

CBJ Docks and Harbors Board
REGULAR BOARD MEETING MINUTES
For Thursday, November 17th, 2016

I. Call to Order.

Mr. Donek called the Regular Board Meeting to order at 5:00 p.m. in the CBJ Assembly Chambers.

II. Roll Call.

The following members were present: John Bush, Weston Eiler(via telephone), Bob Janes, David Lowell, Robert Mosher, David Seng, David Summers(arrived at 5:30 pm), Budd Simpson, and Tom Donek.

Also present were the following: Carl Uchytel - Port Director (via telephone), David Borg-Harbornmaster, Gary Gillette - Port Engineer, and Matthew Creswell - Senior Harbor Officer

III. Approval of Agenda

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

Motion passed with no objection

IV. Approval of October 27th, 2016 Regular Board Meeting Minutes.

Hearing no objection, the October 27th, 2016 Regular Board 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 - None
- C. Items for Action - None

1. Grid Usage Fees (05 CBJAC 20.100)

RECOMMENDATION: TO INCREASE THE GRID USAGE FEES TO \$1.00 PER FOOT PER DAY AND APPLY ANCHORAGE CPI TO ANNUAL INCREASES.

2. Pump Use Fees (05 CBJAC 20.120)

RECOMMENDATION: TO DELETE REGULATION 05 CBJAC 20.120 (PUMP USE FEES).

3. Potable Water Fee (05 CBJAC 15.050)

RECOMMENDATION: TO CHANGE THE RATE STRUCTURE FOR WATER SERVICE TO 150% OF THE BULK RATE OF WHAT DOCKS AND HARBORS PAYS TO CBJ.

4. Shorepower for new Cruise Ship Berths - Report

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RECOMMENDATION: TO ADOPT THE OCTOBER 2016 SHORE TIE POWER STUDY/FEASABILITY STUDY REPORT FOR THE NEW CRUISE SHIP BERTHS PROJECT.

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

Motion passed with no objection.

VII. Unfinished Business - None

VIII. New Business

1. This item was stricken from the Agenda

2. Archipelago Property Acquisition – White Paper

Mr. Gillette said Docks & Harbors is looking at acquiring the remaining pieces of the Archipelago property. Page 89 in your packet shows the property owners in that area. CBJ purchased some of this area already and there are two parcels left. Staff took this request to purchase this property to the Assembly in 2012 for additional bus staging for when 16B is completed. The only B-zone staging by the AS dock is across the street in front of the Red Dog and there is only three or four spaces. Mr. Gillette showed four different concepts on how this area could be used if Docks & Harbors purchased this property. He said Mr. Uchytel wrote a white paper with the idea the Board would support staff on a way to move forward with planning for the use of this area. Docks & Harbors should take a close look at the area between Marine Park and the Visitor Center and strategize how to acquire the property and expend resources to develop a plan. The plan should make the area palatable for both visitors and locals, and serve the needs of the cruise ships.

Board Questions -

Mr. Simpson said he is recusing himself from participation on this matter.

Mr. Donek asked if staff is just asking for authority to move forward and not approval of a contract or use of funds?

Mr. Gillette said the Board would need to approve funding a term contractor under \$50,000 to get a plan moving.

Mr. Janes said he agrees with the purchase of this property, but in the design, he wants to look at the traffic on South Franklin St.

Mr. Gillette said in the planning level, the ingress and egress would all be looked at and the impact of a new facility. Staff would also need to work with DOT on driveway permits so they would look at the impacts as well.

Mr. Bush asked if the plan would include looking at the whole area from Marine Park to the Tram?

Mr. Gillette said the plan would include Marine Park to Taku Smokeries. Some of the area has already had improvements, but we want to make sure it all works together.

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Mr. Lowell asked if the values shown on page 89 is the assessed value? What is this property listed for?

Mr. Gillette said this has been for sale for several years. The asking price is reflected on Page 89. CBJ negotiated the price for the two pieces already purchased, and Docks & Harbors was involved in the purchase, but not the final negotiations?

