

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA
For Thursday, August 29th, 2019

- I. Call to Order** (5:00 p.m. in the CBJ Assembly Chambers)
- II. Roll** (James Becker, Chris Dimond, Steven Giugnon, David McCasland, Mark Ridgway, Annette Smith, Bob Wostmann, Budd Simpson and Don Etheridge)
- III. Approval of Agenda**

MOTION: TO APPROVE THE AGENDA AS PRESENTED.
- IV. Approval of July 25th, 2019 Board minutes.**
- V. Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total time).
- VI. Special Order of Business**
- VII. New Business**

- 1. Relocation of Quonset Hut onto Downtown Boatyard Lease Area
Presentation by the Port Director

Committee Discussion

Public Comment

Committee Discussion/Action

MOTION: TO APPROVE HARRI COMMERCIAL MARINE REQUEST TO RELOCATE A 30 FT BY 50 FT QUONSET HUT TO THE DOWNTOWN BOATYARD LEASE AREA SUBJECT TO RECEIVING APPROPRIATE BUILDING PERMITS.

- 2. Transfer of Funds from Archipelago Project to Dock Security Stations
Presentation by the Port Director

Committee Discussion

Public Comment

Committee Discussion/Action

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA (CONTINUED)
For Thursday, August 29th, 2019

MOTION: TO RECOMMEND THE ASSEMBLY TRANSFER \$200K FROM THE ARCHIPELAGO PROJECT (H51-116) TO DOCK SECURITY STATIONS PROJECT (H51-122).

VIII. Items for Information/Discussion

1. Army & Coast Guard Dive Operations
Presentation by the Harbormaster

Board Discussion/Public Comment

2. Proposed Topics for Board Retreat
Presentation by the Port Director

Board Discussion/Public Comment

3. Derelict Vessels – KOMO TV
<https://komonews.com/news/project-seattle/homeless-camp-sinks-possibly-a-first-for-seattle>
Presentation by the Port Director

Board Discussion/Public Comment

IX. Committee and Member Reports

1. Operations/Planning Committee Meeting- Wednesday, July 17th, 2019
2. Member Reports
3. Assembly Lands Committee Liaison Report
4. Auke Bay Steering Committee 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. Special Board Meeting (to approve bid award) – Wednesday, September 11th at noon
- b. Ops/Planning Committee Meeting – Wednesday, September 18th, 2019 at 5:00pm

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA (CONTINUED)
For Thursday, August 29th, 2019

- c. Board Meeting – Thursday, September 26th, 2019 at 5:00pm

XV. Adjournment

CBJ DOCKS AND HARBORS BOARD
REGULAR BOARD MEETING MINUTES
For Thursday, July 25th, 2019

I. Call to Order

Mr. Etheridge called the Regular Board Meeting to order at 5:00 p.m. in the CBJ Assembly Chambers.

II. Roll Call

The following members were present: Steven Guignon, Annette Smith, Mark Ridgway, James Becker, Bob Wostmann, Christopher Dimond(via phone), Budd Simpson and Don Etheridge.

Absent: David McCasland.

Also present were the following: Carl Uchtyl – Port Director, Dave Borg – Harbormaster, Matt Creswell – Deputy Harbormaster, Gary Gillette – Port Engineer, and Erich Schaal – Deputy Port Engineer.

III. Approval of Agenda

Mr. Uchtyl said he split VI Board Elections and the Committee Assignments. Board Elections is item VI, and Committee Assignments is under #1 new business. Hearing no objection, the agenda was approved as amended.

IV. Approval of June 27th, 2019 Board Minutes and July 17th, 2019 Special Board Minutes

Mr. Uchtyl said there was a slight correction to the Board minutes on page 18 last paragraph “Alaska” should be “blasting”.

Mr. Becker said on page seven in the packet and page five of the minutes should be “round” instead of “ground.”

Hearing no objection the minutes of June 27th, 2019 and July 17th, 2019 are approved as amended.

V. Public Participation on Non-Agenda Items – None

VI. Board Elections

Mr. Simpson nominated Mr. Etheridge for Board Chair for the next year. There was no other nominations for Chair and there was no objection.

Mr. Simpson nominated Mr. Ridgway for Ops/Planning Committee Chair. There was no other nominations for Chair and there was no objection.

Mr. Ridgway nominated Mr. Simpson for Vice-Chair of the Board. There was no other nominations for Vice-Chair and there was no objection.

Mr. Ridgway nominated Mr. Wostmann for Vice-Chair for the Ops/Planning Committee. There was no other nominations for Vice-Chair and there was no objection.

