

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA
For Thursday, May 29th, 2014

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

MOTION: TO APPROVE THE AGENDA AS PRESENTED.
- IV. Approval of April 24th, 2014 Regular Board Meeting Minutes; Approval of May 10th Work Session Meeting Notes; and Approval of May 15th Special Board Meeting.**
- V. Public Participation on Non-Agenda Items** (not to exceed 5 minutes per person, or twenty minutes total time).
- VI. Consent Agenda**
 - A.** Public Requests for consent Agenda Changes
 - B.** Board Members Requests for Consent Agenda Changes
 - C.** Items for Action

- 1. Boat Shelter (F-23) Sale – Right of First Refusal
Presentation by Port Director

RECOMMENDATION: Take no action to purchase Boat Shelter F-23.

V. Old Business

- 1. By Laws Update
Presentation by Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO BE DEVELOPED AT THE MEETING

- VII. Items for Information/Discussion.**
 - 1. CBJ Docks & Harbors Lease Holdings
Presentation by Port Engineer
 - 2. Statter Harbor ADA (Americans with Disabilities Act) Report
Presentation by Port Engineer
 - 3. Aurora Harbor – Winter Berthing Plan for Floats A, B, C & D

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REGULAR MEETING AGENDA (CONTINUED)
For Thursday, May 29th, 2014

Presentation by Harbormaster

4. June 2nd, 2014 Joint Assembly/Board Meeting
Presentation by Port Director

VIII. Committee and Member Reports

1. Operations/Planning Committee Meeting – May 22nd, 2014
2. Finance Committee Meeting – May 27th, 2014
3. Member Reports

X. Port Engineer's Report

XI. Harbormaster's Report

XII. Port Director's Report

XIII. Assembly Liaison Report

XIV. Board Administrative Matters

- a. Operations/Planning Committee Meeting – June 19th, 2014
- b. Finance Committee Meeting– June 24th, 2014
- c. Board Meeting – June 26th, 2014

XV. Adjournment

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA (CONTINUED)
For Thursday, May 29th, 2014

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XV. Adjournment

CBJ Docks and Harbors Board
REGULAR BOARD MEETING MINUTES
For Thursday, April 24th, 2014

I. Call to Order.

Mr. Busch called the Regular Board Meeting to order at 5:28 p.m. in the Assembly Chambers

II. Roll Call.

The following members were present: Tom Donek, Bob Janes, David Logan, Mike Peterson, Budd Simpson, Scott Spickler, and Greg Busch.

Absent: John Bush and Kevin Jardell

Also present were the following: Carl Uchytel – Port Director, Dave Borg – Harbormaster, Loren Jones – Assembly Liaison, and Jennifer Mannix – CBJ Risk

III. Approval of Agenda.

Mr. Uchytel added an information item;

5. Vessel Staging and vehicular staging at Statter Harbor.

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 – March 27th, 2014 meeting minutes were approved as presented.

V. Public Participation on Non-Agenda Items –

Don McLarty, Reno, NV

He said he is the owner/founder of Sierra Mobility Scooters. They provide electric mobility devices under the ADA standards for anyone needing walking assistance. He said he would like to rent scooters during the summer cruise season. These devices are selling all over the world by the thousands, and are relatively inexpensive. There are thousands of cruise visitors that come to Juneau in the summer nearly every day. Our studies show that nearly 1% of these people won't even come into town because they just can't walk very far. We think we can help the cruise visitors by providing a scooter on a rental basis. We would like to display two or three scooters in a convenient location on or near the cruise ship dock for rent. Other scooter would be in a storage area close by so staffers could replenish the displays after they are rented. We intend to follow all required licensing, guidelines and permits, and hire four to

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six local young folks that would be able to walk to bring a scooter back. At the end of the season the scooters would be donated after the cruise season ends because it is very pricey to ship these scooters to Alaska. Mr. McLarty is asking for the Boards help to make this happen.

Mr. Spickler asked if the scooters were designed for street riding or sidewalk?

Mr. McLarty said on the sidewalk.

Mr. Peterson asked what the cost per unit is?

Mr. McLarty said \$850 plus delivery

Mr. Peterson asked what the daily rate would be?

Mr. McLarty said approximately \$35.00 for 2 hours, \$10.00 for each additional hour.

Mr. Peterson asked how long would the battery last?

Mr. McLarty said about 6 miles and they could go as fast as 4.5 miles per hour. There is an industrial model that will go 25 miles and go speeds up to 15 miles per hour. The batteries cost about \$95.00.

Mr. Peterson asked what the weight capacity was?

Mr. McLarty said these units will hold 350 lbs. The less expensive models hold 275 lbs. He said the scooters can be broken down to be able to fit in a trunk of a car and it weighs only 31 lbs.

Mr. Peterson asked if he has ever been to Juneau and in the downtown area when cruise ships are in port?

Mr. McLarty said he came on a cruise about four years ago.

Mr. Peterson asked if these units are currently working in a busy area like the area downtown with five or six thousand people on the streets?

Mr. McLarty said currently they are at trade shows and casino's and they work fine.

Mr. Janes said he built 12 scooters last year and has tested four of these on the docks. He is in the position of approaching the same business plan, and the units were tested with cruise ship customers last year. He said he would not like a decision made tonight on this.

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Mr. Busch said there would not be a decision tonight. He recommended for Mr. McLarty to meet with the Port Director and go over the current vendor regulations to see if this could be supported, look for outside storage and work on logistics for the operations, and then come back to the Operations/Planning meeting once he has a plan.

VI. Consent Agenda

- A. Public Requests for Consent Agenda Changes – None
 - B. Board Member Requests for consent Agenda Changes – None
 - C. Items for Action – None moved
1. De-Appropriate \$185,063 of Department of Transportation (Tiger) funds to close out Auke Bay loading facility phase II.

Port Director Recommendation:

To approve and recommend to the Assembly the de-appropriation of \$185,063 in Transportation Investments Generating Economic Recovery (TIGER) Discretionary grant funds previously budgeted to the Auke Bay Loading Facility.

Motion Passed with no objection

VII. Old Business-None

VIII. New Business - None

IX. Items for Information/Discussion –

1. CBJ Risk Management Overview –
Jennifer Mannix CBJ Risk Manager, showed a power point with the 2013 risk management report that is on the CBJ website, www.juneau.org under Human Resources Risk Management. She said Risk's mission is to protect the health and safety of CBJ employees and members of the community, protect CBJ resources, and in doing this it is important to keep the cost down as much as possible. The CBJ risk program covers all of CBJ including Airport and Bartlett, and she talked about the different insurances CBJ has. CBJ's broker is Aliant out of Seattle who is the expert on all things insurance. Aliant advise on all insurances, assess CBJ's needs and then the Risk staff makes decisions on how much CBJ is willing to spend. Specific insurance to Docks & Harbors is Marine Protection & Indemnity including Pollution Liability, which covers the operations of the Port and Harbors. There is cost savings to CBJ to have excess liability policies tacked on top of the others so Docks &

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Harbors has a \$1M policy for hauling machinery, \$2M umbrella or excess policy, and then another excess policy that goes beyond the \$3M coverage.

Mr. Janes asked what Docks & Harbors claims are now?

Ms. Mannix said;

- Statter Harbor C-float damage, which Aliant came and looked at the damage and is currently working on.
- The Fisheries dock, that was ran into in 2012. There has been a settlement on this claim, but we had a \$100,000 deductible that was paid by CBJ so risk is in the process of recovering at least the deductible from the boat owner who ran into the dock.

Ms. Mannix said the way the self insurance policy works, is that every department contributes to the Risk program every year with different amounts based on their exposure. The way all claims are processed is the first \$1,000 is charged back to the department and the rest will come from the Risk fund. In the case of the Fisheries dock deductible, \$99,000 came from the Risk fund. The Risk fund is kept at a healthy level to be able to pay claims and provide security to pay for these things.

Mr. Busch asked Mr. Uchytel if this was a separate line item in the budget or included in the interdepartmental items?

Mr. Uchytel said it is a separate line item.

Mr. Peterson asked if the insurance premium will go up with these claims?

Ms. Mannix said claim history does weigh in on annual user fees.

Mr. Uchytel said Miller constructions front end loader had a collision with a Tram car, and one of the car doors is inoperable. He said from his perspective, it is the contractors responsibility. He asked Ms. Mannix how she would assess this accident?

Ms. Mannix said Miller construction is primarily responsible. We are the property owner, and Miller construction was required to list CBJ as additional insured, so we should be insured more than we need to be in a situation like this.

2. FY15/FY16 Personnel Changes Update

Mr. Uchytel said the Board approved two additional Harbor Technicians for the Aurora Harbor and the Statter Harbor, and those positions have

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been filled. Interviews were conducted today for the last vacant Harbor Technician position.

The process of changing the full time Administrative Assistant I position at Statter Harbor which requires independent duties to an Administrative Assistant II position has been very challenging to the point it is unsure that it can happen. H.R. performed a desk audit and is not convinced even with the independent duties and supervisor duties that it merits a promotion. Mr. Uchytel said he has been going through the same process with the administrative officer position. This is a difficult process to convince H.R. that the Port office merits an administrative officer position. He is still working on this and he is not sure the persons who did the desk audit will approve such changes.

Mr. Busch asked if there used to be an Administrative Officer about four years ago?

Mr. Uchytel said the challenge with that is when you look holistically at the administrative staff, Ms. Scovill's position was elevated from an Administrative Assistant II to a III position to cover the Administrative Officer position burden. Now with less responsibilities for the Administrative Officer position, it has to be proven that there is still the need for the Officer position. Mr. Uchytel said he needs to look at the PD and shed some duties from his position to elevate that position to go where he would like to go with the Administrative staff.

Mr. Peterson asked if this was a standard process for this request to come to the Board first with the request to increase or fill positions and then go to H.R. for them to do a desk audit and determination?

Mr. Uchytel said H.R. will still ask what you want these positions to do, and what responsibilities do they have? It doesn't work in reverse. They come in, interview, look at PD's, and ask what job you are performing now. The idea does make sense that under the CBJ umbrella is "like work for like pay".

Mr. Busch asked if you could get approval of a position change from H.R. before you come to the Board with the request?

Mr. Uchytel said the challenge with that is the Administrative staff carving off who does what work. He has not given up on this.

3. Mt Roberts Tram & Cultural Preservation Update

Mr. Uchytel said it was decided by both parties to hire a third independent appraiser to choose one appraisal over the other. Because

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Reliant updated their appraisal with the Archipelago property sale, the way forward was to have Horan & Company update his appraisal before having the third appraiser choose between the two so they can both have the same data set. Horan & Company will have his appraisal completed May 1st. When we receive that appraisal, it will be shared with Mt Roberts Tram and the Board, and then we will proceed with choosing a third independent appraiser to choose between the two. There will be a meeting next Tuesday with Mr. Peterson and myself, and Mr. Duncan and Mr. Loiselle, to determine how to choose the third appraiser. Mr. Uchytel said he has already provided the Mt Roberts Tram with a list of five independent appraisers off the DNR list of approved appraisers with the CBJ's requirements. He narrowed the list of 30 by, MAI certified, Companies in Alaska, companies with a website, and also talked to someone in government about the five companies. He said he has not contacted any of the companies.

Cultural Preservation - this lease is the Seadrome property. During the review process for this lease, we had this appraised by Horan & Company. The appraisal came back and was provided to Cultural Preservation. Cultural Preservation came back and said the lease was to be evaluated from the Assessor. The Assessor determined an assessment, but it was based on mass assessment and not comparables. Mr. Uchytel went back to the Assessor and asked them to endorse the appraisal by Mr. Horan. Cultural Preservation has been back billed to July 2012. Cultural Preservation is not in agreement with the evaluation and will provide another appraisal. They will protest the valuation to the Board and then to the Assembly.

Mr. Simpson asked what property it is?

Mr. Uchytel said the area where the dock is and a small uplands area.

4. Douglas Harbor Charging Station

Alec Mesdag, AEL&P Director of Energy Services. He said he is also on the JEDC board. They received a \$25,000 matching grant and raised \$25,000 for matching money for the grant. This grant is to purchase charging stations, education, and signage. The charging stations would be placed around Juneau to eliminate range anxieties for the people who currently own an electric car. This would mean to place the vehicle charging stations around town to provide a person with an electric car the ability to make a round trip from any starting point. The primary locations would be out the road around eagle beach, something downtown, Eaglecrest in North Douglas, and Sandy beach or Douglas Harbor area. That is why he is here today is to talk about the possibility

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to have a charging station in Douglas Harbor. A standard unit is 2/30 amp circuits which is the charge rate for most of the electric cars coming out now. The average usage for in town is about 200 kw hours per month. Comparable to a gas powered vehicle is about .10 per mile cheaper. This would be an opportunity for people who own electric vehicles to use them fully in town.

Mr. Logan asked what the charge is for the user to use the service?

Mr. Mesdag said currently there is a main meter that all the power goes through, and then monthly meters billed directly to the slip would be subtracted from the main slip, and the Harbor pays whatever is left over. The charging station would be on the Harbor side of the main meter. Docks & Harbors has a couple of options;

- Install it as a new subtractive service with a meter on it so any electricity used at the charging station would be subtracted, but that would mean you would have another customer charge to do this and this may not be cost effective.
- Order the charging station with a card reader to accept credit cards, or tie it into a RFID network and charge by the month using a keyfob. The average kw hour energy two pole service is about \$.60 per kw hour.

Mr. Janes asked if this would be Docks & Harbors ownership? He doesn't see enough volume opportunity for somebody to use this.

Mr. Mesdag said there would be two connections at this charging station. He is unsure how much use the charging station will get.

Mr. Peterson asked if this moves forward, he wouldn't like the Harbor paying for the electricity, but the individual who uses this to pay.

Mr. Mesdag said that type of unit could be installed.

Mr. Uchytel said he understands that there is a timeline for the decision on this charging station and asked Mr. Mesdag to explain what he needs from the Harbor Board.

Mr. Mesdag said they have to meet milestones to be able to use the grant funding. He would like to know in about a month. If Docks and Harbors does not want to pursue this, they will pursue other partners.

Mr. Janes asked who incurs the cost for installation?

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Mr. Mesdag said Docks & Harbors would have the responsibility to install and operate. Installation would be approximately \$5,000.

Mr. Peterson said with the short amount of time and a small group using these electric vehicles, he does not see the need to rush into this decision. If this is a prime location now, it still will be in six months from now.

Mr. Mesdag said the only problem is that it won't be free six months from now.

Mr. Busch asked if the Board could have a month to look into this before a decision is made.

Mr. Mesdag said a month would work.

Mr. Donek said he would not be in support of spending \$5,000 of harbor funds for 10 to 12 people in this town with no direct connection to the Harbors.

Mr. Mesdag said this is a component of the climate action plan to encourage electric vehicles. This will have to be installed before Harbor users will be able to take advantage of it. There is a lot of interest because it does provide a lower cost opportunity.

Mr. Busch asked Mr. Uchtyl to have staff look into this and add it as an agenda item at the next OPS/Planning meeting.

5. Vessel Staging & Vehicular Staging at Statter Harbor

Mr. Uchtyl said there was a TBMP meeting yesterday and they went over expectations for the summer season at Statter Harbor. Mr. Uchtyl read the handout which is attached to these minutes.

Mr. Logan asked Mr. Janes if there was any off site staging talked about?

Mr. Janes said some companies are pursuing their own opportunities for staging and having radio contact with their vessels so they are not entering the Harbor until they know that there is an opportunity for the people to get off the boat. Mr. Janes said Gastineau Guiding is looking into staging at the first student lot, but also keeping in radio contact with their boat and office so they don't enter the Harbor until their people are coming up the ramp. Different companies understand the congestion and will follow the TBMP rules so the off site parking does not become regulation.

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Mr. Spickler asked if the 40' busses in the Statter Harbor A-zone plan was going to be a problem?

Mr. Janes said the 40' busses are not allowed in the A-zone at Statter Harbor.

Mr. Peterson said he would like to know at the end of the season how the tent worked at the bottom of the ramp instead of the top of the ramp.

Mr. Uchytel said people were crowding the gangway last year. They wanted to have a designated gathering place to help with efficiency.

Mr. Busch said if changes need to be made during the summer to bring back to the OPS/Planning meeting.

X. Committee and Board Member Reports

1. Operations/Planning Committee Meeting –Cancelled

2. Finance Committee Meeting – Cancelled

3. Member Reports –

Mr. Busch said the Strategic planning meeting will be held on May 10th at 8:00 am at the Port/Customs building. This will be a work session open to the public.

IX. Port Engineer's Report – Mr. Gillette's report is in the packet.

Mr. Uchytel said the Port engineer is in Wisconsin visiting his mother, but he will give a short update on Mr. Gillette's report. Miller Construction is making good progress despite the fact that Alaska OSHA showed up and sited Miller Construction for insufficient flaggers on the job today. As the property owner, and the owner of the contract, we are somewhat responsible. Docks & Harbors will push back with the fact that it states in the contract that Miller Construction is responsible to follow all state, local and federal laws.

On Monday, May 12th, the 65% Statter Harbor launch ramp public review will be on the agenda for the Auke Bay master plan at 6 pm at the UAS building room 222.

On May 8th will be the bid opening for the Aurora Harbor project.

Mr. Logan asked how the Statter Harbor "C" Float repairs are moving along?

Mr. Uchytel said Bellingham Marine has been contracted and are building the four floats currently. They will be shipping them to arrive on May 12th. Trucano will then install them and be operational by June 1st.

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X. Harbormaster's Report -

Mr. Borg said staff is getting ready for the start of the season.

XI. Port Director's Report-

Mr. Uchytel said Docks & Harbors has been extremely busy getting ready for the start of the season. We have had lots of meetings to help alleviate some of the anxieties the companies are having with the changes in the downtown staging area.

April 29th is industry day where charter operators meet with the Coast Guard and he said he will present the Statter Harbor plan again.

May 3rd is the blessing of the fleet. Staff will ensure the fisherman's memorial is pressure washed and clean.

May 8th is the bid opening.

May 9th is a ribbon cutting ceremony for the CSTSA staging area as well as the deck over and Taku Dock by Trucano Construction. Rorie Watt would also like to participate in the seawalk portion. This will also be Docks & Harbor customer appreciation day. Harbor funds are not used for the customer appreciation day, so donations are accepted.

Mr. Busch asked if the parking lot would be open for the blessing of the fleet.

Mr. Uchytel said it is supposed to be completed on May 2nd, but he cannot guarantee.

May 10th is the Juneau Maritime Festival 11:00 am to 5:00 pm.

The Volendam is scheduled to show up this Saturday due to bad weather in the gulf.

The legal opinion on the 15 year lease agreement with Alaska Marine Exchange and Docks & Harbors is that it can happen, but it needs to be signed by the City Manager.

XII. Assembly Liaison Report-

Mr. Jones said at the Monday Assembly meeting they will be taking public comments on the operating budget ordinance, the school district operating ordinance, the capital improvement program resolution and the hearing on the mil levy ordinance. This will just be public testimony only. The school district decision will be made by the end of May and the other decisions will be made the first part of June. The Assembly finance will still be meeting every Wednesday with hopes to be finished with the final decision on the budget by May 21st.

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Mr. Busch said the Board is still very interested in having a joint meeting with the Assembly to go over Docks & Harbors projects in more detail.

Mr. Jones said he has been trying to get that meeting for the last year and a half.

Mr. Uchytel said some of the questions on the budget from the Assembly members were asking if our rates were too high and scaring our user to Hoonah?

XIII. Board Administrative Matters

- a. Operations/Planning Committee Meeting – Next meeting is May 22nd, 2014
- b. Finance Committee Meeting – Next meeting is May 27th, 2014 – Mr. Peterson said he will not be able to attend this meeting.
- c. Board Meeting – Next meeting is May 29th, 2014 – Mr. Peterson said he will not be able to attend this meeting.

Mr. Peterson commented on the personnel changes that there was a lot of time spent on the position description updates, bringing the changes to the Board (which were approved), and then a desk audit with Human Resources. He said he does not want this to go away. He would like the Administrative changes that the Port Director asked for to be followed through and asked if they could be retroactive. He said his concern is that the people working these jobs might just move on if they don't see things happening because the burden is still there with the work load increasing in the summer time, and other jobs are available with better compensation. As a Board member he is encouraging this to move forward and offer some kind of an incentive to keep people in these jobs.

Mr. Busch said Mr. Uchytel is hoping to have this in place by FY15 & FY16, but he does not see this going retroactive. He would like an update at a future meeting.

XIV. Adjournment

The regular Board Meeting adjourned at 7:13p.m.

