



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda Ports and Harbor Commission

Monday, December 5, 2016

7:00 PM

Council Chambers

Regular Meeting

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

1. [Approval of the Regular Meeting Minutes of November 7th, 2016](#)

Attachments: [11072016 P&H Commission Regular Meeting Minutes.rtf](#)

IV. PUBLIC APPEARANCES

V. PUBLIC BUSINESS FROM THE FLOOR

VI. PUBLIC HEARINGS

VIII. NEW BUSINESS

1. [Discussion Item: Additional Dredging for New Boat Harbor](#)

Attachments: [2016-11-29 Valdez RFP-Revised SW corner only](#)
[2016-08-04 RFQ for Dredging Riprap](#)

2. [Discussion Item: New Boat Harbor Commercial User Prioritization](#)

3. [Discussion Item: Comprehensive Waterfront Master Plan](#)

4. [Action Item: Approval of Revisions to Ports & Harbor Commission Procedures](#)

Attachments: [Ports & Harbor Commission Procedures Updated 11292016.docx](#)

IX. REPORTS

1. [Valdez New Harbor Construction Report](#)

Attachments: [VNBH1 October 2016 Construction Report.pdf](#)

2. [Ports & Harbor Staff Report](#)

X. COMMISSION BUSINESS FROM THE FLOOR

XI. ADJOURNMENT



Agenda Statement

File #: 16-0278 **Version:** 1

Type: Minutes **Status:** Agenda Ready

File created: 12/2/2016 **In control:** Ports and Harbor Commission

On agenda: 12/5/2016 **Final action:**

Title: Approval of the Regular Meeting Minutes of November 7th, 2016

Sponsors:

Indexes:

Code sections:

Attachments: [11072016 P&H Commission Regular Meeting Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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ITEM TITLE: Approval of the Regular Meeting Minutes of November 7th, 2016

SUBMITTED BY: Jenessa Ables, Port Operations Manager

FISCAL NOTES:

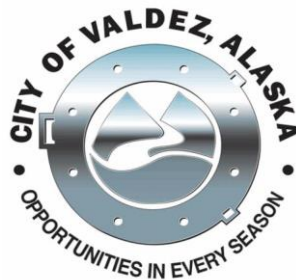
Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION: Approve the regular meeting minutes of November 7th, 2016.

SUMMARY STATEMENT:

City of Valdez

212 Chenega Ave.
Valdez, AK 99686



Meeting Minutes - Draft

Monday, November 7, 2016

7:00 PM

Regular Meeting

Council Chambers

Ports and Harbor Commission

REGULAR AGENDA - 7:00 PM**I. CALL TO ORDER**

Chairman Swanson called the meeting to order in Council Chambers at 7:02 P.M.

II. ROLL CALL

Present 5 - Chair Mark Swanson
Chair Pro Tempore Alan Sorum
Commission Member Monty Morgan
Commission Member Steve Cotter
Commission Member Stu Hirsch

Excused 2 - Commission Member Colleen Stephens
Commission Member Ryan Sontag

Also Present 3 - Operations Manager Jenessa Ables
Harbor Office Manager / Acting Harbormaster Sarah Von Bargaen
Harbormaster / Acting Ports & Harbor Director Jeremy Talbott
R&M Consultants, Kim Nielsen and John Daley via teleconference

III. APPROVAL OF MINUTES**1. Approval of Regular Meeting Minutes of August 1, 2016**

MOTION: Commission Member Hirsch moved, Commission Member Sorum seconded, to approve the Regular Meeting Minutes of August 1, 2016 as amended.

Chairman Swanson referenced the amended text provided by Port Staff. He reminded the Commission speaker Diane Kinney had come forward under Public Appearances on August 1, 2016, but the transcription was accidentally omitted from the minutes.

Yays: 5 - Chair Swanson, Commission Member Sorum, Commission Member Morgan, Commission Member Cotter, and Commission Member Hirsch

Excused: 2 - Commission Member Stephens, and Commission Member Sontag

2. Approval of Regular Meeting Minutes of August 29, 2016

MOTION: Commission Member Morgan moved, Commission Member Cotter seconded, to approve the Regular Meeting Minutes of August 29, 2016.

The regular meeting minutes of August 29, 2016 were approved as presented.

Yays: 5 - Chair Swanson, Commission Member Tempore Sorum, Commission Member Morgan, Commission Member Cotter, and Commission Member Hirsch

Excused: 2 - Commission Member Stephens, and Commission Member Sontag

IV. PUBLIC APPEARANCES

V. PUBLIC BUSINESS FROM THE FLOOR

VI. PUBLIC HEARINGS

VIII. NEW BUSINESS

1. Action Item: Recommendation to proceed with New Boat Harbor upland construction elements

MOTION: Commission Member Morgan moved, seconded by Commission Member Cotter, to approve the recommendation to proceed with New Boat Harbor upland construction elements. The motion carried by the following vote after the following discussion occurred.

Commissioner Sorum confirmed the action item before the Commission proposes the completion of in water work, drive down ramp and float, bilge water treatment facility, Harbor Office including restroom facilities, and necessary uplands paving elements. He also clarified the recommendation of approval would be made with the intention of finishing a Comprehensive Master Plan before committing to anything further. Chairman Swanson further clarified the inclusion of uplands utility infrastructure for launch ramps, west restroom facilities, and fish cleaning stations, should these elements be added in the future.

Commissioner Cotter said his understanding is that the Comprehensive Master Plan will be a document requiring continuous updates as operations and facilities progress over the years. However, the recommendation indicates future construction would be contingent upon the completion of this plan. Commissioner Cotter expressed some concern with the idea of postponing further discussion on the items deferred until the Comprehensive Master Plan is finished, since this timeline is rather vague. Chairman Swanson said the proper utility stub outs and other necessary infrastructure for the suggested deferrals will still be completed to allow for the future inclusion of these elements. Commissioner Cotter asked if a more definitive timeline could be confirmed for revisiting discussion regarding deferred elements.

