



Parks and Recreation Committee Agenda

Tuesday, April 9, 2024 12:00 PM

Harrigan Centennial Hall, 330 Harbor Drive

Members: Chair – James Poulson, Ben Hughey, Brandon Marx
Rich Krupa, Katherine Prussian, Steve Black
Assembly Liaison: Kevin Mosher

I. CALL TO ORDER

II. ROLL CALL

III. AGENDA CHANGES

IV. APPROVAL OF MINUTES

V. REPORTS

Chair:

Members:

City Staff:

Assembly Liaison:

Other(s): Sitka Trail Works

VI. PERSONS TO BE HEARD (For items OFF the agenda - not to exceed 3 minutes)

VII. UNFINISHED BUSINESS

A. Update on Parks and Rec Plan

VIII. NEW BUSINESS

B. Commercial Use Permit Applications

- Alaska Sailing Expeditions LLC dba Sound Sailing
- The Boat Company
- Baranof Wilderness Lodge

IX. PERSONS TO BE HEARD (For items ON or OFF the agenda – not to exceed 3 minutes)

X. ADJOURNMENT

14.10.040 Commercial recreational use permit fees.

The applicant for a commercial recreational use permit shall pay a fee established by the city and borough assembly that will give the city and borough a fair and reasonable return in light of the cost of administering the activity permitted under the permit, the impact of the proposed activity on the area, the cost of any improvements required, and the value of the benefit conferred upon the user. The fee shall be paid prior to the commencement of the permitted activity and should be based on the applicant's best estimate of the number of clients and number of days of permitted activity that he/she expects for that season. Reconciliation is done at the end of the season and can result in a credit being carried over to the following season or additional charges. The minimum fee is \$100.00, regardless of whether a commercial operator's service days add up to that amount. (Ord. 06-14 § 4, 2006; Ord. 04-39 § 4, 2004; S.G.C. § 23.20.040.)

The Sitka General Code is current through Ordinance 24-04, passed February 13, 2024.

Disclaimer: The city and borough clerk's office has the official version of the Sitka General Code. Users should contact the city and borough clerk's office for ordinances passed subsequent to the ordinance cited above.

[City and Borough Website: www.cityofsitka.com](http://www.cityofsitka.com)

[Hosted by Code Publishing Company, A General Code Company.](#)

I MOVE to recommend approval to the administrator for a permit for commercial recreational activities on city and borough lands for

Alaskan Sailing Expeditions LLC dba Sound Sailing

at Baranof Warm Springs and Goddard Hot Springs
as it has been determined that the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

City and Borough of Sitka

Commercial Use of Lands

ANNUAL PERMIT APPLICATION



APPLICANT INFORMATION:

Today's Date: 03-11-24

Business Name: Alaskan Sailing Expeditions LLC dba Sound Sailing

Commercial Use Location: Baranof Warm Springs and Goddard Hot Springs

Contact: [REDACTED]

Phone: [REDACTED]

Address: [REDACTED]

Email: [REDACTED]

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents, or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

Commercial use regulations:

- i. Permits shall expire on December 31st of each calendar year.
- ii. Permits are valid only for the dates, times, activities, and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100.00, regardless of if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee is non-refundable. All fees are subject to tax.

Estimated # of Clients: 18

of Clients X \$2.00: 36 = Total Client Fee

\$250.00 Annual Application Fee (non-refundable)

+

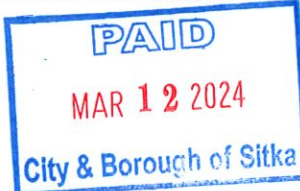
\$100 Estimated Client Fee (Minimum fee is \$100.00 – non-refundable)

=

350 SUBTOTAL

21 CITY SALES TAX (5% Oct.-March) (6% April-September) Per CBS Chapter 40.9.030D – For purposes of this chapter, a sale of services occurs at the time the services are provided.

\$371.00 TOTAL



Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend, and hold harmless the City and Borough of Sitka from all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgments to the City and Borough of Sitka.



Signature: [Handwritten Signature]

Date: 03-11-24

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: [Handwritten Signature] Signature 3-12-2024 Date

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: USI Insurance Services LLC, 601 Union Street, Suite 1000, Seattle, WA 98101, 206 441-6300. CONTACT NAME: Makayla Peachey, PHONE (A/C, No, Ext): 877 678-5842, FAX (A/C, No): 610-362-8530, E-MAIL ADDRESS: makayla.peachey@usi.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Philadelphia Insurance Company (NAIC # 32204), INSURER B: Safe Harbor Pollution Insurance (NONAIC), INSURER C: Atlantic Specialty Insurance Company (27154), INSURER D: , INSURER E: , INSURER F: .

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability (PHPK2664488), Automobile Liability, Umbrella Liab, Workers Compensation and Employers' Liability, Pollution (V2045524), Hull & Machinery (B5JH86230), and Protection & Inde (B5JH86230).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) RE: the commercial use permit for Baranof Warm Springs, Goddard Hot Springs & Sitka Sound. The general liability policy includes an additional insured endorsement that provides additional insured status to the Certificate holder only with regard to the to the above referenced.

CERTIFICATE HOLDER: City & Borough of Sitka, Parks & Recreation, 100 Lincoln Street, Sitka, AK 99835. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Gary D. Pitterson

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that

SOUND SAILING



owned by

ALASKAN SAILING EXPEDITIONS LLC

is licensed by the department to conduct business for the period

December 12, 2022 to December 31, 2024
for the following line(s) of business:

48 - Transportation and Warehousing



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

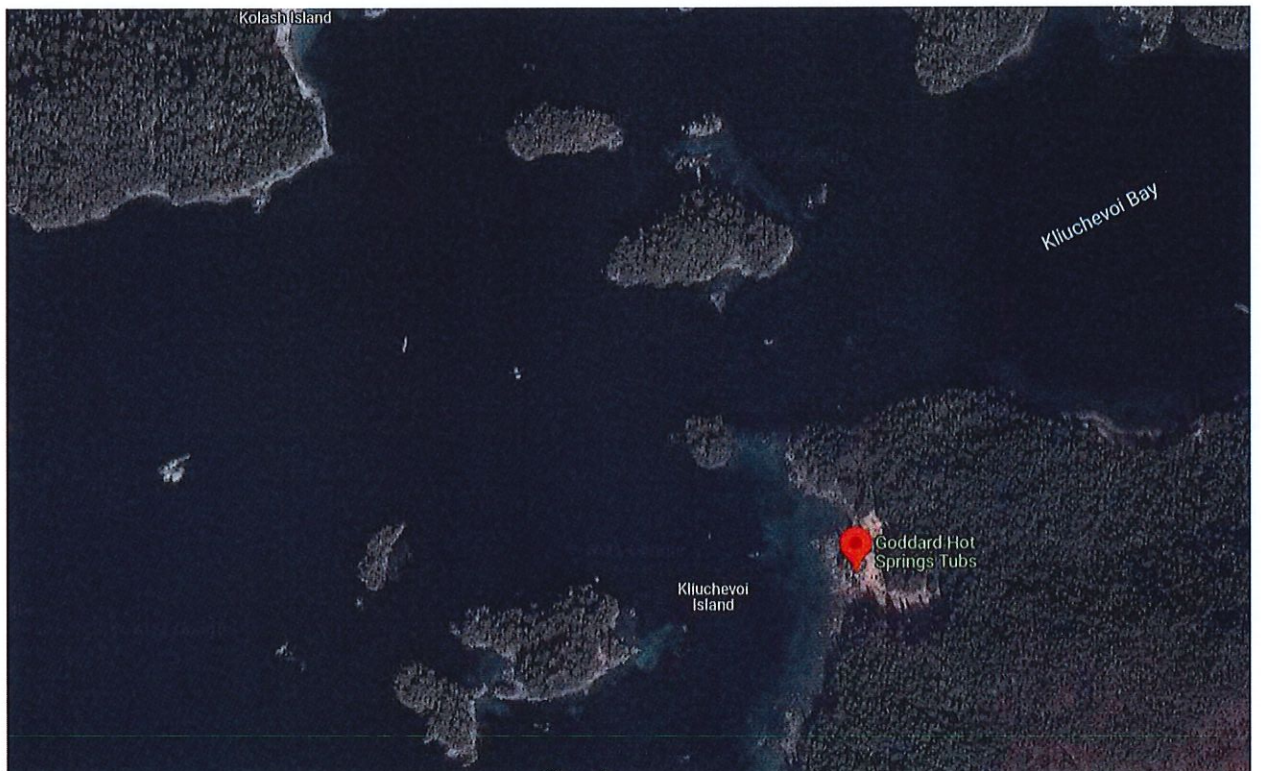
Julie Sande
Commissioner

a. Location and explanation of proposed use, including maps.

Baranof Warm Springs- walking on boat ramp and boardwalk with access to bathhouse, lake and grotto –avoiding adjacent private lands.



Goddard Hot Springs city lands – walking on trails/boardwalks to bathhouses – continuing onto USFS lands (permitted) and avoiding adjacent private lands.



b. Description of transportation to site, including mode of transportation and plan for client parking.

Transportation and accommodation is via charter sailboat.

c. Estimate number of participants and/or group size.

In 2024, projected use is approximately 1-4 trips at the CBS recreation sites for 1 day each. Group size is typically 2-6 clients with 1 or 2 guides.

d. Time of desired usage.

Trips include day-use and an overnight at the dock, or at anchor, from the middle of May to the middle of September.

e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.

Restrooms are provided aboard S/V BOB equipped with macerating toilets and holding tanks. All trash generated is collected, sorted, and stored aboard S/V BOB for off-site recycling and/disposal in our final destination community (Juneau, Sitka, or Petersburg). Emergency evacuation plan includes charter float plane, or boat charter, or Coast Guard involvement. We carry a satellite phone/messenger, EPIRB, VHF Radios, and cell phones for communication. We also carry an extensive first-aid kit and AED device aboard.

Safety briefing and orientation is required by US Coast Guard and other permits and is done in our departure dock at the beginning of the trip. Additionally, a bear-awareness briefing is done on the first shore excursion - before setting out. Guides and clients carry bear-spray. Food is typically not carried off the vessel.

f. Training requirements for personnel conducting transport and tour activities.

Captain is USCG Master 50-ton with Sail Endorsement. He and crew are trained and certified in First Aid/CPR/AED. Both are certified by AMSEA as Fishing Vessel Emergency Drill Instructors. Both have extensive bear safety training. The vessel S/V BOB is 5-Star certified by USCG. Crew are trained in man-overboard, skiff deployment, firefighting, and emergency communications. Sound Sailing holds a special use permit for Tongass National Forest and designated hiking routes as well as an Alaska State Parks Permit. We also have a NPS commercial permit and operate trips in Glacier Bay. This is our 9th season providing charter vessel services to these areas.

g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.

Typical full-priced 7-day trip cost \$3950 per person. Sitka residents are given 10% discounts.

Booking agents are paid a 10% commission.

h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

Sound Sailing - Application for Commercial Use of Lands – Description of proposed use 2024

S/V BOB – 50' Catalina, Coast Guard Vessel Documentation #1079594, fiberglass, white with blue trim and canopy

SKIP - 12' Inflatable dingy (Polaris) AK-7533-AL with 20hp 4-stroke outboard

FLO – Inflatable Kayak (1)

FLIP - Stand-up Paddleboard (1)

I MOVE to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for

The Boat Company

at Baranof Warm Springs.

as it has been determined that the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

City and Borough of Sitka

Commercial Use of Lands

ANNUAL PERMIT APPLICATION



APPLICANT INFORMATION:

Today's Date: March 12, 2024

Business Name: The Boat Company

Commercial Use Location: Baranof/Warm Springs

Contact: Paul Olson

Address: _____

Phone: _____

Email: _____

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

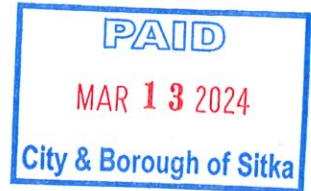
Commercial use regulations:

- i. Permits shall expire on December 31st of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 50
 # of Clients X \$2.00: \$100.00 = Total Client Fee

| | |
|-----------------------------|--------------------------------------|
| <u>\$250.00</u> | Annual Application Fee |
| <u>\$100.00</u> | Minimum Client Fee |
| + | |
| <u> </u> | Estimated Client Fee exceeding \$100 |
| = | |
| <u>\$350.00</u> | SUBTOTAL |
| <u>\$21.00</u> | CITY SALES TAX |
| <u>\$371.00</u> | TOTAL |



Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

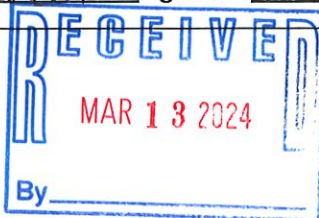
I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: *Paul Olson*

Date: 3/12/2024

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: *Robert Bernhardt* Signature *3-13-2024* Date





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|--|--|---|------------------------|
| PRODUCER AssuredPartners of Washington, LLC dba MCM 1325 Fourth Avenue, Suite 2100 Seattle, WA 98101 www.assuredpartners.com CA Lic. No. 0K61066 | | CONTACT NAME: AssuredPartners of Washington, LLC PHONE (A/C, No, Ext): 206-343-2323 FAX (A/C, No): 206-508-5910 E-MAIL ADDRESS: seattle@assuredpartners.com | |
| | | INSURER(S) AFFORDING COVERAGE | |
| | | INSURER A : StarStone National Insurance Company | NAIC # 25496 |
| | | INSURER B : Ohio Security Insurance Company | 24082 |
| | | INSURER C : | |
| | | INSURER D : | |
| | | INSURER E : | |
| | | INSURER F : | |

COVERAGES **CERTIFICATE NUMBER:** 78779668 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|---|-------------------------------------|-------------------------------------|---------------|-------------------------|-------------------------|---|--------------|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | D85733243MAR | 2/1/2024 | 2/1/2025 | EACH OCCURRENCE | \$ 1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 50,000 |
| | | | | | | | MED EXP (Any one person) | \$ 10,000 |
| | | | | | | | PERSONAL & ADV INJURY | \$ 1,000,000 |
| | | | | | | | GENERAL AGGREGATE | \$ 2,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | \$ 1,000,000 |
| | | | | | | | | \$ |
| B | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | BAS65870337 | 3/1/2023 | 3/1/2024 | COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 |
| | | | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | | | | | | | \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE | \$ |
| | | | | | | | AGGREGATE | \$ |
| | | | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | PER STATUTE | OTH-ER |
| | | | | | | | E.L. EACH ACCIDENT | \$ |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is listed as an additional insured with waiver of Subrogation as respects General Liability and Auto liability as their interest may appear.

CERTIFICATE HOLDER

CANCELLATION

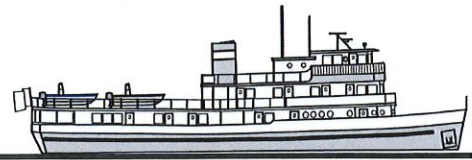
City of Sitka
 100 Lincoln St.
 Sitka AK 99835

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Damon L. Nasman

© 1988-2015 ACORD CORPORATION. All rights reserved.

