

CBJ DOCKS & HARBORS BOARD
OPERATIONS COMMITTEE MEETING AGENDA
For Tuesday, February 16, 2010

- I. Call to Order (5:00 p.m. at the AURORA HARBOR OFFICE).
- II. Roll Call (Etheridge, Jardell, Jebe, Preston, Wostmann, and Williams).
- III. Approval of Agenda.

MOTION: TO APPROVE 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 Previous Meeting Minutes.
Presentation by the Committee Secretary

Public Comment.

MOTION: TO APPROVE THE JANUARY 19, 2010 OPERATIONS COMMITTEE MEETING MINUTES AS PRESENTED OR AMENDED.

Committee Discussion/Action.

- VI. Items for Action.
 - 1. Discussion of Posting of Horton Parking Lot
Presentation by Harbormaster

Public Comment

MOTION: TO BE DEVELOPED AT THE MEETING

- VII. Items for Information/Discussion.
 - 1. Rotary Flag Pole
Presentation by Port Director.
 - 2. Grid Maintenance
Presentation by Harbormaster

- VIII. Staff & Member Reports.

- IX. Committee Administrative Matters.

- 1. Next Operations Committee meeting – March 16, 2010

- X. Adjournment.

MOTION: TO ADJOURN THE OPERATIONS COMMITTEE MEETING.

CBJ DOCKS & HARBORS BOARD
OPERATIONS COMMITTEE MEETING MINUTES
For Tuesday, January 19, 2010

I. Call to Order

Chair Ms. Jebe called the Operations Committee Meeting to order at 5:00 p.m.

II. Roll Call

The following Committee Members were present: Ms. Jebe, Mr. Etheridge, Mr. Williams and Mr. Preston.

Absent: Mr. Jardell, Mr. Wostman and Mr. Benner

Also in attendance were the following: Mr. Stone – Port Director

III. Approval of Agenda.

MOTION by Mr. Etheridge: ASK UNANIMOUS CONSENT TO APPROVE THE AGENDA AS PRESENTED.

The motion passed without objection.

IV. Public Participation on Non-Agenda Items.

There was no public participation.

V. Approval of Previous Meeting Minutes.

MOTION by Mr. Etheridge: ASK UNANIMOUS CONSENT TO APPROVE THE DECEMBER 15, 2009 OPERATIONS COMMITTEE MEETING MINUTES AS PRESENTED.

The motion passed without objection.

VI. Items for Action.

1. Discussion of the plow for the new F350 Truck

Mr. Stone said that we have received the quote from Boss for the new plow. The quote is \$7200.00 from Evergreen Motors. This plow will go onto the F-350 we have downtown at Aurora Harbor. The old Chevy doesn't look like it will last much longer since it has a broken transfer case. The new F550 Flat Bed is for Auke Bay Harbor and hopefully will be here next week.

Mr. Stone said this will make three trucks for downtown. Mr. Preston asked which area's the harbor department has to plow? Mr. Stone said all of the CBJ Harbor Parking Lots, North Douglas Launch Parking Lot, Columbia Lot, Steamship Visitors Lot, National Guard Dock and Amalga Harbor Parking Lot. The Auke Bay staff are still driving the truck that has a broken transfer case until the F-550 truck is delivered to Juneau.

CBJ DOCKS & HARBORS BOARD
OPERATIONS COMMITTEE MEETING MINUTES

January 19, 2010

Page 2

VI. Items for Action (continued)

MOTION by Mr. Etheridge: TO APPROVE THE PURCHASE OF THE BOSS BLADE FOR THE F-350 TRUCK AND ASK UNANIMOUS CONSENT.

Motion Approved.

2. Discussion of the Crane Warm-up and Operations.

Mr. Stone said the downtown cranes were being turned on and off very quickly.
Mr. Benner is worried they could break down without enough time for the oil to warm up.

Mr. Stone said Alex Frances who set up the Crane Key Card System could install a software system that costs \$2000.00. This will allow the system to be on a five minute warm up time to allow for the Hydraulics to warm up. Mr. Benner's recommendation was to go with the software system. Mr. Stone said we have a Heat Magnet product we can install which is thermostatically controlled and will heat up the hydraulic oil. The Heat magnet is made for cold weather for starting hydraulic products. This product is 200 Watts and 120 Volts.

Mr. Stone said we should purchase both products so everything will be working properly.
Mrs. Jebe asked the reason for patrons turning on and off the cranes within a minute or two?
Mr. Etheridge said the patrons are trying to save money and time since they get charged .25 cents for every minutes the cranes are running.

Mr. Etheridge said the problem is the oil is cold when the crane starts up. The equipment needs to have ten minutes warm up time to be able to get the oil warmed then the equipment won't break. The software programming system that we have to purchase will not solve the issue of warming up the oil before using the cranes. If we could keep the oil up to 50-60 degrees during the winter months this would help with keeping all of the cranes in good running condition.

