

**CBJ DOCKS & HARBORS BOARD**  
**FINANCE MEETING AGENDA**  
**For Thursday, January 21<sup>st</sup>, 2016**

- I. Call to Order** (5:00 p.m. in the CBJ Assembly Chambers)
- II. Roll Call** (Tom Donek, Weston Eiler, Tim Mosher, Tom Zaruba, and David Lowell)
- III. Approval of Agenda**  
  
**MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED**
- IV. Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total)
- V. Approval of December 3<sup>rd</sup>, 2015 Finance Committee Meeting Minutes**
- VI. Consent Agenda - None**
- VII. Unfinished Business - None**
- VIII. New Business**

- 1. Statter Harbor Master Plan Update  
Presentation by the Port Engineer

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: THAT THE BOARD APPROVE THE SUBMITTED STATTER HARBOR MASTER PLAN.**

- 2. Appropriation Ordinance – Douglas Harbor – ADOT Municipal Harbor Grant  
Presentation by the Port Engineer

Committee Questions

Public Comment

Committee Discussion/Action

**CBJ DOCKS & HARBORS BOARD**

**FINANCE MEETING AGENDA**

**For Thursday, January 21<sup>st</sup>, 2016**

**MOTION: THAT THE BOARD RECOMMEND THE ASSEMBLY APPROVE AN APPROPRIATION ORDINANCE ACCEPTING THE ADOT MUNICIPAL HARBOR GRANT IN THE AMOUNT OF \$2,044,230.**

3. Appropriation Ordinance – Douglas Harbor – Transfer of \$1.3M from Harbor Fund Balance to CIP

Presentation by the Port Engineer

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: THAT THE BOARD RECOMMEND THE ASSEMBLY APPROVE AN APPROPRIATION ORDINANCE TRANSFERRING \$1.3M FROM THE HARBOR FUND BALANCE TO THE DOUGLAS HARBOR PHASE III PROJECT.**

4. Appropriation Ordinance – Cruise Ship Berths Improvement Project

Presentation by the Port Engineer & CBJ Finance Director

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: THAT THE BOARD RECOMMEND THE ASSEMBLY APPROVE AN APPROPRIATION ORDINANCE TRANSFERRING \$1.5M FROM THE DOCKS FUND BALANCE AND \$2.5M OF PORT DEVELOPMENT FEES FOR THE CRUISE SHIP BERTHS IMPROVEMENT PROJECT.**

5. Loading Zone Permit Proposed Changes under 05 CBJAC 15.080

Presentation by the Harbormaster

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: TO BE DETERMINED AT THE MEETING**

**CBJ DOCKS & HARBORS BOARD**

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**For Thursday, January 21<sup>st</sup>, 2016**

**IX. Items for Information/Discussion**

1. RFP – Land Use & Strategic Financial Planning For Downtown Harbor Facilities  
Presentation by Port Engineer

Committee Discussion/Public Comment

2. Notice of Intended Sale of Boathouse  
Presentation by Harbormaster

Committee Discussion/Public Comment

**X. Staff & Member Reports**

**XI. Committee Administrative Matters**

1. Next Finance Committee Meeting- **Thursday, February 18<sup>th</sup>, 2016.**

**XII. Adjournment**

**CBJ DOCKS & HARBORS BOARD**  
**FINANCE MEETING MINUTES**  
**For Thursday, December 3<sup>rd</sup>, 2015**

- I. Call to Order** By Mr. David Lowell at 5:04 p.m. in the CBJ Assembly Chambers.
- II. Roll Call** Members Present: Tom Donek, Tom Zaruba, & David Lowell. Weston Eiler-via phone.

Also present: Carl Uchtyl-Port Director, Dave Borg-Harbormaster.

**III. Approval of Agenda**

**MOTION: BY MR. ZARUBA TO APPROVE THE AGENDA AS PRESENTED AND ASKED UNANIMOUS CONSENT.**

Motion passed with no objections.

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

**V. Approval of October 21<sup>st</sup>, 2015 Finance Committee Meeting Minutes**

**MOTION: BY MR. ZARUBA TO APPROVE THE OCTOBER 21, 2015 MEETING MINUTES AND ASKED UNANIMOUS CONSENT.**

Motion passed with no objections.

**VI. Consent Agenda - NONE**

**VII. Unfinished Business- NONE**

**VIII. New Business**

**1. Channel Construction Lease Application**

Presentation by the Port Director

Mr. Uchtyl stated there was a 1.6 acre lease that originated in 1961 with State of Alaska and Construction Services Inc. that was for 55 years. In 1967 the lease assignment switched to Juneau Ready Mix Inc. In 1978 it changed to a 25 year period. Then in 2001 the State transferred the tideland lease administration to CBJ Docks & Harbors. In 2003 it switched to Tongard then 2008 changed again to Channel Construction. In 2010 we added .5 acre to the lease. It will be expiring in April 2016. In preparation for the lease expiring, Channel Construction applied for another lease. We had Horan & Co. do an appraisal to determine the lease amount. The new proposed rate .15 cents per square foot for the 2.1 acre property. This is consistent with our other similar leases. This will be for a barge landing.

**Committee Questions**

Mr. Zaruba asked if there is a problem entering in to a new lease with Channel Construction since it is in chapter 11 bankruptcy.

**CBJ DOCKS & HARBORS BOARD**  
**FINANCE MEETING MINUTES**  
**For Thursday, December 3<sup>rd</sup>, 2015**

Mr. Uchytel said he can consult with legal to see if that is an issue. We do make sure they are compliant with sales tax.

Public Comment - None

Committee Discussion/Action

Mr. Donek said we did discuss this at the CIP/Ops meeting last night.

**MOTION: BY MR. DONEK FOR MR UCHYTIL TO DRAFT THE LEASE WITH THE CONDITION MR. UCHYTIL CHECK WITH LAW FIRST REGARDING BANKRUPTCY ISSUE AND ASKED UNANIMOUS CONSENT.**

Motion passed with no objections.

