

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 September 11th 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 August Regular Meeting 2025
2. Financial Report August 2025

## **Conduct of Business**

1. Discussion and possible action on SHN Task Order 6 – Tsunami Damage Task Order
2. Discussion and possible action on SHN Task Order 7 -Marina Redevelopment
3. Discussion and possible action on SHN Task Order 8- Sediment Characterization of Marina
4. Discussion and possible action on Harbormaster Billing Rates

## **Staff Reports**

Update on Icehouse Project

Update on Harbor Festival

## **Matters from the Commissioners**

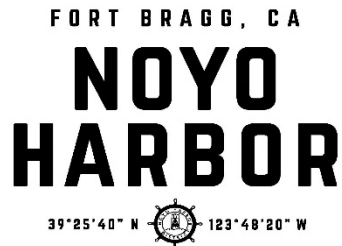
## **Attorney Report**

## **CONDUCT OF BUSINESS (Closed Session)**

1. Employee Review of Harbormaster

Government Code Section 54957

**Adjournment to the next regular meeting**



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 August 14th 2025 6pm**

**Salmon Trollers Hall**

**19292 Coast Rd, Fort Bragg, CA**

**Google Meet joining info Video call link: <https://meet.google.com/xjd-dfee-yij>**

**Call to Order at 6:00pm**

### **Roll Call**

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

**Staff Present:** Anna Neumann, Nick Savedra, Jim Jackson

### **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 July Regular Meeting 2025
2. Financial Report July 2025

**Motion of approval: 1<sup>st</sup> Vice Chair Shoemaker, 2nd Commissioner Downie. Approved 5-0-0**

### **Conduct of Business**

1. Discussion and possible action on interpretive panels final art by Braggadoon

The Harbormaster gave an update on the Braggadoon contract and the dissolution of the project. The Harbormaster and West Staff are going to meet to determine if they want to move forward with another round of interpretive panels or if they want to reallocate the only elsewhere in the program.

**No motion was made.**

## 2. Discussion and possible action on Noyo Harbor Sign by Rick Sacks

Chair Hurst suggested that the sign be wider to give it a larger feel. Commissioner Weaver suggested that the Harbor Staff install a bar behind the sign with hooks so that fishermen can still take photos of their fish with the sign. The commission was also inquisitive on the rugosity of the sign and its ability to hold details over the years. The Harbormaster is going to follow up with Rick Sacks and move forward with the project.

## 3. Discussion and possible action on Mural by Vinny Schavin

Vinny Schavin gave the commission his perspective on how he transformed the gritty feel of the Harbor District into art. He wanted something that would set the stage and link past tradition with the updated infrastructure. He also wanted to include elements that would be familiar to locals and visually appealing to tourists. Overall, the mural will be a large art installation and is intended to last for years. Commissioner Weaver gave his perspective about the development of the project. The Harbormaster was also able to show the attendees of the Salmon Trollers Marketing Association meeting the mural prior to the commission meeting and everyone liked the art.

**Motion to approve the mural design as presented. 1<sup>st</sup> Commissioner Weaver, 2<sup>nd</sup> Commissioner Shoemaker. Approved 5-0-0**

## 4. Discussion and possible action on Section 204 Project

A long discussion was held on the pros and cons of the Section 204 project and how the project could advance the Harbor District's overall goals of redeveloping the sediment cell. Commissioner Weaver and Vice Chair Shoemaker who make up the Ad Hoc on the sediment cell project expressed their view points as did the Harbormaster on the desire to have the project be lead by the Harbor Commission rather than the City.

**Motion to submit a Letter of Intent of Section 204 of behalf of the Noyo Harbor District. 1<sup>st</sup> Vice Chair Shoemaker, 2<sup>nd</sup> Commissioner Platt. Approved 5-0-0**

## 5. Discussion and possible action on Ca Coastal Accelerator

The Harbormaster gave an undated her meeting with RCC. Due to the fact that the projects likely to be selected to participate in the cohort would be outside of the 12 priority projects listed in the CSP, the commission directed her to pass the ball to the Noyo Center for Marine Science.

RCC staff did express an interest in helping the sediment cell in which case the Harbormaster would circle back to the commission before moving forward.

**No motion was made.**

**Commissioner Platt departed the meeting 7:06pm**

6. Discussion and possible action on rental rates for shipping container in Draggers Yard  
The commission talked briefly about the value of the container and the fact that the container was more than a storage area and set up as a workshop. The commission expressed a desire to consider that a workshop. Vice Chair Shoemaker suggested that workshop rent for \$316 a month plus utilities.

