

CBJ DOCKS & HARBORS
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
For Wednesday, September 22nd, 2021

Zoom Meeting

- I. Call to Order** Ms. Derr called the meeting to order at 5:00 p.m. via Zoom at the Port Director's Office.
- II. Roll Call:** The following member were present in the Port Director's conference room or via zoom; Lacey Derr, Don Etheridge, David Larkin (logged on at 5:05pm and left the meeting at 6:35pm), Matthew Leither, Annette Smith, and Bob Wostmann.

Also present: Carl Uchtyl - Port Director, Matthew Creswell – Harbormaster, Erich Schaal – Port Engineer, and Teena Larson – Administrative Officer.

Absent: James Becker, Paul Grant, and Mark Ridgway.

III. Approval of Agenda

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

Motion passed with no objection.

- IV. Public Participation on Non-Agenda Items** – None
- V. Approval of Thursday, July 21st, 2021 Operations/Planning Meetings Minutes**
Hearing no objection, the July 21st, 2021 meeting minutes were approved as presented.
- VI. Consent Agenda** - None
- VII. Unfinished Business**

1. Charter Vessel Rates at Statter Harbor (05 CBJAC 20.080) Passenger-for-hire fees. Mr. Uchtyl said on page 20 in the packet is a memo that he drafted with the recommendation from the Finance Sub-Committee Meetings increasing the inspected and uninspected vessel fee as well as the passenger fee by 10% for the upcoming 2022 season. Staff believes this will increase our revenues about \$15,000 for next year. If this Committee and the Board approves this increase, CBJ Law will draw up the ordinance change, staff will post the proposed change for 21 days, the Board will hold a hearing for the proposed changes, and the Assembly will act on the Docks & Harbors proposed changes.

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Committee Questions

Ms. Smith asked if we have expectations for the companies returning to normal next year?

Mr. Uchytel said the cruise industry is optimistic for calendar year 2022.

Mr. Wostmann commented there were several members of the industry to attend the Finance Sub-Committee meeting and they were generally supporting the modest increase and they also indicated next season should be a robust season. If the pandemic continues and next season may not be that great, the Board can revisit this decision.

Ms. Derr asked if the hearing takes written and oral comments.

Mr. Uchytel said yes and he will put the written comments in the Board packet

Public Comment - None

Committee Discussion/Action

MOTION By MR. ETHERIDGE: TO RECOMMEND TO THE FULL BOARD A 10% INCREASE PER VESSEL FEE AND A 10% INCREASE PER PASSENGER FEE, SET UNDER 05 CBJAC 20.080, TO BE EFFECTIVE FOR CALENDAR YEAR 2022 AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

2. Authority to create full time equivalent (FTE) – Harbor Security Officer.

Mr. Creswell said on page 21 in the packet is a memo from the Port Director. This started with testing out how this position would work with using a Harbor Technician who had previous security work experience. Since mid-June this employee has been working five days a week, 3:30 pm to midnight. He patrols all of our facilities within Docks & Harbors but he alters his schedule each night. This has been a success. The calls from Harbor patrons have dropped from what it was two to three years ago and we have received good feedback from them. It is also nice if someone calls with an issue, this employee can be there in a matter of minutes. Based on the general direction from the Board, staff started to create a new position title Harbor Security Officer, it has been submitted to H.R., and we are waiting on classification. Staff suggested this position be classified between a range 10 and 15 which will result in the benefitted cost ranging from 68K to 88K. If this is approved by the Board, staff would like to get it advertised. This should not affect our budget because we had unfilled positions that we budgeted for and this will be split between Docks & Harbors funds.

Committee Questions

Mr. Leither asked if a comparison was done from summer to summer or from last spring to this fall. He would believe there is more theft when it is darker.

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Mr. Creswell said he does look back to the same time in a previous year. He started saving these three or four years ago and he has every week saved. There is some interpretation but he keeps a log of everything.

Mr. Leither asked how he can have access to the logs.

Mr. Uchytel said he will get those to you tomorrow.

Ms. Smith asked she understands how this position will be funded this year, but how will it be funded in future years.

