City and Borough of Wrangell
Work Session & Borough Assembly Meeting
AGENDA

Tuesday, September 28, 2021 Location: Borough Assembly Chambers
Work Session from 6:00 to 7:00 PM / Regular Meeting Starts at 7:00 PM

This Work Session will be held in person. Face coverings are required at all times. If you cannot wear a face mask, face shields will be provided upon entering City Hall.

WORK SESSION (6:00 – 7:00 PM)

a. Work Session: CBW Personnel Regulations

1. CALL TO ORDER

a. PLEDGE OF ALLEGIANCE led by Assembly Member Anne Morrison

b. CEREMONIAL MATTERS

i. **PROCLAMATION**: 100th Anniversary of the Irene Ingle Public Library

2. ROLL CALL

3. PERSONS TO BE HEARD - ***Section WMC 3.05.040 (C)*** *states that: The chair may call to order any person who is breaching the peace or being disorderly by speaking without recognition, engaging in booing or catcalls, speaking vulgarities, name calling, personal attacks, or engaging in other conduct which is determined by the chair to be disruptive of the meeting. Any person so disrupting a meeting of the assembly may be removed and barred from further attendance at the meeting unless permission to return or remain is granted by a majority vote of the assembly.*

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

MOTION ONLY: *Move to Approve the Consent Agenda, as submitted.*

a. Minutes of the September 14, 2021 Regular Assembly Meeting

b. Approval of Final Plat of THRHA/Etolin Replat, a replat and subdivision of Lot B of Etolin Avenue Replat (2019-2) creating Lots B-1 and B-2, zoned Single Family Residential, owned and requested by Tlingit Haida Regional Housing Authority

c. Approval of Final Plat of WWC Subdivision, a replat of Lots 1, and Lots 19-26, Block 12, USS 1119; and Lots 1-7, Tidelands Addition to USS 1119, and an unsubdivided portion of Lot 15, Block 12A, Wrangell Townsite, creating Lots A and B of WWC Subdivision, zoned Waterfront Development, requested by Tidewater Investments, LLC and Brett Woodbury

7. BOROUGH MANAGER'S REPORT

a. COVID-19 Update (Presentation at Meeting)

b. Economic Development Department Report

c. Public Works Department Head Update September 2021

d. Institute Property (Keishangita.aan: Alder Top Village) Update

e. CBW August 2021 Water Laboratory Analytical Report

f. Investment Report

8. BOROUGH CLERK'S FILE

a. Borough Clerk's Report

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

a. Appointment to fill the Vacancies on the SEASWA (Southeast Alaska Solid Waste Authority) Board of Directors

11. PUBLIC HEARING

a. Community Development Block Grant: Accepting Alternative Proposals for Funding Consideration and Seeking Further Citizen Views and Community Comments on Proposed Projects for Funding under the FY22 Community Development Block Grant (CDBG) Program and Selecting a Project

12. UNFINISHED BUSINESS

a. **RESOLUTION No. 09-21-1616** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA STRONGLY SUPPORTING EFFORTS TO PROTECT TRANSBOUNDARY WATERS, SPECIFICALLY THE STIKINE RIVER, AND THE ECOSYSTEM, INDIGINOUS PEOPLE, COMMUNITIES, RESIDENTS, AND ECONOMIES THAT DEPEND ON ITS HEALTH

13. NEW BUSINESS

a. Approval of a Contract Award to BW Enterprises, LLC in the Amount of $23,936.45 for the Skeet Range Site Improvements Project

b. **RESOLUTION No. 09-21-1610** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2022 BUDGET IN THE MARINE SERVICE CENTER FUND BY TRANSFERRING $10,000 FROM THE MARINE SERVICE CENTER RESERVES TO THE MARINE SERVICE CENTER PROFESSIONAL/CONTRACTUAL SERVICES ACCOUNT FOR THE MARINE SERVICE CENTER BUSINESS PLAN AND AUTHORIZING ITS EXPENDITURE

c. Approval of Professional Services Agreement with Rain Coast Data in the Amount of $10,000 for the Marine Service Center Business Plan

d. **RESOLUTION No. 09-21-1611** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2022 BUDGET IN THE HARBOR FUND BY TRANSFERRING $8,000 FROM HARBOR RESERVES TO THE HARBOR FACILITY REPAIRS AND MAINTENANCE ACCOUNT AND AUTHORIZING ITS EXPENDITURE FOR THE MEYERS CHUCK FLOATPLANE DOCK REPLACEMENT

e. **RESOLUTION No. 09-21-1612** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AUTHORIZING THE APROVAL OF THE SOUTHEAST ALASKA SOLID

WASTE AUTHORITY (SEASWA) TIRE CUTTER COMMUNITY OPERATION AND MAINTENANCE AGREEMENT

f. **RESOLUTION No. 09-21-1613** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2022 BUDGET IN THE GENERAL FUND TRANSFERRING $7,400 FROM GENERAL FUND RESERVES TO THE ADMINISTRATIO PROFESSIONAL SERVICES ACCOUNT FOR THE SHIPPING RATE STUDY AND AUTHORIZING ITS EXPENDITURE

g. Approval of Professional Services Agreement with Rain Coast Data for Shipping Rate Study in the Amount of $7,400

h. **RESOLUTION No. 09-21-1614** THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF FILLED PUBLIC TIDELANDS, A PORTION OF LOT 15, BLOCK 12A, WRANGELL TIDELANDS ADDITION, ADJACENT TO LOTS 1-5, BLOCK 12A, ATS83, WRANGELL TIDELANDS ADDITION WRANGELL TOWNSITE, INNER HARBOR AREA, ZONED WATERFRONT DEVELOPMENT TO TIDEWATER INVESTMENTS, LLC

i. **RESOLUTION No. 09-21-1615** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA APPROVING THE DEPUTY EMERGENCY OPERATIONS MANAGER TEMPORARY POSITION JOB DESCRIPTION

j. **RESOLUTION No. 09-21-1609** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING CANVASS BOARD DUTIES TO TWO ASSEMBLY MEMBERS AND ONE QUALIFIED VOTING MEMBER OF THE COMMUNITY FOR CANVASSING THE RESULTS OF THE REGULAR ELECTION TO BE HELD OCTOBER 5, 2021

k. Approval to hold a Special Assembly meeting on October 7, 2021 to Certify the October 5, 2021 Regular Election

14. ATTORNEY'S FILE – Available for Assembly review in the Borough Clerk's office

15. EXECUTIVE SESSION

a. **EXECUTIVE SESSION** – To obtain legal advice from the Borough Attorney, for the Assembly and its Members, to avoid Future Legal Liability and to also invite the Borough Manager into the Session

16. ADJOURNMENT

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**WS**

Work Session: CBW Personnel Regulations

SUBMITTED BY:
Lisa Von Bargen, Borough Manager

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
FY 20: $	FY 21: $	FY22: $
Amount Budgeted:		
	FY20 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: 1. Draft Personnel Regulations

SUMMARY STATEMENT:

Attached are the draft personnel regulations. This represents three iterations of this document. The first round of changes is in red. Those wee initial changes made by the Attorney. Following a meeting with Administration (Department Directors and some Supervisors) a second round of changes was made. That is reflected in Blue. Department Directors and the Manager reviewed the document again, and those changes are also reflected in blue – a problem converting the document from Word to PDF. Several attempts were made to correct this.

This document is enormous a more than 60 pages. This is meant to be an initial discussion with the Assembly. Following the work session a period of time will be given for the Assembly to review and provide desired feedback. Assembly recommendations, and final staff feedback will be provided to the Attorney for a final revision to be reviewed and approved by the Assembly.

CHAPTER ONE

GENERAL PROVISIONS

1.1 Authority. The provisions set forth herein have been adopted pursuant to Section 3.58.010 of the Wrangell Municipal Code, and together constitute the Borough's personnel system, as authorized by AS 29.20.410.

1.2 General Purpose. This personnel policy is designed to provide employees of the City and Borough of Wrangell with information about policies affecting their employment. Employees ~~should~~ are required to read, understand, and comply with all provisions of these personnel regulations~~. It~~ which describe~~s~~ many of their responsibilities and outline~~s~~ the programs developed by the City and Borough of Wrangell for their benefit. ~~One of the objectives of the City and Borough of Wrangell is to provide a work environment that is conducive to both personal and professional growth.~~ If any of this policy is found to be in conflict or out of compliance with any state or federal rules, regulations, or laws, those requirements will take precedent over this policy.

In addition, these regulations are intended to:

1.2.1 To ensure that the Borough is positioned to recruit and retain the best personnel available for municipal service;

1.2.2 To furnish sound training, supervision, and administrative direction;

1.2.3 To establish probationary periods for new regular employees and standards of work performance and conduct for all employees;

1.2.4 To promote opportunities in municipal service based on merit ~~and fitness~~;

1.2.5 To provide a mechanism for municipal employees to ~~have~~ voice their concerns and to ensure their grievances are heard and meaningfully considered ~~adjusted~~; and,

1.2.6 To promote a work environment that is conducive to both personal and professional growth.

1.2.7 To ensure a safe and healthy work environment.

1.3 Extent of Rights Conferred by these Regulations. None of the benefits or policies set forth herein are intended to confer any rights or privileges upon employees or to entitle them to be or remain employed by the City and Borough of Wrangell. The regulations set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the City and Borough of Wrangell and any of its employees.

1.4 Scope. Except for those instances in which these regulations conflict with the provisions of a negotiated contract, or with any federal, state or local law, they shall apply to all of the Borough's non-elected employees. These regulations are not applicable to the Borough's election officials,

members of the Borough Assembly, or individuals appointed to Borough boards and commissions, unless such individuals are simultaneously employed by the Borough. Some Borough employees belong to the IBEW union. These ~~Personnel Policy~~ regulations apply to all employees. When there is a difference between the Personnel Policy and the Collective Bargaining Agreement for union employees, the Collective Bargaining Agreement will be followed for union employees only.

1.5 History. The City and Borough of Wrangell is a home rule borough with an Assembly–Manager form of government. There is a seven-member Borough Assembly, which includes an elected Mayor. Wrangell incorporated as a city on June 15, 1903, ~~has been~~ became a home rule city ~~since~~ in October 1960, ~~The City incorporated on June 15, 1903~~ and became a Borough in May ~~of~~ 2008.

1.6 Organization of Authority.

1.6.1 Borough Assembly. The ~~**governing body**~~ Borough Assembly ~~will~~ establishes personnel policies and rules, including ~~the~~ employee classifications and ~~pay plan~~ the Borough's Salary Schedule. The ~~governing body~~ Borough Assembly will adopt or provide for rules and regulations, resolutions, or ordinances concerning personnel policies and other measures that promote the hiring and retention of capable, diligent, and honest employees, to be administered by the Borough Manager~~. The governing body~~ and will prescribe the workdays and holidays to be observed by the various offices and departments of the City and Borough of Wrangell. ~~The governing body has approved the City and Borough of Wrangell's personnel policy.~~

1.6.2 Borough Manager. The Borough Manager serves as ~~Chief Personnel Officer~~HR Representative and may authorize a designee to serve as Personnel Officer upon written notification. The Borough Manager or designee shall be responsible for assisting in the preparation and maintenance of the Borough's Employee Classification Plan and its Salary Schedule and shall perform such other duties as may be required to enforce the policies and procedures set forth herein. All matters relating to the Borough's personnel shall be routed to the Borough Manager or designee, who shall maintain a complete system of personnel files and records. The Borough Manager or designee may perform any or all of these duties and responsibilities or assign them to another Borough employee at their discretion.

1.7 Authority to Modify. ~~No Personnel~~ These regulations cannot anticipate every circumstance or question that may arise during the course of Borough employment. The ~~need may arise, for which the~~ City and Borough of Wrangell reserves the right, to revise, supplement, or rescind any policies or portion of the personnel policy from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to these personnel ~~policy~~ regulations as they occur.

1.7.1 Procedure. The Borough Manager shall recommend revisions to these policies based upon the Borough's needs, the goal of increasing the effectiveness and productivity of its employees, the requirements of applicable state and federal laws, and the Borough Code. Such revisions shall become effective once approved by resolution of the Borough Assembly, and shall be applicable to all Borough employees, unless otherwise specified. Employees shall be notified in writing of any changes prior to their implementation and

shall be required to sign a form acknowledging their receipt and understanding of such changes. Should an employee have any questions regarding any policy or procedure, it is the employee's responsibility to seek clarification from a supervisor, the HR Representative, or the Borough Manager.

1.8 Authority to Interpret Regulations. The Borough Manager, as the Borough's Chief Administrator and Personnel Officer, has final authority with respect to the interpretation of any provisions of these regulations.

1.9 Authority to Vary from Strict Interpretation. Unless otherwise required by federal, state, or local law, and in the interest of fairness, the Borough Manager shall have the authority to relax the rules and procedures established by these regulations when their strict application as to a person or situation would result in undue hardship to an employee, or the Borough.

THESE PERSONNEL REGULATIONS, DATED _____, SUPERSEDE ALL PREVIOUS VERSIONS.

CHAPTER TWO

EMPLOYEE CLASSIFICATIONS

2.1 Purpose. The Borough's Employee Classification Plan is intended to serve as a tool for assisting with the management of the Borough's personnel system, such as establishing appropriate performance standards, effectively administering employee salaries and benefits, and better equipping the Borough to more properly assess its staffing needs. The following provisions clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

2.1.1 No Guarantee of Minimum Employment Term or Work Hours. ~~An~~ Employees ~~who is~~ assigned to a position ~~that is~~ defined below ~~is~~ are not entitled to a term of employment for any specified period, or to work or to be paid for any minimum or maximum number of hours in a day, week or other period. The number of hours an employee works in any period is dependent upon the City and Borough of Wrangell's needs and will be determined by management. An employee who believes the work performed or required for a position is inconsistent with the category assigned to the position may request a review of the position's ~~category~~ assigned classification, but is not entitled to the benefits of a different ~~position category~~ classification until ~~management~~ formally ~~changes the employee's position category~~ modified.

2.2 Classifications Subject to Ongoing Review. The Borough shall from time to time review the Borough's Employee Classification Plan and make updates to it as necessary, and shall assign a classification and salary range to each position and make such reassignments to account for the reassignment of work duties, the reorganization of departments, or the addition or removal of positions.

2.3 Non-Employees. Volunteers, contractors, consultants and the elected and appointed members of boards, committees, commissions are not considered to be Borough employees. Notwithstanding that fact, non-employees who work with the Borough are expected to comply with the general standards of conduct applicable to bona fide Borough employees.

2.4 Classifications. All employees shall be classified according to the following designations:

2.4.1 Regular or Temporary.

2.4.1.1 Regular Employees. Those who have been hired to work for the Borough on either a full-time or part-time basis, and for whom no specific term of employment has been established.

2.4.1.2 Temporary Employees. ~~employees are~~ Those who are ~~not assigned to a regular position and who are scheduled to work less than 15 hours per week or whose schedule varies depending on need. These may also be employees who work more than 30 hours a week, but only during a pre-determined limited duration~~ hired on an interim basis to temporarily work for a predetermined period that does not extend beyond six (6) calendar months. While they ~~do~~ receive all

Commented [A1]: This description does not address non-permanent employees like lifeguards or theater attendants who work on a casual basis, but may hold the same position for a period of greater than six months.

legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the City and Borough of Wrangell's other benefit programs. Temporary Employees may be terminated at any time with or without cause, without prior notice, and without a right to any right to a pre- or post-deprivation hearing ~~on~~ regarding their termination.

2.4.2 Full-Time or Part-Time.

2.4.2.1 Full-Time Employees. Those who are not in a temporary or on-call position and who are regularly scheduled to work ~~the City and Borough of Wrangell's full-time schedule of~~ at least 30 hours per week. ~~Generally, they~~ Regular full-time employees are generally eligible for the ~~City and~~ Borough's ~~of Wrangell's~~ employee benefits ~~package~~ programs, subject to their respective terms, conditions, and limitations ~~of each benefit program~~.

2.4.2.2 Part-Time Employees. Employees ~~are those~~ who are not assigned to a temporary or on-call position and who are regularly scheduled to work less than ~~the full-time work schedule of~~ 30 hours per week, but at least 15 hours per week. Regular part-time employees may be eligible for some benefits sponsored by the City and Borough of Wrangell, subject to their respective terms, conditions, and limitations ~~of each benefit program~~.

2.4.3 Exempt or Nonexempt. Each position is designated as either exempt or nonexempt. A position's classification as exempt or nonexempt may be changed by the Borough as it deems necessary.

2.4.3.1 Nonexempt. Nonexempt employees are generally entitled to overtime pay under the specific provisions of federal and Alaska law.

2.4.3.2 Exempt. In contrast, exempt employees are excluded from specific provisions of federal and state wage and hour laws, and as a result are generally ineligible for overtime pay. The following positions are ~~considered~~ currently classified as exempt positions:

a. Borough Manager
~~a.~~b. Deputy Borough Manager
~~b.~~c. Borough Clerk
~~c.~~d. Finance Director
~~d.~~e. Police Chief
~~e.~~f. Director of Public Works
~~f.~~g. Director of Capital Facilities and ~~Capital Projects~~
~~g.~~h. Electric Utility Superintendent
~~h.~~i. Library Director
~~i.~~j. ~~Harbormaster~~ Port & Harbor Director
~~j.~~k. Parks and Recreation Director
~~k.~~l. Fire Chief
~~l.~~m. Nolan Center Director

~~m.~~n. Economic Development / Planning Director
~~n.~~o. Any other position so designated by the Borough Assembly

2.5 Positions Exempted from the Borough's Classified Service. Certain positions are expressly excluded from the Borough's classified service. As such, those Borough employees whose positions fall within the following classifications are employed at will, may at any time be dismissed with or without cause, and are not eligible to challenge any employment action by means of the Borough's employee grievance or appeals processes:

2.5.1 Temporary or other non-regular employees.

2.5.2 Certain positions designated as confidential/managerial in nature by the Borough Assembly.

2.6 Confidential / Managerial Positions. Pursuant to AS 29.20.410, the Borough Assembly has designated certain positions as confidential/managerial in nature, and they are as a result excluded from the Borough's classified service. Confidential/managerial positions are determined by ordinance. Those individuals who serve in these positions are employed at will, may be dismissed at any time with or without cause, and are not eligible to challenge employment actions by means of the Borough's grievance or appeals procedures. The Borough's managerial/confidential positions include:

2.6.1 Borough Manager

2.6.2 Borough Clerk

2.6.3 Borough Health Officer

Commented [A2]: In your edits to the Round 1 revisions, you recommended removing reference to this position. In light of the COVID pandemic, do you still wish for it to be removed?

2.7 Job Descriptions. The City and Borough of Wrangell makes every effort to create and maintain accurate job descriptions for all positions within the municipality. Each description includes the job title, department/site where work is performed, supervisor, salary grade, distinguishing career features, essential duties and responsibilities, knowledge and skills, abilities, physical demands, education and experience, licenses and certificates, and working conditions. Some job descriptions may contain additional requirements and information.

2.7.1 Purpose of Job Descriptions. The City and Borough of Wrangell maintains job descriptions to aid in orienting new employees to their jobs, to identify the requirements of each position, to establish hiring criteria, to set standards for employee performance evaluations, and to establish a basis for making reasonable accommodations for individuals with disabilities and to determine if transitional work opportunities exist.

2.7.2 Preparation of Job Descriptions. The Borough Manager and hiring department director prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions

are accurate, ~~and~~ current, and reflect~~ing~~ the work ~~being~~ done by the employee within the position. All job descriptions are ~~adopted~~ subject to approval by the Borough Assembly.

2.7.3 Job Descriptions Not All-Inclusive. Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Employees should contact their department director if they have any questions or concerns about their job description.

CHAPTER THREE

RECRUITMENT AND HIRING

3.1 Statement of Recruitment and Hiring Philosophy. The recruitment, appointment~~s~~, and promotion~~s~~ of employees ~~are~~ is made on the basis of merit, except for employees appointed to confidential or managerial positions that have been designated by ordinance to be appointed by the Borough Assembly. The City and Borough of Wrangell believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other area employers for similar work. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Experience has shown that when employees deal openly and directly with supervisors, the work environment is excellent, communications are clear, and attitudes are positive. The City and Borough of Wrangell believes that it amply demonstrates its commitment to employees by responding effectively to employee concerns.

3.2 Recruitment and Job Posting. The City and Borough of Wrangell provides employees with an opportunity to indicate their interest in open positions and advance within the municipality according to their skills and experience. In general, notices of all job openings are posted, although the ~~City and~~ Borough ~~of Wrangell~~ reserves its ~~discretionary~~ right to ~~not~~ refrain from posting a particular opening when it is in the best interest of the Borough and approved by the Borough Manager.

3.2.1 General Posting Practices. Job posting is a way to inform employees and the public of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the municipality.

Job openings will be posted both in the workplace and advertised outside of the City and Borough of Wrangell~~. Job openings~~ and will normally remain open for a minimum of 14 days. Each job posting notice will include the dates of the posting period, job title, department, location, and may include a job summary, essential duties, and qualifications (required skills and abilities) or how to obtain this information. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

3.2.1 Job Posting for Positions Within Collective Bargaining Unit. For positions covered under the IBEW Collective Bargaining Agreement, the position will be posted internally to those departments with IBEW-represented positions for 5 business days prior to any external posting. Applicants will be reviewed in accordance with the Collective Bargaining Agreement.

3.3 Employment Applications. The City and Borough of Wrangell accepts applications for employment only when it is actively recruiting to fill that position. It does not accept any unsolicited applications or resumés and will not hold an application on file to consider in the event of any upcoming or future vacancy.

3.3.1 Application Requirements Mandatory. To be considered eligible for Borough employment, applicants must submit a new application form for every position for which they apply.

3.3.2 Accuracy of Information. The City and Borough of Wrangell relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation~~s~~, falsification~~s~~, or material omission~~s~~ in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has already been hired, may be grounds for discipline up to and including termination of employment.

3.4 Pre-Employment Background Investigations. Applicants are~~may be~~ required to undergo a criminal background investigation as a condition of employment and may be subsequently required at any time during the individual's term of employment with the Borough. Failure to cooperate with or pass such a background check shall make an applicant ineligible for employment with the Borough and shall be grounds for termination for those who are already employed by the Borough. All background investigations are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and applicable state and federal privacy and antidiscrimination laws. Information obtained as the result of a background check shall be kept confidential to the extent permitted by law.

Commented [A3]: Does the Borough wish to implement a uniform system of administering background investigations, or leave it to the Borough Manager to require depending upon the position?

3.4.1 Pre-Employment Reference Checks. To ensure that individuals who join the City and Borough of Wrangell are well qualified and have a strong potential to be productive and successful, it is the policy of the City and Borough of Wrangell to check the employment references of all applicants being considered for hire.

3.4.2 Borough's Response to Requests for References. The City and Borough of Wrangell will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No additional employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

3.5 Pre-Employment Drug Screening. Offers of Borough employment are~~may be~~ conditioned upon a prospective employee's ability to successfully pass a pre-employment drug screening prior to the individual's first date of employment. After an offer has been made to an applicant entering a designated job category, a drug test will be required at the City and Borough of Wrangell's expense by a health professional of the City and Borough of Wrangell's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of these requirements. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially, to the extent permitted by law. Access to pre-employment drug screening results information will be limited to those who have a legitimate need to know, and the disclosure of such results will comply with all other applicable provisions of Alaska law.

Commented [A4]: See note above re background investigations.

3.5.1 Pre-Employment Drug Screening Mandatory for Specific Positions. To help ensure that employees are able to perform their duties safely, pre-employment drug testing will be required of all new employees who are in a safety-secure position, or whose work duties cwould require ~~will be~~ driving any City and Borough vehicle.

3.6 Appointments. Appointments are made by the Borough Manager in consultation with applicable department directors~~heads~~. No offer of employment, transfer, or promotion is valid unless expressly authorized in writing by the Borough Manager and shall not take effect until the starting date specified in that writing.

3.6.1 Temporary Appointments. Individuals may be appointed to temporary positions in order to complete special projects or to meet the Borough's seasonal needs. Such individuals may not continue within that position for any period longer than six months within any twelve-month period. Temporary employees shall not accrue leave, receive holiday pay, or be eligible for Borough-sponsored health or retirement benefits. Temporary employees are employed at will, may be terminated at any time with or without cause, and are ineligible to contest employment actions by means of the Borough's employee grievance and appeal procedures.

3.6.2 Emergency Appointments. Notwithstanding any other provisions of these regulations, and subject only to the requirements of the City and Borough of Wrangell Code of Ordinances and any other applicable federal or state laws, the Borough Manager may, in the event of an emergency that threatens the health and safety of the residents of the Borough, employ an individual using standards that vary from the Borough's general employment procedures, for a period no longer than 30 days, for the purpose of addressing such emergency.

Commented [A5]: Should this be revised given the COVID Pandemic? Should a provision for longer than 30 days be included requiring Assembly approval?

3.7 Probationary Period. ~~those who are in a~~ All regular employees ~~position~~ are subject to a probationary period, which is intended to permit the Borough to ~~and whose performance is being~~ evaluate~~d~~ the employee's ability to meet established performance goals to determine whether the employee is suitable for ~~a regular status employment in~~ a specific position ~~or with the City and Borough of Wrangell is appropriate~~. ~~Employees who satisfactorily complete the probationary period will be notified of their new employment classification.~~ Employees in their probationary period are eligible for some benefits sponsored by the City and Borough of Wrangell, subject to the terms, conditions, and limitations of each respective benefit program.

3.7.1 Length of Probationary Period. Unless a longer probationary period is specified in an employee's job description, all new and rehired employees work on a probationary basis for the first 180 calendar days after their date of hire.

3.7.2 Transfers and Promotions Subject to Probationary Period. Employees who are promoted or transferred to a new position within the City and Borough of Wrangell must complete a new probationary period of the same length ~~with each reassignment to a new position~~. Employees subject to a ~~Employment benefit status is not changed during the~~ secondary probationary period ~~that results from a~~ due to promotion or transfer ~~within the City and Borough of Wrangell~~ do not experience any loss of vested benefits. ~~In cases of promotions or transfers within the City and Borough of Wrangell,~~ Any employee who, in

the sole judgment of management, is not successful in the new position can be removed from that position at any time during the new position's probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City and Borough of Wrangell's needs. An employee removed from a new position has no right to a hearing or appeal of this decision.

3.7.3 Extension of Probationary Period. Any significant absence will automatically extend a probationary period by the length of the absence. In addition, if the City and Borough of Wrangell determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for up to 90 days.

3.7.4 Completion of Probationary Period. Only those hours actually worked shall be credited against an employee's probationary period. If a temporary employee is hired on a permanent basis, at the Borough Manager's sole discretion, any hours worked during that period may be credited against the employee's probationary period. Upon satisfactory completion of the probationary period, new employees will be reassigned to "regular" employee classification.

3.7.5 Dismissal During Probationary Period. Employees are deemed to be employed at will during the probationary period and may be dismissed at any time before its expiration with or without cause, and without advance notice. The dismissal of a probationary employee is final and is not subject to review according to the Borough's employee grievance or appeals procedures.

3.8 Employment of Minors. The Borough shall at all times adhere to the requirements of federal and state law regarding the permitted hours, minimum age, and permissible working conditions for individuals under the age of 18.

3.8.1 Minimum Employment Age. No minor under the age of 14 shall be eligible for Borough employment.

3.8.2 Work Permits Required. All minors between the ages of 14 and 16 must provide the Borough with an approved work permit prior to final hire. If during the course of employment the minor's work duties change, the minor must provide the Borough with a new approved work permit before beginning any such new duties. Minors employed by the Borough must notify the Borough immediately if a work permit becomes invalid. No minor may be employed by the Borough unless the minor's parent or legal guardian has authorized the employment in writing.

3.8.3 Borough Manager Approval Required. No minor may be employed by the Borough, nor may a minor employee's duties be altered, without the express written authorization of the Borough Manager.

3.8.4 Work Schedule Restrictions for Minors Aged 14 to 15. Minors between the ages of 14 and 15 are permitted to work only between the hours of 5am and 9pm, and no more than

6 days in any work week. During periods when school is in session, minors within this age group may only work such hours as will not exceed a total of nine hours of school and work in any single workday, and a total of 23 hours in any work week.

3.8.5 Work Schedule Restrictions for Minors Aged 16 to 17. Minors aged 16 to 17 may not work more than six days in any single work week, and may not be assigned to complete work at any location where alcohol is present unless it is within a facility licensed to sell alcohol and the minor has obtained an approved work permit authorizing their presence.

3.8.6 Mandatory Breaks. Any minor scheduled to work six consecutive hours in one workday, or who works five consecutive hours, is entitled to one 30-minute break before continuing to work.

3.9 Employment of Relatives. The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. The regulations set forth herein shall apply to all employees, regardless of gender or sexual orientation.

3.9.1 Definitions. For purposes of this policy, terms and phrases shall have the following meanings:

"Immediate family member ~~relative~~" means a person's spouse and the following individuals, whether in a full, half, or step relationship to the person: parent, child, brother, sister, grandparent, or grandchild; and the following individuals related to the person's spouse, whether in a full, half, or step relationship to the spouse: parent, child, brother, sister, grandparent, or grandchild. Persons related by adoption are treated the same as persons related by blood.

"Domestic partner" means a person cohabitating with the employee in a committed relationship with the intent to reside together indefinitely where each person is each other's sole domestic partner and both parties are responsible for the common welfare of the other.

"Dating relationship" means an intimate association primarily characterized by the expectation of affectionate or romantic involvement over a period of time. The term does not include a casual relationship or an association between persons in a business or social context.

3.9.2 Supervision of Immediate Family Members Generally Prohibited. Unless expressly waived in writing by the Borough Manager, no person shall act as a supervisor for any person employed by the Borough in any capacity who is a member of the supervisor's immediate family. Nor shall any person be appointed to a position with the Borough in which they would be directly supervised by a member of the individual's immediate family, or in which the employee would be supervised by the same direct supervisor as an immediate family member.

3.9.3 Borough Recourse. If after appointment to Borough employment two employees become immediate relatives or domestic partners, or if a dating relationship is established between them, and those employees hold positions that are in one of the supervisory or reporting situations, the Borough Manager will take steps to transfer one of the employees to another open position if such position exists and is suitable; if a transfer cannot be accomplished due to the unavailability or unsuitability of an open position, the Borough Manager may~~, if the manager deems it appropriate,~~ reassign the supervisory or reporting responsibilities of one of the employees to another employee who is not so related or, if necessary, one of the employees must resign, or the Borough Manager may terminate one of the employees. All decisions on transfer, reassignment, resignation, or termination, shall be made by the Borough Manager and will be based on the best interests of the Borough. The Borough Manager's decisions shall be final. In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

3.9.4 Employees or Applicants Related to the Borough Manager. An immediate relative of the Borough Manager, a domestic partner of the Borough Manager, or anyone with whom the Borough Manager is in a dating relationship, may not be appointed to a position of employment with the borough without the prior approval of the Borough Assembly. A current employee may not, without the approval of the Borough Assembly, continue their employment with the Borough if an immediate relative of the employee, the employee's domestic partner, or anyone with whom the employee is in a dating relationship, is hired as the Borough Manager.

3.10 Compliance with Immigration Laws. The City and Borough of Wrangell is committed to employing only those authorized to work in the United States ~~citizens and aliens who are authorized to work in the United States~~ and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. This documentation will be photocopied and attached to the Employment Verification Form I-9. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City and Borough of Wrangell within the past three years, or if their previous I-9 is no longer retained or valid. Verification Form I-9 and documentation must be completed by the employee's third working day, or that employee cannot remain with the City and Borough of Wrangell.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the ~~Borough Manager's office~~HR Representative. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

CHAPTER FOUR

WAGE AND SALARY ADMINISTRATION

4.1 General. The City and Borough of Wrangell's Salary Schedule ~~administration program at the City and Borough of Wrangell~~ was created to achieve consistent pay practices, to comply with applicable labor laws, to mirror the Borough's commitment to Equal Employment Opportunity, and to offer competitive salaries within the labor market. Although every effort ~~will be~~ is made to offer ~~borough~~ its employees competitive wages, local economic conditions are also a factor in setting wages. Because recruiting and retaining talented employees is critical to success, the City and Borough of Wrangell is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in the local labor market.

4.2 Rates of Pay. Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on the pay practices of other employers. The City and Borough of Wrangell periodically reviews its Salary Schedule ~~administration program~~ with the assistance of a wage administration consultant and restructures it as necessary.

4.2.1 Salary Schedule. Rates of pay shall be established in a ~~schedule of salaries~~ Salary Schedule maintained by the Borough Manager. The Salary Schedule shall include a range of salaries for each position. When an individual is hired to fill a position, they are automatically assigned a rate of pay equal to the base step for that position in the Salary Schedule. If the Borough Manager, in consultation with or recommendation by an applicable Department director, determines that the individual possesses skills, education or experience greater than that required for the position, the Borough Manager may, in his or her discretion, assign the employee a starting pay at a higher initial level than that reflected within the Salary Schedule.

4.2.1 Updates to Salary Schedule. The Borough Manager shall from time to time review the schedule of salaries to determine whether adjustments should be made. Such adjustments shall be made at the time that the Borough Assembly is undergoing the annual budgeting process and shall become effective upon the Borough Assembly's adoption of a budget reflecting such adjustments to the Salary Schedule.

4.3 Salary Adjustments. In general, adjustments to an employee's rate of pay shall occur only as provided by this section.

4.3.1 Step Increases. Step increase pay adjustments may be awarded in conjunction with the performance evaluation process. Generally, employees become more valuable ~~to an organization~~ the longer they are ~~there~~ employed by an organization and step increases are a way to reward employees for their length of service. Step increases are also meant to be a way of adjusting employees' salaries to reflect rising costs of living. Step increases function such that each year, upon the employee's anniversary of date of hire under the current position, all employees shall receive a one-step increase subject to a satisfactory performance evaluation, until the final step on the salary schedule, providing such step is

Commented [A6]: This should be recommended by the Manager, and approved by the Assembly – with no specific time interval.

Commented [A7]: You identified this provision as problematic, in that it may be difficult to time adjustments to the Salary Schedule to occur in tandem with the budgeting process. That said, would you prefer this policy to reflect that the Schedule will be reviewed and adjusted:

1. At the Borough Manager's discretion;
2. At a set interval of years; or,
3. As directed by the Assembly.

Commented [A8]: This statement was flagged for review so that we could confirm whether the Borough provides employees with a COLA that is not merit-based. If so, we should remove the statement and add a COLA provision.

funded in that fiscal year's budget. For employees who have reached the final step on the salary schedule, subject to a satisfactory performance evaluation, a one-time annual payment, equivalent to a single step increase, will be granted, provided such payment is funded in that fiscal year's budget. Such payment shall not increase the base salary.

4.3.2 Step Increases Upon Promotion or Transfer. Department directors shall be responsible for an employee's assignment ~~of~~ to another position~~s~~ when changes and responsibilities justify such action, all subject to the approval of the Borough Manager. Employees' requests for changes in position classification shall be forwarded to their respective department directors. The entry wage rate for new hires in the job classification shall generally be Step 1, though above-grade appointments may be made in exception to this.

4.3.2.1 Step Increases for Temporary Appointments. ~~Furthermore, w~~With the employee's consent, an employee may be assigned to duties of a higher classification for purposes of training or a demonstration of skill for a period of up to six months without change of classification for pay purposes. This should not be construed, however, to prevent a department director from assigning an employee to duties of a higher classification for temporary periods to cover for an employee on vacation, sick leave, ~~etc~~ or for some other need as approved by the Borough Manager.

All regular employees who are assigned to perform the work of a higher-rated classification shall be paid for time worked, at the higher rate classification. Assignment of an employee to a higher-rated classification or that provides for a wage increase of at least three percent (3%) without an increase in pay shall be generally limited to bona fide training situations. In order to meet the needs of service when a leadman, foreman or department head is absent, an employee, if qualified and needed, will be designated by the applicable department head to perform the duties of the person absent. This designation will also be approved by the Borough Manager. The employee will be paid for all hours worked at a rate equal to the average of the normally paid position and the higher position. This means the average of the actual amounts paid these two employees. In the event an employee is directed by his or her department director~~head~~ to fill a position lower than his or her normally paid position, he or she will be paid their current rate of pay for all time worked in the lower position.

Commented [A9]: This section may need to be amended to reflect any changes that are made to the CBA as a result of the current negotiation process.

4.3.3 Merit Increases. Merit increases may be made at any time to recognize outstanding performance of duty based on written recommendations of the department ~~head~~ director~~director~~ and approved by the Borough Manager. ~~Such increases are not afforded to union positions because the rate of pay for those positions is established by contract.~~

4.4 Other Pay Provisions.

4.4.1 Swing Shift Pay. Any regular employee working within the defined hours of swing shift will receive an additional fifty ($0.50) per hour for all hours worked. Any employee working within the defined hours of graveyard shift will receive an additional one dollar

($1.00) per hour for all hours worked. This shift differential pay shall be added to the employee's base hourly rate of pay before ~~after~~ the computation of any applicable overtime rate. The normal work time for shift employees shall be when 75% of their time is scheduled between 7:00 a.m. to 5:00 p.m. for day shift; 3:00 p.m. to 1:00 a.m. for swing shift, and 11:00 p.m. to 9:00 a.m. for third or graveyard shift, unless mutually agreed otherwise.

4.4.2 On Call Pay. If an employee is put on ~~an~~ On-Call status, the employee is to remain at home and ready to work at a moment's notice. This ~~section~~ pay status will generally be used for the Police Department~~,~~ but could in certain cases be used ~~in~~ by other departments. In the event an employee is asked to be On Call, the employee will be paid the minimum wage as set forth by the State of Alaska for each hour the employee is On Call. If an employee is being paid on call pay and is called to work, they will ~~would~~ be paid for any hours worked at their regular pay or overtime if applicable. They will ~~would~~ not receive any minimum hours for the call out.

4.4.3 Standby Pay. Occasionally, the needs of the Borough will require that employees ~~will~~ be put on Standby Status. Employees shall receive $6.00 per hour while on Standby. Standby time is a period of time in addition to an employee's normal work ~~time~~ schedule during which an employee is not working but is required to restrict activities and be available for return to work. An employee is not considered to be on Standby ~~stand-by~~ Status unless he/she has ~~previously~~ been~~,~~ given at least twenty-four (24) hours ~~in~~ advance notice of their assignment to Standby Status~~, informed~~ by their supervisor or department director~~director of the assignment~~. Each Standby assignment shall be for no less than eight hours.

4.4.3.1 An employee shall not receive Standby pay for hours actually worked or for hours reimbursed by a call-back minimum.

4.4.3.2 Standby duty requires the employee so assigned to:

- Be available for the Employer to contact at all hours by a communication device(s) designated and provided by the employer;
- Respond immediately to calls for his/her service; and,
- Refrain from activities that might impair his/her ability to perform his/her assigned duties should he/she be called out.

4.5 Timekeeping. Each employee is responsible for accurately recording all time worked ~~is the responsibility of every employee~~. Federal laws require the City and Borough of Wrangell to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all of the time actually spent on the job performing assigned duties. It is essential to also correctly record all time not worked, ~~correctly, i.e.~~ including but not limited to time spent on sick leave, vacation leave, leave without pay, worker's compensation, family leave, or jury duty~~, etc~~.

4.5.1 Time Entry. Timesheets are entered by employees and approved by department ~~heads~~ directors through the Employee Portal online. Each employee will have their own secure

Commented [A10]: A new section will need to be added to reflect the new electric time clock program that will likely be implemented this fall.

login and access to the Employee Portal. Time shall be recorded in increments of 15 minutes (.25 hours). It is the employee's responsibility to certify the accuracy of all time recorded. The employee's supervisor will review and then approve the time record before submitting it for payroll processing.

4.5.2 Modifications to Timesheets. Changes on time sheets that involve an employee's rate of pay or hours worked shall be brought to the attention of the employee involved. Copies of an employee's time sheet shall be made available for inspection if requested by the employee.

4.5.3 Entry Prior to Completion of Pay Period. It will occasionally be necessary to submit timesheets prior to the time period having ended. When this happens, employees will ~~put down~~ report their estimated time for shifts they are scheduled to work and then submit any corrections based on the actual hours worked immediately after the pay period has ended. Should an employee's report of estimated hours result in an error to the employee's paid wages, such error will be corrected pursuant to an Administrative Pay Correction according to the procedures set forth at Section 4.6.3.

4.5.4 Falsification of Timesheet Information. Altering, falsifying or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. A department director~~head~~ or supervisor may submit a timesheet on behalf of an absent employee; any necessary changes will be made upon the employee's return with the payroll coordinator and approved by the supervisor.

4.6 Pay Periods and Pay Dates. All employees are paid monthly on the fifth day of the month. If the fifth day of the month falls on a weekend or holiday, employees will be paid on the last~~first~~ working day prior. For the months of June and December employees will be paid on the last working day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Eligible employees may choose to participate in a mid-month draw program, in which a check will be issued on the twentieth of the month. Employees who choose to participate in the draw program will be limited to no more than 50% of their normal monthly net pay. Employees should review their paycheck to be sure all wages and deductions are correct. If an employee has any questions concerning their paycheck, they should contact the Finance Department.

4.6.1 Direct Deposit. Eligible employees may have paychecks directly deposited into their bank accounts if they provide advance written authorization to the City and Borough of Wrangell. Employees will receive an itemized statement of wages and deductions through the Employee Portal when the City and Borough of Wrangell makes direct deposits.

4.6.2 Pay Advances. In the event of a personal emergency, employees may submit a written request for a pay advance to their supervisor or manager, indicating the nature of the emergency involved. The supervisor or manager will evaluate the request and determine whether a pay advance can be granted. Pay advances will be limited to time worked based on net pay through the day the pay advance is being paid.

Commented [A11]: This section may need to be amended if the Borough switches to bi-weekly payroll.

Commented [A12]: You flagged this section during our meeting so that we could revisit it after you had an opportunity to determine whether it was necessary to pay employees on the last day of the month during these months.

Commented [A13]: Joyce wished to know whether the Borough could require its employees to receive pay by direct deposit. The answer is that the Borough may not. AS 23.10.043 leaves such matters to an employee's discretion.

4.6.3 Administrative Pay Corrections. The City and Borough of Wrangell takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay that an employee receives, the employee should promptly bring the discrepancy to the attention of the Finance Department so that corrections can be made as quickly as possible~~, and shall be completed within 5 business days of learning of the need for the correction.~~Corrections exceeding $150 will be made within five (5) business days of learning of the need for the correction. Corrections up to $150 will be made in the next regular payroll.

4.6.4 Pay Deductions. The law requires that the City and Borough of Wrangell make certain deductions from every employee's compensation. This may include court ordered deductions. In addition, the City and Borough of Wrangell may make deductions required for an employee's participation in ~~offers programs and~~ optional employee benefits programs, as authorized by the employee ~~beyond those required by law~~. ~~Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. If an employee has questions concerning why deductions were made from their paycheck or how they were calculated, their supervisor can assist in having those questions answered.~~ Questions concerning such deductions should be directed to the Finance Department.

4.7 Workday and Workweek.

4.7.1 Regular Employees. The normal work schedule for all regular employees, other than members of the Borough Police Department, is 8 hours a day, 5 days a week. The workweek begins on Sunday and ends on Saturday. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. All shift employees shall have at least eight (8) hours of relief between shifts. Any employee not having an eight (8) hour break between shifts shall be paid the overtime rate for those hours falling during the eight (8) hour relief period.

4.7.2 Shift Employees. ~~The normal workweek for~~ Shift employees shall have two days off during each workweek. Work schedules for shift employees shall be posted by the 25th of the month covering the succeeding month. An employee may exchange a scheduled day off for another day if the employee's supervisor and any other affected employee agree; however, if such an exchange would cause an employee to accrue overtime, it is subject to preapproval as set forth at Section 4.8.

Commented [A14]: This statement was flagged during our meeting so that we could revisit once you considered whether shift employees should be entitled to two days off during each workweek.

4.7.3 Emergency Scheduling. In the event of an emergency occurring outside the normal working hours, an employee shall be required to respond to a request by a supervisor of the Borough for assistance. Absent exigent circumstances, an employee who fails to respond~~, or refuse to respond~~ to a request for emergency assistance ~~on an emergency~~ is subject to disciplinary action or dismissal.

Commented [A15]: Emergency needs to be defined.

4.7.4 Flexible Scheduling. Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program. All requests for flexible scheduling are subject to final approval by the Borough Manager.

4.7.5 Reporting for Duty. Employees shall~~should~~ be ready to begin work at the start of a shift and shall ~~should~~ not discontinue active work ~~end a shift~~ until the time the shift is scheduled to end.

4.8 Overtime and Double Time Pay. There may be times when the City and Borough of Wrangell cannot meet its operating requirements or other needs during regular working hours. If this happens, the City and Borough may give employees the opportunity to work overtime and tries to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

4.8.1 Preapproval Required. ~~No~~ All overtime ~~should be worked without the~~ must be preapproved ~~and authorization of the~~ by an employee's supervisor.

4.8.2 Employees Eligible for Overtime Pay. Nonexempt employees will receive overtime pay for all time worked in excess of 8 hours per day or 40 hours per workweek, in accordance with federal and state wage and hour laws, and ~~additional provisions provided by the City and~~ Borough ~~of Wrangell~~ policy. ~~In the State of Alaska, any time worked over 8 hours in a day or 40 hours in a week is considered overtime.~~ While paid holidays are considered hours worked for overtime calculation, paid leave such as vacation and sick time are not considered hours worked ~~when~~ for purposes of calculating an employee's eligibility for overtime ~~for a week~~ pay. ~~The payroll week always begins on Sunday and ends on Saturday, regardless of shift or calendar days.~~ Overtime pay shall be at the rate of one and one-half times the employee's regular rate of pay.

For employees assigned to work a regular schedule of four 10-hour shifts per week, all time worked in excess of 10 hours per day or in excess of 40 hours straight time during any one week shall be considered overtime.

Any swing or graveyard pay differential will be added to the employee's base pay before ~~after~~ the computation of any applicable overtime rate.

4.8.3 Double Time Pay for Hours Worked on Borough Holidays. Holidays worked shall be paid at the double-time rate, plus the holiday pay at straight time.

4.8.4 Double Time Pay for Work During Scheduled Vacations. In the event an employee is asked to work during his or her vacation, the employee shall receive the double time rate of pay for all hours worked in addition to his or her vacation pay. The employee may have the option to not receive vacation pay and have those vacation hours credited back to his or her accrued vacation time.

4.8.5 Call Back Pay. In the event an employee is called back to work outside of his or her normal work schedule, he or she will receive a minimum of two (2) hours pay at the double time rate. For all hours worked during the call out, in excess of the first two (2) hours, he or she shall receive overtime at the rate of time and one half (1 ½). The call out time begins when the call is placed to the employee and ends once the employee completes the work and returns to their work location, if the work is performed off-site. If an employee who was called back to work and has completed his or her assignment and left, and is again called back to work, he or she will not receive another minimum if the time of return is within the previous two (2) hour minimum.

4.8.5.1 When Call Back Pay Inapplicable. The provision granting employees a minimum of two hours overtime when called back to work does not apply to scheduled overtime, scheduled meetings, or overtime worked as a continuance of the normal workday. Overtime or a meeting is considered "scheduled" if the employee has been notified of such no later than the end of the normal workday in which the overtime or meeting is scheduled. As an example, an employee would only be entitled to one-half hour overtime if the completion of a task required an employee to work an additional one-half hour immediately following the end of the normal workday.

4.9 Business Travel. The City and Borough of Wrangell will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. Both the Department Director~~Head~~ and the Borough Manager must approve all business travel in advance. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

4.9.1 Covered Expenses. When approved, the actual costs of travel, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City and Borough of Wrangell. Employees are expected to limit expenses to reasonable amounts. Expenses that generally will be reimbursed include ~~the following~~: (a) Airfare or ferry fare for travel in coach or economy class or the lowest available fare; (b) car rental fees; (c) fares for shuttle or airport bus services, where available; costs of public transportation for other ground travel; (d) taxi fares, only when there is no less expensive alternative; and, (e) mileage costs as approved by the IRS for use of personal cars with prior approval.

4.9.2 Per Diem. In addition to the travel expenses listed above, a per diem allowance of up to $50.00 per day will be provided ~~based on the~~ as follows ~~breakdown~~:

Time of Departure from Wrangell	Per Diem Amount
12:01 AM to 6:00 AM	$50.00

Commented [A16]: Need to resolve how this will be accurately recorded when we go to a time clock system.

Commented [A17]: You asked how the Borough's current per diem scheme measures up to those of the State and other Alaska municipalities.

The State of Alaska employs a per diem schedule that takes into account: (1) whether the employee is a member of a collective bargaining unit; (2) whether travel is inside or outside of Alaska; and, (3) whether the travel is short- or long-term. I have included a breakdown for your review.

Municipalities vary in what they will pay, but their schemes typically fall into three categories: (1) Department of Defense/GSA rate; (2) flat rate; and, (3) actual costs.

If the Borough adopts a DoD/GSA policy, it will be unable to publish the rates in the regulations, as they are reformulated several times throughout the year, and it will instead simply have to state that the rates of per diem will be determined by the Borough prior to travel.

If it elects to adopt a flat rate, the lower end looks to be approximately $50 per day, which is what is currently set for the Borough.

Commented [A18]: This schedule of rates needs to be updated. It is very outdated and does not reflect realistic per diem requirements. Use state/federal schedules as reference points.

6:01 AM to 12:00 Noon	$37.50
Noon to 6:00 PM	$25.00
6:00 PM to Midnight	$50.00

The per diem allowance shall be reduced by one fourth (1/4th) the daily rate for each meal (lunch and dinner only) that is provided free to the employee while on borough travel.

4.9.3 No Loss of Wages for Travel. When assigned to travel for the ~~City &~~ Borough, employees will not suffer a loss in wages. If an employee is authorized to travel during their normal workday, those hours would be included as hours worked. If an employee is authorized to travel on their normal day off, the employee shall be compensated for travel time not to exceed 8 hours at the employee's straight time hourly rate.

4.9.4 Accident Reports. Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

4.9.5 Cash Advances for Travel. Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

4.9.6 Travel Expense Reports. When travel is completed, employees should submit completed travel expense reports within 45 days. Reports should be accompanied by receipts for all individual expenses with the exception of meals, which do not need receipts. Reports shall~~should~~ contain a brief summary of travel activities such as training certificates, conference highlights or meeting accomplishments.

CHAPTER FIVE

EMPLOYEE BENEFITS ADMINISTRATION

5.1 Eligibility for Benefits. ~~Eligible employees at~~ The City and Borough of Wrangell ~~are~~ provides a wide range of benefits to its employees. A number of these programs, such as Medicare, workers' compensation, state disability, and unemployment insurance, ~~cover~~ are available to all employees in the manner prescribed by law. However, several additional benefits programs are offered to employees who are eligible to participate. Benefits eligibility is dependent upon a variety of factors, including employee classification. Employees can ask their supervisor to identify the programs for which they are eligible. Additional details ~~of~~ many of these programs follow. ~~can be found elsewhere in the Personnel Policy~~.

5.2 Classes of Employee Benefits. The Borough offers the following benefits programs to its employees, subject to various eligibility and program requirements. Employees should direct questions regarding the benefits described in this chapter to their supervisor, the HR Representative or the Borough Manager.

AFLAC	Jury Duty / Witness Leave	PERS Retirement Plan
Auto Mileage Reimbursement	Life Insurance	PERS Supplemental Benefits
Bereavement Leave	Medical Insurance	Travel Allowances
Deferred Compensation	Membership Dues	Uniform Assistance
Dental Insurance	Paid Holidays	Vacation Benefits
Family / Medical Leave	Sick Leave	Vision Insurance
~~Health Reimbursement Arrangement~~	Social Security	Voting Leave

Some benefit programs require contributions from employees, but most are fully paid by the City and Borough ~~of Wrangell~~. The benefit package for employees represents an additional cost to the ~~City and~~ Borough ~~of Wrangell~~ on behalf of each employee. Each employee should ask about benefits or programs they are interested in to be sure their benefit options are maximized.

5.3 Borough Holidays. The City and Borough of Wrangell observes the following holidays ~~will grant holiday time off to all employees on the holidays listed below~~:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Seward's Day	Last Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September

Commented [A19]: You have previously discussed formally assigning HR duties to the Accounting Generalist position. If the Borough does do so, it should consider revising this accordingly.

Commented [A20]: Please confirm that the Borough no longer offers this.

Veteran's Day	November 11
Thanksgiving Holiday	Fourth Thursday in November and the following Friday
Christmas	December 25

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Commented [A21]: The Collective Bargaining Agreement allows for the employee to take both.

5.3.1 Paid Holidays. The City and Borough of Wrangell will grant paid holiday time off to all ~~eligible~~ regular employees immediately upon assignment to an eligible employment classification, as well as those employees who remain within a probationary period. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times eight hours. An eligible employee who regularly works less than an eight-hour day will be paid based on a pro-rated basis. Paid time off for holidays is counted as hours worked for the purposes of determining whether an employee is entitled to overtime pay ~~is owed~~.

5.3.2 Pay for Hours Worked on Borough Holidays. ~~If~~ Eligible nonexempt employees who work on a recognized holiday~~, they~~ will receive holiday pay, and will be paid ~~plus~~ wages at double their straight-time rate for the hours worked on the holiday.

5.3.3 Floating Holiday. Regular employees will receive one floating holiday during each calendar year, which may be used at the employee's discretion and with supervisor approval.

5.4 Vacation Leave. Regular employees shall accrue Vacation Leave hours based upon continuous years of service to the Borough, beginning on the employee's first day serving in his or her position. Vacation Leave is paid at the employee's base rate at the time of leave. Vacation Leave does not accrue during periods of administrative leave, leave without pay, or after an employee's effective date of termination.

5.4.1 Rate of Accrual. All regular employees shall be eligible to receive paid vacation benefits accrued according to the following schedule:

Years of Employment	Accrual Rate
Less Than 1 Year~~s~~ of Service	6.67 hours per month 10 days per year
1-3 Years of Service	10 hours per month 15 days per year

4-8 Years of Service	13.33 hours per month 20 days per year
9-13 Years of Service	16.67 hours per month 25 days per year
14+ Years of Service	20 hours per month 30 days per year

Regular Part-Time employees working less than 40 hours per week will have their vacation hours earned each month pro-rated based on their standard weekly hours. Because employees accrue these hours each calendar month, partial months earned when hired and during termination are not pro-rated.

~~The~~ An employee's length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. During the probationary period vacation time shall accrue, but probationary employees may not ~~be taken~~ use such leave until they have completed ~~prior to~~ six months of continuous satisfactory service ~~without approval of~~unless authorized in advance by the Borough Manager. After that time, employees can request use of earned vacation time including that accrued during the ~~waiting~~ probationary period.

Employees may be granted additional vacation leave hours as a one-time adjustment at the beginning of their service with the City and Borough of Wrangell. This adjustment should be used rarely as part of negotiating an offer and requires Borough Manager approval.

5.4.2 Vacation Pay. Vacation ~~time off~~ leave is paid at the employee's base pay rate at the time ~~of vacation~~ it is used. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

5.4.3 Use of Vacation Leave. Paid vacation ~~time~~ leave ~~can~~ may be used in minimum increments of one-half hour. To use vacation time, employees ~~should request~~ must obtain advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. For the purpose of this section, all vacation time should be requested ~~60 days~~ as far in advance as possible, as the Borough is more likely to approve requests for longer periods of vacation leave if it has a longer period of notice prior to the proposed start date. In the event more than one employee

requests the same vacation period, and it is determined by the employer that too many employees would be gone in a given department, the employee(s) with the most department seniority shall be given preference.

Commented [A22]: How is this resolved if a less senior employee asks for time off well in advance, it is granted, and they make plans – like purchasing tickets – and then a more senior employee requests the same time?

5.4.4 Accrual Maximum. An employee may accumulate up to a maximum of not more than five hundred twenty hours of Vacation Leave, at which point further ~~vacation~~ accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again. If an employee is denied vacation time, which ultimately places the employee over the maximum accumulated hours, the employee shall be allowed to ~~sell back~~ cash out as many hours as is necessary to keep him or her under the maximum ~~hour levels~~ permitted accrual amount, subject to the process set forth at Section 5.4.6.

5.4.5 Effect of Termination or Retirement Upon Accrued Leave. Upon termination of employment, employees shall be paid up to a maximum of 320 hours of earned, unused vacation time ~~earned, but not used. except~~ Upon retirement, employees shall be paid ~~100%~~ for all earned, unused vacation time ~~earned, but not used~~.

5.4.6 Cashing Out Vacation Leave. In addition to cashing out leave pursuant to Section 5.4.4, employees may once per year request that the Borough cash out a maximum of 40 hours of unused Vacation Leave. All such requests must be in writing and may only be approved if the Borough Manager finds that doing so will be in the Borough's best interests. Approved vacation leave cash out requests will be processed during the pay period that immediately follows the date of the request.

Commented [A23]: I have included this new section to create a policy and essential procedure that authorizes employees to cash out unused vacation leave. That said, please consider whether you agree with:

1. A once-per-year limit.
2. The 40-hour cash out maximum.
3. The direction that, when possible, such approved requests will be paid out in the next pay period.

5.5 Sick Leave. The City and Borough of Wrangell provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment. If employees need to take more sick leave than is accrued, they can take the additional leave from their vacation leave balance or as unpaid time. ~~Paid~~ Sick leave ~~benefits~~ pay will be ~~paid~~ at the employee's current rate of pay at the time the benefit is used and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

5.5.1 Rate of Accrual. Eligible employees will accrue sick leave benefits at the rate of 96 hours per year (8 hours for every month of service). Employees will continue to accrue sick leave as long as they are classified as a current employee. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits. Sick leave compensation for regular employees shall accrue up to a maximum of sixty (60) days.

5.5.2 Use of Sick Leave. Paid sick leave can be used in minimum increments of one-half hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee. This includes medical, dental, or vision appointments. Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. ~~As an additional condition of eligibility for sick leave benefits,~~ An employee on

an extended absence must apply for any other available compensation and benefits, such as workers' compensation.

5.5.3 When Doctor's Note Required. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required to verify the illness or injury and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. An employee may also be asked to provide a physician's statement if the employee experiences several instances of sick leave use within a short period of time ~~habitual sick time is being claimed~~. Before returning to work from a sick leave absence of 3 calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work. At the expiration of any period of sick leave, an additional period of up to ninety (90) days without pay shall be granted at the written request of the employee and the need for such sick leave must be ~~proven~~ established by a doctor's certificate attesting to its necessity.

5.5.4 Notice Requirements. Employees who are unable to report to work due to illness or injury ~~should~~ must notify their direct supervisor before the scheduled start of their workday if possible~~. The direct supervisor must also be contacted~~ as well as on each additional day of absence.

5.5.5 Donation ~~to Leave Bank~~of Leave. Employees with more than twenty (20) days of accrued sick leave may contribute as many days as they wish above the twenty (20) days to other employees who must take leave due to some illness or injury, but who have exhausted their own sick leave ~~the Borough's sick leave bank~~. ~~Donations may be made on July 1st of every year. Employees who have exhausted all paid leave as a result of sickness or injury may apply in writing to the Sick Leave Bank. The Borough Manager or designee will review all Sick Leave Bank requests and make a determination of the number of days to be granted to each applying employee, from the Sick Leave Bank.~~ All such donations are subject to the Borough Manager's approval, which will be granted on a case by case basis.

5.5.6 Conversion of Sick Leave. ~~For accumulated sick leave above~~ Employees who reach the maximum sick leave accrual amount of 60 days (480 hours) may on ~~as of~~ July 1~~st~~ of each year~~, the employee shall have~~ elect to convert any excess amounts according to one of the following options:

1. The employee ~~can~~ may have all sick leave hours in excess of the 480 maximum converted to vacation hours; or

2. The employee ~~can~~ may elect to have 50% of the excess sick leave hours added to vacation time and the remaining 50% paid to them at their current rate of pay. If the employee elects to have 50% paid, the payment amount will be included with their July monthly check. Any such payment may ~~can~~not exceed the amount of compensation the employee would receive for 200 worked hours at their current rate of pay.

Commented [A24]: Is this 90-day additional LWOP period in addition to any leave that the employee may be entitled to under FMLA/ADA/A?

Commented [A25]: This needs to be resolved.

Commented [A26]: An explanation needs to be added that outlines the conversion of leave value between employees based on differing rates of pay.

All such requests are subject to the vacation leave accrual maximum set forth at Section 5.4.4, must be submitted to the Borough Manager in writing, and may only be approved if the Borough Manager finds that doing so will be in the Borough's best interests. Approved vacation leave cash out requests will be processed during the pay period that immediately follows the date of the request.

Commented [A27]: This belongs under 5.4.6.

5.6 Paid Administrative Leave. The City and Borough of Wrangell offers paid administrative leave to eligible employees for court duty, to vote, and in a variety of other circumstances described in this section. An employee may receive regular pay and credit for Vacation Leave and longevity for the time that the employee is on administrative leave; however, such time will not be credited as hours worked for the purposes of computing overtime pay. Notwithstanding the examples provided in this section, any employee may be placed on paid administrative leave if the Borough Manager finds it to be in the Borough's best interests, including instances in which an employee is the subject of a Borough investigation related to a charge of misconduct.

5.6.1 Jury Duty. The City and Borough of Wrangell encourages employees to fulfill their civic responsibilities by serving jury duty when required. ~~Each~~ Regular employees ~~is granted~~ may request up to 10 days per calendar year for paid jury duty. Jury duty pay will be calculated at the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The City and Borough of Wrangell will continue to provide health insurance benefits for the full term of the jury duty absence, and vacation, sick leave, and holiday benefits will continue to accrue ~~during unpaid jury duty leave~~.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use vacation pay or may request an unpaid jury duty leave of absence. In the case of an unpaid leave of absence, employees may keep monies received from court during that time.

Commented [A28]: During paid jury duty all compensation for jury duty must be relinquished to the Borough if the employee is receiving paid jury time from the CBW – except if the employee decides to take vacation leave.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. ~~Of course,~~ Employees ~~are expected to~~ must report for work whenever the court schedule permits. ~~Either the employee or the City and Borough of Wrangell may request an excuse from jury duty if, in the City and Borough of Wrangell's judgment, the employee's absence would create serious operational difficulties.~~

5.6.2 Witness and Court Leave. The City and Borough of Wrangell encourages employees to appear in court for witness duty when subpoenaed to do so, and to appear in court on their own behalf when necessary. Employees who have been subpoenaed or otherwise requested to testify as witnesses by the City and Borough of Wrangell~~, they~~ will receive paid time off for the entire period of witness duty.

Regular employees will be granted a maximum of 40 hours of paid time off to appear in court as a witness ~~at the request of~~ when subpoenaed by a party other than the City and Borough of Wrangell~~, or to appear in court on their own behalf~~. Employees will be paid at their base rate and are free to use vacation leave to receive compensation for any period of court absence that would otherwise be unpaid.

Commented [A29]: Does the Borough wish for this paid leave to accrue each year?

Employees who request witness or court leave must provide any subpoena ~~should be shown~~ to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits during such periods of leave.

5.6.3 Military Leave. A military leave of absence will be granted to regular full-time and part-time employees to attend scheduled drills or training, or if called to active duty with the U.S. Armed Services. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

The leave will be unpaid; however, employees may use any available paid time off for the absence. Furthermore, regular employees on ~~this~~ military leave will be compensated by the City and Borough of Wrangell for the difference between their military pay and their regular pay for a period of up to two weeks. Upon return to duty the employee shall furnish the Employer evidence of the amount of military pay received during the period of special military leave before he/she will be reimbursed any additional monies by the Employer.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Commented [A30]: Define this acronym.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Employees should contact the ~~Borough Finance Department~~HR Representative for more information, or with any questions about military leave.

5.6.4 Voting Leave. The City and Borough of Wrangell encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the City and Borough of Wrangell will grant up to one half hour of paid time off to vote. Employees should request time off to vote from their supervisor at least two working days prior to the day of an election. Advance notice is required so that the necessary time off can be scheduled at the

beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

5.6.5 Emergency Closures. At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt borough operations. In extreme cases, these circumstances may require the closing of a work facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Emergency Closings will be reported through the City and ~~&~~ Borough of Wrangell's website, social media page, and on air with the local radio station.

Commented [A31]: Add Nixle to this list.

5.6.6 Paid Administrative Leave for Exempt Employees. Exempt employees are, by definition, not eligible for overtime regardless of the number of hours worked. Often these employees will work more than 40 hours in a week, while being paid an amount based on a 40-hour week. Therefore, they may be offered paid admin leave when extended hours over an extended period warrant this benefit. All paid admin leave will be awarded uniformly and fairly by the Borough Manager and will be documented in the employee's personnel file prior to the time being taken.

Commented [A32]: Add an explanation of the Administrative Professional Time of one day per month, use it or lose it, non accruing APT time.

5.7 Leave Without Pay. The Borough Manager or designee may grant leave without pay (LWOP) to any regular employee. Requests for LWOP shall be considered in light of the circumstances involved and the interests of the Borough, including anticipated workload requirements and staffing considerations during the proposed period of absence. LWOP should be requested as far in advance as possible, stating the reason for the leave and the amount of time requested. A written reply granting or denying the request shall be given by the department director or Borough Manager within thirty (30) days, except in case of an emergency.

