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# Parks and Recreation Committee Agenda

Tuesday, May 14, 2024 12:00 PM  
Harrigan Centennial Hall, 330 Harbor Drive

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

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. AGENDA CHANGES**
- IV. APPROVAL OF MINUTES**
  - A. March 12, 2024 and April 9, 2024
- 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**
  - B. Update on Parks and Rec Plan
- VIII. NEW BUSINESS**
  - C. Parking Options for Swan Lake Park
  - D. Commercial Use Permit Applications
    - Alaska Bound Charters
    - Alaska Luxury Tours
    - Alaska Sea Adventures
    - Alaska Wilderness Charters, LLC
    - Beyond The Dock Tours
    - Discovery Journeys
    - Lone Eagle Resorts, Inc. DBA Pybus Point Lodge
    - Sailing Alaska Limited
    - Sitka Bike & Hike LLC
    - Sitka Wild Coast Kayaks
- IX. PERSONS TO BE HEARD** (For items ON or OFF the agenda – not to exceed 3 minutes)
- X. ADJOURNMENT**



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# Parks and Recreation Committee Minutes

Tuesday, March 12, 2024, 12:00 p.m.  
Harrigan Centennial Hall

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

## I. CALL TO ORDER

Chair James Poulson called the meeting to order at approximately 12:05 p.m.

## II. ROLL CALL

Present: James Poulson, Ben Hughey, Rich Krupa, Brandon Marx, and Steve Black

Absent: Rich Krupa (excused), and Katherine Prussian (excused).

Assembly Liaison: Kevin Mosher

Staff Present: Jess Earnshaw, Deputy Clerk, Kevin Knox, Parks and Recreation Coordinator, and Connor Dunlap Buildings, Grounds & Parks Supervisor

Others: None.

## III. AGENDA CHANGES

None.

## IV. APPROVAL OF MINUTES

### A. February 13, 2024

**Hughey moved to approve the February 13, 2023, minutes as written. Motion passed 4-0 by voice vote.**

## V. REPORTS

Chair: None.

Members: None.

City Staff: Kevin Knox, the Parks, and Recreation Coordinator, shared that they launched a new registration and facility management platform and their social media platforms.

He also mentioned their commitment to providing scholarships for those in need.

Connor Dunlap, Supervisor of Buildings, Grounds & Parks, reported on the acquisition of a new discus safety cage and the plan to repair the home play area at Lower field.

Assembly Liaison: None.

Other(s): Ben Hughey of Sitka Trail Works discussed their progress on various trail plans and the idea of water trails.

**VI. PERSONS TO BE HEARD** (For items OFF the agenda - Not to Exceed 3 Minutes)  
None.

**VII. UNFINISHED BUSINESS**

**B. Update on Parks and Rec Plan**

Knox provided an update on the Parks and Rec plan and mentioned that a public engagement event was planned for April 27th.

**VIII. NEW BUSINESS**

**C. Commercial Use Permit Applications**

*Sitka Sunshine Kayaks*

Pat Swanson operator for Sitka Sunshine Kayaks provided an outline of their rental service, with a focus on use and safety concerns. The service plans to have up to 10 kayaks available at Back Beach, with the frequency of use being daily throughout the summer, particularly in the morning and midday. The Committee raised concerns about the busy nature of the area, including boat traffic and wood cutting activities, and the potential impact on kayakers. The operator responded by outlining safety measures such as mandatory swimming skills, a liability waiver, and the consideration of weather conditions before allowing rentals.

**Black moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Sitka Sunshine Kayaks at Back Beach, Herring Cove, Blue Lake, Swan Lake, and Sitka Harbors 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. Motion passed 4-0 by a voice vote.**

*Tongass Treks*

Alaina Brown, owner of Tongass Treks gave an overview of their operation. She mentioned this was her second year operating and most of her bookings were directly booked from their website, not through cruise ships. After a discussion regarding jurisdiction and landownership, it was decided to remove Beaver Lake and add Thimbleberry and Heart Lake to the list.

**Black moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Tongass Treks at Herring Cove, Gavan Hill, Cross Trail, Indian River, Thimbleberry, and Heart Lake 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. Motion passed 4-0 by a voice vote.**

*Sitka Bike & Hike*

**Black moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Sitka Bike & Hike at Cross Trail, Gavan Hill, Thimbleberry, and Herring Cove 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. Motion passed 4-0 by a voice vote.**

**D. Discussions on the FY25 Budget**

E. Review of Facility rates and fees

Knox speaker emphasized the importance of balancing revenue generation with affordability to ensure the program's accessibility. The proposed budget included increased expenses for facility monitoring, instructors, contractors, and supplies due to the program's growth. The speaker also mentioned plans to utilize equipment and facilities at a local high school, and to provide housing for AmeriCorps staff at a dorm over the summer. However, the budget for Blatchley Pool was marked as pending due to late submission and the need for further information from the school district. The Committee expressed their support for the proposed budget. Discussions on the implementation of a new fee structure for the Facility Management Platform, with a focus on administrative and city code compliance. They proposed a flatter rate structure, the application of sales tax on top, and greater transparency. A cancellation policy with a \$10 service charge for refunds requested at least a week in advance was also discussed. Also addressed the operations of the Swan Lake Senior Center, a building owned by the city but managed by a Catholic organization since 1987. They proposed new fees for the use of the Swan Lake Peninsula and clarified that organizations, not individuals, cover fees for athletic fields and players.

F. Update on the Crescent Harbor Restroom project

Jason Hudson, Project Manager for the Public Works Engineering Department, shared that they are preparing a request for proposals (RFP) for design and build services for the project, with the aim to launch it in April. The project, which was currently underfunded, is expected to occur outside of the crew season. Hudson mentioned potential funding sources from a grant for a nearby park's

playground area, which could influence the restroom project's funding. He concluded by soliciting feedback on the project's plan.

**XI. PERSONS TO BE HEARD** (For items on or off the agenda - Not to Exceed 3 Minutes)  
None.

**VIII. ADJOURNMENT**

The next meeting would be on April 9, 2024, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Poulson called the meeting adjourned at 1:05 p.m.

Attest:  
Jess Earnshaw, Deputy Clerk



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# Parks and Recreation Committee Minutes

Tuesday, April 9, 2024, 12:00 p.m.  
Harrigan Centennial Hall

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

## **I. CALL TO ORDER**

Chair James Poulson called the meeting to order at approximately 12:00 p.m.

## **II. ROLL CALL**

Present: James Poulson, Katherine Prussian, Rich Krupa, Brandon Marx, and Steve Black

Absent: Ben Hughey (excused)

Assembly Liaison: Kevin Mosher

Staff Present: Jess Earnshaw, Deputy Clerk, Kevin Knox, Parks and Recreation Coordinator, and Connor Dunlap Buildings, Grounds & Parks Supervisor

Others: None.

## **III. AGENDA CHANGES**

None.

## **IV. APPROVAL OF MINUTES**

None.

## **V. REPORTS**

Chair: None.

Members: Marx praised the successful baseball tournament and acknowledged the efforts of city staff in preparing the grounds.

City Staff: Kevin Knox, Parks, and Recreation Coordinator, told of the summer programs and challenges they faced in securing housing for Summer AmeriCorps Service

Members, with the proposal currently awaiting discussion at the Office of Management and Budget.

Connor Dunlap, Supervisor of Buildings, Grounds & Parks, reported on current projects including the Herring Cove Trail Bridge, potential hiring of temporary groundskeeping staff, and the upcoming Moller Field turf repair project.

Assembly Liaison: None.

Other(s): None.

**VI. PERSONS TO BE HEARD** (For items OFF the agenda - Not to Exceed 3 Minutes)  
Paul Olsen spoke about the issue of increased unauthorized use of areas like Warm Springs Lake in southeast Alaska.

**VII. UNFINISHED BUSINESS**

**B. Update on Parks and Rec Plan**

Knox stated that plan was currently under review with a contractor, including the first public engagement scheduled for April 27<sup>th</sup>. The aim is to provide the public with an opportunity to express their priorities for parks and recreation planning.

**VIII. NEW BUSINESS**

**C. Commercial Use Permit Applications**

*Alaska Sailing Expeditions LLC dba Sound Sailing*

Bridget Kaufman addressed the increasing impact of small cruise ship companies and private yachts on the community. She expressed concerns about the large numbers of visitors, with groups of up to 30 being dropped off multiple times a day, causing issues for the community. Ted Laufenberg raised concerns about the issuance of permits for large groups at Warm Springs, due to issues related to hygiene, crowd management, and potential liability. Dan Evans spoke about the lack of proper facilities and permits at the location, while also highlighting the issue of boats being tied to the dock despite size restrictions.

The Committee discussed the application process, with the specifics in relation to Alaska Sailing.

**Krupa moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Alaska Sailing Expeditions dba Sound Sailing Lake 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. Motion passed by the following vote.**

**Yes: 5 – Marx, Poulsen, Krupa, and Black**

The Boat Company

The Committee discussed the application by the Boat Company for a permit to bring up to 10 people to Warm Springs, expressing concerns about the potential impacts on the unique wilderness experience, safety, and facility management. The Committee expressed the need for better enforcement and requested the administrator to consider their recommendations.

**Marx moved 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 with a restriction to limit the group to five clients, plus a guide 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. Motion passed by the following vote.**

Yes: 4 – Marx, Poulsen, Krupa, and Black  
Prussian did not vote due to internet connection issues.

Baranof Wilderness Lodge

Bridget Kaufman spoke in support.

**Black moved to recommend approval to the administrator for a permit for commercial recreational activity on city and borough lands for Baranof Wilderness Lodge at Cross Trail, Gavan Hill, Thimbleberry, and Herring Cove 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. Motion passed by the following vote.**

Yes: 4 – Black, Poulsen, Krupa, and Marx  
Prussian did not vote due to internet connection issues.

**XI. PERSONS TO BE HEARD** (For items on or off the agenda - Not to Exceed 3 Minutes)

Ted Laufenberg spoke about the \$2 fee. Roberta Bernhardt, Public Works Office Manager explained the process on the Commercial Use of Lands Permits



**VIII. ADJOURNMENT**

The next meeting would be on May 14, 2024, at noon in Harrigan Centennial Hall. Hearing no objection, Chair Poulson called the meeting adjourned at 1:02 p.m.

Attest:  
Jess Earnshaw, Deputy Clerk



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Parks and Recreation Committee

**From:** Michael Harmon, P.E. Municipal Engineer *MH*

**Date:** April 17, 2024

**Subject:** **Parking Options for Swan Lake Park**  
Lake-Hirst and Monastery-Kinkead Road Improvement Project

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### Background

The City and Borough of Sitka will be improving utilities, drainage, sidewalk, and pavement on the streets of Lake, Hirst, Monastery, and Kinkead. We are seeking input on possible changes and additional parking along Swan Lake Park.



## **Analysis**

This project presents a unique opportunity to improve access, safety, and parking at Swan Lake Park. Currently we are planning to add a crosswalk with push activate waring lights and speed radar signs in advance of Swan Lak Park to help reduce speeds.

Attached please refer to three potential options to increase parking immediately adjacent to the Swan Lake Park.

- The first option with three parallel parking stalls likely provides the most beneficial solution balancing safety while maximizing parking.
- The second option of angled parking has the potential for four parking stalls including ADA access but creates significant concerns related to vehicles backing into Lake Street and dramatically shrinks the available green space.
- The third option is an example of dedicated ADA parking similar to the Crescent Harbor Playground that eliminates backing into Lake Street, but also has a much larger footprint decreasing green space.

## **Fiscal Note**

Currently the project does not have funding to include parking improvements at Swan Lake Park. We estimate these improvements to range between \$25,000 and \$35,000 with the standard three parallel parking stalls being the cheapest option.

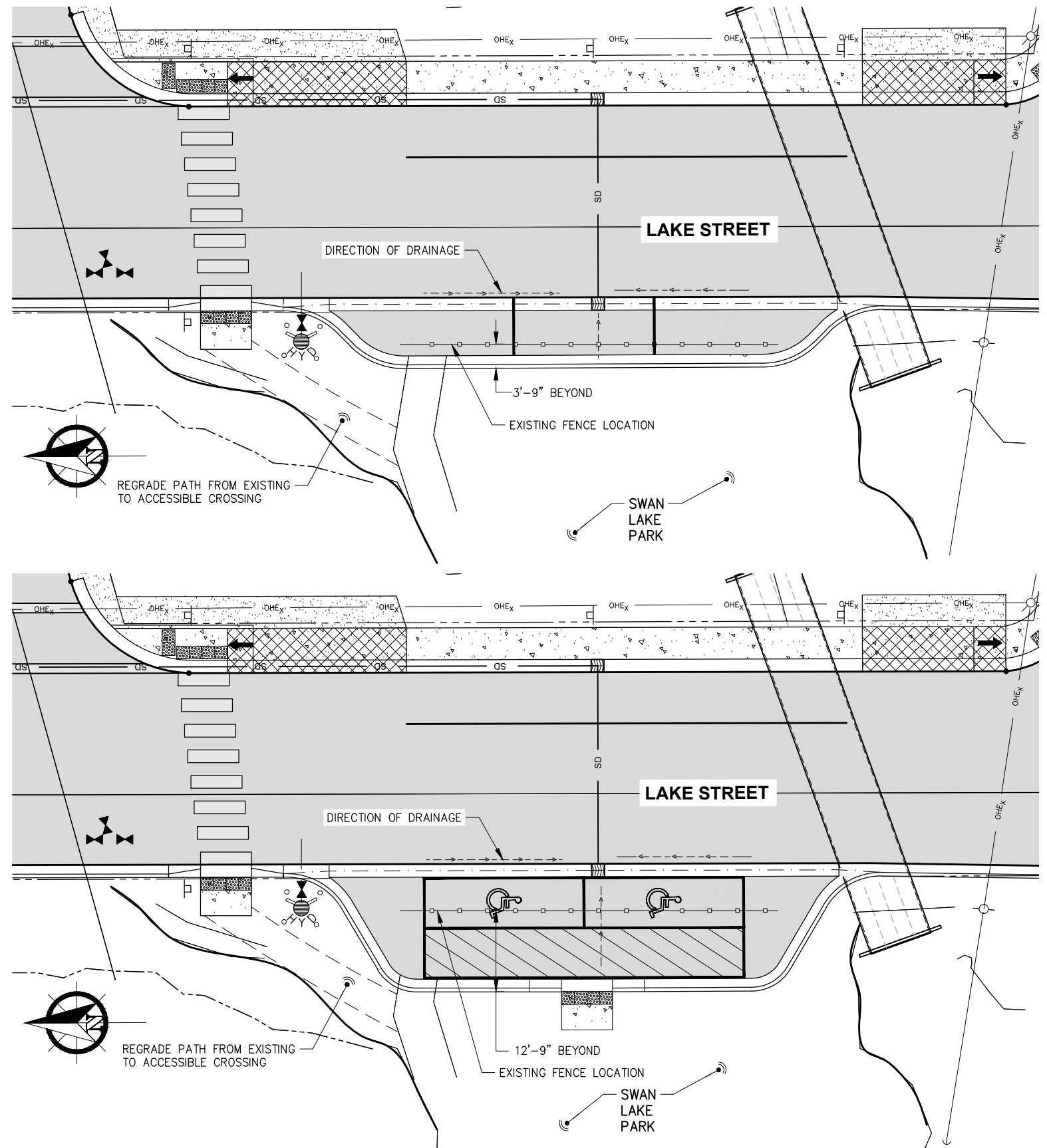
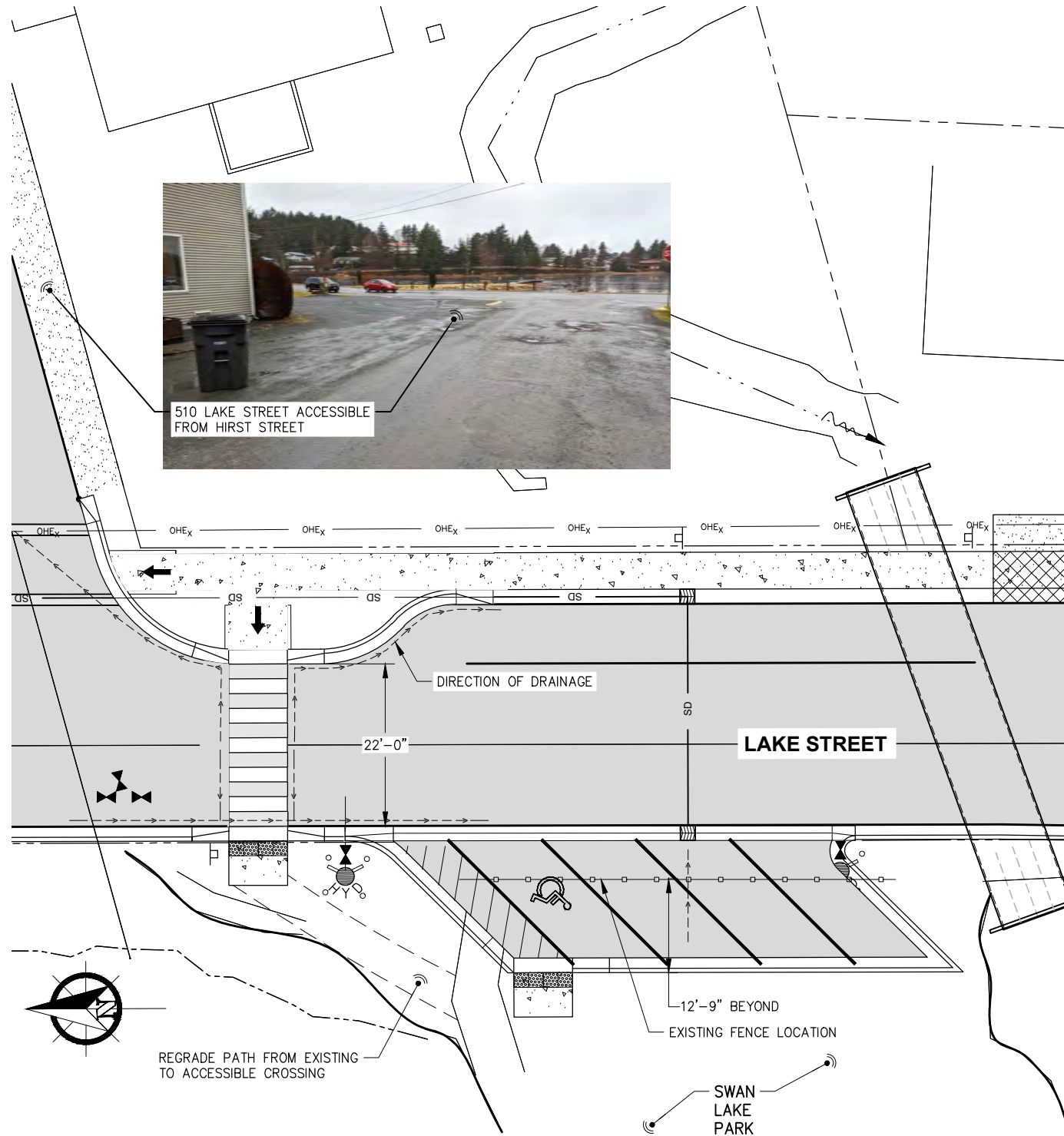
## **Recommendation**

