation of short-term or long term tenancy with no refunds.

Insurance Policy

All vessels in the marina are required to keep vessel insurance. Commercial vessels are required to have a \$1 million policy, recreational vessels are required to have a \$300,000 policy. The Harbor District shall be named as an additionally insured.

Parking Policy

All long-term tenants must display a parking pass in the lower left of their front windshield. Failure to display a parking pass may result in a day use fee.

Parking pass is included in long term slip rental fees for boat owners, captains and crew. Parking passes can be obtained from the Harbor Office for any new crew members.

Parking and launch pass is included in rental fees for short-term tenants staying over one month. Pass can be obtained from the Harbor Office. Each short-term tenant is limited to one parking pass.

Parking and Launch is not included for any short-term tenants staying less than one month.

Overnight parking is only permitted for long-term tenants while they are actively at sea.

Camping in the parking lots is strictly prohibited.

Overnight parking is strictly prohibited, including trailers.

All trailers need to be attached to a vehicle.

The parking lot shall not be used as a storage lot for trailers, boats on trailers or fishing gear.

All trucks and trailers need to be parked in the front or back launch ramp parking lots. They cannot be parked in the H dock parking lot or anywhere on the road.

Parking in the loading zone for an extended period of time will result in a fine of \$20.

Parking & Launch Fee Collection

Small pre-printed envelopes with consecutive numbers are used to collect parking and launch fees. The maintenance staff is responsible for monitoring the parking lot and placing envelopes on the windshield of vehicles. The envelopes are recorded sequentially on a log with vehicle license numbers.

The vehicle owner is responsible for placing the payment in the envelope and depositing the envelope in one of the parking posts in the main lot. Envelope collection frequency varies with the vehicle volume.

~~All posts are cleared each evening before 5PM.~~

The Harbor Manager opens envelopes, logs the payments in the ~~Marina program~~ **marina management program** and makes the bank deposit. Parking receipts are primarily cash with some occasional personal checks.

Annual parking passes can be purchased in the District office **passes are valid for 365 after purchase.** ~~for \$140 annually (as of 2013).~~

Adhesive passes are placed in vehicles windshields to indicate prepaid parking.

Budgeting and Finances

Accounts Payable / Disbursements

Accounts payable are managed with the **accounting software.** ~~the Sage 50 Program.~~

~~Vendor set up — The Harbor Manager and Treasurer approve all new vendors. If necessary, vendors are supplied with W9 forms. all new vendors are required to complete a W9, in addition to providing basic set up data. Prior to 2013 some vendors did not submit W9 forms, all active vendors who are not publicly traded corporation, have been retroactively required to provide W9 forms.~~

The Harbormaster is responsible for approving all AP and disbursements monthly. ~~The Harbor Manager approves all AP disbursements. Invoices are entered into the Sage accounting software after they have been reviewed and approved for payment. Although the data is recorded in the AP module, the GL information does not record until the check is issued. At the end of each month all activity in AP that has not been paid is recorded in the GL with a reversing entry in the following month.~~

Two signatures are required on each check cut to vendors.

~~Payroll checks are issued twice a month on the 1st and 16th, AP checks are generally issued the day before the payroll on the 1st to reduce accrual entries and on the 16th to combine the AP with payroll checks for processing efficiency.~~

~~Payroll and AP checks require two signatures. The individuals who are authorized to sign checks are the Harbor Manager, Treasurer, Commissioner Caito, Commissioner Ancona and Commissioner Burns. The Harbor Manager and Treasurer generally sign all disbursements.~~

~~Pay checks are hand delivered to all employees; AP checks are mailed to the vendors address via USPS; Auto debits to the checking account are limited to Chase credit card processing fees and checking account service fees.~~

Accounts Receivable / Receipts

Accounts receivables are managed with **a marina management program.** ~~the Marina Program.~~

Customer setup is managed by the Harbor **office staff.** ~~Manager.~~

~~Permanent~~ **Long term** ~~berth~~ tenants are auto **billed** ~~charged~~ by the system monthly, payment is due 30 days after billing.

~~Less than 7 month tenants / Short term transients~~ Short term/transient guest will be billed monthly, weekly or daily as appropriate.

Submerged Tidelands Leases are charged annually in January.

Parking receipts are on a cash basis.

Flat rate electrical charges are billed monthly for long term tenants, payment is due 30 days after billing.

Ground rent is billed monthly or annually, payment is due 30 days after billing.

Service fees (hoist, forklift, pump station, ect) are generated upon usage and added to billing.

