



DOCKS AND HARBORS OPERATIONS MEETING MINUTES

January 17, 2024 at 5:00 PM

City Hall Conf. Room 224/Zoom Webinar

A. CALL TO ORDER: Mr. Ridgway called the meeting to order at 5:00pm.

B. ROLL CALL: The following members attended in person or via zoom meeting - James Becker, Don Etheridge, Debbie Hart, Matthew Leither, Annette Smith, Shem Sooter, Mark Ridgway.

Absent: Paul Grant

Also in Attendance: Carl Uchtyl – Port Director, Matthew Creswell – Harbormaster, and Teena Larson – Administrative Officer.

C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES – No Changes

MOTION BY MR. ETHERIDGE: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

Motion approved with no objection.

D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None

E. APPROVAL OF MINUTES

1. December 20th, 2023 Minutes

Hearing no objection the minutes were approved as presented.

F. UNFINISHED BUSINESS

2. FY25/FY26 Docks & Harbors Budget

Mr. Uchtyl said on page 10 in the packet is the Docks budget overview. After approved by the Board, this will be taken to the Assembly for final approval. He said of note is the audited Docks FY23 fund balance of \$2.6M. We are in a 2 year budget cycle. Staff is asked to update the FY24 projections and propose a budget for FY25 and FY26. Personnel services make up about 55% of our Docks budget and Commodities and Services make up the rest. He went over the Docks revenues.

Committee Questions

Mr. Ridgway asked if the 9% takes affect in 2024 for the Docks Revenue?

Mr. Uchtyl said yes. The projected actuals for charges for services already has the 9% added.

Ms. Larson said yes.

Mr. Uchtyl continued with the Harbors budget overview -

He said, at the end of FY23, we had \$2.9M in our fund balance. We anticipate growing our fund balance to \$4.3M by the end of this fiscal year. This is a healthier fund balance than we have seen in years. He went over the budget items for expense and revenue.

Ms. Smith asked what is included in the debt service?

Mr. Uchtyl said it was deferred maintenance in about 2006 for Dougals Harbor and other projects. It may have also been used for Harris Harbors.

Mr. Ridgway asked how much debt both Docks & Harbors Enterprises owes?

Mr. Uchytel said he will need to find that answer and bring it back to this Committee but Docks and Harbors does not owe anything for 16B, that is a CBJ debt.

Mr. Leither asked, at one point there was a discrepancy between what CBJ Finance thought we were going to have in our fund balance and what we thought we were going to have. Was that ever resolved?

Mr. Uchytel said our CBJ Accountant came back and said the fund balance at the end of FY23 at \$2.938M is a correct number.

Mr. Uchytel continued with his presentation showing the proposed personnel changes. The changes include, removing three part time limited position at a .33 FTE each, adding a Deputy Port Operations Supervisor at a 1 FTE, changing the range of pay for the Port Operations Supervisor including the position name to a manager position, and add a Harbor Security Officer at a 1 FTE but split between Docks & Harbors Enterprise funds. Currently, the Port Operations Supervisor is directing about 30 personnel and it is very chaotic. The need of our security personnel is surge dependent. When people come off the cruise ship, the security booth can be staffed with one person, but when the people return to the ship, you need to have a lot of security people for the surge of people getting back on the ship. There should be no more than eight staff under one supervisor. The proposed changes for the evening Security Officer is not added in the staffing schedule at this time.

Mr. Ridgway asked if the Port Operations Supervisor's range of pay goes by FTE's or bodies?

Mr. Uchytel said he still supervises plenty of people and removing the three PTL's will not affect the new position. Staff has already worked with CBJ HR and had this approved.

Mr. Creswell explained the need for the range of pay change for the Port Operations Supervisor is because his current position is not able to supervise "a supervisor" position.

Ms. Smith said she supports this but how will it affect our fund balances?

Mr. Uchytel said it will be decreased \$120,000 for Docks and \$50,000 for Harbors.

Mr. Ridgway asked what is the impact of losing the three part time limited personnel?

Mr. Uchytel said the part time limited positions are flexible and they work odd hours and that works for the security needs of the Docks Enterprise. Removing the three PTL's and adding a Deputy position will free up more of the current supervisor's time to do more meaningful things and better manage and oversight of our people. He said he is hopeful, with better technology, it could mean less need for security personnel in the future. There are three Cruise Ship Companies that have the high tech security aspects and that makes it easier to check people through to the ship. When more cruise ship companies get that hightech security, we may be able to reduce our security personnel even more.

