

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
For Wednesday, October 23rd, 2019

I. Call to Order

Mr. Ridgway called the meeting to order at 5:00pm in the CBJ Assembly Chambers.

II. Roll Call

The following members were present: James Becker, Christopher Dimond, Don Etheridge, Steven Guignon (by phone), Mark Ridgway, Budd Simpson, and Bob Wostmann.

Absent: Annette Smith.

Also present: Carl Uchytel – Port Director, David Borg – Harbormaster, Erich Schaal, Port Engineer, and Matthew Creswell – Deputy Harbormaster.

III. Approval of Agenda

**MOTION BY MR WOSTMANN TO APPROVE THE AGENDA AS PRESENTED
AND ASK UNANIMOUS CONSENT**

Motion passed with no objection.

IV. Public Participation on Non-Agenda Items - None

**V. Approval of Wednesday, September 18th, 2019 Operations/Planning Meetings
Minutes**

Hearing no objection, the minutes from September 18th, 2019 were approved as presented.

Motion passed with no objection.

VI. Consent Agenda - None

VII. Unfinished Business - None

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VIII. New Business

1. Transfer \$123,163.89 from Amalga Harbor Fish Cleaning Station (CIP H51-105) to Pile Anode Installation (CIP H51-121)
Presentation by the Port Director

Mr. Uchytel said on page 12 of the packet is a copy of the memo that closed out the Amalga Fish Cleaning Station project. The recommendation was to transfer those available funds back to a CIP – Pile Anode Installation which is the downtown harbors install of pile anodes. By transferring this money, which we already have a \$140K matching grant from the State that we received a year ago, we should be in good shape to move forward and execute the contract this winter to install the zinc anodes at Douglas Harbor. Last month we also received \$125K matching grant for Harris Harbor. We are spreading our funds out and that project will be executed a year from now as opposed to bundling these two projects. We are short on available funds to do them all at one time.

Committee Questions

Mr. Simpson asked Mr. Uchytel to remind us of where the remaining funds came from originally.

Mr. Uchytel said the \$123K started out maybe two years ago when we transferred money from our fund balance to do repairs at Taku Harbor. We were able to leverage Alaska Fish & Game money of the 75%-25% matching program. We had money available after we completed the repairs at Taku Harbor, so we transferred those monies to a like Alaska Fish & Game type project which was the Amalga Harbor project. We had the option of putting the funds back into the Fund Balance but we received matching money for Douglas Harbor a year ago and we don't want that to languish. The recommendation by staff when the Amalga Harbor project went away was to transfer those funds to the Pile Anodes Installation Project.

Mr. Ridgway asked if we should hold on to the \$254K design of the Amalga Harbor Fish Cleaning Station for the future reference. Were there any ancillary costs associated with the Amalga project not shown in the memo?

Mr. Uchytel said yes and yes. There was about \$67K invested in the design efforts and in holding multiple public outreach programs. The \$254K was an estimate to install the 75' x 12' boarding float. It was not a design cost.

Mr. Etheridge asked if Fish & Game picked up any of those costs?

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Mr. Uchtyl said yes they did. They actually picked up the first \$50K in design and public outreach. So we ended up spending around \$17K out of pocket.

Public Comment - None

Committee Discussion/Action

MOTION BY MR. DIMOND: TO CLOSE OUT THE AMALGA HARBOR FISH CLEANING STATION (CIP H51-105) PROJECT AND TRANSFER THE REMAINING BALANCE TO PILE ANODE INSTALLATION (CIP H51-121) PROJECT AND ASKED FOR UNANIMOUS CONSENT.

Motion passed with no objection.

IX. Items for Information/Discussion

1. Small Boat Harbor Security Issues
Presentation by the Port Director

Mr. Uchtyl said he emailed Mr. Guignon the slides that will be up on the overhead projector. The Board has directed staff to pool up a discussion on Harbor Security. The intention tonight is to see what direction that Board wants staff to take. The slides have higher level discussion points regarding security. Mr. Borg has some ideas to share with more specifics on costs. This is intended to be a dialog as opposed to staff presenting to the Board saying this is what we know. The first thing I want to have a discussion about is:

What is the problem? What are we trying to solve in regards to crime. We hear about crime being on the rise. I think it is important for the Board to establish - what is the problem? What are we trying to solve? We have to be able to have some metric that as you move forward and use precious resources to address crime that we have the ability to say we are meeting expectations or not meeting expectations. I am proposing that we do something and we need to measure success. I am encouraging the Board to think about what is it that we are obligated to do as a Docks & Harbors Board and staff. What is a reasonable expectation that our patrons should expect in the harbors, parking lots and launch ramps? What is it that we want to solve?

