

CBJ DOCKS & HARBORS BOARD  
**REGULAR BOARD MEETING MINUTES**  
For Thursday, September 30, 2010

**I. Call to Order.**

Mr. Preston called the Regular Board Meeting to order at 7:00 p.m. in Room 224, City Hall.

**II. Roll Call.**

The following members were present: Mr. Donek, Mr. Jardell, Ms. Jebe, Mr. Etheridge, Mr. Busch, Mr. Williams and Mr. Preston. Mr. Kueffner was absent.

The following member attended via teleconference: Mr. Wostmann.

Also present were the following: Mr. Stone – Port Director, Mr. Benner –Harbormaster, Mr. Gillette-Port Engineer, Ms. Danner – City & Borough Assembly Member and Ms. Hood – Parks & Recreation Advisory Board Member.

**III. Approval of Agenda.**

Mr. Stone no changes

**MOTION by MR. ETHERIDGE: TO APPROVE THE AGENDA AS PRESENTED BY UNANIMOUS CONSENT.**

**The motion passed without objection.**

**IV. Public Participation on Non-Agenda Items.**

Bruce White, 8121 Gladstone St., Juneau, AK 99801. He has concerns about the DeHart's/Statter Harbor rebuild project. His concern is: removing a year round marina, that Juneau residents use, for a seasonal based marina for whale watchers that will probably be used five months out of the year. Moving the fuel dock is not going to relieve congestion. Two lanes are not enough for launching boats. Suggestions: to rebuild DeHart's, increase the length of the Petro Marine dock, install four launch lanes, and move whale watching boats to Douglas Harbor or North Douglas launch ramp. By keeping DeHart's, you still will have that income. Moving whale watching would remove some of the congestion at Statter Harbor and make more money for the companies with less transport time and fuel expense.

Paul Swanson, 3101 Riverwood Dr., Juneau, AK 99801, stated he finds merit in what Mr. White suggested. He wanted to know if there has been any consideration given to moving whale watching tour boats to North Douglas. Also, he has not known one person to have received the letter that was sent out to DeHart's Marina patrons.

Mr. Preston said he would check into the letter.

CBJ DOCKS & HARBORS BOARD  
**REGULAR BOAR MEETING MINUTES**

September 30, 2010

Page: 2

**V. Approval of Previous Meeting Minutes.**

Ms. Jebe had clerical corrections. Mr. Preston suggested adding Mr. Etheridge as absent and Ms. Danner as attended the meeting.

**Hearing no objection, the minutes of the August 26, 2010 Regular Board Meeting were approved as amended.**

**VI. Items for Action**

**1. Boat Shelter Sale – Aurora F-18**

Mr. Jardell reported the Finance Committee decided to decline the purchase of boat shelter at Aurora F-18 and needed the Boards approval to decline the purchase.

**Public Comments**

None

**Board Comments**

None

**MOTION by MR. JARDELL: TO NOT EXERCISE THE BOARDS RIGHT OF FIRST REFUSAL ON THE PURCHASE OF A BOAT SHELTER AT AURORA F-18 AND ASK FOR UNANIMOUS CONSENT.**

**Motion passed without objection**

**2. Statter Harbor Rebuild and DeHart's Marina Replacement Professional Services Contract Approval.**

Mr. Jardell reported the Finance Committee discussed this at their meeting. This contract would include looking at the Statter Harbor chains and anchors, looking at concepts and designs for adding floats to take in DeHart's patrons, along with joining old and new floats and costs, looking at the electrical conditions and conduit on the floats and adding new, and fuel dock placement areas. The Finance Committee felt this was a good time to move forward with this contract. They want to increase information and communication with DeHart's patrons on the progress of PND Inc. studies and to keep them aware of what is happening.

**Public Comments**

Mr. Watson, 9333 Northland St., Juneau, AK 99801. He recalled the study done on the cost estimate on replacing the Statter Harbor chains was over \$2 million dollars. He has not seen an update on current cost estimate and felt one should be done before going ahead with the project. He is hoping the lumber that was purchased 5 years ago would finally be used to finish the project, and he would like to see the floats stabilized.

CBJ DOCKS & HARBORS BOARD  
**REGULAR BOAR MEETING MINUTES**

September 30, 2010

Page: 3

**VI. Items for Action (continued).**

**Board Comments**

Mr. Busch wanted to note that one of the key things is additional information for the public and for a meeting with DeHart's patrons.

