

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING AGENDA
For Wednesday, March 18th, 2020

- I. Call to Order** (5:00 p.m. at Assembly Chambers)
- II. Roll Call** (James Becker, Chris Dimond, Don Etheridge, Steve Guignon, James Houck, Budd Simpson, Annette Smith, Bob Wostmann and Mark Ridgway).

III. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED

- IV. Special Order of Business** – David Borg
- V. Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total)
- VI. Approval of Wednesday, February 19th, 2020 Operations/Planning Meetings Minutes**
- VII. Consent Agenda** - None
- VIII. Unfinished Business** - None
- IX. New Business**

1. Challenges & Opportunities of a Disrupted Cruise Season
Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: TBD

X. Items for Information/Discussion

1. Harri Commercial Marine – Auke Bay Boatyard Concerns
Presentation by the Jeff Duvernay

Committee Discussion/Public Comment

- ~~2. University of Alaska – Downtown Lease~~

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~~—— Presentation by the Port Director~~

~~Committee Discussion/Public Comment~~

~~3. Harris Harbor Security Cameras~~

~~—— Presentation by the Port Director~~

~~Committee Discussion/Public Comment~~

~~4. Transportation Workers Identification Credential (TWIC) Reader~~

~~—— Presentation by the Port Director~~

~~Committee Discussion/Public Comment~~

~~5. Electrification RFP Selection Committee — Board Participation~~

~~—— Presentation by the Port Director~~

~~Committee Discussion/Public Comment~~

X. Staff & Member Reports

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting- **Wednesday, April 22nd, 2020.**

XII. Adjournment

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- I. Call to Order** Mr. Ridgway called the meeting to order at 5:00 pm at the Juneau Yacht Club.

II. Roll Call

The following members were present: Chris Dimond, Don Etheridge, James Houck, Annette Smith, Bob Wostmann, and Mark Ridgway.

Absent: James Becker, Steve Guignon, and Budd Simpson.

Also present: Carl Uchytel – Port Director, Erich Schaal – Port Engineer, David Borg – Harbormaster, and Matthew Creswell – Deputy Harbormaster, John Osborn, Harbor Operations Supervisor, Mary Wolf, Administrative Assistant 1.

III. Approval of Agenda

Mr. Uchytel recommended the that Items for Information/Discussion #1 be moved to the first agenda item after the Walking Field Trip to North End of Aurora Harbor and before New Business. Captain White has another event at 6:00pm.

MOTION by MS. SMITH: TO APPROVE THE AGENDA AS AMENDED AND ASK UNANIMOUS CONSENT.

IV. Public Participation on Non-Agenda Items – None

V. Approval of Tuesday, January 21st, 2020 Operations/Planning Meetings Minutes

Hearing no objection, the January 21st, 2020 minutes were approved as presented.

VI. Consent Agenda - None

VII. Walking Field Trip to North End of Aurora Harbor

Mr. Uchytel invited everyone to tour the north end of Aurora Harbor. They will walk along the head float and he will point out the dredge issues and float conditions.

VIII. New Business

1. North End of Aurora Harbor Coordination with Dredging Project

Mr. Uchytel said we are moving towards the dredging project and the Board needs to take a position as it relates to a rebuild. The bottom line is that we are not going to get money from the Department of Transportation (DOT) this year. We will apply again this summer in hopes of funding next year. We have \$2M in house now and we are looking to double that amount to \$4M. We invested \$15M in Phases I & II. We have a \$7M need. Mr. Uchytel showed a slide outlining the dredging areas that the Army Corps of

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Engineers is focusing on in the north end of Aurora Harbor and the southern end of Harris Harbor. The area of Aurora Harbor are ten-foot contours, and the federal dredge depth is minus twelve. It is probably at minus three feet today. We have deferred work for more than a year waiting for money to move forward with a recapitalization project. The south end of Aurora Harbor has a design dredge depth of fourteen feet and Harris Harbor has a design dredge depth of twelve feet. The Army Corps of Engineers has limitations on the harbors, where they maintain and their dredge depths. We are hoping for a DOT Harbor Matching Grant to get to \$4M. Mr. Uchytel thinks \$4M would replace the head float to the boat shelters, two main floats with power and electrical with no fingers. We still have latitude in changing the design. Western Marine Construction will start work on the breakwater in March and dredging in October. Mr. Uchytel asked the Board for their concurrence on what to do.

Mr. Wostmann asked if the Board were agreeable to tear out all the floats, when the demolition project start.

