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# Sitka Port and Harbors Commission

## Meeting Agenda

Wednesday January 15, 2025, 6:00 PM  
Harrigan Centennial Hall

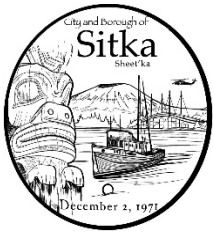
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### Commission Members:

Andrew Callistini, Jorgen Eliason, Tyler Green,  
Justin Peeler, Shauna Thornton, Tamy Stevenson,  
Assembly Liaison: Chris Ystad

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **CORRESPONDENCE**
- IV. **AGENDA CHANGES**
- V. **PERSONS TO BE HEARD**  
*Public participation on any item off the agenda – time limit not to exceed 3 minutes for any individual.*
- VI. **APPROVAL OF MINUTES**
  - A. October 9, 2024
- VII. **REPORTS**
  - Chair:
  - Harbor Master:
  - City Staff:
  - Assembly Liaison
  - Other(s)
- VIII. **UNFINISHED BUSINESS**
  - B. Passenger for hire fees
  - C. Vessel insurance
  - D. Parking lots (3/10 day)
- IX. **NEW BUSINES**
  - E. Election of chair and vice chair
- X. **SET NEXT MEETING DATE AND AGENDA ITEMS**
- XI. **ADJOURNMENT**



# Sitka Port and Harbors Commission Minutes

Wednesday, October 9, 2024, 6:00PM  
Harrigan Centennial Hall

## Port and Harbors Commission Members:

Shauna Thornton, Tamy Stevenson,  
Tyler Green, Andrew Callistini, Jorgen Eliason, Justin Peeler  
Chris Ystad (Assembly Liaison)

### I. CALL TO ORDER

Chair Thornton called to order at 6:00 PM

### II. ROLL CALL

Present: Shauna Thornton, Tamy Stevenson, Dave Gordon, Jorgen Eliason, Andrew Callistini  
Absent: Justin Peeler

Staff: Harbormaster Stan Eliason, Deputy Harbormaster Mark Hodges, Office Assistant Alicia Soto

### III. CORRESPONDENCE

None.

### IV. AGENDA CHANGES

None.

### V. PERSONS TO BE HEARD

None.

### VI. APPROVAL OF MINUTES

A. Approval of September 17, 2024, meeting minutes  
Motion to approve the minutes as written.

**M- Stevenson moved to approve the May 8, 2024, meeting minutes S-Callistini.  
Motion passed unanimously.**

### VII. REPORTS

Harbormaster – Eliason reported Commissioner Dave Gordon had resigned from the commission; mentioned a “thank you card” for his years of service would be mailed to him. He noted an RFP was solicited for the Fisherman’s Work Float.

City Staff – None.

Chair –None.

Assembly Liaison – Ystad mentioned the haulout RFQ. The Crescent Harbor green trip bathrooms were going to be replaced.

Other (s) –None.

### VIII. UNFINISHED BUSINESS

None.

### IX. NEW BUSINESS

**B. Passenger Wharfage Fees**

**C. Vessel Insurance Types**

**D. Parking Areas-** Discussion was had about increasing 10 days parking spaces as follows. Add 20 more at Eliason Harbor, add 11 at ANB Harbor and add 36 at Crescent Harbor.

**X. SET NEXT MEETING DATE AND AGENDA ITEMS**

**November 13, 2024 at 6:00 PM**

**Passenger Wharfage Fees**

**Vessel Insurance Types**

**XI. ADJOURNMENT**

**Chair Thornton adjourned the meeting at 7:37 p.m.**

Attest: Alicia Soto, Office Assistant

# What is an Uninspected Passenger Vessel (UPV)?

Generally, an Uninspected Passenger Vessel carries a maximum of 6 or fewer passengers and is less than 100 GRT. These include your typical charter boat, fishing guide, or small tour boat that may use a state registered boat. These are referred to as UPV, 6 Passenger (pax), or 6-Pack operations. The type of vessel does not matter, so long as at least one or more person is paying for passage.

UPVs traveling on navigable waters of the United States under USCG jurisdiction aren't required to be inspected by the Coast Guard. However, they must comply with federal standards for safety, navigation, and pollution prevention. At a minimum, the vessel operator must hold a valid Operator Uninspected Passenger Vessel (OUPV) license.

The term "uninspected" can be misleading, because there are still Coast Guard requirements that need to be met to operate the vessel; uninspected does not mean unregulated. The vessel must be registered, have proper safety equipment (lifesaving devices, fire extinguisher, etc.), lighting, and distress signals.

# What is a Coast Guard inspected vessel?

An Inspected Vessel is one inspected by the Coast Guard and that has been issued a Certificate of Inspection. Vessels require a USCG inspection when they're carrying more than six paying passengers.

Once the vessel has been inspected and approved by the inspector, a CG-841 - Certificate of Inspection is issued. The certificate includes details about the vessel such as: its equipment, the route the vessel may travel, the minimum manning requirements, the number of passengers that may be on board, the names of the owners and operators, and the period of validity.

The specific inspection requirements depend on the size and type of vessel.

- **05 CBJAC 20.080 - Passenger-for-hire fee.**

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(a)

*Definition.* The fee assessed to a person conducting commercial charter vessel activities at all facilities managed by the docks and harbors department.

