



DOCKS AND HARBORS REGULAR BOARD MEETING AGENDA

July 27, 2023 at 5:00 PM

City Hall Conf. Room 224/Zoom Webinar

<https://juneau.zoom.us/j/84896706707> or 1-253-215-8782 Webinar ID: 848 9670 6707 Passcode: 384292

- A. CALL TO ORDER (5:00pm in City Hall Room 224 and Via Zoom)**
- B. ROLL CALL (James Becker, Paul Grant, Debbie Hart, Matthew Leither, Mark Ridgway, Annette Smith, Shem Sooter, Albert Wall and Don Etheridge)**
- C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES**
MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED.
- D. BOARD ELECTION**
 - 1. Election of Docks & Harbor Board Chair, Vice-Chair and other such officers as the Board shall deem necessary.**
- E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS** (not to exceed five minutes per person, or twenty minutes total time)
- F. APPROVAL OF MINUTES**
 - 2. June 29th, 2023 Board Minutes**
- G. SPECIAL ORDER OF BUSINESS**
- H. CONSENT AGENDA**
 - A. Public Requests for Consent Agenda Changes
 - B. Board Members Requests for Consent Agenda Changes
 - C. Items for Action
 - 3. Boat Shelter Sale (AE-21) - Board Right-of-First Refusal to Purchase**
Presentation by Port Director

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

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED
- I. UNFINISHED BUSINESS**
 - 4. Downtown Safety Rail - Correspondence**
Presentation by Port Director

Board Questions
Public Comment
Board Discussion/Action

MOTION: TBD
 - 5. Potential Launch Ramp Survey - Derby Weekend**
Presentation by Harbormaster

Board Questions

Public Comment
Board Discussion/Action

Motion: 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.

J. NEW BUSINESS

6. Board Resolution in Support of ADOT Harbor Facility Grant Application
Presentation by Port Director

Board Questions
Public Comment
Board Discussion & Action

MOTION: TO APPROVE RESOLUTION IN SUPPORT OF AURORA HARBOR IMPROVEMENT PHASE IV GRANT APPLICATION

7. Boat Shelter (AG28) Sale - Board Right-of-First Refusal to Purchase
Presentation by Port Director

Board Questions
Public Comment
Board Discussion/Action

MOTION: TO WAIVE THE DOCKS & HARBORS BOARD RIGHT-OF-FIRST REFUSAL TO PURCHASE BOAT SHELTER AG-28.

K. COMMITTEE AND MEMBER REPORTS

1. Operations Committee Meeting Report
2. Assembly Lands Committee Liaison Report
3. South Douglas/West Juneau Liaison Report
4. Member Reports

L. PORT ENGINEER'S REPORT

M. HARBORMASTER'S REPORT

N. PORT DIRECTOR'S REPORT

O. ASSEMBLY LIAISON REPORT

P. BOARD ADMINISTRATIVE MATTERS

- a. Operations Committee Meeting - Wednesday August 23rd, 2023
- b. Board Meeting - Thursday August 31st, 2023

Q. ADJOURNMENT

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.org.

Presented by: The Manager
Introduced: 06/09/2014
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2690

A Resolution Approving Amendments to the Bylaws of the Board of Directors of Docks and Harbors.

WHEREAS, the Docks and Harbors Board of Directors is responsible for the administration and management of the Docks and Harbors under general direction of the Assembly; and

WHEREAS, CBJ 40.05.030 provides that the Docks and Harbors Board of Directors shall recommend bylaws for the administration and government of the Docks and Harbors, which bylaws shall become effective upon approval of the Assembly by resolution; and

WHEREAS, the Assembly may accept the bylaws recommended by the Docks and Harbors Board of Directors, may reject such bylaws, or may modify them; and

WHEREAS, at its regular meeting of May 29, 2014, the Docks and Harbors Board of Directors approved certain amendments to the bylaws consistent with CBJ ordinances and forwarded the same to the Assembly; and

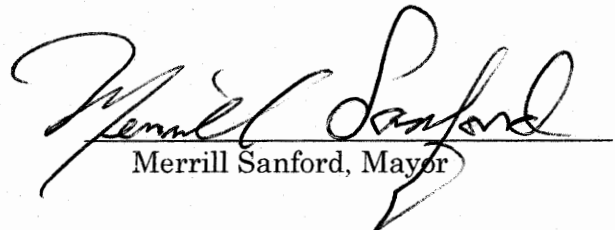
WHEREAS, the Docks and Harbors Board of Directors recommends that the Assembly approve the amended bylaws attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

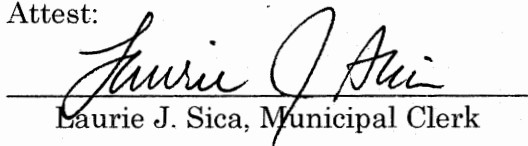
Section 1. The Assembly hereby approves the Docks and Harbors Board of Directors Bylaws, dated June 9, 2014, attached as Exhibit A.

