

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, July 22nd, 2020

I. Call to Order Mr. Ridgway called the meeting to order at 5:11 p.m. in a Zoom meeting at the Port Directors Office.

II. Roll Call

The following members were present in person or on zoom meeting: Jim Becker(in person), Chris Dimond, Don Etheridge(in person), James Houck, David Larkin, Annette Smith, Bob Wostmann, and Mark Ridgway(in person).

Absent: Steve Guignon

Also present at the Port Directors Conference room: Carl Uchtyl – Port Director, Erich Schaal – Port Engineer, Matthew Creswell –Harbormaster, and Teena Larson – Administrative Officer.

III. Approval of Agenda

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

Motion approved with no objection

IV. Public Participation on Non-Agenda Items - None

V. Approval of Wednesday, June 17th, 2020 Operations/Planning Meeting Minutes

Minutes of June 17th, 2020 were approved as presented.

VI. Consent Agenda – None.

VII. Unfinished Business –

1. Board Resolution for Security Cameras in Harbor Facilities

Mr. Uchtyl said Mr. Creswell obtained more information on the Hoonah security camera system from the Hoonah Harbormaster. This item was recommended to bring it back to the Operation/Planning meeting for more discussion. It is under an action item but he is not sure if it needs action. In the packet is the resolution, but it does not show that this is a draft and paragraphs three, five and six were deleted.

Mr. Creswell said he has had several discussion about cameras in the last couple of weeks. He talked with the Hoonah Harbormaster and they have Snowcloud for the harbor, the same as we have here but they have more expanded capabilities with the ability to view camera footage through an app on the cloud that comes through the Snowcloud web cams. The Hoonah cameras are managed as a City wide camera system and not just at the Harbor. The Hoonah Harbormaster said they are easy to use but they are wide-angle cameras and some areas are not focused in on. We currently have Snowcloud so this camera system would be an option for Juneau Harbors. They do not

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, July 22nd, 2020

provide service for individual boat owners to have their own camera system. Mr. Creswell said staff is looking into getting new cameras in the Harris Harbor showing the parking lot, gangway approach, and dumpster area. We should have a quote by the end of the week and should be able to move forward with that system soon. There is high-speed internet available at Amalga Harbor now. Staff is also looking into adding cameras looking down the launch ramp and at the parking lot. This will be very valuable because Amalga is a remote location. Staff is also working on upgrading our internet connections in several different locations throughout the Harbors. This would be good for Douglas because a better internet connection is what is needed for that location. He said he will work with MIS to get a better data link so the cameras will work at Douglas. The same thing is needed for the Auke Bay Loading Facility.

Mr. Uchytal said because the Auke Bay Loading Facility has a federal facility security plan, staff has the opportunity to apply for a FEMA Port Security Grant. The FY20 grant opportunity is already over but staff could apply in FY21. Staff can continue to work on the resolution, send it to a Board working group, or whatever the Committee wants to do with this resolution.

Committee Questions

Mr. Becker asked about the cameras for Aurora?

Mr. Creswell said part of the plan with the cameras at Harris will involve an upgrade on the storage device or cloud software that will enable us to install new cameras at Aurora for minimal effort and cost.

Mr. Wostmann asked if the Hoonah Harbormaster indicated if individual boat owners are installing their own camera systems?

Mr. Creswell said he did not ask that question.

Mr. Ridgway asked how this resolution would help staff do their job better?

Mr. Uchytal said over the last year patrons have been asking for cameras. This resolution acts as a contract with our patrons that lets them know what Docks & Harbors is willing to do and what we are asking patrons to do to take care of their own personal property. Docks & Harbors is not going to hire a watchman to watch cameras. We will have limited cameras at the gangways and uplands, which will be consistent with the resources we have, but it is still the boat owner that needs to protect their own property.

Mr. Ridgway asked who in Hoonah monitors their system?

Mr. Creswell said no one is sitting there watching cameras. If someone needs to know something, the Hoonah Harbormaster can pull it up on his phone, which is similar to what we do here.

Mr. Ridgway asked Mr. Creswell if he see this as maybe a cost savings to us. He noticed the dumpster had a lot of non-harbor like garbage and asked if there could

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, July 22nd, 2020

potentially be lower dump fees if we caught the people that should not be using our dumpsters. He asked if he sees where the camera investment may pay for itself?

