



DOCKS AND HARBORS BOARD AGENDA

October 27, 2022 at 5:00 PM

City Hall Conf. Room 224/Zoom Webinar

<https://juneau.zoom.us/j/89610447727> or (253)215-8782 Webinar ID: 896 1044 7727 Passcode:392429

A. CALL TO ORDER

B. **ROLL CALL:** James Becker, Paul Grant, Debbie Hart, David Larkin, Matthew Leither, Mark Ridgway, Annette Smith, , Lacey Derr and Don Etheridge

C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES

D. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS** (not to exceed five minutes per person, or twenty minutes total time)

E. APPROVAL OF MINUTES

1. September 29th, 2022 Regular Board Meeting Minutes

2. October 21st, 2022 Special Board Minutes

F. CONSENT AGENDA

Public Requests for Consent Agenda Changes

Board Members Requests for Consent Agenda Changes

Items for Action

3. AELP Grant Agreement - Load Tap Changer Transformer @ Franklin Dock

RECOMMENDATION: TO RECOMMEND THE ASSEMBLY APPROVE AN AELP GRANT AGREEMENT FOR PURCHASE AND INSTALLATION OF A LOAD TAP CHANGER TRANSFORMER FOR THE FRANKLIN DOCK SUBSTATION.

4. Resolution in Support of Full Funding for the FY24 ADOT Harbor Facility Grant

RECOMMENDATION: TO RECOMMEND THE ASSEMBLY ADOPT A RESOLUTION IN SUPPORT OF FULL FUNDING FOR THE FY24 ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES – HARBOR FACILITY GRANT PROGRAM.

5. Board 2023 Calendar

RECOMMENDATION: TO APPROVE THE 2023 CALENDAR AS PRESENTED.

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED

G. ITEMS FOR INFORMATION/DISCUSSION

6. Harbor Rate Study Presentation update

Presentation by the Harbormaster
Committee Discussion/Public Comment

7. Legislative Priority List Update

Presentation by the Harbormaster
Committee Discussion/Public Comment

8. Omnibus Regulation Changes with Fiscal Notes - Update

Presentation by the Harbormaster
Committee Discussion/Public Comment

9. Board Strategic Planning - Update

Presentation by Board Member Lacey Derr
Committee Discussion/Public Comment

H. STAFF, COMMITTEE AND MEMBER REPORTS

I. PORT ENGINEER'S REPORT

J. HARBORMASTER'S REPORT

K. PORT DIRECTOR'S REPORT

L. ASSEMBLY LIAISON REPORT

M. BOARD ADMINISTRATIVE MATTERS

N. 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.

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING MINUTES
For Thursday, September 29th, 2022
 CBJ Room 224 and Zoom Meeting

A. Call to Order - Mr. Etheridge called the meeting to order at 5:00 p.m. in CBJ room 224 and via Zoom)

B. Roll - Paul Grant, Debbie Hart, Matthew Leither, Mark Ridgway, Lacey Derr and Don Etheridge.

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

Absent – James Becker, David Larkin, and Annette Smith.

C. Port Director Requests for Agenda Changes – No changes.

D. Public Participation on Non-Agenda Items - None

E. Approval of Minutes

1. Special Board August 25th, 2022 – Approved as presented
2. Regular Board August 25th, 2022 – Approved as presented

F. Consent Agenda –

- A. Public Requests for Consent Agenda Changes - None
- B. Board Members Requests for Consent Agenda Changes –
Mr. Grant requested to remove item #3 from the Consent Agenda.
- C. Items for Action

~~3. Land Management Plan – 85.02.063
 ——— Presentation by the Port Director~~

~~RECOMMENDATION: FOR THE ASSEMBLY TO APPROVE CHANGES TO
 85.02.063 AS PRESENTED IN ORDINANCE 2022-49 AS AMENDED.~~

4. Omnibus Regulations Changes with Fiscal Notes

Mr. Etheridge pointed out that the handout was provided by Mr. Brown, CBJ Law, and it shows minor changes but the intent is the same. If there are question he is online to answer.

RECOMMENDATION: TO DIRECT STAFF TO EXECUTE PUBLIC NOTICE FOR PROPOSED REGULATION CHANGES, INCLUDING FISCAL NOTES.

MOTION: TO APPROVE THE CONSENT AGENDA AS AMENDED AND ASK UNANIMOUS CONSENT.

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING MINUTES (CONTINUED)
For Thursday, September 29th, 2022

Section E, Item 1.

Motion passed with no objection.

3. Land Management Plan - 85.02.063

Mr. Grant said he wanted to correct his original motion to be more precise. He is looking at (b)(4) on page 27 in the packet.

MOTION By MR. GRANT: TO AMEND THE YELLOW WORDING IN SECTION (b)(4) TO READ PROPERTY UNDER THE JURISDICTION OF DOCKS AND HARBORS BOARD.

Motion passed with no objection

MOTION By MR. GRANT: RECOMMEND THE ASSEMBLY TO APPROVE CHANGES TO 85.02.063 IN ORDINANCE 2022-49 AS AMENDED.

Motion passed with no objection

G. Unfinished Business - None

H. New Business –

5. CIP Funds Transfer – Harbor Fund Balance to Aurora PH3

Mr. Uchytel said in the packet is a memo on page 38. Staff is planning on a \$4M budget estimate for Aurora Harbor next phase. Some of those funds were depleted in the demolition portion of the North end of Aurora Harbor. The recommendation is to move \$500,000 from our fund balance into our CIP which will give us approximately \$4.2M which will be sufficient funds to go out with advertisement. Staff has not received the final audited budget numbers from FY22 which ended June 30th. Staff anticipates it will be in excess of \$700,000 with revenue exceeding expenditures. If this is approved tonight it will be introduced to the Assembly at their October 24th meeting.

Board Questions - None

Public Comment - None

Board Discussion/Action

MOTION By MR. RIDGWAY: TO TRANSFER \$500K FROM THE HARBOR ENTERPRISE FUND BALANCE TO CIP H51-125 (AURORA HARBOR IMPROVEMENTS) AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

I. Items for Information/Discussion

6. Harbor Rate Study

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING MINUTES (CONTINUED)
For Thursday, September 29th, 2022

Section E, Item 1.

Mr Etheridge asked the Board members what their preference is to work on this report and if there should be a Finance Sub-Committee set up again.

Committee Discussion

Mr. Ridgway commented if the Board just needs to look at the rate study report, that can be done at the Operations meeting, but he believes the Finance Sub-Committee should be set up again.

Mr. Etheridge said Ms. Smith has shown interest to be the Chair of the Finance Sub-Committee.

Mr. Etheridge recommended to add the rate study to the next Operations Meeting. He said the Committee members need to read over the report so there will be good discussion at the next meeting.

Mr. Ridgway asked for Mr. Uchytel's thoughts on the report.

Mr. Uchytel said this is the third iteration for the HDR Study. The recommendation from HDR is to raise all the rates 9%, or ask for additional funding from CBJ. There was also data to have a goal of \$1.9M year in and year out in budgetary savings between our two Enterprises. The report is a simple read if you read the executive summary and the rate recommendation. He pointed out per the contract this is task six. He read from the contract – *The Consultant will prepare a draft report for review by CBJ officials and key stakeholders selected by CBJ. The Consultant will respond to comments in written draft and those provided during the presentation. As part of the task the consultant will develop key messaging and talking points to explain methodology finding recommendation and the Consultant provide handouts and explain methodology, findings and recommendations and will provide a power point presentation to the Board and the Port Director and prepare staff for meetings.* This is where we are in the contract.

Mr. Grant asked if they are planning on meeting with the Board after our review?

Mr. Uchytel said he has not coordinated this with them but reading the contract this is the next step.

Mr. Ridgway asked if there was something missing on page 57 in the packet?

Mr. Uchytel said he did not include the appendix which was the documentation that went into the graphics for the replacement reserve analysis. All the data is included in a separate attachment.

Mr Grant said he would also like a staff analysis on the rate study.

Ms. Derr said she would also like a staff analysis.

Mr. Uchytel said he will work on an analysis.

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING MINUTES (CONTINUED)
For Thursday, September 29th, 2022

Section E, Item 1.

Public Comment - None

Mr. Etheridge said this will be put on the next Operations Committee meeting.

7. Legislative Priority List – Page 58 in the packet.

Mr. Uchytel said we did this last year, the list we provide will go forward with the CBJ Legislative Priority list. The cover memo in the packet was presented by Director Koester to the Public Works and Facilities Committee on Monday. This is the process going forward with creating a list of projects that we would like the CBJ Assembly to rack for projects throughout CBJ. Last year there were 18 projects. He asked the Board members how they wanted to proceed to come up with a list?

Committee Discussion

Ms. Hart asked if there was a timeline for this priority list?

Mr. Uchytel said they are looking for input by December 1st.

Mr. Ridgway asked Mr. Uchytel what method was used in the past to get the most Board input?