2. Special Annual Moorage Fee for Skiffs

Presentation by the Port Director

Mr. Uchytel stated this is the first regulation recommended change to consider The Harbor fee review committee discussed changing the annual open hull 21' or less skiff rate from \$600 per year to \$300 so we can encourage more use of designated areas for these smaller vessels. It was also discussed to have it as a calendar year rate instead of the normal moorage year of July – June.

Committee Questions

Mr. Zaruba asked if the daily rate and monthly would follow along with this \$300 annual rate.

Mr. Uchytel answered the daily and monthly rates are for stall users not the designated skiff zones.

Mr. Zaruba asked if there are any 6 month rates.

Mr. Uchytel answered no. We assume it is not used because most trailer their skiffs and the \$600 fee a year would require the boat in the harbor 7 ½ months to really make it worth it.

Mr. Lowell asked if it was the staff recommendation to delete it.

Mr. Uchytel stated the board wanted to try it anyway.

Public Comment -None

Committee Discussion/Action

Mr. Zaruba asked Mr. Borg how much work would this require to police it.

Mr. Borg stated this would require a permit and we would have to police the skiffs to make sure they are in the right area. It would be first come first serve and if it is full then it's full.

**CBJ DOCKS & HARBORS BOARD**  
**FINANCE MEETING MINUTES**  
**For Thursday, December 3<sup>rd</sup>, 2015**

Mr. Lowell asked what all the skiffs that are in the harbor paying now.

Mr. Uchytel answered it is either daily or monthly since they are just short term.

Mr. Zaruba stated we should follow staff recommendations and do away with it since there is no money in it.

Mr. Donek said we did discuss this quite a bit in the fee review committee and Mr. Simpson led the charge of reducing fee to encourage use.

Mr. Borg stated my biggest concern is when the skiffs do not use the skiff zone and there will be a huge learning curve to make sure they aware they get charged daily rates when they use the wrong area.

Mr. Donek stated the advantage seems to be for Douglas Harbor since we are removing the skiff slips and we can utilize the inside of the main walk. It would not be for the purpose of making money but convenience for our patrons.

**MOTION: BY MR. ZARUBA TO MOVE TO THE FULL BOARD FOR DISCUSSION AND DECIDE ON THE PROPOSED CHANGES AT THAT TIME AND ASK FOR UNANIMOUS CONSENT.**

Motion passed with no objections.

3. A Resolution of the City & Borough of Juneau in Support of Full Funding for the State of Alaska Municipal Harbor Facility Grant Program in The FY 2017 State Capital Budget.

Presentation by the Port Director

Mr. Uchytel stated we have always supporting funding for Harbor grants in the past and this year we submitted our own application for a harbor grant for Aurora Harbor and we are listed #7 to possibly get \$2M in grants. The legislator reviews the applications and divides out the funds if they choose to fund the program.

Committee Questions

Mr. Zaruba asked if there is a chance that this gets funded.

Mr. Uchytel answered he spoke to Representative Cathy Munoz who advised not to give up since it is an election year.

Mr. Lowell asked if we lowered the amount requested would we have a better chance.

Mr. Uchytel answered any amount would be great.

Public Comment

Dennis Harris- Juneau , AK

**CBJ DOCKS & HARBORS BOARD**

**FINANCE MEETING MINUTES**

**For Thursday, December 3<sup>rd</sup>, 2015**

Mr. Harris stated he is on the Airport Board and he wanted to give us heads up that the Airport Board received a letter stating there was no longer a 5% grant for aviation and this may happen for harbors too. I still think you should apply for it.

Committee Discussion/Action

Mr. Donek stated if we do not ask we won't get it.

**MOTION: BY MR. LOWELL TO ENDORSE PROPOSED CBJ RESOLUTION SUPPORTING THE ADOT MUNICIPAL HARBOR GRANTS PROGRAM AND REQUEST ADOPTION BY THE FULL DOCKS & HARBORS BOARD AND ASKED UNANIMOUS CONSENT.**

Motion passed with no objections.

**IX. Items for Information/Discussion -None**

**X. Staff & Member Reports - None**

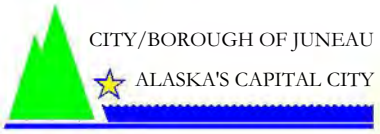
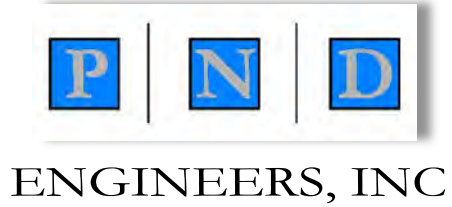
**XI. Committee Administrative Matters**

1. Next Finance Committee Meeting- **Thursday, January 21<sup>st</sup>, 2016.**

**XII. Adjournment**

The meeting adjourned at 5:34pm.

PARKING SUMMARY	
TRAILER PARKING	100
VEHICLE PARKING	84
BUS PARKING	4



DOCKS & HARBOR DEPARTMENT

DESIGN: BI  
 DRAWN: PND

CHECKED: CRS  
 APPROVED: CRS

SCALE:  
 SCALE IN FEET  
 0 60 120 FT



CITY & BOROUGH OF JUNEAU  
STATTER HARBOR IMPROVEMENTS

SHEET TITLE:  
PROPOSED ACTION ALTERNATIVE  
CONCEPT 9 MASTER PLAN

PN&D PROJECT NO. 082015    DWG. FILE.



PRELIMINARY



REVISIONS					
REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.



ENGINEERS, INC.

9360 Glacier Highway Ste 100  
Juneau, Alaska 99801  
Phone: 907-586-2093  
Fax: 907-586-2099  
www.pndengineers.com

DESIGN: BMI  
DRAWN: PJD

CHECKED: CRS  
APPROVED: CRS

SCALE: SCALE IN FEET  
0 60 120 FT.

