

**CBJ Docks and Harbors Board**  
**REGULAR BOARD MEETING MINUTES**  
**For Thursday, January 28<sup>th</sup>, 2016**

I. Call to Order.

Mr. Donek called the Regular Board Meeting to order at 5:10p.m. in the CBJ Assembly Chambers.

II. Roll Call.

The following members were present: John Bush (via phone), Weston Eiler (arrived at 5:13 pm), Bob Janes, Budd Simpson, David Summers, and Tom Donek.

Absent: David Lowell, Robert Mosher, and Tom Zaruba.

Also present were the following: Carl Uchtyl – Port Director, David Borg- Harbormaster, Gary Gillette – Port Engineer, Erich Schaal – Deputy Port Engineer, and Jerry Nankervis – Assembly Liaison.

III. Approval of Agenda.

**MOTION By MR. SIMPSON: TO APPROVE THE AGENDA AS PRESENTED AND ASK FOR UNANIMOUS CONSENT.**

**Motion passed with no objection**

IV. Approval of December 10<sup>th</sup>, 2015 Meeting Minutes.

Hearing no objection, the December 10<sup>th</sup>, 2015 meeting minutes were approved as presented.

V. Public Participation on Non-Agenda Items – None

VI. Consent Agenda –

**A.** Public Requests for Consent Agenda Changes - None

**B.** Board Members Requests for Consent Agenda Changes –

Mr. Simpson requested #3 removed from the consent agenda. He noticed an error in the material and would like it corrected.

Mr. Donek said this item will go under unfinished business.

**C.** Items for Action

1. Appropriation Ordinance – Douglas Harbor – ADOT Municipal Harbor Grant

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

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

**RECOMMENDATION: 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. Notice of Intended Sale of Boat Shelters

**RECOMMENDATION: Waive Docks & Harbors' right of first refusal allowing Mark & Sun Choate and Steve Wolf to sell their boat shelters on the open market.**

**MOTION By MR. SIMPSON: TO APPROVE THE CONSENT AGENDA WITH THE REMOVAL OF ITEM #3 AND ASK UNANIMOUS CONSENT.**

**Motion passed with no objection**

**VII. Unfinished Business**

3. Appropriation Ordinance - Cruise Ship Berths Improvement Project

Mr. Simpson said when he was reviewing the backup materials, he noticed the recommendation for the Assembly should be to use \$1.5M of Docks funds and not Harbors funds.

Mr. Gillette said he did notice that error and has changed it already in the Memo he is taking to Public Works & Facilities.

Board Questions - None

Public Comment - None

Board Discussion/Action -

**MOTION By MR. SIMPSON: 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.**

**Motion passed with no objection**

**VIII. New Business**

1. Statter Harbor Master Plan Update

Mr. Gillette said he wanted to update the Board on Phase III of the Statter Harbor master plan. The project team is PND Engineers, Corvus Design doing landscape, and Haight Engineers doing electrical. The project purpose is to address congestion, safety, and

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efficiency for the boating public both in and out of the water. The overall objective of the plan was to expand moorage (completed 2013), expand boat launch and parking capacity (underway currently & completion 2016), facilitate boat yard operation (moved to ABLF), improved commercial and charter vessel operations, and provide separation between the different users vehicular operations. In the original plan, Phase I was the new moorage, phase II is the launch ramp and parking, Phase III was to be the boat haulout, kayak ramp and improvements to the boat yard, and Phase IV was the charter float and bus staging area. With the Boat Yard moving to the ABLF, that opened up a new opportunity and freed up some of the uplands space. Phase III will now be the charter float and uplands improvements. Phase IV will be additional moorage and a future phase will be re-installing a second gangway and updating the work floats. The charter floats would be approximately 600 LF of floats that will take 15/40' vessels or 20/30' vessels. There could also be a potential for a fueling station on the charter operations float. There would be a gangway to the uplands. The uplands improvements would include bus staging and circulation and general circulation through the site. The uplands amenities would be a continuation of the seawalk. Mr. Gillette went over the different concepts for bus parking which would just be the final stripes on the pavement. He showed more plans that would follow the Auke Bay plan encouraging the area to become more of a community center which would include a building with a potential for a restaurant. Phase IV moorage improvement is estimated at \$2M and there is no funding identified at this time. Phase III charter float and uplands improvements is estimated at just under \$10M and we do have some funding identified for this phase. He said staff would like to continue early design and permitting for phase III and could start construction end of this year or early next year. This is not the final design and there will be many more opportunities for public comment through the beginning stages of this project.

