

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS COMMITTEE MEETING AGENDA**  
**For Tuesday, April 17<sup>th</sup>, 2012**

- I. Call to Order** (Immediately following the Special Meeting at the **AURORA HARBOR OFFICE**).
- II. Roll Call** (John Bush, Tom Donek, Don Etheridge, Kevin Jardell, Bud Simpson, Wayne Wilson, and Greg Busch)
- 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 March 20<sup>th</sup>, 2012 Operations Board Meeting Minutes.**
- VI. Items for Action.**
  1. Nowell Ave ATS 123 Lot 2/Trucano Lease  
Presentation by the Port Director  
  
Committee Questions  
  
Public Comment  
  
Committee Discussion/Action**MOTION: TO BE DEVELOPED AT THE MEETING**
- VII. Items for Information/Discussion.**
  1. Harbormaster Operations Report
  2. Staff Report/Cruise Ship Preparation
  3. Fisherman's Terminal Broken Pilings
  4. Echo Cove Access
- VIII. Staff & Member Reports.**
- IX. Committee Administrative Matters.**
  1. Next Operations Committee meeting – May 22, 2012.
- X. Adjournment.**

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**For Tuesday, March 20<sup>th</sup>, 2012**

**I. Call to Order.**

Mr. Busch called the meeting to order at 5:00 p.m. at the Aurora Harbor office.

**II. Roll.**

The following members were present: Greg Busch, Budd Simpson, Tom Donek, Don Etheridge, John Bush, Wayne Wilson and Kevin Jardell.

Also in attendance were: Dwight Tajon – Harbor Master, Carl Uchytel – Port Director and Mike Williams.

**III. Approval of Agenda.**

**MOTION by Mr. Etheridge: TO APPROVE THE AGENDA AS ADDMENDED.**

**IV. Public Participation on Non-Agenda Items.**  
**NONE**

**V. Approval of February 14, 2012 Operations committee Meeting Minutes.**

Hearing no objection, the minutes from the February 14, 2012 Operations Committee Meeting is approved.

**VI. Items for Action.**

**1. Seasonal Administration Position Description**

Presentation by Port Director

Mr. Uchytel

The Harbormaster is recommending that DH takes the fulltime year round harbor officer position that Greg Craig was promoted from and break that position it into two seasonal administrative positions, with the idea of trying to maintain seven days a week in both harbor offices.

Committee Questions

Mr. Simpson

What time period is this covering?

Mr. Tajon

The boating season take place from about April to the end of September.

Mr. Uchytel

They would be available to work five days a week, covering the weekends in the offices.

Mr. Donek

I would assume that two office Admin. would be cheaper?

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**March 20, 2012**  
**Page 2**

Mr. Uchytel

That would be correct.

Mr. Busch

What will DH lose by not back filling Mr. Craig's old position?

Mr. Tajon

The winter months will be hard. With only three full time year round officers out there.

Mr. Busch

Has there been a work load reduction out at Auke Bay with DeHarts being shut down?  
What about when the new facility is built?

Mr. Tajon

I believe so.

Mr. Uchytel

The ABLF has been open without additional personal; essentially DH is doing more with less.

Mr. Wilson

Has there been a lot of usage of the boom truck? Have the Statter officers been required to be away to deal with the boom truck at the ABLF.

Mr. Tajon

There has been only one request to utilize the boom truck for the general public. The truck has been used more in house.

**Public Comment**

Mr. Mike Ericson (Alaska Glacier Seafoods) - I agree with this. It is really important to have good communication with the harbor office.

**Committee Discussion/Action**

Mr. Etheridge

I motion to go ahead approve the seasonal administrative positions for operating the offices and doing away with the harbor officer.

**MOTION: PASSED – Approved Unanimously**

**2. Summer Moorage Promotion**

Presentation by Harbormaster

Mr. Tajon

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

**March 20, 2012**

**Page 3**

In February 2011 the former Port Director John Stone came up with a summer promotion with two options. There have been some inquiries about whether these are going to be offered this year. There was about ten to fifteen customers that used these promotions last year. Can this be continued on an annual basis but make the adjustments accordingly each year prior to approving it each year?

Committee Questions

Mr. Bush

Was this promoted at the Seattle Boat Show?

Mr. Tajon

No.

Mr. Etheridge

This offer is to fill the slips that remain empty on a year round basis.

Mr. Busch

I would like to check and see if this issue needs to be brought before the Finance Committee.

