

## **Letnikof Estates Road Maintenance Service Area Annual Report FY2025**

Today's Date: March 4, 2024

The Letnikof Estates Road Maintenance Service Area board held Board Meetings on February 20 and February 27, 2024 via Zoom in order to provide the information required for the Annual Report FY2025. Submitted by Michael Marks, Secretary. Please find the draft minutes attached and email with Ed Coffland.

The LERMSA board voted:

1. To apply a tax assessment of \$35,000 for FY2025.
2. The LERMSA budget is based on the boards long range goals of having a yearly budget large enough to cover annual snow plowing and sanding contracts for the Winter and have a remaining balance to make road improvements during Spring/Summer and Fall.
3. This demonstrates to the Haines Borough and the tax paying property owners of Letnikof Estates Subdivision and Glacier Point Subdivision that the LERMSA board is committed to a plan to prioritize road improvements and have the funding for the Haines Borough to hire contractors to implement the selected road improvements.
4. The LERMSA board understands there will be sufficient funds remaining after Winter snow plow and sanding contracts are fulfilled to initiate the LERMSA boards priority improvement of brush clearing portions of the road system in the Spring of 2024 by mower, excavator and hand work. The LERMSA Board has voted and approved Dwight Downer, Diesel Dog, LCC for the amount of \$10,000 for a contract with the stipulation that once work has began the LERMSA Board could approve an additional \$5,000 if additional work is required.
5. The LERMSA board has voted and approved \$35,000 for the FY2025 budget and Jila Stewart, Chief Fiscal Officer indicated at a board meeting that those funds would be available for use by the LERMSA board by July 2024. As a result the LERMSA board has voted and approved to use \$20,000 of the FY2025 budget for Road Grading/Crowning in the Fall of 2024 for the road system from Mud Bay Road to the intersection of Inlet Drive, thus providing approximately a remaining balance of \$15,000 for Snow/Sand contracts. The LERMSA board has voted and approved Dwight Downer, Diesel Dog, LCC for the amount of \$20,000 for a contract for Road Grading/Road Base/Roller/Crowning in the Fall of 2024 for the road system from Mud Bay Road to the intersection of Inlet Drive with the stipulation that once work has began the LERMSA board could approve an additional \$5,000 if additional work is required.
6. Ed Coffland, Haines Borough, Public Facilities Director confirmed that the above mentioned contracts can be initiated into contract by Annelise Silk, Haines Borough Contract and Grant Administrator via email attached.

Letnikof Road Maintenance Service Area Board Meeting  
**February 27, 2024.** - 10:03 a.m.  
Via Zoom

**MINUTES:**

Present: Dave Nussbaumer - Vice President, Michael Marks - Secretary,  
Dennis Geasan - Communications Director.

Absent: Gabe Long - President & Norm Hughes - Director

Public: Jila Stuart, Haines Borough, Chief Financial Officer.

Agenda: Discuss road improvements, and approve budget for FY 2025.

Approval of Agenda: M/S Michael Marks/Dave Nussbaumer to approve  
the agenda - Approved.

Discussion:

- Michael Marks reported that he contacted Ed Coffland, Haines Borough Public Facilities Director about the possibility of setting up two contracts with “preferred contractor for project \$25K or less”, Dwight Downer, Diesel Dog, LLC one for roadway brush clearing and a second for road grading/crowning. Mr. Coffland replied that was ok and that the LERMSA should contact Annelise Silk, Haines Borough, Contract and Grant Administrator to set up the contracts.
- Mr. Marks also contacted Dwight Downer, Diesel Dog, LCC to inquire if he could perform the work and equipment required to clear road side brush with the use of specialized mower, hand tools, excavator and dump truck for a possible budget of \$10K-\$15K. He also requested if he could perform the work and equipment required to use road base, roller, grader and crown the road from Mud Bay to Inlet Drive intersection. Mr. Downer informed that he was able to perform that work in two different contracts one for brush clearing in Spring 2024 and another for grade/crown in Fall 2024.
- Mr. Marks contacted Jila Stuart to clarify that the LERMSA currently has enough in its budget to pay for the brush clearing contract but that the road grade/crown contract would need the funds approved for FY 2025 and that those funds would be spent in the Fall 2024. Jila Stuart said that the FY2025 funds could be available for spending around June 15, 2024.

Letnikof Road Maintenance Service Area Board Meeting  
**February 27, 2024. MINUTES: Continued**

- Jila Stuart mentioned that she would like to request that the Haines Borough consider setting up “Matching Funds” for the Road Maintenance Districts to assist them in maintaining road improvements but did not know if that idea would be approved by the Borough Assembly and management.
- Board members discussed the two proposed projects of road side brush clearing and grade/crown from Mud Bay Road to Inlet Drive intersection in detail.

M/S Michael Marks/Dave Nussbaumer to approve a budget of \$10K for road side brush clearing with Dwight Downer, Diesel Dog, LCC to begin in Spring 2024 with a contingency for the LERMSA Board to approve after work has started an additional amount of up to \$5k if more road side brush clearing is suggested by the LERMSA Board - Approved.

M/S Dennis Geason, Dave Nussbaumer to approve \$35K for the LERMSA budget for FY2025 - Approved.

M/S Dennis Geason, Dave Nussbaumer to approve \$20K from the FY2025 budget for a contract for road base, grading, roller and crowning of the road from Mud Bay to the Inlet Drive intersection with Dwight Downer, Diesel Dog LCC in the Fall 2024 with a contingency for the LERMSA Board to approve after work has started an additional amount of up to \$5K if more grading/crowning work is suggested by the LERMSA Board - Approved.

M/S Michael Marks/Dave Nussbaumer to approve Michael Marks to contact Ed Coffland and Annelise Silk to set up two contracts with Dwight Downer, Diesel Dog, LLC for the above mention road work.

Meeting adjourned: 11:35 a.m.

Next Meeting: To be scheduled  
Submitted by: Michael Marks, Secretary

Letnikof Road Maintenance Service Area Board Meeting  
**February 20, 2024.** - 10:07 a.m.  
Via Zoom

**MINUTES:**

Present: Dave Nussbaumer - Vice President, Michael Marks - Secretary,  
Dennis Geasan - Communications Director.

Absent: Gabe Long - President, and Norm Hughes - Director

Public: None

Agenda: Discuss road improvements, and approve budget for FY 2025.

Approval of Agenda: M/S Michael Marks/Dave Nussbaumer to approve  
the agenda - Approved.

Discussion:

- Board members reviewed financial documents on the LERMSA budget activity provided by Jila Stuart, Haines Borough, Chief Financial Officer.
- Board discussed the recent pot hole filling project and how after completion the road system was in good condition.
- Additional areas of discussion were the need to begin brush clearing on the side of the road system and to grade and crown from Mud Bay Road to the stop sign at Inlet Drive since this portion of the road is used by all residents and gets the highest level of use.
- Final discussion was on what should be budgeted for FY 2025 and that the board should have further discussion with Dwight Downer, Diesel Dog, LCC to see if he has an interest and time to brush clear and grade/crown in the next few months or later.
- It was determined to have Michael Marks contact Dwight Downer, as well as Ed Coffland, Haines Borough Public Facilities Director.
- Another meeting was scheduled for February 27, 2024 at 10:00 a.m. via Zoom.

Next Meeting: To be scheduled February 27, 2024 at 10:00 a.m. via Zoom.

Meeting Adjourned: 10:52 a.m.

Submitted by: Michael Marks, LERMSA Secretary