**ATTACHMENT A: Description of operations*****(a) Location and explanation of proposed use, including maps***

Company mother vessels are U.S. Coast Guard inspected overnight passenger vessels approximately 150' in length. Each vessel typically carries between 20 and 24 passengers. Baranof Warm Springs is located along the route which the two mother vessels follow during week-long cruises between Sitka and Juneau. Occasionally, clients will be offered the opportunity to visit the bay and use the boardwalk primarily for a short hike to the eastern shores of Baranof Lake or to access the warm spring pools. A map is provided as Attachment C.

(b) Description of transportation to site, including mode of transportation and plan for client parking.

Clients will be dropped off at the main dock by 19' skiffs operated by licensed captains. Skiffs will be dispatched from a mother vessel anchored some distance away. Occasionally, one or more skiffs will remain tied alongside the float for short periods of time while clients are ashore.

(c) Estimate number of participants and/or group size

The maximum total annual combined client and guide use of the boardwalk over the course of the season from May to September would be 640 persons if each vessel visited Baranof Warm Springs each week of operation. Actual recent use is much lower and ranged between 60 and 200 clients. Upon first arrival ashore, group sizes will generally range from 10 to 20 persons including guides, but clients tend to proceed in smaller groups. Typically our guests have different fitness levels and often disperse in groups of 5 with one guide per group.

(d) Time of desired usage

Duration of a visit ashore will generally be less than two hours and typically be daylight hours between 9:00 a.m. and 4:00 p.m. The Boat Company does not set its itinerary until the beginning of a trip because captains and crew tailor activities to each client group each week. The maximum number of days during which visits are expected to

occur is 32 days. Current use patterns indicate that actual use will be between 8 and 16 days – one vessel every other week or less. Because of The Boat Company’s cruise routes, client visits ashore almost always occur on a Tuesday, Wednesday or Thursday. The Boat Company’s 2024 operating season will begin May 13 and end September 9.

(e) Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing

Visits will be of short duration and will not require restroom accommodations ashore. Skiffs and skiff captains will be available at any time to shuttle clients back to the mother vessel and onboard restroom accommodations.

The Company operates under “Leave No Trace” guidelines and guides and clients will be instructed to carry out all refuse.

Plans for emergency evacuation and clientele safety briefing are included in Attachment B, Safety Plan.

(f) Training requirements/standards of personnel conducting transport and tour activities.

See Attachment B, Safety Plan

(g) A schedule of fees and charges to customers and a description of any collection, disbursement, royalty, commission or similar arrangements with others, including tour brokers, agents, or cruise ship companies.

Rates for week-long cruises range between \$7,150 and \$16,000 per person. Details are published on the Company’s website: www.theboatcompany.org. There are no royalties, commissions or similar arrangements with others.

(h) Physical description of vessels used.

- M/V MIST COVE, official number 1085817: aluminum hull, 157 feet in length, 24 passenger capacity, 13 crew capacity, 5 skiffs (19’ gray welded aluminum w/outboard motors), 12 kayaks.
- MC skiff hull IDs / AK#s:
 - 1) AVC2802BK900 / AK-7512-P
 - 2) AVC2803BK900 / AK-7513-P
 - 3) AVC2804BK900 / AK-7514-P
 - 4) AVC2805BK900 / AK-7515-P
 - 5) AVC2806BK900 / AK-7516-P

- M/V LISERON, official number 971339: wood hull, 144 feet in length, 20 passenger capacity, 12 crew capacity, 4 skiffs (18' gray welded aluminum w/outboard motors), 9 kayaks.
- LIS skiff hull IDs / AK#s:
 - 1) AUC2698BL697 / AK-9324-N
 - 2) AUC2696BL697 / AK-9325-N
 - 3) AUC2697BL697 / AK-9326-N
 - 4) AUC2699BL697 / AK-9327-N

ATTACHMENT B: SAFETY PLAN FOR OFF-VESSEL ACTIVITIES / SHORE EXCURSIONS

First Aid, Safety & Emergency Training

All skiff operators have a U.S. Coast Guard license. All crew members are certified in CPR and First Aid. During pre-season training and orientation, all crew members attend an on-board 1st Aid/CPR training course, including instruction on avoiding/treating hypothermia. Many crew members have prior training and experience considered in the development of emergency response strategies. The Boat Company seeks to place at least one individual on board each vessel who has received a higher level of training than 1st Aid/CPR, such as Wilderness First Responder or Wilderness EMT.

Pre-season training in normal Southeast Alaska operating areas includes opportunities for both on-shore and on-the-water orientation. Videos and other instructional materials will be provided and all guides are expected to familiarize (or re-familiarize) themselves with, at minimum, the following safety-related subjects: bear safety, trail/off-trail hazards, skiff handling with passengers, safe approach distance to tidewater glaciers, noxious/poisonous plant identification, punctures/infections from handling fish, basic kayaking competence, hand-held radio communication procedures and weather preparedness.

MIST COVE and LISERON are USCG inspected passenger vessels. Licensed officers and crew are required by Federal law to regularly conduct emergency training and drills for fire, man overboard, abandon ship and response to distress calls. Federal regulations require that Captains file a detailed report on each drill in the ship's Logbook upon completion of the drill or training exercise. Vessel Logbooks shall be periodically reviewed in-season by a senior company employee and checked for compliance with safety regulations.

First Aid Supplies

Vessel supplies:

- Trauma Bag, containing:

| | | |
|-------------------------------|----------------|--------------------|
| 4x4 gauze | Stethoscope | Gloves |
| 5x9 gauze | Tweezers | Face Mask |
| Gauze roll | Sam Splint | Goggles |
| 1" tape | Finger Splints | Burn Gel Dressing |
| Steristrips/Butterfly bandaid | Trauma Shears | BP Cuff |
| Tincture of Benzoin | Eye Cup | Glucose |
| Triple Antibiotic | Eyepad | Provo iodine Pad |
| Ace Bandage | Eyewash | Activated Charcoal |
| Vet Wrap | Ibuprofen | Alcohol Prep Pads |
| Cravat | Aspirin | |

| | | |
|--------------------|---------------|--|
| Irrigation Syringe | Acetomenaphin | |
|--------------------|---------------|--|

- Medicine Cabinet, containing:

| | |
|-------------------------------------|--|
| Knuckle & finger bandaids | Sunscreen |
| 2x3 non-stick gauze pads | Bug spray packets |
| 2x2 Gauze | Gloves- nitrile |
| 3x3 gauze | Cravats |
| 4x4 gauze | Butterfly/Steri-strips |
| eye pad | Tincture of Benzoin |
| Assorted bandaids | SAM Splint |
| Gauze Compression Roll | Imodium |
| Vet Wrap | Nyquil |
| Alcohol Pads | Aleve |
| Provo iodine pads | Burn Gel |
| Eye Rinse | Triple Antibiotic (Individual Packets) |
| Instant Cold Pack | Benadryl |
| Heat Pack | Acetomenafin (Tylenol) |
| Thermometer (Single-use)/ 1 Digital | Ibuprofen (I prin) 200 mg 2 Tablets |
| Bismuth (262 mg 2 Tablets) | Motion Sickness (Meclizine) 25 mg |
| Diotame 262 mg | Bonine & Stugeron |
| Aspirin (325 mg 2 Tablets) | Itch Crm (Hydrocortisone 1%, 0.9 g) |
| Antacid | |

- Jump Bag, containing:

| | |
|-----------------------|----------------------------|
| O2 canister | Athletic Tape |
| O2 regulator | Eyewash |
| Nasal Cannula | Burn Dressing |
| Non-rebreather | Steristrips |
| Extension Sets for O2 | Alcohol prep pads |
| Oral Adjunct Set | Provo-iodine prep pads |
| Suction | Aspirin |
| BVM (bag valve mask) | Ibuprofen |
| Mask | Triple Antibiotic Ointment |
| Gloves | BP Cuff |
| Goggles | Stethoscope |
| Waste Bags | C-collar |
| Trauma Shears | Cravats |
| Irrigation Syringe | Gauze Roll |

- Backboard, AED (Automated External Defibrillator & spare batteries/pads), Hypo Blanket, Air Splints (assorted).

