

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR BOARD MEETING MINUTES**  
**For Thursday, April 26th, 2018**

I. Call to Order

Mr. Donek called the Regular Board Meeting to order at 5:01 pm in the CBJ Assembly Chambers.

II. Roll Call

The following members were present: Weston Eiler, Don Etheridge, Robert Mosher, Mark Ridgway(arrived at 5:02 pm) David Seng, and Tom Donek.

Absent: Bob Janes, David Lowell and Budd Simpson.

Also present were the following: Carl Uchtyl – Port Director, Gary Gillette – Port Engineer, Dave Borg – Harbormaster, and John Osborn – Harbor Operations Supervisor

III. Approval of Agenda

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

Motion passed with no objection.

IV. Approval of March 29<sup>th</sup>, 2018 Regular Board Minutes and April 18<sup>th</sup> Special Board Minutes.

**Hearing no objection, the March 29<sup>th</sup>, 2018 Regular Board Minutes and April 18<sup>th</sup> Special Board Minutes were approved as presented.**

V. Public Participation on Non-Agenda Items – None

VI. Consent Agenda

- A. Public Requests for Consent Agenda Changes – None
- B. Board Members Requests for Consent Agenda Changes – None
- C. Items of Action

- 1. Use Permit – Bill Heumann

RECOMMENDATION: TO APPROVE A NEW USE PERMIT FOR BILL HEUMANN TO OPERATE IN 2018.

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

Motion Passed with no objection.

VII. Unfinished Business - None

VIII. New Business –

- 1. Visitor Kiosk

## **CBJ DOCKS AND HARBORS BOARD**

### **REGULAR MEETING MINUTES**

**For Thursday, April 26th, 2018**

Mr. Gillette said Docks & Harbors received passenger fees this year to start a design for the Visitor Kiosk. We have received the first round of concepts from the Architect from Jensen Yorba Lott. The requirements being that it is attractive, ADA compliant, provide the space needed for two workers, and some type of awning for visitors who come up to the kiosk to ask questions can be out of the rain. He showed a power point presentation with the different concepts and went over the likes and dislikes of each plan. We are trying to keep this within a budget of \$150,000 and meet the needs of Travel Juneau.

#### **Board Questions**

Mr. Ridgway asked if the preference was to have the kiosk placed on the lower area?

Mr. Gillette said yes and that is Travel Juneau's preference as well. The upper area is very congested and they prefer the area they are currently.

Mr. Ridgway suggested to put up a sign on the end of the Library with an arrow pointing to the visitor kiosk. He asked if there was a way to split this project in phases waiting additional funding?

Mr. Gillette said there may be potential for phases.

Mr. Eiler asked if it was looked at to replicate the currently used hut and provide a large umbrella over it.

Mr. Gillette said the hut used currently is not ADA accessible and odd shaped so it is challenging when two workers are working at the same time.

Mr. Seng said it looks like we have gone from one extreme to the other, the hut we have currently to a \$150,000 structure shown tonight. Has anyone looked at anything in between?

Mr. Gillette said we are trying to make the hut work for Travel Juneau volunteers. There are security & heating issues and they are bringing in portable heaters because the workers are cold. The new design is still keeping it as small as possible to accommodate two people. We did discuss the idea of having a prebuilt log type structure and that has not been totally ruled out yet. To give perspective to this \$150,000 structure which is 130 sq/ft, the main visitor center was a \$3M project for only 1,000 sq/ft.

Mr. Ridgway asked if the Downtown Business Association has provided comment about this structure?

Mr. Gillette said they have not been asked, we have only worked with Travel Juneau for the kiosk needs.

#### **Public Comment-None**

#### **Board Discussion/Action**

Mr. Donek asked what action is needed?

Mr. Gillette said he would ask the Board to approve the current work being done and to continue to move forward or not move forward.

## **CBJ DOCKS AND HARBORS BOARD**

### **REGULAR MEETING MINUTES**

**For Thursday, April 26th, 2018**

Mr. Etheridge asked if the Board needs to decide on a specific option at this point?

Mr. Gillette said the location and the option A kiosk has been decided from staff, Travel Juneau and the architect as the preferred design. He said the Board could make a motion in support of option A and have staff go to the next level of design concepts.

Mr. Etheridge asked if the Board supported option A, how do we limit the amount of funds to be spent on the project?

Mr. Gillette said Docks & Harbors is trying to meet the needs of the users with size needs, visibility, and stay within the budget of \$150,000.

Mr. Uchytel said a motion endorsement is not required. However, if the Board does not like it and you want us to stop moving forward you can tell staff now.

Mr. Gillette said the next level of design should be available to present at the next OPS/Planning meeting or Regular Board.

