

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA
For Thursday, January 30th, 2014

- I. Call to Order** (5:30 p.m. at the CBJ Assembly Chambers.)
- II. Roll** (Greg Busch, John Bush, Tom Donek, Bob Janes, David Logan, Mike Peterson, Budd Simpson, Scott Spickler, and Kevin Jardell).
- III. Approval of Agenda**

MOTION: TO APPROVE THE AGENDA AS PRESENTED.
- IV. Approval of December 12th, 2013 Regular Board Meeting Minutes and December 12th, 2013 Work Session Minutes.**
- V. Approval of January 23rd, 2014 Special Board Meeting Minutes for 16B Bid Award**
- VI. Public Participation on Non-Agenda Items** (not to exceed 5 minutes per person, or twenty minutes total time).
- VII. CONSENT AGENDA**
 - A. Public Requests for Consent Agenda Changes**
 - B. Board Member Requests for Consent Agenda Changes**
 - C. Items for Action**

1. Personnel Changes FY15/FY16 (see attached correspondence)

Recommendation - Docks & Harbor responsibilities have and expectations have grown with the Auke Bay Loading Facility and desire for extended summer operations with the downtown harbors. Additionally, increased responsibility for the administrative workforce requires changes to our staffing levels. I recommend adding two additional summer Harbor Technician, filling the vacant Administrative Officer position and upgrading the Statter Harbor Administrative Assistance from a Level I to Level II.

2. Aurora Harbor Rebuild, DH12-160, Additional Engineer Services (\$49,680) (see attached correspondence)

Recommendation - Additional engineering design services have been requested for the final Aurora Harbor Rebuild project which include but not limited to dredging design, gangway float and enclosure, and upland infrastructure modifications to utilities. The Port Engineer has reviewed the \$49,680 fee proposal as fair and reasonable.

3. Alaska Marine Exchange Long Term Lease (see attached correspondence)

Recommendation -Alaska Marine Exchange is now in a leadership role in moving forward and is seeking commitment from CBJ for development of the Marine Services Building. I recommend Docks & Harbors enter into a 15-year lease agreement to the purposes of relocating the Port Office to the proposed facility to be built and managed by the Alaska Marine Exchange. However, given the multitude of details necessary for the entire property to be effectively developed (i.e. management of the sculpture, maritime

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interpretive center, rest rooms, parking, seawalk, etc), I recommend Docks & Harbors refer the real property lease to the CBJ Manager for coordination.

VIII. OLD BUSINESS:

1. Docks & Harbors By-Laws.
Presentation by

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO APPROVE THE BY-LAWS WITH THE CHANGES AND ADDITIONS FROM THE DECEMBER 12TH, 2013 WORK SESSION AND SEND TO THE ASSEMBLY FOR FINAL ADOPTION.

IX. NEW BUSINESS:

1. 95% Design Approval Aurora Harbor Rebuild Phase I
Presentation by the Port Engineer

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO APPROVE THE AURORA HARBOR REBUILD PHASE I PROJECT AS PRESENTED.

2. ALASKA GLACIER SEAFOODS ACCESS TO AUKE BAY LOADING FACILITY
Presentation by Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO GRANT ALASKA GLACIER SEAFOODS A LEASE AMENDMENT ENABLING ACCESS TO THEIR FACILITY THROUGH THE AUKE BAY LOADING FACILITY FOR THREE YEARS.

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3. FY2015 MOORAGE RATE

Presentation by Port Director

Board Questions

Public Comment

Board Discussion/Action

**MOTION: TO ADJUST FY15 MOORAGE RATES 1.5% AS AUTHORIZED UNDER 05 CBJAC
CHAPTER 20 (SMALL BOAT HARBOR FEES AND CHARGES)**

X. Items for Information/Discussion.

1. Electrification of the proposed new cruise ship berths
Presentation by Duff Mitchell – Juneau Hydro Power
2. Statter Harbor “C Float” Weather Damage & Assessment Report
Presentation by Port Director

XI. Committee and Board Member Reports

1. OPS/Planning Committee Meeting – January 23rd, 2014
2. Finance Committee Meeting – January 28th, 2014
3. Member Reports

XII. Port Engineer’s Report

XIII. Harbormaster’s Report

XIV. Port Director’s Report

XV. Assembly Liaison Report

XVI. Board Administrative Matters

- a. OPS/Planning Committee Meeting – February 20th, 2014
- b. Finance Committee Meeting– February 25th, 2014
- c. Board Meeting – February 27th, 2014

XVII. Adjournment

CBJ Docks and Harbors Board
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I. Call to Order.

Mr. Busch called the Regular Board Meeting to order at 5:30 p.m. in the Assembly Chambers

II. Roll Call.

The following members were present: John Bush, Tom Donek, Bob Janes, Kevin Jardell (via telephone), David Logan, Mike Peterson, Budd Simpson, Scott Spickler, and Greg Busch.

Also present were the following: Carl Uchytel – Port Director, and Gary Gillette – Port Engineer.

III. Approval of Agenda.

Mr. Busch wanted to add #2 to Items for Information, The assignment of the Auke Bay Area Steering Committee Liaison.

MOTION By MR. LOGAN: TO APPROVE THE AGENDA AS AMENDED AND ASK UNANIMOUS CONSENT.

Motion was approved with no objection.

IV. Approval of Previous Meeting Minutes.

Hearing no objection, the October 31st, 2013 Regular Board Meeting Minutes and November 8th, 2013 Sub-Committee minutes were approved as presented.

V. Public Participation on Non-Agenda Items –

Cameron Burns, North Douglas, AK

He said he is here to find out what the plan is to deal with the tourism situation at Statter Harbor for bus drivers. A temporary plan was put together by Doug Ward with Dolphin Tours. There was a lot of good ideas in the plan and five companies and harbor management signed off on it. For the bus drivers that followed the plan, the problem greatly improved for the last three weeks of the season. The plan was just a stop gap for last summer and Statter Harbor still needs improvement. Other problems still need to be addressed. He wants to know if the harbor staff is working on a new plan and when the public will have input into the new plan? He attended a board meeting in late August to address this problem, and since then, he has been waiting to hear about meetings to resolve the problems. He said trying to find out what the Board is doing and the Committee's are doing is almost impossible. He said the City website is really bad. He has seen no notices or heard or seen a sign of a new

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plan. He said tourism is really about customer service. He said a lot of things can make a tour fall apart, weather, bus break down, ship comes late, but the tour can still be successful if the services and the company does everything to make it right. This is where Harbor staff at Statter Harbor drops the ball. He said he has been driving tourists into Statter Harbor for over 15 years and the harbor staff has never become part of the "lets sell Juneau as part of the best place in the world team". Instead of feeling welcome at Statter Harbor, you almost feel like the harbor staff wished the tourists and the busses really weren't there. He would like to know what is being done to rectify this and if employees are being trained to deal with drivers, guides, and tourists in a professional manner. Mr. Burns wanted to know if they are going to be part of the team this year to make this all work? Are there going to be physical changes to deal with the bus traffic? The new season is fast approaching and driver training starts in mid March. It would be great to have a plan in place to train the new drivers to and let them know what to expect. Mr. Burns said there are major personnel problems at Statter Harbor.

Mr. Busch said this will be addressed in the spring after the new Harbormaster is hired. Docks & Harbors is in an interim phase until the new passenger for hire facility is built. The new facility will include the bus handling issues. Until then, the bus handling will be dealt with on a per season basis.

Mr. Burns asked when the temporary solution for next summer will be discussed.

Mr. Busch said the schedule has not been made yet, but will be made this winter.

Mr. Simpson recommended to put this issue on the OPS/CIP meeting so the bus drivers with concerns on this issue can attend.

Mr. Busch recommended to send this to the OPS/CIP meeting in January and make sure to get a notice out to all the tour operators and bus handlers that use Statter Harbor.

Mr. Burns said it would be nice if the Harbor personnel had something to present for a solution.

Mr. Uchytel said Docks & Harbors did have an after season meeting in October that was publically noticed and placed in the Tide Line. There was discussion about what went right and what went wrong. One of the employees that worked at Statter Harbor, and had a confrontation with Mr. Burns, is no longer

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employed by Docks & Harbors. Recruitment for the new Harbormaster is underway. The other part of the bus parking solution is Doug Ward. Mr. Uchytel said Doug Ward has come forward and said he would act as the TBMP initiative at Statter Harbor. Mr. Uchytel said he will reengage the supervisor at Statter Harbor to work with Doug Ward and the other companies that use Statter Harbor to improve the bus situation. The short term solution is the Statter Harbor launch ramp that is at 35% design currently. This phase of the Statter Harbor project will greatly improve the functionality and safety of the parking. There is a lot going on and the Docks & Harbor staff is engaged.

VI. Items for Action

1. Statter Harbor Passenger For Hire Facility/FY15 CBJ Marine Passenger Fee Request Decision.

Mr. Uchytel said at the Finance meeting on Tuesday there was an action item for the FY15 passenger fee proceeds which goes to the City Manager who elects how the \$5 million dollar head tax is apportioned. At the meeting, seven items were for consideration. The Finance committee directed Mr. Uchytel to pull the Statter Harbor passenger for hire facility and put as a separate item for tonight's meeting so there could be discussion on the appropriateness bringing this item forward. There is concern this item may not merit consideration for the marine passenger fees. Mr. Uchytel said Ms. Mead was not available to discuss this tonight, but he asked her to do a quick review of the Statter Harbor passenger for hire facility request to see if this was legally defensible as a marine passenger fee proposal. Mr. Uchytel said that she said it depends. Ms. Mead sent an e-mail response which quoted Mayor Bortello that he sent in an e-mail to the Assembly in 2012. The e-mail cites the Maritime Transportation Security act which states "no taxes, tolls, operating charges, or fees, shall be levied upon or collected from any vessel or water craft or from its passengers or crew except for reasonable fees charges on a fair and equitable basis that are;

- a. Used solely to pay the cost of a service for a vessel or water craft.
- b. Enhance the safety and efficiency of interstate and foreign commerce.
- c. Do not impose more than a small burden on interstate or foreign commerce.

Ms. Mead said she would need more information to see if this proposal would merit her support. This was put on the agenda tonight so the full Board could discuss this item.

Board Questions – None

Public Comment- None

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Board Discussion/Action

Mr. Simpson said looking at other things the passenger fees have been used for, this fits about as well as most of the other projects that have used those funds. He said if City legal sends an opinion that this is an inappropriate use of the funds, this item could be pulled at that time. He said he would like to try to get some passenger fees to move this project forward.

Mr. Donek said he sees both sides to receiving the funds. He sees this as not any worse than other requests, but he also does not want anyone to appeal this request as inappropriate use of the marine passenger fees. He liked Mr. Jardell's request to take this off the list until this is part of a plan. What portion of the cost for the Statter Harbor Passenger for hire facility is to benefit the cruise ship passengers? This would put Docks & Harbors at a more defensive position. Right now it looks like the whole project is being funded with the marine passenger fees, with no other funds going into it. Mr. Donek said he recommends to take it off the list until a formula is figured out on how much this will be used by the cruise ship passengers.

Mr. Jardell said he needs to be able to justify sending this to the Assembly. He said he will not support this as is.

Mr. Peterson said he also will not support this as is.

Mr. Busch said he has concerns. This project needs to get funded, but not in this current format. He also does not support moving this forward.

MOTION By MR.DONEK: TO LEAVE THE STATTER HARBOR PASSENGER FOR HIRE FACILITY OFF THE CURRENT FY15 MARINE PASSENGER FEES REQUEST LIST AND ASK UNANIMOUS CONSENT.

Mr. Logan was opposed.

Mr. Donek asked what the objection was?

Mr. Logan said the definition for using the marine passenger fees is essentially whatever you want to make it. Supporting \$7,700 for pay phones out of marine passenger fees, than anything that has a tourist walk by it can be defended for the use of the fees.

Mr. Simpson said he initially took Mr. Logan's position, but has been persuaded by the discussion with the understanding that Docks & Harbors is going to develop a rational around this request, and get an actual opinion from the City attorney whether this is doable. He said also show how this project will be funded, partly with marine passenger fees and partly with other

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funds. He said his shift in position is to not take off the list, but to do more homework before this goes on the list, and then push this forward.

Mr. Donek said this FY15 list is due soon. There will not be time to complete the work and still get this request on this fiscal year list. This should be revisited for the FY16 request list.

Mr. Janes said he does not want to lose the momentum on this request. He would like to see the Statter for Hire Facility built sooner than later with the issues and problems at Auke Bay. There is a need for this facility and he would like to see this move forward with stronger language and details on the combination of funding for this project.

Mr. Uchytel said the payphones proximity to the docks makes it more palatable for the use of the marine passenger fees. The City Manager has made it a requirement to keep the payphones for the cruise ship passengers and crew. One could make the argument the only reason to maintain payphones is for the cruise ship passengers and crew coming to Juneau. The payphones do get used. The Finance committee requested to find out the use of the payphones and Ms. Scovill called the provider, but they did not have that information.

Mr. Busch called the vote. He said this would be to leave the Statter Harbor Passenger For Hire Facility request off the next agenda item.

