



ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

August 19, 2024 at 6:00 PM

Centennial Hall/Zoom Webinar

The Assembly HRC & the Regular Assembly Meeting will take place at Centennial Hall due to maintenance issues in City Hall Assembly Chambers. Or you may Zoom into the meeting using the link below.

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

A. CALL TO ORDER

B. LAND ACKNOWLEDGEMENT

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. Gunalchéesh!

C. ROLL CALL

HRC Members Present:

HRC Members Absent:

Staff/Others In Attendance:

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

1. July 29, 2024 Assembly HRC Meeting Minutes - Draft

F. AGENDA TOPICS

2. Juneau Commission on Sustainability (JCOS) Annual Report

3. Youth Activities Board (YAB) Annual Report & Appointments

Per [Resolution 2820](#), the Youth Activities Board (YAB) consists of nine members as follows: A Parks and Recreation Advisory Committee member (nominated by PRAC), a Juneau Arts & Humanities Council member (nominated by JAHG), and seven public members, one of which must be 18 years or younger at time of appointment.

There are two (2) seats with terms coming due as of August 31, 2024 as well as one (1) vacant seat for an unexpired term ending August 31, 2025.

Suggested Motion: to forward to the full Assembly for approval, the recommendation to appoint _____ to the 18 & Younger/Student Seat and to appoint _____ to general public seat to the Youth Activities Board both for terms beginning September 1, 2024 and ending August 31, 2027 and ask for unanimous consent.

4. Utility Advisory Board (UAB) Annual Report & Appointments

Per [Resolution 2299](#) the seven member Utility Advisory Board is established. To the extent possible, appointments shall be made with the following considerations: one engineer registered with the State of Alaska with experience in utility system design and operation, one accountant with utility financial management, one general contractor with experience in water/wastewater utility systems, two

commercial customers of the CBJ water/wastewater utility, one residential customer of the CBJ and one member of the general public.

There are two (2) seats up for appointment with terms beginning Immediately (June 1, 2024) and ending May 31, 2027. both incumbents have applied for reappointment. There is also one seat for an unexpired term beginning immediately and ending May 31, 2025, no application has been received for this seat.

Suggested Motion: to forward to the full Assembly for approval, the recommendation to reappoint _____ and _____ to the Utility Advisory Board both to terms beginning immediately and ending May 31, 2027 and ask for unanimous consent.

G. STAFF REPORTS

H. STANDING COMMITTEE TOPICS - *for discussion as meeting time allows*

2024 Assembly Goal 4A - *Specific to the work of the HRC*

- a. *Acknowledge and honor Juneau's indigenous culture and place names. Develop a naming policy.*
- b. *Consider the impacts of recognizing additional and/or replaced holidays, including Elizabeth Peratrovich Day, Indigenous People's Day and Juneteenth.*

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS

J. NEXT MEETING DATE - *September HRC & Regular Assembly Meetings moved from 9/23 to 9/16 due to SE Conference*

September 16, 2024 Regular HRC Meeting 6:00 p.m. Assembly Chambers/Zoom (*last HRC meeting until November 18 due to Municipal Elections and Assembly Reorganization Meeting on October 21*)

K. SUPPLEMENTAL MATERIALS

L. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.

ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES - **DRAFT**

July 29, 2024 at 6:00 PM



Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

A. CALL TO ORDER – *Acting HRC Chair Wade Bryson called the Assembly Human Resources Committee meeting to order at 6:03 p.m. in the Assembly Chambers and via Zoom.*

B. LAND ACKNOWLEDGEMENT – *read by Assemblymember Adkison*

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. *Gunalchéesh!*

C. ROLL CALL

HRC Members Present: Wade Bryson, Ella Adkison, and 'Wáahlaal Gídaag (via Zoom)

HRC Members Absent: Greg Smith

Staff/Others Present: Deputy Municipal Clerk Di Cathcart, Municipal Attorney Robert Palmer, and Meeting Tech Clerk Kevin Allen

D. APPROVAL OF AGENDA – *Approved as presented.*

E. APPROVAL OF MINUTES – *All minutes approved as presented.*

1. **May 13, 2024 Assembly HRC Meeting Minutes - Draft**
2. **June 17, 2024 Assembly HRC Meeting Minutes - Draft**
3. **July 1, 2024 Full Assembly as HRC Meeting Minutes - Draft**
4. **July 2, 2024 Full Assembly as HRC Meeting Minutes - Draft**

F. AGENDA TOPICS

5. Douglas Advisory Board (DAB) Appointment

Per [Resolution 2331](#), the Douglas Advisory Board is a seven member board appointed by the Assembly; and to be appointed to the DAB must reside on Douglas Island. The purposes of the board shall be to advise Assembly and the City and Borough administration on matters which affect Douglas Island and its facilities and residents.

There is one vacant seat for an unexpired term on the Douglas Advisory Board for a term beginning immediately and ending September 30, 2025.

MOTION: by Ms. Adkison to forward to the full Assembly for appointment, Jackie McMaster to the Douglas Advisory Board or an unexpired term beginning immediately and ending September 30, 2025, and asked for unanimous consent. ***Hearing no objection, motion passed.***

6. Juneau Commission on Sustainability (JCOS) Appointments

Per [Resolution 2755](#), the Commission shall be comprised of nine members appointed by the Assembly, plus one liaison from the Assembly and one from the Planning Commission. The liaisons shall not have the power to vote and shall not be counted in determining whether a quorum of the Commission is

present. Membership shall reflect environmental, social, economic and governmental perspectives, unified by the common interest of sustainability.

There are currently three seats for terms beginning immediately and ending June 30, 2027; one incumbent, Jessica Barker has reapplied as well as two members of the general public,

MOTION: by 'Wáahlaal Gídaag to forward to the full Assembly for action, the recommendation to reappoint Jessica Barker and to appoint Griffin Plush and Brennen McCulloch to the Juneau Commission on Sustainability all for terms beginning immediately and ending June 30, 2027, and asked for unanimous consent. **Hearing no objection, motion passed.**

7. Local Emergency Planning Committee (LEPC) Appointments

Per [Resolution 2974](#), the LEPC serves as a community coalition advising staff on emergency management issues, reviews the emergency response plan for CBJ and functions, when necessary, as the Local Emergency Planning Committee under SARA Title III. The Assembly nominates applicants and final appointments are done by the State Emergency Response Commission. **A memo from Deputy Clerk Cathcart in the HRC packet outlines which LEPC seats are requiring action.**

MOTION: by Ms. Adkison that the Assembly Human Resources Committee forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the appointments to the Local Emergency Planning Committee of Jeremy Weske, Peace Officer Seat 2, to a term beginning immediately and ending December 31, 2027; Nathan Rumsey, moving from BRH Hospital Seat 5a to BRH Hospital Seat 5 for a term beginning immediately and ending December 31, 2026; and Theresa Ross, Firefighter/EMS Seat 3 to a term beginning immediately and ending December 31, 2025 and ask for unanimous consent. **Hearing no objection, motion passed.**

8. Ordinance 2024-23 An Ordinance Amending the Ordinance Formatting Requirements.

CBJ Code 01.20.020 governs the formatting requirements of ordinances. This housekeeping ordinance would modernize that code as follows:

- Update the enacting clause;
- Clarify that irrelevant code sections do not have to be cited in amendments;
- Update the font requirements to remove the typewriter era standards; and
- Update the codification and archiving standards to eliminate unnecessary post-adoption work.

City Attorney Palmer walked the committee through the updates and changes related to Ordinance 2024-23. Chair Bryson jokingly asked if there was anywhere in the CBJ that still even used a typewriter or staff that knew how to use one. Staff responded there is not a typewriter to be found within City Hall.

