

DOCKS AND HARBORS BOARD MEETING MINUTES

January 30, 2025, at 5:00 PM

Port Director's Conference Room/Zoom Webinar



A. CALL TO ORDER by Mr. Etheridge at 5:00pm, January 30th, 2025.

B. ROLL CALL: James Becker, Clayton Hamilton, Debbie Hart, Matthew Leither, Shem Sooter and Don Etheridge.

Absent: Annette Smith, Tyler Emerson and Nick Orr.

Also in attendance: Port Director Carl Uchtyl, Port Engineer Matthew Sill, Admin Officer Melody Musick and Port Operations Supervisor Scott Hinton.

C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES- none.

1. Approval of the Agenda

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

Approved unanimously.

D. SPECIAL ORDER OF BUSINESS- Employee of the Quarter.

Mr. Uchtyl recognized Ms. Thrower as Employee of the Quarter, October-December 2024. Mr. Uchtyl said that Ms. Thrower has been an employee with Docks and Harbors for 18 months and has shown decisive leadership and unwavering commitment to improvement of department operations. One of Ms. Thrower's most commendable contributions occurred on December 10th, 2024, when a patron collapsed in the Aurora Harbor parking lot. Ms. Thrower was the first to respond and administered lifesaving CPR. Ms. Thrower's calm demeanor and quick thinking under immense pressure were instrumental in saving the life of the patron. Ms. Thrower's ability to coordinate her team in the middle of a crisis, requesting and deploying the AED, applying first aid techniques, and ensuring the patrons comfort ultimately saved his life. Beyond Ms. Thrower's emergency response skills, she has demonstrated transformative leadership in her role as Administrative Supervisor. She has been at the forefront of implementing new marina management system, streamlining billing processes, and enhancing customer service standards. Ms. Thrower's innovative solutions, such as, automating payment process and user-friendly online tools have improved operational efficiency and customer satisfaction. Ms. Thrower's communication and collaboration skills are exemplary, consistently fostering a positive and productive work environment; she excels at mentoring her team, adapting to challenges, and implementing strategic initiatives. Ms. Thrower's efforts in standardizing processes across the department have been pivotal in advancing the Docks and Harbors operational goals. Ms. Thrower's outstanding contributions in the fourth quarter and throughout the year make her more than deserving of employee of the quarter. Thank you, Ms. Thrower, for your service to the Docks and Harbors department.

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Rodney and Rebecca Nowlin, Juneau, AK

Mr. Nowlin said that last year he moved from Wrangel to Juneau and could not find a storage unit when he moved. Mr. Nowlin said that he bought a used U-Haul van to park at the North end of Douglas Harbor to use as storage. Mr. Nowlin said that he is renting a 30-foot strip of sand and weeds for originally approximately \$60 a month. Mr. Nowlin said that a different formula was proposed to calculate the cost of storage by volume in the storage space. Mr. Nowlin expressed that the formula did not make sense and that he does not believe he should be charged for the size of his property. The cost of storage increased from \$60 to \$133 with the implementation of the volume formula. The charge is currently \$166, which is \$2000 a year to rent a 30-foot strip of gravel and weeds. Mr. Nowlin said that the charge is unjust and has written to Mr. Creswell to express strong opposition to the charge. Mr. Creswell said that the Board had approved the changes to

how storage fees would be assessed. Mr. Nowlin said that his initial reaction was to go along with the charges. Mr. Nowlin provided an antidote about his negative experience with the Harbor Board in Wrangel. Mr. Nowlin said that he is a 100% disabled veteran with limited resources and is impacted by the increase in the storage fees.

Ms. Nowlin asked why she was not aware of the increase in storage rates.

Mr. Etheridge said that rate changes go out for public comment several times before being voted on by the Board and being implemented.

Ms. Nowlin asked if everyone parked at the North end of Douglas Harbor must pay the same rate?

Mr. Uchtyl said that the rate is the same for all patrons. The rate is tied to the Consumer Price Index (CPI).

F. APPROVAL OF MINUTES

- 2. Special Board Meeting (Retreat) of November 12th, 2024
Special Board Meeting (Retreat) of November 13th, 2024
Regular Board Meeting of Thursday, December 19th, 2024

Approved unanimously.

