

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA
For Thursday, December 16th, 2021

Zoom Meeting

<https://bit.ly/3viKQub>

Meeting ID: 836 4578 6748

Passcode: 946773

Call In: (253) 215-8782

I. Call to Order (5:00 p.m. via Zoom)

II. Roll (Lacey Derr, Paul Grant, David Larkin, Matthew Leither, Mark Ridgway, Annette Smith, Bob Wostmann, James Becker and Don Etheridge)

III. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS PRESENTED.

IV. Approval of minutes

1. November 5th, 6th & 10th Board Retreat; and,
2. November 18th, 2021 regular Board meeting; and,
3. December 8th, 2021 Special Board meeting.

V. Public Participation on Non-Agenda Items (not to exceed five minutes per person, or twenty minutes total time).

VI. Unfinished Business -

1. Marine Passenger Fee Request
Presentation by the Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION by: TO ACCEPT THE PROPOSED RECOMMENDATIONS TO THE CITY MANAGERS FOR MARINE PASSENGER FEE (MPF) REQUESTS.

VII. New Business

1. Ordinance Authorizing Docks and Harbors to Execute a Reservation Agreement with Private Dock Owners
Presentation by the Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION by: TO DIRECT STAFF TO INITIATE EFFORTS TO ADVANCE AN ORDINANCE CHANGE ENABLING DOCKS & HARBORS TO EXECUTE RESERVATION AGREEMENTS WITH PRIVATE DOCK OWNERS.

VIII. Items for Information/Discussion

1. CY22 Port Staffing Needs
Presentation by the Port Operations Supervisor

Board Discussion/Public Comment

2. CBJ Budget Cycle Update
Presentation by the Port Director/Administrative Officer

Board Discussion/Public Comment

3. Selection of HDR for Professional Services to execute Harbor Rate Study
Presentation by the Port Director

Board Discussion/Public Comment

4. [Governor's FY2023 Proposed Budget](#)
Presentation by the Port Director

Board Discussion/Public Comment

5. Preparation of Joint Docks & Harbor/Assembly Meeting
Presentation by the Port Director

Board Discussion/Public Comment

IX. Committee and Member Reports

1. Operations/Planning Committee Meeting - December 8th, 2021
2. Finance Sub-Committee Meetings – November 23rd & December 7th, 2021
3. Member Reports
4. Assembly Lands Committee Liaison Report
5. Auke Bay Neighborhood Association Liaison Report

6. South Douglas/West Juneau Liaison Report

X. Port Engineer's Report

XI. Harbormaster's Report

XII. Port Director's Report

XIII. Assembly Liaison Report

XIV. Board Administrative Matters

- a. Finance Sub-Committee Meeting – Wednesday, December 22nd & January 12th
- b. Special Docks & Harbors Board Meeting, Wednesday, January 19th, 2022
- c. Ops/Planning Committee Meeting – Wednesday, January 19th, 2022
- d. Board Meeting – Thursday, January 27th, 2022

XV. Adjournment

I. Call to Order – Mr. Etheridge called the meeting to order on November 5th a little after 5:00 pm due to technical difficulties and November 6th at 10:00 am. The final retreat items were put on the Operations Meeting on November 10th which started at 5:00pm.

II. Roll Call - The following members attended in person both days at the Bartlett Conference room; Lacey Derr, James Becker, Paul Grant, David Larkin, Matthew Leither, Mark Ridgway, Annette Smith, Bob Wostmann, and Don Etheridge.

Also in Attendance – Carl Uchtyl – Port Director, Erich Schaal – Port Engineer, Teena Larson – Administrative Officer, Christina Woll – Assembly Liaison, and Mila Cosgrove - Facilitator.

III. Approval of Agenda – Ms. Derr approved the agenda as presented. There was no objection.

IV. Public Participation on Non-Agenda Items –

Mr. Kirby Day, Juneau, AK

Mr. Day thanked the Board for allowing public to listen in on the retreat.

V. Welcome Comments – Chair Etheridge asked the Board members to introduce themselves to our new Assembly Liaison Christine Woll. He went on to say that he wanted the Board members to speak up when they have a comment on any of the topics on the agenda.

VI. Docks & Harbors Board Strategic Planning Overview – Facilitator Mila Cosgrove went over the process. There is an agenda but it can be slightly flexible. Part of the goal tonight was to provide the opportunity for the members to connect with and get to know each other. This is a work session and not a formal session. The existing Docks & Harbor strategic plan which is a power point presentation was shown and discussed. The benefit for a strategic plan is to keep everyone moving in the same direction. As a Board, as you create policies, action plans, and allocate funding, you have an idea of the overarching principles the Board agreed to.

There was a question on the history of this plan.

The strategic plan was developed in 2014 and generated initially by Docks & Harbors staff in a lengthy process. Staff brought this to the Board for their approval and this has been used every year since.

A good strategic plan starts with a Mission Statement –

Develop and provide opportunities, services, and facilities to support marine related commerce, industry, fisheries, recreation and visitors.

The Board discussed the mission statement and was asked if it is relevant and still on track with where Docks & Harbors is headed.

The Board agreed Docks & Harbor Mission Statement still meets our needs and does not need to be changed.

The Board went over and discussed the Vision Statement –

To be the Southeast Alaska Marine Center of excellence providing safe, secure, modern, vibrant facilities meeting the needs of the users we serve.

The Vision Statement should be what the Board has been working toward.

There was a comment that “Marine Center” should not be capitalized.

The Board agreed the Docks & Harbors Vision Statement still meets our needs.

Next item under the strategic plan is from a value perspective and what is driving staff –

Service Excellence

Continuous Improvements

Integrity

There is more detail under each item above but they were not included.

There was a comment that “Safety” should be added – It is a sub-paragraph under Continuous Improvements.

There was a comment that “Transparency” should be added – This is added under Integrity.

The mission/vision/values helps define the atmosphere of the environment in which the work takes place.

There was a request to have the items under service excellence, continuous improvements, and integrity provided to the Board Members. This information can be provided at the Operations Planning Committee meeting on November 10th.

There was a request to have Mr. Uchytel explain what staff’s perspective of service excellence, continuous improvements, and integrity is and how he knows if Docks & Harbors is meeting these goals?

Mr. Uchytel said he will address this in the State of the Port presentation. There is a marker in the Operations agenda for any items not addressed tonight or tomorrow.

Strategic Plan Goals & Objectives –

- Well trained and engaged workforce
- Well maintained managed & integrated facilities

- To develop safe secure Harbors and facilities
- Develop a strategy for meeting the user groups needs
- Vibrant Waterfront Development
- Create and implement market and branding strategies that highlight Docks & Harbors as a marine center of excellence
- Develop and implement a revenue generation optimization plan that supports and facilitates the implementation of the strategic plan.

Questions and answers-

How long have we had these goals and objectives and have we accomplished any of them?

The strategic plan was structured as an overarching direction in 2014 and there are updates provided every year on Docks & Harbors accomplishments.

Have we ever had a marketing and branding strategy document that the Board has looked at and approved?

We do not have a marketing/branding plan document. Staff is always talking about customer service and our brand has to be without tarnish to get what we need, support from the Assembly, grant opportunity, and confidence from the harbor patrons. Branding is very important to staff.

There was a question if the strategic plan existed before 2014?

It was all brand new in 2014. Our logo was even new in 2014.

There was a comment that if we say we have integrated facilities than that needs to happen. When he tried to pay for his space in Statter at Aurora he was told he could not do that. All locations should be able to process all payments.

The goals and objectives are a work in progress. Some of the items on the list have been worked on and other things are less developed but it does not mean they cannot in the future. This is the time to give direction to staff for prioritization.

There was a question on how staff uses this strategic plan in their daily work?

Every week there is a staff meeting with the senior staff with an agenda with red, amber, and green priorities. These items are crossed out as things are accomplished. One of the important items on the agenda is “take care of our people”. We do this through recognition, and training. Other items on the agenda are projects and some have been on the list for years. Staff knows where we want to go.

What is the status of the computer support for the offices. What is the technology that holds all the offices together?

All the administrative staff use the same program and they cross train for busy times. Everybody can see what each other is doing. The downtown and Statter harbor operations are different but staff is always striving to be more integrated.

There was a suggestion to have staff create a list of what can and cannot be done in each office and to bring to an Operations meeting.

If things are not being done like the Board thinks, the topic can be addressed at a Board meeting.

VII. State of the Juneau Port & Harbors – Mr. Uchytel talked about Docks and Harbors from his perspective of how they were ten years ago and where they are today. The guidance in the strategic plan was put together in 2014 and it is looked at and staff knows the path forward. He read a letter of thank you that was addressed to the Port Director and the Harbormaster. It was thanking the Statter Harbor staff for all their help, support, and kindness after the drowning of their nephew.

Mr. Uchytel said ten years ago this would not have happened. Ten years ago he had to counsel staff at Statter Harbor because they were fighting with patrons. Today, dealing with COVID, we did not shut down and staff did not miss a single day. Staff communicated what needed to be done and worked through all the challenges. Customer Service is a priority with staff and is talked about in every staff meeting. Staff collects about \$6M in revenue each year, and it is done with great precision. We are not perfect, but continuous improvement is noted in our plan and staff talks about it every week in the staff meetings. We are not perfect, but ten years ago Mr. Uchytel said he was meeting with H.R. and the MEBA representative about once a week just on personnel issues. Today he hardly ever sees MEBA grievances. Comparing Docks & Harbors to other facilities, Ketchikan was looking to privatize their facilities because they couldn't stay profitable and keep up with the needs of the Port, Whittier struggled with keeping a Harbormaster so they offered the current Harbormaster a lot of money so he would take the position and he is probably one of the highest paid Port Executive, in Alaska. Today Docks & Harbors has great stability with staff and the management and leadership personnel want to be here. Staff are recognized and they have achieved great awards. We have two staff members that have completed all the UAS classes for Harbor Operations and no other Harbor in Alaska has staff that completed these classes. Our Harbormaster is enrolled in a Port Executive program that is a 18 month program through American Association of Port Authorities for professional development. The success of Alaska Association of Harbormasters and Port Administration is successful due to the Juneau people that have participated in that. That organization in the last ten years has come from being a conference where people go to drink to a conference that gets stuff done and lobbies

somewhat successfully with the Legislature for items that benefit all Harbors throughout the State. Ten years ago, he had Cruise Lines of Alaska come to him and tell him no one wants to deal with the Port staff along the waterfront. Today we have relationships with the Coast Guard (also received an award from them), CLIAA and CLAA (Mr. Day is a colleague and we worked together making sure all needs were met especially with the Port Agreement required with the pandemic), he routinely meets with the delegation (he has been to DC several times to meet with the Senators, Representatives, and NOAA personnel), other CBJ Departments (previously other CBJ departments did not get along with Docks & Harbors). We have built relationships with the Yacht Club, Territorial Sportsman, and the Fireworks Committee. In the last ten years we have done \$170M worth of projects which includes the Army Corps projects which is half Harbors and half Ports. He can talk to the Army Corps personnel and they will always help the best they can. We received several awards for our projects. Juneau is fortunate to have PND locally. They compete for every job they get. They are a nationally renowned waterfront engineering company. We are also fortunate to have Trucano Construction who also competes for the project work and is awarded the project most of the times. In the past ten years all of our projects have turned out well and we have not had bad issues and the majority of our work is accomplished in the winter months. We have challenges with harbor patrons. The Harbors has been profitable even though we have the most expensive Harbors to manage between Echo Cove to Taku Harbor. There is no other Harbor system in the country that has to run 50 miles in between Echo Cove and Douglas Harbor. The expectation is that everyone wants our facilities plowed and maintained right now. One of our challenges is our geographic limitations. Limited uplands are a huge constraint. Having Egan Drive along Harris and Aurora Harbor limits our ability to make needed changes and advance our amenities in those harbors. The Auke Bay Loading Facility was a fill job. Staff is always looking for grant opportunities. We don't always do the projects we want to do but we chase the projects that have the best chance to be funded. The center of excellence in the 2014 strategic plan came about because there was still 50 year old facilities that needed replacement and staff was embarrassed with the facilities at that time. Staff does not hear patrons want to leave Juneau and go to other harbors for more and better services anymore. Staff wants to be the best Harbor facility in Southeast Alaska which is an achievable goal. If Docks & Harbors is not building things, staff is planning. We have the Urban design plan for the Downtown waterfront, the Statter Harbor masterplan, the Bridge to Norway Park planning document, and the Small Cruise Ship masterplan. Staff uses these plans to tease out successes. Mr. Uchytel said he is optimistic the Bipartisan Infrastructure Bill will get passed but he is not sure about the Build Back Better grant. There is a possibility to have \$15B in grant money for Ports and Harbors to compete for in the next five years. We have diversity in operations which helps us between how we manage our tideland leases, having a port that is pretty well funded through head tax, commercial fisherman, charter operators, and general tourism. In 2014 trying to figure out a way forward, our average facility was about 50 years old. Today with all the improvements our facilities average age is

about 25 years old. Staff is always willing to innovate. In the past our facilities have had water leaks that went unknown for days. Staff has installed water detection devices to detect excessive water. In the past live-aboards have complained about water pedestals freezing. This winter we are experimenting with using heat sacks to prevent freezing. Staff worked to provide an online system for patrons to pay their bills and buy launch ramp permits online. It is not perfect, but it works. Juneau Harbors is being seen as the model to follow. This last week with the Assembly support for the \$2.8M for the UAS property purchase was huge. In the past, it was very difficult to secure money through the Assembly. Money that comes through the head tax is approved through the Assembly, but we have not received general funds from the Assembly. He suggested to thank the Assembly for their support.

Member comments, questions, and answers—

There is a lot of change for the better in Statter Harbor staff from the past to now.

What is the Board members relationship with Staff? How did the Board help with the successes?

If staff is going in the right direction and getting things done, that is where the Board can support staff, but if there are problems with things staff is doing, that is when the Board should reign staff in and get us back on track.

Harbor improvements over the years have been tremendous. He asked if there could be examples provided where the Board was not helpful and where we were helpful?

Mr. Uchytel said in his message he was responding to “where is all the planning”? He was trying to get across that the planning is going on constantly and he was pointing them out. He wants the Board to know that the goals established in 2014 are still relevant and leading to great successes we should all be proud of. Everything accomplished is with Board oversight.

Staff has greatly improved since Mr. Uchytel started working at Docks & Harbors. He saw the personnel challenges over the years and was shocked when he came back to the board and saw how well everything was operating. Mr. Uchytel’s frustration could be with not receiving input or clear direction from the Board when requested and that is the Board members job.

Direction is not able to be given because we all have different priorities and we disagree.

Getting together like this is how we will determine our priorities as a Board.

This member asked for guidance on how to function within Robert’s Rules in a meeting.

The Board chair said he will help with this request.

Mr. Uchytel's overview of the last ten years was from a guy that loves his job, does it well, and wants to share the good stuff that happened over the years. He said he has been in the Harbors since the 80's and things are a lot better.

Questions –

- How do we evaluate the marketing which is the question of supply and demand, and cost?
- How do we decide if we want to attract more boaters to Juneau?
- How do we think about a marketing strategy to get some of the people that left to Hoonah or Petersburg or encourage boaters from down south to come to Juneau, Alaska.
- He would like a more detailed explanation on the CLIAA settlement, what our obligations are, and what the Industry obligation is?
- How do we evaluate the needs of user groups?

The questions will be put on the “parking lot list” which will be answered at another time.

Where does staff think the Harbors will be ten to twenty years from now?

We know big diesel trucks and 26' aluminum boats are what people want. We should be worried about the millennium generation getting into kayaks or trailerable boats where our main revenue is still in the Harbor moorage. We need to ensure we have a viable commercial fishing fleet and do everything we can to make them want to come to Juneau and not to Hoonah and Petersburg. Juneau is the 47th largest commercial fishing port in the country based on value of catch. The Board needs to keep thinking twenty to thirty years out.

