
Haines Borough
Borough Assembly Meeting #273
AGENDA

July 8, 2014 - 6:30 p.m.

Location: Assembly Chambers, Public Safety Bldg.

Stephanie Scott,
Mayor

Dave Berry Jr.,
Assembly Member

Diana Lapham,
Assembly Member

Debra Schnabel,
Assembly Member

Joanne Waterman,
Assembly Member

George Campbell,
Assembly Member

Jerry Lapp,
Assembly Member

David Sosa,
Borough Manager

Julie Cozzi, MMC
Borough Clerk

Krista Kielsmeier
Deputy Clerk

1. CALL TO ORDER/PLEDGE TO THE FLAG

2. ROLL CALL

3. APPROVAL OF AGENDA & CONSENT AGENDA

[The following Consent Agenda items are indicated by an asterisk () and will be enacted by the motion to approve the agenda. There will be no separate discussion of these items unless an assembly member or other person so requests, in which event the asterisk will be removed and that item will be considered by the assembly on the regular agenda.]*

Consent Agenda:

4 – Approve Assembly Meeting Minutes

7A – Withdrawn Abatement Appeal

8B – Library Report

9A – Museum Board Minutes

9B – Library Board Minutes

11A1 – Resolution 14-06-572

11A2 – Resolution 14-06-573

11A3 – Resolution 14-06-574

11A4 – Resolution 14-06-575

11A5 – Resolution 14-06-576

*** 4. APPROVAL OF MINUTES – 6/24/14 Regular**

5. PUBLIC COMMENTS [Any topics not scheduled for public hearing]

6. MAYOR'S COMMENTS/REPORT

7. PUBLIC HEARINGS

*** A. Appeal of a Nuisance Abatement Order** – George Edwards

This appeal has been withdrawn by Mr. Edwards. He has agreed to an abatement plan.

8. STAFF/FACILITY REPORTS

A. Borough Manager – 7/8/14 Report (includes 2014 Heliskiing Activity Report)

*** B. Public Library** – May 2014 Report

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

*** A. Museum Board of Trustees** – Minutes of 5/29/14

*** B. Library Board of Trustees** – Minutes of 4/16/14 and 5/21/14

C. Assembly Standing Committee Reports

10. UNFINISHED BUSINESS

11. NEW BUSINESS

A. Resolutions

*** 1. Resolution 14-07-572**

A Resolution of the Haines Borough Assembly authorizing the Borough Attorney to File Suit to Collect Past Due Sales Tax from Bruce Bauer d/b/a Funny Farm.

*This resolution is recommended by the borough manager. **Motion:** Adopt Resolution 14-07-572.*

*** 2. Resolution 14-07-573**

A Resolution of the Haines Borough Assembly Authorizing the Borough Attorney to File Suit to Collect Past Due Sales Tax from Haines Sanitation, Inc.

*This resolution is recommended by the borough manager. **Motion:** Adopt Resolution 14-07-573.*

11A. NEW BUSINESS/Resolutions ---continued---

*** 3. Resolution 14-07-574**

A Resolution of the Haines Borough Assembly Authorizing the Borough Attorney to File Suit to Collect Past Due Sales Tax from Hog Heaven Caffeine & Grub LLC.

*This resolution is recommended by the borough manager. **Motion:** Adopt Resolution 14-07-574.*

*** 4. Resolution 14-07-575**

A Resolution of the Haines Borough Assembly designating the acquisition of State of Alaska, Department of Environmental Conservation (ADEC) grant funds for the project entitled Sewer Treatment Plant Health and Safety Upgrades as the number one local state funding priority for fiscal year 2016.

*This resolution is recommended by the borough manager. **Motion:** Adopt Resolution 14-07-575.*

*** 5. Resolution 14-07-576**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Leading Edge Equipment Partners, LLC in the amount of \$42,000 for the purchase of a forklift.

*This resolution is recommended by the Director of Public Facilities. **Motion:** Adopt Resolution 14-07-576.*

B. Ordinances for Introduction

C. Other New Business

1. Board Appointment

An appointment application has been received for a seat on the Historic Dalton Trail RMSA Board. The mayor plans to make the appointment and seeks assembly confirmation.

Motion: Confirm the mayor's appointment of Mary Cummins to the "Sub-zone 2" seat on the Historic Dalton Trail RMSA Board for a term ending 11/30/16.

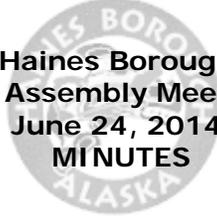
12. CORRESPONDENCE/REQUESTS

13. SET MEETING DATES

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT



Haines Borough
Borough Assembly Meeting #272
June 24, 2014

MINUTES **Draft**

1. **CALL TO ORDER/PLEDGE TO THE FLAG:** Mayor **SCOTT** called the meeting to order at 6:30 p.m. in the Assembly Chambers and led the pledge to the flag.

2. **ROLL CALL**

Present: Mayor Stephanie **SCOTT**, and Assembly Members Jerry **LAPP**, Debra **SCHNABEL**, George **CAMPBELL**, Joanne **WATERMAN**, Dave **BERRY**, and Diana **LAPHAM**.

Staff Present: David **SOSA**/Borough Manager, Julie **COZZI**/Borough Clerk, Brooks **CHANDLER**/Borough Attorney, Carlos **JIMENEZ**/Director of Public Facilities, Bill **MUSSER**/Chief of Police, Christina **BASKAYA**/Special Projects Officer, Helen **ALTEN**/Museum Director, Patty **BROWN**/Library Director, and Jila **STUART**/Finance Director.

Visitors Present: Karen **GARCIA**/CVN, Margaret **FRIEDENAUER**/KHNS, Patrick **MUNSON**/BCF, Corey **WALL**/MRV, Kay **CLEMENTS**/KHNS, Fred **EINSBRUCH**, Eric **KOCHER**, Dave **BUTTON**, James **ALBOROUGH**, Wayne and Cherie **PRICE**, Jeannie **KITYAMA**, Paul **WHEELER**, Neil **EINSBRUCH**, Dave **KAMMERER**, and others,

3. **APPROVAL OF AGENDA & CONSENT AGENDA**

The following Items were on the published consent agenda:

Consent Agenda:

- 4 – Approve Assembly Meeting Minutes
- 8C – Chilkat Center Facility Report
- 9A – Planning Commission Minutes
- 9B – Parks and Recreation Advisory Committee Minutes
- 11A1 – Adopt Resolution 14-06-568
- 11A2 – Adopt Resolution 14-06-569
- 11A3 – Adopt Resolution 14-06-570
- 11A4 – Adopt Resolution 14-06-571
- 11C1 – Notification of Edwards Abatement Appeal

Motion: **WATERMAN** moved to “approve the agenda/consent agenda,” and it was amended to remove 11A1 from the consent agenda. The motion, as amended, carried unanimously (the vote was 5-0; Schnabel was momentarily absent during this vote).

4. **APPROVAL OF MINUTES** – 6/10/14 Regular

5. **PUBLIC COMMENTS**

EINSBRUCH expressed concerns about the amount of money being spent to upgrade the audio capabilities of the assembly chambers.

6. **MAYOR’S COMMENTS/REPORT**

A. Proclamation: Honoring Wayne G. Price

Mayor **SCOTT** recognized those who paddled to Juneau for Celebration 2014, many of whom were present in the chambers. She read aloud a proclamation honoring Wayne G. Price for his cultural leadership and for his skill as a Tlingit master carver, designer, and artist.

7. **PUBLIC HEARINGS**

A. Ordinance 14-05-381 – Second Public Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Title 2 Chapter 2.104 to clarify management of the Chilkat Center for the Performing Arts.

Mayor **SCOTT** opened and closed the public hearing at 6:45pm; there were no public comments.

Motion: **BERRY** moved to “adopt Ordinance 14-05-381,” and it was amended by striking the second sentence in Section 2.104.040 and replacing it with “*The manager of the Chilkat Center through the board shall submit to the Borough Manager an annual budget identifying income sources including borough funds for the coming year. A rental rate schedule shall accompany the budget submission.*” The motion, as amended, carried unanimously in a roll call vote.

B. Ordinance 14-05-382 – Second Public Hearing

An Ordinance of the Haines Borough authorizing a new lease of the Chilkat Center with Lynn Canal Broadcasting for the purpose of operating a non-profit, public FM broadcasting facility.

Mayor **SCOTT** opened and closed the public hearing at 6:50pm; there were no public comments.

Motion: **BERRY** moved to “adopt Ordinance 14-05-382,” and the ordinance and accompanying lease were amended, as follows:

1) **Ordinance:** Insert as a new second paragraph, “*WHEREAS, the public interest is served by Lynn Canal Broadcasting, Inc. (KHNS-FM) as the sole radio broadcast licensee mandated to serve the educational and informational needs of the Haines Borough*”; delete the original paragraph two and paragraphs three and nine, and strike the following text from the resolution statement at the end: “*by the Haines Borough Assembly, that it is hereby determined to be for a public purpose and in the public interest of the Haines Borough to enter that it is hereby determined to be for a public purpose and in the public interest of the Haines Borough.*”; and

2) **Lease:** Paragraph 1 Premises, insert a period after the word “*meetings*”, strike “*but it is not intended for more than two fund-raising events per year*”, and insert a new sentence: “*The tenant has use of the auditorium and/or lobby for not more than two fundraising events annually at no additional charge.*”

The motion, as amended, carried 5-1 in a roll call vote with **CAMPBELL** opposed.

C. Ordinance 14-05-383 – Second Public Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Title 18, Chapter 18.90 to allow the placement of off-premises business signs on private property.

Mayor **SCOTT** opened the public hearing at 7:11pm.

EINSPRUCH spoke against the ordinance.

Hearing no further comments, the mayor closed the public hearing at 7:12pm.

Motion: **BERRY** moved to “adopt Ordinance 14-05-383,” and the motion was seconded.

Motion to Refer: **CAMPBELL** moved to “refer this ordinance to the Commerce Committee,” and the motion carried 5-1 with **LAPP** opposed.

8. STAFF/FACILITY REPORTS

A. Borough Manager – *6/24/14 Report*

SOSA summarized his written report and entertained questions and comments about the following topics: total land area considered for PILT calculation, pellet stove at the Senior Center, Nelson abatement, and the Mt. Riley Road sledding hill.

B. Borough Attorney – *“Legal Year in Review” Report*

CHANDLER introduced his associate attorney Patrick **MUNSON**, and they both provided updates to the assembly based on the written report provided in the packet and also responded to questions.

***C. Chilkat Center** – *Report of May 2014*

D. Library – *Corey Wall (MRV Architects) Report on Library Addition*

Note: *This was an opportunity to inform the assembly at the conceptual drawing level before money was spent on final drawings.*

WALL presented a PowerPoint presentation and entertained questions. No objections were raised.

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

***A. Planning Commission** – *Minutes of 4/17/14 and 5/8/14*

***B. Parks & Recreation Advisory Committee** – *Minutes of 5/22/14*

C. Assembly Standing Committee Reports – None provided

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

A. Resolutions

1. Resolution 14-06-568

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a new agreement with Lynn Canal Broadcasting for management of the Chilkat Center.

There were no public comments.

Motion: WATERMAN moved to "adopt Resolution 14-06-568," and the accompanying MOU was amended, as follows:

1) In Section 2.2(g), strike "*monitor the janitorial needs*" and replace with "*manage the janitorial function*"; and

2) In Article VII, Insurance, insert as a third sentence the following text: *Tenant shall keep in full force a comprehensive commercial liability insurance policy covering all of tenant's activities with respect to the leased premises in an amount not less than five-hundred thousand dollars, with the Borough named as the additional insured.*"

The motion, as amended, carried unanimously in a roll call vote.

***2. Resolution 14-06-569**

A Resolution of the Haines Borough Assembly adopting written findings of the June 10, 2014 appeal hearing of the Nelson nuisance abatement order.

The motion adopted by approval of the consent agenda: "adopt Resolution 14-06-569."

***3. Resolution 14-06-570**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a professional services contract with Haines Animal Rescue Kennel to provide animal control services during FY15 for an amount not to exceed \$47,814.

The motion adopted by approval of the consent agenda: "adopt Resolution 14-06-570."

***4. Resolution 14-06-571**

A Resolution of the Haines Borough Assembly establishing investment objectives for the Haines Permanent Fund, and adopting investment asset allocation goals and performance benchmarks.