Mr. Etheridge

In the past the committee has just recommended this to the full board.

Public Comment

Mr. Ericson

Is there anything set up for the commercial guy that needs to be in Auke Bay for the summer where they would normally moor downtown? What is out there for the commercial vessels?

Mr. Tajon

The commercial fisherman that have annual stalls are allowed 20 days a calendar year if they bring in fish tickets for the days of the month they are in Statter Harbor.

Mr. Ericson

A little concern I have is the lack of vessels in Statter Harbor.

Committee Discussion/Action

Mr. Etheridge

This is designed for the downtown area to help fill those empty slips.

Discussion followed.

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

**March 20, 2012**

**Page 4**

Mr. Etheridge

I recommend that these promotions stay the same this year and look into changes next years.

**MOTION: PASSED – Approved Unanimously**

**3. Alaska Glacier Seafood Lease Modification**

Presentation by Port Director

Mr. Uchytel

Essentially what Mr. Fisk is asking for is an access gate that will allow Glacier Seafoods to remove the tractor trailers on the north end of their facility threw the ABLF lot. The issue is Glacier Seafoods has difficulty accessing the area with the egress off of the Glacier Highway, but the one access they have doesn't really work with their expansion plans. They have approached DOT to try and get another access off the highway, but DOT has been less then forth coming allowing a secondary egress off Glacier. The question is whether DH wants to modify the lease to allow access threw the ABLF for Glacier Seafoods.

Mr. Simpson

The only real change would be allowing access threw the ABLF.

Mr. Uchytel

What I think Glacier Seafoods has asked DOT for is another turn off Egan Highway. The response they have gotten is that Glacier Seafoods already has access threw the ABLF. This leaves Glacier Seafoods in a catch 22. Ideally DOT would give them another turn off of Egan.

Mr. Williams

How would the vans be positioned if DOT granted Glacier Seafoods another egress?

Mr. Fisk

There is no long term plan yet for the expansion; it is a little difficult to determine the absolute best thing for the long term. It is a little difficult to maneuver them now.

Mr. Williams

Didn't Glacier Seafoods have access to this prior?

Mr. Fisk

On a temporary basis before the pavement was finished and the jersey barriers were placed.

Mr. Etheridge

Would the frequency of the vans going in and out interfere with the loading ramp at the ABLF?

Mr. Fisk

**CBJ DOCKS & HARBORS BOARD**

**OPERATIONS COMMITTEE MEETING MINUTES**

**March 20, 2012**

**Page 5**

I don't think it will interfere.

Mr. Ericson

DOT is resistant to giving another access to Glacier Highway due to the speed on that stretch of road. Glacier Seafoods will give DH a guarantee that there will be no personal traffic going through the gate. Glacier Seafoods will work with the customers that utilize the ramp. The first choice would be to get access to the highway out of Glacier Seafoods lot.

Mr. Simpson

I see this is a good idea. Can DH do a revocable license instead of a lease modification with a trial period?

Mr. Fisk

I like Mr. Simpson's idea is good.

Mr. Wilson

A letter of agreement for a one year that is renewable.

Mr. Ericson

That sounds good.

Mr. Tajon

DH is right on the edge of getting the security plan approved with Alaska Marine Exchange here in town. If the lease was modified DH would have to go back the Alaska Marine Exchange with it.

Mr. Uchytel

It would be great for them to get access to the highway; I can write a letter saying that DH doesn't like it but will do it for one year for Glacier Seafoods needs but DH has other plans for the area.

Public Comment

Mr. Ericson

Can you explain the propane movement?

Mr. Tajon

When the thousand pound propane tanks are loaded it is a security concern with the Coast Guard. Half of the lot has to be shut down until the propane tanks are loaded onto the boat.

Mr. Ericson

I think Glacier Seafoods can keep in communications with everyone and work with and around everything to make this work.

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS COMMITTEE MEETING MINUTES**  
**March 20, 2012**  
**Page 6**

Committee Discussion/Action

Mr. Donek

Talk with Community Development to check with the conditional use permit.

Mr. Etheridge

I don't see that as a concern because there are trucks already driving in the ABLF area. DH needs to do the letters and allow them a year as a trial.

Mr. Busch

DH needs to meet the provisions and not by passing what is required of the security plan.

Mr. Etheridge

I motion that the committee instruct the port director to compose a letter of understanding with Glacier Seafoods to allow them access through the ABLF to their facility, truck traffic only and have it worked with in the Security Plan.