DATE: JAN. 2016

CITY & BOROUGH OF JUNEAU, ALASKA  
STATTER HARBOR IMPROVEMENTS PH III  
CBJ PROJECT - DH16-XXX

SHEET TITLE:  
SITE PLAN CONCEPT NO.1

PND PROJECT NO.: 152069

2  
SHEET  
2 OF 3



REVISIONS					
REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.

P

N

D

ENGINEERS, INC.

DESIGN: BMI

CHECKED: CRS

DRAWN: PJD

APPROVED: CRS

9360 Glacier Highway Ste 100  
Juneau, Alaska 99801  
Phone: 907-586-2093  
Fax: 907-586-2099  
www.pndengineers.com

SCALE: SCALE IN FEET

0 60 120 FT.

DATE: JAN. 2016

CITY & BOROUGH OF JUNEAU, ALASKA

STATTER HARBOR IMPROVEMENTS PH III

CBJ PROJECT - DH16-XXX

SHEET TITLE:

SITE PLAN CONCEPT NO.2

PND PROJECT NO.: 152069

3

SHEET 3 OF 3

10



# Port of Juneau

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

## MEMORANDUM

**To:** Docks and Harbors Board  
**From:** Carl Uchtyl, Port Director  
**Date:** January 12, 2016  
**Re:** Old Douglas Harbor Phase III Funding

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The Alaska Department of Transportation (ADOT) awarded, to CBJ Docks and Harbors, a Municipal Harbor Grant for the Douglas re-build project in September 2008 (see letter attached). The project was on hold due to a lengthy permitting process, which culminated in an Army Corps of Engineers (ACOE) final permit issued June 30, 2014. CBJ teamed with ACOE to phase the project whereby CBJ would fund and perform demolition of the existing infrastructure; ACOE would fund and perform dredging of the harbor basin; and CBJ would fund and perform the replacement of the infrastructure.

The ADOT Municipal Harbor Grant is for \$2,044,230, with \$44,230 of that amount identified for ADOT administrative costs. Thus the amount available for the project is \$2M. Acceptance of the ADOT funding requires an appropriation ordinance approved by the Assembly. The funding is critical to the completion of the Douglas Harbor project.

Staff recommends the Board consider the grant award and, in turn, recommend that the Assembly approve an appropriation ordinance to accept the ADOT Municipal Harbor Grant in the amount of \$2,044,230.

#

# STATE OF ALASKA

## DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

STATEWIDE DESIGN & ENGINEERING SERVICES DIVISION  
*Ports and Harbors Section*

SARAH PALIN, GOVERNOR

3132 CHANNEL DRIVE  
P.O. Box 112500  
JUNEAU, ALASKA 99811-2500  
PHONE: (907) 465-2960  
FAX: (907) 465-2460  
TEXT: (907) 465-3652

September 5, 2008

Mr. John Stone, P.E.  
Port Director  
City and Borough of Juneau  
155 Seward Street  
Juneau, Alaska 99801

RECEIVED  
SEP 10 2008

BY: .....

Subject: Letter of Award of the FY09 Municipal Harbor Facility Grant Funds

Dear Mr. Stone:

Congratulations on your successful application for the Department of Transportation and Public Facilities' Municipal Harbor Facility Grant Program. Upon successful execution of a harbor grant agreement with the department, the City and Borough of Juneau will receive a 50/50 matching harbor grant in the amount of \$2,044,230 for construction of the Douglas Harbor project. These funds are 100% state general funds.

In this year's program, the department received nine applicants requesting over \$10.4 million in harbor grant funds and the Alaska Legislature fully funded all the applicant requests. In accordance with our procedures, the Harbor Project Evaluation Board (PEB) met on May 30, 2008 to evaluate and rank applicants and, afterwards, a Notice of Intent to Award was posted on June 24, 2008. The Harbor PEB ranked the projects in the following order:

<u>Applicant</u>	<u>Tier</u>	<u>Harbor Grant Amount</u>
1. Haines Borough (Portage Cove Harbor)	I	\$3,285,425
2. City and Borough of Juneau (Douglas Harbor)	I	\$2,044,230
3. City of Ketchikan (Knudsen Cove Harbor)	I	\$350,000
4. City of Old Harbor (Old Harbor City Harbor)	I	\$710,000
5. City of Craig (South Cove Harbor)	I	\$50,750
6. City of Dillingham (Dillingham Small Boat harbor)	II	\$195,000
7. Haines Borough (Letnikof Cove Harbor)	II	\$210,925

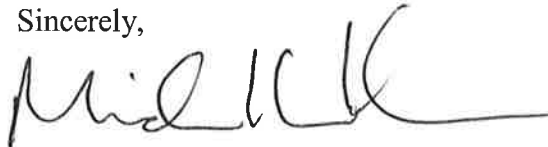
Not shown are two additional harbor grants, one for the City of King Cove's North Boat Harbor project and another for the City and Borough of Yakutat's Yakutat Multi-Purpose Dock project. Letters of Award will be sent later to these municipalities after certain missing information has been submitted and received by the department.

*"Providing for the movement of people and goods and the delivery of state services."*

As a reminder, and as explained in the harbor grant instructions, the municipality will have six (6) months from the date of this Letter of Award to properly ratify and execute a mutually agreeable grant agreement with the department. Note if there is a change in your harbor project that affects the nature of the municipality's original application, then that could prevent us from executing the harbor grant agreement. If a grant agreement cannot be completed within that six month period, the department may deny the award and select the next highest scoring proposal or award the funds in subsequent years. After the grant agreement is signed, the City and Borough of Juneau will have eighteen (18) months to complete the construction phase of the Douglas Harbor project.

Please contact me at your earliest convenience to discuss the grant agreement and the timing for your harbor project. I look forward to working with you on this important municipal harbor project. My phone number is 465-3979.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Michael Lukshin', with a long horizontal flourish extending to the right.

