

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING AGENDA**  
**For Thursday, May 30th, 2019**

- I. **Call to Order** (5:00 p.m. in the CBJ Assembly Chambers)
- II. **Roll** (Weston Eiler, Bob Janes, Mark Ridgway, David McCasland, James Becker, Bob Wostmann, Christopher Dimond, Budd Simpson and Don Etheridge)
- III. **Approval of Agenda**
- IV. **Approval of April 25th, 2019 Board minutes and May 15<sup>th</sup>, 2019 Finance Sub-Committee minutes.**
- V. **Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total time).
- VI. **Consent Agenda**
  - A. Public Requests for Consent Agenda Changes
  - B. Board Members Requests for Consent Agenda Changes
  - C. Items for Action

**MOTION: TO APPROVE THE AGENDA AS PRESENTED.**

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

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

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

**RECOMMENDATION: TO REMOVE REMAINING RV SPOTS FROM SAVIKKO PARK/MONTESORRI SCHOOL.**

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

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

**MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED.**

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING AGENDA (CONTINUED)**  
**For Thursday, May 30th, 2019**

**VII. Unfinished Business - Public Hearing**

1. Amalga Harbor Launch Ramp Safety & Efficiency Improvements  
Presentation by PND Engineers  
<http://www.juneau.org/harbors/documents/AmalgaHarborPowerpoint040219.pdf>

Board Questions

Public Comment

Board Discussion/Action

**MOTION: TO BE DETERMINED**

**VIII. New Business – None**

**IX. Items for Information/Discussion - None**

**X. Committee and Member Reports**

1. Operations/Planning Committee Meeting- Wednesday, April 17<sup>th</sup>, 2019
2. Member Reports
3. Assembly Lands Committee Liaison Report
4. Auke Bay Steering Committee Liaison Report
5. Finance Sub-Committee Meeting – Wednesday, May 15<sup>th</sup>, 2019

**XI. Port Engineer's Report**

**XII. Harbormaster's Report**

**XIII. Port Director's Report**

**XIV. Assembly Liaison Report**

**XV. Board Administrative Matters**

- a. Ops/Planning Committee Meeting – Wednesday, June 19<sup>th</sup>, 2019 at 5:00pm
- b. Board Meeting – Thursday, June 27<sup>th</sup>, 2019 at 5:00pm

**XVI. Adjournment**

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR BOARD MEETING MINUTES**  
**For Thursday, April 25th, 2019**

I. Call to Order

Mr. Etheridge called the Regular Board Meeting to order at 5:00 pm in the CBJ Assembly Chambers.

II. Roll Call

The following members were present: Weston Eiler (arrived at 5:01), David McCasland, James Becker, Mark Ridgway, Christopher Dimond, and Don Etheridge.

Absent: Bob Janes, Bob Wostmann, and Budd Simpson.

Also present were the following: Carl Uchtyl – Port Director, Dave Borg – Harbormaster, Matt Creswell – Deputy Harbormaster, Scott Hinton – Port Operations Supervisor, Teena Larson-Administrative Officer, Mary Becker – Assembly Liaison.

III. Approval of Agenda

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

Motion passed with no objection.

IV. Approval of March 28th, 2019 Regular Board Minutes

**Hearing no objection, the March 28<sup>th</sup>, 2019 Regular Board Minutes were approved as presented.**

V. Public Participation on Non-Agenda Items –

John Cooper, Juneau, AK

Mr. Cooper said he is here to ask the Board to ask the Assembly to make some ordinance changes. He said he has been involved with the problems at Amalga Harbor and has observed seine boats that have no identification parking for two or three days. He said when he talked to the Harbormaster about it he said that they can fine the boat \$25.00 but with no identification staff does not know who is being fined and with the fine only \$25.00 the City Attorney won't pursue it. He is asking the Board to ask the Assembly for an ordinance for any boat that docks at a CBJ dock has to be identified by AK numbers and this will tell who is abusing facilities and dock space so the Harbor staff can pursue them. The ordinance could have some provisions in case of an emergency. If someone does not obey the ordinance, it is a \$250.00 fine per day which will most likely attract the attention of the CBJ Attorney.

Mr. Etheridge said staff is working on a regulation for this issue currently.

VI. Consent Agenda –

- A. Public Requests for Consent Agenda Changes - None
- B. Board Members Requests for Consent Agenda Changes - None
- C. Items for Action

**CBJ DOCKS AND HARBORS BOARD**

**REGULAR MEETING MINUTES**

**For Thursday, April 25th, 2019**

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

RECOMMENDATION: TO TRANSFER \$35,000 FROM THE DOCKS FUND BALANCE TO H51-110 VISITOR INFORMATION KIOSK REPLACEMENT PROJECT.

**MOTION By MR. EILER: TO APPROVE THE CONSENT AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.**

Consent agenda was approved with no objection.

VII. Unfinished Business - None

VIII. New Business – None

IX. Items for Information/Discussion-

1. Amalga Harbor Resolution

Doug Larsen, Juneau, AK.

