CBJ DOCKS & HARBORS BOARD
CIP/PLANNING COMMITTEE MEETING MINUTES
For Thursday, January 20, 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. Donek, Mr. Kueffner, Mr. Jardell, and Mr. Wostmann.

The Following member was absent: Mr. Preston.

Also in attendance was: Mr. Gillette – Port Engineer.

III. Approval of Agenda.

Mr. Gillette asked to add under items for information #2 Statter Harbor anchoring report.

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

IV. Public Participation.

There was none at this time.

V. Approval of Previous Meeting Minutes.

MOTION by Mr. Wostmann: ASK UNANIMOUS CONSENT TO APPROVE THE PREVIOUS MINUTES OF December 9, 2010. The motion passed without objection.

VI. Items for Action.

1. RFP for Architectural Services – Juneau Marine Services Center.

Mr. Gillette stated that the plan here is to move forward on the Marine Services Center project, which is identified for location at the city owned property located under the bridge. The committee of the whole meeting of the Assembly was the essential direction that if a building was to be on this sight it had to contain a maritime museum and it couldn't be larger than the approximately 3500 square foot print.

He stated that this is what we had shown in our proposal for building this. With the direction from the Assembly we felt now is the time that we actually need to get an architect on board to help us do programming, concept designs, and cost estimates to determine if indeed we can build a building to meet our needs.

Mr. Gillette stated what we would do is solicit this and go through a selection process and then negotiate a fee for the services that we are looking at and then brought back to this committee then to the full board.

Park and Recreation has identified some ideas as well and things have been put on the table like a central café, public restrooms, pick nick shelter, and conceptually we may incorporate them into the building as to not clutter the sight with a bunch of buildings.

The RFP that was in the committee member's packet is a draft (See attached).

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

Public Participation: None at this time.

The committee agreed that staff should spend a little more time internally to add more details to the RFP.

Ms. Danner expressed her concern regarding how one city entity could benefit over all others even if it is a neutral benefit to us. She just wants to make sure that the documents are very clear before they go out.

2. Statter Harbor Renovations and Repairs Design Contract.

Mr. Gillette stated that this is a contract amendment for PND Engineers to do the next phase of engineering services for the Statter Harbor repairs to the existing floats. Previously they did a preliminary engineering investigation, which basically they looked at the anchoring system, and float structure themselves.

Mr. Gillette said this is the next phase of the whole master plan for the rebuild of this facility. What this would do is take us through design of exactly what is needed to do to existing floats. They would get bid ready documents and also cost estimates.

Mr. Jardell question the reconfiguration of the Coast Guard electrical service and Mr. Gillette stated that there are some issues with the electrical status at the facility.

Mr. Gillette stated that he is not aware of any written formal agreement that we have with the Coast Guard regarding the electrical or sewage systems.

Public Participation:

Mr. Swanson stated that he has been giving it a lot of thought about the DeHart's Marina since CBJ bought it and is concerned about the drop in tenants there. He is concerned that the reason

that we do not have as many stall holders in DeHart's is because of pricing. He stated that he thinks that it still should be considered to use North Douglas launch ramp for the whale watchers.

Mr. Swanson stated that he is concerned that 5 years should be more than ample time to figure out what will happen with DeHart's patrons. He express that he does not want to be moved to town for a stall.

Mr. Watson brought up the funds request for FY12 and said that it is his understanding that this project will be low priority to the Legislatures. He asked what would happen if we don't get the funding for the renovations and repairs to the facilities? He stated that he had heard that funding was going to be very hard to get this year and suggested that whoever is doing the lobbying better do a real good job.

He also stated that the long term project plan does not show anything past FY12. He asked if there is a more current plan.

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

MOTION by Mr. Wostmann: ASK UNANIMOUS CONSENT TO RECOMMEND THE BOARD REQUEST THE ASSEMBLY APPROVE A TIME AND MATERIALS CONTRACT WITH PND, INC. NOT TO EXCEED $298,354.00 IN ORDER TO PREPARE BID DOCUMENTS FOR RENOVATION AND REPAIRS OF THE STATTER HARBOR MOORAGE FLOAT SYSTEM. The motion passed without objection.

3. Docks and Harbors FY12 CIP Budget.

Mr. Gillette stated that in the committee member's packets is sheets on a number of projects that we are proposing to include for FY12 CIP (See attached). Mr. Gillette went over each of these with the committee members at this time.

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

Mr. Gillette went over the request for funding and the amounts for each project with the committee members and Ms. Danner at this time.

Public Participation:

Mr. Watson stated that he has been following the Docks and Harbors CIP's and stated that it is very difficult to see what is on the books out there, where we are at, and where the funding is. He has requested that a spread sheet be developed because it would make it easier for the public to understand where CIP is going and what we are doing.

Mr. Wostmann agreed with Mr. Watson that a spread sheet would be helpful and has requested that staff prepare something of the sort for the committee as well as for others.

MOTION by Mr. Kueffner: ASK UNANIMOUS CONSENT TO RECOMMEND THE BOARD ADOPT THE DOCKS AND HARBORS FY12 CIP BUDGET AS RECOMMENDED BY THE PORT ENGINEER AND TO SUBMIT THE CIP BUDGET TO THE CITY MANAGER FOR PRESENTATION TO THE ASSEMBLY. The motion passed without objection.

4. Scope of Work and fee Proposal for Additional Investigation of a Haul Out and Boatyard Facility.

Mr. Gillette stated that this topic has been brought up with the CIP committee in the past and it is a contract that has gone back to sometime in 2006 and 2007, where there were conceptual designs done. URS looked at boat haul out facility upgrades for the down town area and also a sight at Norway point. They went through the design phase and cost estimates which was not well received at that time of what had been proposed due to certain issues. Mr. Gillette stated we are revisiting this with the idea of looking at another less costly option.

Mr. Gillette said the thought here is to take a look at the existing Statter Harbor boat yard. We would upgrade the existing launch ramp to accommodate a self propelled hydraulic trailer as apposed to a travel lift. He stated that we would also look at a conceptual design at the ABLF. There is a ramp currently there that would accommodate this type of trailer unit. There is also an uplands area where we can store boats.

This contract would bring URS back into the fold here and they would take a look at these two facilities and come up with some conceptual plans.

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

Mr. Jardell requested that staff have plans for both sites available to look over before we contract URS to do the additional study of a haul out and boat yard.

Public Participation:

Mr. White stated that he was looking at the diagram regarding the Statter Harbor moorage improvements and would like to see that Docks and Harbors retain a boat yard. He said that it would be in inconvenience to put the haul out at the ABLF but didn't go into details as to why at this time.

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

Mr. Watson also commented on the possible relocation of the haul out to the ABLF and stated that a major issue is weather. He stated when the facility was built the ramp was put on the wrong side because it can get extremely windy.

Mr. Donek stated that when the original master plan was first worked up about five years ago they did discuss the issue of the travel lift and options as to where to put it and they did recognize the need to keep one in this area. He stated there is a need for one whether it is at the ABLF or at Statter Harbor of which both places have their pros and cons.

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

MOTION by Mr. Wostmann: ASK UNANIMOUS CONSENT TO RECOMMEND THE BOARD AUTHORIZE THE PORT DIRECTOR TO APPROVE A FIXED FEE CONTRACT WITH URS, INC. IN THE AMOUNT OF $28,600.00 TO CONDUCT ADDITIONAL STUDY OF A HAULOUT AND BOAT YARD FACILITY. The motion passed without objection.

5. Auke Bay Loading Facility – Phase II Bid Award.

Mr. Gillette stated that they receive the bids for phase II of the ABLF on Tuesday and in the packet is a bid sheet with four bids on it (See attached). The low bidder was Southeast Earth Movers. Mr. Gillette said that basically this bid finishes out the construction of the ABLF as originally planned and doing the work that were additive/alternates that were in the first bid that we could not afford. Additive/alternate A in this bid is actually work that will be paid for by Alaska Glacier Seafood's as items required by their lease to be taken care of.

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

Ms. Danner went over the budgeted amount that was in the original plan and inquired as to what will happen to the left over funds. Mr. Gillette explained that there will be things to do with the final completion of the project and will more than likely utilize the remaining funds..

MOTION by Mr. Kueffner: ASK UNANIMOUS CONSENT TO RECOMMEND THE BOARD ASK THE ASSEMBLY TO APPROVE A BID AWARD FOR AUKE BAY LOADING FACILITY – PHASE II. The motion passed without objection.

VI. Items for Information/Discussion.

1. Memorandum of Agreement between Engineering Department and Docks and Harbors.

Mr. Gillette stated that there is a draft memorandum that was put together by the Engineering Department. He briefly went over the history of what happened down at the Taku Smokeries area where engineering had installed part of the sea walk and there was a small section of decking that they had built and needed to get it in there before the summer season. This fall Docks and Harbors came in with our project and there was an area of overlap where we had to pull the decking out and put our structure in and then the decking will be put back in. An Assembly member noticed it and was concerned that we had not been coordinating between the two departments and the two projects. Mr. Gillette said that we had been coordinating and in fact knew that it was going to happen but it was a very small impact and it was something that engineering needed to do before the tourist season.

Mr. Gillette said that the concern was that since we have other projects in the down town area that are going to be going together consecutively some by both departments. He said that they have met with the Mayor, Mr. Sanford, Ms. Danner, Engineering staff and Harbors staff and discussed what might be the best way to do this. It is proposed by the City Manager that we have a memorandum of agreement. He stated that this is a first draft that is for us to make comments.

Mr. Gillette said that he and Mr. Stone have review the agreement and believe there should be a purpose statement here because it did resolve out of an issue that was raised. Under coordination add in parentheses "following and perhaps other waterfront projects", we felt it was not necessary because it was very specific at this point and time of the projects that we are talking about. Another comment they talk about is the "department shall include members of other departments in scoring solicitations for professional services", we feel it should state "offer" we may not want to be or feel we need to be part of their selection.

Mr. Gillette stated that other things addressed in the agreement is basically stuff that we already do now. This just puts it in writing.

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

Ms. Danner stated that Mayor and the City Manager haven't officially been presented with this document yet. It was left for the departments to come to terms with the agreement. She stated that there certainly is opportunity to do more modification if it is necessary.

Committee Chair Mr. White and other committee members agreed to direct staff to go ahead and

draft up a purpose statement and then do the other changes and bring this back to the CIP committee.

2. Statter Harbor Breakwater Anchoring System Inspection.

Mr. Gillette stated that this is just information for the committee and is relative to the Statter Harbor project. One of the things that were needed to be looked at was the underwater chains and the anchors that hold the breakwater in place. This information will be used in the design. Based on what they saw, they look to be in fair condition.

VII. Member & Staff Reports.

No reports at this time.

VIII. Committee Administrative Matters.

The next meeting is scheduled for February 17, 2011 at 5:00 pm in the City Chambers.

X. Adjournment.

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

The meeting was adjourned at 6:50 p.m.