

DOCKS AND HARBORS BOARD MEETING MINUTES

October 31, 2024, at 5:00 PM

Port Director's Conference Room/Zoom Webinar



<https://juneau.zoom.us/j/82179643133> or (253)215-8782 Webinar ID: 821 7964 3133 Passcode: 478577

- A. **CALL TO ORDER** By Mr. Etheridge immediately following 5 pm Special Board Meeting in Port Office Conference Room & via Zoom
- B. **ROLL CALL:** James Becker, Tyler Emerson, Debbie Hart, Matthew Leither, Nick Orr, Shem Sooter, and Don Etheridge

Absent: Clayton Hamilton and Annette Smith.

Also in attendance: Carl Uchtyl – Port Director, Greg Smith- Assembly Liaison and Melody Musick— Administrative Officer.

- C. **PORT DIRECTOR REQUESTS FOR AGENDA CHANGES-** none.

MOTION BY MR. SOOTER TO APPROVE THE AGENDA AS PRESENTED OR AMENDED

- D. **PUBLIC PARTICIPATION ON NON-AGENDA ITEMS-** none.

- E. **APPROVAL OF MINUTES**

1. September 26th, 2024, Board Meeting Minutes

Minutes approved unanimously.

2. October 15th, 2024, Special Board Minutes

Minutes approved unanimously.

- F. **CONSENT AGENDA**

- A. Public Requests for Consent Agenda Changes- none.

- B. Board Members Requests for Consent Agenda Changes- none.

- C. Items of Action- none.

3. CY 2025 Board Calendar
Presentation by Port Director

RECOMMENDATION: TO ADOPT 2025 BOARD CALENDAR AS PROPOSED.

4. Aurora Harbor Boat Shelter AE-25
Presentation by Port Director

RECOMMENDATION: TO WAIVE THE BOARD'S RIGHT OF FIRST REFUSAL TO PURCHASE BOAT SHELTER AE-25 ALLOWING MR. PAUL GRANT TO SELL HIS BOAT SHELTER ON THE OPEN MARKET.

MOTION BY MR. SOOTER TO APPROVE THE CONSENT AGENDA AS PRESENTED.

- G. **NEW BUSINESS**

5. Aurora Harbor Boat Shelter AF-26
Presentation by Port Director: Mr. Uchtyl received an email from Ms. Harris requesting to sell her half of the boat shelter to prospective buyer. On page 16 of the agenda packet additional information is included. Mr. Harris is online to answer questions. Mr. Uchtyl recommended that the Board waive the right of first refusal.

Board Questions-none.

Public Comment- none.

Board Discussion/Action

RECOMMENDATION BY MR. SOOTER TO WAIVE THE BOARD'S RIGHT OF FIRST REFUSAL TO PURCHASE BOAT SHELTER AF-26 ALLOWING MS. DAWN HARRIS TO SELL HER BOAT SHELTER ON THE OPEN MARKET.

H. ITEMS FOR INFORMATION/DISCUSSION

6. Board Retreat Planning

Presentation by Port Director: Mr. Uchytel said that on page 17 of the agenda packet there is a large list of retreat agenda topics based on feedback received from the Board. The retreat is scheduled for November 12th and 13th from 5:00pm- 8:00pm. Food will be provided. Page 18 of the agenda packet contains an outline of the retreat schedule. Each Board member will have 4 minutes to discuss what called them to serve on the Board. Commercial fisheries infrastructure, financial health of the department, and the Nicole Lynch will present on Open Meetings Act and Robert's Rules of Order. The second day will cover completed projects, studies, surveys, and Board interests. The deliverables of the retreat will be a list of CIP priorities. Commercial activities within the Harbors, fee structures, and general prioritization will also be covered at the retreat. Mr. Uchytel said on page 19 of the agenda packet there is the list of projects created at the last Board retreat. Page 21 of the agenda packet has links to various studies that might be relevant to retreat discussions. Mr. Uchytel said that he will address any comments or questions.

Board Discussion/Public Comment

Mr. Leither said that he liked the agenda and doesn't have any additions.

Mr. Etheridge agreed that the schedule covers all main topics.

