
City of Bethel, Alaska

Port Commission Minutes

Date 11/21/2005

Regular Meeting

City Council Chambers

CALL TO ORDER

A regular meeting of the Port Commission was held on 11/21/2005 at 7:30p.m. in the City Manager's Office, Bethel, Alaska.

Brandon Leary called the meeting to order at 7:40p.m.

ROLL CALL

Commission did have a quorum, the following members were present:

Brandon Leary
Allen DeSousa
Clair Grifka
Donna Chris
Heath Martin – teleconference

Also in attendance were the following:

Pete Williams
Anna Hoggard

Absent:

Thor Williams

PEOPLE TO BE HEARD

None

APPROVAL OF MINUTES of the August 15, September 19 and October 17, 2005 regular meetings

MOVED BY:	Allen DeSousa	Corrections noted, approved as amended, final copies to be signed at December meeting
SECONDED BY:	Clair Grifka	

VOTE ON MOTION	Passed unanimously
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APPROVAL OF AGENDA

Allen: To be added to the agenda under New Business, Item C. We need to draft a letter in support of the City Council to encourage the state to provide the funds for the repairs of Chief Eddy Hoffman highway, since it is a vital roadway to the city as well as the port.

MOVED BY:	Donna Chris	To approve the regular agenda
SECONDED BY:	Allen De Sousa	

VOTE ON MOTION	Passed unanimously
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PORT DIRECTOR'S REPORT

Heath: My October 31st report is included in your packet, are there any questions?

Brandon: Have you received the condition survey from PND yet?

Heath: No, but I met with them this morning. The survey should be ready by next week and the commission will have the results by the December meeting. I told them to be very thorough with this survey since finding the cracked sheet in the closed cell two weeks ago. I want to know exactly what is going on in that area. I also spent the better part of the day with the Corp of Engineers and got a lot of good feedback from them on this project. I will submit a trip report to be included at the next meeting. The cracked sheet was replaced on Saturday and the entire seawall repair should be completed by Tuesday November 22nd.

Allen: Is the state picking up the cost of replacing the cracked sheet?

Heath: No. They are expecting that to come out of the \$771,000 grant and we didn't want to make an issue of it since there have been some other changes to the scope of work in the original contract that pretty much make it a wash. It was necessary to involve the state, even though it was a pain to do so, since it is their structure.

Brandon: Is there anything else?

Heath: No, that's all I have for now.

CHAIRMAN'S COMMENTS

Brandon: I don't have anything at this time, other than it's cold.

COUNCIL REP'S COMMENTS

Council rep is absent.

Brandon: I would like to recommend that the Council rep submit a written report to the commission if he's unable to attend the meeting.

COMMISSIONER'S COMMENTS

Allen: Nothing at this time.

Donna: Sorry I've missed so many meetings, but we had a good time while out of town.

Clair: Nothing at this time.

OLD BUSINESS

A) Review transfer documents from State of Alaska to the City of Bethel

Heath: There's nothing new on that until we get the condition survey.

MOTION TO TABLE ITEM A UNTIL DECEMBER MEETING

MOVED BY:	Allen DeSousa	Review of transfer documents tabled until condition survey is received
SECONDED BY:	Clair Grifka	

VOTE ON MOTION	Passed unanimously
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B) Discussion of propane storage facility

Heath: Again, there's nothing new going on. Item was retained on agenda as a reminder.

MOTION TO TABLE ITEM B UNTIL DECEMBER MEETING

MOVED BY:	Allen DeSousa	Discussion of propane storage facility tabled until December meeting
SECONDED BY:	Donna Chris	

VOTE ON MOTION	Passed unanimously
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C) Discussion of tariffs – Minimum charges for containers of unknown weight

Heath: That should be covered as Tariff #003 under new business.

Brandon: Ok, item C will be moved to new business.

D) Purchase of uplands on City Dock from Crowley Marine

Heath: I have a message from Gary Price, the lawyer for Crowley. He has the Purchase/Sale agreement ready. We took the commission's recommendation to the city council at the last meeting and they told us to get an ordinance together post haste so that we can make this thing happen. We will get this ordinance in at the next council meeting. This should be wrapped up sometime between the middle of December, first week of January.

Donna: Is this the area where the office used to be?

Brandon: Yes

Allen: Then we will own what used to be 2nd Ave and where the Crowley building used to sit.

E) FY 2007 and beyond Capital Improvements

Heath: I'm still working on this so maybe we should table this until January.

MOTION TO TABLE ITEM E UNTIL JANUARY MEETING

MOVED BY:	Heath Martin	Discussion of FY 2007 & Beyond Capital Improvements tabled until January meeting
SECONDED BY:	Allen De Sousa	

VOTE ON MOTION	Passed unanimously
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NEW BUSINESS

A) Review of BMC Ordinance 14.02.055 (C) and 14.02.100

Heath: Those relate to the late charges, penalties and interest rates that are charged and how those funds are used. If a Port customer is billed and does not remit payment late charges and penalties are added to the billed amount. Once the customer does remit payment the late charges and penalties are not being accrued to the Port account but instead are going to the general fund. I think the Port should be receiving every dime off these types of fees since the Port is actively involved in the billing and collection for those fees.

