

CBJ DOCKS AND HARBORS BOARD
REGULAR BOARD MEETING MINUTES
For Thursday, July 27th, 2023

A. **Call to Order** – Mr. Etheridge called the Regular Board meeting to order at 5:00 p.m. in CBJ Room 224 & Via Zoom.

B. **Roll Call** – The following members were in person or via Zoom - James Becker, Paul Grant, Debbie Hart, Matthew Leither, Mark Ridgway, Annette Smith, Shim Sooter, Albert Wall, and Don Etheridge.

Also in Attendance – Carl Uchytel – Port Director, Matthew Creswell – Harbormaster, Matthew Sill – Port Engineer, Nicole Lynch – CBJ Law, Wade Bryson – Assembly Liaison, and Teena Larson – Administrative Officer, Kevin Dugan – Harbor Officer Supervisor.

C. **Approval of Agenda**

MOTION By MS. SMITH: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

D. **Board Election**

1. Election of Docks & Harbors Board Chair, Vice-Chair, and other such officers as the Board shall deem necessary.

MOTION By MS. SMITH: TO OPEN NOMINATIONS FOR THE BOARD CHAIR AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

Mr. Becker nominated Mr. Etheridge for Board Chair

Ms. Smith seconded the nomination

No other nominations

Mr. Etheridge accepted the position of Board Chair

Mr. Ridgway nominated Ms. Hart for Board Vice-Chair

No other nominations

Ms. Hart accepted the position of Board Vice-Chair

Mr. Grant nominated Mr. Ridgway as Operations/Planning Committee Chair

No other nominations

Mr. Ridgway accepted the position of Operations/Planning Committee Chair

Mr. Ridgway nominated Mr. Grant for Operations/Planning Committee Vice-Chair

No other nominations

Mr. Grant accepted the position of Operations/Planning Committee Vice-Chair

Mr. Etheridge appointed a Sub-Committee for the Vessel Haul-Out Facility with the following members.

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Mr. Ridgway
Mr. Etheridge

The Assembly Lands Committee Liaison Volunteer - Mr. Becker

South Douglas/West Juneau Liaison Volunteer – Ms. Smith

There was no objection to the assignments.

E. Public Participation on Non-Agenda Items - None

F. Approval of June 29th, 2023 Board minutes.

2. Hearing no objection, the June 29th Board minutes were approved as presented.

G. Special Order of Business

Mr. Uchytel presented HMatthew Mickelson with Employee of the Quarter award.

H. Consent Agenda –

- A. Public Requests for Consent Agenda Changes - None
- B. Board Members Requests for Consent Agenda Changes - None
- C. Items for Action

3. Boat Shelter Sale - Board Right-of-First Refusal to Purchase

RECOMMENDATION: TO WAIVE THE DOCKS & HARBORS BOARD RIGHT-OF-FIRST REFUSAL TO PURCHASE BOAT SHELTER AE-21.

MOTION By MS. SMITH: TO APPROVE THE CONSENT AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

I. Unfinished Business –

4. Downtown Safety Rail - Correspondence

Mr. Uchytel said on page 20 in the packet is the memo that was drafted to go to the Assembly. It is unchanged from the last meeting. Is the Board happy with the content of the memo and do you want this forwarded to the Assembly?

Board Questions - None

Public Comment - None

Board Discussion/Action

Mr. Grant said he believes the memo is fine as is.

MOTION By MR. GRANT: MOVE TO AUTHORIZE THE PORT DIRECTOR TO SEND THE JULY 27TH, 2023 MEMORANDUM CONCERNING SAFETY RAILINGS TO THE ASSEMBLY.

Ms. Smith objected. She said this is another step to restrict access to the water.

