

# DOCKS AND HARBORS BOARD MEETING MINUTES

April 24, 2025, at 5:00 PM

Port Director's Conference Room/Zoom Webinar



**A. CALL TO ORDER by MR. Etheridge at 5:00pm.**

**B. ROLL CALL:** James Becker, Clayton Hamilton, Debbie Hart, Matt Leither, Nick Orr, Annette Smith, and Don Etheridge.

**Absent:** Tyler Emerson and Shem Sooter.

**Also in attendance:** Matthew Sill- Port Engineer, Matthew Creswell- Harbormaster, Katie McKeown- Administrative Supervisor, Nicole Lynch- Deputy Municipal Attorney, Melody Musick- Administrative Officer, Greg Smith- Deputy Mayor.

**C. HARBORMASTER REQUESTS FOR AGENDA CHANGES** – Mr. Creswell requested a special order of business following item D on the agenda, Public Participation on a non-agenda item.

**MOTION BY MS. SMITH TO ACCEPT THE AGENDA AS CHANGED.**

Motion approved unanimously.

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

**SPECIAL ORDER OF BUSINESS:** Mr. Creswell said that Katie McKeown has been promoted from Administrative Assistant to Administrative Supervisor and, additionally, has been recognized as Docks & Harbors Employee of the Quarter January-March 2025 for her many accomplishments.

**E. APPROVAL OF MINUTES**

1. March 27, 2025

Minutes approved unanimously.

**F. CONSENT AGENDA**

A. Public Requests for Consent Agenda Changes – None

B. Board Member Requests for Consent Agenda Changes - None

C. Items for Action

2. DIPAC Request to Relinquish Leased Tideland Property  
Presentation by Harbormaster

RECOMMENDATION: TO ACCEPT DIPAC REQUEST TO RELINQUISH LEASED TIDELAND PROPERTY AT 1356 TRACK B.

**MOTION BY MS. SMITH TO ACCEPT THE CONSENT AGENDA AS PRESENTED.**

Motion approved unanimously.

**G. PUBLIC HEARING**

3. Notice of Proposed Changes to Regulations - Amendment of Title 05, Chapter 15 (Fees & Charges)  
Presentation by Harbormaster:

Mr. Creswell referred to page 18 in the agenda packet, the Notice of Proposed Changes to Regulation to amend dockage charges for vessels greater than or equal to 200 feet in length and to remove the vessel lightering fee and update the CPI adjustment language. At the direction of the Assembly, Docks and Harbors is going forward with a new fee structure for cruise ship and large yacht dockage charges. The rate will be \$7 per lower berth or \$7.32 per foot, whichever charge is greater. The whichever charge is

greater language is included in the regulation change as the regulation is applicable to yachts over 200 feet in overall length. Mr. Creswell said that a vessel at anchor that moves to berth will not be double charged within a 24-hour period and this was confirmed by Municipal Attorney, Ms. Lynch.

Board Questions - none

Public Comment

Lacey Derr, Mendenhall Valley resident

Ms. Derr said that she supports these regulation changes.

Board Discussion & Action

**MOTION BY MS. SMITH TO ACCEPT PROPOSED CHANGES TO REGULATIONS AMENDING 05 CBJAC 15.030 (DOCKAGE CHARGES), 05 CBJAC 15.040 (REPEALING PORT MAINTENANCE FEE) AND 05 CBJAC 15.060 (VESSEL LIGHTERING FEE)**

Motion passed unanimously.

#### **H. NEW BUSINESS**

4. Appropriating \$400,000 for the Statter Harbor Roof Repairs Capital Improvement Project

Presentation by the Port Engineer: Mr. Sill said he has received and reviewed the 95% design drawings for the Statter Harbor Roof Repairs CIP and expects to have the 100% plans next week that will then be advertised to receive bids. Mr. Sill said that funding will need to be appropriated as Docks and Harbors should have bids back within a month and funding will need to be secured to award the job. Mr. Sill said that he had been expecting this project to be about \$250,000, however; the most recent cost estimate from PND Engineers show a construction cost of \$318,000 with a \$82,000 line item for uncertainty in project costs that produces an estimate of \$400,000. This increase in cost estimate is due to uncertainties in the market right now and has included both a contingency and cost escalation on the estimate. Mr. Sill said that he hopes the actual cost is closer to the \$318,000 number but would like to appropriate \$400,000 to ensure that project can be awarded.

