

# DOCKS AND HARBORS OPERATIONS MEETING AGENDA

January 18, 2023 at 5:00 PM

City Hall Conf. Room 224/Zoom Webinar

---

<https://juneau.zoom.us> or 1-253-215-8782 Webinar ID: 890 9290 4018 Passcode: 058443

- A. CALL TO ORDER: (5:00 pm in CBJ Room 224 and via Zoom)**
- B. ROLL CALL: (James Becker, Don Etheridge, Paul Grant, Debbie Hart, David Larkin, Matthew Leither, Annette Smith, and Mark Ridgway).**
- C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES**  
MOTION: TO APPROVED 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.](#) December 21st, 2022 Minutes
- F. CONSENT AGENDA - None**
- G. UNFINISHED BUSINESS**
  - [2.](#) By-Law Changes
    - Presentation by Board Member Grant
    - Committee Questions
    - Public Comment
    - Committee Discussion/Action
    - MOTION: TO RECOMMEND THE BOARD APPROVE THE BY-LAW CHANGES AS PRESENTED.
  - [3.](#) FY23/FY24 Budget
    - Presentation by Administrative Officer
    - Committee Questions
    - Public Comment
    - Committee Discussion/Action
    - MOTION: TBD
  - [4.](#) Appraisal Instructions - Hansen Gress
    - Presentation by the Port Director
    - Committee Questions
    - Public Comment
    - Committee Discussion/Action

MOTION: TO REMOVE THE ANY REQUIREMENT FOR EASEMENTS ENCUMBERING THE HANSEN-GRESS PROPERTY CONVEYANCE.

**5. Harbor Rate Study - Next Steps**

Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: TBD

**H. NEW BUSINESS - None**

**I. ITEMS FOR INFORMATION/DISCUSSION**

**6. Auke Bay Loading Facility (ABLF) - Operational & Authorization Use**

Presentation by the Harbormaster

Committee Discussion/Public Comment

**7. Request for Proposal (RFP) Juneau Port Master Planning**

Presentation by the Port Director

Committee Discussion/Public Comment

**J. STAFF AND MEMBER REPORTS**

**K. COMMITTEE ADMINISTRATIVE MATTERS**

Next Operations/Planning Committee Meeting - Wednesday, February 15th, 2023.

**L. 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](mailto:city.clerk@juneau.org).

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING MINUTES**

**For Wednesday, December 21, 2022**

Aurora Harbor Office and via Zoom

**A. Call to Order** – Mr. Ridgway called the meeting to order at 5:00 p.m. at the Aurora Harbor Office and via Zoom.

**B. Roll Call** – The following members attended in person: Jim Becker, Lacey Derr, Don Etheridge, Paul Grant, Debbie Hart, David Larkin, Matthew Leither, Annette Smith and Mark Ridgway.

**Also Present** – Carl Uchtyl – Port Director, Matthew Creswell – Harbormaster, Matthew Sill – Port Engineer, Teena Larson – Administrative Officer, Alex Pierce – Tourism Manager, Kevin Dugan – Port Operations Supervisor and Nichole Benedict – Administrative Assistant.

**C. Port Director Requests for Agenda Changes** – Mr. Uchtyl asked to add a special order of business after Public Participation on Non-Agenda Items.

**D. Public Participation on Non-Agenda Items**

Kirby Day – Juneau, Alaska

Mr. Day thanked the Board for the opportunity to speak. He acknowledged and thanked the Board for their hard work and the many meetings they attend. He thinks the Board does great things for the community and its customers. He also thanked the Port Director and his staff for doing a fantastic job.

**E. Special Order of Business**

Mr. Uchtyl read a letter naming Nichole Benedict employee of the quarter for October through December 2022. He presented her with an award and an acknowledgement she would receive a check for her dedication to the job.

**F. Approval of Minutes**

1. November 9<sup>th</sup>, 2022 Meeting Minutes – Hearing no objection, the November 9<sup>th</sup>, 2022 minutes were approved as presented.

**G. Unfinished Business** – None

**H. New Business**

2. FY24 Marine Passenger Fee Request

Mr. Uchtyl shared a draft letter on page eleven in the packet to Alex Pierce the Tourism Manager for the City and Borough of Juneau (CBJ) regarding the FY 2024 Marine Passenger Fee Request. This is an annual request that lists projects Docks & Harbors (D&H) think would be a good use for some of the \$5 per person head tax collected. Historically D&H has received \$450K per year. Mr. Uchtyl did mention the Marine

Passenger Fund is currently in the red. These projects are wish-list ideas and he is not sure if any will be funded.

- Area Wide Port Operations
- Port-Customs and Visitor Center Building Maintenance Support
- Safety Rail along Dock Face
- FY2024 Adopted Budget for Docks
- Additional Personnel for “Port of Call” Access Control
- Port of Juneau Harmonization
- Purchase of Archipelago Property, LLC Uplands
- Lone Sailor Statue
- USS Juneau Memorial – Expansion

Committee Questions

Mr. Larkin confirmed the request for additional personnel on page fourteen of the packet was the same people as last year, not additional people needed. He also asked why we needed to spend \$100K on the Lone Sailor Statue.

Mr. Uchytel said the \$100K was to help local sponsors fundraise for the statue.

Ms. Smith asked why the lightering dock was not included.

