  
**Haines Borough**  
**Borough Assembly Meeting #410**  
**AGENDA**

**October 13, 2020 -6:30pm**

**Location: Virtually, on ZOOM**

*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 ZOOM meeting\***

Webinar ID: 849 4365 4564

Passcode: 411962

**\* You must download Zoom first. For Zoom instructions, go to:**

**<https://www.hainesalaska.gov/boroughassembly/zoom-instructions-attend-borough-meetings>**

- 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

- \* 3. APPROVAL OF MINUTES – 9/22/20 Regular Meeting.**

- 4. 2020 BOROUGH ELECTION CANVASS**

*The Assembly must judge the qualifications of those voters who cast questioned ballots, or whose absentee ballots were in some way questionable per HBC 11.48.020. An Unofficial summary of Election results was provided after closing the polls on the optical scan machines. An updated Unofficial Summary of election Results is attached which includes Absentee-by-fax/email ballots from qualified voters received before the closing of the polls per HBC 11.36.030(D). The Clerk shall present her canvass report at the meeting.*

- 5. 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 October 12. To comment during the meeting, please “raise your hand” (\*9 if calling in) via zoom and you will be recognized to speak. Please remember though, your written comments will likely be more influential since assembly members will have the opportunity to process your comments prior to the meeting.

- 6. ASSEMBLY COMMENTS and MAYOR’S REPORT AND COMMENTS**

- 7. PUBLIC HEARINGS -** Public hearing comments may be sent in writing to [Clerk@haines.ak.us](mailto:Clerk@haines.ak.us) by 5:00 pm October 12. For verbal testimony, public hearing sign-ups will open when this agenda is published and will close at 6:00 pm the evening of the meeting. 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 20-09-577- First Hearing**

**An Ordinance Of The Haines Borough, Providing For The Addition Or Amendment Of Specific Line Items To The FY21 Budget.**

*No motion is needed at this time since this ordinance is already scheduled for its second public hearing on 10/27/20. Any desired amendment to the ordinance is appropriate at this time.*

8. STAFF/FACILITY REPORTS

- A. Interim Borough Manager - 10/13/20 Report
- B. Tourism Director Report – Zoom Webinar

9. COMMITTEE/COMMISSION/BOARD REPORTS & APPROVED MINUTES

- A. Port and Harbor Advisory Committee – Minutes from August 28, 2020

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

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

1. **Resolution 20-10-890**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to purchase items required for the Water Fill Station from Elemech, Inc. in the approximate amount of \$27,180.

*This Resolution is recommended by the Director of Public Facilities and the Interim Borough Manager. **Motion:** Adopt Resolution 20-10-890.*

2. **Resolution 20-10-891**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract with Northwest Barriers, LLC for the Haines Lutak Dock Fence and Gate Project for an approximate amount of \$84,198.77.

*This Resolution is recommended by the Director of Public Facilities and the Interim Borough Manager. **Motion:** Adopt Resolution 20-10-891.*

3. **Resolution 20-10-892**

A Resolution of the Haines Borough Assembly authorizing the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation for a loan from the Alaska Clean Water Fund for the WWTP Phase IV Electrical Upgrades for an amount not to exceed \$640,952.

*This Resolution is recommended by the Director of Public Facilities and the Interim Borough Manager. **Motion:** Adopt Resolution 20-10-892.*

B. Ordinances for Introduction - None

C. Other New Business

1. EOC Update

2. **CARES Act Discussion and Recommendations from the Ad Hoc Committee**

**Motion#1:** Dedicate up to \$15,000 to allow for the proctoring of Class D Driver's tests in Haines.

**Motion#2:** Extend Fishing grant program until November 30, 2020.

**Motion #3:** Extend Business Economic Assistance grant to fisheries Tenders.

3. **Authorization for Revised Employment Contract for Clerk and Finance Director.**

*The Personnel Committee has recommended changes to the Employment contracts for both the Borough Clerk and the Finance Director. **Motion:** Offer the Borough Clerk and Finance Director the attached Employment Contracts.*

4. **Adopt proposed changes to the Borough Manager's Job Description.**

*The Personnel Committee has recommended changes to the Borough Manager's Job Description. **Motion:** Adopt the recommended changes to the Job Description of the Borough Manager.*

**11. NEW BUSINESS**

**C. Other New Business - Continued**

**5. Request for temporary live-aboard extension.**

*HBC 16.04.035, it is unlawful to live aboard in the Haines Harbor between October 15 – April 1. Mark Sebens has requested an extension to remain in the harbor until 11/15. He indicates that he does not require any harbor services except electricity (and the bathrooms remain open anyway). The Harbormaster has no objection to this request. **Motion:** Allow Mark Sebens to live-aboard in the Haines Harbor until November 15, 2020 at the current live-aboard and moorage rate.*

**12. CORRESPONDENCE**

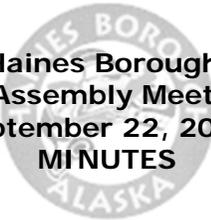
**A. Letter from Department of Natural Resources re Traditional Uses on Ripinski Trail**

**13. SET MEETING DATES**

**14. PUBLIC COMMENT**

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

**16. ADJOURNMENT**

  
**Haines Borough**  
**Borough Assembly Meeting #409**  
**September 22, 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, Jila **STUART**/Finance Director, Ed **COFFLAND**/Director of Public Facilities, Steven **AUCH**/Tourism Director.

**Visitors Present:** Sharon **RESNICK**, Shannon **DONAHUE**, Derek **POINSETTE**, Helen **ALTEN**, Tracey **HARMON**, Gershon **COHEN**, Patty **KERMOIAN**, Evelynna **VIGNOLA**, Ceri **GODNEZ**/CVN, Henry **LEISCA**/KHNS, Carol **TUYNMAN**, Jessica **KAYSER-FORESTER**, Alison **ARIANS**/Division of Forestry, Ellen **LARSON** 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

11A1 – Resolution 20-09-886 Approving Election Workers

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

- \*3. **APPROVAL OF MINUTES** – 9/08/20 Regular.

*Note: The motion adopted by approval of the consent agenda: “approve minutes of the 9/08/20 regular borough assembly meeting.”*

4. **PUBLIC COMMENTS:** **RESNICK, DONAHUE, PONSETTE, ALTEN, HARMON, COHEN, KERMOIAN**

5. **ASSEMBLY COMMENTS:** **LAPP, THOMAS, JOSEPHSON**

6. **MAYOR’S REPORT AND COMMENTS:**

Mayor **HILL** reported on Southeast Conference which started today—it will be held in Haines next September, Thank you to Staff for all of their extra work administering CARES Act funds, and shared Glacier Bear gaiters.

7. **PUBLIC HEARINGS**

- A. **Ordinance 20-08-576** – Second Hearing

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 to Define Food Trucks and Allow their use under “Commercial, light”.**

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

**Motion:** **JOSEPHSON** moved to “Adopt Ordinance 20-08-576,” and the motion carried unanimously in a roll call vote.

8. **STAFF/FACILITY REPORTS**

- A. **Borough Manager** – 09/22/20 Report

**FULLERTON** summarized her written report and answered questions from the assembly.

- B. **Finance Director Report** – July Sales Tax Numbers

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

- A. **Planning Commission** – Minutes from August 13, 2020

- B. **Assembly Committees and Liaison Reports**

10. **UNFINISHED BUSINESS** – None.

11. **NEW BUSINESS**

**A. Resolutions**

\*1. **Resolution 20-09-886**

**A Resolution Of The Haines Borough Assembly Authorizing The Election Supervisor To Appoint Election Officials For The Regular Election To Be Held October 6, 2020, And Establishing The Wages.**

*Note: The motion adopted by approval of the consent agenda: "Adopt 20-09-886."*

2. **Resolution 20-09-887**

**A Resolution Of The Haines Borough Assembly Supporting the Alaska Department of Transportation and Public Facilities improvement project at the Haines Airport.**

No member of the public spoke regarding the agenda item.

**Motion:** **ROGERS** moved to "Adopt Resolution 20-09-887," and the motion carried unanimously in a roll call vote.

3. **Resolution 20-09-888**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to contract with Craig Taylor Equipment in an amount not to exceed \$134,000 for the purchase and delivery of a John Deere Cab Tractor.**

No member of the public spoke regarding the agenda item.

**Motion:** **JOSEPHSON** moved to "Adopt Resolution 20-09-888," and the motion carried unanimously in a roll call vote.

4. **Resolution 20-09-889**

**A Resolution of the Haines Borough Assembly Supporting a State Parks Recreational Trails Program Grant to Create a Continuous Trail Easement for the Ripinski Trail.**

Public Comments: **FORESTER, ARIANS, TUYNMAN.**

**Motion:** **JOSEPHSON** moved to "Adopt Resolution 20-09-889,"

**Primary Amendment #1:** **JOSEPHSON** moved to amend the Resolution as follows: **WHEREAS**, the Haines Borough is interested in working with the ~~other land managers and owners along the Ripinski Trail~~ **State, BLM, University of Alaska and Mental Health Trust** to acquire legal public access **to the Ripinski Trail** so that it can proceed with trail **development and** improvement projects;

**WHEREAS**, the Haines Borough has already set aside \$7,500 for Trail **development and** improvement projects.

**NOW THEREFORE BE IT RESOLVED** that the Assembly of the Haines Borough supports the efforts of Haines Huts to pursue grant funding from the Division of Parks and Outdoor Recreation's Recreational Trails Program to purchase legal access across University of Alaska and Mental Health Trust lands for the Ripinski Trail, and to provide \$7,500 for further **development** of ~~improvements to~~ the Ripinski Trail that can be used as match for the grant application.

And the amendment carried unanimously.

**Primary Amendment #2:** **ROGERS** moved to amend the Resolution to include a condition that the Assembly supports this Resolution so long as traditional uses the

community currently enjoys will not be diminished by this Resolution, and the amendment carried unanimously.

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

#### **B. Ordinances for Introduction**

1. **Ordinance 20-09-577**  
**An Ordinance Of The Haines Borough, Providing For The Addition Or Amendment Of Specific Line Items To The FY21 Budget.**

**Motion:** JOSEPHSON moved to "Introduce Ordinance 20-09-577 and schedule it for two public hearings 10-13-20 and 10-27-20,"

**Primary Amendment:** JOSEPHSON moved to amend the amount needed for the 1,000 fuel tank from \$38,000 to \$14,000 and the motion carried unanimously.

And the motion, as amended, carried unanimously.

#### **C. Other New Business**

1. **EOC Update**
2. **Museum Request to be heard.**

**Motion:** JOSEPHSON moved to "Refer this issue to the Government Affairs and Services Committee," and the motion carried absent objection.

3. **Request for Action from Bear Task Force.**

**Motion:** JOSEPHSON moved to "Refer this issue to the Finance Committee," and the motion carried absent objection.

4. **CARES Act Discussion and Recommendations from the Ad Hoc Committee**

**Motion:** JOSEPHSON moved to "Authorize Staff to administer the Economic Assistance to Individuals program using the application presented starting September 23 with an October 20 8:00 am deadline," and the motion carried unanimously.

**Motion:** JOSEPHSON moved to "Refer the issue of providing driving tests in Haines to the CARES Act Ad Hoc Committee for recommendation," and the motion carried unanimously.

#### **12. CORRESPONDENCE**

#### **13. SET MEETING DATES**

- A. Election Canvass shall be held on October 13, 2020 at 6:30 pm
- B. CARES Act Ad Hoc Committee Meeting- September 29, 2020 at 6:30 pm
- C. Personnel Committee Meeting- October 5, 2020 at 5:30 pm
- D. GAS Committee moved from October 7 to October 12, 2020 at 6:30 pm
- E. Townhall Meeting on the Role of the Manager- October 22, 2020 at 6:30pm

#### **14. PUBLIC COMMENTS: ALTEN, LARSON, TUYNMAN**

#### **15. ANNOUNCEMENTS/ASSEMBLY COMMENTS/DIRECTION TO THE MANAGER: ROGERS, JOSEPHSON, LAPP, THOMAS**

#### **16. ADJOURNMENT – 8:41 pm**

ATTEST:

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

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

**UNOFFICIAL Results**

Updated 10/8/20

Ballots Counted 1,252

Voter Turnout 52%

(48% in 2019)

**4**

Precinct #1 #2 AB Total

<b>Borough Mayor</b>				
Jan Hill	254	43	136	433
<b>Douglas Olreud</b>	<b>410</b>	<b>72</b>	<b>312</b>	<b>794</b>
Write-in	3	1	4	8
Total Votes Cast	667	116	452	1235

<b>Borough Assembly</b>				
Helen Alten	272	46	256	574
Brenda Josephson	364	58	171	593
<b>Caitie Kirby</b>	<b>337</b>	<b>52</b>	<b>302</b>	<b>691</b>
<b>Jerry Lapp</b>	<b>404</b>	<b>61</b>	<b>215</b>	<b>680</b>
<b>Cheryl D. Stickler</b>	<b>425</b>	<b>70</b>	<b>209</b>	<b>704</b>
Carol Tuynman	291	41	263	595
Write-In	48	6	42	96
Total Votes Cast	2141	334	1458	3933

<b>School Board</b>				
Lydia Andriesen	<b>420</b>	<b>55</b>	<b>316</b>	<b>791</b>
Brian Clay	<b>427</b>	<b>55</b>	<b>266</b>	<b>748</b>
Tiffany DeWitt	<b>456</b>	<b>63</b>	<b>291</b>	<b>810</b>
Anne Marie Palmieri	<b>429</b>	<b>57</b>	<b>318</b>	<b>804</b>
Write-in	9	2	12	23
Total Votes Cast	1741	232	1203	3176

<b>Prop. No 1</b>				
<b>YES</b>	311	49	263	<b>623</b>
NO	322	57	174	553
Total Votes Cast	633	106	437	1176

The following additional ballots may or may not be counted during the Oct 13th Canvass:

+9 unverified Questioned Ballots

+11 Verified Questioned Ballots

+5 Verified Special Needs Ballots

+2 any Absentee-by-Mail Ballots that come in by Oct.13th

(Note: there are still 15 that were mailed out that have not been returned)

16 Ballots to be counted at the Canvass plus a maximum of 24 additional votes that could be counted.

Election Canvass is Tuesday, October 13th at 6:30 as part of the regular meeting.



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 20-1050  
Assembly Meeting Date: 10/13/20

Business Item Description:	Attachments:
Subject: FY21 Budget Amendment #1	1. Ordinance 20-09-577 2. Harbormaster Memo 3. PHAC Support 4. Resolution 20-09-883
Originator: Borough Manager	
Originating Department: Administration/Finance	
Date Submitted: 9/17/20	

**Full Title/Motion:**  
No motion necessary but any desired amendments are appropriate at this time. It is already scehdule for its second public hearing 10/27/20.

**Administrative Recommendation:**

**Fiscal Impact:**

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

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives: Objective 2B, Page 56-57	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Summary Statement:**  
This budget amendment accomplished several things:

1. See Harbormaster Memo and PHAC support.
2. Renaming of Public Safety Building CIP project.
3. Appropriates funds for the Fuel Storage Tank authorized at the last meeting (Resolution 20-09-882).
4. Appropriates funds to purchase a Traffic Safety Radar Speed Sign.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 09/22/20, 10/13/20, 10/27/20	Public Hearing Date(s): 10/13/20, 10/27/20
	Postponed to Date:

**An Ordinance of the Haines Borough, Providing for the Addition or Amendment of Specific Line Items to the FY21 Budget.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

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

Section 3. Appropriation. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2020 through June 30, 2021.

Section 4. Purpose. To provide for the addition or amendment of specific line items to the FY21 budget as follows:

<b>(1) To appropriate \$146,000 of Fund 92 Harbor fund balance for the harbor sport ramp and uplands improvement project.</b>				
		Current Budget	Proposed Budget	Fund Balance Increase / (Decrease)*
92-50-00-7392	Project Expenditures – Sport Ramp	\$6,810,791	\$6,956,791	(\$146,000)

<b>(2) To change an appropriation previously made for siding and repairs for the Public Safety Building to add design of a new Public Safety Building to the allowable uses of the appropriated funds.</b>				
		Current Budget	Proposed Budget	Fund Balance Increase / (Decrease)*
50-01-00-7392	Improvements to PS Building	\$440,000	\$0	\$440,000
50-01-00-7392	PSB Improvements & New Construction Design	\$0	\$440,000	(\$440,000)
Net change in appropriation				\$ 0

<b>(3) To appropriate \$14,000 from the Equipment Sinking Fund designated for Public Works Equipment to purchase a 1,000 gallon above ground fuel storage tank for the purpose of fueling public works equipment as described in resolution 20-09-882.</b>				
		Current Budget	Proposed Budget	Fund Balance Increase / (Decrease)*
50-01-00-7392	Project Expenditures – fuel tank	\$0	\$14,000	(\$14,000)
61-98-00-8258	Transfer OUT – fr Sinking Fund	\$0	\$38,000	(\$14,000)
50-98-00-8258	Transfer IN – to CIP fund	\$0	\$38,000	\$14,000
Total appropriation from sinking fund for storage tank				(\$14,000)

<b>(4) To appropriate \$4,000 of Townsite Service Area general funds for purchase of a traffic safety radar speed sign.</b>				
		Current FY21 Budget	Proposed FY21 Budget	Fund Balance Increase / (Decrease)*
02-04-00-7230	Material & Equipment (speed sign)	\$0	\$4,000	(\$4,000)

Haines Borough  
Ordinance No. 20-09-577  
Page 2 of 2

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

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS  
\_\_\_\_ DAY OF \_\_\_\_\_, 20120.