Michael Lukshin, P.E.  
State Ports and Harbors Engineer

cc: Frank Richards, P.E., Deputy Commissioner of Highways and Public Facilities  
Roger Healy, P.E., Chief Engineer  
Jeff Ottesen, Chief, Program Development  
Andy Hughes, Planning Chief, Southeast Region  
Jennifer Witt, Planning Chief, Central Region  
Jerry Rafson, Planning Chief, Northern Region  
Richard Welsh, Attorney, Department of Law  
Michael Kampnich, Craig Harbormaster, City of Craig  
Chow Taylor, City Manager, City of Dillingham  
Fred Shields, Mayor, Haines Borough  
Steve Corporon, Director of Port and Harbors, City of Ketchikan  
Gary Hennigh, City Manager, City of King Cove  
Carl Gatter, Project Manager, City of Old Harbor  
Skip Ryman, Borough Manager, City and Borough of Yakutat



# Port of Juneau

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

## MEMORANDUM

**To:** Docks and Harbors Board  
**From:** Carl Uchtyl, Port Director  
**Date:** January 12, 2016  
**Re:** Old Douglas Harbor Phase III Funding

---

Phase III of the Old Douglas Harbor project is currently in the bidding phase. Funding of the project is summarized below. The preferred option includes Bid Alternate A which extends the marine seawall providing extra uplands parking space and supports the gangway to the new floats.

Project Cost Estimate:	\$6,083,122.00 (with Alternate A)
Amount in CIP Account	\$2,784,124.00
ADOT Municipal Harbor Grant	\$2,044,230.00
ADOT Grant Admin Fee	-\$44,230.00
Balance Needed	\$1,298,998.00

On August 27, 2015 the Docks and Harbors Board approved a budget for the project which included identified \$1.3M from Harbors Fund balance for the Douglas project. At the end of FY15 there was \$3,439,607 in the Harbor Fund. After the transfer of funds for the Douglas project there would remain \$2,139,607 in the fund.

The transfer of Harbor Funds to the Douglas project requires an appropriation ordinance approved by the Assembly. Staff recommends the Board consider the transfer and, in turn, recommend the Assembly approve an appropriation ordinance to use \$1.3M of Harbor Funds for the Douglas project.

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# DOUGLAS HARBOR FINANCIAL INFORMATION

## Phase III Floats and Infrastructure

### Base Bid

Base Bid - Construction Estimate (12/30/15)	\$4,510,110
Construction Contingency (6%)	\$270,607
AEL&P Service	\$10,000
CA/Inspection (8%)	\$360,809
<b>Base Bid - Adjusted Estimate</b>	<b>\$5,151,525</b>

### Additive Alternate A - Retaining Wall

Alt A - Construction Estimate (12/30/15)	\$817,190
Construction Contingency (6%)	\$49,031
CA/Inspection (8%)	\$65,375
<b>Alternate A - Adjusted Estimate</b>	<b>\$931,597</b>

### Additive Alternate B - Approach Dock

Alt B - Construction Estimate (12/30/15)	\$497,118
Construction Contingency (6%)	\$29,827
CA/Inspection (8%)	\$39,769
<b>Alternate B - Adjusted Estimate</b>	<b>\$566,715</b>

### Funds Available

Balance in CIP Account (12/31/15)	\$2,784,124
ADOT Grant	\$2,044,230
ADOT Grant Administration Surcharge	-\$44,230
<b>Total Funds Available</b>	<b>\$4,784,124</b>

### Funds Needed

Base Bid Estimate	\$5,151,525
Funds Available	\$4,784,124
<b>Funds Needed - Base Bid Only</b>	<b>\$367,402</b>

Base Bid + Alt A Estimate	\$6,083,122
Funds Available	\$4,784,124

<b>Funds Needed - Base Bid + Alt A</b>	<b>\$1,298,998</b>	<b>Preferred Option</b>
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Base Bid + Alt B Estimate	\$5,718,240
Funds Available	\$4,784,124
<b>Funds Needed - Base Bid + Alt B</b>	<b>\$934,116</b>

**CBJ Docks and Harbors Board**  
**REGULAR BOARD MEETING MINUTES**  
**For Thursday, August 27th, 2015**

~~Animal Control and showed them pictures of the cat in his boat, but not defecating. The Animal Control people said the owner of the cat could get a ticket or a stern talking to. Mr. Parker said he suggested the owner receive a stern talking to and make him understand this is not tolerable. He said he came back after being gone for almost three months and the cat urinated again on the boat which is worse because of the stink. He went to Animal Control again and they informed him that he needed to catch the cat in the act with photo date stamped pictures. Mr. Parker is asking the Board to amend or change the regulation to include cats as well as dogs.~~

~~Mr. Donek asked Mr. Uchytil to talk to Mr. Borg about this problem.~~

~~Special Order of Business~~

~~Mr. Uchytil read a letter from the Territorial Sportsman Inc. writing to express thanks to the Docks & Harbor staff for the work done during this years salmon derby. There was a special recognition in the letter to Dave Borg, Bob Clauder, and Doug Unruh.~~

~~VI. Consent Agenda None~~

VII. Unfinished Business –

1. 35% Design Review & Budget – Douglas Harbor

Mr. Donek said this plan has been through the various Committees, and the current plan is going to cost more than the funds available. He requested Mr. Uchytil to explain how Docks & Harbors could pay for this project.