Mr. Uchytel said it was on the CIP list, but not included on the Marine Passenger Fee Request. Mr. Uchytel indicated that support for an additional lightering dock will never be funded based on the results of the Visitor Industry Task Force report.

Mr. Ridgway asked about the process for purchasing the Archipelago Property.

Mr. Uchytel said what is in the packet is only a draft and the Board can add or remove items as they wish. Capital City Fire & Rescue and the Juneau Police Department are not required to go through this process. Our list is for community projects we wish the Manager’s Office to consider.

Mr. Grant asked about the Port of Juneau Harmonization proposal. He wanted to know how they came up with a \$1M price tag.

Mr. Uchytel said it would be engineering support and planning for the waterfront development process. \$1M is a nice round number and would be for design help.

Mr. Ridgway asked if the central corridor project might be worth mentioning. He is also a supporter of the lightering dock, although he thinks we should call it something else. He sees the dock as a way for locals to have access to the Seawalk.

Mr. Leither asked what the purpose of spending time on this wish list is if the Marine Passenger Fund is currently in the red.

Ms. Pierce said the Marine Passenger Fund is currently in the red because we did not have tourism for a few years but still needed to fund services. She said they have decided to pay ourselves back over time instead of taking a lump sum. She anticipates it will only take a few years to get the fund back where it should be and they are still taking requests.

Public Comment – None

Committee Discussion/Action

Mr. Ridgway would like to submit all of the suggested projects and add the lightering dock to the list.

Ms. Smith also wanted the lightering dock added to the submission.

**MOTION By MS. DERR: TO RECOMMEND THE BOARD FORWARD THE LIST OF PROPOSED FY24 MARINE PASSENGER FEES AS AMENDED AND ASK UNANIMOUS CONSENT.**

Motion passed with no objection.

3. Six Years Capital Improvement Plan (CIP) Submittal

Mr. Uchtyl discussed the CIP list on page twenty-one in the packet. This list is required to be submitted to CBJ so the Engineering Dept. can manage projects. D&H is a little different because we have an in-house engineering team. These projects are more probable than a certainty. The City Manager will dole out money collected from the 1% sales tax initiative. This list helps the City Manager decide which projects get funding in which order.

Committee Questions

Ms. Smith would like to know if the costs for these projects have been adjusted for inflation.

Mr. Uchtyl said these are high-level figures and have not been changed to account for inflation.

Mr. Becker asked about the Wayside Park and wanted to know if the damage was getting worse.

Mr. Sill said the ocean floor rebound is about half an inch per year. Extreme weather and tides happen and a half inch per year is not making a huge difference. The seafloor under the dock is very soft, so it is sitting on mud when it is grounded.

Mr. Ridgway said Taku Harbor was gifted to us. It is a popular place but difficult to find funding for maintenance.

Public Comment – None

Committee Discussion/Action

Mr. Etheridge said the Governor's budget this year does not fund the Municipal Harbor Grant. The state budget is running in a deficit so he does not expect to see it added.

**MOTION By MS. DERR: TO RECOMMEND THE BOARD FORWARD THE SIX-YEAR CAPITAL IMPROVEMENT PROJECT (CIP) LIST AS PRESENTED AND ASK UNANIMOUS CONSENT.**

Motion passed with no objection.

4. Resolution in Support of Homeporting a U.S. Coast Guard Icebreaker in Juneau (Mr. Ridgway excused himself from chairing the committee and voting on this resolution. He gave the gavel to Mr. Etheridge in his absence). Mr. Uchtyl spoke about the resolution on page twenty-three in the packet. He said there is a lot of good things happening and good discussion about the homeporting of a U.S. Coast Guard icebreaker in Juneau. He has not seen any funding appropriated by Congress yet.

Committee Questions

Ms. Smith said she supports this and asked about funding.

Mr. Grant asked if it is too early to ask what we need to be doing to support this.

Mr. Uchtyl said we should be getting Huna-Totem, the U.S. Coast Guard and D&H together to discuss this and make sure it will work for everyone. Housing is the City Assembly's number one priority. He feels this addition would be good for Juneau; from moving companies, grocery stores and the Juneau School District.

Ms. Smith spoke about the distance from Juneau to the Northwest Passage and if it is practical to have an icebreaker here.

Mr. Uchtyl said all of the icebreakers are currently in Seattle, Washington. At one point, they were homeported anywhere from Alabama to California. The decision of their homeport is more of a political one. Senator Sullivan said there is a U.S. Arctic Nation because of Alaska and the state should have an icebreaker.

Mr. Larkin said finding dock space for an icebreaker is the easy part. We do not have maintenance facilities or haul-outs for a vessel that size in the state of Alaska. He is also concerned about housing in Juneau.

Mr. Becker said he was part of a small group that tried to get NOAA ships up to Juneau and some of these same concerns were brought up.

Public Comment – None

Committee Discussion/Action

Mr. Grant does not feel he has enough clarification to vote on the resolution. He is also concerned about housing needs of so many additional Coast Guardsmen and their families.

Ms. Smith asked if the resolution could be moved forward with a caveat that the Assembly needs to figure out housing beforehand.

Mr. Etheridge said we can do whatever we want. This is just a resolution that we are in support of an icebreaker coming to Juneau. The U.S. Coast Guard and Assembly will still have a lot of action to take before this goes anywhere.

Mr. Becker said this is very important to folks in the national arena. The United States needs to make sure we are involved in the Arctic.

