

Haines Borough  
Borough Assembly Meeting #404  
AGENDA

July 14, 2020 -6:30pm

Location: Assembly Chambers, Public Safety Bldg.

Jan Hill  
Mayor

Jerry Lapp  
Assembly Member

Gabe Thomas  
Assembly Member

Stephanie Scott  
Assembly Member

Zephyr Sincerny  
Assembly Member

Paul Rogers  
Assembly Member

Brenda Josephson  
Assembly Member

Alekka Fullerton  
Interim Borough  
Manager/Borough Clerk

Haines Borough in person and scheduled Zoom meeting:  
Pursuant to the EOC recommendation adopted by the Assembly on June 9, 2020, there may only be 10 people in Assembly Chambers at one time- all others will be asked to wait in the lobby and may come into chambers to comment as called.

Meeting ID: 889 9559 7718  
Password: 738794

**Dial by your location**

+1 253 215 8782 – please use this number if you have free long distance  
888 788 0099 US Toll-free to you but the Borough gets charged

Meeting ID: 889 9559 7718  
Password: 738794

- 1. CALL TO ORDER/PLEDGE TO THE FLAG/ROLL CALL**
- 2. 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:

3 – Approve Minutes from Regular Assembly Meeting  
11C1 – Adopt CFO and Borough Clerk Performance Evaluation Forms

- \*3. APPROVAL OF MINUTES – 6/23/20 Regular**

- 4. PUBLIC COMMENTS** – Where possible, please provide your public comments in writing and send them to [Clerk@haines.ak.us](mailto:Clerk@haines.ak.us) by 5:00 pm July 13. This meeting will be streamed live via KHNS (KHNS.org and use the button on the right side of its page that says “Listen Live to Haines Borough Meetings”) or attend via zoom (details above). Remember, your written comments will likely be more influential since assembly members will have the opportunity to process your comments prior to the meeting.

- 5. ASSEMBLY COMMENTS**

- 6. MAYOR’S REPORT AND COMMENTS**

- 7. PUBLIC HEARINGS** - Public hearing comments may be sent in writing and to [Clerk@haines.ak.us](mailto:Clerk@haines.ak.us) by 5:00 pm July 13. For verbal testimony, public hearing sign-ups will open when this agenda is published. Please contact [Clerk@haines.ak.us](mailto:Clerk@haines.ak.us) to let us know your name and the Ordinance you would like to address, your name will be called at the appropriate time. **YOU MUST SIGN UP IN ADVANCE TO PROVIDE TESTIMONY AT PUBLIC HEARINGS.**

- A. Ordinance 20-06-573 – First Hearing**

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 to An Ordinance of the Haines Borough amending Haines Borough Code Title 18 to Allow Small Farm Animals under Agriculture, Personal Use.**

*No motion necessary since this Ordinance is already scheduled for a second public hearing 07/28/20.*

7. PUBLIC HEARINGS – *Continued*

B. Ordinance 20-06-574

**An Ordinance of the Haines Borough placing a proposition on the October 6, 2020 Haines Borough General Election ballot to amend Borough Charter Section 6 to provide for Police Emergency Response Outside the Townsite.**  
*No motion necessary since this Ordinance is already scheduled for a second public hearing 07/28/20.*

8. STAFF/FACILITY REPORTS

- A. Interim Borough Manager - 07/14/20 Report
- B. Finance Director Report- 2020 (FY21) Property Tax Summary

9. COMMITTEE/COMMISSION/BOARD REPORTS & APPROVED MINUTES

- A. Tourism Advisory Board - Minutes from May 28, 2020
- B. Haines Sheldon Museum – Minutes from April 9, May 14 and June 18, 2020
- C. Port and Harbor Advisory Committee – Minutes from May 28, 2020
- D. Public Safety Commission – Minutes from March 11
- E. Assembly Committees and Liaison Reports

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

A. Resolutions [Individual comments are limited to 3 minutes]-

1. Resolution 20-07-874

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with Chilkat Custom Contractors, LLC for the Haines Public Safety Building Apparatus Bay Door Upgrades for an amount not to exceed \$100,866.00**

*This Resolution is recommended by the Director of Public Facilities.*

**Motion:** Adopt Resolution 20-07-874

2. Resolution 20-07-875

**A Resolution of the Haines Borough Assembly authorizing the Interim Borough Manager to execute a construction contract with Glacier Construction, dba Southeast Road Builders for the Ad/Alt A of Small Tracts/Mud Bay Rd/3<sup>rd</sup> Avenue AC Pipe Replacement project for Phase 3 AC Pipe Replacement on 3<sup>rd</sup> Avenue for an amount not to exceed \$ 715,888.00.**

*This Resolution is recommended by the Director of Public Facilities.*

**Motion:** Adopt Resolution 20-07-875

3. Resolution 20-07-876

**A Resolution of the Haines Borough Assembly Authorizing the Interim Borough Manager to execute a contract with proHNS Engineers, LLC. for Contract Administration and Construction Inspection Services associated with the Small Tracts, Mud Bay Road AC Pipe Replacement Project Ad Alt A Phase 3 3<sup>rd</sup> Ave in an amount not to exceed \$37,184.00**

*This Resolution is recommended by the Director of Public Facilities.*

**Motion:** Adopt Resolution 20-07-876

**11. NEW BUSINESS - Continued**

**B. Ordinances for Introduction - None**

**C. Other New Business**

**\* 1. Adopt CFO and Borough Clerk Performance Evaluation Forms**

*The Personnel Committee considered the Performance Evaluation forms for both the CFO and the Borough Clerk and recommends adoption of the forms.*

**Motion:** Adopt the CFO and Borough Clerk Performance Evaluation forms and distribute them to the Assembly on 07/15/20 to complete the forms and return them to the Mayor on 07/24/20.

**2. CARES Act Funding Requests**

- a. Haines Small Business Emergency Grant Program
- b. Airlift Northwest Request for CARES Act Funds
- c. Alaska Municipal League Request for CARES Act Funds
- d. Food Security Strategy Group Proposal for CARES Act Funds
- e. Southeast Alaska State Fair Request

**3. EOC Update and MOU for asymptomatic testing with SEARHC**

*Recommendation from the EOC and proposed MOU.*

**Motion:** Authorize the Interim Manager to sign the MOU with SEARHC to provide asymptomatic COVID testing to people travelling to Haines.

**4. Biomass**

*The Borough Administration requests clear direction from the Assembly with respect to the Biomass Project.*

**5. Ron Jackson Agenda Request**

**12. CORRESPONDENCE**

**A. Chilkat Valley Community COVID Survey Results**

**13. SET MEETING DATES**

**A. COW to complete performance evaluations July 29, 2020 at 6:30 pm**

**14. PUBLIC COMMENTS**

**15. ANNOUNCEMENTS/ASSEMBLY COMMENTS/DIRECTION TO THE MANAGER**

**16. ADJOURNMENT**

  
**Haines Borough**  
**Borough Assembly Meeting #403**  
**June 23, 2020**  
**MINUTES**

Draft

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

**Present:** Mayor **HILL**, Assembly Members Stephanie **SCOTT**, Brenda **JOSEPHSON**, Zephyr **SINCERNY**, Jerry **LAPP**, Paul **ROGERS** and Gabe **THOMAS**.

**Staff Present:** Alekka **FULLERTON**/Interim Manager/Borough Clerk, Steven **AUCH**/Tourism Director, Carolann **WOOTON**/Contract and Grants Administrator.

**Visitors Present:** Paul **NELSON**, Tom **MORPHET**, Evelynna **VIGNOLA**, and the following on zoom: Tracey **HARMON** and others.

2. **APPROVAL OF AGENDA & CONSENT AGENDA**

The following Items were on the published consent agenda indicated by an asterisk (\*)

3 – Approve Minutes from Regular Assembly Meeting

11C1 – Board Appointments

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

- \*3. **APPROVAL OF MINUTES** – 06/09/20 Regular.

*Note:* The motion adopted by approval of the consent agenda: “approve minutes of the 06/09/20 regular borough assembly meeting.”

4. **PUBLIC COMMENTS:** **MORPHET, NELSON, VIGNOLA, HARMON, ALTEN**

5. **ASSEMBLY COMMENTS:** **SCOTT**

6. **MAYOR’S REPORT AND COMMENTS:**

Mayor **HILL** reminded people to complete their census response, 4<sup>th</sup> of July celebration will be COVID conscious including a reverse parade and fireworks and many of the traditional events restructured to be safe, Robert Venables will hold a virtual luncheon re: CARES Act on Friday, both the community connection radio program and the assembly meeting recap the Mayor provides on KINY and an announcement that the next Assembly meeting (July 14) will be entirely on zoom (a trial meeting).

7. **PUBLIC HEARINGS**

- A. **Ordinance 20-05-570** – Second Hearing

**An Ordinance of the Haines Borough Amending Existing Haines Borough Code Title 5 to sunset December 31, 2020 since Ordinance 20-03-562 is effective January 1, 2021.**

Mayor **HILL** opened and closed the public hearing at 7:02 pm since no member of the public signed up to speak with respect to this agenda item.

**Motion:** **THOMAS** moved to “Adopt Ordinance 20-05-570,” and the motion carried unanimously in a roll call vote.

- B. **Ordinance 20-05-571** – Second Hearing

**An ordinance of the Haines Borough placing a proposition on the October 6, 2020 Haines Borough General Election ballot to withdraw \$450,000 from the principal of the Permanent Fund to reimburse the general fund for lost school debt reimbursement funding from the State of Alaska.**

Mayor **HILL** opened the public hearing at 7:03 pm and **NELSON** spoke. Hearing no further comments, the Mayor closed the public hearing at 7:04 pm.

**Motion:** **SINCERNY** moved to “Adopt Ordinance 20-05-571,” and the motion carried 4 -2 with **LAPP** and **ROGERS** opposed.

7. **PUBLIC HEARINGS** - *Continued*

- C. **Ordinance 20-06-572** – Second Hearing  
**A Non-Code Ordinance of the Haines Borough assembly approving the Lutak Dock lease agreement between the Haines Borough and Alaska Marine Lines, Inc.**

Mayor HILL opened and closed the public hearing at 7:11 pm since no member of the public signed up to speak with respect to this agenda item.

**Motion:** JOSEPHSON moved to "Adopt Ordinance 20-06-572," and the motion carried unanimously in a roll call vote.

8. **STAFF/FACILITY REPORTS**

- A. **Interim Borough Manager** - 06/23/20 Report  
FULLERTON summarized her written report and answered questions from the assembly.
- B. **Assessor** – Transmittal of Certified Tax Roll
- C. **Museum Director's Report** – April and May 2020

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

- A. **Planning Commission** - Minutes from May 14, 2020
- B. **Assembly Committees and Liaison Reports**
1. **Personnel Committee – SCOTT** - Please review Manager's job description and provide comments to the Mayor by June 30.
  2. **Planning Commission meeting- JOSEPHSON**

10. **UNFINISHED BUSINESS** – None.

11. **NEW BUSINESS**

A. **Resolutions**

1. **Resolution 20-06-871**  
**A Resolution of the Haines Borough Assembly authorizing the Interim-Borough Manager to execute a contract with GeoConex to replace our 911 equipment in the Haines Dispatch Center for an amount not to exceed \$35,960.00.**  
No member of the public spoke regarding the agenda item.

**Motion:** ROGERS moved to "Adopt Resolution 20-06-871," and the motion carried unanimously in a roll call vote.

2. **Resolution 20-06-872**  
**A Resolution of the Haines Borough Assembly creating a CARES Act Spending Plan for the Haines Borough**  
No member of the public spoke regarding the agenda item.

**Motion:** JOSEPHSON moved to "Adopt Resolution 20-06-872,"

**Primary Amendment:** SCOTT moved to "removed the \$200,000 for the morgue and add it to the economic assistance to Businesses and Non-Profits to make that portion \$700,000,"

**Secondary Amendment:** JOSEPHSON moved to "reduce the allocation to the Morgue to \$100,000," and the motion carried unanimously.

And the primary amendment, as amended, carried unanimously.

**Primary Amendment:** THOMAS moved to "remove \$150,000 from the Haines Borough FY21 payroll and add it to the Businesses and Non-Profits to make that portion \$750,000," and the motion carried unanimously.

2. **Resolution 20-06-872** (Continued)

**Primary Amendment:** LAPP moved to "allocate \$58,000 of the money set aside for food security to Catholic Community Services for senior lunches," and the motion carried unanimously.

**Primary Amendment:** JOSEPHSON moved to "remove \$100,000 from the food security money to the Businesses and Non-Profits to make that portion \$850,000," and the motion carried 5-1 with LAPP opposed.

And the Resolution 20-06-872, as amended, carried unanimously.

3. **Resolution 20-06-873**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with Glacier Construction, dba Southeast Road Builders for the Piedad Springs Expansion for an amount not to exceed \$ 176,550.00**

No member of the public spoke regarding the agenda item.

**Motion:** ROGERS moved to "Adopt Resolution 20-06-873," and both JOSEPHSON and THOMAS disclosed their prior relationship with SERB but their prior relationship was not felt to require their recusal from the vote, and the motion carried unanimously in a roll call vote.

**B. Ordinances for Introduction**

1. **Ordinance 20-06-573**

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 to An Ordinance of the Haines Borough amending Haines Borough Code Title 18 to Allow Small Farm Animals under Agriculture, Personal Use.**

**Motion:** JOSEPHSON moved to "Introduce Ordinance 20-06-573 and schedule it for two public hearings 7-14-20 and 7-28-20," and the motion carried unanimously.

2. **Ordinance 20-06-574**

**An Ordinance of the Haines Borough placing a proposition on the October 6, 2020 Haines Borough General Election ballot to amend Borough Charter Section 6 to provide for Police Emergency Response Outside the Townsite.**

**Motion:** JOSEPHSON moved to "Introduce Ordinance 20-06-574 and schedule it for two public hearings 7-14-20 and 7-28-20," and the motion carried unanimously.

**C. Other New Business**

\*1. **Boards and Committee Appointments**

*Note: The motion adopted by approval of the consent agenda: "Confirm the mayor's (re)appointments of Kim Chetney and Sue Chasen to the Museum Board and Tara Bicknell to the Chilkat Center Advisory Board for terms ending 11/30/22."*

2. **EOC Discussion and Review of Resolution 20-03-854A**

**Motion:** JOSEPHSON moved to "Amend Resolution 20-03-854A to provide that in addition to Health Mandate 10.1, the Haines Borough Assembly encourages any person entering the Haines Borough from outside the borough follow the travel requirements found in Mandate 10 for Interstate Travel," and the motion carried 4-2 with ROGERS and THOMAS opposed.

**C. Other New Business – *Continued***

**3. Adopt Small Business and Non-Profit Grant Application**

**Motion:** JOSEPHSON moved to “adopt the small business and non-profit grant application and allow non-substantive changes as recommended by counsel,” and the motion carried unanimously.

**12. CORRESPONDENCE**

- A. Solicited Letter from Catholic Community Services with respect to senior lunches.**

**13. SET MEETING DATES**

- A. Joint Assembly/Planning Commission COW for Sales of Borough Property  
July 15, 2020 at 6:30 pm**
- B. Personnel Committee meeting July 1, 2020 at 6:30 pm**

**14. PUBLIC COMMENTS**

**15. ANNOUNCEMENTS/ASSEMBLY COMMENTS/DIRECTION TO THE MANAGER**

**16. ADJOURNMENT – 9:14 pm**

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Alekk Fullerton, Borough Clerk



Agenda Bill No.: 20-1031  
 Assembly Meeting Date: 7/14/20

Business Item Description:	Attachments:
Subject: Code Change to allow small farm animals under Agriculture, Personal Use	1. Ordinance 20-06-573 2. Planning Commission Request for Action
Originator: Planning Commission	
Originating Department: Lands/Administration	
Date Submitted: 06/12/20	

**Full Title/Motion:**  
 No motion necessary since Ordinance 20-06-573 is already scheduled for a second public hearings 07/28/20.

**Administrative Recommendation:**  
 This resolution is recommended by the Interim Manager.

**Fiscal Impact:**

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

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

**Summary Statement:**  
 The Planning Commission considered comments from the public which led them to recommend a code change allowing residents to keep small farm animals for personal use in all residential zones irrespective of the size of the lot.  
 After the Planning Commission meeting, the Clerk's Office amended the proposed Ordinance to suggest additional changes for clarity which are consistent with the Planning Commission's intent.

**Referral:**  
 Referred to: \_\_\_\_\_ Referral Date: \_\_\_\_\_  
 Recommendation: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

**Assembly Action:**  
 Meeting Date(s): 06/23/20, 7/14/20, 7/28/20  
 Public Hearing Date(s): 7/14/20, 7/28/20  
 Postponed to Date: \_\_\_\_\_

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 to Allow Small Farm Animals under Agriculture, Personal Use.**

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 Section 18.20.020 Section 18.20.020 of the Haines Borough Code is hereby amended, as follows:

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

**18.20.020 Definitions – Regulatory.**

*"Agriculture, personal use"* means a use involving the growing of vegetation or raising of animals for beautification, consumption or barter, including: ornamentals, vegetables or the keeping of any combination of up to six small farm animals (~~as described in HBC 18.60.020(C)(2)~~) on lots of less than one acre and 12 on lots greater than one acre grown for use as food, but which do not produce objectionable odors, noise or nonpoint source pollution. Personal use agriculture does not include **roosters or** the keeping of animals capable of growing to 75 pounds or more. Greater numbers of small animals than specified herein will be considered animal husbandry and shall be regulated by HBC 18.60.020(C).

Section 5. Amendment of Section 18.20.020 Section 18.20.020 of the Haines Borough Code is hereby amended to add:

**18.20.020 Definitions – Regulatory.**

*"Small Farm Animals"* means fowl, rabbits or other small farm animals being raised as a hobby, for the production of eggs, butchering, or the use of their fur or pelt, may be kept on any residential lot.

Section 6. Amendment of Section 18.60.020(C)(2): Section 18.60.020(C) of the Haines Borough Code is hereby amended, as follows:

**18.60.020 Special Approval Criteria**

...

(C) Animal Husbandry

...

2. Small **Farm** Animals. Small farm animals such as fowl, rabbits or other small animals being raised ~~as a hobby~~, for the production of eggs, butchering, or the use of their fur or pelt, may be kept on any lot with

Haines Borough  
Ordinance No. 20-06-573  
Page 2 of 2

a total lot area of one-half acre or more, with at least 500 square feet dedicated to the keeping of the animals – including cages and storage buildings.

...

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_  
DAY OF \_\_\_\_\_, 2020.

ATTEST:

\_\_\_\_\_  
Jan Hill, Mayor

\_\_\_\_\_  
Aleka Fullerton, Borough Clerk

Date Introduced:                    \_\_\_/\_\_\_/20  
Date of First Public Hearing:       \_\_\_/\_\_\_/20  
Date of Second Public Hearing:     \_\_\_/\_\_\_/20



Haines Borough  
**BOROUGH ASSEMBLY**  
**ACTION REQUEST**

DATE: June 11, 2020

TO: Borough Assembly

FROM: Borough Planning Commission

SUBJECT: Draft Ordinance: Agriculture, Personal Use in Title 18

ACTION:

Ferrin moved to refer the draft ordinance to the assembly and the motion carried unanimously.

RATIONALE:

Remove specific approval criteria 18.60.020(N) from the definition of "Agriculture, Personal Use". Removing the specific approval criteria will allow up to 6 Hens on lots smaller than one half acre as a use by right in all allowed zones.

BOARD REQUEST:

The Planning Commission requests that the Assembly adopt draft ordinance.

SUBMITTED BY *Diana Lapham*  
Diana Lapham, Chair  
Haines Borough Planning Commission

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Land Use/Development to provide definitions and zoning regulations for Agriculture, Personal Use.**

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 Section 18.20.020 Section 18.20.020 of the Haines Borough Code is hereby amended, as follows:

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

**18.20.020 Definitions – Regulatory.**

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"*Agriculture, personal use*" means a use involving the growing of vegetation or raising of animals for beautification, consumption or barter, including: ornamentals, vegetables or the keeping of any combination of up to six small animals ~~(as described in HBC 18.60.020(C)(2))~~ on lots of less than one acre and 12 on lots greater than one acre grown for use as food, but which do not produce objectionable odors, noise or nonpoint source pollution. Personal use agriculture does not include the keeping of animals capable of growing to 75 pounds or more. Greater numbers of small animals than specified herein will be considered animal husbandry and shall be regulated by HBC 18.60.020(C).

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_ DAY OF \_\_\_\_\_, 2020.

ATTEST:

\_\_\_\_\_  
Jan Hill, Mayor

\_\_\_\_\_  
Alekkka Fullerton, Borough Clerk

Date Introduced:                    \_\_\_/\_\_\_/20  
Date of First Public Hearing:    \_\_\_/\_\_\_/20  
Date of Second Public Hearing:  \_\_\_/\_\_\_/20



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 20-1027Assembly Meeting Date: 07/14/20

Business Item Description:	Attachments:
Subject: Ballot Proposition to Amend Charter regarding Emergency Police	1. Ordinance 20-06-574 2. Resolution 19-11-835S
Originator: Borough Assembly	
Originating Department: Borough Assembly	
Date Submitted: 6/9/20	

**Full Title/Motion:**

No motion necessary since it is already scheduled for a second public hearing 7/28/20.

