



City of Bethel Port Commission Agenda

Regular Meeting
Monday November 20, 2017 - 7 pm
City Council Chambers, City Hall, 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
oosterthug@yahoo.com

Rick Robb
Council Rep.
Term Expires 2020
(907)545-6026
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 September 2017
- vi. **SPECIAL ORDER OF BUSINESS**
- vii. **DEPARTMENT HEAD COMMENTS**
- viii. **UNFINISHED BUSINESS**
-Port Office update
-Bethel Bank Stabilization Project
- ix. **NEW BUSINESS**
-lowering of the approaches in the Small Boat Harbor
- Potential Port & Small Boat Harbor cameras
- x. **COMMISSION MEMBER'S COMMENTS**
- xi. **ADJOURNMENT**

City of Bethel Port Commission Meeting Minutes

September 18, 2017

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

MEETING CALLED TO ORDER AT 1905 (7:05 P.M.)

II. ROLL CALL

COMMISSIONERS PRESENT:

Chairman Murphy
Comm. Pope
Comm. Welch
Comm. Oosterman

III. PEOPLE TO BE HEARD

None

IV. APPROVAL OF AGENDA

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

V. APPROVAL OF MINUTES

MOVED:	Comm. Pope	Approval of minutes from May, June, & August 2017
SECONDED:	Comm. Welch	
VOTE ON MAIN MOTION	4-0 All in favor	

VI. SPECIAL ORDER OF BUSINESS

VII. PORT DIRECTOR'S REPORT

The Port Director submitted verbal report to accompany the written documentation.

VIII. UNFINISHED BUSINESS

Port Office Update – the progress of the Port Office was discussed, as well as furniture.

Bethel Bank Stabilization Project(BBSP) – Updates on the BBSP for the upcoming summer (2018) work on the East Addition.

IX. NEW BUSINESS

Possible Port Commission Meeting Time Change – the idea was discussed and the Commission decided to make no changes to the Meeting time.

City of Bethel Port Commission Meeting Minutes

September 18, 2017

Regular Meeting 7 p.m.

Bethel, Alaska

X. COMMISSION REPRESENTATIVES COMMENTS

Comm. Oosterman – Nothing comes to mind.

Comm. Pope – likes that we are looking for ways to improve all Port Facilities.

Comm. Welch – Commissioners last meeting as a City Council Representative. Will be looking to reapply for the Port Commission.

Comm. Murphy – People are not keeping their dogs on leashes.

XI. ADJOURNMENT

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

Meeting Adjourned at 1938 (7:38 p.m.)

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
FROM: Allen Wold Port Director
SUBJECT: October 2017 Managers Report

- **Small Boat Harbor**
 - Cleaned embankments and everywhere else in the SBH
 - Pulling up sunken boats/bailing out boats
 - Pushing out boats during tides.
 - Pulled out floats and anchors
 - Putting boats into winter storage
 - **City Dock/Beach 1**
 - Tugs and barge pulled up for winter storage.
 - AK Logistics still delivering to the villages.
 - Grading dock with grader, D-5, and loader.
 - 1427.4175 tons of wharfage.
 - **Petro Port**
 - Putting away ladders, porta pottie, and fire extinguisher.
 - **Port Office**
 - TC Construction building Port Office. Pro Dev. checking on the Port Office with the architect.
 - Training on the security, fire alarm, plumbing, and electrical. Included Building Maint, I.T. Director, and City Manager.
 - Ordered a security camera, looking into furniture.
 - B.U.C. installing utility pole.
 - **Admin**
 - Monthly Storage billing for customers.
 - Water Call outs for Barges.
 - Taking inventory of left over building materials from the Port Office.
 - Letting seasonal workers go.
-

- **Seawall**
 - Fixing Cable Fencing/Welding new posts for cable fencing.
 - Picking up around dumpsters daily.
 - Cleared drift around Float Plane Area

- **East Addition**
 - B.U.C. pulling out Utility Poles for upcoming B.B.S.P. Project next year.
 - Clearing out Second Ave with Dozer, Loader, and Dumptruck

- **Misc./Vehicles**
 - V&E working on our heavy equip. (Telehandler, D-5 Dozer, and Dump truck)
 - Safety checks along the seawall
 - Picking up as needed where needed.
 - Safety Meetings.
 - Talking with procurement officers about getting security cameras for the SBH and Port Office.

