

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, May 20, 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 (phone), Don Etheridge(in person), Steve Guignon(phone), James Houck(phone), Budd Simpson (phone), Annette Smith (phone), Bob Wostmann (phone), and Mark Ridgway(in person).

Absent: Chris Dimond

Also present at the Port Directors Conference room: Carl Uchtyl – Port Director, Erich Schaal – Port Engineer, and 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, April 22nd, 2020 Operations/Planning Meeting Minutes

Minutes of April 22nd, 2020 were approved as presented.

VI. Consent Agenda – None.

VII. Unfinished Business – None.

VIII. New Business

1. Budget Update –

Mr. Uchtyl said page 10 in the packet is a memo to the Board through the Operations/Planning committee about the status of our budget for this fiscal year. This is an action item but it may not need any action from the Committee. He went over each paragraph in the memo -

- Paragraph one – This is the action of the Assembly to date. It shows the revised FY20, FY21 and FY22 for both Docks Enterprise and Harbors Enterprise. The amounts in black are the revenues and in red are the expenses. Staff has not been asked to update the budget. This has been approved by the Assembly but they recognize the uncertainty on budget numbers.

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- Paragraph two – This is the best estimate from staff regarding where we think the final numbers for FY20 will end up still knowing there is five and a half weeks of this fiscal year left. The estimate was from looking at past numbers, current numbers and trying to anticipate what to expect for the remainder of FY20. Harbors revenue is estimated to be down \$600,000 and expense about \$200,000 due to not bringing back the seasonal employees. Staff is still anticipating approximately \$100,000 surplus for FY20. The Docks revenue of \$1,555,424 is what we have collected to date and staff does not anticipate any more revenue in FY20. The Docks expenses estimate is at \$1,362,884 to the end of FY20. Staff is anticipating a \$200,000 surplus for FY20.
- Paragraph three – This is what we are anticipating the Assembly will fund in FY21 in marine passenger fees. The City Manager has said he will still distribute the marine passenger fees request of \$448,500 from Docks & Harbors for operations. Staff is anticipating revenue from cruise ships for FY21 in April, May, and June of 2021 so Docks should be fine. The other item in this paragraph is the CARES Act funding for COVID relief. Mr. Uchytel anticipates Docks & Harbors will receive funds from this as well. Our fleet replacement fund is another fund that the Board can decide to transfer money from. On an annual basis, Harbors adds \$20,000 and Docks adds \$10,000 to this fund. He said he is not proposing to move these funds to operations but right now Docks has \$71,000 and Harbors has \$44,000. He said he has also had a meeting with the City Manager about some of the CIP projects to de-obligate if needed for operations.

Mr. Ridgway asked what are the funds insulated from our budgetary process?

Mr. Uchytel said the City collects three sources of head tax. The two local head tax are the marine passenger fees which is \$5 per person and the port development fees which is \$3 per person. The marine passenger fees are allocated by the City Manager and can be given to private business as well. The last head tax is the state marine passenger tax at \$34.50 per passenger. The state allocates money from this tax, typically five dollars, to the first seven ports of call. The lawsuit with CLIAA did not include the state marine passenger tax.

Mr. Wostmann asked if the \$448,500 was included in the FY21 \$2.2M revenue?

Mr. Uchytel said yes.

- Paragraph four– These are the harbor needs for operations moving forward. Initially staff was alright with not hiring seasonal employees but now staff is at a point to rethink that decision. When Mr. Borg left the harbormaster position and Mr. Creswell was appointed to that position, Mr. Creswell's old position was left open. There are savings from it left open, Mr. Creswell is trying to do both positions as well as only having two harbor officers at Statter Harbor trying to cover the Harbor, ABLF, Amalga Harbor, and Echo Cove cleaning and maintenance. This is more than two staff members can do. The downtown harbors has an employee shortfall as well with one employee out for three months

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with an injury. Staffs recommendation is to bring back two seasonal Harbor Officers for Statter Harbor and one Harbor Technician for the downtown harbors. This is a modest request.