Mr. Uchytel said in the past we has a strategic retreat to come up with the list. He said he could come up with a list of projects to let the Board chose the priority.

Mr. Etheridge said he remembers being given a list of projects that the Board chose the priority worked well.

Mr. Ridgway said he would recommend seeing a list with descriptions and staff ranking so the Board could decide the priority.

Mr. Grant agreed that would be a good way forward.

Mr. Uchytel said he will propose a list.

Mr Etheridge said Legislatrive priority list will be at the next Operations Committee meeting.

Mr. Ridgway recommended for Board members to send the projects they would want on the list to Mr. Uchytel prior to the meeting.

Mr. Etheridge said he would work with Mr. Uchytel on that.

Ms. Derr asked if the Board is looking into the Board retreat again? She said she would be willing to work on the agenda again.

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING MINUTES (CONTINUED)
For Thursday, September 29th, 2022

Section E, Item 1.

Mr. Etheridge commented that we need to do that but he does not know what a good time would be. This is great for the Board members and staff. He would like Mr. Uchytel to send out a doodle poll to the members for several different date and time options.

Ms. Derr said she can assist in leading the discussion so we would not need to hire a facilitator.

Mr. Ridgway asked Mr. Uchytel his opinion from previous Board retreats, what was successful and what was not?

Mr. Grant recommended staff be in the planning for the Board retreat. He would like it considered a joint effort between Board and staff.

Mr. Leither said one of his frustrations with the Board retreat last year was it was very informative and open and then at the end the priority ranking was sent home in a doodle poll and we did not get the opportunity to actually discuss the priorities. He said if the Board is going to be spending this extra time, he wants to discuss topics and get in the weeds.

Mr. Grant said he also shared that frustration. He thought a lot of our time got away where it could have been focused on more directed discussion.

Mr. Ridgway said he also agrees. He would like all the needed information from staff so the Board can prioritize and discuss in depth.

Mr. Uchytel expressed his concern with staff shortage and work load but he will get this going.

Mr. Ridgway commented he could help get an agenda together.

Ms. Derr said she was the point person for last years agenda and would be happy to do that again this year.

Mr. Etheridge commented that the retreat could be done later in the year.

Mr. Uchytel commented that the priority list is needed by December 1st.

Mr. Etheridge said the Board can work on the priority list separately and not in the retreat so the retreat would not put an added burden on staff. He would recommend to work on the list in the packet and if there is something more a member wants added to that list to send it to Mr. Uchytel so it can be added to the list so the Board can prioritize. The rate study is a big topic that will require a lot of discussion.

Ms. Hart wanted to clarify that she hears the rate study will be discussed in a Board retreat but the legislative list will be more of an email chain or another process like at our Operations Committee.

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING MINUTES (CONTINUED)
For Thursday, September 29th, 2022

Section E, Item 1.

Mr. Etheridge said yes.

Ms. Hart asked Mr. Uchytel if that helps with the staff work load concerns?

Mr. Uchytel said this goes back to what the purpose of the retreat is? He will work with Ms. Derr and Mr. Etheridge on this topic.

Public Comment

J. Staff, Committee and Member Reports

Mr. Grant requested to see if there is technology to have the motion language up on the board when a member makes a motion so people can read it before it is voted on.

Mr. Etheridge said he was discussing this today and he does not think it is possible. His suggestion is when there is a motion from the floor the maker states the motion and then the recorder reads it back verbatim so we will know.

Mr. Uchytel said staff will look into this more.

Mr. Etheridge said he attended the Land Committee meeting with the rewrite of our lands proposal and it sounds like there will be a major rewrite at the Committee of the Whole because there was a lot of concern that the language was being too constrictive. The new language made it sound like the Board would not be able to sell or dispose of any land what so ever. The Board members will need to participate during this meeting to answer questions.

Operations Committee –

Mr. Ridgway reported that the Committee discussed on September 21st:

- Lands Management Plan
- Forwarded the Omnibus Regulation changes with fiscal notes – heard tonight.
- Presentation on the Juneau/Douglas north crossing
- UAS property conveyance
- NOAA Dock conveyance

K. Port Engineer's Report – Mr. Schaals report is in the packet.

Mr. Uchytel said the plan is still to advertise for Statter Harbor phase IIIC tomorrow and staff will hold a pre-bid meeting on October 11th. The bids will be opened on Friday October 21st at 10:00 am and there will be a Special Board meeting at 5:00 pm to approve the bid award. Assuming the bids are favorable and sufficient funds to award the bid. This will go to the Assembly on Monday October 24th. There is no room for any type of delay with this schedule. If there is a delay, it will push the final completion back into June.

L. Harbormaster's Report –

Mr. Creswell was no longer on the Zoom call in.

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING MINUTES (CONTINUED)
For Thursday, September 29th, 2022

Section E, Item 1.

Ms. Derr asked to bring back to the Operations Meeting next month the security camera communication with Snow Cloud and see what those will cost.

Mr. Uchytel reported-

- A new Admin Assistant at Aurora Harbor has been hired.
- An Admin Assistant at Statter Harbor has resigned effective this last week.
- Seasonal staff will start departing October 3rd. There will still be a small seasonal crew left to finish out the remaining cruise season until October 18th.
- Based on preliminary numbers, staff estimates final cruise ship numbers to be 1.15M passengers. This shows we are back to being close to the pre-pandemic passenger numbers.
- He noted that he and the Harbormaster were just recently looking into the Snowcloud website to see if they are still advertising the \$30 harbor rate for a RING Camera.
- He is currently at the AAHPA conference in Anchorage with the Harbormaster. It was originally scheduled for Nome but changed to Anchorage due to the storm. This is always a well attended event. Mr. Patrick Davis will be the employee of the year for Juneau.

M. Port Director's Report-

Mr. Uchytel reported-

- He had a conversation with Mr. Ridgway regarding attracting potential new federal assets to Juneau. We are going to have two Coast Guard assets visiting Juneau. CGC Healy is November 4th – 7th and the following week is the CGC Stratton from November 12th – 16th. He is planning to work with local agencies to put together a bunch of events that will project Juneau's interest in being a favorable home port for federal assets.

N. Assembly Liaison Report

Ms. Woll said she attended the Lands Committee meeting to listen in on the discussion.

- The Hansen-Gress property request from the Board was passed on to the full Assembly.
- The Land Management plan sent from the Board – There were some Assembly members questioning the intent and impact with the changes. The questions should be able to be answered at the next meeting.
- The Assembly will be reorganized next month and this will be her last meeting as Docks and Harbors Liaison.

Mr. Grant commented that the wording change in the Land Management plan was to be more clear but not to make it easier or harder for property lease or disposal.

O. Board Administrative Matters

Ops/Planning Committee Meeting – Wednesday, October 19th, 2022

Special Board Meeting – Friday October 21th, 2022

Board Meeting – Thursday, October 27th, 2022

P. Adjournment- The Meeting adjourned at 6:12pm.

**CBJ DOCKS & HARBORS BOARD
SPECIAL BOARD MEETING MINUTES**

Friday October 21st, 2022
Room 224 and via Zoom Meeting

A. Call to Order – Mr. Etheridge called the Special Board meeting to order at 5:03pm in CBJ Room 224 also via zoom.

B. Roll Call - The following members attended in person or via zoom: Lacey Derr, Mark Ridgway, Debbie Hart, James Becker and Don Etheridge.

Absent: Paul Grant, David Larkin, Matthew Leither, and Annette Smith.

Also in attendance: Matthew Creswell – Acting Port Director, Matthew Sill – Acting Port Engineer, and Teena Larson – Administrative Officer.

C. Port Director requests for agenda changes – No Changes

D. Public Participation on Non-Agenda Items - None

E. New Business

1. Bid Award: Statter Harbor Phase 3C (DH23-010)

Mr. Creswell said this morning at 10:00am he and Mr. Sill attended the bid opening at CBJ Finance where the CBJ purchasing officer opened the bids electronically for the Statter Harbor phase 3C Restroom and covered shelter project. There were four bidders -

- Dawson Construction, bid \$1,578,494
- Island Contractors, bid \$1,618,680
- Carver Construction, bid \$1,769,923.71
- Blazy Construction, bid \$1,985,000

All the bids received were between or below the Architects estimate which was between \$1.9M and \$2M. The project consists of construction of restrooms and a covered shelter to provide amenities for tour operations at Statter Harbor. The building has cast concrete foundations, timber framed structure, tongue and groove roof decking and a membrane roof. The funding source will be Harbor fund and general fund. There is currently \$3.1M of funds for this project. The low bidder was Dawson Construction at \$1,578,494 and staff asks the Board to approved this bid.