The motion adopted by approval of the consent agenda: "adopt Resolution 14-06-571."

B. Ordinances for Introduction - None

C. Other New Business

***1. Appeal of Nuisance Abatement Order**

The borough issued a Title 8 abatement order to George Edwards regarding an unauthorized junkyard on his property on Small Tracts Road. He appealed in writing, and the clerk determined it to be filed timely. Per 8.12.130, the clerk is presenting this appeal to the assembly and with the assembly's direction the clerk will schedule the appeal hearing. There is no other action to be taken at this time. The motion adopted by approval of the consent agenda: "accept the appeal as timely-filed and direct the borough clerk to schedule a date, time, and place for the hearing by the assembly, such date to be no later than August 11, 2014 (60 days from date of appeal).

2. Classification and Method of Sale for a Portion of Lot 8, Primary School Subdivision

The borough received an application from Haines Brewing Company, Inc. for purchase of borough-owned real property, specifically a portion of Lot 8, Primary School Subdivision. On 6/12, the planning commission passed a motion recommending that portion be classified for sale as proposed.

CAMPBELL disclosed a possible conflict of interest, and the mayor ruled it not to be the case. There was no objection.

Motion: **CAMPBELL** moved to "classify Lot 8, Primary School Subdivision, for sale and direct the borough manager to find potential buyers and negotiate and come back to the assembly with a recommendation to sell it," and the motion **FAILED** 2-4 in a roll call vote with **WATERMAN, LAPHAM, LAPP, and SCHNABEL** opposed.

Motion: **BERRY** moved to “classify a portion of Lot 8, Primary School Subdivision for sale, as recommended by the planning commission; direct the borough manager to proceed with the process of subdividing the lot; and authorize the manager to dispose of the classified area by the negotiated sale method,” and the motion carried 4-2 in a roll call vote with **WATERMAN** and **CAMPBELL** opposed.

12. CORRESPONDENCE/REQUESTS - None

13. SET MEETING DATES

A. Energy Roundtable – 1:30 p.m. Thursday, 6/26, at Haines Borough Public Library

B. Commerce Committee – 5:00 p.m., Tuesday, 7/1 – Off-premises sign ordinance

14. PUBLIC COMMENTS

EINSPRUCH said the assembly is charged with maintaining the public interest, and he has some concerns about the way the planning commission is functioning.

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

SCHNABEL noted the importance the media plays in this community.

16. ADJOURNMENT – 8:54 p.m.

Motion: **CAMPBELL** moved to “adjourn the meeting,” and the motion carried unanimously.

ATTEST:

Stephanie Scott, Mayor

Julie Cozzi, MMC, Borough Clerk



MANAGER'S REPORT

DATE: July 8 2014
 TO: Mayor and Borough Assembly
 FROM: David B. Sosa, Borough Manager

BOROUGH ADMINISTRATION MISSION

Under the guidance and direction of the Borough Assembly, the mission of the Haines Borough Administration is to deliver critical and desired services; to protect the safety and well-being of the community; and to create conditions for a vibrant, sustainable economy that enhances and safeguards quality of life

Recognition:

I would like to commend Ms. Christina Baskaya for her efforts organizing the Manager's Town Hall. Ms. Baskaya coordinated site selection, set-up, and ensured appropriate notification was provided which resulted in a high level of interest and attendance by the public. Community outreach and engagement is a vitally important tool for understanding the concerns of the public and Ms. Baskaya's efforts helped ensure that the Borough Administration is aware and focused on the needs of the community

Town Hall Follow-up

I want to thank all of the members of the community who attended the Town Hall on 30 June 2014. Their questions and concerns were registered and I will continue to work to address the items noted. Since the event I have had more questions concerning several commitments I have made to the community.

Municipal Code: I stressed the importance of Municipal Code as a tool that sets a base-line for how members of the community interact with each other. Code is the agreement we make on how we will behave and what rules we will adhere to. Code has the power of law derived from the U.S. Constitution, the State Constitution, State Statute and case law. It is essential that the Borough Administration enforce code. For this reason, members of the community must understand what is listed in our code, how it applies to them, and how to report suspected violations of code. The public's participation in the communication of violations is vital because Borough resources are limited. We make every effort to identify violations but we are also heavily engaged in other day to day affairs of the Borough. Below I list several ways in which members of the public can make the Administration aware of possible code violations.

Citizen Complaint Form:

http://www.hainesalaska.gov/sites/default/files/fileattachments/administration/citizen_complaint_form_form.pdf

Agenda Request for Assembly Action:

http://www.hainesalaska.gov/sites/default/files/fileattachments/administration/citizen_complaint_form_form.pdf

Haines Borough Citizen Support Center:

<http://www.hainesalaska.gov/node/add/citizenrequest>

Borough Administration Phone: 907-766-2231

Police Non Emergency Contact: 907-766-2121

Code Enforcement: Over the past several weeks members of the public have made the Administration aware of several violations of code. The Borough has investigated these cases and is taking action to address the issues. We have identified several trends in violations that I would ask community members to familiarize themselves with to ensure that they are not inadvertently violating Borough Code. A link to the Haines Borough Code is available here- <http://www.codepublishing.com/AK/HainesBorough.html>

HBC Title 3: Revenue and Finance, specifically the section relating to payment of sales and property tax.

HBC Title 5: Business Licenses and Permits

HBC Title 6: Animals. Particularly those sections relating to control of dogs

HBC Title 8: Health and Safety. Particularly those sections dealing with littering and nuisances

HBC Title 10: Vehicles & Traffic. Particularly those sections dealing with parking.

The Borough is more actively enforcing requirements of code and will continue to do so. Many of the most common violations we encounter are in the Titles listed above. I would ask all residents to familiarize themselves with the code as an aide to ensuring that we are all adhering to established rules and to facilitate polite civil engagement.

Permits for Borough Construction & Activities: In response to input from the public the Manager has looked into the issue of the Municipal Government requiring permits for activities the public would normally require permits for. Review of code was inconclusive on the matter as was a review of the code for other municipalities in Alaska. After consulting with the Borough Attorney during his visit the Manager determined that it was in the interests of the Borough to require permits. The Manager is currently working with staff to develop an appropriate process that will address this concern.

Ordinance/Resolution Training (repeat message) The Clerk is preparing a class for members of the staff, the Assembly, Boards, Committees, and Commissions on preparing Ordinances and Resolutions. This will enable all entities involved in local governance to begin the process of developing these documents rather than have all of them drafted by one individual. The goal is to ensure early cross communication and identification of issues and ensure that drafts are fully vetted.

Clerk

The Clerk's Office has received several public records requests in the last week and they are being processed in accordance with Borough policy. Additionally, the Division of Elections Region I Election Supervisor conducted an election worker training this week. Several people from Skagway, Klukwan, and Haines attended, including our Borough Clerk and Deputy Clerk. The Clerk will conduct an additional borough election-related training in late summer.

Community & Economic Development

Picture Point: Artisan Surveying Group contracted to start topography survey the week of July 1st. The topographic survey will map the entire lot and tidelands in preparation for multiple phases of development. The first phase is to start developing the NE most pull-out area.

Pellet Boiler at the Senior Center: Meeting with supplier helped determine boiler adjustment between "Summer" and "Winter" modes would possibly help with efficiency. Supplier also suggested a gauge unit for the silo to help determine when pellets are low in order to streamline delivery program.

Two representatives from the US Forest Service conducted video interviews on local wood heating system users. Mayor Scott, Manager Sosa, Senior Center Treasurer Jackson and Senior Center Member Vogt represented the system in the Senior Center. The USFS is producing a Wood Energy Handbook that will focus on wood heating programs in Southeast Alaska. This version of the Handbook is a follow up to the Wood Energy Handbook that was highlighted at the Alaska Wood Energy Conference. It should be available online for free this Fall.

Facilities:

Borough Radio Communication System and E-911

The engineer inspected the new E-911 system and created a punch list of items for the contractor to address before final payment is made.

High School Air Handling Units

The Air Handling Units arrived in Haines this week. Demolition of the existing units is scheduled to begin on July 7. Installation of the new units is scheduled to begin July 14.

PC Dock and Letnikof Harbor Upgrades

With the exception of minor punch list items at the PC Dock, the project is complete. The contract will not be closed until these items have been addressed, at which time the retainage will be paid.

Third Avenue Reconstruction

Eighty percent of the underground work has been successfully completed on the Third Avenue project. The contractor will begin bringing the road back up to grade with 3" minus material and D-1. Form work for the concrete will begin the week of July 7.

Picture Point

Topographical surveying will begin on July 2 to survey the three areas that make up the Picture Point Wayside Project.

Library Building Controls Conversion

The contractor, Meridian Systems, has made two site visits to Haines and will be back this month to begin work, with substantial completion by August 1 and final completion by September 1.

Finance:

In accordance with direction provided by the Borough Manager the finance department is providing requisite information for the Borough to take delinquent sales tax businesses to court in July following the end of the 14 day final notice period required by code. The Finance department also transmitted property tax data to Caselle for conversion and is awaiting the new database. The department is working with the Alaska Municipal Bond Bank Authority and the Borough's bond counsel on a possible refinance of the 2005 school

construction bond. Additionally, work is beginning to close out the FY14 fiscal year and beginning the new fiscal year.

Fire & Emergency Services: NSTR

IT: NSTR

Land Assessment-Planning & Zoning:

Assessing: Is assisting the Contract assessor with the annual report to be submitted to the State Assessor this week. Other projects in the works are formal appraisal of the land requested for purchase by Haines Brewing Company, appraisal of the Mosquito Lake School & the Human Resource Building, and continuing field work for the assessment cycle.

Planning:

Site Control Training – Planning & Zoning Technician Tracy Cui attended this training in Anchorage between June 17 and 20. This training provided an overview on how to acquire land for projects in rural Alaska communities. Topics include real property transfer documentation, land title, legal descriptions, recording, land records research, Native allotments, restricted title properties, and so on. This training was very educational and useful for Borough Governments, like Haines Borough, that is highly involved with obtaining an interest in land for different construction projects.

E911 Physical Addressing Project – The Borough contractor Gary Greenberg made his second trip to Haines between June 22 and 25. He was working with our Planning & Zoning Technician Tracy Cui with a focus of assigning physical addresses within the Townsite service area, which contains 1,071 structures that need addresses. So far, approximately 900 addresses have been confirmed and added to the database, the remaining 200 addresses require additional work to be verified. Examples of the issues includes, but are not limited to, out of block range, even number on odd side, incorrect street name, illegal access, and address information conflicts.

Legal: NSTR

Library: NSTR

Police:

We are in the process of starting to train our first reserve officer candidate, Gary (Bubba) Hinkle. He will be riding and observing over the next few months.

The HBPD had 3 community members request to complete a ride along with an officer. These were completed this last week.

The HBPD has initiated warnings and issuance of parking tickets – warnings have been ongoing at the PC Docks and 2 parking tickets were written today for no permit. 1 parking ticket was issued to a vehicle on Portage Rd. the Saturday of the bike relay and another today (6/2) for parking the wrong way on Main Street. Contacts will be made and warning notices placed on vehicles parked in violation of the time restrictions on Main St. This will remain ongoing through July with citations to be issued in August for violations of the 1 hour time limit.

Ports & Harbors: The Harbormaster adjusted the location of floats to provide better deliver of ice to waiting vessels and has plans to implement limited Sunday fuel sales during the first 2 weeks of August in response to requests from the public.

Sheldon Museum & Cultural Center: Major events in the coming weeks include-

- July 3rd: Film Dan Henry lecture at Klukwan
- July 4th Float: "Friendship" - Grand Marshall as gold panner, Tlingit dancers and elders
- July 6: Mt. Ripinsky hike, 9 a.m.
- July 8: Pizza Reception to Introduce New Pathways Alaska to Haines Community, 5 p.m.
- Finishing multiplex exhibit on Clara Nevada and Eldred Rock
- July 10, 7 p.m.: The Wizard, The Tramp, and Gold Fever
- July 15-17 Ft Seward Wayside Interpretives – lectures / images
- July 17: VAVA II & Ernesto Bertarelli
- Aug. 23: Totem Trot and Pole Raising (5K) Museum Fundraiser
- AASLH Collections Management Workshop in Haines May 2015

Tourism:

The McDowell group will be starting the Winter Economic Development study this week and through September.

Shore Excursions: Visits with Shore Excursion Managers from the Wednesday reveal that many of the tours are selling out in Haines. The Director has been speaking with a few tour operators encouraging them to offer more trips and new tours.

