CBJ DOCKS AND HARBORS BOARD
REGULAR BOARD MEETING MINUTES
For Thursday, February 28th, 2019

I. Call to Order

Mr. Etheridge called the Regular Board Meeting to order at 5:00 pm in the CBJ Assembly Chambers.

II. Roll Call

The following members were present: Weston Eiler (arrived 5:05pm), Bob Janes, Mark Ridgway, David McCasland, James Becker, Bob Wostmann, Budd Simpson, and Don Etheridge.

Also present were the following: Gary Gillette – Port Engineer, Matt Creswell – Deputy Harbormaster, and Mary Becker – Assembly Liaison.

III. Approval of Agenda

MOTION By MR. WOSTMANN: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

IV. Approval of January 31st, 2019 Regular Board Minutes

Hearing no objection, the January 31st, 2019 Regular Board Minutes were approved as presented.

V. Public Participation on Non-Agenda Items – None

VI. Consent Agenda –

A. Public Requests for Consent Agenda Changes - None
B. Board Members Requests for Consent Agenda Changes - None
C. Items for Action

1. Alaska Memories Enterprises, LLC (dba Nordic Tug Charters) Sublease Renewal

RECOMMENDATION: TO APPROVE THE ALASKA MEMORIES ENTERPRISES, LLC (dba NORDIC TUG CHARTERS) SUBLEASE RENEWAL UNTIL MAY 1st, 2021.

MOTION By MR. JANES: TO APPROVE THE CONSENT AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

VII. Unfinished Business -None

VIII. New Business – None

IX. Items for Information/Discussion-

1. Electric EMS Response Vehicle Project
   Mr. Gillette said the money for this vehicle was requested from the Marine Passenger Fees. The purpose for this vehicle is to drive down to the cruise ship to transport passengers to the ambulance who need to be taken to the hospital. Chief Etheridge supported this request and his letter is in the packet.

   Board Discussion/Public Comment
   Mr. Becker asked where this vehicle will be stored when it is not being used?

   Mr. Gillette said it would be stored at the Port Customs Building. The plan is to keep it there so when there is a call our staff can get it to the float and ready for the EMS crew.

   Mr. Janes asked what is the cost of this vehicle?

   Mr. Creswell thought is was less than $25,000. This is made by a company out of Florida and it is made specifically for this purpose.

X. Committee and Member Reports

1. Operations/Planning Committee Meeting-Wednesday, January 23rd, 2019 –
   Mr. Eiler reported the Committee discussed a wide variety of topics including, safety ladders, and the lumberman.

2. Member Reports – None

3. Assembly Lands Committee Liaison Report-
   Mr. Eiler said the Lands Committee has been engaged in a series of overview briefings, but none of the topics have been specific to Docks & Harbors.

4. Auke Bay Steering Committee Liaison Report-
   Mr. Janes said he attended a meeting about a month ago that was well attended on the Auke Bay re-zoning. There will be two additional public meeting regarding the re-zoning.

XII. Port Engineer's Report –

Mr. Gillette said his written report is in the packet. He pointed out highlights in his report;

- Statter Harbor Master Plan Phase III (A)–Docks & Harbors received the Army Corps of Engineers Permit and the Department of Environmental Conservation Clean Water Certificate. The Incident Harassment Authorization should also be completed. The contractor will be able to start this project in the fall.
- Archipelago Property Procurement that the Assembly approved is past the 30 day waiting period and can be signed tomorrow. With this action by the Assembly, staff is looking forward to having the final drawings and preparing the bid documents. The contractor will build the wall first with the steel and pilings that is already here and ready to use for that piece of this project. The scheduled start up time is July 1st.
- Amalga Harbor Fish Cleaning Station. A public meeting with PND is scheduled for April 2nd. PND will be providing all options available for the fish cleaning debris and have clear direction on what is feasible.

- The Marine Park Sheet Wall Coating is going well. Because of the tide and logistics in this area Purcell Painting and Coatings are a little behind schedule but they will be done in plenty of time for the cruise season.
- The Visitor Information Kiosk has been removed and hauled to the dump.