Board Questions - None

Public Comment - None

Board Discussion/Action

MOTION By MS. DERR: TO RECOMMEND THE ASSEMBLY APPROVE BID AWARD DH23-010 FOR STATTER HARBOR PHASE 3C (RESTROOM & COVERED SHELTER) TO DAWSON CONSTRUCTION FOR \$1,578,494 AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

CBJ DOCKS & HARBORS BOARD
SPECIAL BOARD MEETING MINUTES
Friday, October 21st, 2022

F. Board Administrative Matters - None

G. Adjournment – The meeting adjourned at 5:08pm.

MEMORANDUM OF AGREEMENT

This is a Memorandum of Agreement (“MOA”) between the City and Borough of Juneau (“CBJ”), located at 155 S Seward Street, Juneau, Alaska, and Alaska Electric Light and Power Company (“AELP”), an Alaska corporation located at 5601 Tonsgard Court, Juneau, Alaska. CBJ will provide AELP with two million two hundred sixty thousand dollars (\$2,260,000) in grant funding to support the replacement of the existing transformer at AELP’s South Franklin Street substation with one that includes and integrated Load Tap Changer (“LTC”), hereafter the “Project”. The grant award covers the period November 1, 2022, through October 31, 2026.

SCOPE OF WORK

CBJ funding for the Project was authorized by **CBJ Ordinance No. 2022-XX enacted on DATE** to support the work described in AELP’s request for Marine Passenger Fees submitted to CBJ on December 31, 2021.

Under this Project, the existing transformer will be replaced by one with an integral LTC, which will allow for voltage adjustment at the transformer itself, leaving the remainder of the system in a typically steady state. The new LTC transformer will have a different footprint than the existing transformer, and installing it will require some or all the modifications to the substation indicated here:

- Disconnection of all high and low voltage connections to the existing transformer
- Removal of a quantity of transformer oil to reduce weight and make the transformer safe to move
- Removal of the existing transformer from the site, which will require a crane and semi-truck
- Disposal of used insulating oil and transformer
- Modification to existing transformer foundation
- Modification to transformer oil containment
- Transformer testing
- Rerouting of conduits for low voltage wiring
- Installing and terminating low voltage wiring
- Modifications to high voltage bus and connections between the transformer and the circuit switcher and breakers
- Connections to the ground grid
- Updating of site-specific plans and documentation

If the dimensions of the new transformer require relocation of the existing circuit switcher, the following additional work will be required:

- Disconnection and disassembly of the circuit switcher
- Removal of steel supporting structures from the foundation
- Relocation of foundation
- Relocation of low voltage conduits
- Reinstallation of circuit switcher and steel support structure
- Installation of high voltage bus between circuit switcher and transformer
- Installing and terminating low voltage wiring

- Connections to the ground grid
- Relocation of 69kV transmission pole
- Relocation of fence
- Re-termination of 69kV lines

PAYMENT TERMS

AELP will submit progress reports and invoices to CBJ as it incurs costs associated with the scope of work. Progress reports will include information related to Project milestones such as the status of design, procurement, schedule, and construction. CBJ will reimburse AELP within thirty (30) days of receipt of a detailed invoice.

The primary cost component of the project is the LTC transformer. AELP currently understands that procurement of the LTC transformer will require progress payments as follows: 30% due upon order acceptance, 30% due upon completion of shop drawings, 30% due upon completion of factory acceptance testing, and 10% due upon shipment. The currently anticipated lead time is approximately thirty-six (36) months from order acceptance.

CHANGES

AELP and CBJ, without invalidating this MOA, may agree to changes to the scope of work, term, or grant amount. All such changes shall be authorized by written agreement signed by AELP and CBJ.

NOTICE

The following addresses will be used for all written communications:

- If to AELP:

Bryan Farrell
Alaska Electric Light and Power Company
5601 Tonsgard Court
Juneau, Alaska 99801
- If to CBJ:

Carl Uchytel
CBJ Docks and Harbors
76 Egan Drive
Juneau, Alaska 99801

COMPLIANCE WITH LAWS AND REGULATIONS

AELP shall, at AELP’s sole cost and expense, comply with all applicable requirements of federal, state, and local laws, ordinances, and regulations now in force, including safety, environmental, immigration, and security enactments, or which may be subsequently enacted. AELP warrants that it has obtained and is in full compliance with all required licenses, permits, and registrations regulating the conduct of business within the State of Alaska and CBJ, and shall maintain such compliance during the effective term of this MOA.

CONFLICT OF INTEREST

AELP warrants that it has not solicited any prohibited action, favor, or benefit from any employee or officer of CBJ, and this it will not do so as a condition of this MOA.

EQUAL EMPLOYMENT OPPORTUNITY

As a condition of receiving funds under this MOA, AELP will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, disability, sex, sexual orientation, gender identity, gender expression, and marital status, changes in marital status, pregnancy or parenthood. AELP will include these provisions in any agreement relating to the work performed under this MOA with contractors or subcontractors.

INDEMNIFICATION

AELP agrees to defend, indemnify, and hold harmless CBJ, its employees, volunteers, consultants, and insurers, with respect to any action, claim, or lawsuit arising out of or related to AELP’s performance or activities pursuant to this MOA, without limitation as to the amount of fees, and without limitation to any damages, cost or expense resulting from settlement, judgment, or verdict, and includes the award of any attorneys’ fees even if in excess of Alaska Civil Rule 82. This indemnification agreement applies to the fullest extent permitted by law and is in full force and effect whenever and wherever any action, claim, or lawsuit is initiated, filed, or otherwise brought against CBJ relating to this MOA. The obligations of AELP arise immediately upon actual or constructive notice of any action, claim, or lawsuit. CBJ shall notify AELP in a timely manner of the need for indemnification, but such notice is not a condition precedent to AELP’s obligations and is waived where AELP has actual notice.

FORCE MAJEURE

Neither party shall be responsible for delays or failure in the performance of any part of this MOA caused by factors beyond their reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, fire, earthquake, flood, avalanche, explosion, riot, war, terrorism, or failure of any governmental or other regulatory authority to act in a timely manner (“Force Majeure Event”); provided, however, if a Force Majeure Event occurs, the affected party shall, as soon as practicable: (a) notify the other party of the Force Majeure Event and its impact on performance under this Agreement, and (2) use reasonable efforts to resolve any issues resulting from the Force Majeure Event and perform its obligations hereunder.

PROHIBITION ON LOBBYING

No part of any funds paid under this grant shall be used for the purpose of any lobbying activities before the Alaska State Legislature or the City and Borough of Juneau Assembly.

PUBLIC RECORDS

AELP acknowledges and understands that CBJ is subject to CBJ Code 01.70.010 (Public Records) and to the Alaska Public Records Act (AS 40.25.120) and that all documents received, owned, or controlled by CBJ in relation to this MOA must be made available for the public to inspect upon request, unless an

exception applies. It is AELP’s sole responsibility to clearly identify any documents AELP believes are exempt from disclosure under the Public Records Act by clearly marking such documents “Confidential.” Should CBJ receive a request for records under CBJ Code or the Alaska Public Records Act applicable to any document marked “Confidential” by AELP, CBJ will notify AELP as soon as practicable prior to making any disclosure. AELP acknowledges it has five (5) calendar days after receipt of notice to notify CBJ of its objection to any disclosure, and to file any action in the Superior Court for the State of Alaska at Juneau as AELP deems necessary in order to protect its interests. Should AELP fail to notify CBJ of its objection or to file suit, AELP shall hold CBJ harmless for any damages incurred by AELP as a result of CBJ disclosing any of AELP’s documents in CBJ’s possession. Additionally, AELP may not promise confidentiality to any third party on behalf of CBJ, without first obtaining express written approval by CBJ.

SAFETY

AELP will comply with applicable federal, state, and local laws and regulations and will retain responsibility for its own compliance and that of its contractors or other designated third-party agents, with all applicable federal, state, and local laws and regulations, including without limitation applicable occupational health and safety laws. AELP shall be solely liable for, and shall independently undertake to defend, any and all unfair labor practice charges, grievances, judicial action, or other employee or union claims, as well as general liability and personal liability, related in any way to AELP’s performance pursuant to this grant. AELP agrees to comply with all federal, state, and local procedures and restrictions related to COVID mitigation. AELP acknowledges that these procedures and restrictions may changes after the effective date of this MOA and agrees to comply with the procedures following any such changes.

IN WITENESS WHEREOF, the parties have executed this MOA on the date last set forth below.

**ALASKA ELECTRIC LIGHT AND
POWER COMPANY**

CITY AND BOROUGH OF JUNEAU

Signed

Signed

Title

Title

Date

Date



RESOLUTION xxxx

A RESOLUTION OF THE CITY & BOROUGH OF JUNEAU SUPPORTING FULL FUNDING (\$8,236,815) FOR THE STATE OF ALASKA MUNICIPAL HARBOR FACILITY GRANT PROGRAM IN THE FY 2024 STATE CAPITAL BUDGET.