Public Comment - None

Board Discussion/Action

**MOTION By MR. JANES: TO ADOPT A STRATEGY TO ACQUIRE THE
ARCHIPELAGO PROPERTY AND EXPEND RESOURCES TO DEVELOP A LAND USE
PLAN FOR THE VICINITY AND ASK UNANIMOUS CONSENT.**

Motion Passed with no objection

Mr. Simpson abstained from the discussion on this property.

3. Potential Tideland Lease - Opportunity

Mr. Gillette said on page 96 in the packet is a request from Mr. Bill Heumann to lease approximately 4,700 sq/ft on the water side of his building. Since this is in the same area we just were discussing to develop a land use plan, staff recommends to defer a decision until a plan is put forward.

Board Questions -

Mr. Simpson asked if the area Mr. Heumann wants to lease is only the portion in front of his building and is only about 2,000 sq ft for his purposes?

Mr. Gillette said that is correct.

Mr. Gillette said Mr. Uchytel talked to Mr. Heumann and he knows staff is recommending to the Board to not move forward with his request. Mr. Heumann is working with the City Manager to get a 20' Right of Way (ROW) by the People's Wharf. The ROW area is where the parking used to be outside his building. He is still interested in the future to lease the requested area, but he is supportive of Docks & Harbors larger planning level for this area.

Mr. Lowell asked if there has been further development on the encroachment permit?

Mr. Gillette said on November 29th there will be a public neighborhood meeting with the Planning Department to discuss the ROW encroachment permit. The City Manager will make a decision based off the comments heard at that meeting.

Public Comment - None

Board Discussion/Action

Mr. Eiler said he is supporting of the proposed motion, but wanted to voice caution not to put this off and discourage a person willing to put up private capital

Mr. Gillette said staff intends to move forward with the plan immediately.

Mr. Janes asked Mr. Gillette to define the area for the land use plan. For this purpose is it Marine Park to Cruise Ship Terminal, or all the way to the Franklin Dock?

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Mr. Gillette said staff's intent was to look at Docks & Harbors managed land from Marine Park to Taku Fisheries.

Mr. Janes asked if the area definition should be included in the motion so we know the specific area that is being looked at?

Mr. Gillette said the definition would have needed to be included in the last motion, but the intent is from Marine Park to Taku Fisheries and staff will work with the Committees.

Mr. Uchytel said Mr. Heumann is only asking for 2,000 sq ft on the seaward portion of the seawalk which is the undecked area. The 4,700 sq/ft in the packet is the entire area. Once Docks & Harbors starts offering small space for lease, there will be more small space lease requests to be able to sell items. He wants a comprehensive view on how to manage all Docks & Harbors managed lands and a good policy in place. Mr. Uchytel said Mr. Heumann is trying to get a 20' x 20' ROW and he understands Docks & Harbors position is to have a good policy in place before the area gets carved up for small leases.

Public Comment - None

Board Discussion/Action

MOTION By MR. LOWELL: TO POSTPONE ANY DISCUSSION TO LEASE SMALL PARCELS OF DOCKS & HARBORS PROPERTIES ALONG THE SEAWALK UNTIL AFTER A COMPREHENSIVE LAND USE PLAN IS DEVELOPED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

4. Master Plan Concepts for Norway Point to Whale Park

Mr. Gillette said Chris Mertl, Land Scape Architect from Corvus Design and James Bibb from Northwind Architects is here to go over the concepts in the packet, and the process moving forward.

Mr. Mertl said he is the project manager for this project. The project planning and feasibility team includes James Bibb with Northwind Architects, Dick Sommerville with PND, and Milani Shivers with Raincoast Data for the downtown Harbors uplands master plan. Since the last meeting with the Board, the team walked the site and PND identified area of potential fill to expand the uplands to provide all the needed and desired priorities from the Board and public. The orange areas on the map on page 98 shows the areas of potential fill. This is the first step in looking at opportunities. There are three conceptual bubble diagrams in the packet. Mr. Mertl said he is giving the Board the first opportunity to review these diagrams. He has worked with staff to come up with the diagrams. He knows it is important that the plan provide the services and meets the needs of current harbor users. He said he realizes the importance the Harbors and waterfront play in providing economic and livability opportunities for our community and neighborhood. The team looked at the big picture on how to connect the Harbors to the surrounding neighborhood. He went over the thought process and changes that went into all three concepts. The concepts are randomly numbered and not numbered by preference.