Mr. Uchytel said the hope is to demolish as much as possible in house and in September we would start demolishing the fingers and then hire a contractor to remove the gangway. We would remove Harris Harbor floats first. Chriss Hart with Western Marine Construction said he can dredge around the floats but he cannot get a good dredge basin with the fingers and main floats in place. Mr. Uchytel said completely removing the floats is ideal. Do we leave the basin empty and wait for the \$4M or should we try to raise \$8M. Are we content with demolition and waiting for the funds to rebuild? When Western Marine Construction shows up in October, Mr. Uchytel believes it best if we have the floats removed to obtain the best dredge basin.

Ms. Smith said when the floats are pulled out they will be trashed. Nothing is salvageable. We trash it, dredge it and then what?

Mr. Uchytel said we could demo, dredge and use our \$2M to maybe rebuild the head float. We can wait to get \$4M in hopes of a harbor matching grant or wait five years and hope for an \$8M with a matching harbor grant and a one percent sales tax to do a complete rebuild.

Mr. Dimond agrees in removing the floats for safety and dredging. He asked if we have a place to put the boats that are currently there. How much time and maintenance has been spent in the last few years.

Mr. Borg said yes, we have places for them. We have spent around \$14K in repairs to those floats and he finally put a stop to it.

Mr. Etheridge says we need a safe harbor. It is currently not safe. The electrical there seems to be dangerous. He watches people walk on the floats at night and worries that someone including himself will fall into the water. It is time to demolish that area.

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Mr. Wostmann agrees that it is time to remove the old floats and block all access to the north end. If we go with the \$4M option, when do we think that will happen?

Mr. Uchytel said if we were successful, it would be FY2022 before construction could start. In a year from now, the legislature will be contemplating putting the money back into the Municipal Harbor Grant Fund. It will be approximately July 1st, 2021 before we would know if we receive any harbor grant money.

Mr. Smith asked if we pull it out and trash it, would the gangway be gone.

Mr. Uchytel said we would have a new approach dock and the reuse current gangway.

Ms. Smith asked with the floats removed and the gangway pulled, will it improve the current security issues.

Mr. Etheridge say yes, those are the problem areas, especially the middle one. He believes it will alleviate many of the security issues.

Mr. Dimond asked if we leave it empty, how long before we start putting boats back in.

Mr. Uchytel said we could leave the basin empty until we have the \$4M or \$8M. We can spend \$2M now and put in a new head float. We could also leave it empty or add mooring buoys.

Mr. Wostmann in regards to the main floats do we know what stall size we think we would want. The future seems to be forty-two feet.

Mr. Schaal says the demo would cost around \$100K if staff does most of the work. The labor at costs at Douglas Harbor was around \$300K and dump costs were approximately \$95K. For this project, we would do as much in house as possible and use seasonal employees to help reduce labor costs. We would budget for \$400K but doing it in house should cost around \$100K.

Mr. Ridgway said he believes the will of the Board is to demo it and have a blank slate. Secondly, with the head float, what is the need for use in the interim? It could be a mooring basin, small cruise ship moorage or not used now.

Committee Discussion –

Mr. Uchytel said he did not get a good answer from DOT on how they would score an empty demolished harbor. The fact that you could see the failing infrastructure versus a clear basin it is not clear on how they would score. Still from a safety risk perspective, it supersedes the score and we may be less competitive.

Public Comment – None

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Committee Discussion/Action –

MOTION By MR WOSTMANN: MOVE TO DEMOLISH THE OLD FLOAT INFRASTRUCTURE AT THE NORTH END OF AURORA HARBOR IN SUFFICIENT TIME TO ALLOW THE ARMY CORPS OF ENGINEERS MAINTENANCE DREDGING CONTRACTOR TO DREDGE UNIMPEDED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

1. Leasing Auke Bay Marine Station Fish House to Alaska State Troopers

Mr. Uchytel directed attention to page 19 of the agenda packet. Docks & Harbors owns 1.91 acres of the property known as the Auke Bay Marine Station (ABMS). Docks & Harbors has owned it since January 2018 and we are looking for an anchor tenant for the building. We went out with a Request for Information (RFI) looking for potential tenants; we had interest but no long-term tenants. Mr. Uchytel has been talking with the Alaska State Troopers Wildlife Division and they have shown interest in relocating to the Fish House. This would give us a paying anchor tenant, which would help in the maintenance of the building and give us revenue. The National Oceanic and Atmospheric Administration (NOAA) currently uses the space as a dive locker and pays no rent, NOAA would have to relocate. Tonight, Mr. Uchytel is just letting the board know what he has been working on. CBJ Law Department is reviewing the government-to-government lease agreement. It would be a short term, annual agreement. There are things that still have to happen. We have advertised the property by word of mouth and an RFI. Mr. Uchytel's recommendation is to get law enforcement as tenants. The float would remain as exclusive use to passenger for hire boat operators. The State Troopers would also be interested in the garage area of the Butler Building.