G. CONSENT AGENDA

- A. Public Requests for Consent Agenda Changes
- B. Board Members Requests for Consent Agenda Changes
- C. Items for Action

- 3. Transfer of \$3,000,000 from Docks Funds Balance to CIP Statter Phase IIID
Presentation by Port Director

RECOMMENDATION: THAT THE ASSEMBLY APPROVE THE TRANSFER OF \$3M FROM THE DOCKS FUNDS BALANCE TO STATTER PHASE IIID PROJECT WHICH WOULD PROVIDE CURB, GUTTER, PAVING AND LANDSCAPING FOR THE EXCURSION BUS PARKING LOT.

- 4. Pioneers of Alaska Lone Sailor Statue - Waterfront Location Request
Presentation by Port Director

RECOMMENDATION: THAT THE ASSEMBLY ALLOW FOR THE PIONEERS OF ALASKA TO PLACE AN UNITED STATES NAVY MEMORIAL "LONE SAILOR STATUE" IN THE TIMBER DECK AREA BETWEEN THE ALASKA STEAMSHIP AND CRUISESHIP TERMINAL DOCKS.

- 5. ADOT Harbor Facility Grant Appropriation - \$5M Aurora Harbor PH IV
Presentation by Port Engineer

RECOMMENDATION: THAT THE ASSEMBLY ACCEPT A \$5M ADOT HARBOR FACILITY GRANT FOR AURORA HARBOR PHASE IV

- 6. Boatyard Trailer Bid Award
Presentation by Port Director

RECOMMENDATION: THAT THE ASSEMBLY AWARD A \$319,700 BID CONTRACT TO KROPF INDUSTRY FOR A BOATYARD TRAILER USING FUNDS FROM DOCKS & HARBORS FLEET RESERVE FUNDS.

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

Motion approved unanimously.

H. UNFINISHED BUSINESS

7. Process to Select Patron to Construct New Boat Shelter at Aurora G22/23

Presentation by Port Director: Mr. Uchytel said that the owner of the boat shelter that was destroyed in the January 2024 storm has elected not to rebuild. Mr. Uchytel said that the Board in the process of determining how to select a patron to rebuild a boat shelter. Mr. Uchytel said that the opportunity was advertised for 45 days, that ended on the 15th of January. There was no public interest received regarding the application to rebuild the boat shelter. The application required a \$100 non-refundable administrative fee to apply. Mr. Uchytel said that at last week's Operations and Planning Committee meeting there was a motion to remove the \$100 application fee, maintain the minimum bid of \$500, and to advertise for an additional 30 days. If there is no additional interest in the reconstruction of a boat shelter, then Docks and Harbors intends to build a finger float in lieu of a boat shelter.

Board Questions

Mr. Sooter asked if there are no interested parties in the construction of a new boat shelter, could the construction of a new finger float be included in the Aurora Harbor Phase IV project?

Mr. Uchytel said that the construction of a new finger float would be a change to the current project plans that are being prepared to be advertised. This change would not be a significant burden.

Public Comment- none.

Board Discussion/Action

MOTION BY MR. SOOTER TO RESOLICIT OFFER TO CONSTRUCT NEW BOAT SHELTER BY REMOVING THE \$100 NON-REFUNDABLE APPLICATION FEE; EXTEND THE ADVERTISEMENT PERIOD 30 DAYS; AND IF NO OFFERS ARE RECEIVED, DOCKS & HARBORS INTENDS TO CONSTRUCT A FINGER FLOAT IN LIEU OF A BOAT SHELTER.

I. NEW BUSINESS

8. FY25/FY26 Budget Process

Presentation by Port Director/Administrative Officer: Mr. Uchytel said he is willing to go through the power point presentation that was reviewed at the Operations and Planning Committee meeting to answer any additional questions from the Board regarding the budget. Mr. Uchytel referenced the budget overview sheets for Docks and Harbors and said that the overview is what is approved by the Managers Office and the Assembly. Mr. Uchytel said that there were minor changes made based on the finance department's review over the last week based on updated actuals for personnel expenditures. Mr. Uchytel said that he also has provided a supplemental document on behalf of the request from the Operations and Planning Committee meeting to see a larger snapshot of Docks and Harbors historical expenditures and revenues. Mr. Uchytel said that FY20 and FY21 are reflective of the economic impact of the COVID-19 pandemic.

Board Questions

Mr. Hamilton asked why the land lease revenue under the Harbors Operations accounting unit was projected to drop and then increase to \$300,000.