5.7.1 Leave of Absence of Less Than Ten Days. Employees who have used their accrued vacation may be granted leave without pay, not to exceed a total of ten (10) working days in any year, for any compelling reason, subject to approval from the employee's department director, if applicable, and the Borough Manager. Requests for leave without pay should be in writing, submitted ~~requested~~ as far in advance as possible, and should state the reason for the leave and the amount of time requested. A written reply granting or denying the request shall be given by the department director or Borough Manager ~~within thirty (30) days, except in case of an emergency~~. Leaves of absence without pay may be granted for periods of up to one hundred eighty (180) calendar days without loss of accrued benefits and seniority, provided that the employee must use accrued vacation/sick leaves before being placed on ~~leave without pay (~~LWOP~~)~~ status. In special cases, leaves of absence may be extended by mutual written agreement.

5.7.2 Leave of Absence of More Than Ten Days. ~~Permanent~~ Regular employees who have used their accrued vacation may be ~~allowed to be absent from duty~~ leave without pay ~~in excess of ten (10) days, on the basis of application for leave without pay approved by the department director, subject to the approval of the Borough Manager,~~ under the following conditions:

- The Borough Manager finds that such leave ~~shall be taken only when it~~ will not ~~result in undue~~ unreasonably prejudice ~~to the interested of~~ the Borough's interests ~~beyond any benefits to be realized~~.

- ~~An application~~ The purpose for the request for leave without pay is for travel or study that the Borough Manager finds is calculated to equip an employee for more effective service to the Borough. In making such determinations, the Borough Manager, in consultation with any applicable ~~The~~ department director, ~~would~~ will consider the eventual compensating benefits of such leave to the Borough in keeping the position open, or filling it temporarily until the employee's return ~~of the employee~~.

5.8 Family Medical Leave. In compliance with applicable provisions of state and federal law, eligible employees may take paid or unpaid, job-protected leave for specified family and medical reasons. During the time that an employee is on Family Medical Leave, the Borough will maintain coverage for the employee under the group health plan at the level and under the conditions that coverage would have been provided if the employee had been employed continuously from the date the leave began to the date the employee returns from leave. Employees who pay premiums for health insurance coverage by paycheck deduction will still be responsible for those premiums while on leave without pay. The Borough's obligation to maintain health insurance coverage will cease if an employee's premium is thirty (30) calendar days late. The Borough may recover the costs for maintaining health insurance coverage for an employee on unpaid leave if the employee fails to return from the entitled leave period for a reason other than the recurrence or continuation of a serious health condition or other circumstances beyond the control of the employee.

5.8.1 Eligibility for Family Medical Leave. Employees are eligible for Family Medical Leave authorized purposes if they have been employed at least thirty-five (35) hours a week for six consecutive months or seventeen and one-half (17.5) hours a week for twelve (12) consecutive months immediately preceding the period of leave.

5.8.2 Nature of Leave. Those who meet the definition of "eligible" under state and federal guidelines are entitled to:

- Twenty-four workweeks in any 24-month period with a maximum of eighteen workweeks allowed in any 12-month period (i.e. an employee who opts to take eighteen workweeks in the first 12 months would then have six workweeks remaining to take in the following 12-months) for:

  - The purpose of caring for the employee's spouse, child, or parent who has a serious health condition;

  - A serious health condition that requires the employee to be absent from the employee's job or unable to perform the essential functions of his or her job;

- Up to eighteen workweeks within a 12-month period may be taken for:

- Pregnancy and birth of a child of the employee, or the placement of a child, other than the employee's stepchild, with the employee for adoption. The right to take this leave for this reason expires on the date one year after the birth or placement of the child. The 12-month period will be calculated from the day the employee first utilizes family/medical leave.

Commented [A33]: Is this the only reason 18 weeks can be taken?

- Twelve workweeks of leave in a 12-month period for any "qualifying exigency" of a military member who is on covered active duty and is a qualified family member.

- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member (qualified family member) recovering from a serious illness or injury sustained in the line of duty while on active duty. A "covered service member" is defined as a member in the Armed Forces (including the National Guard or Reserves) or a veteran who was active in the Armed Forces within the last five years.

Employees need not use their leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City and Borough of Wrangell's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

While on ~~leave of absence~~ Family Medical Leave, an employee may not work or be gainfully employed either for themselves or others unless express, written permission to do so has been granted by the Borough Manager. If an employee on a leave of absence is found to be working elsewhere without permission, they will be subject to disciplinary action up to and including termination.

5.8.3 Married Individuals Both Employed by Borough. Married individuals who are both employed by the Borough may be restricted to a combined total of 18 workweeks of leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

5.8.4 Applicability to Work-Related Injuries. Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with applicable laws covering occupational disabilities.

5.8.5 Family Medical Leave Requests. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. Employees requesting family medical leave related to the serious health condition of themselves, a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for Family Medical Leave and its beginning and expected ending dates. Employees should also meet with the

~~(Human Resources?) department~~ ~~Borough's benefits administrator~~ HR Representative to determine how the unpaid leave will affect their benefits.

Commented [A34]: Accounting Generalist or other designee?

5.8.6 Exhaustion of Paid Leave. Eligible employees must first use any accrued sick leave, followed by any accrued vacation leave, during any period of Family Medical Leave. Employees may choose to retain a balance of five (5) days of paid vacation leave before switching to unpaid leave ~~without pay~~. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during leave without pay and will resume upon return to active employment.

5.8.7 Return Following Leave. So the employee's return to work can be properly scheduled, an employee on Family Medical Leave must provide the Borough at least two weeks advance notice of the date the employee intends to return to work. Unless the Borough's business circumstances have changed to make it impossible or unreasonable, when an employee returns from leave, the Borough shall restore the employee to the position of employment held by the employee when the leave began; or to a substantially similar position with substantially similar benefits, pay, and other terms and conditions of employment. If an employee fails to return to work on the agreed upon return date, the Borough will assume that the employee has resigned.

5.8.8 Pregnancy-Related Absences. The City and Borough of Wrangell will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical/family leave policy provisions outlined in this personnel policy and all applicable federal and state laws. Requests for time off associated with pregnancy and/or childbirth, such as for purposes of bonding and childcare, ~~not~~ which are unrelated to medical disabilities, ~~for those conditions~~ will be considered in the same manner as other requests for unpaid family medical leave.

5.9 Bereavement Leave. Regular and probationary employees shall be entitled to bereavement leave ~~will be provided to eligible employees in the following classification(s):~~ in the event of death of an employee's immediate family member. The first 5 days of such leave will be paid by the Borough without any effect on the employee's sick leave account or vacation account. Employees granted bereavement leave may use available sick or vacation leave for any additional time after the first 5 days. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

5.9.1 Bereavement Leave Pay. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as overtime, incentives, commissions, bonuses, or shift differentials.

5.9.2 Immediate Family Member. For the purposes of this section, the Borough defines "immediate family member" as the individual's spouse or significant other, parent, step-parent, grandparent, child, step-child, adopted child, sibling or step-sibling; or the spouse's or significant other's parent, step-parent, child, step-child, adopted child, sibling

or step-sibling; or any person other than those previously listed who is currently living in the same household with, or is legally dependent upon, the employee.

5.10 Employee Health Insurance Benefits. The City and Borough of Wrangell's health insurance plan provides regular and probationary employees, their spouses, domestic partners, and ~~their~~ an enrolled employee's dependents access to medical, dental, prescription drug, and vision care insurance benefits. Employees are eligible for health insurance on the ~~1st~~ first day of the month following 30 days of service. Upon termination, health insurance will continue through the end of the month in which employment is terminated. Unless otherwise provided by a written employment agreement, the City and Borough of Wrangell shall pay 85% of the cost of the insurance premiums for the Employee and any enrolled spouse or dependents. The employee will pay the remaining 15% of the cost of coverage for the employee and enrolled spouse and/or dependents in the form of a payroll deduction at the end of the pay period and month of coverage.

Details of the health insurance plan are described in the Summary Plan Description (SPD) or similar documentation provided by the insurance carrier. The SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Borough's ~~benefits administrator~~ HR Representative for more information about health insurance benefits.

~~**5.10.1 Health Reimbursement Arrangement.** The City and Borough of Wrangell will enroll All employees enrolled in the health insurance plan will also be enrolled in an accompanying Health Reimbursement Arrangement (HRA), subject to plan terms and conditions. As of July 1, 2018, this plan will provide for reimbursement of employees' deductible expenses in excess of $1,000 for an employee and dependent(s), as applicable. The maximum deductible reimbursement benefit will be $2,000 for an employee, $4,000 for an employee plus one dependent, and $6,000 for an employee plus two or more dependents. This benefit is not applicable to employees or former employees enrolled in the health insurance plan under COBRA provisions.~~

5.10.1 COBRA Continuation Coverage. A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). When an eligible employee elects COBRA continuation coverage, the employee or beneficiary is responsible for paying the full cost of coverage at the Borough's group rates plus an administration fee. The Borough will provide each eligible employee with a written notice describing the employee's rights and obligations under COBRA if the employee becomes eligible for coverage under the Borough's health coverage plan.

5.11 Workers' Compensation Coverage. The City and Borough of Wrangell provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. In case of occupational injury, the employee's position or a comparable position shall be held until it has been established in writing that the employee will be unable to return to that position.

Commented [A35]: The purpose for this proposed change is to reflect the fact that there exist some union employees who, pursuant to a previous CBA, are required to pay only 10% of the total premium cost for coverage.

Commented [A36]: Accounting Generalist or other designee?

Commented [A37]: I have removed this section as directed during the staff meeting regarding the proposed revisions.

Commented [A38]: This needs to be reinstated because this is an active part of the employee benefit package.

Commented [A39]: Does eligibility need to be defined here?

5.11.1 Duty to Notify Borough of Work-Related Illness or Injury. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately to the employee's supervisor and that the employee and supervisor fill out a worker's compensation form available online or with the ~~Human Resources Department~~HR Representative. This will enable an eligible employee to qualify for coverage as quickly as possible. Even if treatment is not sought, the above actions should be completed to ensure future access to treatment, should it become needed at a later date.

Commented [A40]: Accounting Generalist or other designee?

5.11.2 Reporting Work-Related Illnesses or Injuries. The City and Borough of Wrangell must report all accidents within 10 days of the event using the appropriate forms stated above. In the event of a fatality, amputation, or in-patient hospitalization, the city is required to notify either AKOSH or OSHA within eight hours per AS 18.60.058. It is the responsibility of the department head to notify the Worker's Compensation administrator so that this event can be reported in a timely manner. The AKOSH number is 1-800-770-4940 and the 24 –hour OSHA hotline is 1-800-321-6742.

5.11.3 Applicability. Neither the City and Borough of Wrangell nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City and Borough of Wrangell.

5.11.4 Use of Sick Leave for Absences. If an employee misses work under a worker's compensation claim, the employee can use any sick leave accrued for the first three days. After the first three days, worker's compensation will pay the employee and the Borough will not make any payments to the employee until they return to work. Benefits will continue to accrue during the time an employee is on worker's compensation.

5.11.5 Public Safety Employees. Volunteer and auxiliary policemen and firemen who receive injuries while performing for the Borough are insured through workers' compensation based on the starting salary for a paid patrolman ~~and firefighter~~.

Commented [A41]: There are no auxiliary policemen This should be removed.

5.12 Life Insurance. Life insurance offers employees and their families important financial protection. The City and Borough of Wrangell ~~provides~~ offers a basic life insurance plan for ~~eligible~~ its regular and probationary employees, subject to all terms and conditions of the agreement between the City and Borough of Wrangell and the insurance carrier. Additional supplemental and/or dependent life insurance coverage may also be purchased at the employee's cost. The City and Borough of Wrangell shall pay one hundred percent of the cost of the employee's group life insurance premium on specified limits of coverage of $30,000 for all employees. Additional limits of life insurance for the employee or dependents may be available as an option and one hundred percent of the cost of the additional limits of life insurance shall be paid by the employee.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage at a specified limit of coverage of $5000 is provided as part of the basic life insurance plan.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Employees should contact the Borough's ~~benefits administrator~~HR Representative for more information about life insurance benefits.

5.13 Retirement Plan. The City and Borough of Wrangell ~~is a participant~~ participates in the State of Alaska Public Employees Retirement System (PERS). Coverage is mandatory for all regular employees and employees in their probationary period unless specifically exempt under the Borough's participation agreement with PERS. PERS requires both a contribution from the employee and employer. Information about retirement benefits and other details regarding the retirement system may be obtained from the Borough's ~~benefits administrator~~HR Representative.

5.13.1 Supplemental Benefits. Effective January 1, 2009 the City and Borough of Wrangell is a participant in the State of Alaska Supplemental Benefit System - (SBS-AP). Coverage is mandatory for all regular employees and employees in their probationary period unless specifically exempt under the participation agreement with PERS. This benefit replaces Social Security withholding and may affect future Social Security withholdings. The SBS requires both a contribution from the employee and employer. Information about retirement benefits and other details regarding the retirement system may be obtained from the Borough's ~~benefits administrator~~HR Representative.

5.13.2 Deferred Compensation. The City and Borough of Wrangell also has available a deferred compensation program in which employees may contribute into an additional retirement program. If an employee is interested in this additional program, please contact the Borough's ~~benefits administrator~~HR Representative.

5.14 Personal Vehicle Stipend and Mileage Reimbursements. In some instances, an employee may need to use their personal vehicle for ~~City &~~ Borough business. Approval of this must be received in writing from the Department ~~Head~~ Director or Borough Manager beforehand. If that use is occasional, mileage must be recorded and will be reimbursed up to the maximum Internal Revenue Service (IRS) allowable reimbursement rate. This will be processed through Accounts Payable as a non-taxable benefit.

Commented [A42]: An amount or rate should be defined.

If an employee regularly uses their vehicle for ~~City &~~ Borough business, the Borough Manager may authorize a monthly vehicle stipend instead. This amount will be agreed upon in writing and will be processed through Payroll as a taxable benefit.

Employees using their personal vehicle are subject to the same requirements as those using a borough-owned vehicle. The employee must possess a valid driver's license by the State of Alaska with an acceptable driving record. Any incidents involving a personal vehicle being used during work hours must be reported immediately. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

CHAPTER SIX

STANDARDS OF CONDUCT

6.1 General. The Borough holds its employees to the utmost standards of professionalism, efficiency, honesty, and integrity. In addition to the standards, policies and procedures set forth in other chapters of this Handbook, employees are expected to adhere to those set forth below. Failure to do so may result in disciplinary action, up to and including termination.

6.1.1 Applicability. The standards of conduct set forth in this chapter apply not only to all Borough employees, but also to its volunteers.

6.1.2 Summary of Standards. In addition to the other standards established by this Handbook, Borough Employees are as a general matter expected to:

- Responsibly use all time spent performing work for the Borough;
- Carry out the directives of supervisors and cooperate with other employees;
- Observe all applicable health and safety rules;
- Maintain the quality of the services they provide to the Borough and to its citizens;
- Responsibly use and maintain Borough property;
- Demonstrate respect for other employees, members of the public, and their property;
- Maintain appropriate standards of dress and grooming while performing work duties on the Borough's behalf; and,
- Protect from disclosure any confidential information in the Borough's possession.

6.2 Respectful Workplace. The Borough expects every employee to behave in a civil and respectful manner both during working hours, and when present at the workplace during non-working hours. Employees are not permitted to shout or use abusive or demeaning language in the workplace. Similarly, the Borough will not tolerate its employees to be subjected to such behavior by any customer, contractor, vendor, or any other member of the public. Employees should report any conduct in violation of this policy to the employee's supervisor or to the Borough Manager as soon as possible.

6.3 Work Schedules and Attendance. To maintain a safe and productive work environment, the City and Borough of Wrangell expects employees to be both reliable and ~~to be~~ punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City and Borough of Wrangell. In the rare instances when employees cannot avoid being late to

work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

6.3.1 Rest Periods. All employees are provided with one ~~meal~~ rest period of 30 or 60 minutes in length for shifts of 6 or more hours. Supervisors will schedule ~~meal~~ rest periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during ~~meal~~ rest periods and will not be compensated for that time. Shift employees of the police/corrections department will not have scheduled ~~meal~~ rest periods but are allowed a 30 minute ~~meal~~ rest period as time permits during their shift on site. The harbor department may allow a working ~~meal~~ rest period that is part of their 8 hour shift if approved by the department director. ~~The City & Borough of Wrangell requests that E~~mployees must accurately observe and record ~~meal~~ rest periods. If you know in advance that you may not be able to take your scheduled break or ~~meal~~ rest period, let your supervisor know; in addition, notify your supervisor as soon as possible if you were unable to or prohibited from taking a ~~meal or~~ rest period.

6.3.2 Requests for Modifications to Work Schedules. Employees may request modifications to their standard work schedules pursuant to Section 4.7.4 of these Personnel Regulations ~~to vary their starting and ending times each day, within established limits. When granted, the approving supervisor shall provide explicit written authorization for the modification to each such employee, a copy of the authorization shall be timely conveyed to the employee's supervisor and is subject to the Borough Manager's final approval.~~

6.4 Appearance and Grooming. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image the City and Borough of Wrangell presents to customers and visitors. During business hours or when representing the City and Borough of Wrangell, employees should dress and groom themselves according to the requirements of their positions. This is particularly true if an employee's job involves dealing with customers or visitors in person.

Supervisors and Department Heads are responsible for establishing a reasonable dress code appropriate to the jobs employees perform. If a supervisor feels an employee's personal appearance is inappropriate, they may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstances, employees will not be compensated for the time away from work. An employee should consult his or her immediate supervisor if he or she has questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Hair and facial hair should be clean and neat.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Visible tattoos should be non-offensive.
- Offensive body odor and poor personal hygiene is not professionally acceptable.

- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive or allergic to strong fragrances.

6.5 Conformance with Legal Standards. The Borough does not violate the law and does not tolerate employees who do. All employees shall abide by any and all laws and regulations that may be applicable to the performance of their official duties and responsibilities and shall conduct themselves with reasonable care. If an employee believes that anyone employed by or associated with the Borough has requested or directed him or her to do anything that violates the law, or has prohibited the employee from doing anything that the law requires the employee to do, the employee must report this immediately to a supervisor.

6.6 Outside Employment. Employees may hold outside work as long as they meet the performance standards of their job with the City and Borough of Wrangell. All employees will be judged by the same performance standards and will be subject to the City and Borough of Wrangell's scheduling demands, regardless of any existing outside work requirements. If the City and Borough of Wrangell determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City and Borough of Wrangell as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City and Borough of Wrangell. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the City and Borough of Wrangell for materials produced or services rendered while performing their jobs. No employee should be engaged in off-time activity both pertaining to outside employment and otherwise that will create a conflict of interest between the Borough and the outside activity.

6.6.1 Prohibited During Borough Work Hours. Employees may not engage in work for any other employer during his or her scheduled work hours for the Borough. This includes any work related to self-employment or volunteer service.

6.6.2 Use of Borough Resources Prohibited. Unless otherwise preapproved by the Borough Manager, employees are prohibited from at any time using Borough facilities, equipment, labor, supplies, or any other resources to perform work for another employer, including self-employment or volunteer service.

6.7 Employee Code of Ethics. The successful operation and reputation of the City and Borough of Wrangell is built upon the principles of fair dealing and ethical conduct of its employees. The City and Borough of Wrangell's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the City and Borough of Wrangell is dependent upon its citizens' trust and the City and Borough of Wrangell is dedicated to preserving that trust. Employees owe a duty to the City and Borough of Wrangell, its customers, and the public to act in a way that will merit continued trust and confidence.

The City and Borough of Wrangell will comply with all applicable local, state, and federal laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will

guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with an immediate supervisor and, if necessary, with the Borough Manager for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every City and Borough of Wrangell employee. The City and Borough of Wrangell continually monitors its employees, staff, and institutional practices to ensure their compliance with the standards of both ethical conduct and the law. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

6.8 Conflicts of Interest. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City and Borough of Wrangell wishes the business of its employees to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Transactions with all firms must be conducted within a framework established and controlled by the executive level of the City and Borough of Wrangell. Contact the Borough Manager for more information or with questions about conflicts of interest.

6.8.1 General. Business dealings with all firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

6.8.2 Instances in Which a Conflict of Interest Exists. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City and Borough of Wrangell's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City and Borough of Wrangell does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City and Borough of Wrangell.

6.8.3 Prohibition. An employee shall not accept a gift, gratuity, consideration or extraordinary favor from any person doing business, or likely to do business with, the Borough ~~municipality~~ under circumstances in which it may be reasonably inferred that the gift was intended to influence the employee's performance of his or her official duties. A gift for the purposes of this section includes any transfer or loan of property, or the provision of any services, for less than fair market value.

An employee who has been offered a gift that, if accepted, would violate this section, ~~and~~ shall immediately report to his or her department head ~~director~~ any offer, promise or suggestion that such a gift be made. In the event that an offer is made to a department head ~~director~~, he or she shall report the same to the Borough Manager ~~Assembly~~. Any

person either offering or receiving such a gift, gratuity, consideration or extraordinary favor is subject to criminal penalties prescribed ~~under state~~ by statute~~s~~. This section does not apply to the giving of ceremonial gifts of nominal value, or gifts received from an employee's family or ordinary circle of friends when not offered for a corrupt purpose.

6.8.3.1 Examples of Appropriate Gifts.

a. Occasional gifts with a value of less than $25.00 when given during holidays or other special occasions when gift-giving is customary as an expression of good will.

b. Meals or refreshments of reasonable value provided in connection with a proper business event or purpose, the expense of which, if paid by the Borough employee, would be reimbursable as a business expense.

c. Marketing or promotional material of nominal value, such as a pen or calendar.

d. Discount coupons for goods and services that are no greater than those generally available to the giver's other customers or clients.

e. Gifts based upon family or personal relationships.

6.8.3.2 Examples of Inappropriate Gifts.

a. Gifts with a value greater than $25.00.

b. Cash in any amount.

c. Scarce or expensive tickets to athletic, musical or cultural events.

d. Recreational trips, lodging, or the use of property for free or for a reduced cost.

6.8.4 Mere Association Not Sufficient to Create Impermissible Conflict of Interest. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the City and Borough of Wrangell as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

6.8.5 Conducting Personal Business with or Involving the Borough. An employee may not do business with the Borough without the advance approval of the Borough Manager. The Borough Manager will not approve an employee doing any business with the Borough that would constitute an impermissible conflict of interest. In addition to first obtaining the advance written approval of the Borough Manager, an employee who has a direct or indirect financial interest in any bid or proposal for a Borough contract shall disclose that

Commented [A43]: I prepared this in light of our very extensive conversations about the inherent conflicts of interest that can arise when employees "moonlight" as providers of goods and services to a municipal employer.

This policy currently vests authority in you to determine whether an employee can enter into any such contract; however, it would be understandable if you would prefer that the responsibility for doing so fall upon the Borough Assembly. If so, putting the matters before the Assembly would increase public transparency, but would on the other hand make things less expedient.

interest by filing a written notice of the interest with the purchasing officer not less than ten (10) days before submission of the bid or proposal. No employee who has a direct or indirect financial interest in any bid or proposal for a Borough contract may participate in the Borough's decision to award the contract. Employees may not solicit or receive any form of compensation from any party other than the Borough in connection with the award of a Borough contract. An employee who has a direct or indirect financial interest in the sale of any land, materials, supplies or services to the Borough, or to a contractor supplying the Borough, shall disclose that interest in writing to the Borough Manager before the time that the Borough enters into a contract for the sale.

Commented [A44]: This may not be possible given some bid or quote timelines. We also need to clarify with the State of Alaska (PERS) what is allowable for current employees to provide contract work to the Borough.

6.9 Public Communications. The Borough Manager is the designated spokesperson for the Borough. Other Borough employees may have listed in their job descriptions duties that require them to speak on the Borough's behalf in certain circumstances. However, Borough employees whose job descriptions do not explicitly authorize them to speak on the Borough's behalf may not do so without the Borough Manager's express authorization.

6.10 Disclosure of Confidential Information. The protection of confidential information is vital to the interests and the success of the Borough. Such confidential information may include but is not limited to: Confidential financial information received from a business, labor relation strategies, and medical records of employees or clients. Consequently, employees are prohibited from disclosing any confidential information to which they have access by virtue of their employment with the Borough without the express prior authorization of the Borough Manager. Employees who are privy to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Any employee who improperly discloses confidential information will be subject to disciplinary action, up to and including termination of employment, as well as legal action, even if they do not actually benefit from the information disclosed in violation of this section or any applicable non-disclosure agreement.

6.11 Use of Borough Property. Employees may be required to use Borough-owned equipment during the course of their work duties that is expensive and may be difficult to replace. When using the Borough's property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. In addition, employees must immediately notify a supervisor if any Borough-owned equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Your supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment ~~or vehicles~~ used on the job.

Commented [A45]: Don't know why this was deleted.

6.11.1 Replacement of Personal Tools and Equipment. The use of personal tools and equipment is generally prohibited and should be approved by a Department Head if necessary. In the event personal tools or equipment that have been approved are worn out or broken while being used by employees in the performance of their work, the Borough will replace them with tools or equipment of equal quality. Employees will be required to present the broken or worn out tool/equipment to the Borough prior to receiving a replacement. The Borough will also replace such tools/equipment when stolen if evidence of forcible entry or other physical evidence of the theft is presented and the employee has filed a complaint with the police department.

Commented [A46]: This whole section needs to be deleted. The use of personal tools should be fully prohibited.

6.12 Use of Telephone and Mail System.

6.12.1 Use of Telephone System. Personal use of the telephone system for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse the City and Borough of Wrangell for any charges resulting from their personal use of the telephone. To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

6.12.2 Use of Borough-Issued Cell Phones. As a condition of employment, employees issued Borough cell phones are required to be accessible by these phones. Personal calls on the Borough's cell phones are to be kept to a minimum and employees are reminded that the IRS considers personal use of a Borough provided cell phone a taxable benefit. When an employee utilizes a Borough provided cell phone for personal calls, it is the employee's responsibility to reimburse the Borough accordingly for that use.

6.12.2.1 Use of Personal Cell Phones for Borough Purposes. Occasionally, in lieu of issuing a Borough-owned cell phone to an employee, the Borough will instead permit an employee to use their personal cell phone to conduct Borough business. Employees who are approved to use their personal cell phones to conduct Borough business are eligible to receive an allowance to offset the costs of the employee's voice and data plan in exchange for that use, at the rate established by the Borough in conjunction with its regular budgeting cycle.

To be eligible to receive the allowance authorized by this section, employees must submit the Allowance Form maintained by the Finance Department for this purpose, which must be approved by the Borough Manager.

Borough employees do not waive their right to privacy by accepting an allowance to fund a personal cell phone or smartphone that will be used in part for Borough business. All records relating to Borough business are public records, even though generated on personal equipment. Borough business records are subject to review and disclosure unless the Public Record Act permits or requires them to be withheld. Personal emails and call records are generally not public records; however, because business-related calls and emails could be intermingled with those that are personal, it is possible that a Borough official or a court could be required to review all records related to an individual employee's personal equipment in order to determine which are related to Borough business.

6.12.3 Use of Borough Mail System. The use of the ~~City and~~ Borough's ~~of Wrangell~~ pre-paid postage system for personal correspondence is not permitted.

6.13 Use of Computers and Borough Email. Computers and other electronic devices, computer files, the Borough's Email system, Internet access and software furnished to employees are the

Commented [A47]: I have prepared a policy that mirrors that employed by the State of Alaska.

Of note, I have not included an allowance rate. The SoA currently offers an allowance of $5 for use of a cell phone, and $36 for the use of a smartphone and data plan; however, that amount is reviewed and re-set each December to ensure that it fairly mirrors the out-of-pocket costs for cellular plans.

Commented [A48]: Do we need a policy that applies to the Assembly, Boards and Commissions as they use Borough computers and email addresses?

Borough property and are intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and Email usage may be monitored. Computers furnished to employees are the property of the Borough. As such, computer usage and files may be monitored or accessed.

6.13.1 Prohibited Uses. The Borough strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, the Borough prohibits the use of computers and the Email system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. The Borough purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Only Borough employees are permitted to use Borough-owned computers and associated systems; however, this does not pertain to computers for public use such as at the library nor does it include technicians working on Borough computers with the knowledge of the Borough.

In addition, the Borough prohibits the illegal duplication of software and its related documentation. Employees are prohibited from reproducing such software for use on more than one computer without the express authorization of the Borough Manager. Employees should notify their immediate supervisor, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

6.13.2 Right to Monitor Employee Use. Although the Borough permits employees to make reasonable occasional personal use of such items, Employees have no privacy interests in such use. Email and Internet communications can be traced to the sender even after they have been "deleted". In addition, the Borough may be required to produce Email messages, Internet communications, or other communications or information sent from, received by, or stored on such items, in connection with legal proceedings. The Borough may regularly review, audit, and download Email messages, Internet communications, or other communications or information sent from, received by, or stored on such items to ensure quality control, employee safety, security, or in connection with legal proceedings. Because the Borough is sensitive to the privacy concerns of its employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner. Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

6.14 Use of Borough Vehicles and Heavy Equipment. Vehicles and heavy equipment essential in accomplishing job duties are expensive and may be difficult to replace. When Borough-owned vehicles or heavy equipment, employees are expected to exercise care and follow all operating

instructions, safety standards, and guidelines. An employee whose work requires driving motor vehicles must possess a valid State of Alaska driver's license ~~by the State of Alaska~~, with an acceptable driving record. An acceptable driving record means that the employee has not had their license suspended, revoked, canceled, or violated state, local, or federal law relating to a serious traffic accident, or whatever other qualities are deemed appropriate by the immediate supervisor. The Borough shall reimburse employees for the cost of job-required renewal of commercial driving endorsements, including any required physical examinations. Any employee who does not hold a valid driver's license will not be allowed to operate a borough vehicle until such time as a valid license is obtained. Employees must immediately report any suspension, revocation, or restriction of driving privileges to their supervisor. Failure to do so may result in disciplinary action against the employee. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Any traffic tickets will be paid by the employee and reported to the immediate supervisor.

6.14.1 Personal Use Prohibited. Borough-owned vehicles and heavy equipment are not to be used for personal use. The improper, careless, negligent, destructive, or unsafe use or operation of vehicles or heavy equipment, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

~~**6.14.2 Use by Contractors.** If individuals and/or construction and building contractors desire to have the Borough heavy equipment operator services, they must sign a "Borough Services Agreement," which releases the Borough from liability for injuries and property damage. The _____ shall determine whether the individual or contractor's personnel are qualified to operate the Borough heavy equipment, otherwise an operator is provided.~~

Commented [A49]: I have removed this section as requested during our staff meeting regarding the proposed changes, and renumbered the subsequent section accordingly.

Commented [A50]: We do have contractors, like the Assessors, that use a Borough vehicle.

6.14.2 Duty to Notify Borough of Damage. Employees must notify a supervisor or the Borough Manager if any vehicles or heavy equipment appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Questions regarding an employee's responsibility for maintenance and care of vehicles or heavy equipment used on the job should be directed to the employee's supervisor or the Borough Manager.

6.15 Workplace Safety. To assist in providing a safe and healthy work environment the City and Borough of Wrangell provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, Employee Portal News, email, or other written or electronic communications.

6.15.1 Compliance with Safety Standards. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including

termination of employment.

6.15.2 Duty to Report Work-Related Illnesses and Injuries. In the case of accidents that result in injury or property damage, regardless of how insignificant the injury or damage may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Commented [A51]: Need to add provision for drug and alcohol testing immediately based on all or certain types of accidents that is consistent with 6.17.4. Also need to add a provision allowing the Borough to check smart phones to determine if it was being used at the time of the accident. Do this provision apply if driving a personal vehicle for work that has been authorized – yes it should.

6.16 Smoking. In keeping with the City and Borough of Wrangell's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace, including Borough vehicles. Per AS 18.35.301, smoking is prohibited within 20 feet of all City and Borough of Wrangell facilities. This is punishable by a fine of up to $50 and may lead to disciplinary action, up to and including termination. This policy applies equally to all employees, ~~customers~~ contractors, and visitors.

6.17 Drug and Alcohol-Free Workplace. It is the City and Borough of Wrangell's ~~desire~~ policy to provide a drug-free, healthful, and safe workplace. Employees with questions or concerns about substance dependence or abuse are encouraged to discuss these matters with their supervisor or with a supervisor, the Borough Manager or designee to receive assistance or referrals to appropriate resources in the community.

6.17.1 General Prohibition. In accordance with the Drug-Free Workplace Act of 1988, and to promote awareness among employees, the Borough informs all its employees that drug or alcohol abuse in the workplace creates a dangerous environment for the employee engaged in the drug or alcohol abuse and endangers the health, safety and welfare of all employees and other persons. It is the Borough's policy to maintain a workplace free of the influence or use of drugs and alcohol. The unauthorized use, possession, manufacture, distribution or sale of alcohol or an illegal drug, controlled substance or drug paraphernalia on or in Borough-owned property (including Borough-supplied vehicles), while conducting any Borough business whether on or off Borough property, or at any time during working hours, are strictly prohibited. No employee may report for duty or be on duty while under the influence of controlled substances or alcohol. All employees, including those who are subject to drug and alcohol testing only upon reasonable cause, must comply with this prohibition. Actions may be taken against employees for violation of this policy, up to and including termination of employment.

6.17.2 Scope of Prohibition. For the purposes of this policy, the terms "controlled substance" and "drug" means any Controlled Substance listed in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812), and as further defined by federal regulations (21 C.F.R. 1308.11 – 1308.15). This list includes, but is not limited to, marijuana, heroin, PCP, cocaine and amphetamines. The term "alcohol" shall mean ethanol, isopropanol, or methanol.

6.17.3 Authorized Use of Prescribed Medication. The legal use of prescribed drugs is permitted on the job so long as: (1) the employee holds a current prescription for the drug issued by a licensed health care provider; and, (2) it does not impair the employee's ability to perform the essential functions of his or her job effectively and in a safe manner that does not endanger other individuals in the workplace.

6.17.4 Drug and Alcohol Testing. The Borough is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of illegal drugs, alcohol or other intoxicants while on the job may pose serious safety and health risks. To help ensure a safe and healthy working environment, the Borough may request employees to provide a body substance samples (e.g., breath, blood and/or urine) from any employee under the circumstances described below. The Borough shall bear all costs related to the drug/alcohol testing. The testing agency shall be informed that results of the drug/alcohol testing shall be provided directly to the Borough Manager or designee as expeditiously as possible. The employee may request a copy of the results. An employee has the right to request and obtain from the employer, within five days, the written results of a drug test so long as request is made before six months have passed since the test. If the result of the drug test is positive, employees have the right under state law to a confirmatory drug test to be reviewed by a licensed physician or doctor of osteopathy. The failure of an employee to submit to an alcohol or drug test shall be grounds for discipline that may include termination. The results of the alcohol or drug test shall not be used by the Borough for any purpose other than to determine adherence to Borough policy, to discipline an employee whenever necessary, and to comply with applicable terms of this policy. Employees have a right to explain any positive test result. An employee must file a request in writing to explain the result within 10 working days of notification of a positive result. Then, the employer will provide an opportunity within 72 hours to explain the result.

- **Pre-Employment Testing.** The Borough ~~may~~ requires employees to pass a drug screening as a condition of employment prior to the first date of Borough employment.

- **Post-Accident Testing.** Employees who are involved in an accident while on duty, whether on or off the employer's premises, may be required to submit to testing as part of the accident investigation process. Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above may result in disciplinary action, up to and including termination. Questions concerning this policy or its administration should be directed to the ~~Borough Manager~~HR Representative.

- **Fitness for Duty Testing.** The Borough may require employees to undergo drug testing if significant and observable changes in employee performance, appearance, behavior, speech, etc., provide reasonable suspicion that the employee is under the influence of drugs or alcohol

Commented [A52]: This section needs to be ironed out with more specificity.

during working hours. A fitness-for-duty evaluation may include the testing of a body substance sample. Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above may result in disciplinary action, up to and including termination of employment. Questions concerning this policy or its administration should be directed to the Borough Manager.

- **Operators of Commercial Motor Vehicles.** All employees and job applicants whose job requires them to operate a Commercial Motor Vehicle (CMV) on a public road and who hold a Commercial Driver's License (CDL) are subject to drug and alcohol testing, including randomized testing, as required by federal law pursuant to Code of Federal Regulations, 49 CFR Part 382, et. al, Subpart F, "Drug and Alcohol Use and Testing" Federal Highway Administration (FHWA) and the Omnibus Transportation Employee Testing Act of 1991.

6.17.5 Violations. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

6.17.6 Employee Resources. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the City and Borough of Wrangell's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the City and Borough of Wrangell's policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the City and Borough of Wrangell any undue hardship. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City and Borough of Wrangell of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Borough Manager without fear of reprisal.

6.18 Social Networking and Media. The Borough takes no position on an employee's decision to start or maintain a blog or participate in other social networking activities. The Borough respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes. However, it is the right and duty of the Borough ~~company~~ to protect itself from unauthorized disclosure of information. The Borough's social networking policy includes rules and guidelines for company-authorized social networking and personal social networking. Employees are personally responsible for their commentary on blogs and social networking sites and can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, including statements regarding the Borough. The Borough investigates and responds to all

reports of violations of the social networking policy and other related policies and may take legal action where necessary against any employee who engages in prohibited or unlawful conduct. An employee who has questions relating to this policy, a personal blog or social networking should ask the Borough Manager or supervisor.

6.18.1 Scope of Policy. Blogging and other forms of social media or technology include, but are not limited to, YouTube and other video sites, Wiki sites, sites such as Facebook, Pinterest, Tumbler, TikTok, and Twitter, chat rooms, industry chat boards, personal blogs and other similar forms of online journals, diaries and personal newsletters not affiliated with the ~~A~~ Borough. Unless specifically instructed, employees are not authorized to speak on behalf of the Borough.

6.18.2 Prohibited Conduct. Online conduct that violates provisions of this handbook, adversely affects the working conditions and/or work performance of any employee, breaches confidentiality, violates the reasonable expectation of privacy for the Borough's employees, officials, or residents, or otherwise reflects poorly upon the Borough, may be grounds for discipline up to and including termination. Employees may not use Borough equipment, including computers, company-licensed software or other electronic equipment, nor facilities, Internet access or company time, to conduct personal blogging or social networking activities. Employees may not use blogs or social networking sites to harass, threaten, discriminate or disparage any employee or anyone associated with or doing business with the Borough.

6.18.3 Representations on Behalf of the Borough. Any employee who chooses to identify him/herself as a Borough employee must understand that some readers may view the employee as a spokesperson for the Borough. Because of this possibility, an employee who identifies him/herself as an Borough employee must take such precautions as may be reasonably necessary to ensure that readers understand that the views expressed in any blog or social network are the employee's own and not those of the Borough, nor of any other person or organization affiliated or doing business with the Borough. Employees may not post on personal blogs or other sites the name, trademark or logo of the Borough or any business with a connection to the Borough. Employees may not post company-privileged information, including any copyrighted, trademarked, proprietary information or company-issued documents.

6.18.4 Reporting Violations. The Borough strongly urges employees to report any violation, or possible or perceived violation, of this section to a supervisor or the Borough Manager. Violations include discussions of the Borough and its employees and members, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

6.19 Workplace Violence. The City and Borough of Wrangell is committed to preventing workplace violence and to maintaining a safe work environment, and has adopted the following guidelines to ~~deal~~ address the issues of ~~with~~ harassment, intimidation, retaliation, discrimination, or other threats of or actual violence that may occur during business hours or on its premises.

6.19.1 Courtesy. All employees, including supervisors, contractors and temporary employees,

should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

6.19.2 Prohibited Conduct. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, gender identity, race, marital status, sexual orientation, ancestry, national origin, religion, age, or any characteristic protected by federal, state, or local law.

6.19.3 Reporting Violations. Employees should report all threats of or actual violence, both direct and indirect, to their immediate supervisor or any other member of management as soon as possible. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, they should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in peril. If they see or hear a commotion or disturbance near their workstation, employees should not try to intercede or see what is happening.

The City and Borough of Wrangell also encourages employees to bring their disputes or differences with customers or other employees to the attention of their supervisors or the Borough Manager before the situation escalates. The City and Borough of Wrangell is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

6.19.4 Investigations. The City and Borough of Wrangell will promptly and thoroughly investigate all reports of threats of or actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is possible. In order to maintain workplace safety and the integrity of its investigation, the City and Borough of Wrangell may suspend employees, either with or without pay, pending investigation. Any~~one~~ employee determined to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

6.20 Prevention of Domestic Violence. The City and ~~&~~ Borough of Wrangell is committed to providing a workplace in which the perpetration of domestic violence is neither tolerated nor excused. Any physical assault, threat, or stalking behavior made by an employee is a serious violation of this policy. This policy applies not only to acts against other employees, but to acts against all other persons. Employees found to have violated this policy will be subject to disciplinary action, up to and including termination.

6.20.1 Early Prevention Strategy. The City and ~~&~~ Borough of Wrangell will use early prevention strategies in order to avoid or minimize the occurrence and effects of domestic violence in the workplace. Support and assistance are available to employees who are survivors of domestic violence. This support may include: confidential means for coming forward for help, resource and referral information, additional security at the workplace, work schedule adjustment or relocation, or leave necessary to obtain medical, counseling, or

legal assistance. Other appropriate assistance will be provided on individual need.

6.20.2 Response by Borough. In all responses to domestic violence, the City and ~~&~~ Borough of Wrangell will respect the confidentiality and autonomy of the adult survivor to direct her or his own life, to the fullest extent permitted by law. The ~~Human Resources Department~~HR Representative will have a complete listing of local services that are available to victims of domestic violence. The City and ~~&~~ Borough of Wrangell will ensure that all supervisors, Department Directors~~Heads~~, and employees are aware of possible warning signs of an abuse victim, such as unexplained bruises, change in attitude or performance, lack of concentration, increased or unexplained absences, depression or heightened anxiety, receipt of harassing telephone calls, and disruptive personal visits to the workplace. Additionally, all supervisors, Department Directors~~Heads~~, and employees will have available that which is necessary in safety planning and the handling of emergencies, such as the offender showing up at the workplace, armed and threatening the victim and coworkers.

To the extent possible, employees will have a reasonable amount of time off to obtain a protective order, testify in the criminal trial, move, or otherwise attend to emergency needs in a case involving domestic abuse.

Commented [A53]: Accounting Generalist or other designee?

6.21 Protection for Whistleblowers. In compliance with the requirements of AS 39.90.100, the City and Borough of Wrangell~~, per statute as a public employer, provides protection for whistleblowers. The City and Borough of Wrangell may not and~~ will not discharge, threaten, demote, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment for any reason pertaining to an employee's good faith report to a public body on a matter of what the employee reasonably believes to be public concern, or an employee's participation in a court action, investigation, hearing, or inquiry held by a public body on a matter of what the employee reasonably believes to be public concern.

6.22 Visitors in the Workplace. To provide for the safety and security of employees and the facilities of the City and Borough of Wrangell, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Employees from time to time may have to be contacted at their work location by a visitor. When this does occur, the visitor should be escorted to an area that is safe and does not interfere with the work of other employees. These visits should be brief and should be discouraged. Disciplinary action may occur if this section is abused. If an unauthorized individual is observed on the City and Borough of Wrangell's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

Commented [A54]: It may be helpful to explain which persons are considered authorized.

6.23 Security Inspections. The City and Borough of Wrangell wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the City and Borough of Wrangell prohibits the possession, transfer, sale, or use of such materials on its premises~~. The City and Borough of Wrangell~~ and requires the cooperation of all employees in administering this policy. Desks, lockers, and other storage

devices may be provided for the convenience of employees but remain the sole property of the City and Borough of Wrangell. Accordingly, ~~they, as well as any articles found within them, can be inspected by~~ any agent or representative of the City and Borough of Wrangell with the Borough Manager's permission, may at any time inspect them, either with or without prior notice.

6.24 Life-Threatening Illnesses in the Workplace. Employees with life-threatening illnesses, for example cancer, major organ disease, and HIV, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The City and Borough of Wrangell supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the ~~City and~~ Borough ~~of Wrangell~~ will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs. Medical information ~~on~~ regarding individual employees is treated confidentially. The ~~City and~~ Borough ~~of Wrangell~~ will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment. Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Borough Manager for information and referral to appropriate services and resources.

CHAPTER SEVEN

DISCRIMINATION AND HARASSMENT

7.1 Equal Opportunity Employer. The City and ~~&~~ Borough of Wrangell is ~~committed to the principles of equal employment~~ an equal opportunity employer, and ~~. We will comply with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations.~~ its ~~is our~~ intent is to provide equal employment and advancement opportunities to all individuals, applicants and employees, and to maintain a work environment that is free of harassment, intimidation, discrimination, or retaliation ~~because of~~ due to age, race, color, national origin, ancestry, religion, gender, gender identity, sexual orientation, physical or mental disability, veteran status, or any other status protected by federal, state, or local laws. The City and ~~&~~ Borough of Wrangell is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment. So long as it does not pose a direct threat to the concerned individual or to others in the workplace, the City and Borough of Wrangell will reasonably accommodate qualified individuals with disabilities to allow them to perform the essential functions of their jobs.

The ~~City and~~ Borough ~~of Wrangell also~~ recognizes that equal opportunity does not come about through non-discrimination alone. Rather, in order to overcome the systematic historical discrimination and accumulated burdens imposed upon women and minorities, the ~~City and~~ Borough ~~of Wrangell~~ also takes affirmative ~~action~~ steps to recruit, hire, and promote ~~all job classifications~~ employees without regard to race, color, creed, marital status, ancestry, gender, gender identity, sexual orientation, religion, or qualified disability to the extent possible~~, except where such a category is a bona fide occupational qualification or it is impossible to reasonably accommodate a qualified disability in the position being considered; and to base decisions in this regard on employment so as to further the equal employment opportunity~~.

Similarly, the ~~City and~~ Borough ~~of Wrangell will~~ ensures that all its facilities are available to employees on a non-discriminatory basis, ~~and that~~ as well as all social and recreational programs that it sponsors for its employees ~~be remain open to participation without regard to race, color, marital status, sexual orientation, ancestry, national origin, gender, gender identity, religion, or qualified disability~~.

~~The successful~~ Achieveing ~~of~~ true equality of opportunity requires maximum cooperation among employees. In fulfilling its part in this cooperative effort, management will establish and implement affirmative action procedures and practices which will achieve the objective of equal opportunity for all. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Borough Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

7.2 Disability Accommodations. The Borough is committed to complying fully with the requirements of the Americans with Disabilities Act (ADA), as amended by the ADA Amendment Act of 2008

(ADAAA), the Alaska Human Rights Act, and all other federal, state and local laws that ensure equal opportunity in employment for qualified persons with disabilities, and to act in accordance with the regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. All employment practices and activities are conducted on a non-discriminatory basis. This policy is neither exhaustive nor exclusive. The Borough is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. This policy is neither exhaustive nor exclusive. The Borough is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

7.2.1 General. The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers with 15 or more employees to ~~not~~ refrain from engaging in acts and practices that discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

7.2.2 ADA Coordinator. The Borough ADA Coordinator is responsible for implementing this policy, including the resolution of any requests for reasonable accommodation, modifications, and questions ~~of safety/direct threat, and~~ undue hardship ~~issues~~. The ~~finance director~~ HR Representative or ~~his or her~~ designee serves as the ~~City and~~ Borough's ~~of Wrangell's~~ ADA Coordinator~~. The ADA Coordinator~~ and is responsible for coordinating the efforts of the Borough to comply with Title II of the Americans with Disabilities Act, and investigating any complaints that the Borough has violated Title II. Complaints that a program, service, or activity of the City and Borough of Wrangell is not accessible to persons with disabilities should be directed to the ADA Coordinator.

Commented [A55]: Borough Manager, Accounting Generalist, or other designee?

7.2.3 Hiring Practices. It is the policy of the City and Borough of Wrangell to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. The Borough will provide reasonable accommodations for qualified employees within its hiring process, as requested. When an individual with a disability ~~is~~ requests accommodation during the Borough's hiring process and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety, and well-being of themselves or others in the workplace, when the threat cannot be eliminated by reasonable accommodation, will not be hired.

7.2.4 Workplace Accommodations. The City and Borough of Wrangell will ~~reasonably~~ grant reasonable accommodations for qualified employees with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Borough. Employees should contact their department director with any questions or requests for accommodation.

7.2.5 Accommodations in and Modifications to Borough Programs and Services. ~~The City and Borough of Wrangell will ,~~ Upon request, the Borough will provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City and Borough of Wrangell's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. The City and Borough of Wrangell will make all reasonable modifications to its policies and programs to ensure that people with disabilities have the opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City and Borough of Wrangell should contact the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event. The City and Borough of Wrangell will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids or services or reasonable modifications of policy.

7.2.6 Service Animals. According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items." A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings on City and ~~&~~ Borough of Wrangell property and may attend any class, meeting or other event. There may be an exception to certain areas. Employees requesting accommodation for a disability that includes a service animal must contact the ADA Coordinator and complete a Documentation of Disability form.

7.2.6.1 Service Animal Requirements. Requirements of service animals and their owners are as follows:

- All animals must be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.
- Animals must wear a rabies vaccination tag.
- All dogs must be licensed per state and municipal law.
- Service animals must wear an owner identification tag (which includes the name and phone number of the owner) at all times.
- Animals must be in good health.

- Animals must be on a leash, harness or other type of restraint at all times, unless the owner/partner is unable to retain an animal on leash due to a disability.
- The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner/partner.
- The owner/partner must provide the ADA Coordinator with information as to how the animal accommodates for the individual's disability.

7.2.6.2 Reasonable Behavior Required. Reasonable behavior is expected from service animals while on City and & Borough of Wrangell property. The owners of disruptive and aggressive service animals may be asked to remove them from the facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until the owner takes significant steps to mitigate the behavior.

7.2.6.3 Cleanliness. Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner/partner is expected to clean and dispose of all animal waste.

7.2.6 ADA Grievance Procedure. This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City and Borough of Wrangell. Other portions of this Personnel Policy govern employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as the name, address, and phone number of the complainant and the location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant or his or her designee as soon as possible but no later than 60 days after the alleged violation to the ADA Coordinator. Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City and Borough of Wrangell and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his or her designee does not satisfactorily resolve the issue, the complainant or his or her designee may appeal the decision within 15 calendar days after receipt of the response to the Borough Manager or his or her designee. Within 15 calendar days after receipt of the appeal, the Borough Manager or his or her designee will meet with the complainant to discuss the complaint and possible

resolutions. Within 15 calendar days after the meeting, the Borough Manager or his or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his or her designee, appeals to the Borough Manager or his or her designee, and responses from these two offices will be retained by the City and Borough of Wrangell for at least three years.

This policy is neither exhaustive nor exclusive. The City and Borough of Wrangell is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

7.3 Policy Against Harassment, Retaliation, and Discrimination. The City and Borough of Wrangell is committed to providing a work environment that is free from all forms of harassment, intimidation, retaliation, and discrimination. Actions, words, jokes, or comments based on an individual's gender, gender identity, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic is considered harassment and discrimination and will not be tolerated. Employees found to have taken actions inconsistent with, or in violation of, the Borough's Equal Employment Opportunity and Anti-Harassment policies, or this policy, shall be subject to disciplinary action, up to and including termination of employment. Additionally, managers and supervisors who knowingly permit activity prohibited by this policy to occur without further action will be subject to disciplinary action up to and including termination.

7.3.1 Harassment, Defined. Harassment is defined as unwanted communication and/or conduct by a supervisor, coworker or non-employee in the workplace which threatens, intimidates, offends, creates a hostile working environment or adversely affects the employment relationship or working environment for an employee or applicant for employment and is based on the employee or applicant's race, color, religion, sex, gender, sexual orientation, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, or genetic information. Harassment may include slurs, abusive language, threats, derogatory comments, unwelcome jokes, teasing and other such verbal or physical conduct.

7.3.2 Sexual Harassment. Sexual harassment is a form of harassment. The Borough is committed to providing its employees and applicants for employment an environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment is misconduct that is offensive, interferes with work productivity or deprives employees of the opportunity to work in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances and sexually oriented communication, requests for sexual favors and other such verbal or physical misconduct. Sexual Harassment does not refer to casual conversation or compliments of a socially acceptable nature. Sexual harassment is a violation of the law.

7.3.2.1 Forms of Sexual Harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, written, or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

7.3.2.2 Examples of Sexual Harassment. Sexual harassment may include, but is not limited to:

- Sexual or suggestive comments, gestures, pictures or jokes;
- Sexual propositions or innuendo;
- Sexist remarks;
- Patting, pinching, grabbing or other unwanted touching;
- Unwanted sexual advances;
- Unwanted staring or leering;
- Granting or promising to grant employment benefits or opportunities because of an individual's submission to sexual advances or sexual favors;
- Harassment not of a sexual nature directed against an individual that concerns the individual's gender.

7.3.2.3 Applicability. This policy against sexual harassment applies to the conduct of a supervisor toward a subordinate; an employee toward another employee; an employee toward a non- employee; a non-employee, such as a member of the community seeking Borough services, volunteers, contractors, or business visitors toward an employee; or an employee toward an applicant for employment.

7.3.3 Intimidation. Intimidation, also called workplace bullying, happens when a co-worker, supervisor, or direct report uses physical threats, blackmail, or verbal abuse to manipulate an employee for professional or personal advantage. It can occur over time, and can negatively affect employees, customers, and workplace atmospheres. Intimidation will not be tolerated in the City and ~~&~~ Borough of Wrangell workplaces.

7.3.4 Retaliation. The City and ~~&~~ Borough of Wrangell prohibits retaliation even if the concerns raised are not confirmed following an investigation. However, an employee may be subject to adverse action if the employee knowingly made a false allegation, provided false or misleading information in the course of an investigation, or otherwise acted in bad faith. This non-retaliation policy does not exempt employees from the consequences of their own misconduct or inadequate performance, and self-reporting such issues is not protected.

7.3.5 Complaint Procedure. Individuals who believe they have been discriminated against or harassed in any way, or are aware of activities occurring in the workplace that might constitute discrimination or harassment, must report the perceived discrimination or harassment immediately to an immediate supervisor, the Borough Manager, or any other manager-level Borough staff member to whom the individual feels comfortable speaking with. In addition, any supervisor or Department Head who becomes aware of possible harassment, intimidation, retaliation, or discrimination must immediately advise the Borough Manager so it can be investigated in a timely and confidential manner. Anyone engaging in harassment, intimidation, retaliation, or discrimination will be subject to disciplinary action, up to and including termination of employment.

7.3.5.1 Investigation by Borough. All allegations will be quickly and discreetly investigated. To the extent possible, confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the accuser will be informed of the outcome of the investigation.

7.4 Sexual Misconduct. The City and ~~&~~ Borough of Wrangell will not tolerate and will seek to eradicate any behavior by its employees, contractors, or volunteers that constitutes sexual misconduct.

7.4.1 Sexual Misconduct, Defined. Sexual Misconduct means any actual or attempted criminal sexual assault, sexual abuse, sexual exploitation, indecent or sexual solicitation, or public indecency. Sexual Misconduct does not include sexual harassment, which is addressed in another policy.

7.4.2 Reporting Sexual Misconduct. ~~It is the policy of the City & Borough of Wrangell to encourage~~ Victims of sexual misconduct, and their parents or guardians in the case of minors, are encouraged to report such conduct. This policy shall be made available to all employees. Any incident of Sexual Misconduct must be reported as quickly as possible, in confidence. Employees and volunteers shall report any known or suspected incident of sexual misconduct to their direct supervisor, the Borough Manager, or the ~~Human Resources Director~~HR Representative. If the report is made to the supervisor, that individual shall notify the ~~Human Resources Director~~HR Representative. If the person to whom an employee or volunteer is directed to report is the offending person, the report should be made to the Human Resources Director, the local police, or the Alaska Office of Children's Services.

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Commented [A57]: Accounting Generalist?

7.4.3 Procedure Upon Receipt of Report. It is not the responsibility of the person reporting to determine whether the suspicions are correct, or to investigate those suspicions. According to state law, any case of known or suspected child abuse of a minor must be reported immediately to the Human Resources Director, a police officer, or the Alaska Department of Health & Social Services, Office of Children's Services. In the event that the Human Resources Director is the first notified of an incident of known or suspected child abuse, they shall immediately notify the child's parent or legal guardian, unless the parent or legal guardian is the alleged abuser. The appropriate legal authorities shall be notified immediately as required by state and local law. All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

7.4.4 False Accusation Prohibited. False accusations regarding sexual misconduct will not be tolerated, and any person knowingly making a false accusation will be subject to disciplinary action up to and including termination.

7.4.5 Retaliation Prohibited. The City and ~~&~~ Borough of Wrangell will not tolerate retaliation and will discipline any individual who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies, assists, or participates in an investigation, a proceeding or a hearing relating to sexual misconduct complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

7.4.6 Administrative Suspension During Investigation. Any employee or volunteer involved in a reported incident of sexual misconduct may be immediately relieved of responsibilities, or may be suspended, as determined by the Borough Manager. Reinstatement will occur only after all allegations of sexual misconduct have been cleared by the organization.

7.4.7 Borough Recourse. Any employee, contractor or volunteer who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action up to and including termination.

CHAPTER EIGHT

EMPLOYEE DISCIPLINE

8.1 General Statement of Policy. In the event that an employee engages in misconduct by violating the Borough's employment policies, or fails to meet established performance standards, the employee may be subject to disciplinary action. Although in most cases the Borough will attempt to permit its employees an opportunity to improve prior to imposing formal discipline, whether, and the extent to which, an employee is disciplined will depend upon a variety of factors, including the frequency, nature, and severity of the misconduct. The Borough Manager or other designee shall be responsible for administering the Borough's employee discipline policies and procedures.

8.2 Grounds for Discipline. It is impossible to provide an exhaustive list of the actions that may be sufficient to justify employee discipline. Some of the reasons that an employee may be disciplined include, but are by no means limited to:

8.2.1 Falsifying information on an application or resume, or otherwise being untruthful in the execution of official work duties.

8.2.2 Theft, including time theft by means of falsifying information on time sheets, or intentionally avoiding or delaying active work during a shift.

8.2.3 Insubordination.

8.2.4 Excessive absences, tardiness, or failure to comply with the Borough's procedures for reporting absences~~, including failure to return to work after commercial fishing, or other absence~~.

8.2.5 Use of alcohol or controlled substances or misuse of prescription medication while performing work duties. This includes working under the influence of prescribed drugs if used in conjunction with any activity that the prescribing medical professional, or the label on the prescription container, indicates should be avoided while under the drug's influence~~ should not be used in certain situations and the employee is taking the drug while working under any of those proscribed situations~~.

8.2.6 Harassment or sexual harassment of other employees or members of the public, or making a false allegation of harassment or sexual harassment against another.

8.2.7 Violating ~~the Borough's~~ applicable safety standards, including those prescribed by law or Borough policy.

8.2.8 Failure to meet reasonable work standards and requirements, or to complete reasonable tasks as necessary.

8.2.9 Negligence or improper conduct.

8.2.10 Smoking in prohibited areas.

8.2.11 Violating any of the policies and procedures set forth in this Handbook.

8.2.12 Engaging in other forms of misconduct, including misconduct that has an adverse effect upon the ability of other employee to fully and efficiently execute his or her work duties, or to enjoy the benefits and privileges of Borough employment.

8.2.13 Failure to meet the minimum requirements outlined in a job description within the requisite period of time.

8.3 Progressive Disciplinary System. The Borough is committed to ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The primary purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. By using progressive discipline, the Borough intends that most employee problems will be corrected at an early stage, benefiting both the employee and the Borough. However, the Borough is not required to address employee performance issues using progressive discipline, and if it elects to do so, it may begin with the disciplinary action that it, in its sole discretion, determines is warranted based upon the totality of the circumstances.

8.3.1 Statement of Purpose. It is the Borough's policy to administer equitable and consistent discipline in instances where employees engage in unsatisfactory or improper conduct. Although the Borough adheres to the principle that the best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels, it recognizes that there may exist instances in which employee misconduct, depending upon the circumstances, will warrant forms of disciplinary action that fall outside the scope of its progressive discipline system, such as suspension or immediate termination.

8.3.2 Forms of Discipline. Progressive discipline means that, with respect to most disciplinary problems, the Borough will elect to follow the following steps:

8.3.2.1 Verbal Warning. If an employee's infraction is minor, isolated, or the circumstances otherwise do not warrant a more serious response, an employee may be issued an oral reprimand. In administering this step, a supervisor will hold a private discussion with the employee in which ~~he or she details~~ the supervisor explains which of the employee's behaviors ~~that~~ have violated Borough policy and coaches the employee on how to correct that behavior. The supervisor should maintain a record to document the discussion, although this documentation will not be placed in the employee's personnel file.

8.3.2.2 Formal Reprimand. If the Borough, in its sole discretion, determines that an employee's violation is greater in severity than that justifying merely a~~n oral~~ verbal ~~reprimand~~ warning, or the employee has already received a~~n oral~~ verbal warning regarding the same or similar violation, the employee may be issued a formal written reprimand. It shall clearly set out the policies that have been violated, explain what the employee should have done differently, provide a

timeline for correcting the infraction, if applicable, and explain which disciplinary steps may be taken if the employee commits other violations. The written reprimand should be signed by the employee, who shall retain a copy, and placed within his or her personnel file.

8.3.2.3 Formal Disciplinary Meeting. The employee is called in for a formal disciplinary meeting with their supervisor and/or their Department Director~~Head~~, along with the Borough Manager or other Human Resources staff. They~~r~~ employee will be presented with a full explanation of the allegations against them, and will be provided ~~have~~ an ~~chance~~ opportunity to explain or otherwise justify their ~~side~~ actions. If unsuccessful, the employee and will again receive a written record of the action that clearly sets out the policies that the employee has violated, explains what the employee should have done differently, provides a timeline for correcting the infraction, and explain which disciplinary steps may be taken if the employee commits other violations. ~~with goals towards correction and a timeline for such.~~ This written record may be in the form of a Performance Improvement Plan. If necessary, the Borough Manager or HR personnel will investigate any concerns the employee ~~brings up~~ raises during the meeting. The signed, written document becomes a part of the personnel file.

8.3.2.4 Suspension With or Without Pay; Demotion; Reassignment; or Termination. If an employee has a documented history of repeatedly failing to meet performance standards, or has engaged in misconduct that is severe, pervasive, or egregious, the employee may be suspended with or without pay, demoted, reassigned, or involuntarily terminated. The penalty will be applied uniformly and fairly, but the specific penalty that is applied will depend~~ing~~ on the ~~type~~ nature of the employee's offense. ~~It will not result in an adverse impact for protected groups. Prior to~~ Any penalties ~~being given~~ imposed pursuant to this section must be ~~the Borough Manager must be contacted and approve of the plan of action~~ administered according to the procedures set forth in Section 8.4. ~~This~~ A record of any action taken pursuant to this section shall be documented and ~~becomes~~ made a part of the employee's personnel file. The Borough must consult with the Borough Attorney prior to taking action related to any form of discipline described by this section.

8.4 Pre-Deprivation and Appeal Procedures. Except for temporary, confidential/managerial, and contract employees, who are employed at will and to whom these procedures are inapplicable, discipline involving an employee's suspension without pay, demotion, reassignment, or involuntarily termination shall be accomplished according to the following procedures.

8.4.1 Written Notice. Prior to taking the disciplinary action, the Borough shall give written notice that it intends to suspend without pay, demote, reassign, or involuntarily terminate the employee for disciplinary reasons. Such notice shall: describe with specificity the allegations against the employee; state the ways in which such allegations violate the Borough's employee policies; notify the employee of the disciplinary actions that are being contemplated; explain that the employee has a right to request a pre-

deprivation hearing within five (5) business days, and that his or her failure to do so will effectively waive any such right; and, provide an overview of the hearing procedures.

8.4.2 Request for Pre-Deprivation Hearing. Employees who receive notice under this section are entitled to a pre-deprivation hearing only if within five (5) business days of that notice they submit a written request to the Borough Manager. The written request must explain why the employee believes that the proposed action is improper or unwarranted under the circumstances. The failure to do so will be considered his or her knowing waiver of both the right to a pre-deprivation hearing, as well as the right to any appellate review of the Borough's disciplinary action.

8.4.3 Pre-Deprivation Hearing Procedures. If an employee makes a written request for a hearing, such hearing shall be conducted within ten (10) business days of the date that the Borough Manager received the employee's written request. Pre-deprivation hearings shall be before either the Borough Manager or the Borough Manager's designee, which may include a hearing officer appointed for this purpose. At the hearing, the employee shall be given the opportunity to explain or rebut the facts or allegations that form the basis for the disciplinary action. The employee may call witnesses on the employee's behalf and may be assisted or represented by counsel at the hearing. Upon its conclusion, the Borough shall consider all the relevant evidence and render a written decision within seven (7) business days.

8.4.4 Appeal to Personnel Committee. All regular employees in the Borough's classified service have the right to appeal the outcome of a Pre-Deprivation Hearing within five (5) business days after receiving the written decision prescribed by Section 8.4.3. Such appeals must be submitted to the Borough Clerk in writing and must include a summary of all relevant facts, a description of the disciplinary action, and an explanation regarding why the employee believes the action is inappropriate. Membership on the Personnel Committee shall be determined by ordinance adopted by the Borough Assembly.

8.4.4.1 Procedures on Appeal. Appeals from disciplinary actions shall proceed as follows:

(A) The Borough Clerk shall provide a copy of the appeal to the Borough Manager no later than the next business day following its filing.