Mr. Uchytil said currently in the Douglas Harbor CIP account is about \$5 Million. This is \$2.9 Million from a deferred maintenance bond, and a \$2 Million harbor grant fund. Additionally, Docks & Harbors has \$3.6 Million in our fund balance which is from the excess every year when our revenue exceeds our expenditures. This builds up and is used to fund Capital Improvement Projects. The CBJ Finance Department has projected about \$500,000 of operating in the black for the Harbors through FY20. Mr. Uchytil said looking at the \$3.6 Million fund balance, and following the Board recommendations at the Strategic Board Retreat, he would like to recommend holding \$2 Million for a Harbor Grant program for Aurora Harbor which is a match to the State's \$2 Million. He said given the State's financial woes, and this being classified as a Tier II program, he does not see Docks & Harbors being successful to receive this grant. The remaining monies from the Aurora Harbor Phase I project will be used to fund a comprehensive master plan for the area from Bridge Park to Norway Point. The master plan for Statler Harbor may be able to be funded from marine passenger fees or docks funds because it is a for-hire float to mitigate the congestion. The other project to fund from the retreat was to

**CBJ Docks and Harbors Board**  
**REGULAR BOARD MEETING MINUTES**  
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secure uplands staging for the cruise ship area and that would be appropriate use of marine passenger fees or dock funds.

Board Questions –

Mr. Zaruba asked what is the dollar amount for the added items in the Engineer's estimate?

Mr. Gillette said those items were added after the public comment period. Making the berths a little wider and extending them out a foot, which will extend the end walks, and make the end float 12x76 instead of 10x76. He doesn't have the dollar amount tonight, but he can get it.

Mr. Donek wanted Mr. Gillette to explain financially how Docks & Harbors would be able to fund this project.

Mr. Gillette went over his report on page 32 in the packet. The difference between timber glulam floats and timber and polytub floats are under \$200,000, and the difference between timber and polytub floats w/retaining wall is under \$400,000. However, the last option with retaining wall will give more useable space.

Mr. Donek said the Timber Glulam floats are off the table because we are too far in the project to change after we chose the polytub floats.

Mr. Peterson asked Mr. Gillette the life expectancy of the polytub floats?

Mr. Gillette said he doesn't know exactly, but the design is for 50 years.

Public Comment - None

Board Discussion/Action

Mr. Donek said one item identified as an added alternative could be the approach dock and new gangway.

Mr. Gillette said the items needed for the gangway come up to \$505,000.

Mr. Donek said the additional gangway is something that could be completed later if the bids came in too high. The other thing to do is to take the approach dock out and add a retaining wall.

Mr. Gillette said if the retaining was left out, it would be \$585,350 less. However, the overall project is higher. This will also add area for parking. Mr. Zaruba suggested to leave the southern fingers off A float as an added alternative as well and just have side tie for the larger vessels in that area.

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**For Thursday, August 27th, 2015**

Mr. Donek asked what the need for larger vessels to be able to moor in Douglas in the winter time?

Mr. Uchytel said his experience is vessels don't want to be in Douglas Harbor in the winter. Mr. Uchytel said the answer to Mr. Zaruba's earlier question is the added items after the public comment period dollar value is approximately \$60,000.

Mr. Donek said the Board can only choose one added alternative.

Dennis Holloway, Harbor Officer, said Douglas Harbor in the summer time in it's original configuration is well used. In the winter time, no one wants to be there. By turning A float into a side tie area will be defeating all space you are trying to achieve. You will only have about four spaces versus 15 to 30. He said he is on the docks every day and to eliminate a gangway will be a mistake because this is a big space. This is a community project that should have been done 10 years ago.

Mr. Gillette said you can leave fingers off, but there will be additional cost when you want to add them because it isn't simple.

Mr. Bush asked if the Board could move this forward without having a determination on the total funding?

Mr. Gillette said when staff goes out to bid, we need to know if we have enough money to award the basic bid. This needs to be approved by the Board and then it goes to two Assembly meetings. This will take time.

Mr. Donek asked when is this scheduled to go out to bid?

Mr. Gillette said the end of the year.

Mr. Donek said he would like the Board to decide how to fund this tonight.

Mr. Simpson said he originally suggested to eliminate the fingers but for the little savings, it isn't worth it. Could there be savings by moving the gangway one way or another? Obviously there is savings by eliminating it all together, but that is a long way to walk. He doesn't like the current location which is in a dirt place with no real parking around it and not really a good set up. PND looked at extending the bulk head, and if it is built like shown in the PND drawing, it would mean we can't do the extension because the approach dock would be in the way. We can't make the parking any better as much as we should. He said he is concerned that we are building something that is necessary but not sure this is totally right. Mr. Simpson said he still recommends to move this forward.

**CBJ Docks and Harbors Board**  
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**For Thursday, August 27th, 2015**

Mr. Zaruba said having the ramp as the added alternative makes sense.

Mr. Peterson asked how much is added to the Harbor fund annually?

Mr. Uchytel said approximately \$500,000.

Mr. Peterson asked Mr. Gillette with Statter Harbor only having one ramp how long it would take to fix this if something went wrong?

Mr. Gillette said it is new so he hopes nothing goes wrong. The reason there is only one gang ramp is because it meant redoing the whole area by the work float and that would have been cost prohibitive at that point. However, the long range goal is to get another ramp.

Mr. Donek said Docks & Harbors is \$1 Million short for the Douglas Harbor project, and we are taking in \$500,000 extra each year. If we were to go with the bulk head fill, that will take two years of the Harbor reserve funds.

**5:51 Mr. Summers requested a 5 Minute recess.**

**5:55 back in session.**

MOTION By MR. SIMPSON: TO APPROVE THE 35% PLAN AND DIRECT STAFF TO MOVE FORWARD AS PRESENTED WITH THE ADDED ALTERNATE OF EXTENDING THE BULK HEAD TO THE POINT WHERE THE APPROACH DOCK AND GANGWAY ARE NOW AND TO COMPARE THOSE TWO PLACES AND POSSIBILITIES AND AUTHORIZE CONSISTENT TRANSFER OF \$1.3 M FROM FUND BALANCE TO ENHANCE THE AVAILABLE FUND FOR THE PROJECT.  
(PND version #2)

MR. SIMPSON ASKED FOR A VOTE

John Bush – Yes

David Lowell – Yes

Mike Peterson – Yes

Budd Simpson – Yes

David Summers – Yes

Tom Donek – Yes

Tom Zaruba – No

Robert Mosher – abstain

Motion passed 6 yes – 1 no.



