

Haines Borough
Borough Assembly Meeting #289
AGENDA



April 14, 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 – Museum Report
- 8C – Fire Dept. Report
- 8D – Chilkat Center Report
- 9A – PHAC Minutes
- 11A1 – Resolution 15-04-619
- 11A2 – Resolution 15-04-620
- 11A3 – Resolution 15-04-621
- 11B1 – Ordinance 15-04-405
- 11B2 – Ordinance 15-04-406
- 11C1 – Liquor License Premises Extension, Distillery
- 12A – Correspondence, Yukon F&G Assn

*** 4. APPROVAL OF MINUTES – 3/24/15 Regular**

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

6. MAYOR'S COMMENTS/REPORT

A. Results of Borough Manager's Performance Evaluation

7. PUBLIC HEARINGS

A. Ordinance 15-03-402 – Second Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Title 3 Subsection 3.80.090 to modify the threshold for eligibility for quarterly sales tax filing.

*This ordinance is recommended by the borough manager and was introduced on 3/10/15. The first hearing was 3/24. **Motion:** Adopt Ordinance 15-03-402.*

B. Ordinance 15-03-403 – First Hearing

An Ordinance of the Haines Borough classifying for disposal the borough-owned property known as the Human Resource Building.

This ordinance is recommended by the borough manager and planning commission and was introduced on 3/24/15. The assembly already scheduled the second hearing for 4/28/15. No motion is needed now unless the second hearing date needs to change or some other action is desired.

C. Ordinance 15-03-404 – First Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Sub-Section 16.28.010(D) to modify prohibited acts for port and harbor facility users.

This ordinance is recommended by the Port & Harbor Advisory Committee and was introduced on 3/24/15. The assembly already scheduled the second hearing for 4/28/15. No motion is needed now unless the second hearing date needs to change or some other action is desired.

8. STAFF/FACILITY REPORTS

A. Borough Manager – 4/14/15 Report

*** B. Sheldon Museum – Staff Report of February 2015**

*** C. Fire Department – Staff Report of March 2015**

*** D. Chilkat Center – Facility Report of March 2015**

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

- * **A. Port & Harbor Advisory Committee – Minutes of 2/23/15 and 3/6/15**
- B. Assembly Standing Committee Reports**
 - 1. **Finance Committee Report**

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

A. Resolutions

* 1. **Resolution 15-04-619**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with Southeast Road Builders for the Allen Road 2015 Water System Upgrade project for an amount not to exceed \$468,748.

*This resolution is recommended by the manager. **Motion:** Adopt Resolution 15-04-619.*

* 2. **Resolution 15-04-620**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with Premier Electric for the Haines Borough Vocational Education Building Upgrade project for an amount not to exceed \$750,000.

*This resolution is recommended by the manager. **Motion:** Adopt Resolution 15-04-620.*

* 3. **Resolution 15-04-621**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with the Alaska Department of Transportation and Public Facilities to chip seal a 1.1-mile portion of Chilkat Lake Road for an amount not to exceed \$137,879.

*This resolution is recommended by the manager. **Motion:** Adopt Resolution 15-04-621.*

B. Ordinances for Introduction

* 1. **Ordinance 15-04-405**

An Ordinance of the Haines Borough amending Haines Borough Code Title 2 to adjust the order of business for borough assembly meetings.

*This ordinance is proposed by the mayor and assembly member Case. **Motion:** Introduce Ordinance 15-04-405 and set a first public hearing for 4/28/15 and a second public hearing for 5/12/15.*

* 2. **Ordinance 15-04-406**

An Ordinance of the Haines Borough authorizing the Borough Manager to enter into a loan agreement in the amount of up to \$500,000 with the Alaska Department of Environmental Conservation for the Replace Allen Road AC Pipe project.

*This ordinance is proposed by the manager. **Motion:** Introduce Ordinance 15-04-406 and set a first public hearing for 4/28/15 and a second public hearing for 5/12/15.*

C. Other New Business

* 1. **Liquor License Premises Extension – Port Chilkoot Distillery**

*The Alaska Alcohol Beverage Control (ABC) Board has notified the Borough of a pending liquor license premises extension request from the distillery. The business is constructing an outside patio addition. 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 Port Chilkoot Distillery.*

12. CORRESPONDENCE/REQUESTS

- * **A. Yukon Fish and Game Association – Re. Alaska Fishing**

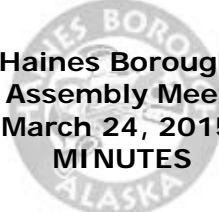
13. SET MEETING DATES

- A. Board of Equalization – 6pm, Monday, May 11**

14. PUBLIC COMMENTS

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

16. ADJOURNMENT


Haines Borough
Borough Assembly Meeting #288
March 24, 2015
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 Diana **LAPHAM**, Joanne **WATERMAN**, Ron **JACKSON**, Mike **CASE**, Dave **BERRY, Jr.**, and George **CAMPBELL**.

Staff Present: David **SOSA**/Borough Manager, Julie **COZZI**/Borough Clerk, Bill **MUSSER**/Chief of Police, Carlos **JIMENEZ**/Director of Public Facilities, Shawn **BELL**/Interim Harbormaster, Helen **ALTEN**/Museum Director, and Patty **BROWN**/Library Director.

Visitors Present: Tom **MORPHET**/CVN, Margaret **FRIEDENAU**/KHNS, Dick **SOMERVILLE**/PND, Jim and Deb **STANFORD**, Fred **GRAY**, Dana and Tish **HALLETT**, Dean **LARI**, Mike **DENKER**, Greg and Marianne **RASMUSSEN**, Stephanie **SCOTT**, Diane **La COURSE**, Debra **SCHNABEL**, Norm **HUGHES**, Greg **RUSSELL**, Greg **PALMIERI**, and others.

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

The following Items were on the published consent agenda:

Consent Agenda:

- 4 – Approve Assembly Meeting Minutes
- 9A – Planning Commission Minutes
- 9B – HDT RMSA Board Report & Minutes
- 11A1 – Resolution 15-03-616
- 11A2 – Resolution 15-03-617
- 11A3 – Resolution 15-03-618
- 11B1 – Ordinance 15-03-403
- 11B2 – Ordinance 15-03-404
- 11C2 – Reschedule Ordinance 15-02-401 Hearing

Motion: **LAPHAM** moved to “amend the agenda/consent agenda to keep item 11A3 Resolution 15-03-618 on the consent agenda but replace it in its entirety with the substitute resolution provided in the assembly folders.”

Primary Amendment: **JACKSON** moved to “reword the resolution statement (last paragraph) to read as follows:

***NOW, THEREFORE BE IT RESOLVED,** that the Borough Assembly hereby urges the Senate Finance Committee to provide support to the Division of Forestry to maintain an office in Haines to manage the 286,000 acre Haines State Forest by retaining at least one employee in the Haines Office.”*

Discussion ensued and the clerk advised the mayor the item should be removed from the consent agenda since it was no longer a simple amendment.

Motion: **CASE** moved to “remove Item 11A3 from the consent agenda,” and the motion carried unanimously.

The clerk clarified that, although unusual procedure, the pending motions would be picked up during that agenda item.

Motion: **CASE** moved to “approve the agenda/consent agenda, as amended,” and the motion carried unanimously.

*4. **APPROVAL OF MINUTES** – 3/10/15 Regular

The motion adopted by approval of the consent agenda: “approve minutes of the 3/10/15 borough assembly regular meeting.” [Clerk’s note for the record: the minutes were amended to include text to show when the mayor assumed the role of presiding officer for that meeting.]

5. **PUBLIC COMMENTS**

SCHNABEL – interested in making comments during agenda item 11A3.

J.STANFORD, **M.RASMUSSEN**, **SUTCLIFFE DIAZ**, **G.RASMUSSEN**, **T.HALLETT**, **D.HALLETT**, **DENKER**, and **SCOTT** – support the borough maintaining ownership of the Mosquito Lake facility and

making it available for the community's use. **D.HALLETT** distributed a "friends of the facility" brochure and asked for assembly action in the form of two resolutions.

LARI – thankful for police department audit. He has issues with the police department and the current police chief. He began to make disparaging remarks about personnel, so the mayor asked him to stop.

DENKER – still awaiting response to his request concerning port and harbor advisory committee (PHAC) designated seats. He is also concerned about the lack of minutes as well as minutes that are incomplete. Boards need training. Additionally, he has concerns with advisory groups engaging in activities outside of public meetings. He provided a copy of his written comments for the record.

SCOTT – attended the CPE meeting last week, and it was confusing. She and others thought it was a finance committee meeting. It should have been clearly and publicly noticed.

HUGHES – was never informed of the deficiency of his PHAC meeting minutes. He encouraged the mayor and staff to help the advisory groups comply with code. He wants to do his best to serve the public in the correct way. He is a volunteer.

MORPHET – There seems to be a break-down in communication with some of the borough's large projects such as the harbor expansion.

CASE asked that the minutes reflect **LARI** was asked by the mayor to stop casting aspersions on individuals rather than to stop talking about a borough department.

6. MAYOR'S COMMENTS/REPORT

A. Proclamation – *Operation Clean Sweep, May 1-2, 2015*

Mayor **HILL** explained the proclamation will be issued in April.

The mayor recapped her recent attendance at the Southeast Conference Mid-Session meetings in Juneau. Additionally, in response to the harbor project feedback being received, she is recommending the issue of Lookout Park be moved to the planning commission with a request for them to work on it with the parks and recreation advisory committee.

7. PUBLIC HEARINGS

A. Ordinance 15-03-402 – First Hearing

An Ordinance of the Haines Borough amending Haines Borough Code Title 3 Subsection 3.80.090 to modify the threshold for eligibility for quarterly sales tax filing.

Mayor **HILL** opened the public hearing at 7:32 p.m.

STANFORD – he is a small contractor and appreciates being able to file quarterly.

Hearing no further comments, the mayor closed the public hearing at 7:33 p.m.

Motion: **CAMPBELL** moved to "advance Ordinance 15-03-402 to a second public hearing on 4/14/15," and the motion carried unanimously.

8. STAFF/FACILITY REPORTS

A. Borough Manager – 3/24/15 Report

SOSA summarized his written report. He introduced Greg Russell who is conducting the police department management audit.

PND – Cost of Mitigation, Lookout Park & Sewer Outfall

SOMERVILLE provided an update on the 65% harbor expansion plans (Concept 14 authorized by the assembly).

CAMPBELL moved to "extend the comment period until the next assembly meeting," and the motion **FAILED** 1-5 with **BERRY, LAPHAM, JACKSON, CASE, and WATERMAN** opposed.

9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

*** A. Planning Commission – Minutes of 2/12/15**

*** B. HDT RMSA Board – Annual Report & Minutes of 3/14/15**

C. Assembly Standing Committee Reports

1. GAS Committee Report – Temporary Residence Permits

LAPHAM noted the written report in the meeting packet. The committee will meet again to continue work on the temporary residence permit ordinance.

10. **UNFINISHED BUSINESS** - None

11. **NEW BUSINESS**

A. Resolutions

*1. **Resolution 15-03-616**

A Resolution of the Haines Borough Assembly adopting written findings of the March 10, 2015 appeal hearing of the Nelson nuisance abatement order levying additional fines.

The motion adopted by approval of the consent agenda: "adopt Resolution 15-03-616."

*2. **Resolution 15-03-617**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Cues NW in the amount of \$43,202 for the purchase and delivery of a sewer camera for inspecting the inside of sewer mains.

The motion adopted by approval of the consent agenda: "adopt Resolution 15-03-617."

3. **Resolution 15-03-618**

A Resolution of the Haines Borough Assembly requesting the Senate Finance Committee support the Division of Forestry Office in Haines by funding the two existing positions managing the Haines State Forest surrounding the local communities.

Motion: CASE moved to "adopt Resolution 15-03-618," and it was amended to replace the resolution in its entirety with the substitute document provided in the assembly's meeting folders. The motion as amended carried unanimously.

There was no objection by the group to dispense with all pending amendment motions on the table made during approval of the agenda (see agenda item 3).

The following public comment was made prior to adoption of the resolution:

SCHNABEL - The Chamber of Commerce sent a letter to the legislature requesting the state to locate its southeast regional forestry office in Haines.

Mayor **HILL** suggested a letter from the mayor to the state in support of the Chamber's request in addition to the assembly adopting the resolution. No objection was expressed.

B. Ordinances for Introduction

*1. **Ordinance 15-03-403**

An Ordinance of the Haines Borough classifying for disposal the borough-owned property known as the Human Resource Building.

The motion adopted by approval of the consent agenda: "introduce Ordinance 15-03-403 and schedule a first public hearing for 4/14/15 and a second public hearing for 4/28/14."

*2. **Ordinance 15-03-404**

An Ordinance of the Haines Borough amending Haines Borough Code Sub-Section 16.28.010(D) to modify prohibited acts for port and harbor facility users.

The motion adopted by approval of the consent agenda: "introduce Ordinance 15-03-404 and schedule a first public hearing for 4/14/15 and a second public hearing for 4/28/14."

C. Other New Business

1. **Board Appointments**

Note: an appointment application was received for a seat on the museum board. The mayor sought assembly confirmation.

Motion: CASE moved to "confirm the mayor's appointment of Diana Kelm to the Sheldon Museum Board of Trustees for a term ending 11/30/17," and the motion carried unanimously.

*2. **Community Purpose Exemption Ordinance – Reschedule Second Hearing**

Note: on 3/10, this ordinance was referred to the finance committee. That committee met on 3/16 and the manager's working group met on 3/19. Additional time was needed, therefore it was requested the second hearing be pushed back.

The motion adopted by approval of the consent agenda: "Reschedule the second public hearing for Ordinance 15-02-401 from 4/14 to 4/28/15."

12. **CORRESPONDENCE/REQUESTS** - None

13. SET MEETING DATES

- A. Government Affairs & Services Committee** – Thursday, April 2, 5:30 p.m., Topic: Temporary Residence Permits
- B. Finance Committee** – Wednesday, April 8, 4pm, Topic: Community Purpose Exemptions

14. PUBLIC COMMENTS

DENKER – volunteered to assist **HUGHES** by attending the PHAC meetings to take minutes.

SCHNABEL – dislikes the idea of spending \$19m on a harbor that cannot be used because there is no money to build the ramps and floats to make it work. It's hard to see the assembly advance it without a plan to complete it. Also, she asked the assembly to direct the manager to look into the possible restoration of the personal business property tax that was repealed a few years ago.

HALLETT – the Mosquito Lake facility group has been working hard and he is perplexed they don't seem to be taken seriously. When he asked the assembly to consider two resolutions, nothing happened. He would like someone to help him direct his energies to solve this problem.

HUGHES - thanked the assembly for keeping the harbor project moving along the timeline. The new harbor is for the future...it will last for 50 years. He encouraged everyone to engage in the project.

15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

WATERMAN – asked the manager for an update on his interactions with the Mosquito Lake facility group, and **SOSA** explained.

JACKSON – asked about PCE credit for borough buildings. **SOSA** explained not every building qualifies; certain criteria have to be met.

CAMPBELL – it was a successful Freeride World Tour event; he received many positive comments. He thanked the community for welcoming the participants.