Do we know what Oregon or Washington is thinking for their Harbors twenty to thirty years out?

Everyone wants to boat right now, but will that last?

How do we make sure to do better with our environment like the dock electrification project.

Mr. Uchytel said that is how we are building our facilities now. We have ran conduit in the Statter Harbor phase III project so we can accommodate electric vessels in the future and in the downtown parking area we added infrastructure to accommodate electric bus charging stations.

Mr. Uchytel's overview was exactly what a leader should do and it shows the Board they have the right guy for the job.

VIII. Board Member Round Robin Introduction, Reflection, Goals & Vision for Docks & Harbors – Each Board Member talked about their motivation to become a Board member, what they hope to accomplish, and what their unique skill sets are?

Mr. Etheridge – First involvement in the Harbors was being a live-aboard in Harris Harbor in 1960 and continued to be involved ever since. He has been a live-aboard, commercial fisherman, worked on harbors, and harbors is his life. He sees the improvements that can be done in our harbors and the infrastructure improvements in our harbors over the years. The original reason for becoming a Board member was he did not think the harbors was going in the right direction for improvements at that time. All the Board members were on the same page and a lot of improvements were done. His intent for being on the Board this time was he wants the momentum to keep going on our projects and to market our harbors. He works with the Legislature to help the Harbors get the funding needed and he has a great ability to talk to people.

Ms. Derr – She is finishing her doctorate in Social Science and her hope is to go into a masters of Public Administration. The Docks & Harbors Board has always been a passion of the her family and the harbors and the boating life in general is a part of multiple generations of her family. She is passionate about being here and moving the infrastructure forward. She is receptive to feedback. She is not shy and wants to get the word out about the harbors. She said she cares about her community and intends to serve her community in some fashion until she is unable to.

Ms. Smith – She said she was on the Harbor Board in the 80's. Her motivation for being on the Board was to bring a balance of user groups. There are different user groups left out and ignored. Another motivation is to help members of the community with issues and to listen to their concerns. The direction she would like to see Docks & Harbor go is the lightering dock (which is an issue of hers), develop the North Douglas Launch Ramp area, and a dock at the Echo Cove Launch area. She would like more opportunity for more users that do not have boats but waterfront users, such as dock fishing, swimmers, skateboarders, these people are part of the community but tend to be ignored. Another issue is the safety and security of our law abiding users. She would like the Zoom meetings eliminated and resume in person meetings because she feels she is not heard because she does not like to interrupt people. She would like to split out our committee work loads. She would like Operations and Planning split to ease the work load.

Mr. Becker – He was born and raised in Juneau. He commented that he wants to work with the Assembly for things that need to be built in Juneau like the second channel crossing that would open up a whole area where we could have some of the tourism efforts come from. He wants the plans he participated in early on as a Board member like the large vessel haul out facility, the Bridge to Norway point plan, purchase the UAS property, and Dock Electrification. His focus is build, build, build, straighten up, and clean up.

Mr. Grant – He moved to Juneau in the 80's from Anchorage so he could have a boat. He raced sailboats in his younger years. He has been in the different harbors. When he was told

about an opening on the Board, he felt it was time to give back to the community some of the enjoyment he has gotten out of the boat harbors over the years. When he was first selected to sit on the Board, an Assembly member came to him and told him to tell Carl to stop building stuff. It made him think about the pace we are building facilities. His first objective is to make sure the current facilities are properly managed. He believes there is one community group that we have not paid enough attention to and that is the group that objects to cruise ship traffic. He would like to hear as a Board what those people are thinking about and objecting to. He believes to build if it makes sense, we can afford it, and it does not impinge on other values that are more important. One group the Board has not heard from are the people that want to limit the amount of cruise ships and reclaim downtown. He would like to address that issue.

Mr. Wostmann – He said he has been in love with boating his whole life. He lived in the Netherlands and Amsterdam for a decade. He came to Juneau in 1981 and became a live-aboard in Harris Harbor for two years. He later bought a charter yacht and was a charter operator for twelve years. He brings to the Board his boating experience and time in the harbors. He started and runs a successful IT firm. He is good with numbers and finances. His goal is to use the knowledge and experience in numbers and finance to work with the Finance Sub-committee which he is currently chairing to bring some consistency to the way we set our rates. He feels strongly about doing something about the Statter Harbor breakwater. If it were to fail it would be a catastrophe. He is in favor of the small cruise ship facility, he would like to acquire the UAS property, improvement in the facilities that have services available for the commercial fishing fleet, and Docks Electrification. He would also like to hear why a group of people want certain limitations on cruise ships.

Mr. Larkin – Boating has been his whole life. He was in the Coast Guard, merchant marine, professional boater, worked on a cruise ship for a year, military sealift command for five years, and he has seen ports all over the world that were beautiful and amazing but then also the awful ports. He brings to the Board that he is not from Juneau Alaska and he has been in Juneau for only two years now so he brings an outside perspective. He will ask the questions why we are doing something and he hates the answer “because that is how we always did it”, and he will not accept that. The Board members are representative of the citizens to the Docks & Harbors. He is about safety and he wants to see safety ladders in the harbors. Another project is how to dispose of expired flares because there is no way possible in the United State currently. There is a commercial incinerator that can burn flares and ammunition for \$100,000. This is a purchase that needs to be relooked at to be able to get rid of some of these hazardous things. Right now, they are building up. The Airport has a JPD officer patrolling and maybe we could partner with the Airport to have that officer patrol the Airport part of the time and the Harbor the other part of the time.

Mr. Ridgway – He has been in Alaska for over 50 years. He has been a commercial fisherman, and he loves boats. He joined the Board because of the removal of the lightering float. It was a paid for infrastructure that had multiple user groups and he was offended by the removal. He agrees with other Board members interests. He said he likens the future goals of Docks & Harbors to be more administrative in nature than more project related with preferred maintenance at the top of the list. He wants to be forward looking. He wants the asset management developed a little better so we can have the value of our assets and we know when they need to be recapitalized over time. He mentioned updating the By-Laws, security, and possible merging Docks & Harbors funds. He said he brings long meetings because he talks a lot.

Mr. Leither – He grew up on a lake in Minnesota. He started operating a small boat when he was ten and he has been on the water since. He bought a sailboat and he lives on it in Statter Harbor. He said he is on the Board because when the Board was talking about raising the live-aboard rates he started doing a lot of research, reading past Board minutes, attending meetings, and he found he enjoyed it and wanted to know more. He brings to the Board being a live-aboard, and he craves facts and numbers.

Mr. Uchytel experimented with a program called menti.com where he posted questions and the Board members used their phones to answer them. The menti questions and answers are attached to these minutes.

Mr. Uchytel showed the items under our values the Board members wanted to see -

Service Excellence

- Professional
- Flexible
- Skillful Communicators
- Quality
- Responsive
- Solution oriented

Continuous Improvements

- Innovation & Creativity
- Professional Development
- Proactive

Integrity

- Responsible
- Accountable
- Trust Worthy
- Consistent

Mr. Uchytel showed the action plan from 2014 and where staff wanted to go. A top priority was to get our people right so we developed a positive culture in the Department. Technology was important and we did those things, he pointed out several other things we have accomplished also. We developed a mission, vision, goals and an action plan.

How is the plan used in staff's daily routines?

The vision and mission is the foundation and we bring things staff is working on before the Board for approval.

Ms. Cosgrove gave her perspective as this is a policy level direction and Mr. Uchytel and staff follow through with the plan.

- IX. SWOT Analysis (Strength, Weakness, Opportunities & Threats)** – The Board members were split up into three groups where they discussed Docks & Harbors strengths, weaknesses, opportunities, and threats. After each group finished their analysis, they were brought back as one group and discussed in length what each group came up with. A combined all suggestions list was made which is attached to these minutes.

X. Items for Information/Discussion

Mr. Uchytel had the Board rank items on menti.com. The questions and answers are attached to these minutes. The whole idea for the menti.com was to find out what is most important to the Board.

1. Financial

Mr. Uchytel went through Harbors financials for FY21.

Question – Why is the bond debt increasing when we have been making payments?

Comment – Mr. Uchytel said he would have Mr. Sam Muse from Finance come and explain at the Operations Committee meeting on Wednesday all the bond question all the members have.

Question – If we are talking about recapitalizing the Statter Breakwater future funding proposed, is that an actual grant application pending or is this something we need to think about?

Answer – For jetties, breakwaters, and groins, those are all the responsibilities of the Army Corps of Engineers. They do require local match in most situations. We need to do a feasibility cost analysis which will be up to \$3M and it will be a 50/50 match with the local community. Every level of the Army Corp thinks this is a great project. The project will be approximately a \$40M project and we will be responsible for 20%. There are ways to reduce our portion and we will be doing that when we get to that point.

Mr. Uchytel went through the Docks financials for FY21.

Question – Why did our expenses not go down when we had no cruise ships?

Answer – We still have five or six full time employees that have half of their salaries attributed to the Docks Enterprises. We also have buildings to maintain and other fixed costs that we still have to pay. There was also half the expense to dispose of the Lumberman.

a. Goals – See attached menti.com survey.

b. Fiscal Priorities – See attached menti.com survey.

c. Rate Study/Adjustment prior to adopting study

The rate study proposals are due on Tuesday. The Committee members will score the proposals individually and then get together as a Committee to select the preferred company for the contract.

Comment – Looking at the Harbors balance sheet he sees in the last two years under terrible circumstances there was an increase in the fund balance both years. How much money does the Harbors need? Is that what we are hoping to get out of the study?

Answer - The financial reporting takes months and when there are no way to know where we are in spending, the spending is shut down to just keep the lights on. Staff had to put a lot of needed items on the back burner and now we have the money to move forward with some of the things that were not completed.

Question – what things were not completed that we maybe should have done in the last two years?

Answer - Delay in replacing infrastructure, example is the cranes were down for longer than they should have been, upgraded lights, cameras, lights at Douglas launch ramp, and lights at North Douglas. All those things we think should be done. They are tracked but they were not pursued. How much reserve should we have? Is the Board happy with the amount we have?

Comment – At the start of the pandemic when the Board realized there was a need for drastic adjustments to rates to accommodate for the commercial users seeing their business evaporate. Looking at the overall rate structure, we did cut way back on some fees but also realized some of the rates were not looked at in a decade or more. We decided there needed to be a more consistent look at rates. That is why the draft process was initiated through the Finance Committee. There is a need to adjust the rates due to the discrepancies between rates adjusted last year to ones that have not been adjusted in many years. As a Board, do we really have the expertise to say this is the proper and fair way to allocate cost. There was consensus that the Board members did not feel comfortable doing that. There are professional companies that do this valuation and determination type of work for a living and they can tell us what the proper cost should be for our facilities, how much a reserve there should be for maintenance, future growth, and matching funds for capital improvements. Some of the rates that are so far out the Board members may want to adjust them now but most

of the rates will require the backup of the rate study to make sure we are being fair to all users.

Comment – The rate study is only going to be as good as the data we provide and if we do not have the data there will not be a great rationale for a specific rate. We can raise the rates by 5% across the board and not pay \$50,000 for a rate study.

Comment – The reason we had a fund balance is because we did not do the maintenance we needed to do. We still need to add lights at the Douglas launch ramp.

Comment – The fund balance should have one to two years of the cost for operations. This member is opposed to the rate study and it is a waste of money but will still stand with the board.

There was more discussion on the rate study topic. Not all the members were in favor of the rate study. The rates have not been raised for many years and they are all in agreement the rates need to be raised but they are not able to determine what the fair rate is.

2. Board Public Outreach & Participation – Roles & Assignments

Ms. Derr asked the members how they feel in outreach in general. There is many opportunity for outreach. What should we focus on as the outreach?

Comments from Board members -

Ms. Smith – She is happy to do presentations to groups.

Mr. Grant - The message has to be consistent, coordination with staff, make sure the public attends our meeting, listens to what we are doing and has an ongoing opportunity to have input at that level. He suggested to have talking points.

Mr. Leither – As a live-aboard he is happy to do person to person outreach and he could write an editorial for the Board to review.

Mr. Etheridge – If we want public to attend our meetings, we have to reach out to them to get them to come in. The entire time he has been on the Board, the only time you get a room full of people is when you are increasing rates. We need to look at our communication between us and the public and us and the Assembly. The Board members should send a thank you to the Assembly members next week thanking them for their support and their continued support.

Mr. Ridgway – Encouraged Mr. Etheridge to be the leader of the message that should be presented out. Also, on a day before a meeting, he suggested to post our agenda on our facebook page and let people know about the meeting and encourage them to participate.

Ms. Derr suggested to send one thank you to the whole Assembly and then assign a Board member a specific Assembly member to send a thank you to. She likes having talking points.

Mr. Etheridge will assign a Board member to an Assembly member.

3. Capital Projects, Plans and Prioritization

a. CIP List

Mr. Schaal provided a quick overview of the list and talked about process and what he will need at the Operations meeting on Wednesday. The list is attached to these minutes.

There was a request to have more detail about the projects in the list and what is the most important in terms of need for staff.

There will be a survey monkey sent out for the Board members to rank the list by their priority.

There was a request to let the Board members know what services can and cannot be performed at Docks & Harbors office locations.

Marketing Strategies was going to be worked on by Mr. Ridgway and Ms. Derr.

Mr. Uchytel will send out the CLIAA lawsuit to all the Board members.

There was a request to have a list of specific user needs.

b. 1% Sales Tax Projects

c. Board Member Wish list

4. Advancing the common good

a. COVID Strategy – Docks & Harbors operations

b. Expectation of Staff

c. Staff request of the Board

The following retreat information was copied from the Operations meeting held on November 10th.

1. Follow up to Board Strategic Retreat

Mr. Uchytel said on page 14 in the packet is the Board Retreat agenda. At the retreat we only got to item X(3) on the agenda. There was a question earlier at the retreat about the bond debt. Mr. Sam Muse, who is the controller for CBJ is here to answer questions. On page 15 in the packet, in the FY22 budget, there was a question about our debt service and why it is not lower when we are making payments. Pages 17, 18 and 19 is a PDF of the debt service provided by the Finance Department.

Mr. Muse said to answer the question on why there is a variance between previous years and FY22 for the bond debt. This is really not an equal comparison. FY21 and prior numbers are audited financial statement numbers which include accounting adjustments to get things on an

accrual basis. When the bonds were issued, they were issued at a premium meaning you paid above market rate and received additional money over the par value of the bonds. On the accounting side, we have to amortize the premium over the life of the bond. So that is a really high level. The earlier numbers include the amortization of premium and then what you see in FY22 does not and that is the actual cash going out the door each year by Harbors which is \$740,000 in cash for principal and interest and this will be for the life of the bond. This does not include the accrual accounting adjustments that we do on our end.

Committee Questions

Mr. Wostmann asked since you have not yet taken into account the amortization of the bond, the payment in the prior year represents the payment toward interest and the interest is in the expense line and not the debt service line?

Mr. Muse said when you issue a bond at a premium, and say the market rate for the bond is 3%, the people you sell your bonds to will actually give you money up front if you are willing to pay say 4% interest for your bond. A possible reason for this is because the bonds need a bond reserve so you need about \$800,000 cash in reserves. In other words, the bond was probably issued at a premium and you got a little extra cash so you were able to put that cash in the reserve. The market rate is still really the 3% but you now have additional cash up front to pay that higher interest rate. What we have to do on the accounting side is amortize that premium over the entire life of the bond. What that does is bring the effective interest rate back down to 3%. If you are paying \$400,000 or 4% a year in interest in cash, what the amortization does is lessen the interest amount that you expense on your financial statement to bring it back down to the 3% that the market rate was. The reason why the debt expense in prior years looks less is because the amortization of the bond premium actually is lowering your interest expense on the financial statements back down to that 3% market rate that would have prevailed when you issued it.