Mr. Leither said if we do support the resolution it does not go directly to the U.S. Coast Guard, but to the Assembly for consideration.

Ms. Derr said the decision to bring an icebreaker to Juneau will not be decided by nine people here today. This is a resolution saying we support the idea.

**MOTION By MR. GRANT: TO PLACE THIS RESOLUTION ON THE TABLE.**

Roll Call Vote

Jim Becker - Y  
Lacey Derr - N  
Don Etheridge - N  
Paul Grant - Y  
Debbie Hart - N  
David Larkin - Y  
Matthew Leither - N  
Annette Smith - N

Yes – 3

No – 5

Motion fails.

Mr. Grant would like to amend the resolution to strike the second to last paragraph “Whereas, the City and Borough of Juneau has the capacity to meet the future business and amenities needs to support a larger Coast Guard footprint.”

**MOTION By MS. DERR: TO RECOMMEND THE ASSEMBLY ADOPT A RESOLUTION IN SUPPORT OF HOMEPORTING A COAST GUARD ICEBREAKER IN JUNEAU AS AMENDED AND ASK UNANIMOUS CONSENT.**

Motion passed with no objection.

5. Revenue Bond for Load Tap Changer (LTC) Transformers in Support of Dock Electrification

Mr. Uchytel spoke about the memo to the Assembly on page twenty-five in the packet. This memo is because we are requesting Assembly permission to sell revenue bonds in support of dock electrification. The direction is not to wait for a successful grant to move forward with this project. This is asking the Finance Director to sell \$5M in revenue bonds to pay for two transformers in support of .

Committee Questions

Ms. Smith asked who is responsible for paying the revenue bond for this project. She would also like to know if AEL&P will benefit from dock electrification.

Mr. Uchytel said CBJ would pay back the bonds. The transformers could take up to three years to be delivered. He said AEL&P is onboard with dock electrification. They will benefit from dock electrification by gaining a new customer.

Mr. Grant asked if the Assembly would need to get permission from voters to move forward with the revenue bond.

Mr. Uchytel said revenue bonds do not require voter approval.

Public Comments – None

Committee Discussion/Action

**MOTION By MS. DERR: TO RECOMMEND THE BOARD FORWARD THE REQUEST FOR A \$5M REVENUE BOND TO PROCURE LONG LEAD ITEMS NECESSARY FOR CBJ DOCK ELECTRIFICATION AND ASK UNANIMOUS CONSENT.**

Motion passed with no objection.

**I. Items for Information/Discussion**

6. Harbor Rate Study – Strategic Retreat Update

Ms. Derr said the Strategic Retreat focused entirely on the HDR Rate Study. The Board did a round-robin style discussion where everyone was able to ask questions. One of the big topics of the rate study was how it combined the Docks Enterprise and Harbors Enterprise as one single company. Mr. Brown was present and discussed why the firewall was in place. The Board's consensus was to keep the firewall. There was also discussion about if docks needed as much of an increase as harbors. In the end, it was agreed that raising rates by nine percent across the board was for the best. The docks did not see a rate increase last year like most of the other rates. The Board discussed a phased-in approach, waiting at least a year to implement the increases. Public outreach was also discussed at great length.



Committee Discussion

Mr. Ridgway said the Board should be thinking about what criteria we would like to use after the increase to confirm it is working. He thinks the rate increase needs to be discussed at greater length. Mr. Ridgway feels this is a conservative Board and will use the added income to keep up facilities.

Mr. Etheridge would like the rates raised in one year. He is afraid this year's CPI increase plus a nine percent rate increase would be too much.

Mr. Uchytel said rates have not been raised since 2004. There was a small increase by CPI for inflation, but not a rate increase.

Mr. Becker said when the Board tried to raise the rate of the live-a-board fee. There was a lot of talk about it not being fair. No one wants rates to go up but it is necessary to keep the facilities in a state of good repair.

Mr. Larkin thinks timing might be an issue with the Board recently putting through all of the regulation changes. He would like the Board to keep in mind that nine percent is not a small amount.

Mr. Etheridge said that is why increases have been put off for so long. We are also giving patrons one year to prepare for the increase.

Ms. Smith said it is the Board's responsibility to keep the Docks and harbors maintained and in good condition. She understands patrons will feel the increase, but they also need working facilities.

Public Comment – None

7. UAS Property Conveyance – Update

Mr. Uchytel, Mr. Etheridge and the City Manager met with UAS representatives recently. UAS has decided not to sell us the property with the boatyard and Fisherman's Terminal. UAS was open to lowering the lease amount if we could provide an educational benefit to students and the university. There is a memo on page forty-seven in the packet with a list of ideas to provide that benefit. These ideas were approved by the different departments and the City Manager. UAS could say these benefits are worth \$50K or \$100K or something else, we are not sure yet.

Committee Discussion

Mr. Etheridge said Eaglecrest and the bus passes were the University's idea. Years ago, we would bring on high school seniors for internship programs and that was very successful. The University asked us what we thought the value of these benefits were. The Fisherman's Terminal provides our patrons a great service. Without the Fisherman's Terminal, boats would need to go to Statter Harbor to use cranes for their gear.

Mr. Becker asked if any student would be able to use these benefits, or just full-time students. There are many people taking one or two class here and there. He said the Fisherman's Terminal is important to Juneau and we have submitted grant applications anticipating owning the property.