**Administrative Recommendation:**

This ordinance is recommended by the Government Affairs and Services Committee.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	Lease approved by later ordinance

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives:

Consistent:  Yes  No**Summary Statement:**

Haines Borough Charter Section 6.01 grants the Borough power to provide for emergency dispatch Areawide. The assembly has directed the manager to have the Police Department respond to urgent calls (defined as imminent threat to life or property, or an articulable crime in progress) and to allow them to assist both AST and the Fire Department/EMS as requested.

Resolution 19-11-835S was adopted 12-10-19 and called for the expansion of emergency dispatch to include emergency services to be put to the voters at the October 6, 2020 regular election.

This ordinance has been developed by the Government Affairs and Services Committee and is the mechanism to put the proposition to the voters.

The Public Safety Commission considered and recommends this ordinance as attached.

**Referral:**

Referred to: GASC

Referral Date:

Recommendation: Develop Ordinance to put proposition to the voters.

Meeting Date: 06/09/20

**Assembly Action:**

Meeting Date(s): 6/23/20, 7/14/20, 7/28/20

Public Hearing Date(s): 7/14/20, 7/28/20

Postponed to Date:

**An ordinance of the Haines Borough placing a proposition on the October 6, 2020 Haines Borough General Election ballot to amend Borough Charter Section 6 to provide for Police Emergency Response Outside the Townsite**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is a non-code ordinance authorizing placing a proposed amendment to the Haines Borough Charter on the ballot for the 2020 general municipal election.

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. Proposed Amendment of Charter Section 6.01. It is hereby determined to be for a public purpose and in the public interest of the Haines Borough to place a question on the October 6, 2020 regular Haines Borough General Election ballot that would amend the Haines Borough Charter, to add Police Emergency Response Outside the Townsite as follows:

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

**Charter Section 6.01 Areawide Powers**

The Haines Borough shall exercise areawide the powers to provide for tax assessment and levy; planning, platting, zoning; and education.

In addition, the borough may exercise on an areawide basis, by ratification of this charter, the powers to provide for the following services:

- (1) control of hazardous substances,
- (2) emergency medical services and other medical services,
- (3) emergency dispatch **including emergency police and fire response.**

...

Section 4. The Borough shall submit the following proposition to the qualified voters of the Haines Borough at the October 6, 2020 Haines Borough General Election:

PROPOSITION No. x

AMEND CHARTER 6.01 TO AMEDND THE DEFINITION OF EMERGENCY DISPATCH TO INCLUDE EMERGENCY RESPONSE

Shall Section 6.01 of the Haines Borough Charter be amended to provide for Emergency Response as well as emergency dispatch?

Section 5. Amendment of Chapter 2.40.040. Chapter 2.40.040 of the Haines Borough Code of Ordinances is amended as follows:

**2.40.40 Emergency Police Response**

**A. Emergency Police Response outside the Townsite. The police may provide emergency response outside of the townsite when, either:**

- 1. There is no Alaska State Trooper (not including a Wildlife Trooper) assigned to the Haines Post; or**
- 2. Pursuant to a mutual aid agreement with the Alaska State Troopers.**

**B. The Townsite Area Fund (Fund 02) shall be reimbursed from the General Fund (Fund 01) to compensate for emergency response services based on actual responses in the prior fiscal year.**

Section 6. Sections 3, 4 and 5 of this ordinance shall become effective only if the proposition described in Section 4 is approved by a majority of the qualified voters voting on the proposition at the October 6, 2020 Haines Borough General Election and shall take effect thirty days after certification of the results of the election.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_ DAY OF JULY, 2020.

\_\_\_\_\_  
Jan Hill, Mayor

Attest:

\_\_\_\_\_  
Alekk Fullerton, CMC, Borough Clerk

HAINES BOROUGH  
RESOLUTION No. 19-11-835S

**Adopted**

**A Resolution of the Haines Borough Assembly interpreting Haines Borough Charter Section 6.01 Areawide Powers (3) emergency dispatch to include the dispatch of all emergency services including emergency police services.**

**WHEREAS**, Haines Borough Charter Section 6.01 grants the Borough power to provide for emergency dispatch Areawide; and

**WHEREAS**, on November 6, 2018, the assembly directed the manager to have the Police Department respond to urgent calls (defined as imminent threat to life or property, or an articulable crime in progress) and to allow them to assist both AST and the Fire Department/EMS as requested; and

**WHEREAS**, the Haines Borough currently dispatches for fire, ambulance and police; and

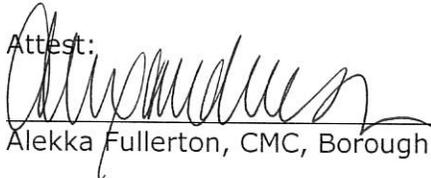
**WHEREAS**, Section 18.09 of the Haines Borough Charter defines "emergency" as "an unforeseen occurrence or condition which results or apparently will result in an insufficiency of services or facilities substantial enough to endanger the public health, safety or welfare"; and

**WHEREAS**, Black's Law dictionary defines "dispatch" to mean "sending off with speed";

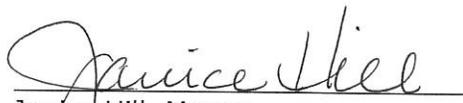
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly interprets Haines Borough Charter Section 6.01 Areawide Powers (3) emergency dispatch as allowing the police department to respond to emergencies outside the Townsite until the Haines Borough voters have settled the question of emergency police services at the October 6, 2020 regular election. These emergency services shall be paid for from sales tax revenue (general fund as a general municipal purpose).

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 10th day of December, 2019.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor



Haines Borough  
**BOROUGH ASSEMBLY  
ACTION REQUEST**

DATE: July 8, 2020

TO: Borough Assembly

FROM: Public Safety Commission

ACTION:

"Public Safety Commission recommends the adoption of Ordinance No. 20-06-574 to the Assembly with the added note that in the event the Charter amendment does not pass, that Chapter 2.40.40 still be adopted by the Assembly," and the motion carried unanimously.

RATIONALE:

This issue has long been considered by the community. Last year, a Resolution (which was supported by the Public Safety Commission) was adopted recommending later submission to the voters.

The Public Safety Commission discussed their request that if the charter change is not adopted by the electorate, that the code amendment providing for financing still be adopted.

COMMISSION REQUEST:

Adopt Ordinance 20-06-574.

# INTERIM MANAGER'S REPORT

DATE: July 9, 2020  
 TO: Mayor and Borough Assembly  
 FROM: Alekka Fullerton, Interim Borough Manager

## Ongoing Direction to the Manager from May 26, 2020 Meeting:

**1. Motion: JOSEPHSON** moved to "Direct the Manager to begin looking at a contract to hire a land manager for land sales to assist in Borough land sales," and the motion carried unanimously.

**Progress: Staff will present alternatives for Borough land development to a joint meeting of the Assembly and Planning Commission on July 15 at 6:30 pm on zoom.**

**2. Motion: JOSEPHSON** moved to "Direct the Manager to move forward to sell the Human Resource building," and the motion carried unanimously.

**Progress: I talked to CIA and some other potential buyers who might be interested in the building. They are not. The property has already been designated and authorized for sale. A flyer/advertisement has been created (attached). Per HBC 14.20.080(C)(2), the assessor must determine the "minimum bid not more than 90 days prior to the opening of bids". The assessor has determined that the minimum bid should be the value of the land. The assessor is currently furloughed but will be able to finish the determination prior to the July 14 meeting.**

**3. Motion: LAPP** moved to "Direct the Borough Manager to start negotiating with AIA to obtain clear title to the Chilkat Center," and the motion carried unanimously.

**Progress: I have met with Lee Heinmiller regarding the Borough's request to terminate the deed restriction on the Chilkat Center. AIA will discuss with both their attorney and board and report back.**

## Administration

- **Vehicle Towing.** The Assembly previously directed the Manager to retrieve an abandoned vehicle from the Haines Highway. We did so. Thereafter, several requests were received from individual assembly members to retrieve other "abandoned" vehicles. While staff accommodated the requests, I have the following questions/concerns:
  1. If the Borough will now tow/store vehicles, we must identify/build a secure location to store them. Current code allows us to charge for both the towing and the storage (HBC 10.04.010) but once we take possession of the vehicle, we must be able to securely store it until redeemed by the owner or junked. **I have asked the Director of Public Facilities to provide me with an estimated cost to secure a location for the storage of several vehicles.**
  2. **Current plan.** Currently Bigfoot provides emergency towing assistance to the police and fire departments as needed. Emergency towing and impound is usually paid by the owner of the vehicle unless the vehicle is impounded by the police as evidence. There is no current enforcement of illegally parked vehicles (see above).
  3. **Does the Borough want to be in the business of towing vehicles?** While the Borough certainly has the capacity to tow vehicles, do we want to compete with local businesses who provide towing services? I have discussed this issue with Paul Nelson of Bigfoot Auto Service Inc. Impounding illegally parked vehicles is often done by

private companies. Paul indicated to me that Bigfoot would not currently be interested in a MOU for this purpose but there may be other companies who would be interested. **An RFP could be developed for this service and, if no responses, at that time, the Borough could create a plan to provide this service.**

- **Surplus items for Sale.** Per HBC 14.24.010 Disposal of personal property, the Haines Borough is gathering surplus items to sell. All currently identified items are valued between \$1,000 and \$25,000 and, per HBC 14.24.010(D) a Resolution will be presented at the next assembly meeting for the proposed disposition of the items.
- **Census:** Haines Response rate has increased to 29%. A campaign reminding people about the importance of responding is in the planning phase. Staff is working with the Chamber of Commerce about maybe having a "Census Fair" during the time we would usually have the SEAK Fair. Planning continues...
- **Elections:** I want to remind you that any propositions the Assembly would like to see on the October 6, 2020 ballot need to be introduced as ordinances by July 28. The State has purchased new equipment this year (they continue to loan it to the Haines Borough) which will require training and required the purchase of new memory cards, etc. The purchases have been made (it was budgeted) and the preliminary programming of the cards has been started. There will be 3 elections this year, as follows:

**State of Alaska Primary Election: August 18, 2020**

(voterregistration.alaska.gov)

**Deadline to register to vote: July 19, 2020**

Early Voting begins: August 3, 2020

Absentee ballot by mail application deadline: August 8, 2020

Absentee ballot by electronic transmission deadline: August 17, 2020

**Haines Borough General Election: October 6, 2020**

(<https://www.hainesalaska.gov/administration/deadline-register-vote>)

**Deadline to register to vote: September 6, 2020**

Early Voting begins: September 21, 2020

Absentee ballot by mail application deadline: September 25, 2020

Absentee ballot by electronic transmission deadline: October 5, 2020

**State of Alaska/Federal General Election: November 3, 2020**

(voterregistration.alaska.gov)

**Deadline to register to vote: October 4, 2020**

Early Voting begins: October 19, 2020

Absentee ballot by mail application deadline: October 24, 2020

Absentee ballot by electronic transmission deadline: November 2, 2020

- **Furlough:** More than 10 Haines Borough employees have furloughed this week, six or so are furloughing next week and another five or so are furloughing the week of July 20. Please be patient with staff as they are called upon to cover other duties during this time. **The silver lining:** The furlough has provided an opportunity to reprioritize cross-training throughout several departments.

## Finance

- **Small Business Grant Program:** The Borough expects to receive approximately 100 applications for the Small Business Grant Program by the July 10 deadline. Later in this agenda (11.C.2) will be a discussion about additional CARES Act funding. Jessie and Jila have been working very hard to process all applications.
- **FY21 Federal PILT-** Good news! The federal PILT received for FY21 is \$10,424 higher than budgeted.
- **Property Tax:** Property tax bills were mailed out.

## Fire Department

- **Burn Ban** - The Fire Department has issued several burn bans in the last two weeks due to elevated fire danger indexes. The burn ban has been lifted but the Fire Department would like to remind people to get their burn permits in place and follow all permit requirements.
- **Temporary Hire** - The Fire Department will be announcing their temporary hire soon.

## Lands-Assessment-Planning & Zoning

- **Municipal Land Entitlement:** In 2010, the Borough received a general grant land entitlement of almost 6,000 acres. That land has never been transferred to the Haines Borough. Concerted efforts were made in 2011, 2012, 2017 and 2018 to complete the transfers—to no avail. The Mayor and I met with William Thomas (Special Assistant to the Governor) regarding this issue. A letter to the Commissioner is forthcoming and the issue has again been prioritized.

## Museum

- The Museum board has eliminated the position of Executive Director, citing budget difficulties.
- I have long been confused about the interplay between the Haines Borough and the Haines Sheldon Museum. The Museum is not a Borough Department, but it has Borough employees. HBC 2.04.030 specifically exempts museum employees from hiring/removal by the Manager. HBC 2.100 describes the Sheldon Museum and Cultural Center in code.
- The existing code is confusing and I recommend that the Museum either become a Department or it can be run like a non-profit (like the American Bald Eagle Foundation). This hybrid is confusing and unclear for all involved.

## Parks and Recreation

- **Bathrooms** – The following bathrooms in the Haines Borough are currently open/maintained (being cleaned 3x per week):

Oslund Park  
Visitor's Center  
Port Chilkoot Dock  
Picture Point  
Tlingit Park

The bathrooms are still closed at Tanani point and at the Parade Grounds—if the Assembly would like to open all bathrooms this summer, it would require a budget amendment of \$2,500 to have the additional bathrooms open and cleaned this summer.

- **4<sup>th</sup> of July**- Thank you to the Haines Chamber of Commerce for their sponsorship of the "Reverse" Parade and the fireworks show! And thank you to all of the other businesses and individuals who helped the Haines Borough celebrate the 4<sup>th</sup> of July in a Covid conscious manner. I was delighted by the turnout for the parade as well as fireworks display across three sides of Portage Cove—it was amazing- I don't know who was responsible for all of the fireworks but THANK YOU!

## Police Department

- **Police Truck** has arrived- the Police Department has a regular replacement policy for vehicles. The new truck was budgeted/paid for last year but has only recently arrived in Haines.
- **Bear Task Force** – The Bear Task Force met on July 7. They have made a recommendation to "We recommend that the Borough provide financial assistance to Community Waste Solutions so that they may complete the full-perimeter electric fence project as soon as possible." I have requested a proposal from CWS. Additionally, the Bear Task Force has been expanded to include the Wildlife Trooper (who is primarily responsible for enforcement of laws concerning wildlife).

## Pool

- RenoSys is currently here in the Haines Borough making repairs to the pool.

## Ports and Harbors

- **Lutak Dock**
  - **Roro**: This project has started- the APT power disconnection cost came within budget and the project is underway.
  - **Delta Western Diesel spill at the Tank Farm**. Clean up continues.
- **Sport Ramp Project**
  - The recent negative tides were used to our advantage for divers to inspect progress. Everything looked good and we would like to thank Haines Borough residents for their patience and understanding regarding the expanded work hours to accommodate the tides.

## Public Facilities

- **Current projects:**
  - **Small Tracts/Mud Bay Road/3<sup>rd</sup> Avenue AC Pipe Replacement**- Resolution later in the Agenda (11A2 and 11A3).
  - **Harbor Diesel Tanks Replacement** – After consultation with our engineers and Delta Western, it appears our Engineer's estimate was reasonable and the project has been put back out to bid since the only responsive bid we received was almost 4x the Engineer's estimate.
  - **Haines Public Safety Apparatus Bay Door** – Recommended award later in the Agenda under 11A1.
  - **Planning and Design of new Haines Borough Public Safety Building** – Request for Qualifications has been published. The deadline is July30 and several companies have indicated that they intend to submit proposals.
- **Hazardous Waste Collection Program**- This program was previously budgeted for \$31,450 and was ultimately removed from the budget due to budgetary restrictions. We have currently received a quote for \$14,035 (attached). We have the following options:
  1. Do nothing in FY21 and work on an every/other year basis for collection of Hazardous waste.

**Benefit:** Cost savings;

**Cost:** Fear of illegal dumping/disposing of hazardous waste.

2. Collect and Store Hazardous Waste for shipping out every other year.

It is possible the Borough could decide to go ahead and collect the Hazardous Waste and store it to ship out next year.

**Benefit:** Cost savings; Reduce chances of illegal dumping/disposing of hazardous waste

**Cost:** Still some cost to the Borough; Location of storage site.

3. Use Cox Environmental Services to maintain the program in FY21. If this is the desired option, the scheduled pick up date is on or about 8/15.

**Benefit:** Maintains the disposal of Household Hazardous Waste

**Cost:** \$14,035; this would require a Resolution and budget amendment to support.

- **Safety Briefs** – Thank you to Ed for continuing his Public Works, Facilities, Harbor and Water and Sewer Department safety briefs. This is so easy to ignore but so important- thank you for your careful attention to safety.

## Tourism

- **American Cruise Lines** – American Cruise Lines has announced that they are postponing all 2020 sailings.
- **Charter Cruises** – Several companies are still discussing charter cruises to take place later this summer.

HAINES BOROUGH \* HAINES, ALASKA

# PUBLIC NOTICE

## BOROUGH PROPERTY SALE

(Authority: Ordinance 15-03-403)

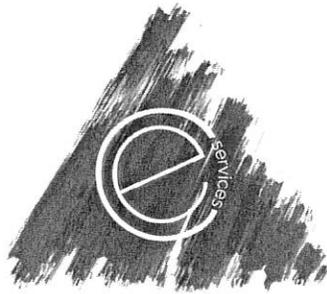
## SEALED BID AUCTION



The Borough Assembly has authorized the sale of Lot 9A, Block 13 Haines Townsite, USS 1179, the US Government School AKA Human Resource Building\*\*. Property is located at 223 N 1<sup>st</sup> Ave. This is a sealed bid auction. Forms and information are available on the borough's website at [www.hainesalaska.gov/rfps](http://www.hainesalaska.gov/rfps) or by contacting:  
The Haines Borough Clerk's Office (Admin Building)  
103 Third Ave ♦ P.O. Box 1209  
Haines, Alaska 99827. Phone 907-766-6401  
Email: [afullerton@haines.ak.us](mailto:afullerton@haines.ak.us) or [dlambert@haines.ak.us](mailto:dlambert@haines.ak.us)

\*\*The Human Resource Building is registered as a historic building with the National Register of Historic Places- Ref # 80000756 and is regulated by HBC 18.70.050 with specific renovation criteria under HBC 18.60.020(G) & will require Planning Commission approval for renovation design.