Board Questions –

Mr. Ridgway asked if this was for the rest of the season?

Mr. Uchytel said he recommends for the rest of the season to the end of September.

Mr. Ridgway asked what the expense will be for the two Harbor Officers and one Harbor Technician per month.

Mr. Uchytel said approximately \$20,000.

Mr. Ridgway asked where that money will come from?

Mr. Uchytel said that money is figured into the estimated expense for the fiscal years FY20 and FY21.

Mr. Ridgway asked if staff needed a motion from the Board?

Mr. Uchytel said staff has the approval to hire the seasonal employees but because we came to the Board and said we would not be hiring our seasonals employees staff wanted to bring this back to make sure the Board is aware of the hiring before just doing it.

Ms. Smith asked if one of the seasonal Harbor Officers was not hired and only one Harbor Officer and one Harbor Technician was hired, what would not get done?

Mr. Uchytel said two employees are stretched to cover seven days a week and it will limit the ability to take any leave.

Mr. Creswell said Statter Harbor needs staff early and later in the day as well as seven days a week for doing inventory and clean up. These additional two employees will allow the coverage during the busy times and the ability to complete some projects.

Mr. Ridgway asked what are the projects needing to be completed?

Mr. Creswell said the 20 to 30 bull rail replacements which are a two to three person project that will not be completed with no additional staff.

Mr. Wostmann commented that based on the amount of boat traffic out the road and at Statter Harbor he has seen, he believes this is a reasonable request and he supports it.

Mr. Etheridge commented when doing his weekend security patrols he noticed Amalga and Statter launch ramp areas are full of vehicles every night. With the amount of people there needs to be staff around to keep an eye on operations.

Mr. Ridgway said if things slow down enough that you don't need additional

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employees please come back to the Board and let us know.

- Paragraph five is other expenses that Docks and Harbors will have in FY20 and FY21. He said he would be happy to provide a tour to any Committee member that would like to go on the Lumberman. He said initially he thought that this is a 100' boat and how much stuff can be on it. Now that he has been on the boat, he sees first hand that the five deck boat is crammed full of junk. He said two employees started cleaning the Lumberman and he thought it would take two weeks, but with so much stuff he understands there needs to be more support with the amount of garbage. Before any work started on the cleaning, he contacted a contractor to provide a quote to clean all the garbage off the boat but they gave a quote of \$46,000 and he thought that was too much at the time but now he thinks that may have been a good deal. Staff proposes hiring furloughed CBJ employees to clean the Lumberman with a cost estimate of \$20,000 in labor costs. The labor can be split between Docks and Harbors enterprises. This may spill into FY21 as well. Another item talked about in paragraph five is camera's at Harris harbor. Initially staff thought Alaska Marine Exchange would be a willing partner to manage a security system with an active monitoring based on their watch standard but they are not interested in participating at this point. They will assist if we need help but they do not feel that meets their mission statement. The proposed \$5,000 will be a limited camera system at the gangway in Harris harbor. Does the Committee want to continue with the Camera system?

Mr. Etheridge said if a camera goes in at Harris Harbor, he believes a camera needs to go in at all the harbors gangways because everyone needs to be treated the same.

Mr. Ridgway commented that it may be worth trying this camera system out for \$5,000 to see if it works to reduce crime.

Mr. Creswell said one of the unique things about Harris is that there are already two outdated camera systems in place that send data back to Aurora Harbor and they can be accessed from the CBJ network. The \$5,000 would upgrade the existing camera's, add another camera, and use the existing communication network already in Harris Harbor. Looking at Douglas Harbor and the other Harbors there would be a new challenge for the camera systems. Because of the existing camera's in Harris is why staff chose this harbor for the test location.

Mr. Wostmann commented that the Harbors has to start somewhere. He said ideally all harbors should be supplied with cameras but our current funding does not support a project like that. He said he is in favor of doing the test project at Harris. He also asked about the progress on the previous discussions of upgrading the internet signals in the harbor so patrons would be able to purchase their own camers systems to monitor from their homes.