Mr. Larsen said he is the current president of the Territorial Sportsmen Incorporated (TSI). He said his intent this evening is to offer a follow up on the April 17<sup>th</sup> OPS meeting where TSI's Amalga Harbors resolution was included on the Agenda. The TSI Board sent a letter on April 18<sup>th</sup> stating we regret the resolution created some angst among some staff and some Board members. He said like in the letter, he wanted to reiterate that it was never TSI's intent to criticize, or cast aspersions on Docks & Harbors staff or Board. TSI appreciates the relationship with Docks & Harbors staff and Board and are extremely grateful for the assistance provided with our annual Golden North Salmon Derby and all the other services provided for the community included improvements. Mr. Larsen said as some or not all know that he is not only the TSI president but also an Amalga Harbor property owner. He said he attended Docks & Harbors Board meeting in December which was when he first learned about the Amalga Harbor proposed project. At that time and not until recently the Amalga Harbor project was not on TSI's radar and did not occur to put it on our radar. One of our Board members heard about the project when emails were sent informing the public about the April 2<sup>nd</sup> public meeting with PND, he said he appreciated the noticing that was done to get the word out about that meeting, and that Board member asked if TSI considered weighing in on the project. Ultimately, the Board concurred. He said because of his property ownership at Amalga Harbor, he abstained from voting on the TSI resolution and similarly he abstained from voting on whether or not he supports submitting comments on the project through the Amalga Huffman Association to PND. He said he submitted comments on his own behalf as an Amalga Harbor launch ramp user. He said, given his association with Amalga Harbor property owners and on the TSI Board the Board agreed that he should step back and let their Vice-President Ryan Beason be the point person on TSI's involvement in the Amalga Harbor project process and that is why correspondence has come from Ryan and not me. At the April 17<sup>th</sup> Committee meeting, there was questions asked about accuracies in the statements in the TSI's resolution. He said TSI went back and confirmed looking at the documents TSI had available they could find nothing inconsistent with what was in the resolution. He said if there are inconsistencies in the resolution, the TSI Board would be happy to address those. Additionally, following the April 17<sup>th</sup> meeting, he called and talked to ADF&G Dan Teske about statistics Fish & Game offered to TSI. He learned that about 45% of the sample ground fish out of the Juneau area come through Amalga Harbor. However, he further noted that about the same 45% ground fish caught in the Juneau area is believed to come from Amalga Harbor. He said in other

## **CBJ DOCKS AND HARBORS BOARD**

### **REGULAR MEETING MINUTES**

**For Thursday, April 25th, 2019**

words, the sampling was commensurate with where the fish are coming from. He said Mr. Teske estimates about 5,000 ground fish come from Amalga Harbor each season which doesn't include salmon, rock fish, or crabs. TSI's point with that statement is that a lot of ground fish come through Amalga Harbor which results in a lot of carcasses which is the bottom line TSI was trying to impress with that statement. On April 9<sup>th</sup>, Mr. Uchytel requested to see TSI's April 8<sup>th</sup> Board meeting minutes which will be provided after they are adopted at their next meeting which is scheduled for May 14<sup>th</sup>. TSI's Board welcomes Docks & Harbors staff and Board members at any of their Board meetings which are normally held the second Tuesday of each month in the DIPAC Conference room. He said as stated in the letter from Mr. Beason, TSI requests any insight there may be into the process/timeline for the Amalga Harbor project and how the issues and ideas brought forward will be vetted and addressed. He thanked the Board for letting TSI be on the Agenda and said TSI does not want extra favors because of their status as an organization so the request is really just to clarify points from the April 2<sup>nd</sup> meeting.

Board Discussion/Public Comment –

Mr. Becker asked if he noticed a lot of people fishing chums from the beach?

Mr. Larsen said yes, but not so much in the Harbor. From his experience it is in the Saltchuk where snagging is allowed which they use for bait.

Mr. Becker asked if these fish that people are snagging is a big portion of the fish found on the beach?

Mr. Larsen said not from his experience. He said the carcass issues are halibut. He said DIPAC does a great job of cleaning up the chums.

Mr. Ridgway asked if Mr. Teske relayed any other information on Amalga Harbor?

Mr. Larsen said the only other thing he spoke with Mr. Teske about is the fish cleaning whether it would be allowed outside the Harbor and they said they would not allow that and the only fish cleaning needs to be done in the Harbor.

Mr. Uchytel asked if TSI stands by the resolution as written with quoting Mr. Moesers draft report that was never part of the final report and with the implication that Alaska Harbor Association has guidelines for fish cleaning stations when it does not? He asked Mr. Larsen if he believed those are fair statements in the resolution? As well as the reference to the coastal zone management reauthorization when Alaska doesn't have one.

Mr. Larsen said he has documents that TSI would make available and if they are misstated or misunderstood TSI would stand to be corrected if that is the case. To their knowledge and looking at the material they have, there are no mistakes. He said Mr. Moesers statement continues to raise questions. The reason is that draft report came out in May of 2015 with Mr. Moeser's name as a professional engineer. In that report he said the dock extension is not feasible based on measurements and observation at low tide. In December of 2015, a new report came out which did not have Mr. Moeser's name on it so TSI's conclusion was that issue was no longer in the report. The question is, did Mr. Moeser change his mind, and if so, where did the document go that shows it no longer an issue or was it that your funding source said you could not place your cleaning stations

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### **REGULAR MEETING MINUTES**

**For Thursday, April 25th, 2019**

outside the Harbor therefore it became feasible to put it in the Harbor. There is a disconnect and would like that clarified.

Mr. Uchytel said Mr. Moeser, going through the process of analysis, elected to strike that paragraph. That is Mr. Moeser's report and there was no pressure put on him to change his report. He said one of the things TSI was recommending was a remote uplands fish cleaning station and asked if TSI was willing to provide financial support for that.