**BID DEADLINE: XXX**



712 W 12th Street Juneau, Alaska 99801 907.586.4447 www.coxenv.com

**Title:**

**Date:**

**06/26/20**

**HAINES HHW 2020 PLANNING, MOBILIZATION & EVENT**

### **CES Labor**

Project Planning with NRC Alaska & SKG	\$680.00
Final Disposal Report	\$680.00

### **NRC Alaska Labor & CES/NRC Misc Fees**

NRC Alaska Field Labor On-Site Manager 2 Day Event	\$3,500.00
NRC Alaska Airfare ANC-HNS	\$986.00
NRC Alaska Per Diem	\$736.00
NRC Alaska Vehicle Rental	\$300.00

### **Supplies/Shipping/Disposal Fees**

Supplies (Drums & Cartons)	\$2,200.00
Supplies Transportation	\$3,300.00

<b>CES Subtotal</b>	<b>\$1,360</b>
<b>Misc/Sub Subtotal</b>	<b>\$11,022</b>
<b>Misc/Sub Markup (15%)</b>	<b>\$1,653</b>
<b>Total</b>	<b>\$14,035</b>



## 2020 (FY21) Property Tax Summary

### Change in Assessed Values 2019 to 2020 by Tax District

District	2019 Assessed Value	2020 Assessed Value	Assessed Value Increase / (Decrease)	% Increase / (Decrease)
F.D. #1	\$ 51,662,800	\$ 53,541,800	\$ 1,879,000	4%
F.D. #1 +Letnikof RMSA	9,438,900	9,814,700	375,800	4%
F.D. #3	31,744,160	31,736,200	(7,960)	0%
F.D. #3 +HDT RMSA	3,541,200	3,618,600	77,400	2%
F.D. #3 +EagleVista RMSA	2,437,300	2,437,300	-	0%
F.D. #3 +Riverview RMSA	1,688,600	1,785,300	96,700	6%
BOROUGH (REMOTE)	29,238,800	30,030,500	791,700	3%
HDT RMSA + Chilkat Lake	7,472,900	7,594,600	121,700	2%
TOWNSITE	226,013,333	235,665,100	9,651,767	4%
<b>TOTAL BOROUGH</b>	<b>\$ 363,237,993</b>	<b>\$ 376,224,100</b>	<b>\$ 12,986,107</b>	<b>4%</b>

### Change in Senior/Veteran Exemptions 2019 to 2020

	2019 Sr/Vet Exempt	2020 Sr/Vet Exempt	\$ Increase / (Decrease)	% Increase / (Decrease)
<b>TOTAL BOROUGH</b>	<b>\$ 33,386,123</b>	<b>\$ 36,648,724</b>	<b>3,262,601</b>	<b>10%</b>

### Totals from 2020 Tax Bills Compared to FY21 Budget

		FY21 Budgeted Property Tax Revenue	2020 Tax Bills	Amount Over/ (Under) Budget
01-01-09-4011	Property Tax Revenue -General Fund	1,325,926	\$ 1,318,643	(7,283)
01-09-49-4025	Property Tax - Letnikof RMSA	12,000	11,857	(143)
01-09-52-4031	Property Tax - Riverview RMSA	-	-	-
01-09-54-4025	Property Tax - Historic Dalton Trail	5,000	5,109	109
01-09-55-4025	Property Tax - Eagle Vista RMSA	4,000	4,061	61
01-09-56-4025	Property Tax - Chilkat Lake RMSA	1,500	1,569	69
02-01-09-4011	Property Tax Revenue -Townsite	665,000	665,630	630
25-01-00-4021	Property Tax -Fire District #1	223,500	222,693	(807)
25-02-00-4021	Property Tax -Fire District #3	32,260	31,680	(580)
75-01-00-4021	Property Tax -Library Bond	14,000	13,885	(115)
76-01-00-4021	Property Tax -2005 School Construction	885,763	878,461	(7,302)
76-02-00-4021	Property Tax -2015 School Renovations	60,504	60,007	(497)
		<b>\$ 3,229,453</b>	<b>\$ 3,213,595</b>	<b>\$ (15,858)</b>

### Summary of 2020 (FY21) Property Tax

District	Total Assessed Value	CPE Exempt (Optional)	Senior & Vet Exempt (Mandatory)	Total Taxable Value	Mill Rate	Total Tax
F.D. #1	\$ 53,541,800		(5,900,030)	\$47,641,770	7.67	\$ 365,412
F.D. #1 +Letnikof RMSA	9,814,700		(900,000)	8,914,700	9.00	\$ 80,232
F.D. #3	31,736,200		(4,577,200)	\$27,159,000	7.74	\$ 210,211
F.D. #3 +HDT RMSA	3,618,600		(150,000)	\$3,468,600	8.13	\$ 28,200
F.D. #3 +EagleVista RMSA	2,437,300		(300,000)	\$2,137,300	10.03	\$ 21,437
F.D. #3 +Riverview RMSA	1,785,300		(115,900)	\$1,669,400	7.74	\$ 12,921
BOROUGH (REMOTE)	30,030,500		(965,500)	\$29,065,000	6.82	\$ 198,223
BOROUGH +HDT RMSA	956,000		-	\$956,000	7.21	\$ 6,893
BOROUGH +CHILKAT LK	6,638,600		(101,100)	\$6,537,500	7.45	\$ 48,704
TOWNSITE	235,665,100	(\$6,584,700)	(23,638,994)	\$205,441,406	10.91	\$ 2,241,366
<b>TOTAL BOROUGH</b>	<b>\$ 376,224,100</b>	<b>(\$6,584,700)</b>	<b>(36,648,724)</b>	<b>\$332,990,676</b>		<b>\$ 3,213,600</b>

2020 Haines Borough Tax Exempted by optional Community Purpose Exemption \$ 71,839

2020 Haines Borough Tax Exempted by mandatory Senior & Veteran Exemption \$ 359,146

### Community Purpose Optional Exemption Comparison

(From 2019 Alaska Taxable Summary of Optional Exemptions)

Municipality	Community Purpose (2019) AS 29.45.050(b)(1)(A)	Local Assessed Value	CPE % of Total Value
Anchorage (Municipality of)	\$32,684,441	\$34,479,024,689	0.09%
Bristol Bay Borough	\$182,400	\$376,934,535	0.05%
Cordova	\$0	\$214,831,421	0.00%
Craig	\$2,560,000	\$116,869,100	2.19%
Dillingham	\$0	\$224,728,900	0.00%
Fairbanks North Star Borough	\$18,444,283	\$7,726,511,032	0.24%
Haines Borough	\$6,328,300	\$363,775,393	1.74%
Juneau (City & Borough)	\$13,807,348	\$5,015,770,882	0.28%
Kenai Peninsula Borough	\$70,132,010	\$6,897,588,722	1.02%
Ketchikan Gateway Borough	\$5,362,300	\$1,553,668,300	0.35%
Kodiak Island Borough	\$3,553,600	\$1,421,544,275	0.25%
Matanuska-Susitna Borough	\$41,317,710	\$9,618,340,669	0.43%
Nenana	\$0	\$16,378,413	0.00%
Nome	\$0	\$331,908,544	0.00%
North Slope Borough	\$5,597,100	\$1,112,424,328	0.50%
Pelican	\$0	\$10,705,367	0.00%
Petersburg Borough	\$0	\$323,352,600	0.00%
Sitka (City & Borough)	\$20,546,800	\$1,070,703,478	1.92%
Skagway (Municipality of)	\$0	\$357,846,238	0.00%
Unalaska	\$0	\$680,116,688	0.00%
Valdez	\$6,845,100	\$279,061,545	2.45%
Whittier	\$0	\$87,162,764	0.00%
Wrangell (City & Borough)	\$0	\$153,071,200	0.00%
Yakutat (City & Borough)	\$0	\$49,585,900	0.00%

## MINUTES

## Tourism Advisory Board

Meeting Date: May 28, 2020

Date of Approval: June 18, 2020

**Call to Order:** A meeting of the Haines Borough Tourism Advisory Board was held at Assembly Chambers on April 30, 2020. The meeting started at noon, a quorum was present. Andy Hedden presided.

**Members in Attendance:** Barbara Mulford, Andy Hedden, Diana Lapham, Lori Smith, Alison Jacobson, Kelleen Adams, Carol Tuynman

**Members Not in Attendance:** Sean Gaffney, Rhonda Hinson

**Others in Attendance:** Steven Auch/Tourism Director, Mayor Jan Hill, Tracey Harmon, CVN, KHNS

**Excusing of Members not present:**

**Motion:** Smith moved to excuse Sean Gaffney and Rhonda Hinson from the meeting and the motion carried unanimously.

**Approval of Agenda/Minutes:**

**Motion:** Lapham moved to approve previous minutes of the April 30, 2020 and the motion carried unanimously.

**Public Comment:** None

**Chair Report:** None

**Tourism Director update:** Steven Auch

**New Business:**

1. Discuss State Cares Funding v/s Land Use and Per Head fees forgiveness
2. Discuss the return of ships this summer - managing community expectations
3. Discuss regional opportunities

**Public Comment:** Tracey Harmon

**Board Comments:** None

**Next Meeting:** TBD

**Adjournment:** The meeting was adjourned at 1:30 pm.



**HAINES SHELDON MUSEUM**  
**Board of Trustees Meeting**  
**April 9, 2020 2:00 PM at the Sheldon Museum**  
**Approved June 30, 2020**

**CALL TO ORDER - 2:06pm**

**Present - John Carlson, Kelleen Adams, Lorrie Dudzik, Helen Alten**

**Absent - Michael Bott (Harriet Brouillette has resigned from the board.)**

**Consent Agenda:**

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

Approval of Agenda  
 Approval of Minutes - 3-12-20

Add Tribal Center to agenda under new business.  
 Add FY 2021 to March minutes' budget entries.

John/Lorrie M/S to approve consent agenda as amended. Approved unanimously.

**Public Comments: none**

**Board Reports:**

- President's Report
  - Meeting with Borough Manager - Niall will be working until April 15 and then we must lay him off. For now Zack and Jeanette will maintain their positions. Debra has requested the employee union to allow her to furlough any non-essential personnel for at least a week. Debra would like board members to not comment on Facebook regarding the museum and the borough. She agreed to have someone contact Helen if the borough sends someone into the museum.
- Treasurer's Report - Helen explained the revised FY20 budget. Lorrie/John M/S to approve the revised FY20 budget. Approved unanimously.
- Museum Director Report
  - MA Collections Management Grant - Sarah and Nathalie will go through and organize our old archives (artificial collections of items donated by individuals accessible online.)
  - Covid-19 response
    - History Tidbits on FB Live (568 views)
    - ASM Grant-In-Aid - May be used to rehire Niall.
    - Intern on hold
    - Staffing

**Business**

- Old Business

Museum original documents held by CVHS (Kelleen) - table for now

Pass Long Range Plan-Read before meeting - COW to go into the plan in detail se for April 22, 2020 at 2:00pm.

Pick board officers (in December according to bylaws) - postpone until next meeting

Anjuli Grantham – strengthening the board - We will know more for next meeting.

- **New Business**

Revised FY20 budget - see above

Resolution of support for value of museum to the community. - Lorrie and Helen will write up a draft resolution to send to the assembly.

Tribal Center - The Chilkoot Indian Association is considering building a new tribal center. We might be negatively affected by this unless we work collaboratively with them. We will follow this as it develops.

**Adjourn - 3:45pm**

**Next Board meeting:** May 14, 2020 at 4:30pm

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May 14, 2020 Meeting  
Approved June 30, 2020

CALL TO ORDER - 4:30PM

Present: Kelleen Adams, Lorrie Dudzik, Helen Alten

Absent: Michael Bott, John Carlson

Not having a quorum, we had a discussion touching on the agenda items. No actions were taken.

Consent Agenda:

Approval of Agenda  
Approval of Minutes

Public Comments

Board Reports:

President's Report  
removal of Michael Bott from the board  
introduction of potential new board member (Roy Getchell)

Treasurer's Report

Museum Director's Report

Old business:

Long Range Planning meeting report

New business:

Covid-19 updates

Adjourn: 6:00PM

Next meeting: June 18, 2020 4:30PM

COW: May 28, 2020



**HAINES SHELDON MUSEUM**  
**Board of Trustees Meeting**  
**June 18, 2020 4:30 PM at the Sheldon Museum**  
**Approved June 30, 2020**

**CALL TO ORDER - 4:39pm**

**Present - John Carlson, Lorrie Dudzik, Helen Alten, Kelleen Adams, Kim Chetney, Sue Chasen**

**Consent Agenda:**

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

Approval of Agenda

Approval of Minutes - April 9, 2020; May 15, 2020

There being no quorum, we will postpone approval of minutes until next meeting.

**Public Comments:** Kim wanted clarification of the dates of the museum fiscal year. July 1 - June 30

**Board Reports:**

- President's Report - Kelleen shared that Kim Chetney and Sue Chasen have submitted letters to the borough to join the board. The three standing members agreed that we should recommend them to the borough. Kelleen has sent a letter to that effect.
- Treasurer's Report - See financial report dated 6-18-20.
- Museum Director's Report - See director's report dated 6-17-20.

**Business**

- Old Business

Dedicating sculpture garden to Lucy Harrell - Definitely. We will put up a banner for now and a permanent sign later.

Discussion on having a fundraiser along with the dedication - maybe not too soon

Removal of Michael Bott from the board - The three standing members agreed to recommend his removal.

- New Business

COVID-19 updates - We will be closed for July and wait and see about August. We are moving outside of the museum to exhibit photos. John will put up plexiglas barriers. Sarah will start soon, and will be stationed in the children's area. Nathalie will perhaps be set up in the Hakkinen Gallery.

4th of July parade - cancelled due to COVID-19

**Adjourn - 5:30pm**

**Next Board meeting:** June 30, 2020 4:30pm

**Finance committee meeting:** June 24, 2020 at 4:30pm

**MINUTES****Port and Harbor Advisory Committee**

Meeting Date: May 28, 2020

Date of Approval: June 25, 2020

1. **Call to Order:** A meeting of the Haines Borough Ports and Harbors Advisory Committee took place May 28, 2020 at 10:30 am. Terry Pardee presiding.
2. **Members in Attendance:** Diana Lapham, Norman Hughes, Don Turner, Brad Badger, Terry Pardee  
**Members Not in Attendance:** Jim Studley, Fred Grey  
**Others in Attendance:** Henry Pollen /Acting Harbormaster, Carolann Wooton/Contracts and Grants Administrator, Steve Auch/Tourism, Ed Coffland/Facilities Director, and Savannah Maily Planning and Zoning Tech.
3. **Approval of Agenda:** Norm Hughes added Royal Caribbean Cruise Lines Discussion Item and CARES Act Funds Discussion Item to New Business. Lapham moved to “approve the agenda as amended” and the motion carried unanimously.
4. **Approval of Minutes:** Don Turner Jr. moved to “approve the minutes from the February 27, 2020 meeting” and the motion carried unanimously.
5. **Public Comment:** Steven Auch commented on American Cruise Lines wanting to dock in Haines sometime late June or early July
6. **Harbormaster’s report:** Henry Pollen reported that fuel sales are low but launch permits are up and next week they will be turning on the ice.
7. **Facilities Director:**
  - A. **Portage Cove Launch Ramp Construction Update**
  - B. **Fuel Tank Replacement**
8. **Unfinished Business:** Pardee commented on the Lutak Dock Build Grant Application  
Carolann Wooton commented that it may be wise to look for a lobbyist for the project  
Jan Hill will follow up on possible lobbyists
9. **New Business:**
  - A. **Royal Caribbean Cruse Lines**

**Motion:** Lapham moved to “direct the chair to write a letter to the assembly in support of RCCL docking in Haines” and the motion carried unanimously.

## **B. CARES Act Funds**

9. **Public Comments:** Carolann Wooton
10. **Next Meeting:** June 25, 2020 at 10:30 am in the Assembly Chambers.
11. **Adjournment:** The meeting was adjourned at 11:19 am.

## Haines Borough Public Safety Commission

March 11, 2020

6:30 PM –Assembly Chambers

### Minutes:

1. Call to order at 6:32 pm by Judy Erikson
2. Pledge
3. Roll call: Judy Erikson, Kevin Woods, Greg Podsiki, Dana Hallett are present.  
Absent: Kelly Williamson  
Other: Debra Schnabel/Manager, Alekka Fullerton/Clerk, Tom Morphet, Ceri Godnez/CVN, Heath Scott/Police Chief, Paul Rogers/Assembly, Mayor Jan Hill
4. Approval of the agenda: Hallett moved to “approve the agenda,” and the motion carried unanimously.
5. Approval of last meeting’s minutes: Hallett moved to “approve the minutes from the February 12, 2020 meeting,” and the motion carried unanimously.
6. Public Comment: Tom Morphet, Stephanie Pattison, Brayton Long, Al Giddings
7. Public Safety Report:
  - A. Police Report – Update on community response for 24/7 availability
  - B. Fire/EMS Report- Two written reports
8. New business:
  - A. Discussion of 5-year plan – Greg Russell to return?
  - B. Discussion of FY21 Budget submitted to the Manager for providing police coverage 24/7 with 5 officers.
  - C. Discussion/Update of Community Emergency Plan in regard to a COVID-19 virus outbreak.
  - D. Update on the hiring process and status of new police hire.

**Motion:** Woods moved to “support the Police budget as presented,” and the motion carried unanimously.
9. Commissioner’s Comments: Woods- cannot take on Secretary role at this time. It will remain vacant for now.
10. Next meeting date: April 15, 2020 at 6:30 pm at Assembly Chambers
11. Adjournment: Adjourned at 8:45 pm



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 20-1032

Assembly Meeting Date: 7/14/20

Business Item Description:	Attachments:
Subject: Contract with Chilkat Custom Contractors for Haines Public Safety Apparatus Bay Door upgrade	1. Resolution 20-07-874 2. PSB Bay Door Upgrade Bid Summary with bids 3. Invitation to Bid
Originator: Contracts & Grants Administrator	
Originating Department: Public Facilities	
Date Submitted: 7/14/20	

Full Title/Motion:
Motion: Adopt Resolution 20-07-874

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

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 100,866.00	\$ See below	\$ 0	Reduced maintenance costs

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives: Objective 2B, Pages 56-57	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
<p>The Haines Public Safety Building Apparatus Bay Doors are failing creating a need to replace the doors. There is \$400,000 in CIP to fix the PSB. The Apparatus doors need to be currently operational even if the Public Safety Building is ultimately replaced/remodeled. The Borough recently issued a request for sealed bids from qualified, licensed contractors for the Haines Public Safety Building Apparatus Bay Doors; and obtained three responsive bids:</p> <ul style="list-style-type: none"> <li>Island Contractors, Inc for \$105,000.00;</li> <li>Bliss Construction, Inc. for \$129,933.00;</li> <li>Chilkat Custom Contractors, LLC for \$100,866.00.</li> </ul> <p>The Public Facilities Director recommends awarding Chilkat Custom Contractors, LLC the contract as the apparent low bidder.</p>

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

Assembly Action:	
Meeting Date(s): 07/14/20	Public Hearing Date(s):
	Postponed to Date:

**A Resolution of the Haines Borough Assembly authorizing the Manager to execute a construction contract with Chilkat Custom Contractors, LLC for the Haines Public Safety Building Apparatus Bay Door Upgrades for an amount not to exceed \$ 100,866.00**

**WHEREAS**, the Borough recently issued a request for sealed bids from qualified, licensed contractors for the Haines Public Safety Building Apparatus Bay Doors; and

**WHEREAS**, the Borough obtained three responsive bids from Island Contractors, Inc for \$105,000.00; Bliss Construction, Inc. for \$129,933.00; and Chilkat Custom Contractors, LLC for \$100,866.00; and

**WHEREAS**, the Borough has approximately \$400,000 in CIP Funds to fix the Haines Public Safety Building; and

**WHEREAS**, the apparatus doors on the Public Safety Building are failing and in desperate need of repair and replacement; and

**WHEREAS**, the Director of Public Facilities has reviewed the bids and recommends award to the apparent low bidder, Chilkat Custom Contractors, LLC;

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Manager to execute a construction contract with Chilkat Custom Contractors for the Haines Public Safety Building Apparatus Bay Door Upgrades for an amount not to exceed \$100,866.00.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 14th day of July, 2020.

Attest:

\_\_\_\_\_  
Jan Hill, Mayor

\_\_\_\_\_  
Aleka Fullerton, CMC,  
Borough Clerk

Project: Haines Public Safety Building Appartus Bay Doors

Bidder	Bid Rcvd by Deadline	Bid on Req. Form, Complete, & Signed	Proof of AK Business Licensing	Proof of AK Contractor's Cert. of Reg.	Bid Bond or Certf. Check of at least 5% of bid	Non-Collusion Affidavit	Addenda Noted (3)	Base Bid: PSB Bay Doors	Additive Alternate No. 1 (\$)	Additive Alternate No. 2 (\$)	Total (\$)
<b>Chilkat Custom Contractors</b>	Yes	Yes	Yes	Yes	Yes	N/a	Yes	\$100,866			
							<b>Modifications</b>				
							<b>Total</b>	<b>\$100,866</b>			<b>\$100,866</b>
<b>Island Contractors</b>	yes	yes	yes	yes	yes	yes	X	105,000			
							<b>Modifications</b>				
							<b>Total</b>	<b>\$105,000</b>			<b>\$105,000</b>
<b>Bliss Construction</b>	Yes	Yes	Yes	Yes	Yes	Yes		129,933			
							<b>Modifications</b>				
							<b>Total</b>	<b>\$129,933</b>			<b>\$129,933</b>

**Present:**

Ed Coffland, Director of Public Facilities  
 Carolann Wooton, Contracts & Grants Administrator  
 Alekka Fullerton, Borough Clerk/Interim Manager

Bids attached for reference.

# NOTICE TO BIDDERS



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## Haines Public Safety Building Apparatus Bay Doors

Haines Borough, AK

Contract No. HB20-03

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**NOTICE NO.:** 1

**DATE OF NOTICE:** July 6, 2020

**PREVIOUS NOTICES:** 0

**CURRENT DEADLINE FOR BIDS:** n/a

**ISSUED BY:** Haines Borough

**TOTAL PAGES IN NOTICE:** 31 Pages

**DESCRIPTION OF NOTICE:**

This is not an Addendum. The following is provided as supplemental information. All items and terms of the Contract remain the same. This notice has been posted online at: <https://www.hainesalaska.gov/rfps>

This Notice is to post results of the bid opening on July 1, 2020, for the subject Project. The bidders and their total bids are summarized in the attached Bid Summary.

Three Bids were received, and all were deemed responsive. The apparent low bidder is Chilkat Custom Contractors, LLC.