MOTION PASSES 5 VOTES TO 4 THAT THIS ITEM IS NOT PUT ON THE FY15 LIST.

Mr. Busch said this item is an important item and will need further action.

2. CBJ Marine Passenger Fee Priority List

Mr. Uchytel said in the packet is six items for consideration. The Finance Committee prioritized them at the meeting as follows;

1. Area wide Port Operations
2. Port Customs & Visitor Center Building Maintenance Support
3. Downtown Restrooms
4. Future Cruise Terminal Staging Area
5. Downtown Payphones
6. Visitor Information Kiosk Replacement

Board Question – None

Public Comment - None

Board Discussion/Action –

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Mr. Spickler asked what size the kiosk is going to be? He said that is a lot of money for a kiosk.

Mr. Gillette said it would be replacing the kiosk by the Library doors. It is more than just a kiosk because it houses people providing information. The current one does not meet ADA requirements and the heating system does not work. The plan would be to make this kiosk a little bigger structure, about 250 to 300 sq/ft. This would be with a larger roof and sidewalls so people can get out of the wind and rain. The current building is close to 30 years old. Mr. Gillette said at this point not knowing what will be the final plan, he figured \$400.00 per sq/ft and added multipliers for design and administration.

Mr. Spickler said he is having trouble with something that small costing that much money for what it is. He wanted to know why this request is coming from Docks & Harbors fund request and not JCVB?

Mr. Gillette said this may be high, but it is figured as project cost and not construction cost. This has not been designed or studied yet. JCVB has asked for Docks & Harbor to include this in the fee request list because this building does have a lot of problems. JCVB does not build or own their own facilities. They use Docks & Harbors facilities. The Visitor Center was built with marine passenger fees for their use.

Mr. Busch said JCVB could put in a request for fees to build this, but JCVB requested for us to include this in our request. The Finance Committee decided to put this on the list but at a lower request.

Mr. Janes said this kiosk is a big bang for the buck. It may be high, but when all the systems are installed it may not be. He said he has talked with some of the workers in the current kiosk and they said it is cold. This is completely manned by volunteer hours and is a good thing Juneau.

MOTION By MR. SPICKLER: TO ACCEPT THE FY15 MARINE PASSENGER FEE REQUEST LIST IN THE ORDER PRESENTED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

VII. Items for Information/Discussion

1. DNR Conveyance of Submerged Lands

Mr. Uchytel said DNR has approved the preliminary document for the project. Once approved there is a 30 day comment period for the approval that ended on Monday. On Monday there was one comment received from

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Mr. Weyhrauch. Mr. Weyhrauch was also given the opportunity during the Committee of the Whole to speak. He is asked the Assembly for reconsideration of the conditional use permit that was issued last January. The Assembly elected to not take up the reconsideration of the conditional use permit. Since Monday, Mr. Gillette has been actively engaged with DNR encouraging them to expedite Docks & Harbors document. The feedback received is they will get to it when they can. They know it is important to the City and to Docks & Harbors, but they are understaffed. In the meantime, Mr. Gillette and himself will meet with legal tomorrow to move forward with a plan to open bids and a timeline. The good news is there is only one comment for DNR to respond to. This is a process that will play out favorably on Docks & Harbors behalf.

Mr. Logan asked if the hope is that Legal will give the go ahead to open the bids to be able to start the process.

Mr. Uchtyl said staff has some ideas to get approved through legal to vet the bid documents and a plan to move forward. Theoretically, the bid documents could be opened next week. The risk is not having the Board and Assembly support to award the contract, which would then result in a rebid. This is what we would like to avoid because it is not fair to the contractors who put time and effort into putting the bid together.

Mr. Simpson said this may take some time to get approved, but the likelihood of this not being approved is very remote.

2. The assignment of the Auke Bay Area Steering Committee Liaison
Mr. Busch said at a recent OPS/CIP meeting Mr. Hal Hart asked if a Liaison could be assigned to the Auke Bay Area Plan Steering Committee. Mr. Busch appointed Mr. Logan to be the Liaison. Their first meeting was December 4th. The next meeting will be a date to be determined in January. This Committee will be working on the Auke Bay Area Plan, and with Docks & Harbor project at Statter Harbor on going, it is good that we participate in this development.

VIII. Committee and Board Member Reports

1. Operations/CIP Committee Meeting –Cancelled

2. Finance Committee Meeting – December 10th, 2013

Mr. Donek said the Committee had two action items;

- Report on the Mt. Roberts Tram negotiation, and he asked Mr. Peterson to give his report.

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Mr. Peterson said he and Mr. Uchytil met with Goldbelt representatives, Mr. Loiselle and Mr. Duncan, on Tuesday Morning and they worked to identify parts of the lease that both parties are interested in discussing. This was a very cordial meeting and it lasted about two hours. The next meeting date has not been set yet because Goldbelt is waiting for the Archipelago property sale to be included in the Reliant appraisal. When this is available, Goldbelt will call Docks & Harbors staff and set up another meeting. Mr. Uchytil said everyone wants to move forward and get this resolved. Both sides have their own interests and hopefully this will move forward in a professional manner.

- FY15 Marine Passenger Fee Request – Mr. Donek said this was discussed here tonight.

3. Member Reports-

Mr. Peterson said the Lands Committee met on December 9th and there were no agenda items that pertained to Docks & Harbors. The next meeting is January 13th.

IX. Port Engineer's Report –

Mr. Gillette said his written report is in your packet. He said he would like to update the Board on the mitigation plan for Statter Harbor. Mr. Gillette said he spoke with Frank Rue with Seal Trust today. They are looking for land outside the Juneau commercial area. The charge is to find land with similar habitat value within the Juneau unit and the Juneau unit runs up Lynn Canal. Part of the problem is a lot of the area to fill is tidal flats and mud flats, and there is not much privately owned tide lands around. It is either already owned by the municipality or the State, and the State has already been very clear they are not going to transfer land to the City for mitigation. Seal Trust is looking land and their expectation is once they find land that is more rural than the waterfront commercial district it will be less expensive. They are working to try to bring the cost down for the land and still meet the intent of the permit. The other suggestion was to take a look at other City lands that we might already own that could be put under a conservation easement that might help protect an area adjacent to properties that have valuable habitat like eel grass. They are interested in helping Docks & Harbors out and getting through the permit process.

Mr. Uchytil said the opinion of the Docks & Harbors Board was heard loud and clear by Seal Trust.

Mr. Logan said when Docks & Harbors heard the original deal from Seal Trust, it was assessing the land value based on water front within the Auke Bay

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corridor. Now they are looking for land to purchase. If this is the case, why can't they just use assessed value of land within the Juneau corridor?

Mr. Gillette said it sounds like Seal Trust is looking for exact replacement land, tide flats that is in a waterfront commercial zone. Mr. Gillette said Mr. Rue said Seal Trust was engaging Charles Horan to do an appraisal of lands of the habitat type that Docks & Harbors is to replace. This would be the argument to the Corps of Engineers that Docks & Harbors will be replacing the habitat type and not the zoning. The purpose really is to replace and protect the habitat that we are impacting. Mr. Rue indicated this is the path that Seal Trust is taking and will be working with the Engineers to make sure they support that.

Mr. Logan said it could still be a fee in lieu, but they may use appraised land values for areas within the commercial waterfront.

Mr. Gillette said that is his understanding.

X. Harbormaster's Report

Mr. Uchytil said as the acting Harbormaster, last month's report is in the packet and can answer any questions. The recruitment is still out for the Harbormaster position and it will close January 17th.

Mr. Peterson asked if the removal of boulders from Echo Cove on the Harbormaster's report was done annually?

Mr. Uchytil said Docks & Harbors hired Miller Construction to place the largest boulders along the launch ramp to deter the beach access from ATV's lawless use. The boulders were moved by the ATV users and placed on the launch ramp in the way of boaters trying to launch their boats. Harbor staff had to go move them off the launch ramp again.

XI. Port Director's Report

Mr. Uchytil said in October, the president of AAHPA acknowledged Mr. Gillette as the Ports and Harbors Employee of the year. Mr. Uchytil read the citation. Mr. Uchytil said the online launch ramp permits were successful for the first year, and more permits were sold this year than last year.

Docks & Harbors is giving the option to patrons to go green. This is to receive their bills in an e-mail instead of a bill in the mail.

The Christmas boat lighting contest will be judged tomorrow and Saturday. Six are signed up so far.

Mr. Uchytil had Mr. Gillette show a video of the wave action against the poly propylene tubs. This is the design that will be used in Aurora Harbor.

Mr. Spickler asked Teena if there was a way to see what ramp the launch ramp permit holders are using?

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Ms. Scovill said that information is asked when they purchase an online launch ramp permit.

Mr. Logan said he went online and bought an online launch ramp permit. He did not like that he had to go to his e-mail to print his permit. He requested to have the permit printable just after purchase and not have to go to your e-mail to retrieve it.

Ms. Scovill said this is a work in progress.

Mr. Peterson asked Mr. Gillette what materials Docks & Harbors has to be used to replace the Marion Hobbs net float barge?

Mr. Gillette said Docks & Harbors has some Poly floats, which are big round poly pipes that have ends on them. Each poly float is two pieces that are connected with a structural plastic piece, and we have two floats. These are 50' long and approximately 15' wide. Docks & Harbors has a 65% drawing for a 50' x 50' net float, but we didn't have the money to move forward with this project. A similar project was done at Aurora Harbor using the poly floats and the deck over cost approximately \$50,000. Mr. Gillette said these floats are fairly light and would have concern with the wave action where the current net barge is located. This can all be looked at and get firm costs if the Board would like staff to look into it further.

Mr. Peterson said with the demand for the net float, and Marion Hobbs barge leaving, he didn't want this to be dropped. He would like this discussed at a later date at a OPS/CIP Committee meeting.

XII. Assembly Liaison Report- Absent

XIII. Committee Administrative Matters

- a. Operations/CIP Committee Meeting – Next meeting is January 23rd, 2014 in the Assembly Chambers at 5:00 p.m.
- b. Finance Committee Meeting – Next meeting is January 28th, 2014 in CBJ Room 224 at 5:00 p.m.
- c. Board Meeting – Next meeting is January 30th, 2014 in the Assembly Chambers at 5:30 p.m.

XIV. Adjournment

The regular Board Meeting adjourned at 6:40 p.m.

CBJ DOCKS & HARBORS BOARD
WORK SESSION MEETING MINUTES
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I. Call to Order.

Greg Busch called the meeting to order at in CBJ Assembly Chambers at 6:47 pm.

II. Roll.

The following members were in attendance: John Bush, Tom Donek, Robert Janes, David Logan, Michael Peterson, Budd Simpson, Scott Spickler, and Greg Busch.

Absent: Kevin Jardell

Also in attendance were: Carl Uchytel - Port Director

III. Approval of Agenda.

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

The motion passed without objection.

IV. Public Participation - None

V. Items for Action.

1. Docks & Harbors By-Laws work session.

Mr. Busch said he would like to update the by-laws that were last updated in 2005. He would like to go through and identify on a page by page items that need to be changed as well as items recommended for changing. Within the packet is a clean copy of the by-laws and one with recommended changes. He would like to change the things need to be changed and don't change the things that don't need to be changed. The by-laws with all the changes will then be brought back to the full board meeting for approval and have that document forwarded on to the Assembly for adoption. What isn't in the by-laws, the board falls back on the CBJ meeting rules and regulation.

Board Discussion

The Board members discussed and recommended changes that were all incorporated into the attached document.

Mr. Busch wanted the by-laws with all the changes brought to the January Board meeting for approval and then to the Assembly for adoption.

VI. Committee Administrative Matter - None

VII. Adjournment.

The meeting was adjourned at 8:13 p.m

**CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS**

ARTICLE I. NAME, DUTIES, AND POWERS

1. NAME. The governing body of the City and Borough of Juneau Docks and Harbors shall be known as the City and Borough of Juneau Docks and Harbors Board, hereafter referred to as the Board.
2. DUTIES AND POWERS OF THE BOARD. The duties and powers of the Board regarding the operation of the municipally owned and operated port and harbor facilities are established by Chapter 85.02 of the Code of the City and Borough of Juneau.

ARTICLE II. BOARD MEMBERSHIP AND APPOINTMENT

1. NUMBER OF DIRECTORS. The Board shall consist of nine (9) members.
2. APPOINTMENT. All Board members shall be appointed by the City and Borough of Juneau Assembly as provided by Section 85.02.010 of the Code of the City and Borough of Juneau.

A new member shall be seated immediately upon the call of the roll at the first Board meeting after the new member is appointed.

3. TERM OF APPOINTMENT. Board members shall be appointed for staggered three year terms and until their successor is appointed.
4. VACANCIES. When the conditions set forth in Section 85.02.030 of the Code of the City and Borough of Juneau occur, the Chair will notify the City and Borough Assembly that a vacancy exists.

Vacancies on the Board shall be filled by the City and Borough of Juneau Assembly as provided by Section 85.02.030 of the Code of the City and Borough of Juneau.

A member filling a vacancy shall be seated immediately upon the call of the roll at the first Board meeting after the new member is appointed.