Mr Ridgway said we will take the talking points one at a time and open the discussion to the committee. There has been discussion in coming up with an idea of what is a reasonable expectation of someone who is a patron of the harbors in terms of our security infrastructure and security problems. He said that defining the problem, and getting wrapped around the axel in metrics, is potentially unfair to staff and potentially not going to be terribly successful if you are building infrastructure under

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the presumption that a security gate is going to be a security gate or fire door is going to be a fire door. He doesn't know how you measure the success of that.

Mr. Wostmann said from what he has heard in Board meetings and talking with harbor patrons it is pretty much focused on crime. He doesn't know why crime and the reduction of crime as a measure wouldn't be an obvious approach to take. That is what we are hearing about. Electronics are being stolen. There is a certain amount of drug business happening in the harbors which is a crime and we need a reduction of that. These are crimes that the police department should be handling and their reports should give us a measure of the amount of crimes. We should use this initially as our primary measure of crime.

Mr. Simpson said people keep asking why are we aren't doing anything about it. Some people say they would be willing to pay more if we do something about it. The second thing we are trying to solve is the appearance of doing something about it. We can try something that is obvious to the public and at the same time obvious to our patrons and maybe obvious to may be criminals to make them take their criminality somewhere else besides that harbors.

Mr. Becker said the Police Chief is aware of the problems. If the patrons would communicate with one another that would help solve many of the problems. There is not a way we can lock the harbors up and keep people out that don't belong there. We can post hours of operation and if we had gates we can lock them.

Mr. Etheridge said he has been having a lot of discussions with people and their main concern is crime and the issues that he hears the most about is petty theft. Taking things that don't belong to them. Mr. Etheridge has spent a lot of time in the harbors in the last six weeks at night and the number of people in and out of the harbors at night is alarming. They are looking for something to steal. If you hit them with a light they leave. They are checking door knobs on cars and locks on boats. They rifle through unlocked cars and boats. The steal gas from cars and gas cans from boats.

Mr. Ridgway said per the Port Director's request on what we are trying to solve. He believes we should avoid defining the problem we are trying to solve and would rather phrase it that there is an opportunity for improvement in both the processes in infrastructure that Docks & Harbors uses to combat crime. Mr. Ridgway said there is room for an opportunity for improvement in our discussion for our customer basis for what we are doing about it. For the last year and a half he has referenced the Harbormaster's ongoing efforts to remove derelict vessels and it has been very successful in his opinion. We don't have a metric to defend and measure it by because it takes a lot of time and effort, but he still defines it as being very successful.

Mr. Guignon asked if there is a point where we can decide where to put the money. Essentially there is two sides - either breaking into cars in the parking lot or on boats on the docks. His questions to Mr. Uchytel is if gates go up and everyone gets key

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fobs will that dramatically decrease the amount of people going down to the docks or are people still going to get in? It would at least show that we are doing something. We want to help and protect people and what is the lowest cost – gates? How many? Key fobs? How many? or Cameras? How many? His opinion is that physical barriers is the best option. His question is there a difference in cost?

Mr. Uchytel said costs will be discussed later in the meeting.

Mr. Ridgway asked if Mr. Uchytel wanted the Board to come up with a mission statement or is he getting an okay direction in general terms. He said that rather than trying to be specific about defining the problem of crime which is so broad, his take is that the Board agrees that there is an opportunity to improve our approach to reducing crime. He believes the Board should look to Mr. Uchytel to discuss what the various options for staff are.

Mr. Uchytel said that part of what he wanted to point out is what is the crime? The types of crime we are seeing now is stealing gas, fishing tackle and other petty crimes. We had different crimes several years ago. Now it's petty theft, not armed robbery, or sophisticated theft. He said it's important to recognize this as we move forward. What metrics shall be used to determine success?

Mr. Ridgway wants to know what metrics are currently used. He understands that it may not be as consolidated as he hoped. Could Mr. Uchytel describe Docks & Harbors metrics for crime on our property.

Mr. Uchytel said that every week the Juneau Police Department (JPD) sends a listing of what has been reported in our harbors. It is devoid of names because some are ongoing investigations.

