

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING MINUTES**  
**For Thursday, August 26<sup>th</sup>, 2021**

Via Zoom Meeting  
<https://bit.ly/3d5NECZ>

- I. **Call to Order:** Mr. Etheridge called the Regular Board Meeting to order at 5:00 p.m. via Zoom.
- II. **Roll Call:** The following were in attendance at the Port Directors office or via zoom. Lacey Derr, Paul Grant, David Larkin, Matthew Leither, Mark Ridgway, Annette Smith, Bob Wostmann, James Becker and Don Etheridge.  
  
Also in attendance: Carl Uchytíl – Port Director, Erich Schaal – Port Engineer, Matthew Creswell – Harbormaster, Jeremy Norbryhn – Deputy Harbormaster, and Teena Larson – Administrative Officer.
- III. **Approval of Agenda**  
  
**MOTION By MR. RIDGWAY: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.**  
  
**Motion passed with no objection.**
- IV. **Approval of July 29<sup>th</sup>, 2021 Board minutes**  
Hearing no objection, the July 29<sup>th</sup> 2021 Board minutes were approved as presented.
- V. **Public Participation on Non-Agenda Items - None**
- VI. **Consent Agenda – None**
- VII. **Unfinished Business - None**
- VIII. **New Business - None**
- IX. **Items for Information/Discussion**
  1. Docks & Harbors Board - Opportunities for Outreach  
Mr. Etheridge provided ideas for public outreach;
    - Post Board members pictures with contact information in the Harbors.
    - The Board members can write letters to the editor on a rotating basis.
    - The Board members can write a paragraph for the monthly Tide Line.
    - The Board members can address the Assembly under public participation or if we have something on the agenda, someone would be there to answer questions.
    - The Board members can address other civic organizations, rotary, chambers, etc.
    - The Board members could call our legislatures, federal delegation, DOT and USDOT on a monthly basis to remind them of our needs and the grants we are looking for.
    - A Board member on a rotating basis could go on action line with Mr. Uchytíl once a month to talk about Docks & Harbors issues.

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

**For Thursday, August 26<sup>th</sup>, 2021**

Committee Discussion

Ms. Smith said she is a member of the Juneau Gastineau Rotary and she would be happy to bring up anything the Board wanted to communicate to the Rotary club. If there are projects the Rotary can participate in she would be happy to bring proposals to the Board.

Mr. Grant said this raises a concern with consistency of messaging. The list is good ideas on how to get good information to the public but what concerns him is a controversial project. We just had comment in the Juneau Empire about that this week. It is fine for Board members individually to talk about their views but talking for the Board as a whole could be the issue if the Board has not discussed that ahead of time. He recommended Mr. Uchytel or the Board Chair be the logical spokesperson for the Board. He has a concern with having the Board members individually talk about the Board's business.

Mr. Etheridge said he shares that same concern. On a controversial issue the Board should decide what message should go out. Just to get out what the Board is doing can be done fairly easily.

Mr. Ridgway said this would be talking as a Board member and not discussing your own personal opinion on a project or an issue.

Ms. Derr said the Board members could have a rotation and there would be a pre-approved Board statement. Rotating members would be an opportunity for the public to get to know us. She does not have an issue with her picture and contact information in the Harbors but she has already had members of the public reach out to her inappropriately. She said she likes the list of ideas and would be happy to participate in the outreach.

Mr. Grant said he does have a concern with posting our phone numbers in the Harbors.

Mr. Wostmann said he does not have a concern with posting the members phone numbers and he has received phone calls about different topics. He said a Board member could give their opinion but not get into an argument with the public but to say if someone wanted to hear the reason behind the opinion to attend the next Board meeting.

Mr. Larkin said as far as security, having the Board members pictures and the Juneau.org email posted in the Harbor is a good way to start. If there is going to be outreach, it is a two way street. We are here to represent the Juneau public to Docks & Harbors. Speaking in the public there should be Board approved talking points but to also give the individual members position and find out what the public thinks to get a pulse of the public.

Mr. Ridgway said he reposted Mr. Creswell's Facebook post and commented in a general sense that he was for the post and was wondering if that was the right thing to do?

Mr. Etheridge said he believes that is okay to do.

Ms. Smith said she does not have an issue with posting our pictures but she recommends using our Juneau.org email as a contact. She said she uses Facebook and when she sees posts about checking your vessel she will repost and believes that is a valid thing to do.

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

**For Thursday, August 26<sup>th</sup>, 2021**

When there are specific issues being discussed within Docks & Harbors, she will reach out to people who she knows the topic to find out what they think. She also lets them know she is on the Board.