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Roll Call Vote –

Mr. Becker – Y

Mr. Grant – Y

Ms. Hart – Y

Mr. Leither – Y

Mr. Ridgway – Y

Ms. Smith – N

Mr. Sooter – Y

Mr. Wall – Y

Mr. Etheridge – Y

Motion passed 8 Yes – 1 No

5. Proposed Launch Ramp Survey - Derby Weekend

Mr. Creswell said the survey in the packet was changed from the Boards input from last weeks Operations meeting. Question one was changed to rank the launch ramps, and cleaned up some of the other questions. Plan for the survey is to put it in Survey Monkey and create a QR code. To get this out to the launch ramp users and Salmon Derby participants, it will be posted at all of the launch ramps and boost a post on our Facebook page. We would also like to send a link in our SMS messaging system. Territorial Sportman is also going to have the fish weigh-in workers and ticket validators mention the survey as well. We hope the participation will be good again like the one conducted in 2020 on the N. Douglas Launch ramp. This will give us information on the launch ramps with what we do good and what we can do better.

Board Questions

Ms. Smith commented that the survey in the packet does not show number one as needing to be ranked.

Mr. Creswell said when the survey is added into Survey Monkey it will have a ranking option.

Mr. Grant asked if there will be paper copies handed out at the launch ramps during the Salmon Derby weekend?

Mr. Creswell said no, only electronic. We did not hand out paper copies with he last survey and we had great participation.

Public Comment - None

Board Discussion/Action

MOTION By MS. SMITH: TO EXECUTE AN ON-LINE LAUNCH RAMP SURVEY DURING SALMON DERBY WEEKEND AND PROVIDE TWO FREE CY24 LAUNCH RAMP PERMITS TO RANDOMLY SELECTED SURVEY SUBMITTERS AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

J. NEW BUSINESS

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6. Board Resolution in Support of ADOT Harbor Facility Grant Application
Mr. Uchytel said staff is preparing a grant application for Aurora Harbor phase IV. The Committee that evaluates the applications gives one point to applicants that have a local letter of recommendation. The language in the resolution on page 23 in the packet is from the grant application hand book. This is not required but adds one point to our application. Mr. Uchytel explained that we are still moving forward with this grant application, due August 4th, even though we are technically not eligible because of having an outstanding grant for phase III. He said he sent a letter to ADOT in March asking for a waiver but they have not acted on his request.

Board Questions

Mr. Grant asked even though staff has not received a formal response, is there any indication from ADOT that they would look favorably on this?

Mr. Uchytel said he has communicated that the delay was due to COVID. Typically this would be complete and ADOT understands our position.

Mr. Becker asked if Phase III has been awarded and wanted to know if the project has been moved up?

Mr. Uchytel said Phase III has been awarded to Trucano Construction. Staff had a pre-construction meeting about a week ago.

Mr. Sill said the project schedule has moved up a little. The contractor will arrive on site just before Christmas and begin pile driving and float installation the day after Christmas. This has changed from the earlier schedule of January/February proposed start time.

Public Comment - None

Board Discussion & Action

MOTION By MS. SMITH: TO APPROVE THE RESOLUTION IN SUPPORT OF AURORA HARBOR IMPROVEMENT PHASE IV GRANT APPLICATION AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

7. Boat Shelter (AG28) Sale – Board Right-of-First Refusal to Purchase
Mr. Uchytel said this morning he received an email from Mr. Sprague wanting to sell his boat shelter. Mr. Sprague said he has a buyer but did not provide the amount he was selling it for. This was added just today and the Board does not have any obligation to act on it today but it can be acted on today.

Board Questions

Mr. Becker commented that we do not want to get into the business of buying boat shelters.

Public Comment - None

Board Discussion/Action

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**MOTION By MS. SMITH: TO WAIVE THE DOCKS & HARBORS BOARD
RIGHT-OF-FIRST REFUSAL TO PURCHASE BOAT SHELTER AG-28 AND
ASK UNANIMOUS CONSENT.**

Motion passed with no objection.

K. Committee and Member Reports

1. Operations Committee July 19th Meeting Report

Mr. Ridgway reported the Committee discussed the following –

- Downtown Safety Rails
- Launch Ramp Survey
- Boat Shelter Sale
- Received an update on the Harris Harbor Security Gate
- Received an offer to purchase a floating breakwater from a Coast Guard facility out of Ketchikan
- The City Manager Mr. Watt attended the meeting to talk about his memo with a proposed ordinance change. Mr. Watt recommended to have more discussion about how the City can potentially better manage larger tourism issues. There is a belief that there is a problem with the Tourism Manager and the Port Director being both tasked with addressing similar issues and Mr. Watt commented that more discussion is needed on how best to address that.

