

CBJ DOCKS & HARBORS BOARD
OPERATIONS COMMITTEE MEETING AGENDA
For Tuesday, November 13th, 2012

I. Call to Order (5:00 p.m. at the AURORA HARBOR OFFICE).

II. Roll Call (John Bush, Tom Donek, Kevin Jardell, David Logan, Bud Simpson, Scott Spickler 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 October 16th, 2012 Operations Board Meeting Minutes.

VI. Items for Action.

1. Launch Ramp Permits & On-line Sales
Presentation by Harbormaster

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: TO BE DEVELOPED AT THE MEETING

VII. Items for Information/Discussion.

1. Harbormaster Operations Report
Presentation by Harbormaster

VIII. Staff & Member Reports.

IX. Committee Administrative Matters.

1. Next Operations Committee meeting – December 11, 2012

X. Adjournment.

CBJ DOCKS & HARBORS BOARD
OPERATIONS COMMITTEE MEETING MINUTES
For Tuesday, October 16, 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, Scott Spickler, Tom Donek, John Bush and Kevin Jardell.

The following member was absent: David Logan, Budd Simpson

Also in attendance were: Dwight Tajon – Harbormaster, Carl Uchytel – Port Director and Mary Becker.

III. Approval of Agenda.

MOTION by Mr. Donek: TO APPROVE THE AGENDA AS PRESENTED.

The motion passed without objection.

IV. Public Participation on Non-Agenda Items.

Mr. Brodersen – Juneau. At the beginning of this summer two trailers appeared in front of the Juneau Youth Sailing (JYS) container. I assumed they were not JYS and at the end of the day I moved them away from the container. The trailers were then tagged and on May 31st they were ticketed and impounded. I didn't figure out that the trailers belonged to JYS until September and at that time I also discovered the trailers need to be registered. It took three weeks to get the trailers back and in the end JPD forgave a couple thousand dollars in storage fees. They reduce the cost to just the towing which is fair. That leaves these two tickets for \$610.00. Nothing in this whole affair was a result of deviance intent or trying to get away with something or appropriate more space then has graciously been given to JYS already. I am asking for some leeway.

Jardell – Does JYS pay for the space they utilize there?

Dwight – No. I did ask the supervisor today to refresh my memory. The trailers were out further in front of their storage container. No license plate on two of them and one did but it was so old that it wasn't traceable. So the staff went through the procedures to impound the trailers.

Mr. Brodersen – Only the two smaller ones with not plates were JYS. They were moved out further because I know the value of the space JYS has so graciously been given from DH.

Mr. Busch – What are the rules and regulations on taking a ticket back once it has been issued?

Mr. Tajon – It is up to the office to go ahead and void the citation.

Mr. Busch – What does the staff recommend at this point with these tickets?

Mr. Tajon – I believe DH can follow suit and take care of the citations as well.

V. Approval of August 21st, 2012 Operations committee Meeting Minutes.

Hearing no objection, the minutes from the August 21st, 2012 Operations Committee Meeting were approved as presented.

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VI. Items for Action.

1. Launch Ramp Permit.

Presentation by the Harbormaster

Mr. Tajon – Gives a brief history on how launch permit sales have changed over the years. The staff and I have noticed over the years some people have take advantage of the system. Somewhere around 08 or 09 I sent a report to the Port Director that showed only 50 permits or so that were taking advantage of the multiple permits with multiple trailers registered in their name. Now there is an average of 414. This includes some of the Government agencies, two or more trailers, kayaks and small skiff/punts.

Committee Questions

Mr. Jardell – Please explain what a multiple registrations is?

Mr. Tajon – Say you supposedly own six trailers with different people and all the names show on the registrations. Under the current guild lines you buy one and as long as your name shows up on all of the other registrations you get five more for the price of one.

Mr. Jardell – You are proposing that there be a set number?

Mr. Tajon – The ordinance doesn't state a set number to go back to, you purchase for which ever trailer you are utilizing. So if you have four trailers you purchase four permits. Remove the multiple purchases totally.

Mr. Logan – Are you suggesting dropping the over all rate for permits.

Mr. Tajon – Yes that would tie into the online purchasing.

Mr. Bush – A different fee for Kayaks?

Mr. Tajon – No, they are the same now. I would leave that up to the board. Does DH want to limits to a certain number of permits or just make them pay for every permit.

Mr. Donek – Is the sale of these permits a substantial part of staffs time?

Mr. Tajon – Yes.

Mr. Busch – If DH was to move forward with a limit on the number would it require a change in the statutes to define a limit?

Mr. Tajon – It would just be an internal policy that is written in stone.

Mr. Busch – It still stipulates if you get a permit you have to show proof of ownership of the trailer? That is still the policy to get an extra one?

Mr. Tajon – That was just an internal operation control. Yes.

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Public Comment

Dennis Holloway, Juneau – If you bring in and demonstrate that you own more than one trailer you can get more than one permit.