Mr. Uchytel said this will come out of our current operating budget, \$40,000 out of Harbors and \$40,000 out of Docks. Presuming the Board is prioritizing this, there will be less money going to our fund balance at the end of the fiscal year.

Mr. Etheridge said this can be added in our overall future budgets and be added in the RFP for the fee study.

Mr. Uchytel said we can show the consultant what our operating costs are associated with the Harbor Enterprise and maintenance and they would assist us in developing a cost matrix or the ability to ensure the rates that we are proposing to charge would meet the Harbor Enterprise needs.

Ms. Smith asked Mr. Uchytel to forward the security logs to her as well. She asked if staff sees this position being involved with more criminal activity and it would require police training?

Mr. Uchytel said our intentions are this position will write tickets but will not make arrests or engage in physical hand cuffing. They are the eyes, ears, and presence in the Harbors but they will call JPD when needing police.

Mr. Etheridge said he receives the logs from JPD and since he started doing his patrols of the Harbors, the reports have gone down from four pages to a quarter of a page. Having this Security Officer in the Harbor has made a major difference in the morale of our patrons. He is hoping if this goes through, he could cut down on the amount of time he is spending patrolling the Harbors and gas money.

Mr. Leither asked if this Committee moves this forward, it will go to the Full Board and not finalized here tonight?

Ms. Derr said that is correct.

Mr. Leither commented that there are relatively a small amount of people in our Harbors as far as population go, does the crime decrease when a few bad actors have stopped using our Harbors? If two people have been doing all the crime, and they suddenly move

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away, that does not speak well to the security position but just that two people moved away.

Mr. Etheridge said it is not just a couple bad actors that is doing all the crime. There are a couple people that are regulars that have moved their operations elsewhere because they do not like the bright lights and company when they are on our property doing wrong. There are even people that come through that are not part of the harbor system and we are able to stop them before getting into the Harbor. The issue we were having was drug dealing in our Harbor parking lots. He said working with the Coast Guard and JPD he believes the drug deals have stopped on our property. The theft still happens, but it is not as much as it used to be.

Mr. Uchytel said as far as the make up of Docks and Harbors, the FTE's have not grown since he started. Some of the FTE's have changed but not increased. He said he has been reluctant to increase our FTE's and he said he would only do that if we expanded our hours of operation. This position keeps someone at our Harbors until midnight and his goal is to have 24 hour coverage in the Harbors.

Mr. Larkin asked if we have any criticism with this position? Has the employee filing this security position expressed any concerns for his safety or wanted additional training?

Mr. Creswell said the current employee is the right employee for this job. He has not had any safety concerns and he knows the patrons in the Harbors. There was a detailed SOP for this position written that guides him. His primary duty is to observe, detect and report. He is not to be getting in between things that are happening.

Mr. Uchytel said he has had a colleague caution us by having this new position called Harbor Security. The colleague suggested staff is shining a light that maybe the harbors are not safe.

Mr. Etheridge said he is already classified as Harbor Security and he believes that label helps.

Public Comment - None

Committee Discussion/Action -

Mr. Etheridge said he has been doing this for a little over two years. He is seeing first hand the changes in the harbor system. JPD is not coming down every night. He is hoping to get this position going. He said it costs him \$100 a week to patrol the Harbors as a volunteer. He said he has heard from some patrons they would pay more for security.

Ms. Smith said she supports this position.

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MOTION By MR. ETHERIDGE: TO AUTHORIZE THE CREATION OF AN ADDITIONAL FTE FOR THE PURPOSE OF AFTER NORMAL BUSINESS HOURS HARBOR SECURITY OFFICER AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

VIII. New Business

1. Appropriation – FEMA Port Security Grant

Mr. Uchytel said on page 22 in the packet is an ordinance to appropriate the FEMA Port Security Grant for the Auke Bay Loading Facility that we need the Assembly to approve. This was already introduced to the Assembly on September 13th and it needs two meetings to approve this. It will go to the Assembly again on October 25th. Page 23 in the packet is a Systemic Racism Review Committee created by the Assembly. Anything going to the Assembly needs to be vetted through the Systemic Racism Review Committee. When working on rate increases, the changes will need to go through the Systemic Racism Review before they go to the Assembly. On page 25 in the packet is the acceptance grant from FEMA. There are several federal guidelines that we need to report on, and to help us with that, we contracted with Merchants Exchange of Portland for \$1,500.