Mr. Bryson asked for clarity that Mr. Watt was comparing Ms. Pierces position to Mr. Uchytel's position or noting where they have overlap?

Mr. Uchytel said Mr. Watt's memo states the Assembly would rather work directly with Directors managing tourism than working through the Docks & Harbors Board whose position has both the Docks Enterprise and the Harbors Enterprise. The Memo specifically suggests that the cruise ship docks responsibility should be removed from the oversight of this Board.

Mr. Bryson said he will do research on this.

Mr. Becker asked Mr. Bryson if he has an understanding on how this change will affect Docks & Harbor Board?

Mr. Bryson said he does not know and will follow the discussions on this topic offline.

Mr. Grant commented that he was totally unclear at the end of Mr. Watt's presentation on what the problem is and the proposed solution even after extensive discussion. There is a lot of budget in the Docks Enterprise. Mr. Grant didn't know if the budgeting authority was being taken away from the Board, or if it was maintenance issues.

Ms. Smith commented that she reads the memo as a bit of a power grab. It is either that or the Tourism Manager does not have enough work and Mr. Watt is trying to find work for her. She said she was not impressed by Mr. Watt's memo.

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Mr. Uchytel said Mr. Watt's memo was to start the discussion on this topic. There is nothing concrete but it could be read that the change could be anywhere from keeping status quo to having Docks & Harbors remain empowered for the Harbors and Docks be embedded in the City Managers Department. The memo talks about Docks & Harbors Board but also the elevation of the Tourism Manager to Director so than that would ask the question of how many employees does the Tourism Director need under them to be able to be labeled a Director. Some Docks & Harbors employees are starting to wonder if they are going to be working for the Tourism Director. The memo muddled everything more than provided clarity. There is change afoot at the Manager's Office as well as in the Assembly.

Mr. Grant said what he finds distressing is this was just started now after the City Manager has given notice of his resignation. There is going to be a new administration soon and he would hope to see this addressed by the new administration.

2. Assembly Lands Committee Liaison Report - None
3. South Douglas/West Juneau Liaison Report - None
4. Member Reports - None

L. Port Engineer's Report

Mr. Sill reported-

- Marine Park Deckover Phase I - Edible Ed's will lay down more seed in the small lawn area and he will process the final payment to close out the project soon.
- Marine Park Deckover Phase II Reconfiguration of the Capstan – This was due to Longshoreman safety and operational concerns. The changes have been made and the Longshoreman are very happy.
- Statter Harbor Restrooms – Staff is identifying various plumbing issues and Dawson has been reaching out to the sub-contractor Schmock Mechanical to send personnel to fix the issues. They are not totally unresponsive but there has been a struggle to get the issues fixed. The issues are leaks, and loose fixtures and minor completion items.
- Statter Harbor Restroom locks – These were all changed out on Monday. Staff needs to unlock the doors occasionally instead of always being controlled by electronics. If the electricity went down, staff would not be able to open the doors.
- Statter Harbor Restroom wireless link – MIS put in a temporary link for our internet to run our doors earlier in the project. They recently came back and installed the permanent wireless link.
- Aurora Harbor Rebuild Phase III – We did have a pre-construction meeting with Trucano three weeks ago and they will start pile driving and float installation the day after Christmas. Staff spoke to the Corps of Engineers about the pile driving permits and they should be ready in the next couple of weeks. Completion for this project is May 2024.
- Aurora Harbor Phase IV – We are currently working on the Grant Application with our term contractor DOWL. He put together a cost estimate for this project which is close to \$9.5M, however with the 10% contingency and 10% construction administration the project ends up being closer to \$11.5M. Funding for this project is \$5M from the funding match and we are hoping to get the ADOT \$5M. The supplies

