

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR BOARD MEETING MINUTES**  
**For Thursday, June 30th, 2022**

**I. Call to Order** Mr. Etheridge called the Regular Board meeting to order Thursday June 30<sup>th</sup> @ 5:00 p.m. in CBJ Room 224 and via Zoom.

**II. Roll** – The following members attended in person or via zoom. Lacey Derr, Paul Grant, Mark Ridgway, Annette Smith, Bob Wostmann, James Becker and Don Etheridge.

**Also in attendance** – Carl Uchtyl – Port Director, Erich Schaal – Port Engineer, Matthew Creswell – Harbormaster, Teena Larson – Administrative Officer, Tyler Gress-Hansen-Gress representative, and Benjamin Brown – CBJ attorney.

**Absent** - David Larkin, and Matthew Leither

**III. Approval of Agenda**

Mr. Uchtyl advised James Bib will be substituting for Shannon Crossley.

**MOTION By Ms. Derr: TO APPROVE THE AGENDA AS PRESENTED.**

Motion passed with no objections.

**IV. Approval of May 26<sup>th</sup>, 2022 Board minutes; and June 8<sup>th</sup> Special Board minutes.**

Hearing no objection, the May 26<sup>th</sup> Board minutes and the June 8<sup>th</sup> Special Board minutes were approved as presented.

**V. Public Participation on Non-Agenda Items** – No public participation.

**VI. Special Order of Business** – Mr. Etheridge thanked Mr. Wostmann for his service on the Board. He was presented a plaque

Mr. Wostmann expressed his gratitude.

**VII. Unfinished Business** - None

**VIII. New Business**

1. Hansen-Gress Building Improvement Challenges

Mr. Uchtyl said the Operations Planning Committee intended on advancing approval for Hansen-Gress to purchase the old Juneau Electronics building. Board member Grant sent an email expressing some concerns about possible violations. Tonight North Wind Architects can provide more details and provide answers to questions from the Operations Committee.

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING AGENDA (CONTINUED)**  
**For Thursday, June 30th, 2022**

Mr. Brown added there is some legal criteria pertaining to possible land sales under Title 82 of the CBJ code.

Mr. Ridgway asked Mr. Brown to cite the Title 85 sections which the Board needs to know prior to review.

Mr. Brown advised the plans matter, they need to make sure it is in line with the Long Range Waterfront Plan and all other plans adopted. The code favors the lease of tidelands instead of being sold as a general rule. This will need to go from Docks & Harbors to the Lands Committee, from Lands Committee to the Assembly to pass an ordinance.

Presentation by James Bibb (North Wind Architects) – The building in question has been there since the 1960's and remains in its original state for the most part. It is strange to have a building hanging over lot lines which has limited the ability to develop and improve the building. They would like to make a walkway accessible to the public which is inviting. There are intentions of adding more water related buildings so Harris Harbor is more active.

Committee Questions-

James Becker asked if the City or others are working on a study so improvements to the building may be a catalyst. Is someone actually working on that study or is it just conceptual at this point.

Mr. Bibb replied that it is a feasibility step and that they are master plan concepts at this point. This is to gage interests which may lead to the long range goal.

Mr. Uchytel clarified that there are planning documents created before ideas are implemented and grants are filed.

Ms Smith asked what the unintended consequences may be to directing traffic down to that building and the Harbor.

Mr. Bibb replied the goal is to create more activity near the fishing fleet, like a fish market. They would like to create a pedestrian quality pathway to it.

Ms. Smith followed up with asking what the harbor would need to do to protect their interest?

Mr. Bibb replied that there could be more lighting and better finishes. This may cause more interest in developing the area so it looks better. The improvements may also make it more secure.

Mr. Ridgway asked what role Hansen-Gress plays in the matter. And what were the intentions behind purchasing Juneau Electronics. (IE: Investment opportunity)

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING AGENDA (CONTINUED)**  
**For Thursday, June 30th, 2022**

Tyler Gress responded that Hansen-Gress is an IT contract company which is expanding. They purchased the building with intentions of beautifying it with public support following the Marine Exchanges lead.

Mr. Ridgway asked if Hansen-Gress has looked at design alternatives which do not require the sale of the tidelands?