ATTACHMENT

Statter Harbor – 2014

Vehicle Staging and Embark/Disembark Procedures for CBJ Permitted Commercial Passenger Operators

The following procedures have been created by the CBJ Harbor Staff in cooperation with CBJ Permitted Commercial Passenger Operators and TBMP. Summer 2014 will see 3 zones for commercial operators to either stage a vehicle, or unload or load passengers at Statter Harbor. Each zone has specific procedures to adhere to and they are identified as such (see also map):

ZONE A (Main loading & unloading zone along pedestrian sidewalk up to the handicap parking sign):

- for all permitted commercial passenger vehicles under 40 feet
- for **active loading** and unloading only
- all vehicles must pull forward as space opens up
- if your passengers are delayed in loading, move to the B zone to stage or exit the lot and return

ZONE B (Newly marked zone in front of the blue Dolphin Tour Office):

- for all permitted commercial passenger vehicles under 40 feet
- for **staging** only – absolutely NO active loading or unloading
- all vehicles must pull forward as space opens up
- if your passengers are ready to actively load or unload, move to the A zone once space becomes available

ZONE C (Zone designated as the first trailer space closest to the water on the right as you come down the hill):

- for all permitted commercial passenger motor coaches 40 feet and over
- for **active loading** and unloading only
- only one motor coach at a time in the zone
- may be used as an overflow zone for permitted commercial passenger vehicles under 40 ft

IF all the following conditions exist:

- Both A and B zones are full,
- there is not a 40 ft motor coach descending the hill (or already in the C Zone),
- and you restrict your use to the immediate unloading of passengers only.

ADDITIONAL PROCEDURES

- All 3 zones (A, B, & C) require that the driver stay with the vehicle at all times.
- **Active loading** is defined as, "all passengers at the top of the ramp walking towards their vehicle".
- All **staging** (allowed in zone B) should be limited to 5 minutes, otherwise exit the lot and return.
- When the CBJ Harbors Staff requests that a vehicle be moved it is the drivers responsibility to immediately and politely do so, remembering that a commercial passenger driver should be professional and courteous at all times.
- The new tent located at the bottom of the covered access ramp will be used as a holding area for passengers waiting to board their vessel. Passenger groups will no longer be permitted to gather on or above the covered access ramp.
- Persons with disabilities requiring either wheelchair assistance or other special accommodation may be unloaded/loaded at the corner of the Harbor Office adjacent to the covered access ramp. Only these persons are permitted to load or unload here. Notify the Statter Harbor Office at your earliest convenience, prior to providing this service, by calling 789-0819 or by notifying the Harbor Staff.
- Commercial operators will guide their passengers along the sidewalk, and stay off of the parking lot/driveway whenever possible.
- Be sure to thank your Harbor Staff for their friendly assistance and public service.

Statter Harbor – 2014

Vessel Staging, Berthing and Embark/Disembark Procedures for Vessel Operators

The following procedures have been created by the CBJ Harbor Staff in cooperation with CBJ Permitted Commercial Passenger Operators and TBMP. These rules apply to all vessels, but this document is directed towards Commercial Vessel Operators. Summer 2014 will see 2 zones for commercial operators to either stage a vessel, berth a vessel, or unload or load passengers at Statter Harbor. Each zone has specific procedures to adhere to and they are identified as such (see also map):

ZONE 1 (Main loading and unloading zone at the bottom of the covered access ramp)

- Vessels loading or unloading in this zone must be accompanied by a captain or crew member at all times, and must be involved in **active loading or unloading**.
- Larger vessels over 50 ft, such as those operated by Allen Marine or Fjordland Tours have priority use of this loading zone.
- Persons with disabilities requiring either wheelchair assistance or other special accommodation have priority use in the area closest to the covered access ramp.

ZONE 2 (Horseshoe loading zone)

- Any vessels may overnight berth in the Horseshoe loading zone between 7pm and 8am.
- Vessels less than 34' should attempt to use the inner part of the Horseshoe loading zone as much as possible allowing larger vessels easier access to the outer dock.
- Vessels may stage in the Horseshoe loading zone for up to 15 minutes, provided the zone is not completely full. Captain and crew may leave boat unattended for up to 10 minutes when using this zone, provided the zone is not completely full.

ADDITIONAL PROCEDURES

- **Active loading** is defined as, "All passengers at the covered tent walking towards their vessel".
- When the CBJ Harbors Staff requests that a vessel be moved it is the captain's responsibility to immediately and politely do so, remembering that a commercial passenger captain should be professional and courteous at all times.
- The new tent located at the bottom of the covered access ramp will be used as a holding area for passengers waiting to board their vessel. Passenger groups will no longer be permitted to gather on or above the covered access ramp.
- Be sure to thank your Harbor Staff for their friendly assistance and public service.

CBJ DOCKS & HARBORS BOARD
SPECIAL MEETING
Saturday, May 10th, 2014

I. Call to Order

Mr. Busch called the meeting to order at 8:10 a.m. in the Port-Customs Building Conference Room.

II. Roll

The following members were in attendance: Budd Simpson, Kevin Jardell, Robert Janes, David Logan, Michael Peterson, Scott Spickler, and Greg Busch. (John Bush, and Tom Donek were absent.) Also present were Carl Uchtyl (Port Director), Gary Gillette (Port Engineer), Dave Borg (Harbormaster) and community member Paul Swanson. CBJ HR/RM Director Mila Cosgrove (facilitator).

III. Approval of Agenda

The motion passed with unanimous consent.

IV. Public Participation on Non-Agenda Items

None.

V. Items for Action

1. Docks & Harbors Strategic Planning Meeting

Mr. Busch commenced by providing the purpose of today's meeting and the desire to increase effectiveness of the Board. Ms. Cosgrove queried each of the Board Members to summarize, in their opinion, the purpose of the Board, responses included:

- Delegation of responsibility/relationship from/with the Assembly
- Less operational direction; and, to provide leadership as more strategic organization
- Provide policy in the best interest of CBJ
- Adjudicate appeals and buffer complaints
- Conduit for users groups
- To assume a greater role in the management of leases
- Oversight of management & budget
- Trust committee work
- Plan for execution of current projects
- Provide a Docks & Harbors vision for 2020/2030 and beyond

After a short respite, Mr. Uchtyl presented a power point which included the Docks & Harbors financials which was presented to the Assembly as well as a summary of

CBJ DOCKS & HARBORS BOARD
SPECIAL MEETING
Saturday, May 10th, 2014

current projects. This power point will be available on the www.juneau.org/harbors website.

After another respite, Mr. Jardell provided a cursory overview of funding opportunities available to the enterprises. For planning purposes, Docks & Harbors should not anticipate State of Alaska funding for the next decade. Most likely, the State Harbor Grant matching program will remain but funded only at the Tier I level. It was suggested that there may be an opportunity to leverage the proposed CBJ Revenue Bonds required for the new cruise ship berth/seawalk projects to include financing the final phases of the Statter Harbor master plan. Additional options for funding Docks & Harbors projects include:

- User fees
- Federal Funds (i.e. TIGER grant)
- Marine Passenger Fees
- Port Development Fees
- State Passenger Vessel Excise Tax
- 1% Sales Tax
- Revenue Bonds

Mr. Gillette summarized potential projects which were not yet presented in the overview of ongoing initiatives, these included:

- Aurora/Harris Harbor Master Plan
- Auke Bay Master Plan (including harbor expansion)
- Douglas Harbor Master Plan
- Explore North Douglas Island Plan
- Downtown Juneau Master Plan
- Opportunities Juneau Access Road provides Out-the-Road locations
- Tideland Lease Holdings

A discussion on how to proceed with prioritization of future projects ensued. It was suggested that an action item at future Operations-Planning Committee meeting should include a project list which considers:

- Funding Source/likelihood of funding
- Scope & duration of project
- Practical considerations
- Staff thoughts on prioritization
- Impact of deferral

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Chair Busch summarized the meeting and provided a list of action items which included:

- At each Operations-Planning Committee meeting including a “Strategic Visioning” item for member discussion.
- By October 2014 have begun a User Fee Review of Docks & Harbors rates.
- Develop a Position Description (PD) to manage leases.
- By the July Finance Committee Meeting provide update on lease properties and GIS opportunities.
- Charter for Committee responsibilities.
- For Finance Committee, consider opportunities to leverage state Passenger Vessel Excise Tax for projects in lieu of Marine Passenger Fees.
- For the May/June 2014 Operations-Planning Committee meetings continue the future planning ideas and prioritization of projects.
- By September 2014, develop consultant RFP for review to determine harbor patron user’s needs.

The Special Meeting adjourned at 12:02 p.m.

CBJ Docks and Harbors Board
SPECIAL BOARD MEETING MINUTES
For Thursday, May 15th, 2014

I. Call to Order.

Mr. Busch called the Special Board Meeting to order at 5:03 p.m. in the Assembly Chambers

II. Roll Call.

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

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

III. Approval of Agenda.

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

Motion was approved with no objection.

IV. Public Participation on Non-Agenda Items - None

V. New Business

1. Bid award for the Aurora Harbor Project Phase I

Mr. Gillette said the bids were opened and recorded today at 2:15 by Mr. Uchtyl and the Engineering personnel that helped with the bids. The selection committee was Erich Schaal – Deputy Port Engineer, Dave Borg – Harbormaster, and Gary Gillette – Port Engineer who were given the bid sheet summary but we did not know who the contractors were. The contract says we will award a bid to the amount of funds available with the priorities being;

#1 – Base bid + Alternate A & Alternate B

#2 – Base bid + Alternate A (dredging)

#3 – Base bid

Based on the project amount, it was determined that the CIP account currently could justify the base bid for bidder A. This would bring our contingency down to 1 or 1.5 % award to around the bid. This is not an overly complex project. The preference is to do the entire project, but the only way to do the entire project is to find about \$800,000 more in funding.

CBJ Docks and Harbors Board
SPECIAL BOARD MEETING MINUTES
For Thursday, May 15th, 2014

The only source of funding would be from the Harbor fund balance. The Board and Assembly would need to approve this. In this particular case, the contractor will be chosen on a price and a desire to do the entire project. There were a lot of modifications received at the last minute. The Engineering staff checked the numbers. Mr. Gillette recommended to move forward with the base bid contract unless the Board wanted to use the fund balance.

Board Questions-

Mr. Donek asked what the added alternates were?

Mr. Gillette said

- Alternate A is the dredging around the far float on the A main walk for the Tug that assists in Cruise ship docking. We received \$500,000 marine passenger fees to provide an area for the Tug to dock.
- Alternate B is the Anodes. This is something that will protect our structure. The preference would be to do this during construction, but it can be done within three to five years after the project is finished.

Mr. Janes asked if we are required to do this dredging with receiving the \$500,000 marine passenger fees?

Mr. Gillette said no, we are accommodating them with a large enough float and 100 amp power. On a low tide they would have to move out so they didn't ground.

Mr. Jardell asked if alternate 2 and the base bid could be chosen and not alternate 1.

Mr. Gillette said it was not put in the bid that way.

Mr. Jardell asked if alternative 2 is a requirement?

Mr. Gillette said it is a protection for our investment. This should be planned to be done within a three to five year period.

Mr. Jardell asked why this wasn't a part of the original contract?

Mr. Gillette said because these two items were identified to be able to come back and do at a later time. The reason the alternates were broken out was because based on the estimates from PND, there was not going to be enough CIP funds to complete this project.

CBJ Docks and Harbors Board
SPECIAL BOARD MEETING MINUTES
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Mr. Logan asked about the bid modifications?

Mr. Gillette said they are just modifying their submitted bids based on new numbers. Nothing to do with modifications to the project.

Mr. Peterson asked if there was a bond rating concern if we took money out of the Harbor fund balance?

Mr. Uchytel said no.

Mr. Bush asked if they come back to install the anodes would there be diving involved to increase the cost for later installation?

Mr. Gillette said there would be divers to install them initially. The primary difference would be the growth on the piles. The piles would need to be cleaned before being able to weld on them.

Mr. Bush asked if we should reject all the bids and have them rebid?

Mr. Gillette said no.

Public Comment – None

Board Discussion/Action

Mr. Jardell recommended to install the anodes now and wait on the dredging. How do we get the anodes and not have to go back out to bid? He said he is leaning toward doing the entire project.

Mr. Donek asked if we have the permitting for this project?

Mr. Gillette said not at this time, but it has been submitted.

Mr. Donek said he recommends to do the entire project.

Mr. Janes asked if the larger tug was required for the 16B project.

Mr. Gillette said there has been concern from the cruise ships there could be a need for a larger tug assist than what has been currently used.

Mr. Peterson asked if there is any other area in the Harbor that can accommodate this tug?

Mr. Gillette said the IVF.

Mr. Peterson asked if the Douglas breakwater could take that large of a vessel?

CBJ Docks and Harbors Board
SPECIAL BOARD MEETING MINUTES
For Thursday, May 15th, 2014

Mr. Logan suggested to go with the base bid and go out later for bids for the alternates.

Mr. Janes asked if Docks & Harbors doesn't do the dredging, what happens to the \$500,000 marine passenger fees?

Mr. Uchytel said we have met our obligation for the use of these fees by providing a 110' slip and three phase electrical, but based on certain tides, we know on a minus 4 tide some tugs would ground. Another reason was there is another tug that was grounding out this last winter. This tug left and went to Hoonah.

Mr. Busch asked if we did go with the base bid today and go out with another contract in less than three to five years, would this violate any of the contract laws? Is there a time limit?

Mr. Gillette said he thinks we could go out for another bid, but it could cost more money.

Mr. Busch recommended to go with the base bid today, and go out to bid again for the alternates.

Mr. Bush asked if we did go with the full bid project and we didn't get a permit, would we be liable for the dredging?

Mr. Gillette said no. Payment is for what is completed.

MOTION By MR. JARDELL: TO AWARD THE CONTRACT DH12-160 AURORA HARBOR TO BIDDER A FOR THE BASE BID AND RECOMMEND THIS BE FORWARDED TO THE ASSEMBLY FOR APPROVAL AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

VI. Adjournment

The Special Board Meeting adjourned at 5:47 p.m.

May 22, 2014

Dave Borg
Harbormaster
CBJ Docks and Harbors

Re: Boathouse F-23

Mr. Borg:

We are in the process of selling our boat and boathouse in Aurora Harbor, Juneau, Alaska.

It has come to our attention that we are obliged to give the CBJ Docks and Harbors first right of purchase for the boathouse.

We are selling a one-half interest in the boathouse moored in F-22/23, Aurora Harbor. Our half is F-23.


We understand that there is a Harbor Board meeting in the near future. We would appreciate your presenting this to the Board at your earliest convenience.

Thank you for your consideration and efforts on our behalf.

Respectfully,



John D Gitkov



Jane H Hawkins

22745 Glacier Highway
Juneau, AK 99801
907.789.4210 hm
907.789.7325 fax
907.723.4210 cell
seal@alaska.net

**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 Charter Section 3.21 and Chapter 85.02 of the Code of the City and Borough of Juneau.

Comment [BJM1]: I would suggest adding Charter reference as well since it reflects the original empowerment of the board.

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. As provided in Section 85.02.010, Board members shall be appointed for staggered three-year terms and until their successor is appointed. Appointment terms will not violate the conditions set forth in Section 85.02.010.

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~~ Clerk's Office that a vacancy exists.

Comment [BJM2]: CBJ 85.02.030(c) states: The chair of the City and Borough Docks and Harbors Board shall notify the clerk's office of any vacancy on the board. Upon notification, the assembly shall appoint a new member for the unexpired term.

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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 and the Assembly Rules of Procedure.

Comment [BJM3]: The Assembly Rules of procedures actually set out more information on the process by which vacancies to enterprise boards are filled.

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.

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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.

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DOCKS AND HARBORS BOARD
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2. ELECTION OF OFFICERS. Officers shall be elected at the annual Board meeting or at such 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 or by the Assembly in accordance with CBJ 85.02.030.

Comment [BJM4]: For clarification purposes, this code citation should also be included.

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.

Comment [BJM5]: This is new. Does this then mean that the basis for counting members for quorum purposes would also include the Board Chair? Example: Standing committee made up of 5 members (not including Board Chair), quorum would be 3. If you count the Board Chair as a voting member, that would make it a 6 member committee requiring 4 members for quorum/vote purposes.

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.

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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 Chair.

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.

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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.

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Comment [BJM6]: While this language is straight from the Assembly Rules of Procedure, the Vacancy Code Sections for our enterprise boards [85.02.030 in this case] do not permit Excused Absences.

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.

Comment [BJM7]: See question above about the Board Chair voting on standing committees and how that may/may not affect quorum determination.

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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.

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~~ Old Business
- New Business
- Items for Information
- Staff, Committee and Member Reports
- Board Administrative Matters
- Adjournment

Comment [BJM8]: Should there be some mention here to refer to the Assembly Rules of Procedure Rule 9 Motions and Rule 11 Vote Required?

Comment [BJM9]: This should actually be "Unfinished Business" rather than "Old Business" if you are basing it on the Assembly Rules of Procedure.

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

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- 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.

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

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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. 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

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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**.

Comment [BJM10]: Shouldn't this be "surname"?

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. The Board will adopt rules of procedure for handling appeals.

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**.

Comment [WU11]: Need to include date.

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**.

Comment [BJM12]: Shouldn't this also say "and approved by the Assembly."

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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.

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.

Adopted via Resolution XXXX this _____ day of _____, 2014.