Committee Discussion/Action – answered above.

Public Comment – None.

MOTION BY MR. ETHERIDGE: MOVE TO ADVANCE LEASING OPTIONS AT THE AUKE BAY MARINE STATION FOR USE BY THE ALASKA STATE TROOPERS AND ASK UNANIMOUS CONSENT.

IX. Items for Information/Discussion

1. Coronavirus (aka COVID-19) Update

Captain Steven White, Captain of the Port, United States Coast Guard (USGC) gave an update on the Coast Guards role in the (COVID-19) Coronavirus and what they are working on to prevent the spread of the virus from getting into the Port of Juneau and Southeast Alaska. The Coast Guard has a process known as advance notice of arrival (96 hours in advance) for any ships entering into the United States from a foreign port and he

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is responsible for monitoring Southeast Alaska. This is an advance notice that ships must advise the Coast Guard prior to arrival. They look at the vessel, the crew, the cargo and/or passengers for all kinds of threats. Several different agencies are privy to this information and the forms that the ships fill out are quite detailed. They look at what port the ships has been to and screen passengers and crew. This goes on routinely. It could be hazardous cargo, a crewmember they are concerned about, a terrorist threat or some kind of disease like the coronavirus. This has always been in place, not just for the coronavirus threats. If a vessel has been in a port, that has a problem with the virus or other illness or disease, or they have crew members that have been in one of these ports or cities in the past fourteen days then they go through a series of steps to determine what kind of action to take. The action could be not letting them come into the Port and having them anchor out instead. The USCG works with partners like the Centers for Disease Control (CDC), Customs, Border Protection and the State of Alaska. Coordination is probably the most important thing. He has met with Cruise Line Agencies of Alaska (CLAA), CDC, Border Protection and Customs in the last couple of days. We discussed how to keep the line of communication open and they will be meeting again in a couple of weeks. Everyone has been very proactive.

Ms. Smith asked what is the process when a cruise ship arrives with a coronavirus passenger? Would the passenger be sent to Bartlett Hospital for treatment?

Captain White said every case could be different. The passenger(s) would be probably be quarantined on the ship. The Coast Guard and CDC would administer a test to see if in fact they test positive for the virus. The CDC would then use their protocol guidelines from there.

Mr. Wostmann asked if there is the possibility that an entire ship could be quarantined at one of our docks. What local resources would be utilized and where does Docks & Harbors fit in?

Captain White said there is many possibilities. There would have to be a lot of coordination if that would be the case. What is the best care for the people on the cruise ship and how do we communicate that? That is where the CDC and the local hospital would come in with their expertise. The CDC is the lead agency if there is a threat of the coronavirus. Local resources would be Bartlett Hospital and the State of Alaska. The Coast Guard would be in charge of advising the vessel on where to go and everything else would be coordinated with the other agencies.

Committee Discussion/Public Comment

Mr. Tom Mattice, Emergency Programs Manager for the City and Borough of Juneau said he would be presenting at the CBJ Assembly Meeting on February 24th and invited the Board to attend. He is trying to understand the lines of authority between Juneau and the cruise ships.

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Mr. Wostmann said he read the City & Borough of Juneau's Emergency Plan yesterday and asked if Bartlett Hospital in Juneau is the lead authority for the City. Mr. Wostmann also asked that the Docks & Harbors Board and Staff be involved in the lines of communication in the case of an event because Docks & Harbors Staff would be involved.

Mr. Mattice said that yes, Bartlett Hospital would take the lead for the City as it is owned by the City. The infectious disease coordinator has been working closely with him and the City.

Ms. Smith said it is her understanding that there is not a vaccine for the coronavirus, is that true.

Mr. Mattice said to his knowledge there is not a vaccine.

Mr. Ridgway asked Captain White if this becomes a mass event what is the plan.

Captain White said they have the ability to grow the response and bring in the necessary agencies. If something were to overwhelm them, then they would bring in more agencies. The Coast Guard placed resources strategically throughout the country.

Mr. Mattice said that in coordination with Bartlett Hospital they have nine beds available for isolation and quarantine. If more beds are needed, seven additional tents that hold twenty-four beds with negative pressure and HEPA filter systems that are designed specifically for quarantine are available. There is an additional sixty beds with oxygen systems that are also available. He has seven identical facilities throughout Southeast Alaska that can be set up in an emergency for isolation and quarantine.

