

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, January 20th, 2021

I. Call to Order Mr. Ridgway called the meeting to order at 5 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, Don Etheridge-in person, Annette Smith, Bob Wostmann, and Mark Ridgway-in person.

Absent: Chris Dimond, James Houck, David Larkin

Also present at the Port Directors Office: Carl Uchytel – Port Director (via Zoom) and at the Port Director’s Conference Room: Erich Schaal – Port Engineer, Matthew Creswell – Harbormaster and Ashley Bruce - Administrative Assistant II (via Zoom).

III. Approval of Agenda

MOTION by MR. ETHERIDGE: TO APPROVE THE AGENDA WITH AMMENDMENT AND ASK UNANIMOUS CONSENT.

The Agenda was approved with the addition of a preface to the Port Director’s Presentation, by Mr. Wostmann, regarding the FY21 and FY22 Budget

IV. Public Participation on Non-Agenda Items –

Kirby Day, Juneau, AK

Mr. Day said he wanted to bring the committee up to speed on Tourism Best Management Practices (TBMP) updates moving forward to 2021 season. TBMP along with the Visitor Industry Task Force (VITF) have initiatives for addressing the impacts of tourism to a concerned community. Mr. Day said a health and sanitation addendum has been added to address COVID19. The addendum will not be mandatory to sign up for TBMP but they will include the best practices towards providing a safe and healthy visitor experience, and strongly recommend members utilize these and other resources to develop and implement a health and safety plan. Mr. Day added the addendum is not a final and will change as guidance from federal, regional, and local resources are received.

Mr. Ridgway asked if Mr. Day knew what the status of the rough draft guidelines from the CDC regarding the industry was in development.

Mr. Day said if the question is in regards to the 40-page document from the CDC regarding framework for restart, Cruise Lines International Association (CLIA) as a global entity is working with the CDC for clarifications of items in the document. Mr. Day said companies are working on certifying ships to operate in the US, but some of the clarification hasn’t been returned, which is why the TBMP guidelines has an

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addendum with a caveat they are subject to CDC, and then state and local approval. Mr. Day said he understands CLIA is communicating with the CDC the status is unknown.

Ms. Smith asked Mr. Day if he knew if immunization would make things easier or is it being taken into consideration.

Mr. Day said he thinks the vaccine will be helpful in restarting the cruise industry once more people are inoculated but we will still have to rely on protocols after people are vaccinated. Mr. Day said the document was developed in November of 2020, and the roll out of a vaccine wasn't a consideration yet.

V. Approval of Thursday, December 9th, 2020 Operations/Planning Meeting Minutes

Minutes of December 9, 2020 were approved as presented.

VI. Consent Agenda – None.

VII. Unfinished Business –

1. Regulation Change to 05 CBJAC –“B Zone” Vehicle Description

Mr. Uchytel said the proposed regulation update, page 17 of the packet, has been brought to the Operations Committee and the Harbor Board. Mr. Uchytel said with the development of the Archipelago Lot, the department desires to update the B Zone definition from a vehicle with less than 18 passengers, to a vehicle 27 feet in length or less before the 2021 cruise season. Previous modeling was compared to vehicles known and the auto-turn modeling indicated vehicles up to 27 feet could be accommodated in the lot. Mr. Uchytel said the one caveat is the 27-foot vehicle will not be able to fit in the first loading space as they come around the southwest side of the lot, smaller vehicles can make the turn but the largest will not without having to back up the vehicle.

Mr. Uchytel said we intend to use this lot for only the airporter size vehicles managed through the permitting processes. There will not be taxis, crew shuttles, and sedans. This lot will accommodate vehicles from 21-27 feet.

Committee Questions

None.

Public Comment-

None.

Committee Discussion/Action

Ms. Smith reiterated her comments from previous meetings and the reason she will vote against this change, Mr. Uchytel said there will be no private vehicles here and it will only be exclusive use for airporter type vehicles. Ms. Smith said one of the problems we have at all of our docks is there is very little space, if any, for the people who live in this town to pick up guests at the ships. Ms. Smith said she thinks there needs to be some allowance.

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Mr. Ridgway asked Mr. Uchytel where he would pick up visiting family off a cruise ship.