Mr. Larsen said when he and Mr. Beason attended the April 2<sup>nd</sup> meeting; one of the ideas from a member of the public was to have a fish cleaning station at Statter Harbor. Their thoughts were that the fish cleaning stations at Amalga were exhausted, but Statter Harbor has space, staff, power and water. They thought that was a good idea but not that Docks & Harbors has to go do this. They are questioning if this can be done at Statter Harbor in lieu of at Amalga Harbor and if people want cleaning is this a viable option. He said there is not funding to deal with carcasses at Amalga Harbor and he doesn't know if there is money to do this at Statter Harbor, but some of the challenges were space, staff, water, and power. The question is whether this is an option?

Mr. Uchytel asked if other resolutions to remove the other fish cleaning stations at other Harbor locations is TSI's position?

Mr. Larsen said TSI's intent is not to make life miserable for people. If situations warrant not having a cleaning station than that should be looked at.

Mr. Uchytel asked how long TSI has been aware of the problem with fish carcasses in Amalga Harbor?

Mr. Larsen said this is all a new issue for all of us with the expansion. Members of TSI that go out there see carcasses but he doesn't know to what extent they see it as a problem. This has been one of those things as out of sight out of mind and has not been focused on. This expansion draws attention and TSI tried to draw out the implication in this resolution.

Mr. Uchytel asked if TSI was going to take a position in a resolution on the Amalga Cabin that Parks & Recreation is planning to build in that vicinity.

Mr. Larsen said he has no knowledge that TSI would.

#### **Dennis Watson, Juneau, AK**

Mr. Watson said TSI is running on a slippery slope. Tee Harbor came up and he said the reason they don't have a cleaning station anymore is because he understands DEC said TSI didn't provide a safe way to process the fish at that location. He said if it is the intent of Territorial Sportsmen to proceed down this path they should make it very clear that this is their doing and not Docks & Harbors. He said he believes TSI was disrespectful to this Board. He has been coming regularly to the Committee and Board meetings since 2005 and he does not recall any TSI members coming to the meetings to express concerns. He said if you want the fish cleaning station and extension shut down at Amalga Harbor just make sure the public knows that it is you that is responsible for shutting it down so the Docks & Harbors Board doesn't take the brunt of what's coming.

#### **John Cooper, Juneau, AK**

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### **REGULAR MEETING MINUTES**

**For Thursday, April 25th, 2019**

Mr. Cooper said he is a user of Amalga Harbor and launches his boat at that location most of the time. He said he is aware there are problems with carcasses. He is also aware of tie up space problems so people can go get vehicles to retrieve their boats, especially on a nice weekend around 5 pm on a Sunday afternoon. He said there is a need for a dock extension for tie up space for general boating safety. Whether there is a fish cleaning station or not, we still need the dock extension. There are two issues here. He does not see them as being linked. If the extension was completed without the fish cleaning station there would still be people cleaning fish on their boats and dumping the carcasses overboard. It happens out there right now because the fish cleaning station is too small to meet the demand. Those carcasses are dumped closer to shore than the fish cleaning station. There are other issues that come into play but if we can't provide the dock space there is going to be a boating accident and hopefully no one gets seriously hurt or killed. He suggested to look at the dock extension first and the fish cleaning station as a separate issue.

#### 2. Harris/Aurora Harbors Historic Determination –

Mr. Uchytel said at the last meeting Mr. Gillette presenting a letter from the Corps of Engineers on the NEPA requirements. This is just an information item. It's letting the Board know that the Corps is looking to do maintenance dredging and they need to go through this NEPA process and have to make a determination whether it's eligible for being registered with the National Historic Preservation Act. No action is required from this Board. Mr. Gillette may challenge the ruling in his role as the Gastineau Channel Historical Society that the breakwater at Aurora Harbor is such that it may be eligible. This determination does not affect our ability to recapitalize our floats or do any type of uplands improvements.

Board Discussion/Public Comment –

Mr. Etheridge commented that his understanding is that there is no benefit or benefit to do this.

Mr. Uchytel said there is no benefit for the Board to direct me to write a letter to the State Historical Preservation Office (SHPO) and say we think the Corps has erred in their determination that this is not historically significant.

#### 3. Coast Guard Safety Zone – Gastineau Channel

Mr. Uchytel said this topic is on page 35 in the packet. The Coast Guard is looking at changing the safety zone in Juneau Harbor. Within the proposed safety zone, anchorage is only for large passenger vessels including cruise ships and ferries that can anchor without the expressed consent of the Captain of the Port. If you look on page 37, it shows the existing safety zone. The proposal from the Coast Guard is to increase the safety zone area by rotating the line to increase the area. This has to do with the cruise ships getting larger and there are concerns about safe anchorage. He did speak with Mr. Drew Green with CLAA and he said it might impact the yachts that anchor in the west side of the channel.

Board Discussion/Public Comment-

Mr. Ridgway asked if this is going to impact anyone else besides the large yachts?

Mr. Uchytel said he does not believe so.