MOTION: by Ms. Adkison to forward Ordinance 2024-23 to the full Assembly for action and asked for unanimous consent. **Hearing no objection, motion passed.**

9. Discussion on Airport Board - Waiving the Three (3) Tenant Board Member Rule

Chapter [05.01.010](#) - Airport Board

The Airport is currently reviewing its by-laws - [July 11, 2024 JIA Board meeting agenda item](#)

Staff updated the committee on options related to the Airport Board and the current number of tenants vs. the number of tenants that were appointed by the Assembly in July. Chair Bryson noted that it seemed logical that, like the Docks and Harbors Board members who all own boats that tenants of the Airport would be interested in serving on the Airport Board.

Ms. Adkison commented that the only two applicants the Assembly received Airport Board applications for were both tenants, correct? Ms. Cathcart reported that was correct and that each year it has been harder to find members of the community interested in serving on the Airport Board or any CBJ board or committee.

Committee members discussed directing Law to create a waiver ordinance that would allow for the current four (4) tenants to serve on the Airport Board until their term limits end.

MOTION: Ms. Adkison that the Human Resources Committee introduce a waiver ordinance for the four (4) current airport tenants allowing them all to serve on the Airport Board and ask for unanimous consent. **Hearing no objection, motion passed.**

G. STAFF REPORTS

There is currently a vacant Bartlett Regional Hospital Board seat (term running immediately - December 31, 2026). The Clerk's Office is advertising the vacancy, with an application deadline of Monday, August 5th. As of the posting of this packet on 7/26, no applicants have applied for the BRH Board.

Requested Action: Clerk staff is requesting the HRC decide whether to hold interviews during its regular 8/19 HRC meeting (similar to the 7/1 Docks & Harbors Board interviews with an earlier meeting start time and time to move into executive session); with appointments made during the Regular Assembly meeting that night under Assembly Liaison Reports. Or the committee could pick a separate date in late August to hold interviews and appointments.

Deputy Clerk Cathcart gave an update that the Clerk's Office has yet to receive any application for the Hospital Board and has changed the application deadline from August 5th to an 'open until filled' until the Human Resources Committee determines how it would like to move forward.

Chair Bryson, as the Assembly Liaison to the Hospital Board, noted that the board has not had a hard time meeting quorum and has had good attendance. At the next Hospital Board meeting he will let them know that no one has applied yet and we will continue to advertise that vacant seat; and if the board knows of any good candidates, that aren't physicians, to encourage them to apply. Mr. Bryson will update HRC Chair Smith on this board discussion and he can decide when to potentially hold interviews now or extend until the normal Hospital Board appointment period that happens in December.

H. STANDING COMMITTEE TOPICS - *for discussion as meeting time allows*

2024 Assembly Goal 4A - Specific to the work of the HRC

- a. Acknowledge and honor Juneau's indigenous culture and place names. Develop a naming policy. - **A Naming Policy is tentatively scheduled for review by the Lands Housing & Economic Development Committee at its August 5, 2024 meeting.**
- b. Consider the impacts of recognizing additional and/or replaced holidays, including Elizabeth Peratrovich Day, Indigenous People's Day and Juneteenth.

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS - *None*

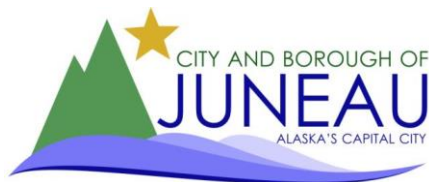
J. NEXT MEETING DATE

Regular HRC Meeting - August 19, 2025 at 6pm, Assembly Chambers/Zoom

K. SUPPLEMENTAL MATERIALS - *None*

L. ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:27 p.m.



JUNEAU COMMISSION ON SUSTAINABILITY ANNUAL REPORT

JUNE 2023 - MAY 2024

I. INTRODUCTION

The Juneau Commission on Sustainability (JCOS), established by the Assembly in 2007, researches and advises the CBJ on community sustainability. The Commission continued to be engaged and productive this past year. The Commission’s work is typically researched and drafted by its committees and the full Commission conducts regular monthly meetings, work sessions as needed, and an annual retreat.

The JCOS charter, and resolutions for the Juneau Climate Action & Implementation Plan (2011) and Juneau Renewable Energy Strategy (2018), identify its duties:

1. promotion of sustainability in the community,
2. recommendations to the Assembly and other boards and commissions on policies and programs,
3. research and applying for grants,
4. advising CBJ staff on GHG emission reductions, and
5. acting as a liaison between the community and Assembly on sustainability-related issues.

Sustainability, as defined in JCOS’s charter, encompasses economic, social, environmental, and local government components.

II. HIGHLIGHTS – JCOS Governance, Priorities, Accomplishments and Pending Work

A. GOVERNANCE

The Commission experienced no turnover in membership during this reporting period, though a new chair and co-chair were elected in January. Two members retired at the end of their terms in June 2024, see membership table in Section III.

B. PRIORITY - ENERGY

1. Implementation of the Juneau Climate Action Plan and the Juneau Renewable Energy Strategy

The implementation of these planning documents has become a constant factor in

JCOS decision-making. Appropriate sections of these documents are cited as the basis for numerous JCOS decisions such as letters of support for grant applications, policy memos to the Assembly, and annual goal-setting within JCOS.

2. Transportation

a. **JCOS Actions: Juneau Dock Electrification**

Dock electrification continues to be a key issue for JCOS, dating back well over a decade of community efforts. We advanced CBJ dock electrification this year by participating in discussions with CBJ Docks & Harbors Director, board members, and CBJ Tourism Director to begin planning with a contractor to implement and execute CBJ dock electrification. JCOS applauds the CBJ for hiring an independent 3rd party expert in dock electrification, and JCOS will monitor results. Further, JCOS hosted one of our Sustainability Sessions on this topic (see Outreach section below), made statements of support for including dock electrification in the Blueprint Downtown and other planning documents, and wrote a letter of commitment pledging to help CBJ implement a Clean Ports grant which the City applied for to implement electrification.

b. **JCOS Actions: Electric Vehicles**

JCOS efforts for advancing electric vehicle adoption have focused on two areas: switching the City vehicle fleet to electric vehicles and supporting additional public charging infrastructure to lower the barrier to entry for private vehicles. Examples of these efforts include supporting CBJ staff to file bus and vehicle grants and to draft a letter of support for the CBJ LowNo grant application to purchase electric city buses and a letter of support for an AEL&P grant application to install charging infrastructure at multi-family rental properties. JCOS also advocated for the Assembly to include additional funding for both these areas in the Capital Improvements Projects (CIP) budget. Additionally, JCOS annually support the Juneau Electric Vehicle round up in which the CBJ Assembly has provided proclamations.

3. Space Heating

Little progress was made on this priority topic this year. JCOS advised the Assembly to include additional funding for studying heat pumps at City facilities in the CIP budget. This will continue to be a long-term project.

4. CBJ Energy Management

JCOS provided a letter of commitment for a CBJ Climate Pollution Reduction Grant to upgrade to electric boilers at the Mendenhall Wastewater Treatment Plant. Additionally, in the Commission’s annual comments on the CBJ CIP budget we advised the Assembly to include more funding for decarbonization of City facilities.

C. **PRIORITY – SOLID WASTE**

This was a major year for solid waste issues in Juneau. There are two main fronts: composting and landfill replacement.

On composting the City has had \$2.5 million in Congressionally Directed Spending appropriated for construction of a municipal composting facility. JCOS has written multiple memos advising the Assembly and staff on how to handle the transition to this new facility and its impact on an existing private business providing compost services. Additionally, JCOS has written letters of support for additional grant funding to further develop the facility as part of a broader zero-waste subdivision, hosted a Sustainability Session on the topic, and had meetings with Assembly members, staff, and the private business owner to discuss the issue and find the optimal path forward.

For landfill replacement the City is moving forward on two projects: a waste characterization study to understand the current nature of waste entering the landfill, and a study to list the options available for waste disposal after the current landfill is retired. JCOS has been engaged in meetings with staff on these issues and expressed support for both efforts to the Assembly.