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEARNED	PCNT
<u>INTEREST & PENALTIES</u>						
52-40-403 CITY DOCK-PENALTIES & INT	.00	.00	.00	5,000.00	5,000.00	.0
TOTAL INTEREST & PENALTIES	.00	.00	.00	5,000.00	5,000.00	.0
<u>CHARGES FOR SERVICES</u>						
52-43-402 CITY DOCK-STORAGE	.00	11,613.44	11,613.44	70,000.00	58,386.56	16.6
52-43-404 CITY DOCK-PERMITS	.00	.00	.00	3,000.00	3,000.00	.0
52-43-405 CITY DOCK-WHARFAGE	.00	103,999.55	103,999.55	150,000.00	46,000.45	69.3
52-43-407 CITY DOCK-DOCKAGE	.00	6,667.50	6,667.50	25,000.00	18,332.50	26.7
52-43-418 SBH PETRO PORT-FUEL THRU-PUT	.00	2,895.88	2,895.88	220,000.00	217,104.12	1.3
52-43-424 PETRO YARD - STORAGE	.00	1,126.40	1,126.40	2,000.00	873.60	56.3
52-43-426 PETRO PORT-FUEL THRU-PUT	.00	5,337.04	5,337.04	440,000.00	434,662.96	1.2
52-43-427 PETRO PORT-DOCKAGE	.00	4,116.12	4,116.12	20,000.00	15,883.88	20.6
52-43-433 SEAWALL MOORAGE	.00	.00	.00	31,200.00	31,200.00	.0
52-43-434 SEAWALL DOCKAGE	.00	4,772.32	4,772.32	20,000.00	15,227.68	23.9
52-43-435 SEAWALL-WHARFAGE	.00	.00	.00	1,000.00	1,000.00	.0
52-43-454 BEACH-STORAGE	.00	5,410.56	5,410.56	50,000.00	44,589.44	10.8
52-43-455 BEACH-WHARFAGE	.00	61,022.14	61,022.14	70,000.00	8,977.86	87.2
52-43-457 BEACH-DOCKAGE	.00	11,247.99	11,247.99	17,000.00	5,752.01	66.2
52-43-462 BOAT HARBOR-STORAGE	.00	.00	.00	3,500.00	3,500.00	.0
52-43-463 BOAT HARBOR-MOORAGE	.00	724.56	724.56	24,000.00	23,275.44	3.0
TOTAL CHARGES FOR SERVICES	.00	218,933.50	218,933.50	1,146,700.00	927,766.50	19.1
<u>LEASE REVENUE</u>						
52-44-467 LEASE REVENUE	.00	4,060.00	4,060.00	24,000.00	19,940.00	16.9
TOTAL LEASE REVENUE	.00	4,060.00	4,060.00	24,000.00	19,940.00	16.9
<u>MISCELLANEOUS</u>						

CITY OF BETHEL
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEARNED	PCNT
52-45-464 SMALL BOAT HARBOR PERMITS	.00	960.00	960.00	24,000.00	23,040.00	4.0
52-45-467 EXTRA WATER CALLS	.00	4,917.00	4,917.00	25,000.00	20,083.00	19.7
TOTAL MISCELLANEOUS	.00	5,877.00	5,877.00	49,000.00	43,123.00	12.0
MISCELLANEOUS						
52-49-487 INVESTMENT INCOME	.00	.00	.00	20,599.00	20,599.00	.0
52-49-495 MISCELLANEOUS REVENUE	.00	1,550.00	1,550.00	5,000.00	3,450.00	31.0
TOTAL MISCELLANEOUS	.00	1,550.00	1,550.00	25,599.00	24,049.00	6.1
TOTAL FUND REVENUE	.00	230,420.50	230,420.50	1,250,299.00	1,019,878.50	18.4