Board Questions -

Mr. Eiler asked what he meant by maximum amount of fill at Norway Point? Is this what the Corps will allow or budget? What determines the five acre expansion?

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Mr. Mertl said this is based on reasonable cost and reasonable construction effort before expensive retaining systems would need to be added.

Mr. Seng asked if UAS has been in these discussions as the concepts have been developed?

Mr. Mertl said UAS is the next point of contact, the planning team brought the concepts to the Board first.

Mr. Eiler asked if adding the housing at Norway Point would require additional fill and what would be the foot print?

Mr. Mertl said he needs to find out what the needs and demands are for housing. There is a possibility to add a few units to the existing foot print. However, if there is a demand and need to expand through fill, the opportunity is there.

Mr. Lowell asked what the current zoning is for this location?

Mr. Gillette said waterfront commercial and housing is allowed.

Mr. Mertl said he wants to get together with the Board and have a working session to discuss the concepts. The concepts can be mixed and matched. These concepts were built from what the planning team heard from the public and Docks & Harbors Board and staff. We need to work as a team. The plan needs to be developed by the people that work and live in this area.

Mr. Simpson said one of the common comments was the vehicle access to the Harbors. He didn't see any new driveway entries shown in the concepts. He asked the difference between a driveway entrance and a Gateway entrance? What was added in the concepts to improve the safety for ingress and egress?

Mr. Mertl said this is a huge challenge to improve the access to Egan Drive. It is a horrible stretch of road and very challenging. As a design team, there has been discussion to bring the grade up in some locations so the ramps are not going up to get onto Egan. This needs to be developed further. The current driveways are already permitted. Adding new driveways will add a lot of analysis and more permitting. The design team tried to pull the uses apart so specific uses are coming in and out of the certain driveways. We also looked at only allowing a right hand turn out of the Harbor area. DOT has also talked about doing a round-about at the bottom of Douglas Bridge, and that would then make sense for the right hand turn. The gateway entrance is the pedestrian access into the Harbors.

Mr. Summers commented that the pedestrian access is very important and there are needed areas for crossing Egan.

Mr. Gillette said many years CBJ has submitted projects to fix the Harbors intersection, but nothing came to the top of the list. If a round-about is put in, and a frontage road that joins Harris and Aurora, it could help.

Mr. Mertl said the number of vehicles going from Harris to Aurora is fairly high because there is no connection and adding a frontage road could help. It has been challenging to get a commitment from DOT. A signal light would be the best solution and the team will continue to work with DOT.

Mr. Eiler asked for more information on what Mr. Mertl is hearing from industry for the demand for marine services and a new travel lift.

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Mr. Mertl said he doesn't have that specific information tonight, but can provide that at another time.

Mr. Janes recommends to have discussion with DOT to have a light put in somewhere along Egan by the Harbors for pedestrians to cross the road safely.

Mr. Mertl said the design team does need to have that conversation with DOT, and additional conversations because all the uplands are managed by DOT and are not Docks & Harbors. When DOT gave the Harbors to CBJ, they did not include the uplands.

Mr. Bush recommended a round-about versus a light.

Public Comment -

Jack Brandt, Douglas, AK

He said the Harbors has dangerous intersections, and the ramp to Egan needs to be leveled out.

Board Discussion/Action -

Mr. Mertl said he needs an understanding of what to work on and the Board needs to be a part of that process. He suggested to have a special Board two hour working group to get a clear direction, and then work with the public.

Mr. Janes suggested to send out a survey poll for dates the Board members can be available and then the meeting will need to be publicly noticed and have this at the Yacht Club.