**Motion to set workshop rental rate \$316 a month plus utilities. 1<sup>st</sup> Commissioner Shoemaker, 2nd Commissioner Weaver. Approved 4-0-1**

**Staff Reports**

Icehouse Project

Icehouse construction started the 1<sup>st</sup> week of August and crews have been working daily to complete the work. Thus far nothing has come up that is a cause of concern for the construction crews or for Harbor staff. SHN is monitoring the progress and ensuring all paperwork is completed. The Harbor District should expect their first bill for the icehouse project at the end of August or beginning of September.

Tsunami Damage and High Dock

Although the majority of the marina received no damage during the July 29<sup>th</sup> Tsunami, one vessel did back into the High Dock and broke 3 fender piles. Harbor staff has been working with the insurance company to develop an understanding of cost, timelines and permitting structures to fix the broken piles. Since the Harbor District was already planning on replacing other piles we are trying to dovetail the projects for efficiency.

Marina Redevelopment

Harbor staff hosted two marina redevelopment meetings in early August. The first meeting focused on community needs while the second meeting focuses on fleet and tenant needs. Brian for Bellingham Marine visited the marina and Bellingham is committed to helping the District complete the project.

Harbor Festival

Nick is rounding down in the final plans for the Harbor Festival. He has 6 vendors signed up for the Fish Taco competition and is working on getting sponsorships for the event. We also have two bands confirmed for Sunday and are submitting a request for beer donations from North Coast.

**Matters from the Commissioners**

Commissioner Downie gave an update on the PCOR project and requested to post signage about the divers and project around the marina. Hopefully signage will decrease the number of boaters coming into their work area.

**Attorney Report**

Jim Jackson had no reports

**Motion for adjournment to the next regular meeting at 7:46pm. 1<sup>st</sup> Commissioner Downie, 2<sup>nd</sup> Commissioner Weaver. Approved 4-0-1**

NOYO HARBOR DISTRICT  
STATEMENT OF ACCOUNTS  
30-Jun-25

Chase Checking	\$40,531.92
Chase Money Market	\$274,170.76
LAIF	\$1,284,802.52
Total of all accounts	\$1,599,505.20

# Profit and Loss

Distribution account	Total
Income	
Electricity	1,031.08
Ground Rent	2,000.00
Income / Mdco. County Taxes	11,116.75
Interest Income	4.29
Other Revenue	30.00
Park & Launch	6,050.00
Slip Rental Contract	17,022.12
Slip Rental Transient	22,940.05
<b>Total for Income</b>	<b>\$60,194.29</b>
Cost of Goods Sold	
<b>Gross Profit</b>	<b>\$60,194.29</b>
Expenses	
Advertising Expense	39.35
Communications Expense	1,256.76
Deferred Maintenance	22,812.67
Dues and Subscriptions Exp	7,164.27
Emp. Health & Dental Insurance	6,945.86
Fuel Expense	193.79
Harbor Festival	1,694.00
Insurance Property & Liability	12,720.51
Legal and Professional Fees	1,846.25
Office Expense	4,020.30
Operating Supplies	2,263.92
Payroll Expenses	0.00
Taxes	1,908.68
Wages	22,879.12
<b>Total for Payroll Expenses</b>	<b>\$24,787.80</b>
Power	4,806.44
Repairs & Maintenance	3,020.28
Sep. Ira	1,728.53
Travel and Conferences	495.78
Utilities Expense	4,537.92
<b>Total for Expenses</b>	<b>\$100,334.43</b>
<b>Net Operating Income</b>	<b>-\$40,140.14</b>
Other Income	
EDD-CERF	52,229.64
<b>Total for Other Income</b>	<b>\$52,229.64</b>
Other Expenses	
EDD Project	59,548.56
FEMA 4683	1,475.00
SAVE	2,381.00



Total for Other Expenses	<u>\$63,404.56</u>
Net Other Income	<u>-\$11,174.92</u>
Net Income	<u>-\$51,315.06</u>

