



**City and Borough of Wrangell
Borough Assembly Meeting
Revised – AGENDA to add Item 13b**

**May 9, 2017
7:00 p.m.**

Location: Assembly Chambers, City Hall

- 1. CALL TO ORDER**
 - a. PLEDGE OF ALLEGIANCE led by Assembly Member Steve Prysunka
 - b. INVOCATION to be given by Donald McConachie
 - c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

- 2. ROLL CALL**

- 3. AMENDMENTS TO THE AGENDA**

- 4. CONFLICT OF INTEREST**

- 5. CONSENT AGENDA**
 - a. Items (*) 6a and 7a through 7d

- 6. APPROVAL OF MINUTES**
 - a. Minutes of the Regular Assembly Meeting held on April 25, 2017

- 7. COMMUNICATIONS**
 - a. School Board Action from the Regular meeting held April 24, 2017
 - b. SE Senior Services 2017-18 funding request
 - c. Wrangell Chamber of Commerce 2017-18 funding request
 - d. School Board Minutes from the Regular meeting held March 13, 2017

- 8. BOROUGH MANAGER'S REPORT**

Water Update (report)

- 9. BOROUGH CLERK'S FILE**

- 10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**
 - a. Reports by Assembly Members
 - b. City Boards and Committees Appointments

- 11. PERSONS TO BE HEARD**

- 12. UNFINISHED BUSINESS**
 - a. Discussion and possible action regarding the suggested changes to the Water rates

- 13. NEW BUSINESS**
 - a. Approval of the 2017-18 Annual Budget for the Wrangell Medical Center

- b. Discussion and possible action to create a two-tier path towards the Water Plant Replacement or Modification

14. ATTORNEY'S FILE – None

15. EXECUTIVE SESSION

- a. Approval of the new Borough Manager's Contract

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

May 9, 2017

ITEM NO. 1 CALL TO ORDER:

INFORMATION: *The Mayor, by code, is required to call the meeting to order at 7:00 p.m. in the Borough Assembly Chambers. Special meetings or continued meetings may be called for at differing times but at the same location. Notice of such will be required by the Borough Clerk. The Mayor will call the meeting to order according to such special or continued meeting notice. At all meetings of the assembly, four assembly members or three members and the mayor shall constitute a quorum for the transaction of business, but a smaller number less than a quorum may adjourn a meeting to a later date.*

RECOMMENDED ACTION:

The Mayor, as presiding officer, is to call the meeting of the Borough Assembly to order, with the following actions to follow:

- a. Pledge of Allegiance to be given by Assembly Member Steve Prysunka
- b. Invocation to be given by Don McConachie
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

ITEM NO. 2 ROLL CALL - BOROUGH CLERK:

INFORMATION: *The Borough Clerk shall conduct a roll call of each elected and duly qualified Assembly Member. Such call shall result in an entry of those present or absent from the meeting. The roll call is primarily utilized in determining if sufficient member(s) are present to conduct a meeting. The Borough Clerk may randomly change the conduct of the roll to be fair to the members of the governing body unless the council determined an adopted procedure for roll call which is different than currently in use.*

RECOMMENDED ACTION:

Borough Clerk to conduct a roll call by voice vote. Each member to signify by saying here, present (or equal) to give evidence of attendance.

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

INFORMATION: *The assembly may amend the agenda at the beginning of its meeting. The outline of the agenda shall be as from time to time prescribed and amended by resolution of the assembly. (WMC 3.04.100)*

RECOMMENDED ACTION:

The Mayor should request of the members if there are any amendments to the posted agenda. **THE MAYOR MAY RULE ON ANY REQUEST OR THE ASSEMBLY MEMBERS MAY VOTE ON EACH AMENDMENT.**

ITEM NO. 4 CONFLICT OF INTEREST:

INFORMATION: The purpose of this agenda item is to set reasonable standards of conduct for elected and appointed public officials and for city employees, so that the public may be assured that its trust in such persons is well placed and that the officials and employees themselves are aware of the high standards of conduct demanded of persons in like office and position.

An elected city official may not participate in any official action in which he/she or a member of his/her household has a substantial financial interest.

ITEM NO. 5 CONSENT AGENDA:

INFORMATION: Items listed on the Consent Agenda or marked with an asterisk () are considered part of the Consent Agenda and will be passed in one motion unless the item has been removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.*

RECOMMENDED ACTION:

Move to approve those Agenda items listed under the Consent Agenda and those marked with an asterisk (*) Item:

***6a and 7a thru 7d**

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a Minutes of the Regular Assembly Meeting held April 25, 2017

**Minutes of Regular Assembly Meeting
Held on April 25, 2017**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., April 25, 2017, in the Borough Assembly Chambers. Assembly Members Prysunka, Gilbert, Powell, and Mitchell were present. Assembly Member Decker participated by phone. Assembly Member Rooney was absent. Interim Borough Manager Carol Rushmore and Borough Clerk Kim Lane were also in attendance.

The Pledge of Allegiance was led by Assembly Member Patty Gilbert.

The Invocation was given by Nettie Covalt of the Presbyterian Church.

Mayor Jack presented Clerk Lane a Proclamation for Clerks Week – May 7-13, 2017

AMENDMENTS TO THE AGENDA – None

CONFLICT OF INTEREST

CONSENT AGENDA

M/S: Gilbert/Powell, to approve Consent Agenda Items marked with an () asterisk; Items 6a, 7a and 13c, 13e, and 13i. Motion approved unanimously by polled vote.*

APPROVAL OF MINUTES

The Minutes of the Special Assembly Meeting Minutes from April 6, 2017; the Minutes of the Public Hearing and Regular Assembly Meetings held April 11, 2017; and the Minutes of the Special Assembly Meeting held April 17, 2017 were approved as presented.

COMMUNICATIONS

- a. Minutes of the Wrangell Medical Center's Regular meeting held 3-15-17
- *c. Final Plat approval of the Sea Level Subdivision III
- *e. Final Plat approval for the Woodbury Tideland Subdivision II
- *i. Final Plat approval for the Jenkins Replat and Storage Easement Vacation

BOROUGH MANAGER'S REPORT

Interim Borough Manager Rushmore's report was provided.

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members

Powell reported that with regards to ANSEP (Alaska Native Science and Engineering Program), Lou Knapp and Susan Ramsey had submitted a Resolution to the Tlingit Council and it was approved to be presented at the Alaska Native Council conference in October.

10b City Boards and Committees Appointments

As there were no letters of interest received for the remaining vacant seat on the Economic Development Committee, the Mayor directed the Clerk to continue advertising.

PERSONS TO BE HEARD – None

UNFINISHED BUSINESS - None

NEW BUSINESS

13a Approval of a Retail Marijuana Store, license #10200 received for Kelsey Martinsen & Sarinee Nuamnui, dba Happy Cannabis

M/S: Prysunka/Gilbert, moved that, in accordance with WMC 6.05.010, that the attached letter is sent to the Alcohol, Marijuana and Control Office to approve with condition the Marijuana Retail Facility License #10200, submitted by Kelsey Martinsen and Sarinee Nuamnui, dba Happy Cannabis, advising AMCO that the condition of approval is dependent on issuance of the Wrangell Building Permit.

Prysunka stated that he had heard that they were withdrawing their application because the taxes were too high.

Interim Borough Manager Rushmore stated that she had heard that rumor but did not know for sure if that was the case.

Decker stated that she had heard that they were possibly withdrawing their retail permit; wanted to make sure that she understood it correctly, that the taxes do not apply to the retail side of it.

Prysunka stated that they could then import the product and sell it and the City would then collect the 7% regular sales tax but we would not collect an excise tax; that would be taxed on the originating side if that community charged an excise tax.

Motion approved unanimously by polled vote.

13b Approval of a Standard Marijuana Cultivation Facility, license #10201 received for Kelsey Martinsen & Sarinee Nuamnui, dba Happy Cannabis

M/S: Gilbert/Mitchell, moved that, in accordance with WMC 6.05.010, that the attached letter is sent to the Alcohol, Marijuana and Control Office to approve with condition the Marijuana Cultivation Facility License #10201, submitted by Kelsey Martinsen and Sarinee Nuamnui, dba Happy Cannabis, advising AMCO that the condition of approval is dependent on issuance of the Wrangell Building Permit. Motion approved unanimously by polled vote.

***13c** Final Plat approval of the Sea Level Subdivision III
This item was approved under the Consent Agenda.

13d Approval of an Appraisal to Modify an existing Tidelands Lease for SEA LEVEL SEAFOODS, LLC., adding Lot 2B, Sea Level Subdivision III to the lease, (as requested by Vern Phillips of Sea Level Seafood's, LLC., owned by the City & Borough of Wrangell)

M/S: Gilbert/Powell, moved to approve the appraisal for the modification to the existing Tidelands Lease, adding Lot 2B, Sea Level Subdivision III to the lease, as requested by Vern Phillips of Sea Level Seafood's, LLC., owned by the City & Borough of Wrangell with the following conditions:

1. That the Lease only be for surface storage and parking, not for the construction of a building, and to increase the annual lease amount from \$4,236.00 to \$5,868.00 as presented.

In response to Jack, Rushmore stated that this piece of Tidelands was in addition to what they were currently leasing; adjacent to that property.

Motion approved unanimously by polled vote.

***13e** Final Plat approval for Woodbury Tidelands Subdivision II
This item was approved under the Consent Agenda.

13f PROPOSED RESOLUTION No. 04-17-1365: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC TIDELANDS, A PORTION OF ATS 83, WRANGELL TIDELANDS ADDITION, ADJACENT TO LOT 5A, BLOCK 24A, WRANGELL TIDELANDS ADDITION WRANGELL TOWNSITE, INNER HARBOR AREA, ZONED WATERFRONT DEVELOPMENT TO BRETT WOODBURY

M/S: Mitchell/Powell, moved to adopt Resolution No. 04-17-1365. Motion approved unanimously by polled vote.

13g Approval of the Senior Tax Exemptions that were received after the March 1st deadline, but before the late filing grace period

M/S: Prysunka/Gilbert, moved to approve the 2017 Senior Tax Exemptions that were received after the deadline of March 1, 2017, but before the allowed grace period for: Josie Olsen, Donna Wellons, Olga Norris, Sandra Stuart, Barre Gadd Sr., Joan Kading, and Elodie Freeman, Alice Leslie (Bjorge) Madden, and Alonso De Granda. Motion approved unanimously by polled vote.

13h Discussion and possible action regarding the suggested changes to the Water rates

Prysunka mentioned the email that was submitted to the Assembly, showing the increased water rates to the fish processing businesses in Ketchikan.

Decker asked if Finance Director Burgess could find out just how much the Ketchikan processors were using; need to possibly look at doing something prior to the fish processing summer season; need to figure out just how much the processors in Wrangell are using in comparison to what they are actually paying.