Mr. Donek suggested to have a public meeting at the Yacht Club. He said to have just the Board for the first hour and then open it up to the public.

Mr. Janes asked the Board members if January would be a good time to poll for available dates?

Mr. Gillette said this would be an official Board workshop and then public meetings after that.

Mr. Mertl said this work session needs to be two days. After the first workshop, the planning team would go work on the concepts. The Planning team will be combining the concepts to go from three to one. We will present again, and keep refining until we have a final plan.

No Motion

5. CIP List for 2018-2023

Mr. Gillette said on page 102 in your packet is Docks & Harbors FY18 CIP project list that is sent to the Engineering Department who assembles all the different departments wishes for projects to be put in the Assembly's budget. Docks & Harbors projects are generally not funded with the City's money, so usually our projects are not challenged. Exceptions are those projects that we have used tax initiatives on. This list includes projects that we anticipate doing in FY18.

Docks -

1. Steamship Wharf Cathodic Protection - Phase II

Mr. Gillette said staff is asking to fund this with passenger fee money. This was a request last year, and they didn't award this because they wanted to see if there would be any money left from the Dock project. At this point, staff still believes we will need \$600,000 to complete this next phase. Phase II is the sheep pile wall holding up Marine Park and that ties into our dock system needs to be recoated and the cathodic protection replaced.

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2. Visitor Information Kiosk Replacement – Design

Mr. Gillette said this has been on the list for a number of years and staff is asking to fund with passenger fee money. This is to replace the hexagon kiosk by the library parking garage. One of the issues has been not knowing what exactly is needed from JCVB. This kiosk is operated by JCVB. In prior years, staff was providing a rough estimate of \$150,000 to \$200,000 for planning and construction and the project was not funded. This year we are asking for \$25,000 to enter into a contract with an architect to meet with JCVB to find out exactly what is needed and come up with a realistic cost estimate for the following year. The current kiosk does not meet ADA standards, has heating problems, ventilation problems, and was built in the mid 70's and moved to the current location. This kiosk is not salvageable. This is a well used kiosk and just needs to be replaced.

3. Auke Bay Passenger For Hire Facility

Mr. Gillette said this will be phase III of Statter Harbor and we are moving forward with this project. This will be the second year of State passenger fees of \$4.6 M.

4. Downtown Restrooms

Mr. Gillette said this also has been on the list for a number of years. Staff identified a location near the Visitor Center. Staff is estimating the planning for this project at approximately \$500,000.

Harbors –

1. Statter Harbor Breakwater Safety Improvements

Mr. Gillette said this project is to infill the open cells in the breakwater so people don't fall in. Staff has a design and we are going out to bid to do two sections. The most important sections are the first and the section by the fish cleaning table. The engineers estimate to cover all the open cells is approximately \$1M. Staff decided to break this up into three years. Docks & Harbors already received money to do the first two sections, this request would be for the next sections.

2. Taku Harbor Deferred Maintenance

Mr. Gillette said this has also been talked about several times. There is a potential to get some money from Fish & Game, but it may be a couple of years out.

3. Amalga Harbor Fish Cleaning Float

Mr. Gillette said Fish & Game has identified money for the construction of this project, but Docks & Harbors has not been awarded this money yet. We've already completed some planning level and came up with some concepts. Now that Statter Harbor is complete, the issue at Amalga Harbor may be less than it was a year or two ago. Fish & Game has indicated that if there is no longer a need for a new fish cleaning station at Amalga, there may be the potential to move this money to Taku Harbor.

Mr. Gillette went over the six year project look ahead on page 103 in the packet for Docks & Harbors.

Board Questions –

Mr. Lowell asked if staff knows the extent of the need for the area wide anode installation?

Mr. Gillette said when Docks & Harbors did Aurora phase I, staff had an added alternate to do the anodes for that phase and the bid was \$356,000. Working with that amount we rounded it up to \$400,000 which should be enough to include the design package. Asking for \$400,000 three years in a row, staff believes there would be enough money to finish the rest of our facilities.