Mr. Seng said Travel Juneau is involved in the planning concepts. Has there been other exploration of other participants interested in funding this project because multiple parties would benefit from the service in this kiosk. Is there a reason Docks & Harbors should take on the full burden of the funding for this project.

Mr. Gillette said other funding has not been investigated fully. For many years JCVB or Travel Juneau, our client, has offered visitor services at the Visitor Center and this kiosk staffed with volunteers. The construction and maintenance of these facilities have been funded through marine passenger fees.

Mr. Eiler asked if the square footage for all the concepts are the same size?

Mr. Gillette said yes and the reason for that square footage is meeting ADA requirements and enough room for two people to work. The visitors asking questions only come up to a window on the outside of the building and that is the need for the awning. People do not go inside the building.

Mr. Eiler asked the proximity of the roof line to the curb in option A? His concern is people building up in this location to get out of the rain.

Mr. Gillette said that is a concern of Travel Juneau. In the current option A there is 12' awning, but we are wanting to scale that back to six to eight feet.

Mr. Eiler said in terms of money, he would suggest option C.

Mr. Donek suggested to not make a motion and have staff continue with the project and bring it back to the next OPS/Planning or Regular Board meetings.

NO MOTION

#### **IX. Items for Information/Discussion**

1. Seawalk expansion potential for moorage

## **CBJ DOCKS AND HARBORS BOARD**

### **REGULAR MEETING MINUTES**

**For Thursday, April 26th, 2018**

Mr. Uchytel said CBJ Engineering has a contract to look at the next phase of the Seawalk from Franklin Street Dock to AJ Dock. Staff has participated in some of their meeting and in their planning documents they have an option that would open up potentially more moorage opportunity along the waterfront. Staff wanted to share those drawings with the Board but we were asked to not disclose that information at this time because not all of the private owners have been notified. There are some interesting concepts that Docks & Harbors could benefit from.

Board Discussion/Public Comment –

Mr. Donek asked what size moorage capabilities are going to be added?

Mr. Uchytel said approximately 1200 LF.

2. Enterprise Board appointment process

Mr. Donek said in the packet is a memo, an attachment to the memo, and comments on page 33 that I provided. The ask for the Board is, “what should the Assembly be looking for when choosing a Board member”? Mr. Donek asked the Board members to review the comments and let him know requests for changes or comments which can be sent in an email to him. This needs to be completed and returned to Assemblyman Jones early next week.

Mr. Uchytel said they will start advertisement for Board members about May 18<sup>th</sup> and interviews around June 18<sup>th</sup>.

Board Discussion/Public Comment –None

#### **X. Committee and Member Reports**

1. Operations/Planning Committee Meeting- Wednesday April 18th, 2018 –

Mr. Etheridge said the Committee members discussed the Use Permit for Mr. Heumann that was on the consent agenda tonight, the dive inspection for the Statter Harbor Breakwater and anchor chains, and scheduling for the Board Strategic retreat. The Harbormaster introduced the new Harbor Operations Supervisor John Osborn and reported both downtown and Statter Harbors are both fully staffed for the summer season.

2. Member Reports - None

3. Assembly Lands Committee Liaison Report- Mr. Eiler said the last Land Committee was cancelled and the next meeting is May 21<sup>st</sup>.

4. Auke Bay Steering Committee Liaison Report- None

#### **XI. Port Engineer's Report –**

Mr. Gillette said his report is in the packet. He reported;

- Aurora Harbor Phase II project is finishing up. They are currently working on a couple of punch list items. This project was funded with DOT grant money and we have approximately \$240,000 left over to go toward another project. We are looking at zinc anodes. There is not enough money for the entire Harbor but it could fund some of it. He did talk to DOT and they are okay with using these funds for the zinc anodes.

## **CBJ DOCKS AND HARBORS BOARD**

### **REGULAR MEETING MINUTES**

**For Thursday, April 26th, 2018**

Mr. Uchytel said the other value in using all the funds available for that grant is that if we close out the project before August we will be able to apply again for the Tier II grant for the next session. If we give it back we just lose that money, but if we expend it we should be able to reapply.

Mr. Donek asked if we have to use Northern Construction Services (NCS) for the work?

Mr. Gillette said we don't have to but they are already under contract. If we don't, we need to go out to bid and that takes time. It will save time and money using NCS. If they come back with too high of a cost estimate than we don't have to go that route and can relook at options.