~~Hoist / Late Fee / Electricity / Ground Rent / Recycled Oil Revenue — (Jere describe) Wait List~~

~~Deposits (no activity since FY2012)~~

County Property Tax receipts are on a cash basis.

Grant reimbursement or receipts are tracked in the general ledger and denoted as "Other Income" and recorded under the grant name. ~~Grant Receipts are accrued in the GL cash receipts books as sales, month end entries distribute to appropriate GL accounts.~~

Payments can be made by cash, check or credit cards.

Credit card payments are processed as needed in the marina management system. Customers with cards on file in the auto-pay system are billed on the first of the month for the total owed.

All cash or check payments are logged by office staff in the receipts journal. Payments are logged as they are received by office staff. Payments are entered into the marina management system when the receipts journal is full or has over \$2,000 in cash. All checks and cash are deposited into Chase Bank and the receipt journal will exactly match the payments received into the marina management system, and the daily deposit record into Chase Bank.

~~Payments are received via checks, cash and credit cards. All payments are logged in a manual cash receipts journal by the Harbor Manager and Treasurer. Payments are made individually in person or over the phone, these transactions are recorded when payment is made, a majority of the payments are received via USPS; these payments are logged each afternoon when the mail is delivered. A small number of customers have credit cards on file for monthly charges.~~

~~When a full page of transactions is completed (or \$2,000 of cash on hand is exceeded) the Harbor Manager compiles a deposit which is recorded into the Marina Program. All checks and cash (minus \$200 for the cash drawer) are deposited at the local Chase Bank branch in Fort Bragg. The deposit receipt is given to the Treasurer. Each deposit is recorded as sales at the time of deposit checks and cash are recorded in aggregate on the date deposited, credit cards are recorded in aggregate for the date of anticipated credit into the bank account.~~

~~Credit card transactions for each deposit are confirmed with the Chase Resource Online Reporting tool to ensure all cash receipts journal entries for credit card transactions are recorded in the~~

~~Chase system.~~

Cash Drawer

A cash drawer with \$200 is kept to make change for cash payments and to use as change during events when necessary. Small bills take preference and large bills are exchanged for small bills are required. Revenue from small purchases (selling hats, cups, stickers, ect) can be placed in the cash drawer and excess funds deposited as necessary into the Chase Bank account and recorded as "other income" in the accounting software.

~~Manual drawer paper registers.~~

~~The reception counter / cabinet houses a cash drawer, where payments are placed and change for cash transactions is maintained. The Harbor Manger and Treasurer accept payments; the Harbor Manager manages the deposit process. After hours policy, requires cash drawer to be locked in fireproof file cabinet in harbor office.~~

Credit Card Payment Processing

Payment by check or cash is preferred due to the credit card processing fees incurred.

Credit card processing is done by the marina management system. Deposits of credit card payments are made into the Chase Bank account once per week. Deposits are recorded into Quickbooks once transactions are made.

~~Payment by swiping card is preferred to entering card number in machine due to lower processing fees.~~

~~Chase Online Paymentech is available online to the Harbor Manager and Treasurer. The District has one credit card swiping device generally connected to the Harbor Manager's computer.~~

~~Batches are auto-closed every evening at approximately 11 PM and posted to the main checking account each day a transaction occurs.~~

~~Each credit card transaction is logged into the cash receipts journal. The Harbor Manager logs the cash receipts into the Marina program 6 times per month on average, typically when one full page of transactions have been logged or sooner if a cash balance over \$2,000 accumulates or a large check is received.~~

~~Each deposit register is logged into Sage debiting cash and crediting sales. A Chase Resource Online report is generated to print out all credit card activity during the date range on the deposit register. The Chase report is compared to the deposit register to verify agreement with the two systems.~~

~~Each month a processing fee statement is generated out of Chase Resource Online, reviewed for reasonableness and posted in the GL to reduce cash and record the expense.~~

Cash Accounts Reconciliation

At the end of the month, prior to generating monthly reports, the Harbormaster will reconcile all bank accounts with the accounts management software. Checks cleared, deposits made and interest generated from the savings account or LAIF will be reconciled so all accounts match the Chase or LAIF monthly statements.

During the month-end close process the Treasurer reconciles all cash and investment GL balances with online reporting tools from Chase Bank for the main checking account and two business savings accounts; Mendocino Lake Credit Union savings account and LAIF investment accounts. Interest is posted with general journal entries on a monthly basis as recorded on statements with the exception of LAIF which is accrued due to quarterly interest postings.