**BID SUMMARY**

<b>Project:</b> Haines Public Safety Building Apparatus Bay		<b>Owner:</b> Haines Borough		<b>Contract:</b> HB20-03		<b>Bid Opening Date:</b>		07/01/20202	
<b>Bid Schedule</b>		<b>Bid Summary By:</b> Haines Borough		Island Contractors, Inc.		Bliss Construction, Inc		Chilkat Custom Contractors	
		Prepared By: Carolann Wooton							
		Checked By: Ed Coffland, PE							
<b>Pay Item</b>	<b>Pay Item</b>	<b>Pay Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount</b>	<b>Unit Price</b>	<b>Amount</b>	<b>Unit Price</b>	<b>Amount</b>
1	12' w x 14'h Overhead Sectional Door	EACH	7	\$11000.00	\$77,000.00	\$13143.00	\$92,001.00	\$7196.00	\$50,372.00
2	9'w x 8'h Overhead Sectional Door	EACH	1	\$7920.00	\$7,920.00	\$3932.00	\$9,932.00	\$36647.00	\$36,647.00
3	Overhead Door Opener	EACH	8	\$2510.00	\$20,080.00	\$3500.00	\$28,000.00	\$1730.88	\$13,847.00
<b>Total Bid =</b>					<b>\$105,000.00</b>		<b>\$129,933.00</b>	<b>\$100,866.00</b>	

**SECTION 00310 – BID SCHEDULE**

Complete and submit the following Bid Schedule(s) for construction of:

**HAINES PUBLIC SAFETY BUILDING APPARATUS BAY DOORS  
Contract No. HB 20-04**

Furnish all labor, equipment and materials for the following work as defined in the Contract Documents:

Pay Item No.	Pay Item Description	Unit	Quantity	Unit Price	Amount
1	12' w X 14'H Overhead Sectional Door	Each	7	11,000.00	77,000.00
2	9' w X 8'H Overhead Sectional Door	Each	1	7,920.00	7,920.00
3	Overhead Door Opener	Each	8	2,510.00	20,080.00

**Total Bid Amount in Figures:** \$ 105,000.00

**Total Bid Amount in Words:** One hundred five thousand and no/100

**Date:** 07/01/20 **Bidder:** Island Contractors, Inc.  
(Company Name)

## SECTION 00310 – BID SCHEDULE

Complete and submit the following Bid Schedule(s) for construction of:

### HAINES PUBLIC SAFETY BUILDING APPARATUS BAY DOORS Contract No. HB 20-04

Furnish all labor, equipment and materials for the following work as defined in the Contract Documents:

Pay Item No.	Pay Item Description	Unit	Quantity	Unit Price	Amount
1	12' w X 14'H Overhead Sectional Door	Each	7	\$13,143.00	\$92,001.00
2	9' w X 8'H Overhead Sectional Door	Each	1	\$3,932.00	\$3,932.00
3	Overhead Door Opener	Each	8	\$3,500.00	\$28,000.00
	If awarded this project we would expedite the project as much as possible. But feel the contract time line is a bit optimistic.				
	Lead time for doors, shipping and Covid 19 may affect time line.				
	<u>Michael R</u>				

**Total Bid Amount in Figures:** \$ 123,933.00

**Total Bid Amount in Words:** One Hundred twenty three thousand nine hundred thirty three no/100

**Date:** 07/01/2020      **Bidder:** Bliss Construction, Inc.  
(Company Name)

## SECTION 00310 – BID SCHEDULE

Complete and submit the following Bid Schedule(s) for construction of:

### HAINES PUBLIC SAFETY BUILDING APPARATUS BAY DOORS Contract No. HB 20-04

Furnish all labor, equipment and materials for the following work as defined in the Contract Documents:

Pay Item No.	Pay Item Description	Unit	Quantity	Unit Price	Amount
1	12' w X 14'H Overhead Sectional Door	Each	7		50,372
2	9' w X 8'H Overhead Sectional Door	Each	1		36,647
3	Overhead Door Opener	Each	8		13,847

Total Bid Amount in Figures: \$ 100,866

Total Bid Amount in Words: One Hundred Thousand Eight Hundred Sixty Six & 00/100

Date: 6/24/2020 Bidder: Chilkat Custom Contractors LLC  
(Company Name)

INVITATION TO BID

# Haines Public Safety Building Apparatus Bay Doors

Issue Date: May 27, 2020



**Bid Deadline: 3:00pm, Wednesday, June 24, 2020**

## **NOTICE INVITING BIDS AND BIDDER INSTRUCTIONS**

### **Haines Public Safety Building Apparatus Bay Doors**

**Issue Date: May 27, 2020**

The Haines Borough is soliciting sealed bids from qualified and licensed contractors to perform the work for **Haines Public Safety Building Apparatus Bay Doors**. All contractors are required to have a current Alaska Contractor's License and Alaska Business License. A Haines Business License is required prior to contract award.

#### **DESCRIPTION OF WORK:**

The WORK consists of furnishing and installing seven new 12' W X 14' H overhead sectional doors, one new 9' W X 8' H overhead sectional door, and eight new door operators. The specifications are for Overhead Doors, but other door manufactures with equal or better products will be considered. The Contractor shall furnish and install doors, operators, hardware, controls, and electrical in accordance with manufacturer requirements. Doors will be fully operational. Contractor shall field verify door sizes prior to ordering.

**RECEIPT OF BIDS / BID DEADLINE:** Receipt of Bids will be acknowledged by email response from the Borough Clerk. The official time of receipt of bids will be the date and time the email arrives in the Borough Clerk's email inbox. Include in the subject line of your emailed Bid submission: BID FOR: HB20-04 HAINES PUBLIC SAFETY BUILDING APPARATUS BAY DOORS.

While not required, it is recommended Bidders carbon copy the Public Facilities Director (ecoffland@haines.ak.us) and Contracts & Grants Administrator (cwooton@haines.ak.us) on their emailed Bid submission.

Bid documents delivered by fax, over the phone, in person, or by courier will not be accepted.

**BID OPENING:** Bids will be opened immediately thereafter in by the Borough Clerk, Public Facilities Director, and Contracts & Grants Administrator unless otherwise specified.

**BID DOCUMENTS:** A Bid packet including instructions, forms, and description of work is available on the Haines Borough website: [www.hainesalaska.gov/rfps](http://www.hainesalaska.gov/rfps) for viewing and printing.

#### **QUESTIONS:**

Communications relative to this work shall be directed to:

Carolann Wooton

Contracts & Grants Administrator

(907) 766-6409

[cwooton@haines.ak.us](mailto:cwooton@haines.ak.us)

**Submit Bids to:** *Due to Covid 19, all bids must be submitted by email.* Electronic bid documents shall be submitted by email to the Borough Clerk (afullerton@haines.ak.us) prior to 3 p.m. Alaska Time on 6/24/2020, or such later time as may be announced by addendum at any time prior to the deadline.:

**PROJECT SCHEDULE:** The Haines Borough anticipates the following project schedule:

Request for Bids Issued	May 27, 2020
Receive and Open Bids	June 24, 2020
Borough Assembly Authorization	July 14, 2020
Notice of Intent to Award	July 15, 2020
Notice to Proceed	July 17, 2020 (approximate)
Project Completion	September 30, 2020



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 20-1033

Assembly Meeting Date: 7/14/20

Business Item Description:	Attachments:
Subject: Contract with Southeast Road Builders for Ad Alt A Phase 3 AC Pipe Replacement 3rd Ave	1. Resolution 20-07-875 2. Southeast Road Builders Bid Ad Alt A 3. Resolution 20-05-865 4. Alaska Drinking Water Fund SFY21 1st Qtr Project Priority List
Originator: Contracts & Grants Administrator	
Originating Department: Public Facilities	
Date Submitted: 7/14/20	

Full Title/Motion:
Motion: Adopt Resolution 20-07-875

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

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 748,471.00	\$ See below	\$ 0	Reduced maintenance costs

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives: Objective 2B, Pages 56-57	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
<p>On May 12, 2020, the Haines Borough issued a contract to Glacier Construction, Inc. dba Southeast Road Builders \$1,379,275.50 (base bid) and upon recommendation by the Director of Public Facilities withheld the \$748,471.00 (Ad Alt A) to be awarded when additional funds were secured.</p> <p>On 1/28/20 with Resolution 20-01-849 the Assembly authorized the application to ADEC for a loan of \$1,000,000 to complete Phase 3 AC Pipe Replacement on 3rd Ave.</p> <p>The Haines Borough has been notified that Phase 3 AC Pipe Replacement 3rd Ave is the number 2 project on the Alaska Drinking Water SFY21 Project Priority Qtr 1 list, for a potential loan amount of \$1,000,000 with a \$500,000 subsidy for Disadvantaged Communities. The contract will be funded with an ADEC loan which carries with it a 50% subsidy. The remaining 50% of the loan will be repaid over time with user fees.</p>

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

Assembly Action:	
Meeting Date(s): 07/14/20	Public Hearing Date(s):
	Postponed to Date:

**A Resolution of the Haines Borough Assembly authorizing the Interim Borough Manager to execute a construction contract with Glacier Construction, dba Southeast Road Builders for the Ad/Alt A of Small Tracts/Mud Bay Rd/3<sup>rd</sup> Avenue AC Pipe Replacement project for Phase 3 AC Pipe Replacement on 3<sup>rd</sup> Avenue for an amount not to exceed \$ 715,888.00.**

**WHEREAS**, on May 12, 2020 the Borough awarded the base bid for Small Tracts/Mud Bay AC Pipe Replacement to Glacier Bay Construction Inc. dba Southeast Road Builders, licensed contractors for an amount not to exceed \$1,379,275.00; and

**WHEREAS**, Ad Alt A for Phase III 3<sup>rd</sup> Avenue portion of the Small Tracts/Mud Bay/3<sup>rd</sup> Ave AC Pipe Replacement project for the amount of \$715,888.00 was withheld pending a third loan from an Alaska Drinking Water Fund Loan for Ad Alt A; and

**WHEREAS**, The Haines Borough on 4/28/20 authorized a loan application for the Alaska Drinking Water Fund for the project entitled Phase 3 AC Pipe Replacement 3<sup>rd</sup> Ave. (Ad Alt A) for the Small Tracts/Mud Bay Rd/3<sup>rd</sup> Ave AC Pipe Replacement project; and

**WHEREAS**, the Haines Borough is ranked number 2 on the 1<sup>st</sup> Qtr SFY 21 Project Priority List which offers a \$1,000,000 loan with a subsidy of \$500,000 for Disadvantaged Communities; and

**WHEREAS**, the engineer's estimate for Ad Alt A was \$776,128; and

**WHEREAS**, the contractor, Glacier Construction, Inc dba Southeast Road Builders has agreed to honor the original Ad Alt A bid of \$715,888.00; and

**WHEREAS**, the Borough will fund this project with an additional Alaska Drinking Water Fund loan through the Alaska Department of Environmental Conservation (ADEC)- the existing loan is for \$1,000,000 with a \$500,000 subsidy (50%) and is being repaid with user fees; and

**WHEREAS**, the Director of Public Facilities recommends award of Ad Alt A for Phase III to Glacier Construction dba Southeast Road Builders; and

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Interim Borough Manager to execute a construction contract with Glacier Construction Inc. dba Southeast Road Builders for the Small Tracts/Mud Bay/3<sup>rd</sup> Ave AC Pipe Ad Alt A Bid in an amount not to exceed \$715,888.00.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 14th day of July, 2020.

Attest:

\_\_\_\_\_  
Jan Hill, Mayor

\_\_\_\_\_  
Aleka Fullerton, CMC  
Borough Clerk

Unit Prices and Amounts modified by Glacier Construction Bid Modification No. 1 noted below.

**ADDITIVE ALTERNATE A BID Schedule – BOP to Major Road**

Pay Item No.	Pay Item Description	Unit	Quantity	Unit Price	Amount
202.0019.0001A	Removal of Curb and Gutter	LF	766	7.50	5,745.00
202.0015.0001A	Removal of Sidewalk	SY	427	7.00	2,989.00
202.0002.0001A	Removal of Pavement	SY	1,211	8.00	9,688.00
202.0004.0001A	Removal of Culvert Pipe	LF	82	12.00	984.00
203.0005.0001A	Borrow	CY	559	55.00	30,745.00
301.0001.0001A	Aggregate Base Course, Grading D-1	TON	473	54.00	25,542.00
401.0001.0001A	HMA, Type II; Class B	TON	242	334.00	80,828.00
603.0021.0001A	Corrugated Polyethylene Pipe 18 Inch	LF	132	125.00	16,500.00
603.0021.0002A	Corrugated Polyethylene Pipe 24 Inch	LF	40	147.00	5,880.00
608.0001.0006A	Concrete Sidewalk, 6 Inches Thick	SY	28	186.00	5,208.00
608.0003.0001A	Asphalt Sidewalk	SY	343	80.00	27,440.00
608.0006.0001A	Curb Ramp	EA	3	5,500.00	16,500.00
609.0002.0001A	Curb and Gutter, Type Mountable	LF	788	80.00	63,040.00
618.0005.0001A	Seeding	Lump Sum	All Req'd	2,100.00	2,100.00
620.0002.0001A	Topsoil	SY	866	7.00	6,062.00
627.0001.0001A	10-Inch HDPE Water Pipe	LF	1,612	<del>137.50</del> 122.25	<del>221,650.00</del> 197,067.00
627.0005.0001A	Fire Hydrant Assembly with Gravel Access Pad	EA	3	14,650.00	43,950.00
627.0007.0001A	Fire Hydrant Removal	EA	1	2,100.00	2,100.00
627.0008.0001A	1-Inch Poly Water Service	EA	11	4,400.00	48,400.00
627.0008.0003A	8-Inch HDPE Water Service	EA	2	12,700.00	25,400.00
627.0009.0002A	10-Inch Gate Valve	EA	6	4,815.00	28,890.00
627.0011.0001A	Locate Existing Water Services	Lump Sum	All Req'd	850.00	850.00
627.0012.0001A	Temporary Water Service	Lump Sum	All Req'd	3,850.00	3,850.00
635.0001.0001A	Insulation Board	EA	79	95.00	7,505.00
640.0001.0001A	Mobilization and Demobilization	Lump Sum	All Req'd	<del>16,125.00</del> <del>24,125.00</del>	<del>24,125.00</del> 16,125.00
641.0001.0001A	Erosion, Sediment and Pollution Control Administration	Lump Sum	All Req'd	1,200.00	1,200.00
641.0003.0001A	Temporary Erosion, Sediment and Pollution Control	Lump Sum	All Req'd	700.00	700.00
642.0001.0001A	Construction Surveying	Lump Sum	All Req'd	6,200.00	6,200.00
643.0002.0001A	Traffic Maintenance	Lump Sum	All Req'd	14,600.00	14,600.00
643.0015.0001A	Flagging	HR	300	\$58.00	\$17,400.00
644.0015.0001A	Nuclear Testing Equipment Storage Shed	Lump Sum	All Req'd	500.00	500.00
670.0001.0001A	Painted Traffic Markings	Lump Sum	All Req'd	1,900.00	1,900.00

Total Additive Alternate A Bid Amount in Figures: \$ ~~748,471.00~~ 715,888.00

Total Add. Alt. A Bid Amount in Words: SEVEN HUNDRED FORTY EIGHT THOUSAND FOUR HUNDRED SEVENTY ONE DOLLARS

Date 04/30/2020

Bidder: Glacier Construction, Inc. dba Southeast Road Builders  
(Company Name)

**A Resolution of the Haines Borough Assembly authorizing the Borough Clerk to execute a construction contract with Glacier Construction, dba Southeast Road Builders for the Small Tracts/Mud Bay Rd AC Pipe Replacement project for an amount not to exceed \$ 1,379,275.50**

**WHEREAS**, the Small Tracts/Mud Bay/3<sup>rd</sup> Ave AC Pipe Replacement project includes replacement of existing 4-inch diameter asbestos cement (AC) water pipe with 541 linear feet of 8-inch diameter high density polyethylene (HDPE) water pipe and associated fire hydrants, water services, gate valves and other water system improvements; and

**WHEREAS**, the Base bid portion of the work consists of improvements from Major Road to the End of Project (EOP) on Small Tracts Road; and

**WHEREAS**, the Additive Alternate A (Ad Alt A) portion of the work consists of improvements from the Beginning of the Project (BOP) at Haines Highway/3<sup>rd</sup> Avenue to Major Road; and

**WHEREAS**, the Borough recently issued a request for sealed bids from qualified, licensed contractors for the Small Tracts/Mud Bay/3<sup>rd</sup> Ave AC Pipe Replacement project and reserved the right to award only the Base Bid portion of the work; and

**WHEREAS**, the Borough obtained two responsive bids, one from Glacier Construction Inc. dba Southeast Road Builders for \$1,379,275.50 for the base bid, and \$715,880 for Ad Alt A, for a total project cost of \$2,095,163.50; and one from Hamilton Construction LLC for \$1,596,201.44 for the base bid, and \$858,646.27 for Ad Alt A, for a total project cost of \$2,454,847.71; and

**WHEREAS**, the engineer's estimate for the base bid was \$1,180,478, and \$776,128 for Ad Alt A, for a total project estimate of \$1,956,606.00; and

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

**WHEREAS**, there is a second ADEC loan for Ad Alt A in process; and

**WHEREAS**, the Director of Public Facilities has reviewed the bids and recommends award to the apparent low bidder, Glacier Construction dba Southeast Road Builders for the base bid only, with an award of Ad Alt A when ADEC funding is secured; and

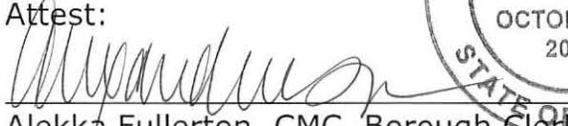
**WHEREAS**, the existing \$1,000,000 ADEC loan has a \$500,000 subsidy (50 percent) and is to be repaid with user fees; and

**WHEREAS**, pursuant to the Administrative Policy adopted August 23, 2017, the Borough Clerk shall be responsible for contract policies and procedures when the Borough Manager has a potential conflict of interest due to a familial relationship,

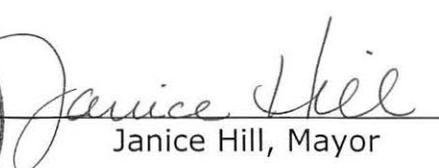
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Clerk to execute a construction contract with Glacier Construction Inc. dba Southeast Road Builders for the Small Tracts/Mud Bay/3<sup>rd</sup> Ave AC Pipe Replacement project for the Base Bid in an amount not to exceed \$1,379,275.50.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 12th day of May, 2020.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor

## Alaska Drinking Water Fund - State Fiscal Year 2021 (SFY21) Project Priority List - 1st Quarter

Note: The total available funding for SFY21 projects is \$39.1 million.

(1) To Fund column indicates that the project is within the current fundable limit of the Alaska Drinking Water Fund. Large projects may be phased based on projected funding needs during the next year. Loan applications may be submitted for any project on the list that is ready to proceed.

(2) Allocation of subsidy is subject to change depending on the readiness of projects to proceed.

(3) Loan terms will be finalized when a loan agreement is offered. The finance rate will be based on a calculation identified in Alaska Administrative Code (18 AAC 76).

(4) Individual Pro Fi projects are reviewed and assigned a weighted score based on the total project cost. The overall score for the Pro Fi questionnaire is the sum of weighted scores for all of the Pro Fi projects.

Rank	Score	To Fund (1)	Public Water System ID# (Population)	Applicant	Project Name and Description	Requested Loan Amount	Estimated Subsidy <sup>(2)</sup> (SFY19-20)	Estimated Subsidy <sup>(2)</sup> (SFY21)	Disadvantaged Community	Loan Term <sup>(3)</sup> (years)	Green Project Amount (Type)	Sustainability Policy	Estimated Start Date	Quarter Added to PPL
<b>DRINKING WATER PROJECT QUESTIONNAIRES</b>														
1	161	X	AK2310926 (950)	Valley Water Company	<b>Valley Water System Upgrade and Rehabilitation</b> - Design, purchase and install a water supply treatment system to address exceedances of water quality standards for copper. Provide improvements to 50-year-old distribution system.	\$350,000	\$175,000		X	5 to 20	\$350,000 (Energy)	Fix It First	10/1/2018	SFY19-Q3
2	150	X	AK2110619 (1,800)	Haines Borough	<b>Phase 3 Asbestos-Cement (AC) Pipe Replacement 3rd Avenue</b> -Replace 1,725 feet of outdated, brittle and leaking AC pipe with high-density polyethylene (HDPE) pipe.	\$1,000,000		\$500,000	X	20 to 30	\$1,000,000 (Water)	Fix It First	6/1/2020	SFY21-Q1
3	146	X	AK310900 (13,000)	College Utilities Corp. (Fairbanks)	<b>Pearl Creek Extension</b> - Design and construct infrastructure to provide potable water to approximately 749 lots that were previously unserved. The project will include installing high density polyethylene water main, a water storage reservoir, circulation station and a control system.	\$11,141,059	\$500,000		X	5 to 20	\$5,000,000 (Energy)	Effective Utility Mgmt	5/25/2020	SFY20-Q1
4	146	X	AK2260294 (915)	Sand Point	<b>Water Distribution System Upgrade</b> - Valve identification and helium leak detection to map currently unmapped portions of the water distribution system, adding pressure reducing valve to control pressure and eliminate leaks, and energy efficiency upgrades to the water treatment plant.	\$276,800	\$138,400		X	5 to 20	\$218,800 (Water)	Fix It First	7/1/2019	SFY19-Q3
5	145		AK2320086 (556)	North Slope Borough	<b>Wainwright Water Plant Replacement</b> - Construct new administrative, mechanical, chemical storage, and shop areas to replace portions of the existing treatment plant that are at risk of structural failure.	\$9,557,000	\$337,200		X	5 to 20	TBD (Energy)	Fix It First	12/1/2019	SFY19-Q4
6	120		AK2350235, AK2320426, AK2320256, AK2320086 (1,743)	North Slope Borough	<b>Water Distribution Pump Variable Frequency Drives (VFDs)</b> - Design, construction, and installation of VFDs for water distribution pumps in Anaktuvuk Pass, Point Hope, Point Lay and Wainwright. VFDs will allow pumps to ramp up/down as system demands change to address system pressure issues.	\$456,000		\$228,000	X	< 5	\$456,000 (Energy)	Fix It First	9/2/2019	SFY19-Q4
7	101		AK2120193 (1,548)	Craig	<b>Replace 5.5 miles of Raw Water Main</b> - Inspect and replace approximately 5.5 miles of aging ductile iron raw water main that transmits raw water from North Fork Lake to the Craig water treatment plant.	\$2,900,000	\$500,000		X	5 to 20		Fix It First	4/2/2018	SFY20-Q1
8	101		AK2260244 (972)	King Cove	<b>Recoat Water Storage Tank</b> - The existing steel tank has signs of localized rusting. The proposed project will remove the existing coating, clean and recoat the tank to prevent further degradation.	\$400,000		\$200,000	X	5 to 20		Fix It First	8/15/2018	SFY19-Q2
9	75		AK2320086, AK2320426 (745)	North Slope Borough	<b>Wainwright &amp; Point Hope Water Plant SCADA Upgrade</b> - Design, construct, and install upgrades to allow remote Supervisory Control and Data Acquisition (SCADA) access to allow remote access for remote assessment or troubleshooting. This phase requests construction funds for Wainwright and design/construction funds for Point Lay.	\$749,000		\$374,500	X	< 5		Effective Utility Mgmt.	10/1/2019	SFY19-Q4
10	75		AK2227204 (400)	Midtown Estates Water Utility, LLC (Palmer)	<b>Water Plant and Distribution System Upgrade</b> - Distribution system mapping; SCADA system upgrade for two well sites, chemical feeds, tank levels and water system parameters; installation of flushing points at dead ends; and painting of reservoir exterior.	\$187,500		\$93,750	X	5 to 20		Effective Utility Mgmt	5/22/2020	SFY21-Q1



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 20-1034

Assembly Meeting Date: 7/14/20

Business Item Description:	Attachments:
Subject: Contract with proHNS, LLC for CA/CI Services for Ad Alt A Phase 3 AC Pipe Replacement 3rd Ave	1. Resolution 20-07-876 2. proHNS CA/CI Phase 3 AC Pipe Replacement 3rd Ave Proposal 3. Resolution 20-05-869
Originator: Contracts & Grants Administrator	
Originating Department: Public Facilities	
Date Submitted: 7/14/20	

Full Title/Motion:
Motion: Adopt Resolution 20-07-876

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

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 37,184.00.00	\$ See below	\$ 0	Reduced maintenance costs

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives: Objective 2B, Pages 56-57	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
This resolution is for the CA/CI for the Phase 3 AC Pipe Replacement on 3rd Ave, this is Ad Alt A for the Small Tracts/Mud Bay Road AC Pipe Replacement Project. On May 28, 2020 the Haines Borough Assembly authorized a contract with proHNS for the CA/CI services on the based bid (Resolution 20-05-869), this Resolution will provide CA/CI for the final Phase 3 portion of the project. The contract will be funded with an ADEC loan which carries with it a 50% subsidy. The remaining 50% of the loan will be repaid over time with user fees.