	FY Year to Date	Budget	\$ Over Budget	% of Budget
Income				
Electricity	\$2,113.87	\$18,000.00	-15,886.13	11.74
Encroachment Leases		\$25,000.00	-25,000.00	0.00
Harbor Festival	\$420.00	\$12,000.00	-11,580.00	3.50
Ground Rent	\$6,005.98	\$24,000.00	-17,994.02	25.02
Income / Mdco. County				
Taxes	\$11,116.75	\$150,000.00	-138,883.25	7.41
Interest Income	\$8.88	\$52,000.00	-51,991.12	0.02
Late Fees	\$230.00	\$2,000.00	-1,770.00	11.50
Other Grant Proceeds	\$8,476.41	\$90,000.00	-81,523.59	9.42
Park & Launch	\$10,614.48	\$30,000.00	-19,385.52	35.38
Slip Rental Contract	\$47,318.47	\$420,000.00	-372,681.53	11.27
Slip Rental Transient	\$30,121.68	\$60,000.00	-29,878.32	50.20
<b>Total Income</b>	<b>\$116,426.52</b>	<b>\$883,000.00</b>	<b>-\$766,573.48</b>	<b>13.19</b>
Expense				
Advertising Expense	\$134.81	\$1,000.00	-865.19	13.48
Communications Expense	\$1,509.80	\$4,000.00	-2,490.20	37.75
Deferred Maintenance	\$22,812.67	\$5,000.00	17,812.67	456.25
Dues and Subscriptions Exp	\$7,251.74	\$17,000.00	-9,748.26	42.66
Emp. Health & Dental				
Insurance	\$10,276.67	\$40,800.00	-30,523.33	25.19
Fuel Expense	\$408.18	\$4,000.00	-3,591.82	10.20
Harbor Festival	\$1,694.00	\$4,000.00	-2,306.00	42.35
Insurance Property & Liability	\$13,527.39	\$265,000.00	-251,472.61	5.10
Legal and Professional Fees	\$7,427.00	\$24,000.00	-16,573.00	30.95
Office Expense	\$4,240.30	\$10,000.00	-5,759.70	42.40
Operating Supplies	\$2,653.44	\$5,000.00	-2,346.56	53.07
Payroll Tax Expense	\$3,439.56	\$18,000.00	-14,560.44	19.11
Power	\$9,657.41	\$56,000.00	-46,342.59	17.25
Repairs & Maintenance	\$5,596.85	\$40,000.00	-34,403.15	13.99
Sep. Ira	\$3,426.36	\$21,000.00	-17,573.64	16.32
Taxes & Assessments	\$2,719.78	\$2,000.00	719.78	135.99
Travel and Conferences	\$495.78	\$2,000.00	-1,504.22	24.79
Utilities Expense	\$9,027.76	\$65,000.00	-55,972.24	13.89
Wages Expense (Hourly)	\$42,890.74	\$227,000.00	-184,109.26	18.89
<b>Total Expense</b>	<b>\$149,190.24</b>	<b>\$810,800.00</b>	<b>-661,609.76</b>	<b>18.40</b>
Net Income	-\$32,763.72	\$72,200.00		-45.38

Date	Payee	Category	Total
08/30/2025	Blue Shield of California	Emp. Health & Dental Insurance	3615.05
08/29/2025	Hilton Hotel Chain	Travel and Conferences	495.78
08/29/2025		Fuel Expense	53
08/28/2025	County of Mendocino	Harbor Festival	100
08/27/2025	Dockwa	Dues and Subscriptions Exp	7000
08/25/2025	Amazon	Operating Supplies	166.12
08/25/2025	Amazon	Operating Supplies	57.82
08/22/2025	CA EDD	CA PIT / SDI	-454.39
08/22/2025	IRS	Federal Taxes (941/943/944)	-2292.4
08/21/2025		EDD Project	6186.82
08/21/2025		EDD Project	275.31
08/21/2025	Comcast	Communications Expense	526.28
08/21/2025		EDD Project	248.29
08/21/2025	Dockwa	Dues and Subscriptions Exp	76.78
08/20/2025	Graybar	EDD Project	624.92
08/20/2025	Epic Graphics	Harbor Festival	429
08/20/2025		Fuel Expense	76.7
08/19/2025	QuickBooks Payroll	QuickBooks Tax Holding Account	-2746.8
08/16/2025	Amazon	Operating Supplies	594.15
08/15/2025	Uline	EDD Project	2946.62
08/15/2025	Online Labels	Office Expense	94.44
08/15/2025	Redwood Waste Solutions	Utilities Expense	2977.98
08/15/2025	Redwood Waste Solutions	Deferred Maintenance	1057.67
08/15/2025	O'Reilly Auto Parts	Repairs & Maintenance	123.17
08/15/2025	Rossi's Building Materials	Repairs & Maintenance	967.17
08/15/2025	Norvell's	Repairs & Maintenance	56.78
08/15/2025	Rhoads Auto Parts	Repairs & Maintenance	288.04
08/15/2025	P.G.& E.	Power	4721.59
08/15/2025	P.G.& E.	Power	84.85
08/15/2025	Nationwide Agribusiness Insurance Co	Insurance Property & Liability	5429
08/15/2025	James A. Jackson	Legal and Professional Fees	940