Mr. Uchytel said the return on investment for the Security Officer is hard to measure. He has heard from Board members that it is a good use of resources to have the night time Security Officer. The question is, do you want to add another security officer so there can be coverage seven days?

Mr. Ridgway said he would like to track the security officer in some way so we can see the effectiveness of the night time security if we decide to fund it.

Ms. Smith said we are adding a security gate in Harris Harbor and she knows that will not stop the people coming in from boats doing theft, but if we continue installing gates at the other harbors, will we still need that extra position?

Mr. Uchytel said needing the security personnel in the future or not would just be speculation. We do get JPD reports on a weekly basis that is data and it is good to know what JPD is doing in our harbors. Determining why there is a decrease in crime is hard to measure.

Mr. Etheridge said he noticed an increase in crime in the Harbors on Sunday and Monday when the Security officer was off. He thinks having a person seven days a week will decrease the crime. He said it is not only in the Harbors, but also in the parking lots where there is vandalism and theft. He believes the money going to be spent is well worth it for this position. This also does public good for our patrons who have been asking for security personnel. The human presence helps out more than a gate or camera's.

Ms. Smith said she heard good comments from patrons about our previous security officer.

Mr. Leither asked if the security officer will have training, and what is our liability if something happens?

Mr. Creswell said the primary expectation of the security officer is to observe and not confront. Under no circumstances are they to engage in a potential volatile situation. They carry a radio and can contact police dispatch if there is a problem and that is what the police are for.

Mr. Ridgway said the security officer would also be around for a safety aspect as well. The last theft he heard was thousands of dollars and the boat was accessed by the water so a gate would not help anything in that case. Having additional people around he thinks will help stop some of the theft.

Mr. Etheridge said when he was doing the patrol, he would get in touch with dispatch when he had an incident and there were two or three officers there in minutes.

Mr. Ridgway asked if they receive basic first aid training?

Mr. Creswell said first aid, CPR, and cold weather training. They are required to wear their PFD with a personal locator beacon, and ice cleats when it is icy.

Mr. Uchytel continued with the budget on page 15 which is the fleet replacement schedule. This is a list of all Docks & Harbors equipment that is maintained. Docks and Harbors puts money in this reserve every year so we have enough money for vehicle replacement.

Mr. Uchytel went over the travel training budget for the current fiscal year and the next two fiscal years.

Mr. Uchytel continued to the Docks staffing schedule on page 17, 18 and 19 in the packet. The highlighted areas are the proposed personnel changes. On pages 20 through 22 are the Harbors staffing schedule. If the Board decides tonight to add the Harbor Security Officer, Teena and I will add the change and bring the staffing schedule back to the next Board meeting for final approval. On page 23 in the packet is the expenditures for Docks. Staff has updated our FY24 expenditure and provided the FY25 and FY26 proposed budget.

Mr. Ridgway asked what is IMM training in the proposed training?

Mr. Creswell said that is the Association of Marina Industries Certified Marina Operator training, it is the first step to being certified for the Marina Operations Certification. It stands for Intermediate Marina Management.

Mr. Ridgway asked about the Docks revenue's percent changes. It appears the Docks revenue is increasing 33.8%, 20% for user fees, and 63.7% for Port Maintenance fees? Why is that so high?

Mr. Uchytel said the percentage change is from the FY24 amended to the FY25 proposed. The best way of looking at this is we are on a two-year budget cycle. We proposed back in 2021 the budget for FY23 and FY24 and at that time, we were just coming out of the pandemic. Once the numbers are adopted, they don't change. Staff is very conservative with our revenues. It is better to predict lower on revenues and higher on expense. The estimated revenues in the packet tonight is our projection based on more concrete data.

Mr. Ridgway wanted more information about the 33% increase in dock fees.

Ms. Larson said Mr. Uchytel did a good job explaining. She said she based the revenue off the cruise ship schedule and really does not have a good answer why the large percentage.

Mr. Ridgway pointed out the lease revenue with a 5.9% increase is more understandable and there is less guess work with what your revenues will be.

