



# DOCKS AND HARBORS REGULAR BOARD MEETING MINUTES

November 30, 2023 at 5:00 PM

City Hall Conf. Room 224/Zoom Meeting

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- A. CALL TO ORDER** – Mr. Etheridge called the meeting to order at 5:00pm in CBJ Room 224 & Via Zoom.
- B. ROLL CALL** – The following member were in attendance in CBJ Room 224 or via zoom meeting: James Becker, Paul Grant, Debbie Hart (via zoom 5:06pm), Matthew Leither, Mark Ridgway, Annette Smith, Shem Sooter, and Don Etheridge.
- C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES**
- Mr. Uchtyl said there are no changes to the agenda presented tonight but two information items were added to the agenda this afternoon.
- MOTION By MR. RIDGWAY: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.
- Motion passed with no objection.
- D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS** - None
- E. APPROVAL OF MINUTES**
1. October 4th, 2023 Special Board Minutes - Hearing no objection, the October 4<sup>th</sup> Special Board meeting minutes were approved as presented.
  2. October 26th, 2023 Board Minutes – Hearing no objection, the October 26<sup>th</sup> Board meeting minutes were approved as presented.
- F. CONSENT AGENDA**
- a. Public Requests for Consent Agenda Changes - None
  - b. Board Members Requests for Consent Agenda Changes - None
  - c. Items for Action
3. Docks & Harbors proposed ByLaw Amendments  
RECOMMENDATION: THAT THE ASSEMBLY APPROVE PROPOSED BYLAWS AMENDMENTS.
  4. CBJ 2024 Legislative Priority List  
RECOMMENDATION: THAT THE ASSEMBLY CONSIDER AURORA HARBOR PHASE IV AND STATTER HARBOR WAVE ATTENUATOR PROJECTS AS DOCKS & HARBORS LEGISLATIVE PRIORITY PROJECTS.  
MOTION By MR. RIDGWAY: TO APPROVE THE CONSENT AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.  
Motion passed with no objection.
- G. UNFINISHED BUSINESS** - None
- H. NEW BUSINESS** - None
- I. ITEMS FOR INFORMATION/DISCUSSION**
5. Annual Letter to the Assembly  
Mr. Uchtyl said on page 67 in the packet is the annual letter to the Assembly but in reviewing the

information provided by the Finance Department, he is not ready to submit the letter yet. He is waiting for confirmation on the Docks and Harbors fund balances. Finance has provided higher numbers than anticipated. As long as the Board does not have any other input as to the content of the letter, after the Finance Department confirms our fund balance numbers are correct, he will submit to the Assembly.

Board Discussion -

Mr. Grant asked who makes the decision in terms of the final fund balance numbers.

Mr. Uchytel said the Finance Department provides the final fund balance numbers, but he wants them to just double check their numbers.

Public Comment - None

6. Docks & Harbors FY25 CIP List

Mr. Uchytel said on page 76 in the packet is our FY24 CIP List. In December the Board is required to submit our FY25 and beyond CIP list to the Engineering Department so at the Board meeting in December we will need to approve that list. We typically come up with our FY25 and FY26 list at our annual Board retreat but we are not planning to have one this year. He is bringing this to this meeting for Board visibility so members know a similar list as seen tonight for FY24 will be for FY25 and FY26 and that will be brought to the next Operations/Planning meeting for approval.

The FY25 CIP list could be

1. Aurora Harbor Rebuild Phase IV
2. Taku Harbor Maintenance Repairs
3. Wayside Park Dredging
4. Breakwater Feasibility Study

The Aurora Harbor Office Replacement will not be on the list. Marine Exchange of Alaska is going in a different direction and we do not currently have a P3 option.

Mr. Uchytel talked about the projects listed on page 77 -

- He will bump appropriate projects to the following FY.
- The first five on the list have already been talked about.
- Regarding the shorepower for the cruise ships, we need to continue to look for dock electrification funding in the next fiscal year.
- The NOAA dock is off the table with the conveyance to the Coast Guard.
- The Auke Bay/Baywalk is a non-starter.
- The Aurora Harbor phase IV is in FY25.

This list will be brought back to the next Operations & Planning meeting to discuss more and take direction.

Board Discussion -

Mr. Ridgway asked on page 77 in the packet, is the safety railing estimate an old estimate?

Mr. Uchytel said if the Assembly approves the transfer on December 11<sup>th</sup>, it will be \$1.5M left to fund.

Mr. Becker commented that he thought the Aurora Harbor Office was a health and safety issue and was paramount for replacement?

Mr. Uchytel said there is no money. What he has heard from the Board is that the Board priority would be to do the North Douglas Boat Ramp expansion before the Aurora Harbor Office replacement. If the Board would like to change the priority it can be changed.