(B) Within five (5) days after the filing of a written appeal with the Borough Clerk, the Borough Manager or designee shall file with the Borough Clerk a written answer to the appeal, which sets forth any facts in dispute, and provides an explanation as to why the disciplinary action is justified. Such answer shall be provided to the employee by means of personal delivery or mail.

(C) After receiving the written answer, the Borough Clerk shall set the date for a hearing regarding the appeal and shall provide notice to both the employee and the Borough Manager of the same.

(D) At the hearing the employee shall present any evidence, oral testimony, or witnesses. Thereafter, the Borough~~City~~ Manager or designee shall present

Commented [A58]: Please confirm this time period.

Commented [A59]: Yes to all timelines in this section.

Commented [A60]: Please confirm this time period.

Commented [A61]: Please confirm this time period.

Commented [A62]: Please confirm.

Commented [A63]: As we have discussed, this section provides a subsequent level of appeal, which envisions the creation by ordinance of a standing Personnel Committee to hear appeals from pre-disciplinary hearings.

Commented [A64]: Committee may not include members of the Assembly as it is prohibited by Charter.

evidence, oral testimony, or evidence as he or she deems appropriate. Following the close of the Borough Manager's presentation, both sides shall be permitted an opportunity to present rebuttal testimony.

(E) After the parties have completed the submission of evidence, the appealing employee may make any statement by way of argument, which may be answered by the Borough Manager or designee, after which the appealing employee may offer a closing argument as desired.

(F) Any member of the Personnel Board may call additional witnesses, or request the presentation of additional testimony, and the Personnel Board has authority to adjourn the proceedings until a future date for that purpose if necessary.

(G) There shall be no formal restrictions on the kind of or form of evidence presented so long as it is pertinent to the appeal and is not unduly repetitive, but the Personnel Board by majority vote may limit repetitive evidence and may restrict evidence to matters pertinent to the hearing and to evidence which they would find credible.

(H) The Personnel Board has power to uphold the disciplinary action, to set aside the disciplinary action completely restoring the appealing employee in the classified service to his or her former position and to any and all pay which may have been lost because of the disciplinary action, or if the Personnel Board feels it necessary in the interest of justice that some disciplinary action be taken but that the particular disciplinary action was too extreme, it shall determine what the proper disciplinary action should be.

(I) The decision of the Personnel Board may be made by a majority of the Board and shall be final and binding on the employee and on the Borough.

(J) Copies of the appeal, the answer to the appeal, and the written decision of the Personnel Board shall become a part of the personnel file of the appealing employee.

8.4.5 Administrative Leave With Pay. At the Borough Manager's discretion, employees may be suspended with pay during the course of any investigation regarding allegations of employee misconduct, pending the outcome of the pre-deprivation process, or in any case in which the Borough Manager believes that the employee's presence at the worksite may constitute an immediate threat to the health and safety of any person.

8.5 Employee Grievances. The Borough recognizes the value of a grievance procedure that provides for the timely review of employee grievances in a fair yet workable manner. A grievance is considered to be any dispute between an employee and the Borough which impacts an employee's ability to perform his or her job. For the purposes of this Chapter, grievances are oral or written communications by an employee that alleges some violation of the terms and

conditions of his or her employment. Temporary, confidential/managerial, probationary, and contract employees are employed at will, and are not entitled to the grievance procedure.

8.5.1 Actions Exempt from Grievance Procedure. Employees are only permitted to appeal disciplinary actions pursuant to the limitations and procedures set forth in Sections 8.1-8.4 of these Personnel Regulations.; therefore, such matters may not be the subject of the Borough's Employee Grievance Procedures. Similarly, employees may not initiate grievances regarding the Borough's decision not to permit withdrawal of a resignation from employment that has been accepted by the Borough.

8.5.2 Employee Grievance Procedures.

8.5.2.1 Step One. The employee must verbally communicate a grievance to his or her immediate supervisor within five (5) business days of the occurrence of the event or condition giving rise to the grievance.

8.5.2.2 Step Two. If the employee's grievance is not resolved following completion of Step One, the employee must within five (5) business days submit a written grievance to the applicable Department Director~~Head~~. The grievance must state with specificity the grounds for the grievance and explain how the employee believes the matter may be appropriately resolved. The Department Director~~Head~~ shall submit a written reply to the employee within five (5) business days of receiving the employee's written grievance.

8.5.2.3 Step Three. If the grievance is not resolved upon completion of Step Two, the employee must within five (5) business days submit his or her written grievance to the Borough Manager. The employee should attach any pertinent information, including communications related to Steps One and Two. Within seven (7) business days, the Borough Manager shall meet with the employee to discuss the grievance, as well as with any applicable Department Director~~Head~~ and immediate supervisor. Following this meeting, the Borough Manager will issue a written decision within seven (7) business days, which shall be final, binding, and be retained permanently in the employee's personnel file.

8.5.3 Failure to Meet Requirements of Grievance Procedures.

8.5.3.1 By Employee. Eligible employees may initiate formal grievances only according to the prescribed procedures. Failure to follow such procedures, or to do so within the established timeframes, shall be considered a waiver of the grievance.

8.5.3.2 By Borough. The Borough's failure to adhere to the prescribed grievance procedure shall result in the grievance advancing to the next step. Time frames may be extended by mutual agreement of the employee and the Borough.

CHAPTER NINE

PERFORMANCE EVALUATIONS AND PERSONNEL RECORDS

9.1 Performance Evaluations. Although supervisors and employees are encouraged to regularly discuss issues related to job performance and to establish appropriate goals, the Borough conducts regular performance evaluations for all employees. Performance evaluations will be maintained in each employee's personnel file, and a copy will be provided to the employee each time an evaluation is conducted.

9.1.1 Purpose. The Borough uses performance evaluations for the following purposes:

9.1.1.1 To provide a basis for informed decisions on such matters as promotion, work assignments, training recognition, and continuation of employment;

9.1.1.2 To ensure employees remain advised of what is expected of them, and whether they are meeting these expectations;

9.1.1.3 To encourage the development of new skills that improve work performance, and increased commitment to both the Borough and meeting departmental goals and objectives;

9.1.1.4 To establish a basis for understanding and meeting an employee's own need for growth and development;

9.1.1.5 To foster an effective working partnership between supervisor and employee;

9.1.1.6 To determine the effectiveness of appointment and promotion decisions; and

9.1.1.7 To serve as a reference for employment-related decisions, such as the decision whether to grant a merit pay increase, to promote the employee to a new position, or to impose disciplinary measures.

9.1.2 Scheduled Performance Evaluations. Generally, performance evaluations are conducted on an annual basis; however, they may otherwise be completed from time to time as indicated below.

9.1.2.1 Prior to Completion of Probationary Period. Probationary employees, including employees who have been transferred or promoted to new positions, in most instances will undergo performance evaluations prior to the scheduled expiration of their probationary period. The purpose of this evaluation is to not only provide the employee with feedback regarding their performance, but also to make related determinations, such as whether to extend the probationary period, or to provide the employee with a salary adjustment.

9.1.2.2 Annual Performance Evaluations. The Borough will endeavor to provide regular employees shall receive a performance evaluation within the 14-day period prior

Commented [A65]: This sentence does not make sense. Needs to be re-written

to their first anniversary date. After an employee's first annual performance evaluation has been completed, the employee will in most cases subsequently receive a performance evaluation prior to the completion of each fiscal year.

9.1.2.3 Discretionary Performance Evaluations. The Borough may conduct additional performance evaluations from time to time as deemed necessary to address specific performance-related matters, as may be necessary after a disciplinary action or performance improvement plan has been completed, or at such other time as the Borough deems appropriate and beneficial.

9.2 Employee Records. The ~~City and~~ Borough ~~of Wrangell~~ maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment-related records. Personnel files are the property of the City and Borough of Wrangell, and access to the information they contain is restricted. Access to these files ~~by anyone other than~~ is generally limited to the Borough Manager, his or her designee, the employee's immediate supervisor, and the employee's department director~~head~~ and must be approved by the Borough Manager, save for the fact that the Finance Director, or designee, may have access to payroll records. Employees shall be advised as to other persons who may be granted access to these files.

9.2.1 Employee Inspection. With reasonable advance notice, employees may review and copy their own personnel files in the Borough offices and in the presence of an individual appointed by the Borough Manager to maintain the files. In accordance with applicable law, the information in an employee's personnel file is confidential except such information as would be public information in the personnel file of an ~~state~~ employee. The Borough may require an employee or former employee who requests copies of material to pay the reasonable cost of duplication.

9.2.2 Changes to Personnel Information. An employee may submit a rebuttal or clarification statement regarding letters of warning or reprimand contained in the employee's personnel file, which shall remain as part of the employee's permanent record. It is the responsibility of each employee to promptly notify the Borough of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should always be accurate and current.

Commented [A66]: This system envisions a process by which new employees are given their first annual performance evaluation on or around the first anniversary of their date of hire, and all subsequent annual evaluations are thereafter given at any time prior to the close of each subsequent fiscal year.

It does not end up being exactly a year between the first and second evaluations, but the tradeoff is that you are not required to constantly track anniversary dates, and can instead adopt a predictable schedule where you knock out most evaluations each Spring.

Commented [A67]: No. It is too difficult to conduct all evaluations at one time of the year.

CHAPTER TEN

SEPARATIONS FROM BOROUGH EMPLOYMENT

10.1 Nature of Separations. The termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. This chapter describes the common reasons for separations from employment with the Borough, as well as the policies and procedures that govern them.

10.2 Resignation. Unless otherwise specified by mutual agreement, employees may resign from Borough employment for any reason, and with or without notice. However, an employee may only resign in good standing, and remain eligible for employment with the Borough, if the employee submits a written resignation to the Borough at least 14 days prior to his or her last working date. This requirement may be waived upon approval by the Borough Manager where emergency circumstances do not permit such notice, or where the Borough is capable of making adequate arrangements to accommodate the vacancy that results.

10.2.1 Effective Date of Resignation. An employee's effective date of resignation shall be the last date that they perform work for the Borough.

10.2.2 Acceptance by Borough; Effect of Acceptance. A resignation is deemed to have been accepted by the Borough immediately upon its receipt. An employee may request to withdraw a tendered resignation prior to their effective resignation date; however, the decision to permit withdrawal is left to the sole discretion of the Borough Manager.

10.2.3 Resignation Due to Unexcused Absence. The Borough may, at its sole discretion, deem employees as having abandoned their position with the Borough and resigned from employment if they fail to report to work for three or more consecutive scheduled shifts without providing the notice required by this Handbook.

10.3 Retirement. Borough employees who participate in the State of Alaska Pubic Employees' Retirement Program (PERS) may be eligible to receive retirement benefits after dedicating a sufficient number of years of service to government entities that participate in the program, so long as they meet program criteria. Any questions should be directed to the ~~Borough Finance Director.~~HR Representative

10.4 Layoffs. The Borough maintains sole and exclusive authority to determine whether to lay off any employee whenever budgetary constraints necessitate a reduction in force, or some other reorganization of the Borough's workforce occurs. Employees who have been laid off are not entitled to any pre-deprivation hearing prior to their dismissal.

10.5 Termination. Terminations are involuntary separations from Borough employment for reasons other than layoff. Except for confidential/managerial, temporary, and contract employees, who may be terminated with or without cause at any time, involuntary terminations shall be accomplished pursuant to the procedures set forth at Section 8.4 of these Personnel Regulations.

10.6 **Severance Pay.** The Borough generally does not provide severance pay to individuals who have been employees. The Borough never grants severance pay to non-exempt employees whose employment is terminated. However, the Borough reserves the right to make exceptions to the above policy in its sole and absolute discretion. One common exception is severance pay as provided for in the individual employment contracts of certain exempt Borough employees.

10.7 **Effect of Separation on Employee Benefits.** All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of terms, conditions, and limitations of such continuance.

10.8 **Exit Interviews.** The Borough will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the Borough, or return of Borough-owned property. Suggestions, complaints, and questions can also be voiced.

Commented [A68]: This section needs to be improved to include a full interview of the employee by the HR Rep or the Borough Manager, or a department director.

10.9 **Return of Borough Property on Separation.** Employees are responsible for items issued to them by the City and Borough of Wrangell or in their possession or control, and are required to return all property to the Borough on or before their last day of work. Where permitted by applicable laws, the City and Borough of Wrangell may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City and Borough of Wrangell may also take all action deemed appropriate to recover or protect its property.

10.10 **Final Payment.** Employees who experience a separation from Borough employment will receive their final pay in accordance with applicable state law.

Commented [A69]: At the correct place in his document there needs to be clear provisions for cameras in the work place and vehicle tracking system.

Commemorating the 100th Anniversary of the Irene Ingle Public Library November 2021

WHEREAS, the Irene Ingle Public Library is celebrating its 100 year anniversary of providing Library services to the community of Wrangell in 2021; and

WHEREAS, the public library was founded in Wrangell, Alaska in November of 1921; and

WHEREAS, in 1974, bonds were sold in the amount of $157,000 to construct a building specifically designed for a library. The total cost of the building was $176,000; and

WHEREAS, the City Council named the library in honor of Irene Ingle when she retired in 1980 after 33 years of service; and

WHEREAS, in 1993, an expansion and renovation project were completed which is now the current library. Grants totaling $653,344 were received from the State of Alaska and the federal government for most of the costs, with the City of Wrangell contributed in-kind donations and cash amounting to $8,000; and

WHEREAS, a grant was received by the Friends of the Library and the construction of the gazebo, additional parking, and landscaping was completed in 2001; and

WHEREAS, in 2006, the roof was replaced for $162,648 of which the USDA granted $100,000; and

WHEREAS, the Irene Ingle Public Library provides many benefits to the community such as: free access to materials and resources; improves the quality of life to the Wrangell community; contributes to public education; provides lifelong learning opportunities to residents; serves as a community center; provides free community meeting space; provides internet access; offers workshops on subjects relevant to community interests and needs; and provides various programs to improve literacy and reading skills; and

WHEREAS, the Irene Ingle Public Library has had long term successful partnerships with the Wrangell Cooperative Association, Friends of the Library, Wrangell Chamber of Commerce, Wrangell Public School District, Wrangell Parks and Recreation, local businesses, and its patrons, to further the services provided; and

WHEREAS, the Friends of the Library will be hosting an Open House and Reception on October 28, 2021 from 2:00pm to 4:00pm to celebrate; and

WHEREAS, public libraries are vital community centers providing essential services to the residents of their municipalities, even more so during these difficult economic times.

NOW, THEREFORE, BE IT RESOLVED by Mayor Stephen Prysunka, and the Borough Assembly of the City and Borough of Wrangell, Alaska, that it hereby commemorates the 100th anniversary of the Irene Ingle Public Library.

_____
Stephen Prysunka, Borough Mayor

ATTEST:_____
Kim Lane, MMC, Borough Clerk

Minutes of Regular Assembly Meeting

Held on September 14, 2021

Mayor Prysunka called the Regular Assembly meeting to order at 7:00 p.m., September 14, 2021, in the Borough Assembly Chambers. Assembly Member Courson led the pledge of allegiance, and the roll was called.

PRESENT: COURSON, HOWE, DALRYMPLE, GILBERT, MORRISON, PRYSUNKA

ABSENT: POWELL

Borough Manager Von Bargen and Borough Clerk Lane were also in attendance.

CEREMONIAL MATTERS – None.

PERSONS TO BE HEARD / PUBLIC CORRESPONDENCE

Breanna Walker, Salmon Beyond Borders outlined what they were asking for on discussion item (13a), Resolution to temporarily halt the permitting, exploration, development, and expansion of Canadian Mines along the Alaska – British Columbia transboundary salmon rivers.

Tis Peterman, Southeast Alaska Indigenous Transboundary Commission also asked for the "pause" any permits for mines on the Southeast Alaska Region.

AMENDMENTS TO THE AGENDA – None.

CONFLICT OF INTEREST

Courson declared a Conflict of Interest to the Executive Session, due to personal reasons. Prysunka accepted Courson's declaration. There were no objections from the Assembly.

CONSENT AGENDA

a. Minutes of the August 24, 2021 Regular Assembly Meeting
b. POA-2021-00418 Permit Application from Garrett Gablehouse to Utilize and Maximize the Length of His Property

M/S: Gilbert/Courson to approve the Consent Agenda, as presented. Motion approved unanimously by polled vote.

BOROUGH MANAGER'S REPORT

Manager Von Bargen's report was provided.

Captain Dorianne Sprehe provided a COVID-19 update.

BOROUGH CLERK'S REPORT

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS

Prysunka reported that he signed onto a letter (along with other AK Mayors) that AML submitted on the Telehealth Legislation that went to the State Legislature and had provisions that extended the ability for doctors and nurse practitioners using Telehealth and lowered some of the hospital staff requirements; the

Legislation failed when an amendment was added to it, last minute; AML is asking the Legislature for help in the healthcare field.

Prysunka also gave an overview of SEAPA and what they do for our community; discussed the underwater cable failure; successfully replaced that cable this last summer.

MAYOR AND ASSEMBLY APPOINTMENTS – None.

PUBLIC HEARING

11a ORDINANCE No. 1009 AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE TO LOT 12-3, ZIMOVIA VIEW SUBDIVISION (PLAT NO. 86-2) FROM LIGHT INDUSTRIAL TO SINGLE FAMILY RESIDENTIAL

Mayor Prysunka declared the Public Hearing open on this item.

There were no persons to speak on this item.

Manager Von Bargen gave a brief administrative report on this item.

Mayor Prysunka declared the Public Hearing closed.

M/S: Morrison/Howe to approve Ordinance No. 1009. Motion approved unanimously by polled vote.

11b RESOLUTION No. 09-21-1607 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA ESTABLISHING THE FEE SCHEDULE FOR THE WRANGELL MUNICIPAL LIGHT & POWER DEPARTMENT

Mayor Prysunka declared the Public Hearing open on this item.

There were no persons to speak on this item.

Manager Von Bargen gave a brief administrative report on this item.

Mayor Prysunka declared the Public Hearing closed.

M/S: Gilbert/Dalrymple to approve Resolution No. 09-21-1607. Motion approved unanimously by polled vote.

UNFINISHED BUSINESS – None.

NEW BUSINESS

13a Discussion Item: Transboundary Rivers Salmon (Requesting Resolution of Support)

In response to Dalrymple on if the Tahltan Tribe had signed onto the Resolution or if they were part of the group, Ms. Peterman stated that they have been in discussions with them for a couple of years but that no, they have not signed onto this.

Dalrymple stated that he would like to see Wrangell come up with a Resolution that meets our concerns specifically; would be valuable to speak to Federal agencies about the impacts to our region; believes

mining can be done, just needs to be done correctly; also to include that of all of the rivers that are at risk, Wrangell stands to be greatly impacted.

In response to Gilbert on how many communities have signed onto the Resolution that they provided, Ms. Walker stated that three communities, a number of tribal entities, and over two dozen businesses and organizations have signed on, again using the provided Resolution.

13b RESOLUTION No. 09-21-1606 OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA FOR ACCEPTANCE OF CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS AWARD TO NON-ENTITLEMENT UNITS OF LOCAL GOVERNMENT (NEUS) FROM THE ALASKA DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT (HEREINAFTER "DEPARTMENT")

M/S: Howe/Morrison to approve Resolution No. 09-21-1606.

Manager Von Bargen stated that this Resolution is required to receive the ARPA funds.

Gilbert asked that the wording "or designee" to the last paragraph where it states that the Borough Manager is authorized to execute subsequent amendment to said agreement.

Von Bargen stated that she would check with DCCED to see if that would be allowed and if so, would make the addition.

Motion approved unanimously by polled vote.

13c Approval of a Contract Award to Heller High Water, LLC in the Amount of $24,500 for the City Dock Fender Pile Repair Project

M/S: Gilbert/Morrison to approve a contract award to Heller High Water, LLC in the amount of $24,500 for the City Dock Fender Pile Repair project. Motion approved unanimously by polled vote.

13d RESOLUTION No. 09-21-1608 OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2022 BUDGET IN THE GENERAL FUND BY TRANSFERRING $41,000 FROM GENERAL FUND RESERVES TO THE POLICE DEPARTMENT BUDGET AND AUTHORIZING ITS EXPENDITURE FOR INSURANCE AND 911 SYSTEM SUPPORT

M/S: Gilbert/Courson to approve Resolution No. 09-21-1608. Motion approved unanimously by polled vote.

13e Approval of FY 2022 911 System Support Contract with Combix, Inc. in the Amount of $23,784

M/S: Gilbert/Courson to approve the FY 2022 911 System Support Contract with Combix, Inc. in the Amount of $23,784. Motion approved unanimously by polled vote.

13f Approval of Professional Services Agreement for FY 2022 Tax Assessment & Appraisal Services with Appraisal Company of Alaska in the Amount of $40,000

M/S: Howe/Dalrymple to approve the Professional Services Agreement for FY 2022 Tax Assessment & Appraisal Services with Appraisal Company of Alaska in the Amount of $40,000. Motion approved unanimously by polled vote.

ATTORNEY'S FILE

14 Available for Assembly review in the Borough Clerk's office.

EXECUTIVE SESSION

15 **EXECUTIVE SESSION –** To obtain legal advice from the Borough Attorney, for the Assembly and its Members, to avoid Future Legal Liability and to also invite the Borough Manager into the Session

M/S: Gilbert/Morrison moved to go into Executive Session with the Borough Attorney to obtain legal advice for the Assembly and its members to avoid future legal liability and to also invite the Borough Manager into the Session. Motion approved unanimously by polled vote.

Meeting recessed into Executive Session at 8:15 p.m.
Reconvened into Regular Session at 9:40 p.m.

Regular Assembly meeting adjourned at 9:40 p.m.

_____
Stephen Prysunka, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	6

Approval of Final Plat of the THRHA/Etolin Replat, a replat and subdivision of Lot B of Etolin Avenue Replat (2019-2) creating Lots B-1 and B-2, zoned Single Family Residential, owned and requested by Tlingit Haida Regional Housing Authority

SUBMITTED BY:
Carol Rushmore, Economic Development Director

Reviews/Approvals/Recommendations	
■	Commission, Board or Committee
Name(s)	Planning and Zoning Commission
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
FY 20: $	FY 21: $	FY22: $
Amount Budgeted:		
	FY20 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: 1. Final Plat of the THRHA/Etolin Replat; 2. Aerial

RECOMMENDATION MOTION:
Approved under the Consent Agenda.

SUMMARY STATEMENT:
The applicant purchased Lot B of the Etolin Avenue Replat from the Borough and is now further subdividing the lot into two parcels, each approximately 9,730 square feet. Each lot will have access from Etolin Ave. The minimum lot size in Single Family Residential is 5,000 square feet. The Planning and Zoning Commission approved the final plat at their September 9, 2021 meeting.

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE_____ _____
TLINGIT HAIDA REGIONAL HOUSING AUTHORITY

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA
CITY AND BOROUGH OF WRANGELL

THIS IS TO CERTIFY THAT ON THIS____DAY OF_____, 20____, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED_____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND_____ ACKNOWLEDGED TO ME THAT_____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

_____
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL ASSEMBLY AS RECORDED IN MINUTE BOOK_____ PAGE_____ DATED_____ 20____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, WRANGELL, ALASKA.

_____ _____
DATE MAYOR, CITY AND BOROUGH OF WRANGELL
ATTEST:

_____
CITY CLERK

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY PLAT RESOLUTION NO_____ DATED_____ 20____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

_____ _____
DATE CHAIRMAN, PLANNING COMMISSION

_____
SECRETARY

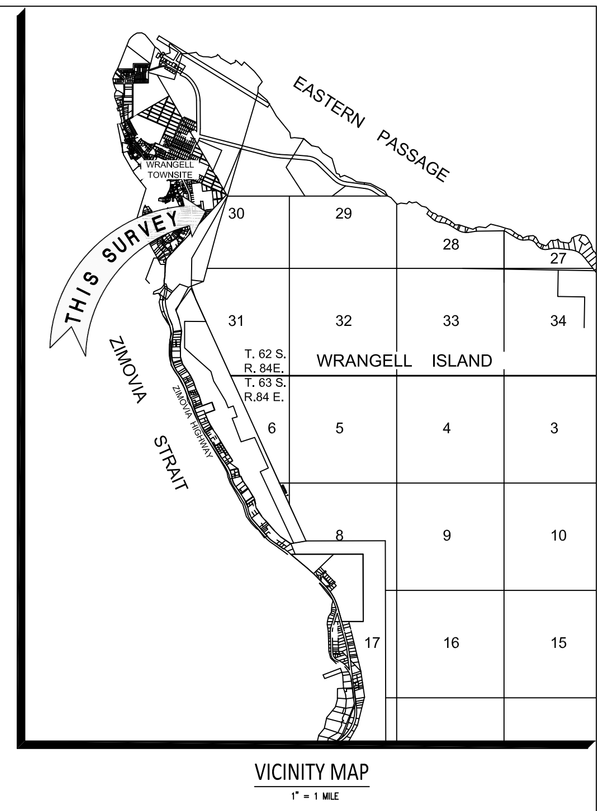
CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)ss

I THE UNDERSIGNED, AS THE PROPERTY TAX CLERK FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY, THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF

_____

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20_____ WILL BE DUE ON OR BEFORE OCTOBER 15, 20____ DATED THIS____ DAY OF_____.

_____
ASSESSOR CITY AND BOROUGH OF WRANGELL



VICINITY MAP
1" = 1 MILE

OWNERSHIP STATUS

1. LOT B, ETOLIN AVENUE REPLAT (TLINGIT HAIDA REGIONAL HOUSING AUTHORITY)

PROPOSED OWNERSHIP

1. LOT B-1, THRHA / ETOLIN REPLAT (TLINGIT HAIDA REGIONAL HOUSING AUTHORITY)
2. LOT B-1, THRHA / ETOLIN REPLAT (TLINGIT HAIDA REGIONAL HOUSING AUTHORITY)

PREVIOUS LOT AREAS

1. LOT B , ETOLIN AVENUE REPLAT (19,456 SQ. FT)

NEW LOT AREAS

1. LOT B-1 THRHA / ETOLIN REPLAT (9,730 SQ. FT)(0.223 ACRES)
2. LOT B-2 THRHA / ETOLIN REPLAT (9,727 SQ. FT)(0.223 ACRES)

PREVIOUS LOT ZONING

1. LOT B, ETOLIN AVENUE REPLAT (SINGLE FAMILY RESIDENTIAL)

NEW LOT ZONING

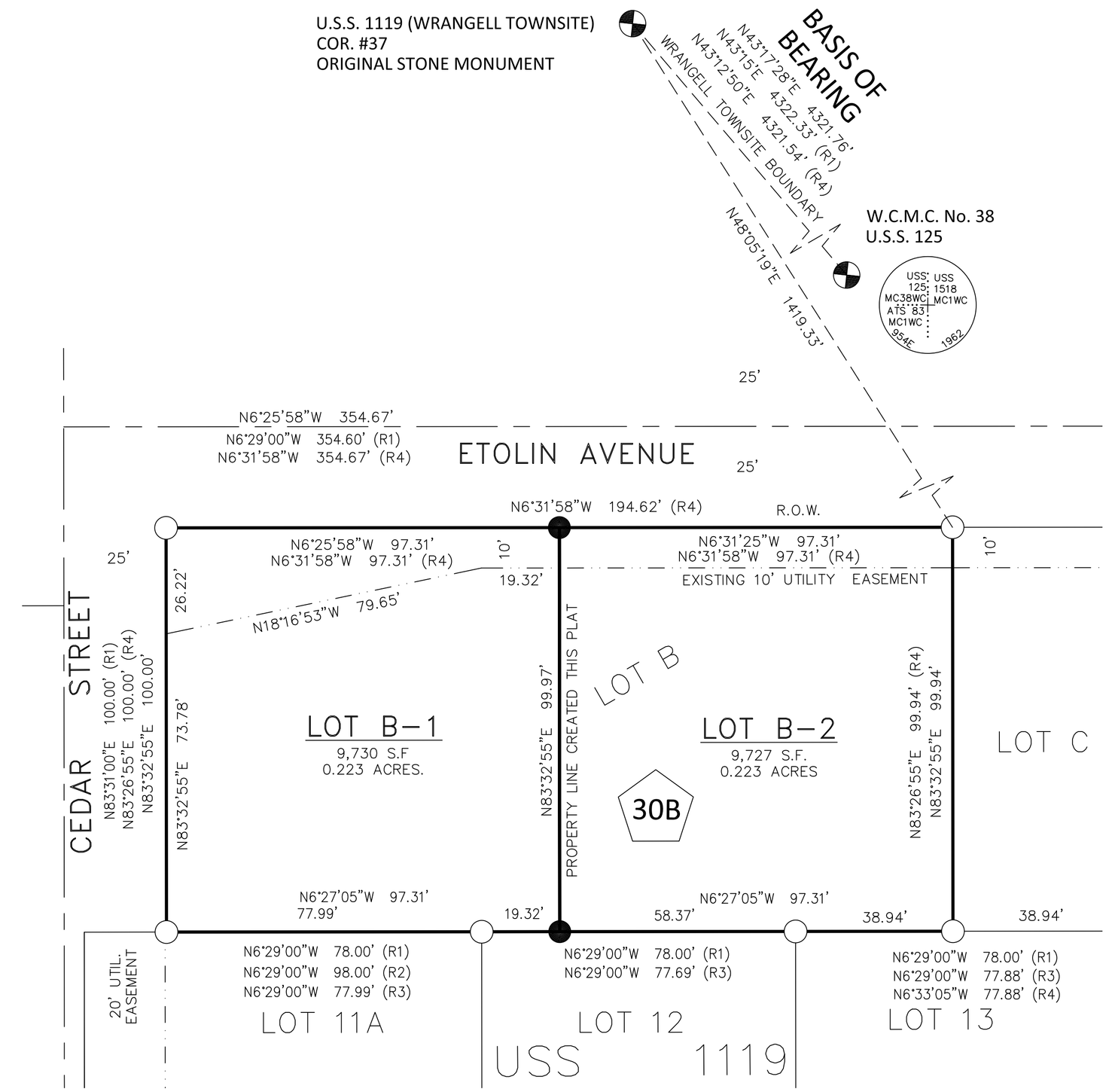
LOT B-1, THRHA / ETOLIN REPLAT (SINGLE FAMILY RESIDENTIAL)
LOT B-2, THRHA / ETOLIN REPLAT (SINGLE FAMILY RESIDENTIAL)

NOTES

1. THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:5000.
2. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
3. REFERENCE THE FOLLOWING WITHIN THE WRANGELL RECORDING DISTRICT:
   - PLAT 73-7
   - BOOK 17, PAGE 453
   - PLAT 86-1 (A.S.L.S 84-83)
   - PLAT 91-2 (RESUBDIVISION AND STREET VACATION)
   - PLAT 96-5 (SHTAX'-HEEN SUBDIVISION)
   - PLAT 99-7 (RECORD OF SURVEY, SHTAX'-HEEN SUBDIVISION)
   - PLAT 2015-6 (ETOLIN AVENUE BOUNDARY SURVEY)
   - PLAT 2019-2 (ETOLIN AVENUE REPLAT)
   - DEED 2021-000017-0

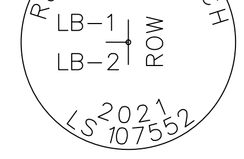
BASIS OF BEARING

BEARINGS SHOWN ARE NAD_83(2011)(EPOCH:2010) GEODETIC BEARINGS BASED ON HIGH PRECISION GLOBAL NAVIGATION SATELLITE SYSTEM TECHNOLOGY, USING TRIMBLE (R8-3 & R10) RECEIVERS, DIFFERENTIALLY CORRECTED AND PROCESSED USING TRIMBLE BUSINESS CENTER VERSION 4.1 SOFTWARE. LOCAL PLANE BEARINGS ARE ORIENTED TO TRUE GEODETIC NORTH AT LAT: N56°25'1.16602 LONG: W132°20'55.74019. DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.





TYPICAL SECONDARY MONUMENT SET THIS SURVEY



SET 5/8" X 30" LONG REBAR (UNLESS OTHERWISE NOTED) AND 2" ALUMINUM CAP WITH PLASTIC INSERT

SCALE 1"=20'

THIS DRAWING MAY BE REDUCED, VERIFY SCALE BEFORE USING

0 10 20 40 60 80 FEET
0 5 10 15 20 25 METERS

1 METER = 3.2808333 U.S. SURVEY FEET
1 U.S. ACRE = 0.4047 HECTARES

SHEET 1 OF 1

LEGEND

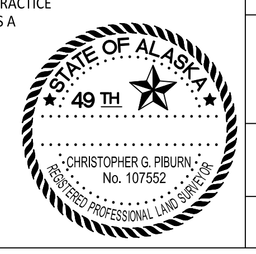
1	BLOCK NUMBER
●	SECONDARY MONUMENT SET THIS SURVEY
○	SECONDARY MONUMENT RECOVERED
⊕	PRIMARY MONUMENT RECOVERED
- - - - - -	UNSURVYED
———	SURVEYED
—·—·—	ROW CENTERLINE
—··—··—	RECORD EASEMENT BOUNDARY
XX	MEASURED DATA
(R1)	RECORD PER PLAT 73-7
(R2)	RECORD PER PLAT 91-2
(R3)	RECORD PER PLAT 2015-6
(R4)	RECORD PER PLAT 2019-2

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

_____
DATE

_____
CHRISTOPHER G. PIBURN, PLS # 107552



R&M ENGINEERING-KETCHIKAN, INC.
7180 REVILLA ROAD, SUITE 300
KETCHIKAN, AK 99901
Phone: (907) 225-7917
Fax: (907) 225-3441

WRANGELL OFFICE
P.O. BOX 2286
WRANGELL, AK 99929
Phone: (907) 305-0820

CERTIFICATE OF AUTHORIZATION #: C576

THRHA / ETOLIN REPLAT

A REPLAT AND SUBDIVISION OF
LOT B, OF ETOLIN AVENUE REPLAT,
WITHIN BLOCK 30B, OF WRANGELL TOWNSITE (U.S.S. 1119),
ACCORDING TO PLAT 2019-2;

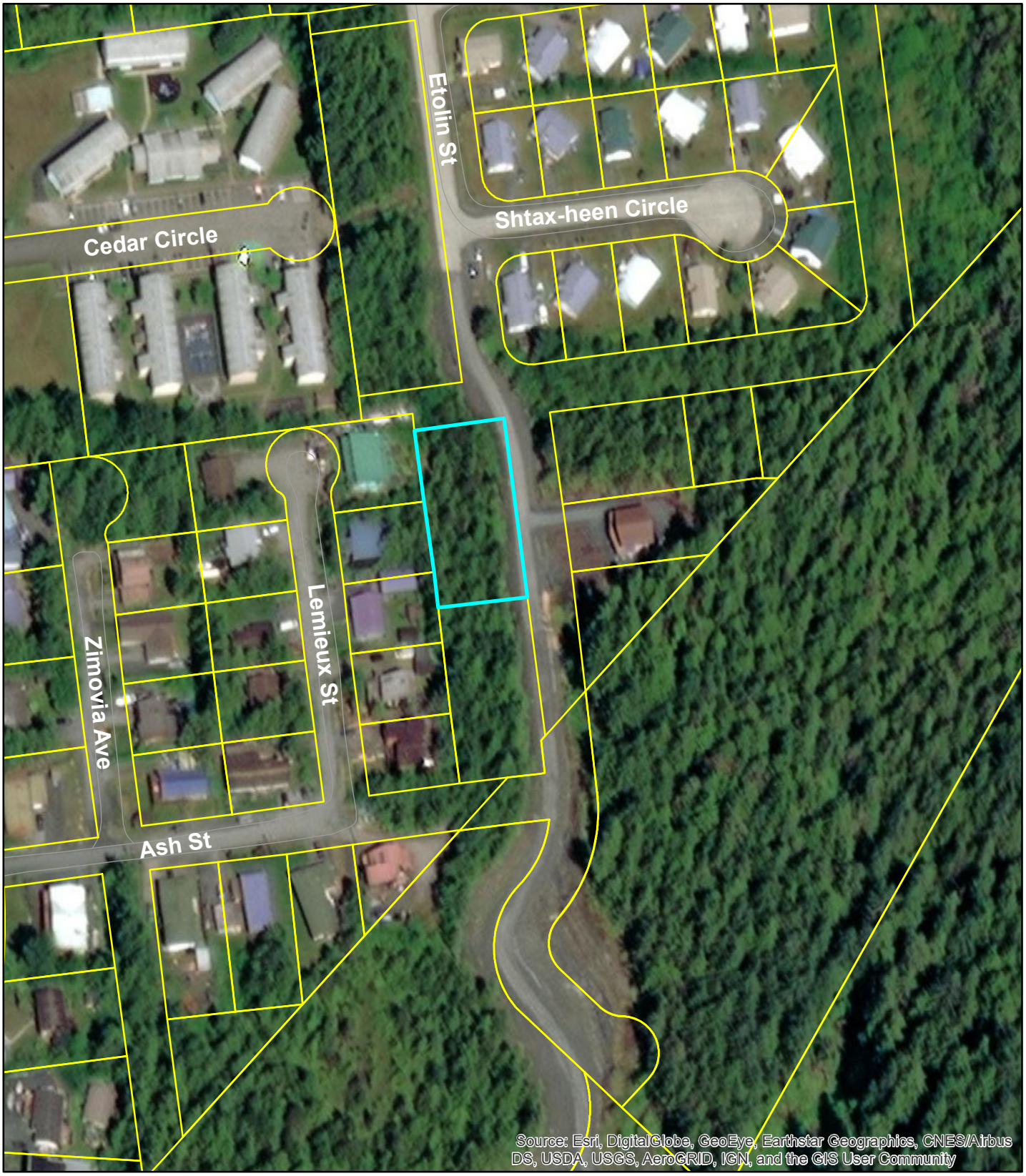
CREATING

LOTS B-1 AND B-2, THRHA / ETOLIN REPLAT
CONTAINING 0.447 ACRES MORE OR LESS

LOCATED WITHIN
WRANGELL TOWNSITE (U.S.S. 1119)
WRANGELL, ALASKA 99929
WRANGELL RECORDING DISTRICT

SURVEYED BY: MCH DATE: JULY 2021		DRAWN BY: MCH DATE: JULY 2021 - AUGUST 2021
SCALE: 1"=20'	CHECKED: CGP	R&M PROJECT NO: 202792.01

CITY AND BOROUGH OF WRANGELL, ALASKA



N

1 inch = 150 feet

Date: 8/10/2021

Public Map

DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY. PROPERTY LINES ARE APPROXIMATE. AERIAL 2002.

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	October 12, 2021
	Agenda Section	6

Approval of Final Plat of WWC Subdivision, a replat of Lots 1, and Lots 19-26, Block 12, USS 1119; and Lots 1-7, Tidelands Addition to USS 1119, and an unsubdivided portion of Lot 15, Block 12A, Wrangell Townsite, creating Lots A and B of WWC Subdivision, zoned Waterfront Development, requested by Tidewater Investments, LLC and Brett Woodbury

SUBMITTED BY:
Carol Rushmore, Economic Development Director

Reviews/Approvals/Recommendations	
■	Commission, Board or Committee
Name(s)	Planning and Zoning Commission
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
FY 20: $	FY 21: $	FY22: $
Amount Budgeted:		
	FY20 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: 1. Final Plat of the WWC Subdivision; 2 Aerial

RECOMMENDATION MOTION:
Approved under the Consent Agenda.

SUMMARY STATEMENT:
The applicant, Tidewater Investments, LLC is combining in this plat 16 lots that they own with a filled tideland lot that they are purchasing from the City and Borough of Wrangell. In late 2017, Tidewater Investments approached the City to purchase a portion of Lot 15, Block 12A, Wrangell Townsite that was filled tidelands and located on the waterside of their properties. The tidelands

had been filled by the previous owner, but no lease or sale was ever obtained. The Planning and Zoning Commission and the Port Commission both recommended to the Assembly to sell the lot to Tidewater Investments LLC. and the Assembly approved moving forward with the sale in January 2018.

The original request and a preliminary plat for these properties also included a request by Mr. Woodbury to purchase tidelands adjacent to his filled lots. Mr. Woodbury's request was conditioned on approvals by the Alaska Marine Highway System as his proposed use could affect use of their dock. Due to the delays and lack of approval by AMHS, Tidewater Investments LLC is moving forward with their purchase and subdivision request. This plat includes a lot line adjustment between property owned by Tidewater Investment LLC and Mr. Woodbury.

Combining these multiple lots into a single lot will clear up boundary and title issues and is a benefit to the applicants as well as to the City for property tax purposes. The Planning and Zoning Commission approved the final plat at their September 9, 2021 meeting.

REMAINING POR.
OF LOT 15
OWNER: CITY & BOROUGH OF WRANGELL

PARCEL NO. E-1
CORPORATION EASEMENT

N 0°00'00" W 196.73'
(NORTH 196.73')

140.94'

N 0°00'00" W 118.73'

(97.62')
N 72°49'20" W 97.62'

N 72°50'45" W 215.75'
(N 72°30'45" W 216.01')

REMAINING POR.
OF LOT 15

A.T.S. 135

TRACT III
OWNER: STATE OF ALASKA

N 72°49'20" W 68.11'

N 22°00'00" W 173.70'
N 22°00'00" W 167.87'

20.01'
WC

47.77'

S 20°00'00" E 719.21'
(S 20°00'00" E 1051.11')

N 20°00'03" W 119.31'
(63.00')

(41.00')

(21.50')

(S 20°00'00" E)
(62.99')

(20.87')

(52.00')

(51.00')

(19.00')

POR OF
LOT 3

A.T.S. 83

LOT B

LOT
7

LOT 8
OWNER: HELGA M. KING

N72°08'54"E 188.15'
(S72°19'W 188.18')

S 72°38'50" W 253.20'
185.43'
(S 77°12'05" W 186.80')

(N 72°49'20" W 353.36')
N 72°49'20" W 187.63'
(110.00')

LOT
1

LOT
2

12A

LOT A

POR OF
LOT 3

LOT
4A

LOT
4B

LOT
5

LOT
6

EXISTING SLOPE
& DRAINAGE
EASEMENT

PARCEL
E-12

LOT 19

LOT 18
OWNER: HELGA M. KING

N20°39'49"E 73.36'

E8

R=861.47'
L=28.26'
CH=N22°43'54"W
LC=28.26'

(8.31')
(S 13°03'37" W)

TRACT I
OWNER: STATE OF AK.

POR.
OF LOT
26

LOT 25

LOT 24

U.S.S.
1119

LOT 23

LOT 22

LOT 21

E6

LOT
20

(N75°57'
N75°57'18"E
34.25')

S15°31'32"E 94.08'

S 15°31'32" E 79.19'

S 15°31'32" E 173.28'

E7

E-12A

R=881.47'
L=413.85'
CH=N21°31'42"W
LC=410.06'

12

E5

E2

E3

N 83°33'40" E
6.90'

N 5°05'49" W 95.74'

POR OF
LOT 1

S 07°54'42" E 111.39'

N 81°25'30" E 83.43'
(N 81°25'30" E 47.85')

S 18°25'30" W 69.69'

N 65°20'35" W
23.73'

20'

N 07°54'42" W 185.05

WRANGELL - EVERGREEN HIGHWAY

US SURVEY 1119

S 81°28'41" W 92.03'

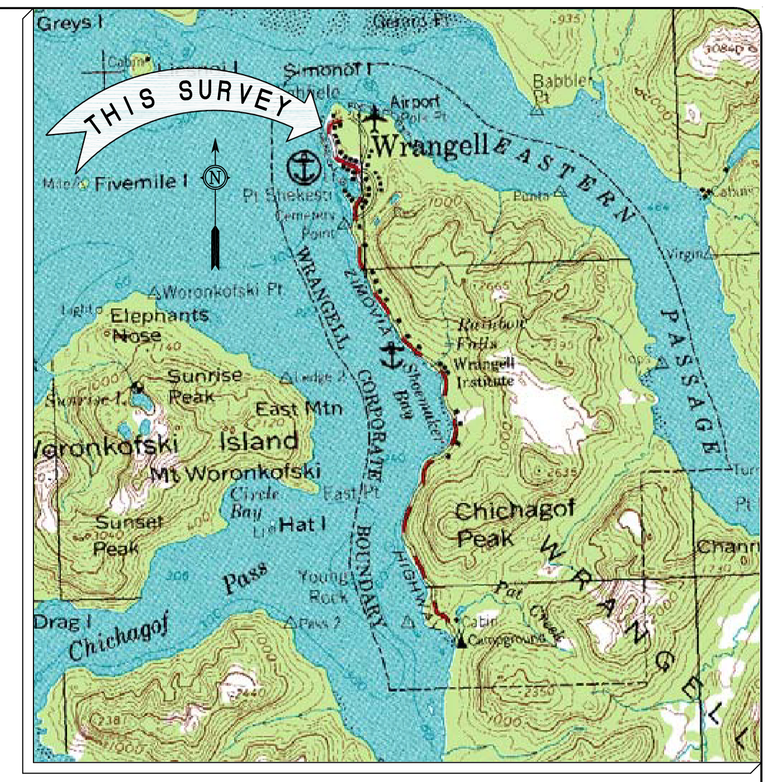
BASIS OF BEARING
N 28°41'06" W 1157.12'

ATS 83
MC2

ORIGINAL CL MONUMENT
H&W BRASS CAP 104

TRUE NORTH

MAGNETIC NORTH
WRANGELL ALASKA
MAR2020



VICINITY MAP:
SCALE: NOT TO SCALE

LEGEND

- SECONDARY MONUMENT RECOVERED THIS SURVEY
- BLM BRASS CAP RECOVERED THIS SURVEY
- HIGHWAY CENTERLINE BRASS CAP RECOVERED THIS SURVEY
- 5/8 REBAR 30" LONG WITH 2" ALUM CAP WITH PLASTIC INSERT SET THIS SURVEY
- (88.09) DATA OF RECORD
- 88.09 DATA MEASURED OR COMPUTED
- PREVIOUS PROPERTY LINE (VACATED THIS PLAT)
- EXISTING R.O.W. CENTERLINE
- EXISTING EASEMENT

SCALE 1"=20'

THIS DRAWING MAY BE REDUCED, VERIFY SCALE BEFORE USING

0 10 20 40 60 80 FEET
0 5 10 15 20 25 METERS

1 METER = 3.2808333 U.S. SURVEY FEET
1 U.S. ACRE = 0.4047 HECTARES

WRANGELL RECORDING DISTRICT

Revisions		
No.	Date	Description

R&M ENGINEERING-KETCHIKAN, INC.
7180 REVILLA ROAD, SUITE 300
KETCHIKAN, AK 99901
Phone: (907) 225-7917
Fax: (907) 225-3441

WRANGELL OFFICE
P.O. BOX 2286
WRANGELL, AK 99929
Phone: (907) 305-0820

CERTIFICATE OF AUTHORIZATION #: C576

STATE OF ALASKA
49 TH
CHRISTOPHER G. PIBURN
No. 107552
REGISTERED PROFESSIONAL LAND SURVEYOR

PROJECT:

WWC SUBDIVISION

A REPLAT OF LOTS 1, 19, 20, 21, 22, 23, 24, 25, AND A POR. LOT 26, BLOCK 12, USS 1119; LOTS 1 THROUGH 7, AND A PORTION OF LOT 15, BLOCK 12A, TIDELANDS ADDITION TO USS 1119, WRANGELL TOWNSITE;
CREATING
LOTS A & B, WWC SUBDIVISION,
CITY AND BOROUGH OF WRANGELL.

SHEET 1 OF 2

DRAWN BY: MCH
CHECKED BY: CGP
DATE PLATTED: NOVEMBER, 2020
DATE SURVEYED: APRIL, 2018
SCALE: 1"=20'
SURVEYED BY: MCH
PROJ NO.: 202763

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE_____ _____
BRETT WOODBURY

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA
CITY AND BOROUGH OF WRANGELL

THIS IS TO CERTIFY THAT ON THIS____DAY OF_____, 20____, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED_____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND_____ ACKNOWLEDGED TO ME THAT_____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

_____
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES_____.

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE_____ _____
TIDEWATER INVESTMENTS, LLC

DATE_____ _____
TIDEWATER INVESTMENTS, LLC

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA
CITY AND BOROUGH OF WRANGELL

THIS IS TO CERTIFY THAT ON THIS____DAY OF_____, 20____, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED_____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND_____ ACKNOWLEDGED TO ME THAT_____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

_____
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES_____.

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE_____ _____
CITY AND BOROUGH OF WRANGELL

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA
CITY AND BOROUGH OF WRANGELL

THIS IS TO CERTIFY THAT ON THIS____DAY OF_____, 20____, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED_____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND_____ ACKNOWLEDGED TO ME THAT_____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

_____
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES_____.

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)ss

I THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND AN ACTING ASSESSOR FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY, THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF _____

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20_____ WILL BE DUE ON OR BEFORE OCTOBER 15, 20_____ DATED THIS_____ DAY OF_____.

_____
ASSESSOR CITY AND BOROUGH OF WRANGELL

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY PLAT RESOLUTION NO_____ DATED_____ 20____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

_____ _____
DATE CHAIRMAN, PLANNING COMMISSION

_____
SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL ASSEMBLY AS RECORDED IN MINUTE BOOK_____ PAGE_____ DATED_____ 20____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, WRANGELL, ALASKA.

_____ _____
DATE MAYOR, CITY AND BOROUGH OF WRANGELL
ATTEST:

_____
CITY CLERK

PLAT NOTES

1. THE PURPOSE OF THIS PLAT IS TO REPLAT LOTS 1, 19, 20, 21, 22, 23, 24, 25, AND A PORTION OF LOT 26, BLOCK 12, USS 1119, AND LOTS 1 THROUGH 7, TIDELANDS ADDITION TO USS 1119, WRANGELL TOWNSITE, CREATING LOTS A & B, WWC SUBDIVISION, CITY AND BOROUGH OF WRANGELL.
2. REFERENCE AK. ESCROW AND TITLE INSURANCE AGENCY CERTIFICATE TO PLAT FILE NO. 32316.
3. REFERENCE WITHIN THE WRANGELL RECORDING DISTRICT:
   - WRANGELL TOWNSITE PLAT #65-87
   - U.S. SURVEY #1119
   - ALASKA TIDELANDS SURVEY 83
   - ATS 135 (FAR WEST CANNERY FERRY TERMINAL)
   - WARRANTY DEED#2017-000252-0
   - WARRANTY DEED #2014-000065-0 (LOTS 6, 7, 19, & 20)
   - EASEMENT #2017-000174-0 (PARCEL E-2)
   - EASEMENT #2017-000175-0 (PARCEL E-37)
   - EASEMENT #2017-000176-0 (PARCEL E-3)
   - EASEMENT #2017-000177-0 (PARCEL E-6)
   - EASEMENT #2017-000178-0 (PARCEL E-5)
   - EASEMENT #2017-000371-0 (PARCEL E-8)
   - EASEMENT #2017-000372-0 (PARCEL E-7)
   - EASEMENT #1983-000138-0 (PARCEL E-12)
   - EASEMENT #1983-000378-0 (PARCEL E-12A)
   - RIGHT OF WAY EASEMENT JAN 15TH, 1954
   - DECLORATION OF TAKING 1983-000692-0
   - DEED 62-96 (BOOK 12, PAGE 301)
   - DEED 69-150 (BOOK 16, PAGE 333)
   - DEED 1972-000361-0 (LOT 1)
   - DEED 1973-000034-0 (LOT 24)
   - DEED 1973-000083-0 (LOT 23)
   - DEED 1974-000469-0 (LOT 21, 4B, & 5)
   - DEED 1974-000489-0 (LOT 24, 2, & 3)
   - DEED 1975-000042-0 (LOT 24)
   - DEED 1975-000043-0 (LOT 2 & 3)
   - DEED 1975-000262-0 (LOT 7)
   - DEED 1975-000410-0 (LOT 23)
   - DEED 1975-000516-0 (LOT 7)
   - DEED 1982-000151-0 (LOT 3)
   - DEED 1983-000137-0 (PTN LOT 7)
   - DEED 1983-000388-0 (LOT 21, 5, & 4B)
   - DEED 1985-000193-0
   - DEED 1987-000031-0 (LOT 22 & 4A)
   - CORPORATION EASEMENT 93-458 (BOOK 22, PAGE 193)
   - DEED 1995-000289-0 (LOT 6)
   - DEED 1995-000290-0 (LOT 7)
   - DEED 1995-000291-0 (LOT 19)
   - DEED 1995-000292-0 (LOT 20)
   - DEED 1998-000624-0
   - DEED 2004-000292-0 (LOT 3)
   - DEED 2004-000447-0 (LOT 3 & 23)
   - DEED 2005-000030-0
   - DEED 2005-000076-0 (LOT 1)
   - DEED 2006-000001-0
   - LETTER OF ADMINISTRATION 2004-000293-0 (PTN LOT 3)
   - RIGHT OF ENTRY 1983-000392-0 (PTN OF LOT 24)
4. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
5. THE ERROR OF CLOSURE DOES NOT EXCEED 1:5000.

OWNERSHIP STATUS

1. TIDEWATER INVESTMENTS, LLC
   - BLOCK 12
     LOTS 1, 21, 22, 23, 24, 25, & PTN OF LOT 26
   - BLOCK 12A
     LOTS 1, 2, 3, 4, & 5
2. BRETT WOODBURY
   - BLOCK 12
     LOTS 19 & 20
   - BLOCK 12A
     LOTS 6 & 7
3. CITY AND BOROUGH OF WRANGELL
   - BLOCK 12A
     PORTION OF LOT 15

PROPOSED OWNERSHIP

1. LOT A (TIDEWATER INVESTMENTS, LLC)
2. LOT B (BRETT WOODBURY)
2. REMAINING PORTION OF LOT 15 (CITY & BOROUGH OF WRANGELL)

PREVIOUS LOT AREAS

1. PORTIAN OF LOT 1, BLK 12 (866 SQ. FT)
2. LOT 19, BLK 12 (666 SQ. FT)
3. LOT 20, BLK 12 (1,759 SQ. FT)
4. LOT 21, BLK 12 (1,174 SQ. FT)
5. LOT 22, BLK 12 (1,609 SQ. FT)
6. LOT 23, BLK 12 (1,381 SQ. FT)
7. LOT 24, BLK 12 (1,537 SQ. FT)
8. LOT 25, BLK 12 (1,418 SQ. FT)
9 PTN OF LOT 26, BLK 12 (1,802 SQ. FT)
10. LOT 1, BLK 12A (5,258 SQ. FT)
11. LOT 2, BLK 12A (6,517 SQ. FT)
12. WEST PTN OF LOT 3, BLK 12A (3,166 SQ. FT)
13. EAST PTN OF LOT 3, BLK 12A (4,841 SQ. FT)
14. LOT 4A, BLK 12A (10,991 SQ. FT)
15. LOT 4B, BLK 12A (4,663 SQ. FT)
16. LOT 5, BLK 12A (4,201 SQ. FT)
17. LOT 6, BLK 12A (7,558 SQ. FT)
18. LOT 7, BLK 12A (13,523 SQ. FT)

NEW LOT AREAS

1. LOT A (60,216 SQ. FT)(1.382 ACRES)
2. LOT B (24,934 SQ. FT)(0.572 ACRES)

LOT TRANSFER AREAS

1. PTN LOT 15 TO LOT A (12,220 SQ. FT)(0.281 ACRES)
2. PTN LOT 5 TO LOT B (1,426 SQ. FT)(0.033 ACRES)

EXISTING EASEMENT TABLE

EASEMENT #:	DEDICATED FOR:	REFERENCE IN WRANGELL RECORDING DISTRICT:
PARCEL E-37	ALL HIGHWAY AND UTILITY PURPOSES	2017-000175-0
PARCEL E-2	ALL HIGHWAY AND UTILITY PURPOSES	2017-000174-0
PARCEL E-3	ALL HIGHWAY AND UTILITY PURPOSES	2017-000176-0
PARCEL E-5	ALL HIGHWAY AND UTILITY PURPOSES	2017-000178-0
PARCEL E-6	ALL HIGHWAY AND UTILITY PURPOSES	2017-000177-0
PARCEL E-7	ALL HIGHWAY AND UTILITY PURPOSES	2017-000372-0
PARCEL E-8	ALL HIGHWAY AND UTILITY PURPOSES	2017-000371-0
PARCEL E-12A	DRAINAGE	1983-000378-0, BOOK 10, PAGE 307
E4	SEWER LINE	BOOK 11, PAGE 15
PARCEL E-12	SLOPE & DRAINAGE	1983-000138-0, BOOK 9, PAGE 821
PARCEL E-1	FENDERS & MOORING FACILITIES	BOOK 22, PAGE 193

TYPICAL

R&M ENG - KETCH
L B / L A ROW
2020
LS107552

5/8"X 30" LONG REBAR AND 2" ALUMINUM CAP WITH PLASTIC INSERT SET THIS SURVEY.

WRANGELL RECORDING DISTRICT

Revisions		
No.	Date	Description

R&M ENGINEERING-KETCHIKAN, INC.
7180 REVILLA ROAD, SUITE 300
KETCHIKAN, AK 99901
Phone: (907) 225-7917
Fax: (907) 225-3441

WRANGELL OFFICE
P.O. BOX 2286
WRANGELL, AK 99929
Phone: (907) 305-0820

CERTIFICATE OF AUTHORIZATION #: C576

PROJECT:

WWC SUBDIVISION

A REPLAT OF LOTS 1, 19, 20, 21, 22, 23, 24, 25, AND A POR. LOT 26, BLOCK 12, USS 1119; LOTS 1 THROUGH 7, AND A PORTION OF LOT 15, BLOCK 12A, TIDELANDS ADDITION TO USS 1119, WRANGELL TOWNSITE; CREATING LOTS A & B, WWC SUBDIVISION, CITY AND BOROUGH OF WRANGELL.

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN 2020 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

_____ _____
DATE CHRISTOPHER G. PIBURN LS 107552

STATE OF ALASKA
49 TH
Christopher G. Piburn
No.107552
REGISTERED PROFESSIONAL LAND SURVEYOR

SHEET 2 OF 2

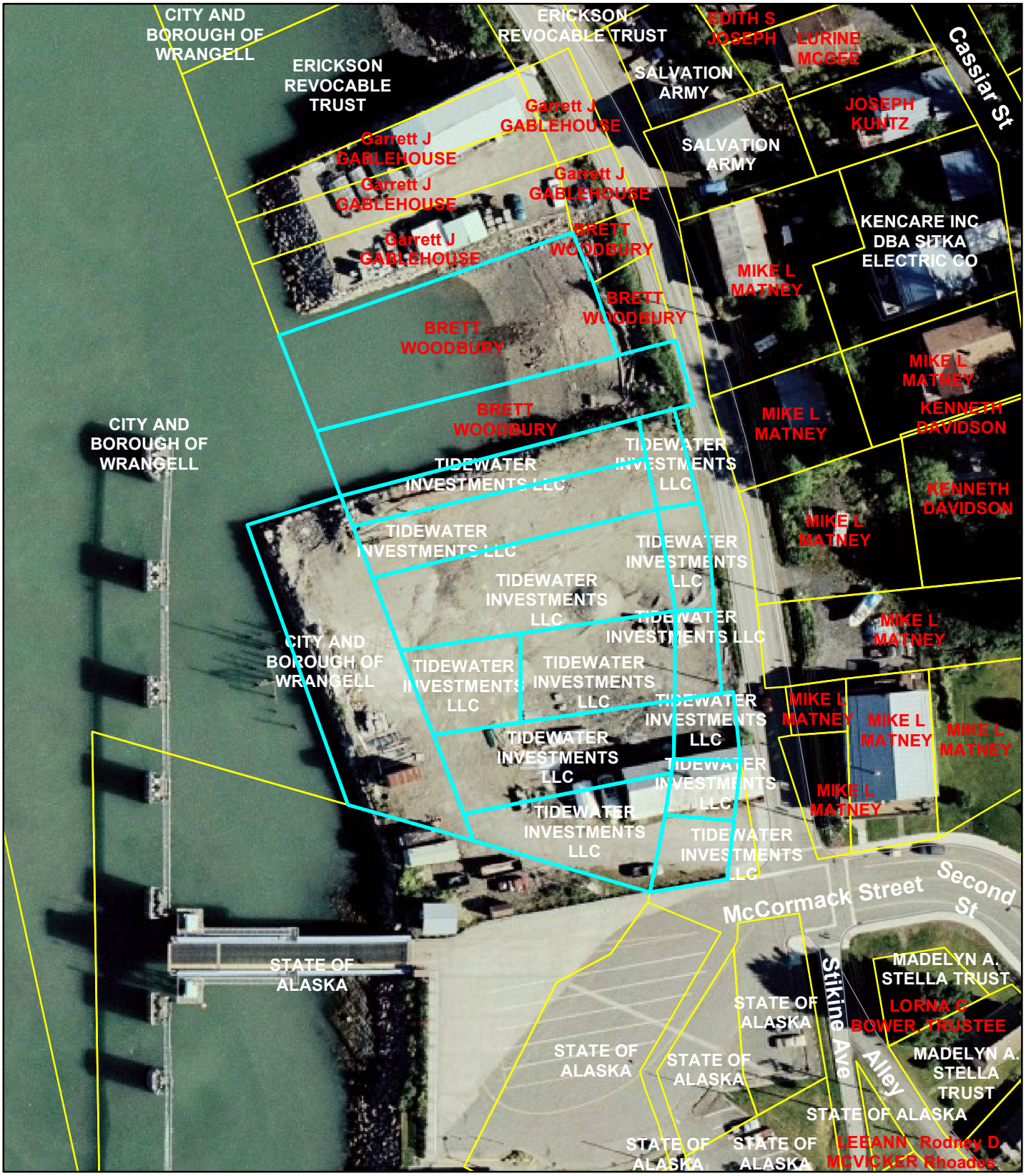
DRAWN BY: MCH
CHECKED BY: CGP
DATE PLATTED: NOVEMBER, 2020
DATE SURVEYED: APRIL, 2018
SCALE: 1"=20'
SURVEYED BY: MCH
PROJ NO.: 202763

CLIENTS: BRETT WOODBURY
BOX 2121
WRANGELL, ALASKA 99929

TIDEWATER INVESTMENTS, LLC
BOX 806
WRANGELL, ALASKA 99929

CITY AND BOROUGH OF WRANGELL, ALASKA

Item c.



N

Public Map

89

nch = 83.333333 feet
te: 9/19/2021

DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY. PROPERTY LINES ARE APPROXIMATE.

MEMORANDUM

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

FROM: **CAROL RUSHMORE, ECONOMIC DEVELOPMENT DIRECTOR**

SUBJECT: **Economic Development Department**

DATE: **September 2021**

Economic Development:

Federal Lobbyist:
Staff had a follow up meeting with Sebastian O'Kelly after he met with the Assembly. We were able to ask detailed and specific questions and provide our issues and concerns on key projects pertaining to sewer/water, dams, and electrical. There was also considerable discussion regarding the funding that is forthcoming and ways to apply creatively. Staff voiced our concern that it is all well and good to have all this money coming through existing and new channels but if small rural communities cannot provide the necessary match, the efforts to assist hard hit areas will not succeed as imagined.

Staff and Assembly met with Senator Murkowski regarding key Wrangell projects and providing follow up as necessary.

Grants:
There are numerous grant opportunities under longstanding traditional funding sources (EDA, Rural Development, CDBG) and Staff is working on prioritizing need with budgets and match requirements. Some programs have money allotted specifically to Alaska, others are based on a nationwide competition which is more challenging for Wrangell. Staff is meeting this week to walk through criteria of the programs and discuss our recommended options for applications.

USFS:
Staff is meeting regularly with the District Ranger to discuss different programs and issues. The current discussion is SASS –Southeast Alaska Sustainability Strategy. The USFS is seeking ideas of projects under a wide spectrum of topics. Investment topics include 1) Infrastructure (harbors/docks/trails/cabins; biomass; technology; water and wastewater; 2) Natural Resources (young growth, subsistence, restoration, mariculture, fisheries); 3) Capacity (business development; artisan; workforce development; youth engagement; tourism development); and 4) Tribal and Indigenous Interests (traditional knowledge, food security, traditional foods, workforce development).

Staff have begun compiling a list of investment projects to be part of a response from the borough. Deadline for submittal of ideas is October 18, 2021.

To provide comments on projects for Wrangell, go to the project website and enter your project ideas: https://www.fs.usda.gov/goto/r10/sass

AK -ARPA State Grant for businesses:

The State of Alaska has opened a grant for businesses impacted from COVID-19 until 8:00am October 19, 2021. Applications will be based on need. It is not a first come first serve scenario.

More information is: https://www.commerce.alaska.gov/web/AK-ARPABusinessReliefProgram

Planning and Zoning:

Institute Property:
Due to the recent national issues surrounding Native Boarding schools and potential cultural resources and burials, US Department of Interior will be conducting an investigation of all BIA schools, Wrangell Institute being one of those schools. Staff has made contact with the Alaska lead for the BIA investigation although they have yet to be issued direction. We are working on a cultural resource plan in cooperation with the Corps of Engineers (COE) and the State Historic Preservation Office (SHPO) to meet the Section 106 requirements of the National Historic Preservation Act. The Borough Manager and I participated in a consultation with the Corps of Engineers and SHPO, to determine what our responsibilities will be to investigate the site for cultural artifacts and remains. A more detailed update is provided separately.