Ms. Smith said this feels like extortion and she does not see why we are married to this property. She feels it is not worth being a middleman landlord. She also wanted to know if the University would require us to pay them a portion of the rents we receive like in previous lease.

Mr. Uchytel said we finished our thirty-three year lease for a very small amount and it was always going to be at fair market value after that. Terminating the partnership is an option.

Mr. Grant wanted to know why Eaglecrest and Parks & Recreation would give up revenue. He was also worried about being in competition with local business already providing some of these services, i.e the Statter Harbor kayak rental company. He is ready to set a price we are willing to pay and if they cannot agree, he thinks we need to walk away. He would like to see some political pressure put on the University from outside entities.

Mr. Etheridge said the Assembly and City Manager are very supportive of maintaining the boatyard. The Assembly thought the educational benefits would be a neighborly thing to do and would be good for bringing students to the University. It is time to figure out how much we think the educational benefits are worth and bring an offer back to the university. Mr. Etheridge would like to set up an executive session so our negotiations are not public, essentially tipping our hand. If we decline to enter into a new lease, they will go out with a RFP.

Mr. Ridgway said he thought we had a partnership with UAS and the Auke Bay lab. He was hoping that would also give us an advantage. He would like to discuss walking away from the property.

Mr. Uchytel said he does not believe we should be paying more than six figures for the UAS property, especially with the educational benefits CBJ is offering.

Mr. Sill said he recently met with MARAD about the grant for betterment of the Fisherman's Terminal. They asked about the land ownership issue and said we had a very strong application for the project.

Ms. Derr thinks the Board should internally negotiate what we are willing to spend and bring them an offer. She also wanted to know if the boatyard and the United Fisherman of Alaska are aware what happens if we lose the property.

Mr. Leither thinks the educational benefits we came up with are great. He also thinks there is a lot more that goes into it than the dollars and cents we can show. He understands the University has a fiduciary responsibility.

Ms. Pierce would like to come up with a communication strategy.

Mr. Larkin asked if the UAS research vessels would get free dockage with these negotiations.

Mr. Uchytel would like to leave the value of the educational benefit up to them to figure out. If they come up with a small figure like \$18K, we would not go along with that. He suggested he'd rather give four students a paid internship than pay lease money that does not benefit us.

Public Comment – None

8. Tourism Potpourri (McKinley Group Survey, Title 85)

Ms. Pierce shared a PowerPoint presentation showing survey results from a McKinley Research Group (formerly McDowell Group) public phone survey conducted in the fall of 2022. She discussed a tourism management strategy between the City Manager's Office, The Tourism Manager's Office and D&H Board. The final survey can be found on page forty-nine in the packet. One of the big questions asked in the survey was whether the community was supportive of limiting the number of large cruise ships per day in Juneau harbors. Ms. Pierce said the estimated number of cruise passenger for 2023 is 1.4M. She also discussed Tourism Best Management Practices (TBMP) and the amazing work they have done over the last twenty years. She explained the Tourism Task Force and spoke about the Huna-Totem property.

Committee Discussion

Mr. Ridgway would like to coordinate more with Ms. Pierce and the D&H Assembly Liaison. He would also like to hear broad direction coming from the City Manager or Assembly.

Mr. Etheridge thanked Ms. Pierce for coming to the meeting and her presentation. He would like to continue working together and increase communication between the Board and CBJ.

Ms. Derr appreciated the public comments and found them to be more helpful than the survey results themselves. She would also like to work more closely with the Assembly Liaison to help with communication.

Public Comment

Kirby Day – Juneau, Alaska

Mr. Day wanted to emphasize that the Board working with Ms. Pierce is very valuable. The Board and D&H staff have been very supportive of TBMP over the years. He

appreciates the collaboration and hopes it continues with Ms. Arnett at Travel Juneau. Mr. Day is optimistic of the future and appreciates the conversations tonight.

**9. Proposed By-Law Changes**

Mr. Grant said it starts with an email containing some questions he would like discussed on page ninety-five in the packet. D&H does not have a Finance Committee and he wanted that removed from our By-laws. There are also some inconsequential edits here and there. He would like to give non-Board members the ability to vote if they are appointed to a D&H committee. He would also like to update the language regarding telephonic participation. Mr. Grant asked Board members to review the by-laws and send him anything else they would like to see revised.

Board Discussion

Mr. Grant would like to remove the telephonic option. It does not allow for sharing of materials. He also thinks anyone with a conflict of interest should state it and let the Chair decide if they can vote.

Mr. Etheridge said he likes what Mr. Grant has done here. Please send input to Mr. Grant directly and do not reply-all when responding.

Mr. Ridgway would like the D&H by-laws to coincide with other empowered boards within CBJ regarding the telephonic option.

Mr. Larkin said he does not want to make the by-laws restrictive by the technology we have today.

Ms. Smith said she would like to keep the telephonic option in the by-laws. She is currently participating by Zoom on her cell phone. Her landline has much better sound and reception and she has participated that way in the past. The Board packets are available for review before a meeting starts.

Ms. Derr wanted to know if telephonic means making sure a conference call-in number is available or if it means calling in telephonically over Zoom.

Public Comment – None

**10. CDD Request for Agency Review – Hansen/Gress Property**

Mr. Uchtyl said he received a request from the Community Development Department (CDD) asking if the Board would like to make any official comments about the Hansen/Gress property. Mr. Uchtyl read the motion that passed at a previous Board meeting regarding this property. He said an option would be to submit the motion as the Board's official comment.