Mr. Uchytel said the Marine Park Parking garage is available and the Taku Lot near the Twisted Fish has paid parking available and we add confusion by comingling the public in the Archipelago lot because it is not the standard travel path. Users unfamiliar with this create a dangerous situation and a safety issue.

Mr. Becker asked if the spots would be in use constantly and could the indent used for delivery truck drivers be used for people picking up friends and family from the cruise ships.

Mr. Etheridge commented the requested change does not change what the lots or spaces are for, it only changes the designation of what B Zone permits are.

Mr. Becker asked if there was a loading zone at the Taku lot or must you pay for parking.

Mr. Uchytel said there is not a designated loading zone but there are reserved spaces for US Customs, Travel Juneau volunteers, and parking permits available for the vessels using the Intermediate Vessel Float.

Mr. Wostmann requested to add the topic of a single space loading zone to the future agenda.

Mr. Creswell said we are actively managing the lots and do not ask someone actually unloading or loading to leave. We treat loading or unloading different from someone parking and leaving their car for a period of time.

MOTION By MR. ETHERIDGE: TO PROCEED WITH THE REGULATION CHANGE REDEFINING B-ZONE TO BE VEHICLES OF 27 FEET OVERALL OR LESS, FROM 18 PASSENGERS OR LESS. A ROLL CALL VOTE WAS CONDUCTED:

Mr. Becker	YES
Mr. Etheridge	YES
Ms. Smith	NO
Mr. Woostman	YES
Mr. Ridgway	YES

The motion passed.

VIII. New Business

1. FY21 & FY22 Budget Submission

Mr. Wostmann prefaced the presentation with a report of the finance committee's previous meeting. Mr. Wostmann said the Budget and associated tables have been reviewed line by line, and questions developed and answered by Mr. Uchytel. The proposed budget was compared with general ledger reports and the training budget. Mr.

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Wostmann said he feels confident expressing the opinion of the committee, no significant issues or discrepancies were found, and are very comfortable the spreadsheets to be presented are an accurate representation. Mr. Wostmann pointed out the assumptions of cruise ship revenue for 2021 summer season has been unchanged from what has been discussed before and did not venture to review further feeling the season is still too far away.

Mr. Uchytel said the budget presented in tonight's packet represents a best guess, and the cruise ship season is still at the developing stages of what we expect to see for the end of FY21 and the beginning of FY22.

Mr. Uchytel said for the Docks Enterprise we anticipate \$848,500 revenues for the remainder of the fiscal year and will still require a fund balance draw. Mr. Uchytel said this draw likely won't be completed until after the fiscal new year unless the Finance Department needs us to do so earlier, consistent with the requirements of the charter. This would leave an ending fund balance of \$1,617,639. Mr. Uchytel said the projected revenue is based on half the passenger count of 2019. Mr. Uchytel said we do not anticipate seeing 50% of the passengers in 2019 but the future is unknown.

Mr. Uchytel said the Harbors are running into the black as expected, and have updated our projected revenues and expenses, including debt services.

Mr. Uchytel said at the end of this fiscal year on June 30, 2021, we anticipate an increase in the fund balance.

Mr. Uchytel said a big unknown in the FY22, and the reason for a decreased fund balance, is the University of Alaska property. Mr. Uchytel said for 33 years, Docks and Harbors has leased property from the University, at a very bargain rate and the lease expires May 4, 2021. Mr. Uchytel said unless we acquire the property outright, we will be required to pay fair market value for the uplands, which could be upward of \$100,000. Mr. Uchytel said we also have the issue with the DOT right-of-way at the Auke Bay Loading Facility, which will be another \$18,000. Mr. Uchytel said these are the big perceived changes for FY22.

Mr. Uchytel said the anticipated Ending Available Fund Balance will be \$764,000 for FY21, and \$946,000 for FY22, and anticipate maintaining a Less Reserve of \$749,500 for FY21 and FY22.

Mr. Uchytel said later this week, or next week prior to the board meeting, we hope to have access to the templates provided by the Finance Department, to show expenses and revenues in the desired format, for the board to approve.

Committee Questions –

Ms. Smith asked if it is legal or possible to transfer money from the harbors to the docks if needed with some form of guaranteed payback?

