



City of Bethel Port Commission Agenda

Regular Meeting
Monday July 17, 2017 - 7 pm
City Council Chambers, City Hall, Bethel, AK



Commissioners

Alan Murphy
Chair
Term Expires 2015
(907)543-2805

Richard Pope
Port Commissioner
Term Expires 2017
(907)543-1900
bethelalaskapc@gci.net

Alisha Welch
Council Member
Term Expires 2017
(907)545-6026
arwelch@cityofbethel.net

Ex-Officio

Allen Wold
Acting 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 THE April 2017
- vi. SPECIAL ORDER OF BUSINESS
- vii. DEPARTMENT HEAD COMMENTS
- viii. UNFINISHED BUSINESS
-PORT OFFICE
-FY18 BUDGET
- ix. NEW BUSINESS
- x. COMMISSION MEMBER'S COMMENTS
- xi. ADJOURNMENT

City of Bethel Port Commission Meeting Minutes

April 17, 2017

Regular Meeting 7 p.m.

Bethel, Alaska

I. CALL TO ORDER

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

II. ROLL CALL

COMMISSIONERS PRESENT:

CHAIRMAN MURPHY, COMM POPE, COMM. WELCH, COMM. ROCZICKA

III. PEOPLE TO BE HEARD

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 3-20-17
SECONDED:	Comm. Welch	
VOTE ON MAIN MOTION	4-0 All in favor	

VI. SPECIAL ORDER OF BUSINESS

VII. PORT DIRECTOR'S REPORT

A verbal report was given by the Port Director.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. COMMISSION REPRESENTATIVES COMMENTS

Comm. Murphy – approaches at the harbor are going up this year.

Comm. Pope – Possibility of 3 or 5 year permits & online bill pay

Comm. Welch – none

Comm. Roczicka – Good to see the Possibility of a salmon buyer

City of Bethel Port Commission Meeting Minutes

April 17, 2017

Regular Meeting 7 p.m.

Bethel, Alaska

XI. ADJOURNMENT

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

Meeting Adjourned at 7:55 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 Acting Port Director
SUBJECT: June 2017 Managers Report



- **Small Boat Harbor**
 - Cleaned embankments and everywhere else in the SBH
 - Pulling up sunken boats
 - Pushing out boats during tides
 - Selling permits
 - Put caution signs at the Ramps.
 - Got cameras going and recording in the SBH.
 - Releasing boats out of storage.
 - Tagging boats along the embankments that don't have permits.
 - Got a credit card machine for the Port Attendants and the office.
- **City Dock/Beach 1**
 - 2 Mainline barges AML and AK Logistics
 - AML (4.5 Million LBS) AK Logistics (2 Million LBS)
 - Graded Dock using D-5 and Loader, Watering Dock with Water truck
 - Every tug/barge that were in storage off Beach 1.
 - Working on setting up surveillance/security cameras for the Dock/Beach 1.
 - Using a magnet all around the Dock and the Beach to pick up welding rod etc.
 - Cleaning Beach/Dock daily.
- **Petroleum Dock**
 - Filled in pipes on the seawall with river run gravel.
 - 10 Fuel Barges discharged (over 5 million gallons)
- **Port Office**
 - TC Construction building Port Office. Framing, Walls and Roof almost done.
- **Admin**
 - Monthly Storage Billing for customers.