Mr. Uchytel said the next item from the Board Retreat is in the packet on page 24 which is a letter from Katie Koester, the Public Works Director reviving the process we followed last January with the Assembly. She is asking for two projects for the Legislative priority list for consideration by the Assembly. The chance for Harbors to receive any Legislative money is little to none. He asked Mr. Schaal to go over the CIP list for the Committee and the plan on how to do the priority.

Mr. Ridgway asked the Committee members to go over the list and give Mr. Schaal their priority list. He said it is helpful to know the staff priority list and rationale behind that priority.

Mr. Schaal said he sent out a sheet with the projects and information to help clarify the projects which is on page 22 and 23 in the packet. This final priority list will become a home base which means we will have a currently ranked list for the Board so when opportunities

come up we have a recently reviewed list we can go to and bring that before the Board for a final review. It will be good to refresh this list every couple of years.

Mr. Becker commented that some of the projects are grant funded and we do not have any grant funding at this time so we are not able to prioritize those projects.

Mr. Schaal said we can have a priority project that we do not have funding for and so depending on funding is how they would be done. He said one caveat to remember is there are some projects very expensive and we may never have enough money to fund. However, we need to bring a CIP list to John Bohan in Engineering if there is anything the Board wants to move in the next fiscal year we would want to make that note this winter so that we can have the process started. This list is for immediate and planning use. If we want to move something out of our fund balance for the next fiscal year we need to talk about that now so we can get it in the next fiscal year CIP list.

Mr. Wostmann said he ranked them and will send them to you tonight. For the top two CIP's, he picked the waterside safety railings and the UAS downtown property purchase.

Ms. Smith commented that she missed the time to see Mr. Schaal's idea's for a lightering dock and would like to set up another time. Ms. Smith, Mr. Ridgway and Mr. Schaal will meet Wednesday at noon.

Mr. Uchytel said the next item on the Retreat Agenda was advancing the common good. He said Mr. Grant suggested a topic of COVID strategy with Docks & Harbors operations. Next year we are probably going to have a hard time hiring employees to work along the Docks and listening to McDowell Group, and the JEDC Visitor's Cluster Group there are grave concerns of having a supply of seasonal work force. This year went okay but 2022 may be difficult to find staffing.

Mr. Ridgway asked if we have talked to the school district or UAS to recruit staffing.

Mr. Uchytel said we partner with Human Resources and they have a job fair at UAS every year. That is our vision for filling these part time limited unbenefited positions.

Mr. Uchytel went on to the next item on the retreat agenda which is expectations of staff. He said our only request is that Board members notify staff if they are or are not going to attend a meeting. There are many times we do not know if we will have a quorum until just before the meeting.

Mr. Etheridge said it is also not fair to other Board members. They show up for a meeting and then we do not have a quorum.

Mr. Uchytel asked from the retreat agenda what are the Board expectations of staff?

Mr. Ridgway commented he liked the open communication with staff at the retreat.

Mr. Wostmann commented he also liked the retreat and it was very informative and successful. He feels more comfortable now after the retreat to reach out to staff if he has questions.

Mr. Etheridge said if he has a question and goes to staff they are receptive to get the answer for him. He encouraged other Committee members to go directly to staff to ask any questions you may have.

Mr. Uchtyl asked if the Committee members get the correct and enough information from staff?

Mr. Ridgway recommended staff to do the same and ask Committee members questions also. He understands staff seeks direction from the Board. If staff feels the members have not provided enough information for what they are looking for to come back and ask for more clarity.

Mr. Etheridge agreed that the retreat helped with the open communication.

XI. Good of the Order

XII. Adjournment –

Friday November 5th – 9:19pm

Saturday November 6th – 3:37pm

Wednesday November 10th

What is the Board's primary fiscal responsibility?



What goals do you have as a Docks & Harbors Board Member?

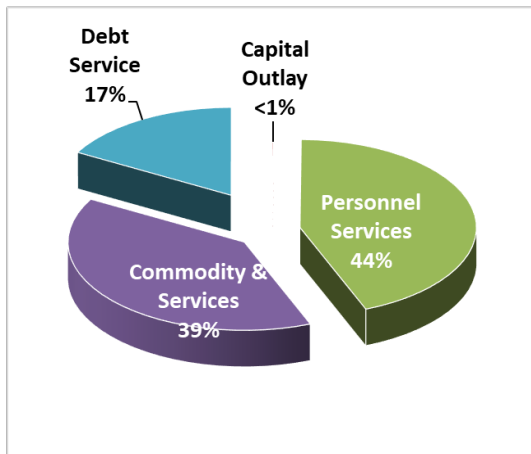


Strengths	Weaknesses
Highly skilled, experienced staff with excellent leadership Dedication to continuous improvement Established flow of Information/work processes Major investments in infrastructure/newer facilities Focused on serving different user groups Responsive to public input Skilled and varied board members with a willingness to engage Strong seasonal experience with limited turnover Training opportunities for staff Institutional Knowledge Open Communication/staff/Board/CBJ Assembly Recent Assembly support Finances Rate Study Rapport with external groups Good alignment with staff and Board Succession planning Technology platforms/Lucity	Limited public input Lack of funding Limited live aboard facilities Knowledge transfer/access to issues over time Aging infrastructure Additional COVID staffing Balance of user needs vs. fiscal stability Security services Communication(could improve) Public understanding of how Docks & Harbors operates Staffing Limitations of City wide processes CBJ Assembly communication/perception Geography/distribution of facilities Large single use facility Succession planning Span of control Lack of rate study – lack of data
Opportunities	Threats
Beautiful waterfront Cruise ship schedule is published Federal funding (COVID – Climate Change) Community support for hard changes (dock electrification) Increase in recreational use Supportive/active assembly Community focus on tourism impacts Engage the public Maritime focused community Improve marketing strategy Support for current and new user groups Support of City processes Public private partnerships Changing markets – commercial, recreational, tourism, military, residential	Housing crisis Pandemic Future Natural disasters Climate change Demographic changes and impacts on use Commercial fisheries under pressure Inflation costs & supply chain issues Rising crime Economic uncertainty Political uncertainty Community focus on tourism impact Lack of funding for operations and projects Geographic threats (DOT as an example) CBJ & Assembly Competing public interest Changing markets – commercial, recreational, tourism, military, residential Perception/reality of downtown development focus Other Southeast Harbors

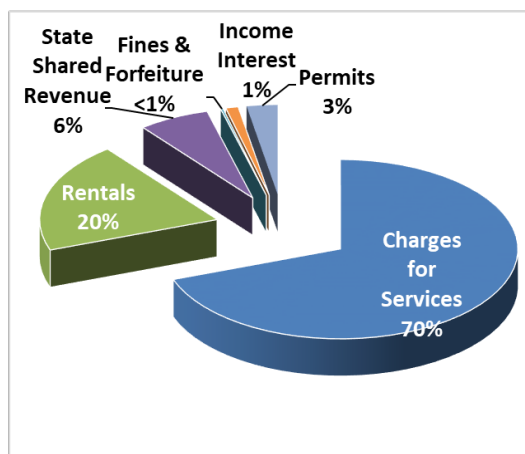
Available Fund Balance Summary

Harbors Fund					
Last Update: 11/2/21					
	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Budget	FY23 Budget
Revenues:	4,227,700	4,570,689	4,076,370	4,240,000	
Expenditures:	(3,206,900)	(3,181,726)	(3,004,430)	(3,525,000)	
Transfers to/from Capital Projects	-	-	-	-	
Debt Service	(639,900)	(646,325)	(656,736)	(737,600)	
***Other Financing Sources (Uses):	(29,537)	(211,029)	(7,048)	52,500	
Increase (decrease) in Fund Bal (FB):	351,363	531,609	408,156	29,900	-
Beginning Available FB	213,002	564,365	1,095,974	1,504,130	1,534,030
Ending FB, including Bond Reserve:	564,365	1,095,974	1,504,130	1,534,030	1,534,030
Less Reserve	(749,500)	(782,344)	(791,859)	(791,859)	(791,859)
Ending Available Fund Balance	(185,135)	313,630	712,271	742,171	742,171

Harbor Enterprise **Expenditures** (typical)



Harbor Enterprise **Revenue** (typical)



2007 Harbor Bond Services - ~\$10.2M

Auke Bay Loading Facility - \$4.4M

Harbors deferred Maintenance - \$4.4M

DeHarts Marina - \$1.4M

Refunded (i.e. refinanced) in 2015

~\$740K annual payments to FY2033

Grant Applications Submitted:

Juneau Fisheries Terminal – Design Efforts (\$3M RAISE)

Juneau Fisheries Terminal – Drive Down Float (\$10M PIDP)

Aurora Harbor Phase III (\$2M ADOT Harbor Facility Grant)

Future Funding Proposed

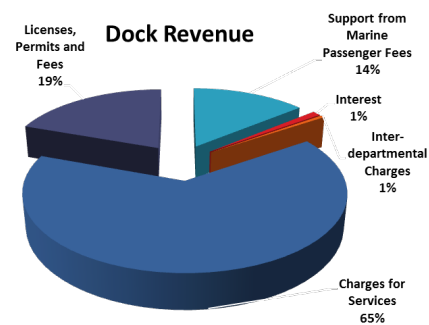
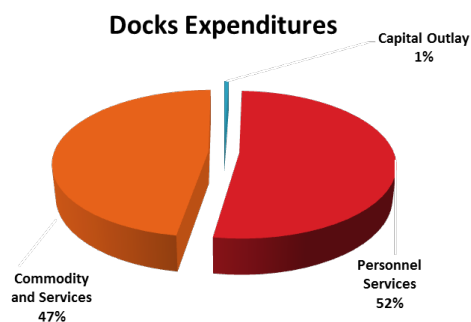
Recapitalization Statter Breakwater (USACE)

TBD (October 2022 CBJ 1% Sales Tax Initiative)

BIF/BBB Federal Bill (~\$15B for US ports & harbors over 5 years)

Proposed CBJ Assembly transfer to Harbors Enterprise
 UAS/Juneau Fisheries Terminal (\$2.88M) – proposed at 11/1 COW

Available Fund Balance Summary					
Docks Fund					
Last Update: 11/2/21					
	FY19 Actuals	FY20 Actuals	FY21 Actuals	FY22 Budget	FY23 Budget
Revenues:	2,028,300	1,290,600	62,434	415,100	-
Expenditures:	(1,711,100)	(1,399,191)	(1,282,693)	(1,400,000)	-
Transfers to/from Capital Projects	(2,235,000)	-	-	-	-
Debt Service					
***Other Financing Sources (Uses):	428,045	417,907	449,290	447,500	-
Increase (decrease) in Fund Bal (FB):	(1,489,755)	309,316	(770,969)	(537,400)	-
Beginning Available FB	3,769,378	2,279,623	2,588,939	1,817,970	1,280,570
Ending FB, including Bond Reserve:	2,279,623	2,588,939	1,817,970	1,280,570	1,280,570
Less Reserve	-	-	-	-	-
Ending Available Fund Balance	2,279,623	2,588,939	1,817,970	1,280,570	1,280,570



Grant Applications Submitted:

- Dock Electrification (\$25M RAISE)
- Small Cruise Ship Infrastructure (\$25M RAISE)
- Small Cruise Ship Infrastructure (\$25M Economic Development Administration (EDA) BBB grant)

Future Funding Proposed

- Small Cruise Ship Infrastructure (\$10M EDA – ARPA Travel, Tourism & Outdoor Recreation grant)
- BIF/BBB Federal Bill (~\$15B for US ports & harbors over 5 years)

Proposed CBJ Assembly ARPA transfer to Docks Enterprise

- ~~\$1M to Docks Enterprise Fund Balance removed at 11/3 AFC~~
- ~~\$1M to construct Seawalk Guard Rail removed at 11/3 AFC~~
- \$3M to construct Statter Phase IIIC (uplands)
- ~~\$3.4M~~ \$2.5M for Seawalk improvements (@ Marine Park & elsewhere) lowered at 11/3 AFC

DEPARTMENT CAPITAL IMPROVEMENT PRIORITIES

For D&H Board Review and Ranking for Discussion at the Wed, November 10th Ops Meeting

Docks

Project Name	Priority	Estimate	Project Notes
Dock Waterside Safety Railings		\$1,000,000	Designs and installs handrails all along the seawalk from the AS Dock to the CT Dock. The style would match the current handrails at the docks and incorporate new features around the Aquileans and original bollards.
Small Cruise Ship Infrastructure		\$25,000,000	Designs and constructs the project as envisioned in the recent masterplan. Provides a 350' drive down float with the water, sewer and electrical connections. Also provides new uplands to accommodate small cruise ship passenger and provisioning needs.
NOAA Dock Acquisition		\$3,000,000	Related to Small Cruise Ship Infrastructure Project. Possible property purchase or improvements.
Downtown Waterfront Improvements Ph II (Restrooms)		\$3,000,000	On hold due to City Museum. Completes design and constructs a new restroom and waiting area at the Peratrovich Plaza.
Shore Power at Cruise Ship Berths		\$1,000,000	Based on the ongoing study. Designs and constructs shore power infrastructure to supply cruise vessels with shore power at both the AS and CT docks.
Deck Over at People's Wharf		\$3,000,000	Part of Marine Park to Taku Smokeres Planning Study. Decks over an open section of water between Tracy's Crab Shack and the seawalk for more public space.
Lightering Float Replacement		\$650,000	Replaces removed lightering float to provide a public float that accesses the water in the vicinity of Marine Park
Total		\$36,650,000	

Harbors

Project Name	Priority	Estimate	Project Notes
Statter Harbor Passenger for Hire Ph IIIC		\$4,000,000	Designs and Constructs restrooms and waiting area and parking lot improvements for tour passengers and buses. It could include a second floor for lease to a restaurant.
Aurora Harbor Rebuild - Ph III		\$4,000,000	Rebuilds North Aurora, could be combined with Aurora Ph IV
Aurora Harbor Rebuild - Ph IV		\$5,000,000	Rebuilds North Aurora, could be combined with Aurora Ph III
UAS Downtown Property Purchase		\$3,000,000	Purchase of the Fisherman's Terminal crane dock, tidelands, float, travel lift pier and uplands used by the boat yard.
Juneau Fisheries Terminal Development		\$25,000,000	Tied to UAS property purchase. Includes multiple improvement options to add capacity and improve facility's for commercial users at the facility. Based on the Bridge Park to Norway Point Master Plan
Marine Service Center		\$25,000,000	New downtown boat yard located at Norway Point with a 150 travel lift. Based on the Bridge Park to Norway Point Master Plan
Auke Bay Non-Motorized Coastal Transportation Link		\$12,500,000	Baywalk in Statter harbor that connects the Harbormasters Office to the Auke Bay Marine Station with an elevated seawalk that winds around the shore.
Cost Share w/ ACOE - Statter Breakwater Feasibility Study		\$500,000	Match money to partner with the ACOE to design and install a new longer breakwater at Statter Harbor to increase the protected moorage area.
Aurora Harbor Dredging - Tug Slips		\$350,000	Aurora Ph I had an additive alternate to dredge two of the fingers on A float to approx. elevation -20 to allow tug boats to not ground at -5 tides. It was not funded in Ph I.
Wayside Float Maintenance Dredging		\$350,000	The public fishing dock at DIPAC grounds at low tide which is damaging the floatation and the decking is wearing from vehicle use. It needs to be dredged and have major maintenance performed.
Auke Bay Net Repair Float		\$300,000	Net mending locations have been a hot topic for the commercial fishing fleet. For several years there was a barge on loan at the ABLF that served as a net mending float. The barge was sold and there is currently no official net mending float.
North Douglas Boat Ramp Improvements		\$5,000,000	Residents have asked about improving North Douglas Launch Ramp. A 2 lane ramp, 100 parking space sketch has been created to stir discussion and garner public input.
Aurora Harbormaster Building and Shop Replacement		\$3,000,000	Part of Bridge Park to Norway Point Master Plan. The Harbormasters Office is past its useful life. It has sewer issues and the shop has carpenter ants. These buildings are the most in need of replacement in the D&H portfolio.
Douglas Harbor Uplands Improvements		\$2,000,000	Douglas Harbor has a masterplan from the early 2000's that adds curb and gutter, landscaping, paves the lots and builds a seawalk along the top of the retaining wall.
Statter Harbor Shop/Garage/Storage Facility		\$1,500,000	Staff have expressed a need for more vehicle garage space and storage to improve efficiency and levels of service to Statter Harbor and all harbor facilities north of Auke Bay. It's mentioned in the Statter Harbor Master Plan
Fish Sales Facility - Harris Harbor		\$1,000,000	A study was done to look at improving local sales of seafood directly from commercial vessels. It identifies some infrastructure that could improve the public's access to vessels selling seafood.
Taku Harbor/Stockade Point Float Replacement		\$300,000	Parts of the Taku Dock and Stockade Point float are nearing their useful life. This project plans and designs their replacements.
Total		\$92,800,000	

Docks & Harbors Totals: \$166,100,000

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING MINUTES
For Thursday, November 18th, 2021

Zoom Meeting

I. Call to Order: Mr. Etheridge called the Regular Board Meeting to order at 5:00 p.m. via Zoom.

II. Roll Call: The following members were present in the Port Director's Conference Room or via Zoom. Lacey Derr, Paul Grant (joined meeting at 5:34 p.m.), David Larkin, Matthew Leither, Mark Ridgway, Annette Smith, Bob Wostmann, James Becker and Don Etheridge.