Mr. Creswell said unless we are going on a daily basis, opening the dumpsters, and looking at the cameras, we will not know who is dumping when they should not be. Occasionally we do catch someone that should not be dumping.

Public Comment- None

Committee Discussion/Action

Mr. Wostmann commented that he is interested in keeping item (b) on the bottom in the resolution. He said to the extent that Docks & Harbors can participate we should encourage and facilitate getting the internet coverage and he wants to see that in the resolution.

Mr. Becker asked if anyone has calculated the dump cost and when the dumpster is emptied do they see stuff in the dumpster that is not boat related items?

Mr. Creswell said every other week he gets a call from the dump that staff needs to go take a refrigerator or appliance out of the dumpster before they will pick up and then we need to pay to dispose of that item.

Mr. Becker asked if there should be signage that states this dumpster is for boat related garbage only.

Mr. Creswell said there is detailed signage at our dumpsters on what can go in the dumpster.

Mr. Uchytel said Statter Harbor has users from Shelter Island and they bring back construction waste and put that in our dumpster.

Mr. Etheridge said the signage says that the garbage allowed in the dumpster is garbage generated on the boat.

Ms. Smith asked if the harbors currently has cameras that face the dumpsters and if so is it possible when a refrigerator is found that we can review the camera footage and send a bill to the people that dumped the refrigerator including staff time and additional dump fees.

Mr. Creswell said we have one camera looking at one dumpster. The harbors does have more cameras than that but they are not working presently. The ones that are not currently working are at Harris and Aurora and those are the ones we are working to replace. He said he has reviewed camera footage after receiving a call from the dump about a refrigerator in the dumpster in the wintertime. When the dumpster is emptied once a week staff needs to look over several days of footage only to find all you see is a vehicle pulling up at night and putting a large item in the dumpster. With the poor lighting at night, you cannot see anything identifiable. It is possible, but very difficult and time consuming process.

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES

Wednesday, July 22nd, 2020

Ms. Smith asked if the reason for not being able to tell who an individual is in the footage is because of the lighting or poor camera quality?

Mr. Creswell said the cameras are placed to see a large area and it just works out that we never have a camera in the exact needed location. If the offence is great enough, he is able to use several cameras that view different angles to hopefully get more information on a crime. The camera that can see the dumpster is not solely the dumpster but also for the parking lot.

Mr. Ridgway said for the last three years there has been several individuals come before the Board who has experienced crime on their boats and their vehicles and used the word "camera". He said it was very difficult to keep saying that we are looking into them. Now tonight, with the update from Mr. Creswell, with the ability to upgrade Douglas, the increase in Wi-Fi at Amalga, and the other cameras it sounds like we are on a path to efficiently placing cameras within reason at our facilities. He said he will now be able to repeat this information to patrons asking for cameras. He does not believe the resolution is needed and no action needed tonight. He would like to just see simplified language setting a level of expectations and he said he will work with Mr. Uchytel in the future on what he is suggesting.

No Action Needed

VIII. New Business - None

IX. Items for Information/Discussion

1. FY2020 Budgetary Update

Ms. Larson said the memo in the packet was just updated with expenses as of July 20th. The one that was originally in the packet was updated as of July 17th. Revenues have not been updated at this time. The Docks revenue are the actual revenues for FY20 at \$1,142,000, and \$378,500 for other financing sources. The Docks expense is \$1,342,667 for operations and are not anticipated to change very much from what they currently are. This gives us an increase to fund balance of \$212,756 and an ending available fund balance of \$2,492,379.

The Harbors updated projected numbers are \$4,232,886 for revenue and \$3,962,949 for expense. The transfer to capital projects is \$140,000, dept service is \$738,100, and \$60,000 for other financing uses. This gives us an increase to fund balance of \$269,937, and a ending fund balance of \$834,302, less the reserve of \$749,500 leaves an ending available fund balance of \$84,802. This does not include our June revenue.

Committee Discussion/Public Comment –

Mr. Wostmann asked if the \$60,000 for bad debt is similar to what we have seen over the years or is this an increase?