Tourism:

End of season:
The 2021 summer visitor season is all but over. Anecdotally is was a great improvement on 2020, but certainly not up to par with 2019. On average, based on discussion, some businesses were still 50% down from 2019. Independent visitors have always been a critical component of Wrangell's visitor industry thus salvaged a portion of the industry this summer as Independents traveling here were positive, exploring and filling hotels.

Alaska Rainforest Islands website modifications:
Wrangell and Petersburg partner on some marketing efforts under a cooperative program of the Alaska Rainforest Islands. The joint website we have is out of date and the platform it was originally constructed on is obsolete. We are working with MSI Communication to update the site and move it to a new platform.

Covid-Safe Travel and Marketing Grant:
Southeast Conference applied for this marketing grant focused on travel to Alaska this summer. Wrangell is a direct beneficiary because we were not eligible to apply on our own. Thompson and Co (PR firm) is coordinating with the Southeast Alaska Tourism Council for social media postings. During August and September there have been regular postings on FB, Instagram, and youtube to promote the communities of focus and the region.

Southeast Conference – EDA BBB grant (Economic Development Administration Build Back Better):
Staff submitted two project ideas to SEC for a grant that is being applied to: 1) Restrooms at Petroglyph Beach; 2) interpretive signage. Two other project are being discussed with them but outside the dollar amount requested for individual projects - the shortfall in the existing Mt. Dewey Extension grant project and the additional extension from Mt. Dewey to Petroglyph Beach.

City and Borough of Wrangell
Public Works Directors Report
September 2021

Wastewater

- Duckweed in the polishing pond has been increasing over the years. Public works assisted staff in wastewater to remove the duckweed several times this summer. Initially, the duckweed is helpful with the treatment process. However, once the duckweed covers the entire surface area of the pond it starts to die. Duckweed doubles in mass every 48 hours during peak growing season. Once it dies, sinks, and gets washed out in the effluent it is problematic as it could put the Borough out of compliance with our removal requirements for wastewater treatment because organic material is being added after the influent. The process developed has been to skim the water to get all the duckweed into one corner of the polishing pond. Once complete the duckweed is then removed with the vac truck and dewatered on site. In the height of the summer growing season this project needed to be done every 2 weeks and frequency has slowed now that the weather is getting colder and there is less daylight.
- This summer we piloted bio blocks in our main pump sta tions to cut down on grease build up. Our operators believe there has been an increase in the amount of grease, oil and fat making it into the collection system. This results in a cake being built up on top of the water in the wet well. Once this cake is greater than several inches thick it begins to cause the sensors in the wet well to fault. This results in staff time to go and clean the sensors and reset the equipment. Bio blocks were implemented to try and cut down on this grease build up and the need for staff to manage the sensors and vac out the cakes. The bio blocks seem to have had a small impact on the total volume of grease. The biggest advantage seems to be in the grease cake is more of a jelly substance than it is a hard cake. This makes removal easier as the hard cake does not need to be broken up as much with a pressure washer for removal. Nodes 4 and 6 were vacuumed out 2 times this summer.
- The WW department is working with Public Works on installing a lift station for 2 properties along a forced main on Etolin St.
- Discussions have begun with Capital Facilities on a Node 8 replacement project. Node 8 is our oldest pump station in operation. This station was installed in 1976 and is in need of replacement as it is well beyond its recommended life span.

Water

- The department has been working on trouble shooting the Ozone system and creating a report for the assembly to better understand the concerns associated with our current ozone system in the interim while we work towards getting a new plant. Staff have worked with multiple agencies to develop this report to be delivered at a work session with the assembly.
- Earlier this summer we ran into supply issues for sodium hydroxide used at the plant for adjusting the PH and alkalinity of the raw water. The lead times were significantly impacted by covid, and we were not able to get more chemicals before we would have run out. Several surrounding communities were contacted to see if they had any sodium hydroxide that the

Borough could borrow and replace but all of our surrounding communities that we spoke with use soda ash. Initially the plant in Wrangell also used soda ash but the switch was made years ago as sodium hydroxide is a much more potent chemical when compared to soda ash. This required a lot less chemical being needed and a cheaper yearly cost. With the supply issues we recently had to make the switch to soda ash. So far, our operators have observed a substantial increase in soda ash being needed to get close to the same results we had from using sodium hydroxide.

- The water department has proposed moving the old CT trailer from the old hospital up to the plant to accommodate the additional storage requirements for chemicals needed at the plant. This would also help accommodate any additional space that may be needed for proposed adjustments to the ozone system.
- Several water meters have been repaired/installed this summer including City Dock and Fathom Seafoods.

Streets/PW

- Many of the crosswalks around town have been re done.
- A major sewer main break was fixed on Case Avenue in July.
- A major water main break near the Public Works building was fixed in August.
- A major water main break was fixed on Evergreen Ave. In September
- In the last 2 months 7 cemetery services were completed including 1 disinterment of human remains.
- 20 water work orders were complete in the last 2 months including replacing some leaky valves.
- Supporting community events like the 4th of July and Bear fest with street cleaning, barricades, dumpsters and porta potties
- Staff worked to gather information on the sub grade and water table located near the upper reservoir to determine the scope of work for the reservoir bypass project. Reservoir test pit information gathering for dam bypass project
- 2 PW staff are working towards acquiring their level 1 Collection/Distribution certifications.
- PW has begun planning water and sewer installations for several lots on Etolin St.
- Other general tasks like
    - mowing
    - patching potholes
    - meter reads
    - Street sweeping
    - clearing drains

Sanitation

- Some work has been done to clean up around the facility to prepare for the baler project. The metal pile has been knocked back along with brush along the roadway. Public Works worked with WMLP on installing some of the electrical components needed.

- The Baler and spare parts have arrived in town and now we are waiting for a few more components like the ramp where procurement has been impacted by covid. In the next few weeks the electrical infrastructure needed to support the baler will be installed.

Overview

- The recent Covid 19 outbreak in addition to several medical needs had reduced staffing capabilities for several weeks
- In August all Public Works Facilities completed a voluntary OSHA inspection and have been making progress on implementing the necessary corrections.
- Safety meetings have been initiated with the first meeting being a review of the OSHA reports and best practices for recognizing work place hazards.

There has been a number of Inter-Department projects including

- Assisting with the installation of transformers and a fuel tank for WMLP.
- Utility locates for the Environmental Survey work done through Capitol Facilities.
- Bump out and brush clearing with Parks and Recreation.
- Consulting on many other projects
    - Shoemaker Harbor abandoned dock clean up with WCA
    - DAF PER
    - Equipment and property surplus
    - Utility installation on Etolin St.

Staff Recognition

The Public Works Department wants to recognize Jeff Rooney for 30 years of service with the City and Borough. Jeff came up on his 30 year anniversary in September 2021.

MEMORANDUM

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

FROM: **CAROL RUSHMORE, ECONOMIC DEVELOPMENT DIRECTOR**

SUBJECT: **Institute Property Update**

DATE: **September 2021**

The Borough had reached out to the Wrangell Cooperative Association (WCA) to provide a name to the Subdivision development planned at the former Wrangell Institute site. WCA representatives met with the Borough Manager and provided the name, a name of the area from the historical record - Keishangita.'aan: Alder Top Village

The Corps of Engineers(COE) Section 404 permit for wetland fill is on hold until the issues surrounding Section 106 Cultural Resources is resolved. An Alaska Water Quality Certification, also part of the COE permitting process, was obtained from the Alaska Department of Environmental Resources.

The US Department of Interior Secretary Haaland issued an initiative in June 2021 (https://www.doi.gov/pressreleases/secretary-haaland-announces-federal-indian-boarding-school-initiative) to investigate Native boarding schools across the country. The investigation at this time includes a records search and a report by April 2022 regarding what records at all schools are available. Staff is in contact with the Bureau of Indian Affairs (BIA) liaison for Alaska properties. He, however, is still waiting for more specifics and direction from the Department of Interior.

It appears that the initiative was issued without a lot of planning of the process and expectations and direction. The record archives facilities are pulling what records they can. The Alaska Liaison is working with Tribes and Tribal organizations across the state, and the National Native American Boarding School Healing Coalition to verify and determine all the schools, homes, and orphanages in Alaska that need to be included in the investigation. There are likely around 30 facilities. The archives are concerned about publicly providing the records due to privacy act requirements. Exactly what will be in the final report is still unknown. Another issue is that all the federal archive locations have been closed due to COVID. They are trying to compile teams of researchers as best they can to work and pull what records they can find in the closed facilities. Yet another issue is that many of these records are so old, they are not digitized yet so boxes that may or may not be appropriately labeled are being reviewed by hand.

Borough staff is working with the COE and the State Historic Preservation Office (SHPO) to meet the Section 106 requirements of the National Historic Preservation Act. This is going to be a lengthy and complex process. A letter is being crafted to submit to all Tribal entities and Native corporations regarding the proposed development project to solicit concerns and comments. This is required because there were Native Alaskans from all over the state that attended the Wrangell Institute. We have also had preliminary discussions regarding the development of a cultural resource assessment of the site and components necessary for that

assessment. Staff has talked with our contractor R&M Engineering regarding their expertise for cultural resource assessments plan development and they are reaching out to a few of their contacts. Staff is evaluating whether to issue an RFQ or to amend the existing contract with R&M Engineering – Ketchikan for the cultural resource assessment. Regardless of how it is done, all planning must be in close consultation with the COE and SHPO.

WCA is working to design and develop a memorial site at the Institute. They are working on some very creative plans to recognize Tribes from across the state that may have had members attend the school.

WRANGELL 2020 WATER QUALITY REPORT PWSID AK2120143

Is my water safe?

We are pleased to present this year's Annual Water Quality Report (Consumer Confidence Report) as required by the Safe Drinking Water Act (SDWA). This report is designed to provide details about where your water comes from, what it contains, and how it compares to standards set by regulatory agencies. This report is a snapshot of last year's water quality. We are committed to providing you with information because informed customers are our best allies. Last year, we conducted tests for over 80 contaminants. We only detected one those contaminants at a level higher than the EPA allows. As we informed you at the time, our water exceeded drinking water standards. (For more information see the section labeled Violations at the end of the report.)

Do I need to take special precautions?

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Water Drinking Hotline (800-426-4791). Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Water Drinking Hotline (800-426-4791).

Where does my water come from?

Our water comes from two surface reservoirs which are interconnected by a spillway when there is an abundance of water, and a drain located in the dam of the upper reservoir when the level drops below the spillway. They are located on Mount Wrangell south of town. After the raw water enters the plant, it is treated with ozone to remove iron, reduce the level of organics, and provide some initial disinfection. It is then filtered by two roughing filters, followed by four sand filters. Chlorine is added to disinfect the water as it is pumped to our two 424,000-gallon storage tanks for use.

Source water assessment and its availability

Source Water Assessment (SWA) Reports have been completed by the ADEC Drinking Water Protection Program as a first step towards voluntary local source water protection efforts. Vulnerability rankings are assigned based on the susceptibility of the drinking water source to potential contamination, recent sampling results and the presence of potential contaminant sources - they do not necessarily indicate these contaminants will reach our source of water. Our water system has received the following vulnerability rankings: The public water system for City of Wrangell is a Class A water system consisting of 1 source intake. The water system is located in Wrangell and the intake for this water system, is a surface water source. The overall protection area received a susceptibility rating of "very high". In addition, this water system has received a vulnerability rating of "high" for bacteria/viruses, "very high" for nitrates/nitrites,

"high" for volatile organic chemicals, "high" for heavy metals, "medium" for other organic chemicals, and "medium" for synthetic organic chemicals. Completed source water assessments are available at ADEC's Drinking Water Protection Program website: http://www.dec.state.ak.us/eh/dw/DWP/source_water.html, by calling 907.269.7521, or at 555 Cordova St, Anchorage, AK.

Why are there contaminants in my drinking water?

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's (EPA) Safe Drinking Water Hotline (800-426-4791). Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's (EPA) Safe Drinking Water Hotline (800-426-4791). The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity: microbial contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife; inorganic contaminants, such as salts and metals, which can be naturally occurring or result from urban stormwater runoff, industrial, or domestic wastewater discharges, oil and gas production, mining, or farming; pesticides and herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses; organic Chemical Contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems; and radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities. In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

How can I get involved?

If you have any questions about this report or concerning your water utility, please contact Wrangell City Hall at 874 – 2381. We want our valued customers to be informed about their water utility. If you want to learn more, please attend any of our regularly scheduled council meetings. They are held on the 2nd and 4th Tuesday of the month at City Hall.

Description of Water Treatment Process

Your water is treated in a "treatment train" (a series of processes applied in a sequence) that includes coagulation, flocculation, sedimentation, filtration, and disinfection. Coagulation removes dirt and other particles suspended in the source water by adding chemicals (coagulants) to form tiny sticky particles called "floc," which attract the dirt particles. Flocculation (the formation of larger flocs from smaller flocs) is achieved using gentle, constant mixing. The heavy particles settle naturally out of the water in a sedimentation basin. The clear water then moves to the filtration process where the water passes through sand, gravel, charcoal or other filters that remove even smaller particles. A small amount of chlorine or other disinfection method is used to kill bacteria and other microorganisms (viruses, cysts, etc.) that may be in the water before water is stored and distributed to homes and businesses in the community.

Water Conservation Tips

Did you know that the average U.S. household uses approximately 400 gallons of water per day or 100 gallons per person per day? Luckily, there are many low-cost and no-cost ways to conserve water. Small changes can make a big difference - try one today and soon it will become second nature.

- Take short showers - a 5 minute shower uses 4 to 5 gallons of water compared to up to 50 gallons for a bath.
- Shut off water while brushing your teeth, washing your hair and shaving and save up to 500 gallons a month.
- Use a water-efficient showerhead. They're inexpensive, easy to install, and can save you up to 750 gallons a month.
- Run your clothes washer and dishwasher only when they are full. You can save up to 1,000 gallons a month.
- Water plants only when necessary.
- Fix leaky toilets and faucets. Faucet washers are inexpensive and take only a few minutes to replace. To check your toilet for a leak, place a few drops of food coloring in the tank and wait. If it seeps into the toilet bowl without flushing, you have a leak. Fixing it or replacing it with a new, more efficient model can save up to 1,000 gallons a month.
- Adjust sprinklers so only your lawn is watered. Apply water only as fast as the soil can absorb it and during the cooler parts of the day to reduce evaporation.
- Teach your kids about water conservation to ensure a future generation that uses water wisely. Make it a family effort to reduce next month's water bill!
- Visit www.epa.gov/watersense for more information.

Source Water Protection Tips

Protection of drinking water is everyone's responsibility. You can help protect your community's drinking water source in several ways:

- Eliminate excess use of lawn and garden fertilizers and pesticides - they contain hazardous chemicals that can reach your drinking water source.
- Pick up after your pets.
- If you have your own septic system, properly maintain your system to reduce leaching to water sources or consider connecting to a public water system.
- Dispose of chemicals properly; take used motor oil to a recycling center.
- Volunteer in your community. Find a watershed or wellhead protection organization in your community and volunteer to help. If there are no active groups, consider starting one. Use EPA's Adopt Your Watershed to locate groups in your community, or visit the Watershed Information Network's How to Start a Watershed Team.
- Organize a storm drain stenciling project with your local government or water supplier. Stencil a message next to the street drain reminding people "Dump No Waste - Drains to River" or "Protect Your Water." Produce and distribute a flyer for households to remind residents that storm drains dump directly into your local water body.

Waivers

Wrangell currently has a Synthetic Organic Chemical (SOC) waiver on file at the State of Alaska for the years covering 2020-2022. During this time, we are not required to monitor for SOC's.

Monitoring and reporting of compliance data violations

The City did not send the CCR Certification Page to the State of Alaska by October 1, 2020 confirming the CCR was complete and delivered to consumers in 2020. Wrangell intends on sending in the certification page every year before October 1st every year moving forward.

Significant Deficiencies

It was determined in the sanitary survey from 2018 that there is a water treatment bypass in the piping that could allow untreated water to enter the distribution system. This finding was also noted in the 2012 and 2015 sanitary survey. The system has agreed to remove the treatment bypass during the next major water plant upgrade.

The survey in 2018 noted the backwash water line is not properly protected by a backflow device and poses a potential cross connection. The system plans to correct this finding during the next major water plant upgrade.

Additional Information for Lead

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. WRANGELL is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at http://www.epa.gov/safewater/lead. If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. WRANGELL is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at http://www.epa.gov/safewater/lead.

Water Quality Data Table

In order to ensure that tap water is safe to drink, EPA prescribes regulations which limit the amount of contaminants in water provided by public water systems. The table below lists all of the drinking water contaminants that we detected during the calendar year of this report. Although many more contaminants were tested, only those substances listed below were found in your water. All sources of drinking water contain some naturally occurring contaminants. At low levels, these substances are generally not harmful in our drinking water. Removing all contaminants would be extremely expensive, and in most cases, would not provide increased protection of public health. A few naturally occurring minerals may actually improve the taste of drinking water and have nutritional value at low levels. Unless otherwise noted, the data presented in this table is from testing done in the calendar year of the report. The EPA or the State

requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not vary significantly from year to year, or the system is not considered vulnerable to this type of contamination. As such, some of our data, though representative, may be more than one year old. In this table you will find terms and abbreviations that might not be familiar to you. To help you better understand these terms, we have provided the definitions below the table.

Contaminants	MCLG or MRDLG	MCL, TT, or MRDL	Detect In Your Water	Range		Sample Date	Violation	Typical Source
				Low	High			
Disinfectants & Disinfection By-Products								
(There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants)								
Bromate (ppb)	0	10	1.9	0	3	2020	No	By-product of drinking water disinfection
Haloacetic Acids (HAA5) (ppb)	NA	60	79.85	26	179	2020	Yes	By-product of drinking water chlorination
TTHMs [Total Trihalomethanes] (ppb)	NA	80	34.06	8.6	85.8	2020	No	By-product of drinking water disinfection
Inorganic Contaminants								
Barium (ppm)	2	2	.00394	NA	NA	2020	No	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
Nitrate [measured as Nitrogen] (ppm)	10	10	.225	NA	NA	2020	No	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
Radioactive Contaminants								
Alpha emitters (pCi/L)	0	15	.24	NA	NA	2017	No	Erosion of natural deposits
Radium (combined 226/228) (pCi/L)	0	5	.66	NA	NA	2017	No	Erosion of natural deposits

Contaminants	MCLG	AL	Your Water	Sample Date	# Samples Exceeding AL	Exceeds AL	Typical Source
Inorganic Contaminants							
Copper - action level at consumer taps (ppm)	1.3	1.3	.75	2020	0	No	Corrosion of household plumbing systems; Erosion of natural deposits
Lead - action level at consumer taps (ppb)	0	15	3.78	2020	0	No	Corrosion of household plumbing systems; Erosion of natural deposits

Violations and Exceedances
Haloacetic Acids (HAA5) Some people who drink water containing haloacetic acids in excess of the MCL over many years may have an increased risk of getting cancer. The HAA5 levels were above the allowable MCL in August and December of 2020. The nature of our water treatment process and water source produces HAA5's due to incomplete treatment technique and filters that are not properly suited for organic removal. We are currently looking into replacement of the water treatment process. This upgrade will properly remove the organics and provide better water treatment capabilities.

Unit Descriptions	
Term	**Definition**
ppm	ppm: parts per million, or milligrams per liter (mg/L)
ppb	ppb: parts per billion, or micrograms per liter (µg/L)
pCi/L	pCi/L: picocuries per liter (a measure of radioactivity)
NA	NA: not applicable
ND	ND: Not detected
NR	NR: Monitoring not required, but recommended.

Important Drinking Water Definitions	
Term	**Definition**
MCLG	MCLG: Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
MCL	MCL: Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
TT	TT: Treatment Technique: A required process intended to reduce the level of a contaminant in drinking water.
AL	AL: Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
Variances and Exemptions	Variances and Exemptions: State or EPA permission not to meet an MCL or a treatment technique under certain conditions.
MRDLG	MRDLG: Maximum residual disinfection level goal. The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
MRDL	MRDL: Maximum residual disinfectant level. The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
MNR	MNR: Monitored Not Regulated
MPL	MPL: State Assigned Maximum Permissible Level

For more information please contact:

Contact Name: Tom Weiter Phone: 907-874-3904
Address: Box 531 Wrangell, AK 99929

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ARS Aleut Analytical, LLC

Laboratory Analytical Report

ARS3-21-02393

City of Wrangell
City of Wrangell
P.O. Box 531
Wrangell, AK 99929
907 874-3458
wrgwtf@aptalaska.net

Project Name: **City of Wrangell - Routine Testing**
PWS #: **120143**

Questions regarding this analytical report should be addressed to ARS project manager, Erin West, who can be reached by phone at 907-258-2155 or email at datareporting@aaa.aleutfederal.com.

I certify that the test results presented in this report (in either hardcopy or electronic file (EDD)) meet the requirements of the laboratory's certifications and other applicable contract terms and conditions. Any exceptions to the certification or contract will be noted within the case narratives presented in the report. Any subcontracted sample results will be identified within the case narratives presented in the report. In the event this report is an amendment to a previously released report, the case narrative will clearly identify the original report as well as the reason(s) for reissuance. A statement of uncertainty for each analysis is available upon request. I authorize release and issuance of this report on the date signed below.

Erin West	Digitally signed by Erin West Date: 2021.09.15 13:41:20 -05'00'	Laboratory Management, ARS Aleut Analytical
Signature	**Date**	**Title**

This report provides analytical results of the requested analysis and does not include any opinions or interpretations. ARS Aleut Analytical, LLC assumes no liability for the use or interpretation of analytical results. Results relate only to items tested. A partial reproduction of this test report is prohibited. Reproduction of this report in full requires the written approval of the laboratory.

Alaska Laboratory# AK00969

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ARS Aleut Analytical, LLC
Analytical Reports

for

City of Wrangell

Case Narrative

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PROJECT SAMPLE IDENTIFICATION CROSS-REFERENCE
TO ARS SAMPLE LABORATORY IDs

Project ID	Client Sample ID	ARS Aleut Analytical Sample ID	EEA Sample ID
120143	N-17 Hydrant	ARS3-21-02393-001	4997201
120143	Z-221 Hydrant	ARS3-21-02393-002	4997202
120143	Trip Blank	ARS3-21-02393-003	4997203
120143	WTP Tap	ARS3-21-02393-004	4997204

Sample	Date Collected	Date Received	Analysis	Basis	Prep Date/Time	Analysis Date/Time
003	08/23/21 12:47	08/24/21	VOA-524.2-AQ tthm	As Received	08/23/21 12:47	08/27/21 05:21
004	08/23/21 13:09	08/24/21	WCH-IC300.1-AQ	As Received		09/03/21 10:01
001	08/23/21 12:00	08/24/21	SVOA-552.2-AQ	As Received	08/31/21 08:00	09/01/21 05:01
002	08/23/21 12:47	08/24/21	VOA-524.2-AQ tthm	As Received	08/23/21 12:47	08/27/21 04:11

SAMPLE RECEIPT/PREP

The samples arrived in good condition. The samples were screened for radioactive contamination as per procedure **ARS-062 "Sample Receiving"**. Sample date(s) and time(s) are listed as provided by the client. Turnaround time was set at 15 work days.

Received in ANC on 08/24/21 at 16:45 by ERM at 3.6°C by Alert. CA 08/24/2021

Samples were sent to Eurofins Eaton Analytical (EEA) on 08-25-2021 12:00 and arrived on 08-26-2021 09:30 at 5°C.

ANALYTICAL METHODS

Semi-volatile analyses was performed using **552.2**.

Volatile analyses was performed using **524.2**.

Bromate analysis was performed using **300.1**.

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The following are subcontracted analyses and have been reported to us as having met criteria, unless otherwise noted:

SVOA-552.2-AQ - Haloacetic Acids

VOA-524.2-AQ tthm - 524.2 AK DW tthm List

WCH-IC300.1-AQ - Anions by IC (Aqueous)

Results for subcontracted analyses are directly behind ARS results.

ANALYTICAL RESULTS

**No QC or CRDL warnings found.

ARS3-21-02393: Client notified of HAA5 exceedance. EW 9/7/21

ARS3-21-02393: Results (TTHM, HAA5, Bromate) were uploaded to CMDP under Job ID #183336. EW 9/15/21

Notes (Case Narrative)

Item e.

Definitions:

CRDL	Contract Required Detection Limit
CSU	Combined Standard Uncertainty
DLC	Decision Level Concentration (ANSI N42.23)
DO	Duplicate Original
DUP	Sample Duplicate
LCS/LCSD	Laboratory Control Sample/Laboratory Control Sample Duplicate
LOD	Limit of Detection
LOQ	Limit of Quantitation
MBL	Method Blank
MCL	Maximum Contaminant Level
MDA	Minimum Detectable Activity
MDL	Method Detection Limit
MS/MSD	Matrix Spike/Matrix Spike Duplicate
N/A	Not Applicable
NC	Not Calculated
NP	Not Provided
NR	Not Referenced
PQL	Practical Quantitation Limit

Data Qualifiers:

B	The result of both the method blank and the target sample are above the MDL.
D	Sample analysis accomplished through dilution.
J	The reported result is an estimated value above the LOD but below the LOQ, or above the MDL but below the PQL.
Q	One or more quality control criteria failed.
U	Result is below the MDA, MDL, PQL, LOD, or LOQ
*****	LCS/LCSD or Sample DUP fails all Duplicate criteria.
S	Spike
SC	Subcontracted out to another qualified laboratory
H	Holding time exceeded
E	Exceeds MCL
******	Reporting Limit is higher than MCL; Target cannot be detected
ǂ	Method/Matrix/Analyte not accredited for this certification

Radiochemistry Comments:

1.0) All MDA/MDC values are calculated on a sample specific basis.

2.0) Data in this report are within the limits of uncertainty specified in the reference method unless otherwise specified.

3.0) Total activity is actually total gamma activity and is determined utilizing the prominent gamma emitters from the naturally occurring radioactive decay chains and other prominent radioactive nuclides. Total activity may be lower than the actual total activity due to the extent of secular equilibrium achieved in the various decay chains at the time of analysis. The total activity is not representative of nuclides that emit solely alpha or beta particles.

4.0) Ra-228 is determined via secular equilibrium with its daughter, Actinium 228 (Gamma Spectroscopy only).

5.0) U-238 is determined via secular equilibrium with its daughter, Thorium 234 (Gamma Spectroscopy only).

6.0) All gamma spectroscopy was performed utilizing high purity germanium detectors (**HPGe**).

7.0) ARS makes every attempt to match sample density to calibrated density; however, in some cases, it is not practical or possible to do so and data results may be affected (Gamma Spectroscopy only).

8.0) Gamma spectroscopy results are calculated values based on the **ORTEC®** GammaVision ENV32 Analysis Engine.

9.0) DoD/DOE and ISO 17025 certifications through ANAB apply only to the following methods in **Non-Potable Water**:
Gross Alpha and Gross Beta (EPA 900.0, EPA 9310); Radium 226 (EPA 903.0, EPA 903.1, EPA 9315); Radium 228 (EPA 904.0, EPA 9320); ICP/MS (EPA 6020B); ICP-OES (EPA 6010D); Mercury CVAA (EPA 7470A); Strontium-89 (EPA 905.0, Eichrom SRW01, HASL 300 Sr-01); Strontium-90 (EPA 905.0, Eichrom SRW01, HASL 300 Sr-02-RC); Tritium (EPA 906.0); Enriched Tritium (ARS-040), Carbon-14 (ARS-019), Tritium/Carbon (ARS-151); Gamma Emitters (EPA 901.1, SM 7120B, HASL 300 Ga-01-R); Americium-241 (Eichrom ACW03, HASL 300 Se-03, HASL 300 Am-03); Plutonium 238, Plutonium 239/240, Plutonium-241 (Eichrom ACW03, HASL 300 Se-03, HASL 300 Pu-10); Thorium-228, Thorium 230, Thorium-232 (Eichrom ACW10); Uranium-234, Uranium-235, Uranium-238 (Eichrom ACW03, HASL 300 Se-03); Lead-210 (Eichrom OTW01); Technetium-99 (Eichrom TCW02); GC/ECD (EPA 8082A); GC/MS (EPA 8260B)

10.0) DoD/DOE and ISO 17025 certifications through ANAB apply only to the following methods in **Solid and Chemical Materials**:
Gross Alpha and Gross Beta (EPA 900.0 Mod, EPA 9310); ICP/MS (EPA 6020B); ICP-OES (EPA 6010D); Mercury CVAA (EPA 7471B); Strontium-89 (EPA 905.0 Mod, Eichrom SRW01, HASL 300 Sr-01); Strontium-90 (EPA 905.0 Mod, Eichrom SRW01, HASL 300 Sr-02); Tritium (EPA 906.0 Mod); Tritium/Carbon-14 (ARS-151); Gamma Emitters (EPA 901.1, HASL 300 Ga-01-R); Americium-241 (Eichrom ACW03, HASL 300 Se-03, HASL 300 Am-01-RC); Plutonium 238, Plutonium 239/240, Plutonium-241 (Eichrom ACW03, HASL 300 Se-03, HASL 300 Pu-02-RC, HASL 300 Pu-03-RC); Thorium-228, Thorium 230, Thorium-232 (Eichrom ACW10); Uranium-234, Uranium-235, Uranium-238 (Eichrom ACW03, HASL 300 Se-03, HASL 300 U-02, HASL 300 U-04); Technetium-99 (Eichrom TCS01); GC/ECD (EPA 8082A); GC/MS (EPA 8260B, EPA 8270D)

11.0) DoD/DOE and ISO 17025 certifications through ANAB apply only to the following methods in **Air and Emissions**:
Gross Alpha and Gross Beta (EPA 900.0 Mod, EPA 9310); Strontium-89 (Eichrom SRW01, HASL 300 Sr-01-RC); Strontium-90 (Eichrom SRW01, HASL 300 Sr-02-RC); Gamma Emitters (EPA 901.1, HASL 300 Ga-01-R); Americium-241 (Eichrom ACW03, HASL 300 Se-03); Plutonium 238, Plutonium 239/240, Plutonium-241 (Eichrom ACW03, HASL 300 Se-03); Thorium-228, Thorium 230, Thorium-232 (Eichrom ACW10); Uranium-234, Uranium-235, Uranium-238 (Eichrom ACW03, HASL 300 Se-03); Technetium-99 (Eichrom TCW02, Eichrom TCS01)

General Comments:

1.0) Modified analysis procedures are procedures that are modified to meet the certain specifications. An example may be the use of a water method to analyze a solid matrix due to the lack of an officially recognized procedure for the analysis of the solid matrix. Modified analyses are indicated by the subsequent addition of “M” or “Mod” to the procedure number (i.e. 901.1M, 901.1 Mod).

2.0) All NIOSH method results are reported without blank corrections applied.

3.0) Basis: “As Received” = analyzed as received from client; “Dry” = dried prior to being analyzed; “Dry Weight Corrected” = analyzed as received; result corrected for percent moisture.

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ARS Aleut Analytical, LLC
Analytical Reports

for

City of Wrangell

Analytical Results

LABORATORY REPORT

If you have any questions concerning this report, please do not hesitate to call us at (800) 332-4345 or (574) 233-4777.

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STATE CERTIFICATION LIST

State	Certification	State	Certification
Alabama	40700	Missouri	880
Alaska	IN00035	Montana	CERT0026
Arizona	AZ0432	Nebraska	NE-OS-05-04
Arkansas	IN00035	Nevada	IN00035
California	2920	New Hampshire*	2124
Colorado	IN00035	New Jersey*	IN598
Colorado Radiochemistry	IN00035	New Mexico	IN00035
Connecticut	PH-0132	New York*	11398
Delaware	IN035	North Carolina	18700
Florida(Primary AB)*	E87775	North Dakota	R-035
Georgia	929	Ohio	87775
Hawaii	IN035	Oklahoma	D9508
Idaho	IN00035	Oregon*	4156
Illinois*	200001	Pennsylvania*	68-00466
Illinois Microbiology	17767	Puerto Rico	IN00035
Illinois Radiochemistry	IN00035	Rhode Island	LAO00343
Indiana Chemistry	C-71-01	South Carolina	95005
Indiana Microbiology	M-76-07	South Dakota	IN00035
Iowa	098	Tennessee	TN02973
Kansas*	E-10233	Texas*	T104704187
Kentucky	90056	Texas/TCEQ	TX207
Louisiana*	LA014	Utah*	IN00035
Maine	IN00035	Vermont	VT-8775
Maryland	209	Virginia*	460275
Massachusetts	M-IN035	Washington	C837
Michigan	9926	West Virginia	9927 C
Minnesota*	018-999-338	Wisconsin	999766900
Mississippi	IN035	Wyoming	IN035
EPA	IN00035		

*NELAP/TNI Recognized Accreditation Bodies

Revision date: 09/29/2020

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South Bend, IN 46617
Tel: (574) 233-4777
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1 800 332 4345

Laboratory Report

Client: ARS Aluet Analytical, LLC

Attn: Erin West
3710 Woodland Drive
Suite 900
Anchorage, AK 99517

Report: 528910
Priority: Standard Written
Status: Final
PWS ID: Not Supplied
Alaska Lab ID # IN00035

Sample Information

EEA ID #	Client ID	Method	Collected Date / Time	Collected By:	Received Date / Time
4997201	ARS3-21-02393-001	552.2	08/23/21 12:00	Client	08/26/21 09:30
4997202	ARS3-21-02393-002	524.2	08/23/21 12:47	Client	08/26/21 09:30
4997203	ARS3-21-02393-003	524.2	08/23/21 12:47	Client	08/26/21 09:30
4997204	ARS3-21-02393-004	300.1	08/23/21 13:09	Client	08/26/21 09:30

Report Summary

Note: Sample containers were provided by the client.

Detailed quantitative results are presented on the following pages. The results presented relate only to the samples provided for analysis.

We appreciate the opportunity to provide you with this analysis. If you have any questions concerning this report, please do not hesitate to call Jessie Brasch at (574) 233-4777.

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Jessie Brasch — Analytical Services Manager — 09/03/2021

Authorized Signature | Title | Date

Client Name: ARS Aluet Analytical, LLC
Report #: 528910

Sampling Point: ARS3-21-02393-001 PWS ID: Not Supplied

Disinfection Byproducts									
Analyte ID #	Analyte	Method	Reg Limit	MRL†	Result	Units	Preparation Date	Analyzed Date	EEA ID #
631-64-1	Dibromoacetic acid	552.2	---	1.0	< 1.0	ug/L	08/31/21 08:00	09/01/21 05:01	4997201
79-43-6	Dichloroacetic acid	552.2	---	1.0	**24**	ug/L	08/31/21 08:00	09/01/21 05:01	4997201
79-08-3	Monobromoacetic acid	552.2	---	1.0	< 1.0	ug/L	08/31/21 08:00	09/01/21 05:01	4997201
79-11-8	Monochloroacetic acid	552.2	---	2.0	< 2.0	ug/L	08/31/21 08:00	09/01/21 05:01	4997201
76-03-9	Trichloroacetic acid	552.2	---	1.0	**46**	ug/L	08/31/21 08:00	09/01/21 05:01	4997201
---	Total HAA5	552.2	60 *	1.0	**70**	ug/L	08/31/21 08:00	09/01/21 05:01	4997201

Sampling Point: ARS3-21-02393-002 PWS ID: Not Supplied

Disinfection Byproducts									
Analyte ID #	Analyte	Method	Reg Limit	MRL†	Result	Units	Preparation Date	Analyzed Date	EEA ID #
75-27-4	Bromodichloromethane	524.2	---	0.5	**1.7**	ug/L	---	08/27/21 04:11	4997202
75-25-2	Bromoform	524.2	---	0.5	< 0.5	ug/L	---	08/27/21 04:11	4997202
67-66-3	Chloroform	524.2	---	0.5	**36**	ug/L	---	08/27/21 04:11	4997202
124-48-1	Dibromochloromethane	524.2	---	0.5	< 0.5	ug/L	---	08/27/21 04:11	4997202
---	Total Trihalomethanes	524.2	80 *	0.5	**37.7**	ug/L	---	08/27/21 04:11	4997202

Sampling Point: ARS3-21-02393-003 PWS ID: Not Supplied

Disinfection Byproducts									
Analyte ID #	Analyte	Method	Reg Limit	MRL†	Result	Units	Preparation Date	Analyzed Date	EEA ID #
75-27-4	Bromodichloromethane	524.2	---	0.5	< 0.5	ug/L	---	08/27/21 05:21	4997203
75-25-2	Bromoform	524.2	---	0.5	< 0.5	ug/L	---	08/27/21 05:21	4997203
67-66-3	Chloroform	524.2	---	0.5	< 0.5	ug/L	---	08/27/21 05:21	4997203
124-48-1	Dibromochloromethane	524.2	---	0.5	< 0.5	ug/L	---	08/27/21 05:21	4997203
---	Total Trihalomethanes	524.2	80 *	0.5	< 0.5	ug/L	---	08/27/21 05:21	4997203

Sampling Point: ARS3-21-02393-004 PWS ID: Not Supplied

General Chemistry									
Analyte ID #	Analyte	Method	Reg Limit	MRL†	Result	Units	Preparation Date	Analyzed Date	EEA ID #
15541-45-4	Bromate	300.1	10 *	5.0	< 5.0	ug/L	---	09/03/21 10:01	4997204

† EEA has demonstrated it can achieve these report limits in reagent water, but can not document them in all sample matrices.

Reg Limit Type:	MCL	SMCL	AL
Symbol:	*	^	!

Lab Definitions

Continuing Calibration Check Standard (CCC) / Continuing Calibration Verification (CCV) / Initial Calibration Verification Standard (ICV) / Initial Performance Check (IPC) - is a standard containing one or more of the target analytes that is prepared from the same standards used to calibrate the instrument. This standard is used to verify the calibration curve at the beginning of each analytical sequence, and may also be analyzed throughout and at the end of the sequence. The concentration of continuing standards may be varied, when prescribed by the reference method, so that the range of the calibration curve is verified on a regular basis. CCL, CCM, and CCH are the CCC standards at low, mid, and high concentration levels, respectively.

Internal Standards (IS) - are pure compounds with properties similar to the analytes of interest, which are added to field samples or extracts, calibration standards, and quality control standards at a known concentration. They are used to measure the relative responses of the analytes of interest and surrogates in the sample, calibration standard or quality control standard.

Laboratory Duplicate (LD) - is a field sample aliquot taken from the same sample container in the laboratory and analyzed separately using identical procedures. Analysis of laboratory duplicates provides a measure of the precision of the laboratory procedures.

Laboratory Fortified Blank (LFB) / Laboratory Control Sample (LCS) - is an aliquot of reagent water to which known concentrations of the analytes of interest are added. The LFB is analyzed exactly the same as the field samples. LFBs are used to determine whether the method is in control. FBL, FBM, and FBH are the LFB samples at low, mid, and high concentration levels, respectively.

Laboratory Method Blank (LMB) / Laboratory Reagent Blank (LRB) - is a sample of reagent water included in the sample batch analyzed in the same way as the associated field samples. The LMB is used to determine if method analytes or other background contamination have been introduced during the preparation or analytical procedure. The LMB is analyzed exactly the same as the field samples.

Laboratory Trip Blank (LTB) / Field Reagent Blank (FRB) - is a sample of laboratory reagent water placed in a sample container in the laboratory and treated as a field sample, including storage, preservation, and all analytical procedures. The FRB/LTB container follows the collection bottles to and from the collection site, but the FRB/LTB is not opened at any time during the trip. The FRB/LTB is primarily a travel blank used to verify that the samples were not contaminated during shipment.

If applicable, the calculation of the matrix spike (MS) or matrix spike duplicate (MSD) percent recovery is as follows: (MS or MSD value - Sample value) * 100 / spike target / dilution factor = **Recovery %**

Matrix Spike Duplicate Sample (MSD) / Laboratory Fortified Sample Matrix Duplicate (LFSMD) - is a sample aliquot taken from the same field sample source as the Matrix Spike Sample to which known quantities of the analytes of interest are added in the laboratory. The MSD is analyzed exactly the same as the field samples. Analysis of the MSD provides a measure of the precision of the laboratory procedures in a specific matrix. SDL, SDM, and SDH / LFSMDL, LFSMDM, and LFSMDH are the MSD or LFSMD at low, mid, and high concentration levels, respectively.

Matrix Spike Sample (MS) / Laboratory Fortified Sample Matrix (LFSM) - is a sample aliquot taken from field sample source to which known quantities of the analytes of interest are added in the laboratory. The MS is analyzed exactly the same as the field samples. The purpose is to demonstrate recovery of the analytes from a sample matrix to determine if the specific matrix contributes bias to the analytical results. MSL, MSM, and MSH / LFSML, LFSMM, and LFSMH are the MS or LFSM at low, mid, and high concentration levels, respectively.

Quality Control Standard (QCS) / Second Source Calibration Verification (SSCV) - is a solution containing known concentrations of the analytes of interest prepared from a source different from the source of the calibration standards. The solution is obtained from a second manufacturer or lot if the lot can be demonstrated by the manufacturer as prepared independently from other lots. The QCS sample is analyzed using the same procedures as field samples. The QCS is used as a check on the calibration standards used in the method on a routine basis.

Reporting Limit Check (RLC) / Initial Calibration Check Standard (ICCS) - is a procedural standard that is analyzed each day to evaluate instrument performance at or below the minimum reporting limit (MRL).

Surrogate Standard (SS) / Surrogate Analyte (SUR) - is a pure compound with properties similar to the analytes of interest, which is highly unlikely to be found in any field sample, that is added to the field samples, calibration standards, blanks and quality control standards before sample preparation. The SS is used to evaluate the efficiency of the sample preparation process.

CHAIN OF CUSTODY FOR EXTERNAL LAB ANALYSIS

434314

COC Number: ARS3-21-02393-1-1

Item e.

Anchorage, AK
907 E. Dowling Road Unit #24
Anchorage AK, 99518
Report To: Evan Maher
Phone: 907-258-2155

PO Number: 17514 528...

Requested Turnaround: 9-14-21

Required Certification: Alaska DW

Testing Laboratory:

Eurofins Eaton Analytical (EEA)
110 South Hill Street
South Bend, IN 46617
Phone: 574-472-5564

* please send dpp 2 preliminary if done before Bromate. ERM

Client Identifier:

Client ID	Test Method	Method Description	Sample Date	Matrix	Report To	Comments
ARS3-21-02393-001-1	EPA 552.2	4997201 552.2 (Aqueous) - Haloacetic Acids (1)	08-23-2021 12:00	Drinking Water	MDL	
ARS3-21-02393-002-1	EPA 524.2	tthm - AK DW	08-23-2021 12:47	Drinking Water	MDL	tthm only
ARS3-21-02393-002-2	EPA 524.2	202 tthm - AK DW	08-23-2021 12:47	Drinking Water	MDL	tthm only
ARS3-21-02393-002-3	EPA 524.2	tthm - AK DW (4)	08-23-2021 12:47	Drinking Water	MDL	tthm only
ARS3-21-02393-002-4	EPA 524.2	tthm - AK DW	08-23-2021 12:47	Drinking Water	MDL	tthm only
ARS3-21-02393-003-1	EPA 524.2	203 tthm - AK DW	08-23-2021 12:47	Aqueous	MDL	Trip Blank TTHM only
ARS3-21-02393-003-2	EPA 524.2	tthm - AK DW (2)	08-23-2021 12:47	Aqueous	MDL	Trip Blank TTHM only
ARS3-21-02393-004-1	EPA 317.0	204 317.0 - Bromate (1)	08-23-2021 13:09	Aqueous	MDL	

Parent Lab Relinquished by:	Date/Time:	Received by:	Date/Time/Temp:
ERM 8-25-21	12:00	[signature]	8-26-21 0930
Relinquished by:	**Date/Time:**	**Received by:**	**Date/Time/Temp:**

IR 23

5.4°C

Custody Seal intact SS 8.26.21

Client Provided Sample Container

Test Method Information - STD TARGETS

Eurofins Eaton Analytical (EEA)

Matrix: Drinking Water
Method Name: EPA 552.2
Description: Haloacetic Acids

Analyte Name	CAS Number	Units	LCS Limit LCL	LCS Limit UCL	Matrix Spike Limit LCL	Matrix Spike Limit UCL	RPDCL
Dibromoacetic acid	631-64-1	ug/L	90	110	80	120	
Dichloroacetic acid	79-43-6	ug/L	90	110	80	120	
Monobromoacetic acid	79-08-3	ug/L	90	110	80	120	
Monochloroacetic acid	79-11-8	ug/L	90	110	80	120	
Total Haloacetic Acids		ug/L	90	110	80	120	
Trichloroacetic acid	76-03-9	ug/L	90	110	80	120	

Target Analytes By Sample:
ARS3-21-02393-001: Dibromoacetic acid, Dichloroacetic acid, Monobromoacetic acid, Monochloroacetic acid, Total Haloacetic Acids, Trichloroacetic acid

Matrix: Aqueous
Method Name: EPA 317.0
Description: Bromate by IC

Analyte Name	CAS Number	Units	LCS Limit LCL	LCS Limit UCL	Matrix Spike Limit LCL	Matrix Spike Limit UCL	RPDCL
Bromate	15541-45-4	ug/L	90	110	80	120	

Target Analytes By Sample:
ARS3-21-02393-004: Bromate

Matrix: Aqueous
Method Name: EPA 524.2
Description: 524.2 AK DW tthm List

Analyte Name	CAS Number	Units	LCS Limit LCL	LCS Limit UCL	Matrix Spike Limit LCL	Matrix Spike Limit UCL	RPDCL
Bromodichloromethane	75-27-4	ug/L	90	110	80	120	
Bromoform	75-25-2	ug/L	90	110	80	120	
Chloroform	67-66-3	ug/L	90	110	80	120	
Dibromochloromethane	124-48-1	ug/L	90	110	80	120	
Total Trihalomethane		ug/L	90	110	80	120	

Target Analytes By Sample:
ARS3-21-02393-002: Bromodichloromethane, Bromoform, Chloroform, Dibromochloromethane, Total Trihalomethane
ARS3-21-02393-003: Bromodichloromethane, Bromoform, Chloroform, Dibromochloromethane, Total Trihalomethane

Test Method Information - STD TARGETS

Eurofins Eaton Analytical (EEA)

Matrix Drinking Water
Method Name EPA 524.2
Description 524.2 AK DW tthm List

Analyte Name	CAS Number	Units	LCS Limit LCL	LCS Limit UCL	Matrix Spike Limit LCL	Matrix Spike Limit UCL	RPDCL
Bromodichloromethane	75-27-4	ug/L	90	110	80	120	
Bromoform	75-25-2	ug/L	90	110	80	120	
Chloroform	67-66-3	ug/L	90	110	80	120	
Dibromochloromethane	124-48-1	ug/L	90	110	80	120	
Total Trihalomethane		ug/L	90	110	80	120	

Target Analytes By Sample:
ARS3-21-02393-002: Bromodichloromethane, Bromoform, Chloroform, Dibromochloromethane, Total Trihalomethane
ARS3-21-02393-003: Bromodichloromethane, Bromoform, Chloroform, Dibromochloromethane, Total Trihalomethane

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Eurofins Eaton Analytical
Run Log

Run ID: **293818** Method: **300.1**

Type	Sample Id	Sample Site	Matrix	Instrument ID	Analysis Date	Calibration File
ICB	4978972		RW	CQ	09/02/2021 20:10	
QCS	4978954		RW	CQ	09/02/2021 23:39	
IPC	4978979		RW	CQ	09/03/2021 08:16	
LRB	4978980		RW	CQ	09/03/2021 08:51	
LFB	4978981		RW	CQ	09/03/2021 09:26	
FS	4997204	ARS3-21-02393-004	DW	CQ	09/03/2021 10:01	
CCC	4978971		RW	CQ	09/03/2021 12:56	

QC Summary Report

Sample Type	Analyte	Method	MRL	Client ID	Result Flag	Amount	Target	Units	% Recovery	Recovery Limits	RPD	RPD Limit	Dil Factor	Extracted	Analyzed	EEA ID #
ICB	Bromate	300.1	5.0	---	<	5.0		ug/L	---	---	---	---	1.0	---	09/02/2021 20:10	4978972
QCS	Bromate	300.1	5.0	---		24.4410	25.0	ug/L	98	85 - 115	---	---	1.0	---	09/02/2021 23:39	4978954
QCS	Dichloroacetate	300.1	N/A	---		1.0352	1.0	mg/L	104	90 - 115	---	---	1.0	---	09/02/2021 23:39	4978954
IPC	Bromate	300.1	5.0	---		5.6700	5.0	ug/L	113	75 - 125	---	---	1.0	---	09/03/2021 08:16	4978979
IPC	Dichloroacetate	300.1	N/A	---		1.0237	1.0	mg/L	102	90 - 115	---	---	1.0	---	09/03/2021 08:16	4978979
LRB	Bromate	300.1	5.0	---	<	5.0		ug/L	---	---	---	---	1.0	---	09/03/2021 08:51	4978980
LRB	Dichloroacetate	300.1	N/A	---		1.0011	1.0	mg/L	100	90 - 115	---	---	1.0	---	09/03/2021 08:51	4978980
LFB	Bromate	300.1	5.0	---		19.7770	20.0	ug/L	99	75 - 125	---	---	1.0	---	09/03/2021 09:26	4978981
LFB	Dichloroacetate	300.1	N/A	---		0.9900	1.0	mg/L	99	90 - 115	---	---	1.0	---	09/03/2021 09:26	4978981
FS	Bromate	300.1	5.0	ARS3-21-02393-004	<	5.0		ug/L	---	---	---	---	1.0	---	09/03/2021 10:01	4997204
FS	Dichloroacetate	300.1	N/A	ARS3-21-02393-004		1.0752	1.0	mg/L	108	90 - 115	---	---	1.0	---	09/03/2021 10:01	4997204
CCC	Bromate	300.1	5.0	---		24.8390	25.0	ug/L	99	75 - 125	---	---	1.0	---	09/03/2021 12:56	4978971
CCC	Dichloroacetate	300.1	N/A	---		1.0187	1.0	mg/L	102	90 - 115	---	---	1.0	---	09/03/2021 12:56	4978971

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Run Log

Run ID: **293492** Method: **524.2**

Type	Sample Id	Sample Site	Matrix	Instrument ID	Analysis Date	Calibration File
CCC	4997612		RW	GI	08/26/2021 20:04	M 524 GI 08232021 THMs
CCL	4997619		RW	GI	08/26/2021 20:28	M 524 GI 08232021 THMs
LMB	4997621		RW	GI	08/26/2021 20:51	M 524 GI 08232021 THMs
FS	4997202	ARS3-21-02393-002	DW	GI	08/27/2021 04:11	M 524 GI 08232021 THMs
MS	4997608	ARS3-21-02393-002	DW	GI	08/27/2021 04:34	M 524 GI 08232021 THMs
MSD	4997609	ARS3-21-02393-002	DW	GI	08/27/2021 04:57	M 524 GI 08232021 THMs
LTB	4997203	ARS3-21-02393-003	RW	GI	08/27/2021 05:21	M 524 GI 08232021 THMs
CCC	4997613		RW	GI	08/27/2021 05:44	M 524 GI 08232021 THMs

QC Summary Report

Sample Type	Analyte	Method	MRL	Client ID	Result Flag	Amount	Target	Units	% Recovery	Recovery Limits	RPD	RPD Limit	Dil Factor	Extracted	Analyzed	EEA ID #
CCC	SS-Bromofluorobenzene	524.2	N/A	---		4.5060	5.0	ug/L	90	70 - 130	---	---	1.0	---	08/26/2021 20:04	4997612
CCC	SS-1,2-Dichlorobenzene-d4	524.2	N/A	---		9.2880	10.0	ug/L	93	70 - 130	---	---	1.0	---	08/26/2021 20:04	4997612
CCC	SS-1,2-Dichloroethane-d4	524.2	N/A	---		10.2830	10.0	ug/L	103	70 - 130	---	---	1.0	---	08/26/2021 20:04	4997612
CCC	SS-Toluene-d8	524.2	N/A	---		9.5990	10.0	ug/L	96	70 - 130	---	---	1.0	---	08/26/2021 20:04	4997612
CCC	Bromodichloromethane	524.2	0.5	---		4.4700	5.0	ug/L	89	70 - 130	---	---	1.0	---	08/26/2021 20:04	4997612
CCC	Bromoform	524.2	0.5	---		4.2550	5.0	ug/L	85	70 - 130	---	---	1.0	---	08/26/2021 20:04	4997612
CCC	Chloroform	524.2	0.5	---		4.7120	5.0	ug/L	94	70 - 130	---	---	1.0	---	08/26/2021 20:04	4997612
CCC	Dibromochloromethane	524.2	0.5	---		4.4520	5.0	ug/L	89	70 - 130	---	---	1.0	---	08/26/2021 20:04	4997612
CCL	SS-Bromofluorobenzene	524.2	N/A	---		4.5450	5.0	ug/L	91	70 - 130	---	---	1.0	---	08/26/2021 20:28	4997619
CCL	SS-1,2-Dichlorobenzene-d4	524.2	N/A	---		9.5040	10.0	ug/L	95	70 - 130	---	---	1.0	---	08/26/2021 20:28	4997619
CCL	SS-1,2-Dichloroethane-d4	524.2	N/A	---		10.2260	10.0	ug/L	102	70 - 130	---	---	1.0	---	08/26/2021 20:28	4997619
CCL	SS-Toluene-d8	524.2	N/A	---		9.6950	10.0	ug/L	97	70 - 130	---	---	1.0	---	08/26/2021 20:28	4997619
CCL	Bromodichloromethane	524.2	0.5	---		0.3310	0.5	ug/L	66	50 - 150	---	---	1.0	---	08/26/2021 20:28	4997619
CCL	Bromoform	524.2	0.5	---		0.3900	0.5	ug/L	78	50 - 150	---	---	1.0	---	08/26/2021 20:28	4997619
CCL	Chloroform	524.2	0.5	---		0.2780	0.5	ug/L	56	50 - 150	---	---	1.0	---	08/26/2021 20:28	4997619
CCL	Dibromochloromethane	524.2	0.5	---		0.3610	0.5	ug/L	72	50 - 150	---	---	1.0	---	08/26/2021 20:28	4997619
LMB	SS-Bromofluorobenzene	524.2	N/A	---		4.4910	5.0	ug/L	90	70 - 130	---	---	1.0	---	08/26/2021 20:51	4997621
LMB	SS-1,2-Dichlorobenzene-d4	524.2	N/A	---		9.5720	10.0	ug/L	96	70 - 130	---	---	1.0	---	08/26/2021 20:51	4997621
LMB	SS-1,2-Dichloroethane-d4	524.2	N/A	---		10.4800	10.0	ug/L	105	70 - 130	---	---	1.0	---	08/26/2021 20:51	4997621
LMB	SS-Toluene-d8	524.2	N/A	---		9.7840	10.0	ug/L	98	70 - 130	---	---	1.0	---	08/26/2021 20:51	4997621
LMB	Bromodichloromethane	524.2	0.5	---	<	0.5		ug/L	---	---	---	---	1.0	---	08/26/2021 20:51	4997621
LMB	Bromoform	524.2	0.5	---	<	0.5		ug/L	---	---	---	---	1.0	---	08/26/2021 20:51	4997621
LMB	Chloroform	524.2	0.5	---	<	0.5		ug/L	---	---	---	---	1.0	---	08/26/2021 20:51	4997621
LMB	Dibromochloromethane	524.2	0.5	---	<	0.5		ug/L	---	---	---	---	1.0	---	08/26/2021 20:51	4997621
FS	SS-Bromofluorobenzene	524.2	N/A	ARS3-21-02393-002		4.4240	5.0	ug/L	88	70 - 130	---	---	1.0	---	08/27/2021 04:11	4997202
FS	SS-1,2-Dichlorobenzene-d4	524.2	N/A	ARS3-21-02393-002		9.5460	10.0	ug/L	95	70 - 130	---	---	1.0	---	08/27/2021 04:11	4997202
FS	SS-1,2-Dichloroethane-d4	524.2	N/A	ARS3-21-02393-002		10.5120	10.0	ug/L	105	70 - 130	---	---	1.0	---	08/27/2021 04:11	4997202
FS	SS-Toluene-d8	524.2	N/A	ARS3-21-02393-002		9.7270	10.0	ug/L	97	70 - 130	---	---	1.0	---	08/27/2021 04:11	4997202
FS	Bromodichloromethane	524.2	0.5	ARS3-21-02393-002		1.7		ug/L	---	---	---	---	1.0	---	08/27/2021 04:11	4997202
FS	Bromoform	524.2	0.5	ARS3-21-02393-002	<	0.5		ug/L	---	---	---	---	1.0	---	08/27/2021 04:11	4997202
FS	Chloroform	524.2	0.5	ARS3-21-02393-002		36		ug/L	---	---	---	---	1.0	---	08/27/2021 04:11	4997202
FS	Dibromochloromethane	524.2	0.5	ARS3-21-02393-002	<	0.5		ug/L	---	---	---	---	1.0	---	08/27/2021 04:11	4997202
FS	Total Trihalomethanes	524.2	0.5	ARS3-21-02393-002		37.7		ug/L	---	---	---	---	1.0	---	08/27/2021 04:11	4997202
MS	SS-Bromofluorobenzene	524.2	N/A	ARS3-21-02393-002		4.6500	5.0	ug/L	93	70 - 130	---	---	1.0	---	08/27/2021 04:34	4997608
MS	SS-1,2-Dichlorobenzene-d4	524.2	N/A	ARS3-21-02393-002		9.6290	10.0	ug/L	96	70 - 130	---	---	1.0	---	08/27/2021 04:34	4997608
MS	SS-1,2-Dichloroethane-d4	524.2	N/A	ARS3-21-02393-002		10.6320	10.0	ug/L	106	70 - 130	---	---	1.0	---	08/27/2021 04:34	4997608
MS	SS-Toluene-d8	524.2	N/A	ARS3-21-02393-002		9.9120	10.0	ug/L	99	70 - 130	---	---	1.0	---	08/27/2021 04:34	4997608
MS	Bromodichloromethane	524.2	0.5	ARS3-21-02393-002		12.2650	11.678	ug/L	106	70 - 130	---	---	1.0	---	08/27/2021 04:34	4997608
MS	Bromoform	524.2	0.5	ARS3-21-02393-002		9.7170	10.0	ug/L	97	70 - 130	---	---	1.0	---	08/27/2021 04:34	4997608
MS	Chloroform	524.2	0.5	ARS3-21-02393-002		47.5770	45.632	ug/L	119	70 - 130	---	---	1.0	---	08/27/2021 04:34	4997608

QC Summary Report (cont.)