Also in attendance: Carl Uchytel – Port Director, Matthew Creswell – Harbormaster, Erich Schaal – Port Engineer, Christine Woll – CBJ Assembly Liaison, Teena Larson – Administrative Officer, Nichole Benedict – Administrative Assistant I.

III. Approval of Agenda

MOTION By MR. RIDGWAY: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

IV. Approval of October 28th, 2021 Board meeting minutes.

Mr. Wostmann said there was a small correction needed. He asked his following statement be corrected: Under Committee Member Reports – Mr. Wostmann said under the Planning Committee those changes were **NOT** adopted.

The October 28th, 2021 Board minutes were approved as amended.

V. Public Participation on Non-Agenda Items

None

VI. Special Order of Business

Mr. Uchytel stated he had Mr. Scott Hinton in the conference room today. He was recognized at the Alaska Association of Harbormasters and Port Administrators annual conference as our Employee of the Year.

Mr. Uchytel read the citation recognizing Mr. Hinton as the CBJ Docks & Harbors Employee of the Year for 2021.

VII. Unfinished Business

1. Capital Improvement Projects (CIP)

Mr. Schaal shared a document on the screen listing the Capital Improvement Project Priorities. The document showed three of the nine Board member's rankings by importance. The list was separated by Docks projects and Harbor projects. Docks & Harbors staff also ranked the Capital Improvement Projects by importance. The projects were ranked as shown below.

DOCKS:

1. Dock Waterside Safety Railings
2. NOAA Dock Acquisition
3. Small Cruise Ship Infrastructure
4. Shore Power at Cruise Ship
5. Downtown Waterfront Improvements Ph II (Restrooms)
6. Lightering Float Replacement
7. Deck Over at People's Wharf

HARBORS:

1. Aurora Harbor Rebuild – Ph III
2. UAS Downtown Property Purchase
3. Statter Harbor Passenger for Hire Ph IIIC
4. Cost Share w/ACOE – Statter Breakwater Feasibility Study
5. Aurora Harbor Rebuild – Ph IV
6. North Douglas Boat Ramp Improvements
7. Aurora Harbormaster Building and Shop Replacement
8. Juneau Fisheries Terminal Development
9. Marine Service Center
10. Douglas Harbor Uplands Improvements
11. Statter Harbor Shop/Garage/Storage Facility
12. Wayside Float Maintenance Dredging
13. Auke Bay Net Repair Float
14. Aurora Harbor Dredging – Tug Slips
15. Taku Harbor/Stockade Point Float Replacement
16. Fish Sales Facility – Harris Harbor

17. Auke Bay Non-Motorized Coastal Transportation Link

Mr. Etheridge asked Mr. Schaal when this was needed to be submitted to the Engineering & Public Works Department?

Mr. Schaal said it is needed by mid December 2021.

Ms. Derr said the current ranking listed for the top four on the Docks projects and Harbor projects align with her choices.

Mr. Etheridge said this is time sensitive and Mr. Schaal needs them soon. He suggested everyone's rankings be submitted by Monday, November 22, 2021 to have their input considered.

Mr. Ridgway asked if there is a way to continually update this priority list throughout the year.

Mr. Schaal said he could bring this list back to the Board at regular intervals.

Mr. Ridgway said going over this list quarterly would be helpful.

Mr. Becker asked if availability of funding should matter when ranking the improvement projects by importance.

Mr. Schaal said Docks and Harbors has grant submissions in for most of these projects, with the exception of the Wayside Float and Taku Harbor Float. Mr. Bohan, Chief CIP Engineer will want the most immediate priority for next year, and whether Docks & Harbors will match any money towards it. He uses this information to write the Appropriation Ordinance. Mr. Schaal said we need to bring grant money to the City Assembly and ask them to approve the appropriation of the money to the projects. Most of these projects will be future funded, but they will move to the top if we receive a grant.

Mr. Ridgway said this list, with employee rankings and project notes is super helpful when sitting down with a list of thirty projects.

Mr. Uchytel asked everyone to look at page 38 in the agenda packet – CBJ lists, plans and priorities graph. Mr. Uchytel said this is a good depiction of what is needed to create a priorities list. He explained how there is a 10 year comprehensive plan, listing good ideas and projects needed. Then legislative priorities filter that list down. The green is showing the one percent sales tax project, which is funded by voters. The next level is the 6-year CIP, which is what Mr. Bohan produces. The last level is

green and showing what is in the current years CIP and is funded. He also said he does not believe we have any grant money funded for anything in FY23.

Board Questions: None

Public Comment: None

Board Discussion/Action: None

2. Legislative Capital Priority List – Docks & Harbors Board Prioritization

Mr. Uchtyl asked everyone to look to page 17 in the agenda packet at a memo from Katie Koester, Engineering and Public Works Director. We need to submit a recommendation for two projects that we want submitted to the Assembly as our legislative priorities by December 15th, 2021. Mr. Uchtyl does not think the Harbor projects will jump ahead of some other high priority things being suggested. These selections will go to the Public Works committees and the Assembly for consideration.

Mr. Uchtyl said he is trying to include all of the priority lists together. After the recent Board retreat, he wants to get a sense of how the Board feels about future projects. It is difficult for the CBJ Assembly to prioritize the different department's projects without input from department heads and their Boards. Mr. Uchtyl recommended the Board submit one or two projects to Director Koester.

Mr. Etheridge asked what projects we used last year?

Mr. Uchtyl asked everyone to look at page 23 of the agenda packet. Last year we looked at the North Douglas launch ramp expansion. We thought it seemed like a good project. This list shows it at \$250,000, but that is only for the design and planning. When completed it would be a \$10-\$20 million project. The Auke Bay Breakwater and Auke Bay Seawalk came up, but Mr. Uchtyl did not think there was Board support for that.

Board Questions:

Mr. Leither asked if politically we may be better served by picking a project that has a lower cost. Is the likelihood of getting funding better if we pick smaller less expensive projects?

Mr. Uchtyl said with an infrastructure bill being signed recently, we will still have opportunity to get our projects done through grants and infrastructure funding. He

stated the Assembly will most likely pick projects that benefit all community members. We need to give the Assembly two that we think are the highest priority. Sometimes when we rank projects we need to decide if the ones that have the best opportunity to get funded should be first, and certainly the Auke Bay wave attenuator is that. Every year we lobby with our Federal Delegation and the Army Corps of Engineers letting them know what we feel are priorities. Unfortunately, they believe these are important but have many important projects across the country and have not selected ours.

Mr. Etheridge said we should pick one from the Docks list and one from the Harbors list. His suggestion from the Docks list was the safety handrails. The project is not very expensive and it is a big safety concern.

Mr. Uchtyl said he agreed, but the Assembly might look at this project and say it should be funded by the marine passenger head tax. He feels the legislative priorities should be projects that would not be able to receive head tax funding.

Mr. Etheridge said we should still submit the hand rails. If the money comes from head tax or the Assembly at least the project is getting funded.

Mr. Paul Grant joins the meeting at 5:34pm.

Public Comment: None

Board Discussion/Action:

Mr. Etheridge said he thinks we should pick projects that are not overly expensive and have the widest appeal to the majority of community members.

Mr. Leither said there is a project that is hard to be on top of our list but might have a wider appeal to the community. His suggestion was dredging the Wayside Float at DIPAC. It might not be high on our priority list for us to fund, but it might be something important for the community.

Mr. Ridgway asked if there is a way to submit the Juneau Fisheries Terminal development project, but with a smaller cost.

Mr. Uchtyl said in the past we have applied for \$25 million for the project with BUILD grants. This was the most we could ask for as a rural community without local matching funds. That's why a lot of these projects are like this, we try to get the largest projects completed without matching funds. In this last round of RAISE grants we asked for \$3 million for design and planning money to help build and move

the project forward. We also applied for a MARAD PIDP Grant for \$10 million which would buy the drive down float for the commercial fishing boats.

Mr. Ridgway asked Mr. Uchytel if we could ask for the \$3 million for the Juneau Fisheries Terminal design.

Mr. Uchytel said it is doable, but he does not think the Assembly will be supportive of that amount of money being used for design efforts. That would be his concern if selecting that project to submit. Mr. Uchytel also agreed there might be value in proposing the Wayside Float especially in terms of equity. The float was given to us and is outside our mission and we know this dock is typically used by people that do not own a boat.

Mr. Etheridge said it is also one of the only places that is handicap accessible for community members and supports it being submitted as a priority.

Mr. Becker asked about the condition of the Wayside Dock and if it has been getting worse.

Mr. Etheridge said yes, it comes halfway out of the water on a minus 4 foot tide.

Mr. Grant asked about the vehicle access and if that was the cause of the damage.

Mr. Etheridge said we are not speaking about repairing the float, only dredging underneath it to prevent further damage.

Mr. Uchytel said the dock was built in the early 2000's and over the last 20 years the isostatic rebound has been an issue, raising the land underneath it. This dock was not designed to come in contact with the seafloor and it is causing damage. Driving vehicles on it is exasperating the issue.

Mr. Wostmann asked if there was a set date we need to respond by. He liked the discussion about the Wayside Float and supports selecting it as a priority.

Mr. Uchytel said Ms. Koester would like the selections by December 15th, 2021.

Ms. Derr said she agrees with everyone and would like to submit the Wayside Float and security railings as our priorities.

MOTION By MR. RIDGWAY: TO PROVIDE THE DOCK WATERSIDE SAFETY RAILINGS AND THE WAYSIDE FLOAT MAINTENACE DREDGING FOR CONSIDERATION BY DOCKS & HARBORS

LEGISLATIVE CAPITAL PRIORITY PROJECTS AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

3. 1% Sales Tax Initiative – Docks & Harbors Board Prioritization for October 4th, 2022 Election.

Mr. Uchtyl said this fits well with the discussion of our priorities. No one from the Assembly is asking for input at this time. In the near future we will be asked what projects we want funded with the 1% sales tax initiative. Mr. Uchtyl is unsure how they will want projects submitted. Whether it will be projects with economic benefits or projects that enhance the livability of Juneau. In the past we have had Board members supportive of finishing Douglas Harbor. This project was submitted back in 2017. It was not selected by the Assembly. What was selected was the north end of Aurora Harbor. This money is typically funding capital improvement projects, usually there is about \$44 million for citywide projects.

Mr. Becker asked if the \$1.5 million for the north end of Aurora Harbor has already been spent.

Mr. Uchtyl said no it is just sitting there.

Mr. Becker asked if we could apply again since the state was supposed to help and has not.

Mr. Uchtyl said yes, we can ask for it again.

Mr. Etheridge asked what the amount was for the Douglas Harbor improvements?

Staff stated it was around \$2 million.

Ms. Smith asked if the Douglas Harbor uplands project included paving the parking lot, installing lights and the betterment of the launch ramp.

Mr. Schaal said this is a very old number and with inflation it would not get us far. This money would only get us the parking lot facing Savikko Park and not around to the boat storage. It would get curbs, gutters and a seawalk. This project is for the harbor users and does not include the launch ramp.

Public Comment: None

Board Discussion:

Mr. Ridgway said no motion needed at this time.

Ms. Woll said she did not have any input and has not gone through the 1% sales tax initiative before.

VIII. New Business

1. Vessel Lightering Fee – 05 CBJAC 15.060

Mr. Uchytel said last week's Operations/Planning Committee meeting passed a motion to increase the lightering fee from \$600 to \$1,700. With that direction we got together with the Department of Law and drafted the proposed changes on page 42 of the agenda packet. The changes are very simple and include the dollar amount and deleted the Marine Park Lightering Float, as it does not exist anymore. Mr. Uchytel also added a CPI adjustment going forward. This change will go into effect for the 2022 cruise ship season. If the Board approves this change tonight Docks and Harbors will start the public notice process.

Board Questions:

Mr. Ridgway asked Mr. Creswell if there were any significant changes from the information provided at the Ops meeting compared to his memo on page 41 of tonight's agenda packet.

Mr. Creswell said he updated the Port Maintenance Fee for that particular vessel that was used as a sample. He is also showing where the money goes for each fee, whether it was to Docks, maintenance, CBJ or to bond debt.

Mr. Ridgway asked for confirmation the increase was primarily due to the increase in security requirements from the United States Coast Guard.

Mr. Creswell confirmed that is correct. We have new security requirements at the lightering float as well as at the other cruise ship docks.

Ms. Derr asked if this increase had anything to do with potential Covid related needs.

Mr. Creswell said Covid needs were not taken into consideration. The lightering float is a new facility and this increase is based on real cost associated with the security requirements.

Mr. Grant asked about the two options listed in the memo.

Mr. Creswell said as he wrote the memo and came up with a couple of different options. During the Finance Sub-Committee they came up with the selection of raising the fee to \$1,700.

Public Comment: None

Board Discussion/Action: None

MOTION By MR. RIDGWAY: TO DIRECT STAFF TO COMMENCE THE PUBLIC HEARING PROCESS TO INCREASE 05 CBJAC 15.060 (VESSEL LIGHTERING FEE) FROM \$600 TO \$1,700 AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

2. Docks & Harbors Rate Setting Policy Statement

Mr. Uchytel asked everyone to look to page 47 of the agenda packet. He said the Operations/Planning Committee took a look at this policy last meeting and directed him to finalize it.

Board Questions: None

Public Comment: None

Board Discussion/Action: None

MOTION By MS. DERR: TO APPROVE PRESENTED DOCKS & HARBORS POLICY STATEMENT AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

IX. Items for Information/Discussion

1. Docks & Harbors Board Annual Letter to the Assembly

Mr. Uchytel asked everyone to look at a draft of the letter on page 50 in the agenda packet. The first paragraph shows the ordinance with the requirements of the letter. The letter is due to the Assembly on November 30th, 2021. Mr. Uchytel said he started the letter showing past and current revenue. The attachments include graphs with budgeted and actual revenue going back to FY2013. He also included the fund

balance, and rates as required. He asked if the Board had any comments or amendments they would like to make to the letter.

Board Questions:

Mr. Ridgway said the letter looked great. He might bold the deficit of \$770,000 and asked if Mr. Schaal could add some lines about how big our Docks & Harbor Enterprise truly is.

Public Comment: None

Board Discussion/Action:

Mr. Wostmann said he agreed with Mr. Ridgway and wanted a total of our assets shown. He read the letter with care and thinks it is a very good letter.

2. Docks & Harbors Calendar Year 2022 Schedule

Mr. Uchytel said this is the updated schedule making sure we have two Finance Sub-Committee meetings each month. If for some reason we do not need a meeting we can always cancel it.

