

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTEES
For Wednesday, March 23rd, 2022
Via Zoom

- I. Call to Order** Mr. Ridgway called the Operations Meeting to order at 5:00 p.m. via Zoom.
- II. Roll Call** The following member were in attendance via Zoom or in person at the Port Director's conference room. James Becker, Lacey Derr, Don Etheridge, Paul Grant, Matthew Leither, Annette Smith, Bob Wostmann and Mark Ridgway).

Absent: David Larkin

Also in attendance: Carl Uchytel – Port Director, Matthew Creswell – Harbormaster, Erich Schaal – Port Engineer, Teena Larson – Administrative Officer, and Nichole Benedict – Administrative Assistant.

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 Wednesday, February 16th , 2022 Operations/Planning Meetings Minutes.

Hearing no objection the February 16th, 2022 Operations/Planning Meeting minutes were approved as presented.

VI. Consent Agenda - None

VII. Unfinished Business

1. Amendment to FY23/FY24 Biennial Budget

Mr. Uchytel said in the packet on page 12 and 13 are the revised proposed budget amendments. In January, the Board approved a biennial budget but about three weeks ago the Finance Department informed all departments fees were increasing for the insurance premium as well as fleet which is a division under Public Works to maintain our vehicles. The Docks and the Harbors property insurance premiums were each increased by \$65,000. The total property insurance will be \$426,000 which is a 209% increase from our FY22 premiums. Last night at the Finance Sub-Committee meeting he gave a presentation on the reasons why the Finance Department indicated the need to

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raise the overall increase to CBJ. Insurance is more expensive throughout the country and the City has had more claims recently and will have a negative fund balance primarily due to the Riverbend school water line break which has cost between \$3M and \$4M. The fleet increase is \$9,900 for our vehicle maintenance. In the power point last night was information provided by Risk Management. The original split for the property insurance was a 50/50 split between Docks and Harbors. A Board member requested to have this evaluated to see if this was how it should be split and in the evaluation Finance Department determined a 60/40 split would be accurate. The Docks would pay 60% and the Harbor would pay 40%. Docks and Harbors has about 12% of all the facilities in CBJ. The \$426,000 is about 12% of the overall cost to the City and we are self insured. For FY23 Harbors overall commodities and services increased by \$32,000, and Docks commodities and services increased \$108,000. In the packet is the proposed changed budget that will be presented to the Assembly on April 27th.

Committee Questions

Ms. Smith asked why we are paying for the schools insurance? Has anyone looked into pulling out of the CBJ insurance pool and getting our own insurance?

Mr. Uchytel said he has asked that question but has not been given a direct answer. Our facilities are valued higher than the Airport and the Hospital.

Ms. Smith said the value of our property has nothing to do with our insurance claims. What is our percentage of insurance claims?

Mr. Uchytel said on average we have had very few claims. We will have this year a \$250,000 claim for D-float in Statter Harbor. Over the last 13 years we have had about \$800,000 in claims.

Mr. Leither asked what the terms of our insurance is? What things are we eligible to make claim on?

Mr. Uchytel said we don't have a terms of agreement. When we have damage we contact Risk Management and they take care of the claim.

Mr. Creswell said for vehicle claims we have a \$1,000 deductible.

Mr. Ridgway asked if the deductible is the same for our property?

Mr. Uchytel said yes.

Mr. Leither asked if we are making claims on all our repairs? Example would be the bolts for the Statter Breakwater that keep breaking, the water line that just broke in Statter Harbor, and the lift at the Auke Bay Loading Facility. He was under the impression that when we make a claim our rates increase but that does not seem the case so why are we not claiming all repair items?

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Mr. Uchytel said with your car you have insurance in case you get in an accident. The water line break was a warranty item, to replace the bolts is not the purpose of insurance.

Mr. Leither commented that he just wanted to make sure with the high premium we are getting our monies worth.

Mr. Ridgway said with the claim this year, we should still be ahead with the premium increase.

Mr. Grant asked if I go out to buy insurance I get charged on the risk level. If we have had so few claims, he wonders what Docks & Harbors risk level is. How does our share of the risk pool get determined. Is the 209% increase across all departments?

Mr. Uchytel said CBJ has about \$1B in facilities and we have \$122M in facilities which is the 12% of overall property.

