



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda Ports and Harbor Commission

Monday, July 16, 2018

7:00 PM

Council Chambers

Work Session

WORK SESSION AGENDA - 7:00 pm

Transcribed minutes are not taken for Work Sessions. Audio is available upon request.

1. [Harbor Rules and Regulations](#)

Attachments: [Draft Harbor Rules Regulations.pdf](#)



Legislation Text

File #: TMP-1501, **Version:** 1

ITEM TITLE:

Harbor Rules and Regulations

SUBMITTED BY: Jeremy Talbott, Ports & Harbors Director

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Discussion Item Only

SUMMARY STATEMENT:

Commissioners, administration is currently working on the attached rough draft of the “Harbor Rules & Regulations.” I would appreciate a review and invite feedback during the Ports & Harbor work session. Specifically I would like to discuss the following items;

- The New Boat Harbor Drive Down
- Waterfront Commercial Work Permit
- Waitlists
- The Waterfront Work/Vendor Permit/Process/Requirements
- Additional Items from the Commission
- Kayaks
- Sea Planes

The intent of this document is to bring the rules and regulations up to industry standard. Administration has been working with the City Attorney to make some additional changes to the City Code at the same time. We are drafting appropriate internal policies, supporting documentation to strengthen this effort. The Harbor “Policies and Procedures” was last updated in 2003.

The commission will have several opportunities and work secessions to make additional changes prior to the final recommendation to City Council.

2018

HARBOR RULES & REGULATIONS



Jeremy Talbott

Valdez Ports & Harbors

5/1/2018

Contents

Abbreviations.....	5
Definitions.....	6
SECTION 1 INTRODUCTION	9
1.1 Purpose.....	9
1.2 Application	9
1.3 Invalidity of Particular Provisions	9
1.4 The Right to Establish Supplemental Rules & Regulations	9
1.5 Enforcement.....	10
1.6 Use in Common.....	10
1.7 Hold Harmless and Liability Insurance.....	10
1.8 Applicable Statutes.....	10
1.9 Compliance	10
SECTION 2 WAITING LISTS & SLIP ASSIGNMENT	11
2.1 Optimum Utilization of Moorage	11
2.2 Waiting Lists (<i>Section 11.04.060 of the Valdez Municipal Code</i>)	11
2.3 Filling Vacant Spaces.....	12
2.4 Ownership.....	12
2.5 Qualification	12
2.6 Move List.....	13
2.7 Transient Slip Assignment	13
SECTION 3 GENERAL HARBOR USE.....	14
3.1 Payment and Registration.....	14
3.2 Moorage of Vessels	14
3.3 Vessel Dimensional Considerations.....	14
3.4 Seine Skiffs	14
3.5 Dinghy's and Ancillary Boats.....	14
3.6 Launch Ramp Dock	15
3.7 Kayaks	15
Recreational Kayaks.....	15
Commercial Kayaks.....	16
3.8 Storage on Docks	16

3.9 Commercial Use & Enterprises	16
3.10 Bicycles, Rollerblades, Skateboards, and Roller Skates.....	17
3.11 Kids Don't Float Program	18
SECTION 4 – RESERVED MOORAGE TENANT RESPONSIBILITIES.....	18
4.1 Use of Slip	18
4.2 Sale of Vessel.....	18
4.3 Subleasing.....	18
4.4 Air B & B & Rental Properties.....	18
4.5 Live-aboard	18
SECTION 5 – WAIT LIST FOR SLIPS	18
5.1 Requirements for Wait List.....	18
5.2 Requests for Change of Slip Size While On Waiting List.....	19
SECTION 6 – TRANSIENT USERS RESPONSIBILITIES.....	19
6.1 Use of Slips.....	19
SECTION 7 – VESSEL OPERATIONS AND VEHICLE TRAFFIC.....	19
7.1 Maneuvering	19
7.2 Coast Guard Regulations.....	20
7.3 Vehicle Traffic.....	20
SECTION 8 – SMALL BOAT HARBOR EQUIPMENT.....	20
8.1 Scheduling and Charges for Harbor Equipment.....	20
8.2 Boatlift (See Appendix A)	20
8.3 Cranes on Fishermen's Dock.....	20
8.4 Cranes on the Drive Down Float (REQUEST STAFF/COMMISSION INPUT).....	21
8.5 Grid at Fishermen's Dock.....	21
The harbor has one filament reinforced plastic timber grid which is available for use by harbor customers.....	21
• Vessel owners must contact the harbor office prior to use of the grid to check availability as well as file a Grid Utilization Agreement.	21
• Sandblasting of vessels is prohibited. It is the duty of the vessel owner/operator to collect and dispose of hazardous material and cleanup any spilled oil with absorbent material and this will be strictly enforced by Harbor staff.....	21
• The maximum tonnage on four (4) timbers shall be 250 tons.....	21
8.6 Fish Pump on Fishermen's Dock.....	21
8.7 Emergency Dewatering Pumps.....	21

SECTION 9 – WASTE DISPOSAL	22
9.1 Garbage	22
9.2 Fish Carcasses	22
9.3 Sewage	22
9.4 Used Oil Disposal	22
SECTION 10 – ELECTRICAL SERVICE	22
10.1 Electrical Meter Service	22
SECTION 11 – WINTER/STORM DOCK REGULATIONS.....	23
11.1 Snow Removal	23
11.3 Vessel Snow Removal.....	23
11.4 Vessel Snow Structures	23
APPENDIX A BOAT YARD POLICIES	24
A1.1 Vessel Maintenance Pads	24
A1.2 Electrical Power.....	24
A1.3 Storage	24
A1.4 Blocking	25
A1.5 Fire Safety	25
BOAT YARD BEST MANAGEMENT PRACTICES	25
A2.1 Introduction	25
A2.2 Boat Yard	25
A2.3 Security:	26
A2.4 Right of Refusal:	26
A2.5 Insurance	26
Insurance	27
Vendors.....	27
Vessel	27
A2.6 Planning a Lift:	27
Scheduling.	27
A2.7 Lifting and Blocking Plan	28
A2.8 Hull Configuration	28
A2.9 Sling placement	28
A2.10 Who is in charge?	29
A2.11 Work Plan	29

