

**MINUTES OF THE PETERSBURG HARBORS AND PORTS ADVISORY BOARD REGULAR MEETING, HELD WEDNESDAY, JUNE 12, 2013 AT 12:00 P.M. IN THE ASSEMBLY CHAMBERS OF THE MUNICIPAL BUILDING**

1. **ROLL CALL** The meeting was called to order by Chairman Bangs at 12:05 p.m in the Assembly Chambers. Present: Chairman Bangs; Board Members Thynes, Reid, Martin, Dolan and Quitslund. Absent: Board Member Pfundt.
2. **APPROVAL OF THE MINUTES** Minutes of the April 24, 2013 Regular meeting and minutes of the May 24, 2013 Special meeting were approved, as submitted
3. **AMENDMENT & APPROVAL OF MEETING AGENDA** The agenda was amend to switch the order of 8A&B. The agenda, as amended was approved.
4. **VISITORS VIEWS UNRELATED TO AGENDA** None
5. **VISITORS VIEWS RELATED TO AGENDA** Jared Cook, enforcement officer for National Marine Fisheries requested to speak to item 8A.
6. **HARBORMASTER REPORT** Harbormaster Wollen reviewed her written report. The report is attached and made a permanent part of these minutes. The Board held a general discussion on the report items of: ADOT's plans to change the South Harbor parking lot entrance and Ocean Beauty's interest in the old Piston & Rudder site.

The Harbor has received approval for two grants from the State: \$45,910 for the Troller Work Float and \$225,800 for a fish cleaning float.

7. **UNFINISHED BUSINESS** No items.

8. **NEW BUSINESS**

**B. Papke's Landing** Community Development Director Luczak informed of the Planning Commission's recommendation to proceed with an application to acquire parcel 8b at Papke's Landing from the Mental Health Trust, and to explore the acquisition of parcel 8B through the Land Selection process. During discussion, it was noted that acquisition of the existing Papke's float site from the State will be easier than acquiring land from Mental Health Trust. In addition, it was noted that the borough has yet to explore the future maintenance needs and costs of acquiring either parcel. By a unanimous vote, the Board recommended the assembly pursue acquisition of parcel 8b at Papke's Landing from Mental Heath Trust.

**A. Fish Cleaning Station Recommendation** Harbormaster Wollen informed of recent notification from the National Marine Fisheries Service regarding the need for the Borough to take steps to reduce human interactions with sea lions within our harbors. Eliminating fish waste disposal within the harbors may go a long way to ease the problems. Wollen shared how other communities deal with their sport caught fish waste. Sitka and Homer are harbors servicing considerable commercial charter businesses and provide fish disposal services. Petersburg's use of the fish cleaning stations is geared more to subsistence fishing, whereas the costs for disposal cannot be passed on to users of the fish cleaning stations. National Marine Fisheries Enforcement Officer Jerod Cook said that because the matter is a safety issue, he suggested the harbor not consider take possession of people's fish waste but rather develop rules for fish waste disposal, including having a designated no dump area. Consensus was the first action step to be taken is to stop the continued dumping of fish waste in the harbor. Resident Craig Anderson expressed his concerns for the Borough to educate the public for the need of any changes and look at a long term solution. He also expressed his displeasure with fish cleaning stations being located with launching facilities. After

considerable discussion, a motion to recommend to the assembly to draft an ordinance prohibiting the disposal of fish waste within the harbors was unanimously approved.

Design, location and operation of a future fish cleaning station was discussed.

9. **COMMUNICATIONS** None.

10. **BOARD DISCUSSION ITEMS** None.

11. **ADJOURN** The meeting adjourned at 1:00 p.m.

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Date Approved

**MINUTES OF THE PETERSBURG HARBORS AND PORT ADVISORY BOARD SPECIAL MEETING, HELD FRIDAY, MAY 3, 2013 AT 12:00 P.M. IN THE ASSEMBLY CHAMBERS OF THE MUNICIPAL BUILDING**

1. **CALL TO ORDER/ROLL CALL** Chairman Bangs called Special Session to order at 12:03 p.m. for the purpose of forming a recommendation to the Assembly on upgrading to 480 volt electricity in a larger portion of the North Harbor during the reconstruction project. Present: Chairman Bangs; Board Members Reid, Pfundt, Thynes, Martin and Quitslund. Absent: None.
  
2. **CHANGE ORDER FOR NORTH HARBOR PROJECT** PND and Morris Engineers explained the needed changes to the project that would be required to provide expanded 480 volt power to six total slips in the new harbor. The broad estimate was \$150,000 to \$175,000. The Board discussed the probability of future needs of 480 service and who should pay for the upgrade. It was noted that the current Reconstruction Plans address only the current electrical needs for the facility. The current plans do not provide any room for electrical expansion in the future. Explanation was given why the current amended plans only provided for the Fish and Game vessel to receive 480 volt power.