Section 2. Effective Date. This resolution shall be effective immediately upon its adoption.

Adopted this 9th day of June, 2014.


Merrill Sanford, Mayor

Attest:


Laurie J. Sica, Municipal Clerk

**CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS**

ARTICLE I. NAME, DUTIES, AND POWERS

1. NAME. The governing body of the City and Borough of Juneau Docks and Harbors shall be known as the City and Borough of Juneau Docks and Harbors Board, hereafter referred to as the Board.
2. DUTIES AND POWERS OF THE BOARD. The duties and powers of the Board regarding the operation of the municipally owned and operated port and harbor facilities are established by Charter Section 3.21 and Chapter 85.02 of the Code of the City and Borough of Juneau.

ARTICLE II. BOARD MEMBERSHIP AND APPOINTMENT

1. NUMBER OF DIRECTORS. The Board shall consist of nine (9) members.
2. APPOINTMENT. All Board members shall be appointed by the City and Borough of Juneau Assembly as provided by Section 85.02.010 of the Code of the City and Borough of Juneau.

A new member shall be seated immediately upon the call of the roll at the first Board meeting after the new member is appointed.

3. TERM OF APPOINTMENT. As provided in Section 85.02.010, Board members shall be appointed for staggered three-year terms and until their successor is appointed. Appointment terms will not violate the conditions set forth in Section 85.02.010.
4. VACANCIES. When the conditions set forth in Section 85.02.030 of the Code of the City and Borough of Juneau occur, the Chair will notify the Clerk's Office that a vacancy exists.

Vacancies on the Board shall be filled by the City and Borough of Juneau Assembly as provided by Section 85.02.030 of the Code of the City and Borough of Juneau and the Assembly Rules of Procedure.

A member filling a vacancy shall be seated immediately upon the call of the roll at the first Board meeting after the new member is appointed.

5. MEMBERS. The duties and responsibilities of the Board members shall be as set forth in Sections 85.02.60, 85.02.63, and 85.02.65.

ARTICLE III. OFFICERS

1. OFFICERS. Officers of the Board shall consist of a Chair, Vice Chair and any other officers as

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the Board may from time to time deem necessary.

2. ELECTION OF OFFICERS. Officers shall be elected at the annual Board meeting or at such time as offices become vacant.
3. TERM. Each officer shall serve for a term to extend until the next annual Board meeting or until such time as they vacate the office.
4. REMOVAL. Any officer may be removed from his or her office by an affirmative vote of at least six (6) Board members at a meeting called for that purpose or by the Assembly in accordance with CBJ 85.02.030.
5. CHAIR. The Chair shall preside at all Board meetings.

The Chair shall assign tasks to Board members and committees and shall ensure that all business of the Board is carried out.

The Chair shall act as spokesperson for the Board and will have such other duties and responsibilities as delegated to him or her by the Board.

6. VICE CHAIR. The Vice Chair shall act as the Chair in the absence of the Chair.

ARTICLE IV. COMMITTEES

1. STANDING COMMITTEES. There shall be the following standing committees of the Board:

- * Finance
- * Operations & Planning

The Chair shall appoint each Board member to serve on at least one standing committee. The Board Chair shall serve as a voting member of all standing Committees.

The Chair shall appoint a Board member to serve as the Chair of each standing committee. No Board member shall chair more than one standing committee.

Unless otherwise directed by the Chair, all standing committees will function at the direction of the appointed committee Chair.

2. SPECIAL COMMITTEES. The Board or the Chair may establish special committees to facilitate any Board business.

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The Chair shall appoint two or more Board members and may appoint any individual that is not a member of the Board to serve on any special committee established.

The Chair shall appoint a Board member to serve as the Chair of each special committee.

Unless otherwise directed by the Chair, all special committees will function at the direction of the appointed committee Chair.

A special committee shall serve for a period of time or for the accomplishment of a particular task or tasks as determined by the Chair. No special committee shall serve beyond the annual Board meeting unless reconstituted by the newly elected Chair.

ARTICLE V. MEETINGS

1. REGULAR. The Board shall meet at least once each month at a place and time designated by the Chair.

The Board may act on any matter within its authority at a regular or annual Board meeting whether or not such item was identified in the notice of the meeting.

2. ANNUAL. An annual meeting shall be held on the last Thursday of July each year.

The annual Board meeting may be postponed by the Board to a certain day.

At the annual meeting, a Chair, a vice Chair and other such officers as the Board shall deem necessary, shall be elected.

3. EXCUSED ABSENCES. Any absence of a member from a regular Board meeting shall be deemed unexcused unless the member is absent as a result of attending to official business on behalf of the Board, for extenuating medical reasons or for other significant cause, in which case the absence may be deemed excused by the Board Chair.

4. SPECIAL. Special Board meetings may be called at any time by the Chair or any three (3) Board members for good cause, which must be reaffirmed at the beginning of any special meeting.

Only business identified in the notice of the meeting may be transacted at a special Board meeting.

5. COMMITTEE. Committee meetings may be called at any time by a committee Chair or by a majority of the committee's membership.

