
City of Bethel, Alaska
Port Commission Meeting Minutes

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January 19, 2004

Regular Meeting

Bethel, Alaska

CALL TO ORDER

The January 19th meeting of the Port Commission at City Hall, Council Chambers was called to order at 7:30pm by Chairman Richardson.

ROLL CALL

Comprising a quorum of the Commission, the following were present:

Brandon Leary
Allen DeSousa

Buster Richardson
Donna Chris

R. Thor Williams arrived at 7:32pm

Absent: Jeff Severn

Also in attendance: City Manager Bob Herron

Special Order of Business: Election of Chair and Vice-Chair

M/M by DeSousa to move the "Election of Chair and Vice-Chair" to after "Chairman's Comments",
2nd by Chris: passed unanimously.

People to be Heard: No one to be heard.

M/M by Leary to approve the minutes of the December 15th meeting, 2nd by DeSousa: passed
unanimously.

M/M by DeSousa to approve an amended agenda to add "Stevedoring applications" under
Discussion, 2nd by Chris: passed unanimously.

M/M by DeSousa to approve a regular meeting schedule for the 3rd Monday of each month,
but if the 3rd Monday is a federal or state or City holiday that the regular meeting will
automatically move to the 3rd Tuesday, 2nd by Chris: discussion ensued, passed
unanimously.

PORT DIRECTOR'S REPORT:

The Crow property transfer is awaiting final provisions transpiring between the seller's
financial institutions.

The relocation of YKHC's Quonset Hut to City property is for scheduled March 1-5, 2004.

CHAIRMAN'S COMMENTS:

ELECTIONS OF CHAIR AND VICE-CHAIR:

Chairman Richardson opened the floor for nominations.
DeSousa nominated himself for Chairman.
Leary nominated Richardson for Chairman.

M/M by Chris to elect Richardson for Chairman, DeSousa for Vice-Chairman, **2nd** by Williams: passed unanimously.

COUNCIL REPRESENTATIVE'S COMMENTS:

Vice-Mayor Williams reported that the property appraisals for the Bank Stabilization Project above Brown's Slough have been completed and forwarded to the Corps of Engineers. Williams also commented on the December 2003 GAO Congressional Report "Alaska Native Villages: Most Are Affected by Flooding and Erosion, but Few Qualify for Federal Assistance" provided in meeting packet.

COMMISSIONERS' COMMENTS:

COMMITTEE REPORTS:

OLD BUSINESS: **A. Port Office Relocation discussion/recommendation**

The City Manager provided a preliminary lot map and tentative location of 24' X 60' Port Office building on Lot 8 overlooking the City Dock at the intersection of First Avenue and Oscar Way. Also, he gave a verbal-only report (pending a written report from ASCG) on the estimated design services costs and estimated square foot construction cost. The City's Engineer estimated that the design cost for a new Port Office/Precinct #1 facility would be between \$40,000 and \$75,000 and the construction costs per square foot ranged from \$125 to \$225.

No action was taken at this time, as the written report from the City's Engineer was not in hand (received next day by City Manager).

A recommendation for a budget modification from the Port Commission to the Council would need to occur at the February meeting if there was a desire to construct this facility during the 2004 season.

NEW BUSINESS: **A. Resolution: Request for Federal Appropriations for Port Expansion**

The City Manager presented a draft resolution for the Port Commission to consider sending to the City Council to request U.S. Congressman Don Young for port expansion appropriations for the anticipated impact that Donlin Creek Project will have on the Bethel Port and region.

M/M by Williams to approve Port Commission Resolution #04-01 in concept only at this time and directed the City Manager to seek amendments from the Port Commission Vice-Chair and other individuals and agencies and return to the next Port Commission meeting with an amended draft resolution, **2nd** by Chris: passed unanimously.

B. General Accounting Office Congressional Report: Erosion

There was a discussion of the report. No action taken.

DISCUSSION:

A. Stevedoring Applications

There was a discussion about stevedoring activities and the number of permits currently on the City Dock at this time. Northland Services has submitted an application for the 2004 season.

M/M by DeSousa to direct the City Manager to place this topic on the next agenda as a discussion item and to invite all stevedoring permit holders to the next meeting to receive their comments, suggestions and recommendations to improve or change "stevedoring operations on the City Dock", 2nd by Williams: Discussion ensued, passed unanimously.

ADJOURNMENT:

M/M by Chris and 2nd by Williams to adjourn the meeting at 8:45pm: passed unanimously.