After considerable discussion, the Board unanimously passed a motion to recommend that the Assembly amend the North Harbor Replacement Project to include an electrical upgrade of 480 volt electrical power to five additional moorage slips with 1/3 of the cost for the upgrade coming from the Harbor Fund. The Assembly would need to determine where the other 2/3 cost for the upgrade would be paid from.

3. **ADJOURN** The meeting adjourned at 1:21 p.m.

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Date Approved

**MINUTES OF THE PETERSBURG HARBORS AND PORTS ADVISORY BOARD REGULAR MEETING, HELD WEDNESDAY, APRIL 24, 2013 AT 12:00 A.M. IN THE ASSEMBLY CHAMBERS OF THE MUNICIPAL BUILDING**

1. **ROLL CALL** Chair Bangs called the meeting to order at 12:00 noon. Present: Chair Bangs; Board Members Quitslund, Pfundt, Thynes, Reid, and Martin. Absent: None.
2. **APPROVAL OF THE MINUTES:           REGULAR MEETING MARCH 18TH 2013 MINUTES** The minutes were unanimously approved.
3. **AMENDMENT & APPROVAL OF MEETING AGENDA** The agenda was approved as submitted.
4. **VISITORS VIEWS UNRELATED TO AGENDA** None.
5. **VISITORS VIEWS RELATED TO AGENDA:** None.
6. **HARBORMASTER REPORT** Harbormaster Wollen reviewed her report with the Board. The report is attached and has been made a permanent part of these minutes.
7. **UNFINISHED BUSINESS:**
  - A. **2013/14 Budget** Harbormaster Wollen reviewed the final draft of the Harbor & Port Facilities FY14 budget that she will be taking to the Assembly for approval.
  - B. **North Harbor Construction Schedule Review** Harbormaster Wollen shared Western Dock & Bridge's Plan of Operation for the North Harbor Reconstruction project with the Board.
8. **NEW BUSINESS:**
  - A. **Chris Jensen Electrical request** The Harbormaster received a letter from local fisherman, Chris Jensen, requesting he be supplied with the same 480 volt shore power source in the new North Harbor that he presently has in his old North Harbor stall. Due to the need to reduce cost in the North Harbor Reconstruction project, only one 480 volt power source is currently planned for use by the local Fish & Game vessel, the Kestrel. Harbormaster Wollen requested Morris Engineering Group provide the borough with options to provide the requested power source in the new North Harbor. The Board discussed the options provided with Mark Morris by teleconference. Discussion took place to recommend the Assembly proceed with Option 1 to provide limited 480 volt shore power with the possibility of the Borough Electric Department funding the approximate \$120,000 cost. A motion failed, 3 for, 2 against, to recommend Option 1 from Morris Engineering Group to the Assembly. Motion was made to reconsider; second vote was unanimous to recommend Option 1 to the Assembly with the thought that our Harbor needs to be forward thinking but where the funds will come from is a concern.
  - B. **Harbor Board open position** Two letters of interest have been received for the Harbor Board seat vacated by Kurt Wohlhueter; one from Jim Stromdahl and one from Bob Dolan. The Harbor Board recommends the Assembly appoint Bob Dolan to the empty seat.
  - C. **Luhr Property Letter** The Board discussed whether purchasing the property that Piston & Rudder owns at 101A Harbor Way would be a good purchase.
9. **COMMUNICATIONS:** None.
10. **BOARD DISCUSSION ITEMS:** None.
11. **ADJOURN** The meeting was adjourned at 1:30 p.m.

**MINUTES OF THE PETERSBURG HARBORS AND PORTS ADVISORY BOARD  
REGULAR MEETING, HELD MONDAY, MARCH 18, 2013 AT 12:00 P.M. IN THE CITY  
COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING.**

1. **ROLL CALL** Chair Bangs called the meeting to order at 12:00 p.m. Present: Chair Bangs, Board Members Reid, Thynes, and Pfundt, Mayor Jensen, Assembly Member Wohlhueter, and Harbormaster Wollen.