**MOTION: PASSED – Approved Unanimously**

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

**1. Harbormaster Operations Report**

Presentation by Harbormaster

1. Replaced bent bolts on bullrails on A, B & Main floats at Statter.
2. Repaired toilet seat in Amalga restroom.
3. Retrieved large Echo Cove Fish & Game sign that wind took down.
4. Cut blocking for ongoing bullrail project.
5. Fixed restroom door and latch at Amalga.
6. Replaced cleats on breakwater.
7. Installed water signs at ABLF.
8. Towed top two sections of boarding float over to N. Douglas.
9. Shored up failing concert in service corridor at Main & B float.
10. Lock on brown shed repaired.
11. Timber prep work for bullrails. **Calling back the seasonal for one full month of work on the project.**
12. Observed Harris lift station clean out for slide pump estimate.
13. Met with term contractor for estimate of new lift pumps for Harris.
14. Water faucet repairs in Douglas Harbor.
15. Removed logs at C-ramp parking and replaced with cement barricades.
16. Vehicle impounds
17. Replaced gangway lights at N-ramp and approached
18. Repaired three sections of bullrails on G-float in Aurora

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

**March 20, 2012**

**Page 7**

19. Installed top two sections of boarding float Auke Bay staff towed over with the use of boom truck.
20. Worked with contractors resetting buoys to simulate dolphins for 16-B project.

Mr. Wilson

Is everything okay with DeHarts to open it up for the boating season?

Mr. Tajon

Yes, the water may have some issues because it is only PVC pipe.

**2. Auke Bay Commercial Loading Facility**

Presentation by Port Director

Mr. Uchytel

At the last full board meeting Mr. Jardell asked this to be referred to this committee to get a discussion going on how DH is going to operate the ABLF, what manner, and what JMS's responsibility in this. There is the sense that DH doesn't want to compete with local enterprises. There needs to be a way forward with the boat and gear storage area. To make the area a full boat yard there will have to be some permitting changes. There is still some money left from the TIGER grant. Right now I have been working on using that money (\$160,000) to install a wash down area. There is an off the shelf product that I have been looking at. The question is how does DH move forward with what is known today? There are three business models that can be pursued. First would be where the storage area DH has the authority from the Assembly to treat it as long term storage. Alternatively, DH could go out with a RFP and solicit local companies to provide a proposal to manage this area for DH. Thirdly depending on how the lease is read between DH and JMS the fact that DH has secured the sea lift JMS may have the first right of refusal to operate this area as a boat yard. The hydraulic boat lift is being built down in Bellingham Washington right now. DH has asked the manufacture to store it until they are ready to take possession.

Mr. Busch

Would additional permits be required for the wash down pad?

Mr. Uchytel

Right now the conditional use permit DH has would cover the wash down pad.

Mr. Etheridge

There is a fund request in with the Legislature at this time that would create the Statter Harbor yard and improve that boat ramp to allow the trailer to be used there too.

Mr. Bush

Is JMS asserting some type of right to run this new lift?

Mr. Uchytel

The lease with JMS runs until 2018 or until a new haul out facility is built. Then JMS has



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

**March 20, 2012**

**Page 8**

the right to negotiate new terms. The legal people have reviewed that lease and have come to the conclusion that having this hydraulic boat lift is a de facto haul out facility. The possibility exists that JMS can make that argument. There are no probations with tag to the TIGER grant which would prohibit some body else operating that lift.

Mr. Wilson

I would like to see the committee support Mr. Uchytel in getting this TIGER grant money whether or not the facility remains in Auke Bay for servicing commercial vessels or not. DH has the ability to buy that equipment and install it in either place.

Mr. Uchytel

It is a cheap set up; it is more or less a car wash that filters its own water and roughly \$200,000.00.

Mr. Etheridge

This could be used to wash the boats being stored. This would help reduce the mess in the storage area.

Mr. Busch

What I am hearing right now is to move forward with looking at the TIGER grant for procuring a wash down and continue with DH managing the facility as a boat and gear storage area. Then in the future DH will look at it again.

**3. Mail and Package Update**

Presentation by Port Director

Mr. Uchytel

In the packet you will see the letter that was sent out to customers and Mr. Tajon said he didn't get any negative feed back about it.