Mr. Uchytel said that in FY2023 the revenue for land leases was \$963,000 and then in FY2024 the revenue increased to \$1,200,000. The budgeted revenue for FY25 is \$950,000. Mr. Uchytel said that he does not have an explanation for the variance without looking at the specific financial information.

Ms. Musick said that the land lease revenue projection is comprised of the current lease rates and factoring in the market rent appraisal that occur every five years for leased properties that will receive updated appraisals in FY25. Ms. Musick said that the projected FY25 revenue reflects an amended and increased value based on the FY24 actuals. The FY26 budget reflects the projection of increased market value in leased properties that are scheduled for reappraisal in FY26.

Mr. Hamilton said it does not make sense since the FY23 actuals were \$963,000.

Mr. Uchytel said he would have to review the land lease revenue documents to provide an answer.

Ms. Musick said that in FY24 there were high value properties that had new market value rent appraisals that increased the revenues higher than initially budgeted.

Mr. Hamilton asked if an appraisal has ever lowered a lease value.

Mr. Etheridge said yes, Goldbelt Tram decreased \$72,000 in its last assessment.

Mr. Hamilton asked if that appraisal was done during the COVID-19 pandemic.

Mr. Etheridge said yes.

Mr. Uchytel said that this should be reviewed, since the finance director said that this could be a windfall due to an accounting misappropriation.

Public Comment- none.

Board Discussion/Action

Mr. Hamilton asked if the motion would be to approve both Docks and Harbors enterprise budgets?

Mr. Etheridge said yes.

Mr. Hamilton asked if they could be voted upon separately.

Mr. Etheridge said yes.

MOTION BY MR. SOOTER TO APPROVE THE PROJECTED ACTUAL FY25 BUDGET AND AMENDED FY26 BUDGET FOR THE DOCKS ENTERPRISE AS PRESENTED.

Mr. Hamilton abstained.

MOTION BY MR. SOOTER TO APPROVE THE PROJECTED ACTUAL FY25 BUDGET AND AMENDED FY26 BUDGET FOR THE HARBOR ENTERPRISE AS PRESENTED AND ASK UNANIMOUS CONSENT.

Mr. Hamilton objected.

Roll Call

James Becker- Yes

Clayton Hamilton- No

Debbie Hart- Yes

Matthew Leither- Yes

Shem Sooter- Yes

Don Etheridge- Yes

Motion passes.

J. ITEMS FOR INFORMATION/DISCUSSION

9. Maritime Administration (MARAD) PIDP GRANT GUIDANCE

Presentation by Port Director: Mr. Uchytel referenced page 67 of the agenda packet which contains a letter received from the Federal Maritime Administration (MARAD) regarding the PIDP grant for the Aurora Harbor Drive Down Float. Mr. Uchytel said that last week he was supposed to have an initial team meeting with MARAD regarding the PIDP grant which was canceled due to the executive orders issued by President Trump. Mr. Uchytel said that he will reengage on the initial team meeting when MARAD is ready. Mr. Uchytel said that on page 72 of the agenda packet there are details about permitting for the project required by the National Environmental Policy Act (NEPA). Mr. Uchytel said that he will be meeting with a NEPA representative tomorrow to start the permitting process. Mr. Uchytel said that

Docks and Harbors is in the process of receiving federal permitting for the Aurora Phase IV project. Docks and Harbors has done a lot of environmental work for Aurora Harbor, Mr. Uchtyl feels confident it the ability to secure permits for the Aurora Harbor Drive Down Float. Mr. Uchtyl said that Section 106 of the National Historic Protection Act which covers the consideration of the history of the Harbor within the project. Mr. Uchtyl said that as part of the Army Corps inspection of the Aurora Harbor project they did a Section 106 review of Aurora and Harris Harbors, Mr. Uchtyl said that meeting that assessment requirement is close to completion. Section 6 is the Civil Rights Act of 1964, which would assess for any civil rights violations in CBJ policies. Mr. Uchtyl said that the letter of funds availability is something that can be done at any time. Mr. Uchtyl said that there is a possibility that Docks and Harbors receives the Alaska Department of Transportation Harbor Facilities Grant for the 50% of the local match for the Aurora Harbor Drive Down Float. If Docks and Harbors does not receive the additional grant funding the budget contains the funds to cover the match. Mr. Uchtyl said that he is hopeful for the project to start a year from now. Docks and Harbors will issue a request for proposal for engineering services. Mr. Uchtyl said that he able to answer any questions regarding the MARAD grant.