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

Assembly Action:	
Meeting Date(s): 07/14/20	Public Hearing Date(s):
	Postponed to Date:

**A Resolution of the Haines Borough Assembly Authorizing the Interim Borough Manager to execute a contract with proHNS Engineers, LLC. for Contract Administration and Construction Inspection Services associated with the Small Tracts, Mud Bay Road AC Pipe Replacement Project Ad Alt A Phase 3 3<sup>rd</sup> Ave in an amount not to exceed \$37,184.00**

**WHEREAS**, on 05/26/20 the Borough Assembly authorized a contract with proHNS, LLC for Contract Administration and Construction Inspection Services (CA/CI) on the Base Bid for the construction of the Small Tracts, Mud Bay Road AC Pipe Replacement Project; and

**WHEREAS**, the associated CA/CI costs are not covered by the Glacier Construction Contract for Phase 3 AC Pipe Replacement on 3<sup>rd</sup> Ave; and

**WHEREAS**, proHNS proposes to provide engineering services under a Time and Materials basis not to exceed \$37,184.00; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Interim Borough Manager to execute a contract with proHNS, LLC on a Time and Expenses (T&E) basis for an amount not to exceed \$37,184.00 for Phase 3 AC Pipe Replacement on 3<sup>rd</sup> Ave (Ad Alt A of the Small Tracts, Mud Bay Road AC Pipe Replacement Project) for Contract Administration and Construction Inspection Services.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 14th day of July, 2020.

\_\_\_\_\_  
Jan Hill, Mayor

Attest:

\_\_\_\_\_  
Alekkka Fullerton, CMC, Borough Clerk

**EXHIBIT G - TIME & EXPENSE FEE ESTIMATE**

	1945 Alex Holden Way, Suite 101 PO Box 33322, Juneau, AK 99803 907-780-4004 • garret@proHNS.com		<b>Project No.:</b> HB19-02		<b>Date Estimate Prepared:</b>						
			<b>Project Title:</b> 3rd Ave AC Pipe Replacement - Add. Alternate A Bid		7/6/2020						
			<b>Client/Project Owner:</b> Haines Borough								
<b>Estimate Notes &amp; Assumptions:</b>		This Time & Expense fee estimate has been prepared at the request of Haines Borough Public Facilities Director Edward Coffland, PE to provide a full-time construction contract administration and inspection Project Team for the \$715,888.00 ADDITIVE ALTERNATE A BID portion of the 3rd Ave. AC Pipe Replacement project. Please note this estimate does not include labor costs and direct expenses for providing CA & I on the Base Bid portion of the project (Small Tracts/Mud Bay RD). Based on the Borough's correspondence with the Contractor, we anticipate field staff will be working up to 54 hours per week for approximately 4 weeks (24 working days, 30 calendar days). Hours in addition to field inspection/materials testing work have been including for performing common Contract Administration tasks, such as; coordination with stakeholders, reviewing/approving project submittals, SWPPP inspections, pay item tracking and preparation of pay estimates, written correspondence, labor compliance interviews, as-built drawings, and other contract closeout activities. Rates but not hours have been include for support staff whom may be utilized subject to the discretion of the Consultant. The Client will be billed for actual hours worked at the billing rates listed below, and direct expenses related to the work will be passed to the Client at-cost with no markup.									
<b>SUB-TASK DESCRIPTION</b>		G. Gladsjo (Regular)	L. Chambers (Regular)	J. Fleetwood (Regular)	J. Fleetwood (Overtime)	K. Garcia (Regular)	K. Garcia (Overtime)	S. Bradford (Regular)	S. Bradford (Overtime)	C. Bydlon (Regular)	C. Bydlon (Overtime)
Contract/Project Management		10									
Project Engineering		40		80							
Field Inspection/Materials Testing				80	56			10			
Office Engineering/SWPPP Inspection						60					
TOTAL LABOR HOURS		50	0	160	56	60	0	10	0	0	0
REGULAR BILLING RATES (\$/HR)		\$ 132.00	\$ 132.00	\$ 66.00		\$ 68.00		\$ 105.00		\$ 71.00	
OVERTIME BILLING RATES (\$/HR)					\$ 99.00		\$ 102.00		\$ 158.00		\$ 107.00
<b>ESTIMATED LABOR COSTS (TOTAL \$)</b>		<b>\$ 6,600.00</b>	<b>\$ -</b>	<b>\$ 10,560.00</b>	<b>\$ 5,544.00</b>	<b>\$ 4,080.00</b>	<b>\$ -</b>	<b>\$ 1,050.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ESTIMATED EXPENSES</b>											
<b>Description</b>							<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>	
J. Fleetwood M&IE Per Diem (Long-term)							Day	30	\$ 33.00	\$ 990.00	
J. Fleetwood Lodging - Actual Third-party Rental Rate TBD							Month	1	\$ 1,500.00	\$ 1,500.00	
G. Gladsjo M&IE Per Diem (Short-term)							Day	2	\$ 60.00	\$ 120.00	
G. Gladsjo Lodging Rental - Actual Third-party Hotel Rate TBD							Night	2	\$ 150.00	\$ 300.00	
proHNS Vehicle for Inspector Use							Month	1	\$ 1,200.00	\$ 1,200.00	
AMHS Ferry Roundtrip (Vehicle & Nuke Gauge)							Each	0	\$ 800.00	\$ -	
Roundtrip Air Travel JNU-HNS-JNU							Each	2	\$ 270.00	\$ 540.00	
Air Freight for Equipment and Material Samples							LB	200	\$ 1.50	\$ 300.00	
proHNS Nuke Gauge for In-place Density Testing							Month	1	\$ 750.00	\$ 750.00	
Maximum Deinsity Index per AASHTO T99/T180							Each	1	\$ 400.00	\$ 400.00	
Aggregate Sieve Analysis per ASTM C136/AASHTO T27 (1.5" Minus)							Each	1	\$ 150.00	\$ 150.00	
Materials Finer Than #200 by Washing per ASTM C117/AASHTO T11							Each	1	\$ 100.00	\$ 100.00	
Moisture Content of Aggregates per ASTM C566/AASHTO T255							Each	1	\$ 50.00	\$ 50.00	
Asphalt Content Ingition Oven Method per AASHTO T308							Each	1	\$ 300.00	\$ 300.00	
Gradation of Extracted Materials per AASHTO T30							Each	1	\$ 150.00	\$ 150.00	
Ignition Oven Asphalt Content Calibration per AASHTO T308							Each	1	\$ 2,000.00	\$ 2,000.00	
Drinking/Potable Water Laboratory Analysis for Total Coliform							Each	4	\$ 125.00	\$ 500.00	
<b>TOTAL ESTIMATED EXPENSES:</b>										<b>\$ 9,350.00</b>	
<b>SUBCONTRACTORS</b>		<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>	<b>TOTAL COST OF LABOR</b>			<b>\$ 27,834.00</b>			
					<b>TOTAL EXPENSES</b>			<b>\$ 9,350.00</b>			
					<b>TOTAL SUBCONTRACTOR FEES</b>			<b>\$ -</b>			
					<b>SUBCONTRACTOR MARK-UP (5%)</b>			<b>\$ -</b>			
<b>TOTAL SUBCONTRACTOR FEES:</b>					<b>\$ -</b>	<b>TOTAL ESTIMATED FEE</b>			<b>\$ 37,184.00</b>		



Garret K. Gladsjo, PE  
Principal Engineer / Manager proHNS LLC

**A Resolution of the Haines Borough Assembly Authorizing the Borough Manager to execute a contract with proHNS Engineers, LLC. for Contract Administration and Construction Inspection Services associated with the Small Tracts, Mud Bay Road AC Pipe Replacement Project in an amount not to exceed \$97,774.00**

**WHEREAS**, the Haines Borough Assembly on 05/06/20 authorized a contract with Glacier Construction for the Base Bid for the construction of the Small Tracts, Mud Bay Road AC Pipe Replacement Project; and

**WHEREAS**, the associated Contract Administration and Construction Inspections (CA/CI) costs are not covered by the Glacier Construction Contract; and

**WHEREAS**, proHNS proposes to provide engineering services under a Time and Materials basis not to exceed \$97,774.00; and

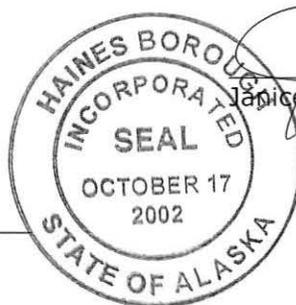
**WHEREAS**, these services will be paid for out of the Harbor Fund and sufficient money is available for this purpose,

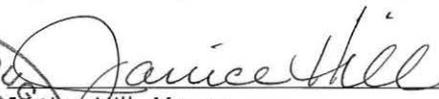
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to execute a contract with proHNS, LLC on a Time and Expenses (T&E) basis for an amount not to exceed \$97,774.00 for the Small Tracts, Mud Bay Road AC Pipe Replacement Project for Contract Administration and Construction Inspection Services of the Base Bid.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 26th day of May, 2020.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor

## Haines Borough Clerk Evaluation

The purpose of the clerk performance evaluation and development report is to increase communication between the borough assembly and the borough clerk concerning the performance of the borough clerk in the accomplishment of his/her assigned duties and responsibility, and the establishment of specific work- related goals and objectives.

### **PROCESS**

1. Evaluation form will be distributed by the mayor to all assembly members. After completing the form, it shall be transmitted to the Mayor.

**Date of Distribution:** \_\_\_\_\_

**Due date to Mayor:** \_\_\_\_\_

2. The borough clerk will prepare a self-evaluation using the same format.

**Date of Distribution:** \_\_\_\_\_

**Due date to Mayor:** \_\_\_\_\_

3. The mayor transfers each member's evaluation information to one composite form.
4. The composite evaluation form and the borough clerk's self-evaluation are distributed to the assembly by the mayor prior to the executive session evaluation meeting.

**Due date from Mayor to Assembly:** \_\_\_\_\_

5. The assembly meets with the borough clerk in executive session to review the evaluation, unless the borough clerk requests an open hearing.

**Date of Evaluation Review:** \_\_\_\_\_

6. Evaluation form is distributed by the mayor to all assembly members.
7. The borough clerk prepares a self-evaluation using the same format.
8. Each assembly member completes the form, signs, dates and returns a copy to the mayor.
9. The mayor transfers each member's evaluation information to one composite form.
10. The composite evaluation form and the borough clerk's self-evaluation are distributed to the assembly by the mayor prior to the executive session evaluation meeting.
11. The assembly meets with the borough clerk in executive session to review the evaluation, unless the borough clerk requests an open hearing.

# Haines Borough Clerk Evaluation

## **INSTRUCTIONS**

Review the clerk's work performance for the entire period; try to refrain from basing judgment on isolated incidents only.

Evaluate the clerk on the basis of standards you expect to be met considering the length of time in the job.

## **RATING SCALE DEFINITIONS (1-5 & NO)**

Unsatisfactory (1) –	The clerk's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
Improvement Needed (2)	The clerk's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performances.
Meets Job Standard (3)-	The clerk's work performance consistently meets the standards of the position.
Exceeds Job Standard (4)-	The clerk's work performance is frequently or consistently above the level of a satisfactory clerk, but has not achieved an overall level of outstanding performance.
Outstanding (5)-	The manager's work performance is consistently excellent when compared to the standards of the job.
Not Observed (NO)	Not observed or not applicable.

# Haines Borough Clerk Evaluation

**BOROUGH CLERK:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADMINISTRATIVE RELATIONSHIPS** ..... **1 2 3 4 5 Not Observed**

- A. Effectively implements policies and programs.    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_
- B. Reporting and follow-through is timely, clear, concise, and accurate.    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_
- C. Accepts instruction/direction in a positive manner.    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_
- D. Effectively aids assembly members in preparing ordinances & resolutions.    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

**PUBLIC RELATIONS:** ..... **1 2 3 4 5 Not Observed**

- A. Is courteous, professional, and informative when dealing with the public    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_
- B. Posts public notices as required by code    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_
- C. Reviews and issues miscellaneous borough licenses and permits    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_
- D. Receives & reviews requests from the public    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_
- E. Does not support or oppose political agendas in the workplace.    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

# Haines Borough Clerk Evaluation

**BOROUGH CLERK DUTIES:** ..... **1 2 3 4 5 Not Observed**

- |   |     | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>Not Observed</u> |
|---|-----|----------|----------|----------|----------|----------|---------------------|
| A. Prepares borough assembly agenda and packets and compiles necessary information for presentation.  | --- | ---      | ---      | ---      | ---      | ---      | ---                 |
| B. Arranges publication of all borough notices; publicizes meetings, ordinances, resolutions, and other information.  | --- | ---      | ---      | ---      | ---      | ---      | ---                 |
| C. Manages the borough's records and develops retention schedules and procedures for inventory, storage, and destruction of records. Receives and responds to public records and disclosure requests.   | --- | ---      | ---      | ---      | ---      | ---      | ---                 |
| D. Supervises the maintenance of an indexed file of borough ordinances, resolutions, codes, and other public records. Coordinates codification of all adopted ordinances of a general and permanent nature.   | --- | ---      | ---      | ---      | ---      | ---      | ---                 |
| E. Keeps a record of policies, procedures and practices adopted by the assembly or established as part of the systematic administration of the borough.   | --- | ---      | ---      | ---      | ---      | ---      | ---                 |
| F. Manages the recruitment of borough personnel, including advertising, receiving applications and responding to inquiries, transmitting the applications to the appropriate person, and maintaining a record of job descriptions and applications. | --- | ---      | ---      | ---      | ---      | ---      | ---                 |
| G. Administers oaths of office and other oaths and affirmations, and certifies affidavits and depositions pertaining to local affairs and business which may be used in court proceedings to the State. Acts as a notary for municipal documents.   | --- | ---      | ---      | ---      | ---      | ---      | ---                 |

# Haines Borough Clerk Evaluation

**BOROUGH CLERK DUTIES (CONTINUED): ..... 1 2 3 4 5 Not Observed**

- H. Functions as the borough's election supervisor and conducts borough elections in accordance with state and borough laws. \_\_\_\_\_
- I. Acts as the parliamentary advisor to the assembly. \_\_\_\_\_
- J. Drafts, facilitates, and monitors contracts, agreements, use permits, and leases. \_\_\_\_\_
- K. Performs other functions detailed in the clerk's job description. \_\_\_\_\_

**PERSONAL TRAITS: ..... 1 2 3 4 5 Not Observed**

- A. Initiative \_\_\_\_\_
- B. Judgement \_\_\_\_\_
- C. Fairness & Impartiality \_\_\_\_\_
- D. Creativity \_\_\_\_\_
- E. Integrity \_\_\_\_\_

**OVERALL RATING:**

- Unsatisfactory: [ ]
- Improvement Needed: [ ]
- Meets Job Standard: [ ]
- Exceeds Job Standard: [ ]
- Outstanding: [ ]

# Haines Borough Clerk Evaluation

## GOALS & OBJECTIVES FOR NEXT EVALUATION:

1.

2.

3.

4.

5.

**EVALUATION COMPLETED BY:**

---

**DATE COMPLETED:**

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# Haines Borough CFO Evaluation

Borough CFO: \_\_\_\_\_ Date: \_\_\_\_\_

## Rating Scale Definitions (1-5)

- Unsatisfactory (1)-                    The CFO’s work performance is inadequate and definitely inferior to the standards of performance required for the job.
  
- Improvement Needed (2) -        The CFO’s work performance does not consistently meeting the standards of the position. Serious effort is needed to improve performances.
  
- Meets Job Standard (3) -            The CFO’s work performance consistently meets the standards of the position.
  
- Exceeds Job Standard (4) -        The CFO’s work performance is frequently or consistently above the level of a satisfactory CFO, but has not achieved an overall level of outstanding performance.
  
- Outstanding (5) -                    The CFO’s work performance is consistently excellent when compared to the standards of the job.

## Evaluation Standards

- |   |   |   |   |   |   |              |
|---|---|---|---|---|---|--------------|
| 1. Prepared for annual audit in a timely and comprehensive manner.              | 1 | 2 | 3 | 4 | 5 | Not observed |
| 2. Ensures the accounting staff is well trained and organized.                  | 1 | 2 | 3 | 4 | 5 | Not observed |
| 3. Is courteous, professional, and informative when dealing with the public     | 1 | 2 | 3 | 4 | 5 | Not observed |
| 4. Provides data as requested to decision makers and the public as appropriate. | 1 | 2 | 3 | 4 | 5 | Not observed |
| 5. Does not support or oppose political   | 1 | 2 | 3 | 4 | 5 | Not observed |



**GOALS & OBJECTIVES FOR NEXT EVALUATION:**

1.

2.

3.

4.

5.

**EVALUATION COMPLETED BY:**

\_\_\_\_\_

**DATE COMPLETED:**



## Haines Borough Small Business Emergency Grant Application

***Business information will not voluntarily be shared or used for any purpose other than evaluation of the GRANT award.***

The Haines Borough has committed \$500,000 to support Haines based small businesses and nonprofits impacted by COVID-19. Eligible businesses must demonstrate they have suffered economic impacts as a result of COVID-19 related closures. Grants will be awarded to support operations, including but not limited to payroll, rent, taxes, utilities, and purchase of necessary personal protective equipment. Grant funds must be fully expended by December 30, 2020. Eligible businesses must have been in possession of a Haines Borough business license or a Haines nonprofit sales tax exempt card as of March 1, 2020. Funding levels will be based

2019 Gross Revenues	Grant
\$1-25,000	\$ 500
\$25,001-50,000	\$ 1,000
\$50,001-75,000	\$ 1,500
\$75,001-100,000	\$ 2,000
\$100,001-200,000	\$ 3,000
\$201,001-400,000	\$ 4,000
\$400,001-600,000	\$ 5,000
\$600,001-700,000	\$ 6,000
\$700,001-800,000	\$ 7,000
\$800,001-900,000	\$ 8,000
\$900,001-1,000,000	\$ 9,000
\$1,000,001+	\$ 10,000

on operating budgets as determined, for businesses, by gross revenues as reported on their 2019 Haines Borough sales tax returns and, for local nonprofits, as reported on their 2018 or 2019 form 990. For non-profits that operate inside as well as outside of the Haines Borough only the Haines operations will be considered. Businesses will be eligible for grants up to the amounts in the attached chart. If the demand for grants exceeds the Borough's available funds, the Borough will prorate the grants equally to all recipients to stay within available funding. *Additional funding for this program may be made available at a later date.*

C Corporations traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange, and businesses owned in whole or majority owned by such a publicly traded corporation are excluded from eligibility. Businesses currently in bankruptcy proceedings, businesses that do not intend to be in business after 2020,

businesses with more than 50 full-time employees, and marijuana related businesses are not eligible to apply. Please answer all questions on this application accurately and honestly. Knowingly providing false information on this application is considered a class A misdemeanor and would be subject to criminal prosecution.

