



City of Bethel
Port Commission Agenda
Regular Meeting
Monday July 16, 2018 - 7 pm
Port Office, 919 Front Street, Bethel, AK



Commissioners

Alan Murphy
Chair
Term Expires 2018
(907)543-2805

Richard Pope
Port Commissioner
Term Expires 2020
(907)543-1900

bethelalaskapc@gci.net

Thomas Oosterman
Port Commissioner
Term Expires 2020
(907)545-6420

Mark Springer
Council Rep.
Term Expires 2019
(907)545-3817
rrobb@cityofbethel.net

Ex-Officio

Allen Wold
Port Director
(907)543-2310
awold@cityofbethel.net

Ed Flores
Port Admin
(907)543-2310
eflores@cityofbethel.net

- i. **CALL TO ORDER**
- ii. **ROLL CALL**
- iii. **PEOPLE TO BE HEARD**
- iv. **APPROVAL OF AGENDA**
- v. **APPROVAL OF MINUTES FROM THE REGULAR MEETINGS**
-APPROVAL OF MINUTES FROM April 2018, May 2018
- vi. **SPECIAL ORDER OF BUSINESS**
- vii. **DEPARTMENT HEAD COMMENTS**
- viii. **UNFINISHED BUSINESS**
- FY19 Final Budget
- ix. **NEW BUSINESS**
East Addition Update
North Harbor Land Expansion
- x. **COMMISSION MEMBER'S COMMENTS**
- xi. **ADJOURNMENT**

Attest: _____
Ed Flores – Commission Recorder

City of Bethel Port Commission Meeting Minutes

April 16, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

MEETING CALLED TO ORDER AT 1913 (7:13 P.M.)
NO QUORUM

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Murphy	Comm. Robb
Comm. Oosterman	Comm. Pope
COMMISSIONERS ABSENT:	
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
Allen Wold	

III. PEOPLE TO BE HEARD

None

IV. APPROVAL OF AGENDA

MOVED:	Comm. Pope	Approval of agenda
SECONDED:	Comm. Robb	
VOTE ON MAIN MOTION	4-0 All in favor	

V. APPROVAL OF MINUTES

MOVED:	Comm. Robb	Approval of Minutes
SECONDED:	Comm. Pope	
VOTE ON MAIN MOTION	4-0 All in favor	

VI. SPECIAL ORDER OF BUSINESS

MOVED:	Comm. Oosterman	Motion to make Recommendation to City Council to hold Port Commission Meetings at the Port Office.
SECONDED:	Comm. Pope	
VOTE ON MAIN MOTION	4-0 All in favor	

VII. PORT DIRECTOR'S REPORT

VIII. UNFINISHED BUSINESS

FY-19 Draft Budget

City of Bethel Port Commission Meeting Minutes

April 16, 2018

Regular Meeting 7 p.m.

Bethel, Alaska

IX. NEW BUSINESS

X. COMMISSION REPRESENTATIVES COMMENTS

XI. ADJOURNMENT

MOVED:	Comm. Murphy	Motion to Adjourn
SECONDED:	Comm. Pope	
VOTE ON MAIN MOTION		
4-0 All in favor		

Respectfully Submitted:

Alan Murphy, Chairman

APPROVED THIS _____ day of _____ 2017.

ATTEST: _____

City of Bethel Port Commission Meeting Minutes

May 21, 2017

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

MEETING CALLED TO ORDER AT 1900 (7:00 P.M.)

NO QUORUM

II. ROLL CALL

COMMISSIONERS PRESENT:	
Comm. Murphy	Comm. Pope
Comm. Oosterman	
COMMISSIONERS ABSENT:	
Comm. Springer	
ALSO IN ATTENDANCE WERE THE FOLLOWING:	
Allen Wold	Edward Flores

III. PEOPLE TO BE HEARD

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES

VI. SPECIAL ORDER OF BUSINESS

VII. PORT DIRECTOR'S REPORT

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. COMMISSION REPRESENTATIVES COMMENTS

XI. ADJOURNMENT

Respectfully Submitted:

Alan Murphy, Chairman

APPROVED THIS _____ day of _____ 2017.