Board Comments: None

Public Comments: None

Mr. Etheridge said the 2022 calendar is now set.

X. Committee and Member Reports

1. Board Retreat Meeting – November 5th, 6th and 10th, 2021.

Mr. Uchytel thought a lot of good came out of the retreat. He thinks it is good to do yearly and was time well spent. Next we need to start thinking about the once a year meeting with the Assembly.

Board Comments: None

2. Operations/Planning Committee Meeting – Thursday, November 10th, 2021

Mr. Ridgway said they forwarded out of committee the rate policy approved tonight and the lightering fee increase.

3. Member Reports

Mr. Grant said he was in Taku Harbor last weekend and wanted to report the facility looked to be in great shape.

4. Assembly Lands Committee Liaison Report

Ms. Derr said the Assembly Lands Committee is working on Title 49 and changing some of the land use codes. There is a considerable chunk of property above Auke Bay School. The city is considering developing it. The main concern is access, one road between two privately owned pieces of land. There was also no movement on plans out North Douglas.

5. Auke Bay Neighborhood Association Liaison Report – Nothing to report

6. South Douglas/West Juneau Liaison Report

Ms. Smith said she did not attend the last meeting. The next meeting is scheduled for December 7th, 2021 and she will be doing a presentation for Docks & Harbors with regards to Douglas projects.

XI. Port Engineer's Report

Mr. Schaal stated his Engineer's Report is on pages 58-62 of the agenda packet. He reported;

- The Taku Seawalk Releveling Project is moving forward. He has been reviewing submittals from the contractor. They have also met on-site to look at adding some work to the project to repair the section of the Seawalk that Taku Smokeries drives across with their forklifts. This area is between the dock they lease from us and their processing plant. That dock has settled and the boards are in need of repair. This additional work comes up to \$62,000. We have extra money in the account so we will fix this area at the same time.
- Staff has a plan to make some repairs to Taku Harbor and we will get out there as soon as the weather allows.

Board Questions:

Mr. Grant asked why we are responsible for the wear and tear caused by vehicles owned by Taku Smokeries.

Mr. Schaal said we have a use agreement with Taku Smokeries. We built that dock and they lease it from us. Typically we also make \$400,000 per year in fish tax. We try to be a very good partner with this business.

XII. Harbormaster's Report

Mr. Creswell reported

- Monday of this week he held interviews for the year-round Harbor Security Officer position. Mr. Kenneth Davis was selected for that position and starts November 23rd, 2021.
- Cameras - We have received quotes and are moving on installing two more cameras at Harris & Aurora Harbor as well as some lighting at Aurora Harbor. Docks & Harbors received a FEMA Port Security Grant for the camera system upgrade at the Auke Bay Loading Facility. He met with the contractor yesterday and thinks the project will be completed in early spring 2022.
- We are awaiting our first batch of 25 safety ladders to come in. Harris Harbor will be first to receive the ladders, then he will move throughout the rest of the harbors. They will be installed every other stall, so every four boat slips will have a safety ladder.
- With the recent snow, we are getting into the snow removal process again. Everything is working well there.
- The Sealift is on the public surplus website. There is already a lot of interest in the Washington area. It was listed at a reserved price of \$160,000.

Board Questions:

Ms. Smith asked if the individual we hired for the Harbor Security Officer was the same person that had been doing it throughout the summer.

Mr. Creswell said yes, it is the same person.

Ms. Smith said she is hearing from people at the Douglas Harbor that were delighted to have the security presence.

Mr. Becker asked the condition of the Sealift.

Mr. Creswell said there are some minor problems and they were listed in the surplus post.

Mr. Grant asked about the cameras and how and when they are monitored.

Mr. Creswell said the cameras are passively monitored. Usually we only look at footage if a police report is filed. Searching through footage is very time consuming unless we have a reason or are looking for a reported incident.

Mr. Grant said he has seen other harbors show their cameras on a live stream from their website. He thought this was a good thing for many reasons. Others can witness a problem and contact us and it could help with real-time responses. He asked Mr. Creswell to look into what it would take for us to do that too.

Mr. Creswell said we currently have one camera out in Statter Harbor that is on a live stream. He has looked into this in the past and can revisit it and see about the process.

XIII. Port Director's Report

Mr. Uchtyl said when Ms. Smith presents to the South Douglas/West Juneau group he has some presentation information that might be helpful with the Douglas Harbor Upland Project.

Mr. Uchtyl said on Monday the President signed an infrastructure bill (Infrastructure Improvement & Jobs Act) and we might have some grants available to us. He also spoke about RAISE Grants that we applied for and were unsuccessful in getting.

Mr. Uchtyl spoke about upcoming leave time to be spent in Washington D.C. and how he was planning to meet with lobbyist and representatives of the Congressional Delegations.

Board Questions:

Ms. Smith said she was going to ask for input on our projects from the South Douglas/West Juneau group.

Mr. Ridgway asked about the meetings in Washington D.C.

Mr. Uchtyl said he had been there many times as part of the American Society of Civil Engineers (ASCE). He said our federal lobbyist was Katie Kachel and works closely with our Senators and is wonderful.

XIV. Assembly Liaison Report

Ms. Woll said the Assembly has not had a regular meeting since the last time this Board met. She said they had a committee meeting regarding Docks & Harbors where they reviewed the dock electrification report in great length and had a lively conversation. The Assembly wanted to confirm there was going to be a lengthy public review process and wants to see the comments.

Ms. Woll said they had a Finance Committee meeting and moved a few Docks & Harbor items to go in front of the full Assembly. Those items included the appropriation and full funding for the UAS property. They also talked about Marine Passenger Fees and how ARPA funds are being used to make up the difference from past years to this year. They also moved forward the funds for the Statter Harbor Ph IIIC project as well as Seawalk funding for the Marine Park replacement. She thought it was for a reduced amount from \$3 million to \$2.5 million. This goes to public comment on Monday with a full vote on December 13th, 2021.

Board Comments:

Mr. Uchytel asked Mr. Schaal to confirm we have the Dock Electrification Study out for public comment.

Mr. Schaal said that is correct, it has been sent to Lisa Phu our Public Information Officer and she should have it posted by November 19, 2021.

Ms. Woll asked how long the public comments are open for.

Mr. Schaal said it would be open for 60 days, closing on January 17th, 2022.

XV. Board Administrative Matters

- a. Finance Sub-Committee Meeting – Tuesday, November 23rd, 2021
- b. Finance Sub-Committee Meeting – Tuesday, December 7th, 2021
- c. Special Board Meeting – Wednesday, December 8th, 2021
- d. Ops/Planning Committee Meeting – Wednesday, December 8th, 2021
- e. Board Meeting – Thursday, December 16th, 2021

XVI. Adjournment – The meeting adjourned at 6:39 p.m.

CBJ DOCKS & HARBORS BOARD
SPECIAL BOARD MEETING MINUTES
For Wednesday, December 8th, 2021

- I. Call to Order:** Mr. Etheridge called the Special Board meeting to order at 5:00pm via Zoom Conference.
- II. Roll Call:** The following member were in attendance - Lacey Derr, Paul Grant, Matthew Leither, David Larkin, Mark Ridgway, Annette Smith, Bob Wostmann, James Becker and Don Etheridge.

Also in attendance: Carl Uchytel – Port Director, Matthew Creswell – Harbormaster, Erich Schaal – Port Engineer, and Teena Larson – Administrative Officer.

III. Approval of Agenda

MOTION By MR. RIDGWAY: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

IV. Public Participation on Non-Agenda Items - None

IV. Public Hearings

1. Proposed Passenger For Hire Regulation (05 CBJAC 20.080) Change

Mr. Uchytel said on page six in the packet is the draft Managers Report summarizing the history of this fee change. Tonight is a public hearing for the change in regulation to increase the passenger for hire fee by 10% for both the per vessel and passenger fee. This is the 11th meeting in the last fifteen months on this topic and they were all advertised. There has been a lot of discussion in the last fifteen months. The reason for this change is due to the Statter Harbor phase IIIC construction which increased about 800 linear feet of exclusive passenger for hire moorage for the charter operators engaged in fishing and whale watching charters. In 2020 discussing new rates, the descion was made not to make any changes for calendar year 2021 to give enough time to the charter operators to be able to adjust their rates. This past tourism season was successful. The recommendation from the Finance Sub-Committee was to make a modest 10% increase to this fee. The memo on page 2 in the packet shows what the 10% increase will be for the inspected and uninspected vessels as well as the passenger fee . We have had adequate public outreach for this regulation change and all advertisement requirements have been met. If approved tonight this will move forward to the Assembly on December 13th and take action based on what the Board decides tonight.

Board Questions - None

Public Comment –

Mr. Kirby Day, Juneau, AK

Mr. Day said he has commented on this topic in prior meetings. He said he appreciates the openness and transparency on these and other fees and the notice and ability for operators and people affected to comment on this change over the last several months.

Board Discussion/Action

Mr. Uchytel said he has not received any written comments to the regulation change during the public notice period.

Ms. Derr commented that we have had good input from the tour industry and it has been favorable. The request has been if there is an increase to allow enough time so the operators can adjust their rates. She said she supports the change.

MOTION By MR. RIDGWAY: TO RECOMMEND THE ASSEMBLY ADOPT PROPOSED REGULATION CHANGES TO 05 CBJAC 20.080 (PASSENGER-FOR-HIRE FEE) AS PUBLICLY NOTICED AND ASK FOR UNANIMOUS CONSENT.

Motion passed with no objection

V. Staff or Member Reports - None

VII. Adjournment – The meeting adjourned at 5:10pm.

INFORMATION RELEASE

December 2, 2021

Public can submit proposals for Marine Passenger Fee proceeds starting Dec. 3

Every year, the City and Borough of Juneau asks city departments and the public, including businesses and the visitor industry, for project proposals to be funded with Marine Passenger Fee proceeds. This year, proposals can be submitted December 3, 2021 through January 3, 2022.

Juneau voters in 1999 passed a proposition that assigned a tax of \$5 per cruise ship passenger. The fee assists in funding projects or operational services that provide services to cruise ships and passengers, and mitigate community impacts created by the cruise ship industry.

Proposals must be submitted by January 3, 2022 to susan.phillips@juneau.org or the City Manager's Office, attention Susan Phillips, 155 S. Seward Street, Juneau, Alaska 99801.

The City Manager will develop a draft recommendation list of projects to be funded by Marine Passenger Fee proceeds, followed by a 30-day public comment period. All Marine Passenger Fee project proposals and comments will be forwarded along with the City Manager's recommendation list to the Assembly Finance Committee for review, and then to the Assembly for consideration during the upcoming budget cycle.

###

For more information, contact Susan Phillips in the City Manager's Office at 586-5240 or susan.phillips@juneau.org, or go to the [Marine Passenger Fee Program webpage](#).



Port of Juneau

155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

From: Carl Uchytel, P.E., Port Director
To: Rorie Watt, City Manager
Cc: Robert Barr, Deputy City Manager
Date: December XXth, 2021
Re: FY 2023 Marine Passenger Fee (MPF) Request

1. Attached for your consideration is a list of FY23 Marine Passenger Fee requests from Docks & Harbors. This list was discussed by the Docks & Harbors Board at its December 16th, 2021 regular board meeting.
2. Please contact me should you have questions at 586-0282.

#

Encl: FY23 Docks & Harbors Marine Passenger Fee Request

Area Wide Port Operations

Descriptions: CBJ's cruise ship docks and associated infrastructure are run as an enterprise fund established by local ordinance. All expenses and revenues associated with operating and maintaining CBJ's cruise ship docks and associated infrastructure are accounted within this fund. The CBJ Assembly has placed these assets under the responsibility of the Docks and Harbors Board. CBJ Ordinance Title 85 requires the Board to be self-supporting, generating revenues sufficient to meet the operating costs of the docks enterprise. The Board has established a number of fees to generate revenues from users of the assets. The Board has calibrated these fees to assure the overall revenue generated by the enterprise equals the overall cost of running the enterprise.

Many of the uplands assets are used by entities which it is not possible, feasible, or acceptable to charge fees. As a result, users paying fees are subsidizing users that do not pay fees. The services provided to these users are area wide in nature benefiting the general public and cruise ship passengers of private docks. As part of this fee request, the Board identified services that are area wide in nature.

Board identified the following services:

1. Year round maintenance and monitoring of Marine Park.
2. Maintenance and operation of public parking at the Columbia Lot and seasonal public parking at the Steamship Wharf Plaza and the Visitor's Center Lot.
3. Maintenance and operation of unrestricted pedestrian access along the waterfront at the public docks.
4. Year round maintenance and monitoring of Peratrovich Plaza.
5. Costs associated with landscape maintenance services throughout the Downtown Waterfront.
6. Providing area wide port security. Of note are new Coast Guard requirements to validate credentials of passengers and crew returning to the cruise ships. New security structures will provide greater efficiencies but the resultant will be greater staff responsibilities to meet facilities security plans. [Note an additional \$300K MPF request for "Port of Call" access control is included in this year's request.]
7. Billing and collecting CBJ area wide fees for all docks.
8. Maintenance & repairs of Visitor's Kiosk.

The Board reviewed its FY22 budget and apportioned expenses associated with these services. Based on its review, it estimates that about 20% of the annual docks budget is attributable to area wide services.

Marine Passenger Fee Funds Requested (FY23): \$275,000

Benefits: This approach is supported by the cruise ship industry since it is more equitable than raising dockage fees, although Docks & Harbors is considering fee increases. This approach meets the intent of the marine passenger fee since the services benefit all cruise ship passengers, not just the passengers at the public docks. This approach allows the Docks and Harbors Board to direct part of the dock lease revenues to the much needed rebuild effort of the small boat harbors reducing the need for fee increases at the harbors.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will use local Docks enterprise funds for these expenses.

Project Contact: Teena Larson, Port Admin Officer or Carl Uchtyl, CBJ Port Director 586-0292.

Port-Customs and Visitor Center Buildings Maintenance Support

Project Descriptions: The Port-Customs and Visitor Center buildings are located on the downtown Juneau waterfront, an area that serves over one million cruise ship passengers each year. Docks and Harbors, an enterprise fund, is responsible for costs associated with operating the Port-Customs and Visitor Center Buildings. Expenses include all utilities (water, sewage, electrical, alarm monitoring) and facility support (parking lot, plaza, snow removal, janitorial and general maintenance). The two buildings comprise approximately 4450 square feet in area. Maintenance costs are estimated at \$2.66 per square foot per month equaling \$133,500.

Marine Passenger Fee Funds Requested (FY23): \$142,000

Project Review: The Port-Customs Building was completed in May 2011 with the Visitor Center completion in June 2012. The project which included the buildings, infill dock construction, covered shelters, landscaping and plaza cost approximately \$9M and was funded with Marine Passenger Fees. The Port-Customs Building is occupied by the US Customs and Border Protection (CBP) and Docks and Harbors staff. CBP claims to be exempt from any costs associated with their operations within a port. The Visitor Center Building is occupied by the Travel Juneau, a non-profit organization for the purpose of supporting cruise passenger inquiries. The Travel Juneau budget does not support maintenance of the building. This leaves the Docks enterprise funds fully exposed to the costs of maintaining and servicing these buildings.

Benefits: By establishing a Port-Customs and Visitor Center Buildings maintenance fund Docks & Harbors can effectively manage and maintain the properties entrusted under their responsibilities. Passenger fees were granted for this purpose in FY2013 through FY2020.

Maintenance and Operation Responsibility: CBJ Docks and Harbors is responsible for all ongoing maintenance and operating expenses of these two buildings and associated upland support facilities.