Ms. Larson pointed out the challenges with determining revenues when there was an 8.1% increase July 1st, 2023, 9% increase January 1st 2024 but the monthly moorage is only 3% increase January 1st 2024, the new CPI increase of 1.5% for some fees will increase January 2024, tourism type fees will increase April 1st 2024 and the rest of the fees will increase July 1st 2024.

Mr. Uchytel said on page 29 in the packet shows the equipment Docks & Harbors is replacing in this budget cycle for FY24, FY25 and FY26.

Mr. Ridgway wanted to have some kind of results of having a Harbor Security Officer with reduction in crime.

Mr. Creswell said it is hard to quantify the effects of the security position and put a number to it. Our customers like seeing a presence and that goes a long way and it shows we are trying to help with the theft.

Mr. Ridgway commented he would like to be able to say "the Board needed to increase your fees and here is why".

Public Comment –

Mr. Clayton Hamilton, Douglas, AK

Mr. Hamilton asked what is the relationship for the harbor fund to the annual expenditures? He said in 2026, we will have over a year of expenditures in our fund balance.

Mr. Ridgway said when we are having to do deferred maintenance, we look for matching grants and we need to use our fund balance to get money from a federal entity to repair or expand the Harbors.

Mr. Uchytel said for Aurora Phase IV, we are estimating that project at \$11.5M. We only have \$10M of that \$11.5M so we will need to transfer from our fund balance \$1.5M. Staff is also tracking work with the Army Corps of Engineers to do the planning study for the breakwater replacement and that will be \$1.8M. Even though one can say our fund balance looks healthy, we have very large expenditures coming up in the very near future.

Mr. Hamilton asked what the historical ratio between our fund balance and our annual expenditures has been? Is it normal to have over a year of expenditure of regular expenditure in the fund balance? Where have we been historically within the last decade?

Mr. Ridgway clarified what Mr. Hamilton is asking. What is the historical ratio between our fund balance and our operational expenses?

Mr. Hamilton said that is what he is looking for.

Mr. Uchytel said if you still have those presentations from the Harbor Rate study, it shows our fund balance for the last 10 years. He remembers it peaked in maybe 2016 and then we did Aurora Phase II and Douglas Harbor. The fund balance has peaks and valleys, you save money and then you spend it on capital improvement projects hoping to leverage all the grant money you can get.

Mr. Ridgway recommended to talk to Ms. Larson and she can provide the graph that shows our revenue and fund balance in one graph and that would be about the best historical data we will have. In our rate study, we wanted to know what we need to have in the bank to be healthy. What is needed to have in the bank is a moving target, our operational needs are flat, but the money needed to fix stuff goes way up and changes over time.

Mr. Hamilton said he would get with Ms. Larson to get the information he wanted.

Committee Discussion/Action

MOTION By MS. SMITH: TO RECOMMEND THE BOARD ACCEPT THE FY25 AND FY26 BUDGETS AS PRESENTED AND AMENDED WITH THE STAFFING CHANGES AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

G. ITEMS FOR INFORMATION/DISCUSSION

3. Marine Park Renovation – Update

Mr. George Schaaf, Parks and Recreation Director, said he is here to talk about the Marine Park renovation project. He said Parks and Recreation has had a long public process so far. They have had onsite meetings and public meetings over the past year inviting the community and waterfront users to come and talk about how they use Marine Park, and what they would like to see in the future for this area. Parks and Recreation is currently at 35% design and Ed Leonetti will talk about what that looks like. This project does fit in with the long-range waterfront plan, roughly 15 year old, that says Marine Park's role is the nexus for the waterfront downtown area. There are several things that have changed since then. The cruise ship visitation has grown dramatically, and Parks and Recreation has made some changes to Marine Park over the last couple years. There were some bunkers removed, the lightering dock has been removed, the deck over project was recently completed, and 16B was completed which moved the ships off the Seawalk. The general vision for the park is a special use area and so this area is unique in how it is planned for development. One of the top things for improvement with this project is the food vendors that were relocated to Marine Park from the sidewalks a few years ago. They were too popular for the sidewalk locations and now in Marine Park they have become even more popular. We are also very cognizant of the role of Marine Park as the transportation hub for pedestrians on the waterfront. Marine Park is a very small piece of property that Parks and Rec manages surrounded by a lot of waterfront areas that Docks & Harbors manages. Marine Park is a Land and Water Conservation Fund. This is a federal grant program administered by the National Park Service and funded with lease revenue from offshore oil leases created back in the 60's. Mr. Schaaf went on to explain the different recreational areas around Juneau this money has been used for in the past. Over the years, Juneau has received about \$1M from that program. One of the catches is once you accept the money for a project, it is protected in perpetuity. If it is ever converted in use that is not compatible with outdoor recreation, you don't have to pay the money back, but you have to acquire new property equivalent in value and

put that into a conservation status. Parks & Recreation is not allowed to lease, or rent, or convey any kind of property interest in the park or use it in any other way than public outdoor recreation going forward.

