

**CBJ DOCKS AND HARBORS BOARD**  
**REGULAR BOARD MEETING MINUTES**  
**For Thursday, June 25th, 2020**

**I. Call to Order**

Mr. Etheridge called the Regular Board Meeting to order at 5:05 pm in the Port Directors Office via Zoom.

**II. Roll Call**

The following members were present via zoom or in person: Jim Becker(in person), Chris Dimond, Mark Ridgway(in person), Budd Simpson, Annette Smith, Bob Wostmann, and Don Etheridge(in person).

Absent: Steve Guignon, and James Houck

Also present at the Port Directors Office were the following: Carl Uchytel-Port Director, Erich Schaal- Port Engineer, Matt Creswell – Harbormaster, Teena Larson- Administrative Officer, and Dick Somerville – PND Engineers.

**III. Approval of Agenda –**

Mr. Uchytel recommended to move (X. Items for Information) to after the Consent Agenda

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

**Motion passed with no objection.**

**IV. Approval of Minutes May 28<sup>th</sup>, 2020 Board Minutes.**

Mr. Wostmann wanted to change the word connect to construct on page two of ten of the May 28<sup>th</sup> minutes.

Minutes were approved as amended.

**V. Special Order of Business.**

Mr. Uchytel recognized downtown Harbor Officer Doug Liermann as Employee of the Quarter. Mr. Liermann was given a plaque and a \$100 check.

Mr. Uchytel bid farewell to departing Board member Mr. Simpson. Mr. Simpson served the Board with distinction for over 21 years. He was given a jacket with his name and the years he served on the Board.

**VI. Public Participation on Non-Agenda Items – None**

**VII. Consent Agenda –**

- A. Public Requests for Consent Agenda Changes- None
- B. Board Members Requests for Consent Agenda Changes-None
- C. Items for Action

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1. Clean Vessel Act (CVA) Grant Acceptance

RECOMMENDATION: THAT THE ASSEMBLY ACCEPT \$75K CLEAN VESSEL ACT GRANT ADMINISTERED BY THE ALASKA DEPARTMENT OF FISH & GAME FOR SEWAGE PUMP OUT FACILITIES AT HARRIS AND STATTER HARBORS.

2. Appropriation of funds required to match Clean Vessel Act Grant Acceptance

RECOMMENDATION: THAT THE ASSEMBLY APPROVE AN ORDINANCE APPROPRIATING THE SUM OF \$90,000 AS PARTIAL FUNDING FOR THE STATTER IMPROVEMENTS PHASE III CAPITAL IMPROVEMENT PROJECT.

3. Permit Adjustment –Loading Permits (05 CBJAC 10.060)

RECOMMENDATION: FOR THE REMAINDER OF THE 2020 SEASON, ANY OPERATOR WISHING TO SECURE A LOADING ZONE PERMIT SHALL PAY A \$5 APPLICATION FEE IN TOTAL.

4. Permit Adjustmant – Passenger-for-Hire Fee (05 CBJAC 20.080)

RECOMMENDATION: FOR THE REMAINDER OF THE 2020 SEASON, ANY OPERATOR WISHING TO SECURE A PASSENGER-FOR-HIRE PERMIT SHALL PAY \$100 APPLICATION FEE IN TOTAL.

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

Consent agenda items approved as presented.

**VIII. Unfinished Business – None**

**IX. New Business –**

1. Award of Professional Services Contract to Haight & Associates for Cruise Ship Dock Electrification Study.

Mr. Uchytel said back in May, with the RFP selection process, Haight & Associates was selected as the preferred contractor. With the award of this proposal, Haight & Associates can commence with the design efforts to study and evaluate to ensure we have sufficient power capacity in Juneau to move forward with a design that would power one or both of the City owned cruise ship docks. The process to negotiate with Haight & Associates was to meet with Ben Haight, who is currently online, and make sure all the elements in the RFP were clear and to ask for a fee proposal for the work. The fee negotiated was \$226,895 which will also cover the elements of the anticipated scope of services. Staff's expectations are that work would be completed in about nine months. Mr. Uchytel is asking the Board tonight to approve an award to Haight & Associates to complete required requisite design elements and studies to advance the electrification of the two City owned cruise ship docks.