08/15/2025	DUNLAP ROOFING INC.	Deferred Maintenance	17255
08/15/2025	Blacktail Insurance	Insurance Property & Liability	7291.51
08/13/2025	Comcast	Communications Expense	253.04
08/13/2025	Mendocino Chamber of Commerce	EDD Project	177.95
08/12/2025	Online Labels	Office Expense	352.39
08/11/2025		EDD Project	1200
08/10/2025	Verizon Wireless	EDD Project	35.49
08/09/2025	Adobe	Dues and Subscriptions Exp	19.99
08/08/2025	Red Rhino	Fuel Expense	64.09
08/07/2025		EDD Project	431.03
08/06/2025	Backblaze	Dues and Subscriptions Exp	18
08/06/2025		Dues and Subscriptions Exp	5
08/06/2025	CA EDD	CA PIT / SDI	-582.1
08/06/2025	IRS	Federal Taxes (941/943/944)	-2940.2
08/05/2025	Epic Graphics	Harbor Festival	1000
08/04/2025	Quickbooks	Dues and Subscriptions Exp	44.5
08/04/2025	QuickBooks Payroll	QuickBooks Tax Holding Account	-3680.7
08/03/2025	City of Fort Bragg (1)	Utilities Expense	79.84
08/03/2025	City of Fort Bragg (1)	Utilities Expense	1112.97
08/03/2025	City of Fort Bragg (1)	Utilities Expense	39.08
08/03/2025	City of Fort Bragg (1)	Utilities Expense	49.27
08/03/2025	City of Fort Bragg (1)	Utilities Expense	59.46
08/03/2025	City of Fort Bragg (1)	Utilities Expense	219.32
08/02/2025	Facebook Marketing	Advertising Expense	36.66
08/02/2025	Amazon	Operating Supplies	183.18
08/02/2025	Facebook Marketing	Advertising Expense	2.69
08/02/2025	Edward Jones	Sep. Ira	938.91
08/01/2025	Amazon	Operating Supplies	468.16
08/01/2025	Epic Graphics	Office Expense	3546.91
08/01/2025	County of Mendocino	EDD Project	447.18
08/01/2025	Mountain Fresh	Office Expense	9.06
08/01/2025	Mountain Fresh	Office Expense	17.5

08/01/2025	Blue Shield of California	Emp. Health & Dental Insurance	3330.81
08/01/2025	Franklin Templeton	Sep. Ira	789.62
08/01/2025	MELVIN PYORRE	Deferred Maintenance	4500
08/01/2025	Thompson's PortaSeptic Service	Repairs & Maintenance	65
08/01/2025	John Shannon	Repairs & Maintenance	100
08/01/2025	World Oil Environmental Services	Repairs & Maintenance	1020.54
08/01/2025	World Oil Environmental Services	Repairs & Maintenance	65
08/01/2025	Jay Koski	Repairs & Maintenance	218.49
08/01/2025	World Oil Environmental Services	SAVE	353
08/01/2025	World Oil Environmental Services	SAVE	2028
08/01/2025	SHN Engineers & Geologists	EDD Project	19345
08/01/2025	SHN Engineers & Geologists	--Split--	2381.25
08/01/2025	West Business Development Center	EDD Project	27630
08/01/2025	City of Fort Bragg (1)	Harbor Festival	165
08/01/2025	MCN	Communications Expense	477.44
08/01/2025	WAXIE SANITARY SUPPLY	Operating Supplies	794.49
08/01/2025	Mendo Mill	Repairs & Maintenance	116.09