Mr. Uchtyl said he has been working on it but it is an ongoing project.

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Ms. Smith asked with the uncertainty of the summer season, does the trash have to be taken off the Lumberman now and she said she would prioritize security in the harbor far above taking trash off the Lumberman.

Mr. Uchtyl said we have a 100' derelict tug sitting on one of our floats and no one will deal with it except Docks & Harbors. The plan is to do the cheapest disposal alternative which is clean it up and receive approval to scuttle the vessel.

Mr. Ridgway commented that this is a liability that needs to go away.

Public Comment – None

Committee Discussion/Action

Mr. Ridgway asked if Mr. Uchtyl needed anything from the Committee on this item?

Mr. Uchtyl said he believes the Committee is supportive of moving forward with what is in the memo cautiously.

NO MOTION

IX. Items for Information/Discussion

1. Auke Bay Loading Facility – Right of Way Encroachment Permit

Mr. Uchtyl said at the Auke Bay Loading Facility there is a 30' right of way encumbered by the state. When the boatyard was moved from Statter Harbor to the Auke Bay Loading Facility we received a conditional use permit but did not receive an approval from ADOT. Within the last five months, ADOT has taken an exception to our use of their right of way for some of the equipment and vessels that have been stored on the right of way. He said there has been meetings and emails on this topic and he was recently told Docks & Harbors should be receiving an encroachment permit in the coming days.

Mr. Uchtyl said previously the Board has been briefed by Mr. Duvernay about the issue with the boat trailer and the inability to maintain it and that he is still waiting for the part to arrive from England. Many of the boats on the hard at the ABLF are Juneau Tours boats that will be on the hard for another year so there is no real reason to expedite the repairs to the boat lift. However, Harbormaster Creswell through his searching has found a repair company for the boat lift and the company is planning on manufacturing this boat lift again in the near future. He said he believes Mr. Duvernay will continue to use the boat lift and staff has located a company to do repairs.

Committee Discussion/Public Comment - None

2. Archipelago & Statter Improvement Phase III – Construction Update

Mr. Schaal reported;

- Statter Harbor Improvements Phase IIIA – Pacific Pile & Marine is substantially complete and their contract says final completion by the end of May. They have been successful in removing the blast pad and all the rock. They excavated and

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refilled the soft ground area. Yesterday they set a 62,000lb concrete block that is the outfall for the storm drain system that starts from the round-about. They are getting very close to being completed. One thing to work through in the coming months is that they have completed interim surveys of the bottom of the harbor and there has been movement of material during the second blast that has undone some of their dredging in the harbor. There is a ridge two to three feet high that does not meet the minimum -16' depth expected in the harbor. After dredging, it was at the right depth but with the second blast it caused a slight land slide from their blast pad and created a bit of a pressure ridge in the harbor. Because PPM chose to demob their dredge and work from land based excavators they are not able to reach out far enough to get to the ridge. They are looking local to find dredging equipment able to dredge this additional material out. They talked to Trucano and Western Marine. Western Marine is currently working with the Army Corps on the Aurora and Harris Harbor breakwater/dredging project and they gave a quote to PPM they were not happy with. PPM talked to Trucano and they are willing to do the work but they don't have the same equipment and they are also busy. There has been discussion to delay the final clean up until the fall but this would pose problems for PPM because it keeps the project open and they would like to be paid but we have withholdings for open projects. They are trying to figure out what avenue they want to proceed with. Staff's position is that we want the harbor at the depth they were paid for.

Committee Discussion

Mr. Ridgway asked if there would be a problem with the permits with the delay?

Mr. Schaal said the IHA permit goes to the end of September 2020 so the work would need to be completed by that time. The permit allowing for in water disposal of dredge material would need to include the end of September as well.