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
<u>DOCK EXPENDITURES</u>						
52-50-501 SALARIES	.00	52,080.32	52,080.32	196,845.00	144,764.68	26.5
52-50-502 OVERTIME	.00	2,091.73	2,091.73	.00	(2,091.73)	.0
52-50-508 LEAVE CASHOUT	.00	.00	.00	8,700.00	8,700.00	.0
52-50-510 SOCIAL SECURITY EXPENSE	.00	476.70	476.70	1,417.00	940.30	33.6
52-50-511 MEDICARE FICA	.00	808.44	808.44	2,854.00	2,045.56	28.3
52-50-512 EMPLOYEE GROUP BENEFITS	.00	12,298.62	12,298.62	65,318.00	53,019.38	18.8
52-50-515 UNEMPLOYMENT	.00	.00	.00	2,462.00	2,462.00	.0
52-50-516 WORKERS' COMPENSATION	.00	.00	.00	8,318.00	8,318.00	.0
52-50-517 PERS ON BEHALF	.00	.00	.00	43,306.00	43,306.00	.0
52-50-518 PERS	.00	8,970.79	8,970.79	.00	(8,970.79)	.0
52-50-519 UTILITY BENEFIT	.00	.00	.00	11,491.00	11,491.00	.0
52-50-545 TRAINING/TRAVEL	.00	996.93	996.93	5,000.00	4,003.07	19.9
52-50-561 SUPPLIES	.00	1,099.65	1,099.65	5,500.00	4,400.35	20.0
52-50-563 WEARING APPAREL	.00	164.30	164.30	1,300.00	1,135.70	12.6
52-50-601 VEHICLE MT	.00	637.77	637.77	4,000.00	3,362.23	15.9
52-50-602 GASOLINE/DIESEL/OIL	.00	4,784.40	4,784.40	18,000.00	13,215.60	26.6
52-50-621 ELECTRICITY	.00	1,249.06	1,249.06	15,000.00	13,750.94	8.3
52-50-622 TELEPHONE	.00	22.78	22.78	1,000.00	977.22	2.3
52-50-623 HEATING FUEL	.00	.00	.00	2,000.00	2,000.00	.0
52-50-624 WATER, SEWER, GARBAGE	.00	3,915.94	3,915.94	12,000.00	8,084.06	32.6
52-50-626 WATER FOR BARGES	.00	4,438.29	4,438.29	12,000.00	7,561.71	37.0
52-50-627 STAFF CELLULAR PHONES	.00	374.11	374.11	.00	(374.11)	.0
52-50-642 LEGAL FEES	.00	.00	.00	5,000.00	5,000.00	.0
52-50-643 PLANNING/ENGINEERING FEES	.00	.00	.00	5,000.00	5,000.00	.0
52-50-661 VEHICLE MAINT/REPAIR	.00	1,792.11	1,792.11	3,037.00	1,244.89	59.0
52-50-666 MUNICIPAL DOCK MAINT.	.00	1,534.50	1,534.50	5,000.00	3,465.50	30.7
52-50-667 MAINT-SEAWALL	.00	5,778.55	5,778.55	7,000.00	1,221.45	82.6
52-50-668 MAINT SMALL BOAT HARBOR	.00	.00	.00	4,000.00	4,000.00	.0
52-50-669 OTHER PURCHASED SERVICES	.00	3,098.52	3,098.52	24,000.00	20,901.48	12.9
52-50-683 MINOR EQUIPMENT	.00	1,809.02	1,809.02	19,000.00	17,190.98	9.5
52-50-687 LAND/EASEMENT ACQUISITION	.00	5,588.75	5,588.75	30,000.00	24,411.25	18.6
52-50-690 CAPITAL EXPENDITURES	.00	1,125,000.00	1,125,000.00	.00	(1,125,000.00)	.0
52-50-696 WATERFRONT FACILITIES IMPROV	.00	.00	.00	25,000.00	25,000.00	.0
52-50-721 INSURANCE	.00	827.45	827.45	16,000.00	15,172.55	5.2
52-50-724 DUES	.00	.00	.00	1,000.00	1,000.00	.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
52-50-727 ADVERTISING	.00	156.60	156.60	1,000.00	843.40	15.7
52-50-736 BANK CHARGES	.00	87.19	87.19	.00	(87.19)	.0
52-50-775 MUNICIPAL DOCK GRAVEL	.00	69,848.04	69,848.04	55,000.00	(14,848.04)	127.0
52-50-777 CONTAMINATED SOIL PROCESSING	.00	.00	.00	1,000.00	1,000.00	.0
52-50-799 MISCELLANEOUS EXPENSES	.00	97.62	97.62	.00	(97.62)	.0
52-50-996 ADMIN OVERHEAD-IT SVCS	.00	5,472.00	5,472.00	21,887.00	16,415.00	25.0
52-50-998 ADMINISTRATIVE OVERHEAD-GF	.00	16,080.00	16,080.00	61,126.00	45,046.00	26.3
TOTAL DOCK EXPENDITURES	.00	1,331,580.18	1,331,580.18	700,561.00	(631,019.18)	190.1

