CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA
For Thursday, September 28th, 2017

I. Call to Order (5:00 p.m. in the CBJ Assembly Chambers)

II. Roll (Weston Eiler, Don Etheridge, Bob Janes, David Lowell, Robert Mosher, Mark Ridgway, David Seng, Budd Simpson, and Tom Donek)

III. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS PRESENTED.

IV. Approval of August 31st, 2017 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. Consent Agenda - None

VIII. Unfinished Business - None

IX. Items for Information/Discussion

1. Urban Design Plan Concepts Presentation
   Presentation by the Port Engineer

Committee Discussion/Public Comment

2. Cruise Ship Berths Artwork Update
   Presentation by the Port Engineer

Committee Discussion/Public Comment

3. End of Season Meeting Summaries
   Presentation by the Port Director

Committee Discussion/Public Comment

4. CY2018 Docks & Harbors Meetings Schedule
   Presentation by the Port Director

Committee Discussion/Public Comment

X. Committee and Member Reports

1. Operations/Planning Committee Meeting- Wednesday, September 20th, 2017
2. ~~Finance Committee Meeting~~ CANCELLED
3. Member Reports
4. Assembly Lands Committee Liaison Report
5. Auke Bay Steering Committee Liaison Report

XI. Port Engineer's Report

XII. Harbormaster's Report

XIII. Port Director's Report

XIV. Assembly Liaison Report

XV. Board Administrative Matters

a. Ops/Planning Committee Meeting – Tuesday, October 17th, 2017 at 5:00pm

b. ~~Finance Committee Meeting~~ CANCELLED

c. Board Meeting – Thursday, October 26th, 2017 at 5:00pm

XVI. Executive Session

1. Discussion of personnel matters relating to the Port Director's Evaluation

XVII. Adjournment

CBJ DOCKS AND HARBORS BOARD
REGULAR BOARD MEETING MINUTES
For Thursday, August 31st 2017

I. Call to Order

Mr. Donek called the Regular Board Meeting to order at 5:01 pm in the Assembly Chambers.

II. Roll Call

The following members were present: Weston Eiler, Don Etheridge, Bob Janes, David Lowell, Robert Mosher, Mark Ridgway, David Seng, and Tom Donek.

Absent: Budd Simpson

Also present were the following: Carl Uchytil – Port Director, Matthew Creswell – Harbor Operations Manager, Erich Schaal – Deputy Port Engineer, and Mary Becker – Assembly Liaison.

III. Approval of Agenda

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

Motion passed with no objection.

IV. Minutes from the July 27th, 2017 Regular Board Minutes.

Hearing no objection, the July 27th, 2017 Regular Board minutes were approved as presented.

V. Public Participation on Non-Agenda Items – None

VI. Consent Agenda –

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

1. FY17 Docks Enterprise Supplemental Appropriation

RECOMMENDATION: THAT THE ASSEMBLY APPROVE A FY2017 DOCKS ENTERPRISE SUPPLEMENTAL APPROPRIATION FOR $176,400.

2. ADOT & PF Land Disposal and Easement Requests

RECOMMENDATION: THAT THE BOARD DEFER TO THE EFFORTS BY CBJ LANDS & RESOURCES DIVISON IN THE DISPOSAL OF DOCKS & HARBORS MANAGED LANDS WHICH ARE CONTAINED IN THE FRACTION OF LOT 3, USS 3566 AND FOR GRANTING 8 PERMANENT EASEMENTS AND 10 TEMPORARY CONSTRUCTION EASEMENTS TO THE DOT&PF NECESSARY FOR THE 10TH STREET TO SEWARD STREET RECONSTRUCTION PROJECT

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

Motion passed with no objection

VII. Unfinished Business-

1. Public Hearing for Regulation Changes amending the Docks & Harbors Shorepower Access Fee (05 CBJAC 30.010)

Mr. Uchytil said this was brought forward from the comprehensive fee review. The change updates daily electrical fees throughout the Harbor. The current fees have not been updated since 2010. The new fees are based on 80% of the maximum draw for a 24 hour period. The Committee elected not to make any changes to the monthly fees. Staff received one email from Mr. Clayton Dale who recommended to not make any changes to the daily rate.

Board Questions- None

Public Comment- None

Board Discussion/Action

Mr. Seng asked to clarify the 80% max draw use to determine the rate? He said in looking at the rate increase for all the daily rates the percentages of rate increases are all different.

Mr. Uchytil said the 2010 rates were probably more arbritary than mathematically calculated. He is not totally sure why they are so varied. The current proposed rates staff tried to use a more deliberate approach.

MOTION By MR. SENG: TO RECOMMEND THE ASSEMBLY ADOPT REGULATION CHANGES AMENDING THE SHOREPOWER ACCESS FEES AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

VIII. Items for Information/Discussion

1. Lucity – Asset Management Program
   Presentation by Erich Schaal

Mr. Uchytil said Erich Schaal is the Deputy Port Engineer. He will give a presentation on Docks & Harbors Lucity program. This program is still new and what we are trying to do is be more intentional on how we maintain our facilities. A few years ago there was not a planned maintenance schedule. He said we are recapitalizing all of our Harbors and we need to have a preventative maintenance schedule. We need to capture what systems fail as well as the costs to maintain a certain system/Harbor in material as well as personnel. Mr. Schaal will show that we are trying to manage our facilitites in a much more coherent manner than we have in previous years.

Mr. Schaal said this maintenance management program is a portion of an overall enterprise asset management program. It is basically so the leaders can manage with data to plan years into the future and understand what state their assets are in and make long term decisions that will optimize their facilities. If you don't know what your daily maintenance needs or costs are you

can't make long term decisions. Mr. Schaal provided a presentation of the Lucity program and how it works for Docks & Harbors.

Board Discussion/Public Comment –
Mr. Ridgway asked if Docks & Harbors assets have been valuated to know replacement value for each asset?

Mr. Schaal said that has not been completed yet, but intends to do that.

Mr. Ridgway asked if this program allows you to prioritize one asset or maintenance of one asset over another?

Mr. Schaal said yes, when setting up the preventative maintenance you can choose your priority.

Mr. Ridgway asked if the Board would have access to this program?

Mr. Schaal said Board member access has not been discussed and not really sure what access would be useful. Staff can provide reports with requested information.

Mr. Janes asked if the program accounts for the time that staff is putting into the data entry? Is there a graph that shows that?

Mr. Schaal said it logs data that shows entry and when changes were made. He will look into that reporting.

Mr. Seng asked as the supervisors are entering time and cost, is this program causing a double entry where someone enters this in Lucity and also in the CBJ time entry system? Is there any opportunities for integration between time keeping and Lucity with data coming in or out?

Mr. Schaal said the current program used by CBJ would not couple with Lucity in that way. The entry of an employees time is really a small portion of the data we collect. We don't want staff to spend time keeping track of their time but be very specific and keep the data clean on the work that has been completed for protecting future failures.

Mr. Seng said he questioned this for data accuracy. What if the time put into Lucity and CBJ time entry don't match? He also asked if there was a plan to have the public have capabilities to report a problem online or have a mobile app?

Mr. Schaal said yes Lucity has a public portal, but we have not moved toward that option yet.

Mr. Uchytil said this program is still very new to Docks & Harbors. There is lots of capacity for this program and staff is still being trained.
Mr. Etheridge asked how the preventative maintenance is set up through this program to tell you when to look at a maintenance item?

Mr. Schaal said staff populates the maintenance schedule and the program will send out a reminder from that schedule.

Mr. Eiler asked how widely management wants to deploy this? How does this differ from what is currently tracked?

Mr. Uchytil said one of the things that determined this was needed was the comprehensive fee review process which the Board asked the questions of operation costs for specific areas under Docks & Harbors management and he had no specific data just estimated costs. Previously there was nothing tracked and things ran to failure. This program is a systematic approach to maintaining our facilities and also uploads O & M manuals that will now be all in one location.

Mr. Janes asked the cost for the Lucity program annually?

Mr. Schaal said the initial purchase was $30,000 which included licenses and 4 modules to get started. There is a $4,000 annual subscription cost.

Mr. Seng asked where the data is being held? Is it City server or the cloud?

Mr. Schaal said City servers.

Mr. Ridgway asked if the long range goal for this program is for recapitalization and would the Board be involved with that?

Mr. Schaal said yes.

IX. Committee and Member Reports

1. Operations/Planning Committee Meeting- August 23rd, 2017
   Mr. Donek reported that everything the Committee discussed was heard here tonight as well as a lot of information items.

2. Finance Committee Meeting –CANCELLED

3. Member Reports- Mr. Eiler reported Mr. Bonnett passed away this last month. His memorial service is tomorrow evening at the Yacht Club.

4. Assembly Lands Committee Liaison Report- Mr. Eiler said the Lands Committee met briefly and discussed the North Douglas pioneer road. There was left over funds and they discussed extending it a little further than originally anticipated.

5. Auke Bay Steering Committee Liaison Report – Mr. Janes said nothing formal to report. He was asked what the status of the speed buoy is in Auke Bay?

Mr. Uchytil said the buoy is actually on State tidelands. Staff has tried to deal with wakes and impose speed restrictions through TBMP.

Mr. Janes said the members of TBMP have been focused on the buoy, routing and TBMP self monitoring. He does not see moving the buoy out will make a difference on the wakes in Auke Bay. He said most operators are following the speed and route suggested by TBMP.

Mr. Uchytil said Mr. Erickson with Alaska Glacier Seafood (AGS) has expressed interest in getting involved with helping to control the wakes at Auke Bay because it is causing issues at AGS.

Mr. Janes asked if Mr. Erickson has looked into a floating breakwater in front of his facility and can that be combined with a net float?

Mr. Uchytil said there is a bridge project that has surplus floating pontoons. If the Board identifies this as a priority staff could move forward on this.

Mr. Janes said he believes this is a priority especially with the possibility of getting discounted docks.

Mr. Donek suggested to put it on the OPS/Planning Committee agenda.

X. Port Engineer's Report

Mr. Schaal said Mr. Gillette's written report is in the packet. He reported;

- The artwork for the cruise ship dock is almost completely fabricated and they are preparing it for shipment. It is expected to arrive in Juneau in September and installation should only take a few days.
- Aurora Harbor Phase II fabrication has started and the contractor is preparing their barge in Ketchikan. The barge will arrive in the middle of October. Staff has been working with the Boat Shelter owners to get ready for the move. They need to vacate their shelters by Monday September 19th.
- Staff is working with our term contractor on a repair at the breakwater in Statter Harbor that is 1,000' long and made up of four sections. At each connection, there are rubber energy bushings that are bolted to both sides and staff found last weekend that one side of the second and third module joint bolts have sheard off.

Mr. Janes asked if staff has received a disposal plan from CCHITA for razing the old thane ore house building?

Mr. Uchytil said no. He did receive a call from Myrna Gardner about squatters on the property and she was told that is an issue CCHITA needs to deal with.

Mr. Janes asked if they were given a time line to submit the disposal plan?

Mr. Uchytil said no.

XI. Harbormaster's Report

Mr. Creswell reported;

- Last official day for seasonal staff is October 1st.
- Staff is getting the word out about the new sewage regulation.
- Working on a Harris Harbor water leak.
- Fishing traffic has slowed down significantly.
- Moving boats out of Aurora Harbor for the phase II work. Dennis Holloway has done an outstanding job to get the boats moved. On target and tracking to get the boats moved in time for the construction.
- Staff held the second live-aboard meeting facilitated by Robert Barr at the Yacht Club. Officer Colon with JPD approached him and wanted to give a presentation which was originally thought as a great thing. The presentation ran a little long and took us off the topic's on our agenda but he passed along a lot of good information. Some took it well and

others not so well. Staff will keep pushing forward on the topics of concern from the live-aboards. Next meeting will be sometime in October.

Mr. Eiler said one of the improvements for the seasonal staff was more customer service training and Docks & Harbors did have a customer service training session early on in the year and wanted to know how management sees the improvement in customer service?

Mr. Creswell said the results from the last cultural survey customer service continues to improve.

Mr. Uchytil said the cultural survey is a survey that CBJ does every year in April which is when the seasonal staff return. Because of the timing of the survey, Docks & Harbors requested to do another survey in the fall after a full season. Since Mr. Creswell started the survey numbers have increased and he said he would be happy to share the results with the Board.

XII. Port Director's Report

Mr. Uchytil reported;

- The urban plan meeting on Tuesday went well and the next meeting is Wednesday.
- At the Mayor's request he has been engaging Fish & Game, NOAA, and Coast Guard trying to do some waterfront coordination with the idea that Docks & Harbors has areas of interest at the Auke Bay Marine station for them and they have areas of interest for Docks & Harbors downtown.
- Staff should have the Auke Bay Marine Stations Quit Claim Deed sometime in November.
- He will be meeting with Connie Mckenzie from Senator Sullivans staff to be put on the FY18 Federal budget designation of a new start for the Auke Bay floating attenuator.
- At the invitation of Senator Sullivan, he attended a luncheon in Anchorage where he was able to speak about the TIGER Grant funding for three projects.
- Mr. Schaal has been working on the Tier II Harbor grant applicaton for the zinc anodes for Harris and Douglas and will deliver it tomorrow to DOT.
- Mr. Uchytil said he just recently found out that when Harris Harbor needs to be rebuilt there is still available a $5M Tier 1 grant opportunity.
- He will be out of office several different times in September and will not be attending the September 20th OPS/Planning meeting.

XIII. Assembly Liaison Report –
Ms. Becker reported

- The extension for the North Douglas road was approved through the Assembly. Construction could start spring of 2018.
- The Assembly voted no to the hotel tax.
- DOT is making street changes from 10th to Main. They will decrease the street size from 12' to 11' and add a bike path.
- The Merchants Wharf retaining wall will be repaired.
- The dedication of the Whale at Overstreet Park happened last Saturday.

XIV. Board Administrative Matters

a. Ops/Planning Committee Meeting – Wednesday, September 20th, 2017.

b. Finance Committee Meeting – Cancelled

c. Board Meeting – Thursday, September 28th.

XV. Executive Session

1. Discussion of Personnel Matters relating to the Port Director's Evaluation

MOTION By MR. ETHERIDGE: MOVE TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION ON THE PORT DIRECTORS EVALUATION AT 6:14PM AND ASK UNANIMOUS CONSENT.

MOTION By MR. EHTERIDGE: RETURN FROM EXECUTIVE SESSION AT 6:28PM.

XVI. Adjournment – The regular Board Meeting adjourned at 6:28 pm.

PORT ENGINEER'S PROJECT STATUS REPORT

Gary Gillette, Port Engineer

Project	Status	Schedule	Contractor	Notes
Boat Yard at ABLF				
Construction	Complete	22 Sept 2017	ACC	Close-Out in progress
Construction Admin & Inspection	In Progress		MRV	Close-Out in progress
Auke Bay Loading Facility - Phase II				
TIGER Grant Close-Out	On-Going	Sept. 2018		Annual equipment depreciation report
Douglas Harbor Reconstruction				
Phase III - Construction	Complete		Trucano	Close Out in Progress
Statter Harbor Launch Ramp				
Construction	In Progress		Miller	Punch List and Contract Close-out
Statter Tidelands Survey	In Progress		PDC	Reviewing Final Plat Mylar
Port of Juneau Cruise Berths				
1% for Art - Install Sculptures	In Progress		Garten	Sept 27 - 30
1% for Art - Ribbon Cutting	Hold		Staff	Not scheduled
North Berth - Construction Administration	In Progress		PND	Project Close-Out
Vibration Monitoring Services	Complete		AS&E	Awaiting Final Report
DNR Tidelands Survey	In Progress		DOWL	Previewing preliminary plat
Archipelago Lot Easement	In Progress		Staff	Preparing MOA for owner
Aurora Harbor Re-Build - Phase II				
Fabrication Inspection	In Progress		PND	Floats and Steel in Production
On Site Construction	Hold	Oct 2017		
Substantial Completion	Hold	4/2/18		
Final Completion	Hold	5/2/18		
Statter Master Plan Phase III				
Planning	In Progress		PND	
Army Corps of Engineers Permit	In Progress		PND	Out for Public Comment
Archipelago Property Improvements	Hold		Staff	Awaiting Board Direction
Archipelago Property Procurement	Hold		Staff	Awaiting funding
Amalga Harbor Fish Cleaning Station	Hold		Staff	Re-visit in Jan 2018
Aurora Harbor - Dredging on A Float	Hold			Awaiting funding
Aurora Harbor - Annodes on Piling	Hold			Awaiting funding
Auke Bay Marine Station Acquistion				
Acquisition	In Progress	1 Nov 2017	Staff	Awaiting MARAD process
Survey & Platting	In Progress		Staff	To Be Completed After Transfer on Nov 1, 2017

PORT ENGINEER'S PROJECT STATUS REPORT

Gary Gillette, Port Engineer

Norway Point to Bridge Master Plan	Complete		Corvus	Presentation to Planning Commission-no date
Marine Park-Taku Dock Urban Design Plan	In Progress		Corvus	
Presentation of Plan Concepts		9/28/17		
Presentation of Modified Plan Concepts		10/26/17		Subject to Change
Final Approval by D&H Board		11/30/17		Subject to Change
Harris Harbor Restrooms and Showers	In Progress		JYL	Design
Cruise Dock Decking Repair	In Progress		ACC	Submittal Review
Marine Park Cathodic Protection	In Progress		Tinnea	
ADOT Grant Application - Annodes	Complete		PND	Awaiting State Aprpoval
Little Rock Dump Feasibility Study	In Progress		PND	
Statter Breakwater Safety Improvements	In Progress		Silverbow	

STRATEGIC PLANNING
CBJ Docks and Harbors

Project	Current Funds	Needed Funds	Notes
Near Term CIP Needs			
Aurora Harbor Re-Build - Phase I			
Bid Alternate A - Dredging		$300,000	Permit issued - Need funding
Bid Alternate B - Annodes		$300,000	Need funding
Auke Bay Net Repair Float		$300,000	Need funding
Old Douglas Harbor Re-Build	$5,500,000	$4,500,000	COE may pay dredging costs
Statter Boat Haul-Out/Kayak Ramp	$500,000	$1,650,000	Awaiting Full funding
Archipelago Property Improvements	$2,000,000	$3,000,000	Awaiting Full funding
Amalga Harbor Fish Cleaning Station			Awaiting ADF&G planning funds
Mid Term CIP Needs - Unfunded			
Auke Bay Passenger For Hire Float		$5,400,000	Awaiting Funding
Aurora Harbormaster Office and Shop		$3,000,000	Awaiting Funding
Direct Market Fish Sales Facility		$1,000,000	Awaiting Funding
Visitor Information Kiosk Replacement		$150,000	Awaiting Funding
Aurora Harbor Re-Build - Phase II		$11,000,000	Awaiting Funding
Downtown Restrooms		$500,000	
Wayside Park Dredging			Need facility assessment and cost estimate
Juneau Fisheries Terminal Development		$10,000,000	Funding Estimate
Shore Power at Cruise Ship Berths		$5,000,000	Funding Estimate
Long Range Planning			
Harris-Aurora Harbor Uplands Master Plan		$50,000	Funding placeholder - cost may vary
Douglas Harbor Uplands Plan Update		$25,000	Funding placeholder - cost may vary
North Douglas Boat Launch Master Plan		$25,000	Funding placeholder - cost may vary
Statter Harbor Re-Build/Expansion		$$$$$$	Major project that has no cost analysis at this point

2018

January

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February

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□ Operations/CIP - Jennifer □ Board - Teena

Current Schedule

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Proposed Changes

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