Commissioner Sorum said the City has yet to complete a Comprehensive Master Plan assessing all of the waterfront facilities and how they function as a whole. He stressed the importance of completing this plan so elements are not duplicated within the two Harbors and upland space. He did not think the completion of a Comprehensive Master Plan should take long and agreed the document can and should be updated as necessary. Commissioner Sorum added that key elements,

such as the launch ramps and desired use of associated uplands, should be decided

upon before moving forward.

Mr. Talbott said Staff is currently working on both a strategic business plan and a strategic facilities plan. Both of these documents will drive the Comprehensive Master Plan process. He estimated the plans to be complete by January of 2017.

Commissioner Cotter said one of the biggest issues is the utility infrastructure on the spit. Currently, the canneries have to use generators to complete day to day operations. Mr. Talbott said this topic was discussed at a meeting he attended last week. He was hopeful that a project to upgrade the utilities could go out to bid in the near future. He thought this may be accomplished in conjunction with the City wide revisioning project currently underway with Kimley Horne. Commissioner Sorum suggested the Commission bring this to the City Council. He said he felt the utility upgrades should have happened years ago and thought it would be wise for the Ports & Harbor Commission to advocate for moving forward with the development of the old Sea Otter RV Park property as soon as possible. Mr. Talbott said this topic will be addressed within the Comprehensive Master Plan.

Chairman Swanson said the decision to defer the launch ramps is not the outcome he would have liked. However, he was pleased to see consensus among City Council members at the Joint Work Session in October. Even though the decision was made to defer the launch ramps at present to allow for construction to continue within budget, Commissioner Hirsch reminded the Commission future follow up with Council will still be necessary to ensure a final decision is made on whether to include the launch ramps at all. Chairman Swanson agreed with this statement. Commissioner Sorum said the intended use of the New Harbor needs to be clearly defined as well.

Yays: 5 - Chair Swanson, Commission Member Sorum, Commission Member Morgan, Commission Member Cotter, and Commission Member Hirsch

Excused: 2 - Commission Member Stephens, and Commission Member Sontag

2. Discussion Item: New Harbor Drive Down Float Design

Commissioner Morgan confirmed the cost listed on the bid summary does not include rock removal.

Commissioner Cotter asked to confirm the Drive Down Float weight capacity. Kim Nielsen, R&M Consultants, said the design allows for 12,000 pound front axle and 34,000 pound rear axle as listed on Sheet 2 of the 95% Drive Down Float Drawings.

Commissioner Hirsch recalled 208 volt three phase power outlets outlined in the 95% drawings and said he more often works with 220v or 440v. He asked if this electrical specification is common in harbors and what type of equipment it would accommodate. John Daley, R&M Consultants, said this type of electrical outlet is commonly used and should provide the necessary amount of power. Commissioner

Hirsch asked if this voltage can power a three phase vacuum, pump, or table saw, which are often rated for 220v or 440v outlets. Mr. Daley said he would have the

electrical engineer look into this and report back. Ms. Nielsen did not believe 208 was in reference to the actual voltage.

Commissioner Cotter asked if the Drive Down Float's primary use will be loading and off loading. Mr. Talbott said there is potential for performing the occasional welding job at the Drive Down Float, or any other common Harbor activity. He further clarified this statement saying although he is open to issuing a Hot Work Permit for a vessel, the Drive Down Float itself is not intended for any maintenance activities.

Commissioner Sorum asked if the Drive Down Float material would prevent or withstand marine growth below the waterline. Mr. Daley said the in water portion of the float is galvanized steel with a fiberglass coating. In his experience marine growth is inevitable regardless of the material used.

Commissioner Sorum said something more durable than fiberglass would be more appropriate for the light poles. Mr. Daley said fiberglass was selected due to its ability to withstand corrosion. Mr. Talbott asked if R&M Consultants could look into a galvanized steel option.

IX. REPORTS

1. Ports & Harbor Staff Report

Ms. Von Barga detailed recent operations at the Small Boat Harbor. Winterization has been completed and water has been shut off on docks H through K. The damaged grid timbers have been replaced and Harbor Staff refinished the grid tide gauge. Temporary staff members remaining from the summer season have been released and winter hours have commenced. Frontier Electric recently finished repairs associated with the fire that had occurred at the tour dock earlier this year. Although there are still a few derelict vessels, the Sunny Daze and the Nisah have been removed from the yard. Mr. Talbott said Ms. Von Barga has done a great job handling the derelict vessels.

Mr. Talbott said Harbor employees, Ms. Von Barga and Jake Heeren, attended the Pacific Coast Congress of Harbormasters & Port Managers conference in Bremerton, Washington. Mr. Talbott and retired Ports & Harbor Director Diane Kinney attended the annual Alaska Association of Harbormasters & Port Administrators in Dutch Harbor. Mr. Heeren, Mr. Keeton and temporary Port Maintenance Technician, Jake Meadows, have completed the training necessary to act as Personnel with Security Duties for the Port if necessary. Mr. Talbott said the Harbor budget hearing went well

and things are status quo this year. He had originally asked for an Administrative Assistant position to share between the Port and Harbor Departments, but the City Manager declined to include this in the Council requests.

Chairman Swanson asked about the status of the Ports & Harbor Director hiring process. He said in years past a Commission member has served on the interview

committee. He and Commissioner Sorum both expressed interest in participating. The Commission agreed Chairman Swanson will act as their representative.