Mr. Ridgway said if there are safety concerns, he would put that at a higher priority.

Mr. Etheridge said he remembers the North Aurora Harbor replacement has been ranked higher in priority than the Aurora Harbor Office replacement.

Mr. Grant asked how important it is for the Aurora Harbor Office to be located near the Harbor?

Mr. Creswell said for the Aurora Office, it is vital to be located in the vicinity of the downtown harbors. There are currently a lot of harbor residents that do not have transportation and rely on the office to be close to the Harbor. Harris and Aurora Harbors are our busiest Harbors, and our field staff need to be close by.

Ms. Smith said when she looked at the plans for Marine Park, replacement of the lightering dock could be a piece of that project. She would like staff to keep a lookout for any of the projects on the list to be maybe added in with another departments project to have a possibility of moving up on the list.

Mr. Ridgway requested Mr. Uchtyl send out a ranking for the projects to start the process before the next Operations/Planning meeting.

Mr. Uchtyl asked if all 22 projects should be on the list for ranking. We currently only having funding for the first four on the list.

Mr. Ridgway recommended sending all the projects for ranking.

Public Comment –

Matt Dobson, Juneau, AK (unsure is name is correct)

Mr. Dobson said this is his first year seeing this six-year CIP list. He said he would like the North Douglas Boat Ramp Expansion moved up the list. There is not enough parking and it seems like there is a safety issue at that location. He said it will probably continue to grow.

7. Assembly Retreat - Docks & Harbors Interests

Mr. Uchtyl said on page 78 is the Assembly agenda for their December 2<sup>nd</sup> retreat and he will attend that meeting. They will be discussing tourism and on pages 79 to 81 is a memo from the Tourism Manager showing a matrix for the busiest days, median days, information on hot berthing and current shore excursion opportunities. Pages 83 and 84 in the packet is from January 2020 talking about preliminary legal issues with managing tourism and then on pages 85 to 93 is a memo from August 1996 where they talk about putting a cap on tourism. Pages 94 through 96 are the Assembly 2023 goals broken down into different categories. Pages 97 and 98 are comments from the Assembly members requesting changes to the current goals.

Board Discussion-

Mr. Grant asked Mr. Uchtyl what a median day and busiest day mean?

Mr. Uchtyl said the busiest day would be in August with the most passengers disembarking in one day and the median day is essentially an average day.

Mr. Grant asked what does MGRA stand for?

Mr. Uchtyl said Mendenhall Glacier Recreational Area.

Ms. Smith commented that her understanding is 30% of passengers do not even get off a cruise ship. Are the numbers in the memo just the number of passengers that get off the ship?

Mr. Uchtyl commented that the only numbers Ms. Pierce would have would be the lower berth counts. This is 100% lower berth count based on the CLAA schedule.

Public Comment -

Mr. Kirby Day, Juneau, AK

Mr. Day said the number we use for passengers getting off a ship on any given day is north of 90%. There are days that number is less typically due to weather and then there are days when there is more. There are 25% to 30% of crew that get off the ship at some point in the day. He is not sure the numbers in the memo consider ships that are hot berthing. Only 4,000 of the people are in port at one time. The duration and the total number in a day is what they are trying to figure out.

**J. COMMITTEE AND MEMBER REPORTS**

1. Operations Committee Meeting Report

Mr. Ridgway reported -

- The Committee forwarded to the Board tonight the Legislative Priority list and the By-laws.
- There was a presentation by the Harbormaster with the survey results and next steps.
- Mr. Sill provided a run down on the US Coast Guard floating breakwater and Wayside Float conditions.
- There was a discussion on the Angoon Trading lease.

2. Assembly Lands Committee Liaison Report

Mr. Becker said he attended the meeting - nothing affecting Docks & Harbors.

3. South Douglas/West Juneau Liaison Report – Ms. Smith said there were no meetings.

4. Member Reports - None

**K. PORT ENGINEER'S REPORT**

Mr. Sill said winter is our construction season and we are ramping up. He provided updates on the projects -

- Statter Harbor Phase IIIC restroom. He is sitting on the final payment until Dawson submits the As-built and the O&M manuals. He is also waiting on a quote to do the epoxy flooring in the restrooms.
- Aurora Harbor phase III – The building permits are still pending but he does not anticipate any issues. Float construction will begin December 6<sup>th</sup> and 7<sup>th</sup>. He will travel to Tacoma on December 7<sup>th</sup> to inspect the float construction. The usual float contractor has sub-contracted the float construction to a float fabricator. Since we have never used this sub-contractor before, he is going to Tacoma. They should be able to build a float in a couple days and will make progress quickly. We are working on hiring our Protected Species Observers. Trucano plans to mobilize their crane and barge to the basin the week ending December 15<sup>th</sup>. If the floats are completed in a week and shipped in a week, Trucano will start pile driving on December 18<sup>th</sup>. It is a tight schedule but not impossible.
- Aurora Harbor phase IV – Staff received the draft for the permit application from our consultant last week. Staff will review the application and then submit it for our Army Corps permit so we can get authorized to do the pile driving in-water work. This process can be lengthy so we do want to get this going soon. The permit will be good for five years.

