
Haines Borough
Borough Assembly Meeting #282
AGENDA

January 13, 2015 - 6:30 p.m.

Location: Assembly Chambers, Public Safety Bldg.

Jan Hill,
Mayor
Dave Berry Jr.,
Assembly Member

Diana Lapham,
Assembly Member

Mike Case
Assembly Member

Joanne Waterman,
Assembly Member

George Campbell,
Assembly Member

Ron Jackson,
Assembly Member

David Sosa, MPA
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
- 8B – Chilkat Center Report
- 8C – Museum Report
- 8D – Fire Dept Report
- 9A – Public Safety Commission Minutes
- 9B – Museum Board Minutes
- 9C – Port and Harbor Advisory Committee Minutes
- 9D1 – Government Affairs and Services Committee Report
- 11A1 – Adopt Resolution 15-01-607
- 11A2 – Adopt Resolution 15-01-608
- 11C1 – Liquor License Premises Extension

*** 4. APPROVAL OF MINUTES – 12/16/14 Regular**

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

6. MAYOR'S COMMENTS/REPORT

7. PUBLIC HEARINGS

A. Ordinance 14-12-393 – First Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Section 18.70.040 to allow vacation rentals in a light industrial/commercial zone with a conditional use permit.

*This ordinance is recommended by the planning commission and the borough manager. It was introduced on 12/16/14. **Motion:** Advance Ordinance 14-12-393 to a second public hearing on 1/27/15.*

B. Ordinance 14-12-394 – First Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Title 2 Chapter 2.98 to reflect the Public Library's designation as a Borough Department.

*This ordinance is recommended by the borough manager and the library board. It was introduced on 12/16/14. **Motion:** Advance Ordinance 14-12-394 to a second public hearing on 1/27/15.*

C. Ordinance 14-12-395 – First Hearing

An Ordinance of the Haines Borough providing for the addition or amendment of specific line items to the FY15 budget.

*This ordinance is recommended by the borough manager. It was introduced on 12/16/14. Staff recommends the second hearing be scheduled for the second meeting in February to provide time for the finance committee to meet and for staff to develop additional amendments that may be needed. **Motion:** Advance Ordinance 14-12-395 to a second public hearing on 2/24/15.*

8. STAFF/FACILITY REPORTS

A. Borough Manager – 1/13/15 Report

*** B. Chilkat Center – Facility Reports of November and December 2014**

*** C. Sheldon Museum – Report of November 2014 (annual report attached to Manager's Rpt)**

*** D. Fire Department – Report of December 2014**

9. * **COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES**

- A. **Public Safety Commission** – *Minutes of 11/3/14*
- * B. **Museum Board of Trustees** – *Minutes of 11/17/14*
- * C. **Port and Harbor Advisory Committee** – *Minutes of 12/22/14*
- D. **Assembly Standing Committee Reports**
 - 1. **Government Affairs and Services Committee** – *Report of 1/7/15 Meeting*

10. **UNFINISHED BUSINESS**

A. **Resolution 14-12-604**

A Resolution of the Haines Borough Assembly adopting the borough's 2015 federal priorities.

*This resolution was postponed to this meeting following discussion on 12/16/14. It was simultaneously referred to the Government Affairs & Services Committee for more discussion prior to coming to the assembly. That committee met on 1/7/15 and recommended amendments. A motion to amend would be in order prior to adoption. **Motion:** Adopt Resolution 14-12-604.*

11. **NEW BUSINESS**

A. **Resolutions**

* 1. **Resolution 15-01-607**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund for the project entitled AC Pipe Replacement 2015.

*This resolution is recommended by the manager. **Motion:** Adopt Resolution 15-01-607.*

* 2. **Resolution 15-01-608**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Clean Water Fund for projects entitled Sewer Treatment Plant Health and Safety Upgrades and Sewer Plant Roof Replacement.

*This resolution is recommended by the manager. **Motion:** Adopt Resolution 15-01-608.*

B. **Ordinances for Introduction**

C. **Other New Business**

* 1. **Liquor License Premises Extension - Mountain Market**

*The Alaska Alcohol Beverage Control (ABC) Board has notified the Borough of a pending liquor license premises extension request from Mountain Market. The business is constructing an addition it would like to use as beer and wine storage. The ABC Board's final decision is pending local government review of the diagram included in the packet. **Motion:** The Assembly does not object to the ABC Board's approval of the liquor license premises extension for Mountain Market.*

2. **Confirmation of Community & Economic Development Director Hire**

*This is a department head position hired by the manager but it must be confirmed by the assembly. **Motion:** Confirm the borough manager's decision to hire Bill Mandeville as Community & Economic Development Director.*

3. **Additional Work at Lutak Dock by ADOT&PF & Request for Additional Temp Construction Easement**

*The ADOT&PF is currently making major infrastructure improvements to the Haines Ferry Terminal. As part of that process, the assembly adopted Ordinance 12-07-299 authorizing a temporary construction permit on a portion of borough property among other things. As a result of the borough's recent investigations and dock replacement planning efforts, the ADOT&PF now requests the borough consider complete removal of cell #5, alterations of cells #6 & #7, and replacement of the uplands in this region with rubble mound slopes. They are offering to do this at no cost. This is recommended by the borough manager. **Motion:** Concur with the additional Lutak Dock work as proposed by the ADOT&PF; and authorize the borough manager to enter into an additional temporary construction easement (140 feet) and to proceed with good faith negotiations of updated agreements and other documents, as may be necessary.*

11C. NEW BUSINESS/Other New Business ---continued---

4. Executive Session – UPDATE ON CUP LAWSUIT

Motion: Move into executive session as allowed by AS 44.62.310(c)(1) and Haines Borough Charter Section 18.03 to receive a update from the borough attorney on the heliport CUP lawsuit; this matter qualifies for executive session because a public discussion may adversely affect the finances of the borough and/or the borough's legal position; the borough manager and borough attorney are requested to attend.

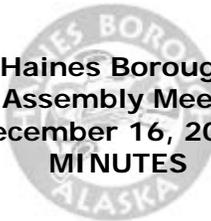
12. CORRESPONDENCE/REQUESTS

13. SET MEETING DATES

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT


Haines Borough
Borough Assembly Meeting #282
December 16, 2014
MINUTES

Draft

1. **CALL TO ORDER/PLEDGE TO THE FLAG:** Mayor **HILL** 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 Jan **HILL**; and Assembly Members Joanne **WATERMAN**, Diana **LAPHAM**, Ron **JACKSON**, Mike **CASE**, and George **CAMPBELL** (via telephone). Absent: Dave **BERRY**.

Staff Present: David **SOSA**/Borough Manager, Julie **COZZI**/Borough Clerk, Jason **RETTINGER**/Police Officer, Jeremy **GROVES**/Police Officer, Carlos **JIMENEZ**/Director of Public Facilities, Phil **BENNER**/Harbormaster, and Jila **STUART**/Finance Director.

Visitors Present: Karen **GARCIA**/CVN, Margaret **FRIEDENAUER**/KHNS, Debra **SCHNABEL**, Dana **HALLETT**, Mike **DENKER**, Matt **WHITMAN**, Molly **WILSON**, Nick **TRIMBLE**, and others.

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

The following Items were on the published consent agenda:

Consent Agenda:

- 4 – Approve Assembly Meeting Minutes
- 8B – Fire Dept Report
- 8C – Finance Report
- 9A – Museum Board Minutes
- 9B – Parks & Rec Committee Minutes
- 11A1 – Adopt Resolution 14-12-601
- 11A2 – Adopt Resolution 14-12-602
- 11A6 – Adopt Resolution 14-12-606
- 11B1 – Introduce Ordinance 14-12-393
- 11B2 – Introduce Ordinance 14-12-394
- 11B3 – Introduce Ordinance 14-12-395
- 11C1 – Assembly Committee/Liaison Appts
- 11C3 – Fireweed Liquor License Transfer
- 11C4 – 2015 Agenda Meeting Prep Schedule
- 11C5 – CFO and Clerk Employment Contracts

Motion: **WATERMAN** moved to “approve the agenda/consent agenda,” and it was amended to remove items 11B2, 11C4, and 11C5 from the consent agenda. **CAMPBELL** noted for the record that after discussion with the borough clerk, the 11/12/14 minutes will be amended to reflect the name of the organization that awarded the Haines Harbor Employee of the Year to Tina Olsen. There was no objection to that change. The motion to approve the agenda, as amended, carried unanimously.

* 4. **APPROVAL OF MINUTES** – 11/12/14 Regular Meeting

5. **PUBLIC COMMENTS** - None

6. **MAYOR’S COMMENTS/REPORT**

A. Oath of Office – Newest Police Officer Jeremy Groves

Mayor **HILL** administered the oath of office.

The mayor reported on the Alaska Municipal League conference, the Lutak Dock “strategic doing” sessions, and her work on the state’s Title 4 steering committee for the ABC Board. She also spoke of recent correspondence from the borough’s sister city, Dunbar, Scotland, concerning the centenary of John Muir’s death and also wishing us a Merry Christmas and Happy New Year. She would like to work with staff to send them a reciprocal letter, and there was no objection. She noted the Dunbar Council encourages people to go to their favorite natural spots on December 24 (the day of his passing) for moments of John Muir remembrance.

7. **PUBLIC HEARINGS** - None

8. **STAFF/FACILITY REPORTS**

A. Borough Manager – 12/16/14 Report

SOSA summarized his written report. **CAMPBELL** asked if the borough should get a Juneau lobbyist in place to assist with securing funding for much-needed projects like the waste-water treatment facility, and **CASE** questioned the value given the state's challenging, if not dire, economic forecast. Mayor **HILL** noted **CAMPBELL**'s comments and offered to chat with him about it at another time.

- * **B. Fire Department** – Report of November 2014
- * **C. Finance Director** – Five-Year Summer Sales Tax History

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

- * **A. Museum Board of Trustees** – Minutes of 10/21/14
- * **B. Parks and Recreation Advisory Committee** – Minutes of 9/18/14
- C. Assembly Standing Committee Reports - None

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

A. Resolutions

*1. Resolution 14-12-601

A Resolution of the Haines Borough Assembly certifying that the municipality did experience significant effects during the program base year from fisheries business activities that occurred within the FMA 17: Northern Southeast Fisheries Management Area.

The motion adopted by approval of the consent agenda: "adopt Resolution 14-12-601."

*2. Resolution 14-12-602

A Resolution of the Haines Borough Assembly authorizing and designating certain persons to sign and endorse checks pertaining to the borough's First National Bank Alaska accounts, and authorizing certain persons as signatories for the borough's security cash accounts and investments.

The motion adopted by approval of the consent agenda: "adopt Resolution 14-12-602."

3. Resolution 14-12-603

A Resolution of the Haines Borough Assembly adopting the Alaska Capital Project Submission and Information System priorities (CPSIS) and legislative priorities for FY 2016.

Motion: **LAPHAM** moved to "adopt Resolution 14-12-603," and the motion carried unanimously in a roll call vote.

4. Resolution 14-12-604

A Resolution of the Haines Borough Assembly adopting the borough's 2015 federal priorities.

Motion: **CASE** moved to "adopt Resolution 14-12-604," and the motion was seconded by **LAPHAM**.

Motion to Postpone: **CAMPBELL** moved to "postpone this agenda item to the next assembly meeting," and the motion carried unanimously.

Motion to Refer: **CASE** moved to "also refer this resolution to the Government Affairs & Services Committee," and the motion carried unanimously.

5. Resolution 14-12-605

A Resolution of the Haines Borough Assembly approving the temporary addition of territory to the Commercial Ski Tour Areas map to allow for a 2015 special ski competition event to take place in an out-of-bounds area.

Motion: **WATERMAN** moved to "adopt Resolution 14-12-605," and the motion carried unanimously in a roll call vote.

*6. Resolution 14-12-606

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Murray and Associates, P.C. in the amount of \$70,590 for engineering design, bid and construction services for the Vocational Education Building Upgrades project.

The motion adopted by approval of the consent agenda: "adopt Resolution 14-12-606."

B. Ordinances for Introduction

1. Ordinance 14-12-393

- * **An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Section 18.70.040 to allow vacation rentals in a light industrial/commercial zone with a conditional use permit.**

The motion adopted by approval of the consent agenda: "introduce Ordinance 14-12-393 and set a first public hearing for 1/13/15."

2. Ordinance 14-12-394

- An Ordinance of the Haines Borough amending Haines Borough Code Title 2 Chapter 2.98 to reflect the Public Library's designation as a Borough Department.**

Motion: CASE moved to "introduce Ordinance 14-12-394 and set a first public hearing for 1/13/15," and the motion carried unanimously.

3. Ordinance 14-12-395

- An Ordinance of the Haines Borough providing for the addition or amendment of specific line items to the FY15 budget.**

The motion adopted by approval of the consent agenda: "introduce Ordinance 14-12-395 and set a first public hearing for 1/13/15."

C. Other New Business

* 1. Assembly Committee/Liaison Appointments

The motion adopted by approval of the consent agenda: "confirm the mayor's appointment of standing committee and advisory board liaison assignments, and appointment of Diana Lapham as Deputy Mayor."

2. Board Appointments

Note: (Re)appointment applications and reapplications were received for seats on various advisory boards, and the mayor sought assembly confirmation.

Motion: WATERMAN moved to "confirm the mayor's appointments of Tresham Gregg to the Chilkat Center Advisory Board for a term ending 11/2017; Sage Thomas to the Fire Service Area No. 3 Board for a term ending 11/2016; Leonard Banaszak to the Historic Dalton Trail RMSA Board for a term ending 11/2017; Tom Ganner and Dennis Geasan to the Letnikof Estates RMSA Board for terms ending 11/2017; Meredith Pochardt to the Parks and Recreation Advisory Committee for a term ending 11/2017; Don Turner III to the Planning Commission for a term ending 11/2017; Brad Badger, Fred Gray, Norman Hughes, and Bill Rostad to the Port and Harbor Advisory Committee for terms ending 11/2016; Marianne Rasmussen to the Riverview Drive RMSA Board for a term ending 11/2017; Lorraine Dudzik/Michael Marks to the Museum Board of Trustees for a shared term ending 11/2017; and Michael Marks and Sean Gaffney to the Tourism Advisory Board for terms ending 11/2017," and the motion carried unanimously.

The mayor said the clerk brought to her attention that the other three Port and Harbor Advisory Committee members (Jacobson, Pardee, and Turner) were each appointed in January 2014 to terms ending November 2016. The terms actually end in 2015, and she asked for assembly confirmation of that correction. It is necessary to maintain staggered terms as required by the borough code.

* 3. Liquor License Transfer - Fireweed Restaurant

Note: the Alaska Alcohol Beverage Control (ABC) Board has notified the Borough of a pending liquor license transfer to the new owner of Fireweed Restaurant. The ABC Board's decision is pending local government review. The motion adopted by approval of the consent agenda: "the Assembly does not object to the transfer of the liquor license to the new owner of Fireweed Restaurant."

4. 2015 Assembly Meeting/Agenda Preparation Schedule

Note: this schedule was recommended by the clerk's office after conference with the mayor. It established the assembly regular meeting schedule for 2015 and the agenda & packet deadlines. Special meetings may still be scheduled, as needed.

Motion: LAPHAM moved to "approve the 2015 Haines Borough Assembly Meeting Agenda Preparation Calendar," and the motion carried unanimously.

5. Borough Officer Employment Contracts

Note: the assembly's Personnel Committee met with the clerk and CFO on 10/23, 11/10, and 11/21 to consider proposed employment agreements. The committee, including the borough manager, recommended assembly approval.

Motion: **LAPHAM** moved to "approve new employment contracts as recommended by the personnel committee for Julie Cozzi as borough clerk and Jila Stuart as chief fiscal officer," and the motion carried unanimously in a roll call vote.

12. CORRESPONDENCE/REQUESTS

A. Juneau Access Road – John Schnabel

Note: Mr. Schnabel requested a survey to gauge current community support for or disapproval of the Juneau Access Road.

During discussion, general support was expressed for a survey provided it contains multiple questions about various topics of community concern and is conducted by a survey professional.

SOSA said it is important to take the community's pulse using a variety of ways, including elections, public participation in meetings, and surveys. No specific action was taken, at this time.

13. SET MEETING DATES

The standing committees will set meeting dates and inform staff for public notice. The Government Affairs & Services Committee needs to meet prior to the next meeting to discuss the federal priorities resolution referred to it this evening. The Commerce Committee should meet soon to continue work on a tax incentive program.

Mayor **HILL** chose not to assign chair persons for the standing committees but rather to leave that up to the members to decide amongst themselves.

14. PUBLIC COMMENTS

DENKER was disheartened the Government Affairs & Services Committee did not report on the meeting it held to consider his question of the constitutionality of making committee appointments based on property qualifications. There should have been a report this evening, and he would like to know why the issue is being ignored. Committee members **LAPHAM** and **CAMPBELL** responded it was an unintentional oversight. It is not for lack of concern but simply because the previous committee chair (Berry) is not here and the other two members did not think to report in his stead. They will inquire into the status of **DENKER**'s request.

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

CASE said police departments exist to protect and serve, and he suggested consideration be given to more active community policing. **SOSA** reminded that the police chief reports to him and, thus, issues should be brought to him. The borough has a competent police department he believes has been diligent in conducting crime investigations. He acknowledged there is room for improvement to make sure crime victims are appropriately taken care of.

JACKSON had a great time in Anchorage attending the Newly Elected Officials training and the Alaska Municipal League conference. The sessions were eye-opening and informative, and he was able to network with fellow officials from various parts of the state.

CAMPBELL said he has been lobbied very hard to reconsider his vote on the APC rate case. The assembly did its best, and he's hoping more information can be released soon without legally damaging the borough.

16. ADJOURNMENT – 8:01 p.m.

Motion: **WATERMAN** moved to "adjourn the meeting," and the motion carried unanimously.

ATTEST:

Janice Hill, Mayor

Julie Cozzi, MMC, Borough Clerk



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 14-525
Assembly Meeting Date: 1/13/15

| Business Item Description: | Attachments: |
|--|---|
| Subject: Allowing Vacation Rentals in a Light Industrial/Commercial Zone with a Conditional Use Permit | 1. Ordinance 14-12-393 - Draft 2. 10/9/14 Planning Commission Recommendation |
| Originator: Planning Commission | |
| Originating Department: | |
| Date Submitted: 10/9/2014 | |

Full Title/Motion:
Motion: Advance Ordinance 14-12-393 to a second public hearing on 1/27/15.

Administrative Recommendation:
The borough manager recommends this ordinance. It has been reviewed & vetted by other staff members.

Fiscal Impact:

| Expenditure Required | Amount Budgeted | Appropriation Required | Projected Impact to Future Operating Budgets |
|----------------------|-----------------|------------------------|--|
| \$ none | \$ n/a | \$ n/a | n/a |

Comprehensive Plan Consistency Review:

| | |
|---|---|
| Comp Plan Goals/Objectives: Page 60; Goal 5 Page 199 | Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|---|---|

Summary Statement:

The planning commission reviewed the zoning code in response to a citizen's appeal regarding a vacation rental in a Light Industrial/Commercial Zone. That use was prohibited, but the commission recommends a code amendment to allow the use with a conditional use permit. Subsequently, borough staff reviewed the proposed amendment prior to bringing it to the assembly. Staff found no conflicts with other regulations and has no concerns. Therefore, the borough manager supports the planning commission's recommendation.

Referral:

| | |
|-----------------|----------------|
| Referred to: | Referral Date: |
| Recommendation: | Meeting Date: |

Assembly Action:

| | |
|------------------------------------|---------------------------------|
| Meeting Date(s): 12/16/14, 1/13/15 | Public Hearing Date(s): 1/13/15 |
| | Postponed to Date: |

An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Section 18.70.040 to allow vacation rentals in a light industrial/commercial zone with a conditional use permit.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and if adopted with or without amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance will become effective immediately upon adoption.

Section 4. Amendment of Section 18.70.040. The Vacation Rentals portion of the Zoning Use Chart in Section 18.70.040 of the Haines Borough Code is hereby amended to read, as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED
STRIKETHROUGH ITEMS ARE TO BE DELETED

18.70.040 Zoning use chart.

| ZONING USE CHART TOWNSITE PLANNING/ZONING DISTRICT UBR = Use-By-Right CU = Conditional Use NA = Not Allowed GFA = Gross Floor Area | | | | | | | | | | | | |
|---|------------------|---------------------------------|---|---------------------------------|-------------|-----------------------------|-----------------------------|---------------------------------|-------------------|-----------------|--------------|---------------------|
|  = Permit Required | | |  = Permit Not Required | | | | | | | | | |
| Under General Classification, uses in UPPER CASE are primary and uses in lower case are secondary. | | | | | | | | | | | | |
| GENERAL CLASSIFICATION → | INDUSTRIAL USES | | | COMMERCIAL/ Residential Uses | | | RESIDENTIAL USES ONLY | RESIDENTIAL/ Commercial Uses | | | | RECREATIONAL USE |
| Specific Zoning Districts → | Heavy Industrial | Light Industrial/ Commercial | Water front Industrial | Commercial | Water front | Significant Structures Area | Single Residential | Multiple Residential | Rural Residential | Rural Mixed Use | Multiple Use | Recreational |
| USES ↓ | I/H | I/L/C | I/W | C | W | SSA | SR | MR | RR | RMU | MU | REC |
| Vacation Rental | NA | NA <u>CU</u> | NA | UBR | UBR | UBR | CU | UBR | UBR | UBR | UBR | NA |

Haines Borough
Ordinance No. 14-12-393
Page 2 of 2

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS
____ DAY OF _____, 2015.

Janice Hill, Mayor

ATTEST:

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 12/16/14
Date of First Public Hearing: 01/13/15
Date of Second Public Hearing: __/__/__

HAINES BOROUGH, ALASKA **Draft**
ORDINANCE No. xx-xx-xxx

**AN ORDINANCE OF THE HAINES BOROUGH AMENDING BOROUGH
CODE SECTION 18.70.040 TO ALLOW VACATION RENTAL AS A
CONDITIONAL USE IN LIGHT INDUSTRIAL/COMMERCIAL ZONE.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 4. Purpose. This ordinance amends Section 18.70.040 to allow vacation rental as a conditional use in light industrial/commercial zone.

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED
~~STRIKETHROUGH~~ ITEMS ARE DELETED

18.70.040 Zoning use chart

ZONING USE CHART

TOWNSITE PLANNING/ZONING DISTRICT

UBR = Use-By-Right CU = Conditional Use

NA = Not Allowed GFA = Gross Floor Area

 = Permit Required

 = Permit Not Required

Under General Classification, uses in UPPER CASE are primary and uses in lower case are secondary.

| GENERAL CLASSIFICATION → | INDUSTRIAL USES | | | COMMERCIAL/ Residential Uses | | | RESIDENTIAL USES ONLY | RESIDENTIAL/ Commercial Uses | | | RECREATIONAL USE | |
|--------------------------|-----------------------------|------------------|------------------------------|------------------------------|------------|------------|-----------------------------|------------------------------|----------------------|-------------------|------------------|--------------|
| | Specific Zoning Districts → | Heavy Industrial | Light Industrial/ Commercial | Waterfront Industrial | Commercial | Waterfront | Significant Structures Area | Single Residential | Multiple Residential | Rural Residential | Rural Mixed Use | Multiple Use |
| USES ↓ | I/H | I/L/C | I/W | C | W | SSA | SR | MR | RR | RMU | MU | REC |
| Vacation Rental | NA | NA <u>CU</u> | NA | UBR | UBR | UBR | CU | UBR | UBR | UBR | UBR | NA |



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 14-526

Assembly Meeting Date: 1/13/15

| Business Item Description: | Attachments: |
|--|--------------------------------|
| Subject: Amend Code to Reflect Library's Designation as a Borough Department | 1. Ordinance 14-12-394 - Draft |
| Originator: Borough Clerk | |
| Originating Department: Administration | |
| Date Submitted: 12/4/2014 | |

Full Title/Motion:
Motion: Advance Ordinance 14-12-394 to a second public hearing on 1/27/15.

Administrative Recommendation:
The borough manager recommends this ordinance. It has been reviewed & vetted by other staff members.

Fiscal Impact:

| Expenditure Required | Amount Budgeted | Appropriation Required | Projected Impact to Future Operating Budgets |
|----------------------|-----------------|------------------------|--|
| \$ none | \$ n/a | \$ n/a | n/a |

Comprehensive Plan Consistency Review:

| | |
|-----------------------------|---|
| Comp Plan Goals/Objectives: | Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|-----------------------------|---|

Summary Statement:

In the past couple of years, the library has transitioned from a "component unit" to a borough department. Staff advised the borough code be amended to reflect this change. The borough clerk prepared an initial draft that was also reviewed by the borough attorney. The library director, library board, and the borough manager all considered the draft, and it was revised. The ordinance now referred to the assembly is recommended by all those involved in it's preparation.

Referral:

| | |
|-----------------|----------------|
| Referred to: | Referral Date: |
| Recommendation: | Meeting Date: |

Assembly Action:

| | |
|------------------------------------|---------------------------------|
| Meeting Date(s): 12/16/14, 1/13/15 | Public Hearing Date(s): 1/13/15 |
| | Postponed to Date: |

An Ordinance of the Haines Borough amending Haines Borough Code Title 2 Chapter 2.98 to reflect the Public Library's designation as a Borough Department.