Board Questions –

Mr. Etheridge asked how this was funded?

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Mr. Uchytel said this study is being funded with Marine Passenger fees and there is \$350,000 set aside currently. This will be a time and material contract and the \$226,895 proposal is for all elements in the RFP.

Mr. Wostmann asked what item #26 Responsiveness is referring to?

Mr. Uchytel said this is a boiler plate contract that is from the CBJ Finance Department and has been through CBJ Law.

Mr. Schaal said once CBJ signs the contract they have two days to sign agreeing to the work.

Public Comment – None

Board Discussion/Action

MOTION By MR. RIDGWAY: TO RECOMMEND THE ASSEMBLY AWARD A PROFESSIONAL SERVICES CONTRACT TO HAIGHT & ASSOCIATES INC FOR \$226,895 TO CONDUCT THE CRUISE SHIP DOCK ELECTRIFICATION STUDY AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

**X. Items for Information/Discussion**

**1. American Association of Port Authorities (AAPA) Membership**

Mr. Uchytel said the president and CEO of AAPA Chris Connor and Ed O'Connell from the east coast is attending by zoom meeting tonight. He said last week, at the Operations/Planning meeting, he gave an overview of what AAPA was. Docks & Harbors has been an associate member for the last couple of years and now it is time to become a full member or let our membership terminate. He said Mr. Connor and Mr. O'Connell is here to address the Board on the benefits of being a member of the AAPA.

Mr. Connor went through a power point presentation in the agenda packet which showed the value to the Port of Juneau for being a corporate member and what AAPA does.

Board Discussion/Public Comment

Mr. Ridgway asked how AAPA was a part in the fisheries money for Alaska and if Juneau doesn't become a corporate member there is nothing available? With the current financial hardship due to COVID it will be difficult to justify paying the large amount of membership fees.

Mr. Connor said AAPA had nothing to do with the \$300 billion fisheries money. This is a classic Washington major piece of legislation that when the dust settles and you read the fine print, you ask yourself where that come from. This probably came from on the floor lobbying and positioning between Senators and Congressmen in the States where the \$300 billion went which was Alaska, Washington, California, Oregon, Hawaii, as well as America Samoa, Guam, and federally recognized tribes in Alaska and the West

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Coast. AAPA did drill down into the details once the bill was passed and reached out to members that may have been able to take advantage of these funds and encouraged them to pursue it to get any funding that might be available. He said answering the membership question, the way AAPA bylaws read is that we have an introductory membership that public ports can take advantage of for three years. Which is what Docks & Harbors has been at a discounted rate for the last three years. After the three years, the membership goes to the same common rate as all ports pay plus a proportional share of the government relations cost. He said he recognizes the financial difficulty every port is experiencing. The timing for the pandemic is not ideal but with the exception of very few members, members have renewed their membership and staying with AAPA because the value.

Ms. Smith asked;

1. What is AAPA plans for “growing the pot” next year?
2. Is there any willingness on the AAPA Board to extend the introductory membership until the COVID19 issues ease?

Mr. Connor said to answer question one above, these are programs already authorized by Congress. AAPA goes to the appropriators each year and try to build a case for how many dollars should be put in the programs, like PIDP, DERA, and INFRA. To build our case we use data collected from our members. AAPA trys to make the case that the need for these funds are greater that the year before. Ports are historically under funded from the federal government. Not only does AAPA try to improve funding for the current programs but work on new needs as well. He said answering question two above, keeping Juneau as a member is his first priority but the struggle is to be fair to all members. There are also members that are experiencing financial hardship due to the pandemic but are still paying their portion of the dues. He wants to work with Juneau to keep as a member.

Public Comment

Mr. Kirby Day, Juneau,

Mr Day said he recommended to work with CLIAA on a common set of procedures for opening back up again.

Mr. Connor said AAPA would go to CDC and tell them how they will open up.

Mr. Dennis Watson, Juneau, AK

Mr. Watson said he looked on the AAPA website and last years membership was around \$5,400 and now it is rising to \$10,000. How much additional revenue is AAPA taking in as a total for your organization with that increase and what is AAPA’s plan to spend it?

