



DOCKS AND HARBORS OPERATIONS MEETING

AGENDA

July 19, 2023 at 5:00 PM

City Hall Conf. Room 224/Zoom Webinar

<https://juneau.zoom.us/j/82848477762> or 1-253-215-8782 Webinar ID: 828 4847 7762 Passcode: 446108

- A. CALL TO ORDER: (5:00pm in CBJ Room 224 and Via Zoom)**
- B. ROLL CALL: (James Becker, Don Etheridge, Paul Grant, Debbie Hart, Matthew Leither, Annette Smith, Shem Sooter, Albert Wall and Mark Ridgway)**
- C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES**
MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED.
- D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS** (not to exceed five minutes per person, or twenty minutes total time)
- E. APPROVAL OF MINUTES**
 - [1.](#) June 21st, 2023 Minutes
- F. UNFINISHED BUSINESS**
 - [2.](#) Downtown Safety Rail - Correspondence
Presentation by Port Director

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: TBD
- G. NEW BUSINESS**
 - [3.](#) Proposed Launch Ramp Survey - Derby Weekend
Presentation by Harbormaster

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: TBD
 - [4.](#) Boat Shelter 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 AE-21.
- H. ITEMS FOR INFORMATION/DISCUSSION**
 - [5.](#) Code Revision – Tourism and Docks & Harbors Duties
Presentation by City Manager

Committee Discussion/Public Comment

- 6. Harris Harbor Security Gate - Update
Presentation by Port Engineer

Committee Questions/Public Comment

- 7. Used Breakwater – Offered for Purchase
Presentation by Port Director

Committee Discussion/Public Comment

I. STAFF, COMMITTEE AND MEMBER REPORTS

J. COMMITTEE ADMINISTRATIVE MATTERS-

Next Operations Committee Meeting - Wednesday, August 23rd, 2023

K. 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 & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, June 21st, 2023

A. Call to Order: Mr. Ridgway called the meeting to order at 5:06pm in CBJ Room 224 and via Zoom.

B. Roll Call: The following members were in attendance in CBJ Room 224 or via Zoom, James Becker, Don Etheridge, Debbie Hart, David Larkin, Matthew Leither, Annette Smith, and Mark Ridgway.

Absent: Paul Grant

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

C. Port Director requests for Agenda changes

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

D. Public Participation on Non-Agenda Items - None

E. Approval of Minutes

1. May 17th, 2023 minutes

Hearing no objection, the May 17th minutes were approved as presented.

F. Items for Information/Discussion

2. Harbor Rate Study – Next Steps

Mr. Uchtyl said on page 16 in the packet is where we are with the rate study. At the last Board meeting, the Board made a motion to increase rates 9% starting January 1st, 2024. The process the Board has adhered to has been deliberate the past few months with the idea that no action will be taken over the summer but to get out public service information to let patrons know the plan for raising rates. On page 17 in the packet is a trifold that we put together trying to condense where we are with the rate study, our financial status, and let people know we are looking for feedback from the public. In August the Board anticipates directing a 21-day public notice for a public hearing for the rate increase of 9% to all applicable Docks & Harbors Enterprises fees. Tonight is the ask for changes to the trifold.

Committee Discussion-

Ms. Hart commented that this covers all pertinent information and is a great template for using this in the future to inform the public on other things.

Mr. Ridgway commented that under “cost drivers” on the trifold, the last item should be first. The line that says that we have not raised fees for 15 years. That is the overall significant issue.

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING AGENDA
For Wednesday, June 21st, 2023

Section E, Item 1.

Mr. Uchytel said that is a true statement, but someone could argue that the fees have been adjusted by CPI. He will move it to the top of the “Cost Drivers”

Public Comment - None

3. Site Characterization Investigation – 4400 Thane Rd

Mr. Uchytel said on page 37 in the packet is a plan view of the property at Thane Rd. There are two lease parcels at this site. At 4400, which is the old Thane Ore House, is leased to Tlingit & Haida (Cultural Immersion Park lease). The other property at 4402 has been leased to AJT Mining, owned by AVISTA(AELP) which is a separate lease and is sub-leased to Tlingit & Haida. AELP has had it for decades and everything at this site is mine tailings. In 2019 Tlingit & Haida brought their Engineering Consultant to the site to dig “test pits” and found an area contaminated with a diesel spill. They shut down and contacted ADEC. It has taken ADEC three years to send us a letter. We got the letter because we are the property owner and ultimately responsible for the spill. ADEC informed us this spill needs to be addressed. In May, Nortec hired a drilling company from Wrangel to drill 12 soil borings. They found diesel range organics which is a diesel product between four and five feet below elevation in three to five of the soil borings. ADEC approved the plan that Nortec provided. The lab tests showed the range in some of the borings are above the range to remediate. We know we have some soil that DEC could require complete remediation. The Nortec report says they recommend D&H remediate or monitor the material. The report is sent to ADEC who will tell us what we need to do. We will then work it out with the lessee and sub-lessee. Important to note, this is all on mine tailings and ADEC is concerned about water aquifers/clean water. This is in close proximity to Gastineau Channel and has sea water infiltration daily. He is unsure what ADEC will say we need to do. The amount of material is estimated to be 250 cubic yards to 450 cubic yards. To remediate that could cost upwards of \$150,000. Depending on what ADEC decides, we could need to hire a contractor to remediate the contaminated soil. We will also work with AELP & Tlingit & Haida. This contamination is holding up development for the Cultural Immersion Park. ADEC could take one to three months to evaluate the Nortec Report. The report was cost-shared with AJT Mining(AELP).

Committee Discussion -

Ms. Smith asked how long has this been owned by CBJ, and how long has the diesel been there?

Mr. Uchytel said D & H acquired this property in 2001 from the State. The Thane Ore House was occupied until 2012. The lessee had financial problems and we evicted them for non-payment. We went out with a RFP, Tlingit & Haida was selected with the Cultural Immersion Park somewhere around 2017. Mr. Uchytel said he is unsure how long the diesel spill has been there. It is three to five feet below the surface. It is likely it has been there awhile.

Mr. Ridgway commented that when they use the term weathered diesel that indicates it has been aged.

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING AGENDA
For Wednesday, June 21st, 2023

Section E, Item 1.

Mr. Becker asked if Tlingit & Haida is actively making plans to develop this area?
Mr. Uchytil said when he asked Tlingit & Haida they say yes but COVID slowed them down and now this contamination site is slowing them down.

Mr. Ridgway asked when did AJT Mining sub-lease to Tlingit & Haida?

Mr. Uchytil said sometime after they leased the Old Thane Ore House lease.

Mr. Uchytil asked how much is Tlingit & Haida paying AJT Mining for the sub-lease?

Mr. Uchytil said he does not know.

Mr. Ridgway asked how much does AJT pay us?

Ms. Larson said AJT pays us \$11,000 and Tlingit & Haida pays us \$9,000.

Mr. Ridgway asked if ADEC has put this site on their contaminated site data base?

Mr. Uchytil said they have it on a data base but unsure where.

Mr. Ridgway asked if ADEC has shown interest in broadening the area of investigation?

M. Uchytil said ADEC is aware this is on mine tailings.

Mr. Ridgway said in the Nortec report, are the discussions based on unrestricted or restricted site use? He explained based on restricted or unrestricted use is what the allowable are based on. He said he is concerned this could get into a massive clean-up if we try to go for an unrestricted site use but maybe we should just use as a parking lot. He asked if this has been discussed with our consultant?