5. MEMBERS. The duties and responsibilities of the Board members shall be as set forth in Sections 85.02.60, 85.02.63, and 85.02.65.

ARTICLE III. OFFICERS

1. OFFICERS. Officers of the Board shall consist of a Chair, Vice Chair and any other officers as the Board may from time to time deem necessary.
2. ELECTION OF OFFICERS. Officers shall be elected at the annual Board meeting or at such

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time as offices become vacant.

3. TERM. Each officer shall serve for a term to extend until the next annual Board meeting or until such time as they vacate the office.
4. REMOVAL. Any officer may be removed from his or her office by an affirmative vote of at least six (6) Board members at a meeting called for that purpose.
5. CHAIR. The Chair shall preside at all Board meetings.

The Chair shall assign tasks to Board members and committees and shall ensure that all business of the Board is carried out.

The Chair shall act as spokesperson for the Board and will have such other duties and responsibilities as delegated to him or her by the Board.

6. VICE CHAIR. The Vice Chair shall act as the Chair in the absence of the Chair.

~~The Vice Chair shall ensure that notice of all Board and committee meetings is given as required by these Bylaws.~~

~~The Vice Chair shall ensure that a written record of proceedings of any and all Board meetings shall be accurately prepared, maintained, and made available for public inspection.~~

ARTICLE IV. COMMITTEES

1. STANDING COMMITTEES. There shall be the following standing committees of the Board:

- * Finance
- * Operations & Planning
- * ~~Operation~~

The Chair shall appoint each Board member to serve on at least one standing committee. The Board Chair shall serve as a voting member of all standing Committees.

The Chair shall appoint a Board member to serve as the Chair of each standing committee. No Board member shall chair more than one standing committee.

Unless otherwise directed by the Chair, all standing committees will function at the direction of the appointed committee Chair.

2. SPECIAL COMMITTEES. The Board or the Chair may establish special committees to facilitate any Board business.

CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS

The Chair shall appoint two or more Board members and may appoint any individual that is not a member of the Board to serve on any special committee established.

The Chair shall appoint a Board member to serve as the Chair of each special committee.

Unless otherwise directed by the Chair, all special committees will function at the direction of the appointed committee Chair.

A special committee shall serve for a period of time or for the accomplishment of a particular task or tasks as determined by the Chair. No special committee shall serve beyond the annual Board meeting unless reconstituted by the newly elected Chair.

ARTICLE V. MEETINGS

1. REGULAR. The Board shall meet at least once each month at a place and time designated by the Board.

The Board may act on any matter within its authority at a regular or annual Board meeting whether or not such item was identified in the notice of the meeting.

2. ANNUAL. An annual meeting shall be held on the last Thursday of July each year.

The annual Board meeting may be postponed by the Board to a certain day.

At the annual meeting, a Chair, a vice Chair and other such officers as the Board shall deem necessary, shall be elected.

3. EXCUSED ABSENCES. Any absence of a member from a regular Board meeting shall be deemed unexcused unless the member is absent as a result of attending to official business on behalf of the Board, for extenuating medical reasons or for other significant cause, in which case the absence may be deemed excused by the Board Chair.

4. SPECIAL. Special Board meetings may be called at any time by the Chair or any three (3) Board members for good cause, which must be reaffirmed at the beginning of any special meeting.

Only business identified in the notice of the meeting may be transacted at a special Board meeting.

5. COMMITTEE. Committee meetings may be called at any time by a committee Chair or by a majority of the committee's membership.

Any topic or item may be discussed that falls within the purview of the committee's charge as determined by the Chair, committee Chair, or a majority of the committee's membership.

CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
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~~5. NOTICE. The Vice Chair shall be responsible for ensuring that staff provides notice of the time and place of a regular, annual, special, or committee meeting to each Board member and the general public.~~

~~— Notice of a special or committee meeting shall be given at least twenty-four (24) hours prior to the meeting. Notice of a regular or annual meeting shall be given at least seven (7) days prior to the meeting.~~

~~— Notice of a special meeting shall state the purpose of the meeting.~~

~~— It shall be the responsibility of Board members authorized to call a Board or committee meeting to notify the Vice Chair in sufficient time for the Vice Chair to ensure that timely notice is given.~~

6. QUORUM. For all Board meetings, a quorum shall consist of five (5) members in attendance or participating via telephone. For all committee meetings, a quorum shall consist of a minimum of **three (3)** voting committee members in attendance or participating via telephone.

7. ADJOURNMENT, CONTINUATION, AND POSTPONEMENT OF MEETINGS. If a quorum is not present at a meeting, the Chair or committee Chair may adjourn such meeting to a time and place he or she determines most appropriate; provided that notice of the time and place of the adjourned meeting shall be given to each Board or committee member and the general public at least twenty-four (24) hours prior to such meeting.

If a quorum is present at a meeting, such meeting may be continued or adjourned from day to day and no additional notice of such continuation or adjournment need be given.

8. VOTES. No person other than a Board member is entitled to vote at any Board or committee meeting, except appointed members of special committees within those committees.

Each Board member shall be entitled to one (1) vote. No proxy votes may be used to constitute a quorum, transact business, or otherwise. To register a vote, the Board member must be present at the meeting or participating via telephone at the time the vote is taken.

An affirmative vote of at least five (5) Board members is required for a main motion to pass the Board. An affirmative vote of the majority of committee membership is required for a main motion to pass a committee.

~~A motion for reconsideration will be acted upon at the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.~~

9. ORDER OF BUSINESS. The following order of business shall be observed at all regular, annual, or special Board meetings and committee meetings insofar as practicable or necessary:

Call to Order

CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS

Calling of the Roll
Port Director Request's for Agenda Changes
Public Participation on Non-agenda Items
Approval of the Previous Meeting Minutes
Consent Agenda
Items for Action
Items for Information
Staff, Committee and Member Reports
Board Administrative Matters
Adjournment

As the first order of business after the calling of the roll at the annual Board meeting or at the first regular or special meeting after an officer vacancy has been recognized by the Board, the Chair, Vice Chair and/or other officers shall be elected.

~~Except as provided above, all meetings shall be conducted in accordance with The Manual of Legislative Procedure (1979 Edition) by Paul Mason.~~

The Port Director may include under the consent agenda:

- A. Actions to Propose Regulations for Public Comment
- B. Bid awards that have received Committee concurrence
- C. Resolutions
- D. Other items requiring Board action which do not involve substantial public policy questions.

10. BOARD MEETINGS PUBLIC. All Board and committee meetings are open to the public, except that executive sessions may be held in accordance with AS 44.62.310.

11. CONFLICT OF INTEREST. No Board member shall vote or deliberate on any question in which he or she has a conflict of interest as defined by Chapter 01.45 of the Code of the City and Borough of Juneau.

Such a Board member shall not be counted in determining the quorum for such a vote.

~~—In cases where a conflict of interest is declared or deemed apparent by a majority of a quorum of the Board members, the Board shall vote to determine whether or not the Board member may participate in any discussion prior to any vote of the issue.~~

12. TELEPHONIC PARTICIPATION.

CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS

- A. A member ~~other than the Chair~~ may participate via telephone in a Board or Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Chair chooses to participate by teleconference, the Vice chair shall preside.
- B. No more than the first three members notifying the Board secretary regarding telephonic participation in a particular meeting may participate via telephone at any one meeting.
- C. The member shall notify the Board secretary ~~and the presiding officer~~, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend by telephone and shall provide the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.
- D. At the meeting, the Board or Committee secretary shall establish a telephone connection when the call to order is imminent.
- E. A member participating by telephone shall be counted as present for purposes of quorum, discussion, and voting.
- F. The member participating by telephone shall make every effort to participate in the entire meeting. From time to time during the meeting, the presiding officer shall confirm the connection.
- G. The member participating by telephone may ask to be recognized by the presiding officer to the same extent as any other member.
- ~~H. — To the extent reasonably practicable, the Board secretary shall provide backup materials to the members participating by telephone.~~
- H. If the telephone connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the Board secretary shall attempt to establish or restore the connection, provided that if the member participating by telephone is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the telephone connection is established or restored.
- I. Participation by the telephone shall be allowed only for regular, special, or committee meetings of the Board.
- ~~J. — Meeting times shall be expressed in Alaska time regardless of the time at the location of any member participating by telephone.~~
- ~~L. — Remarks by members participating by telephone shall be transmitted so as to be audible by all members of the public in attendance at the meeting, provided that in executive session the remarks shall be audible only to those included in the executive session.~~

**CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS**

J. Any member of the public present with the member participating by telephone shall be allowed to speak to the same extent he/she would if physically present at the meeting.

K. As used in these bylaws, “telephone” means any system for two-way communication.

ARTICLE VI. PUBLIC HEARINGS, RULES FOR PUBLIC PARTICIPATION, AND APPEALS

1. PUBLIC HEARINGS AND RULES FOR PUBLIC PARTICIPATION. The Board may hold public hearings in accordance with established City and Borough of Juneau procedures to take public or other testimony on any issue dealing with Board duties or responsibilities. Public testimony will be conducted according to the following rules, which will be available at the meeting:

A. The presiding chair of the meeting will conduct the hearing.

B. The presiding chair will open the hearing by summarizing its purposes and reemphasizing the rules of procedure.

C. The presiding chair may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time, and may for the same reason disallow all questions from the Board members to members of the public. A majority of the Board or Committee may extend the time limit. The time limit for individual speakers shall be uniform for all speakers and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the presiding officer may grant additional time to a person speaking on behalf of a group present at the meeting.

D. Citizens will be encouraged to submit written presentations and exhibits. Material submitted to the Port Director’s Office more than three business days before a meeting and comprising 10 pages or less will be eligible for copying for that meeting. Material submitted less than three days before a meeting will be distributed by the Port Director at the meeting provided the submission contains at least 15 copies.

E. The presiding officer will set forth the item to be discussed and will rule non-germane comments out of order.

F. All speakers, public, and members of the Board must be recognized by the presiding chair.

G. Members of the public will precede their remarks by stating their names, and unless otherwise allowed by the presiding chair, their place of residence.

H. Members of the Board will be recognized by their names.

I. Members of the Board will not direct questions to each other or to the chair during the

**CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS**

public participation except as to the conduct of the hearing.

J. Members of the Board may direct questions to a member of the public only to obtain clarification of material presented. The questions may not be argumentative, nor may they have the effect of unreasonably extending the time limit applicable to public speakers.

K. The public may direct questions to the Board or the administration. However, the Chair shall have discretion as to the appropriate manner and time for a response. In no case shall the Board engage in debate with the public.

L. The Port Director may participate in the same manner as members of the Board.

2. APPEALS TO THE BOARD. The Board will, in those instances allowed by the Code of the City and Borough of Juneau and under procedures established by the City and Borough of Juneau, hear and adjudicate public appeals regarding the application of Harbor rules, policies and procedures.

ARTICLE VII. PORT DIRECTOR

1. PORT DIRECTOR. The Port Director serves at the pleasure of the Board as identified in Section 85.02.080 of the Code of the City and Borough of Juneau.

The Port Director shall have the duties and responsibilities identified in Section 85.02.090, 85.02.110, and 85.02.130 of the Code of the City and Borough of Juneau.

ARTICLE VIII. EFFECTIVE DATE AND AMENDMENTS

1. EFFECTIVE DATE OF BYLAWS. These Bylaws, as amended, are effective XXXXXX, 2014.

2. AMENDMENTS. Any of these Bylaws may be amended by an affirmative vote of six (6) Board members at any regular or special meeting called for that reason.

3. ADDITIONAL PROVISIONS. Indemnification of Directors and Officers Each director and officer now or hereafter serving as such, shall be, and by virtue of this Bylaw provision hereby is, indemnified by the City and Borough of Juneau against any and all claims and liabilities to which they, their heirs, and personal representatives, have or shall become subject due to serving or having served as such director or officer, or neglected by them as such director or officer; and the City and Borough of Juneau shall reimburse each such person for all legal expenses (including attorney's fees) reasonably incurred by them in connection with any such claim or liability, provided, however, that no such person shall be indemnified against, or be reimbursed for any expense incurred in connection with, any claim or liability arising out of their own willful misconduct or gross negligence.

CITY AND BOROUGH OF JUNEAU
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The amount paid to any director or officer by way of indemnification shall not exceed their actual, reasonable, and necessary expenses incurred concerning the matter involved. The right of indemnification, herein above provided for, shall not be exclusive of any rights to which any director or officer may otherwise be entitled by law.



Port of Juneau

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

From: Carl Uchytel, Port Director
To: Docks & Harbors Board
Via: Docks & Harbors Operations & Planning Committee
Docks & Harbors Finance Committee
Date: January 20th, 2014
RE: PERSONNEL RECOMMENDATIONS

Harbor Technicians-

I propose adding two additional seasonal .50 FTEs (total of 1.0) to the Harbors enterprise operations beginning in April 2014. The total burdened annualize cost (total wages & benefits) per employee would be \$31,980. This would provide for one Harbor Technician at Aurora Harbor and one at Statter Harbor. In FY13, Harbor revenue operations exceeded Harbor expenditure by \$190,408, significant is that only a quarter of the raw fish tax (\$80K of the \$384K received in November 2013) was applied to the FY13 Harbor revenue ledger. The FY14 Harbor enterprise projection is for a \$425K operating surplus.