Mr. Gress replied, yes but they do have to move forward with construction for some minor improvements, as the building is financed. They are currently limited on what they can accomplish. He adds there were clear plans for a deck at some point since there is a door going to nowhere.

Mr. Bibb added they cannot extend the awning nor make energy improvements with the current boundary restrictions. The intention is to clean up the property line and gain new building aesthetics.

Ms. Smith asked if Hansen-Gress needs to purchase the entire lot.

Mr. Gress responded they would like to consolidate the two lots, but the bank will only allow inclusion of the collateralized land.

Mr. Ridgway asked if they will be retrofitting the building only.

Mr. Gress confirmed, yes they will not be tearing down the building at all. The building currently sits on piles which are very strong. The current location is also under lease for the next 58 years.

Mr. Wostmann asked if Hansen-Gress would like to purchase the additional 20 ft. over the water as well. If so, would they be okay with having that portion under a lease.

Mr. Gress responded that would be an issue because the lot line would remain as is, and they are looking to build 6 ft. over that. He suggests including that into the proposed contract.

Mr. Ridgway asked if this proposal has already been brought to the planning commission.

Mr. Gress replied no, it has not gone before the planning commission yet.

Mr. Schaal added that an application has been filed with the Lands Department. They have spoken to the Building Department about what they can get permits for. The Planning Commission does not handle the sale. There has been talk of creating more seawalk like the one along Taku Fisheries.

Ms. Derr asked if they are currently holding the required hearing for CBJ Code 85 requirements.

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING AGENDA (CONTINUED)**  
**For Thursday, June 30th, 2022**

Mr. Uchytel answered that Docks and Harbors does not have a Land Management Plan. Each property is managed on a case by case basis.

Mr. Wostmann suggested a right to first refusal once Hansen-Gress is done with the property. This will allow the city the option to purchase before any other buyer.

Mr. Gress replied yes they are open to that.

Mr. Ridgway asked why there is a large disparity in land price?

Mr. Uchytel advised it is based off where the land is and the possible inclusion of the building itself.

Public Comment- NONE

Board Discussion/Action

Mr. Grant proposed to lay the matter on the table pending review of the Land Management Plan which is to address 11 categories of issues to be considered for land management. There is no more water front property being made, and the committee is in charge of managing the current properties. The Board should not make the decision off incomplete information.

Mr. Ridgway asked if Docks and Harbors staff have been involved with city building team members about moving forward with the Hansen-Gress plans.

Mr. Schaal said no, they have not been involved nor joined meetings.

Mr. Ridgway agreed the improvements would be nice for the community but he needed more time to review the matter before giving approval.

Mr. Wostmann agreed it would be a great project but the Board needs to look at all possible options.

Mr. Etheridge advised there was to be a subcommittee regarding the issue but it has not yet happened.

Mr. Uchytel said there is an overarching CBJ Compete Land Management Plan. The Long Range Waterfront Plan also stops on the opposite side of the bridge.

Mr. Ridgway asks about a 25 year lease option.

Mr. Uchytel responded they are likely referring to a 35 year lease and that they are currently 10 years into the lease.

Ms. Smith suggested tabling the issue until further information can be found.

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING AGENDA (CONTINUED)**  
**For Thursday, June 30th, 2022**

Ms. Derr would also like to object to make amendments to the motion. She would like to bring it back up next month.

Mr. Etheridge passed the amendment and put the motion on the table until the next Board meeting.

Roll call: Lacey Derr -Y, Paul Grant-Y, Mark Ridgeway-Y, Annette Smith-Y, Bob Wostmann-Y, James Becker-Y, Don Etheridge-Y.

Tabling this item to the next meeting was approved.

2. Proposed Updated Regulation/Ordinance Changes

Mr. Creswell said there have been no substantial changes made since last week. Some changes were regarding domesticated animals, storage fees for the renaming of the Statter Harbor bus lot, crane use fees updated, vessel identification being clearly displayed, and parking lot fees. The reservations charge policy has been updated. The residential surcharge has been updated to reflect short term rentals, long term rentals, and subleasing is strictly forbidden. Only the registered owner can be a live aboard on the vessel. The kayak ramp at Statter has been added to the boat launch fees. The summer and winter management wording has been adjusted.