Mr. Uchytil said no.

Mr. Larkin said in the report it shows there is three to five feet clean soil, with that amount of clean soil, what is the likelihood DEC will allow us to monitor this site?

Mr. Ridgway said on page 11 in the report section f, reads, “unfortunately with three to five feet of overburden does not mean you can leave it in place, and it will be dependent upon what is going to be built here. He asked what the next step is?

Mr. Uchytil said this was submitted to ADEC and they will get back to us in one to three months.

Mr. Ridgway asked if staff has considered cancelling these leases based on these findings?

Mr. Uchytil said that has not been considered. This has taken three years for ATHEDEC to get back to us. If this was very important, they would have gotten back to us sooner.

Mr. Ridgway asked about the clause in the Tlingit & Haida lease that they were required to show progress on the Immersion Park by a certain time?

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING AGENDA
For Wednesday, June 21st, 2023

Mr. Uchtyl said there is a clause that says the lease will be terminated due to lack of progress. The only action to date is razing the Thane Ore House, hiring a consultant, and test soil sampling. He wants them to get this Immersion Park completed. He has talked to President Peterson's staff, and they indicated they want to move forward with this project. He is cautious to put pressure on Tlingit & Haida.

Mr. Larkin asked if we just own to the property lines in the leases or more outside of that?

Mr. Uchtyl said just the area in the property lines.

Mr. Ridgway asked if we are still required to provide parking for the fisheries?

Mr. Uchtyl said in the Tlingit & Haida lease, they are required to provide seven public parking spaces for roadside fisheries. We have had to lock up this area because of squatters with RV's and complaints of gun fire on the 4th of July. We have a lock on the gate and AJT, ADNR, and D&H all has keys to access the area. We have a controlled access.

Public Comment - None

4. Agency Comments for Huna-Totem Corporation - Conditional Use Permit
 Mr. Ridgway wanted it known that he has a business relationship with Huna Totem allowing him to have a movie screen on their property.

Mr. Uchtyl said when there is planned development that could be of D & H interest, we are given the opportunity to comment on the conditional use permit. In the packet starting on page 50 is an agency comment form that we could send questions on behalf of D & H. The project includes 34,000 sq/ft of retail and future phases adding 9,000 sq/ft of additional retail and then another 40,000. This would be upwards of 84,000 sq/ft of uplands property. Mr. Uchtyl commented that in the area from the NOAA dock to Whale Park CBJ owns all the tidelands except the old standard fuel dock that is owned by AJT.

The goal of Huna Totem is to get through the Assembly for the 500' of CBJ-owned tidelands and then work with DNR for the tidelands they need from them. D&H would like to receive all the revenue from the Huna Totem tidelands lease. He has heard Huna Totem is currently working with DNR for that property but the process to acquire DNR lands is a long process.

Committee Discussion

Ms. Hart asked if we could have a joint meeting with the Assembly to have some clarity on what our role is?

Mr. Uchtyl said we have been trying to have a joint meeting for some time.

Mr. Larkin asked if DNR will not want to lose the lease revenue?

Mr. Uchtyl said DNR is required to give the lands to local municipalities when requested.

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING AGENDA
For Wednesday, June 21st, 2023

Section E, Item 1.

Ms. Hart asked to start a sub-committee to have communication with the Assembly members to generate interest. She wanted to know how to move forward?

Mr. Etheridge said we could put together a sub-committee after July. The Assembly wanted control of the Huna Totem Dock lease because it is more of a political issue.

Mr. Uchytel said if the Board wants to comment they need to by next week.

Ms. Hart said she would like to convey that this dock has potential revenue for D & H as well as further management discussions.

Mr. Uchytel said Huna Totem has made it publicly know that they intend to operate the uplands year-round.

Mr. Larkin commented that his concern with Juneau is the emergency management. The more docks we have in Juneau that can take different size vessels is going to be good because you never know what will happen.

Mr. Etheridge commented that he would like to have a traffic impact study for vessel and aircraft traffic.

Mr. Larkin asked if this goes through, would it create security issues for D & H?

Mr. Uchytel said this would be one more facility that would be competing for marine passenger fees.

Public Comment –

Kirby Day, Juneau, AK

Mr. Day said his discussions with Huna Totem is they want to do this correctly. They currently run a port at Icy Strait but D & H runs two world class docks downtown and manages the staging area facilities. D & H has great experience in the security side of things, vehicle movement, what works and what does not and tricks that help congestion. D & H could make comments along those lines that would be of some value if not to the planning commission certainly to the applicant. He said he knows D & H is planning on building another small ship dock downtown. He would not have a problem with having small ships on the other side of the dock if that meant a ship didn't have to go to Auke Bay with their cruise boat.

Mr. Ridgway asked if those were 40' to 60' slips on the Huna Totem dock drawing?

Mr. Uchytel said that was for small type vessels.

Mr. Day said Huna Totem intention is that all tour busses come out and turn left and do not go downtown. This will alleviate an enormous amount of congestion downtown. The other reason to think about the other side of the dock is you never know when something could happen to our facilities and having the option for another side of a finger pier facility that could house two ships is not a bad thing to have.

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING AGENDA
For Wednesday, June 21st, 2023

Section E, Item 1.

Mr. Ridgway asked if this is an effort to get a 6th boat in town if 20% of the traffic is now not going downtown?

Mr. Day said no. The MOA was signed with the City agreeing to five ships per day and one ship lightering with less than 900 passengers.

5. Potential Launch Ramp Survey – Derby Weekend

Mr. Uchytel said two years ago we put out a focused survey during Derby weekend for N. Douglas Boat Launch. This was to create a launch ramp for 100 truck and trailers year around access. This caused some concerns with Board members because they were unaware of that survey going forward. He has been approached by a member of the public interested in Amalga Harbor and the potential for doing a similar survey for Amalga Harbor improvements. He said about five-year ago, D & H was pursuing improvements at Amalga Harbor to install a 75' extension float that would have a more efficient fish cleaning float and installing a navigation devise on the rock that goes into Amalga Harbor. Harbor had money committed from Fish & Game for the project. This was a 75/25 match. We were nearly at final design when we had the final public outreach many members of the Amalga Community voiced concerns with any improvements. At the end, the Assembly did not approve the acceptance of the Dingle-Johnson Sport fishery Grant for the project. There was a lot of opposition even though there were supporters, this did not move forward. Does the Board want to do a more generic question for what improvements the public wants to see at Amalga? Would it make sense to roll this out on the Derby weekend? He is looking for direction from the Board to move forward with something for Amalga or not?

Committee Discussion

Mr. Etheridge said he sees us getting beat up again. He does not want to do this again without someone else taking the lead.

Mr. Becker commented that we may be able to have the Territorial Sportsman take the lead?

Mr. Ridgway asked if we could leverage Fish & Game personnel counting fish on the docks to do a survey including Amalga Harbor?

Mr. Larkin commented that asking the public their opinion for things we are managing is good. Someone may come up with something we have not thought of. The Assembly has indicated in the past we have not done enough public outreach and this will show we went out before moving forward.

Ms. Hart said she liked the idea of a broader survey and using the Derby weekend is smart because all users are out. Also, we could take advantage of the different types of outreach.

Mr. Ridgway asked if we ever give away launch ramp permits for taking a survey.

Mr. Uchytel said no.

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING AGENDA
For Wednesday, June 21st, 2023

Section E, Item 1.

Mr. Etheridge said he supports a broader survey.

