CBJ DOCKS & HARBORS BOARD
FINANCE MEETING AGENDA
For Tuesday, July 24th, 2012

I. **Call to Order** (5:00 p.m. to 7:00 p.m.) in the **Room 224, City Hall.**

II. **Roll Call** (John Bush, Tom Donek, Kevin Jardell, Scott Spickler, Michael Williams, and Eric Kueffner).

III. **Approval of Agenda.**

MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED.

IV. **Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total).

V. **Approval of June 26th, 2012 Finance Committee Meeting Minutes.**

VI. **Items for Action.**

None

VII. **Items for Information/Discussion.**

1. FY13 Budget
2. FY12 Review

VIII. **Staff & Member Reports.**

IX. **Committee Administrative Matters.**

1. Next Finance Committee Meeting August 28th, 2012

X. **Adjournment.**

CBJ DOCKS & HARBORS BOARD
FINANCE MEETING MINUTES
For Tuesday, June 26th, 2012

I. Call to Order.

Tom Donek called the Finance Committee Meeting to order at 5:12 p.m. in room 224 of the Assembly building.

II. Roll Call.

The following members were present: Tom Donek, Wayne Wilson, Michael Williams and Kevin Jardell.

The following members were absent: Eric Kueffner and John Bush.

Also in attendance was: Carl Uchytil-Port Director.

III. Approval of Agenda.

Mr. Uchytil said he would like to remove action item #3 Capital Office JV from the agenda and to make #1 Alaska Department of Fish & Game and #2 Auke Bay Fuel Dock lease.

MOTION BY MR. WILLIAMS: TO APPROVE THE AGENDA AS AMENDED.

The motion passed with no objections.

IV. Public Participation on Non-Agenda Items.

There was none.

V. Approval of May 29th, 2012 Finance Committee Meeting Minutes.

Hearing no objection, the minutes of the May 29th Finance Committee Meeting were approved as presented.

VI. Items for Action.

1. Alaska Department of Fish & Game – Douglas Parking.

Mr. Uchytil said ADF&G has requested 26 parking spaces at our Douglas site. Fish & Game already has a total of 94 parking spaces for 180 employees. There are 26 State vehicles that use employee parking spaces nine months out of the year. They used to park the majority of the State vehicle at the seven mile facility, but they are no longer allowed to do that. They are looking for additional parking at our site. Mr. Uchytil provided a Google map of the locations being requested.

VI. Items for Action. (Continued)

Fish and Game has three parking lots that they lease from private parties and the leases include snow removal and maintenance.

Committee Questions

Mr. Donek asked if they were looking for wintertime parking and if the vehicles would just be parked in the spaces and not used. He also asked what the snow removal requirement would be if the vehicles were just parked.

Mr. Uchytil said his sense was that the vehicles would just be parked in the lot. The vehicles are used through out Southeast Alaska in the summer time.

Mr. Williams said the area being considered for parking was not prime parking space. He felt $9,450 per year was a little much. He asked if harbor staff was okay with additional plowing and maintenance.

Mr. Uchytil said harbor staff normally plows the area anyway so they did not feel it would take a lot of additional time.

Public Comment

Paul Swanson agreed with Mr. Jardell that the Board should talk with the snow removal crew and get their input.

Committee Discussion/Action

Mr. Uchytil said the number on the table from Fish & Game right now is $4,000.00 per year.

Mr. Donek said just to clarify; the $9,450 figure was an average of the 3 other lots leased by Fish & Game. He said we are looking at roughly $10,000 per year and if we are looking at ¾ of a year, he suggested a lease amount of $7,500 per year. He felt the parking was not as valuable because it is farther away from the building. He suggested a 12 month lease.

Mr. Jardell agreed with the suggested $7,500 per year for the extra parking spaces. He suggested giving the Port Director the discretion to negotiate the lease amount. He said he would like the spaces available to the public when Fish & Game is not using them.

Mr. Wilson was concerned about enforcement of the new parking spaces. If the public gets used to using the parking, they will use it all year. There would need to be some kind of signage.

VI. Items for Action. (Continued)

Mr. Donek said we need to find out if the lot needs to be plowed during the winter if the vehicles are just going to sit in the lot.

Mr. Uchytil said it sounds like you would like the spaces available to the public during the summer months.

Mr. Williams said maybe we should just give Carl the approval to negotiate a fair deal for the additional parking.

MOTION by Mr. Jardell: TO DIRECT THE PORT DIRECTORE TO NEGOTIATE A FAIR DEAL WITHIN THE PERAMETERS OF $4,000.00 TO $7,500.OO PER YEAR WITH FISH & GAME FOR ADDITIONAL PARKING IN DOUGLAS CONSIDERING THE CONCERNS RAISED BY THE COMMITTEE AND ASK UNANIMOUS CONSENT.

The motion passed without objection.

2. Auke Bay Fuel Dock lease.

Mr. Uchytil said at the last Finance Committee Meeting we had a teleconference with Jim Beckham and we have agreed to include a CPI type adjustment in the Lease Agreement with Petro Marine. On the seventh year we will re-adjust the lease rent based on the Anchorage CPI going back 5 years.

Public Comment

Dennis Watson said he thought part of the lease should require Petro Marine to maintain the exterior of their building and make the fuel dock a non smoking area.

Mr. Uchytil said there is a provision in the lease that addresses the exterior of the building.

Committee Discussion/Action

Mr. Jardell said he thought Mr. Uchytil did a good job of revising the lease agreement to make it acceptable to both parties.

Mr. Donek said the lease agreement should come before the regular board when it is complete and ready to be signed by both parties.

MOTION by Mr. Williams: TO RECOMMEND THE PORT DIRECTOR TAKE THE LEASE AGREEMENT WITH PETRO MARINE FOR THE AUKE BAY FUEL DOCK TO AMY MEAD WITH THE CBJ LAW DEPARMENT FOR REVIEW BEFORE IT MOVES ON TO THE FULL BOARD AND ASK UNANIMOUS CONSENT.

VI. Items for Action. (Continued)

The motion passed without objection.

3. Regulatory Change – Assigned Moorage Credit.

Mr. Uchytil said this item relates to hot berthing of vessels. The regulation allows one dollar per day credit back to the stall holder for use of their personal shore power. This is a very old regulation. If a transient plugged into power for the day using 10 volt, 30 amp. service at $ .11 per kilowatt hour, they could incur $8.70 per day if they were using the power to maximum capacity. He asked the board what the appropriate credit amount should be.

Committee Questions

Mr. Jardell said he is assuming the law department would like a dollar figure in the regulation and not just leave it to the discretion of the Harbor office to credit back customers as needed.

Mr. Uchytil said we currently charge $7.20 per day for 20/30amp. transient power.

Mr. Wilson said why not just credit back the same amount we charge and make it straight across the board.

Public Comment

Dennis Watson said he wouldn't mind making his shore power available to the public when he is gone if the committee can work out a rate that is a fair reimbursement. He said he would be agreeable to even $5 per day reimbursement for power.

Committee Discussion/Action

Mr. Uchytil said the way the regulation reads is that the credit is given once a year.

Mr. Donek said he felt we should reimburse the stall holder the $7.20 per day that we are charging the transient vessel.

Mr. Jardell said patrons can lock up their power if they do not want transients using it.

MOTION by Mr. Williams: TO FORWARD MOORAGE CREDIT REGULATORY CHANGE TO THE FULL BOARD WITH ADDITIONAL INFORMATION AND ASK UNANIMOUS CONSENT.

The motion passed without objection.

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VII. Items for Information/Discussion.

1. Lease Rent Review – People's Wharf/Bill Heumann

Mr. Uchytil said he has sent a letter to Mr. Heumann saying his lease has come up for review and mentioned the assessed values have more than doubled from 2010 to 2012. To be consistent, other leases were reviewed for fair market value. He recommended a lease rent that is 8% of the assessed value of the lease property which more than doubles Mr. Heumann's current lease rent. The new lease rent will be $11,306.40 which is an increase of $6,308.40. The lease rate will be reviewed every five years.

VIII. Staff & Member Reports.

There were none

IX. Committee Administrative Matters.

1. Next Finance Committee Meeting is July 24th, 2012.

X. Adjournment.

MOTION by Mr. Jardell: TO ADJOURN THE DOCKS & HARBORS FINANCE COMMITTEE MEETING AND ASK UNANIMOUS CONSENT.

The Finance Committee Meeting adjourned at 6:07 p.m.