Sample Type	Analyte	Method	MRL	Client ID	Result Flag	Amount	Target	Units	% Recovery	Recovery Limits	RPD	RPD Limit	Dil Factor	Extracted	Analyzed	EEA ID #
MS	Dibromochloromethane	524.2	0.5	ARS3-21-02393-002		9.9280	10.0	ug/L	99	70 - 130	---	---	1.0	---	08/27/2021 04:34	4997608
MSD	SS-Bromofluorobenzene	524.2	N/A	ARS3-21-02393-002		4.5710	5.0	ug/L	91	70 - 130	---	---	1.0	---	08/27/2021 04:57	4997609
MSD	SS-1,2-Dichlorobenzene-d4	524.2	N/A	ARS3-21-02393-002		9.6220	10.0	ug/L	96	70 - 130	---	---	1.0	---	08/27/2021 04:57	4997609
MSD	SS-1,2-Dichloroethane-d4	524.2	N/A	ARS3-21-02393-002		10.1180	10.0	ug/L	101	70 - 130	---	---	1.0	---	08/27/2021 04:57	4997609
MSD	SS-Toluene-d8	524.2	N/A	ARS3-21-02393-002		9.6350	10.0	ug/L	96	70 - 130	---	---	1.0	---	08/27/2021 04:57	4997609
MSD	Bromodichloromethane	524.2	0.5	ARS3-21-02393-002		11.9400	11.678	ug/L	103	70 - 130	2.7	20	1.0	---	08/27/2021 04:57	4997609
MSD	Bromoform	524.2	0.5	ARS3-21-02393-002		8.4930	10.0	ug/L	85	70 - 130	13	20	1.0	---	08/27/2021 04:57	4997609
MSD	Chloroform	524.2	0.5	ARS3-21-02393-002		45.4680	45.632	ug/L	98	70 - 130	4.5	20	1.0	---	08/27/2021 04:57	4997609
MSD	Dibromochloromethane	524.2	0.5	ARS3-21-02393-002		9.6020	10.0	ug/L	96	70 - 130	3.3	20	1.0	---	08/27/2021 04:57	4997609
LTB	SS-Bromofluorobenzene	524.2	N/A	ARS3-21-02393-003		4.6520	5.0	ug/L	93	70 - 130	---	---	1.0	---	08/27/2021 05:21	4997203
LTB	SS-1,2-Dichlorobenzene-d4	524.2	N/A	ARS3-21-02393-003		9.6440	10.0	ug/L	96	70 - 130	---	---	1.0	---	08/27/2021 05:21	4997203
LTB	SS-1,2-Dichloroethane-d4	524.2	N/A	ARS3-21-02393-003		10.5900	10.0	ug/L	106	70 - 130	---	---	1.0	---	08/27/2021 05:21	4997203
LTB	SS-Toluene-d8	524.2	N/A	ARS3-21-02393-003		9.4890	10.0	ug/L	95	70 - 130	---	---	1.0	---	08/27/2021 05:21	4997203
LTB	Bromodichloromethane	524.2	0.5	ARS3-21-02393-003	<	0.5		ug/L	---	---	---	---	1.0	---	08/27/2021 05:21	4997203
LTB	Bromoform	524.2	0.5	ARS3-21-02393-003	<	0.5		ug/L	---	---	---	---	1.0	---	08/27/2021 05:21	4997203
LTB	Chloroform	524.2	0.5	ARS3-21-02393-003	<	0.5		ug/L	---	---	---	---	1.0	---	08/27/2021 05:21	4997203
LTB	Dibromochloromethane	524.2	0.5	ARS3-21-02393-003	<	0.5		ug/L	---	---	---	---	1.0	---	08/27/2021 05:21	4997203
LTB	Total Trihalomethanes	524.2	0.5	ARS3-21-02393-003	<	0.5		ug/L	---	---	---	---	1.0	---	08/27/2021 05:21	4997203
CCC	SS-Bromofluorobenzene	524.2	N/A	---		4.5220	5.0	ug/L	90	70 - 130	---	---	1.0	---	08/27/2021 05:44	4997613
CCC	SS-1,2-Dichlorobenzene-d4	524.2	N/A	---		9.7380	10.0	ug/L	97	70 - 130	---	---	1.0	---	08/27/2021 05:44	4997613
CCC	SS-1,2-Dichloroethane-d4	524.2	N/A	---		10.3910	10.0	ug/L	104	70 - 130	---	---	1.0	---	08/27/2021 05:44	4997613
CCC	SS-Toluene-d8	524.2	N/A	---		9.7920	10.0	ug/L	98	70 - 130	---	---	1.0	---	08/27/2021 05:44	4997613
CCC	Bromodichloromethane	524.2	0.5	---		9.7990	10.0	ug/L	98	70 - 130	---	---	1.0	---	08/27/2021 05:44	4997613
CCC	Bromoform	524.2	0.5	---		9.0240	10.0	ug/L	90	70 - 130	---	---	1.0	---	08/27/2021 05:44	4997613
CCC	Chloroform	524.2	0.5	---		10.3210	10.0	ug/L	103	70 - 130	---	---	1.0	---	08/27/2021 05:44	4997613
CCC	Dibromochloromethane	524.2	0.5	---		9.7090	10.0	ug/L	97	70 - 130	---	---	1.0	---	08/27/2021 05:44	4997613

eurofins | Eaton Analytical

Eurofins Eaton Analytical
Run Log

Run ID: **293699** Method: **552.2**

Type	Sample Id	Sample Site	Matrix	Instrument ID	Analysis Date	Calibration File
CCL	5000954		RW	BP	08/31/2021 17:31	m 552.2 081121BP
LMB	5000955		RW	BP	08/31/2021 18:07	m 552.2 081121BP
CCC	5000950		RW	BP	09/01/2021 01:24	m 552.2 081121BP
FS	4997201	ARS3-21-02393-001	DW	BP	09/01/2021 05:01	m 552.2 081121BP
CCC	5000951		RW	BP	09/01/2021 09:16	m 552.2 081121BP

QC Summary Report

Sample Type	Analyte	Method	MRL	Client ID	Result Flag	Amount	Target	Units	% Recovery	Recovery Limits	RPD	RPD Limit	Dil Factor	Extracted	Analyzed	EEA ID #
CCL	SS-2-Bromopropionic acid	552.2	N/A	---		4.7887	5.0	ug/L	96	70 - 130	---	---	1.0	08/31/2021 08:00	08/31/2021 17:31	5000954
CCL	Dibromoacetic acid	552.2	1.0	---		0.9782	1.0	ug/L	98	50 - 150	---	---	1.0	08/31/2021 08:00	08/31/2021 17:31	5000954
CCL	Dichloroacetic acid	552.2	1.0	---		0.9318	1.0	ug/L	93	50 - 150	---	---	1.0	08/31/2021 08:00	08/31/2021 17:31	5000954
CCL	Monobromoacetic acid	552.2	1.0	---		0.8566	1.0	ug/L	86	50 - 150	---	---	1.0	08/31/2021 08:00	08/31/2021 17:31	5000954
CCL	Monochloroacetic acid	552.2	2.0	---		1.5906	2.0	ug/L	80	50 - 150	---	---	1.0	08/31/2021 08:00	08/31/2021 17:31	5000954
CCL	Trichloroacetic acid	552.2	1.0	---		1.1757	1.0	ug/L	118	50 - 150	---	---	1.0	08/31/2021 08:00	08/31/2021 17:31	5000954
CCL	IS-1,2,3-Trichloropropane	552.2	N/A	---		1017	941	ug/L	108	70 - 130	---	---	1.0	08/31/2021 08:00	08/31/2021 17:31	5000954
LMB	SS-2-Bromopropionic acid	552.2	N/A	---		5.6227	5.0	ug/L	112	70 - 130	---	---	1.0	08/31/2021 08:00	08/31/2021 18:07	5000955
LMB	Dibromoacetic acid	552.2	1.0	---	<	1.0		ug/L	---	---	---	---	1.0	08/31/2021 08:00	08/31/2021 18:07	5000955
LMB	Dichloroacetic acid	552.2	1.0	---	<	1.0		ug/L	---	---	---	---	1.0	08/31/2021 08:00	08/31/2021 18:07	5000955
LMB	Monobromoacetic acid	552.2	1.0	---	<	1.0		ug/L	---	---	---	---	1.0	08/31/2021 08:00	08/31/2021 18:07	5000955
LMB	Monochloroacetic acid	552.2	2.0	---	<	2.0		ug/L	---	---	---	---	1.0	08/31/2021 08:00	08/31/2021 18:07	5000955
LMB	Trichloroacetic acid	552.2	1.0	---	<	1.0		ug/L	---	---	---	---	1.0	08/31/2021 08:00	08/31/2021 18:07	5000955
LMB	IS-1,2,3-Trichloropropane	552.2	N/A	---		1014	941	ug/L	108	70 - 130	---	---	1.0	08/31/2021 08:00	08/31/2021 18:07	5000955
CCC	SS-2-Bromopropionic acid	552.2	N/A	---		5.3316	5.0	ug/L	107	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 01:24	5000950
CCC	Dibromoacetic acid	552.2	1.0	---		23.6991	20.0	ug/L	118	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 01:24	5000950
CCC	Dichloroacetic acid	552.2	1.0	---		20.1055	20.0	ug/L	101	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 01:24	5000950
CCC	Monobromoacetic acid	552.2	1.0	---		18.4426	20.0	ug/L	92	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 01:24	5000950
CCC	Monochloroacetic acid	552.2	2.0	---		35.9988	40.0	ug/L	90	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 01:24	5000950
CCC	Trichloroacetic acid	552.2	1.0	---		22.3244	20.0	ug/L	112	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 01:24	5000950
CCC	IS-1,2,3-Trichloropropane	552.2	N/A	---		1105	941	ug/L	117	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 01:24	5000950
FS	SS-2-Bromopropionic acid	552.2	N/A	ARS3-21-02393-001		5.1946	5.0	ug/L	104	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 05:01	4997201
FS	Dibromoacetic acid	552.2	1.0	ARS3-21-02393-001	<	1.0		ug/L	---	---	---	---	1.0	08/31/2021 08:00	09/01/2021 05:01	4997201
FS	Dichloroacetic acid	552.2	1.0	ARS3-21-02393-001		24		ug/L	---	---	---	---	1.0	08/31/2021 08:00	09/01/2021 05:01	4997201
FS	Monobromoacetic acid	552.2	1.0	ARS3-21-02393-001	<	1.0		ug/L	---	---	---	---	1.0	08/31/2021 08:00	09/01/2021 05:01	4997201
FS	Monochloroacetic acid	552.2	2.0	ARS3-21-02393-001	<	2.0		ug/L	---	---	---	---	1.0	08/31/2021 08:00	09/01/2021 05:01	4997201
FS	Trichloroacetic acid	552.2	1.0	ARS3-21-02393-001		46		ug/L	---	---	---	---	1.0	08/31/2021 08:00	09/01/2021 05:01	4997201
FS	IS-1,2,3-Trichloropropane	552.2	N/A	ARS3-21-02393-001		943	941	ug/L	100	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 05:01	4997201
FS	Total HAA5	552.2	1.0	ARS3-21-02393-001		70		ug/L	---	---	---	---	1.0	08/31/2021 08:00	09/01/2021 05:01	4997201
CCC	SS-2-Bromopropionic acid	552.2	N/A	---		5.2842	5.0	ug/L	106	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 09:16	5000951
CCC	Dibromoacetic acid	552.2	1.0	---		23.6184	20.0	ug/L	118	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 09:16	5000951
CCC	Dichloroacetic acid	552.2	1.0	---		20.0952	20.0	ug/L	100	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 09:16	5000951
CCC	Monobromoacetic acid	552.2	1.0	---		18.5010	20.0	ug/L	93	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 09:16	5000951
CCC	Monochloroacetic acid	552.2	2.0	---		35.5145	40.0	ug/L	89	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 09:16	5000951
CCC	Trichloroacetic acid	552.2	1.0	---		22.4848	20.0	ug/L	112	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 09:16	5000951
CCC	IS-1,2,3-Trichloropropane	552.2	N/A	---		1106	941	ug/L	118	70 - 130	---	---	1.0	08/31/2021 08:00	09/01/2021 09:16	5000951

Sample Type Key

Type (Abbr.)	Sample Type
CCC	Continuing Calibration Check
CCL	Continuing Calibration Low
FS	Field Sample
ICB	Initial Calibration Blank
IPC	Instrument Performance Check
LFB	Laboratory Fortified Blank
LMB	Laboratory Method Blank
LRB	Laboratory Reagent Blank
LTB	Laboratory Trip Blank
MS	Matrix Spike
MSD	Matrix Spike Duplicate
QCS	Quality Control Sample

Type (Abbr.)	Sample Type

END OF REPORT

907 E. Dowling Road Unit #24 • Anchorage, AK 99518
907-258-2155 • FAX 907-258-6634

ARS Aleut Analytical, LLC
Analytical Reports

for

City of Wrangell

Sample Management Records

ARS3-21-02393

ARS Aleut Analytical

AAA Chain of Custody

Custody form MUST be signed
Please provide as much information as possible

Anchorage Laboratory
3710 Woodland Dr. Suite 900
Anchorage, AK 99517
907.258.2155
907.258.6634 fax

Mat-Su Service Center
701 East Parks Highway #206
Wasilla, AK 99654
907.373.5440

Fairbanks Laboratory
475 Hall Street
Fairbanks, AK 99701
907.456.3116
907.456.3125 fax

ARS Corporate Office
2609 North River Road
Port Allen, LA 70767
225.381.2991
225.381.2996 fax

Sampling Event ID:

Client/Company Name & Address: City of Wrangell Box 531 Wrangell, AK 99929

Public Water System (PWS) ID:

Project Name: City of Wrangell Tthm/HAA5

Section To Be Completed by AAA

Quote Number: **SDG:**

Account #: Check Credit

Invoice Contact Name & Address & Phone:

Contact Person: Wayne McHolland

Phone No: 907 305 1151

Fax No: 907 874 4207

E-mail: wrgwtf@aptalaska.net

Turnaround Time (TAT) for Results

☐ Standard ☐ Repeat ☒ **Expedited** (prior authorization required for < 10 days) *please specify due date below; additional charges may apply*

Requested Date for Results:

Results to STATE: ☒ Yes ☐ No ☒ Routine ☐ Non-Routine

PO/Contract No.:

Special Instructions/Requirements: Please expedite

Kit Preparation/Shipping Charge:

Requested Analysis/Method

	Client Sample Identification (Name, Designation, Location, etc.)	Date Sampled	Time Sampled	Matrix	No. of Containers	Tthm Preservative Lot#	HAA5 Preservative Lot#	BRO3 Preservative Lot#	Preservative Lot#	Preservative Lot#	Preservative Lot#	Field Filtered	State Pt. Sampling ID	Facility ID	comments/repeat sample note
		~~N-17~~													
		~~Z-221~~													
3	Z-221 Hydrant	8-23	12:47	DW	4	X		no h/s							
4	N-17 Hydrant	8-23	12:00	DW	1		X								
5	WTP tap	8-23	13:09	DW	1			X							
6	Trip blank				2										
7	Temp blank				1										
8															
9															
#															

Relinquished by:	Date	Time	Received by:	Date	Time
Wayne McHolland	8-24-21	08:40	ERM	8-24-21	16:45
Relinquished by:	Date	Time	Received by:	Date	Time
Relinquished by:	Date	Time	Received by:	Date	Time

Name of Sampler: (printed)

Section To Be Completed by AAA

Condition of Custody Seal: Intact Broken Absent

Receiving location: ANC

Temperature on arrival: 3.6 °C °C

Thermometer ID # 062

Measurement method: Temp Blank Other

Shipping method/Tracking number: Alert

Version 5.0 April 2017

page

Item e.

27 WRG 7497 3043 027-7497 3043

Shipper's Name and Address
ty of Wrangell
5 Brueger
rangell, AK 99929
SA
Tel: 907-874-2381

Shipper's Account Number
27500310912
Customer's ID Number
8181

Not Negotiable
Air Waybill
Issued By
Alaska AIR CARGO
P.O. BOX 68900 SEATTLE, WA 98168
800-225-2752 ALASKACARGO.COM

signee's Name and Address
RS Aleut Analytical LLC
10 Woodland Dr
ite 900
nchorage, AK 99517
SA Tel: 907-258-2155

Consignee's Account Number
27442486991

Also notify
Tel:

ing Carrier's Agent and City

Accounting Information 8181
City of Wrangell
205 Brueger
Wrangell, AK 99929
USA

nt's IATA Code | Account No.

ort of Departure (Addr. of First Carrier) and Requested Routing
rangell

GoldStreak

By First Carrier	To / By	To / By	Currency	WT/VAL	Other	Declared Value For Carriage	Declared Value For Customs
NC Alaska Airlines			USD PX	X	X	NVD	NCV

ort of Destination	Flight/Date	Flight/Date	Amount of Insurance
nchorage	AS 065/24		XXX

ndling Information
NOA 907-258-2155

SCI

o of	Gross Weight	kg lb	Commodity Item No.	Chargeable Weight	Rate / Charge	Total	Nature and Quantity of Goods (Incl. Dimensions or Volume)
	19.0	L		19.0		AS AGREED	WATER SAMPLE Dims: 20 x 11 x16 x 1 GSX
1	19.0					AS AGREED	Volume: 2.037

Prepaid	Weight Charge	Collect
	AS AGREED	

Valuation Charge

Tax

Other Charges
XBC 10.00

Total Other Charges Due Agent

Total Other Charges Due Carrier

Shipper certifies that the particulars on the face hereof are correct and that **insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations. I consent to the inspection of this cargo.**

For: City of Wrangell

Signature of Shipper or his Agent

[ ] THIS SHIPMENT DOES NOT CONTAIN DANGEROUS GOODS

[ ] THIS SHIPMENT DOES CONTAIN DANGEROUS GOODS

Total Prepaid	Total Collect
AS AGREED	

24 Aug 2021 09:04 Wrangell Alaska Airlines

Executed On (Date) at (Place) Signature of Issuing Carrier or its Agent

129

ARS3-21-02393

027-7497 3043

September 17, 2021

To: Mayor Prysunka & Assembly Members
From: Lisa Von Bargen, Borough Manager
Re: Investment Report

In late January of this year, I sent a KYP email to the Assembly titled "Quiet Gains" about the performance of the Permanent Fund (PF). To recap, February 1st of 2020 the PF was at $9,242,108. As of January 21st of 2021 the value was $10,093,326. As of August 31, 2021 the value of the PF is $10,861,517. That is an increase of $1,619,409.

Annually, the CBW budgets to transfer a small portion of the interest earnings from the PF to the General Fund to help cover general government operations. Those withdrawls for at least the past five years have been $250,000 each. During one of the FY22 Budget work sessions I advised the Assembly that the annual budgeted transfer from the Permanent Fund to the General Fund would not take place this year because of the unanticipated Sales Tax revenue that was received in FY21. The FY21 Budget included a $250,000 transfer to the General Fund and a $30,000 transfer from the Pool portion of the Permanent Fund to the Parks & Recreation Special Revenue Fund. Neither of those transfers were performed.

Please remember, the Permanent Fund is investments in the market, and is also subject to market fluctuations and volatility. During mid-year 2020 the market was in deplorable shape due to the uncertainty of the pandemic and the value of the PF was at just over $8 million. It is important to keep the long view in mind for growing the fund over time, in perpetuity, rather than shot term gains.

The Alaska Permanent Capital Management (APCM) statement from April-August of 2021 are attached for your review. In addition to the Permanent Fund, the Borough also has an operating capital account invested through APCM. Given the investment parameters for the operating funds, this investment has performed far less robustly than the PF. This may be a conversation the Assembly and the Investment Committee have to look at alternative strategies.

Mason has met with the representatives of APCM, and is familiarizing himself with the funds, the investment strategies, code and charter. Mason will be handling the monthly reporting to the Assembly in the future and will be scheduling regularly occurring Investment Committee meetings.

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

CITY AND BOROUGH OF WRANGELL PERMANENT FUND-Public/Government

Account Statement - Period Ending 4/30/2021

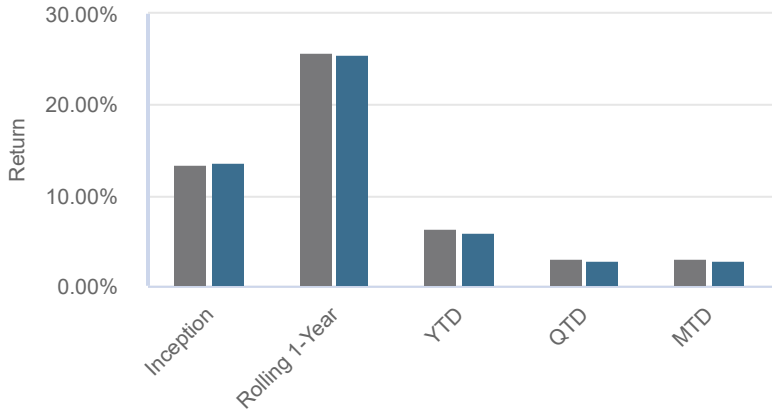
Account Activity

Portfolio Value on 4/1/2021	$10,193,463.54
Contributions	$0.00
Withdrawals	$0.00
Change in Market Value	$277,426.31
Dividends and Interest	$12,563.53
Portfolio Value on 4/30/2021	**$10,483,453.38**

Management Team

Client Relationship Manager:	Allison Capps
	Allison@apcm.net
Portfolio Manager	Brandy Niclai, CFA®
	Brandy@apcm.net
Contact Phone Number:	(907) 272-7575

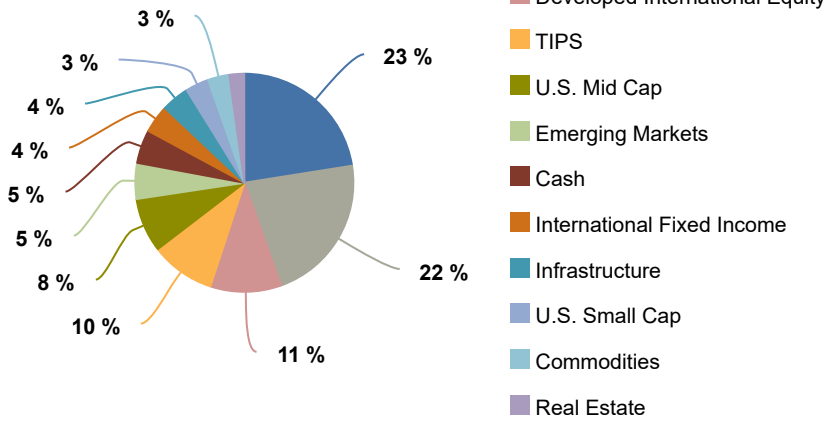
Investment Performance



	Inception	Rolling 1 Year	Year to Date	Quarter to Date	Month to Date
Portfolio	13.64 %	26.00 %	6.27 %	2.81 %	2.81 %
Strategic Benchmark	13.45 %	25.37 %	5.75 %	2.75 %	2.75 %

Performance is Annualized for Periods Greater than One Year

Portfolio Composition



Clients are encouraged to compare this report with the official statement from their custodian.

Portfolio Summary and Targets

Allocation Rang

Asset Class and Target	Market Value	Percent of Assets	Range
Fixed Income (45.00 %)			
Fixed Income (45.00 %)			
U.S. Fixed Income (25.00 %)	$2,308,585.02	22.02 %	15% to 35%
TIPS (10.00 %)	$999,819.69	9.54 %	5% to 15%
International Fixed Income (5.00 %)	$435,079.89	4.15 %	0% to 10%
Cash (5.00 %)	$517,906.09	4.94 %	0% to 10%
Subtotal	**$4,261,390.69**	**40.65 %**	
Equity (47.00 %)			
Equity (47.00 %)			
U.S. Large Cap (22.00 %)	$2,359,343.58	22.51 %	12% to 32%
U.S. Mid Cap (7.00 %)	$842,184.24	8.03 %	0% to 15%
U.S. Small Cap (3.00 %)	$363,234.44	3.46 %	0% to 6%
Developed International Equity (10.00 %)	$1,103,577.81	10.53 %	5% to 15%
Emerging Markets (5.00 %)	$556,953.29	5.31 %	0% to 10%
Subtotal	**$5,225,293.36**	**49.84 %**	
Alternatives (8.00 %)			
Alternatives (8.00 %)			
Real Estate (2.00 %)	$230,509.22	2.20 %	0% to 5%
Commodities (3.00 %)	$334,243.79	3.19 %	0% to 6%
Infrastructure (3.00 %)	$432,016.32	4.12 %	0% to 6%
Subtotal	**$996,769.33**	**9.51 %**	
Total Portfolio	**$10,483,453.38**	**100.00 %**	

Portfolio Appraisal

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Percent of Assets
U.S. Large Cap						
Core Domestic Large Cap Equity						
5,527.00	SPDR S&P 500 Trust	SPY	$1,789,318.65	$417.30	$2,306,417.10	
Core U.S. Equity						
963.00	Flexshares Quality Divid Index	QDF	$46,473.76	$54.96	$52,926.48	
			$1,835,792.41		**$2,359,343.58**	**22.51 %**
U.S. Mid Cap						
Core Domestic Mid Cap Equity						
3,099.00	iShares Core S&P Mid-Cap ETF	IJH	$616,341.81	$271.76	$842,184.24	
			$616,341.81		**$842,184.24**	**8.03 %**
U.S. Small Cap						
Core Domestic Small Cap Equity						
3,286.00	iShares Core S&P Small-Cap ETF	IJR	$263,824.17	$110.54	$363,234.44	
			$263,824.17		**$363,234.44**	**3.46 %**
Developed International Equity						
Core International Equity						
14,851.00	iShares Core MSCI EAFE	IEFA	$1,016,388.43	$74.31	$1,103,577.81	
			$1,016,388.43		**$1,103,577.81**	**10.53 %**
Emerging Markets						
Core Emerging Market Equity						
8,507.00	iShares Core MSCI Emerging Markets	IEMG	$455,418.20	$65.47	$556,953.29	
			$455,418.20		**$556,953.29**	**5.31 %**
Real Estate						
Core Real Estate Equity						
1,361.00	Pacer Benchmark Industrial Real Estate Sector ETF	INDS	$47,969.70	$42.12	$57,325.32	
1,865.00	JP Morgan Beta Builders MSCI US REIT ETF	BBRE	$166,064.15	$92.86	$173,183.90	
			$214,033.85		**$230,509.22**	**2.20 %**

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Percent of A
Commodities						
Core Commodities						
6,394.00	iShares US Bloomberg Roll	CMDY	$248,654.19	$52.27	$334,243.79	
			$248,654.19		**$334,243.79**	**3.19 %**
Infrastructure						
Core Infrastructure Equity						
7,464.00	FlexShares STOXX Global Broad Infrastructure	NFRA	$401,740.72	$57.88	$432,016.32	
			$401,740.72		**$432,016.32**	**4.12 %**
U.S. Fixed Income						
Core US Fixed Income Taxable Fund/ETF						
27,077.00	Vanguard Total Bond Market	BND	$2,306,649.48	$85.26	$2,308,585.02	
			$2,306,649.48		**$2,308,585.02**	**22.02 %**
TIPS						
Core TIPS						
19,231.00	Vanguard Short-Term Inflation Protected Secs	VTIP	$951,509.07	$51.99	$999,819.69	
			$951,509.07		**$999,819.69**	**9.54 %**
International Fixed Income						
Core International Fixed Income Fund/ETF						
7,637.00	Vanguard Total International Bond Index ETF	BNDX	$435,979.10	$56.97	$435,079.89	
			$435,979.10		**$435,079.89**	**4.15 %**
Cash						
Cash Sweep						
517,906.09	Schwab Bank Sweep	SchwabCash	$517,906.09	$1.00	$517,906.09	
			$517,906.09		**$517,906.09**	**4.94 %**
Total Portfolio			**$9,264,237.52**		**$10,483,453.38**	**100.00 %**

Transaction Summary From 4/1/2021 - 4/30/2021

Trade Date	Settle Date	Security	Quantity	Trade Amount
Buy Exchange				
4/1/2021	4/6/2021	Schwab Bank Sweep	1,341.91	$1,341.91
4/1/2021	4/6/2021	Schwab Bank Sweep	57,191.13	$57,191.13
4/1/2021	4/6/2021	Schwab Bank Sweep	8,959.27	$8,959.27
4/1/2021	4/6/2021	Schwab Bank Sweep	26,910.68	$26,910.68
4/1/2021	4/6/2021	Vanguard Total Bond Market	1,103.00	$93,545.43
			Buy Exchange Total:	**$187,948.42**
Sell Exchange				
4/1/2021	4/6/2021	Flexshares Quality Divid Index	-25.00	-$1,341.91
4/1/2021	4/6/2021	SPDR S&P 500 Trust	-143.00	-$57,191.13
4/1/2021	4/6/2021	iShares Core MSCI EAFE	-123.00	-$8,959.27
4/1/2021	4/6/2021	iShares Core S&P Small-Cap ETF	-245.00	-$26,910.68
4/1/2021	4/6/2021	Schwab Bank Sweep	-93,545.43	-$93,545.43
			Sell Exchange Total:	**-$187,948.42**
Dividends and Interest				
4/7/2021	4/7/2021	Vanguard Total Bond Market	0.00	$1,298.70
4/7/2021	4/7/2021	Vanguard Total Bond Market	0.00	$3,611.76
4/7/2021	4/7/2021	Vanguard Total Bond Market	0.00	$88.31
4/7/2021	4/7/2021	Vanguard Total International Bond Index ETF	0.00	$315.41
4/30/2021	4/30/2021	SPDR S&P 500 Trust	0.00	$7,245.06
			Dividends and Interest Total:	**$12,559.24**
Dividend Interest Reinvested				
4/15/2021	4/15/2021	Schwab Bank Sweep	2.11	$2.11
4/15/2021	4/15/2021	Schwab Bank Sweep	2.18	$2.18
			Dividend Interest Reinvested Total:	**$4.29**
Exchange and Other Trade Fees				
4/1/2021	4/6/2021	Flexshares Quality Divid Index	0.00	-$0.01
4/1/2021	4/6/2021	SPDR S&P 500 Trust	0.00	-$0.29
4/1/2021	4/6/2021	iShares Core MSCI EAFE	0.00	-$0.05

Trade Date	Settle Date	Security	Quantity	Trade A
Exchange and Other Trade Fees				
4/1/2021	4/6/2021	iShares Core S&P Small-Cap ETF	0.00	-$0.14
			Exchange and Other Trade Fees Total:	**-$0.49**
Advisory Fees Paid				
4/21/2021	4/21/2021	Schwab Bank Sweep	-3,381.70	-$3,381.70
			Advisory Fees Paid Total:	**-$3,381.70**

Realized Gain/Loss

Acquired Date	Units	Security	Cost Basis	Proceeds	Total Gain/Loss
CITY AND BOROUGH OF WRANGELL PERMANENT FUND-Public/Government					
1/15/2020	25.00	Flexshares Quality Divid Index	$1,221.75	$1,341.91	$120.16
1/15/2020	123.00	iShares Core MSCI EAFE	$8,080.85	$8,959.27	$878.42
1/15/2020	245.00	iShares Core S&P Small-Cap ETF	$20,707.82	$26,910.68	$6,202.86
1/15/2020	143.00	SPDR S&P 500 Trust	$46,997.89	$57,191.13	$10,193.24
CITY AND BOROUGH OF WRANGELL PERMANENT FUND-Public/Government Total:			**$173,935.44**	**$191,330.12**	**$17,394.68**

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

CITY AND BOROUGH OF WRANGELL OPERATING FUND-Public/Government

Account Statement - Period Ending 4/30/2021

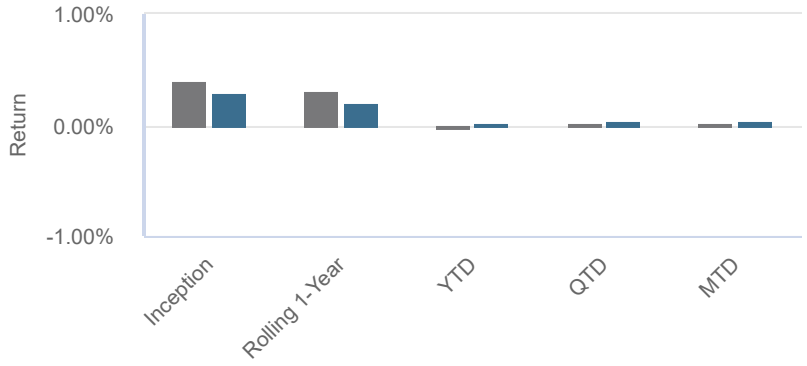
Account Activity

Portfolio Value on 4/1/2021	$5,015,474.84
Beginning Bond Accrual	$12,179.71
Contributions	$0.00
Withdrawals	$0.00
Change in Market Value	-$3,637.12
Dividends and Interest	$1,027.64
Portfolio Value on 4/30/2021	**$5,012,865.36**
Ending Bond Accrual	$15,346.75

Management Team

Client Relationship Manager:	Allison Capps
	Allison@apcm.net
Portfolio Manager	Brandy Niclai, CFA®
	Brandy@apcm.net
Contact Phone Number:	(907) 272-7575

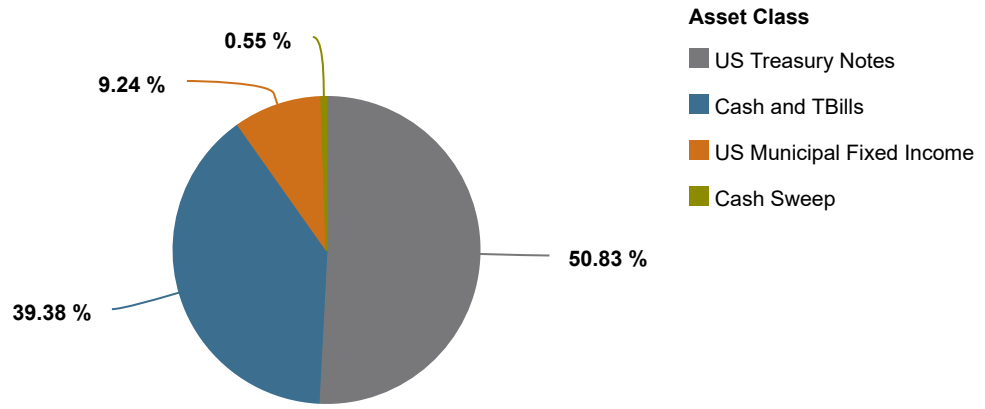
Investment Performance



	Inception	Rolling 1 Year	Year to Date	Quarter to Date	Month to Date
Portfolio	0.52 %	0.44 %	0.02 %	0.02 %	0.02 %
Strategic Benchmark	0.28 %	0.19 %	0.01 %	0.02 %	0.02 %

Performance Is Annualized for Periods Greater than One Year.

Portfolio Composition



Fixed Income Statistics

Average Quality: AAA

Yield to Maturity: 0.11%

Average Maturity: 1.01 Yrs

Clients are encouraged to compare this report with the official statement from their custodian.

Portfolio Appraisal

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Accrued Interest	Percent of Assets
U.S. Fixed Income							
US Municipal Fixed Income							
25,000.00	WI St Ser A BE 5.00% 5/1/2022	97705MMR3	$25,720.78	$1.05	$26,219.00	$625.00	
50,000.00	N Slope Boro Ak 5.00% 06/30/2022	662523F53	$50,417.50	$1.00	$50,180.00	$833.33	
25,000.00	Washington St GO Ref Bds Ser R-2012A 5.00% 7/1/2022	93974CC73	$25,095.43	$1.01	$25,194.25	$416.67	
25,000.00	MD St Go Utx 5.00% 8/1/2022	574193PA0	$26,010.96	$1.06	$26,523.00	$312.50	
25,000.00	Mississippi St GO Ref Bds 2003 Ser A 5.25% 11/1/2022	605580DJ5	$26,145.17	$1.08	$26,918.50	$656.25	
35,000.00	WA St 5.00% 2/1/2023	93974DKP2	$36,605.67	$1.08	$37,964.15	$437.50	
35,000.00	OH St GO Higher Ed Bds Ser 2017 A 5.00% 5/1/2023	677522PZ1	$36,823.11	$1.10	$38,389.40	$875.00	
20,000.00	Maryland St 4.15% 8/1/2023	5741926K1	$21,718.40	$1.09	$21,735.60	$207.50	
30,000.00	TX St GO Utx 2.993% 10/1/2023	882723PR4	$31,950.47	$1.06	$31,928.40	$74.83	
25,000.00	MA State 5.00% 7/1/2024 PRRFD: 07/01/22	57582P3W8	$25,581.04	$1.06	$26,414.75	$416.67	
30,000.00	Massachusetts St GO Bds Ser 2011D 5.00% 10/1/2026 PRRFD: 10/01/21	57582PB74	$30,311.64	$1.02	$30,601.20	$125.00	
50,000.00	Wa State Motor Vehicle Tax Senior 520 Corridor Program Toll Series C General Obligation Unlimited 5.00% 6/1/2028 PRRFD: 06/01/21	93974CG38	$50,132.18	$1.00	$50,180.00	$1,041.67	
65,000.00	Massachusetts St GO Bds Ser. 2013D 5.00% 8/1/2033 PRRFD: 8/1/2021	57582PN63	$65,479.74	$1.01	$65,770.90	$812.50	
US Treasury Notes							
155,000.00	US Treasury Note 2.625% 5/15/2021	9128284P2	$155,141.18	$1.00	$155,121.09	$1,877.02	
205,000.00	US Treasury Note 2.125% 8/15/2021	912828RC6	$206,023.22	$1.01	$206,217.19	$902.54	
200,000.00	US Treasury Note 2.50% 2/15/2022	9128286C9	$203,224.71	$1.02	$203,844.00	$1,035.91	
180,000.00	US Treasury Note 1.75% 5/15/2022	912828SV3	$182,396.83	$1.02	$183,108.60	$1,453.18	
180,000.00	US Treasury Note 1.50% 8/15/2022	912828YA2	$182,292.24	$1.02	$183,277.80	$559.39	
80,000.00	US Treasury Note 1.625% 11/15/2022	912828TY6	$81,310.26	$1.02	$81,834.40	$599.72	
80,000.00	US Treasury Note 2.00% 2/15/2023	912828UN8	$82,021.66	$1.03	$82,637.60	$331.49	
300,000.00	US Treasury Note 0.25% 4/15/2023	912828ZH6	$300,026.44	$1.00	$300,492.30	$32.79	

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Accrued Interest	Perc Assets
U.S. Fixed Income							
US Treasury Notes							
400,000.00	US Treasury Note 0.25% 06/15/2023	912828ZU7	$399,905.40	$1.00	$400,564.00	$376.37	
230,000.00	US Treasury Note 2.50% 8/15/2023	912828VS6	$242,576.82	$1.05	$241,980.70	$1,191.30	
210,000.00	US Treasury Note 0.125% 10/15/2023	91282CAP6	$209,686.77	$1.00	$209,451.90	$11.48	
300,000.00	US Treasury Note 0.125% 12/15/2023	91282CBA8	$299,370.30	$1.00	$298,828.20	$141.14	
			$2,995,967.92		**$3,005,376.93**	**$15,346.75**	**60.08 %**
Cash							
Cash and TBills							
100,000.00	US Treasury Bills Zero Cpn 0.00% 5/27/2021	912796A33	$99,965.21	$1.00	$99,999.60	$0.00	
160,000.00	United States Treas Bills 0.000% 06/10/21 B/E Dtd 12/10/20	912796B24	$159,992.27	$1.00	$159,998.30	$0.00	
520,000.00	US Treasury Bill 0.00% 6/29/2021	912796H36	$519,825.71	$1.00	$519,991.73	$0.00	
200,000.00	United States Treas Bills Zero Cpn 0.00% 9/16/2021	912796F46	$200,002.64	$1.00	$199,990.00	$0.00	
500,000.00	United States Treas Bills 0.000% 10/14/21 B/E Dtd 04/15/21	912796G52	$499,916.00	$1.00	$499,954.40	$0.00	
500,000.00	United States Treas Bills Zero Cpn 0.00% 10/21/2021	912796G60	$499,920.50	$1.00	$499,945.00	$0.00	
Cash Sweep							
27,609.40	Schwab Bank Sweep	SchwabCash	$27,609.40	$1.00	$27,609.40	$0.00	
			$2,007,231.73		**$2,007,488.43**	**$0.00**	**39.92 %**
Total Portfolio			**$5,003,199.65**		**$5,012,865.36**	**$15,346.75**	**100.00 %**

Transaction Summary From 4/1/2021 - 4/30/2021

Trade Date	Settle Date	Security	Quantity	Trade Amount
Buy Exchange				
4/15/2021	4/15/2021	Schwab Bank Sweep	500,000.00	$ 500,000.00
4/16/2021	4/20/2021	Maryland St 4.15% 8/1/2023	20,000.00	$ 21,741.20
4/16/2021	4/20/2021	TX St GO Utx 2.993% 10/1/2023	30,000.00	$ 31,974.60
4/16/2021	4/19/2021	United States Treas Bills 0.000% 10/14/21 B/E Dtd 04/15/21	500,015.00	$ 499,916.00
4/20/2021	4/20/2021	Schwab Bank Sweep	500,000.00	$ 500,000.00
4/20/2021	4/22/2021	United States Treas Bills Zero Cpn 0.00% 10/21/2021	500,015.00	$ 499,920.50
4/22/2021	4/22/2021	Schwab Bank Sweep	100,000.00	$ 100,000.00
4/29/2021	4/30/2021	United States Treas Bills Zero Cpn 0.00% 9/16/2021	200,015.00	$ 200,002.64
			Buy Exchange Total:	**$ 2,353,554.94**
Sell Exchange				
4/15/2021	4/15/2021	US Treasury Bill 0.00% 4/15/2021	-500,000.00	-$ 500,000.00
4/16/2021	4/20/2021	Schwab Bank Sweep	-31,974.60	-$ 31,974.60
4/16/2021	4/20/2021	Schwab Bank Sweep	-21,741.20	-$ 21,741.20
4/16/2021	4/19/2021	Schwab Bank Sweep	-499,916.00	-$ 499,916.00
4/20/2021	4/20/2021	US Treasury Note 0.00% 4/20/2021	-500,000.00	-$ 500,000.00
4/20/2021	4/22/2021	Schwab Bank Sweep	-499,920.50	-$ 499,920.50
4/22/2021	4/22/2021	US Treasury Bill 0.00% 4/22/2021	-100,000.00	-$ 100,000.00
4/29/2021	4/30/2021	Schwab Bank Sweep	-200,002.64	-$ 200,002.64
			Sell Exchange Total:	**-$ 2,353,554.94**
Dividends and Interest				
4/1/2021	4/1/2021	Massachusetts St GO Bds Ser 2011D 5.00% 10/1/2026 PRRFD: 10/01/21	0.00	$ 750.00
4/15/2021	4/15/2021	US Treasury Note 0.125% 10/15/2023	0.00	$ 131.25
4/15/2021	4/15/2021	US Treasury Note 0.25% 4/15/2023	0.00	$ 375.00
4/16/2021	4/20/2021	Maryland St 4.15% 8/1/2023	0.00	-$ 182.14
4/16/2021	4/20/2021	TX St GO Utx 2.993% 10/1/2023	0.00	-$ 47.39
			Dividends and Interest Total:	**$ 1,026.72**

Trade Date	Settle Date	Security	Quantity	Trade A
Dividend Interest Reinvested				
4/15/2021	4/15/2021	Schwab Bank Sweep	0.92	$ 0.92
			Dividend Interest Reinvested Total:	**$ 0.92**
Exchange and Other Trade Fees				
4/16/2021	4/19/2021	United States Treas Bills 0.000% 10/14/21 B/E Dtd 04/15/21	-15.00	-$ 15.00
4/20/2021	4/22/2021	United States Treas Bills Zero Cpn 0.00% 10/21/2021	-15.00	-$ 15.00
4/29/2021	4/30/2021	United States Treas Bills Zero Cpn 0.00% 9/16/2021	-15.00	-$ 15.00
			Exchange and Other Trade Fees Total:	**-$ 45.00**
Advisory Fees Paid				
4/21/2021	4/21/2021	Schwab Bank Sweep	-628.46	-$ 628.46
			Advisory Fees Paid Total:	**-$ 628.46**

Realized Gain/Loss

Acquired Date	Units	Security	Cost Basis	Proceeds	Total Gain/Loss
CITY AND BOROUGH OF WRANGELL OPERATING FUND-Public/Government					
10/15/2020	500,000.00	US Treasury Bill 0.00% 4/15/2021	$499,737.20	$500,000.00	$262.80
10/21/2020	100,000.00	US Treasury Bill 0.00% 4/22/2021	$99,956.79	$100,000.00	$43.21
11/12/2020	500,000.00	US Treasury Note 0.00% 4/20/2021	$499,790.00	$500,000.00	$210.00
CITY AND BOROUGH OF WRANGELL OPERATING FUND-Public/Government Total:			**$1,800,035.59**	**$1,800,551.60**	**$516.01**

CITY AND BOROUGH OF WRANGELL PERMANENT FUND- Public/Government

Account Statement - Period Ending 5/31/2021

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

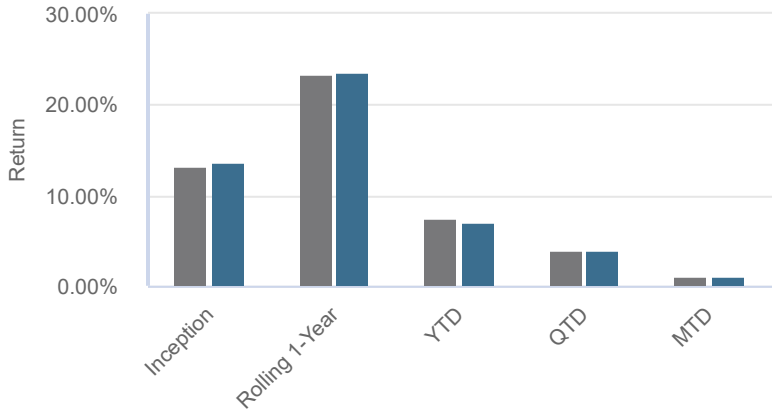
Account Activity

Portfolio Value on 5/1/2021	$10,483,453.38
Contributions	$0.00
Withdrawals	$0.00
Change in Market Value	$98,601.87
Dividends and Interest	$3,836.01
Portfolio Value on 5/31/2021	**$10,585,891.26**

Management Team

Client Relationship Manager:	Blake Phillips, CFA®
	Blake@apcm.net
Portfolio Manager	Brandy Niclai, CFA®
	Brandy@apcm.net
Contact Phone Number:	(907) 272-7575

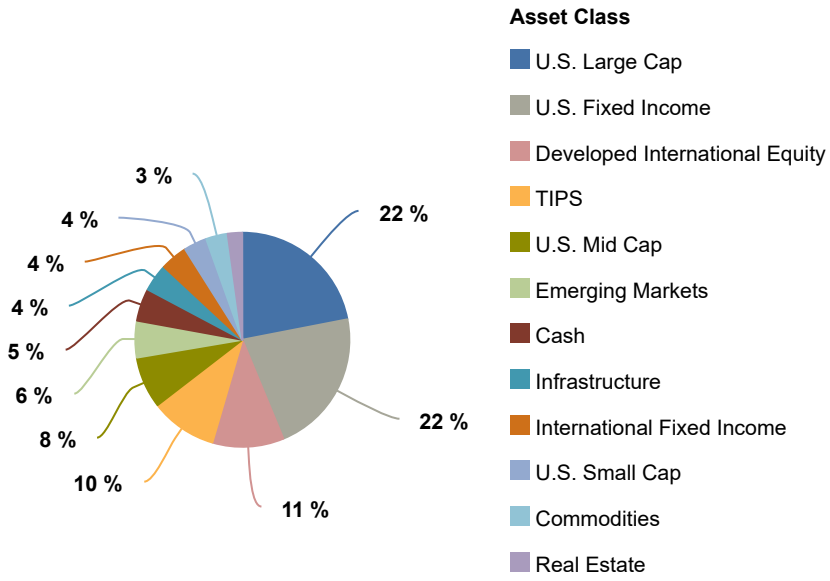
Investment Performance



	Inception	Rolling 1 Year	Year to Date	Quarter to Date	Month to Date
Portfolio	13.57 %	23.70 %	7.35 %	3.84 %	1.01 %
Strategic Benchmark	13.36 %	23.33 %	6.77 %	3.74 %	0.96 %

Performance is Annualized for Periods Greater than One Year

Portfolio Composition



Clients are encouraged to compare this report with the official statement from their custodian.

Portfolio Summary and Targets

Allocation Rang

Asset Class and Target	Market Value	Percent of Assets	Range
Fixed Income (45.00 %)			
Fixed Income (45.00 %)			
U.S. Fixed Income (25.00 %)	$2,308,585.02	21.81 %	15% to 35%
TIPS (10.00 %)	$1,061,054.67	10.02 %	5% to 15%
International Fixed Income (5.00 %)	$434,774.41	4.11 %	0% to 10%
Cash (5.00 %)	$518,534.06	4.90 %	0% to 10%
Subtotal	**$4,322,948.16**	**40.84 %**	
Equity (47.00 %)			
Equity (47.00 %)			
U.S. Large Cap (22.00 %)	$2,322,219.17	21.94 %	12% to 32%
U.S. Mid Cap (7.00 %)	$824,645.52	7.79 %	0% to 15%
U.S. Small Cap (3.00 %)	$370,825.10	3.50 %	0% to 6%
Developed International Equity (10.00 %)	$1,140,556.80	10.77 %	5% to 15%
Emerging Markets (5.00 %)	$586,986.55	5.54 %	0% to 10%
Subtotal	**$5,245,233.14**	**49.55 %**	
Alternatives (8.00 %)			
Alternatives (8.00 %)			
Real Estate (2.00 %)	$232,163.22	2.19 %	0% to 5%
Commodities (3.00 %)	$346,043.28	3.27 %	0% to 6%
Infrastructure (3.00 %)	$439,503.46	4.15 %	0% to 6%
Subtotal	**$1,017,709.96**	**9.61 %**	
Total Portfolio	**$10,585,891.26**	**100.00 %**	

Portfolio Appraisal

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Percent of Assets
U.S. Large Cap						
Core Domestic Large Cap Equity						
5,403.00	SPDR S&P 500 Trust	SPY	$1,748,565.23	$420.04	$2,269,476.12	
941.00	Flexshares Quality Divid Index	QDF	$45,398.62	$56.05	$52,743.05	
			$1,793,963.85		**$2,322,219.17**	**21.94 %**
U.S. Mid Cap						
Core Domestic Mid Cap Equity						
3,026.00	iShares Core S&P Mid-Cap ETF	IJH	$601,192.59	$272.52	$824,645.52	
			$601,192.59		**$824,645.52**	**7.79 %**
U.S. Small Cap						
Core Domestic Small Cap Equity						
3,286.00	iShares Core S&P Small-Cap ETF	IJR	$263,824.17	$112.85	$370,825.10	
			$263,824.17		**$370,825.10**	**3.50 %**
Developed International Equity						
Core International Equity						
14,851.00	iShares Core MSCI EAFE	IEFA	$1,016,388.43	$76.80	$1,140,556.80	
			$1,016,388.43		**$1,140,556.80**	**10.77 %**
Emerging Markets						
Core Emerging Market Equity						
8,807.00	iShares Core MSCI Emerging Markets	IEMG	$475,038.20	$66.65	$586,986.55	
			$475,038.20		**$586,986.55**	**5.54 %**
Real Estate						
Core Real Estate Equity						
1,361.00	Pacer Benchmark Industrial Real Estate Sector ETF	INDS	$47,969.70	$42.12	$57,319.47	
1,865.00	JP Morgan Beta Builders MSCI US REIT ETF	BBRE	$166,064.15	$93.75	$174,843.75	
			$214,033.85		**$232,163.22**	**2.19 %**

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Percent of A
Commodities						
Core Commodities						
6,394.00	iShares US Bloomberg Roll	CMDY	$248,654.19	$54.12	$346,043.28	
			$248,654.19		**$346,043.28**	**3.27 %**
Infrastructure						
Core Infrastructure Equity						
7,464.00	FlexShares STOXX Global Broad Infrastructure	NFRA	$401,740.72	$58.88	$439,503.46	
			$401,740.72		**$439,503.46**	**4.15 %**
U.S. Fixed Income						
Core U.S. Fixed Income Taxable Fund/ETF						
27,077.00	Vanguard Total Bond Market	BND	$2,306,649.48	$85.26	$2,308,585.02	
			$2,306,649.48		**$2,308,585.02**	**21.81 %**
TIPS						
Core TIPS						
20,253.00	Vanguard Short-Term Inflation Protected Secs	VTIP	$1,004,724.61	$52.39	$1,061,054.67	
			$1,004,724.61		**$1,061,054.67**	**10.02 %**
International Fixed Income						
Core International Fixed Income Fund/ETF						
7,637.00	Vanguard Total International Bond Index ETF	BNDX	$435,979.10	$56.93	$434,774.41	
			$435,979.10		**$434,774.41**	**4.11 %**
Cash						
Cash Sweep						
518,534.06	Schwab Bank Sweep	SchwabCash	$518,534.06	$1.00	$518,534.06	
			$518,534.06		**$518,534.06**	**4.90 %**
Total Portfolio			**$9,280,723.25**		**$10,585,891.26**	**100.00 %**

Transaction Summary From 5/1/2021 - 5/31/2021

Trade Date	Settle Date	Security	Quantity	Trade Amount
Buy Exchange				
5/3/2021	5/5/2021	Schwab Bank Sweep	1,222.63	$1,222.63
5/3/2021	5/5/2021	Schwab Bank Sweep	20,007.48	$20,007.48
5/3/2021	5/5/2021	Schwab Bank Sweep	51,851.58	$51,851.58
5/3/2021	5/5/2021	Vanguard Short-Term Inflation Protected Secs	1,022.00	$53,215.54
5/3/2021	5/5/2021	iShares Core MSCI Emerging Markets	300.00	$19,620.00
			Buy Exchange Total:	**$145,917.23**
Sell Exchange				
5/3/2021	5/5/2021	Flexshares Quality Divid Index	-22.00	-$1,222.63
5/3/2021	5/5/2021	iShares Core S&P Mid-Cap ETF	-73.00	-$20,007.48
5/3/2021	5/5/2021	SPDR S&P 500 Trust	-124.00	-$51,851.58
5/3/2021	5/5/2021	Schwab Bank Sweep	-53,215.54	-$53,215.54
5/3/2021	5/5/2021	Schwab Bank Sweep	-19,620.00	-$19,620.00
			Sell Exchange Total:	**-$145,917.23**
Dividends and Interest				
5/6/2021	5/6/2021	Vanguard Total Bond Market	0.00	$3,535.44
5/6/2021	5/6/2021	Vanguard Total International Bond Index ETF	0.00	$296.32
			Dividends and Interest Total:	**$3,831.76**
Dividend Interest Reinvested				
5/15/2021	5/15/2021	Schwab Bank Sweep	2.05	$2.05
5/15/2021	5/15/2021	Schwab Bank Sweep	2.20	$2.20
			Dividend Interest Reinvested Total:	**$4.25**
Exchange and Other Trade Fees				
5/3/2021	5/5/2021	Flexshares Quality Divid Index	0.00	-$0.01
5/3/2021	5/5/2021	iShares Core S&P Mid-Cap ETF	0.00	-$0.10
5/3/2021	5/5/2021	SPDR S&P 500 Trust	0.00	-$0.26
			Exchange and Other Trade Fees Total:	**-$0.37**
Advisory Fees Paid				
5/19/2021	5/19/2021	Schwab Bank Sweep	-3,454.19	-$3,454.19

Trade Date	Settle Date	Security	Quantity	Trade A
Advisory Fees Paid				
			Advisory Fees Paid Total:	**-$3,454.19**

Realized Gain/Loss

Acquired Date	Units	Security	Cost Basis	Proceeds	Total Gain/Loss
CITY AND BOROUGH OF WRANGELL PERMANENT FUND-Public/Government					
1/15/2020	22.00	Flexshares Quality Divid Index	$1,075.14	$1,222.63	$147.49
1/15/2020	73.00	iShares Core S&P Mid-Cap ETF	$15,149.22	$20,007.48	$4,858.26
1/15/2020	124.00	SPDR S&P 500 Trust	$40,753.42	$51,851.58	$11,098.16
CITY AND BOROUGH OF WRANGELL PERMANENT FUND-Public/Government Total:			**$133,267.51**	**$149,371.42**	**$16,103.91**

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

CITY AND BOROUGH OF WRANGELL OPERATING FUND-Public/Government

Account Statement - Period Ending 5/31/2021

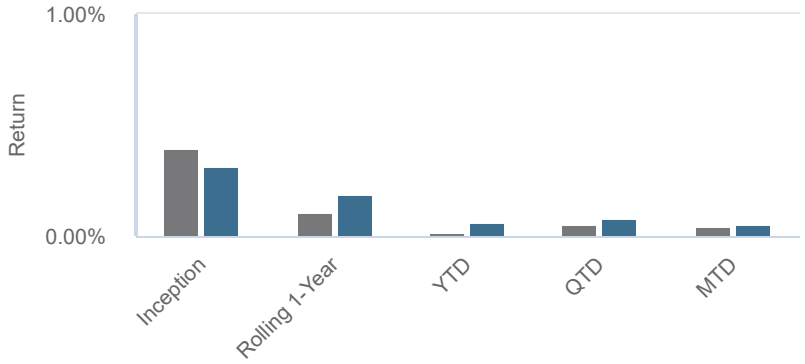
Account Activity

Portfolio Value on 5/1/2021	$5,012,865.36
Beginning Bond Accrual	$15,346.75
Contributions	$0.00
Withdrawals	$0.00
Change in Market Value	-$2,365.00
Dividends and Interest	$6,402.91
Portfolio Value on 5/31/2021	**$5,016,903.27**
Ending Bond Accrual	$13,154.16

Management Team

Client Relationship Manager:	Blake Phillips, CFA®
	Blake@apcm.net
Portfolio Manager	Brandy Niclai, CFA®
	Brandy@apcm.net
Contact Phone Number:	(907) 272-7575

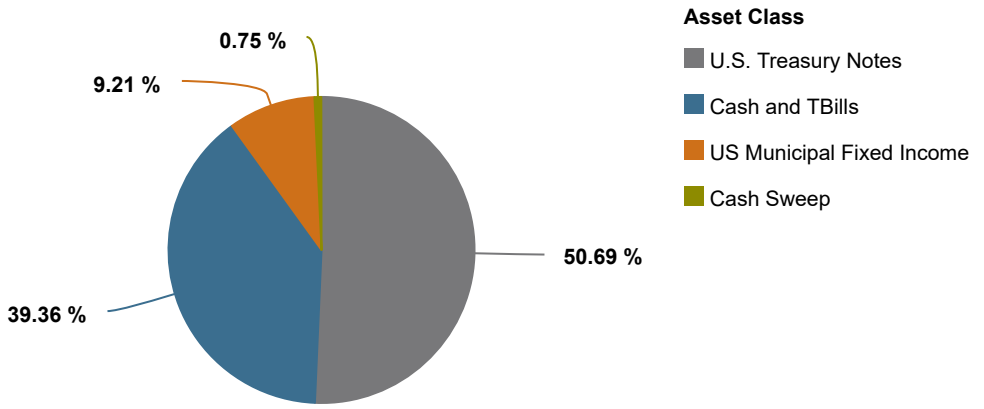
Investment Performance



	Inception	Rolling 1 Year	Year to Date	Quarter to Date	Month to Date
Portfolio	0.53 %	0.24 %	0.07 %	0.07 %	0.05 %
Strategic Benchmark	0.30 %	0.18 %	0.05 %	0.07 %	0.05 %

Performance Is Annualized for Periods Greater than One Year.

Portfolio Composition



Fixed Income Statistics

Average Quality: AA+

Yield to Maturity: 0.13%

Average Maturity: 1.07 Yrs

Clients are encouraged to compare this report with the official statement from their custodian.

Portfolio Appraisal

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Accrued Interest	Percent of Assets
U.S. Fixed Income							
US Municipal Fixed Income							
25,000.00	WI St Ser A BE 5.00% 5/1/2022	97705MMR3	$25,660.38	$1.05	$26,125.00	$104.17	
50,000.00	N Slope Boro Ak 5.00% 06/30/2022	662523F53	$50,417.50	$1.00	$50,173.50	$1,041.67	
25,000.00	Washington St GO Ref Bds Ser R-2012A 5.00% 7/1/2022	93974CC73	$25,046.93	$1.00	$25,099.25	$520.83	
25,000.00	MD St Go Utx 5.00% 8/1/2022	574193PA0	$25,942.63	$1.06	$26,427.50	$416.67	
25,000.00	Mississippi St GO Ref Bds 2003 Ser A 5.25% 11/1/2022	605580DJ5	$26,081.54	$1.07	$26,822.00	$109.38	
35,000.00	WA St 5.00% 2/1/2023	93974DKP2	$36,528.81	$1.08	$37,849.70	$583.33	
35,000.00	OH St GO Higher Ed Bds Ser 2017 A 5.00% 5/1/2023	677522PZ1	$36,747.64	$1.09	$38,249.05	$145.83	
20,000.00	Maryland St 4.15% 8/1/2023	5741926K1	$21,654.16	$1.08	$21,688.40	$276.67	
30,000.00	TX St GO Utx 2.993% 10/1/2023	882723PR4	$31,882.46	$1.06	$31,889.40	$149.65	
25,000.00	MA State 5.00% 7/1/2024 PRRFD: 07/01/22	57582P3W8	$25,539.25	$1.05	$26,322.50	$520.83	
30,000.00	Massachusetts St GO Bds Ser 2011D 5.00% 10/1/2026 PRRFD: 10/01/21	57582PB74	$30,248.50	$1.02	$30,488.70	$250.00	
50,000.00	Wa State Motor Vehicle Tax Senior 520 Corridor Program Toll Series C General Obligation Unlimited 5.00% 6/1/2028 PRRFD: 06/01/21	93974CG38	$50,000.00	$1.00	$50,000.00	$1,250.00	
65,000.00	Massachusetts St GO Bds Ser. 2013D 5.00% 8/1/2033 PRRFD: 8/1/2021	57582PN63	$65,318.09	$1.01	$65,525.20	$1,083.33	
U.S. Treasury Notes							
205,000.00	US Treasury Note 2.125% 8/15/2021	912828RC6	$205,723.98	$1.00	$205,896.88	$1,275.59	
200,000.00	US Treasury Note 2.50% 2/15/2022	9128286C9	$202,876.90	$1.02	$203,454.00	$1,464.09	
180,000.00	US Treasury Note 1.75% 5/15/2022	912828SV3	$182,201.40	$1.02	$182,883.60	$145.52	
180,000.00	US Treasury Note 1.50% 8/15/2022	912828YA2	$182,140.85	$1.02	$183,101.40	$790.61	
130,000.00	US Treasury Note 1.625% 11/15/2022	912828TY6	$132,349.41	$1.02	$132,853.50	$97.59	
80,000.00	US Treasury Note 2.00% 2/15/2023	912828UN8	$81,925.57	$1.03	$82,537.60	$468.51	
300,000.00	US Treasury Note 0.25% 4/15/2023	912828ZH6	$300,025.30	$1.00	$300,609.30	$96.31	
400,000.00	US Treasury Note 0.25% 06/15/2023	912828ZU7	$399,905.40	$1.00	$400,800.00	$461.54	

Quantity	Security	Security Symbol	Total Cost	Price	Market Value	Accrued Interest	Perc Assets
U.S. Fixed Income							
U.S. Treasury Notes							
230,000.00	US Treasury Note 2.50% 8/15/2023	912828VS6	$242,107.65	$1.05	$241,805.90	$1,683.70	
210,000.00	US Treasury Note 0.125% 10/15/2023	91282CAP6	$209,686.77	$1.00	$209,706.00	$33.71	
300,000.00	US Treasury Note 0.125% 12/15/2023	91282CBA8	$299,370.30	$1.00	$299,308.50	$173.08	
100,000.00	United States Treasury Notes N Ote 0.25% 5/15/2024	91282CCC3	$99,721.99	$1.00	$99,859.40	$11.55	
			$2,989,103.41		**$2,999,476.28**	**$13,154.16**	**59.89 %**
Cash							
Cash and TBills							
160,000.00	United States Treas Bills 0.000% 06/10/21 B/E Dtd 12/10/20	912796B24	$159,992.27	$1.00	$159,999.60	$0.00	
520,000.00	US Treasury Bill 0.00% 6/29/2021	912796H36	$519,825.71	$1.00	$519,995.94	$0.00	
200,000.00	United States Treas Bills Zero Cpn 0.00% 9/16/2021	912796F46	$200,002.64	$1.00	$199,994.00	$0.00	
500,000.00	United States Treas Bills 0.000% 10/14/21 B/E Dtd 04/15/21	912796G52	$499,916.00	$1.00	$499,962.50	$0.00	
500,000.00	United States Treas Bills Zero Cpn 0.00% 10/21/2021	912796G60	$499,920.50	$1.00	$499,965.00	$0.00	
100,000.00	United States Treasury Bills B Ill 0% 11/26/2021	912796H77	N/A	$1.00	$99,984.00	$0.00	
Cash Sweep							
37,525.95	Schwab Bank Sweep	SchwabCash	$37,525.95	$1.00	$37,525.95	$0.00	
			$1,917,183.07		**$2,017,426.99**	**$0.00**	**40.11 %**
Total Portfolio			**$4,906,286.48**		**$5,016,903.27**	**$13,154.16**	**100.00 %**

Transaction Summary From 5/1/2021 - 5/31/2021

Trade Date	Settle Date	Security	Quantity	Trade Amount
Buy Exchange				
5/15/2021	5/17/2021	Schwab Bank Sweep	155,000.00	$ 155,000.00
5/19/2021	5/20/2021	US Treasury Note 1.625% 11/15/2022	50,014.67	$ 51,136.05
5/19/2021	5/20/2021	United States Treasury Notes N Ote 0.25% 5/15/2024	100,015.04	$ 99,721.99
5/27/2021	5/27/2021	Schwab Bank Sweep	100,000.00	$ 100,000.00
5/27/2021	5/28/2021	United States Treasury Bills B Ill 0% 11/26/2021	100,015.00	$ 99,999.79
			Buy Exchange Total:	**$ 505,857.83**
Sell Exchange				
5/15/2021	5/17/2021	US Treasury Note 2.625% 5/15/2021	-155,000.00	-$ 155,000.00
5/19/2021	5/20/2021	Schwab Bank Sweep	-51,136.05	-$ 51,136.05
5/19/2021	5/20/2021	Schwab Bank Sweep	-99,721.99	-$ 99,721.99
5/27/2021	5/27/2021	US Treasury Bills Zero Cpn 0.00% 5/27/2021	-100,000.00	-$ 100,000.00
5/27/2021	5/28/2021	Schwab Bank Sweep	-99,999.79	-$ 99,999.79
			Sell Exchange Total:	**-$ 505,857.83**
Dividends and Interest				
5/1/2021	5/3/2021	Mississippi St GO Ref Bds 2003 Ser A 5.25% 11/1/2022	0.00	$ 656.25
5/1/2021	5/3/2021	OH St GO Higher Ed Bds Ser 2017 A 5.00% 5/1/2023	0.00	$ 875.00
5/1/2021	5/3/2021	WI St Ser A BE 5.00% 5/1/2022	0.00	$ 625.00
5/15/2021	5/17/2021	US Treasury Note 2.625% 5/15/2021	0.00	$ 2,034.38
5/15/2021	5/17/2021	US Treasury Note 1.75% 5/15/2022	0.00	$ 1,575.00
5/15/2021	5/17/2021	US Treasury Note 1.625% 11/15/2022	0.00	$ 650.00
5/19/2021	5/20/2021	US Treasury Note 1.625% 11/15/2022	0.00	-$ 11.04
5/19/2021	5/20/2021	United States Treasury Notes N Ote 0.25% 5/15/2024	0.00	-$ 3.40
			Dividends and Interest Total:	**$ 6,401.19**
Dividend Interest Reinvested				
5/15/2021	5/15/2021	Schwab Bank Sweep	0.34	$ 0.34
5/15/2021	5/15/2021	Schwab Bank Sweep	1.38	$ 1.38
			Dividend Interest Reinvested Total:	**$ 1.72**

Trade Date	Settle Date	Security	Quantity	Trade A
Exchange and Other Trade Fees				
5/19/2021	5/20/2021	US Treasury Note 1.625% 11/15/2022	-14.67	-$ 15.00
5/19/2021	5/20/2021	United States Treasury Notes N Ote 0.25% 5/15/2024	-15.04	-$ 15.00
5/27/2021	5/28/2021	United States Treasury Bills B Ill 0% 11/26/2021	-15.00	-$ 15.00
		Exchange and Other Trade Fees Total:		**-$ 45.00**
Advisory Fees Paid				
5/19/2021	5/19/2021	Schwab Bank Sweep	-628.53	-$ 628.53
		Advisory Fees Paid Total:		**-$ 628.53**

Realized Gain/Loss

Acquired Date	Units	Security	Cost Basis	Proceeds	Total Gain/Loss
CITY AND BOROUGH OF WRANGELL OPERATING FUND-Public/Government					
12/10/2020	100,000.00	US Treasury Bills Zero Cpn 0.00% 5/27/2021	$99,965.21	$100,000.00	$34.79
CITY AND BOROUGH OF WRANGELL OPERATING FUND-Public/Government Total:			**$506,466.01**	**$506,500.80**	**$34.79**

CITY AND BOROUGH OF WRANGELL #7990

Account Statement - Period Ending June 30, 2021

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

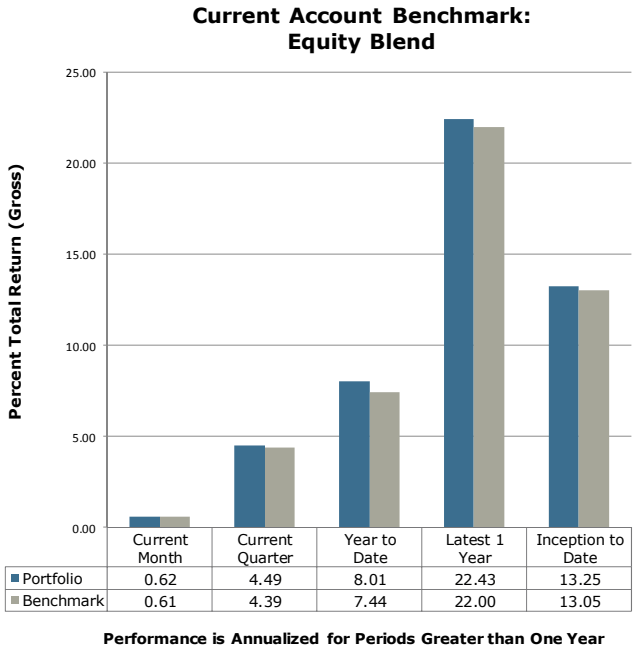
ACCOUNT ACTIVITY

Portfolio Value on 05-31-21	10,585,891
Contributions	0
Withdrawals	-3,480
Change in Market Value	27,112
Interest	5
Dividends	38,362
Portfolio Value on 06-30-21	10,647,890

MANAGEMENT TEAM

Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Brandy Niclai, CFA®
Contact Phone Number:	907/272-7575

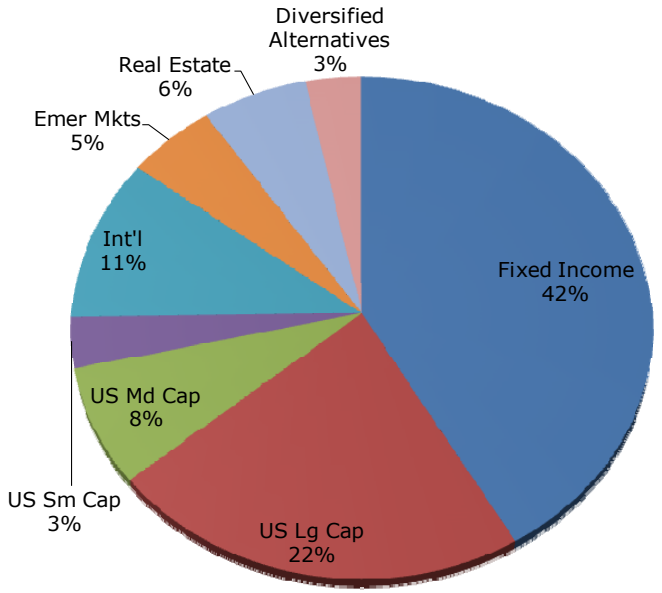
INVESTMENT PERFORMANCE



	Current Month	Current Quarter	Year to Date	Latest 1 Year	Inception to Date
Portfolio	0.62	4.49	8.01	22.43	13.25
Benchmark	0.61	4.39	7.44	22.00	13.05

Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



nts are encouraged to compare this report with the official statement from their custodian.

