CBJ Docks and Harbors Board
REGULAR BOARD MEETING MINUTES
For Thursday, August 29th, 2013

I. Call to Order.

Mr. Busch called the Regular Board Meeting to order at 5:30 p.m. in the Assembly Chambers

II. Roll Call.

The following members were present: John Bush, Tom Donek, David Logan, Mike Peterson, Scott Spickler and Greg Busch.

Absent: Bob Janes, Kevin Jardell and Budd Simpson.

Also present were the following: Carl Uchytil – Port Director (via telephone), Gary Gillette – Port Engineer, Dwight Tajon – Harbormaster, and Loren Jones- Assembly Liaison.

III. Approval of Agenda.

Mr. Busch said to note the mark through on Action item #5 and the change to have Mr. Gillette present #4. He requested add a Special Presentation after public participation.
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.

Hearing no objection, the July 25th, 2013 Regular Board Meeting Minutes were approved as presented.

V. Public Participation on Non-Agenda Items – None

Special Presentation
Mr. Busch presented Employee of the Quarter award from April through June to Gary Gillette and read the award recognition letter.

VI. Items for Action
1. Aurora Harbor Rebuild – Option 2,3,and 4

Mr. Gillette said this item has been through several meetings for public input. Last Thursday the Operations/CIP Committee chose option 2 to recommend for the full Board approval. Option 2 uses wider finger floats, but retains the same number of berths.

Options 3 and 4 -With the Consultants looking to the future, building for the future, and boats tending to get wider, options 3 and 4 with wider berths were looked at. With both options, slips would be reduced by two in one option and six in another. Most of the comments received from the public meetings were opposed to loosing slips. Also, if the berths were wider there could be issues with depth.

Mr. Gillette said in the future, the chosen option could be changed, but it would not be easy to do. Utilities would be impacted and piles would need to be pulled and reset. Since this is Phase I, the Committee concluded that if larger vessels started showing up before getting into Phase II a change could be made.

Board Questions –

Mr. Spickler wanted to know if the handicapped access concerns were addressed?

Mr. Gillette said PND has been instructed to design according to the new ADA requirements throughout the facility.

Mr. Logan said adding to what Gary provided for the details of the Ops/CIP Committee would be that there is no waiting list for any length of boat for the Aurora Harbor and the Committee concludes that the current needs for the boaters are being met.

Public Comment – None

Committee Discussion/Action

MOTION By MR LOGAN: TO MOVE FORWARD WITH OPTION TWO AS THE PREFERRED DIRECTION.

Mr. Logan said he recommends this motion for all the reasons Mr. Gillette articulated, and meeting the needs currently. The floats will be a little wider, but still maintain the number of slips. Larger boats will not be located where there is a shallower draft. This is the best option moving forward.

Mr. Peterson said option 2 also means no loss of revenue.

Motion passed with unanimous consent.

2. PND Engineer Contract Amendment for Construction Administration & Inspection – Cruise Ship Staging Area Improvements (Phase II)

Mr. Gillette said in the packet is the proposal from PND to provide contract administration inspection services for phase II of the Cruise Ship Staging Area Improvements. Phase II will be the demolition and replacement of bus staging/parking area. Miller Construction is the low bidder on the project and this is scheduled to start on September 19th. PND will be the Onsite Inspector and the Construction Management. The fee proposal based on time and materials is $286,210. This was approved at the Ops/CIP meeting and was provided as an information item at the Finance meeting. This will go to the Assembly for approval on September 9th.

Board Questions –

Mr. Busch asked if the impact on the vendor booth permit holders was just with the booths located in front of the Port Customs/Field Office building or also the booths located by the Visitor Center?

Mr. Gillette said it would be just the booths located in front of the Port Customs/Field Office building. A letter has been sent out to the vendors along with a map showing the parking area start times. Comments have been received from the letter and the vendor booth permit holders are concerned that moving the booths will cost them loss of revenue. The plan now is to move them to the side of the Port Customs building for two days and then remove them for storage.