CBJ DOCKS AND HARBORS BOARD
REGULAR BOARD MEETING MINUTES (CONTINUED)
For Thursday, July 25th, 2019

VII. Consent Agenda –

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

1. New Ordinance: CBJ 85.20.040 – Unattended Vessels at Boat Launch Prohibited

RECOMMENDATION: TO APPROVE LANGUAGE FOR A NEW ORDINANCE WHICH WOULD PROHIBIT UNATTENDED VESSELS AT LAUNCH RAMP FACILITIES AND BEGIN THE PUBLIC PROCESS NOTIFICATION.

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

Motion passed with no objection

VIII. Unfinished Business - None

IX. New Business –

1. Committee Assignments

Mr. Uchytel said per the Docks & Harbor Board By-Laws, there are two standing committees, the Operations/Planning Committee and the Finance Committee that are populated every year. The Committee Liaisons that we need to assign are the Assembly Lands Committee, and the Auke Bay Steering Committee Liaisons. We also need an evaluation committee for the Port Directors Evaluation. Our By-Laws read that when you have an ADHOC Committee, it expires at the start of the next Board year. The Waterfront Policy Committee is the ADHOC Committee that was to look at leasing policy decisions along the waterfront. The Board can make a decision to reinstate that Committee, assign committee members and a liaison or not. He said at the last OPS/Planning meeting the Committee decided to not change the existing Committee of the Whole type OPS/Planning Committee meeting.

Board Questions –

Mr. Ridgway asked what the time commitment would be for the Liaisons? Does the Auke Bay Steering Committee meet three or four times a year and the Assembly Lands meets more frequent?

Ms. Becker said the Assembly Lands Committee meets every month on a Monday from 5pm to 6pm.

Mr. Dimond said he will volunteer if it is allowed to call in to the meetings because he travels a lot.

Mr. Etheridge said he accepted Mr. Dimond's offer to volunteer.

Mr. Wostmann volunteered for the Auke Bay Steering Committee.

Mr. Etheridge asked for volunteers for the waterfront lease ADHOC Committee.

CBJ DOCKS AND HARBORS BOARD
REGULAR BOARD MEETING MINUTES (CONTINUED)
For Thursday, July 25th, 2019

Mr. Simpson suggested referring the waterfront lease ADHOC Committee to the next OPS/Planning Committee meeting.

Mr. Etheridge asked for a volunteer for the Finance Committee.

Mr. Uchytel said previously he had Mr. Wostmann, Mr. Ridgway, Mr. Eiler and Mr. Becker on the Finance Committee.

Mr. Dimond asked for the time commitment for the Finance Committee and the typical meeting dates?

Mr. Etheridge said they are random meetings.

Mr. Wostmann said the Committee members are anticipating meeting about three to four times a year and the timing is about six weeks before next year's budget proposals are due to the City Finance Director. We would be working with staff to go over the budget submittal and assist where we can.

Mr. Dimond said he will volunteer with the same caveat that he will need to phone into some of the meetings.

Mr. Etheridge said Mr. Dimond is appointed.

Mr. Etheridge said the members for the Port Directors Evaluation Committee is the Board Chair, Board Vice-Chair, and the OPS/Planning Committee Chair.

Mr. Becker said we also had a Fisheries Committee last year and asked if the Committee will be continued.

Mr. Uchytel recommended bringing this to the next OPS/Planning Committee also.

Public Comment - None

Board Discussion/Action

IX. Items for Information/Discussion –

1. Amalga Harbor Letter to Assembly Public Works & Facilities Committee

Mr. Uchytel said on page 23 in the packet is a letter drafted to the PWFC. Back in December the Board voted to accept a Fish & Game grant to move forward on the extension to the boarding float at Amalga Harbor. In January, listening to concerns from the local residents the PWFC pulled the grant request going forward until more public outreach was made. He said he believes more public outreach was completed and at the June Board meeting, the Board passed a motion to move forward with the float extension and removal of the fish cleaning station. This memo engages the Assembly at the PWFC asking them to accept the Fish & Game grant. This Committee meets Monday at noon and he is not sure of the will of the Committee accepting the Fish & Game grant. He said our Harbor Officers and Harbor Technicians have been going to Amalga Harbor every day and logging observations.

CBJ DOCKS AND HARBORS BOARD
REGULAR BOARD MEETING MINUTES (CONTINUED)
For Thursday, July 25th, 2019

Mr. Creswell said over the last 40 days, they only saw two carcasses in three of those days.