City of Bethel, Alaska
Port Commission Meeting Minutes

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March 15, 2004

Regular Meeting

Bethel, Alaska

CALL TO ORDER

The March 15th meeting of the Port Commission at City Hall, Council Chambers was called to order at 7:30pm by Chair Richardson.

ROLL CALL

Comprising a quorum of the Commission, the following were present:

Buster Richardson
Allen DeSousa
R. Thor Williams

Jeff Severn

Absent: Donna Chris, Brandon Leary

Also in attendance: Public Works Director Greg Sargent, Grants Development Manager John Sargent and Joanne Galliard via teleconference

People to be Heard:

Greg Roczicka, ONC Director of Natural Resources Dept., presented an option concerning logs and log rafts in the Small Boat Harbor.

M/M by DeSousa to place "logs/log rafts" on the April agenda for discussion, **2nd** by Severn: passed unanimously.

M/M by Williams to approve the minutes of the February 17th meeting, **2nd** by DeSousa: passed unanimously.

M/M by Williams to approve the agenda, **2nd** by Severn: passed unanimously.

PORT DIRECTOR'S REPORT:

None, the City Manager is on a family vacation.

CHAIRMAN'S COMMENTS:

None

COUNCIL REPRESENTATIVE'S COMMENTS:

None

COMMISSIONERS' COMMENTS:

None

COMMITTEE REPORTS:

OLD BUSINESS:

None

NEW BUSINESS:

Committee/Commission Procedure Training by City Clerk
(Re-scheduled to the April Meeting as the City Clerk is ill)

DISCUSSION:

The Port Commission asked that the Grants Development Manager, John Sargent return to the April meeting to hear suggestions from commissioners about grant ideas/suggestions/opportunities.

ADJOURNMENT:

M/M by Severn and 2nd by Williams to adjourn the meeting at 8:15pm: passed unanimously.

CALL TO ORDER

The April 19th meeting of the Port Commission at City Hall, Council Chambers was called to order at 7:30pm by Chair Richardson.

ROLL CALL

Comprising a quorum of the Commission, the following were present:

Buster Richardson
Allen DeSousa
R. Thor Williams

Brandon Leary
Donna Chris

Absent: Jeff Severn called the City Manager on Monday afternoon to ask to be excused because of illness.

Also in attendance: City Manager Bob Herron, Grants Development Manager John Sargent and City Clerk Amanda Byington

People to be Heard:

Greg Roczicka, ONC Director of Natural Resources Dept. indicated that he would wait until the Old Business agenda item on logs.

M/M by DeSousa to review and approve the minutes of the March 15th meeting at the May meeting, 2nd by Leary: passed unanimously.

M/M by Williams to approve the agenda, 2nd by Chris: passed unanimously.

PORT DIRECTOR'S REPORT:

2004 Season: Two fish processors, Coastal and Inlet have requested lease space on the seawall for fish-buying operations. Howard Elliott will be returning to work at the end of April. Joanne Galliard has resigned and will not be returning this summer to work as she will be caring for her elderly mother. Jim Colonel has returned to working full-time this week at the dock. I have provided a location for Northland Services to set up a temporary office (this season only). It is where Crowley's office was at before moving their modular building to the Crowley tank farm.

FY05 Budget: Essentially the same as the FY04 budget with one notable exception, the City Manager has requested an additional position, Dock Operations Chief. In part, this is due to the resignation of Joanne Galliard. Additionally, Brandon Leary, formally of Kuskokwim Lighterage, has assumed the management of the Crowley tank farm.

Office Relocation: With input from Howard Elliott and Joanne Galliard, I decided that the relocation of the Port Office should be postponed. This will allow the port crew to prepare for the office move this summer. The surveillance cameras played a part in the decision and as well as having sufficient preparation time for the construction of the sand pad without adversely impacting the operations of the fast approaching 2004 barge season. I explained that a vote on the new office design money should occur at the April 27th Council meeting.

M/M by DeSousa to work on a port five-year plan in the next five months in "once-a-month work sessions" outside of the regularly scheduled commission meetings, 2nd by Leary: There was a discussion of when the last "five-year plan" was developed and a brief listing of some projects, goals and objectives that the commissioners may visit during the advertised work sessions. Passed unanimously.

Grants: The commissioners shared their ideas and thoughts on the pursuit of grants to the City Manager and the Grants Development Manager that may prove beneficial to the Port, Small Boat Harbor and related activities.

CHAIRMAN'S COMMENTS:

None

COUNCIL REPRESENTATIVE'S COMMENTS:

Vice-Mayor Williams explained that the City Council is beginning the budget work session schedule and encouraged interested individuals to provide their input on the proposed budget.