Mr. Preston agreed with Mr. Watson that there needed to be an updated cost to replace the chains at Statter Harbor and to have the chain anchors rechecked.

Mr. Williams wanted to know when this would move forward?

Mr. Gillette stated that this would move forward if it was approved tonight. It is ready to go. Visibility could be an issue.

**MOTION By MR. JARDELL: TO APPROVE A CONTRACT WITH PND, INC. FOR PROFESSIONAL SERVICES RELATED TO THE REBUILD OF STATTER HARBOR AND THE REPLACEMENT OF DEHART'S MARINA IN AN AMOUNT NOT TO EXCEED \$50,000 AND ASK FOR UNANIMOUS CONSENT**

**Motion passed without objection**

3. Auke Bay Loading Facility Phase 1 Close-out.

Mr. Jardell reported Phase1 is coming to a close. With the Phase 2 project ready to start, it is necessary to finalize and close by paying off all the bills. In order to do that, \$130,000.00 dollars is needed. The Finance Committee recommended moving \$130,000 from the budget reserve account to the Auke Bay Loading Facility Phase1 project.

**Public Comments**

Mr. Watson, 9333 Northland St., Juneau, AK 99801. He thought it was part of the original funding to put a swing arm in and credit card access. He also stated, in the original plan, there was not going to be long term storage. There is a 40' connex that has been there for a very long time and vehicles have been stored more than 30 days. Seven million dollars has been spent on this project and it is still not secure.

**Board Comments**

Mr. Jardell directed the questions to Mr. Stone.

Mr. Stone reported the swing arm was taken out of Phase 1 because there was not enough money to award it. With Phase 2, under the Tiger Grant, he believes there is enough money to put a gate at the facility. He felt there was going to be too much maintenance on a credit card or key card entrance system, and the recommendation was not to go that way, but to have gates.

CBJ DOCKS & HARBORS BOARD  
**REGULAR BOAR MEETING MINUTES**

September 30, 2010

Page: 4

**VI. Items for Action (continued).**

Mr. Preston clarified the swing arm was an add on and there was not enough funding under Phase 1.

Mr. Stone would have to look into the long term storage agreements.

Mr. Gillette commented the 40' connex was a Docks and Harbors container to store snow removal equipment until a permanent storage could be built.

Mr. Jardell suggested having the permanent storage area need added to the Operations Committee Agenda.

**MOTION By MR. JARDELL: TO RECOMMEND THE BOARD APPROVE THE CLOSE OUT PLAN FOR THE AUKE BAY LOADING FACILITY PHASE 1 PROJECT AS PRESENTED BY THE PORT ENGINEER TO THE FINANCE COMMITTEE AND ASK UNANIMOUS CONSENT.**

**Motion passed without objection.**

**4. Archipelago Property Purchase and Appraisal Review.**

Mr. Jardell reported that the Finance Committee received the appraisal for the waterfront property and they would like to start negotiations with the owners to come up with a price and then come back to the board for approval.

Mr. Preston wanted to know where the money for the purchase would come from?

Mr. Jardell stated the purchase would come from the CBJ Assembly land acquisition fund.

**Public Comment**

None

**Board Comments**

Mr. Wostmann looked at the appraisal with some detail. He would concur that he would support the motion. This is a good starting point for discussion.

**MOTION By MR. JARDELL: TO AUTHORIZE STAFF TO NEGOTIATE THE PURCHASE OF PROPERTY FROM ARCHIPELAGO PROPERTIES FOR PUBLIC ACCESS AND OPEN SPACE PURPOSES ALONG THE DOWNTOWN WATERFRONT AS RECOMMENDED BY THE FINANCE COMMITTEE AND ASK UNANIMOUS CONSENT**

**Motion passed without objections.**

CBJ DOCKS & HARBORS BOARD  
**REGULAR BOAR MEETING MINUTES**

September 30, 2010

Page: 5

**VI. Items for Action (continued).**

5. Cruise Ship Terminal Staging Area Design Contract Award.

Mr. Jardell reported that there was a map in the packet that described the design. This has been discussed and the next step is awarding the contract for the design.

Mr. Gillette reported the plan was discussed with the users of the area and they were satisfied with it. The CBJ Assembly Lands Committee also approved it. This is the next step in the process.

**Public Comment**

None

**Board Comment**

None

**MOTION By MR JARDELL: TO APPROVE A CONTRACT WITH PND, INC. FOR DESIGN OF THE CRUISESHIP TERMINAL STAGING AREA IN THE AMOUNT OF \$235,505 AND TO REQUEST THE ASSEMBLY APPROVE THE CONTRACT AND ASK FOR UNANIMOUS CONSENT.**

**Motion passed without objections.**

Ms. Jebe made a comment that this was all discussed in great detail at the Finance Committee and is why there is not much discussion in this meeting.

**VII. Items for Information/Discussion.**

1. Juneau Port Construction Update

Presentation by Howard Lockwood, Apt #28, Thunderbird Terrace, Juneau, AK 99801 – In 2007 a Lease was signed with the City of Juneau, which was for the development of a private harbor dock near the Little Rock Dump and being able to sublet the property. This project is designed for the larger vessels. He has done a three year study on this area and feels this is a viable project and we should move forward on this. He feels confident he has a good team to work with on the challenges of this project. All net revenues will go back to Docks and Harbors. He is asking for a continuation of the lease. They plan to dredge the sand by Alaska Marine Lines leased property, and also study other requirements on this project. Estimated value to build is \$112 Million; 18 to 24 more months before construction can start.

Mr. White wanted to know if there would be a place for the whale watching boats?

Mr. Lockwood said yes.

CBJ DOCKS & HARBORS BOARD  
**REGULAR BOAR MEETING MINUTES**

September 30, 2010

Page: 6

**VII. Items for Information/Discussion (continued).**

Mr. Preston recommended sending to the CIP/Planning Committee Meeting.

Mr. White encourages the board to work with Mr. Lockwood.

Mr. Wostmann recommended further discussion on this at the CIP/Planning Committee.

**2. Statter Harbor Launch Ramp Environmental Assessment Update**

Presented by Mr. Gillette. If everything stays on target, this should be completed by mid or late October or early November, final environmental assessment by mid November, and be bringing back to the board for comments and final approval.

Mr. Preston reported that there has been much discussion about the need for a four lane launch ramp and was wanting to know if that was going to be added.

Mr. Gillette stated he believed that was one of the things they were looking at.

Mr. Stone added PND is doing time studies to see the need for a four lane launch ramp.

Ms. Jebe questioned if the letter went out to all the launch ramp permit holders?

Mr. Gillette responded the letters were sent out to the permit holders that had addresses.

**3. Discussion on Board Member Absences**

Mr. Preston discussed the issue of absences. He suggested an ordinance change so some are excused and not counted. The attendance policy stated that a board member could not miss 40% of the meetings and not three consecutive meetings. He talked with the Law Department on this subject and feels it is unclear what his role is with the absences. He knows sometimes jobs cause the issue of not being able to attend the meetings. He wanted to know if the board wanted to pursue or request the assembly to do something different with the attendance requirements under regulations.

Mr. Etheridge feels board attendance is important. He also thinks there is a need to maintain a diverse coverage of all the different industries and if you get too strict with the absentees, it will eliminate that. He recommends setting up a procedure for calling in.

Mr. Wostmann stated he always tries to be in an area to attend meeting by cell coverage, but that does not always work. He would like more flexibility for the board members that maintain a job that does not permit regular attendance. He also feels that regular attendance is important to know what is going on and to try to set your work around the meetings. Sometime with job and family emergencies it becomes very tough to be at the meetings.

CBJ DOCKS & HARBORS BOARD  
**REGULAR BOAR MEETING MINUTES**

September 30, 2010

Page: 7

**VII. Items for Information/Discussion (continued).**

Mr. Stone read the CBJ Board Ordinance and stated the board has the right to approve or disapprove absences.

More discussion on Board absence rules and all were in favor of sending it to the Operations Committee to address. Mr. Etheridge would like the call in option addressed also.

**VIII. Committee and Board Member Reports.**

1. Operations Committee Meeting- September 21, 2010

Ms Jebe reported they did have a meeting. They authorized the removal of the finger floats on the south sides of the K & L floats in the Aurora Harbor and to convert the vacant stalls into side moorage for larger vessels. They received a bid for snowplowing, but they did not recommend it as Docks & Harbors has snowplows and employees to do this. The Harbor Master talked about the Little Rock Dump clean up, and NOAA request to not move the temporary float at Douglas Harbor because Harbor seals have been seen there.

