

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING MINUTES
For Thursday, November 18th, 2021

Zoom Meeting

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 members were present in the Port Director's Conference Room or via Zoom. Lacey Derr, Paul Grant (joined meeting at 5:34 p.m.), David Larkin, Matthew Leither, Mark Ridgway, Annette Smith, Bob Wostmann, James Becker and Don Etheridge.

Also in attendance: Carl Uchytel – Port Director, Matthew Creswell – Harbormaster, Erich Schaal – Port Engineer, Christine Woll – CBJ Assembly Liaison, Teena Larson – Administrative Officer, Nichole Benedict – Administrative Assistant I.

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 October 28th, 2021 Board meeting minutes.

Mr. Wostmann said there was a small correction needed. He asked his following statement be corrected: Under Committee Member Reports – Mr. Wostmann said under the Planning Committee those changes were **NOT** adopted.

The October 28th, 2021 Board minutes were approved as amended.

V. Public Participation on Non-Agenda Items

None

VI. Special Order of Business

Mr. Uchytel stated he had Mr. Scott Hinton in the conference room today. He was recognized at the Alaska Association of Harbormasters and Port Administrators annual conference as our Employee of the Year.

Mr. Uchytel read the citation recognizing Mr. Hinton as the CBJ Docks & Harbors Employee of the Year for 2021.

VII. Unfinished Business

1. Capital Improvement Projects (CIP)

Mr. Schaal shared a document on the screen listing the Capital Improvement Project Priorities. The document showed three of the nine Board member's rankings by importance. The list was separated by Docks projects and Harbor projects. Docks & Harbors staff also ranked the Capital Improvement Projects by importance. The projects were ranked as shown below.

DOCKS:

1. Dock Waterside Safety Railings
2. NOAA Dock Acquisition
3. Small Cruise Ship Infrastructure
4. Shore Power at Cruise Ship
5. Downtown Waterfront Improvements Ph II (Restrooms)
6. Lightering Float Replacement
7. Deck Over at People's Wharf

HARBORS:

1. Aurora Harbor Rebuild – Ph III
2. UAS Downtown Property Purchase
3. Statter Harbor Passenger for Hire Ph IIIC
4. Cost Share w/ACOE – Statter Breakwater Feasibility Study
5. Aurora Harbor Rebuild – Ph IV
6. North Douglas Boat Ramp Improvements
7. Aurora Harbormaster Building and Shop Replacement
8. Juneau Fisheries Terminal Development
9. Marine Service Center
10. Douglas Harbor Uplands Improvements
11. Statter Harbor Shop/Garage/Storage Facility
12. Wayside Float Maintenance Dredging
13. Auke Bay Net Repair Float
14. Aurora Harbor Dredging – Tug Slips
15. Taku Harbor/Stockade Point Float Replacement
16. Fish Sales Facility – Harris Harbor

17. Auke Bay Non-Motorized Coastal Transportation Link

Mr. Etheridge asked Mr. Schaal when this was needed to be submitted to the Engineering & Public Works Department?

Mr. Schaal said it is needed by mid December 2021.

Ms. Derr said the current ranking listed for the top four on the Docks projects and Harbor projects align with her choices.

Mr. Etheridge said this is time sensitive and Mr. Schaal needs them soon. He suggested everyone's rankings be submitted by Monday, November 22, 2021 to have their input considered.

Mr. Ridgway asked if there is a way to continually update this priority list throughout the year.

Mr. Schaal said he could bring this list back to the Board at regular intervals.

Mr. Ridgway said going over this list quarterly would be helpful.

Mr. Becker asked if availability of funding should matter when ranking the improvement projects by importance.

Mr. Schaal said Docks and Harbors has grant submissions in for most of these projects, with the exception of the Wayside Float and Taku Harbor Float. Mr. Bohan, Chief CIP Engineer will want the most immediate priority for next year, and whether Docks & Harbors will match any money towards it. He uses this information to write the Appropriation Ordinance. Mr. Schaal said we need to bring grant money to the City Assembly and ask them to approve the appropriation of the money to the projects. Most of these projects will be future funded, but they will move to the top if we receive a grant.

Mr. Ridgway said this list, with employee rankings and project notes is super helpful when sitting down with a list of thirty projects.