Mr. Grant said he would like to hear Mr. Uchytíl's opinion on the outreach. He said he does not use social media because it is an uncontrolled method of communication. Anything you say is out there forever. This is an excellent subject for a deeper discussion at our Board retreat. Our relationship with the public is key to doing this right.

Mr. Uchytíl said coming up with the list was from listening to some of the Board members wish to be more active and influential in the community. This will be extra work, but he sees benefit in elevating the Board more in the Community. We do not have to post Board member pictures. Every Board member's phone number is already posted on the Docks & Harbors website. Maybe at the Board retreat we could find out what members want to participate in the outreach and who would like to take a pass?

Mr. Etheridge said if we sign on to this outreach, we need to continue and follow through with what we say we are going to do.

Mr. Ridgway said he would sign up for any of the items on the list but he would like talking points.

Mr. Etheridge said he agrees to ask the public opinion on the different topics.

Mr. Uchytíl said someone would be assigned for a specific month to call our elected officials.

Mr. Wostmann said there are times when he feels he is representing the Board and then there should be talking points but there are other times when there is a one-on-one discussion that expressing his opinion is appropriate.

Mr. Etheridge said this will be put on the Board retreat agenda.

Public Comment - None

**2. Harbor Staff Security Position – Update/Next Steps**

Mr. Norbryhn said in early June, staff started a seasonal employee doing a swing shift from 3:30pm to midnight. We have been monitoring the nightly logs and this position has been a great success. He said today he pulled up the theft and vandalism report and he sees there was a lot reported in May, three reported in August and nothing between May and August. This shows the evening employee presence has been positive and much appreciated by the live-aboards. We would like to hire a Harbor Officer to keep this position filled year around.

**Committee Discussion**

Mr. Grant asked if this is a contracted position or CBJ employee

Mr. Norbryhn said this is a seasonal CBJ employee working from March to October.

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

**For Thursday, August 26<sup>th</sup>, 2021**

Mr. Wostmann commented he spoke to several boat owners in Harris and they are very happy to see this employee in the Harbors at night and it is working well.

Mr. Etheridge said he works with him at night and this has been very helpful to have this position at night. He said the Harbor patrons support having this position.

Mr. Grant asked if the single position covers the areas that need to be covered? He said he would think more crime happens after midnight. He asked if this one position is sufficient or do we need more staff?

Mr. Etheridge said we would like to have another position.

Mr. Uchytel said at the Harbors it is a seven day a week operation and we have not expanded our Harbor FTEs in ten years. He has always said if the FTEs are expanded it will be to cover night operations. We do not have a lot of employees for the size of our Harbors. Adding this position will cost approximately \$125,000 with benefits. If this is what the Board wants to prioritize, staff is willing to make this happen.

Mr. Grant said he understands the budget. In his interview with the Assembly for this Board position, one of the questions was on harbor security so that shows the Assembly is concerned with harbor security.

Ms. Smith said she supports security positions, how big of a rate increase will it be to add the additional personnel?

Mr. Uchytel asked what user group would pay for the security personnel?

Ms. Smith asked with the current security officer, how is his time spread out? Is 80% in the Harbors, 15% at the launch ramps, etc. She said she would increase the rate by how much time is spent at each type of facility.

Mr. Norbryhn said 80 to 85% of the security personnel duties is walking the docks in the Harbors.

Mr. Etheridge said he also checks the cruise ship docks on occasion.

Mr. Ridgway said this could be looked at in the rate study.

Mr. Wostmann said he anticipates over the next few months we will be looking at the moorage rates. Rough calculation with adding \$120,000 for the security personnel, moorage rates could have a 3% increase but we would probably spread it out over all user groups.

Mr. Leither asked if there has been any reckoning on where the crimes are happening. Is it only the live-aboards or is it everyone and only the live-aboards are talking about it?

Mr. Etheridge said the thefts are against everyone throughout the harbor system. The security person can and does write tickets and this helps clean up our parking lots.

Mr. Leither asked if there is a log of what the security person is doing all night?

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

**For Thursday, August 26<sup>th</sup>, 2021**

Mr. Norbryhn said he does have logs and he will email them to Mr. Leither.

Ms. Derr said this will be a great thing to add to the rate study. She runs into the security staff at the Harbors and this has been a positive influence. We are in a financial situation and she asked if there has been thought to reclassify a current Harbor Officer position? She suggested to have the gates installed in the winter and continue the summer position until this position can be funded year round.