**Applications are due by 5p.m. July 10, 2020.**

Name of Person Completing Application:	
Applicant Phone:	Applicant E-mail:
Business Name:	
Business Billing Address:	
Business Physical Address:	
Entity Name:	

HAINES BOROUGH BUSINESS LICENSE NUMBER: \_\_\_\_\_

FOR NONPROFITS HAINES BOROUGH NONPROFIT EXEMPTION NUMBER \_\_\_\_\_

Type of business:

- Sole proprietorship  Partnership  LLC  S Corporation  C Corporation
- Non-profit corporation  Other, please list: \_\_\_\_\_

BUSINESS OWNER(S): Please provide a name, phone number and email address for any person who owns 50% or more of the business:

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Is any owner (without limitation as to the percent owned) of the business an employee of the Department of Commerce Community and Economic Development or a member of the Haines Borough Assembly?

Check One: Yes No

Is the business predominately operated in the Haines Borough?

Check One: Yes No

Does the business have 50 or fewer full time employees?

Check One: Yes No

IMPACT OF COVID-19 TO YOUR BUSINESS: Provide a description of the effect COVID-19, including health mandates, had on your business or nonprofit (e.g. lost revenue, laying off employees, closure, increased costs to comply with health mandates, etc.) and the **dollar amount of estimated loss or cost.**

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Please select all the COVID-19 disaster assistance through local, private, state or federal programs that you have applied for and how much you have received (or been approved to receive to date).

AK Cares Grant \_\_\_\_\_  Economic Injury Disaster Loan \_\_\_\_\_

Paycheck Protection Program \_\_\_\_\_  Other Grants \_\_\_\_\_

Office Use Only

Application #: \_\_\_\_\_

An applicant that has received any other grant or forgivable loan may be asked to provide documentation that a Haines Borough Small Business Emergency Grant is still necessary to sustain business operations.

TOTAL AMOUNT REQUESTED AS PART OF THIS APPLICATION. \_\_\_\_\_ Grant request cannot exceed the applicable grant amount from the chart on page one of this application based on the gross revenues of the applicant. The grant also cannot exceed the amount of losses or costs listed above. Losses or costs should not be included if they have been paid by another grant listed above.

DESCRIBE HOW THE FUNDS REQUESTED FROM THE HAINES BOROUGH SMALL BUSINESS EMERGENCY GRANT PROGRAM WILL BE USED. (Please be specific, including dollar amounts and timelines.)

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DOES THE APPLICANT INTEND TO REMAIN IN BUSINESS INTO 2021?

Check One:  Yes  No

PLEASE INCLUDE ANY ADDITIONAL INFORMATION THAT YOU BELIEVE SHOULD BE CONSIDERED AS PART OF THIS APPLICATION THAT WAS NOT SPECIFICALLY ADDRESSED IN A PREVIOUS QUESTION.

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- Attach a copy of any increased expenses directly related to COVID-19.
- If applicant is a local nonprofit, attach your 2018 or 2019 990. If the nonprofit operates both inside and outside of Haines also attach the board approved 2019 budget for Haines operations.

NOTICE

1. Applying for a Haines Borough Small Business Emergency Grant DOES NOT GUARANTEE award of funding. All and any award will be based on funds available.
2. The Applicant agrees that the Haines Borough will be held harmless from any claims arising from the application. The applicant waives and releases any claim arising out of or relating to the application that it may have against the Haines Borough.

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Office Use Only

Application #: \_\_\_\_\_

3. It is the sole responsibility of the Applicant to determine or to seek independent advice to determine the tax implications to the Applicant and its owners.
4. I have read and reviewed the guidelines outlined in this application and I understand and agree that my application and proposed use of funds complies with the guidelines and that the Applicant will comply with the guidelines.
5. I understand that receipt of funds from the borough may preclude me from applying to the state grant program (if you believe you are entitled to funds under both programs, you should apply to the state first because receipt of state funds does not preclude later receipt of borough funds).
6. I understand that if I do not agree with the decision of the Haines Borough regarding my application I can appeal the decision to the Haines Borough Assembly within 30 days.
7. I understand that the Borough may inspect the applicant's 2019 and any 2020 sales tax returns to determine eligibility.
8. If a grant is awarded, the applicant will be required to submit a completed W-9 and enter into a grant agreement prior to receipt of funding.
9. I understand that the application and award relating to the Haines Borough Small Business Emergency Grant program may be subject to disclosure under Haines Borough Code § 2.64.040.

Please confirm that you have read and understand these nine notices.

Yes, I understand the nine notices above.

**CERTIFICATION**

By putting my name in the space below and submitting this application, I certify that all the information provided in this application is true and accurate. I agree to assist the Haines Borough in verifying any information provided in this application and to provide additional information, if requested.

I have read and understand this application. I am authorized to complete and submit this application on behalf of the Applicant. I verify that the statements contained herein are true, accurate and complete. I acknowledge that false and inaccurate statements made on the application are grounds for immediate rejection of the application and may subject me to criminal prosecution.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Call 766-6400 or email [cares@haines.ak.us](mailto:cares@haines.ak.us) if you have questions. Submit completed applications on or before Friday July 10 at 5pm to the Haines Borough Administrative Office or to [cares@haines.ak.us](mailto:cares@haines.ak.us)

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Office Use Only

Application #: \_\_\_\_\_



June 1, 2020

Dear Ms. Hill,

We are writing to ask that your city consider including Airlift Northwest in your allocation of CARES Act funds. As an entity of UW Medicine that functions like a not for profit, we are ineligible for the majority of the relief programs that are available to for-profit companies. This is why we have turned to the municipalities and tribes to ask for help.

Airlift Northwest has been serving the communities of Southeast Alaska for over 37 years, including establishing a base in Juneau over 25 years ago. We began after a tragic house fire in Sitka claimed the lives of three children. Dr. Michael Copass, then Director of Emergency Services at Harborview Medical Center in Seattle, created the region's first Southeast Alaska air medical transport service in 1982. Since our founding, we have flown over 120,000 patients.

Airlift Northwest is experiencing unprecedented financial challenges related to COVID-19. Our flight volume and our operating revenue are significantly down. This is directly related to COVID-19. Between social distancing, hunker down directives, and people avoiding the hospital out of fear of COVID-19 exposure, ER usage is down significantly around the country. In addition, elective surgeries have been postponed. These factors have led to a significant decrease in demand for medevac services.

With the loss of the tourism sector for the 2020 season, the decline in flight volume and revenue will be even more significant. In order to mitigate the loss of flights and revenue, Airlift is planning to relocate the PC 12 turboprop to Washington State. Unfortunately this negatively impacts the smaller communities that cannot be accessed by jet and limits their medevac options.

**Communities affected by the loss of the PC-12:**

- Skagway
- Hoonah
- Kake
- Haines (minimal jet access)
- Klawock (day time operations only)
- Craig (day time operations only)

With grant funding Airlift Northwest will be able to mitigate the expense of keeping the PC 12 turboprop in Alaska. In the event of a COVID-19 outbreak this allows us to access the communities not accessible by jet and transport suspected or confirmed COVID-19 patients using the ISO-POD (specialized patient isolation transport pod). By using the ISO-POD, we



reduce the risk of exposure to our nurses, pilots and our partners in the communities we provide services to.

Our goal is to continue to provide critical care medevac services and education to pre-hospital and hospital providers in Southeast Alaska. With \$2.5 million in grant funding Airlift Northwest will commit to keeping the PC 12 turboprop in Alaska through the end of 2020. This will keep four pilot positions in Southeast Alaska and four nursing positions to staff the PC 12. It will give Hoonah, Skagway, Kake, Haines, Klawock, and Craig increased access to medevac services.

Airlift Northwest has received a verbal pledge of \$1 million dollars and is asking communities and tribes throughout Southeast to come together and each contribute a portion to keep Airlift's PC 12 turboprop servicing the region. In addition to keeping the PC 12 aircraft in Alaska, Airlift Northwest will continue to look for ways to support the communities in Southeast. We can provide education, as well as, share protocols, policies and insights in preventing the spread of COVID-19.

We greatly appreciate any financial contribution the city of Haines can allocate to support Airlift Northwest keeping the PC 12 turboprop in Alaska. I have enclosed a list of benefits to keeping this aircraft in Alaska and providing services to your community. I also included a list of other ways our organization is mitigating expenses during this difficult time. Thank you for your consideration.

Sincerely,

Kara Hollatz  
Outreach Coordinator

Enclosures



### **Benefits to funding and keeping Airlift NW in Alaska:**

- Airlift has partnered with Juneau’s Fire Department, CCFR, and we are happy to be able to offer the ISO-POD (a transport isolation pod) to the smaller communities in Southeast Alaska. This technology adds an additional layer for preventing the spread of the virus during transport.
- If there is a surge in COVID-19 cases, Alaskan’s will benefit from having multiple medevac services.
- If clinics or hospitals are having a difficult time getting a patient accepted into Harborview Medical Center, Airlift Northwest can help to facilitate acceptance as we are a part of the University of Washington Medical System.
- As an extension of University of Washington Medical System, Airlift NW is able to bring a flying ICU to patients two to three hours before they arrive at a larger hospital.
- Airlift has the ability to initiate, continue or expand the delivery of antibiotic therapy. These medications include: ceftriaxone, cephazolin, clindamycin, vancomycin and Zosyn. This allows the capability to provide broad spectrum coverage. Early administration of antibiotics saves lives.
- Airlift is the only medevac provider in Alaska that offers two units of packed red blood cells (PRBCs) and two units of liquid plasma. This allows us to provide lifesaving care, without depleting a communities own blood supply. Research has proven that administering these products en-route can help increase patient survival by 10%.
- Airlift is also the only medevac provider in Alaska that utilizes the two nurse model of care. Our flight crew is made up of two highly trained critical care nurses, which allows us to maintain or expand on the care they are already receiving during transport. Airlift NW also employs pediatric critical care nurses.
- UW Medicine is the teaching institution for the WAMI region. Doctors in our fellowship program do rotations in rural Alaska. Airlift NW also does ride-alongs for medical and nursing students.
- As part of our mission to share expertise our medical directors and nursing staff have provided free education throughout Southeast Alaska for many years. This encompasses EMS and hospital practice. They have given talks for credits on a variety of pertinent issues including the following:
  - Participant in Southeast Regional EMS Symposium
  - Approach to the Crashing Neonate
  - Tips and Tricks for Pediatric Resuscitation
  - Adult Complaints in the Pediatric Patient
  - Trauma Cases and Chest Trauma Skills
  - Uncommon Trauma Cases and Considerations for Initial Management
  - Pills, Poisons, and Smoke: Practical Toxicology for the Provider



**What Airlift Northwest and UW Medicine are doing to mitigate expenses:**

- Currently Airlift has three aircraft to service Alaska: two Lear jet 31A's and one PC 12 turboprop. In order to mitigate the loss of flights and revenue, Airlift is planning to relocate our PC 12 to Washington State.
- Reduction of compensation for senior leadership.
- System-wide expense reductions that support more "lean" operations.
- Postponement of non-mission critical expenses.
- Limiting new recruitments to positions of critical importance and postponement of non-mission critical expenses.
- Professional staff and classified non-union team members throughout the UW Medicine, including Airlift Northwest are being furloughed. Our nursing staff have volunteered furlough time to assist in mitigation of expenses.

*Airlift Northwest is a Washington state tax exempt entity of University of Washington Medicine that functions like a not-for-profit.*



CENTRAL COUNCIL  
*Tlingit and Haida Indian Tribes of Alaska*

Office of the President • Edward K. Thomas Building  
9097 Glacier Highway • Juneau, Alaska 99801

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June 10, 2020

Dear Economic Stabilization Task Force,

Central Council of Tlingit & Haida Indian Tribes of Alaska (Tlingit & Haida) has pledged one million dollars in grant funding to Airlift Northwest to support keeping their PC 12 turboprop in Alaska. As UW Medicine's provider of medevac services, Airlift Northwest provides an essential service to the region. With the recent increase in cases, Tlingit & Haida wants to ensure that the people of Southeast are prepared and have the resources in place in the event of a COVID-19 surge. Having a range of medevac options in the event of an outbreak could be critical. If Airlift Northwest moves their PC 12 turboprop out of Southeast Alaska, it will limit the medevac options to all of the communities of the region particularly those with limited or no jet access. Some of the patients from these communities come to Juneau for care at Bartlett Regional Hospital.

In addition, Airlift Northwest has recently acquired an ISO-POD that can be used to transport suspected or confirmed COVID-19 patients. This technology adds an additional layer of protection for preventing the spread of the virus during transport. In the event of a COVID-19 surge in Southeast Alaska, having multiple medevac options and the ISO-POD available will be beneficial to all of Southeast.

Tlingit & Haida requests that the Economic Stabilization Task Force recommend that Juneau match our one million dollar grant to Airlift Northwest. This will keep their PC 12 turboprop in the region and help ensure our communities have the infrastructure in place in the event of an emergency.

On behalf of Tlingit & Haida, Gunalchéesh/ HÁw'aa, thank you for your consideration. Should you have any questions, please contact my office at 800.344.1432 or [rpeterson@ccthita-nsn.gov](mailto:rpeterson@ccthita-nsn.gov)

Sincerely,

Richard J. Peterson,  
President



1801 Salmon Creek Lane Juneau, AK 99801  
(907)586-2434 FAX (907)586-2446

Taylor Dunn MD  
Dorothy Hernandez MD  
Kacy Herron MD  
Danny Kim MD  
Anya Maier MD  
Luke Mather MD  
Joe Roth MD  
Don Schneider MD  
Richard Welling MD  
Priscilla Valentine MD  
Robert Urata MD  
Rachel Gladhart CNM  
Matt Jones FNP  
Sarah Sjostedt FNP  
Rebecca Young FNP

June 16, 2020

Dear Members of the Assembly,

Prior to Airlift Northwest bringing medevac to Southeast Alaska, patients would book multiple seats on Alaska Airlines and the physician and/or nurse would accompany them. After a tragic house fire in Sitka claimed the lives of three children, Dr. Michael Copass, then Director of Emergency Services at Harborview Medical Center in Seattle, created the region's first air medical transport service in 1982. Dr. Copass and the University of Washington did this not to make a profit, but to ensure that patients received the care they needed.

Dr. Copass's spirit of innovation continues on through Airlift's efforts to provide the people of Southeast Alaska with exceptional care. They are the only medevac provider that carries blood products and utilizes two critical care nurses during transport. In addition, Airlift Northwest has recently acquired an ISO-POD that can be used to transport suspected or confirmed COVID-19 patients. This technology adds an additional layer for preventing the spread of the virus during transport. In the event of a COVID-19 surge in Southeast Alaska, having multiple medevac options and the ISO-POD available will be beneficial to Juneau and the surrounding communities.

Please support Airlift Northwest receiving an allocation of CARES Act funds. Funding will allow them to keep their PC 12 turboprop in Alaska. Our community has benefited for over 37 years from Airlift Northwest providing medevac services to the region. During this unpredictable time maintaining our medevac infrastructure is more important than ever.

Sincerely,

Bob Urata, M.D.

June 3, 2020

To Whom It May Concern:

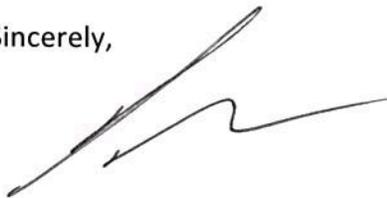
SouthEast Alaska Regional Health Consortium (SEARHC) provides medical services throughout Southeast Alaska. Many of our clinics are not accessible by jet and on occasion require a turboprop aircraft to medevac patients to definitive care.

Airlift Northwest has a second call contract with SEARHC and provides medevac services when Guardian is unavailable to transport patients. If Airlift Northwest moves their PC 12 turboprop out of Southeast Alaska, it could negatively impact our clinics in Hoonah, Kake, Haines, Klawock and Craig by reducing their medevac options or requiring them to accept longer estimated time of arrivals.

Airlift Northwest has recently acquired an ISO-POD that can be used to transport suspected or confirmed COVID-19 patients. This technology adds an additional layer for preventing the spread of the virus during transport. In the event of a COVID-19 surge in Southeast Alaska, having multiple medevac options and the ISO-POD available will be beneficial to Juneau and the surrounding communities.

Airlift has provided medevac services to the region for 37 years. Please consider allocating CARE Act funds to Airlift Northwest so their PC 12 turboprop can continue to provide medevac services to Southeast Alaska.

Sincerely,



Charles Clement  
President and Chief Executive Officer

June 9, 2020

Dear Economic Stabilization Task Force,

Juneau Emergency Medical Associates (JEMA) provides physician services to the Bartlett Regional Hospital Emergency Department. JEMA physicians have worked collaboratively with Airlift Northwest nurses for over 37 years to provide critical care to members of the Juneau community. Airlift provides an important medevac service and JEMA supports them receiving an allocation of CARES Act funds to keep their PC 12 turboprop in Southeast Alaska.

Airlift Northwest has recently acquired an ISO-POD that can be used to transport suspected or confirmed COVID-19 patients. This technology adds an additional layer for preventing the spread of the virus during transport. In the event of a COVID-19 surge in Southeast Alaska, having multiple medevac options and the ISO-POD available will be beneficial to Juneau and the surrounding communities.

Please support Airlift Northwest receiving an allocation of CARES Act funds. Funding will allow them to keep their PC 12 turboprop in Alaska, as well as, their nurses and pilots. This aircraft allows them the ability to transport bariatric patients and two patients at a time. It also allows them to reach the smaller communities, which often call on Airlift to transport patients to Bartlett Regional Hospital.

Sincerely,



Dr. Lindy Jones  
Medical Director  
Juneau Emergency Medical Associates



# 11C2c

ONE SEALASKA PLAZA, SUITE 200 • JUNEAU, ALASKA 99801  
TEL (907) 586-1325 • FAX (907) 463-5480 • WWW.AKML.ORG

Member of the National League of Cities and the National Association of Counties

May 20, 2020

I hope that over the last few months AML has been helpful, and that our support has contributed to the good work you've been able to accomplish during this public health emergency and economic crisis. We are committed to strengthening our support in the coming months.

AML isn't just a bystander during this period; we've definitely been impacted as an organization and expect this to continue throughout next year. Staff time has been reallocated to support members during this crisis, and we expect sponsors and other outside support to diminish.

With that in mind, and in the hope that not only can we remain a strong organization but also grow and expand to meet the additional needs of our members, we are making this additional request of you.

As you can see, we hope to shore up where we are currently impacted but also make strategic decisions that strengthen our capacity to help members during the public health emergency. We believe that this is a necessary and allowable expenditure from your CARES Act funding, which makes this request less burdensome, hopefully, during a difficult time for all of us.

Ultimately, we are sure that your investment in AML will benefit you and all members over the coming months.

Please let me know if you have questions or would like to discuss this proposal in detail.

Respectfully,

Nils Andreassen  
Executive Director



ALASKA  
MUNICIPAL  
LEAGUE

One Sealaska Plaza, Suite 200  
Juneau, AK 99801

# Invoice

DATE	INVOICE ...
5/15/2020	1

Bill To:  
Haines Borough  
P.O. Box 1209  
Haines, AK 99827

P.O. NO.	DUE DATE
	07/1/2020

ITEM	DESCRIPTION	AMOUNT
COVID-19 Response	COVID-19 Supplemental Request <ul style="list-style-type: none"> <li>• Crisis Communications</li> <li>• CARES Act Counsel</li> <li>• Bookkeeping &amp; Grant Compliance</li> <li>• Increased Member Support</li> </ul>	\$9,008.00

*FY21 Membership Invoices will be sent out as usual in late June.*

**Please make check payable to:  
Alaska Municipal League**

Thank you for your prompt payment.  
Please direct any billing questions to Shawn Myers at 907-586-1325

**Total** \$9,008.00

To: Alekka Fullerton, Jila Stuart, Mayor Hill, Haines Borough Assembly  
From: The Food Security Strategy Group a Subcommittee of HEDC, Sue Chasen, Chair  
Subject: Proposal Submittal for CARES Act Funding: Food Security

The Food Security Strategy Group has been meeting every other week since mid-April. As an official HEDC subcommittee we are organized and eligible for CARES Act funding. Our mission is to “facilitate sustainable local production, harvest and distribution systems to increase reliable access to fresh, healthy and affordable foods in the Chilkat Valley.”

Thank you for considering our proposal which addresses the contribution of locally grown produce to Borough food security needs for this winter and beyond. If you have any questions, feel free to contact me at 766-2083 or [casseopeia@mac.com](mailto:casseopeia@mac.com)

## **A Rapid Plan for Contributing to Haines Borough Food Security Needs Resulting from the Ongoing Corona Virus Pandemic**

*Proposed by the Food Security Strategy Group, an HEDC subcommittee*

### Locally Grown Produce:

- Where and how do we store it?
- How much do we need?
- How much is available?
- How much can our cultivated land produce?

### Project Overview:

We will determine the potential contribution of this year’s Chilkat Valley locally grown produce to Borough food security for the winter of 2020-21. Of utmost importance is locating appropriate storage for this harvest. Equally important is forward looking by identifying and planning for significant additional storage and preservation facilities. This will enable our local growers to increase their production making our local food system more resilient. Recent publications, including “Current and Potential Economic Impacts of Locally-Grown Produce in Southeast Alaska”<sup>1</sup> and “Building Food Security for Alaska”<sup>2</sup> provide the data essential for an accurate analysis. Our findings will help position the Borough to be more secure in the event of future COVID-19 pandemic waves and other possible interruptions in delivery systems.