Mr. Janes asked if a less expensive option has been looked at for the Statter Harbor breakwater?

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Mr. Gillette said there is nothing planned currently to replace the breakwater. There was discussion to deck it over, but talking with Mr. Harold Moeser who was involved in the design said the cells were left open for water swells to come through without putting an impact on the breakwater. The grating will still allow water to come through the cells and not put pressure on the pontoons. All the cells are different sizes and makes this project a little more complicated.

Mr. Lowell asked the extent of the Aurora Harbor dredging?

Mr. Gillette said Docks & Harbors had \$500,000 from cruise ship passenger money to accommodate a tug assist for the cruise ships at the end slip on A float, and AMAK towing has been paying for this slip for many years. AMAK is looking at getting a larger tug and if that happens, we wouldn't be able to accommodate it because of the depth. Staff wants to make the area work for the larger tug. This dredging project is about \$350,000.

Mr. Janes asked if there was a lightering float planned for the future to replace the Marine Park lightering float?

Mr. Gillette said the Port Field Office float has been identified as the lightering float when the marine park lightering float is removed. In the seawalk plan, in front of Merchants Wharf, there is a float added that gives public access to the water and lightering. That plan is stalled right now because of negotiations with the owners of Merchants Wharf.

Mr. Bush commented the more cathodic protection on our facilities is better for the boats. In the project planning, the cathodic protection should be budgeted and done at the time of the project so we don't have to come back.

Public Comment – None

Board Discussion/Action

MOTION By MR. SENG: TO APPROVE THE 2018-2023 LIST AS PRESENTED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

6. Board Meeting Schedule for 2017

Mr. Borg said in the packet on page 104 and 105 is the proposed meeting schedule for 2017. He said the OPS/Planning meeting was moved to a Tuesday, January 17th due to a Legislative event. Everything else is how the schedule has been proposed in the past.

Board Questions – None

Public Comment – None

Board Discussion/Action –

MOTION By MR. SIMPSON: TO APPROVE THE 2017 SCHEDULE AS PRESENTED AND AS UNANIMOUS CONSENT.

Motion passed with no objection.

5 Minute Recess

Mr. Eiler left the meeting at 6:43 pm.

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Back in session at 6:50 pm.

IX. Items for Information/Discussion -

1. Cruise Berth 1% for Art Update

Mr. Gillette said the cruise berth project required Docks & Harbors to do 1% for Art. 1% of this project is \$540,000 for art. The ordinance required an art selection panel which was nine people. The panel solicits, evaluates, and recommends selection for the art. We went out with an RFP and received 28 different concepts from eight different artists. The concepts were discussed at several meetings and was narrowed down to four artists and four concepts. The panel asked for more information from the four chosen artists and then made a selection on Cliff Garten Studio from Venice California. The Docks & Harbors Board reviewed the art and voted 5 to 2 in favor of the art and the Assembly unanimously approved the art. This art work is now in fabrication and will be finished in March for installation late April or early May. When Cliff Garten came to Alaska, he looked at several different images that inspired him. The key images were the whale fluke, and the eagle wings. His art is a series of sculptures he named Aquilean, which is Latin for eagle and cetaceans, an order of whale mammals. There is going to be a series of ten sculptures that will be installed on ten of the bollards which defines the edge of the City where the City meets the water. The edge where the visitors are greeted to Juneau. One of the reasons the Committee liked the proposal was because the sculptures will be lit and it will be visible in the winter to serve the locals as well as the tourists. The sculptures will be stainless steel and mounted on the bollards. They will stand approximately 19' tall.

Board Discussion/Public Comment -

Mr. Bush asked if these are mounted on all the bollards?

Mr. Gillette said from Marine Park to the south berth will be every other bollards. The reasons we decided to leave the bollards is it is costly to remove them and they also give character of a working dock.

2. Marine Passenger Fee Request for 2018

Mr. Gillette said Docks & Harbors submits an FY18 Marine Passenger Requests to the City Manager in the first part of December. The request is put into two different categories. There is the ongoing maintenance needs and the capital improvement needs.