Board Questions – None

Public Comment -

Dennis Watson, Juneau, AK

He asked if the old parking lot in front of the Harbor Office was going to change to just general parking?

Mr. Gillette said the plan is to remove the truck & trailer parking spaces from that parking area and convert them to regular car spaces.

Don Howell, Juneau, AK

He said he owns Squires Rest building across the street from the Harbor. The idea of putting commercial buildings in this plan with restaurants will require a lot of parking and parking has been a large problem in Auke Bay. The new parking plan will help with parking issues, but adding a restaurant will cause us to run out of parking space and cars will be back on his lot. He would like the plan to only be a parking lot for Statter Harbor.

Board Discussion/Action

Mr. Janes asked by approving this plan, does it lock in commercial buildings?

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Mr. Simpson said this would be approving the parking and the staging area and dock and floats, but nothing on final uplands facilities.

Mr. Gillette said his intent was to apply for a conditional use permit with this plan which includes the additional moorage and potential development. If these things are decided to be added later we will need to go back through the conditional use permit process again. It doesn't mean it needs to be built that way, this would just mean we don't have to go back through the planning commission. He understands the parking issues. There is a provision in the parking ordinance that allows shared parking. One could assume that a certain percentage of the people that are going to go to the restaurant are already there because they were out on their boat.

Mr. Janes asked if there was a way to word the permit application with options for adding the additional building (restaurant) and additional moorage area if it goes through the public process so people know that the Board has not approved the additional suggestions in the plan but is leaving it open for consideration.

Mr. Gillette said yes. That is why he is calling the uplands area, "potential future development".

Mr. Summers said he is going to support this plan as is.

Mr. Simpson said on the plan it is written potential plan for retail but he suggested to look at it as potential lease space.

**MOTION By MR. SIMPSON: MOVE TO APPROVE THE STATTER HARBOR MASTER PLAN AS PRESENTED AND ASK FOR UNANIMOUS CONSENT.**

**Motion passed with no objection**

**2. Channel Construction Lease**

Mr. Uchytel said this was a lease previously held by the State of Alaska. In 2001 Docks & Harbors took over management. The lease is to expire in April of 2016. They do have preferential rights. A new appraisal has been completed. The draft lease is in the packet for your approval. There was a question whether the lessee could enter into this lease while in bankruptcy and CBJ law has determined this was acceptable. If this is approved tonight it will go to CBJ lands and then to the Assembly for final approval.

Board Questions - None

Public Comment - None

Board Discussion/Action

**MOTION By MR. SIMPSON: TO APPROVE CHANNEL CONSTRUCTION'S NEW LEASE AND MOVE FORWARD TO THE ASSEMBLY FOR FINAL APPROVAL AND ASK UNANIMOUS CONSENT.**

**Motion passed with no objection**

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3. Amalga Harbor Fish Cleaning Float Feasibility Study

Mr. Schaal said in the packet is the draft final report for the Amalga Harbor Fish Cleaning Feasibility study. Docks & Harbors entered into an agreement with Fish & Game to look at options for improving the flow through Amalga Harbor. Staff received comments from users that said the fish cleaning process at the end of the float tied up valuable moorage space and impacted people taking out or putting their vessels in the water. Several options were looked at and we had a public meeting in June that brought in comments from local users and people that live nearby.

There were four options looked at.

- The first one was to do nothing.
- Provide Remote Site - (This was thought to be the best solution)
- Add Floats to Existing Boarding Float
- Remove Fish Cleaning Table - (Looked at uplands cleaning station)

Through the process and public comments, Docks & Harbors found that a remote cleaning station would not be feasible for a couple of reasons. The first was that it violated Fish & Game laws. The second was that it would drastically affect the creel count and data collection by Fish & Game staff. Mr. Schaal talked about the different options in the study. Alternate 4c was the recommended option should the Board decide this is a project that receives further attention.

Board Questions

Mr. Janes asked if there was running water on the float?

Mr. Schaal said no.

Mr. Janes asked if adding running water was in the plan?

Mr. Schaal said no.