ATTEST:

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

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

Date Introduced: 09/22/20  
Date of First Public Hearing: 10/13/20  
Date of Second Public Hearing: 10/27/20



# Memo

## Ports & Harbors

Date: September 17, 2020

To: Borough Manager / Borough Assembly

From: Shawn Bell, Harbormaster

Re: Sport Ramp Budget Amendment

It is the recommendation of the Harbormaster that the Haines Borough Assembly approve a budget amendment of \$146,000 for the ADF&G Sport Ramp project.

### **Background**

When the original contract was awarded to Hamilton Construction, the Borough was short enough grant funds to cover the entire project cost of the project. The project went forward with the understanding that the harbor enterprise fund would cover the funding shortage. During the course of the project, there have been several change orders and credits to the project that have not accumulated to any substantial expenditures. In addition, ADF&G had set aside \$57K as contingency funds for CA/CI if needed. These contingency funds are intact but will not be credited to the Borough while the project remains incomplete.

It is believed that the project can be completed within the amended budget. However, it is important to remember that construction continues and that it is possible have additional unforeseen expenses.

**HAINES BOROUGH**  
**Portage Cove Harbor Boat Launch Improvements**



**Sources of Funds**

Fish & Game Cooperative Agreement (\$3,780,000 + \$1,220,000)	\$ 5,000,000
Designated Legislative Grant #13-GO-005 Harbor Upgrades	<u>1,710,000</u>
<b>Total Sources</b>	<b>\$ 6,710,000</b>

**Uses of Funds**

Design	
PND	\$ 484,604
Construction	
Construction Bid Price	\$ 4,148,966
Additive Alternate #1	254,542
Additive Alternate #2	278,223
Change Order #1 (add alt 3, 4, & 5)	1,141,947
Change Order #2	(190,988)
Change Order #3	6,890
Change Order #4	(3,486)
	-
Subtotal - Construction	<u>\$ 5,636,093</u>
CA/CI	
Construction Base Bid	440,288
Additive Alternate #1 & 2	47,723
Additive Alternate #3, 4, & 5	143,683
Contingency	<u>58,400</u>
Subtotal - Construction	690,094
Haines Borough Administration - Construction	45,000
	TOTAL USES OF FUNDS 6,855,791
<b>Net Flow of Funds (To Be Funded from Harbor Fund Balance)</b>	<b>\$ (145,791)</b>

**A Resolution of the Haines Borough Assembly authorizing the Borough Clerk to execute a contract with Hamilton Construction for the Portage Cove Harbor Boat Launch Improvements project for an amount not to exceed \$4,681,730.**

**WHEREAS**, the Portage Cove Harbor Boat Launch Improvements project base bid work consists of demolition and disposal of existing park facilities, installation of two new concrete boat launch ramp lanes, timber boarding float with galvanized steel pipe piles, concrete curbs and gutters, base course grading, storm drains, kiosk, landscaping and other miscellaneous improvements; and

**WHEREAS**, Additive Alternates generally consist of water, sewer and electrical utilities, utility shed, MSE wall, float mounted lighting and parking lot area lighting, asphalt concrete paving and other miscellaneous improvements; and

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

**WHEREAS**, the Engineer's Estimate for all work was between \$4,500,000 and \$5,500,000; and

**WHEREAS**, the Borough obtained two responsive, sealed bids for the base bid work and all five Additive Alternates: 1) Hamilton Construction for \$5,823,676.98 and 2) Southeast Road Builders for \$5,997,150; and

**WHEREAS**, the Alaska Department of Fish and Game Cooperative Agreement will provide \$2,981,761 in base bid construction funds and \$1,220,000 in an FY20 appropriation for Add Alternatives for a total Alaska Department of Fish and Game funding of \$4,201,761; and

**WHEREAS**, there is approximately \$1.7 million remaining from funds for FY13 Designated Legislative Grants for Haines Boat Harbor and Breakwater Improvements and Boat Harbor Upgrades that the Borough could dedicate to this project; and

**WHEREAS**, staff has reviewed the bids and recommends award to the low bidder, Hamilton Construction; and

**WHEREAS**, after Assembly consideration, the Assembly was reticent to dedicate all of the Designated Legislative Grant funds to the Portage Cove Harbor Boat Launch Improvements project since it was believed there would be no remaining funds for float designs; and

**WHEREAS**, the Assembly directed staff to discuss the reduction of scope of the original base bid to remove landscaping items non-crucial to the project itself and the covered shelter; and

**WHEREAS**, the Borough remains committed to completing the landscaping items identified but desires to retain local control of landscaping decisions; and

**WHEREAS**, the reduction in scope reduces the low bidder, Hamilton Construction's, bid to \$5,574,189; and

**WHEREAS**, with the reduction in scope identified, it is believed the Borough will have sufficient remaining Designated Legislative Grant funds to cover this contract and contingency costs,

**WHEREAS**, the additional \$1,220,000 in a FY20 appropriation for Add Alternatives 3, 4 and 5 has not yet been confirmed as available,

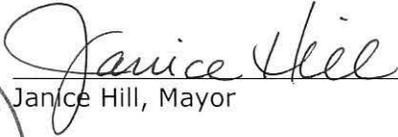
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Clerk to execute a contract with Hamilton Construction for the Portage Cove Harbor Boat Launch Improvements project for an amount not to exceed \$4,681,730 for the Base bid and Additive Alternates 1 and 2 and postpones a decision on Additive Alternates 3, 4 and 5 until the additional FY20 \$1,220,000 appropriation for Add Alternatives funding from the Department of Fish and Game is confirmed.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 18th day of July, 2019.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract change order with Hamilton Construction for the Portage Cove Harbor Boat Launch Improvements project for an amount not to exceed \$1,141,947.**

**WHEREAS**, the Haines Borough Assembly on 07/24/19 authorized a construction contract with Hamilton Construction for the Portage Cove Harbor Boat Launch Improvements project for an amount not to exceed \$4,681,730; and

**WHEREAS**, the work included Additive Alternate 1 for Harbor Utilities; and Additive Alternate 2 for Harbor Office MSE Wall and Pad; and

**WHEREAS**, the assembly postponed a decision on Additive Alternate 3 for Perimeter and Float Lighting, Additive Alternate 4 for Paving and Striping, and Additive Alternate 5 for Front Street Lighting until it was clear that the Sport Fish Recreational Boating and Angler Access funds from the State of Alaska were confirmed; and

**WHEREAS**, the original pricing on Additive Alternates 3 -5 is confirmed through September 2 (90 days from the original bid date of June 4, 2019); and

**WHEREAS**, on August 12, 2019, the Haines Borough received notification from the Alaska Department of Fish and Game that the FY20 Recreational Boating CIP budget passed, which includes funding for the additive alternatives at Portage Cove; and

**WHEREAS**, on August 13, 2019, staff confirmed with Senator Jesse Kiehl's office that this appropriation was confirmed and signed into law; and

**WHEREAS**, the Haines Borough has been awarded \$1,220,000 of the FY20 Sport Fish Recreational Boating and Angler Access funds for the express purpose of construction and contract administration and inspection for Additive Alternates 3 -5; and

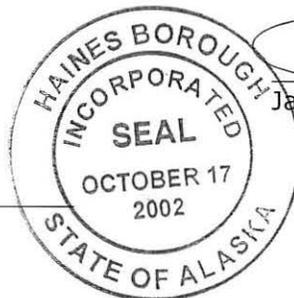
**WHEREAS**, the purpose of the Sport Fish Recreational Boating and Angler Access funds is to improve recreational boating and sport fishing access to fish and wildlife resources of the state by all users, including those with disabilities in compliance with the Americans with Disabilities Act,

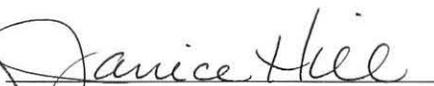
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to execute a contract change order with Hamilton Construction for the Portage Cove Harbor Boat Launch Improvements project for an amount not to exceed \$1,141,947.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 20th day of August, 2019.

Attest:

  
Alekka Fullerton, Borough Clerk



  
Janice Hill, Mayor

Approved

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract with PND Engineers, Inc. for Contract Administration and Construction Inspection Services associated with Additive Alternates 1 and 2 of the Portage Cove Sport Boat Launch Project.**

**WHEREAS**, the Haines Borough Assembly on 07/24/19 authorized a contract with Hamilton Construction which included Additive Alternates (Add Alts) 1 and 2 for the construction of the Portage Cove Harbor Boat Launch Improvements; and

**WHEREAS**, Add Alts 1 and 2 not included in the scope of work provided by the ADF&G and the associated Contract Administration and Construction Inspections (CA/CI) costs are not covered under the Alaska Department of Fish and Game grant; and

**WHEREAS**, PND is providing CA/CI services for the rest of the Portage Cove Harbor Boat Launch Improvements project under contract with the ADF&G; and

**WHEREAS**, it is believed that contracting PND for the CA/CI for Add Alts 1 and 2 concurrent with ADF&G's contract with PND will realize savings to the Borough; and

**WHEREAS**, PND proposes to provide engineering services under a Time and Materials basis not to exceed \$47,723; and

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

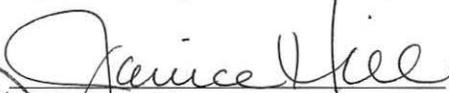
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to execute a contract with PND Engineers, Inc. on a Time and Expenses (T&E) basis for an amount not to exceed \$47,723 for the Portage Cove Harbor Boat Launch Improvements for Contract Administration and Construction Inspection Services of Add Alts 1 and 2.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 8th day of October, 2019.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to authorize Hamilton Construction to perform additional Electrical Conduit Installation to accommodate future Drive Down Float for an amount not to exceed \$29,520.**

**WHEREAS**, Hamilton Construction has been contracted to perform the Portage Cove Harbor Boat Launch; and

**WHEREAS**, the Haines Harbor Master has recommended the work be completed now during the construction of the current project which already entails installing other electric and conduit lines to the new harbor office pad to support future projects at the Harbor; and

**WHEREAS**, whereas both PND Engineers and Hamilton recommend the work be completed during this phase of construction to save money and keep from having to tear up the new paved driveway; and

**WHEREAS**, the Director of Public Facilities recommends the work be added at this time; and

**WHEREAS**, Hamilton Construction has provided and RFP to complete the work for an amount not to exceed \$29,520; and

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to sign a change order allowing Hamilton Construction to install the additional conduit for an amount not to exceed \$29,520.00 to add the necessary electrical capacity.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 8th day of September 2020.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor



Haines Borough  
**BOROUGH ASSEMBLY  
ACTION REQUEST**

DATE: September 24, 2020

TO: Borough Assembly

FROM: Port and Harbor Advisory Committee

ACTION:

**Motion:** Lapham moved to "recommend that the Borough Assembly approve the \$146,000 budget amendment for the Harbor Sport Ramp project," and the motion carried unanimously.

RATIONALE:

Funds are needed from the Harbor Enterprise Fund in order to cover total cost of the Sport Ramp project.

BOARD REQUEST:

Pass the \$146,000 budget amendment for the Harbor.

SUBMITTED BY:   
Terrance Pardee, Chair  
Port and Harbor Advisory Committee

RECEIVED

SEP 25 2020

HAINES BOROUGH  
CLERK'S OFFICE

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to authorize Hamilton Construction to perform additional Electrical Conduit Installation to accommodate future Drive Down Float for an amount not to exceed \$29,520.**

**WHEREAS**, Hamilton Construction has been contracted to perform the Portage Cove Harbor Boat Launch; and

**WHEREAS**, the Haines Harbor Master has recommended the work be completed now during the construction of the current project which already entails installing other electric and conduit lines to the new harbor office pad to support future projects at the Harbor; and

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**WHEREAS**, Hamilton Construction has provided and RFP to complete the work for an amount not to exceed \$29,520; and

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to sign a change order allowing Hamilton Construction to install the additional conduit for an amount not to exceed \$29,520.00 to add the necessary electrical capacity.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 8th day of September 2020.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor

# INTERIM MANAGER'S REPORT

DATE: October 8, 2020  
 TO: Mayor and Borough Assembly  
 FROM: Alekka Fullerton, Interim Borough Manager

**Election Caveat: I have been consumed by the Haines Borough General Election held on October 6. Thank you to Donna and Libby for all of their work during early voting and to all of the election workers.**

## Administration

- **Census:** The Census deadline has been extended to October 31- SO THERE IS STILL TIME! If you have not responded to the Census, please do so immediately at [my2020census.gov](http://my2020census.gov).
- **Local Elections:** Thank you to everyone for voting! We had more voters cast ballots in the Haines Borough than ever before – at least 1,277 people cast ballots! Voter turnout is predicted to be 53% at the end of the canvass—we have had 53% voter turnout three times before (2002, 2008, 2011)—always when there was a Mayoral race.

- **State/Federal November 3 Election**

Apply to Vote [Absentee-by-Mail](#): Deadline is October 24

Apply to Vote [Absentee-by-Electronic Transmission](#): Deadline 5:00 pm November 2

Vote [Absentee-in-Person \(Early Voting\)](#): M-F 9:00 - 5:00 pm at the Admin Building  
 October 20 - November 2

Election day: November 3 - Polls Open at 7:00 am - 8:00 pm at the ANB Hall and the Klehini Valley Fire Hall

Applications are available at the Borough Administration Building or online at <https://www.elections.alaska.gov/Core/AKVoteEarly.php>. Again, the law stipulated the time parameters for absentee voting.

## Finance

- **Cares Act Funds:** We have received our second tranche of \$930,312.75 of CARES Act funds.
- **Commercial Fishing Business Grant:** The Commercial Fishing Small Business grant program has ended. We have sent out \$48,500.
- **Small Business Grant Program:** This program is largely complete. Some businesses have requested to postpone the receipt of funds, some businesses have yet to return their grant applications, and some are still being processed. PPE continues to be purchased and provided to businesses. So far we have sent checks and purchased PPE in the amount of \$723,290.
- **Rasmuson Grant:** Rasmuson approved our grant application in the amount of \$38,179. They denied our requested grant for the Bald Eagle Foundation since they did not find that the core focus of the Bald Eagle Foundation was not Arts & Culture. This means that there is \$11,821 available in Rasmuson grant funds for either an additional gift to our designated recipients, or another (new) recipient. I have queried whether the Friends of the Library would qualify under the grant program.

- **Shop Local Economic Stimulus Program:** I understand from the By Haines campaign (Chamber of Commerce and HEDC) that the first few days of this program were gangbusters with more than 100 applications already received. Spend \$300 in the Haines Borough on non-essential items and get your application in for \$100 of gift cards for fabulous Haines businesses as soon as possible!
- **Individual Grant Program:** This program was launched September 23. We have had more applications than anticipated but also many people who will not qualify for the program—there are two prongs to the program- 1) Financial limitations on income **AND** 2) Must have lost income due to COVID. The program will end October 20.

#### **Lands/Assessment**

- **Separating Parcels.** Our assessor continues to work on separating parcels into distinct ID numbers. In the past, parcels owned by the same landowner have been “lumped together” for property tax purposes—these are now being separated out into distinct parcels and assigned Ids.
- **Construction Declarations-** are not getting completed. In the future, we might need to think about imposing a financial penalty for the non-filing of the declarations.

#### **Library**

- Thank you to Senator Murkowski for nominating the Haines Borough Library for the National Medal of Museum/Library Services for the community services supported through our library.
- The lighting of the library is currently being planned- it will be held November 28. It will be COVID conscious event.

#### **Police**

- **Department of Defense visit.** The DOD will be here to safely dispose of two military surplus grenades which are in the possession of the Police Department.
- **Academy.** Josh Dryden has been invited to present as a Tactical Officer at the Law Enforcement Academy.
- **DMV Proctor Application.** Our Chief of Police has applied to be a proctor for driver’s license tests. This is believed to be an excellent outreach opportunity for the Police Department to inform new drivers of rules of the road, insurance requirements, etc.

#### **Pool**

- I have extended an offer to an applicant as Pool Manager. Hopefully at the meeting, I will be able to introduce a new staff member.
- The water tests came back clear and the pool is ready to open as soon as we get staff CPO trained.

#### **Ports and Harbors**

- **Winter Schedule Started.** All seasonal staff have completed their season and the Harbor office is closed on weekends.
- **Letnikof.** The Harbor staff will be raising the gangways next week.

- **Lutak Dock**
  - **Roro:** Turnagain Marine will be here in mid-October installing the RoRo ramp. We are hoping to get the electrical done before they show up. The gate/fence installation will likely happen in the Spring.
  - **Delta Western Diesel spill at the Tank Farm.** Nothing new - Draft Final Report has been submitted to DEC.
- **Sport Ramp Project:** Paving is scheduled for next week but it is weather dependent. One of the floats was rejected since the pile was in the wrong place (no cost to the Borough).