Whereas, the majority of the public boat harbors in Alaska were constructed by the State during the 1960s and 1970s; and

Whereas, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities; and

Whereas, the harbor facilities in Alaska are ports of refuge for ocean going vessels, and serve as essential transportation hubs to coastal Alaskan communities for supplies, trade in goods and services and connections to the world market for our exports and imports; and

Whereas, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State-owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

Whereas, the municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the state's failure to keep up with deferred maintenance; and

Whereas, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford; and

Whereas, in response to this financial burden, the Governor and the Alaska Legislature passed legislation in 2006, supported by the Alaska Association of Harbormasters and Port Administrators, to create the Municipal Harbor Facility Grant program (AS 29.60.800); and

Whereas, the Department of Transportation and Public Facilities utilizes a beneficial administrative process to review, score and rank applicants to the Municipal Harbor Facility Grant Program, since state funds may be limited; and

Whereas, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost; and

Whereas, the municipalities of the Sitka, Whittier, and Wrangell/Meyers Chuck have committed to contribute \$8,236,815 in local match funding for FY2024 towards harbor projects of significant importance locally as required in the Harbor Facility Grant Program; and

Whereas, completion of these harbor facility projects is dependent on the 50% match from the State of Alaska’s Municipal Harbor Facility Grant Program; and

Whereas, during the last fifteen years the Municipal Harbor Facility Grant Program has only been fully funded twice; and

Whereas, a survey done by the Alaska Municipal League of Alaska’s ports and harbors found that from the respondents, the backlog of projects necessary to repair and replace former State-owned harbors has increased to at least \$500,000,000; and

Whereas, given that Alaska is a maritime state and that our harbors are foundational to both our way of life and the economy of this great State it is in the public's best interest to maintain this critical infrastructure by using State, Local and Federal funds to recapitalize the crucial harbor moorage infrastructure statewide.

Now therefore be it resolved that the Assembly of the City & Borough of Juneau urges full funding in the amount of \$8,236,815 by the Governor and the Alaska Legislature for the State of Alaska’s Municipal Harbor Facility Grant Program in the FY 2024 State Capital Budget to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

Passed and approved by the Assembly of the City & Borough of Juneau on this 21th day of November, 2022.

Beth Weldon, Mayor

ATTEST:

Elizabeth McEwen

2023

Docks & Harbors Board Meeting Calendar

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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February						
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March						
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May						
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June						
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July						
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August						
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31						

 Operations/CIP

 Board

2023 CBJ Docks & Harbors OPS & Board Meeting Schedules

January 2023

Wed	1/18/2023	OPS/Planning Committee	5:00pm-7:30pm
Thu	1/26/2023	Regular Board Meeting	5:00pm-7:30pm

February 2023

Wed	2/15/2023	OPS/Planning Committee	5:00pm-7:30pm
Thu	2/23/2023	Regular Board Meeting	5:00pm-7:30pm

March 2023

Wed	3/22/2023	OPS/Planning Committee	5:00pm-7:30pm
Thu	3/30/2023	Regular Board Meeting	5:00pm-7:30pm

April 2023

Wed	4/19/2023	OPS/Planning Committee	5:00pm-7:30pm
Thu	4/27/2023	Regular Board Meeting	5:00pm-7:30pm

May 2023

Wed	5/17/2023	OPS/Planning Committee	5:00pm-7:30pm
Thu	5/25/2023	Regular Board Meeting	5:00pm-7:30pm

June 2023

Wed	6/21/2023	OPS/Planning Committee	5:00pm-7:30pm
Thu	6/29/2023	Regular Board Meeting	5:00pm-7:30pm

July 2023

Wed	7/19/2023	OPS/Planning Committee	5:00pm-7:30pm
Thu	7/27/2023	Regular Board Meeting	5:00pm-7:30pm

August 2023

Wed	8/23/2023	OPS/Planning Committee	5:00pm-7:30pm
Thu	8/31/2023	Regular Board Meeting	5:00pm-7:30pm

September 2023

Wed	9/20/2023	OPS/Planning Committee	5:00pm-7:30pm
Thu	9/28/2023	Regular Board Meeting	5:00pm-7:30pm

October 2023

Thu	10/19/2023	OPS/Planning Committee	5:00pm-7:30pm	(18th holiday)
Thu	10/26/2023	Regular Board Meeting	5:00pm-7:30pm	

November 2023

Wed	11/22/2023	OPS/Planning Committee	5:00pm-7:30pm
Thu	11/30/2023	Regular Board Meeting	5:00pm-7:30pm

December 2023

Wed	12/20/2023	OPS/Planning Committee	5:00pm-7:30pm
Thu	12/28/2023	Regular Board Meeting	5:00pm-7:30pm



Port of Juneau

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

From: Port Director

To: Docks & Harbors Board

Date: October 12th, 2022

Re: SUMMARY OF RATE SETTING PROJECT REPORT

1. At the September 29th, 2022 regular Board meeting, I was directed to provide a summary of the HDR Rate Setting Project report dated September 1st, 2022. To provide context to the requested summary, it may be helpful to review the process. Early in 2021, Docks & Harbors staff proposed increases to certain fees in anticipation of significant future lease expenditure from the UAS property. Staff's recommendations included rate increases for resident surcharge which apply to live aboards and dockage charges which assesses fees to vessels for berthing at the Steamship Wharf, the Cruise Ship Terminal, the Intermediate Vessel Float, the Port Field Office Float, and the Inside of the Cruise Ship Terminal. The genesis to pursue an outside consultant was due, partially, from the Board not advancing fee increase recommendations as well as the Assembly failing to adopt recommended fee increase regulations.

2. Key chronological timeline of the project include:

- April-September, 2021 – Board, Committee & Sub-Committee discuss merits of outside consultant for harbor rate study
- September 30th, 2021 – Board Approval for solicitation of RFP for Rate Study
- November 9th, 2021 – Three consulting companies submitted RFP for consideration
- November 18th, 2021 – Board approval of Docks & Harbor Rate Setting Policy
- November 24th, 2021 – Selection Team short-lists two consultants for oral interviews
- December 9th, 2021 – Selection Team completes oral interviews
- December 9th, 2021 – Posting Notice issued selecting HDR as the successful proposer
- December 13th, 2021 – Port Director begins contract negotiation with HDR
- January 14th, 2022 – Port Director/HDR sign contractual agreement
- January 27th, 2022 – Board approves contract execution with HDR-Alaska, Inc with requirement for HDR representation at Board meetings to answer questions
- February 24th, 2022 – HDR representative at regular Board meeting
- March 31th, 2022 - HDR representative at regular Board meeting
- April 5th, 7th & 8th – HDR Conducts interviews with seven port/harbor user groups

- April 28th, 2022 - HDR representative at regular Board meeting
- May 26th, 2022 - HDR representative at regular Board meeting
- June 3rd, 2022 – First Rate Study iteration submitted
- August 5th, 2022 – Second Rate Study iteration submitted
- September 1st, 2022 – Third Rate Study iteration submitted
- September 21st, 2022 – Port of Juneau – Docks & Harbors Rate Setting Project posted on Operations-Planning Committee Agenda

3. The intended purpose of the study, as stated in the Request for Proposal (RFP) was:

The purpose of this document is to solicit proposals from qualified consultants to enter into a contract to conduct a study of the Docks & Harbors rate fee structure. The intent is to determine a sustainable, equitable rate structure based on the existing facility infrastructural and services to support commercial and recreational users of the harbor facilities. In addition to validating the financial planning for the Harbor Enterprise, the consultant will conduct a market study for the fees associated with the CBJ owned cruise ship docks.

The HDR/CBJ agreement signed on January 14th, 2022 agreed to a contract for \$36,169.

CONTRACTUAL RELATIONSHIP. *The parties intend that an independent Consultant/City relationship will be created by this Contract. City is interested only in the results to be achieved, and the conduct and control of the work will lie solely with the Consultant. Consultant is not considered an agent or employee of City for any purpose, and the employees of Consultant are not entitled to any benefits that City provides for City's employees.*

4. Specific Consultant tasks include:

TASK	DESCRIPTION	STATUS
Task 1 Project Management	Consultant will provide general project management activities. This includes allocating and coordinating appropriate labor resources, maintaining project financials and scheduling, and preparing monthly invoices.	On going
Task 2 Stakeholder Interviews	Consultant will conduct up to eight interviews with City general management, tenants/ user groups, and other key stakeholders (e.g., cruise lines) as identified by City. These interviews will provide stakeholder input for subsequent tasks such as the tariff review (i.e., CBJ Docks and Harbors fees and rates recognizing that CBJ does not have a formal tariff document) and proposed adjustments to tariffs.	Complete
Task 3 Document Review	Consultant will conduct a review of applicable documents related to current tariffs, facilities, users, and City budget. This task will assist in the review of the tariff structure and recommendation of types of adjustments in later tasks.	Complete

Task 4 Tariff Review	Consultant will conduct a review of City's current tariff structure, including rates and provisions. HDR will give special emphasis to comparisons to general industry standards. Based on this analysis, Consultant will recommend adjustments in Task 5 to benefit City and meet their objectives.	Complete
Task 5 Rate Methodology	Consultant will recommend types of adjustments to tariffs. This will provide a basis for determining what essential changes should be made to meet City's financial objectives (revenues and to recoup costs). Targets will include meeting desired annual operating expenses to support Enterprise budgets. Special consideration will be given to market rates that cruise lines can pay	
Task 6 Draft Report and Review	Consultant will prepare a draft report for review by CBJ officials and key stakeholders selected by them. Consultant will respond to comments on the written draft and to those provided during the presentation. As part of this task, consultant will develop key messaging and talking points to explain the methodology, findings, and recommendations. Consultant will also provide handouts and a PowerPoint presentation to the Board and the Port Director and prepare staff for meetings.	Report received for review; Pending Consultant PowerPoint Presentation
Task 7 Final Report	Consultant will address comments on the draft report and produce a final report within seven days following receipt of comments.	Pending
Task 8 As-Needed Tasks	Consultant will provide as-needed tasks to support additional requests from CBJ such as facilitation of conversations with applicable Municipal leadership and during presentations to the Board and coaching to CBJ staff to present and in preparation to answer all potential questions related to the report and recommendations. Work under this task will be invoiced as Time and Materials and will only be performed with written approval from City. Consultant shall be compensated a lump sum amount of Amount for satisfactory performance of professional services described in this contract and in accordance with the Consultant's Fee Proposal.	This includes HDR representation at Docks & Harbors regular Board meeting.