Mr. Ridgway said we are not able to do anything immediately with this insurance bill. There is a lot of interest from Committee members on how to maximize our insurance dollars and how to work with the City to make it more reflective of the risk that D&H has on the overall insurance of the City. He would like to have someone come from risk to talk to the Board to answer the insurance questions.

Mr. Etheridge said this is a mandated cost to us by CBJ. We did not get out of CBJ insurance so this is what we need to pay.

Mr. Wostmann said he worked with Ms. Larson and Mr. Uchytel today and made clear the 60/40 split. The numbers do add up and does not have any questions. He agrees with Chair Etheridge and it does seem that our claims are not as large as other departments but it only takes a minute to have an accident for over \$5M. We could try to make the argument our risk is low but our facilities are expensive.

Mr. Uchytel said the Risk Manager retires at the end of April and he will have her come in before she retires.

Ms. Smith asked if this is something the Finance Committee should dive into and see what a cost for insurance would cost outside the City.

Mr. Ridgway commented this should go to the Operations Committee. He would like to have the Risk Manager come in April to present and we should ask if it is feasible to leave the City insurance.

Mr. Becker commented that circumstances are usually better being in a larger insurance pool and being on the water could be making it higher.

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Mr. Uchytel said the Finance Department knows the Board is not happy with the increases.

Mr. Ridgway asked Committee members to send questions for Risk to Mr. Uchytel so they know what they will need to answer.

Public Comment - None

Committee Discussion/Action

MOTION By MR. ETHERIDGE: TO RECOMMEND APPROVAL OF AMENDED FY23/FY24 BIENNIAL BUDGET AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

2. Special Discount under 05 CBJAC 15.030(i) - Dockage Specials

Mr. Uchytel said in the packet on page 14 is the amended dockage fees the Board approved and the Assembly adopted. This is for transient fishing vessels, and yachts. This was originally not approved and Assembly gave direction to the City Manager to support the Dockage rates but exempt vessels paying head tax. The result of the regulation changes was that we did not change the fee for vessels over 200'. However, there are two vessels under 200 feet and subject to head tax. The question before the Board is "do you want to exempt those two cruise ships"? If that is what the Board wants to do, there is a Dockage Special that the Board has the power to do, after a public hearing for a temporary time period.

Committee Questions

Ms. Derr asked if we need to do a hearing each month or one for the entire season.

Mr. Uchytel said it would be just one hearing. It could say something like "the Dockage Fees enacted by the Assembly do not apply to vessels that pay Marine Passenger Fees for calendar year 2022".

Mr. Leighter asked how many passengers get off the smaller ships?

Mr. Creswell said he thinks it is 60.

Mr. Grant asked why we do not make it a straight exemption? How strong was the edict from the Assembly that we have to do it this way? Why go through a dockage special?

Mr. Etheridge said when this was being discussed at the Assembly, they were very adamant about exempting all ships that pay the marine passenger fees. The proposal also given to the Assembly was that we put the rates for the cruise ships in the ongoing rate study. After the rate study, we would be able to move forward with those changes.

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Mr. Ridgway said the reason we are doing it this way is because it is already in code.

Public Comment –

Mr. Day, Juneau, AK

Mr. Day said this is in line with what he testified in prior meetings to not raise the rates for this year at the last minute and wait for the rate study. If there is a tool to waive the increase for these two smaller cruise ships, he appreciates that.

Committee Discussion/Action

Mr. Leither said something to consider if the City is saying we can not charge both, is it worthwhile to charge by the dockage fee rather than the head fee. The economics of that might work out very different than what the economics of a normal cruise ship.

Mr. Uchytel said this is trying to treat the cruise industry similarly. It is not a great amount of money, and doubling the dockage fee will provide more revenue for Docks. We do not keep the head tax, it goes to the City Manager for the Marine Passenger fee, and the Port Development fee goes into another account. We benefit from both, but we do not keep it in our operations. This is a nod to the direction from the Assembly for the timebeing to not raise the fees on cruise ships this summer.

Mr. Etheridge said we do not have the authority to raise the passenger fees, but the Board does have authority to raise the dockage fee. With the Assembly saying anyone paying head tax should not be increased this year, waiting for the rate study to be completed, and adjusting the rates all at once will work the best and be most productive.