The Auke Bay Office is managed by an Operations & Maintenance Supervisor (OMS) with two year-round Harbor Officers. In the summer, three additional Harbor Officers (two seasonal's) are assigned. The OMS and summer staff of five maintains a presence seven days a week from 7 am to 9 pm at the Don D. Statter facility. The staff provides daily service out the road to Echo Cove and Amalga Harbor. Additionally, the ABLF now possesses a self-contained wash down pad and the expectation that the Auke Bay staff will provide expanded customer service responsibilities. The additional seasonal staff would augment the daily presence at the different facilities, washing boats, and managing parking lot operations.

The Aurora Harbor Office is overseen by the Harbormaster with a year round Operations Maintenance Supervisor (OMS), a Senior Harbor Officer, and three Harbor Officers. In the summer, the staffing level includes the OMS, two Harbor Officers, and two Harbor Technicians. The proposed additional third Harbor Technician would help with dock checks, daily maintenance of the downtown facilities and operations help to handle the increased volume of summer patrons, and cover expectations of extended hours.

Administrative Assistant –

I propose to reclassify the Administrative Assistant I year round position at Statter Harbor to an Administrative Assistant II. This change is due to this position working in the role of an Administrative Assistant II who solely maintains the office operations at Statter Harbor in the winter and assists with training and overseeing of seasonal employee work in the summer. This position assists with collection of fees and moorage charges from patrons, provides customer service in responding to questions

regarding CBJ harbor rules and regulations and handles in-office customer complaints. In addition to receiving and applying payments to accounts, and performing moorage calculations, the Statter Harbor Admin Assistant, performs account and billing reviews in FSM as well as clerical and administrative support duties. This person also manages charter documents and fees, as well as bus permits for Statter Harbor and manages the usage of the ABLF. The increase from the current position wages & benefits would be \$7,258 annually. This change would require approval from Human Resources and Risk Management Department to become effective.

Administrative Officer-

I propose filling the existing Administrative Officer position. This position would directly support the Port Director's Office including support to the Port Engineer and Deputy Port Engineer. Docks & Harbors has a need to staff this position again with the additional time consuming efforts needed in many administrative matters such as leases, budgetary requirements and anticipated contractual efforts in direct support of the numerous ongoing construction projects. The Administrative Officer total wages & benefits would be \$103,003. The Administrative Officer position has been budgeted, but not filled since September 2010. During this time the Port Secretary (originally an Administrative Assistant II) has picked up several of the extra duties and the Port Engineer has taken on some tasks the Administrative Officer performed. I am also contemplating assigning all Administrative Staff (both at Aurora and Statter Harbor) to report through the Administrative Officer.

#



January 8, 2014

PND 122055

Mr. Gary Gillette, AIA
Port Engineer
CBJ Docks and Harbors Department
155 South Seward Street
Juneau, Alaska 99801

Re: Aurora Harbor Rebuild, DH12-160
Additional Engineering Services Fee Proposal
Amendment No. 2

Dear Mr. Gillette:

PND Engineers, Inc. (PND) appreciates the opportunity to provide this fee proposal for additional engineering services on the Aurora Harbor Rebuild project as discussed at yesterday's design review meeting. The attached spreadsheet summarizes the additional scope and fees we anticipate for the requested work. We have revised the project schedule to reflect the additional design and permitting time needed. Critical to the schedule is receiving federal NWP authorization to conduct maintenance dredging at A Float. The permit application should be submitted as soon as possible as it is expected to take approximately 45 days to receive authorization under the NWP process. A longer review period will be required if the COE does not agree to the NWP process. Be advised that fees have only been included to prepare a NWP application.

Please let me know if we have perceived your needs appropriately for this additional work. We are available to commence immediately and look forward to working with the Docks and Harbors Department towards the successful completion of this moorage rebuild project at Aurora Harbor.

Sincerely,
PND Engineers, Inc. | Juneau Office

A handwritten signature in blue ink, appearing to read 'Dick Somerville', is written over a light blue rectangular background.

Dick Somerville, P.E.
Vice President

Enclosures



PND Engineers, Inc.
Aurora Harbor Rebuild
Engineering Services Fee Proposal January 8, 2014
PND Proposal No. 122055

Scope of Services

PND Senior Engineer VII	PND Senior Engineer VI	PND Senior Engineer III	PND Senior Engineer I	PND Staff Engineer V	PND Staff Engineer IV	PND Staff Engineer III	PND Tech V	PND Tech IV	PND CAD Designer V	Line Item Costs	Task Subtotal Costs
\$180.00	\$165.00	\$130.00	\$110.00	\$105.00	\$100.00	\$95.00	\$105.00	\$90.00	\$95.00		

Additional Engineering Services for Scope Expansion























1. South approach utility design updates and expanded site survey; Hotbox, fire hydrant relocation, sewer system freeze protection and relocation, fencing, mooring float water service, minor grading, drainage and paving adjustments.	2			4		40				12	\$5,940	
2. Gangway landing float redesign with wood frame heated enclosure on floats for sewer pump out and mobile cart.	4	12		56		12				32	\$13,100	
3. Approach dock and gangway hinge connection modifications due to relocated gangway & landing float.	2	4		18						8	\$3,760	
4. Conduct survey loop tie-in between FEMA FIRM monuments, local USACE monuments, local tidal datum and other survey data. Update all Aurora Harbor survey data and design drawings to reflect elevation updates from tidal datum and FEMA FIRM monuments, consequential minor design adjustments as needed.	2			8	8	18				4	\$4,260	
5. Maintenance dredge basin design to -22' MLLW at 4 stalls on end of A Float w/ upland disposal and no environmental sampling- prepare NWP permit application, design plans, specifications and material qty estimates - approx. 2,000 CY.	16				60	48				24	\$16,260	
6. Prepare final design review deliverables on above and meet with CBJ D&H.	2	2		2		2					\$1,110	\$44,430
Total Estimated Man-hours	28	18		88	68	120				80		

Estimated Third Party Expenses

Misc. Expenses	Reproduction and misc. consumables	\$250	
Haight & Associates	Electrical engineering for south approach hotbox, sewer enclosure on gangway landing and minor design updates	\$5,000	\$5,250
TOTAL FIXED FEE (FF)			\$49,680

**AURORA HAROR REBUILD - PH 1
PRELIMINARY PROJECT SCHEDULE
FLOATS A, B, C & D**

ID	Task Name	Start	Finish	2013																2014																2015					
				S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J				
1	Planning, Scoping, Pubic Involvement, CIP Mtg & Harbor Board Select Preferred Alternative	Mon 10/1/12	Wed 2/6/13																																						
2	Revise Design Scope - Engineering Contract NTP	Wed 2/6/13	Mon 4/29/13																																						
3	Predesign Investigations - Topographic Survey & Geotechnical	Fri 3/1/13	Wed 7/31/13																																						
4	35% Design Submittal	Fri 3/15/13	Fri 5/24/13																																						
5	CBJ Review 35% Documents & Public Mtg	Mon 5/27/13	Fri 7/26/13																																						
6	Prepare Permit Applications	Fri 6/7/13	Fri 7/26/13																																						
7	Agency Reviews and Permit Authorizations	Mon 7/29/13	Mon 9/30/13																																						
8	CIP & Harbor Board Mtgs/Final Float Layout Option Selection	Mon 7/29/13	Thu 8/29/13																																						
9	65% Design Submittal	Fri 8/30/13	Fri 9/20/13																																						
10	CBJ Review 65% Documents	Mon 9/23/13	Tue 11/5/13																																						
11	95% Final Design Submittal	Mon 9/30/13	Fri 12/13/13																																						
12	CBJ Review 95% Documents & Authorize Scope Mods.	Mon 12/16/13	Thu 1/9/14																																						
13	NWP Dredge Permit Applications & Agency Reviews	Fri 1/10/14	Fri 2/28/14																																						
14	Stamped Bid Ready Contract Docs	Fri 1/10/14	Fri 2/28/14																																						
15	Reproduce Plan Sets, Advertise & Open Construction Bids	Mon 3/3/14	Tue 4/1/14																																						
16	Assembly Award, Contract, NTP for Construction Contract(s)	Wed 4/2/14	Fri 4/18/14																																						
17	Submittals, Float Fabrication & Delivery	Mon 4/21/14	Fri 2/27/15																																						
18	On Site Construction	Wed 10/1/14	Fri 5/15/15																																						
19	Substantial Completion & Owner Occupy	Fri 5/15/15	Fri 5/15/15																																						

PND No. 122055 January 8, 2014	Task		Rolled Up Split		External Milestone		Duration-only		Progress	
	Split		Rolled Up Milestone		Inactive Task		Manual Summary Rollup		Deadline	
	Milestone		Rolled Up Progress		Inactive Milestone		Manual Summary			
	Summary		External Tasks		Inactive Summary		Start-only			
	Rolled Up Task		Project Summary		Manual Task		Finish-only			



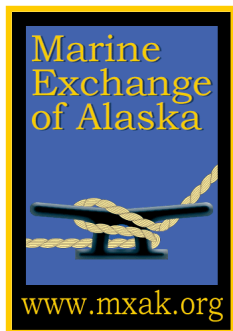
**City and Borough of Juneau
Docks & Harbors
MARINE SERVICES BUILDING
January 17th, 2014**

Issue: Docks & Harbors received a letter dated December 2nd, 2013 from the Alaska Marine Exchange requesting the Port Office enter into a 15-year tenant arrangement and to provide a lease on the CBJ property for construction of a “Marine Services Building”.

Background: Docks & Harbors was encouraged by CBJ leadership to develop the former “City Shop” property near the Juneau-Douglas Bridge for the purpose of relocating the Port Office to a new Marine Services Building. The vision, with a partnership with the Alaska Marine Exchange, was to construct a three floor, 10,000 sq foot, building suitable for the Alaska Marine Exchange, the Port Office and a ground floor “maritime interpretive center”. The estimated construction cost is approximately \$4M. Along with the proposed “Whale Project”, this facility would act to anchor the north end of the “Seawalk” to the downtown corridor. In September 2012, the Assembly approved Resolution 2628 establishing the Preferred Site Plan for the area near the Juneau-Douglas Bridge which includes the Whale Project and Docks & Harbors managed CBJ property for the proposed Marine Services Building.

Current Status: In 2013, the Alaska Marine Exchange received a \$1M Alaska legislative grant in support of a Marine Services Building. Docks & Harbors also applied for a \$3.3M US DOT TIGER grant in 2013 but was not successful and currently there are no known funding sources to support the design or construction of a Marine Services Building. The Port Office lease arrangement at the Seadrome Building is month-to-month at a rate of \$52K per year. Resolution 2628 suggests that Docks & Harbors manages the CBJ property where the building would be sited. CBJ Engineering, Lands & Resources, and Parks & Recreation are actively engaged with the Whale Project committee to plan and develop facilities necessary for the successful siting of the sculpture and management of the facilities.

Recommendation: Alaska Marine Exchange is now in a leadership role in moving forward and is seeking commitment from CBJ for development of the Marine Services Building. I recommend Docks & Harbors enter into a 15-year lease agreement to the purposes of relocating the Port Office to the proposed facility to be built and managed by the Alaska Marine Exchange. However, given the multitude of details necessary for the entire property to be effectively developed (i.e. management of the sculpture, maritime interpretive center, rest rooms, parking, seawalk, etc), I recommend Docks & Harbors refer the real property lease to the CBJ Manager for coordination. However, Docks & Harbors should retain the property management responsibilities north of the Juneau-Douglas Bridge and remain an advocate for the project in partnership with the Alaska Marine Exchange.



*Safe, Secure, Efficient and Environmentally Responsible
Maritime Operations*

1000 Harbor Way, Suite 204, Juneau, Alaska 99801
Ph: (907) 463-2607 Fax: (907) 463-2593

December 2, 2013

Captain Carl Uchityl
Port Director
City and Borough of Juneau
155 South Seward Street
Juneau, Alaska 99801

Dear Captain Uchityl,

I request an opportunity for the Marine Exchange of Alaska to address the Docks and Harbor Board regarding the Alaska Maritime Center that we seek to have constructed on Docks and Harbor's property in 2016.

Specifically, we are seeking the Board's commitment to aid in this waterfront project to come to fruition through providing a long term lease of the property and as a paying tenant of the spaces occupied by the Port.

As the Marine Exchange of Alaska continues to secure support and funding for this Maritime Center in Juneau we find the Port's commitment will aid the business model for funding the construction and maintenance of the building. A letter from the Port indicating intent to be the second floor tenant at the prevailing market rate for 15 years will help us secure the loans needed to provide the balance of funds needed for this project.

This winter we will be applying some of the State funds provided to the Marine Exchange for building the Alaska Maritime Center towards engineering design services that will provide plans that will accommodate the Port's office needs and requirements, as well as the maritime interpretative center and the Marine Exchange's spaces. When completed, the Center will serve as a professional venue for maritime conferences, meetings and presentations as well as an improved work environment for Port employees. It will also showcase the diverse Alaska maritime trades and opportunities for Alaskans.