## X. Committee and Member Reports

#### 1. Operations/Planning Committee Meeting-Wednesday, April 7th, 2019–

Mr. Eiler reported many items discussed tonight were on the agenda:

## **CBJ DOCKS AND HARBORS BOARD**

### **REGULAR MEETING MINUTES**

**For Thursday, April 25th, 2019**

- Heard from Territorial Sportsman Inc.
- In-depth discussion on rubble and wood regarding Aurora & Harris Harbors.
- Update on where the working group is on the downtown waterfront lease policy.

2. Member Reports – None

3. Assembly Lands Committee Liaison Report-

Mr. Eiler said the CBJ Lands Committee met on April 8<sup>th</sup> but he did not attend. The agenda items were;

- A cell phone tower lease.
- Senior housing living proposal.
- Land trade with property owners at Aurora Arms (which could provide access to upland property for CBJ).

4. Auke Bay Steering Committee Liaison Report- None

XI. Port Engineer's Report – Mr. Gillette is on vacation

Mr. Uchtyl reported:

- Staff is conducting the 95% review for the Archipelago lot which is posted on our website. For scheduling purposes, staff anticipates advertising on or about May 24<sup>th</sup> with bid opening on June 25<sup>th</sup>. Assuming we have favorable bids, staff will bring to the full Board on June 27<sup>th</sup> and to the Assembly COW on July 1<sup>st</sup>. The estimate for the public portion is \$13.2M
- The permits for Statter Harbor Phase III (A) were received and we anticipate bidding in early July and mobilize October 1<sup>st</sup>. This will be the dredging, blasting, and soft soil modification project with the construction estimate to be \$3.4M.
- The Visitors Kiosk substantial completion is on or about May 8<sup>th</sup>.
- Infrastructure week May 13<sup>th</sup> – 20<sup>th</sup>, projects to be recognized are the Visitors Kiosk, cathodic protection/coating on the retaining wall at Marine Park, and Douglas Harbor sewage float.

XII. Harbormaster's Report –

Mr. Borg reported:

- Preseason cook out at noon tomorrow with the staff at the Port Field Office.
- The Coast Guard is interested in doing a boating safety week event May 18<sup>th</sup> to May 24<sup>th</sup> to do some vessel safety inspections downtown and at Statter. A drive through boat inspection.
- The Ocean Radar sitting north of North Douglas Boat launch has a standing impound with us and that is why it left the Harbor. This boat will sink so staff will need to pull it out of the water if we do take ownership of it. The only way to get it out of the water is to sling it; logistically this will be very difficult. The State and Coast Guard is aware of this vessel.
- We had successful preseason meetings with the vendors, loading zone, and Statter Harbor users. We are seeing improvements every year.
- There is a leaning pile in North Aurora. Staff is working on a plan to have that removed.
- There was a grid incident on Saturday where a 50' vessel fell over when it was up. There is a lot of damage to the vessel. No one was injured.
- Echo Cove launch ramp is cleaned off now.



## **CBJ DOCKS AND HARBORS BOARD**

### **REGULAR MEETING MINUTES**

**For Thursday, April 25th, 2019**

Mr. Creswell reported with the high winds on Monday afternoon, waves were six to eight feet and there were times when the breakwater was completely under water. Allen Marine is very vulnerable at their location so they brought several of their catamarans to the inside of the breakwater thinking this would be a better location but it was not and their vessels were in a bit of trouble. After the storm they met with Allen Marine. There was fairly substantial damage to the breakwater caused by their boats being tied up. Allen Marine is going to provide labor to fix the cleats and other repairs. He said he will have divers out next week to make sure the chains and anchors are all secure still. Statter bus lots are ready for the first cruise ship on Sunday.

Mr. Hinton, Port Operations Supervisor, reported there is several new staff this year so the first couple weeks there has been a lot of training. We have been getting the Port area cleaned up and ready for the season. Banners hung up, and all the little things to get the Port up and running. The cruise ship will be on the Franklin Dock on Sunday. Maritime Festival is May 4<sup>th</sup> which is the 10<sup>th</sup> annual. Docks & Harbors is looking to win back the tug-of-war trophy.

#### **XIII. Port Director's Report**

Mr. Uchytel reported:

- The preseason meeting with the vendor permit holders, downtown transportation and Statter Harbor users focus on TBMP practices. They went very well. One of the challenges is the local residence affected by the wake in Auke Bay. There are some TBMP practices asked of the boaters and we are trying to get the word out to try and cut down on the wakes.
- At the last meeting, an item talked about was the use of launch ramps by the seiners. He said there are no regulations that address the length of time at a launch ramp. He sent a message out to other Southeast Harbors asking if they had regulations prohibiting tying up or overnighting at the launch ramps and no one has those types of regulations.

Mr. Creswell said the Board for the Seiner's Association is actively working on a plan for this summer for the Amalga Harbor launch ramp use.

Mr. Etheridge said he would like to continue with the regulation process addressing the tying up or overnighting issue.

Mr. Ridgway asked when Mr. Uchytel asked other Southeast Harbors about the tying up or overnighting issue did he ask about the issue with vessels lacking identification?

Mr. Uchytel said he did not ask about that issue.

Mr. Uchytel continued

- May 3<sup>rd</sup> is the date in the RFI for the Lumberman information.
- PND is ready to present their findings to the Board on the Amalga Harbor Fish Cleaning project. Does the Board want to hear this at the next Board meeting, the Ops Committee, or wait until after the season and self-evaluate the situation. We are committed to another public meeting. PND was collecting comments after the April 2<sup>nd</sup> meeting up until a couple of weeks ago.