Project Contact: Erich Schaal, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

CBJ Parks & Recreation Landscape Maintenance Services

Project Descriptions: Docks & Harbors managed property includes the downtown waterfront from the Taku Dock to Merchant's Wharf. The landscaping has been maintained by CBJ Parks & Recreation seasonal staff for several years out of the CBJ general fund. Flowers, flower pots, trees, shrubs and grass along Marine Park, Cruise Ship Terminal and Alaska Steamship waterfront are meticulously planted and groomed in an admirable fashion. Beginning in FY15, Docks & Harbors was directed to fund this maintenance out of the Docks Enterprise budget.

Marine Passenger Fee

Project Review: The developed by a CBJ Parks on requirements to the vegetative cover, new

Project Time-Line: This interdepartmental Harbors to CBJ Parks &

Funds Requested (FY22): \$45,000

requested amount has been & Recreation algorithm based propagate plant and maintain seedlings, plants and flowers.

project would be an transfer from Docks & Recreation.

Maintenance and Operation Responsibility: Commencing in FY15, Docks & Harbors has been assigned sole responsibility for maintaining the greenery along the CBJ owned waterfront, including outside parking lot facilities.

Project Contact: Erich Schaal, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

Deleted for 2023

Safety Guardrail Along Dock Face

Project Descriptions: The project would be located along the downtown Juneau waterfront, an area that services approximately one million cruise ship passengers each year. The project consists of constructing a new guardrail along the face of the existing dock.

Marine Passenger Fee Funds Requested (FY23): \$1,200,000

Project Review: This project would construct a new pedestrian guardrail along the existing dock face from Marine Park to the South Berth approach dock. The existing dock face only features an eighteen inch bullrail at the edge. For pedestrian safety a forty two inch high guard rail would be constructed. The proposed guardrail would be designed in the same character as other guardrails along the Seawalk.

Project Time-Line: This project would begin as soon as funding is allocated. The first step would be to design the guardrail and prepare construction bid documents. Upon award of a contract to the lowest qualified bidder construction would begin. The plan is to have the guardrail installed by spring 2023 provided full funding is obtained.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses. Maintenance and operations expenses for the guardrail would be minimal.

Project Contact: Erich Schaal, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

FY2023 ADOPTED BUDGET FOR DOCKS

Descriptions: CBJ's cruise ship docks and associated infrastructure are run as an enterprise fund established by local ordinance. All expenses and revenues associated with operating and maintaining CBJ's cruise ship docks and associated infrastructure are accounted within this fund. The CBJ Assembly has placed these assets under the responsibility of the Docks and Harbors Board. CBJ Ordinance Title 85 requires the Board to be self-supporting, generating revenues sufficient to meet the operating costs of the docks enterprise. An alternative is for the Docks enterprise to be completely funded with Marine Passenger Fees.

Marine Passenger Fee Funds Requested (FY23): \$1,800,000

Benefits: This request places the entire Docks budget under a single funding source.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will use local Docks enterprise funds for these expenses.

Project Contact: Erich Schaal, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

Real Time Current Sensors & Weather Monitoring

<https://www.mxak.org/services/mda/weather/port-of-juneau>

Descriptions: Three tidal current and three weather sensor systems were installed by Marine Exchange of Alaska (MXAK) in 2016-2017 and are frequently used by vessel operators using the facilities within the Port of Juneau. The real time information is hosted on the above MXAK website. The feedback received from cruise ship pilots, masters and commercial fishermen attesting to the value of the data provided through the system has been overwhelmingly positive.

To ensure continued reliable operation, it is desirable to replace the three existing weather sensors with new and more accurate Gill weather sensors. Through a contract with MXAK, they will procure and maintain a supply of spare equipment to ensure timely replacement should weather sensors fail. Tidal current sensors will be also be serviced and replaced as needed and a spare current sensor procured to ensure timely replacement if necessary. Currently, the tidal current sensor at the Cruise Ship Terminal Float and AJ Dock is inoperative. The cost of maintaining spare weather and current sensor equipment, fittings and appurtenances, servicing, repair and replacement of damaged and inoperative sensors would be included in a contract proposal with MKAK.

Marine Passenger Fee Funds Requested (FY23): \$45,000

Benefits: The initial vision for contracting to design and install real time current and weather monitoring was due to the impact of the new cruise ship berths (16B) to impede navigation of vessels mooring/unmooring at the Franklin Street Dock. The Port of Juneau was the first port to leverage this technology developed by MKAK which now provides similar services for the Ports of Ketchikan and Nome. The real time current and weather monitoring applications provide another tool for vessel captains and SE Alaska Pilots ensuring the Port of Juneau is providing world-class facilities for our maritime user groups.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will use local Docks enterprise funds for these expenses.

Project Contact: Erich Schaal, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

Additional Personnel for “Port of Call” Access Control

Description:

After two years of limited cruise ship activity, CY2022 is scheduled to exceed 2019 with regards to numbers of ship calls, including the number of arriving passengers. The current schedule calls for 295 vessel arrivals to the AS/CT Docks and 55 vessels at the PFO lightering dock. The new Coast Guard requirements described below is a non-funded federal mandate that must met to remain compliant with our approved Federal Security Plan. Docks & Harbors has a brief as to determining the financial resources necessary to meet this requirement.

On December 18th, 2020 Coast Guard Sector Juneau released a Marine Safety Information Bulletin clarifying the regulatory requirements for Maritime Transportation Security Act (MTSA) regulated facilities which receive large foreign passenger vessels (i.e. cruise ships). The Consolidated Cruise Ship Security final rule, published on March 19th, 2018 defined the differences between a “cruise ship terminal” and a “port of call”. The final rule also prompted a conversation between USCG Sector Juneau and SEAK industry stakeholders, including the Port of Juneau. Previously, SEAK industry stakeholders (including the Port of Juneau) interpreted Title 33, Code of Federal Regulations (CFR), Section 105.255(d)(4) as a list of documents which could serve as personal identification irrespective of criteria in 33 CFR 101.515. As such, facility security personnel (including the Port of Juneau) were allowing individuals with only a vessel boarding pass or room key to gain access to the secure area adjacent to the cruise vessel.

The resultant clarification in the MSIB is that, effective April 1st, 2021, facility security personnel must use a two-prong approach to ensure proper identification and valid purpose:

1. Check the personal identification meeting the criteria in 33 CFR 101.515; and,
2. Confirm the purpose for access by examining at least one document listed in 33 CFR 105.255(d)(4).

Although this may seem like a minor additional task to validate an ID with a boarding pass, we believe the impact will greatly impede the flow of passengers returning to their vessel. The above mentioned two-prong requirement will be similar to what one experiences at an airport TSA checkpoint. The extra time required to ensure each boarding pass matches the government issued ID has the potential to create delays when excess of 1000 passengers/hour attempt to embark their vessels during the waning time in Juneau. Additionally, passengers who do not have government issued ID will need to be escorted by port facility security to the vessel security officer which will only exasperate those waiting in the queuing line.

Marine Passenger Fee Funds Requested (FY23): \$300,000 (14 Part Time Limited Harbor Technicians)

Benefits: By funding an additional 14 PTL Harbor Technicians positions, Docks & Harbors intends recruit seasonal employees who will augment the standing Docks security force enabling greater redundancy for properly checking credential in accordance with Coast Guard guidance.

Maintenance and Operation Responsibility: CBJ Docks & Harbors, as the facility manager for the AS and CT Docks, has uplands security requirements required under MTSA regulations.

Project Contact: Matt Creswell, CBJ Harbormaster or Carl Uchtyl, CBJ Port Director 586-0292.

Presented by: The Manager

Presented: 07/13/2020

Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2020-38(b)

An Ordinance Authorizing Docks and Harbors to Execute a Reservation Agreement with Goldbelt, Inc. for Seadrome Dock and the Merchant's Wharf Float.

WHEREAS, under Title 85 of the City and Borough Code, Docks and Harbors is responsible for the operation, development, and marketing of municipally owned and operated port and harbors, including such facilities as boat harbors, docks, ferry terminals, boat launching ramps, and related facilities except as designated by the Assembly by resolution; and

WHEREAS, Docks and Harbors manages a year-round reservation system for large commercial vessels, yachts and fishing vessels at the Intermediate Vessel Float and along the Statter Harbor Breakwater in Auke Bay; and

WHEREAS, during the summer months, the linear foot capacity at the Intermediate Vessel Float often is exceeded by the demand from small cruise ships, yachts, large pleasure crafts, and commercial fishing vessels; and

WHEREAS, Goldbelt, Inc. owns and operates the float at the Seadrome Dock and manages a float facility along the Merchant's Wharf; and

WHEREAS, Docks and Harbors staffing, with demonstrative experience in reservation management, has the capacity to maximize vessel assignments throughout the downtown waterfront; and

WHEREAS, Goldbelt, Inc. has signaled interest in developing a business plan in which Docks and Harbors could collectively manage the reservations of the publicly owned Intermediate Vessel Float and the privately owned Seadrome Dock with adjoining Merchant's Wharf Float for the 2021 summer season; and

WHEREAS, Docks and Harbors views the synergistic opportunity to place the downtown reservation system under a single organization as a financial benefit to the City and Borough of Juneau, a savings on administrative personnel costs for Goldbelt, Inc., and greater customer service to mariners desiring downtown moorage; and

WHEREAS, Title 85 does not provide the Docks and Harbors Board with authority to execute reservation agreements for privately owned docks.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Authorization. Despite any provision of Title 85 to the contrary, the Docks and Harbors Board is authorized to execute a reservation agreement with the following essential terms:

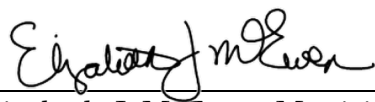
- (a) **Scope.** The Docks and Harbors Department may manage reservations, including moorage services, for the privately owned Seadrome Dock and adjoining Merchant's Wharf Float ("Goldbelt facilities").
- (b) **Priority.** Docks and Harbors shall prioritize reservations at and fill CBJ facilities before making reservations at Goldbelt facilities.
- (c) **Compensation.** Docks and Harbors shall receive 30 percent of all new reservation revenues collected at the Goldbelt facilities.
- (d) **Term.** The reservation agreement is only for the 2021 summer season.
- (e) **Liability.** The City and Borough of Juneau is not assuming control, maintenance, or responsibility of any of Goldbelt, Inc.'s real property. The City and Borough of Juneau is not responsible for the inability to make a reservation, reservation disruptions, reservation changes, market fluctuations, or vessel relocations.
- (f) **Public Records.** All records received by the Docks and Harbors Department related to this agreement are public records and subject to the Alaska Public Records Act and CBJC 01.70.

Section 3. Effective Date. This ordinance shall be effective 30 days after its adoption and terminate on December 31, 2021.

Adopted this 4th day of January, 2021.


Beth A. Weldon, Mayor

Attest:


Elizabeth J. McEwen, Municipal Clerk

Presented by: The Manager

Presented:

Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2022-02

An Ordinance Authorizing Docks and Harbors to Execute a Reservation Agreement with Private Dock Owners.

WHEREAS, under Title 85 of the City and Borough Code, Docks and Harbors is responsible for the operation, development, and marketing of municipally owned and operated port and harbors, including such facilities as boat harbors, docks, ferry terminals, boat launching ramps, and related facilities except as designated by the Assembly by resolution; and

WHEREAS, Docks and Harbors manages a year-round reservation system for large commercial vessels, yachts and fishing vessels at the Intermediate Vessel Float and along the Statter Harbor Breakwater in Auke Bay; and

WHEREAS, during the summer months, the linear foot capacity at the Intermediate Vessel Float often is exceeded by the demand from small cruise ships, yachts, large pleasure crafts, and commercial fishing vessels; and

WHEREAS, Goldbelt, Inc. owns and operates the float at the Seadrome Dock and manages a float facility along the Merchant's Wharf; and

WHEREAS, Docks and Harbors staffing, with demonstrative experience in reservation management, has the capacity to maximize vessel assignments throughout the downtown waterfront; and

WHEREAS, Goldbelt, Inc. has signaled interest in developing a business plan in which Docks and Harbors could collectively manage the reservations of the publicly owned Intermediate Vessel Float and the privately owned Seadrome Dock with adjoining Merchant's Wharf Float; and

Whereas, Ordinance 2020-38(b) authorized this pilot arrangement for the 2021 season, and Docks and Harbors successfully managed the two Goldbelt, Inc. docks and realized approximately \$5,000 in revenue from the arrangement;

WHEREAS, Docks and Harbors views the synergistic opportunity to place the downtown reservation system under a single organization as a financial benefit to the City and Borough of Juneau, a savings on administrative personnel costs for Goldbelt, Inc., and greater customer service to mariners desiring downtown moorage; and

WHEREAS, Title 85 does not currently provide the Docks and Harbors Board with authority to execute reservation agreements for privately owned docks.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a code ordinance.

Section 2. Amendment of Section. CBJC 85.02.060, General Powers, is amended as follows:

...

(b) Private Dock Reservations. The Docks and Harbors Board is authorized to execute a reservation agreement for private docks with the following essential terms:

- (1) Scope.** The Docks and Harbors Department may manage reservations, including moorage services, for any privately-owned docks within the City and Borough of Juneau.
- (2) Priority.** Docks and Harbors shall prioritize reservations at municipally-owned facilities.
- (3) Compensation.** Docks and Harbors shall receive fair market value for its services, which shall be determined by the Docks and Harbors Port Director.
- (4) Liability.** The City and Borough of Juneau is not assuming control, maintenance, or responsibility of any of private property, including but not limited to vessels using a private dock or private docks and associated facilities. The City and Borough of Juneau is not responsible for the inability to make a reservation, reservation disruptions, reservation changes, market fluctuations, or vessel relocations.
- (5) Public Records.** All records received by the Docks and Harbors Department related to public-private agreement are public records and subject to the Alaska Public Records Act and CBJC 01.70.

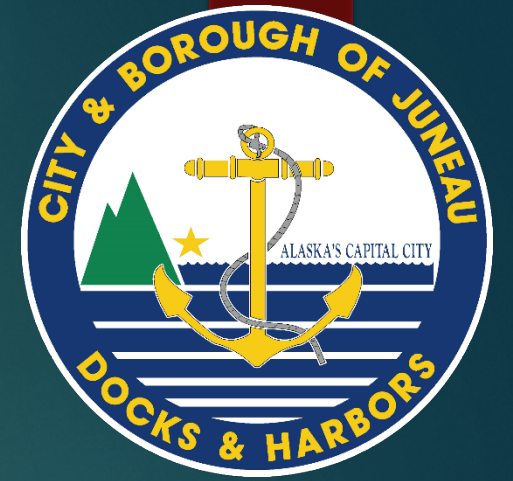
Section 3. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this ____ day of January, 2022.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk



Port Staff Expansion

2022 CRUISESHIP SEASON



Mission Statement

Develop and provide opportunities, services and facilities to support marine related commerce, industry, fisheries, recreation, and visitors.

Vision Statement

To be the Southeast Alaska marine Center of excellence providing safe, secure, modern, vibrant facilities meeting the needs of the users we serve.



Maritime Transportation Security Act (MTSA)

- ▶ On November 25, 2002, Congress passed the Maritime Transportation Security Act of 2002 (MTSA), giving the Department of Homeland Security (DHS), and specifically the U.S. Coast Guard (USCG), **the authority to regulate facilities and vessels located on or adjacent to waterways under U.S. jurisdiction.**



MTSA and the Port of Juneau

- ▶ USCG approved Facility Security Plan (FSP)
- ▶ Facility Security Officer (FSO)
- ▶ Alternate FSO (AFSO)
- ▶ Personnel with Security Duties
- ▶ Ensure the facility operates in compliance with the approved FSP
- ▶ Passenger Screening
- ▶ The FSO can be criminally liable for violations of the plan



Port of Juneau Staff

1. Ambassador's for the city of Juneau
2. Juneau's Tourism Transportation Hub
3. First people on scene in the event of an emergency
4. Keep the Port clean!!!