Guide Packs in skiffs and on shore shall contain:

- Med Kits, with:

| | |
|---------------------------------|-------------------|
| Hypo Blanket | Trauma Shears |
| Astd. bandaids (2lg,5sm,2knuck) | Ibuprofen (2pack) |
| 4x4 gauze (2) | Aspirin (1pack) |

| | |
|------------------------------------|-----------------------------------|
| Gauze Roll- 1 small | Acetomenaphin (2pack) |
| Alcohol Pads (2) | Loperamide- antidiarrheal (1pack) |
| Provo-iodine pads (2) | Bismuth (1pack) |
| Triple Antibiotic Ointment (3pack) | Seasickness Meds |
| Ace Bandage (1) | Cortisone Cream (2pack) |
| Cravat (2) | Splinter kit/tweezers |
| Cold Compress | Bug Spray |
| Gloves (2pr) | Hand Warmer |
| Sunscreen | |

Emergency Survival Supplies

1) Emergency survival supplies on each mother vessel are stipulated by their unique USCG Certificate of Inspection and shall include at minimum:

- Life Rafts, inspected annually, with contents and auto-release per regulation
- EPIRB (Emergency Position Indicator Radio Beacon), with auto-release
- Flares, unexpired, per regulation
- Fire Extinguishers, regularly inspected, per regulation
- Life Vests, approved and in sufficient numbers/sizes, per regulation
- Life Rings, throwable, two with emergency lights & lines, per regulation

2) Emergency supplies in skiffs shall include at minimum:

- Flares, unexpired, per regulation
- Fire Extinguishers, per regulation
- Air Horn or other suitable noisemaker, per regulation
- Ditch Kit including bottled drinking water, matches, toilet paper, flashlight, first aid manual

3) Emergency supplies in guide packs shall include at minimum:

- Bottled Water
- Med Kit
- Flashlight
- 1 or 2 large heavy gauge trash bags

Communications Equipment and lost/overdue party procedures

Guides each have individual hand-held VHF radios, with batteries recharged each night if necessary. A VHF radio watch shall be maintained on board motherships at all times with scheduled check-ins whenever parties are out in skiffs or on shore. Guides conduct their activities in such a way as to remain in reasonably regular contact with other guides and/or with mother vessels. VHF's are also permanently mounted in all skiffs. Skiff radio output power is much greater than hand-held radio output power, so guides on shore also can relay communications through skiff operators in order to stay in touch with mother vessels. Each mother vessel also has a hand-held satellite telephone for use in emergencies.

If a group in a skiff or group on shore becomes disoriented and lost, but is otherwise safe and in VHF contact with the mother vessel, then the Captain must be immediately notified and take action to locate the party. As long as VHF contact is maintained, and the party is safe, the Captain shall have the discretion to choose a proper response

strategy. If outside assistance is mobilized (i.e., US Coast Guard or local Search and Rescue Units) then senior company officials must be immediately contacted. If a group in a skiff or on shore fails to return to the mother vessel at the expected time and/or fails to respond to VHF radio calls, then the Captain will respond as previously described, but must contact senior company officials immediately via sat-phone, cell phone or any other available means. In any instance where the safety of a lost/overdue group is not known, the assumption is that the group is at risk and onshore company officials must be informed and assist with implementation of a crisis communications plan.

Client Briefing and Bear Safety

Naturalists provide guests with an onboard bear presentation prior to the first shore-going activity of a cruise. Guides repeat the bear safety protocol when landing groups ashore in bear country. Guides keep groups together on trails, remain in the lead, watch for bear signs and never allow groups to string-out excessively along trails. Ecotour operators prefer to avoid bears during hiking, fishing and beachcombing activities and there is constant communication in the field about where bears are and are not present. Each guide carries an air horn and two cans of bear spray but do not carry firearms. There is always a "standby" skiff maintaining radio communications with onshore groups and available to shuttle a group away from an area when guides observe the presence of bears during onshore activities.

Bear safety practices also refer to keeping bears safe. Bear viewing opportunities are opportunistic and provided while on saltwater from a skiff or mothership using binoculars. Guides follow responsible bear viewing guidelines at all times. We avoid activities particularly in areas where bears are not habituated to people out of sensitivity to foraging bear needs for space along a grass flats or in a salmon stream. When a bear becomes aware of a group's presence, guides observe its behavior for signs of anxiety or irritation. If a bear approaches, it may be either curious or aggravated and the guide's response will be to yield to the bear and gradually (but decisively) move the group away from the area. Guides observing any aggressive or unusual bear behavior report to the vessel Captain, who shares the information with the other vessel Captain and other tour operators. If the behavior is extreme senior company officials will report the encounter to the US Forest Service and ADF&G. The Boat Company's management and guides review and adhere to bear safety guidelines, including safe viewing procedures set forth in the Brown Bear Management Strategy:

- Always remain far enough away from the bear so that your presence, if noticed, does not affect the animal's behavior. The distance bears normally react to human presence is typically much greater than people assume. Use binoculars, spotting scopes, or other telescopic lenses to improve your view.
- Bears are wild animals and you are viewing them in a remote area. Be prepared. Review current agency information and brochures on protection and how to deal with close encounters.
- Always select a viewing position that does not make you vulnerable to a surprise approach by a bear.
- Never directly approach a bear.
- Avoid situations where your presence could startle a bear.
- Avoid viewing from obvious bear trails.
- Never allow bears access to human foods.
- There is safety in numbers, stay with your group.
- If seen by a bear, avoid moving. Even minor movements will encourage wary bears to leave.

- Never use a motorized vehicle or boat to try getting close to a bear.
- Never run from an approaching bear; if you move away do it in a slow, deliberate manner.
- Show respect and courtesy to other bear viewers. Conduct your viewing in a way that doesn't detract from their experience. Don't mix booze with bears.
- Think wind, wind, wind. When possible always approach bears, or areas where bears are likely to be, from downwind.
- The best bear viewing is usually in the early morning or evening. Shoreline viewing is usually better during low tides.
- Small groups are less likely to disturb bears and so more likely to have better viewing.
-

Boating Safety

All crew members exercise diligence in keeping themselves and their guests out of harm's way while on shore or out fishing. Routine safety precautions include, at minimum, the following:

Life Jackets

US Coast Guard approved Type 1 Personal Flotation Devices are stowed in each guest's staterooms and in deck lockers on each mother vessel for use in emergencies. More comfortable Type 3 life jackets in a full range of sizes are provided for use during normal off-vessel activities.

Guides and guests must wear life jackets at all times when off-vessel and on-the-water. Guides may substitute float-coats or CO₂-inflatable vests according to preference. Each mother vessel's boarding and disembarking area is the boundary line beyond which life jackets are required. Life jackets may be removed only when a kayak or skiff is safely touching shore, or only when a guide/guest is safely back onboard the mother vessel. Flotation cushions, enough for all guests, are stored on board the mother vessels. These must be placed in skiffs before guests board in order to provide both comfort and additional safety.