2. Small Cruise Ship Master Plan – Market Assessment and Economic Analysis

Mr. Uchytel said on page 22 is a study that is part of the Juneau Small Cruise Ship Masterplan. PND Engineers hired McDowell Group to do the Market Assessment and Economic Analysis. The overview is there are eight small cruise lines that bring twenty-one small cruise ships to Juneau. Those twenty-one ships make 272 calls with 18,400 total passengers. This market analysis is the building block of our masterplan to see if it is worth our time in building infrastructure for the small cruise ship market. UnCruise has the most vessels making the most calls in Juneau. On page 38 shows our needs in Juneau. In 2019, we had fifty-one days where we were at capacity and could not accept any more vessels. Our analysis shows we need 700 linear feet of additional dock space (350-foot float with berths on both sides), we currently have 400 linear feet downtown. Most small vessels do not pay head tax fees and they want to be downtown not at Auke Bay. This is an information item and Mr. Uchytel will bring back conceptual and engineering plans as we move forward. This is the first step in moving forward. On page 34 lists the ship's masthead height. It would be difficult for them to get under the

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Douglas Bridge to use our other Harbor Facilities. The Juneau Douglas Bridge is 66'4" on a 0.0 tide. The Economic Analysis on page 40 shows what the needs are and the expected growth in passenger numbers on small cruise ships and the value of their coming to Juneau.

Committee Discussion/Public Comment

Kirby Day, Juneau, AK

Mr. Day, Holland America and Princess Cruise Lines. The recommendation from the Tourism Task Force is that no cruise ships utilize Auke Bay.

3. TBMP – No Wake Zone

Mr. Uchytel said at the last Board Meeting he was asked to bring Tourism Best Management Practices (TBMP) No Wake Zone information to this meeting. On page 41 is the regulation of the no wake zone, which is five knots in Auke Bay within an area bounded on the northerly side by the Auke Bay Breakwater extending seaward approximately 1,000 feet to a range line. Mr. Kirby Day of TBMP has been talking with many of the operators and the restriction to moving the no wake zone is that it would apply to all boaters not just tourism vessels. Moving the buoy 1000 feet would probably pose a backlash from recreational boaters. It could be either a regulation change or a TBMP change.

Committee Discussion/Public Comment

Kirby Day, Juneau, AK

Mr. Day, TBMP and Princess Cruises/Holland America Group said moving the buoy out another 1,000 feet may not solve the chronic wake issues that are being brought to TBMP's attention by certain homeowners. The downside of this becoming a public issue we thought we could find some better ways to deal with this. Holding the captains accountable, and maybe finding a way to put Harbor Officers in a patrol boat at the buoy and start writing citations. The best way he sees is to continue to work on this, hold the captains accountable, and continue to look for improvements. Mr. Day also thanked Docks & Harbor for their support of TBMP.

Bob Janes, Juneau, AK

Mr. Janes with Gastineau Guiding wants to ask what ticket books really mean? Are ticket books effective and are they necessary? He is not expecting an answer right now. Some of the tourist industry vendors are looking to self-fund or use Marine Passenger Fees to fund a wake study. The study is to help educate captains in knowing what their particular vessel puts out in terms of a wake. The hope is that individual boat operators will understand what type of wake their boats are putting out not only in the harbor but also in the bay area itself and how it effects those on the water and at the shoreline. TBMP has guidelines that are specific to boats. Mr. Janes said they are looking for a University of Alaska graduate student to do a wake study based on wakes on the water and how it affects the shoreline. The vendors are hoping to get it done study done this

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summer but the data would probably not be ready until next year. Mr. Janes thinks this would be very valuable and they will be focusing on this during the summer.

4. Auke Bay Area Plan – Proposed Zoning Changes

Mr. Wostmann who is the Docks & Harbors Liaison to Auke Bay Ad-Hoc Steering Committee and said on page 42 - 44 is the information and overview of the Proposed Zoning Changes at Auke Bay. The map shows the existing zone and the area that is dashed red is the new overlay district. What is being proposed by the City Planning and Zoning Commission is two new zoning districts that will only be available within the new overlay area. They will integrate small-scale commercial uses with in high-density residential structures and medium density residential zones that allow residential and commercial uses in the same structure. Mr. Wostmann is bringing this to the attention of the Committee because it includes the Auke Bay harbor as noted by the red dash line on the map. At the moment, no lands that are directly on the water are being affected. It could affect the lands that Docks & Harbors manages. Mr. Wostmann just wants to make everyone aware of this. It is a proposal by the Planning and Zoning Commission. They are very close to bringing it to Assembly for final approval. Structures that are already in place will be grandfathered in.