CASE – in response to **SCOTT's** public comment early in the meeting, he asked for the minutes to include the wording from the public notice for the most recent community purpose exemptions (CPE) meeting. He believes it was clearly noticed. [*Clerk's response to this request: The official public notice as posted on the website and around town was as follows:*

BOROUGH MANAGER'S CPE WORKING GROUP
Thursday, 3/19/15 – 3:30 pm
TOPIC:
Community Purpose Exemptions

This is a borough manager working group and, as such, is not ordinarily subject to the Alaska Open Meetings Act and public notice requirements. However, there may be a quorum of assembly members present, so it is being publicly noticed to keep the public informed. Although there may be more than 3 assembly members present, no action will be taken.]

JACKSON – thanked the manager for the work on the CPE and thanked **HUGHES** for bringing the harbor plans to the community. Board training is needed ASAP.

Mayor **HILL** – agreed the Freeride World Tour event was extremely successful. The participants were very happy. Haines is also getting some good press from it.

16. ADJOURNMENT – 8:52 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.: 15-550
Assembly Meeting Date: 4/14/15

Business Item Description:	Attachments:
Subject: Increase Threshold for Filing Quarterly Sales Tax Returns	1. Ordinance 15-03-402, draft
Originator: Finance Director	
Originating Department: Finance	
Date Submitted: 3/4/15	

Full Title/Motion:
Motion: Adopt Ordinance 15-03-402.

Administrative Recommendation:
This ordinance is recommended by the Borough Manager.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	N/A; impact is primarily on efficiency

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

Summary Statement:
This ordinance would increase the threshold for quarterly sales tax filing from \$1,000 of monthly gross receipts to \$3,000. The borough's auditors suggested the borough take a look at this threshold which has not changed at least since consolidation. Over time inflation has chipped away at the threshold causing an increase in the number of businesses required to file monthly.

Raising the filing threshold for quarterly returns as proposed would increase the number of filers that could file quarterly by roughly 50 businesses. This would reduce the annual number of returns processed by the finance department by roughly 400 returns (8 months x 50 returns) and would reduce the administrative burden on those business owners who qualify to file quarterly under the proposed new rules. The ordinance also adds a requirement that delinquent businesses will be required to file monthly.

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

Assembly Action:
Meeting Date(s): 3/10, 3/24, 4/14/15
Public Hearing Date(s): 3/24, 4/14
Postponed to Date: _____

An Ordinance of the Haines Borough amending Haines Borough Code Title 3 Subsection 3.80.090 to modify the threshold for eligibility for quarterly sales tax filing.

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. July 1, 2015.

Section 4. Amendment of Section 3.80.090(D): Subsection 3.80.090(D) of the Haines Borough Code is hereby amended, as follows:

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

3.80.090 Monthly returns – Penalties and interest for delinquency.

D. Businesses with taxable gross monthly receipts of ~~\$1,000~~ **\$3,000** or less may file and pay sales tax quarterly, provided notice is given the borough that this option is being exercised prior to an account's delinquency under subsection (B) of this section.

1. A quarter is three months, the first quarter is January, February and March; the second quarter is April, May and June; the third quarter is July, August and September; the fourth quarter is October, November and December.
2. When filing quarterly, taxes shall be paid and returns filed on or before the twentieth day of the month following the third month of the quarter for which the return is made.
3. When filing quarterly, interest shall be charged on the whole of the unpaid tax for the delinquent quarter from the date delinquent until paid.
4. If taxable gross receipts for any one month of a quarter are more than ~~\$1,000~~ **\$3,000**, the allowance for quarterly filing is voided and the monthly filing and payments must be instituted.

5. Businesses with taxable gross monthly receipts of \$3,000 or less that have failed to file sales tax returns and remit sales tax receipts to the Borough in a timely manner must file on a monthly basis rather than a quarterly basis.


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: 03/10/15
Date of First Public Hearing: 03/24/15
Date of Second Public Hearing: 04/14/15



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 15-551Assembly Meeting Date: 4/14/15

Business Item Description:	Attachments:
Subject: Classify Disposal of Human Resource Bldg	1. Ordinance 15-03-403, draft 2. Planning Commission Recommendation 3. Public Facilities Director Recommendation 4. Property Appraisal
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 3/12/15	

Full Title/Motion:

The assembly already scheduled the second hearing for 4/28/15. No motion is needed now unless the second hearing date needs to change or some other action is desired.

Administrative Recommendation:

This ordinance is recommended by the Borough Manager.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	No maintenance costs for this bldg

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:

Consistent: Yes No**Summary Statement:**

Since at least January 2014, the borough assembly has publicly communicated its desire to dispose of the property known as the Human Resource Building but has not taken formal action to classify it for disposal as required by HBC 14.20.040(B). This action must come in the form of an ordinance. The planning commission recommends disposal, as does the borough manager and the director of public facilities.

Referral:

Referred to:

Referral Date:

Recommendation:

Meeting Date:

Assembly Action:

Meeting Date(s): 3/24, 4/14

Public Hearing Date(s): 4/14, 4/28/15

Postponed to Date:

An Ordinance of the Haines Borough classifying for disposal the borough-owned property known as the Human Resource Building.

WHEREAS, the Haines Borough owns property known as the Human Resource Building legally described as:

Lots 8, 9 & 17, Blk 13, Haines Townsite; and

WHEREAS, since at least January 14, 2014, the borough assembly has publicly communicated its desire to dispose of the property but has not taken formal action to classify it for disposal as required by HBC 14.20.040(B); and

WHEREAS, Haines Borough Charter Section 2.12.020(M) requires the selling or conveyance of property to be authorized by ordinance; and

WHEREAS, HBC 14.20.040(A) provides that borough lands may be classified for sale by the assembly with the advice of the planning commission; and

WHEREAS, following discussion of the parcel during a public meeting on September 12, 2013, the planning commission decided to recommend the property be classified for sale; and

WHEREAS, HBC 14.20.080 states Borough land may be disposed of by lottery sale, auction, competitive bid, over-the-counter sale, disposal for subdivision development, land exchange, or negotiated sale,

NOW, THEREFORE BE IT RESOLVED the Haines Borough Assembly classifies the aforementioned parcel for disposal according to HBC 14.20.

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

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. To classify the Human Resource Building property for disposal.

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

Attest:

Janice Hill, Mayor

Julie Cozzi, MMC, Borough Clerk

Date Introduced: 03/24/15
Date of First Public Hearing: 04/14/15
Date of Second Public Hearing: 04/28/15



Haines Borough
**PLANNING COMMISSION
RECORD OF DECISION**

DATE: September 12, 2013

TO: Borough Assembly

FROM: The Haines Planning Commission

PLANNING COMMISSION DECISION:

Motion: Turner moved to “recommend the Assembly classify Human Resources Building for sale.” The motion passed unanimously.

RATIONALE: The Human Resources Building needs major renovation and is energy inefficient. The Chilkoot Indian Association has expressed interest in purchasing the building and restoring it.

SUBMITTED BY _____ (signature)

A handwritten signature in black ink, appearing to read "Rob Goldberg", is written over a horizontal line.

Rob Goldberg
Planning Commission Chair

Julie Cozzi

From: Carlos Jimenez
Sent: Monday, September 22, 2014 10:26 AM
To: Julie Cozzi
Cc: David Sosa
Subject: Human Resource Building

Hi Julie,

We had discussed different options for the Borough in dealing with the HR building. I apologize for taking so long in getting this information to you.

Repair and Restore:

- Replace windows \$70k
 - Replace siding \$50k
 - Replace roof \$40k
 - Repair foundation \$20k
 - Insulation \$15k
- Total: \$195k

These estimates include associated work encountered with this scope of work such as the demolition of and disposal of old materials.

Demolition and Disposal of structure:

- Demolition \$15-25k
 - Disposal (including haz-mat) \$40-50K
- Total: \$55-75k

I feel it would be in the Borough's best interest to either sell this facility as is, or gift it to a non-profit if that is a possibility.

Thank You,

Carlos Jimenez
Director of Public Facilities
Haines Borough
Office: 907-766-2231

SKETCH/AREA TABLE ADDENDUM

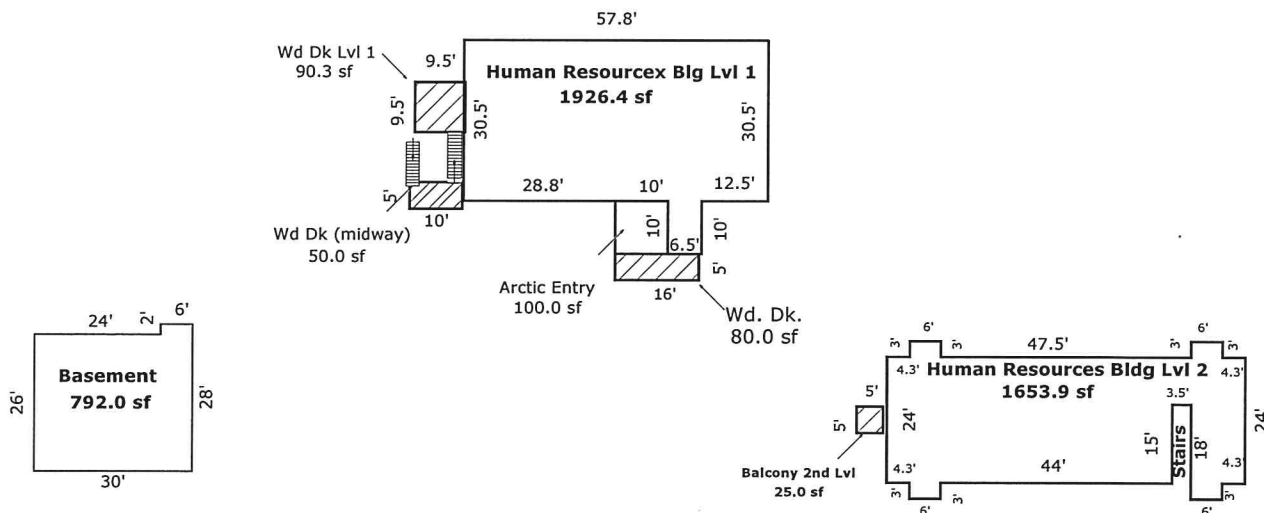
Parcel No C-TNS-13-0900

Lot Size 13,215 SF

SUBJECT	Legal Description Lots 8,9 & 17 Blk 13 Haines townsite			
	City Haines	County USA	State AK	Zip 99827
	Owner Haines Borough			
	Company Haines Borough	Client Address P.O. B0x 1209		
	Appraiser Name DMO	Inspection Date 08/15/12		

C-TNS-13-0900 Exempt Borough Property

IMPROVEMENTS SKETCH



Scale: 1 = 35

AREA CALCULATIONS

AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals
GBA1	Human Resourcex Bldg	1.00	1926.4	196.5	1926.4
GBA2	Human Resources Bldg	1.00	1653.9	238.2	1653.9
BSMT	Basement	1.00	792.0	116.0	792.0
WDK	Wd. Dk.	1.00	80.0	42.0	
	Wd Dk Lvl 1	1.00	90.3	38.0	
	Wd Dk (midway)	1.00	50.0	30.0	220.3
BAL	Balcony 2nd Lvl	1.00	25.0	20.0	25.0
ARCENT	Arctic Entry	1.00	100.0	40.0	100.0
Net BUILDING Area (rounded w/ factors)			3580		

Comment Table 1

Structure although used as preschool has a highest & best use as a SFR. Built in 1952 it is close to the end of its useful life. Defer maintenance has lowered the effective age. See pg one of Correspondance documents for more info on history.
DMO 8-15-2012

Comment Table 2

Comment Table 3

Standard Report

Estimate ID: C-TNS-13-0900
 Property Owner: Haines Borough
 Address: P.O. Box 1209
 City: Haines
 State/Province: Alaska
 ZIP/Postal Code: 99827
 Surveyed By: DMO
 Survey Date: 8/15/2012
 Local Multiplier: 1.42

Single-family Residence
 Effective Age: 35
 Cost as of: January, 2005
 Style: Two Story
 Exterior Wall: Siding/Shingle 100%
 Plumbing Fixtures: 8

Floor Area: 3,580 Square Feet
 Quality: 2.5 Fair/Average
 Condition: 2 Badly Worn

	Units	Cost	Total
Base Cost	3,580	57.45	205,671
Plumbing Fixtures	8	1,188.00	9,504
Metal, Formed Seams	3,580	3.19	11,420
Dormers, Finished, Gable Roof	3	183.00	549
Dormers, Finished, Gable Roof	3	183.00	549
Dormers, Finished, Gable Roof	3	183.00	549
Dormers, Finished, Gable Roof	3	183.00	549
Raised Subfloor	2,685	7.64	20,513
Floor Cover Allowance	3,580	3.27	11,707
Baseboard, Hot Water	3,580	6.06	21,695
Plumbing Rough-ins	1	510.00	510
Appliance Allowance	1	2,760.00	2,760
Basic Structure Total Cost	3,580	79.88	285,976
Total Basement Area	792	17.94	14,208
Subtotal Basement			14,208
Wood Deck	80	24.08	1,926
Wood Deck	90	22.29	2,006
Wood Deck	30	32.17	965
Enclosed Porch, Solid Walls	100	43.96	4,396
Wood Balcony, Wood Rails, Unfinished Soffit	25	18.13	453
Subtotal Extras			9,746
Replacement Cost New	3,580	86.57	309,930
Physical + Functional Depreciation 49.0%			151,859
Functional Depreciation (10.0% RCN)			30,993
External Depreciation (15.0% RCN)			46,490
Total Depreciated Cost			80,588
Chain-link Fencing	1,130	2.58	2,915
Subtotal Yard Improvements			2,915
Non Building			2,915
Total			\$83,503

Units Cost Total

Total, Rounded to Nearest \$100 \$83,500

Cost data by Marshall & Swift/Boeckh, LLC and its licensors.

Remarks



Haines Borough
Assembly Agenda Bill

Agenda Bill No.: 15-554Assembly Meeting Date: 4/14/15

Business Item Description:	Attachments:
Subject: Modify Prohibited Acts for Port and Harbor Facility Users	1. Ordinance 15-03-404 2. PHAC Recommendation
Originator: Port and Harbor Advisory Committee (PHAC)	
Originating Department: Ports and Harbors	
Date Submitted: 2/18/15	

Full Title/Motion:

The assembly already scheduled the second hearing for 4/28/15. No motion is needed now unless the second hearing date needs to change or some other action is desired.

Administrative Recommendation:

This ordinance is recommended by the Port and Harbor Advisory Committee.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	Reduced disposal costs

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives:
Objective 4B, Page 144

Consistent: Yes No

Summary Statement:

Former Harbormaster Phil Benner sought Port and Harbor Advisory Committee (PHAC) approval for a proposed amendment to Haines Borough Code Sub-Section 16.28.010(D) to modify prohibited acts for port and harbor facility users. The committee on 1/26/15 reviewed the recommended code change and voted to forward it to the Haines Borough Assembly for consideration.

The proposed amendment aims to reduce the Borough's disposal costs at the harbor and clarify what materials are allowed to be disposed of in harbor dumpsters as part of normal course of business.

Referral:

Referred to:

Referral Date:

Recommendation:

Meeting Date:

Assembly Action:

Meeting Date(s): 3/24, 4/14/15

Public Hearing Date(s): 4/14, 4/28/15

Postponed to Date:

An Ordinance of the Haines Borough amending Haines Borough Code Sub-Section 16.28.010(D) to modify prohibited acts for port and harbor facility users.

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 Sub-Section 16.28.010(D) Sub-Section 16.28.010(D) of the Haines Borough Code is hereby amended as follows:

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

16.28.010 Prohibited acts.

It shall be unlawful for any person using the borough port and harbor facilities to commit any of the following prohibited acts:

A. To operate, or cause to be operated, any vessel, as defined in this title, within the limits of the borough port and harbor facilities, in excess of three miles per hour. All vessel operators are legally liable for any damages from their wake.

B. To operate, or cause to be operated, any vessel, as defined in this title, within the limits of the borough port and harbor facilities, in a negligent manner in willful and wanton disregard for the safety of persons or property.

C. To operate, or cause to be operated, any vessel, as defined in this title, within the limits of the borough port and harbor facilities, in a negligent manner likely to endanger the safety of person or property.

D. To throw or otherwise cause to be deposited gasoline, oil, trash, garbage or refuse on any float or into the water of the borough port and harbor facilities. To use the borough port and harbor refuse containers for nonharbor or nonport use. It is prohibited to leave snow removed from vessels on any dock, float, or finger. **To create construction or project waste and dispose of it in the harbor refuse containers. Vessel construction or project waste shall be taken by the owner or contractor directly to the landfill.**

...

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: 03/24/15
Date of First Public Hearing: 04/14/15
Date of Second Public Hearing: 04/28/15

At the 1-26-15 Haines Borough Ports and Harbor Advisory Committee meeting. The committee reviewed the harbor masters recommended code change to 16.28.010 HBC.

Committee voted to forward 16.28.010 Prohibited acts code D. addition to Haines Borough Assembly for their consideration.

Chapter 16.28

HAZARDOUS CONDITIONS, PROHIBITED ACTS AND ENFORCEMENT

D. To throw or otherwise cause to be deposited gasoline, oil, trash, garbage or refuse on any float or into the water of the borough port and harbor facilities. To use the borough port and harbor refuse containers for nonharbor or nonport use. It is prohibited to leave snow removed from vessels on any dock, float, or finger. **To create construction or project waste and dispose of it in the harbor refuse containers. Vessel construction or project waste shall be taken by the owner or contractor directly to the landfill.**

Norman Hughes, Chair HBPHAC



MANAGER'S REPORT

DATE: April, 14 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: On Monday 6 April I presented the Manager's Budget to the Assembly. It is posted online and available for view by the public. When viewed as an HTML the document does not have full functionality so I recommend that it be downloaded to computers in order to ensure that it can be viewed with full functionality. Over the next two months the Assembly will review the budget and that review schedule is included as an attachment to this document.

Harbormaster Hiring: The Borough advertised this position in the local paper and sent to online sites in Juneau, Anchorage and Seattle. We have received a number of resumes and have reviewed them. I am coordinating with members of the selection committee to schedule individuals for interviews.

Police Chief & Public Works Director Positions: After consideration I elected to focus our initial efforts on identifying individuals to fill these positions on an interim basis of up to 6 months for each position. This will provide time to conduct a thorough search for suitable qualified individuals to fill these positions. Job postings for Interim positions have been created and posted

Piedad Water Project & Associated Land Purchase: In the coming weeks an item will be placed on the Agenda seeking to fund the Piedad Water Project and an associated land purchase. Key information associated with this item:

- The current site is subject to ground water contamination
- This is against DEC regulations
- We cannot operate the site in violation of regulations
- The project will bring the Borough into compliance with regulations
- This project will require an expanded easement or a land purchase
- The current property owner is not in favor of a easement and is offering the property at current market value
- The purchase of the property is the most cost effective method of moving forward

- o Alternative is to close down the Piedad source and rely on Lily Lake. The additional cost in treatment chemicals will equal the cost of property purchase in 7 years or less

Community Purpose Exemption (CPE): There was a Finance committee Meeting on 8 April to review the status of the CPE. Several recommendations were made for adjustments and the document is being revised and will be discussed by the Finance Committee again on 13 April..

Noise Study and associated Resolution: The noise testing for the study took place between Monday 9 March and Sunday 15 March. I have since provided a set of GPS readings for the aircraft that flew from the landing zone which will be compared against the collected sound readings. That information is currently being compiled into a DRAFT report which I expect to receive within the next month.

Signs in Violation of Borough Ordinance: Last year an Ordinance was brought before the Assembly to adjust the signage code. That item was sent to the Commerce Committee to provide recommendations as well as to the Planning Committee. During this process, enforcement of the current code was held in abeyance at the Manager's direction anticipating a change. It has become clear that there will not be progress on the amendment therefore I will direct enforcement officials to enforce code on this item effective 1 May. Letters will be sent to individuals and businesses who are in violation notifying them of the requirement and giving them time to come into compliance.

Police Assessment: I have remained in touch with Mr. Russell and he is continuing his work on the audit. I anticipate a DRAFT report within the next month.

Helicopter Complaints: To date five helicopter complaints have been responded to and the results are posted on the Borough website. A sixth complaint is currently under investigation. Additionally, I have contacted Commercial Ski Tour Operators and requested input for operating days to date so that the Borough can request GPS data to conduct the annual tests which will be completed by our contracted partner.

Community Cleanup: I let Department Heads know that the Borough Administration will be supporting the Cleanup and my plan is to provide paid time to employees for the 2 hours spent in cleanup on May 1st (3-5 PM). We will maintain the office and facilities at minimal manning so that we can support this community activity. The Public Works department is coordinating with the Chamber of Commerce to ensure we have a full understanding of the timeline and expectations of Borough support to this project.

Scrap Metal Barge: The Public Works department has been consulting with businesses to see if there is an opportunity to bring a scrap metal barge to Haines this summer or fall. Prices for scrap metal are very low and most vendors do not feel it is cost effective to provide a barge to Haines at this time. We are researching alternatives and will keep the community updated.

Disposal of Human Resources Building: I have requested that the Human Resources building be authorized for disposal without specifying a method. This provides flexibility as we look at options to dispose of the property. This has been done in the past most recently with a foreclosed property that was deeded to us by the court. (see ordinance 15-01-397)

E-911 Surcharge: On the agenda for the 28 April Assembly Session the subject of an e911 surcharge will again be introduced.

- Communications throughout the Borough has improved
- Tracking and information handling has improved
- The only capability not present is the address notification which is tied to a capability limitation inherent in APT telecommunication systems
- The surcharge would be used to capture Operations and Maintenance cost for the current system as well as establish a fund for eventual replacement of the system
- Establishing this as a fee tied to individual phone lines ensures the cost is targeted and distributed appropriately

- The surcharge represents a responsible approach to capturing costs

Borough Roads: A roads assessment is being conducted this month to help us identify road status and repair priorities. At present, roads are too wet for significant repair and we anticipate being able to start repairs in April, weather permitting.

Mosquito Lake Facility: Various departments of the Borough have been in touch with the friends of Mosquito Lake to hear their concerns. Over the past two weeks the Manager met with representatives of that group and reiterated the need for a viable plan for that facility. The Community & Economic Development Director has met several times with group representatives and has a meeting scheduled in Mosquito Lake for Saturday 12 April. Members of the group have requested that their item be placed on the Assembly Agenda but at this time there is no plan to present. I am open to reviewing any viable plan and obtaining staff comments to ensure we have an understanding of supportability. It would also be appropriate to have any plans viewed by a suitable committee so that when the item arrives to the Assembly it is fully developed and able to be acted upon rather than returned to committee.

Letnikof: Several weeks ago we were informed that the patch on the float had failed likely due to wave action. Interim harbormaster Shawn Bell has worked with Carlos Jimenez and they are communicating with businesses that can assess the float and determine an appropriate course of action. Mr. Bell has recommended that the float be off limits for any use until a more thorough assessment is completed and I concur. This will limit activity at Letnikof for the near future. Mr. Bell has posted signs at Letnikof and we are preparing a public information sheet that will be distributed to the media and posted conspicuously so that we can ensure the public is fully informed.

Earth Day: I met with organizers of the Haines Earth Day event and am happy to note that the Borough will again have a table at the Earth Day to provide information on Borough activities and events. More to follow.

SE Alaska Fair Participation: I intend for Staff to participate in the Fair as we did last year. This will provide another opportunity for us to answer the Public's questions and demonstrate what services are provided to the community.

Town Hall: I am hoping to schedule a date in the near future for a Town Hall similar to the one I conducted last summer. The goal is to provide updates to the community and answer questions in an informal venue that fosters communication.

Summer Ferry Schedule: In light of the most recent comments to the Marine Transportation Advisory Board there are concerns about the Summer schedule and whether there will be sufficient capacity to meet the needs of the upper Lynn Canal. Staff provided input to Mayor Hill and a letter was drafted for transmission to Southeast representatives so that we can continue to weigh in and have our voice heard on this issue.

Facilities & Public Works:

Vocational Education Building Renovations: Sealed bids were opened on April 9. The bids are under review by staff.

Public Safety Building/Jail Cells: Heating upgrades are being planned for the existing jail cells. All work will be performed by Borough Maintenance staff using new in floor heating. During the winter months the heat in the cells has failed many times.

Facility Management Program: Currently the management program is being used to schedule planned maintenance and work orders. To date, there are more than 200 work orders in various stages of progress.

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.

Sledding Hill: Work will be completed as the ground conditions dry up this summer.

Hazard Mitigation Plan: Progress continues on the updated HMP. The Draft will be submitted to the Department of Homeland Security by April 30.

Allen Road Waterline Replacement: With approval by the Assembly, Southeast Road Builders will be awarded the contract. Work could ensue as early as mid-May. The waterline portion of the project is scheduled to be complete in July, at which time ADOT will resurface the road under a different contract.

PW Equipment Operator: Daymond Hoffman has accepted a position with Dawson Construction effective April 15. It has been a pleasure to work with Daymond and the entire crew wishes him the best.

Public Safety:

No major incidents to report for the police department. Officer Dryden is on track for graduation from the UAF Academy and should be rejoining us around May 16th.

In dispatch, staffing remains full. In-service training: 3 of the 5 dispatchers recently completed 911 training oriented at medically-related calls and we really appreciate the support that Firefighters Al and Jenn provided to enable this training.

Sheldon Museum and Cultural Center

Director's Report: February 2015

February Visitor count: 607 (200 more than last year)

February Volunteer hours: 155 hours donated by 36 volunteers

Student Programs: 8 educational programs served 155 students and teachers. (The museum director provides educational programming until money can be raised for a new educator.)

Website Hits: February 2015 = 2295 page views by 1,159 unique visitors (**Year to Date = 4,668 page views**)

Collection Accession Records Completed: 216

Administration:

- **Museum Ap:** Three middle schoolers developed the "Haines Walkabout" ap for the museum. The Ap provides maps and information about town businesses and significant historic and artistic places, including historic structures and totem poles. It includes a section on museum exhibits and current offerings. The Ap has been sent to the App Store for review and should be available before our first cruise ship arrives in town.
- **Staff Evaluations:** Self-evaluations and final evaluation meetings completed for Andrea Nelson and Wendy Bergstrand. Blythe Carter and Jono Greene's evaluations scheduled for mid-March, due to illness and Helen's travel schedule.
- **Budget:** Budget crunching underway. Initial documents sent to the manager before Helen left for the New Pathways meeting.
- Helen on vacation March 2 -10 (her daughter is in the state spelling bee in Anchorage).
- **Helen at New Pathways** meeting in Anchorage Feb 25-27.
- **Lindsey Edgar's** last day is March 6th.

Operations:

- **MRV Architect** webinar held February 10. Corey Wall, architect, proposed three plans for the museum reconfiguration/expansion. Changes were sent back after the staff and board reviewed his proposal.

Collections & Research

Research Requests: 8 (4 hours)

New Donations: 4 (we are not actively seeking donations until the backlog is reduced significantly), included a 1916 Chilkat Robe and a Heidi Robichaud Scrimshaw

Collections Processed: over 200

- **Museums Alaska Collections Management grant** to prepare collections for online search portals: Lin Edgars and Cindy Jones (CJ) working as project staff to implement grant. Lin accessioned and stored 184 items. This included the Steve Homer collection (3 boxes condensed into 2 boxes), miscellaneous items on long shelves above the collection's staff desk, the Budge McRae collection, and 2 out of 8 banker's boxes of historic Girl Scout materials donated by Lib Hakkinen and Jeanette Heinrich. Lin learned how to accession archival material and how to deal

with mold on collection items. CJ worked 2 weeks in February. She prepped boxes and collections with Lin, going through them with her and discussing how to approach them. She taught Lin how to catalog and enter archival material into PastPerfect. CJ sorted the 8 large boxes of Girl Scout archival materials into 2 accessions, one from Lib Hakkinen and one from Jeanette Heinrich. Both accessions were sorted into folders and archival boxes by topic and made ready to be cataloged. CJ cataloged the Heinrich collection (two boxes). A large archival materials order was made to Hollinger Metal Edge, material that is being used to rehouse the collections backlog properly. The Pastperfect manual, one aspect of the grant, is nearly completed, except for writing up the protocol needed for archives and tweaking the manual for issues uncovered by Lin as she worked through the manual. CJ and Andrea Nelson have had regular discussions about methodology and processing problematic items.

- **Antiques Road Show Masks from Haines:** Wrote contact letter, identified owner, did research and spoke with owner regarding Antique Road Show masks from area. He suggested we give him time and “wait and see.”

Museum Store:

- **Annual Store Inventory** completed with the help of three volunteers (Pam Moore, Julie Shook and Georgia Sampson). Some discrepancies still need to be tracked down and the data needs to be entered into POS, after which ordering for the 2015 summer season can begin.
- **In-House Publication:** Two publications are in the works, but their completion is slowed by staff availability. The first is to reprint “The Tlingit” by Wallace Olson (fall 2015?) now that **Heritage Research Copyrights** have been transferred to the museum. The second is to complete a book/brochure on local Totem Poles (2016?). Photographs and text are largely complete. Layout and design and production still need to be completed.

Server and Network Administration:

- **Maintenance:**
 - **1 update** for windows/outlook was installed in Feb.
- **Upgrades & Resolved Issues:**
 - **Mobile devices now compatible with museum’s website menu.** The museum’s main navigation bar did not work correctly on touch devices such as iphones and ipads making navigation on our site very difficult for those users. A spry tabbed menu has been implemented on most pages making our website mobile device friendly.
 - **Brother laser printer** purchased and installed in downstairs office area. Both the upstairs and downstairs brother printers are not only accessible via the museum’s regular network they are also now accessible over our wifi network so users can print from mac, ipads and iphones.
 - **CIP Borough request to upgrade/replace server and computers** – Blythe generated a rough estimate for hardware and labor costs for this request.
- **Priority Issues Pending Resolution:**
 - **DNS registration errors: Remote Desktop errors, printer and permission access errors** are being caused by incorrect DNS registrations on the network—the network automatically assigns IP addresses to active computers on the network (sort of like a map with specific coordinates for each computer). When one IP address is assigned to more than one computer it causes the above errors. Updating the DNS register only “transfers” the error to another set of computers (currently a set we don’t use very much in the above context). To

avoid these errors in the future each computer must be assigned a permanent IP address. Blythe will investigate doing this before asking for Warren Johnson's help.