Month End GL Process

- 1) Reconcile cash and investment accounts, post entries related to interest earned and fees charged on the checking account for credit card processing and general account fees.
- 2) Post depreciation entries from capital asset spreadsheet.
- 3) Analyze Marina monthly reports and prepare journal entry to record activity in appropriate GL accounts. Reconcile Marina cash receipts with Sage cash receipts, record change in AR balance, change in Wait List balance
- 4) AR reserve — review non-performing accounts with Harbor Manager adjust reserve requirements as needed based on management assessment of recovery expectations.
- 5) Post debt interest accruals
- 6) Post insurance amortization (prepaid to expense)
- 7) Analyze compensated absence balance report, calculate liability and post entry to reflect increase or decrease to liability and corresponding entry to labor expense.
- 8) Payroll accrual, post first of the month payroll activity from Sage payroll register.
(Reversing)
- 9) Post expense entries for all invoices in AP that are unpaid on the first of the month, invoices received after the end of the month and estimates for services received that have not yet been invoiced. (Reversing)
- 10) Analyze unearned grant revenue for potential adjustments
- 11) Analyze grants receivable for potential adjustments
- 12) Capital Assets minus related debt — analyze and post needed adjustments

Commission Financial Reporting

Each month the Harbormaster will provide financial reports for the previous months at the Commission meetings. The financial reports will include an overview of cash accounts, a profit and loss statement for the previous month, an report detailing actual expense verse budgeted expenses for the previous month, and a list of all payroll checks for the previous month.

The Treasurer provides a report to the Commission at each meeting. The Treasurer's report contains:

~~Narrative Document—Discusses revenue and expense differences compared to the prior year and any significant budget variances. Significant changes in balances on the Statement of Net Assets are discussed to identify activity driving the change. The narrative also contains a listing of all checks over the \$5,000 Harbor Manager approval authority, with vendor name and underlying activity.~~

~~Receipts and Disbursements—Recaps cash receipts by major activity; enterprise revenue (slip rental, parking, ground rent), grant revenue, tax revenue and interest income. Recaps disbursements by Payroll and AP. Lists check numbers and total amount with a signature page for each Commissioner and the Treasurer.~~

~~Detailed Disbursement Listing—Sage check register for all monthly disbursements with check number, date, payee, amount of check and a separate column with payroll checks.~~

~~Statement of Net Assets (Balance Sheet) & Statement of Revenues and Expenses (P&L~~

~~Balance sheet and P&L are sourced from Sage but manual aggregation to fit Commission reporting format completed each month by Treasurer.~~

Capital Assets

~~Capital assets, which include land, structures and improvements, facilities and equipment, are reported in the financial statements at historical cost. Capital assets are currently defined by the District as assets with an initial individual cost of more than \$500. These assets are being depreciated using the straight line method over the assets' useful lives as follows:~~

Structures and improvements — 10-20 years

Facilities — 10-40 years

Equipment — 5-10 years

Budgeting

The Noyo Harbor District fiscal year runs July 1-June 30 annually.

At the end of March, the Harbormaster forecasts the current fiscal year's spending to obtain expected expenditures. This data, in conjunction with the previous year's audits, an understanding of current fishing and/or other regulations that could affect occupancy rates, the Harbormaster and Finance Ad Hoc build a draft budget for the following fiscal year. The draft budget is presented at the April meeting. Changes and recommendations can be made in May and the draft budget is brought back at the June meeting for final approval.

~~The Treasurer prepares a forecast for the current fiscal year in April. Historical actual results, the current year forecasts and expectations for the upcoming year are analyzed to form the basis of assumptions for the next budget year.~~

~~The Treasurer prepares a presentation that recaps prior year's actual results, current year forecast and next year's budget. The budget is supported by assumptions and has detailed supporting spreadsheets to illustrate how annual numbers were derived.~~

~~The Harbor Manager reviews the draft presentation provides comments and feedback, the draft is updated and the Treasurer schedules a meeting with the Budget Committee prior to the May f Commission meeting. The budget Committee provides comments and feedback, the draft is updated and presented to the Commission meeting in May. The Commission either approves the budget as presented or provides comments and feedback for a follow-up presentation of the budget at the June Commission meeting for final approval.~~

Noyo Harbor District Investment Policy (adopted 5.09.13)

Government Code section 53600 et seq. provides authorization for investment of funds of local agencies. All investments of the Noyo Harbor District shall conform to the requirements of those laws, using prudent investment standards and practices. Responsibility for administering the District's adopted Investment Policy shall rest with the District Treasurer under the supervision of the Harbor Manager and District Commission. The Treasurer shall at all times adhere to the "prudent investor rule" acting as a fiduciary of District funds. Investment objectives as set forth in California Government Code Section 53600.5 in descending order of priority:

- 1) Safety and Preservation of Principal
- 2) Liquidity and Matching of Cash Flow Needs
- 3) Yield

Permitted Investments:

In accordance with State Law, cash may be invested in the following instruments, obligations and securities, but in no event with stated maturities greater than five years beyond the purchase date:

- 1) Federally insured collateralized bank deposits (CD's)
- 2) Money Market Mutual Funds holding only U.S. Treasury and Government Agency obligations and cash
- 3) Local Agency Investment Fund (LAIF is part of the State of California Pooled Money Investment Account PMIA)

Competitive Bidding:

When purchasing bank CD's the District shall to the extent possible solicit competitive bids from at least 3 banks to ensure the best possible return.

Delivery and Custody of Securities:

Payment for purchased securities shall be contingent upon immediate delivery to the District or its designated custodian bank or trust company (delivery versus payment method). All investments shall be held in the name of the District with the exception that Certificates of Deposit in the name of FDIC member banks may be held at said bank in District named accounts. Custodial banks must be members of the Federal Reserve Bank System.

Reporting:

In accordance with Government Code Section 53646, the Treasurer shall submit periodic investment reports to the District Commission on a quarterly basis. On an annual basis, the Treasurer shall review the Investment Policy for any changes to be recommended to the Commission.

Employee Policy and Benefits

Payroll Timing

Payroll is processed bi-monthly on the 1st and 16th of each month for the prior two-week period. Daily timecards are submitted to and approved by Harbormaster. Paychecks are signed by Harbormaster and at least one Commissioner.

Payroll Procedures

~~Open Sage 50 — Select "Employees & Payroll"~~

- ~~1) Employee hours worked & accruals used, submitted by Harbor Manager to Treasurer for each payroll on daily time sheets.~~
- ~~2) Confirm salaried employee vacation / sick usage with Harbor Manager~~
- ~~3) Click on Pay Employees Icon~~
- ~~4) Select Enter Payroll for Multiple Employees~~

- 5) Select Correct Payroll Date (1st or 16th)
- 6) Include Pay Frequencies (uncheck all boxes except — Semi monthly)
- 7) Review each employees payroll record
- 8) Ensure that payroll is confirmed for only active employees
- 9) Review Gross pay field for accuracy
- 10) All vacation & sick accruals, usage and balances appear on each check stub, Harbor Manager and Treasurer review, accruals, usage and balances prior to signing checks.
- 11) Select each employee that has taken sick or vacation time and enter amount taken in appropriate fields
- 12) XXXX YYY — \$100 auto garnish — (on going — adjust if changed)
- 13) Print Checks — (Put check stock in printer first)
- 14) Issue Garnishment check(s) — Currently Jeff Ball — California State Disbursement Unit — fill out coupon with amount and date.
- 15) Issue — SEP IRA for vested employees issue payments to fund managers (Jere & Jeff) — Payment coupons in SEP IRA folder.
- 16) Harbor Master & Treasurer sign checks and distribute to employees on the 1st & 16th
- 17) On the 16th issue CA State and Federal tax deposits.
- 18) Reports & Forms — General Ledger — GL Trial Balance (print Trial Balance for reference)
- 19) Confirm garnish GL#24100 is zeroed out
- 20) Click on Forms Icon (State Form — DE88 Federal Form — EFTPS Electronic Federal Tax Deposit) — Follow instructions confirm amounts against Trial Balance
- 21) Federal Payment on line EFTPS Bookmark — Enrollment trace #71600101
- 22) CA EDD Payment write check — envelopes in Tax Deposit Folder

~~*Effective March 8, 2001 Employee Benefits:~~

Medical and Dental Insurance for Employees

Full time employees only. Policy parameters to be approved by P&P Committee

Only full-time employees are eligible for medical and dental benefits. Families of full time employees are not eligible for benefits.