MOTION By ETHERIDGE: TO RECOMMEND SETTING A PUBLIC HEARING TO CONSIDER EXEMPTING VESSELS SUBJECT TO PASSENGER FEES FROM CY2022 DOCKAGE FEE INCREASES AND ASK UNANIMOUS CONSENT.

The motion passed with no objection.

3. Implementation of CY2022 Docks & Harbors Fee Changes

Mr. Uchytel said in the packet on 17 starts the omnibus of all the CPI adjustments. On page 28 has the list broken out with staff proposal on when the new rates should start. We have a fiscal year fee (moorage), a calendar year fee (launch ramp, and skiff), and a cruise ship season fee. This just gives staff guidance on how to implement the changes.

Committee Questions

Mr. Etheridge said the Finance Sub-Committee also went over these rates and the proposal in the packet was the recommendation from that Committee.

Mr. Uchytel clarified, that for the Dockage fee only, staff has been taking reservations and our recommendation is to honor the reservation made before April 1st and that this is when the new Dockage fee would start.

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Ms. Larson said the CPI for Dockage fee will increase next year in 2023.

Mr. Ridgway pointed out that on the fee schedule proposed from the staff needs to be corrected to show the Dockage CPI increase will take affect April 2023.

Mr. Leither asked if everytime we make a change are we going to continue to push out the CPI?

Mr. Etheridge said it is whatever the Board wants to do.

Mr. Ridgway commented that the proposal in the packet shows the fees are changing and it shows the date they are changing on.

Mr. Grant asked if this will be the dates for the CPI every year or is this for this year?

Mr. Uchytal said reading the adopted regulation changes, we could have raised fees as soon as this was enacted. But because these were recently enacted, we are feathering in the fees and trying to do the right thing for the user groups.

Mr. Grant asked if there is a CPI raise every year are these dates in this memo the date to use every year?

Mr. Etheridge said this is the starting date for now and because we already have the moorage adjusted July 1st, it would be easy to tie these in at that time.

Mr. Ridgway asked after we feather these rates in this year, will they all be changed January 1st in the future?

Mr. Uchytal said launch ramp fees and skiff fees are on a calendar basis. We typically do not get the CPI until the first of February so there will be a natural lag in those rate changes. The cruise ship fees will be adjusted April 1st and the rest of the fees adjusted by CPI would be effective July 1st.

Mr. Wostmann commented that his understanding on reservations to be at the lower rate were people who already paid for the reservation. Does the reservation need to be paid at the time of reservation?

Ms. Larson said yes.

Mr. Ridgway commented moving forward we should determine a time when all the CPI rates will be implemented.

Mr. Etheridge said when the CPI is voted in.

Public Comment - None

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Committee Discussion/Action

MOTION By MR. ETHERIDGE: TO DIRECT STAFF TO ENACT RECENT REGULATION FEE CHANGES AS AMENDED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

VIII. New Business

1. US DOT Grant Opportunities & Strategies ([RAISE](#), [PIDP](#), INFRA)

Mr. Uchytel provided a presentation on the grant opportunities. There are several opportunities for grants and he would like direction from the Committee on what grants staff should pursue. Staff applied for a \$10M PIDP grant in 2021 for the Juneau Fisheries Terminal for the rebuild of the crane dock. Staff applied for three RAISE grants last year, one was for Dock Electrification, \$25M small cruise ship infrastructure for outside the Seadrome building, and also applied for a \$3M planning and design effort for Juneau Fisheries Terminal. We were unsuccessful with all the grants. Staff did receive a debrief from US DOT for the Dock Electrification and MARAD will provide a debrief of the 31st of this month as well. Also submitted was a \$13M EDA grant for the small cruise ship infrastructure that we are currently waiting results. Mr. Uchytel talked about other grant opportunities and the requirements for eligibility. For the PIDP grant, our federal lobbyist believes the Juneau Fisheries Terminal meets all the requirements best. There is no award size for a PIDP grant. Mr. Uchytel said when he met with the MARAD folks and discussed options for applying for the PIDP they encouraged him to consider having the City apply for one grant and Docks & Harbors apply for one grant under a different UEI number. Staff is going through the process currently with MARAD for a legal review. For the RAISE grant, we are eligible to submit three applications. For the INFRA grant opportunity he believes the Juneau Fisheries Terminal will be eligible.