I request the Marine Exchange have an opportunity to present and expound upon this request to the Juneau Docks and Harbor Board at their next scheduled meeting.

Regards,

Captain Ed Page, USCG (Ret)
Executive Director
Marine Exchange of Alaska

Presented by: The Manager
Introduced: 09/17/2012
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2628

A Resolution Expressing Assembly Support for the Location of "The Whale Project," a Sculpture of a Breaching Humpback Whale, in the Vicinity of the Former City Shop Under the Juneau-Douglas Bridge.

WHEREAS, the Assembly, at its August 6, 2007, regular meeting expressed its support for the breaching humpback whale sculpted by Skip Wallen ("The Whale Project") as an appropriate way to commemorate the 50th anniversary of statehood, and authorized the Manager to:

- (1) accept and maintain The Whale Project on behalf of the City and Borough of Juneau;
- (2) approve the placement of the sculpture in Marine Park; and
- (3) prepare the site to receive and properly position the sculpture, subject to an engineering evaluation and the normal City and Borough budgeting process; and

WHEREAS, potentially competing uses and space configuration make placement of the whale sculpture at Marine Park impractical; and

WHEREAS, the Docks and Harbors Board and the Parks and Recreation Advisory Committee have both approved a Preferred Site Plan for the former City Shop location under the Juneau-Douglas Bridge, which includes The Whale Project.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. The Assembly expresses its support for the Preferred Site Plan in the vicinity of the former City Shop under the Juneau-Douglas Bridge, and the inclusion of The Whale Project.

Section 2. The Assembly reaffirms its authorization to the Manager to:

- (a) accept and maintain The Whale Project on behalf of the City and Borough of Juneau; and
- (b) prepare the site to receive and properly position the sculpture, subject to an engineering evaluation and the City and Borough budgeting process.

Section 3. Effective Date. This resolution shall be effective immediately upon adoption.

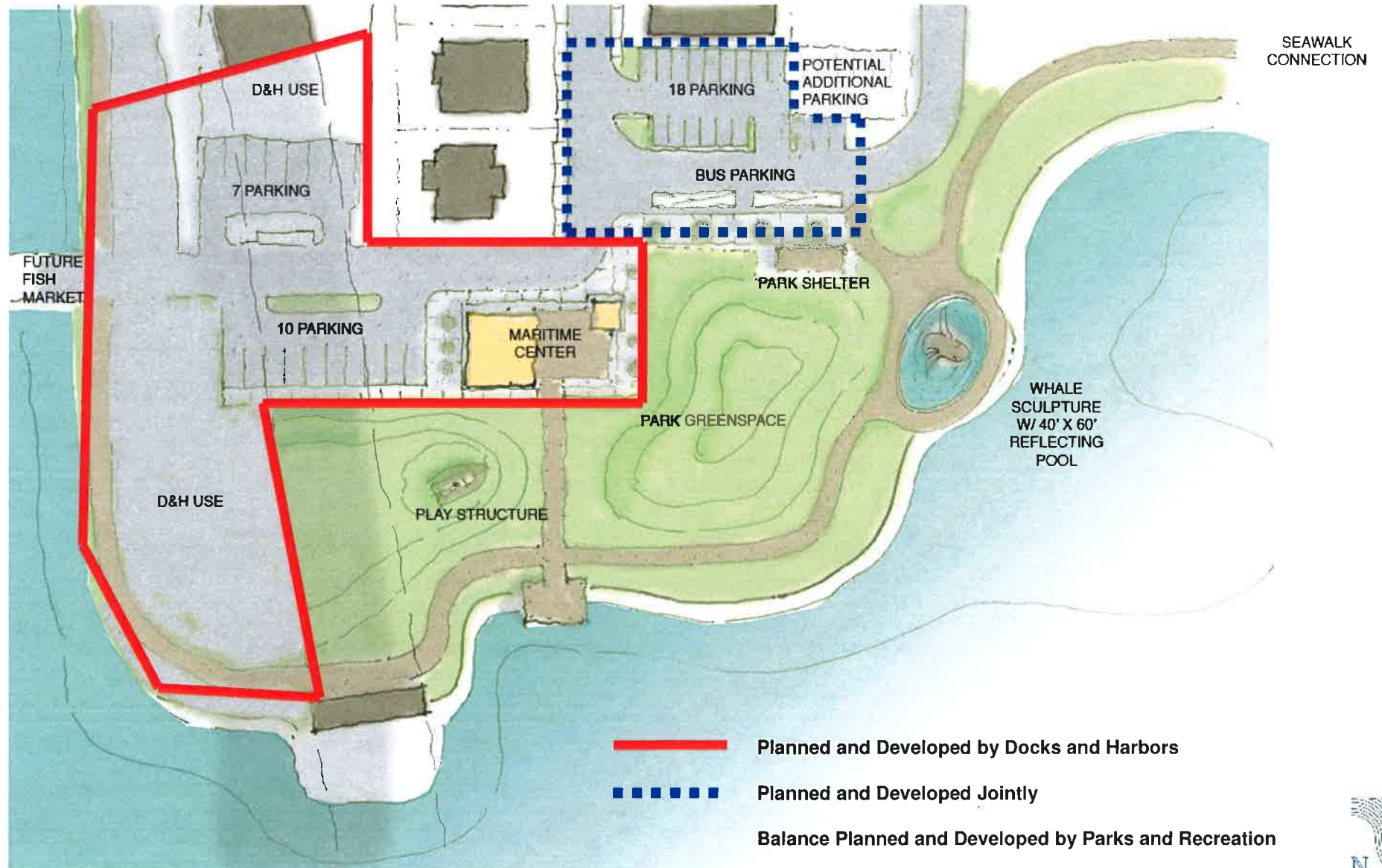
Adopted this 17th day of September, 2012.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

PREFERRED SITE PLAN



Programming for a New Maritime Center

**CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS**

ARTICLE I. NAME, DUTIES, AND POWERS

1. NAME. The governing body of the City and Borough of Juneau Docks and Harbors shall be known as the City and Borough of Juneau Docks and Harbors Board, hereafter referred to as the Board.
2. DUTIES AND POWERS OF THE BOARD. The duties and powers of the Board regarding the operation of the municipally owned and operated port and harbor facilities are established by Chapter 85.02 of the Code of the City and Borough of Juneau.

ARTICLE II. BOARD MEMBERSHIP AND APPOINTMENT

1. NUMBER OF DIRECTORS. The Board shall consist of nine (9) members.
2. APPOINTMENT. All Board members shall be appointed by the City and Borough of Juneau Assembly as provided by Section 85.02.010 of the Code of the City and Borough of Juneau.

A new member shall be seated immediately upon the call of the roll at the first Board meeting after the new member is appointed.

3. TERM OF APPOINTMENT. Board members shall be appointed for staggered three year terms and until their successor is appointed.
4. VACANCIES. When the conditions set forth in Section 85.02.030 of the Code of the City and Borough of Juneau occur, the Chair will notify the City and Borough Assembly that a vacancy exists.

Vacancies on the Board shall be filled by the City and Borough of Juneau Assembly as provided by Section 85.02.030 of the Code of the City and Borough of Juneau.

A member filling a vacancy shall be seated immediately upon the call of the roll at the first Board meeting after the new member is appointed.

5. MEMBERS. The duties and responsibilities of the Board members shall be as set forth in Sections 85.02.60, 85.02.63, and 85.02.65.

ARTICLE III. OFFICERS

1. OFFICERS. Officers of the Board shall consist of a Chair, Vice Chair and any other officers as the Board may from time to time deem necessary.
2. ELECTION OF OFFICERS. Officers shall be elected at the annual Board meeting or at such

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time as offices become vacant.

3. TERM. Each officer shall serve for a term to extend until the next annual Board meeting or until such time as they vacate the office.
4. REMOVAL. Any officer may be removed from his or her office by an affirmative vote of at least six (6) Board members at a meeting called for that purpose.
5. CHAIR. The Chair shall preside at all Board meetings.

The Chair shall assign tasks to Board members and committees and shall ensure that all business of the Board is carried out.

The Chair shall act as spokesperson for the Board and will have such other duties and responsibilities as delegated to him or her by the Board.

6. VICE CHAIR. The Vice Chair shall act as the Chair in the absence of the Chair.

ARTICLE IV. COMMITTEES

1. STANDING COMMITTEES. There shall be the following standing committees of the Board:

- * Finance
- * Operations & Planning

The Chair shall appoint each Board member to serve on at least one standing committee. The Board Chair shall serve as a voting member of all standing Committees.

The Chair shall appoint a Board member to serve as the Chair of each standing committee. No Board member shall chair more than one standing committee.

Unless otherwise directed by the Chair, all standing committees will function at the direction of the appointed committee Chair.

2. SPECIAL COMMITTEES. The Board or the Chair may establish special committees to facilitate any Board business.

The Chair shall appoint two or more Board members and may appoint any individual that is not a member of the Board to serve on any special committee established.

The Chair shall appoint a Board member to serve as the Chair of each special committee.

Unless otherwise directed by the Chair, all special committees will function at the direction of the

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appointed committee Chair.

A special committee shall serve for a period of time or for the accomplishment of a particular task or tasks as determined by the Chair. No special committee shall serve beyond the annual Board meeting unless reconstituted by the newly elected Chair.

ARTICLE V. MEETINGS

1. **REGULAR.** The Board shall meet at least once each month at a place and time designated by the Board.

The Board may act on any matter within its authority at a regular or annual Board meeting whether or not such item was identified in the notice of the meeting.

2. **ANNUAL.** An annual meeting shall be held on the last Thursday of July each year.

The annual Board meeting may be postponed by the Board to a certain day.

At the annual meeting, a Chair, a vice Chair and other such officers as the Board shall deem necessary, shall be elected.

3. **EXCUSED ABSENCES.** Any absence of a member from a regular Board meeting shall be deemed unexcused unless the member is absent as a result of attending to official business on behalf of the Board, for extenuating medical reasons or for other significant cause, in which case the absence may be deemed excused by the Board Chair.

4. **SPECIAL.** Special Board meetings may be called at any time by the Chair or any three (3) Board members for good cause, which must be reaffirmed at the beginning of any special meeting.

Only business identified in the notice of the meeting may be transacted at a special Board meeting.

5. **COMMITTEE.** Committee meetings may be called at any time by a committee Chair or by a majority of the committee's membership.

Any topic or item may be discussed that falls within the purview of the committee's charge as determined by the Chair, committee Chair, or a majority of the committee's membership.

6. **QUORUM.** For all Board meetings, a quorum shall consist of five (5) members in attendance or participating via telephone. For all committee meetings, a quorum shall consist of a minimum of three (3) voting committee members in attendance or participating via telephone.

7. **ADJOURNMENT, CONTINUATION, AND POSTPONEMENT OF MEETINGS.** If a quorum is not present at a meeting, the Chair or committee Chair may adjourn such meeting to a time and place

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he or she determines most appropriate; provided that notice of the time and place of the adjourned meeting shall be given to each Board or committee member and the general public at least twenty-four (24) hours prior to such meeting.

If a quorum is present at a meeting, such meeting may be continued or adjourned from day to day and no additional notice of such continuation or adjournment need be given.

8. VOTES. No person other than a Board member is entitled to vote at any Board or committee meeting, except appointed members of special committees within those committees.

Each Board member shall be entitled to one (1) vote. No proxy votes may be used to constitute a quorum, transact business, or otherwise. To register a vote, the Board member must be present at the meeting or participating via telephone at the time the vote is taken.

An affirmative vote of at least five (5) Board members is required for a main motion to pass the Board. An affirmative vote of the majority of committee membership is required for a main motion to pass a committee.

9. ORDER OF BUSINESS. The following order of business shall be observed at all regular, annual, or special Board meetings and committee meetings insofar as practicable or necessary:

- Call to Order
- Calling of the Roll
- Port Director Request's for Agenda Changes
- Public Participation on Non-agenda Items
- Approval of the Previous Meeting Minutes
- Consent Agenda
- Items for Action
- Items for Information
- Staff, Committee and Member Reports
- Board Administrative Matters
- Adjournment

As the first order of business after the calling of the roll at the annual Board meeting or at the first regular or special meeting after an officer vacancy has been recognized by the Board, the Chair, Vice Chair and/or other officers shall be elected.

The Port Director may include under the consent agenda:

- A. Actions to Propose Regulations for Public Comment
- B. Bid awards that have received Committee concurrence
- C. Resolutions

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D. Other items requiring Board action which do not involve substantial public policy questions.

10. BOARD MEETINGS PUBLIC. All Board and committee meetings are open to the public, except that executive sessions may be held in accordance with AS 44.62.310.

11. CONFLICT OF INTEREST. No Board member shall vote or deliberate on any question in which he or she has a conflict of interest as defined by Chapter 01.45 of the Code of the City and Borough of Juneau.

Such a Board member shall not be counted in determining the quorum for such a vote.

12. TELEPHONIC PARTICIPATION.

A. A member may participate via telephone in a Board or Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Chair chooses to participate by teleconference, the Vice chair shall preside.