Mr. Donek said the State Troopers do not like the remote cleaning stations. How do the State Troopers handle the remote fish cleaning station in Sitka?

Dan Teske, Dept. of Fish & Game Sport Fish Management Biologist.

The State Troopers have worked closely with staff and came up with an agreement to make that work.

Mr. Summers asked if this is a public agreement that he could look at?

Mr. Teske said yes.

Public Comment - None

Board Discussion/Action

Mr. Simpson asked what kind of consideration is given to fish waste issue?

Mr. Schaal said he was just talking to Mr. Teske about this and he said from a biological stand point, the only real accumulation is the crab shells. The fish waste is addressed by

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animals that come and go. The crab shells do break down over time, but they are just visible longer.

Mr. Donek said halibut carcasses float and are not fun to deal with on the ramp.

Mr. Janes asked if the issue is that there just isn't enough dock?

Mr. Schaal said that is basically the comments that we received.

Mr. Janes suggested to lengthen the dock and don't promote the fish cleaning.

Mr. Schaal said the premise behind the wider dock is to allow personal space for people using the fish cleaning table but also give the person moving mooring lines the room as well. This is a very congested portion of the dock.

Mr. Eiler asked to explain appendix F.

Mr. Schaal said appendix F evaluates the alternatives for a, b, c, & d and looks at the costs to construct each.

Mr. Gillette said these are cost estimates, but the other aspect is where the funding would come from. Docks & Harbors did receive a \$50,000 grant from Fish & Game to do this study and if there was any left over and an option was chosen, we could use it for design. At this point there should be enough to complete a design. The next piece would be the construction. Fish & Game does have grants available, but they are 75/25 match so we would still have to come up with some money.

Mr. Donek asked if the \$50,000 was matching?

Mr. Gillette said this is a Federal grant that Fish & Game is putting in a 25% match, but the next grant Docks & Harbors would need to do the 25% match.

Mr. Donek said he is not convinced this is a solution to the problem. This would just be making more space to stack more boats and not speed the process up. Without running water at this location, it will be problematic to keep the fish cleaning tables clean.

Mr. Janes said he agrees, but he suggests a longer dock. With no running water he doesn't see to add fish cleaning tables.

Mr. Simpson said there is a problem identified and it needs to be addressed. This should be referred to Operations/Planning Committee to keep working the problem until it is resolved.

**MOTION By MR. SIMPSON: MOVE TO REFER THIS TO THE OPERATIONS/PLANNING COMMITTEE FOR FURTHER CONSIDERATION AND ASK UNANIMOUS CONSENT.**

**Motion passed with no objection.**

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**IX. Items for Information/Discussion**

**1. RFP - Land Use & Strategic Financial Planning For Downtown Harbor Facilities**

Mr. Gillette said staff received five proposals. He invited the Board members to participate on the selection committee.

Mr. Janes asked when the review of the proposals would start?

Mr. Gillette said packets would be ready next week. The selection committee members would be able to review individually then get together to discuss them about the middle of February.

Mr. Simpson and Mr. Janes both wanted to be on the selection committee.

Board Discussion/Public Comment - None

**X. Committee and Member Reports**

**1. Harbor Fee Review Committee Meeting- Wednesdays, January 6<sup>th</sup> & 27<sup>th</sup>, 2016**

Mr. Simpson reported the Committee discussed the following -

- The January 6<sup>th</sup> meeting was discussion on the assigned moorage credit. After much review, the Committee decided to leave the assigned moorage credit as is.
- The January 27<sup>th</sup> meeting was discussion on daily, monthly and annual moorage. Staff provided good information on revenue and expenses for the Harbors. At this time, the Committee does not want to raise the fees, and maybe give more of an incentive for customers who pay annual fees in advance.

**2. Operations/Planning Committee Meeting- Wednesday, January 20<sup>th</sup>, 2016**

Mr. Simpson reported the Committee discussed the following-

- The Appropriation ordinances for Douglas Harbor, and the Cruise Ship Berths that were on the agenda tonight.
- Loading zone fee issues and heard testimony from operators.

**3. Finance Committee Meeting- Thursday, January 21<sup>st</sup>, 2016 - No report**

**4. Docks Fee Review Committee Meeting- Thursday, January 21<sup>st</sup>, 2016**

Mr. Bush reported the Committee discussed the loading zone fees. No action was taken and this will be discussed at another meeting.