Effective January 1, 2014, Regular full time employees will be eligible for insurance coverage on the first of the month following a 60 day waiting period. (Adopted 11-15-12) (ACA modification 10.10.13)

Retirement

SEP IRA: 15% of gross salary or wages after 3 years full time employment. The wages, hours, and working conditions of all employees of the Noyo Harbor District, except for exempt employees, shall be in

compliance with orders of the Department Of Industrial Relations of the State of California regulating wages, hours and working conditions of employees. (Adopted 2-8-01)

Compensating Time Off (CTO):

The Harbor Manager and Assistant Harbor Manager positions are executive and administrative positions exempt from California Industrial Welfare Commission orders regulating wages, hours and working conditions. These exempt employees may be required to work beyond an eight hour day or 40 hours work week when circumstances require that they stay on duty. There will be no monetary consideration under such circumstances. Compensated time off will be provided. ~~(Adopted 2-8-01)~~

Three paid CTO days per year for Harbor Manager and Assistant Harbor Manager. May take either compensating time off or be paid for the 3 days at the end of the year. ~~(Adopted 7/99)~~

Overtime:

Hourly employees will be paid at one and a half times their hourly wage or may take compensating time off at one and a half time.

Overtime must be pre-approved by the Harbormaster or Lead Maintenance.

Paid Holidays:

New Years Day	Veterans Day
Colombis Day/Indigenous Peoples Day	President's Day
July Fourth	Thanksgiving Day
Martin Luther King Day	Memorial Day
Labor Day	Christmas Day

(If a holiday falls on a Saturday or Sunday the preceding Friday or the following Monday may be observed as the holiday)

Vacation Policy

During the first **two years** of full-time employment, employee is entitled to 1 week (5 days) paid vacation. ~~(Adopted 8-12-99)~~

After 3 years full time employment, employee is entitled to 2 weeks (10 days) paid vacation. ~~(Adopted 2-10-94)~~

After 5 years full time employment, employee is entitled to 3 weeks (15 days) paid vacation. ~~(Adopted 2-10-94)~~

After 8 years full time employment, employee is entitled to 4 weeks (20 days) paid vacation. ~~(Adopted 2-10-94)~~

After 1 year, REGULAR PART TIME employment (29 hours or less per week), employee is entitled to 8 hours paid vacation for every 416 hours worked. (adopted 3-10-94)

TEMPORARY EMPLOYEES, those employees who might work as many as 40 hours or more, per week, but for a limited period of time or those employees who might be hired for a specific project, shall not be eligible for vacation pay. (Adopted 3-10-94)

Subject to the following conditions: (adopted 2-10-94)

Vacation paid at current wage or salary. Vacation time may be used after it is earned.

Vacation time must be used by the end of the following calendar year in which it is earned. (Under special circumstances vacation time may be accumulated with prior approval of the Harbor Commission.) (Adopted 2-8-01)

Vacation time is to be coordinated with other employees. Seniority (employee with longest accredited time with the District) has first choice of time off.

Chairman or Vice-Chairman shall be made aware, six weeks in advance, if an employee plans to take more than three consecutive vacation weeks.

WEEKENDS AND HOLIDAYS: Chairman or Vice-Chairman shall be notified if all employees will be out of town and/or unavailable to respond to an emergency.

Sick Leave Policy

After 1 year of full-time employment, an employee is entitled to 12 days of paid sick leave. ~~Made retroactive to 6-1-99. (Adopted 3-8-01)~~

~~REGULAR PART-TIME AND TEMPORARY employees SHALL NOT be eligible for paid sick leave. (Adopted 3-10-94)~~

Part-time and temporary employees are entitled to 40 hours (5 days) of paid sick leave in the first year of employment. Part-time and temporary employees may be accumulate up to 40 hours of paid sick leave. (SB 616)

Subject to the following conditions:

Employee sick leave paid at current wage or salary (adopted 3-10-94)

Sick leave may be accumulated up to 100 days (800 hours). (Adopted 3-8-01)

Upon separation of employment, employees having 10 years of continuous service are allowed 15% of unused sick leave. The employee has the option of being paid or receiving credit service toward their retirement plan. (Adopted 3-8-01)

After 3 consecutive days of absence a doctor's confirmation of illness may be required. (Adopted 3-10-94)

Bereavement leave

An employee shall be granted bereavement leave with pay for the death of a person related by blood, adoption or marriage or any person residing in the immediate house-hold of an employee at the time of death. The bereavement leave shall not exceed three days. If additional bereavement leave is necessary the employee may use accrued vacation or sick leave.

Leave of Absence

Regular full-time or regular part-time employees may apply for a leave of absence for reasons of illness, pregnancy, illness in the immediate family, involuntary or voluntary active military reserve duty, or personal reasons. All leaves are without pay. Requests must be submitted in writing to the Harbor

Commission and specify the type, reason, and duration of the leave requested. Request must be approved by the Harbor Commission. Employees returning from an approved leave are required to provide five (5) days advance notice. Failure to return from an approved leave within three (3) days of expiration is grounds for dismissal.