## Public Facilities/Public Works

- **Current projects:**
  - **Small Tracts/Mud Bay Road/3<sup>rd</sup> Avenue AC Pipe Replacement-** This project is substantially complete. Like all projects funded with DEC loans, there will be a one year period before the project is completely closed out so we can make sure there are no unforeseen problems.
  - **Front Street Project.** Complete and is being closed out.
  - **Harbor Fuel Tanks Replacement** – We have changed the scope of this project and are soliciting quotes to purchase and install fuel tanks.
  - **Piedad Springs Project-** Again, this project is weather dependent. We are looking for 10 days of good weather to finish the project. We will be completing a change order to extend this project through the end of October.
  - **6<sup>th</sup> Avenue.** This has been an ongoing issue. We have a temporary fix, however, we would like to formulate a long term solution which will likely include re-routing the pipeline to the Borough’s ROW. The Director of Public Facilities is currently working on a plan and obtaining cost estimates.
  - **Tlingit Park.** Construction estimates came in WAY higher than anticipated (there is a currently a supply problem with wood). This project is being funded with a Land/Water Conservation grant which needs to be fully expended by the end of 2021.
  - **Morgue.** We have run into numerous problems with the implementation of a new morgue. Staff supports modest changes to the existing morgue to include improvements to ventilation and obtaining a metal table as requested by those charged with dressing the bodies. Further resources should be directed toward the inclusion of a morgue in the new Public Safety Building.
- **Public Safety Building** – 7A is a Budget Amendment that, among other things, allows the re-appropriation of existing Public Safety Building CIP funds as Public Safety Improvements and Design. The COW regarding the Public Safety Building is scheduled for October 14.

## Waste Water Treatment Facility

- **Several Resolutions for consideration under item 11A.**



**HAINES BOROUGH**  
**CARES Act Disbursements**  
**As of 10-08-2020**

	<b>Allocation</b>	<b>Disbursed as of 10-08-20</b>
Ambulance Purchase	\$ 275,000	\$ -
Morgue Improvements	100,000	22,062
MLCC Operations	10,000	2,280
Senior Lunches Home Delivery (SESS)	58,000	58,000
Food Security - Salvation Army	32,000	32,000
Household Utility, Rent, & Moorage Assistance	500,000	469,337
Small Business & Nonprofits Grant	850,000	723,290
Haines Borough, EOC, & Public Health	725,000	460,648
Haines Borough School District	150,000	150,000
Shop Local & Save Economic Stimulus	22,000	22,000
Wastewater Treatment Filter Press & Skid Steer	295,000	-
Economic Assistance to Individuals	625,000	-
Drinking Water Fill Station	70,000	-
Limited Entry Permit Holder (Fishermen) Grants	65,500	48,500
<i>Not Allocated as of 10-08-20</i>	<u>229,716</u>	<u>-</u>
	<b>\$ 4,007,216</b>	<b>\$ 1,988,118</b>



Tourism Department  
 Haines Borough, Alaska  
 P.O. BOX 530  
 HAINES, AK 99827  
 (907) 766-6418

Oct 8, 2020

### **ASSEMBLY MEETINGS - VIEWING OTHER PARTICIPANTS**

Most meetings that people join on Zoom are setup under what Zoom calls a "Meeting" format. The Borough Assembly Meetings, however, are hosted under a "Webinar" format. If you would like to understand these more specifically, you can read Zoom's description between the two formats here: <https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison>. Under the "Webinar" format, there is no option to allow or not allow "attendees" to see other "attendees". When it was brought to my attention that members of the public were upset about this, I sent a "feature request" to Zoom asking for the ability to allow this. Zoom's response to that request included this quote:

>This is an excellent idea though, thanks for the feature idea. We've added this to our feature request list for our product development and engineering teams to consider for future development.

So why does the Borough use Webinar format for the Assembly meetings? There are three main reasons: 1) increased security, 2) ease for participants, 3) ease of facilitation. Let me give a very brief example of each:

1. Meeting mode can allow all participants to mute/unmute and turn video on/off. This allows the possibility of "ZoomBombing" or other unwanted feedback/input from users, especially at times when they are not allowed to participate. While this can be broadly turned off, after doing so the ability to turn it on/off on an individual basis while the meeting is in progress is much more difficult to facilitate. Also, "attendees" are never able to be given the option to turn on their video - more added security.
2. In Webinar mode, the participants clearly see the "raise hand" feature. In Meeting mode, many people have trouble finding this button. Also, when the facilitator gives someone permission to talk, they are alerted to this (either by voice if they are on the phone, or by prompt on their screen if viewing). They then have the ability to mute/unmute as necessary until the facilitator "removes" their ability to speak, at which point they are prompted again.
3. Active participants (Borough Assembly) are given "panelist" status, which gives them full control over their video and audio, as well as allows them to share screens if needed. The facilitator doesn't have to jump around finding these people to setup and give specific permissions, they're built in by default.

Also, as I'm sure you're aware, purely showing the participant list doesn't mean you'll always know who is listening. For example, some people log in to meetings as "iPad". There can also be

many members of the audience that listen in via KHNS (or stream) that we have no way of listing all participants. And while I do understand that many people equate being on Zoom to being inside the Assembly Chambers, it could also be true that other people only log in because it's a more convenient way for them to listen, not that they have any interest in letting people know they are there.

I hope this gives a good idea of why the Borough uses "Webinar" format for Assembly meetings, and explains that the ability for attendees to see other attendees is outside of the Borough's control at this time. If/when Zoom updates the Webinar format to allow this, we will turn it on as soon as we are made aware of it. To help push Zoom to add this feature, I encourage anyone to go to Zoom's feedback page and submit a suggestion for the facilitator of a Webinar to allow attendees to view other attendees. That feedback can be given easily here: <https://zoom.us/feed>

Please direct questions to Steven Auch, Tourism Director, at (907) 766-6419 or via email at [sauch@haines.ak.us](mailto:sauch@haines.ak.us).

# MINUTES

# 9A

## Port and Harbor Advisory Committee

Meeting Date: Aug 27, 2020

Date of Approval: Sept. 24, 2020

1. **Call to Order:** A meeting of the Haines Borough Ports and Harbors Advisory Committee took place Aug 27, 2020 at 10:30 am. Terry Pardee presiding.
2. **Members in Attendance:** Diana Lapham, Norman Hughes, Don Turner, Terry Pardee, Fred Grey, Jim Studley  
**Members Not in Attendance:** Brad Badger  
  
**Others in Attendance:** Jan Hill/Assembly Liaison, Shawn Bell/Harbormaster, Alekka Fullerton/Interim Borough Manager, Jila Stuart/Finance Director
3. **Approval of Agenda:** Studley moved to “approve the agenda” and the motion carried unanimously.
4. **Approval of Minutes:** Lapham moved to “approve the minutes from the July 30, 2020 meeting” and the motion carried unanimously.
5. **Public Comment:** No public comment.
6. **Harbormaster’s report:**
  - A. Portage Cove Launch Ramp Construction Update
  - B. Lutak Dock RoRo Construction Project
  - C. Fuel Tank Replacement
  - D. Aging Report
8. **Unfinished Business:** None
9. **New Business:**
  - A. Crane User Agreement Review Discussion  
Several recommendations given. Harbormaster will edit and bring back to the committee.
  - B. Launch Ramp – Electrical Conduit & Storm Drain C/O  
Committee discussed additional electrical conduit and recommended to move forward with the installation.
9. **Public Comments:** Studley asked about the “Naming” process for the new harbor basin. Fullerton referenced Resolution 18-04-752.

10. **Next Meeting:** Sept 24, 2020 at 10:30 am – First meet at Launch Ramp job site and then convene in the Assembly Chambers/Zoom.

11. **Adjournment:** The meeting was adjourned.



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 20-1051

Assembly Meeting Date: 10/13/20

Business Item Description:	Attachments:
Subject: Authorize the purchase from Elemech, Inc. water fill station (\$27,180)	1. Resolution 20-10-890 2. Quote from Elemech, Inc 3. Quote from AquaFlow Int'l
Originator: Contracts and Grants Administrator	
Originating Department: Public Facilities	
Date Submitted: 10/13/2020	

Full Title/Motion:
Motion: Adopt Resolution 20-10-890.

Administrative Recommendation:
This resolution is recommended by the Director of Public Facilities and Water & Sewer Superintendent.

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 27,180.00	\$ 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:
The Alaska Department of Conservation has informed the Haines Borough that we need to either provide an engineering designed water fill station in place of the current water fill configuration at the Waster Water Treatment Plant, or design and build a new system at a new location. Upon recommendation of Staff and the CARES Act Ad hoc Committee, on September 8, 2020, the Haines Borough Assembly approved the expenditure of CARES Act funds in the amount of \$70,000 for this purchase and installation of the fill station. Two quotes have been obtained for the water fill station equipment: Elemech, Inc. for \$27,180 and AquaFlow Int'l, Inc for \$66,910.00. The Public Facilities Director recommends purchasing the equipment from Elemech, Inc.

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

Assembly Action:	
Meeting Date(s): 10/13/20	Public Hearing Date(s):
	Postponed to Date:

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to purchase items required for the Water Fill Station from Elemech, Inc. in the approximate amount of \$27,180.**

**WHEREAS**, Alaska Department of Environmental Conservation has required an engineering design of the existing system currently located at the WWTP, or to design and build a new system at a new locations; and

**WHEREAS**, the Public Facilities Director and Water & Sewer Superintendent recommend moving the station to the Haines Harbor which is currently under construction; and

**WHEREAS**, on September 8, 2020, the Haines Borough Assembly authorized the use of \$70,000 for the purchase and installation of such a water fill station at the Haines Harbor to provide clean water to people for consumption and hygienic purposes; and

**WHEREAS**, after soliciting quotes, the Haines Borough received two quotes from companies identified as manufacturing such stations, one from Elemech, Inc. for \$27,180.00 and one from AquaFlow Int'l, Inc. for \$66,910.00; and

**WHEREAS**, the AquaFlow quote includes installation and the Elemech quote does not, that difference has been considered in the overall recommendation;

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager purchase from Elemech, Inc., in the approximate amount of \$27,180.00 for the water fill station.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 13th day of October 2020.

Attest:

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

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



# Quote

Haines Borough W&SD

Haines, AK 99827  
Phone: (907) 314-0823

<b>Date:</b>	September 21, 2020
<b>Quote Number:</b>	2003-120

**Attention:** Mr. Dennis Durr  
Email: ddurr@haines.ak.us  
**Bulk Water Fill Station**  
**FS-72 - 2"**

**From:** Robert Gorder  
EleMech Inc.  
2275 White Oak Circle  
Aurora, IL 60502  
Phone: (630) 499-7080 ext. 12  
Fax: (630) 499-7760

**Scope of Supply:**

Item #	Part No.	Description	Quantity	Unit Price	Expanded Price
1	Model FS-72-2"	Bulk Water Station, including: - Main enclosure, with equipment access door - Keypad access panel w/display & controller - Surge Protection, UPS, Battery Backup - Service Inlet inside (Size TBD) - Pipe and component assembly- including: - Manual Shutoff Valve - RPZ Backflow Device - Flowmeter with pulse output - Drain Solenoid - Single 2" Outlets - Cold Climate Package, including Insulation, heater t-stat, ventilation fan - 120VAC receptacle, Light and Switch  ***ALL PIPE will be Type 304 Stainless Steel***	1	\$25,980.00	\$25,980.00
2	Shipping	Estimated Shipping	1	\$1,200.00	\$1,200.00
				<b>Total</b>	<b>\$27,180.00</b>

**NOTES:**

Special Information and Exceptions

- Price does not include fees or taxes (Local, Federal, or Final Destination)
- Prices are in U.S. Dollars unless noted otherwise
- Freight is delivered with duty paid (D.D.P.) to Jobsite

- Price does not include installation, concrete pad, external wiring or conduit, area lighting or parking bollards.

**Terms of Payment**

Payment terms shall be as stated below or as agreed upon terms:

- 15% upon delivery of submittals (net 30 days)
- 85% upon delivery of equipment (net 30 days)

**Submittals**

EleMech will provide documentation to the customer per the following schedule:

- Drawings for approval including layouts, connection details, anchorage, and control panel
- Complete Bill of Material of all products furnished, with part numbers.

**Shipment**

- Equipment delivery 6-8 weeks after approved submittal or notice to proceed
- O&M manuals prior to equipment start-up.

**Accessories**

This proposal includes only those items specifically mentioned in the equipment descriptions. Any items which may be necessary for the operation of the equipment, but are not specifically mentioned, such as motors, meters, heat tracing, drives, additional controls, or supports, are to be supplied via additional quotation separate from this offering.

**Purchase Orders**

All purchase orders are to be faxed or mailed to:

EleMech, Inc.  
2275 White Oak Circle  
Aurora, IL 60504  
Fax: (630) 499-7760

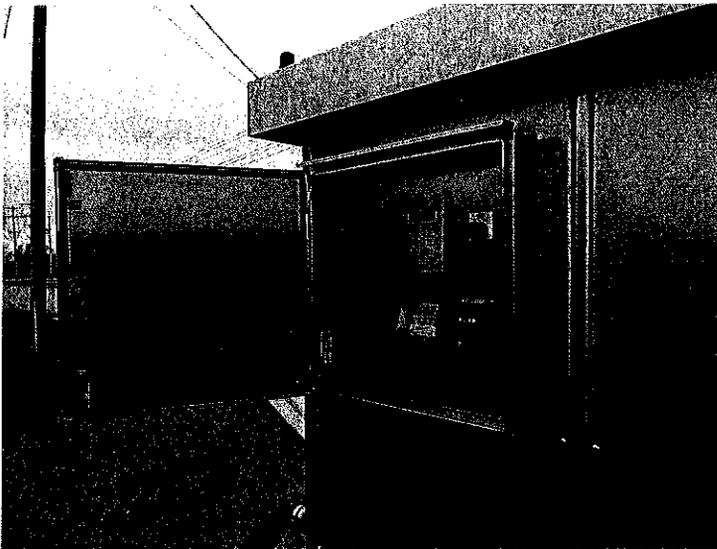
**Warranty**

EleMech warrants the equipment and components furnished will be free from defects in workmanship and materials and perform the general process function intended for a period of 18 months from shipment to site.

**Training and Start-up assistance**

Labor Services has been included for equipment start-up and training. Travel expenses will be billed additionally at EleMech's cost. An estimate can be provided upon request. Two (2) weeks advance notice is required to plan for trip and to coordinate the attendance of necessary personnel.

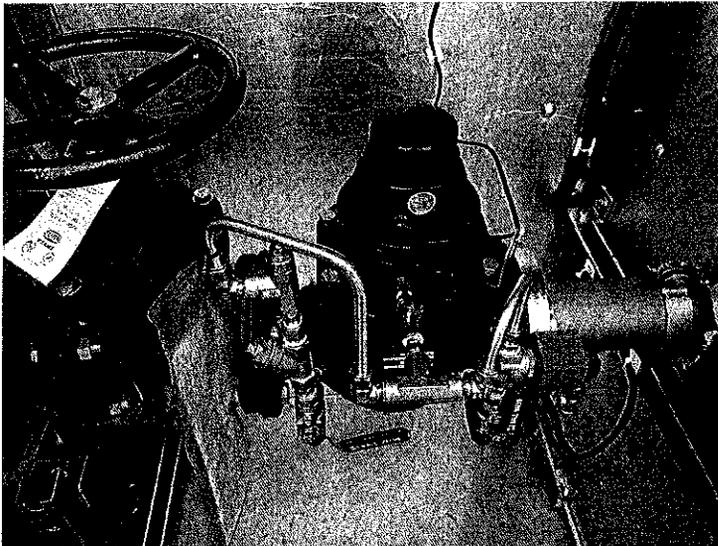
**Model FS-72**



Access Panel Includes:

- Keypad & Display
- Large Red STOP Pushbutton
- Credit Card Reader (Optional)
- Receipt Printer (Optional)
- Coin Receptor (Optional)
- Controller, Networked to Office
- Modem (Optional)

Access Panel is Stainless Steel, with lockable outer door, 3-point hinge, Outdoor rated, with inner stainless door.



Water Meter:

The station includes a Hydrometer, which is a combination shutoff valve and flow meter. The hydrometer is designed for potable water. It includes a manual meter readout and a electronic pulse generator. All piping is stainless steel.

