

CBJ Docks and Harbors Board
REGULAR BOARD MEETING MINUTES
For Thursday, April 24th, 2014

I. Call to Order.

Mr. Busch called the Regular Board Meeting to order at 5:28 p.m. in the Assembly Chambers

II. Roll Call.

The following members were present: Tom Donek, Bob Janes, David Logan, Mike Peterson, Budd Simpson, Scott Spickler, and Greg Busch.

Absent: John Bush and Kevin Jardell

Also present were the following: Carl Uchytel – Port Director, Dave Borg – Harbormaster, Loren Jones – Assembly Liaison, and Jennifer Mannix – CBJ Risk

III. Approval of Agenda.

Mr. Uchytel added an information item;

5. Vessel Staging and vehicular staging at Statter Harbor.

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 – March 27th, 2014 meeting minutes were approved as presented.

V. Public Participation on Non-Agenda Items –

Don McLarty, Reno, NV

He said he is the owner/founder of Sierra Mobility Scooters. They provide electric mobility devices under the ADA standards for anyone needing walking assistance. He said he would like to rent scooters during the summer cruise season. These devices are selling all over the world by the thousands, and are relatively inexpensive. There are thousands of cruise visitors that come to Juneau in the summer nearly every day. Our studies show that nearly 1% of these people won't even come into town because they just can't walk very far. We think we can help the cruise visitors by providing a scooter on a rental basis. We would like to display two or three scooters in a convenient location on or near the cruise ship dock for rent. Other scooter would be in a storage area close by so staffers could replenish the displays after they are rented. We intend to follow all required licensing, guidelines and permits, and hire four to

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six local young folks that would be able to walk to bring a scooter back. At the end of the season the scooters would be donated after the cruise season ends because it is very pricey to ship these scooters to Alaska. Mr. McLarty is asking for the Boards help to make this happen.

Mr. Spickler asked if the scooters were designed for street riding or sidewalk?

Mr. McLarty said on the sidewalk.

Mr. Peterson asked what the cost per unit is?

Mr. McLarty said \$850 plus delivery

Mr. Peterson asked what the daily rate would be?

Mr. McLarty said approximately \$35.00 for 2 hours, \$10.00 for each additional hour.

Mr. Peterson asked how long would the battery last?

Mr. McLarty said about 6 miles and they could go as fast as 4.5 miles per hour. There is an industrial model that will go 25 miles and go speeds up to 15 miles per hour. The batteries cost about \$95.00.

Mr. Peterson asked what the weight capacity was?

Mr. McLarty said these units will hold 350 lbs. The less expensive models hold 275 lbs. He said the scooters can be broken down to be able to fit in a trunk of a car and it weighs only 31 lbs.

Mr. Peterson asked if he has ever been to Juneau and in the downtown area when cruise ships are in port?

Mr. McLarty said he came on a cruise about four years ago.

Mr. Peterson asked if these units are currently working in a busy area like the area downtown with five or six thousand people on the streets?

Mr. McLarty said currently they are at trade shows and casino's and they work fine.

Mr. Janes said he built 12 scooters last year and has tested four of these on the docks. He is in the position of approaching the same business plan, and the units were tested with cruise ship customers last year. He said he would not like a decision made tonight on this.

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Mr. Busch said there would not be a decision tonight. He recommended for Mr. McLarty to meet with the Port Director and go over the current vendor regulations to see if this could be supported, look for outside storage and work on logistics for the operations, and then come back to the Operations/Planning meeting once he has a plan.

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. De-Appropriate \$185,063 of Department of Transportation (Tiger) funds to close out Auke Bay loading facility phase II.

Port Director Recommendation:

To approve and recommend to the Assembly the de-appropriation of \$185,063 in Transportation Investments Generating Economic Recovery (TIGER) Discretionary grant funds previously budgeted to the Auke Bay Loading Facility.

