

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

I. Call to Order

Mr. Etheridge called the Regular Board Meeting to order at 5:01 p.m. in the CBJ Assembly Chambers.

II. Roll Call

The following members were present: James Becker, Christopher Dimond, Steven Guignon(arrived at 5:06pm), Mark Ridgway, Annette Smith, Bob Wostmann, and Don Etheridge.

Absent: David McCasland and Budd Simpson.

Also present were the following: Carl Uchtyl – Port Director, Dave Borg – Harbormaster, Matt Creswell – Deputy Harbormaster, Erich Schaal – Deputy Port Engineer, John Osborn – Harbors Operations Supervisor.

III. Approval of Agenda – The agenda was approved as presented

IV. Approval of July 25th, 2019 Board Minutes -

Hearing no objection the minutes of July 25th were approved as presented.

V. Public Participation on Non-Agenda Items –

Kirby Day, Juneau, AK

Mr. Day wanted to take the opportunity to publically thank Docks & Harbors for support of the TBMP program over the years.

VI. Special Order of Business

Mr. Uchtyl read his recognition letter to Docks & Harbors employee Mr. John Forchemer who was recognized as employee of the quarter.

VII. New Business –

1. Relocation of Quonset Hut onto Downtown Boatyard Lease Area

Mr. Uchtyl said this sublease area is the Boatyard near the Aurora Harbor Office. Mr. Duvernay with Harri Commercial Marine subleases this property from Docks & Harbors. His request is to relocate a Quonset hut from his other business location. He is working with CDD for the permits to relocate this building but the request from the Board is to approve the Quonset hut relocation to the Boatyard sublease area near Aurora Harbor.

Committee Discussion -

Mr. Ridgway asked what CDD requirements are for the relocation?

Mr. Jeff Duvernay, Juneau, AK

Mr. Duvernay said the issue he is having with the relocation of this building is the property subleased is comprised of two lots and any location of the building would either

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be in the set back area or placed over the two lots and CDD says buildings are not allowed to straddle lot lines regardless if the lots are owned by the same people. One way to get around this problem is to vacate the lot line. This could be a simple process but when reviewing this area, the planner noticed there are other inconsistencies with the plat. Because of the inconsistencies, this area is required to be resurveyed and it will be a three to nine month process. With this timeline, it will shut down the whole request. Another idea he has is to not do a foundation and just have it as a temporary building using jersey barriers. However, according to CDD that is not allowed either. You can't put a temporary building straddling lot lines. Another option is to apply for a variance to allow the temporary building to be put up and then go through the lengthier process. He said he is on a time constraint to move this building within a certain amount of time. The relocation of this building will be for the fabrication portion of his business and it will substantially increase his ability to provide services at the Boatyard.

Mr. Becker said this would be a great thing and asked how the Board could help?

Mr. Duvernay said he is unsure and he is just working through the process.

Public Comment –

Dennis Watson, Juneau, AK

Mr. Watson said he believes the Board could help. The Board could write a letter to CDD in support of this request. The length of time for a survey should not take three to nine months.

Committee Discussion/Action –

Mr. Wostmann said he believes what Mr. Duvernay is planning will be an asset to the boating community and he likes the suggestion to send a letter from the Board to try to help to move this request forward.

Mr. Ridgway asked staff to draft a letter for the Board to sign at their earliest convenience.

MOTION By MR. RIDGWAY: 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 AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

2. Transfer of Funds from Archipelago Project to Dock Security Stations

Mr. Uchytel said on page 14 in the packet is a memo. Staff is in the process of advertising for the security checkpoints for the two approach docks for the City owned docks downtown. There needs to be a better entry for passengers to go through this checkpoint before getting back on the cruise ship. In December of last year staff worked on the design. Staff was very motivated to get this moving this year but due to lack of funds to move forward with both we needed to wait for additional funding. In the waiting process, the City Manager added \$270,000 in additional Marine Passenger fees

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and staff applied for a FEMA Port Security Grant, but we were unsuccessful on the FEMA grant. Now staff will be at a point to open bids on September 10th. PND updated the engineer estimate and they believe that with some of the steel estimates the project has been increased. The estimate per structure is now at \$275,000 and we now have a need to bring more money to the project. The draft memo was sent to the Board earlier this week requesting to take the money from the Dock fund balance and this will take two Assembly meeting to do this. However, if we transfer money from an existing CIP project, this will only take one Assembly meeting. By moving the money from the Archipelago project, staff will be able to open bids on the 10th. Mr. Uchytel said he scheduled a Special Board meeting at noon on the 11th. There is an Assembly meeting on September 16th, and the process could move forward a little quicker. There is \$3M in the Archipelago project currently which is more than enough for phase I and close to what is needed for phase II but staff is still in the design phase for the covered shelter and will know more in early October what the cost will be and the need to go back and refresh more money for phase II. The Assembly should know the money in the Archipelago project currently is not all in for both phase I and phase II. The estimate has been always \$22.5M for both. We currently have \$20M. The transfer of money from this project will expedite the process for the security booths and get a contractor on site sooner.

Mr. Etheridge asked staff to show the design for the buildings for the new members.

Mr. Schaal said the buildings are 20' x 40' and are a glass structure with steel frames with a shed roof that sheds water out towards the cruise berth. They have sliding doors on both ends that allow passengers to enter and exit and allows the Port staff to have the flexibility to receive the passengers as they are trying to return to their ship. Because of different influx in passengers at times this design will help with this influx (everyone trying to get on at the last minute). This is built on the entire end of the approach dock. It will be an open floor plan for crowd control stations and provide a space to be out of the rain.

Committee Discussion

Mr. Wostmann asked why this bare building is costing \$275,000.

Mr. Schaal said the cost per square foot for this commercial building is a little higher than expected. However, some of the design feature that raised the cost is the wind loading at the end of the pier. The glass allows light in so this doesn't require extension internal lighting. There is electrical for light and heating but it won't require a lot of electricity. The material chosen for this building will last 20 years or more with little maintenance.

Mr. Becker asked if this was something that wasn't thought about when building the docks?

Mr. Uchytel said when 16B was being built, he thought Docks & Harbors would be at a point that staff would have less responsibilities. However, the Coast Guard increased the requirements for more security and more bag checks than ever before. This was a surprise to staff when we received the FSP back from the Coast Guard.

Mr. Ridgway asked if there is plumbing and if the open floor plan was using the decking?

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Mr. Schaal said there is no plumbing and we are using the decking.

Mr. Wostmann asked if it makes sense to put up a 20 year structure if there is a risk the Coast Guard will come back in two years and say we need something different? Has there been consideration for a temporary structure?

Mr. Uchytel said this started with the thought that we needed a biometric twic card reader. It was decided this wasn't needed in Juneau. Moving forward there are no guarantees that some other rule won't come up. He said he believes this shows the Coast Guard we are planning our facilities to better manage entrance into the secure facility.

Ms. Smith asked why money is being taken from the Archipelago project and not from the head tax? What is Docks & Harbors going to give up if this money is taken from the Archipelago project?

Mr. Uchytel said we are not giving anything up from the Archipelago project because there is still \$3M in that CIP which is a contingency for the project and will not use all the contingency for phase I. There is almost enough to pay for phase II which is the covered shelter and plantings which are the nice amenities with the expansion of the seawalk. The City Manager is also talking about taking money from the Archipelgo project to fund another project as well. The Archipelgo project funds consist of 85% State marine passenger fees, City marine passenger fees, and \$2.2M from Docks fund balance.

Mr. Wostmann asked if it is possible to come up with how much we would save if we put up a temporary building instead of a permanent one?

Mr. Borg said for the last two seasons we have had 3,000 people returning to the ship at one time. The first challenge was to try to have them funnel through the security check point. The Coast Guard then said staff needed to look at every ship card and verify the passenger is going to the correct ship. This new change gave us the first indication staff needed something more at the check point. Staff spent \$20,000 on a specialized version of a vendor booth and has been used as a temporary check point for the last two seasons at both locations. They are not appropriate for this security checkpoint. There needs to be a redesign of the access to ensure it makes it better for staff and the customers we serve. There is a possibility in the near future staff will actually ID check with the ship card. What we are trying to accomplish is like TSA does in Seattle but in the rain and this is not appropriate. We are not doing right by our employees by sticking them at the end of the dock in the wind, rain, and dark. Added on is the tourist that doesn't understand why we are checking bags when they are going to have the same thing happen on the ship. There needs to be a shelter and something appropriate for not only our staff but the tourists. For the last two seasons different scenarios has been drawn on the dock to get a good idea of exactly what staff needs and the proposed buildings is what staff needs. This project has to move forward.

Mr. Wostmann asked if this design will still be satisfactory if the Coast Guard changes the requirements to check every ID?