Ms. Larson said this year is unique with bad debt but it should be similar to past years.

Mr. Wostmann asked if this was from people not able to pay their bills due to COVID?

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, July 22nd, 2020

Ms. Larson said that is not the case for this bad debt.

Mr. Uchytel said we still could collect bad debt. This is from invoices that are two months overdue. There is no signs that we have seen an increase of bad debt recently. The memo in the packet shows highlighted in yellow that both Docks and Harbors are operating in the black and the harbors are very busy. Mr. Uchytel said another thing that could positively affect our budget is the Emergency Operations Center (EOC) type work the he and Mr. Creswell have been doing. The hours have been tracked and he believes Docks & Harbors will be reimbursed for those hours.

2. Small Cruise Ship Infrastructure Master Plan

Mr. Schaal said at the last Board meeting Mr. Somerville and himself gave a presentation on the small cruise ship master plan. He said now that this is out in the public, he wanted to ask for any comments on this plan and give the Board an opportunity to voice any concerns.

Committee Discussion/Public Comment

Mr. Becker said he has seen smaller cruise ships tied to the Douglas breakwater in the past and fisherman working on nets. He asked if there has been any plan to get a gangway so boats do not need to be tied there.

Mr. Schaal said it was originally designed to receive a gangway but staff has not moved forward with asking the Army Corp of Engineers to design the landing, which require a structure on shore and a rumble mound to provide that access. The small cruise ship plan does show extending the breakwater and providing a gangway but we currently do not have a project for this access.

Mr. Ridgway asked what were some of the questions at the last meeting?

Mr. Uchytel said it was asked to bring back to the next Operations/Planning meeting to discuss further. Staff is working with Chris Mertl with Corvus Design to do some public outreach but we do not have any dates set up currently.

Mr. Schaal said the original scope for this project is light on public meetings, but they do have scope for a few more public presentations. He asked the Board if they would like to have another public facing meeting with the comments collected from this meeting? Staff has talked about doing a digital public meeting where Corus Design can take the presentation that he and Mr. Somerville presented and have that video be live. If people wanted to join the meeting they could but it would also be available on our website with a short survey asking very pointed questions about the location, amenities, and how it might serve the cruise industry with what the public would like to see to meet that goal. During the master plan from Norway Point to the Bridge public meeting it was very interactive with sticky notes and all kinds of one on one interaction. That level of a public meeting is not in the contract with PND currently.

Mr. Etheridge asked if the Assembly has seen this master plan?

Mr. Schaal said no.

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, July 22nd, 2020

Mr. Wostmann commented that given this plan is a high profile, and people in town have strong opinions on this topic, having a video and having the public interact to express their opinions indicating their own preference on a particular option is a great idea. If we do not, we will probably have feedback from the Assembly that we did not do enough public outreach.

Mr. Etheridge said he agrees, but he would prefer this go to the Assembly before moving forward with public outreach.

Mr. Wostmann agrees to have the Assembly see this plan before the public outreach but in the presentation to the Assembly staff should make it clear that the Board does intend to involve the public and hear public opinion before any final decision is made.

Mr. Ridgway asked Mr. Uchytel if he thought the next step would be to take this draft plan to the Assembly?

Mr. Uchytel said staff needs to go back and look at the contract with PND. He believes public outreach is required under the current scope of work. He said this information could be provided for public comment. The Visitor Industry Task Force that was appointed by the Mayor was given a direction to incentivize Juneau as a small cruise ship industry turn port so this master plan segue well with the Visitor Tourism Task Force. This an opportunity for the Board to say if they want changes to the small cruise ship master plan.

Mr. Becker said after listening very closely to the presentation, he came away with being asked to prioritize the different options. He suggested taking this to the task force to see what their comments are.

Mr. Ridgway asked if it would take a lot of time for staff to amend the scope of work for the public outreach to reflect the current times?

Mr. Schaal said the quote he received was a little more than \$6,000.

Mr. Uchytel said it is currently \$150,000 project.

Mr. Ridgway suggested to bring this final draft to the visitor industry task force to see what they think and ask for recommendations.

Mr. Etheridge commented that there is still a lot of unknowns in this plan. The easiest plan would be the recommended location right here at the Seadrome site.

Mr. Wostmann commented that he believes the task force has suspended their operations and does not know how that will fit with the contract dates in this project.

Mr. Uchytel said he suggests rolling this in with the Visitor Industry Task Force plan review committee. PND still needs to provide a final polished document. We are at the point that we have seen the final document that will be refined and there is a need for public outreach. The question is now, “what is the direction for staff to move forward”?

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, July 22nd, 2020

This could also be the appropriate time for the Board to give staff the level of priority for this project.

Mr. Etheridge said going in the current direction for this project is appropriate but we should run it by the Assembly first to have their blessing.

Mr. Schaal said this is the time to let him know if the Board feels there was something missed in the presentation. He welcomes feedback if something was mis-categorized, mis-calculated, why a location works or does not work, or helpful insights to provide a better presentation to the Assembly. He said he is also interested in feedback on what the final product looks like so it is useful to the Board as public liaisons being able to explain why this plan is good for Juneau and meets all the requirements being set forth.

Mr. Ridgway asked if the Board's comments be tracked and the response to comments be tracked in a matrix format?

Mr. Schaal said it does not exist but I can put one together.

Mr. Ridgway asked the Committee if there was a form that all the members could comment on, with comments being sent to Mr. Schaal and the design team, would any member make comments?

Mr. Etheridge said he would.

Mr. Wostmann said he would also.

Mr. Ridgway requested support from staff to facilitate the Board members ability to make comments.

Mr. Uchytel said that is what staff does. We have several public meetings and collect comments.

Mr. Ridgway said he wants this just for the Board members and to give a timeline for comment. The Board can make comments, and at the same time, staff can get on the Assembly calendar to let them know where we are in the development of this plan. In the presentation you can let the Assembly know that the Board is reviewing this plan and will be providing comments within the next 30 days.

Mr. Schaal said he can set up a matrix and work with the Board to receive their comments.

Mr. Uchytel wanted clarification that the will of the Board was to reach out to the Assembly to give them this first iteration ahead of any public process.

Mr. Ridgway said yes.

Mr. Uchytel said he will work with the City Manager to see if this would be appropriate to have the Assembly review ahead of any public process during COVID times.

Mr. Etheridge agrees that if the Assembly does not have interest to see this at this time than that is not the Board fault.

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, July 22nd, 2020

Mr. Uchtyl said another option he will have Mr. Schaal look into is some kind of a share file but staff will need to make sure it does not violate an open meetings act.

Mr. Becker said his previous comment to have this go to the visitor industry task force was because they are the arm of the Assembly. He recommended to bring this to the Mayor to ask if she wants this to go to the Visitor Industry Task Force so they could review this plan and advise the Assembly. He believes the Assembly would want that.

Mr. Etheridge said that is up to the Mayor. He said his reason to bring this plan to the Assembly now is to prevent the criticism for moving too far ahead of the Assembly without their knowledge of this plan.

Mr. Ridgway asked why Marine Exchange of Alaska is one of the sub-contractors on this project?

Mr. Uchtyl said for the navigation study.

3. Visitor Industry Task Force

Mr. Uchtyl said this was from a previous meeting where staff shared the Visitor Industry Task Force draft report and the Board recommended to bring it back to the Operations/Planning meeting for more discussion. At the last Board meeting, there was a motion to set up a working group on this topic that was not executed due to the end of the fiscal year. The Committee can discuss the content of the report or discuss standing up the work group.

Committee Discussion/Public Comment –

Mr. Etheridge said he recommends standing up a work group, which can be decided at the next Board meeting. He would like a smaller group to work on the draft report and then bring it back to the Board.

X. Staff and Member Reports.

Mr. Creswell reported:

- The Lumberman clean-up is going exceptionally well. Staff is in a little holding pattern waiting on the plan for the removal of lead paint. Staff did receive the quotes back for removing the remaining fuel and flushing the tanks and Global Diving will be performing that work.
- The Port crew is currently working on sealing the CT and AS concrete floats. It is an in-depth project of fixing all the cracks and then sealing. It worked out to be a great opportunity to get this done this year without the cruise ship traffic. Being able to bring back the seasonal staff to perform this work was huge cost savings.
- The downtown crew finished a project on the Harris Harbor grid. They rented a small excavator, dump truck, and cleaned out and worked on bents five through 11.
- Plans are progressing with the demo of North Aurora Harbor. This will begin after Salmon Derby.
- There will be divers at Statter Harbor next week to dive on the broken anchor chain at the breakwater. He is unsure what is under the breakwater. With 120' of

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, July 22nd, 2020

unclear water, no diver is willing to dive to the bottom due to how dangerous it is.
The plan will be to replace the anchor and chain.

- Harbors are busy.

Mr. Becker asked if he knows how much waste oil is in the Lumberman?

Mr. Creswell said he talked to Global and when the Coast Guard hired them 2 ½ years ago to remove all the hazardous material off the Lumberman, it was confirmed that the tanks were taken down to only having minimal amount on the boat. They will pump out the remaining amount and flush the tanks. Their estimate is two to three thousand gallons of oily water. Mr. Creswell said he will be able to get rid of that oily water in Ketchikan at the same location he disposes of the other waste oil.

Mr. Ridgway asked how the lead abatement was progressing?

Mr. Creswell said he has been instructed that it is not lead abatement that they are doing because abatement means to make the space habitable. Staff is working with the CBJ Safety Officer to remove blistering and chipping lead paint.

Mr. Schaal reported:

- The Cruise Ship security checkpoints are complete.
- The Douglas anode installation is just starting. It was delayed due to COVID. Global diving is the contractor for this project.
- The Archipelago project (DWI) is going well. Another milestone is that all the glulam's are in place, most of the decking is in place, the steel workers are placing rebar and expect the first concrete pour next week. We are also starting the infrastructure work in the uplands, AELP, GCI, ACS, and Chatham Electric all working in the same small area to install the services that we need for the future bus charging system. The sewer lift station has been installed. There will be many visible changes in the next few weeks.
- Statter Harbor dredging. Staff is still working with PPM to get a complete plan from them how they are going to manage the material left on the bottom. Staff is working through our permitting options to see when the work has to be completed because of the IHA and how to dispose of the material.

Mr. Becker asked if the proposed museum location is holding up the DWI project?

Mr. Schaal said he is not sure what the City Manager's next step is for approval from the Assembly for the museum. For our portion of the project, staff has mitigated all of the impacts to our project. We have scaled back and removed functions that were known to not work well with that development. Our contractor is moving ahead and will have a mostly complete project when they are finished.

Mr. Ridgway asked Mr. Uchytel what is happening with the museum?

Mr. Uchytel said the City Manager is still optimistic that it will move forward. He said he does not know when this location will have a final "no" for the museum.

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, July 22nd, 2020

Mr. Ridgway asked if the Board should be part of the discussion for the museum?

Mr. Uchytel said if the Board wants to voice their opinion on open space or a museum to have a joint meeting with the Assembly.

Mr. Ridgway asked to have the joint meeting as a discussion item at the next Operations/Planning meeting.

Mr. Uchytel reported:

- American Cruise Lines, Lindblad Cruise Lines, and Norwegian Cruise Lines have all cancelled for the 2020 season. The only cruise operations still planning to operate is UnCruise on August 1st.

Ms. Smith said she has had several people talk to her about issues that have happened to them within the harbors. Some of the things involved stalking, and boats being vandalized. She said it got her thinking about what is the harbors responsibility to provide a safe harbor for law-abiding patrons. She said she started looking into it and there is a code of conduct, which is good, but she said she also found that the code of conduct does not have any teeth behind it. She said there should be a regulation that gives some teeth to the enforcement of our code of conduct. It also brought up the question of if the harbor responsibility is managing people or managing boats. She said when she was thinking about that, she concluded that law-abiding citizens should have peaceful existence in our harbors and that is part of managing boats. She asked if there was any desire from the Board members to put some teeth behind the code of conduct she would be happy to work on that.

Mr. Ridgway suggested putting this on the next Operations/Planning meeting and to work with the Port Director and include him in on the correspondence to flush out what Ms. Smith would like it to look like.

Ms. Smith asked who should present what she comes up with?

Mr. Ridgway said to discuss this with the Port Director and Mr. Creswell.

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting – Wednesday, August 19th, 2020.

XII. Adjournment at 6:46 p.m.