



# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686

## Meeting Agenda - Final Ports and Harbor Commission

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Monday, May 21, 2018

7:00 PM

Council Chambers

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### Regular Meeting

#### REGULAR AGENDA - 7:00 PM

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. NEW BUSINESS

1. [Harbor Policies and Procedures](#)

#### IV. REPORTS

1. [Harbor Expansion Project Construction Report](#)
2. [Ports & Harbor Staff Report](#)

#### V. COMMISSION BUSINESS FROM THE FLOOR

#### VI. ADJOURNMENT



## Agenda Statement

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**File #:** 18-0222      **Version:** 1

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

**File created:** 5/18/2018      **In control:** Ports and Harbor Commission

**On agenda:** 5/21/2018      **Final action:**

**Title:** Harbor Policies and Procedures

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Harbor Policies & Procedures.pdf](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Harbor Policies and Procedures

**SUBMITTED BY:** Jeremy Talbott, Ports & Harbor Director

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

### **RECOMMENDATION:**

Discussion item only.

### **SUMMARY STATEMENT:**

Ports & Harbor Commissioners have requested a review of the Small Boat Harbor Policies and Procedures. (Last Updated in 2003)

- Staff and Commission to review current policies and procedures for the Small Boat Harbor.
- Record areas Staff and Commission feel need to be changed.
- Collaborate with Staff to develop strategy through consensus for implementation of this document in the new Commercial Harbor.

Staff anticipates this process will span several meetings and potentially require work sessions with Council depending on Staff/Commission recommendations and strategy.



## Agenda Statement

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**File #:** 18-0223      **Version:** 1

**Type:** Report      **Status:** Agenda Ready

**File created:** 5/18/2018      **In control:** Ports and Harbor Commission

**On agenda:** 5/21/2018      **Final action:**

**Title:** Harbor Expansion Project Construction Report

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Harbor Expansion Project Construction Report

**SUBMITTED BY:** Jenessa Ables, Port Operations Manager

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

### **RECOMMENDATION:**

Receive and file.

### **SUMMARY STATEMENT:**

Report only.



## Agenda Statement

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**File #:** 18-0224      **Version:** 1

**Type:** Report      **Status:** Agenda Ready

**File created:** 5/18/2018      **In control:** Ports and Harbor Commission

**On agenda:** 5/21/2018      **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

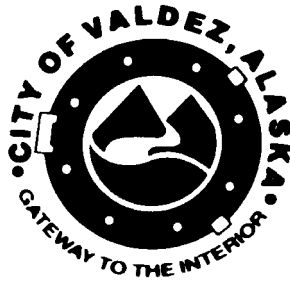
Funding Source: N/A

### **RECOMMENDATION:**

Receive and file.

### **SUMMARY STATEMENT:**

Report only.



## **POLICIES AND PROCEDURES FOR THE VALDEZ SMALL BOAT HARBOR VALDEZ, ALASKA**

### **SECTION 1 – GENERAL PROVISIONS**

#### **1.1 Purpose**

The purpose of the Policies and Procedures for the Valdez Small Boat Harbor is to protect and preserve the lives, health, safety and well being of any person who uses or works at the City of Valdez Small Boat Harbor; to protect the property of such person by regulating the use of the facility; and to make reasonable charges for the use of the Valdez Small Boat Harbor.

#### **1.2 Implied Agreement For Use of Facilities**

The use of the Valdez Small Boat Harbor constitutes an agreement by the harbor user to conform to the provisions of this title, the Valdez Municipal Code, any rule, regulation, or order made pursuant thereto, and to pay all fees and charges provided by this title or the City of Valdez. Anyone visiting or using the harbor or its facilities does so at his/her own risk. The harbor does not assume any responsibility for loss or damage to property or persons within the Valdez Small Boat Harbor.

#### **1.3 Application**

The Policies and Procedures for the Valdez Small Boat Harbor apply to all users of the Small Boat Harbor. All users are subject to charges, rules, procedures, and conditions prescribed by this title, the Valdez Municipal Code, and Resolutions.

#### **1.4 Notification**

The City of Valdez does not accept the responsibility for mailing or delivery of policies and procedures to its customers.

## **SECTION 2 – GENERAL HARBOR USE**

### **2.1 Payment and Registration**

Vessel owners must register vessels and boat trailers and pay appropriate fees at the harbor office before launching vessel or storing trailer on harbor property.