Upcoming Conferences:

- Western Association of Convention and Visitors Bureaus in Solvang, CA July 31-Aug 2.
- Alaska Media Road Show: Meeting with Travel Writers, magazines, guidebooks, etc that seek to market or write about Alaska. Santa Barbara, CA in October 2014.
- Meetings with Cruise Lines in Seattle and Miami in October to establish bookings for FY16 or 17.

2014 Heliskiing Report:

As mandated by HBC 5.18.080(F)(6), attached is my report of the 2014 heliskiing season.

"The borough manager shall compile a season-end report to be submitted to the borough assembly annually during the first meeting in July. The report shall include the number of skier days used by each permitted company as compared to previous years, and it shall include any verified permit infractions along with correspondence and other information documenting reasons for the infractions."



Haines Borough Administration
David Sosa, Borough Manager
(907)766-2231 • Fax (907)766-2716
dsosa@haines.ak.us

June 26, 2014

2013-14 Season-End Heliski Report

Haines Borough Code 5.18.080 (F)(6) Commercial ski tours, commercial ski productions and special ski competition events states the following:

"The borough manager shall compile a season-end report to be submitted to the borough assembly annually during the first meeting in July. The report shall include the number of skier days used by each permitted company as compared to previous years, and it shall include any verified permit infractions along with correspondence and other information documenting reasons for the infractions."

Attached are the following documents:

1. 2014 Heliski Allocations
2. 2014 Request for Transfer of User Days
3. 2014 Heliski Activity Summary
4. Permitted Heliski Activity Comparison Report 2007-2014
5. Memo regarding 2014 Heliski Complaint Results
6. Memo regarding spot check findings, including maps
7. Heliski Violation Notice, May 15, 2014

Summary:

Of the 2600 available number of skier days to the three companies operating under HBC Title 5, all 2600 skier days were allocated, with a total of 913 used during the 2013-14 heliski season. The Borough did receive one report on three possible violations, all of which were investigated. One penalty fine was issued to Alaska Heliskiing for \$250 based on GPS spot check data. The reports and follow up investigation of the reports are results from collaboration with Takshanuk Watershed Council.#

These numbers represent the allocation for the 2014 season.

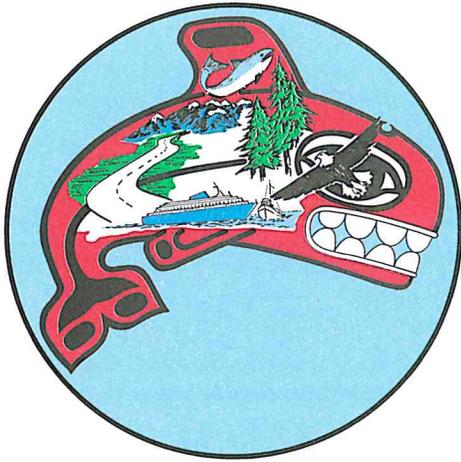
The reason for the reduction in SEABA's allocation is based on the findings of the Clerk's research and analysis of the company's 2013 safety/ compliance record, which notes in part the following:

SEABA was found in violation of **Haines Borough Code 5.04.080 Conditions applicable to all permits**; A permittee is responsible for complying with all municipal, state, and federal ordinances, statues, and regulations applicable to the permittee's activities.

The reason for the reduction in AMG's allocation is based on historical use.

Alaska Mountain Guides used no skier days in 2013 and only 5 skier days 2012.

Any permittee receiving less than a requested allocation may appeal this initial allocation decision to the borough assembly by filing a notice of appeal with the borough clerk no later than 15 days from the date of this decision.



HAINES BOROUGH, ALASKA
P.O. BOX 1209 • HAINES, ALASKA 99827
Administration 907.766.2231 • (fax) 907.766.2716
Tourism 907.766.2234 • (fax) 907.766.3155
Police Dept. 907.766.2121 • (fax) 907.766.2128
Fire Dept. 907.766.2155 • (fax) 907.766.3373

February 19, 2014

Attn: Scott Sundberg
Southeast Alaska Backcountry Adventures, LLC.
PO Box 1426
Haines, AK 99827

Re. Manager Approval of Skier Day Transfer from AMG to SEABA

Dear Scott:

As you know, during the December 10, 2013 assembly meeting, Alaska Mountain Guides (AMG) offered to transfer 50 days from their 2014 skier day allocation to SEABA, and the borough assembly recommended the manager approve that transfer according to HBC 5.18.080(E).

This letter grants that approval. SEABA's 2014 skier day allocation is now 1,000.

Sincerely,

Julie Cozzi, MMC
Borough Clerk / Interim Manager

2014 Heliski Activity Summary

	Skier Days	Deviations from Flight Guidelines?	Accidents?	Wildlife Observation?	Notes
Available	2600				
AK Heli Totals allocation	792 1400	Yes*	No	None	Days Reported thru 4/25 FINAL
SEABA Totals allocation	121 1000	No	Yes*	None	Days Reported thru 3/22 FINAL
AMG Totals allocation	0 200	No	No	None	Did not operate in the Haines Borough FINAL
Combined Totals	913				

* See specific bi-weekly activity reports and/or GPS spot check reports for more information

Haines Borough

Permitted Heliskiing Activity

Comparison Report 2007-2014

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
skier days available	2600	2600	2600	2600	1200	**1200	1000	1000
photo days available	Now included with skier days				140	**260	140	140
AK Heli skier day allocation	1400	**1150	1490	1450	750	650	650	650
skier days used	792	1103	1232	1363	659	**664	445	281
photo day allocation	N/A				90	90	100	100
photo days used	N/A				53	**117	122	40
SEABA skier day allocation	*1000	1000	870	750	450	350	350	350
skier days used	121	868	722	560	615	**406	320	222
photo day allocation	N/A				10	10	20	20
photo days used	N/A				24	**11	8	20
AMG skier day allocation	*200	**350	200	200	New permittee in 2011			
skier days used	0	0	5	8				

* On 2/19/14, the borough manager approved a transfer of 50 skier days from AMG to SEABA.

** On 4/19/13, the borough manager approved a transfer of 100 skier days from AMG to AK Heli.

*** 2009 - Emergency Ordinance 09-04-205 added 200 skier days and 120 photo days to the code-allowed 1,000 and 140. The ordinance did not stipulate specific operator allocations. AK Heli and SEABA both used some of the additional days allowed under the emergency ordinance, so they did not inappropriately exceed their initial allocation.

2014 Heliski Complaint Results

Company	Dates	Complaint	Results
AK Heli	3/21/2014	Helicopters possibly out of flight paths on 3 occasions of same day	GPS data found no infractions
AMG	3/22/2014		Did not operate
SEABA	3/23/2014		GPS data found no infractions

Analysis: GPS data showed all helicopter flights within allowed flight paths. Complainant was satisfied after looking at the maps.

Updated 8:36:39

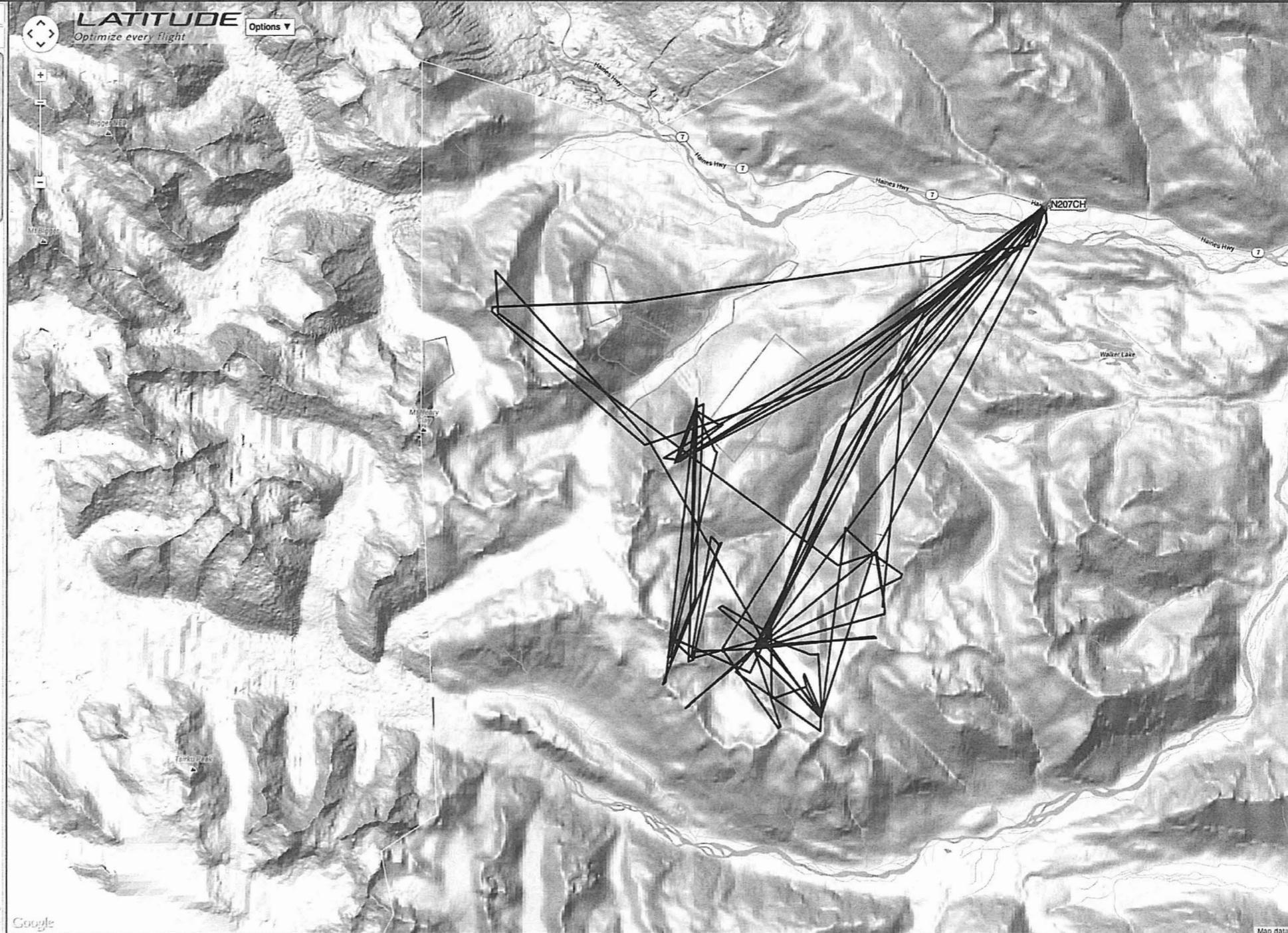
LATITUDE
Optimize every flight
Options

Map navigation controls including a compass, zoom in (+) and zoom out (-) buttons, and a vertical zoom slider.

ports

Alt(ft)

- 433
- 597
- 3025
- 3051
- 4013
- 5617
- 5630
- 5630
- 5033
- 2966
- 2946
- 3557
- 482
- 440
- 433
- 1850
- 3084
- 3078
- 4337
- 4249
- 3110
- 3078
- 5355
- 5364
- 5591
- 3734
- 3084
- 3078
- 4547
- 4472
- 3101



HAINES BOROUGH HELISKIING COMPLAINT FORM

P.O. Box 1209 ♦ 103 Third Avenue S.
Haines, Alaska 99827
Ph: 907-766-2231 ♦ Fax: 907-766-2716
www.hainesborough.us

Today's Date: 3/21/14

Your Contact Information

Name: (first, middle initial, last)

Jeff Bochart

Mailing Address: (address, city, state, zip code)

HL 60 Box 3915

Physical Address: (address, city, state, zip code)

39 mi Haines Hwy.

Home Phone: (include area code)

767-5639

Work Phone: (include area code)

Email:

mule58@gmail.com

Complaint: Please describe the alleged or suspected violation in detail, including who, what, when, where and why. Helpful details include helicopter color and tail numbers, exact location, number of skiers, date, and time. (Attach additional pages or use the backside of this form, if necessary.) If you have photos, please email them to info@haines.ak.us or bring them to the Haines Borough Administration Building.