Mr. Uchytel asked everyone to look at page 38 in the agenda packet – CBJ lists, plans and priorities graph. Mr. Uchytel said this is a good depiction of what is needed to create a priorities list. He explained how there is a 10 year comprehensive plan, listing good ideas and projects needed. Then legislative priorities filter that list down. The green is showing the one percent sales tax project, which is funded by voters. The next level is the 6-year CIP, which is what Mr. Bohan produces. The last level is

green and showing what is in the current years CIP and is funded. He also said he does not believe we have any grant money funded for anything in FY23.

Board Questions: None

Public Comment: None

Board Discussion/Action: None

2. Legislative Capital Priority List – Docks & Harbors Board Prioritization

Mr. Uchtyl asked everyone to look to page 17 in the agenda packet at a memo from Katie Koester, Engineering and Public Works Director. We need to submit a recommendation for two projects that we want submitted to the Assembly as our legislative priorities by December 15th, 2021. Mr. Uchtyl does not think the Harbor projects will jump ahead of some other high priority things being suggested. These selections will go to the Public Works committees and the Assembly for consideration.

Mr. Uchtyl said he is trying to include all of the priority lists together. After the recent Board retreat, he wants to get a sense of how the Board feels about future projects. It is difficult for the CBJ Assembly to prioritize the different department's projects without input from department heads and their Boards. Mr. Uchtyl recommended the Board submit one or two projects to Director Koester.

Mr. Etheridge asked what projects we used last year?

Mr. Uchtyl asked everyone to look at page 23 of the agenda packet. Last year we looked at the North Douglas launch ramp expansion. We thought it seemed like a good project. This list shows it at \$250,000, but that is only for the design and planning. When completed it would be a \$10-\$20 million project. The Auke Bay Breakwater and Auke Bay Seawalk came up, but Mr. Uchtyl did not think there was Board support for that.

Board Questions:

Mr. Leither asked if politically we may be better served by picking a project that has a lower cost. Is the likelihood of getting funding better if we pick smaller less expensive projects?

Mr. Uchtyl said with an infrastructure bill being signed recently, we will still have opportunity to get our projects done through grants and infrastructure funding. He

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stated the Assembly will most likely pick projects that benefit all community members. We need to give the Assembly two that we think are the highest priority. Sometimes when we rank projects we need to decide if the ones that have the best opportunity to get funded should be first, and certainly the Auke Bay wave attenuator is that. Every year we lobby with our Federal Delegation and the Army Corps of Engineers letting them know what we feel are priorities. Unfortunately, they believe these are important but have many important projects across the country and have not selected ours.

Mr. Etheridge said we should pick one from the Docks list and one from the Harbors list. His suggestion from the Docks list was the safety handrails. The project is not very expensive and it is a big safety concern.

Mr. Uchytel said he agreed, but the Assembly might look at this project and say it should be funded by the marine passenger head tax. He feels the legislative priorities should be projects that would not be able to receive head tax funding.

Mr. Etheridge said we should still submit the hand rails. If the money comes from head tax or the Assembly at least the project is getting funded.

Mr. Paul Grant joins the meeting at 5:34pm.

Public Comment: None

Board Discussion/Action:

Mr. Etheridge said he thinks we should pick projects that are not overly expensive and have the widest appeal to the majority of community members.

Mr. Leither said there is a project that is hard to be on top of our list but might have a wider appeal to the community. His suggestion was dredging the Wayside Float at DIPAC. It might not be high on our priority list for us to fund, but it might be something important for the community.

Mr. Ridgway asked if there is a way to submit the Juneau Fisheries Terminal development project, but with a smaller cost.

Mr. Uchytel said in the past we have applied for \$25 million for the project with BUILD grants. This was the most we could ask for as a rural community without local matching funds. That's why a lot of these projects are like this, we try to get the largest projects completed without matching funds. In this last round of RAISE grants we asked for \$3 million for design and planning money to help build and move

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the project forward. We also applied for a MARAD PIDP Grant for \$10 million which would buy the drive down float for the commercial fishing boats.

Mr. Ridgway asked Mr. Uchytal if we could ask for the \$3 million for the Juneau Fisheries Terminal design.

Mr. Uchytal said it is doable, but he does not think the Assembly will be supportive of that amount of money being used for design efforts. That would be his concern if selecting that project to submit. Mr. Uchytal also agreed there might be value in proposing the Wayside Float especially in terms of equity. The float was given to us and is outside our mission and we know this dock is typically used by people that do not own a boat.

Mr. Etheridge said it is also one of the only places that is handicap accessible for community members and supports it being submitted as a priority.