Attested by Municipal Clerk

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ACCT#	NAME OF COMPANY	ATS	ADL #	Size	Lease Start	Lease End	Last Review	Last	AnnAmt	Next	Base on	Based on
					Date	Date	Date	Appraisal		Review/ Appraisal	Appraisal	Assessed
01569	AJT Mining Properties., Inc.	1570	104789	1.49 Acres	8/1/1994	7/31/2039	5/24/2011	7/31/2012	7,800.00	9/1/2017	0.12	
09003	AK Dept of Fish & Game	Pkg Agree		26 spaces	11/1/2012	5/1/2014	11/1/2012	N/A	5,000.00	5/1/2014	Annual renewal	
10375	AK Glacier Seafoods	1644	107160	0.3900	7/1/2004	6/30/2037	9/21/2006		2,530.00	7/1/2015	based on appraisal	
	AK Glacier Seafoods (25 yr rent credit)	357		0.1997	3/24/2010	3/23/2045	N/A	7/1/2009	0.00	3/24/2035	25 year rent credit	
09481	Alaska Memories/Nordic Tug	3		1455 sq ft	6/1/2011	5/5/2021	6/1/2011	N/A	4,365.00	6/1/2017		10%
06858	AK Pacific LLC/Timerberwolf	3	Lt9B,Bk83	7245 sq ft	5/1/2003	4/30/2038	5/1/2003	Unknown	7,180.00	5/1/2013	Based on values of comparable lands \$.10	
01578	AK Travel Adventures		Las-20893						250.00	N/A	Land use permit rent established by State	
01607	Allen Marine Tours	1533	106233	4.3010	12/1/1997	11/30/2027	5/24/2011	6/29/2012	28,100.00	7/1/2017	0.15	
01663	Andrew Enterprises (Fishermans Bend)	1324	103170	7.15 acres	1/2/2009	1/1/2044	1/2/2009	6/25/2008	24,250.00	1/3/2014	0.08	
13004	Auke Bay Boat Yard	16		40,510 sq ft	5/1/2008	4/30/2018	5/1/2008	Unknown	10,000.00	5/1/2013	0.25	
07764	Channel Construction	7	2193	2.117 acres	4/25/1961	4/25/2016	5/5/2010	8/24/2006	12,428.80	5/4/2015	0.15	
03608	Channel Construction	1067	80526	0.2580	5/22/1981	5/21/2036	5/22/2006	Unknown	2,275.00	5/22/2016	0.20	
10382	Channel Construction	1503		.088 acres	9/1/2008	8/31/2043	9/1/2008	7/31/2006	6,100.00	8/31/2013	0.16	
02240	Channel Flying	54	2852	1.468 acres	11/28/1961	11/27/2016	5/24/2011	6/29/2012	6,500.00	2/23/2015	0.10	
10923	Cultural Preservation	16		3198 sq ft	6/1/1996	5/31/2031	5/24/2011	9/24/2013	33,590.00	9/24/2016	2.60	Based on 10% of land value
	DIB Parking Agreement			40 spaces	10/1/2013	9/30/2014	10/1/2013	N/A	20,160.00	9/30/2014	annual renewal	
03969	D & G Properties (gave back to CBJ)	43	63677						0			
02624	Hafner, Lisa	615	29281	3.877 acres	7/1/1966	6/30/2021	7/1/2005	4/12/2004	6,930.00	7/1/2015	0.05	
02637	Douglas Island Pink & Chum	1356	104320	274,236 sq ft	10/17/1992	10/16/2037	10/17/2009	4/12/2004	41,134.45	#####	0.15	rate from other properties in same area
10570	Franklin Dock Enterprises	3		2.9 acres	11/21/1995	11/20/2030	5/24/2011	4/28/2013	75,898.80	6/1/2016	based on appraisal/lease says 10% of land value	
	GCI Easement	14	Dock St.	89.58 acres								
07275	Gitkov, John	1170	101598	1.69 acres	9/24/2012	9/23/2047	9/24/2012	6/29/2012	#####	9/23/2017	0.15	
03031	Gitkov, John (tract A & B)	1525	105281	1.15 acres	2/1/2000	1/31/2030	6/29/2012	6/29/2012	7,560.00	6/29/2017	0.15	
13051	Goldbelt, Inc. (Tram)		Prop/lse	10,000 sq ft	1/31/1995	1/30/2030	5/24/2011	3/26/2012	#####	1/31/2015	Based on appraisal	
10232	Harbor Enterprises (.05 per gal)		Prop/lse									
	Harbor Lights Enterprises	3	L13 bk 51	4.177 sq ft	9/22/2010	9/21/2045	9/22/2010	2007 asses	1,253.28	3/3/2014	based on assessed value \$.30 per sq ft	
12017	Huemann, William(People's Wrf) (9&13B	3		466 sq ft	11/8/2006	11/7/2041	7/1/2012	7/1/2013	5,950.00	7/1/2017	based on appraisal 10% of value	
01586	Juneau Alaska Communications	893	103832	.3323 acres	2/27/2011	2/27/2046	5/24/2011	8/26/2011	2,170.95	2/27/2016	0.15	
01135	Juneau Marine Service/FishTerm		Prop/lse	55,455.30	12/1/1995	5/4/2021	1/1/2011	N/A	26,405.00	1/1/2016		10%
03710	Klein, Myron	43	2798	3.465	11/11/2009	11/10/2044	11/11/2009	4/12/2004	6,040.00	#####	0.04	Based on old appraisal
01257	Maritime Hydraulics (Fish Term) Lot 2A blk 51		Prop/lse	1,105 sq ft	11/15/2000	5/5/2021	11/15/2011	N/A	3,489.60	#####		10% every 3 years
10915	Miner's Hall (JNY,LLC) Lot 9B blk 83		Prop/lse	1954.7 sq ft	5/1/2006	5/1/2041	5/1/2011	6/29/2012	15,500.00	5/1/2016	Based on appraisal 8% of value	
10920	Miner's Hall (Easement)		Prop/lse	56 sq ft	5/1/2006	5/1/2041	5/1/2006	12/15/2005	112.00	5/1/2041	Based on appraisal 8% of value	
05325	Smith, Tim etal	1277	102934	1.83 acres	4/27/1984	4/26/2014	4/27/2009	8/31/2011	11,957.25	4/27/2019	0.15	
05514	Taku Oil Sales	857	53504	.088 acres	9/16/1971	9/15/2026	5/24/2011	4/12/2004	1,150.00	5/23/2016	0.30	
01041	Taku Smokeries (\$6.00 per ton of fish)		Prop/lse	Dock Use	4/30/2009	4/30/2024	4/30/2009	12/15/2008	21,734.56	4/30/2024	amount varies on fish tonnage	
07765	Taylor, Neil (Fishermans Bend)	33	2480	55,495 sq ft	4/25/1961	4/25/2016	4/12/2004	4/12/2004	5,300.00	4/25/2015	based on appraisal 8% of value (1994)	
05543	Thane Ore House Tract B1 & B2	1328	103289	55,887 sq ft	12/1/1995	11/30/2025	3/21/2010	4/12/2004	6,700.00	3/21/2015	0.12	
TIDELAND and LEASE INFORMATION												
								Page 2				
		</										

07998	USCG Moorage License Agreement	Auke Bay	Dock	254 linear ft	3/29/2013	9/30/2032	10/1/2013	N/A	21,171.00	9/30/2014	annual	
09070	Wick/Grant Living Trust (Lot 3)	18	1891	0.461 acres	6/1/2009	5/30/2044	6/1/2009	4/12/2004	3,012.15	6/1/2014	Based on old appraisal \$.15	
02248	Wick/Grant Living Trust (Lot 2)	18	2090	.46 acres	6/1/2009	5/30/2044	6/1/2009	4/12/2004	3,005.55	6/1/2014	Based on old appraisal \$.15	
	Auke Bay	1685	107425	5.77								
	Yacht Club	773	59182									
	Juneau Port Development LLC											

#####

Presented by: The Manager
Introduced: 07/21/97
Drafted by: S.B.G./J.R.C.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1877

A Resolution Identifying Certain Land as Subject to Docks and Harbors Board Administration.

WHEREAS, the Docks and Harbors Board has proposed a list of properties which it proposes to administer and dispose of pursuant to CBJ 85.02.060 (a)(5), and

WHEREAS, the management authority will include management and maintenance of facilities, contracts for services, leasing of land and facilities, issuance of permits, use of revenue generated from the lands for docks and harbors purposes, and other authority within the scope of CBJ 85.02.060 (a)(5), and

WHEREAS, the Assembly Lands Committee has reviewed and approved the list of properties;

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

Section 1. Approval. The Assembly identifies the lands listed in the attached Exhibit "A" as subject to docks and harbors board administration.

Section 2. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 21st day of July, 1997.



Mayor

Attest:



Clerk

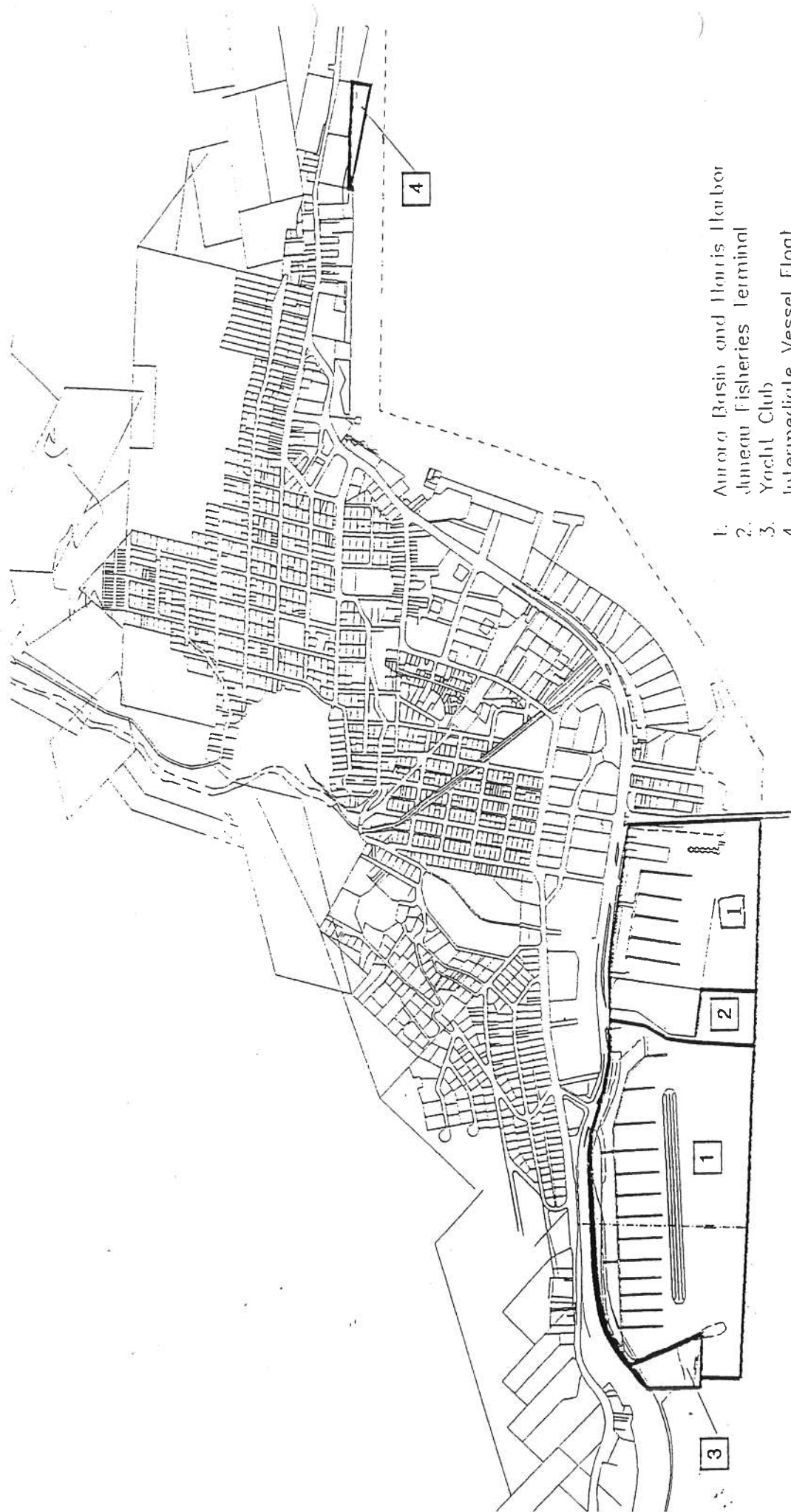
Exhibit "A"

To

Resolution No. 1877

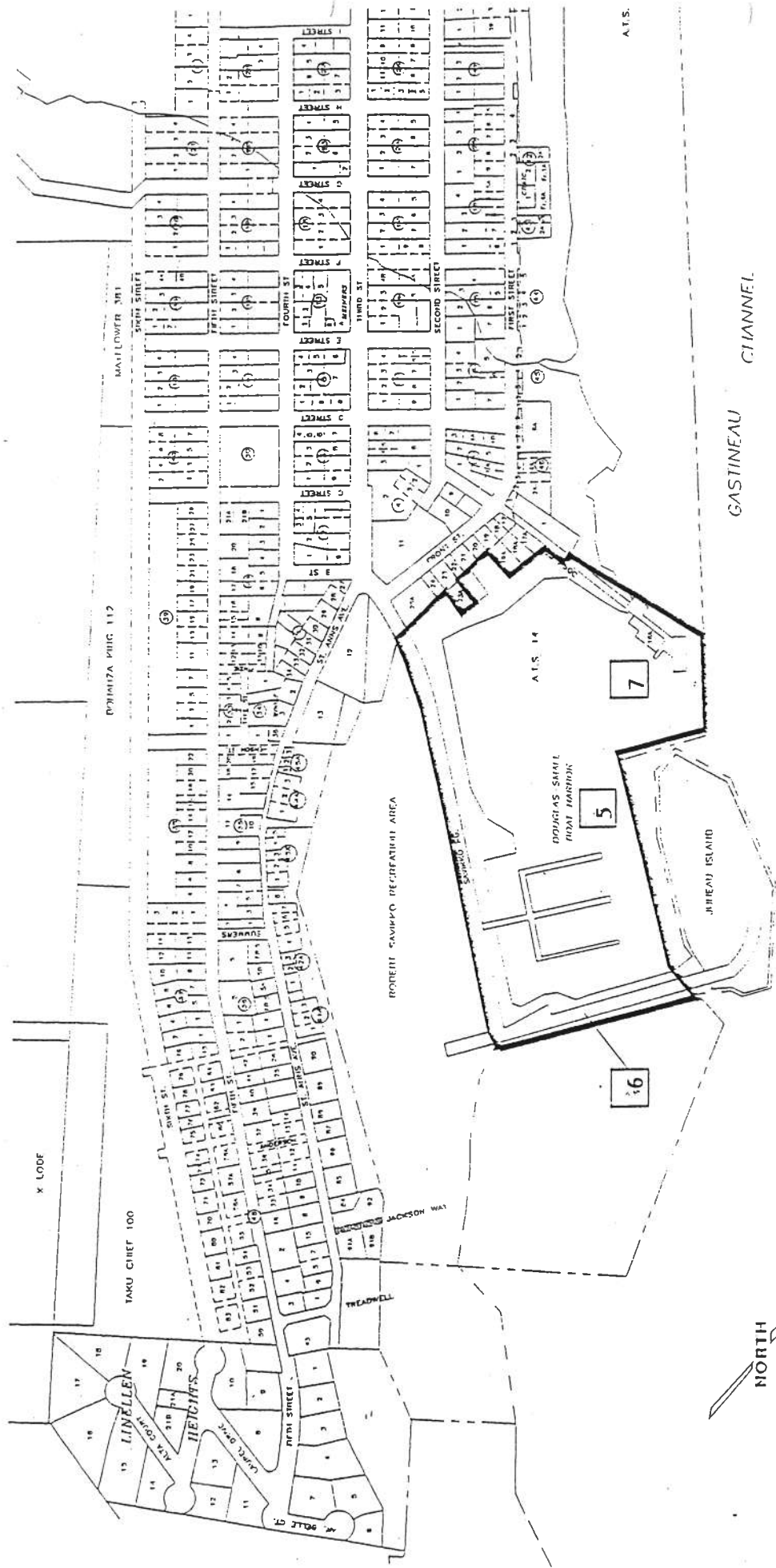
DOCKS & HARBORS BOARD
PROPERTIES IDENTIFIED FOR IMMEDIATE ADMINISTRATION

1. Those portions of Parcel #890 encompassing Aurora and Harris basins.
2. The Juneau Fisheries Terminal (CBJ/UAS Lease).
3. Norway Point/Yacht Club Lot (State land currently administered by Docks & Harbors under Management Agreement).
4. Portion of Parcel #1123 encompassing the intermediate Vessel Float.
5. Parcel #1235 encompassing Douglas basin and including Dock St. Causeway.
6. Portion of Parcel #1233 encompassing the Juneau Island Causeway.
7. Portion of Parcel #1234 encompassing the public portion of the Douglas Wharf.
8. Parcel #0310 encompassing Don D. Statter Harbor Facilities at Auke Bay.
9. Parcel #0001 encompassing Amalga Harbor Launch Ramp.
10. CBJ Echo Cove lands, including the picnic/campground area and Launch Ramp Facility.



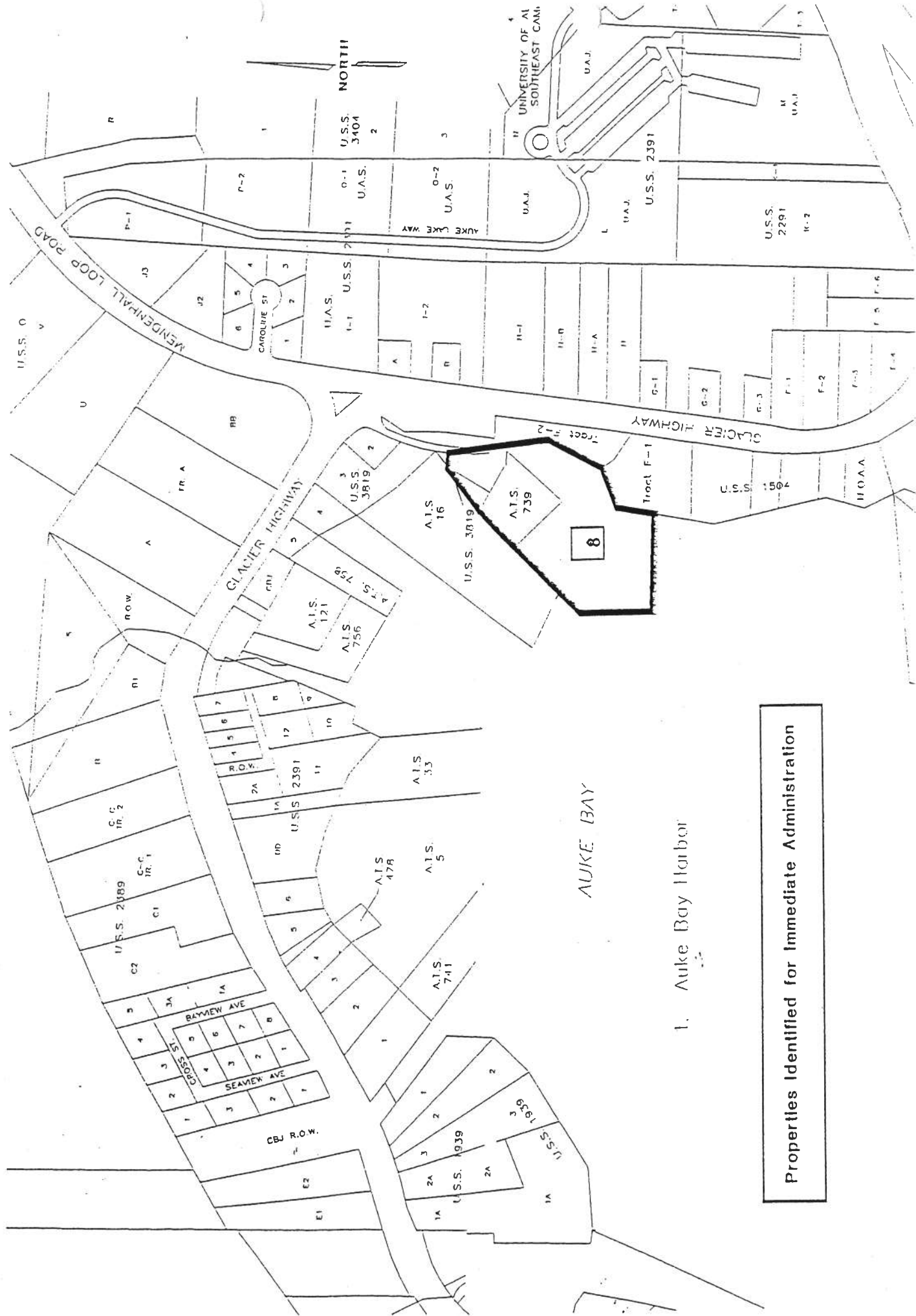
1. Aurora Basin and Harris Harbor
2. Juneau Fisheries Terminal
3. Yacht Club
4. Intermediate Vessel Float

Properties Identified for Immediate Administration



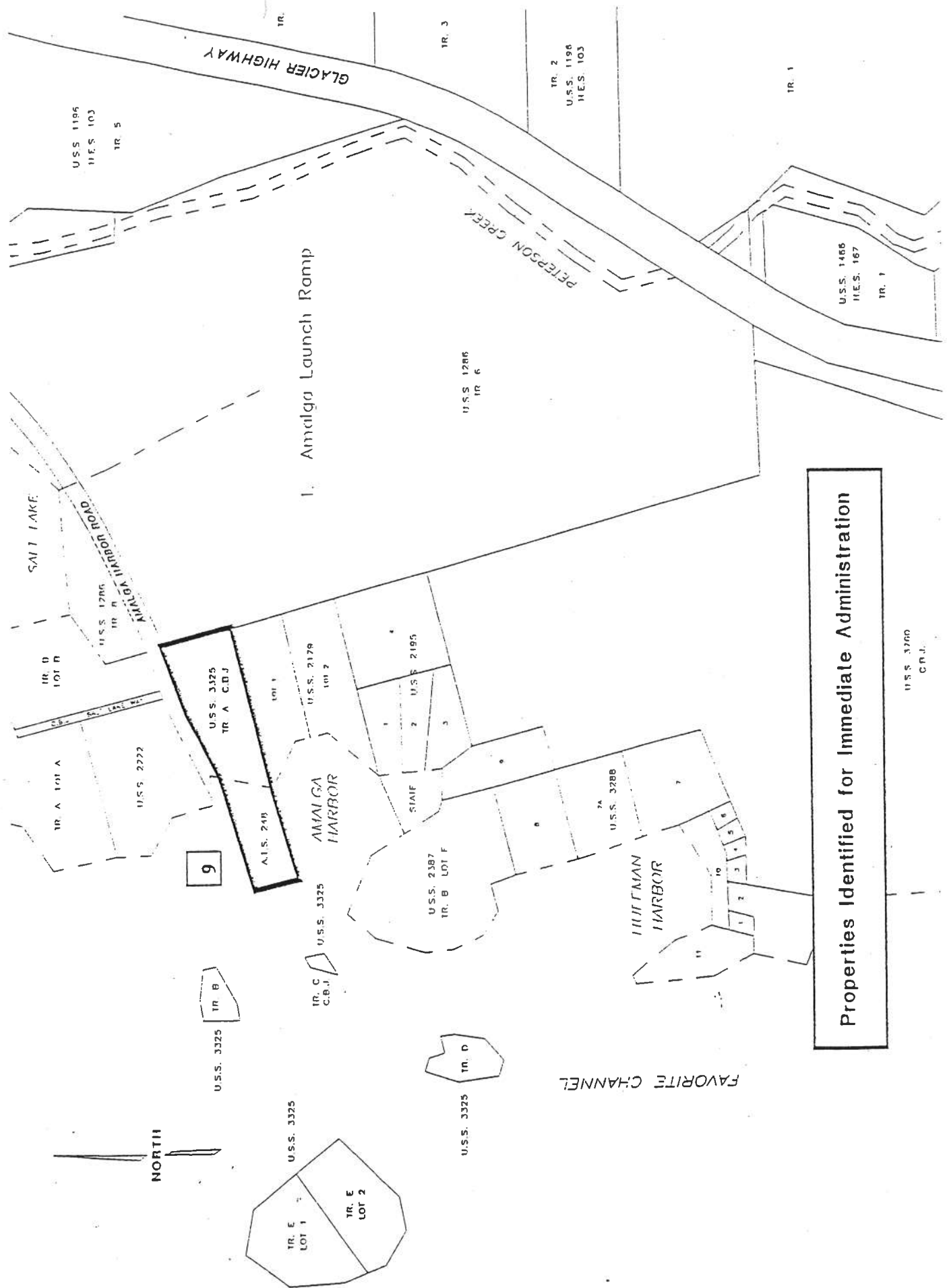
1. Douglas Basin
2. Jureau Island Causeway
3. Douglas Dock (Cold Storage)