Committee Discussion/Public Comment – none.

5. Lighting at Douglas & North Douglas

Mr. Schaal, Port Engineer said a member of the public has brought up concerns about lighting at the Douglas and North Douglas launch ramps. When the Douglas launch ramp was built, electricity came from the E-Float, which is a submarine cable that powered a sewage pump out. The light that is there provides no light to the launch ramp. The boarding float is not the same design that we have at other ramps. To go from the existing cable to get lights up on the poles requires a slinky effect for a cable. It is not really an option for long-term sustainability. Mr. Schaal spoke with AEL&P about using a power source on Dock Street and running a trench across the open parking lot to bring service to our light pole. We would use an aerial guide system like Aurora to serve the boarding float. We know it works and lasts. The only caveats are that AEL&P would not honor their dusk to dawn lighting tariff agreement and they do not climb steel poles. AEL&P does not have climbing equipment for steel poles only wooden ones. Mr. Schaal talked to them about Docks & Harbors purchasing the climbing gear for them to climb the poles. The way steel poles work is by installing pegs in the poles as the climbing apparatus. Mr. Schaal also talked with them about using a boom truck and they were not sure if that would work either. They were not interested in that. They would not entertain the idea of installing the poles but would provide the meter and power but not install or maintain the lights. We would have to get a contractor to install the poles, electrical and lights. The cost for installing four lights on top of the existing piles would be about \$50K with an outside contractor.

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Mr. Etheridge asked if we were to install shorter poles at the existing ramp, similar to what is in the other harbors, would that be considerably less than the quoted \$50K.

Mr. Schaal said the structure of the boarding float does not allow an internal wire to run through the hinges and in talking with PND, we are concerned with the pinch points when the tidal changes in the boarding float. The way Statter Harbor works there are internal chafes that manage the angle points when the tide goes out. We would have to modify the structures to emulate Statter or Douglas Harbors. There is not a long-term safe solution to run a cable and lights like at Statter Harbor. There are several other options available. We have electrical and term contractors that we can talk to about what other types of lights to use.

Mr. Uchytel said if the Board wants to proceed with the lights, we would find a way to come up with the funds. Not knowing what the cost is going to be to scuttle the Lumberman it is hard to say how much money we will have for the lighting projects but staff would get it completed.

Mr. Wostmann said he would like staff to continue to look at other options that may be better and less expensive for the Douglas launch ramp lighting.

Mr. Schaal directed attention to the second half of the sheet regarding the North Douglas Light Pole. This is a light project that AEL&P is willing to do. They put to quote together to run a service conductor along North Douglas Highway out to an existing pole across the street and highway to a convenient pole across the street. The quote for that is \$43K. We would pay a monthly rate to AEL&P for the lights. Mr. Schaal said we would need to be very specific and careful where we install the light poles.

Mr. Borg, Harbormaster said the lighting issues are mainly in the fall during deer season, which is in November. There are no parking restrictions during the winter.

Committee Discussion/Public Comment – none.

6. Proposed Scope of Work for Cruise Dock Electrification

Mr. Uchytel was directed by the City Manager and given \$300K to put together a professional study to evaluate and design facilities for Cruise Dock Electrification on the Cruise Terminal and Steamship Docks. There is wide spread support from some members of the Assembly and many people in the community. Docks & Harbors is not against this but it is not as simple as some think. On page 46 is the Scope of Service for a Request for Proposal (RFP) to select an engineering firm to provide us with a study. It is important to know what we are asking the contractor to do. Back in 2014 when we were building the 16B projects, we were told by AEL&P that they could not power more than one cruise ship at a time. Knowing this when we built our cruise ship docks we added the conduit so that when we had power we would be ready. In 2016, we did a study for the cost of power and it came back at \$12.5M per berth. An air quality study was done

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last summer and all those things advanced the study option. Mr. Uchytel said the bullet points are on page 46 of the agenda packet. There is not an international standard on where cruise ships have their power sources. Can we meet the needs of the majority in where we install the power? What power can AEL&P provide? Would it be an interruptible source or a firm rate customer or do they build a plant to provide power and what is the impact to the ratepayers of Juneau. Mr. Uchytel talked with an LNG Company from Houston, TX that provides micro electric-grids. There is a variety of electrical sources that needs to be investigated. The last thing is for the consultant to figure out how we can recoup our investments for this infrastructure. Docks & Harbors cannot sell power, our revenue would be from connecting and disconnecting the power and we do not know how much we could charge for that service.