Mr. Uchtyl said we cannot reclassify a current harbor officer position because we do not have enough employees.

Mr. Ridgway said he suggests to bring this night security position up in the public outreach. He said he would like the night security logs in a centralized folder so any Board member can access them at any time.

Mr. Grant asked what if the routine functions around the harbor are performed during the later hours when security is an issue. Example would be performing maintenance after hours to maintain a presence during critical hours.

Mr. Etheridge said that took too much time and he was not able to get to all of the areas needed to be covered.

Mr. Leither asked if this is a valuable service and maybe a way to get public support for this would be to add a paragraph in the Tide Line telling about the different issues this person has been dealing with.

Mr. Etheridge asked Mr. Uchtyl to bring to the next Operations meeting a cost to keep this security position to the end of this year and what it will cost to keep him for the winter. We could add this position in the next budget cycle and look at rate increases.

Mr. Uchtyl asked if Mr. Etheridge wanted to continue with a seasonal position or an additional FTE for the night watch?

Mr. Etheridge said the FTE for the night watch.

Mr. Grant asked if private security was considered?

Mr. Etheridge said yes and we cannot afford it. It was more expensive for them to drive through the harbor twice a night than it was for us to hire somebody.

Mr. Uchtyl said he has also asked JPD and the chief told him no because they do not have the resources to do it right.

Public Comment - None

**3. Launch Ramp Survey - Update**

Mr. Norbryhn said before the Salmon Derby, staff talked about getting a survey out about interest in expanding the North Douglas Launch Ramp. Over the first week, we only received six responses. After being added to Docks & Harbors Facebook page, we received thousands of views.

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

**For Thursday, August 26<sup>th</sup>, 2021**

Mr. Uchytel said he will add this to the Tide Line so people can still participate.

Mr. Norbryhn said there seems to be more support than against.

Committee Discussion

Mr. Ridgway said he would like to know next time before a survey goes out so he can be prepared.

Ms. Smith said she would also like to know prior to something like this going out. She said she can add this to the Juneau Community Collective site. When this was talked about earlier this year, she said she still has comments that she has been saving should this project come to fruition. We need to listen to the people that live in that area.

Mr. Uchytel said the survey came about by not missing an opportunity to obtain information. The questions were not controversial and this originally had Board approval for North Douglas. It is surprising how much traction it has gotten on Facebook.

Mr. Grant said Facebook is not the place to have public policy debates.

Mr. Ridgway said he disagrees and this is a great data collection tool.

Mr. Grant said this topic is worthy of further discussion.

Mr. Etheridge said this is just gathering data and public policy is made by the public process and hearings.

Mr. Creswell said we created this survey with a QR code. We posted that link on Facebook but no data was collected from Facebook. Staff does not engage with the public on policy debates on Facebook.

Mr. Uchytel said the majority of the comments received added their email contact so they are legitimate comments.

Mr. Ridgway commented the link was also shared by Assembly members.

Mr. Wostmann commented he is leery about data collected through Facebook. This is tricky territory and we need to be very careful on how to proceed.

Public Comment - None

4. Taku Lot/Seawalk Re-leveling Project

Mr. Schaal said staff is moving into bidding the Taku Lot/Seawalk Re-leveling project. This is one of two projects we received from CBJ Engineering when they had some staffing turn over. The Boards have been settling and the general plan is to pull the decking up, add more material, reshore it up and buy some more time. This was the first portion of the Seawalk built and was not built with the expensive pilings like everywhere else so this needs to be pulled up and regraded every ten years or so. This will start at the North end of the Fisherman's memorial and end at the South end. It will leave a little of the existing Seawalk untouched because the planter by the Twisted Fish is not moving

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

**For Thursday, August 26<sup>th</sup>, 2021**

very much and we are constrained by the budget so we tried to keep this as small as possible. Currently the construction estimate is \$131,000 with the account having a little over \$209,000. The schedule as it stands right now is the advertisement will hit the paper early September. The bids will be opened September 28<sup>th</sup> unless there is an extension. We will be bringing the bids to the Board for approval on October 20<sup>th</sup>. We will need to ask for a Special Board meeting before the Operations meeting for approval. It will go to the Assembly on October 25<sup>th</sup>. Substantial completion on December 31<sup>st</sup> with final completion January 31<sup>st</sup>. The funding for this project is out of head tax cruise ship money.