Mr. Borg said the report lists things that officers have responded to. They don't respond to a fuel tank being stolen out of a boat. They don't respond to petty crimes but they do respond to domestic violence calls, large dollar crimes and subpoenas. Those are items on the lists. He said as a metric we've seen those reduced by more than half by just getting rid of derelict vessels in the last five years. The lists have gone from two pages to maybe one or even a half a page.

Mr. Borg said that patrons come into the office and tell us what happened. He asks if they reported it. They often say no. So we copy it down on an excel sheet when we can. People don't want to take the time to report. There is an online option of reporting crimes. Mr. Borg has an email into Chief Mercer to get a query of online reports. It's important to know who we are going after and who are fighting and what are we going after. How are we best going to apply our efforts? Chief Mercer did respond that the query for those online reports should be pretty easy for them to run. Mr. Borg hopes to have some online reports for the November Board meeting.

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Mr. Ridgway asked if a harbor patron calls or stops in to inform you they had two gas cans stolen but they did not report it to JPD, does that go on the office log?

Mr. Borg cannot guarantee that every complaint is recorded. The staff tries to document as best that they can.

Mr. Uchytel said there are no state funding opportunities or grants to help fund security. We've asked JPD to patrol the parking lots. He wanted to let the Board know that any resources we use in the next year will have to come out of another project to pay for this. Is that what you want to do? The Board needs to think about three ways that staff has come up with to curb crime: infrastructure, enhanced policing, regulations. These are broken down into: security gates on the docks and in the parking lots, harbor cameras and having boat owners install subsidized cameras from Docks & Harbors which the owners themselves monitor. Also regulation changes so that we can exclude people from the harbors. The people who don't belong there and have ulterior motives for being there. There is a need for regulations to deal with people who may discharge a firearm. Currently we don't have those types of rules. The regulations need to be increased so we can ask people to leave because of their poor behavior or illegal activities. Another option is to contract an outside security company to patrol our harbors or hire additional Docks & Harbors personnel to have a presence on the docks and parking lots as security officers. Lastly we can encourage a neighbor watch on the docks.

Mr. Simpson asked if all the harbors have Wi-Fi access? If not, is there the ability to get Wi-Fi, public or personal? Security systems will need Wi-Fi to monitoring.

Mr. Uchytel said that there is Snowcloud he hasn't looked further into Wi-Fi availability.

Mr. Borg wasn't sure if Snowcloud is available at Statter Harbor.

Mr. Etheridge said the Board and staff can come up with all these ideas and solutions but we still have to get them past the public. That may not be as easy as it seems. Staff and the Board will need to convince the public and the Assembly to get some of the ideas passed and implemented.

Mr. Wostmann said that in his many years of travel between here and Seattle, almost all of the public harbors are open and almost all of the private harbors are keyed, very few exceptions. Some have central docks that are open to the public and the fingers are locked with security gates. Can Docks & Harbors compromise along those lines if the main access to the dock remains open as well as the public service areas? The security gates would be installed where the private stalls are. Then we have less of a problem of who gets fobs. Maybe this would be more easily sold to the public, our patrons and the Assembly.

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Mr. Dimond said that there are two separate issues. The harbor itself is probably a little easier to secure. Parking lots would be more difficult to secure but lighting and cameras could help.

Mr. Creswell said that out at Statter harbor 90% of the theft is in the parking lots. Very little is happening on the docks. Sometimes he gets reports of two or three a night. It's much different than the downtown docks.

Mr. Ridgway said he had no idea that the difference in harbors was so great. He thinks the Board should give Mr. Borg and Mr. Creswell direction in getting the Board some analysis of their understanding of their harbors. The Board needs more details about cost benefit analysis in very rough ways. \$50K for lights is probably not going to solve anything, \$150K for gates may help. Maybe there is and maybe there isn't a rise in crime, but we would like to pursue doing something to improve the infrastructure and a better security footing.

Mr. Borg said that he has been brainstorming, what we are fighting. We are certainly an easy target, I have been saying that forever. The best thing is that our patrons can do is secure their possessions. The cost of security gates is huge. He spoke with Bruce Abram with Topper Industries and the cost would be \$15K to \$20K per gate. We are looking at 8 gates. The camera system comes with band width issues. What we currently have runs on CBJ networks because of security issues. We could share with the public if we had a different Wi-Fi set up for staff and patrons had own camera systems. Cameras are subject to where they are located and they are never in the right spot. The Millennium access for key fobs is already being used for the restrooms and we know that system works.

