

**Gary Paxton Industrial Park - Board of Directors Meeting
August 24, 2017 3pm at SEDA Conference Room**

A. CALL TO ORDER: The Chair called the meeting to order at 3:09 pm.

B. ROLL CALL

Members Present: Scott Wager, Hugh Bevan, Dan Jones, Sheila Finkenbinder (arrived 3:15)

Members Absent: Charles Horan

City Representatives: Michael Harmon, Dan Tadic, Jay Sweeney

Others Present: Garry White, Robert Woolsey, Mary Suminski

C. Review of Minutes- July 31st, 2017

MOTION: M/S Jones/Bevan moved to accept the minutes July 31st, 2017

ACTION: Motion **PASSED 3/0** on a voice vote

D. Correspondence & Other Information

- Mr. White informed the board that DEC had sent a letter to Bobbi Daniels of Sawmill Farm regarding the condition of the site. He stated that she had until August 31, 2017 to clean and vacate premise, if clean-up was not complete by September 30th, GPIIP could charge Ms. Daniels for the cost of clean-up. The board requested that it be on the September meeting's agenda.

E. Changes/Additions/Deletions to Agenda- None

F. Reports

Executive Director

Dock

Mr. White stated that the dock project was moving along however, weather had slowed the painting process. Mr. Tadic added that the specific ADEC permit issues associated with adjusting the dock freeboard with the ship-to-shore product in the ballast water were being worked through, USACE permit was still on track for late Sept or early Oct. and that the coating is complete and the barge is expected to be in the water on August 30, 2017. Mr. Tadic also mentioned that the electric department is on track for bringing power to the site and he did not foresee any hang-ups.

Bulk Water

Mr. White stated that all the bulk water contracts have been finalized and forwarded to clients for review; item will be on the Assembly September 12th agenda.

Marine Services

Mr. White commented that Tisher Construction is removing remaining rock at the park and that Mr. White would be working with Mr. Tisher on a final walk thru of the area. Mr. White also mentioned that he was waiting for GPIIP maps from the city per the GPIIP Strategic Plan.

Shoreline Stabilization

Mr. Tadic informed the board that all the permits were in place and that the Shoreline Stabilization project would be going to bid August 25th, 2017. Mr. White mentioned that he would be working with Mr. Glaab to ensure that the project would not interfere with his operation.

Fortress of the Bear

Mr. White stated that the Fortress of the Bear has begun working on tree removal to expand habitat.

Chair

Mr. Wagner informed the board that there is a small leak in the bulk water pipeline at the wet well where the flange penetrates the wall, he stated that the board needs to discuss who would be responsible for paying for it's repair.

G. Persons to Be Heard- None

H. Unfinished Business- None

I. New Business

1. GPIIP Port Planning/Tariff Schedule

Discussion:

- Mr. White briefly introduced the in-house tariff schedule; he stated that he sees the fees as: dockage, yard usage, cargo movement & storage, haul out and operators fees. Mr. White made contact with the City of Haines, AK and City of Port Townsend, WA to discuss their tariff schedule; he was impressed with the Port Townsend fees and rules & regulations. Mr. White also stated that the city of Sitka does not have a tariff schedule but rather operates under the General Code, Title 13, Mr. White commented that tariffs are binding legal agreements.
- Mr. Sweeney suggested that the board needs to evaluate how the tariff charges would be collected, billed, implemented and administrated.
- Mr. Jones felt that the board would not be able to know who would manage the dock until they knew how it needed to be managed.
- Mr. White stated that a port manager could determine if activity occurred however, there is not money to hire at this time. Mr. White suggested that cameras can be an option for monitoring, there is also a self-pay VEN station option, but the cost would be 10-13k plus monthly fees.
- Mr. Jones stated that the board needs to determine how to operate the dock and possibly advertise for use in February 2018, he commented that a tariff schedule needed to come first and get a consultant to finish up after the board makes recommendations.
- It was suggested that other tenants of GPIIP might be options for monitoring.
- There was a question that if the management was outside of SEDA who would manage the rest of the park, a board member commented that it was best left to SEDA to manage the park.

- Mr. Bevan made the following comments: He liked the Port Townsend summary page, Haines tariff was good because it included future costs, and he stated that all charges need to be in line with the City code. Mr. Bevan was concerned about how to measure every charge, all the freight and liquids would need to be measured. He also stated that not all of the uplands have the same value, that the uplands need their own schedule.
- It was suggested that the dock could be managed by the City of Sitka or if it was privately managed that there be a base pay and a commission, to incentivize getting all the revenue possible.
- Mr. Jones commented that the rates should mimic the harbor rates; he also liked the idea of a quick reference for management and rate schedule. Mr. Jones felt that the best way to finish the tariff would be to have a department review and then to hire a consultant to finalize, he suggested that he would like to hire a consultant within 60 days.
- Mr. Sweeney voiced a concern about the 'Point of Rest'. He asked who would move cargo and how it would be billed. Mr. White stated that you could limit by only allowing certain cargo and could assign certain areas of GPIP for cargo.
- Mr. Bevan stated he would like a tariff that is easy to modify and amend.
- Mr. Jones proposed for the executive Director to bring a contract for a consultant to the board by the next GPIP Board meeting.
- Mr. Bevan suggested having one more meeting and then have Mr. White bring a cleaner draft with added suggestions from the board to give to a consultant. Mr. White stated that he would bring a document for review with rates, rules and regulations.
- Mr. Bevan asked City personnel if the idea of a Port Authority could be an option, Mr. Sweeney said it would be a good idea but it was a big step. Mr. Harmon said he sees the issues being that it would be a change of the Sitka Charter and there is difficulty-filling boards as it is, stability amongst the board would be key to a Port Authority's success.
- Mr. Wagner stated that he would like to accommodate the fishing fleet as soon as possible and grow as the dock use progresses.
- Mr. White voiced a concern of GPIP charging for use of a work float while the City charges nothing, he suggested a joint meeting with Ports and Harbors to discuss, the next Ports and Harbors meeting is scheduled for September 13, 2017.
- Ms. Finkenbinder asked if Mr. White was getting the direction, he needed from the board. Mr. White stated that he would work on the fee schedule (for next meeting), rules, regulations, and cameras (for security and to use for charging users). Mr. White stated that the billing could be through the CBS.
- Board agreed to send ideas in writing to Mr. White by August 31st, 2017

J. Adjournment: M/S Bevan/Finkenbinder moved to adjourn the meeting at 4:20 pm