

**PORT & HARBORS ADVISORY BOARD
MEETING MINUTES
DATE: 10/18/2022**

CALL TO ORDER:

The Port & Harbors Advisory Board regular meeting was called to order at 7:00 P.M., at Fire Station 1, in Ketchikan, Alaska.

ROLL CALL:

MEMBERS PRESENT:

<input checked="" type="checkbox"/>	Mr. Eric Lunde	(Chairman)
<input checked="" type="checkbox"/>	Mr. Tim Hemme	
<input checked="" type="checkbox"/>	Mr. Mark Flora	(Council member)
<input checked="" type="checkbox"/>	Mr. Dan Askins	
<input checked="" type="checkbox"/>	Mr. Steve Wilsie	
<input type="checkbox"/>	Mr. John Kremer	
<input checked="" type="checkbox"/>	Mr. Jim Castle	
<input checked="" type="checkbox"/>	Mr. Jay Rhodes	
<input checked="" type="checkbox"/>	Mr. Russell Cockrum	

MEMBERS ABSENT:

Excused

<input type="checkbox"/>	Mr. Eric Lunde	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Tim Hemme	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Mark Flora	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Dan Askins	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Steve Wilsie	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. John Kremer	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mr. Jim Castle	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Jay Rhodes	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Russell Cockrum	<input type="checkbox"/>

Harbor Staff Present:

<input checked="" type="checkbox"/>	Mr. Darryl Verfaillie
<input checked="" type="checkbox"/>	Mr. Dan Berg
<input checked="" type="checkbox"/>	Ms. Angel Holbrook

CHANGES TO AGENDA:

None

MINUTES:

MOTION was made by Rhodes to accept the minutes of the regular meeting of the Port and Harbors Advisory Board from May 10, 2022. **MOTION SECONDED** by Flora. **MOTION PASSED UNANIMOUSLY.**

COMMUNICATIONS:

None

PERSONS TO BE HEARD:

None

OLD BUSINESS:

1. Harbor Rates Update

Chairman Lunde summarized the results of previous discussion on this subject. Discussion was held regarding the materials provided by staff.

- Create wording to remove all harbor rate dollar values from the Ketchikan Municipal Code (KCM) so that rates can be updated via ordinance rather than KCM changes.
- Create a rate structure for utilities (water, wastewater, solid waste, electric) that is based off what user groups pay to Ketchikan Public Utilities (KPU) plus an price index or escalation rate, or something of that nature, that covers the cost of administering utilities and maintaining infrastructure.
- Identify a rate increase that will generate revenue for a Capital Improvement Program (CIP).
- Removal of three month open moorage permit from rate structure.
- Recommend hiring a grant writer to help the department secure grant funding, including the annual 50/50 harbor grant program.

Director Verfaillie informed that the new city manager approved his initial request to hire a grant writer and he will start working on identifying the next step. He also informed that he directed staff to start working on getting a quote for a rate study. The rate study will be the backup documentation and justification for the suggested rate increase when presented to City Council.

MOTION was made by Flora that the PHAB supports staff researching and procuring a

rate study. **MOTION SECONDED** by Rhodes. **MOTION PASSED UNANIMOUSLY.**

NEW BUSINESS:

The Board gave introductions and welcomed the new members.

1. Elections
 - a. Chairman
 - b. Vice-Chairman

Discussion was held. Current Chairman Lunde expressed he has termed out and will be unable to hold the Chairman seat another term.

MOTION was made by Rhodes to nominate Flora as Chairman and Hemme as Vice-Chairman (both accepted the nomination). **MOTION SECONDED** by Wilsie. **MOTION PASSED UNANIMOUSLY.**

Director's Report:

Director Verfaillie updated that he has rewritten the Dock Vendor contracts and it is to the City Attorney for review.

Flora thanks Director Verfaillie for his hard work on this.

The Board brought up the desire to have the Borough contribute to harbor maintenance since the City is maintaining harbors outside of city limits. Director Verfaillie acknowledged and said he will look into it.

FUTURE AGENDA ITEMS:

BOARD MEMBER COMMENT

Mr. Tim Hemme: Welcome new members.

Mr. Eric Lunde: Thanks everyone.

Mr. Jim Castle: Great discussion. Thank you staff.

Mr. Mark Flora: Welcome new members, thank you for investing your time. Thanks to Port & Harbors staff.

Mr. John Kremer:

Mr. Steve Wilsie: Good meeting and information. The vendor lease update was very

interesting.

Mr. Jay Rhodes: It is interesting to get up to speed, this is a learning experience. I appreciate everyone and we'll get things done.

Mr. Dan Askins: Interesting discussion.

Mr. Russell Cockrum: Good meeting.

ADJOURNMENT:

MOTION TO ADJOURN was made by Castle 8:30 p.m. **MOTION SECONDED** by Hemme. **MOTION PASSED UNANIMOUSLY.**



11-8-2022

Chair/Vice Chair Signature

Date