Committee Questions

Ms. Smith asked how much is it costing us for this \$24,000?

Mr. Uchytel said the \$1,500 is rolled into the \$24,700 so there is no additional cost to us.

Public Comment – None

Committee Discussion/Action

MOTION By MR. ETHERIDGE: APPROVAL OF ORDINANCE 2021-08(b)(am)(F) APPROPRIATING \$24,730 FROM FEMA PORT SECURITY GRANT AS FUNDING FOR FACILITY SECURITY ENHANCEMENT AT THE AUKE BAY LOADING FACILITY AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

2. Resolution - In Support of Full Funding for the FY23 ADOT Harbor Facility Grant.

Mr. Uchytel said on page 36 in the packet is a resolution done every year. The DOT Harbor Grant is really the only grant available for recapitalizing our small boat harbors. The lead for this is from AAHPA who drafts the language for this resolution. AAHPA asks all their members to ask their elected officials to approve this resolution. Almost every year we have a project on the list. This year there are seven municipalities that have applied for this the DOT Harbor Grant. This is just the opportunity for all municipalities to say this harbor grant program is very important to all Alaska harbors

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and we beg and plea to the legislature that they fully fund this program. We would like our Assembly through the Board to approve this resolution.

Committee Questions -

Ms. Derr asked if having one of the Board members talk to the legislature about this project would be beneficial?

Mr. Etheridge said he does this on a continuous basis during the legislature pushing on this issue. He said he was one of the founding father of this program and a very strong supporter.

Public Comment - None

Committee Discussion/Action -

MOTION By MR. ETHERIDGE: THAT THE CBJ ASSEMBLY RESOLUTION TO URGE FULL FUNDING IN THE AMOUNT OF \$11,492,760 FOR THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION MUNICIPAL HARBOR FACILITY GRANT PROGRAM IN THE FY2023 STATE CAPITAL BUDGET AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

5. MARAD Correspondence – Self Propelled Hydraulic Boatlift

Mr. Uchtyl said two months ago we had Karl Leis from Karl's Marine talk to the Board about his concerns with the Sealift Self Propelled Hydraulic Boatlift located at the Auke Bay Loading Facility. With the direction from the Board, staff began a process to reach out to MARAD to see what liabilities we have with the hydraulic boatlift. This was purchased in 2012 for about \$560,000 and previously there was concern about the liability of maintaining this equipment. In the eyes of MARAD, we believed we needed to maintain the boatlift into perpetuity. Fortunately when Mr. Schaal and myself reached out to MARAD, they were quite sympathetic to our issue and provided some counsel that we believe with a letter could start a process to dispose of the apparatus through a public surplus process which perhaps would allow us to retain the proceeds from the sale. MARAD has been very helpful and we can at least remove the Sealift off the CBJ inventory but that still leaves Karl's Marine without a hydraulic boat lift. We have asked Mr. Leis to correspond in writing what he wants to do moving forward.

Committee Questions

Ms. Smith asked if Mr. Uchtyl has an idea what amount of Karl's lease was assigned to the boatlift?

Mr. Uchtyl said staff can ask Mr. Leis what he wants with one option being he buys something similar and he is compensated. He still believes he needs the haulout equipment. We may need to hire Horan & Company to come up with what the reduction

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in his lease rate would be. There is the possibility we could sell it and purchase something that is not self propelled but a boat would be hauled out with a front end loader. Maybe there is a secondary market for this four-wheel drive mode? Mr. Leis knows there will not be a replacement apparatus for this winter.

Ms. Derr commented that it looks like we will be looking at replacing this equipment. We may lose some on this but maybe not that much.

Mr. Uchytel said we may allow the boatyard operator to purchase this and do a rent reduction or some kind of compensation. Mr. Leis is burdened with the Sealift out of commission.

Public Comment - None

Committee Discussion/Action

Mr. Wostmann said he would like to negotiate with the lease holder to reduce the cost of his lease and have him purchase whatever piece of equipment that he feels he needs. He does not think it is in our best interest to be responsible for the maintenance of a piece of equipment we do not operate.