A2.12 Electrical Service 29

A2.13 Materials 30

A2.14 Hull Cleaning, Blocking, Vessel Trailers, and Vertical Access 30

A2.15 Blocking, Trailers, and Cradles..... 30

A2.16 Scaffolding and ladders. 30

A2.17 Sandblasting, Grinding, Spray Painting and Sanding..... 31

 General..... 31

 Spray Painting 31

 Welding..... 31

A2.18 Paint Removal Activities..... 31

A2.19 Housekeeping and Cleanliness 32

A2.20 Hazardous materials and waste disposal. 32

A2.22 Boat Yard Live aboard policy 33

A2.23 Safety 33

A2.24 Insurance/performance bond 34

A2.25 Launching 34

A2.26 Environmental Concerns..... 34

Abbreviations

ft. -Foot

kWh -Kilowatt-Hour

LOA -Length overall

SBH -Small Boat Harbor

n/a -Not applicable

U.S -United States

USC -United States Code

AK -Alaska

USCG -United States Coast Guard

Definitions

- A. ACCESSABLE PARKING: Parking spaces identified by the universal symbol for accessible parking and intended to provide access for people with disabilities, or special needs.
- B. AUXILIARY VESSEL: XXXX
- C. ABANDONED PROPERTY: means personal property which is unattended and is either not registered with the Harbormaster or not in a location the Harbormaster has designated for storage.
- D. AIRCRAFT: Means aircraft of every kind or description which are able to alight upon or take off from water.
- E. ANCHOR: Means to secure a vessel to the bed of a body of water by dropping an anchor or anchors or by using a buoy or other ground tackle.
- F. CITY: Means the City of Valdez
- G. CITY MANAGER: Means the City Manager for the city or the designee of the City Manager.
- H. CITY PORTS & HARBOR DIRECTOR: Means the Ports & Harbors Director for the City of Valdez or the designee of the Ports & Harbors Director.
- I. COMMERCIAL ENTERPRISE: Means any profession, trade, occupation or calling carried on for profit or livelihood, including every kind of business, and including the operation of games, machines, or mechanical devices.
- J. DERELICT: Means any vessel which appears to be forsaken, abandoned, deserted or cast away, or which, in the opinion of the Harbormaster, is unsound, unseaworthy or unfit for its trade, occupation or use.
- K. DOCK: Means any pier, float, slip, wharf, finger, ramp, gangway, bulkhead, dolphin, or sea wall within the Harbor basins.
- L. EMERGENCY: Means a state of imminent or proximate danger to life, property, or environment in which time is of the essence.
- M. HARBORMASTER: Means the Harbormaster for the City, the Assistant Harbormaster, or other designee.
- N. PORTS & HARBOR COMMISSION: the Port Commission, a seven member Board of Commissioners who are elected by the Valdez City Council that live within the City of Valdez boundaries and serve three year terms. The Commission establishes policies necessary to operate the Port and performs other functions within the Port District.
- O. MANAGEMENT: The term "Management" shall be synonymous with Ports & Harbor Director, Harbormaster, or his/her designees.
- P. HARBOR PREMISES: consist of any area, either land or over water, air space above, and all buildings that are under the jurisdiction of the Valdez Harbors
- Q. HARBOR CHARGES: Charges for moorage and storage, and all other charges owing or to become owing under an agreement between a vessel owner and the Port, or under this tariff, and shall include, but not be limited to, costs and expenses, including attorney's fees and court costs, incurred in salvage, termination, removal and/or sale of vessels.
- R. MOORAGE: Moorage for fishing vessels, other commercial vessels, and non-commercial vessels includes only use of mooring space alongside of float and access for sustenance and supplies over the pier for the vessel paying moorage charges.
- S. PROOF OF OWNERSHIP: Current Alaska State Registration, Vessel Title or Coast Guard Documentation.
- T. ANNUAL MOORAGE: Berthage assigned to a vessel that has agreed to the terms and conditions contained in a Moorage Agreement which has been entered into between the Harbor and the user.

- U. **TRANSIENT MOORAGE** Short-term berthage, for use of moorage facilities whereby the vessel is granted authority to moor, but does not enter into a Moorage Agreement.
- V. **TRAILER:** An automobile drawn vehicle designed to transport a boat.
- W. **RECREATIONAL VESSELS:** Any vessel that is used solely for the purpose of enjoyment, sport, leisure or pleasure. Any vessel that is otherwise defined as a commercial vessel may be considered a recreational vessel when used by the owner or operator during a period of time where the use is solely for the owner or operator's personal enjoyment, sport, leisure, or pleasure and not combined with any commercial use as defined above.
- X. **COMMERCIAL VESSEL:** A commercial vessel is defined to include, but not limited to, any vessel which is used or retained primarily for commercial purposes, operated by a person who has been or will be using it to engage in commercial activity during the current course of travel or passage, held for charter, used for the transport of freight or non-recreational fish catches, used primarily for research or development of underwater resources, or used for the transport of passengers for profit, charter or fee.
- Y. **CHARTER VESSELS:** A vessel that is certified for hire. Charters include such activities as fishing, diving and sailing excursions, travel to different locations for purposes of passenger excursions, sightseeing, and social or recreational purposes. Charter boats do not include tenants who, from time to time, entertain guests, business associates, clients, customers or potential clients or customers on their boats as long as the primary use of tenant's boat is for tenant's family and friends.
- Z. **RECREATIONAL VEHICLE (RV):** a motor vehicle or trailer equipped with living amenities similar to those found in a home.
- AA. **SMALL CRAFT:** Small craft is defined as vessels less than 16 feet, including but not limited to kayaks, canoes, jet skis, and sailboards.
- BB. **SLIP LENGTH:** The length of the finger pier measured from the main float to the end of the finger pier excluding the pile and pile ring.
- CC. **SLIP WIDTH:** The distance from the structural edge of the finger pier, excluding permanent bumper material, to six (6) inches less than the center line between two finger piers. Side-tie or single-berth slips are measured from the structural edge of the finger pier to the point six (6) inches less than the designated slip width.
- DD. **LENGTH OVER ALL: (LOA)** The Length over all (LOA) includes all bow sprits, swim steps, anchors, dinghy davits, or any other objects attached to or otherwise adding length to the vessel.
- EE. **OPERABLE:** Means capable of safely maneuvering under its own power from one mooring to another mooring or another Port of call.
- FF. **OWNER:** Means every natural person, firm, partnership, corporation, association, or organization or agent thereof, with actual or apparent authority, who expressly or implicitly contracts for use of moorage.
- GG. **PEAK AND OFF-PEAK SEASON:** Peak Season - May 1st through September 30th Off-Peak Season - October 1st through April 31st
- HH. **MANEUVERING:**
 - Maneuvering under sail within the confines of the Valdez Boat Harbors is prohibited. However, a vessel may maneuver under sail where that is the vessel's sole means of propulsion.
 - The movement of vessels within the moorage area (between piers/floats) must be for the purpose of mooring, entering or leaving a slip only. Random cruising by any vessel is not permitted.

- Vessels, vehicles, property, gear, or equipment must be parked, stored, moored or maneuvered in a safe and orderly manner.
 - The vessel harbor speed limit is four (4) knots and nowake.
 - Human powered crafts may only use the waters inside the Harbor Basins to enter and exit the Harbor. Using the waters within the breakwater for random cruising or training is not permitted without the express written permission of Management.
- II. **LIVEABOARD** The Harbor defines a liveaboard as any person who sleeps aboard a vessel more than fifteen (15) days in any month while the vessel is moored at the Harbor.
- JJ. **PAST DUE:** Any invoice or statement issued for any charge or charges prescribed by the Valdez Harbor Fees & Charges remaining unpaid after the due date.
- KK. **DELINQUENT ACCOUNT:** Accounts which remain unpaid, in whole or in part, thirty (30) days or more from statement or invoice date
- LL. **VESSEL AS HAZARD OR IN DANGER OF SINKING:** Any vessel which, in the opinion of Management, is in danger of sinking, sustaining any other damage, or is a hazard to other vessels or the premises, may immediately and without notice be moved, and may be placed in storage ashore. All expense and risk of loss or damage resulting therefrom shall be borne by the vessel owner, as shall the cost of any salvage services rendered by the Harbor.
- MM. **VIOLATION VESSEL:** Any vessel entering and remaining at the Valdez Harbors without authorization; or remaining at harbor after moorage has been terminated, or any vessel, that in the opinion of Harbor personnel is a nuisance, in danger of sinking or creating other damage.



SECTION 1 INTRODUCTION

1.1 Purpose

The rules and regulations set forth the requirements of the Valdez Boat Harbors and promote the safe, and efficient operation of the Harbor facilities and services.

1.2 Application

The rules, regulations, and conditions set forth in this document shall apply to all vessels, agents, owners, masters, operators, truckers, contractors, suppliers, all other users and including natural persons, artificial persons, corporations, partnerships, organizations, associations, sovereigns, governments, nations, states, municipalities, their agents and instruments. Upon entry or docking at harbor facilities by any person or vessel shall be regarded as constituting an agreement by such person or vessel to comply with the Valdez Harbor Rules and Regulations. Persons entering the Boat Harbors shall do so at their own risk.