### **2.2 Moorage of Boats**

- A. Vessel owners are responsible for adequate fendering to protect adjacent vessels and docks, and for securely mooring vessels with adequate bow, stern, and spring lines.
- B. Vessel owners shall tie vessel so no portion of the vessel is overhanging the dock.
- C. Vessel owners shall tie up only in assigned slips. If an unauthorized boat is in your slip, do not tie up in the first vacant slip, use the open transient areas and notify the harbor office.

### **2.3 Dimensional Considerations**

- A. Moorage is assigned with regard to a vessel's overall length, beam, and operational characteristics. Normal assignment for a vessel is no more than four (4) feet under the length of the slip.
- B. Boats presently in slips that do not meet dimensional criteria may be moved at the convenience of the harbormaster.
- C. Harbor personnel may measure vessels when necessary to determine overall length or beam of a vessel.

### **2.4 Support Vessels**

Support vessels will be charged the appropriate moorage fee when left in the water without the vessel the slip is assigned to.

### **2.5 Launch Dock**

The launch dock is to be used only for launching boats. After launching, vessels must be moved to a transient area to load supplies, etc., so as not to block the launch ramp.

Vessel owners should register and pay launch fee at the harbor office before launching vessel. Launch fee can also be paid at the self pay station located at the head of the launch ramp. The launch receipt should be displayed in the left front window in the lower corner.

## **2.6 Storage on Docks**

For safety, and as a courtesy to all harbor users, cargo, merchandise, supplies, freight, etc. may not be left upon any float, ramp, decline, walk, or other public place in the Valdez Small Boat Harbor. The only exception to this will be the following items:

- A. Steps  
Vessels requiring boarding steps must insure they are no larger than 36" long and ½ the width of the finger on which they will be used. If the steps need to be stabilized the owner should attach them to the vessel, not the finger pier.
- B. Carts  
Hand carts and folding carts which do not extend more than 8" thick when folded will only be allowed on the main float.

## **2.7 Commercial Enterprises**

- A. Commercial businesses, enterprises, or activities are not allowed to be located or operated from within the Small Boat Harbor, adjacent uplands or from vessels within the Small Boat Harbor.

The exception to this will be:

- 1. Commercial fishing vessels and fishing vessels when selling or distributing fish or other products of the sea.
  - 2. Charter boat operators:
    - a. When selling charters from the vessel on which the charter is to take place. Multi boat charter operators will not be allowed to sell a charter from one vessel for a charter on another vessel.
  - 3. Individual fish cleaning services.
- B. While business offices may not be located in the Small Boat Harbor, commercial businesses may be allowed to sell goods or services to the Small Boat Harbor vessel owners, but are required to obtain a Waterfront Commercial Work Permit.
    - 1. Waterfront Commercial Work Permit  
  
All commercial businesses selling goods or services within areas controlled by the Small Boat Harbor and Port of Valdez are required to obtain a Waterfront Commercial Work Permit. All users are subject to charges, rules, procedures, and

conditions prescribed by the Waterfront Commercial Work Permit Policies and Procedures, the Valdez Municipal Code, and Resolutions. Waterfront Commercial Work Permits will be issued for commercial boat work activities and business activities occurring within areas controlled by the Port of Valdez and Small Boat Harbor. This permit applies to temporary use areas and areas not covered by a specific long-term lease or management agreement. Policies and Procedures for Waterfront Commercial Work Permits at Port and Harbor Facilities are available at the Port of Valdez and Harbormaster's offices.

Businesses, enterprises, and activities listed in items A. 1, 2 and 3 above are exempt from the Waterfront Commercial Work Permit requirements; however, they shall register with the Harbor Office. Businesses, enterprises, and activities listed in categories A1 and A2 above, shall register with the Harbor Office through their moorage agreement. Activities listed in category A3 above, shall complete an activity registration form with the Harbor or Port Office.

## **2.8 Bicycles, Rollerblades, Skateboards, and Roller Skates**

Bicycles shall be walked and not ridden on harbor docks. Rollerblades, skateboards, and roller skates are not allowed on the docks for the safety of all harbor users. Bike racks are available at the head of ramps A, B, E, I and J.

## **2.9 Kids Don't Float Program**

Loaner lifejackets are available for children at the head of B-dock, the head of I-dock and below the harbor office. Additional lifejackets are available by contacting harbor staff.

## **2.10 Float Plans**

Float plan forms are available at the harbor office.