Mr. Leither said doing a broader survey is great and giving away a launch ramp permit may get more people to take the survey. He asked what the issue was with Amalga?

Mr. Uchytel said the Amalga residents' complaints were that it would create a lot of carcasses in the Harbor. The fish smell will be terrible and attract bears and people will die. The DIPAC fish pen float is a bigger issue. Also, putting the navigational aid on the rock was light pollution. The recreational fishermen complained that there was a short float with a fish cleaning station and when boats came in and loitered it was not a safe place while someone was taking 15 minutes to clean their fish. We wanted to extend the float to allow more vessels to tie up to the float and have a fish cleaning station that could be used on four sides to expedite fish cleaning. The push back is they did not want any improvements at Amalga Harbor.

Mr. Creswell said we have not had a commercial chum fishery for at least four years. Also, 2016/17 was the first season for the new Statter Launch Ramp. Over the last few years, people have been more accustomed to using Auke Bay so there has been a decrease in use and congestion at Amalga.

Mr. Ridgway asked Mr. Creswell if he thought the reduction in use and congestion would continue?

Mr. Creswell said as far as the launch ramp users, we have seen less at Amalga and more at Auke Bay. Amalga is still used just not as much as four years ago.

Mr. Uchytel commented that the other option that was discussed for Amalga fish cleaning was a remote float outside the harbor. Sitka has one that Fish & Game funded but when he asked about having one at Amalga they said no. This is for the creel count so they want to have this on land. He said part of the concern for doing a survey is if we just do surveys, with no results, we lose something with the public. We only have \$1.25M in our fund balance so we are not able to do very much.

Mr. Ridgway said he would like to hear from people what the most significant issue is with Docks & Harbors.

Mr. Uchytel commented that we use D & H funds very judiciously. We do not donate, advertise, or give out anything for free.

Mr. Ridgway suggested to help get more surveys filled out to offer a free launch ramp permit.

Public Comment –

Nicholas Ore, Juneau, AK

Mr. Ore said he is on the Territorial Sportsman Board and he support D & H engaging the public to gain sentiment for Amalga Harbor. Amalga is what TSI has been currently discussing internally as a Board. From looking into past discussions on Amalga, he thought there was some internal politics and they were not supportive and did not

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING AGENDA
For Wednesday, June 21st, 2023

Section E, Item 1.

motivate their members to get out and speak. He said TSI is going to be working toward generating its own survey and maybe attach it to the derby ticket but we do not have that capability yet.

Mr. Ridgway commented that if TSI would offer a free Derby entry ticket he would fill out a survey.

Mr. Ore said TSI does not have the technology to do this yet. He commented that he thought if someone would answer questions they could have a discount of maybe \$5 to \$10 off.

Mr. Ridgway commented that if we learn anything from our survey we will pass it on.

G. Staff & Member Reports

Mr. Uchytel reported –

- He will not be at next week's Board meeting.
- The Douglas launch ramp light has been installed.
- Morris Engineering is working on a lighting design for the Douglas parking lot.
- Matthew Sill is working on a gate for Harris Harbor.
- The Marine Park Deck over is nearly complete, the longshore want the capstan relocated from the right side of the dolphin platform to the left side because of how the lines tend from the ships. This could take possibly two weeks.

Mr. Ridgway asked where we are on the safety rail and the gates?

Mr. Uchytel said we have our term contractor Carver Construction working with two manufacturers for the Harris gate. He said he has not started anything with the safety rails because we really do not have the funds. We will have \$1.5M in the fund balance at the end of June. This should really be funded with Marine Passenger funds. There is some opposition from the Assembly level of adding safety rails downtown. There has been a meeting set up with the City Manager, D&H Assembly Liaison and himself to walk the seawalk and discuss what D & H intends to install.

Mr. Ridgway requested Mr. Uchytel to author a letter approximately three paragraphs for the Board to sign encouraging for safety reasons, a safety rail for an incredible well used dock. He also suggested to add how many passengers are on the seawalk.

Mr. Creswell reported –

- Statter Harbor new restrooms management and operations – staff has realized that this has required cleaning every two to three hours and we are having constant staff on site. In four days, we have gone through 9,600' of paper towels. We are keeping track of the additional costs. We have reprogrammed one of the PTL staff recently hired at the Port to be stationed full time at Statter.
- We are continuing to hire.
- Port staff is doing great, but there is a lot of issues with parking lot management.
- Downtown Harbor staff has been doing great.

Mr. Leither asked how much push back the 10-day move rule has caused?

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING AGENDA
For Wednesday, June 21st, 2023

Mr. Creswell said we are at six weeks now and it is going more smoothly than three weeks ago. All requests for extensions need to be in writing and submitted to Mr. Norbryhn. There was some confusion that the boat had to move and that has been cleared up to if it doesn't move they have to pay the daily rate.

Mr. Ridgway commented that when the Board reconvenes after July, he would like the Chair to set up a Boatyard/Marine Service Yard sub-committee.

Mr. Etheridge said Mr. Duvernay did reach out to him last week. They are interested in using the small lift currently at Statter Harbor downtown to move boats around in their covered area. They will pay to move it and bring it back into proper working condition.

Mr. Ridgway wanted to clarify that the lift that the boatyard is currently using downtown is owned by UAS and maintained by us? He asked if we will still own the lift he wants to move?

Mr. Uchytel said the 35-ton travel lift is owned by UAS and sub-leased to Jeff Duvernay and D & H does not maintain it. We do own the 15-ton travel lift that he will bring downtown that used to be at the old DeHart's.

H. Committee Administrative Matters

Next Operations/Planning Committee Meeting-**Wednesday, July 19th, 2023**

I. Adjournment – The meeting adjourned at 7:06pm.



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 xth, 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?
 - a. Douglas Harbor
 - b. North Douglas
 - c. Harris Harbor
 - d. Statter Harbor
 - e. Amalga Harbor
 - f. Echo Cove
2. How many times 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 and an additional fish cleaning station added, 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. Do you have any other input/comments/suggestions on CBJ launch ramp facilities that would be helpful to the Harbor Department/Harbor Board?
- 11. 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
- 12. Do you use the CBJ kayak launch facilities at Statter Harbor or Amalga Harbor?
 - a. Yes
 - b. No
- 13. Does paid parking affect your decision on which launch ramp you use?
 - a. Yes
 - b. No

Docks and Harbors is holding a drawing to 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.



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.

#

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

03.10.010 Departments established.

(a) The following departments of the City and Borough are established:

- (1) Finance;
- (2) Community development;
- (3) Reserved;
- (4) Engineering and public works;
- (5) Fire;
- (6) Administration;
- (7) Police;
- (8) Parks and recreation;
- (9) Airport;
- (10) Library;
- (11) Human resources and risk management;
- (12) Tourism.

(b) The manager may require a department or division to report to the manager through a deputy manager or the head of another department, either full time or for the purpose of coordinating a specific project.

(CBJ Code 1970, § 03.10.010; Serial No. 70-2, § 3, 1970; Serial No. 72-26, § 3(A), 1971; Serial No. 71-40, § 3(A), 1971; Serial No. 79-22, § 2, 1979; Serial No. 82-12, § 4, 1982; Serial No. 85-83, § 2, 1985; Serial No. 91-15, § 2, 1991; Serial No. 92-01, § 2, 1992; Serial No. 93-03, § 2, 1993; Serial No. 96-22, § 3, 1996; Serial No. 2000-51, § 3, 12-18-2000; Serial No. 2006-06, § 2, 4-3-2006; Serial No. 2011-09, § 2, 5-2-2011; Serial No. 2013-29, § 2, 1-6-2014, eff. 2-5-2014 ; Serial No. 2015-04 , § 2, 4-6-2015, eff. 5-7-2015)

Charter reference(s)—Departments created by ordinance, § 5.2(a); oath of office of appointed officer, § 15.4.