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Chapter 2.98. Chapter 2.98 of the Haines Borough Code is hereby amended as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED
STRIKETHROUGH ITEMS ARE DELETED

Chapter 2.98
PUBLIC LIBRARY

Sections:

~~2.98.010 Haines Borough Public Library~~ **Department established.**

2.98.020 Library director.

2.98.030 Duties and responsibilities of department.

2.98.040 Library advisory board established.

~~2.98.020~~**050** Library board of trustees **Board composition and terms.**

~~2.98.030~~**060** Organization of the board of trustees **Board structure.**

~~2.98.040~~ Board vacancies — Filling vacancies

~~2.98.050~~ Duties and responsibilities of the board of trustees.

~~2.98.010 Haines Borough Public Library~~ **Department established.**

~~The Haines Borough Public Library, including a building owned and staffed by the Haines Borough, and its other assets, is operated and administered in its entirety by a library board of trustees.~~ **There is established a library department which shall manage and operate the borough public library. The department shall have jurisdiction over all equipment, collections, and persons within and using the borough's library facilities.**

2.98.020 Library director.

A. The library director shall be the head of the library department. The library director is appointed by the manager with the approval of both the library board and assembly. The director may be terminated by the manager only for just cause.

B. The library director shall carry out the duties and responsibilities of the public library department under the supervision of the library board and control of the borough manager.

C. The library director shall select personnel to serve as employees of the department, but all such appointments and the number thereof, shall require prior approval by the manager.

D. The library director shall approve departmental expenditures in accordance with sub-section HBC 2.98.030(D) of this code.

2.98.030 Duties and responsibilities of department.

The library department, through the library director, shall have the duty and responsibility:

A. To plan, manage, improve, operate and maintain the library facility;

B. To enforce policies, rules and regulations adopted by the board relating to equipment, collections, and persons within the jurisdiction of the department;

C. To recommend rules and regulations to the board to facilitate the planning, management, operation and maintenance of the borough's library facility;

D. To make recommendations to the board with regard to the annual budget and capital improvement plan of the library department; and

E. To perform related duties, as assigned.

2.98.040 Library advisory board established.

There is established an advisory board known as the library advisory board which shall have the following duties and responsibilities:

A. The board is authorized to adopt policies, rules and regulations regarding the planning, management, operation and maintenance of the borough's public library.

B. The board shall review the performance of the library director on an annual basis and provide the results of that review to the borough manager and review applications for library director, interview candidates with a hiring committee, and make a recommendation for hire to the borough manager.

C. The board shall approve a proposed budget, appropriation request, and capital improvement plan on an annual basis and cause same to be timely delivered to the manager and review, investigate and make recommendations on any further matter referred by the borough assembly or manager.

2.98.020~~050~~ Library board of trustees Board composition and terms.

The library board of trustees **library advisory board** shall consist of nine members who shall serve staggered terms of three years. **The board shall organize itself and function according to the provisions of Chapter HBC 2.60. All appointments to the board shall be made according to the provisions of HBC 2.60.030.** ~~Board members shall not receive compensation for services rendered as trustees.~~ The library director shall be an ex officio member of the board. **Members shall serve until their successors have been confirmed by the assembly. There shall be no pay for board membership.**

2.98.030~~060~~ Organization of the board of trustees. Board structure

A. The board shall, **by majority vote**, elect from its members a chairperson, a vice-chairperson, a secretary, and a treasurer who shall hold their offices for one year.

1. The chairperson shall preside at board meetings, set meeting agendas, and attest to approved minutes. The chairperson shall vote in the same manner and with the same restrictions as other board members and shall be counted for quorum purposes.

2. In the absence of the chairperson, the vice-chairperson shall assume the chairperson's duties.

B. The board shall operate under the bylaws of the Haines Borough Public Library

~~C. Board meetings shall be held as often as required. Once approved by the board, a copy of the board meeting minutes shall be delivered to the borough clerk for inclusion in the assembly's next meeting packets.~~

B. The library director, or the library director's designee, shall give notice of board meetings to each board member, attend board meetings, assure minutes of the meetings are taken, and serve as staff resource to the board. The library director shall not vote on any matter before the board.

~~2.98.040 Board vacancies — Filling vacancies.~~

~~A member's position on the board shall be deemed vacated if the member fails to attend three consecutive meetings without being excused by the board. All appointments to the board shall be made according to the provisions of HBC 2.60.055.~~

~~2.98.050 Duties and responsibilities of the board of trustees.~~

~~The library board of trustees shall:~~

~~A. Have general responsibility for and authority over all of the physical, fiscal, and human resources of the library (including collections, buildings, grounds and staff), within the limits of funds appropriated by the borough assembly and available from other sources;~~

~~B. Submit to the borough manager a detailed and itemized estimate of probable revenues and expenditures for the next fiscal year~~

~~C. Make rules and regulations for the administration and control of the library;~~

~~D. Have authority to allocate borough-appropriated funds for library staffing within the scope of the collective bargaining agreement with the Local 71 Union;~~

~~E. When the position of library director is vacant and has been properly advertised, review all applications received. The library board of trustees shall make a recommendation for hire to the mayor. The mayor manager shall review the board's recommendation for hire and request confirmation by the borough assembly. The library director, serving at the direction of the board of trustees, will have the administrative responsibilities of the operation and maintenance of the library and management of the collection. The board of trustees working through its director shall be responsible for administering the personnel policies of the Haines Borough with respect to its staff.~~

Section 5. Transition from Board of Trustees to Library Advisory Board. Upon adoption of this ordinance, all current members of the library board of trustees are confirmed as members of the Library Advisory Board with terms of office identical to those held while serving as a member of the library board of trustees.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS ____ DAY OF _____, 2015.

ATTEST:

Janice Hill, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 12/16/14
Date of First Public Hearing: 01/13/15
Date of Second Public Hearing: ___/___/___



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 14-533

Assembly Meeting Date: 1/13/15

| Business Item Description: | Attachments: |
|---|---|
| Subject: FY15 Budget Amendment Ordinance #2 | 1. Ordinance 14-12-395 - DRAFT 2. Budget Amendment Worksheet 4. Memo from Borough Manager |
| Originator: Finance Director | |
| Originating Department: Finance | |
| Date Submitted: 12/11/14 | |

Full Title/Motion:
Motion: Advance Ordinance 14-12-395 to a second public hearing to be held on 2/24/15.

Administrative Recommendation:
The borough manager recommends adoption.

Fiscal Impact:

| Expenditure Required | Amount Budgeted | Appropriation Required | Projected Impact to Future Operating Budgets |
|----------------------|------------------|------------------------|--|
| \$ see ordinance | \$ see ordinance | \$ see ordinance | |

Comprehensive Plan Consistency Review:
Comp Plan Goals/Objectives: Consistent: Yes No

Summary Statement:
This provides for the addition or amendment of the FY 15 budget. Proposed amendments are due to the biomass grant match; increased raw fish tax; Lutak investigation/preliminary design; Lutak emergency stabilization; new 2014 IMLS grant; 2011 IMLS grant; surplus equipment auction; harbor boat storage; and transfer of \$4,500 of Raw Fish Tax Revenues from the Areawide General fund to the Harbor Fund to purchase galvanized dumpsters for use at the Haines Small Boat Harbor.

Staff recommends the second public hearing be conducted the second meeting in February to allow time for the finance committee to meet and to develop information related to one or two possible additional amendments.

Referral:
Referred to: Referral Date:
Recommendation: Meeting Date:

Assembly Action:
Meeting Date(s): 12/16/14, 1/13/15 Public Hearing Date(s): 1/13/15
Postponed to Date:

AN ORDINANCE OF THE HAINES BOROUGH PROVIDING FOR THE ADDITION OR AMENDMENT OF SPECIFIC LINE ITEMS TO THE FY15 BUDGET.

BE IT ORDAINED BY THE ASSEMBLY OF THE HAINES BOROUGH, ALASKA:

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 3. Appropriation. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2014 through June 30, 2015.

Section 4. Purpose. To provide for the addition or amendment of specific line items to the FY15 budget as follows:

| (1) To accept and appropriate a grant for \$1,237,400 from the Alaska Energy Authority for the Haines Borough Municipal Building Biomass Project and to appropriate the required local match of \$137,448 (\$86,448 cash match and \$51,000 in-kind) from the areawide general fund. | | | | |
|---|--------------------------------------|------------------------|----------------------------|---|
| | | Current FY15 Budget | Proposed FY15 Budget | Fund Balance Increase / (Decrease)* |
| 41-01-00-4341 | State Revenue (AEA Biomass Grant) | \$0 | \$1,237,400 | \$1,237,400 |
| 41-01-00-7392 | Project Expenditures (Biomass Grant) | \$0 | \$1,374,848 | (\$1,374,848) |
| 01-98-00-8200 | Operating Xfers - OUT | \$0 | \$137,448 | (\$137,448) |
| 41-01-00-8200 | Operating Xfers - IN | \$) | \$137,448 | \$137,448 |
| Total local cost for Municipal Building Biomass Project Acquisition | | | | (\$137,448) |

| (2) To adjust FY15 budget for Raw Fish Tax revenues which are \$93,000 higher than projected: | | | | |
|--|------------------------------|------------------------|----------------------------|---|
| | | Current FY15 Budget | Proposed FY15 Budget | Fund Balance Increase / (Decrease)* |
| 01-01-09-4363 | State Revenue - Raw Fish Tax | \$345,000 | \$438,390 | \$93,390 |

| (3) To appropriate \$100,000 from the Lutak Dock enterprise fund for professional services to continue assessment and planning for the dock. | | | | |
|---|-----------------------|------------------------|----------------------------|---|
| | | Current FY15 Budget | Proposed FY15 Budget | Fund Balance Increase / (Decrease)* |
| 93-01-00-7312 | Professional Services | \$8,800 | \$108,800 | (\$100,000) |

| (4) To appropriate \$30,000 from the Lutak Dock enterprise fund for emergency measures to stabilize the dock as recommended by the Borough's engineers following a condition assessment of the dock. | | | | |
|---|------------------------------|------------------------|----------------------------|---|
| | | Current FY15 Budget | Proposed FY15 Budget | Fund Balance Increase / (Decrease)* |
| 93-01-00-7230 | Material & Equipment | \$8,750 | \$12,250 | (\$3,500) |
| 93-01-00-7312 | Professional Services | \$8,800 | \$32,100 | (\$23,300) |
| 93-01-00-7901 | Worker Orders – Public Works | \$4,000 | \$6,700 | (\$2,700) |

| | | | | |
|--|-------------------------|---------|---------|------------|
| 93-01-00-7908 | Work Order – Facilities | \$2,000 | \$2,500 | (\$500) |
| Total for Lutak Dock Emergency Stabilization | | | | (\$30,000) |

(5) To recognize FY15 revenues and appropriate funds from a Federal Institute of Museum & Library Services (IMLS) Grant received by the Haines Borough Public Library. The grant is a two year grant totaling \$136,209 and \$47,216 is expected to be expended in FY15.

| | | Current FY15 Budget | Proposed FY15 Budget | Fund Balance Increase / (Decrease)* |
|----------------------------|--------------------------------------|------------------------|----------------------------|---|
| 01-14-07-4589 | Federal Grant Revenue | \$0 | \$47,216 | \$47,216 |
| 01-14-07-6110 | Wages (Library IMLS 2014) | \$0 | \$27,194 | (\$27,194) |
| 01-14-07-6115 | Employee Burden (Library IMLS 2014) | \$0 | \$5,869 | (\$5,869) |
| 01-14-07-6140 | Health Insurance (Library IMLS 2014) | \$0 | \$3,299 | (\$3,299) |
| 01-14-07-7392 | Project Expense (Library IMLS 2014) | \$0 | \$10,854 | (\$10,854) |
| Net for Library IMLS Grant | | | | \$0 |

(6) To increase the FY15 budget for the Library’s 2011 IMLS Grant. Additional funds are available for expenditure in FY15 which were unspent in FY14.

| | | Current FY15 Budget | Proposed FY15 Budget | Fund Balance Increase / (Decrease)* |
|----------------------------|--------------------------------------|------------------------|----------------------------|---|
| 01-14-04-4589 | Federal Grant Revenue | \$7,054 | \$20,364 | \$13,310 |
| 01-14-04-6110 | Wages (Library IMLS 2011) | \$2,406 | \$10,068 | (\$7,662) |
| 01-14-04-6115 | Employee Burden (Library IMLS 2011) | \$748 | \$2,563 | (\$1,815) |
| 01-14-04-6140 | Health Insurance (Library IMLS 2011) | \$3,900 | \$7,733 | (\$3,833) |
| Net for Library IMLS Grant | | | | \$0 |

(7) To recognize revenues received from the fall 2014 surplus equipment auction.

| | | Current FY15 Budget | Proposed FY15 Budget | Fund Balance Increase / (Decrease)* |
|---------------|----------------------|------------------------|----------------------------|---|
| 01-01-09-4640 | Sale of fixed Assets | \$0 | \$10,049 | \$10,049 |

(8) To recognize revenues and appropriate funds for boat storage in the harbor parking lot. Some costs (such as boat stand purchase) are expected to be recovered with future year revenues.

| | | Current FY15 Budget | Proposed FY15 Budget | Fund Balance Increase / (Decrease)* |
|---|----------------------|------------------------|----------------------------|---|
| 92-01-00-4600 | Harbor Misc. Fees | \$10,700 | \$17,200 | \$6,500 |
| 92-01-00-7340 | Material & Equipment | \$9,850 | \$18,350 | (\$8,500) |
| 92-01-00-7360 | Utilities | \$58,500 | \$59,700 | (\$1,200) |
| FY15 Total Boat Haul-out (additional start-up costs will be paid with future year revenues) | | | | (\$3,200) |

(9) To recognize revenues and appropriate funds from a grant from the State of Alaska for weatherization improvements to the Haines Senior Center.

| | | Current FY15 Budget | Proposed FY15 Budget | Fund Balance Increase / (Decrease)* |
|--|--|------------------------|----------------------------|---|
|--|--|------------------------|----------------------------|---|

| | | | | |
|--|----------------------|-----|----------|------------|
| 31-01-00-4341 | State Revenue | \$0 | \$30,000 | \$30,000 |
| 31-01-00-7392 | Project Expenditures | \$0 | \$30,000 | (\$30,000) |
| Total local cost for Senior Center Weatherization Improvements | | | | \$0 |

(10) To eliminate a previous appropriation from the Capital Improvement Project (CIP) Fund of \$7,000 for a Public Works Shop Inventory Storage Bin System and instead add the funds to an existing appropriation for Road Improvements.

| | | Current CIP Budget | Proposed Budget | Fund Balance Increase / (Decrease)* |
|---------------|-------------------------------------|--------------------|-----------------|-------------------------------------|
| 50-01-00-7392 | Project Expenditures (Storage Bins) | \$7,000 | \$0 | \$7,000 |
| 50-01-00-7392 | Project Exp. (Road Improvements) | \$0 | \$7,000 | (\$7,000) |

(11) To eliminate a previous appropriation from the Capital Improvement Project (CIP) Fund of \$12,810 for a harbor dump trailer.

| | | Current CIP Budget | Proposed Budget | Fund Balance Increase / (Decrease)* |
|---------------|-------------------------------------|--------------------|-----------------|-------------------------------------|
| 50-01-00-7392 | Project Expenditures (Dump Trailer) | \$12,810 | \$0 | \$12,810 |

(12) To transfer \$4,500 of Raw Fish Tax Revenues from the Areawide General fund to the Harbor Fund to purchase galvanized dumpsters for use at the Haines Small Boat Harbor.

| | | Current CIP Budget | Proposed Budget | Fund Balance Increase / (Decrease)* |
|----------------------------|------------------------------------|--------------------|-----------------|-------------------------------------|
| 01-98-00-8200 | Operating Xfer – OUT from 01 to 92 | \$43,000 | \$47,500 | (\$4,500) |
| 92-98-00-8200 | Operating Xfer – IN from 01 to 92 | \$43,000 | \$47,500 | \$4,500 |
| 92-01-00-7230 | Material & Equipment | \$9,850 | \$14,350 | (\$4,500) |
| Total for harbor dumpsters | | | | (\$4,500) |

* A positive amount in this column is favorable. A negative amount is unfavorable.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS _____ DAY OF _____, 2015.

ATTEST:

Janice Hill, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 12/16/14
Date of First Public Hearing: 01/13/15
Date of Second Public Hearing: ___/___/___

HAINES BOROUGH

Summary of Proposed Amendments to the FY15 Budget - [Ordinance #14-12-395](#)



| FUND | Areawide General | Harbor Fund | Lutak Dock | Totals |
|---|------------------|----------------|----------------|------------------|
| | 01 | 92 | 93 | |
| Fund/Cash Balance as of 06/30/2014 \$ | 2,491,028 | 409,477 | 697,906 | |
| FY15 Adopted BUDGET Excess Revenue Over (Under) CASH Expense | (60,194) | 222 | 210,473 | |
| Proposed Amendments: | | | | |
| 1. Biomass Grant Match | (137,448) | | | (137,448) |
| 2. Increased Raw Fish Tax | 93,390 | | | 93,390 |
| 3. Lutak Investigation / Preliminary Design | | | (100,000) | (100,000) |
| 4. Lutak Emergency Stabilization | | | (30,000) | (30,000) |
| 5. New 2014 IMLS Grant | | | | - |
| 6. 2011 IMLS Grant | | | | - |
| 7. Surplus Equipment Auction | 10,049 | | | 10,049 |
| 8. Harbor Boat Storage | | (3,200) | | (3,200) |
| 12. Xfer Raw Fish for dumpsters | (4,500) | | | (4,500) |
| PROPOSED Excess Revenue Over (Under) CASH Expense | (98,703) | (2,978) | 80,473 | (171,709) |
| Proposed Fund/Cash Balance 06/30/2015 \$ | 2,392,325 | 406,499 | 778,379 | |
| Annual Operating Budget | 4,833,694 | | | |
| Projected Fund Balance as % of Operating Budget | 49% | | | |
| Amount short of 6 months of operating budget | (24,522) | | | |

* The cash balance is shown instead of the fund balance and the cash budget is shown which does not include depreciation expense



DATE: 10 December 2014
To: Haines Borough Assembly
From: David B. Sosa, Borough Manager
Subject: **BUDGET AMMENDMENT MEMO**

Assembly Members,

The following is provided to augment the Borough CFO comments contained within the body of the budget amendment.

1. **Biomass Project:** Initial work on the Biomass Grant was initiated in 2012 and the Assembly approved acceptance of the Biomass Grant on 10 September 2013 with Resolution 13-09-495. As part of the grant application the Borough identified cash match and in-kind matches. These matches were never clearly articulated within the application or in the resolution accepting the grants. This amendment identifies the fund line from which those cash and in-kind matches will be sourced. The Borough Administration will review grant application procedures and ensure that in future cash and in-kind matches are identified within the planning process and clearly articulated within the grant application and when the item comes before the Assembly for approval.
2. **Raw Fish Tax Revenue:** Accepts revenues which were higher than projected.
3. **Lutak Dock Enterprise Fund Transfer:** During the Strategic Doing session conducted on 4 & 5 December 2014 the group identified a need for dedicated funds to support continued planning and exploration of options for the Lutak Dock. The Manger recognizes that the request is for a significant amount and that it is generally rather than specifically targeted. To increase oversight the Manager intends to ensure authorization for expenditure is approved by a majority vote of the Core Group that will be stood up to provide focus to the Lutak Planning Effort. It is hoped that this group will be recognized as an Ad Hoc group appointed by the Mayor for this particular purpose. Initial expenditures would likely be focused on the following:
 - a. Funding a review of the December 2012 Port of Haines: Industrial Development document produced by Northern Economics. The intent would be to determine if any significant changes had occurred in the past 2 years that may warrant a particular approach to planning.

Subject: **BUDGET AMMENDMENT MEMO**

- b. Funding a review of the potential for developing/expanding the Maritime Industrial Support capability in and around Haines. The Alaska Department of Commerce, Community & Economic Development sponsored a report by the McDowell Group which was published in September 2014. Page 4 of the report notes:

“Another factor in favor of Alaska is growing recognition among local vessel owners that it is in their best interest\to support local MIS providers. As more work is done locally (or in Alaska generally), the MIS sector has greater opportunity to expand services, support a steady laborforce, provide services more competitively, and provide higher quality services”

A copy of the report is available at this link:

<http://commerce.state.ak.us/dnn/Portals/6/pub/Trends%20and%20Opportunities%20in%20the%20Alaska%20Maritime%20Industrial%20Support%20Sector.pdf>

- c. Funding visits by Assembly Members, members of the Core Group, the Harbormaster, and others to Wrangell, Hoonah, and other ports to tour their facilities and obtain first hand impressions of potential options for Lutak Port.
 - d. Funding efforts to coordinate with Skagway and Whitehorse to determine infrastructure needs and determine and appropriate balance of capability for the Upper Lynn Canal.
 - e. Conducting outreach to state and federal legislative representatives and staffs to encourage support for this essential project.
4. **Lutak Emergency Mitigation Efforts:** This item acknowledges the manger’s emergency action to take steps to fund the mitigation efforts at Lutak Dock.
 5. Items 5-12 are routine actions and are sufficiently explained within the Ordinance

Respectfully Submitted,

D.B. Sosa

David B. Sosa

Haines Borough manager



MANAGER'S REPORT

DATE: January 8, 2015
 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

Manager's Comments:

FY 2016 Budget Preparation: The Manager met with staff on 8 January and provided them with the Borough's budget preparation calendar. We also reviewed the new format for the budget and discussed some of the challenges and opportunities facing our community in the coming year. Among the key challenges is the low cost for a barrel that is impacting state finances. The state budget is predicated on oil being at an average of \$95 a barrel and the current price is below \$50 a barrel. As a result, there will likely be between a \$2-\$3 billion dollar deficit for the state which has carry over implications impacting state revenue sharing and support for Capital Infrastructure Projects. This comes at a time when the Borough is assessing the state of facilities and infrastructure most notably Lutak Dock, the Waste Water Treatment Facility, the Public Safety Building, and the state of our road and water/sewer underground infrastructure. It is clear that we will need to make some hard choices in the coming year. *There is GREAT OPPORTUNITY in this!*

The Borough has incredible strengths. As reported in the CVN recently we are fiscally sound, we have experienced Assembly Members, an engaged community, and committed, resourceful staff who are focused on doing the best for the community. This is our chance to define our priorities, demonstrate financial responsibility, and set a course of continued success for the future. I am truly looking forward to this budget cycle and working with our community to define our path.

Manager's Information Meetings: As we develop the Budget I intend to have some informal town hall style information meetings focused on particular subjects (mainly during February & March). The goal will be to inform the community about the state of various borough departments in order to generate understanding of the need to prioritize particular budget elements. It will also serve to educate the public on how the budget is developed and how items are funded. As an example: *Pitch, Potholes, Plows & other Particularly Pernicious Public Works Problems* will address road maintenance and enlighten

the public on the true costs of maintaining a safe and reliable road network. We will explain the role of Road Maintenance Service Areas and demonstrate that they are underfunded for the level of maintenance required. We will explore the heavy commercial use of certain RMSA's and the impact this has on road deterioration. We will also look to start the public conversation on how best to address additional funding (fees, taxes, combination) if RMSA's are reluctant to increase their mill rate. Other town halls will address the following:

- From Lily Lake to Discharge: Following a drop of water from source, to tap, through the intestines, out the bladder, and into the wild*
- Ports & Harbor (no catchy name yet)
- Public Safety
- Education, Arts, Entertainment, & Culture

Mosquito Lake Facility Update: I met with several individuals interested in keeping the Mosquito Lake Property as a School/Community Center. They are working to develop some viable options for the property. I am prepared to work with reasonable and affordable options for the property but in the event none are forthcoming I do not want to experience a delay in selling or transferring the property if an opportunity comes available. It is valued at 810k and requires approximately 200k in work for it to be usable as a public facility (sprinklers, ADA compliance, etc) without a waiver. To this end I have requested of the Planning Commission that the property be reviewed for potential sale.

With respect to the Sprinkler System our understanding of the requirements has changed. In the Manager's report of 16 December I stated that on 11 December the Facilities Director notified me of costs exceeding 200K related to the upgrade of the sprinkler system. This information was based on e-mails that the Facilities Director had received from the Fire Marshall in 2013 and early 2014 as well as on phone conversations. On 26 December the Manager and the Facilities Director had a phone conversation in which the Fire Marshall indicated that so long as maintenance occurred on the current system the building would be usable as in the past with the waiver. On 29 December the Facilities Director sent an e-mail to the Fire Marshall reviewing the conversation and highlighting the ability to use the facility specifically stressing the following:

"The facility may be used as a community center or a school as long as all fire suppression systems (sprinklers) are fully operational and have regular servicing and testing performed with satisfactory results.

Please let me know if my understanding is incorrect. We have not budgeted to have the facility opened in this fiscal year but may be able to budget for it next year. It is our intention to comply with the state's wishes, so if there is anything I am missing please feel free to call or email. I appreciate your time"

On 1 January 2015 the Fire Marshall responded concurring with the following statement from the e-mail of 29 December stating "You are correct."

Based on the above exchange the facility can be used without requiring the upgrades so long as the waiver is in effect.

The Borough is ready to assist the residents of Mosquito Lake with planning and to assist their efforts in identifying a solution to this challenge. From the Manager's perspective

what is required is a solution that provides services at a level of value that is commensurate with the tax share of the area.