Alaska Permanent Capital Management Co.

PORTFOLIO SUMMARY AND TARGET

CITY AND BOROUGH OF WRANGELL #7990

June 30, 2021

Asset Class & Target	Market Value	% Assets	Range
FIXED INCOME (45%)			
US Fixed Income (25.0%)	2,325,644	21.8	15% to 35%
TIPS (10.0%)	1,061,460	10.0	5% to 15%
International Fixed Income (5.0%)	436,073	4.1	0% to 10%
Cash (5.0%)	612,170	5.7	0% to 10%
Subtotal:	**4,435,346**	**41.7**	
EQUITY (47%)			
US Large Cap (22.0%)	2,365,636	22.2	12% to 32%
US Mid Cap (7.0%)	813,177	7.6	0% to 15%
US Small Cap (3.0%)	344,476	3.2	0% to 6%
Developed International Equity (10.0%)	1,111,746	10.4	5% to 15%
Emerging Markets (5.0%)	558,630	5.2	0% to 10%
Subtotal:	**5,193,664**	**48.8**	
ALTERNATIVE INVESTMENTS (8%)			
Real Estate (2.0%)	237,275	2.2	0% to 5%
Alternative Beta (0.0%)	0	0.0	0% to 10%
Infrastructure (3.0%)	428,956	4.0	0% to 6%
Commodities (3.0%)	352,648	3.3	0% to 6%
Subtotal:	**1,018,879**	**9.6**	
TOTAL PORTFOLIO	**10,647,890**	**100**	

Alaska Permanent Capital Management Co.

PORTFOLIO APPRAISAL

CITY AND BOROUGH OF WRANGELL #7990

June 30, 2021

Quantity	Security	Security Symbol	Avg Cost	Total Cost	Price	Market Value	Pct. Assets
DOMESTIC FIXED INCOME FUNDS/ETF							
20,253	VANGUARD SHORT-TERM TIPS ETF	VTIP	49.61	1,004,766	52.41	1,061,460	10.0
27,077	VANGUARD TOTAL BOND MARKET ETF	BND	85.19	2,306,644	85.89	2,325,644	21.8
				3,311,410		3,387,103	31.8
INTERNATIONAL FIXED INCOME FUNDS/ETF							
7,637	VANGUARD TOTAL INTL BOND ETF	BNDX	57.06	435,789	57.10	436,073	4.1
DOMESTIC LARGE CAP EQUITY FUNDS/ETF							
941	FLEXSHARES QUAL DIV ETF	QDF	48.32	45,467	56.14	52,828	0.5
5,403	SPDR S&P 500 ETF	SPY	324.61	1,753,860	428.06	2,312,808	21.7
				1,799,327		2,365,636	22.2
DOMESTIC MID CAP EQUITY FUNDS/ETF							
3,026	ISHARES CORE S&P MIDCAP 400 ETF	IJH	200.30	606,099	268.73	813,177	7.6
DOMESTIC SMALL CAP EQUITY FUNDS/ETF							
3,049	ISHARES S&P SMALLCAP 600 INDEX ETF	IJR	81.06	247,158	112.98	344,476	3.2
INTERNATIONAL EQUITY FUNDS/ETF							
14,851	ISHARES ETF CORE MSCI EAFE	IEFA	68.51	1,017,510	74.86	1,111,746	10.4
EMERGING MARKET FUNDS/ETF							
8,339	ISHARES ETF CORE MSCI EMERGING MKTS	IEMG	54.22	452,138	66.99	558,630	5.2
REAL ESTATE & INFRASTRUCTURE							
7,464	FLEXSHAR STX GLOBAL BROAD INF ETF	NFRA	53.84	401,831	57.47	428,956	4.0
2,476	JPMORGAN BETABUILDERS MSCI US REIT ETF	BBRE	90.62	224,381	95.83	237,275	2.2
				626,212		666,231	6.3
COMMODITIES							
6,394	iSHARES BB ROLL SELECT COMMODITY ETF	CMDY	38.79	248,015	55.15	352,648	3.3
CASH AND EQUIVALENTS							
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	cash01		604,737		604,737	5.7
	DIVIDEND ACCRUAL	divacc		7,434		7,434	0.1
				612,170		612,170	5.7
TOTAL PORTFOLIO				**9,355,828**		**10,647,890**	**100.0**

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY AND BOROUGH OF WRANGELL #7990

From 06-01-21 To 06-30-21

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT					
06-01-21			Beginning Balance		518,534.06
06-01-21	06-03-21	wd	Purchase	JPMORGAN BETABUILDERS MSCI US REIT ETF	-58,301.62
06-01-21	06-03-21	dp	Sale	PACER INDUSTRIAL REAL ESTATE ETF	57,991.91
06-01-21	06-03-21	dp	Sale	ISHARES ETF CORE MSCI EMERGING MKTS	31,842.55
06-01-21	06-03-21	dp	Sale	ISHARES S&P SMALLCAP 600 INDEX ETF	27,216.95
06-04-21	06-04-21	dp	Dividend	VANGUARD TOTAL BOND MARKET ETF	3,641.40
06-04-21	06-04-21	dp	Dividend	VANGUARD TOTAL INTL BOND ETF	311.59
06-15-21	06-15-21	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	2.11
06-15-21	06-15-21	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	2.49
06-16-21	06-16-21	dp	Dividend	ISHARES ETF CORE MSCI EAFE	16,163.22
06-16-21	06-16-21	dp	Dividend	ISHARES ETF CORE MSCI EMERGING MKTS	3,923.79
06-16-21	06-16-21	dp	Dividend	ISHARES CORE S&P MIDCAP 400 ETF	2,234.26
06-16-21	06-16-21	dp	Dividend	ISHARES S&P SMALLCAP 600 INDEX ETF	771.51
06-17-21	06-17-21	wd	Withdrawal	from Portfolio	-3,479.80
06-24-21	06-24-21	dp	Dividend	FLEXSHAR STX GLOBAL BROAD INF ETF	2,914.34
06-24-21	06-24-21	dp	Dividend	FLEXSHARES QUAL DIV ETF	256.57

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY AND BOROUGH OF WRANGELL #7990

From 06-01-21 To 06-30-21

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
06-25-21	06-25-21	dp	Dividend	JPMORGAN BETABUILDERS MSCI US REIT ETF	711.26
06-30-21			**Ending Balance**		**604,736.59**
DIVIDEND ACCRUAL					
06-01-21			Beginning Balance		0.00
06-18-21	07-30-21	dp	Dividend	SPDR S&P 500 ETF	7,433.85
06-30-21			**Ending Balance**		**7,433.85**

Alaska Permanent Capital Management Co.

REALIZED GAINS AND LOSSES

CITY AND BOROUGH OF WRANGELL #7990

From 06-01-21 Through 06-30-21

Date	Quantity	Security	Avg. Cost Basis	Proceeds	Gain Or Loss
06-01-21	1,361.0000	PACER INDUSTRIAL REAL ESTATE ETF	47,969.70	57,991.91	10,022.21
06-01-21	468.0000	ISHARES ETF CORE MSCI EMERGING MKTS	25,374.79	31,842.55	6,467.76
06-01-21	237.0000	ISHARES S&P SMALLCAP 600 INDEX ETF	19,211.66	27,216.95	8,005.29
TOTAL GAINS					24,495.26
TOTAL LOSSES					0.00
			92,556.15	**117,051.41**	**24,495.26**

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #7990

From 06-01-21 To 06-30-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
REAL ESTATE & INFRASTRUCTURE				
06-01-21	06-03-21	JPMORGAN BETABUILDERS MSCI US REIT ETF	611.0000	58,301.62
				58,301.62
DEPOSITS AND EXPENSES				
MANAGEMENT FEES				
06-30-21	06-30-21	MANAGEMENT FEES		3,495.31
				3,495.31
DIVIDEND				
DOMESTIC FIXED INCOME FUNDS/ETF				
06-04-21	06-04-21	VANGUARD TOTAL BOND MARKET ETF		3,641.40
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
06-18-21	07-30-21	SPDR S&P 500 ETF		7,433.85
06-24-21	06-24-21	FLEXSHARES QUAL DIV ETF		256.57
				7,690.42
DOMESTIC MID CAP EQUITY FUNDS/ETF				
06-16-21	06-16-21	ISHARES CORE S&P MIDCAP 400 ETF		2,234.26
DOMESTIC SMALL CAP EQUITY FUNDS/ETF				
06-16-21	06-16-21	ISHARES S&P SMALLCAP 600 INDEX ETF		771.51
EMERGING MARKET FUNDS/ETF				
06-16-21	06-16-21	ISHARES ETF CORE MSCI EMERGING MKTS		3,923.79

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #7990

From 06-01-21 To 06-30-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
INTERNATIONAL EQUITY FUNDS/ETF				
06-16-21	06-16-21	ISHARES ETF CORE MSCI EAFE		16,163.22
INTERNATIONAL FIXED INCOME FUNDS/ETF				
06-04-21	06-04-21	VANGUARD TOTAL INTL BOND ETF		311.59
REAL ESTATE & INFRASTRUCTURE				
06-24-21	06-24-21	FLEXSHAR STX GLOBAL BROAD INF ETF		2,914.34
06-25-21	06-25-21	JPMORGAN BETABUILDERS MSCI US REIT ETF		711.26
				3,625.60
				38,361.79

INTEREST

CASH AND EQUIVALENTS				
06-15-21	06-15-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		2.11
06-15-21	06-15-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		2.49
				4.60
				4.60

SALES, MATURITIES, AND CALLS

DOMESTIC SMALL CAP EQUITY FUNDS/ETF				
06-01-21	06-03-21	ISHARES S&P SMALLCAP 600 INDEX ETF	237.0000	27,216.95

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #7990

From 06-01-21 To 06-30-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
EMERGING MARKET FUNDS/ETF				
06-01-21	06-03-21	ISHARES ETF CORE MSCI EMERGING MKTS	468.0000	31,842.55
REAL ESTATE & INFRASTRUCTURE				
06-01-21	06-03-21	PACER INDUSTRIAL REAL ESTATE ETF	1,361.0000	57,991.91
				117,051.41

WITHDRAW

CASH AND EQUIVALENTS				
06-17-21	06-17-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		3,479.80
				3,479.80

CITY AND BOROUGH OF WRANGELL #6869

Account Statement - Period Ending June 30, 2021

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

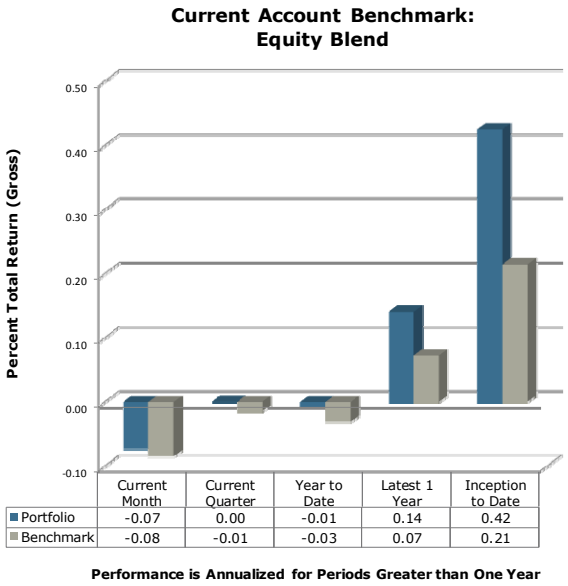
ACCOUNT ACTIVITY

Portfolio Value on 05-31-21	5,029,850
Contributions	0
Withdrawals	-629
Change in Market Value	-7,494
Interest	3,820
Dividends	0
Portfolio Value on 06-30-21	5,025,546

MANAGEMENT TEAM

Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Brandy Niclai, CFA®
Contact Phone Number:	907/272-7575

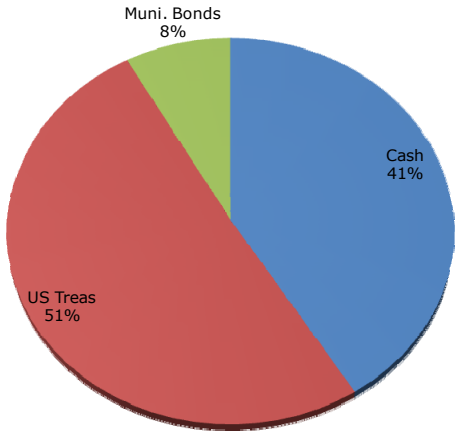
INVESTMENT PERFORMANCE



	Current Month	Current Quarter	Year to Date	Latest 1 Year	Inception to Date
Portfolio	-0.07	0.00	-0.01	0.14	0.42
Benchmark	-0.08	-0.01	-0.03	0.07	0.21

Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



Fixed Income Portfolio Statistics

Average Quality: AA+ Yield to Maturity: 0.18% Average Maturity: 1.00 Yrs

nts are encouraged to compare this report with the official statement from their custodian.

Alaska Permanent Capital Management Co.

PORTFOLIO APPRAISAL

CITY AND BOROUGH OF WRANGELL #6869

June 30, 2021

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
MUNICIPAL BONDS									
25,000	State of Wisconsin 5.000% Due 05-01-22	106.00	26,500	104.06	26,015	0.52	1,250	208	0.14
50,000	N SLOPE BORO AK 5.000% Due 06-30-22	102.04	51,022	100.09	50,047	1.00	2,500	7	4.90
25,000	STATE OF WASHINGTON 5.000% Due 07-01-22	104.01	26,003	100.00	25,000	0.50	1,250	625	5.00
25,000	STATE OF MARYLAND 5.000% Due 08-01-22	107.52	26,881	105.29	26,322	0.52	1,250	521	0.13
25,000	MISSISSIPPI ST 5.250% Due 11-01-22	109.96	27,490	106.83	26,707	0.53	1,312	219	0.13
35,000	WASHINGTON ST 5.000% Due 02-01-23	109.98	38,495	107.68	37,689	0.75	1,750	729	0.15
35,000	OHIO ST 5.000% Due 05-01-23	108.12	37,844	108.84	38,094	0.76	1,750	292	0.18
20,000	MARYLAND ST 4.150% Due 08-01-23	108.71	21,741	107.71	21,542	0.43	830	346	0.43
30,000	TEXAS ST 2.993% Due 10-01-23	106.58	31,975	105.82	31,745	0.63	898	224	0.40
25,000	MASSACHUSETTS ST 5.000% Due 07-01-24	105.61	26,403	104.84	26,210	0.52	1,250	625	3.29
30,000	MASSACHUSETTS ST 5.000% Due 10-01-26	106.15	31,844	101.21	30,363	0.60	1,500	375	4.74
65,000	MASSACHUSETTS ST 5.000% Due 08-01-33	104.65	68,020	100.39	65,257	1.30	3,250	1,354	4.96
	Accrued Interest				5,525	0.11			
			414,216		410,516	8.17		5,525	
U.S. TREASURY									
205,000	US TREASURY NOTES 2.125% Due 08-15-21	102.39	209,906	100.25	205,512	4.09	4,356	1,637	0.16
200,000	US TREASURY NOTES 2.500% Due 02-15-22	103.87	207,736	101.52	203,046	4.04	5,000	1,878	0.07
180,000	US TREASURY NOTES 1.750% Due 05-15-22	102.75	184,957	101.45	182,615	3.63	3,150	402	0.09
180,000	US TREASURY NOTES 1.500% Due 08-15-22	102.36	184,255	101.55	182,792	3.64	2,700	1,014	0.12
130,000	US TREASURY NOTES 1.625% Due 11-15-22	102.61	133,389	102.02	132,621	2.64	2,112	270	0.16
80,000	US TREASURY NOTES 2.000% Due 02-15-23	104.08	83,267	102.92	82,338	1.64	1,600	601	0.20
300,000	US TREASURY NOTES 0.250% Due 04-15-23	100.01	300,038	100.05	300,165	5.97	750	158	0.22
400,000	US TREASURY NOTES 0.250% Due 06-15-23	99.98	399,905	100.01	400,032	7.96	1,000	44	0.25

Alaska Permanent Capital Management Co.

PORTFOLIO APPRAISAL

CITY AND BOROUGH OF WRANGELL #6869

June 30, 2021

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
230,000	US TREASURY NOTES 2.500% Due 08-15-23	107.22	246,600	104.70	240,808	4.79	5,750	2,160	0.28
210,000	US TREASURY NOTE 0.125% Due 10-15-23	99.85	209,687	99.57	209,097	4.16	262	55	0.31
300,000	US TREASURY NOTES 0.125% Due 12-15-23	99.79	299,370	99.47	298,419	5.94	375	16	0.34
100,000	US TREASURY NOTES 0.250% Due 05-15-24	99.72	99,722	99.45	99,453	1.98	250	32	0.44
	Accrued Interest				8,268	0.16			
			2,558,834		2,545,166	50.64		8,268	
TREASURY BILLS									
200,000	TREASURY BILL 0.000% Due 09-16-21	100.00	200,003	99.99	199,982	3.98	NA	0	0.04
500,000	US TREASURY BILL 0.000% Due 10-14-21	99.98	499,916	99.99	499,930	9.95	NA	0	0.05
500,000	US TREASURY BILLS 0.000% Due 10-21-21	99.98	499,920	99.99	499,930	9.95	NA	0	0.05
100,000	US TREASURY BILLS 0.000% Due 11-26-21	100.00	100,000	99.98	99,980	1.99	NA	0	0.05
235,000	US TREASURY BILL 0.000% Due 12-02-21	100.00	234,991	99.98	234,948	4.68	NA	0	0.05
			1,534,830		1,534,770	30.54		0	
CASH AND EQUIVALENTS									
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		535,095		535,095	10.65			
TOTAL PORTFOLIO			**5,042,974**		**5,025,546**	**100**	**46,097**	**13,793**	

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #6869

From 06-01-21 To 06-30-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
TREASURY BILLS				
06-03-21	06-04-21	US TREASURY BILL 0.000% Due 12-02-21	75,000	75,003.07
06-10-21	06-11-21	US TREASURY BILL 0.000% Due 12-02-21	160,000	159,987.79
				234,990.86
				234,990.86
DEPOSITS AND EXPENSES				
MANAGEMENT FEES				
06-30-21	06-30-21	MANAGEMENT FEES		628.19
				628.19
INTEREST				
CASH AND EQUIVALENTS				
06-15-21	06-15-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		0.68
MUNICIPAL BONDS				
06-01-21	06-01-21	WASHINGTON STATE MOTOR VEHICLE TAX 5.000% Due 06-01-28		1,250.00
06-30-21	06-30-21	N SLOPE BORO AK 5.000% Due 06-30-22		1,250.00
				2,500.00
U.S. TREASURY				
06-15-21	06-15-21	US TREASURY NOTES 0.250% Due 06-15-23		500.00

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #6869

From 06-01-21 To 06-30-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
06-15-21	06-15-21	US TREASURY NOTES 0.125% Due 12-15-23		187.50
				687.50
				3,188.18

SALES, MATURITIES, AND CALLS

MUNICIPAL BONDS

06-01-21	06-01-21	WASHINGTON STATE MOTOR VEHICLE TAX 5.000% Due 06-01-28	50,000	50,000.00

TREASURY BILLS

06-10-21	06-10-21	US TREASURY BILL 0.000% Due 06-10-21	160,000	160,000.00
06-29-21	06-29-21	US TREASURY BILL 0.000% Due 06-29-21	520,000	520,000.00
				680,000.00
				730,000.00

WITHDRAW

CASH AND EQUIVALENTS

06-17-21	06-17-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		628.76
				628.76

Alaska Permanent Capital Management Co.

REALIZED GAINS AND LOSSES

CITY AND BOROUGH OF WRANGELL #6869

From 06-01-21 Through 06-30-21

Date	Quantity	Security	Avg. Cost Basis	Proceeds	Gain Or Loss
06-01-21	50,000	WASHINGTON STATE MOTOR VEHICLE TAX 5.000% Due 06-01-28	51,832.00	50,000.00	-1,832.00
06-10-21	160,000	US TREASURY BILL 0.000% Due 06-10-21	159,992.27	160,000.00	7.73
06-29-21	520,000	US TREASURY BILL 0.000% Due 06-29-21	519,825.71	520,000.00	174.29
TOTAL GAINS					182.02
TOTAL LOSSES					-1,832.00
			731,649.98	**730,000.00**	**-1,649.98**

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY AND BOROUGH OF WRANGELL #6869

From 06-01-21 To 06-30-21

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT					
06-01-21			Beginning Balance		37,525.95
06-01-21	06-01-21	dp	Interest	WASHINGTON STATE MOTOR VEHICLE TAX 5.000% Due 06-01-28	1,250.00
06-01-21	06-01-21	dp	Sale	WASHINGTON STATE MOTOR VEHICLE TAX 5.000% Due 06-01-28	50,000.00
06-03-21	06-04-21	wd	Purchase	US TREASURY BILL 0.000% Due 12-02-21	-75,003.07
06-10-21	06-11-21	wd	Purchase	US TREASURY BILL 0.000% Due 12-02-21	-159,987.79
06-10-21	06-10-21	dp	Sale	US TREASURY BILL 0.000% Due 06-10-21	160,000.00
06-15-21	06-15-21	dp	Interest	US TREASURY NOTES 0.250% Due 06-15-23	500.00
06-15-21	06-15-21	dp	Interest	US TREASURY NOTES 0.125% Due 12-15-23	187.50
06-15-21	06-15-21	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	0.68
06-17-21	06-17-21	wd	Withdrawal	from Portfolio	-628.76
06-29-21	06-29-21	dp	Sale	US TREASURY BILL 0.000% Due 06-29-21	520,000.00
06-30-21	06-30-21	dp	Interest	N SLOPE BORO AK 5.000% Due 06-30-22	1,250.00
06-30-21			**Ending Balance**		**535,094.51**

CITY AND BOROUGH OF WRANGELL #7990

Account Statement - Period Ending July 31, 2021

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

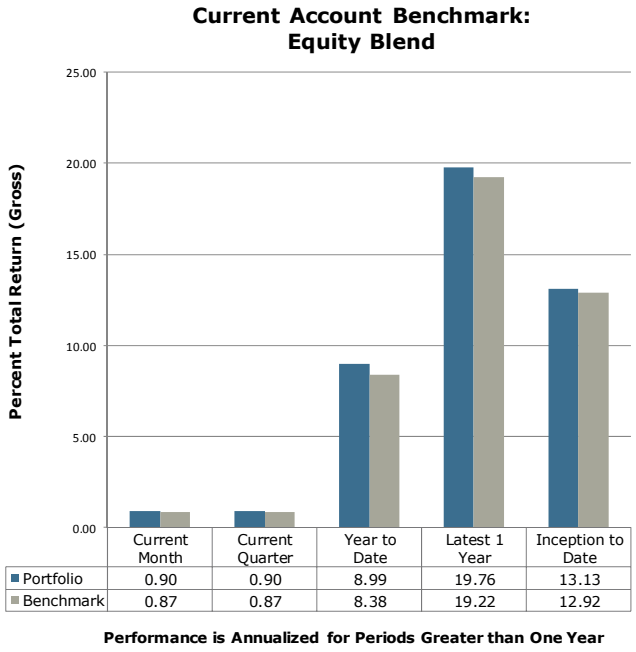
ACCOUNT ACTIVITY

Portfolio Value on 06-30-21	10,647,890
Contributions	0
Withdrawals	-3,495
Change in Market Value	82,482
Interest	5
Dividends	13,631
Portfolio Value on 07-31-21	10,740,514

MANAGEMENT TEAM

Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Brandy Niclai, CFA®
Contact Phone Number:	907/272-7575

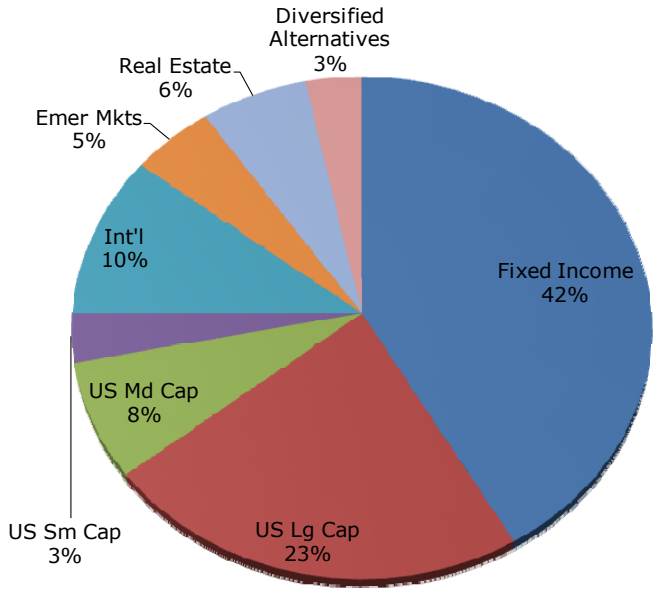
INVESTMENT PERFORMANCE



	Current Month	Current Quarter	Year to Date	Latest 1 Year	Inception to Date
Portfolio	0.90	0.90	8.99	19.76	13.13
Benchmark	0.87	0.87	8.38	19.22	12.92

Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



nts are encouraged to compare this report with the official statement from their custodian.

Alaska Permanent Capital Management Co.

PORTFOLIO SUMMARY AND TARGET

CITY AND BOROUGH OF WRANGELL #7990

July 31, 2021

Asset Class & Target	Market Value	% Assets	Range
FIXED INCOME (45%)			
US Fixed Income (25.0%)	2,349,201	21.9	15% to 35%
TIPS (10.0%)	1,065,510	9.9	5% to 15%
International Fixed Income (5.0%)	442,259	4.1	0% to 10%
Cash (5.0%)	622,312	5.8	0% to 10%
Subtotal:	**4,479,281**	**41.7**	
EQUITY (47%)			
US Large Cap (22.0%)	2,423,095	22.6	12% to 32%
US Mid Cap (7.0%)	816,142	7.6	0% to 15%
US Small Cap (3.0%)	336,183	3.1	0% to 6%
Developed International Equity (10.0%)	1,121,993	10.4	5% to 15%
Emerging Markets (5.0%)	527,108	4.9	0% to 10%
Subtotal:	**5,224,521**	**48.6**	
ALTERNATIVE INVESTMENTS (8%)			
Real Estate (2.0%)	248,937	2.3	0% to 5%
Alternative Beta (0.0%)	0	0.0	0% to 10%
Infrastructure (3.0%)	432,076	4.0	0% to 6%
Commodities (3.0%)	355,698	3.3	0% to 6%
Subtotal:	**1,036,711**	**9.7**	
TOTAL PORTFOLIO	**10,740,514**	**100**	

Alaska Permanent Capital Management Co.

PORTFOLIO APPRAISAL

CITY AND BOROUGH OF WRANGELL #7990

July 31, 2021

Quantity	Security	Security Symbol	Avg Cost	Total Cost	Price	Market Value	Pct. Assets
DOMESTIC FIXED INCOME FUNDS/ETF							
20,253	VANGUARD SHORT-TERM TIPS ETF	VTIP	49.61	1,004,766	52.61	1,065,510	9.9
27,077	VANGUARD TOTAL BOND MARKET ETF	BND	85.19	2,306,644	86.76	2,349,201	21.9
				3,311,410		3,414,711	31.8
INTERNATIONAL FIXED INCOME FUNDS/ETF							
7,637	VANGUARD TOTAL INTL BOND ETF	BNDX	57.06	435,789	57.91	442,259	4.1
DOMESTIC LARGE CAP EQUITY FUNDS/ETF							
941	FLEXSHARES QUAL DIV ETF	QDF	48.32	45,467	57.20	53,825	0.5
5,403	SPDR S&P 500 ETF	SPY	324.61	1,753,860	438.51	2,369,270	22.1
				1,799,327		2,423,095	22.6
DOMESTIC MID CAP EQUITY FUNDS/ETF							
3,026	ISHARES CORE S&P MIDCAP 400 ETF	IJH	200.30	606,099	269.71	816,142	7.6
DOMESTIC SMALL CAP EQUITY FUNDS/ETF							
3,049	ISHARES S&P SMALLCAP 600 INDEX ETF	IJR	81.06	247,158	110.26	336,183	3.1
INTERNATIONAL EQUITY FUNDS/ETF							
14,851	ISHARES ETF CORE MSCI EAFE	IEFA	68.51	1,017,510	75.55	1,121,993	10.4
EMERGING MARKET FUNDS/ETF							
8,339	ISHARES ETF CORE MSCI EMERGING MKTS	IEMG	54.22	452,138	63.21	527,108	4.9
REAL ESTATE & INFRASTRUCTURE							
7,464	FLEXSHAR STX GLOBAL BROAD INF ETF	NFRA	53.84	401,831	57.89	432,076	4.0
2,476	JPMORGAN BETABUILDERS MSCI US REIT ETF	BBRE	90.62	224,381	100.54	248,937	2.3
				626,212		681,013	6.3
COMMODITIES							
6,394	iSHARES BB ROLL SELECT COMMODITY ETF	CMDY	38.79	248,015	55.63	355,698	3.3
CASH AND EQUIVALENTS							
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	cash01		622,312		622,312	5.8
TOTAL PORTFOLIO				**9,365,969**		**10,740,514**	**100.0**

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY AND BOROUGH OF WRANGELL #7990

From 07-01-21 To 07-31-21

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT					
07-01-21			Beginning Balance		604,736.59
07-07-21	07-07-21	dp	Transfer from	DIVIDEND ACCRUAL	3,576.90
07-07-21	07-07-21	dp	Transfer from	DIVIDEND ACCRUAL	9,737.64
07-07-21	07-07-21	dp	Transfer from	DIVIDEND ACCRUAL	316.94
07-15-21	07-15-21	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	2.05
07-15-21	07-15-21	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	2.94
07-21-21	07-21-21	wd	Withdrawal	from Portfolio	-3,495.31
07-30-21	07-30-21	dp	Transfer from	DIVIDEND ACCRUAL	7,433.85
07-31-21			**Ending Balance**		**622,311.60**
DIVIDEND ACCRUAL					
07-01-21			Beginning Balance		7,433.85
07-01-21	07-07-21	dp	Dividend	VANGUARD TOTAL BOND MARKET ETF	3,576.90
07-01-21	07-07-21	dp	Dividend	VANGUARD SHORT-TERM TIPS ETF	9,737.64
07-01-21	07-07-21	dp	Dividend	VANGUARD TOTAL INTL BOND ETF	316.94
07-07-21	07-07-21	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-3,576.90
07-07-21	07-07-21	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-9,737.64
07-07-21	07-07-21	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-316.94

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY AND BOROUGH OF WRANGELL #7990

From 07-01-21 To 07-31-21

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
07-30-21	07-30-21	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-7,433.85
07-31-21			**Ending Balance**		**0.00**

Alaska Permanent Capital Management Co.

REALIZED GAINS AND LOSSES

CITY AND BOROUGH OF WRANGELL #7990

From 07-01-21 Through 07-31-21

Date	Quantity	Security	Avg. Cost Basis	Proceeds	Gain Or Loss
TOTAL GAINS					0.00
TOTAL LOSSES					0.00
			0.00	**0.00**	**0.00**

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #7990

From 07-01-21 To 07-31-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
DEPOSITS AND EXPENSES				
MANAGEMENT FEES				
07-31-21	07-31-21	MANAGEMENT FEES		3,518.46
				3,518.46
DIVIDEND				
DOMESTIC FIXED INCOME FUNDS/ETF				
07-01-21	07-07-21	VANGUARD TOTAL BOND MARKET ETF		3,576.90
07-01-21	07-07-21	VANGUARD SHORT-TERM TIPS ETF		9,737.64
				13,314.54
INTERNATIONAL FIXED INCOME FUNDS/ETF				
07-01-21	07-07-21	VANGUARD TOTAL INTL BOND ETF		316.94
				13,631.48
INTEREST				
CASH AND EQUIVALENTS				
07-15-21	07-15-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		2.05
07-15-21	07-15-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		2.94
				4.99
				4.99
WITHDRAW				
CASH AND EQUIVALENTS				
07-07-21	07-07-21	DIVIDEND ACCRUAL		3,576.90
07-07-21	07-07-21	DIVIDEND ACCRUAL		9,737.64
07-07-21	07-07-21	DIVIDEND ACCRUAL		316.94

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #7990

From 07-01-21 To 07-31-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
07-21-21	07-21-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		3,495.31
07-30-21	07-30-21	DIVIDEND ACCRUAL		7,433.85
				24,560.64
				24,560.64

CITY AND BOROUGH OF WRANGELL #6869

Account Statement - Period Ending July 31, 2021

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

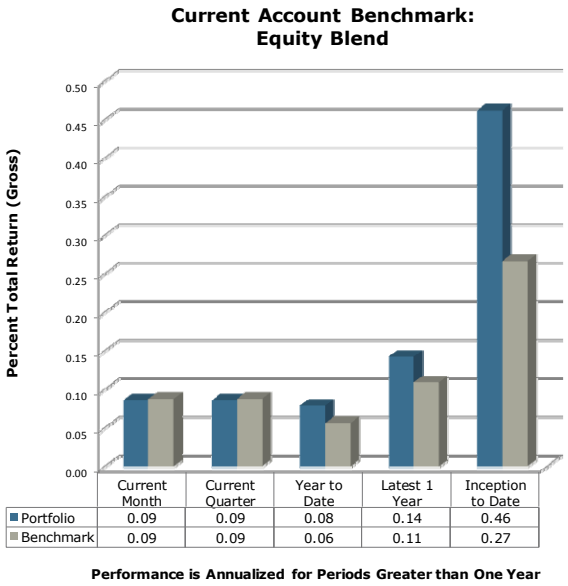
ACCOUNT ACTIVITY

Portfolio Value on 06-30-21	5,025,546
Contributions	0
Withdrawals	-628
Change in Market Value	807
Interest	3,506
Dividends	0
Portfolio Value on 07-31-21	5,029,232

MANAGEMENT TEAM

Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Brandy Niclai, CFA®
Contact Phone Number:	907/272-7575

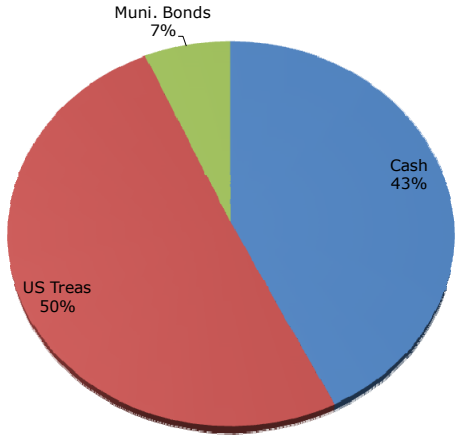
INVESTMENT PERFORMANCE



	Current Month	Current Quarter	Year to Date	Latest 1 Year	Inception to Date
Portfolio	0.09	0.09	0.08	0.14	0.46
Benchmark	0.09	0.09	0.06	0.11	0.27

Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



Fixed Income Portfolio Statistics

Average Quality: AA+ Yield to Maturity: 0.19% Average Maturity: 1.02 Yrs

nts are encouraged to compare this report with the official statement from their custodian.

Alaska Permanent Capital Management Co.

PORTFOLIO APPRAISAL

CITY AND BOROUGH OF WRANGELL #6869

July 31, 2021

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
MUNICIPAL BONDS									
25,000	State of Wisconsin 5.000% Due 05-01-22	106.00	26,500	103.69	25,922	0.52	1,250	312	0.08
25,000	STATE OF MARYLAND 5.000% Due 08-01-22	107.52	26,881	104.93	26,233	0.52	1,250	625	0.06
25,000	MISSISSIPPI ST 5.250% Due 11-01-22	109.96	27,490	106.48	26,620	0.53	1,312	328	0.06
35,000	WASHINGTON ST 5.000% Due 02-01-23	109.98	38,495	107.37	37,579	0.75	1,750	875	0.08
35,000	OHIO ST 5.000% Due 05-01-23	108.12	37,844	108.60	38,009	0.76	1,750	437	0.08
20,000	MARYLAND ST 4.150% Due 08-01-23	108.71	21,741	107.57	21,515	0.43	830	415	0.35
30,000	TEXAS ST 2.993% Due 10-01-23	106.58	31,975	105.83	31,750	0.63	898	299	0.29
25,000	MASSACHUSETTS ST 5.000% Due 07-01-24	105.61	26,403	104.50	26,125	0.52	1,250	104	3.36
30,000	MASSACHUSETTS ST 5.000% Due 10-01-26	106.15	31,844	100.80	30,240	0.60	1,500	500	4.82
65,000	MASSACHUSETTS ST 5.000% Due 08-01-33	104.65	68,020	100.00	65,000	1.29	3,250	1,625	5.00
	Accrued Interest				5,522	0.11			
			337,191		334,515	6.65		5,522	
U.S. TREASURY									
205,000	US TREASURY NOTES 2.125% Due 08-15-21	102.39	209,906	100.06	205,128	4.08	4,356	2,010	0.61
200,000	US TREASURY NOTES 2.500% Due 02-15-22	103.87	207,736	101.31	202,618	4.03	5,000	2,307	0.08
180,000	US TREASURY NOTES 1.500% Due 08-15-22	102.36	184,255	101.46	182,637	3.63	2,700	1,246	0.09
130,000	US TREASURY NOTES 1.625% Due 11-15-22	102.61	133,389	101.96	132,544	2.64	2,112	448	0.11
80,000	US TREASURY NOTES 2.000% Due 02-15-23	104.08	83,267	102.84	82,275	1.64	1,600	738	0.15
300,000	US TREASURY NOTES 0.250% Due 04-15-23	100.01	300,038	100.16	300,480	5.97	750	221	0.16
400,000	US TREASURY NOTES 0.250% Due 06-15-23	99.98	399,905	100.14	400,580	7.97	1,000	128	0.17
230,000	US TREASURY NOTES 2.500% Due 08-15-23	107.22	246,600	104.68	240,764	4.79	5,750	2,653	0.20
210,000	US TREASURY NOTE 0.125% Due 10-15-23	99.85	209,687	99.79	209,557	4.17	262	77	0.22
300,000	US TREASURY NOTES 0.125% Due 12-15-23	99.79	299,370	99.72	299,169	5.95	375	48	0.24

Alaska Permanent Capital Management Co.

PORTFOLIO APPRAISAL

CITY AND BOROUGH OF WRANGELL #6869

July 31, 2021

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
280,000	US TREASURY NOTES 0.250% Due 05-15-24	99.58	278,837	99.82	279,496	5.56	700	148	0.31
	Accrued Interest				10,024	0.20			
			2,552,992		2,545,272	50.61		10,024	
TREASURY BILLS									
200,000	TREASURY BILL 0.000% Due 09-16-21	100.00	200,003	99.99	199,990	3.98	NA	0	0.04
500,000	US TREASURY BILLS 0.000% Due 09-30-21	99.99	499,955	99.99	499,963	9.94	NA	0	0.04
500,000	US TREASURY BILL 0.000% Due 10-14-21	99.98	499,916	99.99	499,950	9.94	NA	0	0.05
500,000	US TREASURY BILLS 0.000% Due 10-21-21	99.98	499,920	99.99	499,945	9.94	NA	0	0.05
175,000	US TREASURY BILLS 0.000% Due 11-26-21	100.00	175,001	99.98	174,965	3.48	NA	0	0.06
235,000	US TREASURY BILL 0.000% Due 12-02-21	100.00	234,991	99.98	234,960	4.67	NA	0	0.05
			2,109,787		2,109,773	41.95		0	
CASH AND EQUIVALENTS									
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		39,672		39,672	0.79			
TOTAL PORTFOLIO			**5,039,641**		**5,029,232**	**100**	**39,647**	**15,546**	

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #6869

From 07-01-21 To 07-31-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
TREASURY BILLS				
07-01-21	07-02-21	US TREASURY BILLS 0.000% Due 09-30-21	500,000	499,955.50
07-13-21	07-14-21	US TREASURY BILLS 0.000% Due 11-26-21	75,000	75,001.35
				574,956.85
U.S. TREASURY				
07-13-21	07-14-21	US TREASURY NOTES 0.250% Due 05-15-24	180,000	179,115.00
				754,071.85
DEPOSITS AND EXPENSES				
MANAGEMENT FEES				
07-31-21	07-31-21	MANAGEMENT FEES		628.65
				628.65
INTEREST				
CASH AND EQUIVALENTS				
07-15-21	07-15-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		0.74
07-15-21	07-15-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		0.41
				1.15
MUNICIPAL BONDS				
07-01-21	07-01-21	MASSACHUSETTS ST 5.000% Due 07-01-24		625.00
07-01-21	07-01-21	STATE OF WASHINGTON 5.000% Due 07-01-22		625.00

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #6869

From 07-01-21 To 07-31-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
07-09-21	07-09-21	N SLOPE BORO AK 5.000% Due 06-30-22		62.50
				1,312.50
				1,313.65

PURCHASED ACCRUED INTEREST

U.S. TREASURY

07-13-21	07-14-21	US TREASURY NOTES 0.250% Due 05-15-24		73.37
				73.37

SALES, MATURITIES, AND CALLS

MUNICIPAL BONDS

07-01-21	07-01-21	STATE OF WASHINGTON 5.000% Due 07-01-22	25,000	25,000.00
07-09-21	07-09-21	N SLOPE BORO AK 5.000% Due 06-30-22	50,000	50,000.00
				75,000.00

U.S. TREASURY

07-13-21	07-14-21	US TREASURY NOTES 1.750% Due 05-15-22	180,000	182,523.36
				257,523.36

SOLD ACCRUED INTEREST

U.S. TREASURY

07-13-21	07-14-21	US TREASURY NOTES 1.750% Due 05-15-22		513.59
				513.59

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #6869

From 07-01-21 To 07-31-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
WITHDRAW				
CASH AND EQUIVALENTS				
07-21-21	07-21-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		628.19
				628.19

Alaska Permanent Capital Management Co.

REALIZED GAINS AND LOSSES

CITY AND BOROUGH OF WRANGELL #6869

From 07-01-21 Through 07-31-21

Date	Quantity	Security	Avg. Cost Basis	Proceeds	Gain Or Loss
07-01-21	25,000	STATE OF WASHINGTON 5.000% Due 07-01-22	26,002.64	25,000.00	-1,002.64
07-09-21	50,000	N SLOPE BORO AK 5.000% Due 06-30-22	51,021.67	50,000.00	-1,021.67
07-13-21	180,000	US TREASURY NOTES 1.750% Due 05-15-22	184,957.20	182,523.36	-2,433.84
TOTAL GAINS					0.00
TOTAL LOSSES					-4,458.15
			261,981.51	**257,523.36**	**-4,458.15**

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY AND BOROUGH OF WRANGELL #6869

From 07-01-21 To 07-31-21

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT					
07-01-21			Beginning Balance		535,094.51
07-01-21	07-02-21	wd	Purchase	US TREASURY BILLS 0.000% Due 09-30-21	-499,955.50
07-01-21	07-01-21	dp	Interest	MASSACHUSETTS ST 5.000% Due 07-01-24	625.00
07-01-21	07-01-21	dp	Interest	STATE OF WASHINGTON 5.000% Due 07-01-22	625.00
07-01-21	07-01-21	dp	Sale	STATE OF WASHINGTON 5.000% Due 07-01-22	25,000.00
07-09-21	07-09-21	dp	Interest	N SLOPE BORO AK 5.000% Due 06-30-22	62.50
07-09-21	07-09-21	dp	Sale	N SLOPE BORO AK 5.000% Due 06-30-22	50,000.00
07-13-21	07-14-21	dp	Sale	US TREASURY NOTES 1.750% Due 05-15-22	182,523.36
07-13-21	07-14-21	dp	Accrued Interest	US TREASURY NOTES 1.750% Due 05-15-22	513.59
07-13-21	07-14-21	wd	Purchase	US TREASURY BILLS 0.000% Due 11-26-21	-75,001.35
07-13-21	07-14-21	wd	Purchase	US TREASURY NOTES 0.250% Due 05-15-24	-179,115.00
07-13-21	07-14-21	wd	Accrued Interest	US TREASURY NOTES 0.250% Due 05-15-24	-73.37
07-15-21	07-15-21	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	0.74
07-15-21	07-15-21	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	0.41

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY AND BOROUGH OF WRANGELL #6869

From 07-01-21 To 07-31-21

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
07-21-21	07-21-21	wd	Withdrawal	from Portfolio	-628.19
07-31-21			**Ending Balance**		**39,671.70**

CITY AND BOROUGH OF WRANGELL #7990

Account Statement - Period Ending August 31, 2021

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

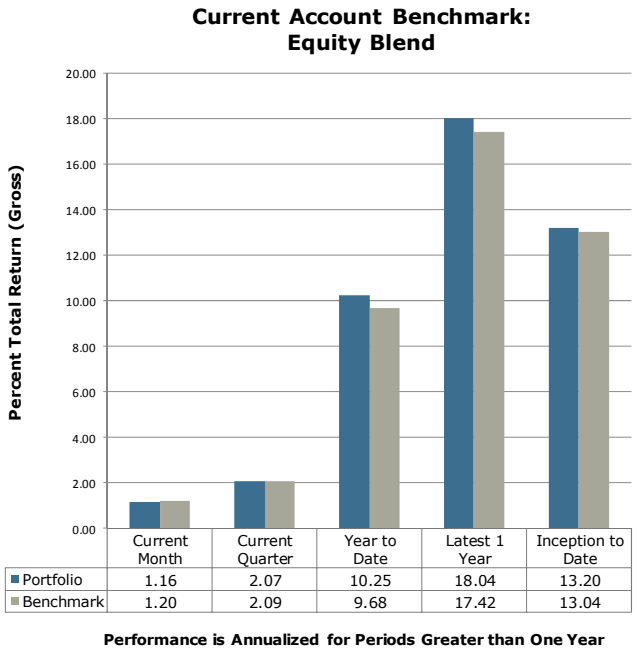
ACCOUNT ACTIVITY

Portfolio Value on 07-31-21	10,740,514
Contributions	0
Withdrawals	-3,518
Change in Market Value	120,522
Interest	5
Dividends	3,994
Portfolio Value on 08-31-21	10,861,517

MANAGEMENT TEAM

Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Brandy Niclai, CFA®
Contact Phone Number:	907/272-7575

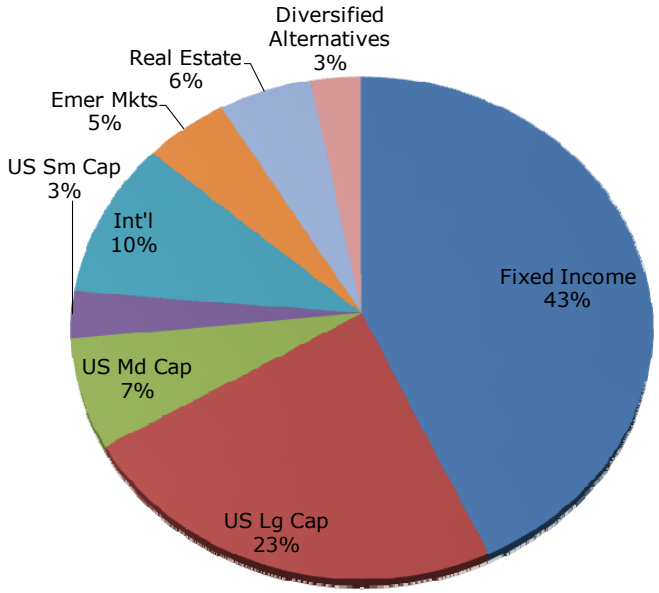
INVESTMENT PERFORMANCE



	Current Month	Current Quarter	Year to Date	Latest 1 Year	Inception to Date
Portfolio	1.16	2.07	10.25	18.04	13.20
Benchmark	1.20	2.09	9.68	17.42	13.04

Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



nts are encouraged to compare this report with the official statement from their custodian.

Alaska Permanent Capital Management Co.

PORTFOLIO SUMMARY AND TARGET

CITY AND BOROUGH OF WRANGELL #7990

August 31, 2021

Asset Class & Target	Market Value	% Assets	Range
FIXED INCOME (45%)			
US Fixed Income (25.0%)	2,440,333	22.5	15% to 35%
TIPS (10.0%)	1,074,033	9.9	5% to 15%
International Fixed Income (5.0%)	480,897	4.4	0% to 10%
Cash (5.0%)	698,739	6.4	0% to 10%
Subtotal:	**4,694,003**	**43.2**	
EQUITY (47%)			
US Large Cap (22.0%)	2,509,526	23.1	12% to 32%
US Mid Cap (7.0%)	766,895	7.1	0% to 15%
US Small Cap (3.0%)	328,458	3.0	0% to 6%
Developed International Equity (10.0%)	1,091,155	10.0	5% to 15%
Emerging Markets (5.0%)	544,445	5.0	0% to 10%
Subtotal:	**5,240,478**	**48.2**	
ALTERNATIVE INVESTMENTS (8%)			
Real Estate (2.0%)	218,829	2.0	0% to 5%
Alternative Beta (0.0%)	0	0.0	0% to 10%
Infrastructure (3.0%)	382,756	3.5	0% to 6%
Commodities (3.0%)	325,451	3.0	0% to 6%
Subtotal:	**927,036**	**8.5**	
TOTAL PORTFOLIO	**10,861,517**	**100**	

Alaska Permanent Capital Management Co.

PORTFOLIO APPRAISAL

CITY AND BOROUGH OF WRANGELL #7990

August 31, 2021

Quantity	Security	Security Symbol	Avg Cost	Total Cost	Price	Market Value	Pct. Assets
DOMESTIC FIXED INCOME FUNDS/ETF							
20,415	VANGUARD SHORT-TERM TIPS ETF	VTIP	49.63	1,013,282	52.61	1,074,033	9.9
28,225	VANGUARD TOTAL BOND MARKET ETF	BND	85.25	2,406,313	86.46	2,440,333	22.5
				3,419,595		3,514,367	32.4
INTERNATIONAL FIXED INCOME FUNDS/ETF							
8,346	VANGUARD TOTAL INTL BOND ETF	BNDX	57.14	476,897	57.62	480,897	4.4
DOMESTIC LARGE CAP EQUITY FUNDS/ETF							
941	FLEXSHARES QUAL DIV ETF	QDF	48.32	45,467	58.50	55,048	0.5
986	ISHARES MSCI USA MIN VOLATILITY ETF	USMV	76.14	75,074	77.65	76,563	0.7
5,266	SPDR S&P 500 ETF	SPY	324.61	1,709,389	451.56	2,377,915	21.9
				1,829,930		2,509,526	23.1
DOMESTIC MID CAP EQUITY FUNDS/ETF							
2,788	ISHARES CORE S&P MIDCAP 400 ETF	IJH	200.30	558,429	275.07	766,895	7.1
DOMESTIC SMALL CAP EQUITY FUNDS/ETF							
2,923	ISHARES S&P SMALLCAP 600 INDEX ETF	IJR	81.06	236,944	112.37	328,458	3.0
INTERNATIONAL EQUITY FUNDS/ETF							
14,217	ISHARES ETF CORE MSCI EAFE	IEFA	68.51	974,072	76.75	1,091,155	10.0
EMERGING MARKET FUNDS/ETF							
8,495	ISHARES ETF CORE MSCI EMERGING MKTS	IEMG	54.39	462,072	64.09	544,445	5.0
REAL ESTATE & INFRASTRUCTURE							
6,494	FLEXSHAR STX GLOBAL BROAD INF ETF	NFRA	53.84	349,610	58.94	382,756	3.5
2,137	JPMORGAN BETABUILDERS MSCI US REIT ETF	BBRE	90.62	193,660	102.40	218,829	2.0
				543,270		601,585	5.5
COMMODITIES							
5,793	iSHARES BB ROLL SELECT COMMODITY ETF	CMDY	38.79	224,703	56.18	325,451	3.0
CASH AND EQUIVALENTS							
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	cash01		698,739		698,739	6.4
TOTAL PORTFOLIO				**9,424,651**		**10,861,517**	**100.0**

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY AND BOROUGH OF WRANGELL #7990

From 08-01-21 To 08-31-21

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT					
08-01-21			Beginning Balance		622,311.60
08-02-21	08-04-21	wd	Purchase	ISHARES MSCI USA MIN VOLATILITY ETF	-75,074.04
08-02-21	08-04-21	wd	Purchase	VANGUARD SHORT-TERM TIPS ETF	-8,516.34
08-02-21	08-04-21	wd	Purchase	VANGUARD TOTAL BOND MARKET ETF	-99,669.36
08-02-21	08-04-21	wd	Purchase	VANGUARD TOTAL INTL BOND ETF	-41,107.82
08-02-21	08-04-21	wd	Purchase	ISHARES ETF CORE MSCI EMERGING MKTS	-9,934.55
08-02-21	08-04-21	dp	Sale	ISHARES CORE S&P MIDCAP 400 ETF	64,264.43
08-02-21	08-04-21	dp	Sale	SPDR S&P 500 ETF	60,113.92
08-02-21	08-04-21	dp	Sale	ISHARES ETF CORE MSCI EAFE	48,228.13
08-02-21	08-04-21	dp	Sale	FLEXSHAR STX GLOBAL BROAD INF ETF	56,191.81
08-02-21	08-04-21	dp	Sale	JPMORGAN BETABUILDERS MSCI US REIT ETF	34,076.11
08-02-21	08-04-21	dp	Sale	ISHARES S&P SMALLCAP 600 INDEX ETF	13,892.69
08-02-21	08-04-21	dp	Sale	iSHARES BB ROLL SELECT COMMODITY ETF	33,481.54
08-05-21	08-05-21	dp	Transfer from	DIVIDEND ACCRUAL	309.30
08-05-21	08-05-21	dp	Transfer from	DIVIDEND ACCRUAL	3,685.04
08-15-21	08-15-21	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	2.11
08-15-21	08-15-21	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	3.38

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY AND BOROUGH OF WRANGELL #7990

From 08-01-21 To 08-31-21

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
08-20-21	08-20-21	wd	Withdrawal	from Portfolio	-3,518.46
08-31-21			**Ending Balance**		**698,739.49**
DIVIDEND ACCRUAL					
08-01-21			Beginning Balance		0.00
08-02-21	08-05-21	dp	Dividend	VANGUARD TOTAL INTL BOND ETF	309.30
08-02-21	08-05-21	dp	Dividend	VANGUARD TOTAL BOND MARKET ETF	3,685.04
08-05-21	08-05-21	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-309.30
08-05-21	08-05-21	wd	Transfer to	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	-3,685.04
08-31-21			**Ending Balance**		**0.00**

Alaska Permanent Capital Management Co.

REALIZED GAINS AND LOSSES

CITY AND BOROUGH OF WRANGELL #7990

From 08-01-21 Through 08-31-21

Date	Quantity	Security	Avg. Cost Basis	Proceeds	Gain Or Loss
08-02-21	238.0000	ISHARES CORE S&P MIDCAP 400 ETF	47,670.73	64,264.43	16,593.70
08-02-21	137.0000	SPDR S&P 500 ETF	44,471.37	60,113.92	15,642.55
08-02-21	634.0000	ISHARES ETF CORE MSCI EAFE	43,438.23	48,228.13	4,789.90
08-02-21	970.0000	FLEXSHAR STX GLOBAL BROAD INF ETF	52,220.84	56,191.81	3,970.97
08-02-21	339.0000	JPMORGAN BETABUILDERS MSCI US REIT ETF	30,720.93	34,076.11	3,355.18
08-02-21	126.0000	ISHARES S&P SMALLCAP 600 INDEX ETF	10,213.79	13,892.69	3,678.90
08-02-21	601.0000	iSHARES BB ROLL SELECT COMMODITY ETF	23,312.01	33,481.54	10,169.53
TOTAL GAINS					58,200.72
TOTAL LOSSES					0.00
			252,047.91	**310,248.63**	**58,200.72**

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #7990

From 08-01-21 To 08-31-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
DOMESTIC FIXED INCOME FUNDS/ETF				
08-02-21	08-04-21	VANGUARD SHORT-TERM TIPS ETF	162.0000	8,516.34
08-02-21	08-04-21	VANGUARD TOTAL BOND MARKET ETF	1,148.0000	99,669.36
				108,185.70
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
08-02-21	08-04-21	ISHARES MSCI USA MIN VOLATILITY ETF	986.0000	75,074.04
EMERGING MARKET FUNDS/ETF				
08-02-21	08-04-21	ISHARES ETF CORE MSCI EMERGING MKTS	156.0000	9,934.55
INTERNATIONAL FIXED INCOME FUNDS/ETF				
08-02-21	08-04-21	VANGUARD TOTAL INTL BOND ETF	709.0000	41,107.82
				234,302.11
DEPOSITS AND EXPENSES				
MANAGEMENT FEES				
08-31-21	08-31-21	MANAGEMENT FEES		3,548.71
				3,548.71
DIVIDEND				
DOMESTIC FIXED INCOME FUNDS/ETF				
08-02-21	08-05-21	VANGUARD TOTAL BOND MARKET ETF		3,685.04

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #7990

From 08-01-21 To 08-31-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
INTERNATIONAL FIXED INCOME FUNDS/ETF				
08-02-21	08-05-21	VANGUARD TOTAL INTL BOND ETF		309.30
				3,994.34

INTEREST

CASH AND EQUIVALENTS				
08-15-21	08-15-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		2.11
08-15-21	08-15-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		3.38
				5.49
				5.49

SALES, MATURITIES, AND CALLS

COMMODITIES				
08-02-21	08-04-21	iSHARES BB ROLL SELECT COMMODITY ETF	601.0000	33,481.54
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
08-02-21	08-04-21	SPDR S&P 500 ETF	137.0000	60,113.92
DOMESTIC MID CAP EQUITY FUNDS/ETF				
08-02-21	08-04-21	ISHARES CORE S&P MIDCAP 400 ETF	238.0000	64,264.43
DOMESTIC SMALL CAP EQUITY FUNDS/ETF				
08-02-21	08-04-21	ISHARES S&P SMALLCAP 600 INDEX ETF	126.0000	13,892.69
INTERNATIONAL EQUITY FUNDS/ETF				
08-02-21	08-04-21	ISHARES ETF CORE MSCI EAFE	634.0000	48,228.13

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #7990

From 08-01-21 To 08-31-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
REAL ESTATE & INFRASTRUCTURE				
08-02-21	08-04-21	FLEXSHAR STX GLOBAL BROAD INF ETF	970.0000	56,191.81
08-02-21	08-04-21	JPMORGAN BETABUILDERS MSCI US REIT ETF	339.0000	34,076.11
				90,267.92
				310,248.63

WITHDRAW

CASH AND EQUIVALENTS				
08-05-21	08-05-21	DIVIDEND ACCRUAL		309.30
08-05-21	08-05-21	DIVIDEND ACCRUAL		3,685.04
08-20-21	08-20-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		3,518.46
				7,512.80
				7,512.80

CITY AND BOROUGH OF WRANGELL #6869

Account Statement - Period Ending August 31, 2021

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

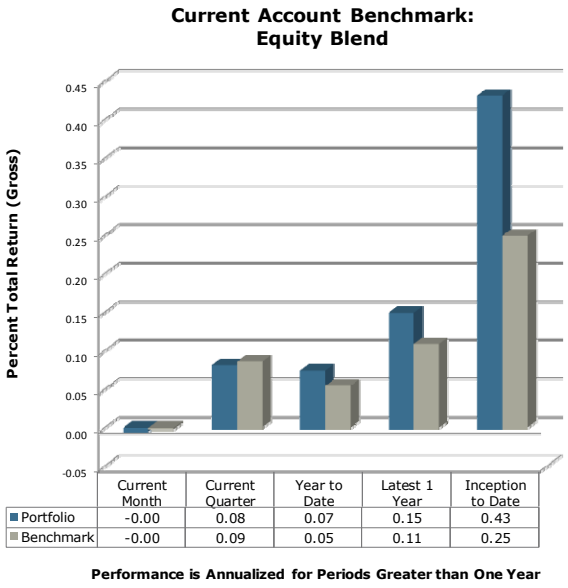
ACCOUNT ACTIVITY

Portfolio Value on 07-31-21	5,029,232
Contributions	0
Withdrawals	-629
Change in Market Value	-3,099
Interest	2,868
Dividends	0
Portfolio Value on 08-31-21	5,028,372

MANAGEMENT TEAM

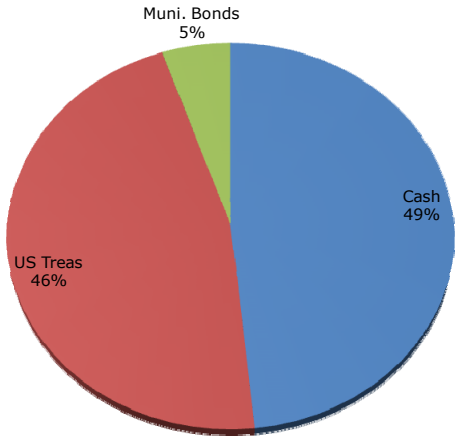
Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Brandy Niclai, CFA®
Contact Phone Number:	907/272-7575

INVESTMENT PERFORMANCE



	Current Month	Current Quarter	Year to Date	Latest 1 Year	Inception to Date
Portfolio	-0.00	0.08	0.07	0.15	0.43
Benchmark	-0.00	0.09	0.05	0.11	0.25

PORTFOLIO COMPOSITION



Fixed Income Portfolio Statistics

Average Quality: AA+ Yield to Maturity: 0.12% Average Maturity: 0.95 Yrs

nts are encouraged to compare this report with the official statement from their custodian.

Alaska Permanent Capital Management Co.

PORTFOLIO APPRAISAL

CITY AND BOROUGH OF WRANGELL #6869

August 31, 2021

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
MUNICIPAL BONDS									
25,000	State of Wisconsin 5.000% Due 05-01-22	106.00	26,500	103.27	25,817	0.51	1,250	417	0.09
25,000	STATE OF MARYLAND 5.000% Due 08-01-22	107.52	26,881	104.50	26,124	0.52	1,250	104	0.09
25,000	MISSISSIPPI ST 5.250% Due 11-01-22	109.96	27,490	106.02	26,505	0.53	1,312	437	0.09
35,000	WASHINGTON ST 5.000% Due 02-01-23	109.98	38,495	106.93	37,426	0.74	1,750	146	0.10
35,000	OHIO ST 5.000% Due 05-01-23	108.12	37,844	108.12	37,843	0.75	1,750	583	0.12
20,000	MARYLAND ST 4.150% Due 08-01-23	108.71	21,741	107.24	21,448	0.43	830	69	0.35
30,000	TEXAS ST 2.993% Due 10-01-23	106.58	31,975	105.47	31,641	0.63	898	374	0.35
25,000	MASSACHUSETTS ST 5.000% Due 07-01-24	105.61	26,403	104.06	26,014	0.52	1,250	208	3.48
30,000	MASSACHUSETTS ST 5.000% Due 10-01-26	106.15	31,844	100.39	30,118	0.60	1,500	625	4.91
	Accrued Interest				2,964	0.06			
			269,171		265,902	5.29		2,964	
U.S. TREASURY									
200,000	US TREASURY NOTES 2.500% Due 02-15-22	103.87	207,736	101.11	202,212	4.02	5,000	231	0.08
180,000	US TREASURY NOTES 1.500% Due 08-15-22	102.36	184,255	101.36	182,441	3.63	2,700	125	0.08
130,000	US TREASURY NOTES 1.625% Due 11-15-22	102.61	133,389	101.82	132,366	2.63	2,112	626	0.12
80,000	US TREASURY NOTES 2.000% Due 02-15-23	104.08	83,267	102.72	82,175	1.63	1,600	74	0.13
300,000	US TREASURY NOTES 0.250% Due 04-15-23	100.01	300,038	100.15	300,444	5.97	750	285	0.16
400,000	US TREASURY NOTES 0.250% Due 06-15-23	99.98	399,905	100.11	400,424	7.96	1,000	213	0.19
230,000	US TREASURY NOTES 2.500% Due 08-15-23	107.22	246,600	104.47	240,288	4.78	5,750	266	0.21
210,000	US TREASURY NOTE 0.125% Due 10-15-23	99.85	209,687	99.76	209,500	4.17	262	100	0.24
300,000	US TREASURY NOTES 0.125% Due 12-15-23	99.79	299,370	99.67	299,016	5.95	375	80	0.27
280,000	US TREASURY NOTES 0.250% Due 05-15-24	99.58	278,837	99.73	279,247	5.55	700	207	0.35
	Accrued Interest				2,206	0.04			
			2,343,086		2,330,319	46.34		2,206	

Alaska Permanent Capital Management Co.