Mr. Houck suggested adding to the RFP how much the cruise ships would save in fuel costs if they plugged in to our electrical outlets.

Committee Discussion/Public Comment

Mr. Kirby Day, TBMP, Princess and Holland America Group gave a brief talk about how the Princess Dock in Juneau was the first in the world to add cruise ship electrification. It was relatively simple for Princess because they built their ships to fit the connection that they installed at the dock. Same side, same spot. Mr. Day confirmed that there is a lot more to this study and that this group does not understand the complexity of cruise ship electrification. There are dozens of places where the ships have installed their connections, nothing is standardized. Port side, starboard side, front, mid and back of the ship. In all likely hood, the study in 2016 is not the same ships that come into port today. The connection point on the ship could take up two docks in order to fit our connection. It is possible that it will never get used based on where the plugs are and how they fit on the ships. They are developing some mobile units that can be moved but is that feasible and can AEL& P even provide the power.

Mr. Etheridge said the purpose of this study is to see if it is feasible, is it cost effective and do the cruise ships even want it. The important part of this is that it tells the people who want this how much it costs and is it necessary. If it is, then we will do our best to build it. If the Assembly wants to spend the money to build something that does not work then that is on them.

Mr. Day said it would tell those people exactly what it would be. If you are going to buy firm power what is the cost of that because it will be a lot more expensive than interruptible power. Princess and Holland America would definitely use it if it were there depending on the cost and the location of the connection.

Mr. Houck asked if the purpose of this is to improve air quality. Is there already a study that shows if it will or will not improve air quality with electrification?

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Mr. Day said the way they initiated their electrification was by visible emissions. ADEC has not presented their study from 2019. In 2000 on a four-ship cruise day, the study showed no visible changes to emissions with an electrical hook up.

7. Small Vessel Scheduling Opportunity

Mr. Uchytel shared an idea he presented to Mr. McHugh Pierre, President and CEO of Goldbelt, Inc. to have Docks & Harbors manage their reservations for the downtown Seadrome Docks outside of our building at 76 Egan Drive. Goldbelt currently owns/manages the dock, which is 150 feet on each side and manages approximately 270 feet of the Merchant's Wharf floats under a lease arrangement. Mr. Uchytel said that he and staff have observed over the years that there appears to be excess capacity at the Seadrome Dock when we have no room at the Intermediate Vessel Float (IVF). Mr. Uchytel believes we can increase efficiencies by bringing Goldbelt's reservations under a centralized Juneau harbor system, which we have perfected over the years.

Mr. Uchytel said that Mr. Pierre is agreeable to have Docks & Harbors manage the Goldbelt downtown docks reservations. We expect to be compensated and we think we have the capacity to do so. Mr. Uchytel went to CBJ Law to see if this is possible. Does the Board think it merits us trying this without know what the compensation will be. We will continued negotiations and details to be worked out. We would not have to hire additional staff to take this on and it would be much more efficient that what we have observed. There never seems to be anyone upstairs and we do not believe Goldbelt is doing a good job.

Mr. Wostmann says we should try this for a year and see how it goes.

Committee Discussion/Public Comment – none.

8. Assembly Finance Committee Preparation for April 1st

Mr. Uchytel says we are on the docket to present to the Assembly Finance Committee on April 1st, 2020. Mr. Uchytel will present Docks & Harbors Organizational Relationships, Organizational Chart, Board Member Information, Mission Statement, Harbor Facilities, Boat Launch and Float facilities, and other properties we own and manage as well as Docks Comparatives for both Harbors and Docks. Mr. Uchytel's presentation is for FY20 and FY21 Budgets. The presentation will also have slides showing interdepartmental fees, funding sources, core services, capital projects and projects that are currently under construction. Mr. Uchytel said in your agenda packet on pages 47-50 are samples of the slides. He will show the full size slides at the Board Meeting on February 27th. We operate on a biennial budget. Personnel costs are about 55% of our expenditures. We have a combined \$6.50M Docks & Harbors budget.

Mr. Wostmann asked that we postpone further discussion until the regular Board Meeting.

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Committee Discussion/Public Comment – none.

X. Staff & Member Reports

Mr. Schaal, Port Engineer said the biggest news today is that the blasting at Statter should happen tomorrow or Friday. The contractor gave their notices and filed notifications to nearby neighbors. Tides and marine mammals will determine the window. The goal is to blast sometime tomorrow morning, if not they will sit on it overnight and blast on Friday. It is probably a big-to-do about nothing. It will be a very low blast. The contractor will move the drill pad after the first blast and then blast again in March.