1.3 Invalidity of Particular Provisions

If any term or provision of these rules and regulations, or the application thereof to any user or circumstances shall, to any extent, be invalid or unenforceable, the remainder of these rules and regulations shall continue in full force and effect.

1.4 The Right to Establish Supplemental Rules & Regulations

Valdez Municipal Code

11.04.030 Administration of small boat harbor facilities.

A. *The government of the Valdez Small Boat Harbor facilities, and all additions and improvements thereto, whether contiguous to the present facilities, shall be under the exclusive jurisdiction of the city council. The Valdez Ports and Harbor Commission shall have the power and authority to initiate studies, investigate complaints and recommendations, review tariffs, policies and procedures, and otherwise process business relating to the improvement, maintenance and operation of the small boat harbor, and upon making its findings thereupon to make recommendations to the city council for final action and decision. The daily administration of the small boat harbor shall be the responsibility of the city manager who shall appoint a harbormaster and assistants as required to maintain, supervise and manage the small boat harbor facilities.*

11.04.040 Harbormaster—Powers and duties.

7. *In the performance of such duties have the power and authority to issue citations for municipal code violations occurring under Chapter [11.04](#) of this code.*

C. *Rules and Regulations. The harbormaster shall submit reports required by the city manager, who shall submit recommendations concerning new rules and regulations to the ports and harbor commission to ensure effective operation of the small boat harbor facilities.*

1.5 Enforcement

- I. Violators of these rules and regulations shall be subject to administrative action that may include, but is not limited to, cancellation of moorage agreement, fines, impoundment of vessel, and/or referral to the City of Valdez Police Department.
- II. Members of the public who violate these rules and regulations will be asked to leave the harbor. Violations of civil and/or criminal statutes will be reported to the City of Valdez Police Department.

1.6 Use in Common

- I. Use of float space is in common with all other tenants and such use is intended solely for mooring vessels. No other property rights are conveyed with the standard moorage agreement. Accordingly, the user shall not place equipment, build structures, or modify existing structures without the written approval of the Harbormaster or designee.
- II. No material, including, but not limited to fenders, bumpers and satellite dishes, shall be attached to harbor structures without approval from the Harbormaster or designee. Said attachments may be subject to removal by Valdez Harbor personnel for maintenance and repair of the harbor facility. The City of Valdez shall incur no liability for the removal of such additions.



1.7 Hold Harmless and Liability Insurance

- I. Users of the Valdez Harbors do so at their own risk. The City of Valdez shall not be responsible for and shall be held harmless from any property damage, theft, or personal injury, including death.
- II. As a condition of permanent moorage, owners must maintain a minimum of \$300,000 of liability insurance on their vessel and shall include in the liability policy a condition that ensures the Harbor is notified of any changes or cancellation of the policy. This may be accomplished by naming the City of Valdez as an additional insured or other equivalent language. Owners must provide documentation that this insurance is in effect, a copy of which will be maintained by the Harbor. Failure to maintain this insurance in force will be grounds for cancellation of the moorage agreement and loss of slip.

1.8 Applicable Statutes

Users of the Valdez Harbors shall be subject to all applicable Harbor, municipal, State and Federal laws and regulations.

1.9 Compliance

While it is impractical to list rules & regulations for all the possible issues that may occur at the Valdez Boat Harbors, tenants & guests are expected to abide by any reasonable request or direction given by harbor staff to assure the safe, consistent and fair operation for all who utilize the facilities.

SECTION 2 WAITING LISTS & SLIP ASSIGNMENT

2.1 Optimum Utilization of Moorage

Valdez Boat Harbors reserves the right to move vessels for the protection of life and property or best utilization of Harbor facilities. Vessels that have delinquent accounts will be considered unauthorized and will not be allowed to moor until said accounts are paid in full.

Vessels which moor in reserved spaces without permission of the Harbormaster or designee are subject to removal from the space, payment of all costs involved in the move, and payment of the non-registration penalty fee.

Unauthorized and unregistered vessels may be impounded pending payment of all fees and penalties.

A vessel in a reserved space too large to be moved by available Harbor staff and equipment is subject to be moved by contractor and all costs incurred charge to the vessel and/or its owner or agent.

2.2 Waiting Lists *(Section 11.04.060 of the Valdez Municipal Code)*

The Harbor maintains waiting lists for moorage areas that are fully occupied and in demand. A non-refundable annual fee shall be required to place an application on the appropriate wait list and to remain on the list.

The waiting lists for each size and category are arranged in chronological order by the date the Harbor receives appropriate application and payment. Waiting lists are classified according to length, and use.

- I. Applicants must complete a Waitlist application for moorage form, (XXXX) which is available online, or at the Harbor office.
- II. Pay the current approved fee.
- III. Applicants are responsible for keeping the Harbor informed of current address and contact information such as phone number, email, and address. Changes shall be submitted to the Harbor in writing.
- IV. Only Surviving spouse of a deceased person whose name is on the waiting list may retain the position on the waiting list.
- V. There is an annual renewal fee to remain on the waiting list. The Harbor will send out a reminder by first class mail to the address on file. If there is no response, a second letter will be sent via certified mail. If there is still no response, the wait list application will be dropped from the list.
- VI. An individual may be on more than one waitlist but must pay the appropriate fees and fill out an additional waitlist application.
- VII. If an individual elects to be removed from any waiting list, they must do so in writing.
- VIII. Requests 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.

2.3 Filling Vacant Spaces

Moorage assignments shall be made by the Harbormaster or designee, after considering the following:

- I. A vacancy is filled by taking the top name from the waiting list.
- II. If an individual on the waiting list declines the offered slip, the slip is offered to the next individual on the same waiting list until the slip is filled.
- III. Slips of the same length category may have different widths. If an individual on a waitlist is offered a slip that will not accommodate the beam of their vessel, the offer does not qualify as a decline of moorage/slip.
- IV. An individual who declines an offered space will be placed at the bottom of the waitlist or removed at the vessel owners request in writing.
- V. Vessel owners will have 30 days to accept an offered slip and produce proof of ownership, insurance, and signed moorage agreements.

2.4 Ownership

Tenant is required to own the vessel placed in the slip or space. A boat must be titled/registered to the tenant. The tenant bears the burden of proving ownership and keeping the Harbor informed of any and all changes in ownership.

- III. Primary proof of ownership documents is current Alaska State Registration or Coast Guard Documentation.
- IV. Tenants must provide the Harbor with a copy of their current Alaska State Registration by January 31st of each year. Updated Coast Guard Documentation must be provided when it is renewed.
- V. The Harbor may also require additional proof including, but not limited
- VI. One of the following documents will be required as proof of vessel ownership 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.

2.5 Qualification

Vessel requirements prior to occupying an assigned reserve moorage slip for the first time are as follows:

- I. Vessel will be measured for the Overall Vessel Length.
- II. Vessel will be inspected for operability.
"Operable" means capable of safely maneuvering under its own power out of the Harbor on it's engine, from tenant slip to outside the Harbor basins and back to its slip. In cases where a vessel does not appear to have left its mooring for a long period of time and question of operability arises, the Harbormaster or designee may require a demonstration of the vessel's owner for such a request. At least thirty days advance written notice will be given to the vessel owner for

such a request. In cases where a vessel is found to be inoperable, the owner shall have 90 days to effect repairs. If after 90 days the vessel is still inoperable, the slip assignment will be forfeited to the Harbor. An extension of 90 days may be granted at the request of the slip holder to the Harbormaster if there is a good faith effort to get the vessel repaired.