Motion Passed with no objection

VII. Old Business-None

VIII. New Business - None

IX. Items for Information/Discussion –

1. CBJ Risk Management Overview –
Jennifer Mannix CBJ Risk Manager, showed a power point with the 2013 risk management report that is on the CBJ website, www.juneau.org under Human Resources Risk Management. She said Risk's mission is to protect the health and safety of CBJ employees and members of the community, protect CBJ resources, and in doing this it is important to keep the cost down as much as possible. The CBJ risk program covers all of CBJ including Airport and Bartlett, and she talked about the different insurances CBJ has. CBJ's broker is Aliant out of Seattle who is the expert on all things insurance. Aliant advise on all insurances, assess CBJ's needs and then the Risk staff makes decisions on how much CBJ is willing to spend. Specific insurance to Docks & Harbors is Marine Protection & Indemnity including Pollution Liability, which covers the operations of the Port and Harbors. There is cost savings to CBJ to have excess liability policies tacked on top of the others so Docks &

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Harbors has a \$1M policy for hauling machinery, \$2M umbrella or excess policy, and then another excess policy that goes beyond the \$3M coverage.

Mr. Janes asked what Docks & Harbors claims are now?

Ms. Mannix said;

- Statter Harbor C-float damage, which Aliant came and looked at the damage and is currently working on.
- The Fisheries dock, that was ran into in 2012. There has been a settlement on this claim, but we had a \$100,000 deductible that was paid by CBJ so risk is in the process of recovering at least the deductible from the boat owner who ran into the dock.

Ms. Mannix said the way the self insurance policy works, is that every department contributes to the Risk program every year with different amounts based on their exposure. The way all claims are processed is the first \$1,000 is charged back to the department and the rest will come from the Risk fund. In the case of the Fisheries dock deductible, \$99,000 came from the Risk fund. The Risk fund is kept at a healthy level to be able to pay claims and provide security to pay for these things.

Mr. Busch asked Mr. Uchytel if this was a separate line item in the budget or included in the interdepartmental items?

Mr. Uchytel said it is a separate line item.

Mr. Peterson asked if the insurance premium will go up with these claims?

Ms. Mannix said claim history does weigh in on annual user fees.

Mr. Uchytel said Miller constructions front end loader had a collision with a Tram car, and one of the car doors is inoperable. He said from his perspective, it is the contractors responsibility. He asked Ms. Mannix how she would assess this accident?

Ms. Mannix said Miller construction is primarily responsible. We are the property owner, and Miller construction was required to list CBJ as additional insured, so we should be insured more than we need to be in a situation like this.

2. FY15/FY16 Personnel Changes Update

Mr. Uchytel said the Board approved two additional Harbor Technicians for the Aurora Harbor and the Statter Harbor, and those positions have

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been filled. Interviews were conducted today for the last vacant Harbor Technician position.

The process of changing the full time Administrative Assistant I position at Statter Harbor which requires independent duties to an Administrative Assistant II position has been very challenging to the point it is unsure that it can happen. H.R. performed a desk audit and is not convinced even with the independent duties and supervisor duties that it merits a promotion. Mr. Uchytel said he has been going through the same process with the administrative officer position. This is a difficult process to convince H.R. that the Port office merits an administrative officer position. He is still working on this and he is not sure the persons who did the desk audit will approve such changes.

Mr. Busch asked if there used to be an Administrative Officer about four years ago?

Mr. Uchytel said the challenge with that is when you look holistically at the administrative staff, Ms. Scovill's position was elevated from an Administrative Assistant II to a III position to cover the Administrative Officer position burden. Now with less responsibilities for the Administrative Officer position, it has to be proven that there is still the need for the Officer position. Mr. Uchytel said he needs to look at the PD and shed some duties from his position to elevate that position to go where he would like to go with the Administrative staff.

Mr. Peterson asked if this was a standard process for this request to come to the Board first with the request to increase or fill positions and then go to H.R. for them to do a desk audit and determination?

Mr. Uchytel said H.R. will still ask what you want these positions to do, and what responsibilities do they have? It doesn't work in reverse. They come in, interview, look at PD's, and ask what job you are performing now. The idea does make sense that under the CBJ umbrella is "like work for like pay".