**AquaFlow Int'l, Inc.**  
 PO Box 2841  
 Flagstaff, AZ 86003  
 928-380-6164

# Estimate

DATE	ESTIMATE #
9/16/2020	2157

<b>BILL TO</b>
<b>Haines Borough Water and Sewer Dept.</b> P.O. Box 1209 Haines, AL 99827 United States

ITEM	DESCRIPTION	QTY	RATE	TAX	AMOUNT
Note	This Quote is for a 2" overhead Enclosure to run the aquaflow RFID card based system. Overhead post to be provided by the customer.	1	0.00		0.00
36x72x72 Enclosure	The enclosure is 36"x72"x72". The enclosure is able to house the water systems. Walls are made using 2"x4" 16 gage steel frame 16" on center. The frame is then powder coated to prevent rust. The voids are filled with 4" ridged insulation. The outer shell is covered in .063 alum panels that are polar white. (Other colors are available for an additional charge) the inside is covered in white FRP panels. The Enclosure has one door approximately 44" wide and 68" tall on one side.	1	18,990.00		18,990.00
2" Water Components	2" water components for the AquaFlow or AquaTrack water systems. Includes a (Zurn/Wilkins 975 XL2 or Equivalent) backflow device, flow sensor, electric controled valve and drain valve. Includes piping inside the enclosure.	1	5,990.00		5,990.00
2" Piping	Piping for the outside of the support post. Water pipe to be 2" galvanized piping with two 90's. Piping will connect to a 2" galvanized pipe coming out of the enclosure and out to the 2" Food Grade hose.	1	990.00		990.00
AquaFlow II Site	AquaFlow II Site controler and power supplies. The control panel interfaces the valve and flow sensor with the customer interface.	1	18,990.00		18,990.00
AquaFlow Office	AquaFlow Office Encoder and power supply. This is the re-value station for use in your office to add money to customers cards.	1	9,990.00		9,990.00
RFID Cards	Custom printed RFID cards. Black on white cards. No bleed off. Customer to provide logo and text for card design.	200	4.90		980.00
Shipping	Shipping of all parts for the system to your location. Via Seattle Barge to alaska	1	5,990.00		5,990.00
Installation	Flight to Alaska and Installation over sight of the enclosure to the concrete (provided by customer) slab. Water Hookup and system made ready for use. (customer shall provide an electrician to hook up the sub-panel box in the enclosure.) A Lifting device shall be provided by customer onsite, such as a Backhoe, Forklift, or Excavator to help set the enclosure. Installation is to be onsite in Alaska, USA. Includes Delivery to your location. Training and installation to be completed with the delivery. On site estimate: 1 Day	1	4,990.00		4,990.00
Training	Onsite training shall be provided to the client following the installation. (Same or Next day.)	1	0.00		0.00
All Quotes are Valid for 180 days.		Subtotal			66,910.00
		7.75% Tax			0.00
		<b>Total</b>			<b>66,910.00</b>

**AquaFlow Int'l, Inc.**  
 PO Box 2841  
 Flagstaff, AZ 86003  
 928-380-6164

# Estimate

DATE	ESTIMATE #
9/16/2020	2157

<b>BILL TO</b>
<b>Haines Borough Water and Sewer Dept.</b> P.O. Box 1209 Haines, AL 99827 United States

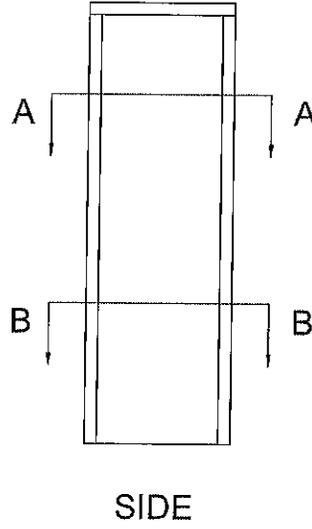
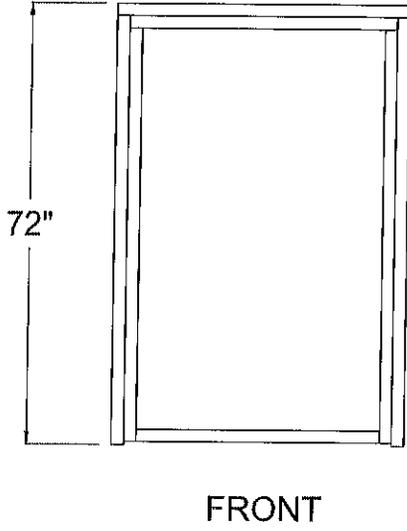
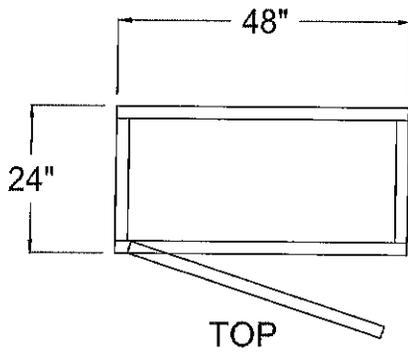
ITEM	DESCRIPTION	QTY	RATE	TAX	AMOUNT
Term 4	A \$30,000 deposit required to start production of the system(s). Upon completion of the manufacturing, but prior to the shipping of the system, a \$ 20,000 progress payment is required. The balance of of the project is due Net 10 Days from Delivery. (If the Delivery is delayed more than 30 days from AquaFlow Completion of the project, the balance then becomes due.) There is a 2 percent (\$25.00 minimum) late charge on all past due accounts, and 2 percent (\$25.00 minimum) every 30 days thereafter. AquaFlow Int'l Inc. will be ready to install system within 4 to 8 weeks of receipt of the deposit depending on the number of customers in front of you.	1	0.00		0.00
Warranty	System is warranted against factory defect for one year. Not included in this warrantee are: Acts of God, Acts of War, Acts of Terrorism, Accidents (except by AquaFlow Int'l Inc personal), Power related Issues (such as lightning strikes or power surges), or vandalism.	1	0.00		0.00
Sales Tax	Sales Tax laws are changing in 2019/2020. "Sales Tax" or "Use Tax" (or alike) is the responsibility of the Customer. Arizona does not require "Sales Tax" on out of state sales. Check with your State agency if these taxes apply to you.	1	0.00		0.00
2nd Year	The Vendor offer an extended Maintenance and Warranty extension on a yearly basis. The optional continuing year maintenance fee currently is \$ 1298.00 per year for the first bay, and \$850.00 per year per bay for more than one bay. The maintenance fee covers the expedited shipping of repair parts. The continuing Maintenance fee is included in the maintenance, and it covers any software upgrades and phone Technical Support for the system. All System upgrades will be shipped to the customer at no further cost including shipping. Customer shall be billed for parts not covered under the Warranty.	1	0.00		0.00

All Quotes are Valid for 180 days.	Subtotal	66,910.00
	7.75% Tax	0.00
	<b>Total</b>	<b>66,910.00</b>

## 2" Overhead Loading Water Station



- ❖ 2" Side Loading Station Delivers 50-100gpm (40-80psi)
  - Fills a 210 gallon tank in 3 minutes at 70gpm
  - Fills a 500 gallon tank in 8 minutes at 70gpm
  - Fills a 2,000 gallon truck in 29 minutes at 70gpm
  
- ❖ Operating Systems Available
  - AquaTrack Internet/Cloud Based System
  - AquaFlow II RFID Card Based System
  - AquaVendor Hybrid Internet/Card based system
  - QuarterMaster Coin/Token Based System

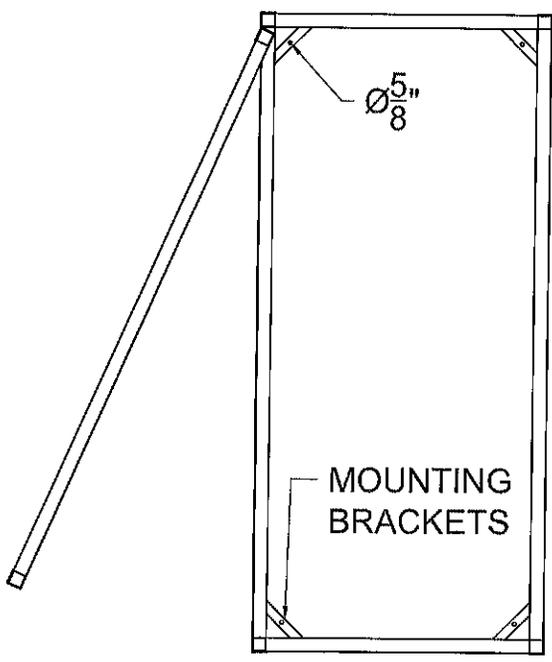


AQUA FLOW INTL. INC.  
 P.O. BOX 2841  
 FLAGSTAFF, AZ. 86003  
 (928) 380-6164



2" OVERHEAD LOADING STATION	ENCLOSURE LAYOUT	SCALE: 1/2" = 1'-0"
1 OF 12		

SECTION B-B

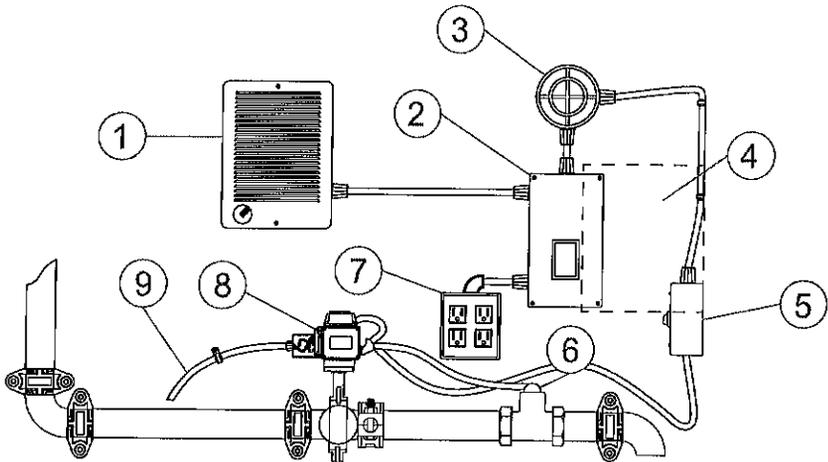


3 OF 12

2" OVERHEAD  
LOADING STATION  
ENCLOSURE LAYOUT  
SECTION B-B  
SCALE: 1" = 1'-0"



AQUA FLOW INTL. INC.  
P.O. BOX 2841  
FLAGSTAFF, AZ. 86003  
(928) 380-6164



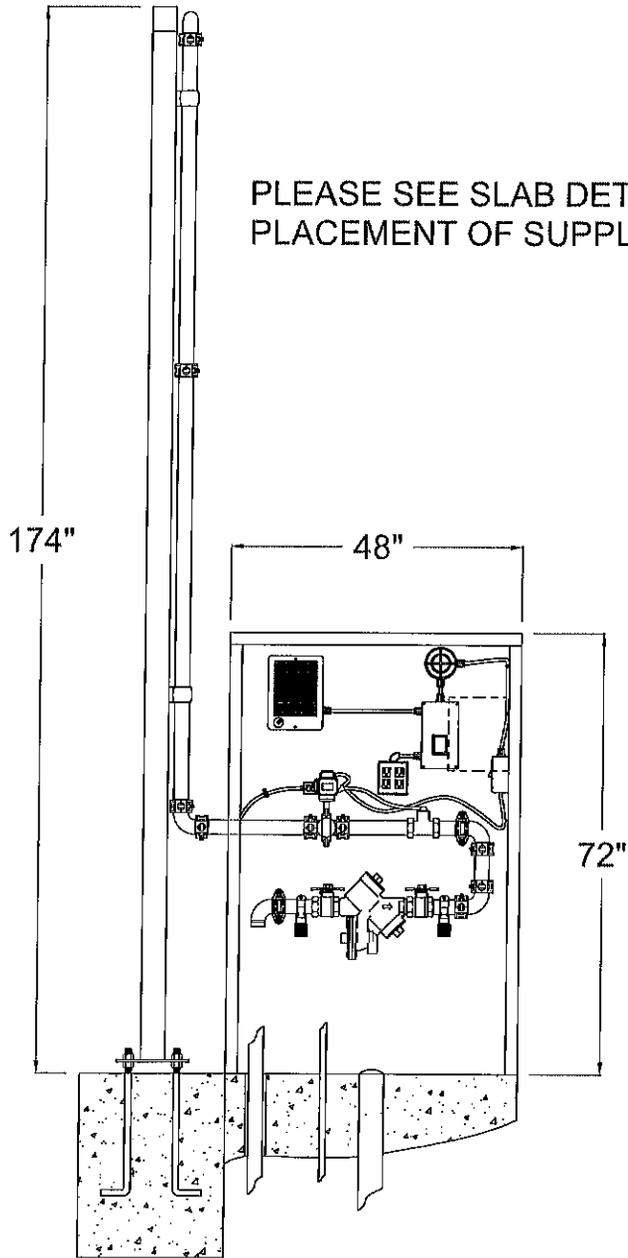
BILL OF MATERIALS		
ITEM	QUAN.	DESCRIPTION
1	1	HEATER
2	1	SUB PANEL
3	1	LIGHT
4	1	CUSTOMER INTERFACE
5	1	LIGHT SWITCH
6	1	FLOW SENSOR
7	1	RECEPTICLE
8	1	BUTTERFLY VALVE
9		1/2" LFMC

AQUA FLOW INT'L. INC.  
P.O. BOX 2841  
FLAGSTAFF, AZ. 86003  
(928) 380-6164

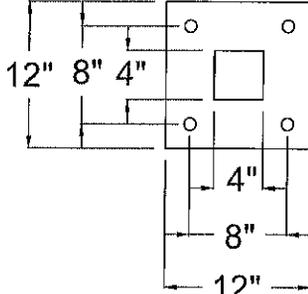
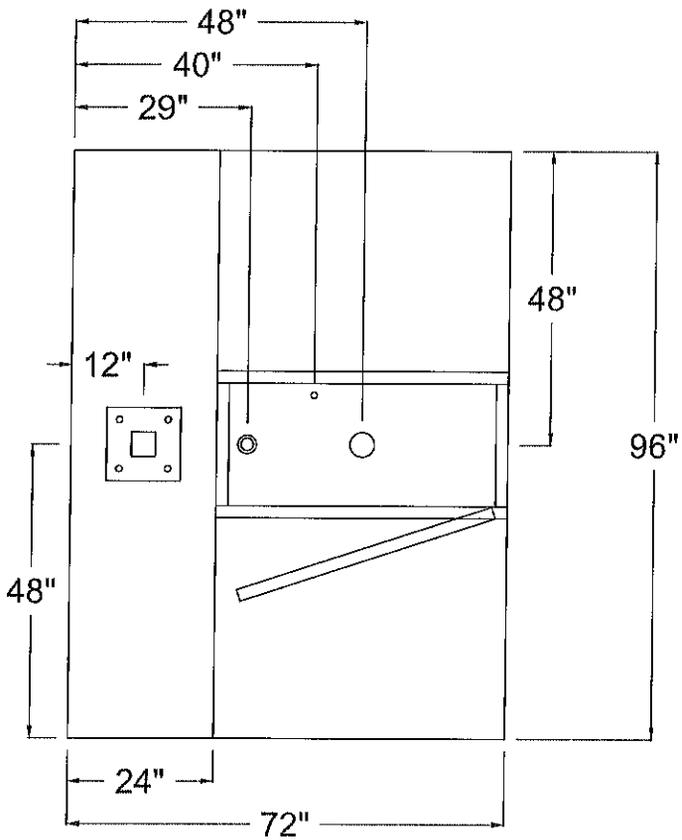


2" OVERHEAD  
LOADING STATION  
ELECTRICAL COMPONENTS  
SCALE: 1" = 1'-0"  
5 OF 12

PLEASE SEE SLAB DETAILS FOR  
PLACEMENT OF SUPPLY AND DRAIN.



7 of 12	2" OVERHEAD LOADING STATION		<b>AQUA FLOW INT'L. INC.</b> P.O. BOX 2841 FLAGSTAFF, AZ. 86003 (928) 380-6164
	ENCLOSURE LAYOUT PLUMBING / ELECTRICAL		
	SCALE: 1/2" = 1'-0"		



AQUA FLOW INT'L. INC.  
P.O. BOX 2841  
FLAGSTAFF, AZ. 86003  
(928) 380-6164



2" OVERHEAD LOADING STATION	SLAB LAYOUT DETAIL	SCALE: AS NOTED
10	OF	12

CUSTOMERS  
LOAD THIS  
SIDE

CUSTOMER  
INTERFACE

SLAB  
6' X 8'

ACCESS  
DOOR  
SIDE

OVERHEAD ARM

AQUA FLOW INTL. INC.  
P.O. BOX 2841  
FLAGSTAFF, AZ. 86003  
(928) 380-6164



2" OVERHEAD  
LOADING STATION

SAMPLE SITE DRAWING

SCALE: 1/4" = 1'-0"

11 of 12



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 20-1052  
Assembly Meeting Date: 10/13/20

Business Item Description:	Attachments:
Subject: Authorize contrac with Northwest Barriers, LLC for Lutak Dock Fence & Gate Upgrades (\$84,198.77)	1. Resolution 20-10-891 2. Bid Summary for Lutak Dock Fence & Gate Project 3. Northwest Barriers Bid 4. Hamilton Construction Bid
Originator: Contracts and Grants Administrator	
Originating Department: Public Facilities	
Date Submitted: 10/13/2020	

**Full Title/Motion:**  
Motion: Adopt Resolution 20-10-891.

**Administrative Recommendation:**  
This resolution is recommended by the Director of Public Facilities and Haines Harbormaster.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 84,198.77	\$ 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:**

As a part of the lease agreement between Haines Borough and AML, the Haines Borough agreed to install fencing and gates at the Lutak Dock facility. The Haines Borough received two responsive bids from Northwest Barriers, LLC for \$84,198.77 and Hamilton Construction, LLC for \$135,115.00 and the Director of Public Facilities and Haines Harbormaster recommend awarding the contract to the apparent low bidder, Northwest Barriers, LLC. The Lutak Dock Enterprise Fund has sufficient funds to cover the cost of the construction. This Resolution allows the Interim Borough Manager to enter into a contract with Northwest Barriers, LLC for new fencing and gates at the Lutk Dock facility.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 10/13/20	Public Hearing Date(s):
	Postponed to Date:

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a contract with Northwest Barriers, LLC for the Haines Lutak Dock Fence and Gate Project for an approximate amount of \$84,198.77.**

**WHEREAS**, as a part of the lease agreement between the Haines Borough and Alaska Marine Lines, Inc. (AML) for the Lutak Dock, the Borough agreed to install fencing and a gate; and

**WHEREAS**, the Haines Borough received two responsive bids from Northwest Barriers, LLC for \$84,198.77 and Hamilton Construction for \$135,115.00; and

**WHEREAS**, the Director of Public Facilities and the Haines Harbormaster recommend awarding the contract to the apparent low bidder, Northwest Barrier, LLC; and

**WHEREAS**, the Lutak Dock Enterprise fund has sufficient funds to pay for the work;

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Interim Borough Manager to execute a contract with Northwest Barriers, LLC for the Haines Lutak Dock Fence & Gate Project for an approximate amount of \$84,198.77.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 13th day of October 2020.