III. Vessel will be inspected for seaworthiness.

“Seaworthy” shall mean that the vessel’s hull, keel, decking, cabin and mast are structurally sound and generally free from dry-rot, peeling paint, or other similar defect or deficiency. If a dispute over seaworthiness of a vessel arises, the opinion of a qualified independent marine surveyor may be obtained at the owner’s expense. If a determination is made that the vessel is unseaworthy, 90 days shall be granted to repair the vessel. If after 90 days the vessel is still not determined to be seaworthy, the vessel owners slip shall be forfeited. An extension of 90 days may be granted at the request of the slip holder to the Harbormaster, if there is a good faith effort to get the vessel repaired.

2.6 Move List

A tenant may apply to move from one slip to another within the same size range by notifying the Harbor Office and filling out a Tenant Slip Transfer Request Form(XXXX). After a new slip has been offered, it can either be accepted or declined. If accepted, the tenant will then be assigned the new slip and will be removed from the move list. If after accepting the move, the tenant would still like a different slip, they must fill out a new request form and start again at the bottom of the move list. If the new slip is declined, the tenant shall remain at the top of the move list until one is accepted.

2.7 Transient Slip Assignment

Transient moorage for recreational and commercial vessels will be assigned on a first come first serve basis. Requests for moorage can be made in person at the Harbor Office or on the VHF Radio Ch16.

- 3 All vessels must be registered by the owner or operator thereof at the Harbormaster’s office immediately upon arrival.
- 4 Charges for moorage are due and payable upon registration.
- 5 Vessels arriving after hours shall only moor vessels in the transient rafting areas and shall register before 10 A.M. the following day.
- 6 Transient moorage rates shall be available as noted in the Harbor fees & charges.
- 7 Transient check out time is 12 P.M. daily. Vessels remaining after checkout time will be charged an additional day’s moorage unless otherwise authorized by the Harbormaster or designee.
- 8 Failure to register a vessel in accordance with this section will result in an increased billed moorage rate. In the event a vessel departs without registration and/or payment, the owner and/or operator shall be subject to the extra cost of billing and collecting Harbor fees.

SECTION 3 GENERAL HARBOR USE

3.1 Payment and Registration

Vessel owners must register and pay appropriate fees for vessels and boat trailers prior to launching vessels, storing trailers, and occupying a slip.

3.2 Moorage of Vessels

- I. Vessel Owners are responsible for adequate fendering and must not meet any portion of the dock, bullrail, or neighboring vessels.
- II. Vessels shall be secured with a minimum of four lines affixed to the bow, stern and two spring lines to prevent the vessels from moving fore and aft. (Additional line may be required dependent on the size of the vessel and seasonal weather condition.)
- III. Vessel owners shall tie vessels, so no portion of the vessel is overhanging the dock.
- IV. Vessels owners shall tie up only in assigned slips. If unauthorized vessels are in an assigned slip, do not tie up in vacant slips, use the open transient areas and notify the Harbor.

3.3 Vessel Dimensional Considerations

- I. Moorage is assigned with regards to the vessel length overall (LOA), beam, and operational characteristics.
- II. The maximum vessel overhang is 4ft and is at the discretion of the Harbormaster based on safety and maneuverability.
- III. Boats presently in slips that do not meet the dimensional criteria may be moved at the convenience of the Harbormaster.
- IV. Harbor personnel will measure vessels prior to being given permanent moorage and periodically to ensure dimensional considerations are appropriate for vessel and slip.

3.4 Seine Skiffs

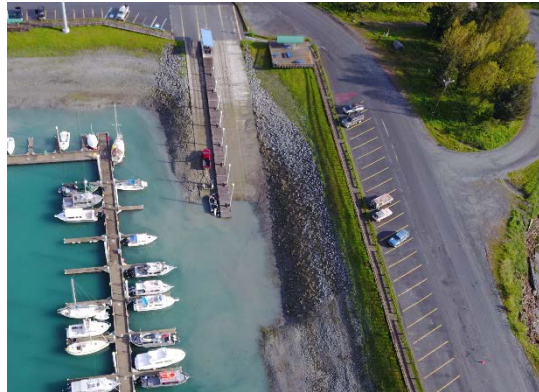
- I. Only one Seine Skiff is permitted to each primary vessel at no charge and may not have an enclosed cabin.
- II. Vessel must be consistent designed to support seine fishing.
- III. Seine Skiff left on the Fishermen's dock must be moved out from under the cranes immediately.
- IV. All Seine Skiff must be registered with the Harbor office and assigned to the primary vessel.
- V. Seine skiffs shall not overhang into the lanes of maneuverability and interfere with safe vessel traffic. The Harbormaster or designee may require seine skiff to be moved or relocated for safety at any time.

3.5 Dinghy's and Ancillary Boats

Tenants may not store ancillary boats, such as but not limited to dinghies, kayaks, canoes, rafts, and zodiacs on docks or finger piers, or leave unattended small boats in the water except under the following conditions:

1. Ancillary boats which are stored in the water must be registered with the Harbor.

- The Port may require ancillary boats stored in the water to be clearly marked, in two (2) inch high lettering, with the owner's name and/or the boat registration number it is associated with.
 - The privilege to store ancillary boats in the water may be disallowed or withdrawn if the Port determines that it would potentially create a safety or operational problem.
2. Ancillary boats may be stored in the water with a Port registered vessel if they meet the following conditions:
 - An ancillary boat must have a total length equal to one (1) foot less than the tenant's assigned slip width.
 - An ancillary boat must fit within the designated slip area when the primary vessel is present without encroachment into fairways, common areas or adjacent slips.
 - An ancillary boat must be secured so as not to drift out of the designated slip area.
 - An ancillary boat may not be stored or serviced on the docks or finger piers at any time.
 - The ancillary boat may not be used as a storage unit.
 3. A de-watering fee may be assessed to the tenant any time Harbor personnel are required to de-water an ancillary boat, whether the service is requested by the tenant.
 - Dinghies are not allowed to motor in fairways or motor to and from moorage slips or common docks.



3.6 Launch Ramp Dock

- I. The Launch Dock is expressly reserved for launching vessels. Immediately after launching a vessel shall be removed to a transient area to load supplies, etc.
- II. Launch Fees shall be paid prior to vessel launch and the receipt shall be displayed on the front left dash of the vehicle.
- III. After launching vessels, park vehicle and trailer in the designated parking areas.

3.7 Kayaks

Recreational Kayaks

Recreational kayak launching is prohibited in the Valdez Small Boat Harbor. There are two locations located on both sides of the Boat Harbors that are appropriate for Kayak launching. Dock Point Park and the John Thomas Kelsey Dock.

Permanent Reserved Slip Holders wishing to launch kayaks to load them onto a vessel should use the drive down float located in the South Basin, or request permission to launch them from the North Basin boat launch.

Commercial Kayaks

Commercial kayak operations will comply with procedures established by the Ports and Harbor Commission. [Commercial Kayak Policies and Procedures are \(In Appendix XX?\) available upon request at the Harbormaster's Office.](#)

3.8 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:

Steps

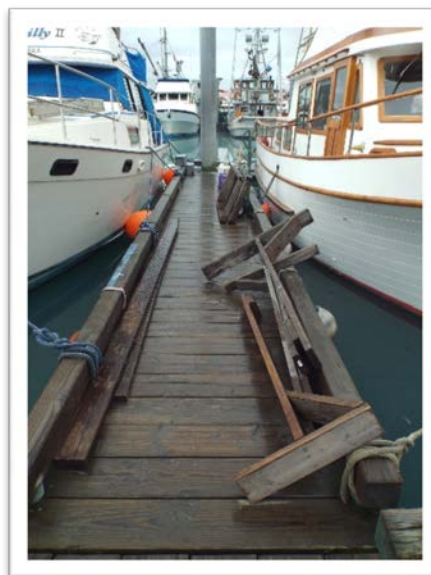
Vessels requiring boarding steps must insure they are no larger than 36" long and ½ the width of the finger on which they will be used. If the steps need to be stabilized the owner should attach them to the vessel, not the finger pier.