We are seeking feedback if parking is something the Parks and Recreation Committee would prefer to see included in the project before we spend time and funding designing such an option and pursuing any additional funding. If parking is desirable and additional funding is not available, we can include this option as an additive alternate to be completed as funding is available. Hopefully as the project progresses, we may find cost savings that can be used for such additions.

If additional parking is desirable, we recommend the installation of three standard parallel parking stalls which appear to provide the greatest cost benefit value.

Encl: Lake Street Parking Modification Drawings

N:\222XXX\222100 CBS LHM Utility and Street Improvements\G. Drawings\1. Design\1. Civil\Z-Park Layout Options.dwg - Brown - 1/25/2024



City and Borough of Sitka

DEPARTMENT OF PUBLIC WORKS

100 LINCOLN STREET SITKA, ALASKA 99835  
TEL (907) 747-1804 FAX (907) 747-3158

REVISIONS

REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.



9360 Glacier Highway Suite 100  
Juneau, Alaska 99801  
Phone: 907-586-2093  
Fax: 907-586-2099  
www.pndengineers.com

DESIGN: WRB CHECKED: TCB  
DRAWN: WRB APPROVED: \_\_\_\_\_

SCALE: SCALE IN FEET  
0 5 10 FT.

95%  
DESIGN  
REVIEW  
SUBMITTAL

DATE: 01/29/2024

CITY AND BOROUGH OF SITKA, ALASKA  
LAKE-HIRST AND MONASTERY-KINKEAD  
UTILITY AND STREET IMPROVEMENTS  
CBS PROJECT #2023-149

SHEET TITLE:  
LAKE STREET MODIFICATIONS

EX1

PND PROJECT #: 222100 C.A.N. NO.: AECC250

**I MOVE** to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

**Alaska Bound Charters -M/Y Dauntless**

at Baranof Warm Springs

It has been determined 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.

PAID

MAY 02 2024



# City and Borough of Sitka

## Commercial Use of Lands

### ANNUAL PERMIT APPLICATION

**APPLICANT INFORMATION:** Today's Date: 4/17/2024 #17

Business Name: Alaska Bound Charters - M/Y Dauntless

Commercial Use Location: Baranof Warm Springs

Contact: Alisa Jestel

Phone: 9075181272

Address: 1316 N Nordic Dr

Petersburg, AK 99833

Email: info@alaskaboundcharters.com

**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 31<sup>st</sup> 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: 60  
# of Clients X \$2.00: 120.00 = Total Client Fee

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<u>\$250.00</u>	Annual Application Fee
<u>\$100.00</u>	Minimum Client Fee
+	
<u>20.00</u>	Estimated Client Fee exceeding \$100
=	
<u>370.00</u>	SUBTOTAL
<u>22.20</u>	CITY SALES TAX
<u>392.22</u>	TOTAL

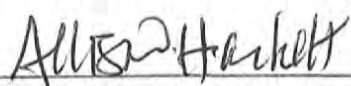
Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's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

Date: 4-24-24

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff:  Signature 4/29/2024 Date

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Sitka Parks and Recreation Committee,

Good afternoon! I am writing you in hopes of receiving a commercial land use permit for my company Alaska Bound Charters owned by Undaunted Yacht Management LLC. We are a small charter operation based out of Petersburg, Alaska. My husband Jim and I are Petersburg residents and have recently started operating charters. We charter our vessel, Dauntless, for 8 day 7 night trips (occasionally we have custom trips that vary in length but that is our typical trip duration). Guests rent the yacht and all the activities aboard Dauntless or via skiff/kayak for an all inclusive weekly amount. Sitka is a little off our beaten path but we do try to make it over there 1-2 times during our summer season and this spring we came over to do some exploration to see if we could incorporate a spring season in Sitka into our schedule. I would love to be able to take our guests to Baranof Warm Springs during our summer season (May-Sept). We typically have 6 or less guests per week and would have 1-2 crew members accompany them. We would typically stop once per week (if the guests have an interest and are fit enough to do the hike). We anchor out and bring guests to shore via our skiff and typically stay for 1-3 hours. Our stops have always occurred between the hours of 9 am-5 pm. Most times it's just a short stop on our way to somewhere else, so a lot of times we aren't even anchoring overnight in the bay.

We would love to be able to add some Sitka spring trips into our calendar starting in 2025 so it would be nice to have access to be able to take guests to Goddard hot springs as well as hike some of the trails around Sitka. Again it would be 6 or less guests with 1-2 guides and where we would go would depend on the weather, interests of the guests and fitness/skill level. We would not have any motorized vehicles and would pack out anything we pack in. Jim and myself are both wilderness first responder trained and all of our guides are first aid certified. We have our first aid kit onboard Dauntless provisioned by a Doctor annually and try to include all the basics to be self sufficient (AED, Splint, Bandages, tourniquet, etc.).

When venturing into the wilderness we always send the guests with a guide that is trained in bear safety as well as versed in proper trail etiquette and local knowledge. We have handheld VHF's as well as satellite GPS devices. Our goal is to showcase this beautiful place we get to call home as well as educate our clients on SE Alaska. We strive to leave no negative impact anywhere we visit and seek to improve the area. Our goal is to always be good stewards of the land.

Thank you for considering Alaska Bound Charters/ M/Y Dauntless for a Sitka Commercial Land Use permit for our upcoming 2024 season! Please do not hesitate to reach out with any questions or if I can provide any clarifying information.

Alisa Jestel & Jim Edgars  
[alaskaboundcharters.com](http://alaskaboundcharters.com)  
907 518 1272





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/22/2024

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).

<b>PRODUCER</b> P-W Insurance Inc. PO Box 529 100 N. Nordic Petersburg AK 99833	<b>CONTACT NAME:</b> Susan Erickson <b>PHONE (A/C, No, Ext):</b> (907) 772-3858 <b>FAX (A/C, No):</b> (907) 802-3225 <b>E-MAIL ADDRESS:</b> susane@p-wins.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> INSURER A: Great Divide Insurance Company
<b>INSURED</b>  Undaunted Yacht Management, LLC, PO Box 1814  Petersburg AK 99833	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

**COVERAGES**                      **CERTIFICATE NUMBER:** CL2442206547                      **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:	Y		GC1399345	05/01/2024	05/01/2025	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	<input type="checkbox"/> AUTOMOBILE LIABILITY  <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ 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	Y / N		N / A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> 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)**

This Certificate is a representation of the named insured's coverage as of the renewal date shown. P-W Insurance, Inc. makes no representation that these coverages comply with or fully satisfy any insurance or indemnity requirement in any contract, written, oral or implied.

**CERTIFICATE HOLDER**

City and Borough 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**

*Susan Erickson*

FW: Sitka land use permit application



Public Works

To Seth A. Charlton

City and Borough of Sitka.pdf 1 MB	Sitka.pdf 18 KB
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Reply Reply All Forward

Thu 5/2/2024 10:14 AM

**From:** Dauntless general <[info@alaskaboundcharters.com](mailto:info@alaskaboundcharters.com)>

**Sent:** Sunday, April 28, 2024 10:46 AM

**To:** Public Works <[publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org)>

**Subject:** Sitka land use permit application

You don't often get email from [info@alaskaboundcharters.com](mailto:info@alaskaboundcharters.com). [Learn why this is important](#)

Good morning,

Attached is a copy of my land use permit application as well as a copy of our insurance. Please let me know if there is anything else you need from me and the best way to pay the fees (we are in Petersburg so I am happy to call in with a payment or mail a check just want to make sure I make the cut off for the upcoming meeting). Thank you!

Alisa Jestel  
Alaska Bound Charters  
M/Y Dauntless  
907 518 1272

Sent from my iPhone

**I MOVE** to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

**Alaska Luxury Tours**

at Baranof Warm Springs

It has been determined 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: 5/7/2024

Business Name: Alaska Luxury Tours

#2024-19

Commercial Use Location: Baranof Warm Springs

Contact: Travis Holt

Address: [REDACTED]

Phone: [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 31<sup>st</sup> 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: 48  
 # of Clients X \$2.00: \$100.00 = Total Client Fee

\$250.00 Annual Application Fee  
\$100.00 Minimum Client Fee

+  
 \$0 Estimated Client Fee exceeding \$100  
 =  
 \$350.00 SUBTOTAL  
 \$21.00 CITY SALES TAX  
 \$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 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: 05/07/2024

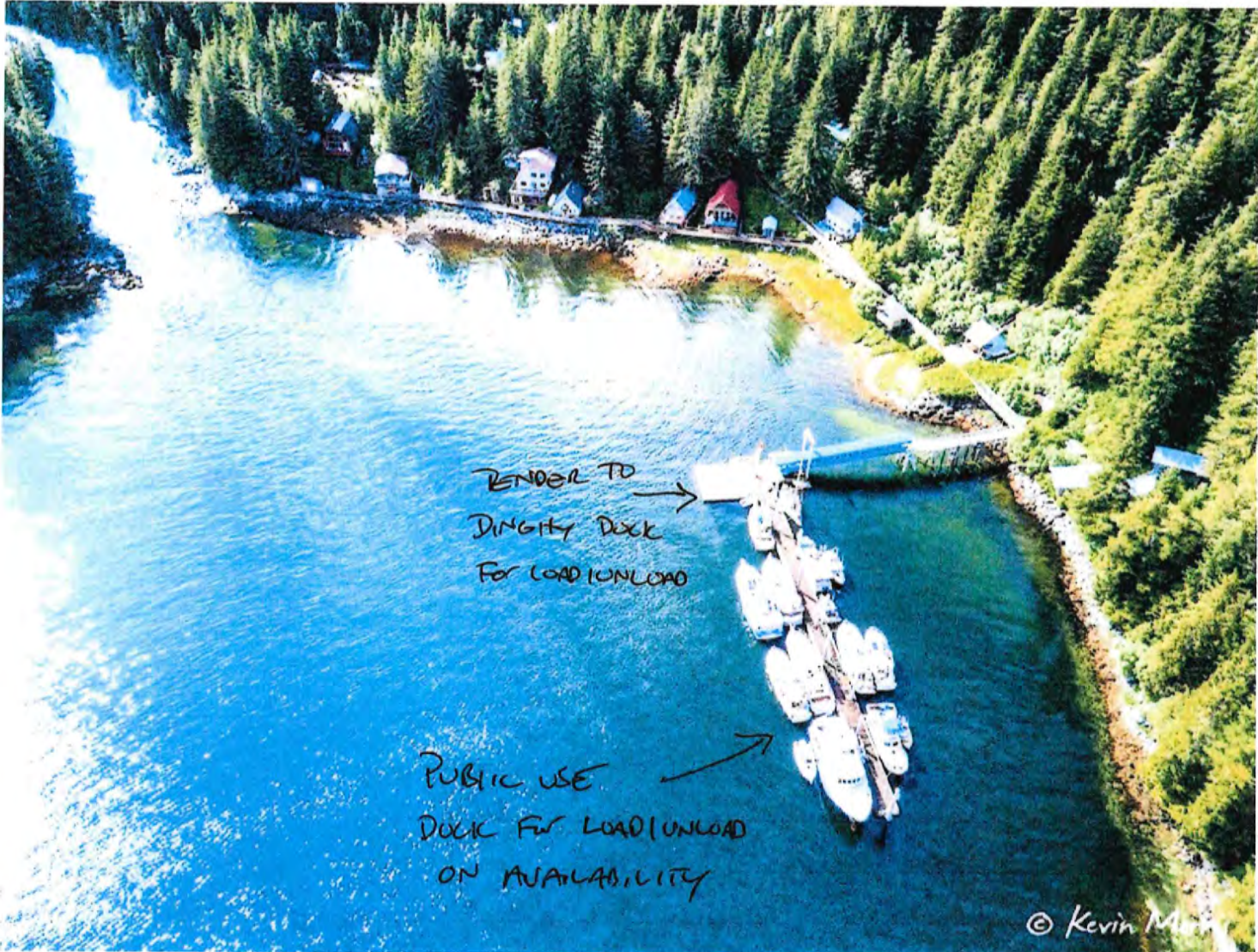
Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: [Handwritten Signature] Signature 5-7-2024 Date

## Commercial Recreational Activities on City and Borough Lands.

Alaska Luxury Tours would like to use the dock at Baranof warm Springs to load and unload guest for a guided hike to the Hot Springs and Alpine Lake

- A) We would propose to use the public use dock to load and unload guests if there is space available for our vessel, If the public use dock is full, we would propose to use the dinghy dock as a drop off and pick up point with our small 11' tender.
- B) We would bring guests on our 58' Riviera yacht and use the public dock to load and unload guests if available. If the public use dock is full, we would anchor our yacht away from the bay so as not to block the view for the residents or the fishing lodge and use our small 11' tender to pick up and drop off guests on the dinghy dock.
- C) Annual total not to exceed 48. We would have small groups of 2 to a maximum of 12 guests. Primarily it will be small groups of mostly 4 guests 4-5 times a year.
- D) We are requesting the permits for May 14th – September 30<sup>th</sup> 2024.
- E) We would use the restrooms on our yacht for our guests. All garbage will be kept on our yacht and hauled out with us. All guests briefing will be done on our yacht prior to disembarkment so as to not create any additional traffic or loitering on the dock or in the community. All emergency evacuation will be done using our yacht and/or tender.
- F) All guides will have CPR & First Aid certifications as well as a USCG licensed captain.
- G) We will not be bringing any cruise ships guests or other tour brokers or agents. We will not be charging clients specifically to come to Baranof Warm Springs. We specialize in small group luxury yacht charters and Baranof Warm Springs would be an occasional stop where we would like to lead a guided hike 4 -5 times a year.
- H) 2015 Riviera 515 SUV. USCG # 1272415. Hull Identification # AU-RIY51009F415. 2018 Walker Bay 11LTE. Hull Identification # US\_EWVGL047C818



BENDER TO  
DINGHY DOCK  
FOR LOAD/UNLOAD

PUBLIC USE  
DOCK FOR LOAD/UNLOAD  
ON AVAILABILITY

© Kevin M...



