CBJ DOCKS & HARBORS BOARD
CIP / PLANNING COMMITTEE MEETING REVISED AGENDA
For Thursday, December 8th, 2011

I. **Call to Order** (5:00 pm in the Assembly Chambers)

II. **Roll Call** (Greg Busch, Don Etheridge, Kevin Jardell, Eric Kueffner, Budd Simpson, and Michael Williams).

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 time).

V. **Approval of November 17th, 2011 CIP/Planning Meetings Minutes.**

VI. **Items for Action.**
None

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

1. Marine Park and other PRAC projects updates
   Presentation by PRAC Chairman (Jeff Wilson)

2. List of projects for 1% sales tax
   Presentation by Port Engineer

VIII. **Member & Staff Reports.**

IX. **Committee Administrative Matters.**

Next Meeting: January 19th, 2012

X. **Adjournment.**

CBJ DOCKS & HARBORS BOARD
CIP/PLANNING COMMITTEE MEETING MINUTES
For November 17, 2011

I. Call to Order.

Committee member Mr. Williams called the meeting to order at 5:00 p.m.

II. Roll.

The following members were present: Mr. Williams, Mr. Kueffner, and Mr. Busch.

The following members were absent: Mr. Jardell, Mr. Etheridge, and Mr. Simpson.

Also in attendance was: Mr. Uchytil – Port Director and Mr. Gillette – Port Engineer.

III. Approval of Agenda.

MOTION by Mr. Busch: ASK UNANIMOUS CONSENT TO APROVE THE AGENDA AS PRESENTED. The motion passed without objection.

IV. Public Participation.

There was none at this time.

V. Approval of Previous Meeting Minutes.

Mr. Uchytil had a correction to item IV – the PRAC letter changing this to read; he stated there currently exists a CBJ ordinance which requires new development to provide a 16' seawalk.

MOTION by Mr. Kueffner: ASK UNANIMOUS CONSENT TO APPROVE THE CORRECTED MINUTES FROM October 20, 2011. The motion passed without objection.

VI. Items for Action.

1. Facility Naming Policy.

Mr. Uchytil stated that a recommendation to rename the Douglas Harbor was brought up at an earlier CIP meeting. He went upon recommendation of the committee to do research with the City Clerk and the Mayors office and they provided him with the PRAC Policy on naming CBJ Parks in Juneau (See attached policy).

He stated that it is a pretty simple process and he thinks it is one that we could just adopt in totality based on the guidance and that Docks and Harbors would just follow them.

What the general consensus would be to follow this and just omit PRAC and add Harbors. The task for the Port Director is to formalize this and present it to the Full Board at their next meeting.

Further discussion among the committee members and Mr. Uchytil took place at this time.

MOTION by Busch: ASK UNANIMOUS CONSENT TO MAKE MODIFICATIONS AND ADOPT THE PROCESS OUTLINED IN THE CITY AND BOROUGH OF JUNEAU PRAC POLICY DATED SEPTEMBER 5, 2006 ON "NAMING OF JUNEAUCITY & BOROUGH PARKS & FACILITIES" FOR DOCKS AND HARBORS PROPERTIES.

MOTION by Kueffner: ASK UNANIMUS CONSENT TO CONDUCT A PUBLIC HEARING AT THE JANUARY 26, 2012 DOCKS AND HARBORS REGULAR BOARD MEETING FOR THE PURPOSE OF PUBLIC COMMENT ON THE PROPOSED RE-NAMING OF THE DOUGLAS HARBOR.

The motions both passed without objection.

VII. Items for Information/Discussion.

1. Cruise Terminal Staging Area Update.

Mr. Gillett stated that this is a project that they have been working on for a couple of years now. He handed out the final conceptual design to the committee members (see attached) and stated the project will go out to bid in March of 2012 and construction will begin at the end of the cruise ship season 2012 and completion at the beginning of 2013 season.

He went over the conceptual design with the committee members at this time regarding the different zones. He stated that the overall users like the concept and it will help for better flow.

He went over the 3 landscape options with the members at this time. (See attached)

Further discussion among the committee members and Mr. Gillette took place at this time.

Public Comments:

Dennis Harris – Taku Taxi

He stated that the cab companies have 40 cabs and that this new concept design for parking has not added any additional spots for them and they are still only allowed the two designated spots. He feels this will not work well with this. He was also concerned about their location of the spots as they are not near any curbside loading. He also stated to keep the pedestrians off the street you would need to put up at least 3 foot barriers.

