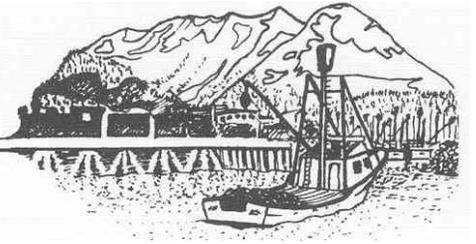


# CITY OF CORDOVA



**Chairman:**  
Jake Betts  
**Commissioners:**  
Andy Craig  
Max Wiese  
Ken Jones  
Mike Babic  
**Harbormaster:**  
Tony Schinella  
**Admin Assistant:**  
Brandy Griffith

**HARBOR COMMISSION REGULAR MEETING  
OCT 14, 2020 @ 6:00 PM  
COUNCIL ROOM A&B**

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

Jacob Betts, Andy Craig, Max Wiese, Ken Jones, Mike Babic

- 1. APPROVAL OF SPECIAL AGENDA**..... (voice vote) Page 1
- 2. APPROVAL OF MINUTES**
  - A. March 05, 2020 Regular meeting..... (voice vote) Page 2
- 3. COMMUNICATIONS BY VISITORS**
  - A. Audience comments regarding agenda items (3 minutes per speaker)
- 4. HARBORMASTER REPORT**..... Page 3
- 5. NEW BUSINESS**
  - A. 2016 Pink Salmon Disaster Relief Fund discussion..... Page 4-5
  - B. 2021 Harbor budget review.....Page 6-8
- 6. OLD BUSINESS**
  - A. None
- 7. MISCELLANEOUS BUSINESS**
  - A.
- 8. AUDIENCE PARTICIPATION**
- 9. COMMISSION COMMENTS & NEXT MEETING AGENDA ITEMS**
- 10. ADJOURNMENT**.....(voice vote)

**Public Call-in number 907-253-6202, each call is placed on hold, then calls will ring through in the order received. Pleas stay on the phone until you've been addressed by the commission. Comments limited to 3 minutes.**

**MINUTES  
HARBOR COMMISSION MEETING  
MARCH 5, 2020 @ 6:00 PM  
COUNCIL ROOM B**

**Call to order:** This meeting was called to order @ 6:00 pm.

**Roll Call:** In Attendance: Jacob Betts, Max Wiese, Andy Craig, Ken Jones, Mike Babic via phone

**Approval of Agenda:** Wiese/ Motion to approve agenda, Jones/ 2<sup>nd</sup>, V/ Unanimous to approve

**Approval of Minutes:** M/ Jones, 2<sup>nd</sup>/Wiese, V/ Unanimous to approve

**Communications by Visitors:** None

**Harbormaster's Report:** Included with packet.

**New Business:**

A: Shipyard Land Disposal recommendation: General discussion. Harbor Master would like to add electrical pedestals and expand the available maintenance area. Wiese suggested not selling only leasing. Jones would like to see another shipyard building. Craig questions about possible bathroom areas. General consensus to leave land as available for now.

B: US Forest Service Lease: This pertains to the USFS floating dock space and the building on the 5<sup>th</sup> approach. General discussion on the area and desire for harbor expansion. Potential area for new fuel dock.

C: Resolution 03-20-01: Jones/ Motion to approve, Babic/2<sup>nd</sup>. General discussion. Vote Betts, Wiese, Babic, Craig, all in favor. Jones opposed. Resolution approved.

**Old Business:** None.

**Miscellaneous Business:** 11 March 2020 Joint Council/ Harbor Commission discussion. Jones would like to discuss USFS lease, Shipyard, and the Port master plan.

**Audience Participation:** None

**Commission Comments:** Babic: Good Discussion. Craig: Good to have a joint meeting. We should know more in five years. Wiese: Never know when we get money. Jones: Budget process at joint meeting, need to reevaluate process and discuss cranes. Betts: Land is too valuable to get rid of, the harbor should not lose anymore land.