ALASLUX-01

DBAUER

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**5/7/2024**

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).

<b>PRODUCER</b> Hub International Northwest LLC 301 Seward Street Juneau, AK 99801	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(907) 586-2414</b> <b>FAX (A/C, No): (888) 241-2414</b> E-MAIL ADDRESS:														
<b>INSURED</b>  Alaska Luxury Tours, LLC <div style="background-color: black; width: 100px; height: 20px; margin-top: 5px;"></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : <b>Great Divide Insurance Company</b></td> <td><b>25224</b></td> </tr> <tr> <td>INSURER B : <b>National Indemnity Company</b></td> <td><b>20087</b></td> </tr> <tr> <td>INSURER C : <b>Scottsdale Insurance Company</b></td> <td><b>41297</b></td> </tr> <tr> <td>INSURER D : <b>AmGuard Insurance Company</b></td> <td><b>42390</b></td> </tr> <tr> <td>INSURER E : <b>Great American Insurance Company</b></td> <td><b>16691</b></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : <b>Great Divide Insurance Company</b>	<b>25224</b>	INSURER B : <b>National Indemnity Company</b>	<b>20087</b>	INSURER C : <b>Scottsdale Insurance Company</b>	<b>41297</b>	INSURER D : <b>AmGuard Insurance Company</b>	<b>42390</b>	INSURER E : <b>Great American Insurance Company</b>	<b>16691</b>	INSURER F :	
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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
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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:	<b>X</b>		<b>GC1404592</b>	<b>1/1/2024</b>	<b>1/1/2025</b>	EACH OCCURRENCE \$ <b>2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>2,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>Included</b> Ded per claim \$ <b>500</b>
<b>B</b>	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	<b>X</b>		<b>70APS11405401</b>	<b>10/14/2023</b>	<b>10/14/2024</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<b>C</b>	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$	<b>X</b>		<b>CXS4020787</b>	<b>3/18/2024</b>	<b>1/1/2025</b>	EACH OCCURRENCE \$ <b>4,000,000</b> AGGREGATE \$ <b>4,000,000</b> \$
<b>D</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <span style="float: right;">Y/N <input checked="" type="checkbox"/> Y   <input type="checkbox"/> N/A</span>			<b>R2WC587725</b>	<b>2/1/2024</b>	<b>2/1/2025</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
<b>E</b>	<b>Liability</b>	<b>X</b>		<b>GIV0000967</b>	<b>1/1/2024</b>	<b>1/1/2025</b>	<b>Marine/Watercraft</b> \$ <b>1,000,000</b>
<b>E</b>	<b>Excess</b>			<b>GXS0000015</b>	<b>1/1/2024</b>	<b>1/1/2025</b>	<b>Marine/Watercraft</b> \$ <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Excess Liability policy is issued with a Surplus Lines Broker: SUPERIOR UNDERWRITERS. This is Evidence of Insurance procured and developed under the Alaska Surplus Lines Law A.S. 21.34. It is not covered by the Alaska Insurance Guaranty Association act A.S. 21.80.  
 Excluded from Workers Compensation Coverage: Brent Bitterman, Geoff Chamberlain, Michael Loscavio, Steve Guignon

**M/Y The Luff Boat, M/Y Apex, M/Y Forge, M/Y Opus**

<b>CERTIFICATE HOLDER</b>  City and Borough of Sitka 100 Lincoln Street Sitka, AK 99835	<b>CANCELLATION</b>  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 
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**I MOVE** to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

**Alaska Sea Adventures**

at Baranof Warm Springs

It has been determined 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: 4-16-2024

Business Name: Alaska Sea Adventures

Commercial Use Location: Baranof Warm Springs

Contact: Harley Ethelbah

Address: [REDACTED]

[REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

#13

#### 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.  $\checkmark$
- 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.
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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 = Total Client Fee

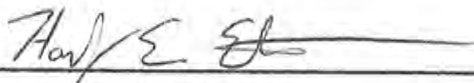
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<u>\$250.00</u>	Annual Application Fee
<u>\$100.00</u>	Minimum Client Fee
+	
<u>350</u>	Estimated Client Fee exceeding \$100
=	
<u>350</u>	SUBTOTAL
<u>21.00</u>	CITY SALES TAX
<u>371.00</u>	TOTAL

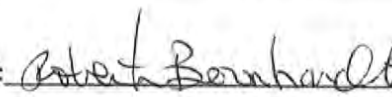


Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's 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:  Date: 4-16-2024

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff:  Signature 4-16-24 Date

## Roberta Bernhardt

---

**From:** Harley Ethelbah <captain@alaskaseaadventures.com>  
**Sent:** Tuesday, April 16, 2024 11:25 AM  
**To:** Amy Ainslie; Public Works  
**Subject:** Alaska Sea Adventures, Baranof Warm Springs use application

You don't often get email from captain@alaskaseaadventures.com. [Learn why this is important](#)

Dear Amy and Roberta,

I was in the office today submitting my use fees and partial application. I just emailed my insurance provider to get insurance set up in place for activities at Baranof Warm Springs.

The rest of my application is in this email. Please pardon my lack of technological skills in providing this.

Description Checklist:

1. The location we would like to use would be Baranof Warm Springs proper. Meaning the boardwalk, natural tubs, and the trail to the lake from Warm Springs proper.
2. We will be transporting guests aboard the M/V Northern Song, an 85 ft. Expedition Yacht. We will be anchoring in Warm Springs Bay and tendering our clients into the dock. Our tender is a small 18 ft Rigid Bottom Inflatable skiff.
3. Our group's size is small. 6 to 8 guests with one to two guides.
4. Our time of usage will be June, July, and August 2024. We do not stop every week as if the weather is good, we do not typically stop in there, we usually stop when the weather is rough or windy and we need to duck in somewhere of interest. Our typical time of day to be there is mid-morning to early afternoon.
5. Our clients use the restroom on the vessel. We pack in and pack out what we bring in (water bottles), which is minimal. No garbage will be left on site. All guides have backpacks for all guest needs. Our Clients are versed in emergency evacuations on board the vessel before departure and before going to the beach. We are very strict about this as we do not want to get a client into a situation where they cannot make it back out from a beach expedition.
6. All guides have CPR training, ASMI cold water training, and Wilderness One training. We are all also versed In AED training and have an AED aboard the vessel. All guides also carry a VHF radio which we stand by on channel 74. We also carry Bear Spray and are versed in Bear Avoidance as we all grew up in SE. Alaska.
7. Alaska Sea Adventures operates solely as Alaska Sea Adventures, we do not have contracts with other vessels or companies. We are small and independently owned. By myself Harley Ethelbah. We also do not charge our clients for this experience other than the cost of the cruise with us aboard the Northern Song.
8. The USCG Documentation number for the Northern Song is, 1036431, Our tender Vessel AK # is AK3438AL

I have a great relationship with a few residents in Warm Springs and have visited there since I was a youth. I know the area well. We treat it with respect as we love it there.

Thank you for reviewing my permit.

Please let me know if there is anything else you may need from me as far as paperwork.

I look forward to hearing from you.

I will be available May 14 for a Zoom meeting, please let me know what time this will be.

Sincerely,

Harley Ethelbah

Alaska Sea Adventures.

10.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/16/2024

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 P-W Insurance Inc. PO Box 529 100 N. Nordic Petersburg, AK 99833	CONTACT NAME: Amy Morrison	
	PHONE (A/C, No, Ext): (907) 772-3858	FAX (A/C, No): (907) 802-3225
E-MAIL ADDRESS: amorrison@p-wins.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Great Divide Insurance Co.		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: 24/25 GL 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			GC1404089	01/23/2024	01/23/2025	EACH OCCURRENCE \$ 1,000,000			
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000			
	GEN'L AGGREGATE LIMIT APPLIES PER:									MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000			
	OTHER:						GENERAL AGGREGATE \$ 2,000,000			
	UMBRELLA LIAB						PRODUCTS - COM/OP AGG \$ Included			
	EXCESS LIAB						\$			
	DED						RETENTION \$			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$			
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						BODILY INJURY (Per person) \$			
							BODILY INJURY (Per accident) \$			
							PROPERTY DAMAGE (Per accident) \$			
							\$			
							EACH OCCURRENCE \$			
							AGGREGATE \$			
							\$			
							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)

As respects the Baranof Warm Springs Permit.

This Certificate is a representation of the named insured's coverage as of the renewal date shown. P-W Insurance, Inc. makes no representation that these coverages comply with or fully satisfy any insurance or indemnity requirement in any contract, written, oral or implied.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
City & Borough of Sitka 100 Lincoln Street  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  <i>[Signature]</i>

**I MOVE** to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

**Alaska Wilderness Charters, LLC**

at Baranof Warm Springs

It has been determined 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: 04/22/2024

Business Name: Alaska Wilderness Charters, LLC

#15

Commercial Use Location: Baranof Warm Springs

Contact: Neil Nickerson

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.
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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: 48  
 # of Clients X \$2.00: 96 = Total Client Fee

<u>\$250.00</u>	Annual Application Fee
<u>\$100.00</u>	Minimum Client Fee
+	
<u>0</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: [Handwritten Signature]

Date: 4/22/2024

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: [Handwritten Signature] Signature 4/23/2024 Date

## Baranof Warm Springs Operating Plan for Alaska Wilderness Charters, LLC

### A. Location of Proposed Use:

- 1) Baranof Warm Springs: Use of trail and warm spring, up to Baranof Lake. See map.



### B. Description of Transportation:

- 1) Clients will arrive in Warm Springs Bay aboard the M/V Glacier Bear, a 95ft yacht, as part of an eight-day charter through SE Alaska. The yacht will anchor in the bay, and clients will be brought to the dock on the 31 ft fishing tender Rod Bender, or a 16ft Lund skiff.

### C. Estimated number of participants:

- 1) For the 2024 season there will be six visits. There are typically 8 clients plus a guide per visit.

### D. Time of Desired Usage:

- 1) June 8 – Sep 4, 2024: Each visit will last from 2-4 hours.

### E. Plans for Restrooms, Litter Control, Emergency Evacuation:

- 1) Each visit is only a few hours so clients should be able to return to the yacht or use the head on the fishing tender.
- 2) All refuse or garbage will be returned to the yacht.

- 3) Guides are trained in first aid, and there are first aid kits on the yacht as well as an AED. The Coast Guard will be notified of any medical emergencies beyond first aid that may require emergency evacuation. A Starlink satellite connection is also onboard the yacht if other, non-life threatening, arrangements are needed, such as chartering a float plane.

F. Training Requirements:

- 1) Guides will be first aid/CPR certified.

G. Schedule of Fees/Charges:

- 1) The visit to Baranof Warm Springs is part of an all-inclusive charter package. There are no specific fees for the visit.

H. Physical Description of Vehicles:

- 1) MV Glacier Bear (Off # 679530): 95 ft white yacht.
- 2) F/V Rod Bender (AK 8512 AB): 31 ft aluminum sport fisher, gray w/blue trim.
- 3) 16 ft aluminum skiff: gray w/blue trim.

## CERTIFICATE OF COMMERCIAL MARINE LIABILITY INSURANCE

<b>PRODUCER:</b> GALLAGHER CHARTER LAKES 3940 Peninsular Drive SE, Ste 100 Grand Rapids, MI 49546-6107	THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
---	---

<b>INSURED:</b> Neil L Nickerson Alaska Wilderness Charters LLC [REDACTED]	<b>COMPANY A AFFORDING COVERAGE:</b> Great American Insurance Company
---	--

**COVERAGES:**  
 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. BY ISSUANCE OF THIS ENDORSEMENT, THE COMPANY DOES NOT WAIVE ITS RIGHT OF SUBROGATION. THE COVERAGE AFFORDED BY THIS ENDORSEMENT SHALL ARISE OUT OF LIABILITY THAT RESTS SOLELY WITH THE INSURED. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES.

Type of Insurance	Policy Number	Policy Effective	Policy Expiration	Limits
PASSENGER VESSEL LIABILITY	GCB0002125	8/1/2023	8/1/2024	1,000,000
LIABILITY DEDUCTIBLE	GCB0002125	8/1/2023	8/1/2024	Not Applicable
MEDICAL PAYMENTS	GCB0002125	8/1/2023	8/1/2024	25,000

**DESCRIPTION:**

1973	95'	Bayacco	366664	Glacier Bear
2014	27'	Bay Weld	EKJ165271914	

**CANCELLATION:**  
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE (10 days for nonpayment of premium) TO THE CERTIFICATE HOLDER NAMED BELOW, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

**ADDITIONAL INSURED:** Form CL-7: Rev 8/19

City and Borough of Sitka  
 100 Lincoln St  
 Sitka, AK 99835

**Authorized Agent:**



**Date:** April 30, 2024

**I MOVE** to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and

Borough of Sitka lands filed by:

**BEYOND THE DOCK TOURS LLC**

at **SITKA SEAWALK AND CROSS TRAIL SYSTEM**

It has been determined 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: 4/24/24

Business Name: Beyond the Dock Tours LLC

Commercial Use Location: Sitka Seawalk and Cross Trail System

Contact: Kealoha Harmon

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 31<sup>st</sup> 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 = 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: *Kealahou Hannon*

Date: 4/14/24

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: *Cateh Bombard* Signature 4-16-24 Date

## **Beyond the Dock Tours - Description of Proposed Commercial Recreational Activities**

### **A. Location and explanation of proposed use, including maps.**

#### **Itinerary and Overview:**

We respectfully acknowledge that we operate on Tlingit Aani, the unceded ancestral homeland of the Tlingit people. We recognize their enduring stewardship of this land since time immemorial. Beyond The Dock Tours is committed to honoring these traditions as a locally-owned Indigenous business.