Ms. Ables detailed recent Port operations. The bird nest removal project has been completed at the Valdez Container Terminal grain silos. Over 150 nests were removed and cell site customers are very pleased. Before beginning the bird nest removal, Charlotte Westing, Alaska Fish & Game Department, conducted a visit. From there, the permit for removing inactive nests was very easy to obtain. The job required several staff hours but made a great improvement at this facility for minimal cost. The north end of the VCT yard is in the process of being cleaned up. In response to customer requests, designating storage space to each shipping company is under consideration and the north end yard clean up is the first step in finding more useable space. Port Maintenance Staff has been hard at work identifying and correcting safety violations and deferred maintenance issues. This has included the addition of safety chains, hatch covers and repairs to leaky hatches on the floating dock. Ms. Ables said Mr. Talbott participated in his first ammo move in early October. Commissioner Cotter said it was a very quick operation this fall.

Ms. Ables invited the Commission to an informational meeting hosted by the United States Coast Guard outlining the National Container Inspection Program. The NCIP is a nationally enforced program that has been in place for several years at many U.S. ports. With customer service in mind, Port Staff requested the USCG provide proper education and outreach prior to implementation. The program allows the USCG to perform random inspections on a sample of containers to ensure items are properly transported and hazardous material is properly labeled and declared. Ms. Ables said she will send the Commissioners a formal invite to the upcoming meeting.

Ms. Ables detailed recent Airport operations. The Airport Door Replacement project is near completion and the Airport ADA Restroom Upgrade design is at 95%. Port Staff has coordinated with the Finance Director and City Attorney to add the required Concession Fee verbiage to the Airport Subleases. This textual update is required by the base lease between the State of Alaska and the City. Because the Concession Fee will only affect one tenant at this time, the other subleases have already been sent out in preparation for 2017.

Port Staff has completed and submitted an Oil Spill Prevention, Containment and Counteraction Plan for Valdez Pioneer Field Airport as required by the State. The Finance Department will be relocating to the old JPO office spaces on the second floor of the Airport, which are currently being upgraded. Chairman Swanson asked if any City offices will be relocated to the Whitney wing of the building. Mr. Talbott said

it is possible it will be used in the future, but there are no solid plans at present.

During a recent teleconference with Lisa Von Barga, Community & Economic Development Director, Mr. Talbott, and Ms. Ables, Matt Grimes of Viking Cruises

confirmed ten visits to Valdez will be added their 2019 itinerary. Ms. Ables said the MS Europa is also scheduled to visit in May of 2017.

Mr. Talbott detailed further Ports & Harbor Department operations including 2017 Capital Improvement Project requests for the Kelsey Dock Waterline Repair, VCT Yard Improvements, VCT Underwater Inspection Report Repairs and VCT Gate Replacement. He did not believe the VCT Gate Replacement would be granted in 2017 but said the gate is running on borrowed time. He was hopeful this CIP will be approved to take place in 2018. Mr. Talbott also requested the Small Boat Harbor High Mast LED Lighting Upgrade. Commissioner Morgan said he thought the Kelsey Dock waterline was replaced recently. Ms. Ables believed the Kelsey Dock and Uplands Waterline Replacement was completed in 2010. Since that time the exposed waterline at the dock has developed a crack and Port Staff has found that the water valve vaults are not user friendly. Heavy steel grating has to be lifted to access the water valves, requiring a maintenance call out and leaving an exposed vault in the dock while a vessel takes on water. Mr. Talbott said he would also like to look into the possibility of adding a sewer line to allow vessels to off load waste.

Port Staff has also priced out options for replacing the Kelsey Plaza tent. Mr. Talbott said there may be grant funding available for waterfront projects and a permanent plaza structure is under consideration. Replacing the current Kelsey Plaza tent will cost approximately \$60,000 and the tent is in poor condition after only 5 years of use. He is also looking into alternative materials for the Kelsey Dock decking, which is in need of complete replacement within the next year or two. City Administration is aware that these projects need to be either completed prior to cruise ship arrival or postponed until after. Port Staff has emphasized the importance of maintaining a welcoming aesthetic during the initial cruise ship dockings in hopes of securing future dockings.

Mr. Talbott will be visiting Seattle to attend the Marine Industry Expo and meet with shipping companies and cruise line agencies.

Mr. Talbott said the Small Boat Harbor dredging will be completed to a depth of 15 feet. He said although the Economic Diversification Commission has discussed taking the Small Boat Harbor dredging to 17 feet, he recommended going through with the originally planned depth. The EDC entered into discussion regarding the depth of dredging in response to learning the ideal specifications for getting USCG Fast Response Cutters to homeport in Valdez. Mr. Talbott is in favor of locations proposed outside of the Small Boat Harbor, such as the old Sea Otter RV Park property. He does not think their current location near the entrance channel of the Small Boat Harbor is ideal. Commissioner Sorum said he would like the Ports & Harbor Commission to be heavily involved in planning for USCG FRCs. He also did not think the current USCG location is the best option and advocated for dredging the Harbor to

15 feet as originally planned. Chairman Swanson said he agreed it would be best to continue with what has already been planned and funded. He asked for Commission

input. Commissioner Morgan said he would like to see the USCG dock moved from its current location and the launch ramps reopened for Harbor users.

Commissioner Sorum said it would be a good idea to share the Ports & Harbor Staff Report with City Council. Mr. Talbott agreed and said he had received feedback from Council Member Moulton indicating the Ports & Harbor could do more outreach and education in regards to operations and long term planning.

X. COMMISSION BUSINESS FROM THE FLOOR

XI. ADJOURNMENT

There being no further business, Chairman Swanson adjourned the meeting at 8:18 P.M.