## **2.11 Messages**

A message board is available in the harbor office to post and receive messages.



## **2.12 Kayaks**

Kayakers should adhere to the guidelines set by the U.S. Coast Guard Marine Safety Office in a brochure titled "1998 Power Vessel Operator & Kayaker Suggested Guidelines for Safe Operations in Alaska," available at the harbor office and U.S. Coast Guard station.

Commercial kayak operations will comply with procedures established by the Ports and Harbor Commission.

## **SECTION 3 – RESERVED MOORAGE TENANT RESPONSIBILITIES**

### **3.1 Use of Slip**

Notification to harbor office required:

- A. Vessel owners shall notify the harbor office 24 hours before putting vessel into the water to allow time for staff to clear the slip if necessary.
- B. Any time the vessel will be absent from the slip, the tenant shall notify the harbor office of the date and time of return so slip may be utilized by the harbormaster for temporary assignment of other vessels.
  - 1. If tenant's schedule changes, and the vessel returns to the harbor earlier than scheduled, the tenant shall notify the harbormaster as soon as possible.
  - 2. The harbormaster shall cause the vessel temporarily assigned to the tenant slip to be moved to another location within a reasonable amount of time.

### **3.2 Move List**

A tenant may apply to move from one slip to another within the same size range by notifying the harbor office.

### **3.3 Sale of Vessel**

Tenants shall notify the harbor office of the sale of their vessel. The tenant has the option to keep the slip for twelve (12) months after the sale of the vessel if the tenant plans to get another vessel that will fit the slip size. The slip will revert back to the harbormaster to be given out to the next person on the wait list if the tenant does not plan to get another vessel or if the vessel is not replaced within one year.

### **3.4 Subleasing**

Subleasing of slips is not allowed per Valdez City Code.

## **SECTION 4 – WAIT LIST FOR SLIPS**

### **4.1 Requirements for Wait List**

If there are more applications received for slips in the Valdez Small Boat Harbor than there are spaces available, the harbormaster shall establish a reserved moorage wait list. (Section 11.04.060 of the Valdez Municipal Code)

The harbor will maintain one wait list with divisions for size of slips. A non-refundable annual fee shall be required to place an application on the list and to remain on the list.

One of the following documents will be required as proof of vessel ownership in order to move from the wait list to a reserved moorage slip: notarized bill of sale, Coast Guard Registration or Document, or a Bank Loan Note.

The applicant shall promptly notify the Harbormaster of any changes in information set forth within the application.

### **4.2 Request For Change of Slip Size While On Waiting List**

If an applicant purchases or plans to purchase a larger or smaller boat while on the waiting list the applicant may request to be moved to the proper slip size on the waiting list.

Applicant's position on the list will be determined by the date the applicant's name was first placed on the waiting list.

## **SECTION 5 – TRANSIENT USERS RESPONSIBILITIES**

### **5.1 Use of Slips**

Transient vessels are any vessels using a mooring space on a temporary basis or those vessels that do not have a specific tenant reserved mooring space.

A. Transient users will be informed of tenant's reservations and will only be allowed use of slip for the duration of the tenant's absence.

1. Transient users shall inform the harbormaster where they may be contacted.
2. If transient user is unable to move the vessel by the designated time, the harbor staff will move the vessel and the transient user will be charged the appropriate fee (per Resolution 99-01

## **SECTION 6 – VESSEL OPERATIONS AND VEHICLE TRAFFIC**

### **6.1 Maneuvering**

- A. The movement of boats within the moorage area (between docks) must be for the purpose of mooring, entering, or leaving a slip only. Random cruising by motor vessels is not allowed.
- B. Boats, vehicles, property, gear, or equipment must be parked, stored, moored, or maneuvered in a safe and orderly manner.
- C. Vessels shall be operated courteously and safely within the harbor and to the entrance of the breakwater at the slowest speed to safely maneuver. The vessel owner is responsible for any damage his/her boat causes.

### **6.2 Coast Guard Regulations**

It is the vessel operator's responsibility to know Coast Guard regulations. Once underway a vessel is under Coast Guard jurisdiction.

### **6.3 Vehicle Traffic**

- A. The Valdez Small Boat Harbor may establish reasonable traffic and parking regulations, including posting of signs and issuance of permits, as required for orderly handling of motor vehicles on harbor premises.
- B. A vehicle parked in violation of signs or regulations may be impounded and towed at owner's expense.
- C. Designated parking areas are for the use of customers and persons involved with the use of harbor facilities. No overnight vehicle camping is allowed.
- D. After launching vessels, park vehicle and trailer in the designated parking areas.

