

**ASSEMBLY STANDING COMMITTEE  
PUBLIC WORKS AND FACILITIES COMMITTEE  
THE CITY AND BOROUGH OF JUNEAU, ALASKA**  
August 15, 2016 12:00 PM  
Municipal Building - Assembly Chambers

---

**I. CALL TO ORDER**

**II. APPROVAL OF MINUTES**

- A. July 25, 2016 - Regular Meeting

**III. PUBLIC PARTICIPATION on NON-AGENDA ITEMS**

**IV. ITEMS FOR ACTION**

**V. INFORMATION ITEMS**

- A. On-Site Wastewater Treatment Systems Emergency Regulations Implementaion
- B. Local Improvement Districts

**VI. CONTRACTS DIVISION ACTIVITY REPORT**

- A. July 22, 2016 through August 11, 2016

**VII. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.org](mailto:city.clerk@juneau.org)

**DRAFT**  
**PUBLIC WORKS & FACILITIES COMMITTEE**  
**Regular Meeting – July 25, 2016**  
**12:00 – 1:00 PM – City Hall Assembly Chambers**  
**MINUTES**

**I. ROLL CALL**

Meeting was called to order at 12:00 p.m.

Members Present: Ms. Gladziszewski (Chair), Ms. Becker, Mr. Jones, Ms. Bursell  
Assembly Members: Ken Koelsch (Mayor),  
Planning Commissioner: Mr. Bell

Staff Present: Mila Cosgrove, Greg Smith, Tina Brown, Rich Ritter, John Bohan, Michele Elfers,  
Rob Steedle, Samantha Stoughtenger, Carl Uchytel, Gary Gillette

**II. APPROVAL OF AGENDA**

Agenda approved.

**III. APPROVAL OF MINUTES**

Approval of minutes for June 27, 2016, approved with edits.

Ms. Becker asked Staff to find out whether or not the School District wanted funding for the Auke Bay Playground project and asked if we could take this money from the Juneau School District Appropriations, Transfers, and CIP Closures and use it for the Auke Bay Playground project. She has personally gotten the answer and she is not sure if the PWFC has received the answer.

Mr. Healy said they have received a letter from the School District's Superintendent and he will forward it on to the PWFC.

**IV. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

None.

**V. ITEMS FOR ACTION**

- A. Transfer & Closeout – Incinerator Repairs/Biosolids to New Biosolids CIP

Mr. Healy briefly discussed Staff's proposal to close the Incinerator Repairs/Biosolids CIP, U76-012 and transfer the remaining \$1.5 million into the new Biosolids Treatment and Disposal CIP, U76-109. This housekeeping measure will consolidate all expenditures related to Biosolids into one CIP and close the existing Incinerator Repairs / Biosolids CIP.

Discussion ensued.

Mr. Jones moved to forward the transfer and closeout.

No objections. Motion passed.

B. Headworks/ Biosolids Project Resolution of Support for ADEC Grant Application

Mr. Healy explained this is a request to identify the Headworks/ Biosolids Project as the number one priority for this fiscal year as a Resolution of Support for ADEC Grant Application to the State. It is important to recognize the intent is to get extra points for the grant process. The availability to get State funds this year is not as great as in years past. We thought it was worthwhile to bring forward in the hopes that some grant will appear.

Mr. Bohan explained that this is our number one Capital Improvement Program funding request. It tags with Biosolids because they are run together with loan funding already through the State. They are two separate projects but we consolidated them for loan funding to the State. The Headworks is better poised at this point, at a much further developed stage, to apply for the grant funding and it gains a lot more points through the grant scoring process. The bottom line is we are trying to reduce the utilities debt where ever we can and this seems to be the best opportunity at this point.

Discussion ensued.

Mr. Jones moved to forward the resolution.

No objections. Motion passed.

C. Aurora Harbor PH II – ADOT Harbor Grant

Mr. Healy spoke on the added agenda item for the accepting for a 2 Million Municipal Harbor Facility Grant for phase two reconstruction of Aurora Harbor from the Alaska Department of Transportation & Public Facilities.

Mr. Uchtyl spoke on the success of receiving a 50/50 matching grant from the State, it will be Phase II of Aurora Harbor it will replace the main floats, that currently the boat shelters are a fixed to. The Docks and Harbors Board has set aside 2 Million dollars from

our fund balance for this matching grant opportunity. The Assembly has already approved the designated funds for this project. We plan for the construction to take place the winter of 2017, this will replace the next three floats. We are replacing the floats in Aurora Harbor in a piecemeal manner. We are hoping that the next 1 percent of Sales Tax we will be able to make a strong argument to finish off Aurora Harbor. We are also working with the Corps of Engineers to do maintenance dredging at both Harris and Aurora Harbor; the dredging should take place in FY18.

Discussion ensued.