Any topic or item may be discussed that falls within the purview of the committee's charge as

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determined by the Chair, committee Chair, or a majority of the committee's membership.

6. QUORUM. For all Board meetings, a quorum shall consist of five (5) members in attendance or participating via telephone. For all committee meetings, a quorum shall consist of a minimum of three (3) voting committee members in attendance or participating via telephone.

7. ADJOURNMENT, CONTINUATION, AND POSTPONEMENT OF MEETINGS. If a quorum is not present at a meeting, the Chair or committee Chair may adjourn such meeting to a time and place he or she determines most appropriate; provided that notice of the time and place of the adjourned meeting shall be given to each Board or committee member and the general public at least twenty-four (24) hours prior to such meeting.

If a quorum is present at a meeting, such meeting may be continued or adjourned from day to day and no additional notice of such continuation or adjournment need be given.

8. VOTES. No person other than a Board member is entitled to vote at any Board or committee meeting, except appointed members of special committees within those committees.

Each Board member shall be entitled to one (1) vote. No proxy votes may be used to constitute a quorum, transact business, or otherwise. To register a vote, the Board member must be present at the meeting or participating via telephone at the time the vote is taken.

An affirmative vote of at least five (5) Board members is required for a main motion to pass the Board. An affirmative vote of the majority of committee membership is required for a main motion to pass a committee.

9. ORDER OF BUSINESS. The following order of business shall be observed at all regular, annual, or special Board meetings and committee meetings insofar as practicable or necessary:

- Call to Order
- Calling of the Roll
- Port Director Request's for Agenda Changes
- Public Participation on Non-agenda Items
- Approval of the Previous Meeting Minutes
- Consent Agenda
- Unfinished Business
- New Business
- Items for Information
- Staff, Committee and Member Reports
- Board Administrative Matters
- Adjournment

As the first order of business after the calling of the roll at the annual Board meeting or at the first

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regular or special meeting after an officer vacancy has been recognized by the Board, the Chair, Vice Chair and/or other officers shall be elected.

The Port Director may include under the consent agenda:

- A. Actions to Propose Regulations for Public Comment
- B. Bid awards that have received Committee concurrence
- C. Resolutions
- D. Other items requiring Board action which do not involve substantial public policy questions.

10. BOARD MEETINGS PUBLIC. All Board and committee meetings are open to the public, except that executive sessions may be held in accordance with AS 44.62.310.

11. CONFLICT OF INTEREST. No Board member shall vote or deliberate on any question in which he or she has a conflict of interest as defined by Chapter 01.45 of the Code of the City and Borough of Juneau.

Such a Board member shall not be counted in determining the quorum for such a vote.

12. TELEPHONIC PARTICIPATION.

A. A member may participate via telephone in a Board or Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Chair chooses to participate by teleconference, the Vice chair shall preside.

B. No more than the first three members notifying the Board secretary regarding telephonic participation in a particular meeting may participate via telephone at any one meeting.

C. The member shall notify the Board secretary, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend by telephone and shall provide the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.

D. At the meeting, the Board or Committee secretary shall establish a telephone connection when the call to order is imminent.

E. A member participating by telephone shall be counted as present for purposes of quorum, discussion, and voting.

F. The member participating by telephone shall make every effort to participate in the

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entire meeting. From time to time during the meeting, the presiding officer shall confirm the connection.

G. The member participating by telephone may ask to be recognized by the presiding officer to the same extent as any other member.

H. If the telephone connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the Board secretary shall attempt to establish or restore the connection, provided that if the member participating by telephone is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the telephone connection is established or restored.

I. Participation by the telephone shall be allowed only for regular, special, or committee meetings of the Board.

J. Any member of the public present with the member participating by telephone shall be allowed to speak to the same extent he/she would if physically present at the meeting.

K. As used in these bylaws, “telephone” means any system for two-way communication.

ARTICLE VI. PUBLIC HEARINGS, RULES FOR PUBLIC PARTICIPATION, AND APPEALS

1. PUBLIC HEARINGS AND RULES FOR PUBLIC PARTICIPATION. The Board may hold public hearings in accordance with established City and Borough of Juneau procedures to take public or other testimony on any issue dealing with Board duties or responsibilities. Public testimony will be conducted according to the following rules, which will be available at the meeting:

A. The presiding chair of the meeting will conduct the hearing.

B. The presiding chair will open the hearing by summarizing its purposes and reemphasizing the rules of procedure.

C. The presiding chair may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time, and may for the same reason disallow all questions from the Board members to members of the public. A majority of the Board or Committee may extend the time limit. The time limit for individual speakers shall be uniform for all speakers and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the presiding officer may grant additional time to a person speaking on behalf of a group present at the meeting.

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D. Citizens will be encouraged to submit written presentations and exhibits. Material submitted to the Port Director's Office more than three business days before a meeting and comprising 10 pages or less will be eligible for copying for that meeting. Material submitted less than three days before a meeting will be distributed by the Port Director at the meeting provided the submission contains at least 15 copies.