In response to media inquiries regarding the property being scheduled to appear before the Planning Commission for a recommendation of sale I noted that there is not an interested buyer and the Borough has neither received nor solicited interests of purchase for the property. I requested that the item be brought up in the event a feasible plan is not developed for the facility. I would rather be proactive and in a position to sell the facility if a buyer is available than have to tell an interested buyer that they need to wait until the property goes through a process for it to be authorized for sale

Chilkat Valley Preschool: Recently I received a letter from CVP requesting an extension of their current lease. Last February (11th and 25th) this came before the Assembly and an extension was granted initially through Dec 2015 and then on reconsideration through June 2015. My understanding of the history of this issue is that there has been a desire for the CVP to relocate for a number of years due to safety of the building and operating costs of the building. Currently the Borough does not receive revenue (rent or property tax) for the property and we incur maintenance expenses in addition to providing funds on an annual basis to the CVP. The property is valued at 151k and has already been approved for sale by the Assembly. A rental value calculated at 1% of sale value would be \$1500.00 a month and this constitutes an additional in-kind funding of CVP amounting to \$18,000.00 per year. I am in negotiations with representatives of CVP regarding the lease and will formally update the Assembly when the negotiations are complete.

Lutak Strategic Doing Session #3: On 8 January the Manager held the third Strategic Doing meeting. A Core Group was identified at the last session and consists of the following individuals:

Mr. Michael Ganey, Mr. Fred A. Gray, Mr. Norm Hughes, Mr. William Kurz, Ms. Debra Schnabel, Mr. David Sosa, Mr. Jeremy Stephens, Ms. Carol Tuynman, Mr. Don Turner
Mr. Robert Venables

Per group discussion it was decided that it would be best if the group was not appointed by the Assembly and it therefore serves as a Managers Advisory Group. A web page was established for keeping the community informed of goings on and the most recent agenda is posted here: <http://www.hainesalaska.gov/economicdevelopment/managers-lutak-dock-working-group> . Mr. Fred Gray was appointed as the Chair and Mr. Robert Venables was appointed as the Vice Chair. Notes of the 8 January meeting will be posted soon. Work continues to define the future course of development for Lutak Dock.

Lutak Dock Cell #5: On the agenda is a request from the ADOT&PF to remove cell #5 at Lutak Dock during their construction for the ferry terminal. The ADOT Engineers had planned for reinforcement of Cell #5 when it was thought no major changes would be made to the Haines side of the dock. As they learned of our plans to make changes as a result of structural concerns, the ADOT approached Haines on 18 December suggesting a plan for them to remove cell #5 at no cost to the Borough as part of their construction. Details of the advantages to both sides are contained in the attachments for that agenda item. While there is some concern that when cell #5 is removed there could be structural weakening of the adjacent cell, the Borough recognizes that any plan for our portion of Lutak dock would likely involve removal of all cells due their structural weakness. The Manager requests authorization for ADOT to take the measures noted in their proposal.

Water Sewer Rate Discussion: On 7 January the Borough Staff presented information relating to proposed water sewer rate increases to the Government Affairs and Services Committee. The revised rate structure was proposed to address problems of insufficient funds to meet essential maintenance tasks and which would ensure safe drinking water for our residents and the ability to effectively process sewage ensuring public health. The proposed increases would mean that the utilities would be able to meet operating expenses and to meet requirements of the bond bank. The recommendation of the Administration is 5% increase each year for three years. The other item discussed was the level of deterioration and inefficiency of the Waste Water Treatment Facility. The Borough did not receive any state funding this year for the WWTF. Four communities did receive funding and the Borough was fifth 5 points behind the three groups ahead of us and 20 points ahead of the nearest competitor. Given the state of the facility the Borough must determine a way forward.

The state of the facility is such that it borders on unsafe for our employees and further degradation could lead to interruption of operations and potential public health risks. The GAS Committee requested that staff identify a means to fund essential repairs to ensure continued safe and efficient operation of the structure.

Survey: During the last Assembly meeting the subject of surveys came up and I informed the Assembly that I would develop a plan for a survey. After reviewing funding and timelines I feel it would be best to provide funding in the FY 16 Budget for a survey to be conducted by the end of the summer with results of the survey due by Dec 31 2015. This will ensure that as many residents are on hand as is possible for the survey and that the final information is available in time for the next FY's Budget process

Hopper List: During the last Assembly meeting I informed the Assembly that the staff would develop a list of working projects with rough timelines that those projects would appear before the Assembly. The initial list has been reviewed with the mayor, and staff is continuing to refine it. I anticipate being able to post the list to the website in advance of the next Assembly meeting.

HELP Committee: The HELP Committee met on 19 December and identified a number of actions for updating the Emergency Operations Plan. We are also required by the State and Federal Government to update our Hazard Mitigation plan and are looking at potential sources of Grant Funding to assist with that. I reviewed the last mitigation plan and had questions about what recommended actions in the plan had actually been addressed and am awaiting staff feedback. The next HELP Committee meeting is on 30 January.

Small Boat Harbor 35% Plan Completion: The Harbormaster and I reviewed the 35% completion plans in detail with Dick Somerville of PND on 18 December. The PHAC was updated on the plans on Monday 21 December. A concern I have is that the floats for more vessels do not get emplaced until Phase 2 which means no additional revenue until such time as they are in. I have asked the Harbormaster for plans to generate revenue without floats (secure anchorage) as well as plans for building our own floats to take advantage of revenue opportunity as soon as possible. One plus of the core samples and dredging was the realization of more than 1 million in potential savings on the project (currently planned at 20 million and now down from there). We may be able to use this savings to get floats in to generate revenue. The construction will have many of the same noise issues experienced this fall and we will need to ensure that the public is appropriately briefed on the impacts.

E-911 Update: I have spoken with staff involved in the project, reviewed documents, and discussed this issue with the borough contracted IT specialist, Mr. Warren Johnson and the contracted engineer Mr. Barry Begenyi, PE, of Begenyi Engineering, LLC. The original scope of work is available on the borough's website at:

<http://www.hainesalaska.gov/police/e-911-and-dispatch-services-project> and gives a sense of all that was required outside of the Caller ID and Addressing. I have so far determined the following:

- There were major challenges with the communications systems used by the Borough prior to the upgrades. These communications shortfalls meant that there were communication gaps which limited the effectiveness of our Public Safety System.
 - Radio Communications
 - Caller ID
 - Caller Address
 - Incident Logging and Tracking
- Significant upgrades were made particularly for Radio Communications, Incident Tracking/Logging, and Caller ID. These upgrades have ensured the ability to communicate from the townsite to Mud Bay and up to the Border and provide benefits to all elements of public safety.
- The ability to identify caller address is lacking due to the lack of critical systems (SALI) which would require an additional 50K.
 - Both the Engineer and IT specialist notified the Facilities Director and Mr. Earnest that the addressing systems would not be operational. The notification was in technical language and it may not have been completely understood by all, particularly Mr. Earnest, what this meant. I am uncertain as to how well briefed the Assembly was when the decision was made to accept the grant and invest in the system (the grant has already been accepted). I would welcome feedback on this issue from Assembly members who were part of the decision making on this issue.
- The Caller ID and Address are the items most people associate with E-911 so it is surprising that these were not intended for initial inclusion. It appears that the decision to exclude them was related to APT capabilities at the time. Since the decision was made it seems APT now has the capability to provide the addresses but this necessitates purchase of the SALI system.
- Implementation of the system was predicated on a surcharge which has been delayed pending full operational status of the system. The addressing is "good to have" but not essential for a community of our size. I would recommend that the Borough move forward with implementing the surcharge. This will be unpopular particularly given the questions about the system but the system needs to be funded to ensure that the appropriate monies are available to continue its operation and maintenance. If it is not funded we will have accepted a grant for Capital Improvement without ensuring the appropriate levels of O&M funds are available to ensure full life of the system.

Community Purpose Exemption Policy Workshop: The Borough Attorney provided a DRAFT document to address changes in Borough Code as it relates to Community Purpose Exemptions. The Manager drafted a policy based off of the code and submitted that to Borough Staff for review. Once that review is complete the Manager will reconvene the working group to provide input after which the product will be revised and presented to the Government Affairs and Services Committee. This will provide more opportunity for public comment before the document is finalized and presented to the Assembly.

Staff Party/Borough and Office Visits: On 19 December the staff had their holiday party at the Senior Center which featured a Soup Soiree cooking contest. Fourteen delicious soups were entered for the competition and the winning soup was a Turkey and Rice Chowder provided by Shawn Bell's Family. A number of employees received 3, 5, 10, and 25 year service pins. Our two 25 year service awardees were Ms. Rebecca Heaton and Mr. Ralph Borders. Other awardees were:

10 Year: Rae Ann Galasso, Tammy Piper, Joanne Spud

5 Year: Mark Allen, Patricia Brown, Jessie Morgan, Jason Rettinger

3 Year: Janine Allen, Erik Baldwin-Stevens, Jedediah Blum-Evitts, Andus Hale, Andrea Nelson, Jennifer Walsh

The Mayor, the Manager, and the Clerk toured Borough Office spaces on Tuesday 23 December visiting with employees and wishing them well for the Holidays. We also handed out service pins to those Borough employees who were unable to attend the staff holiday party.

CAPSIS Entries: With the approval of the Legislative Priorities the staff is focused on developing the CAPSIS entries that will make our case for support from the Legislature. Given the tough state fiscal environment I feel that it is vitally important that the appropriate language be included so that our issues will get the attention that they deserve. We will also need to develop a Communication & Outreach Plan for members of the Legislature, Staff and others so that our issues are on key individuals minds at key times. To assist with developing CAPSIS entries and an outreach plan I have hired Mr. Bill Thomas on a consultancy basis for the period 5 January through 6 February. The cost for this consultancy service is \$5,000.

Facilities & Public Works:

Pool Lighting

This project is complete. The contractor began on December 8 and completed the project December 14, one week ahead of schedule. This project has greatly improved the general lighting conditions, energy savings and aesthetics in the facility.

Public Safety Building repairs

Ongoing repairs to the building have included exterior and interior rot repair and replacement of three windows on the second floor.

Facility Management Program

Ongoing training will be taking place during December and January with launch of the new system scheduled for February 1, 2015

School Roof Project

Bid ready documents are being prepared for roof repair work to take place in the spring/summer of 2015. The areas to be repaired were outlined in a 2013 roof assessment performed by JYL Architects out of Juneau.

Wastewater Treatment Plant

Maintenance staff installed a support to shore up an area of the roof that is failing at the plant. This repair will be monitored and likely be in place until the structure is replaced.

Sledding Hill

The Stump Company has been contracted to remove the trees in the area designated to be the Mt. Riley Sledding Hill. The contract is in exchange for the logs. A contract has been awarded to Whiterock Nursery to remove the stumps and make general improvements to the area after the logs are removed. This project will provide a safe area to sled in a convenient location for residents and visitors. Depending on the weather, the work may take place this winter.

Sewer Camera

Staff is communicating with numerous sewer camera dealers to ascertain which one will work best for Haines. This camera will allow the sewer department and public works to determine line depth, condition, line and service location and will provide multiple additional functions.

Senior Center Pellet Boiler

The pellet boiler at the Senior Center was out of commission for approximately one week due to a failed internal component. This is the same failure which occurred six months ago. Repairs have been made and it is functioning properly, and being monitored daily. Staff is working with the manufacturer of the boiler and pellet supplier to determine the problem and how to correct it for the long term.

Finance: NSTR

Lands & Planning:

Assessing:

- Research and documentation for transfer of title from Haines Borough to Ventura Samaniego of Excursion Inlet property Lot 2, Block B, Excursion Inlet (South) Subdivision is complete & ready to be finalized upon receipt of the recorded Quit Claim Deed from Haines Recording district in Juneau.
- Research on lot 16A ownership in question by Gregg Bigsby reached a dead-end & summary of facts and documentation presented to Manager for next step.
- Regular maintenance of parcel viewer with Planning & Zoning Tech & Admin Assistant (Ongoing)
- Finalizing last of title transfers from November 15 to December 31 for account updates prior to 2015 valuations
- Finalizing follow-up of 2014 Construction declaration applications for percent complete & 2015 valuations
- Market analysis for 2015 valuations in progress and ongoing through March 1, 2015 due date for budget preparation w/ goal to complete earlier
- Waiting for 2014-15 Townsite building permit valuations from contract assessor
- Waiting for Ketchikan Semi-CAMA Access database from contract assessor upon his initial population of core data
- Site visit of potential Borough land for sale with Planning Commission to be scheduled this month

Planning:

- Hosting Haines Imagery: The Borough ArcGIS online Parcel Viewer has been open to public since August 2014. Currently we are seeking a place to generate and store the map tile catches for our website. We believe that the best long term solution is to let

ESRI host our imagery. We hope that ESRI to host the imagery for free in exchange for making it available to all ESRI users. A teleconference with ESRI representatives may be held during the week of Jan 19.

- Temporary Residence Ordinance in HBC 18.60.020(H): P&Z Tech drafted an ordinance to clarify temporary residence definition and permit requirements. The Planning Commission recommends this ordinance. It will be reviewed by other staff members.
- Classify foreclosed property for sale: On the 12/18/14 meeting, the Planning Commission recommended the Assembly classify property 3-MLR-00-0110 for sale. The ordinance will be introduced to the Assembly on 1/27/2015.

Library: NSTR

Museum: See Museum Director's Annual Report

Public Safety: See Chief Musser's attached report

Tourism:

Conferences and training:

Yukon and China Tourism Forum, Whitehorse. November 21st:

This was a great forum not just for content but as a chance to connect with Yukon Tourism as well. The Director met with Whitehorse Assembly members and the Mayor. The Whitehorse and Yukon Tourism are very interested in collaboration with Haines and Skagway to market to travel groups such as the latest influx of Chinese tourists to keep them in the area longer. We listened to speakers that specialize in bringing Chinese Tourist to the US and Canada, local Whitehorse tour companies specializing in marketing to these groups. Leading experts in the China market, local Chinese customs and Social sensitivities.

The Director also met with a Yukon tour company which brings guests to Haines specializing in camping. They will be focusing on a fall northern lights trip with the Chinese Market. The Yukon community is very welcoming and excited to work with Haines.

Both the Whitehorse Council and Mayor are very interested in working with Haines on future projects and want to stay a part of the discussion on Lutuk Dock. They sent a letter of support for the project.

Gay and Lesbian Convention and Visitor Bureau Conference in Las Vegas, December 7-9th:

The host was Community Marketing and Insights (CMI) famous for their research into travel statistics. While there the Director met with staff of Olivia cruises – they bring 1500+ Lesbian travelers up on Holland America and generally go to Skagway. The Director gave a push for choosing the ships that visit Haines and I think if not this year, by the next it will pay off.

Workshops attended included:

- Statistics (Community Marketing and Insights) where, how and when the LGBT market travels
- Starving for Stories (How to reach out to the right travel writers and how to make covering your town easy.
- Hashtags, Mobile and Hyper-Targeting Banner ads
- How to deal with today's bloggers and Journalists
- Edge Media presents: A successful Digital Marketing Collaborative Case Study

- How to sell your hotel or town to LGBT market
- The China market
- Networking
- Generational Differences: Studies and Patterns in Travel Between Ages
- Gay Weddings: how to market them in your town
- How Cultural Competency and Inclusion increases your bottom line (it pays off to know your visitors cultures, beliefs, and needs)

UofA Economic Development Course in Anchorage, Jan 13-16: The Tourism Director will attend this course which is one of the best courses for Econ.Dev focusing on Alaska issues. This will provide depth to the ability to address Economic Development issues and better round out the department in anticipation of the arrival of a Community & Economic Development Director. Areas covered will be able to cross over between tourism, downtown revitalization and development as well as grants. Topics are as follows:

- Strategic Planning
- Small Business and Entrepreneurship Development
- Business Retention and Expansion
- Marketing and Attraction
- Community/Neighborhood Development
- Economic Development Finance

Tourism :

- Continuing on marketing and advertising updates for 2015.
- Finalizing the new 2015 Visitor Planner.
- Reviewing draft of the Winter Visitor Industry Assessment by The McDowell Group.
- Finalizing arrangements for the Freeride World Tour, including accommodations, venues, food and beverage and on the ground logistics.
- Sitting in on the Southeast Alaska Tourism Council retreat with updates on Haines and Southeast. Negotiating trade show representation.

1/05/2014 Manager's Update for the Police Department:

Dispatch:

Personnel – Training continues for new dispatcher Linda Waldo, while our other new dispatcher, Brittany Miller, has moved on to working on her own.

Projects - Working on coding for the Computer Aided Dispatch (CAD) module and will be looking to go live on the CAD by the end of February 2015.

Police:

The department has a new uniform look. We now are wearing a khaki/tan colored shirt with the black pants. This was done to help make our uniformed officers appear less militaristic and more approachable.

Personnel – Received notice from Officer Adam Patterson that he has accepted a job in Lafayette, Indiana with the Tippecanoe County Prosecutor's office as a criminal investigator. Officer Patterson has been with the HBPD since May 2012. He is a very community oriented police officer and will be missed here, but we wish him all the best in his new endeavor. His last day will be Sunday 1/25/2015.

Training - Chief Musser will be attending a two week re-certification academy in Sitka from January 11 through 24, 2015. Officer Dryden will be attending the basic academy in Fairbanks at the University of Alaska campus from February through the first week of June.

Projects – working on hiring a replacement for Officer Patterson; structuring in-service training topics for 2015; and lining up an assessment of the Department for February or March.

Year End Statistics for 2014 include:

Police Number of Calls for Service 2014 ---- 1676

Police Number of Cases Initiated/Reports -- 169

Police Number of Arrests ----- 31

| Crimes Against Persons | |
|-------------------------------|----|
| Assaults | 13 |
| DV Assaults | 3 |
| DV Disputes | 20 |
| Sexual Assault | 3 |
| SAM | 9 |

| | |
|-------------------------------------|----|
| DUI | 16 |
| Driving Suspended or Revoked | 4 |

| Traffic | |
|--------------------|-----|
| Traffic Stops | 261 |
| Citations | 33 |
| Warnings | 183 |
| Parking Violations | 48 |
| Parking Cites | 24 |
| Collision Reports | 30 |

| Crimes Against Property | |
|--------------------------------|----|
| Burglary | 11 |
| Theft | 58 |
| Fraud | 20 |
| Criminal Mischief | 16 |
| Trespass | 13 |
| Vehicle Theft | 5 |

| | |
|---------------------------|----|
| Disturbances | 40 |
| Disorderly Conduct | 15 |
| Welfare Checks | 57 |

| Animal Complaints | |
|--------------------------|-----|
| Dog calls | 210 |
| Dog Bites | 7 |
| Bear | 119 |

Dispatch Number of Requests for Service – 3898
Dispatch Service Reports ----- 2625
Dispatch Number of 911 Calls ----- 474

Jail Statistics - 2014

HBPD Arrests ----- 31

Male – 23 Female - 6

AST Arrests ----- 7

Male – 6 Female – 1

Remand/Serving Sentence ----- 12

Male – 8 Female – 4

Title 47 (Noncriminal hold) ----- 6

Male – 3 Female - 3



Photograph courtesy of Chilkat Valley News.

The Beat Goes On

Words: Nancy Nash, Tune: Sonny Bono

The Sheldon Museum Annual Report

The beat goes on, our museum song.
Join us and our voices will be strong.
 La da da da di,
 La da da da da.

1. Mu-se-ums were once a place of rest.
 Old displays in cases seemed the best.
But puppets came to teach a thing or two;
 Turns out Haines is full of them – who knew?

CHORUS

2. Then Science Camp brought kids, who made some noise.
 They came to learn and added to our joys.
Our indoor fish camp saw a lot of play;
 Tourists couldn't pull their little ones away.

CHORUS

3. Talked about some funds we'd like to earn.
 Totem poles rise up at ev'ry turn.
We marked a path to each and told their tale;
 A sunny day saw many on the trail.

The beat goes on, but we'll soon be done.
Join us and our voices will be strong,
 La da da da di,
 La da da da da. [fade out]

Performed by Sheldon Museum staff at the Museums Alaska Meeting in Seward, October 2014.

Sheldon Museum and Cultural Center

A Big Part of a Small Town

2014 Annual Report

Our Mission

The Sheldon Museum and Cultural Center, an educational institution of the Haines Borough, is committed to collecting, preserving and interpreting the history, art and unique blending of diverse cultures within the Chilkat Valley region.

The Sheldon Museum's presentation of artifacts, clan trust property, art and memorabilia enhances quality of life for area residents and visitors; informs researchers and historians; inspires artists and creative writers; and encourages community pride through permanent, temporary, and traveling exhibits, and through a variety of outreach programs for schools and the public.

Supporting our Community

We are committed to being part of and improving the quality of life for Haines residents. Our presence improves our town with a depth and breadth of activities and opportunities for all residents, no matter their age or focus. Of our 12,000 annual visitors, 7,000 of them were from Haines.

Supporting Elders and Disabled Residents: We provided meaningful volunteer work and social opportunities to elders and disabled residents, who help staff the museum and guide out-of-town visitors. 102 volunteers gave over 3,100 hours of time to the museum in the past year.

Supporting Working Families: 13 museum camps for school-age children occurred during school breaks. At a spring museology camp, Tracy Wirak's ten summer science camps, and two winter holiday camps children learned collections classification, built solar lanterns, made 3-D relief maps of our peninsula, created artwork from collected plant materials, and made rock mosaics. Day-long camps allow parents to work without worrying about the safety and activities of their children while simultaneously knowing they are engaged in meaningful programming.

"I enjoy the social interaction. The variety of people we get here is just awesome. I've talked to people from Australia, China, Japan ... all over the world"

- Art Woodard



Children create art during summer camp at the museum. *Photograph courtesy of Tracy Wirak.*

Family Days at the museum offer activities for all ages, helping build family bonds and shared memories. Saturday Family Days included Puppet Day, Apple Day, The Doll Fair and the Christmas Open House.

Supporting Young Families: A new preschool and early elementary educational area's interactive exhibits changed every 2-3 months. A *Fish Camp* made way for *Preparing for Winter*, and a *Tlingit Winter Clan House*. Preschool children used displays imagined and created by Julie Folta, Diane Sly and the Children's Reading Foundation Board. Play incorporated a smokehouse with cardboard salmon, a bonfire with fabric hotdogs and marshmallows, berries and apples to pick and make into small pies in a play oven, and a small clan house filled with child-sized regalia, rattles and drums. We knew the area was a success when the first child to play in it refused to leave when his parents were ready to go.



Clams, seaweed, and fish ready to gather in Fish Camp.

Supporting Community Health: Our popular Friday morning Walk and Talks, 15 held from January to May, attracted 235 participants, who walked to Pyramid Island, Mount Ripinsky, Lily Lake, Chilkoot River Estuary and Rutzebeck Lake. On July 5th we hosted the Mount Ripinsky hike/run, a popular annual outdoor activity. In August we held the first Totem Trot, a 5k run/walk fundraiser for the museum. This will, hopefully, grow over the years and become an attraction to runners outside Haines, helping the local economy. We are planning ski tours of downtown for the winter months. All of these activities are enjoyed by a wide spectrum of ages and abilities.



Photograph courtesy of Chikat Valley News.

Supporting Life Long Learning: In the early part of the year, the Chilkat Valley Study and Discussion Group spent Friday evenings discussing three books about the history of our region. Another group of adults met weekly to learn Tlingit from our staff teacher, Elsie Spud. Adult learning opportunities are critical in a small, isolated community. In addition to the longer classes, in 2014 we offered 113 evening and weekend lectures and workshops to the community – a little more than two per week. 2,650 people attended our free evening and weekend programs. These included a lecture by Byrne Power on the history of puppetry in Europe and Haines; Jean Meaux's readings from her book, "In Pursuit of Alaska"; and a sketching class by Alexandra Feit. In early May, The Fortnight of Learning provided two weeks of intensive tours and lectures broadly covering the geography, botany, culture and history of our area.

"I am reveling in the continuing education the Museum provides. Tell me anything about Haines: the history of the area, the wildlife, the lifestyle, anything. I'm a kitten lapping up cream."

-Dena Selby

Supporting our Schools: Museums provide informal learning driven by curiosity, discovery, free exploration and the sharing of experiences with companions. The Sheldon Museum is one of three educational institutions in our community, part of an educational triangle that includes the library and the school. In 2014, 700 students visited the museum independently or as part of a class tour. Each elementary and preschool class came at least twice: once for the spring exhibit on puppets, *Strung Up and Reconfigured*, and once for the fall *Apple Activities*. Our Education Coordinator visited each preschool monthly during the first half of the year. Preparing for winter's exhibits, we sent curricula ideas to the Haines School. Recently high school students from Whitehorse completed a scavenger hunt on Haines history during a day at the museum. A series of elementary level books on Haines History is planned for our future support of the region's school children.

Supporting Community Marketing: The Sheldon Museum creates and manages the community museum pass, which features each of our three museums: The American Bald Eagle Foundation, the Hammer Museum and the Sheldon Museum and Cultural Center. This year we sold 1,399 passes, 425 more than last year, helping increase visitation at all of our museums. 12,000 people visited us in 2014. Jim Heaton and Jeff Klanott continued carving a totem pole outside our museum this summer. The pole has been a big draw for tourists.