Committee Questions

Ms. Derr asked Mr. Uchytel if it is frowned upon to update multiple regulations back to back.

Mr. Uchytel responded doing each individually may be a benefit. If more changes are need to be made, we will just not move forward until all the changes are completed.

Ms. Smith asked if there has been consideration for parking lot codes.

Mr. Creswell said no, it has not been taken into consideration.

Mr. Ridgway asked about the residence surcharge, was there any conflicts?

Ms. Derr brought up that fishing deckhands maybe watching vessels during the summer.

Mr. Creswell does not want to tie the hands of the department as there may be a reason someone else would need to be on the boat.

Mr. Uchytel said regarding the parking fee the department does make money off parking enforcement but it is used more as management tool which works well.

Mr. Ridgway asked if it puts the Harbormaster in a bad spot if the rules and regulations are not specific.

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING AGENDA (CONTINUED)**  
**For Thursday, June 30th, 2022**

Mr. Crsswell said no, but it gives him the option when getting a request to have more time to make a decision based off the information gathered from a customer.  
Mr. Grant requested additional language be added to the regulation giving the Harbormaster the ability to use his discretion.

Mr. Creswell agreed, all decisions need to be made with a good reason behind it.

Mr. Grant advised that language be added, giving the Harbormaster that discretion.

Ms. Smith clarified, that this would give the Harbormaster the option to make decisions as needed.

Mr. Ridgway pointed out that the board is not swamped with public opinion every meeting.

Mr. Becker asked if there is a distinction between the Harbormaster and any other staff who can regulate the live boards?

Mr. Etheridge advised no, the decision is up to the Harbormaster, unless someone is stepping in for a time he is absent.

Mr. Creswell advised this is not a very time sensitive topic. If he is out, the issue can wait, but if he is available he can make the decision then.

Public Comment- NONE

Board Discussion/Action

**MOTION By MS. DERR: TO DIRECT STAFF TO ENGAGE WITH CBJ LAW TO DEVELOP UPDATED REGULATIONS & ORDINANCE CHANGES AS PROPOSED.**

Motion passed

**IX. Items for Information/Discussion**

1. Statter Phase IIIC (Uplands Bathrooms & Covered Shelter) Update

Mr. Schaal recaped phases 1 and II and stated Phase IIIC will focus on rebuilding the uplands, creating a waiting area and bathrooms. There is an accelerated design and schedule for the project. There will be a covered gangway to reach the vessels. There will be men's, women's and family restrooms. During winter months, the family restroom will be open and will be managed like the Statter restrooms. The rest of the facility will be closed to save on utilities and cleaning. The roof will slope into the center of the building which will allow natural light in, help with snow shedding, and not be a large visual impact. It will have an open passageway.

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING AGENDA (CONTINUED)**  
**For Thursday, June 30th, 2022**

The Pedestrian flow has been taken into account and the plan will make it clearer how to leave the parking lot. There could be a staircase added by De Hearts. There will also be an option for busses to circle around the lot which will help with bottlenecking and traffic flow. The plan includes six parking stalls for busses. The accelerated plan for the bathrooms, covered shelter and additional site improvements would begin June 28, 2022 with final construction being complete on May 31, 2023. The regular schedule would begin June 28, 2022 and would likely be complete by May 31, 2024. The project is based on current bids which are coming in higher than expected and contractors are very busy. The total recommended budget is proposed to be \$2.5M. The Phase IIID parking lot improvements are estimated to be \$3.1M. Phase IIID includes mobilization, paving, grading and drainage.

Board Discussion/Public Comment

Ms. Smith expressed concern about the bathrooms not having anything other than the restrooms, which does not help the locals or fishing community. She also mentioned that there was once talk of a second floor.

Mr. Schaal replied that in the initial plans there was a second floor, but the planning commission made a condition that the city would not be allowed to pay for the second floor. No parties have expressed interest in partnering in the build of the second floor.

Ms. Smith said she is concerned that there are no showers in the facility.

Mr. Grant asked if the current design allows for a second story building at all?

Mr. Schaal replied yes, the current design does not allow for a second story.

Mr. Ridgway asked if within the planning stages, is generated revenue taken into account. Is the cost of construction off set by the possible income revenue.