**Adjournment:** M/Craig, 2<sup>nd</sup>/Wiese, U to adjourn

## Harbormaster's Report

- Collected 16,400 gals of used oil YTD
- Delivered 10,000 gals of used oil YTD
- Shipped out 5300 gals of used oil
- Delivered 1000 gals of oily water to EVOS separator
- Sent out annual and monthly invoices
- Conducted security duties 14 times for Samson offloads
- Towed two vessels
- Three call outs due to 911 phone issues
- Reconnected I-46 to main float
- Re-installed electrical pedestal at I-27
- Installed new pile hoop at I-61
- Reconnected I-85 to main float
- Installed new end bracket and pile hoop at I-81
- Installed new electrical components at I-27
- Replaced splash board at K-38
- Replaced bull rail at J-35
- Replaced electrical components at H-16
- Quarterly Bobcat maintenance
- Sanitized office and entrance way daily
- Replaced 20-foot section of bull rail on Ocean Dock
- Replaced bull rail at G-11
- Quarterly Travelift maintenance
- Replaced bracket and pile hoop at G-14
- Re-connected J-43
- Cut brush around the harbor
- Alpine Diesel installed stops on 2 of our 3 hoists
- Picked up trash around dumpsters
- Replaced splash boards at H-14
- Made repairs to two snowblowers
- Attended council meetings
- Conducted 91 vessel lifts for 2020
- Replaced splash boards at H-22 and H-26
- Painted 30 new slip name tags
- Replaced pile hoop on L float
- Put 15 bags of oil absorbents through the wringer
- Organized conex in office backyard and build new storage rack
- Conducted security 11 times for Samson Barge offload and onload
- Installed electrical pedestal at J-72
- Replaced splash rail at K-69
- Installed new walers and re-connected K-21
- 4 callouts for vessel assistance
- 3 callouts for water leaks
- 3 callouts for 911 phone issues
- Fill restroom paper products
- Conducted daily dock and facility rounds
- Worked with Samantha Greenwood on Shipyard restroom design and Tier 1 grant preps

PACIFIC STATES MARINE FISHERIES COMMISSION 205 S.E.  
SPOKANE STREET, SUITE 100 PORTLAND, OREGON  
97202-6487  
PHONE: (503) 595-3100 • FAX: (503) 595-3232  
www.psmfc.org



April 21, 2020

Gulf of Alaska Pink Salmon Fishery Disaster Relief Participants:

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Municipality: CORDOVA

Contact: Ken Fay, Finance Director, [finance@cityofcordova.net](mailto:finance@cityofcordova.net)

The Pacific States Marine Fisheries Commission is administering the Gulf of Alaska Pink Salmon Fishery Disaster Relief funding from National Marine Fisheries Service for eligible municipalities/boroughs that have been identified meeting specific criteria, which was outlined in our federal grant. The criteria are as follows:

- a) Municipality/Borough must be located within the affected areas,
- b) 2016 pink salmon landings in the municipality/boroughs must have had a minimum ex-vessel value of \$10,000,
- c) Eligible municipalities/boroughs must have demonstrated revenue (ex-vessel value) loss in 2016 as compared to the five year average from 2006 through 2014 based on Commercial Operator's annual Report data.

The funds must be used for developing, improving, or maintaining infrastructure that supports pink salmon commercial fisheries in your community. Eligible municipalities/boroughs must identify project(s) that support infrastructure for commercial pink salmon fishing and other related shoreside fishery support facilities and/or equipment (e.g. cold storage, ice houses, docks, storage facilities).

Detailed project proposals for funding are to be submitted to the Commission office for review and approval. When approved, the Commission will enter into a subaward with your municipality. The projects must be completed by March 31, 2024. The proposals are to include

a description of the problem addressing, how work will be accomplished, and a detailed budget. The amount of funds identified for your municipality/borough is \$669,488.03

In addition to the project proposals, the Commission must perform risk assessments on entities who are receiving federal funds. Under the Uniform Guidance 2 CFR 200 for subrecipient monitoring, we need to gather information and documents from your entity. As part of our risk assessment of a subrecipient, we perform the following process:

1. Check SAM (System Award Management) for suspended or debarred agencies
2. Review recent agency annual audit reports
3. Review a completed Subrecipient Survey
4. Request a FFATA Sub-awardee Certification
5. Request a W-9
6. If an agency is requesting indirect cost, a current Indirect Cost Agreement must be provided to the Commission office.

