CBJ Docks and Harbors Board
REGULAR BOARD MEETING MINUTES
For Thursday, June 26th, 2014

I. Call to Order.

Mr. Donek called the Regular Board Meeting to order at 5:29 p.m. in the Assembly Chambers. Mr. Donek said Mr. Busch was going to be late.

II. Roll Call.

The following members were present: John Bush (via telephone), Tom Donek, Bob Janes, Kevin Jardell, David Logan, Mike Peterson, Scott Spickler, and Greg Busch.

Absent: Budd Simpson

Also present were the following: Carl Uchytil – Port Director, Gary Gillette – Port Engineer, Dave Borg – Harbormaster, and Loren Jones – Assembly Liaison.

III. Approval of Agenda.

Mr. Uchytil requested to add a Special Order of the Day to after the Assembly Liaison Report.
MOTION By MR. LOGAN: TO APPROVE THE AGENDA AS AMENDED AND ASK UNANIMOUS CONSENT.

Motion was approved with no objection.

IV. Approval of Previous Meeting Minutes – May 29th, 2014 Regular Board Minutes were approved as presented.

V. Public Participation on Non-Agenda Items –

Howard Lockwood, Juneau, AK – Manager of Juneau Port Development, LLC
Mr. Lockwood provided the Board with a handout which included a letter dated June 24, 2014, ATS 556A Harbor Project Phase Construction Schedule and a picture and concept drawing. He said he is here to give an update on the Juneau Port Development, LLC permitting for the Harbor project at the Little Rock Dump. For the last two months, he has been meeting with Hal Hart, the CDD Director, members of the CDD staff, and CBJ legal members in regards to using the best method for a project of this size. It was decided that it will be broken down into five phases. Mr. Lockwood said July 2nd is the conditional use pre-application meeting at 10:30 am in the conference room in the Marine View Building. He said they are moving very rapidly now and just wanted the Board to know what was going on.

Mr. Jardell asked if he has the permits to commence dredging in 2014 and 2015?

Mr. Lockwood said he applied for the dredge permit. The Engineers will review this and he plans to start on Phase I.

Mr. Uchytil asked if he has all the permits from the US Army Corp of Engineers, EPA, and the Water Quality?

Mr. Lockwood said they would have all of that before the conditional use permit will be issued. This is a requirement under the conditional use permit.

Mr. Uchytil asked if all of the permits have been applied for?

Mr. Lockwood said he will get a tentative permit conditional upon these other things taking place. The key permit is the permit from DNR to remove the precious metals. He said this is a fairly simple permit because it is just basically moving material from one area of the property to another area, and everything is cleaned up in the process.

Mr. Uchytil asked what Mr. Lockwood's schedule is to dredge onsite?

Mr. Lockwood said he hopes within the next two months. He wants to see this job move forward.

VI. Consent Agenda

A. Public Requests for Consent Agenda Changes – None
B. Board Member Requests for consent Agenda Changes – None
C. Items for Action – None moved

1. Statter Harbor ADF & G Cooperative Agreement

PORT DIRECTOR RECOMMENDATION: THAT THE ASSEMBLY ADOPT AN ORDINANCE TO APPROPRIATE $3,137,500 RESULTING FROM THE SPORT FISH RESTORATION ACT AND PROVIDED FOR BY ADF&G TO THE STATTER HARBOR LAUNCH RAMP CIP FUND.

Motion Passed with no objection

VII. Unfinished Business- None

VIII. New Business -

1. PND Contract for Cruise Berths Construction Administration

Mr. Gillette said Docks & Harbors held a competitive Request for Proposal process for the Construction Administration and Inspection for the Cruise Berth Project. Five firms presented proposals and PND was selected by the team. The team consisted of the Port Director, the Port Engineer, the Deputy Port Engineer, a Board member, and an Assembly member. This phase of Construction Administration and Inspection has been broken into two tasks. Task one is the submittal reviews and task two is the fabrication inspections. The total for these two tasks is $1,061,590, it is a time and material basis. This amount is PND's best estimate for what this project is going to take based on what they think the fabrication and final process will be. PND's past estimates have been very close, or even under what has been estimated. Staff agrees that the proposal is consistent with the work that needs to be completed.

Board Questions –
Mr. Logan asked who was going to take ownership of the design?

Mr. Gillette said the concrete float design is by BergerABAM, and they will stamp the drawing.

Mr. Uchytil said BergerABAM is under contract by Manson Construction. Manson will also be checking to make sure this is properly designed.