Board Questions

Mr. Leither asked whether the funding is coming out of the Harbor budget or split between Docks and Harbors.

Mr. Sill said it would be coming from the Harbor's CIP fund.

Mr. Becker asked for an explanation of the possible additional costs.

Mr. Sill said that he thinks this was largely driven by uncertainties relating to tariffs and, as roofers are always busy in this town, there may be some accounting for demand.

Ms. Smith said that these are big numbers and asked the square footage of the building.

Mr. Sill said that he can provide the information regarding square footage after the meeting, however the cost works out to be a little over \$100 per square foot.

Ms. Smith said that if Docks and Harbors publishes the \$400,000 estimate, would contractors bid right up to the engineer's project estimate amount? Ms. Smith asked what is going on with the building, such as interior damage, that is driving the project cost.

Mr. Sill said that the building is 23-24 years old, there has been a leak from the roof penetrations for much of that time. The roof sheathing needs to be replaced as well as repairs to stringers based on the architect and engineers cutting holes in drywall and looking at the condition. The engineers believe that the damage to stringers is confined to the leak areas and require a limited amount of sheathing,

however, they do not know for sure at this time. The entire roof will get a new membrane, a red metal roof and hefty waterproofing details around the chimneys and snow blocks. There are also fall protection devices required by building maintenance. The estimate includes all of the above.

Mr. Sill said that there is substantial water intrusion, and the situation is getting progressively worse.

Mr. Leither asked the timeline for the project.

Mr. Still said he expects the bid drawings to be delivered next week, then the project will advertise for 21 days. The process includes approval by the Board and the Assembly. The project is dependent upon the meeting dates of the Board and the Assembly. Docks and Harbors hopes to have this job awarded by July and the completed this summer season.

Mr. Leither asked how old the building is and has this roof met Docks and Harbors expectations about longevity or is this unexpected.

Mr. Sill said the building is 24 years old and he would have liked to see more life out of it, but the roof penetrations are the key problem. One of the reasons Docks and Harbors hired a consultant is to avoid this problem in future.

Mr. Orr asked what Mr. Sill means by roof penetration.

Mr. Sill said all the vertical pieces that run through the roof.

Mr. Hamilton asked why Docks and Harbors is appropriating money before having bids are received.

Mr. Etheridge said CBJ Ordinance requires that Docks and Harbors has money in hand before bidding.

Mr. Hamilton said he has discussed this project with several roofers in town and Mr. Hamilton said this process feels backward, and the figure for the project seems incredibly large.

Mr. Etheridge said that CBJ Ordinance requires that we have the money estimated in hand before we can bid any project and thinks the price is high.

Mr. Leither asks how competitive this project will be.

Mr. Sill estimates that 5-7 companies have the capabilities to do this work.

**MOTION BY MS. SMITH TO APPROVE THE APPROPRIATION OF \$400,000 TO THE STATTER HARBOR ROOF REPAIRS CAPITAL IMPROVEMENT PROJECT**

Mr. Hamilton objected and said he is a part-time roofer and this is insane.

Those in favor: Ms. Smith, Mr. Orr, Ms. Hart, Mr. Becker, Mr. Leither, Mr. Etheridge

Those against: Mr. Hamilton

The motion passes. 6-1.

**I. ITEMS FOR INFORMATION/DISCUSSION**

**5. Aurora Harbor Phase IV - Schedule**

Presentation by Port Engineer. Mr. Sill said on page 24 of the agenda packet is the schedule that has been sent in by Western Marine Construction for performing the Aurora Harbor Rebuild Phase IV Project. The contractor is interested in finishing this project this year and there is a very tight schedule to do so. We are in the submittals phase. Mr. Sill said he has received the drawings for the floats with 30 days to review them. Western Marine Construction is planning April, May, June submittals and then projecting to be mobilized for the approach dock work that can be reached from the uplands in June and then the marine mobilization with the crane and barge in September. Finishing up having the crane and barge leaving the basin in mid-November having installed all the floats. It's an aggressive schedule, but not impossible. At that point, they turn it over to the electricians and plumbers who will finish February 2026.

Ms. Smith asked whether there will be a gate installed.

Mr. Sill said Docks and Harbors does not have plans for a gate at this time.