Mr. Connor said the reality of the \$5,400 common dues was not a sustainable charge that would allow the association to continue to function. There were past practices that borrowed from one place to pay another place and vice versa and it all ran down our reserve which when I took over, there was no more reserve. He said \$10,000 is what it costs to run the base of this organization.

Mr. Uchtyl said he will look to the Board if he should proceed with membership?

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Mr. Ridgway said he would be in favor of a reduced rate and keeping the membership.

Mr. Simpson said he is in favor of the continued membership and have the Port Director negotiate a reduced rate.

Mr. Wostmann said he was also in favor continuing the membership and to have the Port Director negotiate a reduced rate.

Ms. Smith asked what do we pay now as a introductory rate?

Mr. Uchytel said about \$1,500.

Ms. Smith said she supports it at the introductory rate and maybe a little more but not a lot more.

**2. Small Cruise Ship Infrastructure Master Plan – Preferred Alternative**

Mr. Uchytel said this master plan has been a years worth of work. Staff levered marine passenger fees for this project.

Mr. Schaal provided a recap and an update and Mr. Somerville with PND Engineers went over locations and initial planning layouts that rise to the top for our process in a joint power point presentation on the small cruise ship infrastructure master plan.

Mr. Schaal said in November 2018, staff put out a RFP looking for design professionals to put together this master planning study. Staff received one proposal from PND and they put together a great plan. In February 2019, PND was selected and they moved ahead. The project team is made up of PND Engineers, led by Dick Somerville, McDowell Group, providing the market and economic analysis, Corvus Design, facility inventory and planning document, Marine Exchange of Alaska, providing the vessel traffic and navigation assessment, and Northwind Architects that will give it the polished look. Some of the project outcomes are to identify cruise ship forecast to market trends which was really important to us. Staff needed to know what is on the horizon, what the different operators that use Juneau as a turn port are thinking and planning as staff strives to provide the best facilities and services that we can to support and increase that important market share in Juneau. Staff also wanted to know what infrastructure the small cruise ships would find useful. The downtown small cruise ships overlap with yachts and larger fishing vessels. If we want to expand the infrastructure we want to make sure we are providing the amenities that the small cruise lines need. With any new infrastructure we needed to know cost estimates, and be thorough with the infrastructure choices. The final thing that will come out of this project is a useful and concise informative master plan that can be used for the next decade. In July 2019, there was a two day facility inventory field operation, we started at the South end of town and went to more than 15 sites through out the borough looking at all these sites as possible locations and evaluating them for different uses. Throughout the summer and into the early spring of 2020, McDowell worked on the market assessment and the economic analysis. This provided really good information with our own internal information with the number of vessels we serve and the number of vessels turned away to help come up

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with the goal of increasing our moorage capacity. In March 2020, staff started working on the top sites that we wanted further information on. Now in June we are here to share the information. Next step is to move into the public involvement stages with completion toward the end of this year. The initial directive was to look at possible locations from Taku Harbor to Echo Cove. A lot of the locations were discarded quite quickly for obvious reasons but what this allowed us to do was to create a site capability matrix. Thirteen sites were evaluated for the most feasible and economical developmental location. This information paired with the information from McDowell which helped to refine the top locations further. This process will help all see how the top locations were chosen.

Mr. Somerville said this work is being done in two phases. He will be focusing on the second phase. This part was looking at concept designs for the top locations. In the McDowell group studys, the cruise passengers want to be in downtown Juneau, there is a need for 700LF more to service the small cruise ships. This is the criteria used to find the best site. One option is in Auke Bay, the Industry did say they would go there if they can't go downtown, another option is at the Little Rock Dump, Harris Harbor, and the NOAA/Seadrome area which is emerging as the preferred site at this time. He showed the Auke Bay location. In this plan the existing wave attenuator would be removed and replaced with a finger that would provide additional 5,000LF moorage. Seaward of this there would be a new wave attenuator installed. The rest of the five sites are all downtown, the Little Rock Dump which is the southern most site, Douglas Harbor, Harris Harbor, the Norwegian Cruise Lines development site, and the NOAA/Seadome site. He went over each site and showed the concept for each location. The Little Rock Dump, Douglas Harbor, Harris Harbor, and the Norwegian Cruise Lines site all do not meet all the Industry needs. The NOAA/Seadrome site has risen to the top location for the Small Cruise Ship Infrastructure. Mr. Somerville went over the plan and the amenities for the site. There is room for 700LF additional moorage and plenty of uplands for parking and staging. This location provides flexibility for the seawalk extension and connection to Gold Creek and downtown. It meets the cruise line desire to be centralized downtown. There is support from the other property owners, NOAA and Goldbelt, but there are a lot of details still needing to be worked out. Docks & Harbors also supports this location for the small cruise ship moorage future development.