Mr. Etheridge said he has been going out there on Sunday for weeks at low tide and on his fifth visit, he saw one carcass on the launch ramp and no bears. Last Sunday there was a lot of boats lined up waiting to get to the dock.

Mr. Uchytel asked Board members to attend the PWFC Committee meeting on Monday to help with moving this process along.

Board Discussion/Public Comment

Ms. Smith asked Mr. Etheridge why there is such a discrepancy between what he observed at Amalga Harbor and the Amalga Harbor neighborhood view of what is going on.

Mr. Etheridge said his personal opinion is that they do not want it in their backyard syndrome. He has been out there every Sunday and he has not seen the carcasses or bears but he has seen a lot of boats lined up and people cleaning fish. He said he believes there are more bears there because of the salmon, but he also has more bears in his back yard this year in the Valley than he has had in years. He said he had three just the other night.

Mr. Wostmann asked if staff has any information back from Fish & Game on the creel census? Is it running the same as last year?

Mr. Borg said staff has not seen the creel census people out there.

Mr. Creswell said yesterday was the first time he seen a creel sampler at Amalga in over two weeks and he fishes every weekend day, several week days, and goes out there during weekdays for work. He said he hasn't asked the question why the creel samplers are not at Amalga like they usually are.

Mr. Etheridge said on two of the Sunday's he was at Amalga, he talked to a creel Sampler, and she said the fish were at a standard fish rate. He also asked her if she has seen carcasses on the beaches and bears and she said she had not seen any.

Mr. Wostmann said he was out there today at close to low tide and he observed one almost totally gone carcass on the ramp and one halibut carcass. This is the most he has seen with his four visits over the last month.

Mr. Becker said he has not been to Amalga, but this has been a very poor return to the hatcheries this year. He said this year appears to be different.

Mr. Etheridge said the lady he was talking to said the creel counts are pretty close to normal as well as the rockfish. The halibut carcasses and the rock fish was the biggest complaint from the Amalga Harbor neighborhood.

Mr. Wostmann said last weekend when he was at Amalga he walked to the weir and there was no fish against the weir.

CBJ DOCKS AND HARBORS BOARD
REGULAR BOARD MEETING MINUTES (CONTINUED)
For Thursday, July 25th, 2019

Mr. Ridgway asked what support is needed from the Board at the Monday noon meeting?

Mr. Uchytel said he believes the Assembly likes to see the Board participate when possible.

2. FY2020 Board Goals

Mr. Uchytel said this would be a good time to plan out the rest of the year with what the Board wants to accomplish and the goals.

Board Discussion/Public Comment

Mr. Etheridge asked Board members if they wanted to have a retreat to work on this year's goals?

Mr. Wostmann said he would like to have a separate meeting/retreat where the Board can focus specifically on this topic.

Mr. Ridgway agrees to have a separate meeting/retreat with a facilitator. He said his recollection of a prior retreat was staff providing a list of facility deficiencies (CIP projects) and the Board needed to prioritize by voting what facility was more important than others. He would like other operational projects on the list as well and not just CIP projects.

Mr. Wostmann said he suggested that each Board member make a list of their priority projects in advance of the meeting to the facilitator.

Mr. Simpson suggested to ask staff to pull out the list from the last retreat and provide the list at the next OPS/Planning Committee meeting so the members can review them and decide a time for the next retreat with a survey monkey.

XI. Committee and Member Reports

1. Operations/Planning Committee Meeting- None
2. Member Reports- None
3. Assembly Lands Committee Liaison Report - None
4. Auke Bay Steering Committee Liaison Report - None

XI. Port Engineer's Report

Mr. Gillette said his report is in the packet. He highlighted specific projects:

- Statter Harbor master plan phase III(A), which is the blasting, dredging and soil compaction, the construction bid award to Pacific Pile and Marine was approved Monday by the Assembly.
- Downtown Waterfront Improvements, the Archipelago property. This project bid award to Trucano Construction was also approved by the Assembly Monday night. This is moving along quickly. Staff has a preconstruction meeting tomorrow morning and Trucano is eager to get on the job due to a tight schedule. The substantial completion date is July 31st, 2020.

CBJ DOCKS AND HARBORS BOARD
REGULAR BOARD MEETING MINUTES (CONTINUED)
For Thursday, July 25th, 2019

- The Visitor Center Kiosk is substantially complete and it has been open for business. It is lacking signage but all the signs should be up including the lantern by next Wednesday.
- The Small Cruise Ship Infrastructure Study – PND was selected for this project. The contract has been signed and staff is working on a date for a strategic meeting to get this started.
- The BUILD Grant Applications – Staff reapplied for the same three projects as last year.

