



**STEERING COMMITTEE MEETING MINUTES**

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**MEETING PURPOSE: Review bus loop/site options**

**DATE: May 27, 2010**

**TIME: 1:15–3:00PM**

**LOCATION: Ketchikan Gateway Borough**

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**ATTENDEES**

<b>Name</b>	<b>Title</b>	<b>Company</b>
Dan Bockhorst	Borough Manager	KGB
Mike Houts	Finance Director	KGB
Scott Brandt-Erichsen	Borough Attorney	KGB
Agnes Moran	Borough Assembly Member	KGB
Wendy Mackie	Supervisor, Parks & Recreation	KGB
Cynna Gubatayao	Assistant Manager	KGB
Casey Robinson	Principal	Ketchikan Charter School
Dean Henrick	Maintenance Director	KGBSD
Janet Johnson	Principal	TSAS
Robert Boyle	Superintendent	KGBSD
Dave Timmerman	Parent/School Board	
Kent Crandall	Project Manager	RISE Alaska

*Via Teleconference:*

Don Simmons	Project Executive	RISE Alaska
Cynthia Oistad	Public Involvement	RISE Alaska
David Moore	Architect PM / PIC	Architects Alaska Inc
Peter Briggs	Landscape Architect	Corvus Design
Adam McGill	Civil Engineer	DOWL/HKM

- 1) On *27 May 2010* the listed attendees met to discuss the following:
  - A. Bus Loop/Drop-Off Options
  - B. Fire Lane Options
  - C. Roof Replacement



2) The following discussion occurred (← indicates action items):

### A. Bus Loop/Drop-Off Options

Kent Crandall noted that by extending road to Schoenbar for new Aquatic Center, the schools' existing bus drop would be eliminated. Architect Alaska's initial solution was a replacement along Schoenbar Road. A petition was received 5-14-10 from a TSAS Kindergarten class to save the trees that would be removed to accommodate the drop-off. In response, AAI has developed three additional alternatives for the bus drop-off location.

Kent briefly reviewed the four options for the bus drop-off. Peter Briggs provided an overview of the pros and cons for each alternative.

#### 1- *Original Bus Loop (\$\$\$\$)*

- a. Pros - completely separated area for buses; Two drop-off pads, one at top and bottom.
- b. Cons – only two drop-off areas, buses will have to stage. High cost option because completely dedicated road, fair amount of grading and fill.

#### 2- *Drop-off on Schoenbar (\$\$)*

- a. Pros – lower cost because using the road as drive aisle; students will be dropped off on side of road adjacent to road.
- b. Cons- some safety concerns if students run between buses to road; some ROW issues; drop-off is tied to existing grade of 5-7% which would be difficult to make level.

#### 3- *Drop-off with Median (\$\$\$)*

- a. Pros – median separates buses from road; allows extra pavement and helps keep kids from the road
- b. Cons- snow removal would be more difficult; additional cost because of extra drive aisle

#### 4- *Inside Bus Drop-off (\$\$\$\$)*

- a. Pros – entry into site from either direction; bus loop is within the site so safe for kids; clear direct route for buses. Stairs to be covered to avoid icing in winter