03.10.052 ~~Reserved.~~

The Tourism Department shall be responsible for:

- (1) Centralized tourism policy and management;
- (2) Coordination of community planning and waterfront projects;
- (3) Public relations related to the waterfront and the cruise ship industry; and
- (4) Cruise ship industry relations, including CLAA contract management and schedule coordination.

Editor's note(s)—Section 4 of Serial No. 2015-04, adopted Apr. 6, 2015, repealed § 03.10.052 which pertained to engineering department and derived from Serial No. 82-12, 1982; Serial No. 83-1, 1983; Serial No. 83-82, 1983; Serial No. 84-55, 1984; Serial No. 85-83, 1985; Serial No. 93-03, 1993; Serial No. 95-16, 1995; and Serial No. 2006-06, adopted Apr. 3, 2006. This change became effective May 7, 2015.



City and Borough of Juneau
 City & Borough Manager's Office
 155 South Seward Street
 Juneau, Alaska 99801
 Telephone: 586-5240 | Facsimile: 586-5385

To: Deputy Mayor Gladyszewski and Assembly Committee of the Whole
 From: Rorie Watt, City Manager
 Re: Code Revisions – Tourism and Docks & Harbors Duties

Date: 7/14/2023

At the November 28, 2022 COW meeting, the committee discussed code updates to better align priorities set by the Visitor Industry Task Force (VITF). The VITF recommends centralized management of the visitor industry and associated CBJ policies, projects, and services. To do this, roles and responsibilities within Docks & Harbors and the Manager's Office need to be clarified to ensure consistency in planning, development, industry relations, public use and outreach, and operations on the waterfront. To achieve this, staff recommends establishing the duties of the Tourism office under Title 3, and making corresponding amendments to Title 85, Docks & Harbors.

Currently, there is overlap in services related to industry communication, fee planning, commercial use and development of the waterfront. Authority is given to both the Manager and Port Director for similar tasks on the waterfront and this results in inefficiencies and (confusion to the public) in accomplishing work.

For everyone's sake – the Assembly, Tourism Manager, Port Director, Docks & Harbors Board, industry, and public, we need to bring our code into conformance in a manner that is efficient and aligns with the Assembly's expectations. To resolve these conflicts, structural reorganization of authority related to waterfront and tourism management is needed. The following changes are recommended:

1. [Revising CBJ Title 3 Administration](#) would codify duties and responsibilities under the City Manager to oversee capital projects, policy decisions, and community relations related to waterfront public spaces which would be executed by the Tourism Manager. These tasks include Seawalk development, ship scheduling, implementing community planning efforts such as the VITF, Tourism Management Plan and the Long Range Waterfront Plan for waterfront development, public outreach and engagement, integration of marketing issues, and coordinating commercial use permitting and strategy. The Tourism Manager would also oversee harmonizing dockage fees across the port in consultation with the Port Director and private docks to meet community tourism management goals. The Tourism Manager's office would continue to be funded by Marine Passenger fees and would be responsible for setting the Passenger Fee budget and lead industry and CBJ relations. A draft of Title 3 amendments is attached and should be forwarded to the Assembly for action.
2. [Revisions to Title 85 Waters and Harbors](#) are also necessary to complement changes to Title 3. Prior to making these changes, the Assembly should also contemplate the larger organizational question – what role should an empowered board play on cruise ship issues (several notes below on empowered boards). The goal should be to clarify the role of the Port Director and the Board and avoid a situation where CBJ has to essentially negotiate with itself. Currently, the Port Director and the Manager work very well together and make the situation functional – but with a changing of responsibilities (creation of Tourism Manager, Title 3 amendments) and upcoming personnel changes (City Manager), now is the time to update our governance.

A key question for the Assembly is "Do you want advice from Docks & Harbors Board on cruise ship issues?" My assumption is that the Assembly does not want advice from the Board; the Board has

yielded to the Assembly for years on this topic and the reason is that the ramifications of the ship industry extend far beyond the municipal cruise ship infrastructure. The public also understands that the Assembly is the body to receive testimony on topics related to the visitor industry.

Of great importance to the City, Docks & Harbors effectively and efficiently completes many duties for the CBJ and generally does the Assembly the very big favor of hearing and resolving harbor issues. The empowered Docks & Harbors board is comprised of volunteers who typically join the board because they are harbor patrons and have a keen interest in a healthy harbor and small boat infrastructure system. Key tasks performed by the Department include:

- a. Managing small boat harbors, parking lots, boat ramps
- b. Managing and leasing most of CBJ’s marine properties
- c. Port Revenue management (coordinating, billing, collecting passenger fees)
- d. Seasonal Dock Operations (security, maintenance, cleaning, operations coordination)
- e. Bus and van staging management, tour vendor issues
- f. Coordination of employees in Harbors and Docks to maximize year round employment
- g. Capital project planning/development/project management

Currently, the Docks and Harbors Department performs two very different functions, while docks and harbors are obviously both marine related, the policy issues in the harbors largely affect the harbors and dock issues have a much different nexus with broad community issues.

As tourism has grown in Juneau, the Assembly has desired to participate directly in the dock function on decisions related to community tourism goals such as dockage fees, tideland leases, and dock electrification; all parties understand that community tourism goals are an Assembly duty. An unintended internal conflict has been created within Docks & Harbors core mission – managing the port using revenue generated by port activities – and community tourism management goals that contemplate limits, volume management, and strategic management of the waterfront to meet local needs and support the visitor industry. One example is that an increase in whale watching activity is good for harbor revenue, but maybe not so good for the community.

Clarifying roles and responsibilities will promote centralized and consistent management of the waterfront in the best interest of the community and support the clear and direct application of Assembly goals. At root level, the big questions that the creation of the Tourism Manager, Title 3 amendments and consolidation of cruise industry activities under the City Manager cut right to the question about whether Docks & Harbors should remain as an empowered board or if some other governance structure (Harbors becomes an enterprise similar to the utilities, D&H becomes a City Department reporting to the Manager and no change are several possibilities) is more appropriate. The next step should be to gain formal board input on this matter.

Recommendations:

- 1. Forward Title 3 to the Assembly for public hearing and adoption.
- 2. Forward Title 85 discussion to the D&H Board for initial comment.



CBJ has several empowered boards – Bartlett, Docks and Harbors, Eaglecrest and the Airport. In 1984, voters passed a Charter amendment that allowed the Assembly to create an empowered Docks & Harbors board by Ordinance. Upon the creation of empowered boards, the general expectation was that an empowered Board would set fees and self-fund their programmatic operations and reduce workload on the Assembly and the Manager. Self funding has largely worked for the hospital and the airport (each with occasional financial

assistance from the Assembly), and Eaglecrest has more or less settled into a pattern of receiving a general fund subsidy (much like the Parks & Recreation programs). CBJ also has self-fund enterprise functions (water & wastewater) that fall under the Manager with the oversight of an advisory board (the UAB).

Docks & Harbors is also entirely operationally funded by user fees from boat harbors, parking lots and ramps and from fees at the cruise ship docks. D&H does not receive general fund support. Funding and fees related to cruise ship dock operation, capital investment and maintenance flows strongly through the decision making of the Manager of the Assembly (unlike the other empowered boards).