Committee Discussion

Mr. Grant asked about reserved access if D&H were to continue the Seawalk on the tidelands in front of the property. He would also like to ask for an extension on the official comment deadline.

Mr. Larkin said he thought there were two issues. One about the property lines when trying to receive permits and the other a setback issue with the tideline lease.

Mr. Ridgway said when he voted on this motion he was only thinking about the consolidated lot issue. He would like to go back and look at the proposal and comments in the minutes.

Public Comment – None

**J. Staff, Committee and Member Reports**

- Ms. Smith asked if D&H had anything to do with the waterfront survey going around. Mr. Uchytel said there is a survey out regarding the Marine Park Master Plan. Parks and Rec sent out a public notice about the master plan. Mr. Creswell and Mr. Sill have attended a meeting about this. D&H is not involved in the survey or solicitation other than our two employees attending a meeting.
- Mr. Uchytel will forward information about the bill for U.S. Coast Guard icebreakers.
- Next week at the Board meeting Ms. Larson will be going over the budget.
- Mr. Creswell said they are struggling to keep harbor potable water going during the cold weather. Even with heat tape, it is a struggle and the live-a-boards are his main concern.
- There will be no snow removal services on Sunday, December 25<sup>th</sup>, 2022.
- There are six piling left to drive at the Marine Park Deckover project.
- Dawson Construction is breaking ground soon on the new restrooms at Statter Harbor.
- The Aurora Harbor Phase III plans are coming along.
- Mr. Uchytel spoke about the MARAD Grants submissions for the Fisherman's Terminal and dock electrification. During the MARAD debrief he heard dock electrification will not be successful because the Port of Juneau is not a freight port.
- Mr. Dugan is filling in at the Aurora Harbor as the Operations Supervisor after the departure of John Osborn.

**K. Board Administrative Matters – None**

**L. Adjournment** – The meeting adjourned at 8:31 p.m.

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

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2690**

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

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

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

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

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

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

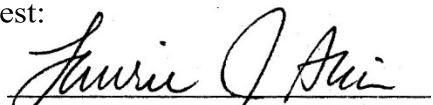
Now, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

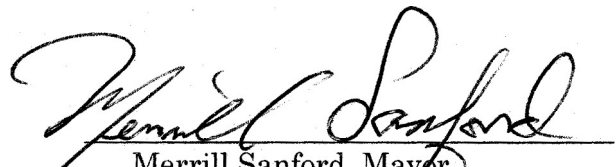
**Section 1.** The Assembly hereby approves the Docks and Harbors Board of Directors Bylaws, dated June 9, 2014, attached as Exhibit A

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

Adopted this 9<sup>th</sup> day of June, 2014.

Attest:

  
Laurie J. Sica, Municipal Clerk

  
Merrill Sanford, Mayor

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

**ARTICLE I. NAME, DUTIES, AND POWERS**

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

**ARTICLE II. BOARD MEMBERSHIP AND APPOINTMENT**

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

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

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

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

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

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

**ARTICLE III. OFFICERS**

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

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

the Board may from time to time deem necessary.

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

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

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

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

**ARTICLE IV. COMMITTEES**

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

- Operations & Planning

The Board or the Chair may designate such other standing committees as may be necessary to further the business of the Board. The Chair shall appoint each Board member to serve on at least one standing committee. The Board Chair shall serve as a voting member of all standing Committees.

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

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

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



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

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

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

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

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

**ARTICLE V. MEETINGS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. **VOTES.** No person other than a Board member is entitled to vote at any Board or committee meeting, except that non-Board members who are appointed members of special committees may vote on matters coming before those committees. Each Board member shall be entitled to one (1) vote. No proxy votes may be used to constitute a quorum, transact business, or otherwise. To register a vote, the Board member must be present at the meeting or participating electronically at the time the vote is taken.

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

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

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

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

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

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

The Port Director may include under the consent agenda:

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

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

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

12. ELECTRONIC MEETING PARTICIPATION.

A. A member may participate in Board or Committee meeting by electronic means **if circumstances prevent physical attendance at the meeting.** As used in this section, “electronic means” is any technology which is available to the staff and all other board members, and includes, without limitation, telephone, video teleconferencing, or other generally available platforms. There is no requirement that staff provide access to technology that is not otherwise available to all board members.

B. The member shall notify the staff, if reasonably practicable, at **least four hours** in advance of a meeting which the member proposes to attend electronically.

C. At the meeting, the Board or Committee secretary shall establish the electronic link when the call to order is imminent. If the Chair chooses to participate by electronic means, the Vice chair shall preside.

D. A member participating electronically shall be counted as present for purposes of quorum, discussion, and voting.

E. The member participating electronically shall make every effort to participate in the

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

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

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

G. If the electronic link cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the staff shall attempt to establish or restore the connection, provided that if the member participating electronically is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the connection is established or restored.

H. Electronic participation by shall be allowed only for regular, special, or committee meetings of the Board.

I. Any member of the public attending electronically shall be allowed to speak to the same extent he/she would if physically present at the meeting.

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

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

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

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

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

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

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

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

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

G. Members of the public will precede their remarks by stating their names, organizational affiliation (if applicable) and unless otherwise allowed by the presiding chair, their place of residence.