Flights off of Designated Flight Paths

at 5:03 pm Fri. yellow helicopter was sighted flying down river (Klehini) on the front side of the range (over the river flat). Roughly 300ft. elev.

at 5:20 pm Fri same helicopter was sighted headed upriver (NW) at a higher elevation roughly timberline. Also, on the frontside of range

at 5:55 pm Fri same helicopter seen heading down river at timberline (SE) also at an elev. at timberline.

* Sunset that night was at 7:19 pm winds were calm. All sightings were in clear view from our home.

For Borough Use Only

Date Received by Borough Manager:

3/24/14

Forwarded for Response or Investigation to:

Date:

Copy given to: Dorsie Culbeck

Date: 3/24/14

Results of Investigation:

Action Taken

• Complainant Contacted regarding Results of Investigation:

Contacted by

Date

♦ Action: (attach additional pages, as needed)

Form Received by: Julie Cozys via fax
Date Stamp RECEIVED Haines Borough

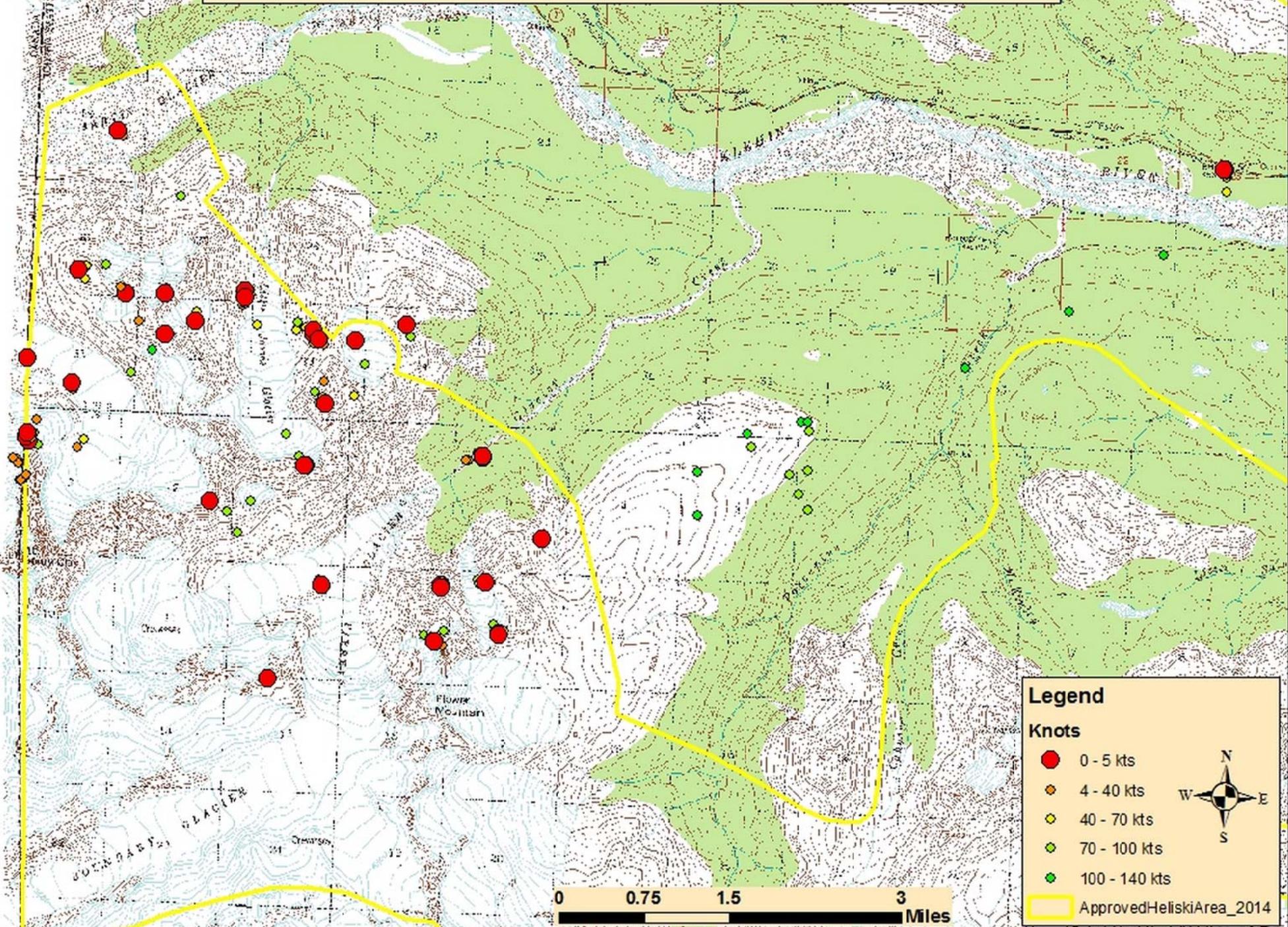
MAR 24 2014

Date-stamped copy given to complainant

2014 GPS Spot Checks

Check #	Company	Date	Findings	Punitive Action Taken
1	SEABA	10-Mar	Did not operate	None
1	AK Heli	10-Mar	GPS analysis found no violations	None.
1	AMG	10-Mar	Did not operate	None
2	SEABA	31-Mar	Did not operate	None
2	AK Heli	31-Mar	GPS analysis found no violations	None
2	AMG	31-Mar	Did Not operate	None
3	SEABA	3-Apr	Did not operate	None
3	AK Heli	3-Apr	GPS Data found one infraction	\$250 Penalty
3	AMG	3-Apr	Did not operate	None
4	SEABA	23-Apr	Did not operate	None
4	AK Heli	23-Apr	No Infractions found	None
4	AMG	23-Apr	Did not operate	None
5	SEABA	27-Apr	Did not operate	None
5	AK Heli	27-Apr	Did not operate	None
5	AMG	27-Apr	Did not operate	None

AH Spot Check April 3, 2014



Legend

- Knots**
- 0 - 5 kts
 - 4 - 40 kts
 - 40 - 70 kts
 - 70 - 100 kts
 - 100 - 140 kts
- Approved Heliski Area_2014
- 



Haines Borough Administration
David Sosa, Borough Manager
(907)766-2231 • Fax (907)766-2716
mearnest@haines.ak.us

May 15, 2014,

Ryan Johnson
1325 Mission Rd
Kodiak, Ak 99615

Dear Mr. Johnson

As per administrative policy adopted by the Haines Borough Assembly on 10-22-2013, the Haines Borough is required to conduct GPS spot checks.

E. GPS SPOT CHECKS

To insure compliance with the approved Haines Borough Approved Commercial Ski Tour Areas Map, the Borough Administration will perform a minimum of five (5) GPS spot checks, per company, per season. Results will be posted on the borough's website.

Based on the analysis of the GPS data undertaken by the Borough's contractor, Takshanuk Watershed Council on April 3, 2014, the Manager finds Alaska Heliskiing to be in violation of the "Agreement regarding flight operations and practices" and levies a \$250 fine for landing out of bounds. The fine must be levied because the tour permit states (Section 2.A):

"The commercial ski tours shall be conducted only in areas identified on the "Haines Borough Approved Commercial Ski Tour Areas" map (see attached Appendix A)."

We do understand that this landing was not picking up or dropping off skiers, and that the helicopter was setting down to wait for the run to be completed. Although we do recognize the importance of safe waiting places with line of sight communications, it appears there were other areas "in bounds" that could have provided the same conditions.

Please remit payment to the Haines Borough Clerk within 14 days of this notice.

A written appeal to this decision can be submitted to the Haines Borough Clerk within 14 days of receipt of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Sosa", is written over the word "Sincerely,".

David Sosa

Haines Borough Manager

Haines Borough Public Library

May Statistics

Visits: 10,358

Monthly Circulation: 8,535

Internet Use: 1,884 WiFi: 1,588

Meeting Room Use: 47, Attendance: 324

Library Programs: 44, Attendance: 707

Non-Library Programs: 3, Attendance: 20

Director's Report**June 18, 2014**Updates

- May was a month of record numbers. We had over 10,000 visits as compared to 8,700 last May. Meeting room use and attendance was the highest it has ever been and WiFi use reached a maximum. Last summer's record WiFi use was 124 devices. On Wednesday, May 28th we passed that record with 135 devices and on June 4, it was 154. The library staff has been non-stop busy responding to library users' requests and questions. As the fiscal year comes to an end, it will be good for us to look at the current trends happening in our library use. I would like to do this at a future Board/staff joint meeting.
- The Summer Reading Program is an amazing success. One hundred and thirty children and 50 adults attended the kick-off on May 23rd. Holly Davis emceed a program that included science experiments and information by Tracy Wirak and Tim Shields, a physics of disc golf demo by Erik Stevens, free books for children 8 years and younger from the Reading Foundation, introduction to Native Youth games by Jessie Morgan, and a finale with the Chilkat Dancers. The first day of the Treasure Chest of prizes was the largest number Holly has seen in her 15 years leading the Summer Reading Program. We are also participating in a program called *Read to Feed*, a reading incentive service-learning program that offers global education opportunities and will help foster a love for reading, a passion to help others, and a motivation to help create a better world. Sixty-five certificates, for the total of \$325, have been chosen so far. Funding for the certificates of \$5 each comes from donations.
- Rebecca Heaton attended the Department meetings and field trips while I was gone. One meeting included a presentation and discussion with Tom Brice, Union rep. for Local 71.
- Friends of the Library will be volunteering at the border checkpoint for the Kluane Chilkat Bike Race and are also making plans for the 4th of July BBQ, bake and book sale. Please let me know if you are able to assist with either event.
- The conversation with the Mayor and Manager to discuss the library board status was postponed last month. The meeting will be rescheduled at a later date.

Program Highlights

- A series of programs has been scheduled for June on *Privacy and Internet Browsing* with Mike Robinson of UAA, in partnership with the Anchorage Public Library, via OWL

Haines Borough Public Library

videoconference. June 17th was *Tips and Tricks for Protecting Your Privacy Online* and the June 24th topic is Social Media.

Upcoming

- I will be on vacation from July 9-22.
- The Alaska Library Network Board yearly face to face meeting is scheduled for August 8th in Anchorage. I assume I will be traveling on the 7th and returning on the 9th. I'll pass on the President's gavel to a newly elected officer at this time.

Some comments from our visitors:

"Thank you ☺ for the use of a lovely inspired space." Canada

"It is beautiful – People are friendly." New York

"Designed our local library and wanted to see an award-winner." Presque Isle, Michigan

"Lovely, convenient, hospitable!" Georgia

"A lovely library! Beautiful town as well! We always stop by for a book and the displays!"
Nashville, Tennessee

"Impressive building and selection of books. Love it!" Vancouver, BC

"Wonderful facility and staff – looks also to have a real 'community' feeling" ☺ British Columbia

"Very nice & especially helpful for us connecting to home! Aniston, Alabama

"Thanks for being so progressive." Michigan

Minutes
Haines Borough Public Library Board
April 16, 2014
4:00 PM

9A

The mission of the Haines Borough Public Library is to be responsive to community needs by assembling, preserving and providing access to materials, information, and technology. Therefore, the Library will offer an environment conducive to providing programs, sharing information and stimulating ideas. The library will be a community gathering place where all ages are welcome.

Present - Heather Lende, Patty Brown, Cecily Stern, James Alborough, Dave Sosa, Dick Flegel, Meredith Pochardt, Stacey Gala, Lorrie Dudzik, Diana Lapham
by phone - Joanne Ross-Cunningham

Call to Order 4:05pm

Introductions – Welcome to Dave Sosa

Introduction of Library & Library Services - Patty showed a slide show to introduce Dave Sosa, our new borough manager, to the library.

Additions or Revisions to Agenda - none

Consent Agenda Items

The following items are consent items for final action to be taken on all by a single vote. Any item may be removed for separate consideration if necessary.

- Approval of Agenda
- Approval of Minutes 3/19/2014
- Treasurer's Report
- Director's report

Items for Discussion

- Building committee update - The building committee has come to consensus on the option C plan proposed by Corey Wall of MRV architects. This option adds a 10' x 44' addition to the parking lot side of the building. The committee chose a compromise between options X and Y which would add a 14' x 28' addition to the stack end of the building. A motion was made and seconded by James/Dick to draw up the next, more detailed, set of plans and get back to us if the cost exceeds \$3000.
- FY15 Budget update - There is currently about \$5000 more in the budget than was previously approved by the board. If we don't see a shortfall, Patty would like to see some of the deleted items returned to the budget. In order to cover staff increases, Patty cut \$20,000 out of operating expenses.
- Library SWOT (strengths, weaknesses, opportunities, threats) analysis
 - Threats - funding sources or lack thereof
 - Strengths - facility, outreach to all segments of our community, sense of vision, education for young and old, collaboration with other organizations, willingness to take risks, ability to see projects through to completion, variety of age groups in the staff and board
 - Opportunities - trends in the community, addition of space to serve groups which are underserved in the current library, ability to work with the borough to promote shared interests
 - Weakness - need to serve young adults

Other

Radio

April 18 - Heather, April 25 - Dick,

May 9 - James, May 16 - Stacey

Board Comments - James mentioned that we are trying to become more than just this building. We offer a program of community assets which allows people to exchange goods and services not available at the library.

