

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING MINUTES**  
**For Thursday, July 29<sup>th</sup>, 2021**

Zoom Meeting

**I. Call to Order-** Mr. Etheridge called the meeting to order at 5:00 p.m. via Zoom.

**II. Roll Call** – The following member were in attendance at the Port Directors conference room or via Zoom - Lacey Derr, Paul Grant, David Larkin, Matthew Leither, Mark Ridgway, Annette Smith, Bob Wostmann, Jim Becker and Don Etheridge.

Also in attendance – Carl Uchtyl – Port Director, Erich Schaal – Port Engineer, Matthew Creswell – Harbormaster, and Teena Larson – Administrative Officer.

**III. Approval of Agenda**

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

**IV. Special Orders of Business**

1. Nomination & election for Docks & Harbors Board Chair

**MOTION By MS. DERR: TO OPEN THE NOMINATIONS FOR DOCKS & HARBORS BOARD CHAIR AND ASK UNANIMOUS CONSENT.**

Motion passed with no objection

Ms. Smith re-nominated Mr. Etheridge for Board Chair.

No other nominations received.

**MOTION By MS. DERR: TO CLOSE THE NOMINATIONS FOR DOCKS & HARBORS BOARD CHAIR AND ASK UNANIMOUS CONSENT.**

Motion passed with no objection.

Mr. Etheridge accepted.

2. Nomination & election for Docks & Harbors Board Vice-Chair

**MOTION By MS. DERR: TO OPEN THE NOMINATIONS FOR DOCKS & HARBORS BOARD VICE-CHAIR AND ASK FOR UNANIMOUS CONSENT.**

Motion passed with no objection

Mr. Ridgway nominated Mr. Becker as Board Vice-Chair

No other nominations received

**MOTION By MS. DERR: TO CLOSE THE NOMINATIONS FOR DOCKS & HARBORS BOARD VICE-CHAIR AND ASK UNANIMOUS CONSENT.**

Mr. Becker accepted

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING MINUTES (CONTINUED)**

**For Thursday, July 29<sup>th</sup>, 2021**

3. Recognition of Docks & Harbors Employee of the Quarter  
Mr. Uchytel recognized employee Ms. Sara Boyd as employee of the quarter. He read her award and she received a plaque and a \$100 cash award.

**V. Approval of June 24<sup>th</sup>, 2021 Board minutes**

Hearing no objection, the June 24<sup>th</sup>, 2021 Board minutes were approved as presented.

**VI. Public Participation on Non-Agenda Items - None**

**VII. Unfinished Business - None**

**VIII. New Business**

1. Appointment of Standing Committee Assignments  
Operations/Planning Committee members  
All Board members are on this Committee
2. Appointment of Standing Committee Chair(s)  
Mr. Etheridge appointed Mr. Ridgway as the Chair and Ms. Derr as Vice Chair to the Operations/Planning Committee
3. Establishment of Special Committee(s) & Appointment of Special Committee Chair  
Finance Sub-Committee  
Members -  
Mr. Wostmann, Mr. Larkin, Mr. Ridgway, Ms. Derr, Mr. Leither, Mr. Becker, and Mr. Etheridge  
  
Mr. Etheridge appointed Mr. Wostmann as the Chair and Mr. Larkin as the Vice-Chair to the Finance Sub-Committee.

**IX. Items for Information/Discussion**

1. Docks & Harbors By-Law Review and Board Meeting Requests  
Mr. Etheridge asked if the Board members had a chance to review the By-Laws and recommend changes?

Committee Discussion

Mr. Wostmann said he read the By-Laws and requests changes in section 12 where it talks about telephonic participation and limits the number of remote participants to three. He said that is something the Board has not been complying with currently due to the pandemic.

Mr. Etheridge said all the CBJ Boards are operating under a special waiver from the Assembly on that issue.

Mr. Wostmann suggested to still update the By-Laws and he will send his requested changes to Mr. Uchytel.

Mr. Grant recommended to get a sub-committee together to go over all the By-Laws, do some word smithing, and bring back to the Board for approval.

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING MINUTES (CONTINUED)**

**For Thursday, July 29<sup>th</sup>, 2021**

Mr. Uchytel recommended to only have two participants so this is not considered a meeting.

Mr. Grant and Mr. Wostmann will get together at some point to review the By-Laws and bring recommended changes to Mr. Etheridge so he can present to the Board for review.

Public Comment -None

2. Docks & Harbors Board Planning & Goals

Mr. Etheridge said the Board has a retreat annually to set up our goals, discuss issues, and look at capital projects. This gives the members time to discuss these topics in depth and move forward.

There was no objection from the members to have this retreat.

Committee Discussion

Mr. Becker said Mr. Ridgway read off a list of things that we compiled at our last meeting that are not completed and all items on that list are our goals. We have a large list waiting for further information.

Mr. Etheridge said this would be a good time to set up our priority list because we probably will not be able complete our list for the next two years. The retreat is a good time to set our goals and prioritize.