Mitchell stated that he would not be in favor of charging the fish processors a flat rate; need to remain metered; need to adjust the current per-gallon charge.

In response to Gilbert, Burgess stated that the current flat rate monthly charge to the fish processors wouldn't change but it would change the amount of water they would receive for that cost from 500,000 thousand gallons to 5,000 gallons of water; this is a conservation effort.

In response to Powell, Burgess stated that if we did meter water for residential customers, the idea would be that the Water revenues would increase; would need to possibly contract with someone who could consult with us to come up with a rate structure.

Mitchell stated that it would probably take the whole summer to put the residential meters in; once they were in, we could monitor how much water was being used and base the fees off of those numbers; it'll take a whole year to get these meters in.

Jack agreed that it wouldn't be fair to wait and monitor to see what would be best for the community and the City.

In response to Gilbert, Burgess stated that the last water rate increase in July of 2015 was 6%.

Mitchell stated that it is very important that the new filters be able to be used in the new water plant; need to look at more storage and incorporate in the new system as well.

Public Works Director Al-Haddad stated that 150 thousand gallon storage would be used up really quickly; storage tanks above the plant would be easier; storage tanks below the plant requires regulated procedures to be taken.

Mitchell stated that he had found out that Todd White had put in about 3/4 of the line for the bypass. Al-Haddad stated that yes, she had learned that as well and that she would be walking the site with him.

In response to Gilbert, Al-Haddad stated that the scouring process seems to be going well; should have some indication on how well it's working after some time has passed. Gilbert asked that there be some procedures developed for this process so that we can keep on top of it.

Assembly Member Prysunka asked that Staff keep the Assembly informed on how the process is going and call for a meeting if action needs to be taken; don't wait until the next regular meeting.

After more discussion, the Assembly (by consensus) chose to wait to take action on the water rates and stated that they needed more information; they asked that the rates be broken down by community and to also add Ketchikan to the chart.

Decker stated that we need to look at communities that have fish processing in their community as well, like Ketchikan.

***13i** Final Plat approval for the Jenkins Replat and Storage Easement Vacation
This item was approved under the Consent Agenda.

13j Approval to hold a Special Assembly meeting on Thursday, June 8, 2017 regarding a Union presentation of the Union's last offer to the Borough for a new Collective Bargaining Agreement

M/S: Prysunka/Gilbert, moved to approve holding a Special Assembly Meeting on Thursday, June 8, 2017 at 6:00 p.m. regarding a Union presentation of the Union's last offer to the Borough for a new Collective Bargaining Agreement.

Powell commented that we have had a lot of Special Meetings; didn't see why we couldn't have this meeting before a scheduled regular meeting.

Rushmore stated that the meeting date was a negotiation in itself because we have to get Jeff, the attorney, and the Union and their attorney here for the meeting.

Powell stated that he couldn't make this date; we volunteer our time; get them to do it during a regular meeting.

Prysunka stated that we have had so many meetings lately; appreciates that there are a lot of parties who need to attend this meeting; want to act in good faith and do not want to send a negative tone to our employees that we are throwing up a roadblock; I would like to move forward with this date if it works for all of the parties.

Powell stated that he cannot change his date; have had a lot of people who are in the Union state that they wanted him there; will not be at this meeting; realizes that it's up to the Assembly though.

Motion approved with Mitchell, Gilbert, Prysunka, and Jack voting yes; Decker and Powell voted no.

ATTORNEY'S FILE

A summary was provided to the Assembly.

EXECUTIVE SESSION

15a Approval of the new Borough Manager's Contract

M/S: Prysunka/Powell, moved that pursuant to AS 44.62.310 (c), (2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically: the discussion of the new Borough Manager's Contract. Motion approved unanimously by polled vote.

Regular meeting recessed into Executive Session at 8:03 p.m.

Regular meeting reconvened back into session at 8:39 p.m.

As there was no further action taken by the Assembly, the Regular Assembly Meeting adjourned at 8:39 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM May 9, 2017

COMMUNICATIONS:

INFORMATION: The Assembly may receive items for Communications, reasons only which do not require separate action. This is an avenue to keep the Assembly informed, for the public to enter items on the record, if necessary. The Assembly also receives agenda communications directly by their constituents, Borough Manager, other agencies' Officers and Department Directors.

A MAIL BOX IS ALSO AVAILABLE IN THE BOROUGH CLERK'S OFFICE FOR EACH MEMBER OF THE ASSEMBLY AND SHOULD BE CHECKED ON A ROUTINE SCHEDULE.

All items appearing under Communications on the Agenda have been approved under the Consent Agenda unless removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.

- a. School Board Action from the Regular meeting held April 24, 2017
- b. SE Senior Services 2017-18 funding request
- c. Wrangell Chamber of Commerce 2017-18 funding request
- d. School Board Minutes from the Regular meeting held March 13, 2017

BOARD ACTION**WRANGELL PUBLIC SCHOOL BOARD
REGULAR MEETING
APRIL 24, 2017****FOR DETAILS, CONTACT:**

PATRICK MAYER.

SUPERINTENDENT

DIRECT PHONE: 907-874-2347

- Approved the Agenda as presented
- Accepted the Minutes of:
 - March 13, 2017 Regular School Board Meeting
 - April 3, 2017 Special School Board Meeting
- Approved the 2017-2018 Non-tenured Teacher Contracts
- Approved the 2017-2018 Business Manager Contract
- Approved the 2017-2018 Maintenance Director Contract
- Approved the 2017-2018 Secondary Principal Contract
- Approved the 2017-2018 Technology Director Contract
- Reviewed the Resignation of:
 - Stephanie Cartwright, Paraprofessional
 - Erik Gile, Assistant Baseball Coach
 - Wilma Leslie, Paraprofessional
 - Ray Stokes, Head Basketball Coach
- Recessed into a Public Hearing to take comment on the Budget
- Reconvened into Regular Session
- Adopted the Fiscal Year 2018 School Operating Budget as presented
- Tabled a Motion to adopt the 2017-2018 School Calendar
- Adopted the Teacher Evaluation Tool as presented
- Approved the application and accepted the award of the Safe Children's Grant
- Accepted the Youth Risk Behavior Survey Grant Award
- Accepted the First Reading of Board Policy:
 - #0510, School District Report Card
 - #5145.15, Student Family and Privacy Rights
 - #6153, Student-Sponsored Trips
- Rejected the First Reading of Board Policy:
 - #5112.5, Students Leaving School Premises
- Accepted the Second Reading of Board Policy:
 - #3540, Transportation
 - #4119.26, Employee Technology Usage
 - #5141.41 Sexual Abuse, Sexual Assault and Dating Violence Awareness and Prevention
 - #6141.2, Religious Beliefs and Customs
- Reviewed Board Policy #3100, Budget
- Recessed into Executive Session
- Reconvened into Regular Session with no further action taken



Helping elders in Southeast Alaska stay healthy, safe and independent

mailed

March 20, 2017

Mr. Jeff Jabusch, City Manager
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

Dear Mr. Jabusch,

On behalf of the staff of the Wrangell Senior Center and the senior citizens we serve, we would like to once again request \$11,000 to be included in the City of Wrangell's FY17 budget for the Wrangell Senior Program. The continued support from the City of Wrangell is essential to the senior program and will help make it possible for us to continue to provide high quality, responsive services to the Wrangell senior citizens during the coming year.

Southeast Senior Services would like to thank you and the City of Wrangell for your contribution of \$11,000 toward the FY'17 operating budget for the Wrangell Senior Program. In Fiscal Year 2016, your support helped make it possible for us to provide:

- 4,226 Home-delivered meals
- 3,255 Congregate meals
- 2,323 Rides

The nutritious meals, door-to-door transportation, homemaker services, shopping assistance and errands offered through the Senior Center help seniors stay healthy and remain in their homes.

On behalf of the senior citizens of Wrangell, thank you again for your continued generous support of the Senior Center. I welcome you to call me anytime at 463-6154 if you have questions or suggestions regarding our services.

Cordially,

Marianne Mills

Marianne Mills, Program Director
Southeast Senior Services

*B-28-17
Agenda*

Emailed



May 1, 2017

Mayor David Jack and Borough Assembly
and Lee Burgess, Finance Director
City & Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

Re: Request for Borough Contribution

Dear Mayor Jack, Borough Assembly, and Mr. Burgess:

Thank you for this opportunity for the Wrangell Chamber of Commerce to respectfully request a contribution of \$23,000 from the FY 2017-2018 budget, more commonly known as Community Promotion.

The Chamber of Commerce appreciates everything that the City has contributed to our community non-profit organization for many past years. Without the City's financial support, managing the Fourth of July and King Salmon Derby events, along with marketing operations, the promotion of economic growth would not be able to exist.

The Chamber of Commerce appreciates working closely with the City to create an atmosphere where businesses can thrive.

Sincerely,

A handwritten signature in black ink that reads 'Christie Jamieson'. The signature is written in a cursive style with a large, prominent 'C' and 'J'.

Christie Jamieson, President

cc: Cyni Crary, Executive Director
Chamber Board of Directors

PROCEEDINGS

MINUTES WRANGELL SCHOOL BOARD REGULAR MEETING March 13, 2017 7:00 PM Evergreen Elementary School Room 101

School Board President Georgianna Buhler called the regular meeting of the Wrangell Public School Board to order at 7:06 P.M. on Monday, February 13, 2017.

CALL TO ORDER

A quorum was determined with the following school board members present: Georgianna Buhler, Susan Eagle, Tammy Groshong, and Aleisha Mollen. Rinda Howell was absent. Also present was Superintendent Patrick Mayer and Recording Secretary Kimberly Powell.

DETERMINE QUORUM

The Pledge of Allegiance was recited, led by Tammy Groshong.

PLEDGE OF ALLEGIANCE

Mrs. Cindy Martin, Middle School Student Council Advisor, introduced the Middle School Student Council: Vice-president Jacob Eastaugh, Secretary Sophie O'Brien, Treasurer Jimmy Baggen, and Alex Rooney, Public Relations Director. Ryan Rooney is the President but was unable to attend the meeting this evening. The students told the School Board members about their service projects. Student Council sponsors performing arts events for the community. Jimmy told the board about their fundraising efforts. Students use technology for kindness to collect compliments on a secure program that are distributed to the student body. Their next project is a student/staff wellness program; pedometers ordered for distribution.

**SECONDARY STUDENT
PRESENTATION: MIDDLE
SCHOOL STUDENT COUNCIL**

There was not a student representative present to report.