Skiff & Kayak Safety

Only USCG licensed guides are authorized to operate skiffs with guests onboard. Guests are not authorized to operate skiffs. Guides shall not load skiffs beyond their fixed capacities of 7 persons total. All skiff passengers must remain seated when operating skiffs at high speed and while landing, docking, or coming alongside. Two types of guest kayaking activities may be provided: near-vessel kayaking, and guided kayaking. Near-vessel kayakers stay within sight of the mother vessel and may be given general instructions on basic paddling safety according to a guest's individual experience. Guests are instructed to signal with a raised-paddle when in need of assistance. A kayak watch shall be maintained at all times on the mother vessel when near-vessel kayaking activities are taking place. Guided kayaking activities, on the other hand, may take place out-of-sight of mother vessels so long as a guide with a hand-held radio is among the paddlers. In all instances when paddlers are out on the water, a skiff shall be tied alongside the mother vessel and kept at-the-ready for dispatch in case of emergency.

Swimming Safety

Swimming is not allowed off mother vessels where the depth of water is often greater than 100 feet. Swimming activities may be provided by first guiding guests to shore in a skiff. Once on shore, shallow-water entry and exit is made possible for swimmers.

Shore & Fishing Excursion Safety Guidelines

Guides must not allow anyone in their shore excursion groups, including themselves, to take unnecessary risks. Steep and slippery terrain can be found nearly anywhere in Southeast Alaska, but vertical drop-offs can and must be avoided. Excessive risk-taking on shore by any crew member may constitute grounds for immediate dismissal. Guests are advised about paralytic shellfish poisoning and do not consume food onshore except for snacks or meals prepared on board the motherships.

Emergency and Evacuation Procedures

Emergency evacuation of one or more individuals in a shore party requires that the party make every effort to return to the mother vessel. If the severity of the emergency prevents returning to the vessel, then the maintenance of VHF communications between the shore party and the mother vessel becomes a priority.

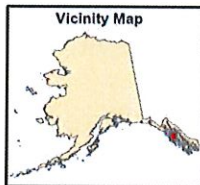
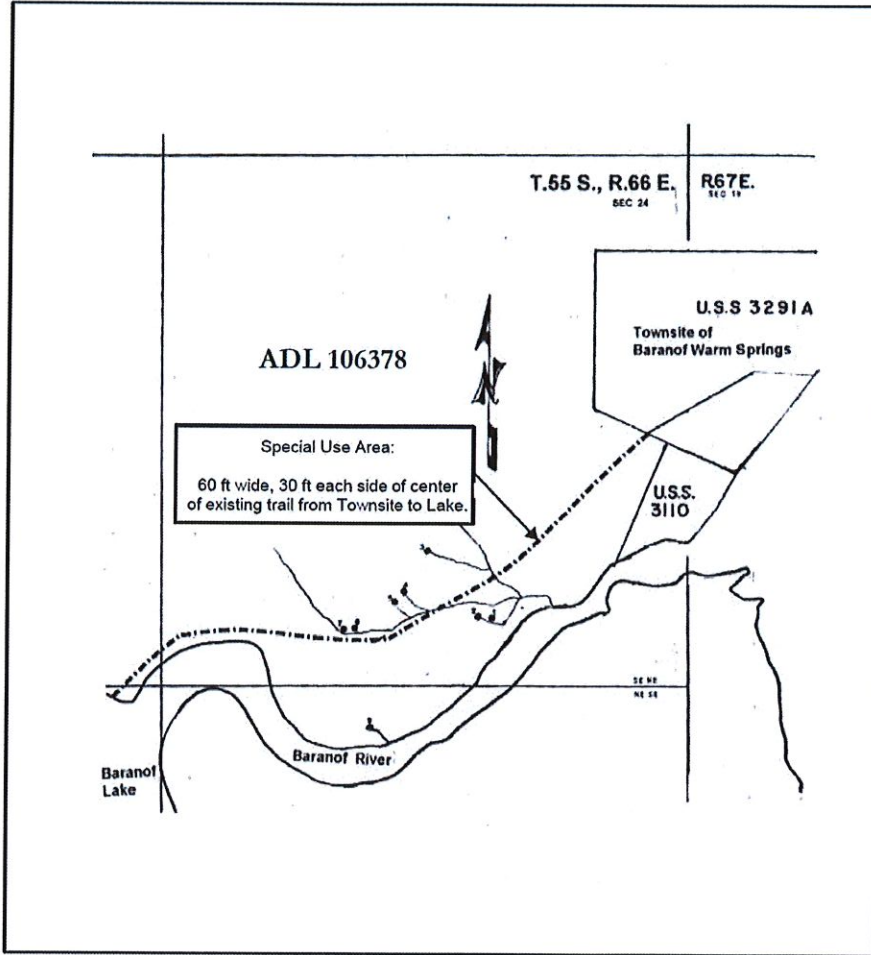
Mother vessels have the communications equipment necessary for mobilizing outside rescue response units or medical assistance at the discretion of the Captain. Should one or more members of a shore party be deemed by the Captain to be in need of outside assistance, action shall be taken similar to that in case of a shipboard evacuation emergency, but with response units being directed to the site on shore by the Captain on board the mother vessel. Immediately upon initiating emergency evacuation procedures of any kind, the Captain shall, as soon as possible, contact senior company officials via sat-phone to report the emergency.

ATTACHMENT C: MAP

the [+] button on the toolbar to zoom in.

Baranof Lake Trail Special Use Area

Authorized: June 26, 1997



Legend

 Baranof Lake Trail



Map Created On October 16, 2002

Alaska Department
of Natural Resources
Division of Mining, Land & Water

I MOVE to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for

Baranof Wilderness Lodge

at Baranof Warm Springs Dock.

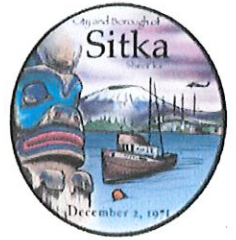
as it has been determined that the use as proposed:

1. Will not pollute or degrade the environment, resources, facilities, or atmosphere of the area; and
2. Will not endanger the public health, safety, and welfare; and
3. Will not significantly interfere with the use and enjoyment of the area by other members of the public.

City and Borough of Sitka

Commercial Use of Lands

ANNUAL PERMIT APPLICATION



APPLICANT INFORMATION:

Today's Date: 3-20-2024

Business Name: Baranof Wilderness Lodge

Commercial Use Location: Baranof Warm Springs - Dock

Contact: [REDACTED]

Phone: [REDACTED]

Address: [REDACTED]

[REDACTED]

Email: [REDACTED]

Application must include the following:

- 1) Non-refundable \$350 (annual application fee \$250 and the minimum client fee \$100).
- 2) Proof of insurance, as required under CBS General Code 23.20.050.
- 3) Description of proposed commercial recreational activities on City and Borough lands.

Description checklist:

- a. Location and explanation of proposed use, including maps.
- b. Description of transportation to site, including mode of transportation and plan for client parking.
- c. Estimate number of participants and/or group size.
- d. Time of desired usage.
- e. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
- f. Training requirements for personnel conducting transport and tour activities.
- g. Schedule of fees/charges to clients and a description of any collection, disbursement, royalty, commission or similar arrangements with other tour brokers, agents or cruise ship companies.
- h. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.

Commercial use regulations:

- i. Permits shall expire on December 31st of each calendar year.
- ii. Permits are valid only for the dates, times, activities and areas specified.
- iii. Permits are not automatically renewable. Issuance of a permit shall not entitle any priority or preferential consideration for subsequent, new, or additional permits for the same area or for related uses.