PORTFOLIO APPRAISAL

CITY AND BOROUGH OF WRANGELL #6869

August 31, 2021

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
TREASURY BILLS									
200,000	TREASURY BILL 0.000% Due 09-16-21	100.00	200,003	100.00	199,998	3.98	NA	0	0.02
500,000	US TREASURY BILLS 0.000% Due 09-30-21	99.99	499,955	100.00	499,986	9.94	NA	0	0.03
500,000	US TREASURY BILL 0.000% Due 10-14-21	99.98	499,916	99.99	499,975	9.94	NA	0	0.04
500,000	US TREASURY BILLS 0.000% Due 10-21-21	99.98	499,920	99.99	499,960	9.94	NA	0	0.06
300,000	US TREASURY BILLS 0.000% Due 11-18-21	99.99	299,981	99.99	299,970	5.97	NA	0	0.05
175,000	US TREASURY BILLS 0.000% Due 11-26-21	100.00	175,001	99.99	174,982	3.48	NA	0	0.04
235,000	US TREASURY BILL 0.000% Due 12-02-21	100.00	234,991	99.99	234,974	4.67	NA	0	0.04
			2,409,767		2,409,846	47.92		0	
CASH AND EQUIVALENTS									
	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		22,306		22,306	0.44			
TOTAL PORTFOLIO			**5,044,331**		**5,028,372**	**100**	**32,040**	**5,170**	

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #6869

From 08-01-21 To 08-31-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
TREASURY BILLS				
08-19-21	08-20-21	US TREASURY BILLS 0.000% Due 11-18-21	300,000	299,980.79
				299,980.79
DEPOSITS AND EXPENSES				
MANAGEMENT FEES				
08-31-21	08-31-21	MANAGEMENT FEES		628.55
				628.55
INTEREST				
CASH AND EQUIVALENTS				
08-15-21	08-15-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		0.58
MUNICIPAL BONDS				
08-01-21	08-02-21	MARYLAND ST 4.150% Due 08-01-23		415.00
08-01-21	08-02-21	STATE OF MARYLAND 5.000% Due 08-01-22		625.00
08-01-21	08-02-21	MASSACHUSETTS ST 5.000% Due 08-01-33		1,625.00
08-01-21	08-02-21	WASHINGTON ST 5.000% Due 02-01-23		875.00
				3,540.00
U.S. TREASURY				
08-15-21	08-16-21	US TREASURY NOTES 2.500% Due 02-15-22		2,500.00
08-15-21	08-16-21	US TREASURY NOTES 2.000% Due 02-15-23		800.00
08-15-21	08-16-21	US TREASURY NOTES 2.500% Due 08-15-23		2,875.00

Alaska Permanent Capital Management Co.

TRANSACTION SUMMARY

CITY AND BOROUGH OF WRANGELL #6869

From 08-01-21 To 08-31-21

Trade Date	Settle Date	Security	Quantity	Trade Amount
08-15-21	08-16-21	US TREASURY NOTES 1.500% Due 08-15-22		1,350.00
08-16-21	08-16-21	US TREASURY NOTES 2.125% Due 08-15-21		2,178.13
				9,703.13
				13,243.71

SALES, MATURITIES, AND CALLS

MUNICIPAL BONDS

08-01-21	08-01-21	MASSACHUSETTS ST 5.000% Due 08-01-33	65,000	65,000.00

U.S. TREASURY

08-16-21	08-16-21	US TREASURY NOTES 2.125% Due 08-15-21	205,000	205,000.00
				270,000.00

WITHDRAW

CASH AND EQUIVALENTS

08-20-21	08-20-21	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT		628.65
				628.65

Alaska Permanent Capital Management Co.

REALIZED GAINS AND LOSSES

CITY AND BOROUGH OF WRANGELL #6869

From 08-01-21 Through 08-31-21

Date	Quantity	Security	Avg. Cost Basis	Proceeds	Gain Or Loss
08-01-21	65,000	MASSACHUSETTS ST 5.000% Due 08-01-33	68,019.76	65,000.00	-3,019.76
08-16-21	205,000	US TREASURY NOTES 2.125% Due 08-15-21	209,905.65	205,000.00	-4,905.65
TOTAL GAINS					0.00
TOTAL LOSSES					-7,925.41
			277,925.41	**270,000.00**	**-7,925.41**

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY AND BOROUGH OF WRANGELL #6869

From 08-01-21 To 08-31-21

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT					
08-01-21			Beginning Balance		39,671.70
08-01-21	08-02-21	dp	Interest	MARYLAND ST 4.150% Due 08-01-23	415.00
08-01-21	08-02-21	dp	Interest	STATE OF MARYLAND 5.000% Due 08-01-22	625.00
08-01-21	08-02-21	dp	Interest	MASSACHUSETTS ST 5.000% Due 08-01-33	1,625.00
08-01-21	08-01-21	dp	Sale	MASSACHUSETTS ST 5.000% Due 08-01-33	65,000.00
08-01-21	08-02-21	dp	Interest	WASHINGTON ST 5.000% Due 02-01-23	875.00
08-15-21	08-15-21	dp	Interest	CHARLES SCHWAB LIQUID BANK DEPOSIT ACCOUNT	0.58
08-15-21	08-16-21	dp	Interest	US TREASURY NOTES 2.500% Due 02-15-22	2,500.00
08-15-21	08-16-21	dp	Interest	US TREASURY NOTES 2.000% Due 02-15-23	800.00
08-15-21	08-16-21	dp	Interest	US TREASURY NOTES 2.500% Due 08-15-23	2,875.00
08-15-21	08-16-21	dp	Interest	US TREASURY NOTES 1.500% Due 08-15-22	1,350.00
08-16-21	08-16-21	dp	Sale	US TREASURY NOTES 2.125% Due 08-15-21	205,000.00
08-16-21	08-16-21	dp	Interest	US TREASURY NOTES 2.125% Due 08-15-21	2,178.13
08-19-21	08-20-21	wd	Purchase	US TREASURY BILLS 0.000% Due 11-18-21	-299,980.79

Alaska Permanent Capital Management Co.

CASH LEDGER

CITY AND BOROUGH OF WRANGELL #6869

From 08-01-21 To 08-31-21

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
08-20-21	08-20-21	wd	Withdrawal	from Portfolio	-628.65
08-31-21			**Ending Balance**		**22,305.97**

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH CLERK'S REPORT

SUBMITTED BY: Kim Lane, Borough Clerk

Upcoming Meetings & Other Informational dates:

Other City Boards/Commissions:

October 6 - Parks & Recreation Board mtg. at 5:00 pm in the Assembly Chambers

October 13 – Economic Development Committee mtg. at 6:00 pm in the Assembly Chambers

October 14 – Planning & Zoning Commission mtg. at 6:00 pm in the Assembly Chambers

Community Events:

September 20th through October 4th – Absentee Voting in the Clerk's Office

October 2nd –Tax Free Day!



October 5th – Regular Borough Election, from 8am to 8pm at the Nolan Center

October 5th – SEARHC Mass Casualty Event at the SEARHC Clinic from 3:30 to 8:30pm

Meetings and Other events of the Borough Assembly:

October 7 – Canvass Board meets to count the Absentee / Questioned Ballots at 1:00 PM in the Assembly Chambers (Prysunka, Morrison, and Gilbert (needed 3) have agreed to be on the Canvass Board). A Resolution is on this Agenda.

October 7 – Special Assembly Meeting to Certify the Borough Election at 6:00 PM in the Assembly Chambers. The request is on this Agenda.

October 12 - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

October 26 - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers



Election Information -

Absentee Voting has begun and will continue in the Clerk's office Monday through Friday from 8am to 4pm until October 4th at 4pm.

To file as a Write-In Candidate for any of the seats on the Ballot, the qualified person must submit a letter of intent to me no later than the Friday preceding the Election (October 1st) at 4pm. If a letter of intent is not filed with the Clerk's office, write-in's that are cast will not count.

The Sample Ballot is attached.

Information on the Upcoming AML Winter Conference:

Newly Elected Officials Training – November 9-10, 2021 (*will be held virtually*)

Regular Conference – November 15-19, 2021 (*will be held in-person in Anchorage*)

I have reserved 3 rooms at the Hotel Captain Cook, in anticipation of the Mayor and two Assembly Members attending.

Post-Election Training Session and Work Session:

Borough Manager Von Bargen and I are working on setting up a Saturday Work Session for the Annual Borough Assembly training with the Clerk and Borough Attorney and then when that is completed, the Borough Assembly will go into a work session with Department Heads so that the Assembly can ask questions of the Department Heads and voice concerns. This is in effort for the Borough Assembly to have a clearer understanding of the operations of the departments.



We are looking to set this Work Session / Training for Saturday, October 30th, starting at 10:00 am. I am asking for a show of four hands to confirm that date.

CITY AND BOROUGH OF WRANGELL
SAMPLE BALLOT
REGULAR ELECTION
OCTOBER 5, 2021

Instructions:

To vote, completely fill in the oval next to your choice like this: ●
Use a blue or black ink pen to mark your ballot. NO RED INK. If you make a mistake, ask for a new ballot.
To vote for a person whose name is not printed on the ballot, fill in the oval and print the person's name on the blank line provided for a write-in candidate.

ASSEMBLY MEMBER
THREE YEAR TERM

VOTE FOR NO MORE THAN TWO

- ○ BOB DALRYMPLE
- ○ JIM DEBORD
- ○ WRITE-IN _____
- ○ WRITE-IN _____

ASSEMBLY MEMBER
UNEXPIRED ONE YEAR TERM
UNTIL OCTOBER 2022

VOTE FOR NO MORE THAN ONE

- ○ DONALD J. MCCONACHIE SR.
- ○ DAVID L. POWELL
- ○ WRITE-IN _____

SCHOOL BOARD
THREE YEAR TERM

VOTE FOR NO MORE THAN TWO

- ○ ANGELA ALLEN
- ○ ALEX ANGERMAN
- ○ BRITTANI ROBBINS
- ○ ELIZABETH ROUNDTREE
- ○ WRITE-IN _____
- ○ WRITE-IN _____

SCHOOL BOARD
UNEXPIRED ONE YEAR TERM
UNTIL OCTOBER 2022

VOTE FOR NO MORE THAN ONE

- ○ JULIA OSTRANDER
- ○ JESSICA WHITAKER
- ○ WRITE-IN _____

PORT COMMISSION
THREE YEAR TERM

VOTE FOR NO MORE THAN TWO

- ○ CHRIS BUNESS
- ○ JOHN M. MARTIN
- ○ WRITE-IN _____
- ○ WRITE-IN _____

PORT COMMISSION
UNEXPIRED ONE YEAR TERM
UNTIL OCTOBER 2022

VOTE FOR NO MORE THAN ONE

- ○ FRANKLIN ROPPEL
- ○ WRITE-IN _____

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**10**

Appointment to fill the Vacancies on the SEASWA (Southeast Alaska Solid Waste Authority) Board of Directors

SUBMITTED BY:
Kim Lane, Borough Clerk

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
FY 19: $	FY 20: $	FY21: $
Amount Budgeted:		
	FY19 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: Letters of Interest

RECOMMENDED MOTION:

Appointments are to be filled by the Mayor, with the Consent of the Assembly.

Seats to be filled:

Director Seat
Letter(s) of Interest received from:
- **TOM WETOR, PUBLIC WORKS DIRECTOR**

Alternate Board Member Seat
Letter(s) of Interest received from:
-

Summary Statement:
As per WMC 3.30.030 Purpose:

> The authority is authorized and created to provide environmentally sound and cost-effective management of solid waste, including storage, collection, transportation, separation, processing, recycling and disposal to protect the public health, safety, and welfare, to strive to improve the environment within its boundaries, to recover resources and energy as practical, and to reduce pollution.

Also, as per WMC 3.30.090(C) Appointment – Filling Vacancies, as a participating Municipality, Wrangell's membership on the SEASWA Board of Directors is comprised of a Board Director and an Alternate Member, in the event that the Director cannot attend meetings.

Chris Hatton has held the Director seat since 2015. She has submitted her resignation from the SEASWA Board. We have not had an Alternate member for some time however, Mr. Wetor has been attending the SEASWA Board Meetings. The Clerk started advertising for the seats on September 8th and asked for letters of interest until September 28th for the Director and Alternate member seats.

Southeast Alaska Solid Waste Authority
City and Borough of Wrangell: Director Seat Letter of Interest
September 8th, 2021

To Whom it may concern;

Please accept this document as my letter of interest for the vacant Wrangell Director Seat for the Southeast Alaska Solid Waste Authority as advertised by the City and Borough of Wrangell on September 7th, 2021. As the Public Works Director I have already been participating in the SEASWA meetings. As the manager for the Transfer Station in Wrangell the Public Works Director will have the most current and up to date information on all things solid waste in Wrangell which makes for an appropriate transition into the Director Seat. I look forward to the review process and please reach out if you have any questions or concerns, thanks.

Tom Wetor
City and Borough of Wrangell: Public Works Director
Public Works Phone: (907) 874-3904
Cell Phone: (907) 660-7833
Email: twetor@wrangell.com

REVISED to Amend the Recommended Motion 9-28-2021

CITY & BOROUGH OF WRANGELL, ALASKA
Public Hearing BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**11**

Accepting alternative proposals for funding considerations and seeking further citizen views and community comments on proposed projects for funding under the FY21 Community Development Block Grant (CDBG) program and selecting a project

SUBMITTED BY:
Carol Rushmore, Economic Development Director

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: match amount unknown at this time		
FY 20: $	FY 21: $	FY22:
Amount Budgeted:		
Account Number(s):		
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		

ATTACHMENTS: 1. List of projects for consideration

MAYORAL PROCEDURE:

Declare the Public Hearing open. The mayor shall ask if there is any administrative report on the Public Hearing Item. Staff will present the required funding program information. Persons who signed up to talk on this item shall be called to the podium. Once all persons have been heard, declare the Public Hearing closed.

REVISED to Amend the Recommended Motion 9-28-2021

RECOMMENDATION MOTION (THREE alternatives):

Alternative #1 - Move to approve the High School and Middle School Life Health and Safety Upgrades which includes the Fire Alarm System Upgrade and the Elevator Replacement as the selected project for the FY21 Community Development Block Grant (CDBG) Program.

Alternative #2 – Move to approve the High School and Middle School Fire Alarm System Upgrades as the selected project for the FY21 Community Development Block Grant (CDBG) Program.

Or, if the Assembly wishes to select a different project for submission to the FY21 Community Development Block Grant (CDBG) Program:

Alternative #3 - Move to approve the _____ as the selected project for the FY21 Community Development Block Grant (CDBG) Program.

SUMMARY STATEMENT:

This public hearing is to request public input for the purpose of soliciting ideas for projects to be submitted to the Community Development Block Grant (CDBG) program for project funding. The public hearing will be followed by an Assembly decision and action based on public input.

The Community Development Block Grant (CDBG) mission is to enhance the quality of life for low- and moderate-income residents. Wrangell has been determined to be comprised of at least 52.8% low- and moderate-income residents.

National goals of the program include providing financial resources to communities for public facilities, planning and special economic development activities that encourage community self-sufficiency, reducing costs of essential community services, and reducing or eliminating conditions that are detrimental to the health and safety of residents, and that assist in the creation or retention of jobs for low- and moderate-income persons.

Statewide objectives for use of the funds is to provide potential for long-term positive impact and to increase community self-sufficiency; reduce threats and conditions detrimental to the health and safety of local residents; construct and improve public facilities and reduce maintenance costs; design, engineering, architectural or feasibility plans; business development; inclusion in a local community economic or capital improvement plan; use local resources in combination with CDBG funding.

A Community Meeting was held on September 21, 2021 to provide an opportunity for the community to comment on potential projects eligible for FY21 CDBG funding and specifically on staff recommended projects under consideration. Additional solicitation for project ideas from the public are posted via radio, Facebook, website, bulletin boards, radio, and newspaper.

The CDBG grant funds can be used for the following types of projects:

REVISED to Amend the Recommended Motion 9-28-2021

Community Development

Under Section105(a)(2),(4),(5),(14)&(15), CDBG grant funds may be used for:

Public Facilities

- ✓ Health Clinics
- ✓ Daycare Centers
- ✓ Homeless Shelters
- ✓ Water & Sewer Systems
- ✓ Solid Waste Disposal Facilities
- ✓ Flood & Drainage Facilities
- ✓ Docks & Harbors
- ✓ Acquisition
- ✓ Construction
- ✓ Reconstruction
- ✓ Installation
- ✓ Improvements
- ✓ Electrical Distribution Lines
- ✓ Fuel & Gas Distribution Systems

Transportation Improvements

- ✓ Local Service Roads
- ✓ Boardwalks
- ✓ Barge Facilities
- ✓ Airports

Access to Public Facilities & Structures

- ✓ Removal of architectural barriers in conjunction with current renovations
- ✓ Improve access for handicapped & elderly persons

Real Property

- ✓ Acquisition
- ✓ Building Removal
- ✓ Improvements
- ✓ Clearance
- ✓ Demolition

Fire Protection Facilities & Equipment

- ✓ Acquisition
- ✓ Design
- ✓ Construction
- ✓ Rehabilitation
- ✓ Purchase

Note: *Community Development activities do not include the purchase of any personal property or any equipment unless it is attached to a facility or building and considered an "integral structural feature." Fire protection equipment is the only exception.*

Planning

Under Section 105(a)(12), CDBG grant funds may be used for:

- ✓ Data Collection
- ✓ Analysis
- ✓ Plan Preparation
- ✓ Marketing Studies
- ✓ Feasibility Studies
- ✓ Community Economic Development Plans
- ✓ Community Land Use Plans
- ✓ Capital Improvement Plans
- ✓ Plan Updates

Note: *Planning activities do not include engineering, architectural, and design costs related to a specific project activity. These activities may be eligible under the Community Development category.*

Special Economic Development

"Special Economic Development," as used in the CDBG Program, must meet the criteria below. See "Unique Requirements of Special Economic Development Projects" on page 9 for more information about the specific requirements for projects under this funding category.

Under Section 105(a)(14) CDBG grant funds may be used for:

- ✓ Commercial or Industrial Improvements
- ✓ Carried out by Grantee or Non-Profit Recipient
- ✓ Involving Commercial or Industrial Buildings, Structures, and Other Real Property Equipment & Improvements

Includes:

- ✓ Acquisition
- ✓ Construction
- ✓ Reconstruction
- ✓ Rehabilitation
- ✓ Installation

Under Section 105(a)(17), CDBG funds may be used for:

- ✓ Assistance (through eligible applicant) to an identified private, for-profit entity or entities

The project must:

- ✓ Create and maintain jobs for low or moderate income persons
- ✓ Assist businesses that provide goods or services needed by and affordable to low and moderate income residents

Special Economic Development Projects must fit under one of those two categories.
If your project is not for the purpose of acquisition, construction, reconstruction, rehabilitation, or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, OR it is not for the purpose of providing assistance to an identified private for-profit entity **IT IS NOT** appropriate to submit it under the Special Economic Development category.

Note: *The examples provided under each of the three funding categories are for general information only and are not intended to be all-inclusive. Each community is encouraged to consult with CDBG Program staff about project eligibility and structure.*

REVISED to Amend the Recommended Motion 9-28-2021

This is a competitive grant with application criteria and point values as follows:

- CRITERION #1 Project Description & Selection / Citizen Participation Plan (Max. Points 15)
- CRITERION #2 Project Plan / Readiness (Max Points 25)
- CRITERION #3 Project Impact (Max Points 25)
- CRITERION #4 Budget / Match / In-Kind (Max Points 25)
- CRITERION #5 Administrative Capabilities (Max Point 10)

Approximately $3.1 million in competitive grant funds is available Statewide. A Notice of Intent to submit a FY21 CDBG application is requested by October 22, 2021. Formal grant applications are due no later than December 3, 2021. Awards are usually announced in the spring following submission of the application, and funds will not be available until the grant negotiation and environmental review processes are complete.

Staff have prepared a list of projects for consideration by the Public and by the Assembly. This is a general list with basic project information. This list will be updated prior to the public hearing with more detailed project information and additional projects submitted by the Public during the community meeting and through public outreach this week. Based on an expanded project list, staff will make a recommendation.

As of September 21, 2021, the following projects were proposed for funding consideration, either by staff or by the public:

1. **Swimming Pool Facility Improvements**. 2014 Estimate $1,700,000

   The Swimming Pool Facility Improvements project provides for the necessary upgrades to the existing Swimming Pool facility built in 1985.

   The Pool Facility Improvements project provides for the necessary upgrades to the existing Swimming Pool facility, which, built in 1985, is now 36 years old and showing signs of deterioration. This facility is in need of fairly extensive repairs and renovations to major deficiencies addressed within architectural, structural, electrical, and mechanical building systems, as well as within specialized pool infrastructure and related components. The pool is a large consumer of energy and would benefit greatly from efficiencies that modern mechanical upgrades could provide. Because there would not be enough money to complete the entire project, the more critical improvements would be addressed. To date, the necessary funds for the match have not been identified.

2. **High School and Middle School Fire Alarm System Upgrades**. 2021 Estimate $475,000

   This project addresses a life, safety, and health necessity. Resolution No. 01-21-1558 established the High School and Middle School Life and Health Safety Upgrades with two subprojects, one being the Fire Alarm System Upgrades as the number two priority for the community.

3. **Meyers Chuck Harbor Replacement.** 2019 Estimate $1.2 million

   The dock is in severe decline and requires replacement. The Borough has approximately $700,000 as a set-aside for this project, which could be used as a match.

Meyers Chuck is accessible only by float plane or by boat; therefore, the 400'-long boat and airplane transportation facility is critical infrastructure which the community relies on for access to everything, including transportation in and out of the community for their essential needs and for economic activity.

The State of Alaska constructed the harbor facility in 1984 and transferred ownership to the City and Borough of Wrangell in the late 2000s. Several years ago, because the float structure was starting to sink, creating a major safety hazard, residents refloated the dock structure using cleaned and discarded drums which provided a temporary fix for the most severely impacted portion of the float system structure. This proposed harbor infrastructure project would replace the aged boat vessel floats, airplane float, approach, pilings, and life and safety systems, and would add cathodic protection for a new structure built with a life expectancy of fifty or more years. Planning, Environmental Review, Final Design, and Construction are included in this project.

4. **Zimovia Highway Utility Upgrades Assessment to support Former Mill Property Development and Former Institute Property Development**. Cost unknown

5. **Childcare Facility**. Cost unknown

   Needed to support working parents in the community since there is a lack of childcare options.

6. **Barge Ramp Repair or Replacement Design**. Cost unknown

   A 2011 structural assessment prepared by PND Engineers, Inc. concluded that the structure has reached the end of its life and that the structure requires significant maintenance to extend its life for another 10-15 years or consider replacement, either in whole or implementing a phased approach. Localized failure can be expected at any time. The ramp is a year-round critical transportation link in Wrangell's transportation system and provides essential economic transportation and services for the Borough. Virtually all the consumer goods and all the fuel and petroleum products for Wrangell are transported into the community by way of the barge ramp.

7. **Upper Reservoir Bypass**. 2021 Estimate $3.5 million

   This project is current in design, anticipated to be complete before the end of 2021 calendar year. The project provides water directly from upper reservoir to the water treatment plant, an alternative for cleaner raw water draw, especially during times of drought, and provides an opportunity to remove the lower reservoir from raw water service for much needed maintenance.

   The future Reservoir Bypass project provides for a direct water supply connection between the upper reservoir and the water treatment plant. Although the CBW was awarded $600,000 by the State of Alaska for the Reservoir Bypass project, initial estimates for the various delivery alternatives proposed by Shannon & Wilson, (through their Task I Design Phase) range from $500,000 – $1,900,000. Depending on which alternative is selected as the preferred option, additional funds may be required to continue pursuit of the project's design and construction. Additional funds could also provide for an opportunity to make

repairs to certain dam deficiencies, both in the upper and lower dams. Deficiencies have been identified in previous dam inspection reports, and we continue to receive encouragement from the State Dam Safety Office to pursue those corrections, since Wrangell has the second-highest hazard dams in the State. The monetary match required for the CDBG grant is proposed to be the State of Alaska, DCCED, grant that we have for this Reservoir Bypass project.

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**12**

RESOLUTION No. 09-21-1616 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA STRONGLY SUPPORTING EFFORTS TO PROTECT TRANSBOUNDARY WATERS, SPECIFICALLY THE STIKINE RIVER, AND THE ECOSYSTEM, INDIGINOUS PEOPLE, COMMUNITIES, RESIDENTS, AND ECONOMIES THAT DEPEND ON ITS HEALTH

SUBMITTED BY:
Lisa Von Bargen, Borough Manager

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
FY 20: $	FY 21: $	FY22: $
Amount Budgeted:		
	FY20 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: 1. Info Sheet from SWB and SAITC; 2. Resolution from SWB and SAITC; 3. Three Previous Transboundary Support Resolutions Passed by the Assembly

RECOMMENDATION MOTION:
Move to Approve Resolution 09-21-1616.

SUMMARY STATEMENT:
The City and Borough of Wrangell received a request on behalf of the Southeast Alaska Indigenous Transboundary Commission (SAITC) and Salmon Beyond Borders (SBB) to approve a resolution of support related to transboundary river issues. Transboundary issues are quite complex and span different countries, river systems, communities, Indigenous Tribes, and industries all depending

on the same resources. The September 14, 2021 Assembly meeting included a discussion item about the proposed resolution. The Assembly requested a different resolution be drafted specific to Wrangell. Resolution No. 09-21-1616 is attached for Assembly consideration. This resolution includes sections drawn from different sources including the ADF&G Salmon Management Plan, previous Transboundary river support resolutions passed by the Assembly, and the resolution provided at the last meeting drafted by SAITC and SBB.

Attachments to this agenda statement include:

- Resolution No. 09-21-1616
- SAITC/SBB Resolution
- SAITC/SBB Information Sheet
- Q&A Email from SAITC and SBB
- Resolution 01-20-1508 (Previously Adopted)
- Resolution 11-19-1502 (Previously Adopted)
- Resolution 09-17-1378 (Previously Adopted)

CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 09-21-1616

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, STRONGLY SUPPORTING EFFORTS TO PROTECT TRANSBOUNDARY WATERS, SPECIFICALLY THE STIKINE RIVER, AND THE ECOSYSTEM, INDIGINOUS PEOPLE, COMMUNITIES, RESIDENTS, AND ECONOMIES THAT DEPEND ON ITS HEALTH

WHEREAS, the Wrangell Borough Assembly represents the residents of the City & Borough of Wrangell; and

WHEREAS, the City & Borough of Wrangell lies at the very mouth of the Stikine River, and is an inseparable part of the transboundary region of the Stikine River Watershed; and

WHEREAS, the health of the Stikine River is exceptionally vital to Wrangell, and the region's ecosystem, cultural heritage, Indigenous People, communities, residents, subsistence, recreation, and economies; and

WHEREAS, the Wrangell Borough Assembly members are leaders in this community and have a responsibility to protect it for generations to come; and

WHEREAS, the Boundary Waters Treaty of 1909 was signed to prevent and resolve disputes over the use of shared waters between the United States (U.S.) and Canada, declaring in Article IV that, "it is further agreed that the waters herein defined as boundary waters and waters flowing across the boundary shall not be polluted on either side to the injury of health or property on the other;" and

WHEREAS, the Alaska-British Columbia (B.C.) Memorandum of Understanding and associated Statement of Cooperation on Protection of Transboundary Waters signed by the State of Alaska and the Province of B.C. in 2015 are important, but cannot provide binding, enforceable protections for the residents, rivers, and watersheds of the Alaska-B.C. transboundary region; and

WHEREAS, the Auditor General of British Columbia issued a report on May 3, 2016 that found the British Columbia Ministry of Energy and Mines, and the Ministry of Environment, "…compliance and enforcement activities of the mining sector are inadequate to protect the province from significant environmental risks;" and

WHEREAS, inadequately regulated Canadian hard rock mines in Northwest B.C., most of which are large-scale and open-pit, are occurring in known acid-generating ore bodies near the transboundary Taku, Stikine, and Unuk Rivers shared with Southeast Alaska, producing massive tailings dams that have to store toxic waste forever, expansive waste rock storage facilities, the need for perpetual water treatment, roads, and other

infrastructure, as well as threatening (both in the short term and on geological timescales) the productivity and ecological health of these watersheds through cumulative impacts, contamination, habitat destruction, and/or possible catastrophic failures; and

WHEREAS, the mines in the Stikine River Watershed include the Johnny Mountain Mine, and SNIP Mine (currently in exploration), the proposed Schaft Creek Mine, the operational Red Chris Mine, and the proposed Galore Creek Mega-Mine; and

WHEREAS, inadequate regulatory oversight and monitoring of closed and reclaimed, operating, and proposed mines in the Stikine River Watershed has the potential to result in catastrophic environmental impacts to the Watershed; and

WHEREAS, B.C.'s environmental assessment process does not set legal requirements or standards for assessing cumulative effects of existing and proposed development, and B.C.'s open-pit Red Chris Mine has been operating at the headwaters of the Stikine River since 2015, the entire riparian corridor of the Iskut River, the largest tributary of the Stikine River, is staked with B.C. mineral claims; and

WHEREAS, the waters of the Stikine River and the surrounding Watershed support the life of integral foods, such as five species of salmon, oolichan, trout, and plants and fungi that support subsistence, sport and commercial harvests; and

WHEREAS, the health of salmon species within the Watershed is already at risk as identified in the most recent Southeast Alaska Regional Fisheries Management Plan where data through 2018 shows Chinook salmon escapements from 2016-2018 were between 25%-48% below lower escapement goals and between 63%-74% below upper escapement goals; and

WHEREAS, the clean water and intact habitat of Alaska-B.C. transboundary watersheds are historically some of the most productive wild salmon rivers on the entire west coast of North America, with the Taku, Stikine, and Unuk Rivers alone contributing nearly $50 million in economic activity, $34 million in direct spending, over 400 jobs and almost $20 million in labor income towards Southeast Alaska's annual multi-billion dollar fishing and visitor industries; and

WHEREAS, the risk of natural forces such as extreme precipitation events and landslides, which are becoming more common due to climate change, add further instability to the mining infrastructure and could trigger catastrophic failure of the tailings waste dams and thereby release contaminants into the Stikine River Watershed and are inadequately addressed in B.C. mine operations designs; and

WHEREAS, Alaska Native Tribes, B.C. First Nations, commercial fishermen, tour operators, traditional, customary, and recreational users of local communities, and conservation groups on both sides of the US/Canadian border have raised concerns about the lack of oversight and continued development of the mining industry in British Columbia

presenting significant potential for harm to water quality, fish and wildlife, cultural practices, and local economies; and

WHEREAS, the current lack of protection afforded the transboundary waters of Southeast Alaska, including the Stikine River, compels the Assembly to take action.

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

Section 1. The Wrangell Borough Assembly strongly supports efforts to protect transboundary waters, specifically the Stikine River, and the ecosystem, Indigenous People, communities, residents, and economies that depend on its health.

Section 2. The members of the Wrangell Borough Assembly agree to share information and seek all opportunities for collaboration to address these issues, promote methods to protect the Stikine River, and other Southeast Alaska transboundary waters, from harm, and seek to facilitate and promote meaningful dialogue and engagement at the Tribal, local, state, federal, and provincial levels to assure protection of resources on both sides of the boarder.

Section 3. The Wrangell Borough Assembly calls upon state and federal officials, working with their Canadian counterparts to use all methods afforded under the United States-Canada Boundary Waters Treaty of 1909 to prevent and resolve disputes over the use of shared waters.

Section 4. The Assembly further calls on federal officials to work with Canadian counterparts to immediately address the multitude of regulatory and oversight deficiencies of the mining industry identified by the BC provincial government; and to take meaningful steps to protect the transboundary waters from further catastrophic impacts.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 28TH DAY OF SEPTEMBER, 2021.

CITY & BOROUGH OF WRANGELL

_____

Stephen Prysunka, Mayor

ATTEST:_____

Kim Lane, MMC, Borough Clerk

Greetings City and Borough of Wrangell Assembly,

Southeast Alaska Indigenous Transboundary Commission and Salmon Beyond Borders thank you for considering adopting **"THE RIVERS THAT FEED US" RESOLUTION OF SUPPORT that a number of Municipalities and Tribes in Southeast Alaska recently passed. Attached** and linked here is the Resolution of Support drafted by Southeast Alaska Indigenous Transboundary Commission, Salmon Beyond Borders, and Southeast Alaska community leaders for the consideration of local Tribal and Municipal governments. We ask you to please strongly consider passing this resolution to defend and sustain the transboundary Taku, Stikine, and Unuk Rivers. "The Rivers that Feed Us" fact sheet and map insert provides more context for this issue and justification for this resolution.

For your consideration as you work to bring this resolution forward to a vote, here is a brief overview of points we addressed during the discussion of the resolution on September 14, 2021:

WHO HAS PASSED RESOLUTION SO FAR?: As of September 16, 2021, the City and Borough of Sitka Assembly, Tenakee City Council, Pelican City Council, Saxman City Council, Wrangell Cooperative Association, Sitka Tribe of Alaska, Craig Tribal Association, and the Organized Village of Kake have passed this resolution. Additionally, several dozen prominent community members, businesses, and organizations have signed onto the Community Resolution of Support. Additionally, over 100 individual Alaskans have signed onto this letter to President Biden asking for this same temporary pause on new mining activity – and a permanent ban on tailings dams – in the Taku, Stikine and Unuk rivers.

PAST RESOLUTIONS: This resolution builds on the strong letters and resolutions focused on the protection of Alaska-B.C. transboundary rivers submitted to U.S., Canadian, and British Columbia governments from all sectors of Alaska and the U.S. over the last seven years, including the powerful resolutions passed by the City and Borough of Wrangell.

HOW IS THIS RESOLUTION DIFFERENT FROM PREVIOUS RESOLUTIONS?: Like past resolutions, this resolution includes a request to President Biden and the U.S. federal government to continue to call on Canada to secure binding, enforceable protections for the shared, iconic Taku, Stikine, and Unuk Rivers threatened by Canada's large-scale mining pollution upstream. This resolution ALSO requests the Biden Administration to call for: (1) *A temporary pause* on Canadian mine exploration, permitting, expansion, and development in the Taku, Stikine, and Unuk River systems *until* these binding watershed protections are implemented that uphold the U.N. Declaration on the Rights of Indigenous Peoples and the U.S.-Canada Boundary Waters Treaty; AND (2) A *permanent ban on mine tailings dams* in the Taku, Stikine, and Unuk watersheds.

WHY CALL FOR A TEMPORARY PAUSE IN NEW CANADIAN MINING IN TRANSBOUNDARY WATERSHEDS?: Southeast Alaska Indigenous Transboundary Commission (SEITC) was the first Alaska entity to call for a temporary pause on B.C./Canadian mine permitting and expansions in shared watersheds until a framework is developed that upholds the U.N. Declaration on the Rights of Indigenous Peoples and includes a process in which downstream tribes provide meaningful consent and input on

proposed upstream development that impacts their way of life. We firmly believe that, with no temporary timeout in new Canadian mining activity along the Taku, Stikine, and Unuk Rivers, nothing will change; B.C. and Canada will continue to permit rampant mining development along shared salmon rivers without the meaningful consent and input from those of us downstream.

WHY CALL FOR A PERMANENT TAILINGS DAM BAN IN TRANSBOUNDARY WATERSHEDS?: There's currently a global push to ban mine waste dams upstream from communities, like the toxic tailings dams that failed in the last seven years at Imperial Metals' Mount Polley mine along the Fraser River in central B.C. and in Brazil. Chile, Peru, and Brazil have all recently banned upstream tailings dams, for example. B.C.'s own tailings experts predicted that two tailings dams will fail in B.C. every ten years if "business as usual" continues. No insurance company in the world will insure a tailings dam. And yet, B.C. still currently supports business-as-usual practices: the storage of toxic mine tailings underwater and behind earthen or sand dams forever. The B.C. Mining Law Reform Network, a collective of over 30 organizations, is also calling for a ban on tailings dams upstream of communities, including in the Taku, Stikine, and Unuk watersheds.

YOUR INPUT MATTERS: While transboundary salmon runs continue to decline the B.C. mining boom in the Taku, Stikine, and Unuk watersheds continues, unabated. B.C. has staked 20% of these watersheds with mineral claims and most of the dozens of operating and proposed mining projects in this region include one or more tailings dams. Alaskans downstream still have no meaningful say in the scale, scope, and number of mines that Canada and B.C. permits along shared rivers, despite years of calling for international collaboration. The time is now to call on President Biden to defend Alaska interests more strongly than ever. The position and actions of the City and Borough of Wrangell Assembly do truly carry much weight.

Thank you,
Southeast Alaska Indigenous Transboundary Commission & Salmon Beyond Borders

A RESOLUTION OF SUPPORT
FOR A PERMANENT BAN ON TAILINGS DAMS AND FOR A TEMPORARY HALT TO THE PERMITTING, EXPLORATION, DEVELOPMENT, AND EXPANSION OF CANADIAN MINES ALONG ALASKA-BRITISH COLUMBIA TRANSBOUNDARY SALMON RIVERS UNTIL THE UNITED STATES-CANADA BOUNDARY WATERS TREATY OF 1909 AND THE UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES ARE UPHELD AND AN INTERNATIONAL AGREEMENT ON WATERSHED PROTECTIONS IS IMPLEMENTED

WHEREAS, the Boundary Waters Treaty of 1909 was signed to prevent and resolve disputes over the use of shared waters between the United States (U.S.) and Canada, declaring in Article IV that, "it is further agreed that the waters herein defined as boundary waters and waters flowing across the boundary shall not be polluted on either side to the injury of health or property on the other;" and

WHEREAS, the Alaska-British Columbia (B.C.) Memorandum of Understanding and associated Statement of Cooperation on Protection of Transboundary Waters signed by the State of Alaska and the Province of B.C. in 2015 are important, but cannot provide binding, enforceable protections for the residents, rivers, and watersheds of the Alaska-B.C. transboundary region; and

WHEREAS, inadequately regulated Canadian hard rock mines in Northwest B.C., most of which are large-scale and open-pit, are occurring in known acid-generating ore bodies near the transboundary Taku, Stikine, and Unuk Rivers shared with Southeast Alaska, producing massive tailings dams that have to store toxic waste forever, expansive waste rock storage facilities, the need for perpetual water treatment, roads, and other infrastructure, as well as threatening (both in the short term and on geological timescales) the productivity and ecological health of these watersheds through cumulative impacts, contamination, habitat destruction, and/or possible catastrophic failures; and

WHEREAS, the Taku, Stikine, and Unuk Rivers are of tremendous and unique cultural, ecological, subsistence, economic, and recreational value as Indigenous people from several Nations have stewarded the Alaska-B.C. transboundary region since time immemorial and this region is now home to nearly 80,000 people in dozens of communities; and

WHEREAS, the Southeast Alaska Indigenous Transboundary Commission - a consortium of fifteen federally recognized Tribes in Southeast Alaska - in 2018 submitted a petition to the Inter-American Commission on Human Rights, asserting that Canada has violated their human rights by failing to prevent foreseeable harms from hard rock mines in B.C., and on March 31, 2021 sent a request to B.C. Premier Horgan for a pause in the permitting of B.C. mining projects in Alaska-B.C. transboundary watersheds until an agreement is made regarding Alaska Tribal participation in ongoing permit decisions pursuant to the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP); and

WHEREAS, the clean water and intact habitat of Alaska-B.C. transboundary watersheds are historically some of the most productive wild salmon rivers on the entire west coast of North America, with the Taku, Stikine, and Unuk Rivers alone contributing nearly $50 million in economic activity, $34 million in direct spending, over 400 jobs and almost $20 million in labor income towards Southeast Alaska's annual multi-billion dollar fishing and visitor industries; and

WHEREAS, the leaching of heavy metals to groundwater and sediment from mining can contaminate freshwater systems for decades, preventing recovery of fish populations many



years after the cessation of mining activity and posing a risk to human health, and B.C.'s Tulsequah Chief mine in the Taku River watershed has been abandoned and leaching acid mine drainage since 1957; and

WHEREAS, B.C.'s environmental assessment process does not set legal requirements or standards for assessing cumulative effects of existing and proposed development, and B.C.'s open-pit Red Chris mine has been operating at the headwaters of the Stikine River since 2015, the entire riparian corridor of the Iskut River, the largest tributary of the Stikine River, is staked with B.C. mineral claims, B.C.'s Kerr-Sulphurets-Mitchell project (KSM), if built as proposed in the Unuk-Nass River watersheds, would be the largest open-pit mine in Canada and one of the largest in the world, and more than half of the B.C. portion of the Unuk watershed is staked with mineral claims; and

WHEREAS, the Taku, Stikine, and Unuk Rivers are experiencing a decline in wild salmon populations, resulting in the Alaska Department of Fish and Game listing Chinook salmon in the Unuk River as a Stock of Concern in 2017 and will soon list Chinook salmon in the Taku and Stikine Rivers as Stocks of Concern; and

WHEREAS, on June 30, 2021, Canada's Department of Fisheries and Oceans eliminated 60% of its commercial salmon fleet in B.C. due to poor returns and declining populations - some near 90% declines - resulting in the largest set of commercial salmon fishery closures in B.C. history, while simultaneously B.C. continues to permit industrialization of the headwaters (spawning and rearing grounds) of some of its largest salmon producing systems; and

WHEREAS, the risk of natural forces such as extreme precipitation events and landslides, which are becoming more common due to climate change, add further instability to the mining infrastructure and could trigger catastrophic failure of the tailings waste dams and thereby release contaminants into the Taku, Stikine, and Unuk waterbodies and are inadequately addressed in B.C. mine operations designs; and

WHEREAS, following B.C.'s Mount Polley mine disaster in 2014 an expert panel appointed by the B.C. government found that if mining companies continue their business-as-usual operations the province could face an average of two dam failures every ten years and the same expert panel reported there are 123 active tailings dams in B.C.; and

WHEREAS, the Auditor General of B.C., in her report issued on May 3, 2016, found that the B.C. Ministry of Energy and Mines and Ministry of the Environment's "compliance and enforcement activities of the mining sector are inadequate to protect the province from significant environmental risks", and according to a 2017 report by the United Nations Environment Programme, Canada has the world's second-worst record for mine tailings spills after China, with seven incidents reported in the previous decade; and

WHEREAS, the June 2021 *Audit of Code Requirements for Tailings Storage Facilities* by B.C.'s Mine Audits and Effectiveness Unit, has found provincial mining code changes developed after the Mount Polley disaster lack the definition needed to ensure compliance, verification and enforcement--which means communities and the environment across the province lack full protection against the potentially catastrophic consequences of tailings dam failures that B.C.'s new mining code was meant to provide; and

WHEREAS, B.C. touts itself to U.S. officials and potential investors as a world-class marketplace for responsibly-sourced metals and a mining jurisdiction with highly positive ESG (Environment, Social, Governance) outcomes and yet, B.C. is supporting widespread exploration and the

permitting of open pits and tailings dams at mine sites across B.C. just upriver from four U.S. border states (AK, WA, ID, MT) and at the headwaters of some of North America's last remaining productive wild salmon rivers, without the consultation and consent of local Tribes and communities downstream; and

WHEREAS, Native Tribes in Alaska, First Nations in B.C., commercial fishermen, local communities, conservation groups, thousands of concerned citizens, and local, state, provincial, and federal lawmakers (including all eight Senators from the four border states) on both sides of the U.S.-Canada border have raised concerns since 1998 about B.C. mining development potentially causing significant harm to water quality, fish and wildlife, cultural practices, and local economies in Alaska-B.C. transboundary watersheds and still do not have a meaningful say in the shared management of our shared rivers; and

WHEREAS, the below signed agree to share information and seek all opportunities for collaboration to address these issues, promote methods to protect these vital rivers from harm, and seek to facilitate and promote meaningful dialogue and engagement at the local, state, federal, provincial, and Tribal levels to assure protection of resources on both sides of the border.

We, the undersigned business owners, organizations, and community members, seek a thriving Salmon Coast (AK-B.C. transboundary region) fed by intact ecosystems, healthy salmon populations and landscapes, robust traditional lifestyles, and sustainable economies.

Therefore, BE IT RESOLVED that we call upon President Joe Biden and the United States government and Prime Minister Justin Trudeau and the Canadian government to *immediately*:

1. **Utilize** their authority under the United States-Canada Boundary Waters Treaty of 1909 to prevent and resolve disputes over the use of shared waters; and

2. **Support** an immediate temporary halt to permitting, exploration, development, and expansion of Canadian mines along shared Alaska-B.C. salmon rivers until a binding international agreement on watershed protections, developed by *all* jurisdictions in these shared transboundary watersheds and consistent with the Boundary Waters Treaty of 1909 and the United Nations Declaration on the Rights of Indigenous Peoples, is implemented; and

3. **Convene** with local communities, stakeholders, and Indigenous leaders of the Taku, Stikine, and Unuk watersheds to develop the aforementioned binding international agreement on watershed protections. This agreement will identify and honor no-go zones and decisions by local residents and Indigenous people on both sides of the international border, ensure mining companies and shareholders are liable for cleaning up their waste and compensating impacted communities for all damages, and enforce requirements for mining best practices, including a permanent ban on the perpetual storage of contaminated water and wet tailings behind earthen dams along these irreplaceable Alaska-B.C. transboundary salmon rivers.

CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 1-20-1508

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, URGING THE STATE OF ALASKA TO ENSURE THAT THE BRITISH COLUMBIA (B.C.) GOVERNMENT IMPLEMENTS AN OPEN AND TRANSPARENT PROCESS TO CLEAN UP AND CLOSE THE TULSEQUAH CHIEF MINE

ADOPTED PREVIOUSLY (Reference Only)

WHEREAS, the Taku River is usually Southeast Alaska's largest overall salmon producer, with Southeast's largest run of coho and king salmon, and is a vital regional economic, cultural and recreational resource. Annual salmon runs can top two million wild fish. The Taku produces up to 100,000 Chinook, 300,000 coho, 400,000 sockeye, 50,000 chum and 1,000,000 pink salmon, as well as significant populations of steelhead trout, cutthroat trout, Dolly Varden char and eulachon; and

WHEREAS, the Taku is the traditional territory of Tlingit people on both sides of the border. The Douglas Indian Association is the federally recognized tribe in Alaska and the Taku River Tlingit First Nation is based in Atlin, B.C. Both have recently called for the cleanup and closure of the Tulsequah Chief Mine; and

WHEREAS, the Tulsequah Chief Mine has been discharging toxic acidic wastewater into the Taku watershed since it was abandoned in 1957. Despite numerous calls for cleanup, the pollution was allowed to continue unabated by previous B.C. governments; and

WHEREAS, this situation is now changing and it appears the current B.C. government now realizes the Tulsequah Chief is not a viable mine and the previous strategy of hoping a company will reopen and eventually clean up the mine isn't realistic; and

WHEREAS, although B.C. is developing a remediation plan for the mine and says that on site work will start in 2020, there is still much to do to ensure this happens; and

WHEREAS, cleaning up and closing down the Tulsequah Chief Mine is currently the best, relatively easiest and timeliest opportunity to protect a valuable transboundary salmon watershed; and

WHEREAS, Alaska legislators, governors, members of congress, community leaders, fishing and tourism groups, businesses and other Alaskans have made cleanup of the Tulsequah Chief Mine a main goal in discussions with B.C. Provincial and Canadian federal officials for many years; and

WHEREAS, remediation of the Tulsequah Chief Mine remains the state of Alaska's highest transboundary water priority.

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

The Wrangell Borough Assembly urges the State of Alaska to:

1. Ensure that the B.C. government conducts a comprehensive cleanup and closure of the Tulsequah Chief Mine site; and
2. Engage with B.C. and ensure that the process to develop and implement a cleanup and closure plan is as open and transparent as possible and gives downstream interests a voice; and
3. Ensure that the cleanup plan be released to the public so that interested parties are given meaningful opportunity to review the plan in order that downstream stakeholder interests are considered toward achieving the best possible remediation outcome.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 14TH Day of January, 2020.

CITY & BOROUGH OF WRANGELL

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

City & Borough of Wrangell
Incorporated Borough
May 30, 2008
Incorporated City
June 15, 1903
Alaska

ADOPTED PREVIOUSLY (Reference Only)

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 11-19-1502

A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA, CALLING ON THE GOVERNMENT OF BRITISH COLUMBIA TO ACT IMMEDIATELY TO PROTECT THE TRANSBOUNDARY STIKINE WATERSHED AND ALL WHO DEPEND ON IT FROM THE IMPACTS OF CANADIAN MINING PROJECTS

WHEREAS, the City and Borough of Wrangell, lies within the transboundary region of the Stikine Watershed and represent Wrangell residents; and

WHEREAS, the Wrangell Borough Assembly are the leaders in this community and have a responsibility to protect it for generations yet to come; and

WHEREAS, several proposed and operating mines, some of the largest in the world are located in the watersheds that sustain our communities; and

WHEREAS, the 35 communities and cultures of Southeast Alaska, including the Tsimshian, Tlingit and Haida Nations, are largely dependent on the relationship to waterways for commercial fisheries, sport fisheries, and other maritime harvest and food security; and

WHEREAS, the consequences of some mining activities have a history of detrimental impacts on downstream rivers and water quality that healthy fisheries depend upon, therefore posing a threat to us in Wrangell; and

WHEREAS, Canada ratified the United Nations Declaration on the Rights of Indigenous people (UNDRIP) in 2016, including the principles of free, prior, and informed consent (FPIC) for all Indigenous groups impacted by the actions of the federal government; and

WHEREAS, The Boundary Waters Treaty of 1909 between the United States and Canada states that "waters flowing across the boundary shall not be polluted on either side to the injury of health or property on the other"; and

WHEREAS, Both UNDRIP and the Boundary Waters Treaty recognize that the water, fish, and people of a shared watershed enjoy rights that transcend national boundaries; and

WHEREAS, the mines in the Stikine Watershed include the Johnny Mountain Mine and SNIP Mine (currently in exploration), the proposed Schaft Creek Mine, the operational Red Chris Mine, and the most concerning is the proposed Galore Creek Mega-Mine; and

ADOPTED PREVIOUSLY Reference Only

WHEREAS, the fully permitted Galore Creek mega-mine exploratory operation is underway at the headwaters of the Stikine and Iskut Rivers within British Columbia, under the companies Teck Resources Limited and Newmont Mining Corporation; and

WHEREAS, waters of the Stikine River and the surrounding watershed support the life of integral foods, such as the five species of salmon, oolichan, trout, and plants and fungi that support subsistence within the watershed; and

WHEREAS, the Galore Creek mine has potential to directly harm citizens of the United States and British Columbia by way of harm to the Stikine River's water quality, which will directly impact foods and drinking water; and

WHEREAS, Premier Horgan, leader of the British Columbia Provincial Government, has recently committed to bring provincial laws into harmony with the Declaration; and

WHEREAS, our Alaskan Senators have recently stated their support for greater mining protections on transboundary rivers in British Columbia (BC) and called upon BC leadership to take action to guarantee the protection of Alaska's natural resources; and

WHEREAS, it is the responsibility of the Alaskan and British Columbia Governments to work together to safeguard the Stikine Watershed from harm within the transboundary region.

NOW THEREFORE, BE IT RESOLVED BY THE CITY AND BOROUGH OF WRANGELL, ALASKA THAT the Assembly of the City and Borough of Wrangell calls upon the Government of British Columbia, as the jurisdiction where these transboundary mines in the Stikine Watershed are regulated, to act immediately to protect the Stikine Watershed and all who depend on it from the impacts of mining.

BE IT FURTHER RESOLVED THAT, THE CITY AND BOROUGH OF WRANGELL, ALASKA strongly supports Premier Horgan's efforts to implement UNDRIP, including FPIC, in all Indigenous communities for all Indigenous people, specifically including those in Alaska.

BE IT FINALLY RESOLVED THAT, THE CITY AND BOROUGH OF WRANGELL, ALASKA asks the British Columbia Provincial Government and Agencies to conduct a new environmental assessment for the Galore Creek mine that incorporates the United Nations Declaration on the Rights of Indigenous People and Free Prior and Informed Consent in light of the new British Columbia Environmental Assessment Act, which came into force in August of 2019 and takes into account a wider range of effects in the final approval process that was

ADOPTED PREVIOUSLY (Reference Only)

conducted for the current EA (Environmental Assessment Act), including health, society, gender, climate change, Aboriginal peoples, jobs, and the economy.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 12th DAY OF NOVEMBER, 2019.

CITY & BOROUGH OF WRANGELL, ALASKA

Steve Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

City & Borough of Wrangell
Incorporated Borough
May 30, 2008
Incorporated City
June 15, 1903
Alaska

ADOPTED PREVIOUSLY (Reference Only)

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 09-17-1378

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING ENFORCEMENT OF THE BOUNDARY WATERS TREATY IN THE SOUTHEAST ALASKA/NORTHWEST BRITISH COLUMBIA TRANSBOUNDARY REGION

WHEREAS, the Wrangell Borough Assembly represents the residents of the City and Borough of Wrangell; and

WHEREAS, the Stikine River is exceptionally vital to Wrangell's cultural and economic health and well-being, all of the transboundary watersheds of the Northwest British Columbia and Southeast Alaska region are of tremendous and unique ecological, economic subsistence, cultural and recreational value, and the clean water and intact habitat of these river systems are some of the most productive wild salmon rivers on the entire west coast of North America; and

WHEREAS, transboundary rivers and their tributaries are facing a significant increase in new large-scale mining development that will impact wild salmon watersheds that cross the U.S. and Canada border, including the Red Chris open-pit mine that began operations in the headwaters of the Stikine River in February 2015; and

WHEREAS, this large-scale open pit mining development is occurring in known acid-generating ore bodies, along with associated waste rock storage facilities and tailings dams, roads and other infrastructure, will threaten the productivity and health of watersheds and fish and wildlife habitat through cumulative impacts and contamination or possible catastrophic failures; and

WHEREAS, Alaska Native Tribes, B.C. First Nations, commercial fishermen, traditional and customary and recreational users local communities, and conservation groups on both sides of the U.S./Canadian border have raised concerns about the mining development in British Columbia presenting significant potential for harm to water quality, fish and wildlife, cultural practices, and local economy; and

WHEREAS, the members of the Wrangell Borough Assembly agree to share information and seek all opportunities for collaboration to address these issues, promote methods to protect these vital rivers from harm, and seek to facilitate and promote meaningful dialogue and engagement at the local, state, federal, provincial, and Tribal levels to assure protection of resources on both sides of the border; and

WHEREAS, maintaining and protecting healthy wild salmon populations throughout these river systems is the priority of local communities and all user groups

ADOPTED Previously Reference Only

and individuals downstream from these projects must be addressed in all transboundary watershed development decision-making; and

WHEREAS, the Auditor General of British Columbia, in her report issued May 3, 2016, found that the British Columbia Ministry of Energy and Mines and Ministry of the Environment's "compliance and enforcement activities of the mining sector are inadequate to protect the province from significant environmental risks"; and

WHEREAS, the Statement of Cooperation on Protection of Transboundary Waters, signed by Lieutenant Governor Byron Mallott, Bill Bennett, British Columbia Minister of Energy and Mines, and Mary Polak, British Columbia Minister of the Environment, on October 6, 2016, is important, but cannot provide binding, enforceable protections for the residents, rivers, and watersheds of the state; and

WHEREAS, the Boundary Waters Treaty of 1909 between the United States and Canada states in Article IV, "It is further agreed that the waters herein defined as boundary waters and waters flowing across the boundary shall not be polluted on either side to the injury of health or property on the other," and provides a mechanism to address transboundary water concerns through the International Join Commission; and

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, hereby calls for the United States federal government to utilize any and all powers under the Boundary Waters Treaty to develop binding and enforceable protections and financial assurances to ensure Alaska and British Columbia interests and ways of life are not negatively impacted by Canadian development in the shared transboundary watersheds of Southeast Alaska and Northwest British Columbia.

ADOPTED: September 26, 2017

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell
Incorporated Borough May 30, 2008
Incorporated City June 15, 1903
Alaska

PREVIOUSLY ADOPTED (Reference Only)

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 11-19-1502

A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA, CALLING ON THE GOVERNMENT OF BRITISH COLUMBIA TO ACT IMMEDIATELY TO PROTECT THE TRANSBOUNDARY STIKINE WATERSHED AND ALL WHO DEPEND ON IT FROM THE IMPACTS OF CANADIAN MINING PROJECTS

WHEREAS, the City and Borough of Wrangell, lies within the transboundary region of the Stikine Watershed and represent Wrangell residents; and

WHEREAS, the Wrangell Borough Assembly are the leaders in this community and have a responsibility to protect it for generations yet to come; and

WHEREAS, several proposed and operating mines, some of the largest in the world are located in the watersheds that sustain our communities; and

WHEREAS, the 35 communities and cultures of Southeast Alaska, including the Tsimshian, Tlingit and Haida Nations, are largely dependent on the relationship to waterways for commercial fisheries, sport fisheries, and other maritime harvest and food security; and

WHEREAS, the consequences of some mining activities have a history of detrimental impacts on downstream rivers and water quality that healthy fisheries depend upon, therefore posing a threat to us in Wrangell; and

WHEREAS, Canada ratified the United Nations Declaration on the Rights of Indigenous people (UNDRIP) in 2016, including the principles of free, prior, and informed consent (FPIC) for all Indigenous groups impacted by the actions of the federal government; and

WHEREAS, The Boundary Waters Treaty of 1909 between the United States and Canada states that "waters flowing across the boundary shall not be polluted on either side to the injury of health or property on the other"; and

WHEREAS, Both UNDRIP and the Boundary Waters Treaty recognize that the water, fish, and people of a shared watershed enjoy rights that transcend national boundaries; and

WHEREAS, the mines in the Stikine Watershed include the Johnny Mountain Mine and SNIP Mine (currently in exploration), the proposed Schaft Creek Mine, the operational Red Chris Mine, and the most concerning is the proposed Galore Creek Mega-Mine; and

ADOPTED PREVIOUSLY Reference Only

WHEREAS, the fully permitted Galore Creek mega-mine exploratory operation is underway at the headwaters of the Stikine and Iskut Rivers within British Columbia, under the companies Teck Resources Limited and Newmont Mining Corporation; and

WHEREAS, waters of the Stikine River and the surrounding watershed support the life of integral foods, such as the five species of salmon, oolichan, trout, and plants and fungi that support subsistence within the watershed; and

WHEREAS, the Galore Creek mine has potential to directly harm citizens of the United States and British Columbia by way of harm to the Stikine River's water quality, which will directly impact foods and drinking water; and

WHEREAS, Premier Horgan, leader of the British Columbia Provincial Government, has recently committed to bring provincial laws into harmony with the Declaration; and

WHEREAS, our Alaskan Senators have recently stated their support for greater mining protections on transboundary rivers in British Columbia (BC) and called upon BC leadership to take action to guarantee the protection of Alaska's natural resources; and

WHEREAS, it is the responsibility of the Alaskan and British Columbia Governments to work together to safeguard the Stikine Watershed from harm within the transboundary region.

NOW THEREFORE, BE IT RESOLVED BY THE CITY AND BOROUGH OF WRANGELL, ALASKA THAT the Assembly of the City and Borough of Wrangell calls upon the Government of British Columbia, as the jurisdiction where these transboundary mines in the Stikine Watershed are regulated, to act immediately to protect the Stikine Watershed and all who depend on it from the impacts of mining.

BE IT FURTHER RESOLVED THAT, THE CITY AND BOROUGH OF WRANGELL, ALASKA strongly supports Premier Horgan's efforts to implement UNDRIP, including FPIC, in all Indigenous communities for all Indigenous people, specifically including those in Alaska.

BE IT FINALLY RESOLVED THAT, THE CITY AND BOROUGH OF WRANGELL, ALASKA asks the British Columbia Provincial Government and Agencies to conduct a new environmental assessment for the Galore Creek mine that incorporates the United Nations Declaration on the Rights of Indigenous People and Free Prior and Informed Consent in light of the new British Columbia Environmental Assessment Act, which came into force in August of 2019 and takes into account a wider range of effects in the final approval process that was

ADOPTED PREVIOUSLY (Reference Only)

conducted for the current EA (Environmental Assessment Act), including health, society, gender, climate change, Aboriginal peoples, jobs, and the economy.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 12th DAY OF NOVEMBER, 2019.

CITY & BOROUGH OF WRANGELL, ALASKA

Steve Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

City & Borough of Wrangell
Incorporated Borough
May 30, 2008
Incorporated City
June 15, 1903
Alaska

ADOPTED PREVIOUSLY (Reference Only)

CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 1-20-1508

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, URGING THE STATE OF ALASKA TO ENSURE THAT THE BRITISH COLUMBIA (B.C.) GOVERNMENT IMPLEMENTS AN OPEN AND TRANSPARENT PROCESS TO CLEAN UP AND CLOSE THE TULSEQUAH CHIEF MINE

WHEREAS, the Taku River is usually Southeast Alaska's largest overall salmon producer, with Southeast's largest run of coho and king salmon, and is a vital regional economic, cultural and recreational resource. Annual salmon runs can top two million wild fish. The Taku produces up to 100,000 Chinook, 300,000 coho, 400,000 sockeye, 50,000 chum and 1,000,000 pink salmon, as well as significant populations of steelhead trout, cutthroat trout, Dolly Varden char and eulachon; and

WHEREAS, the Taku is the traditional territory of Tlingit people on both sides of the border. The Douglas Indian Association is the federally recognized tribe in Alaska and the Taku River Tlingit First Nation is based in Atlin, B.C. Both have recently called for the cleanup and closure of the Tulsequah Chief Mine; and

WHEREAS, the Tulsequah Chief Mine has been discharging toxic acidic wastewater into the Taku watershed since it was abandoned in 1957. Despite numerous calls for cleanup, the pollution was allowed to continue unabated by previous B.C. governments; and

WHEREAS, this situation is now changing and it appears the current B.C. government now realizes the Tulsequah Chief is not a viable mine and the previous strategy of hoping a company will reopen and eventually clean up the mine isn't realistic; and

WHEREAS, although B.C. is developing a remediation plan for the mine and says that on site work will start in 2020, there is still much to do to ensure this happens; and

WHEREAS, cleaning up and closing down the Tulsequah Chief Mine is currently the best, relatively easiest and timeliest opportunity to protect a valuable transboundary salmon watershed; and

WHEREAS, Alaska legislators, governors, members of congress, community leaders, fishing and tourism groups, businesses and other Alaskans have made cleanup of the Tulsequah Chief Mine a main goal in discussions with B.C. Provincial and Canadian federal officials for many years; and

ADOPTED PREVIOUSLY (Reference Only)

WHEREAS, remediation of the Tulsequah Chief Mine remains the state of Alaska's highest transboundary water priority.

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

The Wrangell Borough Assembly urges the State of Alaska to:

1. Ensure that the B.C. government conducts a comprehensive cleanup and closure of the Tulsequah Chief Mine site; and
2. Engage with B.C. and ensure that the process to develop and implement a cleanup and closure plan is as open and transparent as possible and gives downstream interests a voice; and
3. Ensure that the cleanup plan be released to the public so that interested parties are given meaningful opportunity to review the plan in order that downstream stakeholder interests are considered toward achieving the best possible remediation outcome.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 14TH Day of January, 2020.

CITY & BOROUGH OF WRANGELL

Stephen Prysunka, Mayor

ATTEST: Kim Lane

Kim Lane, Borough Clerk

City & Borough of Wrangell Incorporated Borough May 30, 2008 Incorporated City June 15, 1903 Alaska

ADOPTED PREVIOUSLY (Reference Only)





TAKU - STIKINE - UNUK

THE RIVERS THAT FEED US







DEFEND AND SUSTAIN THE SALMON COAST

The transboundary Taku, Stikine, and Unuk Rivers of Southeast Alaska and Northwest British Columbia's Salmon Coast are the rivers that feed us - physically, culturally, economically, and spiritually. These wild, glacial rivers flow from the vast boreal forest of British Columbia (B.C.) into the temperate rainforest of Southeast Alaska and the Tongass National Forest.

Along these major salmon river systems, the B.C. government is aggressively pursuing unprecedented industrial development, including large-scale mines, many with massive toxic waste dams - without the meaningful co[illegible]t of those living downstream.



WHAT'S AT STAKE:

WILD SALMON & PEOPLE LIVE HERE







T'AAḴÚ: TAKU

- Largest roadless river [illegible] on the West Coast of North America
- U.S. portion is under Tongass Land Use Designation

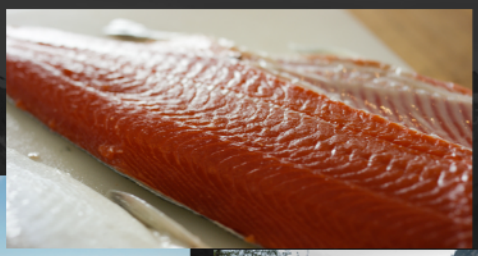
SHTAX'HÉEN: STIKINE

- Fastest free-flowing river in North America
- U.S. portion is within the Stikine-Leconte Wilderness Area

JOONÁK: UNUK

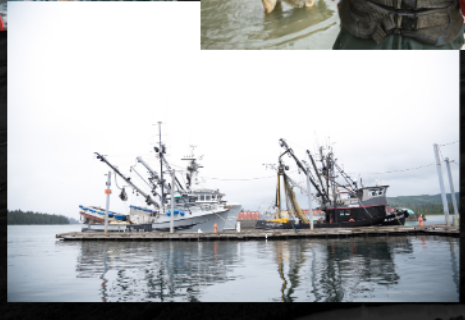
- B.C. has staked approx. 60% of Canadian side of watershed with mining claims
- U.S. portion is within Misty Fjords National Monument

The Taku, Stikine, and Unuk Rivers are central to life, culture, commerce, sustenance, and ways of life in this region - and home to several Indigenous Nations, including the Tlingit and the Tahltan - linking about 80,000 people in many communities on both sides of the U.S.-Canada border. These rivers are hotspots of biodiversity, climate refugia, and birth all five species of wild Pacific salmon - and serve as economic powerhouses that contribute $48 million annually to Southeast Alaska's economy. Our transboundary rivers have been stewarded by Indigenous peoples since time immemorial and are subject to the U.S.-Canada Boundary Waters Treaty of 1909.