Committee Discussion

Mr. Ridgway asked if staff looked into helical piles so we do not have the maintenance item every ten years? How does this program out in Docks & Harbors budget that we have a typical ten year roughly \$160,000 project. If he was to look at a budget forecast in the next year or two, would he see that in 2031 we will have to spend that money?

Mr. Schaal said when this was looked at by CBJ Engineering, they did not look at the helical piles. This is an unfunded mandate from CBJ Engineering. Looking at this in a way that we would not have to do long term maintenance would take more funding but we could make that pivot. This would be an excellent candidate for the next large Seawalk project that we do.

Mr. Uchytel said the Seawalk is the CBJ Engineering responsibility.

Mr. Grant asked where he can point people asking questions about these projects for information.

Mr. Uchytel said a list of current projects and past studies are on our website or the CBJ Engineering website.

Public Comment - None

**X. Committee and Member Reports**

1. Operations/Planning Committee Meeting- ~~Thursday, August 18<sup>th</sup>, 2021~~ Cancelled
2. Finance Sub-Committee Meetings – August 12<sup>th</sup> & August 25<sup>th</sup>

Mr. Wostmann said the August 12<sup>th</sup> meeting was primarily focused on:

- Organization and how we will function as a Committee.
- The purpose of the Finance Sub-Committee and where do we get our priorities from as to what we are intended to deal with.
- It was suggested at this meeting to hold shorter more frequent meetings. We are experimenting with time box meetings keeping our meetings to an hour and a shorter agenda.
- We will meet Wednesday in the second and fourth weeks of the month.
- Discussion on how to involve the public.
- Short term priorities

At the August 25<sup>th</sup> meeting there was discussion on:

- A brief discussion on Docks & Harbors published rates that were in the packet.

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

**For Thursday, August 26<sup>th</sup>, 2021**

- Set charter vessel rates for next season. Based on previous information, the Committee is proposing to do a tentative 10% increase and will have further discussion on this item at our next meeting on September 8<sup>th</sup>.
- Reviewed the draft for the rate study. The committee will recommend at the next Operations Committee the rate study be approved.

3. Member Reports

Mr. Grant said he had an unpleasant incident with being slammed up against the fuel dock from a wake. He asked staff what happens with enforcement in the no-wake zone downtown across from Harris Harbor? Another incident was where he watched a woman fall on the dock at Taku Harbor. Is there a plan to put non-skid on the rest of the ramp at Taku Harbor?

Mr. Creswell said in relation to the wake, that is a 5 knot speed zone and if we are there and see it we can enforce it but with harbor staff being spread so thin there is not often eyes on the speed zone area. This is the first wake complaint he has ever received for this area. We will need to stop the boater and issue a long form ticket. For Taku Harbor, the Deputy Port Engineer and myself are planning a trip to Taku Harbor next week. There is another issue of separation of the docks that needs to be looked at also. We do send a crew down every spring to pressure wash the docks and it may be time to do that again this season.

Mr. Grant said he did not see prominent signage for the no-wake zone or 5 knot wake zone. He said the Taku Harbor situation is that there is no covering on the slick plywood. Is it cost effective to go out there and pressure wash every year or is it more cost effective to get some of the same covering on the rest of the dock and be done with it?

Ms. Derr said the wake in Harris Harbor is a real problem and she has been hit so hard her swim step has broken in half. The wake zones are designed to protect our infrastructure and they are not being followed. Having increased signage would be a good start. Another item of concern is the giant logs that show up in the Harbors. Is it up to the harbor patrons to remove the logs or harbor staff?

Mr. Norbryhn said at Statter Harbor they will tow a log to the launch ramp and pull it out with our loader. He is unsure how the downtown harbors works but he knows staff has towed them out before and set them free.

Mr. Becker said he has had reports from people in Auke Bay that say the no-wake zone is being violated. People will slow down and get off step but they are still pushing a lot of water. This is something we need to stay on top of.

Mr. Larkin asked where our jurisdiction is on the no-wake zone in the channel?

Mr. Uchytel said in our ordinance there is a 5 knot speed restriction north of the Juneau-Douglas Bridge to the first can. In Statter Harbor at the white speed buoy it is 5 knots to the breakwater and 4 knots within our harbor. Citizens of Auke Bay want



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

**For Thursday, August 26<sup>th</sup>, 2021**

us to enforce out past the white buoy but staff has no authority to issue any tickets out there. This is very difficult to enforce.

Mr. Grant said handing out maybe six tickets may be a strong deterrent and may slow people down. People know there is no enforcement and no penalty so why should they slow down.

Mr. Larkin asked where the line in the water is that Docks & Harbors can write tickets?