D. PRIORITY - OUTREACH

The primary outreach success story of the year is the launch of a monthly series of Sustainability Sessions in the fall through spring months. These sessions have included topics important to JCOS such as dock electrification and composting. Attendance has been high, with multiple sessions reaching standing-room-only status in the public spaces reserved and double-digit numbers of online attendees. The hybrid in-person and online video broadcasts have been popular, with the ability to read off questions from the public online as well as from in the room. JCOS is very proud of making the sessions as accessible as possible through this hybrid format.

E. PRIORITY - CLIMATE IMPACTS/SUSTAINABILITY INDICATORS

The CBJ Comprehensive Plan Policy 2.3 directs JCOS and CBJ to develop Sustainability indicators to measure Juneau’s progress toward becoming a more sustainable community. Considering other priorities CBJ and JCOS have made little progress over the past few years toward developing sustainability indicators. Recently, JCOS began researching examples from other communities such as Fairbanks North Star Borough and Whitehorse Yukon. JCOS will be meeting with CBJ Public Works and Planning departments as well as the Juneau Economic Development Council to discuss their interest and involvement in developing a set of indicators. Initial thoughts are to start with a small number of relevant indicators for energy and a few other priority areas. Indicators would be part of a dashboard which is a highly readable and graphic format style of communicating sustainability information.

III. MEMBERSHIP

The 11-member Commission includes nine public members appointed by the Assembly, and one non-voting member each of the Assembly and the Planning Commission. The Commission’s membership reflects environmental, social, economic, and governmental perspectives unified by the common interests of sustainability.

The JCOS members who served during this reporting period are:

Term Expiring	Member	Member	Member
6/30/2024	<i>Gretchen Keiser</i> , retired	<i>Steve Behnke</i> , retired	<i>Jessie Barker</i>
6/30/2025	<i>Nick Waldo</i> , chair	<i>Duff Mitchell</i>	<i>Marion Call</i> , co- chair
6/30/2026	<i>Jim Powell</i>	<i>David Teal</i> , secretary	<i>Laura Achee</i>
Incoming for 6/30/2027	<i>Jessie Barker</i> , returning	<i>Brennan McCulloch</i>	<i>Griffin Plush</i>
<i>Ella Adkison</i>	CBJ Assembly Liaison (non-voting member)	<i>Nina Keller</i>	Planning Commission Liaison (non- voting member)
<i>Dianna Robinson</i>	CBJ Staff Liaison	<i>Denise Koch</i>	CBJ Staff Liaison (former)



To: Greg Smith, Chair
Human Resources Committee
From: Tom Rutecki, Chair
Youth Activity Board
Subject: Fiscal Year 2024 (July '23-June'24) Youth Activity Board Annual Report
Date: August 19, 2024

The Youth Activity Board (YAB) had a busy year reviewing and distributing grant money through the Youth Activity Grant and Contingency Grant programs. As budgets get tighter for the non-profit youth programs, these pools of money are becoming more strained.

The YAB is required by ordinance to place a sum equal to five percent of the amount allocated by the City Assembly into a contingency account to fund unanticipated events. \$332,500 minus the five-percent contingency (\$16,625) leaves the general youth activities fund with **\$315,875 to distribute for overall grant funding.**

CBJ share of Youth Activity funding	\$332,500
Contingency Fund Reduction (5%)	<u>(\$16,625)</u>
Total grant funding	\$315,875

Grant proposals are divided into three categories: Sports, Arts, and Academic/other for evaluation and ranking. The nine Youth Activity Board members* are each assigned to one of those categories so that three members review all grants in each category. In addition to the many hours spent individually evaluating and scoring each proposal, Board members spend two evenings publicly reviewing the proposals. The second and final meeting consists of the Board reaching an agreement on the groups to be funded and their recommended funding level. Attached are the Fiscal Year 2024 and Fiscal Year 2025 spreadsheets showing the organizations, amounts requested and recommended funding.

Fiscal Year 2024 had 26 proposals totaling \$499,291.00; all 26 of the programs were partially funded. In Fiscal Year 2025 there were 24 proposals totaling \$447,469.00 (down 10.4% from Fiscal Year 2024) in requests; the board recommended partial funding for all 24 of the proposals.

The board was active during Fiscal Year 2024 in which a total of five meetings were conducted to review contingency grant applications and grant documents. In Fiscal Year 2023, the board reviewed 1 contingency grant application, representing Lego Robotics, totaling \$1,000.00 (down 91% from Fiscal Year 2022) submitted by one program.



During Fiscal Year 2024, the board reviewed 3 contingency grant applications, representing baseball and softball, totaling \$16,625.00 (up 94% from Fiscal Year 2023) submitted by two programs.

*** Youth Activity Board Members (attendance record for the year attached)**

- Chair:** Tom Rutecki
- General Public representatives:** Tom Rutecki, Bonita Nelson, Samantha Schwarting, Elizabeth Balstad, Summer Christiansen, Misuri Smyth
- Parks and Recreation Advisory Committee representative:** Josh Anderson
- Juneau Arts and Humanities representative:** Misuri Smyth
- Youth representative:** Jack Lovejoy

**Fiscal Year 2024 Youth Activity Annual Report
Appendices**

FY24 Youth Activity Grant Totals	Appendix A
FY25 Youth Activity Grant Totals	Appendix B
FY23 Youth Contingency Grant Totals	Appendix C
FY24 Youth Contingency Grant Totals	Appendix D
FY24 Youth Activity Board Annual Attendance Report	Appendix E

APPENDIX A
FY24 YOUTH ACTIVITY GRANT TOTALS

Section F, Item 3.

REQUESTING ORGANIZATION	NAME OF PROGRAM	AMOUNT REQUESTED	FINAL AWARD
ACADEMIC			
Discovery Southeast	Nature & Exploration- Discover Juneau	\$10,170.00	\$9,153.00
SAIL	ORCA Youth Program	\$13,000.00	\$11,700.00
AWARE, Inc	Girls on the Run/Boys Run	\$7,940.00	\$4,610.00
Girl Scouts of Alaska	Girl Scouts in Juneau	\$18,700.00	\$8,700.00
Big Brothers, Big Sisters	Juneau Youth Activities Program	\$10,603.00	\$7,422.00
SheJumps	Outdoor Rec. & Mentorship for Girls in Juneau	\$15,000.00	\$7,250.00
Resurrection Lutheran Church	Juneau Live! Studio Show Runner Camps	\$7,000.00	\$3,600.00
	Total Program Amount Requested	\$82,413.00	\$52,435.00
ARTS			
Juneau Dance Theatre	Juneau Fine Arts Camp	\$26,000.00	\$14,108.00
Juneau Jazz & Classics	JJ&C Education & Outreach	\$26,500.00	\$15,500.00
Juneau Symphony, Inc.	Juneau Student Symphony	\$17,100.00	\$12,350.00
Friends of Alaska State Museum	Alaska Art at the APK	\$9,992.00	\$9,496.00
Perseverance Theatre	Summer Theatre Art Rendezvous-STAR	\$15,624.00	\$8,562.00
	Total Program Amount Requested	\$95,216.00	\$60,016.00
SPORTS			
Gastineau Channel Little League	Youth Baseball, Softball and tball	\$44,500.00	\$33,355.00
Juneau Douglas Ice Association	Youth Hockey Program	\$15,000.00	\$8,250.00
Juneau Soccer Club	JSC Competitive & Developmental Soccer	\$35,000.00	\$22,172.00
Glacier Swim Club	Youth Competitive Swimming	\$19,500.00	\$15,063.00
Juneau Youth Football League	Standards & Practices of Safety for Participants	\$31,500.00	\$22,525.00
Juneau Youth Sailing	Youth on the Water	\$31,770.00	\$10,515.00
Hooptime Basketball	Hooptime Basketball	\$7,792.00	\$3,938.00
Juneau Skating Club	Youth Ice Skating	\$29,670.00	\$19,401.00
Midnight Suns Fastpitch Softball	Girls Fast Pitch Softball	\$15,000.00	\$8,125.00
Juneau Youth Wrestling	Youth Wrestling	\$14,080.00	\$9,645.00
Juneau Trap Team	Juneau Trap Team Season	\$9,000.00	\$5,400.00
Midnight Suns Baseball Club	Youth Baseball	\$36,000.00	\$22,200.00
Hoop Rats Basketball Club	Hoop Rats Basketball	\$17,350.00	\$11,626.00
Juneau Nordic Ski Club	Youth Nordic Ski Program	\$15,500.00	\$11,209.00
	Total Program Amount Requested	\$321,662.00	\$203,424.00
	Total FY24 Amount Requested	\$499,291.00	\$315,875.00

APPENDIX B
FY25 YOUTH ACTIVITY GRANT TOTALS

Section F, Item 3.