Mr. Busch asked if you could get approval of a position change from H.R. before you come to the Board with the request?

Mr. Uchytel said the challenge with that is the Administrative staff carving off who does what work. He has not given up on this.

3. Mt Roberts Tram & Cultural Preservation Update

Mr. Uchytel said it was decided by both parties to hire a third independent appraiser to choose one appraisal over the other. Because

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Reliant updated their appraisal with the Archipelago property sale, the way forward was to have Horan & Company update his appraisal before having the third appraiser choose between the two so they can both have the same data set. Horan & Company will have his appraisal completed May 1st. When we receive that appraisal, it will be shared with Mt Roberts Tram and the Board, and then we will proceed with choosing a third independent appraiser to choose between the two. There will be a meeting next Tuesday with Mr. Peterson and myself, and Mr. Duncan and Mr. Loiselle, to determine how to choose the third appraiser. Mr. Uchytel said he has already provided the Mt Roberts Tram with a list of five independent appraisers off the DNR list of approved appraisers with the CBJ's requirements. He narrowed the list of 30 by, MAI certified, Companies in Alaska, companies with a website, and also talked to someone in government about the five companies. He said he has not contacted any of the companies.

Cultural Preservation - this lease is the Seadrome property. During the review process for this lease, we had this appraised by Horan & Company. The appraisal came back and was provided to Cultural Preservation. Cultural Preservation came back and said the lease was to be evaluated from the Assessor. The Assessor determined an assessment, but it was based on mass assessment and not comparables. Mr. Uchytel went back to the Assessor and asked them to endorse the appraisal by Mr. Horan. Cultural Preservation has been back billed to July 2012. Cultural Preservation is not in agreement with the evaluation and will provide another appraisal. They will protest the valuation to the Board and then to the Assembly.

Mr. Simpson asked what property it is?

Mr. Uchytel said the area where the dock is and a small uplands area.

4. Douglas Harbor Charging Station

Alec Mesdag, AEL&P Director of Energy Services. He said he is also on the JEDC board. They received a \$25,000 matching grant and raised \$25,000 for matching money for the grant. This grant is to purchase charging stations, education, and signage. The charging stations would be placed around Juneau to eliminate range anxieties for the people who currently own an electric car. This would mean to place the vehicle charging stations around town to provide a person with an electric car the ability to make a round trip from any starting point. The primary locations would be out the road around eagle beach, something downtown, Eaglecrest in North Douglas, and Sandy beach or Douglas Harbor area. That is why he is here today is to talk about the possibility

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to have a charging station in Douglas Harbor. A standard unit is 2/30 amp circuits which is the charge rate for most of the electric cars coming out now. The average usage for in town is about 200 kw hours per month. Comparable to a gas powered vehicle is about .10 per mile cheaper. This would be an opportunity for people who own electric vehicles to use them fully in town.

Mr. Logan asked what the charge is for the user to use the service?

Mr. Mesdag said currently there is a main meter that all the power goes through, and then monthly meters billed directly to the slip would be subtracted from the main slip, and the Harbor pays whatever is left over. The charging station would be on the Harbor side of the main meter. Docks & Harbors has a couple of options;

- Install it as a new subtractive service with a meter on it so any electricity used at the charging station would be subtracted, but that would mean you would have another customer charge to do this and this may not be cost effective.
- Order the charging station with a card reader to accept credit cards, or tie it into a RFID network and charge by the month using a keyfob. The average kw hour energy two pole service is about \$.60 per kw hour.

Mr. Janes asked if this would be Docks & Harbors ownership? He doesn't see enough volume opportunity for somebody to use this.

Mr. Mesdag said there would be two connections at this charging station. He is unsure how much use the charging station will get.

Mr. Peterson asked if this moves forward, he wouldn't like the Harbor paying for the electricity, but the individual who uses this to pay.

Mr. Mesdag said that type of unit could be installed.

