

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
For Wednesday, October 17, 2018

I. Call to Order

Mr. Eiler called the meeting to order at 5:00 p.m. in The Assembly Chambers.

II. Roll Call

The following members were present: Jim Becker, Don Etheridge, Bob Wostmann, David McCasland (5:02), Budd Simpson, Mark Ridgway and Weston Eiler.

Absent: Robert Janes, Dan Blanchard

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

III. Approval of Agenda

Under IX, New Business #1 Yankee Cove Development Lease Appraisal Rent Review has been removed from tonight's meeting. The lessee requested that his appraisal rent review be moved to the November agenda so he can have his attorney present.

MOTION By MR. RIDGWAY: TO APPROVE THE AGENDA AS PRESENTED AND AMENDED AND ASKED UNANIMOUS CONSENT.

Motion passed with no objection.

- IV.** Special Order of Business. Mr. Matthew Creswell, Deputy Harbormaster was introduced by Mr. Uchtyl and was presented his award as the City & Borough of Juneau - Docks & Harbors Employee of the Year 2018. This award was presented at the Alaska Association of Harbormasters and Port Administrators annual conference in Seward, Alaska on October 9, 2018. Mr. Creswell was unable to attend the conference. The City & Borough of Juneau Docks & Harbors will be hosting the AAHPA annual conference September 30- October 5, 2019.

- V. Public Participation on Non-Agenda Items** – Karla Hart, Juneau, Alaska proposed to the Committee details on securing a location at Statter Harbor to store and launch kayaks, rowing shells and paddle boards during the off-season only. There are currently racks in Aurora Harbor near the Yacht Club, but she no longer lives downtown and would like to start using Auke Bay as it is closer to her home. The months she has in mind is mid-October to late-April. She has volunteers who would build the seasonal racks to store the equipment and also help in the install if needed. Dave Borg, Harbormaster said he is aware of her request and will be working with her to try to secure a location that will work for everyone. She is not sure how many users would be using the racks during the winter months. Mr. Borg said he is most concerned with the amount of weight on the float she is proposing. The Board will confer and if any action is needed in the future she will be contacted by staff.

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VI. Approval of Wednesday, September 19TH, 2018 Operations/Planning Committee Meetings Minutes

MOTION By MR. RIDGWAY: TO APPROVE THE SEPTEMBER 19TH, 2018 MEETING MINUTES AS PRESENTED AND ASKED UNANIMOUS CONSENT.

Motion passed with no objection.

VII. Consent Agenda - None

VIII. Unfinished Business

**1. CCTHITA Cultural Immersion Center
Presentation by Emily Edenshaw**

Introduction of Emily Edenshaw and her colleague, Jodi Gatti, who will be filling in for Ms. Edenshaw while she is out on maternity leave. At her last meeting with the OPS/Planning Committee, Ms. Edenshaw had asked for permission to move ahead with the spill cleanup on the former Thane Ore House property which was granted. The Central Council of Tlingit and has been working closely with Nortech Environmental Energy Health and Safety Consultants on the cleanup of the spill at the land around the Ore House on Thane Road. The spill was minimal and Alaska Department of Environmental Conservation (ADEC) was asked to close the area as of June 1st, 2018. The bill was minimal, so Tlingit and Haida covered the full cost of the cleanup. Tlingit and Haida have been working on their business and fund raising plans as well as working with Capital City Fire and Rescue on a draft burn plan for the building known as the Thane Ore House. Tlingit and Haida Council held a meeting with the Thane Neighborhood Association on October 16, 2019 regarding the burning of the building. It was a good meeting with great feedback and valid concerns. Tlingit and Haida have their draft burn plan and funding in place and would like to ask the CBJ Docks & Harbors Board permission to move forward with the burn. She has spoken with Todd Chambers, Capital City Fire & Rescue Assistant Fire Chief and he thinks the burn can take place as early as November 3rd, 2018 but more likely it will be mid-November. The burn is also a great opportunity for Capital City Fire to do training during the burning of the building. The weather will be a role in the burn and their back up plan should the burn not occur is a manual demolition of the building. It was questioned whether there needs to be an approval process for the Docks & Harbors Board to sign off on the burn plan. Mr. Chambers has followed up with the Department of Environmental Conservation and was told an official letter needs to be sent stating the area has been cleaned up and once the letter has been received the burn plan can proceed. The authorization for the burn will come from the Department of Environmental Conservation and not Capital City Fire and Rescue.

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Committee Discussion:

Mr. Uchytel was present at the CDD sponsored presentation at the downtown library on the Cultural Immersion Center on October 16, 2018. Jansen Yorba Lott Architects gave a very nice presentation on the Cultural Center. The plans show a different entry way into the Center which is further out the road and is very attractive and a lot of thought has gone into the plans.