Mr. Preston suggested we purchase both products and Mr. Stone said the software system will keep The cranes from getting turned on then turned off quickly and the heat magnet will keep the oil warmed up at all times.

Mrs. Jebe agreed that it seems that we need both systems to have the cranes run sufficiently during winter months. Mr. Stone suggested purchasing both will be a great investment in the long run.

MOTION by Mr. Preston: TO APPROVE THE INSTALLATION OF THE HEAT MAGNET SYSTEM TO KEEP THE OIL HEATED AT ALL TIMES AND TO INSTALL THE SOFTWARE SYSTEM TO SET A WARM UP TIME FOR THE HYDRAULICS ON THE CRANES.

CBJ DOCKS & HARBORS BOARD
OPERATIONS COMMITTEE MEETING MINUTES
January 19, 2010
Page 3

3. Discussion of Request to Moor Boarding House in the Downtown Harbor.

Mr. Stone said Mr. Munchhousen had brought this to the committee in February 2007, That he wanted to move his floating lodge to Juneau and was approved but never brought the lodge to Juneau. Now he would like to re-apply to bring the floating lodge to Juneau for the legislative session. Mr. Stone said he could put it down at the transfer bridge at the cruise ship terminal. He could moor there and then people could walk up and down the ramp. He will need to be out of there by the time the cruise ships arrive. Mr. Munchhousen's lodge is located at the south tip of Prince of Whales Island. Mr. Stone said it is possible Mr. Munchhousen might not bring the lodge this year. Mr. Preston said there are very few rental's available so this would be a great idea but he should have brought it here sooner. Mr. Stone said if he wanted a more permanent location we could put it down at Norway Point by the Yacht Club.

MOTION by Mr. Etheridge: TO APPROVE THIS REQUEST AS PREVIOUS CONDITIONS WERE APPROVED TO MOOR THE FLOATING LODGE AND ASK UNANIMOUS CONSENT.

Motion passed without objection

VII. Items for Information/Discussion

1. Harbor Accomplishments.

Mr. Stone said Doug Lierman has been taking reservations for the IVF Dock, for this coming summer. Auke Bay truck drive line is cracked and the truck is out of service until we have it rebuilt. The downtown harbor sander truck had the gears rebuilt. The Aurora Harbor staff has impounded one sailboat and one power boat. The staff has been replacing heat tapes to the ones that were not working. Mr. Stone said the staff has been doing maintenance on the downtown cranes and the staff has been doing maintenance on the snow blower. We have been putting seasonal equipment in storage. The staff has been working on D float at Deharts to prevent it from sinking. Mr. Stone said staff has been getting trained on the new tractor so they can learn how to maneuver it around the docks.

VIII. Staff & Member Reports.

There was a discussion among board member about long term parking without permits for harbor patrons.

Mr. Preston said we have a 30 day parking area for patrons. The vehicles that are parking for longer than 30 days need to be in our storage area. Mr. Stone said we need to have an amendment at the next board meeting for a parking permit program to set in order.

Mr. Jardell said we need to do something since we have harbor patrons who have left vehicles parked for months at a time without permits.

CBJ DOCKS & HARBORS BOARD
OPERATIONS COMMITTEE MEETING MINUTES

January 19, 2010

Page 4

VIII. Staff & Member Reports (Continued)

MOTION by Mr. Preston: TO ASK FOR AN AMENDMENT TO THE AGENDA AT THE NEXT BOARD MEETING TO DIRECT STAFF TO BRING THE VEHICLE THAT ARE PARKED FOR MORE THEN 30 DAYS IN PERMITTED PARKING MUST GO INTO THE CBJ HARBOR STORAGE AREA AND ASK FOR A REGULATORY ADMENDMENT AS PRESENTED OR AMENDED AND ASK UNANIMOUS CONSENT.

Motion Passed Without Objection

IX. Committee Administrative Matters.

The next operations meeting will be at 5:00 pm on February 16, 2010 at the Aurora Harbor Office.

X. **MOTION by Mr. Williams: ASK TO ADJOURN THE OPERATIONS COMMITTEE MEETING AND ASK UNANIMOUS CONSENT.**

Motion Passed without objection.

Meeting adjourned at 6:15 PM

2 February 2010

MEMORANDUM

From: Harbormaster, Phil Benner

To: Operations Committee

Subject: POSTING OF HORTON PARKING LOT FOR HARBOR USE ONLY

1. I believe we need to post the Horton Parking Lot, Harbor Permit parking only all year around. This will ensure that we get maximum use of the parking area for launch ramp users, charter parking, fisherman parking and liveaboards. We can use the same stickers we are using down town and ensure only harbor patrons are using the facility. I know that this has been tried before in some aspect but I believe with some more signage and notice it can work.