## Noyo Harbor District

### Payroll summary by employee report

From Aug 01, 2025 to Aug 31, 2025 for active employees from all locations

Item	Total	Koski Bruce	Koski (1) Jay	Neumann Anna	Pyorre Melvin	Savedra Nick
<b>Hours - total</b>	<b>756.34</b>	<b>85</b>	<b>188</b>	<b>173.34</b>	<b>30</b>	<b>170</b>
Hours - Regular Pay	507	85	184		30	98
Hours - Overtime Pay	4		4			0
Hours - Sick Pay	8	0	0	0		8
Hours - Vacation Pay	64		0			64
Hours - Holiday Pay	0		0			0
Hours - Bonus	0			0		
Hours - Salary	173.34			173.34		
<b>Gross pay - total</b>	<b>\$ 22,879.12</b>	<b>\$ 1,723.80</b>	<b>\$ 5,682.92</b>	<b>\$ 6,294.00</b>	<b>\$ 1,800.00</b>	<b>\$ 5,147.60</b>
Gross pay - Regular Pay	\$ 14,225.48	\$ 1,723.80	\$ 5,503.44		\$ 1,800.00	\$ 2,967.44
Gross pay - Overtime Pay	\$ 179.48		\$ 179.48			\$ 0.00
Gross pay - Sick Pay	\$ 242.24	\$ 0.00	\$ 0.00	\$ 0.00		\$ 242.24
Gross pay - Vacation Pay	\$ 1,937.92		\$ 0.00			\$ 1,937.92
Gross pay - Holiday Pay	\$ 0.00		\$ 0.00			\$ 0.00
Gross pay - Bonus	\$ 0.00			\$ 0.00		
Gross pay - Salary	\$ 6,294.00			\$ 6,294.00		
<b>Pretax deductions - total</b>						
<b>Adjusted gross</b>	<b>\$ 22,879.12</b>	<b>\$ 1,723.80</b>	<b>\$ 5,682.92</b>	<b>\$ 6,294.00</b>	<b>\$ 1,800.00</b>	<b>\$ 5,147.60</b>
<b>Other pay - total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Employee taxes &amp; deduction</b>	<b>-\$ 4,518.87</b>	<b>-\$ 217.85</b>	<b>-\$ 1,282.29</b>	<b>-\$ 1,523.29</b>	<b>-\$ 238.96</b>	<b>-\$ 931.02</b>
<b>Employee taxes - total</b>	<b>-\$ 4,518.87</b>	<b>-\$ 217.85</b>	<b>-\$ 1,282.29</b>	<b>-\$ 1,523.29</b>	<b>-\$ 238.96</b>	<b>-\$ 931.02</b>
Employee taxes - Federal Inc	-\$ 1,732.10	-\$ 47.38	-\$ 552.68	-\$ 685.84	-\$ 55.00	-\$ 292.24
Employee taxes - Social Secu	-\$ 1,418.52	-\$ 106.88	-\$ 352.35	-\$ 390.23	-\$ 111.60	-\$ 319.15
Employee taxes - Medicare	-\$ 331.76	-\$ 25.00	-\$ 82.41	-\$ 91.26	-\$ 26.10	-\$ 74.64

Scofield Robert
110
110
0

\$ 2,230.80
\$ 2,230.80
\$ 0.00

\$ 2,230.80
\$ 0.00
-\$ 325.46
-\$ 325.46
-\$ 98.96
-\$ 138.31
-\$ 32.35

Employee taxes - CA Income	-\$ 761.95	-\$ 17.91	-\$ 226.66	-\$ 280.44	-\$ 24.66	-\$ 183.21
Employee taxes - CA State Dis	-\$ 274.54	-\$ 20.68	-\$ 68.19	-\$ 75.52	-\$ 21.60	-\$ 61.78
<b>Employee Aftertax deduction</b>						
<b>Net pay</b>	<b>\$ 18,360.25</b>	<b>\$ 1,505.95</b>	<b>\$ 4,400.63</b>	<b>\$ 4,770.71</b>	<b>\$ 1,561.04</b>	<b>\$ 4,216.58</b>
<b>Employer taxes &amp; contributi</b>	<b>\$ 1,908.68</b>	<b>\$ 131.88</b>	<b>\$ 434.76</b>	<b>\$ 481.49</b>	<b>\$ 296.10</b>	<b>\$ 393.79</b>
<b>Employer taxes - total</b>	<b>\$ 1,908.68</b>	<b>\$ 131.88</b>	<b>\$ 434.76</b>	<b>\$ 481.49</b>	<b>\$ 296.10</b>	<b>\$ 393.79</b>
Employer taxes - FUTA Empl	\$ 10.80	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10.80	\$ 0.00
Employer taxes - Social Secu	\$ 1,418.52	\$ 106.88	\$ 352.35	\$ 390.23	\$ 111.60	\$ 319.15
Employer taxes - Medicare E	\$ 331.76	\$ 25.00	\$ 82.41	\$ 91.26	\$ 26.10	\$ 74.64
Employer taxes - CA ETT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Employer taxes - CA SUI Em	\$ 147.60	\$ 0.00	\$ 0.00	\$ 0.00	\$ 147.60	\$ 0.00
<b>Company contributions - tot</b>						
<b>Total payroll cost</b>	<b>\$ 24,787.80</b>	<b>\$ 1,855.68</b>	<b>\$ 6,117.68</b>	<b>\$ 6,775.49</b>	<b>\$ 2,096.10</b>	<b>\$ 5,541.39</b>