# Port of Juneau

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

## MEMORANDUM

**To:** Docks and Harbors Board  
**From:** Gary Gillette, Port Engineer  
**Date:** January 14, 2016  
**Re:** Appropriation Ordinance – Cruise Ship Berths

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The Cruise Ship Berth Improvements project is comprised of a number of components including: Cruise Ship Terminal Staging Area; Taku Dock Modifications; Floating Cruise Berths; 1 Percent for Art; and Archipelago Uplands. Funding for the project consists of State Marine Passenger Fees; CBJ Marine Passenger Fees; Port Development Fees; and Docks Funds.

CBJ Docks and Harbors requests approval of an appropriation ordinance that would transfer additional funds from the Port Development Fees and Docks Fund to the project account, specifically for the floating berths construction currently under way.

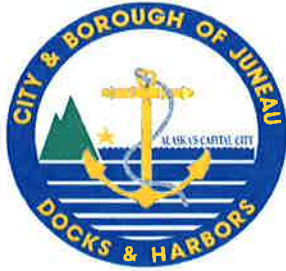
The request is to move \$2.5M from Port Development Fees and \$1.5M from Docks Fund for a total of \$4M to the project. This amount would not be sufficient to complete the project as currently estimated. The reason is that the estimate to complete the project includes a 10% contingency amount and an estimate for additional inspection services if the contractor continues to work two shifts. At this point there has been .032% in change orders but in a project of this scale unforeseen situations can create larger expenses. All this to say: At this time the proposed transfer puts the budget in line with the anticipated costs but at a reduced contingency amount (4%). With the project spanning two construction periods there will be better assessment of future contingency and inspection needs at the end of this first phase thereby giving time to identify additional funds for the project if needed.

The transfer of Port Development Fees and Docks Funds to the Cruise Berths project requires an appropriation ordinance approved by the Assembly. Staff recommends the Board consider the transfer and, in turn, recommend the Assembly approve an appropriation ordinance to use \$1.5M of Harbor Funds and \$2.5M of Port Development Fees for the Cruise Ship Berths Improvement project.

## Cruise Ship Berths Enhancement Project

CIP H51-101

		Actual + Estimate to
Expenditures	Estimate (9/13)	Complete
Floating Berths	\$67,000,000	\$67,675,487
Taku Dock Modifications	\$1,250,000	\$1,230,000
Cruise Terminal Staging Area	\$7,750,000	\$6,027,719
Archipelago Uplands	\$2,000,000	\$2,000,000
Subtotal	\$78,000,000	\$76,933,206
Funding		
Project Revenue (1/14/16)	\$69,757,482	
Actual + Estimate to Complete (1/14/16)	\$76,933,206	
Funding Needed	\$7,175,724	
Proposed Supplemental Funding		
Dock Fund Balance	\$1,500,000	
Port Development Fees	\$2,500,000	
Total Supplemental Funding	\$4,000,000	
Additional Funding Needed	\$3,175,724	
	Completed or Under	Estimate to
	Contract	Complete
Construction	\$53,743,440	
Contingency (10%)	\$170,578	\$5,203,766
Permitting	\$110,000	
Design	\$2,779,400	
CA/I	\$2,056,000	\$2,000,000
1 % for Art	\$479,640	\$57,794
Other Indirects & Misc. Costs (2%)	\$480,000	\$594,869
Sub-Total	\$59,819,058	\$7,856,429
Total Projected Cost of Project		\$67,675,487



## DOCKS & HARBORS BOARD DOCKS FEE REVIEW COMMITTEE MEETING MINUTES

December 3<sup>rd</sup>, 2015, 6:00 PM  
CBJ Assembly Chambers

- I. Call to Order** Mr. Zaruba called the Docks Fee Review Committee Meeting to order at 6:02 pm.
- II. Roll Call** The following members were present: Tom Donek, Weston Eiler (via phone), and Tom Zaruba.  
Also in attendance: Carl Uchtyl – Port Director, Dave Borg – Harbormaster, and Teena Larson – Admin Officer  
Absent: David Summers and John Bush.
- III. Approval of Agenda**  
MOTION BY MR. DONEK: TO APPROVE THE AGENDA AS PRESENTED AND ASKED UNANIMOUS CONSENT.  
  
Motion passed with no objections.
- IV. Approval of October 21st, 2015 Docks Fee Review Committee Minutes**  
Hearing no objection, the October 21st, 2015 minutes were approved.
- V. Public Participation on Non-Agenda Items - None**
- VI. Unfinished Business –**

1. Loading Permit Fees ([05 CBJAC 15.080](#))

- 12/2004

"A" or "B" Permit	\$300 per company plus \$7 per passenger seat
Limited Loading Permit	\$15 per vehicle for each permit day; or \$250 per year, whichever is less

- Statter Harbor Lower Parking Lot Permit Fee ([05 CBJAC 20.090](#))
  - 4/2005; 5/2006
  - The fee assessed to the owner of a vehicle for picking-up and discharging passengers for passenger-for-hire activities at the Statter Harbor Lower Parking Lot.
  - Calendar year permit: \$300.00 per company plus \$15.00 per passenger seat.

Mr. Zaruba said at the last meeting Mr. Peterson proposed a plan for adjusting the loading zone fees for Statter Harbor and Downtown Harbors. He asked if staff wanted to comment.

Mr. Uchtyl said staff is looking for direction to raise the seat fee and remove the company fee, or leave as is.

### Committee Questions-

Mr. Zaruba distributed a handout(attached to minutes). He said he prepared a spread sheet to show some comparative costs and distribution of equity for who is paying what and how much they are paying based on the size of the company and the number of seats which is consistent to what staff prepared for the loading zone use per company.