2. I know that there will be an adjustment period for the strip mall users but I believe this would be in the best interest of our customers. We will start posting the area when we can get some telespar into the ground and work from there.

3 February 2010

MEMORANDUM

From: Harbormaster

To: Operations Committee

Subject: Rotary Flag Pole at the Yacht Club

Attachment: E-Mail from Kim Kiefer to John Stone
Minutes of D&H Board June 29, 2000

1. It was the understanding of the Docks and Harbors board at the time that the Rotary would have responsibility for maintenance and operation of the Rotary Flag Pole at the Yacht club.
2. Although we could raise and lower the flags in accordance with federal and state orders to half mast or other observances, we are sometimes uninformed of incidents of flags going to half mast.
3. In the past year I have been approached about replacing lines on the flag poles and various other maintenance issues. Since the board has looked at this issue in the past I just wanted to keep you informed of these events.

Phil Benner

From: John Stone
Sent: Friday, January 29, 2010 12:19 PM
To: Phil Benner
Subject: FW: yacht club flag pole

FYI. Thoughts?

From: Kim Kiefer
Sent: Friday, January 29, 2010 12:18 PM
To: John Stone
Subject: RE: yacht club flag pole

Ron was the one that asked me to find out for sure. He said he puts up and takes down special flags but that he can't do the special orders of the Governor or President.

From: John Stone
Sent: Friday, January 29, 2010 12:14 PM
To: Kim Kiefer
Subject: RE: yacht club flag pole

My understanding is that Ron Hansen maintains the flags but I will check with Phil.

From: Kim Kiefer
Sent: Friday, January 29, 2010 11:51 AM
To: John Stone
Subject: yacht club flag pole

Hi John,

I'm emailing you with my Rotary hat on. I know the flag pole at the yacht club is Rotary's responsibility to maintain. It is also my understanding that if flags have to go to half mast that Harbors staff will lower and then raise the flag. Is that your understanding? It would be very difficult to have a volunteer assigned to raising and lowering the flag.

Thanks
Kim

VIII. Committee, Member, or Staff Reports.

Mr. Graham said he received formal notification from the Corps of Engineers that the Gastineau Channel dredging report shows no federal interest at this time. He would like to review the report and ask them to evaluate it at a middle level.

Mr. Graham said he met with Mr. Stone, Mr. Montgomery, and others from the Engineering Dept. There are a lot of projects coming down the pike. He recommended Mr. Stone assign another engineer to help Mr. Montgomery out. It won't cost us anymore money.

Mr. Kasnick said there would be a CIP meeting July 20th.

Mr. Clough scheduled an Operations meeting for July 18th. Items for the agenda include: 1) The Harbors are hot. Discuss the use of the electrolysis machine to test boats. Mr. Derr agreed. We have Officers trained in the use of the machine. It needs to be done. Mr. Clough said he would like to concentrate on one harbor. 2) Final report on the jet floats. 3) Port Director evaluation. 4) Personnel problems.

Mr. Clough asked about the flags at the Yacht Club. Mr. Graham said it is our responsibility as a courtesy, but it is the Rotary's flagpole. They are in the process of taking care of full lighting. Mr. Hurley felt the U.S. flag should be taken down at sundown unless it is lighted. Mr. Derr said we should call the Rotary and see if they will put a spotlight on it. We should follow flag protocol.

Mr. Derr said for the next Finance meeting he would like Mr. Graham to work up a proposed budget, and break it out in the old way we use to charge for stalls, to see where we can go on a rate increase.

IX. Board Administrative Matters.

Mr. Hurley said it was time for election of officers. Mr. Derr asked for a committee to nominate candidates. Mr. Simpson felt it should be rolled over to the next meeting when we have the new members.

Mr. Hurley appointed Mr. Derr as the head of an Ad-Hoc Nomination Committee. Mr. Derr appointed Mr. Simpson and Mr. Clough to the committee.

X. Adjournment.

MOTION by Mr. Kasnick: ASK UNANIMOUS CONSENT TO ADJOURN THE MEETING. The motion passed without objection.

The meeting was adjourned at 8:37 p.m.

3 February 2010

MEMORANDUM

From: Harbormaster
To: Operations Committee

Subject: Rotary Flag Pole at the Yacht Club

Attachment: E-Mail from Kim Kiefer to John Stone
Minutes of D&H Board June 29, 2000

1. It was the understanding of the Docks and Harbors board at the time that the Rotary would have responsibility for maintenance and operation of the Rotary Flag Pole at the Yacht club.
2. Although we could raise and lower the flags in accordance with federal and state orders to half mast or other observances, we are sometimes uninformed of incidents of flags going to half mast.
3. In the past year I have been approached about replacing lines on the flag poles and various other maintenance issues. Since the board has looked at this issue in the past I just wanted to keep you informed of these events.