- **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** is still not available from Techsoup. We need additional suites for use on other computers.
- **VHS to DVD digital recorder** needs to be purchased.
- **Alternate hosting for website** needed in the near future, our current host is not reliable .

Marketing/Publications/Fundraising:

- **Sheldon Museum's Membership** launched mid-February. We have acquired a handful of members after placing brochures in every PO Box in town.
- **Dinner & A Movie Fundraiser** featuring a Moroccan meal and the Movie Casablanca, was held February 14th at the Chilkat Center. Tickets sold out a week before the event. 87 attended dinner and/or movie.

Exhibits

- **"Snowflakes: Nature's Dazzling Design"** (Kenneth Libbrecht and Wilson A. Bentley photographs) closes March 15. Minor repairs and maintenance occurred this month. Many locals who don't normally come into the museum have been in to see it.
- Small, temporary display **A Culture of Eagles** still on display
- **Children's Area: Winter Clan House** closes March 15.
- **The Smithsonian's Key Ingredients Exhibit:** Opens April 3. Began gallery preparation of the Lower Gallery and continued correspondence with the Smithsonian. Gallery preparation involved deinstalling the permanent exhibits, as noted in the next bullet:
- **Dismantled exhibits** to create space for Key Ingredients: Porcupine Mining District, Fishing & Canneries, Haines Mission/House, Town origins, Land Use and Survival, Tourism, Organizations & civic growth. The process included dismounting artifacts, hardware removal, bagging artifacts, finding storage space and updating home locations in the PastPerfect database. All items except those considered for display in the next exhibit or those potentially moving upstairs, were successfully worked into storage. Additionally, several smaller items from "visual storage" were incorporated into the secure storage room. This process also introduced needed Collections work. Some items were found without Object IDs or mis-numbered (requiring research, accessioning, re-numbering, etc.). Most of these items (all but 5) were resolved. Making space in storage led to encountering unnumbered items in storage as well, requiring the same response. These and other "issues" in storage were addressed (improper boxing, Study collection removal (to basement), re-uniting separated components, etc.). Collections Storage has been improved greatly through this process. Shuffling locations greatly increased storage capacity (Changed the location of over 250 items, updating each in PastPerfect), improved storage organization, ease of use and addressed lingering issues.
- **Six Week Spotlight Series:** Six applications were reviewed by Tom Bennett, the Wells Fargo Museum Director and an Anchorage artist. Three artists were selected and scheduled (tentatively) as follows:
 - Katie Craney: July 31-Sep 12, 2015
 - Rebecca Brewer & Adrian Revenaugh Collaboration: Sep 18 – Oct 31, 2015
 - Kerry Cohen: Feb 5-Mar 19, 2016

- **Portraits Show:** ongoing coordination, logistics and planning for the Portraits show (mid-June) with Donna Cattoti.

Programming

- **Buried Alive: Avalanche Stories and Preparedness presentation** was given by Jeffery Moskowitz & Erik Stevens on February 16.
- **Lunch for Seniors** was held February 13. Twenty-five attended. The Director provided a program on the Snowflake Exhibit.
- **Tlingit Language Class** started up on Wednesdays beginning February 4 from 3:30-5:30pm. The classes have been split into beginning and intermediate sessions. On average 7 students attend each session.
- **Snowflake Exhibit** classes for school children taught by Helen: The 3rd, 4th, 5th, Middle School (Math and Current Events) and High School (Chemistry and Cultural Studies) attended during February. Also, the Juneau Swim Team, stuck in Haines unexpectedly, attended a program. A total of 89 Haines students, 16 teachers/chaperones, and 50 Juneau students and parents attended 8 educational programs.
- **Arts Confluence:** Artist's meeting to discuss the sculpture installation planned for the Barracks ruins. 27 attended.

Staff Training

- **New Pathways** on-site visit turned into two Skype chats when weather grounded the Foraker consultant's plane. We came up with a good idea for our "small project with radical intent." The project will be a "bean survey" prior to and during the museum's Key Ingredients opening. We are currently looking for someone to spearhead this project. Helen refined the concept while attending the New Pathways Anchorage training.

Upcoming Activities

- March 13: Welcoming Reception for Free Ride World Tour
- March 27: Small Experiment with Radical Intent
- April 3: Opening for Key Ingredients Exhibit
- April 10: Opening for Bridges Exhibit
- April 9-12: Food Workshops with Sarah Lewis, the Family and Community Development Agent for the UAF Cooperative Extension's Southeast Districts
- April 25-May 9: Fortnight of Learning
- May 4: Nancy Nash Piano Student's Recital
- May 8: Haines School Student Art Show Opens
- 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>
- May 18: Museum summer hours start
- May 23: Volunteer Appreciation Luncheon
- New Pathways Project with Rasmuson Foundation, EMCarts and Foraker Group:
 - New Pathways Coaching Sessions with Laurie Wolfe: May 6, 2015 (will be held via Skype)*
 - New Pathways Virtual Workshops: Mar. 3, Mar. 24, Apr. 14, 2015*
 - New Pathways Anchorage Workshops: May 7, 2015*

March 2015 Haines Vol. Fire Dept. Monthly Report

The Haines Vol. Fire Dept. had one fire (13 responders/30 hours) callout in March. The call was for a shop building on Chilkat State Park Road that was fully involved upon our arrival. Responders kept the fire from spreading to the residence. Fire loss for the contents & structure was estimated at \$90,000. Fire callouts for 2015 total 3. The Haines Vol. Fire Dept. responded to 15 ambulance callouts (59 responders /85 hours) in March. Calls included a respiratory distress, 3 with altered level of consciousness, an abdominal pain, a fall, an extremity trauma, a possible stroke, an avalanche victim and 6 medivac/transport. Ambulance callouts for 2015 total 45. There were no SAR callouts in March.

The first joint meeting (19 Fire & 14 EMS, 3hrs) was a business meeting followed by yearly Bloodborne Pathogen training, general Search & Rescue protocols and an overview of Airport Emergency procedures directed by Engineer Matt Boron who is also Haines DOT foreman. The EMS training meeting (14 volunteers, 2.5 hrs) was scenarios and critical thinking on calls led by Amb. Lieutenant Julie Anderson. The fire training (22 volunteers, 2.5h) was two stations: setting up a foldatank with startup and use of a Mark 3 portable pump and forward lay from a hydrant then pulling preconnects. A general thank you to all that help coordinate training classes.

The HVFD Spouses' Dinner was held on Saturday March 7th at the American Legion and was well attended. Chief Scott Bradford's presentation following dinner showed the activities and training the department accomplished over the past year. This is the time we thank our families for their patience and willingness to allow responders to go to calls many times when it is not convenient. Thanks to Chef Dick Haas for another great dinner and for those that helped with organization. A great big thank you to every responder for each training and call you show up for.

The Alaska Health Fair happened on March 21 with 12 members getting blood work done. Thanks to Tara Bicknell, Chris Downer, Penny Fossman, Cindy Jones and Chuck Mitman for helping with blood draws. It is a great way to improve you IV skills.

The Free Ride World Tour Helisking Competition finally happened here after many weather delays. There was one minor incident, and there are plans to come back to Haines in the future. Helisking season continues for another month, and we hope for a safe season for all participating.

We continue to have many new members come in for basic training, which makes them able to benefit our department much sooner. Thanks to all that put in the extra time, you are going to make a difference.

Volunteer Hours for March 2015

HVFD Fire 179	HVFD Ambulance 247	SAR
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Volunteer Hours HVFD for 2015

HVFD Fire 461	HVFD Ambulance 560	SAR
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Total Volunteer Hours HVFD for 2015	1021 Hours
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Respectfully Submitted,


AL Badgley HVFD Training Officer



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

8D

Facility Administration Report March 2015

Usage:

Bringing in the Ides of March, The Haines Arts Council was a big facility user again this month hosting two programs of local talent with the Northern Lights Showcase and then more Oscar nominated short films.

Hark hosted their annual meeting and doggie fashion show with collars decorated and donated by local artists and a bonanza of incredible desserts on auction. Local celebrity canines, Buddy Hagen, Ruby Chapell, Cody Lyons, Olive Ross-Hirsh and Frankie Clements were among the dogs modeling collars by Debra Schnabel, Sharon Svenson, Janet Lawson, Theresa Raven and many more.

John Hunt hosted the return of musician Matthew Lien in the theater and the March Rivertalk hosted by the Lynn Canal Community Players is always excellent.

Tod Sebens and Lee Heinmiller have been very helpful with all of the above events as volunteers offering to educate and help set-up all the new systems that have been installed in the last few months. The crown jewel, a new projector, was the final piece to be put in place along with a new cabinet for the sound booth. Movies on the stage will equal any Hollywood theater with projection and sound.

Events to put on your calendar:

We have several events planned for April:

April 4th is Sushi-to-go fundraiser for Seibukan Jujutsu

April 6th Metales MF – direct from Mexico

April 7th Mining information forum

April 16th Rivertalk

April 17th KHNS Wine Tasting

April 18th Theater in the Rough

April 22 and 30th – HBSD Spring and Festival Concerts

- Tai Chi also expanding to an intermediate class on Tuesdays, 5-6pm in addition to the Saturday class at 10:30am.

Maintenance:

Ongoing clearing out of upstairs attic off the conference room in anticipation of the e-waste event in June.

Submitted by Facilities Manager, Kay Clements, March 2015

Chilkat Center for the Arts			
3/31/2015			
Contact	Function	Participants	Amount
	Dance Studio		
Chorus Bishop	Jujutsu for kids and adults	178	\$375.00
Marilyn Harrold	Tai Chi	8	\$45.00
	Lobby		
Well and Fit	Morning Muscles	47	\$90.00
St Michael's	Sunday Services - 3 Sundays	125	\$375.00
Well and Fit	Strength and Stretch	106	\$135.00
LCCP	Rivertalk - Feb 19	60	\$75.00
Haines Arts Council	Northern Lights Showcase, 2 evenings	100	\$150.00
Haines Arts Council	Oscar Documentaries	60	\$100.00
	Conference Room		
FCCA	Board meeting	7	n/c
KHNS	Board meeting March 18th	8	n/c
CCA	Board Meeting	6	n/c
	Auditorium		
John Hunt	Concert Matthew Lien	100	\$325.00
	March Totals	824	\$1,745.00

Minutes of HBPHAC 2-23-15

HAINES BOROUGH PORTS AND HARBOR ADVISORY COMMITTEE

ATTENDANCE: Committee Bill, Brad, Don, Fred, Glen, Norman, Joanne, Shawn.

Public: David Sosa, Phil Benner, Mike Case, Diana Lapham, Ron Jackson, Stephanie Scott, Kristina, Bill Thomas late.

Public comment. Impacts of the parking area on Lookout Park should be considered. Kristina

Letter to committee on support for harbor at 35% design. Burl Sheldon

Support for harbor project but has concerns about park being engulfed by parking lot. Stephanie Scott

Manager's Report focused on how the 2016 budgets will proceed this spring.

Harbormaster Report: Letters were sent out for delinquent accounts. Harbor expansion update. 65% design will be available second week of March. Committee was made aware of PND warning that the sewer outfall will need to be re-aligned and thus a change in the harbor design/plan will be reflected in 65% design. Joanne and Don both voice surprise at the PND sewer changes, basically..... Why wasn't this known at an earlier date?

Old Business: Committee was informed that Borough staff was working on their request for assembly action on prohibited acts code in Title 16.

South Portage Cove Harbor Outreach and Comments from Parks and Rec and Planning Commission members: Note attached letter from Norman Hughes.

CIP list for Harbor committee to start to work on: Small Boat Harbor: restroom replacement, boat ramp replacement, drive down dock, replace harbormaster's offices and shop space, grid electric 220, grid stairs and path, Hazmat receiving center.

Proposed Harbor and Port budgets for 2016 were presented and will be talked about at a March meeting.

Fee schedule for harbor was discussed and will be reviewed at future meeting for possible recommendations to Borough Assembly.

Minutes of the HBPHAC 1-26-15 meeting were reviewed and accepted. Fred motion, Brad second.

Date set for March 9th 10:30 Budget work group. Date set for regular meeting March 23 10:30.

Minutes approved at HBPHAC meeting of 3-23-15

Presented at HBPHAC Meeting 2-23-15

Comments from Planning Commission and Parks and Rec on 35% design SPCH.

Planning Commission review and questions on South Portage Cove Harbor expansion. 2-12-15

Norman Hughes answered questions on Harbor development plan.

General endorsement of harbor project was the response.

There were a few comments on the harbor plan.

Longevity of steel breakwater vs. rock.

Traffic safety at access points to expanded parking lot.

Size of the parking lot. Why so large?

Loss of beach access.

Asked to consider landscaping parking lot.

Asked to consider vegetative buffer between parking lot and sidewalk.

Asked about new location for Lookout Park. SE corner or SW by the trees.

Parks and Rec Committee January Meeting

Commented on Lookout Park and asked about moving park. Committee was going to think about it and comment on it at a future meeting.

Minutes of HBPHAC 3-06-15

Quorum was established: Norman, Bill, Glen, Don, Fred, Joanne, Shawn

Public: Jan Hill, Mike Case, David Sosa, Gregg, Jila

Budgets were looked at and tariff schedules were requested for Lutak and PC Dock to be reviewed at next meeting.

Recommendations on fee schedule were discussed and Norman was going to write them up and present at the next meeting.

Meeting adjourned

Minutes reviewed and approved at HBPHAC 3-23-15

April 8, 2015 Assembly Chambers

4:00 pm

Meeting Chaired by Assembly Member Waterman

Report by Assembly Member Lapham

Attendance

Committee Members: Assembly Members Joanne Waterman, Ron Jackson, Mike Case,
and ex officio member Mayor Jan Hill

Staff: Borough Manager Dave Sosa

Others: Diana Lapham, Vince Hansen (Veteran's Center), Jessica Edwards (SE AK State Fair),
Stephanie Scott

Issue: Community Purpose Exemptions
--

Discussion/Action:

<p><u>Motion</u> by Mike Case/Second by Joanne Waterman to remove paragraph 9 F, regarding firm having a payroll of 250,000.00 to process timber that they will have 75% of the real property exempted from taxation for a period of 5 years. If need to reinsert at a later date the Borough has the option to do so.</p>
--

<p>Set the next meeting date for: April 13,2015 @4:00pm</p>



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 15-555

Assembly Meeting Date: 4/14/15

Business Item Description:	Attachments:
Subject: Contract with Southeast Road Builders for the Allen Road 2015 Water System Upgrade Project	1. Resolution 15-04-619 2. Bid Solicitation 3. Bid Results 4. Southeast Road Builders Bid 5. DOT MOA for Chip Seal Pavement Replacement 6. DEC E-mail Regarding Potential Loan Increase
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 4/2/15	

Full Title/Motion:
Motion: Adopt Resolution 15-04-619.