### Project Goals:

- To determine the best use of Haines Borough CARES-ACT funding to cost effectively provide locally grown produce in support of essential borough food security, and be positioned to respond, in the event of future COVID-19 pandemic waves.
- To forge a resilient food system that decreases dependence on outside sources, while improving access to fresh and nutritious foods as well as providing for local employment.

## Objectives and Deliverables:

1. **Inventory** current Borough, non-profit, commercial and individual owned space as potential food storage facilities. Draft preliminary design parameters for renovations or new construction to allow year-round food access. Provide alternative storage options for both short or long term. Propose the equipment and infrastructure important for the preservation of a variety of both cultivated and foraged foods. *(Note: Securing ample storage is essential for local growers to plan their future crop production to provide for the community in future growing seasons).*

2. **Quantify** the amounts of ten critical fresh locally produced foods<sup>1,2</sup> essential to feed the borough population. Determine the necessary acreage to produce the predicted amounts of these crops. Use a tiered strategy that will consider the required local production needs at 25%, 50%, 75% and 100% interruption of essential imported food.

3. **Calculate** the quantity of locally grown fall 2020 harvest to secure or purchase and store for use by those residents most severely impacted economically by the pandemic for winter 2020-21.

4. **Determine** the criteria and support necessary to ensure a successful Haines Farmer's Market. Design plan components so that vendors can continue generating income from farming and home-ventures impacted by the COVID pandemic.

5. **Evaluate** costs for essential equipment and supplies. Identify necessary resources, organizations, personnel and staff.

6. **Report** on best practices from other Alaska communities addressing local produce as a supplement to food security issues.

Timeline:	July 1:	Funds available
	July 1 - 7:	RFP for contractors
	July 13:	Contractor hired
	Aug. 31:	Final Report

## Budget and Personnel:

Project Manager	Sue Chasen, Chair Food Security Strategy Group (HEDC subcommittee)	Unpaid volunteer
Principal Investigator	140 hours (\$40/hr) Local Contract	\$5600
Research Assistants	140 hours (\$30/hr) Local Contract	\$4200
Mileage	@ \$0.50/mile	\$400
Supplies		\$1000
Administrative costs	8%	\$896
Total	Not to exceed	\$12,096



P.O. Box 385 • Haines, AK 99827 • Phone: 907-766-2476 •

Fax: 907-766-2478

E-mail: [kari@seakfair.org](mailto:kari@seakfair.org) • Website: [www.seakfair.org](http://www.seakfair.org)

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July 7, 2020

Honorable Mayor and Assembly People of Haines, Alaska—

Attached is our current economic impact statement for the Southeast Alaska State Fair. As you can see, continuous wise management of our 42 acres enjoyed by a large cross section of the community and talented event production for the past 52 years has resulted in a major economic driver for the Haines Borough.

The fair is generally allocated \$20,000 in the Borough budget. This is a small investment in what amounts to over \$150,000 in direct sales tax revenues from our local merchants who do millions of dollars of business and rely on our destination weekends for their annual income. We are requesting that you revisit our traditional allocation as the new influx of Cares Act money gives you more flexibility for the annual budget. To date we have been left out of the 2021 budget all together.

Currently our Director has gone to half time, and we are keeping a maintenance crew employed. The forty acres we steward are being used daily by the community. The reverse parade was held in our parking lot for the Fourth of July. The weekly Farmer's Market is popular. The community garden is planted and tended. The Disc golf course and volleyball are being used, and children play on the playground equipment daily. Dalton City is open for business with a popular restaurant, bakery, ice creamery and more. The facility may be able to play a strategic role in the food security movement.

We have lost \$350,000 in revenues due to this year's cancelled events, a 77% decrease in our annual income. In order to continue to provide services to Chilkat Valley residents, we need to keep staff in place. **We ask you to allocate us a minimum of \$20,000 in this year's budget.**

While we are a 501C-3, we are one of the most significant economic drivers in the Chilkat Valley. The three destination weekends that the Southeast Alaska State Fair hosts do not rely on the temporarily crippled cruise ship industry, and they provide jobs and income for many of our residents. Your investment will enable us to put on these events in 2021, truly an economic engine for the city of Haines. As importantly you will be supporting a valuable community resource popular right now during the pandemic.

Director Kari Johnson can be contacted at [kari@seakfair.org](mailto:kari@seakfair.org). Thank you for your consideration of our venerable institution, the Southeast Alaska State Fair, where community has been happening for 52 years.

Respectfully submitted,

The Board and Staff of Southeast Alaska State Fair, 907-314-0981



P.O. Box 385 • Haines, AK 99827 • Phone:  
907-766-2476 • Fax: 907-766-2478  
E-mail: [kari@seakfair.org](mailto:kari@seakfair.org) • Website:  
[www.seakfair.org](http://www.seakfair.org)

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## **Southeast Alaska State Fair, Inc. Economic and Social Impact Statement**

**Mission:** Southeast Alaska State Fair, Inc. enriches community by hosting celebrations of heritage, creativity and social exchange.

Southeast Alaska State Fair, Inc., is a 501(c)(3) organization based in Haines, Alaska, serving residents of Southeast Alaska and the Yukon for 52 years. Southeast Alaska State Fair is an organization that hosts several regionally significant events throughout the year and manages a 42-acre property for community use. The two major events of the Southeast Alaska State Fair organization are the annual Great Alaska Beer Festival held in May and Southeast Alaska State Fair held in July. Additionally, the Fair rents facilities and provides event support to organizations and individuals for activities such as wedding receptions, nonprofit fundraisers, and regional conferences.

### **ECONOMIC IMPACTS**

- 3 Full-time employees, 4 part-time and 4 employees specifically the Fair.
- Haines Borough Population is **2,472** (2018)

#### *Beer Festival Community Spending*

- 2019-local spending **\$19,265 (expenses paid by SEAK Fair in community)**
- Admissions: Total of **1900** tickets were sold for the Beer Festival Dinner & Festival itself. Of those tickets sold in 2019 **87%** were for individuals out of town. Canadian tickets holders made up **57.70%**. And other Southeast Communities made up **18.38%**.
- Recent economic study estimated that the average overnight visitor spends a little more than **\$100** per day in Haines. If you estimate **1600** out of town people attending that is about **\$320,000** in spending and roughly **\$26,560** in sales tax for the **two day event**.

## *Fair Community Spending*

- 2019-**\$76,180 (Fair expenses paid by SEAK Fair)**
- Admission: Total of **5,224** passes were sold in 2019. More than doubles the population of Haines. This includes daily admission, 4-day passes, and family passes. Total admittance throughout the 4-day event ranges **11,500-14,000**.
- Recent economic study estimated that the average overnight visitor spends a little more than **\$100** per day in Haines. If you estimate only **3,000** out of town people attending that is about **\$1.2 million** in spending and roughly **\$100,000** in sales tax
- Total number of vendors involved is **41** (food & non-food vendors)
- Entertainment **27 groups** in 2019
- Over **200 volunteers!**

## Exhibit Hall

- **524** entries in 2019
- **15** communities: Angoon, Craig, Prince of Whales, Gustavus, Haines, Klukwan, Hoonah, Juneau, Kake, Ketchikan, Petersburg, Skagway, Sitka, Wrangell and Whitehorse.

## **EVENT SUCCESS PROMOTES TOURISM AND A DIVERSE LOCAL ECONOMY**

Over the years, successful Fair events have built the reputation as “events worth traveling for,” thus providing an important regional tourism draw to Haines. Gate receipts at the Southeast Alaska State Fair have increased an average of 4% annually since 2010, with record setting gate receipts in 2019. 1,900 tickets are sold to the Beer Festival and Dinner with more than 1,600 those attendees from out of town. Increased visitation is a strong boost to the local economy with many restaurants, lodging, grocery and other businesses informally reporting Fair and Beer Fest weekend as their busiest of the year.

## **SOCIAL IMPACTS**

Since its incorporation, the Fair has expanded its role in the region and in the community of Haines. In addition to the annual fair event, the SEAKSF works with the community of Haines to improve quality of life year-round by hosting several community events, including Spring Fling (music and games for the whole family), the Great Alaska Craft Beer and Home Brew Festival, and the Haines Fishermen’s Community Free Salmon BBQ following the Klwane to Chilkat International Bike Relay. These events encourage tourism to our community and make Haines a destination for Yukoners and Southeast Alaskans.

The Fair also provides Little League Baseball fields, an 18-hole frisbee golf course, a playground, and Raven’s Arena, which in the winter is used as a hockey rink. The Fair rents its facilities for community events and commercial enterprises. The Haines Farmer’s Market is held weekly during the summer. The Fairgrounds is also home to the Community Garden which is more important than ever as we strive for food autonomy in the valley.

Fair events are part of the fabric of our community, and help make Haines a vibrant, fun place to live. New residents have cited the Fair event as one of the reasons they decided to move to Haines. Arts, culture and recreation opportunities are integral to local quality of life, and along

with jobs, schools, and other services, are a factor in attracting and retaining new residents. Arts opportunities such as concerts, exhibiting, puppet shows, vending, participating in the Fair's regional talent show or wearable art show encourage local residents and regional residents to develop arts skills that can be marketable.

Fair events have over 200 volunteers that help out during the 4-event and prior and post event. These volunteers help in every aspect including but not limited to front gate, exhibit hall, mid-way, exhibit superintendents, town representatives and more. Southeast Alaska State Fair is a place where people can connect, put aside their differences and enjoy our spectacular Chilkat Valley.

***Southeast Alaska State Fair, Inc., where community happens.***



# Memo 11C3

Date: 07/01/20  
To: Haines Borough Assembly, GASC  
From: Carolann Wooton, EOC Commander  
RE: GAS Committee Information Request

Dear GAS Committee Members,

On June 22, 2020 the GAS Committee requested information from the EOC on asymptomatic testing of travelers to Haines.

The importance of offering some level of asymptomatic testing is supported the fact that two of the three confirmed cases in Haines were caught through asymptomatic testing. Both of the asymptomatic patients in our community are under 40 years old. Nationally, the younger demographics have been the most likely to have few to no symptoms and tend to be socially active. Catching them early is the best method for slowing the spread in our community.

The State of Alaska has recently clarified their position that state issued vouchers are not to be used for travelers in the state of Alaska. We can use the funding granted from CARES ACT to help cover this gap in service, by offering voluntary testing to Alaskan's traveling into Haines from other regions of the State.

An MOU with SEARHC is the mechanism to bring this testing to Haines. Without an MOU SEARHC in Haines is unable to perform asymptomatic testing. The recommendation is to offer voluntary testing to anyone coming into Haines from other parts of Alaska, who would like to test out of our recommended 14 day quarantine.

The EOC could create a voucher similar to the State voucher as a way to authorize an individual to test. With an MOU in place, we can work with SEARHC to schedule testing. The asymptomatic testing will be made available until the \$100,000 dedicated for this purpose is expended. When funds are expended, the program will be suspended until/if funding is re-established.

Thank you for helping us keep Haines safe.

**COVID-19 TESTING AGREEMENT  
BETWEEN  
SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM  
AND THE  
HAINES BOROUGH**

This Testing Agreement (Agreement) is by and between the Southeast Alaska Regional Health Consortium (SEARHC), whose address is 3100 Channel Drive, Suite 300, Juneau, Alaska, 99801, a [Name of Employer] (name), whose address is [address line 1], [City], Alaska, #####.

**Background and Purpose.**

SEARHC is a tribal health organization that provides comprehensive health care services throughout Southeast Alaska. SEARHC provides such services under the Alaska Tribal Health Compact and Funding Agreements with the Secretary of Health and Human Services as authorized by Title V of the Indian Self-Determination and Education Act of 1975, as amended, 25 U.S.C. §§ 5301-5423 (ISDEAA).

[Employer] is a [description of other party].

This Agreement is necessary due to the novel coronavirus (COVID-19) global pandemic. In order to ensure the safety of the communities SEARHC serves and to mitigate the spread of COVID-19 throughout Southeast Alaska, the Parties wish to enter into this Agreement for SEARHC to test [Employer's] employees before they return to the workplace and for [Employer] to pay for such testing.

NOW, THEREFORE, the Parties agree as follows:

**1. COVID-19 Testing Services.** SEARHC will test any employees sent by [Employer] to SEARHC's facilities to determine if they are currently infected with the COVID-19 virus, so long as the employees have signed a Consent to Release Test Results to Employer and Waiver of Claims against SEARHC in the form attached as Exhibit A. SEARHC has the absolute discretion to choose the brand and type of test(s) used based on available supplies and other patient demands, as well as any guidance currently in effect issued by the Food and Drug Administration or Centers for Disease Control and Prevention. Employer may request details about the type of testing used by SEARHC as necessary to meet its obligations under the Americans with Disabilities Act and guidance from the U.S. Equal Employment Opportunity Commission for mandatory employee testing. SEARHC may interpret the test samples in-house or send the samples to outside labs for interpretation. [Employer] understands that test results may not be made available immediately after the test is performed and may take up to **3** days to arrive.

**2. Confidentiality and Release.** SEARHC must comply with all applicable confidentiality and privacy laws and regulations that protect patient health information and other individually identifiable information. SEARHC will only perform tests under this agreement on employees who

have signed a consent to release test results to **Employer** and waiver of claims against SEARHC in the form attached as Exhibit A.

### **3. Financial Terms.**

**3.1** **Employer** agrees to pay \$175.00 for each test administered to **Employer's** employees. **Employer** will pay such sum regardless of whether employees have health insurance or alternate resources that may be responsible for such testing. SEARHC will not bill the employees or any other responsible third-party other than **Employer** for the administration and interpretation of such test.

**3.2** This Agreement is not intended to establish an employer-employee relationship, joint venture, or partnership, either expressly or by implication, and shall not be construed or interpreted otherwise.

### **4. Cooperation.**

**4.1 Generally.** Both Parties shall designate a representative as Primary Contact for purposes of this Agreement. In the event the Primary Contact changes, the party shall provide the other party with written notice within ten days (10) of the change. The Parties agree to communicate openly and completely about issues that may affect the quality or efficiency of the Services.

**4.2 Assistance with Litigation or Claims.** To the extent claims are made by a third-party or litigation is initiated relating to the Parties' performance of its obligations under this Agreement, the Parties agree to cooperate in responding to such claims, including to make its employees available to testify as witnesses or to make itself otherwise reasonably available to the other Party.

### **5. Term and Termination.**

**5.1 Term.** The initial term of this Agreement is from \_\_\_\_\_, until \_\_\_\_\_, unless terminated earlier as provided elsewhere in this Agreement.

**5.2 Termination for Convenience.** This Agreement may be terminated for convenience by either Party at any time upon written notice to the other Party. In the event a Party terminates the Agreement for convenience: upon receipt of the Notice of Termination, the Party receiving Notice of Termination will promptly discontinue all contractual performance, unless the Notice provides for a later effective date.

**6. Notices.** Any Notice required to be given under this Agreement shall be delivered by hand or mail to the Parties at their respective addresses. Notice shall be deemed effective upon receipt.

SEARHC Attn: Vice President/Chief Legal Officer 3100 Channel Drive, Suite 300 Juneau, AK 99801	[Employer] [address]
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**7. Legal Liability.**

**7.1** Each party shall be responsible for claims, losses, damages and expenses, which may arise out of negligent or wrongful acts or omissions of that party or its agents or employees, acting within the scope of their duties in the performance of this Agreement.

**7.2** Notwithstanding Section 7.1, SEARHC is a tribal organization performing functions under a contract with the United States authorized by the Indian Self-Determination and Education Assistance Act, 25 U.S.C. §§ 5301-5423. Consequently, SEARHC is deemed to be part of the Department of Health and Human Services while carrying out any such contract, and its employees are deemed to be employees of the Public Health Service while acting within the scope of their employment in carrying out the contract. As such, they are protected from civil liability by various federal laws, including 25 U.S.C. §§ 5321(d), 1680c(d), section 314 of Public Law 101-512, and the provisions of the Federal Tort Claims Act (28 U.S.C. 1346(b), 2671-2680), including its defenses and immunities, will apply to SEARHC. In performing its responsibilities under this Agreement, SEARHC is acting as the arm of its member federally-recognized Tribes, and shares in the Tribes' sovereign immunity from unconsented suit. Nothing in this Agreement shall be construed to prejudice SEARHC in any way or waive any of SEARHC's rights or privileges pursuant to federal law, including the full protection and coverage of the Federal Tort Claims Act, including its defenses and immunities, nor does it waive SEARHC's or its member Tribes' sovereign immunity from suit, nor does it waive any rights pursuant to the Indian Self-Determination and Education Assistance Act, 25 U.S.C. §§ 5301-5423, as amended.

**7.3** Notwithstanding Section 7.1, SEARHC hereby disclaims any and all warranties, express or implied, relating to the COVID tests administered pursuant this Agreement, including the potential for false positives or false negatives that may result from these tests.

**8. Amendments/Modifications.** This Agreement may be amended only in writing executed by the Parties.

**9. Integration.** This Agreement incorporates and supersedes all prior Agreements by the Parties on the matters contained herein.

**10. Assignment.** This Agreement may not be assigned, sold, transferred, or encumbered by either Party without the prior written consent of both Parties. Such consent may be withheld for any reason or no reason. Any attempts to assign this Agreement without consent shall be null and void, and the Agreement shall terminate.

**11. Force Majeure.** Each Party shall not be liable for its respective failure to perform any of its obligations under this Agreement if prevented from performing such obligation by a cause beyond its respective reasonable control which by the use of due diligence of SEARHC or



**From:** [Alekkka Fullerton](mailto:Alekka.Fullerton)  
**To:** [Alekkka Fullerton](mailto:Alekka.Fullerton)  
**Subject:** Biomass Project  
**Date:** Thursday, July 09, 2020 2:26:07 PM

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**From:** Taylor Asher [<mailto:TAsher@akenergyauthority.org>]

**Sent:** Wednesday, July 1, 2020 11:32 AM

**To:** Carolann Wooton <[cwooton@haines.ak.us](mailto:cwooton@haines.ak.us)>

**Cc:** Karin T. StClair <[kstclair@akenergyauthority.org](mailto:kstclair@akenergyauthority.org)>

**Subject:** Biomass Project

**EXTERNAL EMAIL: Do not open links or attachments unless you recognize the sender and know the content is safe.**

Good morning Carolann,

As project manager of the Haines Biomass project for the Alaska Energy Authority, I am requesting that you suspend all further expenditures of grant funds until the Haines Borough can provide a clear path forward to complete the project per the original scope. It is my understanding that the Borough may wish to end the project and return the funds, if this is the case please submit a written request to the Alaska Energy Authority to close the project. If you would like to sell assets purchased with funding from the grant, please refer to Section B1 #13 in your grant agreement.

**B1 #13 Ownership of Facilities**

**The Grantee shall assume all liabilities arising from the ownership and operation of the Project. Grantee will not sell, transfer, encumber, or dispose of any of its interest in the facilities constructed with this grant funding during the economic life of the project without prior written approval of the Authority.**

Please submit a formal request if this how you choose to proceed. This will then be reviewed and approved or denied by our Executive Director.

The Haines Borough is requested to respond with their intentions in the next 30 days. I have copied Karin St. Clair as she is our grants manager.

Please let me know if you have any questions.

Best,

Taylor Asher  
Alaska Energy Authority  
813 West Northern Lights Blvd.  
Anchorage, AK 99503  
Office: 907-771-3903  
Cell: 907-355-5351



# Memo

Date: January 15, 2020

To: Debra Schnabel, Manager

From: Ed Coffland, Public Facilities Director

Re: The Haines Biomass Project

## 1. Project Interest

There is a great deal of interest from Haines School, HEDC, AEA, Southeast Conference and United States Forest Service for a biomass project to be completed in Haines. Installation of a biomass project in Haines has long held the support of AEA and the USFS, as can be seen by the length of time they have extended on the original grants to allow Haines every opportunity to build a biomass facility.

Southeast Conference, (by invitation from AEA) recently engaged with the Borough to discuss possible funding sources, and have indicated an interest in coming to Haines in February along with other stakeholders to discuss the biomass project and to help generate support in the community.

HEDC would like to see a renewable energy project that helps to move the community away from oil while providing potential for creating a small business opportunity. Their vision of the project all along has been two-fold; reducing reliance on oil as a variable and high-impact fuel and to utilize a local biomass resource in the Haines State Forest, which in turn creates a business opportunity and local jobs.

## 2. Financial Status:

The project to install a wood-chip fired boiler and heat distribution system has been languishing for the past few years due to the challenges that we have experienced in funding. The project was initially subsidized in 2014 by an Alaska Energy Authority (AEA) grant of \$1,237,400 for biomass projects and a US Forest Service grant of \$250,000 for engineering and design of a boiler project. Some AEA funds have been used to install pellet boilers in Borough facilities. The USFS grant has paid primarily for design of the boiler project to distribute heat to the swimming pool, school facilities including Voc Ed, library and administration building on Second Avenue.

Current funding available:

Alaska Energy Authority (AEA) funding (2014) \$ 988,000

US Forest Service Wood Innovations (2016) \$ 60,000

Total funds avail 1,048,000

The Borough has applied for a Denali Commission grant in December, but even if awarded this is unlikely to result in enough money to fund the project as it has \$1.5 M to distribute for all of 2020 and the entire State.