Mr. Ridgway commented to separate categories if we go through with the process to re-evaluate our rates and lease rates. He suggested to look at this in baskets of issues.

Mr. Uchytel asked when the Board wants to have the retreat and if they wanted it just one full Saturday or multiple days? Does the Board want it facilitated? Is it better to have it in October/November time frame with the summer so busy?

Mr. Etheridge recommended fall time, last time our retreat was done in two evenings.

Mr. Uchytel said our last retreat was at DIPAC and completed in two evenings.

Mr. Becker recommended to have everyone together as opposed to Zoom.

Mr. Ridgway recommended to have a facilitator, over two days, mid to late fall time frame. Maybe even longer than we had the last time. He requested an agenda be sent out so the members could have input well in advance of the retreat.

Mr. Uchytel said he will schedule this for two days and mid to late fall time frame.

Ms. Derr said she will draft an agenda for the retreat and bring it to the Operations meeting to finalize.

Mr. Grant also suggested to have a facilitator to help focus on issues we need to deal with and help us organize them.

Mr. Ridgway recommended to have staff look for the last several meeting agendas to give to Ms. Derr so she has a starting point.

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING MINUTES (CONTINUED)**

**For Thursday, July 29<sup>th</sup>, 2021**

Mr. Etheridge informed Mr. Uchytel that the Board would like a facilitator.

Public Comment - None

**X. Committee and Member Reports**

1. Operations/Planning Committee Meeting- Thursday, July 21<sup>st</sup>, 2021

Mr. Ridgway reported the Committee discussed;

- ABLF five guide pile removal on the eastside of the facility – With how close these are to the AGS facility, it was decided not to pursue removal of these piles.
- Tanner Service parking area – There is no agreement that staff could find to support their free parking area. They were sent a letter indicating such.
- The Hydraulic Boat Lift – The owner of the Auke Bay Boat Yard lease, Karl Leis talked and he told the Committee the boat lift is costing him money. The Harbormaster also spoke about the recent activity with the boat lift.
- The US Army divers are coming back to town and will work with Mr. Creswell to do some of our needed diving jobs for Docks & Harbors for their training needs.

2. Member Reports – None

3. Assembly Lands Committee Liaison Report –

Mr. Derr said Norwegian Cruise Lines sent in an application to lease tidelands in front of their purchased property. This was passed through the Assembly Lands. They are also working on changing Title 49 that could assist them in development.

4. Auke Bay Neighborhood Association Liaison Report – No report

5. South Douglas/West Juneau Liaison Report – No report

**XI. Port Engineer's Report**

Mr. Schaal reported

- He has been having discussion with Dan Bleidorn, the CBJ Lands Director regarding the NCL lease application that Ms. Derr talked about. Now that Mr. Bleidorn has direction to move ahead, we will be working through the process.
- He has also been working with other CBJ Departments on title 49 changes with parking. This is to address the number of parking spaces for harbors.
- He is working on the planning side of the Fisherman's Terminal property. He will schedule a preliminary planning meeting with the Community Development Department to talk about possible pit falls as we move ahead with purchasing part or all of that property. If we do not want to purchase the welding lab, its position within the facility could be problematic for new property lines.
- Harris Harbor Anode project – Global Diving wants to make modifications to the shape of the anodes because their anode supplier is having manufacturing issues. There could be a slight schedule delay but still working on that.
- Staff is close to closing out Statter Harbor phase III project. The contractor is waiting for clearance from the Department of Labor to apply for their final pay request. Staff hopes to have enough money left to make our Aurora Harbor project whole.

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING MINUTES (CONTINUED)**

**For Thursday, July 29<sup>th</sup>, 2021**

- The RAISE grants were successfully submitted and we will not hear anything until November.
- Tomorrow staff will submit the Port Infrastructure Development Program grant application for the crane dock expansion. This ask if for \$10M with no match.
- The last grant application will be re-submitting for Aurora Harbor phase III. The Governor vetoed half of the Alaska DOT matching Harbor grant funding. This is for \$2M and with our \$2M match, we could have \$4M if we are successful to start replacing the floats. The deadline is August 16<sup>th</sup>.
- Harris Sewer Pump out – We built an insulated deck that the insulated pump out will sit on. One of our discharge hoses arrived today, staff anticipates installing this the week after next. There is still a little more work and we anticipate having a fully functional lift station by the end of August.