Mr. Etheridge said all the lighting has curbed the security issues at Statter.

Mr. Schaal said the security checkpoint installation is going very well. The contractor has been very impressive. A third of the building is up. Perseverance Glass is building the frames and installing the glass. Completion is due the end of March. We are still waiting on some materials to arrive from the Midwest.

Mr. Schaal said the contractor is on the last wall pour at Archipelago Project. They should be done by April 1st. We have a twelve person Protected Species Observer (PSO) Team now with the overlaps. The pile caps should arrive shortly, then a timber crew will follow thereafter.

Mr. Uchytel said that Mr. Paul Volker with NCL would be speaking at the Yacht Club tomorrow night regarding the Waterfront Development on the Seawalk.

We had the annual Alaska Association of Harbormasters and Port Administrators fly in the last couple of days and we have been lobbying with State Senators and Representative on Harbor type issues. Mainly the Municipal Harbor Grant Program, which currently has \$5.5M. We need \$12M to clear the debt.

XI. Committee Administrative Matters

Next Operations/Planning Committee Meeting – Wednesday, March 18th, 2020.

XII. Adjournment at 8:01 p.m.

MOTION by: Mr. Etheridge to adjourn the meeting.

Challenges & Opportunities of Disrupted Cruise Season

- March 11th - The Port of Seattle canceled the first two cruise sailings of 2020, including the April 1 port call by Princess Cruises' Grand Princess and the Celebrity Eclipse on April 5.
- March 12th - Princess voluntarily paused global operations of its 18 cruise ships for two months (60 days), impacting voyages departing March 12 to May 10.
- March 13th - Canadian Prime Minister Justin Trudeau said that "cruise season is suspended until July." Transport Minister Marc Garneau says the government will re-examine the ban after June 30.
- March 13th - CLIA issued statement temporarily suspending operations related to any cruise line departures from the United States for 30 days through April 14th.
- March 14th – CDC issues Notice of No Sail Order to cruise ships through April 14th, effectively aligning non-CLIA member with CLIA self imposed suspension.



City & Borough of Juneau/State Actions

- March 11th – Governor issues Public Health Disaster – Emergency Declaration
- March 12th – First COVID-19 patient identified in Anchorage
- March 13th – Governor issues First Health Mandate – Closing Schools
- March 16th – Assembly declares local emergency & request for State/Federal Assistance
- March 16th – Assembly passes updated Rules of Procedure and COVID-19 affecting public meetings
- March 17th – Holland American cancels WESTERDAM visit
- March 17th – CBJ stands up EOC - Level III
- March 18th – Governor announces closure of restaurant & bars

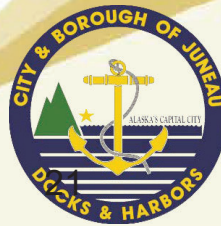


Financial Challenges – Docks Enterprise

Dock OVERVIEW

	FY19 Actuals	FY20 Amended Budget	FY20 Projected Actuals	FY21 Requested Budget	FY22 Requested Budget
EXPENSES:					
Personnel Services	\$ 973,400	1,034,200	1,100,200	1,133,600	1,173,300
Commodities and Services	737,700	900,200	903,300	981,400	979,200
Capital Outlay	-	35,000	35,000	35,000	35,000
Support to:					
Marine Passenger Fee	170,000	-	-	-	-
Capital Projects	2,235,000	-	-	-	-
Total Expenses	4,116,100	1,969,400	2,038,500	2,150,000	2,187,500
FUNDING SOURCES:					
Interdepartmental Charges	11,000	11,000	11,000	15,100	15,100
Charges for Services	1,505,900	1,562,000	1,660,000	1,660,000	1,660,000
Licenses, Permits and Fees	378,200	400,000	-	-	-
State Shared Revenue	-	-	-	-	-
Interest	133,200	54,300	70,000	70,000	70,000
Support from Marine Passenger Fee	457,600	55,000	55,000	448,500	448,500
Support from Port Development Fee	-	358,500	358,500	-	-
Total Funding Sources	2,485,900	2,440,800	2,154,500	2,193,600	2,193,600
FUND BALANCE:					
Beginning Available Fund Balance	3,909,800	2,279,600	2,279,600	2,395,600	2,439,200
Increase (decrease) in Fund Balance	(1,630,200)	471,400	116,000	43,600	6,100
End of Period Fund Balance	\$ 2,279,600	2,751,000	2,395,600	2,439,200	2,445,300
STAFFING	13.01	13.01	13.76	13.76	13.76