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Mr. Uchytel said last year the topic was reviewed, and in the past we have legally moved money into the Harbors. Last year we decided the vendor booth revenue could be put in the Harbor fund. Mr. Uchytel said lease and tideland rents have been moved into harbors.

Mr. Uchytel said last year, prior to the pandemic, we were considering combining the Docks and Harbors Enterprises under one unit. Mr. Uchytel said until last year we were unaware this was possible and thought there were constitutional issues. Our CBJ Finance Director has suggested there might not be a difference in a 24-foot slip and a 1000-foot berth when it comes to management. Mr. Uchytel said we were not confident comingled enterprises last year.

Mr. Ridgway asked since we do have some outlook on the budget should we renew efforts to comingle the Docks and the Harbor Enterprises?

Mr. Uchytel said by having them segregated benefits the harbors. The fund balance draw is only going from the Docks Fund to the Dock Operations, which will firewall the Harbors. Mr. Uchytel said we would need to review the fund balances of both enterprises and decide if it is opportunistic to do it now.

Ms. Smith commented she does not completely support merging the two funds. Ms. Smith said the public perception is everything is done for the cruise ships and not for the harbors and feels if we merge the enterprises we might feed the public perception and was only inquiring about a loan.

Public Comment –

Dennis Watson, Juneau, Alaska

Mr. Watson said commented the Finance Sub-Committee did an awesome job at covering the difficult budget at last night's meeting. The meeting supports these numbers and there doesn't seem to be much meat left to trim.

Mr. Watson said he does not know the last time the cruise ships had a rate increase. He sees there are price increases built into the harbors moorage but does not see increases on the port dockage. The time may not be right but in 2022, it may be time to look at rates and see if there is a better way. Mr. Watson says this includes ground transportation. There is no way to make lost money up, and if you have to make it on the volume, it is going to be a long time, and quite frankly there is no other way except for raising prices and should be considered.

Mr. Watson said a likely reason we have seen an improvement of harbor profitability is because of the Port Director and Harbormaster getting more serious about people who are delinquent, paying, and open up more moorage. He encourages the department to continue. He said sometimes boats not only don't pay, but they tie up moorage for other users.

Mr. Watson said it is time to get creative. There is a block of space in the harbor where it appears there are no current plan for the next couple of years so there has got to be a way that can be turned into a bit of a moneymaker.

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Committee Discussion –

Mr. Ridgway asked if we advertise to the yachts the use of the IVF.

Mr. Uchytel said we have an advertising budget but we don't use it for advertising our facilities, we use it for newspaper advertising of required public or legal notices, of construction or engineering projects, or impound notices. Mr. Uchytel said we have not advertised at any regional level, and while not right or wrong, it's just not what we have spent our scarce resources on.

MOTION by MR. ETHERIDGE: TO FORWARD THE FY21 AMENDED AND THE FY22 BUDGET TO THE BOARD AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

2. Project Prioritization for State of Alaska – Infrastructure Bond Consideration

Mr. Uchytel said the Governor's budget, required by the Alaska Constitution, is proposed by the Governor and we wait to see what money is put towards the Alaska Department of Transportation, Harbor Grant Program. He said this year zero money was applied to the grant program and the administration has shown a desire to go forward with a statewide infrastructure bond.

Mr. Uchytel said in a meeting at the City Manager's office, it was said the Assembly via the Public Works Finance Committee, needs a list of projects by February 1st, to be considered for this yet to be determined process.

Mr. Uchytel said tonight's goal is to determine how the committee would like to proceed in prioritizing the list and determine what should be submitted.

Mr. Schaal presented a list of infrastructure projects in order of staff suggested prioritization for the committee to decide what should be prioritized and submitted to the Juneau Assembly for infrastructure bond consideration. Mr. Schaal said this list, developed by staff, represent the big projects and are ranked by the few guidelines known.