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED
<u>DOCK EXPENDITURES</u>					
52-50-519 UTILITY BENEFIT	.00	7,398.56	7,398.56	9,768.00	2,369.44
52-50-545 TRAINING/TRAVEL	.00	1,651.30	1,651.30	7,000.00	5,348.70
52-50-561 SUPPLIES	.00	6,217.86	6,217.86	4,700.00	(1,517.86)
52-50-563 WEARING APPAREL	.00	1,096.87	1,096.87	1,300.00	203.13
52-50-600 TIRES	.00	(762.74)	(762.74)	.00	762.74
52-50-601 VEHICLE MT	.00	4,108.63	4,108.63	4,000.00	(108.63)
52-50-602 GASOLINE/DIESEL/OIL	.00	12,025.63	12,025.63	18,000.00	5,974.37
52-50-621 ELECTRICITY	.00	10,440.16	10,440.16	5,000.00	(5,440.16)
52-50-622 TELEPHONE	.00	653.90	653.90	1,000.00	346.10
52-50-623 HEATING FUEL	.00	.00	.00	2,000.00	2,000.00
52-50-624 WATER, SEWER, GARBAGE	.00	7,927.58	7,927.58	12,000.00	4,072.42
52-50-626 WATER FOR BARGES	.00	7,327.68	7,327.68	12,000.00	4,672.32
52-50-642 LEGAL FEES	.00	12,428.42	12,428.42	5,000.00	(7,428.42)
52-50-643 PLANNING/ENGINEERING FEES	.00	.00	.00	5,000.00	5,000.00
52-50-661 VEHICLE MAINT/REPAIR	.00	17,636.85	17,636.85	10,125.00	(7,511.85)
52-50-666 MUNICIPAL DOCK MAINT.	.00	5,619.95	5,619.95	7,000.00	1,380.05
52-50-667 MAINT-SEAWALL	.00	4,424.50	4,424.50	7,000.00	2,575.50
52-50-668 MAINT SMALL BOAT HARBOR	.00	1,696.47	1,696.47	4,000.00	2,303.53
52-50-669 OTHER PURCHASED SERVICES	.00	25,983.67	25,983.67	25,000.00	(983.67)
52-50-683 MINOR EQUIPMENT	.00	1,647.95	1,647.95	4,000.00	2,352.05
52-50-687 LAND/EASEMENT ACQUISITION	.00	.00	.00	10,000.00	10,000.00
52-50-690 CAPITAL EXPENDITURES	.00	936.00	936.00	.00	(936.00)
52-50-695 BANK STABILIZATION PROJECT	.00	2,841.00	2,841.00	.00	(2,841.00)
52-50-699 XFER TO FLEET REPLACE FUND	.00	300,000.00	300,000.00	300,000.00	.00
52-50-721 INSURANCE	.00	2,984.24	2,984.24	16,000.00	13,015.76
52-50-724 DUES	.00	998.00	998.00	1,000.00	2.00
52-50-727 ADVERTISING	.00	1,084.94	1,084.94	1,000.00	(84.94)
52-50-738 BAD DEBT EXPENSE	.00	.00	.00	5,000.00	5,000.00
52-50-775 MUNICIPAL DOCK GRAVEL	.00	80,037.60	80,037.60	80,000.00	(37.60)
52-50-776 HYDROGRAPHIC SURVEY	.00	40,000.00	40,000.00	40,000.00	.00
52-50-777 CONTAMINATED SOIL PROCESSING	.00	.00	.00	1,000.00	1,000.00
52-50-799 MISCELLANEOUS EXPENSES	.00	40.06	40.06	250.00	209.94
52-50-990 XFER OUT	.00	.00	.00	80,000.00	80,000.00
52-50-996 ADMIN OVERHEAD-IT SVCS	.00	13,750.00	13,750.00	16,500.00	2,750.00
52-50-998 ALLOCATION ADMIN OVERHEAD	.00	25,908.30	25,908.30	31,090.00	5,181.70
TOTAL DOCK EXPENDITURES	.00	596,103.38	596,103.38	725,733.00	129,629.62
<u>SMALL BOAR HARBOR</u>					
52-55-519 UTILITY BENEFIT	.00	888.38	888.38	1,860.00	971.62
52-55-561 SUPPLIES	.00	1,707.07	1,707.07	1,800.00	92.93
52-55-563 WEARING APPAREL	.00	824.43	824.43	1,700.00	875.57
52-55-602 GASOLINE	.00	7,221.90	7,221.90	10,000.00	2,778.10
52-55-621 ELECTRICITY	.00	598.43	598.43	4,000.00	3,401.57
52-55-624 WATER/SEWR/GARBAGE	.00	.00	.00	8,000.00	8,000.00
52-55-668 SMALL BOAT HARBOR MAINTENANCE	.00	5,017.08	5,017.08	4,000.00	(1,017.08)
52-55-683 MINOR EQUIPMENT	.00	354.86	354.86	1,000.00	645.14
52-55-775 SMALL BOAT HARBOR GRAVEL	.00	15,064.00	15,064.00	15,000.00	(64.00)
52-55-799 MISCELLANEOUS EXPENSES	.00	.00	.00	250.00	250.00

CITY OF BETHEL
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2017

MUNICIPAL DOCK

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED
TOTAL SMALL BOAR HARBOR	.00	31,676.15	31,676.15	47,610.00	15,933.85
TOTAL FUND EXPENDITURES	.00	627,779.53	627,779.53	773,343.00	145,563.47