## **DOCKS & HARBORS BOARD DOCKS FEE REVIEW COMMITTEE MEETING MINUTES**

December 3<sup>rd</sup>, 2015, 6:00 PM  
CBJ Assembly Chambers

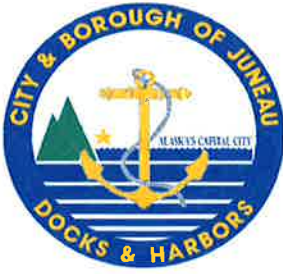
Mr. Uchytel asked what is column (H) the per seat fee comparison?

Mr. Zaruba said he took samplings of various size companies and various number of seats and did some calculations. He used the total amount a company is currently paying and divided it by the amount of seats on a company's permit. The amounts show the smaller companies are paying too much and the larger companies are not paying enough. This is just a comparative analysis. This is trying to get to some kind of equity that turns into a black number at the end of the season.

### **Public Discussion-**

Dennis Harris, Juneau, AK (12<sup>th</sup> Street Taxi & Tours)

He said in the 2015 season he had six vehicles with 40 seats. In the 2016 season some of those seven passenger vehicles are going to be replaced with ten passenger vehicles and he anticipates he will have 50 to 56 seats. This will be depending on how many people replace their vehicles. He said the \$300 company fee which was the same for smaller and larger company's was inequitable. He is in favor of the fee structure that was proposed at the last meeting having a new seat fee of \$8.25 per seat. This would be more equitable for him. He said currently his drivers each pay the seat fee for their own vehicle and split the company fee. He understands why the rates are different at Statter Harbor because it is so congested. He said when he receives a call for a taxi out of Statter Harbor he will call the individual and let them know when he will be there so he just doesn't sit in the parking lot waiting because there are too many people. The objection last year with a proposed increase was the loading zone users currently were not provided the services they were paying for in terms of enforcement in the B-zone at the Red Dog and Tram. He realizes staff is very busy, but there is consistent violators who use the B-zone at the Red Dog as a loading zone. The violators are Odom Company, Alaska Brewing Company, Fed Ex, and the US Postal Service who all act like they don't have to pay attention to the B-zone signs. He said every time he called the port field office, staff was very busy and by the time they did check the area the company was already gone. When he called JPD, they could never make it either. Enforcement had improved over the previous year, but it still has a way to go. There were a number of Taxi's that were using the B-zone by the Tram and did not have a B-zone permit. Occasionally staff would approach the taxi and they would drive away, but he never saw any of them get a ticket. He would like to see someone without a B-zone permit to be ticketed immediately when using the B-zone area. He said he will talk to the City about changing the signage on the loading zone on the other side of the Red Dog on Franklin Street from being an early morning loading zone only to being an all day loading zone. He commented on Mr. Hagevigs email; He said the larger company's have been getting a real good deal for years, much better than the small operators. He said it is time that they carried their own weight.



**DOCKS & HARBORS BOARD  
DOCKS FEE REVIEW COMMITTEE  
MEETING MINUTES**

December 3<sup>rd</sup>, 2015, 6:00 PM  
CBJ Assembly Chambers

**Committee Discussion/Action-**

Mr. Zaruba said there are two problems. One is currently Docks & Harbors is operating at a \$25,000 loss which is not acceptable. The second problem is the inequity of the current rates. He said on his spread sheet he took the revenues and expenses and divided it by the total amount of seats in all the Harbors and came up with a \$11.50 seat fare. With this new rate, Docks & Harbors will have a small profit if all things stay consistent.

Mr. Harris said currently he was paying \$14.50 per seat, and so anything less than \$14.50 will help.

Ms. Larson said downtown is Port revenues and Statter is Harbor revenues. In your proposal, you are raising the seat fee for all the loading zone areas downtown to make up for the Statter Harbor loading zone operations loss.

Mr. Zaruba said the fee is going against commercial operators bringing customers to the Harbors. As far as where the money goes really doesn't make a difference. It is still a commercial enterprise delivering passengers to and from Harbors or Docks.

Mr. Uchytel said the push back on this fee increase will be from the company's with the big coaches.

Mr. Zaruba said he understands that.

**MOTION By MR. ZARUBA: MOVE THAT THE PETERSON PLAN ANALYSIS THAT MR. ZARUBA PREPARED BE ADOPTED AND RECOMMEND SETTING THE FEE AT \$11.50 STRAIGHT ACROSS THE BOARD, NO COMPANY FEE, AND MOVE THIS TO THE STANDING COMMITTEES FOR THEIR CONSIDERATION AND ACTION AND ASK UNANIMOUS CONSENT.**

Motion passed with no objection

**VII. New Business – None**

**VIII. Items for Discussion & Coordination**

1. Review of previous Docks Fee Review Process & Activity
3. Electricity Fees (05 CBJAC 15.090) –
  - 12/2004



## DOCKS & HARBORS BOARD DOCKS FEE REVIEW COMMITTEE MEETING MINUTES

December 3<sup>rd</sup>, 2015, 6:00 PM  
CBJ Assembly Chambers

- *The fee assessed for the use of electrical outlets at the Marine Park Lightering Float, the Steamship Wharf, the Cruise Ship Terminal, the Intermediate Vessel Float and adjacent facilities under the administration of the Docks and Harbors Board.*
- *Fees for electricity will be assessed in accordance with the fees and charges in effect at the time the electricity is consumed.*

Mr. Uchytel said currently this is not used very much. He wanted to know if now would be a good time to add a fee for electric bus charging stations?

Mr. Zaruba asked if it was Docks & Harbors responsibility to install the charging stations or the electric company? What advantage is this to Docks & Harbors?

Mr. Uchytel said the advantage to the Industry would be a place to charge while they are embarking and disembarking passengers. Electric vehicles are slowly coming into use. What is Docks & Harbors role to facilitate that usage?