## **SECTION 7 – SMALL BOAT HARBOR EQUIPMENT**

### **7.1 Scheduling of Harbor Equipment**

All boatlifts, crane, and grid use is to be scheduled with the harbor office. Appointments are scheduled on a first come, first served basis.

### **7.2 Boatlift**

The maximum tonnage to be lifted shall be 60 tons.

The minimum boatlift fee shall be paid in advance to reserve the boatlift. The fee time shall begin when the operator begins preparation for lift, i.e. starts the engine, adjusts straps, etc. Overtime lifts are lifts after 5:00 p.m. and before 8:00 a.m. and are for a minimum of one (1) hour. Call back lifts (after hours when the operator is called back to work) will be charged as an overtime lift.

Vessels over 30 tons shall be supported while hanging to take stress off the boatlift. The lift operator may use his discretion to require support of any vessel, regardless of weight. If a vessel is not supported (over 30 tons or at the discretion of lift operator) the lift operator will be on duty during the hang time.

The last lift of the day shall be scheduled at least one hour prior to the end of the normal business day and shall be no more than 1 hour in duration or overtime rates will apply.

The overnight lift requires that the vessel hang overnight without the operator in attendance. The vessel shall be supported by the end of the normal business day and shall be in the water by 9:00 a.m. the following morning. The owner shall be available in case of emergency. An appropriate fee will be charged if more than an hour is taken before 5:00 p.m. or anytime after 9:00 a.m.

### **7.3 Cranes on Fishermen's Dock**

The harbor has three cranes located at the Fishermen's Dock, which are available to use by harbor customers. You must contact the harbor office before using the cranes.

## **SECTION 8 – WASTE DISPOSAL**

### **8.1 Garbage**

Dumpsters are provided throughout the harbor facilities for boat related purposes. Deposit or discharge of garbage, trash, oil, fuel, debris, and other materials in the water or on land areas of the harbor is not permitted.

### **8.2 Fish Carcasses**

Seafood cleaning can be done at cleaning tables provided on the dock and shore. Fish are not to be dragged across the docks. Dispose of all entrails, carcasses, etc. in aluminum carcass disposal units at the cleaning tables, not in harbor waters or trash dumpsters.

### **8.3 Sewage**

Pump-out stations are available in the harbor. Contact the harbor office for assistance. Discharge of raw sewage is not permitted.

### **8.4 Used Oil Disposal**

An oil dump station is located across from the harbor office. To gain access, please check with the harbor office. This service is provided for harbor customers to dispose of used oil, new oil, small quantities of diesel, oily rags, and oil filters. All other materials such as antifreeze, bilge water, oily water, and household hazardous materials must be taken to the City of Valdez Baler Facility.

## **SECTION 9 – ELECTRICAL SERVICE**

### **9.1 Electrical Meter Service**

The following procedures shall apply for electrical usage at the harbor:

- A. All vessels shall notify the harbor office prior to using an electrical meter.
- B. A \$20 initial non-refundable set-up fee will be charged to initiate the meter.
- C. All vessels that have set up an electrical account shall notify the harbor when absence from the slip is planned for more than 24-hours and prior to plugging into the meter after a 24-hour (or longer) absence from the harbor. Meters will be read and locked during absence from the harbor.
- D. Failure to notify the office may result in user being responsible for any discrepancies in electrical usage.
- E. If an electrical user requests the meter to be moved to another slip, there will be a \$10.00 meter relocation fee.
- F. Power may be purchased on a daily basis @ \$12.50 per day.

It is a theft of service to plug into someone else's electric meter.

## **SECTION 10 – WINTER DOCK REGULATIONS**

### **10.1 Snow Removal**

All items must be removed from all docks and fingers between October 15 and April 15 for snow removal unless approval has been obtained from the harbormaster. It is the vessel owner's responsibility to keep the snow removed from the finger floats. Snow sheds should be placed so that snow does not fall on the finger floats.