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

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

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

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

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

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

**ARTICLE V II. PORT DIRECTOR**

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

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

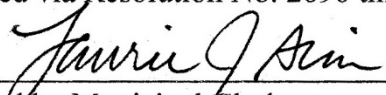
The Port Director shall have the duties and responsibilities identified in Section 85.02.090, 85.02.110, and 85.02.130 of the Code of the City and Borough of Juneau.

**ARTICLE VIII. EFFECTIVE DATE AND AMENDMENTS**

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

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

Adopted via Resolution No. 2690 this -- 9<sup>th</sup> day of Jun\_e, 2014.

  
Attested by Municipal Clerk

**Docks & Harbors - Harbors****OVERVIEW**

	FY22 Actuals	FY23		FY24	
		Amended Budget	Projected Actuals	Approved Budget	Revised Budget
<b>EXPENDITURES</b>					
Personnel Services	\$ 1,774,400	2,001,200	2,023,300	1,909,200	2,108,600
Commodities and Services	1,560,300	2,053,200	2,198,400	2,061,900	2,311,500
Capital Outlay	-	-	-	-	-
Debt Service	665,900	740,900	686,600	741,700	683,600
Support to:					
Capital Projects	-	-	-	-	-
<b>Total Expenditures</b>	<b>4,000,600</b>	<b>4,795,300</b>	<b>4,908,300</b>	<b>4,712,800</b>	<b>5,103,700</b>
<b>FUNDING SOURCES</b>					
Charges for Services	3,262,800	3,415,000	3,425,000	3,425,000	3,705,000
Licenses, Permits, and Fees	308,000	350,000	310,000	350,000	360,000
Rentals and Leases	898,700	860,000	900,000	870,000	900,000
State Shared Revenue	292,900	350,000	463,300	350,000	350,000
Federal Revenue	23,800	-	-	-	-
Fines and Forfeitures	11,300	10,000	10,000	10,000	10,000
Investment and Interest Income/(Loss)	(131,000)	27,600	46,300	27,600	107,700
Support from:					
Pandemic Response	116,500	-	-	-	-
Capital Projects	-	-	-	-	-
<b>Total Funding Sources</b>	<b>4,783,000</b>	<b>5,012,600</b>	<b>5,154,600</b>	<b>5,032,600</b>	<b>5,432,700</b>
<b>FUND BALANCE</b>					
<b>Debt Reserve</b>					
Beginning Reserve Balance	791,900	791,900	791,900	791,900	791,900
Increase (Decrease) in Reserve	-	-	-	-	-
<b>End of Period Reserve</b>	<b>\$ 791,900</b>	<b>791,900</b>	<b>791,900</b>	<b>791,900</b>	<b>791,900</b>
<b>Available Fund Balance</b>					
Beginning of Period	1,051,400	1,833,800	1,833,800	2,080,100	2,080,100
Increase (Decrease) in Fund Balance	782,400	217,300	246,300	319,800	329,000
<b>End of Period Available</b>	<b>\$ 1,833,800</b>	<b>2,051,100</b>	<b>2,080,100</b>	<b>2,399,900</b>	<b>2,409,100</b>
<b>STAFFING</b>	<b>16.33</b>	<b>16.83</b>	<b>16.83</b>	<b>16.83</b>	<b>17.18</b>

**Docks & Harbors - Docks****OVERVIEW**

		FY23		FY24	
	FY22 Actuals	Amended Budget	Projected Actuals	Approved Budget	Revised Budget
<b>EXPENDITURES</b>					
Personnel Services	\$ 1,061,900	1,383,700	1,359,500	1,313,000	1,428,500
Commodities and Services	710,800	982,000	1,032,500	976,800	1,074,100
Capital Outlay	-	-	-	-	-
Support to:					
Marine Passenger Fee	-	-	-	-	-
Capital Projects	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,772,700</b>	<b>2,365,700</b>	<b>2,392,000</b>	<b>2,289,800</b>	<b>2,502,600</b>
<b>FUNDING SOURCES</b>					
Interdepartmental Charges	15,100	15,100	15,100	15,100	40,200
Charges for Services	1,177,600	1,730,000	1,780,000	1,760,000	1,800,000
Licenses, Permits, and Fees	-	-	-	-	-
Rentals and Leases	1,500	-	-	-	-
Investment and Interest Income/(Loss)	(39,400)	21,300	24,300	21,300	67,100
Support from:					
Pandemic Response	-	-	-	-	-
Marine Passenger Fees	448,500	717,000	717,000	717,000	717,000
Port Development Fees	-	-	-	-	-
State Marine Passenger Fees	-	-	-	-	-
Capital Projects	-	-	-	-	-
<b>Total Funding Sources</b>	<b>1,603,300</b>	<b>2,483,400</b>	<b>2,536,400</b>	<b>2,513,400</b>	<b>2,624,300</b>
<b>FUND BALANCE</b>					
Beginning of Period	1,819,200	1,649,800	1,649,800	1,794,200	1,794,200
Increase (Decrease) in Fund Balance	(169,400)	117,700	144,400	223,600	121,700
<b>End of Period Fund Balance</b>	<b>\$ 1,649,800</b>	<b>1,767,500</b>	<b>1,794,200</b>	<b>2,017,800</b>	<b>1,915,900</b>
<b>STAFFING</b>	<b>13.74</b>	<b>19.20</b>	<b>19.20</b>	<b>19.20</b>	<b>19.24</b>





# Port of Juneau

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

From: Teena Larson

To: Operations/Planning Committee

Date: 01/18/23

Re: Admin Restructure FTE changes

Docks & Harbors administrative needs have changed and staff requests a small increase in FTE's.

