

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING MINUTES
For Thursday, December 29, 2022
CBJ Room 224 and via Zoom Meeting

A. Call to Order – Mr. Etheridge called the meeting to order at 5:00 p.m. in room 224 and via Zoom.

B. Roll Call – The following members attended in CBJ room 224 or via Zoom; James Becker, Paul Grant, Debbie Hart, David Larkin, Matthew Leither, Annette Smith, Lacey Derr and Don Etheridge.

Absent – Mark Ridgway

Also in Attendance – Wade Bryson – Assembly Member; Matthew Creswell – Harbormaster; Teena Larson – Administrative Officer; Nichole Benedict – Administrative Assistant.

C. Port Director Requests for Agenda Changes – None

D. Public Participation on Non-Agenda Items – None

E. Approval of Minutes

1. November 17th, 2022 Regular Board Minutes – Hearing no objection the minutes were approved as presented.
2. December 7th & 8th Board Retreat Minutes – Hearing no objection the minutes were approved as presented.

F. Consent Agenda

- A. Public Request for Consent Agenda Changes – None
- B. Board Members Request for Consent Agenda Changes – None
- C. Items for Action
3. Marine Passenger Fee Request
4. Six Year CIP
5. Resolution in Support of Homeporting a U.S. Coast Guard Icebreaker in Juneau
6. Recommendation for \$5M Revenue Bond for LTC Transformers

MOTION By MS. DERR: TO APPROVE THE CONSENT AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

G. Unfinished Business – None

H. New Business – None

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I. Items for Information/Discussion

7. FY23/FY24 Budget Process

Ms. Larson shared a budget overview for the Docks Enterprise and the Harbors Enterprise in the packet. She shared a spreadsheet showing projected actual figures for FY23 as well as budgeted figures for FY24. She went into detail on the line items pointing out significant increases or changes from previous years.

Docks Enterprise

Expenses

- Overtime - increased from \$15K to \$40K. There have been significant staffing issues, especially with Part-Time Limited employees only being able to work a set amount of hours per season.
- Electricity charges – FY23 increased 3% from FY22 actuals & 5% for FY24.
- Refuse disposal - costs have increased estimating \$32K for FY23.
- Ms. Larson thinks budgeting \$85K for water use is safe with the expected cruise ship usage for FY23.
- Repairs - increasing to \$56K projected for FY23.
- The Specialty and Property –These are increasing from \$121K in FY22 to \$311K in FY23 and \$348K projected for FY24.
- Materials and Commodities has increased from \$17K in FY22 to \$30K projected for FY23 & FY24.

Funding Sources

- User Fees - increased from \$135K in FY22 to \$250K projected for FY23.
- Cruise ship Dock Fees - increased from \$461K in FY22 to \$700K projected for FY23.
- Port Maintenance Fees – increased from \$581K in FY22 to \$830K projected for FY23.
- Marine Passenger Fees - increased from \$448K in FY22 to \$717K projected for FY23 & FY24.

Harbors Enterprise

Expenses

- Overtime - increased to \$45K projected for FY23 from our budgeted \$40K. Staffing continues to be an issue.
- Rents - increased from \$63K FY22 actual to \$240K projected in FY23 & FY24. This large increase is due to the anticipated raise in rent for the UAS property.
- Electricity - increased from \$138K in FY22 to \$145K projected for FY23.
- Refuse disposal - increased from \$195K in FY22 to \$206K projected for FY23.
- Repairs - increasing from \$34K in FY22 to \$200K projected for FY23 and \$210K for FY24.
- Fleet Equipment Maintenance - increased from \$58K in FY22 to \$74K projected for FY23. This number is given to us from the Finance Department.
- Specialty and Property - increasing from \$121K in FY22 to \$226K projected for FY23 and over \$311K for FY24.

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- Contractual Services - increasing from \$232K in FY22 to \$300K projected in FY23 & FY24. This is for the portable toilets and other term contracts.
- Bank Card Fees – This increased from \$80K in FY21 to \$128K in FY22. Projected for FY23 to increase to \$130K and over \$136K for FY24. More people are using credit cards than ever before.
- Materials and commodities - increased from \$63K in FY22 to \$80K projected for FY23 & FY24.

Funding Sources

- The State shared revenue - This is the fish tax from the State of Alaska. It has increased from \$292K in FY22 to \$463K for FY23. We kept our usual budget amount for FY24 at \$350K
- User fees have increased from \$3.25M in FY22 to \$3.5M projected for FY23. This is due to rate increases and adding the CPI to many of our fees.