Carts

Hand carts and folding carts which do not extend more than 8" thick when folded will only be allowed on the main float.

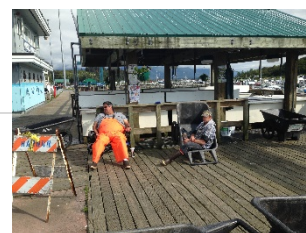
Fishermen's Dock

Cargo and/or gear may be stored on the Fishermen's Dock only after the appropriate paperwork has been filed and a designated area has been assigned by the harbormaster. Storage on the Fishermen's Dock is not to exceed 9 months or items left will be subject to impoundment and possible fees.



3.9 Commercial Use & Enterprises

- I. 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.
- II. The exception to this will be:
 - a. Commercial fishing vessels and fishing vessels when selling or distributing fish or other products of the sea.



- b. Charter boat operators: 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.
- c. Individual fish cleaning services.
- d. Harbormaster approved non-profit events

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.

C. It is the responsibility of the vessel owner to ensure that anyone performing work on their vessel has the necessary business licensing and insurance to protect the City of Valdez and the vessel owner.

All businesses are required to have a State of Alaska Business License, City of Valdez Business Registration, and are required to comply with all City and State business licensing and registration requirements.

3.10 Bicycles, Rollerblades, Skateboards, and Roller Skates

- A. Bicycles shall be walked and not ridden on harbor docks. All unattended bicycles shall be secured in a bike rack, not to the boardwalk or pedestrian ways. During the off-season months of November thru March live-a-boards will be allowed to park bicycles under the cleaning stations when being used on a regular basis. (Bike racks are available at the head of ramps A, B, E, I a)
- B. Rollerblades, skateboards, and roller skates are not allowed on the docks for the safety of all harbor users.

3.11 Kids Don't Float Program

Loaner lifejackets are available during the boating season 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.

SECTION 4 – RESERVED MOORAGE TENANT RESPONSIBILITIES

4.1 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 more than 24 hours, 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. Assignees may notify the Harbormaster's office by Marine VHF Channel 16, by phone at (907) 835-4981, by email at harbor@ci.valdez.ak.us, or by fax at (907) 835-2958.
- C. 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.
- D. The harbormaster shall cause the vessel temporarily assigned to the tenant slip to be moved to another location within a reasonable amount of time.
- E. Failure to notify the Harbormaster's office may require the tenant to use a transient slip until the tenant slip can be cleared.

4.2 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 purchase another vessel for the assigned slip. Otherwise, the assigned slip will revert to the harbormaster as an available slip to be given out to the next person on the wait list.

4.3 Subleasing

Subleasing of slips is not allowed per Valdez City Code [Section 11.04.160\(A\)\(14\)](#).

4.4 Air B & B & Rental Properties

4.5 Live-aboard

SECTION 5 – WAIT LIST FOR SLIPS

5.1 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. *(Physical measurement of the vessel by Harbor staff must also be made prior to assignment of any reserved moorage slip.)*

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

5.2 Requests 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 6 – TRANSIENT USERS RESPONSIBILITIES

6.1 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.
- B. Transient users shall inform the harbormaster where they may be contacted.
- C. 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.

SECTION 7 – VESSEL OPERATIONS AND VEHICLE TRAFFIC

7.1 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. Trolling and fishing from vessels within the harbors and breakwater is prohibited.
- C. Fishing is not allowed on the drive down float, fuel floats, pump-out floats, or launch float at any time.



- D. Boats, vehicles, property, gear, or equipment must be parked, stored, moored, or maneuvered in a safe and orderly manner.
- E. 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.

7.2 Coast Guard Regulations

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

7.3 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 fined, 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/occupancy is allowed.

SECTION 8 – SMALL BOAT HARBOR EQUIPMENT

8.1 Scheduling and Charges for Harbor Equipment

All crane, grid, and fish pump shall be scheduled with the harbor office. Appointments are scheduled on a first come, first served basis and all required forms are to be filed prior to use or service. Fees for use of harbor equipment shall be established by Resolution of the Valdez City Council.

8.2 Boatlift (See Appendix A)

8.3 Cranes on Fishermen's Dock

The harbor has two cranes located at the Fishermen's Dock, which are available for use by harbor customers.

You must contact the harbor office before using the cranes.

- A. A crane card issued by the harbormaster's office is required to use the cranes.
 - A card will only be issued after a Dock Crane Use Authorization Agreement has been filed at the harbormaster's office.
 - A replacement crane card will be issued only after a replacement fee has been paid and a new authorization agreement has been filed.
 - Crane instructions, training and staff check off will be required prior to being issued a crane card.
 - Crane operation is restricted to the individual assigned to the registered card holder.

8.4 Cranes on the Drive Down Float (REQUEST STAFF/COMMISSION INPUT)

8.5 Grid at Fishermen's Dock

The harbor has one filament reinforced plastic timber grid which is available for use by harbor customers.

- Vessel owners must contact the harbor office prior to use of the grid to check availability as well as file a Grid Utilization Agreement.
- Sandblasting of vessels is prohibited. It is the duty of the vessel owner/operator to collect and dispose of hazardous material and cleanup any spilled oil with absorbent material and this will be strictly enforced by Harbor staff.
- The maximum tonnage on four (4) timbers shall be 250 tons.

8.6 Fish Pump on Fishermen's Dock

The fish pump located at the Fishermen's Dock, is available for use by harbor customers for a fee.

- Harbor customers must contact the harbor office before and after using the fish pump.
- All use of the fish pump equipment is to be scheduled with the harbor office.
Appointments are scheduled on a first come, first served basis. Arrangements for after hours' use of the fish pump must be made with the harbor office during regular business hours. A City employee must be available to monitor use of the fish pump.
- Any person that intends to use the fish pump must first receive training in its use and complete one cycle of operation under the supervision of the Harbor Department.
- The fish pump and area immediately around it will be left clean after use.
- Users will notify the harbor office concerning any maintenance or mechanical problems related to the fish pump
- It is a violation of the Clean Water Act to allow the release of foam resulting from the use of the fish pump into Prince William Sound and connecting waters and will be strictly enforced by Harbor staff.
 - Users will re-circulate the water used to operate the fish pump.
 - Users of the fish pump shall make every effort to avoid the production of foam into the water. Methods employed to prevent foam production may include:
 - Minimal introduction of outside water in the fish hold
 - Use on an approved anti-foam agent
 - Use of a coarse sand filter
 - Limiting use to vessels that are unable to control excess production of foam
 - Booming the vessel being off-loaded

8.7 Emergency Dewatering Pumps

Emergency dewatering pumps are available upon request for emergency use only. Requests for assistance can be made through the Harbormasters office in person, on VHF channel 16, by phone or by calling 911 after normal business hours.

SECTION 9 – WASTE DISPOSAL

9.1 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.

9.2 Fish Carcasses

Seafood cleaning is permitted at designated cleaning tables only and are 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. The cleaning tables are available for fish only. All other wild game and domestic animal cleaning is prohibited and will be strictly enforced by Harbor staff.