Mr. Becker asked about the condition of the Wayside Dock and if it has been getting worse.

Mr. Etheridge said yes, it comes halfway out of the water on a minus 4 foot tide.

Mr. Grant asked about the vehicle access and if that was the cause of the damage.

Mr. Etheridge said we are not speaking about repairing the float, only dredging underneath it to prevent further damage.

Mr. Uchytal said the dock was built in the early 2000's and over the last 20 years the isostatic rebound has been an issue, raising the land underneath it. This dock was not designed to come in contact with the seafloor and it is causing damage. Driving vehicles on it is exasperating the issue.

Mr. Wostmann asked if there was a set date we need to respond by. He liked the discussion about the Wayside Float and supports selecting it as a priority.

Mr. Uchytal said Ms. Koester would like the selections by December 15th, 2021.

Ms. Derr said she agrees with everyone and would like to submit the Wayside Float and security railings as our priorities.

MOTION By MR. RIDGWAY: TO PROVIDE THE DOCK WATERSIDE SAFETY RAILINGS AND THE WAYSIDE FLOAT MAINTENACE DREDGING FOR CONSIDERATION BY DOCKS & HARBORS

LEGISLATIVE CAPITAL PRIORITY PROJECTS AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

3. 1% Sales Tax Initiative – Docks & Harbors Board Prioritization for October 4th, 2022 Election.

Mr. Uchtyl said this fits well with the discussion of our priorities. No one from the Assembly is asking for input at this time. In the near future we will be asked what projects we want funded with the 1% sales tax initiative. Mr. Uchtyl is unsure how they will want projects submitted. Whether it will be projects with economic benefits or projects that enhance the livability of Juneau. In the past we have had Board members supportive of finishing Douglas Harbor. This project was submitted back in 2017. It was not selected by the Assembly. What was selected was the north end of Aurora Harbor. This money is typically funding capital improvement projects, usually there is about \$44 million for citywide projects.

Mr. Becker asked if the \$1.5 million for the north end of Aurora Harbor has already been spent.

Mr. Uchtyl said no it is just sitting there.

Mr. Becker asked if we could apply again since the state was supposed to help and has not.

Mr. Uchtyl said yes, we can ask for it again.

Mr. Etheridge asked what the amount was for the Douglas Harbor improvements?

Staff stated it was around \$2 million.

Ms. Smith asked if the Douglas Harbor uplands project included paving the parking lot, installing lights and the betterment of the launch ramp.

Mr. Schaal said this is a very old number and with inflation it would not get us far. This money would only get us the parking lot facing Savikko Park and not around to the boat storage. It would get curbs, gutters and a seawalk. This project is for the harbor users and does not include the launch ramp.

Public Comment: None

Board Discussion:

Mr. Ridgway said no motion needed at this time.

Ms. Woll said she did not have any input and has not gone through the 1% sales tax initiative before.

VIII. New Business

1. Vessel Lightering Fee – 05 CBJAC 15.060

Mr. Uchytel said last week's Operations/Planning Committee meeting passed a motion to increase the lightering fee from \$600 to \$1,700. With that direction we got together with the Department of Law and drafted the proposed changes on page 42 of the agenda packet. The changes are very simple and include the dollar amount and deleted the Marine Park Lightering Float, as it does not exist anymore. Mr. Uchytel also added a CPI adjustment going forward. This change will go into effect for the 2022 cruise ship season. If the Board approves this change tonight Docks and Harbors will start the public notice process.

Board Questions:

Mr. Ridgway asked Mr. Creswell if there were any significant changes from the information provided at the Ops meeting compared to his memo on page 41 of tonight's agenda packet.

Mr. Creswell said he updated the Port Maintenance Fee for that particular vessel that was used as a sample. He is also showing where the money goes for each fee, whether it was to Docks, maintenance, CBJ or to bond debt.

Mr. Ridgway asked for confirmation the increase was primarily due to the increase in security requirements from the United States Coast Guard.

Mr. Creswell confirmed that is correct. We have new security requirements at the lightering float as well as at the other cruise ship docks.

Ms. Derr asked if this increase had anything to do with potential Covid related needs.

Mr. Creswell said Covid needs were not taken into consideration. The lightering float is a new facility and this increase is based on real cost associated with the security requirements.

Mr. Grant asked about the two options listed in the memo.