2. PND Contract Amendment for Douglas.

Mr. Gillette stated that there is a letter in the committee member's packet from PND with a proposal for $18,400.00 which is for our experts and scientists for a meeting with all the agencies on the Douglas Harbor dredge issue. We had a contract in place for them to prepare a tier 4 for an assessment of the mercury bioaccumulation that is in the study of what the impact would be to dispose of the dredge spoils into the channel.

The meeting is scheduled for early January.

3. To support the Port Director, as purchasing officer for Docks and Harbors, the authority to make contract modifications for engineering services up to $25k and execute contracts or purchases up to $100k without the approval of the Docks and Harbors Board.

Mr. Uchytil stated that he is the purchasing officer for Dock and Harbors and stated that his authorities are unlimited other than the exception of anything over $100k, which requires Assembly approval. This is in the general powers of the Docks and Harbors which makes this a requirement and is the interpretation that Mr. Uchytil and Mr. Gillette have regarding any modification over $100k. He stated that this is for the enterprise board of Docks and Harbors for engineering director with no restrictions of construction. Mr. Kueffner verified with the Port Director just exactly what is the differences between the services contracts and the construction contracts. Mr. Gillette went on to explain this to the committee members at this time.

Further discussion among the committee members and the Port Director took place at this time.

Mr. Uchytil requested at this time since they were discussing procurement that we move forward to item #7.

7. Design services per Mayor's request.

Mr. Uchytil stated at the Assembly meeting where we had to get approval for the modification for the addition of Statter uplands work for the mitigation of which is $172,000.00 and was approved at that time. The Mayor had asked that Mr. Uchytil put together a list of on going design services that Docks and Harbors has (See attached list).

Mr. Uchytil sent a copy of this list to the Mayor and stated he has fulfilled the request of him at this time. He just wanted the committee members to know he has done his part.

Further discussion among the committee members and the Port Director took place at this time.

4. Potential Docks and Harbors Projects competing for 1% Sales Tax initiative.

Mr. Uchytil said as we all know that in the October election the citizens voted to extend the1% sales tax, which will go for the next 5 years. He stated starting sometime in January or February there will be a call for different directors and the enterprise boards to give a list of projects that CIP would like to compete for funds. At this time he is just planting a bug in the committee member's ear as to be thinking about what our priorities are as we move forward and what our higher priorities would be. He has asked the Harbormasters and Operations Managers to collect whatever pictures and documents of broken equipment or invoices to boaster our opportunity to compete. Any input from the Board would be appreciated.

Further discussion among the committee members took place at this time.

5. AAHPA Resolution and whether to recommend Assembly action to support.

Mr. Uchytil stated that at the AAHPA there were two resolutions that came out at the conference. What he is asking is that this committee as well as the Full Board whether we should go forward to the assembly and request that they make a resolution to the Legislature at their upcoming session.

The resolution is on the raw fish tax, which is a 1-5% of the raw fish takes. He went on to explain this to the committee members. The committee recommended Mr. Uchytil bring this to the Full Board before approaching the Assembly.

Further discussion took place at this time.

6. Letter from JAHC to the Assembly recommending CBJ initiate the 1% for arts selection process as soon as possible.

Mr. Uchytil stated that there is a letter in the committee member's packet that was written by the Mayor asking for concurrence (See attached) under staff reports to move forward with this letter. There were some objections from Ms. Danner and Ms. Becker to moving forward as soon as possible. At the end at the Mayors request he has asked the Docks and Harbors to work with JAHC of which we will be doing.

Further discussion took place among the committee members and Mr. Uchytil took place at this time.

VIII. Member & Staff Reports.

Mr. Uchytil stated that it was brought to his attention by one of the board members that there is within our CBJ ordinance a requirement for the Board to provide to the Assembly by November 30th every year a financial review of Dock and Harbors activities from the previous fiscal year. He has gone to Mr. Duncan and is collection up the financial portion so that he can move forward on this.

IX. Committee Administrative Matters.

The next meeting is scheduled for December 8, 2011 at 5:00 pm in the City Chambers.

X. Adjournment.

MOTION by Mr. Busch: THE MEETING ADJOURNED BY UNANIMOUS CONSENT. The motion passed without objection.

The meeting was adjourned at 6:30 pm.