ATTEST: _____

PORT OF BETHEL

Post Office Box 1388
Bethel, Alaska 99559
Voice: 907-543-2310
Fax: 907-543-2311



TO: Peter Williams, City Manager
FROM: Allen Wold, Port Director
SUBJECT: June 2018 Managers Report

- **Small Boat Harbor**
 - Fixing floats.
 - Cleaning up drift along banks (using loader, dump truck, and pickups)
 - Setup parking using deliniators, utility poles, and cement planks
 - Selling floats spaces from the waiting list.
 - Watered/calcium the road
 - Customers getting their boat out of storage for customers.
 - Working with Planning Director and the Army Corp. to widen the road entrance to the North side of the SBH.
- **City Dock/Beach 1**
 - 2 Main line barges of the year AML and AK Logistics 2.6 million LBS total.
 - Using the water truck, calcium, grader, and loader for dust control and clean up.
 - Welder fixed bits on the face of the City Dock.
- **Port Office**
 - Set up surveillance system for the SBH, City Dock and the Seawall. The public could find it on the City of Bethel website or KYUK.
- **Admin**
 - Monthly Storage billing for customers.
 - FY19 Budget passed.
 - One of our workers passed their CDL Class B CDL
 - Every position filled for the SBH Attendants. Hired a temp welder for 2 weeks.
- **Seawall**
 - Fixing Cable Fencing/Welding new posts for cable fencing and bits along the Seawall.
 - Consistent clean up.
- **East Addition**
 - STG has started the Bethel Bank Stabilization project.
- **Misc./Vehicles**
 - Safety checks along the seawall
 - Safety Meetings.
 - V&E fixing our trucks.
- **Petro Port**
 - Vitus and Crowley have been loading up.
 - Crowley, Vitus, and Delta Western have delivered fuel. 2.3 million gallons total. We are expecting 2 more barges before the end of the month.

MUNICIPAL DOCK FUND SUMMARY

	FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
Municipal Dock Revenue	1,194,067	991,493	1,181,167	757,768	704,000
Small Boat Harbor Revenue		158,247	237,599	272,531	273,500
Total Revenue	1,194,067	1,149,740	1,418,766	1,030,299	977,500
Total Operating Expenses:					
Municipal Dock Operations	588,066	668,441	449,157	623,841	618,303
Small Boat Harbor	-	146,495	120,996	182,416	195,808
Total Operating Expenses	588,066	814,936	570,154	806,257	814,111
Net Operating Income	606,001	334,804	848,613	224,042	163,389
Project Expenses	54,857	136,714	135,102	72,000	72,000
Net Before Depreciation	551,144	198,090	713,511	152,042	91,389
Depreciation Expense	(606,173)	(727,560)	(603,173)	(723,000)	(723,000)
Net Fund Income	(55,029)	(529,470)	110,338	(570,958)	(631,611)
Total Capital Expenses	4,237	25,063	303,777	25,000	110,000
Total Transfers Out	50,000	300,000	1,045,322	50,000	50,000
Total Non-Operating Expenditures	54,237	325,063	1,349,099	75,000	160,000
Change in Fund Balance	(109,266)	(854,533)	(1,238,761)	(645,958)	(791,611)

MUNICIPAL DOCK REVENUE (52-50)

		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
	REVENUE:					
52-40-403	City Dock-Penalties & Interest	10,520	2,513	(11,709)	5,000	5,000
52-43-402	City Dock-Storage	71,514	78,961	60,155	70,000	70,000
52-43-404	City Dock-Permits	5,100	4,020	-	3,000	3,000
52-43-405	City Dock-Wharfage	145,365	133,287	169,826	150,000	160,000
52-43-407	City Dock-Dockage	23,251	24,533	26,115	25,000	25,000
52-43-417	Slough Berth-Dockage	12,221		-		
52-43-424	Petro Yard-Storage	5,318	2,601	2,064	2,000	2,000
52-43-426	PetroPort-Fuel Thru-Put (\$.04)	674,964	502,801	551,290	440,000	440,000
52-43-427	PetroPort-Dockage	22,324	20,540	20,822	20,000	20,000
52-43-432	Seawall-Storage	12,065	7,158	9,723	-	-
52-43-433	Seawall-Moorage	32,864	30,236	27,560	31,200	25,000
52-43-434	Seawall Dockage	9,319	23,879	5,806	20,000	10,000
52-43-435	Seawall-Wharfage	-	904	-	1,000	1,000
52-43-454	Beach-Storage	37,355	17,586	40,163	50,000	10,000
52-43-455	Beach-Wharfage	13,028	79,576	103,787	70,000	70,000
52-43-457	Beach-Dockage	8,244	12,978	15,241	17,000	17,000
52-43-462	SBH - Storage	3,380	-	-	-	-
52-43-463	SBH - Moorage	22,696	-	19,718	-	-
52-45-462	SBH - Storage			5,378		
52-45-464	SBH - Permits	17,040	-	20,696	-	-
52-45-467	Extra Water Calls	18,034	19,172	21,008	25,000	25,000
52-44-467	Lease Revenue	24,950	26,180	20,300	24,000	24,000
52-49-487	Interest Income	20,547	10,142	(12,788)	19,568	12,000
52-46-490	Transfers from Other Funds	-		-		
52-49-495	Miscellaneous Revenue	3,968	(1,001)	6,012	5,000	5,000
	Total Revenues	1,194,067	996,066	1,101,167	977,768	924,000
	Seawall Maintenance - Thru-Put@ \$.02			80,000	(220,000)	(220,000)
	Loss On Disposal of Fixed Asset		(4,573)			
	Total Undesignated Revenues	1,194,067	991,493	1,181,167	757,768	704,000