Mr. Creswell said as he wrote the memo and came up with a couple of different options. During the Finance Sub-Committee they came up with the selection of raising the fee to \$1,700.

Public Comment: None

Board Discussion/Action: None

MOTION By MR. RIDGWAY: TO DIRECT STAFF TO COMMENCE THE PUBLIC HEARING PROCESS TO INCREASE 05 CBJAC 15.060 (VESSEL LIGHTERING FEE) FROM \$600 TO \$1,700 AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

2. Docks & Harbors Rate Setting Policy Statement

Mr. Uchtyl asked everyone to look to page 47 of the agenda packet. He said the Operations/Planning Committee took a look at this policy last meeting and directed him to finalize it.

Board Questions: None

Public Comment: None

Board Discussion/Action: None

MOTION By MS. DERR: TO APPROVE PRESENTED DOCKS & HARBORS POLICY STATEMENT AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

IX. Items for Information/Discussion

1. Docks & Harbors Board Annual Letter to the Assembly

Mr. Uchtyl asked everyone to look at a draft of the letter on page 50 in the agenda packet. The first paragraph shows the ordinance with the requirements of the letter. The letter is due to the Assembly on November 30th, 2021. Mr. Uchtyl said he started the letter showing past and current revenue. The attachments include graphs with budgeted and actual revenue going back to FY2013. He also included the fund

balance, and rates as required. He asked if the Board had any comments or amendments they would like to make to the letter.

Board Questions:

Mr. Ridgway said the letter looked great. He might bold the deficit of \$770,000 and asked if Mr. Schaal could add some lines about how big our Docks & Harbor Enterprise truly is.

Public Comment: None

Board Discussion/Action:

Mr. Wostmann said he agreed with Mr. Ridgway and wanted a total of our assets shown. He read the letter with care and thinks it is a very good letter.

2. Docks & Harbors Calendar Year 2022 Schedule

Mr. Uchytel said this is the updated schedule making sure we have two Finance Sub-Committee meetings each month. If for some reason we do not need a meeting we can always cancel it.

Board Comments: None

Public Comments: None

Mr. Etheridge said the 2022 calendar is now set.

X. Committee and Member Reports

1. Board Retreat Meeting – November 5th, 6th and 10th, 2021.

Mr. Uchytel thought a lot of good came out of the retreat. He thinks it is good to do yearly and was time well spent. Next we need to start thinking about the once a year meeting with the Assembly.

Board Comments: None

2. Operations/Planning Committee Meeting – Thursday, November 10th, 2021

Mr. Ridgway said they forwarded out of committee the rate policy approved tonight and the lightering fee increase.

3. Member Reports

Mr. Grant said he was in Taku Harbor last weekend and wanted to report the facility looked to be in great shape.

4. Assembly Lands Committee Liaison Report

Ms. Derr said the Assembly Lands Committee is working on Title 49 and changing some of the land use codes. There is a considerable chunk of property above Auke Bay School. The city is considering developing it. The main concern is access, one road between two privately owned pieces of land. There was also no movement on plans out North Douglas.

5. Auke Bay Neighborhood Association Liaison Report – Nothing to report

6. South Douglas/West Juneau Liaison Report

Ms. Smith said she did not attend the last meeting. The next meeting is scheduled for December 7th, 2021 and she will be doing a presentation for Docks & Harbors with regards to Douglas projects.

XI. Port Engineer's Report

Mr. Schaal stated his Engineer's Report is on pages 58-62 of the agenda packet. He reported;

- The Taku Seawalk Releveling Project is moving forward. He has been reviewing submittals from the contractor. They have also met on-site to look at adding some work to the project to repair the section of the Seawalk that Taku Smokeries drives across with their forklifts. This area is between the dock they lease from us and their processing plant. That dock has settled and the boards are in need of repair. This additional work comes up to \$62,000. We have extra money in the account so we will fix this area at the same time.
- Staff has a plan to make some repairs to Taku Harbor and we will get out there as soon as the weather allows.

Board Questions:

Mr. Grant asked why we are responsible for the wear and tear caused by vehicles owned by Taku Smokeries.

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Mr. Schaal said we have a use agreement with Taku Smokeries. We built that dock and they lease it from us. Typically we also make \$400,000 per year in fish tax. We try to be a very good partner with this business.