- 1) Aurora Harbor Phase III
- 2) Small Cruise Ship Moorage Facility
- 3) Fisherman's Terminal
- 4) Statter Harbor Phase IIIC and IV
- 5) North Douglas Launch Ramp Expansion
- 6) Statter Harbor Breakwater Replacement
- 7) Cruise Ship Electrification

Mr. Schaal said Aurora Harbor Phase III was ranked first because it was the closest to the Governor's request, it has economic value, and it replaces revenue generating harbors. He said we also selected the Small Cruise Ship Moorage Facility which was ranked high, although the master plan is still under development. He said we see this project as meeting those requirements as it enhances the economic impacts for small cruise ships and it adds more moorage to the downtown harbors by freeing up space at the

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Intermediate Vessel Float and the Inner Cruise Terminal. He said third is the Fisherman's Terminal, we have applied for grants, and it would be an improvement to Juneau facilities. He said the Statter Harbor Breakwater Replacement 3C and 4, Douglas Launch Ramp Replacement and the Cruise Ship Electrification. He said the Statter Harbor Breakwater replacement and the Cruise Ship Electrification project ranked low because we foresee other opportunities for funding. He said we would like to have the Army Corps to build the new facility and take maintenance responsibility. He said he thinks it would be wise to make the breakwater a federal facility and would benefit Docks and Harbors that way in the long run. He said the Cruise Ship Dock Electrification is better suited for the normal funding used for the 16B project.

Mr. Schaal recapped; Aurora Phase 3 is the replacement of the North End of Aurora Harbor that was just demolished. He said there may be opportunities to fine tune that development and provide new or interim moorage, barge storage, or other ideas. He said the Small Cruise Ship Facility is a conceptual plan for adding a new float near the Seadrome dock to serve as a development for the industry, and could be used to create an extension to connect the Seawalk. We believe this project would relieve pressure on the docks serving cruisers and yachters, by relieving pressure on the other harbors and to serve more boaters, but to also accommodate the transient community that gets turned away when our harbors are full. He said, in the long-term development of Juneau's waterfront, a successful project like this could be the impetus to add more sections of the Seawalk. He said the Fisherman's Terminal improvements, we have applied for the TIGER and the BUILD grants for the last four or five years to rejuvenate this area. He said our typical grant application is \$25M but the most recent application was for \$30M because part of the redevelopment is the new harbormasters office and the \$25M cap is the grant's maximum ask without match from the applicant. He said to add a couple million would really improve the facility. He said Phase IIIC and Phase IV of Statter Harbor. He said Phase IV encompasses the possibility of a new float between the A Float and the new Passenger-for-Hire Floats or replacing what we call the "horseshoe" across the main float from the A float. He said the vision includes six pack vessels to load from this area so it is a nexus for tour operations. He said project five is the master plan, or what we envision, the North Douglas Launch Ramp could look like if we can find a way to capitalize on cheap fill. He said we've been in discussions with Fish & Game to see if this would support the sport fishing industry and they voiced to us they get the most calls during the king salmon fishery. He said the comments have been that boat launch being tied up or one lane, and this would alleviate much of the commentary they are getting. He said project six is the Statter Harbor Breakwater Replacement and the ultimate goal is to have this at least be partially a federal facility and that would alleviate Docks and Harbors of major replacement and maintenance costs and we think this harbor should be part of a federal project as opposed to just the City's. He said lastly is the Cruise Ship Electrification for the cruise ship docks and we feel there are better funding sources than to have it compete in this grant opportunity.

Committee Discussion –

Mr. Ridgway asked if any design packages are complete or more shovel ready?

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Mr. Schaal said the Aurora Phase III has both the conceptual and the 35% design drawings for what we've asked DOT for over the years. He said we have worked to determine if we could do all of the main walk and then a couple of side tie floats to get every bit of floats out of the funds that we could. He said nothing is shovel ready to go to bid tomorrow but it is the furthest along and has been vetted multiple times.

Mr. Becker commented he sees nothing for the commercial fishing industry on this list. He said the Fisherman's Terminal is his priority and would like to see that project move to the number one position.

Mr. Etheridge said the total package is between \$300-\$350M for the total package proposed and there are 40 districts applying for that funding.

Mr. Ridgway said the term replacement is not an attractive word to use in a presentation in a bid for a limited amount of funding, but the terms expansion oriented shows a clear economic value. He said he's seen more and more commercial activity at the North Douglas Launch Ramp, and that facility appeals to fishing games perspective of needs.

Ms. Wostmann asked if there was any emphasis on new infrastructure versus older infrastructure in need of upgrade and replacement as having a priority?