Properties Identified for Immediate Administration



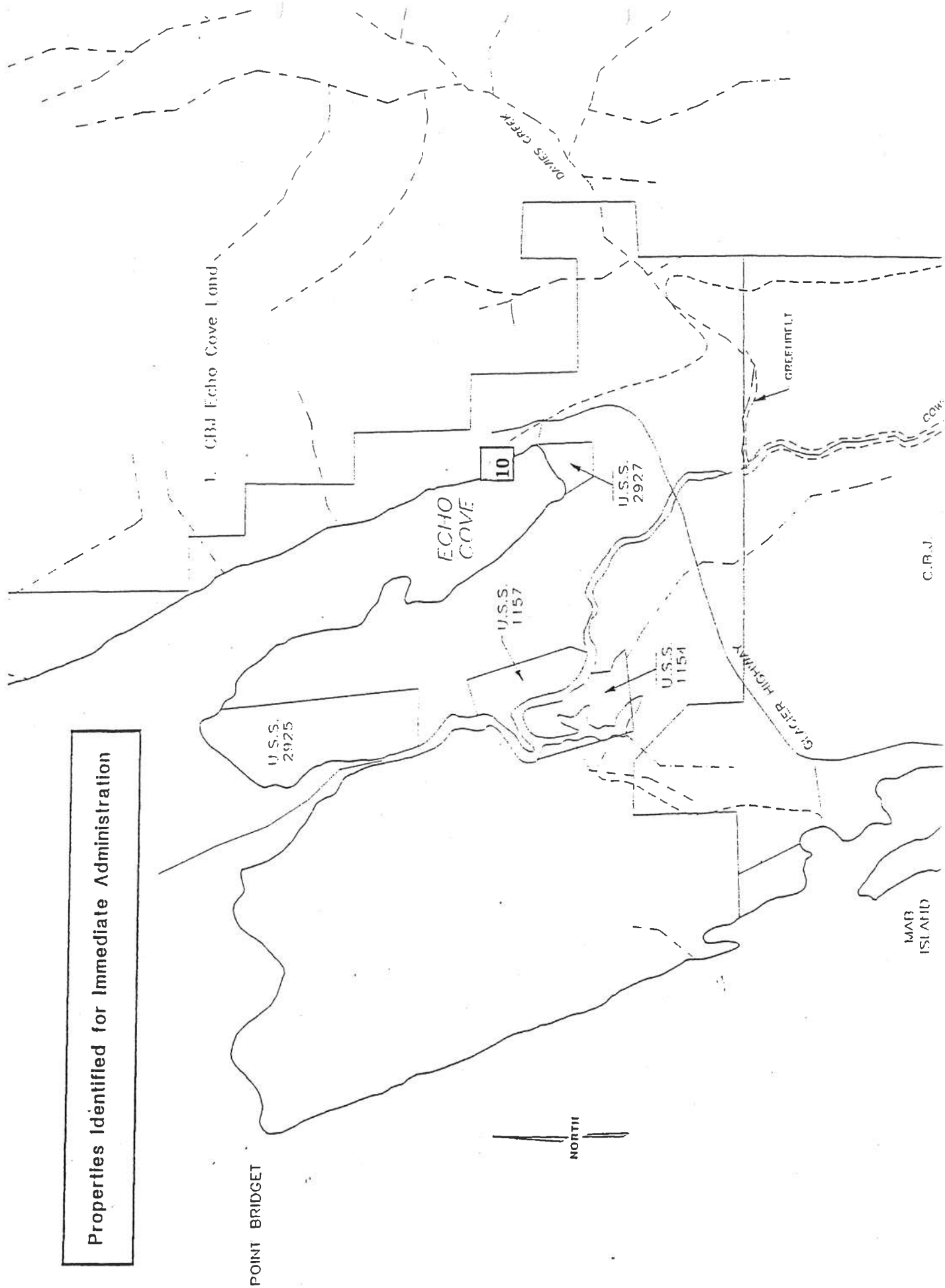
1. Auke Bay Harbor

Properties Identified for Immediate Administration



Properties Identified for Immediate Administration

Properties Identified for Immediate Administration





Properties Identified for Subsequent Administration

TEE HARBOR

TERRACE NATIONAL FOREST BOUNDARY

GLACIER HIGHWAY

Properties Identified for Subsequent Administration

TEE HARBOR

ALASKA HIGHWAY

6

SITE

TEE HARBOR

6

SITE

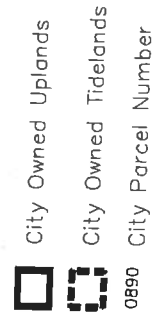
AVALON UTILITY



6

SAFE

Juneau Area



Other Lands Managed by Docks and Harbors

Auke Bay Loading Facility:

- Lot 1, ATS 357 (purchased by CBJ)
- Auk Nu Cove – Development Parcel (acquired from ADNR)
- Auk Nu Cove – Mitigation Parcel (acquired from ADNR)

Statter Harbor

- ATS 16 – DeHart's Marina (purchased by CBJ)
- ATS 121 & 756 – Horton Lots (leases purchased by CBJ later transferred from State)
- Lot 4 – Lehnhart's (purchased by CBJ)
- Lot 5 – Management transferred from P&R to D&H
- ATS 1700 – Launch Ramp site (acquired from ADNR)
- Lot 2 at Glacier Hwy – Launch Ramp site (acquired from ADNR)

Cruise Berths Site

- Expanded ownership of ATS 3 for Cruise Berths Project (acquired from ADNR)

Taku Harbor

Thane Lots

- Leased to AJT
- Leased to Thane Ore House

North Douglas Boat Ramp

- ATS 1692

Auke Bay

- ATS 1691 – NOAA Dock

Indian Cove

- ATS 1690 – NPS Dock

Allen Marine and Gitkov Docks

Andrew's Marina

Samson Barge

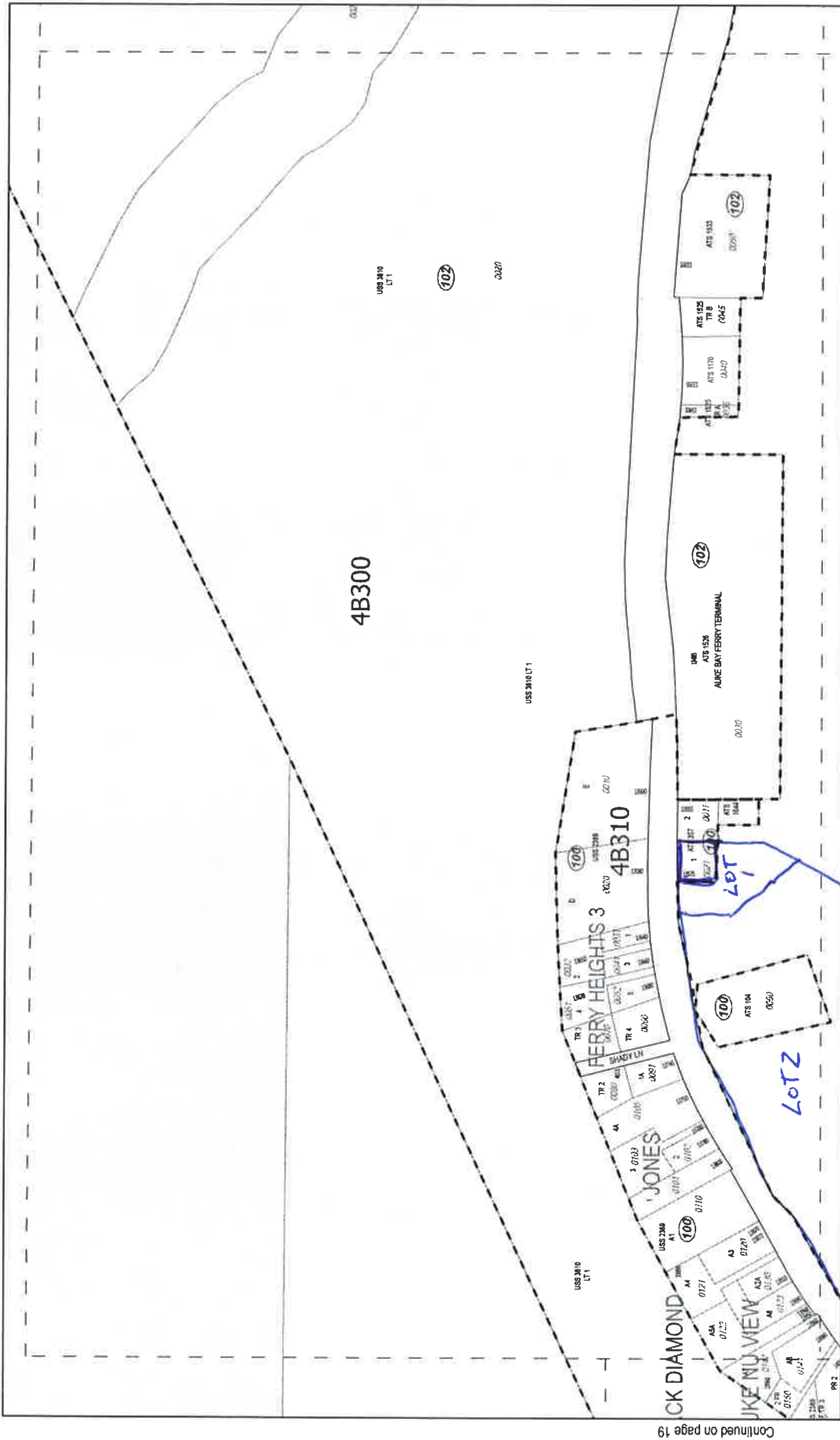
Wayside Park

Channel Construction

Channel Drive Parcels

Tee Harbor Uplands

Trucano Leases at Douglas Bridge



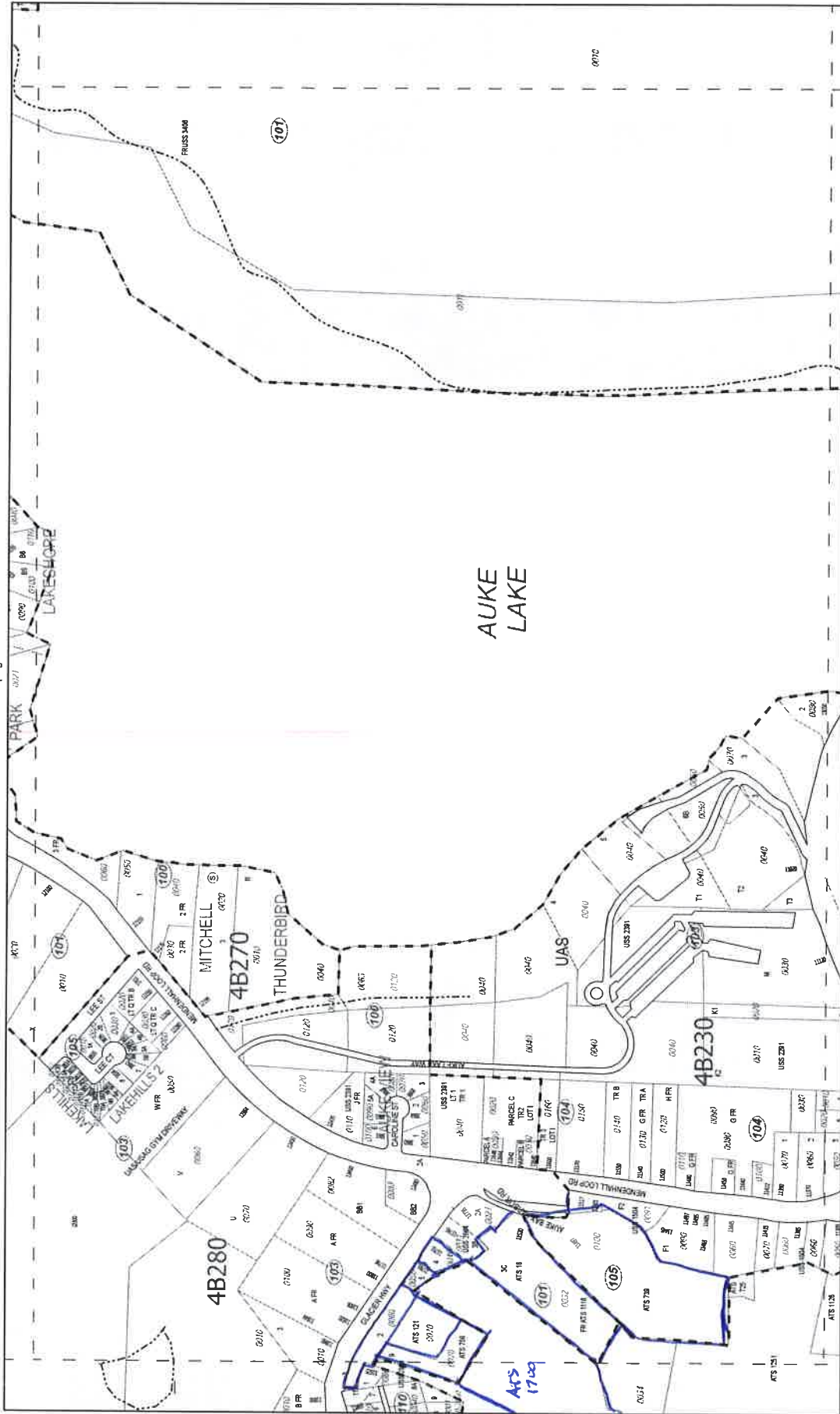
Continued on page 19

Continued on page 20

155	7	(B)	EAST VALLEY
Address Number	Lot	Block	Subdivision

Parcel Code Prefix	6D090	Block Number	102	Lot Number	0030
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Continued on page 24



Continued on page 25

Continued on page 26

Property Information

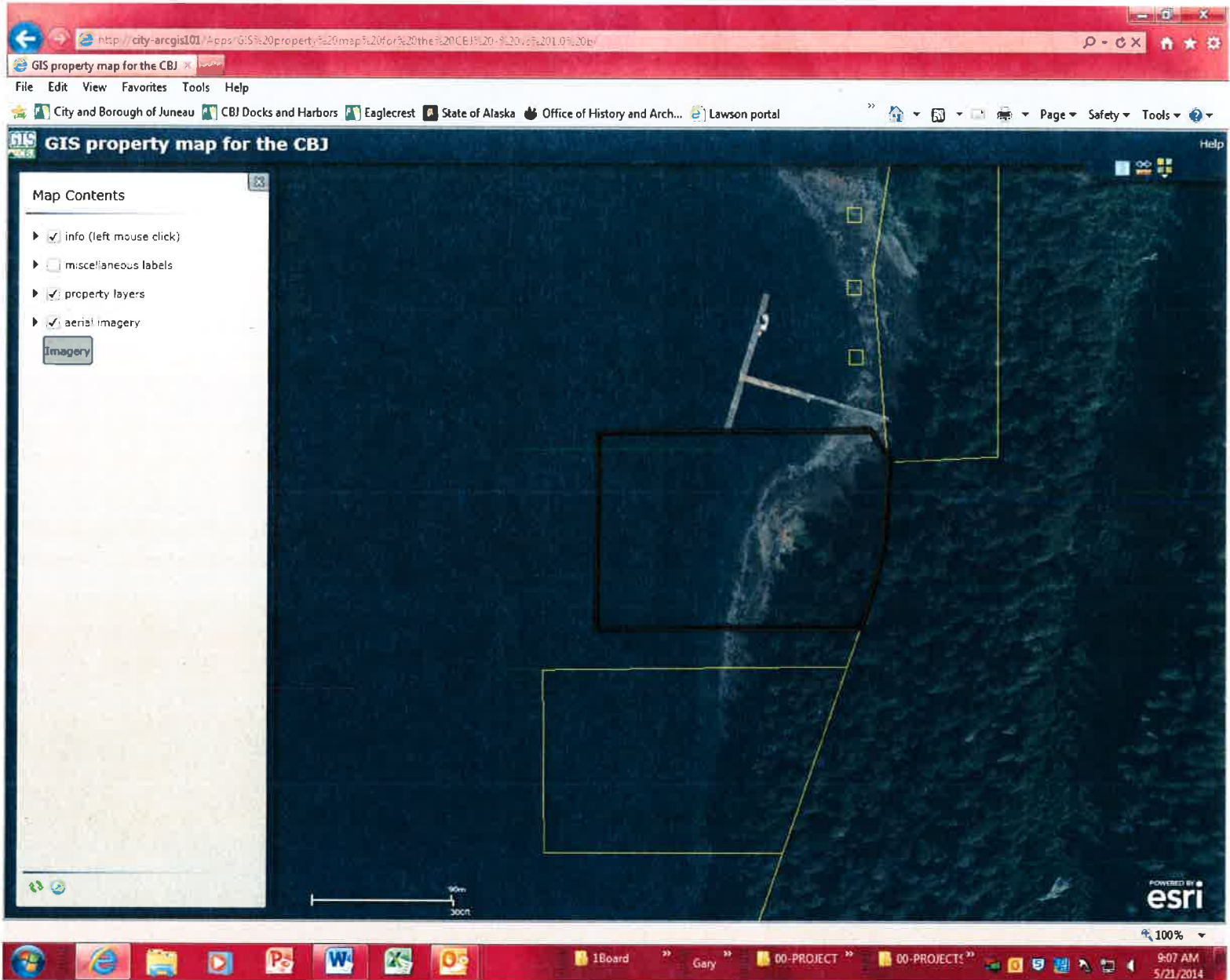
155	7	(B)	EAST VALLEY
Address Number	Lot	Block	Subdivision

Assessor Tax Code

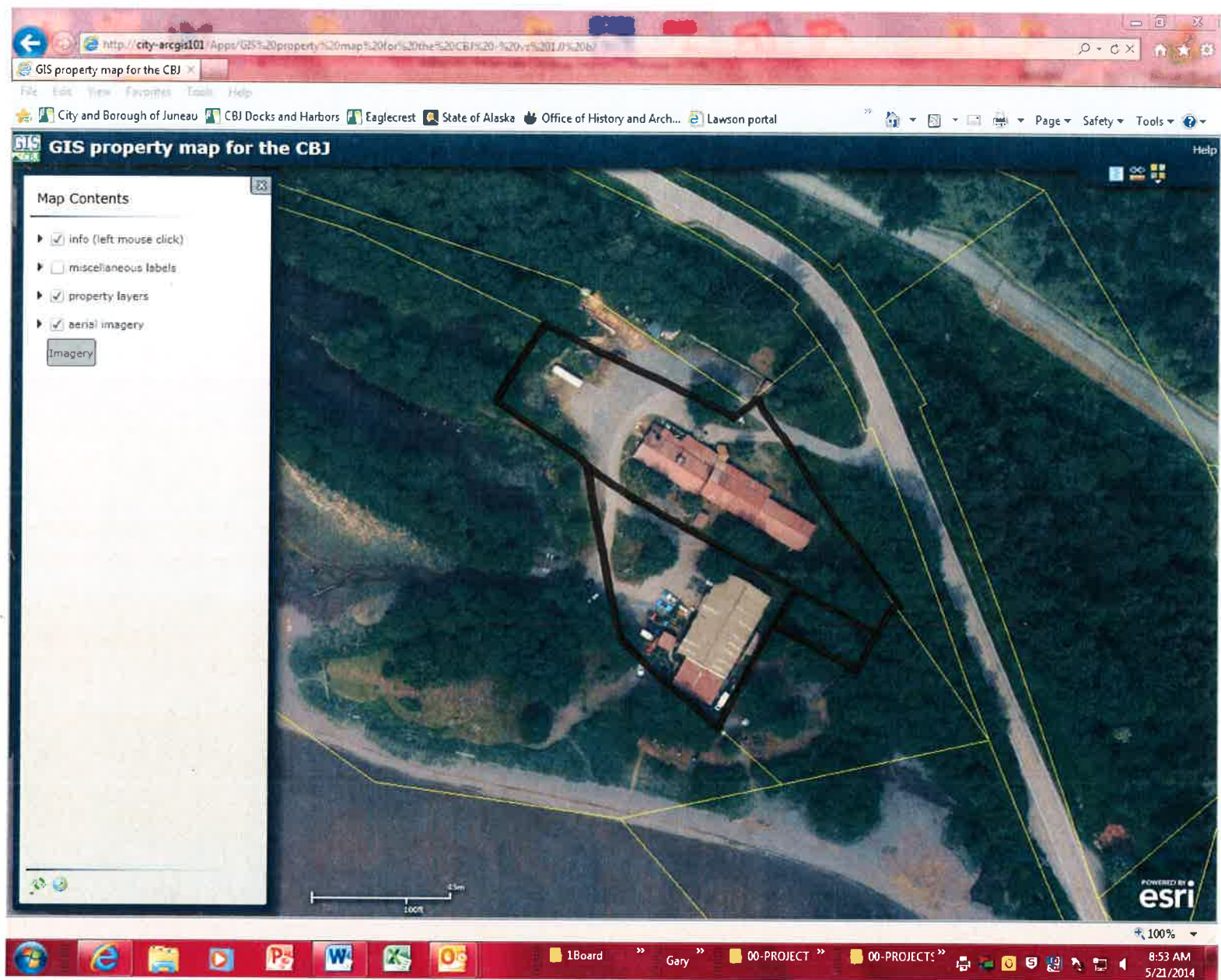
6D090	102	0030
Parcel Code Prefix	Block Number	Lot Number