Mr. Zaruba said this is a AEL & P advantage to install the charging stations because they are the ones that make the money off them. It would be to Docks & Harbors advantage for our customers to have a place to charge them. It seems if AEL & P wants to install a charging station they should be installed at their expense.

Mr. Harris said he is currently looking for a electric vehicle to use for his tours. When he does switch over, he will need electric charging stations in the B-zone. He would like this on a list to look at in the future. This would be to an advantage of the City as a whole to encourage electric vehicle use.

#### 4. Other Fees (05 CBJAC 15.095) –

- *12/2004*
- *Fees will be established by the CBJ Docks and Harbors Board on a case-by-case basis.*

### **IX. Next Docks Fee Review Meeting – Thursday January 21<sup>st</sup>, 2016**

### **X. Adjournment – The meeting adjourned at 6:30 pm.**

	A	B	C	D	E
1	<b>Budget Unit</b>	<b>Source</b>	<b>Revenue</b>	<b>Expense</b>	<b>Profit/Loss</b>
2					
3	Statter Harbor	Company/Seat Fee Combined	\$ 9,285.00		
4	Statter Harbor	Staff Labor		\$ (14,072.24)	
5	Statter Harbor	Parking Decals		\$ (152.56)	
6	Downtown	Company/Seat Fee Combined	\$ 72,177.00		
7	Downtown	Staff Labor		\$ (91,844.00)	
8	Downtown	Parking Decals		\$ (929.97)	
9					
10	Total		\$ 81,462.00	\$ (106,998.77)	\$ (25,536.77)
11					
12					
13					
14	<b>Proposed Zero Based standardized plan, eliminate \$300 company fee and average seat fees based upon gross operating overhead / total seats</b>				
15					
16					
17					
18					
19					
20	Statter Harbor	499 Seats @ 11.50 per seat	\$ 5,738.50		
21	Statter Harbor	Staff Labor		\$ (14,072.24)	
22	Statter Harbor	Parking Decals		\$ (152.56)	
23	Downtown Zone A	7105 @ 11.50 per seat	\$ 81,707.50		
24	Downtown Zone B	1706 @ 11.50 per seat	\$ 19,619.00		
25	Downtown	Staff Labor		\$ (91,844.00)	
26	Downtown	Parking Decals		\$ (929.97)	
27					
28	<b>Total</b>		<b>\$ 107,065.00</b>	<b>\$ (106,998.77)</b>	<b>\$ 66.23</b>

	A	B	C	D	E	F	G	H	I
1	Vendor (example)	# of Vehicles	# of Seats	Existing Cost	New Plan Cost	Existing Seat cost	New Plan Seat Cost	Seat Cost Comparison	Adj %
2									
3	Downtown								
4									
5	Hooked on Juneau	1	10	\$ 370.00	\$115.00	\$37.00	\$11.50	(\$25.50)	
6	Allen Marine	3	30	\$ 510.00	\$345.00	\$17.00	\$11.50	(\$5.50)	
7	Juneau Limousine Svc	6	76	\$ 832.00	\$874.00	\$10.95	\$11.50	\$0.55	
8	Alaska Excursions	4	78	\$ 846.00	\$897.00	\$10.85	\$11.50	\$0.65	
9	Glacier Taxi	16	113	\$ 1,091.00	\$1,299.50	\$9.65	\$11.50	\$1.85	
10	Dolphin Tours	8	295	\$ 2,365.00	\$3,392.50	\$8.02	\$11.50	\$3.48	
11	Juneau Tours	17	612	\$ 4,584.00	\$7,038.00	\$7.49	\$11.50	\$4.01	
12	Ak independent Coaches	29	1243	\$ 9,001.00	\$14,294.50	\$7.24	\$11.50	\$4.26	
13	Royal Highway	80	3424	\$ 24,268.00	\$39,376.00	\$7.09	\$11.50	\$4.41	
14									
15	Statter Harbor								
16									
17	Yamada Richard	2	20	\$600.00	\$230.00	\$30.00	\$11.50	(\$18.50)	
18	Juergens, Louis	4	73	\$1,395.00	\$839.50	\$19.11	\$11.50	(\$7.61)	
19	Dolphin Jet Boat	4	160	\$2,700.00	\$1,840.00	\$16.88	\$11.50	(\$5.38)	



# Port of Juneau

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

**From:** Carl J. Uchytel  
Port Director

**To:** Docks & Harbor Board

**Via:** Docks & Harbor Operations-Planning Committee  
Docks & Harbor Finance Committee

**Date:** January 20th, 2015

**Re:** BOAT SHELTER – FOR SALE

1. In accordance with 05 CBJAC 40.020, Mark & Sun Choate have provided notice of their intentions to sell Boat Shelter (AG-20 & AG-21) in Aurora Harbor. Docks & Harbors has the first right of refusal to purchase this structure at fair market value.

2. The applicable “Boat shelter sales” regulation states:

*05 CBJAC 40.020(f) - Boat shelter sales. Reserved moorage status within a boat shelter may transfer between the seller and buyer of a boat shelter. In order to transfer the reserved moorage status within a boat shelter, the owner of a boat shelter shall inform the Port Director of the owner's desire to sell a shelter before offering the shelter for sale to the general public. The Docks and Harbors Board has the first right of refusal to purchase the shelter at fair market value. If the Board does not exercise its first right of refusal within 30 days after notice, the owner may offer the shelter for sale to the general public. If the owner sells the shelter without informing the Port Director and allowing the Docks and Harbors Board its first right of refusal, the reserved moorage within the shelter will not transfer to the buyer. This subsection does not allow an inappropriately sized vessel to be assigned reserved moorage space within a boat shelter.*

3. I recommend waiving Docks & Harbors’ right of first refusal allowing Mark & Sun Choate to sell their Boat Shelter on the open market.

#