Committee Questions

Ms. Smith asked under the INFRA grant opportunity why we do not qualify under the a project for a marine highway corridor?

Mr. Etheridge that is for the operations of the ferry system. That was designed for Alaska and Washington ferry systems.

Mr. Schaal commented that it is recognized as a water highway. From the debriefs of the granting agencies, there will be a lot more applications this year than previous years.

Ms. Smith asked about the freight transportation requirement and wondered if fish would qualify?

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Mr. Uchytel said there are other freight type things we could pursue but recreational type things are not eligible. He said cruise ships will be considered this year for PIDP but not in the future.

Mr. Becker commented there is a lot of freight transported from the Auke Bay Loading Facility. He believes the Juneau Fisheries Terminal downtown will be operated the same and was wondering if this project would qualify.

Mr. Uchytel said the Auke Bay Loading Facility project did receive federal money. He does not know for sure if the downtown fisheries terminal would have barges picking up freight?

Ms. Smith said there is a barge company that did write a letter to the Board indicating the need for loading and unloading downtown.

Mr. Uchytel said anything that shows a maritime need helps our cause.

Ms. Derr said based on the projects we have, the Docks electrification and the small cruise ship infrastructure are what she believes will be most supported. Has staff reached out to our tribal leadership. If we want to talk about racial equity and involvement and collaboration, she believes they will go to Congress and say climate change is killing our subsistence and our way of life and this is how we put back into our corporations.

Mr. Uchytel clarified Tlingit and Haida provided a letter of support?

Mr. Schaal said yes, staff received three or four letters of support from different native groups.

Ms. Smith said last year the Board denied the use of the launch ramp at the Auke Bay Loading Facility to load rocks. Can we add this into our application that we have the requests but can not meet the demands?

Mr. Uchytel said there was a proposal last year from Dave Hannah to pull some piles to allow for a large barge to get in and the Board looked at this project and determined it did not make sense to do so. There could be a project there or somewhere else to bolster economic activity.

Mr. Ridgway asked what staff needed from the Committee tonight?

Mr. Uchytel said his concern is that he wants to make sure that whatever staff does, the Board is behind it and not question why staff did something.

Mr. Ridgway asked if applying for five or six grants decrease our chances of receiving a grant?

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Mr. Uchytel said every year is a new slate. As long as you have the momentum he would say to keep moving. There is a lot of competition for these grants.

Mr. Ridgway asked if Docks & Harbors has enough resources to apply for the grants?

Mr. Schaal said there is a two part to grant applications. There is the actual grant writing that takes your vision and puts it in words and the time from staff to pull in documents that you need to back up your proposal. We know freight crosses our docks, but how do you quantify it? If you can not show it by numbers the grant reviewers do not consider it. The other cost that comes up is that most of these grants require a Benefit Cost Analysis (BCA) and that is the benefit to the community and the nation by building that facility which is usually done by an accountant or by someone who has received training how to write BCA's. If you want to have a grant written that includes a BCA it costs \$35,000 to \$40,000 per grant application. If you have an existing grant that you want to tune up visually it is generally about \$5,000 to \$10,000. You would still need to make sure the BCA is using the correct fiscal years. We will do that for any of the grants we apply for this year and take it back to the BCA experts to see if they can move us from 2021 to 2022. The good news with the BCA's is that they are not so relied on for the initial review that you would get moved from highly recommended to downward because your BCA is not perfect. After being highly recommended the reviewer could make suggestions to clean up your BCA. They are there to work with you. He said there will be a minimum amount of work that is required to have reasonable applications for any of these grants. The more of a rewrite, or a brand new grant application is very time consuming and it costs a lot of money.

Mr. Leither asked if we pay a consultant for say \$40,000, would that get us a better return on our investment? Would it give us a better chance to be funded? Is this something to consider?

Mr. Schaal said with the deadline of April 14th, this year there is no time.

Mr. Leither said if this grant opportunity came up again next year, do you think it would be beneficial to hire someone to do the grant application? Have we hired someone to do the grant applications in the past and just update it annually?