Director's Comments - Patty thanked Dave for coming to our meeting.

Next Meeting - May 21, 4:00pm

Adjournment 5:30pm

Haines Borough Public Library Board
Approved Meeting Minutes
Minutes
May 21, 2014
4:00 PM

The mission of the Haines Borough Public Library is to be responsive to community needs by assembling, preserving and providing access to materials, information, and technology. Therefore, the Library will offer an environment conducive to providing programs, sharing information and stimulating ideas. The library will be a community gathering place where all ages are welcome.

present - Joann Ross-Cunningham, Heather Lende, Dick Flegel, Stacey Gala, Diana Lapham, Lorrie Dudzik, Dave Sosa, Cecily Stern, Patty Brown, James Alborough, Anne Marie Palmieri

excused - Meredith Pochardt

Call to Order - 4:05pm

Additions or Revisions to Agenda

remove - director's evaluation, SWOT and Third Avenue construction

add - borough proposed ordinance

Consent Agenda Items

The following items are consent items for final action to be taken on all by a single vote. Any item may be removed for separate consideration if necessary.

1. Approval of Agenda
2. Approval of Minutes 4/16/2014
3. Director's report

Items for Discussion

4. Treasurer's Report - Patty asked that we put an additional \$10,000 in FY14 budget to allow expenditure of grant funds. moved/seconded by Dick/Stacey
1. Facility project updates - June 12th our construction plans, which we have approved, will go to the planning commission. James will go to the meeting.
2. Volunteer picnic - at Rebecca's house on June 14th will be pot luck
3. Borough proposed ordinance - A discussion took place regarding the Library Board's duties and responsibilities as proposed in this ordinance. Mr Sosa invited the Board to submit questions to ask the Borough lawyer. The Board agreed to do so before close of work on Friday.

Other

- Radio - May 23 - Dick, June 13 - Stacey, June 20 - James

Board Comments

Director's Comments

Next Meeting June 18, 4pm

Adjournment - 5:40pm

SHELDON MUSEUM AND CULTURAL CENTER, INC
Board of Trustees Meeting Minutes
Thursday, May 29, 2014, 11:00 a.m. at the Sheldon Museum

CALL TO ORDER: 11:09 a.m. by Board Treasurer Michael Marks

ATTENDANCE: BOARD: Michael Marks, Lorrie Dudzik, Bob Adkins, John Hagen, Jan Hill and Dave Pahl . STAFF: Helen Alten. BOROUGH LIAISON: Absent GUESTS: None

ADDITIONS TO THE AGENDA: None

APPROVAL OF AGENDA: M/S Lorrie & Dave to approve agenda - approved unanimously

APPROVAL OF MINUTES: M/S John & Jan to approve minutes of last meeting - approved unanimously.

STAFF REPORT: A complete Staff Report was included in the Board's packet. Helen stressed:

- The Jeff Brown Humor Exhibit was completed successfully.
- An exterior lower building "fix-up" is in progress.
- An upper building fix-up will begin July 1 when Borough scaffolding becomes available.
- The urinal in the men's restroom has been repaired.
- Carlos was consulted regarding a handicapped restroom.
- Sixty people from the first cruise ship used the restrooms but did not come into the museum.
- Volunteers have been working on the flower gardens and lawn.
- SMCC has an advertising banner at the new cruise ship dock.
- The new tourism direction signs at the dock do not mention SMCC. City Manager Sosa will fix.
- SMCC's budget was approved by the Borough with no problems. Budget includes \$12K for architectural consultation to take place in July with MRV Architecture.
- The Borough is recognizing that SMCC is a financial asset and a tourism draw for the city.
- An NEH Grant (\$6K) has been applied for for engineering.
- A landscape architect provided a bid for landscaping consultations to improve access from the boat harbor.

OLD BUSINESS: We need to advertise for someone to fill the SMCC Board vacancy.

- FY15 Budget was discussed and explained. M/S Dave & Michael to accept the FY15 Budget as proposed. Passed.
- M/S Michael & Dave to hire an Exhibits/Collections Coordinator and eliminate the Education Coordinator position. Education programs to be parceled out among the staff. Passed unanimously.
- Fourth of July – Michael will ask Jim Shook if he can coordinate the building of the SMCC float.
- Long Range Planning – no notes available. Will cover next meeting.
- SE Alaska State Fair – Lengthy discussion about what kind of booth(s) to have. Suggestion was made to contact the Palmer State Fair and ask for a list of booths there. Bob supplied Helen with contact information

NEW BUSINESS:

- Three History Day Finalists are requesting financial support for their trip to Washington DC.
- Wendy Bergstrand and Jay Proetto are the new hires for bookkeeper and museum aide.

NEXT BOARD MEETING: Thursday, June 19, 2014 at 10:00 a.m.

MEETING ADJOURNED: at 12:17 p.m.

Respectfully submitted,

Bob Adkins, Secretary



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-482
Assembly Meeting Date: 7/8/14

Business Item Description:	Attachments:
Subject: File Suit to Collect Past Due Sales Tax from Bruce Bauer d/b/a Funny Farm	1. Resolution 14-07-572 2. Memo from Borough Attorney
Originator: Borough Attorney	
Originating Department: Administration	
Date Submitted: 7/2/14	

Full Title/Motion:
Motion: Adopt Resolution 14-07-572.

Administrative Recommendation:
This resolution is recommended by the borough manager.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ Pending	\$ 0	\$ Funds in Legal Budget	N/A

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Objective 3I, Page 109	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

The Haines Borough requires persons making sales, charging rents or providing services within the Borough to collect and remit sales tax and to file monthly sales tax returns. The Borough also requires persons providing transient lodging within the Borough to collect and remit excise tax and to file monthly tax returns. Bruce Bauer d/b/a Funny Farm has failed to timely report and remit sales or excise tax as required by Haines Borough Code Sections 3.80.080, 3.80.085 and 3.80.090. No response to written demands and assessment or payment of sales or excise tax under protest or otherwise has been received from Bruce Bauer d/b/a Funny Farm. The jurisdictional limit of the District Courts of Alaska for recovery of debts owed using the small claims procedure is a maximum amount of \$10,000, and the amount of past due sales tax, penalty and interest owed to the Borough by Bauer exceeds that amount. Bruce Bauer d/b/a Funny Farm also has failed to obtain a Borough business license as required by HBC 5.02.010(A). See attached memo from Borough Attorney for additional information.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 7/8/14	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Attorney to File Suit to Collect Past Due Sales Tax from Bruce Bauer d/b/a Funny Farm.

WHEREAS, the Haines Borough requires persons making sales, charging rents or providing services within the Borough to collect and remit sales tax and to file monthly sales tax returns; and

WHEREAS, the Haines Borough requires persons providing transient lodging within the Borough to collect and remit excise tax and to file monthly tax returns; and

WHEREAS, Bruce Bauer d/b/a Funny Farm, ("BAUER") has failed to timely report and remit sales or excise tax as required by Haines Borough Code Sections 3.80.080, 3.80.085 and 3.80.090; and

WHEREAS, the Haines Borough sent a letter to Bruce Bauer d/b/a Funny Farm reminding BAUER of his obligation to file tax returns and remit sales or excise tax on a timely basis and informing him of the date by which the fact of the delinquency would be reported in the Chilkat Valley News and the steps to be taken in order to avoid publication of the business name in the Chilkat Valley News; and

WHEREAS, the Haines Borough sent a letter by certified mail to Bruce Bauer d/b/a Funny Farm following the third month of his delinquency reminding BAUER of his obligation to file tax returns and remit sales or excise tax on a timely basis and informing BAUER that if he failed to report and remit tax owed a tax assessment would be made and more than fourteen (14) days has passed since the date of this mailing; and

WHEREAS, the Haines Borough sent by certified mail to the last known address of Bruce Bauer d/b/a Funny Farm a copy of a sales tax assessment prepared after his failure to respond to earlier requests for filing tax returns and remitting payment informing him that payment in full of the amount of the assessment must be made within fourteen (14) business days to avoid court action and more than fourteen (14) days has passed since the date of this mailing; and

WHEREAS, no response to said written demands and assessment or payment of sales or excise tax under protest or otherwise has been received from Bruce Bauer d/b/a Funny Farm; and

WHEREAS, the jurisdictional limit of the District Courts of Alaska for recovery of debts owed using the small claims procedure is a maximum amount of ten thousand dollars (\$10,000); and

WHEREAS, the amount of past due sales tax, penalty and interest owed to the Borough by BAUER exceeds ten thousand dollars (\$10,000); and

WHEREAS, Bruce Bauer d/b/a Funny Farm has failed to obtain a Borough business license as required by HBC 5.02.010(A),

NOW, THEREFORE BE IT RESOLVED, that the Haines Borough Assembly authorizes the Borough Attorney to file suit against Bruce Bauer d/b/a Funny Farm and any other person

Haines Borough
Resolution No. 14-07-572

Page 2 of 2

legally responsible for payment of the past due sales and excise tax to recover the past due tax, penalty and interest, obtain an injunction ordering compliance with the Borough's business license ordinance and sales tax ordinance and all other damages or relief to which the Borough may be entitled.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2014.

Stephanie Scott, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

BOYD, CHANDLER & FALCONER, LLP
Attorneys At Law
Suite 302
911 West Eighth Avenue
Anchorage, Alaska 99501
Telephone: (907) 272-8401
Facsimile: (907) 274-3698
bcf@bcf.us.com

MEMORANDUM

TO: Haines Borough Assembly



FROM: Brooks W. Chandler
Borough Attorney

DATE: July 3, 2014

SUBJECT: Sales Tax Collection Matters

Resolutions requesting authorization to begin legal action to collect past due sales tax from three local businesses are before you for approval. Assembly authorization to start a lawsuit is our standard practice.

All of these businesses are estimated to owe in excess of \$10,000 in sales tax, interest and penalty. Under Borough code a penalty of up to 25% and 15% annual interest can easily double the amount owed by a business that fails to remit the sales tax it has collected from its customers. That is part of the reason these particular businesses owe more than \$10,000 apiece.

The amount owed in all cases is based on an assessment made by the Finance Department after the businesses failed to respond to multiple requests to file sales tax returns. This is a standard feature of a sales tax ordinance and the most efficient way to begin to collect tax when returns have not been filed. These estimates have been made from past returns for some

businesses. The Funny Farm has never filed a return. The estimate for that business is based on an analysis of the gross revenue based on information about the number of rooms and room rates obtained from an internet search.

These resolutions are a step in a fairly lengthy process set forth in Borough code. Under HBC 3.80.120 two reminder letters are sent. Then business names are published in the Chilkat Valley News. Then a formal written demand for filing returns and remitting taxes is made. Then another communication in which the estimated amount owed is sent by certified mail. At that point accounts under \$10,000 are filed in small claims court by the finance department. The larger amounts do not qualify for the small claims procedure. We recommend the Assembly consider amending this section of code in the future to streamline the collection process.

After these resolutions are adopted we will provide a final chance for each business to make arrangements for payment before actually filing suit. Based on the past silence in the face of similar notices it is not likely this will result in payment. We expect to file suit by August 1. In the meantime, sales tax liens will be recorded.

The resolutions also authorize proceeding against individual business owners in addition to the named business. This authorization has been included because we do not know what assets are owned by a corporation and what assets are in the name of the individual business owner. In addition, it is not known if these businesses will continue to operate thereby providing a revenue source for collection of any judgment. It is also unknown if the business owners have properly segregated business transactions from personal transactions. Before fully pursuing individual business owners we will be evaluating these issues.

If the Borough wins these cases some of the attorney fees and costs will be added to the judgment. Actually collecting the full amount of any judgment obtained cannot be guaranteed. But we do not believe "walking away" is a legitimate option when faced with repeated failures to pay taxes.