SMALL BOAR HARBOR

52-55-501 SALARIES	.00	57,065.90	57,065.90	100,676.00	43,610.10	56.7
52-55-502 OVERTIME	.00	1,747.45	1,747.45	.00	(1,747.45)	.0
52-55-508 LEAVE CASHOUT	.00	.00	.00	1,268.00	1,268.00	.0
52-55-510 SOCIAL SECURITY	.00	3,057.01	3,057.01	4,483.00	1,425.99	68.2
52-55-511 MEDICARE FICA	.00	840.02	840.02	1,460.00	619.98	57.5
52-55-512 EMPLOYEE GROUP BENEFITS	.00	3,403.76	3,403.76	12,442.00	9,038.24	27.4
52-55-515 UNEMPLOYMENT	.00	292.62	292.62	2,245.00	1,952.38	13.0
52-55-516 WORKERS' COMPENSATION	.00	.00	.00	4,254.00	4,254.00	.0
52-55-517 PERS ON BEHALF	.00	.00	.00	22,149.00	22,149.00	.0
52-55-518 PERS	.00	1,803.03	1,803.03	.00	(1,803.03)	.0
52-55-519 UTILITY BENEFIT	.00	.00	.00	2,189.00	2,189.00	.0
52-55-561 SUPPLIES	.00	1,130.03	1,130.03	1,800.00	669.97	62.8
52-55-563 WEARING APPAREL	.00	1,135.59	1,135.59	1,700.00	564.41	66.8
52-55-602 GASOLINE	.00	6,021.71	6,021.71	7,000.00	978.29	86.0
52-55-621 ELECTRICITY	.00	.00	.00	2,000.00	2,000.00	.0
52-55-624 WATER/SEWR/GARBAGE	.00	.00	.00	10,500.00	10,500.00	.0
52-55-668 SMALL BOAT HARBOR MAINTENANCE	.00	537.48	537.48	7,000.00	6,462.52	7.7
52-55-683 MINOR EQUIPMENT	.00	227.02	227.02	1,000.00	772.98	22.7
52-55-775 SMALL BOAT HARBOR GRAVEL	.00	2,099.04	2,099.04	.00	(2,099.04)	.0
52-55-799 MISCELLANEOUS EXPENSES	.00	.00	.00	250.00	250.00	.0
52-55-998 ADMINISTRATIVE OVERHEAD-GF	.00	7,134.00	7,134.00	27,120.00	19,986.00	26.3
TOTAL SMALL BOAR HARBOR	.00	86,494.66	86,494.66	209,536.00	123,041.34	41.3

CITY OF BETHEL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	.00	1,187,654.34	1,187,654.34	(340,202.00)	(1,527,856.34)	349.1