CBJ DOCKS & HARBORS BOARD
REGULAR MEETING MINUTES
For Thursday, June 29, 2000

I. Call to Order.

Mr. Hurley called the meeting to order at 7:00 p.m. in Assembly Chambers.

II. Roll

The following members were present: Mr. Bloom, Mr. Clough, Mr. Derr, Mr. Kasnick, Mr. Simpson, and Mr. Hurley.

The following members were absent: Mr. Gerhard and Ms. Gitkov.

Also in attendance was Assemblyperson Mr. Etheridge.

III. Approval of Agenda.

Mr. Graham asked to add a motion to move \$50,000 from the Steamship Wharf CIP to the Waterfront Plan CIP under items for action. He said he also included in an addition to the packet information from the Waterfront Strategic Plan. He introduced Dick Knapp who will be a new member on the Board beginning July 1st.

Mr. Hurley moved Mr. Montgomery's project update to the first item for action.

The amended agenda passed without objection.

IV. Public Participation on Non-Agenda Items.

There was none.

V. Approval of Previous Meeting Minutes.

MOTION by Mr. Kasnick: ASK UNANIMOUS CONSENT TO APPROVE THE MAY 25, 2000 MEETING MINUTES. The motion passed without objection.

VI. Items for Action.

A. Project Update (Tim Montgomery).

Statter Harbor Parking & Pedestrian Improvements: Phase I is completed. The final walk-through has been done.

Steamship Wharf/Marine Park Improvements: The final walk-through was completed and payment has been made. It was a good project.

Douglas Harbor C-Float Reconfiguration: PN&D and NPSE are working together. The float surfaces will be sandblasted. Mr. Graham said they should be done by Sunday. They will proceed with flooding the floats by the end of July.

VIII. Committee, Member, or Staff Reports.

Mr. Graham said he received formal notification from the Corps of Engineers that the Gastineau Channel dredging report shows no federal interest at this time. He would like to review the report and ask them to evaluate it at a middle level.

Mr. Graham said he met with Mr. Stone, Mr. Montgomery, and others from the Engineering Dept. There are a lot of projects coming down the pike. He recommended Mr. Stone assign another engineer to help Mr. Montgomery out. It won't cost us anymore money.

Mr. Kasnick said there would be a CIP meeting July 20th.

Mr. Clough scheduled an Operations meeting for July 18th. Items for the agenda include: 1) The Harbors are hot. Discuss the use of the electrolysis machine to test boats. Mr. Derr agreed. We have Officers trained in the use of the machine. It needs to be done. Mr. Clough said he would like to concentrate on one harbor. 2) Final report on the jet floats. 3) Port Director evaluation. 4) Personnel problems.

Mr. Clough asked about the flags at the Yacht Club. Mr. Graham said it is our responsibility as a courtesy, but it is the Rotary's flagpole. They are in the process of taking care of full lighting. Mr. Hurley felt the U.S. flag should be taken down at sundown unless it is lighted. Mr. Derr said we should call the Rotary and see if they will put a spotlight on it. We should follow flag protocol.

Mr. Derr said for the next Finance meeting he would like Mr. Graham to work up a proposed budget, and break it out in the old way we use to charge for stalls, to see where we can go on a rate increase.

IX. Board Administrative Matters.

Mr. Hurley said it was time for election of officers. Mr. Derr asked for a committee to nominate candidates. Mr. Simpson felt it should be rolled over to the next meeting when we have the new members.

Mr. Hurley appointed Mr. Derr as the head of an Ad-Hoc Nomination Committee. Mr. Derr appointed Mr. Simpson and Mr. Clough to the committee.

X. Adjournment.

MOTION by Mr. Kasnick: ASK UNANIMOUS CONSENT TO ADJOURN THE MEETING. The motion passed without objection.

The meeting was adjourned at 8:37 p.m.

9 February 2010

MEMORANDUM

From: Harbormaster
To: Operations Committee

Subj: Grid Maintenance

Attachment: Photos of Grid Bents in Need of Repair and Culvert

1. We have a need to do some repairs to some grid bents. Grid bents 1-4 are now deemed basically unusable and have not been used by vessels in some time, they were specifically set up for sailboat use. We will make them accessible and ready for use. As you can tell by the photos grid bents 5-10 are on the metal I beams and they have cracked and worn through on the spots that the single keel vessels lay when tied to the grid. We will resurface these bents with 4X12X18 wood planks. In addition, we have five 12X12's that need to be replaced so the grid remains even and distributes weight properly. We will also be working on the underneath of the bents to allow proper drainage so that when you are working on the hull of your vessel you can do so without standing in a couple feet of water.
2. The price to do the work on the grid will be approximately \$2,000.00 for lumber and equipment and we should be able to get it done in 2-3 days.