Below is a chart showing our current and requested changes in FTE's for Docks and Harbors Administrative personnel.

Harbors				Current FTE		Same/Change		
20043	7.5	1.00	Split	0.50	16	0.5	ADMIN OFFICER	Teena Larson
20051	7.5	1.00	Split	0.50	12	0.5	ADMIN ASSISTANT	Nichole Benedict
20015	7.5	1.00		1.00	12	1	ADMIN ASSISTANT	Montel Willis
20426	7.5	0.50		0.50	12	2	ADMIN ASSISTANT	Leah Narum & Vacant
20465	7.5	0.42	New Split	0.42	12	0.25	ADMIN ASSISTANT	VACANT
20015	7.5	0.50		0.50	12	0	ADMIN ASSISTANT	Moved .5 FTE to 20426
20016	7.5	0.42	Old Split	0.21	12	0.5	ADMIN ASSISTANT	Dale Kelley
20044	7.5	1.00		1.00	15	1	ADMIN SUPERVISOR	Cierra Kendrick
20415	7.5	1.00		1.00	12	0.5	ADMIN ASSISTANT	Dordie Carter/moved .5 FTE to 20426
				5.63		6.25		

.62 FTE increase Harbors

Docks								
20043	7.5	1.00	Split	0.50	16	0.5	ADMIN OFFICER	Teena Larson
20051	7.5	1.00	Split	0.50	12	0.5	ADMIN ASSISTANT	Nichole Benedict
20016	7.5	0.42	Old Split	0.21	12	0	ADMIN ASSISTANT	Moved FTE to 20016(Harbors)
20465	7.5	0.42	New Split	-	12	0.25		VACANT
				1.21		1.25		
						.04 FTE increase Docks		

Changes per office are as follows -

Statter Harbor Office- The above changes provide for an additional full time admin so there will be two year around positions at this location and a decrease in the seasonal positions by one.

Aurora office - The increase in FTE's came out to be more than originally thought due to the decision to keep a seasonal admin in Aurora. Staff believes there is a need for this seasonal position because of the busy summer season and the desire to keep the downtown Harbor office open on Saturday's during the summer. Having the extended hours will require the additional staff for downtown.

Port Field Office - The current administrative support at the Port Directors office will move to the Port Field office full time due to the administrative support needs for that office.

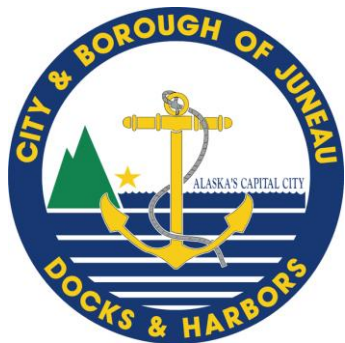
Port Office - The seasonal staff for Docks will be located at the Port Directors Office and is requested to be increased to a full .50 FTE which will be split between Docks & Harbors operations. The seasonal position will also need to work at the Port Field Office on the two days the full time position is off.

Looking at our current budgeted FTE's to the requested change, we will need to increase Harbor's FTE's by .62 and Docks FTE's by .04.

This request is added in the budget numbers and if approved it will be final.

Thank you for considering this change,

Teena Larson  
Administrative Officer



# Port of Juneau

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

**From:** Port Director  
**To:** Docks & Harbor Board  
**Date:** January 12<sup>th</sup>, 2023  
**Re:** APPRAISAL INSTRUCTIONS – HANSEN GRESS PROPERTY

1. At the August 25<sup>th</sup>, 2022 Board meeting, the following motion was approved:  
*To advance the Hansen-Gress proposal that includes easements for future Docks & Harbors development as well as first right of refusal on the consolidated land and building sale as well as the evaluation of property by Docks & Harbors contracted appraiser that assumes the property as a single lot.*
2. On September 26<sup>th</sup>, the Assembly Lands, Housing and Economic Development Committee forwarded the Hansen-Gress application to the Assembly with a motion to work with the original proposer in accordance with CBJ Code 53.09.260. On November 21<sup>th</sup>, the Assembly approved a motion to authorize the City Manager to negotiate the disposal of City property to Hansen-Gress.
3. On December 20<sup>th</sup>, CDD began seeking agency comments:  
*To a proposed acquisition of CBJ –owned land at 1000 Harbor Rd. The applicant is seeking to purchase approximately 5,225 square feet of city-owned land off of Harbor Way in downtown Juneau. The applicant owns the building at 1000 Harbor Way. A portion of the building is located on leased City land. The property acquisition would allow the applicant to consolidate the lots and make structural and architectural improvements to the structure.*  
 The CDD and Planning Commission schedule is listed in enclosure (1). Per Board direction on December 29<sup>th</sup>, Docks & Harbors comments included the Board meeting minutes of August 25<sup>th</sup>, 2022.
4. Docks & Harbors staff has been working with our appraisal term contractor (Horan & Co) to develop the “appraisal instructions”. The Board motion to include an easement is problematic. My recollection in the member making this motion was a desire by the Board to ensure a future Seawalk could be accommodated. In reviewing the property lines, and after consulting with the appraiser, it does not appear that an easement would benefit Docks & Harbors. Docks & Harbor could always construct a float or walkway seaward of the building; however, it would terminate at the adjacent property owner (US Forest Service). The property southeast of the building is encumbered by ADOT Right-of-Way, which does not convey property rights to Hansen-Gress. The appraiser could be instructed to include an easement, say 12 foot wide, along the perimeter of the current parking lot; however, the value to our future needs is dubious and would diminished the appraised value of the property as well as a potential loss of parking to the building owners.