MUNICIPAL DOCK FUND SUMMARY

	FY14 Actuals	FY15 Actuals	FY16 Actuals (Pre-Audit)	FY17 Approved Budget	FY17 Revised Budget	FY18 Approved Budget
Municipal Dock Revenue	1,027,845	1,194,067	991,493	1,502,000	1,502,000	757,768
Small Boat Harbor Revenue			158,247	179,500	179,500	272,531
Total Revenues:	1,027,845	1,194,067	1,149,740	1,502,000	1,502,000	1,030,299
Total Operating Expenses:						
Municipal Dock Operations	715,678	588,066	685,423	519,383	524,300	619,562
Small Boat Harbor	-	-	115,483	174,784	174,784	198,416
Total Operating Expenses	715,678	588,066	800,907	694,167	699,084	817,978
Total Non-Operating Expenses	209,686	109,094	461,778	501,000	1,546,322	131,000
Total Expenditures before Depreciation	925,364	697,160	1,262,684	1,195,167	2,245,406	948,978
Net Fund Income (Loss) Before Depreciation & Amortization	102,481	496,907	(112,944)	306,833	(743,406)	81,321
Depreciation & Amortization Expenses	(606,498)	(606,173)	(727,560)	(603,173)	(603,173)	(723,000)
Net Fund Income (Loss)	(504,017)	(109,266)	(840,504)	(296,340)	(1,346,579)	(641,679)

MUNICIPAL DOCK REVENUE (52-50)

REVENUES:		FY14 Actuals	FY15 Actuals	FY16 Actuals (Pre-Audit)	FY17 Approved Budget	FY18 Approved Budget
52-40-403	City Dock-Penalties & Interest	12,831	10,520	2,513	12,000	5,000
52-43-402	City Dock-Storage	67,873	71,514	78,961	50,000	70,000
52-43-404	City Dock-Permits	13,380	5,100	4,020	3,000	3,000
52-43-405	City Dock-Wharfage	174,053	145,365	133,287	170,000	150,000
52-43-407	City Dock-Dockage	13,499	23,251	24,533	24,000	25,000
52-43-415	Slough Berth-Wharfage	-	-	-	-	-
52-43-417	Slough Berth-Dockage	-	12,221	-	-	-
52-43-424	Petro Yard-Storage	5,874	5,318	2,601	2,000	2,000
52-43-425	PetroPort - Wharfage	-	-	-	-	-
52-43-426	PetroPort-Fuel Thru-Put-Muni Dock (\$.04)	460,608	674,964	502,801	500,000	440,000
52-43-427	PetroPort-Dockage	16,626	22,324	20,540	20,000	20,000
52-43-432	Seawall-Storage	24,936	12,065	7,158	12,000	-
52-43-433	Seawall-Moorage	45,240	32,864	30,236	40,000	31,200
52-43-434	Seawall Dockage	26,070	9,319	23,879	30,000	20,000
52-43-435	Seawall-Wharfage	2,239	-	904	1,000	1,000
52-43-454	Beach-Storage	33,656	37,355	17,586	30,000	50,000
52-43-455	Beach-Wharfage	27,844	13,028	79,576	30,000	70,000
52-43-457	Beach-Dockage	18,033	8,244	12,978	17,000	17,000
52-43-460	East Addition-Storage	240	-	-	-	-
52-43-462	SBH - Storage	3,575	3,380	-	-	-
52-43-463	SBH - Moorage	21,531	22,696	-	-	-
52-45-464	SBH - Permits	5,402	17,040	-	-	-
52-45-467	Extra Water Calls	29,817	18,034	19,172	30,000	25,000
52-44-467	Lease Revenue	19,800	24,950	26,180	24,000	24,000
52-49-487	Interest Income	12	20,547	10,142	8,000	19,568
52-46-490	Transfers from Other Funds	-	-	-	414,000	-
52-49-495	Miscellaneous Revenue	4,706	3,968	(1,001)	5,000	5,000
Total Revenues		1,027,845	1,194,067	996,066	1,422,000	977,768
Seawall Maintenance - Thru-Put @ \$.02					80,000	(220,000)
Loss On Disposal of Fixed Asset				(4,573)		
Total Undesignated Revenues		1,027,845	1,194,067	991,493	1,502,000	757,768