Attest:

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

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



**SECTION 00300 – BIDS**

**BID TO: THE HAINES BOROUGH**

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

**Haines Lutak Dock Fence & Gate Project  
Contract No. HB 20-07**

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

Addenda No. ____ Date Issued _____	Addenda No. ____ Date Issued _____
Addenda No. ____ Date Issued _____	Addenda No. ____ Date Issued _____
Addenda No. ____ Date Issued _____	Addenda No. ____ Date Issued _____
Addenda No. ____ Date Issued _____	Addenda No. ____ Date Issued _____

*Give number and date of each addenda above. Failure to acknowledge receipt of all Addenda may cause the Bid to be non-responsive and may cause its rejection.*

8. The Bidder has read this Bid and agrees to the conditions as stated herein by signing his/her signature in the space provided below.

Dated: <u>10/1/2020</u>	Bidder: <u>Northwest Barriers, LLC</u> (Company Name)
Alaska CONTRACTOR's Business License No: <u>924625</u>	By: <u>K. Stanavich</u> (Signature)
Alaska CONTRACTOR's License No: <u>34391</u>	Printed Name: <u>Kendall Stanavich</u>
Telephone No: <u>907-376-7498</u>	Title: <u>Project Manager</u>
Fax No: <u>907-376-7438</u>	Address: <u>2147 W Shirley Rd.</u> (Street or P.O. Box)
Email: <u>kendall@nwbarriers.com</u>	<u>Wasilla, AK 99623</u> (City, State, Zip Code)

9. TO BE CONSIDERED, ALL BIDDERS MUST COMPLETE AND INCLUDE THE FOLLOWING AT THE TIME OF THE DEADLINE FOR BIDS. MISSING DOCUMENTS WILL DEEM THIS BID NON-RESPONSIVE:
- > Bid, Section 00300 (includes addenda receipt statement)
  - > Completed Bid Schedule, Section 00310
  - > Bid Security (Bid Bond, Section 00320, or by a certified or cashier's check as stipulated in the Notice Inviting Bids, Section 00030)
  - > Contractor Financial Responsibility, Section 00370
10. The apparent low Bidder is required to complete and submit the following documents by 4:30 p.m. on the fifth business day following the date of the Posting Notice.
- > Subcontractor Report, Section 00360
- The apparent low Bidder who fails to submit the completed Subcontractor Report within the time specified in Section 00360 – Subcontractor Report, may be found to be not a responsible Bidder and may be required to forfeit the Bid security. The OWNER may then consider the next lowest Bidder for award of the contract.
11. The successful Bidder will be required to submit, within ten Days (calendar) after the date of the "Notice of Intent to Award" letter, the following executed documents:
- > Agreement Forms, Section 00500
  - > Performance Bond, Section 00610
  - > Payment Bond, Section 00620
  - > Certificates of Insurance, (CONTRACTOR) Section 00700 and Section 00800

**SECTION 00310 – BID SCHEDULE**

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

**Haines Lutak Dock Fence & Gate  
Project Contract No. HB 20-07**

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	Mobilization	Lump Sum	1	\$5,000	\$5,000
2	Chain Link Fence	Lump Sum	1	\$24,138.62	\$24,138.62
3	20' Manual Gate	Lump Sum	1	\$3,265.63	\$3,265.63
4	20' Lift Gate & Operator	Lump Sum	1	\$51,844.52	\$51,844.52

**Total Base Bid Amount in Figures:** \$ \$84,198.77

**Total Base Bid Amount in Words:** Eighty four thousand one hundred ninety eight dollars and 77/100.

**Date:** 10/1/2020      **Bidder:** Northwest Barriers, LLC  
(Company Name)

**SECTION 00300 – BIDS**

**BID TO: THE HAINES BOROUGH**

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

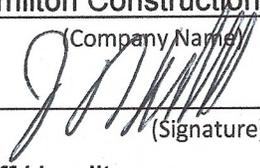
**Haines Lutak Dock Fence & Gate Project  
Contract No. HB 20-07**

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

Addenda No. <u>  1  </u> Date Issued <u>09/10/20</u>	Addenda No. <u>    </u> Date Issued <u>    </u>
Addenda No. <u>    </u> Date Issued <u>    </u>	Addenda No. <u>    </u> Date Issued <u>    </u>
Addenda No. <u>    </u> Date Issued <u>    </u>	Addenda No. <u>    </u> Date Issued <u>    </u>
Addenda No. <u>    </u> Date Issued <u>    </u>	Addenda No. <u>    </u> Date Issued <u>    </u>

**Give number and date of each addenda above. Failure to acknowledge receipt of all Addenda may cause the Bid to be non-responsive and may cause its rejection.**

8. The Bidder has read this Bid and agrees to the conditions as stated herein by signing his/her signature in the space provided below.

Dated: <u>09/28/2020</u>	Bidder: <u>Hamilton Construction, LLC</u> <small>(Company Name)</small>
Alaska CONTRACTOR's Business License No: <u>309822</u>	By:  <small>(Signature)</small>
Alaska CONTRACTOR's License No: <u>CONE30862</u>	Printed Name: <u>Jeff Hamilton</u>
Telephone No: <u>(907) 983-2702</u>	Title: <u>Managing member</u>
Fax No: <u>(907) 983-3865</u>	Address: <u>PO Box 648</u> <small>(Street or P.O. Box)</small>
Email: <u>klamkin@hamiltonconst.com</u>	<u>Skagway, AK 99840</u> <small>(City, State, Zip Code)</small>

9. TO BE CONSIDERED, ALL BIDDERS MUST COMPLETE AND INCLUDE THE FOLLOWING AT THE TIME OF THE DEADLINE FOR BIDS. MISSING DOCUMENTS WILL DEEM THIS BID NON-RESPONSIVE:
- > Bid, Section 00300 (includes addenda receipt statement)
  - > Completed Bid Schedule, Section 00310
  - > Bid Security (Bid Bond, Section 00320, or by a certified or cashier's check as stipulated in the Notice Inviting Bids, Section 00030)
  - > Contractor Financial Responsibility, Section 00370
10. The apparent low Bidder is required to complete and submit the following documents by 4:30 p.m. on the fifth business day following the date of the Posting Notice.
- > Subcontractor Report, Section 00360
- The apparent low Bidder who fails to submit the completed Subcontractor Report within the time specified in Section 00360 – Subcontractor Report, may be found to be not a responsible Bidder and may be required to forfeit the Bid security. The OWNER may then consider the next lowest Bidder for award of the contract.
11. The successful Bidder will be required to submit, within ten Days (calendar) after the date of the “Notice of Intent to Award” letter, the following executed documents:
- > Agreement Forms, Section 00500
  - > Performance Bond, Section 00610
  - > Payment Bond, Section 00620
  - > Certificates of Insurance, (CONTRACTOR) Section 00700 and Section 00800

**SECTION 00310 – BID SCHEDULE**

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

**Haines Lutak Dock Fence & Gate  
Project Contract No. HB 20-07**

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	Mobilization	Lump Sum	1	10,500	10,500
2	Chain Link Fence	Lump Sum	1	72,000	72,000
3	20' Manual Gate	Lump Sum	1	7,800	7,800
4	20' Lift Gate & Operator	Lump Sum	1	44,815	44,815

Total Base Bid Amount in Figures: \$ 135,115.00

Total Base Bid Amount in Words: One hundred thirty-five thousand, one hundred and fifteen dollars

Date: 09/28/2020 Bidder: Hamilton Construction, LLC  
(Company Name)



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 20-1053

Assembly Meeting Date: 10/13/20

Business Item Description:	Attachments:
Subject: Authorize Application for State of Alaska Clean Water Fund Loan WWTP Phase IV Electrical	1. Resolution 20-10-892 2. Alaska Clean Water Fund- SFY 2021 Project Priority List 3. Alaska DEC Letter Regarding Clean Water IUP list. 4. Engineer's Construction Estimate
Originator: Contracts and Grants Administrator	
Originating Department: Public Facilities	
Date Submitted: 10/13/2020	

**Full Title/Motion:**

Motion: Adopt Resolution 20-10-892.

**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
\$ 640,952	\$ See below	\$ 0	Reduced maintenance costs

**Comprehensive Plan Consistency Review:**
 Comp Plan Goals/Objectives:  
 Objective 2B, Pages 56-57
Consistent:  Yes  No**Summary Statement:**

The Alaska Department of Environmental Conservation lists structurally impaired waste water treatment facilities as a public health threat. The Haines Borough has been in the middle of a multi-year, multi-phased project to upgrade and renovate the nearly 27 year old facilities. In the last two years, the Borough has completed Phases I and II of the upgrades to the Lift Pump Stations. This year, the CARES Act Ad Hoc Committee has authorized the use of funds to complete Phase III rebuilding the filter press and purchasing a skid steer. The WWTP Phase IV Electrical Upgrades will complete the work by rebuilding and replacing the electrical system at the WWTP. The current electrical system has experienced interface issues with new equipment replaced in Phases I, II and III, and has exceeded its useful life. The Alaska Department of Environmental Conservation has listed Phase IV no 4 on its FY 2021 Project Priority list (attached) for \$1,000,000 with a \$500,000.

**Referral:**

Referred to:

Referral Date:

Recommendation:

Meeting Date:

**Assembly Action:**

Meeting Date(s): 10/13/20

Public Hearing Date(s):

Postponed to Date:

HAINES BOROUGH, ALASKA  
RESOLUTION No. 20-10-892

**DRAFT**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation for a loan from the Alaska Clean Water Fund for the WWTP Phase IV Electrical Upgrades for an amount not to exceed \$640,952.**

**WHEREAS**, the Alaska Department of Environmental Conservation lists structurally impaired waste water treatment facilities as a public health threat; and

**WHEREAS**, the current electrical system is over 27 years old and is prone to frequent breakdowns and as new equipment is renovated or replaced in the system, the current electrical configuration has experienced interface issues and system failure; and

**WHEREAS**, the Haines Borough has been on a multi-year, multi-phased process to replace and upgrade the Waste Water Treatment Plant (WWTP) which has exceeded its useful life; and

**WHEREAS**, in the last two years, the Borough has completed Phases I and II of the upgrades, and the CARES Act Ad Hoc Committee has authorized the use of funds to complete Phase III to rebuild the filter press and purchase a skid steer; and

**WHEREAS**, the WWTP Phase IV Electrical Upgrades will complete the last of the planned upgrades; and

**WHEREAS**, the State of Alaska, Department of Environmental Conservation (ADEC) has funding available through the Alaska Clean Water Fund; and

**WHEREAS**, the loan of up to \$1,000,000 would be repaid over no more than a 20-year term, with an estimated 1.5 percent finance rate; and

**WHEREAS**, the loan has a \$500,000 subsidy (50%) in the form of principal forgiveness for Disadvantaged Community Assistance; and

**WHEREAS**, upon receiving the loan agreement, Haines Borough Charter Section 3.03 will require assembly authorization by ordinance to borrow the money;

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Interim Borough Manager to apply to the State of Alaska, Department of Environmental Conservation for a loan from the Alaska Clean Water Fund for the project entitled WWTP Phase IV Electrical Upgrades.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 13th day of October 2020.

Attest:

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

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

## Alaska Clean Water Fund - State Fiscal Year 2021 (SFY21) Project Priority List - 3rd Quarter

Note: Available funding for SFY21 projects is \$64.2 million.

(1) Subsidy is subject to change depending on the readiness of projects to proceed.

(2) 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).

(3) 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 weighed scores for all of the Pro Fi projects.

Rank	Score	APDES Permit Number	Clean Water Needs Category	Applicant	Project Name and Description	Requested Loan Amount	Estimated Subsidy <sup>(1)</sup> (SFY20)	Estimated Subsidy <sup>(1)</sup> (SFY21)	Disadvantaged Community	Requested Loan Term <sup>(2)</sup> (years)	Green Project Amount (Type)	Sustainability Policy	Estimated Construction Start	Quarter Added to PPL
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### POINT SOURCE PROJECT QUESTIONNAIRES

1	655	---	I	Mile 8 Utilities, LLC	<b>Leachfield Design and Construction</b> - Design and construct an aerated leachfield to eliminate point source discharge into an anadromous stream. Rehabilitate pretreatment works to ensure leachfield longevity.	\$297,275		\$148,863	X	20 to 30		Fix It First	6/1/2020	SFY21-Q1
2	645	2003-DB0096	III-B	Sand Point	<b>Sewer Upgrade</b> - Replace two lift stations that are at the end of their serviceable life. This will eliminate the need to manually pump out wastewater on a near daily basis. The lid on the settling tank will also be replaced.	\$1,050,680	\$500,000		X	5 to 20		Fix It First	7/1/2019	SFY19-Q3
3	605	AK0022497	I	Palmer	<b>Wastewater Treatment Plant Facility Upgrades</b> - Update the design and construct two new secondary clarifiers and associated processes including a flow splitter, scum pump station, and a waste activated sludge vault/pump station. Additional work for upgrades will include demolition, modifications to the existing lagoons, piping upgrades, new equipment installation, and subsidiary incidental work.	\$8,052,000			X	20 to 30		---	5/3/2021	SFY21-Q3
4	315	AK0021385	I	Haines Borough	<b>Wastewater Treatment Plant Phase 4 Electrical Upgrades</b> - Replace and upgrade the electrical system in the wastewater treatment plant.	\$1,000,000		\$500,000	X	20 to 30	\$330,800 (Energy Efficiency)	Fix It First	8/1/2020	SFY21-Q1
5	295	AK0023451	I	Fairbanks	<b>Golden Heart Utilities Wastewater Treatment Facility Water Main Installation and Process Water Piping Replacement</b> - Construct a new 10-inch water main to the Wastewater Treatment Facility and replace the failing process water system within the facility.	\$1,450,656		\$500,000	X	5 to 20	TBD (Energy Efficiency)	Fix It First	6/1/2020	SFY21-Q1
6	280	AK0021555	III-B	Kodiak	<b>Aleutian Homes Phase VII Wastewater Main Replacement</b> - Replace 65-year old asbestos concrete wastewater collection system.	\$2,600,000			X	20 to 30		Fix It First	5/11/2021	SFY21-Q3
7	270	AK0021555	I	Kodiak	<b>Wastewater Treatment Plant Supervisory Control and Data Acquisition System (SCADA) Replacement</b> - Upgrade the wastewater treatment control system that has reached the end of its useful life.	\$1,000,000		\$500,000	X	5 to 20		Fix It First	7/1/2020	SFY21-Q1
8	203 <sup>(3)</sup>	AK0022551	I, III-A, III-B	Anchorage AWWU	<b>SFY21 Pro Fi Loan</b> - The applicant has provided a list of eligible projects including planning, design, engineering, and construction activities for wastewater infrastructure projects (see attached list).	\$15,000,000				20	\$2,650,000 (Energy Efficiency)	Fix It First		SFY21-Q1
9	130	AK0021385	I	Haines Borough	<b>Wastewater Treatment Plant Phase 3 Filter Press Rebuild</b> - Rebuild the current sludge press and purchase a new skid steer for moving sludge at the plant.	\$265,000				20 to 30		Fix It First	4/1/2021	SFY21-Q3
10	65	AK0021555	III-A	Kodiak	<b>Infiltration and Inflow (I&amp;I) Assessment and Reduction</b> - Flow monitoring, flow data analysis and identification of areas with high I&I through closed-circuit television inspections and manhole inspections. Design only loan request.	\$165,000			X	20 to 30			6/1/2020	SFY21-Q1
11	60	AK0021555	III-B	Kodiak	<b>Lift Station 5 and Force Main Replacement</b> - Prepare designs to replace the City's largest lift station that is 50 years old and has reached the end of its useful life. Design only loan request.	\$350,000			X	20 to 30			2/1/2021	SFY21-Q1
12	35	AK0020010	IV-A	Skagway	<b>Klondike Highway Sanitary Sewer Extension</b> - Extend sanitary sewer to an unserved area.	\$3,948,700			X	20 to 30			4/1/2021	SFY21-Q1
<b>POINT SOURCE SUBTOTAL</b>						<b>\$35,179,311</b>	<b>\$500,000</b>	<b>\$1,648,863</b>			<b>\$2,980,800</b>			

## Alaska Clean Water Fund - State Fiscal Year 2021 (SFY21) Project Priority List - 3rd Quarter

Note: Available funding for SFY21 projects is \$64.2 million.