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- may start coming in lower and Staff may need to do some adjusting but we are in the range to get this project completed.
- The Tidelands property near DIPAC transfer from the State of Alaska to CBJ is almost complete. He is working with CDD to add that to the two different lease areas.
 - Harris Harbor Gate – He said he provided an update at the Operations/Planning meeting. He has not sent out the solicitation memo yet because he is working with CBJ Purchasing to add better language in a contract. He also had a meeting with our term contractor to discuss the project with them and they are ready to go.
 - Douglas Harbor Lights - The light at the top of the launch ramp has been installed. We are working with Morris Engineering for a lighting project for two lights over by the ramps. We found out during the lighting project that Parks and Recreation is installing lights all along Savviko road. Staff is still moving forward with the lighting plan but making some small changes to it. With the lights being added on Savviko road there will be more illumination in our parking lots. This will not solve our security issues in our parking lot but it will help.
 - Wayside Park Float – Staff is going out with a condition assessment for the needed repairs to the float and dredging. The \$750,000 funding for this project came from the 1% sales tax.
 - Cruise Ship Dock Electrification – He and Mr. Uchtyl have been meeting with various power equipment suppliers, consultants, people in the Industry to get a good understanding on who does what. Earlier this week, we met with JCOS (Steve Behnke and Gretchen Keiser). We had a nice discussion explaining our planning effort on this topic and identified challenges that we need to design around to come up with a solution. Last week we met with CBJ Public Works Director Katie Koester and the Tourism Manager to update them with what Docks & Harbors is doing with the cruise ship docks electrification topic. He met this week with Schneider Electric who is a big electric supplier. He said he would like to present at the next Board Meeting what has been learned through this process.

Ms. Smith asked if the North end of Aurora will need a touch up dredging before the floats are installed.

Mr. Sill said no. When the Corps dredged, staff requested to overdredge when possible.

Mr. Grant asked with the lights Parks & Recreation is having installed, is it on the Park side or Harbors side?

Mr. Sill said the Park side.

Mr. Leither asked how far along Parks and Recreation was with their lighting project?

Mr. Sill said the P&R project will be completed in a couple of weeks and the light pole bases are already installed.

M. Harbormaster's Report
Mr. Creswell reported -

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- The Port - The Cruise Ships are very busy and Scott Hinton's crew is doing a great job with the resources they have. There has been corn hole games and recycled plastic picnic tables installed in the Peratrovich Plaza.
- Port Admin Nichole Benedict's last day is Friday. She is moving out of town. There will be a farewell barbecue tomorrow at the Port. Her new replacement is Andrea Shaw.
- Salmon Derby is August 11th – 13th. He is working with the Territorial Sportman Association and they want to do the same as last year and have the landing station at the Auke Bay Loading Facility.
- Army/Coast Guard Dive Team – They will be in town for August and will be working on some of our projects like past years.
- Coast Guard Buoy Tender Round Up August 13th – 17th. There are eight Buoy Tenders coming this year. We will be mooring two of their 175' Buoy Tenders on the inside of the CT (ICT).
- The 10-day move rule – This is going well now. If anyone needs an extension they are working with Mr. Norbryhn.
- There were several impound notices issued on Monday.
- There were several vehicle impound notices put on abandoned vehicles.
- The beginning of June, staff sent out letters to Harris Harbor patrons who had not moved recently to get them in compliance with our move rule. About two thirds have already moved and the remaining vessels that have not communicated why they have not moved will get a 72 hour letter next week.
- Statter Harbor Restrooms – Staff is fine tuning the management.
- There has been an uptick in reported crime in the Harbors. People are starting to know the Security Officers schedule and he would like to have another security officer to work opposite shifts and cover the whole night.
- The Dusky Rock is now posted on the public surplus. There were 15 carts of garbage removed from that vessel.

Mr. Smith said she has had several complaints about the whale watching boats speeding.

Mr. Creswell said they can be reported to TBMP or Docks & Harbors staff and they can report the complaint to TBMP. We can issue a ticket to a speeding vessel but it is difficult because the ticket needs to be issued to the individual.