The on-going maintenance requests are consistent with what we have been requesting over the years;

- i. Area Wide Port Operations -\$154,000
- ii. Port-Customs and Visitor Center Buildings Maintenance Support - \$133,500
- iii. CBJ Parks & Recreation landscape Maintenance Support - \$45,000
- iv. Weather/Current Monitoring System Operations & Maintenance - TBD
- v. Franklin Dock Tug Support - \$30,000

The Capital Improvement Needs;

- i. Corrosion Protection for Marine Park Sheet Pile Wall - \$600,000
- ii. Visitor Information Kiosk Replacement - Design - \$25,000
- iii. Cruise Ship Uplands Staging Area - \$1,000,000
- iv. Downtown Restrooms - \$500,000

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Mr. Gillette said there is a more detailed explanation for all of the requests in the packet starting on page 108. This is the recommendation from staff to submit to the City Manager who would then make a recommendation to the Assembly for the budget. He asked if the Board would like anything changed or changes in prioritization.

Board Discussion/Public Comments- None

3. Aurora Harbor Phase II - 95% Design

Mr. Gillette said the 95% design should be received by the end of this month. Staff held a meeting to discuss the concept of moving the boat shelters with the shelter owners. A plan was laid out that seemed reasonable, it was presented to the public, and it appears the people understand this needs to be done. The plan still needs to be finalized. When you have a contract like this for construction, staff recommends a certain way to have it done, but ultimately it is up to the contractor. Staff does not want to direct them how to do their work. They are bidding this project and may know a better way or cheaper way to do something, but staff can provide suggestions or ideas. There is a boat shelter expo planned where staff would invite contractors to have an open house with shelter owners to engage their services if they need help to get their shelter ready for move. The plan is to bid this in January, the contractor works on getting the floats built and all the necessary materials to Juneau, the boat shelters will all be moved out after the Salmon Derby, and moved back as soon as possible before winter with completion in May.

Board Discussion/Public Comments

Mr. Seng asked when the boat shelters are moved, who has the liability for damages to the boat shelters after they are moved and before they are moved back into the Harbor?

Mr. Gillette said the liability would be on the contractor.

4. Annual Report to Assembly

Mr. Borg said on page 118 and 119 in your packet is the annual letter to the Assembly. This is a review of Docks & Harbors operations during FY16. He asked if the Board thought of other items that needed to be added or if this was good to submit as is. The FY16/FY17 fee schedule will also be included. This will be sent on November 30th.

Board Discussion/Public Comments - None

X. Committee and Member Reports

1. Harbor Fee Review Committee Meeting - Wednesday, November 2nd, 2016

Mr. Simpson reported at the last meeting the grid fees were raised a small amount and eliminated the pump use fee. Both of these items were on the consent agenda tonight and passed.

2. Operations/Planning Committee Meeting - Wednesday, November 9th, 2016

Mr. Lowell reported the Committee had a very long discussion on live-aboard regulations. There was a good attendance and good comments. This needs further thought on the approach for change. The loading zone permit fees, recommended for approval tonight, were stricken from the agenda. Other items on the agenda were discussed here tonight.

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Mr. Borg said the Limited Loading Zone section was missed in the review so it was decided to send it back to the Docks Fee Review.

3. Finance Committee Meeting – Thursday, November 10th, 2016 - Canceled

4. Docks Fee Review Committee Meeting – Thursday, November 10th, 2016

Mr. Bush reported the Committee discussed lightering fees. There was a request for more research and bring back to this Committee. The Committee also discussed waste water offloading and water fees for cruise ships as well as smaller vessels. The next meeting is in January.

5. Member Reports - None

XI. Port Engineers Report-

Mr. Gillette's said his written report was in the packet.

He reported -

- The Auke Bay Boat Yard buildings are out for bid. The bid is due December 1st.
- Douglas Harbor project - the contractor finishing the C head (main) walk. They will be installing the fingers soon. They are also working on the retaining wall which is tide influenced.
- The Cruise Ship Berth Project is going very well. The official contract schedule has them being complete on May 5th, but their own schedule has them complete by the end of March. Things are coming together very well.