(1) Subsidy is subject to change depending on the readiness of projects to proceed.

(2) 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).

(3) 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 weighed scores for all of the Pro Fi projects.

Rank	Score	APDES Permit Number	Clean Water Needs Category	Applicant	Project Name and Description	Requested Loan Amount	Estimated Subsidy <sup>(1)</sup> (SFY20)	Estimated Subsidy <sup>(1)</sup> (SFY21)	Disadvantaged Community	Requested Loan Term <sup>(2)</sup> (years)	Green Project Amount (Type)	Sustainability Policy	Estimated Construction Start	Quarter Added to PPL
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### NONPOINT SOURCE PROJECT QUESTIONNAIRES

1	160	---	VII	King Cove	<b>Landfill Cell Capping Closure</b> - Install a partial closure system as required by closure standards for a Class III municipal solid waste landfill found in Alaska Administrative Code (18 AAC 60.390) to stabilize slopes, minimize soil erosion, minimize water infiltration, and protect against the release of hazardous constituents to the environment.	\$51,030	\$25,515		X	20 to 30				SFY19-Q2
2	150	---	VII	Cordova	<b>Cordova Street Sweeper</b> - Procurement of a new street sweeper to replace the existing 30-year old equipment.	\$275,000		\$137,500	X	5 to 20				SFY20-Q4
3	140	---	VII	Municipality of Anchorage	<b>Anchorage Regional Landfill Cell 9A</b> - Procurement, construction and construction oversight of Cell 9A project to provide air space for management of municipal solid wastes. The project includes approximately 6 acres of liner including leachate and storm water collection and control systems.	\$7,600,000				20 to 30				SFY19-Q4
4	100	---	VII	Cordova	<b>Mile 17 Landfill Equipment</b> - Purchase equipment improve stormwater management at the Mile 17 landfill. By removing snow accumulation and effectively compacting trash, the amount of stormwater penetration and the amount of leachate is reduced.	\$1,120,000		\$500,000	X	20 to 30				SFY21-Q1
5	10	---	VII	Matanuska Susitna Borough	<b>Landfill Gas Collection System</b> - Install vertical wells in two closed cells to extract gas that will be burned with a flare. Proper management of the landfill reduces leachate quality issues.	\$2,420,000			X	5 to 20				SFY21-Q2
<b>NONPOINT SOURCE SUBTOTAL</b>						<b>\$11,466,030</b>	<b>\$25,515</b>	<b>\$637,500</b>						

### AMENDMENT TO EXISTING LOAN OR QUESTIONNAIRE

		AK0022551	III-B	Anchorage AWWU	<b>Pump Station 12 Force Main-Interceptor C Gravity Junction Rehabilitation</b> - Loan Amendment to increase existing loan amount by \$2,584,456. Project scope: Assess and rehabilitate the 45-year-old pump station, force mains, gravity junction box and the receiving 48-inch gravity sewer to meet current standards, enhance operation efficiency and provide continued service.	\$2,584,456				20		Fix It First	12/3/2019	SFY20-Q1
		AK0021440	III-B	Ketchikan	<b>Schoenbar Road Utilities Replacement (Sewer)</b> - Loan amendment to increase existing loan amount by \$2,125,057 (Loan #481151-S). Project scope: Replace approximately 2,200 feet of aging 8-inch to 12-inch sewer mains and 12 sewer manholes. Failing water mains in the same area will also be replaced under a separate Alaska Drinking Water Fund loan.	\$2,125,057			X	20		Fix It First		SFY20-Q3
		AK0021458	III-B	Petersburg	<b>Scow Bay 1 Pump Station Upgrade</b> - Loan amendment to increase existing loan amount by \$194,695. (Loan #685271) due to construction bids exceeding initial estimates. Project scope: Replace undersized pumps and increase inadequate wet well storage capacity with a properly sized and rated submersible pump station that includes high efficiency pumps and controls.	\$194,695			X	20		Fix It First		SFY20-Q4
		Pending	I	Matanuska Susitna Borough	<b>Matsu Septage and Leachate Treatment Facility</b> - Loan amendment to increase existing loan amount by \$1,000,000 (Loan #561041) and amend project scope as follows: Design a new energy efficient septage and leachate facility to minimize septage and leachate costs and environmental impacts in the Matanuska-Susitna Valley. Additionally, this project will install a landfill leachate treatment facility.	\$1,000,000			X	20		Effective Utility Management		SFY21-Q1

**Alaska Clean Water Fund - State Fiscal Year 2021 (SFY21) Project Priority List - 3rd Quarter**

Note: Available funding for SFY21 projects is \$64.2 million.

(1) Subsidy is subject to change depending on the readiness of projects to proceed.

(2) 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).

(3) 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 weighed scores for all of the Pro Fi projects.

Rank	Score	APDES Permit Number	Clean Water Needs Category	Applicant	Project Name and Description	Requested Loan Amount	Estimated Subsidy <sup>(1)</sup> (SFY20)	Estimated Subsidy <sup>(1)</sup> (SFY21)	Disadvantaged Community	Requested Loan Term <sup>(2)</sup> (years)	Green Project Amount (Type)	Sustainability Policy	Estimated Construction Start	Quarter Added to PPL
		AKG572019	III-B	<b>Ketchikan Gateway Borough</b>	<b>South Tongass Wastewater Main Replacement - Shoup to Forest Park</b> - Loan amendment (Loan #482021) to revise the scope of work to include an operational assessment of the Mountain Point Wastewater Treatment Plant to establish best management practices and standard operating procedures, including analysis of the SBR's capacity and digester chemistry to ensure the treatment plant continues to perform properly.	No increase in loan amount			X	20		Effective Utility Management		SFY21-Q2
<b>LOAN AMENDMENT SUBTOTAL</b>						<b>\$5,904,208</b>	<b>\$0</b>	<b>\$0</b>						

**MICRO LOAN QUESTIONNAIRES**

1	475	AK2250053	III-B	<b>Unalakleet</b>	<b>Covenant Lift Station Rehabilitation and Septic Pumper Purchase</b> - The purpose of this project is to rehabilitate a 45 year old lift station subject to freezing issues and sewage backups. Rehabilitation will include replacement of the heating and ventilation systems, overhead crane, safety grating, and electrical systems. A new septic pumper truck will also be purchased.	\$488,620		\$342,034	X	20 years	---	Fix It First		SFY20-Q2
2	420	AKG573035	III-B	<b>Noorvik</b>	<b>Utilidor Replacement Phase 2</b> - Replace approximately 300 linear feet of aboveground water and sewer utilidor. This project will include installing new aluminum rectangle utilidor insulation and adjustable supports.	\$75,000	\$52,500		X	< 5 years	---	Fix It First		SFY20-Q1
3	415	---	III-B	<b>Kotlik</b>	<b>Sewer Connections</b> - Renovate five sewer service connections by removing the arctic boxes and installing flexible service connections. Install a circulating pump and a through wall shut-off valve at each home.	\$75,000	\$37,500		X	< 5 years	---	Fix It First		SFY20-Q1
<b>MICRO LOAN SUBTOTAL</b>						<b>\$638,620</b>	<b>\$90,000</b>	<b>\$342,034</b>						
<b>TOTAL FUNDING REQUESTED (ALL CATEGORIES)</b>						<b>\$53,188,169</b>	<b>\$615,515</b>	<b>\$2,628,397</b>						

## Alaska Clean Water Fund - State Fiscal Year 2021 (SFY21) Programmatic Financing (Pro Fi) Projects

**Applicant: Anchorage Water and Wastewater Utility**

**Loan Request: \$15,000,000**

**Loan Term: 20 years**

The Pro Fi questionnaire includes the following improvements included in AWWU's capital improvement plans for the wastewater utility.

Number	Project Name	Description
C-19-05b	King Street Septage Receiving Station	Design and construct upgrades to existing Septage Receiving Station with pretreatment equipment and increase user access. The pretreatment equipment will prevent collection system from having sanitary sewer overflows.
C-19-05c	King Street Warm Vehicle Storage	Design and construct a storage building to house equipment, necessary to operate and maintain the AWWU water and sewer infrastructure.
C-19-05e	King Street Main Building Upgrade	Design and construct various improvements to AWWU's King Street O&M Facility Administrative Building. Improvements include expanding and remodeling interior spaces and systems, and enclosing covered areas to increase the capacity, productivity, and efficiency of AWWU's support maintenance group.
C-19-07	Flower Park Glenn 4th Sewer Upgrade	Rehabilitate over 1,900 linear feet of 8-inch sewer pipe with multiple deficiencies including fractures, cracks, offsets and joint separations.
C-19-08	D-2-4 Trunk Improvements	Abandon in place approximately 1,100 feet of sewer main and add approximately 1,670 feet of new sewer main with a new alignment. In addition, provide access for maintenance vehicles to manholes along Chester Creek.
C-19-09	Pump Station 52 Improvements	Design and construct improvements to the pump station including, but not limited to, new wet well, dry valve vault, two pumps, check valves, pump controls, stand-by generator, and electrical upgrades.
C-19-10	AWWTF Storage	Design and construct additional warm storage for equipment, materials and sodium hypochlorite.
C-19-13	AWWTF Combined Heat and Power Conversion	Design and construct a combined heat and power system for the wastewater treatment facility.
C-19-14	AWWTF Raw Sludge Pumps	Design and replace the existing raw sludge pumps at the wastewater treatment facility.
C-20-03	Pump Station 2 Rehabilitation	Replace high voltage electrical system, aging and corroding piping, valves, control systems, and various site improvements for Pump Station 2.
C-20-04	King Street Campus Expansion	The expansion project will involve acquisition of approximately 6.86 acres of land adjacent to the existing King Street facility, the headquarters for AWWU's operations and maintenance activities. In addition to land acquisition, site improvements will include clearing, grading, backfilling, and fencing the property. In addition to the site improvement work, the Municipality of Anchorage requires AWWU to complete paved roadway improvements and water main extension within 94th Avenue from Gambell Street to the proposed land acquisition. Completion of this land purchase will allow the space required for needed expansion of operations including the construction of the warm storage facility and other needed improvements identified in the King Street Facility Plan.
C-20-05	King Street Fuel Storage Improvements	Relocate the existing fuel storage and dispensing system. This project will also streamline the traffic pattern within the facility.
C-20-07	Wastewater Master Plan	Update the Wastewater Master Plan used to guide system upgrades and expansion.
C-20-08	AWWTF Compressed Process Air System Rehabilitation	Design and install improvements to the compressed air system to replace components beyond their useful life.
C-21-01	Pump Station 7 Rehabilitation	Rehabilitate the pump station including: communications, HVAC, influent and discharge piping, as well as various safety provisions for operation and maintenance of the pump station, and wet well rehabilitation.
C-21-02	Pump Station 32 Rehabilitation	Rehabilitate the pump station including: communications, influent and discharge piping, as well as various safety provisions for operation and maintenance of the pump station, and wet well rehabilitation.
C-21-03	Downtown Sewer Rehabilitation Phase III (projects listed below)	
	Downtown Sewer Phase III, West 8th, N-P Street	Rehabilitate sewer main in downtown Anchorage.
	Downtown Sewer Phase III, M Street	Rehabilitate sewer main in downtown Anchorage.
	Downtown Sewer Phase III, West 2nd Avenue	Rehabilitate sewer main in downtown Anchorage.
	Downtown Sewer Phase III, D&E Street	Rehabilitate sewer main in downtown Anchorage.
	Downtown Sewer Phase III, H&I Street	Rehabilitate sewer main in downtown Anchorage.
	Downtown Sewer Phase III, C&D Street	Rehabilitate sewer main in downtown Anchorage.



July 7, 2020

Jila Stuart  
Finance Director, Haines Borough  
PO Box 1209  
Haines, AK 99827

Dear Ms. Stuart:

The project listed below has been included in the State Fiscal Year 2021 (SFY21) Alaska Clean Water Fund (ACWF) Project Priority List. The complete Project Priority List can be found online at: <https://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund/intended-use-plans/>.

Score	Project Name	Assistance Amount	Proposed Principal Forgiveness
315	Wastewater Treatment Plant Phase 4 Electrical Upgrades	\$1,000,000	\$500,000

As noted in the ACWF Intended Use Plan, projects may remain on the list for a maximum of two years. This project will retain the same score originally assigned unless a revised questionnaire is submitted and reviewed. If an application has not been submitted for this project within two years from the date that the project questionnaire was submitted, the project will be removed from the list and a new questionnaire will be required to relist the project. Based on the submittal date for the questionnaire, the project may remain on the list until February 28, 2022.

The proposed project has been identified to potentially receive loan forgiveness for 50% of the project costs up to a maximum of \$500,000. In order to retain eligibility for this loan forgiveness, Haines Borough will need to submit a loan application by December 31, 2020. If no application is received, the loan forgiveness funds may be made available to the next highest ranked eligible project on the SFY21 Project Priority List.

If you have questions about how to complete the loan application process, please contact me at [peggy.ulman@alaska.gov](mailto:peggy.ulman@alaska.gov). The SRF Program looks forward to working with you to provide this important infrastructure improvement.

Sincerely,

Peggy Ulman  
SRF Program Coordinator



526 Main Street  
Juneau, Alaska  
99801  
Telephone  
(907) 586-9788  
Fax  
(907) 586-5774

## Project Cost Estimate

HAINES WASTE WATER TREATMENT PLANT ELECTRICAL UPGRADES - PHASE IV

Project Number: 255-10  
Date: 28 September 2020

Item	Description	Quantity	Units	Materials		Installation		Total Cost (\$)	
				Unit Cost (\$)	Total Cost (\$)	Unit Cost (\$)	Total Cost (\$)		
<b>BASE BID</b>									
<b>AP&amp;T</b>									
	Service Upgrade includes new transformer and conductor installation and existing transformer demolition and removal	1	EA	10,000	10,000	40,000	40,000	50,000	50,000
<b>Equipment</b>									
	Service Main Circuit Breaker and Meter	1	Set	2,000	2,000	5,000	5,000	7,000	
	Service Feeder	150	LF	20	3,000	50	7,500	10,500	
	ATS Feeder	35	LF	20	700	30	1,050	1,750	
	Automatic Transfer Switch	1	EA	12,000	12,000	8,000	8,000	20,000	
	Generator - 100 KW	1	EA	100,000	100,000	30,000	30,000	130,000	
	Generator Feeder	15	LF	20	300	30	450	750	
	Main Distribution Panel	1	EA	12,000	12,000	6,000	6,000	18,000	
	Day Tank Fuel Storage	1	EA	4,000	4,000	3,000	3,000	7,000	
	Bypass Pump - 10 HP	1	EA	500	500	2,500	2,500	3,000	
	Step-Down Transformer - 112.5 KVA	1	EA	6,000	6,000	4,000	4,000	10,000	
	Transformer Feeder	20	LF	15	300	30	600	900	
	Panel A Main Circuit Breaker	1	EA	2,000	2,000	1,000	1,000	3,000	
	Panel A Feeder	5	LF	15	75	30	150	225	
	Panel C Main Circuit Breaker	1	EA	2,000	2,000	1,000	1,000	3,000	
	Panel C Feeder	25	LF	15	375	30	750	1,125	
	Panel B Circuit Breaker	1	EA	2,000	2,000	1,000	1,000	3,000	
	Panel B Feeder	75	LF	15	1,125	50	3,750	4,875	
	Sludge Pump VFD	1	EA	1,500	1,500	1,500	1,500	3,000	
	Pumps 6, 7, & 8 and Clarifier Motor Starters	4	EA	1,500	6,000	1,500	6,000	12,000	
	Clarifier Control Station	1	EA	1,500	1,500	1,500	1,500	3,000	
	Polymer Pump / Sludge Pump Control Station	1	EA	1,500	1,500	1,500	1,500	3,000	
	Branch Circuit Panel Bus Bar - Panels A & C	2	EA	2,500	5,000	3,000	6,000	11,000	
	Water Heater - 80 Gal - 480 V	1	EA	3,000	3,000	5,000	5,000	8,000	
	208 V Receptacles	3	EA	500	1,500	500	1,500	3,000	
	Misc Branch Circuits	1	Set	4,000	4,000	7,000	7,000	11,000	
	Misc Control Circuits	1	Set	2,000	2,000	5,000	5,000	7,000	
	Luminaires	6	EA	400	2,400	500	3,000	5,400	
	Replace Influent Screen Control XFMR	2	EA	500	1,000	500	1,000	2,000	
	Branch Circuit Panel - Panel B	1	EA	2,500	2,500	4,500	4,500	7,000	
	Miscellaneous	1	Set	2,000	2,000	6,000	6,000	8,000	\$288,275
<b>Labor Only Items</b>									
	Reconfigure Blower to 480V	1	EA	0	0	4,000	4,000	4,000	
	Reconfigure Influent Screens to 208V	2	EA	0	0	1,000	2,000	2,000	
	Reconfigure Clarifier Motor to 480V	1	EA	0	0	1,000	1,000	1,000	
	Temporary Utility and Standby Power	1	EA	0	0	10,000	10,000	10,000	
	Reconfigure Sludge Pump to 480V	1	EA	0	0	1,000	1,000	1,000	
	Demolish Existing Equipment	1	EA	0	0	2,000	2,000	2,000	\$20,000
<b>Administration</b>									
	Overhead	15%						53,741	
	Mobilization / Demobilization	10%						36,202	
	Profit	10%						44,822	
	Inspection, Administration, Contingency	30%						147,912	\$282,677
<b>BASE BID TOTAL</b>									<b>\$640,952</b>

## Report of September 29, 2020 CARES Act Committee

From: Brenda Josephson, Chair

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The CARES Act Ad Hoc Committee held a meeting on September 29, 2020 at 6:30 PM. Committee members present included Brenda Josephson, Stephanie Scott, and Jerry Lapp. Others in attendance were Mayor Jan Hill, Financial Officer Jila Stuart, Tammy Jobbins, Melissa Ganey, and other members of the public.