For a time, the Aquatics board was quasi-empowered and the Aquatics Director jointly reported to the Aquatics Board and the Parks & Recreation Director. This structure came out an Assembly negotiation between two competing ideas – some Assembly members wanting and some Assembly members **not** wanting to have the AB be empowered. It is this kind of problem that needs to be fixed. Currently the Port Director reports to the Board, but also has to be sophisticated enough to navigate around and with the Assembly, Manager, Tourism Director and other Departments.

Under normal inter-departmental conflicts, Directors report to the Manager and there is one decider. Right now, the Port Director does an admirable job trying to keep many masters happy while efficiently running the Department. But, with regard to cruise ship issues, our governance structure no longer aligns with Assembly direction.



Port of Juneau

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

From: Matthew D. Sill, P.E. Port Engineer, CBJ Docks and Harbors
To: **PROPOSER**
Date: July 12th, 2023
Re: Harris Harbor Gate Design and Fabrication Solicitation

The City and Borough of Juneau Docks and Harbors (D&H) seeks quotes for the procurement of an aluminum security gate and gateway structure to control access to the Harris Harbor gangway in Juneau Alaska.

The site where the structure will be installed consists of a pile-supported approach dock with 4x timber decking and 12x timber bullrails. Attached to the outside of the bullrail there is a steel and wood handrail. The bullrails and handrail will stay in place for the installation of the structure. A timber covered waiting area and bulletin board will also stay in place, unless it is necessary to remove. Photos 1-3 depict the installation location.



1: Approach Dock looking South.



2: Approach Dock looking North



3: Approach Dock looking seaward

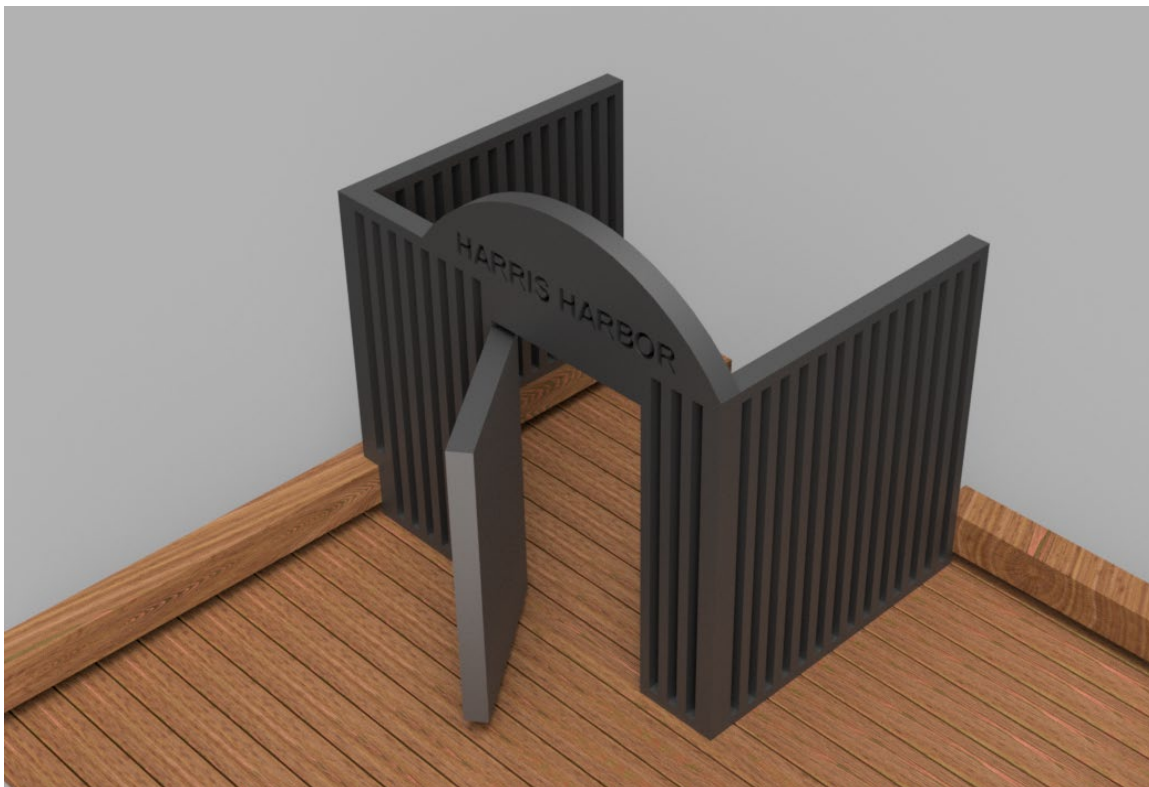
FABRICATION DESCRIPTION:

The structure will consist of a front panel and two side panels, enclosing a 7'-0" x 9'-6" space. The panels should be 8 feet tall with top details to discourage climbing over. A 4'-0" wide by 6'-8" gate will be installed centered on the gangway, and that gate must be able to open 180 degrees so that it can lay flat against the front panel and be retained in the open position by a magnetic catch. The front panel should include a signage area above the gate with room for the name of the facility and a D&H logo. Provisions are needed for lighting that illuminates both the name of the facility and the area directly below it on both sides of the gate, as well as provisions for a key fob reader, number pad, electric door latch and magnetic hold open latch. D&H additionally utilizes 360 degree cameras for security purposes, so a provision for installation of a camera above the gate that will allow it to view both sides of the gate will be required.

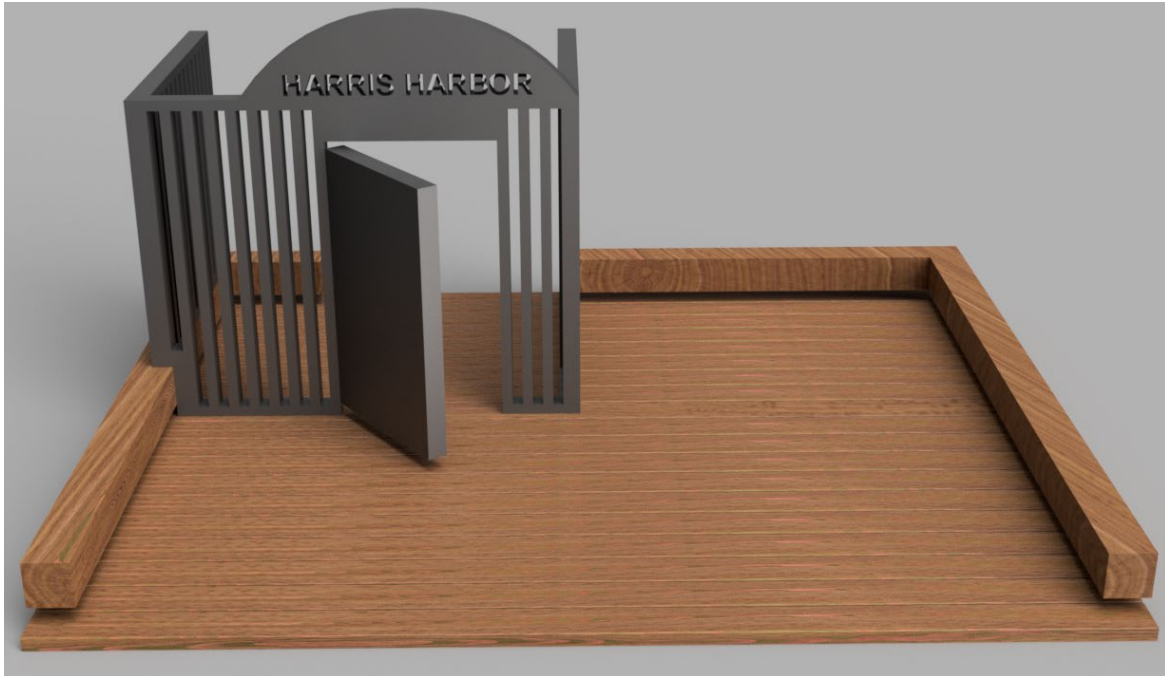
The South panel of the structure will be fastened to the top of the existing 12x bullrail, while the front panel and North panel of the structure will be fastened to the 4x decking. Fasteners will be through bolts where possible, and lag screws otherwise.