Mr. Simpson asked about the pending dispute with Miller over the paving on the Statter Harbor launch ramp project?

Mr. Gillette said it is still pending, and staff is working on it.

Mr. Simpson said he thought the completion date was December?

Mr. Gillette said this has been pushed back farther due to their sub-contractor not completing the guard rail, shelter, and other fabrication work. Staff is continuing discussions with Miller.

Mr. Summers asked if the Statter Harbor launch ramp was open for use?

Mr. Gillette said yes. The area blocked off is the seawalk portion and the shelter. It is active and people are using it.

XII. Harbormaster's Report

Mr. Borg reported;

- The Nor' Gale damages have been fixed, the cost was just under \$50,000.
- He said he asked Docks & Harbors term contract holder Behrends Mechanical to provide an estimate to recommission the Harris Harbor restrooms.

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- Matt Creswell is going to pick up a new truck for Harbors in Anchorage this weekend. One of our trucks is no longer working, and we have two others that are in need of extensive maintenance.
- We have a bid in for the Norway Point Gangway cover which blew apart in the last wind storm.
- In the packet on pages 134, 135, and 136 are more letters received from concerned live-aboard patrons. Mr. Borg said clarifying the pump out issues in Mr. Griffiths letter on page 134. Some of the Harbor pump outs have been inoperative. The plan for the Douglas Harbor pump out was to replace and relocate the pump this last year. Due to the Harbor rebuild, the changes for the pump out were set back. We are currently working on replacing this pump with a heated unit to be used all seasons. He also wanted to point out that he didn't say the increasing crime problem in Aurora Harbor is due to overcrowding of residential vessels in the harbor. That was never his intent to blame the increase in crime on the live-aboards. In the letter is also says that JPD Lt, Kris Sell lives in the Harbors and he said she does not and didn't see that she ever did live in the Harbor. Mr. Borg said he will reach out to Mr. Griffiths.

XIII. Port Director's Report

Mr. Uchtyl said he just wanted to add that CBJ Law is scheduling a hearing the first week in December with Miller for a fine for failure to follow the terms of the contract. The City Engineer Roger Healy will be the hearing officer for this.

He said MARAD has received Docks & Harbors application for the old NOAA facility. Staff is now working with GSA on a way forward. There has been some discussion from GSA on dividing the parcel up for both Docks & Harbors and UAS property. We will only move forward with what will be best for Docks & Harbors.

XIV. Assembly Liaison Report – Ms. Becker is not in attendance

XV. Board Administrative Matters

- a. Harbor Fee Review – Wednesday November 30th, 2016 at 12:00 pm
- b. Ops/Planning Committee Meeting – Wednesday December 7th, 2016 at 5:00pm
- c. Finance Committee Meeting –Thursday, December 8th, 2016 at 5:00pm
- d. Docks Fee Review – Thursday January 19th, 2017 after the Finance meeting.
- e. Board Meeting – Thursday, December 15th, 2016 at 5:00 pm

Mr. Donek said he asked Ms. Shinn to put together a report for when or if the Committee members are contacting staff to let them know if they will be attending the meetings. Staff has been having to make phone calls on the day of the meeting to find out what members can make it for a quorum. He asked the Board members how to fix this problem? Today staff was making phone calls to see if there was going to be a quorum. If a meeting is cancelled, there should be at least 24 hours notice.

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Mr. Seng said the way it is done now should work, the Board members just need to respond to the emails that are sent out.

Mr. Summers asked staff to let him know if he is responding correctly and he recommends the other members to find out if their method of response is working also.

Mr. Donek directed staff to bring the report back next month with the names of who responded and who did not.

Mr. Simpson suggested to send the email out with agenda's earlier in the day on Friday or another email on Monday earlier in the day.

XVI. Adjournment - The regular Board Meeting adjourned at 7:34 p.m.