Municipal Dock Expenses (52-50)		FY15 Actuals	FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
PERSONNEL:						
	Total Personnel	385,664	305,215	263,379	340,711	306,576
MATERIALS, SUPPLIES, & SERVICES						
545	Training/Travel	2,072	3,092	1,656	5,000	5,000
561	Supplies	5,491	6,344	6,306	5,500	5,500
563	Wearing Apparel	1,262	3,140	1,097	1,300	1,300
600	Tires	962	62	(763)	-	9,000
601	Vehicle Parts	6,934	7,922	4,109	4,000	12,000
602	Gasoline/Diesel/Oil	24,817	22,015	13,642	18,000	18,000
621	Electricity	9,125	6,229	10,440	15,000	12,000
622	Telephone	1,266	505	654	1,000	1,000
623	Heating Fuel	1,462	294	-	2,000	2,400
624	Water/Sewer/Garbage	22,382	5,917	7,928	12,000	12,000
626	Water for Barges	8,553	6,837	7,328	12,000	12,000
627	Cell Phones (2 @ \$660)					1,320
642	Legal Fees	7,689	8,785	12,428	5,000	5,000
643	Engineering Fees		3,984	-	5,000	5,000
661	Vehicle Maint/Repair (ISF 57)	10,598	10,711	17,637	3,037	2,782
666	Municipal Dock Maintenance	4,921	3,530	5,620	5,000	5,000
667	Seawall Maintenance	2,164	9,116	4,425	7,000	7,000
668	Small Boat Harbor Maintenance	14,078	635	1,696	4,000	-
669	Other Purchased Services	9,762	14,385	25,984	24,000	25,000
683	Minor Equipment	1,514	3,736	4,021	19,000	-
687	Land Easement Acquisition	11,933	19,458	-	30,000	50,000
721	Insurance	18,479	17,476	11,858	16,000	16,000
724	Dues & Subscriptions	728	599	998	1,000	1,000
727	Advertising	280	2,753	1,085	1,000	1,000
738	Bad Debts Expense	(9,018)	18,803	-	-	-
732	Office Rent City Hall					-
799	Miscellaneous	544	47	40	-	-
801	Pension Expense		136,453	-	-	-
996	Indirect Cost Recovery - I.T.	16,168	15,372	16,500	21,887	18,238
997	Indirect Cost Recovery - Property Maintenance - 3%					24,751
998	Indirect Cost Recovery - Administration	28,237	35,028	31,090	65,406	59,436
	Total MS&S	202,402	363,226	185,778	283,130	311,727
	Total Operating Expenses	588,066	668,441	449,157	623,841	618,303
PROJECT EXPENSES (52-50-77X)						
775	Gravel	29,796	136,714	80,038	55,000	55,000
776	Sand Shed Insulation/Hydro	25,061		40,000	-	-
777	Contaminated Soil Processing	-		-	1,000	1,000
778	Port Facility Improvement Project				-	-
	Total Project Expenses	54,857	136,714	120,038	56,000	56,000
CAPITAL EXPENSES (52-50-69X)						
690	Capital Expenditures	4,237		936	-	-
695	Bank Stabilization Project			2,841		
696	Waterfront Facilities Improvements				25,000	25,000
697	Mini Excavator				-	85,000
699	Transfer to Fleet Replacement Fund	-	25,063	300,000	-	-
	Total Capital Expenses	4,237	25,063	303,777	25,000	110,000
TRANSFERS OUT						
990	Port Office Capital Improvement Fund Capital Improvements (2018)	50,000	300,000	-	-	-
					50,000	50,000
	Total Transfers Out	50,000	300,000	-	50,000	50,000
	Total Non-Operating Expenditures	109,094	461,778	423,815	131,000	216,000
	Total Operating, Projects, Capex & Transfers	697,160	1,130,219	872,972	754,841	834,303

Municipal Dock (52-50)