The gate itself should utilize pickets at the bottom rather than a kick plate because the gate will need to operate in snowy conditions, and it must be possible to operate the gate in 6" of snow.

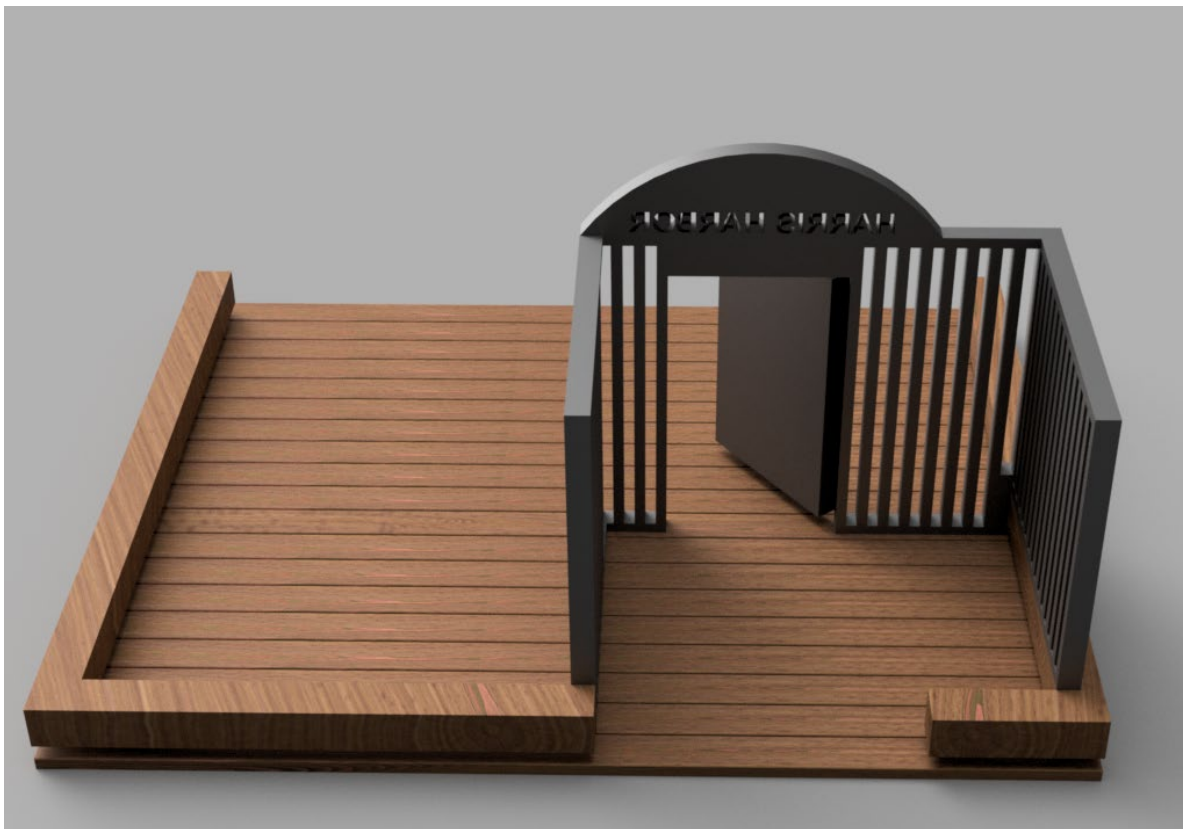
The attached images 4-6 show concept level renderings of the desired arrangement of the gate and gateway structure.



4: Isometric concept view



5: Front concept view



6: Gangway view looking towards shore

CONTRACT AWARD PROCESS:

City and Borough of Juneau procurement code allows open market contracts under \$50,000 to be awarded by D&H based on the lowest of three competitive written quotations. In reviewing the written quotations, a concept level rendering of the proposed structure and brief project narrative will be evaluated by D&H staff to ensure that the concept is responsive to our needs. The lowest quote that accompanies a responsive concept rendering and project narrative will be selected. After selection, D&H will provide a Contract and issue a purchase order once the Contract is signed.

Please prepare a concept rendering of the proposed structure and brief narrative, as well as a cost estimate for the fabrication and shipping of the structure to Juneau, Alaska. Construction drawings of the approach dock are included as an attachment to this document.

Don't hesitate to reach out with any questions or clarifications prior to preparing the concept and cost estimate. The concept images included in this document are intended to depict general features only, creative solutions to the requirements described herein are encouraged.

Thank you,



Matthew D. Sill, P.E.
Port Engineer
CBJ Docks & Harbors

Attached: 2015 Harris Harbor Renovation Construction Drawings (pdf)
Sample CBJ Contract (pdf)