-\$ 29.07

-\$ 26.77

<b>\$ 1,905.34</b>
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<b>\$ 170.66</b>
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<b>\$ 170.66</b>
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\$ 0.00

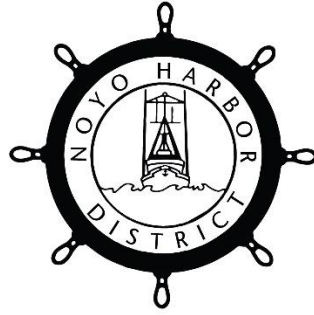
\$ 138.31

\$ 32.35

\$ 0.00

\$ 0.00

<b>\$ 2,401.46</b>
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## Noyo Harbor District Agenda Item Summary

Meeting Date:	9/11/2025
Item Number:	1
Title:	Task Order 6
Recommended Action:	Approval or Direction

### Analysis

Donna J broke 3 pilings on the high dock during the latest Tsunami and the Harbormaster and SHN have been working with the insurance agent from Donna J to get the filings fixed. SHN has proposed the following task order which will also be passed onto the insurance agency as we move forward with the replacement of the infrastructure.

As a recap, the Harbormaster initially thought the District could get emergency permits to complete the work then follow up with full permits after the work had been completed. However, give that the in-water work window for Army Corp closes in October and open again in June, the Harbor may as well start permits to align with a June project date.

The Harbormaster did follow up with the insurance agency's consultant about getting reimbursed for the work prior to completion and it sounds like that is a reasonable option. The overall project cost is roughly \$260,000 and the Harbor cannot reasonably be expected to front that amount of money.

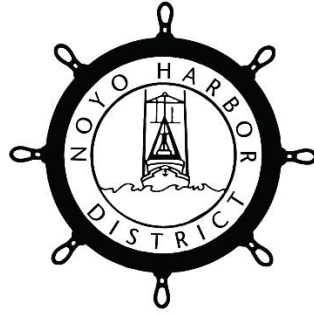
Harbormaster is tracking hours on this project and expects those to be reimbursed as well.

### Fiscal Impact

Reimbursed by Donna J insurance agency

### Attachments

Task Order 6



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Task Order No. 6

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 to obtain necessary agency and permitting approvals to repair three tsunami-damaged pilings on the highdock.
- B. CLIENT is aware that work on Project has begun in good faith, and that remaining work will follow execution of this Task Order by both CLIENT and SHN. CLIENT's request to begin work prior to execution of this Task Order constitutes CLIENT's acceptance of this Task Order and all of its provisions with respect to work performed both prior to and after execution of this Task Order unless such work was performed pursuant to separate written or as otherwise expressly set forth to the contrary herein.

**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) Agency consultation and permit applications: SHN will meet with relevant agencies to determine expedited permitting pathways with Coastal Commission, Army Corps of Engineers, California Department of Fish and Wildlife, and the North Coast Regional Water Quality Control Board.
  - (ii) Plans and technical analysis as needed: SHN will prepare preliminary plans and exhibits to support agency consultation and permit applications.

**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.

## 5. Fees

SHN will be compensated for these services on a time and expense basis. Fees are estimated as twenty-five thousand dollars (\$25,000).

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.**

**CLIENT: Noyo Harbor District**

Address: 335 S. Main Street  
Willits, CA 95490

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

By: Christina Tipp

By:

Title: Willits Regional Principal

Title:

Signature:

Signature:

Date:

Date:

License #:





## Noyo Harbor District Agenda Item Summary

Meeting Date:	9/11/2025
Item Number:	2
Title:	Task Order 7
Recommended Action:	Approval or Direction

### Analysis

The following task order has been presented by SHN for the Marina Redevelopment Project. This task order would supersede Task Order 5 signed by the District in February of 2025.

Since the February Task Order, SHN had largely completed their work, they have successfully helped the Harbormaster in Stakeholder Outreach and data inventory. They have also been instrumental in getting Bellingham Marine onboard to help with the dock designs and reaching out to the various agencies to ensure coordination and overall project success. SHN was under budget on Task Order 5.