4. The Executive Summary provides the consultant's findings. Based on those comments, I make the following observations:

- a. The consultant's interviews with seven user groups revealed that Juneau stakeholders would not be sensitive to modest rate increases. Broadly speaking, this seems accurate as Juneauites are dependent on marine access whether for recreation or for small business operations. The facilities which Docks & Harbors manages, although not a monopoly within the Borough, does provide maritime services which are typically better maintained and at a lower cost to user groups when compared to private like-facilities. Certainly, it makes sense that those individuals interviewed would be willing to pay more when compared with alternatives including the private Juneau marinas or other SE Alaska community options.
- b. Harbor rates are a small fraction of vessel ownership is indeed a true statement. This could have been made stronger with examples but the contractor is not obligated to do so. Whether it be commercial fishermen with costs associated with vessel loans, fish permits, fuel, gear, crew, insurance, bait, maintenance & operating costs, moorage is a relatively small component. The same would be true for charter operators or recreational launch ramp users. In 2022, fuel costs most likely drove the vessel ownership costs over any other expenditure. From a rational mind (or public policy perspective), harbor rates will generally yield contentious public discussion. This is due to other operating costs generally being discretionary whereas harbor rates are known to be influenced by the local voting citizens.
- c. The identification that enacting CPI will not result in a sustainable revenue over time is correct. As salaries are half of all annual operating costs, adjusting fees simply for inflation will not keep pace with raising personnel costs. This is primarily due to longevity pay and triannual wage negotiations which typically outstrip CPI.
- d. Funding should be allocated to ensure Docks & Harbors assets are maintained in state of good repair. Over the past decade, emphasis has been placed on recapitalization of facilities which exceeded 50 years and were well-past useful life. With the future completion of Aurora Harbor, a majority of all small boat harbor floats will be have recently replaced. Next in line for replacement will be old Statter floats at 35-years in service with Harris Harbor and old Douglas Harbor floats at both at 20-years in service. During this past decade efforts have been made to extend the useful life of facilities: increasing the freeboard of floats, high quality material and installation of sacrificial zinc anodes will all contribute to a durable and long-lasting product. When Aurora Harbor is finished, the Harbor Enterprise should consider a healthy maintenance fund to keep harbor floats from falling into disrepair as well as upland needs such as parking lot lighting and paving.
- e. The magnitude of rate increase is proportionate to the desired capital expansion. As long as there are ideas for expanding new/repurposed marine infrastructure there will be projects. Future "new-start" projects do not necessitate having full funding availability as there currently are grant opportunities for municipalities. It is always helpful to have, say 10% of an estimated new CIP available for planning, permitting and design as well as demonstrating commitment with local grant match.

- f. Maintaining Replacement Reserve Analysis (RRA). The study encourages \$1.9M per year as a benchmark, collectively for Docks Enterprise and Harbors Enterprise. This number is derived from 40 years of annual replacement of existing infrastructure, estimated at \$195M and assuming availability of grant or passenger fee for recapitalization. This reserve would provide a capital plan to assist in the maintenance and future investment requirements. The report acknowledges that Docks & Harbors currently does not generate sufficient revenue to reach that benchmark and suggests increasing rated or additional funding from CBJ. As an Enterprise operations, Docks & Harbors should not expect to receive additional fiscal support from the Assembly.
- g. The consultant proposes a 9% increase across all fees could be obtained without user impact. This modest fee increase could increase revenues approximately \$700K. The consultants reviewed pre-COVID revenues which suggested \$1.2M as the net positive income flow. Although it may have been beneficial to have recommendations for specific, individual fees from the consultant, the contractual language of the agreement is met. From a pragmatic perspective, an increase of all fees managed by Docks & Harbors is cumbersome. Perhaps increasing the largest of our fees should be increased (moorage, dockage, launch ramp, residential surcharges) with the smaller generated revenues (vessel salvage, passenger for hire, electrical fees, etc) be raised to effect public policy goals.

#

Encl: Port of Juneau – Docks & Harbors Rate Setting Project dated September 1, 2022

DEPARTMENT LEGISLATIVE PRIORITIES

For D&H Board Review and Ranking for Discussion at the Wed, November 9th Ops Meeting

Section G, Item 7.

Docks

Project Name	Priority	Estimate	Project Notes
Shore Power at Dock Cruise Ship Docks		\$25,000,000	The project would provide the final design and construct the electrical infrastructure (substation, load tap changer transformer, feeder cables, etc.) and shore power infrastructure (submarine cables, power connection floats, cable positioning devices) at the two CBJ-owned cruise ship docks.
Small Cruise Ship Infrastructure		\$30,000,000	This project would provide the necessary improvements to construct a new 350- foot concrete float which would expand opportunities for small, American flagged cruise ship to operate more efficiently and to maximize Juneau as a turn-around port.
Total		\$55,000,000	

Harbors

Project Name	Priority	Amount Requested	Project Notes
Aurora Harbor Rebuild - Ph IV		\$1,000,000	Request for funding to continue the reconstruction of the Aurora Harbor Facility. Past work has been divided into segments. This request would continue preliminary design and begin permitting tasks.
Auke Bay New Breakwater		\$5,000,000	The requested funding would allow for the preliminary planning and design phases, including permit acquisition. This opens the opportunity for the construction of a new breakwater at the end of the Statter Harbor.
North Douglas Boat Ramp Expansion		\$250,000	Requested funding would accomplish the first steps to expanding the North Douglas Launch Ramp Facility. These include planning, research and permitting to initiate the project.
Auke Bay Bay Walk		\$250,000	The requested funding would accomplish the initial steps to build a Baywalk in Auke Bay.
Juneau Fisherman's Terminal		\$35,000,000	This project will expand harbor amenities to benefit the commercial fishing industry by constructing a drive-down repair/logistical float and doubling the linear foot capacity of the crane dock. The project also envisions creating upland improvement by providing a net repair shed and shoreside services such as bathrooms, showers, washer/dryers.
Douglas Harbor Uplands Improvements		\$5,000,000	This project will expand Douglas Harbor amenities to include new bathrooms with showers, curb/cutter/paving and modest landscaping to improve the functionality and aesthetics at this facility. The proposed improvements will bring Douglas Harbor to a level enjoyed by the other three small boat harbors.
New Aurora Harbor Office Building (Potential Public-Private Partnership w/Marine Exchange of Alaska)		\$3,000,000	This project recapitalizes the existing harbor office with facilities appropriate to meet the Docks & Harbors' mission.
Marine Services Yard – Little Rock Dump		\$50,000,000	This project would develop approximately 5 acres of industrial property at the Little Rock Dump in support of boatyard repair and maintenance.
Total		\$99,500,000	

Docks & Harbors Totals: \$154,500,000



SHORE POWER AT DOCK 16B

AMOUNT REQUESTED: \$22.5M

TOTAL PROJECT COST: \$25M

PROJECT DESCRIPTION & UPDATE: The project would provide the final design and construct the electrical infrastructure (substation, load tap changer transformer, feeder cables, etc.) and shore power infrastructure (submarine cables, power connection floats, cable positioning devices) at the two CBJ-owned cruise ship docks. The electrical infrastructure could also service ground transportation as it transitions to electric vehicles.

The project benefits the community by improving air quality and reducing noise pollution from cruise ships that connect to shore power while hoteling in port, and by upgrading the electrical infrastructure at Juneau's waterfront. The elimination of ship GHG emissions furthers the community's climate action goals of switching from fossil fuels to renewable hydropower as well as enables the cruise lines to better meet their sustainability goals. The project benefits the tourism sector of the community.

TIMELINE: CBJ has appropriated \$2.64M in FY2023 to this project. Docks & Harbor applied for a FY22 RAISE grant which was unsuccessful. Grant results for the FY22 Port Infrastructure Development Program (PIDP) have not yet been released. Docks & Harbors will pursue other grant opportunities under the Inflation Reduction Act as appropriate. Construction phase to be completed by 5/2027.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Reduce emissions, improve air quality and economic development.