CURRENT STATE

- ▶ 19 Staff on the Books
- ▶ 1 Port Ops Supervisor 1.0 FTE
- ▶ 6 Harbor Officers .5 FTE
- ▶ 5 Harbor Techs .5 FTE
- ▶ 6 PTL Harbor Techs .33 FTE
- ▶ 1 Port Admin I .21 FTE

▶ **PART TIME LIMITED**

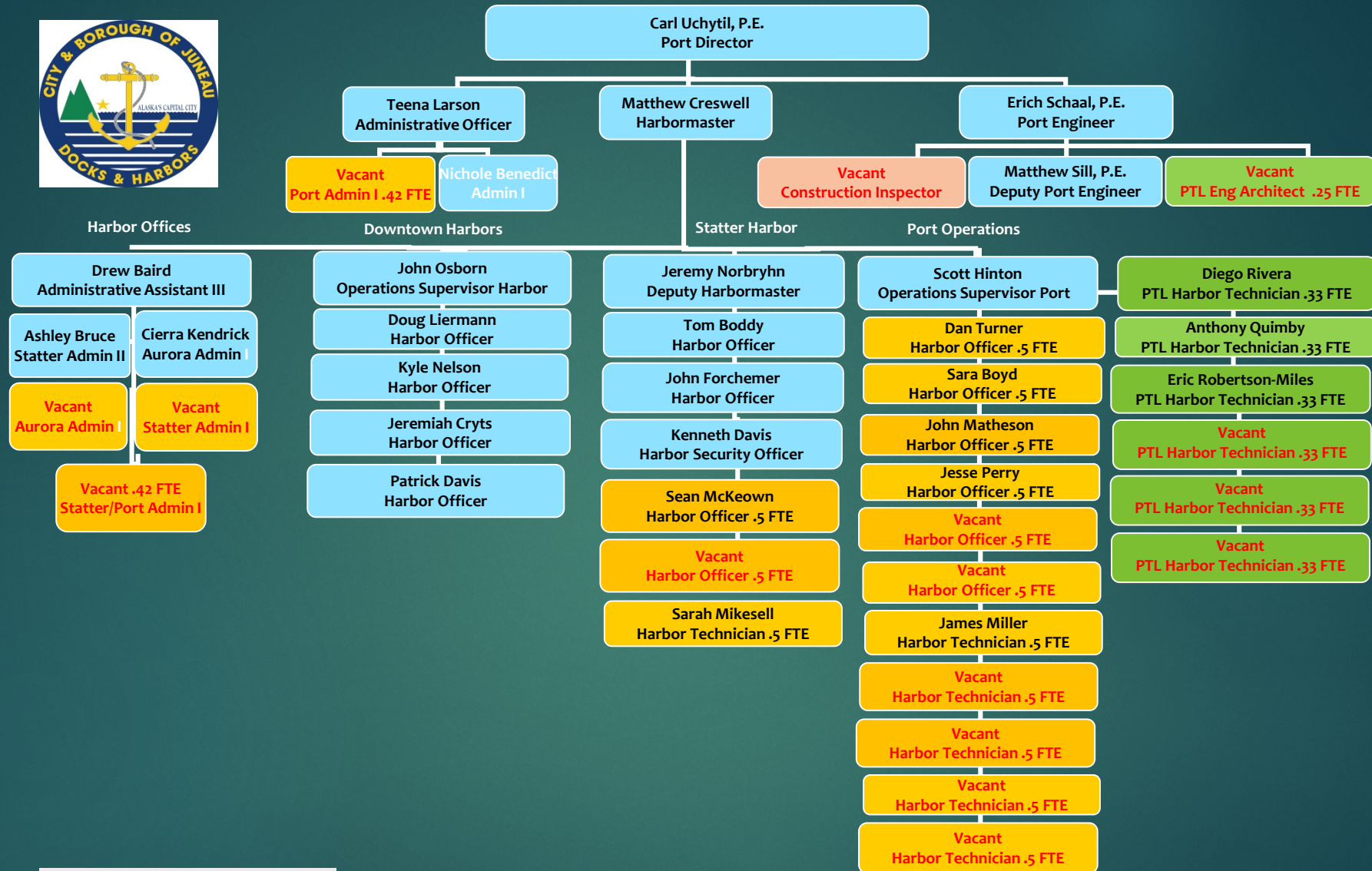
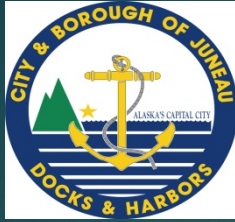
- ▶ Flexibility!!!
- ▶ Limited to 740 hours a year
- ▶ Starting wage \$20 hour
- ▶ Hours are flexible



Current Costs

Position	Amount	Wages+Benefits/Year
Port Operations Supervisor	1	\$113,351
.5 Harbor Officer	6	\$44,688
.5 Harbor Tech	5	\$34,776
.33 Harbor PTL	6	\$14,121
.21 Port Admin	1	\$14,606
*Above figures represent Port Field Office Operations	19	
	Port Staff	\$654,691





Yellow – Seasonal Employees .5 FTE

Blue – Regular Employees 1 FTE

Green- Part Time Limited .33 FTE

Purple – CIP Funded

MTSA Regulated Facility

New Regulations for 2021

- ▶ Required to follow USCG approved Facility Security Plan in order to accept Cruise ships.
- ▶ **NEW** passenger screening requirements for 2021
- ▶ **DUAL ID CHECKS**



DUAL ID CHECKS

- ▶ **WHY?** We are TSA for the maritime transportation industry
- ▶ **WHAT?** Verify Government issued photo ID against Shipcard
- ▶ **WHERE?** At security checkpoint
- ▶ **WHO? Every passenger** that passes the checkpoint!
- ▶ **WHAT if** they do not have an ID? D&H staff “escort” the passenger to the Cruise Ship entrance
- ▶ Shipcard/ID verification demonstration



How long does it take?

20 Seconds

- ▶ $4000 \text{ px} \times 125\% = 5000 \text{ ID checks}$
- ▶ $20 \text{ seconds} \times 5000 = 100,000 \text{ s}$
- ▶ $100,000 \text{ seconds} = 27.8 \text{ Hours}$
- ▶ $28 \text{ Hours for one person to check } 5000 \text{ ID's}$
- ▶ $28 \text{ Hours} / 6 \text{ staff} = 4.67 \text{ Hours per staff member for ID checks}$
- ▶ $5000 \text{ people} / 6 \text{ staff} = 833 \text{ px screened per staff member}$

TSA Comparison

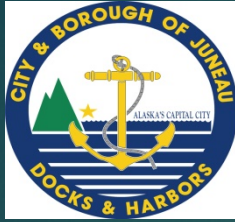


FUTURE STATE:

How we get it done!

- ▶ 32 Staff on the Books
- ▶ 1 Port Ops Supervisor 1.0 FTE
- ▶ **2 Harbor Officers .67 FTE**
- ▶ 4 Harbor Officers .5 FTE
- ▶ 5 Harbor Techs .5 FTE
- ▶ **20 PTL Harbor Techs .33 FTE**
- ▶ 1 Port Admin I .21 FTE





2 Seasonal Harbor Officer .67 FTE
 4 Seasonal Harbor Officer .5 FTE
 5 Seasonal Harbor Technician .5 FTE
 20 Seasonal PTLs

Yellow – Seasonal Employees .5 FTE
 Blue – Regular Employees 1 FTE
 Green- Part Time Limited .33 FTE
 Purple – CIP Funded

Costs for PPE, Uninforms, Training

- ▶ Standard Uniform Outfit:
- ▶ 1. Work Boots \$125
- ▶ 2. D&H Jacket \$200
- ▶ 3. D&H Sweatshirt \$100
- ▶ 4. Raingear \$175
- ▶ 5. D&H Shirt (\$20 - \$50) per shirt
- ▶ Total Cost **\$800** per staff
- ▶ $\$800 \times 30 = \textbf{\$24,000} Uniform Costs$

▶ Training

- ▶ 1. Security Training
- ▶ 2. Customer Service Training
- ▶ 3. First Aid/CPR/AED
- ▶ 4. Flagger Training
- ▶ $\$500 \times 30 = \textbf{\$15,000}$ Training
- ▶ $\$24,000 + \$15,000 =$
- ▶ **\$39,000** Total Cost Uniform and Training

STAFF	17 SUNDAY	18 MONDAY	19 TUESDAY	20 WEDNESDAY	21 THURSDAY	22 FRIDAY	23 SATURDAY
HINTON			0700-1530	0700-1530	0700-1530	0700-1530	0700-1530
LEAD OFC 1	0800-1630	0500-1300	0800-1630	0900-1730	0500-1300		
LEAD OFC 2	0600-1400	0800-1630	1200 OFC MEETING		1000-1830	1000-1830	0600-1400
CREW LEADER 1	1230-2200	1200-2130	0800-1700				0900-1800
CREW LEADER 2	1200-2130	1200-2130	0900-1800				1300-2300
CREW LEADER 3			1200-2200	1230-2200	0900-1800	1100-2000	
CREW LEADER 4			1200-2200	1200-2130	1100-2000	1200-2200	
TECH 5	0600-1400 TRASH/SECURITY ROUNDS	0500-1300 TRASH/SECURITY ROUNDS			0500-1300 TRASH/SECURITY ROUNDS	0500-1300 TRASH/SECURITY ROUNDS	0500-1300 TRASH/SECURITY ROUNDS
TEAM 1	CT 0930-2200 SILVER SHADOW ACT 0800-1800 VIKING ORION Tech 1 0700-1600 PTL 1 0800-1700 PTL 2 0900-1800 PTL 3 1100-2000 PTL 4 1300-2200 PTL 5 1300-2200	ACT 0700-1500 NORWEGIAN SUN CT 1300-2100 EURODAM Tech 1 0700-1600 PTL 1 0800-1700 PTL 2 1100-2000 PTL 3 1300-2200 PTL 4 1300-2200 PTL 5 1300-2200	LOTS/CROWD MGMT Tech 1 0600-1500 TRASH/SECURITY ROUNDS PTL 1 0800-1700 PTL 2 1000-1900 PTL 3 1000-1900 PTL 4 1000-1900 PTL 5 1000-1900				AS 0700-1500 CARNIVAL FREEDOM Tech 1 0600-1500 PTL 1 0700-1600 PTL 2 0700-1600 PTL 3 1000-1900 PTL 4 1000-1900 PTL 5 1000-1900
TEAM 2	AS 0900-2100 MILLENIUM Tech 2 0800-1800 PTL 6 0900-1900 PTL 7 1100-2000 PTL 8 1100-2000 PTL 9 1200-2100 PTL 10 1200-2100	AS 1300-2200 KONINGS DAM Tech 2 1000-1900 PTL 6 1000-1900 PTL 7 1200-2100 PTL 8 1200-2100 PTL 9 1300-2200 PTL 10 1300-2200	LOTS/CROWD MGMT Tech 2 0700-1600 ACT PTL 6 1000-1900 PTL 7 1000-1900 PTL 8 1200-2100 PTL 9 1200-2100 PTL 10 1200-2100				CT 0900-2300 SEVEN SEAS MARINER ACT 0700-2100 RUBY PRINCESS Tech 2 0600-1500 PTL 6 0900-1900 PTL 7 0900-1900 PTL 8 1300-2300 PTL 9 1300-2300 PTL 10 1300-2300
TEAM 3			AS 1300-2100 OVATION Tech 3 1000-1900 PTL 11 1200-2100 PTL 12 1200-2100 PTL 13 1200-2100 PTL 14 1200-2100 PTL 15 1200-2100	ACT 1300-2200 CRYSTAL SERENITY CT 1000-2200 NIEUW AMSTERDAM Tech 3 0900-1800 PTL 11 0900-1800 PTL 12 1200-2100 PTL 13 1200-2100 PTL 14 1300-2200 PTL 15 1300-2200	ACT 0800-1800 GOLDEN HORIZON CT 0800-1800 NOORDAM Tech 3 0700-1600 PTL 11 0800-1700 PTL 12 0900-1800 PTL 13 1000-1900 PTL 14 1000-1900 PTL 15 1000-1900	AS 1300-2000 QUANTUM OF THE SEAS Tech 3 1000-1900 PTL 11 1000-1900 PTL 12 1200-2100 PTL 13 1200-2100 PTL 14 1200-2100 PTL 15 1200-2100	
TEAM 4			CT 1300-2100 WESTERDAM ACT 0730-2030 CARNIVAL MIRACLE Tech 4 0700-1600 PTL 16 0700-1600 PTL 17 1200-2100 PTL 18 1200-2100 PTL 19 1300-2200	AS 1230-2100 DISCOVERY PRINCESS Tech 4 0700-1600 PTL 16 0900-1800 PTL 17 1200-2100 PTL 18 1200-2100 PTL 19 1300-2100 PTL 20 1200-2100	AS 0730-2000 ECLIPSE Tech 4 0600-1500 PTL 16 0700-1600 PTL 17 0900-1800 PTL 18 1100-2000 PTL 19 1100-2000 PTL 20 1200-2100	CT 1300-2200 ZUIDERDAM Tech 4 0700-1600 PTL 16 0900-1800 PTL 17 1300-2200 PTL 18 1300-2200 PTL 19 1300-2200 PTL 20 1300-2200	

COST COMPARISON

Current Costs		
Position	Amount	Wages+Benefits/Year
Port Operations Supervisor	1	\$113,351
.5 Harbor Officer	6	\$44,688
.5 Harbor Tech	5	\$34,776
.33 Harbor PTL	6	\$14,121
.42 Port Admin	1	\$14,606
*Above figures represent Port Field Office Operations		\$654,691

Future Costs		
Position	Amount	Wages+Benefits/Year
Port Operations Supervisor	1	\$113,351
.67 Harbor Officer	2	\$59,882
.5 Harbor Officer	4	\$44,688
.5 Harbor Tech	5	\$34,776
.33 Harbor PTL	20	\$14,121
.42 Port Admin	1	\$14,606
		\$882,773
Future Wages		
		-654,691
TOTAL		\$228,082

FUNDING for Increase Staff

- ▶ 2022 Cruise ship Schedule
- ▶ 295 Large Cruise ships for AS Dock and CT dock
- ▶ 55 Lightering Days to PFO

Potential Funding Sources:

1. Pass the dockage rate increase to
2. \$300,000 request for Marine Passenger fees to the City Manager
3. Impose a \$1,000 security fee to each large cruise ship calling upon the AS or CT docks.
4. Lightering fee increase to \$1700

Marine Center of Excellence

- ▶ Customer Service
- ▶ Ambassadors for Juneau
- ▶ Busiest cruise ship Port on the West Coast
- ▶ Fulfill security obligations
- ▶ Docks & Harbors outstanding reputation
- ▶ Place where people want to work!
- ▶ Marine Center of Excellence!!!





- ▶ **§ 101.515 TWIC/Personal Identification.**
- ▶ (a) Persons not described in [§ 101.514](#) must present personal identification in order to gain entry to a vessel, facility, and OCS facility regulated by [parts 104, 105 or 106 of this subchapter](#). These individuals must be under escort, as that term is defined in [§ 101.105 of this part](#), while inside a secure area. This personal identification must, at a minimum, meet the following requirements:
 - ▶ (1) Be laminated or otherwise secure against tampering;
 - ▶ (2) Contain the individual's full name (full first and last names, middle initial is acceptable);
 - ▶ (3) Contain a photo that accurately depicts that individual's current facial appearance; and
 - ▶ (4) Bear the name of the issuing authority.
- ▶ (b) The issuing authority in [paragraph \(a\)\(4\)](#) of this section must be:
 - ▶ (1) A government authority, or an organization authorized to act on behalf of a government authority; or
 - ▶ (2) The individual's employer, union, or trade association.
- ▶ (c) Vessel, facility, and OCS facility owners and operators must permit law enforcement officials, in the performance of their official duties, who present proper identification in accordance with this section and [§ 101.514](#) to enter or board that vessel, facility, or OCS facility at any time, without delay or obstruction. Law enforcement officials, upon entering or boarding a vessel, facility, or OCS facility, will, as soon as practicable, explain their mission to the Master, owner, or operator, or their designated agent.
- ▶ (d) **Inspection of credential.**
 - ▶ (1) Each person who has been issued or possesses a TWIC must present the TWIC for inspection upon a request from TSA, the Coast Guard, or other authorized DHS representative; an authorized representative of the National Transportation Safety Board; or a Federal, State, or local law enforcement officer.
 - ▶ (2) Each person who has been issued or possesses a TWIC must pass an electronic TWIC inspection, and must submit his or her reference biometric, such as a fingerprint, and any other required information, such as a Personal Identification Number, upon a request from TSA, the Coast Guard, any other authorized DHS representative, or a Federal, State, or local law enforcement officer.