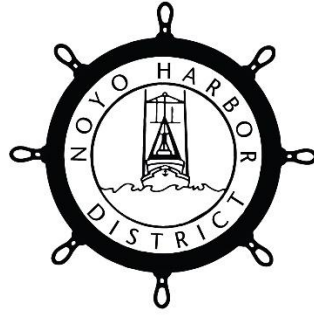
The next phase of the project for SHN largely focuses on special studies, the geotechnical analysis, coordination with Bellingham for 30% and 60% designs, and the completion of the redevelopment study.

### Fiscal Impact

This would be covered 100% by the Coastal Conservancy Marina Redevelopment Grant

### Attachments

Task Order 7



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Task Order No. 7

SHN–Noyo Harbor District Master Services Agreement

**1. Master Services Agreement**

This Task Order represents the mutual agreement of SHN and Noyo Harbor District (NHD) 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 balance of design development and environmental review for the District's Marina Redevelopment Project. This Task Order supersedes Task Order No. 5 to complete the Project Outcomes described in the District's State Coastal Conservancy Grant, see Exhibit A.
- B. CLIENT is aware that work has begun in good faith under previously executed Task Order 5.

**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—throughout the project, assist NHD as directed in the development of community engagement materials and information. (approximately \$12,500)
  - (ii) Survey—topographic survey of landside Marina infrastructure to develop topographic base map for use in design, permitting, and biological studies, and dockside survey to record existing marina footprint. (approximately \$17,500)
  - (iii) Data inventory— collect, organize, and evaluate existing mapping, environmental studies, as-built drawings, and marina-related documentation. The inventory will highlight data gaps that must be addressed before environmental review or permitting can proceed. (\$7,000)
  - (iv) Agency outreach— coordinate with permitting and regulatory agencies (e.g., California Coastal Commission, U.S. Army Corps of Engineers, California Department of Fish and Wildlife, Regional Water Quality Control Board, and State Lands Commission) during conceptual plan development to inform and develop permitting pathways and identify necessary studies for project approvals. Prepare materials for agency discussion to serve as preliminary application documents. (approximately \$15,000)
  - (v) Special studies— identify and recommend the technical studies required for permitting and environmental review, such as biological surveys, cultural resource assessments, geotechnical studies, and hydrodynamic modeling. Studies



ultimately performed will be phased to match project needs and funding schedules. (approximately \$125,000)

- (vi) Geotechnical analysis—perform necessary technical studies and prepare complete applications to relevant resource agencies (e.g., California Coastal Commission, U.S. Army Corps of Engineers, California Department of Fish and Wildlife, Regional Water Quality Control Board) to secure approvals to sample the marina basin using barge-based drill rigs. The sampling and resulting geotechnical report will inform pile driving design and installation methods, and will be completed at a later project phase to correspond with 100% design plans. (approximately \$50,000)
- (vii) Dock designer procurement and coordination—support NHD in identifying and securing a qualified dock designer/builder to provide technical specifications and input on marina layout. Coordinate integration of the dock designer's input into the conceptual plan. (approximately \$30,000)
- (viii) Conceptual plan—develop a conceptual plan for the marina redevelopment, integrating data from the inventory, historical information, stakeholder input, and agency feedback. The plan will include a comprehensive base map, marina layout, and supporting technical information. (approximately \$25,000)
- (ix) Noyo Harbor Redevelopment Study— prepare a comprehensive redevelopment study that compiles technical data, stakeholder and agency feedback, risk assessments, and permitting requirements into a single, accessible document. The study will also serve as a supporting document for environmental review and future funding applications. (approximately \$50,000)
- (x) Environmental review—support NHD in preparing draft environmental documentation under CEQA. (approximately \$50,000)
- (xi) Design plans—prepare engineering drawings and specifications for marina redevelopment and landside supporting infrastructure, including draft and final 30% and 60% design plans. (approximately \$230,000)

#### 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 and 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

**CLIENT:**

**Noyo Harbor District**

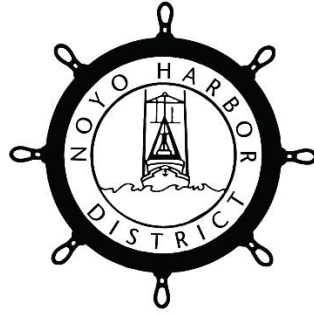
Address: 19101 S. Harbor Drive  
Fort Bragg, CA 95437



By: Christina Tipp  
Title: Regional Principal  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
License #: CEG 2737