North Arrow

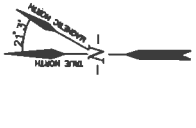




Taku Harbor



Thane

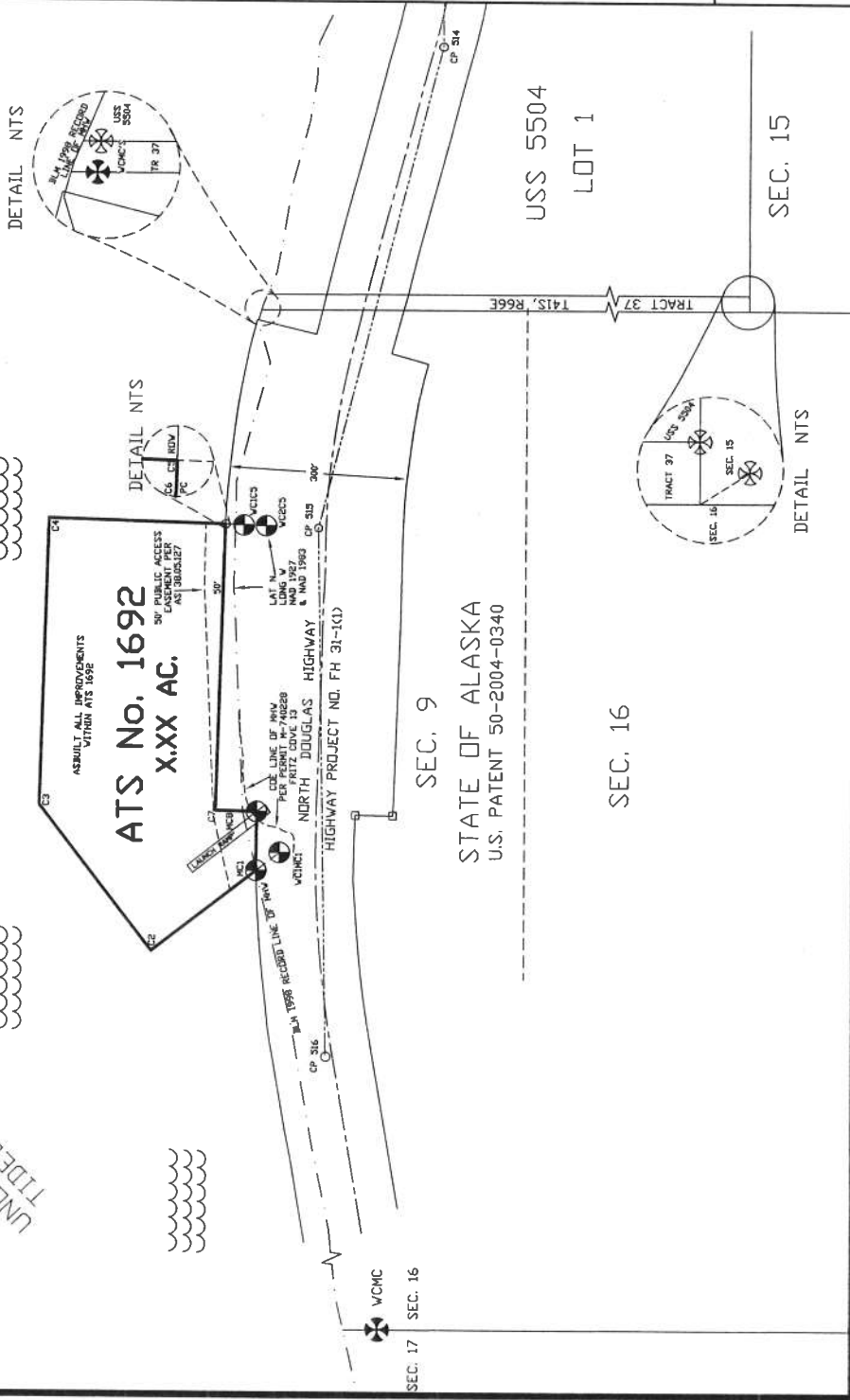


APPROX. MEAN DECLINATION, 2011

FRITZ COVE

UNOCCUPIED
TIDELANDS

UNOCCUPIED
TIDELANDS



PLAN OF SURVEY
ATS No. 1692
ADL No. 106678
LOCATED WITHIN PROTRACTED
SECTION 9
TOWNSHIP 41 SOUTH, RANGE 66 EAST
COPPER RIVER MERIDIAN, ALASKA



1"=1MILE
VICINITY MAP
USGS 1962 1966
JUNEAU B-3

LEGEND:

- GLO/BLM MONUMENT TO BE RECOVERED/RESET
- ⊙ PRIMARY MONUMENT TO BE SET
- ⊗ PRIMARY MONUMENT OF RECORD
- SECONDARY MONUMENT TO BE SET
- RANDOM CONTROL MONUMENT PER NH-0959(19)-69633
- CONCRETE ROW MONUMENT OF RECORD

DEPARTMENT OF NATURAL RESOURCES
DIVISION OF MINING, LAND & WATER
550 W. 7TH AVE., SUITE 650
ANCHORAGE, AK 99501
(907) 269-8523

SCALE: 1" = 200'
DRAWN: PG
DATE: 9/10/2012

COPPER RIVER MERIDIAN, ALASKA



1"=1MILE

VICINITY MAP

SGS 1962 1966
JUNEAU B-3

LEGEND:



GLO/BLM MONUMENT TO BE RECOVERED/RESET



PRIMARY MONUMENT TO BE RECOVERED/RESET



PRIMARY MONUMENT TO BE SET



STONE MONUMENT WITH CHISELED X SET 1923



REBAR AND CAP TO BE RECOVERED/RESET



REBAR AND CAP OF RECORD

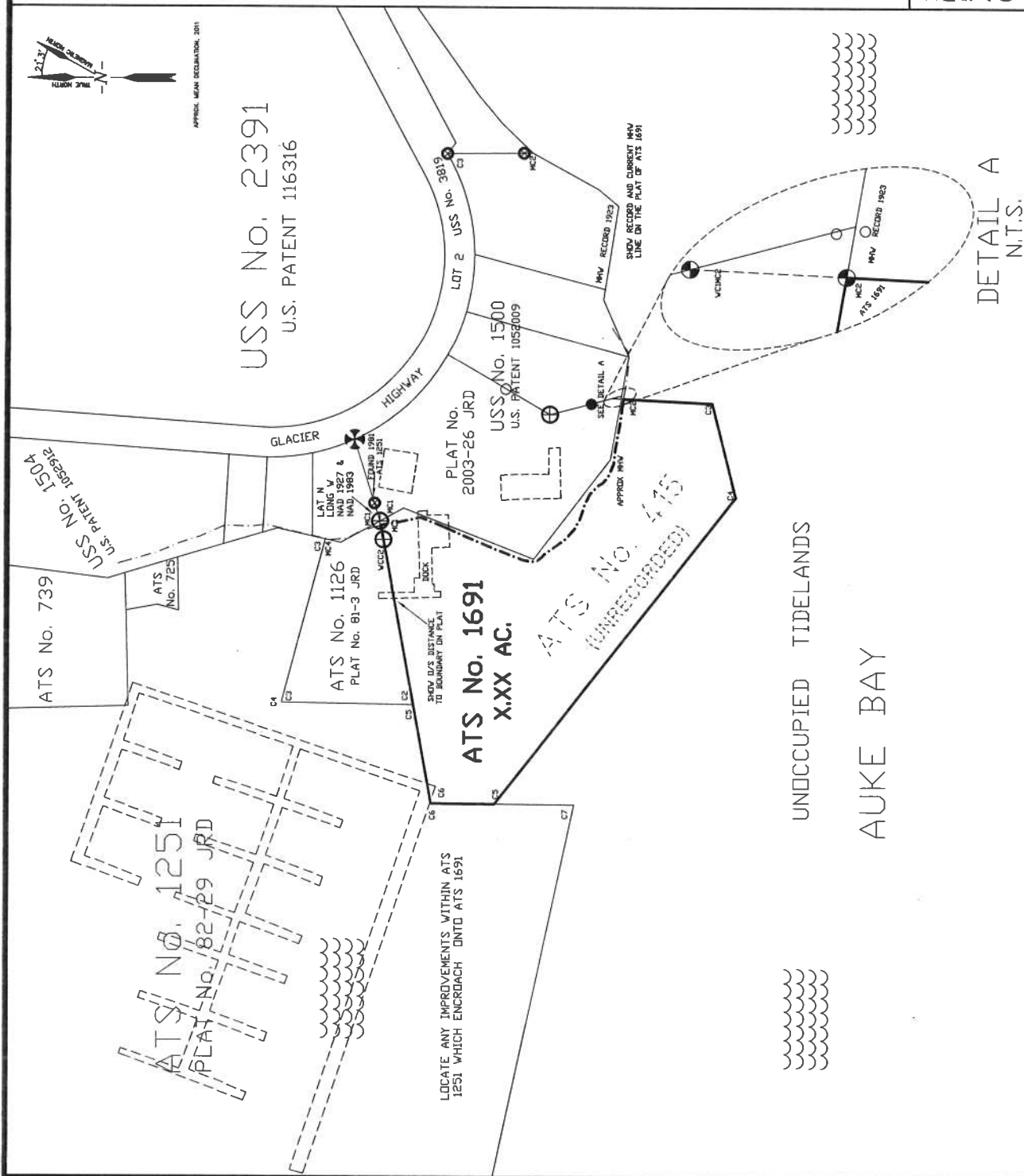
APPROXIMATE: MHW

DEPARTMENT OF NATURAL RESOURCES
DIVISION OF MINING, LAND & WATER

SCALE: 1" = 200'

DRAWN: PG

DATE: 10/8/2012

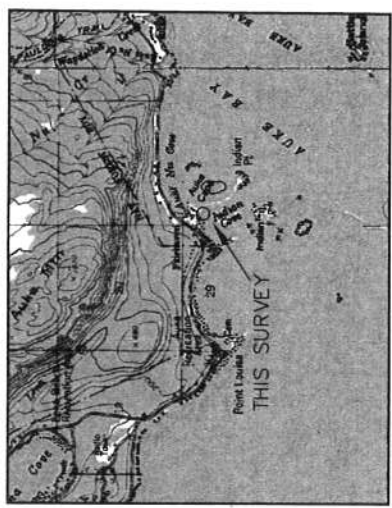


PLAN OF SURVEY

ATS No. 1690

ADL No. 106678

LOCATED WITHIN PROTRACTED SECTION 28
TOWNSHIP 40 SOUTH, RANGE 65 EAST
COPPER RIVER MERIDIAN, ALASKA

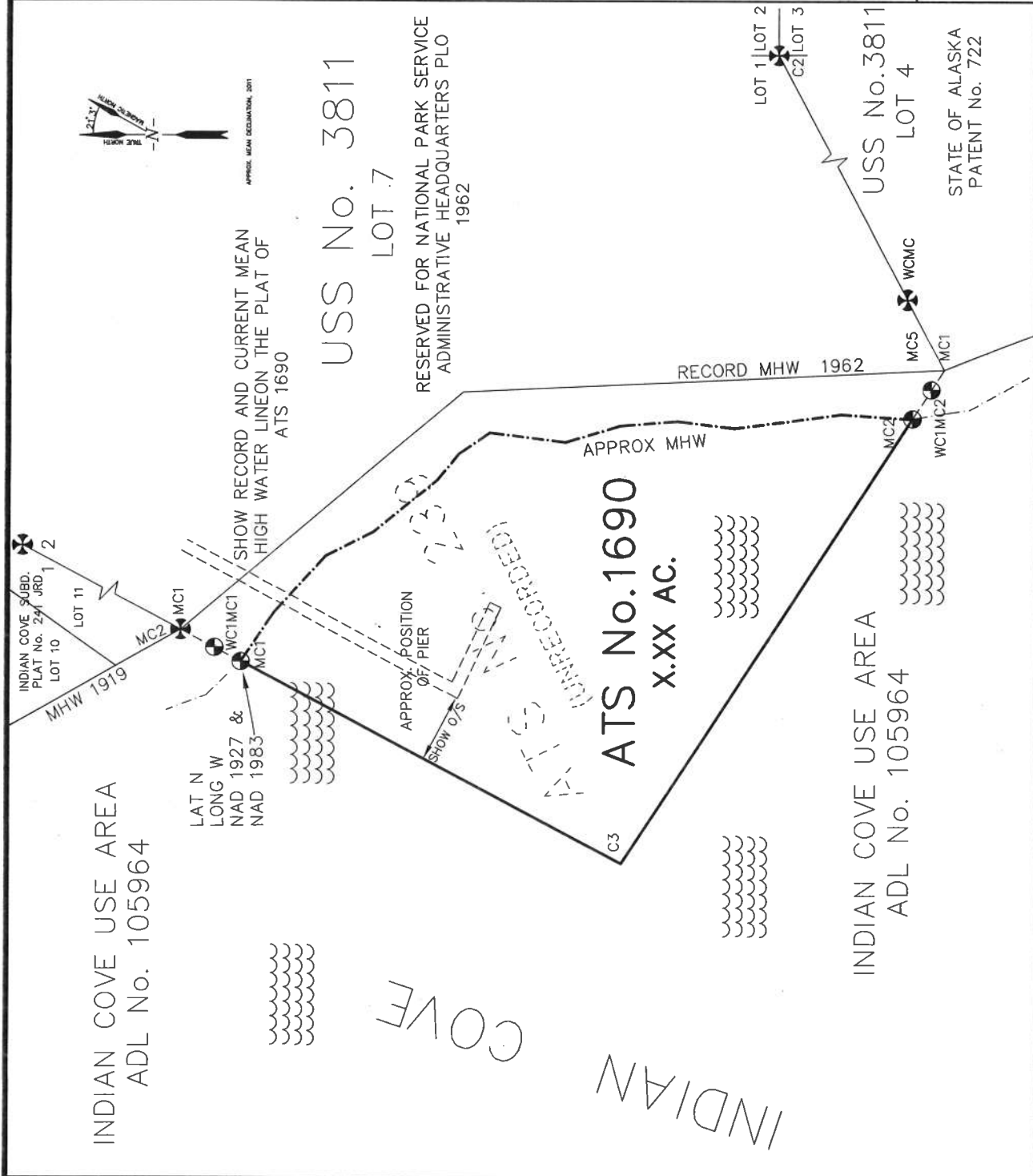


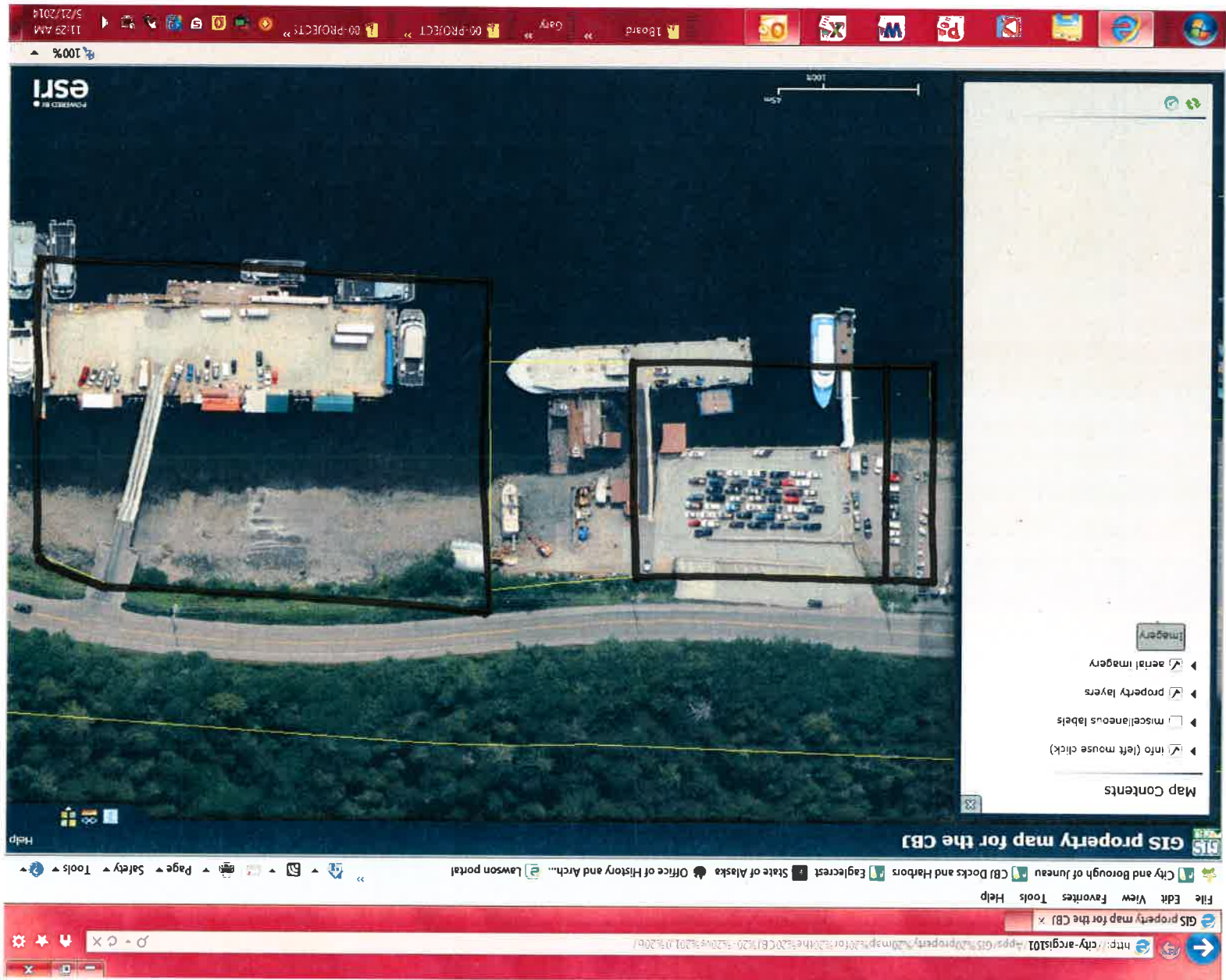
1"=1MILE VICINITY MAP USGS 1962 1966
JUNEAU B-3

LEGEND:

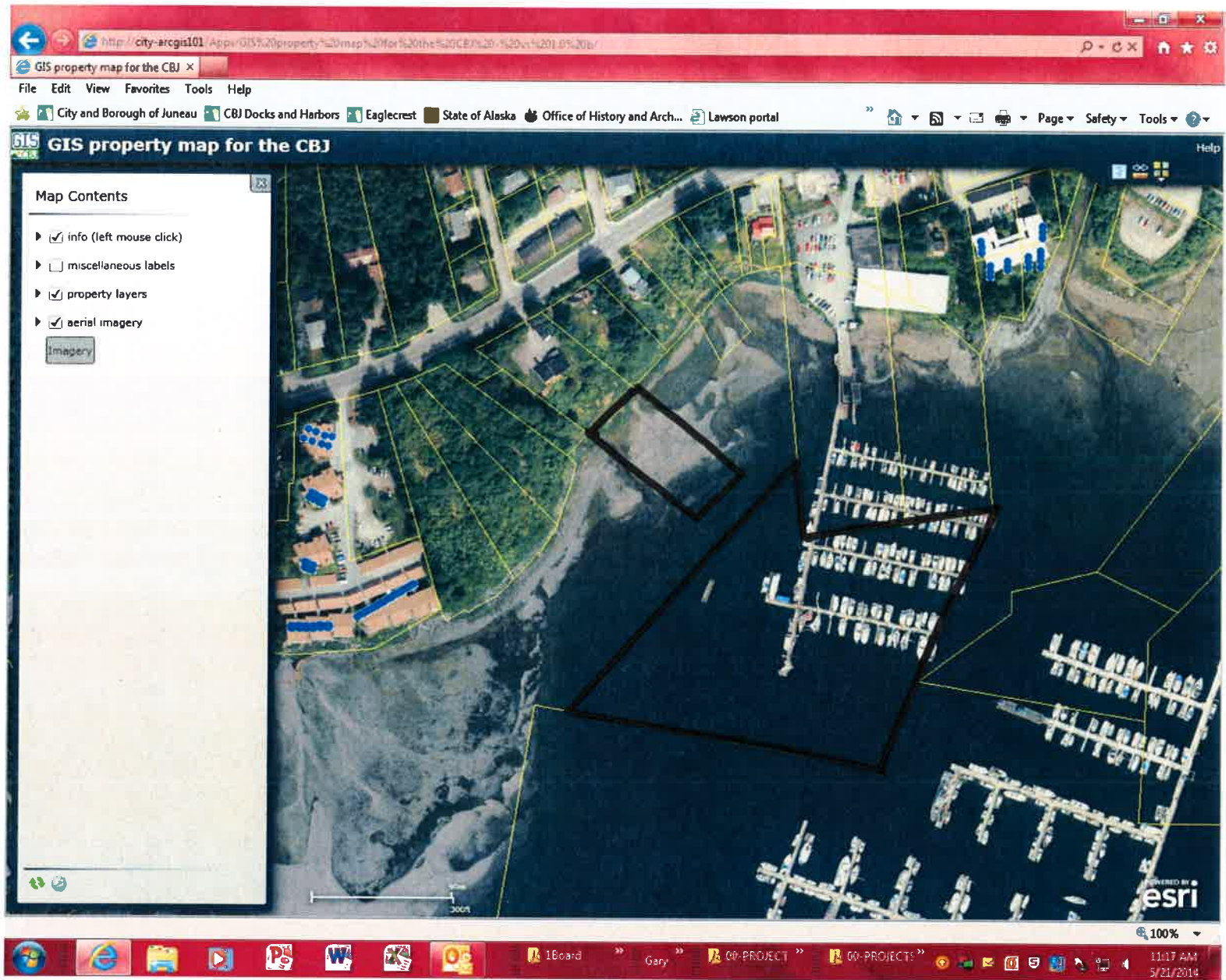
- GLO/BLM MONUMENT TO BE RECOVERED/RESET
- PRIMARY MONUMENT TO BE SET
- APPROXIMATE MHW

DEPARTMENT OF NATURAL RESOURCES DIVISION OF MINING, LAND & WATER 550 W. 7TH AVE., SUITE 650 ANCHORAGE, AK 99501 (907) 269-8523	SCALE: 1" = 100'
	DRAWN: PG
	DATE: 9/17/2012

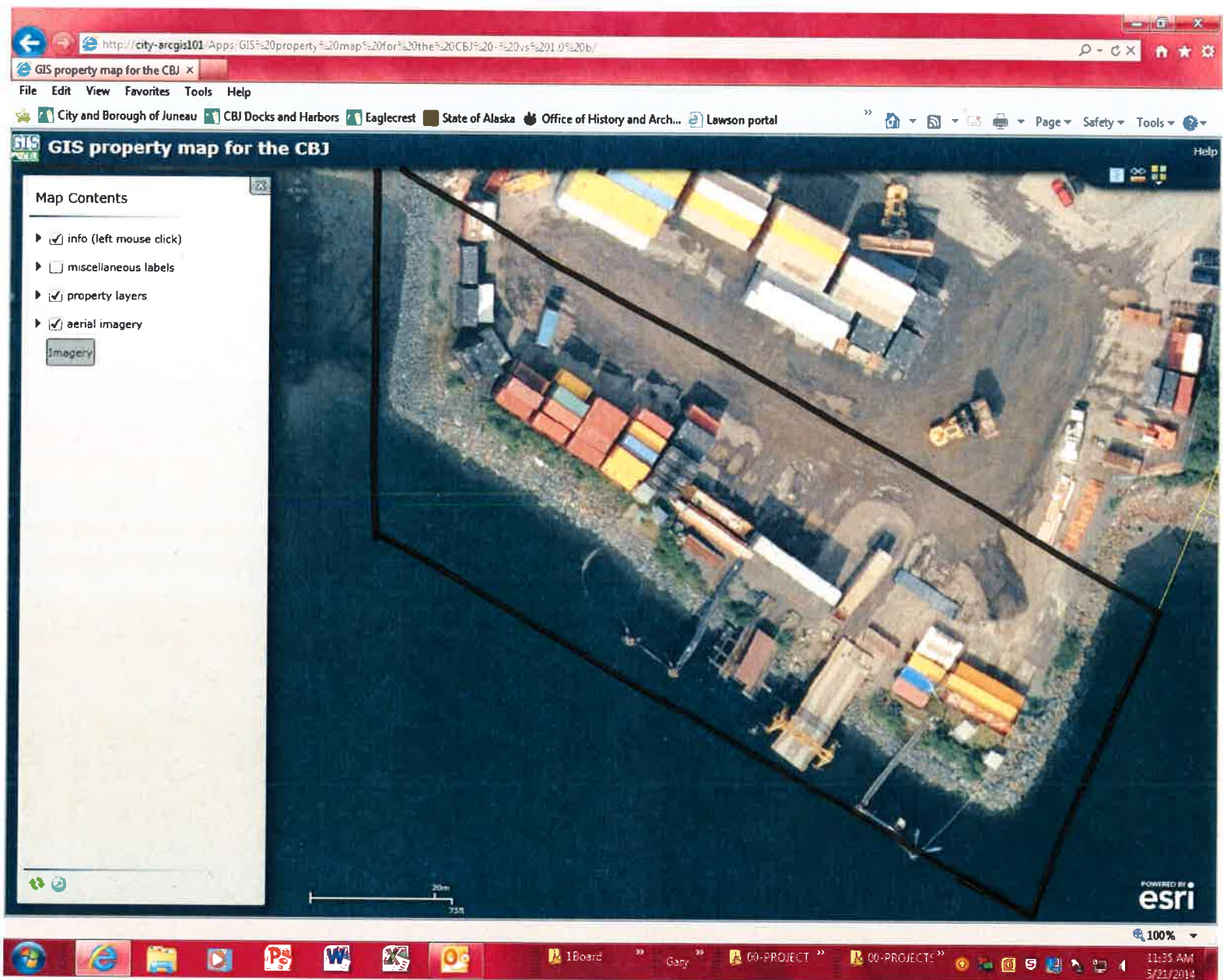




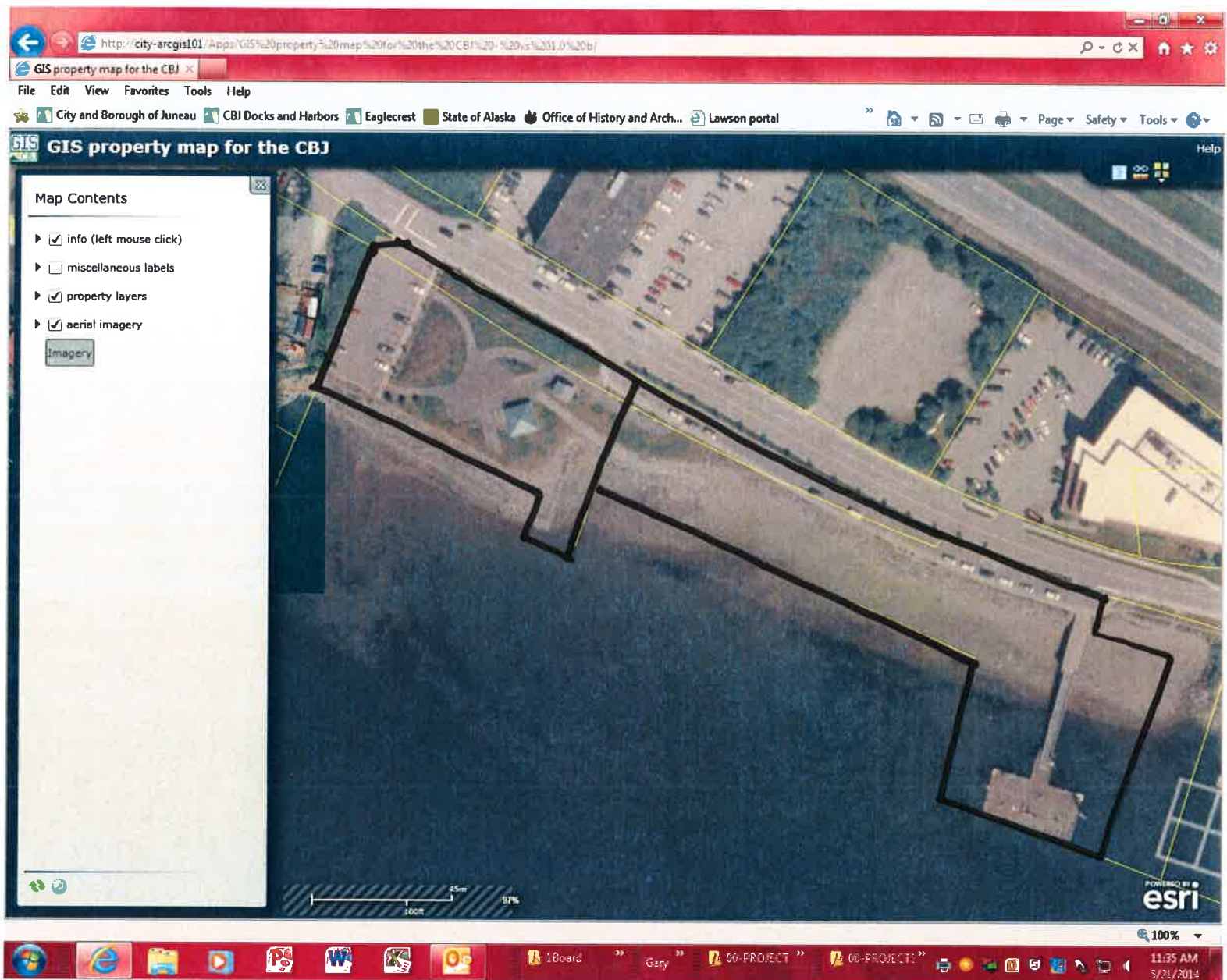
Allen Marine - Gittkov



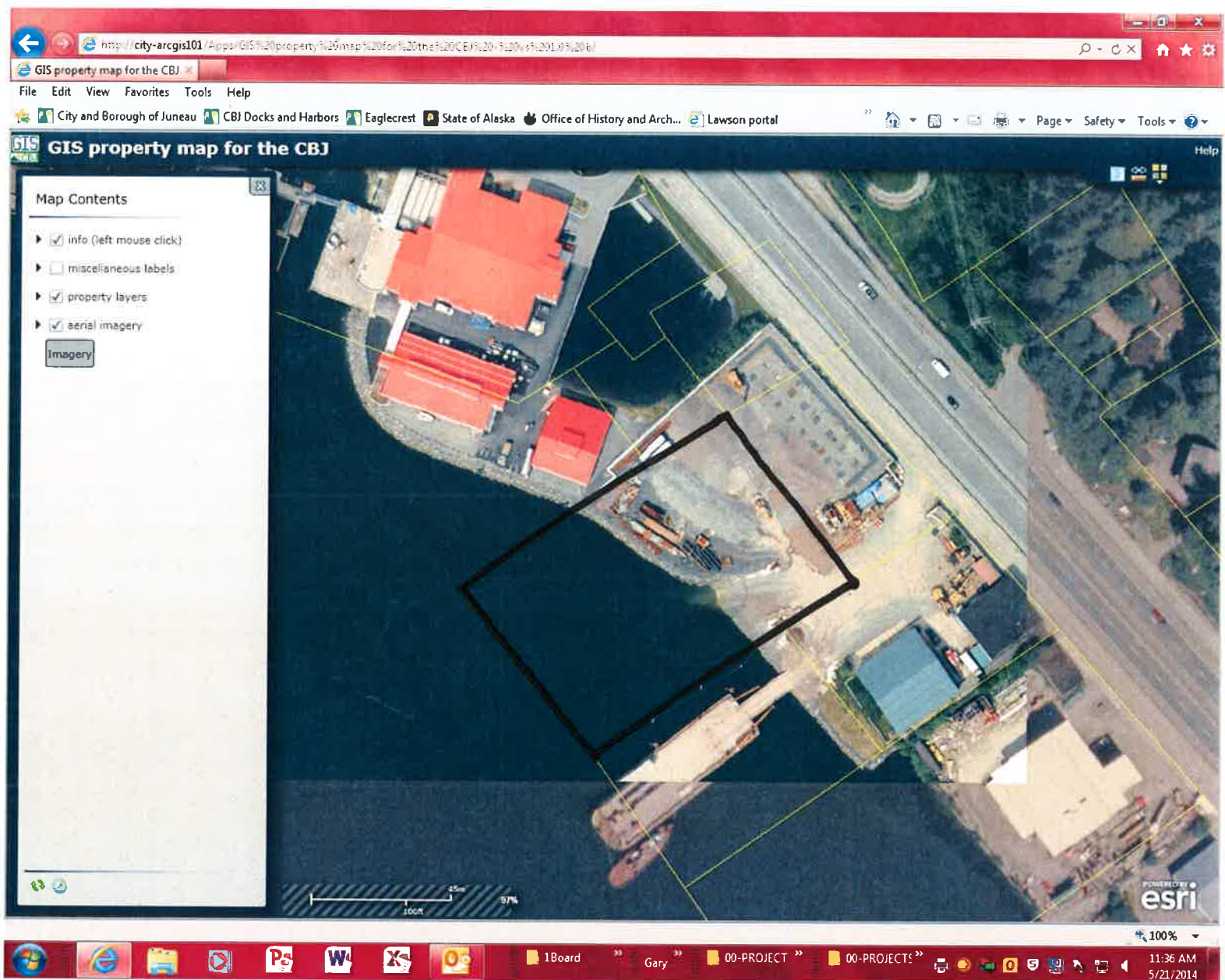
Andrew's Marina



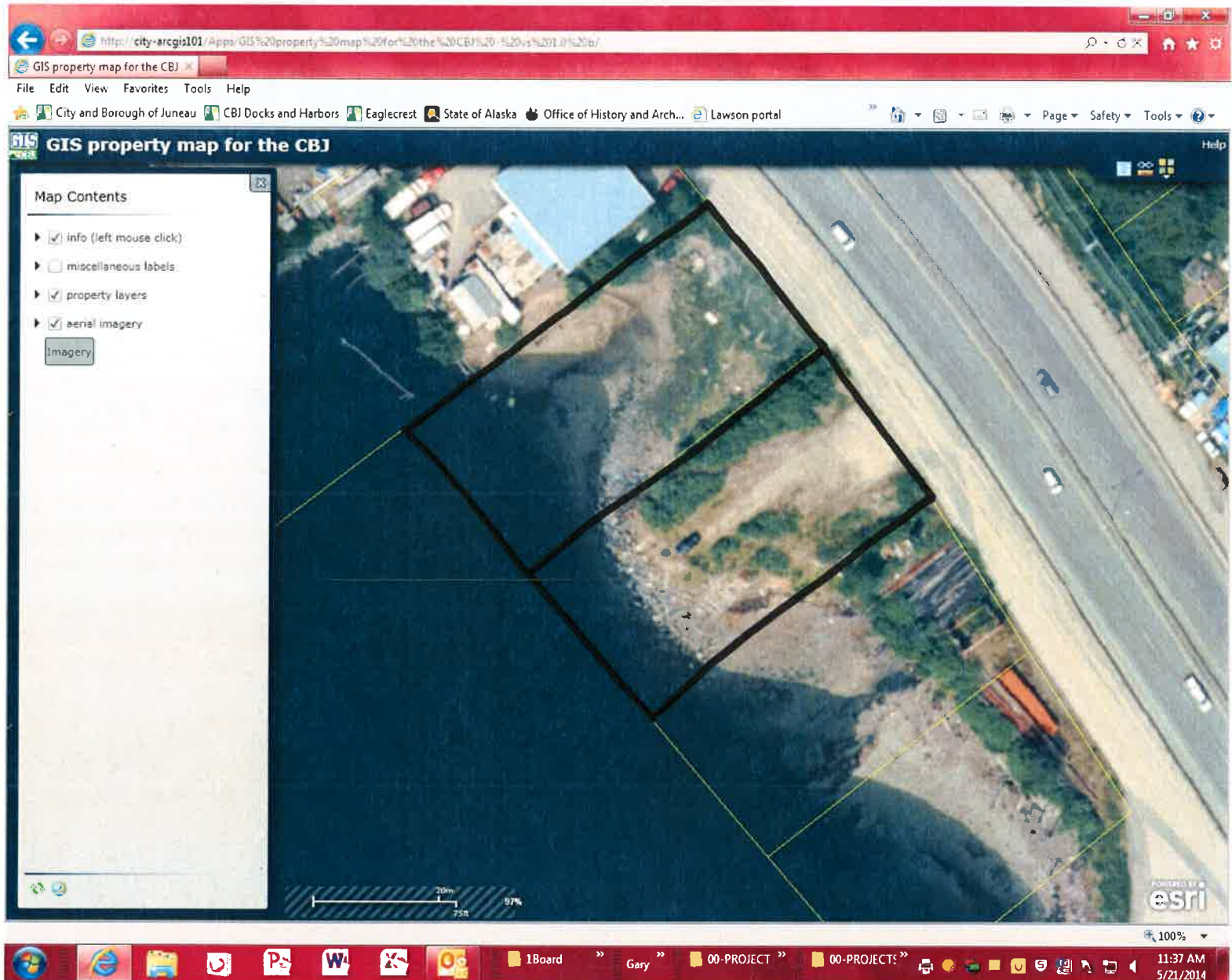
Samson Barge



Wayside Park



Channel Construction

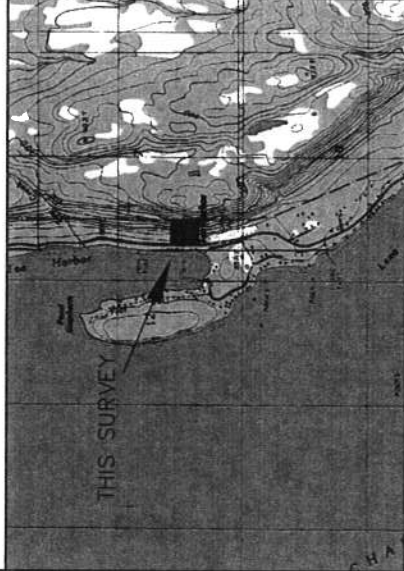


Channel Drive Parcels

PLAN OF SURVEY

ASLS No. 2013-15

ADL No. 101676
LOCATED WITHIN SECTION 7
TOWNSHIP 40 SOUTH, RANGE 65 EAST
COPPER RIVER MERIDIAN, ALASKA



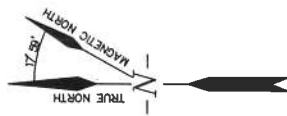
- 1"=1 MILE VICINITY MAP USGS JUNEAU B-3
- LEGEND:
- GLO/BLM MONUMENT TO BE RECOVERED/RESET
 - GLO/BLM MONUMENT OF RECORD
 - PRIMARY MONUMENT TO BE SET
 - BLM/COPPER COATED STEEL ROD
 - PRIMARY MONUMENT OF RECORD
 - SECONDARY MONUMENT OF RECORD
 - SURVEYED
 - UNSURVEYED

DEPARTMENT OF NATURAL RESOURCES
DIVISION OF MINING, LAND & WATER
550 W. 7TH AVE., SUITE 650
ANCHORAGE, AK 99501
(907) 269-8523

SCALE: 1" = 200'