In accordance with Sitka General Code, Chapter 23.20.040, the minimum fee is \$100, regardless if service adds up to that amount. The current fee for guided tours is \$2.00 per client. The permit holder shall use its best estimate of the number of clients and days they will be guiding per each season. The minimum \$100 client fee is non-refundable, as well as the \$250 annual application fee. All fees are subject to tax.

Estimated # of Clients: 62
 # of Clients X \$2.00: 124 = Total Client Fee

\$250.00 Annual Application Fee
\$100.00 Minimum Client Fee
 + 24⁶⁰ Estimated Client Fee exceeding \$100
 = 374 SUBTOTAL
22⁴⁴ CITY SALES TAX 6%
396.44 TOTAL



Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Sitka.

I certify that I am the registered with CBS Sales Tax Office and have no outstanding judgements to the City and Borough of Sitka.

Signature: [Handwritten Signature]

Date: 3-20-2024

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to publicworks@cityofsitka.org. Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: [Handwritten Signature] Signature 3-26-2024 Date

City & Borough of Sitka
Public Works Department

Renewal Commercial Use Permit No# PR-19-03

1) Description of proposed commercial recreational activities on City and Borough lands.

The daily activities at Baranof Wilderness Lodge are as varied and exciting as any to be found in Alaska. You set the pace and pick the adventures that interest you the most.

During our season we will have guests that chose to spend a day or part of a day hiking to Baranof Lake for a guided fishing trip or canoeing or maybe a soak at our Spa or hot springs. All guest will be transported to the Baranof Dock by BWL certified staff.

The unpressured waters around our lodge offer the most abundant and diverse salt and fresh water fishing available in Alaska. Dozens of spectacular bays, estuaries, fishing streams, and lakes within a shore boat ride or hike from our lodge offer premier angling.

Whether it be salt or fresh water fishing, hiking, up close and personal whale watching, photography, pulling crab or shrimp post, beach combing or kayaking, we have the experienced professional crew to guide you to the adventure of a lifetime.

Our cabin cruisers are available to take you on fishing and sightseeing expeditions beyond the bay or you can explore the protected waters of the bay by kayak or outboard powered skiff. Canoes and boats are conveniently located on nearby lakes that are full of feisty cutthroat trout that explode for dry and wet flies. All top quality salt water tackle and gear is provided. We provide the rods and reels also along with personal fly fishing lessons. Our bays and streams are alive with enough species of sport fish to satisfy the most avid angler. We will cater the expeditions to anglers and wilderness adventure of all persuasion.

The educational platform of Alaska natural history and wilderness values has expanded from the rivers of Western Alaska to our Baranof Wilderness Lodge and base camps in Southeastern Alaska where we host nature intensive weeks, University of SE Alaska Elder hostels, world renowned wildlife photographers, naturalist and cutting edge whale scientists.

BARANOF WILDERNESS LODGE PLANNED ENVIRONMENTAL PROTECTION AND SANITATION

In the field, guides will incorporate "Leave No Trace" methods for all activities including trash disposal and personal waste disposal on the National Forest. Principles and techniques of "Leave No Trace" outdoor behaviors appropriate to Southeast Alaska will be discussed, including low-impact methods of human waste disposal and the "Pack it in - Pack it out" policy. All Trash will be carried out. Guest will be able to use Rest room facilities at our Lodge before departing to their Baranof outing or we also have a full bathroom at our Spa Cabin in the Baranof Townsite.

Other protection plans: Stewardship is a high priority for our company and we continually strive to maintain the resources. We only allow small groups to land on any river system or shoreline landing at a time. We also give mandatory rest days between usage to control our impact on these systems in all areas we use. All guests are informed about their tour on National Forest lands, resources, recreational opportunities, and its special wild places along with a briefing of general safety and bear safety procedures. With per-orientation, our guests are informed about the adventure they have chosen for the day including "pack it in- Pack it Out" policies and orientation of BWL recycle and waste program with the location of proper receptacles. Guests will be fully outfitted with all the proper outdoor gear such as boots and foul weather gear and fitted for waders at the lodge and camp. Sun block and bug repellent and safety glasses for fishing are checked and issue before departure.



BARANOF
WILDERNESS LODGE
ALASKA
www.flyfishalaska.com

BARANOF WILDERNESS LODGE &
BEYOND BOUNDARIES EXPEDITIONS
SAFETY PLAN

BARANOF WILDERNESS LODGE guest safety is our utmost concern. We use only highly skilled and experienced guides well seasoned in Alaskan outback. With emergency communications we will spare no effort in assuring a safe adventure.

EMERGENCY EQUIPMENT: (See attached)
GUIDES PREREQUISITES: (See attached)

1. Every effort will be made to avoid close contact with bears. Firearms will be carried by guides only to provide adequate protection and noise making ability with bears. All guests are briefed on general safety, bear safety procedures and gun safety through pre-trip information, post arrival briefings and before shoreline and stream landings.
2. The hazards of every trip will be made known to every participant. Prospective clients will be screened to insure that they are qualified to make the trip in question.
3. All participants will be given specific instructions concerning boat handling and safety procedures. No one will be permitted to depart until everyone in the party is ready and orientated with a pre-trip safety talk. All members of the group will be accounted for at all times.
4. All members of the party, including the outfitter and employees will wear an approved floatation device when ever they are in the open skiffs & Rafts. All charter boats have labeled easy excess able lockers for storage of Type I life jacket for all passengers on board.
5. A procedure for the evacuation of a seriously injured person will be established, and made known to all employees. Sitka USCG rescue station and Helicopters are near by & are monitored on VHF Channel 16; 24 hour a day. Guest will also be briefed on our Lost and overdue client procedures and emergency and evacuation procedures.
6. If onsite water is to be used, measures will be taken to prevent contamination or pollution of such supplies. Unless tested, water will be treated, pumped through our industrial filter located at the source of our domestic water line. Bottled water & use of portable water filters on outings.
7. Sanitation in food handling is an important safety consideration and will be given continuous attention in the accordance with State & Federal health Codes.
8. Gas or butane stoves will be maintained in accordance will local ordinances and Underwriter's Laboratories standards.
9. All verbal contact with natives and other user groups will be conducted by Head Guide . All guests will be instructed to let the Head Guide handle any conflict with other outfitters or natives. During the pre-trip safety talk the guest will be given instruction and knowledge of the native people, their culture, subsistence uses, and living habits.

FIRE PREVENTION/ SUPPRESSION PLAN

Page 2

*** Baranof Wilderness Lodge and Beyond Boundaries Expeditions staff will have a annual drill and review of the Fire Prevention and suppression Plan pre season.**

- Location of all fire extinguishers at camp, Lodge area and on boats
- Annual inspection and test of all suppression equipment
- Review of All Fire procedure and safety
- Review of lodge fire plan map and staging areas
- Hydro Shed 2" Fire Hose & Nozzle 75 psi (See Attached Photo)
- BWL Shop 1" Fire Hose & Nozzle 75 psi (See Attached Photo)
- Point Cabin 1" Fire Hose & Nozzle 75 psi
- Review of procedure gas tank and lines turn off values
- Review of Float Dock fire cache and equipment location
- Inspection and annual welding of a new Fire pan for Base Camp
All necessary fire equipment on hand. All fires will be staff supervised and set up with use of fire pan only, no rings. All campfires will be dead-out before leaving.
- Review and inspection of Base Camp Fire Cache and suppression equipment
- Guests will be advised of proper disposal of all smoking materials and designated areas. NO SMOKING ON THE DOCK EVER

GUIDES

Prerequisites & Training

A Baranof Wilderness Lodge Guide job is a very demanding job. The work starts with 5:00 morning coffee and doesn't stop until the last dinner dish is washed. Due to Alaska's sometimes adverse climate and conditions, a Baranof Wilderness Lodge Guide must have a positive attitude that will keep a high moral with the guests. To have a broad knowledge of the wildlife, birds, fish and flora of the SE Alaska and other Parks and to have an understanding of their habitats, migration patterns, feeding habits and growth cycles. Along with knowledge of Alaska's natural history our guides must have knowledge of the native people, their culture, subsistence uses, and living habits. Our team constantly demonstrating their knowledge of Tongass National Forest and The Togiak National Wildlife Refuge and by share it with our guests while on tour of these great lands.