B. No more than the first three members notifying the Board secretary regarding telephonic participation in a particular meeting may participate via telephone at any one meeting.

C. The member shall notify the Board secretary, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend by telephone and shall provide the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.

D. At the meeting, the Board or Committee secretary shall establish a telephone connection when the call to order is imminent.

E. A member participating by telephone shall be counted as present for purposes of quorum, discussion, and voting.

F. The member participating by telephone shall make every effort to participate in the entire meeting. From time to time during the meeting, the presiding officer shall confirm the connection.

G. The member participating by telephone may ask to be recognized by the presiding officer to the same extent as any other member.

H. If the telephone connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the Board secretary shall attempt to establish or restore the connection, provided that if the member participating by telephone is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the telephone connection is established or restored.

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I. Participation by the telephone shall be allowed only for regular, special, or committee meetings of the Board.

J. Any member of the public present with the member participating by telephone shall be allowed to speak to the same extent he/she would if physically present at the meeting.

K. As used in these bylaws, “telephone” means any system for two-way communication.

ARTICLE VI. PUBLIC HEARINGS, RULES FOR PUBLIC PARTICIPATION, AND APPEALS

1. PUBLIC HEARINGS AND RULES FOR PUBLIC PARTICIPATION. The Board may hold public hearings in accordance with established City and Borough of Juneau procedures to take public or other testimony on any issue dealing with Board duties or responsibilities. Public testimony will be conducted according to the following rules, which will be available at the meeting:

A. The presiding chair of the meeting will conduct the hearing.

B. The presiding chair will open the hearing by summarizing its purposes and reemphasizing the rules of procedure.

C. The presiding chair may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time, and may for the same reason disallow all questions from the Board members to members of the public. A majority of the Board or Committee may extend the time limit. The time limit for individual speakers shall be uniform for all speakers and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the presiding officer may grant additional time to a person speaking on behalf of a group present at the meeting.

D. Citizens will be encouraged to submit written presentations and exhibits. Material submitted to the Port Director’s Office more than three business days before a meeting and comprising 10 pages or less will be eligible for copying for that meeting. Material submitted less than three days before a meeting will be distributed by the Port Director at the meeting provided the submission contains at least 15 copies.

E. The presiding officer will set forth the item to be discussed and will rule non-germane comments out of order.

F. All speakers, public, and members of the Board must be recognized by the presiding chair.

G. Members of the public will precede their remarks by stating their names, and unless otherwise allowed by the presiding chair, their place of residence.

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H. Members of the Board will be recognized by their names.

I. Members of the Board will not direct questions to each other or to the chair during the public participation except as to the conduct of the hearing.

J. Members of the Board may direct questions to a member of the public only to obtain clarification of material presented. The questions may not be argumentative, nor may they have the effect of unreasonably extending the time limit applicable to public speakers.

K. The public may direct questions to the Board or the administration. However, the Chair shall have discretion as to the appropriate manner and time for a response. In no case shall the Board engage in debate with the public.

L. The Port Director may participate in the same manner as members of the Board.

2. APPEALS TO THE BOARD. The Board will, in those instances allowed by the Code of the City and Borough of Juneau and under procedures established by the City and Borough of Juneau, hear and adjudicate public appeals regarding the application of Harbor rules, policies and procedures.

ARTICLE VII. PORT DIRECTOR

1. PORT DIRECTOR. The Port Director serves at the pleasure of the Board as identified in Section 85.02.080 of the Code of the City and Borough of Juneau.

The Port Director shall have the duties and responsibilities identified in Section 85.02.090, 85.02.110, and 85.02.130 of the Code of the City and Borough of Juneau.

ARTICLE VIII. EFFECTIVE DATE AND AMENDMENTS

1. EFFECTIVE DATE OF BYLAWS. These Bylaws, as amended, are effective XXX, 2014.

2. AMENDMENTS. Any of these Bylaws may be amended by an affirmative vote of six (6) Board members at any regular or special meeting called for that reason.

3. ADDITIONAL PROVISIONS. Indemnification of Directors and Officers Each director and officer now or hereafter serving as such, shall be, and by virtue of this Bylaw provision hereby is, indemnified by the City and Borough of Juneau against any and all claims and liabilities to which they, their heirs, and personal representatives, have or shall become subject due to serving or having served as such director or officer, or neglected by them as such director or officer; and the City and Borough of Juneau shall reimburse each such person for all legal expenses (including attorney's fees) reasonably

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incurred by them in connection with any such claim or liability, provided, however, that no such person shall be indemnified against, or be reimbursed for any expense incurred in connection with, any claim or liability arising out of their own willful misconduct or gross negligence.

The amount paid to any director or officer by way of indemnification shall not exceed their actual, reasonable, and necessary expenses incurred concerning the matter involved. The right of indemnification, herein above provided for, shall not be exclusive of any rights to which any director or officer may otherwise be entitled by law.



Port of Juneau

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

From: *Carl Uchytel*
Carl Uchytel, Port Director
To: Docks & Harbors Board
Date: November 19th, 2013
RE: ALASKA GLACIER SEAFOODS (AGS) ACCESS TO ABLF

During the summer of 2012 and 2013, Docks & Harbors has issued an amendment to the Alaska Glacier Seafoods 2010 lease agreement. This leased parcel is located on the Docks & Harbors managed Auke Bay Loading Facility and adjacent to the AGS processing plant. The amendment enables AGS to access their processing plant through the Auke Bay Loading Facility at no charge.

A consultant for AGS (SeaFisk Consulting & Management) in a letter dated August 27th, 2013 requests Docks & Harbors examine options for a longer term solution allowing access for AGS. At the Operations/CIP Committee Meeting of November 14th, the Committee was provided a “review of the record” of Docks & Harbors Committee, Board and Assembly actions pertaining to this lease. The Committee recommends proceeding with action to continue access but did not indicate a desire to make the decision permanent.

The Committee expressed concerns about decisions which could limit Docks & Harbors’ ability to achieve the ABLF full potential if encumbered by what amounts to an easement. AGS was encouraged to continue to pursue better access to their facility by petitioning ADOT to improve egress to Glacier Highway. The Committee was also receptive in supporting AGS’s long term expansion plans, when they become available.

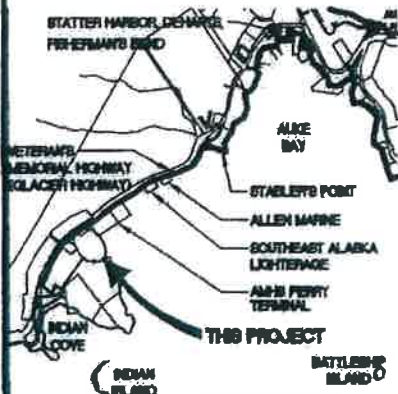
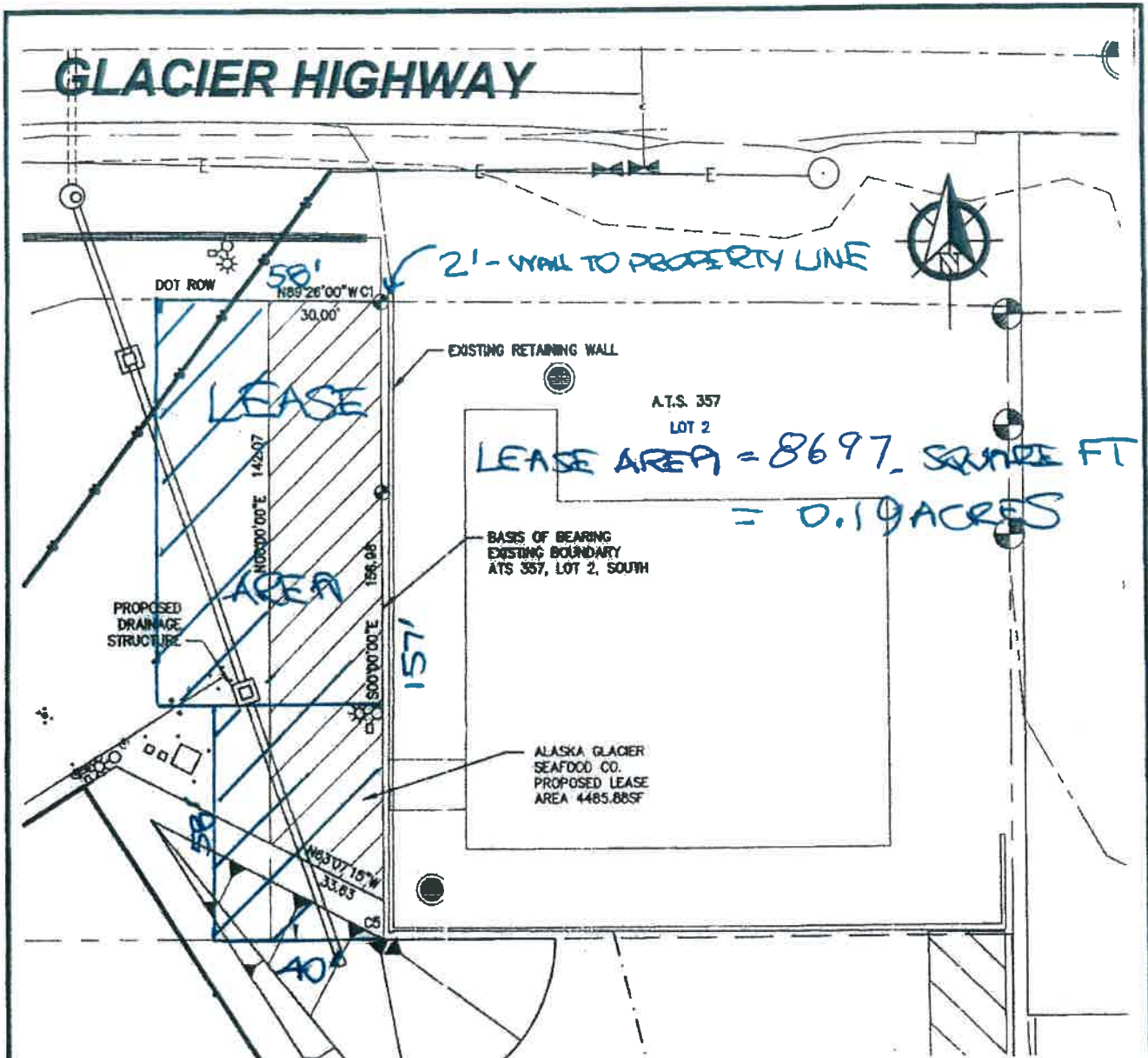
The following motion was approved:

FORWARD TO THE BOARD THAT WE RECOMMEND TO CONTINUE WITH THE TEMPORARY AMMENDMENT TO AGS’ 2010 LEASE AGREEMENT, ALLOWING ACCESS TO THE ABLF FOR UP TO 3 MORE YEARS DURATION.

Should the Board affirm the above decision, I will work with CBJ Law and AGS/SeaFisk to draft an appropriate lease amendment for Board approval before the 2014 summer season.

#

AGS PROPOSED LEASE AREA



VICINITY MAP

SCALE IN MILES



SCALE IN FEET



SITE PLAN

Date Prepared: 12/14/07 Applicant's Name: JOHN STONE, CBJ PORT DIRECTOR

EXHIBIT A

GLACIER SEAFOOD PROCESSING LEASE

Scale: 1" = 40'

SHEET 1 OF 1

FILE #



DOCKS & HARBORS
 155 S. Seward St.
 Juneau, AK 99801
 (907) 586-5255 tel
 (907) 586-2507 fax
www.juneau.org/harbors/

Moorage Rates

DOUGLAS, HARRIS AND AURORA HARBORS		
	Effective thru June 30, 2014	Effective July 1, 2014
Skiff	\$580 per year	\$590 per year
Daily	53¢ per foot	54¢ per foot
Monthly	\$4.15 per foot	\$4.20 per foot
Annual (July 1 – June 30)	5% discount on 12-month advanced payment	5% discount on 12-month advanced payment

STATTER HARBOR		
	Effective thru June 30, 2014	Effective July 1, 2014
Skiff	\$580 per year	\$590 per year
Daily Moorage	53¢ per foot	54¢ per foot
Monthly	\$6.95 per foot	\$7.05 per foot
Annual (July 1 – June 30)	5% discount on 12-month advanced payment	5% discount on 12-month advanced payment
Reservations (May 1 – Sept 30)	Fishing Vessels Other Vessels <65' Other Vessels ≥ 65' Other Vessels ≥200'	0.75¢ per foot \$1.50 per foot per day \$2.50 per foot per day \$3.00 per foot per day

INTERMEDIATE VESSEL FLOAT (IVF)		
	Effective thru June 30, 2014	Effective July 1, 2014
Daily (Oct. 1 – Apr. 30)	53¢ per foot	54¢ per foot
Monthly (Oct. 1 – Apr. 30)	\$4.15 per foot	\$4.20 per foot
Reservations (May 1 – Sept 30)	Fishing Vessels Other Vessels <65' Other Vessels ≥ 65' Other Vessels ≥200'	0.75¢ per foot \$1.50 per foot per day \$2.50 per foot per day \$3.00 per foot per day

Residence Surcharge

Per Month	\$69 +\$23/person above four persons
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- A 5% City & Borough of Juneau sales tax may apply to all fees
- Disclaimer – The above rates do not take the place of the published fee regulations. For additional information, see the Harbormaster.