Mr. Grant commented that he was on the Seawalk yesterday in the Peratrovich Plaza area and he noticed that people confine themselves to the dock and did not move through the Plaza. The Seawalk was crowded with all the benches full, and the Plaza was empty. He questioned if there were structures planned for the plaza to make it a more hospitable place? He suggested planters with benches.

Mr. Uchytel said staff has been working on this over a year. Staff recognizes the need to draw people into the Plaza and that was why Corvus Design was hired to come up with ideas. The corn hole games and picnic tables were added with the thought of pulling people in. Staff is still working on this and will entertain any ideas the Board members have.

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Mr. Grant suggested a throughway through Petatrovich Plaza to the street.

Mr. Uchytel said the challenge with that idea is the grade of the Plaza. It is not ADA compliant and there is rebar sticking out of the ground. Ideally Morris Communication would be building on their property with other uses to draw people through the Plaza. We are trying to make it nice for the short term. There is plans to move the Juneau-Douglas Museum to this location. The City should purchase the Morris Communication property and build the Douglas Museum there, but the property is not cheap.

Mr. Leither asked Mr. Creswell if the affects of the ten day rule is working like intended?

Mr. Creswell said he sees more turnover.

N. Port Director's Report

Mr. Uchytel reported

- Ms. Larson provided preliminary FY23 budget numbers. These are not final numbers, but the Harbors is estimated to be up about \$900,000. Adding that to our fund balance, we should have about \$2M. For the Docks, we are anticipating \$700,000 above our expenses. However, because we exceeded our spending authority, we will need to ask for a supplemental. Finance Department still needs to audit all the numbers.

Mr. Grant asked what implications will this have on the rate increase that has not gone into affect yet?

Mr. Uchytel said we still need to do the rate increase. There are still many things we need to fund. He would read these numbers as we are judicious with our operations.

- On Senator Murkowski's Congrestional Directed spending list is the wave attenuator study to received \$500,000 in funding. However, the previous list shown the wave attenuator to receive \$1.5M. Staff has been petitioning the Army Corps of Engineers since 2017/2018. The Army Corps thinks this is a great project and wants to do it, but they are waiting on funding. The first thing that needs to happen before the project, is a study. All studies are \$3M and half of that is our responsibility.
- He talked with Dr. Palmer, the new UAS Chancelor at a recent event. He asked if she would be willing to attend a Docks & Harbors briefing about our issues. She provided Mr. Uchytel her scheduler number to work on a date. When he called the scheduler, he was provided the 7th, 9th and 11th. He asked the Board members if anyone else would like to attend this meeting but it can not be more than three?

Mr. Etheridge requested Board members that would like to attend the briefing reach out to him.

- He contacted Mr. Joe Smith about his property being used as a Boatyard and he would be happy to meet to talk over Docks & Harbors Boatyard issue.
- August 31st is the next Board meeting where he is anticipating the Board provide direction to staff to go out with a public notice and schedule a hearing for the proposed rate increase. He has been working with Law on what the proposed rate will look like. The process is that we work with Law on the proposed regulation

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change and after the public hearing we send it to the Assembly for adoption or send it back.

O. Assembly Liaison Report

Mr. Bryson reported –

- He chairs the Assembly Lands Committee and the only thing for Docks & Harbors is the hazard maps with the downtown slide and avalanche zone. A couple of options were forwarded to the Assembly that they will likely discuss at the next Committee of the Whole. No one likes these maps and adopting these maps would mean that the City is acknowledging that and every bank acknowledges that. If the City does not acknowledge the maps, the banks do not acknowledge that maps.
- The Asssembly conducted Docks & Harbors interviews and he welcomed the new members.
- The Assembly is working on the City Manager recruitment and hope to have news of a new City Manager soon.
- Senator Murkowski congressionally directed spending (CDS) funding does give the City 100% funding for the design of the North Douglas second crossing.
- He said he also spoke with Dr. Palmer and told her the Boatyard needed to have a solution.

P. Board Administrative Matters

- a. Ops/Planning Committee Meeting – Wednesday August 23, 2023
- b. Board Meeting – Thursday August 31, 2023

Q. Adjournment – The meeting adjourned at 6:28pm.