Mr. Eiler asked what the deliverable will be from PND?

## **CBJ DOCKS AND HARBORS BOARD**

### **REGULAR MEETING MINUTES**

**For Thursday, April 25th, 2019**

Mr. Uchytel said he could request PND to bring a recommendation or just the presentation provided on April 2<sup>nd</sup> along with the comments they received and allow questions.

Mr. Eiler recommended bringing it back to the OPS meeting for more discussion. He said he is leery about having PND come to the Board with a recommendation while the Board is still trying to figure out where we are after hearing from stakeholders.

Mr. Ridgway said it depends on what the criteria or problem statement is that PND is addressing. He asked to confirm that PND's proposal likely would not have anything to do with whether or not we can or cannot fund a fish cleaning station in the existing boundary.

Mr. Uchytel said staff gave PND instruction that we wanted to improve safety and efficiency at Amalga Harbor. That is their task to look at options and alternatives. We have not talked about the budget. We have just talked about a solution to improve safety and efficiency at Amalga Harbor.

Mr. Ridgway wanted to verify that their recommendation would have nothing to do with the funding source.

Mr. Uchytel said correct.

Mr. Becker said he knows the Juneau Community needs good haul out facilities and not have the problem with the fish carcasses.

Mr. Etheridge said with staff counting boats and use when they are out there would give the Board a lot of information to work with along with PND's recommendation. The Board members can also go out and see what's going on at Amalga harbor and we will all have a better idea of what is going on. He would like PND's recommendation and their report of what they see so we have an idea of what we are looking for.

Mr. Ridgway said he would like PND's report to be narrowly focused on what is feasible from an Engineering standpoint.

Mr. Etheridge said to schedule the presentation when PND is available with plenty of advertisement. We can then review their report and monitor the activity out there and move forward in the fall.

Mr. Uchytel asked if the preference was to go to the Board or OPS meeting?

Mr. Etheridge recommended the Board meeting.

Mr. Eiler asked to revisit at a future meeting the electrification of the cruise ship berths, and also if DOT is looking to a ferry terminal at Cascade Point he would be interested to know if there are City tidelands out there or what implication a ferry terminal will have.

Mr. Uchytel said AEL&P doesn't want to do anything that will raise rates to the residents and that is why they are hesitant about encouraging Docks & Harbors to move forward with a plan that would make a firm provider at the AS dock. He said the City Manager has proposed MPF money to develop further a marketing study for electrification. He said if the Assembly approved that it could be worked on in the next fiscal year. All the land at Cascade Point is Goldbelt land.

**CBJ DOCKS AND HARBORS BOARD**

**REGULAR MEETING MINUTES**

**For Thursday, April 25th, 2019**

XIV. Assembly Liaison Report –

Ms. Becker reported;

- The Assembly passed an ordinance prohibiting mini bikes and scooters on the Seawalk which has a moratorium until the public and the City can come up with regulations and then there will be decisions when it will be permissible again.
- The Port Director has been authorized to work on a lease agreement with Mr. Heumann for the outdoor food service which will increase the area by 305SF.
- The pedicab rules have changed from the 12 month certificate to a 6 month certificate which ends up being half the price. The money that has already been spent from a pedicab owner will be refunded.
- The blessing of the fleet is May 4<sup>th</sup> just before the Maritime Festival.

XV. Board Administrative Matters

- a. Ops/Planning Committee Meeting – Wednesday May 22nd at 5:00pm
- b. Board Meeting – Thursday, May 30th, 2019 at 5:00pm

XVII. Adjournment – The regular Board Meeting adjourned at 6:19pm.

**CBJ DOCKS & HARBORS BOARD**  
**FINANCE SUB- COMMITTEE MEETING MINUTES**  
**For Wednesday, May 15<sup>th</sup>, 2019**

**I. Call to Order** Mr. Wostmann called the meeting to order at 3:11 pm in CBJ Room 224.

**II. Roll Call**

The following members were present: Mark Ridgway(arrived at 3:15), Weston Eiler, and Bob Wostmann.

Also present: Carl Uchtyl – Port Director, Jennifer Shinn – Administrative Assistant III, and Teena Larson - Administrative Officer.

**III. Approval of Agenda**

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

**Motion passed with no objection**

**IV. Public Participation on Non-Agenda Items – None**

**V. Items for Information/Discussion**

1. Review of Docks & Harbors Budget reports working session.

Mr. Wostmann said this meeting is an orientation for the sub-committee to review the internal reports available, audit procedures, and how it all applies to Docks & Harbors budget creation. He said this is a working session with open communication.

Ms. Larson provided a hand out of the following reports and gave an overview of them and Committee discussion followed.

Fleet Replacement Schedule

FY19 and FY20 Staffing Schedule for Docks and Harbors employees.

Staffing Details sheets for Docks & Harbors

Projection sheets from Finance for Docks and Harbors

Tideland lease excel sheet

Harbors GL298 (Expense and Revenue)

Docks GL298 (Expense and Revenue)

CBJ Harbor Fund Operations report

CBJ Docks Fund Operations report

Overview:

Mr. Eiler said he would like the bottom line totals for Docks and Harbors and not the reports that get so far in the numbers. He recommended for future Finance meetings:

- Provide a CBJ Docks & Harbor fund operation report with several fiscal years totals.