Mr. Schaal said the next steps are to receive the Boards feedback and then move into the public involvement opportunities. Staff would then compile all the comments received in the process and use those to complete the master planning document.

**Board Discussion/Public Comment**

Mr. Becker said the Mayor's task force for tourism received a lot of comments, "they don't want tourism to increase", and this seems like cramming a lot of the smaller cruise ships in this area will get a lot of people upset. He said some of the other areas looked at would be more suitable and not right in the middle of the congestion.

Ms. Smith asked with the COVID 19 closure of Canadian ports, do you foresee in the future an increase in US registered small cruise ships?

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Mr. Somerville said that would be a McDowell question.

Mr. Schaal said he would think the smaller cruise ships would market their ships with the fact they are smaller and can sanitize better

Mr. Ridgway asked if PND was under contract with NCL?

Mr. Somerville said he is under contract with MRV who is under contract with NCL.

Mr. Ridgway asked if this presentation could be shared with others?

Mr. Somerville said yes with the emphasis being this plan is preliminary.

Mr. Ridgway said he believes the Juneau public may not like this location. He asked if when 16B project was being built, there was thought into using the inside of the cruise ship pontoons for the small cruise ships? Was reorganization of the pontoons one of the sites looked at for the small cruise ships?

Mr. Schaal said it was not.

Mr. Ridgway commented that he would recommend anything being built can serve a dual purpose not only used by the cruise ships but the Juneau community as well.

Mr. Etheridge commented that one of the tourism concerns was that they wanted to get people off of South Franklin Street and this plan does that.

Mr. Ridgway asked where to send comments on this plan?

Mr. Uchytel said the drawings are public. Staff will put an item on the next Operations/Planning Committee meeting agenda, Small Cruise Ship master plan review.

**3. Finance Sub-Committee Meeting Plans**

Mr. Wostmann said he would like to schedule a tentative meeting for the last week of July, on a Monday, Tuesday or Wednesday before the Thursday Board Meeting. At this time staff may know where we have ended up with the current fiscal year and a look ahead to FY21.

Mr. Uchytel said one thing to take into account is the fact that our new Board year starts in July. Technically the Finance Sub-Committee doesn't exist until the Board assigns it. The meeting should be after the Board meeting in July.

Mr. Etheridge said staff will plan the the Finance Sub-Committee to meet the week after the Board meeting.

**Board Discussion/Public Comment**

**X. Committee and Member Reports**

**1. Operations/Planning Committee Meeting – Wednesday, June 17th, 2020**

Mr. Ridgway reported the Committee discussed;

- The Visitor Task Force

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- The COVID related motion for moorage relief
- Loading zone and passenger for hire discounted fee
- Security Cameras
- Clean Vessel Act and pump outs
- Budget Update
- AAPA presentation preparation

Mr. Becker commented that he wanted to keep the camera issue moving. He wanted to know if staff contacted Hoonah to find out about their camera system. Mr. Becker said this is a serious issue.

Mr. Etheridge commented with his efforts to reduce the crime in the Harbors since mid December he has traveled 8,765 miles, cruised the harbors for 590.5 hours and has been out every night for 298 days.

Mr. Ridgway agreed with Mr. Becker that security cameras are a serious issue and encouraged Board members to draft a motion to go on the Operations/Planning agenda.

Ms. Smith thanked Mr. Etheridge for all the security he is providing for the Harbors but what happens when he is not here. She would like to continue working on getting security cameras.