Community marketing included ads in the Juneau, Skagway and Whitehorse newspapers for our exhibits and the Totem Trot; brochures at ferry docks in other communities; and a day spent filming a segment for the television show *Mysteries at the Museum*, which will air next fall. Shows such as this, featuring Haines on the Travel Channel, result in increased tourism.

The museum's historic photographs are popular business enhancements. This year photographs were provided to Fort Seward businesses. We are closely involved with the Fort Seward sign projects, one by Annette Smith and the Port Chilkoot Corporation and one by the Arts Confluence. Both projects are using our historic images and our design software to complete their projects.



Haines School's fourth grade visited *Strung Up and Reconfigured: Puppetry in Haines and Beyond* in March.



"I greatly appreciate the many and varied workshops, presentations and other activities the museum sponsors for various age groups in our community. It is indeed a hub of culture for us here in Haines."
-Heidi Robichaud

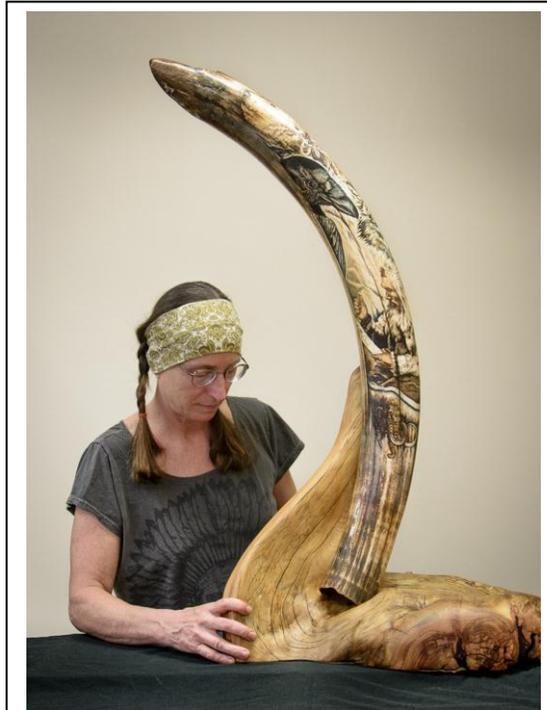
Supporting Chilkat Valley Artists: In 2014 we raised \$35,000 to purchase Haines’ artists’ work for our collection – money that goes back into our local economy. Our gift shop also sells artwork by Haines artists, providing another venue for our community’s artists to earn a living.

Through our competitive Six Week Spotlight Program, we provide a venue for artists to display and sell their work. For some, this is the first time they have exhibited in a museum. The professional development resulting from designing an exhibition is invaluable. Having artwork in a museum collection or on exhibit is a resume builder for an artist. Three artists held Six-Week Spotlight shows in the museum this year. In eight years we have spotlighted 35 local artists.

Our totem pole carving project is a final way we support our community’s artists. We encourage a Master/Apprentice approach, so that skills are transferred from one generation of artisans to the next.

Supporting the Clans: The Sheldon Museum stores material for local Tlingit clans, including regalia, feast dishes, and other A’at Oow. 1/24th, or 4%, of our climate-controlled artifact storage area holds precious items for the Sockeye, Wolf, and other clans in the area. Some clan material is on display in our gallery. Based on our annual expenses, the cost of holding this material is about \$1,000 per year. We do not charge rent. Part of our support for the community is in storing this material so that it is not lost to future generations. The extreme importance of this cultural material, much of it irreplaceable, and the risk it may be in when stored in houses without fire suppression or security alarms, make this a worthwhile way we can benefit our community.

Supporting Other Organizations: Grant, educational, and even commercial projects by other organizations rely heavily on Sheldon Museum and Cultural Center resources. From July to September we answered 40 reference requests, many of them requiring many days of work. These included researchers preparing for a local cannery class, Dan Henry’s history workshops on Fort Seward and the Tlingit; a Canadian professor researching the Whale House trial; and a T.V. film crew from Gold Rush Alaska researching the history of the Schnabel family and the town at the time John Schnabel arrived in Haines. They used our historic photograph collections, film archives and historic primary documents. Our collection was also used by the Haines Public Library staff looking for information on Tlingit dance; Alaska Department of Fish and Game



Photograph courtesy of Heidi Robichaud.

“I am happy to have a major work of mine be on permanent display in our local museum. This is a benefit to me in many ways, including having a large piece locally available to show family, friends and potential collectors.”

– Heidi Robichaud

seeking Tlingit names of local sloughs and streams; and the Chilkat Valley News seeking information on historic firefighting equipment. In total, there were 87 reference requests in 2014, including 5 TV shows, averaging 4 hours per request for a total of 348 hours of staff time.

Supporting our Professionalism and Quality: The Sheldon Museum is rising to the challenge of finding more ways to be relevant to the Haines community. To help us, we applied for, and were one of two Alaska museums accepted into *New Pathways-Alaska*, a Rasmuson Foundation program designed to improve staff and board capabilities to address complex challenges. Through our training, we are learning how to identify complex challenges and determine what underlying assumptions we have that might keep us from finding successful solutions. This winter we will begin testing small programs with funding from the Rasmuson Foundation.

Three staff attended Museums Alaska in Seward, meeting with funders, discussing building expansion projects, and learning visitor surveying techniques. The museum’s director attended the American Association for State and Local History annual meeting, where she confirmed Haines as the host for a workshop in May 2015. In November and December, the board and staff participated in an online *Museum Ethics* course.



The museum is one of ten Alaska arts groups participating in the Rasmuson Foundation’s *New Pathways-Alaska* program. *Photograph courtesy of Emc Arts.*



We Keep the Community’s Stories

This summer Tlingit elder Joe Hotch sat down with Dan Henry for an oral history, using our digital video recorder. Collecting and keeping stories is part of our mission. We try to capture stories before they are lost forever. We also record public gatherings, evening lectures, and other places where stories are exchanged. Everyone loves a good story.

2014 Exhibits

Strung Up and Reconfigured: Puppetry in Haines and Beyond (Feb. 20-March 30, 2014)

Jeff Brown's Masterpieces of Merriment
(Apr. 18-May 24, 2014)

John Hagen - Chilkat Beach in Monochrome: Landscape Studies in Black & White (May 30 - July 12, 2014)

Ma'or Cohen: Breathing Room (July 18 – Aug. 30, 2014)

Children's Exhibit: Fish Camp (July – September, 2014)

Alexandra Feit Paintings (Sept. 5 – Oct. 18, 2014)

Children's Exhibit: Preparing for Winter (Sept.-Nov. 2014)

Inside Out: Dollhouses and Historic Interiors
(October 25, 2014 – January 3, 2015)

A Culture of Eagles (October, 2014 –January, 2015)

Children's Exhibit: Winter Clan House
(Nov. 2014- March 2015)

Chilkat Christmas in the Archives (Dec. 2014-Jan. 2015)



John Hagen introduces his photographs.



Jeff Brown's Masterpieces of Merriment had visitors giggling and laughing while walking through the gallery.



Building an Outstanding Collection of Local Art and History Items

613 items were accessioned into the collection in 2014. These included new artworks purchased through the Rasmuson Art Acquisitions fund, such as this oil painting portrait of Charlie Jimmie, Sr., "Tlingit Elder Speaks," by Donna Cattoti. Other collection items included a movie clapper from *White Fang* and the blouse of well-known madam, Lou LaMoore.

The Financials

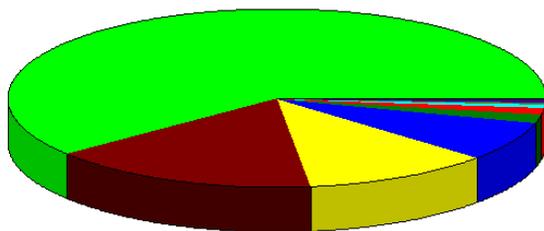
The Haines Borough is an important part of our funding. All of our staffing is paid for by the Borough. This year we are leveraging those funds to bring in more money for programming, exhibitions and art acquisition. It is still nearly impossible to raise money for regular staff salaries and benefits from grant sources. However, we can raise money for special project staff, if overseen by our regular staff. Thus, we continue to be grateful for the Borough's support. By having staff, we are able to write the grants and provide the programs that bring more activities for the community.



The Totem Trot was a fun family activity that raised \$5,000 for the museum.

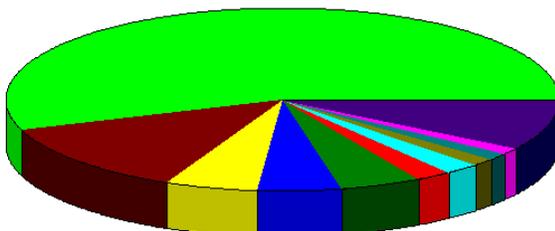
Photograph courtesy of Sara Chapell.

Income Summary
January through December 2014



| | |
|------------------------------|---------------------|
| Haines Borough Appropriation | 60.90% |
| Grants | 16.25 |
| Sales, Store | 11.34 |
| Admissions | 7.26 |
| Fundraising Income | 1.61 |
| Donations | 1.35 |
| In-Kind Donations Received | 0.60 |
| Copies/Reproductions | 0.34 |
| Miscellaneous Income | 0.31 |
| Special Events | 0.02 |
| Interest | 0.02 |
| Total | \$317,991.88 |

Expense Summary
January through December 2014



| | |
|-----------------------|---------------------|
| Personnel Costs | 56.36% |
| Grant Expenses | 12.76 |
| Store Purchases | 5.57 |
| Insurance | 5.06 |
| Utilities | 4.84 |
| Maintenance | 2.22 |
| Depreciation Expense | 2.16 |
| Totem Pole Carving | 1.42 |
| Telephone, Fax, email | 1.35 |
| Equipment Purchase | \$-4,060.01 |
| Other | 8.27 |
| Sub-Total | \$325,894.41 |

2014 Grants Received

Museums Alaska

| | |
|---|--------------------|
| Staff Travel to Seward Convention | \$ 941.40 |
| Collections Management Fund | \$ 7,940.24 |
| Art Acquisition Initiative Awards (2) | \$35,000.00 |
| Rasmuson Foundation: New Pathways-Alaska | \$ 2,088.00 |
| Margaret Frans Brady Fund (Chilkat Valley Study & Discussion Group) | \$ 755.88 |
| Alaska State Council on the Arts: Harper Arts Touring Fund Grant | \$ 2,070.00 |
| National Endowment for the Humanities – Preservation Assistance Grant | \$ 6,000.00 |
| Alaska State Museum: Grants-in-Aid (Intern funding summer 2015) | \$ 4,400.00 |
| TOTAL | \$54,795.52 |

Looking Ahead

We are moving into an exciting year of community programming focused on our exhibits, especially the big summer show, *Key Ingredients*, which is about food and the culture of food. Other activities for this year, include: starting a touring exhibits program (we will be touring *Snowflakes: Nature's Dazzling Design* to the Dorothy G. Page Museum in Wasilla); offering our first professional training program for museum staff around the state by hosting the American Association for State and Local History's *Collections Management Workshop*; developing a community marketing app with students from the Haines Middle School; completing phase 1 of the New Pathways-Alaska Program; and working with architects and engineers to develop a plan for expanding and improving the museum facility, especially its accessibility and, as a result, its ability to offer more to the community.

2015 Facility Upgrade Plans with MRV Architects:

Jan. 22-23: Stakeholders meeting and public workshop

Feb. 10: Webinar

Feb. 19-20: Present concepts in Public meeting

March 19-20: Final concepts in Public meeting

Ernie Conrad, environmental engineer: April 2015

Volunteer Appreciation Luncheon May 23, 2015

Totem Trot, August 15, 2015

Apple Activities, September 2015

Doll Fair, October 10, 2015

Christmas Open House, December 12, 2015

A Call For Volunteers and Collections

We can always use help! We are looking for two talented people to join our Board of Trustees. There are opportunities for volunteers who would like to help with collections research, collections upgrades, the museum gift shop, exhibits and programming as well as greeting visitors. Please be sure to call us at 766-2366.

We are always interested in photographs, documents and objects that tell the story of Haines. There are gaps in our historical collections that need to be filled. These include objects that tell the logging, fishing, civic and sports stories of the community.

“The Haines Borough has two premier cultural institutions, Sheldon Museum and Cultural Center and Haines Public Library. Together they enrich the lives of residents and visitors with distinctive and complimentary youth and adult programming. As a repository of thousands of local historical artifacts, maps, letters and other documents the Museum is a sought after resource for scholars and descendants of former residents who want to learn about and connect with the past. While we can replace books, Museum treasures are one-of-a-kind and irreplaceable.”

-Carol Tuyenman



2015 Exhibits (dates may change)

Inside Out: Dollhouses and Historic Interiors Ends January 6, 2015

Snowflakes: Nature's Dazzling Design January 23 to March 14, 2015



Key Ingredients: America and Haines by Food
April 3 to October 3, 2015

Six-Week Spotlight Show (Artist to be determined)
March 20 to May 2, 2015

Haines School Student Art Show May 8 to June 13, 2015

Portraits: People in Paint and other Media June 19 to July 25, 2015

Six-Week Spotlight Show (Artist to be determined) July 31 to September 12, 2015

Six-Week Spotlight Show (Artist to be determined) September 18 to October 30, 2015

Tlingit Cultural Patrimony (To be confirmed) November 6 to December 12, 2015

Harry Potter's World:

Renaissance Science, Magic and Medicine
December 18, 2015 to January 30, 2016



Staff and Community Training Sessions

New Pathways Virtual Workshops:

Jan. 6, Jan. 20, 2015

Mar. 3, Mar. 24, Apr. 14, 2015

New Pathways Anchorage Workshops:

February 26, 2015 and May 7, 2015

New Pathways Coaching Sessions in Haines:

January 28, 2015 and May 4, 2015

Fortnight of Learning: April 27-May 9, 2015

AASLH Collections Management Workshop

May 14-15, 2015

Oil-Painting Portrait Demonstration by Studio

Incaminati instructor Lea Wight, June 16, 2015



Thanks

Haines is a special community full of creative individuals. We are proud to be the organization that stores the community's stories and history for future generations. We couldn't do our work without the support of many people and organizations, first and foremost being the Haines Borough.

A Special Thank You to Our Donors:

Pick Click Give

Robert Baines
Kenyatta Bradley
Dylan Chapell
Anthony Crupi
Georgina Davis-Gastelum
Thomas Ely
Nelle Jurgeleit-Greene
Ruth "Belle" Laing
Eliot Pearce
Pamela Randles
Phyllis Sage
Wayne Selmer
Richard Stromberg
Linda Yarborough

Totem Trot

James Alborough
Helen Alten
Aurora Alten-Huber
Brandt Alten-Huber
Madeline Andriesen
Sophia Armstrong
Babbling Book
Crystal Badgley
Jean Ballanco
Sandy Barclay
Christina Baskaya
Mark Battaion
Gen Bell
Wendy Bergstrand
Tara Bicknell
Barbra Blood
Greg Brittenham
Luanne Brittenham
Patty Brown
Buckshot & Bobby Pins
D Callaghan
Page Callaghan

Blythe Carter
Liam Cassidy
Helen Chapel
The Chapell Family
Mildred Chapell
Sara Callaghan Chapell
Sara & Sally Chapell
Chilkat Valley News
Dorothy Corcoran
Diane Crackel
Lindsey Edgar
First National Bank Alaska
Claire Floyd
Chloe Goods
Nancy Greene
Nelle R. Greene
John Hagen
Haines Womens Club
Kelly Hastings
Rhonda Heutschel
Liz Heywood
Tia Heywood
Jan Hill
Eric Holte
Howzers IGA
Tim Huber
Tamarus Jobbins
Marjorie Johnson
Warren Johnson
Cynthia Jones
Kip Kermoian
Patty Kermoian
Jeanne Kitayama
Donna Lambert
Jenae Larson
Imogene Lehman
Robert Lehman
Heather Lende
Neil Little



Pamela Long
Michael Marks
Saranz Miln
Mark Mitcheltree
Ben Murry
Amelia Nash
Dwight Nash
Lenore Nash
Nancy Nash
Andrea Nelson
Olerud's Market Center
Shannon & Owen McPhetres
Tina Olsen
Peter Ormerod
Davey Ozahowski
Dave Pahl
Katey Palmer
Jane Pascoe
Norma & Mike Petras
Rhetta Phillips
Sarah Posey

Laura, Maddox & Matilda
Rogers
Leslie Ross
Rio Ross-Hirsh
Debra Schnabel
Margaret Sebens
Dena Selby
Annette Smith
David, Sofia & Tracey Sosa
Jila and Mike Stuart
Kristy Totten
Betsy VanBurgh
Sue Waterhouse
Sara Weymouth
Paul Wheeler
Anastasia Wiley
Mike Wilson
Olivia Wing
Theresa Wirak
Tracy Wirak
Vic Wratten

Donations

Alaska Backcountry Outfitter
Alaska Marine Lines
American Bald Eagle
Foundation
The Babbling Book
Bamboo Room
Karen Bryant
Buckshot & Bobby Pins
The Children's Reading
Foundation
Chilkat Restaurant & Bakery
Julie Folta
John Hagen
Haines Quick Shop
Yuko Hays
Jim Heaton
Hog Heaven
Lee Heinmiller
Howsers IGA
Cynthia "CJ" Jones
Gene Kennedy
Heritage Research
Lutak Lumber
Lynden Transport
Michael Marks

Miles Furniture
Mountain Market
John Norton
Olerud's Market
Wally Olson
The Parts Place
Radio Shack
SEABA
Diane Sly
Sockeye Cycle
David Sosa
Southeast Alaska State Fair
Storage and Warehouse
Anastasia Wiley
Wings of Alaska
Sandra Wratten

Collections Donations

Tim Ackerman
Alaska Indian Arts
Alaska Marine Highway
System
Henriette Arenson
Bill & Mary Bernower
Jeff Brady
Joe & Lena Brown
Barbara R. Brown
Jeff Brown
Blythe Carter
Chilkat Valley Historical

Society
Depot Park Museum
Hazel Englund
Frans Gustafson
Haines Borough Public
Schools
Lee Heinmiller
Karen Henrikson
Dorothy Hook
Michael P. Jones
Barry Joneshill
Diana Kelm
L. Merrill Lowden
Keith McPencow
Katey Palmer
Frankie Perry
Ann Quinlan
Wilhelmina Rudolph
John Schnabel
Debra Schnabel
Bonnie Sharnbroich
Jim Shook
State of Alaska, DOTPF

Volunteers

Bob Adkins
Phyllis Allison
Aurora Alten-Huber
Brandt Alten-Huber
Henriette Arenson



Jerry Ballanco
Buddy Barber
Evren Baskaya
Barb Blood
Adrian Bochart
Cindy Buxton
George Campbell
Lynette Campbell
Paulette Caron
Blythe Carter
Mike Case
Ma'or Cohen
Destiny Colocho
Leanne Converse
Lorrie Dudzik
Carol Duis
Alexandra Feit
Len Feldman
Julie Folta
Richard Folta
Laurie Forrest
Kathy Friedle
Christa George
Debbie Gravel
John Hagen
Judy Hall
Jacobson
Scotty Hansen
Jim Heaton
Lee Heinmiller
Bob Henderson
Dan Henry
Tom Heywood
Jan Hill
Ramona Holmes
Tim Huber
Ginger Jewell
Marjorie Johnson
Cynthia "CJ" Jones
Kamekana Kanahele
Kalani Kanahele
Diana Kelm
Gene Kennedy
Debi Knight-Kennedy
Heather Lende
Dayton Long
Pam Long

Sarah Long
L. Merrill Lowden
Lew Lowery
Michael Marks
Suzzie McCartney
Bill McCord
Keith McPencow
Cheryl McRoberts
Jean Meaux
Carol Mitchell
Irma Morgan

Yashaman Shakeri
Jessy Shaw
Jim Shook
Julie Shook
Diane Sly
Jean Smith
Joan Snyder
Jim Studley
Paul Swift
Bill Thomas
Nia Thomas
Alan Traut
Carol Tuynman
Evelyna Vignola
Sophie Watson
Anastasia Wiley
Mike Wilson
Art Woodard
Sandy Wratten
Michelle Zeiger
Ally Zeiger

"I have been here since the museum was on trestle tables in the rooms above Howser's grocery store. I first started volunteering in 1976. This was the first cultural center, other than the Chilkat Center, that the town had. It is a good base, a good foundation for this town. It provides us with stability. When people want to look back to anything, they have to come to the museum. We are the community's archives."

-Joan Snyder

2014 Board

Bob Adkins
Lorrie Dudzick
John Hagen
Jim Heaton
Jan Hill
Ginger Jewell
Michael Marks
Jim Shook
Dave Pahl
Anastasia Wiley

2014 Staff

Helen Alten
Wendy Bergstrand
Blythe Carter
Jono Greene
Cynthia Jones
Alyssa Magnone (Intern)
Nancy Nash
Andrea Nelson
Scott Pierce
Jay Proetto
Kris Reeves
Mike Wilson

Dwight Nash
Andrea Nelson
Janet Nielson
KC O'Conner
Dave Pahl
Don Poling
Byrne Power
Diana Pyle
Scott Ramsey
Pam Randles
Phyllis Sage
Georgia Sampson
Marlena Saupe
Stephanie Scott
Dena Selby



Children learn by doing and interacting. This year we incorporated a tactile element to each of our exhibits. These included a shadow puppet screen in *Strung Up and Reconfigured: Puppetry from Haines and Beyond*, a magnetic pun board in *Jeff Brown's Masterpieces of Merriment*, and a doll house at floor level in *Inside Out: Dollhouses and Historic Interiors*. Dress up and pretend play are integral to the lower level children's exhibits, such as this scene from the *Winter Clan House* exhibit.

Sheldon Museum and Cultural Center's Children's Area



SHELDON MUSEUM & *Cultural Center*

P.O. Box 269 Haines, Alaska 99827 (907) 766-2366

presort Standard
non-profit
bulk rate
U.S. Postage
PAID
Permit No. 1
Haines, Alaska
99827



Chilkat Center for the Arts

A Community Facility Operated by the Haines Borough

(907) 766-3573

facsimile (907) 766-3574

E-mail business@khns.org

8B

Facility Administration Report November 2014

Usage:

River Talk returned on November 20th and was a complete blast and great success. River Talk is suspended over December (in order to channel energy to Holly Jolly Follies on Dec 21st). In general, RT will be continuing through April every third Thursday of the month and proceeds go toward upkeep of the CCA.

November the Haines Arts Council hosted *Maria in the Shower* on the 25th, Fish and Game gave us a presentation on goats and habitat needs on the 17th and we had the various monthly classes hosted by Well and Fit and Jujutsu.

Marilyn Harrold started a Tai Chi class in November that is every Saturday from 10:30-11:30am. We have a new yoga class lining up that will start in January in Yoga.

December and January will be months of change at the CCA.

- The dance studio is being painted in December by the jujutsu students.
- KHNS is doing some work in our offices that will include prepping and painting in the open area just outside and inside the office proper.
- The Chilkat Center Theater will kick off the beginning of major work beginning in January – depending on the timing and location of the specific work on the theater, we will not have use of the area for at least a month, maybe longer depending on the usual range of unexpected things.

We'll still be able to rent the lobby and already have a booking for the Homecoming Dance in January.

Maintenance:

- KHNS installed new door in KHNS office in November (at our expense)
- New window installation in KHNS (sigh, so nice) being completed

Submitted by Facilities Manager, Kay Clements, November 2014

| Chilkat Center for the Arts | | | |
|------------------------------------|--------------------------------|---------------------|-------------------|
| 11/30/2014 | | | |
| Contact | Function | Participants | Amount |
| | Dance Studio | | |
| Chorus Bishop | Kids and Adult Jujutsu classes | 114 | \$255.00 |
| Marilyn Harrold | Tai Chi | 24 | \$45.00 |
| | Lobby | | |
| Well and Fit | Morning Muscles | 25 | \$60.00 |
| St Michael's | Sunday Services - 4 weeks | 120 | \$375.00 |
| Well and Fit | Strength and Stretch | 101 | \$135.00 |
| LCCP | RiverTalk | 80 | \$75.00 |
| Stephanie Call | Fish and Game | 60 | \$75.00 |
| | Conference Room | | |
| LCCP | Board meeting | 7 | n/c |
| KHNS | Board meeting | 8 | n/c |
| CCA | Board Meeting | 6 | n/c |
| | Auditorium | | |
| Haines Arts Council | Maria in the Shower | 80 | \$325.00 |
| | | | |
| | | | |
| | November totals | 625 | \$1,345.00 |

Facility Administration Report December 2014

Usage:

The Center hosted two school concerts over the holidays – one evening for the younger children and then following week, the older kids put on an impressive display of their musical range. Hayden Jimenez celebrated his birthday with friends in the lobby and the Haines Borough hosted a Lutak Port Strategic Doing for two days to explore ideas around needs for the Lutak Dock. The Holly Jolly Follies did not disappoint in their annual entertainment program.

Sarah Jaymot, who has rented the kitchen for the last few years has moved into another location in the center of town.

The Center was donated a valuable hand painted screen which is for sale with the proceeds going to support the CCA. Another effort to contribute to the building from the Foundation for the Chilkat Center and the Chilkat Advisory Board.

December and January will be months of change at the CCA.