(b)

*Relationship to other fees.* This fee applies in addition to other fees set out in 05 CBJAC 020, except as follows:

(1)

A person paying moorage fees for reservations moorage at Statter Harbor as set out in 05 CBJAC 25.040 shall not be required to pay this fee;

(2)

A person paying freight use fees as set out in 05 CBJAC 20.070 shall not be required to pay this fee if the passengers are loaded at a launch ramp; and

(3)

A person conducting passenger-for-hire activities at the Douglas Boat Harbor Launch Ramps, North Douglas Launch Ramp, Amalga Harbor Launch Ramp, and Echo Cove Launch Ramp are assessed fees as set out 05 CBJAC 01 in lieu of this fee.

(c)

**Requirements.** The owner of a vessel must apply to and obtain a permit from the harbormaster in order to conduct passenger-for-hire activities at all facilities managed by the docks and harbors department. Applications are available at any of the docks and harbor department offices or online. The harbormaster is authorized to issue permits with reasonable conditions concerning insurance, operations, and the payment of fees.

(d)

**Inspected vessel fees.** The harbormaster shall assess permit fees to the owner of a vessel engaged in passenger-for-hire activities that is regulated under Subchapter T and S of 40 CFR 33 as follows:

(1)

Calendar year permit: \$671.39 per vessel plus \$1.94 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity.

(2)

Each calendar year after 2022, a fee equal to the previous year's fee adjusted by the Consumer Price Index - Urban Alaska (CPI) as reported by the Alaska Department of Labor & Workforce Development for the calendar year preceding the start of the seasonal cruise vessel year (April 1 - November 1). The Docks and Harbors Board may, by motion, take action to keep the fee the same as the previous year, or increase the fee in an amount less than the CPI adjustment.

(3)

No charge for non-profit use when approved by the harbormaster on a case-by-case basis.

(e)

**Uninspected vessel fees.** The harbormaster shall assess permit fees to the owner of a vessel engaged in passenger-for-hire activities that is not regulated under Subchapter T and S of 40 CFR 33 (OUPV - operator of uninspected passenger vessels) as follows:

(1)

Calendar year permit: \$202.20 per vessel plus \$1.94 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity.

(2)

Each calendar year after 2022, a fee equal to the previous year's fee adjusted by the Consumer Price Index - Urban Alaska (CPI) as reported by the Alaska Department of Labor & Workforce Development for the calendar year preceding the start of the seasonal cruise vessel year (April 1 - November 1). The Docks and Harbors Board may, by motion, take action to keep the fee the same as the previous year, or increase the fee in an amount less than the CPI adjustment.

(3)

No charge for non-profit use when approved by the Harbormaster on a case-by case basis.



# CBJ DOCKS & HARBORS

## Passenger For Hire

### MONTHLY LOG REPORTING

Month: \_\_\_\_\_

Company Name: \_\_\_\_\_

*Submit monthly passenger counts to the Harbor Offices or email to [harbormaster@juneau.org](mailto:harbormaster@juneau.org).*

Date	Vessel Name (                    )	2nd Vessel (                    )	3rd Vessel (                    )	Passenger Totals Per Day
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
			<b>Month Total</b>	

(s) Habitual Offenders. Any person who has been subject to impoundment proceedings or had an account sent to collections in the previous 24 months, shall be required to pre-pay for their moorage.

**Section 4. Amendment of Regulations.** The City and Borough of Juneau Administrative Code is amended at 05 CBJAC 35 Small Boat Harbor Transient Moorage Management, to read:

**05 CBJAC 35.060 Fees.**

Persons using transient moorage must pay fees in accordance with CBJ Administrative Code Title 05, Chapter 20 and as set forth below.

(a) Uninsured Vessel Surcharge.

(1) Prior to obtaining a moorage assignment, CBJAC 40.035, 050, 055, or 065, the owner of a vessel must:

(i) provide the Harbormaster with proof of current marine insurance showing, at a minimum, the owner's name, information identifying the vessel, and the dates of insurance coverage; or

(ii) pay a non-refundable moorage surcharge of \$1.50 per foot per month.

A. As of January 1, of each year, should the actual vessel disposal costs vary more than 20% from the annual amount collected, Docks and Harbors will adjust the rate to no less than \$1.00 per foot per month and no more than \$3.00 per month to make up for the difference. The new rate must be approved by the Board no less than 30 days prior to implementation.

(iii) Vessels paying the daily moorage rate are exempt from paying this surcharge.

(2) The funds collected from the moorage surcharge under this regulation will be used to pay for the unrecoverable costs attributable to vessel salvage and disposal activities in the small boat harbors.

(3) This regulation does not relieve an owner from the responsibility to pay fees as set out in CBJ Ordinance Title 85 or regulations adopted thereunder and does not constitute marine insurance.

**Section 5. Amendment of Regulations.** The City and Borough of Juneau Administrative Code is amended at 05 CBJAC 40 Small Boat Harbor Moorage Management Regulations, to read:

**05 CBJAC 40.010 General moorage management policy.**

(g) ~~Vessel salvage and disposal~~-Uninsured Vessel Surcharge.

(1) Prior to obtaining a moorage assignment pursuant to CBJAC 40.035, 050, 055, or 065, the owner of a vessel must:

...

(ii) pay a non-refundable moorage surcharge of ~~\$.031~~ \$1.50 per foot per month.

A. As of January 1, of each year, should the actual vessel disposal costs vary more than 20% from the annual amount collected, Docks and Harbors will adjust the rate to no less than \$1.00 per foot per month and no more than \$3.00 per month to make