Mr. Jones moved to forward the ordinance.

No objections. Motion passed

**VI. INFORMATION ITEMS**

None.

**VII. CONTRACTS DIVISION ACTIVITY REPORT**

Discussion ensued.

**VIII. ADJOURNMENT – NEXT MEETING IS SCHEDULED FOR**

Next meeting will be August 15, 2016. Meeting adjourned at 12:25 PM.

# MEMORANDUM

## CITY/BOROUGH OF JUNEAU

155 South Seward Street, Juneau, Alaska 99801

**TO:** Maria Gladziszewski  
Chairperson, Public Works and Facilities Committee

**DATE:** August 11, 2016

**FROM:** Roger K. Healy, P.E.  
Engineering and Public Works Director

**SUBJECT:** On-Site Wastewater Treatment Systems  
Emergency Regulations Implementation

The Engineering and Public Works Department recently implemented an emergency regulation change to the On-Site Wastewater Treatment System (OWTDS) regulations (03 CBJAC 41). These emergency regulations are in place for a maximum of 120 days. In the interim, the Department will promulgate new regulations to address changes in the local OWTDS market.

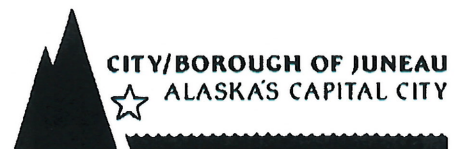
### Background

In 2005, the CBJ initiated code changes to allow major subdivisions built after 2005 to be constructed in areas where the CBJ sewer system did not exist, instead relying on each lot having an OWTDS. As part of this change, each homeowner was required by CBJ regulation to service their OWTDS either through a pumping service provider or through a service agreement with the CBJ. If contracting with a pumping service provider, the provider was required to be a manufacturer's representative of the OWTDS system installed.

Recent changes in the manufacturer certification of local pumping services have left some homeowners with very limited choices for OWTDS servicing. Upon initial review, the manufacturer representative requirement for the service provider does not ensure better service or system operations, hence those requirements have been removed within the emergency regulations.

Permanent regulation changes will be proposed by the Department and will undergo public comment and legal review prior to Assembly approval.

cc: Rorie Watt, City Manager  
Ron King, L.S. City Surveyor





City and Borough of Juneau  
Engineering and Public Works Department  
155 South Seward Street  
Juneau, Alaska 99801  
Telephone: 586-0800 Facsimile: 463-2606

DATE: August 11, 2016

TO: Ms. Maria Gladziszewski, Chair  
Public Works and Facilities Committee

FROM: John Bohan, Chief CIP Engineer

RE: Local Improvement Districts

#### **Chapter 15.10 LOCAL IMPROVEMENTS AND SPECIAL ASSESSMENTS**

15.10.010 Authority generally.

The City and Borough may create and establish a local improvement district for any municipal improvement and may levy assessments against properties specially benefitted thereby to pay part or all of the costs thereof. In proportion to the benefits, the method of apportioning shall be established in the ordinance initiating the district

The Local Improvement Districts (LID) is a funding mechanism used by the CBJ to construct municipal improvements within a neighborhood when a neighborhood contribution is required. LIDs have historically been used for road improvements and municipal sewer extensions. Descriptions and typical assessments are summarized below:

##### Municipal Sewer Extensions:

- Why? - because we have always assessed for sewer extensions and our sewer rate structure does not include sewer extension capital costs.
  - Assessment - Individual property owner (not a percentage of project cost)
    - Up through 2001 - approx. \$5000 per single residential lot
    - 2008 to current - \$2600\*\* per residential lot (inflated each year by Anchorage CPI)
- \*\* in 2007 the Assembly COW Sewer LID Subcommittee recommended a 60% reduction in Sewer LID fees as a result of the West Mendenhall Valley Industrial area rejecting the LID proposal based on the inflation adjusted \$5000 assessment in 2001. All Sewer LIDs since this Assembly action are based on this 60% reduction in 2008 and inflated based on the Anchorage Consumer Price Index.

##### Roadway Improvements:

- Why? – to make municipal improvements to CBJ maintained roads that were not required for acceptance of the roadway for maintenance by CBJ at the time of development (older subdivisions). These improvements are typically pavement, road base, concrete curb and gutter. Only roadways that are currently accepted for maintenance by the CBJ are considered for a roadway improvement LID.