- The dance studio was painted in December by Kerry Cohen and Friends of Jujutsu. The walls were painted, wainscoting was applied and the floor was polished and buffed. With the new window installation, it looks like a brand new room.
- KHNS is beginning work in our offices that will include prepping and painting in the open area just outside and inside the office proper.
- The Chilkat Center Theater will kick off the beginning of major work beginning in January – depending on the timing and location of the specific work on the theater, we will not have use of the area for at least a month, maybe longer depending on the usual range of unexpected things.

We'll still be able to rent the lobby and already have a booking for the popular River Talk on Jan 15th, Haines Borough High School Homecoming Dance on the 17th, and music and dance camp on the 18th.

Maintenance:

Maintenance and facility folks from the borough are great! Thanks to Carlos, Ed, Andus and Ted who are always so pleasant and helpful. The building has never been warmer and more appealing to users and it is being spruced up in so many ways, upstairs and downstairs.

Submitted by Facilities Manager, Kay Clements, December 2014

| Chilkat Center for the Arts | | | |
|------------------------------------|--|---------------------|-------------------|
| 12/31/2014 | | | |
| Contact | Function | Participants | Amount |
| | Dance Studio | | |
| Chorus Bishop | Kids and Adult Jujutsu classes - no classes in Dec, resuming in January. | 0 | \$0.00 |
| Marilyn Harrold | Tai Chi | 2 | \$15.00 |
| | Lobby | | |
| Well and Fit | Morning Muscles | 50 | \$90.00 |
| St Michael's | Sunday Services - 4 weeks | 70 | \$300.00 |
| Well and Fit | Strength and Stretch | 96 | \$150.00 |
| Haines Borough | Port Development Strategic Doing | 30 | \$330.00 |
| Kaden | Birthday Party | 15 | \$50.00 |
| | Conference Room | | |
| FCCA | Board meeting | 7 | n/c |
| KHNS | Board meeting | 8 | n/c |
| CCA | Board Meeting | 6 | n/c |
| | Auditorium | | |
| HBSD | Music Fest 2 concerts Dec. 10 and 16 | 500 | \$675.00 |
| LCCP | Holly Jolly Follies Dec 21 | 250 | \$375.00 |
| | | subtotal | \$1,985.00 |
| | | in kind HB | -\$330.00 |
| | December totals | 1034 | \$1,655.00 |

Sheldon Museum and Cultural Center

Director's Report: November 2014

November Visitor count: 215

(Museum was closed from November 27-30 for Thanksgiving.)

November Volunteer hours: 231 hours donated by 21 volunteers

Website Hits: November 2014 = 2,178 page views by 1,091 unique visitors (**Year to Date = 27,587 page views**)

Collections:

- Received **Museums Alaska Collections Management grant** to prepare collections for online search portals. We will hire two part-time staff to work on this project from December through March.
- November 6 **Collections Committee Meeting** reviewed questionable donations and discussed current collections concerns, including the monitoring of eBay for sales of locally relevant materials, storage needs and future desires for items.
- Finalized purchase of two works by Maor Cohen.
- Gave tour of beaded items in artifact storage to professional beadworker from the Healy area.
- Worked on \$350,000 National Endowment for the Humanities grant to increase the museum's storage capacity. It has a December 3 deadline.
- Lee Heinmiller donated the Alaska Indian Arts archives to the Sheldon Museum. Physical transfer of the material will begin over the next 12 months.

Archives

- Fulfilled **fifteen archival research requests** with varying associated services (scanning, prints, compiling information to email, etc.). A few highlights include providing information to a 1930s Haines House child who had no information on her background, providing the borough with a 1980s set of plans to make the Lutak tank farm an industrial park that ultimately proved to parallel current borough ideas and providing historic information about a resident's property.
- **Permission Use / Copyright Agreement requests:** reformatted the video footage request form to fit the photograph request for Orion Entertainment for the TV series "Building Alaska.". Also, John McKay, Anchorage copyright lawyer, reviewed the contract made with Gold Rush Discovery Channel series and said it looked good.
- **Chilkat Valley News Permission Use & Collaboration:** agreement with CVN for using images, etc. from our collections in the newspaper includes a clause that they must clearly credit all photos to the museum (this has been a problem in the past). Tom Morphet interested in a future collaboration with CVN – archiving their digital images in the museum.

Server and Network Administration:

- **Maintenance:**
 - **1 update** for windows/outlook was installed in November.
- **Upgrades & Resolved Issues:**
 - **Installed a Brother Laserjet all-in-one printer** to replace one of the three **Artisan 50 Series inkjet printers that** stopped working. The new printer copies and scans and reduces our printing costs for posters. It produces a nice matte 8.5x11 poster. Cost difference is approx. \$1.25 per poster vs. 20¢ with the new printer. We will likely order another of these printers for the main office.
- **Priority Issues Pending Resolution:**
 - **Server replacement for fall 2015.** It is standard practice to replace servers every 5 years or risk the chance of hardware failure. Our server is 4 years old now so we need to start planning for its replacement.

- **Adobe Creative Suite Design** still needed on some of our computers.
- **VHS to DVD digital recorder** needs to be purchased.
- **Website overhaul:** Website needs to “upgraded” so that multiple museum staff members can update content. This will likely require different software and a different host.

Marketing/Publications/Fundraising:

- **Eagle Festival Business Bazaar** held at the American Bald Eagle Foundation on the evening of November 10. A limited selection of merchandise was available. The table generated a lot of interest in the museum.
- **Women’s Club Bazaar Store / Gift Wrapping Tables** November 22 at the school gym. The museum had two tables, one with store merchandise at 20% off and the other for present wrapping. More of a marketing than a fundraising activity.
- **Heritage Research Copyrights** transfer is under investigation.

Exhibits

- **“Inside Out: Doll Houses and Historic Interiors”** closes January 3, 2015.
- **“Snowflakes: Nature’s Dazzling Design”** (Kenneth Libbrecht and Wilson A. Bentley photographs) exhibit opens January 23-March 15. Confirmed traveling costs will be funded by a Harper Traveling Exhibits Grant from the Alaska State Council on the Arts and Rasmuson Foundation and by donations from Lynden Transport and Alaska Marine Lines. Planning to supplement with two ancillary shows – one on Snow and Ice photography by back country skiers and one on the culture and history of winter in the Chilkat Valley, which will include ski manufacturing and other businesses created around winter.
- Small, temporary display **A Culture of Eagles** installed in six sections of the upper gallery main display case. Included objects to reflect the various relationships locals have had with eagles, from sacred to bounty target to worthy of a preserve. Display opened week of Eagle Festival and was advertised at the American Bald Eagle Foundation’s bazaar. Will reconfigure and update the rest of the exhibits in this area during the winter.
- Added photographs to **Children’s Area: Preparing for Winter** exhibit before it was finished for the season.
- Completed and opened **Children’s Area: Winter Clan House** with the help of Diane Sly, Julie Folta, Lee Heinmiller and the Children’s Reading Foundation Board. Open House on November 21, 9:30-11 a.m for the Children’s Area (Winter Clan House) was a huge success with over 30 children and parents attending. Many thanks to the Children’s Reading Foundation for all of their help with the opening. The area has been used by children from ages 1 to 14. They have all found activities to keep them engaged for long periods of time. One parent even commented, “We (the parents) wanted to leave for quite some time, but she isn’t finished with her project (pointing to their older daughter who was weaving on one of the cardboard looms while the younger two were playing inside the Clan House).”
- **Six Week Spotlight Series:** Compiled an updated Master Local Artists List of artist’s names, contact info, years exhibited, medium, etc. drawing from various old Local Artist’s lists at Museum, AK Arts Confluence List, previous applications and other sources. Updated old information based on return to sender information, deaths, moves, etc. Updated recruitment letter and application and carried out mailing to artists (around 50 individuals). Based on traveling exhibit schedule, there is time for 2 artists in the Hakkinen Gallery this summer.
- Smithsonian’s **Key Ingredients** (opening mid-March or April and in the lower gallery through September) was picked up in Fairbanks by George and Lyn Campbell, who have graciously offered to store the show for free until we are ready to install it. There is no rental on this show and, since we are the last in a multi-year national tour, we have been offered the crates and exhibit panels for our own use. We plan to use them to start traveling shows that help market Haines outside our community.
- Ongoing coordination, logistics and planning for the Portraits show (mid-June) with Donna Cattoti.

Programming

- November 10, 1-2 p.m., Marine Corps Birthday celebration brought in new Haines residents
- November 12, 5-7 p.m., table at Eagle Foundation's Business Bazaar
- November 17, 1-3: New Pathways Update for the Haines Community
- November 21, 9:30-11 a.m.: Open House for Children's Area (Winter Clan House)
- November 21, 1-3 p.m., Haines School 2nd Graders visited the Winter Clan House
- November 22, 10 a.m. – 2 p.m.: Table at Women's Club Bazaar

Staff Training

- November 3-30: Online Museum Ethics course for staff and board (Time was later extended through the third week of December)

Upcoming Activities

- December 1, 9:30 a.m. – 2:30 p.m.: Laurie Wolf from Foraker Group
- December 1, 7:00 p.m.: Ode to Contemplation Lecture about Oliver Klink's photography
- **Gingerbread House Decorating** planned for Dec 6. All supplies will be provided for participants including a pre-constructed gingerbread house, candy, and canned frosting. \$45 per house.
- **Christmas Open House** will be held December 13 from 1-4pm with crafts including candy cane reindeer ornaments, Hersey kisses mouse and pony bead ornaments.
- Holiday Camps (Dec. 22-23 and 29-30)
- December 6, 1-4 p.m.: Gingerbread Workshop
- December 13, 1-4 p.m.: Holiday Open House
- December 15 – 20: Museum closed for cleaning
- December 22-23 and December 29-30, 10 a.m.-2 p.m.: Camps for school children
- **Sheldon Museum's Membership** put on hold because of other programming needs for the holidays. We will begin working on this again in early 2015.
- Totem Pole book/brochure (Jan/Feb 2015)
- May 14-15, 2015: AASLH Workshop: Collections Management and Practices. Information to sign up is now online at <http://resource.aaslh.org/view/collections-management-and-practices/AASLH>
- New Pathways Project with Rasmuson Foundation, EMCarts and Foraker Group:
 - New Pathways Coaching Sessions in Haines with Laurie Wolfe:*
 - December 1, 9:30 a.m. to 2:30 p.m.
 - January 26, 2015 (Time is ferry dependent)
 - May 4, 2015 (Time is ferry dependent)
 - New Pathways Virtual Workshops:*
 - Dec. 16, 2014 and Jan. 6, Jan. 20, 2015
 - Mar. 3, Mar. 24, Apr. 14, 2015
 - New Pathways Anchorage Workshops:*
 - February 26, 2015 and May 7, 2015

December 2014 Haines Vol. Fire Dept. Monthly Report

The Haines Vol. Fire Dept. had one fire (12 responders/6 hours) callout in December. The call was for a vehicle accident, but was recalled prior to our arrival. Fire callouts for 2014 total 25. The Haines Vol. Fire Dept. responded to 23 ambulance callouts (74 responders /103 hours) in December. Calls included a fall, 3 in respiratory distress, 3 with chest pain, an unconscious/unknown, a general trauma, a cancelled en route, and 13 medivac/transport. Ambulance callouts for 2014 total 263. There were no SAR callouts in December. SAR callouts for 2014 total 1.

The first joint meeting (20 volunteers, 2h) for December was a business meeting followed by fire training on pumper operation on Tanker 3 & Rescue 1 then equipment familiarization on Rescue 1. The ambulance responders practiced response scenarios to a respiratory emergency and a traumatic extremity injury. The second meeting this month, also a joint meeting and was our annual family Christmas party. Member's families got to meet and greet with the gym open for kids to exercise in. There was food, drinks and Santa came and gave out presents to the kids. A special thank you goes out to Darwin Feakes for his efforts in making personalized Christmas ornaments for each member. Thanks Darwin and others that helped getting everything setup.

Airlift Northwest came to Haines and gave two 1 hour training sessions on Shock and Sepsis. We appreciate their willingness to come to Haines to help improve our response capabilities.

Suzanne Vuillet-Smith recertified her EMT 1 and is prepared for another 2 years. Will Hickman has been voted in as our newest engineer. We currently have 5 more pending fire and engine company applications.

A major revision of the ambulance standing orders is being performed. Julie Anderson is spearheading this undertaking along with Jenn Walsh assigning different sections to ambulance members to make updates following certain protocols. Thanks ladies, you are awesome. Thanks to our ambulance crew for participating in these revisions. It has been a learning process for all.

Melissa Aronson has agreed to donate matching funds for providing CO detectors for homes that do not have one due to a recent tragedy due to CO poisoning. The fire department is planning on purchasing a limited amount of CO detectors to give to appropriate families for their home. In conjunction there will be a voucher program with the fire department offering \$25 dollars of locally bought CO detectors. The fire department is also offering a voucher program for ice grippers for a limited number of people.

A special thanks goes out to all that help around the station, do the paperwork details, and make life easier for the paid staff. Our department functions better because of you. Our whole community benefits from your efforts.

Volunteer Hours for December 2014

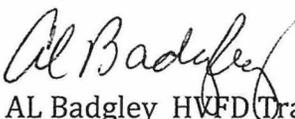
| | | |
|--------------|--------------------|-----|
| HVFD Fire 72 | HVFD Ambulance 211 | SAR |
|--------------|--------------------|-----|

Volunteer Hours for 2014

| | | |
|----------------|---------------------|---------|
| HVFD Fire 1599 | HVFD Ambulance 3299 | SAR 341 |
|----------------|---------------------|---------|

Total Volunteer Hours HVFD for 2014 5239 Hours

Respectfully Submitted,



AL Badgley HVFD Training Officer

Haines Public Safety Commission Meeting November 3, 2014
Council Chambers, 5pm Called to order at 5:05pm

Present: Jim Stanford(JS), Kay Clements(KC), Judy Ewald(JE), Judy Erekson(JLE), Chief Musser

Guests: Karen Garcia, Margaret Friedenauer, Lt. Dave Kyle (Salvation Army)

Absent: Bob Duis (BD)

Agenda: JE moves to approve, JLE 2nds

Minutes: suggested correction by Chief - Haines has one trooper not 2 – JLE moves to approve corrected minutes, Kay 2nds – forwarded to Clerk as approved.

Old Business:

- Emergency food stores update: information that we have is that the food stored previously for a disaster has timed out and been destroyed. Lt Kyle of Salvation Army talked about food availability from the state with costs and calculations on food distribution and allocation. There is still confusion among the commissioners about what is working within the current disaster plan which has not been updated. Disaster managers work with borough manager and have not responded to queries from the commission. We agreed that JS would send a letter requesting updates and clarification on management to Dave Sosa. Moved and seconded.
- Taxi alignment with state regs: tabled with absence of Bob Duis
- Brush Cutting up Haines Highway: JS wrote to Matt Boron for information on brush cutting and whether or not volunteer help would be appreciated. Mr. Boron responded that DOT workers were assigned elsewhere over the summer and with slides and plugged culverts taking priority, didn't get to do what they know needs doing. Still on their list.
- Chief Musser and quarterly reports: Chief created and distributed informational tables showing number of and category of calls for each month during last quarter which was received warmly. This will be updated quarterly going forward. There was a suggestion to add to the information the amount of charges brought as a result of the calls. As this information is not automated and has to be manually gathered, Chief said he would consider if that was time – efficient given priorities of his job. Chief also reported that dispatch interviews are in process and a fourth officer was hired bringing Police Department to full crew of 4 officers and Chief.
- KC talked about a potential grant available for collaboration between radio station, community and borough that would increase disaster preparedness. Offered to pursue more information and outline.

Open forum discussion: returned to disaster preparedness and frustration of not having a concrete handle on how it works in Haines. As a community liaison, the commission would like to be briefed by the disaster planners even if they are not utilized in the plan.
It the PSC covered for liability during disaster? What about volunteers?

Would a booth at the holiday crafts fair be useful in dispensing information. Commission would like more direction from the borough on how to be useful. Meanwhile, JE is doing some research on food and storage; Lt Dave is looking into printed information; KC is researching grant and JS is contacting manager for more clarity on our role in disaster preparedness.

Minutes approved at December 8th meeting.

Next meeting: December 8th, Monday 5pm

Meeting adjourned at 6:20pm

SHELDON MUSEUM AND CULTURAL CENTER, INC
Board of Trustees Meeting Minutes
Monday, November 17, 2014 at the Sheldon Museum

CALL TO ORDER: 3:11pm by Board Vice President Jim Shook

ATTENDANCE:

Board:

Jim Shook, Vice President
 Anastasia Wiley, Secretary
 John Hagen
 Ginger Jewell
 Dave Pahl

Staff: Helen Alten, Blythe Carter

Borough Liaison: Diana Lapham

Guests: None

ADDITIONS TO THE AGENDA: None

APPROVAL OF AGENDA: M/S John Hagen/ Dave Pahl to approve agenda - approved unanimously.

APPROVAL OF MINUTES: M/S Anastasia Wiley/ John Hagen to approve minutes of last meeting - approved unanimously.

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

- Eagle Festival bazaar brought in 1 visitor on Friday. No visitors on Saturday
- "A Culture of Eagles" display was prepared by Andrea Nelson and is on display in the cases under the Chilkat Blankets.
- Discussion ensued concerning the need for more advertising. Jim Shook wants more copies for the Board of Michael's SMCC cards. Blythe Carter passed out two versions of a flyer that will go in all resident's boxes. In addition, a community Membership Meeting is planned to increase visibility.
- Marine Corps birthday was a successful veteran's event at the Museum.
- "Snowflakes: Nature's Dazzling Design Photograph Exhibit" (**Jan 23-Mar 15**) will be delivered free by Lynden Transport and Alaska Maritime Lines, crate was completed this week by donor and donor halved rental on this show.
- "Key Ingredients" Smithsonian Food Exhibit (April – Sept) will be picked up on Nov 26 by George Campbell and stored in his storage units until May 1st when the exhibit will be shown. SMCC keeps the panels and crates from this display which it can use for future travelling exhibits. Jim Shook suggested that future exhibits should emphasize the older generation. Anastasia suggested they can consult on previous food industries that used to exist in the Chilkat Valley such as dairy farming as part of this project.
- "New Pathways" was reviewed for two hours before the Board meeting. **Reminder: Laurie Wolf will be at SMCC on December 1, 9:30am-2:30pm.** All Board members are asked to be present for this important event!
- AASLH work shop is in May at SMCC. Fliers will be here at the start of December. AASLH will be promoting Haines restaurants and hotels.
- Six-week Spotlight requests are beginning to be made by Andrea Nelson.
- First Quarter Report went to the Borough Manager and will be the basis for an Annual Report to the Board, Borough and Members of the Community.
- Brochure is in process for the Community Membership Campaign.
- NEH and IMLS grant requests are due December 1st along with others. Helen is working on all these now. Grants are for \$350,000 for two staff for digitizing films, VHS, etc. and moving the halon panel and archives downstairs where the lower level will be turned into a research area with computers for access by others.

PRESIDENT'S REPORT: No president's report at this time.

TREASURER'S REPORT: No treasurer's report at this time.

COMMITTEE REPORTS:

Fund Raising Committee (COW) – Helen Alten, Chairman-

- Meeting summarized; events included in Old Business

Collection Committee – Jim Heaton, Chairman

- Jim Shook stated that a few pieces to dispose of were discussed. Helen pointed out that she also needs a list of what pieces have come in recently.

Education Committee- Ginger Jewel, Chairman

- Report was sent to everyone and attached to Board's packet.

Exhibits Committee – John Hagen, Chairman

Facility Committee – Dave Pahl, Chairman

Landscaping Committee – TBA

OLD BUSINESS:

- Need for two new Board members discussed and the need for advertising questioned. Borough does officially advertise vacant Board positions on the Post Office wall for the community. Borough process discussed by Diana Lapham who is the temporary Borough liaison until the new mayor can assign an assembly member at the Dec. 16th assembly meeting.
- Fundraising: 5-10-15 Exhibit discussed (see application for participants in Board's packet); John Hagen explained the event: 5 pieces, for \$10, 10x10 size, for 15 days at the **beginning of 2015**.
- Gingerbread House: (**Dec. 6: 1-4pm**), one house to be made per family, \$45.00 for non-members, \$25.00 for members.
- Christmas Bazaars: (**Nov. 22nd and Nov. 29th, 10am-2pm**) Present wrapping table; Blythe Carter is in charge and has assistants lined up, Anastasia volunteered to wrap from 10am- before 1pm if needed.

NEW BUSINESS:

- Ethics on-line class has been offered to restart **Dec 1- 21st** so that all Board members can take part. Dave Pahl will not be participating due to a lack of time. A skype discussion with Professor John Simmons followed the formal Board meeting.
- Museum Membership Meeting discussed. The meeting will be held on **Dec. 17th 4-6pm** and will include a community membership drive, members sign-up and presentation of Director's Annual Report as the December Board meeting.
- Winter Clan House Open House will be Friday, **Nov 21st 9:30-11:00am**. Display is being prepared by Julie Folta and Diane Sly.
- Museum Holiday Camps (**Dec. 22&23 and Dec.29&30, 10-2:00pm**) will include all three borough entities: Library will participate for one day, school and museum all four days. Camps to include preparation for the holidays, building and construction also including building floats at the school pool and swimming lessons.

BOARD DISCUSSION:

- No additional Board discussions.

COMMITTEE MEETINGS:

Fundraising Committee –

Collections Committee-

Education Committee -

Exhibits Committee-

Facility Committee-

Landscaping Committee-

No meetings were set due to holidays and number of scheduled activities.

NEXT BOARD MEETING: Dec. 17th, 4:00-6:00pm with the Community- Membership Drive, New Member Sign-up, and Director's Annual Report.

MEETING ADJOURNED: 4:00pm followed by 1 hour skype discussion with Ethics class Professor John Simmons.

Respectfully submitted,

Anastasia Wiley, Secretary

Krista Kielsmeier

From: norman hughes [stormisurf@yahoo.com]
Sent: Wednesday, December 31, 2014 1:19 PM
To: Krista Kielsmeier
Cc: Phil Benner; Fred Gray; Bill Rostad; Don Turner; David Sosa; fjordman@yahoo.com; pardeemarinesurveys@aptalaska.net; Jessie Badger; Norman Hughes; Joanne Waterman
Subject: minutes from dec 22 2014 hbphac meeting

Minutes from Dec 22, 2014

Haines Borough Ports and Harbor Advisory Committee

Managers and Harbormasters reports presented

Information on South Portage Cove Harbor 35% design was made public.

Committee set the next 2 meeting dates.

Special meeting on Jan 5th 10:30 to review and comment on 35% design SPCH

Regular meeting on Jan 26 10:30 some of the topics will be...fee schedule, budget 2016, Harbor Enterprise Fund, Raw Fish Tax.

Norman Hughes

Chair, Haines Borough Ports and Harbor Advisory Committee

Haines Borough Assembly Committee Meeting
 Committee: __ GAS-January 7,2015 @ 5:30pm

Issue: Mike Denkers' letter of potential violation of constiutional rights

Discussion: Mr Denker believes that our code that describes qualifications for potential applicants for the Ports and Harbor Committee violates the constiutional rights of the communy at large, preventing potential applicants from applying because they do not own property in the Borough.

Recommended Action: clarify the code and determine if there is a violation preventing applicants from applying

Who: Staff

Jan 27,2015

Issue: Federal Priorities

It was agreed that Lutak Dock is #1, Haines Harbor #2, PLIT/SRS #3, Skakwak #4,Haines Public Safety Build Replacement #5, Tribal Transportation #6, Haines National Scenic Byway #7, and Dept of Energy LNG #8

Action: see above

Staff

Jan 13,2015

Issue: Water and Sewer Rate increase

Discussion: agreed that we want to spread the impact of a rate increase evenly over a 3 year period. this would also bring our loan regs. into compliance for FY16. Hopefully being able to set aside a % of increase for a operational/maintenance fund. Jila will further define the numbers.

Recommended Action: see above

Who: Jila, Staff

Jan 27,2015

Meeting Chaired by Dave Berry Minutes by Diana Lapham

Committee Members Attending: Dave Berry, Ron Jackson, George Campbell,Diana Lapham

Staff Attending: Dave Sosa, Jila Stewart,Scott Bradford

Citizens and Consultants: Tina Olsen, Mike Denker, Bill Kurz, Debra Schnabel.



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 13-532
Assembly Meeting Date: 1/13/15

| Business Item Description: | Attachments: |
|---|---|
| Subject: 2015 Federal Priorities | 1. Resolution 14-12-604 2. Proposed Substitute Resolution 3. GAS Committee Recommendations Memo |
| Originator: Borough Manager | |
| Originating Department: Administration | |
| Date Submitted: 12/9/14 | |

Full Title/Motion:
Motion: Adopt Resolution 14-12-604.

Administrative Recommendation:
The Borough Manager recommends adoption.

| Fiscal Impact: | | |
|----------------------|-----------------|------------------------|
| Expenditure Required | Amount Budgeted | Appropriation Required |
| \$ | \$ | \$ |

| Comprehensive Plan Consistency Review: | |
|---|---|
| Comp Plan Policy Nos.: Objective 2B, Page 56 | Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Summary Statement:
The intent of this resolution is to provide the President of the United States, Alaska Congressional Delegation, and other federal officials with adequate information to represent the needs of the borough concerning requests of the Federal Government, including necessary funding requirements. Following adoption of this resolution, the borough manager and staff will take all appropriate steps to provide background information and testimony in representing the borough's interests. It is important to note that the "order" of priority for the projects is not binding on the borough or federal government, but it does provide general guidance for funding through Congress and the Administration. Note: This resolution was postponed to this meeting following discussion on 12/16/14. It was simultaneously referred to the Government Affairs & Services Committee for more discussion prior to coming to the assembly. That committee met on 1/7/15 and recommended amendments. A motion to amend would be in order prior to adoption.

