

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
For Wednesday, August 21st, 2019

I. Call to Order Mr. Wostmann called the meeting to order at 5:00pm in Conference Room 224 at City Hall.

II. Roll Call

The following members were present: Jim Becker, Chris Dimond, Don Etheridge, Steven Guignon, Annette Smith and Bob Wostmann.

Absent: David McCasland, Budd Simpson and Mark Ridgway.

Also present: Carl Uchytel – Port Director, Erich Schall – Deputy Port Engineer, David Borg – Harbormaster, Matthew Creswell – Deputy Harbormaster, Mary Becker, CBJ Assembly Member, Mary Wolf, Administrative Assistant 1.

III. Approval of Agenda

Mr. Wostmann asked for a change to the Agenda moving Mrs. Becker to speak to the Committee after the Consent Agenda.

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

Motion passed with no objection

IV. Public Participation on Non-Agenda Items – Sandy Williams, Douglas, AK.

Mr. Williams said he is here again to ask the Committee what they are going to do about landscaping at Douglas Harbor. The Corp of Engineer did their part in dredging the harbor and it appears to him that it is time for the Dock & Harbors Board to do their part and landscape as promised in the five year plan. Four years have now passed since that plan. He has an interim plan for the Board. He notices lots of people parking and taking photos of the sunsets and it would be nice to have some benches, no backs necessary, to sit on while waiting for the sun to go down for photo opportunities. Also on any given day there are scores of people walking in the harbor area but they are walking in the parking lots, they can't get near the harbor because people are parking against the fence. He suggests that concrete curbs be added along the south side wall to keep vehicles away from the wall so people have a walkway to access and enjoy the harbor and keep them out of the parking lot. He isn't asking for fancy planters, picnic tables, or covered walkways. He just want a walkway for people to be able to walk safely to the harbor and something for folks so they can enjoy the harbor. Thank you.

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

MOTION BY MR. WOSTMANN TO APPROVE THE MINUTES AS WRITTEN AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
For Wednesday, August 21st, 2019

VI. Consent Agenda

1. Mrs. Mary Becker provided that Committee with an Assembly update. She said tonight the Assembly is having a Finance meeting which she will be leaving early to attend. Remote sales tax, specifically Amazon, is something the Assembly is addressing. Ms. Smith noted that Amazon is already charging those taxes, CBJ receives 5% sales tax on those purchases. The City & Borough of Juneau was recently frauded by a wire transfer. Risk Insurance paid a large portion of that loss.

VII. Unfinished Business – None

VIII. New Business

1. Relocation of Quonset Hut onto Downtown Boatyard Lease Area
Mr. Uchytel, Port Director was hoping that Mr. Jeff Duvernay of Harri Commerical Marine would be present as he is the person requesting the relocation. Mr. Uchytel showed a power point slide presentation of where the Quonset hut currently sits and where Mr. Duvernay would like to move it to in the downtown boatyard lease area. On page 8 of the agenda is a copy of the letter that was sent to the Docks & Harbors Board on August 16th, 2019 outlining the request. What Mr. Duvernay is requesting is to relocate an existing 30' x 50' galvanized steel Quonset hut from his Lemon Creek Facility to the Downtown Boatyard which he sub-leases from Docks & Harbors. Mr. Duvernay is working through the permitting process with CBJ Community Development. Mr. Uchytel said that our lease contract requires lessees to receive approval from the Board prior to making improvements. Mr. Uchytel asked that the Board approve and support what Mr. Duvernay is requesting.

Committee Discussion

Mr. Etheridge, Mr. Becker and Mr. Wostmann all voiced their agreement on the improvement to the Downtown Boatyard by moving the Quonset hut there. Ms. Smith asked if by moving the building if it was going to add to his appraisal. Mr. Uchytel said it would not because it is an improvement that Mr. Duvernay is making.

Public comment – none

Committee Discussion/Action

MOTION BY MR. ETHERIDGE TO APPROVE HARRI COMMERCIAL MARINE'S REQUEST TO RELOCATE A 30 FT. BY 50 FT QUONSET HUT TO THE DOWNTOWN BOATYARD LEASE AREA SUBJECT TO RECEIVING APPROPRIATE BUILDING PERMITS.

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
For Wednesday, August 21st, 2019

Motion passed with no objection.

IX. Items for Information/Discussion

Board Organization Retreat Plans/Goals was presented by Mr. Uchytel.