Committee Discussion -

Ms. Smith asked if there has been any effort to work with Docks & Harbors with the idea of merging projects to save costs? She said she asked that because there are projects on Docks & Harbors list that is not incorporated in this Marine Park design.

Mr. Uchytel said we work closely with Parks & Recreation on projects with common interests with one being the Savikko Park bathrooms. A project of interest for Ms. Smith is to re-install the Marine Park lightering float.

Mr. Schaaf said there are a lot of situations where we have an interest in a project and there is also benefit for Harbor users year around. In regard to the Lightering float, it can be talked about now.

Mr. Ed Leonetti with Coffman Engineers - Project Manager for the Marine Park renovation.

Mr. Leonetti showed a presentation of the Marine Park renovation project and went over the changes. He answered a question regarding if skateboarders were going to be using this area and the possibility to reinstall the lightering dock. Mr. Leonetti said Marine Park is not a skateboard park. Skateboarders may hangout, but the area is not being designed for their use. In response to the lightering dock, it can be looked at but with the deckover happening, they would need to look into how it could be incorporated and what that would look like. He commented that the food vendors are located on the perimeter of the park to leave the middle area open for other gatherings and opportunities. Also in the project is a proposed glass wall that caused concern to Mr. Leither but Mr. Leonetti commented that there is another glass wall further down the Seawalk that has been fine. He provided the schedule for the project, 65% design will be completed the beginning of March, 95% design will be completed the beginning of May, bid documents in June, on the street July 1st, and construction award the first part of September.

Mr. Leither asked what Docks & Harbors role is in this project?

Mr. Ridgway said they are just providing this project information to Docks & Harbors as a courtesy.

Mr. Uchytel asked how long will the construction take?

Mr. Leonetti said he believes it could be done in 18 months with the winter shut down.

Public Comment -

Mr. Kirby Day, Juneau, AK

Mr. Day asked if the community vision that came from the Downtown Visioning Committee was incorporated into this project?

He commented about the glass wall at his dock has only had paint on it two different times that needed to be removed and no other issues.

He noted on one of the slides shown by Mr. Leonetti at the end of the Seawalk shows an arrow going across the road to City Hall. He is hoping to collaborate with the City Manager to try to get DOT to add a crosswalk there because people just use it now.

The removeable chairs he finds interesting and may become more moveable than wanted.

He asked regarding the vendor booths if Parks and Recreation really wanted to make them permanent. When they are not being used, that space will still be taken up by buildings. Also, the lines for the food

vendors are going to end up right in front of the other cross walk. When a ship comes in now, that cross walk is used non-stop.

Regarding the skatepark idea, if skateboarders want to come skate, they will and they will bring their own props.

In terms of the year around downtown challenges, this is a public space and the law says you are not allowed to remove people from public space unless you have somewhere for them to go. He thinks with more people around those challenges seem to dissipate. He can see the planned firepit will be very popular in the winter and he hopes there is a plan for that. He thinks this plan is a nice concept and will open up the area a lot more than it is currently.

He asked Mr. Schaaf if the idea was to keep the WiFi in that area?

Mr. Schaaf said yes. It is used by hundreds of thousands of people a year.

4. CY23 Urban Alaska CPI (Consumer Price Index) - 1.5%

Mr. Uchytel said the CPI is on page 30 in the packet. We just received these updated numbers a couple days ago. The CPI adjustment for calendar year 2023 is 1.5%. That will be the CPI going forward as we adjust all the fees adjusted by CPI. Also in the packet is how the CPI is acquired if anyone was interested. The Board has the right not to adopt the CPI adjustment this year if that is what you want. He can add this on a future meeting as an action item or just on the consent agenda.