Referral:
Sent to: Government Affairs & Services Committee Date: 12/16/14
Recommendation: Amend & adopt Refer to: Meeting Date: 1/7/15

Assembly Action:
Workshop Date(s): Public Hearing Date(s):
Meeting Date(s): 12/16/14, 1/13/15 Tabled to Date:

A RESOLUTION OF THE HAINES BOROUGH ASSEMBLY ADOPTING THE BOROUGH'S 2015 FEDERAL PRIORITIES.

WHEREAS, the Haines Borough Assembly has determined to prioritize the Borough's 2015 federal priorities; and

WHEREAS, it is the intent of the assembly to provide the President of the United States, Alaska Congressional Delegation, and other federal officials with adequate information to represent the needs of the borough concerning requests of the Federal Government, including necessary funding requirements,

NOW, THEREFORE BE IT RESOLVED, by the Haines Borough Assembly, Haines, Alaska:

Section 1. The following Capital Budget priorities are identified as the Haines Borough federal priorities for 2015:

1. Haines Harbor
2. Haines – Port Lutak Facility Improvements
3. Secure Rural Schools (SRS) Program and Payment in Lieu of Taxes (PILT)
4. Shakwak Project – North Alaska Highway
5. Haines Public Safety Building Replacement
6. Tribal Transportation Program
7. Haines National Scenic Byway
8. Department of Energy Liquid Natural Gas Study

Section 2. The borough manager is hereby instructed to advise the President, Alaska Congressional Delegation, and other federal officials of the Borough's federal priorities and take all appropriate steps to provide background information and testimony in representing the Borough's best interests.

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

Janice Hill, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

HAINES BOROUGH
RESOLUTION No. 14-12-604

Draft

**A RESOLUTION OF THE HAINES BOROUGH ASSEMBLY ADOPTING THE
BOROUGH'S 2015 FEDERAL PRIORITIES.**

WHEREAS, the Haines Borough Assembly has determined to prioritize the Borough's 2015 federal priorities; and

WHEREAS, it is the intent of the assembly to provide the President of the United States, Alaska Congressional Delegation, and other federal officials with adequate information to represent the needs of the borough concerning requests of the Federal Government, including necessary funding requirements,

NOW, THEREFORE BE IT RESOLVED, by the Haines Borough Assembly, Haines, Alaska:

Section 1. The following Capital Budget priorities are identified as the Haines Borough federal priorities for 2015:

1. ~~Haines Harbor~~ **Haines – Port Lutak Facility Improvements**
2. ~~Haines – Port Lutak Facility Improvements~~ **Haines Harbor**
3. Secure Rural Schools (SRS) Program and Payment in Lieu of Taxes (PILT)
4. Shakwak Project – North Alaska Highway
5. Haines Public Safety Building Replacement
6. Tribal Transportation Program
7. Haines National Scenic Byway
8. Department of Energy Liquid Natural Gas Study

Section 2. The borough manager is hereby instructed to advise the President, Alaska Congressional Delegation, and other federal officials of the Borough's federal priorities and take all appropriate steps to provide background information and testimony in representing the Borough's best interests.

Adopted by a duly-constituted quorum of the Haines Borough Assembly this ____ day of _____, 2015.

Janice Hill, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

From: DIANA [mailto:lapham@aptalaska.net]
Sent: Thursday, January 08, 2015 8:45 AM
To: Julie Cozzi; daveberry@aptalaska.net
Subject: GAS committee recommendations #2

GAS committee meeting: January 7,2015

Federal priorities: 1. Lutak Dock

2. Haines Harbor

3. PLIT/Secure Rural Schools

4. Skakwak Project

5. Haines Public Safety Building Replacement

6. Tribal Transportation Program

7. Haines National Scenic byway

8. Dept of Energy LNG Study

We recommend a COW to plan how to lobby in Washington DC as well as in Juneau, we need to know who is the contact for our Senator and Representative. We may elect to send a delegation to lobby for our priorities.

We recommend staff to contact both tribes to work together with the Borough on these priorities. Since all benefit and/or use the priorities.

We are hoping that these recommendations will make the agenda for the Jan 13,2015 Assembly meeting

Respectively submitted

Diana Lapham



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 15-534
Assembly Meeting Date: 1/13/15

| Business Item Description: | Attachments: |
|--|---|
| Subject: Authorize Loan from the Alaska Drinking Water Fund for AC Pipe Replacement 2015 Project | 1. Resolution 15-01-607 2. Alaska Drinking Water Fund Priority List (ADEC) |
| Originator: Director of Public Facilities | |
| Originating Department: Public Facilities | |
| Date Submitted: 1/8/15 | |

Full Title/Motion:
Motion: Adopt Resolution 15-01-607.

Administrative Recommendation:
The borough manager recommends adoption.

Fiscal Impact:

| Expenditure Required | Amount Budgeted | Appropriation Required | Projected Impact to Future Operating Budgets |
|----------------------|-----------------|------------------------|--|
| \$ 0 | \$ 0 | \$ 0 | Later ordinance would accept loan |

Comprehensive Plan Consistency Review:

| | |
|--|---|
| Comp Plan Goals/Objectives: Objective 15B, Page 252 | Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|

Summary Statement:

The AC Pipe Replacement 2015 project would replace approximately 3,300 feet of asbestos cement pipe and 1,700 feet of ductile iron pipe with C-900 PVC on Small Tracts Road, View Street, First Avenue North, and Front Street. This project would reduce the possibility of ground water infiltration and eliminate costly, annual repairs to the existing lines. The State of Alaska, Department of Environmental Conservation (ADEC) is able to offer funding through the Alaska Drinking Water Fund. The project currently is listed on an Alaska Drinking Water Fund priority list for fiscal year 2015. The loan of up to \$2 million would be repaid over a 20-year term, with a 1.5 percent finance rate. The Borough intends to apply for a Municipal Matching Grant from ADEC for this project, and entering into an Alaska Drinking Water Fund loan agreement would score extra points on the grant questionnaire. Seventy percent of the project cost would be paid with a Municipal Matching Grant and 30 percent would be paid with loan proceeds from the Alaska Drinking Water Fund.

Referral:

| | |
|-----------------|----------------|
| Referred to: | Referral Date: |
| Recommendation: | Meeting Date: |

Assembly Action:

| | |
|--------------------------|-------------------------|
| Meeting Date(s): 1/13/15 | Public Hearing Date(s): |
| | Postponed to Date: |

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund for the project entitled AC Pipe Replacement 2015.

WHEREAS, the AC Pipe Replacement 2015 project would replace approximately 3,300 feet of asbestos cement pipe and 1,700 feet of ductile iron pipe with C-900 PVC on Small Tracts Road, View Street, First Avenue North, and Front Street; and

WHEREAS, this project would reduce the possibility of ground water infiltration and eliminate costly, annual repairs to the existing lines; and

WHEREAS, the Haines Borough seeks to obtain the necessary financial assistance for the project; and

WHEREAS, the State of Alaska, Department of Environmental Conservation (ADEC) is able to offer funding through the Alaska Drinking Water Fund; and

WHEREAS, the project currently is listed on an Alaska Drinking Water Fund priority list for fiscal year 2015; and

WHEREAS, the loan of up to \$2 million would be repaid over a 20-year term, with a 1.5 percent finance rate; and

WHEREAS, the Borough intends to apply for a Municipal Matching Grant from ADEC for this project, and entering into an Alaska Drinking Water Fund loan agreement would score extra points on the grant questionnaire; and

WHEREAS, 70 percent of the project cost would be paid with a Municipal Matching Grant and 30 percent would be paid with loan proceeds from the Alaska Drinking Water Fund,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund for the project entitled AC Pipe Replacement 2015.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2015.

Janice Hill, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

**ALASKA DRINKING WATER FUND
Funding Priority List - Amended
Fiscal Year 2015**

| Rank | Score | Community Or System | Public Water System ID# (Population) | Project Title | Project Description | Assistance Amount ² | Finance Rate | Term (Yrs) | Subsidy ³ | Green Project Amount ⁴ | Green Project Type ^{5,6} | Estimated Construction Start | Sustainability Policy ⁷ |
|------|-------|-----------------------|--------------------------------------|---|---|--------------------------------|--------------|------------|----------------------|-----------------------------------|-----------------------------------|------------------------------|------------------------------------|
| 1 | 216 | ALPAT◆ | AK2211229 (350) | Treatment Plant Upgrade & Reservoir Construction■ | The project will rehabilitate the failing Creekwood Park surface water treatment system near Wasilla. Work includes improvements and purchase of the system, and construction of a reservoir. | \$505,577 | 1.50% | 20 | \$379,183 | | | 8/5/2014● | Fix it First |
| 2 | 201 | Nome◆ | AK2340010 (3,598) | Nome Scclaircore Replacement-Ph III■ ¹ | Replace failing water main piping along Division Street, King Place, Warren Place and Spokane Street with new direct-bury arctic pipe. Elimination of pipe failure I&I will provide energy savings. | \$2,920,300 | 1.50% | 20 | \$1,389,817 | \$2,920,300 | ENG-BC | 5/15/2014● | Fix it First |
| 3 | 200 | Spenard Heights Water | AK2211821 (100) | Spenard Heights Distribution System | Design and construction of filtration improvements to reduce arsenic levels, and replacing end of life galvanized water lines with new lines. | \$3,128,000 | 1.50% | 20 | | \$3,128,000 | ENG-BC | 5/15/2015 | Fix it First |
| 4 | 188 | Juneau | AK2110643 (31,275) | Salmon Creek Secondary Disinfection■ | The assessment of levels of disinfection required, facility permitting, and the design and construction of a secondary disinfection process at the Salmon Creek Water Treatment Facility. | \$4,000,000 | 1.50% | 20 | | | | 3/1/2015 | Fix it First |
| 5 | 176 | Anchorage | AK2213001 (291,826) | Resurrection Drive Water Rehabilitation■ | Rehabilitate or replace approximately 531 linear feet of 8-inch ductile iron pipe within Resurrection Drive from Tikishla Street to 7941 Resurrection Drive. | \$750,000 | 1.50% | 20 | | | | 5/29/14● | Fix it First |
| 6 | 171 | Anchorage | AK2213001 (291,826) | Denali Water Rehab, Northern Lights to Fireweed■ | Replace existing failing water main in Denali Street from Fireweed Lane to Northern Lights Boulevard | \$1,500,000 | 1.50% | 20 | | | | 7/15/14● | Fix it First |
| 7 | 156 | Palmer◆ | AK2226020 (5937) | Palmer Steel Water Main Replacement ¹ | Replace old steel water pipe in the northeastern area of the City of Palmer known as the "Sherrod" area. | \$1,285,714 | 1.50% | 20 | | \$250,000 | ENG-BC | 6/1/2015 | Fix it First |

◆ Disadvantage Community (criteria may be referenced on page 13)

■ Equivalency Project (criteria may be referenced on page 12)

● Extra 50 points for construction start by September 15, 2014⁸

Total Requested Amount: **\$14,089,591**

Total Subsidized Amount³: **\$1,769,000**

Total Equivalency Amount: **\$ 9,675,877**

Total Green Amount: **\$ 6,298,300**

¹ Subsidy funding for the Nome - Nome Scclaircore Replacement-Ph III project is limited to available subsidy funds. Additionally, full project funding of the Palmer - Palmer Steel Water Main Replacement project will be dependent upon remaining available loan funds. The Department will negotiate with Palmer to provide additional funds as they become available later in the year.

² Total available project loan funding and subsidy under this Amended IUP is \$13,062,573 and \$1,769,000, respectively.

³ Criteria for being eligible for a loan subsidy may be referenced on page 13 under the narrative section of the IUP.

⁴ Projects which demonstrate adequate criteria for meeting a Green project component will be eligible to receive an additional 25 points.

⁵ Green Project Reserve Category Type: GIF - Green Infrastructure, WTR - Water Efficiency, ENG - Energy Efficiency & EIN - Environmentally Innovative. Green Project Justification Type: BC - Business Case / CAT - Categorical.

⁶ Prior to funding any project shown to have a funding subsidy for Green, a Business Case for project Green eligibility must be found justified.

⁷ Sustainability Policy - "Fix it First" - fix existing critical infrastructure; "Improve TFM" - improve technical, financial and managerial capacity of the system; and, "Planning" - planning and development of alternative projects that reflect the full life cycle cost of infrastructure.

⁸ 50 points are only awarded if a feasibility or design study has been completed for the project by the end of the of questionnaire solicitation period.

**ALASKA DRINKING WATER FUND
Funding Priority Planning List - Amended
Fiscal Year 2015**

| Rank | Score | Community Or System | Public Water System ID# (Population) | Project Title | Project Description | Assistance Amount ¹ | Finance Rate | Term (Yrs) | Subsidy ² | Green Project Amount ³ | Green Project Type, ^{4,5} | Estimated Construction Start | Sustainability Policy ⁶ |
|------|-------|---------------------|--------------------------------------|---|--|--------------------------------|--------------|------------|----------------------|-----------------------------------|------------------------------------|------------------------------|------------------------------------|
| 8 | 156 | Nome◆ | AK2340010 (3,598) | East Nome Water Replacement | Phased project to replace failed and failing direct buried "Scalcire" water and sewer piping that was installed in the 1980s. | \$2,690,000 | 1.50% | 20 | | \$2,690,000 | ENG-BC | 3/1/2014 | Fix it First |
| 9 | 151 | Haines◆ | AK2110619 (2,508) | AC Pipe Replacement 2015 | Replace approx. 3,300' of AC pipe and 1,700' of DIP pipe with C-900 PVC on Small Tracts Rd., View St., First Ave. North, and Front St. | \$2,000,000 | 1.50% | 20 | | \$2,000,000 | WTR-BC | 5/1/2015 | Fix it First |
| 10 | 146 | Sitka | AK2130075 (8,881) | DeGroff Street Water Improvements | Replacement of the existing aging/failing water system within DeGroff Street between Sawmill Creek Road and Lake Street. | \$1,352,100 | 1.50% | 20 | | \$162,000 | WTR-BC | 5/15/2016 | Fix it First |
| 11 | 143 | Juneau | AK2110643 (31,275) | Water Main Replace Egan Dr/10th to Main Construct■ | Replacement of approximately 4000 feet of water piping within the Egan drive corridor between Tenth Street and Main Street. | \$1,800,000 | 1.50% | 20 | | \$1,800,000 | WTR-BC | 4/15/2015 | Fix it First |
| 12 | 141 | Dillingham◆ | AK2260197 (962) | Drinking Water Improvements | Reevaluate water projects with an updated master plan; conduct hydrologic studies; develop new water sources downtown and at the landfill; and upgrade water distribution piping including meters and leak detection. | \$1,000,000 | 1.50% | 20 | | \$200,000 | ENG-BC | 8/1/2014 | Fix it First |
| 13 | 141 | Wrangell◆ | AK2120143 (2,369) | Water Main Replacement | Replacement of failing ductile iron pipe with HDPE piping in critical areas throughout the water system. | \$542,249 | 1.50% | 20 | | \$542,249 | WTR-BC | 6/1/2015 | Fix it First |
| 14 | 131 | Ketchikan◆ | AK2120323 (8,050) | Chatham Avenue Water Main Replacement | Install 491-lineal feet of 8" HDPE water mains, (2) fire hydrants, and (14) services installed to the edge of the right-of-way, in approximately 540 feet of roadway. | \$864,829 | 1.50% | 20 | | | | 1/1/2015 | Fix it First |
| 15 | 131 | Ketchikan◆ | AK2120323 (8,050) | Schoenbar Road Water Main Replacement | Install 1,119-lineal feet of 16" HDPE water mains from the Schoenbar Trail intersection to Valley Forge Road; 200-lineal feet of 4"-10" HDPE water mains throughout the project area; fire hydrants; and multiple gate valves. | \$2,666,535 | 1.50% | 20 | | | | 1/1/2015 | Fix it First |
| 16 | 128 | Juneau | AK2110643 (31,275) | Last Chance Basin Well Field Capacity Improvements■ | Install and develop two wells at the Last Chance Basin Well Field to improve capacity, and drill and develop five wells adjacent to existing wells utilizing existing infrastructure. | \$2,000,000 | 1.50% | 20 | | \$2,000,000 | ENG-BC | 10/1/2014 | Fix it First |
| 17 | 126 | Anchorage | AK2213001 (291,826) | 347 Zone Conversion■ | Provide system redundancy in the University-Medical District area, decommission select PRVs reducing operating costs, maximize production from Well 4, and reduce transient pressure waves in system. | \$750,000 | 1.50% | 20 | | | | 9/15/2014 | Improve TFM |
| 18 | 126 | Anchorage | AK2213001 (291,826) | 430 Zone Conversion■ | Convert the 430 HGL zone near Abbott and Elmore and consolidate different portions into either the 475 HGL zone or the 411 HGL zone. The conversion will increase transmission capacity and reducing pressure fluctuations. | \$450,000 | 1.50% | 20 | | | | 9/15/2014 | Improve TFM |

◆ Disadvantage Community (criteria may be referenced on page 13)

Total Requested Amount: **\$ 16,115,713**

■ Equivalency Project (criteria may be referenced on page 12)

Total Subsidized Amount³: **\$ -**

● Extra 50 points for construction start by September 15, 2014⁷

Total Green Amount: **\$ 9,394,249**

¹ Total available project loan funding and subsidy under this Amended IUP is \$13,062,573 and \$1,769,000, respectively.

² Criteria for being eligible for a loan subsidy may be referenced on page 13 under the narrative section of the IUP.

³ Projects which demonstrate adequate criteria for meeting a Green project component will be eligible to receive an additional 25 points.

⁴ Green Project Reserve Category Type: GIF - Green Infrastructure, WTR - Water Efficiency, ENG - Energy Efficiency & EIN - Environmentally Innovative. Green Project Justification Type: BC - Business Case / CAT - Categorical.

⁵ Prior to funding any project shown to have a funding subsidy for Green, a Business Case for project Green eligibility must be found justified.

⁶ Sustainability Policy - "Fix it First" - fix existing critical infrastructure; "Improve TFM" - improve technical, financial and managerial capacity of the system; and, "Planning" - planning and development of alternative

⁷ 50 points are only awarded if a feasibility or design study has been completed for the project by the end of the questionnaire solicitation period.

ALASKA DRINKING WATER FUND
Funding Priority Planning List (Continued) - Amended
Fiscal Year 2015

| Rank | Score | Community Or System | Public Water System ID# (Population) | Project Title | Project Description | Assistance Amount ¹ | Finance Rate | Term (Yrs) | Subsidy ² | Green Project Amount ³ | Green Project Type, ^{4,5} | Estimated Construction Start | Sustainability Policy ⁶ |
|------|-------|----------------------------|--------------------------------------|---|--|--------------------------------|--------------|------------|----------------------|-----------------------------------|------------------------------------|------------------------------|------------------------------------|
| 19 | 121 | Ketchikan Gateway Borough◆ | AK2120323 (13,477) | S. Tongass Water Main - Shoup to Forest Park | Extend the South Tongass water main from Shoup Street to Forest Park Ave. to service the residents of the Forest Park area with domestic water service and fire protection, a distance of some 6200-ft. | \$1,855,303 | 1.50% | 20 | | | | 4/1/2015 | Improve TFM |
| 20 | 121 | Anchorage | AK2213001 (291,826) | Wesleyan Dr-Checkmate to Queen Water Rehab.■ | Rehabilitate or replace approximately 2100 feet of 6-inch diameter cast iron pipe that has had a significant history of breaks and emergency repairs. | \$3,300,000 | 1.50% | 20 | | | | 9/18/2014 | Fix it First |
| 21 | 121 | Anchorage | AK2213001 (291,826) | Northern Lights Wesleyan to Bragaw■ ¹ | Rehabilitate or replace the existing water distribution main within Northern Lights Boulevard between Bragaw Street and Boniface Parkway. | \$5,000,000 | 1.50% | 20 | | | | 5/1/2016 | Fix it First |
| 22 | 121 | Anchorage | AK2213001 (291,826) | Lake Otis 38th-42nd Water Rehab.■ | Upgrade an existing 12-inch cast iron water main with a history of failures along Lake Otis between 38th - 42nd Avenues. | \$2,700,000 | 1.50% | 20 | | | | 5/1/2016 | Fix it First |
| 23 | 116 | Haines◆ | AK2110619 (2,508) | Small Tracts Water Main Extension | Extend service to approximately 44 parcels on Small Tracts Road, Small Tracts Spur, and Bear Creek Trail Lane, which are currently not served by the utility and use individual wells. | \$1,725,000 | 1.50% | 20 | | | | 5/1/2015 | Improve TFM |
| 24 | 111 | Wrangell◆ | AK2120143 (2,369) | Water Treatment Plant Pilot Study | Pilot study to identify the proper modifications to the current water treatment system that is no longer working effectively in part due to the rapid growth in industry water demand since the plant was constructed. | \$142,020 | 1.50% | 20 | | | | N/A | Planning |
| 25 | 110 | ALPAT◆ | | Sherwood Estates Water Treatment Plant Rehab | Rehabilitation of an Iron and Manganese removal facility, construction of an 18,000 gallon treated water storage tank, and installation of a stand-by generator. | \$198,500 | 1.50% | 20 | | | | 5/15/2014 | Fix it First |
| 26 | 106 | Ketchikan Gateway Borough◆ | AK2120323 (13,477) | South Tongass Water System - Phase VI | Construction of booster station, 100,000-gallon steel water tank, and pressure reducing vault for increased storage capacity. | \$1,494,571 | 1.50% | 20 | | \$750,000 | ENG-BC | 4/1/2015 | Improve TFM |
| 27 | 106 | Haines◆ | AK2110619 (2,508) | Piedad Water Tank | Construction of a new 250,000-gallon tank adjacent to the existing chlorination facility, and installation of a PAX mixer to keep the water from freezing. | \$637,500 | 1.50% | 20 | | \$637,500 | WTR-BC | 5/1/2015 | Improve TFM |
| 28 | 96 | Wrangell◆ | AK2120143 (2,369) | Upper Reservoir connection to Water treatment Plant | Finish the partially completed supply line between the upper reservoir and the water treatment plant providing a new connection through the upper dam. | \$517,049 | 1.50% | 20 | | \$517,049 | WTR-BC | 4/1/2015 | Improve TFM |
| 29 | 76 | Sitka | AK2130075 (8,881) | Alternative Potable Water Supply Development | Develop a groundwater source to include planning, design, drilling production wells, installing piping, pumping, and disinfection capacity to provide the needed 3000-4000 gallons per minute required to Sitka. | \$5,000,000 | 1.50% | 20 | | | | 5/1/2016 | Improve TFM |
| 30 | 76 | Anchorage | AK2213001 (291,826) | Dowling Rd. PRV and 92nd Ave. PRV■ | Construct pressure reducing valve vaults near Old Seward and Dowling Road area and the Old Seward and 92nd Avenue area. | \$1,550,000 | 1.50% | 20 | | | | 6/1/2015 | Improve TFM |

◆ Disadvantage Community (criteria may be referenced on page 13)

Total Requested Amount: **\$ 24,119,943**

■ Equivalency Project (criteria may be referenced on page 12)

Total Subsidized Amount³: **\$ 0**

● Extra 50 points for construction start by September 15, 2014⁷

Total Green Amount: **\$ 1,904,549**

¹ Total available project loan funding and subsidy under this Amended IUP is \$13,062,573 and \$1,769,000, respectively.

² Criteria for being eligible for a loan subsidy may be referenced on page 13 under the narrative section of the IUP.

³ Projects which demonstrate adequate criteria for meeting a Green project component will be eligible to receive an additional 25 points.

⁴ Green Project Reserve Category Type: GIF - Green Infrastructure, WTR - Water Efficiency, ENG - Energy Efficiency & EIN - Environmentally Innovative. Green Project Justification Type: BC - Business Case / CAT - Categorical.

⁵ Prior to funding any project shown to have a funding subsidy for Green, a Business Case for project Green eligibility must be found justified.