Mr. Uchytel said it is in ordinance but it is complicated. He asked if Mr. Grant or Ms. Derr got the vessel information that caused damage?

Mr. Grant said he did not.

Ms. Derr said she has a video and AK numbers and she will share with Mr. Uchytel.

Mr. Norbryhn said he can write tickets from videos.

Mr. Etheridge said we will look into signage and see where that goes.

Mr. Grant said he and Mr. Wostmann agreed to go through the by-laws but they have not been able to get through a substantive review yet. If any member has a particular concern about the by-laws, send an email.

4. Assembly Lands Committee Liaison Report – Ms. Derr said no report.
5. Auke Bay Neighborhood Association Liaison Report – Mr. Wostmann said nothing to report that affects the Harbors.
6. South Douglas/West Juneau Liaison Report – Ms. Smith said no report.

**XI. Port Engineer's Report**

Mr. Schaal said his report is in the packet. Update on the Harris Harbor pump out is that it is close to operational. Staff is planning on the Coast Guard dive team to help with the final hose hook up.

Mr. Ridgway asked if there has been anymore discussion from the Morris Group?

Mr. Schaal said the two gentlemen we were working with at Morris Group is no longer with Morris and it appears the project has stalled on their end.

**XII. Harbormaster's Report**

Mr. Norbryhn said the Coast Guard and Army dive teams are in town and had a busy schedule with the buoy tender round up. They have offered to help with some of our projects. They will connect the Harris Harbor pump out line, replace through bolts at the Statter Harbor breakwater, and they will help with whatever else they can.

We had a successful salmon derby and it worked out really well. Last weekend was the king crab opener and that was our busiest weekend yet. The yacht traffic is still going strong at Statter Harbor and downtown.

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

**For Thursday, August 26<sup>th</sup>, 2021**

**XIII. Port Director's Report**

Mr. Uchytel reported

- We were successful with a FEMA Port Security grant for the purpose of adding camera's at the Auke Bay Loading Facility. It is a regulated facility because fuel is transported through this facility. The process for getting grant money through CBJ will require two Assembly meetings. The September 13<sup>th</sup> meeting will be the introduction and the 25<sup>th</sup> of October will be the necessary acceptance of that grant.
- He said he heard back from UAS and they are not willing to consider selling the entire 5.34 acres of the university property. We need to go back in front of the Assembly to see what the Assembly will support for the current lease parcel sale.
- He said he met with the City Manager and the City is going to get ARPA money. Docks might receive some of that money to replace the money we lost due to COVID and there will be additional money for the Seawalk projects and the small cruise ship masterplan.
- Regarding the rate study, we are looking at a cost based analysis for harbor rates and maybe a market survey of the cruise ship docks.

Mr. Becker asked Mr. Uchytel to expand on the University discussion on the sale of the property.

Mr. Uchytel said they are not willing to sell the entire parcel but only the current leased area. The 5.34 acres is off the table at this point.

Mr. Grant asked if there is any update about the Aurora Harbor funding?

Mr. Etheridge said it was vetoed.

Mr. Uchytel said the next round of grant applications were submitted for the North end of Aurora on August 16<sup>th</sup> and we will know in a year from now if we were successful.

Mr. Leither commented that he has a concern with not doing a facility inspection for the cost analysis for the rate study. Our hope would be to factor in future needs to replace harbors facilities and need for maintenance but how would we do that without having an adequate inspection of our current facilities.

Mr. Uchytel said it is not his plan to ask the consultant to go out and inspect our facilities or go through our facility to build a need. He said his expectation is to tell the contractor our future projects and show them our existing facilities portfolio and take that into account helping us drive the harbor rate study.

Mr. Ridgway commented that this is a complex matrix and we do not need to pay Engineers to crawl around our facilities because we have our own capable Engineers.

Mr. Leither said that is all fine as long as staff gives the expected life span of a project to the consultant and that goes into their analysis.

**XIV. Assembly Liaison Report – No Report**

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

**For Thursday, August 26<sup>th</sup>, 2021**

**XV. Board Administrative Matters**

- a. Finance Sub-Committee Meeting – September 8<sup>th</sup>, 2021
- b. Ops/Planning Committee Meeting – Wednesday, September 15<sup>th</sup>, 2021
- c. Board Meeting – Thursday, September 23<sup>rd</sup>, 2021

Mr. Ridgway said he will be traveling for work in September and will ask Ms. Derr to Chair the Operations meeting.

**XVI. Adjournment** – The meeting adjourned at 7:28pm.