This guided tour offers visitors a unique opportunity to explore Sitka's natural beauty and cultural heritage while adhering to responsible tourism practices that minimize environmental impact and respect the local community.

- **Small Group Focus:** By limiting group size, we ensure minimal disruption and low impact to designated trails within the City of Sitka Cross Trail system and the Sitka Seawalk.
- **Leave No Trace Principles:** Our guides are trained in Leave No Trace principles to ensure responsible waste management and minimal disturbance to flora and fauna.
- **Educational Focus:** The tour incorporates educational components about Sitka's unique environment and cultural significance, fostering respect and appreciation for the city's resources and maintaining a sense of place.
- **Locally Owned and Operated:** Our company is committed to supporting a healthy local economy by employing local guides and patronizing local businesses throughout the tour.

**Tour Itinerary:** The tour will consist of approximately 1 hour of guided hiking on designated trails within the City of Sitka Cross Trail system or walking tour along the Sitka Seawalk.

- Tour guides will prioritize maintaining a respectful and quiet pace to ensure minimal impact on other trail users.
- Photo opportunities will be incorporated throughout the tour, but time spent at locations will be managed to minimize disruption.

**Total Tour Duration:** Approximately 2.5 hours.



**Specific Locations:** Guided walking/hiking is proposed in the following areas (if pre-approved):

- Sitka Seawalk from the Harrigan Centennial Hall to Sitka National Historic Park
- Trail Head #10 (Cruise Dock Connector) to Gajaa Heen/Starrigavan #11 Trail
- Trail Head #6 S'us' Heen/Cascade Creek

Our tours prioritize low-impact practices by utilizing designated trails and limiting group size. We are committed to responsible tourism that fosters a deep connection with the natural world. We believe in understanding the delicate ecological balance and minimizing our impact, ultimately living in harmony with the land and community that sustains us. This commitment to responsible practices extends to all aspects of our business.

### **Walking Location 1: Sitka Seawalk**

**Route & Focus:** Our walking tour complements existing visitor flow by starting at Harrigan Centennial Hall, a popular drop-off point for cruise ship passengers. We then guide them along Lincoln Street towards Sitka Sound Science Center towards Sitka National Historical Park.

**Enhanced Experience:** Beyond basic directions, our tour provides in-depth cultural and historical insights into this significant area. This fosters a deeper appreciation for Sitka's unique character and heritage, enriching the visitor experience.

**Responsible Tourism:** We encourage responsible tourism practices by educating visitors about maintaining a sense of place. This helps to minimize any negative impacts on this well-frequented area, benefiting both residents and future visitors.



**Walking Location 2:** Trail Head #10 (Cruise Dock Connector) to Gajaa Heen/Starrigavan #11 Trail (as shown on map below)

**Sustainable Access:** To minimize environmental impact and reduce vehicle congestion on Halibut Point Road, our tour begins at Trail Head #10, also known as the Cruise Dock Connector. This convenient trailhead provides easy access to the Sitka Cross Trail system, encouraging a more sustainable exploration of the area for our guests. We would proceed to #11 Gajaa Heen/Starrigavan and then return on the same path.

**Guest Safety & Responsible Exploration:**

- Guests will be informed that venturing off designated trails or approaching wildlife for photographs is strictly prohibited.
- Guides will actively manage guest expectations regarding responsible wildlife photography, emphasizing safe and ethical practices.
- Guides will be cognizant and respectful of other trail users and not allow the tour group to block access for other users.



**Walking Location #3:** Trail Head #6 S’us’ Heen/Cascade Creek

**Waterfall Observation & Ecological Awareness:** The final stop of the guided tour will be the bridge overlooking Cascade Creek (shown at #6 on the above map), offering guests a chance to capture photos of this scenic spot. Guides will discuss the creek’s ecological importance and how the towering hemlocks and Sitka spruce contribute to the interconnectedness of the creek, plants, and surrounding environment. This fosters a deeper understanding of the local ecosystem and appreciation for this unique place.

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

- Guest Transportation: Pick-up and drop-off locations will be offered at the Sitka Cruise Terminal or Harrigan Centennial Hall in Sitka, Alaska.
- Guest transportation will be conducted in a 2017 Chevrolet Suburban with a maximum capacity of 6 passengers. Typical tour groups will be between 2-4 passengers. The vehicle is commercially insured.
- Guides will follow all rules and stipulations of operating on City property, including parking in designated parking areas of trailheads.

**C. Estimate number of participants and/or group size.**

- Guided tours will be completed with small groups with a maximum of 6 guests. The typical group size will be 2-4 guests.

**D. Time of desired usage.**

- The guided tour portion will be approximately 1 hour, conducted in daylight hours only between 8:00 am-4:00 pm and primarily Monday-Friday from May - September 2024.

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

- Guests will be encouraged to use restroom facilities at the Sitka Cruise Terminal or Harrigan Centennial Hall prior to the start of the tour or utilize public restroom facilities downtown designated for cruise ship passengers on days Lincoln St is closed.
- **Leave No Trace:** At the start of the tour, participants will be educated on the importance of respecting the environment by following Leave No Trace principles <http://www.lnt.org/>. Beyond The Dock Tours adheres to these principles and they are critical in Sitka's unique ecosystem.
- All litter will be carried out and disposed of at the owner's expense.
- Guests will be briefed on the full safety and emergency evacuation plan prior to the start of the tour.

**F. Training requirements for personnel conducting transport and tour activities.**

- All guides will have CPR and First Aid Certifications conducted through Sitka CPR (provided through Travis Miller) completed before the start of guided activities.
- Other training completed: AlaskaHost Certification, Leave No Trace 101, Cultural Sensitivity, Mental Health First Aid, and Maintaining a Sense of Place for Tourism Planning.

**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.**

- Beyond the Dock Tours is locally owned and operated. We charge a per person rate of \$79 per person + 6% City of Sitka sales tax for the 2.5-hour tour, which is in line with industry averages. This rate covers the cost of operation, insurance, advertising, and safety equipment. We do not disburse royalties or other commissions to brokers, agents, or cruise ship companies.

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

- 2017 Chevrolet Suburban, AK License #KDH 527

## **Beyond the Dock Tours - City and Borough of Sitka Commercial Use Permit Application**

**Submitted by Kealoha Harmon, Manager and Operator**

**Phone:** [REDACTED]

**Email:** [REDACTED]

**Date:** 4/15/24

### **A. Location and explanation of proposed use, including maps.**

#### **Itinerary and Overview:**

We respectfully acknowledge that we operate on Tlingít Aaní, the unceded ancestral homeland of the Tlingit people. We recognize their enduring stewardship of this land since time immemorial. Beyond The Dock Tours is committed to honoring these traditions as a locally-owned Indigenous business.

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- Guests will be briefed on the full safety and emergency evacuation plan prior to the start of the tour.

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- Other training completed: AlaskaHost Certification, Leave No Trace 101, Cultural Sensitivity, Mental Health First Aid, and Maintaining a Sense of Place for Tourism Planning.

**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.**

- Beyond the Dock Tours is locally owned and operated. We charge a per person rate of \$79 per person + 6% City of Sitka sales tax for the 2.5-hour tour, which is in line with industry averages. This rate covers the cost of operation, insurance, advertising, and safety equipment. We do not disburse royalties or other commissions to brokers, agents, or cruise ship companies.

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

- 2017 Chevrolet Suburban, AK License #KDH 527

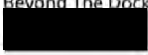


# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/14/2024

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).

<b>PRODUCER</b> Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (855) 222-5919		<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b> support@nextinsurance.com		
<b>INSURED</b> Beyond The Dock Tours LLC 	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> State National Insurance Company, Inc.		12831
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		

**COVERAGES**                      **CERTIFICATE NUMBER:** 668094834                      **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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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		NXT9D4JDH4-00-GL	03/06/2024	03/06/2025	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$15,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMP/OP AGG \$2,000,000.00 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> 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)**

The Certificate Holder is City and Borough of Sitka. This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the Insured, and are subject to policy terms and conditions.

<b>CERTIFICATE HOLDER</b> City and Borough of Sitka 100 Lincoln St Sitka, AK 99835	<b>LIVE CERTIFICATE</b> 	<b>CANCELLATION</b> 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 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**04/11/2024 6:17 PM**

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 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).

<b>PRODUCER</b> <b>Budget Insurance Inc</b> <b>3090 Douglas Hwy</b> <b>Juneau, AK 99801</b>	<b>CONTACT NAME:</b> <b>GSU Insurance Services, a Division of Groninger &amp;</b> <b>PHONE (A/C. No. Ext):</b> <b>4256435200</b> <b>FAC (A/C. No.):</b> <b>E-MAIL ADDRESS:</b> INSURER(S) AFFORDING COVERAGE: _____      NAIC #: _____
<b>INSURED</b> <b>BEYOND THE DOCK TOURS LLC</b> <div style="background-color: black; width: 100px; height: 20px; margin-top: 5px;"></div>	<b>INSURER A:</b> <b>COLUMBIA INSURANCE COMPANY</b> <b>27812</b> <b>INSURER B:</b> _____ <b>INSURER C:</b> _____ <b>INSURER D:</b> _____ <b>INSURER E:</b> _____ <b>INSURER F:</b> _____

**COVERAGES**      **CERTIFICATE NUMBER:** **9,208**      **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
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-J ECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ _____ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ _____ MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ _____ GENERAL AGGREGATE \$ _____ PRODUCTS - COMPI/OP AGG \$ _____ \$ _____
<b>A</b>	<b>AUTOMOBILE AUTHORITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		<b>Y</b>	<b>71APR424422</b>	<b>03/25/2024 12:01 AM</b>	<b>09/25/2024 12:01 AM</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per Person) \$ <b>N/A</b> BODILY INJURY (Per accident) \$ <b>N/A</b> PROPERTY DAMAGE (Per accident) \$ <b>N/A</b>
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LAB</b> <input type="checkbox"/> CLAIMS-MADE DED: _____      RETENTION \$ _____						EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	<b>N/A</b>					WC STATUTORY LIMITS      OTH-ER E. L. EACH ACCIDENT \$ _____ E. L. DISEASE - EA EMPLOYEE \$ _____ E. L. DISEASE - POLICY LIMIT \$ _____ \$ _____ \$ _____

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**Certificate Holder is named as Additional Insured on this policy.**

Year, Make, Model, VIN	Collision	Comp or Spec. Caus.	Stated Amount	Phys. Dam. Deductible	In-Tow Limit	Cargo Limit
<b>2017 CHEVROLET SUBURBAN 1GNSKJKC1HR127466</b>	<b>Covered</b>	<b>C</b>	<b>30,830</b>	<b>1000/1000</b>	<b>N/A</b>	<b>N/A</b>

<b>CERTIFICATE HOLDER</b> <b>CITY &amp; BOROUGH OF SITKA</b> <b>100 LINCOLN ST</b> <b>SITKA, AK 99835</b>	<b>CANCELLATION</b> 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 <div style="text-align: right; font-family: cursive; font-size: 1.2em; margin-top: 10px;"> </div>
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**I MOVE** to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

**Discovery Journeys**

at Baranof Warm Springs Dock and Trails

It has been determined 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: 04-17-2024

Business Name: Discovery Journeys

#16

Commercial Use Location: Baranof Warm Springs dock & trails

Contact: Ben Swanson

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 31<sup>st</sup> 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 = Total Client Fee

\$250.00 Annual Application Fee

\$100.00 Minimum Client Fee

+

0 Estimated Client Fee exceeding \$100

=

\$350 SUBTOTAL

\$21 CITY SALES TAX

371- 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: 4-17-24

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: [Handwritten Signature] Signature 4-23-2024 Date

Insurance Company: Great American Insurance Company  
 Administered by: Gallagher Charter Lakes



Policy Number: GCB0002512

This policy will take effect on: 11/5/2023 and will end on: 11/5/2024  
 beginning and ending at 12:01 am EST.

**COMMERCIAL MARINE INSURANCE – Policy Declarations Page**

Renewal:

Named Insured Under This Policy:

Agency Name & Address:

John B Swanson dba Discovery Journeys [Redacted]	GALLAGHER CHARTER LAKES 3940 Peninsular Drive SE, Ste 100 Grand Rapids, MI 49546-6107
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Insured Property:

Name	Year	Length	Make	Model	Hull ID #
Discovery	1931	87	Callis Designed Fantail	Custom Motoryacht	231097

Insured Dinghy(s):

Year	Length	Make	Serial #
1981	13	Boston Whaler	BWCH2691M81D
1979	13	Boston Whaler	BWCE241778L

Insured Trailer(s):

Year	Make	Serial #

This declarations page and any endorsements are to be inserted in and form part of your policy. If a change effective date appears at the top of the declarations, then this declarations page replaces any previous declarations on that date. This policy provides only the insurance for which a specific premium charge is indicated below, or which is indicated as included without specific charge either below, in your policy, or as indicated by endorsement.

Parts	Coverages	Amount of Insurance	Elected Deductible	Premium	Endorsements
A	Physical Damage-Agreed Value	500,000	30,000	\$10,392.00	Additional Insured Add'l Passenger Warranty (12) Alaska Amendatory Capt. & Crew Limitation (4) Disappearing Deductible Deletion Night Watchman Warranty Kayaking/Shoreside w/ Main Vessel (4)
B	Liability Coverage	1,000,000	2,500	\$2,867.00	
C	Medical Payments	10,000	0	Included	
B	Pollution Liability	1,000,000	2,500	Included	
G	Personal Property	2,500	250	Included	
D	Uninsured Boater	100,000	5,000	Included	
A	Tender	8,000	250	\$160.00	
A	Towing	2,500	0	Included	
E	FL & HWCI	Included	0	Included	
	Endorsements/Charges	0	0	\$3,500.00	
Unit Premium:				\$15,919.00	

Loss Payee: We will make payment for part A physical damage to the Insured and:

Navigation Limits:

Warranted confined to the Puget Sound and its navigable tributary waters, not west of Cape Flattery WA. Navigation to also include the near coastal waters & navigable tributaries of British Columbia not to exceed 20 miles offshore, and the inside waters of SE Alaska from Dixon entrance to Skagway, AK.

Layup Warranty: 12 Month Navigation

The insured vessel will be principally moored or berthed at:

Juneau IVF Float, Juneau, AK 99801

Countersigned 10/12/2023, at Grand Rapids, MI by:

, Agent.

May 1, 2024

John B Swanson  
dba Discovery Journeys



Re: **Vessel:** 1931 87' Callis Designed Fantail  
**Policy No.:** GCB0002512

Dear Captain Ben:

This endorsement **adds City and Borough of Sitka, AK as an Additional Insured on the policy effective 04/30/2023**. Please attach this paperwork to your current policy.

At Charter Lakes we strive to continually exceed your insurance needs, and provide you with quality service that you can depend on. As your needs change, we will be happy to help you evaluate those needs and offer you the services that will help you achieve your new goals. If you have any questions regarding this endorsement, please feel free to contact our office at 800-879-2248. The Customer Service Team is ready to serve you. Thank you again for choosing Charter Lakes as your marine insurance specialist.