Mr. Uchytel responded no, bathrooms are an amenity which are a benefit to all users. The question of how much can we raise rates on a charter operator. Ten percent has been expressed as too much. The charter passenger fee is \$1.65 so the city may get \$165K from charters using that float. The money should be coming from head tax and harbor fees.

Mr. Becker asked if the inner sloped roof design is steady enough to hold a second floor?

Mr. Schaal explained the roof will hold snow, but it will not be able to hold a second floor. The access to the second floor took up a lot of square foot space.

Ms. Derr asked if there are plans for a picnic area for people to eat?

Mr. Schaal said there will be seating inside of the passageway.

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING AGENDA (CONTINUED)**  
**For Thursday, June 30th, 2022**

2. Update to [ADOT Harbor Grant](#)

Mr. Uchytel said there were seven applicants for the ADOT grant. The Governor signed the Capital budget, vetoing \$3.5M of the municipal harbor grant program. Juneau was included in the grant funds and local match. The department will need to exhaust all grant money before applying for another grant.

Mr. Schaal mentioned with the money we have, we may be able to replace the main walk, head walks and start each finger. The Finance director will have to prioritize which projects go first. Docks and Harbors should be close to the top of the list since they did not spend the 1% from last year due to waiting for DOT to provide the financing.

Board Discussion/Public Comment

Ms. Derr asked if all the grant money is spent, and we apply for an additional grant and get the 1%, can the left over funds be applied to other projects. IE North Douglas' Ramp

Mr. Uchytel responded that if the department gets the 1% sales tax, they will recommend executing the current grant as soon as possible. We will then communicate to the assembly what additional projects the funds would be spent on.

Mr. Becker asked about the design for North Aurora to replace what is currently there, are the customers going to come, and how the wait list is being addressed?

Mr. Schaal responded removing some slips makes way for the most northern section to accommodate larger vessels. This will address the 50 foot waitlist.

Mr. Creswell added that there is enough space for most boats in Juneau. There has been interest from larger boats to have space between May through September.

Ms. Smith asked if there will be security cameras and lighting added?

Mr. Uchytel advised that this may be an opportunity to get community engagement.

Mr. Ridgway asked if the 50 foot slip requests are coming from the local community or transient requests?

Mr. Creswell responded they are requests from the waitlist, but there is a need for larger transient space as well. Some owners may have a 60 to 70 foot vessel but do not want to pay for a reservation fee at the IVF or Statter.

Mr. Ridgway asked what is the best way to maximize the use of the \$4M and generate the most income.

Mr. Becker mentioned that the slips unoccupied (working vessels) may be used by others looking for space.



**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING AGENDA (CONTINUED)**  
**For Thursday, June 30th, 2022**

Mr. Etheridge said the discussion is larger than the individuals in the room. He suggested looking into possible designs to be brought back to the Board.

3. [Board Meeting Schedule](#) through Annual Board Meeting (July 28<sup>th</sup>, 2022)

Mr. Uchytel asked the Board what they would like to do with Mr. Wostmann's departure for the Finance Sub-Committee meetings.

Board Discussion/Public Comment

Ms. Derr asked if the HDR report will be available in July?

Mr. Uchytel said yes, they will likely have it in July.

Ms. Derr said she would be in favor of holding a meeting and acting as chair for the time being (July).

Mr. Etheridge confirmed she can hold the chair position.

Mr. Uchytel asked Ms. Derr if they should hold the July 13<sup>th</sup> meeting.

Ms. Derr responded that if staff receives the HDR report to keep the July 28<sup>th</sup> meeting.

Mr. Ridgway added the meetings are open to the public.

**X. Committee and Member Reports**

1. Finance Sub-Committee Meetings, June 8th, ~~and 21st,~~ 2022

Mr. Wostmann stated that the HDR report was briefly discussed. Staff felt it was inadequate and returned it to the contractor for further work. There was options on parking. It was concluded there needed to be more discussion on what will be effecting the rest of the season.

2. Operations/Planning Committee Meeting- Wednesday, June 22nd, 2022

Ms. Derr said there was a presentation by Hansen-Gress and the North Wind Architects. Harbormaster Creswell presented the regulations and the sub-committee submitted their first discussions. As advised, the committee will be going on a field trip Monday to see how a cruise ship connects to shore power.