**CBJ DOCKS & HARBORS BOARD**  
**FINANCE SUB-COMMITTEE MEETING MINUTES**  
**For Wednesday, May 15th, 2019**

- Staff present at the October Finance Sub-Committee meeting their proposal for the next budget so that information is ready for the budget cycle that starts in December.

Mr. Wostmann suggested to have another meeting in the October/November time line and recommended to:

- Look at the FY19 final numbers
- Have a bigger picture planning effort to give consideration to the priority projects and take the preliminary conclusions to the Board.
- Review the analysis report expenditures to date with encumbrances. This would be a good report to see the differences from year to year and ask staff what the differences are?

Mr. Ridgway would like to be able to present to the Board:

- an explanation on the budget
- an analysis on the budget
- provide options for the budget

**VI. Committee Administrative Matters**

Next Finance Sub-Committee Meeting – The Committee decided to meet on October 16<sup>th</sup> at 3:00 pm in CBJ Room 224.

**VII. Adjournment – The meeting adjourned at 4:34 pm.**



# Port of Juneau

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155 S. Seward Street • Juneau, AK 99801  
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## 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

Project Tasks	Professional Services Input McDowell Group Staff Hours						Totals		
	Staff Rate (\$/hr)	Susan \$175	Jim \$175	Heather \$150	Bob \$150	Paul \$135	Kevin \$100	Total Hours	Total Cost
<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



<b>Fee proposal</b>						<b>12-Apr-19</b>			
				<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		

		Corvus Design			
	Personnel Type	Managing Principal	Principal	Landscape Architect II	Total Hours/ Total Fee
Task	Hourly Rate	\$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

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

**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.

**Savikko Park RV Parking Permits 2014-2019**

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).

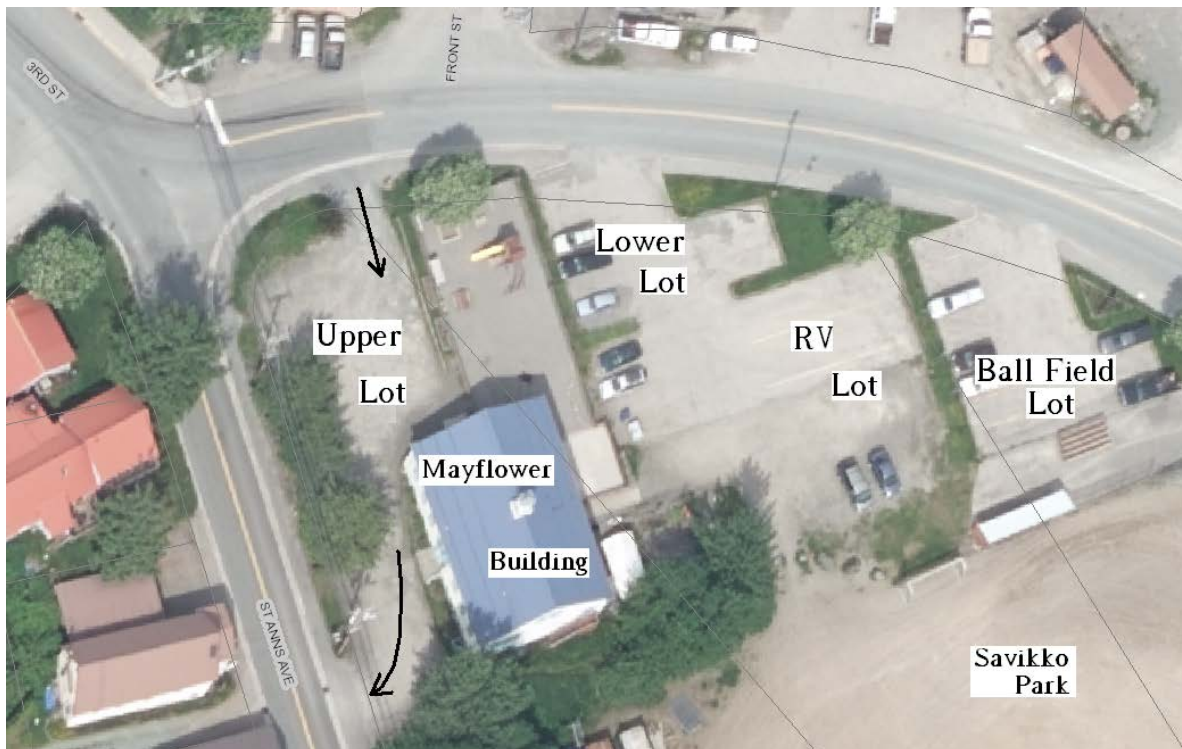


Figure 1. Parking lot layout near Mayflower Building. Upper lot accommodates flow through traffic.