Mr. Uchytel stated how do we get the Board and Staff to all head in the same direction. The purpose of Strategic Planning with Staff and the Board is to elevate our organization and to make us better and make sure we are all on the same team and achieving the same goals. His staff of six are all working hard and believe that every day we get up and come to work and that what we are doing is important and that we are making a difference in the community. Sometimes we need to change direction and meet the mission of the organization. By strategically planning it's a programmatic, disciplined approach and guide to exactly what we do as opposed to just showing up to work or meetings. It's a means and not just a motion, its thinking big and long term. We had a meeting in 2015 and Mila Cosgove, Deputy City Manager, helped us with a new mission statement. We are now serving a wider array of user groups. We serve commerce, cruise ship industry, commercial fisherman, cruise ship passengers, locals just walking the docks, boat owners. Our vision statement is that we want to be the southeast Alaska marine center of excellence, providing safe, secure, modern vibrant facilities and meeting the needs of those we serve. Our staff wants to be the best and we want people coming to Juneau, we have three values we strive for: Service Excellence, Continuously Improving and Integrity. Safe secure harbors and we want a strategy for all those user groups. We want to draw people to the harbors and ports to enjoy and we are recognized. We want to meet this visions of the community like Sandy Williams. Improving technology and asset management. Maintaining our facilities. We want to execute our masterplans. The direction the Board gave me last meeting was what have we done in the past, which starting on page 23 of the agenda shows what we've done. On page 44 and 45 are internal documents from 2017-2019 that shows are accomplishments. The markouts shows what we have done and the unmarked show what still needs to be done.

Committee Discussion/Public Comment

Mr. Etheridge stated it is a good idea to have the Board hold a strategic planning meeting. He has grave concerns with the budget cuts, the near future looks dim.

Mr. Uchytel said that in the past we have been project focused, it would be good to plan fee reviews and other projects that aren't just capital improvement. Lease properties, how do we insure that we have viable patrons in the next 20 years.

Ms. Smith asked in the strategic plan document you talked about leveraging technology- have we looked at the possibility of creating mailing lists for people that buy launch

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
For Wednesday, August 21st, 2019

permits and ways to notify customers that they are available for purchase for the next year or what ever the correspondence would be.

Mr. Borg has had very mixed reviews on email lists. People don't like to share their email addresses and they also change their email addresses very often. Flyers, radio and paper media seem to work better. We used email addresses from our billing software, not a signup.

Mr. Wostmann really supports strategic planning, he believes it keeps people in the know of where they are headed, and he suggested a moderated session. Moderated sessions keep people focused and moving forward and Mila Costgrove is a great choice. The Board needs to consolidate and list their priorities. He recommended a poll to set a date and time with feedback.

Mr. Uchytel asked if there was a consensus for a strategic planning meeting. Do they want to focus on capital improvement projects or future planning. He needs to give Mila specific things that the organization wants to do. What is our goal?

Mr. Etheridge said we need to keep capital projects on the list but he thinks we need to focus on our current lists that we can move forward with. Operations and what we can do with the facilities we do have.

Mr. Becker said we need to look at the BUILD grant projects. He also agreed with what Mr. Etheridge said. We need to look at projects and educate ourselves on what needs to be done.

Ms. Smith said that time should be spent looking at current projects and either expand them or contract them. She doesn't know either way.

Mr. Uchytel will get with Mila Costgrove. When and where do they want to hold the retreat?

Mr. Etheridge doesn't want to hold this at a regular meeting but on a different date and time. He would like a separation from the regular board meetings.

Mr. Wostmann agrees to an offsite or not a regular work environment and to a moderated meeting.

2. Finance Committee Plans/Goals.

Mr. Uchytel stated there's nothing new on this. The Finance committee will be meeting ahead of the board meetings.

Committee Discussion/Public Comment

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
For Wednesday, August 21st, 2019

Mr. Wostmann, Finance Committee Chair would like the Finance Committee to do a fee analysis ahead of the Board Meeting. He suggests that the Finance Committee take a initial look at the fees that are charged and make sure they are appropriate for todays needs. With the reduction of state funding, grants, capital projects, etc. some of our revenue needs could be made up through fees increases. They would bring their recommendations and suggestions to the Board.

3. Ad Hoc Waterfront Leasing Policy

Mr. Uchtyl said that the contentiousness in getting use permits or leases like Tracy's Crab Shack are asking what are the policies, and are also told you are not following policy. For the last couple of years, I have been trying to get policies in place. On page 53 is shown the nature of where we have gone with this. I have done most of the drafting and this is the entire draft. I have met with the Adhoc Committee and sub-committees and we have drafted it down, and it came up again this last spring with Board Chair Etheridge and assigned an Adhoc to committee to meet. They didn't meet and so the question is: are we done with this or are we going to continue with a public policy? So this is the language written and on page 56. We tried to carve out what are the allowable uses and that's the direction we are going but we have not been able to execute it.