REQUESTING ORGANIZATION	NAME OF PROGRAM	AMOUNT REQUESTED	FINAL AWARD
ACADEMIC			
Discovery Southeast	Nature & Exploration- Discover Juneau	\$16,910.00	\$12,530.00
SAIL	ORCA Youth Program	\$13,000.00	\$13,000.00
AWARE, Inc	Girls on the Run	\$8,090.00	\$5,190.00
Girl Scouts of Alaska	Girl Scouts in Juneau	\$15,400.00	\$4,850.00
Big Brothers, Big Sisters	Juneau Youth Activities Program	\$11,480.00	\$11,480.00
Resurrection Lutheran Church	Juneau Live! Studio TV Production Camps	\$10,000.00	\$5,750.00
	Total Program Amount Requested	\$74,880.00	\$52,800.00
ARTS			
Juneau Dance Theatre	Juneau Fine Arts Camp	\$18,200.00	\$18,200.00
Juneau Jazz & Classics	JJ&C Education & Outreach	\$19,400.00	\$14,550.00
Juneau Symphony, Inc.	Juneau Student Symphony	\$15,225.00	\$9,025.00
Friends of Alaska State Museum	Alaska Art at the APK	\$3,332.00	\$2,382.00
Perseverance Theatre	Summer Theatre Art Rendezvous-STAR	\$25,000.00	\$5,000.00
	Total Program Amount Requested	\$81,157.00	\$49,157.00
SPORTS			
Gastineau Channel Little League	Youth Baseball, Softball and tball	\$42,000.00	\$34,000.00
Juneau Douglas Ice Association	Youth Hockey Program	\$18,500.00	\$9,000.00
Juneau Soccer Club	JSC Competitive & Developmental Soccer	\$35,000.00	\$26,000.00
Glacier Swim Club	Youth Competitive Swimming	\$16,500.00	\$15,000.00
Juneau Youth Football League	Standards & Practices of Safety for Participants	\$31,500.00	\$26,000.00
Juneau Youth Sailing	Youth on the Water	\$22,300.00	\$15,000.00
Hooptime Basketball	Hooptime Basketball	\$1,882.00	\$1,716.00
Juneau Skating Club	Youth Ice Skating	\$29,000.00	\$21,000.00
Juneau Ski Club	JSC Course, Athlete & Safety Equipment	\$9,700.00	\$9,000.00
Juneau Trap Team	Juneau Trap Team Season	\$11,500.00	\$7,202.00
Midnight Suns Baseball Club	Youth Baseball	\$41,000.00	\$25,000.00
Hoop Rats Basketball Club	Hoop Rats Basketball	\$17,350.00	\$12,000.00
Juneau Nordic Ski Club	Youth Nordic Ski Program	\$15,200.00	\$13,000.00
	Total Program Amount Requested	\$291,432.00	\$213,918.00
	Total FY25 Amount Requested	\$447,469.00	\$315,875.00

Section F, Item 3.

[illegible]

Youth Activities Contingency Fund Balance FY24
July 1, 2023 to June 30, 2024

[illegible]

APPENDIX E

FY 24 Youth Activities Board Attendance

Section F, Item 3.

Member	9/12/2023	11/14/2023	2/13/2024	4/16/2024	4/17/2024							
Tom Rutecki	P	P	P	P	P							
Bonita Nelson	P	P	P	P	P							
Elizabeth Balstad	A	A	P	P	P							
Josh Anderson	P	A	P	P	P							
Jack Lovejoy	A	P	P	P	P							
Samantha Schwarting	P	A	P	P	P							
Phil Huebschen	P	P	A	P	A							
Misuri Smyth	P	P	A	P	P							
Summer Christiansen (Vacant)	A	A										
Elizabeth Balstad reappointed by HRC September 21, 2020, public seat.												
Tom Rutecki appointed by HRC September 21, 2020, public seat.												
Kristina Moore-Jager appointed by HRC September 21, 2020, public seat.												
Summer Christiansen appointed by HRC September 21, 2020, public seat.												
Josh Anderson appointed by HRC November 23, 2020, PRAC representative.												
Jack lovejoy appointed by HRC August 23, 2021; youth representative board seat.												
Samantha Schwarting appointed by HRC August 23, 2021; public seat.												
Della Cheney resigned from JAHC seat May, 2022												
Summer Christiansen resigned February 6, 2024												

Presented by: The Manager
Introduced: 03/05/2018
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2820

A Resolution Reestablishing the Youth Activities Board, and Repealing Resolution 2761.

WHEREAS, the Assembly wishes to acknowledge the continuing support of CBJ voters for youth programs through voter approval of sales tax levies; and

WHEREAS, it is the Assembly's policy to expend a portion of sales tax funds each year to provide supplementary funding for youth activities in the community, including artistic, cultural, athletic, and other extra-curricular academic pursuits; and

WHEREAS, the Assembly intends that these funds be distributed among various community organizations which sponsor youth activities in a manner that best serves our youth; and

WHEREAS, the Assembly believes the most appropriate way to allocate these funds among various community groups is to maintain a citizen board to accept and evaluate proposals; and

WHEREAS, the Assembly first implemented these policies by adopting Resolution No. 1804 establishing the Youth Activities Board, Resolution No. 2033 amending its membership, Resolution No. 2071 extending the Board sunset date, Resolution 2410 repealing the sunset date entirely and providing for the indefinite continuation of the Board, and Resolution 2761 setting criteria for allocation of funds for youth activity programs.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Youth Activities Board Reestablished. There is hereby reestablished the Youth Activities Board.

Section 2. Youth Activities Board Membership.

(a) The Board shall consist of nine members who shall serve without compensation. The Board membership shall consist of:

- (1) One member from the Parks and Recreation Advisory Committee, nominated by the Committee;
- (2) One member 18 years old or younger;
- (3) One member from the Juneau Arts and Humanities Council, nominated by the Council; and
- (4) Six members of the general public.

(b) Board members serving at the time of the adoption of this resolution shall serve out their terms. Nominations for appointment shall be made by the Assembly Human Resources Committee. To the extent practicable, general public nominees should not be employees or board members of organizations which exist for the purpose of providing athletic, artistic, cultural, or extra-curricular academic pursuits intended primarily for youths.

(c) Nominations pursuant to (a)(1)-(4) shall be submitted to the Assembly Human Resources Committee and forwarded to the Assembly for approval.

(d) The Board shall be organized as follows:

- (1) The Board shall elect annually from its members a chair and vice-chair and such other officers as it deems necessary. The Board may establish such committees as it deems necessary.
- (2) A vacancy on the Board shall exist:
 - (A) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
 - (B) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
 - (C) If a member submits his or her resignation to the Assembly;
 - (D) If a member is physically unable to attend Board and standing committee meetings for a period of more than 90 days; or
 - (E) If a member misses more than 40 percent of the Board and standing committee meetings in a 12-month period.
- (3) The chair of the Board shall notify the Assembly of any vacancy on the Board. Upon notification, the Assembly shall appoint a new member for the unexpired term.