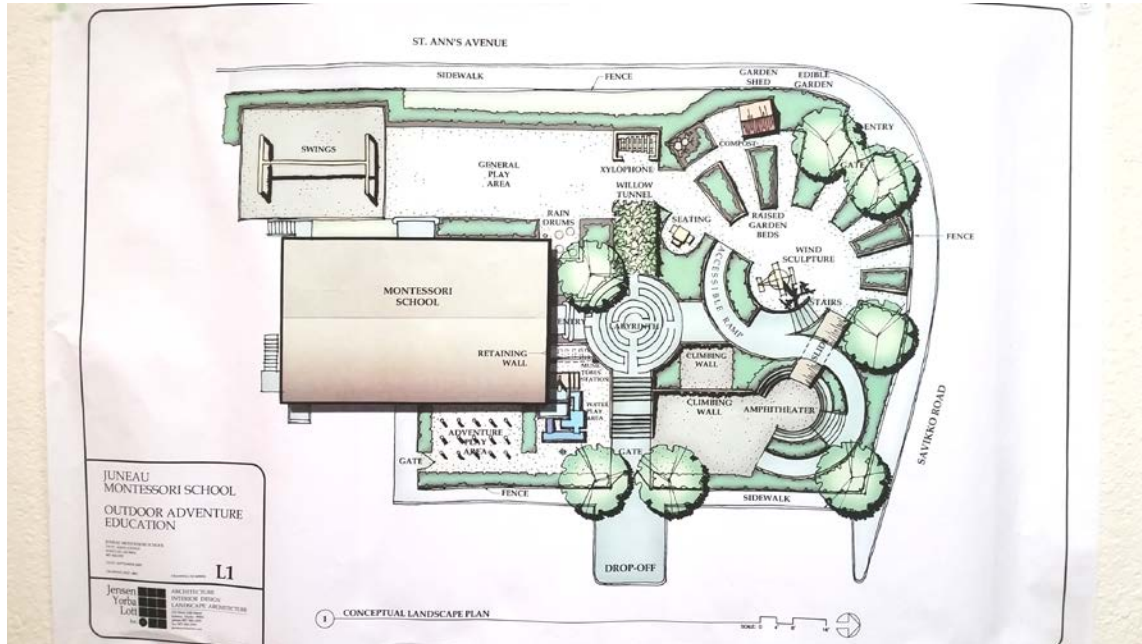
Currently, the primary parking lot for the school is located on the upper lot on the Saint Anne's side of the Mayflower building. The primary advantage of using the upper lot for parking is that it allows for flow through circulation and dropping off or picking up students. This reduces the need to back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

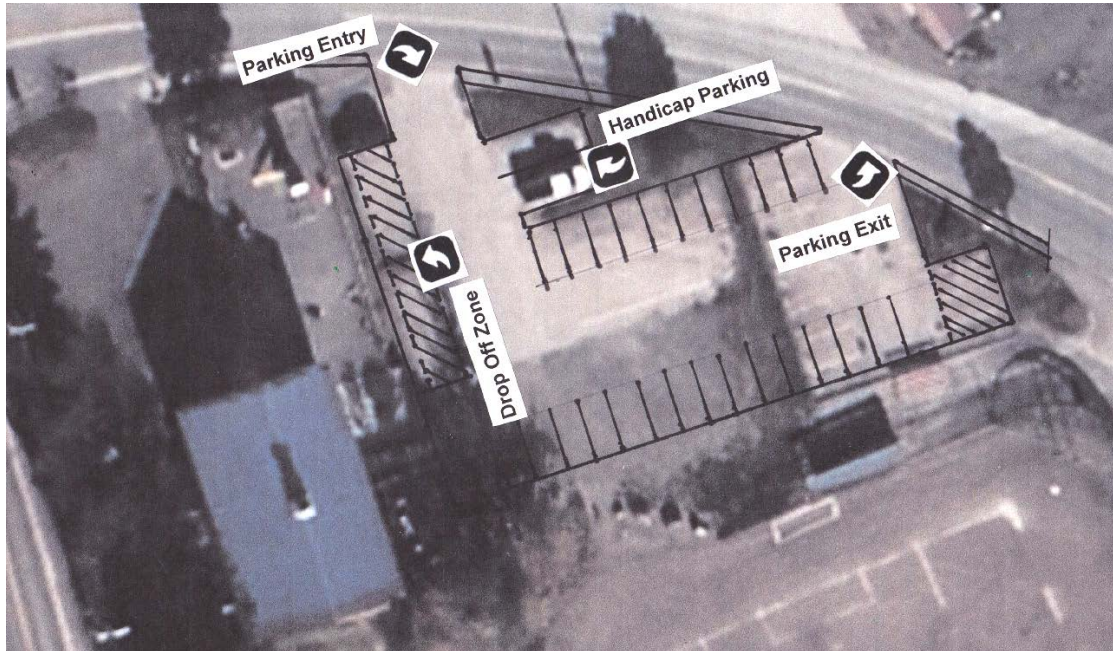


**Figure 3. This design shows the upper parking lot developed as a playground. The design has been rotated so that north is not at the top of the image.**

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

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

---

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 related 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.

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# PORT ENGINEER'S PROJECT STATUS REPORT