**4. Recue Ladders at CBJ Harbor Facilities – Information/Options**

Presentation by Port Director

Mr. Uchytel

(Read multiple e-mails) There are no specific codes that govern harbor or marinas designs but there are guide lines. Ladders should be installed in harbor and should be assessable for anyone that falls in the water. That is a guide line from Civil Engineers. There is an OSHA requirement that there be a readily available portable or permanent ladder giving access to the water with in 200 feet of work area. After talking with multiple harbormasters the key is location but you cannot have one in every possible location for an accident. A lot of the accidents involve alcohol and take place at night. There are not set regulations at this time mandating egress ladders in harbors. There is no clear consensus as to if the installation of swim ladders would add to or reduce liability. The question to the committee is how much of a priority is it to DH to move forward? Because there is no one guide that I can point to that says it should or shouldn't be done.

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

**March 20, 2012**

**Page 9**

Mr. Etheridge

Is there any price estimates?

Mr. Uchytel

It is safe to assume roughly \$200.00 per ladder.

Mr. Bush

How many slips?

Mr. Uchytel

About 1,400 slips.

Ms. Schrader – (Juneau, Alaska)

Jerry from AMSEA in Sitka helped with the placement locations for the self rescue ladders in the Sitka Harbors. I believe if everyone put their heads together there could be self rescue ladders in the Juneau Harbors.

Mr. Busch

Where should DH go with this now?

Mr. Wilson

I don't see where this should be a priority unless there is some supplemental funds from the head tax or somewhere else.

Mr. Busch

With a lot of new construction potentially coming down the road should DH look at this to include in the funding.

Mr. Etheridge

The budget is being stretched with the fire department.

Mr. Etheridge

I recommend that the committee keeps it on the radar screen, continue to look at it, try to find other sources of funding and options. I don't see it as a priority right now.

Mr. Busch

Maybe look back at this every other month and see what if anything new is found. Look at this in two months.

Mr. Uchytel

I want to work with the harbormaster and start a safety team. I think it is a great idea to start recording accidents that happen on DH property.

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

**March 20, 2012**

**Page 10**

**5. Parking concerns at Harbors & Boat Ramps**

Presentation by Port Director

Mr. Uchytel

There was a complaint out at the North Douglas ramp. There were campers out there and the City Manager asked DH to police it more. There has been some complaints about the parking here at Aurora, that was dealt with. The round about at Auke Bay has changed from three lanes to four lanes. For the next couple of years the parking is going to be terrible out at Auke Bay. The Auke Bay Elementary will be doing some construction too. Mr. Etheridge brought to my attention, concerns about busses parking in Statter and blocking the launch ramp. Coincidentally I just got a web form about that. They had read the news letter and they said DH had a problem with the busses and needed to manage them better. If anyone has a solution please let give me some feed back.

Mr. Etheridge

I think the best way to deal with it is go to the A & B permit meeting and tell them DH is willing to work with you but if you can not then DH will have to find a place for the busses off the property for parking.

**6. Avalanche Report**

Presentation by Port Director

Mr. Uchytel

Essentially the City had an avalanche report done and Aurora Harbor is at the base of any major avalanche. Maybe as DH goes forward with managing the new Aurora Harbor keep in mind of where liveaboards live and keep them out of the brunt of the area.

**VIII. Staff & Member Reports.**

**IX. Committee Administrative Matters.**

1. The next Operations Committee meeting – April 17<sup>th</sup>, 2012 at 5:00 pm at the Aurora Harbor Office.

**X. Adjournment.**

The meeting Adjourned at 7:00 P.M.

# TRUCANO CONSTRUCTION COMPANY

3560 N. Douglas Hwy  
Juneau, AK 99801

---

Phone 907/586-2444  
Fax 907/463-3810  
[trucano@alaska.com](mailto:trucano@alaska.com)

March 16, 2012

Carl J. Uchytel, PE  
Port Director  
City & Borough of Juneau  
Docks and Harbors  
155 South Seward Street  
Juneau, Alaska 99801

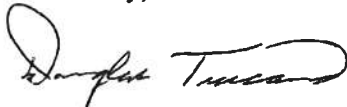
Re: Tideland Lease Application

Dear Carl:

Please be advised that at this time we do not intend to sublease this tideland lease and would like to lease the CBJ tidelands for the quiet enjoyment, peaceful attribute and protection of the water-related view plane adjacent to my owned property.

Please contact me should you have any questions.