Agenda Statement

File #: 16-0279 **Version:** 1

Type: New Business **Status:** Agenda Ready

File created: 12/2/2016 **In control:** Ports and Harbor Commission

On agenda: 12/5/2016 **Final action:**

Title: Discussion Item: Additional Dredging for New Boat Harbor

Sponsors:

Indexes:

Code sections:

Attachments: [2016-11-29 Valdez RFP-Revised SW corner only](#)
[2016-08-04 RFQ for Dredging Riprap](#)

Date	Ver.	Action By	Action	Result
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ITEM TITLE:

Additional Dredging for New Boat Harbor

SUBMITTED BY: Jason Miles, P.E., Capital Facilities Director

FISCAL NOTES:

Expenditure Required: Varies
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:

Recommend one of two options for additional dredging in the new boat harbor

SUMMARY STATEMENT:

There was a discrepancy between the dredging area included in the Corps contract versus the area of dredging that is actually needed, at least when the City had previously included the launch ramp in the development package. The project team needs the Ports & Harbor Commission to consider this and provide us guidance. We have developed 2 options for your consideration:

1. **Minimal.** Do only the additional dredging that is needed to accommodate the navigation channel and boat movements at the west end of the basin. Attached sheet C1.0 addresses this need. The cost of this additional dredging appears to be under \$100K, but we cannot

know the actual cost until this option is presented to Western by the Corps for negotiation of a change order, if this is the chosen option.

2. **Future Launch Ramp.** This option is addressed by attached drawing C3.0 which was developed to indicate all of the dredging and toe reinforcement that would be needed to accommodate the launch ramp when that element was still part of the design, including the area delineated for option 1 above. More dredging would be required than above, in addition to reinforcing the stub breakwater with additional rip rap at the toe. The cost for this option appears to be roughly \$460K.

The City had previously negotiated the 2nd option above with the Corps back in the summer when the launch ramp was not yet a deferred item. Per request of the Corps, the City gave the Corps the estimated \$380K at that time to change order the work to Western Marine and perform the work at the appropriate time. They have since come back and said they essentially mis-estimated the work and they require an additional \$80K, bringing the total to \$460K. They have also recently asked us to confirm how we want them to proceed, if there have been any changes since our last negotiation with them. The Corps would prefer to have this issue settled before Dec 31 so they can finally execute a contract modification and close this out on their books for 2016.

Jason Miles will present this material for your review.



1 DREDGING PLAN

POINT TABLE				
POINT #	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	2602783.36	1580321.87	-14.00	PT/PI BEGIN
2	2602690.16	1580332.02	-14.00	PT/PI
3	2602625.56	1580328.79	-14.00	PT/PI
4	2602617.21	1580331.18	-14.00	PT/PI
5	2602544.77	1580427.31	-14.00	PT/PI
6	2602544.77	1580566.83	-14.00	PT/PI
7	2602546.71	1580586.44	-14.00	PT/PI
8	2602556.83	1580637.02	-14.00	PT/PI
9	2602558.77	1580656.63	-14.00	PT/PI END
10	2602727.19	1580239.13		RADIUS CENTER
11	2602653.12	1580424.91		RADIUS CENTER
12	2602644.77	1580427.31		RADIUS CENTER
13	2602644.77	1580566.83		RADIUS CENTER
14	2602458.77	1580656.63		RADIUS CENTER

- SHEET NOTES:**
1. TOPOGRAPHIC AND HYDROGRAPHIC INFORMATION IS FROM USACE AND PHASE 1 DESIGN DRAWINGS.
 2. DREDGE LIMITS SHOWN ARE TO DESIGN DREDGE DEPTH OF -14' MLLW AND DO NOT REFLECT OVER DREDGE LIMIT.
 3. ESTIMATED DREDGE VOLUME ROUNDED UP TO NEAREST 50 CY NOT INCLUDING OVER DREDGE DEPTH = 3,750 CY.

**CONCEPT
NOT FOR
CONSTRUCTION**



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CITY OF VALDEZ, ALASKA
GATEWAY TO THE INTERIOR

City of Valdez
NEW HARBOR
INNER HARBOR FACILITIES

[illegible]

Drawn By: SL	Checked By: KN
Date: NOVEMBER 29, 2016	
Phase: CONCEPT	
Project No: 1894.01	
SHEET TITLE: SW CORNER DREDGE PLAN	

SHEET NO:
1 OF 1
C1.0



1. TOPOGRAPHIC AND HYDROGRAPHIC INFORMATION IS FROM USACE AND PHASE 1 DESIGN DRAWINGS.
2. DREDGE LIMITS SHOWN ARE TO DESIGN DREDGE DEPTH OF -14' MLLW AND DO NOT REFLECT OVER DREDGE LIMIT.
3. ESTIMATED DREDGE VOLUME ROUNDED UP TO NEAREST 100 CY NOT INCLUDING OVER DREDGE DEPTH = 10,100 CY.

POINT TABLE				
POINT #	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	2602963.77	1580415.04	-14.00	BEGIN 3H:1V
9	2602617.21	1580331.18	-14.00	PT/PI
2	2602963.77	1580373.46	-14.00	PT/PI
3	2602951.22	1580340.33	-14.00	PT/PI
4	2602860.06	1580237.27	-14.00	TRANSITION
5	2602820.34	1580269.40	-14.00	PI
6	2602768.36	1580304.14	-14.00	PT/PI
7	2602698.87	1580307.77	-14.00	PT/PI/TRANSITION
8	2602689.26	1580310.52	-14.00	BEGIN 3H:1V
10	2602544.77	1580427.31	-14.00	PT/PI
11	2602544.77	1580566.83	-14.00	PT/PI
12	2602546.71	1580586.44	-14.00	PT/PI
13	2602556.83	1580637.02	-14.00	PT/PI
14	2602558.77	1580656.63	-14.00	PT/PI