Gary Gillette, Port Engineer

<b>Auke Bay Loading Facility - Phase II</b>				
TIGER Grant Reporting - Annual	On-Going	Sept. 2019		Annual equipment report - until value of \$5K
<b>Statter Master Plan Phase III</b>				
Phase III A - Blasting, Dredging, Soil Compaction				
Army Corps of Engineers Permit	Complete		PND	
Incidental Harrasment Authorization	Complete		PND	
Eagle Permit	In Progress		Staff	
Design - Bid Documents	In Progress		PND	Awaiting 100% bid documents
CBJ Building Permit	Hold		Staff	
Construction Bid	In Progress		TBB	Bid advertises June 14
Construction	Hold	Fall 2019	TBD	
Phase III B - Retaining Wall, Float Installation				
Army Corps of Engineers Permit	In Progress		PND	
Incidental Harrasment Authorization	In Progress		PND	
Eagle Permit	In Progress		Staff	
Design - Bid Documents	In Progress		PND	
CBJ Building Permit	Hold		Staff	
Construction Bid	Hold		TBB	
Construction	Hold	Fall 2020	TBD	Pending ACOE Permit
Phase III C - Uplands, Restrooms				
Eagle Permit	In Progress		Staff	
Design - Bid Documents	In Progress		PND	
CBJ Building Permit	Hold		Staff	
Construction Bid	Hold		TBB	
Construction	Hold	Fall 2021	TBD	
<b>Archipelago Property Procurement</b>				
Deed and Title Certification	In Progress		Staff	Being handled by Law Dept.
Subdivision	In Progress		Staff	Awaiting final Mylar drawings
<b>Downtown Waterfront Improvements</b>				
Geotech Report	In Progress		PND	Reviewing Final Report
Materials Procurement	In Progress	15-Jun-19	Island Const.	
Army Corps of Engineers Permit	In Progress		PND	
Incidental Harrasment Authorization	In Progress		PND	Seals only
Final Bid Documents	In Progress	23-May-19	PND	Awaiting final bid documents
Bid Opening	Hold	25-Jun-19	Staff	
D&H Board Approval	Hold	27-Jun-19		
Assembly Approval	Hold	1-Jul-19		

# PORT ENGINEER'S PROJECT STATUS REPORT

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On-Site Construction	Hold	15-Jul-19	TBD	
Early Entry by Archipelago Property LLC	Hold	1-May-20		Allow APLLC start of their building foundations
Substantial Completion	Hold	31-Jul-20		
Final Completion	Hold	28-Aug-20		
<b>Amalga Harbor Improvements</b>				
Public Meeting	Complete		PND	Reviewing Comments
Permitting	Hold		PND	Awaiting Board direction
Design	Hold		PND	Awaiting Board direction
Construction	Hold		TBD	Awaiting Board direction
<b>Aurora - Harris Harbors Dredging</b>				
Breakwater Repairs	Hold	Fall 2019	ACOE	Awaiting final dates for work
Dredging Activity	Hold	Fall 2020	ACOE	Awaiting final dates for work
<b>Auke Bay Marine Station</b>				
Annual Report			Staff	Per MARAD instructions
Subdivision	In Progress		Staff	In review by Community Development Dept.
Shared Costs with UAS	In Progress		Staff	
<b>Marine Park Sheet Wall Coating</b>				
Construction	Complete		Purcell	Contract Closure in Process
Contract Administration & Inspection	Complete		Tinnea	Contract Closure in Process
<b>ADOT Grant Application - Harris Anodes</b>				
Anode Installation	Hold		Staff/PND	Awaiting Legislative Action in 2019
<b>Statter Breakwater Safety Improvements</b>				
Phase II	Hold			Awaiting Board direction
<b>Sewage Pump-Out Improvements</b>				
Douglas Barge	Complete		Staff	Ribon Cutting May 16
Statter Winterization	Hold		Staff	Seeking Funding
Harris Winterization	Hold		Staff	Seeking Funding
<b>D&amp;H Managed Lands - Surveys</b>				
ASLS 2013-15 - Uplands at Tee Harbor	Hold	2020	TBD	
ATS 1682 -DIPAC-Channel Construction	Hold	2020	TBD	
ATS 1693-DIPAC Wayside Park	Hold	11-Jul-05	TBD	
ATS 1694-Tee Harbor Submerged Lands	Hold	2020	TBD	
ATS 1707 - Cruise Berths	In Progress	2018	DOWL	Awaiting ADNR Comments
<b>Visitor Information Kiosk</b>				
Construction	In Progress		Island Const.	Substantial Completion Inspection May 16
Construction Admin and Inspection	In Progress		JYL	Substantial Completion Inspection May 16
Ribbon Cutting	Hold		Staff	Week May 17 - Noon
<b>Wayside Park Float</b>				
Dredging as Float Grounds Out	Hold			Awaiting Funding

# PORT ENGINEER'S PROJECT STATUS REPORT

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<b>N. Douglas Boat Launch Expansion Study</b>					
Conceptual Design	Complete			PND	Awaiting Board direction
<b>Aurora Harbor Re-Build - Phase III</b>					
Phase IIIA - Demolition					
Design and Bid Documents	Hold			PND	Awaiting funding
Phase IIIB - Dredging					
Army Corps of Engineers	Hold	Fall 2020		ACOE	Awaiting final dates for work
Phase IIIC - Float Installation					
ADOT Grant Application	Hold			Staff/PND	Awaiting Legislative Action in 2019
<b>Small Cruise Ship Infrastructure Study</b>					
Fee Negotiations	Complete			PND	Awaiting fee proposal
<b>Security Check Stations</b>					
Develop Bid Package	Hold			PND	Awaiting full funding - Passenger Fees
CBJ Building Permit	Hold			Staff	Awaiting full funding - Passenger Fees
Bid Opening	Hold				Awaiting full funding - Passenger Fees
Board Approval	Hold				
Assembly Approval	Hold				
Construction	Hold			TBB	
<b>Dockside Safety Guardrail</b>					
Design	Hold				Awaiting funding - Passenger Fees FY21
Bid Opening	Hold				
Board Approval	Hold				
Assembly Approval	Hold				
Construction	Hold				