Administrative Recommendation:
The Borough Manager recommends adoption of this resolution.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 468,748	\$ 468,748	\$ 0	Reduced maintenance costs

Comprehensive Plan Consistency Review:

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

Summary Statement:

The Borough recently issued a request for sealed bids from qualified, licensed contractors for the Allen Road 2015 Water System Upgrade project. The Borough obtained three sealed bids: 1) Southeast Road Builders for \$468,748; 2) CBC Construction for \$615,090.52; and 3) Coastal Excavation for \$1,066,555. The engineer's estimate for the work was approximately \$500,000. The Director of Public Facilities has reviewed the bids and recommends award to Southeast Road Builders. The Borough will fund this project with an Alaska Drinking Water Fund loan through the Alaska Department of Environmental Conservation. The \$500,000 loan has a \$311,587 subsidy (62 percent) and is to be repaid with user fees.

The Haines Borough has made arrangements with the Alaska Department of Transportation and Public Facilities for chip seal pavement replacement for an additional \$87,051. This will be funded with Borough roads money or an increase to the Allen Road loan (see attached DOT MOA and DEC e-mail).

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 4/14/15	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with Southeast Road Builders for the Allen Road 2015 Water System Upgrade project for an amount not to exceed \$468,748.

WHEREAS, the Allen Road 2015 Water System Upgrade project consists of furnishing and installing approximately 2,450' of 8-inch AWWA C-900 PVC water pipe and associated fire hydrants, water services and gate valves; and

WHEREAS, the project also includes removal of existing asphalt chip seal road surfacing, replacing it with a D-1 surface and imported backfill in areas with unsuitable subsurface soils; and

WHEREAS, the Haines Borough has made arrangements with the Alaska Department of Transportation and Public Facilities for chip seal pavement replacement; and

WHEREAS, the Borough recently issued a request for sealed bids from qualified, licensed contractors for the Allen Road 2015 Water System Upgrade project; and

WHEREAS, the Borough obtained three sealed bids: 1) Southeast Road Builders for \$468,748; 2) CBC Construction for \$615,090.52; and 3) Coastal Excavation for \$1,066,555; and

WHEREAS, the engineer's estimate for the work was approximately \$500,000; and

WHEREAS, the Director of Public Facilities has reviewed the bids and recommends award to Southeast Road Builders; and

WHEREAS, the Borough will fund this project with an Alaska Drinking Water Fund loan through the Alaska Department of Environmental Conservation; and

WHEREAS, the \$500,000 loan has a \$311,587 subsidy (62 percent) and is to be repaid with user fees,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to execute a construction contract with Southeast Road Builders for the Allen Road 2015 Water System Upgrade project for an amount not to exceed \$468,748.

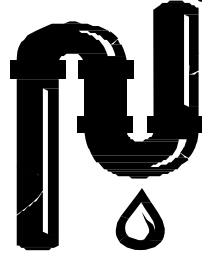
Adopted by a duly-constituted quorum of the Haines Borough Assembly on this ____ day of _____, 2015.

Janice Hill, Mayor

Attest:

Julie Cozzi, MMC, Borough Clerk

HAINES BOROUGH
PUBLIC NOTICE
REQUEST FOR SEALED BIDS
Allen Road 2015 Water System Upgrade



Notice is hereby given that the Haines Borough will receive sealed competitive bids by hand-delivery or mail from qualified contractors for the **Allen Road 2015 Water System Upgrade** project until 3:00 p.m. on ~~March 31, 2015~~ **April 2, 2015 (per Addendum #3)**, at Haines Borough, Post Office Box 1209, Haines, Alaska 99827, located at the Office of the Clerk, 103 Third Avenue S., Haines, Alaska 99827. Shortly thereafter the bids will be publicly opened and read aloud. Opening date/time may be changed to a later date/time as announced by Addendum. Late bids will not be accepted.

PROJECT DESCRIPTION: The WORK consists of furnishing and installing approximately 2,450' of 8-inch AWWA C-900 PVC water pipe and associated fire hydrants, water services and gate valves. It also includes removal of existing asphalt chip seal road surfacing, replacing it with a D-1 surface and imported backfill in areas with unsuitable subsurface soils. Work shall be completed by July 15, 2015.

BIDDING, CONTRACT, or TECHNICAL QUESTIONS: All communications relative to this WORK, prior to opening Bids, shall be directed to the following:

Carson Dorn, Inc., 712 West 12th Street, Juneau, Alaska 99801
Attention: Jim Dorn
Telephone: (907) 586-4447

CONTRACT DOCUMENTS: The Contract Documents may be obtained at the Office of the Clerk upon payment of \$50 (non-refundable) for each set of Contract Documents (including technical specifications and accompanying reduced scale drawings). The scale of the reduced drawings is about one-half of the original scale. If full scale drawings are desired they may be purchased at an additional cost of \$50 (nonrefundable) from the ENGINEER. The Contract Documents are also available on the Borough's website www.hainesalaska.gov under Bids and RFPs.

BID SECURITY: Each Bid shall be accompanied by a certified or cashier's check or Bid Bond, in the amount of 5 percent of the Bid, payable to the Haines Borough, Alaska, as a guarantee that the Bidder, if its Bid is accepted, will promptly execute the Agreement and will furnish the necessary insurance certificates, Payment Bond, and Performance Bond. A Bid shall not be considered unless one of the forms of Bidder's security is enclosed with it.

PROJECT FUNDING: This project is funded in part by a Federal US. Environmental Protection Agency Grant and by State grants and loans. The selected CONTRACTOR shall comply with the State and Federal Disadvantaged Business Enterprise (DBE) and the Small, Women and Minority Business Enterprises (MBE/WBE) requirements. This public improvement project is subject to minimum pay rates per HBC 3.60.060, HBC 3.60.160(D), and AS 36.05. **The CONTRACTOR is responsible for contacting the Alaska Department of Labor to determine compliance with current regulations. Both state and federal wage rates apply and the highest rate shall be used.**

BID REQUIREMENTS: All contractors are required to have a current Alaska Contractor's License, Alaska Business License and a Haines Business License prior to submitting a Bid.

BOROUGH'S RIGHTS RESERVED: The Haines Borough reserves the right to reject any or all bids, to waive any irregularities in a bid, and to make award to the lowest responsive, responsible bidder as it may best serve the interest of the Borough.

Haines Borough
 Bid Opening Record

Location: Borough Admin. Building

Project No: 15-02-01

Date/Time: 3:15pm, 4/2/15

Project: Allen Road 2015 Water System Upgrade

Bidder	Bid Rcvd by Deadline	Bid on Req. Form, Complete, & Signed	Proof of AK & HB Business Licensing		Proof of AK Contractor's Cert. of Reg.	Bid Bond or Certf. Check of at least 5% of bid	Addenda Noted (3)	Base Bid Allen Road 2015 Water System Upgrade	Comments
CBC Construction	X	X	X	X	X	X	X	\$590,683.02	
Modifications								\$24,407.50	
Total								\$615,090.52	
Coastal Excavation	X	X	X	X	X	X	X	\$1,000,080	
Modifications								\$66,475	
Total								\$1,066,555	
Southeast Road Builders	X	X	X	X	X	X	X	\$468,748	Apparent Low
Modifications									
Total								\$468,748	

Present:

- Carlos Jimenez, Director of Public Facilities
- Scott Bradford, Water-Sewer Operator
- Krista Kielsmeier, Deputy Clerk
- Roc Ahrens, Borough Contractor
- Brenda Josephson, Southeast Road Builders
- Loren Tonsgard, Southeast Road Builders (via phone)

SECTION 00300 - BID

BID TO: THE HAINES BOROUGH

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the OWNER on the form included in the Contract Documents (as defined in Article 7 of Section 00500 - Agreement) to perform the WORK as specified or indicated in said Contract Documents entitled

**Allen Road
2015 Water System Upgrade**

2. Bidder accepts all of the terms and conditions of the Contract Documents, including without limitation those in the "Notice Inviting Bids" and "Instructions to Bidders," dealing with the disposition of the Bid Security.
3. This Bid will remain open for the period stated in the "Notice Inviting Bids" unless otherwise required by law. Bidder will enter into an Agreement within the time and in the manner required in the "Notice Inviting Bids" and the "Instructions to Bidders," and will furnish insurance certificates, Payment Bond, Performance Bond, and any other documents as may be required by the Contract Documents.
4. Bidder has familiarized itself with the nature and extent of the Contract Documents, WORK, site, locality where the WORK is to be performed, the legal requirements (federal, state and local laws, ordinances, rules, and regulations), and the conditions affecting cost, progress or performance of the WORK and has made such independent investigations as Bidder deems necessary.
5. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.
6. To all the foregoing, and including all Bid Schedule and information required of Bidder contained in this Bid Form, said Bidder further agrees to complete the WORK required under the Contract Documents within the Contract Time stipulated in said Contract Documents, and to accept in full payment therefor the Contract Price based on the total bid price(s) named in the aforementioned Bid Schedule.
7. Bidder has examined copies of all the Contract Documents including the following Addenda (receipt of all of which is hereby acknowledged by the Undersigned):

Addendum No.	Date Issued	Addendum No.	Date Issued
One	03/16/2015		
Two	03/25/2015		
Three	03/27/2015		

Give number and date of each Addendum above. Failure to acknowledge receipt of all Addenda will cause the Bid to be non-responsive and shall cause its rejection.


**Haines Borough
Allen Road
2015 Water System Upgrade**

BID

Page 00300-1

Southeast Road Builders, Inc.

SECTION 00300 - BID

Dated: <u>April 2, 2015</u>	Bidder: <u>Southeast Road Builders, Inc.</u> (Company Name)
Alaska Business License No: <u>228340</u>	By: <u></u> (Signature in Ink)
Alaska CONTRACTOR's License No: <u>23987</u>	Printed Name: <u>Roger Schnabel</u>
Haines Business License No: <u>1401</u>	Title: <u>President</u>
Telephone No: <u>(907) 766-2833</u>	Address: <u>HC 60 Box 4800</u> (Street or P.O. Box)
Fax No: <u>(907) 766-2832</u>	<u>Haines, AK 99827</u> (City, State, Zip)
	State of Incorporation: <u>Alaska</u>

8. The Bidder has read this Bid and agrees to the conditions as stated herein by signing its signature in the space provided below.
9. TO BE CONSIDERED, ALL BIDDERS MUST COMPLETE AND INCLUDE THE FOLLOWING AT THE TIME OF THE BID OPENING:
- Signed Bid, Section 00300 (includes Addenda receipt statement)
 - Completed Bid Schedule, Section 00310
 - Bid Security (Bid Bond, Section 00320, or by a certified or cashier's check as stipulated in the Notice Inviting Bids, Section 00030)
 - Copy of Alaska Business License
 - Copy of Alaska Contractors License
 - Copy of Haines Business License
 - Alaska Department of Environmental Conservation (ADEC) Disadvantage Business Enterprises (MBE and WBE) Compliance Statement (Section 00400)
 - ADEC Equal Employment Opportunity Statement of Acknowledgement (Section 00400)
 - DBE Subcontractor Performance Form EPA Form 6100-3 (Section 00400)
 - DBE Subcontractor Utilization Form EPA EPA Form 6100-4 (Section 00400)
 - American Iron and Steel Certification by Bidder of Compliance With the Use of American Iron and Steel Law Form MGL Form AIS-3 of 4(Section 00840)
10. The apparent low Bidder is required to complete and submit the following documents by 4:30 p.m. on the fifth business day following the date of the Bid Opening.
- Subcontractor Report, Section 00360

The apparent low Bidder who fails to submit a completed Subcontractor Report within the time specified in Section 00360 – Subcontractor Report will be found to be not a responsible Bidder and may be required to forfeit the Bid security. The OWNER will then consider the next lowest Bidder for award of the contract.

SECTION 00300 - BID

11. The successful Bidder will be required to submit, ***within ten Days (calendar)*** after the date of the "Notice of Intent to Award" letter, the following executed documents:
- Agreement Forms, Section (Section 00500)
 - Performance Bond, Section (Section 00610)
 - Payment Bond, Section (Section 00620)
 - ADEC Disadvantage Business Enterprises (MBE and WBE) Report of Participation, (Section 00400)
 - DBE Subcontractor Participation Form EPA Form 6100-2 (Section 00400)
 - ADEC DBE Contact Documentation (if bidder did not meet established goal) (Section 00400)
 - Certificates of Insurance, (CONTRACTOR and Subcontractors) Section 00700 and Section 00800
 - EEO Employer Information Report EEO-1 (Section 00400)

END OF SECTION

SECTION 00310 - BID SCHEDULE
ADDENDUM NO. 2, MARCH 25, 2015

BASE BID-ADDENDUM NO. 2

ITEM NO.	PAY ITEM DESCRIPTION	PAY UNIT	APPROX. QUANTITY	UNIT PRICE		AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
1505.1	Mobilization	Lump Sum	All Req'd	Lump	Sum	30,000	00
1570.1	Erosion Control Plan and SWPPP	Lump Sum	All Req'd	Lump	Sum	1,900	00
2201.1	Clearing and Grubbing	Lump Sum	All Req'd	Lump	Sum	9,000	00
2203.1	Imported Backfill	CY	1,600	13	40	21,440	00
2203.2	Sheeting Shoring and Bracing	Lump Sum	All Req'd	Lump	Sum	2,500	00
2204.1	Base Course, Grading D-1	Ton	2,050	23	10	47,355	00
2401.1	4" Sewer Service	Each	4	2,000	00	8,000	00
2601.1	Water Pipe, AWWA C-900 8-inch PVC, Class 150	LF	2,365	93	20	220,418	00
2602.1	Gate Valve and Valve Box, 8-inch	Each	12	2,380	00	28,560	00
2603.1	New Fire Hydrant Assembly	Each	3	9,200	00	27,600	00
2603.2	Remove and Replace Fire Hydrant	Each	1	9,800	00	9,800	00
2603.3	Remove Existing Fire Hydrant	Each	1	1,150	00	1,150	00
2605.1	Water Service, 1-Inch	Each	26	1,750	00	45,500	00
2702.1	Construction Surveying	Lump Sum	All Req'd	4,500	00	4,500	00
2806.1	Remove and Dispose of Existing AC Pavement, Concrete Pavement or Chip Seal Asphalt Surfacing	SY	7,350	1	50	11,025	00

TOTAL BASE BID \$468,748.00

COMPANY NAME: Southeast Road Builders, Inc.

MEMORANDUM OF AGREEMENT
FOR
RESURFACING Alaska State Roads
BETWEEN
THE BOROUGH OF HAINES
AND
THE STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
SOUTHCOAST REGION

This agreement is entered into this 26th day of Feb., 2015 by and between the State of Alaska, Department of Transportation and Public Facilities and the Borough of Haines under the authority of AS 19.05.040(10), and AS 44.42.020(6), for the purposes of providing chip seal on 2200 linear footage feet of the Allen/Comstock Rd.

In consideration of the mutual promises made in this agreement, DOT/PF and the Borough of Haines have agreed as follows below:

A. The Department of Transportation and Public Facilities agrees:

1. To resurface a portion of State streets of approximately 5,867 square yards, a single layer of B chip and a single layer of E-chip of chip seal pavement during the summer of 2015 for the amount of \$87,051.
2. To furnish mobilization, travel and per diem, labor and equipment to complete the work. DOT/PF will determine the nature, extent, and timing of resources devoted to the project.
3. The Department of Transportation and Public Facilities will purchase and stockpile approximately 147 tons of B chip 88 tons of E Chip, and 28 tons of CRS-2P oil for the project. The B & E-chips and CRS-2P material shall meet the state standard specification. Furthermore, if material bids come in higher than estimated, ADOT reserves the right to adjust the estimate to this agreement.
4. The work is scheduled to be completed sometime during the month of July as weather and DOT/PF scheduling permits. If DOT/PF is not able to complete the work during the month of July, it will perform the work after DOT/PF has completed its scheduled work for July 2015.
5. DOT/PF's work performed in connection with this agreement is without warranty, express or implied.