## **SECTION 11 – BOAT YARD POLICIES**

### **11.1 Vessel Maintenance Pads**

- A. Vessel owners shall schedule their use of the Vessel Maintenance Pads with the harbor office.
- B. Length of use may be limited if facility is reserved to capacity.
- C. Electrical power and water are available at the Maintenance Pads. Fees for use shall be established by Resolution of the Valdez City Council.
- D. Vessel owner is required to clean the work area after any maintenance work on a vessel is completed.
- E. Vessel owners shall contact the harbor office if there are any problems noted with the Vessel Maintenance Pads.
- F. Vessel owners shall ensure that the planned maintenance activity is an approved activity in the boatyard. Contact the harbor office with questions regarding approved activities.

### **11.2 Electrical Power**

- A. No power provided in the boatyard will be used without making prior arrangements with the harbor office.
- B. Electrical systems and equipment used within Valdez Small Boat Harbor facilities will comply with NFPA 70, *National Electrical Code* and Chapter 3 of NFPA 303.
- C. Cords with current carrying capacity of less than fifteen (15) amps will not be used.

### **11.3 Storage**

Valdez Small Boat Harbor staff may have an inspection made of boats received for storage. This inspection will determine if there is the presence of any combustible vapors onboard, general cleanliness and condition of the vessel, fire safety equipment available onboard and appropriate power connections. Storage may be refused until the condition of the vessel is corrected.

- A. Effective June 1, 2003, the time limit for storage in the boat yard will be nine (9) months. The harbor office maintains a list of alternate vessel storage facilities.

#### **11.4 Blocking**

- A. Blocks and jack stands must provide a minimum bearing area of 576 square inches (24" x 24") or use a plywood pad provided by harbor staff.
- B. No steel drums shall be used as blocking.

#### **11.5 Environmental Concerns**

- A. Vessels that will be hauled out for more than a month will have an approved oil absorbent pad placed beneath the keel.
- B. Appropriate material is available from harbor staff.
- C. Any maintenance work that involves an oil-based product (i.e. changing engine or outdrive oil) will be conducted within the boatyard. No maintenance work of any kind will be conducted at the launch ramp.
- D. Used oil shall be disposed of properly. Contact the harbor office for options.
- E. Drip pans shall be used when handling any type of liquid and separate drip pans shall be used for each fluid to avoid mixing types of fluid.
- F. All petroleum spills shall be captured with absorbent pads and materials. Notify the harbor office of any oil product spill.
- G. For winterizing, use propylene glycol antifreeze for all systems; it is less toxic than ethylene glycol. Use the minimum amount of antifreeze necessary for the job. Ethylene glycol should never be used in potable water systems; it is highly toxic and cannot be purged reliably.
- H. Do not fill fuel tanks more than 90% full.

#### **11.6 Paint Removal Activities**

- A. Any maintenance involving blasting, chipping, sanding, or other ablative/abrasive removal of material or paint shall be done over canvas or plastic tarps. If water blasting is conducted, filter fabric may be used instead of canvas or plastic tarps to allow water to pass through.
- B. These activities shall be done in an enclosed or sheltered structure or in a tarped enclosure to contain airborne debris and dust. Use of vacuum sanders and equipment is encouraged to collect and retain material. Vessel must be moved away from other vessels in laydown area.
- C. Work areas shall be cleaned after each operation is completed or at least at the end of the day. Remove all trash, debris, paint chips, fiberglass, blast grit, residue, etc. All resulting material from paint removal will be collected and disposed of properly. This material shall not be disposed of in the trash, or construction materials dumpsters, unless tested and approved for such disposal by an environmental

services company approved by the City. Sand and paint chips will be accepted at the City of Valdez Baler Facility only with a certification from a testing facility stating that the paint is not lead based. The baler facility charges a fee for this service.

- D. If paint tests high lead base, the sand and paint chips must be sealed in barrels and shipped to a facility that will accept hazardous waste materials. Contact the City of Valdez Baler Facility (835-2356) for more information on facilities that will accept these materials.
- E. The use of blowtorches or flammable paint remover is prohibited.

#### **11.7 Fire Safety**

- A. Hotwork will not be conducted in the boatyard without a permit issued by the Harbormaster or Fire Chief.
- B. Welding and cutting activities will only be conducted in an area assigned by the Harbormaster.
- C. Store opened containers of useable solvents and paints in covered, UL-listed, or Factory Mutual Approved containers.
- D. Fuel tanks shall be 85-90% full to prevent flammable fumes from accumulating and to minimize the possibility of condensation leading to corrosion.
- E. The use of portable heaters within the boat storage area is prohibited unless the heater is needed for the repair of the vessel and there is a person attending the heater while it is being used.