

CBJ DOCKS & HARBORS BOARD
REGULAR MEETING MINUTES
For Thursday, March 26, 2009

I. Call to Order.

Chair Mr. Etheridge called the Regular Board Meeting to order at 7:00 p.m. in the CBJ Assembly Chambers.

II. Roll Call.

The following members were present: Mr. Fisk, Mr. Jardell, Ms. Jebe, Mr. Knapp, Mr. Mehrkens, Mr. Mr. Williams, and Mr. Etheridge.

The following members were absent: Mr. Kueffner and Mr. Preston.

Also present were the following: Mr. Stone – Port Director, Mr. Benner – Harbormaster, Mr. Gillette – Port Engineer, Mr. McLeod- Docks and Harbors Administrative Officer.

Mr. Dybdahl – CBJ Assembly Liaison was absent.

Ms. Hood – Parks and Recreation Advisory Committee Liaison was absent.

III. Approval of Agenda.

Mr. Stone asked to move from the Items for Action section to the Consent Agent the following items:

#2. Douglas Harbor Contract with PND – to Complete Design and Bidding Services with the attached motion.

#3. Scope and Fees for Visitors/Customs/Port Buildings – JYL with the attached motion

#4. Aurora Harbor Planning Contract – PND – To Begin Planning for Reconstruction with the attached Motion.

He asked also to change Items for Action, #5 Auke Bay Breakwater Emergency Repairs to Item for Action # 2 with attached motion.

To add an Item for Action #3 – Lots 7A and 9A Block 83, Tideland Survey Purchase Investigation.

Also to add an Item for Action #4 – Columbia Lot Pavement Repairs.

MOTION by Mr. Fisk: ASK UNANIMOUS CONSENT TO APPROVE THE AGENDA AS AMENDED.

Discussion followed with Ms. Jebe.

The motion passed without objection.

IV. Approval of Previous Meeting Minutes.

MOTION by Mr. Fisk: ASK UNANIMOUS CONSENT TO APPROVE THE MINUTES FROM THE REGULAR BOARD MEETING HELD ON FEBRUARY 26, 2009 AS PRESENTED.

The motion passed without objection.

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V. Public Participation on Non-Agenda Items.

There were no public testifying.

VI. Consent Agenda.

1. ATS 18, Lots 2 and 3 Tideland Lease Renewals.

MOTION: TO REQUEST THAT THE ASSEMBLY ADOPT AN ORDINANCE PROVIDING FOR THE RENEWAL OF TIDELAND LEASES FOR ATS 18, LOTS 2 AND 3 AS PRESENTED BY THE FINANCE COMMITTEE.

2. Douglas Harbor Contract with PND to Complete Design and Bidding Services.

MOTION: TO RECOMMEND THAT THE BOARD APPROVE A CONTRACT AMENDMENT FOR PND, INC. IN THE AMOUNT OF \$65,000 TO COMPLETE THE DESIGN AND BIDDING SERVICES FOR DOUGLAS HARBOR RENOVATION, WITH SUCH FUNDING TO BE PROVIDED BY THE HARBORS DEFERRED MAINTENANCE CIP.

3. Scope and Fees for the Visitors/Customs/Port Buildings – JYL.

MOTION: TO RECOMMEND THAT THE ASSEMBLY APPROVE A CONTRACT AMENDMENT FOR JYL, INC. IN THE AMOUNT OF \$373,067.00 TO PREPARE SCHEMATIC DESIGN DOCUMENTS FOR A VISITORS CENTER BUILDING AND SCHEMATIC DESIGN, DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS FOR A PORT/CUSTOMS BUILDING, WITH SUCH FUNDING TO BE PROVIDED BY THE DOWNTOWN BERTH ENHANCEMENT CIP.

4. Aurora Harbor Planning Contract – PND – To Begin Planning for Reconstruction.

MOTION: TO RECOMMEND THAT THE HARBOR BOARD APPROVE A CONTRACT TO PND, INC. FOR \$25,000 TO BEGIN THE PLANNING PHASE FOR RECONSTRUCTION OF AURORA HARBOR, WITH SUCH FUNDING TO BE PROVIDED BY THE HARBORS DEFERRED MAINTENANCE CIP.