Committee Discussion -

Mr. Ridgway said we went through a long process to attach our rates to the CPI, but we do have the option to pass. He does not want to go backwards. He expects a renewed rate study after five years from the last one to make sure our rates are where they need to be and it helps us know how much money we should have in reserve.

Public Comment –

Mr. Kirby Day, Juneau, AK

Mr. Day said he appreciated receiving the updated rates as soon as staff got this. He in turn sent the updated rates to his Finance Department so they could update their information. It helps to get it as soon as possible. He would prefer to have rate changes a year in advance but in this case he understands it cannot happen.

H. STAFF, COMMITTEE AND MEMBER REPORTS

Mr. Creswell reported -

- Juneau has had a lot of snow over the last few days. There was about 30" in Auke Bay and 39" in the Douglas and downtown harbors. Staff has been working non-stop since Saturday morning. Auke Bay did well compared to downtown. We have some of the Auke Bay staff helping downtown. He said he moved a loader from Auke Bay to downtown and he brought in some Part Time Limited seasonal help. Always with any snow, our initial response is clearing snow for access to the Harbors and then access to the docks. After the initial access, crew starts working on widening the access. This is a whole new challenge. Some staff is being pulled off snow removal to go deal with boats. The floats have a pass down and back with a snow blower and fingers have one pass down and then they back out. He said staff is trying to get caught up because they are predicting more snow starting Monday. They have the parking lots cleared. The road was widened to the Yacht Club today. The launch ramp was opened up today which is needed in case of emergency. One problem with snow removal is people are shoveling their snow onto the docks and there was a lot of traffic during the storm. The snow is packed down on the docks and impossible to get a snowblower through and he does not

have enough staff to clean the floats off with shovels. We were running out of room in our uplands and worked with Sam Kito from ADEC to be allowed to put our snow in the water and now we are able to free up some space by putting piles of snow in the water. The docks take a lot of time and staff is doing the best they can to get caught up. Regarding boats, we have had eight boats sinking, five have been saved and three are at the bottom. A special thanks goes out to Mr. Steve Hamilton who saved three boats from sinking. All three boats that have sank are in Aurora Harbor. The largest is the 49' Alaskan Dream and that is being federalized. The owner is insured and was communicating initially but not recently. The owner made a comment he was done with it and moving to Thailand. With federalizing it, the Coast Guard will raise it and remove the pollutants. We still have the owner's insurance and can possibly go that route. The other two boat owners are saying they are going to pay to have their boats salvaged but we will see how that goes. If they do not, we may be able to go through the Coast Guard. Staff is constantly making rounds. We are doing everything we can to get people to come down and shovel their boats. He is reminding people, time spent with a sunken boat is time taken away from snow removal. Staff is doing great and he has not heard a single complaint.

Mr. Leither asked about something being put on the gangway at Statter Harbor like grating to help when it is slippery.

Mr. Creswell said regarding gangways, he forgot to report about the Douglas gangway. The gangway got so heavy with snow it started sinking the landing float. Staff got there just in time to save it. Mr. Sill, and Mr. Dugan and several other staff responded. They got ropes on the cover and were creative to remove the snow. Harbor patrons and liveboards all came together and helped shovel and it was just in time as the tide was coming in. He said Statter Gangway is different because it is such a wide gangway. He recommends anyone coming into the Harbor to where their ice cleats.

Mr. Leither asked if the slats can be installed on the Gangway in Statter like in the downtown harbors?

Mr. Creswell said Statter is unique with a lot of traffic and flat carts and two-way traffic that he hesitates to adding an impediment to rolling things down the gangway.

Mr. Ridgway asked if there was anything the Board could do to help?

Mr. Creswell said if the Board hears complaints to let them know what was explained tonight that we start on the access and we start small and then we widen everything up.

Ms. Hart asked if the Board should go on Action Line to talk about our challenges with snow removal. We do have limited staffing and when they are dealing with sunken boats that takes away from the snow removal.

Mr. Creswell said Action Line is a valuable tool but it is not the best reach. Many people look at social media and that is where he is posting information to check their boats and structures.

Ms. Smith asked if there was anything the Board needed to do to hire temporary employees to shovel snow for five days.

Mr. Creswell said he is down to fifteen Part Time Limited employees that live here in town and he called all of them and only one was available now and one can come in this weekend. The snow plowing contractors are not able to get anyone to help. The boat salvage contractors are not able to get anyone to help. It is also a matter of available equipment. The thing he needs for help is shovelers and that wears people out in about six hours. If we get another three feet dump, anything is possible.