Sincerely,

**Brandon Burnis**  
Gallagher Charter Lakes





**Great American Insurance Company**

**ADDITIONAL INSURED**

This endorsement forms a part of:

Policy Sym. and No.:	GCB0002512
Issued To:	John B Swanson
Effective on and after:	11/5/2023 to 11/5/2024
Agent:	Gallagher Charter Lakes

Liability Limit: \$ 1,000,000

It is hereby mutually understood and agreed that under **PART B: LIABILITY COVERAGE** of this policy,

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United States Forest Service, AK  
United States of America, National Park Service, AK  
All Aboard Yacht Charters, PO Box 436, Union, WA, 98592  
Northern Southeast Regional Aquaculture Association, Inc., 1308 Sawmill Creek Rd, Sitka, AK, 99835  
Alaska Department of Fish and Game, PO Box 115526, Juneau, AK, 99811-5526  
NSRAA - Hidden Falls, 1308 Sawmill Creek Rd, Sitka, AK, 99835  
City and Borough of Sitka, 100 Lincoln St, Sitka, AK, 99835

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is an additional insured on this policy, but only as their interest may appear in the vessel described herein and for the liability arising out of the negligence of the insured, per the terms and conditions of the policy. It is further agreed that the additional insured is named as such for the purpose of bodily injury and property damage liability in connection with the insured's ownership, operation and maintenance of the Insured Vessel(s).

By issuance of this endorsement, the company does not waive its right of subrogation. The coverage afforded by this endorsement shall arise out of liability that rests solely with the insured. In the event of non-renewal or cancellation of this policy, the additional insured shown above shall receive ten (10) days written notice or per state statutes as required, whichever is longer, prior to any such termination from the company.

All other terms and conditions remain unchanged.

GALLAGHER CHARTER LAKES  
3940 Peninsular Drive SE, Ste 100  
Grand Rapids, MI 49546-6107

Form CL-7: Rev 8/19

## CERTIFICATE OF COMMERCIAL MARINE LIABILITY INSURANCE

<b>PRODUCER:</b> GALLAGHER CHARTER LAKES 3940 Peninsular Drive SE, Ste 100 Grand Rapids, MI 49546-6107	THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
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<b>INSURED:</b> John B Swanson dba Discovery Journeys <div style="background-color: black; width: 200px; height: 20px; margin-top: 5px;"></div>	<b>COMPANY A AFFORDING COVERAGE:</b> Great American Insurance Company
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**COVERAGES:**  
 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. BY ISSUANCE OF THIS ENDORSEMENT, THE COMPANY DOES NOT WAIVE ITS RIGHT OF SUBROGATION. THE COVERAGE AFFORDED BY THIS ENDORSEMENT SHALL ARISE OUT OF LIABILITY THAT RESTS SOLELY WITH THE INSURED. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES.

Type of Insurance	Policy Number	Policy Effective	Policy Expiration	Limits
PASSENGER VESSEL LIABILITY	GCB0002512	11/5/2023	11/5/2024	1,000,000
LIABILITY DEDUCTIBLE	GCB0002512	11/5/2023	11/5/2024	Not Applicable
MEDICAL PAYMENTS	GCB0002512	11/5/2023	11/5/2024	10,000

**DESCRIPTION:**

<b>1931</b>	<b>87'</b>	<b>Callis Designed Fantail</b>	<b>231097</b>	<b>Discovery</b>
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**CANCELLATION:**  
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE (10 days for nonpayment of premium) TO THE CERTIFICATE HOLDER NAMED BELOW, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

**ADDITIONAL INSURED: Form CL-7: Rev 8/19**

City and Borough of Sitka  
 100 Lincoln St  
 Sitka, AK 99835

<b>Authorized Agent:</b>		<b>Date: May 1, 2024</b>
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**I MOVE** to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

**Lone Eagle Resorts, Inc. DBA Pybus Point Lodge**

at Baranof Warm Springs Dock & Trail

It has been determined 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 # 14

#### APPLICANT INFORMATION:

Today's Date: April 17, 2024

Business Name: Lone Eagle Resorts, Inc., DBA - Pybus Point Lodge

Commercial Use Location: Baranof Warm Springs: Dock & Trail

Contact: Darryl Bosshardt

Address: [REDACTED]

Phone: [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 31<sup>st</sup> 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: 200  
# of Clients X \$2.00: \$400.00 = Total Client Fee

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<u>\$250.00</u>	Annual Application Fee
<u>\$100.00</u>	Minimum Client Fee
+	
<u>\$300.00</u>	Estimated Client Fee exceeding \$100
=	
<u>\$750.00</u>	SUBTOTAL
<u>\$45.00 (@6%)</u>	CITY SALES TAX
<u>\$795.00</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: *David Bernhard*

Date: 4/17/2024

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: *Robert Bernhard* Signature 4/17/2024 Date



April 17, 2024

**SUBJECT: Description of Intended Commercial use of Baranof Warm Springs**

To Whom It May Concern:

Lone Eagle Resorts, Inc., DBA "Pybus Point Lodge", located in Pybus Bay on Admiralty Island, provides an "All-Inclusive" 4-day stay for our lodge guests. As part of this "all-inclusive" stay, some of our guests request a visit to the Baranof Warm Spring.

We have 8 fishing vessels available each day that provide fishing and adventure opportunities for our lodge guests. Generally, there are 4-8 guests and 1 or 2 crew members on each vessel. There are some 4-day trips where none of our guests want to visit the Warm Springs. On other trips we might have several vessels with guests that are interested. When we have multiple groups that are interested in visiting the Warm Springs during their 4-day stay, we try to space them out so only 1 or 2 of our vessels visit per day. Because of the distance from Pybus Bay to the Baranof Warm Springs, we try to plan visits to the Warm Springs to arrive before 9:30 or 10:00 am.

Our fishing vessels will either dock and then remain at the dock while our guests hike to the lake and/or visit the Warm Springs, and/or will drop guests off at the dock and then go fishing and/or anchor in the bay and wait for our guests to return if the docks are crowded/full. The length of the visit to the Warm Springs will generally be 2 hours or less. All dock usage fees will be paid accordingly.

We also occasionally have guests that request to visit the Warm Springs via our seaplane (Beaver). This is much less frequent, maybe 6-10 times during the season. There would typically be 2-4 guests and a pilot if our seaplane visits the Warm Springs. If/when a guest(s) requests to visit the Warm Springs via seaplane, our seaplane will typically land at the lake above the Warm Springs, weather and shore space permitting. If weather or shore space doesn't allow for a lake landing, the seaplane would dock at the seaplane dock as Plan B to let guests off. All dock usage fees will be paid accordingly.

Please accept our included "Commercial Use of Lands Application". The Description of Proposed Commercial and Recreational Activities, Vehicle List, and Proof of Insurance are also attached.

If you have any additional questions, please feel free to contact me anytime.

Thanks for your consideration.

Darryl Bosshardt

General Manager  




## **2024 Baranof Warm Springs Description Checklist – Pybus Point Lodge**

- A. Location and explanation of proposed use, including maps.
  - a. Baranof Warm Spring: Dock, Hike Trail, and Hot Springs
  - b. See above cover letter for more detailed explanation of proposed use.
- B. Description of transportation to site, including mode of transportation and plan for client parking.
  - a. Our lodge has 8 fishing boats ranging in length from 33' to 40', as well as a seaplane (Beaver). The fishing vessels will either dock at the dock and/or drop guests off at the dock and then go fishing and/or anchor in the bay and wait for our guests to return. The seaplane will typically land at the lake above the Warm Springs weather and shore space permitting. In the event the lake is not an option, the seaplane would utilize the seaplane dock as a Plan B. All dock usage fees will be paid accordingly.
- C. Estimate number of participants and/or group size.
  - a. Generally, 6-8 per group.
- D. Time of desired usage.
  - a. Periodically throughout the summer between June 2 and September 12. Generally arriving in the morning (before 10:00 am) for an approximate 2-hour visit.
- E. Plans for restroom accommodations, litter control, emergency evacuation, & clientele safety briefing.
  - a. As part of our general USCG safety briefing for all guests, we also include "Leave No Trace" training. As a USFS Use Permit Holder, this is part of the training for all lodge guests.
  - b. All of our fishing vessels have nice restrooms. We will pack out all our own trash, as well as removing any additional litter we find along the way.
- F. Training requirements for personnel conducting transport and tour activities.
  - a. USCG Boat Captain Certification and/or First Aid, CPR and AED Training, and with "Leave No Trace" training.
- 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.
  - a. We do not charge our guests any additional fees to take them to the Baranof Warm Springs. It is just one location we offer to take them to, at their request, as part of their "all-inclusive" stay at Pybus Point Lodge. No commissions or agents involved.
- H. Physical descriptions and license numbers of each vehicle to be used in proposed commercial activity.
  - a. As noted above, we have 8 fishing vessels and one seaplane. The complete vehicle listing is on the following page:



## 2024 Baranof Warm Springs – Pybus Point Lodge Commercial Vehicles

- Fishing Vessel
  - Description: 33' Wooldridge Fishing Vessel, Silver with Blue Stripe
  - Registration: AK 1276AW
  - Name: Kootznoowoo
- Fishing Vessel
  - Description: 33' Wooldridge Fishing Vessel, Silver with Blue Stripe
  - Registration: AK 1275AW
  - Name: Chinook
- Fishing Vessel
  - Description: 33' Wooldridge Fishing Vessel, Silver with Blue Stripe
  - Registration: AK 1361AV
  - Name: Arrluk
- Fishing Vessel
  - Description: 33' Wooldridge Fishing Vessel, Silver with Blue Stripe
  - Registration: AK 4833AU
  - Name: Nanuuk
- Fishing Vessel
  - Description: 33' Wooldridge Fishing Vessel, Silver with Blue Stripe
  - Registration: AK 8913AU
  - Name: Daak
- Fishing Vessel
  - Description: 36' ACI Fishing Vessel, Silver with Blue Stripe
  - Registration: USCG 1303965
  - Name: Chilkat
- Fishing Vessel
  - Description: 40' ACI Fishing Vessel, Silver with Blue Stripe
  - Registration: USCG 1325551
  - Name: Windfall
- Fishing Vessel
  - Description: 40' ACI Fishing Vessel, Silver with Blue Stripe
  - Registration: USCG 1325552
  - Name: Fanshaw
- Seaplane
  - Description: de Havilland Beaver on Floats, White with Blue and Red Stripe
  - Registration: N590DB






# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/23/2024

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).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 6967 S River Gate Drive, Suite 200 Midvale UT 84047	<b>CONTACT NAME:</b> Janet Frey <b>PHONE (A/C No, Ext):</b> 801-924-1400 <b>E-MAIL ADDRESS:</b> janet_frey@ajg.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Lone Eagle Resorts, Inc 	License#: BR-724491 LOANEAG-01	<b>NAIC #</b> INSURER A : Crum & Forster Specialty Insurance Co 44520 INSURER B : Berkshire Hathaway Homestate Insurance Company 20044 INSURER C : Columbia Casualty Company 31127 INSURER D : Alaska National Insurance Company 38733 INSURER E : INSURER F :

**COVERAGES**

CERTIFICATE NUMBER: 1189039505

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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			GLO-097257	5/17/2023	5/17/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			02APM029680-02	5/23/2023	5/23/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			7034006443	5/17/2023	5/17/2024	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000 \$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	23EWW72690	5/13/2023	5/13/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

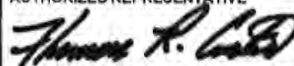
Subject to policy terms &amp; conditions.

The City and Borough of Sitka are being added as additional insureds per written contract.

**CERTIFICATE HOLDER****CANCELLATION**
 City and Borough of Sitka  
 Public Works Dept  
 100 Lincoln Street  
 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



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Darryl Bosshardt <darryl@pybus.com>

**Fw: Proof of Insurance for Lone Eagle Resorts, Inc**

1 message

Nicole Munns <nicolemunns@bestvinyl.com>  
To: Darryl Bosshardt <darryl@pybus.com>

Tue, Apr 23, 2024 at 2:02 PM

It says cancelled because it's in the process of being renewed, but it is current.

Thanks,

Nicole



NICOLE MUNNS

Accounts Payable  
365-444-7377  
nicolemunns@bestvinyl.com

**From:** Arthur J. Gallagher Risk Management Services, LLC <mail-server@csr24.email>  
**Sent:** Tuesday, April 23, 2024 1:50 PM  
**To:** Nicole Munns <nicolemunns@bestvinyl.com>  
**Subject:** Proof of Insurance for Lone Eagle Resorts, Inc

Hi Nicole,  
Here is the revised boat COI for Sitka. I can't add the 30 day notice because we don't have 30 days left on this contract, but I will have it added on the renewal quotes.  
Janet  
Gallagher ins

Certificate.pdf  
529K



## **2024 Baranof Warm Springs – Pybus Point Lodge Commercial Vehicles**

- Fishing Vessel
  - Description: 33' Wooldridge Fishing Vessel, Silver with Blue Stripe
  - Registration: AK 1276AW
  - Name: Kootznoowoo
- Fishing Vessel
  - Description: 33' Wooldridge Fishing Vessel, Silver with Blue Stripe
  - Registration: AK 1275AW
  - Name: Chinook
- Fishing Vessel
  - Description: 33' Wooldridge Fishing Vessel, Silver with Blue Stripe
  - Registration: AK 1361AV
  - Name: Arrluk
- Fishing Vessel
  - Description: 33' Wooldridge Fishing Vessel, Silver with Blue Stripe
  - Registration: AK 4833AU
  - Name: Nanuuk
- Fishing Vessel
  - Description: 33' Wooldridge Fishing Vessel, Silver with Blue Stripe
  - Registration: AK 8913AU
  - Name: Daak
- Fishing Vessel
  - Description: 36' ACI Fishing Vessel, Silver with Blue Stripe
  - Registration: USCG 1303965
  - Name: Chilkat
- Fishing Vessel
  - Description: 40' ACI Fishing Vessel, Silver with Blue Stripe
  - Registration: USCG 1325551
  - Name: Windfall
- Fishing Vessel
  - Description: 40' ACI Fishing Vessel, Silver with Blue Stripe
  - Registration: USCG 1325552
  - Name: Fanshaw
- Seaplane
  - Description: de Havilland Beaver on Floats, White with Blue and Red Stripe
  - Registration: N590DB



**2024 Baranof Warm Springs – Pybus Point Lodge Commercial Vehicles**

- Fishing Vessel
  - Description: 33' Wooldridge Fishing Vessel, Silver with Blue Stripe
  - Registration: AK 1276AW
  - Name: Kootznoowoo
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  - Description: 40' ACI Fishing Vessel, Silver with Blue Stripe
  - Registration: USCG 1325552
  - Name: Fanshaw
- Seaplane
  - Description: de Havilland Beaver on Floats, White with Blue and Red Stripe
  - Registration: N590DB

**I MOVE** to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

**Sailing Alaska Limited**

at Baranof Warm Springs

It has been determined 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 #18

### ANNUAL PERMIT APPLICATION



**APPLICANT INFORMATION:**

Today's Date: April 24, 2024

Business Name: Sailing Alaska Limited

Commercial Use Location: Baranoff Warmsprings



Contact: John S. Joeright

Address: [REDACTED]

Phone: [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 31<sup>st</sup> 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: 10  
# of Clients X \$2.00: 20 = 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>17.5</u> <u>21.00</u>	CITY SALES TAX
<u>367.50</u> <u>371.00</u>	TOTAL

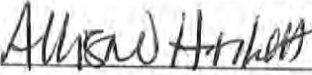

Upon acceptance of a permit, all permittees shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend and hold harmless the City and Borough of Sitka from any and all claims for injury or damage to persons or property suffered in connection with the permittee's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

Date: April 24, 2024

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: <u></u> Signature <u></u> Date <u>4/24/24</u>
--

Alaska Business License # 2110060

**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

**Sailing Alaska Limited**



owned by

Sailing Alaska Limited

is licensed by the department to conduct business for the period

March 5, 2024 to December 31, 2025  
for the following line(s) of business:

48-49 - 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 & explanation of proposed use including maps.