MOTION by Mr. Fisk: ASK UNANIMOUS CONSENT TO APPROVE, MOVE AND ACCEPT THE CONSENT AGENDA AS PRESENTED.

The motion passed without objection.

VII. Items for Action.

1. Proposed Amendments to Fees and Charges Regulations listed in 05 CBJAC 15 and 20.

Mr. Stone gave a short presentation on this topic.

Discussion followed with Mr. Knapp.

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VII. Items for Action (cont'd).

MOTION by Mr. Knapp: ASK UNANIMOUS CONSENT TO PROPOSE AMENDMENTS TO THE SMALL BOAT HARBOR FEE REGULATIONS AS RECOMMENDED BY THE FINANCE COMMITTEE, TO HOLD PUBLIC HEARINGS AT THE APRIL 23, 2009 FINANCE COMMITTEE MEETING, AND THE APRIL 30, 2009 REGULAR BOARD MEETING, AND TO TAKE FINAL ACTION ON THE REGULATIONS AT THE APRIL 30, 2009 REGULAR BOARD MEETING AFTER THE PUBLIC HEARING.

The motion passed without objection.

2. Auke Bay Breakwater Emergency Repairs.

Mr. Fisk and Mr. Stone gave a short presentation on this topic.

Discussion followed with Mr. Mehrkens, Mr. Williams, Mr. Stone, Mr. Fisk, Mr. Jardell, Mr. Knapp, and Ms. Jebe.

MOTION by Mr. Knapp: ASK UNANIMOUS CONSENT TO REQUEST THAT THE CITY MANAGER APPROVE A SUPPLEMENTAL AGREEMENT TO THE AUKE BAY LOADING FACILITY PROJECT TO ENABLE EMERGENCY REPAIRS OF THE AUKE BAY BREAKWATER BEFORE THE START OF THE BOATING SEASON, WITH SUCH FUNDING TO BE PROVIDED BY THE HARBORS OPERATING BUDGET

The motion passed without objection.

3. Lots 7A and 9A Block 83, Tideland Survey Purchase Investigation.

Mr. Stone gave a short presentation on this topic.

MOTION: TO RECOMMEND THAT THE ASSEMBLY AUTHORIZE THE INVESTIGATION OF A PURCHASE OF PRIVATE TIDELANDS AT LOTS 7A AND 9A, BLOCK 83 TIDELANDS SURVEY FOR THE PURPOSE OF PROVIDING OPEN SPACE, AND ADDITIONAL PEDESTRIAN AND PASSENGER STAGING AREA.

Discussion followed with Ms. Jebe, Mr. Fisk, Ms. Stone, Mr. Etheridge, and Mr. Knapp.

PUBLIC COMMENT:

1. Tracy LaBarge – Owner of The Crab Shack and a 14 year resident of Juneau.

Ms LaBarge is the owner of The Crab Shack and operates her business on the property beside the parking garage, which is up for sale at present. She is encouraging the Harbor Board to purchase the property and to allow the 4 small seasonal vending businesses to continue to use the property.

She said that since they are a small business they do not have the financial resources to compete with the store-front businesses. If this property sells and they are unable to operate in this location any longer it will force them to close their business.

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VII. Items for Action (cont'd).

Ms. LaBarge said that she felt they were offering a unique Alaska experience to the tourists visiting Juneau. They are small enough that they can take the time to visit individually with tourists and answer any questions that they may have about Juneau.

Discussion followed with Mr. Fisk, Mr. Knapp, and Mr. Mehrkens.

2. Rick Varner – owner of Glacier Smoothie Soaps – 789-7046
P.O. Box 35762, Juneau, AK 998093

Mr. Varner said that they make soap out of local glacial silt by using a unique recipe developed by his wife. This soap has been a huge selling success to the tourists.

He said that he has built his own small moveable building and it even meets ADA Compliance Regulations.

He added, that he too would like to be able to operate his business out of this location as he doesn't have the money to operate out of a store-front location.

Further discussion followed with Mr. Fisk, Mr. Mehrkens, Ms. Jebe, Mr. Knapp, and Mr. Williams.