B. The City and Borough of Haines agrees:


1. To reimburse the Department of Transportation and Public Facilities for the cost for resurfacing the Allen/Comstock. The state has estimated that the work can be accomplished for a cost of \$87,051, which includes labor, material, equipment, mobilization, per diem and travel costs.
2. To perform preparation for chip seal work including patching and sweeping the street. (DOT/PF has the right to delay resurfacing if it concludes preparations are inadequate.)
3. To assist with labor and equipment as needed and to perform traffic control to enable DOT/PF for the work to be complete.
4. To provide notice to the residents of the street and public of the intended work.
5. To sweep loose chips within 72 hours after the chip seal work is completed and to perform any other incidental tasks as may be reasonably necessary to ensure the resurfacing properly sets.

This agreement contains the entire agreement by the parties, and there are no written or oral promises or understandings between the parties that modify its terms. It may be amended only by written agreement of the parties, signed by their respective representatives. This agreement is effective upon execution of both parties.

Borough of Haines

Borough Manager  Date. 26 Feb 2015

Alaska Department of Transportation and Public facilities

Director Southcoast Region  Date. 2/26/15

CC; Carlos Jimenez

CC; Scott Gray

CC; Marylene Wales

Krista Kielsmeier

To: Verrelli, Beth A (DEC)
Subject: RE: Allen Road Water Line Replacement

From: Verrelli, Beth A (DEC) [<mailto:beth.verrelli@alaska.gov>]
Sent: Tuesday, April 07, 2015 10:38 AM
To: Jila Stuart; Toth, Frank J (DEC)
Cc: Krista Kielsmeier; Carlos Jimenez; Scott Bradford; Toth, Frank J (DEC)
Subject: RE: Allen Road Water Line Replacement

Hi Jila,

The loan agreement for Allen Road is currently going through the approval and signing process, so it will be sent out shortly for \$500k. We certainly can do an increase for the eligible portion of the roadway above the \$500k amount. However, I first need to review the DOTPF contract to make sure the full amount is eligible. Is the roadwork only for rehabbing the roadway for the Allen Road water project? Is it just bringing the surface back up to existing condition or are there improvements? Does the DOTPF road work extend beyond the boundaries of the water project, or stay within the disturbed areas of the project?

Once we have the new dollar amount for the roadwork that you want covered under the loan, a new attorney certification and resolution for the new loan/project total, along with a revised project cost page from the application (update Page 2 of the attached with the known construction amounts) will need to be completed. After these documents are received, we will be able to do a separate increase amendment to your loan agreement. It works out best if we issue the loan agreement for the amount it is on the IUPS for, and then do any subsequent increases separately.

Let me know if you have any questions.

Sincerely,

Beth Verrelli
Project Engineer
Municipal Grants & Loans/Anchorage
(907)269-7603



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 15-559

Assembly Meeting Date: 4/14/15

Business Item Description:	Attachments:
Subject: Contract with Premier Electric for the Vocational Education Building Upgrade Project	1. Resolution 15-04-620 2. Bid Solicitation 3. Bid Results 4. Premier Electric Bid
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 4/10/15	

Full Title/Motion:
Motion: Adopt Resolution 15-04-620.

Administrative Recommendation:
The Borough Manager recommends adoption of this resolution.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 750,000	\$ 750,000	\$ 0	N/A

Comprehensive Plan Consistency Review:

Comp Plan Goals/Objectives: Objective 2B, page 56-57	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Summary Statement:

The Borough obtained three responsive, sealed bids for the Haines Borough Vocational Education Building Upgrade project: 1) Premier Electric for \$750,000; 2) Dawson Construction for \$847,000; and 3) Alaska Commercial Contractors for \$864,000. The engineer's estimate for the work was approximately \$850,000. The Borough Manager has reviewed the bids and recommends award to Premier Electric. The Borough waived an irregularity in the Premier Electric bid, which used numbers but not initials to acknowledge the project's two addenda. The Borough will fund this project with general obligation bonds in a principal amount not to exceed \$1,711,027, as approved by residents in the Borough election of October 2014 to pay costs of mechanical system upgrades to the Vocational Education Building. The project is eligible for 70 percent debt reimbursement through the Alaska Department of Education and Early Development.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 4/14/15	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with Premier Electric for the Haines Borough Vocational Education Building Upgrade project for an amount not to exceed \$750,000.

WHEREAS, the Haines Borough Vocational Education Building Upgrade project consists of mechanical system upgrades to the Vocational Education Building at Haines High School, with a project final completion of September 18, 2015; and

WHEREAS, the Borough recently issued a request for sealed bids from qualified, licensed contractors for the project; and

WHEREAS, the Borough obtained three responsive, sealed bids: 1) Premier Electric for \$750,000; 2) Dawson Construction for \$847,000; and 3) Alaska Commercial Contractors for \$864,000; and

WHEREAS, the engineer's estimate for the work was approximately \$850,000; and

WHEREAS, the Borough Manager has reviewed the bids and recommends award to Premier Electric; and

WHEREAS, the Borough waived an irregularity in the Premier Electric bid, which used numbers but not initials to acknowledge the project's two addenda; and

WHEREAS, the Borough will fund this project with general obligation bonds in a principal amount not to exceed \$1,711,027, as approved by residents in the Borough election of October 2014 to pay costs of mechanical system upgrades to the Vocational Education Building; and

WHEREAS, the project is eligible for 70 percent debt reimbursement through the Alaska Department of Education and Early Development,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to execute a construction contract with Premier Electric for the Haines Borough Vocational Education Building Upgrade project for an amount not to exceed \$750,000.

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

HAINES BOROUGH PUBLIC NOTICE REQUEST FOR SEALED BIDS

Haines Borough Vocational Education Building Upgrade



Notice is hereby given that the Haines Borough will receive sealed competitive bids by hand-delivery or mail from qualified contractors for the **Haines Borough Vocational Education Building Upgrade** project until ~~2:00 p.m.~~ **10:00 a.m.** on ~~April 7, 2015~~ **April 9, 2015 (per Addendum #2)**, at Haines Borough, Post Office Box 1209, Haines, Alaska 99827, located at the Office of the Clerk, 103 Third Avenue S., Haines, Alaska 99827. Shortly thereafter the bids will be publicly opened and read aloud. Opening date/time may be changed to a later date/time as announced by Addendum. Late bids will not be accepted.

PROJECT DESCRIPTION: The WORK consists of mechanical system upgrades to the Vocational Education Building at Haines High School. The project is located in Haines, Alaska. Project final completion is September 18, 2015.

FOR TECHNICAL QUESTIONS:

Attn: Doug Murray
Murray and Associates, P.C.
907 Capitol Avenue
Juneau, Alaska 99802
Telephone: (907) 780-6151
Email: dougm@murraypc.com

All technical communications and questions must be submitted in writing to the Project Engineer, Doug Murray. All questions and responses will be posted to the Haines Borough website at www.hainesalaska.gov.

BID DOCUMENTS: A Bid packet including instructions, forms, specs, and drawings is available on the Haines Borough website: www.hainesalaska.gov/rfps for viewing and printing. If prospective bidders request that borough staff print the documents, the cost will be 25 cents per standard 8½x11 page and 50 cents per 11x17 page. (Each side of a page counts as one.)

BID SECURITY: Each Bid shall be accompanied by a certified or cashier's check or Bid Bond, in the amount of 5 percent of the Bid, payable to the Haines Borough, Alaska, as a guarantee that the Bidder, if its Bid is accepted, will promptly execute the Agreement and will furnish the necessary insurance certificates, Payment Bond, and Performance Bond. A Bid shall not be considered unless one of the forms of Bidder's security is enclosed with it.

PROJECT FUNDING: Award selection is based on competitive sealed bids; local hire is not a consideration. Notice given that the project requires compliance with AS 36.15.010 "Use of Local Forest Products Required in Projects Financed By Public Money."

BID REQUIREMENTS: All contractors are required to have a current Alaska Contractor's License, Alaska Business License and a Haines Business License prior to submitting a Bid.

BOROUGH'S RIGHTS RESERVED: The Haines Borough reserves the right to reject any or all bids, to waive any irregularities in a bid, and to make award to the lowest responsive, responsible bidder as it may best serve the interest of the Borough.

Re-posted 4/2/15 – Krista Kielsmeier, Deputy Clerk

Project: Haines Borough Vocational Education Building Upgrade

Bidder	Bid Rcvd by Deadline	Bid on Req. Form, Complete, & Signed	Proof of AK & HB Business Licensing		Proof of AK Contractor's Cert. of Reg.	Bid Bond or Certf. Check of at least 5% of bid	Addenda Noted (2)	Base Bid Haines Borough Vocational Education Building Upgrade	Comments
Alaska Commercial Contractors, Inc.	X	X	X	X	X	X	X	\$1,500,000.00	
Modifications								(\$636,000.00)	
Total								\$864,000.00	
Dawson Construction	X	X	X	X	X	X	X	\$847,000	
Modifications									
Total								\$847,000	
Premier Electric	X	X	X	X	X	X	X	\$750,000	Apparent Low
Modifications								\$60,500 (LATE: 10:18 a.m.)	
Total								\$750,000	
Wolverine Supply, Inc.									Withdrew via e-mail 9:59 a.m.
Modifications									
Total									

Present:
 Ralph Borders, Public Works Superintendent
 Scott Bradford, Water-Sewer Operator
 Krista Kielsmeier, Deputy Clerk
 Shawn O'Brien, Pacific Rim Mechanical (subcontractor)

HAINES BOROUGH
Haines Borough Vocational Education
Building Upgrade
BID SCHEDULE

Bid of Premier Electric LLC (hereinafter called *Bidder*), doing business as (underline one) a corporation, partnership or individual, to the Haines Borough (hereinafter called *Borough*). The Bidder agrees to furnish to the Haines Borough all information and data that may be requested to give evidence that the undersigned is properly qualified to carry out the obligations of the Contract Documents.

The undersigned Bidder agrees, if this bid is accepted, to furnish all tools, equipment, supplies, manufactured articles, labor, materials, services and incidentals, and to perform all work necessary to complete the work required under the Invitation to Bid by the completion dates and to accept as full payment the Contract Price stated on this Bid Form, and in the manner stipulated by the Request for Bids, subject to any negotiated changes in the work that might increase or decrease the contract amount. The Borough reserves the right to reject any and all bids and negotiate with the responsible bidder submitting the lowest bid amount.

Bidder accepts all of the terms and conditions of the Request for Bids and, if this bid is accepted, will furnish, within ten calendar days after the Notice of Intent to Award letter, the following documents required by borough code for this project:

1. *Contract document or Agreement;*
2. *[Proof of insurance: general liability, auto insurance, worker's compensation];*
3. *Any overdue unpaid debts owed the borough must be current prior to award;*
4. *Payment and Performance bonds, if applicable; and*
5. *Subcontractor report, if applicable.*

Bidder acknowledges receipt of the following addenda: Addendum #. 1 Initials: Addendum #. 2 Initials:

Total BASE BID (Price in Digits): \$750,000.00

BIDDER INFORMATION:

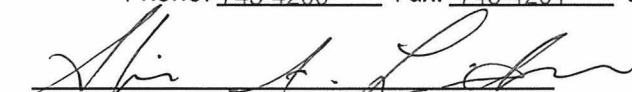
Principal Contact: Steve Linden

Business Name: Premier Electric LLC

Business Physical Address: 6405 E Birch Acres

Business Mailing Address, if different: PO Box 874362 Wasilla AK 99687

Phone: 745-4200 Fax: 745-4201 Email: slinden@premierelectricak.com


Bidder's Authorized Signature

Steve A Linden
Printed Name

4/7/2015
Date



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 15-556

Assembly Meeting Date: 4/14/15

Business Item Description:	Attachments:
Subject: Contract with Alaska Dept. of Transportation to Chip Seal a 1.1-Mile Portion of Chilkat Lake Road	1. Resolution 15-04-621 2. DOT Estimate 3. Road Improvements (CIP) Funding Summary
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 4/8/15	

Full Title/Motion:
Motion: Adopt Resolution 15-04-621.

Administrative Recommendation:
The Borough Manager recommends adoption of this resolution.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 137,879	\$ 137,879	\$ 0	Reduced maintenance costs

Comprehensive Plan Consistency Review:

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

The Haines Borough has proposed to chip seal Chilkat Lake Road. The Alaska Department of Transportation and Public Facilities (DOT&PF) will be in Haines this year to chip seal some state-owned roads. DOT&PF has provided an estimate of \$137,879 to chip seal a 1.1-mile portion of Chilkat Lake Road. Haines Borough Code 3.60.170(H) lists "Supplies, materials, equipment or contractual services purchased from another unit of government at a price deemed below that obtainable from private dealers" as exceptions to a requirement for competitive sealed bidding when awarding public improvement contracts. The Director of Public Facilities recommends award to DOT&PF. The Borough will fund this project with Road Improvements money in the Capital Improvement Projects (CIP) fund.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 4/14/15	Public Hearing Date(s):
	Postponed to Date:

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with the Alaska Department of Transportation and Public Facilities to chip seal a 1.1-mile portion of Chilkat Lake Road for an amount not to exceed \$137,879.

WHEREAS, the Haines Borough has proposed to chip seal Chilkat Lake Road; and

WHEREAS, the Alaska Department of Transportation and Public Facilities (DOT&PF) will be in Haines this year to chip seal some state-owned roads; and

WHEREAS, DOT&PF has provided an estimate of \$137,879 to chip seal a 1.1-mile portion of Chilkat Lake Road; and

WHEREAS, Haines Borough Code 3.60.170(H) lists "Supplies, materials, equipment or contractual services purchased from another unit of government at a price deemed below that obtainable from private dealers" as exceptions to a requirement for competitive sealed bidding when awarding public improvement contracts; and

WHEREAS, the Director of Public Facilities recommends award to DOT&PF; and

WHEREAS, the Borough will fund this project with Road Improvements money in the Capital Improvement Projects (CIP) fund,

NOW, THEREFORE, BE IT RESOLVED that the Haines Borough Assembly authorizes the Borough Manager to execute a construction contract with the Alaska Department of Transportation and Public Facilities to chip seal a 1.1-mile portion of Chilkat Lake Road for an amount not to exceed \$137,879.

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

Krista Kielsmeier

To: Carlos Jimenez
Subject: RE: chipseal estimate

From: Carlos Jimenez
Sent: Wednesday, April 08, 2015 8:50 AM
To: Krista Kielsmeier
Cc: Julie Cozzi; Robert Venables; David Sosa
Subject: FW: chipseal estimate

Krista,

This just in from AKDOT. This is about \$60k less than we estimated earlier.