Mr. Uchytel said he understands that there is a timeline for the decision on this charging station and asked Mr. Mesdag to explain what he needs from the Harbor Board.

Mr. Mesdag said they have to meet milestones to be able to use the grant funding. He would like to know in about a month. If Docks and Harbors does not want to pursue this, they will pursue other partners.

Mr. Janes asked who incurs the cost for installation?

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Mr. Mesdag said Docks & Harbors would have the responsibility to install and operate. Installation would be approximately \$5,000.

Mr. Peterson said with the short amount of time and a small group using these electric vehicles, he does not see the need to rush into this decision. If this is a prime location now, it still will be in six months from now.

Mr. Mesdag said the only problem is that it won't be free six months from now.

Mr. Busch asked if the Board could have a month to look into this before a decision is made.

Mr. Mesdag said a month would work.

Mr. Donek said he would not be in support of spending \$5,000 of harbor funds for 10 to 12 people in this town with no direct connection to the Harbors.

Mr. Mesdag said this is a component of the climate action plan to encourage electric vehicles. This will have to be installed before Harbor users will be able to take advantage of it. There is a lot of interest because it does provide a lower cost opportunity.

Mr. Busch asked Mr. Uchtyl to have staff look into this and add it as an agenda item at the next OPS/Planning meeting.

5. Vessel Staging & Vehicular Staging at Statter Harbor

Mr. Uchtyl said there was a TBMP meeting yesterday and they went over expectations for the summer season at Statter Harbor. Mr. Uchtyl read the handout which is attached to these minutes.

Mr. Logan asked Mr. Janes if there was any off site staging talked about?

Mr. Janes said some companies are pursuing their own opportunities for staging and having radio contact with their vessels so they are not entering the Harbor until they know that there is an opportunity for the people to get off the boat. Mr. Janes said Gastineau Guiding is looking into staging at the first student lot, but also keeping in radio contact with their boat and office so they don't enter the Harbor until their people are coming up the ramp. Different companies understand the congestion and will follow the TBMP rules so the off site parking does not become regulation.

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Mr. Spickler asked if the 40' busses in the Statter Harbor A-zone plan was going to be a problem?

Mr. Janes said the 40' busses are not allowed in the A-zone at Statter Harbor.

Mr. Peterson said he would like to know at the end of the season how the tent worked at the bottom of the ramp instead of the top of the ramp.

Mr. Uchytel said people were crowding the gangway last year. They wanted to have a designated gathering place to help with efficiency.

Mr. Busch said if changes need to be made during the summer to bring back to the OPS/Planning meeting.

X. Committee and Board Member Reports

1. Operations/Planning Committee Meeting –Cancelled

2. Finance Committee Meeting – Cancelled

3. Member Reports –

Mr. Busch said the Strategic planning meeting will be held on May 10th at 8:00 am at the Port/Customs building. This will be a work session open to the public.

IX. Port Engineer's Report – Mr. Gillette's report is in the packet.

Mr. Uchytel said the Port engineer is in Wisconsin visiting his mother, but he will give a short update on Mr. Gillette's report. Miller Construction is making good progress despite the fact that Alaska OSHA showed up and sited Miller Construction for insufficient flaggers on the job today. As the property owner, and the owner of the contract, we are somewhat responsible. Docks & Harbors will push back with the fact that it states in the contract that Miller Construction is responsible to follow all state, local and federal laws.

On Monday, May 12th, the 65% Statter Harbor launch ramp public review will be on the agenda for the Auke Bay master plan at 6 pm at the UAS building room 222.

On May 8th will be the bid opening for the Aurora Harbor project.

Mr. Logan asked how the Statter Harbor "C" Float repairs are moving along?

Mr. Uchytel said Bellingham Marine has been contracted and are building the four floats currently. They will be shipping them to arrive on May 12th. Trucano will then install them and be operational by June 1st.

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X. Harbormaster's Report -

Mr. Borg said staff is getting ready for the start of the season.