Municipal Dock Expenses (52-50)		FY14	FY15	FY16	FY17	FY17	FY18
		Actuals	Actuals	Actuals	Approved	Revised	Approved
				(Pre-Audit)	Budget	Budget	Budget
PERSONNEL:							6.15
	Total Personnel	461,604	385,664	322,197	309,906	309,906	340,712
MATERIALS, SUPPLIES, & SERVICES							
545	Training/Travel	7,571	2,072	3,092	7,000	7,000	5,000
561	Supplies	8,205	5,491	6,344	4,700	4,700	5,500
563	Wearing Apparel	3,048	1,262	3,140	1,300	1,300	1,300
600	Tires	15,454	962	62	-	-	-
601	Vehicle Maint/Repairs	4,123	6,934	7,922	4,000	4,000	4,000
602	Gasoline/Diesel/Oil	38,088	24,817	22,015	18,000	18,000	18,000
621	Electricity	11,424	9,125	6,229	5,000	5,000	15,000
622	Telephone	2,593	1,266	505	1,000	1,000	1,000
623	Heating Fuel	2,055	1,462	294	2,000	2,000	2,000
624	Water/Sewer/Garbage	11,417	22,382	5,917	12,000	12,000	12,000
626	Water for Barges	10,972	8,553	6,837	12,000	12,000	12,000
642	Legal Fees	5,045	7,689	8,785	5,000	5,000	5,000
643	Engineering Fees	1,515		3,984	5,000	5,000	5,000
661	Vehicle Maint/Repair (Int. Svc. Fund 57)*	11,737	10,598	10,711	3,037	7,954	3,037
666	Municipal Dock Maintenance	16,579	4,921	3,530	7,000	7,000	5,000
667	Seawall Maintenance	6,710	2,164	9,116	7,000	7,000	7,000
668	Small Boat Harbor Maintenance	2,668	14,078	635	4,000	4,000	4,000
669	Other Purchased Services	9,760	9,762	14,385	25,000	25,000	24,000
683	Minor Equipment	6,409	1,514	3,736	4,000	4,000	19,000
687	Land Easement Acquisition	15,906	11,933	19,458	10,000	10,000	30,000
721	Insurance	19,826	18,479	17,476	16,000	16,000	16,000
724	Dues & Subscriptions	979	728	599	1,000	1,000	1,000
727	Advertising	598	280	2,753	1,000	1,000	1,000
738	Bad Debts Expense	-	(9,018)	18,803	-	-	-
732	Office Rent City Hall	-			6,600	6,600	-
799	Miscellaneous	411	544	47	250	250	-
801	Pension Expense			136,453			-
996	Administrative Overhead - IT Services	16,935	16,168	15,372	16,500	16,500	21,887
998	Administrative Overhead	24,046	28,237	35,028	31,090	31,090	61,126
	Total MS&S	254,074	202,402	363,226	209,477	214,394	278,851
	Total Operating Expenses	715,678	588,066	685,423	519,383	524,300	619,562
PROJECT EXPENSES (52-50-77X)							
775	Gravel	129,686	29,796	136,714	80,000	80,000	55,000
776	Sand Shed Insulation/Hydro	-	25,061		40,000	40,000	-
777	Contaminated Soil Processing	-	-		1,000	1,000	1,000
778	Port Facility Improvement Project						-
	Total Project Expenses	129,686	54,857	136,714	121,000	121,000	56,000
CAPITAL EXPENSES (52-50-69X)							
690	Capital Expenditures	-	4,237		-		-
696	Waterfront Facilities Improvements						25,000
697	Mini Excavator						-
699	Transfer to Fleet Replacement Fund	30,000	-	25,063	300,000	300,000	-
	Total Capital Expenses	30,000	4,237	25,063	300,000	300,000	25,000
TRANSFERS OUT							
990	Port Office Capital Improvement Fund	50,000	50,000	300,000	-	1,045,322	-
	Capital Improvements (2018)						50,000
	Seawall Maintenance	-	-		80,000	80,000	-
	Total Transfers Out	50,000	50,000	300,000	80,000	1,125,322	50,000
	Total Non-Operating Expenditures	209,686	109,094	461,778	501,000	1,546,322	131,000
	Total Operating, Debt, Projects & Capex	925,364	697,160	1,147,201	1,020,383	2,070,622	750,562