9.3 Sewage

The discharge of raw sewage into the Harbors is not permitted at any time and will be strictly enforced. Harbor Pump-outs are available in the both boat harbors, contact the harbor office for assistance.

- A vessel suspected of discharging sewage overboard, may be inspected and required to dye test and demonstrate their disposal system to the Harbormaster or their designee.

9.4 Used Oil Disposal

The harbor has the ability to take small quantities of waste oil and petroleum products as a convenience to the boating public. An oil dump station where these products may be accepted 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 10 – ELECTRICAL SERVICE

10.1 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 during absence from the harbor.
- D. Failure to notify the office may result in user being responsible for any discrepancies in electrical usage.
- E. Power may be purchased at a daily rate designated by Resolution of the Valdez City Council.

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

SECTION 11 – WINTER/STORM DOCK REGULATIONS

11.1 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 or designee.

- If the vessel remains in the water between October 15 and April 15 it is the vessel owner's responsibility to keep the snow removed from the vessel and the finger floats whether due to regular snowfall accumulation or shedding snow. If snow removal is not maintained and harbor staff is required to remove snow due to possible damage to finger floats, vessel owner will be charged for labor performed.

11.3 Vessel Snow Removal

The vessel owner is responsible for the monitoring and removal of snow from their vessel. It is the vessel owner's responsibility to ensure there is always someone available to monitor and remove accumulated snow from the vessel year-round. The Harbor will maintain a list of available vendors who meet the minimum requirements for commercial operations outlined in this document.

11.4 Vessel Snow Structures

Must be removed from the vessel and stored on the vessel or off site during the months of May – August, exceptions will be made on a case by case basis by the Harbormaster or their designee.

APPENDIX A BOAT YARD POLICIES

A1.1 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.
- G. Vessel owner requesting winter use of Maintenance Pads with power will be required to get prior approval from the Harbormaster. Once approved, the Harbormaster will provide covering for the electrical chase being used.

A1.2 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.

A1.3 Storage

- A. 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.
- B. There are two designated upland areas.
 - West Uplands- Regular storage
 - East Uplands- ParkingThe nine (9) month time limit is available to those vessels stored in the west uplands. All vessels stored in the east uplands must be in the water or moved to an alternate location by May 15th of any year to clear the area for regular parking access.
- C. Vessels or empty trailers that are not hooked to a vehicle are subject to applicable storage fees.

A1.4 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.

A1.5 Fire Safety

- A. Hot-work 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.

BOAT YARD BEST MANAGEMENT PRACTICES

A2.1 Introduction

The City's intent is to provide the best service possible for this "do-it-yourself" facility.

This document applies to service providers, vendors and vessel owners. It combines policy, best management practices and suggestions that can help make your boatyard experience as efficient and productive as possible, yet prevent (or least minimize) air, water and soil contamination.

Please read it carefully, since you will sign a document that states you will comply.

A2.2 Boat Yard

The Boatyard is an "open yard" or "do-it-yourself" facility, as such, vessel owners are responsible for:

- All work on their vessels, block, and launch activities.
- Hiring only vendors that are on the City's list of "approved vendors."
- Cleanliness and safety of the immediate area surrounding their vessel.
- Security of their vessel safety of crew and vendors at their vessel's work site.
- Complying with City policy contained herein including compliance of their vendors and crew.

Full voluntary compliance is expected. Failure to adhere can result in unsafe actions and environmentally harmful activities. When violations occur, intentional or otherwise, work will be stopped until corrective measures are taken. Failure to properly follow and adhere to these practices and policies may result in suspension of user privileges, vessel impoundment, cleanup costs and/or fines. Every user's full cooperation will help the City maintain the facility with a minimal impact to the environment. The goal is to meet all regulatory requirements, prevent pollution and provide a safe work environment for owner, crew, vendors and city staff.

Any user who observes another individual in violation is encouraged to report it to the boatyard office and/or Harbormaster as soon as possible. The identity of anyone reporting a violation will be kept confidential.

Owners, crewmen and contractors performing work on boats shall comply with all applicable Federal (OSHA), State and City regulations, policies, and procedures.

Boat lifts will be scheduled during normal business hours unless extenuating circumstances dictate otherwise. Overtime labor fees apply for lifts conducted after regular business hours.

A2.3 Security:

Because the Valdez Harbor Boatyard is an “open facility” vessel owners are responsible for their own security. When not actively working on a vessel, all tools, paints, and other materials should be secured to prevent vandalism, theft and accidents. Harbor staff will periodically patrol the yard during non-business hours and report obvious conditions that require owner attention.

A2.4 Right of Refusal:

The City reserves the right to refuse service to vessels that:

- A. Do not have a current (within 3 years) marine survey, 2)
- B. Have an inadequate work plan,
- C. Lack sufficient property and liability insurance.
- D. Fail to comply with boatyard policy and best management practices.
- E. Are in poor condition.
- F. Vessels with hull modifications, outside of original vessel design.
- G. Vessels that in the opinion of the lift operator may be of design not conducive to being transported by a marine travel-lift.
- H. Are unsafe to lift or may be damaged by lifting.

Such vessels may be lifted if the user signs a waiver and provides a performance bond in an amount equal to the yard fees plus the estimated cost to dispose of the vessel should removal become necessary. Disputes will be referred to a certified marine surveyor for a professional opinion of the vessel’s fitness for haul-out. The user shall pay the cost of the surveyor.

The Harbormaster reserves the right to make the final decision. Service providers who do not meet the City’s minimum requirements for business licenses, insurance and professional certifications will not be allowed to offer services, other than to make deliveries.

Lost time: The City shall not be responsible for lost fishing time, or any other lost time to the vessel, while it is in the yard.

A2.5 Insurance

Every vessel must provide proof of liability and property insurance that covers the vessel and crew during dry dock/boatyard activities. The City of Valdez must be named as “additional insured.” Minimum coverage Vendors Vessels General liability, marine artisan liability, P & I \$1,000,000 n/a General aggregate limit \$ 2,000,000 \$1,000,000 Products hazard or operations hazard aggregate limit \$ 1,000,000 n/a Personal injury \$ 1,000,000 \$1,000,000 Damage to premises \$ 250,000 \$

250,000 Medical expense limit \$ 5,000 n/a Pollution liability n/a \$1,000,000 Hull and Machinery
n/a * _ *Sufficient to pay for disposal of the vessel should it become necessary.

Insurance	Vendors	Vessel
General Liability, Marine Artisan Liability, P&I	\$1,000,000	N/A
General Aggregate Limit	\$2,000,000	\$1,000,000
Products hazard or operations hazard aggregate limit	\$1,000,000	N/A
Personal injury	\$1,000,000	\$1,000,000
Damage to premises	\$250,000	\$250,000
Medical expense limit	\$5,000	N/A
Pollution liability	N/A	\$1,000,000

A2.6 Planning a Lift:

Scheduling.

- A. Initial planning meeting. A boat haul-out begins with a discussion with the harbormaster or Travelift operator and your primary service provider. For projects more than the basic wash, zinc and bottom paint, be prepared to present a written work plan (See item 3 below). This will enable staff to understand your needs and schedule time appropriately. Advanced planning is necessary for an efficient boatyard experience.
- B. 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. Regular lift fees do not include overtime labor charges for operation of the Travelift.
- C. 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.
- D. 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, or as tide allows. 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 any time after 9:00 a.m.
- E. Required documents:
 - Vessel insurance (including boat project insurance for the yard project other than normal/routine maintenance).
 - hull drawings,
 - blocking/lifting plan,
 - USCG documentation.
- F. No vessel shall be scheduled or lifted from land or water without a Boat Lift Agreement having first been completed and signed. The owner or agent of the vessel will be required to show proof/copy of a signed lift agreement to the lift operator prior to the vessel being lifted.