We have attached the necessary documents that need to be completed and returned to our office for the process to begin. Upon receipt of these documents the Commission will begin reviewing and should any questions arise, will contact your entity for further information.

If you have any questions, feel free to contact me at [bbissell@psmfc.org](mailto:bbissell@psmfc.org) or (503) 595-3100.

Sincerely,



**Brian Bissell** Project Manager  
Fishery Disaster Programs  
VMS Reimbursement Program



**Pacific States Marine Fisheries Commission**

205 SE Spokane Street, Suite 100 Portland, Oregon 97202 Phone: 503.595.3100 | Fax: 503.595.3232

[bbissell@psmfc.org](mailto:bbissell@psmfc.org) | [www.psmfc.org](http://www.psmfc.org)

“To promote the conservation, development and management of Pacific coast fishery resources through coordinated regional research, monitoring and utilization”

		Prior year 3	Prior year 2	Adopted	Initial
Account Number	Account Title	Actual	Actual	Budget	Proposed
<b>HARBOR ENTERPRISE FUND</b>					
Revenue - Operations					
502-300-44010	Wharfage	41,675	187,898	52,093	100,000
502-300-44020	Dockage	45,858	48,525	32,603	35,000
502-300-44030	Impounds & Fines	2,281	3,434	1,000	1,000
502-300-44040	Dry Land Storage Fees	60,141	69,553	60,000	60,000
502-300-44041	Shipyard Storage	-	2,948	30,000	30,000
502-300-44050	Sale Of Labor	11,016	10,019	735	5,000
502-300-44060	Permanent Slip Fees	916,255	1,005,445	1,102,500	1,100,000
502-300-44070	Monthly Slip Fees	31,246	20,714	21,000	20,000
502-300-44080	Daily Slip Fees	101,307	72,893	88,935	72,000
502-300-44090	Grid Use Fees	6,670	8,046	6,600	6,600
502-300-44100	Seaplane Moorage	1,005	816	500	500
502-300-44110	Utility Sales	25,482	30,919	12,000	12,000
502-300-44120	Sale of Sevices	5,806	2,615	5,000	5,000
502-300-44130	Other Harbor Revenue	9,574	4,787	10,000	6,000
502-300-44135	Penalty & Interest - Harbor	14,339	13,723	2,500	2,500
502-300-44140	Travel Lift Fees	147,415	101,612	105,000	105,000
502-300-44150	Launch Ramp Fees	2,009	1,741	2,500	2,000
502-300-44160	Parking Permits	560	1,108	1,000	1,000
502-300-44170	Maintenance Area Use	2,388	2,267	1,200	1,200
502-300-44180	Misc Settlement Proceeds	-	17,228	-	
502-300-44190	FISH TAX REGISTRATION	-	35	-	
Total Revenue - Operations:		1,425,029	1,606,326	1,535,166	1,564,800
Other Revenue					
502-398-40239	Pension State Relief	13,615	-	24,627	
502-398-40325	Investment Earnings	845	162	1,500	
Total Other Revenue:		14,460	162	26,127	
Harbor Operations Expenditures					
502-400-50000	Salaries and Wages	324,332	356,564	364,069	
502-400-50010	OT	9,233	9,224	10,000	10,000
502-400-50020	Temp. Employees	1,170	12,996	12,000	12,000
502-400-50100	FICA	25,526	28,065	29,534	
502-400-50110	PERS	54,885	64,047	82,295	
502-400-50120	Health Ins.	78,257	90,263	85,829	
502-400-50130	Compensation Ins.	7,452	7,640	11,143	
502-400-50140	ESC	2,376	2,164	2,508	
502-400-50150	PERS Relief	13,615	-	24,763	
502-400-51000	Administrative Costs Allocated	180,238	161,886	-	
502-400-51010	Uniforms/Safety Clothing	888	1,058	2,500	2,500
502-400-51020	Operating Supplies	12,026	11,440	11,000	11,000
502-400-51030	Custodial Supplies	2,850	3,960	4,000	4,000
502-400-52000	Communications	8,365	5,525	6,000	6,000
502-400-52010	Water, Sewer & Refuse	141,267	120,634	90,000	120,000