Municipal Dock 52-50

			FY17 Budget	FY18 Budget
PERSONNEL				6.15
MIII	27401	Port Director 95% w/ 5% to SBH	97,755	97,755
R4	27102	Administrative Assistant @ \$22.10 (67% w/ 33% to SBH)	28,629	30,799
R4	27103	City Dock Attendant (90% w/ 10% to SBH)	45,444	45,444
Wages			171,828	173,997
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	2,000
Subtotal			22,848	22,848
Total Wages			194,676	196,845
Leave Cashout/Payout 5% of Union FTE Base Wages			3,704	8,700
Social Security (6.2% of Temp Wages)			1,293	1,417
Medicare @ 1.45% of Total Wages			2,823	2,854
Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)			1,557	2,462
Employee Group Health Benefit - \$2,160/mo/FTE @ 2.52			48,384	65,318
Workers' Compensation @ 4.2258/\$100 of Total Wages			9,900	8,318
PERS @ 22% of FTE Wages			37,802	43,306
Utility Benefit @ \$380/mo/FTE @ 2.52			9,768	11,491
BENEFITS & TAXES			115,230	143,866
TOTAL PERSONNEL			309,906	340,712

SMALL BOAT HARBOR REVENUE (52-55)

Revenue		FY16 Actuals (Pre-Audit)	FY17 Approved Budget	FY18 Approved Budget
52-43-418	PetroPort-Fuel Thru-Put (\$.02 of \$.06)	111,562	125,000	220,000
52-43-462	SBH-Storage	5,749	4,500	3,500
52-43-463	SBH-Moorage	21,406	25,000	24,000
52-45-464	Boat Harbor-Permits	19,530	25,000	24,000
Total Operating Revenue		158,247	179,500	271,500

Small Boat Harbor (52-55)		FY16 Actuals (Pre-Audit)	FY17 Approved Budget	FY18 Approved Budget
PERSONNEL:				6.15
	Total Personnel	102,521	128,784	151,166
MATERIALS, SUPPLIES, & SERVICES				
561	Supplies	2,103	1,800	1,800
563	Wearing Apparel	80	1,700	1,700
602	Gasoline/Diesel/Oil	2,768	10,000	7,000
621	Electricity		4,000	2,000
624	Water/Sewer/Garbage		8,000	10,500
668	Small Boat Harbor Maintenance	8,012	4,000	7,000
683	Minor Equipment		1,000	1,000
799	Miscellaneous		500	250
998	Administrative Overhead			27,120
	Total MS&S	12,963	31,000	31,250
	Total Operating Expenses	115,483	159,784	182,416
775	Gravel		15,000	16,000
	Total Project Expenses	-	15,000	16,000
	Total Operating & Project Expenditures	115,483	174,784	198,416

Small Boat Harbor 52-55

			FY17 Budget	FY18 Budget
PERSONNEL				6.15
MIII	27401	Port Director @ 5% w/ 95% to Muni Dock	5,145	5,145
R4	27102	Administrative Assistant @ \$22.10 (33% w/ 67% to Muni Dock)	14,101	15,169
R4	27103	City Dock Attendant - 6 mo @ \$18 (10% SBH w/ 90% to Muni Dock)	5,049	5,049
Subtotal			24,295	25,364
	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	14,083	14,088
	27904	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,083	14,088
	27905	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,083	14,088
	27906	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,083	14,088
	27907	Port Attendant - 5 mo (867 hrs) @ 16.25/hr	14,083	14,088
Subtotal Part-time Wages			72,287	72,312
Overtime			3,000	3,000
Subtotal			3,000	3,000
Total Wages			99,582	100,676
Leave Cashout/Payout 5% of Union FTE Base Wages			958	1,268
Social Security @ 6.2% of PT Wages			4,482	4,483
Medicare @ 1.45% of Total Wages			1,444	1,460
Unemployment Ins @ 2.23% of Wages (W/ \$39,800 cap)			797	2,245
Employee Group Health Benefit - \$2,160/mo/FTE @ .48			9,216	12,442
Workers' Compensation @ 4.2258/\$100 of Total Wages			5,100	4,254
PERS 22% of FTE Wages			5,345	22,149
Utility Benefit @ \$380/mo/FTE @ .48			1,860	2,189
BENEFITS & TAXES			29,202	50,490
TOTAL PERSONNEL			128,784	151,166