COMMISSIONERS' COMMENTS:

DeSousa – Honorary Captain of the Port: Datu Samuelson has passed away and requested that the nomination process begin and accept names for consideration so as to honor a "sea-faring" elder and to continue the tradition of bestowing the title of Bethel's Captain of the Port on that deserving individual.

Donna Chris – Homeless people: Asked if the Port of Bethel is addressing the issue of homeless individuals in the willows between the Crowley tank farm and the OEH yard near the City's Bus Barn. The City Manager indicated that the area described is actually BNC's property and he would call Mark Stemp to inquire as to their continuing efforts on the "temporary squatting" trespass of their property and get an update for the May meeting.

Brandon Leary – Ports and Homeland Security: Explained that his current employer sent him to Seattle for training to prepare for the requirements that must be implemented for ports and fuel facilities. Commissioner Leary inquired if the City has been notified of any new requirements that the Port must adhere to in the future. City Manager responded that he is unaware of any new or additional requirements since last fall.

COMMITTEE REPORTS:

OLD BUSINESS:

A. Firewood Logs in the Small Boat Harbor

Greg Roczicka, ONC's Director of Natural Resources presented a letter detailing the concerns of ONC and requested the Port Commission amend the Bethel Municipal Code's current prohibition of logs and logs rafts in the Small Boat Harbor and offered draft language for their consideration. There was discussion about the safety of the boating public around logs and the limited and congested areas that people could reasonably harvest and transport logs from the waterfront.

M/M by Leary to ask the City Manager to draft an ordinance that changes "shall be unloaded and placed..." to "may be unloaded and placed..." and under a permit system and supervision of the Port Director, 2nd by Chris: Passed unanimously.

NEW BUSINESS:

A. Donation of Picnic Tables

A letter was received from Dave and Sharon Ausdahl offering to donate six picnic tables to be used on the riverfront across from 1st National Bank. Discussion among the commissioners included other areas that could benefit from this donation and protection of these possible future assets from vandalism.

M/M by Williams not to accept the donation from the Ausdahls, 2nd by DeSousa: Discussion ensued about the difficulties with these assets out in the community without "community ownership".

M/M by Williams to amend the main motion to accept the donation with the stipulation that partnerships with other agencies and/or individuals are created for "ownership" to insure the life expectancy of these donated picnic tables, 2nd by DeSousa: Continued discussion focused on the process of identifying other agencies/individuals that would take "ownership" in these picnic tables and help the City maintain and watch over the tables. Also, alternative locations were considered further. It would be the intent to store these tables during the winter months. City Manager Bob Herron said he would delegate the effort to solicit other community partners and individuals to the Grants Development Manager.

Vote on the amendment: 4 – 1 (DeSousa)
Vote on the amended main motion: 4 – 1 (DeSousa)
Motion passed.

B. Committee/Commission Procedure Training by City Clerk
Amanda Byington, City Clerk presented a Committee/Commission Manual to all commissioners in attendance. She provided highlights of common concerns by other committees and commissions. During the presentation, discussion ensued; questions were asked and answered by the City Clerk, Council Member Williams, the City Manager and fellow commissioners.

DISCUSSION:

A. 2003 Audit
Vice-Mayor Williams placed this on agenda and briefed the Port Commission on the audit.

ADJOURNMENT:

M/M by Chris and 2nd by DeSousa to adjourn the meeting at 9:59pm: Passed unanimously.

CALL TO ORDER

The June 21st meeting of the Port Commission at City Hall, Council Chambers was called order at 7:30pm by Chair Richardson.

ROLL CALL

Comprising a quorum of the Commission, the following were present:

Buster Richardson	Brandon Leary
Allen DeSousa	Howard Elliott
R. Thor Williams	

Absent: Donna Chris, Excused
Jeff Sever, Excused

Also in attendance: Port Administrative Assistant Jessica McCraney

PEOPLE TO BE HEARD

None

APPROVLA OF MINUTES

A. Minutes from May 26th Port Commission meeting

M/M by DeSousa to postpone acceptance of the minutes form the May 26th meeting until the tape can be reviewed and/or Donna Chris can be present to clarify the original motion made to allow the 50ft of work space at the backdoors of the warehouse, 2nd by Williams: Passed Unanimously

M/M by Williams to approve the June 21st 2004 agenda, 2nd by DeSousa: Passed Unanimously

PORT DIRECTOR'S REPORT

SMALL BOAT HARBOR: All of the Float spaces at the Small Boat Harbor have been taken and the letters and numbers have been installed. There is also a waiting list for the new finger.

