

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, June 17th, 2020

- I. Call to Order** Mr. Ridgway called the meeting to order at 5:00 p.m. in cloud conferencing. The call in information was 713-2140, PID# 370829, others were present at the Port Office.

II. Roll Call

The following members were present: Jim Becker, Chris Dimond, Don Etheridge(in person), Steve Guignon, Budd Simpson, Annette Smith, and Mark Ridgway(in person).

Absent: James Houck and Bob Wostmann

Also present at the Port Directors Conference room: Carl Uchytel – Port Director, Erich Schaal – Port Engineer, Matthew Creswell –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

IV. Public Participation on Non-Agenda Items - None

V. Approval of Wednesday, May 20th, 2020 Operations/Planning Meeting Minutes

Minutes of May 20th, 2020 were approved as presented.

VI. Consent Agenda – None.

VII. Unfinished Business –

1. Visitor Industry Task Force – Final Draft Report

Mr. Ridgway asked if members of the Committee had time to review the Draft report? On page 12 in the packet is a memo dated April 27th, 2020 regarding the Draft Task Force recommendations. The basic note is the CBJ seeks a healthy and vibrant tourism sector generating business opportunities and employment for Juneau citizens, protecting Juneau's heritage and cultural values and its natural resources, and making a positive contribution to the community's quality of life. The Visitor Industry Task Force met and came up with recommendation on page 14 in the packet. If any of the Committee members have suggestions for changes to send to Mr. Uchytel so he can pass on to the Assembly.

Mr. Uchytel said the report is a draft. CBJ staff helped write the report and delivered it to the Mayor. The expectation is that the Mayor will take it to the full Assembly later this fall. At that time, the Assembly would tease through the recommendations and there would be an opportunity to make a recommendation for changes.

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Mr. Ridgway said as a Committee we should try to talk in unison on the draft report. He asked Mr. Uchytel if the Committee members should send comments as individuals or as a group?

Mr. Uchytel said at the last Board meeting, he provided an overview of the draft report and it was recommended to bring back to the next Operations Committee. He said there can be a sub-committee set up or the Committee can direct staff to come up with recommendations.

Committee Questions

Mr Ridgway asked what is the timeline for comments?

Mr. Uchytel said because of COVID, the timeline has changed. Originally, the Mayor wanted to implement something this season. The Charter was set up in October and they were to provide a recommendation to the Mayor in February, but the draft report wasn't completed until April. He is unsure now when the Assembly will even look at the draft report. He said Mr. Kirby Day is online and might have some insight. He said the whole reason this Task Force was set up was because of the rapid increase in tourism. Now, Juneau is not going to see the 1.4M passengers and no one knows how many passengers there will be.

Mr. Ridgway asked Mr. Day the timeline to effectively comment on the draft report?

Mr. Day said Juneau is down to receiving maybe 40,000 cruise passengers this summer and given the Assembly addressing several other pressing issues currently there is not a big rush. He recommended the Board provide suggestions to the Assembly and the Chair of the Task Force by the first of September or Mr. Uchytel could check with the Mayor or the Chair of the Task Force to see when they would like the comments.

Mr. Ridgway asked Mr. Uchytel to collect comments from the Committee and bring back to the next Operations meeting. This will give the Committee a month to review the draft report.

Mr. Etheridge recommended setting up a sub-committee. The Committee members can submit comments to the sub-committee and the sub-committee can work with staff to come up with ideas. He said he believes there will be more committee comments received through a sub-committee process.

Commenting on the Visitor Industry Task Force report Sub-Committee Member
Volunteers.

Mr. Ridgway

Mr. Etheridge - Chair

Mr. Dimond

Mr. Ridgway recommended for the sub-committee to meet in the next two weeks. This is an important document and touches the community in different ways. Please send all comments to Mr. Etheridge and cc the other two sub-committee members.

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Mr. Uchytel said the sub-committee's lapse at the end of the Board year. He recommended waiting to move forward with the sub-committee until after July 1st.

Mr. Ridgway suggested to wait on setting up the sub-committee, but still review the draft report and make comments ready to send after July 1st.