Mr. Ridgway asked if he could sit in on the start off meeting for the Small Cruise Ship Infrastructure Study meeting?

Mr. Uchytel said yes.

Mr. Gillette said the first meeting would be to discuss the expectation and set a schedule.

Ms. Smith asked what the three projects were for the BUILD grants?

Mr. Gillette said one is \$25M for the Marine Services Center at Norway Point, the second is \$12M for the Auke Bay Non-Motorized Coastal link, which is a Bay walk that attaches Statter Harbor to the Auke Bay Marine Station, and the third is another \$25M for the Fisheries Terminal completion, which is by the cranes at Aurora Harbor.

XII. Harbormaster's Report

Mr. Borg reported:

- There will be 20 divers with the 73rd Army Dive Locker and 10 divers with the Coast Guard in town for a month starting next week for a Buoy Tender Round Up, and they have offered their services during a white space in between their operations. Staff has asked them to work on bolt repairs and chain inspections on the Auke Bay Breakwater. They are eager to help when and where they can which will be a great opportunity for Docks & Harbors.
- Staff has contacted environmental services to analyze the Lumberman for asbestos and lead. Looking for cost estimates but no responses yet.
- Fishing has been slow this year so we have not seen a significant influx in boats like years past.

XIII. Port Director's Report

Mr. Uchytel reported:

- Adding to what the Harbormaster said with the fishing being slow, a year from now when we receive the raw fish tax it could be much lower than the \$450,000 that we received this year.
- He invited the new Board members to a tour of the Harbors and go over the Docks & Harbors 101 at their convenience.
- He met with Mr. Jeff Duvernay with Harri Commercial Marine. Mr. Duvernay said he sold his building by Western Auto but he would like to relocate the Quonset hut behind his building he just sold to his sublease area at Aurora

CBJ DOCKS AND HARBORS BOARD
REGULAR BOARD MEETING MINUTES (CONTINUED)
For Thursday, July 25th, 2019

Harbor to make it into a welding shop. He will be coming forward with his intended improvements to his sub-leased property at a future meeting.

- The Alaska DOT Municipal Harbor grant application is due August 1st.
- Last Monday there was a special needs individual, Ashley De Ramus with Down syndrome who came to Alaska on the Eurodam with her mother and agent. Her request was to recite the Pledge of Allegiance and sing the National Anthem in all 50 states and Alaska was the last state. Staff set up a small ceremony at the USS Juneau Memorial for her. The attendees were the American Legion, Lions Club, REACH special needs individuals, and the Mayor. It was a nice ceremony and they were very appreciative to us helping her reach her goal.
- Mr. Gillette's retirement potluck party is in the Assembly Chambers from noon to 2pm on Wednesday July 31st.
- Recruitment for Gary's position is ongoing with the interviewing process later in August. Mr. Uchytel asked if any of the Board members wanted to be involved with the recruitment process to let him know.
- Mr. Gillette was recognized at the Assembly meeting on Monday and he received a Gold Pan from Docks & Harbors.

XIV. Assembly Liaison Report –

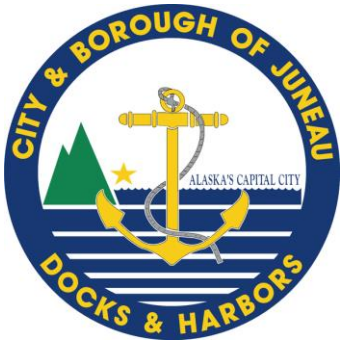
- The Lands meetings are the last Monday of each month at 5pm. The next meeting is August 26th.
- The Assembly is continuing with the Admiralty Island annexation request with a few corrections.
- An amendment to allow the consumption of edibles marijuana inside a marijuana retail store with an onsite consumption endorsement. Marijuana can still be consumed outside a marijuana retail store with an onsite consumption endorsement by smoking, vaping, and by edibles passed.
- The Committee of the Whole meeting will discuss the following:
 - Geo Bond ordinance for Centennial Hall for \$7M or \$10M. This will need to be decided so it can go on the ballot for the public to decide.
 - Geo Bond ordinance for the JACC for \$4.5M or \$7.5M. At the last meeting, \$7.5M was passed but there will be more discussion and this will also go on the ballot.
 - The Sub-Port land purchase discussion will be whether the City should purchase land or put a bid in for land.
 - Discussion on the Assembly rules of procedure for an ordinance.
- Items on the Consent Agenda at the last meeting and are now up for public hearing:
 - Water & Sewer rate increase at 4% for each over the next five years, or 2% for each over the next five years, or 4% starting in 2020 and 2% 2021 to 2024
 - Raise the current hotel tax of 7% to 12%, no sales tax on the room and the 5% will go toward paying the Geo Bond for Centennial Hall.

