
SITKA PORT AND HARBORS COMMISSION
Special Commission Meeting Minutes
March 11, 2015
Harrigan Centennial Hall

I. CALL TO ORDER Acting Chair Knox called the meeting to order at 6:04 pm.

II. ROLL CALL

Members Present: Kevin Knox, Josh Arnold, Clay Davis, Melissa Greenhalgh

Members Absent: Stan Johnson, Michael Johnson, Mary Ann Peterson

Others Present: Harbormaster Stan Eliason, Deputy Harbormaster Charles Hackett, Secretary Kacie Rear, Assistant Clerk Melissa Henshaw, Assembly Liaison Matthew Hunter, Chief Finance and Administrative Officer Jay Sweeney, Municipal Engineer Dan Tadic

Members of the Public: Marian Allen

III. CHANGES TO AGENDA

- Jay Sweeney to speak first
- No update on seaplane base
 - Instead talk about the assembly meeting on March 10, 2015

MOTION: **M-Davis / S- Greenhalgh** moved to approve the minutes from the February 11, 2015 meeting.

ACTION: Motion **PASSED unanimously** on a voice vote.

IV. CORRESPONDENCE – None

V. PERSONS TO BE HEARD - None

VI. REPORTS

1. Harbormaster - None

2. City Staff -

- a. Jay Sweeney presented two purposes to the commission: (a) The financial position and performance of the harbor fund thru the end of December, (b) The draft harbor budget for FY '16 shaping up to look like in comparison with the master plan that was presented already.
 - i. Financial report is from the report that was produced by Jay Sweeney for the City Administrator. As of and for the 6 month period ending December 2014. Financial operations for the harbor fund for the 6 month period ending December 31st are exceeding both FY '14 historical results and FY '15 plan. Permanent

moorage rates are flat and slightly behind plan. As for transient moorage rates, have gone up \$37,600 and is 23.4% over the same period and FY '14. Cost of operations continue to trend lower than a year ago, cost of sales are trending substantially lower (positive result), overall revenue has increased to \$130,900 over the 6 month period FY '14. Overall the harbor fund seems to be executing according to the annual plan with results slightly ahead a plan per all metrics.

ii. The draft harbor fund budget at present time is good news. Assembly approved the 6.68% rate increase which showed the cash flow after debt service for the harbor fund FY '16 to be \$13,000 less than the draft of the harbor budget in the present. Which means it is good news because we have the ability to budget in a short term to match what we are showing in planning long term.

b. Dan Tadic gave an update on the transient float project. PND has given the 35% submittal and looks like a solid set so far and is on schedule with the overall project. PND will attend the April 15th Ports and Harbors meeting with a 65% project update.

3. **Chair-** Knox reported about the Ports and Harbors work session that happened on March 4, 2015 to the assembly. Mentioned that there was a lot of good feedback from the work session.

4. **Other(s)** - Melissa Henshaw welcomes Kacie Rear.

VII. UNFINISHED BUSINESS

1. **Net/Visitor Shed-** Matthew Hunter mentioned that the FY 15 budget is taking \$100,000 from the harbor fund to replace the net shed roof, which should last about 30 years. Having 80% of the boat tax go to the harbors will make the net shed roof be paid off in a couple of years.

MOTION: **M-Knox/ S-Arnold** moved to institute an event and use fee of \$25.00 for a half day (4 hours) \$50.00 for a full day (8 hours) with a Non-Profit discount, and waiver or exempt of fee for paying harbor slip holders.

ACTION: Motion **PASSED unanimously** on a voice vote

2. **Float Home Rates-** The rates for the float homes will be \$300.00 a month. There will be a lot of paper work for the lease agreement, moorage agreement, and will have a utility meter. If the owner of the float home decides to sell the home, the new owner is able to leave the home there. Those that are on the waitlist will wait for more float home spots to open up.

MOTION: **M-Davis/S-Arnold** moved to establish float home fee of \$300.00 a month and to be revisited annually by the Ports and Harbor commission.

ACTION: Motion **PASSED** with the following vote-
Yes-4 Knox, Arnold, Davis, Greenhalgh
No- 0

VIII. NEW BUSINESS –

1. **Work session follow up-** Talked about the different ideas that were voted on at the work session being most important to least important. The Top-5 ideas about the harbor include: Haul-Out & Repair Facility, Transfer Facility to City, 100% Fish Box Tax to the Harbor Fund, Long-Range Committee-Plan for what we really need, and Bring Back Money to the Harbors (no specific idea). The Ports and Harbors meeting in September is dedicated for the discussion of the Long Range Committee-Plan.

IX. GENERAL DISCUSSION- None

X. CLOSING

1. **Next Meeting Agenda Items**

- Next regular Ports & Harbors meeting on April 15, 2015
 - i. Parking fees
 - ii. Sealing Cove parking layout/expansion
 - iii. Fish Box Tax
 - iv. Designated Permit Parking & fees
 - v. PND will come and give a 65% update

2. **Next meeting Date** – Harrigan Centennial Hall April 15, 2015 at 6 pm

3. **Adjournment** –

MOTION: M-Arnold/ S-Knox moved to adjourn the meeting at 8:09pm

ACTION: Motion **PASSED unanimously** on a voice vote.

Prepared by: Kacie Rear
Secretary