**XII. Harbormaster's Report**

Mr. Creswell reported

- We received the Serenade of the Seas, the first large cruise ship in 21 months last Friday to the Alaska Steamship Dock. Their passenger capacity is over 2000 and they arrived with 600. It was well received and it was great to see life back on the Seawalk. On Monday we had the Nieuw Amsterdam on the Steamship dock and the Millennium on the AJ dock. The Port is up and running and staff is really excited to be back in the cruise ship business.
- A former employee, Jesse Perry will be returning to Docks & Harbors starting next Monday.
- Harbor traffic is getting busier every week and there is no room. Ms. Kyle Nelson has taken on the task of transient and permanent stall assignments. She is daily trying to find space for everyone that needs space.
- We are embarking on a project, Operation Safety Ladder. Staff has identified a potential safety ladder that will work well for our Harbors and we will start with putting a couple in Harris Harbor to see how they work. If they work well, we will continue with putting them in the other harbors over a course of time.
- Franklin Street was paved, the contractor used our parking lots and left a mess that they are now being very responsive to clean up.
- There was a large gas spill at North Douglas launch ramp Friday night. Mr. Davis, the swing shift security employee was at that location and noticed a big sheen coming from a vehicle parked on the hill at the launch ramp. He took action by putting a bucket under the vehicle and put a boom down. It started to rain and the vehicle continued to leak throughout the night, he notified the National Response Center, the Coast Guard, and DEC. Two staff members spent all day Saturday cleaning at that location and got in touch with the owner that got back in town on Sunday and staff spent more time on Sunday cleaning up. The owner was told there is a significant bill for the clean-up. The owner of the vehicle filed an insurance claim and said he would be happy to pay the bill.

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING MINUTES (CONTINUED)**

**For Thursday, July 29<sup>th</sup>, 2021**

- At the Port, yacht traffic still continues to be heavy. We have yachts even on the cruise ship dock between cruise ship traffic.
- We are continually revising the passenger for hire floats management due to not having a normal season. There is a new camera installed at the gangway and it provides good visibility on that side of the harbor as well.
- Staff is preparing for the arrival of the Army divers who get into town around the 16<sup>th</sup> of August. It will be around the 16<sup>th</sup> of September before they are able to help with Docks & Harbors requests. We hope to have them for a week.
- We were successful in our application for a FEMA Port Security grant application for a new camera system at the Auke Bay Loading Facility. This is really important to have a good camera system without having staff present all the time.
- Our swing shift security employee, Mr. Davis, is having good results and people are reporting seeing him after hours. He is having a positive impact on the Harbors.

Ms. Smith asked for a brief run down on the rules for the passenger for hire dock at Statter Harbor. She said the reason she is asking is she has heard some companies are being chased off while other companies who have their boats moored there over the evening. Her understanding was that this was only for evenings and open spots were available for commercial passenger for hire vessels to load and unload at.

Mr. Creswell said this year, all the boats that are at the dock have a current passenger for hire permit and they have been given moorage rights by the Deputy Harbormaster Jeremy Norbryhn. He does not have his list of boats but he does see the same ones in and out every day. This is the first he has heard any conflict between users. He said he will call Ms. Smith tomorrow to talk more on this topic.

Mr. Ridgway asked, being at COVID level 3 if he sees any impacts?

Mr. Creswell said the City and tour operators are already masking and it is encouraged to mask anywhere six feet of distance cannot be maintained. He does not see anything that will change but he is unsure.

**XIII. Port Director's Report**

Mr. Uchytel reported

- Last week at the Operations meeting there were questions regarding the self-propelled Sealift. The Port Engineer and he made calls to MARAD this week. We have talked to two offices and will talk to a third office soon. On the surface, it sounds like MARAD is looking to work with us. He is hoping to find a suitable solution. He contacted a competitor to the Sealift Corporation and he will continue to speak to them tomorrow about the possibilities.
- There is another grant opportunity that we just found out about called Economic Development Administration (EDA) grant. This grant is for distressed economic areas. Because of COVID, this administration is getting \$3B and the area they

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING MINUTES (CONTINUED)**

**For Thursday, July 29<sup>th</sup>, 2021**

are looking to apply grants to be areas that have been decimated by tourism. Staff is hopeful we will be competitive in this grant opportunity.

- There will be a staffer from Representative Young's office, Kevin Swanson, coming by next week and Mr. Uchytel said he will let him know Docks & Harbors needs.
- There was a ceremony on Monday celebrating the 20 years of the Franklin Dock being electrified.

**XIV. Assembly Liaison Report - None**

**XV. Board Administrative Matters**

- a. Special Committee Meetings – Mr. Wostmann asked Mr. Uchytel to send out a doodle poll for a time for the Finance Sub-Committee meeting in the next couple weeks.

Mr. Uchytel said he just wanted Board members to know that anyone can participate at a special committee meeting even if they are not a member, but they cannot vote. He also wanted to let the Board know that there is a good opportunity for future funding from 1% sales tax initiative that will be on the ballot October 2022. We need to be ready by early spring with the projects we want to fund and how much.

Mr. Etheridge commented that would be a good Board retreat item to discuss.

- b. Ops/Planning Committee Meeting – Wednesday, August 18<sup>th</sup>, 2021
- c. Board Meeting – Thursday, August 26<sup>th</sup>, 2021

**XVI. Adjournment** – The meeting adjourned at 6:05pm.