E. The presiding officer will set forth the item to be discussed and will rule non-germane comments out of order.

F. All speakers, public, and members of the Board must be recognized by the presiding chair.

G. Members of the public will precede their remarks by stating their names, and unless otherwise allowed by the presiding chair, their place of residence.

H. Members of the Board will be recognized by their surnames.

I. Members of the Board will not direct questions to each other or to the chair during the public participation except as to the conduct of the hearing.

J. Members of the Board may direct questions to a member of the public only to obtain clarification of material presented. The questions may not be argumentative, nor may they have the effect of unreasonably extending the time limit applicable to public speakers.

K. The public may direct questions to the Board or the administration. However, the Chair shall have discretion as to the appropriate manner and time for a response. In no case shall the Board engage in debate with the public.

L. The Port Director may participate in the same manner as members of the Board.

2. APPEALS TO THE BOARD. The Board will, in those instances allowed by the Code of the City and Borough of Juneau and under procedures established by the City and Borough of Juneau, hear and adjudicate public appeals regarding the application of Harbor rules, policies and procedures. The Board will adopt rules of procedure for handling appeals.

ARTICLE VII. PORT DIRECTOR

1. PORT DIRECTOR. The Port Director serves at the pleasure of the Board as identified in Section 85.02.080 of the Code of the City and Borough of Juneau.

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The Port Director shall have the duties and responsibilities identified in Section 85.02.090, 85.02.110, and 85.02.130 of the Code of the City and Borough of Juneau.

ARTICLE VIII. EFFECTIVE DATE AND AMENDMENTS

1. EFFECTIVE DATE OF BYLAWS. These Bylaws, as amended, are effective June 9th, 2014.
2. AMENDMENTS. Any of these Bylaws may be amended by an affirmative vote of six (6) Board members at any regular or special meeting called for and approved by the Assembly.
3. ADDITIONAL PROVISIONS. Indemnification of Directors and Officers Each director and officer now or hereafter serving as such, shall be, and by virtue of this Bylaw provision hereby is, indemnified by the City and Borough of Juneau against any and all claims and liabilities to which they, their heirs, and personal representatives, have or shall become subject due to serving or having served as such director or officer, or neglected by them as such director or officer; and the City and Borough of Juneau shall reimburse each such person for all legal expenses (including attorney's fees) reasonably incurred by them in connection with any such claim or liability, provided, however, that no such person shall be indemnified against, or be reimbursed for any expense incurred in connection with, any claim or liability arising out of their own willful misconduct or gross negligence.

The amount paid to any director or officer by way of indemnification shall not exceed their actual, reasonable, and necessary expenses incurred concerning the matter involved. The right of indemnification, herein above provided for, shall not be exclusive of any rights to which any director or officer may otherwise be entitled by law.

Adopted via Resolution No. 2690 this 9th day of June, 2014.



Attested by Municipal Clerk

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING MINUTES
For Thursday, June 29th, 2023

- A. Call to Order** – Mr. Etheridge called the meeting to order at 5:00 p.m. in City Hall Room 224 & Zoom.
- B. Roll** - The following members were in attendance in CBJ Room 224 or via zoom, James Becker, Debbie Hart, David Larkin, Mark Ridgway, Annette Smith, and Don Etheridge.

Absent – Paul Grant, and Matthew Leither.

Also in Attendance – Matthew Creswell – Harbormaster, Matthew Sill – Port Engineer, and Teena Larson – Administrative Officer.

C. Approval of Agenda

MOTION By MR. RIDGWAY: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

D. Public Participation on Non-Agenda Items - None

E. Approval of Minutes

1. Approval of May 25th, 2023 Board minutes

Hearing no objection the May 25th meeting minutes were approved as presented.

F. New Business

2. Transfer of \$1.5M from Aurora CIP to Statter Harbor CIP - Corrected

Mr. Sill said this is a routine money transfer. The money to pay for Aurora Harbor Phase III becomes available at the beginning of the fiscal year (next week), but we needed to award the bid about two months ago now. In order to make the award, we borrowed the \$1.5M from the Statter CIP. This transfer will return the money to the Statter Harbor CIP after we receive the money from the 1% sales tax special election.

Board Questions - None

Public Comment - None

Board Discussion & Action

MOTION By MR. RIDGWAY: TO TRANSFER \$1,500,000 FROM CIP H51-125 AURORA HARBOR IMPROVEMENTS TO CIP H51-108 STATTER HARBOR IMPROVEMENTS PHASE III AND ASK UNANIMOUS CONSENT.

Motion was approved with no objection.

G. Items for Information/Discussion

3. DIPAC Property Line – Nonconformance

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REGULAR MEETING MINUTES (CONTINUED)
For Thursday, June 29th, 2023

Section F, Item 2.

