



Town of Beaufort, NC

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

Beaufort Waterfront Operations & Finance Committee Meeting
1:00 PM Thursday, December 05, 2024
Train Depot, 614 Broad Street

Call To Order

Roll Call

Agenda Approval

Minutes Approval

- [1.](#) Nov. 8, 2024 Minutes
Nov. 15, 2024 Minutes

Project Updates

Items for Discussion and Consideration

- 1. Project Updates**
- 2. Beaufort Waterfront Plan Implementation**
- 3. Research Topics**

Next Steps/Wrap Up

Adjourn



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Beaufort Waterfront Operations & Finance Committee Meeting
1:00 PM Friday, November 08, 2024
Train Depot, 614 Broad Street

DRAFT

Call to Order

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

Roll Call

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

Members Joining Virtually: Chair Sarah Spiegler joined via Zoom

Members Absent: Miriam Sutton

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

Commissioner Bucky Oliver was in attendance in the audience. Oliver did not participate in the meeting.

Agenda Approval

Agenda was approved as presented by consensus.

Minutes Approval

- Minutes Approval - Beaufort Waterfront Finance & Operations Committee Minutes 10.30.2024
Approved by consensus.

Items for Discussion and Consideration

1. Project Updates

Members of the committee are continuing to gather research and work on an implementation plan.

2. Beaufort Waterfront Plan Implementation

Marina Management: Work is continuing on the development of a marina management timeline. Members are gathering examples of RFPs and Marina Management contracts. The goal is to issue an RFP by the end of the year with 45 days for distribution. The goal is to have someone on board by the fall so they can begin the transition in September or October and be ready to operate by January 1.

Interim Town Manager Charlie Burgess indicated the procurement timeline is good and easily attainable. The committee was instructed to work through the Mayor and Town staff when reaching out to the current operator. Burgess was asked to start the conversation with the dock master that the committee would like to reach out to them.

Fuel Farm RFQ: Vic Fasolino urged that it is important to get started now as the goal is to have the town issue a contract by January with installation done by Memorial Day so that everything is ready on Jan. 1, 2025. He recapped that in 2023 the Town issued an RFQ for design and installation and received one applicant. He suggested the Town restructure the 2023 RFQ and re-issue it so it can be issued in a week or two. He also recommended that a selection committee be formed in order to move towards a contract.

The topic of offering diesel only or a combination of diesel and gas was discussed. Committee members discussed that at the Town's charrette, the public indicated that they wanted gas to be available at the town docks. It was discussed that by selling gas there would be an increased liability and that additional research into insurance premiums will need to be done and it would require hiring an additional full-time employee. Discussion ensued about the existing locations to obtain gas, the lack of demand for gas at the docks and the gas consumption habits of day boaters. Becky Bowler said she felt there was a lack of information provided by the town at the charrette concerning the sale of gas which may have swayed the outcome on the question as to whether or not to provide gas for day boaters.

Gillikin mentioned that existing commercial entities like the ferries fuel up at Finz and while there is gas at the Boathouse, it takes 25-35 minutes in a no wake zone to get there. Gillikin also mentioned that having gas may provide a much needed service during natural disasters and emergency responses. Currently there is only one gas station in Town and the Town has to rely on other sources for fuel during an emergency. She said there may be a possibility that if the Town Docks offer gas that it may become a part of the Coast Guard's contingency plan as an asset provider.

It was discussed that there is still additional information that should be gathered regarding fuel and deciding between diesel or diesel and gas. A consensus was reached to ask the Board of Commissioners for permission to move forward with an RFQ for the Fuel Storage Design Build. The wording would be for fuel not just for diesel.

Gillikin advised the committee that if the committee reaches a recommendation that goes against the public recommendations that the committee would need to go back out to the public.

It was decided that committee members would gather additional information and come back at the next meeting ready to have a discussion on making a recommendation for just diesel or a combination of diesel and gas.

3. Research Topics Updates

Finance: Craig Souza provided an update on the creation of a non-profit. He stated they are in the final stages with the paperwork and finalizing a board. He said the following week, the paperwork would be submitted to the State.

Name: Weymouth Tillett brought forth a discussion on the name of the docks. He said it has been called the "Beaufort Docks" and "Beaufort Town Docks" interchangeably for years and asked if we should keep the same name or officially use "Beaufort Town Docks." Discussion revolved around how giving it an official name would help with branding and that technically it is not a renaming of the docks but rather selecting one name to brand and move forward with. A consensus was reached to recommend to the BOC to move forward with using the name "Beaufort Town Docks."

Grants: Becky Bowler discussed the BRIC grant stating the Town was moving forward with submitting an LOI and that the deadline had been changed to Dec. 20. A draft of the LOI written by the Town's contract grant writer is being reviewed by several committee members. Bowler said she would like to see a grant services firm be hired and quarterback the LOI. She said BRIC "likely go away after 2025 and that she doesn't want

the Town to miss out as there are millions available. Committee members have multiple questions about the BRIC grant process.

Bowler again suggested the Town hire a grant services firm. It was suggested that this professional service should be separate from the general RFP for professional services (engineering, grants etc).

Burgess said it needed to be decided what professional disciplines to pursue. Currently the RFP list includes an RFP for a Fuel Storage Design Build, Professional Services and Operations.

Next Steps/Wrap Up

Discussion revolved around public outreach and the question was raised as to whether or not the committee is reaching the public. It was suggested that the Town could issue a survey and that the committee could submit information for the monthly newsletter. It was suggested the committee prepare a write up for the January newsletter.

Craig Souza provided an update on his outreach to Carteret Community College. He said he met with Traci Mancini and Perry Harker and that they were excited to work together. He said there would be a tour with students and faculty the next week. It was suggested that the committee should also reach out to the Duke Marine Lab, the Big Rock Foundation, the Beaufort Business Association and that the Friends of the Museum had expressed an interest. It was expressed that the committee's need is for economic impact data related to the waterfront.

Committee members also discussed the need to ensure ADA compliancy is met as well as involving the Parks & Recreation Advisory Committee. Staff Rachel Johnson said the Town's ADA Plan and the Beaufort Parks & Recreation Comprehensive Plan are available on the town website.

Adjourn

The meeting adjourned at 2:39 p.m.

Chair

Deputy Town Clerk

Minutes prepared by Deputy Clerk Rachel Johnson.



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Beaufort Waterfront Operations & Finance Committee Meeting
12:00 PM Friday, November 15, 2024
Train Depot, 614 Broad Street

DRAFT

Call To Order

Chair Sarah Spiegler called the meeting to order at 12 p.m.

Roll Call

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

Members Absent: Barry Slade

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

Commissioner Bucky Oliver was in attendance in the audience. Oliver did not participate in the meeting. Mayor Sharon Harker joined the meeting at 12:28 p.m.

Agenda Approval

Agenda was approved by consensus with the deletion of minutes approval.

Minutes Approval

Minutes approval was removed from the agenda.

Items for Discussion and Consideration

1. Project Updates

Chair Spiegler provided an update from the Board of Commissioners' (BOC) November meeting. During the BOC meeting, Interim Town Manager Charlie Burgess asked the BOC to consider approving staff and the committee to draft and issue a series of RFQ/RFPs related to the waterfront project. The intent of the blanket approval is to allow the process to move forward at a faster pace.

Burgess updated the committee that the RFP for Fuel Storage Design Build was issued on Nov. 14 and has been placed in the Raleigh and Charlotte newspapers as well as in the Carteret News Times, on the Town's website and to the NCEVP and HUB. Committee members are also sending it to those who may be interested. The RFP will be open for 4 weeks and included criteria as outlined by the committee. The RFPs will be reviewed by a selection committee as selected by the Mayor. The goal will be to make a recommendation to the BOC the second Monday in January.

Spiegler also updated the committee that the BOC unanimously approved using the name "Beaufort Town Docks." Staff member Johnson reported that the Town had secured BeaufortTownDocks on Facebook. The URL for beauforttowndocks.org is available and .com is already owned. Staff was instructed to look into securing .gov and .org as soon as possible.

2. Beaufort Waterfront Plan Implementation

There will be a need for 4 RFQ/RFPs to include Fuel Farm, Grant Writing Services, Master Services for Design & Engineering and Marina Management.