Board Questions

Ms. Smith said it looked like the budget numbers that did not go up significantly only went up about 5%. She is worried with inflation that numbers should be closer to 8.5%. Ms. Smith would like a graph showing the insurance increases over the years.

Ms. Larson said she took the recommendation from the Finance Department when preparing the budget. She did have the Finance Department look over her work today and it will go back to them for a more thorough review on January 7th. The FY23/FY24 Budget will go before the Operations/Planning Committee on January 18th and to the Regular Board for final approval on January 26th.

Mr. Grant asked about the rents line for the Harbor Enterprise at \$240K. He wanted to know what would happen to the money if the Board walks away from the UAS property and does not renew the lease.

Ms. Larson said anything leftover would go to the fund balance. She also discussed credit card fees and how we are required to use Worldpay. The only part D&H has control over is the gateway vendors. The budget line item credit card fees is combined fees from Worldpay, Authorize.net and Zeamster.

Mr. Bryson asked about the refuse disposal fees. He wanted everyone to know the dump fees are increasing soon.

Mr. Creswell said 98% of our refuse disposal fees are from scheduled dumpster pick-ups. He is aware of the increasing rates and changes for commercial use.

Public Comment

Jeremy Hansen – Juneau, Alaska

Mr. Hansen said it looked like D&H was paying close to 3.5% in credit card fees. He thinks we should be closer to 2.5%.

8. CDD Request for Agency Review – Hansen/Gress Property

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Mr. Creswell asked the Board to turn to page forty-one in the packet. This proposal has gone to the CBJ Community Development Department (CDD) for review. They are now asking if the Board would like to add any more comments.

Board Comment/Action

Mr. Etheridge said he thinks the Board should submit the motion shown on page fifty-six in the packet.

The rest of the Board agreed.

Public Comment – None

J. Committee and Member Reports

1. Operations Committee Meeting Report

Mr. Etheridge spoke about the last Operations/Planning Committee meeting held at the Aurora Harbor Office. The Board took a tour of the building to see the poor condition of the structure. Everything the Board spoke about in the meeting passed in tonight's Consent Agenda.

2. Assembly Lands Committee Liaison Report – None

3. Auke Bay Neighborhood Association Liaison Report – None

4. South Douglas/West Juneau Liaison Report – None

5. Member Reports

Mr. Grant spoke about the by-laws project he is working on. He has received two comments from Board members. His plan is to gather comments and speak more about it at the next Operations/Planning Committee meeting.

K. Port Engineer's Report – None

L. Harbormaster's Report –

Mr. Creswell reported

- 107' tugboat TAGISH sank at the National Guard Dock today. There was a great response from the U.S. Coast Guard, D&H Staff, and the Department of Environmental Conservation. The pollution threat has been mitigated with the area boomed off by the U.S. Coast Guard.
- There were not any major problems with the cold snap over the last week.
- The bathroom floors at Statter Harbor were sealed and painted this week.
- The Harris Harbor bathrooms are still down. Mr. Creswell is hopeful the new pumps will be installed by next week. He is also changing the showers to a token system to alleviate theft issues.
- The camera projects are progressing well.

Mr. Grant asked if there were any other issues with boats during the cold snap.

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Mr. Creswell said it was so cold you could walk across the Statter Harbor waterways for almost five days. He did not have any issues with other vessels. The only thing that did come up was some power cord damage from people trying to plug-in too many space heaters.

Ms. Smith asked if we are doing anything further to prevent the needle use/damage in the Harris Harbor bathrooms.

Mr. Creswell said he is installing a camera to monitor the restrooms. The problem is when someone is in the restrooms with the door dead bolted; other people will come up and swipe their key fob but are unable to enter. It makes the key fob log unreliable.

Ms. Derr asked if crime reports had gone up recently.

Mr. Creswell said crime has been very quiet. The new Harbor Security Officer is doing well and his presence has seemed to help keep crime down.

M. Port Director's Report – None

N. Assembly Liaison Report

- The recent Committee of the Whole (COW) meeting was almost entirely about D&H. The Assembly did advance everything pertaining to D&H on the agenda.
- The COW passed a Port Development Action. They are going to fund port development for \$200K-\$300K. This will help decide the best place to put a U.S. Coast Guard icebreaker and the new Huna Totem dock.
- Public Works and Facilities looked at the legislative priority lists and there were many D&H projects on it. He urged the Board to reach out to Assembly members regarding their projects.
- He will look into the credit card fees throughout CBJ.

O. Board Administrative Matters

- a. Ops/Planning Committee Meeting – Wednesday, January 18th, 2023
- b. Board Meeting – Thursday, January 26th, 2023

P. Adjournment – The meeting adjourned at 5:48 p.m.