XII. Harbormaster's Report

Mr. Creswell reported

- Monday of this week he held interviews for the year-round Harbor Security Officer position. Mr. Kenneth Davis was selected for that position and starts November 23rd, 2021.
- Cameras - We have received quotes and are moving on installing two more cameras at Harris & Aurora Harbor as well as some lighting at Aurora Harbor. Docks & Harbors received a FEMA Port Security Grant for the camera system upgrade at the Auke Bay Loading Facility. He met with the contractor yesterday and thinks the project will be completed in early spring 2022.
- We are awaiting our first batch of 25 safety ladders to come in. Harris Harbor will be first to receive the ladders, then he will move throughout the rest of the harbors. They will be installed every other stall, so every four boat slips will have a safety ladder.
- With the recent snow, we are getting into the snow removal process again. Everything is working well there.
- The Sealift is on the public surplus website. There is already a lot of interest in the Washington area. It was listed at a reserved price of \$160,000.

Board Questions:

Ms. Smith asked if the individual we hired for the Harbor Security Officer was the same person that had been doing it throughout the summer.

Mr. Creswell said yes, it is the same person.

Ms. Smith said she is hearing from people at the Douglas Harbor that were delighted to have the security presence.

Mr. Becker asked the condition of the Sealift.

Mr. Creswell said there are some minor problems and they were listed in the surplus post.

Mr. Grant asked about the cameras and how and when they are monitored.

Mr. Creswell said the cameras are passively monitored. Usually we only look at footage if a police report is filed. Searching through footage is very time consuming unless we have a reason or are looking for a reported incident.

Mr. Grant said he has seen other harbors show their cameras on a live stream from their website. He thought this was a good thing for many reasons. Others can witness a problem and contact us and it could help with real-time responses. He asked Mr. Creswell to look into what it would take for us to do that too.

Mr. Creswell said we currently have one camera out in Statter Harbor that is on a live stream. He has looked into this in the past and can revisit it and see about the process.

XIII. Port Director's Report

Mr. Uchytel said when Ms. Smith presents to the South Douglas/West Juneau group he has some presentation information that might be helpful with the Douglas Harbor Upland Project.

Mr. Uchytel said on Monday the President signed an infrastructure bill (Infrastructure Improvement & Jobs Act) and we might have some grants available to us. He also spoke about RAISE Grants that we applied for and were unsuccessful in getting.

Mr. Uchytel spoke about upcoming leave time to be spent in Washington D.C. and how he was planning to meet with lobbyist and representatives of the Congressional Delegations.

Board Questions:

Ms. Smith said she was going to ask for input on our projects from the South Douglas/West Juneau group.

Mr. Ridgway asked about the meetings in Washington D.C.

Mr. Uchytel said he had been there many times as part of the American Society of Civil Engineers (ASCE). He said our federal lobbyist was Katie Kachel and works closely with our Senators and is wonderful.

XIV. Assembly Liaison Report

Ms. Woll said the Assembly has not had a regular meeting since the last time this Board met. She said they had a committee meeting regarding Docks & Harbors where they reviewed the dock electrification report in great length and had a lively conversation. The Assembly wanted to confirm there was going to be a lengthy public review process and wants to see the comments.

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Ms. Woll said they had a Finance Committee meeting and moved a few Docks & Harbor items to go in front of the full Assembly. Those items included the appropriation and full funding for the UAS property. They also talked about Marine Passenger Fees and how ARPA funds are being used to make up the difference from past years to this year. They also moved forward the funds for the Statter Harbor Ph IIIC project as well as Seawalk funding for the Marine Park replacement. She thought it was for a reduced amount from \$3 million to \$2.5 million. This goes to public comment on Monday with a full vote on December 13th, 2021.

Board Comments:

Mr. Uchytel asked Mr. Schaal to confirm we have the Dock Electrification Study out for public comment.

Mr. Schaal said that is correct, it has been sent to Lisa Phu our Public Information Officer and she should have it posted by November 19, 2021.

Ms. Woll asked how long the public comments are open for.

Mr. Schaal said it would be open for 60 days, closing on January 17th, 2022.

XV. Board Administrative Matters

- a. Finance Sub-Committee Meeting – Tuesday, November 23rd, 2021
- b. Finance Sub-Committee Meeting – Tuesday, December 7th, 2021
- c. Special Board Meeting – Wednesday, December 8th, 2021
- d. Ops/Planning Committee Meeting – Wednesday, December 8th, 2021
- e. Board Meeting – Thursday, December 16th, 2021

XVI. Adjournment – The meeting adjourned at 6:39 p.m.