Baranof Warm Springs (except on private property,) the seaplane dock as needed for seaplane travel, the boat dock, the ramp from the dock, the direct pathway to the bath houses, the grotto and Baranof lake.

See Map on last Page(s)

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

All accommodations are aboard Sailing Vessel Shamrock. All transportation of guests and crew is via Shamrock or its tenders.

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

Our average group size is two to four guests, never exceeding six and there are one or two guides.

d. Time of desired usage.

We operate only between May 1 and September 15 and anticipate only one or two visits to Warm Springs Bay in 2024. Each visit would be about 24 hours with three to five hours ashore and spending the night aboard the Sailing Vessel Shamrock at anchor near the lagoon mouth, in the Wooded Cove or at the head of the outer most arm on the southeast end of the bay depending on weather concerns. If there is availability at the dock and guests aren't averse to the close proximity of others, we might choose to pay the mooring fee and tie up there.

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

SV Shamrock has two restrooms (Heads with macerator pump) and employs a USCG approved type III MSD (holding tank.) We employ a "Leave No Trace" policy BTMP guide lines insure the lowest impact on the environment, wildlife and other visitors. All trash is segregated according its recyclability and disposed of properly once back to Juneau or other municipality with appropriate disposal facilities.

In the event of an emergency, SV Shamrock is equipped with and Emergency Position Indicating Beacon, 24/7 StarLink satellite service, cell phone, integrated InReach satellite messaging, VHF radios, a single side band/HAM radio and cell phones to contact 911, seaplane services, and the US Coast Guard. SV Shamrock also carries six cold water emersion suits. We also carry and abundant collection of first aid supplies.

Prior to departure aboard SV Shamrock on ALL excursions, guests receive pre-departure instruction for potential emergency situations, both aboard and ashore including bear protocol. Guests are encouraged to bring their own bear spray but SV Shamrock provides bear spray if they do not have their own. Guides also carry waterproof 12 gage sight & sound bear deterrent. We do NOT carry firearms or food ashore.

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

SV Shamrock's Captain USCG 50-ton master, earning his first 50-ton USCG master credential in 1999, including sail endorsement. He is certified in adult, child and infant CPR, First Aid and AED. The captain has logged over 30,000 nautical miles around the world. When crew/guides are chosen, there are only four specific people on the list. (Names available on request) One has logged over 30,000 sea miles, two have over 16,000 and the fourth has 30 years guiding experience in Alaska, Svalbard, Antarctica and the NW Passage. Sailing Alaska holds US Forrest Service commercial use permits in the northern Tongas NF as well as for the Tongas NF in the Yakutat area.

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.

Sailing Alaska does not engage with tour brokers, agents or cruise ship companies. Guests are required to pay \$440/person per day for excursions south of Skagway, north of Petersburg and Sitka and between the Alaska Gulf Coast and the mainland at those latitudes. Excursions in Yakutat Bay, Russell Fjord and at Harlequin Lake are billed at \$979/person per day. Other excursion in Alaska outside these areas are negotiated.

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

S/V Shamrock is a 46' Morgan Sloop with USCG Vessel Documentation number is 616584 valid through March 31, 2025. Manufacturer hull# MRY25020MB. Tenders consist of one 14' Achilles inflatable with 30 HP Mercury (Alaska Registration #AK 6952 AV) and one 11' HighField inflatable with 20 HP Honda 4 stroke. (New Alaska Registration Pending). Shamrock also carries two inflatable two-person Kayaks.



## Policy Endorsement

**Declaration Number:** CSRYP/225245  
This endorsement attaches to and forms part of the policy

**Endorsement:** 1

**Assured:** John S Joeright and Tammy Neilsen


**Assured's Address:** 

**Assured's Agent:** International Waters Insurance Services  
411 Walnut Street, #14847  
Green Cove Springs  
FL 32043

It is hereby noted and agreed that with effect from Friday April 26, 2024  
City & Borough of Sitka, Parks & Recreation, 100 Lincoln Street, Sitka, AK 99835 is noted as an additional assured subject to the attached Marina Additional Assured Endorsement.  
In consideration of which, an Additional Premium of US\$ 25 is due.  
All other terms and conditions remain unaltered.

**Insurance Provider:** Lloyd's Syndicates and/or Lloyd's Insurance Company per cover note B0507RN2300289

**Signed:** Monday April 29, 2024



For and on behalf of Participating Underwriters/Insurers

For more information regarding Concept Special Risks Ltd, policy wordings, endorsement wordings, standard forms and frequently asked questions, please see our website [www.special-risks.com](http://www.special-risks.com)

**Results for Vessel: SHAMROCK**

**Vessel Information:**

Vessel Name: SHAMROCK  
 Primary Vessel Number: 616584 (Official Number (U.S.))  
 Hull Identification Number: N/A  
 Manufacturer Hull Number: MRY25020M8  
 IMO Number: N/A  
 Vessel Flag: UNITED STATES  
 Vessel Call Sign: WDB6307

**Vessel Particulars:**

Service: Recreational  
 Length: 45.00 ft  
 Breadth: 13.50 ft  
 Depth: 9.90 ft  
 Build Year: 1979  
 Alternate VINs: N/A

**Service Information:**

Service Status: Active  
 Out Of Service Date: N/A  
 Last Removed From Service By: N/A

**Tonnage Information:**

Cargo Authority: N/A  
 Tonnage:  
 \* 30 - Simplified, Gross Ton  
 \* 27 - Simplified, Net Ton

**Vessel Documents and Certifications**

Document	Agency	Date Issued	Expiration Date	Status
CERTIFICATE OF DOCUMENTATION	USCG	March 14, 2024	March 31, 2025	Valid

**Summary of Coast Guard Contacts**

To View Contact Data From: 04/24/2000 To: 04/24/2024 (MMDDYYYY)



**I MOVE** to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

**Sitka Bike & Hike LLC**

at Herring Cove and Back Beach

It has been determined 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



addition TO:  
#2024-7

#### APPLICANT INFORMATION:

Today's Date: 5/31/2024

Business Name: Sitka Bike & Hike LLC

Commercial Use Location: Adding to current permit, herring cove and back beach

Contact: Michelle Barker

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 31<sup>st</sup> 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: 200  
 # of Clients X \$2.00: 400.00 = Total Client Fee

\$250.00 Annual Application Fee — *already paid with original application.*  
\$100.00 Minimum Client Fee

+  
 3900.00 to be paid upon approval Estimated Client Fee exceeding \$100

=  
350.00 SUBTOTAL *400.00*  
17.50 CITY SALES TAX *21.00 (at 6%)*  
367.50 Paid now TOTAL *\$424.00.*

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: *Mingyue Chen* Date: 5/3/24

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: *Robert Bernhardt* Signature *5/7/24* Date

Sitka Bike & Hike, LLC  
City and Borough of Sitka  
Parks and Recreation Division  
Commercial Use Permits  
II. Attachments

a) Description and map of location of each proposed use.



Please accept this application as an addition to our current Commercial use permit. This is to operate a WaveRunner trip from back beach (beach at the end of Eagle Way Drive, as well as herring cove as an alternative beach. This is a safe location for guests to get on these machine from the water, insuring our guides that each guests is capable of doing so prior to departure. Each trip will have a lead machine with a licensed USCG Capitan providing clear direction for guests. A support machine will also be in the back with a rescue swimmer/dive master provding any assistance needed for guests.

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

*Sitka Tours provides all client transportation for Sitka Bike & Hike. In additiona, we have worked with all land owners on the street. All are awarer of what we are working to do and several have offered assistance in allowing us to park equipment on their property to insure its safety as well as water to help keep equipment clean. No vehicles or equipment will be left on city or state property.*

*c) Estimate of participants and group size.*

groups will be kept to 1 to 6 people maxiumum, with no more then 3 guest machines in the water. We anticipate accommodating maybe 200 guests this season.

*d) Times of desired usage.*

Trips typically operate six days a week, during business hour 8:00 am to 5:00 pm. Trips are occasionally provided on weekends, and later in the evening.

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

All guests are encouraged to use the restroom prior to leaving the ship. No facilities are available for this excursion. guests are made aware of this prior to departure.

Several safety briefings are give. All guests sign an electronic waiver where each guest commits to not exceeding 30 miles and hour and listening to all direction of the captain. All guests are in Military Tech Dry suits as well as a USCG approved life vest. Each machine is equipped with all safety gear required for a vessel by the USCG. All guides are certified in emergency first response training, USCG Capitan, and/or Dive master, rescue diver.

*f) Training requirements of personnel conducting transport and tour activities.*

All guides are certified in emergency first response training, USCG Capitan, and/or Dive master, rescue diver.

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

Sitka Bike & hike is in contract with all cruise lines that call on Sitka as a port including Holland America, Royal Caribbean, Princess, Carnival, Silverseas, Norwegian, Regent, Oceanic, Disney, and the World. All tours are sold aboard cruise ships, booked in advance and I am paid within 30 days of service. I receive \$38 to \$300 per guest, depending on the tour booked. I have Federal use permits which I pay \$5 -200 per guest and state permits in which I pay \$2 per guests. I pay Sitka Tours 10.95 per person for guest transfers and I have many business partners in the Sitka Community that I pay per person fee to, again depending on which tour the guests in on.

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

Again, Sitka Tours provides all transfers for my company. They are require to have all vehicles inspected by the Sitka Police Department and provide proof of insurance and licensing as well.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/13/2024

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).


<b>PRODUCER</b> USI INSURANCE SERVICES NW 3800 CENTERPOINT DR #540  ANCHORAGE AK 99503		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> SCOTTSDALE INSURANCE COMPANY	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**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:			CPS7976965	03/01/2024	04/24/2025	EACH OCCURRENCE § 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) § 300,000 MED EXP (Any one person) § 5,000 PERSONAL & ADV INJURY § 2,000,000 GENERAL AGGREGATE § 2,000,000 PRODUCTS - COMPIOP AGG § 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			THIS IS EVIDENCE OF INSURANCE PROCURED AND DEVELOPED UNDER THE ALASKA SURPLUS LINES LAW, AS 21.34. IT IS NOT COVERED BY THE ALASKA INSURANCE GUARANTY ASSOCIATION ACT, AS 21.80 GRONINGER & CO., INC. SUPERIOR UNDERWRITERS LICENSE #7913.			COMBINED SINGLE LIMIT (Ea accident) \$ 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 <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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)  
GUIDE

<b>CERTIFICATE HOLDER</b>		<b>CANCELLATION</b>	
CITY & BOROUGH 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 	

AK VEHICLE LIC. # FHG 914  
OR VESSEL # 3  
MAKE Blue Bird  
MODEL Bus 1990  
VIN # 1BAAGCSA1F038355  
LENGTH 32 FT  
SEATING CAPACITY 44  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # EYA 970  
OR VESSEL # 5  
MAKE Blue Bird  
MODEL Bus 1994  
VIN # 1BAAGCSA3RF058390  
LENGTH 32 FT  
SEATING CAPACITY 44  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # EBV 629  
OR VESSEL # 13 -OFFICE-  
MAKE FORD  
MODEL E-SUPER DUTY 1996  
VIN # 1FDLE40G5THB40727  
LENGTH 25 FT  
SEATING CAPACITY N/A  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # FCV 631  
OR VESSEL # 24  
MAKE FORD  
MODEL E-SUPER DUTY 1998  
VIN # 1FDXE40S4WHB84261  
LENGTH 24 FT  
SEATING CAPACITY 7  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # FUJ 758  
OR VESSEL # 4  
MAKE Blue Bird  
MODEL Bus 1992  
VIN # 1BAAGCSA9NF048621  
LENGTH 32 FT  
SEATING CAPACITY 44  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # EF2 697  
OR VESSEL # 6  
MAKE Blue Bird  
MODEL Bus 1991  
VIN # 1BAAGSA4MF044331  
LENGTH 32 FT  
SEATING CAPACITY 44  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # EMC 869  
OR VESSEL # 22  
MAKE FORD  
MODEL E-SUPER DUTY 1998  
VIN # 1FDXE40S4WHA69658  
LENGTH 25 FT  
SEATING CAPACITY 19  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # FCV 643  
OR VESSEL # 25  
MAKE THOMAS 1999  
MODEL Bus  
VIN # 1T3KL2F28X1159201  
LENGTH 32 FT  
SEATING CAPACITY 29  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # GQA 343  
OR VESSEL # 78  
MAKE Ford  
MODEL E-450 2004  
VIN # 1FDXE45584HA34500  
LENGTH 24 FT  
SEATING CAPACITY 25  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # JHF 614  
OR VESSEL # 99  
MAKE Chevrolet  
MODEL C5500 2007  
VIN # 1G8E5V1217F413738  
LENGTH 32 FT  
SEATING CAPACITY 28  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # \_\_\_\_\_  
OR VESSEL # \_\_\_\_\_  
MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
VIN # \_\_\_\_\_  
LENGTH \_\_\_\_\_  
SEATING CAPACITY \_\_\_\_\_  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # \_\_\_\_\_  
OR VESSEL # \_\_\_\_\_  
MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
VIN # \_\_\_\_\_  
LENGTH \_\_\_\_\_  
SEATING CAPACITY \_\_\_\_\_  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # \_\_\_\_\_  
OR VESSEL # \_\_\_\_\_  
MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
VIN # \_\_\_\_\_  
LENGTH \_\_\_\_\_  
SEATING CAPACITY \_\_\_\_\_  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # \_\_\_\_\_  
OR VESSEL # \_\_\_\_\_  
MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
VIN # \_\_\_\_\_  
LENGTH \_\_\_\_\_  
SEATING CAPACITY \_\_\_\_\_  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # \_\_\_\_\_  
OR VESSEL # \_\_\_\_\_  
MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
VIN # \_\_\_\_\_  
LENGTH \_\_\_\_\_  
SEATING CAPACITY \_\_\_\_\_  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # \_\_\_\_\_  
OR VESSEL # \_\_\_\_\_  
MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
VIN # \_\_\_\_\_  
LENGTH \_\_\_\_\_  
SEATING CAPACITY \_\_\_\_\_  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # JHF 613  
OR VESSEL # 48  
MAKE CHEVROLET  
MODEL C5500 2003  
VIN # 1GBESV1287F413252  
LENGTH 32 FT  
SEATING CAPACITY 24  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # Kce 799  
OR VESSEL # 51  
MAKE THOMAS  
MODEL BUS 1989  
VIN # 1T7M2V799K1451912  
LENGTH 40 FT  
SEATING CAPACITY 51  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # FCV 644  
OR VESSEL # 54  
MAKE THOMAS  
MODEL BUS 1990  
VIN # 1T7M4V826K1879277  
LENGTH 40 FT  
SEATING CAPACITY 54  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # ENM 860  
OR VESSEL # 58  
MAKE FORD  
MODEL E-350 2003  
VIN # 1FBNE31L03HB64926  
LENGTH 17 FT  
SEATING CAPACITY 8  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # EC2 387  
OR VESSEL # 63  
MAKE CHEVROLET  
MODEL VAN 30 HD 1996  
VIN # 1GBKH37N2T3306841  
LENGTH 24 FT  
SEATING CAPACITY 20  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # EC2 420  
OR VESSEL # 64  
MAKE EL DORADO  
MODEL BUS 1994  
VIN # 4CDK57E27R2107317  
LENGTH 28 FT  
SEATING CAPACITY 31  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # DTK 786  
OR VESSEL # 67  
MAKE FORD  
MODEL E-350 1998  
VIN # 1FDWE30S4WHA15038  
LENGTH 24 FT  
SEATING CAPACITY 2  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_

AK VEHICLE LIC. # GRA 342  
OR VESSEL # 68  
MAKE FORD  
MODEL E-350 2006  
VIN # 1FB5J31L56DA78261  
LENGTH 19 FT  
SEATING CAPACITY 15  
INSPECTION DATE \_\_\_\_\_  
PASS OF FAIL \_\_\_\_\_



**I MOVE** to recommend approval to the Municipal Administrator for a commercial use permit for commercial recreational activity on City and Borough of Sitka lands filed by:

**Sitka Wild Coast Kayaks**

at Crow Island, Gagarin Island, Middle Island, Little and Big Gavanski, Crescent Harbor Loading Dock, Herring Cove, Bear Cove, Head of Silver Bay, and Calligan Island

It has been determined 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: 9 April 2024

Business Name: Sitka Wild Coast Kayaks

Commercial Use Location: please see attached list

Contact: Michael Graney

Address: [REDACTED]

[REDACTED]

Phone: [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 31<sup>st</sup> 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: 25

# of Clients X \$2.00: \$50.00 = Total Client Fee

<u>\$250.00</u>	Annual Application Fee
<u>\$100.00</u>	Minimum Client Fee
+	
<u>0</u>	Estimated Client Fee exceeding \$100
=	
<u>\$350.00</u>	SUBTOTAL
<u>\$21.00</u>	CITY SALES TAX
<u>\$371.00</u>	TOTAL

*RSP*

PAID  
APR 9 2024  
City & Borough of Sitka

PAID  
APR 10 2024  
City & Borough of Sitka

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: 10 April 24

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2<sup>nd</sup> Floor or email to [publicworks@cityofsitka.org](mailto:publicworks@cityofsitka.org). Total fees shall be submitted prior to commencement of the permitted

Application received by CBS staff: *[Handwritten Signature]* Signature 4-10-2024 Date

To:  
Park and Rec Committee

From:  
Mike Graney Sitka Wild Coast Kayaks

Re:  
Commercial use of public lands.