Mr. Schaal said very little is known about ranking and what was provided was the page provided in the packet so we are waiting for more information to come out.

Mr. Etheridge said he believes we could expect to get \$7M out of this grant. He said the process is not what the Governor wants but what the Legislature wants. He said the Governor has asked the Legislature to put money in and designate where it goes. It won't go to a lump sum but anyone, but they will put a bond package together and not just to a single entity.

Ms. Smith asked how sure are you that money will come from other sources for the Statter Harbor Breakwater replacement and has the North Douglas Launch Ramp extension made progress and will that allow the dock to stay in the water longer than it currently does.

Mr. Schaal said we feel confident the repairs needed can be done on the chains in a couple of years. He said we have already started the Army Corps process for consideration for projects and with the current Federal Administration's infrastructure program, we are hopeful to see funding from the Corps in the next couple of years for new projects. He said we apply every year for the last four years, but the edict has been to prioritize projects that existed and not new works. If the current administration changes course and spends more than a trillion dollars, there is a higher probability that we can get them to join us as partners for a new breakwater. He said the chains that we have repaired have not been critical to structure and we are working to address critical issues in the next few months with the resources we have as the grant process would not cover these immediate repairs anyway.

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Mr. Schaal said regarding the North Douglas Launch Ramp conceptual layout, yes, we've tried to design a new alignment that does a better job of naturally protecting the new boarding float from the winter storms. It would be designed similar to the Auke Bay facility for strength against the elements and ideally a year round float that does not require being removed.

Mr. Uchtyl said to make abundantly clear, staff as an organization, does not pursue the best projects but the projects with the best chance at funding, with that there are pros and cons to all projects. He said Aurora Harbor, for small boat harbors there is no opportunity of federal funding and barely state funding for harbor recapitalization. He said this projects is in line with the governor's statements and decision to not put money in the harbor grant program. He said the Small Cruiseship Moorage Facility has that economic nexus, there are other sources of funding and we think would be of interest to the administration due to the economic potential and tourism in general. He said head tax could be used for this project so there are other sources of funding. He said the Fisherman's Terminal, the reason we think it's a great project but the new administration's commitment to a trillion plus in infrastructure makes this a high priority but there are other sources of funds for this project. He said the Statter Harbor Breakwater improvement project, at least Phase IIIC is for certain funded three-quarters by head tax. He said similarly, a strong argument can be made for the horseshoe also supports charter operators in Statter Harbor. He said the North Douglas Launch Ramp Expansion, we have local support to use Dingell-Johnson money which requires a match, we also believe this is a former State facility, making it eligible for a DOT harbor grant matching program. He said we think there are opportunities more appropriate than this bond package as we know it. He said we have been cautious about moving the Statter Wave Attenuator project forward because we would have to build and maintain into perpetuity, where as if we work with the Army Corps they have federal responsibility of breakwaters, groins, and jetties, they should be the ones funding it, and we should be working with them. He said there will be a match required going forward. Mr. Uchtyl said the Cruise Ship Electrification project should be head tax funded or grant monies for electrification and carbon reduction. Mr. Uchtyl said the list is made where we think money is available at the expense of other grant opportunities.

Mr. Wostmann asked if a Doodle Poll to board members to have the results reviewed at the next harbor board meeting, is that enough time or too late for submission.

Mr. Uchtyl said that schedule is acceptable.

Public Comment –

Dennis Watson, Juneau, Alaska

Mr. Watson said he would review projects to determine which would have the greatest resistance from citizens of Juneau, some projects may get push back from the locals and end up hurting us in the long run.

MOTION By MR. WOSTMANN: TO ASK HARBOR STAFF TO STRUCTURE A DOODLE POLL FOR THE BOARD MEMBERS TO VOTE ON THEIR TOP

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TWO PRIORITIES FOR A DECISION ON FINAL ACTION AT THE NEXT FULL HARBOR BOARD MEETING AND ASKED FOR UNANIMOUS CONCENT.

The motion passed with no objection

IX. Items for Information/Discussion

1. FY22 Marine Passenger Fee (MPF) Request Correspondence

Mr. Uchtyl said after previous discussions with the board, a request was submitted to the City Manager for Marine Passenger Fees for FY22. He said request list in the agenda packet submitted includes:

- Support for the downtown operations
- Support for the two visitor centers and one Customs/Port building
- Landscaping services
- Safety guard rail along the dock face
- Recapitalization of our weather sensors and monitors in cooperation with the Marine Exchange of Alaska and host on their website
- Training, staffing, and supplies to meet the Coast Guard's new vessel security requirements of identification and purpose for ship access.

Mr. Uchtyl said he submitted an additional and separate request after meeting with the managers of the Alaska-Juneau Dock(Drew Green) and the Franklin Dock(Kirby Day)to ensure the same understanding of procedures when the CDC or industry comes out with sanitary requirements for shoreside activities. He said the three docks' managers should operate the same and function equally in regards to COVID, this means PPE, contractual cleaning of high touch services, and surveillance testing or isolation/quarantine needs. He said this list represents things we don't know about yet, and are asking for consideration before the first ship arrives from the City Manager. He said, he expressed that Docks and Harbors would be willing to provide funding for this fiscal year with the idea that we would be compensated in FY22.

Committee Discussion --

None

Public Comment –

None

2. University of Alaska – Option to Extend Lease Correspondence

Mr. Uchtyl said per terms of the contract with the University of Alaska, we need to give notice of our intent to renew the lease at least 90 days but not more than 180 days before the lease expires on May 4, 2021. He said we are about 110 days to the end of the lease and have formally notified the University we would like to extend the lease at a minimum and are aware we would be willing to negotiate a purchase. He said the last he spoke with Horan they would be done with the appraisal in February.

Committee Discussion

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Mr. Becker asked how long the extension request would be for?

Mr. Uchytal said the terms of the existing lease allow for a one time 33 year extension with notification.

Mr. Becker asked if that was at the same price?

Mr. Uchytal said no, the terms of the lease were very favorable because Docks and Harbors contributed money towards the building of the Egan Library. The terms are very clear that the extension will be at fair market value.

Mr. Wostmann asked if extending the lease, do we have any rights to terminate or are we committed for 30 years, since we wont know the potential purchase price until late February?

Mr. Uchytal said he does not have a legal and definitive answer but he believes the University will acknowledge the appraisal is late and offer a month to month lease extension until we negotiate the next lease agreement. Mr. Uchytal offered to follow up with Mr. Kito of the University to confirm these details if needed.

Mr. Wostmann said we should have those monthly extensions in writing until the new lease or purchase takes affect.

Public Comment

None.

IX. Staff and Member Reports.

Mr. Etheridge said he met with Mr. Uchytal and the legal department to determine the best approach towards delinquent accounts that sell their vessel for a low cost such as \$1 to avoid resolving their debt. He said it needs to be put out to the harbors that if you buy a boat, especially a very low cost one, you have also purchased the boats debts to the harbor. He said the legal department has advised us the debt goes with the boat, not the person.

Mr. Creswell said the harbors have been busy, and the lack of snow has allowed for projects to be accomplished. He said we are working on increased inhouse training for staff. He said he is prepairing for the return of seasonal staff and are waiting to see what the cruise ships are doing. He said in the mean time we are prepairing for projects in the event the cruise ship season is late.

Mr. Creswell said the Deputy Harbormaster position closes next Friday.

Mr. Schaal said Harris Harbor dredging is going swiftly as they catch up. He said they have pulled the piles that used to secure the seaplane float and have told us they will remove the fingers from one float early next week. He said the Army Corps expects them to be out of the harbor mid February and start again in Aurora about April.

Mr. Schaal said all of the new floats are in at Statter Harbor and then construction will move to the Auke Bay Marine Station in a few weeks when the drilling crew is ready.

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He said the steel for the gangway has been delivered and was welded in today. He said we have identified two more chains broken on the Breakwater and we are going to secure the parts needed to replace links and do the repair in the next couple of months. He said we will contract divers to get the chains ready for a marine crew to make that repair. He said while the weak links are our focus we are not worried about section loss, we will continue to monitor and make a plan.

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting – Wednesday, February 17, 2021

XII. Adjournment at 7:10 p.m.

Respectfully Submitted by: Ashley Bruce