RECORD DRAWINGS
11/11/2015

CAMERON D DUNCAN
STATE OF CALIFORNIA
REGISTERED
PROFESSIONAL ENGINEER
STRUCTURAL
No. S4150

U. S. COAST GUARD
FACILITIES DESIGN &
CONSTRUCTION CENTER



DETACHMENT SEATTLE
915 SECOND AVENUE, ROOM 2664
SEATTLE, WASHINGTON 98174-1011

ISSUE		
MARK	DATE	DESCRIPTION
	11/11/15	RECORD DRAWINGS

A/E PROJECT NO: 4138942
CAD FILE NAME: 4138942SA102.DWG
DESIGNED BY: CDD
DRAWN BY: ESN
EDITED BY: ESN
CHECKED BY: RWS

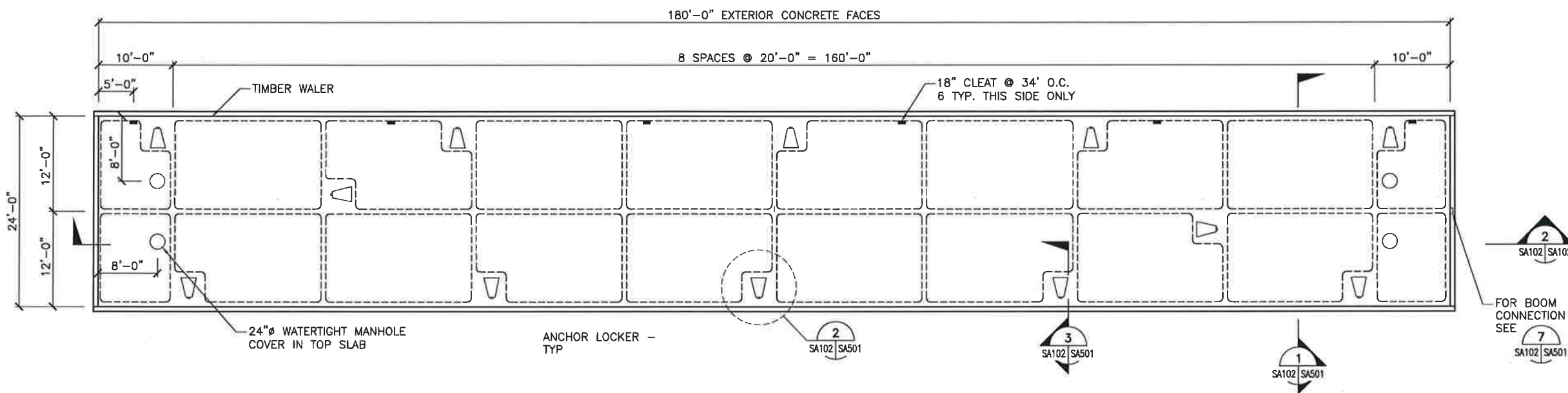
SCALE: AS INDICATED PLOT SCALE: 1 : 1

SHEET TITLE

FRC HOMEPORTR UPGRADES
BASE KETCHIKAN ALASKA
WATERFRONT
STRUCTURAL
(E) WAVE ATTENUATOR PLAN

REVIEWED BY:	REVIEWED BY:	REVIEWED BY:
PROJECT ENG.	BRANCH CHIEF	TECH. DIRECTOR

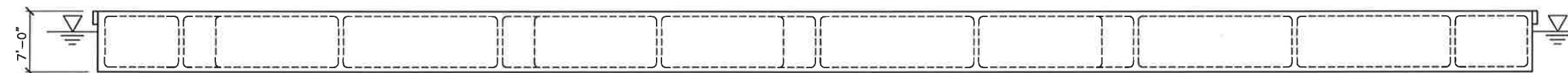
APPROVING OFFICER	DATE
PROJECT NUMBER	DRAWING NUMBER
4138942	4138942SA102
DISCIPLINE/SHIT NO	
SA102	



EXISTING PONTOON - PLAN

SCALE: 1/8" = 1'-0"

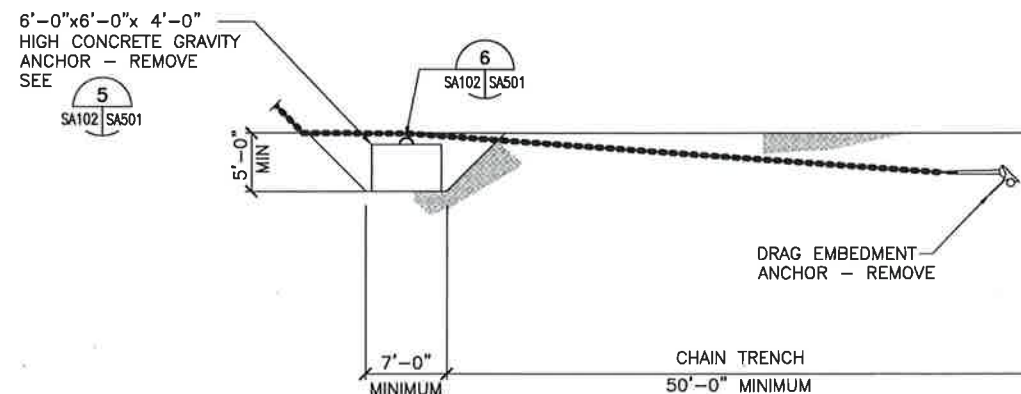
1
SA101 SA102



EXISTING PONTOON - ELEVATION

SCALE: 1/8" = 1'-0"

2
SA102 SA102



EXISTING GRAVITY/ STOCKLESS ANCHOR - DETAIL

SCALE: 1/8" = 1'-0"

3
SA101 SA102

RECORD DRAWING
DATED - 11/11/2015

GRAPHIC SCALE:



#8 = ANCHOR SET NUMBER

CONSULTANTS

RECORD DRAWINGS
11/11/2015

CAMERON D. DUNCAN
STATE OF CALIFORNIA
REGISTERED
PROFESSIONAL ENGINEER
STRUCTURAL
No. S4150

U. S. COAST GUARD
FACILITIES DESIGN &
CONSTRUCTION CENTER



DETACHMENT SEATTLE
915 SECOND AVENUE, ROOM 2664
SEATTLE, WASHINGTON 98174-1011

ISSUE		
MARK	DATE	DESCRIPTION
	11/11/15	RECORD DRAWINGS

A/E PROJECT NO: 4138942
CAD FILE NAME: 4138942SA103.DWG
DESIGNED BY: CDD
DRAWN BY: ESN
EDITED BY: ESN
CHECKED BY: RWS

SCALE: AS INDICATED PLOT SCALE: 1 : 1

SHEET TITLE

FRC HOMEPORT UPGRADES
BASE KETCHIKAN
KETCHIKAN ALASKA
WATERFRONT
STRUCTURAL
NEW WAVE ATTENUATOR PLAN

REVIEWED BY: REVIEWED BY: REVIEWED BY:
PROJECT ENG. BRANCH CHIEF TECH. DIRECTOR

APPROVING OFFICER DATE

PROJECT NUMBER DRAWING NUMBER

4138942 4138942SA103

DISCIPLINE/SHT NO. SHEET 80 OF 28

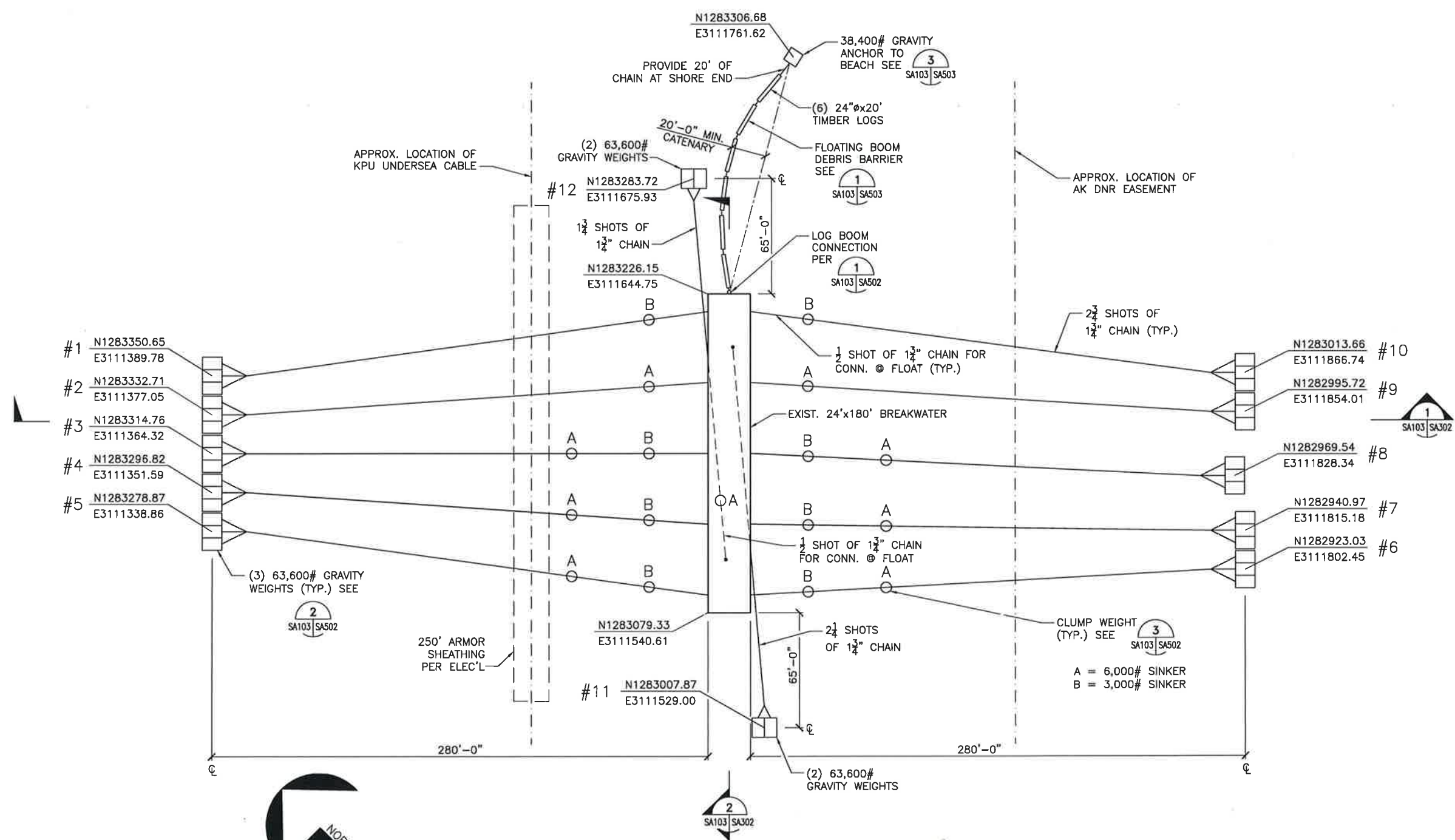
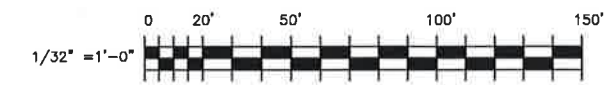
NEW WAVE ATTENUATOR MOORING ARRANGEMENT

