

DOCKS AND HARBORS OPERATIONS MEETING MINUTES



October 23, 2024, at 5:00 PM

Port Office Conference Room/Zoom Webinar

<https://juneau.zoom.us/j/86913259725> or 1-253-215-8782 Webinar ID: 869 1325 9725 Passcode: 465005

A. CALL TO ORDER By Mr. Sooter at 5:00pm in Port Office Conference Room and via Zoom

B. ROLL CALL: James Becker, Tyler Emerson, Don Etheridge, Debbie Hart, Matthew Leither, Annette Smith, and Shem Sooter

Absent: Clayton Hamilton and Nick Orr.

Also in attendance: Carl Uchtyl – Port Director, Matthew Sill – Port Engineer, Matthew Creswell – Harbormaster, Melody Musick—Administrative Officer, and Scott Hinton- Port Operations Manager.

C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES

MOTION BY MR. ETHERIDGE TO APPROVE THE AGENDA AS PRESENTED OR AMENDED.

Motion passed unanimously.

D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS- none.

E. APPROVAL OF MINUTES

1. September 18th, 2024, Minutes

No changes approved unanimously.

F. UNFINISHED BUSINESS

2. CY 2025 Board Calendar

Presentation by Port Director: Mr. Uchtyl said that based on input from the Board regarding the 2025 Calendar, Operations and Planning Committee meetings will be held on the second to last Thursday, June- August. The calendar in the agenda packet reflects the proposed changes. The times and dates of the 2025 Board meetings can still be adjusted according to the Boards wishes.

Committee Questions- none.

Public Comment- none.

Committee Discussion/Action- none.

MOTION BY MR. ETHERIDGE TO ADOPT 2025 BOARD CALENDAR AS PROPOSED.

Motion passed unanimously.

G. NEW BUSINESS

3. Aurora Harbor Boat Shelter AE-25

Presentation by Port Director: Mr. Uchtyl said that the Board received notice that Mr. Paul Grant would like to sell his half of the boat shelter to the existing owner of the other half of the boat shelter. Mr. Grant is requesting to waive the Board's right of first refusal.

Committee Questions- none.

Public Comment- none.

Committee Discussion/Action- none.

MOTION BY MR. BECKER TO WAIVE THE BOARD'S RIGHT OF FIRST REFUSAL TO PURCHASE BOAT SHELTER AE-25 ALLOWING MR. PAUL GRANT TO SELL HIS BOAT SHELTER ON THE OPEN MARKET.

H. ITEMS FOR INFORMATION/DISCUSSION

4. Bid Results - Boatyard Trailer

Presentation by Port Director: Mr. Uchytel said that in 2012 Docks and Harbors purchased a hydraulic boat lift with MARAD TIGER grant funds. The boat trailer was used for three years at the Auke Bay Loading Facility (ABLF). The boat trailer was then used by Harri's Commercial Marine and Karl's Auto Marine on the leased Docks and Harbors boat yard property. Karl's Auto and Marine approached the Board after using the boat lift for one season and stated that the boat lift does not meeting the needs of commercial operation. Mr. Uchytel on behalf of the Board, requested from MARAD the ability to sell the boat lift. The lift was originally purchased for \$650,000 in 2012 and it was sold for \$250,00, which funds can be used to purchase a new boat lift. After conducting research on the needs of the facility, a Canadian manufacturer was identified to be most beneficial for the ABLF. MARAD grant conditions stipulate that the \$250,000 can only be used to purchase product the meets the Buy American Build American Act. A request for bid was authorized by MARAD which was opened last week. The only company that was able to meet the requirements for the facility was the Canadian company, Conolift. This item is for information only, the process of acquiring a waiver from MARAD to purchase the new boat lift is in progress. Additional \$100,000 from Harbor funds would be needed to purchase the new boat yard trailer. The process to attain a waiver from MARAD can take up to a year. Conolift is aware of the potential timing delay.

Committee Discussion/Public Comment

Ms. Smith asked if local manufacturers or engineers have been considered to build the boat lift custom to meet the Buy America Build America Act?

Mr. Uchytel said that many experts have been consulted throughout this process. The manufacturer of the original boat lift considered building a custom design to meet the needs of the facility. The product from Conolift is a standard model that is currently in production that would meet the needs of the facility. The request for bid was sent to all known boat lift manufacturers and the only bid that was received was from Conolift.

Mr. Leither asked if this would replace the Travelift? Mr. Leither asked if at some point a sling lift would be acquired?