**STUDENT REPRESENTATIVE
REPORT**

Special Education Teacher Ryan Howe spoke to the School Board Members regarding School Board Policy and Administrative Regulation 6172. He and Jennifer Davies were recently at a conference and they have learned that a 22-point discrepancy is a very severe discrepancy for a child. 15 or 16 points is recommended. Ryan has heard this from visiting specialists but it was confirmed at the conference. He requested that the School Board review our existing policy and make appropriate revisions.

GUESTS TO BE HEARD

Diane O'Brien thanked the board for the charrette. She feels it goes far into bringing the parents and the community into the process and that it goes far toward our communication efforts. Mrs. O'Brien said that there is a lot of concern about the counselor position at the elementary school. She wondered how we would follow through in sharing efforts with the middle school. She also wanted to touch a little bit about the school climate which is one of the topics we talked about in the charrette. Mrs. O'Brien said that she hears more and more stories students leaving the school or the stressful situations continuing for our students. "When they come to school with anxiety or wondering what that day is going to bring as far as negative interactions with students. "One thing that I would hope that we could work toward rather than... you know the world is very competitive but at the same time we have to work together. It is a global society and the world is getting smaller and smaller all the time as far as what we do here affects what goes on in the other side of the world as well. And just to promote working together, having students work together instead having one-up on each other. And that when one student is elevated or lifted, we're all getting lifted because everybody's going to be happier and work better together and do a better job at what they're at school to do. So these are just some general comments I wanted to share."

The agenda was approved as presented by unanimous consent.

APPROVAL OF AGENDA

The items on the consent agenda were approved by unanimous consent of the Board.

**ACCEPTED THE ITEMS
ON THE CONSENT
AGENDA**

- Approved the minutes of the January 16, 2017 Regular School Board Meeting
- Approved the minutes of the February 6, 2017 Special School Board Meeting
- Approved the minutes of the March 6, 2017 Special School Board Meeting
- Reviewed the resignation of Jennifer Ludwigsen, Paraprofessional and Dave Silva, Speech Therapist

Reviewed correspondence as presented	CORRESPONDENCE
Information & Reports were accepted by unanimous consent.	ACCEPTED INFORMATION & REPORTS
Motion to adopt the Classified Salary Schedule as presented, effective July 1, 2017 by Susan Eagle, seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Susan Eagle: Yes; Tammy Groshong: Yes; Georgianna Buhler: Yes. Motion approved.	ADOPTED THE CLASSIFIED SALARY SCHEDULE AS PRESENTED
Motion to accept the Fiscal Year 2017 Budget as revised by Tammy Groshong, seconded by Aleisha Mollen. Poll vote: Susan Eagle: Yes; Tammy Groshong: Yes; Aleisha Mollen: Yes; Georgianna Buhler: Yes. Motion approved.	ACCEPTED THE FY'17 BUDGET AS REVISED
Motion to accept Draft II of the FY'18 Budget as presented by Aleisha Mollen, seconded by Susan Eagle. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes; Georgianna Buhler: Yes. Motion approved.	ACCEPTED THE FY'18 BUDGET DRAFT II AS PRESENTED
Motion to accept the first reading of Board Policy #3540, Transportation to meet the requirements of Alaska Administrative Code and State Statute by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Aleisha Mollen: Yes; Susan Eagle: Yes; Tammy Groshong: Yes; Georgianna Buhler: Yes. Motion approved.	ACCEPTED THE FIRST READING OF BOARD POLICY 3540, TRANSPORTATION
Motion to accept the first reading of Board Policy #4119.26, Employee Technology Usage as presented by Susan Eagle, seconded by Aleisha Mollen. Poll vote: Susan Eagle: Yes; Tammy Groshong: Yes; Aleisha Mollen: Yes; Georgianna Buhler: Yes. Motion approved.	ACCEPTED THE FIRST READING OF BOARD POLICY 4119.26, EMPLOYEE TECHNOLOGY USAGE
Motion to accept the first reading of Board Policy #5141.41, Sexual Abuse, Sexual Assault and Dating Violence Awareness and Prevention as presented by Tammy Groshong, seconded by Susan Eagle. Poll vote: Aleisha Mollen: Yes; Susan Eagle: Yes; Tammy Groshong: Yes; Georgianna Buhler: Yes. Motion approved.	ACCEPTED THE FIRST READING OF BOARD POLICY 5141.41, SEXUAL ABUSE, SEXUAL ASSAULT AND DATING VIOLENCE AWARENESS
Motion to accept the first reading of Board Policy #6141.2, Religious Beliefs and Customs adding the new AASB model language by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Susan Eagle: Yes; Tammy Groshong: Yes; Aleisha Mollen: Yes; Georgianna Buhler: Yes. Motion approved.	ACCEPTED THE FIRST READING OF BOARD POLICY 6141.2, RELIGIOUS BELIEFS AND CUSTOMS
Motion to accept the second reading of Board Policy #5141.52, Suicide Prevention for inclusion in the policy manual by Aleisha Mollen, seconded by Susan Eagle. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes; Georgianna Buhler: Yes. Motion approved.	ACCEPTED THE SECOND READING OF BOARD POLICY 5141.52, SUICIDE PREVENTION
Motion to accept the second reading of Board Policy #5141.3, Health Examinations for inclusion in the policy manual by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Susan Eagle: Yes; Tammy Groshong: Yes; Georgianna Buhler: Yes. Motion approved.	ACCEPTED THE SECOND READING OF BOARD POLICY 5141.3, HEALTH EXAMINATIONS
Motion to accept the second reading of Board Policy #6020, Parent Involvement for inclusion in the policy manual by Tammy Groshong; seconded by Aleisha Mollen. Poll vote: Susan Eagle: Yes; Tammy Groshong: Yes; Aleisha Mollen: Yes; Georgianna Buhler: Yes. Motion approved.	ACCEPTED THE SECOND READING OF BOARD POLICY 6020, PARENT INVOLVEMENT
Motion to accept the resignation of School Board Member Rinda Howell, effective immediately by Tammy Groshong; seconded by Aleisha Mollen. Poll vote: Tammy Groshong: Yes; Aleisha Mollen: Yes; Susan Eagle: Yes; Georgianna Buhler: Yes. Motion approved.	ACCEPTED THE RESIGNATION OF BOARD MEMBER RINDA HOWELL
Reviewed the upcoming dates and meeting announcements.	REVIEWED DATES & MTG ANNOUNCEMENTS
Aleisha Mollen told the other Board Members that she won't steal their thunder since they're presenting at the next School Board Meeting but it was a great honor to chaperone the three young ladies at the fly-in. Our students represented Wrangell well and our CTE program shone with the legislature.	PRESIDENT'S REMARKS AND COMMENTS FROM BOARD MEMBERS
Mrs. Eagle thanked the audience for attending the Charrette.	
Board Member Groshong said that she really appreciated the charrette format to collect input and enjoyed hearing the different perspectives given by the participants. She said that one gentleman reported that he loved the process and requested additional, similar opportunities in the future.	
Superintendent Mayer thanked the Board Members for their time and dedication	

and drew their attention to an appreciation poster made by the elementary students.

Georgianna Buhler apologized for the lack of a quorum in February and said that she was excited to see the high attendance at the Charrette. She is looking forward to seeing the final document.

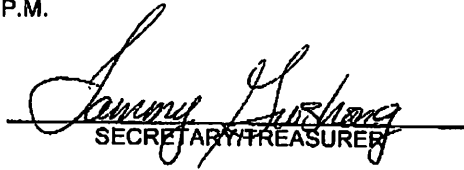
Motion to recess into Executive Session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the district, more specifically, Negotiations with Wrangell Teachers' Association by Susan Eagle; seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Susan Eagle: Yes; Tammy Groshong: Yes; Georgianna Buhler: Yes. Motion approved unanimously. Board President Buhler invited Superintendent Mayer into the Executive Session

**RECESSED INTO
EXECUTIVE SESSION AT
8:01 PM**

Reconvened into Regular Session at 8:42 PM with no further action taken.

**RECONVENED INTO REGULAR
SESSION
ADJOURNED AT 8:42 P.M.**

Meeting Adjourned at 8:42 P.M.


SECRETARY/TREASURER

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR**

SUBJECT: BOROUGH MANAGER REPORT

DATE: MAY 9, 2017

Hazardous Household Waste (See attached flier)

This year's Household Hazardous Waste event, takes place May 12th and 13th (a Friday and Saturday). The Solid Waste Transfer Facility will accept up to 200 pounds of various types of household hazardous wastes for free, per household. This event is intended for household waste only, not for commercial waste. <http://www.wrangell.com/publicworks/annual-hazardous-household-waste-event>

Many people have asked about the Borough-sponsored free dump days, which used to coincide with the Household Hazardous Waste event. At this time the Borough has eliminated free dump days.

Institute Property Master Plan Development and Subdivision

The final report is now completed and available online at <http://www.wrangell.com/economicdevelopment/wrangell-institute-master-plan-and-subdivision>.

Annual Salmon Derby

Begins this weekend and runs from May 13 to June 11. Sponsored by the Wrangell Chamber of Commerce.

Wrangell Dock Lighting - City Dock Improvements

Buness Electric continues the construction work for the City Dock Lighting and Electrical project. Buness Electric recently completed a change order for the installation of the span of conduit from the dock to the transformer adjacent to the Samson yard, for the new 480V electrical service, which was scheduled in their contract to be completed "by others." They remain scheduled for Substantial Completion by June 30, 2016.

Evergreen Avenue Reconstruction

DOT reports that they have several outstanding ROW issues to complete. DOT staff indicates that construction could begin in August 2017 and completion expected in late spring/early Summer 2018. This assumes the project would bid in late May. The work in August would start with culverts, retaining walls, and then the sidewalk and curb and gutter. Final paving is not allowed by DOT regulations after September 15th; therefore, paving would be completed in Summer 2018.

Upper Reservoir Bypass Line

The reservoir bypass project was designed as an original part of the construction of the water treatment plant in 1997. The designed pipeline, proposed to span the distance from the upper reservoir to the water plant, was partially installed by White Enterprises; however, construction stopped when unexpected wetland permitting issues were encountered, and the remaining funds were used for another part of the water treatment project.

Numerous dam condition surveys have been completed that indicate problems with the piping in the upper dam. In 2003 the City employed another engineering firm to review the earlier pipeline design and perform observations of the condition of the upper reservoir's dam. Through these explorations, the engineering firm proposed several options for designing the reservoir tap for the bypass line. No further work was done since that 2003 review. CBW staff will review in detail the 2003 observation report, along with the various dam site surveys (performed in 2000, 2004 and 2015), as well as the US Army Corps of Engineers' 2006 Dam Seismic Study, as part of the continued research and development of the bypass project.

Staff has reached out to the two engineering firms involved in this project to gain insight into their existing staff's past involvement with the project and the existence of their previous survey and design documentation, with the idea of possibly negotiating a professional contract with one of these two firms for the future design work.