⁶ Sustainability Policy - "Fix it First" - fix existing critical infrastructure; "Improve TFM" - improve technical, financial and managerial capacity of the system; and, "Planning" - planning and development of alternative

**ALASKA DRINKING WATER FUND
Funding Priority Planning List (Continued) - Amended
Fiscal Year 2015**

| Rank | Score | Community Or System | Public Water System ID# (Population) | Project Title | Project Description | Assistance Amount ¹ | Finance Rate | Term (Yrs) | Subsidy ² | Green Project Amount ³ | Green Project Type ^{4,5} | Estimated Construction Start | Sustainability Policy ⁶ |
|------|-------|---------------------|--------------------------------------|---|---|--------------------------------|--------------|------------|----------------------|-----------------------------------|-----------------------------------|------------------------------|------------------------------------|
| 31 | 76 | Anchorage | AK2213001 (291,826) | Dowling Rd Water Transmission Main■ | Construct a water main between C Street and Minnesota Drive along the ADOT/PF W Dowling Road Phase II corridor. | \$2,400,000 | 1.50% | 20 | | | | 5/1/2017 | Improve TFM |
| 32 | 76 | Anchorage | AK2213001 (291,826) | Reservoir 3 & 4 Circulation Line - Water■ | Install yard piping and automated valves for providing Eklutna water directly to Reservoirs 3 and 4 such that excessive reservoir cycling levels no longer occur. | \$1,000,000 | 1.50% | 20 | | | | 4/23/2015 | Improve TFM |
| 33 | 76 | Anchorage | AK2213001 (291,826) | 458-424 Zone Merge■ | 458-424 pressure zone merge will take the 458 zone located around Baxter Bog and consolidate it into the 424 pressure zone. | \$1,000,000 | 1.50% | 20 | | | | 3/1/2015 | Improve TFM |
| 34 | 76 | Anchorage | AK2213001 (291,826) | West Airpark Water Extension■ | Extend transmission/distribution mains and constructing possible interties in the vicinity of West Airpark at Ted Stevens Anchorage International Airport (ANC). | \$8,000,000 | 1.50% | 20 | | | | 7/1/2015 | Improve TFM |
| 35 | 76 | Anchorage | AK2213001 (291,826) | Ship Creek Water Treatment Facility■ | Removal and replacement of aged equipment and the installation of new instrumentation and controls systems that are at the end of the equipment's service life. | \$1,200,000 | 1.50% | 20 | | | | 9/22/2014 | Improve TFM |
| 36 | 76 | North Pole◆ | AK2310675 (2,117) | Water System Emergency Generators | Procurement and installation of emergency backup generators for the water systems three circulation stations. | \$200,000 | 1.50% | 20 | | | | 6/1/2015 | Improve TFM |
| 37 | 68 | Skagway◆ | AK2110601 (968) | Redwood water tank | Design and construction of a new 500,000 gallon redwood water storage tank. | \$758,500 | 1.50% | 20 | | | | 4/15/2014 | Improve TFM |
| 38 | 41 | Anchorage | AK2213001 (291,826) | EWTF Facility Plan■ | Prepare a facility plan for the Eklutna Water Treatment Facility that will be used as a guide for rehabilitation and renewal of this almost 30 year old facility. | \$450,000 | 1.50% | 20 | | | | N/A | Planning |
| 39 | 41 | Haines◆ | AK2110619 (2,508) | Moose Lane Water Main Extension | Extend approximately 1,050 feet of 8" PVC water pipe on Moose Lane in Haines in order to bring service to eight developed properties currently not served by the utility. | \$158,000 | 1.50% | 20 | | | | 6/1/2015 | Improve TFM |

◆ Disadvantage Community (criteria may be referenced on page 13)

Total Requested Amount: **\$ 10,766,500**

■ Equivalency Project (criteria may be referenced on page 12)

Total Subsidized Amount³:

● Extra 50 points for construction start by September 15, 2014⁷

Total Priority and Planning Amount: **\$ 65,091,747**

Total Green Amount:

¹ Total available project loan funding and subsidy under this Amended IUP is \$13,062,573 and \$1,769,000, respectively.

² Criteria for being eligible for a loan subsidy may be referenced on page 13 under the narrative section of the IUP.

³ Projects which demonstrate adequate criteria for meeting a Green project component will be eligible to receive an additional 25 points.

⁴ Green Project Reserve Category Type: GIF - Green Infrastructure, WTR - Water Efficiency, ENG - Energy Efficiency & EIN - Environmentally Innovative. Green Project Justification Type: BC - Business Case / CAT - Categorical.

⁵ Prior to funding any project shown to have a funding subsidy for Green, a Business Case for project Green eligibility must be found justified.

⁶ Sustainability Policy - "Fix it First" - fix existing critical infrastructure; "Improve TFM" - improve technical, financial and managerial capacity of the system; and, "Planning" - planning and development of alternative

⁷ 50 points are only awarded if a feasibility or design study has been completed for the project by the end of the of questionnaire solicitation period.

Total Green Priority and Planning Amount: **\$ 17,597,098**



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 15-535

Assembly Meeting Date: 1/13/15

| Business Item Description: | Attachments: |
|--|--|
| Subject: Authorize Loan from the Alaska Clean Water Fund for Sewer Treatment Plant | 1. Resolution 15-01-608 2. Alaska Clean Water Fund Priority List (ADEC) |
| Originator: Director of Public Facilities | |
| Originating Department: Public Facilities | |
| Date Submitted: 1/8/15 | |

| Full Title/Motion: |
|-------------------------------------|
| Motion: Adopt Resolution 15-01-608. |

| Administrative Recommendation: |
|--|
| The borough manager recommends adoption. |

| Fiscal Impact: | | | |
|----------------------|-----------------|------------------------|--|
| Expenditure Required | Amount Budgeted | Appropriation Required | Projected Impact to Future Operating Budgets |
| \$ 0 | \$ 0 | \$ 0 | Later ordinance would accept loan |

| Comprehensive Plan Consistency Review: | |
|--|---|
| Comp Plan Goals/Objectives: Objective 15A, Page 252 | Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

| Summary Statement: |
|---|
| <p>The Haines Borough through the State of Alaska, Department of Environmental Conservation (ADEC) has requested Municipal Matching Grant funding for Haines Sewer Treatment Plant Health and Safety Upgrades. The project would provide for improving the screening process that removes and treats raw sewage particulates at the wastewater treatment facility. The project currently is listed on an Alaska Clean Water Fund priority list for fiscal year 2015, along with a Borough project entitled Sewer Plant Roof Replacement. The Sewer Plant Roof Replacement project would replace and upgrade structurally unsound roofs on three Haines wastewater treatment buildings. The ADEC recently authorized the Borough to combine these projects into one loan application, to assist with the most immediate needs at the plant. The loan of \$1,715,000 would be repaid over a 20-year term, with a 1.5 percent finance rate. The Borough intends to re-apply for a Municipal Matching Grant from ADEC for this combined project, and entering into an Alaska Clean Water Fund loan agreement would score extra points on the grant questionnaire.</p> |

| Referral: | |
|-----------------|----------------|
| Referred to: | Referral Date: |
| Recommendation: | Meeting Date: |

| Assembly Action: | |
|--------------------------|-------------------------|
| Meeting Date(s): 1/13/15 | Public Hearing Date(s): |
| | Postponed to Date: |

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Clean Water Fund for projects entitled Sewer Treatment Plant Health and Safety Upgrades and Sewer Plant Roof Replacement.

WHEREAS, the Haines Borough through the State of Alaska, Department of Environmental Conservation (ADEC) has requested Municipal Matching Grant funding for Haines Sewer Treatment Plant Health and Safety Upgrades; and

WHEREAS, the project would provide for improving the screening process that removes and treats raw sewage particulates at the wastewater treatment facility; and

WHEREAS, the ADEC is able to offer funding through the Alaska Clean Water Fund; and

WHEREAS, the project currently is listed on an Alaska Clean Water Fund priority list for fiscal year 2015, along with a Borough project entitled Sewer Plant Roof Replacement; and

WHEREAS, the Sewer Plant Roof Replacement project would replace and upgrade structurally unsound roofs on three Haines wastewater treatment buildings; and

WHEREAS, the ADEC recently authorized the Borough to combine these projects into one loan application, to assist with the most immediate needs at the plant; and

WHEREAS, the loan of \$1,715,000 would be repaid over a 20-year term, with a 1.5 percent finance rate; and

WHEREAS, the Borough intends to re-apply for a Municipal Matching Grant from ADEC for this combined project, and entering into an Alaska Clean Water Fund loan agreement would score extra points on the grant questionnaire,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Clean Water Fund for projects entitled Sewer Treatment Plant Health and Safety Upgrades and Sewer Plant Roof Replacement.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2015.

Janice Hill, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

**ALASKA CLEAN WATER FUND
Point Source Funding Priority List - Amended
Fiscal Year 2015**

| Rank | Score | APDES Permit Number | Category | Community | Project Title | Project Description | Requested Assistance Amount | Finance Charge Rate | Term (Yrs) | Subsidy ^{3,4} | Green Project Amount ⁵ | Green Project Type ⁵ | Estimated Binding Commitment | Estimated Construction Start | Sustainability Policy ⁶ |
|------|-------|---------------------|----------|---|--|--|-----------------------------|---------------------|------------|------------------------|-----------------------------------|---------------------------------|------------------------------|------------------------------|------------------------------------|
| 1 | 655 | AK-0021458 | I | Seward◆ | Lowell Point Lagoon Sludge Removal & Renovation■ | Remove accumulated sludge and inspect aeration system, assess pond liner integrity, and make improvements to yard valving. The work will address DEC Notice of Violation on permit conditions. | \$1,200,000 | 1.50% | 20 | \$120,000 | | | 7/1/2014 | 9/1/2014● | Improve TFM |
| 2 | 620 | AK-0021431 | III(b) | Anchorage | Fish Creek Interceptor Rehab■ | Design and construct improvements to the Fish Creek Interceptor that were previously identified through AWWU's Sewer Interceptor Condition Assessment Project. | \$3,000,000 | 1.50% | 20 | | | | 7/1/2014 | 4/21/2015 | Fix it First |
| 3 | 615 | AKG-572019 | IV(a) | Ketchikan Gateway Borough◆ ¹ | South Tongass Wastewater Main - Shoup to Forest Park■ | Extend the South Tongass Wastewater main from Shoup Street to Forest Park which eliminates ocean outfalls, primary wastewater treatment facilities, and minimize I & I issues removing older systems. | \$2,858,053 | 1.50% | 20 | \$244,642 | \$1,690,770 | EIN-BC | 11/1/2014 | 3/15/2016 | Improve TFM |
| 4 | 595 | AK-0021393 | I | North Pole◆ | Development of Alternative Sewer Outfalls | Conduct an engineering analysis of the Utility's options to develop an alternative sewer outfall or modified treatment technologies. The Utility has lost its mixing zone and is in violation of its discharge permit. | \$500,000 | 1.50% | 20 | | | | 11/3/2014 | N/A | Planning |
| 5 | 585 | 2007DB0003 | III(b) | Nome◆ | Nome Sclaircore Replacement - Ph III | Replace failing sewer main piping along Division Street, King Place, Warren Place and Spokane Street with new direct-bury arctic pipe. Elimination of pipe failure I&I will provide energy savings. | \$3,249,100 | 1.50% | 20 | | \$324,910 | EIN-BC | 6/15/2014 | 5/15/2014● | Fix it First |
| 6 | 575 | AK-G570021 | III(b) | Bristol Bay Borough◆ | Sewer System Capacity Improvements | Replace/relocate Peter Pan lift station, replace/reroute existing 8-inch force main, SCADA upgrades, capacity upgrades to lift stations 2 and 3 with energy savings equipment, and lagoon cleaning and desludging. | \$2,791,200 | 1.50% | 20 | | \$279,120 | ENG-BC | 6/28/2014 | 9/1/2014● | Fix it First |
| 7 | 570 | 2007DB0003 | III(b) | Nome◆ | East Nome Sewer Replacement | Replace failing sewer main piping along East - N Street, 3rd Avenue, L Street, M Street, and 4th & 5th Avenues with new direct-bury arctic pipe. Elimination of pipe failure I&I will provide energy savings. | \$2,340,000 | 1.50% | 20 | | \$234,000 | EIN-BC | 12/31/2014 | 3/1/2014 | Fix it First |
| 8 | 545 | AK-0023213 | III(b) | Sitka | DeGroff Street Sewer Improvements | Replacement of the existing aging/failing sewer and storm drain systems within DeGroff Street between Sawmill Creek Road and Lake Street. Energy savings in pumping costs with less I&I impact. | \$1,463,700 | 1.50% | 20 | | \$156,800 | ENG-BC | 8/30/2014 | 5/15/2016 | Fix it First |
| 9 | 540 | AK-0021474 | I | Anchorage | Girdwood Wastewater Treatment Facility - Ph II■ ² | This project will include various upgrades to the Girdwood Wastewater Treatment Facility and the expansion of the Girdwood Wastewater Treatment Facility. | \$24,000,000 | 1.50% | 20 | | | | 7/1/2014 | 7/25/2016 | Fix it First |

◆ Disadvantaged Community (criteria may be referenced on page 10)

Total Requested Amount: **\$41,402,053**

■ Equivalency Project (criteria may be referenced on page 9)

Total Subsidized Amount³: **\$ 364,642**

● Extra 50 points for "ready to go projects" or construction by September 15, 2014

Total Equivalency Amount: **\$31,058,053**

Total Green Amount⁵: **\$2,685,600**

¹ Subsidy funding for the Ketchikan Gateway Borough - S. Tongass Wastewater Main - Shoup to Forest Park project is limited to available subsidy funds.

² Full funding of the Anchorage - Girdwood Wastewater Treatment Facility - Ph II project for \$24,000,000 will be dependent upon remaining available loan funds. The Department will negotiate with Anchorage to provide additional funds as they become available later in the year. Additionally, the project was by-passed to the priority list to meet minimal equivalency requirements.

³ Total available loan and subsidy funding amounts under this amended IUP are \$42,319,745 and \$455,802, respectively and are split on a ratio of 80/20 between Point Source Priority List (\$33,855,796 & \$364,642 of subsidy) and Non-Point Source Priority List (\$8,463,949 & \$91,160 of subsidy) projects. Note, any additional subsidy that is not awarded to Non-Point Source projects will be awarded to Point Source projects or vice-versa if necessary.

⁴ Criteria for being eligible for a loan subsidy may be referenced on page 10 under the narrative section of the IUP.

⁵ Green Project Reserve Category Type: GIF - Green Infrastructure, WTR - Water Efficiency, ENG - Energy Efficiency & EIN - Environmentally Innovative. Green Project Justification Type: BC - Business Case / CAT - Categorical. Funding for Green projects is based on meeting a minimal required amount of \$837,600 under the State's capitalization grant for the program. Note, an extra 25 scoring points are awarded to Green projects.

⁶ Sustainability Policy - "Fix it First" - fix existing critical infrastructure; "Improve TFM" - improve technical, financial and managerial capacity of the system; and, "Planning" - planning and development of alternative projects that reflect the full life cycle cost of infrastructure.

**ALASKA CLEAN WATER FUND
Point Source Funding Priority Planning List - Amended
Fiscal Year 2015**

| Rank | Score | APDES Permit Number | Category | Community | Project Title | Project Description | Requested Assistance Amount | Finance Charge Rate | Term (Yrs) | Subsidy ¹ | Green Project Amount ² | Green Project Type ² | Estimated Binding Commitment | Estimated Construction Start | Sustainability Policy ³ |
|------|-------|---------------------|----------|------------|---|--|-----------------------------|---------------------|------------|----------------------|-----------------------------------|---------------------------------|------------------------------|------------------------------|------------------------------------|
| 10 | 540 | AK-0021440 | III(b) | Ketchikan◆ | Chatham Avenue Sewer Main Replacement | Install 488-lineal feet of 8" C900 PVC sewer mains, (2) sewer manholes, and (16) services installed to the edge of the right-of-way, in approximately 540 feet of roadway. | \$1,057,013 | 1.50% | 20 | | | | 7/1/2014 | 1/1/2015 | Fix it First |
| 11 | 475 | AK-0023213 | III(b) | Sitka | Cathodic Protection for Six Major Lift Stations | Install impressed current cathodic protection systems on the six (6) largest and most important mainline steel lift station dry wells in the Sitka wastewater collection system. | \$397,000 | 1.50% | 20 | | | | 9/30/2014 | 6/1/2014● | Fix it First |
| 12 | 445 | AK-0021431 | VIII(j) | Anchorage | Landfill Leachate Hauling Equipment■ | Purchase three(3) tractors for hauling leachate from the landfill collection lagoon to the AWWU Turpin Street Septic Hauler Station. Energy savings with purchase of new higher efficiency equipment. | \$401,100 | 1.50% | 20 | | \$401,100 | ENG-BC | 9/30/2014 | 1/1/2015 | Fix it First |
| 13 | 445 | AK-0022951 | III(b) | Juneau | Glacier Hwy Sewer Improvements■ | Replacement of 2,500 ft. of force main along Glacier Highway from Anka St. to Davis Ave. and Gruening Park lift station replacement. Energy savings with installation of high efficiency pumps and controls. | \$1,000,000 | 1.50% | 20 | | \$100,000 | ENG-BC | 6/18/2014 | 10/1/2014 | Fix it First |
| 14 | 445 | AK-0021385 | I | Haines◆ | Sewer Treatment Plant Health and Safety Upgrades | Improvements include upgrading the screening process that removes incoming solids to the facility, replacing the existing belt filter press with a screw press, and other associated appurtenances. | \$1,215,000 | 1.50% | 20 | | \$121,500 | ENG-BC | 2/15/2015 | 7/1/2015 | Fix it First |
| 15 | 415 | AK-0021431 | I | Anchorage | AWWTF Screen Auto, Headworks HWS, Code Analysis Up■ | Rehabilitate the existing influent screens and upgrade the screen automation system and perform a facility code analysis. | \$1,300,000 | 1.50% | 20 | | | | 7/1/2014 | 5/1/2015 | Fix it First |
| 16 | 405 | AK-0021555 | I | Kodiak | Compost Facility PN 08-06-7517 | The facility will have three covered structures, a mixing building, a mix bunker, and compost shelter curing bins, and one uncovered area for the bio-filter. The facility will compost all biosolids from the WWTP. | \$3,000,000 | 1.50% | 20 | | | | 1/31/2015 | 5/1/2015 | Improve TFM |
| 17 | 400 | AK-0021431 | III(b) | Anchorage | Downtown Pipe Replacement■ | Rehabilitate or replace existing vitrified clay sewer mains within downtown Anchorage that have been identified as being damaged, loosing serviceability, and in some cases on the verge of collapse. | \$850,000 | 1.50% | 20 | | | | 1/1/2015 | 6/1/2015 | Fix it First |
| 18 | 370 | AK-0021431 | III(b) | Anchorage | Interceptor Rehabilitation■ | Rehabilitation and cleaning of the 78/84-inch RCP Interceptor A2 and structural rehabilitation and cleaning of the 36/48-inch Interceptor D/Pine Trunk Component. | \$2,500,000 | 1.50% | 20 | | | | 7/1/2014 | 9/1/2014● | Fix it First |
| 19 | 350 | AK-0021385 | I | Haines◆ | Sewer Plant Roof Replacement | Replace and upgrade structurally unsound roofs on three wastewater treatment buildings, which includes supporting wall replacement as needed to complete upgrades. | \$500,000 | 1.50% | 20 | | \$50,000 | ENG-BC | 2/15/2015 | 7/1/2015 | Fix it First |
| 20 | 345 | AK-0021431 | III(b) | Anchorage | Pump Stations 30 & 31 Rehab■ | Decommission Pump Station 30, install additional force main, and upgrade Pump Station 31 to allow for better operation of the collection system including high energy efficient pumps and control systems. | \$470,000 | 1.50% | 20 | | \$175,000 | ENG-BC | 7/1/2014 | 5/1/2015 | Fix it First |

◆ Disadvantaged Community (criteria may be referenced on page 10)

Total Requested Amount: **\$ 12,690,113**

■ Equivalency Project (criteria may be referenced on page 9)

Total Subsidized Amount³: **\$ -**

● Extra 50 points for "ready to go projects" or construction by September 15, 2014

Total Priority & Planning Amount: **\$ 54,092,166**

Total Green Amount⁵: **\$ 847,600**

Total Point & Planning Source Green Amount⁵: **\$ 3,533,200**

¹ Criteria for being eligible for a loan subsidy may be referenced on page 9 under the narrative section of the IUP.

² Green Project Reserve Category Type: GIF- Green Infrastructure, WTR - Water Efficiency, ENG - Energy Efficiency & EIN - Environmentally Innovative. Green Project Justification Type: BC - Business Case / CAT - Categorical. Funding for Green projects is based on meeting a minimal required amount of \$837,600 under the State's capitalization grant for the program. Note, an extra 25 scoring points are awarded to Green projects.

³ Sustainability Policy - "Fix it First" - fix existing critical infrastructure; "Improve TFM" - improve technical, financial and managerial capacity of the system; and, "Planning" - planning and development of alternative projects that reflect the full life cycle cost of infrastructure.

**ALASKA CLEAN WATER FUND
Point Source Funding Priority Planning List (Continued) - Amended
Fiscal Year 2015**

| Rank | Score | APDES Permit Number | Category | Community | Project Title | Project Description | Requested Assistance Amount | Finance Charge Rate | Term (Yrs) | Subsidy ¹ | Green Project Amount ² | Green Project Type ² | Estimated Binding Commitment | Estimated Construction Start | Sustainability Policy ³ |
|------|-------|---------------------|----------|-----------------|---|---|-----------------------------|---------------------|------------|----------------------|-----------------------------------|---------------------------------|------------------------------|------------------------------|------------------------------------|
| 21 | 345 | AK-0022543 | I | Anchorage | ERWWTF Rehab■ | Upgrade: headworks area, return activated sludge piping, emergency backup generator; windows and doors; and segmented and outdated fire alarm. High energy efficient windows and doors will be installed. | \$11,500,000 | 1.50% | 20 | | \$225,000 | ENG-BC | 7/1/2014 | 6/1/2015 | Fix it First |
| 22 | 315 | AK-0021431 | I | Anchorage | AWWTF Gravity Thickener and Clarifiers Rehab■ | Design and rehabilitation of aging, corroded elements within the gravity thickeners 2, 3 and 4 and upgrade of four primary clarifiers at the AWWTF. | \$1,500,000 | 1.50% | 20 | | | | 7/1/2014 | 5/1/2016 | Fix it First |
| 23 | 305 | N/A | I | Mat-Su Borough◆ | Septage Treatment Facility | Design & construct a new septage treatment and disposal facility in the palmer-Wasilla area. The design will incorporate an energy budget and LEED certified components. | \$18,165,300 | 1.50% | 20 | | \$1,108,900 | ENG-BC | 1/1/2015 | 1/1/2016 | Improve TFM |
| 24 | 295 | AK-0021474 | I | Anchorage | GWWTF Outfall■ | Evaluate the GWWTF outfall for the effects of mixing and spawning in response to preliminary draft APDES Permit provisions that may result in the loss of a mixing zone. | \$4,000,000 | 1.50% | 20 | | | | 7/1/2014 | 6/1/2016 | Planning |
| 25 | 295 | AK-0021431 | I | Anchorage | Anchorage Regional Landfill Expansion 8B■ | Procurement, construction and construction oversight of Cell 8B to provide air space for management of asbestos and inert wastes. | \$4,474,800 | 1.50% | 20 | | | | 9/30/2014 | 6/15/2015 | Improve TFM |
| 26 | 280 | AK-0021385 | IV(a) | Haines◆ | Moose Lane Sewer Main Extension | Extend approximately 1,050 feet of 6" PVC pipe on Moose Lane and North Sawmill Road in Haines in order to bring service to approximately eight properties currently not served by the utility. | \$158,000 | 1.50% | 20 | | | | 9/1/2014 | 6/1/2015 | Improve TFM |
| 27 | 215 | AK-0021431 | IV(a) | North Pole◆ | Lift Station Rehabilitation, Ph. 3 | Four lift stations will be rehabilitated based upon standards established during Phase 2-can repair, including new energy efficient pumps, new piping and new electronic control panels. | \$500,000 | 1.50% | 20 | | \$169,269 | ENG-BC | 11/3/2014 | 5/2/2016 | Fix it First |
| 28 | 210 | AK-0021431 | I | Kenai◆ | Wastewater Treatment Plant Upgrades, Ph. II | Install new belt press and controls; replace headworks; upgrade activated sludge system with energy efficient motors & controls; replace diffusers; and construct new WWTP laboratory. | \$1,463,700 | 1.50% | 20 | | \$347,490 | ENG-BC | 6/16/2014 | 4/1/2015 | Fix it First |
| 29 | 215 | AK-0021431 | I | Anchorage | AWWTF Improvements■ | Remove obsolete sludge incinerator one, construct improvements to stabilize the slopes and foundation of the effluent outfall structure and upgrade the HVAC in the Old Raw Sludge Pump Station. | \$1,100,000 | 1.50% | 20 | | | | 1/1/2015 | 5/1/2016 | Fix it First |
| 30 | 210 | AK-0021431 | I | Anchorage | Asplund WWTF Sludge Dewatering Replacement■ | Replace two of the three belt filter presses at the AWWTF with new sludge dewatering equipment and upgrade the thickened sludge piping in the vicinity of the belt filter presses at the AWWTF. | \$4,250,000 | 1.50% | 20 | | | | 7/1/2014 | 7/8/2015 | Fix it First |
| 31 | 170 | AK-0021431 | I | Anchorage | King St Warm Storage Roof■ | Remove and replace roofing material from the original construction of the warm storage building due to the deteriorated condition. | \$575,000 | 1.50% | 20 | | | | 7/1/2014 | 7/15/2014● | Fix it First |

◆ Disadvantaged Community (criteria may be referenced on page 10)

Total Requested Amount: **\$ 47,686,800**

■ Equivalency Project (criteria may be referenced on page 9)

Total Subsidized Amount³: **\$ -**

● Extra 50 points for "ready to go projects" or construction by September 15, 2014

Total Priority & Planning Amount: **\$101,778,966**

Total Green Amount⁵: **\$ 1,850,659**

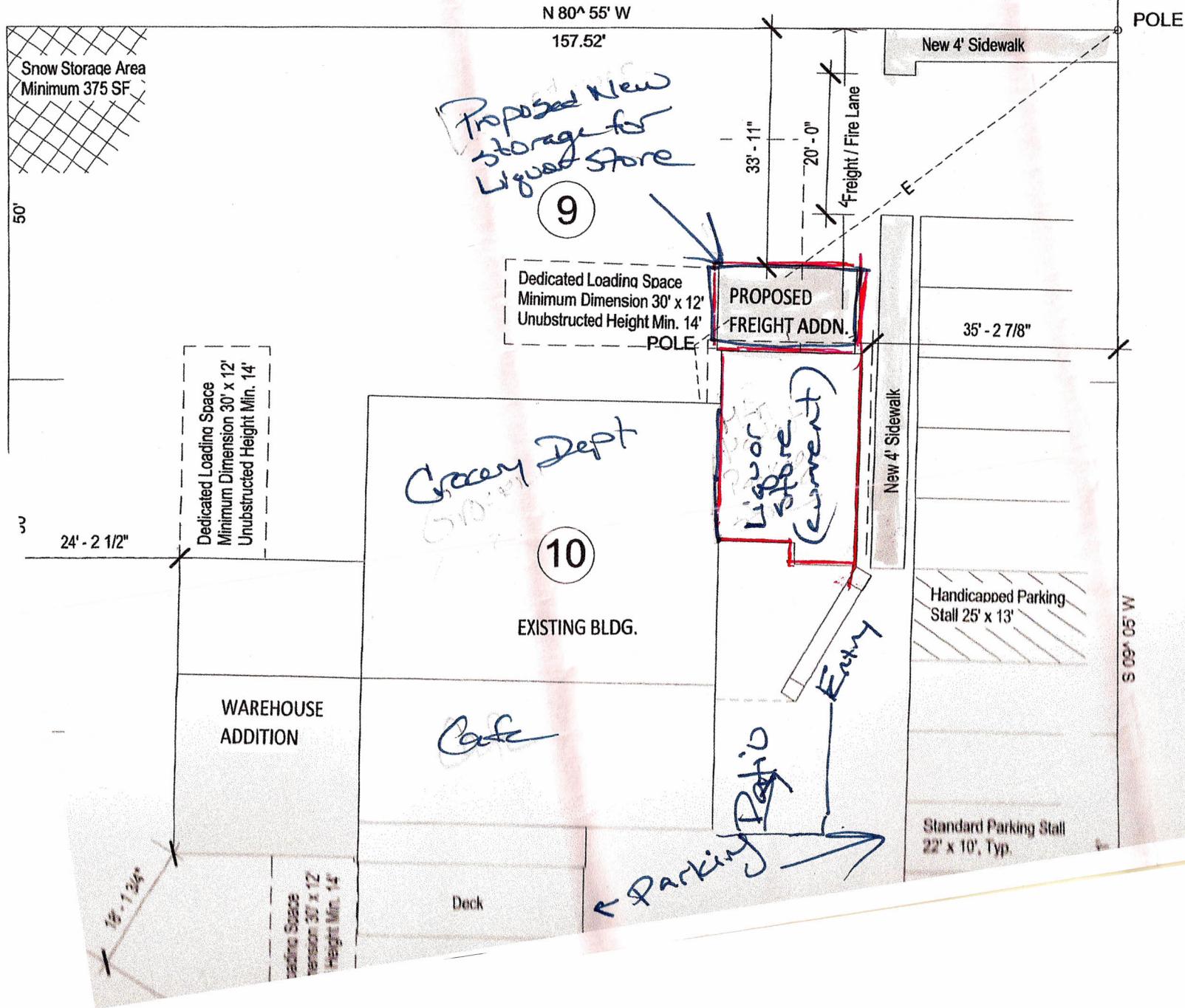
Total Point & Planning Source Green Amount⁵: **\$ 5,383,859**

¹ Criteria for being eligible for a loan subsidy may be referenced on page 9 under the narrative section of the IUP.