CBJ DOCKS AND HARBORS BOARD
REGULAR BOARD MEETING MINUTES (CONTINUED)
For Thursday, July 25th, 2019

XV. Board Administrative Matters

- a. Ops/Planning Committee Meeting – Wednesday August 21st, 2019 at 5:00 pm
- b. Board Meeting – Thursday, August 29th, 2019 at 5:00pm

XVI. Adjournment- The meeting was adjourned at 6:10pm.



Port of Juneau

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From: *Carl J. Uchytel*
Carl Uchytel, Port Director

To: Docks & Harbors Board

Via: Docks & Harbors Operations & Planning Committee

Date: August 16th, 2019

Re: Harri Commercial Marine – Lease Improvement Request

1. As mentioned at the July 25th Board meeting, Jeff Duvernay (President Harri Plumbing & Heating) is requesting to relocate an existing 30' x 50' galvanized steel Quonset hut from his Lemon Creek Facility to the Downtown Boatyard which he sub-leases from Docks & Harbors. Mr. Duvernay has applied and is working through the permitting process with Community Development Department. He has reported a number of challenges necessary to secure the building permit. The primary being Parcel "A" is comprised of two lots which may require consolidation and new plat prior to the issuance of a building permit.
2. At the Board meeting, I indicated that our lease contracts require lessees to receive approval from the Board prior to making improvements. Upon reviewing the enclosed lease, I do not see that requirement in this particular instance. Nonetheless, I believe it is good public practice that the Board acknowledge the proposed improvement and render a motion.
3. I recommend that the Board endorse the proposed relocation of the Quonset hut to the Downtown Boatyard, pending the approval of building permit.

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Encl: (1) Photo
(2) Building Permit
(3) Lease





Port of Juneau

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From: *Carl J. Uchytel*
Carl Uchytel, Port Director
To: Docks & Harbors Board
Date: August 28th, 2019
Re: Cruise Ship Security Checkpoint (DH19-050)

1. With evolving Coast Guard security requirements and the need to better manage passenger embarkation to cruise ships, Docks & Harbors commenced design efforts to create security check points at the approach docks to the Alaska Steamship and Cruise Ship Terminal facilities. DH19-050 is the bid package scheduled to open September 10th which would construct these infrastructure improvements.
2. The project was proposed to go to bid in winter of 2019; however, because of cost and availability of funds, only the Alaska Steamship Dock was planned. After much consideration, it was decided to bundle both facilities in FY20 after an additional \$200K was secured with Marine Passenger Fees in FY20. Docks & Harbors also unsuccessfully applied for a \$450K FEMA Port Security Grant and was notified of the same on August 2nd.
3. Currently there is \$450K in available project funds provided by Marine Passenger Fees. The engineer of record (PND Engineers) recently completed an updated cost review and estimated the construction costs to be \$275K per structure. This is significantly up from the engineer's estimate from the spring when the estimate was \$225K per structure. It is the opinion of the estimator that uncertainty of tariffs on steel products resulted in much of the cost increase. Other significant costs include glass windows and electrical work.
4. The current funds available from the Archipelago Project is \$3.03M. An alternative source of funds would be the Dock's Fund balance, which at the end of FY19, is approximately \$2M. **I am recommending a transfer of \$200K from the Archipelago Project (H51-116) to CIP H51-122 (Dock Security Stations) which will bring the total available project funds to \$650K.** This will provide a bidding cushion, contingency and contract administration necessary to construct the estimated \$550K construction project. Transferring \$200K (7% of the available contingency) will have a negligible effect on the completion of Phase I of the Archipelago project.

Fall 2019 Docks & Harbors Strategic Planning Retreat Topics

1. Financial Overview
2. Status of ongoing projects/studies
3. Review of pending grant applications
4. Capital Improvement Project – Ideas
5. Safety & Security Concerns
6. Leased properties
7. New revenue opportunities
8. Cruise Ship & tourism capacity
9. Auke Bay Marine Station
10. Commercial Fisheries
11. Fostering effective partnerships
12. Asset Management
13. Developing efficiencies within Docks & Harbors