Water Treatment Plant Improvements (Future Project)

As part of the CBW's funding pursuit for the water treatment plant improvements project, staff applied for funding to the Alaska Department of Environmental Conservation's (ADEC) Alaska Drinking Water Fund, State Water Loan Program. This program, funded primarily by the EPA and administered by the ADEC's municipal grant and loans program, is intended to provide low interest loans, with terms up to 30 years, to utilities for drinking water system improvement projects. These loans can also serve as local match to most other federal or state funding sources.

In addition to applying for USDA Rural Development WWD funding assistance for this water project, Wrangell is considering also applying to the Economic Development Administration (EDA) for additional grant funding. The EDA grants require a local match; therefore, staff determined that in the event of a successful ADEC loan, the loan could be used for the EDA-required match.

Wrangell's proposed project ranked fifth out of forty-three projects submitted for loan funding. The ADEC's project priority list is included in their recently issued Intended use Plan (IUP). The ADEC's formal public comment period ends at 5 p.m. on June 5, 2017. CBW staff will be commenting, and we encourage others to comment in support of Wrangell's proposed water treatment facility improvements project. The Drinking Water Intended Use Plan can be found online at: <http://dec.alaska.gov/water/MuniGrantsLoans/SFY18DraftIUP.html>

Through CBW staff's recent communication with USDA Rural development staff, we learned that they continue to work on the underwriting for the improvement projects, and that the recent risk of a federal employee furlough has slowed the process.

Shoemaker Bay Harbor Float Design

As of Monday 5/8 the Harbor Replacement Fund in the State's Capital Budget for Alaska Department of Transportation was still being funded at \$5million dollars. There are still some potential amendments that could come forward but we are watching closely before the Senate forwards SB23 to the House. PND continues to work toward the harbor design's 90% level plan review drawings. Staff asked PND to provide comparison cost estimates associated with having either a single gangway with new concrete abutment or maintaining the existing two gangways. By eliminating one of the existing gangways, both capital costs and ongoing maintenance costs related to a second gangway are eliminated. Further, if eliminating a second gangway, this makes room for adding up to twelve 3'x20' fingers floats for additional moorage and revenue. Staff will review the additional design and construction cost options, considering the factors associated with each option. Part of the 90% design at this level includes finalizing the water system design, which will be submitted to ADEC as well as the Fire Marshal for their respective concurrence.

Wrangell H2O

Staff, with assistance from AlaskaCherry, have created a graphic image anticipated to be associated with water information and status reports and linked to the water shortage management plan. Below is a copy of the image, referred to as "Wrangell H2O." In its presentation below, it is designed with the color blue, which indicates that Wrangell is at water supply levels and storage levels acceptable to regular water-wise use. We are stressing that basic practices to USE WATER WISELY should be implemented in all businesses and residences now, to avoid future shortage situations.



If Wrangell encounters water shortages, this graphic image will change from its regular blue color to the appropriate corresponding color for a water shortage stage I, II or III. For example:

- When entering a Stage I or Warning stage, the image's color will turn Yellow.
- When entering a Stage II or Watch stage, the image's color will turn Orange.
- When entering a Stage III or Critical stage, the image's color will turn Red.



While the colors are not yet finalized, here is an example of how the various water shortage stages' color indicators will appear. They will also be labeled with the corresponding Stage and Color (by text).



Once the images, with colors, are finalized, Borough staff will modify all communication efforts with the design and explain further to the public about the new plan. Also once complete, and at any given time, the image indicating the current water situation will be posted on the front, exterior of the building at City Hall, on Brueger Street.

Please see attached the Water Report from May 3, 2017. We began weekly reporting on Wednesdays and will continue, providing a newer report Wednesday afternoon or Thursday morning. There was one piece of additional information added to the 5/3 report which involved a comparison of April 2016 with April 2017.

While flows can fluctuate dramatically from day to day and hour to hour, it does appear as if conservation efforts are not yet really being implemented in daily residential and business routines. While flows might be down some, our water flows on average do not seem to be down much.

We will be creating more information for radio, paper, bulletin boards and website and FB.



Wrangell Water Plant Status: May 3, 2017

- Raw Water Reservoir Levels:
 - Upper reservoir is currently full and overflowing.
 - Lower reservoir is currently full and overflowing.
 - The water quality is currently good with low turbidity and color levels
- Treated Storage Tank Levels: Both tanks are currently at 27.2", as they have been assigned a lower set point based on our ongoing filter maintenance.
- Water Production:
 - Over the course of the last week, water production is averaging 813,00 gallons per day
 - Production levels are directly related to community consumption and filter maintenance, i.e. the higher the flow to town, the more often filter maintenance has to occur.*
- Water Flows:
 - High Pressure (HP) flow, today, was at an average of 500 gpm
 - Low Pressure (LP) flow, today, was at an average of 150 gpm
 - At this time, although the flows to town are low, we are still averaging 913,000 gallons per day.*
- Slow Sand Filter Maintenance:
 - We now have four new temporary employees working with Wayne, performing maintenance tasks at the water plant.
 - We are experiencing longer run times with the slow sand filters which have had the plunging action performed for their sand cleaning. We will be preparing a spreadsheet for a quick glance at changes in filter run times, both before and after this sand cleaning effort.

• April 2016:
Total production: 21 million gallons
Average daily flow: 703,000 gallons

April 2017:
Total production: 27.4 million gallons
Avg daily flow: 913,633 gallons

WRANGELL'S ANNUAL HOUSEHOLD HAZARDOUS WASTE EVENT

Are You Poisoning Your Water?

If someone were to drop a poisonous substance into our community's water supply the act would be considered a serious crime and a state of public emergency would be declared.

When you dump a can of paint thinner or other chemical down the drain or throw out an old car battery with your trash, no alarms are sounded and no news flashes are issued. Yet the impact on your water resources could be just as disastrous.

That is not a far-fetched statement. The average household contains between three and ten gallons of materials that are hazardous to human health or to the natural environment. Collectively, these materials can poison our water if they are not stored carefully and disposed of properly.

What is a Hazardous Material?

Many government environmental agencies consider a substance hazardous if it can catch fire, if it can react or explode when mixed

with other substances, if it is corrosive, or if it is toxic.

This definition includes many things that you probably are storing right now in your garage, basement, bathroom or kitchen. Some, like paint thinner or car batteries, are pretty obvious but there are many that you might not ordinarily think of such as polishes, insecticides and glues.

Dangers of Hazardous Waste

The improper disposal of household waste can cause problems for the entire community. Waste can be explosive or highly flammable. Sewers have exploded and garbage trucks have burned because people have carelessly discarded flammable or reactive waste.

Hazardous waste can also be corrosive. The acid from discarded auto batteries can eat away many substances. Some waste are poisonous to humans or wildlife, while others can cause cancer, birth defects or other serious problems.

Where Do We Put Them?

One of the worst ways to dispose of many hazardous materials is to "just dump them down the drain". Wrangell's wastewater treatment plant is not designed to handle hazardous waste.

Unfortunately, disposal of waste in a landfill has not proven an effective solution either. Without special design the modern sanitary landfill is not equipped to accept hazardous waste. Hazardous waste improperly disposed of in a landfill can pollute the environment through the groundwater, surface water and air.

If the public cannot dispose of most hazardous wastes in the sewer system or a landfill what can be done? This brochure describes some preventative measures you can take in your home to reduce the quantity of waste you must dispose. The Household Hazardous Waste Chart (located at www.wef.org) indicates the best way of dealing with most hazardous materials found in the home. This chart is also available at the Public Works office.

First: Reduce the Amount

You do not need a PhD in chemistry to reduce the use of hazardous waste in your home. The following suggestions can help:

Before you buy a product read the label and make sure that it will do what you want. Once you buy something you are responsible for the proper disposal of it. Read and follow directions on how to use a product and dispose of the container. (There is a good reason why the labels say "do not incinerate" or "do not mix with bleach."). Use safer substitutes when they are available.

Even if you reduce the wastes that must be dealt with as outlined above, there is still the question of what to do with what is left over.

Second: Take Care of the Waste

Even if you reduce the wastes that must be dealt with as outlined above, there is still the question of what to do with what is left over. Recycling is an excellent way of handling some hazardous wastes. Used motor oil, paint thinners and some other solvents can be refined and reused just as aluminum cans are.

Municipal or commercial incineration is another effective means of dealing with some hazardous wastes. However, a specially designed incinerator is needed to destroy hazardous materials. "Incinerators" in your home, such as your fireplace or woodstove, can not get hot enough to destroy hazardous wastes and should **never** be used to destroy waste.

The **Household Hazardous Waste Chart** will guide you in disposing of potentially hazardous material around your home. You should display this chart in a convenient location. Remember to never dump hazardous wastes on the ground, and always check the chart before pouring them down the drain.

What You Can Do in Your Community

By working together the people in the community can plan and create effective systems for managing hazardous waste. The City and Borough of Wrangell sponsors a Household Hazardous Waste collection event on an annual basis. Over the years, this event has helped reduce the amount of hazardous waste in our community while heighten public awareness of the problem.

Successful collection events have helped the Borough protect our community's wastewater treatment plant and sanitation utility from hazardous waste contamination.

Every year the City and Borough of Wrangell is able to collect large quantities of hazardous material on the strength of our 2-day Household Hazardous Waste event.

Wrangell's next free event will be May 12 and 13, 2017, so be sure to watch for it. Support the program and protect the health and safety of your community by saving and delivering your household waste to the landfill. We also encourage you to:

- Learn as much as you can about your wastewater treatment plant and share that information with your family and friends. Clean water is for everyone.
- Contact your area's hazardous waste agency. They can provide

information on companies which are licensed to handle hazardous wastes along with possible funding sources for such efforts.

What the Future Holds

Billions of dollars have been spent to clean up our lakes and streams. Many millions more have been spent to build and maintain adequate sanitary landfills.

Modern wastewater treatment plants have led us all to expect clean water and a safe environment as a part of our everyday lives. We now realize that we cannot just discharge our wastes into a stream or bury hazardous waste without thinking about their impact on the environment.

For that reason and others, household hazardous waste collection has really caught on. Communities throughout the world have begun to develop programs to deal with household wastes.

Wrangell's local efforts have been very successful and have been historically well attended by our community. For details on what you can do and when the next collection event will be contact the Public Works office at 907-874-3904. Or for further information you can contact the Water Environmental Federation.

Reprint with the permission from the Water Environmental Federation ©2003.

HOUSEHOLD WASTE CHART*

The following chart from the Water Environment Federation will show you effective ways to dispose of household waste and contribute to a sustainable clean environment.

Blue waves ≈ indicate products which can be poured down the drain with plenty of water. If you have a septic tank, additional caution should be exercised when dumping these items down the drain. In fact, because septic systems rely on healthy bacteria, there are certain chemical substances that cannot be used with them. Be sure to read the labels to determine if a product could damage septic systems.

Yellow triangles ▼ indicate materials which should not be poured down the drain, but can be safely disposed of in a sanitary landfill or incinerator. Note that medicines can often be taken to a community drug take-back program or mixed with undesirable substances such as kitty litter or coffee grounds. Pills (except narcotics) can also be dissolved and mixed with regular trash. Be sure the material is properly contained before it is put out for collection or carried to the landfill. The red octagons ⊗ indicate hazardous wastes or materials that should be saved for a community-wide collection day or given to a licensed hazardous waste contractor when left over or unused. (Even the empty containers should be taken to a licensed contractor if one is available.)

Green leaves 🌿 indicate material that can be recycled or reused or shared with neighbors or family members. If there is a recycling program in your area, take the materials there. If not, encourage local officials to start a recycling program.

*The information contained in this chart is intended as a general guideline. Laws and regulations may vary from state to state. For more information on the safest way to dispose of these and other products, contact your area's solid and hazardous waste department or federal or state environmental agency. Check manufacturer's label for specific disposal guidelines.

KITCHEN	TYPE OF WASTE DISPOSAL			
Aluminum cleaners		▼		
Ammonia-based cleaners	≈			
Bug sprays			⊗	
Drain cleaners			⊗	
Egg shells		▼		
Floor care products			⊗	
Furniture polish			⊗	
Metal polish with solvent			⊗	
Window cleaner		▼		
Oven cleaner (lye base)			⊗	
Fats, oils and grease (including oil from turkey fryers)		▼		
BATHROOM	TYPE OF WASTE DISPOSAL			
Bathroom cleaners		▼		
Diapers (baby wipes)		▼		
Disinfectants		▼		
Toilet bowl cleaner		▼		
Tub and tile cleaners			⊗	
Pharmaceutical products or drugs (expired or used)		▼		
Personal care products (aftershave, perfumes, depilatories, permanent or other lotions, hair relaxers, nail polish, dyes, waxes)		▼		
Sharps (needles for diabetics)			⊗	
GARDEN	TYPE OF WASTE DISPOSAL			
Fertilizer			⊗	
Fungicide			⊗	
Herbicide			⊗	
Insecticide			⊗	
Rat poison			⊗	
Weed killer			⊗	

GARAGE	TYPE OF WASTE DISPOSAL			
Antifreeze			⊗	🌿
Automatic transmission fluid			⊗	🌿
Auto body repair products			⊗	
Battery acid (or battery)			⊗	🌿
Brake fluid			⊗	
Car wax with solvent			⊗	
Diesel fuel			⊗	🌿
Fuel additives			⊗	
Fuel oil			⊗	🌿
Gasoline			⊗	🌿
Kerosene			⊗	🌿
Metal polish with solvent			⊗	
Motor oil			⊗	🌿
Other oils			⊗	
WORKSHOP	TYPE OF WASTE DISPOSAL			
Cutting oil			⊗	
Deck cleaners/stains			⊗	
Glue (solvent based)			⊗	
Glue (water based)	≈			
Paint (latex)		▼		🌿
Paint (oil based)			⊗	
Paint (auto)			⊗	
Paint (model)			⊗	
Paint brush cleaner with solvent			⊗	🌿
Paint brush cleaner with TSP	≈			
Paint stripper			⊗	
Paint stripper (lye base)			⊗	
Paint thinner			⊗	🌿
Primer			⊗	
Rust remover (with phosphoric acid)			⊗	

WORKSHOP, Cont.	TYPE OF WASTE DISPOSAL			
Turpentine			⊗	🌿
Varnish			⊗	
Wood preservative			⊗	
MISCELLANEOUS	TYPE OF WASTE DISPOSAL			
Aerosol cans (empty)		▼		🌿
Aerosol cans (not empty)			⊗	
Ammunition			⊗	
Artists' paints (acrylic)		▼		🌿
Artists' paints (oil based)			⊗	
Cat litter		▼		
Cellular phones			⊗	🌿
Dry cleaning solvents			⊗	🌿
Fiberglass epoxy			⊗	
Gun cleaning solvents			⊗	🌿
Lighter fluid			⊗	
Mercury batteries			⊗	🌿
Moth balls			⊗	
Old fire alarms			⊗	
Fluorescent light bulbs			⊗	
Pet care products (flea and tick repellent)		▼		
Photographic chemicals			⊗	
Shoe polish			⊗	
Swimming pool chemicals			⊗	
White-out (used for corrections)		▼		

- ≈ — Can be poured down the drain with plenty of water.
- ▼ — Cannot be poured down the drain, but can be safely disposed of in a sanitary landfill or incinerator.
- ⊗ — Hazardous wastes.
- 🌿 — Recycle, reuse, or share.

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

CLERK'S REPORT May 9, 2017

Mark Your Calendar:

- 5/11 P&Z Mtg. scheduled at 7pm in the Assembly Chambers
 - 5/12 - 13 Annual Hazardous Household Waste Event
 - 5/15 Board of Equalization Meeting at 6pm in the Assembly Chambers
 - 5/15 Budget Work Session with Staff/Assembly following the BOE meeting
 - 5/17 WMC Board mtg. was rescheduled to 5/8. There will be no meeting on 5/17
 - 5/29 Memorial Day - City Hall Closed
 - 5/30 Budget Worksession/PH at 6pm in the Assembly Chambers
 - 5/30 The Regular Assembly mtg. of 5/23 was rescheduled to May 30th at 7pm in the Assembly Chambers
- 6/21-22 SEAPA Board Mtg. to be held in Wrangell, with times TBD

I will be attending the IIMC's 71st Annual Conference in Montreal from May 21st thru May 26th

Public Participation

The public has a right to be present and listen and to review any public information in the agenda packet to be considered at the meeting.

1. Any person desiring to address the assembly under “persons to be heard” shall first sign up on the sheet provided at the meeting and be recognized by the presiding officer prior to speaking.
2. The speaker will precede their remarks by stating their names and, unless otherwise allowed by the mayor, their place of residence.
3. The mayor or an assembly member may ask questions of the speaker, but shall not deliberate at that time on matters raised, or answer questions directed by the speaker to the members.
4. Speakers shall address their remarks to the assembly as a body and not to any individual member of the assembly.
5. The mayor may, prior to the call for persons to be heard, prescribe time limits, request designated speakers for groups, determine redundancy, and other effective meeting procedures.

Agenda Items 10 a - b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY
AGENDA ITEM
May 9, 2017

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

INFORMATION: This agenda item is reserved for the Mayor and Assembly Member's special reports. Such information items as municipal league activities, reports from committees on which members sit, conference attendance, etc., are examples of items included here.

➤ **Item 10a** Reports by Assembly Members

➤ **Item 10b** City Boards and Committee Appointments

There were no letters of interest received for the vacancy on the EDC

Vacancies:

- One vacancy **Economic Development Committee** (Oct 2019)

Recommended Action:

Appointments to be filled by the Mayor with the consent of the assembly for the various seats.

Recommended Action if not approved with the consent of the Assembly:

Motion: Move to appoint _____ to fill the vacancy on the _____ for the term up until October _____.

Agenda Item 12a

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
May 9, 2017**

INFORMATION:

Discussion and possible action regarding the suggested changes to the Water rates

Attachments:

1. Memo from Interim Borough Manager Rushmore dated 4-19-17
2. Water Comparison Rate Sheet
3. Water Cost Rate Analysis
4. Memo comparison (Ketchikan) rate increase information
5. **Memo from Interim Borough Manager Rushmore dated 5-5-17**
6. **Memo from PW Director Al-Haddad dated 5-5-17**
7. **Hi efficiency Rebate Program info NEW**
8. **Rain Barrel Rebate Program info NEW**

RECOMMENDED ACTION:

Assembly Discussion and Possible Action.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: MS. CAROL RUSHMORE
INTERIM BOROUGH MANAGER**

SUBJECT: PROPOSED CHANGES TO WATER RATES

DATE: April 19, 2017

BACKGROUND:

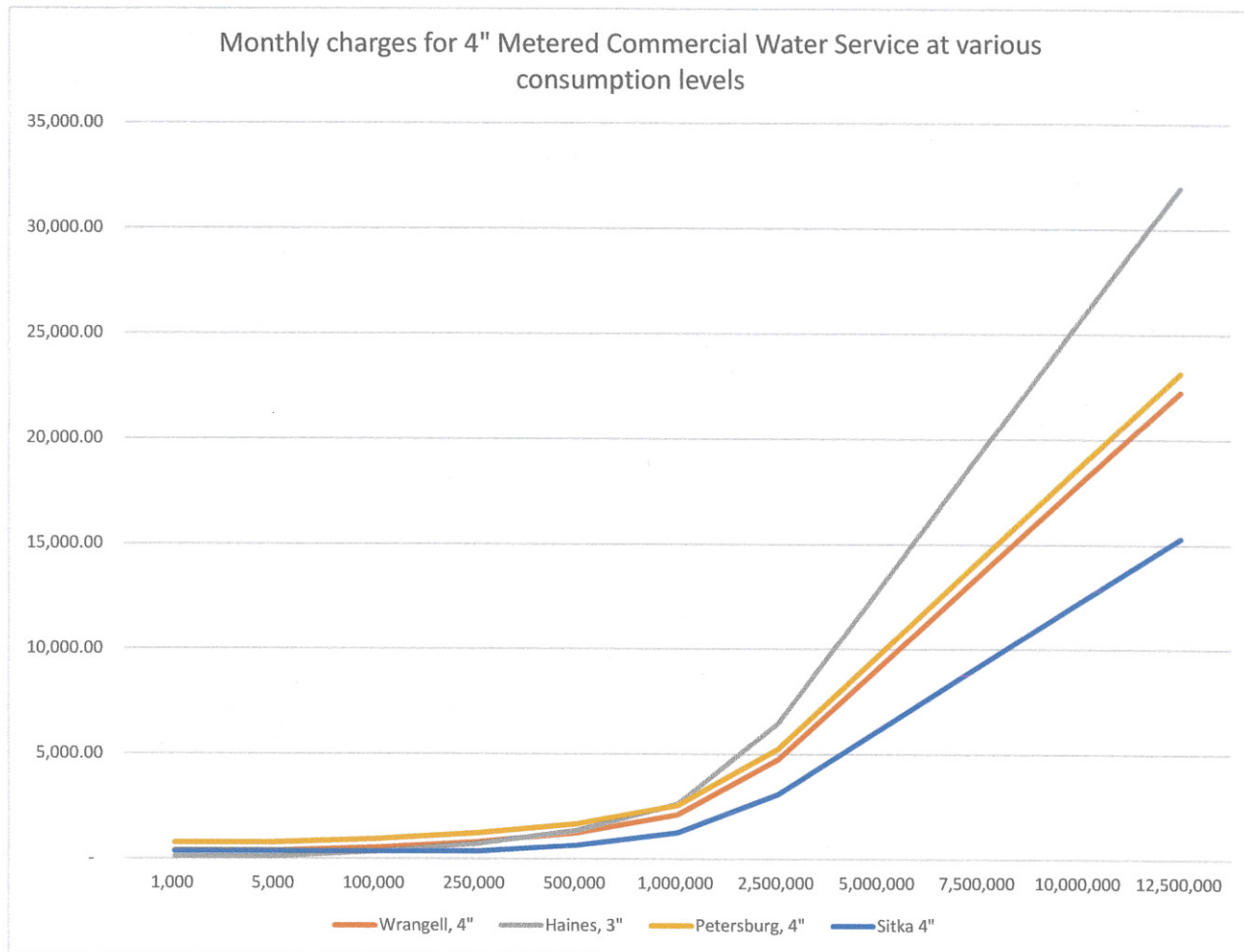
At the recent series of meetings concerning the water treatment plant, discussion regarding the cost to produce water and the rates charged for water consumption have been intertwined in the discussions. Below are proposed rates for the Assembly to consider and use to begin discussion.