Many harbors down south provide the Wi-Fi to marina patrons at no cost. Mr. Wostmann asked if there is Wi-Fi available for a camera systems in our harbors. They have sufficient band width and a lot of the boats have their own cameras and an alarm connection. Would it be possible to look into that? He has no idea what the cost would be. Camera systems aren't that expensive but Wi-Fi is.

Mr Borg said we did an RFI for wireless Wi-Fi several years ago and not one company was interested in it. At that time we had the Snowcloud which was just getting started. Maybe we need to investigate that option again. We need to specifically identify what we need and want before we put out an RFI, and then we can get a cost. We need to know from the Board level of complexity and infrastructure you want and how are we going to maintain that. Do we want to monitor it? Cost of hiring a 24 hour monitoring service is around \$300K-\$400K.

Mr. Ridgway asked if a benefit analysis would be worthwhile. He asked the staff to continue to work on ideas, costs and suggestions as well as improvement opportunities. We need to canvas our customers and see if they would be interested in installing cameras and security systems on their vessels.

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Mr. Etheridge said that the best solution is to get the harbor patrons involved and if they don't then anything else we do won't help.

Mr. Borg said that two Chromebook computers have been purchased for the two harbor offices at a cost of \$149 each. This will allow customers that come in to report vandalism and or theft the means to file an online report with JPD. They will no longer have the excuse that they don't have a computer or Wi-Fi access to do it on their own. It's very simple and will start our metric on data. Online reporting with JPD comes with no cost and it's easier for our office to have the patrons do this.

Mr. Etheridge said the JPD does monitor their online reports and make every effort to return recovered good to the owners if they have the information on file.

Mr. Ridgway said Docks & Harbors needs to keep track of incidents at the harbors so we have a metrics of what is going on. Do we have a rough idea of crime numbers in the harbors?

Mr. Uchytel said we are trying to get that information from JPD. The report from Chief Mercer will be for higher levels of crime. The online reporting will reflect more on the petty crimes. We get around 500 reports in the harbors per year. They aren't always related to incidents in the harbors, it could include welfare checks or cars pulled over and pulling into the harbor parking lots. The criminal intent is consolidated to the downtown harbors.

Mr. Borg showed a final slide outlining the costs of having a rover patrol in the harbors with a private security firm which would be \$8200 per month. They do a great job but it would not be exclusive to the harbors. Before we look at hiring our own staff, I want a definite outline of what the Board wants. They will need to receive extensive training and it will take several employees to cover the harbors 24/7. Proper supervision and expectations. Harbor officers are not policemen.

Mr. Becker wanted to know if the security services ever arrest or apprehend anyone.

Mr. Borg said their role is to observe, report and standby. The same thing he is looking into. He can call them and get their costs. Private security was quoted at \$8200-\$8500 price tag on something they are already doing. They do a great job but I don't know if it is the best option for us.

Mr. Dimond asked if the security firm provided the amount of time they would be spending patrolling the harbors.

Mr. Borg said he asked for a quote from 7:00pm to 7:00am.

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Mr. Uchytel said it always helpful to hear questions from the Board and know the direction you wish staff to take.

Mr. Etheridge said again the best solution is getting the patrons involved. It is the best and most cost effective solution there is. They need their own “neighborhood watch” and they need to talk with each other, get to know each other and get involved.

Committee Discussion/Public Comment – None

2. Archipelago LLC Conditional Use Permit
Presentation by the Port Director

Mr. Uchytel said the Archipelago Property LLC (APL) has submitted their Conditional Use Permit. Our Community Development Department (CDD) will be looking at what they are planning to do. CDD looks at the land use code, if set backs are proper, overseeing the historic district, the waterfront commercial area, building heights, parking requirements etc. The attached staff reports shows CDD recommending waiving the parking requirements of APL. The slide rendering from May suggests there may be a brewery. Landscaping requirements are ten percent of the property.

Mr. Wostmann asked if we have any authority of what affects us like waterside lighting.

Mr. Uchytel said it’s a CDD effort. They will send out things to nearby property owners for their input, comments and concerns.

Mr. Uchytel said there is a small issue regarding a storm drain that could affect our retaining wall. There are three manholes and there is discussion of where an oily-water separator should go.