Mr. Leither asked Mr. Uchytel if the reason we got into this lease in the beginning is because to get the lift we could apply for a grant and Karl's might not be able to apply for a grant? If we are not paying for the lift but charging for it is at a significant advantage to us.

Mr. Uchytel said the lift was purchased as part of the development of the Auke Bay Loading Facility and we had a TIGER grant opportunity to purchase the lift and the boomtruck. As a municipality, we have more opportunity to purchase capital equipment than a private boatyard owner would. As Mr. Wostmann points out, property that is owned is typically better taken care of because you have the responsibility for that piece of gear. When it is leased out, the lessee is less motivated to maintain that equipment to where the owner would like to see it.

Mr. Leither asked if there was any discussion on Harbor employees operating the lift?

Mr. Uchytel said in the beginning Harbor personnel did operate the haul out facility. Harri's Commercial Marine made a point that in their existing Auke Bay Boat Yard lease they had the right to operate the new facility at the Auke Bay Loading Facility. Staff went through the effort to move the boatyard. The Board decided when there is a private enterprise willing to execute the boatyard work we should allow private enterprise to thrive.

MOTION By MR. ETHERIDGE: TO DISPOSE OF THE SEALIFT SELF-PROPELLED HYDRAULIC BOATLIFT TO THE MARITIME

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ADMINISTRATION CONSISTENT WITH FEDERAL PROCESS AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

IX. Items for Information/Discussion

1. Proposed American Rescue Plan Act (ARPA) funding to Docks Enterprise. Mr. Uchytel said this is a windfall for Docks & Harbors. He heard about this through the City Manager. There is ARPA money that went to the State with the purpose of compensating for lost revenue. The State is reimbursing CBJ money for loss of revenue from the large cruise ship industry from the last 18 months. The memorandum is on page 40 and 41 in the packet. This went to the CBJ Assembly Public Works and Facilities Committee. The proposal is to give Docks & Harbors \$8.4M which is broken down on page 41. There would be \$1M for the Docks Enterprise to make up for the losses of revenue from the large cruise ships, \$1M for the seawalk safety rails, \$3M for Statter Harbor phase IIIC, and \$3.4M for the Seawalk maintenance and repair. The money was accepted by the Finance Director, and the City Manager reviewed where the money could be applied to. The recommendation from the City Manager was to use this money on waterfront CBJ related projects. It will go to the Assembly Finance next week before it goes to the Assembly for action.

Committee Discussion

Ms. Smith asked how much of the Seawalk responsibility is City and how much is Docks?

Mr. Uchytel said looking at resolutions from 15 years ago, the Seawalk is the responsibility of the City Manager. It is not clearly defined who is responsible for the different areas of the seawalk. Over the years we have worked with our colleagues in the different departments and the City Manager's office and we work out the needs for the Seawalk.

Ms. Smith said even if we get this money for the Seawalk, would we be handing this money over to the City?

Mr. Uchytel said Docks & Harbors over the years has built a good rapport with other CBJ Departments. The City Engineering Department recently started two Seawalk projects, one was the Seawalk releveling near the Fishermen's memorial and Twisted Fish and the other was the area near Marine park. Because CBJ Engineering lost staff, they asked if our Engineers would continue working on these two projects. We want to work with our colleagues and not be greedy when we do that.

Ms. Smith asked if they are paying for the projects?

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Mr. Uchytel said the \$8.4M is the for waterfront projects. Staff is happy to help to get these projects finished and it is important to the community.

Mr. Schaal said the idea of the windfall allows myself and the Deputy Engineer continue with projects and both of our positions are paid out of project fees. Our time is recorded related to our project activities. Having these in our department will allow us to keep working on those waterfront projects although there would be no direct impact to budget operations because staff is paid through the project funds.

Mr. Leither asked when the City came up with the recommendation on where the money should go, did they talk to anyone in the harbors community, with Harbor staff, or Board members.

Mr. Uchytel said no.

Mr. Leither said this is all going into Docks Enterprise, but the Harbor Enterprise lost revenue also. If this money is to help out with lost revenue, he believes some of this money should go to the Harbor funds as well. Is there anyway to encourage Assembly members to consider that?