Mr. Sill said staff has been trying to acquire the tideland adjacent to DIPAC since 2008. The process with the State took a long time and then in 2020 we hired a surveyor to complete the survey and complete the process of transferring the property to the City. Staff has been going back and forth with CDD because they were under the impression that DIPAC owns the property and our creation of the leased parcel seaward of DIPAC would create an illegal lot because the buildings are partially on City property and partially on private property. CDD was telling staff that D & H needed to sell the property to the adjacent land owner. However, we are the adjacent land owner and that simplified everything. We are moving forward and hopefully will have the property transferred in about a month. At that time we will consolidate the three parcels and make one large parcel.

Board Discussion

Mr. Ridgway asked if the lease is consolidated, is it an amendment to the existing lease or a new lease?

Mr. Sill said he will work with CBJ Law about that.

Public Comment - None

4. Downtown Safety Rail - Correspondence

Mr. Creswell said this has been an ongoing discussion. The downtown seawalk does not have safety rails on it. Up until 2016 and 2017 this was a working waterfront and a safety rail would have been impractical with the ships tying up. Now that the ships are moved out, from the CT dock to Marine Park is not longer a working waterfront. D & H has seen with the increased congestion there is a definite safety need for a safety rail. He said he has watched on camera footage two people fall to their death off the seawalk. This could have been prevented if there was a safety rail. The letter in the packet was drafted at the request of the Board to the Assembly to help the process along. The letter is requesting marine passenger fees but D & H is considering using \$500,000 of our own funds to start the railing. The railing will be just like the one recently installed for the deckover project.

Board Discussion

Mr. Ridgway said the only thing that is missing from the letter is how many deaths have occurred due to no safety rail. He commented it may be more impactful to the Assembly to have that information in the letter.

Ms. Smith asked if the safety rail was going to be installed on the entire length of the seawalk?

Mr. Creswell said starting at the north end of the seawalk at Marine Park, we currently have 90' of safety railing at the new deckover, and then there is no safety rail until the approach dock at the AS and then no railing again until you get to the CT approach dock.

Ms. Smith commented that she knows several people that love to dive off the docks and swim in that area. That is a big reason why she wanted the lightering dock put back in. It seems like this is trying to block off any access to the water to anybody. She is not sure

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For Thursday, June 29th, 2023

Section F, Item 2.

this is the right thing to do. She is unaware of the deaths and if they were intentional. She is not sure to block that area so people can no longer fish there or swim there. Right now, the canoes and small boats can't come in to the place they used to dock and go shopping. She is not comfortable with that. She understands the risk and there is always a risk.

Mr. Ridgway said he is a huge supporter of the lightering dock, the height of the seawalk to the water is the issue here. He asked how high the railing is going to be?

Mr. Creswell said he believes it is 36" to the top of the bull rail. All the emergency ladders still remain in place and ability to get out of the water. This is just to protect people from tripping and falling over the seawalk.

Ms. Smith asked if all the deaths were from trip and falls?

Mr. Creswell said he has been here for seven and a half years and the two deaths he witnessed on camera was from trip and falls. The two were in the night and possibly not in there right mind.

Mr. Larkin commented that these safety rails was his number one thing coming on the Board. These are not security fences but safety rails. This will prevent deaths. He supports having in the first paragraph of the letter, "due to the deaths because there is no railing," and have the Assembly say no now. He believes this is very important.

Mr. Becker commented that he knew of three deaths but that was over many years. Intalling a safety rail here will stop a person who trips from falling off the Seawalk.

Mr. Etheridge said the Board's mission tonight is whether to accept the drafted letter or make changes to the letter.

Mr. Ridgway said he would like to see the changes and recommended to put this on the next full Board meeting as an agenda action item. He does not want to limit access to the water but provide safety.

Mr. Etheridge asked if the Board wanted to include information about the deaths in the letter?

Ms. Smith asked if this needs to be an action item. She said she believes it is clear that the letter needs to address the deaths.

Mr. Etheridge said the Board can direct staff to add the information about the deaths.

Ms. Hart said this is very important and she is supportive of the letter. She would like the information on the deaths included.

Mr. Ridgway commented that when adding the information on the deaths, lead in with that we do not keep track but we do know of x amount of deaths.

Mr. Larkin said he would encourage all members of the Board sign the letter to be more impactful.

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REGULAR MEETING MINUTES (CONTINUED)
For Thursday, June 29th, 2023

Section F, Item 2.

Ms. Smith commented that when she has been diving in this area, she has found four human skulls that she turned into the police.

Mr. Ridgway left the meeting at 5:26pm.

Mr. Creswell said he will contact the Chief of Police to see what data they have for the deaths off the seawalk.

Public Comment - None

5. Annual July Board Meeting - Preparation

Mr. Etheridge said at next month's meeting we will have the election of officers again. At that meeting, the Board will elect a Board Chair, Board Vice-Chair, Operations Chair, and Operations Vice-Chair. The liaisons will be appointed to attend the different Committees that we are part of. This will be for the Assembly Lands Committee, and the South Douglas/West Juneau Committee. He wanted the Board members to think about this and come with nominations for these seats. The next Operations meeting will stay the same but at the next Board meeting is when the changes will take affect.