A Baranof Wilderness Lodge Guide must exhibit the following skills and character:

- Professionalism
- Strong ethics toward environmental responsibilities
- Outdoor orientation
- Enthusiasm & Self-Motivation
- Creativity
- Reliability in a stressful situation
- Ability to booster group morale during adverse weather
- Accomplished Fly-fisher person
- Gun & fire arm Safety
- Understanding of river hydraulics and strong boating skills
- Knowledge in Swift water rescue
- Polished camping skills
- Excellence at camp cooking

Certification Required for all Vessel Captains

ADF&G Sport Fishing License
State of Alaska ADF&G Guide License
US Coast Guard Captains License
TWIC Card
Pre Employment Drug screen testing
In season Random Drug Testing
First-Aid training or EMT
CPR Certified

EMERGENCY GEAR:

MEDICAL KIT:

| | |
|--------------------------|--|
| Rubber Gloves | Motion sickness tablets and gum |
| mole skin | Adhesive tape |
| antiseptic | Antibacterial Soap |
| betadine | Sun Cream |
| Bee sting kit | Blood-borne pathogen Kit |
| codeine (pain) | thermometer |
| oil of clove (toothache) | Q-tips |
| maalox | plaster splint |
| antacid | butterflies/steri-strips |
| ace bandages | burn ointment |
| kling gauze | safety pins |
| scissors | triangular bandage |
| eye drops | sphygmomanometer |
| oral airways | stethoscope |
| 4X4 toppers | insect repellent |
| 2X2 toppers | insect bite cream |
| band-aids | first-aid book (Medicine for Mountaineering) |
| large compresses | Packet mask |

GUIDE OUTING MEDICAL KIT:

Smaller Basic First Aid Kit of above items are carried by each guide on outings and shore landings, along with Emergency Survival Supplies, safety equipment, Portable VHF radio, GPS and cell Phone.

BASE LODGE ADDITIONAL EMERGENCY GEAR

AED Defibrillator
Extraction Stokes Litter & Back boards & C collars

Commie Tube
O2 tank, airways and masks
160 ft. climbing rope
Jumar Kit (slings, beaners, etc.)
Z-pulley system and harnesses
Emergency Dental Kit
Syringes, sutures, lidocaine
Epinephrine & Epi Pens

Baranof Wilderness Lodge has made a commitment to use only the highest quality equipment available from our custom built camps and Marine gear to our hand-tied flies. All our US Coast Guard licensed Captains and are highly trained professionals. Our charter fleets is 5 STAR rated and inspected by the US Coast Guard.

Page 5

RESCUE KIT AND OTHER EMERGENCY GEAR ON VESSELS:

150 ft. polypropylene rope
60 ft. Throw-bags & USCG Throw Rings
Survival suits
Fire ax and shovel
5 Gallon jug and water filter
The following will be carried in each boat:
fire Extinguishers
Emergency propane stove, food, and shelter
Fire starter
Coast guard approved life vests
GPS units
Life Rafts
Flare Kits

BEAR GUNS:

12 gauge pump shotgun
Cracker shells and whistler loads
44 magnum handgun
Hand held Flare guns

COMMUNICATIONS EQUIPMENT:

Marine Band VHF Radio
VHF Radios on each Vessel (Plus a second hand held back-up VHF Radio)

ELT Transmitter
EPERB on each 24' Charter Vessel
Radar
GPS units on every vessel, plus handheld VHF on Skiffs
Lodge Base VHF radio
Lodge cell Phone (907) 738-3597
Kelp Bay Base Camp phone (907) 738-3599
Boat Cell phones:
Capt Sally 907 738-4555
Capt. Brent 206 225-5165
Capt. Bruce 541 840-2136
Capt. Miles 530 949-4668
Capt. Charlie 218 639-1504

Page 6

PRE-FLOAT SAFETY TALK BEYOND BOUNDARIES EXPEDITIONS

Emergency check off list location and emergency instructions

1. VHF Radio (Primary & Back-up hand held) - emergency use and procedures and proper working and emergency channels (see plaque)
2. Location of portable fire extinguisher to be discharged at the base of the flames of flammable liquids or grease fire. Apply water to fires in combustible solids.
3. Location and procedure of throw able devices **Must be immediately available for use
4. Location of emergency flares, whistles and proper use
5. Location and accessibility of all PFD's, demonstrate how to wear, explain use of light and whistle **Life vest must be worn at all times while underway in open boats and with children under 12 years of age wear life jackets at all times.



'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN
City & Borough of Sitka
Parks & Recreation

"The Resort at Warm Springs Ventures, LLC

Baranof Wilderness Lodge
Beyond Boundaries Expeditions

Michael H. Trotter
P.O. Box 2187
Sitka, AK 99835

907 738-9039
mtrotter@flyfishalaska.com

EMPLOYEE NAMES, QUALIFICATIONS, AND TRAINING FOR ALL GUIDES CONDUCTING TOURS

THE TEAM
BEYOND BOUNDARIES EXPEDITIONS
BARANOF WILDERNESS LODGE
GUIDES AND EXPERIENCE

Our staff and guides are truly talented and fully certified and licensed. We all take great pride in making your vacation the best it can possibly be. They work for us because of their love of fishing and the Alaskan, outdoors. Most of all they enjoy sharing with others.

Brent Schilder
Advanced First Aid, CPR
28 years Alaska guide experience; ADF&G Licensed Guide
USCG six-pack License

Bruce Meek
32 years experience (Oregon, Alaska, California) ADF&G Licensed Guide
68 yrs old
EMT I, CPR certified
Mountain rescue certified
Swift Water Rescue II
Far West Certified Ski Patrol
National Avalanche School
USCG six-pack License

Doug Volk
26 years experience (Oregon, Alaska, California) ADF&G Licensed Guide
58 yrs old
EMT I, CPR certified
Mountain rescue certified
Swift Water Rescue II
Far West Certified Ski Patrol
National Avalanche School
USCG six-pack License

'Baranof Wilderness Lodge"
OUTFITTER/GUIDE OPERATING PLAN

Sally Trotter

20 years experience guide Alaska/3 years New Zealand, ADF&G Licensed Guide

USCG six-pack license

48 years old

Registered Nurse

Antarctica Search & Rescue

New Zealand Safety River Council

Michael Trotter

43 years Guide experience (Alaska, California, Oregon & New Zealand) ADF&G Licensed Guide

65 yrs old

EMT I-D, CPR certified

Mountain Medicine School

National Outdoor- Leadership School

USCG six-pack license since 1989

Far West Certified Professional Ski Patrol

National Avalanche School 1979

Member of American 1984 Ama Dablam Himalayan Expedition

Eagle Scout

Dr. Josh Jones

22 years experience guide (Alaska/Washington) ADF&G Licensed Guide

USCG 100-TON license

40 years old

PHD Scripts Oceanography

Environmental Educator

Captain of the Whale research vessel, ODYSSEY 3 years

SCRIPTS Institute research staff member and student

CPR, Red Cross 1st Aid

Fly Fishing Instructor

Plays the banjo

Cooper Hedgecock

20 years experience guide (Alaska/Washington) ADF&G Licensed Guide

USCG 100-TON license

USCG Engineer & Towing Certificate & License

26 years old

Environmental Educator

CPR, Red Cross 1st Aid

Fly Fishing Instructor

'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN

Page 3

Scott J. Wager

13 years experience (Alaska, California, Oregon, Colorado) ADF&G Licensed Guide

USCG-Six Pack Lic

CPR, Red Cross 1st Aid

Fly Fishing Instructor

Swift water rescue

National Outdoor Leadership School-Colorado

US Army-Airborne infantry school-numerous high achievements awards & Certifications

Miles Burghoff

23 years experience (Alaska, California, & Florida) ADF&G Licensed Guide

USCG-Six Pack Lic

CPR, Red Cross 1st Aid

Fly Fishing Instructor

College National Bass fishing Champion

Bass fishing Champion Tour

DESCRIPTION OF SERVICES PROVIDED TO THE PUBLIC AND ITINERARY FOR THE SEASON

The daily activities at Baranof Wilderness Lodge are as varied and exciting as any to be found in Alaska. You set the pace and pick the adventures that interest you the most.