Family Medical Leave

As required by the Family Medical Leave Act and California Family Rights Act, employees are entitled to 12 work weeks of unpaid, job-protected leave each calendar year for specified family and medical leave reasons.

Eligible reasons for leave:

- The birth and care of a newborn child of the employee.
- Placement of a child in the employee's family for adoption or foster care.
- To care for a spouse, domestic partner, child, parent, parent-in-law (parent of a spouse or domestic partner), grandparent, grandchild, sibling, or designated person with a serious health condition.
- To take medical leave when the employee is unable to work because of a serious health condition.
- For qualifying exigency leave to assist families of members of the Armed Forces of the United States (including the National Guard and Reserves) to manage their affairs while the military member is on active duty in support of a contingency operation.
- For military caregiver leave to care for a covered military servicemember who is undergoing medical treatment, recuperation, or therapy, who is otherwise outpatient status, or is otherwise on a temporary disability list for a serious injury or illness.

To be eligible for FMLA/CFRA benefits, an employee must:

1. work for a covered employer; and
2. have worked for the employer for a total of 12 months; and
3. have worked at least 1250 hours over the previous 12 months; and
4. for FMLA only, work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

Employee Review

Harbor District employees are subject to annual performance reviews. The Harbormaster will perform reviews for part-time and full-time maintenance staff and part-time office staff. The Commissioners will be responsible for the performance reviews of the Harbormaster.

Employees are also subject to review in the event of an accident where other employees, the public or themselves were injured, after negative altercations with the public or other employees, after emergency situations or when the Harbormaster or Commission see fit.

Personal Vehicles

Employees who use personal vehicles for work purposes are eligible for mileage reimbursements at the state rate.

When traveling employees should seek the most cost effective and appropriate accommodation.

Employees can seek reimbursement for meals while traveling provided an itemized receipt is provided.

Procurement Policy

Dollar Thresholds for the Purchase of Supplies and Equipment

\$0.00-\$4,999.99- Direct Purchases

No Purchase Orders are required unless the vendor requires one.

No competitive bids are required.

~~NHD Office Administrative Staff (Harbor Manager or Assistant Harbor Manager) is authorized to make purchases within this price range.~~

Purchases must be authorized by the **Harbormaster**. ~~NHD Manager.~~

Any requirements by a vendor to open a new account must be routed to the Harbormaster. Employees making purchases must ensure fair and reasonable prices are received for the supplies and/or equipment being purchased.

\$5,000.00-\$24,999.99- Informal Quotes

For the purchasing of any equipment, new construction or projects involving maintenance of building and improvements that do not fall under Public Contract Code Section 20751 the Harbormaster will gain approval from the Commission before funds are allocated.

Purchase Orders are required within this price range, **and will be presented to the Commission along with a justification of the required expense.**

~~Complete a Procurement Form to be submitted to the Noyo Harbor Commission.~~

~~Three informal quotes should be obtained by telephone, fax or mail and be attached to the request.~~

The Harbormaster will obtain three informal quotes or provide justification of why three quotes cannot be provided and background information on how cost where developed and justified.

~~Informal quotes must be signed by the N.H.D. Manager.~~

Harbor District staff may initiate a Request for Quotes which will be posted on the Harbor District website and in the local newspaper. The Request will specify the nature of the work, the timelines and deadlines for submittal. N.H.D. Office Administrative Staff may also initiate a Request for Quote (RFQ), which is a written request for informal quotes. The N.H.D. Manager will review and approve the RFQ prior to mailing.

~~Awards will be made by the N.H.D. Office Administrative Staff at the direction of the Noyo Harbor Commission.~~

Public Contract Code Section 20750

The NHD is governed by Public Contract Code Section 20750 et seq. Section 20751 states that contracts for new construction work, the cost of which exceeds \$10,000 or the purchasing of supplies, the cost of which exceeds \$25,000, or projects involving maintenance of buildings and improvements, the cost of which exceeds \$10,000, shall be let by the Board upon competitive bidding in accordance with the provisions of Section 20751. These provisions include but are not limited to publication of notice of the proposed contract, the solicitation of sealed bids, and the opening of bids and award of contract at a public session of the Board. The award of any contract must be made to the lowest responsible bidder. Any proposed contracts within the thresholds established by Section 20751 shall be awarded in

accordance with that section. The following provision shall only apply to contracts which are not subject to Public Contract Code Section 20751.

\$25,000.00 and Higher- Formal Bids Process

The Noyo Harbor District will follow all codes, policies and procedures set forth by Public Contract Code.