**5. Member Reports - No reports**

**XI. Port Engineers Report is in the packet -**

Mr. Gillette said the Army Corps of Engineers has completed the dredging in Douglas Harbor and now working on the sand cap within the Harbor. Phase III of Douglas Harbor, which are the floats, is out to bid and due February 11th. The plan would be to bring the

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bids to the February 25<sup>th</sup> Board meeting for approval. If approved, the bid award would go to the Assembly on February 29<sup>th</sup>, 2016.

The cathodic protection replacement project, which involves work under the brick yard bus staging area pilings, is out to bid through the Engineering Department.

**XII. Harbormaster's Report -**

Mr. Borg reported -

- He has been working with the Coast Guard to remove the Challenger. Global Diving was the winning bidder on the contract. The Little Rock Dump will be the primary area of disposal.
- He said he is working on the Fritz Cove gate. Plans were drawn up today and he should have a price estimate tomorrow.
- After the OSHA review in December, staff has completed about 65% of the problems that were identified. This will make everything safer for employees and Harbor users.

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

Mr. Uchytel reported -

- Challenger will be taken to the AJ dock first and then to the Little Rock Dump.
- The vendor booth permit applications are due on February 10<sup>th</sup>. At that time he will know what the interest is and determine how many permits there will be available this year. The outcry auction is on February 18<sup>th</sup>.
- There is a Joint Assembly Board meeting proposed for Monday February 22<sup>nd</sup>. At this time only three members will be available.

Mr. Donek asked if all Board members have responded to Mr. Uchytel's request?

Mr. Uchytel said only some of the members replied.

Mr. Donek said he would talk more with Mr. Uchytel tomorrow to let him know if it should be rescheduled.

- Mr. Uchytel said tomorrow staff will be having a strategic planning meeting from 8 am to noon. Mila Cosgrove will be there to facilitate.
- He said in trying to get the word out about Docks & Harbors projects, he has presented at the Yacht Club, Chamber Meeting, and Mr. Schaal will present at the Territorial Sportsman annual banquet.
- Last Tuesday there was a day long Customer Service training for all Docks & Harbors employees taught by Alaska Host training.



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- Staff is working on the FY17/FY18 budget. We may be able to present at the Committee of the Whole joint meeting with the Assembly.
- He will be on leave starting next Wednesday for two weeks and returning on February 18<sup>th</sup>.

**XIV. Assembly Liaison Report**

Mr. Nankervis reported -

The last Regular Assembly meeting was on January 11<sup>th</sup>.

- The assembly approved Resolution 2739 which was in support of full funding of the State of Alaska Harbor Facility Grant Program.
- Passed Ordinance 2015-52, which was the Auke Bay Boat Yard Lease Agreement.

Special Meetings -

- January 12<sup>th</sup> - Barbara Sheinberg was seated in the District 1 seat. (This will once again be Mayor Mary Beckers seat when she is no longer Mayor).
- January 25<sup>th</sup> - Interviewed applicants for the CBJ Manager's position. Still working on this process.  
Also discussed timeline for putting someone in the vacant district 2 seat. (This seat was recently vacated by Karen Crane when she decided to run for Mayor). The district 2 seat applicants will be interviewed February 10<sup>th</sup> and hope to have someone in place by February 11<sup>th</sup> or 12<sup>th</sup>.

Ken Koelsch and Karen Crane are running for Mayor. Mayor election is March 15<sup>th</sup>.

**XV. Board Administrative Matters**

- a. Harbor Fee Review Meeting - Wednesday, February 10<sup>th</sup>, 2016 at 12:00pm
- b. Ops/Planning Committee Meeting - Wednesday, February 10<sup>th</sup>, 2016 at 5:00pm
- c. Finance Committee Meeting - Thursday, February 18<sup>th</sup>, 2016 at 5:00pm
- d. Docks Fee Review Meeting - Thursday, February 18<sup>th</sup>, 2016 following Finance
- e. Board Meeting - Thursday, February 25<sup>th</sup>, 2016 at 5:00pm

Mr. Donek asked the members to respond to the emails from staff and let them know if you will be attending so they don't need to track you down for quorum purposes.

**XVI. Adjournment - The regular Board Meeting adjourned at 6:40 p.m.**