



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

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**PORT & HARBOR COMMISSION
SPECIAL MEETING
THURSDAY, MARCH 28, 2019
Council Chambers, Public Safety Building
6:00 p.m.**

MINUTES

1. CALL TO ORDER

Greg Clifford called the meeting to order at 6:00

2. ROLL CALL

Greg Clifford, Ed Hedges, Dave Goldstein, and Mark Mitchell.

MOTION: Ed Hedges made a motion to excuse Ron Graham, Arnie Arneson and Brad VonWichman from tonight's meeting.

SECOND: Greg Clifford

DISCUSSION: None

VOTE: Motion passed unanimously

3. ADMINISTRATION PRESENT

Kyle Sinclair, Harbormaster
Jim Hunt, Interim City Manager
Naelene Matsumiya, City Clerk

PUBLIC PRESENT

Katie Velasco

4. APPROVAL OF REGULAR MEETING AGENDA

MOTION: Dave Goldstein made a motion to approve the March 28, 2019 Special Meeting Agenda

SECOND: Ed Hedges

DISCUSSION: None

VOTE: Motion passed unanimously

5. APPROVAL OF MINUTES

MOTION: Ed Hedges made a motion to approve the Regular Meeting Minutes of October 4, 2018.

SECOND: Mark Mitchell

DISCUSSION: Commission asked questions of the budget. Kyle clarified.

VOTE: Motion passed unanimously

6. NON-ACTION BUSINESS

A. Harbor Clients Questionnaire

David Goldstein asked of the status of the questionnaire. He said that if it is still in formulation, the Commission could submit questions to the Harbormaster for it. Commission agreed and called to strike the item from future Port and Harbor Commission Agendas.

7. NEW BUSINESS

A. Harbor Budget

The Commission asked about the budget and stated their concerns on certain items. Jim Hunt and Kyle Sinclair both responded that the budget is still looking to be trued up in the next couple of months. Jim Hunt recommended that their concerns be addressed before Council. Dave Goldstein commented that it is the Commission and Council's job to monitor the budget. He detailed previous budgets and stated that he hopes whatever happened in the past, was not to happen again.

Commission discussed further.

B. Policies and Procedures

The Commission reviewed the Policies and Procedures draft that was included in the Packet. Jim Hunt asked the Commission to consider the idea of a Deputy Harbormaster. The Commission asked that the item: Deputy Harbormaster be put on the agenda for the next meeting. Mark Mitchell indicated that if the Harbormaster is looking to hire a deputy, an Organizational Chart be presented to the Commission for review.

Dave Goldstein asked if the Policy and Procedures have been approved. Kyle replied that it had not. Dave suggested to finalize the Policies and Procedures.

C. Harbormaster Update on Winter Work/Summer Plans

Kyle reported on the repairs happening on the DeLong Dock and in the Harbor. He summarized the work that has been done over the winter and said that there were no new plans for the summer as of yet. He went on to say that he is working on current issues. The Commission discussed the following:

State Budget
Fishery Tax
Rail on C&G
Stray electricals in the harbor

D. Safeboat Policy and Procedure Update and Plans

Kyle prefaced the topic by stating his efforts with Robert Baty had paid off and that the City now owns the safeboat. He directed the Commission to their packet where a current safeboat Policy and Procedure from another city allowed for a template for the Commission. He asked the Commission to adjust the language so that it reflects Whittier. The Commission discussed the template further.

The topic of the budget was brought back up. Kyle reassured that there is still a true-up for the budget that was pending.

Commission discussed the boat show.

8. MISCELLANEOUS BUSINESS

None

10. COMMISSION COMMENTS

Greg reported that he has been to every Council meeting and was asked about the Fee Schedule from a Council Member. Greg stated that he would like to monitor the budget as it is what the Council and Commission should do. Greg also mentioned reverting the Commission hold regular meetings monthly. A resolution will come before the Commission.

The Commission discussed the antenna at the harbor and recommended the changing of stations from Valdez to Anchorage.

The Commission asked to have the Head of the Bay Project back on the agenda.

11. CITIZENS COMMENTS

None

12. NEXT MEETING AGENDA ITEMS

Resolution to revert back to monthly meetings.

13. NEXT MEETING ATTENDANCE PLANS

Item is undetermined at this point

14. ADJOURNMENT:

Meeting was adjourned at 7:44 pm.

ATTEST:


Naelene Matsumiya
City Clerk


Greg Clifford
Commission Chairperson