### Providing for Class D Driving Tests:

Up to \$15,000 for proctoring driving tests in Haines.

The State of Alaska Haines DMV office stopped providing Class D Driving Tests in March of this year due to COVID. Currently there is a waiting list of at least 16 individuals for the driving test required to obtain a Class D driving license. Some have been waiting since March for the test and this is causing a hardship on them and their families. Driving tests are being provided in other communities via use of electronic monitoring systems in the vehicle that allow the licensee applicant and testing proctor to maintain social distancing to protect against COVID. Equipment to allow the COVID safe driving tests for the State DMV is currently on backorder and expected receipt dates have been changed from expected by September to later in the year. The Chief of Police has applied to proctor the driving tests and his application is pending. A private company from Palmer, Alaska may be available to come to Haines to proctor the tests to allow work through the waiting backlog.

The Committee recommends using up to \$15,000 if necessary to work through a solution.

### Economic Assistance to Commercial Fishing Permit Holders:

\$65,500 for a grant program to provide economic assistance of \$500 to every limited entry permit holder that fished in 2019 or is fishing in 2020 provided the individual maintains primary residency in the Haines Borough. This has previously been dedicated with an application deadline of September 25, 2020. The Committee has become aware that several qualified permit holders were not able to apply before the deadline. The Committee recommends reopening the grant application period until November 30, 2020 to allow qualified permit holders that missed the application period an opportunity to apply for assistance.

### Economic Assistance to Businesses and Non-profits:

\$850,000 has previously been allocated. The Committee recommends extending this program to allow fisheries Tenders that are Haines residents to apply for up to \$1,000 in assistance for Tenders that were not qualified for the business grant. Fish Tenders are not fisheries permit holders and did not previously qualify for assistance under either of the grant programs.

### Economic Stimulus by Haines Shop Local and Save Economic Stimulus Program:

\$22,000 has previously been allocated for an economic stimulus program to encourage local shopping in Haines for non-essential purchases. The Haines Chamber of Commerce and HEDC are working in collaboration on a By Haines, Shop Local, and Save program. This program is set to begin effective October 1st for purchases during the month of October 2020. The Committee will review feedback on the program and consider the potential of additional economic stimulus funding at a future meeting.

# EMPLOYMENT AGREEMENT

## Borough Clerk

This Agreement, effective October 1, 2020, is between the Haines Borough, Alaska, (hereinafter "Borough"), a municipal corporation, and Alexandra Fullerton ("Clerk"), and is effective as provided below. This Agreement is based upon the fact that the Borough wishes to employ the Clerk, in accordance with the Borough's authority under State law, the Haines Borough Charter and the Haines Borough Code, and the Clerk wishes to be employed by the Borough; and the Borough and the Clerk wish to memorialize the terms and conditions of the Clerk's employment by the Borough, including benefits, conditions of employment, and working conditions.

### **Section I: DUTIES**

The Clerk shall be employed by the Haines Borough and hold the title 'Borough Clerk.' The Clerk shall perform all duties and discharge all responsibilities of that position as prescribed by the laws of the State of Alaska, the Charter of the Haines Borough, the Haines Borough Code, the direction of the Borough Assembly and the most recent description for the position (attached.) The Clerk reports to the Assembly and serves at the pleasure of the Borough Assembly and shall maintain residency within the Haines Borough during the entire term of this Agreement.

### **Section II: COMPENSATION**

- A. Salary. In return for services, the Clerk shall receive an annual salary of \$79,040 (\$38/hr) payable in installments in accordance with the Borough's code and customary practice.
- B. Additional Duties. When the Clerk serves temporarily as the Borough Manager, she shall receive a least an additional 20% above her normal pay rate for time working as the Borough Manager.
- C. Exempt Position. The Clerk acknowledges the position of Borough Clerk is salaried and exempt from overtime requirements. The Clerk understands and agrees she is exempt under the Fair Labor Standards Act (FLSA) and the Borough and the Clerk further acknowledge that, while the Clerk will often be required to work in excess of 40 hours per week and 8 hours per day, the Clerk shall have the flexibility in scheduling the performance of her duties that is customarily afforded to salaried, exempt administrative employees.
- D. Union. The Clerk is an officer of the Borough and, as such, shall not be a member of the borough employee's union or subject to the collective bargaining agreement.
- E. Benefits. The Clerk shall be entitled to benefits provided under Haines Borough Code Title 2 (Sections 2.72 through 2.92) and those benefits customarily provided to a permanent, full-time, exempt Borough employee and PERS participation in accordance with generally applicable policies in effect from time to time, provided that such benefits shall not be reduced during the term of this Agreement. If Borough code pertaining to benefits changes during the term of this contract, and the net effect of those changes would reduce the Clerk's total compensation, the Clerk's salary shall be adjusted to compensate for the reduction. Leave by the Clerk or cashing-in of leave benefits by the Clerk shall be subject to prior approval by the Mayor.
- F. Professional Development. The Borough shall budget and provide for the Borough Clerk's selective participation in national, regional, state and local organizations

necessary and desirable for the Borough Clerk's participation in professional associations, including but not be limited to the International Association of Municipal Clerks and the Alaska Association of Municipal Clerks (AAMC). All activities included in this section shall be budgeted for annually and are subject to Assembly approval. The Borough shall budget and pay necessary and reasonable registration, travel and subsistence expenses of the Clerk for meetings to continue professional development and participation in official committees on which the Borough Clerk serves as a member.

- G. Technology. The Borough shall provide an office space for the Clerk with the customary tools necessary to perform the job and maintain communication including, but not limited to, a computer, software, and Internet.

### **Section III: PERFORMANCE EVALUATION**

The Borough Assembly shall evaluate the performance of the Clerk once each year during the term of this Agreement. The evaluation shall be completed in accordance with written guidelines of expected standards of performance and personal conduct and a written performance evaluation procedure approved by the Borough Assembly prior to each evaluation and provided in advance to the Clerk.

### **Section IV: TERM, TERMINATION AND SEVERANCE PAY.**

- A. Term. The term of this Agreement shall three years, namely, October 1, 2020 – September 30, 2023.
- B. Termination. This Agreement and the Clerk's employment under this Agreement are terminable at will and at any time by a super-majority vote of the Borough Assembly. Termination without cause may occur without any notice of any kind whatsoever, it being expressly and explicitly understood by the Clerk that she holds her position at the will of the Borough Assembly. The Clerk understands and agrees that no representations or course of conduct by the Borough Assembly will establish any legally enforceable expectation of continued employment by the Borough.
  1. The Clerk shall provide the Borough Assembly with written notice of her resignation no less than sixty (60) days prior to the effective date of her resignation or expiration of this employment agreement. If the Clerk quits or resigns without providing such notice, then the Clerk shall forfeit all benefits which the Clerk otherwise may be entitled to receive under this Agreement.
  2. Dismissal and grievance procedures for borough employees provided in the Haines Borough Code shall not apply to the termination of the Clerk's employment by the Borough Assembly.
  3. No termination with or without cause shall occur unless the Borough Assembly has consulted with the Borough Attorney regarding the termination prior to taking action.
  4. If the Borough Assembly terminates the Clerk's employment with cause, or if the Clerk terminates her employment, regardless of cause, then the Clerk shall receive no severance pay.
- C. Termination for Cause.
  1. Definition: For purposes of the Agreement, any of the following shall constitute "cause" for termination:

- a. The Clerk's failure to satisfactorily perform her duties in accordance with the provisions of this Agreement, or establish or maintain Haines Borough residency as required by this Agreement;
- b. The Clerk's failure to obey any lawful directive of the Assembly;
- c. The Clerk's willful failure to comply with the Charter of the Haines Borough Charter or the Haines Borough Code;
- d. Conduct which the Borough Assembly reasonably believes reflects adversely on the Clerk's position or on the Borough, including but not limited to:
  - i. acts involving dishonesty;
  - ii. fraudulent acts;
  - iii. embezzlement; or
  - iv. substance abuse.

2. Termination with cause shall proceed as follows:

- a. The Borough shall provide a written notice of the Borough's intent to terminate for cause to the Clerk ("Notice"). The Notice shall:
  - i. specify the reasons termination with cause will be considered
  - ii. state the date and time the Borough Assembly will consider termination for cause
  - iii. state the intended effective date of the termination
  - iv. offer the Clerk the opportunity for a pre-termination hearing to be held immediately prior to the time the Borough Assembly will consider termination.
- b. Notice shall be provided at least three (3) business days prior to the date the Borough Assembly will consider termination.
- c. At the time Notice is provided the Borough may place the Borough Clerk on paid leave effective immediately. Any paid leave shall expire on the day after the pre-termination hearing.
- d. If the Clerk wishes to participate in a pre- termination hearing the Clerk shall notify the Borough Mayor no later than twenty-four (24) hours after receiving the Notice. The Clerk's notice shall indicate whether the Clerk wishes the pre-termination hearing to be held in public. Failure to notify the Borough shall be a waiver of the Clerk's right to a pre-termination hearing. If the Clerk does not request the pre-termination hearing to be held in public the hearing shall be held in executive session.
- e. At the pre-termination hearing the Clerk may be represented by counsel and shall have the right to present witnesses but shall not have the right to cross-examine or question any member of the Assembly or any witness.
- f. At the conclusion of the pre-termination hearing the Borough Assembly may take action in public session.

D. Termination Without Cause and Severance Pay. In the event the Borough Assembly terminates the Clerk's employment without cause, the Borough shall pay the Clerk severance pay equal to four months current benefitted salary for the Clerk. For the purpose of this section, benefitted salary shall mean an amount equal

to four months prorated salary and benefits, and all cashable leave the Clerk is otherwise entitled to under Section 2 (Compensation) of this Agreement. Severance pay shall be subject to all applicable local, state, and federal withholdings.

- E. Termination Due to Charter Amendment: If the voters of the Haines Borough approve an amendment to the Charter of the Haines Borough that has the effect of abolishing the office of Borough Clerk, the Clerk's employment shall be treated as terminated without cause as of the effective date of the Charter amendment, and the Clerk shall be entitled to severance pay for a termination without cause as provided in this Agreement; *provided, however*, that the Clerk shall not be entitled to severance pay if the Borough offers the Clerk immediate reemployment within 30 days after the effective date of the Charter amendment in another Borough position with pay and benefits at least equal to the pay and benefits received by the Clerk immediately before the effective date of the Charter amendment.
- F. Suspension: The Borough may suspend the Clerk with full pay and benefits at any time during the term of this Agreement, upon a vote of a majority of the Borough Assembly.

#### **Section V: OTHER EMPLOYMENT**

It is recognized the Clerk must devote a great deal of time outside normal Borough office hours to the business of the Borough. Normal Borough office hours hereunder shall be construed to mean Monday through Friday (excluding Borough holidays), an 8-hour period sometime between 7:00am and 7:00pm. The Clerk shall not undertake employment with any person or entity other than the Borough without prior approval of the Borough Assembly. Further, the Borough acknowledges that Clerk is an inactive lawyer in the State of California and as such, she will use many of her experiences and skills in the discharge of her duties as Clerk, however, Clerk SHALL NOT be expected to practice law since she is unlicensed to do so in the State of Alaska.

#### **Section VI: INDEMNIFICATION**

- A. The Borough shall defend and indemnify the Clerk against any and all losses, damages, judgments, interest, settlements, fines, court costs, and other reasonable costs and expenses of legal proceedings including attorneys fees, and any other liabilities incurred by, imposed upon, or suffered by the Clerk in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of the Clerk's duties. PROVIDED HOWEVER, that the Borough shall NOT be obliged to indemnify, hold harmless or defend the Clerk against any such claim or liability arising out of or resulting from acts or omissions that, in the sole judgment of the Borough, may occur or that may be alleged to have been caused by the Clerk while acting outside the course of performing her official duties, or from any false, deceptive, dishonest or criminal act or omission under the laws and regulations of the United States of America, the state of Alaska or any political subdivision thereof.
- B. The borough shall bear the full cost of any fidelity or other bonds required of the Clerk under any law or ordinance.

#### **Section VII: GENERAL PROVISIONS**

- A. Any controversy or claim arising out of or related to this Agreement or the breach thereof shall be governed by the laws of the state of Alaska, and the Haines Borough, Alaska, and the forum for any legal proceeding thereon shall be the

Superior Court for the State of Alaska, First Judicial District. The Clerk agrees that venue for trial in any such action shall be in Haines, Alaska.

- B. This Agreement constitutes the entire Agreement between the Clerk and the Borough, supersedes all prior oral and written understandings, if any, between the Borough and Alexandra Fullerton, Borough Clerk, which shall terminate as of the effective date of this Agreement.
- C. Any amendment to this Agreement must be in writing and signed by both parties to be effective. The Clerk understands and agrees that no Borough employee, nor the Mayor nor any individual member of the Assembly, has any authority to make any promises to the Clerk, or any authority to modify or alter the terms and conditions of this Agreement.
- D. Except as required by this Agreement, or the laws of the state of Alaska, the Charter of the Haines Borough or the Haines Borough Code, the Borough's generally applicable personnel and employment policies and rules shall apply to the Clerk's employment under this Agreement.

**Section VIII: MEDIATION**

As a condition precedent to filing any action in court with respect to any dispute arising out of or relating to this Agreement or arising out of or relating to the Clerk's employment with the Borough, the Clerk agrees to submit that dispute to mediation with a professional mediator mutually agreed to by the Clerk and the Borough, and the Clerk agrees to make a good faith effort to resolve the dispute in mediation.

**Section IX: ACKNOWLEDGEMENT OF REPRESENTATION**

The Clerk acknowledges she has had a full opportunity to consult with attorneys of her choice before signing this Agreement. The Clerk acknowledges she is not relying on any statements or representations made by any employees, representatives, officers, consultants, the Mayor, or Assembly members of the Borough in entering this Agreement, and she further acknowledges that she has not received and is not relying on any legal advice or representations by the Borough attorneys.

**Section X. NOTICES**

Notices pursuant to this Agreement shall be given by personal delivery, email transmission, or by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Borough:	Clerk:
Haines Borough Manager	Alexandra Fullerton
Haines Borough	P.O. Box 1431
P.O. Box 1209	Haines, Alaska 99827
Haines, Alaska 99827	
dschnabel@haines.ak.us	

Notice shall be deemed given as of the date of personal service, email transmission, or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

IN WITNESS WHEREOF, the Haines Borough Assembly has caused this Agreement to be signed and executed on the Borough Assembly's behalf by its Manager and duly attested by its Borough Clerk and Alexandra Fullerton has executed this Agreement for and on behalf of herself, on the day and year first written above.

THE UNDERSIGNED HAVE READ THIS AGREEMENT CAREFULLY, AND HAVE HAD THE OPPORTUNITY TO HAVE THE AGREEMENT FULLY EXPLAINED BY THEIR RESPECTIVE ATTORNEYS. THE UNDERSIGNED FULLY UNDERSTAND THE BINDING EFFECT OF THIS AGREEMENT AND ACKNOWLEDGES THAT THEY SIGN IT VOLUNTARILY.

\_\_\_\_\_  
Jan Hill, Haines Borough Mayor

\_\_\_\_\_  
Alexandra Fullerton

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jila Stuart, Finance Director

# EMPLOYMENT AGREEMENT

## Chief Fiscal Officer

This Agreement effective **October 1, 2020** is between the Haines Borough, Alaska, (hereinafter "the Borough"), a municipal corporation, and Jila Stuart ("the Chief Fiscal Officer or CFO"), and is effective as provided below.

This Agreement is based upon the following premises:

**WHEREAS**, the Borough wishes to continue to employ the CFO, in accordance with the Borough's authority under State law, the Haines Borough Charter and the Haines Borough Code, and the CFO wishes to be employed by the Borough; and

**WHEREAS**, the Borough and the CFO wish to memorialize the terms and conditions of the CFO's employment by the Borough, including benefits, conditions of employment, and working conditions; and

**WHEREAS**, the parties wish to (1) retain the services of the CFO and to provide inducement for her to remain in such employment, (2) make possible full work productivity by assuring the CFO's morale and peace of mind with respect to future security, (3) deter any malfeasance on the part of the CFO, and (4) provide a just means for terminating the CFO's services at such time as the CFO may be unable to fully to discharge the duties of Borough CFO or when the Borough desires to disengage from the CFO.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual promises and covenants set forth in this Agreement, the Borough and the CFO agree as follows:

### **Section 1: DUTIES**

The CFO shall be employed by the Haines Borough as and hold the title 'Borough Chief Fiscal Officer'. The CFO shall perform all duties and discharge all responsibilities of that position as prescribed by the laws of the State of Alaska, the Charter of the Haines Borough, the Haines Borough Code, and the direction of the Borough Assembly. The CFO reports to the Haines Borough Assembly. The CFO shall maintain residency within the Haines Borough during the entire term of this Agreement.