Wisewood Energy completed their system design in April 2019. The total estimated buildout cost (not including any variance allowance) is as follows:

Base design (HS and Pool)	\$1,878,139
Add Alt 1 (Library/Admin)	417,554
Add Alt 2 (Vocational Ed/Garage)	<u>268,591</u>
Total	\$ 2,564,824
Funds on Hand	<u>\$ 1,048,000</u>
Shortfall	\$ 1,784,875

### 3. Project Status

Wisewood has provided final design drawings and specifications. With these documents the Borough could solicit construction bids and begin construction this spring.

### 4. Issues

Public Facilities believes that the biggest issue with the biomass project is lack of a reliable supply of chips at a cost that makes the project viable. One local logger thought that the cost for a local supply of chips would be around \$300 per ton. Wisewood estimated the cost to be \$90 per ton, but that assumed the Borough would subsidize a wood chipper. We think the real cost is somewhere in the middle, say \$120 and \$140 per ton. There is much uncertainty regarding chip supply and cost. There is also much uncertainty regarding boiler reliability and operation cost.

Table 1 compares estimated costs on chips made in Haines, chips made in POW and shipped to Haines, and wood pellets to the current cost of fuel oil. We have used \$120 per ton for chips made in Haines, but this number is uncertain. The right hand column compares cost of the various fuels as a percentage of the cost of oil.

**Table 1 – Cost Comparison of Various Fuels**

fuel type	cost factors	cost as percentage of fuel oil, %
<b>Haines wood chips</b>		
cost of chips made in Haines, \$/ton	120	
Wisewood operating costs, \$/ton	114.39	
energy content, BTU/ton	8146640	
cost per BTU, cents/BTU	0.0029	104
<b>POW wood chips</b>		
cost of chips made in POW, \$/ton	63.64	
AML shipping, \$/ton	171.44	
extra chip handling in	9.07	

Haines, \$/ton		
Wisewood operating costs, \$/ton	119.39	
energy content, BTU/ton	8146640	
cost per BTU, cents/BTU	0.0045	162
<b>wood pellets</b>		
cost, \$/ton	477	
energy, BTU/ton	15300000	
cost per BTU, cents/BTU	0.0031	113
<b>fuel oil</b>		
cost, \$/gal	3.45	
energy, BTU/Gal	125190	
cost per BTU, cents/BTU	0.0028	100

## 5. Where do we go from here?

The project does not appear to be economically viable and Public Facilities does not recommend proceeding.

If the community insists, and if Haines had a reliable source of locally made woodchips, and we had another \$830,000 to invest, then according to our calculations, oil fuel would still be slightly cheaper; however, this might be a stronger position to make for going ahead with the base project serving the school and pool. Another \$700,000 would be needed for the full buildout.

However, there is currently no source available. If the Borough were willing to purchase chips from POW for a year or two to create a demand in Haines, this might give time and opportunity for a local business to venture into producing chips. It would not be economically viable to ship chips from POW over the long term, but it might give incentive to develop a local source. Of course it may be that no local producer would come forward leaving the Borough in an awkward position.

In an effort to better define local chip availability and cost it would be possible to issue an RFP for a quantity of chips to be purchase by the Borough. We hesitate to do so knowing we are not serious about purchasing chips, but such an approach might give insight into project economies.

As an alternative Public Facilities has been looking at some other options for making use of the funding the Borough currently has for biomass. Below are a few ideas. There are likely other, better ideas as well.

- a. Purchase pellet stoves and outfit more municipal buildings with pellet boilers.
- b. Purchase as many pellet stoves as possible and provide them to the community, at no cost, with some minimum restrictions such as code compliance and safety.

There are many considerations and we are open to input that may better define the project.

FAX 766-2716



# HAINES BOROUGH

001  
**RECEIVED**  
**11C5**  
JUN 16 2020

## AGENDA REQUEST FOR ASSEMBLY ACTION

HAINES BOROUGH  
CLERK'S OFFICE

You may appear before the assembly during the "Public Comments" portion of any regular assembly meeting without making prior arrangements. However, if you want the assembly to take action on a matter, it must be on the agenda. To make a request to have an issue on an agenda, please provide the following information. (See Note below)

Name: RON JACKSON Date: 6/16/20

Name of Group Represented (if applicable) SELF

Address: P.O. BOX 961 Phone: 907-314-2046

Email Address: ronphotos@hotmail.com Fax: \_\_\_\_\_

I request to be scheduled on the Borough Assembly meeting agenda dated the 23rd day of JUNE (~~JULY~~), or as soon thereafter as possible. ~~FOR~~  
*July*  
*Per Ron's telephone call.*

Purpose of Request: TO DRAW ATTENTION TO THE ASSEMBLIES ACTIONS AND BEHAVIOR DURING THE FIRING OF THE MANAGER AND POINT OUT SOME ISSUES.

Estimated Time Required (if a presentation) 3-5 MIN.

Action you wish the Assembly to take: REVIEW THEIR ROLES AND BEHAVIOR AS RELATED TO THE MANAGER FIRING. CENSURE ASSEMBLYMAN ROGERS FOR HIS BEHAVIOR. (SEE ATTACHED LETTER)

**Note:** The deadline for agenda topics is as noted on the most current assembly-adopted Agenda Preparation Calendar, available from the Clerk's Office or at [www.hainesalaska.gov/boroughassembly](http://www.hainesalaska.gov/boroughassembly). Your request will either be placed on the next assembly agenda under "Other New Business: Requests" or will be referred by the Mayor to a committee for further development. Please be aware that we may ask for additional supportive and/or background information in order to assist the assembly in making an informed decision. The clerk will provide copies for them. Whenever possible, issues will be reviewed by the manager. Should the issue be resolved ahead of an assembly meeting, the person will have the option to decline to have it presented to the assembly.

**Return this form to the Borough Clerk's Office in the Haines Borough Administrative Office Building, 103 S. Third Ave., P.O. Box 1209, or fax: 766-2716, or email: [afullerton@haines.ak.us](mailto:afullerton@haines.ak.us).**

To Mayor and Assembly Members.

June 14, 2020

Recent events around the sudden firing of our borough manager have pointed out some dysfunctional areas in the way some members of our Haines Borough Assembly behave and operate. Specifically, Assemblyman Paul Rogers has attempted to remove the manager on his own without consultation with other assembly members. Paul has also belittled the manager in public at an assembly meeting. These actions have discredited the assembly as a whole in the eyes of the public. The assembly has been silent about these behaviors and appears to be accepting the behavior. In a press release the Borough has also attempted to shut off discussion on this matter by saying "there will be no further comment on this matter".

Here are some of the issues that I feel need addressing.

**Supervision of an employee:** The assembly is the sole supervisor of the borough manager. The Assembly, as a whole, provides direction to the manager. They also provide feedback, as a whole, to the manager during evaluations. The assembly does not manage the borough. They only manage the manager.... with one voice.

**Paul Rogers attempted to cause the manager to resign before bringing the matter before the assembly.** This essentially was a move to bypass the legitimate voices of the other 5 assembly members to achieve his personal agenda. He was acting as an individual. I understand the Mayor was also present at this meeting. Her presence and silence implied support for Rogers action. The assembly needs to ensure all members are very clear as to their supervisory role as a group and as individuals. They also need to conduct evaluations with the manager frequent enough so that matters of performance can be addressed in a proper supervisory way.

**Belittling of an employee in public.** Assemblyman Rogers also made belittling comments to the manager during a public meeting. Not feedback about some grievance or personnel matter, but a personal attack.

Two things need addressing about this behavior. One is that an assembly person should not use the assembly dais as a "bully pulpit" to vent their feelings. Any criticism of an employees behavior should be saved for personnel evaluations in private. Are assembly members aware of what it means to be a supervisor? Something to consider.

The second thing is why was it allowed?

**Conduct of meetings.** The mayors primary role in the meeting is to ensure proper conduct of meetings under Roberts Rules of Order. She also is tasked with maintaining order and decorum during the meeting.

During the belittling mentioned above, no objection was raised by the mayor. The Mayor should have reprimanded Rogers for that behavior. While the mayor is tasked with maintaining decorum and order, any assembly member could have called "point of order". By not addressing the situation, the mayor and assembly members have implicitly accepted the behavior as within their definition of appropriate. While maybe not intentional, they have enabled the behavior. A discussion of meeting conduct and roles is appropriate at this time.

I hope you will have a deep and heartfelt discussion of my comments. The credibility of the assembly has been damaged in my opinion. Will citizens feel safe in speaking before the assembly when personal attacks are tolerated? When meetings have such a low bar for decorum and respect?

In the Borough's statement to the public, it was stated; " there will be no further comment on this matter". I imagine you were acting under a lawyers advice when you made that statement. Paul Rogers actions have no doubt put the borough in a tenuous situation. But the dysfunction in the assembly that led to this event needs to be addressed. Without some serious discussion and actions that clearly state that that these behaviors will not be allowed in the assembly, the reputation of the body will be stained and these actions will repeat themselves.

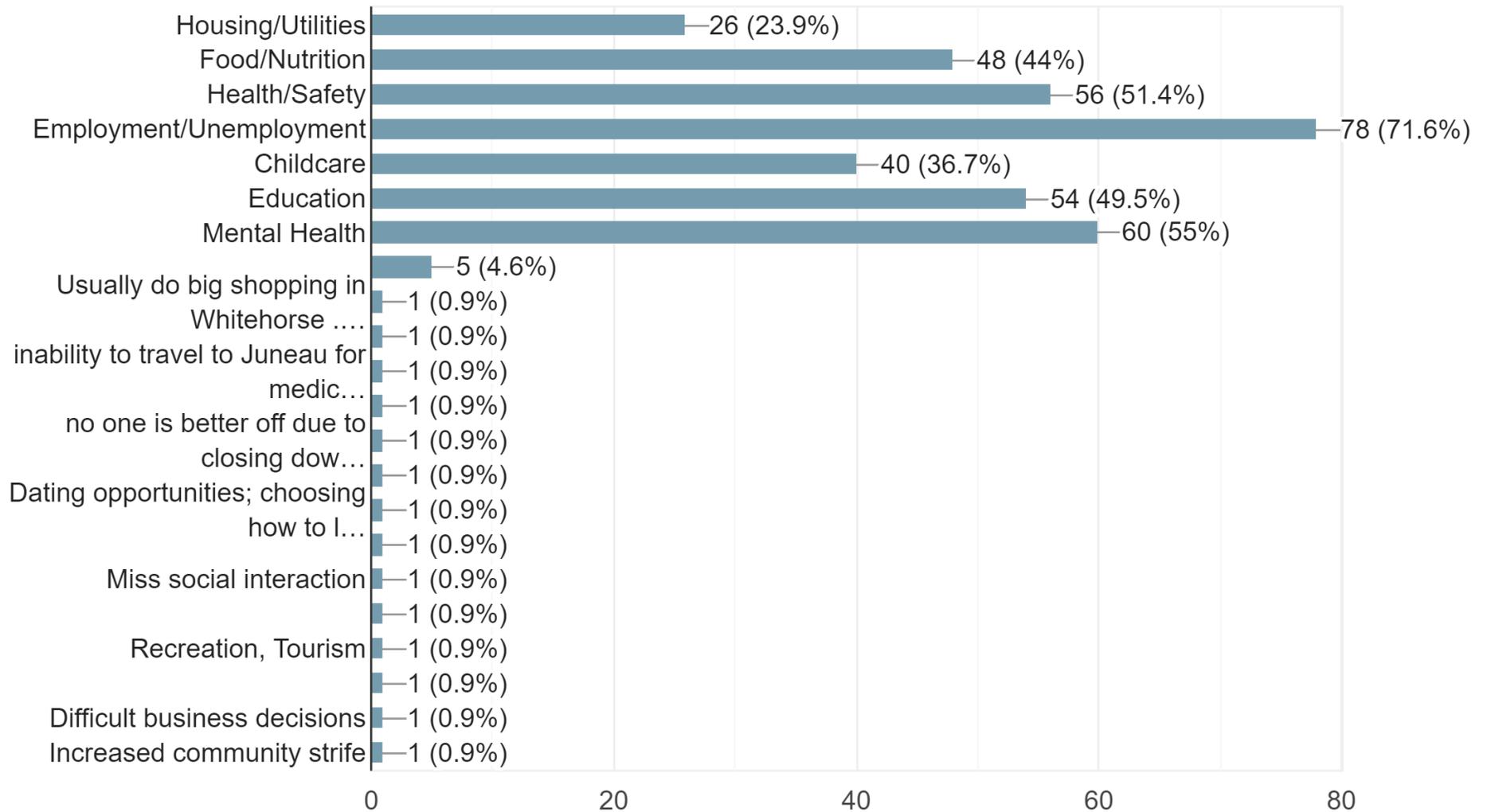
Therefore, propose that the assembly make a motion that says:

" The Haines Borough Assembly censures Paul Rogers for the following: 1) For attempting to usurp the supervisory authority of the members of this body by his individual actions in attempting to force the manager to resign, and 2) for belittling the manager in a public meeting"

Ron Jackson.

What challenges have you seen arise in the community due to COVID-19? Check all that apply.

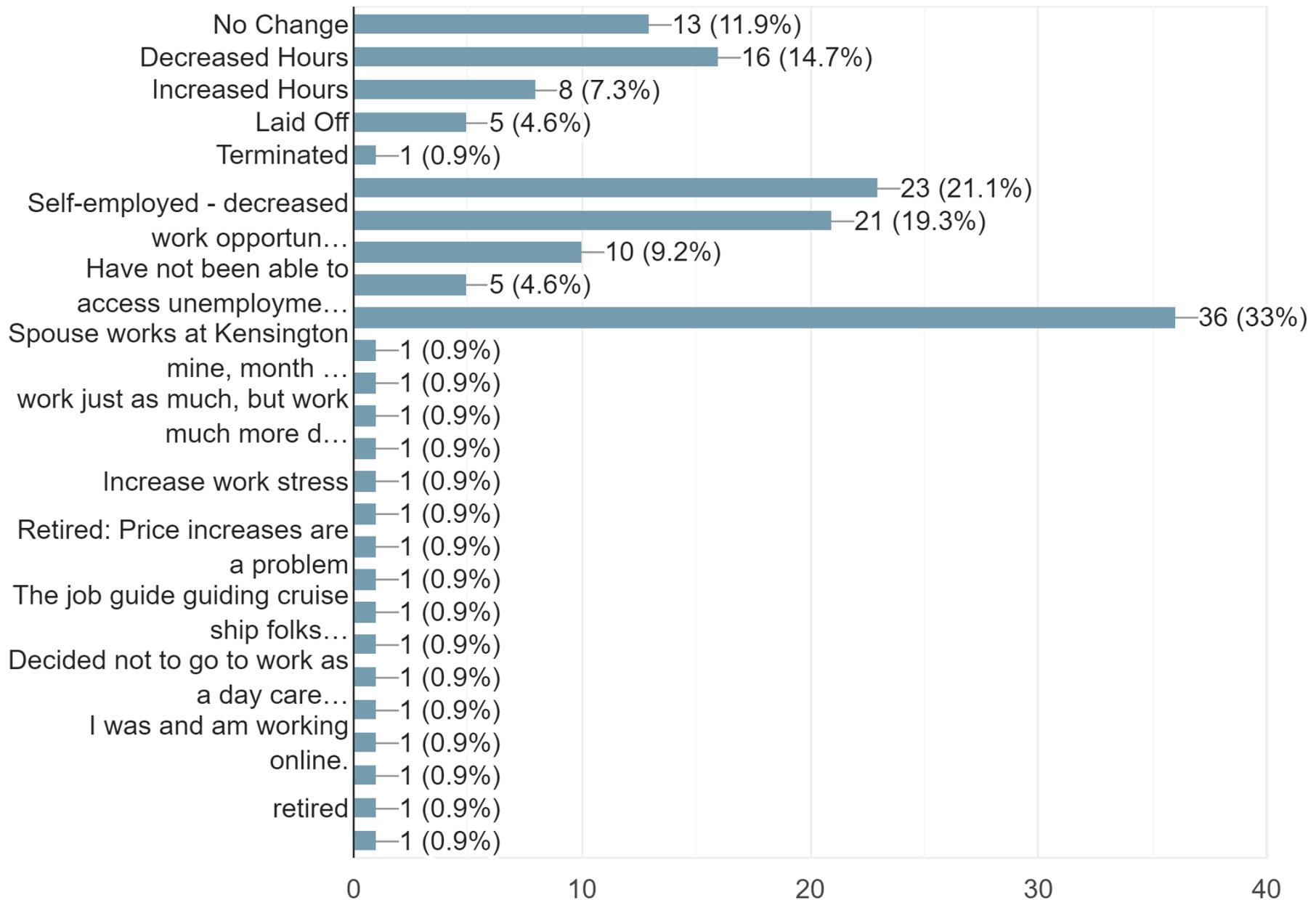
109 responses





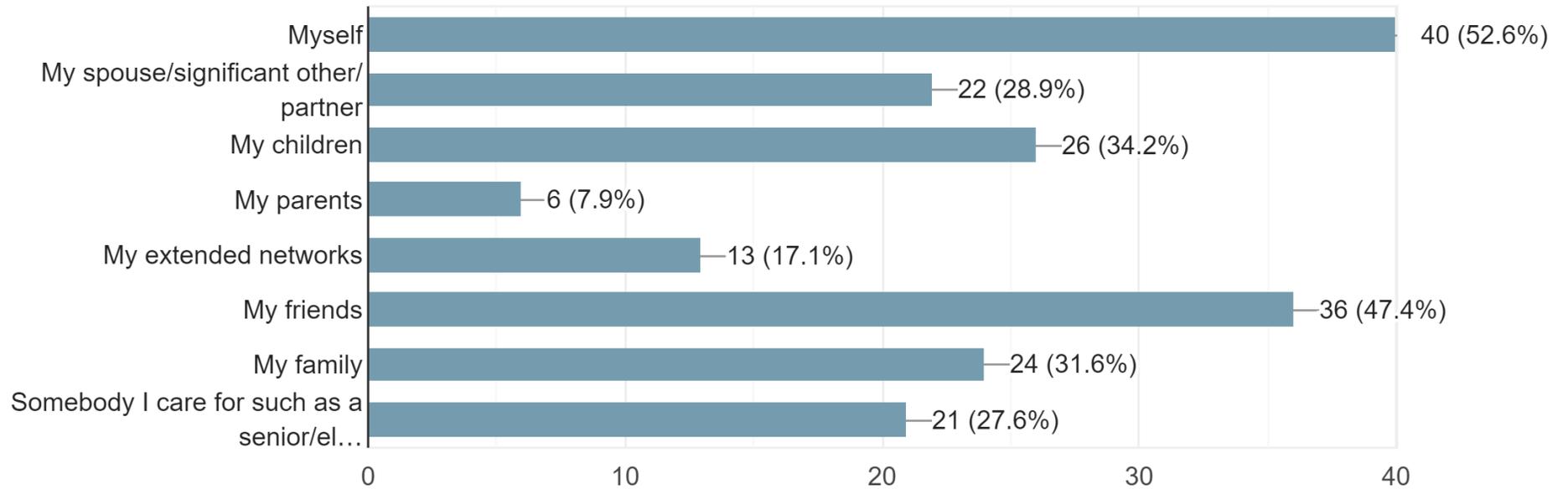
If you have a job, how have your work conditions changed due to COVID-19? Check all that apply.

109 responses

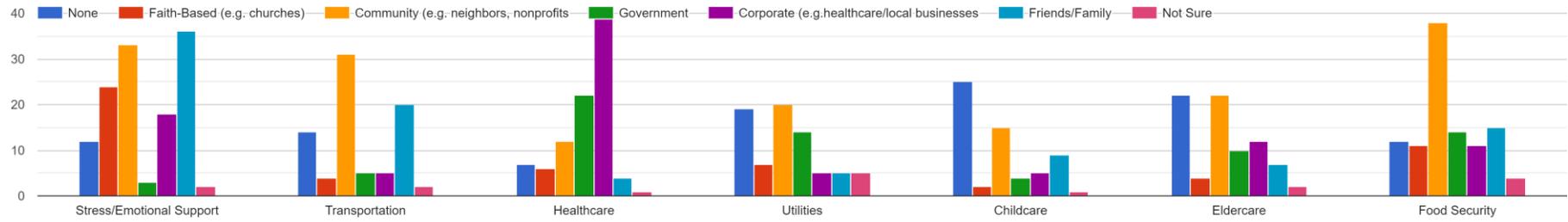


Currently, is the social distancing and isolation (or any other current restriction) having a negative effect on the mental health of the following? (Check all that apply)

76 responses

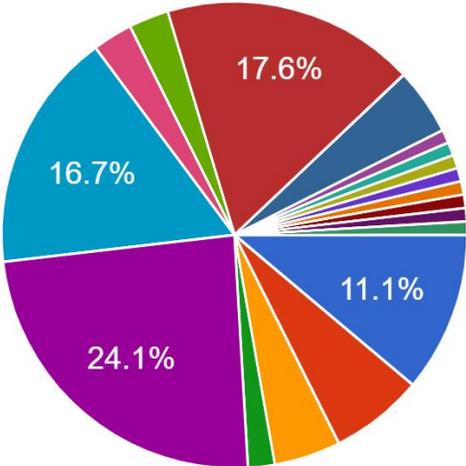


Which of these seven local resources would you use if you needed help with the items below. Check all that apply.



# What is your primary concern for our community once this pandemic ends?

108 responses



- Inability to pay for housing and utilities
- Inability to afford sufficient food
- Local food shortages
- Lack of safety
- Closure of small businesses
- Shortage of jobs
- Inability to afford childcare
- Education needs