Mr. Uchytel said the Statter Harbor project benefits the Harbor. The proposal, not vetted through us, benefits both the Docks and the Harbors Enterprise. This money came from the State to recoup losses from large cruise ships, and the Harbor did have a loss of revenue, but not to the extent Docks was running a deficit. To get the Statter Harbor Phase III C completed would be a huge windfall for the Harbors. He said his opinion is that Harbors is being compensated very nicely.

Mr. Leither said when he talks to people in the Harbor, Statter Harbor Phase III (C) is not for the people that use the Harbor everyday. It is for the cruise ship tourists and not for the general population in Juneau.

Public Comment

Mr. Kirby Day, Juneau, AK

Mr. Day said the homework has been done by the City management and he believes CLIAA would see these projects as acceptable to use State funds and they are certainly projects that would improve the waterfront for residence and visitors.

2. Launch Ramp Survey Results

Mr. Schaal said staff seized the opportunity during the Salmon Derby to ask users of our facilities some short survey questions. Staff wanted people to start thinking about North Douglas being expanded in the future. We did not get a lot of survey results from the Salmon Derby but when Harbormaster Cresswell put the survey on our Facebook page we had a lot of people respond. Mr. Schaal went over the questions and responses on page 42 and 43 in the packet. He mentioned the data on page 44 in the packet show the Salmon Derby was very busy but the local King Crab opener was even busier. This is

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important for staff scheduling and resources and we could be ready next year for those known openers. Also attached are eleven pages of comments.

Committee Discussion

Ms. Derr said she appreciated this information and thanked staff. She was surprised on how much the North Douglas Launch ramp is used.

Mr. Wostmann said the eye opener for him is the use of the North Douglas ramp. He said he believes this is information the Board will be able to put to good use.

Mr. Leither said this is interesting data, but it could be a difficult thing to draw a conclusion from.

Public Comment - None

3. Taku Harbor Repairs

Mr. Schaal said on page 56 in the packet shows the Taku Harbor boarding damage that has happened in the last month or two. There has also been some slips and trips at this location reported at a previous Board meeting. The problem is between the new float on the uplands side and a reused float that came from Amalga Harbor when it was rebuilt in 2005 used to extend the float out to the new "T" float. The new float sits on a steel pile structure but the old float staff relied on the rigidity to resist the bending that happened. The whaler on the side of the float has broken and the floatation has separated from the structure. The plan is to go to Taku Harbor in the next week or two when some supplies arrive in town. Staff has a low cost plan to build some cribbing on site and place a beam under the structure when we jack it up and reconnect it with some high strength bolts to buy some more time. This would only be a five year fix. We are also going to install some roofing on the slippery plywood to prevent more slips. We will need to come up with a replacement plan and funding in the next five years.

Committee Discussion

Mr. Wostmann asked if it is only the old section from shore to the newer floats start. The rest of the facility is still in decent shape.

Mr. Schaal said that is correct and we want to come up with a plan to replace the failed older floats.

Mr. Wostmann asked if we maintain the float at the other end of the Harbor not attached to shore?

Mr. Schaal said that is our float as well called the Stockade Float.

Mr. Wostmann asked if they are old float sections as well?

Mr. Schaal said they are older but he is unsure of where the floats came from.

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Mr. Wostmann recommended to replace the unattached floats also because they are in bad shape as well.

Mr. Schaal said there was pile jacking repairs about three years ago on the piles on the T float that were coming out of the ground. We contracted Trucano to go down and do the repairs that were completed September 2018 for \$114,743.

Mr. Uchytel said the repairs were under a 25/75 matching grant where we came up with 25% and Fish & Game contributed 75%. We also installed zinc anodes as well and the pilings are in fairly good shape.

Mr. Larkin left the meeting at 6:35pm.

Public Comment - None

4. Capital Improvement Project Update - Seawalk Improvements

Mr. Schaal said we are currently in the bid phase for the Taku Seawalk releveling project. This is the timberdeck area around the Fishermen's Memorial. The bids are still set to open next Tuesday the 28th. The Engineers estimate for this project is \$160,000. Staff is anticipating several local bidders. We are hoping the timber prices have stabilized and they do not impact the Engineer's estimate. There is currently \$209,000 in this CIP. Staff would like to do this project this winter. The other Seawalk project is the deckover project around Marine Park. The design was completed this last summer and funding was not available so it was set on a shelf, but it looks like we will receive funding now. At this point we are not moving to bid because we are worried about impacts for the supply chain and it could be impacted enough to not be ready for the start up of the cruise ship season. This would be completed next year.