Mr. Uchtyl added the matching grant information. In October, the Board and Assembly approved a Resolution and at that time we were asking the Legislature for full funding of the Harbors Facility Grant. It was going to be \$5M for Juneau and \$2.7M for Sitka. Sitka pulled their application and it is now only Juneau asking for this grant money. That is good and bad. The fact that it is just Juneau asking money from the State it could go two ways. One way would be to award Juneau with the \$5M, or because this only affects Juneau, it may not get traction.

- Marine Park Deckover - We did receive our As-builts from PND and so this project is officially closed out. There was an incident on our new lawn. We are working with the company that damaged our lawn and they promised they would fix it in the spring.
- Douglas Harbor lighting project -Chatham Electric spent the day installing light pole bases. They are planning to install two today and two tomorrow. By Monday all bases and conduit will be ready to install the lights. The light poles are on order and with all ground work complete, they can be installed in the winter.
- Harris Harbor Security Gate – Mantle Industry is working on the gate structure. He has reviewed all their plans and sent all the controls and various elements that need to be incorporated in the gate. He believes it will be about 60 days before this arrives in Juneau.
- Wayside Park and Concrete Breakwater Inspections – The consultant working on this project lost their inspector so he was allowing a little more time but he will give them a call to find out when the reports will be completed.
- Waterfront Safety Improvements. We are hoping on approval by the Assembly.

Ms. Smith asked about the Douglas Lighting project, any correlation with the project and the outage of power in Douglas?

Mr. Creswell said he will cover that in his report.

#### **L. HARBORMASTER'S REPORT**

Mr. Creswell reported –

- Douglas Power - Last Monday during the blizzard at 4:45pm he received a report of a power outage and he thought it was due to the blizzard. The entire Harbor did not have power. The main breaker was tripped and tripped again when he tried to reset it. He brought in Chatham electric Tuesday morning to begin the trouble shooting process. They were not able to find the problem so they talked with Mr. Sill and brought in our Electrical Engineer and they determined the main breaker was bad. We were able to get part of the harbor lit before Thanksgiving. He kept good communication with the liveboards in Douglas to the status of power. The replacement breaker alone was \$15,000. It arrived in Juneau on Tuesday and it was installed on Wednesday. We had to have AELP secure power to the Harbor and it took three hours to install. As of 2:15 pm yesterday the Harbor was back up and everyone had power. We were using Facebook to notify people. We do have the SMS texting but it is not operational at this time and our IT person is working to get it fixed. Any customers paying us for power will receive a 30% discount.

Mr. Becker asked if the breaker was re-buildable?

Mr. Creswell said the breaker is being shipped to Anchorage to see if it is re-buildable. The breaker lasted 18 years.

Ms. Smith asked if this should be a scheduled replacement for maybe 15-years?

Mr. Creswell said this is a great question but this is one of our simpler breaker. The newer breakers are even more complicated and he will look into if they should be on a replacement schedule.

- We had an old wooden vessel sink in Harris Harbor during the storm. It was uninsured. Staff worked with the Coast Guard to remove the pollutants from the vessel. The Coast Guard hired Melino's and Melino hired Cooks Dive services to dive on the vessel. They raised the vessel and towed it to Trucano, our Term Contractor for vessel disposal, and it was craned out of the water and taken to the dump.

Ms. Smith said she remembers the Vessel Disposal Fee, that Boat owners pay when they do not have insurance, does not cover the cost of getting rid of these vessels. Has there been an analysis done on what the fee should be to cover the expense of disposal?

Mr. Creswell provided costs of recent disposals –

- 55' cement vessel - \$50,000
- 41' wooden power troller - \$30,000
- This current vessel – Over \$10,000

Mr. Creswell said the last time he looked at how much we collected it was around \$21,000.

Mr. Ridgway asked to add the Vessel Disposal expense and revenue on the next Operations Meeting agenda as an information item.

Mr. Uchtyl commented that the 55' cement vessel was not derelict. The owner of the vessel passed away and there was no next of kin and no one bid on it.