Public Comment - none

Committee Discussion/Action:

It was noted by Mr. Bob Wostmann that this is a great training opportunity for the Capital City Fire and Rescue Department to be able to be in an actual burning structure. The opportunities are few and far between so this active fire training is a good thing. The amount of time and detail it takes to secure a burn permit is very tedious and congratulations to Tlingit and Haida for going and making it through that process. Mr. Ridgway commented that his recollection that Mr. Janes concerns were not the removing of the building, but Tlingit and Haida having their financial and business plans done so that the Immersion Center would move forward once the Thane Ore House building has been demolished.

MOTION by MR. ETHERIDGE TO SUPPORT CENTRAL COUNCIL TLINGIT AND HAIDA INDIAN TRIBES OF ALASKA PLAN TO RAZE THE FORMER ORE HOUSE BUILDING THROUGH A CONTROL BURN EXECUTED BY CAPITAL CITY FIRE AND RESCUE AND ASK FOR UNANIMOUS CONSENT.

Motion passed with no objection.

IX. New Business

- ~~1. Yankee Cove Development Lease Appraisal Rent Review
Presentation by the Port Director.~~

~~Committee Questions~~

~~Public Comment~~

~~Committee Discussion/Action~~

~~MOTION:~~

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X. Items for Information/Discussion

1. Financial Reports

Presentation by the Port Director

On page 13 of the agenda packet shows the Docks & Harbors Dock Fund Overview. The graph summarizes the Dock Fund financials on budget revenues, actual revenues, expenses and the fund balance. The Docks Fund balance is \$4M. On page 14 of the agenda packet shows the Harbor Fund Overview. The fund balance for Harbors has been drawn down to approximately \$900K due to large projects we have been doing the last five years. Mr. Bob Bartholomew, City and Borough of Juneau Finance Director said he doesn't want this amount to go any lower than the \$900K as a cushion is needed for emergencies. Mr. Wostmann wanted clarification that the drawdown of the Harbor Fund balance was due to capital expenditures and not operating expenses which Mr. Uchytel confirmed. Mr. Uchytel also noted is important when strategic planning to know where we are heading and that Docks & Harbors revenue exceeded expenditures.

The results of the Alaska Department of Transportation Grant Ranking for matching grants are in. We submitted two projects: Aurora Harbor Phase III for \$2M and Harris Harbor Anodes for \$125K. We were third on the list for Aurora Harbor Phase III and seventh on the list for Harris Harbor Anodes. It is hoped that the Governor will appropriate at least \$5M which would give us the funding we need.

Staff has been working on the listed FY19-FY21 projects:

- Amalga Fish Cleaning Station (Alaska Fish and Game Grant)
- AMBA Shared costs with University of Alaska
- Aurora Harbor Phase III Design
- Statter Harbor Phase IIIA (15% Match using head tax)
- Statter Harbor Phase IIIB (potential of a land exchange in lieu of money)
- Aurora Harbor Phase III (construction match)
- Douglas Harbor Zinc Anodes
- Harris Harbor Zinc Anodes
- Statter Harbor Phase IIIC (uplands, restrooms and bus staging)
- ABMS Wave Attenuator USACE Study Match

Committee Discussion/Public Comment

Mr. Eiler let the Committee know that he is an employee of the University of Alaska doing government relations, so he would abstain from any decisions regarding the University.

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The funds available after close outs are in addition to the remaining fund balance of \$900K for Harbors plus the \$1.2M from completed projects. The funds are being held in a CIP account.

Mr. Uchytel wanted to make sure Docks & Harbors staff is executing what the Board wants. Tracking is done by a CBJ Finance Department accountant and Gary Gillette, Port Engineer who also keeps track of all of the funding. The unexpected increase in revenue came from cruise ship revenues. This list is consistent with the last strategic planning retreat.

2. Lumberman Update

Presentation by the Port Director

On September 27, 2018 Mr. Uchytel received an email for Mr. Aaron Timian, ADNR that stated there is no update. ADNR was sent information for a NOAA grant for marine debris removal. Mr. Uchytel has asked the United States Coast Guard Sector Commander to reengage the parties and to bring everyone together. CBJ Docks & Harbors has no jurisdiction over the Lumberman where it currently sits. If the Board want gives Mr. Uchytel permission to make it go away, he will do so, but at the expense of spending funds meant for another project. He can get this done in three months if it is the will of the Board. Mr. Uchytel does not feel that is the best use of Docks & Harbors monies. The Marine Exchange of Alaska is monitoring the movement of the vessel. The vessel has not moved and will probably not float southeast under the bridge. If it comes back into our waters, it will be the City and Borough of Juneau's responsibility. The Lumberman is just outside of the navigable part of the channel and is in Alaska State waters. We have no contractual obligation to remove the vessel. Mr. Wostmann asked if there is a possibility to ask other groups to help fund the removal of the vessel. Mr. Uchytel stated again that if it is the will of the Board he will make it go away. DNR is reluctant to remove the vessel. Mr. Ridgway said he thinks the approach Mr. Uchytel is taking is the right approach. Since it is not in our waters we should not spend our funds to dispose of the vessel. Mr. Uchytel stated that if it were in our jurisdiction, the first thing he would do is put it up for auction and try to sell it.