- (4) The Board shall meet as necessary to carry out the business of the Board but no fewer than four times per year.
- (5) Any member of the Board who participates in or volunteers for, or who has an immediate family member who participates in or volunteers for a program applying for funds shall declare a conflict of interest. A Board member who has declared a conflict may not evaluate or participate in any discussion regarding that program. Immediate family includes the person's spouse, minor child, dependent, or regular member of the person's household.

Section 3. Youth Activities Board Purposes. The purposes of the Board are as follows:

- (a) To prepare a Request for Proposals annually for the purpose of soliciting proposals for providing youth activities of an athletic, cultural, artistic, or academic nature. The amount of funding available will be determined by the Assembly annually as part of the adoption of the City and Borough budget.
- (b) To adopt procedures for evaluating proposals received for providing youth activities.
- (c) Subject to the limitations established in Section 4, to make recommendations to the Assembly in April of each year for allocating funds among proposals selected by the Board. Recommendations should reflect the intrinsically equal value to youth of athletic, cultural, artistic and academic types of activities, and reflect the range of needs identified by the qualified proposals submitted.
- (d) With the assistance of staff as assigned by the Manager, to evaluate the use of the funds by each organization and to report annually to the Assembly on the expenditure of those funds.

Section 4. Criteria for Decisions. The Board shall use the following criteria when considering the allocation of funds among youth activity programs:

- (a) Programs shall serve the needs of minors no older than 19 years of age, provided that programs intended for disabled youth may serve minors no older than 20 years of age.
- (b) The Board shall annually place in a contingency account a sum equal to five percent of the total youth activity grant funding allocated by the Assembly. The purpose of the contingency account shall be to fund unanticipated events, purchases, or travel for youth who qualify by competition to attend advanced level competition before the end of the fiscal year. In the last six months of the fiscal year, the Board may allocate unexpended contingency funds to a qualifying community organization

in accordance with this section. At the end of each fiscal year any funds remaining in the contingency fund shall revert to the general fund.

(c) All proposals considered by the Board under this program shall include a proposed method for evaluating the effectiveness of the activity. The Board, in evaluating effectiveness, may apply additional methods related to these criteria.

(d) All proposals must meet the following requirements:

- (1) The program starting date must occur prior to June 30 of the fiscal year for which funding is provided.
- (2) Programs may not be funded retroactively.
- (3) Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a guest artist, educator, or coach offering a special program in Juneau. Facility rental for a special program is allowed.
- (4) All promotional or printed material must include the following statement: "This program is partially funded by the Citizens of the City and Borough of Juneau through sales tax revenues."
- (5) All programs are subject to City and Borough financial audits.

(e) The Board shall evaluate proposals through a scoring method applying the following factors in order of importance:

- (1) Number of hours of participation per youth.
- (2) Low program cost per participant hour.
- (3) Number of youth actively participating in the program.
- (4) Instructor or coach's relevant experience in providing the youth program.
- (5) High adult per youth ratio to support the program.
- (6) Organization's past history of providing successful youth programs.
- (7) Financial management of organization as indicated by overall budget.
- (8) Amount of the direct and indirect support provided to the organization from other CBJ funding sources.

- (9) Amount of volunteer support for the program.
- (10) Existence of scholarship fund for qualified youth within the program.
- (11) Provision of transportation, equipment, and other practical assistance to youth in need.
- (12) Cooperative efforts with other local youth organizations.
- (13) Proposals for or evidence of or acknowledgment of the CBJ grant funded from CBJ voter-approved sales tax.

Section 5. Rules for Procedure. The Rules of Procedure for Assembly Advisory Boards reestablished by Resolution No. 2686, as amended from time to time, shall govern the conduct of business by the Board.

Section 6. Administrative Support. Staff support shall be provided by the recreation superintendent or alternate designee of the Manager.

Section 7. Repeal of Resolution. Resolution 2761 is repealed.

Section 8. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 5th day of March, 2018.


Kendell D. Koelsch, Mayor

Attest:


Laurie J. Sica, Municipal Clerk *Clerk*

Youth Activities Board

Members

Current

Tom Rutecki

Position: Voting Member
Term End: 08/31/2026
[edit](#)

Elizabeth Balstad

Position: Voting Member
Term End: 08/31/2026
[edit](#)

Josh Anderson

Position: Voting Member/PRAC Representative
Term End: 08/31/2025
[edit](#)

Samantha Schwarting

Position: Voting Member
Term End: 08/31/2024
[edit](#)

Vacant Seat

Position: Voting Member
Term End: 08/31/2025
[edit](#)

Past

Bonita Nelson

Position: Voting Member
Term End: 08/31/2025
[edit](#)

Jack Lovejoy

Position: Voting Member/18 & Younger
Term End: 08/31/2024
[edit](#)

Misuri Smyth

Position: Voting Member
Term End: 08/31/2026
[edit](#)

Phillip Huebschen

Position: Voting Member/JAHC Representative
Term End: 08/31/2025
[edit](#)



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[Home](#) > [CBJ Board Application](#) > [Webform results](#) > CBJ Board Application

Submission information

Form: [CBJ Board Application](#) [1]
Submitted by Visitor (not verified)
Thu, 05/23/2024 - 6:11pm
216.67.1.182

First Name

Valerie

Last Name

Peimann

Residence Address

[REDACTED] Juneau AK 99801

Mailing Address

same

Primary Phone Number

[REDACTED]

Secondary Phone Number

Email

[REDACTED]@gmail.com

Board, Commission, Committee

Youth Activities Board

Current of Prior Experience on CBJ Boards/Commissions/Committees

N/A

Reasons for Applying

I am currently a high school sophomore and I want to become more involved as a volunteer in my community. There are not a lot of opportunities for youth to serve on boards like this and I think it would be interesting and rewarding. I look forward to working cooperatively with other members of the Board to help support Youth Activities in Juneau. My older brother served on the YAB and shared his experience with me - he found it very beneficial for learning about committees and process and how youth activities are funded in our community.

Qualifications

I have participated in many youth activities in Juneau; dance, Fine Arts Camps, basketball, volleyball, soccer, and swimming among others. I have been a member of our community since birth. I have direct experience with

how important activities are for young people - they build social connections, self confidence, and we can use in every aspect of life.

Section F, Item 3.

Civic Activities, Memberships or Non-profits Involved With

JDHS National Honor Society, JDHS National Oceanic Sciences Bowl, Glacier Swim Club.

Working with a Group

I think the most important thing about working in groups is the ability to listen to other peoples perspectives. Often if you listen to others and try to see their point of view it helps you come to a decision that includes everybody's needs.

Meeting Schedule and Attendance

Yes I am aware of the meeting schedule.

Date of Birth (Optional)

[REDACTED]

Ethnicity (Optional)**Gender (Optional)****Acknowledgement/Certification**

Valerie Peimann

Resume, Education, etc. (Optional)



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[Home](#) > [CBJ Board Application](#) > [Webform results](#) > CBJ Board Application

Submission information

Form: [CBJ Board Application](#) [1]
Submitted by Visitor (not verified)
Tue, 07/02/2024 - 4:05pm
24.237.12.232

First Name

Kristin

Last Name

Hochstoeger

Residence Address

Juneau AK 99801

Mailing Address

Juneau AK 99801

Primary Phone Number

Secondary Phone Number

Email

@gmail.com

Board, Commission, Committee

Youth Activities Board

Current of Prior Experience on CBJ Boards/Commissions/Committees

None

Reasons for Applying

I have two children that are school age and in activities within Juneau and I like to support activities for kids that allow for fun, experiences, and engagement.