Board Questions/Public Comment- none.

K. STAFF, COMMITTEE AND MEMBER REPORTS- none.

L. PORT ENGINEER'S REPORT

Mr. Sill reported:

- Aurora Harbor Phase IV: Mr. Sill said that he is in the process of wrapping up the bid documents for Aurora Harbor Phase IV project to advertise on February 1st. Mr. Sill said that Docks and Harbors has been working with consultants during this process and they have turned in most of the documents required. Mr. Sill said that this project has been in progress for a long time, some of the initial documents were started in 2014. Bid opening for the project is scheduled for February 27th, which is the same as the Docks and Harbors Board meeting. The Board will be asked to approve the bids for the project. The bid will be approved at the March 3rd Assembly meeting.

Mr. Sooter asked if there will be marine mammal observation associated with the project.

Mr. Sill said that there will be marine mammal observation primarily looking for sea lions and humpback whales. The concern related to sunflower sea stars that was a large concern during the Wayside Park Dredging project has not come up during the permitting process so far. Mr. Sill anticipates standard mitigation measures.

Mr. Uchtyl said that the early entry for the project could begin as early as January 1st, 2026, with substantial completion by November 1st, 2026.

Mr. Sill said that the first step in the construction process will be to install the new approach dock and then to install the new floats starting from H float moving towards the yacht club.

Mr. Sooter asked if there were any alternates associated with the project?

Mr. Sill said that anodes are an alternate. Mr. Sill said that the project cost should not exceed the grant match amount, the anodes are an alternate to ensure that the grant match amount is not exceeded and will be installed if funds are available. Zinc anodes have been a historically successful project for the Alaska Department of Transportation Harbor Facilities Grant program and could be installed later with a successful grant application.

M. HARBORMASTER'S REPORT

Mr. Hinton reported:

Mr. Hinton said that is the Port Operations Manager and acting Harbormaster this week. Deputy Harbormaster Jeremy Norbryhn is at the Seattle Boat Show and Mr. Creswell is at an Association of Marina Industries Conference.

- Sunk boat at Statter Harbor: Mr. Hinton said that an hour after Mr. Norbryhn left to the Seattle Boat show he received a call about a sinking boat in Statter Harbor. The owner is working with Melino's Salvage to recover the vessel.
- Snow removal efforts: Staff has been working hard on snow removal efforts.

Mr. Hamilton asked what the timeframe is for snow removal down on the floats.

Mr. Hinton said that priority is entrances to the Harbors, the parking lots, then main floats, and finger floats.

Mr. Hamilton asked if anyone did snow removal on the finger floats in Douglas Harbor today?

Mr. Hinton said that he does not know.

N. PORT DIRECTOR'S REPORT

Mr. Uchytel reported:

- Taku Harbor Project: Mr. Uchytel said that another project that Docks and Harbors is tracking is the Taku Harbor Float Project. Mr. Uchytel said that he is waiting for the cooperative agreement from the Department of Fish and Game. When the State conveyed the tidelands for Taku Harbor floats to Docks and Harbors there is a 40-foot walk from the floats to the trail that is owned by the Department of Natural Resources. This 40-foot section is incorporated in the new design, Mr. Uchytel said that he is working with DNR to make sure that there aren't any problems during the construction process.
- Staff update: Mr. Creswell is at the Association of Marina Industries Conference of behalf of the Alaska Association of Harbormasters and Port Administrators (AAHPA). Mr. Norbryhn is at the Seattle with a representative group from AAHPA. February 25th and 26th Juneau is hosting the AAHPA Administrative Conference.

Mr. Hamilton asked where the minutes were for last week's Operations and Planning Committee Meeting.

Mr. Etheridge said that they will be presented at next month's Operations and Planning Committee Meeting.

Mr. Hamilton said that he did not see the CPI adjustment on this week's meeting agenda.

Mr. Etheridge said that there was no motion to bring the CPI adjustment to the Board meeting and that without a motion the CPI adjustment goes into effect.

Mr. Hamilton said that he made a motion to bring it to the Board.

Mr. Etheridge said that the motion did not pass.

O. ASSEMBLY LIAISON REPORT- none.

P. BOARD ADMINISTRATIVE MATTERS

10. Next Meetings:

Wednesday, February 19th - Operations-Planning Committee Meeting

Thursday, February 27th - regular Board Meeting

Q. 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.