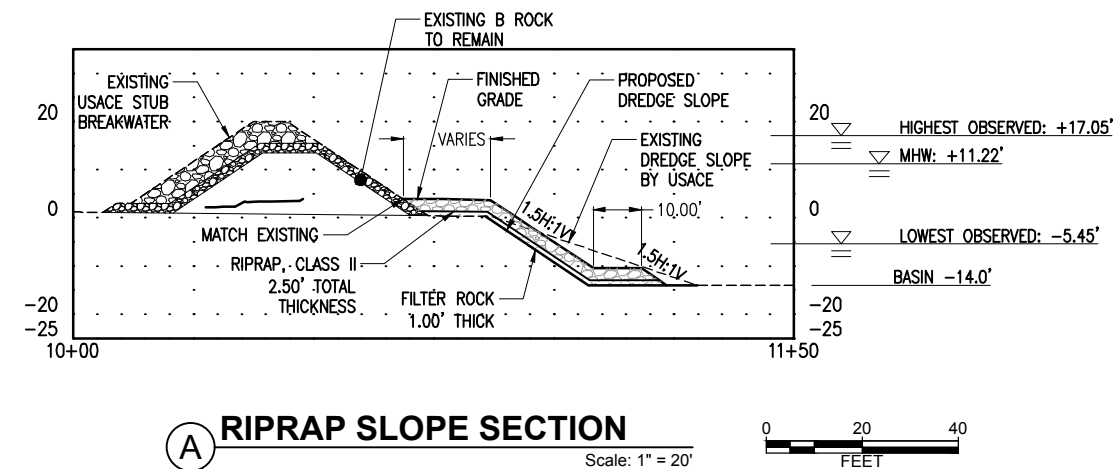
1 DREDGING PLAN

[illegible]



1. TOPOGRAPHIC AND HYDROGRAPHIC INFORMATION IS FROM USACE AND PHASE 1 DESIGN DRAWINGS.
2. DREDGE LIMITS SHOWN ARE TO DESIGN DREDGE DEPTH OF -14' MLLW AND DO NOT REFLECT OVER DREDGE LIMIT.
3. ESTIMATED NEAT LINE VOLUMES ROUNDED UP TO NEAREST 100 CY.
 - 3.1. RIPRAP, CLASS II = 1,300 CY
 - 3.2. FILTER ROCK = 500 CY

POINT TABLE				
POINT #	NORTHING	EASTING	ELEVATION	DESCRIPTION
1	2602855.87	1580192.66	4.16	PI
9	2602676.45	1580269.69	3.76	PT/PT/PI
2	2602866.36	1580205.29	4.11	PI
3	2602808.25	1580253.06	3.74	PI
4	2602759.98	1580285.65	3.56	PT/PI
5	2602714.52	1580292.74	3.59	PT/PI
6	2602710.84	1580291.31	3.59	PT/PI
7	2602694.90	1580288.95	3.57	PT/PT/PI
8	2602711.04	1580228.38	3.66	PT/PT/PI

[illegible]



Agenda Statement

File #: 16-0280 **Version:** 1

Type: New Business **Status:** Agenda Ready

File created: 12/1/2016 **In control:** Ports and Harbor Commission

On agenda: 12/5/2016 **Final action:**

Title: Discussion Item: New Boat Harbor Commercial User Prioritization

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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ITEM TITLE:

Discussion Item: New Boat Harbor Commercial User Prioritization

SUBMITTED BY:

Jeremy Talbott Harbormaster / Acting Port and Harbor Director

FISCAL NOTES:

Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:

Discussion Item

SUMMARY STATEMENT:

At the request of the Ports & Harbor Commission from our last meeting, this item was placed on the agenda. This will give the Commission an opportunity to discuss the New "Commercial" Boat Harbor, and look at the possibility of prioritizing commercial use. Traditionally this has been a first come first serve process.

Items to consider should be;

- What is the definition of a "commercial vessel?" Currently City Code 11.04.020 Definitions does not define commercial vessels. *The only Commercial reference is "Commercial enterprise" means any profession, trade, occupational or calling carried on for profit or livelihood, including every kind of business, and including the operations of games, machines or mechanical devices.*
- How should priority be given and how will this affect the existing waitlist customers?

Currently there are approximately 55 commercial vessels on our existing wait list which has increased annually.



Agenda Statement

File #: 16-0281 **Version:** 1

Type: New Business **Status:** Agenda Ready

File created: 12/1/2016 **In control:** Ports and Harbor Commission

On agenda: 12/5/2016 **Final action:**

Title: Discussion Item: Comprehensive Waterfront Master Plan

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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ITEM TITLE:

Discussion Item: Comprehensive Waterfront Master Plan

SUBMITTED BY:

Jeremy Talbott Harbormaster Acting Port & Harbor Director

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Discussion Item

SUMMARY STATEMENT:

In preparation for the development of a Comprehensive Water Front Master Plan in 2017, initial items for consideration by the Ports & Harbor Commission are;

- Project scope
- Timeline
- Qualified vendors
- Information requested form Ports and Harbor staff

At the request of City Council and the City Manager, staff is in the process of preparing an outline for city executive staff to begin a Strategic Facility Plan as well Strategic Business Plan. These documents will assist with the waterfront master planning process.



Agenda Statement

File #: 16-0282 **Version:** 1

Type: New Business **Status:** Agenda Ready

File created: 12/2/2016 **In control:** Ports and Harbor Commission

On agenda: 12/5/2016 **Final action:**

Title: Action Item: Approval of Revisions to Ports & Harbor Commission Procedures

Sponsors:

Indexes:

Code sections:

Attachments: [Ports & Harbor Commission Procedures Updated 11292016.pdf](#)

Date	Ver.	Action By	Action	Result
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ITEM TITLE: Approval of Revisions to Ports & Harbor Commission Procedures

SUBMITTED BY: Jenessa Ables, Port Operations Manager

FISCAL NOTES:

Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION: Approve revisions to Ports & Harbor Commission Procedures.

SUMMARY STATEMENT:

The Ports and Harbor Commission Procedures document has been revised to reflect a new schedule for elections. There are also several updates proposed by the Clerk's Office clarifying proper procedure.

This is also a good time for Commissioners to review and suggest updates or changes to procedures.