Brandon: Yep

Allen: Could this matter be included in the work sessions coming up for the rewriting of the tariff?

Heath: Yes, I believe that could very easily be worked into the tariff. I have changed the interest rate in the tariff already.

Allen: Does this have to be changed in the ordinance too? Is it possible to look at this along with the tariff changes?

Heath: Yes, there will have to be some sort of ordinance change. It would be a good idea to include this in the upcoming work sessions on the tariff changes.

Allen: Does the chairman have some idea of when the work sessions will begin?

Brandon: Most likely after the holidays, unless there's a reason we would need to do it sooner. When do we need to submit any tariff changes to the Port Bureau?

Heath: Changes have to be posted for one year before they go into effect. I would like to see the changes submitted by March 2006, which would mean they would go into effect in March 2007. Keep in mind that there will most likely be a month of council meetings and public hearings before the council gives the thumbs up to any changes we make.

Allen: I thought the tariff went into effect as soon as it was electronically filed.

Heath: My understanding is that it has to be posted for one year, but I will check into that.

Allen: Do we want to set any work session dates at this time?

Brandon: We should do that at the December meeting, when Heath's back. Plus we need Thor's input on this and we don't know what his schedule is like yet. Things are more settled after the first of the year and that gives everyone time to plan their schedules.

**MOTION TO ADD SCHEDULING OF TARIFF WORK SESSION TO DECEMBER MEETING
AGENDA**

MOVED BY:	Donna Chris	Schedule tariff work sessions at December meeting
SECONDED BY:	Brandon Leary	

VOTE ON MOTION	Passed unanimously
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B) Port warehouse relocation

Heath: Well it got cold fast, so it may be difficult to get it moved. I have been looking into getting a new warehouse, but we aren't going to use the word "warehouse" anymore. We are looking at building a new "freight terminal". Pete and I have plotted out what it would look like and where we think it would work best on the dock. I have requested more information from some vendors.

Brandon: The current building is in pretty bad shape and it may be more cost effective to just replace it with a new one.

Heath: I agree. All three of the over head doors are shot. The wiring alone is no where near up to code and it could be a liability for the city.

Brandon: Some of the building materials like the steel in the floors could be reused for other projects.

Heath: We don't really need another warehouse on the dock for storage but it would be to our advantage to have a freight terminal where all the container freight could be unloaded to be distributed. The building I drew up was 100' x 75', which is quite a bit larger than the one we have now.

Brandon: A larger building could be divided up among more companies.

Heath: That was part of the reason for looking at a larger building. We have three mainline companies bringing in freight right now, Northland, Bigfoot and Alaska Logistics. Of the three, only Northland has their own warehouse to handle their freight. The other two are doing it right out of the conexs on the dock. Therefore there are a lot of people coming onto the dock that shouldn't really be there. Eventually someone is going to get hurt. It will cost between \$50,000 and \$75,000 to move the old warehouse. A new building will cost \$200,000 or less.

Brandon: Building packages can be purchased pretty cheaply.

Heath: I am gathering more information on the cost.

Allen: Do you remember where the commission wanted the building placed?

Heath: Yes and there is a bit of a problem with that. The concern is the timber wall adjacent to Brown Slough and that general area. It's not a matter of if it's going to fail but when. We will need to come away from that wall at least 100', but that shouldn't really be a problem. There is some other property over there that we are not currently using that could be an option, especially along the Hoffman fuel area. I should have more information by the next meeting.

MOTION TO TABLE ITEM B TO DECEMBER MEETING

MOVED BY:	Allen De Sousa	Discussion of warehouse relocation tabled to December meeting
SECONDED BY:	Donna Chris	

VOTE ON MOTION	Passed unanimously
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C) Letter of support to the State for building a new highway

Allen: I sat in on some of the council meeting earlier. They are trying to gather letters of support from local businesses and individuals to persuade the state to not postpone the resurfacing of Chief Eddie Hoffman highway until 2008. The highway was built in 1992 and had an expected lifespan of ten years, which means it should have been resurfaced in 2002. As important as that highway is to the port, I think a letter from the Port Commission encouraging the state to proceed with the resurfacing would help expedite matters, as long as there was a consensus among the commission members.

MOTION TO DRAFT A LETTER TO THE STATE REGARDING HIGHWAY REPAIR

MOVED BY:	Donna Chris	Anna to contact City Manager for format of letter to state regarding repair to Hoffman highway
SECONDED BY:	Allen De Sousa	

VOTE ON MOTION	Passed unanimously
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DISCUSSION

None

ADJORNMENT

Meeting adjourned at 8:40pm

NEXT MEETING: December 19, 2005

Respectfully Submitted:



Brandon Leary, Chairman

APPROVED THIS 19 day of December 2005.

ATTEST:

