CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
For Wednesday, May 22nd, 2019

I. Call to Order Mr. Eiler called the meeting to order at 5:01pm in the CBJ Assembly Chambers.

II. Roll Call

The following members were present: Don Etheridge, Budd Simpson, James Becker, Bob Wostmann, Christopher Dimond, Mark Ridgway, and Weston Eiler.

Absent: Bob Janes, and David McCasland.

Also present: Carl Uchytil – Port Director, Gary Gillette – Port Engineer, David Borg – Harbormaster, and Matthew Creswell – Deputy Harbormaster.

III. Approval of Agenda
Mr. Uchytil asked to move #2 (Construction Project Update) under Items for Informtion/Discussion to before #3 (Transfer of CIP Funds from Project Close Outs)under New Business and the presentation for the Small Cruise Ship Master Planning Contract Award will be by the Port Engineer.

MOTION BY MR. RIDGWAY: TO APPROVE THE AGENDA AS AMENDED AND ASK UNANIMOUS CONSENT

Motion passed with no objection

IV. Public Participation on Non-Agenda Items – None

V. Approval of Wednesday, April 17th, 2019 Operations/Planning Meetings Minutes

Hearing no objection, the minutes from April 17th, 2019 were approved as presented.

VI. Consent Agenda - None

VII. Unfinished Business - None

VIII. New Business

1. Small Cruise Ship Master Planning Contract Award
Mr. Gillette said on page 15 in the packet is a memo that was added in the packet today. This regards the small cruise ship master plan that staff will be embarking on. This is a marine passenger fee activity. The idea is to plan for future needs of the small cruise ship industry and develop a master plan for meeting the needs that are warranted for commercial passenger vessels less than 275' in length. The scope would be to develop small cruise ship market trends, evaluate various locations, infrastructure to support those vessels, and develop planning level concepts with cost estimates for the different concepts. The plan would be used by Docks & Harbors staff and the Board over the next decade in trying to develop infrastructure for that sector of the industry. In November, staff went out with a RFP for professional services and only received one proposal from

PND Engineers. They are joined by the following sub-consultants; McDowell Group will do market and economic analysis, Corvus Design will do facility inventory and planning documents, Marine Exchange of Alaska will do vessel traffic and navigation assessments, and NorthWind Architects will do rendering drawings. The fee proposal for this work is $131,103. This will go to the full Board next Thursday and to the Assembly on June 6th for final approval because it is over $100,000.

Committee Questions
Mr. Eiler asked if the sub-contractors listed were selected by PND?

Mr. Gillette said they were part of their proposal.

Mr. Eiler asked if the sub-contractors will do outreach to the small cruise ship industry to gauge needs, directional planning, and expansion of vessels/fleets.

Mr. Gillette said that is part of the whole project and PND will decide who does that outreach.

Mr. Eiler asked if the planning efforts includes/covers the expansion of the Yacht industry?

Mr. Gillette said the intent is for the small cruise ship industry in part because the study is being paid by marine passenger fees. When the docks are not used, it could accommodate the larger yachts.

Mr. Wostmann asked what is the requirement for a vessel to have to pay the Marine Passenger fees?

Ms. Larson said a vessel has to have overnight accommodations for 20 or more passengers.

Mr. Uchytil said the Port Development fee is added to vessels over 200 gross tons.

Mr. Wostmann clarified that the vessels with under 20 passenger accommodations and over 200 gross tons are not included in this study.

Mr. Uchytil said that is correct.

Mr. Becker said there is a meeting scheduled to discuss setting a limit on cruise ship passengers to Juneau. He asked if the small cruise ships have been coming to Juneau for a long time?

Mr. Gillette said the small cruise ships have been coming to Juneau for a while and this project is a way to look at the need. The current company's coming are adding more and larger vessels that we are not able to accommodate in the downtown area.

Mr. Eiler noted that currently many small cruise ship companies are members of the Tourism Best Management Program (TBMP) and are engaged with efforts to soften any adverse impacts on the community.

Mr. Ridgway asked if there was an engineer's estimate for this project?

Mr. Gillette said Docks & Harbors was given $150,000 in Marine Passenger fees to perform this type of study. The fee proposal was based on the scope of services requested.

Mr. Uchytil said a year ago, the City Manager decided to set money aside for this study because the Downtown Business Association would like to see more of the small cruise ships and develop this part of the industry because they bring more cash to the community. We have turned ships away from the IVF and staff is even using the inside of the CT dock. American Cruise Lines, who has been coming for the last three or four year, have moved to the Gitkov Dock because we are not able to meet their needs for accommodations.

Mr. Eiler asked why the definition of small cruise ships was set at 275 feet?

Mr. Uchytil said that is the size of the American Cruise Line Constellation that staff told was too large to provide moorage at the IVF. That vessel now docks at the Gitkov Dock. We want to be able to accommodate that size vessel.

Mr. Eiler said he would like to review what provisions for the small cruise ships are included in plans the Board has previously approved (ex; Bridge to Norway Point planning or Marine Park to Taku).

Public Comment - None

Committee Discussion/Action

MOTION By MR. RIDGWAY: TO AWARD $131,103 TO PND ENGINEERS TO CONDUCT SMALL CRUISE SHIP MASTER PLANNING AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

2. Removal of Remaining RV Spots at Savikko Park/Montessori School

Mr. Borg said on page 24 in the packet is a summary on the RV parking spaces. The management of this space exceeds the profit that we make. To be able to use these spaces, someone needs to have a fully functional self-contained RV because there are no hook ups. It is not allowed to sleep in your car overnight at this location because there are no bathrooms. There was discussion in the past about this area when the Montessori School redid their parking lot a few years back when the four parking spaces were decreased to two and Mr. Borg said he wanted to get rid of all of them at that time. Staff spends hours trying to clear a $10 parking space. This is a good time to get rid of the RV parking, make into public parking, and give back to Parks & Rec.

Committee Questions

Mr. Becker asked where the RV's can park and pump out in Juneau?

Mr. Borg said Skate Park in the valley, RV park on backloop, and the campground at the National Forest.

Mr. Uchytil said he sent out an email to all CBJ Department Directors asking if there was any reason to keep the RV spaces. The CDD Director is looking into if there is a conditional use out there requiring these spaces be kept. He is hoping to have an answer before the Board meeting next Thursday.

Mr. Simpson recommended adding to the motion the transfer back to Parks and Rec.

Mr. Wostmann said he would second that.

Mr. Uchytil said he is not sure Parks & Rec has management property with the Montessori School.

Mr. Borg said he could take down the RV parking sign and put up a public parking sign.

Mr. Simpson recommended the management of this area go back to who transferred this to Docks & Harbors.

Mr. Wostmann recommended changing Mr. Simpsons proposed amendment to instruct staff to determine any other City entity that could put these RV parking spaces to better use but leave it open on where it should go.

Mr. Ridgway commented that directing staff to do something does not require a motion.

Mr. Etheridge recommended to do what Mr. Borg suggested to take down the RV sign and put up a public parking sign.

Public Comment - None

Committee Discussion/Action

MOTION By MR. RIDGWAY: TO REMOVE REMAINING RV SPOTS FROM SAVIKKO PARK/MONTESORRI SCHOOL AND ASK UNANIMOUS CONSENT.

Mr. Eiler amended the motion on the Agenda to correct the spelling of "Montasorri" to "Montessori".

Motion passed with no objection.

3. Transfer of CIP Funds from Project Close Outs

Mr. Eiler recused himself from this topic stating he works in a government relations capacity for the University of Alaska, and that part of this topic includes the Auke Bay Marine Station. He handed the gavel to Vice Chair Mr. Ridgway.

Mr. Gillette said every year at this time the Finance Department encourage staff to close out projects that have been completed and put the funds into other projects or back to our fund balance. Staff has identified five funds that can be closed out with a

recommendation on where to transfer the money. Mr. Gillette went over the close outs and transfer recommendations on pages 32 and 33 in the packet.

- Statter Harbor Loading Facility Impact Statement which has been around since 1993- The recommendation is to move this money to Statter Harbor Improvements Phase III which is close to the same area.
- Taku Harbor Repairs have been completed. These funds came from a Fish & Game grant. The Assembly did not approve the Amalga Fish Cleaning station grant money given to us by Fish & Game to go toward construction. Because of the direction from the Assembly to have more public process, we have accumulated addition expenses and the transferred funds will help with those expenses. This is a similar project and both have Fish & Game funds. We are currently at a negative in the Amalga Harbor Fish project account. This will need to be at zero by the new fiscal year.

Mr. Becker asked if Fish & Game approved this transfer?

Mr. Gillette said the Fish & Game money was used and the remaining amount is Harbors funds.

Mr. Uchytil said staff believes we will still be able to be reimbursed from Fish & Game after the use of this money.

Mr. Gillette said Fish & Game has already agreed to pay for more public input process which was PND presenting to the public and the Board.

- Statter Harbor Breakwater Improvements – Staff would like to transfer $235,000 to the Auke Bay Marine Station (ABMS) Maintenance & Improvements. The Breakwater open areas filled with grating were the worst areas in terms of people's safety. There are other needs for this money with higher priorities. The ABMS has a negative balance and it needs to be at zero by the end of the fiscal year. We also have an agreement with UAS when the subdivision was completed to pay up to $220,000.
- The remaining amount of Statter Harbor Breakwater Improvements $127,460.60 staff would like to transfer to Statter Harbor Improvement Phase III. This will go toward part of our match for this project.
- Harris Harbor Restroom has been completed and the remaining $904.90 will be transferred to the Harbor fund balance.

Committee Questions
Mr. Ridgway asked about the Auke Bay Marine Station expense?

Mr. Gillette said these are shared expenses which were part of the subdivision process. The driveway needed to be reoriented so we both had a separate access and we agreed to split some costs. Docks & Harbors took over the existing driveway but UAS needed to build one. The utilities, sewer and water also needed to be split. This was all part of the agreement with the partition of the property.

Mr. Wostmann asked if the two transfers out of the Statter Harbor Breakwater account would zero that account?

Mr. Uchytil said that is correct. He said for the Auke Bay Marine Station we have also expended about $250,000 for the 100' float extension and getting the facility ready to occupy.

Public Comment - None

Committee Discussion/Action

MOTION By MR. WOSTMANN: TO APPROVE ADMINISTRATIVE TRANSFER AS RECOMMENDED BY THE PORT DIRECTOR MEMO DATED MAY 21st, 2019 AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

Mr. Ridgway passed the gavel back to mr. Eiler.

IX. Items for Information/Discussion

1. Draft Regulation – No standing at Launch Ramps

Mr. Uchytil said on page 34 in the packet is a proposed new ordinance. The intent for this is to address complaints from the Amalga Harbor residence and launch ramp users. The Seiners will bring their skiff in and tie up at the launch ramp boarding float, go to town, and sometimes leave it overnight. The Deputy Harbormaster and Harbormaster have been working with the Seiner's Association to not leave their skiff because it is highly disruptive to people that live out there as well as to people wanting to launch their boat. The existing ordinance would work with 85.20.030 Boat launch ramp fee and permit required; penalty. If this does move forward, we will have to add the dollar amount for the violation. Another thing that may need to be added is all vessels are required to have AK numbers for identification.

Mr. Creswell said he spoke with Susan Doherty yesterday who is the Executive Director of the Southeast Seiners Association in Ketchikan. She has agreed to come up to Juneau on July 2nd –July 5th to be on site at Amalga Harbor. She wants to be in Juneau on the day prior to the openings and the 1st day of each opening to talk to every boat that comes into the dock. Mr. Creswell said he will put the no unattended moorage signs up again and be more permanent.

Mr. Borg said staff could write tickets for not following posted signage.

Committee Discussion/Public Comment

Mr. Becker asked if you can buy a launch ramp permit at Amalga?

Mr. Creswell said not at Amalga but you can at Statter Harbor parking kiosk, Statter Harbor office, or online.

Mr. Borg said purchasing a launch ramp permit does not authorize moorage.

Mr. Ridgway suggested to quantify what "short" means in the proposed regulation.

Mr. Uchytil asked the Board how they want to move forward with this?

Mr. Etheridge said he would like to continue with this regulation so staff has it just in case we need it.

Mr. Eiler said he would like to hear more about this after the Seine Fleet's openings.

2. Construction Project Updates –Discussed before #3 Items for Action.
Mr. Gillette reported –

- Statter Harbor Phase IIIA master plan project – This project is fully permitted and bid documents are in production with the plan to advertise on June 14th.
- The Archipelago Property -
    - The subdivision has been signed by the Representatives of Archipelago in Georgia and is being sent back to Juneau to be signed by the Lands manager and the CDD Director. This will complete the subdivision process.
    - We are in the final items for closing on the property- taxes have been paid and everything else has been checked off so this should be signed soon.
    - Our portion of the Archipelago project first phase – Staff is expecting the final bid documents tomorrow and advertise on Friday. The bid opening will be on June 25th, bring to the Board on June 27th and to the Assembly on July 1st. If all goes as planned, a contractor will be in place shortly after being onsite mid-July to August timeframe.
- The Amalga Harbor project - There has been some public reviews and at the next Board meeting we will be getting an update from PND on the public process and the comments received. It will be up to the Board to give staff direction.
- Auke Bay Marine Station – The subdivision is still in process. The only item to be resolved is CDD requiring a public access easement across the University's property. They wanted to cross our property, but that is not physically possible to make a public access due to steepness. Staff told them we are not interested in that. There are some shared costs as part of the agreement to subdivide the property from the federal government.
- The Visitor Information Kiosk – Ribbon cutting was last Friday, and building keys were changed over today. Travel Juneau is moving in and should be up and running next week.
- The Small Cruise Ship Study – talked about this earlier
- The Small Security Check stations – these are the check stands on the approach docks for each berth. This project was bid but staff held off because we did not have enough money to construct both. FY20 Marine Passenger fees have been identified for this project and will be available July 1st. Staff will continue with the bid process to be built this fall and winter.
  Mr. Uchytil said staff will hold off on advertising this project because we may have an opportunity for FEMA Port Security Grant money. There is a possibility to get a 75/25 matching grant. Staff is working with the Marine Exchange of

Portland to put together a grant application document and we will know in August. This is funded by Marine Passenger fees but we could use that money other places if we get the grant.

Committee Discussion/Public Comment
Mr. Eiler asked what was the engineer's estimate for the Archipelago project?

Mr. Gillette said $13.9M.

Mr. Eiler asked about the timeline for Aurora Harbor phase III?

Mr. Gillette said Aurora Harbor phase III will be three phases. The demolition, dredging by the Corps of Engineers, and float installation. The stopping block for this is the funding. We have applied for grant money but staff does not anticipate receiving any funds.

Mr. Eiler asked for the timeline from funding to completion?

Mr. Gillette said roughly a year.

3. Alaska Association of Harbormasters & Port Administrators Annual Conference
Mr. Uchytil said in your packet on page 35 is a letter that was sent out to all of the AAHPA members for the conference which will be hosted in Juneau this year from September 30th to October 4th. He said he sent an invite to US DOT, folks in DC and MARAD to come talk about grant opportunities, the Governor to speak, Commissioner of Transportation, Admiral Bell from the Coast Guard, and they have all said they would like to participate. Gastineau Guiding will provide a whale watching cruise on the first day and there will be a welcome reception at the Buoy Deck. The Banquet will be Thursday night at the Elizabeth Peratrovich Hall along with most of all the events. We plan to leverage the successes in Juneau with the TBMP best management practices and the execution of our capital projects over the past ten years. He said he sent a letter to the VP at Norwegian Cruise Lines asking to have a cocktail reception October 2nd on the last ship of the year. Staff feels we can make this the best conference ever.

Committee Discussion/Public Comment

- **Staff & Member Reports**

Mr. Uchytil reported:

- He believes there will be one position available on the Board starting July 1st. He wanted to encourage Board members to reach out to people they know that may be interested.
- He thanked Board members who showed up to the infrastructure week events. He heard good things from people who showed up and participated. The final ribbon cutting event was the new visitor's center kiosk.
- He will be presenting an AAHPA scholarship award at the Thunder Mountain High School tomorrow to Andrew Dilly.
- Next Thursday there will be an Amalga Harbor hearing and the Board will hear from TSI, the Huffman Cove/Amalga Harbor residents and he urges the Board to

formulate in their mind the best plan of action for Amalga Harbor. There will be a social media release tomorrow morning letting the public know of the meeting. Mr. Uchytil said Ryan Beason with TSI invited the Board members and himself to attend their Board meeting but he was not able to attend. He said he did talk to Mr. Beason and told him that he does not believe the resolution as written is factual and accurate. He said TSI reaffirmed their position of the resolution at their most recent TSI Board meeting. He sent an email to TSI letting them know he would like to meet early regarding the Golden North Salmon Derby preparation so staff can assure that TSI has sufficient resources for them to carry out a successful fishing derby. My staff and I feel Docks & Harbors does a lot for TBMP, Rotary, TSI, and the Territorial Sportsman. Moving forward, he believes it is not unreasonable to ask to be compensated for our services. We will always provide the best services we can for our patrons using our facilities especially during Derby weekend and we do not have any problem continuing that. As a business decision, he is questioning if we should start charging for our services for storing and moving the derby floats, renting forklifts to move ice around, and staff being on call for the entire weekend. He said he would like to meet to make sure they have sufficient resources to be successful.

Mr. Becker said the whole derby is to make money for scholarships. If they have to spend more to operate the derby, they will have less money toward the scholarship. He asked how much Docks & Harbors spends to support the derby?

Mr. Uchytil said he does not have an exact amount but staff does a lot to support the derby.

Mr. Becker said he would like to know Docks & Harbors expense to support the derby.

Mr. Ridgway asked if there is a connection with the Amalga Harbor decision and charging for services?

Mr. Uchytil said no, they are two separate items.

Mr. Etheridge asked if he needed a final decision made next Thursday?

Mr. Uchytil said staff can do whatever the Board wants us to do.

Mr. Etheridge said he would like to hear the presentation and have time to think about it but not make a decision next Thursday.

Mr. Uchytil said he advertised next Thursdays meeting as a hearing and the Board will be pressured to render a decision.

Mr. Wostmann asked how many written comments are there besides the TSI resolution.

Mr. Uchytil said 15 letters from the Amalga\Huffman Cove residents and one letter from John Cooper. However, the Board will not see a lot of written support from people who could benefit from this project. He said about three or four years ago,

the fish cleaning float was broken and staff removed it. For several weeks, people were just cleaning fish on the float and it was bloody and slippery. We received complaints and people demanding we put the float back. He is anticipating the result from this meeting be remove the fish cleaning float or do not do anything at all.

Mr. Wostmann asked if the Board could get all the minutes regarding all the comments prior to the meeting so the members have enough time to read and think about them.

Mr. Uchytil said staff could send them in an email.

Mr.Wostmann said in email will work.

Mr. Eiler asked to receive the PND presentation for review prior to the meeting. He cautioned against mixing the issues with TSI of Amalga Harbor improvements and support the department provides in-kind during the Golden North Salmon Derby.

Mr. Ridgway did hear the issues with TSI and Amalga are two separate issues. He recommended getting information out as quickly as possible before the meeting so the members have time to review.

Mr. Uchytil said he will try to get the information to the Board members sooner rather than later.

Mr. Borg reported:

- Staff is still working to remove the broken pile in the north end of Aurora. Trucano is scheduled to pull it on June 3rd.
- There was a hearing for the vessel Resolute in Douglas Harbor. He issued a 72 hour notice to get the vessel moving but the owner had well over a month to get it operational and it is still not operational. From the hearing, he was given an additional two weeks, until June 6th, to get this vessel running.
- The pump out barge and cart is up and running in Douglas. This was all built in house with Mr. Osborn taking the lead.
- Harris pump out is having some operational issues but staff hopes to have that up and running in the coming weeks.
- There was an individual who fell asleep on the seawalk and rolled off the bull rail into the water. He self recovered himself, got out of the water, and was fine.
- Staff served 110 hot dogs for customer appreciation at the new visitor center ribbon cutting ceremony.
- The Electric vehicle for doing medivacs off cruise ships should be here in mid-July. The plan is to hand it over to Capital City Fire/Rescue (CFR) and they will come up with a SOP for the use and work in tandem to develop a MOU. CFR staff will do the maintenance and operation, but it will stay at the Port.
- Staff is feeling the extra tourists and the extra employees are helping. We are finding that it takes four to five people in the parking lots on busy days where it used to be two.

- The downtown traffic flow is going pretty good for the beginning of the season with the new bus drivers and extra traffic.

Mr. Wostmann asked what kind of impact from DOT's road construction is expected?

Mr. Borg said it is going to be a huge challenge.

Mr. Eiler asked the timeline for the reconstruction on Egan Highway downtown?

Mr. Borg said two years.

Mr. Eiler asked Mr. Borg prepare a short briefing for the Committee summarizing his views on the proposal to install security cameras at Dock & Harbors facilities.

Mr. Borg said he did talk to Mr. Wiseman for about three hours on this topic about what our infrastructure is and what it will take for the cameras. Mr. Borg said Mr. Wiseman walked out of the meeting understanding Docks & Harbors challenges and it would be easier if he put a camera on his boat.

Mr. Eiler said he appreciated knowing staff engaged with the stakeholders that spoke before the Board on this matter.
He also suggested installing a time-lapse camera for the Archipelago lot to capture that unique project's construction.

Mr. Gillette said there is a camera there, but not a time-lapse.

Mr. Ridgway asked if the crime in the Harbors has always been this bad?

Mr. Borg said yes.

Mr. Ridgway asked if there is an active answer for the public as to what Docks & Harbors is doing to improve security?

Mr. Etheridge said with the new SB91, the Police Department is not able to hold people committing crimes. The legislature is working to improve this so when the Police Department does arrest someone they can hold them. The crime in Juneau is bad everywhere and not just the Harbors but this is an area wide problem.

Mr. Borg said he tried to start up a neighborhood watch with the Harbor liveaboards but the majority of the people living in the Harbor do not want to get involved. We have put up fliers to report suspicious activity. Mr. Borg said he can issue trespasses, but he needs to know it happens and the person needs to understand they are being trespassed. The trespassing is working and Mr. Creswell has four subpoena's to go to court for one individual sleeping in our bathrooms. He said he challenges people that are not normally seen in the Harbor. People looking to do bad know how to get around cameras. Not sure if the camera is the best solution or a night security employee.

Mr. Eiler recommended having staff do an overview of how the department handles security/safety and public process for new projects at the Board's next strategic retreat or sometime in the fall.