Committee Discussion – None

Public Comment –

Kirby Day, Juneau, AK

Mr. Day asked once the Seawalk connection is completed, is the one bollard on the Seawalk for ships at the Steamship dock still going to be used?

Mr. Schaal said yes the dolphin will still be available and we will be installing a power capstan at that location. It will have more accessibility and there is a design for fencing to provide security for the lines when they are in place. It will be better for the longshoremen and they will not need to have their pickup or forklift on the dock. There should be less impact to the dock in the future.

5. Renaming the Archipelago Lot – Peratrovich Plaza

Mr. Uchytel said in the packet on page 57 there is a memo to the Board asking what the Board thinks about changing the name from the Archipelago Lot to the Peratrovich Plaza.

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Staff has been discussing different names for this lot to be able to direct people coming down the Seawalk to this location. With the new Elizabeth Peratrovich mural on the side of the Library, it makes sense to name this lot the Peratrovich Plaza. He asked if staff should move forward with a resolution to the Assembly renaming this lot?

Committee Discussion

Ms. Smith asked if anyone has talked to Sealaska or Tlingit & Haida about this and do they feel this is an appropriate name or would they prefer something else that honors the First Nations?

Mr. Uchytel said he has not reached out to Roy Jr. or Sealaska. Staff brought this to the Board first. If the Board thinks this is a pursuit worth taking, staff will reach out to everyone to make sure they are good with this name.

Mr. Wostmann said he supports the name change and to move forward with contacting members of the native community to see if this is something they feel is appropriate and support.

Mr. Etheridge said he supports this and staff should move forward.

Ms. Derr said she supports this also.

Public Comment

Mr. Kirby Day, Juneau, AK

Mr. Day said he supports this name change. He asked if it was going to be the entire area, the mini bus staging area and the decked over area?

Mr. Uchytel said generally the area is Peratrovich Plaza. If the museum is built on the deck over area, it may change the dynamics somewhat?

6. Harbor Rate Study - RFP

Mr. Uchytel said on page 60 in the packet is a RFP for the Harbor Rate Study. Initially, the focus was on the Harbor Enterprise but with the discussion with the City Manager we will expand our rate study to include the CBJ cruise ship docks for dockage and port maintenance fees. The purpose of the RFP is to select a consultant and this is not the scope of work. This gives professional consultant companies, that do economic analysis, what we are looking for in general terms. They can provide proposals so a group of Docks & Harbors staff and Board Members can evaluate to select a firm. Once a firm is selected we would go through a contract process and then a scope of work.

Committee Discussion

Mr. Leither asked in 1.3 in the RFP would it be beneficial to have Docks and Harbors bidding process separate? It could get confusing who is paying for what. It could be difficult to separate the bid process unless they are separated.

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Mr. Uchytel said staff can separate the fees.

Mr. Wostmann said he is still uneasy with the language in 1.3 and 1.4. In 1.3 the word “loosly” is used and in 1.4 the word “cursorily” is used and both of those words are open to a wide interpretation as to what is actually expected. He asked Mr. Uchytel his interpretation of those words.

Mr. Uchytel said “loosly” means it is not our intent for the consultant to go through every harbor fee but we will have him focus on certain ones. He can change the words.

Mr. Wostmann said if we mean it will be a subset of the rates we have, than we should use that language and it will be less open to interpretation. He said for the word “cursorily” to him means no substance and too minimal for what we are expecting. He would change that to a limited review or a couple sentences to describe better what we mean.

Mr. Uchytel said “cursorily” means we do not want them to inspect our facilities. He said the consultant should know our facilities, walk the facilities but do not inspect the facilities. He can change this and he will get back to Mr. Wostmann with his changes. Mr. Uchytel said his expectation is that a consultant will walk us through the process and this document only brings the consultant to the table. Once a consultant is selected that is when the negotiations start for the final product.