Mr. Ridgway recommended to have extra tools on hand for patrons to borrow in case this happens again.

Mr. Creswell said he is very careful with this especially with boat houses. He thinks of a boat house no different than his house. He has a lot of stuff going on and at some point he has to hold people responsible for their own stuff. If someone owns a boat house, they should be able to afford a \$60 snow rake. We have

not turned down any customers who came in needing to borrow a piece of equipment. We do have tons of shovels. We could increase our inventory and it is not a big cost.

Mr. Ridgway and Mr. Etheridge both commented that pumping salt water helps remove the snow.

Mr. Creswell said all the boat shelters at some point looked like they were going under and now there is only one that still has issues. He said the forecast is for more snow and then rain so we will be having issues for the next 10 days.

Mr. Leither commented that he believes it is the boat owners' responsibility to remove the snow off the fingers.

Mr. Creswell said this is only the second time in eight years additional staff had to be brought in to take care of the fingers.

Mr. Uchtyl reported –

- The Hydraulic boat lift - This was located at the ABLF and was sold for \$225,000 months ago with permission from MARAD. The proceeds are in our Fleet Reserve Schedule. Staff has been working to find a replacement and there is only three companies that could provide anything close, with one being a Canadian company that could provide a boat lift that would work. We are now working with MARAD to get a waiver to be able to use the Canadian company.
- The Ketchikan Breakwater – Mr. Uchtyl has had conversations with Kris Hart with Western Construction Marine. The float is approximately \$4M new. He said they are looking at selling it for more than what our need is for this breakwater. He is working with Kris to do an MOA where they could continue to find a buyer and we could move it over to our tidelands near the Aurora Breakwater. We would be able to use it and see if there is any value for us to purchase it.
- The National Guard Dock – We received this from the State in 2001. The access is through easements. Mr. Stoops, investor in Franklin Dock and other properties in that area, has interest in the National Guard Dock. CBJ Engineering is working on the property issues to extend the Seawalk from Franklin Dock to AJ Dock. One of the options in negotiating a property agreement with Mr. Stoops is he wants an exclusive lease to the tidelands of the National Guard Dock. There is also a couple hundred feet of uplands adjacent to the National Guard Dock that CBJ owns acquired through a DOD conveyance and CBJ could sell that property. The uplands is different than the tidelands because we cannot sell the tidelands. Mr. Stoops wants both the uplands and the tidelands in the property negotiations for the Seawalk. This will be something we will need to look at in the future.

Mr. Becker asked if Mr. Stoops is still working to move his dock out further.

Mr. Uchtyl said he spoke with Mr. Stoops and the investors for the Franklin Dock still want to do that. Docks and Harbors is still in the process of acquiring the State tidelands for where the floating berth would sit. We would then lease those tidelands to Mr. Stoops. Mr. Uchtyl said the National Guard is not profitable and staff would like to see it go.

Ms. Hart reported -

- She met with Carl and Alix a couple of weeks ago about the community investments in facilities. She will reengage with Alix in February and then bring to this Committee to narrow the scope and engage with the tourism manager and other departments.
- There is community wide interest on having exercise equipment in a park like the proposal for the park by the Yacht Club she brought to the Committee a couple of weeks ago. She will continue working on this idea and maybe join forces.

Mr. Ridgway asked what the Engineering impact is with a storm like this? He asked if he is going to be looking at anything in terms of stresses.

Mr. Sill said for the most part, the Harbors are designed for this type weather beside the gangway in Douglas we almost lost. The floats are looking good and he has been out walking them and looking for issues. The gangway float in Douglas is the smallest we have and most of our gangways land on nice big floats. Staff may try to make modifications to that float to prevent something like this happening again. For the most part structurally, everything is doing what it was designed for.

I. COMMITTEE ADMINISTRATIVE MATTERS

Next Operations Committee Meeting - February 21st, 2024

Ms. Smith commented that she will be in the middle east for the month of March and will not be able to attend meetings.

Mr. Uchytel said Mr. Grant is in Australia for four months. We are already down to eight members and so it is important to let us know if you are going to be attending these meetings for quorum purposes.

J. ADJOURNMENT – The meeting adjourned at 7:44 pm.