Mr. Peterson asked if the $1,061,590 was in the budget?

Mr. Gillette said yes it is in the percentage estimated for the Construction Administrative and Inspection.

Public Comment – None

Board Discussion/Action

MOTION By MR. JARDELL: MOVE THAT DOCKS & HARBORS BOARD APPROVE THE CONTRACT ADMINISTRATIVE AND INSPECTION SERVICES PROPOSAL AS OUTLINED IN THE PND ENGINEERS LETTER OF JUNE 20TH 2014 AND REQUEST IT BE MOVED TO THE ASSEMBLY FOR THEIR APPROVAL AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

IX. Items for Information/Discussion –

1. Comprehensive Review of CBJ Docks & Harbors Fee

Mr. Uchytil said the goal is to look at all of the Harbor rate structures including how the fee schedules are managed. The timeline for this is to complete the

reviews and necessary regulation changes to affect the FY16 rates. Special sub-committee(s) of Docks & Harbors Board members will be convened to facilitate the review and provide a transparent public process. Mr. Uchytil said he worked on a priority list –

Sequencing of Review

Docks Enterprise

- Upland Support of Docks Enterprise
  - Tour Broker & Vending Permit (05 CBJAC 15.070)
  - Loading Permit Fees (05 CBJAC 15.080)
  - Electricity Fees (05 CBJAC 15.090)
  - Other Fees (05 CBJAC 15.095)
- Cruise Ship Fees
  - Dockage Charges (05 CBJAC 15.030)
  - Port Dues (85.02.105)
  - Port Maintenance Fee (05 CBJAC 15.040)
  - Marine Passenger Fee (05 CBJAC 15.100)
  - Portable Water Fee (05 CBJAC 15.050)
  - Vessel Lightering Fee (05 CBJAC 15.060)

Harbor Enterprise

- Passenger-for-hire Fees (05 CBJAC 20.080)
    - Inspected vessel fees
    - Uninspected vessel fees
- Auke Bay Loading Facility
  - Fee for delivery and sale of fuel at ABLF (05 CBJAC 20.175)
  - Auke Bay Loading Facility (05 CBJAC 45.050)
    - Staging
    - Storage
    - Landing Craft Loading Ramp Use
    - Drive Down Use Fees
    - Crane Use Fees
- Parking
  - Statter Harbor Lower Parking Lot Permit Fee (05 CBJAC 20.090)
  - Parking Lot Fees (05 CBJAC 20.160)
  - Parking Management (05 CBJAC 45.055)
- Staff Labor fees (05 CBJAC 20.140)
- Boat Launch fees
  - Recreational boat Launch fees (05 CBJAC 20.060)
  - Fees for commercial use of boat launches (05 CBJAC 20.070)
  - Freight use of Launch Ramp facilities (05 CBJAC 45.035)
- Small Boat Harbor fee
  - Special Annual Moorage fee for skiffs (05 CBJAC 20.020)
  - Assigned Moorage Credit (05 CBJAC 20.025)
  - Daily Moorage Fees (05 CBJAC 20.030)
  - Downtown monthly Moorage Fees (05 CBJAC 20.040)

- Auke Bay monthly Moorage Fees (05 CBJAC 20.041)
- Monthly Pre-paid Discounts (05 CBJAC 20.042)
- Active Fishing Vessel Discount at Statter Harbor (05 CBJAC 20.044)
- Fee for tenders (05 CBJAC 20.020)
- Residence surcharge (05 CBJAC 20.050)
- Grid Usage Fees (05 CBJAC 20.100)
- Crane Use Fees (05 CBJAC 20.110)
- Pump Use fees (05 CBJAC 20.120)
- Storage fees (05 CBJAC 20.130)
- Reserved moorage waitlist fee (05 CBJAC 20.150)
- Private boathouse surcharge (05 CBJAC 20.170)
- Other fees (i.e. catamaran) (05 CBJAC 20.180)
- Winter management waitlisted vessel moorage zone (05 CBJAC 25.090)
- Shorepower access Fee (05 CBJAC 30.010)
- Vessel salvage and disposal (05 CBJAC 40.010(g)(1)(ii))
- Boom truck usage fee (05 CBJAC 15.110)

Tideland Leases

- Leasing
  - Appraisal, lease rent requirements, and dispute resolution (05 CBJAC 50.040)
  - Application fees; terms; payment (53.20.030(2))

Mr. Busch asked where the transient moorage fees paid downtown versus paying for a year round slip will be discussed? Would that be under the small boat harbor fees, or would it be looked at separately?