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-483
Assembly Meeting Date: 7/8/14

Business Item Description:	Attachments:
Subject: File Suit to Collect Past Due Sales Tax from Haines Sanitation, Inc.	1. Resolution 14-07-573
Originator: Borough Attorney	
Originating Department: Administration	
Date Submitted: 7/2/14	

Full Title/Motion:
Motion: Adopt Resolution 14-07-573.

Administrative Recommendation:
This resolution is recommended by the borough manager.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ Pending	\$ 0	\$ Funds in Legal Budget	N/A

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Objective 3I, Page 109	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

Summary Statement:

The Haines Borough requires persons making sales, charging rents or providing services within the Borough to collect and remit sales tax and to file monthly sales tax returns. Haines Sanitation, Inc. has failed to timely report and remit sales tax as required by Haines Borough Code Sections 3.80.080 and 3.80.090. No response to written demands and assessment or payment of sales or excise tax under protest or otherwise has been received from Haines Sanitation. The jurisdictional limit of the District Courts of Alaska for recovery of debts owed using the small claims procedure is a maximum amount of \$10,000, and the amount of past due sales tax, penalty and interest owed to the Borough by Haines Sanitation exceeds that amount. Haines Sanitation also has failed to obtain a Borough business license as required by HBC 5.02.010(A). See attached memo from Borough Attorney (included with Agenda Bill #14-482) for additional information.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 7/8/14	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Attorney to file suit to collect past due sales tax from Haines Sanitation, Inc.

WHEREAS, the Haines Borough requires persons making sales, charging rents or providing services within the Borough to collect and remit sales tax and to file monthly sales tax returns; and

WHEREAS, Haines Sanitation, Inc. ("HSI") has failed to timely report and remit sales tax as required by Haines Borough Code Sections 3.80.080 and 3.80.090; and

WHEREAS, the Haines Borough sent a letter to Haines Sanitation, Inc. reminding HSI of its obligation to file tax returns and remit sales tax on a timely basis and informing them of the date by which the fact of the delinquency would be reported in the Chilkat Valley News and the steps to be taken in order to avoid publication of the business name in the Chilkat Valley News; and

WHEREAS, the Haines Borough sent a letter by certified mail to Haines Sanitation, Inc. following the third month of its delinquency reminding HSI of its obligation to file tax returns and remit sales tax on a timely basis and informing HSI that if it failed to report and remit tax owed a tax assessment would be made and more than fourteen (14) days has passed since the date of this mailing; and

WHEREAS, the Haines Borough sent by certified mail to the last known address of Haines Sanitation, Inc. a copy of a sales tax assessment prepared after its failure to respond to earlier requests for filing tax returns and remitting payment informing them that payment in full of the amount of the assessment must be made within fourteen (14) business days to avoid court action and more than fourteen (14) days has passed since the date of this mailing; and

WHEREAS, no response to said written demands and assessment or payment of sales or excise tax under protest or otherwise has been received from Haines Sanitation, Inc.; and

WHEREAS, the jurisdictional limit of the District Courts of Alaska for recovery of debts owed using the small claims procedure is a maximum amount of ten thousand dollars (\$10,000); and

WHEREAS, the amount of past due sales tax, penalty and interest owed to the Borough by of Haines Sanitation, Inc. exceeds ten thousand dollars (\$10,000); and

WHEREAS, Haines Sanitation, Inc. has failed to obtain a Borough business license as required by HBC 5.02.010(A),

NOW, THEREFORE BE IT RESOLVED, that the Haines Borough Assembly authorizes the Borough Attorney to file suit against Haines Sanitation, Inc., Floyd Thomas Hall, and Judy P. Beauchemin-Hall and any other person legally responsible for payment of the past due sales tax to recover the past due tax, penalty and interest, obtain an injunction ordering compliance with the Borough's business license ordinance and sales tax ordinance and all other damages or relief to which the Borough may be entitled.

Haines Borough
Resolution No. 14-07-573
Page 2 of 2

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2014.

Stephanie Scott, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-484
Assembly Meeting Date: 7/8/14

Business Item Description:	Attachments:
Subject: File Suit to Collect Past Due Sales Tax from Hog Heaven Caffeine & Grub LLC	1. Resolution 14-07-574
Originator: Borough Attorney	
Originating Department: Administration	
Date Submitted: 7/2/14	

Full Title/Motion:
Motion: Adopt Resolution 14-07-574.

Administrative Recommendation:
This resolution is recommended by the borough manager.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ Pending	\$ 0	\$ Funds in Legal Budget	N/A

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Objective 3I, Page 109	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

Summary Statement:

The Haines Borough requires persons making sales, charging rents or providing services within the Borough to collect and remit sales tax and to file monthly sales tax returns. Hog Heaven Caffeine & Grub LLC has failed to timely report and remit sales tax as required by Haines Borough Code Sections 3.80.080 and 3.80.090. No response to written demands and assessment or payment of sales or excise tax under protest or otherwise has been received from Hog Heaven. The jurisdictional limit of the District Courts of Alaska for recovery of debts owed using the small claims procedure is a maximum amount of \$10,000, and the amount of past due sales tax, penalty and interest owed to the Borough by Hog Heaven exceeds that amount. Hog Heaven also has failed to obtain a Borough business license as required by HBC 5.02.010(A). See attached memo from Borough Attorney (included with Agenda Bill #14-482) for additional information.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 7/8/14	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly Authorizing the Borough Attorney to File Suit to Collect Past Due Sales Tax from Hog Heaven Caffeine & Grub LLC.

WHEREAS, the Haines Borough requires persons making sales, charging rents or providing services within the Borough to collect and remit sales tax and to file monthly sales tax returns; and

WHEREAS, Hog Heaven Caffeine & Grub LLC ("HHCG") has failed to timely report and remit sales tax as required by Haines Borough Code Sections 3.80.080 and 3.80.090; and

WHEREAS, the Haines Borough sent a letter to Hog Heaven Caffeine & Grub LLC reminding HHCG of its obligation to file tax returns and remit sales tax on a timely basis and informing them of the date by which the fact of the delinquency would be reported in the Chilkat Valley News and the steps to be taken in order to avoid publication of the business name in the Chilkat Valley News; and

WHEREAS, the Haines Borough sent a letter by certified mail to Hog Heaven Caffeine & Grub LLC following the third month of its delinquency reminding HHCG of its obligation to file tax returns and remit sales tax on a timely basis and informing HHCG that if it failed to report and remit tax owed a tax assessment would be made and more than fourteen (14) days has passed since the date of this mailing; and

WHEREAS, the Haines Borough sent by certified mail to the last known address of Hog Heaven Caffeine & Grub LLC a copy of a sales tax assessment prepared after its failure to respond to earlier requests for filing tax returns and remitting payment informing them that payment in full of the amount of the assessment must be made within fourteen (14) business days to avoid court action and more than fourteen (14) days has passed since the date of this mailing; and

WHEREAS, no response to said written demands and assessment or payment of sales or excise tax under protest or otherwise has been received from Hog Heaven Caffeine & Grub LLC; and

WHEREAS, the jurisdictional limit of the District Courts of Alaska for recovery of debts owed using the small claims procedure is a maximum amount of ten thousand dollars (\$10,000); and

WHEREAS, the amount of past due sales tax, penalty and interest owed to the Borough by Hog Heaven Caffeine & Grub LLC, exceeds ten thousand dollars (\$10,000); and

WHEREAS, Hog Heaven Caffeine & Grub LLC has failed to obtain a Borough business license as required by HBC 5.02.010(A),

NOW, THEREFORE BE IT RESOLVED, that the Haines Borough Assembly authorizes the Borough Attorney to file suit against Hog Heaven Caffeine & Grub LLC, Nancy Coleman, Kathryn Coleman and any other person legally responsible for payment of the past due sales tax to recover the past due tax, penalty and interest, obtain an injunction ordering compliance with the Borough's business license ordinance and sales tax ordinance and all other damages or relief to which the Borough may be entitled.

Haines Borough
Resolution No. 14-07-574
Page 2 of 2

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2014.

Stephanie Scott, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-480
Assembly Meeting Date: 7/8/14

Business Item Description:	Attachments:
Subject: Identify Sewer Plant Upgrades as Number One Local State Funding Priority for FY 2016	1. Resolution 14-07-575 2. Haines Wastewater Treatment Plant Solids Handling Evaluation (HDR)
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 7/2/14	

Full Title/Motion:
Motion: Adopt Resolution 14-07-575.

Administrative Recommendation:
This resolution is recommended by the borough manager.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	See Attached

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Objective 15A, Page 252	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

The Haines Borough through the State of Alaska, Department of Environmental Conservation (ADEC) will request grant funding for Sewer Treatment Plant Health and Safety Upgrades. The ADEC has requested that the Haines Borough identify if this project is the community's number one local state funding priority for fiscal year 2016. The Sewer Treatment Plant Health and Safety Upgrades will provide for improving the screening process that removes and treats raw sewage particulates at the wastewater treatment facility. The new screens would wash and dry the waste, making it suitable to dispose of at the local landfill. This project will reduce health risks to employees and the general public, enhance safe operating conditions, and significantly reduce operating costs. The Haines Borough seeks to obtain the necessary financial assistance for Sewer Treatment Plant Health and Safety Upgrades. The ADEC is able to offer funding through the Municipal Matching Grant program. The Borough applied for a matching grant in 2013 for the wastewater treatment plant and narrowly missed being funded, based on a point system.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 7/8/14	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly designating the acquisition of State of Alaska, Department of Environmental Conservation (ADEC) grant funds for the project entitled Sewer Treatment Plant Health and Safety Upgrades as the number one local state funding priority for fiscal year 2016.

WHEREAS, the Haines Borough through the State of Alaska, Department of Environmental Conservation (ADEC) will request grant funding for Haines Sewer Treatment Plant Health and Safety Upgrades; and

WHEREAS, the ADEC has requested that the Haines Borough identify if this project is the community's number one local state funding priority for fiscal year 2016; and

WHEREAS, Haines Sewer Treatment Plant Health and Safety Upgrades will provide for improving the screening process that removes and treats raw sewage particulates at the wastewater treatment facility; and

WHEREAS, the new screens would wash and dry the waste, making it suitable to dispose of at the local landfill; and

WHEREAS, this project will reduce health risks to employees and the general public, enhance safe operating conditions, and significantly reduce operating costs; and

WHEREAS, the Haines Borough seeks to obtain the necessary financial assistance for Sewer Treatment Plant Health and Safety Upgrades; and

WHEREAS, the ADEC is able to offer funding through the Municipal Matching Grant program,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly designates Sewer Treatment Plant Health and Safety Upgrades as the number one local state funding priority for fiscal year 2016.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2014.

Stephanie Scott, Borough Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

To: Haines Borough – Public Works Department

From: J. Ryan Moyers, P.E., HDR

Date: February 1, 2013

Subject: Haines Wastewater Treatment Plant Solids Handling Evaluation



Introduction

Energy and sustainability strategies continue to become increasingly important to publicly owned treatment works (POTWs) and the communities they serve. Rate payers and elected officials now demand a more rigorous focus on economics, social issues, and the environment. Many facilities are looking for opportunities to achieve energy-efficient and sustainable design for new construction as well as long-term operation of existing facilities. Many older wastewater treatment plants (WWTP) that are using equipment from the original design of the facility are finding that replacing the older, less efficient equipment can provide significant energy savings and an overall improvement in the operation of the plant.

Sustainability is the act of balancing the environmental, social, and economic needs of the constructed and natural environments for present and future generations. Balanced sustainable solutions result in sound policy choices and decisions that are resource sensitive, provide private and public sector opportunities for economic growth and development, create quality and diverse places where people can live, grow and flourish, and are socially equitable.

The purpose of this memorandum is to evaluate the installation of new solids handling equipment at the Haines WWTP. The memorandum evaluates two proposed improvement projects to the solids handling at the facility: replacement of the existing influent screens and replacement of the existing belt filter press. Each project is evaluated based on the sustainability triple bottom line (Environmental, Social, and Economic considerations) to determine if an initial capital investment to replace the existing influent screens and belt filter press with higher efficiency equipment could result in: considerable energy savings and long-term operational savings for the Borough, improved safety and working conditions at the facility, and long-term positive impacts to the environment.