Qualifications

I am currently employed with NOAA Fisheries Alaska Regional Office as the Grants and Acquisition Branch Supervisor. I oversee my office's grant program portfolio and support procurement actions for the federal government. I have 15 years of experience with budgets, procurement, logistics and four years supporting various federal financial assistance programs. As a parent and community member I enjoy the activities that Juneau offers: CBJ coed volleyball, community garden (Montana Creek) plot owner and organizer of the harv

fair exhibits, eagelcrest season pass holder, parent volunteer with glacier swim club, Juneau Ski Te
Juneau Soccer Club.

Section F, Item 3.

Civic Activities, Memberships or Non-profits Involved With

Most of my volunteer time is with Glacier Swim Club as a parent volunteer, I have been involved with the club for the last 5 years. My volunteering has increased since taking on meet organizing activities.

Working with a Group

My approach to working with any group is participation, encouraging respectful discussion, listening, and being open to compromise.

Meeting Schedule and Attendance

Yes-I acknowledge and accept this requirement.

Date of Birth (Optional)

[REDACTED]

Ethnicity (Optional)**Gender (Optional)**

Female

Acknowledgment/Certification

Yes

Resume, Education, etc. (Optional)

Presented by: PWFC
Introduced: 02/28/2005
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2299

A Resolution Establishing a Utility Advisory Board.

WHEREAS, in February, 2004, Mayor Botelho established the Ad Hoc Utility Advisory Board with the purpose of making recommendations to the Assembly and Manager concerning operation and management policies of the municipally-owned utilities, specifically the Water Utility and Wastewater Utility; and

WHEREAS, state and federal grant availability has declined and is predicted to further decline in the future; and

WHEREAS, an ongoing review of water and sewer utility rates and fees for sufficiency and equity is necessary and in the public interest; and

WHEREAS, at the January 10, 2005, meeting of the Public Works & Facilities Committee, a motion was adopted to forward to the Human Resources Committee the Ad Hoc Utility Board's recommendation of creating a full time utility advisory board; and

WHEREAS, at the February 7, 2005, meeting of the Human Resource Committee a motion was adopted to forward a resolution to the Assembly establishing the Utility Advisory Board; and

WHEREAS, the Assembly has determined that a utility advisory board should be established to review and make recommendations to the Assembly and the CBJ administration on water and sewer rate structures and policy issues involving the utilities.

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NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Utility Advisory Board Established. There is established the City and Borough of Juneau Utility Advisory Board, which shall comprise seven members appointed by the Assembly.

Section 2. Membership Qualifications. To the extent practicable, appointments shall be made as follows:

- (a) one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation;
- (b) one accountant, preferably experienced with utility financial management practices;
- (c) one general contractor, preferably experienced in the construction of water and/or wastewater utility systems;
- (d) two commercial customers of the City and Borough water and/or wastewater utility;
- (e) one residential customer of the City and Borough water and/or wastewater utility; and
- (f) one member of the general public.

Section 3. Utility Advisory Board Purposes. The purpose of the Utility Advisory Board is to advise the Assembly on issues relating to water and wastewater utilities. The board is encouraged to gather relevant information from all sources available, and hold public hearings as necessary on issues under review, and to report to the Assembly on an annual basis, at a minimum, concerning the status of water and wastewater utility issues as follows:

- (a) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment;
- (b) Review annual budgets and funding plans and make recommendations for the efficient and economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations;

- (c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems;
- (d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities;
- (e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and
- (f) Perform such other duties and functions related to the utilities as the Assembly or the Manager may request.

Section 4. Procedures. The rules of procedure for Assembly advisory committees established by resolution, shall govern the conduct of business by the Utility Advisory Board.

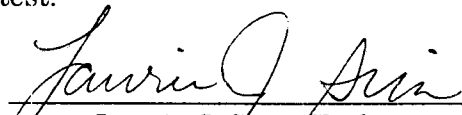
Section 5. Staff Assistance. Staff support and assistance to the Utility Advisory Board shall be provided by the City and Borough Public Works, Engineering, Finance, and such other departments as available and appropriate.

Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 28th day of February, 2005.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

**Engineering & Public Works Department**

155 South Seward Street

Juneau, Alaska 99801

Phone: 907-586-0393 | Fax: 907-463-2606

MEMORANDUM

DATE: 7/12/2024
TO: City and Borough of Juneau Assembly and Manager
FROM: Utility Advisory Board
SUBJECT: Annual Report for the period May 2023 through April 2024

INTRODUCTION

This memorandum is the annual report of the CBJ Utility Advisory Board (UAB) for the period May 2023 through April 2024. The UAB considers infrastructure, operations, and funding needs of the water and wastewater utilities; annual reports are meant to advise the Mayor, Manager, and Assembly on utility issues, in accordance with the enabling CBJ Resolution 2299, adopted February 2005 (Attachment A).

The UAB believes financially, and physically healthy water and wastewater utilities are necessary for our community to be resilient and to thrive. The UAB recognizes that the infrastructures of CBJ water and wastewater utilities are aging; the UAB believes increased capital investments are required now for necessary maintenance and upgrades so that the utilities can continue to meet community and visitor needs. A brief history of user rates is included as Attachment B.

While the UAB depends upon CBJ staff for information and updates, the Board independently reports its observations and makes its own recommendations to the Assembly and CBJ Manager. Board membership is comprised of individuals with specific interests in water and wastewater related topics and issues; some members have served since inception of the UAB and provide continuity in shifting fiscal and staffing environments.

FINANCING THE UTILITIES

The UAB began the reporting period with a presentation of the Board's 2022-2023 annual report to the HRC. HRC members had the opportunity to pose questions to the UAB representative; they asked about anticipated user rates for the utilities.

5-YEAR RATE PLANS

5-Year Rate Plans: The CBJ is in the third 5-year plan of a strategy recommended to the Assembly by the UAB for funding maintenance and operational needs of the utilities. The UAB favors a 5-year plan over annual

plans because small funding adjustments are too easily overlooked, thus requiring difficult increases.

FUTURE ANNUAL RATE INCREASES AND OPERATIONAL COST INFLATION ESTIMATES

The UAB and CBJ staff use the *Utilities Dashboard* to consider the effects of various revenue and funding scenarios. This tool was created in 2014 to catalogue the Water and Wastewater Utility enterprise funds; it is populated with actual and projected revenue and expenses, and users can calculate Future Annual Rate Increases and Operational Cost Inflation estimates based on data input.

The tool's adjustable elements can be manipulated to show *Ending Fund Balance* under different funding scenarios. While each scenario may have varying inputs, the goal of using the tool is consistent: projecting an *Ending Fund Balance* that provides operating costs for a minimum of four months.

The UAB understands these constraints for funding the water and wastewater utilities:

- **Sales Tax**: 1% Sales Tax is not available to the utilities during the period FY25-FY29.
- **Marine Passenger Fee**: The potential of funding utility work with these fees is uncertain. (For FY 2024, the wastewater utility was granted \$950k to upgrade the Outer Drive wastewater lift station that transmits waste from cruise ships toward the Juneau-Douglas Wastewater Treatment Plant.)
- **CIP Funding**: Marine_Passenger Fees and Sales Tax must be applied to Capital Improvement Plan (CIP) spending.
- **Property Tax**: CBJ Property Tax revenue does not fund the utilities.
- **Regulatory Compliance and Deferred Maintenance**: CIP spending needs are greater now than in past years, due to meeting regulatory requirements and resolving deferred maintenance.
- **Insufficient Water Rate Revenue**: The UAB promoted an 8% increase/year for FY20-FY24, which the manager's office lowered to a 4% per year ask of the Assembly. The Assembly adopted an increase of 4% for FY20 and a 2% increase every year for the following 4 years (FY21-FY25).
- **Utility Cost Escalation**: CBJ Engineering is projecting 7%-10% inflation for the 6-year CIP plan; operational cost inflation is expected to be about the same.
- **Wastewater Infrastructure**: Fiscal planning must include near-term improvements to the Mendenhall Wastewater Treatment Plant (MWWTP), as well as eventual replacement of the plant.