Public Comment – none

Board Discussion/Public Comment - none

**6. Upcoming Board Vacancies & Recruitment Plans**

Presentation by Harbormaster: Mr. Creswell said on page 25 of the agenda packet there is a document to remind the Board that there are three terms coming available: Mr. Etheridge, Ms. Smith, and Ms. Hart. The only termed-out member will be Mr. Etheridge. The Assembly will be taking applications for the Docks & Harbors Board vacancies through May 30<sup>th</sup>. The applicants will have 10-minute interviews with the Assembly Human Resources Committee. Mr. Creswell encouraged the Board members to spread the word to community members.

Public Comment - none

Board Discussion/Public Comment

Ms. Smith asked whether the Clerks are going to send out a re-apply form or if the Board members interested in reapplying should submit a standard application.

Mr. Creswell said that he has not yet seen anything. For history, sometimes things are sent out and sometimes not. If anything has been posted, he will send onwards.

**J. STAFF, COMMITTEE AND MEMBER REPORTS**

1. West Juneau-South Douglas Area Plan - Liaison – none.
2. Lands, Housing, Economic Development Committee – Liaison- none.

**K. PORT ENGINEER'S REPORT**

**Mr. Sill reported:**

- **Statter Harbor Phase IIID:** Mr. Sill said that the Statter Harbor Phase IIID includes improvements to the uplands paving and sea walk and resurfacing the old launch ramp and railing along the outside next to the restroom. The project is currently being advertised with the planned bid opening on May 7<sup>th</sup>. There will be a Special Board meeting the 8th to approve the bid before the May Assembly meeting.
- **Aurora Harbor Drive Down Float:** Mr. Sill said that a Request for Proposal of Professional Services (RFP) for the Aurora Harbor drive-down float. This is the project funded by the PIDP MARAD Grant. Docks and Harbors is looking to bring on a consultant to design that project. A pre-bid conference was held two days ago attended by PND Engineers and KPFF, who is a large firm located outside of Alaska. Mr. Etheridge has agreed to sit on the review panel for RFP's. RFP's will be reviewed for the contractor's capabilities and materials provided.
- **Taku Harbor Improvement Project:** The Taku Harbor replacement project is currently being worked on by CBJ Contracts. They are putting the finishing touches on the contract documents. Mr. Sill said that he anticipates the project to be advertised next week.
- **Statter Harbor Roof Replacement:** Mr. Sill said the Statter Harbor Roof replacement will advertise two weeks from now.
- **Brickyard Expansion Joint:** Mr. Sill said that the brickyard expansion joint between the brickyard and Marine Way is being replaced. The work is being done near the library and the contractors have dug up the Brickyard to complete the replacement project.
- **Visitor Center Kiosk:** The Visitor Center Kiosk which is located next to the library will be having the sliding windows replaced. The windows have been causing trouble for the volunteers as they are not

user friendly. The replacement windows are being shipped to Seattle, they should arrive and be installed this month.

- **Surveying and Lot Consolidation:** Mr. Sill said he has been working with RESPEC, the surveyors that have been assisting Docks and Harbors with the property documents for the lot consolidation at DIPAC. Docks and Harbors will be combining multiple small parcels into larger parcels at the request of the CBJ as buildings cannot be constructed over parcel lines. Gastineau Landing, adjacent to DIPAC have requested to combine their parcels to combine multiple CBJ Docks and Harbors leases into a single lease.
- **Electric Charging Station at Aurora Harbor:** Mr. Sill said he solicited a quote from Morris Engineering to design an electric vehicle charging station to be located at the North end of Aurora by the Yacht Club. It will not be part of the Aurora Harbor Phase IV project, but it will happen at the same time as that construction work.
- **Deputy Port Engineer:** Mr. Sill said that he is working on finalizing the paperwork for the Deputy Port Engineer and that is being reviewed and should be advertised at some point in the future.

Ms. Smith asked whether the Board would get a copy of the consolidated parcels.

Mr. Sill said of course.

Ms. Smith asked whether Docks and Harbors have had expressed demand for a charging station and who would be paying for the project.

Mr. Sill said that Docks and Harbors is proposing a paid charging station. The CBJ charging stations around town are paid for by an EPA Grant. This project would be funded by Harbor enterprise funds and would charge users to recoup the project cost.