REVENUE: Revenue for the month of May was \$61,677.62 and for the fiscal year to date on June 1, 2004 was \$815,546.21.

BUOYS: The Island Packer came in on Saturday and has put in all the buoys in the river.

FUEL BARGES: There have been 2 fuel barges in at the Petro Port with 1,369,716 gallons of fuel.

CROW PROPERTY: This property is officially now the Port of Bethel's and will be known as the East Addition. The previous owners have until July 4, 2004 to remove anything they want and after that it will become the Port of Bethel's responsibility.

MAINLINE BARGES: Northland Voyage 4005 is due in on the night of the 23rd of June with a 400' barge and also Inlet Fisheries is due in with a 165' barge with freight around the same time.

LEASE SPACE; NORTHLAND SERVICES: The Port does not have a lease with Northland for the space they are at now. They have been billed for 10 cents per square foot per month plus 5% sales tax. This is because they will be required to move off the premises when the new port office is to be built.

CHAIRMAN'S COMMENTS

Chair Richardson: expressed his concerns about the Port Director removing stumps from the Float Plane Landing and the Small Boat Harbor.

Howard Elliott, Port Director: advised Chair Richardson that it was mostly drift wood stumps that were cut up river and had drifted down and into the Small Boat Harbor and Float Plane Landing.

Chair Richardson: advised the Commission that he had received a phone call concerning a man banging up his prop while brining his boat in during low tide. Wants everyone to be advised that this is not the city's fault, people will need to lift their motors before bringing out their boats.

COUNCIL REPRESENTATIVE'S COMMENTS

Council Rep Williams: advised the Commission that there is a person who put their name in to be on the Port Commission, therefore they should be back up to a full Commission.

The Budget Passed. The Port budget was not affected at all. The budget modification this year went from 12,000 to 6,000.

Williams expressed his concerns about what the Port Attendants are doing while on their shifts. He has been down to the Small Boat Harbor at least 10 times and no one has asked him about not having a permit. States it is important that they are getting all boats to come in and buy a permit.

COMMISSIONER'S COMMENTS

DeSousa: the head of the stairs going to the floats have washed out. In some places plates from the top of the Seawall have been used. He questioned was this on the list of things to do. He was advised by the Port Director that he has been short handed due to Jim being out sick, but it is on the list of things to do.

OLD BUSINESS

- A. Review draft ordinance on "logs/log rafts"

M/M by DeSousa to postpone Old Business until we have wording on the ordinance; Motion dies as lack of 2nd.

M/M by DeSousa to amend the Title 14 to allow people to bring logs/log rafts into the Port of Bethel by permit only issued by the Port Director, at his/her discretion, located where the Port Director assigns and they have 3 days to remove all debris from the time logs/log rafts are brought in; the permit will be at no charge, however if there is any debris remaining that the City of Bethel should be required to move, the customer will be billed for the cost, **2nd** by Leary

A/M by Williams to say people will be required to request for a permit 24 hours prior to bringing in any logs/log rafts, **2nd** by DeSousa; Passed Unanimously (m/m & a/m)

NEW BUSINESS

- A. Review applications for Port Captain

Nominations: Williams- Fred Pete Sr.
DeSousa- Vernon Kinogak

Leary- Elias Venes
Buster- Roy Hall

The commission appointed Fred Pete Sr. as Captain of the Port

- B. Discuss clearing of the dock particularly the area by the fence, by the front of the port where the trailers are

Elliott: advised the Commission that there is no problem with the trailers remaining where they are as long as KLT or Northland will move the trailers when asked, to allow for maintenance.

DISCUSSION

- A. Port Office Design Suggestions

M/M by Williams to recommend to the City Council to accept the \$40,000 fee from EEIS for the conceptual drawings for the new Port office, **2nd** by Buster; Failed Unanimously

Discussion:

Leary: expressed his concerns on spending such a large amount of money on the Port Design

M/M by DeSousa for the Port Commission to come up with a ruff draft of what the needs are for the design of the building and request that the City of Bethel put the RFP out again, **2nd** by Buster; Passed Unanimously

M/M by Williams to adjourn the June 21, 2004 Port Commission meeting, **2nd** by Leary; Passed Unanimously

CALL TO ORDER

The July 19, 2004 Port Commission meeting was not called to order due to lack of quorum.

In Attendance:

Buster Richardson
Allen DeSousa
Jeff Severn

Absent:

Excused: Donna Chris
Thor Williams

Unexcused: Brandon Leary

Also in attendance: Howard Elliott, Port Director; Jessica McCraney, Admin. Assistant

JUL 26 2004