Dear committee members,

I am entering my third season of operation as an expedition outfitter and guide for clients visiting or living in Alaska. Each season has proven to be a worthwhile venture for my little business and I am grateful to the committee for granting me the use of the areas that I have listed in prior years and which I will list again in this 2024 application. I am requesting commercial use for the season from May 21 through Oct 15 of this year, 2024.

**A) Location:**

Specific areas can be seen on included charts

1) Crow Island Use:

Lunch stop or short walk

2) Gagarin Island Use:

Lunch stop short walk, over night camp 2 nights max

3) Middle Island Use:

Lunch stop or short walk

4) Little and Big Gavanski Use:

Lunch stop or short walk

5) Crescent Harbor Loading Dock

6) Herring Cove Use:

Lunch stop or short walk

7) Bear Cove Use:

Lunch stop or short walk

8) Head of Silver Bay Use:

Lunch stop or short walk

9) Calligan Island Use:

Lunch stop short walk, over night camp 2 nights max

**B) Description of Transportation:**

All clients will travel to any site mentioned in this application, by single or double (tandem) kayak.

**C) Estimated Numbers:**

My business is very small and extremely low impact. Any site we arrive at, which is already occupied by other parties or individuals will be passed by, and another useable site chosen as permitted. The greatest number of persons I will ever land on a site will be 9 and the vast majority of the groups I run are 2-4. Because I only run exclusive tours the numbers of people participating is by nature smaller than a company that

mixes parties to maximize income. SWCK's goal as a provider of guided services is to offer the highest quality experience and this is facilitated by keeping groups small and in tact.

**D) Time of Usage:**

From 15 May through 15 Oct 2024. All stops with the exception of Gagarin and Calligan Islands will be for one hour max. SWCK requests use of Gagarin and Calligan Islands for over night camping. All camping tours will be limited to a person maximum. Stays will not exceed 2 nights twice a month although it would be unlikely that I would need to use either site more than once a month.

**E) Waste Control Evac and Safety Briefing:**

All clients on day tours will be encouraged to utilize the public restroom facilities prior to launching on their tour. On the very rare occasion when a client must relieve themselves at a stop Leave No Trace ethos will be utilized. Wag bags will be provided if necessary. All waste will be carried out from the site and disposed of properly in appropriate receptacles.

Please see attached information on safety and evac procedures.

**F) Training requirements:**

All guides must have 40 hours training in Sitka Sound prior to leading any group or individual. Guides on day trips must have minimum of Wilderness First Aid and CPR. All guides on multi day tours must have minimum of Wilderness First Responder. All guides must know how to use all comms equipment furnished by SWCK.

**G) Fees etc:**

All clients pay in advance directly to SWCK typically by credit card although occasionally by check. We do not operate in conjunction with cruise lines. No royalties or commissions are paid out to any operators.

**H) Vehicle physical description:**

All of Sitka Wild Coast Kayaks have CG stickers in them with owner info. SWCK operates the following kayaks:

Single kayaks:

6 Necky Looksha Single kayaks, 17.5 feet long, varied colors

3 Delta 18 kayaks 18.5 feet long, red and white

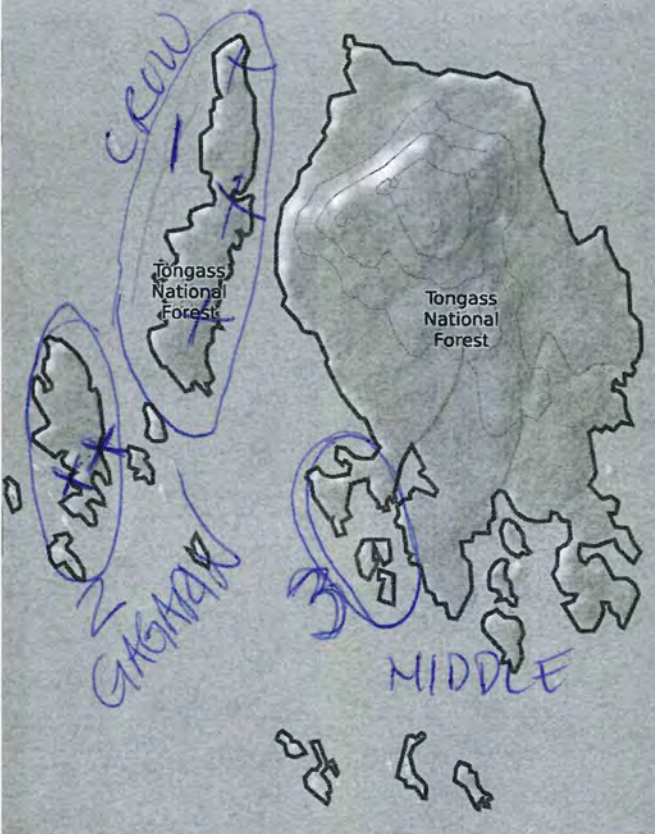
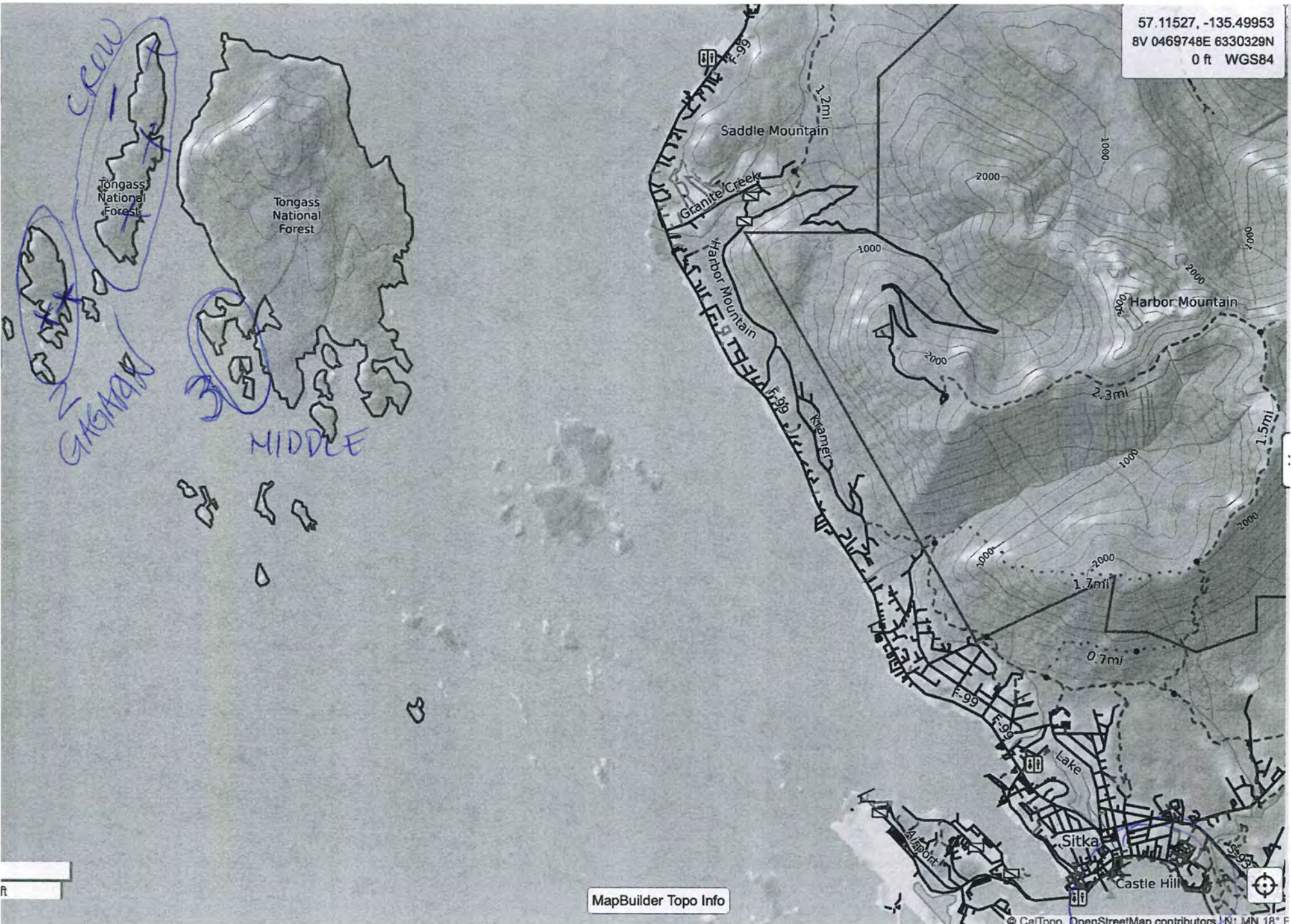
3 Lightspeed Quantum Kayaks, 19.5 feet long 2 orange, 1 yellow

1 Sterling Grand Illusion Kayak, 17.5 feet long, white

Tandem Kayaks:

4 Delta 22 Kayak, 22 feet long yellow and white

57.11527, -135.49953  
8V 0469748E 6330329N  
0 ft WGS84

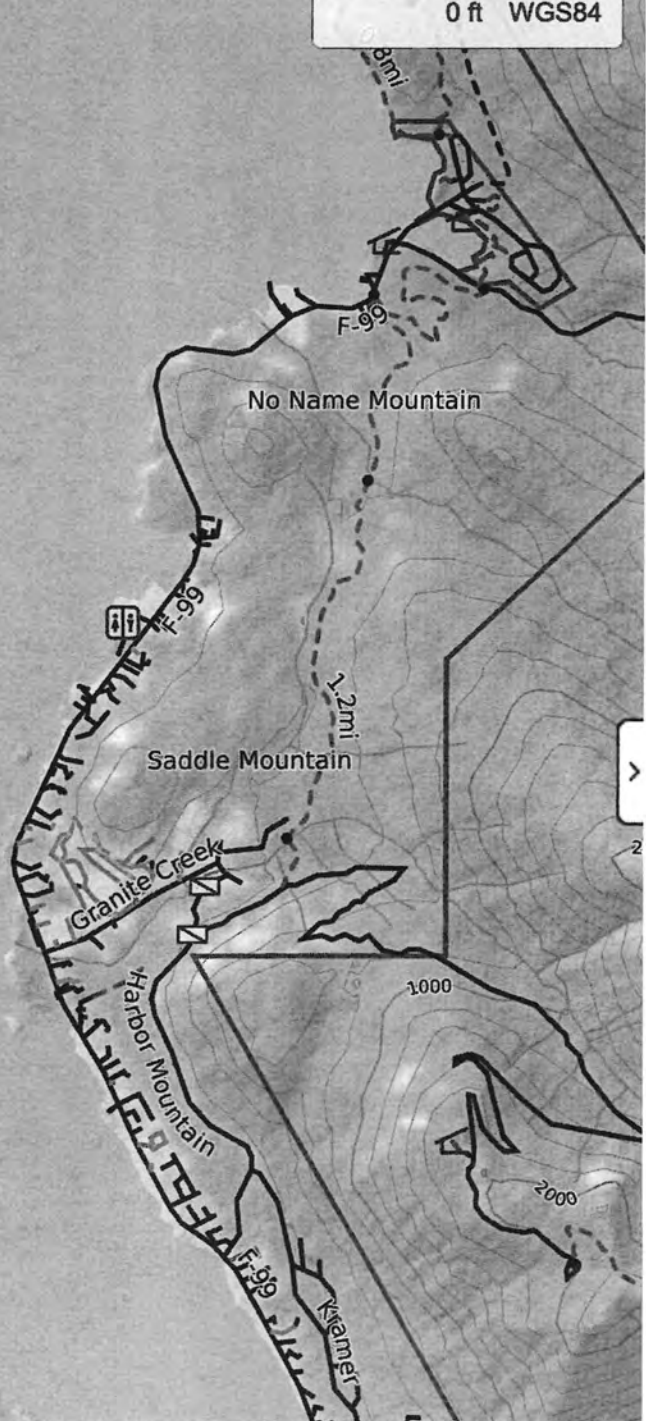
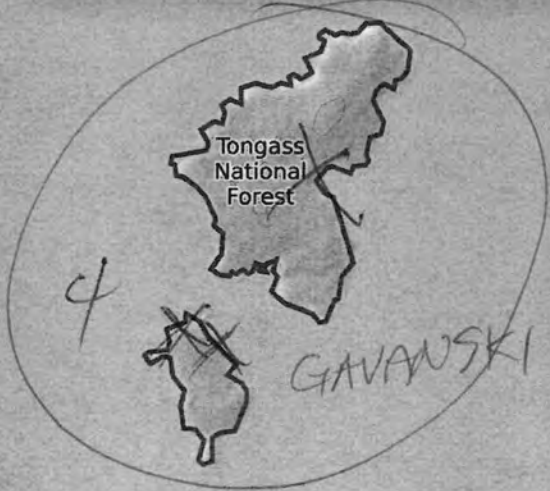