The last increase to water rates occurred July 1, 2015.

The proposal for water rate increases suggested to the Assembly for discussion is as follows:

- 5% increase to flat rates - *staff is recommending incremental increases annually. The Water fund financial situation is not going to improve in the near future. Smaller increases help financial adjustments over a single large increase.*
- Small commercial, metered - \$31.75 for first 4,000 gallons plus \$2.75 per additional 1,000 gallons. *Currently, rate is only the base charge of \$26.76 for the first 4000 gallons plus \$2.52 per additional 1,000 gallons.*
- Large commercial, metered - \$401.47 for first 5,000 gallons plus \$1.75 per additional 1,000 gallons. *Currently, rate is base charge of \$401.47 for the first 500,000 gallons plus \$.84 per additional 1000 gallons. This fee structure would put Wrangell comparable to the other three towns (orange line on attached graph):*

Community Comparisons using proposed rate changes for Wrangell metered commercial accounts
(large)



Consumption	Wrangell, 4"	Haines, 3"	Petersburg, 4"	Sitka 4"
1,000	401.47	106.20	797.12	369.11
5,000	401.47	106.20	804.28	369.11
100,000	567.72	348.45	974.33	369.11
250,000	830.22	730.95	1,242.83	369.11
500,000	1,267.72	1,368.45	1,690.33	674.11
1,000,000	2,142.72	2,643.45	2,585.33	1,284.11
2,500,000	4,767.72	6,468.45	5,270.33	3,114.11
5,000,000	9,142.72	12,843.45	9,745.33	6,164.11
7,500,000	13,517.72	19,218.45	14,220.33	9,214.11
10,000,000	17,892.72	25,593.45	18,695.33	12,264.11
12,500,000	22,267.72	31,968.45	23,170.33	15,314.11

@ \$1.75 per additional 1000 gallons

Wrangell: \$401.47 for first 500,000 gallons, \$0.84 per 1,000 gallons thereafter -- current rate structure
 Sitka: \$769.11 for first 250,000 gallons, \$1.22 per 1,000 gallons thereafter
 Petersburg: \$797.12 for first 1,000 gallons, \$1.79 per 1,000 gallons thereafter
 Haines: \$106.20 for first 5,000 gallons, \$2.55 per 1,000 gallons thereafter

Water production cost and rate analysis for Metered Commercial City & Borough of Wrangell

Fiscal Year	Total operating expenses incl depreciation*	Volume of Water Produced by Plant	Cost per Gallon	Cost per 500,000 gallons	Large Commercial base rate for 500,000 gallons	Large Commercial rate per additional 1,000 gallons	Cost to produce additional 1,000 gallons
2011	895,474	337,829,000	0.0027	1,325.34	401.47	0.84	2.65
2012	944,777	296,036,000	0.0032	1,595.71	401.47	0.84	3.19
2013	997,459	262,644,000	0.0038	1,898.88	401.47	0.84	3.80
2014	1,087,837	297,953,000	0.0037	1,825.52	401.47	0.84	3.65
2015	1,079,137	321,389,000	0.0034	1,678.86	401.47	0.84	3.36
2016	1,231,427	290,883,000	0.0042	2,116.70	401.47	0.84	4.23
2017**		360,433,830					

Large Commercial Metered

Gallons consumed	Cost to produce (2016)	Cost to consumer	Profit/(Loss)
1	0.00	401.47	401.47
100	0.42	401.47	401.05
1,000	4.23	401.47	397.24
100,000	423.34	401.47	(21.87)
119,565	506.17	401.47	(104.70)
500,000	2,116.70	401.47	(1,715.23)
750,000	3,175.06	611.47	(2,563.59)
1,000,000	4,233.41	821.47	(3,411.94)
1,200,000	5,080.09	989.47	(4,090.62)
1,500,000	6,350.11	1,241.47	(5,108.64)
5,000,000	21,167.05	4,181.47	(16,985.58)
10,000,000	42,334.10	8,381.47	(33,952.63)
15,000,000	63,501.15	12,581.47	(50,919.68)

Commercial Metered

Gallons consumed	Cost to produce (2016)	Cost to consumer	Profit/(Loss)
1	0.00	26.76	26.76
100	0.42	26.76	26.34
1,000	4.23	26.76	22.53
4,000	16.93	26.76	9.83
6,000	25.40	31.80	6.40
8,000	33.87	36.84	2.97
9,737	41.22	41.22	(0.00)
10,000	42.33	41.88	(0.45)
12,000	50.80	46.92	(3.88)
15,000	63.50	54.48	(9.02)
25,000	105.84	79.68	(26.16)
50,000	211.67	142.68	(68.99)
100,000	423.34	268.68	(154.66)
150,000	635.01	394.68	(240.33)

*Total operating expense is per fiscal year audited financial statements

**FY 2017 volume produced based on actual production through 4/7/17, extrapolated to a full 365 days

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

FROM: LEE BURGESS, FINANCE DIRECTOR

**SUBJECT: SUPPLEMENTAL INFORMATION FOR WATER RATE INCREASE
DISCUSSION AND ACTION**

DATE: APRIL 27, 2017

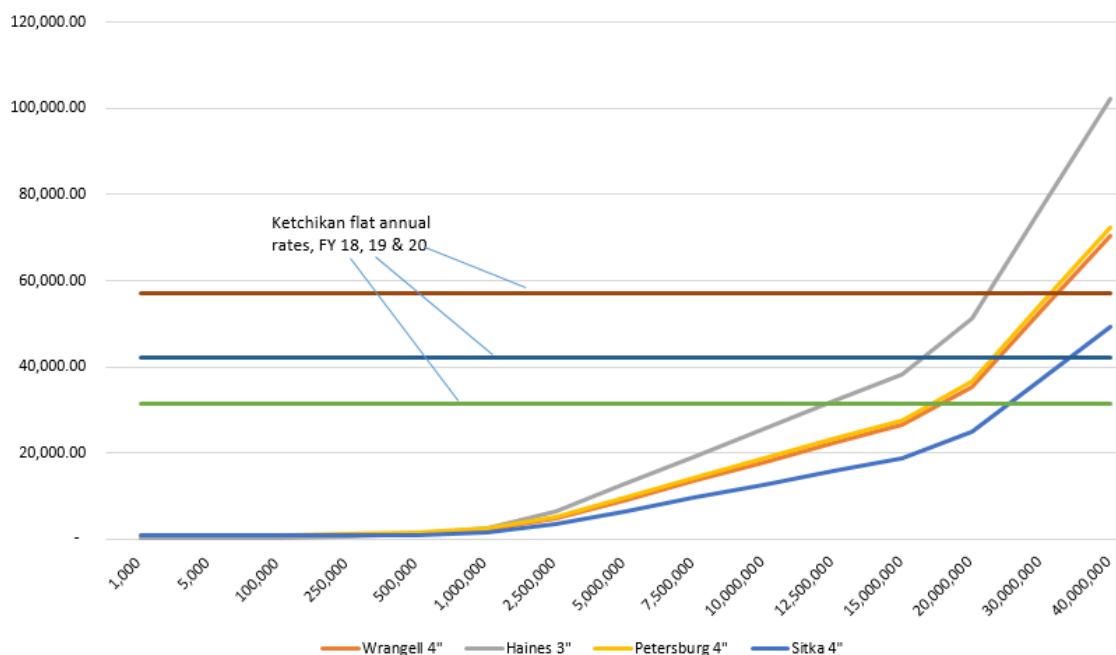
Requested information:

1. Relation of Ketchikan's seafood processor rates to those under consideration for Wrangell

Ketchikan's rates (flat annual charge per line):

Water Line	Current	2018	2019	2020
3" +	23,160.93	31,267.26	42,210.80	56,984.58
2"	5,775.09	7,796.37	10,525.09	14,208.88

A graph would not do a great job illustrating an apples-to-apples comparison with Ketchikan because Ketchikan's rates are not variable with consumption, they are flat and annual and depend on the number of separate additional lines installed. With that said, as requested, below is how it might be depicted graphically on a per 3"+ line basis, again keeping in mind of course that the curved lines are technically per month and the Ketchikan's flat rates are per year.



So whether Ketchikan seafood processors pay a lot or a little in relation to Wrangell depends on how much water the Ketchikan processors typically consume. In a phone conversation with Ketchikan's water operations manager, John Kleinegger, and confirmed via e-mail, I was informed their three seafood processors typically consume a combined 320 to 430 million gallons of water per year, out of a total of 1.3 billion gallons (2016) produced by Ketchikan's plant.

Wrangell's seafood processors generally consume between 10% and 16% of the water plant's total annual production per year. Wrangell harbors and docks consume another 5% to 8% of the plant's total annual production. In FY 2016, Wrangell's two seafood processors consumed 30.5 million gallons of water, and were billed a total of \$36,847, which is about \$1.20 per 1,000 gallons consumed, on average. If Ketchikan's three processors combine to consume, say, 360 million gallons next year, and are charged \$187,604 total (two 3" water lines per processor, times next year's rates), then Ketchikan will be charging them, on average, \$0.52 per 1,000 gallons.

Residential user fees, on the other hand, are 27% higher in Ketchikan than Wrangell (\$52.05 in KTN vs. \$40.75 in WRG).

2. What amount of additional revenue would the proposed rate increases provide?

This depends significantly on the volume of water consumed by the large metered commercial customers, but using actual consumption from 2016, the proposed water rate increases, if in effect in 2016, would have produced an estimated additional \$38,260 from metered customers and \$27,850 from unmetered residential and commercial customers, or a total of \$66,110.