XI. Port Director's Report-

Mr. Uchytel said Docks & Harbors has been extremely busy getting ready for the start of the season. We have had lots of meetings to help alleviate some of the anxieties the companies are having with the changes in the downtown staging area.

April 29th is industry day where charter operators meet with the Coast Guard and he said he will present the Statter Harbor plan again.

May 3rd is the blessing of the fleet. Staff will ensure the fisherman's memorial is pressure washed and clean.

May 8th is the bid opening.

May 9th is a ribbon cutting ceremony for the CSTSA staging area as well as the deck over and Taku Dock by Trucano Construction. Rorie Watt would also like to participate in the seawalk portion. This will also be Docks & Harbor customer appreciation day. Harbor funds are not used for the customer appreciation day, so donations are accepted.

Mr. Busch asked if the parking lot would be open for the blessing of the fleet.

Mr. Uchytel said it is supposed to be completed on May 2nd, but he cannot guarantee.

May 10th is the Juneau Maritime Festival 11:00 am to 5:00 pm.

The Volendam is scheduled to show up this Saturday due to bad weather in the gulf.

The legal opinion on the 15 year lease agreement with Alaska Marine Exchange and Docks & Harbors is that it can happen, but it needs to be signed by the City Manager.

XII. Assembly Liaison Report-

Mr. Jones said at the Monday Assembly meeting they will be taking public comments on the operating budget ordinance, the school district operating ordinance, the capital improvement program resolution and the hearing on the mil levy ordinance. This will just be public testimony only. The school district decision will be made by the end of May and the other decisions will be made the first part of June. The Assembly finance will still be meeting every Wednesday with hopes to be finished with the final decision on the budget by May 21st.

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Mr. Busch said the Board is still very interested in having a joint meeting with the Assembly to go over Docks & Harbors projects in more detail.

Mr. Jones said he has been trying to get that meeting for the last year and a half.

Mr. Uchytel said some of the questions on the budget from the Assembly members were asking if our rates were too high and scaring our user to Hoonah?

XIII. Board Administrative Matters

- a. Operations/Planning Committee Meeting – Next meeting is May 22nd, 2014
- b. Finance Committee Meeting – Next meeting is May 27th, 2014 – Mr. Peterson said he will not be able to attend this meeting.
- c. Board Meeting – Next meeting is May 29th, 2014 – Mr. Peterson said he will not be able to attend this meeting.

Mr. Peterson commented on the personnel changes that there was a lot of time spent on the position description updates, bringing the changes to the Board (which were approved), and then a desk audit with Human Resources. He said he does not want this to go away. He would like the Administrative changes that the Port Director asked for to be followed through and asked if they could be retroactive. He said his concern is that the people working these jobs might just move on if they don't see things happening because the burden is still there with the work load increasing in the summer time, and other jobs are available with better compensation. As a Board member he is encouraging this to move forward and offer some kind of an incentive to keep people in these jobs.

Mr. Busch said Mr. Uchytel is hoping to have this in place by FY15 & FY16, but he does not see this going retroactive. He would like an update at a future meeting.

XIV. Adjournment

The regular Board Meeting adjourned at 7:13p.m.

ATTACHMENT

Statter Harbor – 2014

Vehicle Staging and Embark/Disembark Procedures for CBJ Permitted Commercial Passenger Operators

The following procedures have been created by the CBJ Harbor Staff in cooperation with CBJ Permitted Commercial Passenger Operators and TBMP. Summer 2014 will see 3 zones for commercial operators to either stage a vehicle, or unload or load passengers at Statter Harbor. Each zone has specific procedures to adhere to and they are identified as such (see also map):

ZONE A (Main loading & unloading zone along pedestrian sidewalk up to the handicap parking sign):

- for all permitted commercial passenger vehicles under 40 feet
- for **active loading** and unloading only
- all vehicles must pull forward as space opens up
- if your passengers are delayed in loading, move to the B zone to stage or exit the lot and return