### **Section 2: COMPENSATION**

1. **Salary/Wages**. In return for services, the CFO shall receive an hourly wage of \$35.00 payable in installments in accordance with the Borough's code and customary practice.

2. **Hours**. The CFO will annually work a minimum of 36 hours per week and shall average between 36 and 40 hours per week.

3. **Union**. The CFO is an officer of the Borough and, as such, shall not be a member of the borough employee's union or subject to the collective bargaining agreement.

4. **Benefits**. The CFO shall be entitled to benefits provided under Haines Borough Code Title 2 (Sections 2.72 through 2.92) and those benefits customarily provided to a permanent, full-time, exempt Borough employee and PERS participation in accordance with generally applicable policies in effect from time to time, provided that such benefits shall not

be reduced during the term of this Agreement. Leave by the CFO or cashing-in of leave benefits by the CFO shall be subject to prior approval by the Borough Mayor.

5. **Travel, Meetings, and Professional Development.** The CFO shall receive allowance for travel, out-of-town meetings or professional development expenses as authorized by the Borough Assembly in the budget for each fiscal year or as approved in advance by the Borough Assembly from time to time. Subject to the foregoing, the CFO agrees to continue to pursue professional development.

6. **Dues and Subscriptions.** The Borough agrees to pay the CFO's professional dues and subscriptions necessary for the CFO's full participation in no more than three national, regional, state or local associations and organizations necessary and desirable for the CFO's continued professional participation, growth, and advancement, and for the good of the Borough.

### **SECTION 3: PERFORMANCE EVALUATION**

The Borough Assembly shall evaluate the performance of the CFO once each year during the term of this Agreement. The evaluation shall be completed in accordance with written guidelines of expected standards of performance and personal conduct and a written performance evaluation procedure approved by the Borough Assembly prior to each evaluation and provided in advance to the CFO.;

### **SECTION 4: TERM, TERMINATION AND SEVERANCE PAY.**

1. **Term.** The term of this Agreement shall be October 1, 2020 through September 30, 2023.

2. **Termination.** This Agreement and the CFO's employment under this Agreement are terminable at will and at any time by a super-majority vote of the Borough Assembly without any notice of any kind whatsoever, with or without cause, it being expressly and explicitly understood by the CFO that she holds her position at the will of the Haines Borough Assembly. The CFO understands and agrees that no representations or course of conduct by the Borough Assembly will establish any legally enforceable expectation of her continued employment by the Haines Borough.

The CFO shall provide the Borough Assembly with written notice of her resignation no less than thirty (30) days prior to the effective date of her resignation or expiration of this employment agreement, unless a resignation is necessary for emergency or serious health reasons. If the CFO quits or resigns without providing such notice, then the CFO shall forfeit all benefits, if any, which the CFO otherwise would be entitled to receive under this Agreement.

Dismissal and grievance procedures for borough employees provided in the Haines Borough Code shall not apply to the termination of the CFO's employment by the Borough Assembly.

3. **Severance Pay.** If the Borough Assembly terminates the CFO's employment prior to the completion of this contract, then the Borough shall pay the CFO a severance pay equal to three month's current benefited salary for the CFO.

If the Borough Assembly terminates the CFO's employment with cause, or if the CFO terminates her employment, regardless of cause, then the CFO shall receive no severance pay. For purposes of the Agreement, "cause" includes but is not limited to acts of

dishonesty, criminal violations, conduct that undermines public confidence in the integrity and efficacy of the Borough government and serious failure to implement policies and directives of the Assembly.

#### **Section 5: OTHER EMPLOYMENT**

It is recognized that the CFO must devote a great deal of time outside normal Borough office hours to the business of the Borough. Normal Borough office hours hereunder shall be construed to mean Monday through Friday (excluding Borough holidays), an 8-hour period sometime between 7:00am and 7:00pm. The CFO shall not undertake employment with any person or entity other than the Borough without prior approval of the Borough Assembly.

#### **Section 6: INDEMNIFICATION**

The Borough shall indemnify, hold harmless and defend the CFO against all claims and liability which may result from any claim, action or suit by any person based upon alleged injury to or death of a person or alleged loss of or damage to property that may occur or that may be alleged to have been caused by the CFO in the course of performance of her official duties during the duration of her employment with the Borough under this Agreement. PROVIDED HOWEVER, that the Borough shall NOT be obliged to indemnify, hold harmless or defend the CFO against any such claim to liability arising out of or resulting from acts or omissions that, in the sole judgment of the Borough, may occur or that may be alleged to have been caused by the CFO while acting outside the course of performing her official duties, or from any false, deceptive, dishonest or criminal act/omission under the laws and regulations of the United States of America, the State of Alaska and/or any political subdivision thereof.

#### **Section 7: GENERAL PROVISIONS**

1. Any controversy or claim arising out of or related to this Agreement or the breach thereof shall be governed by the laws of the State of Alaska, and the Haines Borough, Alaska, and the forum for any legal proceeding thereon shall be the Superior Court for the State of Alaska, First Judicial District.

2. This Agreement constitutes the entire Agreement between the CFO and the Borough and supersedes all prior oral and written understandings, if any, between the CFO and the Borough and Jila Stuart, Borough CFO, which shall terminate as of the effective date of this Agreement.

3. Any amendment to this Agreement must be in writing and signed by both parties to be effective.

4. Except as required by this Agreement, or the laws of the State of Alaska, the Charter of the Haines Borough or the Haines Borough Code, the Borough's generally applicable personnel and employment policies and rules shall apply to the CFO's employment under this Agreement.

**IN WITNESS WHEREOF**, the Haines Borough Assembly has caused this Agreement to be signed and executed on the Borough Assembly's behalf by its Borough Mayor and duly attested by its Borough Clerk, and Jila Stuart has executed this Agreement for and on behalf of herself, on the day and year first written above.

**THE UNDERSIGNED HAVE READ THIS AGREEMENT CAREFULLY, AND HAVE HAD THE OPPORTUNITY TO HAVE THE AGREEMENT FULLY EXPLAINED BY THEIR RESPECTIVE ATTORNEYS. THE UNDERSIGNED FULLY UNDERSTAND THE BINDING EFFECT OF THIS AGREEMENT AND ACKNOWLEDGE THAT THEY SIGN IT VOLUNTARILY.**

HAINES BOROUGH

BOROUGH CHIEF FISCAL OFFICER

---

Jan Hill, Haines Borough Mayor  
Dated:

---

Jila Stuart  
Dated:

ATTEST:

---

Alekka Fullerton, CMC, Borough Clerk



HAINES BOROUGH  
POSITION DESCRIPTION  
**Borough Manager**

**SUMMARY:**

The Borough Manager implements policy as set by the borough assembly and is the chief administrative officer of the borough reporting directly to the assembly and working at their will. This position is responsible for the effective and efficient administration of all borough services through the overall supervision of administrative staff and department heads. The manager performs duties under the directives of borough laws and ordinances within policy guidelines from the borough assembly. This position works closely with the mayor, borough assembly, borough officers, department heads, all special committees and boards, and the public. It is also a liaison position between the mayor/assembly and all department heads. The manager coordinates activities of the borough departments and delegates duties as needed. This job description reflects the assignment of essential duties and responsibilities and does not prescribe or restrict the tasks that may be assigned.

**EXAMPLES OF DUTIES:**

1. Serves as chief administrative officer of the Borough and is responsible for the effective and efficient administration of all Borough services and departments.
2. Supervises the enforcement of municipal law and carries out the directives of the borough assembly.
3. Keeps the Mayor and Assembly informed by collecting, analyzing, and summarizing information and trends; remaining accessible; answering questions and requests.
4. Prepares options and/or recommendations to the borough assembly on matters affecting the municipality.
5. Works closely with Mayor and Assembly to define and accomplish strategic goals and objectives.
6. Interprets and applies policies established by the Mayor and Assembly. Develop and implement administrative policies for the Borough government.
7. As personnel officer for the Borough, directs and oversees the creation and maintenance of a comprehensive human resource management program consistent with Haines Borough code and all other pertinent laws and regulations. Selects, motivates, develops, and evaluates department heads. Provides leadership and works with department heads to develop and retain a highly competent, diverse, and public-service oriented staff. Works with Union, as needed.
8. Works with other boroughs and local, state and federal agencies.
9. Maintains rapport with the community by meeting with citizens and advisory groups; reaching out to resolve concerns; settling disputes.
10. Negotiates and manages contracts and leases for the Borough subject to approval by the Borough Assembly.

11. Achieves financial objectives by developing and recommending an annual budget; developing a six-year capital improvement plan; ensuring department compliance with annual budgets; monitoring capital projects to ensure adherence to budget; controlling costs through economic utilization of resources; ensuring compliance with grant agreements; anticipation of long-term issues; and maintaining sound financial policies to achieve a clean independent financial audit.
12. Communicates regularly with the assembly and mayor regarding his/her actions and/or plans between assembly meetings so the assembly members are informed and have an opportunity for suggestions and feedback.
13. Performs all other duties as required by the borough assembly and as prescribed by Haines Borough code and AS 29.20.500.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge of:**

- municipal management methods;
- human resources management and labor relations;
- municipal budgeting and governmental accounting;
- procurement and administration of grants from federal, state and non-profit organizations;
- contract administration on large capital projects;
- governmental permit processes both federal and state; and
- land use planning and regulation

#### **Skills in:**

- municipal management;
- project management;
- motivating, developing, and directing people;
- contract negotiation and administration;
- conflict resolution;
- legal compliance;
- planning;
- written and oral communication;
- reading, analyzing, and interpreting reports or regulations;
- effectively presenting information and responding to questions from individuals, groups and the general public; and
- defining problems, collecting data, and drawing valid conclusions.

#### **Ability to:**

- take direction from the borough assembly and exercise independent judgment in accomplishing tasks assigned;
- recognize when assembly members may be in disagreement with the manager and seek assembly direction before taking action;
- understand and interpret borough code regarding permits, planning and zoning, and other issues;

- communicate effectively, professionally and courteously with the public and to speak in group settings both formal and informal;
- establish and maintain cooperative relations with those contacted in the course of the work;
- interface positively with diverse area governments, state government and borough boards and sub-committees; and
- withstand frequent interruptions.

**EMPLOYMENT STANDARDS:**

A degree in public administration, law, finance, engineering or business administration is desired but a successful record of increasing responsibility and accomplishment in municipal or governmental administration is given the strongest consideration in evaluation of applicants. This position is subject to a thorough reference check.

**WORK CONDITIONS & ENVIRONMENT:**

1. While performing the duties of this job, the employee is regularly required to sit, use hands to operate a computer keyboard, or equipment controls; and to talk and hear. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance, or crouch. The employee frequently moves about to coordinate work.
2. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move up to 50 pounds. The employee must have clear close and distance vision.
3. The noise level in the work environment is usually quiet.



HAINES BOROUGH

RECEIVED 11C5

AGENDA REQUEST FOR ASSEMBLY ACTION

OCT 1 2020

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: MARK SEBENS Date: 1 Oct 20

Name of Group Represented (if applicable)

Address: Box 1652 Phone: 209-1256

Email Address: mwsebens@yahoo.com Fax:

I request to be scheduled on the Borough Assembly meeting agenda dated the day of , or as soon thereafter as possible.

Purpose of Request: Requesting an extension of the 15 Oct liveboard end date in the harbor.

Estimated Time Required (if a presentation) None

Action you wish the Assembly to take: To move the end date, temporary for the harbor liveboard to 15 Nov. I am in need of no harbor services, merely electric.

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/borough assembly. 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.

## **16.04.035 Live-aboards.**

- A. From October 15th to April 1st it shall be unlawful to live aboard vessels moored in the borough port and harbor facilities except on a transient moorage basis for periods of two weeks or less. Commercial vessels actively engaged in related trade are exempt with the harbormaster's approval.
- B. At no time of year shall a watercraft, used as a combination domicile and pleasure or commercial vessel, be permitted in borough port and harbor facilities unless such vessel meets the following criteria:
1. Vessel is capable of getting underway at all times.
  2. Vessel meets all U.S. Coast Guard requirements for safe navigation on the water.
  3. Vessel has on board an operating Type II or Type III marine sanitation device. Discharges from these devices within borough port and harbor facilities are prohibited, except when using pump-out equipment connected to the borough sewer system.
  4. The vessel occupant(s) are owners, and/or signers, of the moorage agreement. The agreement is a license, not a rental agreement. Therefore, no rental rights can be presumed. Transient vessels which use the borough port and harbor facilities for two weeks or less are exempted from this subsection. Vessel does not have any animals living aboard.
- C. Owners of vessels used for live-aboard purposes shall be assessed for increased usage of borough port and harbor facilities in addition to paying moorage fees in accordance with HBC [16.16.080](#) through [16.16.100](#).
- D. Occupants of live-aboard vessels shall not park more than one vehicle per vessel within the borough port and harbor facilities areas at any one time. During periods of snow accumulation, the owners of such vehicles shall park vehicles as directed by the harbormaster to facilitate snow removal. Failure to follow direction of the harbormaster may result in removal of the vehicle at the owner's expense. (Ord. 12-01-281 § 4)

**The Haines Borough Code is current through Ordinance 20-06-573, passed July 28, 2020.**



October 1, 2020

Haines Borough Mayor Janice Hill and  
Haines Borough Assembly Members:  
Jerry Lapp, Gabe Thomas, Stephanie Scott, Zephyr Sincerny, Paul Rogers, Brenda Josephson  
P.O. Box 1209  
Haines, AK 99827

Dear Mayor Hill and Haines Borough Assembly Members:

During the September 22, 2020 Haines Borough Assembly meeting, Resolution 20-09-889 was passed unanimously: A Resolution of the Haines Borough Assembly Supporting a State Parks Recreational Program Grant to Create a Continuous Trail Easement for the Ripinski Trail. The Mayor and Assembly wanted to ensure that any trail improvements, including purchasing easements for the trail, would not in any way impact the traditional uses of the trail and surrounding Haines State Forest.

The purpose of this letter is to show the statutes and management plan guidelines that protect traditional use of the Haines State Forest.

On page 2-27 of the *Haines State Forest Management Plan*, Chapter 2: Forest-Wide Land Management Policies, Recreation, Section 8 explains the protections in place for traditional uses:

#### **8. Traditional Uses and Modes of Transportation**

Traditional means of access as well as access to traditional use areas will be maintained in the State Forest. The statute establishing the State Forest (AS 41.15.300) includes as a primary purpose the "continuation of other beneficial uses including traditional uses and other recreational activities". The definition of and protection for traditional uses is further established in AS 38.04.200. This section of statute, which is applicable to the State Forest in addition to general state lands, states that DNR may not manage state lands or waters so that a traditional means of access for traditional outdoor activities is to be restricted for the purpose of protecting aesthetic values, except under certain limited conditions. Traditional means of access means those types of transportation for which a popular pattern of use are developed. Traditional outdoor activities includes those types of activities that people use for sport, subsistence, personal enjoyment, or that have been historically conducted as part of an individual, family, or community life pattern. These management restrictions protect personal use, either motorized or non-motorized. They do not extend to commercial uses of any kind. Accordingly, once patterns of 'popular use' have been established within the State Forest, DNR cannot prohibit these uses if the use is of a personal (non-commercial) type. Most areas of the State Forest have at least some established popular use patterns for recreation, and most of these areas are used by both forms of transportation.

While the *HSF Management Plan's* Transportation section (p. 2-36) states that public access “may be curtailed to public lands at certain times to protect public safety, to allow special uses, and to prevent harm to the environment,” these are not intended to limit traditional uses. Rather, access limitations may be justified by “fire management, curtailment of maintenance funds, timber harvest operations, control of hunting pressure, and high soil moisture content when traffic may cause extensive damage to roads and trails.”

As noted in the management plan, the establishing statute for the Haines State Forest, AS 41.15.300, includes as a primary purpose the "continuation of other beneficial uses including traditional uses and other recreational activities." In addition, AS 41.15.315(b) states that while “the Department of Fish and Game is responsible for the management of fish and game resources in the Haines State Forest Resource Management Area..., continued traditional use of the Haines State Forest Resource Management Area at levels and by traditional methods and means is guaranteed. The traditionally compatible uses include but are not limited to fishing, hunting, trapping, berry picking, subsistence, and recreational uses, operation of motorized vehicles, and the harvest of personal-use firewood.”

And finally, the Commissioner of the Department of Natural Resources has delegated management, control, development, and maintenance of the Haines State Forest to the Division of Forestry, under Department Order 003. The Division of Forestry has no intention of limiting access to traditional uses because of the acquisition of legal easements for the Ripinski Trail, or for any other recreational improvement to this trail.

The Division of Forestry appreciates the Haines Borough Mayor and Assembly’s support of the partnership between DOF and Haines Huts to gain legal access to the Haines State forest via the Ripinski Trail.

Sincerely,

A handwritten signature in blue ink that reads "John C. Maisch". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

John “Chris” Maisch  
Director and State Forester

Cc: Alison Arians, DOF  
Greg Palmieri, DOF  
Jess Forster, Haines Huts