Thx.
Carlos

Scott Gray
Maintenance and Operations Specialist
Southcoast Region
Department of Transportation and Public Facilities
907-465-4512 office
907-723-0794 Cell
907-465-2021 Fax

Labor	Per Diem	Equipment	Material	TOTAL	\$/SY
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8%	1%	26%	66%	100%	
\$10,000	\$1,000	\$33,000	\$83,744	\$127,744	
				\$3,832	CENG
				\$131,577	Subtotal
				\$6,303	ICAP
				\$137,879	Total

Fund 50 CIP - Road Improvements

FY13	Appropriation	\$	50,000
FY14	Appropriation		100,000
FY14/15	Used for Roads		(88,597)
FY15	Appropriation		180,000
FY15	Chilkat Lake Road		(137,879) *
FY16	Proposed Budget		160,000 *
			-
	Proposed Available Balance	\$	263,524

*Proposed



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 15-558

Assembly Meeting Date: 4/14/15

Business Item Description:	Attachments:
Subject: Adjust the Assembly Order of Business to have one Public Comment Period	1. Ordinance 15-04-405, draft
Originator: Mayor Hill & Assembly Member Case	
Originating Department: Mayor/Assembly	
Date Submitted: x/xx/15	

Full Title/Motion:
Motion: Introduce Ordinance 15-04-405 and set a first public hearing for 4/28/15 and a second public hearing for 5/12/15.

Administrative Recommendation:

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	n/a

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives:	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
<p>With respect for the time of the members of the community and the assembly, Assembly Member Case, with Mayor Hill's concurrence, has proposed focusing efforts on the public comment section at the beginning of assembly meetings and has requested removal of the public comment section on the end. This will ensure the public is heard without having to sit through items that they would otherwise not be present for. The borough wants the public to be heard, respects their time, and wants to make sure the meetings are accessible, efficient, productive, and a reasonable length of time for all. In addition to the public comment time during assembly meetings, the borough would like to emphasize the other ways for the public to comment, such as writing emails and letters; calling or meeting with assembly members, the mayor, and/or manager; attending committee and board meetings; participating in periodic town hall meetings; etc. The public is strongly encouraged to comment. This is not intended to be an effort to stifle that.</p>

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

Assembly Action:	
Meeting Date(s): 4/14/15	Public Hearing Date(s):
	Postponed to Date:

An Ordinance of the Haines Borough amending Haines Borough Code Title 2 to adjust the order of business for borough assembly meetings.

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 Subsection 2.10.020. Subsection 2.10.020 of the Haines Borough Code is hereby amended as follows:

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

HBC 2.10.020 Order of business.

The assembly shall establish an agenda format to address the appropriate order of business. The format may vary according to the needs of the regular or special meeting and shall identify each agenda item that may be acted upon with sufficient descriptions that a reasonable person would understand the topic or subject. The following order of business shall be in general use:

- A. Call to order;
- B. Pledge to flag;
- C. Roll call;
- D. Approval of agenda/consent agenda;
- E. Approval of minutes;
- F. Public comments;
- G. Mayor's comments/report;
- H. Public hearings;
- I. Staff/facility reports;
- J. Committee/commission/board reports and minutes;
- K. Unfinished business;
- L. New business:
 1. Resolutions;

2. Ordinances for introduction;

3. Other new business;

M. Correspondence;

N. Set meeting dates;

~~O. Public comments;~~

~~P-O.~~ Announcements/assembly comments;

~~P.~~ Adjournment.

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: 04/14/15
Date of First Public Hearing: ___/___/___
Date of Second Public Hearing: ___/___/___



**Haines Borough
Assembly Agenda Bill**

Agenda Bill No.: 15-557
Assembly Meeting Date: 4/14/15

Business Item Description:	Attachments:
Subject: Authorize Loan Agreement with ADEC for Replace Allen Road AC Pipe Project	1. Ordinance 15-04-406 2. Proposed Loan Agreement
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 4/8/15	

Full Title/Motion:
Motion: Introduce Ordinance 15-04-406 and set a first public hearing for 4/28/15 and a second public hearing for 5/12/15.

Administrative Recommendation:
The Borough Manager recommends adoption of this ordinance.

Fiscal Impact:

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$0	\$0	\$0	N/A

Comprehensive Plan Consistency Review:

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

On August 13, 2013, the Borough Assembly adopted Resolution No. 13-08-480 which authorized the Borough Manager to apply to the Alaska Department of Environmental Conservation (ADEC) for a low-interest loan through the Alaska Drinking Water Fund (ADWF) for the Replace Allen Road AC Pipe project. The ADEC has authorized an ADWF loan for the Replace Allen Road AC Pipe project in the amount of up to \$500,000, with up to \$311,587 of the loan amount offered as a subsidy in the form of principal forgiveness (grant) under a federal “disadvantage assistance” program. Haines Borough Charter Section 3.03 requires assembly authorization by ordinance when borrowing money.

Note: The assembly at this meeting will consider Resolution 15-04-619, which would authorize the Borough Manager to execute a construction contract with Southeast Road Builders for the Allen Road 2015 Water System Upgrade project for an amount not to exceed \$468,748. This loan will fund that project.

Referral:

Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:

Meeting Date(s): 4/14/15	Public Hearing Date(s):
	Postponed to Date:

An Ordinance of the Haines Borough authorizing the Borough Manager to enter into a loan agreement in the amount of up to \$500,000 with the Alaska Department of Environmental Conservation for the Replace Allen Road AC Pipe project.

WHEREAS, on August 13, 2013, the Borough Assembly adopted Resolution No. 13-08-480 which authorized the Borough Manager to apply to the Alaska Department of Environmental Conservation (ADEC) for a low-interest loan through the Alaska Drinking Water Fund (ADWF) for the Replace Allen Road AC Pipe project; and

WHEREAS, the ADEC has authorized an ADWF loan for the Replace Allen Road AC Pipe project in the amount of up to \$500,000, with up to \$311,587 of the loan amount offered as a subsidy in the form of principal forgiveness (grant) under a federal "disadvantage assistance" program; and

WHEREAS, Haines Borough Charter Section 3.03 requires assembly authorization by ordinance when borrowing money,

NOW, THEREFORE, 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. Purpose. Authorize the Borough Manager to accept a loan from the Alaska Department of Environmental Conservation.

The Haines Borough authorizes the Borough Manager to execute a loan agreement with the ADEC pursuant to the Borough's loan application to the ADWF for \$500,000 for the Replace Allen Road AC Pipe project, as well as any and all documents that may be required by the ADEC to reflect indebtedness, the terms of repayment, and any security therefore, including an agreement for the loan and promissory note.

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: 04/14/15
Date of First Public Hearing: ___/___/___
Date of Second Public Hearing: ___/___/___



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Environmental
Conservation

DIVISION OF WATER
Municipal Matching Grants and Loans

410 Willoughby Avenue, Suite 303
Juneau, Alaska 99811-1800
Main: 907.465.5300
Fax: 907.465.5177
www.dec.alaska.gov

April 7, 2015

Mr. David Sosa
Borough Manager
Haines Borough
103 Third Avenue South
P.O. Box 1209
Haines, AK 99827

RE: Loan Agreement for Replace Allen Road AC Pipe (ADWF#395191)

Dear Ms. Cozzi,

Enclosed for signature is the loan agreement in the amount of \$500,000 for the Replace Allen Road AC Pipe project (Alaska Drinking Water Fund Loan Number 395191). Of this total amount, \$311,587 is offered to the Borrower as a subsidy (as principle forgiveness) for disadvantaged assistance. Within one year of agreement signing the Borrower must submit disbursement requests equal to or greater than the full subsidy amount to retain the full subsidy. Any lesser amount will only provide a subsidy of 75% on all disbursements made.

In addition to the requirements of the loan agreement, during the financial capacity review completed by the Department on the City's loan application, the following recommendations were identified.

- (a) Debt Service Reserve Fund. Establish a debt service reserve fund to hold one full year of debt service payments.
- (b) Annual CAFR Review. Conduct an annual review of the Borrower's comprehensive annual financial report (CAFR).
- (c) Cost of Service Study. Undertake a cost of service review in the near future to better determine the need for system replacement funds over time.

While these items are recommendations the Department strongly suggests that the City take steps to implement them.

After all signatures have been obtained, please return the document to the following address:

Attn: MAT (Municipal Administrative Team)
Alaska Department of Environmental Conservation
Division of Water, Alaska Drinking Water Fund,

P.O. Box 111800
410 Willoughby Avenue, Suite 303
Juneau, AK 99811-1800

Sincerely,



Michelle Hale
Director

Enclosure: ADWF#395191 Replace Allen Road AC Pipe

cc: Jila Stuart /Finance Director/Haines (email copy)

ALASKA DRINKING WATER FUND AGREEMENT



ADEC LOAN NUMBER 395191
HAINES BOROUGH
Replace Allen Road AC Pipe

THIS AGREEMENT is entered into as of April 7, 2015 by the Alaska Department of Environmental Conservation (the Department) and the Haines Borough (Borrower), acting pursuant to Resolution No. 13-08-480 approved by the Haines Borough for a loan amount of \$500,000 and loan term of 20 years. Of this total amount, \$311,587 is offered to the Borrower as a subsidy (as principle forgiveness) for disadvantage assistance.

SECTION I - DEFINITIONS

Section 1.1. Except where the context clearly indicates otherwise, terms used in this Agreement will have the meaning ascribed to them in this section.

(a) "Approved Application" means the application submitted to the Department on February 13, 2014, together with all attachments and supporting documentation, as approved by the Department and the Borough.

(b) "Finance Charge Rate" means 1.5 percent per annum.

(c) "Contract period" means the time period commencing on the date this agreement is signed by the Borrower and terminating on the date the Borrower repays the loan in full.

(d) "Funding Subsidy" means a principle forgiveness amount awarded under this agreement.

(e) "Default" means the Borrower has failed to make a loan repayment within 90 days of the due date, as determined by the repayment schedule prepared by the Department immediately following initiation of operation of the facility.

(f) "Eligible Project Costs" include the following costs disbursed from the Alaska Drinking Water Fund, estimated to not exceed \$500,000; engineering and construction for the Project Facility; surveys, plans, estimates,

and specifications; financial and environmental investigations; laboratory testing, purchase of any equipment that requires a long lead time for manufacture and delivery, legal expenses; and any other necessary miscellaneous expenditures, minus the amount of any grant applicable to foregoing costs.

(g) "Participation Payment" means the amount per year necessary to amortize the loan.

(h) "Project Facility" means the facility to be constructed pursuant to this Agreement as described generally in the Approved Application dated February 13, 2014. This project will replace 2,000 feet of failing, brittle AC pipe with 8" PVC, add four fire hydrants, and repave the road in the construction area.

SECTION II - RIGHTS OF ACCESS

Section 2.1. The Department has the right at all reasonable times to enter the project site, for the purpose of obtaining a status of the work.

SECTION III - ACQUISITION OF PROJECT SITE, CONSTRUCTION OF PROJECT FACILITY, LOAN DISBURSEMENT, AND PAYMENT OF COSTS

Section 3.1. With the exception of land easements, all real estate and personal property constituting the Project Facility and the project must belong to the Borrower.

Section 3.2. In connection with the construction of the project facility, the Borrower agrees that:

(a) The Borrower will not begin construction of the Project Facility until the Department has reviewed and approved the plans and specifications for the project. In its approvals, the Department may specify changes or conditions to the plans and specifications. The Department must approve any subsequent changes to, or deviations from, approved plans.

(b) The Borrower will ensure that contract wages paid are the higher of the State or Federal wage rate on a classification by classification basis for the construction of the Project Facility. Both prevailing wage rates established for the locality by the Alaska Department of Labor under AS 36.05.010, and Federal standards in accordance with subchapter IV of chapter 31 of Part A of subtitle II of Title 40, U.S.C. (commonly referred to as the "Davis Bacon Act") apply. In addition, the Borrower will consult with the Department

on any required contract or bid document language to ensure that appropriate federal "Davis Bacon Act" material is included in the documentation.

(c) Any construction contract estimated to equal or exceed \$50,000 will be awarded through a competitive bidding process and any construction contract estimated to be less than \$50,000 may be negotiated if the Department approves the solicitation and negotiation procedures.

(d) All construction contracts and contractors' estimate forms will be prepared so that materials and equipment may be readily itemized as to allowable project costs and noneligible costs.

(e) Any change in a construction contract that will alter the contract specifications, time, price, or will substantially modify the proposed treatment process must be submitted to the Department for approval if the Borrower wishes to have the modifications considered loan eligible.

(f) The construction of the Project Facility will conform to applicable federal, state, and local laws, ordinances, and regulations.

(g) The Borrower will proceed expeditiously and complete the Project Facility in accordance with the Approved Application, project schedule, surveys, plans, profiles, cross-sections, specifications, and amendments.

(h) American Iron and Steel: None of the funds made available to the borrower shall be used for a project for the construction, alteration, maintenance, or repair of a public water system or treatment works unless all of the iron and steel products used in the project are produced in the United States. This requirement is effective January 17, 2014 through September 30, 2015, and only if the loan agreement is fully signed on and thereafter the effective date. However, if approved engineering plans and specifications by a State agency are completed prior to December 16, 2014, and an assistance agreement is signed after September 30, 2015, the project is excluded from AIS requirements. Consideration for other exclusions to this requirement are as follows: being inconsistent with the public interest; iron and steel products that are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or inclusion of iron and steel products produced in the United States that will increase the cost of the overall project by more than 25 percent. For these exclusions to apply, a request for a waiver must be submitted to the Department who will then forward it on to the Environmental Protection Agency (EPA) for consideration of approval. EPA will make available to the public on an informal basis (EPA's public internet web site) a copy of the request and information available to the Administrator

concerning the request, and shall allow for informal public input on the request for at least 15 days prior to making a finding based on the request.

Section 3.3. The Borrower agrees to administer this loan in a non-discriminatory manner. No person shall be discriminated against based on race, religion, color, national origin, gender or disability. In addition, all contracts issued by the Borrower under this loan agreement must include the following statement:

“The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.”

Section 3.4. When applicable, the Borrower will comply with Title I- Employment of the Americans with Disabilities Act of 1990 (P.L. 101-336) and in accordance with Title I of that Act, shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

Section 3.5 When applicable, the Borrower will comply with Title II-Public Services of the Americans with Disabilities Act of 1990 (P.L. 101-336) and in accordance with Title II of the Act, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

Section. 3.6 When applicable, the Borrower will comply with Title II, Part 35, Section 35.151 of the Act ‘New Construction and Alterations’ (a) Design and construction: Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992. (b) Alteration: Each facility or part of a facility altered by, on behalf, of or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the

alteration was commenced after January 26, 1992. (c) Accessibility standards: Design, construction or alteration of facilities in conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CFR part 101-19.6) or with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) (Appendix A to 28 CFR Part 36) shall be deemed to comply with the requirements of this section with respect to those facilities, except that the elevator exemption contained at section 4.1.3(5) and section 4.1.5(1)(j) of ADAAG shall not apply.

Section 3.7 When applicable, the Borrower will comply with Title III, Part 36, Section 36.401 of the Act “New Construction.” Except as provided in paragraph (b) and (c) of the Act, discrimination for purposes of this part includes a failure to design and construct facilities for first occupancy after January 26, 1993, that are readily accessible to and usable by individuals with disabilities.