Mr. Uchytel said what he remembers from the Operations/Planning Committee meeting was that he was to bring the draft resolution with the three paragraph's stuck out back to the Operations/Planning Committee in July.

Mr. Ridgway said the removal of those paragraphs didn't change that Docks & Harbors still support cameras and we will do what ever we can to have internet in our harbors.

2. Member Reports – No report
3. Assembly Lands Committee Liaison Report – Mr. Dimond said nothing to report
4. Auke Bay Steering Committee Liaison Report – Mr. Wostmann said nothing to report

**XI. Port Engineer's Report**

Mr. Schaal reported:

- The Downtown Waterfront Improvement project hit another milestone. The pile driving and welding caps are complete. They are continuing with the timber gluelam deck install. They will also move upland to the sewer lift station that will serve the future bathrooms, and the driveway entrance so there will be more dirt work. Staff is working through some issues with the existing seawalk and the timber deck elevation.
- Statter Harbor phase III(A) project – PPM has additional dredging to do that was related to the movement of material during a blast. Their surveyer came back and

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they have 634 cubic yards of dredging to do to fulfill their contract and be complete by the end of September.

- Statter Harbor phase III(B) project- Staff held the pre construction meeting with Trucano this week. They are well under way with submittals and PND is reviewing all the shop drawings required for the floats. Staff is anticipating a lot of progress this summer. Building the MSE wall is the first part of this project and that will be built by Coogan Construction. They are expecting the floats to arrive in November and installed by February.
- The Cruise Ship Security check points - They are 99.9% complete. There is a small punch list of items to complete and the construction fencing has been removed.

**XII. Harbormaster's Report**

Mr. Creswell reported:

- The Harbors are very busy with the gillnet opening. Some fishermen had a good opening and some had bad.
- Yachts are also starting to show up. Getting busier on reservations.
- He has been getting a lot of phone calls on the mandates for COVID 19. Everyone is just wanting to do the right thing.
- For the July 3<sup>rd</sup> fireworks there will be extra staff to keep people off the catwalks and keep a presence in the area. The AS dock will be open but the CT dock is closed due to the Lumberman.
- The Lumberman clean up is going well. Tomorrow morning the Lumberman will be moved to the outside of the CT dock to free up the inside space for fishing vessels and moorage. We were given big truck tires that staff lashed together to use as a fendering system for the Lumberman. He is working on getting a quote for the removal of hydraulic lines and the flushing of the tanks. Mr. Hinton is working on lead paint issues.

Mr. Becker asked if there was a pre inspection on Lumberman?

Mr. Creswell said there was an inspection and the Coast Guard was just back two weeks ago and they are in favor of staff plans so far.

Mr. Becker asked if after the Lumberman is all complete there will be a report on how many hours spent on clean up.

Mr. Creswell said yes, labor, dumpster fees and everything going into the clean up efforts.

**XIII. Port Director's Report –**

Mr. Uchytel reported:

- He has been acting Liaison with Western Marine Construction and the Army Corps of Engineers regarding the dredging work that is going on at the Aurora breakwater. They expect to be done at the end of the month. They will move to Harris Harbor next. They have about two days of armor rock work on the Harris

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Harbor breakwater and then they will demob until October. They will come back and dredge at Harris Harbor. Staff will demolish the north end of Aurora Harbor floats and he is putting a task order together to have a contractor pull 41 timber piles so the maintenance dredging can be completed.

- Board interviews are July 1<sup>st</sup>.
- He is trying again to take over the Seadrome dock reservations that requires Assembly action.
- We brought back five seasonal employees at Part Time Limited employees and there is enough work to keep them through the end of the season. He said he would also like to put them in there normal benefitted seasonal position. The Board concurred with this recommendation.

**XIV. Assembly Liaison Report – None.**

**XV. Board Administrative Matters**

- a. Ops/Planning Committee Meeting – Wednesday, July 22nd at 5:00 pm
- b. Board Meeting – Thursday, July 30<sup>th</sup> at 5:00 pm
- c. Finance Sub-Committee Meeting Scheduling

**XVI. Adjournment -** The meeting was adjourned at 7:25 p.m.