Committee Discussion/Public Comment – none.

3. Strategic Planning Coordination Efforts

Presentation by the Port Director

It was asked if the Board wants to schedule a Strategic Planning Retreat and is their value in a Strategic Meeting. Only five members responded to a poll with available dates. Mr. Eiler said there is a lot of value to having strategic planning meetings if everyone can agree on a time to meet. If not, maybe the Committee should use one of the scheduled meetings dates for strategic planning. Mr. Wostmann suggested that a survey go out to participants and they prioritize a list on what they would like to discuss in a strategic planning meeting. The lists then would go to a moderator who would facilitate the results and be tasked with creating an agenda for a strategic retreat. It is agreed that strategic

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planning is very important and it needs to be prioritized. The Committee should direct Mr. Uchytel to compile and list the priorities and move forward with a time to hold a retreat(s). Committee members should do this via email to Mr. Uchytel for him to schedule between now and the Board Meeting in November. An inventory of tideland leases is a priority for some. Short term and long term goals should be listed and broken down for strategic planning. The Board needs to come up with a process before a meeting, and then send it to Staff to implement. If the Board individually wants to come up with two or three things then he will put together an agenda and move forward with a retreat.

Committee Discussion/Public Comment – none.

4. November/December 2018 and 2019 Board Calendar Planning
Presentation by the Port Director

If the Board is not going to meet for Strategic Planning, it is recommended that the dates for November and December 2018 not be changed. It is recommended that the same Wednesdays and Thursdays be calendared for 2019. The Board would like to hold both monthly meetings in Assembly Chambers when available and if it is not available then schedule Room 224.

Committee Discussion/Public Comment – none.

5. Title 85 Review
Presentation by the Port Director

Mr. Uchytel is waiting on the CBJ Law Department to review the changes that the Board has requested. He will bring it back next month for review and approval.

Committee Discussion/Public Comment – none.

6. New Visitor's Kiosk Update
Presentation by the Port Engineer

Gary Gillette, Port Engineer explained the current Visitor's Information kiosk was built in the mid 1970's and was moved to its current location in recent years. It does not meet American Disabilities Act (ADA) requirements and has a very poor design and needs replaced. Docks & Harbors received a \$25K design grant from CBJ passenger fees fund. Gary Gillette has been meeting with Travel Juneau who operates the Visitor Center with their volunteers for their input on the design and location. The kiosk and smaller size meets their needs best. Docks & Harbors received \$150K from Marine Passenger Fees to construct the kiosk which is a tight budget for design and building. He presented a floor plan drawing of the design and location. It showed an ADA ramp and location for where it would be built. It would be nine feet by thirteen feet, and would allow two to three volunteers in the kiosk at one time. It would also provide cover for visitors at the counter

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and also space to store information materials. It would have different operable windows and heights for ADA compliance and a roof overhang for visitors to stand or sit under for protection from the rain and weather. The final and preferred option was shown on an overhead projector.

Committee Discussion/Public Comment – none.

XI. Staff & Member Reports

On Monday, October 22, 2018 Docks & Harbors is holding a public meeting at the Mendenhall Valley Public Library regarding the Amalga Harbor Float Extension. Everyone is invited to attend.

When do we want to schedule our first joint meeting with the Assembly now that our new liaison, Mary Becker has been assigned to Docks & Harbors.

Mr. David Borg, Harbormaster informed the Board that winterization of the Harbors is in full motion. The grid is turned off for power and water in the Harbors. Mr. Borg received a report regarding three boats that were vandalized in the harbor. Crime has been down in the Harbors. There are cameras in place but it is still hard to get good coverage and information. There has been talk about installing gates but it has been met with resistance in the past by Harbor tenants. There is a full time Harbor Officer job opening and we have seven applicants for that position. Dennis Holloway who was the full time Harbor Officer has retired after 14 years.

The Salmon Resolution did not make the deadline needed to be a part of the statewide support of the Hatchery programs with the Juneau Assembly. The Board of Fish has postponed the discussion until March.

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting- **Wednesday, November 14th, 2018.**

XII. Adjournment- The meeting was adjourned at 6:55pm.

Respectfully submitted, Mary Wolf