MOTION by Mr. Fisk: MOVE TO RECOMMEND THAT THE ASSEMBLY AUTHORIZE THE INVESTIGATION OF A PURCHASE OF PRIVATE TIDELANDS AT LOTS 7A AND 9A, BLOCK 83 TIDELANDS SURVEY FOR THE PURPOSE OF PROVIDING OPEN SPACE, AND ADDITIONAL PEDESTRIAN AND PASSENGER STAGING AREA.

Mr. Knapp seconded the motion.

Discussion followed with Ms. Jebe, Mr. Fisk, and Mr. Jardell.

The motion passed with 6 yes votes and 1 no vote by Ms. Jebe.

4. Columbia Lot Pavement Repairs.

Mr. Stone gave a short presentation on this topic.

MOTION by Mr. Fisk: ASK UNANIMOUS CONSENT FOR THE BOARD TO PREAPPROVE A BID AWARD FOR THE COLUMBIA LOT PAVEMENT REPAIRS NOT TO EXCEED \$50,000.

The motion passed without objection.

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VIII. Items for Information/Discussion.

1. Electrical Emergency ECOPA Surcharge Report.

Mr. Stone gave a short presentation on this topic.

IX. Committee and Board Member Reports.

A. Operations Committee Meeting – held on March 18, 2009.

Ms. Jebe said that they had a short meeting. They talked mainly about the parking charges at Auke Bay. They also talked about the Juneau Fisherman's Memorial.

B. Finance Committee Meeting – held on March 19, 2009.

In Mr. Preston's absence, Mr. Mehrkens said that they had a discussion and did a motion to lower rates for mid-sized vessels at the IVF. The motion failed.

C. CIP/Planning Committee Meeting – held on March 24, 2009

Mr. Fisk said that all items that they discussed at his last CIP/Planning Committee meeting have already been talked about tonight, so he had nothing further to add.

X. Administrative Officer's Report.

Mr. McLeod said that he has been working on re-vamping purchasing issues and policies, also he has started a program to list an inventory of all supplies, tools, and all vehicles and boats that belong to the Docks and Harbors Department.

He added that he would be going over the Budget and will be setting up an Equipment Replacement Reserve Account, where money will be set aside ahead of time to replace old equipment and vehicles so we won't be scrambling for the money at the failure time, but will have the money set aside for the necessary replacing of items.

XI. Port Engineer' Report.

Mr. Gillette said that his Status Report on Projects is in the Packet.

Discussion followed with Mr. Etheridge, Mr. Fisk, Mr. Knapp, Mr. Gillette, and Mr. Mehrkens.

XII. Harbormaster's Report.

Mr. Benner gave a short report on Harbor activities in the month that he has been here.

He added that he has been going through past-due accounts with balances that are over 90 days. He will be getting notices sent out to patrons to collect these past-due balances.

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XII. Harbormaster's Report (cont'd).

Mr. Benner said that the crew had been busy with snow and ice removal for most of the month of March.

XIII. Port Director's Report.

Mr. Stone said that he would be out of the office from April 20, 2009 to April 27, 2009. He will miss two Committee Meetings during that time period.

XIV. Committee Administrative Matters.

1. Meeting Calendar for January 2009.

Chair Mr. Etheridge told Board Members to note the schedule for meetings for April 2009.

<u>Operations Committee Meeting</u> - 5:00 p.m. to 7:00 p.m.	April 22, 2009 <u>Aurora Harbor Office</u>
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<u>Finance Committee Meeting</u> - 5:00 p.m. to 7:00 p.m.	April 23, 2009 <u>CBJ Assembly Chambers</u>
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<u>CIP/Planning Committee Meeting</u> 5:00 p.m. to 6:30 p.m.	April 28, 2009 <u>CBJ Assembly Chambers</u>
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<u>Regular Board Meeting</u> 7:00 p.m. to 10:00 p.m.	April 30, 2008 <u>CBJ Assembly Chambers</u>
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XV. Adjournment.

MOTION by Mr. Jardell: ASK UNANIMOUS CONSENT TO ADJOURN THE REGULAR BOARD MEETING.

The motion passed without objection.

The Regular Board Meeting was adjourned at 8:18 p.m.