Mr. Creswell continued his report -

- Downtown Travel Lift - Kendrick Equipment was hired to fix the Travel Lift. Trucano provided crane support and welding, and Tyler rental provided line boring for the new pin that needed to be installed. The project overall was a success and it is operational but there was a few snags along the way. It took seven days to get this fixed with a new trunnion shaft, new cables, and new brakes. There are a couple parts on order that still need to be installed but that can be accomplished by the boat yard staff.

Ms. Smith asked if we own the travel lift or the University?

Mr. Creswell said the University owns the travel lift.

- Derelict Vehicles – Staff has made great strides getting rid of all the derelict vehicles. A big part of that was with Kenneth Davis who has recently resigned on November 3<sup>rd</sup>. We hired Matthew Mickelson to take his place, he is on leave but when he gets back there will be three vehicles that he will need to take action on.
- Derelict Vessels – There are more derelict vessels that we are tracking and watching.
- New Admin Supervisor – Angela Thrower has been hired and we are happy to have her as part of the team.
- UAS Intern – This is due to the negotiations for the reduced lease rate. We have agreed to take on an intern program with the University. He said he met with the University representatives about the Intern program and they are very excited for this opportunity and will likely start in the summer with three to four interns. He is working on a general position description with everything an intern could do.

Mr. Grant asked if they are paid interns?

Mr. Creswell said yes.

## **M. PORT DIRECTOR'S REPORT**

Mr. Uchtyl said he wanted to go over the schedule for December –

- December 11<sup>th</sup> – Assembly meeting requesting Assembly approval on the \$500K transfer for the safety railing. The by-laws will also be for Assembly approval. He recommends available Board members attend and show support.
- December 16<sup>th</sup> – Docks & Harbors Christmas Party.
- December 18<sup>th</sup> – Joint meeting with the Assembly.

- December 20<sup>th</sup> – Operations/Planning Meeting Items
  - CIP list
  - Marine Passenger Fees
  - Ms. Hart would like a discussion on a potential park area near the Yacht Club
  - PND Engineer Report on the Breakwater
  - Possible update on budget
  - Vessel Disposal Fee Discussion

Mr. Uchtyl went on to report -

- Staff is applying for a \$1.5M EPA grant for Docks Electrification.
- Board Member Mr. Wall resigned effective immediately and this has been communicated with the Clerks.
- We did have our new port admin assistant resign effective immediately. We are having challenges with recruiting and retaining administrative staff. One of our Statter Harbor admins, Joelle Worthley also resigned effective December 15<sup>th</sup> for purposes of travel.
- He said he was on vacation in the DC area and comingled work. He worked with our Federal Lobbyist and met with Senator Murkowski, Senator Sullivan and Representative Peltola staff regarding Docks & Harbors issues. They are supportive of our needs. He said he believes one of the Boards highest priority is the Statter Harbor breakwater and Senator Murkowski has been very good about setting money aside for that project. He also met with the CEO and staff of American Association of Port Authorities (AAPA) and talked about the cruise industry and where that is going.
- He said outside his Docks & Harbors role he is standing up a Navy League Juneau Council and will have our first formation meeting on Tuesday at the Buoy Deck at 5:30pm.

Ms. Adkison asked if staff knew the reason for not being able to retain the admins?

Ms. Larson said she is unsure of the reason.

Mr. Ridgway commented that one of the highest priorities for him as a Board member would be to take care of our people and be able to retain staff.

Mr. Creswell commented that we are getting a lot of candidates now but they are just not working out.

Mr. Grant asked if the Assembly is taking a systematic look at the recruitment and retention problem?

Ms. Adkison said the Assembly is looking into this problem and contracts will start to be negotiated this time next year.

Mr. Uchtyl said the HR staff has done a lot of good work trying to recruit people to work for CBJ.

Mr. Etheridge said DOT had to increase their wages by 30% to get people to man their airports for their operators.

## **N. ASSEMBLY LIAISON REPORT**

Ms. Adkison reported -

- Docks safety railing will be at the next Assembly meeting. She would recommend Board members who want to advocate for that attend.
- The Assembly retreat is coming up.
- The Alaska Municipal League is having their conference and Assembly members and some CBJ staff will attend.
- If Board members have concerns or questions that you want the Assembly members to keep in mind it would be a good thing to get in touch with us to get those things looked at.

**O. BOARD ADMINISTRATIVE MATTERS**

- a. Operations Committee Meeting - Wednesday December 20th, 2023.
- b. Board Meeting - Thursday December 28th, 2023.

Ms. Smith said she will be traveling and will try to attend via zoom meeting.

**P. ADJOURNMENT** – The Meeting adjourned at 6:19pm