Launch Ramp Rates

Recreational – Year (includes Kayaks)	\$90
Recreational – Day	\$14
Commercial – Year	\$225
Freight Use – Personal	Up to ¼ hour – no charge Over ¼ hour: \$15 per ½ hour of use beyond ¼ hour with \$15 min. charge
Freight Use – Commercial	Up to ½ hour \$30 Over ½ hour \$30 + \$1.50 for each minute beyond ½ hour

Parking Rates

Douglas, Harris, Aurora Harbors	Free w/ permit (permits available at Aurora Harbormaster's office)
Statter Harbor – Summer (May, June, July, August, September)	\$1 per hour/\$5 per calendar day / \$75 per calendar month
Statter Harbor – Winter (October through April)	Free w/ permit (permits available at Statter Harbormaster's office)

Shorepower

Connection Type	Daily Fee
20 amp	\$4.80
30 amp	\$7.20
50 amp	\$24.00
100 amp/208 volt	\$48.00

Connection Type	Summer Liveaboard Monthly	Summer Non-Liveaboard Monthly
20 and 30 amp	\$90.00	\$54.00
50 amp	\$180.00	\$108.00
100 amp/208 volt	\$420.00	\$252.00

Connection Type	Winter Liveaboard Monthly	Winter Non-Liveaboard Monthly
20 amp	\$120.00	\$72.00
30 amp	\$162.00	\$96.00
50 amp	\$300.00	\$180.00
100 amp/208 volt	\$720.00	\$420.00

Services Provided

Power

Potable water (Year round downtown and Statter A&B Floats)

Restrooms (Auke Bay & Aurora)

Showers (Statter Harbor, Harbor Washboard, Augustus Brown Pool)

Free Sewage pump-out (Douglas, Harris, and Statter)



ENGINEERS, INC.

January 30, 2014

PND 142013.01

Carl Uchtyl, P.E.
Port Director
CBJ Docks & Harbors Department
155 South Seward Street
Juneau, Alaska 99801

**Subject: Statter Harbor Moorage Facility
C-Float Damage – Condition Assessment**

Dear Mr. Uchtyl:

The following report is a summary of the condition assessment performed by PND Engineers, Inc. (PND) for the concrete float damage along C-Float mainwalk at Statter Harbor. The report includes recommendations to address the conditions noted, and provides a rough order magnitude (ROM) cost estimate for recommended repairs and/or component replacement. Specific designs necessary for a temporary repair and permanent repair of the float units are not included in this letter.

Float System Description:

The float system was constructed in 1987 from modular concrete floats that are post-tensioned with steel cables. The post-tensioned steel cables terminate at “intermediate tensioning” float units (ITU’s) which are bolted together. A pair of ITU’s is located approximately midway along the mainwalk of C-Float. Three, 8ft-wide x 122ft-long finger floats and one, 12ft-wide x 122ft-long finger float extend off the southwest side of the C-Float mainwalk. The float system is moored with a series of steel chains and concrete block anchors.

Inspection Observations:

The following conditions were observed:

- Two float modules near the intersection of the first finger float along C-Float mainwalk are damaged (see Figures 1 & 2). Damage to the first module was discovered on Friday, January 17th, while the second module was found damaged on Saturday, January 18th. Both float modules have crushed in compression along the axis that runs parallel to the post-tensioned steel cables.

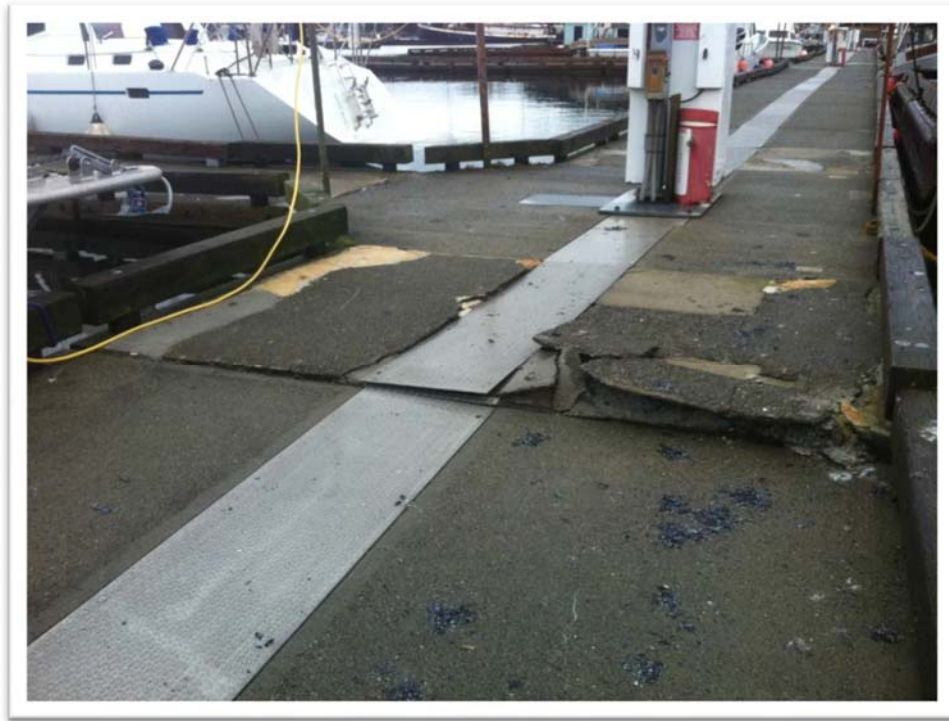


Figure 1: Crushed Float Module #1



Figure 2: Crushed Float Module #2

- As illustrated in the photos above, the damaged float modules had experienced previous damage to their top surfaces that required surface repairs to be done by the harbor staff. This damage has led to further degradation of these floats over the last few years. PND noted their concerns with these float modules and other similar modules that were degrading throughout the harbor in the “Statter Harbor Moorage Improvements 65% Design Review Letter” dated October 31, 2011. The paragraph is quoted below:

“CBJ has communicated to PND the desire to have damaged concrete deck surfaces repaired as part of this project. After having mapped the locations of the damaged float units, it became obvious that a pattern exists regarding the location of the damaged concrete surfaces. All float units with damaged deck surfaces are immediately adjacent to float units that are connected to anchor chains. Also, it was noted that the majority of the float units connected to anchor chains have noticeably lower freeboard, indicating they are being pulled downward. The preliminary results of PND’s geotechnical investigation revealed the existing soils beneath the float system are primarily soft marine sediments. It is very possible that the anchors have settled over time, thus pulling the floats downward at the connection locations. This, coupled with the original post-tensioning connection details, has caused an excessive amount of compression in the tops of these float units, causing the concrete deck surfaces to fail. While the concrete deck surfaces can be repaired, we cannot guarantee that these repairs will be successful due to our predicted cause of the failure.”



Figure 3: Previous Damage to Float Deck Prior to Failure (Photo taken in 2011)

- At high tide on January 19th & 20th, the CBJ conducted an ROV video inspection of the chain and anchor system near the damaged float modules. The video revealed that both anchor chains were taut exhibiting virtually a straight-line profile between the float and the anchor below. Also, the anchors

appear to be situated in their original positions (at mudline). Both the chains and anchors appear to be in good condition with little settlement at the concrete block anchors.

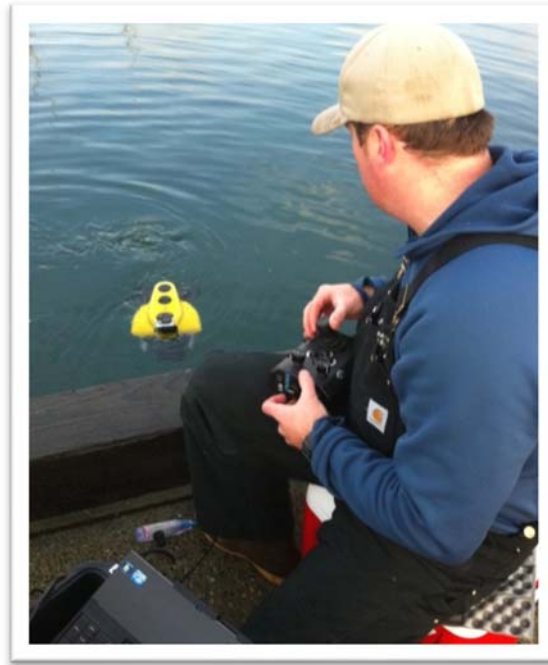


Figure 4: ROV Underwater Video Assessment

Structural Assessment:

Although the ROV video showed the anchors have not settled appreciably, the video did show the anchor chains taut at high tide, and this tension in the chains is causing large, downward forces on the anchored float modules. These chains were likely pulled this tight when the facility was originally built, and we believe this has led to additional, unanticipated stresses in the float modules adjacent to these anchor locations. As a result, the float modules are deteriorating sooner than anticipated in these locations. Prior to the recent damage of these floats, deterioration could be seen by the cracking and spalling of the concrete deck over the course of many years. As a result of this cracking and spalling, saltwater has been able to permeate more readily into the concrete and around the rebar mesh causing the mesh to corrode and rust. Rusty steel expands, causing the surrounding concrete to crack further, which in turn allows more water penetration. All of these factors have contributed to a significant loss of strength in the concrete over time.

In addition, there was a strong wind that blew from the southwest on the night of January 14-15th. Data from the Point Retreat weather station showed consistent wind speeds of 28 knots (32mph), with gusts up to 40 knots (46 mph). As a result, 2½ -3 foot high waves were generated in the Auke Bay area. This same wind storm resulted in severe damage to the DOT&PF breakwater in Gustavus. Winds originating from the southwest and the west have historically resulted in the largest forces on the harbor systems in Auke Bay. This wind storm would have put pressure on the boats moored in the harbor, and these boats would have pulled hard against the bullrails, increasing stress in the float system. At the same time, the waves would have also put additional stress on the float system, especially at high tide. These stresses most likely exceeded the strength capacity of the concrete float modules in their current condition causing them to fail. This failure may not have been obvious the day after the storm, but continual wind, wave and tide action within the harbor, along with the pre-existing stress in the floats from the post-tensioned design, led to continual degradation of the float

modules that resulted in the deck uplift and concrete crushing/spalling that the harbor staff noted on the mornings of January 16th and 17th.

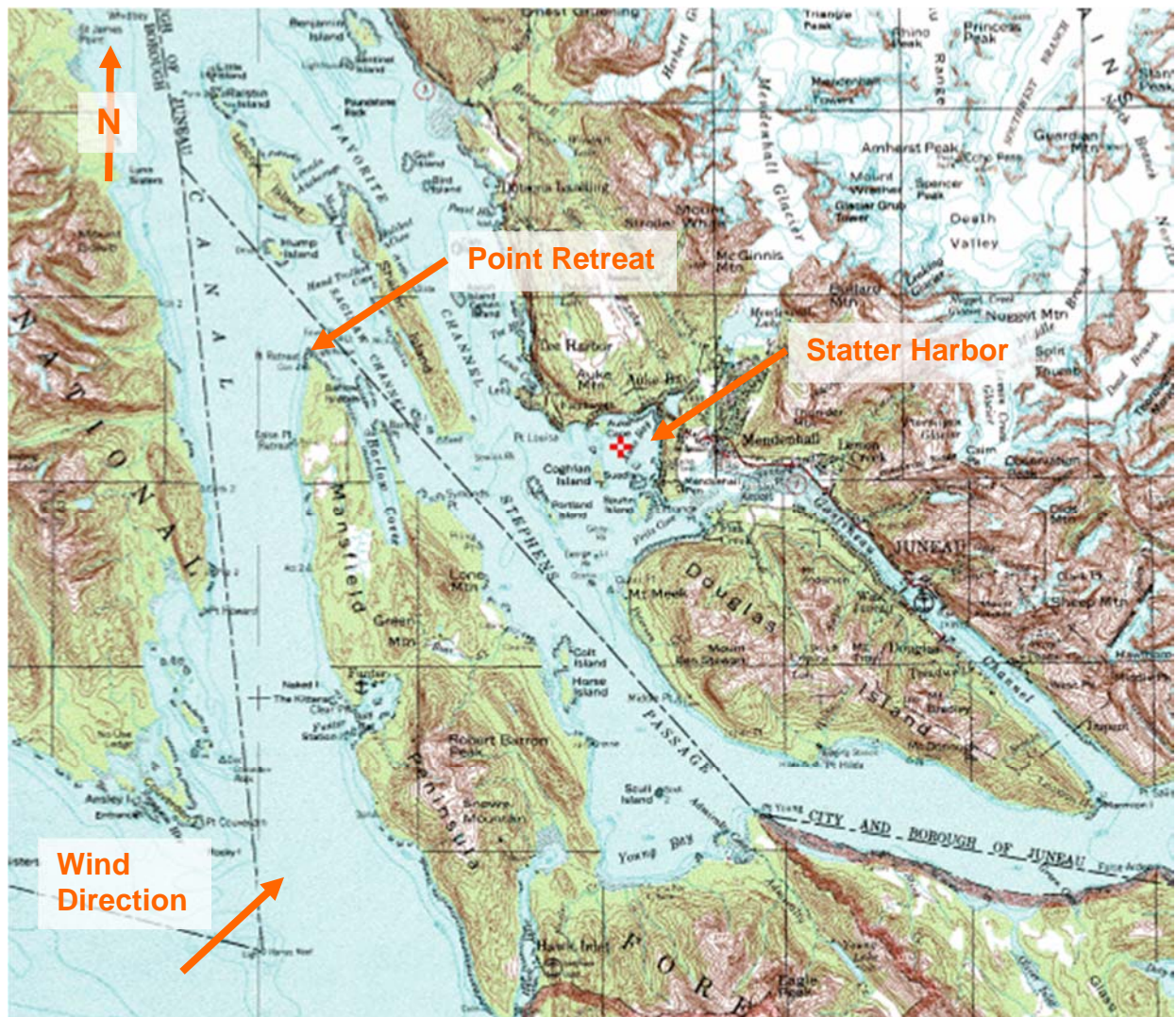


Figure 5: Area Map

Recommendations:

1. **Immediate Action:** PND recommends immediate remove of all vessels from the C-float mainwalk in the area adjacent to the damaged float modules. This area includes the first 260-feet of mainwalk float up to the first “intermediate tensioning unit” and the two finger floats that connect to this stretch of mainwalk. (CBJ has already done this.)
2. **Temporary Repair:** The damaged floats will need to be stabilized from further crushing and differential movement as soon as possible. Any immediate repair at this time would only be a temporary fix until a more long-term repair is made. Our initial thoughts are to use steel plates (or other similar material) bolted along the top and bottom of the timber rubstrips to keep the floats in alignment and help prevent further crushing of the damaged floats. Unfortunately, any temporary repair will not provide the same structural

strength as the original concrete float units, therefore, PND cannot recommend mooring boats in this area until more substantial repairs are made. We have estimated a ROM cost of \$10,000 for this repair.

3. Short Term Repair: To have a fully functioning C-float moorage system again, the damaged float modules would need to be completely replaced. Replacing these float modules would entail having new concrete float modules fabricated which would be identical to the original modules. Because the float system is post-tensioned with steel cables, the cables would need to be de-tensioned, removed, replaced and then re-tensioned. It will take several months to get the new float modules fabricated and shipped to Juneau. Should the CBJ decide to pursue this, time would be of the essence, and design, fabrication, and hiring of a contractor to perform the repair would need to begin as soon as possible. PND also recommends evaluating the entire 1987 float system to determine any other potential locations that may experience similar failure, and a determination would need to be made as to whether or not to include additional float modules into the scope of work. We have estimated a ROM cost of \$250,000-\$350,000 for the short-term repair work on C-float.

Although PND believes the high tension in the anchor chains has contributed to the early deterioration of the float modules, the ROV video revealed the chain tension is likely as intended in the original design. Adding chain length at this juncture will result in increased movement of the overall float system, and the results of which could lead to a different set of problems. Without consulting with the original designer PND does not recommend adding additional length to the chains during the short-term repair. The overriding objective at this stage should be to repair the damaged floats in order to regain use of this portion of the harbor.

4. Long-Term Solution: Despite the replacement of key float modules, the overall system is nearly 30 years old. There are float modules throughout this moorage system that are in similar, deteriorated condition and it is only a matter of time before these modules start to fail in a similar fashion. The float system should be carefully monitored by the harbor staff for any changes, and full replacement of the remaining 1987 float system should occur as soon as fiscally possible, presumably with a 5 year +/- plan. If additional float modules fail, CBJ will face the prospect of losing additional moorage in these areas until repair or replacement occurs.

PND appreciates the opportunity to help with this repair, and we hope this information serves your needs. Please let us know if the CBJ would like us to move forward with any of the recommendations above. Feel free to call should you have any questions. We would be happy to meet with you and discuss our thoughts and solutions further.

Sincerely,

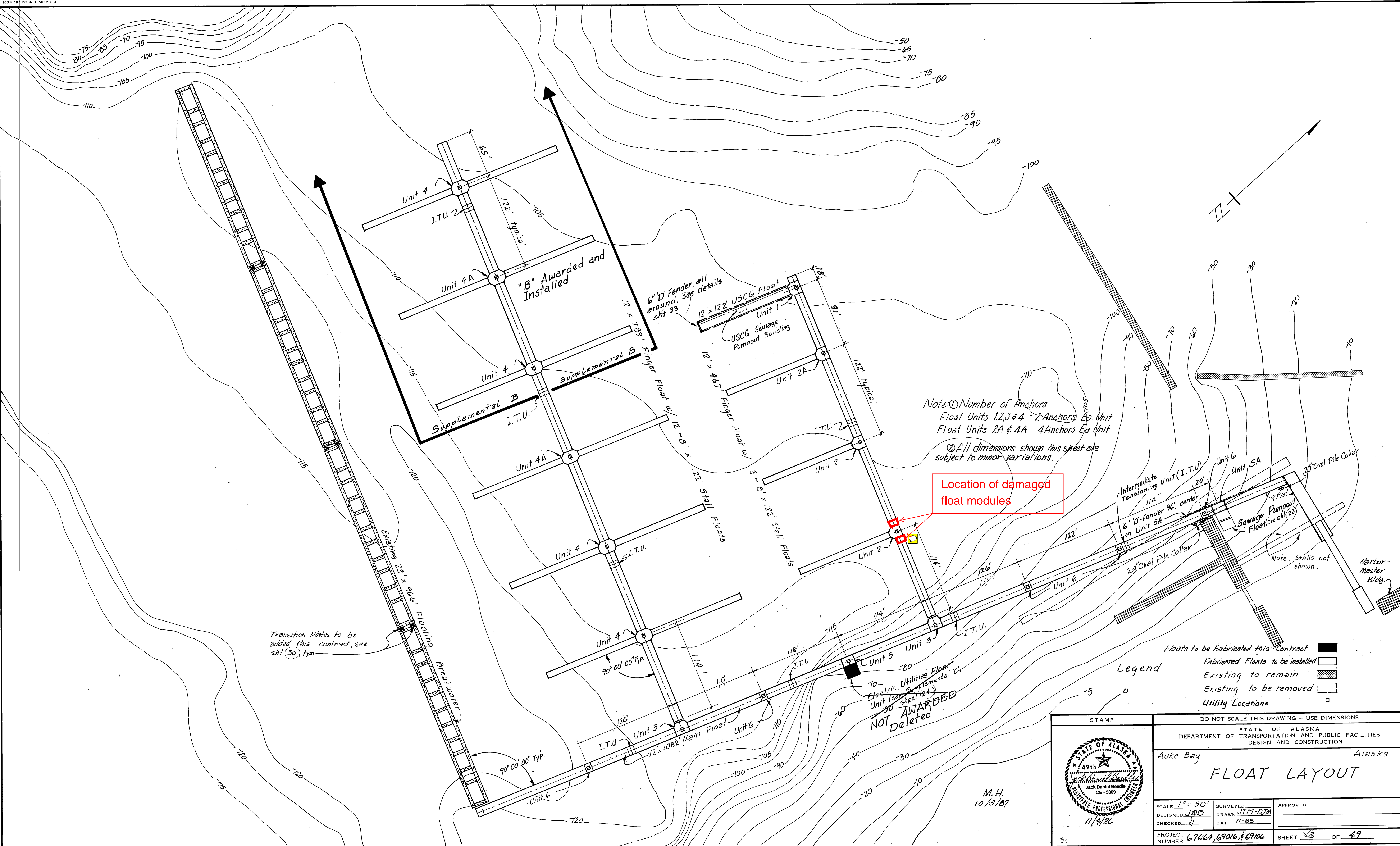
PND Engineers, Inc. | Juneau Office



Misty Butler, P.E.
Senior Engineer

Attachment:

Statter Harbor float layout drawing showing location of damage floats.



Note: ① Number of Anchors
Float Units 1, 2, 3 & 4 - 2 Anchors Ea. Unit
Float Units 2A & 4A - 4 Anchors Ea. Unit
② All dimensions shown this sheet are
subject to minor variations.

Location of damaged
float modules

Legend

- Floats to be Fabricated this Contract
- Fabricated Floats to be installed
- Existing to remain
- Existing to be removed
- Utility Locations

STAMP		DO NOT SCALE THIS DRAWING - USE DIMENSIONS	
		STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES DESIGN AND CONSTRUCTION	
		Auke Bay Alaska	
FLOAT LAYOUT			
SCALE 1" = 50'	SURVEYED	APPROVED	
DESIGNED JDB	DRAWN JTM-DJM		
CHECKED	DATE 11-85		
PROJECT NUMBER 67664, 69016, 69106		SHEET 3 OF 49	

PORT ENGINEER'S PROJECT STATUS REPORT

Gary Gillette, Port Engineer

Project	Status	Schedule	Contractor	Notes
Auke Bay Loading Facility - Phase I				
Auk Nu Cove Conservation Easement	In Progress		SEALTrust	Working with SEALTrust
Map and Meets & Bounds Description	In Progress		PND	Awaiting comments from SEALTrust
Auke Bay Loading Facility - Phase II				
Reporting	On-Going	Quarterly	Staff	Next report due Apr 30 (Jan, Feb, Mar)
Old Douglas Harbor Reconstruction				
Permitting	In Progress		ACOE	Working with Corps Anchorage
Dredging and Cap Design	In Progress		ACOE	Awaiting final design
Review of 2007 95% Drawings	In Progress		Staff	Awaiting Corps Permit
Final Engineering and Design	Hold		PND	Awaiting Corps Permit
Bid	Hold			Awaiting Corps Permit
Construction	Hold	TBD		Awaiting Corps Permit
Statter Harbor Launch Ramp				
Conveyance - DNR Property at Glacier Hwy	In Progress		R&M	Awaiting survey approval by DNR
DNR Tidelands Survey	In Progress			Awaiting survey instructions
Mitigation Proposal with SealTrust	In Progress		Staff	New proposal at \$329,838
Final Engineering and Design	In Progress		PND	35% Design due Feb 28, 2014
Bid	Hold			
Construction	Hold		TBD	
Statter Harbor Moorage Improvements				
As-Built Drawings	In Progress		PND	
CT Staging Area Improvements - Phase I				
As-Built Drawings	In Progress		PND	
CT Staging Area Improvements - Phase II				
Construction	In Progress	Oct 2013	Miller Const. Co.	Complete Spring 2014
Taku Dock Modifications				
Construction	In Progress	October 15, 2013	Trucano	Substantial Completion February 1, 2014
Port of Juneau Cruise Berths				
1% for Art	Hold		Staff	Pending bid opening
Bid	Hold			1/23/2014 - Manson Const Co apparent low
Board Approval of Bid				1/23/2014 - Approved
Assembly Approval of Bid				27-Jan-2014

PORT ENGINEER'S PROJECT STATUS REPORT

Gary Gillette, Port Engineer

RFP for Vibration Monitoring Services	Hold			
RFP for CA/Inspection Services	Hold			Awaiting Bid Award Approval
Port-Customs-Visitors Buildings				
As-Built Drawings	In Progress		JYL	Due by end of Mar 2014
Cathodic Protection Replacement				
Final Engineering and Design	In Progress	Winter 2013	Tinnea	Reviewing 95% design drawings/cost estimate
Aurora Harbor Re-Build				
Final Engineering and Design	In Progress		PND	
95% Design Submittal	In Progress	Dec. 13, 2013	PND	Reviewing 95% Documents
Bid Ready Documents		Feb 28, 2014	PND	
Bid		March 2014	PND	
Construction		Fall 2014		
Completion		Spring 2015		
Douglas Breakwater	Complete		ACOE	Awaiting final processing - CBJ Match Amount
Bridge Area - SeaWalk Planning	Hold			Coordination with Engineering
Alaska Marine Services Center	In Progress			Working with AKMX, Eng, P&R
Shore Rep Booth for Cruise Docks	Hold			Awaiting Design and Cost Estimate
Statter Harbor Passenger For Hire Float	Hold			Awaiting Funding
Statter Boat Haul-Out/Kayak Ramp	Hold			Awaiting full funding
Juneau Fisheries Dock Replacement				
Electrical Installation	Complete		Anchor	Awaiting billing and close out
ADA Survey of Statter Harbor	In Progress		NorthWind	Reviewing draft report
Power Capstans at Cruise Dock				
Order Capstans	In Progress		Staff	Awaiting delivery
Capstan Install	In Progress		Anchor Elect.	Awaiting Revised Cost Proposal
Weather Monitoring System				Working on RFP
Pump Out Stations and Carts	Planning			ADF&G Grant Funds
Periodic Maintenance Plan	Planning		Staff	
Archipelago Property Improvements	Planning		Staff	Awaiting Board Direction
Refinishing Vendor Booths	In Progress			Reviewing Cost Proposals
USS Juneau Flag Lights	Complete		Anchor Elect.	Awaiting finl billing