Jeremy Hanson, Juneau – Every year I come in here to buy launch permits. I own four trailers and four boats. All of the trailers are registered in my fathers and my name. I buy the four individual stickers and promptly display one on each trailer. What I understand Dwight has said here is that I could have shown those four registrations and paid for one permit and gotten four permits.

Mr. Donek – You have never asked and no one has told you that you can do this.

Mr. Hanson – No. It makes since that I would have to pay for more.

Mr. Jardell – The concern isn't that if someone is paying for one and getting three more for free. The concern is potentially people are putting multiple names on multiple trailers to save money.

Committee Discussion/Action

Mr. Uchtyl – There was a time of rapid escalation in the price. I am assuming here that there is a policies made from the HD which might have encouraged creativity on the part of the trailer users. Jerry brings up a good point that DH sometimes doesn't communicate well with the patrons. Some of the free permits that are issued are given to Government agencies. I don't do why DH should continue that practice. My recommendation is it's a user fee.

Mr. Jardell – To me DH is punishing a lot of people that are doing it right because of a few people are gaming the system. I would rather try to see if DH could fix the gaming of the system because a lot of people have multiple boats.

Mr. Donek – I agree with Mr. Jardell. Putting a limit on how many one house hold (address) can register or just allowing two but the gaming needs to be stopped.

Mr. Spickler – I would advocate for a middle ground. Where the extra permit wouldn't be free but at a reduced rate and if you have several boat most likely you are a high impact user. Limit the number down to two or three.

Mr. Bush – A lost permit fee would help with tracking.

Mr. Donek – There are some Government agencies using the ramps for free. In the Cooperative agreement with ADF&G and Troopers can use ramp at no charge for official business, but that is only applies to Amalga, Douglas and Statter.

Mr. Jardell – I agree with that.

Mr. Busch – This is a complicated issue and I don't see anyone having a motion today. I would like to stop the gaming of the system and look at additional alternatives at the next meeting.

Mr. Jardell – For the internet just charge the same amount. Just the convenience factor of not having to come down to the office will virtually get everyone buying one. They will have to be

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mailed, it will take time and after the first year if it isn't used much then maybe a discount.

Mr. Busch – This item is tabled until next meeting.

2. Internet Launch Ramp Permit Sales.

Presentation by the Harbormaster

Mr. Tajon – I have Jeremy Hanson here that represents the company that DH would be going with. He is here with a demonstration on how it will work and look. DH is looking at having on line sales for launch permits to be up for the 2013 season. A customer would buy a temporary one and put it on the dash. That temporary one would last for ten days or so. The office would then mail one to the customer after the program generates an e-mail with the information. If they lost one then they would have to come in and purchase a replacement one at a cost.

Mr. Hanson – I was approached two years ago because I had been working with Eagle Crest for five years doing their on-line sales. There are a couple hurdles doing these with the City and those have been over come. Now it is getting close to be done with launch permits. (Mr. Hanson showed a presentation with information).

Committee Questions

Mr. Jardell – Will this system allow customers to buy multiple permits for the price of one the way the policy is now?

Mr. Hanson – Yes at Eagle Crest it is set up to buy multiple ski passes. It can be conformed to what ever sales process DH wants.

Mr. Jardell – Could this system be used at the front end at the office counters, whether it is on line or not, to ensure that all the stylistics are all in one program.

Mr. Tajon – The plan is to use it for online purchases only.

Mr. Uchytel – I think what Mr. Jardell is saying is to have just one system to capture all the data in one place. This will make it easier to capture all the data and pull numbers later.

Mr. Hanson – The system can be expanded to include other things the harbors offers later.

Mr. Jardell – Are the credit card fees comparable to what DH already pays the City? The only additional charges would be the estimated initial investment of \$5,000.00 plus the annual fee for using the service.

Mr. Tajon – Yes. A ball park figure is \$940.00 or so.

Mr. Hanson – The annual hosting on the internet, authorized dot net service, renew SSL certificate and the domain registration.

Mr. Jardell the receipts will be date and time stamped.

Committee Discussion/Action

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Mr. Tajon – I still recommend that DH looks at offering a discount to all the users that buy on line. Through the news letter and news paper get a notice out telling them about what is being developed and if they want a discount it would be better to go online.

Mr. Spickler – I think the fee structure needs to be put off until the purchasing of launch permits is figured out.

Mr. Busch – I think this year needs to be simple and keep it to just purchasing one permit on line. The idea of buying on line sounds good and Mr. Tajon can forward with the project at the set fee structure of \$90.00 per launch permit.

VII. Items for Information/Discussion.

1. Harbormaster Operations Report
Presentation by the Harbormaster

Mr. Tajon provided his Harbormaster's monthly report to committee members.