Mr. Schaal reported;

- Archipelago/Downtown Waterfront Improvements- Trucano is moving ahead with construction and finished all in water pile driving and work before the end of April so we were able to release our temporary PSO's. Trucano is currently working on installing pile caps, glulam wood beams, and wood decking. They finished all of the concrete wall construction and they ordered the sewer lift station which should be arriving in the next three weeks. In the PSA with Archipelago LLC, Docks & Harbors had access to the uplands until May, staff asked for an extension through May to June 1st, Trucano now has asked for another extension for continued access through the rest of the summer. Staff is working with Archipelago LLC to see if they will allow the access. If they do allow us to have four months, we will allow them to have four months of access on our property when they are in construction. The private part of this project is several years from breaking ground due to the parking issues with CDD and their desire to see what happens with the cruise industry over the next year or so with the COVID outbreak.

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Mr. Ridgway asked if there are any change orders to their contract?

Mr. Schaal said for change orders we have added extra work and addressed issues that have come up. Staff is working through the reductions discussed in past meetings to reduce some of the nicer amenities, planters, and fire features but we have not solidified those cost reductions yet.

Public Comment – None

3. Docks & Harbors Board Recruitment

Mr. Uchytel said in the packet on page 12 is what the previous Board put together to let the Assembly know what they are looking for in a Board member. He said he updated this slightly with current Board member information but if there is anything the Board wants added or changed to let him know. Mr. Simpson will term off the Board June 30th, Mr. Ridgway and Mr. Etheridge has the option to apply again for another term.

Committee Discussion/Public Comment – None

4. BUILD Grant Submission – Juneau Fisheries Terminal Completion

Mr. Uchytel said the three USDOT BUILD Grant application were submitted earlier this week. Staff has submitted these applications for four or five years. One is for the Juneau Marine Services project asking for \$25M (vision is to build a greater capacity for vessel haulout and ship repair facility), the second is for a non-motorized transportation link between Auke Bay Marine Station and Statter Harbor asking for \$12M, and the third application is for the Juneau Fisheries Terminal Completion that is also a \$25M ask.

Committee Discussion/Public Comment – None

X. Staff and Member Reports.

Mr. Creswell reported;

- Staff redirected ATV users at Echo Cove. He received a complaint on the ATV users crossing the launch ramp permit to access the beach and there were some close accidents. Staff placed barriers to restrict crossing the launch ramp from the side and repositioned a rock in the parking edge so they can access the beach safely.
- Staff is very busy with summer activities and we are short staffed due to not hiring seasonals. We are spread very thin but staff is stepping up and all working together.
- Crime in the harbor is down due to the increase of boater traffic. He is working with the larger dollar theft complaints, more to follow when he gets more information.
- Staff towed a boat from Harris Harbor to the north end of Aurora Harbor. For the last three or four months staff has been trying to make contact with the owner with letters and tagging the boat but the owner would not respond. The boat has a defective heater and the soot coming from the stack is causing damage to other boats nearby. About 30 minutes after moving the boat the owner of the boat was in the Aurora Harbor office. Staff finally got his attention and Mr. Creswell said

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he told the boat owner as soon as the boat is cleaned up, the heater fixed or decommissioned, and register as a liveaboard, he can move back to his stall in Harris Harbor.

- Two staff members have been working on the Lumberman to clean it up and they have been doing great work but there is just a lot to clean.

Mr. Uchtyl reported;

- The Aurora Harbor dredge project is a Army Corps of Engineers project working with Western Construction Marine, they are removing all the timbers on the breakwater and will dispose of them. They will remove all the piles and replace those as well. They will replace some of the armor rock on the Harris Harbor breakwater. They will be finished with the above about July and come back in October to dredge Harris and Aurora Harbors with completion in February.
- The RFP period has closed for the Electrification of the Dock project. Staff received four proposals. Mr. Schaal, Mr. Etheridge, Mr. Wostmann, and myself will evaluate the proposals.

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting – Wednesday, June 17th, 2020.

XII. Adjournment at 6:25 p.m.