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Mr. Borg said he can't guarantee what the Coast Guard is going to do tomorrow? For the last three years our Facility Security Plan has changed. He said he is constantly chasing the new requirements.

Mr. Becker asked if the money is approved, will the Board get to see the structure before final approval?

Mr. Uchytel said he believes this was brought to the Board before tonight.

Mr. Becker said something temporary will have to stand up to the north winds unless you take it down in the winter.

Mr. Borg said we have had tents set up but it still does not meet staff needs.

Mr. Ridgway said he does not remember seeing any renderings. He also wants it known that he has talked to several people that have invested in the waterfront that want their view protected.

Mr. Uchytel said this is a galvanized steel structure with a lot of glass. The estimate is \$275,000 per structure. The electrical portion is \$45,000. The glass is visually appealing.

Ms. Smith asked if Docks people are required to check passengers before they get on the ship?

Mr. Borg said yes.

Ms. Smith asked who that is required by?

Mr. Borg said the US Coast Guard.

Mr. Guignon asked if this structure will be adequate for the cruise ship growth in 10 years from now?

Mr. Schaal said this is a semi modular building that can be added onto if needed. This is a bolted structure with glass and a roof.

Mr. Dimond asked if the \$100,000 increase was due to the steel tariff increase?

Mr. Uchytel said the increase was due to the uncertainty with steel tariffs.

Public Comment

Mr. Dennis Watson, Juneau, AK

Mr. Watson said he worked on some calculation in the audience. If an employee works seven days a week at 12 hours a day it works out to be 84 hours for the week. This calculates out with a salary cost of \$2,900 per week which is for one booth and you need two booths. What about the vessels that lighter?

Mr. Borg said they lighter to the PFO float which is below the Port Field Office. There is a tent structure at that point that passengers are checked from our security and ship security.

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Mr. Watson said he had the opportunity to go on a cruise ship through the new security process last night and he agrees that it gets congested. It was cold last night and he witnessed the security people shivering and he is sure the passengers go through that as well. Now there is a third location that security is required. If you take the wages out a little further, it adds up to \$117,000 in salary costs which ends up to be about half of the building cost. The \$117,000 doesn't go away and that is every year. He suggested to get the cruise ships involved in cost sharing or raising the price of water. As a member of the public he would like to see ways to offset these expenses.

Committee Discussion/Action

Ms. Becker asked if the design of the building is required from the Coast Guard?

Mr. Uchytel said he wants Docks and Harbors employees to be comfortable as well as the passengers and the building to look professional and be able to manage thousands of people embarking in a short time. Staff is trying to be forward thinking and provide facilities that are safer and more efficient for means of embarkation.

Mr. Borg said a lot of times there are 20 to 30 people meeting the ship. These people need to be kept separate from the people disembarking the ship and they are standing in the rain which is not a professional way to do business. There are many facets to this need for the security shelters.

Mr. Wostmann said he will support this motion. He believes staff should have a reasonable work environment and with the nature of the structure bolting together which can be expanded if needed in future years.

Mr. Uchytel said staff has been doing the security for the ships. The Dock mission statement is to provide security to the ships. We are collecting money from the cruise ships for wharfage charges, and we get about \$300,000 in head tax for operating costs. The revenue generated from cruise ships does not affect what goes on at the Harbors.

Ms. Smith asked if the building could be taken down in the winter or is it a permanent structure that could be added to?

Mr. Uchytel said it is a permanent structure that can be added to.

Mr. Ridgway suggested to have a discussion at our Board retreat about larger security issues.

MOTION By MR. RIDGWAY: TO RECOMMEND THE ASSEMBLY TRANSFER \$200K FROM THE ARCHIPELAGO PROJECT (H51-116) TO DOCK SECURITY STATIONS PROJECT (H51-122) AND ASK UNANIMOUS CONSENT.

Ms. Smith objected

Roll Call Vote

Jim Becker – Yes

Christopher Dimond – Yes

Steven Guignon – Yes

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Bob Wostman – Yes
Mark Ridgway – Yes
Annette Smith - No
Don Etheridge – Yes

6 yes, 1 no

Motion Passed

VIII. Items for Information/Discussion

1. Army & Coast Guard Dive Operations

Mr. Osborn showed a power point presentation on the dive operations that the Army and Coast Guard provided for Docks & Harbors needs. Several needed dive operations were completed including setting a new anchor for the Lumberman.

Mr. Uchytel presented the Army representative and Coast Guard representative with Alaska Plaques thanking them for all their work.

Board Discussion/Public Comment

2. Proposed Topics for Board Retreat

Mr. Uchytel said on page 15 in the packet is a list of topics that can be discussed in some format at the strategic retreat. He went over the list.

Board Discussion/Public Comment

Mr. Etheridge recommended having Board members tour the ABMS to see what is available at that location.

Mr. Creswell said he is available at any time and can take anyone through when they have time.

Mr. Ridgway said he does not see the Board being able to get through even four things on the list and would like staff recommendations on managing multiple issues moving forward so the Board can go back and revisit them.

Mr. Etheridge said at a previous retreat, the Board would discuss the list provided and come up with another list that the Board wanted to review deeper and put that list through a committee process. There is not enough time to sort through the list and determine what is going to be done with all the items on the list. This is a time to talk about the items, provide ideas, and prioritize projects.

Mr. Uchytel said this retreat is a way to help the Board participate in a meaningful way and tease out the goals of the Board and help staff figure out what the Board feels is important. This is an opportunity for the Board to get together and think big thoughts for what are those things that can be worked on that will advance Docks & Harbors mission for the community.

Mr. Ridgway asked how he can obtain information on the items on the list.

Mr. Etheridge recommended talking to Mr. Uchytel, Mr. Borg, or Mr. Creswell.

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Mr. Wostmann wanted to add two more items to the list. One is public outreach and the other is a quick review of our mission statement. At some point when we have our list finalized, it would be a good opportunity for every member to score the items and bring it all together to come up with a consensus priority.

Mr. Uchytel said he will send out a doodle poll and let Mila know the list in the packet are the ideas the Board wants to work with. He verified that the Board is comfortable working with a list like on page 15 in the packet and prioritizing the list and working out what will be subcommittee type work.

The Board agreed.

Mr. Ridgway said the last retreat he attended was prioritizing projects and this retreat sounds like it will be prioritization of issues and that is significantly different from the last retreat.

Mr. Uchytel said the direction he heard from the last Operation Committee was to have more broader issues on the list and not just projects.

3. Derelict Vessels – KOMO TV

<https://komonews.com/news/project-seattle/homeless-camp-sinks-possibly-a-first-for-seattle>

Mr. Uchytel showed the above news link to show the Board that this is similar to what the Harbor deals with and gave kudos to Dave Borg, Matt Creswell, and John Osborn for what they do everyday.

Ms. Smith asked if the Harbor has a homeless population on semi derelict vessels?

Mr. Borg said there are people who come to the harbor at night to try door knobs. When he comes across individuals like this he asks the owner to press charges for breaking and entering and then he can trespass that individual from the harbor.

IX. Committee and Member Reports

1. Operations/Planning Committee Meeting- Mr. Etheridge said the committee discussed the retreat and the items for action discussed here tonight.
2. Member Reports- Mr. Etheridge said he would like to acknowledge the excellent job the Harbors did with the Salmon Derby.
3. Assembly Lands Committee Liaison Report – Nothing to report involving Harbors.
4. Auke Bay Steering Committee Liaison Report – No report.

X. Port Engineer's Report

Mr. Schaal highlighted specific projects:

- The Archipelago project construction is under way. Trucano Construction has driven six piles. They started using the diesel hammer today and it went well. They are doing well with their schedule and happy with the project so far.

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- Pacific Pile & Marine has started the submittal process for the Statter Harbor phase III project so we are starting to see what their plan is. They are expected to arrive mid October.

XI. Harbormaster's Report

Mr. Borg said everything was covered under the dive report.

XII. Port Director's Report

Mr. Uchytel reported Docks & Harbors was successful in receiving the matching grant for the Harris Harbor zinc anodes in the amount of \$125,000. We received the grant for the Douglas Harbor zinc anodes last year. We may try to go out with one contract for all the zinc anode work.

XIV. Assembly Liaison Report –

Ms. Becker provided information on Assembly actions but nothing directly related to Docks & Harbors.

XV. Board Administrative Matter -

- a. Special Board Meeting (to approve bid award) – Wednesday, September 11th at noon
- b. Ops/Planning Committee Meeting – Wednesday September 18th, 2019 at 5:00 pm
- c. Board Meeting – Thursday, September 26th, 2019 at 5:00pm

XVI. Adjournment- The meeting was adjourned at 7:05pm.