Public Comment- None

Committee Discussion/Action

No Motion

2. COVID Related Board Motions Expiring June 30th, 2020

Mr. Uchytel said on page 26 in the packet is a memo to the Board. In late April at a Special Board meeting there were five motions intended to help those impacted by the COVID pandemic. Two of the five have already been acted on and were not date specific. One was the vendor booth permit refunds and the other was 1st nights moorage reservation refunds. He is asking the Committee what they want to do with the other three motions. One was directing the Port Director to suspend impound of vessels as it applies to live-aboard patrons experiencing financial hardship related to the COVID-19, the second one was to extend payments of moorage fees to keep patrons in good standing, and the third was to apply monthly charges to the patrons that were acquiring daily fees due to financial hardship regardless if they met the requirements for monthly moorage. These three items will expire at the end of the month unless the Committee sees a need to extend past June 30th.

Committee Questions

Mr. Etheridge asked if any of the motions have been used?

Mr. Creswell said he has only received one request for fee relief and he explained that this is not waiving a fee but working out a payment plan.

Mr. Ridgway recommended to eliminate the motions if they have not been used.

Mr. Etheridge agreed if they are not being used to eliminate.

Mr. Ridgway asked if Mr. Creswell has the ability to work with patrons if they need assistance.

Mr. Creswell said yes he does.

Public Comment - None

Committee Discussion/Action

MOTION By MR. ETHERIDGE: MOVE TO ALLOW THE MOTIONS IN THE PACKET TO EXPIRE ON JUNE 30TH, 2020 AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

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

Mr. Uchytel said the Board has considered this item in the past couple months. It is still unknown how many, if any cruise passengers will come to Juneau this summer. This permit is for the coach busses. The current fee is \$400 per company and \$9 per seat fee. There is some interest from the tourism industry in running some business this season. What would be a fair and reasonable rate for the use of Docks & Harbors facilities for this season?

Committee Questions

Mr. Etheridge asked if this was for the 40,000 potential cruise ship passengers?

Mr. Uchytel said he has no real good insight on what the need for this permit is but he brought it to the Committee for Industry to speak about their need.

Mr. Ridgway asked if staff can recommend an interim fee for this season?

Mr. Uchytel said there is no real recommendation other than we believe a permit needs to be issued for liability. The options staff discussed are

- issue a \$1 permit
- pay the company fee and not the seat fee
- pay the seat fee and not the company fee
- come up with a pro-rated fee based on what a full year capacity was

Public Comment

Mr. Kirby Day, Juneau, AK

Mr. Day said he would like the Committee to consider the impacts the lack of tourism has done to businesses. He said about 90% of the potential 40,000 passengers are based on whether the NCL ships will be able to operate in September. The smaller ships may produce 5,000 passengers. He said from a TBMP standpoint for operators who may want to operate he suggests to find the lowest fee possible. Regardless if the operators operate this summer, the revenue will not cover the expense they've had in the last four months. They will still need to sign up for TBMP to be allowed to get a permit and they all know that.

Ms. Alison Jacobson, Haines, AK

Ms. Jacobson said she has been operating for the last 30 years running between Haines, Skagway, and Juneau. Her boat is called the Fjordland and they also have a bus in Juneau as well. She said when they are operating, they are operating one trip a day from Haines to Skagway and Juneau. The majority of her passengers are off the highway. She said currently they are not operating, but they did do some charters to Excursion Inlet to take some seafood worker's out for Ocean Beauty. She said really their season is non-existent unless they open the border. There may be some people fly into Juneau that would want to go to Haines and Skagway but because it is so minimal they are unsure if they will be able to operate this season. They have already paid expenses for the season so any way to keep the permit fees down would be greatly appreciated. She suggested a per passenger fee that could be paid at the end of the season after they see if they get any passenger. There are a lot of unknowns still at this point.

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Committee Discussion/Action

Ms. Smith said she likes the idea of charging a per head fee. However, because it will be so minimal will it cost more to track this than it is worth.

Mr. Uchytel said we still need to permit this. There is staff involved with issuing a permit and there is not that many providers so this will not be a hardship for staff.

Ms. Smith asked if we can set the fee on how much time it will take to process the permit.

Ms. Larson said everything is already in place and would be easy to move forward with issuing a permit.