3. Additional Recommendation – Eliminate or significantly increase vacation rates

"Vacation rates" are \$9.00 per month for water (\$9.50 for sewer, \$0 for garbage), which has been unchanged since 2011, and prior to which it was \$0.00. As of March 2017, out of 998 customer accounts that had water charges, 121 of them (over 12%) were on these vacation rates.

Per WMC 15.04.640:

A customer can apply for vacation rates if there is no one living in the household in excess of 30 consecutive days. The customer is only eligible if they apply in advance in writing showing when they are leaving and when they will return. Falsification of the information concerning vacation rates may result in forfeiting the ability to apply for vacation rates in the future. [Ord. 851 § 3, 2011; Ord. 364 § 5, 1977; Ord. 228 § 5, 1969; prior code § 42.70.150.]

I understand arguments in favor of low vacation rates for residents who are out of town and not using water, but there are several problematic aspects of vacation rates.

- 1) The requirements are not realistically enforceable. It is not practical, and arguably perhaps not appropriate, for City Hall staff to monitor households to make sure this policy is not being abused, for example by individuals who allow someone to stay in their homes while they are away, or by individuals the nature of whose work brings them in and out of town intermittently and repeatedly. The current system is basically an honor-system and the finance department relies on customers' honesty and diligence to timely notify City Hall of their return.

- 2) Customers often do not know when they will return, and although this could be grounds for denying the vacation rate request, historically this has been approved.
- 3) In cases where abuse of the policy was known or very strongly suspected, customers have complained of being monitored, appealed the decision to me and/or the Borough Manager, with letters written back and forth, which takes a lot of time and is disruptive.
- 4) Even without significant attempts to monitor and enforce the policy, it is extremely time consuming for the Utility Clerk and others to manage this number of residents coming in and out of town every year.

If Wrangell residential services were metered, the base rate per WMC would be \$26.76 per month, which is the minimum individuals on vacation should pay while on vacation unless they opted to have services shut off entirely. Petersburg, for example, charges \$33.94 for its metered base rate and does not offer vacation rates for water or sewer.

Options:

- **Eliminate vacation rates**
- **Increase vacation rates to \$26.76, the base rate for metered residential per Wrangell Municipal Code**

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: MS. CAROL RUSHMORE
INTERIM BOROUGH MANAGER**

SUBJECT: PROPOSED CHANGES TO WATER RATES

DATE: May 5, 2017

SUPPLEMENTAL INFORMATION**METERS:**

At the previous Assembly meeting the Assembly requested information on what it would take and cost to Meter the community. Staff are currently engaged in looking into what is the process, potential cost factors, and time elements. There are a number of variables that will affect not only the cost, but the methodology as well, so the issue multiplies in complexity. While we will continue to work on a recommendation, this option is several years down the road before implementation. In part due to other priorities by staff (budget preparation/water plant/spring infrastructure improvements) we will not have an immediate answer to costs or a concise recommendation for some time. This action, as all actions that have been discussed previously where it concerns the water plant, should be part of a larger comprehensive plan. Rate structures may have to be modified again at a later date to handle any metering program that might be implemented.

REBATES:

In looking at other programs that might assist with Water Conservation over the long term, one idea was to establish a rebate program to replace toilets. Toilets can use large amounts of water with ever flush. There are some excellent low water usage toilets that could save on water usage. This is an idea that we thought we would present to the Assembly for consideration as part of the rate structure conversation. Please see attached memo from Amber Al-Haddad.

MEMORANDUM

TO: CAROL RUSHMORE, INTERIM BOROUGH MANAGER

**FROM: AMBER AL-HADDAD
PUBLIC WORKS DIRECTOR**

RE: WATER CONSERVATION INCENTIVE (RBATE) PROGRAM

DATED: May 5, 2017

The Wrangell Water Department would like to consider implementing a water conservation incentive, or rebate, program, intended to encourage a permanent reduction in the amount of water used inside of homes and businesses by establishing financial incentives for water utility customers. Customers would help by assisting the Borough's water conservation efforts by installing specific water saving technologies, making them eligible to receive a rebate in the form of a check from the Borough.

The program is proposed as an effort to conserve and protect the Borough's limited water resources and encourage Wrangell's citizens to begin water-saving efforts. We would proposed a multi-faceted Water Conservation Incentive (Rebate) Program be developed, which might include the following type of rebates:

1. Low-flow Plumbing Rebate up to \$____ (toilets) / \$____ (showerhead)

Showers and toilets are by far one of the greatest water users in the house. Some industry measures indicate that showers alone account for, on average, 20% of total indoor water use. By replacing standard showerheads with low-flow heads, the average household can save about 15,000 gallons of water per year.

Showerheads being replaced must use more than 2.0 gpm, which would be verified by Borough staff through site inspections. Only showerheads which flow 1.5 gpm or less would be eligible for the rebate.

Toilets being replaced would be those that use more than 1.6 gallons per flush, which would be verified by Borough staff through site inspections. Only toilets identified as high efficiency toiler (HET), which use 1.28 gallons or less per flush, would be eligible for the rebate.

2. High-efficiency Clothes Washer up to \$____ (residential only)

On average, a high-efficiency washer uses 35% less water than regular washers, which can save thousands of gallons of water per year per household. Some communities have estimated that approximately 3,300 gallons per year per unit in potential savings can be realized, assuming 20 to 30 gallons per washing load. This water conservation incentive would provide for a rebate to residents who replace their existing clothes washer with a new high-efficiency clothes washer.

3. Rain Barrel up to \$_____

Collecting and re-using rainwater for lawns and gardens minimizes potable water use as well as the amount of water flowing into our storm drains, sewer systems and local waterways.

When rain barrels are installed in order to utilize rain water, conserve potable water and reduce stormwater runoff, the rain barrel program would reimburse residents when up to two rain barrels are purchased and installed.

This water conservation incentive (or rebate) program would be administered by Borough staff. Staff would propose funding for a rebate program in the upcoming FY18 water enterprise operating budget and would evaluate the budget and in future fiscal years to suggest amendments based on the program's success.

If the consensus is to pursue a program of this nature, staff will prepare a draft program for review at the May 30th meeting.

Attached is a similar rebate program used by the City of Pismo Beach. In speaking with their Public Works Department, we learned that their largest success has been with their lawn and irrigation program, which likely wouldn't affect Wrangell as much. The toilet rebate program has been their second successful program.



HIGH-EFFICIENCY TOILET REBATE PROGRAM

This program is subject to change without notice and is subject to the availability of funding.

Your Water Conservation Representative: **Madeline Kacsinta** - mkacsinta@pismo beach.org

Program Goal:

The intent of the High-Efficiency Toilet Rebate Program is to encourage the use of water efficient plumbing fixtures.

Background:

Typically, toilets use the most water in your home. Replacing a typical 3.5 gallon toilet with a 1.28 gallon model will save a family of four about 12,964 gallons per year. Receive up to a \$100 rebate for each toilet replaced with a new high-efficiency toilet. Continue to save money each month on your water bill!

Rebate:

If all of the terms and conditions are satisfied, receive up to a \$100 reimbursement for the purchase and installation of an ultra low-flow 1.28 gallon per flush or less toilet. A maximum rebate of \$300 (3 toilets) per address will be enforced unless approved by the City Engineer. The rebate will be mailed to the customer after all requirements have been met.

How to Participate:

1. **Fill out application.** (Include tentative replacement materials and supplier if prompted– this may be updated after installation if all terms and conditions are met)
2. Turn in application via e-mail, mail, or in person to the City representative
Mail: Attn Madeline Kacsinta, 760 Mattie Road, Pismo Beach CA 93449
E-mail: mkacsinta@pismo beach.org
3. You will receive a phone call from the Engineering Department approving your application and scheduling a **pre-installation inspection** on site with a City representative.
4. Meet with City representative on site to confirm your existing materials or appliances to be replaced.
5. Once you have passed the pre-installation inspection you are **free to make approved updates.**
6. After conversions are 100% completed, call to schedule a **post-installation inspection** site visit with City Representative to confirm all conversions have been in accordance with the terms and conditions of the rebate. (PLEASE HAVE VALID, DATED SALES RECEIPT TO TURN IN TO THE INSPECTOR IF YOU HAVE ONE)
7. Once your post-installation inspection has passed and a valid receipt is approved, the City Representative will contact the City's Finance Department to **mail a check** to the address on the application. Please allow 30 days from post-installation inspection to receive the rebate.

NOTE: The City of Pismo Beach does not warrant or assume any liability for the design, manufacture, installation or operation of any toilet obtained under this program.

Terms and Conditions:

PLEASE READ THIS INFORMATION CAREFULLY. In order to receive a City rebate for purchasing a qualifying High-Efficiency Toilet, the applicant must completely fill out the application and comply with the requirements on this form. Failure to do so may result in disqualification.

1. The property receiving the rebate must be a water customer of the City of Pismo Beach.



CITY OF PISMO BEACH

PUBLIC WORKS DEPARTMENT

760 Mattie Road • Pismo Beach, CA 93449

(805) 773-4656

2. Your utility account must be in good standing.
3. The toilet being replaced must be a non efficient model (3.5 gallons per flush or greater).
4. Single-family, multi-family, Homeowner Associations, and certain mixed-used accounts are eligible.
5. The toilet must be a 1.28 gallon per flush toilet or less.
6. The purchase must be made on or after August 20, 2014. The City will not honor rebates for used or reconditioned toilets, or toilets purchased prior to the above date.
7. The application form must be completely filled out.
8. Applicant must attach a legible copy of a valid, dated sales receipt to this application.
9. Installations must be completed within six (6) months following receipt of the City's executed agreement. Once the City receives notice of installation project completion, any wait time for the City's final inspection shall not be counted against this six-month period of time. The converted area must remain in compliance with all program terms and conditions for a period of five (5) years following receipt of the rebate. An applicant may be required to refund the entire rebate, or a portion thereof, if rebate program terms and conditions are violated. Notwithstanding the foregoing, this requirement is void upon transfer of ownership.
10. Once the City is notified of an installation project's completion, the City will conduct an inspection to verify program compliance. If the installation fails inspection, the applicant will be permitted to bring the installation project into compliance with the program terms and conditions for a period of sixty (60) days or the remainder of the six-month period, whichever is greater.
11. The City enforces only the terms and conditions of this agreement. The applicant is solely responsible for complying with any and all laws, regulations, policies, conditions, covenants and restrictions that may apply and for any and all liabilities arising out of an installation project. Applicants are encouraged to consult any applicable covenants, conditions and restrictions ("CC&Rs") or neighborhood Homeowner's Association ("HOA") regulations that may apply to an anticipated installation project prior to submitting an application with the City. Applicants must also comply with all state and local laws relating to landscape maintenance. The quality, maintenance and appearance of the installation are the exclusive responsibility of the applicant. Rebates may be considered taxable income.
12. The High-Efficiency Toilet Rebate Application must be submitted to the City of Pismo Beach and the applicant must participate in a pre-conversion site review conducted by the City prior to the removal of existing toilet. Conversions that are initiated without the City's approval are ineligible.
13. Retailer must be located within San Luis Obispo County.
 - a. Ruffoni Appliance Center
951 E Grand Ave. Arroyo Grande
(805) 481-5000
 - b. Home Depot
1551 Froom Ranch Way, San Luis Obispo
(805) 596-0857



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- c. Sears
273 Madonna Road, San Luis Obispo
(805) 783-7255
- 14. The toilet must be installed in accordance with all relevant building codes prior to submittal.
- 15. Schedule a post-installation site visit with a City of Pismo Beach representative once installation has been completed in accordance with the terms and conditions of the rebate program.
- 16. High-efficient toilet may be inspected at any time by the City to determine ongoing compliance with the program.