Mr. Wostmann commented we should put what is actually meant in the RFP so the bidders know what is expected will be negotiated in a contract.

Public Comment - None

7. Use Permit for the Fish House Process

Mr. Uchytel said in the packet on page 84 is a Use Permit drafted by CBJ Law intended to use at the Auke Bay Marine Station. When we first were awarded this property, staff went out with a RFI looking for interest in leasing the newly acquired buildings at the Auke Bay Marine Station for commercial use. Staff has shown the buildings to various businesses but there was no real interest. If the new wave attenuator is ever built, the existing buildings will be razed. Recently we have had a couple businesses show interest in leasing office space. Law has confirmed we can use a use agreement process where we do not need to have it appraised and have it go through the Assembly. The Port Director has authority in ordinance to negotiate this use agreement contract which is a one year, renewable contract. Staff believes this is a good way forward to start getting some revenue from this space. He is looking for direction from this Committee to go ahead and pursue negotiating with the two interested companies. He will propose using the same rate as charged for the Port Directors office which is approximately \$2.70 sq/ft per month.

Committee Discussion

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Mr. Etheridge commented that this is a great idea and staff should proceed. This will help defer some of the expenses at this location.

Mr. Wostmann said if we can lease a portion of it, it will be a great idea. Charging \$2.70 a square foot is a satisfactory rate. He commented that water and utility is included in the lease rate. Is that because there is just a single meter to the building and it is not practicle to separate out?

Mr. Uchytal said that is correct. They could be sharing the same floor, bathrooms, and common areas.

Public Comment - None

8. Board Retreat Planning and Board Meeting Calendar

Mr. Uchytal said Ms. Derr has volunteered to help coordinate the Board retreat and he wanted to start discussion on this topic and what are our goals. He would propose looking at the first week in November as a good time for the Board Retreat. The reason is because on November 1st, the Assembly will be having the Committee of the Whole meeting where there will be discussion on the Dock Electrification, UAS property, and the Dockage Fees and hopefully there will be some guidance to move forward. It has been recommended to have a face-to-face retreat and he has been working to get a facilitator. He suggested Board retreat discussion items to include; CIP prioritization, what projects to be considered for the 1% sales tax initiative for October 2022, discuss the idea for Board members being more involved in lobbying efforts, and what expectations from the current Board do you have for staff and what staff would like the Board to focus on.

Committee Discussion

Ms. Derr said in reviewing the previous agendas from past reateat, most were two days with a third set up just in case it was needed, but the third day was not needed. The Board could look at having the retreat on a Friday and Saturday or Saturday and Sunday in the first week of November. The Operation Meeting would be the following Wednesday November 10th to formally put the motions together to send to our full Board meeting on November 18th.

Mr. Etheridge commented on the idea of all the Board members being in the same room. We can have it in the Assembly Chambers so everyone can be spread out. He said he believes there is a lot more Board Member participation in discussions when the meeting is in person.

Ms. Smith said she supports the dates. She will not be available October 15th through November 3rd. She also supports having the Board Retreat in person.

CBJ DOCKS & HARBORS
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
For Wednesday, September 22nd, 2021

Mr. Wostmann said the first weekend in November works for him. He said having this in person would be good but to have a tentative back up plan in case we are faced with extreme COVID issues that makes it unsafe. He does prefer an in person meeting.

Mr. Leither said he will make whatever date work.

Ms. Derr asked if the Board Members want the retreat meeting to be three hours like in the past?

Mr. Etheridge said three hours but to go over that if needed.

Mr. Uchytel asked if this is set for Friday the 5th and Saturday the 6th of November?

Mr. Etheridge said yes.

Ms. Derr recommended Friday evening 5pm to 8pm and Saturday 10:00am to 1:00pm.

Public Comment - None

X. Staff & Member Reports

Mr. Uchytel said there is a tourism survey he sent a link to all the Board members and Harbor personnel which has to do with impressions on large cruise ship tourism. He highly encourages Board members and Docks & Harbors staff to fill this out.

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting-**Wednesday, October 20th, 2021**

XII. Adjournment – The meeting adjourned at 7:32pm.