Mr. Uchytel said that previously Docks and Harbors had a self-propelled hydraulic boat lift, essentially a 4-wheel drive trailer that could drive down to pick up vessels, which is not a Travelift. Statter Harbor has a 15-ton travel lift that can drive out on a wooden pier, before the launch ramp facility Karl's Auto Marine would use this system to pull boats. When Statter Harbor was rebuilt, the wooden pier used for the boat pulling operation went away and all boat hauling was transferred to the self-propelled hydraulic boat lift. Downtown has a 35-ton travel lift which is a device that performs different tasks from the boat trailer that the Board is looking to purchase.

Mr. Leither asked if the issue with the self-propelled hydraulic trailer an issue of motor function or the angle of the ramp at the site.

Mr. Uchytel said that the company that built the original boat lift went out of the boat trailer business and now creates trash compactors. One of the main issues with boat trailer was the lack of serviceability and the maintenance requirements. Many other issues with that specific model of boat trailer has occurred since the sale of the boat trailer including incidents of the brakes going out.

Mr. Leither asked how long the Buy America Build America Act impacts the ability of the use of the MARAD funds in case the Canadian boat trailer breaks down. In the future would the funds from selling the second boat trailer be still held to the Buy America Build America Act?

Mr. Uchytel said that if Docks and Harbors has grant money associated with MARAD the funds will be held to the Buy America Build America Act. However, since there are more components that are associated with the new boat trailer that would allow additional flexibility while still meeting the needs of the facility, Mr. Uchytel does not anticipate a situation where the Board would need to sell the new boat trailer.

Mr. Becker asked Mr. Uchytel if Docks and Harbors is still looking for a haul out facility for larger vessels.

Mr. Uchytel said that this topic is one that will be discussed at the Board retreat. The improvement of marine services in Juneau is a continuous topic for the Board.

5. Board Retreat Planning

Presentation by Port Director: Mr. Uchytel referred to page 16 of the agenda packet which contains a list of topics and an outline of the retreat schedule. Mr. Uchytel said that topics are based on the Board's feedback. The solidified dates for the retreat are November 12th and 13th from 5pm-8pm. Mr. Uchytel said that at the beginning of the retreat he would like Board members to speak for 4-5 minutes each to talk about their motivations to serve on the Board and what goals they would like to achieve as a Board. Mr. Uchytel said that then he would like to go over the enterprise fund structure and how Docks and Harbors can provide quality transparent services to the public. Next, Mr. Uchytel said that he would like to go over the department's financial actuals for the year and analyze future projections. Since 2011 when Mr. Uchytel became Port Director there has not been three commercial fishermen on the Board, therefore the next topic would cover how Docks and Harbors can support the commercial fishermen who utilize Docks and Harbor's facilities. Mr. Uchytel would like to use the SWAT planning method to plan the future enhancement of commercial fishing industry. The Board has also expressed the desire to review the Open Meetings Act and Roberts Rules of Order which will be covered by CBJ attorney Nicole Lynch. On Wednesday Mr. Uchytel would like to cover previous studies and surveys of the facilities. Then Mr. Creswell will go over harbor improvements that have been made in the past and upcoming improvements. Mr. Sill will then review the larger projects and the resources utilized to achieve capital improvement projects in the last 10 years. Mr. Uchytel said that the deliverables that he would like from the retreat include a list of project priorities, legislative priorities, the 6-year CIP plan, marine passenger fee requests, and major maintenance efforts. The second day of the retreat would be a regularly scheduled Operations and Planning Committee meeting and the action items will be addressed before the scheduled retreat topics. Food will be provided for both meetings. Mr. Uchytel said that he will be the facilitator at the request of the Board. Mr. Uchytel asked the Board if the proposed retreat agenda meets their expectations and covers the desired topics.

Committee Discussion/Public Comment

Ms. Smith said that she does not believe that Mr. Uchytel should be presenting on commercial fishing infrastructure and that it should be presented by the Board members who are commercial fishermen. Those individuals would have more perspective.

Mr. Becker said that he would like for the Drive Down Float to be discussed.

Ms. Smith asked if the UAS lease should be a topic considered at the retreat. Ms. Smith asked if the Board should be considering the ramifications of a deep-water port on the backside of Douglas.

Mr. Uchytel said that those are good topics of discussions, however there might not be enough time to cover all the desired topics. The strategic planning can be continuous and not limited to the retreat time

frame. If the Goldbelt port becomes a reality it could encompass an entire retreat time frame. Mr. Uchytel said that the Board members can send topics via email that need to be discussed at this year's retreat.

Mr. Becker said that he does not believe that the Goldbelt port should not be discussed at the Boards retreat until more direction is received from the City and Tourism Managers.

Mr. Etheridge said that he would like the boat yard to be on the list of topics.

Ms. Hart said that she thinks the current outline for the retreat is a good start and that in the future a continuous agenda item to cover strategic planning could help with covering topics that were unable to be addressed at the retreat due to time constraints.