5. My recommendation is for the Board to remove the requirement for an easement encumbering the property sale and appraisal instructions.

#

Enclosure:

- (1) CDD Schedule for Property Disposal at 1000 Harbor Way
- (2) Proposed Property Disposal – Plan View

**PAD2022 0004: Property disposal review at 1,000 Harbor Way in a WC zone**

The applicant is requesting a Property Acquisition and Disposal review for a purchase of approximately 6,225 square feet of city-owned land off of Harbor Way in downtown Juneau. The applicant owns the building at 1000 Harbor Way. A portion of the building is located on leased City land. The property acquisition would allow the applicant to consolidate the lots and make structural and architectural improvements to the structure.

## SCHEDULE:

Hearing before the Planning Commission on January 24, 2023.

The staff report is anticipated to be posted by January 17, 2023 and can be found [here](#).

Comments received by January 2, 2023 will be included in a staff analysis and forwarded to the Commission.

Comments received between January 3, 2023 and January 20, 2023 at noon will be forwarded to the Commission.

### LAST DAY FOR WRITTEN COMMENT: JANUARY 20, 2023 NOON

Please send comments to:

[PC\\_comments@juneau.org](mailto:PC_comments@juneau.org)

[Adrienne.Scott@juneau.org](mailto:Adrienne.Scott@juneau.org)

## PROJECT INFORMATION:



[Application](#)



# AUKE BAY LOADING FACILITY (ABLF) OPERATIONS AND AUTHORIZED USE BRIEF

January 18<sup>th</sup>, 2023



# Leased Area and D&H Managed Area





# Property Lines and Right-of-Way



- The facility is currently used as a commercial boat yard, haul out facility and drive-down float for commercial users.
- Karl's has a Multi Sector General Permit (MSGP) and Storm Water Pollution and Prevention Plan that permits vessel repair and pressure washing within their leased area.
- Docks and Harbors does not have a MSGP. Therefore, no pressure washing, tank storage or vessel repair is authorized on our side of the facility. These activities have been taking place on a limited basis on the D&H side in the past but we have been informed by ADEC that these activities must cease since we are not permitted for them.

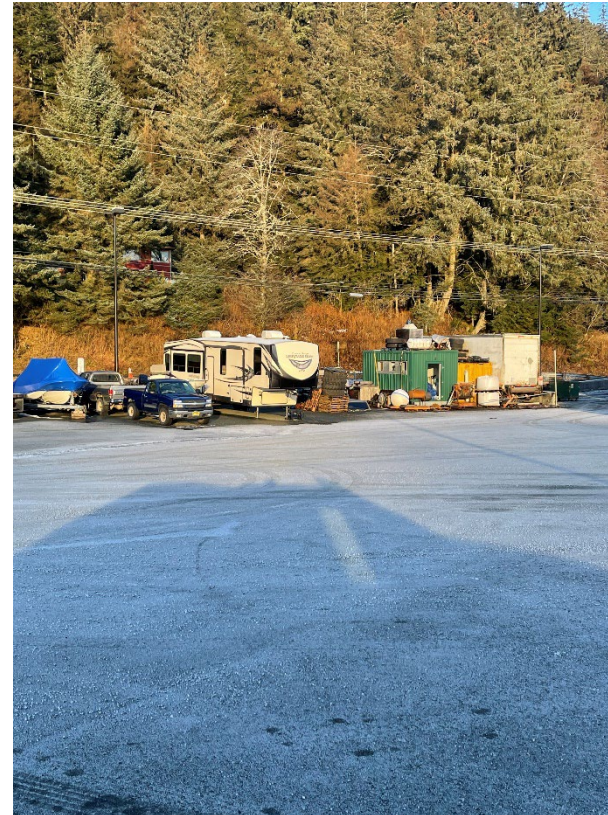
# WHAT'S NEXT?

- ▶ Does D&H want to require all operators to use the permitted boat yard (Karl's) to perform maintenance and pressure washing?
- ▶ Does D&H want to permit our side of the facility to allow these activities? This will require multiple permits as well as on-site staff supervision whenever permitted activities are taking place. With the recent increase of use, the D&H side of the facility is becoming increasingly congested and space is scarce.



# STORAGE

Currently the majority of the items stored belong to a single operator  
Multiple tanks are stored and staged at the facility between trips by this operator. Without permitting and secondary containment, these tanks will no longer be authorized.



# SELF-PROPELLED BOAT LIFT

- ▶ Purchased with a TIGER grant in 2012
- ▶ Maintenance issues plagued the machine throughout its life
- ▶ Technical support was difficult to find
- ▶ D&H surplused the machine in 2022 for \$225k
- ▶ MARAD has authorized us to use these funds for the purchase of a similar new lift
- ▶ Sourcing a new lift has proven to be difficult due to MARAD's buy American requirements
- ▶ D&H staff continues to work towards a solution