			FY18 Budget	FY19 Budget
PERSONNEL				
MIII	27401	Port Director 95% w/ 5% to SBH	97,755	77,250
R4	27102	Administrative Assistant @ \$22.10 (67% w/ 33% to SBH)	30,799	32,338
R4	27103	City Dock Attendant (90% w/ 10% to SBH)	45,444	47,716
Wages			173,997	157,304
R5	27901	Part-time Welder/Mechanic (160 hours @ \$25.00/hr)	4,000	4,000
	27902	Seasonal City Dock Attendant - 6 mo (1,040 hrs) @ \$18.00 @ 90% MD 10% SBH	16,848	16,848
Overtime			2,000	-
Subtotal			22,848	20,848
Total Wages			196,845	178,152
Leave Cashout/Payout 5% of Union FTE Base Wages			8,700	7,865
Social Security (6.2% of Temp Wages)			1,417	1,293
Medicare @ 1.45% of Total Wages			2,854	2,583
Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)			2,462	2,496
Employee Group Health Benefit			65,318	55,974
Workers' Compensation @ 4.2258/\$100 of Total Wages			8,318	7,528
PERS @ 22% of FTE Wages			43,306	39,193
Utility Benefit @ \$380/mo/FTE @ 2.52			11,491	11,491
BENEFITS & TAXES			143,866	128,424
TOTAL PERSONNEL			340,711	306,576

SMALL BOAT HARBOR (52-55)

Revenue		FY16 Actuals	FY17 Actuals (Pre-Audit)	FY18 Approved Budget	FY19 Approved Budget
52-43-418	PetroPort-Fuel Thru-Put (\$.02)	111,562	197,186	220,000	220,000
52-43-462	SBH-Storage	5,749	-	3,500	3,500
52-43-463	SBH-Moorage	21,406	19,718	24,000	24,000
52-45-464	SBH-Permits	19,530	20,696	24,000	24,000
	Total Operating Revenue	158,247	237,599	271,500	271,500
52-49-487	Interest Income		(12,788)	1,031	2,000
	Total Revenue	158,247	224,812	272,531	273,500
PERSONNEL:					
	Total Personnel	133,532	104,025	151,166	150,958
MATERIALS, SUPPLIES, & SERVICES					
561	Supplies	2,103	1,707	1,800	1,800
563	Wearing Apparel	80	824	1,700	1,700
602	Gasoline/Diesel/Oil	2,768	8,469	7,000	9,600
621	Electricity		598	2,000	2,400
624	Water/Sewer/Garbage		-	10,500	11,100
668	Small Boat Harbor Maintenance	8,012	5,017	7,000	7,000
683	Minor Equipment		355	1,000	11,000
799	Miscellaneous		-	250	250
998	Administrative Overhead			29,019	29,266
	Total Materials, Supplies & Services	12,963	16,971	31,250	44,850
	Total Operating Expenses	146,495	120,996	182,416	195,808
775	Gravel		15,064	16,000	16,000
	Total Operating & Project Expenditures	146,495	136,060	198,416	211,808
	Net Fund Income	11,752	88,752	74,115	61,692

Small Boat Harbor (52-55)

			FY18 Budget	FY19 PROPOSED Budget
PERSONNEL				
MIII	27401	Port Director @ 5% w/ 95% to Muni Dock	5,145	5,299
R4	27102	Administrative Assistant @ \$22.10 (33% w/ 67% to Muni Dock)	15,169	15,928
R4	27103	City Dock Attendant - 6 mo @ \$18 (10% SBH w/ 90% to Muni Dock)	5,049	5,302
		Subtotal	25,364	26,529
	27902	Seasonal City Dock Attendant - 6 mo (1,040 hrs) @ \$18.00 @ 10% SBH 90% MD	1,872	1,872
	27903	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
	27904	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
	27905	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
	27906	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
	27907	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,088	14,088
		Subtotal Part-time Wages	72,312	72,312
		Overtime	3,000	3,000
		Subtotal	3,000	3,000
		Total Wages	100,676	101,841
		Leave Cashout/Payout 5% of Union FTE Base Wages	1,268	1,326
		Social Security @ 6.2% of PT Wages	4,483	4,483
		Medicare @ 1.45% of Total Wages	1,460	1,477
		Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)	2,245	2,271
		Employee Group Health Benefit	12,442	10,662
		Workers' Compensation @ 4.2258/\$100 of Total Wages	4,254	4,304
		PERS 22% of FTE Wages	22,149	22,405
		Utility Benefit @ \$380/mo/FTE @ .48	2,189	2,189
		BENEFITS & TAXES	50,490	49,117
		TOTAL PERSONNEL	151,166	150,958

17. DIRECTIONS TO THE SITE

Starting from City Hall at 300 Chief Eddie Hoffman Highway, go SE along the highway until you cross the Brown Slough Bridge on Bridge Avenue. Take a left on Hanger Lake Road, then the next right until you hit North Harbor Road entrance on the left.