6. New Boat Shelter Construction Process

Presentation by Port Director: Mr. Uchytel referred to page 18 of agenda packet which addresses the boat shelter that sunk in January. A request for interest was posted to gather community interest in constructing a new boat shelter. Four individuals have responded to indicate interest in building new boat shelter. Mr. Uchytel said that the Board needs to develop a plan for selecting the individual for building the boat shelter. A lottery, an out-cry auction, or a sealed bid auction are three methods for selection. Mr. Uchytel said that his recommendation is to hold a sealed bid auction, however, would like the Boards feedback to establish the process. There is no guidance from Docks and Harbors regulation on how to conduct the process of building a new boat shelter. The boat shelters were in place when the CBJ acquired Aurora Harbor from the State. Mr. Uchytel suggested that an application be submitted alongside the sealed bid auction with a \$100 filing fee, minimum bid of \$500, parameter of completing construction on the boat shelter in a year, the length of the new boat shelter cannot exceed the length of the existing boat shelters on float G, the design can not shed snow on other boat shelters, and that at least half of the boat shelter must be owned for five years after construction. The square footage charge would be applied once the selection of the individual from the auction occurs.

Committee Discussion/Public Comment

Ms. Smith said that holding the boat shelter for five years seems like a long time. Has thought been given to expanding the boat shelters to an additional float if there is a large amount of interest in this opportunity.

Mr. Leither asked what fair market value for boat shelters is currently.

Mr. Etheridge said that fair market value is \$30,000-\$37,000 for a large boat shelter and less for smaller ones.

Mr. Leither asked if Docks and Harbors has considered buying the boat shelters to encourage others to flip/ improve the boat shelters to gain a profit.

Mr. Sooter said that he does not believe flipping boat shelters would be in the best financial interests of Docks and Harbors.

Ms. Smith said that the price offered to the Board for boat shelters and the price offered to community members most likely is very different.

Mr. Sooter asked the Board what they thought of the draft provided by Mr. Uchytel.

Ms. Smith said that she does not have an issue with the draft but that the ownership of five years seems like a long time in a community that has a lot of turn-over.

Mr. Etheridge said that he likes the draft and time requirement so that a contractor doesn't build and sell for a profit. Mr. Etheridge said an option for the owner would be to lease it to a community member.

Mr. Sooter said that if he were to build a boat shelter, he would want to at least have it for five years to get a return on the investment.

Ms. Smith asked what would happen if the new owner died within the 5-year time frame.

Mr. Sooter said that if that circumstance arose then the Board would be able to address the specific needs of the family or individual.

Mr. Leither asked about the administrative burden of the request for interest and the request for bid in the context of the \$100 filing fee.

Mr. Uchytel said that the \$100 filing fee comes from wanting only serious bids for the project. Additionally, since it does take up staff and Board time. This would recoup value back to the enterprise fund. Mr. Uchytel said that there is not punitive clause if someone chooses to build and flip the new boat shelter. Mr. Uchytel said that he will bring this to the regular Board meeting and asked if advertising for two months a reasonable time frame is.

Ms. Smith said that two months is a reasonable time frame.

Mr. Sooter said that he would recommend changing the language to building the boat shelter in a year after receiving building approval.

Mr. Leither said that there are not teeth to setting the timeline since there is no repercussions for not completing the construction in the designated time frame.

7. Regulation Changes - Preparation for Special Board Meeting

Presentation by Harbormaster: Mr. Creswell said that next Thursday prior to the regular Board meeting there will be a special Board meeting for the end of the public notice period for the five proposed regulation changes. Those changes are an increase of the waterfront vendor permit by \$5,000, disallowing moorage until collections accounts have been paid in full, requiring pre-payment of moorage for accounts that have been sent to collections or impounded in the previous 24 months, new requirements for Uninsured Vessel Surcharge, and establishing the fee for the Auke Bay Loading Facility. Each regulation change will be voted upon separately.

Committee Discussion/Public Comment

Mr. Leither asked if anyone has received any feedback on the proposed regulation changes.

Mr. Creswell said that he has not received any feedback.

Ms. Smith said that she will not be attendance of the Special Board meeting.

Mr. Uchytel said that adjustment of the waterfront vendor booth to be tied to the consumer price index did not go through with the public notice period. This was a Board directive that did not get included in the notice period which will need to be discussed with the Law department on whether it can be part of the regulation change.

I. STAFF, COMMITTEE AND MEMBER REPORTS

Ms. Smith said the Juneau South Douglas Committee is currently meeting and therefore she won't be in attendance and will not be able to deliver a member report.

J. COMMITTEE ADMINISTRATIVE MATTERS

Next Operations/Planning Committee Meeting - Wednesday, November 13th, 2024.

K. ADJOURNMENT

Meeting adjourned at 6:15 pm.

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.