**Note: Due to the time constraints of Dick Somerville with PND Engineers, Chair Bangs deviated from the written agenda to address Item 7C immediately after the roll call.**

- 7C. **DRIVE DOWN FACILITY APPROACH DOCK** Dave Somerville with PND discussed the options for the Drive Down Facility Approach with the Board.
2. **APPROVAL OF THE MINUTES: REGULAR MEETING FEBRUARY 13TH 2013 MINUTES** The minutes were approved as submitted.
3. **AMENDMENT & APPROVAL OF MEETING AGENDA** Assembly Member Wohlhueter added Papke's Landing Status Report under Item 8D. The agenda, as amended, was approved.
4. **VISITORS VIEWS UNRELATED TO AGENDA** None.
5. **VISITORS VIEWS RELATED TO AGENDA:** None.
6. **HARBORMASTER REPORT** Harbormaster Wollen reviewed her written report (report is attached and are a permanent part of these minutes).
7. **UNFINISHED BUSINESS:**
  - A. **North Harbor Bid Review** PND reviewed the North Harbor Reconstruction Bid Results and recommends the Borough proceed with the Intent to Award to the lowest responsive bidder within the funding limitations for the project.
  - B. **North Harbor Contract Admin & Inspection Service Contract with PND** A motion to recommend the Assembly award the North Harbor Reconstruction Contract Administration and Inspection Services - Review 1 contract to PND passed 3 to 1, Board Member Pfundt opposed.
  - C. **Drive Down Facility Approach Dock** The Board discussed the Approach Dock options with PND earlier in the meeting via teleconference. The Board scheduled a field trip to the proposed Approach Dock location with trailers and plan to simulate approach situations in order to make an informed recommendation on the needed width of the Approach Dock.
8. **NEW BUSINESS:**
  - A. **Morris Engineering Group Ground Current Investigation** The Board recommended the Assembly hire Morris Engineering Group to measure the electrical current in all conductors on each boat in each harbor and provide a report to the Harbormaster.
  - B. **Southeast AK Chinook Salmon Mitigation Infrastructure Grant Program** Harbormaster Wollen shared with the Board that the Borough is eligible to apply for two grants as follows:

1. **Troller Work Float** Harbormaster Wollen plans to apply for grant funds to construct a work float using an existing float and pilings that will be repurposed and improved. This project would qualify for funding as infrastructure to support the commercial salmon fisheries.

2. **Fish Cleaning Station Float** Petersburg is in need of a new Fish Cleaning Station Float. Harbormaster Wollen is again planning to repurpose some materials along with adding new materials to build a larger cleaning station than the one we currently have if grant funding is awarded to the Borough. This project would qualify for funding as an infrastructure project that will provide a lasting benefit to the sport salmon fishery.

C. **2013/14 Budget Review** Harbormaster Wollen reviewed the rough draft of the Harbor & Port Facilities FY14 budget with the Board.

9. **COMMUNICATIONS:** Assembly Member Wohlhueter shared a letter the Assembly received from Dan LaForce regarding the Papke's Landing dock. A discussion regarding the State's recent inventory on all state owned dock facilities within Petersburg Borough's boundaries and their desire to transfer ownership of the docks to the Borough.
10. **BOARD DISCUSSION ITEMS:** None.
11. **ADJOURN** The meeting was adjourned at 2:22 p.m.

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Date Approved

**MINUTES OF THE PETERSBURG HARBORS AND PORTS ADVISORY BOARD  
REGULAR MEETING, HELD WEDNESDAY, FEBRUARY 13, 2013 AT 12:00 A.M. IN  
THE CITY COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING.**

1. **ROLL CALL** Chair Bangs called the meeting to order at 12:00 p.m. Present: Chair Bangs, Board Members Reid, Thynes, and Wohlhueter.
2. **APPROVAL OF THE MINUTES:**  
**REGULAR MEETING AUGUST 31, 2012 MINUTES**  
**REGULAR MEETING OCTOBER 10, 2012 MINUTES**  
**REGULAR MEETING NOVEMBER 1, 2012 MINUTES**  
**REGULAR MEETING DECEMBER 12, 2012 MINUTES** The minutes of the August, October, November and December, 2012 meetings were unanimously approved.
3. **AMENDMENT & APPROVAL OF MEETING AGENDA** The meeting agenda was approved as submitted.
4. **VISITORS VIEWS UNRELATED TO AGENDA** None.
5. **VISITORS VIEWS RELATED TO AGENDA:** None.
6. **HARBORMASTER REPORT** Harbormaster Wollen reviewed her written report (report attached and made part of these minutes).
7. **UNFINISHED BUSINESS:**
  - A. **North Harbor** The North Harbor Construction bid opening will be March 5, 2013 at 2:00 p.m. in the Borough Assembly Chambers. There has been a lot of interest in the project so far.
  - B. **Drive Down/Crane Dock** A work session is scheduled for tomorrow night at 6:30 p.m. with PND for the 35% design on the Drive Down Facility and to discuss the Crane Dock Widening project.
8. **NEW BUSINESS:**
  - A. **Harbor Board Advisory Review** Members of the Harbor Advisory Board handed in their completed Board Review forms for the Clerk. The members unanimously conclude the Advisory Board should continue the work of reviewing the issues of the ports and harbor. The members believe the Board should be elected by the community to give the general public better representation; they feel the ideal number of board members is 7 as this number gives a good chance for all user groups to be represented; and, the Board believes there are too many present and future harbor projects for the Board to meet on an ad hoc basis, or for the Assembly to handle without the issues first filtering through the Harbor Advisory Board.
  - B. **Fish Cleaning Stations** Chair Bangs and Harbormaster Wollen informed the Board of a grant funding possibility through Fish & Game for fixing up our existing fish cleaning stations or for building new stations that will better comply with safety regulations. Dumping fish waste in the harbor could become a sealion issue in the future. Discussion regarding the disposal of fish waste and/or using fish waste for bait, including what other Southeast towns do with their fish waste, followed.