Mr Etheridge said that at the Board meeting it was discussed that current Chair of the Ad Hoc Committee and who is now the current Chair of Ops Committee (Mark Ridgway) said that this project was going to be moved to the Operations Committee. We are going to let the chairman of this committee move forward with this. He is the one who wants this so bad and wants to move forward with this. I think he is the one to come up with the solution on this.

Mr. Borg said this is really something that needs to be address. He and Mr. Creswell have run across this several times just in the last year. In our efforts for constant improvement and working with the public and trying to meet everyones needs, and the person who wants to make a buck, we've have to deal with a lot of one off requests this year and it is very hard to say you don't have a permit for that so you can't do that. They ask how to get the permit? What you are asking us to do with permitting etc, really doesn't coincides with what we do. He thinks some good language, not just on our water front here but also at the harbors would help. The staff needs some good direction from the Board on this.

Public comment – none.

Board discussions. Mr.Etheridge suggested that we put it on as an agenda item for the Operations Committeee and when Mr. Ridgway is here we move forward with it.

No further comments.

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
For Wednesday, August 21st, 2019

4. Ad Hoc Fisheries Committee

Mr. Uchytel asked Mr. Becker to help out with this. Mr. Uchytel said at one time there was a Juneau Fisheries Development Committee made up of nine persons. They had difficulty in getting all nine members together so their number was reduced. They haven't met in years and he had trouble even finding the language of the committee. He asked the Dock & Harbors Ops Committee if they want to form an Ad Hoc Fisheries Committee to deal with fishing issues.

Committee Discussion/Public Comment

Dennis Watson, Juneau AK said he thinks that Docks & Harbors should focus on tourism and our ports and harbors, not on fisheries.

Mr. Becker said he was on the original panel of nine of the JFDC and they reduced down to five members. They did a survey to see what the public wanted and they wanted roadside fisheries. They presented the City with a Resolution. There are issues with the fishing industry. I would be willing to serve as a chair and facilitate a committee.

Mr. Etheridge said we need to keep the commercial fisheries group together. He thinks we need to do that. I would appoint Mr. Becker as chair of that committee and if any one else is interested we would appoint them as well.

Mr. Uchytel asked Mr. Becker when and how he would like the committee to meet. Would it be a standing committee or meet only when issues arise?

Mr. Becker would only like to meet when necessary.

Mr. Wostmann asked Mr. Etheridge who calls the Ad Hoc Committee together.

Mr. Etheridge said that the committee chair calls the committee together.

X. Staff & Member Reports

Mr. Borg reported: We have a lot going on. The biggest news is that we have the Coast Guard and Army divers in town. They worked on the breakwater at Statter and will be diving at the IVF and ABLF. They dove on the Lumberman and found some serious issues including environmental issues. The staff did a great job with the storm last week. The Derby is coming up this weekend and we are preparing for that.

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
For Wednesday, August 21st, 2019

Mr. Creswell reported: The Statter breakwater is 35 years old and we have been having some problems. The bolts were replaced and many have failed and were replaced again. We had the dive team put in nine bolts which they used as a training opportunity. They are going to inspect the anodes at the ABLF. We are giving them as much opportunity as we can to help us out and well as themselves. The Derby is all ready to go. We are looking for a great turnout. Continuing to work on derelict boats and working with staff to finish out a very busy season. September 15 our season will start tapering off.

Ms. Smith had four questions for staff:

1. Are there any plans for a large travel lift?

A build grant application was applied for in the amount of \$25 million dollars for a 150 ton lift to extent our services.

2. How are trash fees handled in the harbors? And a follow up question - should the City & Borough of Juneau contribute to our trash fees?

We are a public facility and the only persons that pay trash fees are those on live aboard boats in the amount of \$69/month as a utility cost. We spend \$180,000 a year removing trash in the harbors. We can't control who or what is dumped as a public facility. Commerical use people do not pay a specific fee. We don't have a trash fee as a billing code. They are our dumpsters and the cost is Docks & Harbors.

3. When will the shower in Harris Harbor be repaired?

We are aware of the problem and are trying to find a solution to the hot and cold water issues. We are trying find a valve that meets code and prevents scalding and leakage.

4. How much did the float extention at the Auke Bay Marine Station cost?

The cost was \$193,000.

Mr. Uchytel reported: Tomorrow Erich Schall and I will be presenting to the community about the Archepelgo project at noon. On Sept. 11 at noon we will have a special board meeting to approve the bid opening for the security booths on the approach docks at the CT and AS docks. We went back to Fish and Game about using the Amagla Harbor funds for something else. I asked them if we could transfer those funds to the Wayside Park Float and they said no. We are looking to see if we can find something else to use those funds for.

XI. Committee Administrative Matters

Next Operations/Planning Committee Meeting- **Wednesday, September 18th, 2019.**

XII. Adjournment: Meeting adjourned at 6:28pm.