For further information, please contact the Public Works Department at 773-4656, email your Water Conservation Representative at mkacsinta@pismo-beach.org, or go to www.think2onow.com for more water conservation information.

The number of rebates is limited. Only one rebate will be issued per household.

NOTE: The City of Pismo Beach does not warrant or assume any liability for the design, manufacture, installation or operation of any toilet obtained under this program.



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HIGH-EFFICIENCY TOILET REBATE PROGRAM

Please carefully read all the information above before filling out this application.

Date: _____ How did you hear about this program? _____

Customer Name: _____

(As you would like it to appear on the check; please print clearly)

Customer Address: _____

Address where toilet is installed: _____

(If different from above)

Cell Phone #: _____

Email Address: _____

Preferred way to contact you? Email _____ Cell Phone _____ Home Phone _____

Make of toilet purchased: _____ Gallons/flush New Toilet: _____

Model name and number of toilet purchased: _____

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(Retailer must be located within San Luis Obispo County)

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Number of Toilets being replaced: _____

What is your connection to the property where the machine is being replaced: Property Owner

Tenant

Water Account Number: _____

(This information may be obtained from a previous water bill)

By signing below, you indicate that you have read and complied with the requirements of the High-Efficiency Toilet Rebate Program as outlined above. You must call for an inspection: (805) 773-4656.

Authorized Signature _____ Date _____

AFTER TOILET HAS BEEN INSTALLED, PRODUCE A VALID, DATED SALES RECEIPT AND GIVE TO INSPECTOR, MAIL, OR DELIVER (M-F, 8:00 AM TO 5:00 PM) TO:

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PUBLIC WORKS DEPARTMENT

ATTN: MADELINE KACSINTA mkacsinta@pismobeach.org

760 MATTIE ROAD

PISMO BEACH, CA 93449

CITY USE ONLY

Date Received: _____

Approved: _____ Rejected: _____ Inspected By: _____ Date: _____

NOTES:



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The number of rebates is limited. Only one rebate will be issued per household.

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Date: _____ How did you hear about this program? _____

Customer Name: _____

(As you would like it to appear on the check; please print clearly)

Customer Address: _____

Address where toilet is installed: _____

(If different from above)

Cell Phone #: _____

Email Address: _____

Preferred way to contact you? Email _____ Cell Phone _____ Home Phone _____

Make of toilet purchased: _____ Gallons/flush New Toilet: _____

Model name and number of toilet purchased: _____

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(Retailer must be located within San Luis Obispo County)

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What is your connection to the property where the machine is being replaced: Property Owner

Tenant

Water Account Number: _____

(This information may be obtained from a previous water bill)

By signing below, you indicate that you have read and complied with the requirements of the High-Efficiency Toilet Rebate Program as outlined above. You must call for an inspection: (805) 773-4656.

Authorized Signature _____ Date _____

AFTER TOILET HAS BEEN INSTALLED, PRODUCE A VALID, DATED SALES RECEIPT AND GIVE TO INSPECTOR, MAIL, OR DELIVER (M-F, 8:00 AM TO 5:00 PM) TO:

CITY OF PISMO BEACH

PUBLIC WORKS DEPARTMENT

ATTN: MADELINE KACSINTA mkacsinta@pismobeach.org

760 MATTIE ROAD

PISMO BEACH, CA 93449

CITY USE ONLY

Date Received: _____

Approved: _____ Rejected: _____ Inspected By: _____ Date: _____

NOTES:

Agenda Item 13a

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
REVISED 5-9 TO ADD THE MEMO AND BUDGET SHEETS
AGENDA ITEM
May 9, 2017**

INFORMATION:

Approval of the 2017/18 Annual Budget for the Wrangell Medical Center

Attachments:

1. Memo from WMC, CEO, Robert Rang
2. WMC Budget
3. WMC Capital Purchase Requests

RECOMMENDED ACTION:

Move to approve the Wrangell Medical Center's Annual Fiscal Year 2017-18 Budget, as presented.

Mission:

To enhance the quality of
life for all we serve

Vision:

Honor our heritage and be
the pride of the community

Values:

Integrity
Compassion and Caring
Trust
Transparency
Loyalty
Honoring our Heritage
Quality
Fiscal Responsibility

May 9, 2017

Mayor Dave Jack
City & Borough Assembly
PO Box 531
Wrangell, AK 99929

Dear Mayor Jack and Assembly Members of the City and Borough of
Wrangell,

The Wrangell Medical Center Board passed the attached FY18 Budget
at last night's meeting. We are submitting it for Assembly approval.

Sincerely,



Robert Rang, CEO
Wrangell Medical Center

*Caring for
Southeast*

Wrangell Medical Center
Operating Budget
Fiscal Year Ending 6/30/18

	BUDGET FY 2017	Projected FY 2017	Budget FY 2018
Routine Room and Board		9	
Inpatient	890,490	856,693	940,000
Outpatient	134,583	109,567	120,000
Emergency	1,600,277	1,986,181	2,200,000
Long Term Care	4,227,427	3,943,467	4,400,000
Total Routine	6,852,777	6,895,908	7,660,000
Ancillary Charges			
Inpatient	691,016	726,568	800,000
Outpatient	4,535,239	4,095,777	4,500,000
Long Term Care	358,040	289,656	320,000
Total Ancillary Charges	5,584,295	5,112,001	5,620,000
Total Charges	12,437,072	12,007,909	13,280,000
Contractual Allowances	950,085	906,449	1,700,000
Bad Debts	142,088	54,207	60,000
Financial Assistance	68,544	34,420	40,000
Other Discounts	554,067	415,253	500,000
Total Discounts	1,714,784	1,410,329	2,300,000
Net Patient Revenue	10,722,288	10,597,580	10,980,000
	13.8%	11.7%	17.3%
Operational Expenses			
Salaries	4,226,497	4,299,229	5,800,000
Benefits	1,796,253	1,731,941	1,700,000
Supplies	1,296,875	1,272,444	1,260,000
Depreciation	450,000	309,179	325,000
Purchased Services	2,312,534	2,659,976	1,125,000
Repairs & Maintenance	386,662	484,977	450,000
Utilities	215,111	207,965	210,000
Dues & Subscriptions	39,317	51,600	60,000
Training & Education	38,499	55,675	60,000
Travel	65,803	49,691	40,000
Insurance	105,438	104,256	110,000
Other	38,424	175,139	200,000
Total Expenses	10,971,413	11,402,072	11,340,000
Gain (Loss) From Operations	(249,125)	(804,492)	(360,000)
Miscellaneous Revenue	35,384	40,900	40,000
Interest Earned	660	653	1,000
Grant Revenue	9,217	179,593	19,000
Non Operating Revenue	8,712	5,171	5,000
Total Miscellaneous Revenue	53,973	226,317	65,000
Net Gain (Loss)	(195,152)	(578,175)	(295,000)
Cash Flow +/-	254,848	(268,996)	30,000

Wrangell Medical Center
FY 18 Budget

Budget Assumptions

- 1) REVENUE: 10% price increase across all service lines.
Pricing must stay at "reasonable and customary" in order to maximize commercial insurance reimbursements. Medicaid LTC reimbursement is based on "lower of cost or charges" therefore, it is necessary to keep the daily LTC rate above actual cost or risk not receiving the full rate adjustment in rebasing years.
- 2) CONTRACTUAL ALLOWANCES: Increased to account for lack of reimbursement anticipated from proposed price increases. i.e., LTC rate increased are currently frozen, with no inflationary rate changes expected this year.
- 3) SALARIES: Increased to a level that assumes a fully staffed model. A cost of living adjustment is budgeted, as well as an additional amount to allow for annual step increases and targeted market adjustments.
- 4) BENEFITS: Reflects an increase based on the assumption that the hospital will be fully staffed with permanent, benefited employees but is adjusted down some based on lower health insurance premiums.
- 5) PURCHASED SERVICES: Reduced to show savings from being at a fully staffed model. It is generally reflected in this budget that using permanent staff will result in a 25% saving over agency staffing.
- 6) All other expense areas show an average 3% increase.
- 7) The results of these assumptions are a \$360,000 operating loss, \$295,000 net loss and a positive cash flow of \$30,000.

FY18 Capital Purchase Requests Over \$25K

Dept	Item	new/replace	Priority	Written Quote	Comments	Cost
I.T.	System Wide Phone System	replace	hi	y	top priority	\$55,000.00
I.T.	System Wide Microsoft Office upgrade	new	mid	y		\$42,000.00
EHR	EHR upgrades - software and Training	new	hi	y	Meet Fed requirements	\$100,000.00
Lab	Hematology analyzer	replace	mid	y	10-yrs old	\$62,000.00
Nursing	Telemetry System	replace	hi	n	Estimate (need quote)	\$75,000.00
Radiology	Ultrasound Machine	Replace	low	y	Carry over from last year's request	\$115,000.00
					Total	\$449,000.00

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Needs Hospital Board Approval

Needs Assembly Approval

Agenda Item 13b

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
May 9, 2017**

INFORMATION:

Discussion and possible action to create a two-tier path towards the Water Plant Replacement or Modification *(added by Assembly Member Prysunka)*

Additional Information:

The purpose of this is to begin researching the potential of renovating the current water treatment plant to meet demand side issues, and DEC rules regarding water quality.

RECOMMENDED ACTION:

Assembly Discussion and Possible Action.

Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
May 9, 2017**

INFORMATION:

ATTORNEY'S FILE – None.

Agenda Item 15a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

May 9, 2017

INFORMATION:

15a Approval of the new Borough Manager's Contract

Note: This item may or may not be ready for this evening. I wanted this on here though, just in case it was.

RECOMMENDED ACTION:

I move that pursuant to AS 44.62.310 (c), (2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically: the discussion of the new Borough Managers Contract.