LEGISLATIVE FUNDING PRIORITIES

CBJ has a process for nomination and prioritization of large, visionary projects to a "wish list" that would be funded by state or federal money. CBJ staff presented three project concepts to the UAB for consideration and action. The UAB unanimously selected two projects for presentation to the Assembly: one project to install filter equipment at the MWWTP to reduce the amount of Fats, Oils, and Grease (FOG) and grit entering the treatment stream, and a second project to install micro-screens at the same plant to remove fine suspended solids that contribute to biological oxygen demand (BOD).

CLIMATE POLLUTION REDUCTION GRANT: MWWTP ELECTRIC BOILER

CBJ staff prepared an application for submittal to the EPA's Climate Pollution Reduction Grants program. If successful, this grant would partially fund purchase of an electronic boiler to replace aging boilers at the MWWTP. The boiler is already included in the Capital Improvement Plan (CIP). Replacing the existing boilers, which are near the end of their useful lives, with an electronic boiler would reduce the MWWTP's gas emissions. The UAB provided a letter of support for the application.

OTHER ITEMS OF INTEREST TO BOARD MEMBERS

During the reporting period, the UAB and staff shared information and discussed topics of mutual interest; the Board took formal action when appropriate.

WATER TASTING COMPETITION

CBJ took second place at an American Water Works Water Tasting Competition, placing just behind the Northern Utilities.

MENDENHALL RIVER FLOODING AND RISK TO UTILITIES INFRASTRUCTURE

The MWWTP is immediately adjacent to Mendenhall River; the diffuser is buried in the river's bank and bed. During the August glacier outburst flood, some of the rock protecting the diffuser shifted, a portion of the vehicle parking area washed away, and the perimeter fence was undermined.

Elsewhere in the flooded areas, some lift stations were inundated. Because the potential for additional glacier outburst flooding is high, a project to raise electrical panels above the flood height will be included in the CIP.

OUTREACH AND EDUCATION

The UAB reviewed the staff proposal for a FOG awareness mail-out to the community just before Thanksgiving; the UAB encourages this sort of outreach and education. Staff informed the UAB about an anticipated household survey about lead service lines, which is related to the EPA Lead Line Removal Rule.

Due to their community connections and engagement, individual board members have opportunities to make presentations or attend events hosted by others. For example, during the 2022-2023 reporting period, Mr. Larson gave a presentation to a Governor's conference about using spent grain to replace fossil fuel. Mr. Larson posits that Juneau could be a test case using bio solids to supplement fossil fuel to heat the bio solids dryer. In another example, Ms. Schempf participates in events at the United Nations in New York City, especially those concerning climate change and the water and sanitation needs of rural and isolated communities.

CBJ SOURCE CONTROL INITIATIVE: FOG AND I&I

The UAB remains concerned about fats, oils, and grease (FOG) and inflow and infiltration (I&I) that enter the wastewater collection system and pass through the wastewater treatment plants. Not only do these components compromise the wastewater collection system and the treatment plants, they also can create noncompliance with regulatory permits.

During the reporting period, staff updated the UAB on an existing Compliance Order by Consent (COBC), the objective of which is to stop the periodic noncompliance in CBJ's wastewater effluent discharge. While one of the COBC requirements is that the CBJ establish an *industrial* wastewater source control program, the UAB notes that sources of FOG are community wide and include *residential housing*.

In related UAB action, the UAB submitted a Letter of Support for Federal Funding for *MWWTP FOG Compliance Directed Spending* (CDS) for the Fats, Oils, and Grease (FOGs) project.

SALMON CREEK PENSTOCK

A representative of Alaska Electric Light and Power (AEL&P) presented an overview of a proposal to replace the hand riveted Salmon Creek Penstock with welded steel pipe that meets modern engineering and construction standards, and requested a letter of support for an application for grant funding that would partially cover the project costs.

The 100-year-old penstock provides water for an AEL&P powerhouse, water for the city, and water for a DIPAC fish hatchery. The new penstock would have the same basic alignment as the existing, including replacement water crossings. The replacement project would be completed from the bottom up, finishing at the dam.

The UAB asked questions about how the project might affect water system users. AEL&P explained to the UAB that AEL&P plans to provide uninterrupted water supply to the DIPAC fish hatchery. Because of this commitment, the penstock project will be constructed during the months of April, May, and June of each year for three years (2025, 2026, and 2027), instead of during just one year. (As a precaution, CBJ staff later formulated a plan to provide water to the community during the construction intervals.)

The UAB provided a letter of support for the grant application.

ANTICIPATED WORK FOR 2024-2005

The health of CBJ water and wastewater utilities is critically important to residents, businesses, government entities, and visitors. The UAB recognizes the infrastructures of both utilities are aging and require increased capital and maintenance improvements to maintain current levels of service.

The UAB is interested in short- and long-term planning to ensure the water and wastewater utilities are truly sustainable. Changing weather, diminished snow packs, and sea level rise may seem like distant threats, but the risks should be identified and understood as best as possible now, so that contingencies will be in place to ensure CBJ always provides an adequate supply of safe drinking water and water for industry, firefighting, and other uses. Short-term disruptions, including periodic Mendenhall River flooding, that pose risks to water and wastewater infrastructure bring normally unbudgeted costs to the utilities that must be borne somehow by the community.

The UAB expects to undertake the following during the coming year and to provide information and recommendations as appropriate:

- Continue to evaluate the mission of the utilities and the philosophy of utility administration view that adequate services must be provided to all who require them while protecting the financial stability of the utilities themselves.
- Identify and evaluate CIPs, funding sources, operational, and maintenance expenses.
- Evaluate the effects of past and future utility user rate increases in the context of variable local, state and federal funding.
- Receive updates on CBJ initiatives and projects, including a comprehensive map of CBJ potable water systems; a strategy to disseminate information to water and wastewater utility users and the general public; and initiatives, such as the Source Control Program, that will contribute to the future health of the wastewater utility.
- Consider the cost/benefit of accepting sewage / wastewater from visiting vessels.
- Consider the cost/benefit of selling water to visiting vessels, especially in the context of water shortages and potential emergencies.
- Consider the adverse effects of climate and weather, and the need to secure additional water sources and water rights.
- Consider energy conservation and cost cutting at CBJ utility facilities.
- Consider environmental disruptions and identify potential risks and appropriate responses.

BOARD MEMBERSHIP AND TERMS

Six CBJ residents served on the UAB for the May 2023-April 2024 reporting period. In conformance to the enabling resolution, board members have varying expertise and viewpoints and have formed a collaborative culture that encourages curiosity, learning, and discussion.

Andrew Campbell	PE Registered engineer; General Contractor
Elizabeth Pederson	Accountant
Geoffrey Larson	Commercial Customer
Stuart Cohen	Residential Customer
Grant Ritter	Residential Customer
Janet Hall Schempf	General Public

Andrew Campbell served as Chair and Geoffrey Larson as Vice Chair. One board seat was vacant throughout the reporting period. Two members completed their terms May 31, 2024.

BOARD MEETINGS

The UAB held four regularly scheduled meetings, one rescheduled regular meeting, and one special meeting during the reporting period. The table below presents information about meeting dates and member attendance.

In addition to these meetings, the UAB vice-chair attended one meeting of the CBJ Human Resources Committee, and most UAB board members met in person, spoke by telephone, or sent emails to CBJ Assembly members concerning State Legislative funding requests and the MWWTP funding proposal.

Legend: P = Present A = Absent	May	Sep	Dec	Dec*	Feb	Mar	Totals**		Term
	5/11/23	9/14/23	12/14/23	12/18/23	2/1/24	3/14/24	Attended	Absent	Ends
Campbell, Andrew	P	A	P	P	P	P	5	1	5/31/2024
Cohen, Stuart	P	P	P	P	P	P	6	0	5/31/2026
Schempf, Janet	P	P	P	P	P	P	6	0	5/31/2026
Larson, Geoff	P	P	P	P	A	P	5	1	5/31/2024
Pederson, Elizabeth	P	A	P	A	P	A	3	3	5/31/2025
Ritter, Grant	P	P	P	A	A	P	4	2	5/31/2026
Number of Attendees	6	4	6	4	4	5			

*This was a special meeting.