Sincerely,



Douglas J. Trucano



# Port of Juneau

---

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

## Harbormaster's Monthly Report

April 13, 2012

1. Replace broken parking stops at ABLF
2. Painted over "No Trespassing" signs at Auke Nu Cove entrance at ABLF
3. Repaired bent bullrails at end of Statter main float
4. Replaced broken rub-boards on Statter launch ramp boarding float
5. Installed bear proof containers at Echo Cove and opened restrooms for season
6. Installed remainder of North Douglas boarding floats-4-5-12
7. Continued with bullrail project with assistance of some seasonal Port staff
8. Installed seasonal water meters at Statter, grid, water front and repaired small leaks
9. Lot clean ups beginning with Statter
10. Bi-monthly cleaning of used oil burner
11. Cleaned off gravel from Harris floats
12. Relocated all impounds to bottom of A-Ramp
13. Pulled Joe G and removed water from fuel lines, engine, filters and tank. Also performed annual maintenance.
14. Seasonal snow thrower storage for summer months
15. Moved parking barrier logs back at N-ramp
16. Signage repairs and replacement
17. Electrical repairs
18. Dewatering pumps serviced for summer season
19. North Douglas Launch ramp boarding float is installed
20. Douglas C-Float finger repairs
21. Brickyard has been swept
22. Seasonal ship backflow devices installed- will be tested next week
23. Light fixture repairs to water front area
24. Four hour limit for handicap spaces installed at Columbia lot
25. Water front banners installed
26. Life ring cabinets installed
27. Vendor booths moved for Building Maintenance annual cleaning.



# Port of Juneau

---

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

**To: Operations Committee**  
**From: Dwight Tajon-Harbormaster**  
**Cc: Carl Uchytel- Port Director**  
**Re: Staff Report**

---

We have had three openings at the water front. Seasonal OMS Joe Nava, Linda Mancuso-Harbor Tech and Charles Salinda-Harbor Tech. We will be in the process for interviewing for new Harbor Tech's and have them on board before the May 4<sup>th</sup> cruise ship start.

The Seasonal OMS position will remain vacant and Bob Clauder will expand his duties to include the water front area. He will be one of three that will also attend security training class for Facility Security Officer (FSO) certification. Since I had trained Joe Nava everything there is to learn about water front security, I will assist Bob Clauder with security duties and train him on the very same thing. My time will be split between Statter, Town and the Water Front this season and further if needed.

Bob Clauder and I have historically utilized the Port staff elsewhere when we had one and sometimes no cruise ship days. We will continue with this practice and also do this in reverse for the Port if staffing levels are low during busy times. We also have developed a plan to give the seasonal Port staff opportunities to work at each one of the Docks & Harbors divisions by rotating out to Statter & Town during the summer season.

This will serve two purposes for staff;

1. Will cut down overtime expenses at the Port or Harbors due to being short staffed by calling over staff from other areas on regular time for assistance.
2. Give the Port staff the opportunity to expand their knowledge on how the regular harbors operate during the summer.



# Port of Juneau

---

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

**To: Operations Committee**  
**From: Dwight Tajon- Harbormaster**  
**Cc: Carl Uchytel- Port Director**  
**Re: Batter Pilings at Fisherman's Terminal**

---

Three batter pilings have been damaged over the years due to wear and tear. Two inner most pilings that are located near the vicinity of hoist number one appear to have the most significant damage and are a few of the remaining original pilings from the early 90's when the Fisherman's Terminal construction was completed. The outer most piling that is located towards the entrance of the terminal had been replaced with a standard creosote piling a number of years ago and has since then been damaged to where there is a noticeable bend or crack in the piling towards the middle.

Risk Management, Tim Allen, went out on an inspection tour of the facility and was shown the pilings at the terminal and the conditions they are currently in. His on site findings and definition of how the damaged pilings would be covered is if it were damaged by vessel or wind and not normal wear and tear use. This category would only fit for the outer entrance piling and not the other two.