- Assessment - Typical for roadway paving
  - 30% for residential neighborhoods
    - \$4000 per lot – McGinnis Subdivision – 2016
    - \$3700 per lot – Tanner Terrace – 2013
    - \$3000 per lot – Greenwood Subdivision - 2005
    - \$1500 per living unit - Belleview Subdivision 1998
    - \$2400 per lot - Linellen Heights and 5<sup>th</sup> Street, Douglas – 1997
  - 40% for commercial neighborhoods
    - \$8500 – \$85k per lot - Tonsgard Court – pavement - assessment varied and was calculated by parcel size
    - \$1300 – \$20k per lot - W. Ninth Street – pavement and sidewalk required for new hotel developments – assessment varied and was calculated by parcel size

Capital Improvements by Agreement – A mechanism similar to the LID process to allow owner contributions to public improvements driven by out of the ordinary circumstances where the Assembly determines there is a specific public benefit to be accomplished by the municipal improvements; or to provide up front funding and financing (100% owner contribution LID) for the public benefitting project to be completed. Capital Improvements by Agreement require 100% property owner approval and execution of a formal contract in place of the LID Ordinance process. Recent examples: Hughes Way, Dunn Street, Salmon Creek Lane.

### **Lessons Learned - Wisdom Gained**

LIDs are a publically intense process. The primary lesson learned from decades of LID assessment is to keep the methodology simple and understandable. The second lesson learned is to not base assessments solely on property square footage, road frontage, or number of accessory apartments. This type of assessment methodology has created public dissent, frustration and misunderstandings in the past.

Ultimately, consistency in assessment methods is important and we have found that a fair and equitable way to determine the cost to the property owner is to base it on a “single developed lot”. In cases where there is a zoning density that offers subdivision potential, larger parcels should have fair and equitable prorated assessments that takes into account the associated public infrastructure investment required to subdivide the parcel in the future.

Assessment methods need to be based on specifics of the history, zoning, and types of lots in the area as well as many other project specific factors (wetlands, streams, existing structures etc.) and therefore each project assessment method is slightly different. However, to maintain consistency, we build on past LID methodologies and assessments inflated to current day dollars to maintain transparency in proposed LID assessments.

## THE LOCAL IMPROVEMENT DISTRICT (LID) PROCESS

---

### Getting Started

This LID process has been initiated by either the City and Borough of Juneau (CBJ) or the impacted property owners. If initiated by the property owners, the residents may submit a petition to the CBJ to create an LID. It must be signed by a majority of the property owners in the proposed area. If the CBJ Assembly's Public Works & Facilities Committee (PWFC) determines that the project warrants continuing the LID process, the CBJ Engineering Department shall prepare a preliminary project cost estimate and recommend an apportionment method. The CBJ may then send the property owners a "ballot" with a preliminary cost estimate to conduct an informal poll and determine the level of support for the project.

---

### Neighborhood Meeting

CBJ staff conducts a publicly advertised Neighborhood Meeting with affected local residents and the general public. Local residents are contacted individually by mail and through advertisement in the local newspaper. The purpose of the Neighborhood Meeting is to explain the scope of the proposed project, the LID process, and the proposed method of assessment for the benefited properties.

---

### Informal Poll of Property Owners

The informal poll of property owners is used by the PW&FC to determine whether to proceed with the formal LID process. Poll ballots are mailed to affected property owners for their vote on forming the LID. The CBJ Engineering staff will receive the ballots and prepare a summary for the PW&FC to review and approve or reject proceeding with the LID.

---

### LID is Formed

Once an LID is recommended by the PW&FC, an ordinance creating the LID is introduced to the Assembly, and the date is set for the Public Hearing on the proposed LID. Notice of the hearing is published in the Juneau Empire and sent by certified mail to all involved property owners at least 30 days in advance of the Public Hearing. **During this 30 day period, property owners may file written objections to the formation of the LID.** If property owners who would contribute 50% or more of the total amount of assessments file such written objections, the LID must be canceled, unless at least eight Assembly members vote to proceed. If the ordinance is passed by the Assembly, the LID is formed. CBJ contracts with a construction contractor for the improvements (through a competitive bid process), and construction proceeds.

---

### After Construction is Complete

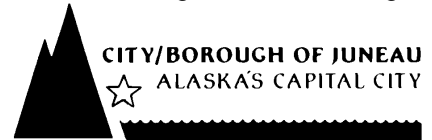
The final LID hearing is scheduled and, at least 15 days in advance of the hearing, notice is sent by certified mail and published locally. The assessment roll is certified and adopted by the Assembly, and LID assessments are recorded as liens against the property assessed.

---

### Payment of Assessments

Each property owner can elect to pay the LID assessment either all at one time or in ten annual installments along with the regular property tax payment. If the 10 year installment plan is chosen, the interest rate for this option is set by the CBJ Finance Department and is based on the cost to the City and Borough to finance the LID local contribution.