Mr. Schaal said he has coordinated with the private owner to come up with a long term solution for their drainage pipe. They have a drainage pipe that is too small, old and made from the wrong material. They are very concerned about future maintenance. The APL works with PND as well and everyone is on the same page so that we have a long term design that can be maintained for fifty years. CDD handles the longer broader community concerns. The city passed a storm water ordinance about ten years ago. Docks & Harbors learned a lot about private developments around our facilities in the past, for example the tram. Docks & Harbors want to make sure that the LLC have thought through the access they need and what works with us and the buildings around them. No one wants any surprises with the rushes in the spring when the cruise season begins and then in the fall when the season is over with congestion of parked cars and moving vans. Docks & Harbors are looking on all four edges to make sure the APL have a plan that won’t negatively impact us and we can

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be good neighbors. There is a purchase and sales agreement from the very beginning that talks about a mutual understanding of the development. The LLC have been keeping us informed on their designs and Docks & Harbors keep in them in touch with ours. There are weekly organizational meetings where we discuss what everyone is doing and it keeps everyone involved.

Mr. Ridgway asked how the parking situation and coordination is going in our lots.

Mr Schaal said the only use for the deck over that we are building is for the twenty five passenger and less vehicles which is a drop off zone. The CT lot is very active in enforcing very short stays. Ninety nine percent of that lot will not be used by the private owner, it is for short delivery sequences only. Most of the access will be likely down the alley where the LLC has a loading dock development planned.

Committee Discussion/Public Comment – None

3. FY2021 ADOT Harbor Facility Grant Ranking
Presentation by the Port Director

Mr. Uchytel said on page 57 of the packet is the final listing of the Alaska Department of Transportation Facility Grant Rankings. He said we did not fair as well as he had hoped. We are fourth on the list of eight. There is a lot of money being asked and he is not confident that we will receive any funding. The good news is they award \$12.1 million we will receive funding or if they award \$3.9 million we are in because of the way the grant works and how the legislature allocates those monies.

Committee Discussion/Public Comment – None.

4. CBJ Tourism Industry Task Force
Presentation by the Port Director

Mr. Uchytel said he wanted to make the Board aware that Mayor Weldon has assigned a Visitor Industry Task Force to help advise the Assembly and to advance community thinking on a range of community topics including limiting the number of visitors arriving by cruise ships and/or schedules of the ships and updating the long range waterfront plan. This stemmed from a group of citizens concerned about those topics. There is both pro tourism and anti-tourism people on the task force. They met earlier this week but he was not able to attend. Mr. Uchytel is not on the task force.

Mr. Ridgway said he spoke to Mayor Weldon about being a part of the task force but he was late on his request but is planning on attending the Task Force meetings.

Mr. Uchytel said we need to stay engaged in their process.

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Committee Discussion/Public Comment- None

5. Strategic Retreat – Update
Presentation by the Port Director

Mr. Uchytel wanted to remind everyone that November 12th is the Strategic Retreat and will be facilitated by Mila Cosgrove. The retreat has been moved to the DIPAC board room. In preparation for the meeting Docks & Harbors will have some trends that we see in the harbors that are appropriate to look at. The meeting will give Board members a chance to step back and look at the role of the Board and the roll of staff.

Mr. Dimond said he will not be able to attend the retreat.

Committee Discussion/Public Comment

6. Calendar Year 2020 – Board Schedule
Presentation by the Port Director

Mr. Uchytel said to look at page 62 and 63 of the packet. It is a tentative schedule for the next calendar year Board meetings. Mr. Uchytel asked if everyone wanted to keep the schedule the same as it has been on Wednesdays and Thursdays. He wanted to make sure it worked for everyone. The January 22 meeting has been moved to January 23 because of the Legislative Reception at Centennial Hall which we did not want to have a conflict.

Mr. Ridgway asked what the process is for changing a date of a Board Meeting. Can it be done by email?

Mr. Uchytel said he believed you could reschedule a meeting based on Board member availability without violating the Open Meetings Act.

Committee Discussion/Public Comment

X. Staff & Member Reports - None.

XI. Committee Administrative Matters

1. Finance Sub-Committee – Thursday, November 7th, 2019.
2. Strategic Retreat – Tuesday, November 12th, 2019 – DIPAC Board Room.
3. Next Operations/Planning Committee Meeting – Wednesday, November 13th, 2019.