VIII. Staff & Member Reports.

Mr. Uchytel – Way Side Park uplands is managed by DH even though the restrooms are managed by Parks and Recs and DH owns and manages the floating dock. The director of Parks and Recs has come to me and said they would be willing to take management responsibility of the uplands from DH. They would police what goes on with the park and restrooms. After talking to Mr. Tajon we don't see a down side of giving up this management responsibility. I intend to write a letter to the director and tell him yes, unless someone has an objection. DH will keep the responsibility of the float and gangway. The Fish and Game parking in Douglas looks like it will be right at \$7,500 a year, from November through April with no snow removal responsibility. That is what the threshold is and it will come out to \$625 a month. I will report this at the full board too. I also see more committee members leaving because of Yacht Club responsibilities and I think Bud Simpson is out of town too but we might want to think about changing the time of this meeting to accommodate them. I don't know if an hour is enough but this will be a problem all winter. Mary Becker may not be the liaison for DH anymore. I will be on KINY radio tomorrow with a PND engineer.

IX. Committee Administrative Matters.

1. The next Operations Committee meeting – November 13th, 2012.

X. Adjournment.

MOTION by Mr. DONEK: TO ADJOURN THE OPERATIONS COMMITTEE MEETING AND ASK UNANIMOUS CONSENT.

The Operations Committee Meeting adjourned at 6:18 p.m.



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
Date: October 30, 2012
Re: Multiple Launch Ramp Permits Continued

In reviewing both Town and Statter offices 2012 launch ramp reports, there were 149 individuals that claimed up to only two boat trailers. The number of individuals that claimed more than two trailers was 34; some of these people had up to 6-8 trailers after paying the annual fee for one just permit.

The procedure that currently stands to issue more permits to those is quite time consuming, clerical staff must:

- Review all trailer registrations in order to issue multiple permits to one customer after they have paid the initial fee. (Name must appear on all registrations.)
- Write each trailer license number on each of the permits being issued to.
- Record all the information on the excel file data base (name, address & date of sale).
- Sometimes write out a hand written receipt.

One solution that may curb clerical staff time is to revert back to the “buy one get one free” practice that was established in the late eighties, it did not require the customers to bring in the registrations but they had to let us know what the trailer license number was to the secondary trailer. Staff then simply wrote the trailer license numbers for each being claimed on separate permits and handed them to the customer.

Recommendation:

Change the launch ramp sales procedure to “buy one get one half off” for the recreational, kayak, commercial users effective December 1, 2012. Non cooperative agreement organizations such as USFW, USCG, NOAA, Dipac and other government agencies effective December 1, 2012 should pay for each permit. (State government agencies such as ADF&G and enforcement division of ADF&G should still receive permits under the cooperative agreement.)



Port of Juneau

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To: Operations Committee
From: Dwight Tajon- Harbormaster
Date: September 10, 2012
Re: Launch Ramp Permits

For over eight years Docks and Harbors has had a long-standing procedure that was a verbal directive from a past Harbormaster of selling launch ramp permits as “buy one get one free”. It was changed by another harbormaster to buy one and get as many as you want with proof of ownership for multiple permits. Staff has seen the incline of “one user on multiple registrations” with different owners for each trailer to be able to obtain free permits for multiple trailers. This loop hole has created a dramatic effect since its inception.

The ordinance currently does not state the multiple ownership for the sale of multiple permits under 05 CBJAC 20.060. The ordinance does state that each person shall pay a launch ramp fee for using any of the municipal-owned launch ramps.

An average 414 permits have been given away for free to those that show proof of ownership since 2008.

Staff is actively looking at selling launch ramp permits online, with some stipulations.

Recommendation:

Staff is recommending that the following take effect January 1, 2013 for sales in the office and online:

1. The transaction for a launch ramp permit needs to be limited to a specific number per owner.
2. If purchased online, a temporary permit will be printed for the customer to use immediately by placing it on the dash of their vehicle.
3. The customer will be mailed the launch ramp sticker within 10 days of the online sales transaction.
4. Lost permits will cost a suggested replacement of \$5.00.
5. Offer a discount for purchasing a launch ramp permit online. Total cost now is 94.50 with tax.
6. Limit exemptions to specific agencies that should receive either free or discounted launch ramp permits with proof of purchase.



Port of Juneau

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Harbormaster's Monthly Report

1. Serviced breakwater navigational light batteries
2. Temporarily fixed entrance hill wash out area with D-1 gravel
3. Winterized Statter water system and disconnected Deharts portion
4. Replaced broken rub rails on breakwater
5. Pressure washed around ABLF hoists
6. Towed North Douglas boarding floats to Statter for winter storage
7. Repaired electrical cabinet doors on floats and installed cord hangers
8. Aurora and Douglas electrical repairs at pedestals
9. Changed out light sensor at C-ramp
10. Removed scrap metal bins at Harris and C-ramp. Posted signs to bring in to Aurora main office.
11. Water canister heat trace repairs
12. Had diver repair water line main break in Douglas
13. Pulled Yacht club brush from bank area
14. Installed correct ADA signs and moved curbs at N-ramp area
15. Winterized Joe G