- Mr. Gillette said the Archipelago project on shore drilling has been completed. The overwater drilling cost is more than the funds we have available so that is being relooked at. The reason for that geotech work was to determine if we needed to go with a pile structure or open cell fill structure. He had a meeting with PND today and one issue with the fill structure is they can't guarantee there will be no settlement. There could be a three to five inch settlement and because of that, staff is leaning toward the typical pile structure.
- Mr. Gillette said all the wells have been drilled for the sheet pile wall cathodic protection at Marine Park. The only thing left is to fill the holes with concrete. The fences will be down by Monday before the first ship arrives.

#### **XII. Harbormaster's Report –**

Mr. Borg reported;

- There are four pile caps missing at Douglas launch ramp and we are working to get those replaced.
- Staff is working to get the commercial lot at Statter Harbor graded and rolled next Thursday, and stripping will be soon after.
- Four boats are waiting disposal. Two more boats are waiting impound. Staff is still waiting to impound the Lumberman and the LNC.
- May 5<sup>th</sup> and 6<sup>th</sup> will be the inspection on the breakwater. Staff will use the Lou McCall to support the dive for the inspection. There has been issues with the breakwater bolts and divers are going to be fixing the bolts.
- Staff is working on the final adjustments with the boat shelters and fendering system in Aurora Harbor. The owners are all complying with the new electrical compliance and he has provided new electrical cords for the shelter owners.
- There is a water line break in the new launch ramp area in the gravel section. Dawson came out and looked at it and will provide a quote to get it fixed.
- The new bull rails at the Auke Bay Marine Station have been installed. The State Troopers vessel, the Enforcer, should be arriving in the coming weeks.
- Harris Harbor restrooms are coming along and should be finished about mid May.

Mr. Borg introduced new employee John Osborn who is the Harbor Operations Supervisor at Aurora Harbor.

Mr. Eiler asked what the timeline is for the Lumberman impound?

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING MINUTES**  
**For Thursday, April 26th, 2018**

Mr. Borg said when the Lou McCall comes back from Statter Harbor he will then have a boat to secure the Lumberman. He will have an update at the next OPS/Planning meeting.

**XIII. Port Director's Report**

Mr. Uchytel reported;

- Docks & Harbors received two awards. One was from PCC and one was from PreCast Concrete Institute which is a national award for the cruise ship dock pontoons.
- There is an event called National Infrastructure Week which is May 14<sup>th</sup> to May 18<sup>th</sup>. On May 14<sup>th</sup> from 11 am to noon in the Assembly Chambers will be the event start with talking about the importance of infrastructure, necessity to plan, and maintenance. There will be a ribbon cutting event everyday for the remainder of the week with the Aurora Harbor Phase II project on Friday and that will also be Customer Appreciation Day providing hotdogs, chips and drinks.
- He is still trying to schedule the Board Strategic retreat and is planning four hours. The first doodle poll sent out he was not able to get a quorum. What is the Board preference? Is after work or weekends preferable? He said he will expand times and resend the doodle poll.
- The TIGER grant administration renamed the grant to the BUILD grant and staff will apply for three projects, Marine Services Yard Norway Point or Little Rock Dump, Juneau Fisheries Terminal, and the baywalk from Statter Harbor to the Auke Bay Marine Station. \$25M is the maximum you can apply for without a match. There is three times more money this year than there was last year.
- The Auke Bay Marine Float extension. The poly tubs in the Statter Harbor parking lot will be used for the float extension. Staff received the Corps of Engineers permit to install the float and it should be ready to go out to bid starting as early as next week with installation and completion by July.
- When the Coast Guard Liberty FRC leaves Juneau in 2023, we will not receive another one but we will receive an 87' coastal patrol boat. This is a small 10 person crew boat. The new FRC's locations are going to be two in Ketchikan, two in Kodiak, one in Sitka, and one in Seward. Our Federal Lobbyist is asking if Juneau wants to pursue getting a 362' offshore patrol cutter in Juneau.

Mr. Ridgway asked if the 362' offshore patrol cutter is on the agenda for discussion at the Strategic Retreat?

Mr. Uchytel said he will add it to the agenda.

- Mr. Uchytel said next Wednesday he will meet with NOAA to encourage them to bring a research vessel to Juneau as early as 2023 and be receptive to sharing the NOAA dock with CBJ. The meeting is 9am Wednesday and all Board members are invited to attend. The NOAA dock is the most valuable and least used waterfront facility in Alaska.

**XIV. Assembly Liaison Report – None**

**XV. Board Administrative Matters**

- a. Ops/Planning Committee Meeting – Wednesday May 23rd, 2018 at 5:00pm

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR MEETING MINUTES**  
**For Thursday, April 26th, 2018**

b. Board Meeting – Thursday, May 31st, 2018 at 5:00pm

XVI. Adjournment – The regular Board Meeting adjourned at 6:14 pm.