CITY OF VALDEZ, ALASKA

PORTS AND HARBOR COMMISSION PROCEDURES

I. GENERAL GUIDELINES

A. New Commissioners Seated

1. New Commissioners will be sworn in by the City Clerk or Deputy City Clerk before the first regular meeting of the Commission after appointment.
2. The Commission will conduct an election of Chairman and Chairman Pro Tempore at its first regular meeting in July. A majority vote of not less than 4 by secret ballot of the members elects these officers of the Commission for one year.

B. General Meeting Procedure

1. Basic Procedure: Robert's Rules of Order Revised shall be the source of meeting procedure, except where a different procedure is Commission custom as outlined in this document or proper by law.
2. Off Agenda Items: Only items appearing on the published agenda may be acted upon. Any other business introduced during a Public Appearances, Public Business from the Floor or Commission Business from the Floor may be discussed but shall be deferred for action until the next meeting of the Commission.
3. Discussion Items: No action shall be taken on any item described on the agenda as a "discussion item" until the next regular or special meeting. If prompt action is required on a matter due to timing of the issue involved, it shall be listed in the usual manner on the agenda or a Commission special meeting should be scheduled.

4. An issue discussed in a Public Hearing may not appear as an action item during the same meeting.
5. **Public Hearings are for the purpose of taking testimony from the public.** Commissioners should not debate the issues with those providing testimony or amongst themselves. However, questions of clarification are acceptable.
6. Agenda Format: The usual order of business shall be:
 - I. Call to Order
 - II. Roll Call
 - III. Approval of Minutes
 - IV. Public Hearing
 - V. Public Appearances
 - VI. Public Business from the Floor
 - VII. Unfinished Business
 - VIII. New Business
 - IX. Reports
 - X. Commission Business from the Floor
 - XI. Adjournment
7. Agenda: All items to be considered at a regular meeting shall be submitted to the Port Director's office no later than 1:00 p.m. on the Thursday preceding the meeting. No items will be accepted after that time.
8. Special meetings may be called at the request of the Chairman on twenty-four (24) hours public notice. The Chairman shall obtain the concurrence of the majority of the Commissioners.
9. Discipline: The Commission has the right to control its meeting hall. The presiding officer shall act on behalf of the Commission in enforcing order as provided by parliamentary law. Decorum of the members should reflect the dignity of the assembly and the public good.
10. Discussion:
 - a. A motion on business before the Commission must be made and seconded prior to Commission discussion.
 - b. After Commission discussion, but prior to a vote, members of the public will be given the opportunity to discuss the subject.

- c. Each person of the public speaking shall state his name and shall strive to keep the discussion brief and to the point.
- 11. Chairmanship: Control of the meeting requires that the presiding officer be concerned with the following items:
 - a. Discussion must be closely related to the subject at hand.
 - b. Time used by each participant in the discussion must not be excessive.
 - c. Determination must be made as to when sufficient consideration has been given to an issue considering the available facts.
 - d. A ruling of the presiding officer may be appealed by any Commission member. The appeal shall then be decided by a majority of the members in attendance. ("The ruling of the Chair has been appealed; those in favor of the ruling signify by aye; those opposed nay.")
 - e. The Chairman shall state the results of any action upon the report of the vote by the recording secretary. (Recording secretary - ____ ayes, ____ nays; Chairman – motion passes/fails.)
- 12. Limitation of Chairman: Prior to making a motion, the presiding officer must relinquish the gavel to another Commission member, who will preside over the discussion and determination of the motion.
- 13. Motions for Reconsideration: Any vote may be brought up for reconsideration one time by any Commission member as long as the item has not been acted upon (contract executed, purchase made, etc.).
- 14. Open Meetings Act: Alaska's "Open Meetings Act" AS 44.62.310—312, requires meetings of legislative or administrative governmental bodies to be open to the public. A meeting under OMA is defined as any occurrence where a quorum of commissioners (four or more) are present. This includes work sessions, meetings, social gatherings, and other events. Public notice must be given in these cases and the occurrence must be open to the public

C. Attendance

1. Any Commission member(s) not able to attend a particular meeting should notify the Chairman or Port Director or their designee as far in advance as possible.
2. Administrative staff, as required, should be available for all Commission meetings.
3. Requests for absence should be acted upon by the Commission as appropriate.
4. The seat of any Commissioner, including the Chairman, shall become vacant when the Commissioner is absent without excuse from three consecutive regular meetings of the Commission. Excused, for purposes of this section, shall only mean absence due to a conflicting engagement or other cause for which the Commissioner has received prior approval for the absence.
5. A recommendation to the City Council shall be made to vacate a seat if a Commissioner is absent (excused or unexcused) 60 percent or more of the meetings, including work sessions and special meetings, in any six-month period.
6. When a seat becomes vacant, the Chairman will request, by official memo to the City Council, that a replacement be appointed.

D. Absence of Presiding Officer

1. Should the Chairman be unable to attend any meeting, the Chairman Pro Tem shall act in his place.
2. Should both the Chairman and Chairman Pro Tem be absent, and a quorum (Majority) be in attendance, those members may elect a Chairman for that meeting as an Acting Chairman.
3. Should the office of Chairman become vacant, the Chairman Pro Tem shall assume the office and a new Chairman Pro Tem shall be elected at that time.

E. Referrals to City Council

The Chairman or designee shall give a verbal presentation of Ports and Harbor Commission action to the City Council if deemed

appropriate by the majority. The Ports & Harbor Director will assist the Chairman with use of the City's agenda management software program to create commission related agenda items for City Council. All reports, documents, or commission recommendations to be forwarded to City Council shall be submitted utilizing this software program **no later than 12:00 p.m. on the Monday preceding the regular City Council meeting.**

II. **MISCELLANEOUS PROVISIONS**

A. Meeting Times

Call to order for regular meetings of the Commission will be 7:00 p.m. on the first and third Mondays of each month.

B. Notice of Meetings and Work Sessions

All meeting and work session notices must be posted in a public place and on the City's agenda website as far in advance as practicable, but no less than 24 hours prior to the meeting unless the meeting meets the requirements of an emergency meeting. Meeting cancellations must be posted in the same manner.