² Green Project Reserve Category Type: GIF- Green Infrastructure, WTR - Water Efficiency, ENG - Energy Efficiency & EIN - Environmentally Innovative. Green Project Justification Type: BC - Business Case / CAT - Categorical. Funding for Green projects is based on meeting a minimal required amount of \$797,100 under the State's capitalization grant for the program. Note, an extra 25 scoring points are awarded to Green projects.

³ Sustainability Policy - "Fix it First" - fix existing critical infrastructure; "Improve TFM" - improve technical, financial and managerial capacity of the system; and, "Planning" - planning and development of alternative projects that reflect the full life cycle cost of infrastructure.

HAINES PUBLIC LIBRARY PARKING



THIRD AVE. 60' R.O.W.
S 09° 05' W



DATE: 9 January 2015

To: Borough Assembly

From: David B. Sosa, Borough Manager

Subject: **RECOMMENDATION TO APPROVE MR. F.W. "BILL" MANDEVILLE AS COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR**

1. The Borough Manager forwards a recommendation that the Assembly approve the hire of Mr. F.W. "Bill" Mandeville for the position of Community & Economic Development Director.
2. The Borough received nine Applications for the position of Community & Economic Development and elected to interview five individuals. On 8 & 9 December the Hiring Committee comprised of the Manager, Assembly Member Lapham, Dr. Ginger Jewell, and the Borough Clerk convened and over the two days interviewed four individuals via Skype. One individual did not call for their allotted time slot and was eliminated from further consideration. Following the interviews the Hiring Committee reviewed all candidates and selected Mr. Mandeville and one other candidate for further consideration. Mr. Mandeville was ranked 1st or 2nd by all members of the Hiring Committee.
3. On Monday, 15 December Mayor Hill and the Manager interviewed both finalists via phone. By mutual agreement both Mayor Hill and the Manager identified Mr. Mandeville as the preferred applicant and the Manager began contacting Mr. Mandeville's references. A writing sample was also requested of Mr. Mandeville and he provided a grant proposal sample and several Project Management Plans.
4. Mr. Mandeville is a highly qualified applicant with over 20 years experience working in State and Local Government. He has served as a City Administrator in Alaska (Delta Junction and Nenana) and as a City Manager in Miles City, Montana. He possesses a Master of Public Administration from Eastern Washington University, is a Development Finance Certified Professional, a Certified Urban Planner, and served as an Urban Planner for Auburn Washington. Over the last nine years he has had extensive experience dealing with Community Development, Growth Management, Neighborhood stabilization, and brownfields programs, and port development projects. His experiences have required a significant amount of grant writing, administration, and management and also served to develop a detailed working knowledge regarding the variety of financing options available to municipalities.

Subject: **RECOMMENDATION TO APPROVE MR. F.W. "BILL" MANDEVILLE AS COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR**

Comments from the Hiring Committee describe Mr. Mandeville as possessing the right set of professional and technical qualifications, and as a candidate who will "fit in well and get the job done." My comments emphasized Mr. Mandeville's understanding of the environment, his planning experience, and his understanding of Economic Strategy. Mr. Mandeville's references describe him as a "go getter, active, and hard working". He was also described as a person, who adapts well, has great initiative and the ability to operate independently, and who has a sound moral compass.

5. It is the Manager's recommendation that the Assembly approve the hire of Mr. Mandeville subject to a full background check.

Respectfully,

D.B. Sosa

David B. Sosa
Haines Borough Manager



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 15-536

Assembly Meeting Date: 1/13/15

| Business Item Description: | Attachments: |
|---|--|
| Subject: Additional Work at Lutak Dock by ADOT&PF & Request for Additional Temp Construction Easement | 1. ADOT&PF Letter Explaining Additional Work with attached drawings 2. Existing Temporary Construction Easement with attached drawing |
| Originator: Borough Manager | |
| Originating Department: Administration | |
| Date Submitted: 1/8/15 | |

Full Title/Motion:
 Motion: Concur with the additional Lutak Dock work as proposed by the ADOT&PF; and authorize the borough manager to enter into an additional temporary construction easement (140 feet) and to proceed with good faith negotiations of updated agreements and other documents, as may be necessary.

Administrative Recommendation:
 The borough manager recommends approval.

Fiscal Impact:

| Expenditure Required | Amount Budgeted | Appropriation Required | Projected Impact to Future Operating Budgets |
|----------------------|-----------------|------------------------|--|
| \$0 | \$0 | \$0 | |

Comprehensive Plan Consistency Review:

| | |
|--|---|
| Comp Plan Goals/Objectives: Refer to Page 129 | Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|

Summary Statement:

The ADOT&PF is currently making major infrastructure improvements to the Haines Ferry Terminal. As part of that process, the assembly adopted Ordinance 12-07-299 authorizing a temporary construction permit on a portion of borough property among other things. As a result of the borough's recent investigations and dock replacement planning efforts, the ADOT&PF now requests the borough consider complete removal of cell #5, alterations of cells #6 & #7, and replacement of the uplands in this region with rubble mound slopes. They are offering to do this at no cost, and there are significant advantages for both parties as indicated in the attached letter and drawings. In order to proceed with the proposed changes, the ADOT&PF requires written concurrence from the borough no later than 1/14/15 because of a number of issues that will have to be quickly resolved. This must include authorization of an additional temporary construction easement (140 feet) to allow the work to take place. Adjustments to existing agreements and easements will be necessary, and those will return to the assembly as they are negotiated.

Referral:

| | |
|-----------------|----------------|
| Referred to: | Referral Date: |
| Recommendation: | Meeting Date: |

Assembly Action:

| | |
|--------------------------|-------------------------|
| Meeting Date(s): 1/13/15 | Public Hearing Date(s): |
| | Postponed to Date: |

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Design and Engineering Services – Southcoast Region
Preconstruction / Design

TO: Haines Borough
Att: David Sosa, Borough Manager

DATE: January 8, 2015

TELEPHONE NO: 465-1215

FAX NUMBER: 465-4414

FROM: Kirk Miller, PE 
Design Group Chief

SUBJECT: Haines Ferry Terminal
Lutak Dock Modifications

General

We understand that a recent condition survey and engineering assessment of the existing Haines Lutak Dock indicates advanced states of deterioration and that removal/replacement of the cellular sheet pile structures is required in the near future.

The State of Alaska, Department of Transportation and Public Facilities (Department) is currently constructing major infrastructure improvements to our adjacent ferry terminal facility under State Project No. 68433. This \$15 million federal aid project has been awarded to a contractor and field work is scheduled to begin this spring. As part of this work, we are removing four of the existing sheet pile cells (cells 1-4) and replacing with a riprap slope. The adjacent cell 5 on the Borough's property was planned to remain and protected with a new steel bulkhead and the uplands over-lain with a concrete slab on top of foam foundation fill. The reason for these protective improvements to the Borough's property is to maintain the existing cellular structure and property uses. However, changes to the planned ferry terminal project work appear to be warranted if the adjacent dock structures need to be removed or replaced.

As a result of the Borough's recent investigations and dock replacement planning efforts, the Department is requesting that the Borough consider allowing the complete removal of cell 5, alterations of cells 6 and 7 and replacement of the uplands in this region with rubble mound slopes. These proposed changes are generally indicated on the attached drawings (Attachments 1 and 2).

There are significant advantages for both parties in allowing these changes. Cell 5 will be completely removed and the internal soil pressure loads on cell 6 will be significantly reduced at no cost to the Borough. The ferry terminal side of the property benefits since the new retaining wall work and associated tie-back structures that would have been buried on the Borough's property will no longer be needed. As such, these structures will not conflict with future Borough dock replacement plans.

Considerations

In order to proceed with the proposed changes, the Department needs the written concurrence of the Haines Borough at the earliest opportunity as there are a number of issues that the Department will need to quickly resolve. These include the need to conduct a re-evaluation of our federal environmental document, obtain a Corps of Engineers permit modification, negotiate a contract change order with our contractor and revisit our right of way agreements with the Haines Borough. We think these matters can be successfully resolved in a timely manner – assuming we can obtain the Borough's concurrence to proceed by January 14.

There will be a need for the Borough to accommodate adjustments to the currently established right of way (ROW) boundaries for the various easements that are now in effect. Our current project has acquired (with monetary compensation to the Borough) a permanent easement for maintenance of the buried tie-back structures and a temporary construction easement to allow construction activities within and adjacent to the Borough's property.

Adjustment of the existing temporary construction easement is required. The Borough must now agree to allow an additional temporary construction easement (140-feet) to allow the work to take place. The existing permanent maintenance easement for the buried tieback structures will be permanently absolved as it will no longer be needed.

The permanent property boundaries will remain the same as presently exist and no new land areas are needed from the Borough in order to facilitate this change. The Borough and the Department will continue to own and maintain all features within those respective permanent boundaries. The various ROW boundary lines are shown on Attachment 2.

Anticipated Responsibilities

The Department's responsibilities are expected to include:

- Preparation of additional agreements, ROW documents or other items as deemed necessary.
- Preparation of all necessary engineering, plans, specifications and estimate revisions and execution of the work through the Departments contractor.
- Re-evaluation and modification of the federal environmental document and associated permits.
- Construction and inspection of the work as generally indicated on Attachments 1 and 2.
- Departmental support and administrative assistance to the Borough to assist with future project development for the future replacement/restoration of the Borough's Lutak Dock facility.
- Assurance that no costs other than administrative assistance will be incurred by the Borough as a result of this change.

The Borough's responsibilities are expected to include:

- Provide written concurrence allowing the changes as generally indicated on Attachments 1 and 2 and discussed in this memorandum.
- Good faith negotiations with the Department and execution of updated ROW agreements or other documents as may be necessary.
- Unless otherwise agreed upon, we understand that the Borough desires to retain ownership of all removed aggregate materials from within cells 5 and 6. The Borough shall assist the Department in locating suitable land area(s) within close proximity of the AMHS terminal facility for storage of existing aggregate materials removed from existing sheet pile cell(s).
- At no additional cost to the Department, the Borough will authorize the Department and its contractors to conduct project-related work on Borough property through the future execution of an additional temporary construction easement (reference Attachment 2).
- Accept and maintain all improvements on the Borough's property upon completion of the work.

Summary

We sincerely appreciate the consideration afforded by the Borough in the evaluation of this proposal. We believe that the proposed changes are beneficial to both parties. However, time is of the essence and we have limited time to notify our contractor and embark on the environmental and ROW documentation needed to execute these changes. The Department will incur substantial delay costs and/or may not be able to facilitate these changes if we do not proceed at the earliest opportunity.

We look forward to hearing from the Borough to finalize the terms of these proposed changes to the ferry terminal project and the Borough's property. Please feel free to contact us anytime if you have any questions or comments concerning this matter.

cc: David Lowell, PE / Marine Design Manager
Tim Doggett, PE / Project Design Engineer
John Kajdan, PE / Construction Manager

| RECORD OF REVISIONS | | |
|---------------------|------|-------------|
| No. | DATE | DESCRIPTION |
| | | |
| | | |



PLAN LEGEND

DESIGNED BY: T. DOGGETT



CHECKED BY: D. LOWELL

DRAWN BY: STAFF

STATE OF ALASKA
 DEPARTMENT OF TRANSPORTATION
 & PUBLIC FACILITIES
 SOUTHCOAST REGION

**HAINES FERRY TERMINAL
 IMPROVEMENTS**

ATTACHMENT 1

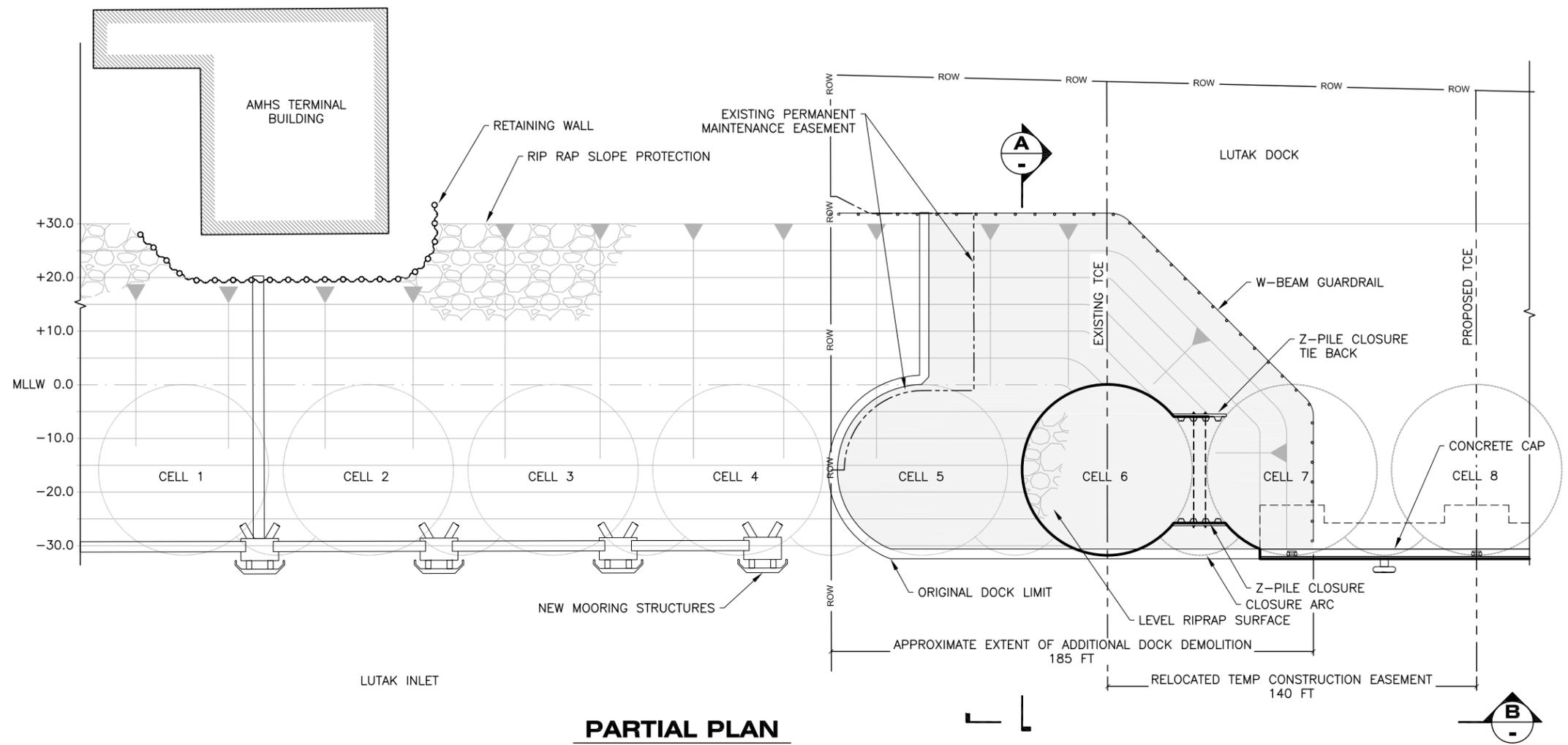
**LUTAK DOCK
 MODIFICATIONS**

**PROJECT
 OVERVIEW**

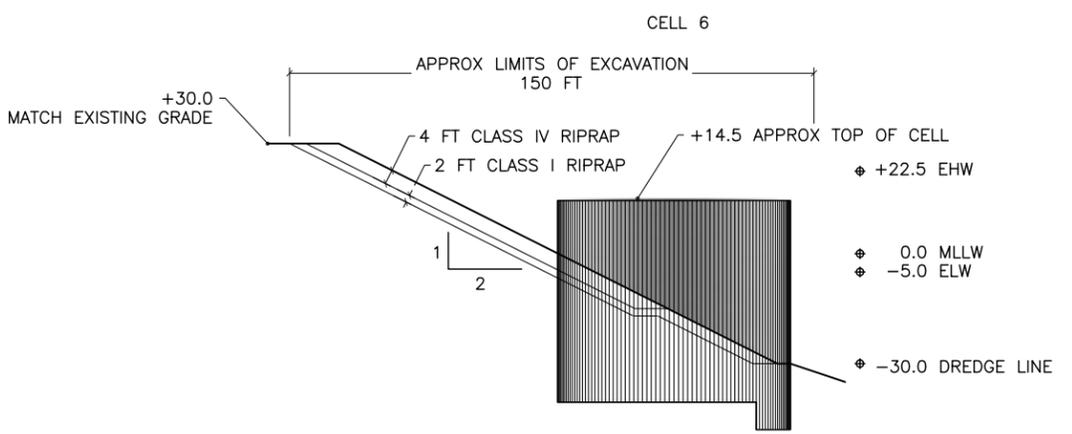
PROJECT DESIGNATION
68433 / 0955014

| | |
|---------------|--------------|
| STATE | YEAR |
| ALASKA | 2015 |
| SHEET NUMBER | TOTAL SHEETS |
| | |

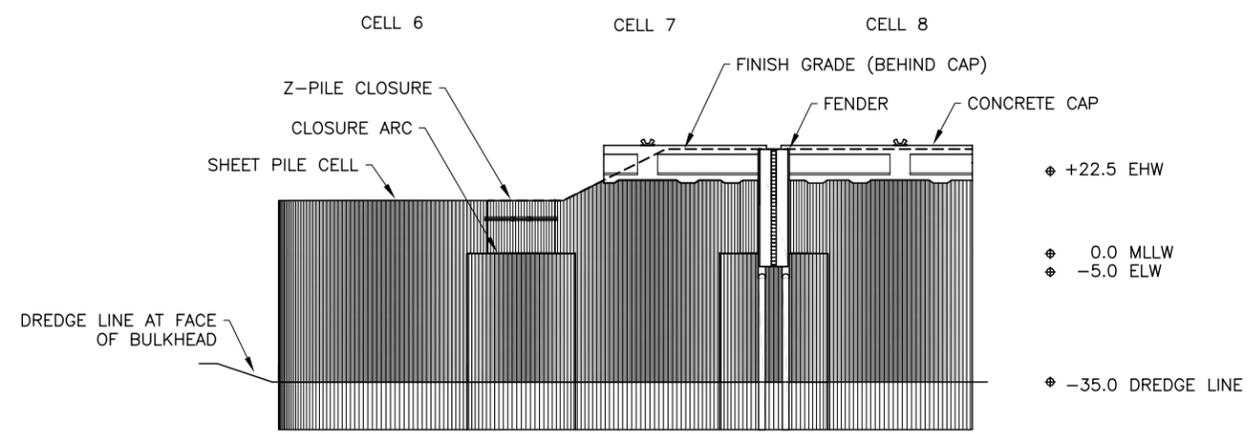
| RECORD OF REVISIONS | | |
|---------------------|------|-------------|
| No. | DATE | DESCRIPTION |
| | | |
| | | |



PARTIAL PLAN



A SECTION



B FRONT ELEVATION

PLAN LEGEND

DESIGNED BY: T. DOGGETT



CHECKED BY: D. LOWELL

DRAWN BY: STAFF

STATE OF ALASKA
 DEPARTMENT OF TRANSPORTATION
 & PUBLIC FACILITIES
 SOUTHCOAST REGION

**HAINES FERRY TERMINAL
 IMPROVEMENTS**

**ATTACHMENT 2
 LUTAK DOCK
 MODIFICATIONS**

PROJECT DESIGNATION
68433 / 0955014

| STATE | YEAR |
|---------------|--------------|
| ALASKA | 2015 |
| SHEET NUMBER | TOTAL SHEETS |

| | | |
|---|--|--|
|  | STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES | PROJECT NAME: HAINES FERRY TERMINAL IMPROVEMENTS |
| | TEMPORARY CONSTRUCTION EASEMENT (Corporate/Partial Property) | STATE PROJECT #: 68433 FEDERAL-AID PROJECT #: FB-NH-095-5(14) PARCEL #: TCE-4 |

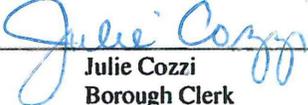
THE GRANTOR, the HAINES BOROUGH, whose mailing address is P.O. Box 1209, Haines, Alaska 99827, for and in consideration of SIXTY-SEVEN THOUSAND, SIX HUNDRED, EIGHTY, AND NO/100 DOLLARS (\$67,680), and other valuable consideration, in hand paid, conveys to the GRANTEE, STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES ("the department"), whose mailing address is P.O. Box 112506, Juneau, Alaska 99811-2506, its successors and assignees, an unrestricted temporary easement, over, and across the following-described tract of land located in the State of Alaska. That part of the following described tract of land:

**A Portion of Tract A, A.T.S. 1464, Haines Recording
 District, First Judicial District, State of Alaska,**

as shown on the plat attached hereto and made a part of hereof as page three of this instrument and designated as Parcel TCE-4. Said parcel, consists of 0.59 acres (25,700.4 square feet), is hereby granted to the State of Alaska for general construction purposes for the project, but specifically for the purpose of constructing a retaining wall for the project. The Grantor hereby covenants with the State of Alaska that the Grantor has good title to the above-described tract of land, and covenants that the State of Alaska shall have quiet and peaceable possession thereof and use thereof during the period of the temporary construction easement. The time period shall be for a period of two years beginning from the time the department awards a contract for the project.

Dated this 11th day of September, 2013.

ATTEST:


 Julie Cozzi
 Borough Clerk

By: 
 HAINES BOROUGH
 Mark Earnest
 Borough Manager

Filed for Record at the Request of
 and Return to:
 Right of Way Section
 Alaska Dept. of Transportation &
 Public Facilities
 P.O. Box 112506
 Juneau, Alaska 99811-2506
 State Business – no charge

C:\HANS\68433\RM\HAINES_FT\DWG\HANS_FT_2011_PARCELS.DWG