Mr. Uchytil said the priority could be changed. The Board needs to be systematic how the price rates are looked at and reviewed.

Mr. Logan said he recommends to look at what each use fee costs the Harbor and adjust accordingly.

X. Committee and Board Member Reports

1. Operations/Planning Committee Meeting – June 19th, 2014
   Mr. Logan said the Committee discussed the fee review and what form it should take.
2. Finance Committee Meeting – June 24th, 2014
   Mr. Donek said the Committee discussed the fee review, and the Mt. Robert Tram. The Committee gave direction to the sub-committee how to proceed with the Mt. Roberts Tram negotiations.
3. Member Reports – Mr. Logan said he attended the 16B project 1% for art meeting. Mr. Gillette is sending out an RFP and art should be selected well in advance of construction actually starting.

XI. Port Engineer's Report – Mr. Gillette's report is in the packet.
Mr. Gillette said Statter Harbor C-float is repaired and being used.

He said we are in the submittal process for the Cruise Berth project as well as the Aurora Harbor project.
Staff received the permit for Douglas Harbor dredging and it is signed by the Port Director. A major condition is to develop a monitoring and sampling plan for the material placed in the channel, which will require approval from the Board.
Mr. Uchytil said we are happy with receiving the permit. Staff is exploring the cost to cap 22 acres of material placed in the Gastineau Channel versus costs to dispose of the material at fish creek quarry.

XII. Harbormaster's Report -

Mr. Borg said staff is 90% complete on the bench project, and should be completed by tomorrow.
He said he is still working on the vehicle that went off the ramp in North Douglas. He is talking with local eye witnesses.
Docks & Harbors passed the facility security plan performed by the Coast Guard this last week.
Mr. Borg said 31 boats have been pulled at the ABLF since the beginning of the season. Staff is moving forward with getting power at the ABLF.
The Sea Float plane is complete.
Norway Point improvements are taking a little longer, due to ordering of material.

XIII. Port Director's Report-

Mr. Uchytil said next week is the new fiscal year.
Horan & Company has been selected from an RFP for an appraisal services term contract.
The RFB for portable sanitation units will be opened tomorrow.
Two more RFP's are out, purchase and installation of Oceanographic/Meteorological data collections to provide a data link for wind and current around the 16B project, and reporting system and Vibration Monitoring sensor to monitor during the construction of the 16B project.
Mr. Uchytil said the Harbormaster has been proactive on making sure the vessels in our harbors are qualified vessels. Some of the vessels that are really classed as ships are leaving the harbors. The last one that left was the Challenger in Douglas.
Mr. Uchytil said six applications were received for the three vacant Harbor Board positions.
Mr. Uchytil said he will be taking vacation from the 15th of July to the 31st. He will try to be back for the Board meeting on the 31st.

Mr. Peterson asked how long is the term contract for Horan & Company?
Mr. Uchytil said one year with option to renew three additional years.

XIV. Assembly Liaison Report-

Mr. Jones said the Ordinance appropriating the Sports Fish Restoration Act Funds is on the agenda to be introduced at the Assembly meeting on Monday. This will be introduced for public hearing. The next actual Assembly meeting is July 21st.

The PND contract to be approved by the Assembly will be later in the meeting due to a large agenda.

July 10th and the 17th will be interviews for the applicants for the different Boards.

The mayor has appointed a Committee to look at sales and property tax exemptions. They will start meeting in July and have been tasked to go through all 35 exemptions and make a recommendation whether they stay, go, or are amended by January. Preliminary indications are there is a $6 million dollar gap that needs to be filled for FY16.

Assembly elections will be August through October.

Special Order of the Day

Mr. Busch presented Kevin Jardell with a Docks & Harbors cutting board and a Port of Juneau cap and Kevin was thanked for his years of service.

XV. Board Administrative Matters

1. Operations/Planning Committee Meeting – July 24th, 2014
2. Finance Committee Meeting – July 29th, 2014
3. Board Meeting – July 31st, 2014

Mr. Busch asked for Board members to send him an e-mail if they wanted to change the Committee they are currently serving on or would like a leadership role.

MOTION By MR. LOGAN: TO ENTER INTO EXECUTIVE SESSION FOR DISCUSSION OF PERSONNEL MATTERS RELATING TO THE PORT DIRECTOR'S EVALUATION.

The Board entered into executive session at 6:26 pm.

XVI. Executive Session

Return from Executive Session at 6:38 PM.

XVII. Adjournment

The regular Board Meeting adjourned at 6:38 p.m.