In the event of an emergency meeting, Commission staff should contact the City Clerk's office as soon as practicable for notice posting requirements.

C. Amendment of Commission Rules of Procedure

Modifications and changes to Commission procedures may be made by a majority of the members. Modifications and changes must be reviewed and voted upon during a regular Commission meeting.



Agenda Statement

File #: 16-0283 **Version:** 1

Type: Report **Status:** Agenda Ready

File created: 12/2/2016 **In control:** Ports and Harbor Commission

On agenda: 12/5/2016 **Final action:**

Title: Valdez New Harbor Construction Report

Sponsors:

Indexes:

Code sections:

Attachments: [VNBH1 October 2016 Construction Report.pdf](#)

Date	Ver.	Action By	Action	Result
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ITEM TITLE: Valdez New Harbor Construction Report

SUBMITTED BY: Jenessa Ables, Port Operations Manager

FISCAL NOTES:

Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION: Discussion item only.

SUMMARY STATEMENT:

October 2016 Valdez New Harbor construction report.

INTERIM PROJECT SCHEDULE

Task	2016	2017				2018				2019	
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
CITY OF VALDEZ WORK											
Phase 1 Uplands (Civil work except paving)											
Phase 2											
Design/Bid/Award											
Mooring Floats											
Fabrication/Delivery											
On-site Construction											
Drive Down Float											
Fabrication/Delivery											
On-site Construction											
In-water Rock Removal											
West Rock											
East Rock											
Uplands Facilities (Warehouse, East Restroom, Bilge Water Bldg.)											
Fabrication/Delivery											
On-site Construction											
Paving/Landscaping											
Master Waterfront Plan (To be determined)											
Phase 3 Future Facilities (To be determined with Master Plan)											
Launch Ramp, Fish Cleaning Station, Wash-Down Pad, W. Restroom											
CORPS OF ENGINEERS (USACE) WORK											
Harbor Dredging and Breakwater Construction											

Schedule and Scope depends on funding, COV Master Plan and USACE's completion of dredging and breakwater.

BUDGET SUMMARY

Description	Original Budget	Revised Budget	Committed	Spent as of 10/31/16	% Spent	Estimate at Completion
DESIGN	\$ 2,451,971	\$ 2,507,679	\$ 2,472,004	\$ 2,126,716	85%	\$ 2,507,679
Design	\$ 1,851,971	\$ 1,991,075	\$ 1,991,075	\$ 1,806,358	91%	\$ 1,991,075
Design Team Services During Construction	\$ 600,000	\$ 516,604	\$ 480,929	\$ 320,357	62%	\$ 516,604
PROJECT MANAGEMENT	\$ 2,340,548	\$ 2,362,548	\$ 1,841,827	\$ 1,792,972	76%	\$ 2,362,548
Project Management	\$ 1,740,548	\$ 1,762,548	\$ 1,478,877	\$ 1,441,394	82%	\$ 1,762,548
Inspection/Testing	\$ 600,000	\$ 600,000	\$ 362,950	\$ 351,577	59%	\$ 600,000
USACE CONSTRUCTION - CITY PORTION	\$ 9,345,453	\$ 9,345,453	\$ 7,525,453	\$ 5,141,258	55%	\$ 9,345,453
Initial Basin	\$ 7,145,453	\$ 7,145,453	\$ 7,145,453	\$ 4,761,258	67%	\$ 7,145,453
Other Basin Modifications	\$ 2,200,000	\$ 2,200,000	\$ 380,000	\$ 380,000	17%	\$ 2,200,000
CITY CONSTRUCTION	\$ 39,023,904	\$ 40,197,546	\$ 19,979,416	\$ 18,718,422	47%	\$ 41,335,359
Phase 1 Uplands	\$ 19,013,040	\$ 19,600,103	\$ 19,600,103	\$ 18,502,646	94%	\$ 19,600,103
Phase 2 Base Floats /Ramps/Fish Cleaning	\$ 9,300,100	\$ 9,800,100	\$ -	\$ -	0%	\$ 10,440,000
Upland Facilities	\$ 4,046,643	\$ 4,046,643	\$ -	\$ -	0%	\$ 4,116,277
Drive Down Float	\$ 4,951,721	\$ 4,951,721	\$ -	\$ -	0%	\$ 5,380,000
Drive-Down Float In-water Modifications	\$ 1,342,500	\$ 1,342,500	\$ -	\$ -	0%	\$ 1,342,500
Hotel Hill Clearing - Alaska Land Clearing	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	100%	\$ 40,000
Hotel Hill Clearing - P&R Enterprises	\$ 24,900	\$ 24,900	\$ 24,900	\$ 24,900	100%	\$ 24,900
Electric Primary	\$ 225,000	\$ 311,579	\$ 311,579	\$ 150,875	48%	\$ 311,579
CCTV/Security/Head End Equipment	\$ 80,000	\$ 80,000	\$ 2,834	\$ -	0%	\$ 80,000
ADMINISTRATION	\$ 60,000	\$ 60,000	\$ 45,055	\$ 46,174	77%	\$ 60,000
FFE	\$ 100,000	\$ 100,000	\$ -	\$ -	0%	\$ 100,000
CONTINGENCY (@ 15% original budget)	\$ 7,998,281	\$ 6,746,931			19%	\$ 5,609,119
TOTAL CITY FUNDED	\$ 61,320,158	\$ 61,320,158	\$ 31,863,755	\$ 27,825,541	45%	\$ 61,320,158
USACE FUNDED	\$ 21,277,761	\$ 21,277,761	\$ 21,277,761	\$ 14,816,679	70%	\$ 21,277,761
TOTAL CITY/USACE FUNDING	\$ 82,597,919	\$ 82,597,919	\$ 53,141,516	\$ 42,642,220	52%	\$ 82,597,919

*Data includes expenses from 5/22/14 which is the start of the Bond eligible costs authorized by COV Resolution 14-33. \$254,321.77 in R&M Expenses and other costs are not included. USACE expense data has been requested.