	FY20 07/01/2019- 06/30/2020	FY21 07/01/2020- 06/30/2021	FY22 07/01/2021 - 06/30/2022
Harbors Revenue			
July	\$1,218,681.31	\$1,067,873.19	\$1,214,816.60
August	\$321,164.86	\$217,964.98	\$274,886.44
September	\$242,381.82	\$194,280.75	\$207,035.95
October	\$167,367.53	\$140,629.53	
November	\$128,910.62	\$118,953.69	
December	\$131,276.79	\$171,950.46	
January	\$127,578.69	\$113,462.69	
February	\$104,101.40	\$94,962.39	
March	\$125,615.30	\$132,822.00	
April	\$160,097.02	\$181,253.56	
May	\$171,107.82	\$236,434.44	
June	\$167,471.71	\$125,900.55	
User Fees	\$3,065,755	\$2,796,488	\$1,696,739
State Shared Rev	\$409,172	\$391,373	\$407,040
Land Lease Rev	\$925,733	\$855,397	\$860,000
Permit Rev	\$1,278	\$6,700	\$7,500
AR Int. and Fines	\$146,819	\$4,748	\$582
Misc rev/cares	\$27,947	\$52,000	
Minor Violations	\$12,295	\$7,445	\$2,564
	\$4,588,999	\$4,114,151	\$2,974,424.53

	FY20 07/01/2019- 06/30/2020	FY21 07/01/2020- 06/30/2021	FY22 07/01/2021 - 06/30/2022
Harbor Expense			
July	\$609,856	\$616,993	\$663,298
August	\$266,325	\$264,549	\$347,580
September	\$328,902	\$206,586	\$203,047
October	\$202,554	\$184,466	\$190,640
November	\$228,845	\$179,856	\$179,719
December	\$183,656	\$240,619	
January	\$193,770	\$201,769	
February	\$186,768	\$185,546	
March	\$239,948	\$190,359	
April	\$196,029	\$235,762	
May	\$173,004	\$212,033	
June	\$402,992	\$365,945	
Total	\$3,212,649	\$3,084,482	\$1,584,284
Debt Service	\$738,100	\$738,400	\$738,400
	\$3,950,749	\$3,822,882	\$2,322,684
Bad Debt	\$58,223	\$75,000	\$75,000
	\$4,008,972	\$3,897,882	\$2,397,684

	FY20 07/01/2019- 06/30/2020	*FY21 07/01/2020- 06/30/2021	FY22 07/01/2021- 06/30/2022
Docks Revenue			
July	\$385,392	\$0	\$45,768.67
August	\$395,427	\$0	\$125,502.39
September	\$282,927	\$0	\$179,883.69
October	\$77,350	\$0	\$41,519.97
November	\$175	\$0	
December	\$3,828	\$0	
January	\$0	\$13,297	
February	\$9	\$77	
March	\$421	\$1,177	
April	\$106	\$28	\$919
May	\$9	\$5,403	\$215,953
June	\$1,431	\$29,550	\$434,738
	\$1,147,075	\$49,532	\$1,044,284.72
Marine Pass fee	\$55,000		
Port Development	\$358,500	\$448,500	\$448,500.00
	\$1,560,575	\$498,032	\$1,492,784.72

Est/fm FSM #'s

Est/fm ship cal

Est/fm ship cal

Est/fm ship cal

	FY20 07/01/2019- 06/30/2020	FY21 07/01/2020- 06/30/2021	FY22 07/01/2021- 06/30/2022
Docks Expense			
July	\$522,738	\$516,729	\$474,266
August	\$169,948	\$95,794	\$147,341
September	\$192,947	\$82,730	\$105,634
October	\$107,599	\$71,519	\$83,971
November	\$36,224	\$51,189	\$76,995
December	\$36,969	\$44,749	\$47,360
January	\$48,840	\$121,610	\$38,848
February	\$59,157	\$35,398	\$36,368
March	\$72,520	\$49,413	\$66,202
April	\$48,972	\$60,134	\$139,552
May	\$34,547	\$73,831	\$146,938
June	\$118,388	\$76,986	\$248,285
	\$1,448,851	\$1,280,084	\$1,611,762
			\$125,000
			\$1,736,762

Est/fm 2019

Est/fm 2019

Est/fm 2019

Est/fm 2019

Est/fm 2019

Est/fm 2019

Est/fm 2019

Additional Personnel (May&June)



Port of Juneau

155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

POSTED/FAXED/EMAILED
December 9th, 2021

POSTING NOTICE

RFP No. DH22-008 PROFESSIONAL SERVICES FOR HARBOR & PORT RATE STUDY

TO: Respondents to RFP No. DH22-008

This notice is to give results of proposals received for the subject project. Proposals were received from three consultants: HDR, Northern Economics and BST Associates.

The apparent successful proposer is HDR. The proposal submitted by HDR was reviewed by the Port Director and determined to be responsive to the RFP and consistent with the services required for the project.

Docks & Harbors intends to execute a letter of intent to enter into contractual negotiations with HDR, upon the conclusion of the protest period.

This notice begins the protest period per City Purchasing Code 53.50.062. **Notice of Intent to Protest must be delivered to the CBJ Port Director by 4:30 p.m. December 10th, 2022.** The Purchasing Code is available online at <https://tinyurl.com/CBJcodeProtest> or by calling CBJ Docks and Harbors at (907) 586-0292.

The City and Borough of Juneau - Docks and Harbors Enterprise appreciates your participation in the subject RFP. Thank you for your interest.

Sincerely,

Carl Uchytel, P.E.

Port Director

City and Borough of Juneau



Port of Juneau

155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

December 13th, 2021

Ronald McPherson, PE
HDR
2525 C Street, Suite 500
Anchorage, Alaska 99503

SUBJECT: **RFP No. DH22-008**
Professional Design Services for Harbor and Port Rate Study

Dear Mr. McPherson,

The Protest Period has ended for the above referenced RFP. The proposal submitted by HDR has been accepted thus begins the contract negotiation process. I will be contacting you in a couple of days to discuss the next step in the process. If you have any questions regarding this project please feel free to contact me at your convenience.

We appreciate your interest in this CBJ project.

Sincerely,

Carl J. Uchytel
Carl Uchytel, P.E.
Port Director

Project	Status	Schedule	Contractor	Notes
Dockside Safety Guardrail				
Design	Hold			Awaiting funding - Passenger Fees FY22
Bid Opening	Hold			
Board Approval	Hold			
Assembly Approval	Hold			
Construction	Hold			
Marine Park Deckover				
95% Design Review	Complete			
100% Design and Specs	Complete			
Bid Project	Hold			Waiting on Funding
Taku Seawalk Releveling Project				
65% Design Review	Complete			
95% Design	Complete			
100% Design and Specs	Complete			
Bid Project	Complete		Staff	Advertised Sept 7th, Bids open Sept 28th
D&H Board Approval	Complete			Wednesday, October 20, 2021
Assembly Approval	Complete			Monday, October 25, 2021
Construction	In Progress			Pro-Construction Meeting November 10, 2021
Substantial Completion	Hold			Friday, December 31, 2021
Final Completion	Hold			Monday, January 31, 2022
Statter Master Plan Phase III				
Phase III A - Dredging, Blasting, Soil Compaction				
Army Corps of Engineers Permit	Complete		PND	
Incidental Harassment Authorization	Complete		PND	
Eagle Permit	Complete		PND	
CBJ Building Permit	Complete		Staff	
Construction Bid	Complete	July 16, 2019	PPM	
D&H Board Approval of Bid	Complete	July 17, 2019		
Assembly Approval of Bid	Complete	July 22 2019		
Construction	Complete	October 1, 2019	PPM	
Substantial Completion	Complete	May 29, 2020		
Dredge Basin Clean Up	Complete	September 26th & 27th		Dredging Complete
Final Completion	Complete	September 30th		
Project Close Out	Complete			Project closed out

Phase III B - Retaining Wall, Float Installation				
Army Corps of Engineers Permit	Complete		PND	
Incidental Harassment Authorization	Complete		PND	
Eagle Permit	Complete		Staff	
Design - Bid Documents	Complete		PND	
CBJ Building Permit	Complete		Staff	
Bid/Contract	Complete		TCC	Trucano Construction
D&H Board Approval of Bid	Complete			
Assembly Approval of Bid	Complete	4/27/2020		
Construction	Complete		TCC	
Substantial Completion	Complete	June 2, 2021		
Final Completion	Complete	June 6, 2021		
Project Close Out	Complete			
Phase III C - Uplands, Restrooms				
Eagle Permit	In Progress		Staff	
Design - Bid Documents	Hold		PND	Awaiting further funding
CBJ Building Permit	Hold		Staff	
Construction Bid	Hold		TBB	
Construction	Hold	TBD	TBD	
Pre-Bid Conference	Hold			
D&H Board Approval of Bid	Hold			
Assembly Approval of Bid	Hold			
Substantial Completion	Hold	TBD		
Final Completion	Hold	TBD		
Downtown Waterfront Improvements				
Phase I - Deck Over				
Geotech Report	Complete		PND	
Materials Procurement	Complete	June 15, 2019	Island Const.	
Army Corps of Engineers Permit	Complete		PND	
Incidental Harassment Authorization	Complete		PND	Seals only, new reduced zone size
Bid Opening	Complete	July 2, 2019	Staff	
D&H Board Approval	Complete	July 3, 2019		
Assembly Approval	Complete	July 8, 2019		
Early Entry by Archipelago Property LLC	Canceled	June 1, 2020		Archipelago Project On Hold
Substantial Completion	Complete	December 12, 2020		
Final Completion	Complete	April 15, 2021		Project Complete

Phase II - Visitor Waiting Area and Restrooms				
Design - Bid Documents	Hold	TBD	PND	Working to 65% Plans with cost est
CBJ Building Permit	Hold		Staff	
Construction Bid	Hold		TBD	
D&H Board Approval	Hold			
Assembly Approval	Hold			
Phase II Construction	Hold			
Substantial Completion	Hold			
Final Completion	Hold			
Aurora - Harris Harbors Dredging - ACOE				Western Marine Construction
Breakwater Repairs	Complete	May 2020	ACOE	
Dredging Activity	Complete	April & May 2021	ACOE	Aurora dredging underway, complete May 15th
Public Outreach	Complete		Western	Project info on D&H website
Small Cruise Ship Infrastructure Study				
Fee Negotiations	Complete		PND	
Data Collection/Market Study	Complete		PND	
Planning/Conceptual Layout	Complete		PND	
Presentation to Board	Complete		PND	
Receive Comments from Board	Complete		Staff	
Public Outreach	Complete		PND	
Final Report	Complete	Jan 2021	PND	
Final Presentation to Assembly	Complete	Feb 2021	PND	Study Complete
Cruise Ship Dock Electrification Study				
RFP Creation	Complete	May 19, 2020		RFP issued
Consultant Selection	Complete			Haight & Assoc Selected
Fee Negotiations	Complete			
Project Kick Off Meeting	Complete			
Stake Holder Interviews	Complete		H&A	
RAISE Grant 2021 Applications	Complete			Grant successfully submitted
Draft Report	In Progress		H&A	
Presentation to Assembly	Complete		H&A	Nov 1 Assembly COW Mtg
Final Report	In Progress		H&A	Public Comment through Jan 17, 2022
Grant 2021 Applications				
Cruise Berth Electrification	Complete	Due July 12, 2021	H&A	Not selected
Small Cruise Ship Infrastructure Study	Complete	Due July 12, 2021	PND	Not selected

Fishermans Terminal Planning Grant	Complete	Due July 12, 2021	Staff	Not selected
PDIP Fisheries Terminal Grant	Complete	Due July 30, 2021	Staff	Grant submitted, results expected by 12/31
Alaska DOT Harbor Matching Grant	Complete	Due Aug 16, 2021	Staff	Ranked in 4th place
EDA Small Cruise Ship Infrastructure 10M	In Progress	Due Jan 31, 2022	Staff	
Statter Breakwater Chain Repair No. 2				
RFP Creation	Complete			
Contractor Selected	Complete			
Construction	Complete			Kenter links ordered
Project Kick Off Meeting	Complete			
Construction Complete	Complete			Completed as part of SHI III(B)
Aurora Harbor Re-Build - Phase III				
Phase IIIA - Demolition				
D&H Staff and Trucano	Complete		D&H	Demo is complete
Phase IIIB - Dredging				
Army Corps of Engineers	Complete	Winter/Spring 2020/2021	ACOE	Dredging complete
Phase IIIC - Float Installation				
ADOT Grant Application	Complete	Aug 16, 2021	Staff	Gov veto required resubmission of Harbor Grant
Design	Hold			
Auke Bay Marine Station				
Annual Report	March		Staff	2020 Report Submitted
Subdivision	In Progress		Staff	In review by Community Development Dept.
Shared Costs with UAS	In Progress		Staff	Awaiting UA response to Amendment #1
Harris Harbor Anodes				
Anode Design	Complete		Staff	Design in Progress
Anode Bid	Complete		Staff	Global Diving Apparent Low Bidder
Contract Award	Complete		Staff	
Grant Acceptance	Complete		Staff	Working through Assembly process
Pre-Construction Meeting	Complete	June 28th, 2021	Staff	
Construction	Complete	End of Sept	Global/Staff	Anodes were delayed due to COVID
Douglas Harbor Anodes				
Anode Design	Complete		PND	
Construction	Complete			Jun-2020
Substantial Completion	Complete	June 5, 2020		Complete
Final Completion	Complete	July 30, 2020		Project Complete
Sewage Pump-Out Improvements				
Statter Pump Upgrade	Complete		Staff	Part of SHI III(B)

Harris Pump Replacement	Complete	Aug 27, 2021	Staff	
Douglas Launch Ramp Light Project				
Design	Complete		Staff	
RFP	Hold		Staff	Awaiting funding
Building Permit	Hold		Staff	
Construction	Hold		Staff	
D&H Managed Lands - Surveys				
ASLS 2013-15 - Uplands at Tee Harbor	Hold	2021	TBD	
ATS 1682 -DIPAC-Channel Construction	In Progress	2020	PDC	Field work complete, drafting plat
ATS 1693-DIPAC Wayside Park	In Progress	2020	PDC	Field work complete, drafting plat
ATS 1694-Tee Harbor Submerged Lands	Hold	2021	TBD	
ATS 1692 - N Douglas Boat Ramp	Complete		PDC	Complete
ATS 1690-Indian Cove	Complete		PDC	Complete
S. Franklin Dock Tidelands	In Progress		Staff	Awaiting DNR survey instructions
Wayside Park Float				
Dredging as Float Grounds Out	Hold			Awaiting Funding
N. Douglas Boat Launch Expansion Study				
Conceptual Design	Complete		PND	Awaiting Board direction
Harbor Security Upgrades				
Continued Project Development with Board	In Progress			New cameras in Aurora, Douglas and Harris Harb
Statter Breakwater Deferred Maintenance				
Continued Project Development with Board	Hold			
Statter Breakwater Safety Improvements				
Phase II	Hold			Awaiting funding
Auke Bay Loading Facility - Phase II				
TIGER Grant Reporting - Annual	On-Going	Sept. 2020	Staff	Report for Boom Truck till 2033; SeaLift till 2044