Burgess spoke more about the Master Services RFP stating that it would be for a 5-year contract, a firm can respond to individual aspects or all aspects of the master services RFP. The goal is to issue the Master Services RFP by early January with a response deadline by the end of January and to have someone hired by late February or early March. The Marina Management operators RFP would be issued in March/April with a deadline of April/May and having an operator selected by June/July and on-board by Sept. 1 to prepare to take over operations by Jan. 1, 2025. The Mayor will decide who will comprise the interview teams and selection/evaluation committees.

The current Master Services RFP would include the following :

- Architectural, Mechanical, Structural, Civil, Electrical and Plumbing design
- Architectural, Mechanical, Structural, Civil, Electrical and Plumbing engineering
- Construction Administration
- Landscaping Architecture
- Civil Engineering and Land Survey
- Abatement Design and Reporting
- Cost Estimating

The committee expressed a desire to issue a separate grant writing services RFP. They also asked questions about the selection committee and stated they felt they should have some input on the committee. Mayor Harker said she anticipated this topic would come up and that Town staff, including the Engineering and Planning Departments, along with a representative from this committee would comprise the interview team/selection/evaluation team. She said she didn't anticipate a formal committee being put together. Mayor Harker was asked if she would consider having 2 BWOF committee members involved. Harker agreed.

3. Research Topics

Gas vs. Diesel

At the last meeting, the topic of offering just diesel or a combination of both gas and diesel was raised. Committee members were asked to look into this topic. Gillikin said the issue is that offering gas is more costly and that there isn't a large market for it. Diesel is a must-have. The public expressed a desire to have gas services available to the public at the dock and Gilikin said that it could be useful in the preparation for disasters.

Mike Bradley shared that in his research he found that it won't raise insurance rates as much as originally thought. He advised that the location should be carefully selected. Steve Bishop said he spoke to the current dockmaster and while 5 years ago the recommendation would have been no, that it is a need that if the Greer's shut down their fuel business it is recommended. Bishop said after looking into it, he has changed his mind and now thinks that we should have gas at least at one location.

It was brought up that the big vessels are towing tenders and often need to fill them up. It was also suggested that instead of staffing the gas dock that there could be a camera in the dockmaster's office so an employee can monitor it. During the piping phase, it will be important to know the dock alignment. Committee members recommended having gas in the most isolated area. The size of the tanks is TBD and further discussion with the selected company from the RFQ process is needed in order to make a recommendation to the BOC.

The committee came to a consensus to recommend the Town look into operating at least one gas dock and offer both gas and diesel fuel options.

Scope of Work - Meeting #6 Document #1 Scope of Work

Steve Bishop introduced a scope of work document as a starting point for the committee to build upon to create the Marina Management RFP. He said this was drafted mostly from other marinas.

Sarah Spiegler said this is a homework item for members to take home and review and make additions and deletions.

Proposed Draft of SCOPE OF WORK

The Town of Beaufort is seeking proposals from Marina Management Companies to manage Marina operations, including dockage, mooring field, fueling, and the boater’s facility (bathroom/shower). Management of operations would include, but not necessarily be limited to the following:

- Operate, supervise, manage, and maintain the Marina daily
- Hire, train and supervise marina staff. These individuals will be employees of the Marina Management Company
- Implement a dress code and provide on-site personnel with uniforms to be worn at all times while on duty
- Maintain experienced staff and management for marina operations
- Solicit, negotiate, prepare, administer and manage licenses, occupancy agreements, marketing agreements and service contracts (including, without limitations, engineering, telephone, and internet), staffing and personnel needs, and other services which are reasonably necessary for the Marina’s facilities
- Collect and manage all payments for services and related deposits
- Administer slip assignments
- Account for and report on Marina financial operations. Ensure that an appropriate dockage reservation system and accounting system is in place and that it has capabilities to export results of operations in a format compatible with the City’s financial management system
- Prepare and implement annual Health and Safety Plan and Facility Maintenance Plan
- Implement the Marina’s hurricane plan
- Administer a customer service program for the Marina
- Prepare and implement advertising, promotional activities, and marketing plans
- Design, maintain and update City Marina web page to incorporate the use of a variety of popular social media links (all information shall be property of the City)
- Purchase, in accordance with the approved operating budget, all equipment, tools, appliances, materials and supplies reasonably necessary or desirable for the care, maintenance and operation of the Marina
- Operate a full-service marina facility in a manner to maximize occupancy and revenues for the Marina
- Provide a wide array of services and improve the level and variety of services available for the benefit and enjoyments of the Marina occupants and the boating community
- Protect the City’s capital investment in the Marina facilities through the exercise of high standards of management, operation, and maintenance
- Act as the sole and exclusive managing agent of the City to manage, operate and maintain the Marina facilities
- Establish and adjust fees, prices, rates and rate schedules for use of the Marina facilities and all licenses, agreements or contracts and any other commitments for the Marina’s facilities
- Use diligent efforts to cause all users of the Marina’s facilities to adhere to posted Marina rules; strictly enforce such rules; and comply with such rules
- Ensure that the conditions specified in the grants or appropriations used to fund the Marina’s improvements are adhered to without exception
- Work in cooperation with City staff to ensure the Marina’s smooth operations

- Work specifically with the City Finance Department, as required, to develop and manage financial operations and financial reporting
- Implement the Marina’s approved budget
- Schedule, coordinate, facilitate, attend and serve as City representative for all meetings of the City’s Marina Advisory Board

The Town of Beaufort recognizes that specific components of a management agreement will require additional negotiation with the selected Submitter.

Grants - BRIC Grant & Grants Management Firm

Several committee members have been reviewing a draft Letter of Intent (LOI) written by the Town's contracted grant writer for the Dec. 20 submittal deadline for the BRIC grant. Dexter Matthews stated that after a meeting to review the LOI, it was clear there were questions to include can the request be broader than the current LOI request for \$200,000? Can it be written to cover more?

It was asked if there was any way that the Town could hire a professional grant writing company before the LOI is due. The goal would be to hire someone with experience with the BRIC grant.

Becky Bowler said it is extremely important that the Town bring in a consultant now so as to have a super professional LOI to submit. She reiterated that the committee has the information but that they need someone to put it in the right place; someone who knows what it takes to get the most possible money for the taxpayers.

Interim Town Manager Charlie Burgess was asked if it is an option to consider it a sole source. Burgess explained sole source is a function of the BOC and the General Statutes regulate sole source. He offered to set-up a meeting with the LOI review group to figure out where they currently are and how to move forward.

Bowler continued by saying to forget about sole source and questioned Burgess as to the hiring process for the Town's current contracted grant writer.

Chair Spiegler said she understands we are between a rock and a hard place as we know we need to hire a grant services professional but that the RFP process would take longer than the BRIC deadline.

Bowler continued to ask if the RFP process could be delayed so we can get a BRIC grant writer. She said maybe the clock has run out but that her boss would say what do you need to get this done?

Spiegler said we can't dwell on what has happened in the past. Burgess reiterated that the main thing is for this committee to provide the information to Town staff. He said he would like to set up a meeting with the group who has been researching the BRIC LOI.

Discussion continued with Bowler continuing to urge the need to hire a professional grant services and questioning what would be discussed at a meeting with staff the next week as suggested by Burgess. Gillikin said that we all support hiring someone but as of now we are not sure of that process. Mayor Harker mentioned that it could possibly require a budget amendment.

Beaufort Community Foundation - Meeting #6 Document #2 Beaufort Community Foundation

Craig Souza said the newly formed Beaufort Community Foundation has officially been approved by the NC Secretary of State. Bylaws and conflict of interest policies have been finalized, a bank account is set-up and the web domain for beaufortcommunityfoundation.org has been secured and is ready for development. The foundation can now accept donations.

Souza said the Foundation is completely separate from the Town. His goal is to get the Beaufort merchants involved. He has a meeting planned with the Friends of the Museum to discuss how they can work together.

Next Steps/Wrap Up

Public Outreach

Sarah Spiegler said the committee should look to place updates in the monthly newsletter starting with January 2025. Spiegler will also be working to coordinate between the research teams.

Ted Morris discussed the plan to create 1 master project plan with a detailed timeline. This will assist with target communications and infographics as needed that are all the same so everyone is talking from the same points.

Spiegler said she would be working on getting it out for the Dec. 5, 2024 meeting to provide a record of all of the work to look back on.

Adjourn

The meeting adjourned at 1:43 p.m.

Chair

Deputy Clerk