VALDEZ NEW BOAT HARBOR

CONSTRUCTION UPDATE (Phase 1 Uplands Civil Work)

Harris Sand & Gravel (HS&G) installed high mast lights and street lights, backflow preventers with heated enclosures and heat trace system, boardwalks and handrails, sidewalks, curbs, ADA ramps, signs (except signs deferred with paving), performed general site cleanup and started demobilizing equipment and surplus materials. HS&G has finished most of their contract work, except paving and related items which the project team expects will be removed from the Phase 1 contract and performed in a future contract.

R&M Consultants (R&M), City (COV) and Arcadis representatives conducted the Substantial Completion inspection for Civil work on October 5th. Substantial Completion inspections for Structural and Electrical work will occur in November.

In addition to Phase 1 work, HS&G delivered rock to Western Marine Corporation (WMC) for construction of the breakwaters on the US Army Corps of Engineers (USACE) contract. This activity ceased in late October when WMC shut down construction operations for the season.

EMC provided general observations, primarily for installation of boardwalk and electrical work and Civil Punchlist items. EMC demobilized their laboratory and equipment from the site at the end of the month.

DESIGN

R&M has completed design on all project elements except the Drive Down Ramp and Floats (currently at 95%) and removal of the West Rock in the northwest mooring basin.

The Ports & Harbor Commission and City Council held a joint work session on October 17th to discuss procurement options for the remaining work. One option included a potential change order to the existing Phase I Uplands contract for removing the West Rock, which would potentially save cost due to access efficiencies associated with the current USACE dredging and breakwater project and shorten the overall construction duration by about eight months. On November 1st, based on COV Attorney review

PROJECT ACHIEVEMENTS

- Finished pulling wire and installing equipment for site electrical
- Finished construction of boardwalk and picnic areas
- Finished Drive-Down Ramp and Float 95% Design
- Finished installing posts and signs (except for signs deferred with paving)
- Finished installing insulated enclosures for backflow preventers
- Finished installing and testing high mast lights and street lights
- Inspected Civil work for Substantial Completion
- Installed temporary poles to mark site utilities and curbs for snow
- CVEA finished installing transformers and energized part of the primary electrical service

OCTOBER 2016 PROJECT UPDATE (CONT.)

and Staff recommendation to the City Council, it was determined the risk of this change order option outweighed the benefit to the COV. The Council concurred with the Staff recommendation to combine the remaining project elements into a single bid package for Phase 2 of the project development. It is anticipated that the Ports and Harbor Commission and City Council meetings in November will determine what work elements will be included in Phase 2 and what will be deferred for evaluation in the COV's waterfront master planning effort. Pending COV approval, the project team will combine the Phase 2 elements into a single bid document with the goal of awarding the contract for Phase 2 work in late March 2017.

USACE NAVIGATION IMPROVEMENTS

The USACE is administering WMC's performance of the dredging and breakwater contract. WMC was granted a Temporary Land Use Permit from the COV to use the west portion of the Uplands site to stage rock and access the west breakwater, thereby expediting breakwater construction. WMC continued dredging the new harbor basin, hauling rock from Valdez Glacier Quarry, and transporting rock by barge and trucks for construction of the breakwaters until winter shutdown on October 21st. The East and West breakwaters were constructed to approximately elevation +4' and the South breakwater to +10'. Finish elevation of the breakwaters will be +19'. The COV is coordinating with WMC and USACE to widen the maneuvering channel and create more basin area at the west end.

During November, discussions with WMC and USACE are anticipated to reach mutually acceptable conditions for allowing WMC continued use of the uplands for access and staging rock for breakwater construction. WMC performed a bathymetric survey after winter shutdown. The COV anticipates receiving the survey from USACE in late November. Breakwater construction and basin dredging are several months ahead of schedule. Although WMC has not formally committed, it appears possible the dredging might be finished by early Summer and the breakwaters constructed by early Fall 2017.

FUTURE MILESTONES

- Inspect Structural and Electrical work for Substantial Completion
- Perform remedial work required by Substantial Completion Inspections
- Finish demobilizing for winter shut-down
- CVEA underground the primary power at the East Access
- Review and reconcile as-built quantities with Contract quantities
- Review Drive-Down Float 95% design documents
- Prepare Phase 2 design package and bid documents
- Issue Fuel Facility Request for Proposal
- April 1, 2017, WMC plans to resume dredging the new harbor basin, hauling rock from Valdez Glacier Quarry, and placing rock by barge and trucks for construction of the breakwaters



Installing high mast light fixture array



High mast light arrays with LED light fixtures



East Picnic area platform installation in process



New transition from existing boardwalk to sidewalk



Placing guardrail for the boardwalk



Sign posts grouted in holes drilled in the sidewalk

PROJECT TEAM

Jason Miles, Capital Facilities Director, City of Valdez || 907.835.5478
Lynn Meyers, Project Manager, USACE || 907.384.7966
Kim Nielsen, Group Manager, Waterfront Engineering, R&M Consultants || 907.646.9602
Carol Linnell, Admin. Asst., Harris Sand & Gravel || 907.835.4756
Ron Rozak, Construction Manager, Arcadis || 907.382.2933





Agenda Statement

File #: 16-0284 **Version:** 1

Type: Report **Status:** Agenda Ready

File created: 12/2/2016 **In control:** Ports and Harbor Commission

On agenda: 12/5/2016 **Final action:**

Title: Ports & Harbor Staff Report

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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ITEM TITLE: Ports & Harbor Staff Report

SUBMITTED BY: Jenessa Ables, Port Operations Manager

FISCAL NOTES:

Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION: Discussion item only.

SUMMARY STATEMENT:

Ports & Harbor Staff to report on recent operations.