18. Nature of Activity (Description of project, include all features)

To widen the existing entrance to North Harbor Road. Place infill and extend existing culverts by adding (3) ten foot extensions.

19. Project Purpose (Describe the reason or purpose of the project, see instructions)

This project would help alleviate the summer boat congestion. Project to begin summer and end in summer of 2018.

USE BLOCKS 20-23 IF DREDGED AND/OR FILL MATERIAL IS TO BE DISCHARGED

20. Reason(s) for Discharge

n/a

21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards:

Type	Type	Type
Amount in Cubic Yards	Amount in Cubic Yards	Amount in Cubic Yards

22. Surface Area in Acres of Wetlands or Other Waters Filled (see instructions)

Acres
or

Linear Feet 840 cubic feet of sand in the unnamed pond, and cap roadway with 120 cubic yards of D-1 gravel.

23 Description of Avoidance, Minimization, and Compensation (see instructions)

Avoidance: the project location is in a region dominated by wetlands, lakes, and other aquatic resources.; avoidance of all wetlands is impracticable. Minimization: again, since the area is dominated by wetlands, not avoiding or minimizing as impact will be minimal. The applicant believes Compensatory mitigation should not be required as the scope of work requested is minimal.

24. Is Any Portion of the Work Already Complete? Yes No IF YES, DESCRIBE THE COMPLETED WORK

25. Addresses of Adjoining Property Owners, Lessees, Etc., Whose Property Adjoins the Waterbody (if more than can be entered here, please attach a supplemental list)

a. Address-

City - State - Zip -

b. Address-

City - State - Zip -

c. Address-

City - State - Zip -

d. Address-

City - State - Zip -

e. Address-

City - State - Zip -

26. List of Other Certificates or Approvals/Denials received from other Federal, State, or Local Agencies for Work Described in This Application.

AGENCY	TYPE APPROVAL*	IDENTIFICATION NUMBER	DATE APPLIED	DATE APPROVED	DATE DENIED

* Would include but is not restricted to zoning, building, and flood plain permits

27. Application is hereby made for permit or permits to authorize the work described in this application. I certify that this information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

Allen Wood 6/25/18 _____
SIGNATURE OF APPLICANT DATE SIGNATURE OF AGENT DATE

The Application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in block 11 has been filled out and signed.

18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.

VICINITY MAP



Scale:

Sheet No. 1 Of 5

Applicant:

File No.: POA-2018-00248

Waterway:

Sec. 17 T. 5M R. 71W M. T6N

Lat.: 60°47'39.6 Long.: W 161°44'-23.2

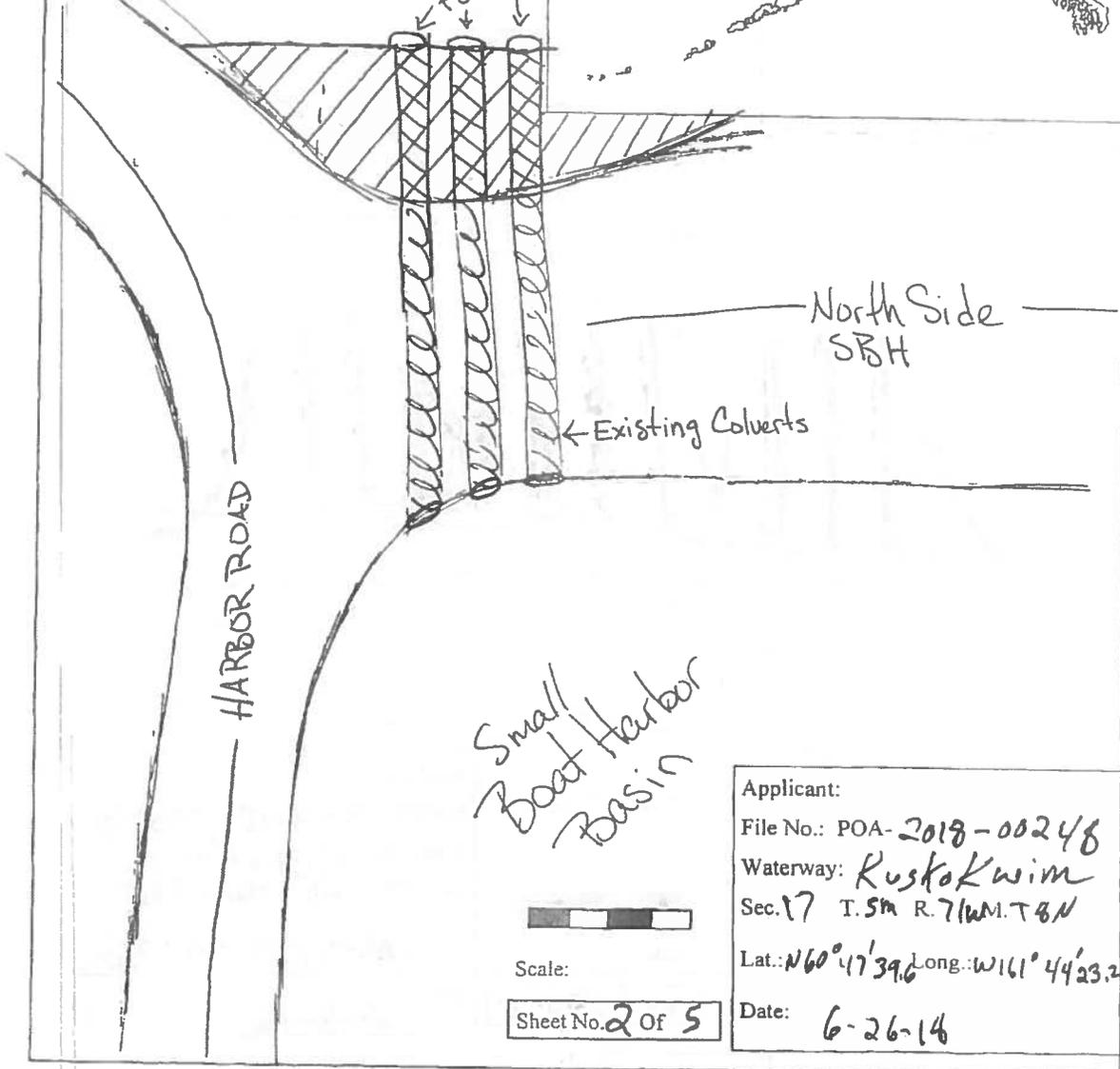
Date: 6-26-18

8x10x82

VICINITY MAP

Fill is to be provided to fill in the proposed 82 foot by 10 foot section to extend the road land N where the North Boat Harbor meets the Harbor Road. An addition of 10 feet of Coverts to maintain drainage will be added to existing coverts

Proposed 10' extension to Coverts



Small Boat Harbor Basin



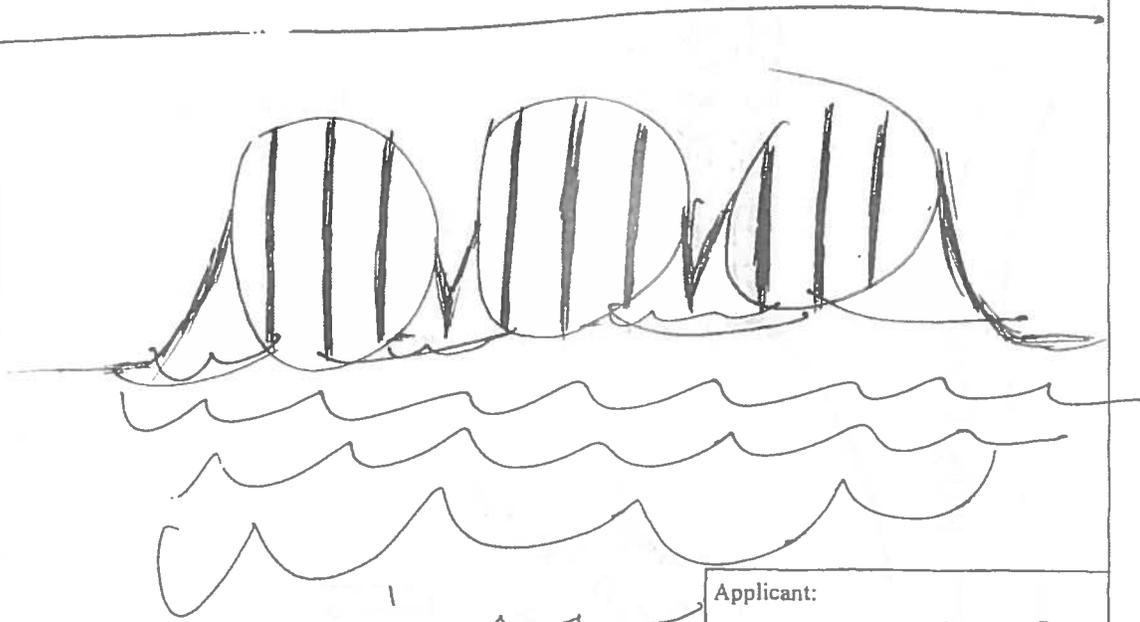
Scale:

Sheet No. 2 Of 5

Applicant:
File No.: POA-2018-00248
Waterway: KuskoKwim
Sec. 17 T. 5N R. 7W. T. 8N
Lat.: N60°47'39.6 Long.: W161°44'23.2
Date: 6-26-14

SIDE VIEW

VICINITY MAP



Scale:

Sheet No. 3 Of 5

Applicant:

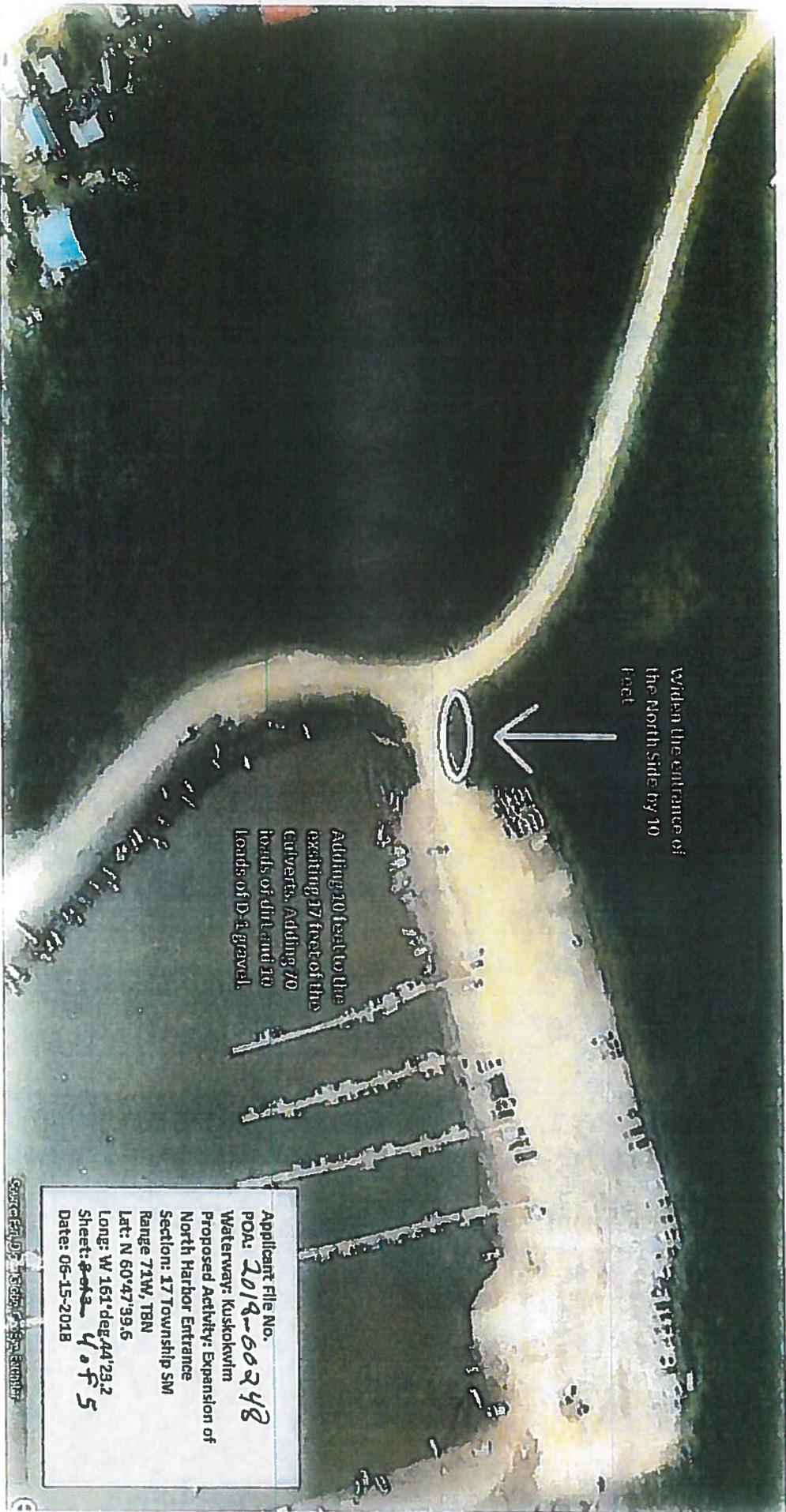
File No.: POA-2018-00248

Waterway: Kuskokwim
Sec. 17 - T. 5M R. 7/W.M. T8N

Lat.: N60°47'39.6" Long.: W 161°44'23.2"

Date:

6-26-18

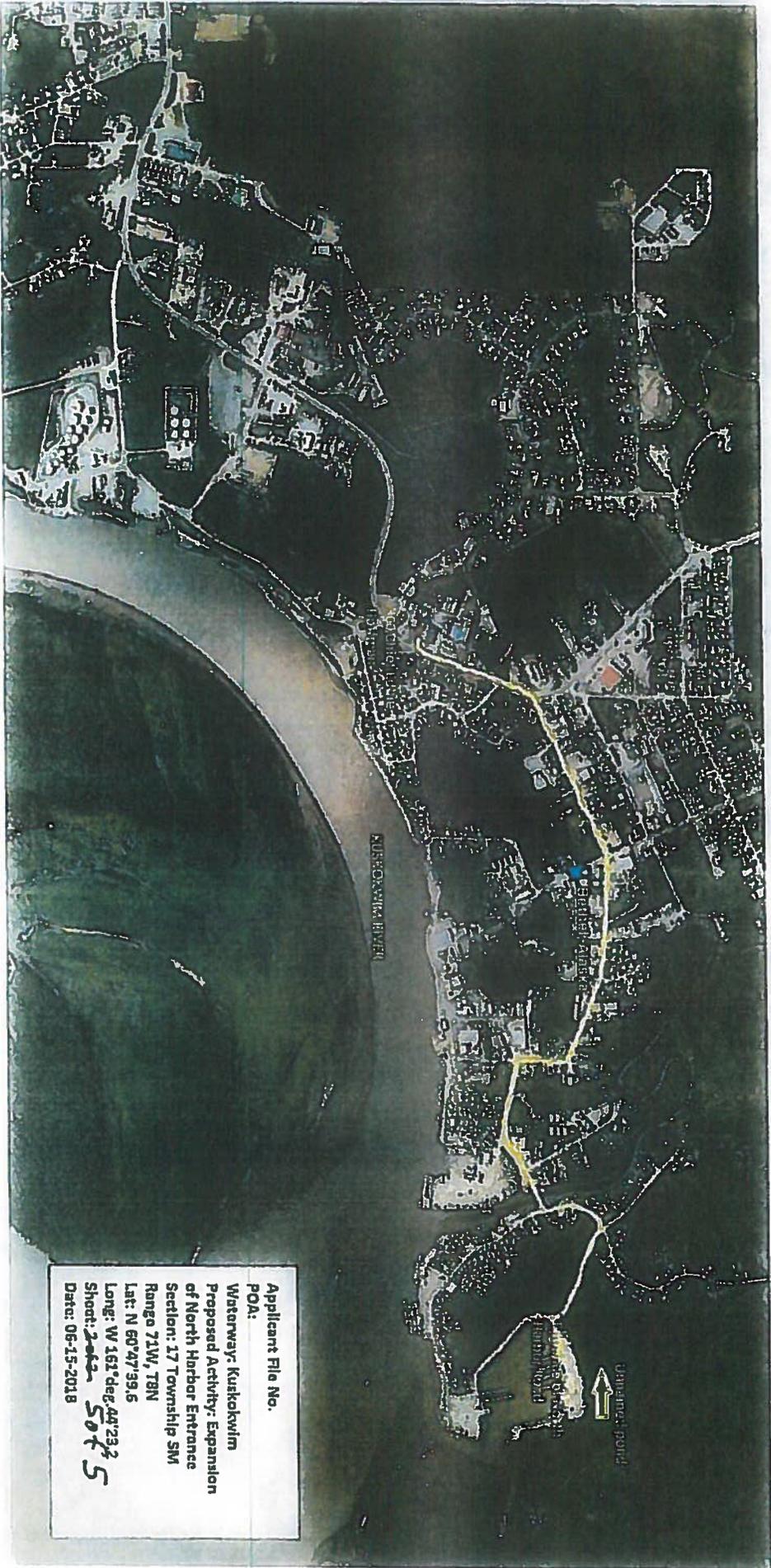


Widen the entrance of
the North Side by 10
feet

Adding 10 feet to the
existing 17 feet of the
cutverts. Adding 70
loads of dirt and 10
loads of D-1 gravel.

Applicant File No.
 POA: 2018-60242
 Waterway: Kuskokwim
 Proposed Activity: Expansion of
 North Harbor Entrance
 Section: 17 Township SW
 Range 71W, 18N
 Lat: N 60°47'39.6
 Long: W 161°deg 44'23.2
 Sheet: ~~2-012~~ 4 of 5
 Date: 06-15-2018

Source: Google Earth



Applicant File No.
POA:
Waterway: Kuskokwim
Proposed Activity: Expansion
of North Harbor Entrance
Section: 17 Township SM
Range 71W, 78N
Lat: N 60°47'39.6
Long: W 161°deg 44'23.2
Shoot: ~~2012~~ 5075
Date: 06-15-2018