



City and Borough of Wrangell
Port Commission
AGENDA

Thursday, March 03, 2022
6:00 PM

Location: Borough Assembly Chambers
City Hall

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES (*MOTION - Move to approve the Minutes, as presented*)

[a.](#) 02/17/2022 Port Commission Meeting

4. AMENDMENTS TO THE AGENDA

5. CORRESPONDENCE

6. PERSONS TO BE HEARD

7. HARBORMASTER'S REPORT

[a.](#) Harbormaster Report March 2022

8. COMMISSIONER REPORTS

9. UNFINISHED BUSINESS

10. NEW BUSINESS

[a.](#) Relief Operator Job Description Marine Service Center

11. NEXT AGENDA ITEMS

12. ADJOURN

Minutes of the Regular Wrangell Port Commission Meeting

Held February 17th, 2022

Chairman John Martin called the Regular Port Commission meeting to order at 6:44 p.m. February 17th, 2022, via Borough Assembly Chambers

PRESENT: Martin, Bunes, Morrison

ABSENT: Yeager, Roppel

Harbormaster Steve Miller & Finance Director Mason Villarma was also in attendance.

APPROVAL OF MINUTES

- a. Approval minutes from meeting January 20th, 2022

M/S: Bunes/Morrison to approve the minutes, as presented. Motion approved unanimously.

AMENDMENTS TO THE AGENDA - None.

CORRESPONDENCE/PERSONS TO BE HEARD – None.

HARBORMASTER'S REPORT

Miller reported that the Harbor purchased cashless hoist operating systems for each of the hoists in the harbor. Haines has this same system and in one year of operation they have gone from 3k in revenue to 10k. Miller explained that this system runs off cell towers and is incredibly low maintenance compared to the old system. Miller said that the barge ramp tank repair went out to bid and Dave Miller's Welding was granted the project. The project is scheduled to be done by April 30th.

COMMISSIONER REPORTS

Morrison has been observing the Bee being taken apart at Shoemaker Harbor. Morrison said that the boat is almost all gone and only the motor is left. Morrison asked Miller if Shorty has found a way to move the dock at the Mill and Miller responded that Shorty is working on a plan for it. Bunes talked about her time at the Seattle Boat Show and felt like it was well worth the time but questioned how we can track how many Boat Show people come to town. Miller said the Harbor can add a "where did you hear about us" spot on the transient registration form.

UNFINISHED BUSINESS- None.

NEW BUSINESS –

10a Renew parking lot agreement with Roger Purdy

M/S: Bunes/Morrison motion as presented. Poll Vote approved unanimously.

Martin asked if this land belongs to Petro Oil, Miller said this is private property. Miller explained that this is a 3 year agreement with no rate increases during that time. Buness stated that this parking lot is needed and necessary.

10b Rate Schedule

M/S: Buness/Morrison motion as amended in work session. Poll Vote approved unanimously.

NEXT AGENDA ITEMS – None.

The next Regular meeting March, 03 2022

Regular meeting adjourned at 7:10pm

HARBORMASTER REPORT MARCH 2022

ADMINISTRATION: I have been working on budget and grant opportunities with city staff. There is a lot of money out there for transportation infrastructure hopefully we can capture some of it. I have sent in renewals for Army Corps of Engineers nationwide permit for maintenance. This should get turned around fairly quick. These permits are important to the ports and harbors as it allows us to be able to complete piling and dock repairs that require the use of pile driving equipment. I am still working on a presentation to start discussions about requiring insurance. This will be ready for the next scheduled meeting.

HARBOR: As the weather starts to get better, we will be starting float maintenance projects. The new net work float for SMB will be delivered sometime this month. When it arrives, we will have to deck it so it will be ready for this commercial fishing season. The crew has been working on the crane that has been down all winter and should have it up and running by the end of the week 02/04/22.

MARINE SERVICE CENTER: It is going to be tight in the yard as the season starts ramping up. When the long-term winter projects start to get wrapped up it will help with some spacing issues we are having. It is still full so we can only pull boats if there is space available.

PORT: The barge ramp air tank bid was awarded to Dave Miller. Work will commence as soon as some of the materials get shipped to Wrangell. This project is scheduled to be complete by the end of April.

City & Borough of Wrangell

Position Description

Position: Marine Service Center Relief Operator	Type: Permanent, Full-Time
Department/Site: Harbor Department	FLSA: Non-exempt
Reports to/Evaluated by: Harbormaster	Salary Grade: 17

Summary

The Marine Service Center Relief Operator daily routine includes but is not limited to safely operating multiple types of heavy equipment to move vessels and materials to designated work and storage areas. Schedules vessel haul-outs, operates the yard equipment and dictates traffic flow and yard usage with all users. Performs preventative maintenance on all Marine service Center equipment and buildings. Keeps daily OSHA logs for equipment compliance. Performs duties as part of the Department of Homeland Security Port Security Plan.

Distinguishing Career Features

The Marine Service Center Relief Operator is responsible for making sure all equipment and blocking is kept in safe working order. Must be able to operate a 150 & 300-ton Mobile vessel crane and 40-ton hydraulic trailer. Must possess a high regard for safety in the workplace.

Essential Duties and Responsibilities

- Operates and maintains boat handling equipment.
- Check equipment daily for proper fluid levels and general operation including hydraulic lines and fittings, forks and straps condition and report any maintenance/repair issues to Port and Harbor Director and Marine Service Center Leadman.
- Organizes and schedules the hauling, launching and movement of vessels.
- Serves as on-site coordinator of boat yard/port yard.
- Coordinates traffic flow and yard usage with all customers.
- Enforces Yard Rules and promotes "Best Management Practices".
- Translates all relevant billable information to Harbor Office.
- Organizes all yard equipment including blocking and boat stands.
- Properly secure vessels on hydraulic trailer
- Places keel blocks, boat stands and support blocks under vessels in accordance with size of vessel.
- Position hull support blocks and frames against boat bottom for vertical support.
- Works in other sub-departments of port and harbor when Marine Service Center is not running.
- Performs and enforces duties outlined in the Wrangell Port Security Plan.
- Serves as acting Port and Harbor Director and Marine Service Center Coordinator when assigned

Qualifications

- **Knowledge and Skills**

Requires a working knowledge of the principals of vessel handling. Requires a working

knowledge of hull types and the differences associated with hauling them. Requires working knowledge of the safety issues associated with boat yards. Requires working knowledge of boatyard Best Management Practices. Requires working knowledge of vessel blocking procedures. Requires working knowledge of container companies' practices and procedures.

- **Abilities**

Ability to operate, or learn to operate port equipment including but not limited to, boats, forklifts, loaders, hydraulic trailers, pressure washers, Travelift and other mechanical equipment. Ability to coordinate safe traffic flow within yard with all users. Ability to coordinate and schedule haul-outs, launches and any other boat yard activities. Ability to communicate courteously and professionally to customers, coworkers and members of the general public.

- **Physical Abilities**

Ability to lift and carry 50 pounds. Ability to work in all weather conditions. Ability to work throughout all hours of the day.

- **Education and Experience**

High School Diploma or GED.

- **Licenses and Certificates**

Valid Alaska Driver's License. Valid CDL. Basic First Aid and CPR certificate or the ability to gain certificate within 6 months. Forklift Certificate

- **Working Conditions**

Work is performed outdoors in all weather conditions and at all hours.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.