MapBuilder Topo Info

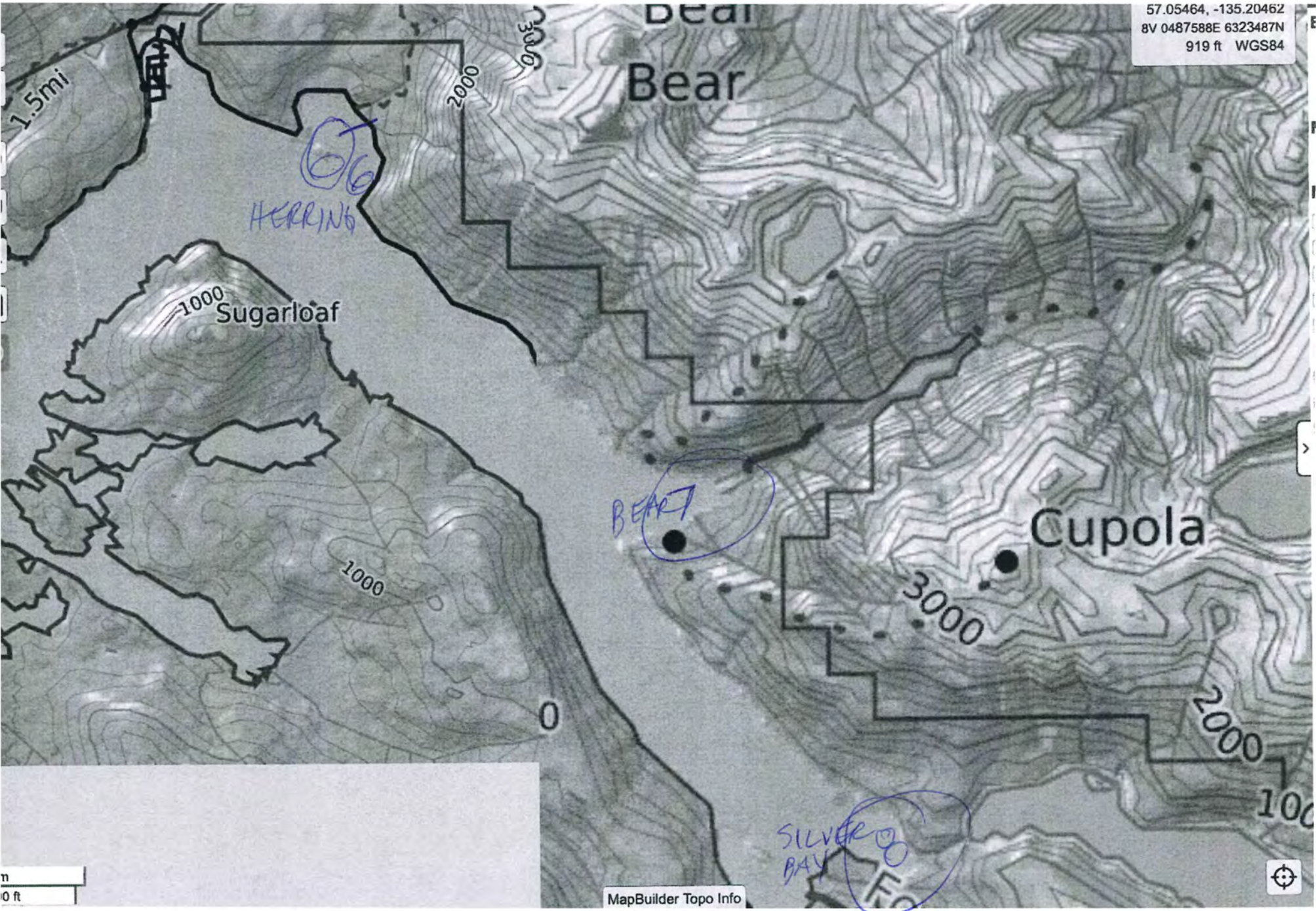
© CalTopo, OpenStreetMap contributors, N1 MN 18° E

5

57.14593, -135.50365  
8V 0469524E 6333742N  
0 ft WGS84



57.05464, -135.20462  
8V 0487588E 6323487N  
919 ft WGS84



1.5mi  
0 ft

MapBuilder Topo Info





56.87210, -135.40298  
8V 0475436E 6303222N  
0 ft WGS84

9 Calligau

200

200

200

400

200

Foot Trail

200

200

200

400

600

Mount Kliuchef

Foot Trail 2.3mi

Tongass National Forest

Tongass National Forest

MapBuilder Topo Info



## **CBS Commercial Use Permit Application for Outfitting & Guiding Sitka Wild Coast Kayaks – SAFETY PLAN**

### **Expedition First Aid Kits**

On shore and while paddling, the guide(s) and clients will have ready-access to the expedition's primary first aid kit. All persons will be advised as to the exact location of this kit. This kit contains: iodine and other antiseptic, first aid/burn cream, antibacterial soap, antiseptic wipes, eye pad and syringe, moleskin, butterfly closures, band-aids of various sizes, rolled gauze, 4x4 pads, triangular bandages, Ace bandages, SAM splint, adhesive tape, scissors, tweezers, cold packs, hot packs, sun screen, lip balm, aspirin, antihistamine, motion sickness tablets, cold medicine, Glucose Paste, Imodium, Tums, blood pressure cuff, rubber gloves, blood-borne pathogen kit, and a first aid manual.

On overnight tours, during activities that involve walking or paddling any significant distance from camp, the guide will be required to carry a basic first aid kit that contains: antibacterial soap, antiseptic, antibiotic ointment, antihistamine, aspirin, Tylenol, band-aids, 4x4 square gauze compresses, Ace bandages, moleskin, adhesive tape, first aid/burn cream, sunscreen, scissors, tweezers and knife.

### **Safety Equipment & Emergency Survival Supplies**

Overnight Guide Equipment – In addition to the above-mentioned first aid kits, each guide carries the following items to be used as-needed in the event of emergency: fire starting supplies, small stove, clean water, freeze-dried food, plastic tarp, space blanket, parachute cord, folding knife, spare head lamp & batteries, and spare, dry fleece, hat, mittens & socks. He/she also carries bear spray or a hand held marine flare, an air-powered horn and a signaling kit consisting of aerial flares, and high vis signal banner. Guide kayaks are equipped with a spare paddle, deck compass and tow line. All guides & clients are required to wear properly-fastened PFD's at all times while paddling.

*In cases of long term survival, State law allows the taking of game animals for food. Normally, however, "survival" means surviving overnight or for a few days at most.*

## **Communication Equipment & Procedures**

Each SWCK-led day trip or overnight group is equipped with at least one, hand-held VHF radio, at least one cell phone, and a GPS/Garmin InReach to confirm the group's exact location at all times. The Expedition Leader carries a GARMIN InReach with a PLB (emergency personal locator beacon) function. The InReach is used to send daily location and status reports back to the SWCK, support team via GPS coordinates and brief status report. The PLB is used only in emergencies – to initiate a Coast Guard search and rescue response. All clients will be trained in the operation of these devices on the first day of their trip. All clients and guides will carry a signal whistle or air-powered horn at all times.

Float Plan Procedures – The SWCK Leader must file a detailed Float Plan with the SWCK owner and support staff. Required information includes: name/description of all participants, kayaks, a list of communications equipment and signal devices carried, and itinerary details (trip route and timing). It is imperative that the paddle- group adhere as closely as possible to the itinerary listed on the float plan. Significant deviations from the float plan should only be made for reasons of safety (to avoid foul weather or other unsafe conditions).

InReach-Use Procedures – In the case of an overnight tour, as soon as a suitable camp site has been determined, and established, the Expedition Leader will send a signal or text message to advise the SWCK support of the group's location. This communication also let's the support team know that the expedition group is doing well. For each day the group is going to remain at the same camp location, the Expedition Leader will send an "OK" signal at a pre-determined time. The InReach device can be used to transmit a detailed report via satcom links or a simple "OK". If the group is in distress; however, the preferred method for communicating a need for emergency evacuation help is to activate the PLB.

Day-Trip Procedures on overnight tours – Before a group departs camp for a day-trip (paddling, hiking, beach combing, photography, fishing etc.), they must first outline their plan with any guide and/or client(s) who are remaining at camp. The plan must include nature of activity, direction of travel and an estimated time of return. At a minimum, the day-trip group must take with them a VHF radio, first-aid kit, whistles for each client and an air horn, and bear spray or flare (if activity ashore). The day-trip group must check in with the camp at least once every two hours. No change can be made to the day-trip itinerary without first confirming the change with the camp.

### **First Aid Skills of Expedition Leaders & Guides**

The Overnight Trip Leaders have been trained and certified in Wilderness First Responders first aid. This is an 80-hour, intensive hands-on course. In the event of there being assisting guides, they will also have been trained in a minimum of Wilderness First Aid, and are currently certified in CPR a, including training in hypothermia and cold-water survival techniques.

### **Experience and Training of Expedition Leaders & Guides**

The Owner of SWCK has over 30 years of sea kayaking and expedition experience in a wilderness areas internationally and over 20 years specifically in the Pacific Northwest and Alaska. Any assistant guide must have a minimum of 1-year experience working as a sea kayaking guide. All overnight guides have as a minimum completed a 40-hour training course in Sitka Sound which includes kayak safety and rescue, local knowledge of the tides, current, weather and geography of the areas of SWCK's operation. All guides have been trained in "Leave No Trace" camping practices and "Safety in Bear Country" procedures.

### **Client Safety Orientation & Procedures**

The safety of our clients is our highest priority. It is the over-arching factor in every decision we make during pre-planning and conduct of every expedition, and our guides are trained to anticipate and avoid hazards, both seen and unseen.

Overnight Planning – Trip itineraries are designed according to each client group's interests and physical abilities. After booking an overnight, each client is required to submit a completed medical history form. We also provide the clients with a packet of "required reading" orientation materials including: a packing list (clothing & gear), drinking water information, leave-no-trace camping information and bear-country safety information.

\*Jim Howard's book, "Guide to Sea Kayaking in Southeast Alaska" is strongly encouraged reading for anyone who has not previously paddled and camped in a Pacific Northwest wilderness area. Excerpts of particular relevance are noted and emphasized to assure that the clients have the highest chance of some level of familiarity with the regions challenges, hazards and rewards.

Pre-Trip Orientation with Overnight Tour Leader – We do not begin overnight tours on the same day clients arrive in Sitka. The pre-trip day is reserved for checking and packing clothing, equipment & provisions, conducting a kayak fit & safety orientation and going over charts & maps to finalize the itinerary prior to submitting the written float plan. While the overnight tour is underway, additional sea kayaking and wilderness safety topics are discussed as appropriate to the situation.

## **Bear Safety Orientation & Procedures**

On the first day of the overnight, clients are shown how to recognize the brown bear's preferred environments (high traffic areas), and they are briefed on how to interpret typical bear behaviors. They are advised that they will almost certainly not observe bears but may be in the vicinity of bears on multiple occasions, and that no one is to hike alone. All persons will be required to carry a bear whistle and one of the appropriate bear deterrents mentioned but the use of their human voice as a warning is emphasized. They will be shown proper food handling and cooking procedures to minimize the likelihood of attracting bears near camp sites. They will also be taught how to discourage close approaches by bears, and the proper method for using bear deterrents in the unlikely event of a charge.

## **Overdue & Lost Client Procedures**

As stated previously, filing a float plan is a prerequisite to the start of each overnight, and each day trip includes leaving an activity plan with those remaining at base. These plans must not be deviated from unless it is being done to maintain the safety of the group. If progress is being significantly affected by weather, the leader should use any means possible to relay revised-plan information to the SWCK shore support.

Day-Trip Overdue – One on overnight, if a day-trip with more than one guide leaves one guide at camp and the day-trip group does not check-in with camp within 2.5-hours of last contact, or if group fails to return to camp within 30-minutes of planned return time: the camp leader will initiate a short search extending no more than 1/2-mile from camp in direction of group's travel. If the group is not located, or does not make radio contact with camp within 1-hour past the planned return time: the camp leader will use any means possible (VHF radio, cell phone, InReach and/or PLB) to contact the Coast Guard, the SWCK shore support, or otherwise call for help. Additional search efforts should not commence until assistance has arrived.

Overnight Comm Overdue – If the group fails to send a daily location update using the InReach, or if they do not arrive at their destination on the target date indicated on the float plan, and if no communication has been made by the group to advise cause for delay and to confirm that the group is okay: SWCK will contact the Coast Guard and Sitka Mountain Rescue to advise them of the situation. These organizations will collaborate to devise an appropriate plan for locating the group to confirm that everyone is okay.

## **Emergency Evacuation Procedures**

In the event of serious illness or injury, the Overnight Leader will use the In Reach or VHF radio to contact the Coast Guard to arrange evacuation of the ill/injured person. If contact cannot be made by In Reach or radio, the PLB will be used to send a distress signal. Until help arrives, the guide(s) and able-clients would use first aid knowledge to help the injured party to the greatest extent possible within their training.

During a period of emergency, all parties will stay together to assist each other and give moral support.

When/if incorporating a Outside Transport Vessel – There may be times when it will be necessary for the group to achieve their goals through the use of an outside water transport service. If this is the case the following procedures and safety will be in place.

All persons on board will be required to wear a Coast Guard-approved PFD at all times. The vessel and captain hired will be equipped with GPS chart-plotter, area charts & tide tables, depth sounder, VHF marine radio, cell phone, flare kit, a fire extinguisher, and a basic tool box. There must be a waterproof emergency kit which contains: a basic first aid kit, dry clothes, gloves, a knife, heat-reflective shelter, fire-starting kit, parachute chord, 72-hour food & water rations, flares & visual signals, a flashlight & light sticks. Smoking and open flames must not allowed on the transport vessel. Camp fuels will be transported in a ventilated, aluminum deck box. Outboard (gas) fuel tanks will be located away from clients and gear. The operator of the vessel will CG-licensed and will have extensive local knowledge.

## **Safety Briefing**

On arrival at the SWCK base of operations, all clients will be oriented to current location and planned paddle route using NOAA Marine Charts. Once the days weather and tides have been discussed, clients will be educated on real vs perceived risks of paddling and (if appropriate) hiking in the Sitka Sound region. This includes, water temperature, wildlife, proper equipment usage, safety on shore, proper attire. Attentiveness to environment, one another and time of day is emphasized.

Every client is given an appropriately sized CG approved PFD in excellent condition, which is fitted to them by the guide as per manufacturers directions. Each client is also sized to the appropriate size spray skirt and length of paddle. Clients are then educated on the proper use of each.

Before launching, guides will educate clients on how to safely get into the kayak, fit each client to their seat in the kayak and make sure that the client can utilize the rudder. All clients will demonstrate their ability to seal the spray skirt appropriately to the cockpit and then demonstrate a proper exit of the kayak.




# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/20/2024

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).

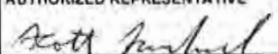
<b>PRODUCER</b> K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	<b>CONTACT NAME:</b> SCU - Outfitters & Guides	
	<b>PHONE (A/C, No, Ext):</b> 1-877-783-1161	<b>FAX (A/C, No):</b> 1-260-459-5502
	<b>E-MAIL ADDRESS:</b> OandG@kandkinsurance.com	
	<b>PRODUCER CUSTOMER ID:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> Michael Graney DBA: Sitka Wild Coast Kayaks 	<b>INSURER A:</b> Market Insurance Company 38970	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** W02653358 **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 type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER MEMBER	X		M1RPA0000500002100	05/05/2024 12:01 AM EDT	05/05/2025 12:01 AM	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$300,000
							MED EXP (Any one person)	EXCLUDED
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$5,000,000
							PRODUCTS - COMP/OP AGG	\$1,000,000
							PROFESSIONAL LIABILITY	
							BODILY INJURY TO PARTICIPANTS	
							COMBINED SINGLE LIMIT (Ea accident)	
							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 <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE	
							AGGREGATE	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	
	<b>MEDICAL PAYMENTS FOR PARTICIPANTS</b>						PRIMARY MEDICAL EXCESS MEDICAL	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Kayak/Canoe/Raft/Tube/Paddle & Surf Board Rental Operations Class I, II, III rivers, flatwater (non-guided/guided)  
Certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured. Coverage does not extend to the negligence or errors & omissions of the additional insured.

<b>CERTIFICATE HOLDER</b> City and Burrough of Sitka 100 Lincoln St Sitka, AK 99835 (Owner, Manager or lessor of the premises)	<b>CANCELLATION</b> 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 
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Coverage is only extended to U.S. events and activities.  
\*\* NOTICE TO TEXAS INSUREDS: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas