

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING AGENDA**  
**For Wednesday, May 22nd, 2019**

- I. Call to Order** (5:00 p.m. at Assembly Chambers)
- II. Roll Call** Don Etheridge, Bob Janes, Budd Simpson, David McCasland, James Becker, Bob Wostmann, Christopher Dimond, Mark Ridgway and Weston Eiler.
- 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 Wednesday, April 17th, 2019 Operations/Planning Meetings Minutes**
- VI. Consent Agenda** - None
- VII. Unfinished Business** - None
- VIII. New Business**

- 1. Small Cruise Ship Master Planning Contract Award  
Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: TO AWARD \$131,103 TO PND ENGINEERS TO CONDUCT SMALL CRUISE SHIP MASTER PLANNING.**

- 2. Removal of Remaining RV Spots at Savikko Park/Montasorri School  
Presentation by the Harbormaster

Committee Questions

Public Comment

Committee Discussion/Action

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING AGENDA**  
**For Wednesday, May 22nd, 2019**

**MOTION: TO REMOVE REMAINING RV SPOTS FROM SAVIKKO PARK/MONTASORRI SCHOOL.**

3. Transfer of CIP Funds from Project Close Outs  
Presentation by the Port Engineer

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: TO APPROVE ADMINISTRATIVE TRANSFER AS RECOMMENDED BY THE PORT DIRECTOR MEMO DATED MAY 21TH, 2019.**

**IX. Items for Information/Discussion**

1. Draft Regulation – No Standing at Launch Ramps  
Presentation by the Port Director

Committee Discussion/Public Comment

2. Construction Projects Update  
Presentation by the Port Engineer

Committee Discussion/Public Comment

3. Alaska Association of Harbormasters & Port Administrators Annual Conference  
Presentation by the Port Director

Committee Discussion/Public Comment

**X. Staff & Member Reports**

**XI. Committee Administrative Matters**

1. Next Operations/Planning Committee Meeting- **Wednesday, June 19th, 2019.**

**XII. Adjournment**

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**For Wednesday, April 17th, 2019**

**I. Call to Order** Mr. Eiler called the meeting to order at 5:00pm in the Port Field Office Conference Room.

**II. Roll Call**

The following members were present: Don Etheridge, Bob Janes (arrived at 5:05pm), Budd Simpson, David McCasland, James Becker, Bob Wostmann, Christopher Dimond, Mark Ridgway, and Weston Eiler.

Also present: Carl Uchytel – Port Director, Gary Gillette – Port Engineer, David Borg – Harbormaster, and Matthew Creswell – Deputy Harbormaster.

**III. Approval of Agenda**

**MOTION BY MR. RIDGWAY: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT**

**Motion passed with no objection**

**IV. Public Participation on Non-Agenda Items –**

Allen Grinalds, Director of Real Estate for Morris Communications

Mr. Grinalds said they are moving forward with the Purchase and Sales Agreement on the Archipelago Property and have been working with Docks & Harbors Staff. He said Morris Communications is excited about the direction of the project and the opportunity. He wanted to articulate to the Board that if there was anything they could do on their end as it relates to the upcoming project that they are ready willing and able to participate. He said Morris Communications believes there is a lot of value in the public interest. They are very excited to start their part of the project and finally see it come to reality. The digging out of the old cold storage foundation on the uplands has started which will provide a good laydown area for the commencement of the construction for the public portion of this project which is the decking and the permit parking.

Mr. Eiler asked about the timeline for the project.

Mr. Grinalds said the plan is to open the private portion of the uplands for the 2021 season. Morris Communications plans to go out for bid in November.

**V. Approval of Wednesday, March 20<sup>th</sup>, 2019 Operations/Planning Meetings Minutes**

Hearing no objection, the minutes from March 20<sup>th</sup>, 2019 were approved as presented.

**VI. Consent Agenda - None**

**VII. Unfinished Business - None**

**VIII. New Business**

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**For Wednesday, April 17<sup>th</sup>, 2019**

1. Transfer \$35K to H51-110 Visitor Information Kiosk Replacement Project

Mr. Gillette said on page 19 in the packet is a memo from the Port Director on this topic. With the start of this project the contractor has run into issues. There were unknown underground utilities including phone, data, and electrical vaults and cabling that were not on any as-built drawings. This did take extra time and minor changes so staff is estimating an additional \$35,000 is needed to finish this project. In terms of schedule, the floor around the building was poured today, the building frame is up with the windows and the roof is on. The siding and other material just arrived. Right now completion is still estimated to be May 1<sup>st</sup>. If this is approved tonight it will be introduced at the April 22<sup>nd</sup> Assembly meeting and heard at their first meeting in May.

Committee Questions

Mr. Wostmann asked if the City has a GIS system that keeps track of underground utilities?

Mr. Gillette said yes but when there was a project several years ago Engineering and MIS were involved in, the Engineering portion was mapped but the MIS portion was not mapped. This was even more complicated because it was a fiber optic cable. Now that it is found, Engineering came out and marked it with GIS.

Mr. Ridgway asked what the total for this project is now with this additional amount of money?

Mr. Gillette said \$275K with design and construction.

Public Comment - None

Committee Discussion/Action

**MOTION By MR. SIMPSON: TO TRANSFER \$35,000 FROM THE DOCKS FUND BALANCE TO H51-110 VISITOR INFORMATION KIOSK REPLACEMENT PROJECT AND ASK UNANIMOUS CONSENT.**

Mr. Janes requested to say something for the record.

Mr. Eiler objected to allow for Mr. Janes to comment.

Mr. Janes said it is important for the Board members to drive by this Visitor Information Kiosk and realize what \$275,000 will buy. It is very small.

Mr. Eiler removed his objection.

**Motion passed.**

**IX. Items for Information/Discussion**

1. Territorial Sportsmen Inc. - Resolution

Mr. Uchtyl said in the eight years he has been Port Director, it is easy to become jaded when dealing with the public. This past week staff had an impound hearing scheduled for

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**

**For Wednesday, April 17<sup>th</sup>, 2019**

which the vessel owner did not show. Later the owner made untrue allegations regarding having secretly recorded a conversation with the Harbormaster in which the owner was given the wrong time for the hearing. The owner also went as far to create domain addresses to spoof the City that money would soon be transferred from Washington DC offices. The scheme was uncovered when addresses provided from the DC funding sources were researched and validated to be fraudulent. He said he will not profess that Docks & Harbors is a perfect organization. He said he thinks for the most part Board & staff have thick skin as we give deference to members of the public who wish to make their opinion known to staff and Board. Pick your topic: Douglas Harbor beautification, safety ladders, security cameras, crime, picking one user group over another, etc. He said when he receives comments from citizens he addresses them in a thoughtful and respectful manner. When appropriate or requested by the citizen author, the Board will be copied. We are an organization of infinite requests and finite resources. The Board meets often to discuss priorities and staff executes the directions. He said he is very proud to work for a Board which is transparent and is willing to listen to all sides of an issue. He said in his eight years, he cannot think of a single case where a Board member placed personal motive above the mission of Docks & Harbors. Last week he received a resolution from the Board of Directors of the Territorial Sportsmen, Incorporated which cannot be described as anything except as a public rebuke. The cover letter explains that after speaking with ADFG, DEC and Alaska Glacier Seafoods, two TSI Board members attended the Amalga Harbor meeting on April 2<sup>nd</sup> to learn more about the issues. The TSI Board was willing to submit a resolution at a meeting six days later, without so much as consulting with Docks & Harbors. As the cover letter accurately states, TSI does much good for the community. He said previously he thought Docks & Harbors' relationship with TSI and other notable and respected civic organizations – Rotary, Chamber of Commerce, and Lions Club have been solid - mutually benefiting one another. Thus, he said he was stunned to receive the TSI Board of Director's resolution without advance notice. Without mentioning Docks & Harbors by name, the TSI Board castigates by inference our actions and inactions to deal with the fish waste at Amalga. He said his intentions today are not to address the project but rather to respond to inaccuracies which the TSI Board makes in the resolution which are at best misleading...at best.

Page 22 in the packet -

- First: ADFG has not indicated that up to 40% of the Juneau-area sport-caught ground fish come through Amalga Harbor is not true. ADFG has said “with regards to Marine Creel Harvest Study up to 45% of all the bottom fish and 20% of all salmon **samples** collected at the Juneau harbors during the last 5 years”. Big difference than all the ground fish.
- The reference to Moeser's May 21st, 2015 Amalga Fish Cleaning Station Project Feasibility report indicated that, “by measurement and observation at low tide, there was not sufficient area to either extend the existing float or locate a separate float for the fish cleaning activity within the basin” these comments were a draft, which we provided to be fully transparent and didn't make it into the final report by Harold Moeser. To cherry pick that comment into a resolution is misleading at best.

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**For Wednesday, April 17<sup>th</sup>, 2019**

- To quote guidelines for Alaska Clean Harbors suggesting fish waste removal is mandatory is misleading. Alaska Clean Harbors, which CBJ achieved recognition last year, does not apply to boat launch facilities – only marinas.
- To quote guidelines from the Alaska Association of Harbormasters & Port Administrators is misleading at best. He said he is the president and he can say the organization supports the Alaska Clean Harbor program but AAHPA does not adopt guidelines to fish cleaning facilities.
- To suggest we must, pursuant to the Coastal Zone Act Reauthorization Amendments, adhere to EPA standards to the State's Coastal Zone Management Plan is misleading, at best. Alaska withdrew from the voluntary National Coastal Zone Management program in 2011.

There are numerous other clauses which would be worthy of debate as to the accuracy – but he said he will state under no uncertain terms – that up until four months ago...he had never heard a single complaint of fish carcass waste in Amalga and a call to have the cleaning station removed. It is disappointing that the TSI Board of Directors – after stating in the cover letter strongly supporting outdoor recreational activities and construction of cabins for public use and enjoyment - would “further resolve that we access development of land-based fish cleaning stations in Statter Harbor” but would not offer any financial consideration to the endeavor. Obviously, this public servant believes the TSI Board of Directors, whether intentional or not, has cast aspersions upon the reputation of Docks & Harbors. TSI is not a member of the public, with words having consequences, they should be held to a higher standard of conduct. He said he believe it merits a Board discussion of what, if any actions should be taken?

Mr. Uchytel said he can go over all the activities Docks & Harbors provides for the Golden North Salmon Derby every year if the Board wants.

**Committee Discussion/Public Comment**

Mr. Ridgway asked why the letter was addressed to PND?

Mr. Uchytel said because they provided the presentation for the meeting on April 2<sup>nd</sup>.

Mr. Ridgway asked if TSI resolution was going to the Assembly because it talked about CBJ making fish cleaning facilities at Amalga illegal?

Mr. Uchytel said Docks & Harbors was committed to do a more public process and that was accomplished with the meeting on April 2<sup>nd</sup>. PND is still receiving comments and maybe next month staff will have PND come back and give their presentation and talk about the various comments they received.

Mr. Janes said his understanding is that Docks & Harbors is still under the fact finding process on this project and still working on the decision for what is best for the community.

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**For Wednesday, April 17<sup>th</sup>, 2019**

Mr. Uchytel said he wanted this resolution brought forward because everything in this will be taken as factual and it is not.

Mr. Wostmann suggested that given all the new issues in the resolution the Board can look it over and consider this along with all the other comments.

Public comment –

Dennis Watson, Juneau, AK

Mr. Watson said he was very disappointed in the Resolution presented to Docks & Harbors. As a member of the Territorial Sportsmen, this Resolution does not speak for him. As a member of the public he believes there was a lot of bias put in this Resolution and very little common sense. His opinion is this is an abuse of authority that the Territorial Sportsmen Board was given. He believes they should stay out of some of this stuff. It is not in their best interest to falsify information.

Ryan Beason, Juneau, AK

Mr. Beason said this letter was not to ruffle any feathers and TSI wants to work with Docks & Harbors. He said this was not meant to be misleading and they want to sit down with Docks & Harbors and discuss this to resolve issues. The TSI Board felt moving the fish cleaning station was a good start and to see how that works. The main purpose of the Amalga Harbor facility is to launch and retrieve boats. It is the other issues causing problems that need to be addressed. He said there was a draft report by Mr. Moeser that said there wasn't enough room for a dock, but now there is. Whether there is or isn't enough space is not a concern for us. We attended the meeting with PND and thought that was very helpful and there was a lot of public input. By no means is TSI trying to go behind people's back to do anything shady. We are willing to sit down and meet with anyone who is concerned with what TSI is doing here. First and foremost we want to resolve the issue at Amalga. The congestion and carcass issue is a big thing. It is a small area and something needs to be done with more and more people using the facility in the summertime. He said if Mr. Uchytel wants to sit down and discuss this, TSI would be happy to do that but we are not trying to attack anyone here. He said he apologizes if the Resolution came across that way.

Ron Somerville, Juneau, AK

Mr. Somerville said he has been with TSI since 1979. He really appreciates Docks & Harbors helping with the Golden North Salmon Derby for many years and he does not want to jeopardize that. He said he is offended by the connotation that TSI is out to demean people or chastise Docks & Harbors. Most of our members were not even aware of this project. He said he hopes this doesn't jeopardize the relationship between TSI and Docks & Harbors because we have a difference in opinion on this one project. He said he believes TSI has a responsibility because there are 1200 members and each individual member can say what they want but the Board is still responsible for implementing and developing policies to represent Juneau in a lot of activities. He said he is offended by the characterization that this was intentional.

Mr. Becker said there are statements in this Resolution about other possibilities for developing Amalga Harbor area as far as removing rocks. He asked if Mr. Beason

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**For Wednesday, April 17<sup>th</sup>, 2019**

discussed having the whole area developed or if he wants to eliminate the fish cleaning stations? He asked if he was in favor of extending the dock?

Mr. Beason said yes, TSI did have a meeting on this issue and we are not against extending the dock but there is a rock pile that could be in the way. PND believes there is enough room but TSI's concern is dealing with tides if there was enough room to maneuver at low tides. If the dock was extended, we feel there should be no fish cleaning stations there at all. That is what causes the issue with the carcasses.

Mr. Becker asked if there was a way fish carcasses could be handled in a way that they are not scattered around for the bear.

Mr. Beason said we are not against that.

Mr. Janes suggested putting together a working group to work with TSI. He questioned where the hostility in the Resolution came from when Docks & Harbors has not even made a decision yet on what the final plan is for Amalga Harbor. He said we should be working together and not be given a completed Resolution. He said this Resolution is offensive to him.

**2. Launch Ramp Regulations**

Mr. Uchytel said as a result of the April 2<sup>nd</sup> meeting, Mr. Etheridge asked for research on the boat launch rules. He stated there are seine skiffs that come in and overstay their welcome at Amalga Harbor. There is nothing in regulation to not allow an overnight at the launch ramp. There are seiners that like their spot for fishing so they will take their skiff to come in and load groceries and sometimes will spend the night in town. The Harbormaster and Deputy Harbormaster have contacted the fisheries to try to get better compliance. The only thing that really applies to the Commercial Fishermen's power skiffs is in 85.20.030 (a) in the last sentence ...for any type of commercial use, must pay the applicable fee as provided by regulation and must display the launch ramp permit provided by Docks & Harbors upon payment of the fee. However, typically the seiners are not launch ramp users. They just come in and use the facility and leave.

Mr. Creswell said the Harbormaster started the conversation with Susan Dougherty who is the Executive Director of the Southeast Seiner's Association who makes the contact with the fishermen to let them know this is not allowed. Last year the seiners being in Amalga Harbor got worse. He started talking with Susan in April and will contact her again next month. She attends seiner meetings and she is passing on the information to the Fishermen that just camping out in Amalga is not allowed, no trash allowed to be left at the top of the ramp, we put another dumpster at Amalga in July and the seiner's Association pays for it. The biggest problem is the seiner's skiffs being tied up at the dock. About 95% of this group is great with the rules, but 5% are the ones that tie up to the launch ramp, go to Costco, and when they end up being four and five deep it causes trouble for launch ramp users trying to launch or retrieve their boat. July is the worst month for this problem. He said he will work with Susan to try to correct this problem before it is an issue again. The same repeat offenders are the problem.



**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**For Wednesday, April 17<sup>th</sup>, 2019**

Committee Discussion/Public Comment

Mr. Ridgway asked if he needed the boat name on the vessel or the hull number would be good enough to look up information.

Mr. Creswell said there are supposed to be hull numbers but they don't have them or some only have half the numbers.

Mr. Ridgway asked if Docks & Harbors can impound the boat if there are no numbers on the boat.

Mr. Creswell said we can do that. He said he will need signage and there is a process.

Mr. Ridgway asked Mr. Creswell to suggest something that would give staff the ability to put a ticket on the non-compliance vessels.

Mr. Creswell said to create a regulation and have signage for that. This would then be in the fine schedule and have enforcement for it.

Mr. Borg said without the AK numbers from a vessel JPD will void the ticket.

Mr. Becker said this happens in Sitka too with all kinds of behavior and fishermen in front of people's cabins. He suggested inviting Susan Dougherty to one of our meetings.

Mr. Creswell said he will offer the invitation to come or call into one of our meetings. She is responsive and great to work with.

Mr. Etheridge said the seiner's skiffs were a big topic at the April 2<sup>nd</sup> meeting. Their skiffs go dry and they block the ramps. There was a seiner at this meeting and he was trying to get someone to do something about this behavior. He believes there needs to be a regulation that says they cannot moor boats at the boat launch ramp float. The area is active loading and unloading only. The Board needs to give staff the tools they need be able to stop this activity. Put up signage with no moorage.

Mr. Wostmann agrees that we need something in regulation giving staff the authority to fine a vessel that is left unattended. Some of the seine skiffs do have identifying marks and some of the captain's start paying hundreds of dollars in fines there will start to be a lot of pressure in the fleet to talk to the offenders that are getting away with it when their boat just had to pay a fine. This won't totally cure the problem but will help.

Mr. Ridgway asked if a vessel is blocking an entrance do you have the right in the current regulation to remove that vessel?

Mr. Creswell said yes it would be moorage management.

Mr. Ridgway said if he was a seiner captain and someone took his skiff because it was blocking an entrance, he didn't believe that would need to be done very many times.

Mr. Becker recommended to start working with Susan Dougherty and have the teeth Mr. Ridgway is talking about should fix the problem.

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**For Wednesday, April 17<sup>th</sup>, 2019**

Mr. Uchytel said we don't want to impound vessels. We want to support efficient use of the Harbor.

Mr. Dimond recommended sending a letter saying shape up or staff will implement the \$60 fee for loading groceries and let them police themselves to stop that.

Mr. Becker suggested a solution would be two guys come in drop one off to go shopping and the other goes back to the boat.

Mr. Wostmann suggested adding to the language in the regulation that repeat offenders will have their boat impounded.

3. Lumberman - Update

Mr. Uchytel said he has a pre-submittal meeting tomorrow for the RFI/SI. The concept for this RFI/SI is for marine salvage companies or marine professionals to provide their best ideas on how to address the Lumberman if the City decides to impound it.

Committee Discussion/Public Comment

Mr. Eiler asked the timeline for gathering this information?

Mr. Uchytel said the first RFI that went out said we would not consider any in-water disposal. However, after some people wanting that option it was put in so the in-water disposal is an option. He doesn't know what it will take to have it cleaned to EPA standards. He said he has always stated that we will only do the most cost effective removal. He did talk with DNR yesterday and they are supportive of looking at end of year funds to add to the Lumberman removal. He said the RFI/SI ideas are due on May 3<sup>rd</sup>.

Mr. Etheridge said he gets about 30 to 40 emails a week on ideas to get rid of the Lumberman.

Mr. McCasland asked if staff is still waiting to take possession?

Mr. Eiler asked staff to confirm that the current status of the vessel that is trespassing on DNR Tidelands, but not a hindrance to navigation.

Mr. Uchytel said the Coast Guard said the Lumberman is not in the Federal Navigation Channel.

Mr. McCasland asked if the paperwork has been started to take possession of the Lumberman?

Mr. Uchytel said no. He sent a letter to the Attorney General saying that under the new SB92, he was asking the Attorney General to take action to enforce the new rules. He said he received a letter back saying thank you for your comments and the state intends to monitor the situation. There is a process that the State could impose legal action against the responsible party.

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**For Wednesday, April 17<sup>th</sup>, 2019**

Mr. Becker said there was active talk about towing the Lumberman to Hoonah to have it hauled out and cut up but he talked to the Harbor Board member and they were not sure they could lift it. He asked if anyone has contacted Hoonah?

Mr. Uchytel said that is why we went out with the RFI is to hear from the professionals.

Mr. Ridgway asked what will the submittal review and approval selection process be?

Mr. Uchytel said he is hoping it will be a firm fixed price.

Mr. Ridgway asked if the selection criteria is based solely on cost and elimination of liability?

Mr. Uchytel asked what he meant by elimination of liability?

Mr. Ridgway said that Docks & Harbors cannot be held accountable for their disposal methods.

Mr. Uchytel said he doesn't want a simple statement that it will be removed from Gastineau Channel because they will probably just take it out and sink it.

Mr. Wostmann asked would Docks & Harbors require a performance bond in case they take it out of the water and start cutting on it and decide it's more work than they want and walk away and we then have an abandoned vessel again on our land.

Mr. Uchytel we don't typically ask for a performance bond for demolition but we could. We may need to hire a third party company to write the specs and oversee the demolition.

Mr. Eiler inquired whether there was incremental work staff or volunteers could be doing to expedite disposal of the derelict vessel such as paint removal or other abatement work.

4. Waterfront Policy Working Group - Update

Mr. Uchytel said he was directed to put this on this meeting's agenda but he is unsure if there is anything to report. He forwarded last year's work on this topic to the Board members. He sent an email out to the AAHPA harbors asking if anyone has a policy on use of their managed lands and he has not heard anything back.

Committee Discussion/Public Comment

Mr. Ridgway said he does not see this being completed in a month's time but rather three months.

Mr. Eiler said that he has encouraged business owners and stakeholders to articulate what sort of guidance they feel they need from the Board that would go into a established policy.

Mr. Etheridge said it is on the Agenda tonight because he promised Mr. Janes it would be but if the Policy Committee is not ready to have an update at the Board meeting than it doesn't have to be.

Mr. Janes said he would like to hear a report in a month from now but off the table by the end of June.

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**For Wednesday, April 17<sup>th</sup>, 2019**

Mr. Eiler suggested Board members think about the principles they would like to see form the basis of this policy, as a starting point for their discussions.

5. Harris/Aurora Harbors Historic Determination

Mr. Gillette said on page 28 in the packet is a letter followed by a report from the Army Corps of Engineers. The Corps is looking at dredging Aurora and Harris Harbors. Because they are a federal agencies with federal monies, they are required under the National Historic Preservation Act to consider the impacts on historic structures by their actions. Harris and Aurora Harbors meet the threshold for this being 50 years old so are categorized as historic. Once they are categorized as historic then kicks in the requirement to do what's called a determination of eligibility. This is when it is determined if they are eligible to be listed on the National Registry of Historic Places. They don't have to be listed but for federal projects they are required to determine if they are eligible if they are determined to be eligible under federal law they are required to be treated as if they are listed and go forth with the rest of the process. He said the first thing they do is write the determination of eligibility and if it is determined to be eligible then they go through consultation where they look at if there are actions being proposed detrimental to the historic facility and are there irretrievable actions that would impact the facility. He said in the Army Corps of Engineers report, it tells about the role the two Harbors played in the history of Juneau. In their letter, it says they have determined the two Harbors are not eligible and asks for our concurrence. This report also goes to the State Historic Preservation Office asking for their concurrence. Mr. Gillette said he does not concur with their findings. On page 40 in the packet lists the four criteria's for a Harbor to be eligible which are (A) Events, (B)Persons, (C)Design or Construction, and (D)Information potential, and Mr. Gillette talked about all four and described why (A) and (C) make these harbors eligible in his opinion. The type of rubble mound with a wall on top breakwater in Aurora has been around forever and is unique. He said in his opinion this would make Aurora Harbor eligible. Harris would be eligible based on the harbor being used in WWII. He believes they make the case they are eligible.

Committee Discussion/Public Comment

Mr. Eiler asked what is in the best interest of Docks & Harbors for this determination?

Mr. Gillette said it is the Corps of Engineers project and ultimately it will be up to the State Historic Preservation Office to make the call.

Mr. Wostmann asked if this was labeled as historic will it have more constraints on what you can do in the Harbors?

Mr. Gillette said being determined to be on the National Register does not come with any strings attached unless you accept money from the federal government to do historic preservation and when that is completed, you have requirements to maintain those historic improvements. If you own property and you have not accepted federal government money for historic preservation you can do whatever you want to that property.

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**For Wednesday, April 17<sup>th</sup>, 2019**

Mr. Wostmann asked if there was an advantage to being labeled historic in terms of funding.

Mr. Gillette said not in this case.

Mr. Ridgway asked who the disagreement with these findings would be communicated with?

Mr. Gillette said the comments would go to the State Historic Preservation Office.

Mr. Janes asked why it matters if it is not eligible?

Mr. Gillette said if it is not eligible it is better for Docks & Harbors and it ends the process. He suspects the SHPO might not agree with the Corps. All the Board is asked is if we concur with the determination.

Mr. Eiler inquired whether a response from the Board is necessary. He further inquired whether Mr. Gillette was speaking in his capacity as Port Engineer or in his role for a local non-profit?

Mr. Gillette said as a professional he does not believe they fully considered what they said in their document.

Mr. Eiler asked what implications the Corps' findings would have for the Board's long term plans for Aurora and Harris Harbors, especially the upland areas.

Mr. Uchytel said this is an information item. Staff is just sharing the Corps recommendation to SHPO.

Mr. Etheridge said Mr. Uchytel and Mr. Gillette need to discuss this further and bring to the Board next week with the determination if the Board needs to act on this topic.

Mr. Wostmann said he suggests to not just look at the current repairs but also in light of the longer range plan and make sure if we oppose this it will have no impact or alternatively might have impact to oppose their recommendation.

Mr. Ridgway said it will be worth looking into further to make sure how this is determined does not impact our future.

Mr. Gillette said the Board was cc'd in on this letter and there is no requirement the Board needs to comment.

Mr. Eiler requested staff bring this issue to the next Board meeting, and present any implications the Corps' work could have for development plans adopted by the Board.

**X. Staff & Member Reports**

Mr. Janes said tomorrow night the Committee on Sustainability has a session in the Assembly Chambers at 5:30pm. This meeting is about tourism and what its thresholds are and sustainability of tourism in Juneau.

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**For Wednesday, April 17<sup>th</sup>, 2019**

Mr. Uchytel reported;

- Next Tuesday, April 23<sup>rd</sup> from 5:30pm to 7:00pm at the Elizabeth Peratrovich hall is JEDC's tourism gathering on capacity.
- Docks & Harbors is also hosting the pre-season meetings in the Chambers for Vendor permit holders, Loading Zone permit holders, and Statter Harbor users.
- Last year staff applied for three BUILD grants and they just announced notice of financial opportunity for the next fiscal year BUILD grant and is not very favorable for Docks & Harbors. Last year the BUILD grants had \$1.5B and were limited to certain specifications. This year's BUILD grants due July 15<sup>th</sup> only has \$900M and increased the size of a rural community to 200,000 which means it is going to be much more competitive than it was last year.

Mr. Ridgway asked if there is anything more Docks & Harbors can do to improve our chances?

Mr. Uchytel said the feedback he received is the project needs to be more transportation oriented.

Mr. Ridgway asked how much has been spent on proposals for this?

Mr. Uchytel said approximately \$20,000.

Mr. Ridgway recommended finding room in the budget to make the BUILD grant application as robust as possible.

Mr. Uchytel continued;

- He presented the budget to the Assembly on April 10.
- The Planning Commission approved Tracy's Crab Shack lease agreement.

Mr. Borg reported;

- Mr. Creswell is going to spend the next two low tides at Echo Cove with the loader digging out the launch ramp.

**XI. Committee Administrative Matters**

1. Next Operations/Planning Committee Meeting- **Wednesday, May 22nd, 2019.**

**Mr. Eiler asked Mr. Borg to provide a short briefing on the question of installing security cameras at Docks & Harbors facilities at the next Committee meeting.**

**XII. Adjournment:** Meeting adjourned at 6:47pm.



# Port of Juneau

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155 S. Seward Street • Juneau, AK 99801  
(907) 586-0292 Phone • (907) 586-0295 Fax

## MEMORANDUM

**To:** Docks and Harbors Board – OPS/Planning Committee  
**From:** Gary Gillette, Port Engineer  
**Date:** 22 May 2019  
**Re:** Small Cruise Ship Infrastructure Master Planning

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### BACKGROUND

In November 2018 CBJ Docks and Harbors requested proposals from qualified Consultants to provide professional design services to plan for the unmet needs of the small cruise ship market in Juneau. The increased number of small cruise ships have adversely impacted and strained Docks and Harbors' ability to provide suitable dock space to some industry users. This master planning effort would examine future needs of the small cruise ship industry and develop a master plan for meeting those needs thereby enabling this sector of the visitor industry to thrive in a sustainable manner. The study would focus on small commercial passenger vessels less than 275 feet in overall length.

### SCOPE OF SERVICES

The scope of the study would validate small cruise ship forecast market trends; evaluate various locations and supporting infrastructure investments needed to support small cruise ships; develop planning level concepts; and prepare cost estimates for each concept.

The study will consider, at a minimum, the following locations for new or expanded facilities:

- Juneau Harbor (including IVF, National Guard Float, inside cruise ship berths)
- NOAA Dock
- Little Rock Dump
- Aurora Harbor
- Harris Harbor
- D&H managed tidelands in vicinity of Gold Creek
- Don D. Statter Harbor Facilities
- Auke Bay Marine Station

In developing the master plan, the Consultant would: meet with D&H Staff; meet with small cruise ship operators; evaluate and make recommendations of available waterfront and upland locations; present and update the D&H Board of its findings; and prepare a final report of the study. D&H may, at its discretion, extend the master planning effort to include additional design level efforts, permitting, cost estimating, construction documents, as well as scheduling and construction phasing recommendations.

The findings of the study will be contained in a final report that would serve to guide D&H for the next decade.

### **CONSULTANT SELECTION**

PND Engineers of Juneau was selected as the primary Consultant for the Small Cruise Ship Infrastructure Master Planning project. Joining PND in the work will be McDowell Group – Market and Economic Analysis; Corvus Design – Facility Inventory and Planning Documents ; Marine Exchange of Alaska – Vessel Traffic and Navigation Assessments; and NorthWind Architects – Renderings and Graphics.

PND Engineers has proposed a fee of \$131,103.00 to perform the work identified for this project. The detailed breakdown of Consultant and Sub-Consultant fees is attached.

### **RECOMMENDATION**

D&H Staff recommends the OPS/Planning Committee approve the fee proposal from PND Engineers and send the full Board for approval at its next scheduled regular meeting on May 30, 2019.





**Scope of Services**

Senior Engineer VII	Senior Engineer VI	Tech VI	Staff Engineer IV	Tech V	Line Item Costs	Task Subtotal Costs
\$195.00	\$180.00	\$130.00	\$115.00	\$115.00		

**Task 1: Master Planning Services**

1. Project management, subcontracts, client & subconsultant coordination	24				8	\$5,600	
2. Site reconnaissance - visit sites, photos and prepare field notes	12					\$2,340	
3. Prepare base maps with available property lines, bathymetry & upland topography	8		40			\$6,760	
4. Prepare concept design plans	16	8	40			\$9,760	
5. Prepare budget level project estimates	12	4				\$3,060	
6. Stakeholder meetings, interviews, team meetings	16					\$3,120	
7. Draft Master Plan	16			24		\$5,880	
8. Final Master Plan	16			24		\$5,880	
9. Two Harbor Board Meetings - prepare and deliver presentations	12		8	8		\$4,300	\$46,700
<b>Total Estimated Manhours</b>	132	12	88	56	8		

**Estimated Third Party Expenses**

McDowell Group	Market Analysis, Interviews, Economic Analysis, Refine Findings	\$30,000	
Corvus Design	Inventory, Analysis, Meetings, Layout Assist, Draft Master Plan	\$33,310	
Marine Exchange of AK	Research AIS 3 year history, wind, current & navigation assessments	\$9,500	
NorthWind Assocs	6 graphic illustrations	\$3,920	
Admin Fee	10% of Third Party Expenses	\$7,673	\$84,403
			<b>\$131,103</b>

Project Title: CBJ Small Ship  
 Project Manager: Heather/Susan  
 Project Oversight: Susan

Professional Services: \$29,840  
 Project Expenses: \$160  
 Total Budget: \$30,000

	Professional Services Input						Totals	
	McDowell Group Staff Hours						Total Hours	Total Cost
Staff Rate (\$/hr)	Susan \$175	Jim \$175	Heather \$150	Bob \$150	Paul \$135	Kevin \$100		
<b>Project Tasks</b>								
<b>Task 1 Market Analysis</b>								
Compile historical data	2		6		6	6	20	\$2,660
Review reports			4				4	\$600
Interviews below) Forecast calls	2		4		4		10	\$1,490
Regional analysis	8		14		4	4	30	\$4,440
Report	4		16	2			22	\$3,400
<b>Task 2 Initial Interviews (informs market analysis)</b>								
Prepare/coordinate with team	2		4				6	\$950
*Interviews (10 lines)	8		12				20	\$3,200
Conduct additional (10)	8			12			20	\$3,200
Synthesize for team/report	4		6	4			14	\$2,200
<b>Task 3 Economic Analysis</b>								
ID criteria/5 sites	2			2			4	\$650
Analyze sites/data	2	2	10	2			16	\$2,500
Prepare summary report	2		4	2			8	\$1,250
<b>Task 4 Refine Findings/Public Outreach</b>								
Prepare (4 meetings)	4		2				6	\$1,000
Two industry stakeholder	4		2				6	\$1,000
Two public meetings	4		2				6	\$1,000
<b>Project Administration</b>								
Invoice/archive			2				2	\$300



Fee proposal					12-Apr-19
		<b>Client: PND Engineers</b>			
		<b>Project: Small Cruiseship Master Plan</b>			
		<b>Contract Type: Lump Sum</b>			
		<b>Corvus Design</b>			
	<b>Personnel Type</b>	Managing Principal	Principal	Landscape Architect II	Total Hours/ Total Fee
<b>Task</b>	<b>Hourly Rate</b>	\$170.00	\$155.00	\$105.00	
<b>Planning Services</b>					
<b>1.0 Inventory</b>					
1.01	Kick-Off Meeting with Client and Team	0	2	0	2
1.02	Site Visits	0	8	0	8
1.03	Inventory Analysis & Documentation	0	4	24	28
1.04	Stakeholder Meetings (Two)	0	8	0	8
1.05	Document Layout and Compilation	0	2	40	42
1.06	Docks and Harbor Meeting and Prep	0	4	0	4
1.07	Team Coordination Submittal and Revisions	0	2	2	4
1.08	Meetings (1 @ 2 hours each)	0	2	0	2
1.0	Task Total Hours	0	32	66	98
1.0	Task Total Fee	\$0	\$4,960	\$6,930	\$11,890.00
<b>2.0 Draft Master Plan</b>					
2.01	Draft Site Master Plans (up to 6)	0	6	32	38
2.02	Supporting Narratives	0	4	24	28
2.03	Document Compilation	0	2	40	42
2.04	Cost Estimate Support	0	2	0	2
2.05	Stakeholder Meeting (One)	0	4	0	4
2.06	Docks and Harbors Meeting and Prep	0	4	0	4
2.07	Team Coordination Submittal and Revisions	0	2	2	4
2.08	Meetings (1 @ 2 hours each)	0	2	0	2
2.0	Task Total Hours	0	26	98	124
2.0	Task Total Fee	\$0	\$4,030	\$10,290	\$14,320.00
<b>3.0 Final Master Plan</b>					
3.01	Final Site Master Plans (up to 6)	0	3	18	21
3.02	Supporting Narratives	0	2	8	10
3.03	Document Compilation	0	2	16	18
3.04	Cost Estimate Support	0	1	0	1
3.05	Docks and Harbors Meeting and Prep	0	4	0	4
3.06	Team Coordination Submittal and Revisions	0	2	2	4
3.07	Meetings (1 @ 2 hours each)	0	2	0	2
3.0	Task Total Hours	0	16	44	60
3.0	Task Total Fee	\$0	\$2,480	\$4,620	\$7,100.00

		<b>Corvus Design</b>			
	<b>Personnel Type</b>	Managing Principal	Principal	Landscape Architect II	Total Hours/ Total Fee
<b>Task</b>	<b>Hourly Rate</b>	\$170.00	\$155.00	\$105.00	
<b>Planning Services Totals</b>					
	<b>Labor Total Hours</b>	0	74	208	<b>282</b>
	<b>Labor Total Fee</b>	\$0.00	\$11,470.00	\$21,840.00	<b>\$33,310.00</b>
<b>General Fee Notes:</b>					
	1) Fee includes PDF deliverables. Additional reproduction will be reimbursed on a time and expenses basis.				
	2) Additional deliverables, tasks, meetings and coordination beyond those outlined in this fee, and design aspects outside of scope, will be considered additional services and shall be billed on a time and expenses				

Dick

I envision the Marine Exchange of Alaska providing the following information to aid execution of this project.

1. Access MXAK AIS historical data for the past three years and plot out and list the routes and types of small passenger cruise ships and yachts operating in SEAK waters. (\$5,000)
  - a. Provide the characteristics and photos (when available) of the subject vessels
  - b. Provide lists and number of days they had port calls in SEAK ports
  - c. Provide tracklines of the vessels
2. Provide historical wind information and predicted tidal current information for various potential dock options in Alaska where information is available to aid assessment. (\$1,500)
3. Provide basic analysis of the navigational and mooring challenges presented by various berthing options under consideration in the Juneau area (\$1,500)
4. Provide overview of maritime security and waste management issues that would need to be addressed to accommodate certain vessels (\$1,500)

Regards

ED

Captain Ed Page  
Executive Director  
Marine Exchange of Alaska  
1050 Harbor Way, Juneau, AK 99801  
Office: (907) 463-5078  
Cell: (907) 321-2651  
[edpage@mxak.org](mailto:edpage@mxak.org)



April 19, 2019

Dick Sommerville, PND Engineering

**RE:** CBJ Small Cruise Ship Study Fee

Dick,

I propose a fee of \$3,920 to provide (6) 3-d renderings based on 2-d graphics for our scope of work as well as (4) hours to cover meetings and coordination.

Thank you,

James Bibb  
Principal Architect  
NorthWind Architects LLC

Sean M Boily AIA  
Principal Architect

James Bibb AIA  
Principal Architect

E David Hurley III AIA  
Principal Architect

126 Seward Street  
Juneau, AK 99801

p.907.586.6150  
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**CBJ Docks and Harbors Small Cruise Ship Study  
Juneau, AK**

**T and E Not to Exceed Fee Estimate**

19 April, 2019

**Scope**

(6) 3-D Sketches developed from 2-D plans

Mark	Task	Hours	
		PA	IA
	(6) Sketches	24	
	Meetings	4	
<b>Subtotal</b>		<b>28</b>	<b>0</b>
X Rate	PA = \$140/hr; IA = \$85/hr	\$ 3,920.00	\$ -
Subtotal	Const Documents at 100%		\$ 3,920.00
Sales Tax	0%	\$	-
<b>TOTAL</b>		<b>\$</b>	<b>3,920.00</b>



# Port of Juneau

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155 S. Seward Street • Juneau, AK 99801  
(907) 586-0292 Phone • (907) 586-0295 Fax

**From:** David Borg, Harbormaster  
**To:** Docks & Harbors Board  
**Thru:** Docks & Harbors Operations-Planning Committee  
**Date:** May 22<sup>nd</sup>, 2019  
**Re:** RV PARKING AT SAVIKKO PARK

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**BACKGROUND:** CBJ Docks & Harbors monitors and rents out two recreational vehicle parking spaces at Savikko Park. The parking spaces have no water, sewer, or power connections and are for self-contained RVs only. Anyone wishing to use these spaces must first come to the Aurora Harbor Office, fill out a form, and pay a fee of \$10 per day. There is a 3 day parking limit. The number of permits issued, total days used, and revenue collected from 2014 to 2019 is listed below.

Year	# of permits	# of days	Revenue
2014	3	8	\$80.00
2015	6	13	\$130.00
2016	4	6	\$60.00
2017	6	14	\$140.00
2018	4	10	\$100.00
2019 YTD	1	2	\$20.00
	24	53	<b>\$530.00</b>

**RECOMMENDATION:** Staff is requesting that CBJ Docks & Harbors discontinue the practice of renting RV spaces. Due to the infrequent use, we do not feel the revenue collected or the benefit to visitors justifies the staff time involved in monitoring the parking spaces and keeping them clear for potential reservations. Our mission is to “develop and provide opportunities, services and facilities to support **marine related** commerce, industry, fisheries, recreation, and visitors,” and we would prefer to focus staff time on serving our harbor patrons.

#



**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**  
**Wednesday, January 21<sup>st</sup>, 2015**  
**CORRECTED**

Mr. Uchytel said this committee has already told Mr. Varness we will accommodate his vessel.

Mr. Janes said we have not told him how we would charge for power.

Mr. Simpson said I want to know what our expense will be so we can charge proportionately. We can bring the boat in with empty batteries and charge it then we can read the meter to see how many kilowatt hours go into that.

Mr. Donek said the electric boat might not need the same charge every time. So, we can't charge for a full charge every day because that would be overcharging. I think it needs to be metered and we can charge a fee for our meter reading to cover our costs.

Mr. Janes said we need to get this right because there are going to be more electric boats needing to charge in the future.

Mr. Unruh said it's the same concept as a yacht reserving a space on the breakwater; it's a reserved space and we should charge the reserved rate.

Mr. Donek said it could be by reservation only, and anyone who moors there will be charged the reservation rate.

Mr. Uchytel said the Harbors Department is not permitted to meter and charge for power.

Mr. Unruh said Mr. Varness could put a meter in his name with AEL&P and lock the meter so no one else can use it when he is not there. Each pedestal is capable of taking two 30 amp and two 50 amp, so he would only need one pedestal.

#### 5. R/V Park (Savikko Park)

Mr. Gillette said the Montessori School would like us to move the R/V parking spaces that are in the Montessori School's parking lot. They would like to configure the parking lot to allow for a drive through flow. They would like to convert their other parking area to a playground. There are currently 4 R/V parking spaces in that parking lot, and Docks and Harbors manages those spaces. Over the last 3 seasons they were rented out for 100 days. We do not offer sewage or water for the R/Vs.

Mr. Simpson asked do the R/V users go to the Aurora Harbor Office and pay a fee.

Mr. Gillette responded yes. It is advertised on our website and there are signs on site. Can we retain some R/V spaces and do we want to manage R/V spaces?

Mr. Simpson said R/V parking spaces are not part of Docks and Harbors core mission. I do not think we need to keep R/V parking spaces. We could find space for R/V parking elsewhere, like near the Yacht Club.

#### 6. FY16 Moorage Rates

make the decision to build a unit and we were looking at what would be a reasonable incentive to actually do this. There's quite a bit of work involved for a homeowner to build the unit (permitting, financing, construction). This will add to the housing inventory. We did spend a lot of time looking at the model you were talking about it. We would love to see the money come back. There was a lot of discussion about turning the loan program into a grant program, but the burden of responsibility on the City when you're looking at doing a loan and we felt that wasn't feasible in terms of staffing and resources right now.

Mr. Coogan: In recent years, lending rates are low and people can get loans. The fractional difference that you can give someone that is an advantage is not going to create a big stampede of people to say they want to do that. A grant is attractive. To put it in perspective, this grant probably pays back the fee for the building permit and again. In context it's not a huge thing, but I do take to heart what you're saying about the fund. We've run against nothing but these stumbling blocks and the fund languishes for years. It's been a long hard slog and we've given it a lot of thought.

Mr. Kiehl: I appreciate all the work the Commission has put into it.

**Motion: Ms. Troll: I move we forward Homeowners Accessory Apartment Incentive Grant to the full Assembly for approval.**

Mr. Kiehl: I will note continued reservation but I won't stand in the way.

Ms. Troll: I would also like to note that when come to preferences, not a subsidy, that if the department has to choose between a couple applicants, and one is clearly going to be putting out affordable housing, that they should have the preference.

Mr. Nankervis: Is that part of the motion?

Ms. Troll: No.

**Hearing no objections, motion passes unanimously.**

#### **D. Montessori School Parking Lot Expansion and Elimination of Savikko Park RV Parking**

Mr. Chaney said the Juneau Montessori School in Douglas currently uses the upper parking lot for pickup and drop-off. Below them is the lower parking lot (parking, RV parking and ball field parking). The Montessori School has a playground master plan and they're hoping to build some of it. For now they want to put a fence around to keep cars and unwanted visitors away. Once they put in the fence, they'll start building the playground. This is the dream concept. There is a barricade between the two parking lots below the Montessori School. The lower parking lot has four RV parking spaces, which are administered by the Harbors Department. People can pay \$10 per night to park their RV. The rest of it is mixed parking for the public, for ball fields, school, etc. Right now Montessori wants to shift their parking down below and revise the parking to have a flow through design. The people will drive in, go through and drive out. You don't want to have people driving in and backing out, etc. They had requested to turn all of it into vehicle parking with no RV spots. We had the Harbors OPS/Planning group look at this. RVs aren't really the main part of the Harbors mission, but it's something they've inherited. It's the only RV parking on City property in this part of town or in downtown. The Montessori School requested the RV spots move across the street to the harbor parking lot. The Harbors people are not interested in that because they spent a lot of money developing that for Harbors purposes. Over the last 3 years there have been about 100 rentals of these RV parking spaces. Occasionally it's two at a time; usually it's a single use. If we have two RV spots, we could accommodate current demand. The staff would like to remodel the lower parking lot for flow through traffic to develop a parking lot design with two RV parking spots. There will still be room for parking and those vehicles will also be using Savikko Park. The flow through parking with the drop-off zone is the main feature.

Ms. Becker: Does the Montessori School have so many staff members that they need that many parking spaces?

Mr. Chaney: Not to my knowledge. There's an average use of five parking spaces, not including the morning and evenings. That accommodates most of their staff for parking demand.

Ms. Becker: They want these spots?

Mr. Chaney: They have special events. There is a lot more parking in this area just 150 feet away.

Mr. Peterson: Could you show us on a slide when the rent was negotiated what areas were included in that lease?

Mr. Chaney: The lease lot is here. They are not leasing the lower lot. That is a joint use area. The ordinance said they have joint use options in the lower lot.

Mr. Peterson: And that use would continue out to the ball field lot?

Mr. Chaney: I would assume so; it's not real clear in the ordinance. The ordinance specifically mentioned about the remodel for the playground with the idea that the lower lot would absorb the parking use.

Ms. Becker: Do we have use for the four RV parking spots?

Mr. Chaney: My understanding is that it's normally rented in the summer months.

Ms. Becker: If they were removed, it would mean the hookups would be removed?

Mr. Chaney: They are bare spaces to park. There are no hookups or improvements.

Ms. Becker: They would be available in the summer anyways?

Mr. Chaney: There are no other designated RV parking spaces that are this big. I'm not sure where else they can park legally.

Ms. Becker: I like the idea of the drive through. Can you do that and still keep the RV spaces? And if so, would there be any new spaces for Montessori?

Mr. Chaney: You could orient the RV spaces a different direction and have a drive through with parking. The aisle is oversized. The spaces could move closer together. We'd lose two or three parking spaces but it wouldn't be that bad. We haven't drawn it up yet. It would take some time to do that.

Ms. Becker: It probably could be done?

Mr. Chaney: Yes.

Ms. Becker: I like keeping them if we have space.

Mr. Kiehl: The management of lower lot, is it all under Lands?

Mr. Chaney: The four RV spaces are Harbors and Parks & Recreation manages the rest.

Mr. Kiehl: It seems that there's a minimum of conflicts between Montessori and ball field users and those two times a year when there are conflicts, we'll get phone calls about it. Is there a plan for what the signs will say? How do we help the public?

Mr. Chaney: I'm sure the Montessori School would be good at coming up with language about sharing. Unlike downtown Juneau, there's a lot of parking just off this site. I don't think there'll be a parking shortage. They'll just have to walk a little farther.

Mr. Peterson: I'm not a voting member of this committee, but I'm wondering if Mr. Chaney could come back with a slide to show where the RV spots will be located.

Mr. Chaney: OPS Planning Committee recommended keeping two spaces.

Mr. Peterson: Rather than a motion of support for something we don't see, I would suggest they come back with a slide of what it actually is.

Mr. Kiehl: My own thought would be that if the Committee supports the concept, that we send them off to go play nicely and if they can't they come back to us.

Ms. Becker: D&H rents these spaces and the money goes to them?

Mr. Chaney: Yes, that's my understanding.

Ms. Becker: So, you're giving away their money?

Mr. Chaney: They're trying to do a service. It's not something they're passionate about. They barely cover their costs for renting the spaces. It's not a big money maker.

Ms. Becker: I would like to see the drawing that keeps the four, has a drive through and has parking for staff?

Mr. Chaney: Did you say four RV spaces?

Ms. Becker: I asked you about whether you could keep four and I thought you said yes.

Mr. Chaney: I'm sorry, I meant yes to two spaces.

Ms. Becker: That changes my thinking then. I meant could you keep it all.

**Motion: Ms. Troll: I move the Lands Committee supports Harbors and the Montessori School work together to design a remodel of the lower parking lot to accommodate a flow through parking pattern that includes two RV parking spaces.**

**Hearing no objection, motion passes unanimously.**

## VI. STAFF REPORTS

# MEMORANDUM

CITY/BOROUGH OF JUNEAU

Lands and Resources Office  
155 S. Seward St., Juneau, Alaska 99801  
Greg\_Chaney@ci.juneau.ak.us  
Voice (907) 586-0205  
Fax (907) 586-5385

**TO:** Assembly Lands Committee

**FROM:** Greg Chaney, Lands and Resources Manager

**DATE:** January 20, 2015

**LOCATION:** Mayflower Building and Savikko Park

**SUBJECT:** Montessori School Parking Lot Expansion and Elimination of Savikko Park RV Parking

Ordinance 2014-44 authorized the manager to execute a renewed lease of the Mayflower Building to the Juneau Montessori School which has occupied the site for many years. The Mayflower Building is located at the north end of Savikko Recreation Area in Douglas. January 5<sup>th</sup> 2015 the Juneau Montessori School requested to revise parking for the Mayflower building and shift parking from the upper lot to the lower lot (Figure 1).

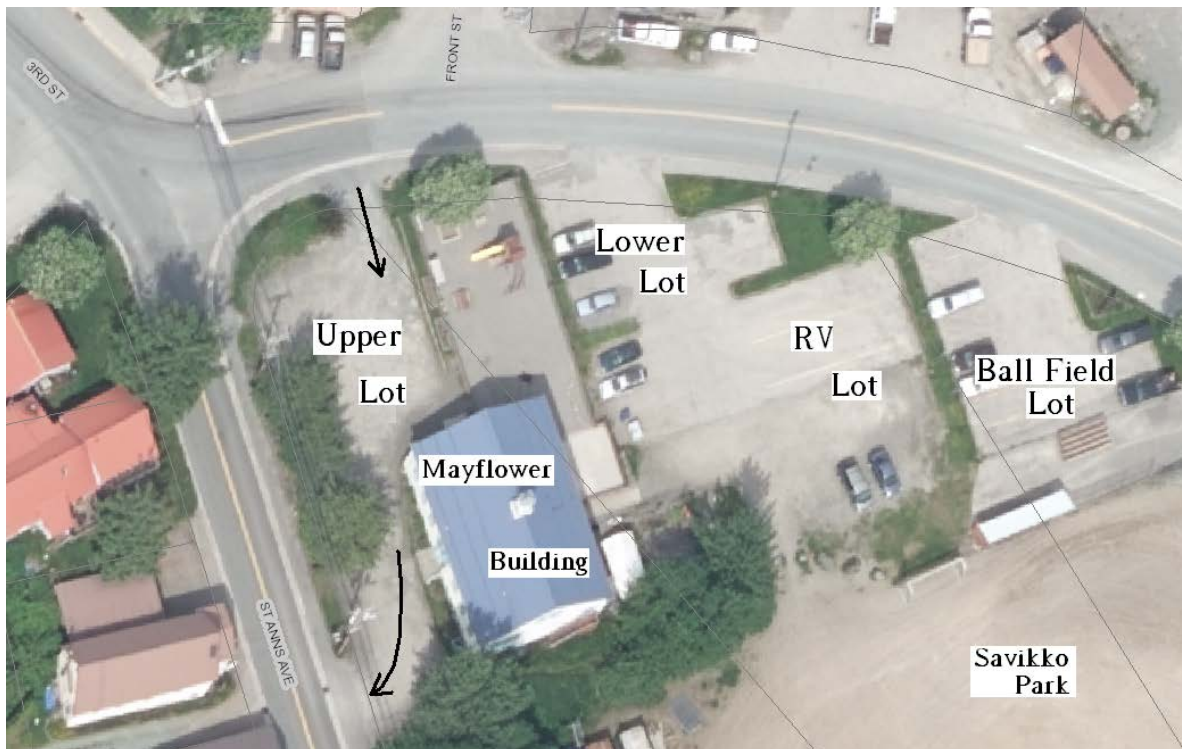


Figure 1. Parking lot layout near Mayflower Building. Upper lot accommodates flow through traffic.

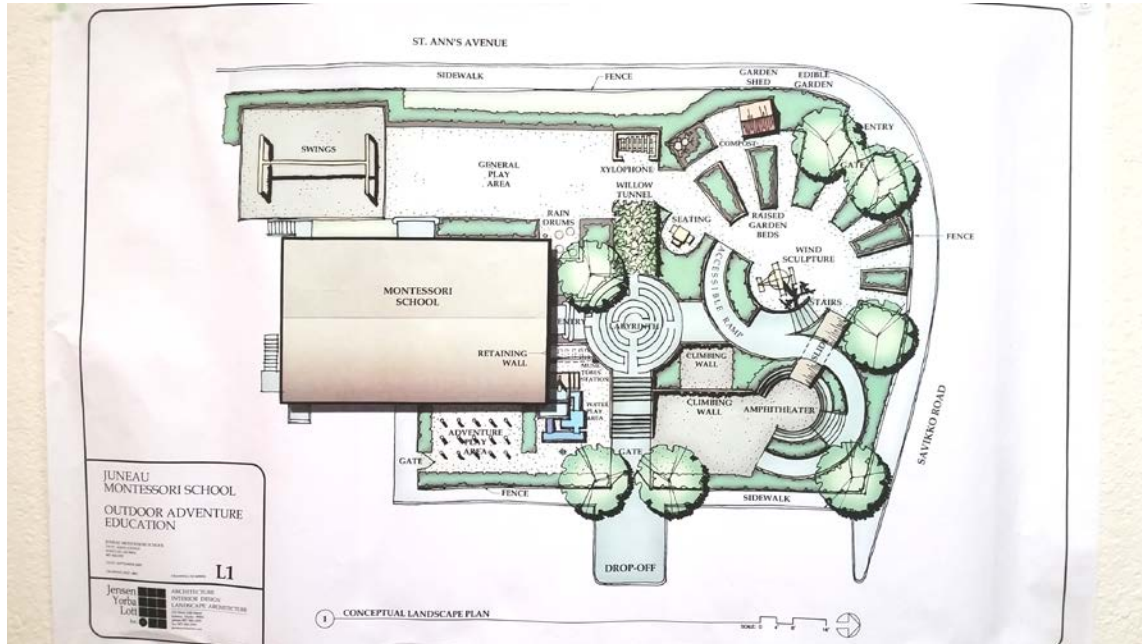
Currently, the primary parking lot for the school is located on the upper lot on the Saint Anne's side of the Mayflower building. The primary advantage of using the upper lot for parking is that it allows for flow through circulation and dropping off or picking up students. This reduces the need to back up and turn around in the parking lot which enhances safety and efficiency.

The lower lot requires vehicles to turn around in the lot before exiting. Exclusive use of the upper lot is included in the Mayflower Building's lease however the lower lot is open to the public and is shared with Savikko Park users. The lower lot also contains four designated Recreational Vehicle parking spaces. The RV spaces are managed by CBJ's Harbor Department. These spaces are rented to RV's and are primarily occupied during the summer months. Although the RV spaces are often vacant, there have been over 100 rentals in the last three years.



**Figure 2. Four RV parking spaces are shown in the lower lot. These spaces are managed by CBJ Harbors.**

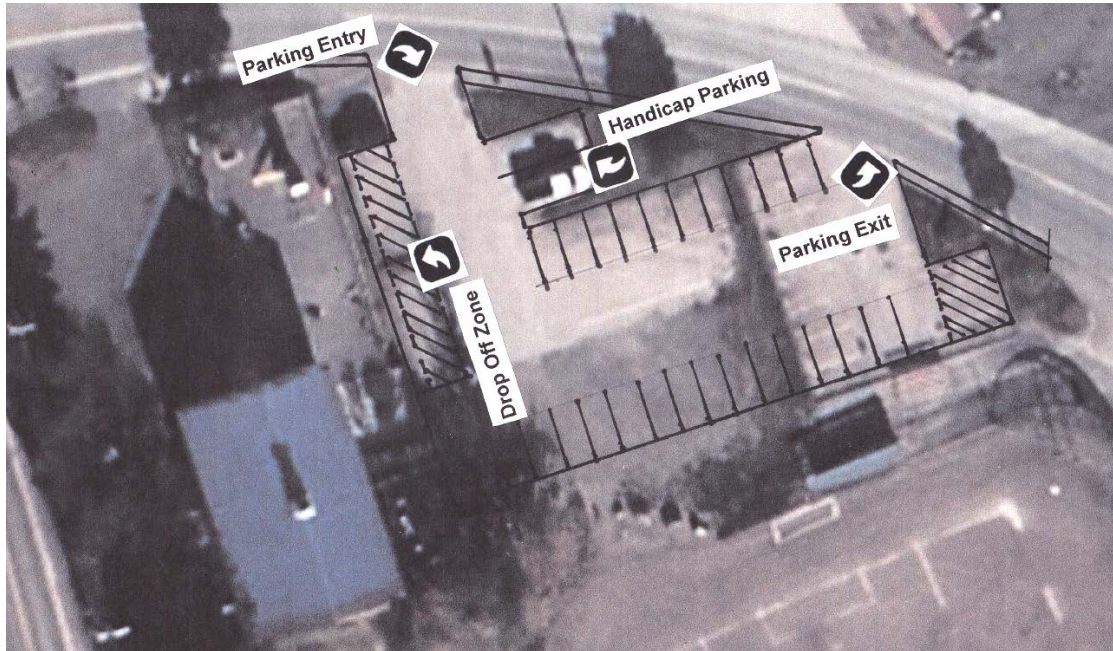
Records indicate that most of these rentals were to a single RV at a time, occasionally there were two RV's occupying spaces. This indicates that two of the four existing RV spaces could be removed and the demand would still be met.



**Figure 3. This design shows the upper parking lot developed as a playground. The design has been rotated so that north is not at the top of the image.**

The Juneau Montessori School wishes to replace the upper parking lot with a playground and shift all parking for the school to the lower lot (Figure 3).