9. **COMMUNICATIONS:** None.
10. **BOARD DISCUSSION ITEMS:** None.
11. **ADJOURN** The meeting was adjourned at 12:52 p.m.

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Date Approved

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**Minutes from Petersburg Harbor and Ports Advisory Board Regular meeting, held Friday, September 13<sup>th</sup> at 6:30 pm in the old Library site of the Municipal Building.**

1. ROLL CALL The meeting was called to order by Chairman Bangs at 6:35 pm in the old Library site. Present: Chairman Bangs; Board Members Thynes, Reid, Martin, Dolan, Quitslund. Absent: Board Member Pfundt and Assembly liason Wohlheuter. Guests in attendance: Jan & Kathy Paulson with Western Dock and Bridge (North Harbor Contractors) and presenters Engineers Dick Somerville with PND, Mark Morris & Brad Dybdahl with Morris Electric Group (MEG).
2. APPROVAL OF THE MINUTES Minutes of the June 12, 2013 Regular meeting were approved, as submitted.
3. AMENDMENT & APPROVAL OF MEETING AGENDA The agenda was approved with no changes.
4. VISITORS VIEWS RELATED TO AGENDA None
5. VISITORS VIEWS RELATED TO AGENDA None
6. HARBOR MASTER REPORT Harbormaster Wollen reviewed her written summer report. The report is attached and made a permanent part of these minutes.
7. UNFINISHED BUSINESS None
8. NEW BUSINESS
  - A. Drive Down Facility Project: The 95% Project Review was presented by Dick Somerville (structural) and Mark Morris (electrical) that included design & construction schedule; cost estimate that included a Total Recommended Project Budget – Base Bid \$10,851,212 as well as seven additive alternatives to allow the Borough award flexibility at bid time.  
They include:  
Additive Alt 1: Float Corner Pile - \$78,400  
Additive Alt 2: Lighting & Electrical Conduits on Approach Dock & Bridge - \$312,800  
Additive Alt 3: Electrical Power Equipment & Pedestals - \$172,480  
Additive Alt 4: Seasonal Water Service to Float - \$61,600  
Additive Alt 5: Lighting in the Uplands - \$246,400  
Additive Alt 6: Supply & Install Anodes - \$128,296  
Additive Alt 7: Increase Approach Dock width to 28 ft - \$72,800

PND and Advisory Board reviewed design plans and details with no changes or modifications made. **It was by unanimous vote, the Board recommended the assembly allow PND to move the project forward in preparing final bid ready contract documents and open project for bid as schedule outlines.**

- B. Crane Dock Widening Project Review: The project review was presented by Dick Somerville (structural) with PND and Mark Morris (electrical) with Morris Electric, mentioning that this project was not at the 95% review stage due to questions concerning construction schedule and Additive Alternate A – Removal and replacement of Access Ladders. PND and the Advisory Board reviewed design plans and details as well as cost estimate. Discussion occurred concerning design and construction schedule after decision was made bid this project separate from the Drive Down Facility project. Harbormaster Wollen advised the group that optimal construction time frame for this project would be October 2014 to end of January 2015. Group discussion occurred considering the replacement of the access ladders with PND requesting user input on upper handrail design. The Advisory Board will work to consider the possible design style vs user activity at that facility. Mr. Somerville felt there was plenty of time as the bid ready documents will not need to be prepared until sometime later this winter.

9. COMMUNICATIONS None

10. BOARD DISCUSSION ITEMS: Harbormaster Wollen informed the Advisory Board that the Borough Assembly will discuss retaining the Harbor Advisory Board at their Oct 7<sup>th</sup> meeting. She mentioned that she will be advocating for retaining the Board and invited Board member to join in testifying as well.

11. ADJOURN The meeting adjourned at 10:20 p.m.

Date Approved

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