7. New Boat Shelter Construction Process

Presentation by Port Director: Mr. Uchytel said on page 22 of the agenda packet there is a process established to award a boat shelter construction on G float. This is the same document that went before the Operations and Planning Committee with the change to reflect that any deviations from the outlined process be approved through the Board. Mr. Uchytel said that this could roll out within the next couple of weeks with Board approval. The Board expressed to award the bid by the end of the calendar year. The application will be \$100 and a minimum bid of \$500.

Board Discussion

Mr. Etheridge asked if highest bid would be awarded and if there is a minimum bid amount established to ensure that they construct the boat shelter?

Mr. Uchytel said that there is a requirement to have the shelter built by January 2026, however there is not punitive measures to ensure that the boat shelter is built by January 2026. Payment for the square footage will be applied once the bid is awarded, the linear foot fees will be applied once the structure is completed.

Mr. Etheridge asked about the building code.

Mr. Uchytel said that he checked with CCFR chief who said that CDD would be the building code applicable to the construction of a new boat shelter. Applicable building permits are listed in the application to bid under section H.

Mr. Leither asked what fees fall under section G of the application to bid.

Mr. Uchytel said there is a square foot fee, property tax, and the length of the boat or the shelter whichever is longer.

Mr. Etheridge said the square footage charge comes from the inability to hot berth a boat shelter.

Mr. Leither asked the language could be changed to charge the length fee instead of the square foot charge and then extend the period in which the awarded bidder would have to build the shelter.

Mr. Uchytel said that it is up to the deliberation of the Board.

Mr. Leither said that an option would be to not change the length fee for the first year after the bid is awarded and charge the length fee after the second year regardless of whether the shelter is built.

Mr. Uchytel asked if he should add the language to include after January 2026 the patron will be charged the full moorage fee.

Mr. Etheridge said that Mr. Uchytel should add the suggested language change.

Public Comment

James McCants, Juneau, AK

Mr. McCants asked if the bid would be awarded to the individual willing to spend the most on the construction of the boat shelter or if it would go to the highest bidder to get the opportunity to build the boat shelter.

Mr. Uchytel said that the highest bid is the right to construct which would be collected by Docks and Harbors in exchange for the right to build.

I. COMMITTEE AND MEMBER REPORTS

1. Operations Committee Meeting Report

Mr. Sooter reported a productive meeting and solidified the Board calendar for 2025.

2. Assembly Lands Committee Liaison Report- none.

3. South Douglas/West Juneau Liaison Report- none.

4. Member Reports- none.

J. PORT DIRECTOR'S REPORT

Mr. Uchytel reported:

- Mr. Creswell is currently at the American Administration of Port Authorities to graduate from professional development program in progress for the previous three years.
- AAHPA- Mr. Dugan was recognized as the employee of the year for Docks and Harbors. Mr. Uchytel said that the Department of Transportation that manages the Harbor Facility Grant program usually presents the ranked order of the grant applications at the conference. The presentation that they gave at this year's AAHPA conference showed four applicants and two of them are submitted by Docks and Harbors. Mr. Uchytel is waiting on from a response from DOT at the commissioner's level as to whether they would accept the grant application for the half of the match committed for the PIDP grant for the Aurora Harbor Drive Down Float.
- EPA Clean Ports Grant- Notified this week that the grant was not successful. The Port of Seward received a \$45 million grant from the EPA.
- Mr. Greg Smith is Docks and Harbors Board Assembly Liaison.

K. ASSEMBLY LIAISON REPORT

Mr. Smith said that they Mayor appointed him as the Docks and Harbors Liaison to the Assembly. Mr. Smith said that he is an active Docks and Harbors facility user, Juneau grown, and has served on the Assembly for the past 6 years. Mr. Smith said that he looks forward to working with the Docks and Harbors Board. The election results were certified a couple of weeks ago, with two new Assembly members and the reelection of the mayor. Mr. Smith said that he is available to all Board members for questions.

L. BOARD ADMINISTRATIVE MATTERS

- a. Board Retreat - Tuesday, November 12th, 2024.
- b. Board Retreat & Ops/Planning Committee Meeting - Wednesday November 13th, 2024.
- c. Board Meeting - Thursday November 21st, 2024.

M. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.