502-400-52020	Street Lighting	-	-	3,000	3,000
502-400-52030	Electricity	57,987	49,588	70,000	60,000
502-400-52040	Heating Oil	7,587	7,802	8,000	8,000
502-400-52070	Leases/Rentals	391	-	500	500
502-400-52120	Travel - Car Rental	-	-	300	300
502-400-52130	Travel - Airfare/Ferry	1,100	1,619	4,500	4,500
502-400-52140	Travel - Lodging	1,392	4,813	2,500	2,500
502-400-52150	Travel - Per Diem	750	950	1,000	1,000
502-400-52160	Professional Development	945	775	1,000	1,000
502-400-52170	Dues & Subscriptions	345	345	700	700
502-400-52179	Drug Testing	468	971	400	400
502-400-52180	Professional Services	19,033	51,656	39,000	39,000
502-400-52185	Bank Fees	27,580	29,445	20,000	25,000
502-400-52270	Legal Printing	-	-	750	750
502-400-52290	Bad Debt Expense	73,928	-	-	-
502-400-54000	Fuel & Lube	5,522	4,471	10,000	8,000
502-400-54010	Vehicle Parts & Repairs	768	4,636	2,500	3,500
502-400-54020	Repair - Other Equipment	41,782	55,357	60,000	60,000
502-400-54050	R & M Travel Lift	33,672	38,889	30,000	32,000
502-400-55000	Other Equipment	13,764	15,653	25,000	22,000
502-400-55020	Other Improvements	85,441	255,135	75,000	75,000
502-400-55030	Used Oil	39,361	60,000	60,000	60,000
502-400-56000	Insurance	58,892	90,019	57,108	60,000
Total Harbor Operations Expenditures:		1,333,188	1,547,591	1,206,899	
Transfer to Reserve & CIP					
502-896-57500	Transfer to Dep'n Reserve	150,000	150,000	150,000	
Total Transfer to Reserve & CIP:		150,000	150,000	150,000	
Depreciation & Amortization					
502-899-59090	Depreciation	762,709	-	-	
Total Depreciation & Amortization:		762,709	-	-	
Interfund Transfers Out					
502-901-57415	Transfer to Water Fund	5,000	-	-	
502-901-59996	Perm Fund Replacement	2,328	2,328	-	
502-901-59997	Transfer to Perm Fund Trvl Lft	18,000	18,000	18,000	
502-901-59999	Transfer to General Fund-Admin	-	-	168,868	
Total Interfund Transfers Out:		25,328	20,328	186,868	
HARBOR ENTERPRISE FUND Revenue Total:		1,441,305	1,606,488	1,561,293	
HARBOR ENTERPRISE FUND Expenditure Total:		2,271,225	1,717,919	1,543,767	
Net Total HARBOR ENTERPRISE FUND:		(829,920)	(111,431)	17,526	

**Capital Items as well as Other Nonrecurring Operating Items for 2021 Necessary to Provide Exemplary Service to the City**

**Capital Items**

Capital items are discreet items that cost over \$5000 and are expected to last longer than a year They are the accounting version of PPE - plant, property and equipment

Item	Cost	
1 Ocean Dock Cathodic Protection	\$100,000+	Replacement. R&M Engineering is working up a bid packet.
2 Ocean Dock bullrail replacement	\$20,000	Repair concrete, brackets and replace 10 bull rails sections

**Nonrecurring Items that are Large and/or Unusual**

Nonrecurring items are projects, services etc that are not typical or ordinary but required for your department to function properly and to allow it to serve the citizens

Description	Cost	
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Fuller explanation - the why/benefit as well as the how and anything else noteworthy

1 Shipyard fill	\$ 30,000	D1 gravel in the Shipyard
2 Harbor office backyard fill	\$ 5,000	D1 gravel in the Behind Harbor office
3 Two hoists and refurbish one old	\$ 335,000	Purchase & install two new hoists and refurbish one old hoist w/Pink Salmon disaster funds