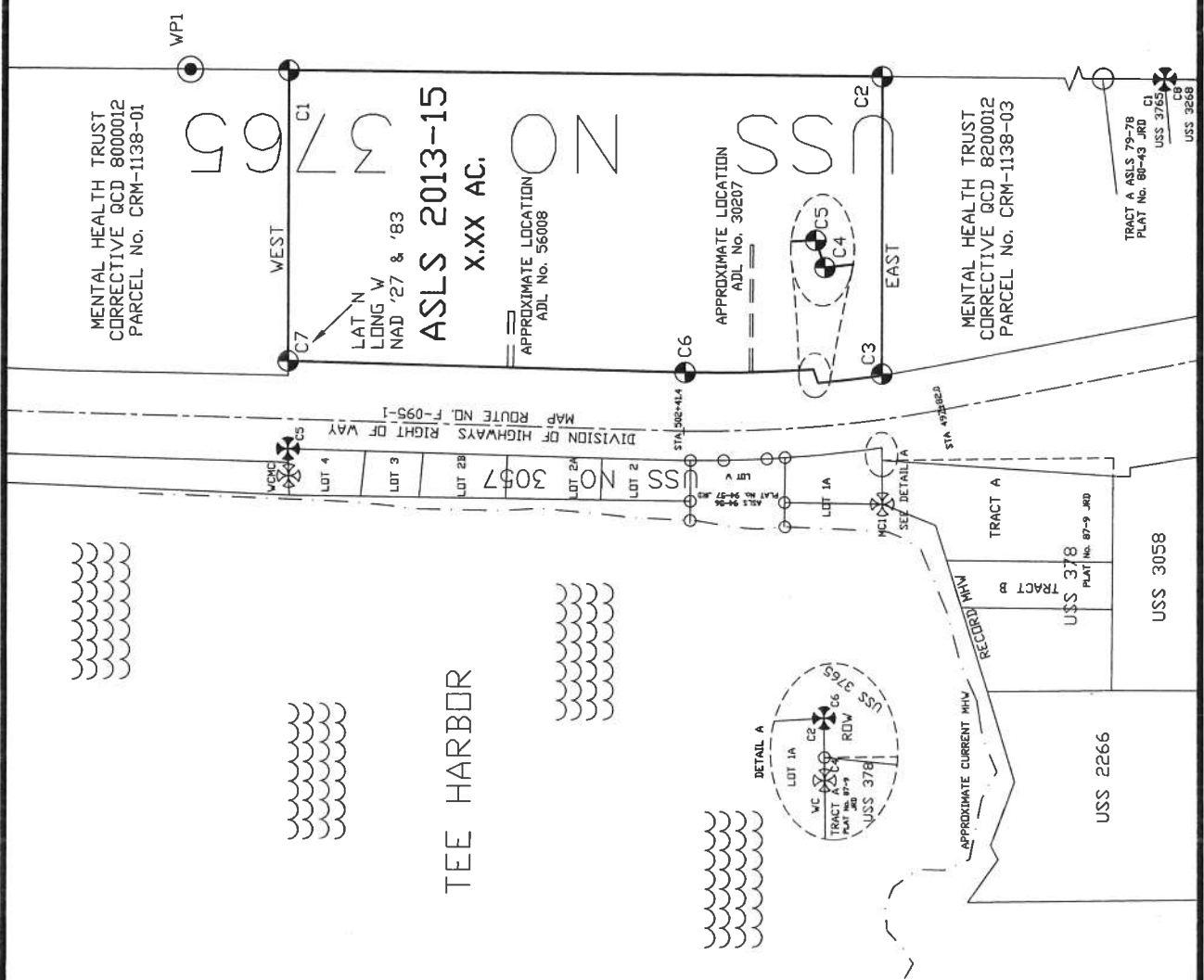
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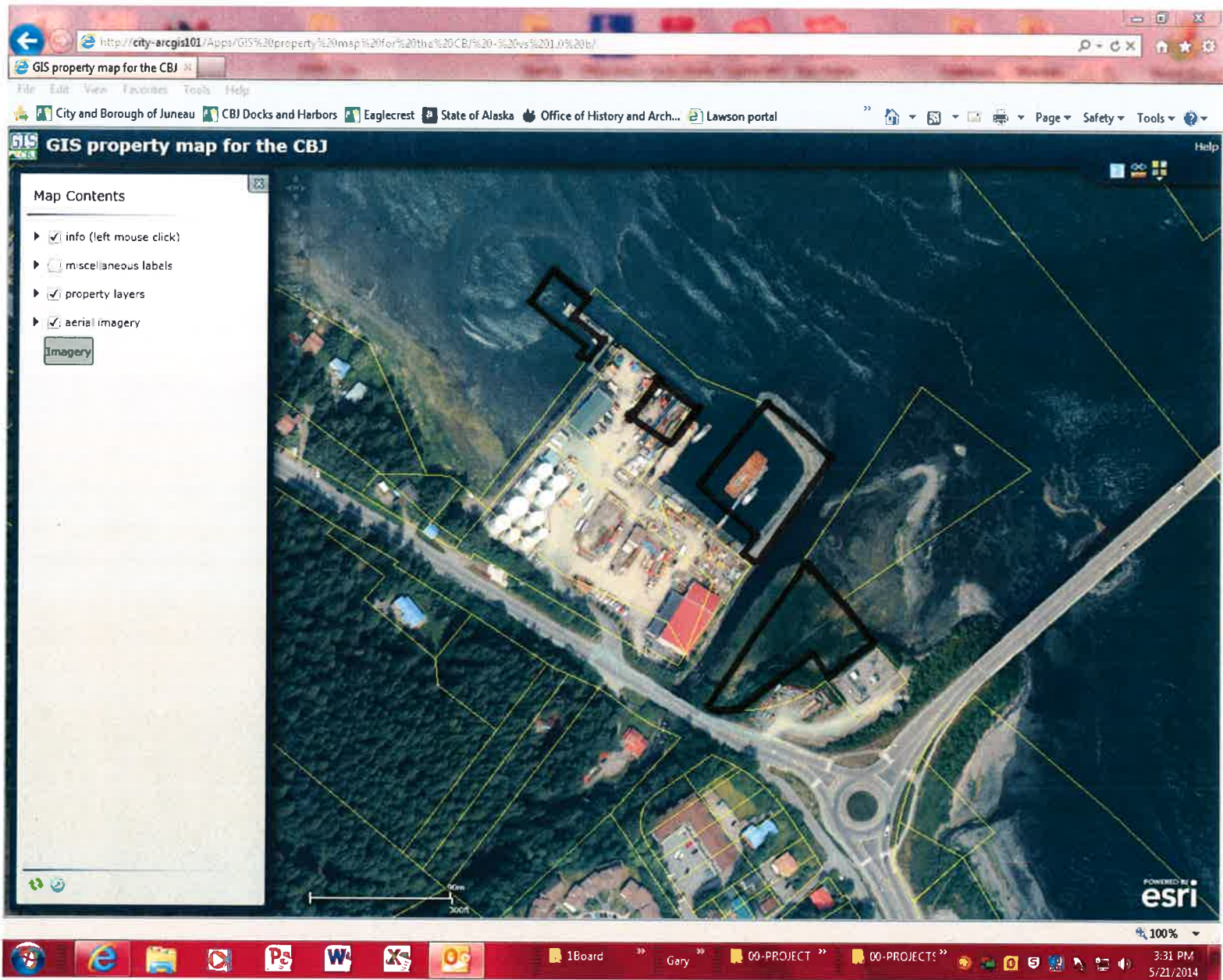
DATE: 4/17/2014



APPROX. MEAN DECLINATION
NOAA 2013

TONGASS NATIONAL FOREST





Trucano Leases

STATTER HARBOR - ADA SURVEY



2014

CBJ - Juneau Docks & Harbors

Statter Harbor - ADA Survey

CBJ - JUNEAU DOCKS & HARBORS

TABLE OF CONTENTS

1.	Introduction	2
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3.	Statter Harbor Survey	2
4.	Modification Options for Increasing Accessibility	13
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6.	Appendix:	
	• Applicable Regulations and References	19

(Revised: Final May 23, 2014)



1 – INTRODUCTION

City and Borough of Juneau (CBJ) Docks and Harbors contracted with NorthWind Architects to perform a survey of the Statter Harbor moorage facilities for consistency with the current accessibility design guidelines: the 2010 ADA Standards for Accessible Design as published by the Dept. of Justice.

Participants in the planning process included the following:

- NorthWind Architects, LLC: Gerald Gotschall, AIA - Registered Architect

Key:

Excerpts from the ADA Design Guidelines are provided with the section numbers: i.e. 1003.1

- *Comments from the review team are in colored italic text as they apply specifically to the harbor situation.*

2 – ACCESSIBILITY CRITERIA

We are providing commentary for each item of the standards from the 2010 ADA AG, The Americans with Disabilities Act and Accessibility Guidelines, which covers new or modified facilities.

Chapter 10 - Recreational Facilities, specifically **Section 1003 - Recreational Boating Facilities** as well as Chapter 2 - Scoping Requirements, specifically **Section 235 - Recreational Boating Facilities** were reviewed relative to the Statter Harbor moorage facilities.

The survey follows the Guidelines and addresses each aspect with commentary, measurements and photos of the in-place, newly constructed conditions at Statter Harbor in Auke Bay. It does not address older dock sections in detail but does cover the accessible path to the older floats.

3 – STATTER HARBOR SURVEY

Section 1003 Recreational Boating Facilities

1003.1 General: Recreational boating facilities shall comply with Section 1003.

1003.2 Accessible Routes: Accessible routes serving recreational boating facilities, including gangways and floating piers, shall comply with Chapter 4 except as modified by the exceptions in 1003.2.

1003.2.1 **Boat Slips:** Accessible routes serving boat slips shall be permitted to use the exceptions in 1003.2.1.

Exceptions:

1. Where an existing gangway or series of gangways is replaced or altered, an increase in the length of the ramp shall not be required to comply with 1003.2 (for Chpt. 4 Accessible Routes) unless required by 202.4 (Alterations affecting primary function areas.)
 - *Gangways. This criteria would allow a gangway to stay the same length if replaced or altered. Statter Harbor's main gangway was replaced & improved as a part of the harbor renovation. Use & function were not changed. The gangway was increased to approx. 102' in length even though it was not required under this exception.*



2. Gangways shall **not** be required to comply with maximum rise specified in 405.6.
 - **Section 405.6 Rise, states that** an accessible ramp shall have a rise of 30-inches max for each 30-feet of run. (Typical for buildings.) This exception excludes the 1:12 slope requirement in a moorage facility. The overall rise at Statter harbor gangway is closer to 30-feet than 30-inches. It is not expected that a marine gangway maintain the 1:12 slope required for buildings.
 - No modifications are needed for this criteria.
3. Where the total length of a gangway or series of gangways serving as a part of a required accessible route is **80 feet min.**, gangways shall not be required to comply with 405.2.
 - **Section 405.2 identifies** the max. ramp slope of 1:12. Again this requirement is primarily for buildings and upland accessible routes.
 - This exception applies to the design on the Statter harbor gangway because it measures 101-feet with a 6' walk out transition at the lower dock end; and a ~2' walkout transition ramp at the upper end of the gangway. Therefore, the main gangway meets the requirements of this exception as it is over 80-feet long.
 - At two locations, a dock-to-dock ramp was installed to transition from the higher newer float to the lower older floats. At each of these locations, the ramp is not required to be 1:12 slope.



FIGURE 1 TRANSITION RAMP - 1 TO OLDER WOOD DOCK



FIGURE 2 TRANSITION RAMP - 2 TO EXISTING CONCRETE DOCK



4. Where facilities contain fewer than 25 boat slips and the total length of the gangway...serving as part of a required accessible route is 30 feet min, gangways shall not be required to comply with 405.2.
 - This exception does not apply to Statter Harbor as it has over 25 boats and a ramp of greater than 30 feet. No modification is needed.
5. Where gangways connect to transition plates, landings specified by 405.7 shall not be required.
 - Statter Harbor does utilize a sloping transition plate at the head and base of the main gangway and per this exception, it is not required to have a level landing at the base of the main sloped ramp. No modification is needed.
6. Where gangways and transition plates connect and are required to have handrails, handrail extensions shall not be required. Where handrail extensions are provided on gangways or transition plates, the handrail extensions shall not be required to be parallel with the ground or floor surface.
 - Statter Harbor does have handrails on the gangway and they do extend over the transition plates at the lower end.
 - The upper end handrails extend over a narrower transition plate.
 - The looped ends of the handrails are not required to be parallel to the ground as they would in a building, as the angle of the ramps & railings are continually changing with the fluctuation of the tide. Statter Harbor gangway therefore meets this design guideline at the top & bottom transitions. No modification is needed.



LOWER GANGWAY TRANSITION PLATE



UPPER GANGWAY TRANSITION PLATE

7. The cross slope specified in 403.3 and 405.3 for gangways, transition plates and floating piers that are part of accessible routes shall be measured in the static position.
 - a. **403.3 Slope.** The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.
 - b. **405.3 Cross Slope.** Cross slope of ramp runs shall not be steeper than 1:48.



- The gangway & transition plates do not have cross slopes as they are constructed & manufactured to have traffic flow straight off & onto the ramp. A cross slope would be to allow traffic to flow off the edges of the transition plates which is not desirable or practical in the ramp design. Floats are also designed & constructed to be level and at this harbor a cross slope is not an issue. (A cross slope typically appears at a sidewalk to roadway curb cut.)

8. Changes in level complying with 303.3 and 303.4 shall be permitted on the surfaces of gangways and boat launch ramps.

- On the surface of the gangways themselves, there are not additional level transitions, the new gratings are relatively flush and consistent along the full length of the walking surface.
- Level changes occur only at the top & bottom of the gangway, at the trailing edges of the transition plates. They are typically a yellow poly material and have a beveled level change as required by the noted subsections, tapering off to a max. of 1/4" rise.



TRANSITION PLATE NOSING AT GANGWAY

1003.2.2 Boarding Piers at **Boat Launch Ramps**: Accessible routes serving boarding piers at boat launch ramps shall be permitted to use the exceptions in 1003.2.2.

- The existing Boat Launch Ramp at Statter Harbor is older and is planned to be replaced in the next improvement project phase at the facility. An evaluation is done nonetheless and may serve as an example for future design.

Exceptions are as follows:

1. Accessible routes serving floating boarding piers [at launch ramps] shall be permitted to use Exceptions in 1,2,5,6,7,8 1003.2.1. [From ADA text above.]

Exceptions, from 1003.2.1: (1,2,5,6,7,8)

1. Where an existing gangway or series of gangways is replaced or altered, an increase in the length of the ramp shall not be required to comply with 1003.2 (for Chpt. 4 Accessible Routes) unless required by 202.4 (Alterations affecting primary function areas.)
 - **Launch Ramp Gangways.** *Statter Harbor launch ramp does not have a gangway - it is designed to set on the ground as the tide changes. This item does not apply to this launch ramp.*
2. Gangways shall **not** be required to comply with maximum rise specified in 405.6.
 - **Section 405.6 Rise, notes that** any ramp rise shall be 30" max for a 30' run (typical for buildings. This Exception 2 excludes that requirement. Again, Statter Harbor launch ramp does not have a gangway. The floating dock itself lies directly on the drive ramp at low tide and is the



same slope as the drive. This exception applies - the drive ramp is not 1:12 slope, and this is allowed by this exception as an access to the launch ramps floating dock sections.

3. N/A
4. N/A
5. Where gangways connect to transition plates, landings specified by 405.7 shall not be required.

- *Statter Harbor launch ramp utilizes an arched metal transition plate at the top of the ramp. The gangway is not required to have a level landing at the base of the main sloped ramp. It is in poor condition and the arched profile does not meet the intent of the ADA in that it would not provide a smooth transition to the floating dock sections and is higher than the 1/2" rise with a 1/4" nosing that is recommended. It will need to be redesigned when rebuilt or replaced at some future time.*



6. Where gangways and transition plates connect and are required to have handrails, handrail extensions shall not be required. Where handrail extensions are provided on gangways or transition plates, the handrail extensions shall not be required to be parallel with the ground or floor surface.
 - Since the launch ramp at Statter Harbor does not have a gangway that would then require guardrails, this exception does not apply.
7. The cross slope specified in 403.3 and 405.3 for gangways, transition plates, and floating piers that are part of accessible routes shall be measured in the static position.
 - The launch ramp at Statter Harbor does not have a gangway. The transition plate from grade to the dock sections does not have a cross slope. The floats are level from side to side in the static position. The direction of travel is straight onto the dock. This exception does not apply to the current launch ramp.
8. Changes in level complying with 303.3 and 303.4 shall be permitted on the surfaces of gangways and boat launch ramps.
 - The launch ramp at Statter Harbor has traction strips on one half of the walkway surface that is sloped at low tide. The traction strips are typically larger & higher than the 1/4 - 1/2" that is noted in sections 303.3-4. Although the strips are higher than prescribed, they are only on one side, thus allowing for a clear walking or rolling surface on the other side for the accessible route.
2. Where the total length of the gangway...serving as part of a required accessible route is 30 feet min., gangways shall not be required to comply with 405.2.



- This facility is at a constant slope as it lays on grade of the drive ramp at low tide, and does not have a separate gangway for access to the dock sections; therefore, the ramp is the same as the grade of the ramp itself until it hits the water.
 - No action is required.
- 3. Where the accessible route serving a floating boarding pier or skid pier is located within a boat launch ramp, the portion of the accessible route located within the boat launch ramp shall not be required to comply with 405.
 - The sections of the pier associated with this launch ramp would be considered part of the accessible route and would not need to be sloped at 1:12 per Section 405.
 - The dock sections are allowed to be at the current slope. No action is required.

1003.3 Clearances: Clearances at boat slips and on boarding piers at boat launch ramps shall comply with 1003.3.

Advisory 1003.3 Clearances. Although the minimum width of the clear pier space is 60 inches (1525 mm), it is recommended that piers be wider than 60 inches (1525 mm) to improve the safety for persons with disabilities, particularly on floating piers.

1003.3.1 Boat Slip Clearance. Boat slips shall provide clear pier space 60 inches (1525 mm) wide minimum and at least as long as the boat slips. Each 10 feet (3050 mm) maximum of linear pier edge serving boat slips shall contain at least one continuous clear opening 60 inches (1525 mm) wide minimum.

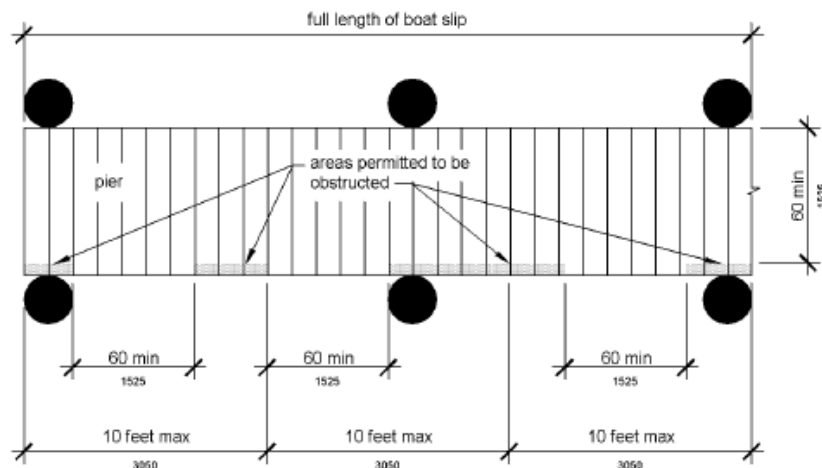


Figure 1003.3.1 Boat Slip Clearance

- This section is recommending a 60" clear width opening between bull rails on the finger piers between boats.
- The new boat fingers have a clear walking width of 38" min. between the bull rails at the **smaller** fingers and 55.5" at the **larger** fingers.
- The main pier out to the finger slips is 12' wide with 128" (10'-8") clear between bull rails.
- There are no cutouts in the bull rail at present at either the main piers or finger piers.
 - Should modifications be required to accommodate boaters, this guideline should be used to make the changes.



EXCEPTIONS:

1. **Clear pier space** shall be permitted to be 36 inches wide minimum for a length of 24 inches (610 mm) maximum, provided that multiple 36 inch wide segments are separated by segments that are 60 inches wide minimum and 60 inches long minimum.

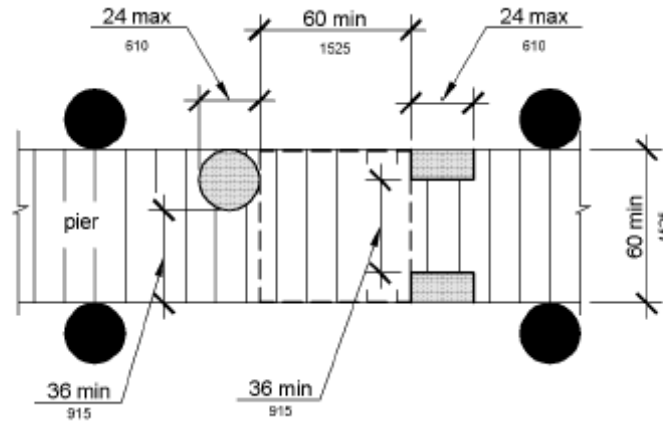


Figure 1003.3.1 (Exception 1) Clear Pier Space Reduction at Boat Slips

- This exception allows for the pilings and dock accessories such as power & water pedestals to be installed on the dock and allows the walking width to be reduced down to 36" where they occur.
 - This situation is not present at Statter Harbor; pilings and accessories are on the main connecting dock sections where there is a min. of 93" clear width at these items in the direction of travel.
 - The smaller fingers have a 38" clear width along the full length of the slip.
 - Therefore this exception may not be a concern at this facility as currently constructed. No action is required.
2. **Edge protection** shall be permitted at the continuous clear openings, provided that it is 4 inches high maximum and 2 inches wide maximum.