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

**Mr. Creswell reported:**

- **Staff and Preseason Cleaning:** Mr. Creswell said Mr. Hinton has a wonderful staff at the Port this year and brought people back in mid-March. Mr. Creswell said it is amazing the work that has been done now, compared to what the Port looked like this time last year. The Port has pressure-washed areas that the team just never had time to get to. Mr. Creswell said if you see any of the Port crew, please give them your appreciation because they have worked really hard. Statter and Downtown Harbors are also working on pressure washing which started in February. Statter Harbor is working on bull rail repair and Downtown Harbors is working on light power pedestals that need cleaned and touched up.
- **CLIA and Assembly Work Session:** Mr. Creswell said that he attended the CLIA work session today with the cruise line executives in the Assembly chambers. Overall, a positive and productive meeting.
- **Taku Harbor Maintenance:** Mr. Creswell said that there is a trip to Taku Harbor scheduled for May 6th to conduct annual cleaning and pressure washing, as well as repairs before the Taku Harbor gangway replacement.
- **Learning Management Software:** Mr. Creswell said that Docks and Harbors has transitioned to a new learning management system within the department for all our mandated AKOSH and OSHA training, as well as other general knowledge, training. Mr. Creswell said the online classes are quick and easy, but they are very detailed. This new program allows for the entire training records for staff to be available in one place.
- **Asset Management System:** Mr. Creswell said that Docks and Harbors has transitioned from Lucity, which was the asset enterprise management system used for maintenance and cost tracking that is to the new system Brightly. Mr. Norbryhn has worked tirelessly for the last several months to get data migrated. Mr. Creswell said that he is excited about the way the new program works.

- **Impounded Vessel Update:** Mr. Creswell said The Adventure Bound was impounded and now sold, the vessel has now passed a sea trial and is an operational vessel again. Mr. Creswell said that the fishing vessel that sank, the Carol W, has been raised by the Coast Guard. Harbor Officers spent the last week removing all engine oil, hazmat, coolant, coolant, bilgewater and excess things off the boat. It was towed to Trucano and will be crushed. The Solstraal at Statter Harbor has been impounded, and staff will do an on-site disposal. The abandoned derelict vessel bill that passed in 2017 established the abandoned derelict vessel fund which has over a million dollars in it, and they have made a chunk of that available to municipalities for disposing of abandoned derelict vessels. Mr. Creswell said that he reached out last week, and Docks and Harbors are eligible. Mr. Creswell said that he plans to submit both boats for reimbursement from that fund.
- **Sea Trails:** Mr. Creswell said on the 3-year cycle for Downtown Harbor Sea trails, Douglas Harbor will be done this year. Mr. Creswell said that he hopes to be able to eventually all Downtown Harbors in one year. Mr. Creswell said there are 2 vessels left in Harris Harbor to complete their sea trails from last summer. Mr. Creswell said the process will be to send out warning letters to Douglas Harbor patrons who have not met the movement requirements with official letters going out in late June to give them the remainder of the summer to get their boats seaworthy.
- **Supervisory Staff Update:** Mr. Creswell said that Angie Thrower, Docks and Harbors Administrative Supervisor was selected as the next Harbor Operations Supervisor for downtown. That opened the Administrative Supervisor position which has now been filled by Ms. McKeown. Mr. Cryts is moving back to his Harbor Officer position at Statter Harbor.

Mr. Leither said that he may have seen the Fire Department blasting water into Aurora Harbor. Mr. Leither asked if that was a training exercise?

Mr. Etheridge said that it was the Fire Department, as Aurora Harbor is one of the few places where they can shoot water without causing damage.

#### **M. ASSEMBLY LIAISON REPORT**

**Mr. Smith reported:** At the April 7th Regular Assembly meeting Taku Harbor CIP ordinance was introduced. The transfer of funds from the Wayside Float Dredging to the Taku Harbor CIP was approved. Additionally approved was the ordinance to allow the City Manager to negotiate and execute a tidelands lease at Áak'w Landing, for the Huna Totem Dock. There was a 1% sales tax transfer from the Waterfront Library to the Aurora Harbor project. The funds will stay the same, it is just the timing of when the funding will be received has changed.

#### **N. BOARD ADMINISTRATIVE MATTERS**

1. Special Docks and Harbors Board Meeting- May 8, 2025, for the bid award referenced by Mr. Sill
2. Next Operations-Planning Committee Meeting - May 21, 2025
3. Next Board Meeting - May 29, 2025

#### **O. ADJOURNMENT**

##### **MOTION BY MS. SMITH TO ADJOURN.**

Motion approved unanimously.

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