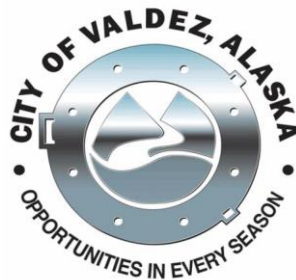


City of Valdez

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.