- G. The vessel owner/operator, or his agent, must be present during all vessel lifts and must inspect and approve the City's proposed placement of lift slings, lines and destination location.
- H. It shall be the responsibility of the vessel owner/operator arranging the lift to provide the Lift operator with all relevant information to conduct a safe lift. Be prepared to discuss fluids, freight and equipment that are aboard the vessel; including, but not limited to, the following:
 - A deposit may be required for transient owners/operators who make arrangements with the Harbormaster to use boatyard facilities.
 - A cancellation or change must be communicated to the Harbormaster at least 24 hour in advance to avoid lift payment forfeiture. (Vessels missing their scheduled lift date will be accommodated on a "space available" basis.)
 - Vessel displacement
 - Vessel hull type and configuration
 - Location of all hull attachments and through-the-hull fittings including propeller shafts, rudders, etc.
 - Location, weight and type of ballast, fuel and water tanks
 - Any special lift requirements to avoid vessel damage
- I. Dry moorage and Maintenance Pads. Due to limited space, the Valdez Harbor boatyard will not be used as vessel storage site. The fee schedule encourages vessel owners to accomplish their boat projects and seasonal vessel storage on an efficient and timely basis. The longer a vessel stays, the higher the rate. See schedule of fees at Appendix XX.
- J. If it becomes obvious that you need or want to stay in the yard longer than originally scheduled, ask in advance to ensure that space will be available in the yard.

A2.7 Lifting and Blocking Plan

Marine Travelift Specifications.

Lift capacity:	75 Tons (150,000lbs)
Height:	
Width:	
Length:	

The maximum tonnage to be lifted shall be 75 tons.

A2.8 Hull Configuration

Drawings/photos of the vessel's hull and the architect's blocking plan should be presented to, and discussed with, the lift operator. If no drawings or photos of the vessel's hull are available, the owner should consider hiring a diver to place the straps and to insert blocking as may be necessary to prevent damage to underwater hull structure.

With the Travelift operator's concurrence, owners may waive (in writing) use of a diver. By signing a waiver, the owner accepts complete responsibility for damage to the straps and/or his vessel.

A2.9 Sling placement

The boat owner must direct the placement of slings and that such placement will not cause damage to fixtures and structure below the waterline. The Lift operator may refuse a lift at any

time if in his or her opinion the strap placement may cause an issue with lifting operation or safety. If there is no agreement, the vessel will not be lifted.

All the above details shall be discussed in advance when scheduling the lift and prior to the lift during the safety brief with the lift operator, spotter, blocking vendor if (applicable), and vessel owner/agent.

If the lift operator has reason to believe that there is hull damage due to a grounding or accident, a diver shall be hired, at the owner's expense, to ensure that straps are placed to avoid damaging them. It may be necessary to secure items on deck, remove unnecessary deck equipment or freight, lower masts or empty/remove liquids prior to lifting.

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.

A2.10 Who is in charge?

The Travelift operator is in charge and responsible for safety, during all lifts. Owners, crewmen and staff shall remain at a safe distance unless otherwise directed by the operator. Staff will typically act as ground guides/spotters.

Crew and skippers shall depart the vessel as soon as practical once the vessel is lifted. No one shall ride in a vessel during Travelift movement within the yard. Owner concerns regarding sling placement and crew involvement should be discussed with the operator prior to commencement of a lift.

A2.11 Work Plan

Owners, or authorized agent for the vessel, must present a written work plan. See appendix XX for a simple form. The plan should include information as to the general nature of the work to be accomplished, materials required, and your schedule.

Major structural modifications should be designed by a certified marine architect. Once the City approves the work plan, a deposit will be accepted and the vessel placed on the schedule. Exceptions may be made for genuine emergencies . . . on a space-available basis only.

Only vendors pre-approved by the City of Valdez, may be hired to perform any service on vessels. See Appendix XX. Check with the Harbormaster's office for a list of approved vendors.

A2.12 Electrical Service

Service available upon request. Fees apply. 50-amp, single phase 120v, 30 amp, single-phase 120v?

A2.13 Materials

Necessary materials should be in Valdez before each boat lift. For example: ground tarps, scaffolding and plastic for enclosures, welding mats, blasting medium, lights, coatings, zincs, etc. Arrangements for storage of materials must be coordinated with harbor staff.

Other suggested arrangements to consider:

- Electrical requirements for vessel and vendors
- Power washing Sand blasting and containment structures
- Special blocking and additional moves
- Rental of special equipment.

A2.14 Hull Cleaning, Blocking, Vessel Trailers, and Vertical Access

- A. Power washing and water blasting. The Harbor Stormwater Pollution Prevention Plan (SWPPP) allows pressure washing only on the washdown pad. Pressure washing, or water blasting will not be permitted at the dry storage sites.
- B. Owners may use crewmen or hire approved vendors.
- C. The washdown pad will be thoroughly rinsed immediately after pressure washing to prevent debris and any hazardous material from entering storm water conveyances. All large debris from pressure washing hulls will be scooped up with a shovel and disposed of in on-site collection bins.
- D. Residue from scrapping hulls with large accumulations of marine growth shall be shoveled into dumpsters provided for that purpose, not washed into the catchment basin. Ablative (anti-fouling) paint residue can be washed into the catchment basin.
- E. Care must be taken to avoid damage to lifting straps during power washing -- damage will be charged to the vessel.
- F. Ground covers/tarps. Tarps, approved by the harbormaster staff, must be on the ground before the blocking is placed. Tarps should be swept or vacuumed daily to avoid blowing of contaminants. Upon launching, all material from tarps must be collected and properly disposed.
- G. It is the vessel owner or agent's responsibility to clean up the work area used in a timely manner after a vessel is removed from the site. Failure to comply may result in additional fees for site clean up by staff or staff approved contractor.
- H.

A2.15 Blocking, Trailers, and Cradles

- A. City staff and the lift operator are not responsible for blocking. A list of qualified Vendors is available in the Harbormaster's Office.
- B. Once blocking is complete owners and crew are free to go to work.
- C. Vessels needing specialized blocking, may have to provide their own.
- D. It is also the responsibility of the vessel owner/operator, or his agent, to assure that any vessel cradles or trailers upon which the vessel is to be placed are adequate in design and strength to safely accommodate the vessel.

A2.16 Scaffolding and ladders.

The boat owner is responsible for all scaffolding and ladders necessary to access, cover, or enclose a vessel.

A2.17 Sandblasting, Grinding, Spray Painting and Sanding

General

- When practical, vacuum grinding and vacuum sanding is required. A vacuum sander, or other approved power tool, shall be used for paint removal or a full enclosure, with proper ventilation and filters, is required.
- Paint sanded, scraped, or sand blasted shall be prevented from contaminating the soil, or becoming airborne. Particulate materials must not become airborne beyond the enclosed vessel. City staff will inspect sandblasting and paint enclosures before the operator begins blasting or painting. Work will be stopped is airborne particulate materials are observed.

Spray Painting

- Spray painting is permitted only when the vessel, or portion to be painted, is fully enclosed. Every possible effort must be made to prevent overspray from leaving the enclosure. Personal protective clothing and respirators shall be used as appropriate. All applicable OSHA and standards must be followed.

Welding

- A. Welders must be certified, licensed and insured.
- B. All OSHA standard welding practices must be followed.
- C. Fire guards and protective measures must be in place during all welding and cutting activities.
- D. There will be no open flames (other than welding or cutting torches) and no open burning.
- 4.
- E. Arc shields shall be used as appropriate and required.
- F. Welding on fuel tanks must comply with OSHA procedures.
- G. Mechanical ventilation shall be used when required by safety standards.