Board Discussion

Ms. Smith asked if all the current Chairs and Vice-Chairs are still on the Board?

Mr. Etheridge said all except our Operations Vice-Chair Mr. Larkin.

Public Comment – None

H. Committee and Member Reports

Mr. Etheridge said one of our fellow Board members will be leaving us and presented a D & H hat to Mr. Larkin for his service.

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

I. Port Engineer's Report –

Mr. Sill reported –

- Aurora Harbor Phase III - Next week will be our pre-construction meeting and that is when we will find out when our float fabricator can complete our floats. This will tell us if we can start the project in early winter or early spring.
- Harris Harbor Security Gate – He is working with our Term Contractor, he is making a list of the dimensions and the features that are needed in the gate. After he has a good sense of the size and what is needed he will solicit quotes and we are hoping to get something constructed through our term contractor.
- Douglas Harbor Lights – Staff recently had a new light installed at the top of the launch ramp at Douglas Harbor. This has been a safety concern that has been brought to us for years for deer hunters in the winter. Our term contractor was able to use a street light that was left over from another project to help keep the cost down.

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REGULAR MEETING MINUTES (CONTINUED)
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Ms. Smith asked if this was motion activated.

Mr. Sill said it has a light sensor.

- Douglas parking lot area lights – We have Morris Engineering putting together a small bid construction package that will allow us to put two light poles to illuminate the two gangways at Douglas Harbor. This will be completed as cheaply as possible to get some lights due to safety concerns.
- Douglas Lighting Conceptual Design – Morris Engineering is in the early planning stages for a conceptual design for lights in the uplands of Douglas Harbor. Staff hopes to get a general cost for this project.
- Wayside Park – Staff is moving forward with the dredging for this site. This was made possible from the 1% Sales tax funds. He has requested a cost proposal from PND Engineers to perform a condition assessment and recommendation for repairs needed on the float itself. After we receive the condition assessment we will go out with a dredging plan for the project. Staff is also working with DIPAC to see when their dredging will occur and possibly have them done the same time.
- Aurora Harbor Phase IV Grant Application – This will be due in about a month. Because we have not finished the last grant, we have requested a waiver to be able to apply for this grant. We have not been granted a waiver but staff will apply and hope for the best. Our term contractor, DOWL will help with this grant application.
- He and Mr. Uchytel was on action line yesterday and they talked about Aurora Harbor, Douglas lights, new Board members, and the meetings he and Mr. Uchytel have been having with AELP and various industry personnel regarding cruise ship dock electrification. The purpose of the meetings is so we are able to put out a RFB package with the correct knowledge of what we need, and what the industry looks like.
- Marine Park Deckover Capstan remodification – With the new capstan, the Longshoreman have identified a safety concern and Trucano Construction will be starting next week to reconfigure how things are laid out on the dolphin to make their job a little safer and easier.

J. Harbormaster's Report

Mr. Creswell reported –

- Rate Study Fee Increase - Ms. Larson worked to get all the rate study pertinent information on one page on our website. This includes the trifold and all information so we can be clear and transparent.

Ms. Smith asked if the trifolds will be put on the boats in the harbor?

Mr. Creswell said that has not been discussed .

- The Port is absolutely crazy busy right now - Last Tuesday was the busiest cruise ship day in the history of Juneau. There was upwards of 22,000 passenger in town not including crew. All Tuesdays will be close to the same. The Port staff

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING MINUTES (CONTINUED)
For Thursday, June 29th, 2023

Section F, Item 2.

is working very hard to keep the visitor experience high at the same time embark with the security requirements. We are still not fully staffed and still hiring Harbor Technicians. We are already starting to lose some of the PTL's but we knew that and are continuing to hire. There is a bit of a management issue and he and Mr. Hinton had a meeting and they are looking at ways to make changes to how we are staffed and provide support to Mr. Hinton. At the end of this season staff will be coming to the Board for asks.

Mr. Becker commented that there was a study done that showed about 30% of the cruise passengers do not leave the ship. He did not notice the crazy amount of people on South Franklin and was wondering if the majority of the passengers are all getting on busses and heading out of downtown or are they staying on the ship?

Mr. Etheridge said there is a constant stream of buses on loop road.

Ms. Smith asked if there was an agreement to eliminate the hot berthing?

Mr. Creswell said there is a cooperative agreements between the cruise ships and CBJ. It is primarily at a five ship limit but it really starts next year.

- The new Statter Harbor restrooms – This has been quickly identified as a cleaning challenge. These are cleaned four to five times a day. We have relocated a Port PTL person to Statter full time cleaning the bathrooms and being an ambassador on the docks. He is helping boaters find space and also tie tight when rafting out. It is still early for him to be there full time but we are seeing positive results.
- July 4th festivities – The prep is in operation. The night of the 3rd both floats will be open to the public so people can go down and enjoy the fireworks. There is a few more staff on to keep an extra eye on things for safety. On the 4th is the parade that shuts downtown down for about three to four hours.
- Impounds – There are two vessels up for sale currently. He has a list of vessels that could go into impound status over the next couple of weeks.
- Safety Ladders – The Downtown Harbors are all installed. Statter Harbor is two thirds complete. When they are all installed it will be every stall. We have put in 168 safety ladders to date throughout the harbors.

