



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**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