Mr. Ridgway asked what is the requirements for a traffic control plan for the downtown waterfront improvements project? He has heard concerns from people that this could cause traffic issues.

Mr. Gillette said staff is working on the contract documents and we plan to include language that the contractor would not be allowed to park a trailer on Franklin Street in the middle of the day. They will need to work off hours to bring supplies to the site. The traffic control plan will need to be approved through ADOT. Staff will work with the CBJ Public Relations Officer to get the information out to the public.

Mr. Becker asked where the material for the downtown waterfront project will be staged?

Mr. Gillette said that is up to the contractor, but he believes it will be stored at AML.

XIII. Harbormaster's Report –

Mr. Creswell reported;

- Last Friday he contacted Global Diving, who did the original assessment on the Lumberman when the hazardous waste items were removed with the direction from the Coast Guard, to pump the water from the Lumberman. The removal of the water will be a less than $5,000 contract. They pumped an estimated 7,500 gallons of rain water on Tuesday. They inspected the hull and it is still structurally sound and sitting well. The anchors are holding but they advised to keep an eye on the anchoring system.
- Staff started the summer hiring process. We received 28 applications for the Harbor Officer position, 23 applications for the Harbor Technician position, and 11 for the Administrative Assistant position. Interviews will start next week.

Mr. Becker asked where staff is in the process of taking posession of the Lumberman and getting it out to auction to get rid of it?

Mr. Creswell said the letter has been sent to the State Attorney General. Staff has heard the letter was received but we did not receive a reply to the letter. I believe staff will wait to see if we receive a reply from that letter.

Mr. McCasland asked how much it cost to pump out the Lumberman?

Mr. Creswell said he does not have the actual invoice yet but it was estimated to cost $3,500 to $4,000.

- Mr. Borg's daughter had her baby Wednesday Morning.

XIV. Port Director's Report

Mr. Gillette reported;

- He was on action line today with Mr. Schaal. We talked about the Lumberman, seasonal hires, and all Docks & Harbors projects.

- He said all the Board members were given a document from the Clerk's office about the Board appointment process. The Clerk's office wants to know if the Board members has any input they want to provide for the process.
- The Assembly discussed the food vendor options at the COW meeting Monday night. All the different options were discussed but in the end it was decided to leave it to the private sector to resolve.
- Erich Schaal, our Deputy Port Engineer, is put together a map of all of our Harbors from GIS in Lucity that shows all the life rings and safety ladder locations. We do currently have some ladders in our Harbors and we do have a report of someone falling in and using a ladder to get out.

XV. Assembly Liaison Report –

Ms. Becker reported,

- The Assembly discussed the senior housing issue. There was a request for the City to purchase land for $1.5M at Vintage Park for the housing complex.
- The Parks & Rec master plan was presented and discussion will continue at the next meeting.
- A resolution was sent to the State pertaining to the state budget urging them to pass a balanced, sustainable, predictable state budget. There are a lot of things going away to the municipalities including the fish tax.

XVI. Board Administrative Matters

a. Ops/Planning Committee Meeting – Wednesday March 20th, 2019 at 5:00pm
b. Board Meeting – Thursday, March 28th, 2019 at 5:00pm
c. Finance Sub-Committee Meeting Scheduling

Mr. Wostmann said he met with Ms. Larson to get an insight to the budget documents that staff works with. He said he polled the Finance Committee members individually to get feedback on how the Committee should be organized. The Committee would be a resource to staff to help in preparing and reviewing the budget, reporting that to the Board as a whole, and calling out items that would need more discussion. The members can then make time to dig into the details if questions were asked and provide answers. The Committee members decided to meet three meetings a year. The first would be at the beginning of the budget cycle after Ms. Larson assembles the preliminary numbers so the Committee can dig into the numbers before it is presented to the Board for review and approval. Another meeting time would be mid year to make sure everything is on track according to budget and in the fall after the busy season to talk about bigger picture items and see if there are things staff would want to add to or delete from the budget. On an as needed basis, an ADHOC meeting could be called by the Port Director if there is a significant change in fund availability in our budget.

XVII. Adjournment – The regular Board Meeting adjourned at 5:47pm.