AURORA HARBOR PHASE 4

AMOUNT REQUESTED: \$1M

AMOUNT SECURED: \$0

TOTAL PROJECT COST: \$7M

PROJECT DESCRIPTION:

Request for funding to continue the reconstruction of the Aurora Harbor Facility. Past work has been divided into segments. This request would continue preliminary design and begin permitting tasks.

PUBLIC PROCESS:

The project has been through a long term planning process with community outreach. It is the 4th phase of the larger reconstruction plans.

TIMELINE:

Once funding is secured, 18-24 month design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Replace critical infrastructure and support maritime economy.



Photo Credit: Cathy Mahnke

AUKE BAY NEW BREAKWATER

AMOUNT REQUESTED: \$5M

AMOUNT SECURED: \$0

TOTAL PROJECT COST: unknown

PROJECT DESCRIPTION:

The requested funding would allow for the preliminary planning and design phases, including permit acquisition. This opens the opportunity for the construction of a new breakwater at the end of the Statter Harbor. The current facility has reached it's useful life and needs to be replaced. The new facility would allow for more moorage and provide economic stimulus to the community. CBJ would be the local sponsor for the US Army Corps of Engineers, who is federally responsible for the feasibility analysis, design and construction of the breakwater. Local match is required under federal law.

PUBLIC PROCESS: Identified as a Legislative Priority for FY2022

TIMELINE:

Once funding is secured, 3 year design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Increase Moorage and recapitalization of aging infrastructure.



NORTH DOUGLAS BOAT RAMP EXPANSION

AMOUNT REQUESTED: \$250,000

TOTAL PROJECT COST: \$20M

PROJECT DESCRIPTION:

Requested funding would accomplish the first steps to expanding the North Douglas Launch Ramp Facility. These include planning, research and permitting to initiate the project.

PUBLIC PROCESS: Docks and Harbors has solicited public input on the concept.

TIMELINE:

Once funding is secured, 18-24 month design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Improve safety and expand boating access & transportation.



AUKE BAY BAYWALK

AMOUNT REQUESTED: \$250,000

TOTAL PROJECT COST: \$30M

PROJECT DESCRIPTION:

The requested funding would accomplish the initial steps to build a Baywalk in Auke Bay. These include planning, research and property identification and examining the potential of providing a non-motorized link from the Auke Bay Ferry Terminal to the Auke Bay Harbor or the center of the Auke Bay Planning Area.

PUBLIC PROCESS:

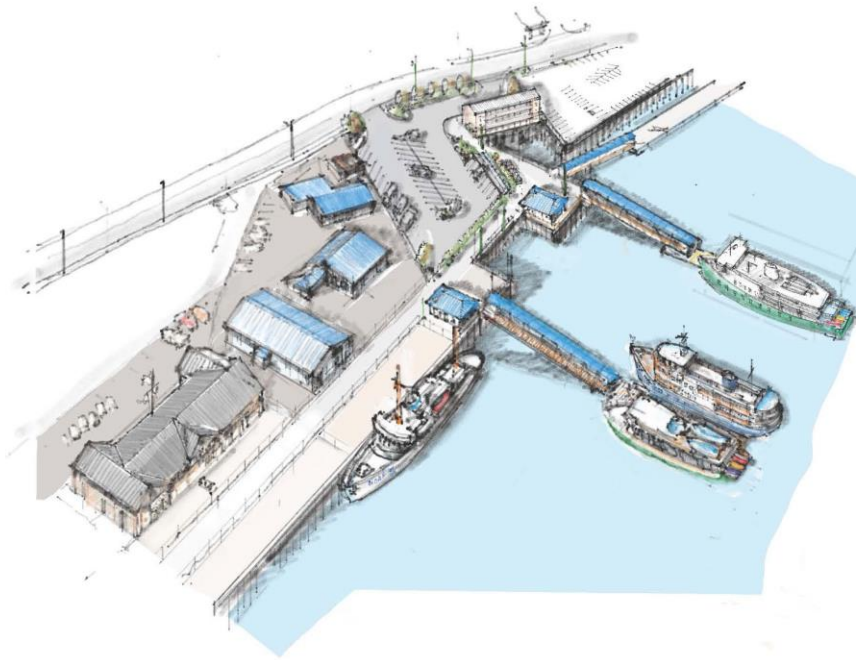
These items were identified during the creation of the 2015 Auke Bay Area Plan adopted into the Comprehensive Plan.

TIMELINE:

Once funding is secured, within 24 months of start date.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Improve Non-Motorized Route



Small Cruise Ship Infrastructure

AMOUNT REQUESTED: \$30M

AMOUNT SECURED: \$0

TOTAL PROJECT COST: \$30M

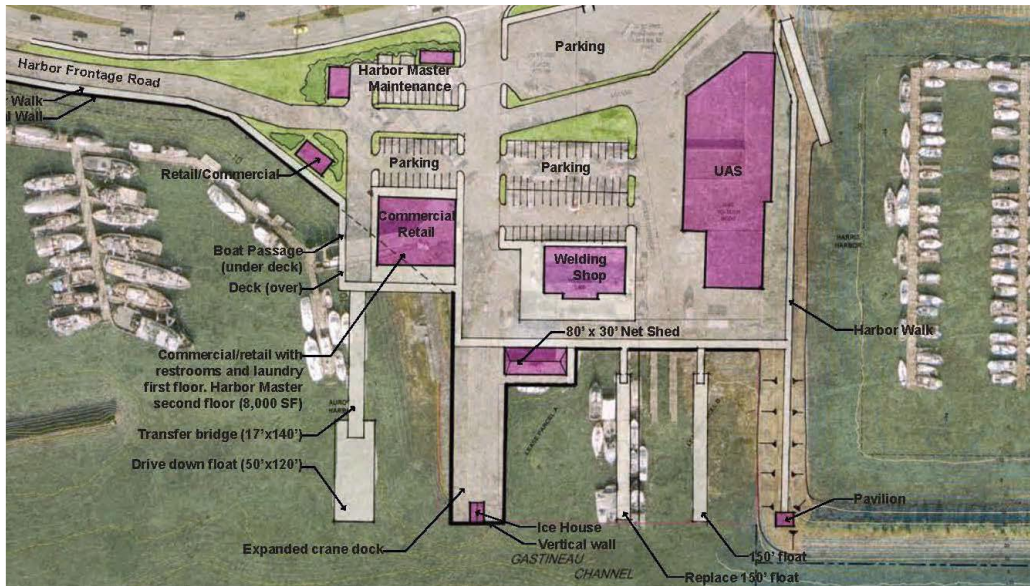
PROJECT DESCRIPTION: This project would provide the necessary improvements to construct a new 350-foot concrete float which would expand opportunities for small, American flagged cruise ship to operate more efficiently and to maximize Juneau as a turn-around port. These improvements will include structural repairs to the adjoining NOAA Dock. The plan encourages greater economic diversity for businesses serving the cruise industry by providing local goods/services (i.e. groceries/seafood, fuel, ship provisioning/repairs, etc).

PUBLIC PROCESS: [Small Cruise Ship Infrastructure Master Plan Public Meeting Nov 10, 2020](#)

TIMELINE: Once funding is secured, 18-24 month design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Expand economic opportunities for Juneau small business in support of niche cruise vessel.



Juneau Fisherman's Terminal

AMOUNT REQUESTED: \$35M

AMOUNT SECURED: \$0

TOTAL PROJECT COST: \$35M construction

PROJECT DESCRIPTION: This project will expand harbor amenities to benefit the commercial fishing industry by constructing a drive-down repair/logistical float and doubling the linear foot capacity of the crane dock. The project also envisions creating upland improvement by providing a net repair shed and shoreside services such as bathrooms, showers, washer/dryers.

PUBLIC PROCESS: Four public meeting held in support of the [2017 - Downtown Harbors Uplands Master Plan - Bridge Park to Norway Point](#)

TIMELINE: Once funding is secured, 18-24 month design, permitting and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Improve efficacy of commercial fishermen maintaining vessels and gear in Juneau.



Douglas Harbor Uplands Improvements

AMOUNT REQUESTED: \$5M

AMOUNT SECURED: \$0

TOTAL PROJECT COST: \$5M

PROJECT DESCRIPTION: This project will expand Douglas Harbor amenities to include new bathrooms with showers, curb/cutter/paving and modest landscaping to improve the functionality and aesthetics at this facility. The proposed improvements will bring Douglas Harbor to a level enjoyed by the other three small boat harbors.

PUBLIC PROCESS: Numerous members of the Douglas community have testified, as well as the Douglas Advisory Committee, to encourage uplands improvements at this facility.

TIMELINE: Once funding is secured, 18-month design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: To raise Douglas Harbor to a standard to include restrooms/showers and to make the facility more visually attractive to users as well as those who pass by.