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- b. Cons – need retaining wall to extend top area; would need to pipe the creek that is there; extra staff needed to oversee students during drop-off/pick-up.
- 1) Special Needs Bus Drop-Off
    - a) 16-passenger bus with wheelchair currently drops students near the elevators. AAI will design site so bus-drop off for special needs is in the same location as it is currently. ←
  - 2) Cost for bus loop/drop-off
    - a) \$500K is rough estimate for new road down to Schoenbar, bus loop and fire lane.
    - b) Too early to determine costs for each option, but Options 1 and 4 would be roughly the same.
  - 3) Goals for Bus Loop/Drop-off
    - a) Safety of students is the highest concern for all parties.
    - b) Casey Robinson, Principal at Charter School, desires to keep bus drop-off and load zone where it is currently as it is the very safest option for students. Current drop-off is very secure.
    - c) From a school design standpoint, important to isolate buses from the parking lot so buses aren't driving in same area as kids and that kids don't run between buses into vehicle traffic.
    - d) Bus Loop/Drop-off should accommodate seven buses for Charter School at 2:45, two buses for other school at 3:45. All buses are full 40' length except one special needs bus which is 16'. All buses are loaded one at a time.
    - e) Borough buses cannot currently pull into the Rec Center. If there were bus staging areas for the school, Borough buses could use this area (as long as times didn't conflict) which is closer than Schoenbar.
    - f) Sheltered or covered walkways are important to protect students from weather and keep walkways ice-free.
    - g) Aquatic Center has been determined a 30% educational facility. Dan Bockhorst recommends selecting the safest option for kids and if budget doesn't allow, propose funding through the School District CIP fund.
    - h) In terms of cost, \$200K or less for this work will be easier to fund than the \$500K originally thought.



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- 4) Options 2 and 3 were dropped from consideration.
- 5) Option 1 Comments (Original Bus Loop)
  - a) Safest option for students.
  - b) Students could be involved in planting the landscape buffer/new trees.
  - c) If we just have one bus loading option at bottom of loop, schools could release students one bus at a time and stage the buses as is current practice.
- 6) Option 4 Comments (Inside Bus Drop-off)
  - a) More staff will be needed for Option 4.
  - b) Extend bus pullout further down road so drop-off is closer to the front door/overhead canopy.
  - c) Not practical to relocate fuel tanks.
  - d) 10% is maximum grade for driving buses short distance.
- 7) Decision on Bus Drop-Off
  - a) Steering Committee decided to move forward with Bus Drop-Off Options 1 and 4 through Schematic Design, which will be completed June 24, 2010
  - b) AAI to better develop Option 4 once site survey is received to better address goals/concerns. ←
  - c) AAI to provide preliminary information on Aquatic Center design for school presentation. Info needed by June 3<sup>rd</sup>. ←
  - d) School will deliver its strong preferred preference on Bus Drop-off option by July 15, 2010. ←

### **B. Fire Lane Options**

- 1) Access will be limited to emergency vehicles (required), Borough maintenance and fuel delivery
- 2) Need approval from property owners and KGB Assembly. KGB will need to purchase easement and attain Assembly approval of authorizing Resolution.
- 3) Fire lane can be limited in scope to emergency access.
- 4) Schedule - Need 3-week window, June 21 would be earliest. Will save \$100-\$150K by getting ROW from property owners.
- 5) Dan to follow up with Ray to see if we can move forward quickly in getting easement, ROW resolved with property owner. ←
- 6) AAI to get a fee proposal from Trevor Sande, R&M, to do the easement, survey. ←
- 7) AAI to communicate fire lane design with Ketchikan Fire Department. ←



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### **C. Recreation Center Roof Replacement Options**

- 1) KGB has \$900K grant to fund the roof replacement of the existing Gateway Recreation Center. Governor to release final budget by June 8.
- 2) DEED notes the Roof Replacement contract should be separate contract from Ketchikan Aquatic Center. Based on current statute, KGB could sole-source the design and construction as long as state grant doesn't restrict that ability.
- 3) KGB will get Borough Assembly blessing and negotiate fair price but makes sense to try to use same architect and contractor as the Aquatic Center.
- 4) AAI to provide a fee proposal for Roof Replacement Design by June 4, 2010. ←
- 5) KGB will present to Assembly after June 8, 2010. ←

Meeting adjourned at 3:00 pm.

These minutes reflect RISE Alaska's understanding of items discussed. The noted attendees are asked to review the information and submit any omissions or corrections, no later than the 5th working day after issuance of these meeting minutes.

Sincerely,

Kent Crandall, Project Manager  
RISE Alaska, LLC

Cc: Dan Bockhorst, Architects Alaska, Consultants, File