Mr. Schaal said every other year we find the funding to do a more indepth rewrite. He said he would support a funding package to do a rewrite every other year for one or two grants. For next year's grant application he would suggest to work with a consultant to quantify the freight that moves across the Auke Bay Loading Facility dock. Having a plan and the resources to do it helps to be in a better position for future grant opportunities.

Mr. Leighter suggested to bring future grant opportunities back to the Board to discuss hiring a consultant.

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Mr. Grant said if we are going to consider a regular budget item, has anyone thought to hire someone in house to do grant writing and is there enough work to keep that person busy?

Mr. Uchytel said Katie Koester, the CBJ Public Works director, has proposed funding a FTE for a grant writer for her needs and Docks & Harbors would be able to take advantage of that. Local Government lives on grants. Our grant opportunities are competitive. He said the Assembly is supportive of hiring a grant writer but Mr. Uchytel is unsure if there was no interest in the position or why it was not filled. Good grant writers are hard to come by. What they ended up doing was putting additional money in the Blank & Rome contract in Washington DC with the grant writing being a wing of the lobbying efforts. We have Richard Sherman who has provided feedback on our RAISE Grants.

Mr. Grant asked if the Board should consider in the next budget cycle adding a FTE for that purpose.

Mr. Uchytel said looking at our bottom line for Harbors and maybe clearing \$200,000 to \$300,000 adding another \$100,000 for an FTE is a lot.

Mr. Etheridge asked with the timeline for the grant, are we stuck with what we have been using to apply at this point?

Mr. Schaal said we are unable to muster the momentum needed for a new application. He recommends to choose among the grants already written and update those for 2022 and send them in.

Public Comments - None

Committee Discussion/Action –

Mr. Ridgway commented that the proposed motion is simply to have staff keep going in the direction they are going.

Mr. Etheridge said staff has done a good job on applying for grants. We should continue in the direction that we have been going for this year but look into something else for next year.

**MOTION By MS SMITH: TO DIRECT STAFF TO PURSUE
[RAISE/PIDP/INFRA] GRANT OPPORTUNITIES AND ASK UNANIMOUS
CONSENT.**

Motion passed with no objection.

IX. Items for Information/Discussion

1. October 2022 1% Sales Tax Initiative

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Mr. Uchytel said on page 29 in the packet is a memo from the City Manager outlining different projects. On page 32 in the packet shows \$5M from 1% sales tax money penciled in for Docks & Harbors. The voters are asked to approve the bond initiative for \$60M that would be spread out to various Capital Improvement projects. The \$5M will be widdled down if we are not prepared. This is an opportunity to strategize. What is included on page 37 and 38 is the process of what we went through at the retreat.

Committee Discussion

Ms. Derr said Dock Electrification is not her favorite of all the projects we have, but she noticed when she attended an Assembly meeting that the members are almost offended that we did not get a grant. Getting a Dock Electrification grant and keeping the Assembly happy goes hand in hand.

Mr. Etheridge said the City Manager stepped in and explained to the Assembly members that we could use head tax.

Mr. Ridgway suggested to go over page 37 and 38 in the packet and to look at Harbors.

Ms. Smith suggested to move forward something that the citizens of Juneau would support.

Mr. Etheridge said he agrees of what Ms. Smith is saying but he wanted North Aurora left on the list because he receives several calls asking when that is going to be finished.

Mr. Grant commented the visible eye sore he suspects will be Aurora Harbor. We need to look at projects that will have wide public appeal. Everyone drives by Aurora Harbor and it sits there empty.

Mr. Leither said the North Aurora and the Wayside Float would be the best for this list.

Mr. Wostmann asked when we did the prioritization, we were focused on where the money could be well spent, and now it is what is visible to the public. He would like a new column for a new ranking labelled public perception. He would like a litte time to go over the list and bring it back at the next meeting and discuss amongst the members what shakes out.

Mr. Ridgway asked how much money could we expect to receive from the 1%?

Mr. Uchytel said the \$5M for Docks & Harbors is the City Manager's recommendation. He will be surprised if we do get that much. Based on how much property we have we should get 12% of the \$60M. We need to look for those projects that will get good public support and Assembly support.

