

CBJ DOCKS & HARBORS BOARD
OPERATIONS COMMITTEE MEETING MINUTES
For Tuesday, December 15, 2009

I. Call to Order

Chair Ms. Jebe called the Operations Committee Meeting to order at 5:00 p.m.

II. Roll Call

The following Committee Members were present: Ms. Jebe, Mr. Etheridge, Mr. Wostman and Mr. Preston.

Absent: Mr. Jardell, and Mr. Williams

Also in attendance were the following: Mr. Stone – Port Director and Mr. Benner – Harbormaster.

III. Approval of Agenda.

MOTION by Mr. Etheridge: ASK UNANIMOUS CONSENT TO APPROVE THE AGENDA AS PRESENTED.

The motion passed without objection.

IV. Public Participation on Non-Agenda Items.

There was no public participation.

V. Approval of Previous Meeting Minutes.

Amendment to the November 17 operations meeting: Mrs. Jebe said on page 3, paragraph one, first sentence. Correction to the spelling of the word servere, should be severe.

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MOTION by Mr. Preston: ASK UNANIMOUS CONSENT TO APPROVE THE NOVEMBER 17, 2009 OPERATIONS COMMITTEE MEETING MINUTES AS AMENDED.

The motion passed without objection.

VI. Items for Action.

1. Discussion of Electrical Pedestals in Douglas Harbor.

Mr. Benner said we have determined there are five bad electrical meters in the Douglas Harbor. This is because these meters are old and they have not been reading any kilowatt usage for the past year. Mr. Benner said we are getting some quotes from Anchor Electric. Mr. Stone said when the Douglas Harbor was originally built and AEL&P had installed a master meter we use to sell Power at a flat rate through the CBJ Harbor Department. Later on we were told by AEL&P we could not do it this way.

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VI. Items for Action (continued)

AEL&P has determined the five problem meters are DM-037, DM-042, DM-043, DE-013 and DD-022. Mr. Stone said Bill Shatenburg from Anchor Electric said the new meters should be around \$100.00 each to purchase. If we decide not to purchase new meter there are three other solutions as follows:

1. To charge the patron a flat rate charge for the electricity they used.
2. Purchase replacement meters.
3. Switch them out with the spare pedestals that we have left over from the Harris Harbor rebuild.

Mr. Stone said the meters located at DM-042, and DM-043 had no recorded Kilowatt usage for a year.

Mr. Stone said some patrons received free electricity and knew they were not being charged.

Mr. Wostman suggested we go back and charge for the electricity that was used during this year

Mrs. Jebe asked how do we determine what they owe if we could not read the kilowatt use.

Mr. Stone said we can monitor the new meters for a month then multiply it by the length of time each patron was at these locations.

Mr. Etheridge said we could charge a flat rate charge per month for the time they used electricity up to the time they started their account with AEL&P.

Mrs. Jebe asked who's getting billed for the Kilowatts they used. Mr. Benner said the Harbor Department has been getting charged for the past year.

Mr. Wostmann asked if we could research to see who were in these slips, so we can bill them for their usage of the electricity. Mr. Benner said yes we can and he just needed to know if we should go back six months or a year. Mr. Etheridge said we should direct the staff to collect the fees for the five meters for the past year. Everyone agreed that this is a good idea.

Further discussion among board members.

MOTION by Mr. Preston: TO DIRECT STAFF TO CHARGE THE SHORE POWER ACCESS FEE RETRO ACTIVELY FOR THE PAST YEAR OF 2009 FOR FIVE METERS LOCATED AT DM-37, DM-042, DM-043, DE-013, AND DD-022 AT THE DOUGLAS BOAT HARBOR. 2009.

VII. Items for Information/Discussion.

2. Discussion on Crane Warm-ups and Operations.

Mr. Benner said we have the new crane keys to operate the cranes. We are noticing the equipment needs to be warmed up before being used during the winter. The fluid needs to be warmed up so the equipment can run correctly. We are noticing the patrons will turn on and off a crane for just a minute or two then shut it off. When it is 10 or 15 degrees outside, this is tough on the equipment. The oil in the hydraulics need to be warmed up. Mr. Benner said we have insulation and heat lamps keep the oil from freezing.

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VI. Items for Information/Discussion

2. Discussion on Crane Warm-up and Operations. (Continued)

Mr. Benner said he is having Bill from Anchor Electric set the cranes for a five minutes minimal Warm-up time. Mr. Wostmann asked if we have had problems with the new cranes at the loading facility. Mr. Benner said No the cranes have very limited hydraulics and are more mechanical. He said Bill from Anchor Electric will set five minute warm-up times for all of the cranes. Mr. Benner will send out a letter for the patron's who have purchased a crane key to inform them about the five minutes warm up time.

VII. Items for Information/Discussion.

1. Harbor Accomplishments.

Mr. Benner said the staff filled the big potholes at the Statter Harbor. Dennis Holloway took an oil burner class so he could learn more about how the oil burner runs and he is doing a great job at getting the old oil burnt that we had built up. We had a safety assessment by the safety officer and he had some recommendations. The Staff have been busy working on completing them. We have one sander down and the parts are on there way so we can fix it. The second sander is running so we are using it while we are waiting for the other one to get fixed.

Further discussion among the committee and board members

IX. Committee Administrative Matters.

The next operation meeting will be at 5:00 p.m. on January 19th at the Aurora Office.

Cecelia Larson will be retiring and her party will be December 31, 2009 at 12:00 p.m. at the Port Office.

X. Adjournment.

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

Motion Passed without objection.

Meeting adjourned at 5:50 pm