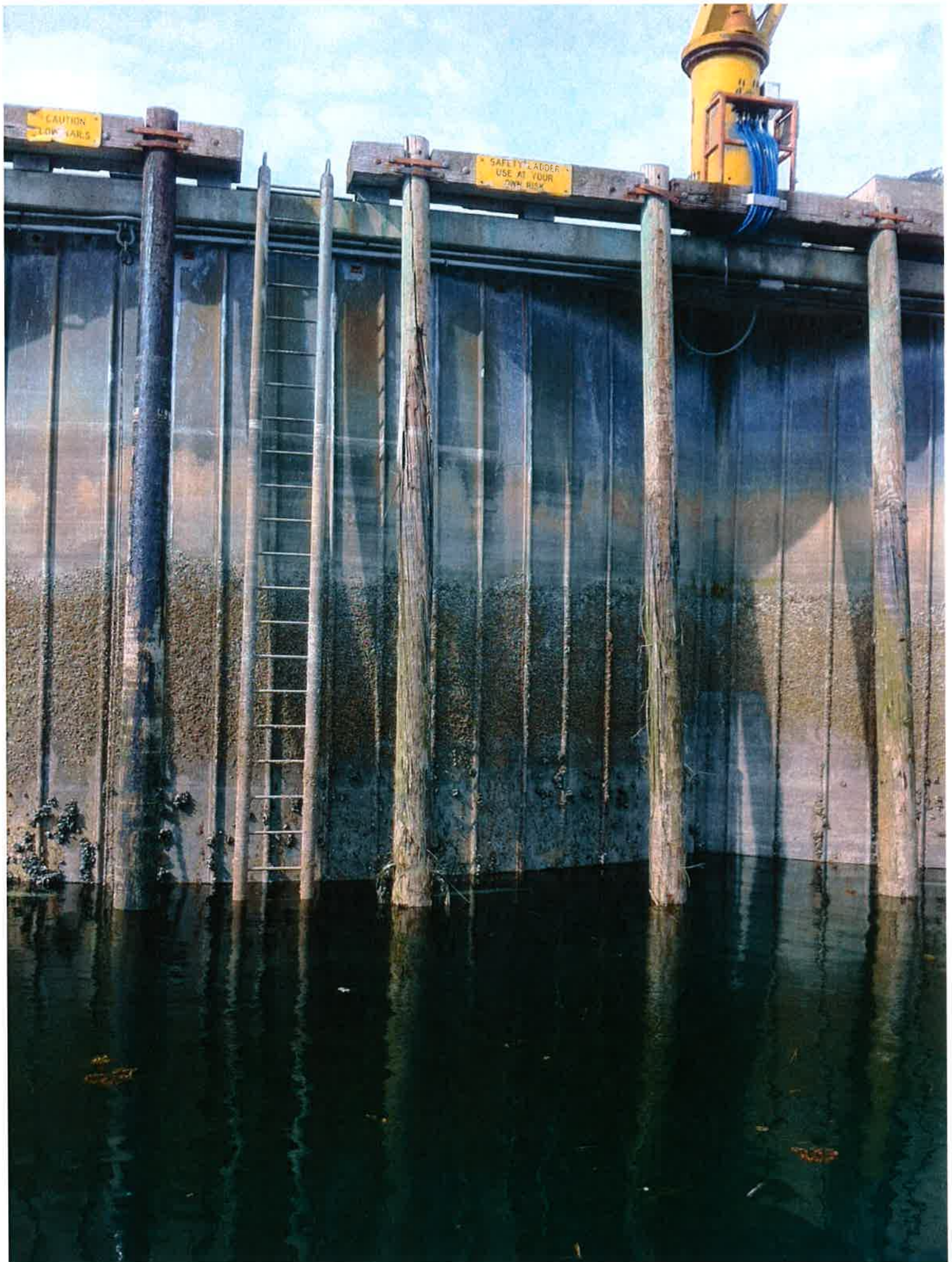
Trucano's provided a rough estimate for replacing the piling with others from a different location to be 8.5k per piling. Trucano's other bids in the past have been at \$24,999.00.

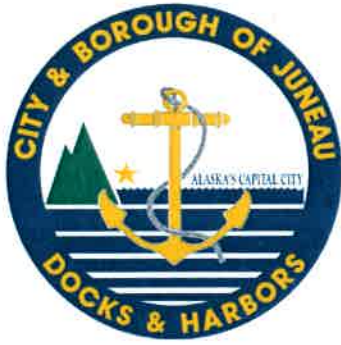
**Recommendation:** Staff move forward with estimates for replacing two pilings on Fishermans Terminal at cost and the third piling with approval from Risk Management under the City Self Insurance.











# Port of Juneau

---

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

**To: Operations Committee**  
**From: Dwight Tajon- Harbormaster**  
**Cc: Carl Uchytel- Port Director**  
**Re: Echo Cove Access**

---

**The State DOT road contractors have begun working on the road system on the uphill side of Eagle Beach out towards Marion Hobb's lodge. This has a dramatic effect on Echo Cove Launch ramp users due to the wait time for a pilot car to escort vehicles. This area was surveyed late in the winter and is slated for widening improvements.**

**Echo Cove users will need to plan ahead and be patient during the construction process until it is completed.**