The unpressured waters around our lodge offer the most abundant and diverse salt and fresh water fishing available in Alaska. Dozens of spectacular bays, estuaries, fishing streams, and lakes with in a short boat ride or hike from our lodge offer premier angling.

Whether it be salt or fresh water fishing, hiking, up close and personal whale watching, photography, pulling crab or shrimp pots, beach combing or kayaking, we have the experienced professional crew to guide you to the adventure of a life time.

Our cabin cruisers are available to take you on fishing and sight seeing expeditions beyond the bay or you can explore the protected waters of the bay by kayak or outboard powered skiff. Canoes and boats are conveniently located on near by lakes that are full of feisty Cutthroat Trout that explode for dry and wet flies.

'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN

Page 4

All top quality salt water tackle and gear is provided. We provide everything; the rods and reels also along with personal fly fishing lessons. Our bays and streams are alive with enough species of sport fish to satisfy the most avid angler. We will cater the expeditions to anglers and wilderness adventure of all persuasion.

Guide Use Area or Specific Location Description

| | |
|---|-----------------------------------|
| LAKES and STREAMS | End of Middle Arm Creek(Kelp Bay) |
| Baranof Lake & River | Clear River |
| Sadie Lake | Bourbon Creek (Middle Arm) |
| Fall Lake | Sitkoh Creek |
| Hidden Falls Lake | Glacial River |
| Sitkoh Lake | Takatz Creek |
| Toad Pond(Kelp Bay) | Creeks & Rivers In: |
| Four Falls Lake | Hood Bay |
| Deep Lake | Chaik Bay |
| Long Lake | White water Bay |
| Kudake Creek | Wilson Cove |
| Saginaw Cr. | Red bluff Bay |
| Elena Bay Creek | Gut Bay Creek |
| Alecks Creek & Lake/Kuiu Island | |
| Ledge Lake-Kuiu Island | |
| Deer & Fawn Lake | |
| No name creek/(Bay North of Red Bluff/South side of Bay/ Sitka District | |
| Kwatahem Stream/ Petersburg District | |
| Lake Eva & Stream/ Sitka District | |

* all above listed areas will be used at random for catch and release sport fishing, hiking, and photography

'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN

Page 6

Our guest group sizes at Baranof Wilderness Lodge will be small in numbers for a lodge operation; 12-14 guests each week in order to minimize the impact and to insure the quality of the experience with only 4-6 guest per site landing.

Stewardship is a high priority for our company and we continually strive to maintain the resources. We only allow small groups to land on any River system or shoreline landing at a time. We also give mandatory rest days between usage to control our impact on these systems in Kelp Bay and Admiralty Island as well as the other areas we use. All guest are informed about their tour on National Forest lands, resources, recreational opportunities and it's special Wild places along with a briefing of general safety and bear safety procedures.

The educational platform of Alaska natural history and wilderness values has expanded from the rivers of Western Alaska to our Baranof Wilderness Lodge and base camps in Southeastern Alaska where we host nature intensive weeks, University of SE Alaska Elderhostles, world renowned Wildlife photographers, naturalist and cutting edge Whale scientist.

CONTRACTED (or "Ancillary") SERVICES

Operating from a remote location; Baranof Wilderness lodge requires guest Transportation to and from our Lodge , camps and Sitka.

Transportation Services used:

WARD AIR
Juneau, Alaska

Alaska Seaplanes

Allen Marine Tours Tour Boat
Sitka, AK 99835

'Baranof Wilderness Lodge'
OUTFITTER/GUIDE OPERATING PLAN

PHYSICAL DESCRIPTION OF BOATS/VEHICLES/PLANES TO BE USE
ADF&G NO# VESSEL NM USCG# YR BLD LGTH

| ADF&G NO# | VESSEL NM | USCG# | YR | BLD | LGTH | |
|-----------|----------------|-----------|------|-----|------|-----------|
| 71122 | BWL #3 | AK3291P | 1998 | | 16 | Lund |
| 68633 | THE IRISH | AK7613N | 1996 | | 20 | Jetcraft |
| 68634 | (LUND/Meek) | AK3729J | 1981 | | 16 | Lund |
| 70103 | BWL #2 | AK1365P | 1996 | | 16 | Lund |
| 63778 | NO PATCH #1 | AK 6510M | 1991 | | 16 | Lowe |
| 65681 | LAROY | AK2019N | 1987 | | 16 | Klamith |
| 53120 | BARANOF | AK4600K | 1985 | | 23 | Olympic |
| 72693 | (PESCADARO II) | AK7381AC | 2001 | | 19 | Alumaweld |
| 30363 | (PARD) | AK4837AA | 2001 | | 24 | Orca |
| 53713 | (KASNYKU) | AK1359K | 1987 | | 24 | Olympic |
| 73007 | (CAZADOR) | AK4941AD | 2002 | | 19 | Alumaweld |
| 72921 | (MUSTANG) | AK5979AC | 2001 | | 16 | Bayrunner |
| 72251 | COMPACT #1 | AK6511P | 1998 | | 12 | |
| 73951 | (WENDY-LOU) | AK6147AE | 2004 | | 19 | Alumaweld |
| | WAHOO | AK6215 AF | 2005 | | 24 | Orca |
| | KIWI | AK9431 AG | 2007 | | 25 | Defiance |
| | MAJESTIC | AK9864 AD | 2001 | | 26 | Precision |

GENERAL SAFETY PLAN

(See attached Safety Plan)

FIRE PREVENTION/ SUPPRESSION PLAN





THERESO-01

AITWALSH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/7/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
AssuredPartners of Oregon, LLC
941 Oak St.
Eugene, OR 97401

CONTACT NAME: Tami Walsh
PHONE (A/C, No, Ext): (541) 687-4799 FAX (A/C, No): (541) 687-4718
E-MAIL ADDRESS: Info.APOregon@assuredpartners.com

INSURED
The Resort at Warm Springs Ventures LLC

INSURER(S) AFFORDING COVERAGE
INSURER A: Philadelphia Indemnity Insurance Company NAIC # 18058
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | X | | PHPK2563219 | 6/10/2023 | 6/10/2024 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included LIQUOR LIABILIT \$ 1,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | PHPK2563219 | 6/10/2023 | 6/10/2024 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | PHUB867196 | 6/10/2023 | 6/10/2024 | EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | | | | |
| A | Inland Marine - Comm | | | PHPK2563219 | 6/10/2023 | 6/10/2024 | Limit of Liability \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Land use permit

CERTIFICATE HOLDER

City of Sitka
100 Lincoln Street
Sitka, AK 99835

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE