

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, May 19th, 2021

- I. Call to Order** Mr. Ridgway called the meeting to order at 6:18 p.m. in a Zoom meeting at the Port Directors Office.

II. Roll Call

The following members were present in person or on Zoom meeting: Jim Becker, Lacey Derr, Don Etheridge, David Larkin, Annette Smith, Bob Wostmann, and Mark Ridgway.

Absent: Chris Dimond, and James Houck

Also present at the Port Director's Office: Carl Uchytel – Port Director, Erich Schaal – Port Engineer, Jeremy Norbryhn –Deputy Harbormaster and Teena Larson - Administrative Officer.

III. Approval of Agenda

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

Motion approved with no objection

**IV. Public Participation on Non-Agenda Items –
Mr. Clayton Hamilton, Juneau, AK**

Mr. Hamilton recommended posting paper notices at the top of the Harbor ramps to let patrons know of upcoming Board meeting, rate changes, and the Docks & Harbors newsletter.

V. Approval of Wednesday, April 21st, 2021 Operations/Planning Meeting Minutes.

Mr. Wostmann wanted a correction on page 3 of 13. Instead of “it was determined”, he said “it may be determined”.

Hearing no objection, the minutes of April 21st, 2021 were approved as amended.

VI. Consent Agenda – None.

VII. Unfinished Business – None

VIII. New Business - None

IX. Items for Information/Discussion

1. Harris Harbor Security Gate – Next Steps

Mr. Schaal said staff wanted to bring this back to the Operations Committee for further direction. There was a lot of positive feedback on the gate and he wanted to know the specific features the Board wanted and the speed in which to install the gate. With the current budget constraints there is no money in Harbor operations for this fiscal year. The new fiscal year starts in six weeks but staff would like to keep working on the

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planning process after staff receives feedback from the Board on what they would like to see in this project.

Committee Discussion

Mr. Etheridge recommended to continue with the design but the Harbors needs money before we can continue with the construction.

Ms. Smith asked if the design includes video cameras at the entrances?

Mr. Schaal said yes, we would like to identify the user of the gate as well as additional lighting.

Mr. Ridgway asked if there is significant cost to continue with the design efforts for this project. We are clearly under budget constraints, is this just staff time or real costs associated with this project. If there are real costs, we should certainly look at not continuing this project in lieu of a budget.

Mr. Schaal said he believes we can continue to move ahead with planning. He would like to continue to get feedback on the amenities like the lock systems, lighting, and cameras. Figure out how to integrate that into the systems we have currently. He does want to work with a local fabricator for a design build and having parts in hand before the real fabrication started. He wants the locks selected to make sure it works with the structure, understand where we are going to go with the cameras so it is wired properly, and know how we will get the data back to the main frames. There is planning and design that can be done now but eventually staff would start to buy components. Staff could have a very robust plan in the next six weeks and then wait until the new fiscal year to start buying components.

Mr. Ridgway commented this will be a great feature added to the Harbor and if it gets to the process to start ordering parts to alert the Board of that before ordering. We may need to slow down things until we figure out funding.

Mr. Wostmann said he is in support of proceeding with this project as fast as we can and as fast as we can find the funding.

Ms. Smith asked if anyone has figured out the cost for this gate and what that translates to for increases?

Mr. Schaal said the \$25,000 estimate is based off the previous Harbormaster's estimate from several years ago. He is happy to put numbers behind the items to get a better cost estimate during design. It will be brought back to a future Operation meeting with more refined features and a better cost estimate. Staff will make sure it meets all the users needs and make sure it falls in the amount of money the Board is willing to spend on this.

Mr. Larkin asked if this design would be made in a way it could be used at the other Harbors also.

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Mr. Schaal said there will be reuseable design features in size and lock control. The approach dock is different at each facility so there will be fine tuning points at each facility.

Ms. Derr said she thinks this is great and would like a gate at all of the Harbors. She would like to echo what other Board members have said about the availability of funding. Even with the new fiscal year coming, our fees are increasing, and we need to raise fees to cover our expense. She would like to see the electricity expense for the gate, lost key fobs and operational expenses. The initial expense might be \$25,000 for the gate, but what is the expense to operate the gate. We need to make sure we have the funds to cover the operational expense.

Mr. Ridgway said this would be a great thing, but we just heard at the last meeting from members of the live-aboards that they are strongly against raising fees. Without raising rates, maybe Harbors can not afford this gate.

Mr. Wostmann said his expectation is that the Board will raise the live-aboard rates but the committee needs to go back and show better justification for the increase. It may be less than originally proposed, but the committee is going to go back and review the rates again.

Public Comment – None

2. Port & Harbor Security Patrol

Mr. Jeremy Norbryhn said he has been working with the Harbormaster to create a new swing shift position with the main focus for this position being security.

This would be for all Docks & Harbors properties going from the Port to Douglas to Amalga. With the help of Mr. Etheridge and JPD, there will be some training to get this started on June 8th. This shift will be from 3:30pm to midnight Tuesday through Saturday. The main focus is security. The person will be detecting and reporting crimes to JPD but they will not stop a crime. This will give a presence in the Harbor in the evening time and they will be able to enforce regulation, write tickets, and question people wandering the Harbor at night.

Mr. Etheridge said the tickets that will be written will cover vehicles parked in the lots without their proper tags, dogs not on a leash, and people not picking up dog waste.

Mr. Ridgway asked if this is an increase in personnel cost, or is this static?

Mr. Norbryhn said this is not an increase. We are moving one staff member currently on the day shift to this shift to see how it works out.

Committee Discussion-

Mr. Uchytel said there will be a little increase in cost. He said giving a little background on our personnel challenges at this time. Our Administrative Assistant III in Aurora Harbor, Jennifer Sims, has resigned, the other Administrative Assistant I in Aurora has resigned, and the seasonal Administrative Assistant I resigned so we are losing all our historical information from that office. We will bring a Seasonal Harbor Officer, Sara

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Boyd, into the Aurora Harbor office temporarily, who previously worked in that office to help fill the gap as well as looking to hire a seasonal Administrative Assistant I position while we are soliciting for Jennifer Sims replacement. We will be moving staff from Docks to Harbors and then replacing the Docks personnel with bringing back two more seasonal employees. There are a lot of moving parts and there will be a minimal cost associated with this new position.

Mr. Ridgway asked with this new position, in terms of services, what will not be done?

Mr. Norbryhn said early in the new positions work, they will still be able to complete Harbor work, but they would shift to patrolling early in the evening. The plan is for this person to be mobile between the Port, Downtown Harbors, and Statter Harbor.

Mr. Ridgway asked if this includes out the road and North Douglas?

Mr. Norbryhn said they would go to Amalga on occasion, and North Douglas would be a possibility.

Mr. Etheridge said this will be a good addition to our security. He said when he finds someone doing wrong in his patrols, he does not have the authority to ticket but this new person will have that authority and he believes it will be a major addition.

Mr. Ridgway asked in what situations will this person engage, and not engage? He does not want to put Harbor personnel at risk.

Mr. Etheridge said they will work under the same pretence that he does. We are not allowed to confront someone that is breaking the law or put your body inbetween whatever they are doing. If there is a need, we will have direct communication with JPD and can get help if needed. This position will do at night the same as they do in the day, but also patrol and report instances of crime. They should never put themselves in harms way because they are not trained for that.

Mr. Ridgway commented that he sees this as a service with the gate, the ramp, the water, additional personnel patrolling our harbors at night helps everyone but it helps the people that live in our Harbors the most. We do have to pay a salary.

Public Comment - None

3. White Paper – Port of Juneau

Mr. Uchytel said when he met with the Administrator of MARAD, this was the white paper presented. This goes over the background of Juneau and the Harbor needs. He asked the Board members if they had any other ideas to add to this document. Staff meets with USDOT at times and our federal lobbyists set up a meeting with our congressional delegation tomorrow to talk about grant opportunities. This document is a general overview how this Port Director thinks what our needs are and what are Harbors are. He said he has also been having conversations with Economic Development Administration (EDA) who also have grant opportunities that we have never pursued but this was encouraged to pursue from our federal lobbyists.

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Committee Discussion - None

Public Comment – None

X. Staff and Member Reports.

Mr. Uchytel said

- There are three vacant Board positions, Mr. Dimond, Mr. Becker and Mr. Houck. He said Mr. Becker has already re-applied for the upcoming year but if you know people that would like to be on the Board to encourage them to apply.
- There are also the Administrative III, Administrative I, and Seasonal Administrative I vacancy at Aurora Harbor. If you know people with good customer service please encourage them to apply.
- Update on the Cruise Ships – things are looking favorable that we will see a few ships in this calendar year starting late July.
- The Alaska DOT Harbor matching grant program should be fully funded this year and that means we have a good chance to receive \$2M for the north end of Aurora Harbor.
- The Coast Guard intends to give Docks & Harbors an award and he encouraged them to do this at an Assembly meeting on Monday. This is not only for the Lumberman, but also other activity addressing derelicts and oil spills over the years.

Mr. Ridgway asked if there is any information on the UAS property?

Mr. Etheridge said this was going to Finance next and they were looking at loaning Docks & Harbors the funds to buy it at a favorable rate or some other way to fund it.

Mr. Uchytel said we are waiting on the funding options from Finance but the other thing that has happened is the lease extension with UAS which bought some time. He is not sure if the Finance Director is ready to present all the options for this property to the Assembly at this time. He said the next item the Assembly would like to hear is the electrification study that Haight & Associates is conducting. This will go to the Committee of the Whole meeting with the Assembly on June 7th.

Mr. Ridgway asked if the City Manager has a sense of the importance of obtaining this \$2.9M piece of property to continue with Docks & Harbors operations and services that we provide?

Mr. Uchytel said he believes they know the importance, but the Board should continue to let the decision makers know this is a subsidy that merits the support of Docks & Harbors.

Mr. Etheridge said during the COW there was a lot of support but we need to continue to let them know how important this UAS property is.

Mr. Uchytel said there were two ribbon cutting events last week and there were two/one minute video's put together for those events.

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Mr. Schaal showed the video for the downtown new parking area ribbon cutting event and the Statter Harbor passenger for hire float ribbon cutting event. Staff can show these videos to the delegation for MARAD and the DOT representatives what we are doing in Juneau.

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting – Wednesday, June 16th, 2021

XII. Adjournment: The meeting adjourned at 7:11pm.