MOTION By MR. ETHERIDGE: MOVE TO CHARGE \$5 PER LOADING ZONE PERMIT FOR THE 2020 SEASON AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

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

Mr. Uchytel said these are vessel permits that primarily use Statter Harbor. There are the Adventure Bound and Captain Cook that operate downtown but this year they are operating off the Goldbelt dock. There is a fee per vessel and per person. The inspected vessel fee is \$500 per vessel and approximatey \$1.50 per head. He is unsure of the interest for operating this season in Statter Harbor.

Committee Questions

Mr. Etheridge asked if the Adventure Bound and Captain Cook were the only boats operating?

Mr. Creswell said Ms. Jacobson with Alaska Fjordland has done some essential worker transport and Harv and Marv's have done small whale watching excursions and he told them that the Committee was going to review the permit fees and he would get back to them when there was a decision. There is a need for the permit but it is minimal use.

Mr. Ridgway asked if they get to use our facilities under this permit?

Mr. Uchytel said this permit is really for commercial use of our facilities. Most of the vessels also stay in our harbor and pay a moorage fee as well.

Mr. Ridgway asked Ms. Larson if this would require minimal work to issue a permit?

Ms. Larson said everything is in place to be able to issue the permits pretty quickly. The typical issue is collecting the self reporting passenger fees and with not as many people she said she does not see a problem.

Mr. Ridgway asked if a permit would need to be issued for liability?

Mr. Uchytel said yes and it is also good to know who is operating commercially in our harbors.

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Public Comment-

Mr. Kirby Day – on behalf of TBMP members. He said Ms. Jacobson's company not only provides a great tourist experience but also brings economic benefits to Juneau. He again encourages the Committee to be lenient with these fees. He recommended to have a one fee for the vessel and the bus.

Committee Action/Discussion -None

MOTION By MR. ETHERIDGE: MOVE TO CHARGE \$100 FOR THE PASSENGER FOR HIRE PERMIT FOR THE 2020 SEASON AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

VIII. New Business

1. Board Resolution for Security Cameras in Harbor Facilities

Mr. Uchtyl said at the last Board meeting Snowcloud representatives spoke about security cameras in the harbors. He said he put together this draft resolution from what he believes the Board wants regarding security cameras in the harbors. This document is good for staff to be able to relay to patrons that this is what the harbors is going to do and what we recommend the patron does.

Committee Questions –

Ms. Smith said she just returned from Hoonah and asked if anyone has talked to the Hoonah harbor department about their security system and see if their system is feasible for Juneau harbors.

Mr. Uchtyl said staff has not consulted with Hoonah and he said he does not know what system they have.

Mr. Ridgway said this is a working draft document for committee members to comment on.

Public Comment –

Mr. Dennis Watson said Juneau is blessed with 24 hour access to all the harbors including the people that are not honest. Currently the harbors has limited security cameras. He talked about the time the car was set on fire in the Statter Harbor parking lot and his car was next to it and ended up having \$2,000 in damage. The security camera had enough footage to catch the individual that started the fire. He also talked about one of his employees that had his truck vandalized five times until there was nothing left in his vehicle to steal. He said Juneau harbors should be looking at enhancing the security system that is currently in place. It would be time consuming to look at the camera footage but it is not cheap to own a boat and not cheap to moor in the harbors.

Committee Discussion/Action

Mr. Simpson said he thinks this draft resolutions suggestive policy is reflective of what

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was discussed by the Board. Which is a combination of our facilities increased security to some reasonable extent and then encouraging individuals to do the same. He thought some of the “where as” clauses came across negatively. If this document was moved forward, he would recommend striking the third, fifth and sixth “where as” clauses which would make it read better.

Mr. Etheridge said he agrees there can be changes made to the draft resolution, however, he is in the harbors every night and with the amount of people coming in and out of the harbors, how do you know which person robbed what boat? Unless there is video footage of an individual on a boat being robbed, it doesn't do you any good. It makes people feel more comfortable to have cameras but it doesn't always catch someone. If the Board does decide on cameras, it needs to be equally throughout the harbors.

Mr. Ridgway said he believes the intent of this draft resolution is saying that cameras for the harbors to purchase is too expensive and the harbors will do other things to encourage individual patrons to invest in their own camera systems. The main focus of this resolution is to say the harbors will focus on getting the internet service but not purchase a camera system.