The Harbor District staff is responsible for administering the contracts and purchase orders in this price range.

The Harbor District staff will provide the Commission with a copy of the Notice Inviting Bids, Bid Schedule, and Contract prior to publishing the Notice Inviting Bids.

The Harbor District staff is responsible for administering the bid process which includes but is not limited to:

- developing the schedule
- addendums to the Notice Inviting Bid
- advertisements in the local paper
- contractor walk-throughs
- the question-and-answer period
- and the collection of sealed bids

~~N.H.D. Office Administrative Staff is responsible for administering the invitation to bid and purchase order in this price range.~~

~~Specifications are submitted with a completed Procurement Request as a cover sheet.~~

~~N.H.D. Office Administrative Staff develops an Invitation to Bid (ITB) package, which is reviewed by the N.H.D. Manager.~~

~~N.H.D. Office Administrative Staff schedules an opening date.~~

~~A legal advertisement is published in the designated local newspaper and other media.~~

~~N.H.D. Office Administrative Staff is responsible for submitting the advertisement to the appropriate source. ITBs are mailed to a list of potential bidders.~~

~~N.H.D. Office Administrative Staff receives sealed bids by a specified time and date.~~

~~A public bid opening on the specified date, at the specified time is conducted by N.H.D. Office Administrative Staff.~~

~~Bids are tabulated and analyzed by N.H.D. Office Administrative Staff.~~

If the winning bid is over the formal bid amount, award of the bid must be approved by the Noyo Harbor Commission.

An agenda item is established by Harbor District staff and an agenda report prepared for approval. After Commission approval, a purchase order or contract is issued.

IT Systems

Harbor Manager and Treasurer use standalone PCs using Microsoft Office. ~~The Harbor Manager uses Yahoo for email communication and archive management. The Treasurer uses Microsoft Outlook for~~

email communication and archive management.

Internet and phone services are purchased from the company that can provide the most reliable, affordable services.

Internet access and the primary voice service are purchased from MCN, a local service provider managed by the Mendocino School District in partnership with Sonic Telephone. All employees use personal cell phones for personal and District use. The monthly invoice is auto-charged on the

Treasurers NHD credit card and the invoice is emailed to the Harbor Manager and Treasurer.

The Marina Program marina management program is used to invoice customers, track payments, manage accounts receivable, wait list deposits and customer berthing records. The Marina Program only works on the Harbor

Manager's computer. The District's version of this program will not run in a Microsoft environment newer than Windows XP. Windows 7 can emulate XP but the program is not stable. The Harbor Manager backs up Marina data to a thumb drive each month and removes the drive from the office for safe keeping. The program resides on diskettes (3.5" floppies). The Marina Program does not export data electronically, all reporting is on paper.

Accounting software is used for the general ledger, accounts payable, financial reporting, budget tracking and general finance management. The software is backed up 1-2 times per week, and an external cloud backup is used to secure information off site. Sage 50 is used for the general ledger, accounts payable, payroll and financial reporting. The District has a single user system set up on the Treasurers PC using Microsoft 7, internal hard drive back ups are completed 1-2 times per week, external hard drive back ups are completed once every 10-14 days and thumb drive back ups are completed every month. The external drive is place in a fire proof safe every day. The thumb drive back up is maintained in the custody of the Treasurer. System support has been purchased and updates (primarily payroll) are loaded when they become available. The Sage Company profile was set up as cash based system transactions do not reflect in the GL reporting until checks are issued, deposits are made or general journal entries are completed.

A marina management system is used to store all tenant information.

Discrimination Policy

The Noyo Harbor District will not decimate against any race, religion, sexual orientation or preference, or age.

Drug Free Workplace

The Noyo Harbor District will maintain a drug free workplace.

Dredging and Deepening

1. Maintenance dredging is considered asset maintenance and is therefore nota capitalized

expenditure.

2. It is District's policy to capitalize the deepening of channels and berths and to categorize such expenditures to the asset "Land." (The deepening is expected to be maintained indefinitely; therefore, there is no finite life for deepening projects.) Land is not depreciated.

Records Management Policy

As of April 2013, the Noyo Harbor District will follow California Secretary of State's Local Government Records Management Guidelines pursuant to California Government Code Section 12236.