Background

The original Haines WWTP was constructed in 1973 as a contact stabilization plant. The facility operates under Alaska Pollution Discharge Elimination System (APDES) permit number AK-002138-5 and currently has a 301h waiver from secondary treatment. Plant flows typically are in the range of 350,000 to 500,000 gallons per day with peak hourly flows as high as 1.4 MGD during runoff events when the ground is frozen and surface water finds its way into manholes, sump pump discharges, foundation drains, uncapped RV sewer connections, etc. Generally, the primary treatment facility consists of an influent raw sewage pump station, flow equalization, rotary screens, grit removal, chemical feed process (polymer), and an Infilco Degremont circular primary clarifier. Primary treated effluent from the clarifier is discharged via a marine outfall to Portage Cove in Chilkoot Inlet (approx. 558 meters from shore). Sludge wasted from the

clarifier is sent to an aerobic digester chamber for thickening (by periodic gravity settling). Digested sludge is pumped to a belt filter press for dewatering and ultimate disposal at a landfill.

The facility was upgraded in 1983 to include a building and roof over the main process area. The last major upgrade to the plant occurred in 1993 and included modifications to the influent wet well, control room, relocation of the blowers to an isolated room in the main treatment building, and the addition of a 'Solids Building' which houses the influent rotary screens and belt filter press. The solids building is a two-story structure with the screening equipment and belt filter press located on the second floor and an open bay on the first floor which is used to store the solids handling trailer. The trailer is located directly beneath the belt press and dewatered solids fall from the second story to the bed of the truck on the ground floor.

Significant plant improvements have not been made since the 1993 upgrade. The treatment buildings are showing visible signs of rusted and deteriorated purlins, girts, doors, structural steel, etc. Much of the treatment equipment is reaching the end of its useful life (approximately 20-30 years) and is in need of replacement or upgrade. In addition to aging infrastructure within the treatment plant, issues with the local landfill (which is not owned or operated by the Borough) have made it difficult and costly for the plant to dispose of dewatered solids and screenings. The combination of older, less efficient equipment that is costing the Borough additional energy and operation and maintenance costs, issues of safety and undesirable working conditions in the plant, and challenges faced with the ultimate disposal of the treated sludge make upgrades to the solids handling processes in the WWTP the "low hanging fruit" as the Borough looks to make sustainable improvements at the facility.

Current Screening Operation

The Haines Wastewater Treatment Plant currently uses wedge wire rotary drum screens (manufactured by Hycor) to separate the grit and solid materials from the raw influent flow. The screens were installed as part of the facility upgrade in 1993. Wastewater is pumped from the influent wet well in the Control Building to the two (2) rotary screens located on the second floor of the Solids Building. The raw sewage enters the screen unit and flows into a headbox. As the headbox fills, the wastewater cascades over weirs and contacts two sides of a rotating cylinder screen. As the influent wastewater hits the turning screen, the solids are caught inside the cylinder and are moved along the length of the screen and discharged at the end of the unit. The liquid passes through the screen and is piped back to the main treatment building for further treatment. The wastewater leaving the screens flows by gravity in a 10" pipe to a flow splitter box located on top of the existing grit chamber. Flows typically leave the splitter box over a V-notch weir and flow through the aerated grit chamber for grit removal prior to the clarifier.

The drum screens generally retain small rags, paper, plastic materials, grit, undecomposed food waste, fecal matter, etc. Because the screenings contain fecal matter (as well as grease and scum), proper handling and disposal of the material is important. Currently, screenings from the Hycor units are discharged directly into a collection hopper and stored on-site. As the photos below illustrate, the screenings/grit at the Haines WWTP are wet and contain visible organic and fecal material.



Figure 1 – Existing Screenings Process

Handling and disposal of the screenings can be a time-consuming and costly operation. The screenings at the Haines plant cannot be composted with the dewatered sludge and are currently being stored in a large crate at the site. A local refuse company currently accepts the screenings and ships them out of Haines. The Borough is evaluating the sustainability of this practice for ultimate screenings disposal because it is unknown if the private entity will continue to accept the material and it is a significant operational expense to dispose of the screenings in this manner. The current screenings at the plant are heavy and wet and the Borough is being charged approximately \$0.33/lb to dispose of the material.

The existing screens are approximately 20 years old and there is an incremental cost increase for additional operation and maintenance costs as the existing units near the end of their useful life. Additionally, there are added energy costs associated with the continued use of these units due to the extra pumping energy that is required to get the flows to the second story of the Solids Building. In addition to having higher operational costs that are quantifiable, the existing process is an on-going maintenance concern and adversely effects the working environment within the plant. The current screenings are wet, heavy and contain visible fecal matter that is a safety concern and requires careful handling. The wet screenings are known to get on the floor and the existing screens do little to minimize odors in the current area.

Current Belt Filter Press Operation

The existing belt filter press is located on the second floor of the ‘Solids Building’ in the same area as the existing influent rotary screens. The existing Kompress belt filter press (manufactured by Komline-Sanderson) was installed as part of the 1993 upgrades to the facility. Digested sludge from the aerobic digester is pumped to the press at a concentration of approximately 1.5 to 4% solids. The filter press typically produces cake solids of approximately 17%±. The dewatered sludge falls from the filter press through the floor and into a trailer located on the bottom floor of the ‘Solids Building’. The photos below show the belt filter press area as well as the solids handling trailer located underneath the press.



Figure 2 – Existing Filter Press Process

As with the screening equipment, the existing belt filter press is an aging piece of equipment that is experiencing an incremental cost increase for additional operation and maintenance costs as the press nears the end of its useful life. Also similar to the screening equipment, the location of the dewatering equipment on the second story of the ‘Solids Building’ is requiring additional energy to pump the digested sludge to the press. This additional pumping requirement translates into higher energy usage and ultimately higher O&M costs at the plant.

Disposal costs are also affected by the efficiency of the aging equipment. In 2012, the WWTP produced approximately 100,000 lb of 17%± sludge. The percent solids of the dewatered sludge is an important factor in the disposal costs as the landfill charges based on the overall weight of the load. Current landfill tipping fees for the sludge are \$0.15/lb. Dewatered sludge with a relatively low solids content means the Borough is paying higher disposal costs due to the extra weight of the water in the sludge. While the belt filter press has been a work-horse in the wastewater treatment industry for years, newer technology and process innovations can offer increased dewatering efficiency and equipment capable of achieving higher % cake solids (as much as 40-50%). The newer more efficient equipment can often pay for itself over a relatively short payback period based on the reduced costs of sludge disposal.

Cost is not the only operational factor that is important to consider when evaluating the current dewatering process. As with the screenings, the more wet and heavy the sludge is the more difficult and time-consuming it is to handle. The current configuration with the belt press on the second story and sludge falling through the floor into the trailer on the first floor creates an operational nightmare. The falling solids splatter over the trailer, walls, floor, etc. and create safety concerns as well as generally less than ideal work conditions.

Replacing the Existing Screens

As previously mentioned, many publicly owned treatment works (POTWs) are looking for opportunities to achieve energy-efficient and sustainable design within their facilities that will result in considerable energy savings, long-term operational cost savings, and improved safety

and working conditions. Many facilities are finding that the capital costs associated with replacing their older, less efficient equipment with newer equipment can be offset over a short payback period due to the energy savings and reduced operational costs. Two such replacement projects at the Haines WWTP involve solids handling processes at the plant: influent screening and sludge dewatering.

Replacing the two existing influent rotary drum screens at the facility would address several ongoing operational concerns (odor, handling of wet screenings that contain visible organic and fecal material, etc.) and result in significant operational cost savings to the Borough. Taking the old screens out of service and installing new units on the ground floor of the main treatment building would reduce the pumping requirements at the influent wet well and translate into lower energy costs associated with pumping. Installing new units would eliminate the incremental cost increase for additional operation and maintenance costs as the existing screens near the end of their useful life. New, more efficient screening equipment could also significantly reduce the weight and volume of the screenings, which would subsequently reduce the cost of disposal as the screenings are disposed of on a \$/lb basis.

The new screening equipment would be capable of removing solids as well as washing, compacting, and dewatering all in a single unit. Wastewater flows would be pumped from the influent wet well to the screens located on the main floor of the treatment building (in the area next to the existing grit chamber). Upon entering the screens, wastewater flows from the influent channel into the screening basket which retains the solids. When the wastewater rises to a predetermined level, the screening basket rotates and lifts the screened material out of the influent flow stream. As the material reaches the top of the screening basket, it drops into a screw conveyor/compactor. Any material still in the screening basket is removed by a spray wash system. This system also flushes organic materials back into the influent channel. The central screw conveyor/compactor transports screened material to a discharge chute and storage container. The solids are compacted and dewatered up to a 40% dry solids content. Several manufacturers, including Lakeside, Huber, and Parkson, make reliable screening equipment for this type of application. The two proposed screens would be housed in pre-engineered, stand-alone tanks. This would allow for relocation of the screening equipment in the future if additional modifications are made to the existing WWTP or if a new facility is constructed.

The existing WWTP design does have a grit chamber following the existing screens and prior to introduction to the primary clarifier. According to plant staff, the grit screw equipment located in the channel has not been operational for years and the plant has not had trouble with grit buildup. The plant does accept septage, but the haulers discharge into a holding tank and the septage flows are metered in to the overall process over a period of time. Grit from the septage loads collects in the holding tank. As an option for the headworks upgrade, a grit system could be incorporated into the screening design. The manufacturers listed above can provide a 'headworks complete plant' which performs all of the screening operations described above (solids removal, compacting, dewatering) as well as remove and dewater grit from the influent wastewater. As with the screening system, the 'complete plant' would be housed in a stand-alone tank.

Modifications to the existing plant that would be required to accommodate the new screening equipment include:

- Demolition – the existing screens would remain in operation during construction and temporary piping would route flows from the existing screens to the clarifier (by-passing the grit chamber). The grit chamber would be demolished to make room for the two stand-alone screen units. Upon start up of the new equipment, the old equipment would be demolished and turned over to the Borough.
- Electrical modifications.

Replacing the Existing Belt Filter Press

There are a number of available technologies that can effectively dewater sludge. As mentioned, the belt filter press has been one of the predominant sludge-dewatering devices since its introduction in the early 1970s. It is effective for almost all types of municipal wastewater sludge and biosolids but typically can only achieve a solids content ranging between 12-20%.

According to plant staff, the existing belt press typically achieves approximately 17% solids content. As with the screening equipment, taking the old press out of service and installing a new dewatering device on the ground floor of the ‘Solids Building’ would reduce the pumping requirements at the influent wet well and translate into lower energy costs associated with pumping. Also, installing new equipment would eliminate the incremental cost increase for additional operation and maintenance costs as the existing press nears the end of its useful life. New, more efficient dewatering equipment could also significantly reduce the weight and volume of the dewatered sludge, which would subsequently reduce the cost of disposal as the sludge is disposed of on a \$/lb basis.

One option for improving the efficiency of the dewatering system is a screw press. A screw press is generally a contained unit where sludge that has been conditioned with a polymer is fed onto a screw-like drum that spins and transports sludge towards a discharge point. While the screw conveyor slowly turns, the screw pitch and drum diameter are decreased, which increases pressure on the sludge. The increased pressure forces water from the sludge, which is then filtered through small wire screening. A screw press can generally achieve solids concentrations of 30-40% when dealing with aerobically digested primary sludge and offers very low maintenance and simple operation. A skid-mounted system is available that includes the screw press, flocculation tank, sludge pump, control panel, and polymer system.

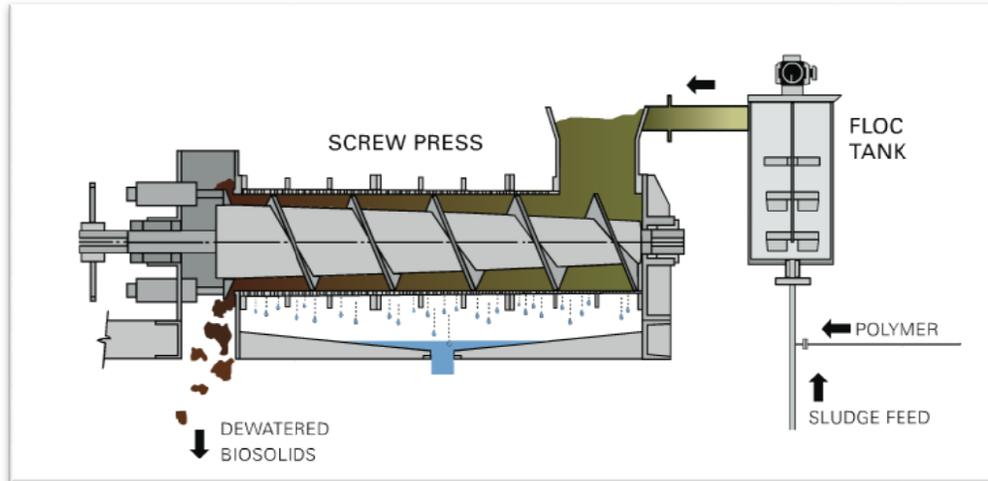


Figure 3 – Typical Screw Press Dewatering Process Flow Diagram



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-481
Assembly Meeting Date: 7/8/14

Business Item Description:	Attachments:
Subject: Authorize Purchase of Forklift	1. Resolution 14-07-576 2. Forklift Quotes
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 7/2/14	

Full Title/Motion:
Motion: Adopt Resolution 14-07-576.