Mr. Etheridge commented that there may be push back with installing a camera system on the docks because patrons have indicated that would be invading their privacy. There is support for having cameras at the top of the ramps and parking lots but not on the docks.

Ms. Smith commented that she doesn't want to exclude an opportunity for cameras if something comes available.

Mr. Etheridge said this is a resolution and it does not say that harbors can't install cameras. It is basically saying we don't have the money and we are not installing cameras at this time. Any resolution can be changed at anytime at one of our Board meetings.

Mr. Ridgway asked if staff has engaged AT&T or GCI about providing internet at the harbors?

Mr. Uchtyl said when we were building Aurora Phase I, we approached GCI and ACS asking if they would bring hardwire internet to the floats and they would only install it if harbors paid them. The quote was six figures and staff said “no” but still wanted to have the wireless internet in the harbors.

Mr. Etheridge recommended to have the Committee members continue to make suggestion on changes to this draft resolution and bring back to the next Operations/Planning Committee meeting.

Mr. Ridgway said for the committee members to send comments to Mr. Uchtyl and asked Mr. Uchtyl to bring another draft back to the next Operations/Planning Committee meeting.

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NO MOTION

2. Clean Vessel Act (CVA) Grant Acceptance

Mr. Schaal said last year Mr Creswell applied for a Clean Vessel Act grant that was through Alaska Department of Fish & Game. This is money collected under the Dingle-Johnson Act. Harbors has been awarded the grant to improve the pump out facilities at Harris and Statter Harbors. The money would be used to make them year around pump outs. This item is asking the Committee to approve the acceptance of this 75/25 match grant and it will move to the Assembly level after approval by the Board. Fish & Game would provided \$75,000 and the harbors would provide \$25,000. This is tripling our money to improve both Harris and Statter harbor facilities with year around pump out which will improve our water quality and provide better services to our customers.

Committee Questions-

Mr. Ridgway asked if this improves our status under the Clean Harbors program?

Mr. Creswell said this is part of the Clean Harbors. Staff created a regulation saying a patron can not pump sewage into the harbors but at the same time there wasn't year around pump out in all of our harbors. This is another step toward better customer service and better facilities.

Ms. Smith asked if harbors has the \$25,000 match money?

Mr. Uchtyl said the next item on the agenda will talk about the funding aspect for this grant. He said bottom line is when harbors can triple our money it is a good use of funds. The pump out for Statter is already in a CIP so really it is moving \$15,000 into the Harris Harbor CIP for that pump out.

Public Comment – None

Committee Discussion/Action

MOTION By MR. ETHERIDGE: TO RECOMMEND 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 AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

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

Mr. Schaal said the two projects are very similar but the work at Harris Harbor is larger in size. The Statter Harbor portion of our match is already included in the Statter Harbor Phase III(B) CIP. The Harris Harbor pump out does not have a CIP currently. The Harris pump out is more work to get the pipe to shore and a slightly larger amount for the total package. Staff is asking for \$15,000 match to fund the Harris Harbor pump out CIP to come from harbors funds and Fish & Game to supply \$60,000 to the CIP. The document that goes to the Assembly will ask for a \$90,000 appropriation because

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\$10,000 of the \$100,000 is already in the Statter Harbor CIP so the \$90,000 is \$75,000 from Fish & Game and \$15,000 from harbors funds.

Committee Questions - None

Public Comment- None

Committee Discussion/Action

MOTION By MR. ETHERIDGE: TO RECOMMEND THE ASSEMBLY APPROVE AN ORDINANCE APPROPRIATING THE SUM OF \$90,000 AS PARTIAL FUNDING FOR THE STATTER IMPROVEMENT-PHASE III CAPITAL IMPROVEMENT PROJECT AND THE HARRIS HARBOR PUMP OUT CAPITAL IMPROVEMENT PROJECT AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

IX. Items for Information/Discussion

1. Budgetary Update

Ms. Larson said there was a memo sent out to all the Board members today with the updated budget numbers for Docks and Harbors as of June 15th. Starting with the Dock numbers, the projected revenues are \$1,520,500 and projected expense is \$1,316,900. This will increase Docks fund balance by \$203,600 giving Docks an ending fund balance of \$2,483,223. The Harbors projected revenue is \$4,425,900 and projected expense is \$3,982,300. This will increase Harbors fund balance by \$443,600. Harbors needs to have a reserve of \$749,500 so the ending available fund balance is \$258,465.