3. Member Reports

Mr. Ridgway mentioned fireworks will be going off according to plan.

Mr. Etheridge thanked the team for attending the Assembly meeting and gaining \$6.5M in funding.

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING AGENDA (CONTINUED)**  
**For Thursday, June 30th, 2022**

Mr. Uchtyl added there will be an ordinance for introduction on July 11<sup>th</sup>. Then there will be a public hearing on August 1<sup>st</sup>. If there is any wavering it can be addressed at this time.

Mr. Etheridge recommended having a presence at that meeting.

4. Assembly Lands Committee Liaison Report

Ms. Derr reported the Assembly Lands committee talked about Harris Technologies an IT company which is leasing office space in the Police Department building. There was discussion of renaming facilities to Tlingit culture place names and reaching out to tribal members to get assistance in the task.

a. Naming SOP

5. Auke Bay Neighborhood Association Liaison Report – No report

6. South Douglas/West Juneau Liaison Report

Mr. Becker reported the Committee talked about redoing their vision statement and creating a framework for some equity.

**XI. Port Engineer's Report**

Mr. Schaal shared that there will be an upcoming tour of the Franklin Dock July 5<sup>th</sup> for visualization on connecting the ship to shore power. He also wanted to highlight Mr. Sill for engraving plaques, designing a new fish cleaning float at North Douglas, and an element to help support and latch a door at Pier 49.

**XII. Harbormaster's Report**

Mr. Creswell shared that it is very busy in the harbors. The team has been conducting interviews for Admin III and Harbor Officer. The cruise ships will be departing before the firework display, over seen by Mr. Hinton. The day of the parade is a later ship day so it should not be affected. The department will be receiving \$10K from the 2018 Gulf of Alaska Cod Fisheries Disaster Relief Funding. There have been complaints about the lack of crossing guards in the Downtown area and the harbor technicians have been able to help during downtime. The time is submitted to Travel Juneau for payment.

Mr. Uchtyl added that the rate for the crossing guards are \$75 an hour.

Mr. Ridgway asked if they are wearing Docks and Harbors uniforms and is it needed for Downtown?

Mr. Creswell responded that the ask came from a valued partner Mr. Day. The staff is also available during the day.

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING AGENDA (CONTINUED)**  
**For Thursday, June 30th, 2022**

Ms. Smith asked why it is the department's responsibility.

Mr. Creswell replied there is available staff for the ship surges. They are not busy all the time so they can help out in the slow times.

Mr. Schaal added the crossing guards help to let busses out of the parking facility safely, which helps the flow. It is more efficient and safer, and Docks and Harbors was helping with this task in the past.

Mr. Etheridge added that it is efficient and it is helping a valued partner. It maximizes the use of staff at a time when they are not needed.

Mr. Creswell added that in the agreement to try the process out it was clear that the department was not obligated to help out. It is also clear that the staff's primary duty is to conduct security screening on the cruise ship docks.

**XIII. Port Director's Report**

Mr. Uchytel reported;

- The dredging of Statter was awarded for a local civil engineers project of the year and was nominated and awarded for regional project of the year.
- The Army Corps of engineers will have a team come down to investigate the recapitalization of Statter Harbor on July 12<sup>th</sup>.
- There is an upcoming Coast Guard Act up for debate in July which may have the same language as the National Defense Authorization Act.
- In August, Goldbelt and their architects will disclose what they are working on for the Seadrome Dock.
- An environmental company has been hired to help with a petroleum odor found by Tlingit and Haida. DEC is now stating that with Docks and harbors being the owner of the property, they must address the issue. An environmental company has been hired and they will be meeting with DEC to see how to rectify the issue.

Mr. Becker asked where the leak issue is at?

Mr. Uchytel advised it is near a grassy turn around area. DEC is responsible for clean water.

**XIV. Assembly Liaison Report**

**XV. Board Administrative Matters**

- a. Finance Sub-Committee Meeting – Wednesday, July 13th and 27th, 2022
- b. Ops/Planning Committee Meeting – Wednesday, July 20th, 2022
- c. Board Meeting – Thursday, July 28th, 2022

**XVI. Adjournment - Mr. Wostmann adjourned the meeting at 7:37pm**