A2.18 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.

A2.19 Housekeeping and Cleanliness

- Area around each vessel. The immediate area surrounding each vessel must be kept neat and clean at all times. No open containers of paint, oil, hazardous or other pollution-creating material shall be stored unexposed. All containers must be closed and stored under covers as may be appropriate.
- Inspections. Boatyard personnel will periodically inspect the boatyard facility to ensure cleanliness. Violations must be immediately fixed to the satisfaction of boatyard staff unless approved by the Harbormaster.
- The area around the boat must pass inspection prior to launch to avoid additional cleanup charges. Storage of any materials on site must be approved in advance by the boatyard staff.
- Before removing machinery (i.e. engines, hydraulic motors and other equipment), all open fittings shall be sealed to prevent leakage of lubricating and cooling fluids. Through-hull fittings shall similarly be sealed to prevent leakage of contaminated bilge water.

A2.20 Hazardous materials and waste disposal.

- **General.** Everything must be properly and promptly disposed at the time is generated. Nothing should be left lying about. Ask if you need guidance or assistance. Abandoned waste will be disposed of and billed to the vessel owner with applicable service fees. Empty cans, scraps of lumber, paper or other debris must be placed in the proper waste containers and the area cleaned on a daily basis and prior to departure.
- **Liquid Waste.** Hazardous and non-hazardous wastes must be properly separated and properly stored and/or disposed. Hazardous wastes include such products as paints, thinners, antifreeze and gasoline. Non-hazardous wastes include such products as used engine oil, hydraulic oil, diesel fuel and bilge water. No liquid wastes may be drained onto the ground or into the harbor nor into storm drains. Violations will result in substantial fines and removal of such violators from working in the boatyard. A waste containment disposal area is located next to the boatyard. All waste containers must be properly labeled and stored in this area. No open containers of any liquids are to be left in the open where they could be filled with rain or tipped over causing potential runoff into the ground and water. Common sense should dictate proper activities. Abandoning wastes without proper disposal is prohibited.
- **Solid Waste.** Paint chips, paint cans, etc. may be disposed of into the regular trash dumpsters. These products, however, must be free of all liquids and the products must be inert.
- **Ordinary trash.** Should be placed in dumpsters. Heavy metal (engines, refers, etc. and/or large volumes of insulation, cardboard, etc.) trash should be hauled direct to the City Bailer Facility. Covers on dumpsters shall remain closed except during the process of actual trash disposal in order to minimize rainwater/bear entry. No solid wastes may be disposed into the ground or into the water or into storm drains. Any such violations will result in substantial fines and removal of such violators from working in the boatyard. Abandoning wastes without proper disposal is prohibited.

- **Petroleum Waste.** Used oil and diesel may be disposed of at designated waste disposal area and will be recycled by the City. Vacuum truck service is available for gasoline.
- **Other flammable materials** like paint thinners, antifreeze, must be segregated and properly disposed of in containers so marked. The use of liquid dispersants, like Joy soap, or mechanical means to dissipate slicks caused by fuel spills, is prohibited. Spill must be reported to staff immediately. Staff will provide (billed to boat owner) cleanup materials and technical guidance.
- **Bilge Water.** Bilge water, contaminated with oil, antifreeze, solvents or similar materials shall not be pumped or emptied onto the ground of the boatyard or in harbor waters. Vacuum truck service is available for bilge waste removal. Contact Harbor Staff for assistance.
- **Sewage.** Direct discharge of sewage from vessel toilet facilities while in the boatyard facility is prohibited. All applicable systems shall be tagged and locked out to prevent accidental discharge while in the yard. Overboard through hull ports may be plugged to prevent discharge. A private pump out service is available for holding tank discharge. Contact the boatyard office for information or to schedule a pump-out.
- **All substances prohibited by law** from disposal in a sanitary sewer system (i.e., dangerous wastes, pesticides, flammable materials) shall not be disposed of in boatyard toilet facilities nor into the sewer system, directly or indirectly through vessel holding tanks.
- **Paint.** Paint waste must be disposed of at the waste disposal area located in the boatyard in the drums marked "hazardous waste". Hazardous waste includes liquid paint, thinners, solvents and similar materials. All containers must have lids that are capable of being sealed to prevent spillage during transport. They must be properly labeled. Accidental spillage should be reported to staff for assistance and guidance for clean up. Dry inert paint chips and dry empty containers may be disposed of in trash dumpsters. Paint cans must be completely dry before being placed in trash dumpsters. Paints and solvents shall be stored outside in proper sealed containers. Drip pans, tarps or other devices shall be used during the transferring of solvents or paints and during paint mixing. Hazmat Storage. Storage of oily rags, open paints, open solvents, open thinners, gasoline, or other flammable or explosive material is prohibited on or within the boatyard complex, except for gasoline stored aboard a vessel in U.L. or Coast Guard approved containers. Procedures involving hazardous or volatile materials which, when performed, can endanger other boats and persons or contaminate soils, ground water, or seawater are not permitted.

A2.22 Boat Yard Live aboard policy

Generally live-a-boards are discouraged while the vessel is in the boatyard unless the vessel has holding facilities for grey and black water and the Harbormaster has given approval. Oil stoves should never be left unattended when burning.

A2.23 Safety

- A. Owners are responsible for the safety of their crew and workers.
- B. Vendors are responsible for the safety of their employees and shall follow OSHA approved standards.
- C. Owner and vendors shall insure that personal protective equipment and clothing will be provided and worn appropriate to each task.
- D. Ladders shall be secured to the vessel as near the top as practical. Significant winds can occur any time of the year. Any materials, equipment, scaffolding, etc. on the ground, on

the vessel or on the scaffolding must be secured in such a manner as to not move during high wind events.

- E. Owner/vendors erecting structures insufficient to safely withstand high winds must be properly secured or disassembled.
- F. No alcohol shall be consumed in the boatyard or aboard vessels in the boatyard.

A2.24 Insurance/performance bond

Every vessel must provide proof of liability and property insurance that covers the vessel and crew during dry dock/boatyard activities. The City shall be named as also insured. The minimum limits are outline in the user agreement and terms. At the Harbormaster's discretion, a performance bond may be required for major hull modification or other projects requiring four weeks or more to accomplish.

A2.25 Launching

Vessel launches must be planned much the same as the lift. A minimum of 24 hours advance notice is required and must be coordinated with the harbormaster/Travelift operator. Weather conditions must be considered since the Travelift will not be operated during high winds.

- Your vessel must be ready to lift at the appointed time. Additional labor charges will apply if the vessel is not ready.
- All boatyard invoices must be paid prior to launch.
- The vessel's dry storage location must be clean of all debris (i.e. paint chips, metal, discarded equipment, engine blocks/part, refrigerators, stoves, lines, scaffolding, etc.) must be removed before the vessel will be moved.
- Tarps may be left in place if the next user (or a vendor) has agreed to use them and the arrangement has been approved by the Harbormaster or Travelift operator.
- The Travelift operator is responsible for safety, and in charge, during all launches.
- Owners, crew and staff shall remain at a safe distance unless otherwise directed by the operator. Staff will typically act as ground guides. Crew and skippers shall depart the vessel as soon as practical once the vessel is in the slings.
- No one shall ride in a vessel during Travelift movement within the yard. Owner concerns regarding sling placement and crew involvement should be discussed with the operator prior to the commencement of a lift.

A2.26 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 option.

- 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.
- I. All vessels that require painting while in the water must tarp off any area of the dock around the vessel.