Committee Discussion/Public Comment –

Mr. Ridgway asked about the debt service for the cruise ship dock.

Mr. Uchytel said that comes out of the Port Development fund which is managed by the Finance Director.

Mr. Ridgway asked for another update at the August Operations/Planning meeting.

Public Comment -

Mr. Dennis Watson

Mr. Watson asked if there was going to be adequate funds to do the projects Harbors has already approved for FY21?

Mr. Uchytel said the CIP Harbor projects are the Zinc Anodes for Harris Harbor and the North end of Aurora Harbor which currently has \$2M funds. The Statter Harbor phase III(B) project is funded with Docks head tax money. No projects are in jeopardy of not being funded.

2. Finance Sub-Committee Meeting Plans

Mr. Uchytel said Mr. Wostmann asked to have this item on the agenda to see if the Finance Sub-Committee needed to meet based on the budget. With Mr. Wostmann not in

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attendance tonight Mr. Uchytel recommended to add this item to the Board meeting next week.

Committee Discussion/Public Comment

Mr. Etheridge agreed to add this item to the Board meeting agenda next week.

3. American Association of Port Authorities (AAPA) Membership

Mr. Uchytel said AAPA is a national organization of ports. Docks & Harbors became members a couple of years ago as an associate member with a \$1,500 membership fee. If we wanted to continue our membership with AAPA the membership rate will increase to nearly \$10,000. Next week the CEO of AAPA will address the Board and answer questions on the benefits of this membership. He is allowing the CEO to market or sell the AAPA membership to the Board.

Committee Discussion/Public Comment –

Mr. Ridgway asked what Mr. Uchytel sees as the primary benefit for being a member of this organization?

Mr. Uchytel said having someone in D.C. advocating on our behalf.

Mr. Ridgway asked if the representation is a lobbying arm of the association?

Mr. Uchytel said what they would be doing now is advocating on behalf of all public ports on COVID relief funding. There is also other outreach where they provide training opportunities in person and online.

Mr. Etheridge asked if the fee would come out of the Docks budget?

Mr. Uchytel said staff split the fee between Docks and Harbors in the past but we could pay with only Docks funds.

Ms. Smith said she didn't get a good sense of what Docks & Harbors past membership over the past couple of years has gotten us and are there multiple ports in Alaska that are members that we could combine a membership with?

Mr. Uchytel said the Port of Anchorage is a member but he does not see how that would work. He said some of the benefits from being a member is the networking opportunities. He has recently been sitting in on COVID related seminars.

Public Comment

Mr. Dennis Watson

Mr. Watson said he finds AAPA rather insensitive raising the membership rate to \$10,000 with what Docks and Harbors has been faced with. He would like to know the justification for the increase. This is poor timing and reflects insensitivity to the issues the Harbors is having to deal with.

Mr. Uchytel said when there is a new port joining, they can join as a full fledged member or an associate member at a much lower rate. A full fledge member is at a much higher rate and you can only be an associate member for a couple of years.

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Mr. Watson asked if being an associate member is that you don't have a vote at the table.

Mr. Uchytel said he is not sure of all the benefits for being a full fledged member.

X. Staff and Member Reports.

Mr. Creswell reported;

- The Lumberman clean up is going exceptionally well. The crew has done an amazing job with trash removal. He said he had the Coast Guard come on the boat last week to do a walk through and he said he is waiting on next steps forward.
- There was a technician here yesterday and today for the Sea Lift. That machine is now back operational and moved two boats yesterday.
- There has been an increase in reservations and interest from the yachting community in the past few days. There are boats arriving and more boats coming. He said he talked to one yacht today that had their own testing center on the boat.
- There will be staff going to Taku Harbor tomorrow for our annual clean up and brush cutting around the dock.

Mr. Uchytel reported;

- Next week PND Engineers will roll out the Small Cruise Ship master plan at the Board meeting via Zoom. All Board members should be prepared to Zoom for interaction.
- The four proposals for the electrification study was scored and Haight & Associates was selected.

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting – Wednesday, July 22nd, 2020.

XII. Adjournment at 6:56 p.m.