New Aurora Harbor Office Building (Potential Public-Private Partnership w/Marine Exchange of Alaska)

AMOUNT REQUESTED: \$3M

AMOUNT SECURED: \$0

TOTAL PROJECT COST: \$3M

PROJECT DESCRIPTION: This project recapitalizes the existing harbor office with facilities appropriate to meet the Docks & Harbors' mission. The existing 2000 sf building is a repurposed former garage and does not serve the best interest of the community. In addition to significant wood rot and carpenter ant infestation, sewage will back-up into the existing restroom at least twice per year. The vision of the new building would provide improved accessibility by the public as well having sufficient IT support/technology for employees to leverage 21st century tools. The building would also seek to include modern restrooms, showers with commercial washers/dryers.

PUBLIC PROCESS: Four public meeting held in support of the [2017 - Downtown Harbors Uplands Master Plan - Bridge Park to Norway Point](#) which indicates the need to recapitalize the existing Aurora Harbor Office Building with a new Harbormaster Facility.

TIMELINE: Once funding is secured, 18-24 month design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT:



Marine Services Yard – Little Rock Dump

AMOUNT REQUESTED: \$50M

AMOUNT SECURED: \$0

TOTAL PROJECT COST: \$50M

PROJECT DESCRIPTION: This project would develop approximately 5 acres of industrial property at the Little Rock Dump in support of boatyard repair and maintenance. Juneau is the top port in Alaska for vessels over 25 feet. However, Juneau does not have the capacity to haul out and service vessels much larger than 35 tons. This means that approximately 15% of Juneau's fleet cannot be hauled out locally. Moreover, these larger vessels tend to be commercial vessels that spend significantly more on vessel maintenance and repair work. The current facility in the project area is extremely small — less than half an acre — and does not have electricity or running water, which limits activities considerably. In other words, despite the importance of the maritime sector to the local economy, Juneau does not currently have the infrastructure to serve the needs of its own fleet. A significant amount of economic activity is leaving the community on an annual basis to use vessel lifts located in Washington State or in other Alaska communities.

PUBLIC PROCESS: Four public meeting held in support of the [2017 - Downtown Harbors Uplands Master Plan - Bridge Park to Norway Point](#) which includes a requirement to expand boatyard/marine services in Juneau. In 2018, a study was conducted by Docks & Harbors to consider placing the marine service facility at the CBJ owned Little Rock Dump.

TIMELINE: Once funding is secured, 36-month design and construction timeline.

WHO WILL MAINTAIN AND OPERATE? CBJ

GOAL OF PROJECT: Economic development for the maritime industry and to provide local opportunity for shipwrights/boat repair.



Port of Juneau

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

NOTICE OF PROPOSED CHANGES TO REGULATION Amendment of Title 05, Chapters 07, 15, 20 & 25

DOCKS & HARBORS BOARD IS PROPOSING TO AMEND THE FOLLOWING REGULATIONS. THE PROPOSED CHANGES ARE SHOWN BELOW.

05 CBJAC 07.010 Inactive vessel management.

(b) *Moorage areas designated for inactive vessels.* – The proposed change is to add the National Guard Dock location.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

05 CBJAC 15.035 Reservation charge policy.

(d) *Reservation confirmation and changes.* – The proposed change is to have all reservations made for a period of more than seven days paid in full at the time of reservation.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). While this proposed change would not directly impose new costs on persons subject to the regulation, patrons who reserve moorage for greater than seven days would forfeit reservation payments, as an estimate of costs pursuant to CBJ Code 01.60.220(b).

05 CBJAC 20.050 Residence surcharge.

(b) *Residence surcharge period and duty to report.* – The proposed change is to add language that Any rental or leasing of a vessel by its owner must be for a period of no less than six months, subject to prior written approval by the Harbormaster. Rental for any period of less than six months and subleasing are not permitted.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

05 CBJAC 20.060 Recreational boat launch fees.

(a) *Launch ramp permit required.* – The proposed change is to add the use of the Kayak Launch Ramp at Statter Harbor is free and does not require a launch ramp permit.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

05 CBJAC 20.090 ~~Statter Boat Harbor Bus Lower Parking Lot permit fee.~~ – The proposed change is to remove “lower parking” from this regulation.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

05 CBJAC 20.110 Crane use fees.

(b) *Crane use requirements.* – The proposed change is to add the language that charges shall be assessed through an electronic key card issued by Docks and Harbors.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

05 CBJAC 20.130 Storage fees. – The proposed change is to remove the option to store personal item up to 200 sq/ft.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would impact individuals who store property by increasing payment for 1000 square feet from \$250 per month to \$500 per month in each of the next three fiscal years, as an estimate of costs pursuant to CBJ Code 01.60.220(b).

05 CBJAC 20.160 Parking lot fees. – The proposed change is to remove all other parking fees and options other than the \$1.00 per hour or \$5.00 per 24 hour.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

05 CBJAC 20.190 ~~Auke Bay Loading Facility—Drive Down Float Fee~~ Reserved. The proposed change is to remove this item.

05 CBJAC 25.060 Summer management. –The proposed change is to add that Vessels which do not clear the facility for at least six consecutive hours after any ten-day period shall be assessed the daily fee in accordance with 05 CBJAC 20.070.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would impact individuals who fail to move their vessels every ten days, who would be charged \$0.61/LF per day in lieu of the monthly discounted charge of \$0.26/LF per day, as an estimate of costs pursuant to CBJ Code 01.60.220(b).

05 CBJAC 25.080 Winter management. – The proposed change is to let patrons know that they will be assigned hot berth moorage in the order an application is received.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

The above regulation changes are proposed for adoption pursuant to CBJ's 01.60 and CBJ 85.02.060, and CBJ 85.02.100. Interested persons may obtain a full copy of the proposed regulation at any of the harbor offices, at the CBJ libraries, at the CBJ Clerk's Office, online at <https://juneau.org/law-department/cbj-regulations> or obtain more information by calling the Harbormaster at 907-586-5255.

The Board is holding a public hearing and intends to take final action on the proposed changes at a Special Board meeting on **November 9th, 2022 at 5 pm in CBJ Room 224 and via zoom meeting**. If this is approved by the Board it will move to the Assembly for their final approval. Written comments may also be submitted to the Port Director's Office by fax at (907) 586-0295, by hard copy at 76 Egan Drive, and online by web form at the above web address until 4:30 p.m. on November 9th.

#

A REGULATION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

ADOPTION OF REGULATION AMENDMENTS

Title 05 Chapter 07 – Inactive Vessel Management

Title 05 Chapter 15 – Fees and Charges

Title 05 Chapter 20 – Small Boat Harbor Fees and Charges

Title 05 Chapter 25 – Statter Harbor Management Regulations

PURSUANT TO AUTHORITY GRANTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, THE DOCKS AND HARBORS BOARD PROPOSES TO ADOPT THE FOLLOWING AMENDMENT TO REGULATIONS:

Section 1. Authority. These regulations are adopted pursuant to CBJ Ordinance 01.60, 85.02.060, and 85.02.100.

Section 2. Adoption of Regulations. The City and Borough of Juneau Administrative Code is amended at 05 CBJAC 07 Inactive Vessel Management, to read:

05 CBJAC 07.010 Inactive vessel management.

...

- (b) *Moorage areas designated for inactive vessels.* Certain moorage within Douglas, Harris, and Aurora Small Boat Harbors and at the National Guard Dock is designated as moorage eligible for use by inactive vessels. This Mmoorage includes the east side of the head float in Aurora Harbor, ~~the area along~~ the east side of the head float in Harris Harbor, ~~and the west side of the area along~~ the head float in Douglas Harbor, and the National Guard Dock. Maps showing the moorage designated for inactive vessels are available at any of the harbor offices.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

...

Section 3. Amendment of Regulation. The City and Borough of Juneau Administrative Code is amended at 05 CBJAC 15 Fees and Charges, to read:

...

05 CBJAC 15.035 Reservation charge policy.

...

- (d) *Reservation confirmation and changes.* Payment is required for the first day of moorage for each visit at the time of reservation confirmation and is non-refundable. Cancelling a reservation will result in forfeiture of the reservation fee. Reservation dates can be adjusted until May 1 in the year of requested moorage at no additional charge if space is available. Starting May 1, reservation payments cannot be transferred to other dates; any change in dates will require forfeiture of the original reservation payment, and payment of an additional non-refundable reservation fee for the amended first day(s) of moorage. Failure to arrive within 24 hours after a reservation begins will result in cancellation of the remainder of the reservation and forfeiture of the reservation fee. Reservation payments are not transferrable between Downtown and Statter Harbor. All reservations made for a period of more than seven days will be paid in full at the time of reservation. The director may impose moorage terms and conditions that are reasonable and necessary to effectuate the purposes of CBJ Code of Ordinances Title 85 and CBJ Administrative Code Title 5.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). While this proposed change would not directly impose new costs on persons subject to the regulation, patrons who reserve moorage for greater than seven days would forfeit reservation payments, as an estimate of costs pursuant to CBJ Code 01.60.220(b).

...

Section 4. Amendment of Regulations. The City and Borough of Juneau Administrative Code is amended at 05 CBJAC 20 Small Boat Harbor Fees and Charges, to read:

...

05 CBJAC 20.050 Residence surcharge.

...

- (b) *Residence surcharge period and duty to report.* The residence surcharge will be assessed on a calendar month basis. The owner of the vessel is responsible for paying the residence surcharge. The owner of the vessel is responsible for immediately notifying the Harbormaster when their vessel is ~~being occupied and used by any person as a residence, dwelling, or abode, rented, or leased as a place of residence.~~ Any rental or leasing of a vessel by its owner must be for a period of no less than six months, subject to prior written approval by the Harbormaster. Rental for any period of less than six months and subleasing are not permitted. Once a vessel is in used as a residence, dwelling, or abode the Docks and Harbors Department will continue to assess the residence surcharge until the owner of the vessel gives written notice to the Harbormaster that the vessel is no longer used ~~for~~ as a residence, dwelling, or abode.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

...

05 CBJAC 20.060 Recreational boat launch fees.

Regulations of Docks & Harbors

Amending 05 CBJAC 07; 05 CBJAC 15; 05 CBJAC 20; and 05 CBJAC 25

- (a) *Launch ramp permit required.* A boat trailer owner or vehicle owner (when launching vessels without a trailer) will obtain any and all necessary launch ramp permits for using one or more of the Douglas Harbor Boat Launches, the Harris Harbor Boat Launch, the North Douglas Boat Launch, the Statter Harbor Boat Launch, the Amalga Harbor Boat Launch, and the Echo Cove Boat Launch to launch and recover recreational vessels. Use of the Kayak Launch Ramps at Amalga Harbor and Statter Harbor is free and does not require a launch ramp permit.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

...

05 CBJAC 20.090 Statter ~~Boat~~ Harbor Bus Lower Parking Lot permit fee.

- (a) *Definition.* The fee assessed to the owner of a vehicle for picking-up and discharging passengers for passenger-for-hire activities at the Statter Harbor Bus Lower Parking Lot.
- (b) *Requirements.* The owner of a vehicle using the Statter Harbor Bus Lower Parking Lot to pick-up and discharge passengers for passenger-for-hire activities must apply to and obtain a permit from the Harbormaster. Applications are available at any of the Docks and Harbor Department Offices. The Harbormaster is authorized to issue permits with reasonable conditions concerning insurance, operations, and payment of fees.
- (c) *Fees.* The Harbormaster shall assess permit fees to the owner of a vehicle using the Statter ~~Boat~~ Harbor Bus Lower Parking Lot to pick-up and discharge passengers for passengers-for-hire activities as follows:

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

...

05 CBJAC 20.110 Crane use fees.

...

- ~~(b) Crane use requirements.~~ A person must obtain approval from the Harbormaster before using a hydraulic crane. ~~Crane use fees must be paid in advance.~~ A person may reserve use of the crane. Charges shall be assessed through an electronic key card issued by Docks and Harbors. ~~Payment of the crane use fee is required to obtain a reservation. The Harbormaster will require a person using the crane to post a bond or other guaranty before using a crane when the Harbormaster believes such security is necessary.~~

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs

on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

...

05 CBJAC 20.130 Storage fees.

- (a) A person may apply to the Harbormaster for use of long-term storage space in designated areas. Except as provided herein, the fee for use of this space is \$0.50 per square foot per calendar month, or portion thereof. ~~A person who maintains a reserved moorage assignment may store one personal item of up to 200 square feet for \$0.25 per square foot per calendar month, or portion thereof.~~ The Harbormaster is authorized to issue permits and develop written procedures to implement this section.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would impact individuals who store property by increasing payment for 1000 square feet from \$250 per month to \$500 per month in each of the next three fiscal years, as an estimate of costs pursuant to CBJ Code 01.60.220(b).

...

05 CBJAC 20.160 Parking lot fees.

...

- (2) From May 1 through September 30 each year, the fee to park in designated pay spaces at Don D. Statter Harbor Facilities shall be \$1.00 per hour or portion thereof, or \$5.00 per 24 hours or portions thereof, ~~or \$100.00 per calendar month or portion thereof. The number of monthly parking permits shall be managed and issued by the Port Director or representative. From October 1 through April 30, the off season monthly fee shall be \$50.00 per calendar month or portion thereof.~~ The applicable fee must be paid in advance.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

...

05 CBJAC 20.190 ~~Auke Bay Loading Facility Drive Down Float Fee~~ Reserved.

~~Auke Bay Loading Facility Drive Down Float shall be accessed at a fee of \$5.00 per vehicle/truck occurrence. Charges shall be assessed through an electronic key card issued by Docks and Harbors.~~

Section 5. Adoption of Regulations. The City and Borough of Juneau Administrative Code is amended at 05 CBJAC 25 Statter Harbor Management Regulations, to read:

...

05 CBJAC 25.060 Summer management.

Except for a loading zone, from May 1 through September 30 each year, a vessel may moor at the Regulations of Docks & Harbors
Amending 05 CBJAC 07; 05 CBJAC 15; 05 CBJAC 20; and 05 CBJAC 25

facility, including the breakwater, for up to ten consecutive calendar days, after which the vessel must clear the facility, under its own power, for at least six consecutive hours. Vessels which do not clear the facility for at least six consecutive hours after any ten-day period shall be assessed the daily fee in accordance with 05 CBJAC 20.070. A vessel owner may request an exception to this rule by submitting a request in writing to the Harbormaster, who may grant the request in writing upon a showing of exigent circumstances by the vessel owner. Unless directed otherwise by the Harbormaster in accordance with procedures established under this regulation, all moorage during this period shall be on a first-come, first-serve basis.

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would impact individuals who fail to move their vessels every ten days, who would be charged \$0.61/LF per day in lieu of the monthly discounted charge of \$0.26/LF per day, as an estimate of costs pursuant to CBJ Code 01.60.220(b).

...

05 CBJAC 25.080 Winter management.

- (a) From October 1 through April 30 each year, the Harbormaster may assign moorage to vessels for all or part of this period. Moorage will be assigned as follows:
- (1) During the month of ~~August~~ September each year, a person wishing to obtain a moorage assignment may submit a request for moorage via email or apply on an application form provided by the Harbormaster. ~~The person shall submit a \$100.00 application fee, refundable if the person does not receive a moorage assignment and creditable towards docks and harbor department charges;~~
 - (2) ~~During~~ Before the end of the month of September each year, the Harbormaster, with consideration to vessel size and space availability, shall assign moorage in the order in which applications were received ~~by lottery~~ until all of the designated spaces are ~~is~~ assigned or all of the applications are processed.
 - (3) ~~After assigning moorage by lottery, the Harbormaster may assign moorage if space is available at the facility.~~
- (b) No person, other ~~then~~ than the moorage assignee, shall moor in an assigned space without Harbormaster approval. Moorage assignments under this section will terminate if the assignee does not pay all applicable fees on a timely basis. Moorage assignees shall notify the Harbormaster of departure and arrival times as required by 05 CBJAC 40.020(d).

Fiscal Note/Cost Estimate: This regulation would not require an increased appropriation, and requires no fiscal note pursuant to CBJ Code 01.60.220(a). This proposed change would not impose new costs on persons subject to the regulation, and thus requires no estimate of costs pursuant to CBJ Code 01.60.220(b).

...

Section 6. Notice of Proposed Adoption of a Regulation. The notice requirements of CBJ 01.60.200 were followed by the agency. The notice period began on _____, 2022, which is not less than 21 days before the date of adoption of these regulations as set forth below.

Adoption by Agency

After considering all relevant matter presented to it, the agency hereby adopts these regulations as set forth above. The agency will next seek Assembly review and approval.

Date: _____

Carl Uchytel, P.E.
Port Director

Legal Review

These regulations have been reviewed and approved in accordance with the following standards set forth in CBJ 01.60.250:

- (1) Consistency with federal and state law and with the charter, code, and other municipal regulations;
- (2) Existence of code authority and the correctness of the required citation of code authority; and
- (3) Clarity, simplicity of expression, and absence of possibility of misapplication.

Date: _____

Benjamin Brown
Assistant Municipal Attorney

Assembly Review

These regulations were presented to the Assembly at its meeting of _____. They were adopted by the Assembly.

Date: _____

Elizabeth J. McEwen
Municipal Clerk

Filing with Clerk

I certify, as the clerk of the City and Borough of Juneau, that the following statements are true:

1. These regulations were accepted for filing by the office of the clerk at____:____a.m./p.m. on the____day of_____,_____.
2. After signing, I will immediately deliver or cause to be delivered copies of this regulation to the attorney and the director of libraries.
3. A permanent file of the signed originals of these regulations will be maintained in this office for public inspection.
4. Effective date:_____.

Date: _____

Elizabeth J. McEwen
Municipal Clerk