2. CIP/Planning Committee Meeting – September 23, 2010

Mr. Williams reported the meeting was cancelled.

3. Finance Committee Meeting – September 28, 2010

Mr. Jardell reported everything was covered today at the board.

**IX. Assembly Liaison Report**

Ms. Danner, City and Borough Assembly Member, reported she has three things for consideration. On Monday, she met with Public Works regarding the building under the bridge and they talked about wanting to demolish the building. She suggested letting Docks and Harbors use the building in the interim. They said they would meet with Docks & Harbors. She met with a group of Waterfront Tour Operators and they wanted to encourage Docks and Harbors to take steps with compliance issues with the one person one permit rule and other concerns. They wanted to meet with Docks and Harbors, the City Attorney, all the permit holders, and form a working committee to address the concerns. Assembly approved going forward with the concept of 16B with two amendments: Fisherman's Memorial, if necessary, be moved, and create a fund to accommodate the need for high wind tug assist.

More discussion on Waterfront Tour Operators

Ms. Hood reported CBJ Parks & Recreation Advisory Committee wants to have a joint meeting with Docks and Harbors Board to discuss the under bridge park and they would like to have the building moved. They also want to talk with the board about Marine Park improvements.

CBJ DOCKS & HARBORS BOARD  
**REGULAR BOAR MEETING MINUTES**

September 30, 2010

Page: 8

**IX. Assembly Liaison Report(continued).**

Mr. Preston suggested setting up the next Board meeting an hour earlier to meet with the CBJ Parks & Recreation Advisory Committee.

**X. Administrative Officer's Report.**

There was none.

**XI. Port Engineer's Report.**

Mr. Gillette's report was included in the packet.

**XII. Harbor Master's Report.**

Mr. Benner reported that the Juneau Convention and Visitors Bureau had their volunteer recognition day on the Statendam and JCVB mentioned that they appreciated the CBJ Docks & Harbors cooperation throughout the years.

US Coast Guard inspected the security procedures and did spot security inspections. We had zero discrepancies.

North Douglas ramp will be removed October 7<sup>th</sup>. They have put out public service announcement and posted notices.

Meeting with Public Works tomorrow.

All issues from the Permit Holders were addressed that were brought to our attention. He realizes there are still a lot to address.

A letter has been sent out to all permit holders for a meeting on April 20, 2011 for changes to the Standard Operating Procedures, Code of Conduct, and to introduce the new Enforcement Officer.

Mr. Preston suggested having a working committee put together sometime in December.

Mr. Benner reported he purchased two bolts for Statter Harbor that cost over \$700.00.

**XIII. Port Director's Report.**

Mr. Stone, Mr. Benner and Mr. Gillette will be attending the Harbormaster's Conference in Wrangell from October 25 to October 28 and be back on the 28<sup>th</sup>. Erich Schaal will be starting Monday to assist Mr. Gillette with all the projects. Mr. Stone reported he has Grand Jury duty for the next three months. There is a meeting with regulators in Douglas on Monday.



CBJ DOCKS & HARBORS BOARD  
**REGULAR BOAR MEETING MINUTES**

September 30, 2010

Page: 9

**XIV. Committee Administrative Matters.**

1. **Operations Committee Meeting – October 19, 2010**  
5:00 p.m. at the Aurora Harbor Office
2. **CIP/Planning Committee Meeting – October 21, 2010**  
5:00 p.m. in the CBJ Assembly Chambers
3. **Finance Committee Meeting – October 26, 2010 - Cancelled**  
All staff will be at the Harbormaster's Conference on October 26, 2010
4. **Regular Board Meeting – October 28, 2010**  
7:00 p.m. in the CBJ Assembly Chambers
5. 2011 Meeting Schedule Discussion- No objection
6. Special Board Meeting for Cruise Dock Improvements 16B. Geotech Contract

Mr. Stone suggested adding this meeting to either CIP or Operations Committee meeting.

**XV. Adjournment.**

**MOTION by MR. ETHERIDGE : TO ADJOURN AND ASK FOR UNANIMOUS CONSENT.**

**The Motion passed without objection.**

The Regular Board Meeting adjourned at 8:41 p.m.