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Mr. Leither said his understanding of Aurora Harbor was staff removed the docks because they were unsafe. He said he sees open spaces in Aurora. It is an eye sore with the open space in Aurora but is there a demand to make more docks in Aurora?

Mr. Uchytel said we do have a waitlist.

Mr. Creswell said the old end of Aurora had the smaller stalls and we are no longer seeing a demand for the smaller stalls. Rebuilding it with the larger vessels, we will have more vessels filling it up. We will build it for what we currently have a waitlist for. Mr. Creswell said everywhere he goes around town he is asked about the north end of Aurora at least two to three times a week.

Mr. Becker said he has received calls from irate people about the north end of Aurora Harbor.

Mr. Uchytel asked about a voting poll on our Facebook page.

Mr. Etheridge suggested for the Board members to lobby the Assembly members to make sure to keep the larger amount in the 1% for Docks & Harbors.

Mr. Ridgway suggested to have the Board members do another ranking and get back to staff and post a poll on social media for the public to rank.

Mr. Creswell asked if he should just put the Harbors out or the Docks also?

Mr. Ridgway suggested for the next time to go out to the public.

Mr. Etheridge said on the backpage of the packet is the priority page that the Board members could fill out and bring it back to the Board meeting next week or provide it to staff.

Ms. Smith asked why are we giving our ranking again and not going out to the public to get their opinion?

Mr. Ridgway said due to time, we will not be going out to the public for their input. Before we were ranking based on most important to Docks & Harbors and now we are ranking based on getting the \$5M.

Mr. Uchytel commented that if there is something missing from the list it could be added.

Mr. Becker commented that the Wayside Park Float would be in his top two because it is a popular community float.

Public Comment –
Mr. Dennis Watson, Juneau, AK

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Mr. Watson commented to knock out the Aurora harbor project down to a smaller amount and getting the public involved is a great way to go.

Mr. Ridgway clarified to use the form at the back of the packet to rank top five harbor projects under \$5M and send it to staff for the 1% Sales Tax.

Mr. Uchytel questioned if the Assembly would look at the Wayside Park float dredging as a maintenance item and not a CIP project. The 1% Sales Tax initiative is to advance a CIP project. He suggested to look more at projects and not maintenance items.

2. Future Docks & Harbor Board/Committee Meeting Locations

Mr. Uchytel said staff is working on moving our meetings to City Hall Room 224 where the public could participate in person or via Zoom. He said he is uncertain as to the requirement going forward for meetings. The Port Conference room is not ADA compliant and it is really too small. Staff is looking into the Assembly Chambers but because of the complex technology we really do not need that space or the technology. He asked about the Finance Sub-Committee if they wanted to meet here in the Port Conference room and move all the other meetings to Room 224?

Committee Discussion –

Mr. Etheridge said he asked Ms. Larson to set up the Board meeting in Room 224 for next week as a trial run until we can move back to the Chambers. We do need to start meeting in person now.

Mr. Ridgway said he would follow staff recommendation for Room 224 for the Operations meetings.

Mr. Leither asked if Zoom would still be available in the future?

Mr. Etheridge said yes, it will still be a requirement for Docks & Harbors.

Mr. Ridgway said he would like to maintain every avenue for public input available.

Mr. Wostmann said he would like to go to Room 224 also for the Finance Sub-Committee meetings after we see how the Board meeting goes in Room 224.

Public Comment - None

X. Staff & Member Reports –

Ms. Derr commented there was only one sign that says patrons need to pick up after their dog. She would like to purchase and install more signage for picking up dog waste.

Mr. Grant said he would like to see in the future an overall map of all our leases because it is a large amount of money. He received a partial graphic with some leases on it. He would like to have an informational agenda item at some point so he can understand

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where the lease properties are, what is the purpose of them, what is the length of them, are there leases coming up for renewal where we would have an option not to renew where we might want to use a piece of property for some other purpose. He would like to see the big picture.

Mr. Ridgway commented a couple of meetings ago, we discussed that the Horan appraisal services contract was expiring June 30th, 2022 and he would like to make a point to look at the scope and maybe broaden it with work on more portfolio management support.

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting-**Wednesday, April 20th, 2022**

XII. Adjournment: The meeting adjourned at 7:41pm.