**MEMORANDUM**

TO: Roger Healy, P.E.  
Engineering Director

FROM: Greg Smith

Date: August 11, 2016

Contract Administrator

SUBJECT: Contracts Division Activity  
July 22, 2016, through August 11, 2016

***Current Bids – Construction Projects >\$50,000***

E17-022	Egan Water System Replacement	Estimate \$578,000. 3 bids received. Southeast Earthmovers low bidder \$554,961. Award in progress.
E16-146	JNU Aircraft Rescue & Firefighting (ARFF) Station Modifications	Estimate \$2.1 Million. 3 bids received. Dawson Construction low bidder, \$1,810,000. Award in progress.
E17-035	Juneau International Airport (JNU) Cargo Hardstand	Estimate \$300,000. 5 bids received. All bids over estimate. Bid Cancelled.
E16-254	JNU Snow Removal Equipment Building	Estimate \$16.4 Million. 5 bids received. F & W Construction Co. Inc., low bidder \$13,373,833. Award in progress.
E17-082	Dzantik'I Heeni Middle School Roof Repairs	Estimate \$100,000. Bids due 8/19/16.
E17-045	JNU Runway Safety Area Improvements, Phase 2B	Estimate \$4,100,000. Bids due 8/24/16.

***Current RFP's – Services***

RFP E17-026	Juneau School District Facility Master Plan	Proposals due 7/7/16. 3 proposals received. Jensen Yorba Lott successful proposer. Negotiations in progress.
RFP E17-040	Planning and Environmental Permitting for Taxiway-A Rehabilitation and Runway Incursion Mitigation	Proposal due 8/3/16. 4 proposals received. Scoring in process.

***Other Projects – Professional Services – Contracts, Amendments & MR's >\$20,000***

RFP E10-178	A 7 – Planning and Design Services for Salmon Creek Water Source Secondary Disinfection	Carson Dorn, Inc., \$39,600. Processing 8/10/16.
RFP E15-183	A 3 – Conceptual Design and Planning Services for Franklin and Front Street Reconstruction – Phase 1	DOWL, \$149,920. Processing 8/10/16.
RFP E16-063	A2 – Design Services for Juneau Douglas Wastewater Treatment Plant Roofing Replacement	Jensen Yorba Lott, Inc., \$21,160. NTP issued 8/11/16.
RFP E10-178	A7 – Planning & Design Services for Salmon Creek Water Source Secondary Disinfection	Carson Dorn, \$39,600. Routing for signatures.

**Term Contract – Professional Services (between \$20,000-\$50,000)**

MR E13-156 (Arch)	Centennial Hall Floor Repair and Replacement	2 Responses received. NorthWind Architects selected. Negotiation email sent 8/10/15.
MR E13-156 (Environmental)	CBJ Water Utility 2016 Sanitary Survey	Responses due 8/12/16.
MR E13-156 (Environmental)	MWWTP Fuel Leak Monitoring	Responses due August 15, 2016.

**Term Contract – Electrical (between \$20,000-\$50,000)**

RFP E15-170(Alcan)	Water SCADA Master Radio Relocation	Alcan Electric, \$40,252. Award in progress.
--------------------	-------------------------------------	--

**Term Contract – Bartlett Regional Hospital Small Projects >\$20,000**

RFP E15-143	PA 7 – Design and Contract Administration Services for BRH Tomosynthesis Room 1305 / 1306 Renovation	Wilson Engineering, Inc., \$58,115. Processing 8/10/16.
-------------	--	---

**Construction Change Orders (>\$20,000)**

E16-155	CO 1 – 2016 Area Wide Paving	SECON, \$56,908.22. Bonding letter sent 8/1/16.
E16-143	CO 1 – Wren Drive Paving	SECON \$31,765.05. Processing 8/10/16.
E16-016	CO 1 – Capital Transit Facility Renovation & Addition	Alaska Commercial Contractors, Inc., \$69,102. Bonding letter sent 7/27/16.
E16-126	CO 2 – Seawalk – Bridge to Gold Creek, Phase 1	McG Constructors, \$22,740.38. Routing for signatures. Bond letter sent 7/29/16.
E16-155	CO 1 – 2016 Area Wide Paving	SECON, \$56,908.22. Processing 7/22/16

**Memorandum of Agreement (MOA)**

State of AK #68664	Riverside Drive and Stephen Richards Memorial Drive Traffic Congestion Mitigation	State of Alaska Department of Transportation, \$218,074, over three-year period.
--------------------	---	--

**Key for Abbreviations and Acronyms**

<b>A</b>	Amendment to PA or Professional Services Contract
<b>CA</b>	Contract Administration
<b>CO</b>	Change Order to construction contract or RFQ
<b>MR</b>	Modification Request – for exceptions to competitive procurement procedures
<b>NTE</b>	Not-to-exceed
<b>NTP</b>	Notice to Proceed
<b>PA</b>	Project Agreement - to either term contracts or utility agreements
<b>RFP</b>	Request for Proposals, solicitation for professional services
<b>RFQ</b>	Request for Quotes (for construction projects <\$50,000)
<b>RSA</b>	Reimbursable Services Agreement
<b>SA</b>	Supplemental Agreement