



Town of Beaufort, NC

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Beaufort Waterfront Operations & Finance Committee Meeting
1:00 PM Wednesday, October 30, 2024
Train Depot, 614 Broad Street

Call To Order

Vice Chair Paula Gillikin called the meeting to order at 1 p.m.

Roll Call

Members Present: Vice-Chair Commissioner Paula Gillikin, Steve Bishop, Mike Bradley, Vic Fasolino, Dexter Matthews, Ted Morris, Becky Newton Bowler, Barry Slade, Craig Souza, Miriam Sutton and Weymouth Tillett

Members Joining Virtually: Chair Commissioner Sarah Spiegler joined via Zoom

Members Absent: None

Staff Present: Interim Town Manager Charlie Burgess and Public Information Officer/Parks & Events Coordinator/Deputy Clerk Rachel Johnson

Commissioners Bucky Oliver and Melvin Cooper were in attendance in the audience. Oliver and Cooper did not participate in the meeting.

Agenda Approval

Agenda was approved as presented by consensus.

Minutes Approval

Minutes: Oct. 17, 2024 Meeting Minutes – Approved by consensus.

Project Updates

Vice Chair Paula Gillikin provided an overview of the work completed by the committee to date:

1) Developed Objectives

- 2) Researched starting a 501(c)3 and are moving forward
- 3) Began working with our Legislative connections
- 4) Started work to investigate fuel tank permitting
- 5) Quantified a solid estimate for a phased waterfront plan
- 6) Approval of a draft Waterfront Plan by the Board of Commissioners (BOC)

Gillikin explained the document (**Meeting #4 Document #1 BWOFF Waterfront Plans for BOC 10.20.24 Draft**) passed by the BOC is a living document. Ted Morris presented the plan during the BOC's October Work Session. The BOC unanimously approved moving forward. Morris said he felt like the plan was well received by the public and that he had received positive feedback.

Discussion took place about the current condition of the west end of the docks especially, the existing lease requirement is to give it back to the Town in good working order, and the need in the future to bring this area up to standards.

Gillikin updated everyone that if there is a need to obtain a loan for gas tanks that the NC Local Government Commission (LGC) does not need to be involved if the terms are less than 5 years. She also reminded the public that they can share their comments during regularly scheduled BOC meetings and discussed other methods for the public to become engaged including via email to committee members, BOC, or staff. All documents, minutes, and agendas of the committee are posted on the Town's website at www.beaufortnc.org.

Beaufort Waterfront Plan Implementation

The question was raised as to who might be willing to work together to pull research into a timeline with prioritization on components lining up with each other, a draft timeline that pulls together the various work streams, collects research, and lays out a time frame.

Interim Town Manager Charlie Burgess said it would be helpful to know the anticipated sequence and advised the committee that their timeline would likely change due to procurement laws that the Town must follow.

Dexter Matthews said a timeline would help with the proposal to the General Assembly for an appropriation. It was clarified that the request for an appropriation would need to be completed prior to January.

The discussion also revolved around the need for strong infographics as a communication piece to match the timeline and tie back to the plan. Committee members expressed a desire to make sure this project is also aligned with other town projects.

A rough outline of the timeline is to be discussed at the Nov. 8, 2024 meeting with a more solidly populated timeline presented at the Nov. 15, 2024 meeting.

Discussion turned to Requests for Proposals (RFPs) vs. Requests for Qualifications (RFQs) as they will be needed for procuring professional services, geo-technical work for a fuel farm, dock management and more.

Burgess outlined the Town's legally required procurement procedures. He asked the committee to submit a list of suggested scope of services wanted for dock management.

The committee discussed the need for 2 RFPs: one for financial services and a second one for securing a marina management company. It was suggested the committee look at the scope of services and fee schedule outlined in the contract between Fernandina Beach and Oasis.

Gillikin said a scope document would be added to the Google Drive for committee members to update.

Research Topic Updates

1. Finance

Craig Souza provided an update on a meeting between himself and Carteret Community College (CCC) President Tracy Mancini. The purpose of the meeting was to potentially obtain the community college's involvement in the waterfront project and to meet to share ideas. Mancini brought several staff members to the meeting to discuss how best they could help. The college is interested in being a community partner and collaborating to get faculty and students involved. It was discussed that perhaps students could assist the committee with a project by conducting research and writing a review about public marinas and waterfronts. Souza said he would reach out to Mancini and talk about what's next.

2. Finance - Grants

The BRIC grant Letter of Intent (LOI) deadline was extended to Dec. 20, 2024. Gillikin updated the committee that the Town's contract grant writer Margaret Shields submitted a draft LOI to the Town for review. She reiterated that while this is not typically the role of the committee, they would be taking a look at the LOI and providing suggested updates. Dexter Matthews, Paula Gillikin, Becky Bowler, Mike Bradley and Miriam Sutton agreed to assist with taking a deeper dive into the LOI.

3. Construction

Steve Bishop said he met with Jim Davis, owner of JM Davis, the only company who submitted their qualifications to the Town in response to the Town's June 2023 RFQ for Front Street Town Docks Fuel Storage Design & Build. Bishop stated he and Davis discussed the fact that fuel piping replacement work was completed 4-5 years ago, new regulations requiring double-wall piping, and a rough estimate of \$350,000 for in-ground fuel tanks that can pump 30 gallons per minute. The estimate does not include electrical or piping. Bishop said the biggest thing he gathered from their conversation is that if the Town wants to move towards a fuel farm, then the work needs to begin now as it will take approximately 6 months to receive DEQ permitting approval.

Burgess explained that it will take approximately 60 days for the design phase and that this should be done before applying for permitting. He said the geo-technical work could be completed parallel to the design phase and said one of the biggest questions to be answered is the desired location of a proposed fuel farm?

4. Operations

Gillikin said that the committee's discussions had naturally fallen into discussing operations and asked if there was anything to add. Both F3 Marina Management and Oasis were discussed. Committee members agreed there is an option to specify software in the scope of the RFQ.

Committee members discussed the importance of utilizing updated software for captains to be able to make reservations as well as being able to make a phone call and speak with someone. Weymouth Tillett stated that 40% of marina reservations are made outside of the normal business hours of 8 a.m.-5 p.m.

Bishop expressed that now that the plan has the BOC's approval and there is direction, they can begin to engage.

Barry Slade said it is important for the committee to outline what defines a good partner for the Town in the RFQ/RFP in order to assist the Town in sifting through the submittals. He said it needs to be specific to ensure the company has municipal experience and the other specifics the Town is looking for. Vic Fasolino added that it is important to get everything we want into the RFP so we don't need to issue addendums.

Burgess reminded the committee again that the Town must follow all procurement laws.

Gillikin brought up the topic of marina management companies potentially offering memberships. It was explained that memberships are not conducive with transient marinas but are more for full-time rental marinas as they encourage boat movement.

Next Steps/Wrap Up

The committee began work on creating timeline blocks. Below are the proposed blocks with the idea of combining the topics to create 6 main blocks.

Funding: grants, appropriations & non-profit

Fuel

Planning: Construction, Design

Transition

Marina Management

Environmental/Safety

Engagement, Community Outreach, Carteret Community College

Understanding that there are 2 parts: Needs & Funding - Creation of a wish list for future planning.

Mike Bradley said that we may know what we want and we may end up with a company that does it all.

Adjourn

The meeting adjourned at 2:46 p.m.

Chair

Board Secretary