ZONE B (Newly marked zone in front of the blue Dolphin Tour Office):

- for all permitted commercial passenger vehicles under 40 feet
- for **staging** only – absolutely NO active loading or unloading
- all vehicles must pull forward as space opens up
- if your passengers are ready to actively load or unload, move to the A zone once space becomes available

ZONE C (Zone designated as the first trailer space closest to the water on the right as you come down the hill):

- for all permitted commercial passenger motor coaches 40 feet and over
- for **active loading** and unloading only
- only one motor coach at a time in the zone
- may be used as an overflow zone for permitted commercial passenger vehicles under 40 ft

IF all the following conditions exist:

- Both A and B zones are full,
- there is not a 40 ft motor coach descending the hill (or already in the C Zone),
- and you restrict your use to the immediate unloading of passengers only.

ADDITIONAL PROCEDURES

- All 3 zones (A, B, & C) require that the driver stay with the vehicle at all times.
- **Active loading** is defined as, "all passengers at the top of the ramp walking towards their vehicle".
- All **staging** (allowed in zone B) should be limited to 5 minutes, otherwise exit the lot and return.
- When the CBJ Harbors Staff requests that a vehicle be moved it is the drivers responsibility to immediately and politely do so, remembering that a commercial passenger driver should be professional and courteous at all times.
- The new tent located at the bottom of the covered access ramp will be used as a holding area for passengers waiting to board their vessel. Passenger groups will no longer be permitted to gather on or above the covered access ramp.
- Persons with disabilities requiring either wheelchair assistance or other special accommodation may be unloaded/loaded at the corner of the Harbor Office adjacent to the covered access ramp. Only these persons are permitted to load or unload here. Notify the Statter Harbor Office at your earliest convenience, prior to providing this service, by calling 789-0819 or by notifying the Harbor Staff.
- Commercial operators will guide their passengers along the sidewalk, and stay off of the parking lot/driveway whenever possible.
- Be sure to thank your Harbor Staff for their friendly assistance and public service.

Statter Harbor – 2014

Vessel Staging, Berthing and Embark/Disembark Procedures for Vessel Operators

The following procedures have been created by the CBJ Harbor Staff in cooperation with CBJ Permitted Commercial Passenger Operators and TBMP. These rules apply to all vessels, but this document is directed towards Commercial Vessel Operators. Summer 2014 will see 2 zones for commercial operators to either stage a vessel, berth a vessel, or unload or load passengers at Statter Harbor. Each zone has specific procedures to adhere to and they are identified as such (see also map):

ZONE 1 (Main loading and unloading zone at the bottom of the covered access ramp)

- Vessels loading or unloading in this zone must be accompanied by a captain or crew member at all times, and must be involved in **active loading or unloading**.
- Larger vessels over 50 ft, such as those operated by Allen Marine or Fjordland Tours have priority use of this loading zone.
- Persons with disabilities requiring either wheelchair assistance or other special accommodation have priority use in the area closest to the covered access ramp.

ZONE 2 (Horseshoe loading zone)

- Any vessels may overnight berth in the Horseshoe loading zone between 7pm and 8am.
- Vessels less than 34' should attempt to use the inner part of the Horseshoe loading zone as much as possible allowing larger vessels easier access to the outer dock.
- Vessels may stage in the Horseshoe loading zone for up to 15 minutes, provided the zone is not completely full. Captain and crew may leave boat unattended for up to 10 minutes when using this zone, provided the zone is not completely full.

ADDITIONAL PROCEDURES

- **Active loading** is defined as, "All passengers at the covered tent walking towards their vessel".
- When the CBJ Harbors Staff requests that a vessel be moved it is the captain's responsibility to immediately and politely do so, remembering that a commercial passenger captain should be professional and courteous at all times.
- The new tent located at the bottom of the covered access ramp will be used as a holding area for passengers waiting to board their vessel. Passenger groups will no longer be permitted to gather on or above the covered access ramp.
- Be sure to thank your Harbor Staff for their friendly assistance and public service.