Mr. Larkin asked if they have been used?

Mr. Creswell said staff has heard they have been used. We will try to keep track on the use and see if this has saved anyone's life.

K. Assembly Liaison Report – No Report

L. Board Administrative Matters

- a. Ops/Planning Committee Meeting – Wednesday July 19th, 2023
- b. Board Meeting – Thursday July 27th, 2023

M. Adjournment – The Meeting Adjourned at 5:45pm.



Port of Juneau

155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

From: Port Director
To: Mary Russo
Date: July 19th, 2023
Re: BOAT SHELTER (AE-21) – FOR SALE

1. In accordance with 05 CBJAC 40.020, Ms. Mary Russo provided notice of intentions to sell Boat Shelter (AE-21) in Aurora Harbor on July 17th. Docks & Harbors has the first right of refusal to purchase this structure at fair market value.

2. The applicable “Boat shelter sales” regulation states:

05 CBJAC 40.020(f) - Boat shelter sales. Reserved moorage status within a boat shelter may transfer between the seller and buyer of a boat shelter. In order to transfer the reserved moorage status within a boat shelter, the owner of a boat shelter shall inform the Port Director of the owner's desire to sell a shelter before offering the shelter for sale to the general public. The Docks and Harbors Board has the first right of refusal to purchase the shelter at fair market value. If the Board does not exercise its first right of refusal within 30 days after notice, the owner may offer the shelter for sale to the general public. If the owner sells the shelter without informing the Port Director and allowing the Docks and Harbors Board its first right of refusal, the reserved moorage within the shelter will not transfer to the buyer. This subsection does not allow an inappropriately sized vessel to be assigned reserved moorage space within a boat shelter.

3. The Docks & Harbors Board is waiving its right of first refusal to purchase which will allow Ms. Mary Russo to sell Boat Shelter AE-21 on the open market to the general public.

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Encl: Notice of Sale dated July 17th, 2023

NOTICE OF SALE

July 17, 2023

To CBJ Docks and Harbors and Harbor Board,

This letter is to inform and give the CBJ Docks and Harbors and the members of the Harbor Board the first right of refusal, that I Mary Russo, is selling my boat house that is slip E21 in Aurora Harbor, Juneau, AK. I will be selling the boat house in the amount of \$30,000.00 by a closing date of July 31st, 2023. Please contact me if you have any questions or concerns of this sale. I appreciate your valued time and commitment to the community and to our docks and harbors.

Thank you,



Mary Russo

210 St. Ann's Ave.

Douglas, AK 99824

907.364.3575

maryetheridge@aol.com



Port of Juneau

155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

From: Docks & Harbors Board
To: City & Borough of Juneau Assembly
Date: July 27th, 2023
Re: Downtown Safety Railings

The Docks & Harbors Board is concerned that CBJ is exposed to unnecessary risks due to the Seawalk not fitted with safety railings from the CT Dock to Marine Park. Prior to construction of the new cruise ship berths in 2017, the face of the dock was a working waterfront in which vessels moored tightly to the bollards along the Seawalk. This created an impractical situation to install and maintain guard/safety railings. With the new pontoon float design and the vessels moved well-off the timber wharf, there is no justification to leave the Seawalk unprotected from potential pedestrian falls of 30+ feet into Juneau Harbor.

Since the completion of the new cruise ship berths, Docks & Harbors has submitted annual Marine Passenger Fee requests for safety railing as a need along the downtown waterfront. As we experience more cruise passengers with greater concentration along the Seawalk, Board members are becoming more apprehensive that this is an exposure which should be mitigated soonest. There is also bona fide need to protect Juneauites who frequent the docks at all hours and during the off-season when weather is less forgiving.

The Board understands a desire to maintain the historic aesthetics of the existing bull rail. However, we encourage examination of the newly constructed safety rails near Marine Park and consider that guardrails provide a good public safety benefit (particularly for elderly and mentally impaired). This design adds a visually pleasant safety element that functionally allows visitors to lean on the top rail and watch the active waterfront. Docks & Harbors staff estimates that 1300 linear feet of safety rail is needed at a cost of \$2M. The Board is contemplating directing staff to execute \$500K of Dock Enterprise Fund Balance to construct a phase prior to the CY24 cruise ship season.

This photo was taken on July 3rd. A member of the public attempted to awake this individual, then notifications were made to the Port Staff, JPD and CCFR. The individual was eventually assisted by CARES.