In order to switch to the lower lot, the school proposes to reconfigure the lower lot to allow flow through parking. Ordinance 2008-37 authorized the Montessori school to expand its playground provided it would be available for public use when the school was not in session. Furthermore it allowed Montessori to utilize a portion of the lower parking lot for its use as long as this use did not conflict with Savikko Park operations. Ordinance 2014-44, adopted November 10<sup>th</sup> 2014, reauthorized this arrangement.



**Figure 4. Diagram submitted by Juneau Montessori School shows lower parking lot revised to accommodate a drop off zone and flow through circulation. RV parking spaces have been eliminated.**

The revised lower parking lot design submitted by Juneau Montessori School would combine the lower parking lot with the adjacent ballfield parking lot to allow for flow through circulation. This design is more efficient and would probably be safer than the current configuration. Unfortunately the modified design does not accommodate any RV parking. Harbors OPS/Planning Committee will be reviewing this topic after the packet deadline but before the Lands Committee meeting so the Harbors OPS/Planning Committee recommendation concerning this topic will be presented at the Lands Committee meeting.

**Staff Recommendation:**

Lands staff recommends that the Lands Committee adopt a motion of support for remodeling the lower parking lot to accommodate a flow through traffic pattern. However, Lands and Harbors staff should work with the Juneau Montessori School to develop a parking lot design that includes two RV parking spaces that would continue to be managed by the CBJ Harbor's Department.



# Port of Juneau

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155 S. Seward Street • Juneau, AK 99801  
(907) 586-0292 Phone • (907) 586-0295 Fax

**From:** Carl Uchtyl, Port Director  
**To:** Docks & Harbors Board  
**Via:** Docks & Harbors Operations & Planning Committee  
**Date:** May 21<sup>th</sup>, 2019  
**Re:** Funds Transfer Request

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1. Docks & Harbor, in cooperation with the Finance Department, is in the process of closing out several CIP projects. CBJ protocol allows projects with a remaining balance of zero to be administratively closed while other projects with remaining balances require a TRANSFER via Assembly action. This memo outlines pending projects for transfers. These projects include:
  - a. Amalga Fish Cleaning Station (H51-105). The initial proposal would provide a new 75 ft x 12 ft fish cleaning float to the existing Amalga Harbor boarding float and would provide for a Private Aid to Navigation daymark to warn mariners of a rock hazard. The 75% design estimated construction cost is \$254K which does not include contingency or inspection services. The remaining funds would be provided by Docks & Harbors. This project is currently on hold pending Board decision. The Assembly elected not to accept the \$230K ADFG grant until further public process is completed. The Assembly did not provide any additional resources for the additional outreach for PND Engineers to conduct a review of options and public meetings which leaves the project a deficit of approximately \$15K.
  - b. Taku Harbor Deferred Maintenance (H51-109). This construction project was successfully closed out in 2018 with \$143K of Harbor Enterprise funds remaining in the CIP account. The repairs to Taku Harbor was funded with a 75%-25% ADFG grant with the balance now available for Docks & Harbors' needs. It is recommended that all these funds be transferred to Amalga Fish Cleaning Station, which does not commit Docks & Harbors to executing any construction project at Amalga Harbor.
  - c. Statter Harbor Loading Facility (H51-093). This project closes out over a decade worth of improvements to Statter Harbor. The most recent projects were costs associated with the relocation of the Auke Bay Boatyard from Statter Harbor to the Auke Bay Loading Facility. There is \$140K remaining and it is recommended that they be transferred to the Statter Harbor Improvement Phase III project (H51-108).
  - d. Statter Harbor Breakwater Safety Improvement (H51-106). This project has \$362,460.60 remaining with the first phase expending \$104K to place a fiberglass decking over certain openings on the Breakwater. The project was an overwhelming success but other priorities necessitate transfer from this project. It is recommended that this project be closed out until more harbor revenue can be secured.



e. Auke Bay Marine Station (ABMS) Maintenance & Improvements (H51-117). In January 2018, Docks & Harbors acquired approximately 2 acres from GSA to develop marine relate opportunities serving the public at the ABMS. Up to now, Docks & Harbors has invested \$262K in building maintenance and construction of an 100 foot float extension. As part of the negotiations for the property, UA President and the CBJ Manager signed an agreement to share costs associated with utility relocations. A transfer of \$235K will consummate the final transactions with UAS and close out deferred maintenance costs for the managed buildings.

Action	Amount	From	To
Transfer (Balance in Account)	\$139,918.96	H51-93 Statter Harbor Loading Facility/EI	H51-108 Statter Harbor Improvement – Phase III
Transfer (Balance in Account)	\$140,124.12	H51-109 Taku Harbor Repairs	H51-105 Amalga Fish Cleaning Station
Transfer (Balance in Account)	\$235,000	H51-106 Statter Harbor Breakwater Safety Improvement	H51-117 Auke Bay Marine Station Maintenance & Improvements
Transfer (Balance in Account)	\$127,460.60	H51-106 Statter Harbor Breakwater Safety Improvement	H51-108 Statter Harbor Improvement – Phase III
Transfer (Balance in Account)	\$904.90	H51-115 Harris Harbor Restrooms	Harbor Fund's Fund Balance

I recommend the Docks & Harbors Board approve the above transfers and recommend the Assembly adopt the appropriate transfer or ordinance.

#

**Proposed New Ordinance**

Unattended Vessels at Launch Ramps.

No person operating or in charge of a boat, kayak, seine skiff or other vessel may permit said watercraft to stand unattended at any City & Borough of Juneau launch ramp facility without an adult under responsible charge to monitor and maneuver as necessary said watercraft. This regulation does not apply to short durations when the operator or person in charge of the boat, kayak, seine skiff or other vessel leaves the proximity of the City & Borough of Juneau launch ramp facility to dispatch the vehicle and trailer necessary in the recovery of the watercraft.

**Existing Ordinance**

**85.20.030 - Boat launch ramp fee and permit required; penalty.**

(a) Any person using one or more of the Douglas Harbor Boat Launches, the Harris Harbor Boat Launch, the North Douglas Boat Launch, the Statter Harbor Boat Launch, the Tee Harbor Boat Launch, the Amalga Harbor Boat Launch, the Echo Cove Boat Launch, or the Auke Bay Landing Craft Freight Ramp, to launch and recover recreational vessels, or use of the launch ramp for access by off-highway or other vehicles, or for any type of commercial use, must pay the applicable fee as provided by regulation and must display the launch ramp permit provided by docks and harbors upon payment of the fee.

(b) Use of a boat launch ramp in violation of this section is a violation, subject to a civil fine.

**Existing Fee Schedule in Ordinance**

**WATERS AND HARBORS**

**Title 85**

**Boat Harbor**

<a href="#">85.10.050(k)</a>	Violate posted parking	25.00
<a href="#">85.20.030(a)</a>	Boat launch ramp fee and permit required	75.00
<a href="#">85.25.010</a>	Fail to register	25.00



# Alaska Association of Harbormasters & Port Administrators 40<sup>th</sup> Annual Conference September 30<sup>th</sup> – October 4<sup>th</sup>, 2019 in Juneau, Alaska

Dear AAHPA Members and Conference Attendees,

It gives me great pride to invite and welcome you to the 40<sup>th</sup> Annual AAHPA Conference in your Capital City and my hometown! The City & Borough of Juneau (CBJ) Docks & Harbors staff has invested time and resources to organize what we hope will be the best conference ever. The theme: ***Dream It, Plan It, Build It*** will leverage lessons learned from Juneau's experiences in the recapitalization of more than \$150M in waterfront infrastructure over the past decade.

Our vision for the conference is to showcase our local Juneau talent along with the expertise of other AAHPA members to motivate and inspire harbormasters and port administrators to plan and execute improvements to your facilities. We have invited subject matter experts from Washington DC to speak on federal port and grant opportunities as well as senior State officials to address the attendees.

We intentionally moved the conference up this year to take advantage of the waning days of the cruise ship season, which will see a record 1.3M passengers disembark this summer. Juneau is very proud of how we have worked to mitigate impact to the community from tourism which has seen a 50% increase over the past 10 years. The conference agenda will highlight our best management practices in addressing community impacts.

Each and every year, I look forward to seeing old friends and meeting new AAHPA acquaintances at the conference. We are fortunate to live in Alaska and to have "harbormaster comradery" which looks after one another. The strength of our organization lies, in part, to our ability to work collegially and recognize that the success of our harbors is linked from community to community.

Our membership is also fortunate to have active participation from our sustaining members who provide world class professional services and innovative products meeting our harbor needs. Please take time to meet and thank our sustaining members who generously support this conference as well as the operations of the Association. Please do not hesitate to reach out to me or my staff should you have any questions or needs.

Kindest regards,

*Carl J. Uchytel*  
Carl Uchytel, P.E.

Alaska Association of Harbormasters & Port Administrators, President  
Port of Juneau, Port Director