SCALE: 1/32" = 1'-0"

SW101/SA103

RECORD DRAWING
DATED - 11/11/2015

GRAPHIC SCALE:



RECORD DRAWINGS
11/11/2015

U. S. COAST GUARD
FACILITIES DESIGN &
CONSTRUCTION CENTER



DETACHMENT SEATTLE
915 SECOND AVENUE, ROOM 2664
SEATTLE, WASHINGTON 98174-1011

ISSUE

MARK	DATE	DESCRIPTION
	11/11/15	RECORD DRAWINGS

A/E PROJECT NO:	4138942
CAD FILE NAME:	4138942SW103.DWG
DESIGNED BY:	CDD
DRAWN BY:	ESN
EDITED BY:	ESN
CHECKED BY:	RWS

SCALE: AS INDICATED PLOT SCALE: 1 : 1

SHEET TITLE

FRC HOMEPORT UPGRADES
BASE KETCHIKAN
KETCHIKAN ALASKA
WATERFRONT
STRUCTURAL
BATHYMETRIC SURVEY: 1"=60'

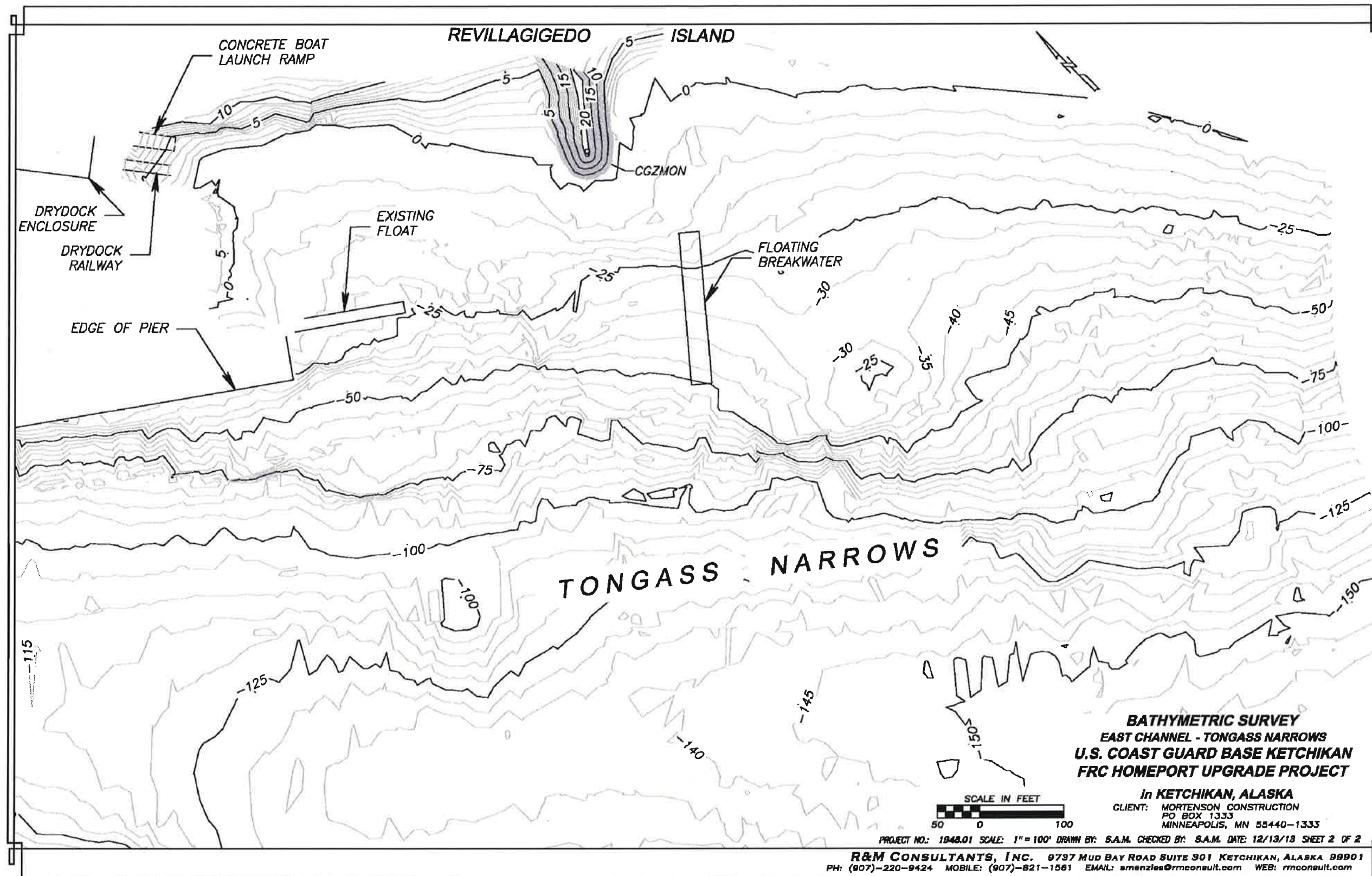
REVIEWED BY:	REVIEWED BY:	REVIEWED BY:
PROJECT ENG.	BRANCH CHIEF	TECH. DIRECTOR

APPROVING OFFICER	DATE
-------------------	------

PROJECT NUMBER	DRAWING NUMBER
----------------	----------------

4138942 4138942SW103

DISCIPLINE/SHT NO. SHEET 47 OF 29



SCALE: 1" = 60' WHEN PLOTTED ON 22x34 SHEET

GRAPHIC SCALE:



RECORD DRAWING
DATED - 11/11/2015