**Without Cruise
Ships - revenue will
be down \$518,611
thru June 30.**



Financial Challenges – Harbor Enterprise

	FY20		FY21		FY22	
	FY19 Actuals	Amended Budget	Projected Actuals	Requested Budget	Requested Budget	Requested Budget
EXPENSES:						
Personnel Services	\$ 1,830,400	1,910,000	1,804,600	1,872,800	1,935,000	1,935,000
Commodities and Services	1,352,700	1,465,800	1,499,700	1,629,200	1,626,800	1,626,800
Capital Outlay	11,900	10,000	10,000	10,000	10,000	10,000
Debt Service	639,900	738,100	738,100	738,400	737,600	737,600
Support to Capital Projects	-	140,000	140,000	125,000	-	-
Total Expenses	3,834,900	4,263,900	4,192,400	4,375,400	4,309,400	4,309,400

FUNDING SOURCES:						
Charges for Services	2,703,600	2,925,000	3,346,000	3,340,000	3,340,000	3,340,000
Rentals	910,200	890,000	887,000	890,000	890,000	890,000
State Shared Revenue	447,900	365,000	407,000	275,000	365,000	365,000
Fines and Forfeitures	15,400	20,000	15,000	15,000	15,000	15,000
Other Income	-	-	63,400	-	-	-
Interest Income	150,600	87,500	70,000	70,000	70,000	70,000
Total Funding Sources	4,227,700	4,287,500	4,788,400	4,590,000	4,680,000	4,680,000

FUND BALANCE:						
Fund Balance Reserve	749,500	749,500	749,500	749,500	749,500	749,500
Beginning Available Fund Balance	(460,300)	(67,500)	(67,500)	528,500	743,100	743,100
Increase (decrease) in Fund Balance	392,800	23,600	596,000	214,600	370,600	370,600

End of Period Fund Balance	\$ 682,000	705,600	1,278,000	1,492,600	1,863,200	1,863,200
STAFFING	17.08	17.08	16.33	16.33	16.33	16.33

This will be reduced by \$400K from loss of fees.



Docks & Harbors Summer Staffing

- Dock Enterprise authorized
 - 6 Seasonal Harbor Officers
 - 5 Seasonal Harbors Technician (1 vacant)
 - 5 Part-time Limited (4 vacant)
 - 1 Seasonal Administrative Assistants (1 vacant)
- Harbors Enterprise authorized
 - 2 Seasonal Harbor Officers
 - 1 Seasonal Harbor Technician (1 vacant)
 - 1 Seasonal Administrative Assistants (1 vacant)



CLIA Membership Needs

- 105 Vessels typically sail out of US or Canada each summer
- Unless Congress waives Jones Act, 40 vessels will be idle in the Alaska Cruise market until July, at the soonest
- CLIA member cruise lines will need to redeploy to other geographic markets or layup vessel until COVID is resolved
- Impact on smaller non-CLIA member cruise lines unknown at this time



Docks Enterprise Opportunities

- Offer long-term vessel moorage at Alaska Steamship (AS) and Cruiseship Terminal (CT) Docks through June 2020
 - Most likely will require 24/7 security by Docks Personnel
 - Board is allowed to under 05 CBJ 15.030 (i) *Dockage specials. The Docks and Harbors Board may after public hearing establish special and promotional rates of a temporary nature in order to encourage use of facilities, to respond to unusual economic circumstances, or to promote revenue development.*
- Vessels would have on board personnel to maintain equipment and power generation



Small Vessel & Tourist Operators Impacts

- Brainstorm opportunities for small vessels (IVF/Statter)
 - Cancellation Fee Policy on Reservations
- Consider prorating seasonal permit for:
 - Passenger-for-hire
 - Loading Zones
 - Vendor Booths
 - User Permits
- Small Boat Harbor Users impacted by economics



COVID-19 Precautions

- Small Boat Harbor Operations
 - Policy on Quarantine
 - See documents email 3/17
 - Anticipating new procedures at Juneau International Airport



Projects & activities

- Archipelago Phase I – construction
- Statter Harbor Phase IIIA – construction
- Statter Harbor Phase IIIB – bids advertised
- Douglas Harbor Zinc Anodes – authorized to award
- Electrification Docks Study – RFP issued
- Small Cruise Ship Master Planning – ongoing
- In-house work



Where do we go?

- What is our role in support the Assembly and Community?
- What is our role in the pandemic?
- What should we be doing?
- What is the role of Docks & Harbors for economic diversity?
- What are we doing that we should not?