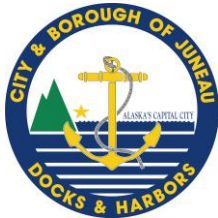


2023 LAUNCH RAMP SURVEY

1. What is your preferred launch ramp?
 1. Douglas Harbor
 2. North Douglas
 3. Harris Harbor
 4. Statter Harbor
 5. Amalga Harbor
 6. Echo Cove
2. How many times a year do you use a CBJ launch ramp?
 - a. 1-5
 - b. 6-12
 - c. 13+
3. Do CBJ launch ramp facilities meet your needs?
 - a. Yes
 - b. No
4. Do you think CBJ launch ramp facilities will meet your needs in 10 Years?
 - a. Yes
 - b. No
5. Does ease of use affect which launch ramp facility you use?
 - a. Yes
 - b. No
6. Does Parking availability/congestion affect which CBJ launch ramp facility you use?
 - a. Yes
 - b. No
7. Do you clean your fish at a CBJ launch ramp using the cleaning tables?
 - a. Yes
 - b. No

8. If the Amalga Harbor Launch Ramp boarding float was extended, would you use it more?
 - a. Yes
 - b. No
9. Do you use CBJ launch ramp facilities between November-March?
 - a. Yes
 - b. No
10. When you use the launch ramp, what is the primary purpose of your voyage?
 - a. Fishing/crabbing
 - b. Hunting
 - c. General recreation
 - d. Heading to an island or other community
 - e. Commercial activities
11. Do you use the CBJ kayak launch facilities at Statter Harbor or Amalga Harbor?
 - a. Yes
 - b. No
12. Does paid parking affect your decision on which launch ramp you use?
 - a. Yes
 - b. No
13. If Docks and Harbors produced a quick video on launch ramp etiquette and best practices, would you be likely to watch it?
 - a. Yes
 - b. No
14. Do you have any other input/comments/suggestions on CBJ launch ramp facilities that would be helpful to the Harbor Department/Harbor Board?

Docks and Harbors is holding a drawing for two 2024 annual launch ramp permits to participants in this survey. Please enter your email address below. all responses will be kept strictly confidential and entering your email address will not expose your answers to the survey questions.



Docks & Harbors Board
RESOLUTION

RESOLUTION NO. 2023-1

A RESOLUTION OF THE DOCKS & HARBORS BOARD OF THE CITY & BOROUGH OF JUNEAU, FORMALLY SUBMITS A HARBOR FACILITY GRANT APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES (DOT&PF) IN THE AMOUNT OF \$5,000,000 FOR THE PROJECT ENTITLED AURORA HARBOR IMPROVEMENTS PHASE IV.

WHEREAS, the State of Alaska, Department of Transportation and Public Facilities administers the Harbor Facility Grant Program; and

WHEREAS, the City & Borough of Juneau owns and maintains Aurora Harbor and Aurora Harbor is eligible for a Harbor Facility Grant; and

WHEREAS, the City & Borough of Juneau has the required 50% in local matching funds for construction of Aurora Harbor Phase III per the Harbor Facility Grant Program; and

WHEREAS, the City & Borough of Juneau is capable of completing Aurora Harbor Phase III within eighteen (18) months after award of a Harbor Facility Grant; and

WHEREAS, the Aurora Harbor Phase IV is critical to the City & Borough of Juneau;

NOW, THEREFORE, BE IT RESOLVED by the DOCKS & HARBORS BOARD of the CITY & BOROUGH OF JUNEAU that the CITY & BOROUGH OF JUNEAU supports the project entitled Aurora Harbor Phase IV and agrees, subject to available Alaska Legislative funding and selection by DOT&PF, to enter into a grant agreement with the State of Alaska, Department of Transportation and Public Facilities for a Harbor Facility Grant.

City & Borough of Juneau
Docks & Harbors Board Chair

Attested by _____
Docks & Harbors Administrative Officer

Date _____



Port of Juneau

155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

From: Port Director
To: Jim Sprague
Date: July 27th, 2023
Re: BOAT SHELTER (AG-28) – FOR SALE

1. In accordance with 05 CBJAC 40.020, Mr. Jim Sprague provided notice of intentions to sell Boat Shelter (AG-28) in Aurora Harbor on July 27th. Docks & Harbors has the first right of refusal to purchase this structure at fair market value.

2. The applicable “Boat shelter sales” regulation states:

05 CBJAC 40.020(f) - Boat shelter sales. Reserved moorage status within a boat shelter may transfer between the seller and buyer of a boat shelter. In order to transfer the reserved moorage status within a boat shelter, the owner of a boat shelter shall inform the Port Director of the owner's desire to sell a shelter before offering the shelter for sale to the general public. The Docks and Harbors Board has the first right of refusal to purchase the shelter at fair market value. If the Board does not exercise its first right of refusal within 30 days after notice, the owner may offer the shelter for sale to the general public. If the owner sells the shelter without informing the Port Director and allowing the Docks and Harbors Board its first right of refusal, the reserved moorage within the shelter will not transfer to the buyer. This subsection does not allow an inappropriately sized vessel to be assigned reserved moorage space within a boat shelter.

3. The Docks & Harbors Board is waiving its right of first refusal to purchase which will allow Mr. Sprague to sell Boat Shelter AG-28 on the open market to the general public.

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