~~Secretary of State's Local Government Records Management Guidelines pursuant to California Government Code Section 12236~~

~~Adopting the California Secretary of State's Local Government Records Management Guidelines~~

~~WHEREAS, the Noyo Harbor Commission wishes to formalize a records management protocol to retain and~~

~~destroy Noyo Harbor District records in an appropriate and efficient manner.~~

~~WHEREAS, the Noyo Harbor Commission wishes to adopt a records disposition and destruction policy in compliance with the Harbors and Navigation Code Section 6860.5 and California Government Code sections 60200-60204.~~

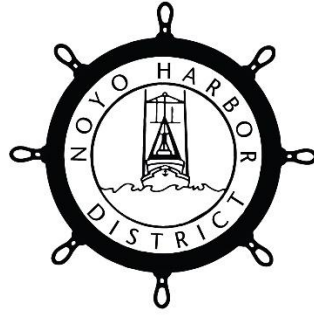
~~WHEREAS, the Harbors and Navigation Code provides the option to adopt the California Secretary of State's Local Government Records Program described in California Government Code Section 12236.~~

~~This web address takes you to the current version of the Local Government Records Retention Program:~~

~~<http://www.sos.ca.gov/archives/local-gov-program/pdf/records-management-8.pdf>~~

~~NOW, THEREFORE, BE IT RESOLVED: The Noyo Harbor District Commission is adopting the California Secretary of State's Local Government Records Management Guidelines pursuant to California Government Code Section 12236 which are applicable to Noyo Harbor District records.~~

~~PASSED AND ADOPTED: This 11th day of April, 2013, at a regular meeting of the Noyo Harbor Commission by the following vote:~~



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Noyo Harbor District Agenda Item Summary

Meeting Date:	7/10/2025
Item Number:	3
Title:	CAP Application
Recommended Action:	Direction

Analysis

The City of Fort Bragg is hosting Nature Based Solution's Workshop 7/7/2025 and 7/8/2025 to discuss the Sediment Containment Cell and potential solutions for the eventual removal of the cell. The Harbormaster, Army Corps of Engineers, Coastal Commission and City are all presenting on the varying perspectives on dredging. Commissioner Weaver and Commissioner Shoemaker were both invited.

The City of Fort Bragg was also invited to apply for Continuing Authorities Program funds for the project developed as part of the workshop. At the time of this posting (7/7/2025), no definitive project has been identified. However, the commission should consider writing a letter of support for the project. In communication with the Army Corps, it was suggested that the City should be the applicant rather than the Harbor District as the City is the landowner. However, the Harbormaster is looking for more clarification.

About the CAP Program

The U.S. Army Corps of Engineers can partner with a non-federal sponsor to implement projects for the protection, restoration and creation of aquatic and ecologically related habitats, including wetlands, or to reduce storm damage to property, in connection with dredging for the construction or operations and maintenance of an existing authorized Federal navigation project.

- Authority is provided by Section 204 of the 1992 Water Resources Development Act, as amended, also referred to as Section 204 under the Continuing Authorities Program.

- Sec 204 cannot be used to meet mitigation or remediation requirements. Project Development Process

- Feasibility Study - Upon receipt of a written Letter of Intent (LOI) from a potential sponsor and when funding is available, USACE initiates a Federal Interest Determination, at federal expense, to determine if a potential project meets program requirements and federal participation is justified. If a federal interest is verified, a feasibility study will be advanced to identify and comprehensively evaluate alternatives and recommend a plan for implementation. The feasibility study is completed at 100% Federal expense.

- Design and Construction - A project is approved for construction if the study determines it is technically feasible, environmentally acceptable, and cost effective. Before engineering design and

construction can begin, USACE and sponsor negotiate and sign a Project Partnership Agreement that describes the cost share arrangement and operations and maintenance responsibilities.

The Harbormaster hopes to be able to share more about this project at the commission meeting after the workshop has been held. If the commission wants to move forward with a letter of support, she suggests approval for a letter to be drafted in conjunction with Commissioner Weaver and Commissioner Shoemaker. The timing around the submittal of the application is still to be determined.

Fiscal Impact

Unknown

Attachments

None

Staff Report

Icehouse Project Update

We are waiting for one last signature on the demo permit before construction can begin. We are hoping to get that permit in this week. Akeff has begun submitting purchase requests (submittals) for the various aspects of the project that they will provide. Those are moving through SHN staff and Harbor District staff to ensure it is correct.

PG&E has also been doing site walk throughs and ensuring they understand their end of the project. They have been in communication with SHN staff and Fort Bragg Electric staff who is subcontracted via Akeff for the electrical aspects of the project.

Harbor Festival Update

We have begun promoting the Harbor Festival and are signing up vendors for both the Taco competition and to vend crafts and art in the park for both days.