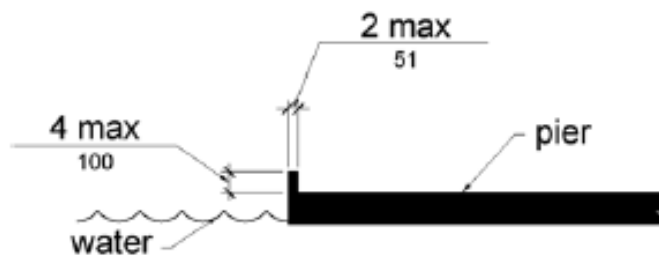


Figure 1003.3.1 (Exception 2) Edge Protection at Boat Slips

- There are currently no exposed edges on the main piers or at boat slip fingers.
- Edge protection is allowed to be installed at fingers if bull rails are removed; this would afford some protection against rolling over the edge at the open sections.
 - Should modifications be required to accommodate boaters, this guideline should be used to make the changes.



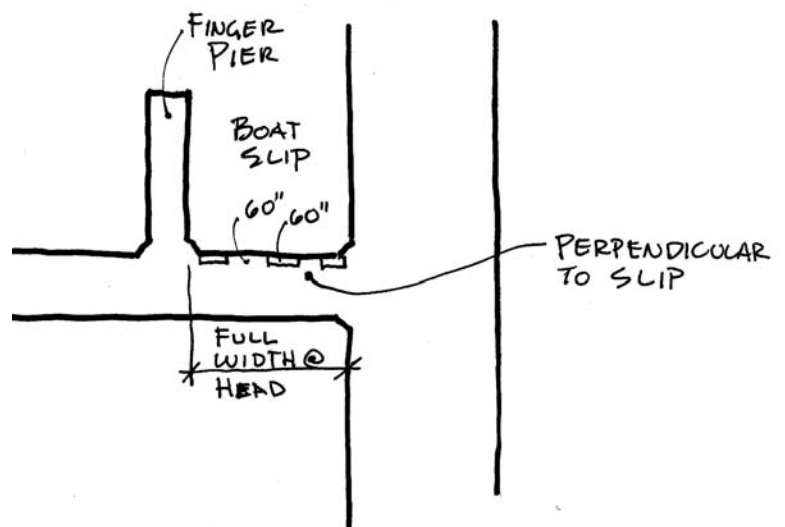
3. **In existing piers, clear pier space** shall be permitted to be located perpendicular to the boat slip and shall extend the width of the boat slip, where the facility has at least one boat slip complying with 1003.3, and further compliance with 1003.3 would result in a reduction in the number of boat slips available or result in a reduction of the widths of existing slips.

Advisory 1003.3.1 Boat Slip Clearance, Exception 3. Where the conditions in exception 3 are satisfied, existing facilities are only required to have one accessible boat slip with a pier clearance which runs the length of the slip. All other accessible slips are allowed to have the required pier clearance at the head of the slip. Under this exception, at piers with perpendicular boat slips, the width of most "finger piers" will remain unchanged. However, where mooring systems for floating piers are replaced as part of pier alteration projects, an opportunity may exist for increasing accessibility. Piers may be reconfigured to allow an increase in the number of wider finger piers, and serve as accessible boat slips.

- This exception allows for an option to have accessible boat access from the Main Walk float. (See Sketch 1).
- By modifying the bull rails along the edge of the Main Walk, access could be made onto the boat from the stern.
- This may be done where the finger pier does not have a 60" or greater clear maneuvering circle.



MAIN WALK FLOAT



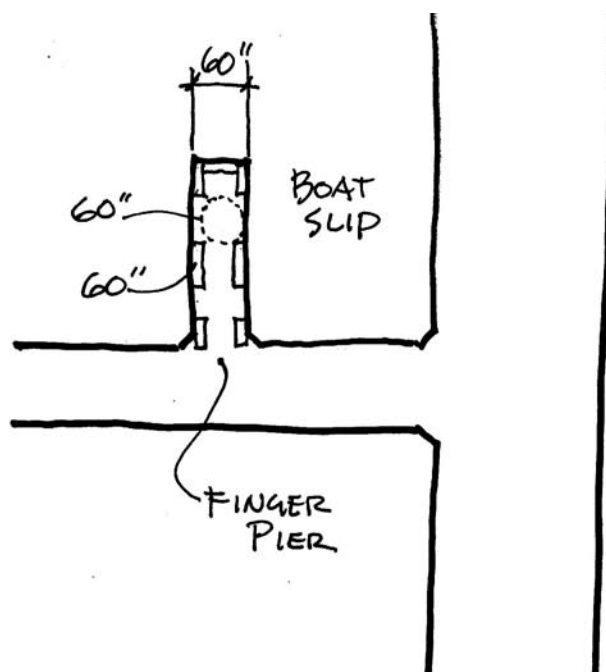
SKETCH 1 - MODIFICATIONS TO MAIN WALK FLOAT BULL RAILS - LOADING ONTO BOATS AT STERN



- Where the finger is wide enough for a 60" clear circle, and the bull rails can be modified to meet the 60" open and 60" closed configuration illustrated in Figure 1003.3.1, then it could become the designated accessible slip. (See Sketch 2).
- In an existing facility, these options may be achievable without reducing the number of boat slips.



WIDE FINGER PIER



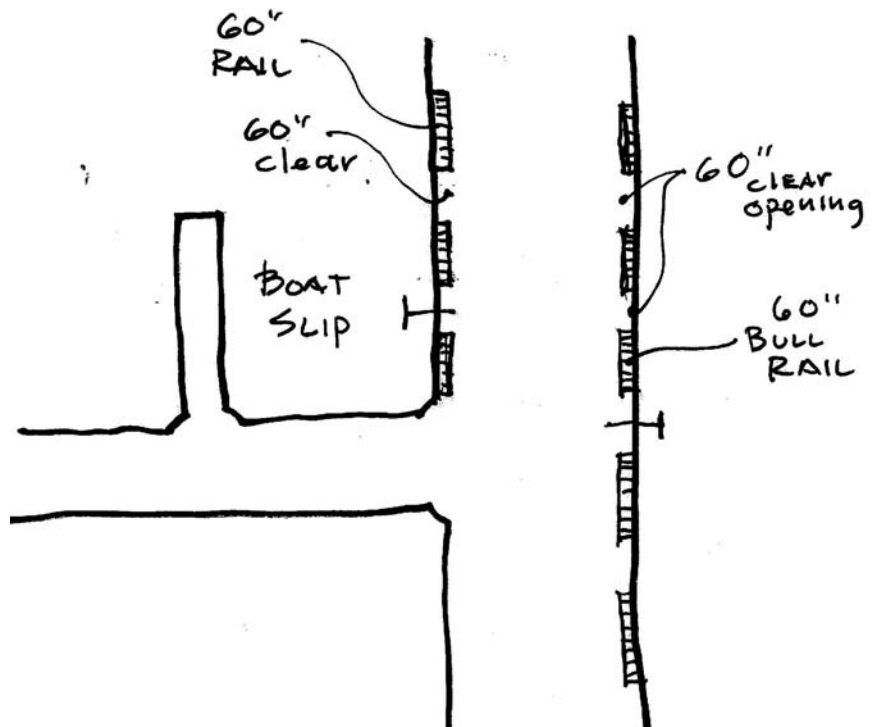
SKETCH 2 - MODIFICATIONS TO FINGER PIER BULL RAILS - LOADING ONTO BOATS AT EITHER SIDE



- Accessibility may also be accommodated by modifying the Head Walk bull rails to allow for side access to vessels from a wider float section. (See Sketch 3).



HEAD WALK FLOAT



SKETCH 3 - HEAD WALK FLOAT, MODIFICATIONS TO BULL RAIL - LOADING ONTO BOATS AT EITHER SIDE



235 Recreational Boating Facilities

235.2 **General.** Recreational boating facilities shall comply with 235.

235.2 **Boat Slips:** Boat slips complying with 1003.3.1 shall be provided in accordance with Table 2. Where the number of boat slips is not identified, each 40 feet (12 m) of boat slip edge provided along the perimeter of the pier shall be counted as one boat slip for the purpose of this section. See Table 235.2 Boat Slips.

- *This criteria identifies the number of accessible boat slips to be provided in a facility based on the total number of slips. Per Table 235.2, Statter would be between 1-6 stalls.*
- *The Statter Harbor facility is noted as accommodating 324 transient vessels and 70 permanent vessels moored at the floats. 6 accessible stalls would cover a total of 394 stalls.*
- *Alternate calculation for Statter Harbor accessible slips: Using the Guidelines recommended measurement of 40 feet per slip, and approximately 11,000 lineal feet of undesignated transient moorage in the older section of the harbor, we would have 275 slips. The revised calculation would then be $275 + 70 = 345$ total slips. The count of 6 accessible boat slips remains unchanged.*

235.2.1 **Dispersion.** Boat slips complying with 1003.3.1 shall be dispersed throughout the various types of boat slips provided. Where the minimum number of boat slips required to comply with 1003.3.1 has been met, no further dispersion shall be required.

- *This criteria identifies where the accessible boat slips are to be located, recommending that they be dispersed throughout the various types or sizes of slips.*

From Table 235.2, Boat Slips:

Total Number of Boat Slips Provided in Facility:	Minimum Number of Required Accessible Boat Slips (#)
1 to 25 (1), 26 to 50 (2), 51 to 100 (3), 101 to 150 (4), 151 to 300 (5), 301 to 400 (6), 1 to 600 (8)	



4 – MODIFICATION OPTIONS FOR INCREASING ACCESSIBILITY

Head Walk

- The **Head Walk** area does allow for adequate clearances required in this section. The piles and deck mounted equipment and light poles are all arranged to allow for adequate clearance along the length of the main dock.
- Sections of the bull rail could be removed to achieve the 60" open and 60" bull rail pattern along the main dock that is approx. 12' wide.



HEAD WALK FLOAT, VESSEL LOADING AREA

- The wider dock would allow for maneuvering and possibly a movable ramp section to allow for access to different heights of boats.
- Currently one of the day tour boats is using a portable ramp to aid in the access to their vessels. The boats also have a flip-up section of the side rail to allow for rolling transfer at the back deck. (See photo.)



RAISED SIDE RAIL FOR FLUSH ACCESS ON DAY TOUR VESSEL



Main Walk

- The **Main Walk** float is 12' wide with a clear width of 128" between bull rails.
 - Modifications could be made to bull rail at the stern of slips for increased accessibility onto the stern of vessels. (See Sketch 1)



MAIN WALK FLOAT

Finger Piers

- The individual **Finger piers** do not have deck mounted equipment, only the bull rails that rise above the deck surfaces.
- At the new boat slips, the **wide finger piers** have a 73" overall width and a 55.5" clear width between bull rails.
 - Piers could be modified to remove 60" sections of the bull rails to allow for the recommended deck clearance noted under this section.
 - A 60" cut out of the rail would expose the full 73" width of the deck and provide more than the recommended clearance for turning and maneuvering to get on and off boats.
 - Per Exception 1, the 55.5" width between bull rails can remain as long as there are areas of 60"x60" clear maneuvering spaces. (See Sketch 2.)



WIDE FINGER PIER



- The **narrow finger piers** at boat slips have a 65" overall width and a 38" clear width between the bull rails.
 - A 60" section of the bull rails could be cut out at each side to allow for the clear openings and a 60"x65" maneuvering space on the smaller fingers.
 - Per Exception 1, the existing 38" clear width between the bull rails on this narrow float (36" min.) would be permitted if a 60" cutout is made, allowing for turning and maneuvering on and off boats.



NARROW FINGER PIERS



Launch Ramp

- The wood Launch ramp is approx. 10' wide, and has adequate room to maneuver & turn around on the level areas of the floating pier.
- It does not have cut outs for flush dock transfer onto vessels.
 - A 60" section of the bull rails could be cut out at each side to allow for clear transfer openings.
 - As this launch ramp is replaced, the guidelines should be considered to improve accessibility and maintain the accessible route up and down the dock portion of the launch ramp.



LOW END OF BOAT LAUNCH RAMP



UPPER END OF BOAT LAUNCH RAMP, TRANSITION TO PARKING LOT



5 – SUMMARY / NEXT STEPS

For the most part, the Statter Harbor dock meets the intent of the 2010 Accessibility Guidelines for Marine Facilities with a few exceptions. **The accessible route** from the parking lot to the boat slips meets the general criteria. Ramps & handrails are in good condition along the route with transitions the correct size & profile per the guidelines. However, the **finger piers** with the large bull rails around the perimeter provide the main impediment to accessibility according to the guidelines.

While the elevated 6x6 wood bull rails provide for substantial & versatile tie up options for a mix of boats in the harbor, and provide a good edge for general public safety along the relatively high use facility, the guidelines indicate breaks be provided for level passage to vessels for accessibility.

Several options could be pursued to modify the **newer sections** of the facility to align with the ADA Accessibility Guidelines for Marine Facilities. Since this is an existing facility, we have several options that appear to be allowed as modifications to accommodate access. Three initial options are as follows:

1. Modify the bull rail along the **Main Walk Float** for several 60" cut out spaces for access onto the stern of a boat. This would have a 60" solid and 60" cutout. The bull rail attachment would need to be modified as currently the fastening pins are spaced around 60". A careful layout of the openings would be needed to avoid the pilings and dock accessories along that edge as well. (See Sketch-1)
2. For a dedicated accessible slip, one of the larger or **wider finger piers** could be modified with the 60" open and 60" closed bull rail pattern. This would allow for areas with a full turning radius along the length of the finger pier and areas that could accommodate a side boarding scenario onto either of the two boats on that finger. With the bull rail set inboard from the edge in all locations, once it is removed a person could maneuver up to the edge of the boat and transfer on. (See Sketch-2)
3. Modify the bull rail along the **Head Walk Float** for 60" open and 60" closed pattern. This would provide for a loading area that could be in a dedicated loading area thus affording an accessible loading & unloading area available to all boaters whether they have an accessible stall or not. (See Sketch-3)

While we do not know what everyone's physical needs or capabilities may be, if an **accessible route** is provided from the parking lot to the edge of the dock piers, and no major barriers are encountered on the public areas of the dock, then the guidelines have been observed and the public has been accommodated.

- From the Guidelines Section 235, Table 235.2, we get a count for the number of slips.
- From Section 235.2.1, we get the recommendation to disperse the accessible stalls throughout the facility, with one at each type or size of slip. When the number of required slips has been met, no further dispersion shall be required. (i.e. Only 3 ADA slips would be required throughout 5 types or sizes of boat stalls.)
- A recommendation would be to use the Guidelines to make accommodations when a request is made by a harbor patron as a means for determining where the slips may occur throughout the facility.



Breakwater Float

The large floating breakwater is completely open to the sides as it has large cleats for tie up along a flush edge. While it appears to have a wide enough sections along each side, the open areas in the middle without edge protection may offer more of a hazard without a rail or grating to cover the openings.

- The transition from the head walk float to the breakwater float is a large arched metal plate that bridges between the two floats. This could be improved for both accessible passage as well as general patron comfort & safety.
- The open centers could be covered over with dock planking to make the side walkways feel safer to both walking and rolling dock patrons.
- Although the floating breakwater was not initially designed for moorage, it is essential for larger visiting yachts & fishing vessels and with a few improvements, could provide a safe & accessible route to the harbor patrons.



Concrete Dock Sections

The majority of the older Statter Harbor facility has concrete floating pier sections with heavy wood bull rails for tying off the boats; rails are even with the outer edge of the dock, but are continuous and stand up above the deck.

- The bull rails at the concrete dock sections could have 60" sections cut & removed to provide transfer openings per the Guidelines if needed, as outlined above for the newer areas.
- These floats generally have adequate float clearances and allow for a primary accessible route along the length of the dock.

Wood Dock Sections

The oldest area of the facility has wood plank decking and a heavy wood bull rail for tying off the boats. Appropriate transitions have been made from the higher, newer dock to the lower, older dock areas. The main float and single finger float are both wide enough to accommodate the recommended turning radius and clearances for an accessible route to and from the vessels in this area.

- The bull rails on both of the older dock areas could be modified in places to allow for level transfer to vessels.
- However, depending on the height of the dock and the infinitely changing height of the boats, other scenarios for passenger transfers could be explored. This may include a portable wood or metal ramp to allow for rolling or other limited mobility transferring onto the boats.
- One of the aluminum boats used for day tours utilized a similar ramp to gain access onto their boats as they had a mix of mobility & wheel chair bound passengers on a regular basis for their tours. This seemed to work well on an as-needed basis.



6 – APPENDIX

Applicable Regulations and References

LINKS TO DOCUMENTS on the ACCESSIBILITY GUIDELINES:

ADA Design Guidelines: http://www.ada.gov/2010ADASTandards_index.htm



**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Special Assembly Meeting

Monday, June 2, 2014, x:00 PM

Assembly Chambers – Municipal Building

Special Meeting No. 2014-xx

Submitted by: _____

Kimberly A. Kiefer

City and Borough Manager

I. FLAG SALUTE

II. ROLL CALL

III. SPECIAL ORDER OF BUSINESS

- A. Recognition of 30 years Docks & Harbors Service – Robert Clauder
- B. Joint Meeting with the Docks & Harbors Board
 - Board & Financial Overview
 - Project Updates
 - i. Downtown cruise ship infrastructure
 - ii. Statter Harbor
 - iii. Douglas Harbor
 - iv. Aurora Harbor
 - Tideland Leases
- C. Consent Agenda – Bid Approval Aurora Harbor – Phase I

IV. ASSEMBLY COMMENTS AND QUESTIONS

VI. ADJOURNMENT

PORT ENGINEER'S PROJECT STATUS REPORT

Gary Gillette, Port Engineer

Project	Status	Schedule	Contractor	Notes
Auke Bay Loading Facility - Phase I				
Miscellaneous	In Progress		Staff	Awaiting final project close out
Auke Bay Loading Facility - Phase II				
Reporting	On-Going	Quarterly	Staff	Next report due Jul 31 Apr, May, Jun)
Old Douglas Harbor Reconstruction				
Permitting	In Progress		ACOE	Awaiting modified permit decision
Review of 2007 95% Drawings	Hold		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	Complete		SEAL Trust	Awaiting confirmation of payment
Final Engineering and Design	In Progress		PND	65% Design Mtg - 12 May 14
Bid	Hold	July 2014		
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	May 2, 2014	Miller Const. Co.	Complete Spring 2014
Signs	In Progress		Staff	Install posts - Miller
Port of Juneau Cruise Berths				
1% for Art	Hold		Staff	Begin June 2014
Post Award Meeting	In Progress	June 6, 2014	Manson	
Prefabrication and Procurement	In Progress		Manson	
Construction	Hold	Sept 2015	Manson	
RFP for Vibration Monitoring Services	Hold			
CA/Inspection Services	In Progress		PND	Fee proposal review
Port-Customs-Visitors Buildings				

PORT ENGINEER'S PROJECT STATUS REPORT

Gary Gillette, Port Engineer

As-Built Drawings	In Progress		JYL	Final review by D&H
Cathodic Protection Replacement				
Final Engineering and Design	In Progress	Fall 2014	Tinnea	Awaiting bid documents and Cost Estimate
Aurora Harbor Re-Build				
Building Permit			Staff	Applied for permit
Bid	In Progress	May 15, 2014		Reviewing contractor qualifications
Bid Approval		June 2, 2014		Awaiting Assembly Approval
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
Statter Harbor Passenger For Hire Float	Hold			Awaiting Funding
Statter Boat Haul-Out/Kayak Ramp	Hold			Awaiting full funding
Power Capstans at Cruise Dock				
Capstan Install	Complete		Anchor Elect.	Awaiting close out
Weather Monitoring System	In Progress		Staff	RFP Review
Pump Out Stations and Carts	In Progress		Staff	First cart has arrived
Periodic Maintenance Plan	Planning		Staff	
Archipelago Property Improvements	Planning		Staff	Awaiting Board Direction
DHS Security Grant	Planning			Planning scoping session
Statter C Float Repair	In Progress		Trucano	Installing floats
Seaplane Float Repairs	In Progress		Trucano	