Section 3.8 When applicable, the Borrower will comply with Title III, Part 36, Section 36.402 of the Act “Alterations” (a) General: Any alteration to a place of public accommodation or a commercial facility, after January 26, 1992, shall be made so as to ensure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. (b) Alteration: An alteration is a change to a place of public accommodation or a commercial facility that affects or could affect the usability of the building or facility or any part thereof.

Section 3.9. The Borrower shall fully comply with Subpart C of 40 CFR Part 32, entitled “Responsibilities of Participants Regarding Transactions.” The Borrower is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 40 CFR Part 32, entitled “Covered Transactions,” includes a term or condition requiring compliance with Subpart C. The Borrower is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. The Borrower acknowledges that failing to disclose the information required under 40 CFR 32.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

Section 3.10. When applicable, the Borrower will comply with the disadvantage business enterprise requirements of the State Revolving Loan Fund program, and will require its contractors to also meet these requirements.

Section 3.11. When applicable, the Borrower will require each construction contractor to furnish a performance and payment bond in an amount at least equal to 100 percent of the contract price.

Section 3.12. The Borrower will require its contractors and subcontractors to maintain workers compensation, commercial general liability, property damage, and vehicle liability insurance. Until the Project Facility is completed by the Borrower, the Borrower (or at the option of the Borrower, the contractor) will maintain insurance for the loss of the facility for the benefit of the Department, the Borrower, the prime contractor, and all subcontractors, as their interests in the Project Facility may appear.

Section 3.13. Subject to the terms and conditions of this Agreement, the eligible project costs less other funding sources will be disbursed by the Department upon submittal and departmental approval of invoices.

Section 3.14. If this project finishes under the estimated cost of construction, it will be funded only as necessary to complete the project.

Section 3.15. Upon completion of the Project Facility, the Borrower will provide a statement to the Department of the project final costs by category of expenditure, including but not limited to costs for administration, design, construction engineering, construction and equipment.

SECTION IV - PARTICIPATION PAYMENTS BY THE BORROWER

Section 4.1. This loan is made to the Borrower from the Alaska Drinking Water Fund for the maximum amount of \$500,000. Of this total amount, \$311,587 or 75% of funds disbursed is offered to the Borrower as a subsidy (as principle forgiveness) for disadvantage assistance. Within one year of agreement signing the Borrower must submit disbursement requests equal to or greater than the full subsidy amount of \$311,587. Any lesser amount the Department may revoke remaining subsidy. All remaining unsubsidized funds will be repaid as provided in the following sections.

Section 4.2. The Borrower agrees to repay the principal amount and the finance charge rate on all cash draws made to the Borrower according to the repayment schedule, which will be prepared by the Department and confirmed by the Borrower following initiation of operation of the facility. The repayment schedule for the actual amount of loan payments made to the Borrower will provide that:

(a) The Borrower will pay a finance charge of 1.50 percent on each disbursement. Accrual of interest will begin one year after the date of the first

disbursement to the Borrower.

(b) The loan amount will be paid back within 20 years following initiation of operation of the facility. Repayment of the loan will be made with either equal annual principle payments plus the finance charge or equal annual total payments including the finance charge. Other repayment methods may be negotiated with the Department.

(c) The first loan repayment will be due one year following substantial completion and initiation of operation of the facility.

Section 4.3. The Borrower assures the Department that the Borrower has not pledged revenues for the repayment of its loan that have been previously pledged or encumbered. The pledged revenues for repayment of the loan and each separate source of revenue are specifically identified and described in the Borrower's submitted application.

Section 4.4. In the event that any of the revenues pledged by the Borrower for the repayment of its loan are encumbered by a lien of any prior outstanding debt, the Borrower will furnish the Department with legal assurance that the excess of such prior encumbered revenues are legally available for pledging to the Alaska Drinking Water Fund.

Section 4.5. The Borrower agrees that if pledged revenues are insufficient to meet any loan payment to the Department when due, the Borrower will pay the deficiency in its loan payment from any legally available funds accruing to or in the possession of the Borrower. Repayment of the loan, which is the subject of this loan agreement, shall not be a direct and general obligation of the Borrower.

Section 4.6. If a payment is received by the Department more than 30 days after it is due, the Municipality will be subject to a late charge in accordance with the following conditions.

If the Borrower is in good standing with the Department and has no late payments on any loans within the last five years:

(a) And a payment is more than two months late a 1% charge will be applied against the outstanding amount due.

(b) And a payment is more than three months late a 3% charge will be applied against the outstanding amount due.

(c) And a payment is more than four months late a 5% charge will be applied against the outstanding amount due.

If the Borrower has had late loan payments in the last five years.

(a) And a payment is more than one month late a 1% charge will be applied against the outstanding amount due.

(b) And a payment is more than two months late a 3% charge will be applied against the outstanding amount due.

(c) And a payment is more than three months late a 5% charge will be applied against the outstanding amount due.

Additionally, interest on the unpaid balance will continue to accrue at the contract interest rate and must be paid in addition to the late charge. Payments in arrears when the 5% late charge is assessed will be referred to the Department of Law for collection.

Section 4.7. The Borrower agrees that it will separately account for all monies received from the Alaska Drinking Water Fund and will maintain project accounts in accordance with generally accepted accounting principles.

Section 4.8. If, prior to completion of the contract period, the Project Facility is damaged or destroyed, the Borrower is liable to the Department for all amounts due under this Agreement.

Section 4.9. The provisions of AS 37.15.575 relating to state aid interception apply to the loan made under this agreement.

SECTION V - MAINTENANCE, OPERATION, INSURANCE and AUDIT

Section 5.1. If applicable, the Borrower agrees to prepare a manual for operation and maintenance of the facility which is approved by the Department.

Section 5.2. The Borrower must ensure that a Department approved ordinance and a user charge system are adopted prior to initiation of operation of the facility.

Section 5.3. The Borrower must ensure that the Project Facility is given a final inspection and is certified complete to the Department.

Section 5.4. The Borrower shall initiate operation of the Project Facility immediately upon completion of construction and may not discontinue operation of the Project Facility without Departmental approval. Within one year after the initiation of operation, the Borrower must certify to the Department that the facility is performing up to design standards. The Borrower must ensure that sufficient qualified operating personnel certified by the State of Alaska will be retained to operate the Project Facility. Nothing contained in this Agreement shall be construed as an obligation or pledge of the Borrower to appropriate or expend general funds and general revenues of the Borrower to operate or maintain the Project Facility.

Section 5.5. If applicable, until the Project Facility is completed by the Borrower, the Borrower (or at the option of the Borrower, the contractor) will maintain insurance for the loss of the facility for the benefit of the Department, the Borrower and the prime contractor, and all subcontractors, as their interests in the Project Facility may appear. The Borrower agrees to insure the Project Facility against loss or damage in an amount at least equal to the loan amount specified in Section 1.1(g).

Section 5.6. If applicable, an insurance policy issued pursuant to Section 5.5 must be written or endorsed to make losses payable to the Department and the Borrower as their interests may appear. The interests of the Department are limited to the unpaid principal balance of the loan and any finance charge and penalties accrued as of the date such loan may be paid in full as a result of any insurance payoff, following destruction or damage to the facility.

Section 5.7. In the event the Borrower fails to maintain the full insurance coverage required by this Agreement, the Department may take out the required policies of insurance and pay the premiums. All amounts so advanced by the Department will become an additional obligation of the Borrower to the Department.

Section 5.8. The Borrower agrees to submit a financial report for the Project Facility for Departmental approval within one year after initiation of operation of the facility. A project audit, performed by the Department, will cover the entire multi-year project.

Section 5.9. Financial assistance received under this loan agreement is considered federal assistance and is to be included when determining the threshold amount for a Federal Single Audit. However, financial assistance received under this loan agreement is not subject to State Single Audit.

SECTION VI - MISCELLANEOUS PROVISIONS

Section 6.1. Any disbursement or repayment made under this Agreement by the department shall be delivered by electronic transfer, registered or certified mail, courier service or delivered personally. Any repayment made under this Agreement by the loan recipient shall be delivered by registered or certified mail, or delivered personally, and,

(a) If addressed to the Department, will be sent or delivered personally to:

ATTN: Municipal Administration Team (MAT)
Alaska Department of Environmental Conservation
Division of Water - Alaska Drinking Water Fund
410 Willoughby Avenue, Suite 303
P.O. Box 111800
Juneau, AK 99811-1800

(b) If addressed to the Borrower, will be sent to or delivered personally to:

Julie Cozzi
Haines Borough
P.O. Box 1209
Haines, AK 99827

Section 6.2. Departmental approvals, required by this Agreement will not be unreasonably withheld.

Section 6.3. This Agreement is made subject to and conditional upon the availability of funds.

Section 6.4. This Agreement is effective as of the date set forth above and continues in full force and effect until the final day of the Contract Period.

Section 6.5. This Agreement is binding upon the parties specified below, and to any person, office, or board succeeding either of the parties. This Agreement may not be assigned by the Borrower without written consent of the Department.

Section 6.6. The Department may cancel all or any part of this agreement if:

(a) Any representation or other statement made by the Borrower to the Department in connection with its application for a loan from the Alaska

Drinking Water Fund is incorrect or incomplete in any material respect;

(b) The Borrower has violated commitments made by it in its Approved Application and supporting documents, has not adhered to the regulations of the Alaska Drinking Water Fund (18 AAC 76), has violated any of the terms of this Loan Agreement; or

(c) The financial position of the Borrower has, in the opinion of the Department, suffered a materially adverse change.


Section 6.7. No portion of this loan amount may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section 607(a) of Public Law 96-74.

ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION

By: Michelle Hale
Michelle Hale, Director
Division of Water

**ACKNOWLEDGEMENT
STATE OF ALASKA
First Judicial District**

The foregoing instrument was acknowledged before me this 7 day of
April, 2015


Notary Public, State of Alaska
My commission expires: with office

By: _____
Haines Borough

**ACKNOWLEDGEMENT
STATE OF ALASKA
First Judicial District**

The foregoing instrument was acknowledged before me this _____ day of
_____, 2015

Notary Public, State of Alaska
My commission expires: _____

LICENSED PREMISES DIAGRAM

2015

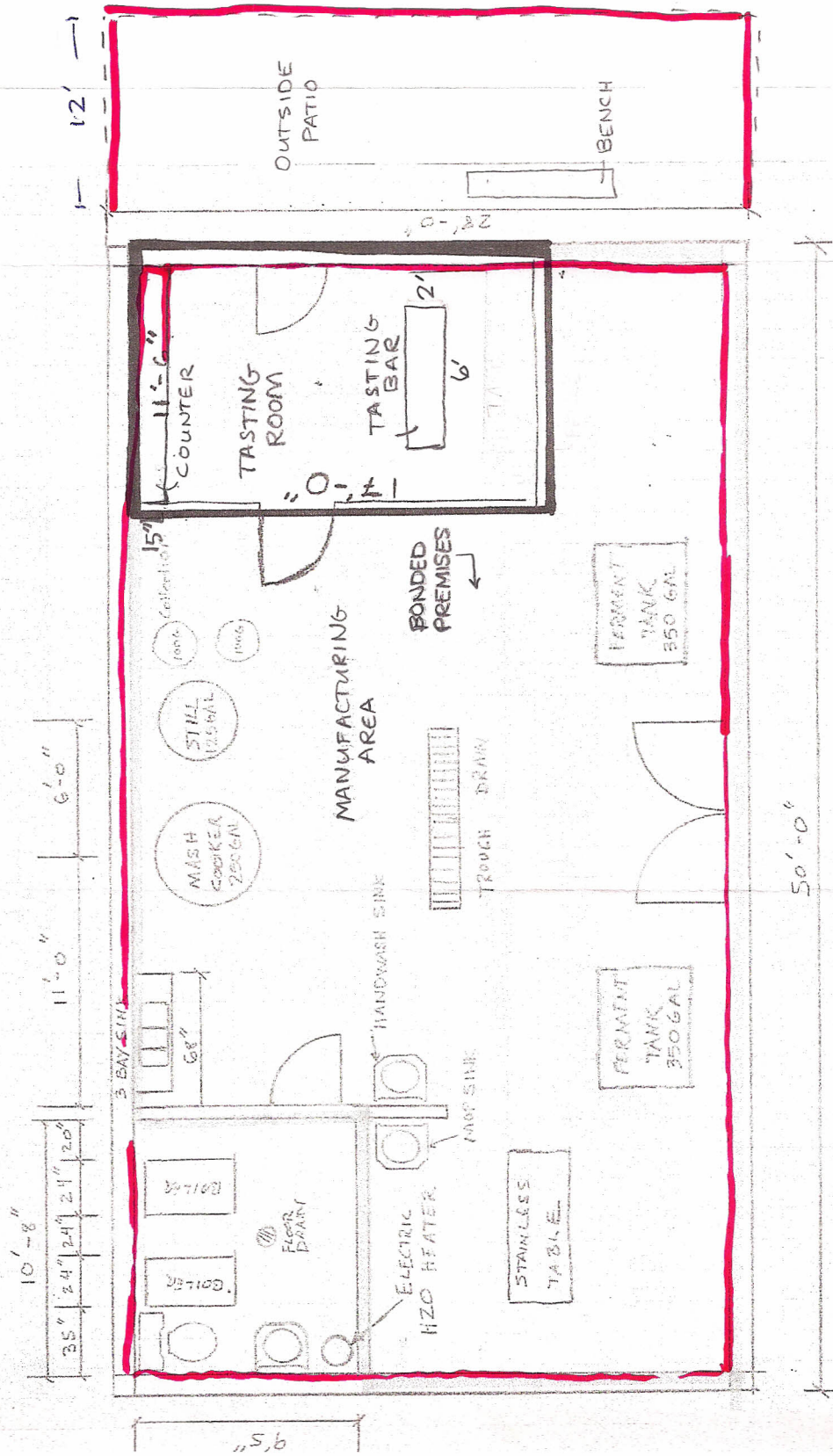
11C1

PORT-CHILKOOT DISTILLERY

34 BLACKSMITH ST.

HAINES, AK 99827

Length + width in feet : 28' x 62'



PORT-CHILKOOT DISTILLERY
34 BLACKSMITH ST. HAINES AK 99827

Yukon Fish and Game Association



Whitehorse, Yukon, Canada
Since 1945

509 Strickland St, Whitehorse, Yukon Y1A 2K5

January 17, 2015

Haines Borough Council
P.O. Box 1209
Haines AK
99827

Dear Sirs:

The Yukon Fish and Game Association would like to express its appreciation for your willingness to maintain the reciprocal fishing licence opportunities for the anglers in our communities.

We understand that the majority of concerns voiced in during discussion of this issue were related to concerns with abuse to the fisheries resource and were, ultimately determined to be compliance and enforcement issues. As an organization we actively promote adherence to regulations and encourage exemplary stewardship of all fish and wildlife resources. To that end, we wish to offer our assistance to work with your fishery managers and compliance personnel to encourage anglers from Yukon to enjoy the privilege of fishing in Alaska in a way that respects the rules and the resources that Alaska is willing to share with us.

Our association will continue to do our part in getting the message to both our members and the public to respect the resource and the peoples livelihoods associated with the resource. If you have suggestions on how we might work together on this important issue, please contact Gordon Zealand.

Dean Turner

President
Yukon Fish and Game Association
867-667-4263

RECEIVED Haines Borough

APR 03 2015

Clerk's Office