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_





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## Noyo Harbor District Agenda Item Summary

Meeting Date:	9/11/2025
Item Number:	3
Title:	Task Order 8
Recommended Action:	Approval or Direction

### Analysis

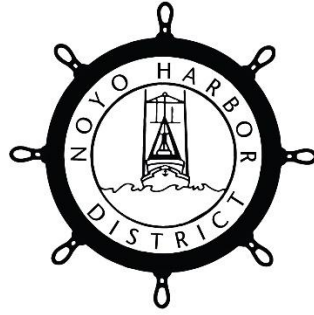
The following task order has been developed at the request of the Harbormaster. One of the major determinants of how to make forward progress in the finding a final home for dredge materials in what type of sediment is actually in the marina. This task order would allow the District to have a direct answer to those questions and hopefully play a critical role in developing a formal dredge materials management plan.

### Fiscal Impact

\$10,000 in unbudgeted expenses

### Attachments

Task Order 8



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Task Order No. 8

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 and sampling materials to provide Planning, Engineering, Geological, and Biological services to sample the sediment within the Mooring Basin at Noyo Harbor. The purpose of this task is to collect soil samples from Mooring Basin to test both the grain size and chemicals present within the soils of the Mooring Basin that will be dredged in the future. The test results will inform the CLIENT on potential future uses for the dredged material and should be considered informal information gathering. This task and the data collected are not intended to be used to apply for dredge permits in the future.
- B. CLIENT is aware that work on Project has begun in good faith, and that remaining work will follow execution of this Task Order by both CLIENT and SHN. CLIENT's request to begin work prior to execution of this Task Order constitutes CLIENT's acceptance of this Task Order and all of its provisions with respect to work performed both prior to and after execution of this Task Order unless such work was performed pursuant to separate written or as otherwise expressly set forth to the contrary herein.

**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) SHN will collect sediment samples by hand from multiple underwater locations within the mooring basin at Noyo Harbor.
  - (ii) Selected sediment samples will be collected for characterization and grain-size analysis at our certified laboratory.
  - (iii) Soil samples from the mooring basin will be collected and analyzed for chemical constituents to identify potential contaminants. Laboratory testing will include analyses for metals, semi-volatile organic compounds, and hydrocarbons.
  - (iv) A technical memo will be prepared presenting the sampling locations, depth of samples, and the laboratory test results of the grain size and chemical testing.

**4. Work Schedule**

- A. SHN will perform the services described in the Scope of Services, in conformance with the following schedule:
  - (i) The sampling will occur within the next 1 to 3 months.
  - (ii) The results of the laboratory and technical memo preparation will be complete approximately 1 to 2 months after the sampling has been performed.



## 5. Fees

SHN will be compensated for these services on a time and expense basis. Fees are estimated as ten thousand dollars (\$10,000).

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: Christina Tipp

Title: Willits Regional Principal

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

License #: CEG 2737

**CLIENT: Noyo Harbor District**

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_







## Noyo Harbor District Agenda Item Summary

Meeting Date:	9/11/2025
Item Number:	4
Title:	Harbormaster Billing Rate
Recommended Action:	Approval or Direction

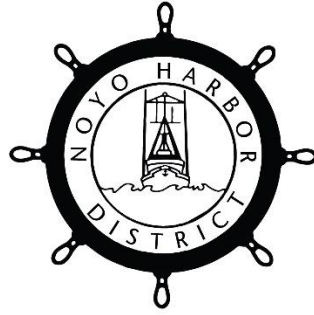
### Analysis

Currently the Harbormaster has no set billing rate for when she is working on projects for outside groups. For grant projects, the Harbormaster can only bill at her hourly rate and is also allowed to bill up to 20% in staff benefits. However, many other projects that the Harbormaster bills her time to do not have formal limitations and the Harbor District has the opportunity to set another billing rate for her time when consulting on other projects.

### Fiscal Impact

Minimal to overall budgets

### Attachments



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## Staff Reports

### **Icehouse Project**

The icehouse is making great progress. The concrete slab has been completed and hopefully the containers will be staked soon. As a part of the project, we are replacing aspects of our main water lines into the Harbor District. Since we have already dug up that infrastructure the City of Fort Bragg would like to replace their equipment, as it all generally needs replacement.

No budget modifications have been requested thus far and Akeff is on schedule.

### **Harbor Festival**

Nick is in the final stages of Harbor Festival planning and the office is promoting the event as much as possible to ensure a good attendance outcome.