Public Comment-None

Board Discussion/Action

MOTION By MR. LOGAN: TO APPROVE PND ESTIMATE FOR $286,210 AND FORWARD TO THE ASSEMBLY FOR APPROVAL AND ASK FOR UNANIMOUS CONSENT.

Motion Passed without objection

3. PND Engineer Contract Amendment – Statter Harbor Launch Ramp Design.

Mr. Gillette said he wanted to clarify that PND has been chosen through a RFP process to do planning and permitting for these projects. In the RFP there was provision that allowed extending services to design, construction administration and inspection. This mean Docks & Harbors would not have to do a separate RFP.

Mr. Gillette said this project is the final design of Phase II for the Statter Harbor Launch ramp. With all the permits in place and the appeal periods have run out, Docks & Harbors is ready to design the project. The intent is this would be ready to bid in May of 2014 and complete by mid year 2015. The first task item is based on time and materials because there could be additional public meetings, more survey work needed, final geotechnical work, and DOT permits for driveways. The remainder of the tasks will be based on a fixed fee. The total fee proposal is $775,661. This would also go to the Assembly on September 9th.

Board Question –

Mr. Logan asked if Docks & Harbors has enough funds for that total?

Mr. Gillette said the funds are a little short and that will be discussed in the next item for action. Phase II is short by $200,000. Phase III is short by $400,000.

Public Comment – None

Board Discussion/Action

MOTION By MR. SPICKLER: TO APPROVE THE CONTRACT AMENDMENT FOR PND FOR $775,661 AND FORWARD TO THE ASSEMBLY FOR APPROVAL AND ASK UNANIMOUS CONSENT.

Motion Passed without objection

4. Legislative Grant Prioritization List

Mr. Gillette said the list sent to the City Manager is in the packet.

Phase II Aurora Harbor Rebuild – Requested $5,000,000. Even though $11,000,000 is needed for this Phase, if we are awarded the $5,000,000 Docks & Harbors could apply for grants to get the other $6,000,000.

Douglas Harbor Rebuild – Requested $3,000,000. This amount would make this project fully funded to be able to move forward.

Mr. Gillette said both projects were supported at the Finance meeting, but the Committee asked staff to look into potentially adding the Statter Harbor Master Plan to the list.

Statter Harbor Master Plan - Between the two Phases, Docks & Harbors is $600,000 short. The $600,000 would provide full funding to complete

Phase II and Phase III. Phase III will not move forward until Phase II is completed.

Board Questions - None

Public Comment - None

Board Discussion/Action

MOTION By MR DONEK: TO APPROVE THE FY15 LEGISLATIVE GRANT REQUEST AMOUNTS FOR PHASE II AURORA HARBOR REBUILD, DOUGLAS HARBOR REBUILD, AND STATTER HARBOR MASTER PLAN AND ASK UNANIMOUS CONSENT.

Motion Passed without objection

5. This item was omitted from the Agenda

VII. Items for Information/Discussion - None

VIII. Committee and Board Member Reports

1. Operations/CIP Committee Meeting –August 22nd
   Mr. Logan reported the Committee discussed;
   - Different options for Aurora Harbor which was covered here.
   - Mitigation for the new launch ramp in Statter Harbor. A representative from the Southeast Alaska Land Trust (SEAL) gave a presentation on the mitigation. The Committee was not happy with the outcome and put Mr. Uchytil to the task of trying to negotiate with SEAL Trust to a more reasonable amount under $730,000.
   - Leasing some of the Douglas Harbor Parking lot to the State of Alaska for long term parking for unused state vehicles and employee parking.
   - Harbormaster reported the online sales were going good.
2. Finance Committee Meeting – August 27th
   Mr. Donek reported the Committee discussed;
   - Leasing some of the Douglas Harbor Parking lot to the State of Alaska - The Committee wanted more information before recommending to move forward.
   - A proposal to purchase the net float that Docks & Harbors has been using at Auke Nu Cove - The Committee requested more information.

- Raw fish tax revenues and how they are handled in accounting - Mr. Uchytil is working with Finance to get this on a real time basis.

Mr. Donek said the other items discussed at the meeting were discussed here.

3. Member Reports –
   Mr. Peterson, Lands Liaison, reported that the Archipelago property has been purchased by CBJ.

IX. Port Engineer's Report –
Mr. Gillette said his report was in the packet.

Mr. Peterson asked what the adhesion issue was at Statter Harbor?

Mr. Gillette said between the head float and the main floats wherever the floats connect, there is a piece of neoprene between them to help buffer rubbing concrete to concrete. These were to be glued into place and some of them have not held and are loose. The Contractor has been asked to come back and fix this problem.

Mr. Peterson asked what the progress was for completing this adhesion issue?

Mr. Gillette said the Contractor has proposed a fix for this issue working with the adhesion manufacturer, and has been awaiting PND approval. Mr. Gillette said he just received a letter today that PND accepted the proposal and the Contractor was scheduling it, but they are waiting on materials.

X. Harbormaster's Report –
Mr. Tajon said he ordered reflective "No Moorage" signs for all the boarding floats. These will serve two purposes, keep boaters from mooring at the end of the dock, and the reflective part will help boaters see the dock at night.
Trucano construction has begun site prep work for the Fish Terminal approach dock replacement. Pilings have been installed in the last couple of days for the footing of the dock.
The Douglas boarding float pump out has failed. He instructed staff to try to swap out the motors to get it running again until a new one can get here.
He met with Doug Ward with Dolphin Tours. They were able to clarify where to allow temporary staging area for shorter buses in front of Dolphin Tours office area. With 27 days left in the season, he instructed staff to execute this plan if this works to make some permanent changes for next season.

Due to complaints, the fish cleaning table at the end of the new A float at Statter Harbor has been moved to the end of the Statter Harbor Main float. This will prevent boaters going into the permanent stall holder stalls.

XI. Port Director's Report

Mr. Uchytil asked if the FY15 Legislative Grant requests are equally important or should it be Statter, Aurora, and Douglas if asked what the priority is?

Mr. Busch said a priority list was not discussed. Unless the Board decided otherwise, he recommended leave this for staff to decide.

There was no objection.

Mr. Uchytil said he drafted a letter to Mr. Pugh of UAS to reengage discussion on a possible land swap between CBJ owned land near the UAS main campus and property that is controlled by the University near the Aurora Harbor office. The 2006 negotiations fell through at the last hour. The back ground is the need and desire to find infrastructure that can support a robust Commercial Fisheries Industry in the downtown area.

XII. Assembly Liaison Report-

Mr. Jones said starting September the Assembly Finance will resume their meetings leading up to the budget process.

He said he has tried to schedule a Committee of the Whole meeting with the Assembly but it has not been scheduled yet. If this is something Docks & Harbors would still want, he will keep trying.

XIII. Committee Administrative Matters

a. Operations/CIP Committee Meeting – Next meeting is September 19th, 2013 in the Assembly Chambers at 5:00 p.m.
b. Finance Committee Meeting – Next meeting is September 24th, 2013 in CBJ Room 224 at 5:00 p.m.
c. Board Meeting – Next meeting is September 26th, 2013 in the Assembly Chambers at 5:30 p.m.

6:15 The Board took a 5 minute recess.

XIV. Executive Session

MOTION By MR. LOGAN: TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE PORT DIRECTORS EVALUATION AND ASK FOR UNANIMOUS CONSENT

With no objection, the Board entered into Executive Session at 6:20 pm.

Return from Executive Session at 6:56 p.m.

XV. Adjournment

The regular Board Meeting adjourned at 6:57 p.m.