Administrative Recommendation:
This resolution is recommended by the Director of Public Facilities.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 42,000	\$ 45,000	\$ 0	Reduced Maintenance Costs

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Goal 4, Page 144	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

The Haines Borough Assembly appropriated \$45,000 in the FY15 budget's Capital Improvement Projects (CIP) fund for an extended boom forklift. Leading Edge Equipment Partners, LLC has provided a quote of \$42,000 for the purchase of a Volvo Ingersoll Rand VR-1044C forklift with 4,800 hours of operation, used by Pacific Pile & Marine, LP on the Port Chilkoot Dock and Letnikof Cove Harbor Renovations project. The former Borough Mechanic-Operator, Jonathan Sheets, assessed the condition of this equipment. The Public Works Superintendent solicited three additional forklift quotes as a pricing comparison. Borough employees have operated the forklift in recent weeks and are pleased with its condition. The forklift currently is in Haines and would not require shipping costs. The Director of Public Facilities recommends contracting with Leading Edge Equipment Partners due to the cost and quality of the equipment.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 7/8/14	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Leading Edge Equipment Partners, LLC in the amount of \$42,000 for the purchase of a forklift.

WHEREAS, the Haines Borough Assembly appropriated \$45,000 in the FY15 budget's Capital Improvement Projects (CIP) fund for an extended boom forklift; and

WHEREAS, Leading Edge Equipment Partners, LLC has provided a quote of \$42,000 for the purchase of a 2007 Volvo Ingersoll Rand VR-1044C forklift with 4,800 hours of operation, used by Pacific Pile & Marine, LP on the Port Chilkoot Dock and Letnikof Cove Harbor Renovations project; and

WHEREAS, the former Borough Mechanic-Operator, Jonathan Sheets, assessed the condition of this equipment; and

WHEREAS, the Public Works Superintendent solicited three additional forklift quotes as a pricing comparison; and

WHEREAS, Borough employees have operated the forklift in recent weeks and are pleased with its condition; and

WHEREAS, the forklift currently is in Haines and would not require shipping costs; and

WHEREAS, the Director of Public Facilities recommends contracting with Leading Edge Equipment Partners due to the cost and quality of the equipment,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to contract with Leading Edge Equipment Partners, LLC in the amount of \$42,000 for the purchase of a forklift.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2014.

Stephanie Scott, Borough Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk



INVOICE

Leading Edge Equipment Partners, LLC

700 S Riverside Drive
Seattle, WA 98108
Phone: 206.331.3873
Fax: 206.774.5958

DATE: June 19, 2014

INVOICE # 06.19.14

FOR: Forklift

BILL TO: **Haines Borough**
PO Box 1209
Haines, AK 99827
Attn: Carlos

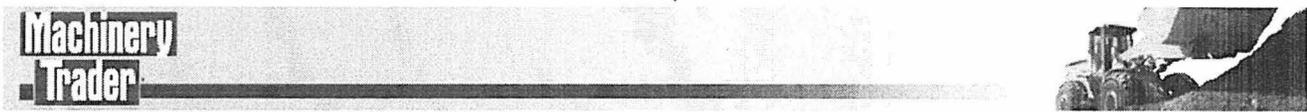
DESCRIPTION	AMOUNT
Ingersol Rand VR 1044C Forklift (L-FOR-001) SN 192847	\$ 42,000.00

SUBTOTAL	\$ 42,000.00
TAX RATE	0.00%
SALES TAX	-
OTHER	-
TOTAL	\$ 42,000.00

Make all checks payable to Leading Edge Equipment Partners, LLC.

THANK YOU FOR YOUR BUSINESS!

RECEIVED
JUN 23 2014
Haines Borough



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New Tec Inc
 Phone: (712)439-0505
 Fax: (712)439-0507

Updated: 7/1/2014 4:58:00 PM

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USED EQUIPMENT

Genie GTH644 Reach Forklift ****Video****



[Click to watch video of this machine!](#)

Model	GTH644
Year	2006
Hours	2242
Capacity	6,000 lbs
Reach	44'

Tires	Foam filled @ 85%
Features	2 wheel 4 wheel crab steering Lights Beacon Quick Tach John Deere Diesel Jobsite ready
Price	\$39,000
Finance	\$863/month, 48 months, 10% residual, first and last month in advance
*	Price subject to change without notice
NWES	1071





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USED EQUIPMENT

Skytrak 8042 Reach Forklift Telehandler ****Video****



[Click to watch video](#)

Model	8042
Year	2004
Hours	4270
Capacity	8,000 lbs
Reach	42'

Tires	Foam filled
Features	2 wheel 4 wheel crab steering Cummins diesel Aux hydraulics Jobsite ready
Price	\$39,500
Finance	\$ 875/month, 48 months, 10% residual, first and last month in advance
*	price subject to change without notice
NWES	1060





Memorandum

Haines Borough
Office of the Mayor
103 Third Avenue S.
Haines, Alaska 99827
sscott@haines.ak.us
Voice (907) 766-2231 ext. 30

July 2, 2014

To: Haines Borough Assembly

Cc: Dave Sosa, Manager
Julie Cozzi, Clerk
Robert Venables, Chair, Historic Dalton Trail RMSA
Carol Meismer
Mary Cummins

From: Stephanie Scott, Mayor, Haines Borough

Subject: Appointment of Mary Cummins

I have reviewed the recommendation of the Historic Dalton Trail Board of Directors to appoint Mary Cummins to replace Carol Meismer as the representative for the Chilkat Lake Zone, and concur.

I have been able to speak directly with both Carol and Mary and am confident that Mary will serve the Board well. Though Mary does leave the borough for a period of time (October, November, December; and again during the month of April), her principle place of residence remains Chilkat Lake, and Mary's pattern of residency and date of appointment conform to HBC 2.60.020¹. Mary is available telephonically or via internet during her periods of absence.

¹ **2.60.020 Members – Terms – Officers.**

The term for each member of a committee, board or commission shall be as set by the mayor or assembly in the formation of the committee, board, or commission or as otherwise specified by the code. A member of a committee, board or commission shall be a resident of the borough as defined below. A committee, board or commission shall appoint one of its members as chair, for a term to be fixed by the committee, board or commission. The committee, board or commission shall also appoint a deputy chair to act in the absence of the chair, or in the inability of the chair to act. For the purpose of this section, a person qualifying as a borough resident shall:

A. Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and

B. Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.

Please move to confirm my appointment of Mary Cummins to the Historic Dalton Trail Board of Directors as the representative for the Chilkat Lake Zone.

I join with the Chair of the Board and thank Carol Meisner for her years of service, and wish her well in her new home in Fairbanks.

Krista Kielsmeier

To: Robert
Subject: RE: Dalton Trail App

-----Original Message-----

From: Robert [<mailto:venables@aptalaska.net>]
Sent: Saturday, June 28, 2014 9:44 PM
To: Krista Kielsmeier; Stephanie Scott
Subject: RE: Dalton Trail App

Dear Mayor Scott,

The Historic Dalton Trail Board of Directors supports the appointment of Mary Cummins as the representative for the Chilkat Lake zone. She is a long-time resident who is actively involved in the issues concerning that area and comes highly recommended. We would also like to thank outgoing member Carol Meisner for her service over the years. If there are any questions, please let me know.

Thank you.
Robert Venables
HDT RMSA Chair

Haines Borough Application for Board Appointment

RECEIVED Haines Borough
JUN 24 2014
Clerk's Office

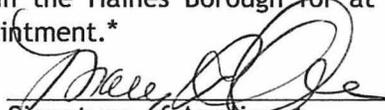
- Appointment** (I am not currently on the board)
 Reappointment (I am currently a member of the board)

Check the board, commission, or committee for which you are applying :

Planning Commission		Port and Harbor Advisory Committee
Tourism Advisory Board		Fire Service Area Board #3 (Klehini)
Chilkat Center Advisory Board		Letnikof Estates Road Maintenance Service Area Board
Parks and Recreation Advisory Board		Riverview Road Maintenance Service Area Board
Museum Board of Trustees	✓	Historic Dalton Trail Road Maintenance Service Area Board
Library Board of Trustees		Four Winds Road Maintenance Service Area Board
Public Safety Commission		
Temporary (Ad-hoc) Board/Committee _____		

Name: MARY R. CUMMINS
 Residence Address: BLK 2 LOT 4 CHILKAT LAKE HAINES, AK 99827
 Mailing Address: P.O. Box 1215, Haines, AK 99827
 Business Phone: _____ Home Phone: 907-303-0948
 Fax: _____ Email: jmccummins@hughes.net

I declare that I am willing to serve as a member of the designated board, commission, or committee. Please enter my name for consideration of appointment by the mayor, subject to confirmation by the assembly. I am a registered voter of the State of Alaska and have resided within the Haines Borough for at least thirty (30) days preceding this date or the date of appointment.*


 Signature of Applicant

6/24/2014
 Date

PLEASE BRIEFLY DESCRIBE YOUR QUALIFICATIONS (You may attach a resume):

See Attached

* HBC 2.60.020 - A member of a committee, board or commission shall be a resident of the borough as defined below...a person qualifying as a borough resident shall: A) Continue to maintain the person's principal place of residence within the corporate boundaries of the borough and have done so for at least 30 days immediately preceding the date of the person's appointment by the mayor; and B) Physically occupy said residence for at least 30 days immediately preceding the date of the person's appointment by the mayor.

Qualifications for Board Member of the Historic Dalton Trail Road Maintenance Service Area

Submitted on: June 24, 2014
By: Mary R. Cummins
PO Box 1215
Haines, Ak. 99827
(907) 303-0948
jmcummins@hughes.net

My husband and I purchased property at Chilkat Lake in 1994. We built our first cabin in 1995 as a recreational cabin. We were living in Juneau at the time and came to the lake most weekends in the summer and several times during the winter.

In 1999 we purchased another lot and built a second cabin for the purpose of making it our permanent home after we retired. In 2005 we retired, sold our property in Juneau and moved to the lake.

Prior to my retirement I was employed by the USDA Forest Service for over 25 years. During the first 8 years of my Forest Service career I worked as a computer specialist on the Coconino National Forest in Flagstaff, Arizona and the Ketchikan Area of the Tongass National Forest. While on the Ketchikan Area I was promoted to the Forest Computer Specialist position which had responsibility for all aspects of their IT program.

In 1987 I transferred to the Regional Office in Juneau where I worked until I retired in 2005. For the last ten years of my career I was the Information Resources Management (IT) Director for the Alaska Region of the Forest Service. As the Director, I was responsible for the regional IT program including computer systems, information management, telecommunications, training, IT security and records management. My responsibilities included developing the regional IT budget and program of work, supervision of the employees working directly for me in Juneau and oversight of the IT employees working on the Tongass and Chugach National Forests. As Director, I was a member of the Regional Leadership Team providing guidance and recommendations on IT related programs as well as working with the Administrative and Resource Directors on regional and national issues. I also served on a number of regional and national teams and committees dealing with the IT program and other regional and national programs. During my tenure as IT Director I received a temporary promotion to the position of Deputy Regional Forester responsible for the oversight of all administrative and resource staffs and Acting Regional Forester when he was out of the office.

Chilkat Lake has been my permanent residence for the past 10 years. I feel that my background in working with people as well as developing programs of work and the budget to accomplish that work and my familiarity with the issues and concerns of the property owners at Chilkat Lake qualify me to serve on the board.

I respectfully request that I be confirmed as the replacement for Carol Meisner on the Historic Dalton Trail Road Maintenance Service Area Board.

Thank you for your consideration.