**This chart does not include canceled meetings: June 2023, July 2023, August 2023, October 2023, November 2023, January 2024, April 2024.

CBJ UTILITY ADVISORY SUPPORT STAFF

Engineering and Public Works staff who support the UAB as of July 2024 include:

- Denise Koch – Engineering & Public Works Director
- Brian McGuire – Utilities Superintendent
- Chad Gubala – Utilities Plant & Treatment Manager
- Alan Steffert – Engineer II – Utilities
- Breckan Hendricks – Engineering & Public Works Administrative Officer I
- Nathan Bodensadt – Public Works Utilities Administrative Coordinator
- Amanda Hatch – Public Works Utilities Administrative Assistant

UTILITY ADVISORY BOARD WEBSITE

UAB meeting agendas, minutes, and supplemental information may be found online, at:
<https://juneau.org/engineering-public-works/utilities-division/utility-advisory-board>

ATTACHMENT A

UTILITY ADVISORY BOARD PURPOSE

CBJ Resolution 2299 identifies the UAB's primary responsibilities concerning the status of water and wastewater utility topics:

- (a) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment;
- (b) Review annual budgets and funding plans and make recommendations for the efficient and economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations;
- (c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems;
- (d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities;
- (e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and
- (f) Perform such other duties and functions related to the utilities as the Assembly or Manager may request

UTILITIES RATE HISTORY

In 2017, the CBJ Assembly proposed a ballot measure for a 1% sales tax that ultimately passed with 77 percent of votes in favor of renewal. The Assembly proposed this ballot measure to “focus on addressing the deferred maintenance needs of the public utilities and facilities” and specifically identified \$15.5 million of need for water and wastewater infrastructure, maintenance, and improvement. In 2019, the Assembly passed ordinance Serial No. 2019-31 and 2019-44 which raised both the water and wastewater utility rates over the course of five years:

4% Effective 1/1/2020
2% Effective 7/1/2021
2% Effective 7/1/2022
2% Effective 7/1/2023
2% Effective 7/1/2024

The rate increases are supported by the findings of a rate study completed in December, 2013 by FCS. Rates had not been increased since 2011, and FCS proposed three different five-year rate plans to address the system reinvestment, which was in arrears. The three proposed options to address the lack of system reinvestment were labeled “Low” (which would fund system reinvestment 35%), “Middle” (would fund 68%), and “Top” (would fully fund system reinvestment 100%). The assembly chose the “Middle” five-year option for funding 68% of system reinvestment. While this option would not fully fund system reinvestment, it does improve the level of maintenance and replacement costs that had been historically deferred. One reason the Assembly chose this option was that other funding sources were anticipated, including the State of Alaska, which had a history of granting municipalities money for water and wastewater needs. Subsequently, the Assembly passed Ordinance 2014 36(b)(am) which increased water 6.5% and wastewater 8% for each of the next five years.

An older rate study (completed in 2003) recommended an immediate rate increase of 19% for water and 39% for wastewater, and further recommended additional specific rate increases over the next 10 years. Customer rates for the two utilities did not increase during the years 1991 to 2003 (thirteen years), which led to precarious financial positions for both utilities. During which time the wastewater lost utility money which has yet to be made up as referenced in the 2003 and 2013 rate study. This deficiency has yet to be made up. Infrastructure maintenance was deprioritized, and the utilities did not have the ability to perform necessary repairs and upgrades. In Ordinance 2003-43 on October 2003, the Assembly approved the 19% and 39% increases, and due to “rate shock” to customers, the Mayor empaneled a seven-member Ad Hoc Utility Advisory Board (UAB) in February 2004. This group was tasked with advising the Mayor and Assembly on Water and Wastewater utility issues, including rates, and with making recommendations regarding the advisability of a permanent Advisory Board.

Information	Members	
Utility Advisory Board Webpage/Annual Reports	Andrew Campbell Position: Voting Member Term End: 05/31/2024 edit	Geoffrey Larson Position: Voting Member Term End: 05/31/2024 edit
Utility Rates Webpage	Janet Hall Schempf Position: Voting Member Term End: 05/31/2026 edit	Grant Ritter Position: Voting Member Term End: 05/31/2026 edit
Water Utility Webpage	Elizabeth Pederson Position: Voting Member Term End: 05/31/2025 edit	Stuart Cohen Position: Voting Member Term End: 05/31/2026 edit
Contact Info: Utilities Superintendent Brian McGuire 907-586-0393 brian.mcguire@juneau.gov	Vacant Seat Position: Voting Member Term End: 05/31/2025 edit	
Meeting Frequency: 2nd Thursday of the month		
Term Lengths: 36 months		
Number of Positions: 7		



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Submission information

Form: [CBJ Board Application](#) [1]
Submitted by Visitor (not verified)
Tue, 05/14/2024 - 3:10pm
216.67.11.32

First Name

Andrew

Last Name

Campbell

Residence Address

Juneau, AK, 99801

Mailing Address

same

Primary Phone Number

Secondary Phone Number

Email

@gmail.com

Board, Commission, Committee

Utility Advisory Committee

Current of Prior Experience on CBJ Boards/Commissions/Committees

UAB member approx. 10 years

WRB approx. 20 years

Reasons for Applying

I believe my 30 years of engineering and construction experience is helpful to this board

Qualifications

Licensed Civil Engineer

Owner Admiralty Construction Inc.

Civic Activities, Memberships or Non-profits Involved With

Owner Admiralty Construction Inc. 19 years

Section F, Item 4.

Working with a Group

I believe in building consensus whenever possible. I also believe in an inclusive and positive atmosphere during meetings and do my best to respect and encourage other board members.

Meeting Schedule and Attendance

yes

Date of Birth (Optional)

■■■■

Ethnicity (Optional)

Anglo

Gender (Optional)

Male

Acknowledgement/Certification

Andrew Campbell

Resume, Education, etc. (Optional)



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Submission information

Form: [CBJ Board Application](#) [1]
Submitted by Visitor (not verified)
Mon, 08/05/2024 - 7:50am
24.237.25.169

First Name
Geoffrey

Last Name
Larson

Residence Address
[REDACTED]

Mailing Address
P O Box [REDACTED]

Primary Phone Number
[REDACTED]

Secondary Phone Number

Email
[REDACTED] com

Board, Commission, Committee
Utility Advisory Committee

Current of Prior Experience on CBJ Boards/Commissions/Committees
I have been a member of the Utility Advisory Board (UAB) since it was established. The UAB started as an ad hock committee ;before becoming an advisory board in 2003. I served on the advisory board and continued serving uninterrupedly and would like to continue serving.

Reasons for Applying
I have been a member of the Utility Advisory Board (UAB) since it was established. The UAB started as an ad hock committee ;before becoming an advisory board in 2003. I served on the advisory board and continued serving uninterrupedly and would like to continue serving.

Qualifications
I have been a member of the Utility Advisory Board (UAB) since it was established. The UAB started as an ad hock committee ;before becoming an advisory board in 2003. I served on the advisory board and continued serving uninterrupedly and would like to continue serving.

Civic Activities, Memberships or Non-profits Involved With
SEADOGS, JCF, AA community advisory board

Working with a Group

I have been a member of the Utility Advisory Board (UAB) since it was established. The UAB started as an ad hock committee ;before becoming an advisory board in 2003. I served on the advisory board and continued serving uninterruptedly and would like to continue serving.

Meeting Schedule and Attendance

yes

Date of Birth (Optional)

Ethnicity (Optional)

Gender (Optional)

Acknowledgment/Certification

yes

Resume, Education, etc. (Optional)