AT A GLANCE

- Taku, Stikine, Unuk transboundary watersheds: 30,000 square miles and produce 80% of our region's Chinook (king) salmon
- Almost 20% of these watersheds are staked with B.C. mineral claims
- Nearly 80,000 people live downstream from Northwest B.C.
- Salmon and tourism contribute $2 billion-dollars annually to the Southeast Alaska economy

B.C.'S MODERN-DAY GOLD RUSH

B.C. is feverishly rushing through massive open-pit gold and copper mines, including their colossal toxic waste storage facilities, at the headwaters of shared, iconic salmon rivers. This is happening without the meaningful input of communities and Tribes downstream in Alaska, and despite a global push to ban earthen mine tailings dams.

The industrialization of these river systems is the largest threat to some of the last remaining wild salmon habitat left on the planet. B.C.'s archaic mining laws are not strong enough to protect communities that depend upon cold, clean water, and wild salmon.

Almost 20% of all three AK-B.C. transboundary watersheds are staked with B.C. mineral claims. B.C. markets these mines of the "Golden Triangle" as important for the "clean energy transition." In reality, the vast majority of mining companies are targeting mostly gold. About 80% of the gold they dig up will become jewelry.



TULSEQUAH CHIEF - ABANDONED MINE IN TAKU



RED CHRIS - OPEN-PIT MINE IN STIKINE







TOXIC TAILINGS DAMS

B.C. continues to permit earthen mine "tailings dams" along shared salmon rivers even though these massive mine waste dams have to hold back a toxic slurry of acid-generating waste forever. These dams pose a great risk to environmental and human health because these will ultimately fail. An expert panel that reviewed B.C.'s 2014 Mount Polley mine waste dam failure (pictured right) found B.C. could face an average of two tailings dam failures every ten years. Peru, Chile, and Brazil have all banned upstream tailings dams. It's time these ticking time bombs are also banned along some of the world's last remaining intact salmon rivers.

SPECIAL PROTECTIONS FOR SPECIAL PLACES

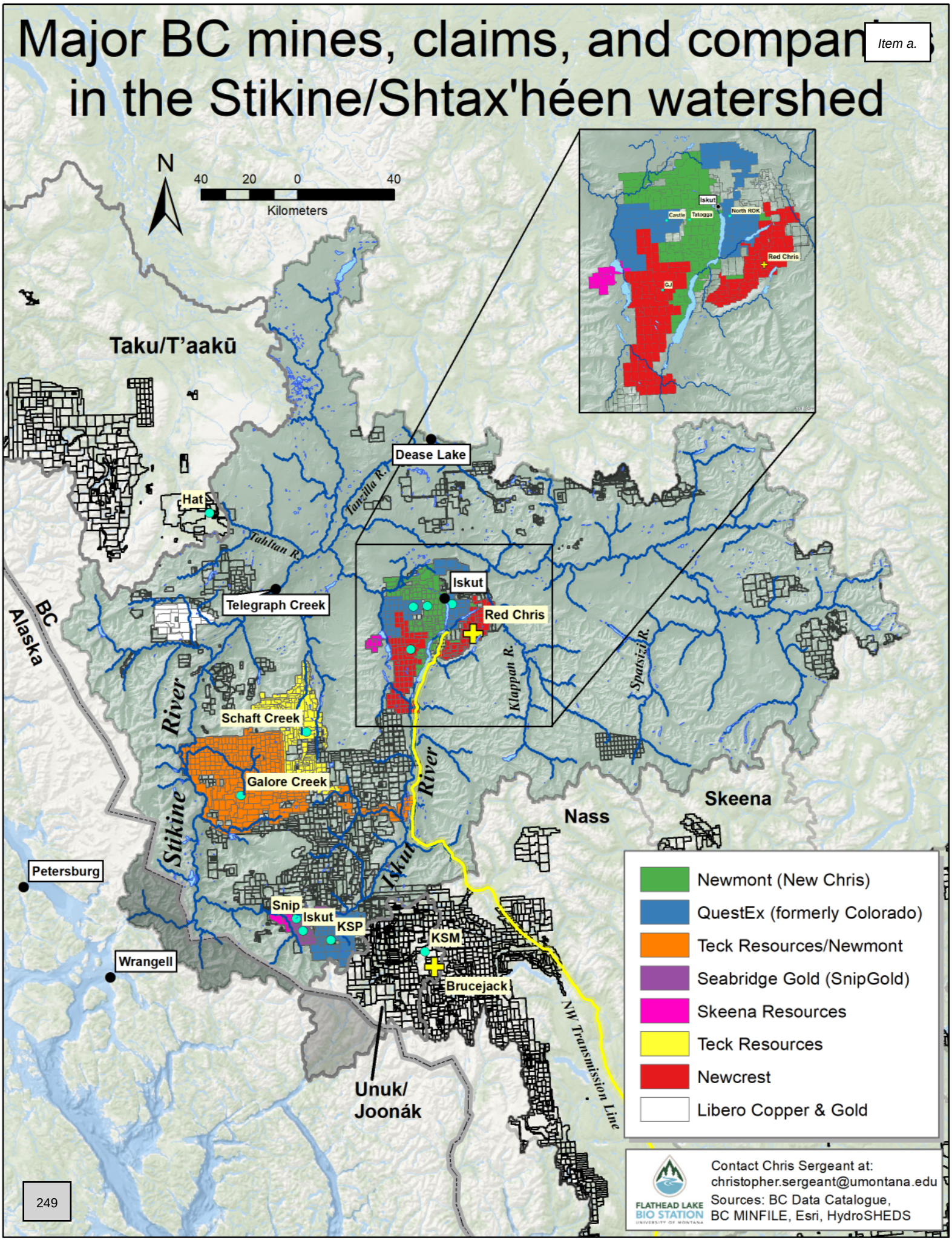
THE RIVERS THAT FEED US

This international issue requires an international solution. That is why we are calling for a temporary HALT to exploration, development, and expansion of mines along shared AK-B.C. salmon rivers until the U.S. and Canadian federal governments convene local communities, stakeholders, and Indigenous leaders to develop a binding international agreement that:

- Honors no-go zones and decisions by impacted local residents and Indigenous peoples
- Ensures B.C. mining companies and shareholders are liable for cleaning up their waste
- Permanently bans toxic mine waste dams along AK-B.C. transboundary salmon rivers

TAKE ACTION AND LEARN MORE AT SALMONBEYONDBORDERS.ORG AND SEITC.ORG

Major BC mines, claims, and companies in the Stikine/Shtax'héen watershed

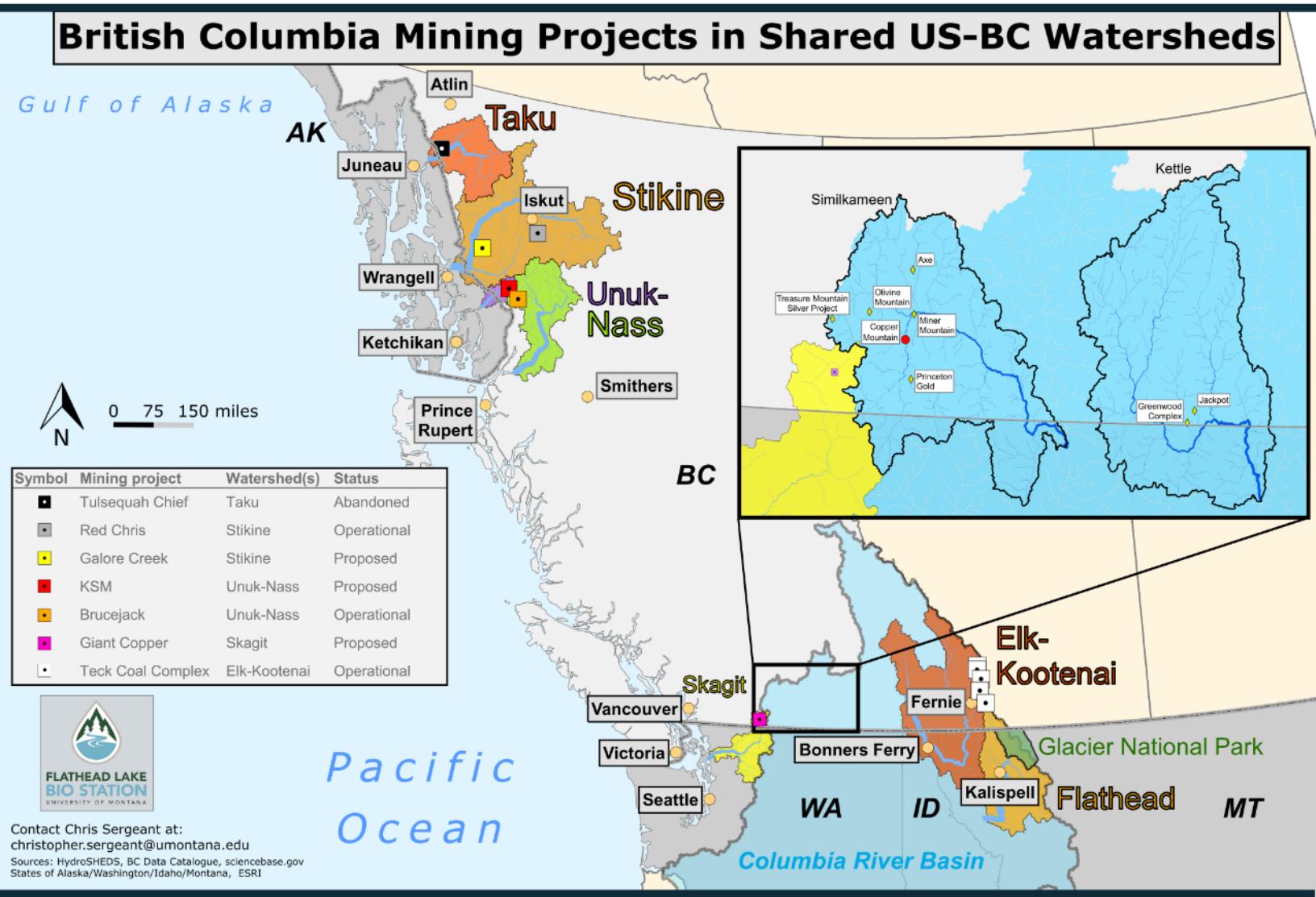


Contact Chris Sergeant at:
christopher.sergeant@umontana.edu
Sources: BC Data Catalogue, BC MINFILE, Esri, HydroSHEDS

FLATHEAD LAKE BIO STATION
UNIVERSITY OF MONTANA

CANADA POLLUTES SHARED WILD RIVERS

Canadian large-scale mines impact the U.S. waters of three other British Columbia (B.C.) border states — Washington, Idaho, and Montana — just as they pollute or threaten to pollute the Alaska-B.C. transboundary Taku, Stikine, and Unuk Rivers. For decades, B.C. has stalled meaningful international action between the U.S., Canadian and Indigenous governments to protect shared rivers and salmon. B.C. promotes its handshake agreements (MOUs) with downstream U.S. states, while doubling down on the destruction of critical fish and wildlife habitat so vital to our economies and ways of life. B.C.'s own Auditor General has sharply criticized the B.C. mine evaluation, approval, monitoring, mitigation, and bonding processes, warning that B.C. is at risk of violating the Boundary Waters Treaty in relation to the ongoing B.C. mining-related pollution of international waterways.









LEARN MORE AT SALMONBEYONDBORDERS.ORG AND SEITC.ORG

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**13**

Approval of a Contract Award to BW Enterprises, LLC in the Amount of $23,936.45 for the Skeet Range Site Improvements Project

SUBMITTED BY:
Amber Al-Haddad, Capital Facilities Director

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $23,936.45		
FY 21:	FY 22: $23,936.45	FY23:
Amount Budgeted:		
	FY22 $55,070	
Account Number(s):		
	24300-142-0000-00-24005	
Account Name(s):		
	Skeet Range Site Improvements CIP Fund	
Unencumbered Balance(s) (prior to expenditure):		
	$55,070	

ATTACHMENTS: 1. Bid Opening Checklist and Tabulation Summary for Skeet Range Site Improvements Project

RECOMMENDATION MOTION:

Move to approve a contract award to BW Enterprises, LLC in the amount of $23,936.45 for the Skeet Range Site Improvements Project.

SUMMARY STATEMENT:

Included in the long-range project scope for the Outdoor Shooting Range are improvements to all areas of the range to re-establish varied sporting activities for public engagement, education, and participation.

For the Skeet Range section of the facility, a full site improvement with new high and low houses and an eight-station skeet course has been conceptually planned. The CBW made an application to the National Rifle Association (NRA) for the full improvements; however, the NRA has funded a portion to help us get started with a phase one, site improvements. The Phase I Site Improvements project includes clearing and grubbing, removing stockpiles of debris, developing a delineated parking area and providing for a uniformly graded site with positive drainage.

The City & Borough of Wrangell issued an Invitation to Bid for the construction of the Skeet Range Site Improvements project. On September 17, 2021, the CBW received two bids in response to the Invitation to Bid. The apparent lowest, responsive, and responsible bid was received from BW Enterprises, LLC in the amount of $23,936.45. Staff recommend awarding the procurement contract to BW Enterprises, LLC.

Funding from the National Rifle Association (NRA), in the amount of $55,070, was made available for the Skeet Range Site Improvements project.

*The City and Borough of Wrangell's procedures for submitting documentation for the purpose of award, involves the withholding of detailed information from each Bidder until an award has been made. The reason for this procedure is that in case all bids are rejected, or the project is rebid, the details of each Bidder's bid should remain confidential between potential competitive bidders.

Skeet Range Site Improvements Project
Bid Opening Checklist and Tabulation Summary
Bid Opening Date: September 17, 2021 @ 2:00 p.m. - Assembly Chambers

Bidder's Name	Signed Bid Proposal	Addenda 1	Bid	Bid Modification	Total Bid with Modification	Total Based on 5% Local Bidder Preference (if applicable)
BW Enterprises	✓	✓	23,936.45	-0-	-0-	$ 23,936.45
Rock Hard Const., LLC	✓	✓	39,416.25	-0-	-0-	$ 39,416.25
						$ -

Verified By: Kaja Lane Witnessed By: Amber Al Haddad

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**13**

RESOLUTION No. 09-21-1610 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2022 BUDGET IN THE MARINE SERVICE CENTER FUND BY TRANSFERRING $10,000 FROM THE MARINE SERVICE CENTER RESERVES TO THE MARINE SERVICE CENTER PROFESSIONAL/CONTRACTUAL SERVICES ACCOUNT FOR THE PAYMENT TO RAIN COAST DATA, AND AUTHORIZING ITS EXPENDITURE

SUBMITTED BY:
Steve Miller, Port & Harbor Director

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $10,000 Total		
FY 20: $	FY 21: $	FY22: $10,000
Amount Budgeted:		
	FY22 $0	
Account Number(s):		
	74030 000 7519	
Account Name(s):		
	Professional/Contractual Services	
Unencumbered Balance(s) (prior to expenditure)		
	$0 Prior to Resolution/$10,000 After	

ATTACHMENTS: 1. RES 09-21-1610; 2. Rain Coast Data proposal.

RECOMMENDATION MOTION:
Move to Approve Resolution No. 09-21-1610.

SUMMARY STATEMENT:
The Assembly asked for a business plan for the Marine Service Center many years ago for planning purposes and rate schedules. The last business plan that was conducted for the Marine Service center was done by Aurora Consulting in 2004. Ports and Harbors reached out to them to do another

business plan but they are no longer in business. The other companies I talked to were all based around the Anchorage area and were really not interested in southeast Alaska. Ports and Harbors then reached out to Meilani Schijvens of Rain Coast Data and brought a proposal forward which is included. Rain Coast Data has worked with the Borough of Wrangell on other projects and is a good fit to do the Business plan For the Marine Service Center.

The scope of work in the proposal includes: a) development of a 30-year cost analysis; and b) a competitive pricing analysis. The deliverables include: a) technical summary memo outlining the costs and revenue projections over 30 years, and the results of the comparative pricing analysis; and b) dynamic excel-based tool to run scenario options for decision-making into the future.

The cost of the project is $10,000. As this was not included in the FY 22 Budget the money needs to be moved from reserves. The resolution states the funding will come from the Marine Service Center Fund reserves. Right now, that is part of the total Harbor Reserves.

The cash reserve balance of the Port/Harbor Fund, prior to this expenditure, is $2,427,172 taking into consideration the expenditure on the agenda for the Meyers Chuck Floatplane Dock installation that follows this agenda item. The reserve balance after this expenditure will be $2,417,172.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 09-21-1610

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2022 BUDGET IN THE MARINE SERVICE CENTER BY TRANSFERRING $10,000 FROM THE MARINE SERVICE CENTER RESERVES TO THE MARINE SERVICE CENTER PROFESSIONAL/CONTRACTUAL SERVICES FOR THE MARINE SERVICE CENTER BUSINESS PLAN AND AUTHORIZING ITS EXPENDITURE

WHEREAS, the City and Borough of Wrangell, Alaska's Resolution No. 06-21-1594 adopted the budget for all funds of the City and Borough of Wrangell, Alaska for the fiscal year 2021-2022; and

WHEREAS, the Wrangell Municipal Code requires that the Borough Assembly approve any budget amendments over those amounts adopted; and

WHEREAS, the City and Borough of Wrangell's budget presumes that each department will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the fiscal year and recognizes that, from time to time, circumstances and events may require the original budget to need revision; and

WHEREAS, due to the fact the business plan was not included in the Marine Service Center budget, an amendment is necessary.

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

Section 1: The FY 2022 Budget in the Marine Service Center Fund is amended by transferring $10,000 from the Marine Service Center Reserves to the Marine Service Center Professional/Contractual Services Account (74030 000 7519 00 00000) and authorizing its expenditure of the Marine Service Center Business Plan.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 28TH DAY OF SEPTEMBER, 2021.

CITY & BOROUGH OF WRANGELL, ALASKA

_____
Steve Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Rain Coast Data
105 South Seward Street, Suite 301
Juneau, AK 99801 • (907) 463-9234

Steve Miller, Ports and Harbors Director
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

September 2, 2021

Greetings Mr. Miller,

Per your request, below is a scope of services, cost proposal, and project schedule from Rain Coast Data for developing a business feasibility assessment of the Wrangell Marine Service Center.

Scope of Services and Cost Estimate for Marine Service Center Business Assessment

- **Develop Marine Service Center 30-Year Cost Analysis:** The team will analyze long-term costs of the Wrangell shipyard, including maintenance costs, life of infrastructure assessments, replacement costs, and operating costs. Team will provide return-on-investment projections, and estimate long-term City and Borough of Wrangell staffing costs. The team will also develop revenue projections based on user fees, lease rates, and property tax rates. Meilani Schijvens will take the lead. Economist Brian Vander Naald will support.
- **Competitive Pricing Analysis:** Rain Coast Data will conduct executive interviews with representatives from shipyards in Hoonah, Juneau, Ketchikan, Bellingham, Port Townsend, and Seattle to understand comparative cost structures for various services such as boat storage, stall rental, lease costs by square foot, and other services as directed by Wrangell Ports and Harbors. Charles Westmoreland will take the lead. Meilani Schijvens will support.

- **Deliverables:** The team will provide two deliverables.
  - **A technical memo** will describe costs and revenue projections over 30 years associated with the Wrangell Marine Service Center. This document will also include the results of the comparative cost structure analysis.
  - **A dynamic excel-based tool** intended to be used in conjunction with the technical memo will also be provided. Because the Marine Service Center includes many differing variables, choices, and lease elements, the tool allows these variables to be changed so that the City and Borough of Wrangell can see how future costs change based on differing input selections.

  Rain Coast Data will be available to present these results, via teleconference, to the Wrangell Docks and Harbors team upon project completion.

  Total Project Cost Proposal $10,000

The Project Team

Rain Coast Data is known for putting together highly capable, multi-disciplinary teams. This team selected for this project is perfectly calibrated to successfully develop a long-term economic feasibility analysis of the Wrangell Marine Service Center.

Meilani Schijvens: Ms. Schijvens brings 25 years of experience in Alaska economic development planning and analysis to this project. She has a Master of Science with a focus on economics. Rain Coast Data was specifically developed in order to assist organizations in Alaska – such as Wrangell Docks and Harbors– with economics, data analysis, surveys, and highlighting the strategic and economic importance of programs and projects. Recent relevant projects Ms. Schijvens has recently completed include the Valdez Fuel Dock Feasibility Study; the Benefit-Cost Analysis of the Juneau Cruise Ship Dock Electrification Project; Feasbility Analysis of Proposed City and Borough of Juneau City Hall; and the Benefit-Cost Analysis for the Cordova South Harbor Replacement Project.

Charles Westmoreland: Mr. Westmoreland spent two decades in journalism, most of it in senior editorial management, for multi-media organizations in California, Kentucky, Missouri, and Alaska. He left journalism in 2019 to provide writing, editing, interviewing and research services to clients across Alaska. He works with Rain Coast Data to provide interviews, writing, and editing.

Brian Vander Naald: Mr. Vander Naald is an affiliate faculty at the University of Alaska Southeast, and a former assistant professor of economics at the University of Alaska Southeast. He is currently an assistant professor of economics at Drake University. He regularly teams with Rain Coast Data to provide consulting services to Alaska clients.

Schedule

Work on this project would begin immediately, with an expected kick off meeting in the last week of September. The Rain Coast Data team will have the final report to the City and Borough of Wrangell Docks and Harbors team on or before December 20, 2022.

Previous Wrangell Experience

Ms. Schijvens has been working in the community of Wrangell for 15 years. Previous projects by Meilani Schijvens in Wrangell including the following:

- Wrangell Business Climate and COVID-19 Impact Survey 2021
- Economic Impact Summary of COVID-19 on Wrangell 2021
- Wrangell Alaska 2020 Business Impact Survey
- Wrangell Alaska Economic Conditions Report 2020
- Wrangell Tribal Housing Analysis 2019
- Community Action Plan: Wrangell Community Survey Assessment 2019
- Wrangell Visitor Industry by the Numbers (2019, 2018, 2015)
- Wrangell Institute Property Master Plan 2017
- Wrangell Tribal Citizen Housing Assessment 2016
- Wrangell Waterfront Master Plan 2015
- Wrangell Downtown Revitalization Analysis 2006

Best regards,



Meilani Schijvens
Director, Rain Coast Data

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**13**

Approval of Professional Services Agreement with Rain Coast Data in the Amount of $10,000 for the Marine Service Center Business Plan

SUBMITTED BY:
Steve Miller, Port & Harbor Director

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $10,000 Total		
FY 20: $	FY 21: $	FY22: $10,000
Amount Budgeted:		
	FY22 $0	
Account Number(s):		
	74030 000 7519	
Account Name(s):		
	Professional/Contractual Services	
Unencumbered Balance(s) (prior to expenditure)		
	$0 Prior to Resolution/$10,000 After	

ATTACHMENTS: 1. Rain Coast Data proposal

RECOMMENDATION MOTION:
Move to Approve a Professional Services Agreement with Rain Coast Data in the Amount of $10,000 for the Marine Service Center Business Plan.

SUMMARY STATEMENT:
Most of this agenda statement is re-stated from the agenda statement accompanying the resolution authorizing the funding for this project. The Assembly asked for a business plan for the Marine

Service Center many years ago for planning purposes and rate schedules. The last business plan that was conducted for the Marine Service center was done by Aurora Consulting in 2004. Ports and Harbors reached out to them to do another business plan but they are no longer in business. The other companies I talked to were all based around the Anchorage area and were really not interested in southeast Alaska. Ports and Harbors then reached out to Meilani Schijvens of Rain Coast Data and brought a proposal forward which is included. Rain Coast Data has worked with the Borough of Wrangell on other projects and is a good fit to do the Business plan For the Marine Service Center.

The scope of work in the proposal includes: a) development of a 30-year cost analysis; and b) a competitive pricing analysis. The deliverables include: a) technical summary memo outlining the costs and revenue projections over 30 years, and the results of the comparative pricing analysis; and b) dynamic excel-based tool to run scenario options for decision-making into the future.

The cost of the project is $10,000.

This professional services agreement is within the Manager's spending authority, but it is an unbudgeted item, so it is before the Assembly for approval.

Rain Coast Data
105 South Seward Street, Suite 301
Juneau, AK 99801 • (907) 463-9234

Steve Miller, Ports and Harbors Director
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

September 2, 2021

Greetings Mr. Miller,

Per your request, below is a scope of services, cost proposal, and project schedule from Rain Coast Data for developing a business feasibility assessment of the Wrangell Marine Service Center.

Scope of Services and Cost Estimate for Marine Service Center Business Assessment

- **Develop Marine Service Center 30-Year Cost Analysis:** The team will analyze long-term costs of the Wrangell shipyard, including maintenance costs, life of infrastructure assessments, replacement costs, and operating costs. Team will provide return-on-investment projections, and estimate long-term City and Borough of Wrangell staffing costs. The team will also develop revenue projections based on user fees, lease rates, and property tax rates. Meilani Schijvens will take the lead. Economist Brian Vander Naald will support.
- **Competitive Pricing Analysis:** Rain Coast Data will conduct executive interviews with representatives from shipyards in Hoonah, Juneau, Ketchikan, Bellingham, Port Townsend, and Seattle to understand comparative cost structures for various services such as boat storage, stall rental, lease costs by square foot, and other services as directed by Wrangell Ports and Harbors. Charles Westmoreland will take the lead. Meilani Schijvens will support.

- **Deliverables:** The team will provide two deliverables.
  - **A technical memo** will describe costs and revenue projections over 30 years associated with the Wrangell Marine Service Center. This document will also include the results of the comparative cost structure analysis.
  - **A dynamic excel-based tool** intended to be used in conjunction with the technical memo will also be provided. Because the Marine Service Center includes many differing variables, choices, and lease elements, the tool allows these variables to be changed so that the City and Borough of Wrangell can see how future costs change based on differing input selections.

  Rain Coast Data will be available to present these results, via teleconference, to the Wrangell Docks and Harbors team upon project completion.

  Total Project Cost Proposal $10,000

The Project Team

Rain Coast Data is known for putting together highly capable, multi-disciplinary teams. This team selected for this project is perfectly calibrated to successfully develop a long-term economic feasibility analysis of the Wrangell Marine Service Center.

Meilani Schijvens: Ms. Schijvens brings 25 years of experience in Alaska economic development planning and analysis to this project. She has a Master of Science with a focus on economics. Rain Coast Data was specifically developed in order to assist organizations in Alaska – such as Wrangell Docks and Harbors– with economics, data analysis, surveys, and highlighting the strategic and economic importance of programs and projects. Recent relevant projects Ms. Schijvens has recently completed include the Valdez Fuel Dock Feasibility Study; the Benefit-Cost Analysis of the Juneau Cruise Ship Dock Electrification Project; Feasbility Analysis of Proposed City and Borough of Juneau City Hall; and the Benefit-Cost Analysis for the Cordova South Harbor Replacement Project.

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Brian Vander Naald: Mr. Vander Naald is an affiliate faculty at the University of Alaska Southeast, and a former assistant professor of economics at the University of Alaska Southeast. He is currently an assistant professor of economics at Drake University. He regularly teams with Rain Coast Data to provide consulting services to Alaska clients.

Schedule

Work on this project would begin immediately, with an expected kick off meeting in the last week of September. The Rain Coast Data team will have the final report to the City and Borough of Wrangell Docks and Harbors team on or before December 20, 2022.

Previous Wrangell Experience

Ms. Schijvens has been working in the community of Wrangell for 15 years. Previous projects by Meilani Schijvens in Wrangell including the following:

- Wrangell Business Climate and COVID-19 Impact Survey 2021
- Economic Impact Summary of COVID-19 on Wrangell 2021
- Wrangell Alaska 2020 Business Impact Survey
- Wrangell Alaska Economic Conditions Report 2020
- Wrangell Tribal Housing Analysis 2019
- Community Action Plan: Wrangell Community Survey Assessment 2019
- Wrangell Visitor Industry by the Numbers (2019, 2018, 2015)
- Wrangell Institute Property Master Plan 2017
- Wrangell Tribal Citizen Housing Assessment 2016
- Wrangell Waterfront Master Plan 2015
- Wrangell Downtown Revitalization Analysis 2006

Best regards,



Meilani Schijvens
Director, Rain Coast Data

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28th, 2021
	Agenda Section	**13**

RESOLUTION No. 09-21-1611 OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2022 BUDGET IN THE HARBOR FUND BY TRANSFERRING $8,000 FROM HARBOR RESERVES TO THE HARBOR FACILITY REPAIRS AND MAINTENANCE ACCOUNT AND AUTHORIZING ITS EXPENDITURE FOR THE MEYERS CHUCK FLOATPLANE DOCK REPLACEMENT

SUBMITTED BY:

Steve Miller, Port & Harbor Director
Lisa Von Bargen, Borough Manager

Reviews/Approvals/Recommendations

☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:

Expenditure Required: $8,000 Total		
FY 21: $	FY 22: $8,000	FY23: $
Amount Budgeted:		
	FY22 $0	
Account Number(s):		
	74010 000 7002 00 00000	
Account Name(s):		
	Harbor Facility Repair & Maintenance	
Unencumbered Balance(s) (prior to expenditure and resolution):		
	$34,909 Prior to Resolution	
	$42,909 After Resolution	

ATTACHMENTS: 1. Resolution 09-21-1611

RECOMMENDATION MOTION:
Move to approve Resolution No. 09-21-1611.

SUMMARY STATEMENT:

On June 8th the Assembly approve the purchase of a new airplane float for Meyers Chuck. Now it is time to install this float. The money for installation was not included in the 2022 harbor budget. I have coordinated with JA Welding and the Owner of the Vessel Sue Lynn to complete this project before the end of October. This vessel has the capability to pack the float on deck and launch the float in Meyers Chuck. The other added benefit is we would have a very competent fabricator in

case any modifications to the float hinge is necessary. This vessel also has crew quarters for the nights we would need to be in Meyers Chuck. This will enable the crew to work longer hours spending less time transiting back and forth. This should take no more than 4 days to complete.

The cash reserve balance of the Port/Harbor Fund, prior to this expenditure, is $2,435,022. The previous draw was in the amount of $12,100 for purchase of the Harbor Skiff Engine Replacement earlier this summer. The reserve balance after this expenditure will be $2,427,172.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 09-21-1611

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2022 BUDGET IN THE HARBOR FUND BY TRANSFERRING $8,000 FROM HARBOR FUND RESERVES TO THE HARBOR FACILITY REPAIRS AND MAINTENANCE ACCOUNT AND AUTHORIZING ITS EXPENDITURE FOR THE MEYERS CHUCK FLOATPLANE DOCK INSTALLATION

WHEREAS, Resolution No. 06-21-1594 adopted the budget for all funds of the City and Borough of Wrangell, Alaska for the fiscal year 2021-2022; and

WHEREAS, the Wrangell Municipal Code requires that the Borough Assembly approve any budget amendments over those amounts adopted; and

WHEREAS, the City and Borough of Wrangell's budget presumes that each department will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the fiscal year and recognizes that, from time to time, circumstances and events may require the original budget to need revision; and

WHEREAS, members of the Assembly, Port & Harbor Commission and Administration visited Meyers Chuck to conduct a dock inspection, among other things; and

WHEREAS, on the visit, inspection of the airplane float revealed its poor condition; and

WHERERAS, the maintenance responsibility for the Meyers Chuck dock belongs to the City & Borough of Wrangell; and

WHEREAS, floatplane access and docking in Meyers Check is critical to life and health safety; and

WHEREAS, in order to ensure the Meyers Chuck community has a safe working floatplane dock, it must be replaced at the earliest possible opportunity; and

WHEREAS, the replacement floatplane dock has been purchased and is in Wrangell, ready to be transported to Meyers Chuck for installation; and

WHEREAS, it is necessary to amend the FY 2022 Budget in the Harbor Fund to move money from Harbor Reserves and authorize its expenditure for installation of a new airplane float.

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

Section 1: The FY 2022 Budget in the Harbor Fund is amended by transferring funds in the amount of $8,000 from Harbor Fund Reserves to the Harbor Facility Repair and Maintenance

Account (74010 000 7002) and authorizing its expenditure for installation of the Meyers Chuck Floatplane Dock.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 28TH DAY OF SEPTEMBER, 2021.

CITY & BOROUGH OF WRANGELL, ALASKA

_____
Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**13**

RESOLUTION No. 09-21-1612 OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AUTHORIZING THE APPROVAL OF THE SOUTHEAST ALASKA SOLID WASTE AUTHORITY (SEASWA) TIRE CUTTER COMMUNITY OPERATION AND MAINTENANCE AGREEMENT

SUBMITTED BY:
Tom Wetor, Public Works Director

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☒	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required:		
FY 20: $	FY 21:	FY22: $
Amount Budgeted:		
	FY21$0	
Account Number(s):		
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		

ATTACHMENTS: 1. Resolution 09-21-1612; 2. SEASWA Agreement

RECOMMENDATION MOTION:
Move to Approve Resolution 09-21-1612.

SUMMARY STATEMENT:
This agreement is for the use of a shared tire cutter between communities that are a part of the Southeast Alaska Solid Waste Authority (SEASWA). SEASWA is waiting for official approval from member communities. This agreement was reviewed and approved by the Borough Attorney. The tire cutter has been shipped and will be arriving in Wrangell first. Access to this piece of equipment

will be critical for Wrangell to address/remove the large pile of used tires currently at the Solid Waste Transfer Station.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 09-21-1612

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING THE APPROVAL OF THE SOUTHEAST ALASKA SOLID WASTE AUTHORITY (SEASWA) TIRE CUTTER AND COMMUNITY OPERATION AND MAINTENANCE AGREEMENT

WHEREAS, for many years the City & Borough of Wrangell has been storing an ever-increasing quantity of used tires disposed of at the Solid Waste Transfer Station; and

WHEREAS, in original form, tires are too bulky to efficiently and cost-effectively, ship off the island for disposal, so the stockpile of used tires continues to increase; and

WHEREAS, two Public Works employees recommended acquisition of a tire cutter by the Borough to cut the tires prep for shipping; and

WHEREAS, the CBW recommended SEASWA purchase the equipment to be shared among the member communities; and

WHEREAS, SEASWA purchased the tire cutter and this agreement outlines the operation and maintenance responsibilities for each of the member communities.

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

Section 1. The Assembly of the City & Borough of Wrangell, Alaska authorizes the approval of the SEASWA Tire Cutter Community Operation and Maintenance Agreement and authorizes the Borough Manager to effectuate said Agreement.

Section 2. The attached Exhibit "A" is the Tire Cutter Community Operation and Maintenance Agreement.

Section 3. This resolution shall become effective upon approval.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 28th DAY OF September 2021.

CITY & BOROUGH OF WRANGELL

_____
Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

SOUTHEAST ALASKA SOLID WASTE AUTHORITY
OPERATION AND MAINTENANCE AGREEMENT

THIS AGREEMENT is entered into by and between the members of the Southeast Alaska Solid Waste Authority (SEASWA) that have affixed their signatures to this document (hereafter referred to collectively as "Communities", unless identified individually by name), and the Southeast Conference (Owner).

WHEREAS, the parties identified above wish to enter into an agreement for the operation and maintenance of a Desco-brand tire de-rimmer and cutter, serial number 1D9P8211122542071 (hereafter "Equipment") owned by Southeast Conference; and,

WHEREAS, the Communities wish to share responsibility for operating and maintaining the Equipment; and

WHEREAS, the Owner and Communities recognize the need for the Communities to have access to the Equipment that can be shared between them, to properly manage disposal of tires held in municipal solid waste facilities.

NOW, THEREFORE, in consideration of the mutual promises contained herein the Communities do hereby agree as follows.

SECTION 1.

This Agreement shall remain in full force and effect until such time as same is terminated by the mutual written Agreement of the parties.

SECTION 2.

The Communities agree to share in the operation, maintenance, and repair costs of the Equipment based on the following schedule.

Operation fee: $ 25 per day

The operation fee is assessed each day the Equipment is in use. The operation fee does not apply to days the Equipment is unused. All revenues and fees collected pursuant to this agreement shall be paid to host community identified in Section 4. The community operating the Equipment agrees to perform fueling, oil checks, greasing, and other daily maintenance tasks recommended by the manufacturer of the Equipment.

SECTION 3.

The municipal public works director or equivalent of each member Community will designate an individual to train local staff to become proficient on the safe operation of the Equipment and will provide training to that Community's public works staff responsible for operating the Equipment. An individual Community whose personnel operate the Equipment in a manner non-compliant with the Equipment's operating manual shall fund the full cost of repairs to the Equipment resulting from the non-compliant operation.

SECTION 4.

The community of Petersburg will house, insure, and maintain the Equipment using funds provided by the Communities based on the schedule in Section 2. Should maintenance and repair costs exceed the amount contributed by the Communities, the Communities will negotiate equitable contributions between them sufficient to fund maintenance and repairs to the Equipment. The host community shall make available, upon request, an accounting of funds collected from Section 2 of this Agreement, and of all funds expended to maintain and repair the Equipment. Shipping cost will be the responsibility of the Community requesting the tire shear.

SECTION 5.

The Communities shall indemnify and hold one another harmless for any and all claims arising or related to operation of the Equipment. This indemnity obligation includes any and all charges, expenses and costs, including but not limited to, attorney's fees, both at trial and on appeal, incurred on account of or by reason of any such damages, liability, claims, suits or losses. SEASWA and member communities recognize the support of Southeast Conference (SEC) and agree to name SEC in all relevant insurance policies and agree to hold harmless and defend Southeast Conference from any and all claims that may arise from the use of de-rimmer and any other related SEASWA equipment

SECTION 6.

This Agreement, including referenced exhibits and attachments hereto, constitutes the entire Agreement between the parties and shall supersede, replace and nullify any and all prior Agreements or understandings, written or oral, relating to the matters set forth herein, and any such prior Agreements or understandings shall have no force or effect

whatsoever on this Agreement. This agreement may be modified by majority vote of the SEASWA Board of Directors.

SECTION 7.

The laws of the State of Alaska shall govern all aspects of this Agreement without regard to its rules on the conflict of laws. Should a dispute arise during the course of this Agreement, the Parties shall meet in order to attempt to resolve the dispute. In the event it is necessary for any party to initiate legal action regarding this Agreement, venue shall lie in the First Judicial District for the State of Alaska Court System. The parties hereby waive their right to trial by jury in any action, proceeding or claim, arising out of this Agreement, which may be brought by either of the parties hereto.

SECTION 8.

All clauses found herein shall act independently of each other. If a clause is found to be illegal or unenforceable, it shall have no effect on any other provision of this Agreement. It is understood by the parties hereto that if any part, term or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Alaska or the United States, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term or provision held to be invalid.

SECTION 9.

Failure of the parties to insist upon strict performance of any of the covenants, terms, provisions, or conditions of this Agreement or to exercise any right of option herein contained, shall not be construed as a waiver or a relinquishment for the future of any such covenant, term, provision, or condition, or right of election, but same shall remain in full force and effect.

SECTION 10.

The parties hereto agree and understand that written notice, mailed or delivered, to the last known mailing address shall constitute sufficient notice. All notices required and/or made pursuant to this Agreement shall be given to the parties with a courtesy copy to the Owner, and shall be in writing and given by way of the Unites States Postal Service, first class mail, postage prepaid, addressed to the following addresses of record:

SE Conference
PO Box 21989
Juneau, AK 99801

COMMUNITIES:

City and Borough of Wrangell
PO Box 531
Wrangell, AK 99929

Petersburg Borough
PO Box 329
Petersburg, AK 99833

City of Thorne Bay
PO Box 19110
Thorne Bay, AK 99919

City of Craig
PO Box 725
Craig, AK 99921

City of Klawock
PO Box 469
Klawock, AK 99925

City of Kasaan
PO Box KXA-17
Kasaan, AK 99950

City of Coffman Cove
PO Box 18047
Coffman Cove, AK 99918

City of Hydaburg
PO Box 49
Hydaburg, AK 99922

SECTION 11.

The covenants, terms, and provisions of this Agreement may be modified by way of a written instrument, mutually accepted by all the parties hereto. In the event of a conflict between the covenants, terms, and/or provisions of this Agreement and any written Amendment(s) hereto, the provisions of the latest executed instrument shall take precedence. All communities to this Agreement that are no longer part of SEASWA will no longer be a part of this Agreement.

SECTION 12.

Parties may not assign their rights or delegate their duties under this Agreement, or any part of it, except with the prior written consent of SEASWA.

SECTION 13.

This Agreement shall be construed as resulting from joint negotiation and authorship. No part of this Agreement shall be construed as the product of any one of the parties hereto.

SECTION 14.

Each entity executing this agreement herby represents and warrants that he or she has the capacity set forth above the signatures below, or any other address which the party subsequently designates in writing.

SECTION 15.

This Agreement shall become effective upon execution by all the parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed through their authorized representatives, on the respective dates set forth below.

City and Borough of Wrangell

Signature and Title Date

Petersburg Borough

Signature and Title Date

City of Thorne Bay

Signature and Title Date

City of Craig

Signature and Title Date

City of Klawock

Signature and Title Date

City of Kasaan

Signature and Title	Date

City of Hydaburg

Signature and Title	Date

City of Coffman Cove

Signature and Title	Date

Southeast Conference

Signature and Title	Date

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**13**

RESOLUTION No. 09-21-1613 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2022 BUDGET IN THE GENERAL FUND BY TRANSFERRING $7,300 FROM GENERAL FUND RESERVES TO THE AMDINSTRATION PROFESSIONAL SERVICES ACCOUNT FOR THE SHIPPING RATE STUDY AND AUTHORIZING ITS EXPENDITURE

SUBMITTED BY:
Lisa Von Bargen, Borough Manager

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $7,300 Total		
FY 20: $	FY 21: $	FY22: $7,300
Amount Budgeted:		
	FY22 $0	
Account Number(s):		
	11000 001 7519	
Account Name(s): Admin		
	Professional/Contractual Services	
Unencumbered Balance(s) (prior to expenditure)		
	$5,000 Prior to Resolution/$12,300 After	

ATTACHMENTS: 1. Resolution 09-21-1613

RECOMMENDATION MOTION:
Move to Approve Resolution 09-21-1613.

SUMMARY STATEMENT:
Senator Murkowski was recently in Wrangell and the Borough representatives raised the very serious issue of shipping rates as a concern. The Senator asked if the Borough had documentation of the increases. The answer is no. The Mayor requested Administration make arrangements to have a shipping rate study completed. The Manager reached out to Rain Coast Data who

specializes in economic data research in Southeast Alaska, and who has done many economic surveys and studies in Wrangell.

The scope of work includes tracking rates between Wrangell and Seattle between 2012 and 2021. This will be accomplished by: a) interviews with the shipping companies; b) local business surveys; and c) addressing the impact of the decline in ferry service. The deliverables will be an analysis of the changing costs over time and a summary report detailing the findings.

The cost is $7,300. This is an unbudgeted expense and money has to be moved from General Fund Reserves to cover the cost. The attached resolution makes that transfer and authorizes the expenditure. Funding will go into the Administration Professional Services account for this expenditure.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 09-21-1613

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2022 BUDGET IN THE GENERAL FUND BY TRANSFERRING $7,300 FROM THE GENERAL FUND RESERVES TO THE ADMINSTRATION PROFESSIONAL/CONTRACTUAL SERVICES ACCOUNT FOR THE SHIPPING RATE STUDY AND AUTHORIZING ITS EXPENDITURE

WHEREAS, the City and Borough of Wrangell, Alaska's Resolution No. 06-21-1594 adopted the budget for all funds of the City and Borough of Wrangell, Alaska for the fiscal year 2021-2022; and

WHEREAS, the Wrangell Municipal Code requires that the Borough Assembly approve any budget amendments over those amounts adopted; and

WHEREAS, the City and Borough of Wrangell's budget presumes that each department will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the fiscal year and recognizes that, from time to time, circumstances and events may require the original budget to need revision; and

WHEREAS, funding for the Shipping Rate Study was not included in the FY 2022 Budget, so it must be amended to include it .

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

Section 1: The FY 2022 Budget in the General Fund is amended by transferring $7,300 from General Fund Reserves to the Adminstration Professional/Contractual Services Account (11000 001 7519 00 00000) and authorizing its expenditure for the Shipping Rate Study.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 28TH DAY OF SEPTEMBER, 2021.

CITY & BOROUGH OF WRANGELL, ALASKA

_____
Steve Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**13**

Approval of Professional Services Agreement with Rain Coast Data for the Shipping Rate Study in the Amount of $7,300

SUBMITTED BY:
Lisa Von Bargen, Borough Manager

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $7,300 Total		
FY 20: $	FY 21: $	FY22: $7,300
Amount Budgeted:		
	FY22 $0	
Account Number(s):		
	11000 001 7519	
Account Name(s): Admin		
	Professional/Contractual Services	
Unencumbered Balance(s) (prior to expenditure)		
	$5,000 Prior to Resolution/$12,300 After	

ATTACHMENTS: 1. Rain Coast Data proposal

RECOMMENDATION MOTION:
Move to Approve a Professional Services Agreement with Rain Coast Data for the Shipping Rate Study in the Amount of $7,300.

SUMMARY STATEMENT:
Senator Murkowski was recently in Wrangell and the Borough representatives raised the very serious issue of shipping rates as a concern. The Senator asked if the Borough had documentation of the increases. The answer is no. The Mayor requested Administration make arrangements to

have a shipping rate study completed. The Manager reached out to Rain Coast Data who specializes in economic data research in Southeast Alaska, and who has done many economic surveys and studies in Wrangell.

The scope of work includes tracking rates between Wrangell and Seattle between 2012 and 2021. This will be accomplished by: a) interviews with the shipping companies; b) local business surveys; and c) addressing the impact of the decline in ferry service. The deliverables will be an analysis of the changing costs over time and a summary report detailing the findings.

The cost is $7,300. This is an unbudgeted expense and money had to be moved from General Fund Reserves to cover the cost. This item is within the Manager's spending authority, but as an unbudgeted expense, it is being brought to the Assembly for approval.

Rain Coast Data
105 South Seward Street, Suite 301
Juneau, AK 99801 • (907) 463-9234

Lisa Von Bargen, Borough Manager
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

September 20, 2021

Greetings Ms. Von Bargen,

Per your request, below is a scope of services and cost proposal from Rain Coast Data to develop a freight study to track the growing costs of freight over time along with any changes in services those costs represent.

Scope of Services and Cost Estimate for Wrangell Freight Study

Track annual rate costs between Wrangell and Seattle: The team will track freight costs between 2012 through 2021 to understand cost changes that have taken place following the merger between Alaska Marine Lines and Northland Services in 2013. In addition to tracking the "rate sheet" costs, the team will also track other changes to cost structures that are more nuanced. These include, but are not limited to change in perks, fuel surcharges, full container versus partial load options, preferred customer benefits, pallet requirements, etc. The following methodology will be used:

- **Interviews and requests for documentation from Alaska Marine Lines:** Rain Coast Data will conduct interviews with representatives from AML and obtain rate sheets.
- **Business perspective survey:** Rain Coast Data will develop a survey for frequent and large volume shippers between Wrangell and Seattle to understand from the business perspective how rates have changed. The Rain Coast Data team will work with the City and Borough of Wrangell to develop the survey instrument and ensure that key businesses

participate in the survey. In addition to key respondents, the survey will also be open to all Wrangell businesses to share their experiences using marine freight over the past decade.

- **Decline in ferry services:** The decline in Alaska Marine Highway System services will also be tracked to develop a more comprehensive analysis of the loss of lower cost freight options in the community over the past ten years.
- **Understanding changing costs:** The analysis will include research into how costs for the region's barge operators have changed over time, and the economic forces that led to those changes, if relevant.
- **Final Report:** Rain Coast Data will incorporate survey data, interview summaries, and research data to develop a written report for the City and Borough of Wrangell.

Total Project Cost Proposal $7,300

The Project Team

Rain Coast Data's Meilani Schijvens will manage this project, with support from Charles Westmoreland.

Meilani Schijvens: Ms. Schijvens brings 25 years of experience in Alaska economic development planning and analysis to this project, and 15 years in the community of Wrangell. She has a Master of Science with a focus on economics. Rain Coast Data was specifically developed to assist organizations in Alaska – such as the City and Borough of Wrangell – with economics, data analysis, surveys, and understanding the changing economic forces in our region. Recent projects Ms. Schijvens has completed include Southeast Alaska by the Numbers 2021; the Southeast Alaska 5-year Economic Plan; and the Alaska Health Care Workforce Analysis. Ms. Schijvens is also the author of the Maritime Economy of Southeast Alaska.

Charles Westmoreland: Mr. Westmoreland spent two decades in journalism, most of it in senior editorial management, for multi-media organizations. He currently provides writing, editing, interviewing and research services to clients across Alaska, including frequent collaboration with Rain Coast Data.

Previous Wrangell Experience

Ms. Schijvens has been working in the community of Wrangell for 15 years. Previous projects by Meilani Schijvens in Wrangell including the following:

- Wrangell Business Climate and COVID-19 Impact Survey 2021
- Economic Impact Summary of COVID-19 on Wrangell 2021
- Wrangell Business Climate and COVID19 Impacts Survey, October 2020
- Wrangell Alaska 2020 Business Impact Survey
- Wrangell Alaska Economic Conditions Report 2020
- Wrangell Tribal Housing Analysis 2019
- Community Action Plan: Wrangell Community Survey Assessment 2019
- Wrangell Visitor Industry by the Numbers (2019, 2018, 2015)
- Wrangell Institute Property Master Plan 2017
- Wrangell Tribal Citizen Housing Assessment 2016
- Wrangell Waterfront Master Plan 2015
- Wrangell Downtown Revitalization Analysis 2006

Best regards,



Meilani Schijvens
Director, Rain Coast Data

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**13**

RESOLUTION No. 09-21-1614 THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF FILLED PUBLIC TIDELANDS, A PORTION OF LOT 15, BLOCK 12A, WRANGELL TIDELANDS ADDITION, ADJACENT TO LOTS 1-5, BLOCK 12A, ATS83, WRANGELL TIDELANDS ADDITION WRANGELL TOWNSITE, INNER HARBOR AREA, ZONED WATERFRONT DEVELOPMENT TO TIDEWATER INVESTMENTS, LLC

SUBMITTED BY:
Carol Rushmore, Economic Development Director

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	Planning and Zoning Commission
Name(s)	Port Commission
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
FY 20: $	FY 21: $	FY22: $
Amount Budgeted:		
	FY20 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: 1. Res 09-21-1614; 2. Aerial; 3. Appraisal; 4. WWC final plat

RECOMMENDATION MOTION:
Move to Approve Resolution No. 09-21-1614.

SUMMARY STATEMENT:
In late 2017, Tidewater Investments approached the City to purchase a portion of Lot 15, Block 12A Wrangell Townsite that was filled tidelands and located on the waterside of their properties. The tidelands had been filled by the previous owner, but no lease or sale was ever obtained. The Planning and Zoning Commission and the Port Commission both recommended to the Assembly to

sell the lot to Tidewater Investments LLC. and the Assembly approved moving forward with the sale in January 2017.

The original request also included a request by Mr. Woodbury to purchase tidelands adjacent to his filled lots and adjacent to the tidelands being purchased. A preliminary plat was prepared and approve by the Planning and Zoning Commission, with the approval of Mr. Woodbury's request conditioned on approvals by the Alaska Marine Highway System as his proposed use could affect use of their dock. Due to the delays and lack of approval by AMHS, Tidewater Investments LLC is moving forward with their purchase and subdivision request.

Combining these multiple lots into a single lot will clear up boundary and title issues and is a benefit to the applicants as well as to the City for property tax purposes. The Planning and Zoning Commission approved the final plat at their September 9, 2021 meeting.

The property was appraised in June of this year, and the fair market value was determined to be $112,000. As the property is zone Waterfront Development, the revenue from this sale will be deposited into the Industrial Land Fund. A separate resolution will be brought before the Assembly to amend the budget accepting this unbudgeted revenue. The cost of this appraisal was $5,000. The purchaser is responsible for those costs and will be reimbursing the City for that expense in addition to the purchase price.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO: 09-21-1614

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF FILLED PUBLIC TIDELANDS, A PORTION OF LOT 15, BLOCK 12A, WRANGELL TIDELANDS ADDITION, ADJACENT TO LOTS 1-5, BLOCK 12A, ATS 83, WRANGELL TIDELANDS ADDITION WRANGELL TOWNSITE, INNER HARBOR AREA, ZONED WATERFRONT DEVELOPMENT TO TIDEWATER INVESTMENTS, LLC

WHEREAS, the Borough Assembly, at their meeting held January 9, 2017, approved the classification of City Tidelands known as tidelands that are adjacent a portion of Lot 15, Block 12A, Wrangell Tidelands Addition, adjacent to Lots 1-5, Block 12A, ATS 83, zoned Waterfront Development; and

WHEREAS, the Borough Assembly also approved the conditions of the sale of tidelands are considered as stated in Wrangell Municipal Code Section 16.12.070 and that Section 16.12.040, Paragraph's B and C were waived; and

WHEREAS, the Borough Assembly is approving the sale of the above described tidelands to Tidewater Investments, LLC, P.O. Box 806, Wrangell, Alaska 99929, for the amount of $112,000.

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

Section 1. The Assembly of the City & Borough of Wrangell, Alaska authorizes the sale of the Borough–owned tidelands more particularly known as: A portion of Lot 15, Block 12A, Wrangell Tidelands Addition, adjacent to Lots 1-5, Block 12A, ATS 83, Wrangell Recording District.

Section 2. The Borough Mayor and Clerk are authorized to execute a quit claim deed to Tidewater Investments, LLC, to convey the aforementioned public tidelands, when full price of $112,000 is paid.

Section 3. This resolution takes effect upon approval.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 28TH DAY OF SEPTEMBER 2021.

CITY & BOROUGH OF WRANGELL

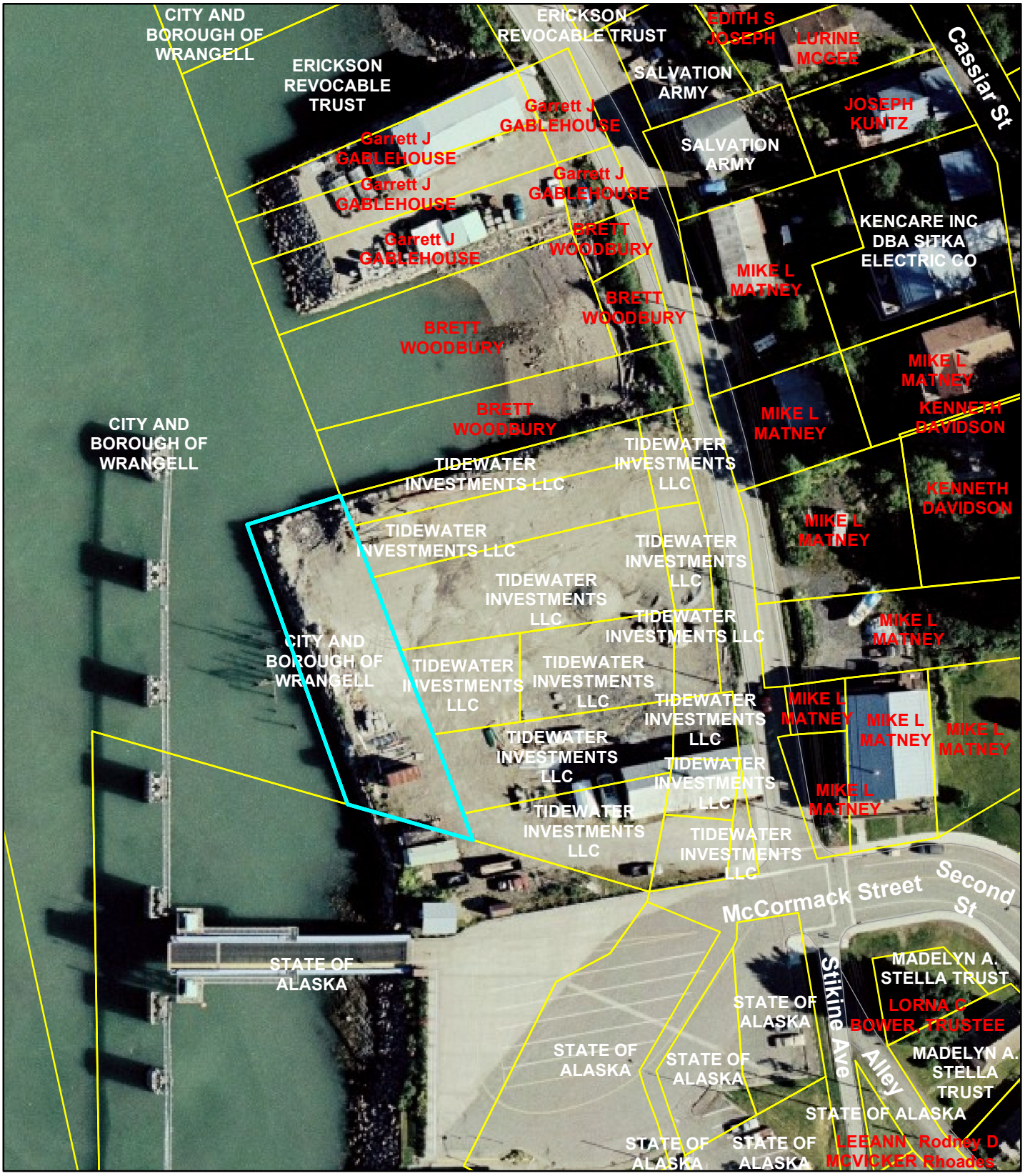
_____

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY AND BOROUGH OF WRANGELL, ALASKA

Item h.



N

Public Map

291

ch = 83.333333 feet
e: 9/19/2021

DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY. PROPERTY LINES ARE APPROXIMATE.

APPRAISAL REPORT
REAL ESTATE APPRAISAL

Of
Filled Tidelands within lot 15, Block 12, ATS 83



Evergreen Street, Wrangell
AK, 99929

As of
April 29, 2021

Prepared For
Ms. Carol Rushmore
City and Borough of Wrangell
PO Box 531
Wrangell, AK, 99929

Prepared by
RAMSEY APPRAISAL RESOURCE
Roger Ramsey, Alaska-AA 570

File Name:
RAR File # 21-016-P3

RAMSEY APPRAISAL RESOURCE

907-723-2936
10615 Horizon Drive
Fax: 866-404-7117
Juneau,
rogerramsey@mac.com
AK, 99801
--

June 11, 2021

Ms. Carol Rushmore
City and Borough of Wrangell
PO Box 531
Wrangell, AK 99929

Re: Appraisal Report, Real Estate Appraisal
Filled Tidelands within lot 15, Block 12, ATS 83
Evergreen Street,
Wrangell , AK, 99929

File Name: RAR File # 21-016-P3

Dear Ms. Rushmore:

At your request, I have prepared an appraisal for the above referenced property, which may be briefly described as follows:

The subject is an undivided section of tidelands. The subject tidelands have been filled and the fill is retained by a large rock retaining wall. The subject has a landing area which can interface the uplands with the ocean, when the tide is right.

Please reference page 9 of this report for important information regarding the scope of research and analysis for this appraisal, including property identification, inspection, highest and best use analysis and valuation methodology.

I certify that I have no present or contemplated future interest in the property beyond this estimate of value. The appraiser has not performed any services regarding the subject within the three-year period immediately preceding acceptance of this assignment.

Your attention is directed to the Limiting Conditions and Assumptions section of this report (page 7). Acceptance of this report constitutes an agreement with these conditions and assumptions. In particular, I note the following:

Hypothetical Conditions:

- The subject is actually an unsubdivided portion of lot 15, Block 12 ATS 83. That said it is a parcel in the assessor database and for this valuation. There is a preliminary plat that shows the subject adjoining to the neighboring parcel. This valuation values the subject as if it were hypothetically included in these adjoined lots.

Extraordinary Assumptions:

- There are no Extraordinary Assumptions for this appraisal.

Based on the appraisal described in the accompanying report, subject to the Limiting Conditions and Assumptions, Extraordinary Assumptions and Hypothetical Conditions (if any), I have made the following value conclusion(s):

Current As Is Market Value:
The "As Is" market value of the Fee Simple estate of the property, as of April 29, 2021, is

One Hundred Twelve Thousand Dollars ($112,000)

The market exposure time preceding April 29, 2021 would have been 6 months and the estimated marketing period as of April 29, 2021 is 3 months.

Respectfully submitted,
Ramsey Appraisal Resource



Roger Ramsey
Alaska-AA 570

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Summary of Important Facts and Conclusions

GENERAL	
Subject:	Filled Tidelands within lot 15, Block 12, ATS 83 Evergreen Street, Wrangell , AK, 99929 The subject is an undivided section of tidelands. The subject tidelands have been filled and the fill is retained by a large rock retaining wall. The subject has a landing area which can interface the uplands with the ocean, when the tide is right.
Owner:	City and Borough of Wrangell
Legal Description:	An unsubdivided portion of lot 15, Block 12A, Plat 63-69 ATS 83
Date of Report:	June 11, 2021
Intended Use:	The intended use is for portfolio management and negotiation of potential sales.
Intended User(s):	The client, property owner and potential purchasers..

Assessment:

Real Estate Assessment and Taxes					
Tax ID	**Land**	**Improvements**	**Total Assessment**	**Tax Rate**	**Taxes**
02-004-230	$21,700	$0	$21,700	$12.75	$277

Notes:

Sale History:	The subject has not sold in the last three years, according to public records.
Current Listing/Contract(s):	The subject is not currently listed for sale, or under contract.

Land:

Land Summary						
Parcel ID	**Gross Land Area (Acres)**	**Gross Land Area (Sq Ft)**	**Usable Land Area (Acres)**	**Usable Land Area (Sq Ft)**	**Topography**	**Shape**
Filled tideland	0.28	12,220	0.28	12,220	Level	irregular

Notes:

Zoning: Waterfront development

Highest and Best Use of the Site: Barge landing sea interface

Type of Value: Market Value

VALUE INDICATIONS

Sales Comparison Approach: $112,000

Reconciled Value(s): **As Is**

Value Conclusion(s)	$112,000
Effective Date(s)	April 29, 2021
Property Rights	Fee Simple

Limiting Conditions and Assumptions

Acceptance of and/or use of this report constitutes acceptance of the following limiting conditions and assumptions; these can only be modified by written documents executed by both parties.

This appraisal is to be used only for the purpose stated herein. While distribution of this appraisal in its entirety is at the discretion of the client, individual sections shall not be distributed; this report is intended to be used in whole and not in part.

No part of this appraisal, its value estimates or the identity of the firm or the appraiser(s) may be communicated to the public through advertising, public relations, media sales, or other media.

All files, work papers and documents developed in connection with this assignment are the property of Ramsey Appraisal Resource. Information, estimates and opinions are verified where possible, but cannot be guaranteed. Plans provided are intended to assist the client in visualizing the property; no other use of these plans is intended or permitted.

No hidden or unapparent conditions of the property, subsoil or structure, which would make the property more or less valuable, were discovered by the appraiser(s) or made known to the appraiser(s). No responsibility is assumed for such conditions or engineering necessary to discover them. Unless otherwise stated, this appraisal assumes there is no existence of hazardous materials or conditions, in any form, on or near the subject property.

Unless otherwise stated in this report, the existence of hazardous substances, including without limitation asbestos, polychlorinated biphenyl, petroleum leakage, or agricultural chemicals, which may or may not be present on the property, was not called to the attention of the appraiser nor did the appraiser become aware of such during the appraiser's inspection. The appraiser has no knowledge of the existence of such materials on or in the property unless otherwise stated. The appraiser, however, is not qualified to test for such substances. The presence of such hazardous substances may affect the value of the property. The value opinion developed herein is predicated on the assumption that no such hazardous substances exist on or in the property or in such proximity thereto, which would cause a loss in value. No responsibility is assumed for any such hazardous substances, nor for any expertise or knowledge required to discover them.

Unless stated herein, the property is assumed to be outside of areas where flood hazard insurance is mandatory. Maps used by public and private agencies to determine these areas are limited with respect to accuracy. Due diligence has been exercised in interpreting these maps, but no responsibility is assumed for misinterpretation.

Good title, free of liens, encumbrances and special assessments is assumed. No responsibility is assumed for matters of a legal nature.

Necessary licenses, permits, consents, legislative or administrative authority from any local, state or Federal government or private entity are assumed to be in place or reasonably obtainable.

It is assumed there are no zoning violations, encroachments, easements or other restrictions which would affect the subject property, unless otherwise stated.

The appraiser(s) are not required to give testimony in Court in connection with this appraisal. If the appraisers are subpoenaed pursuant to a court order, the client agrees to pay the appraiser(s) Ramsey Appraisal Resource's regular per diem rate plus expenses.

Appraisals are based on the data available at the time the assignment is completed. Amendments/modifications to appraisals based on new information made available after the appraisal was completed will be made, as soon as reasonably possible, for an additional fee.

Americans with Disabilities Act (ADA) of 1990
A civil rights act passed by Congress guaranteeing individuals with disabilities equal opportunity in public accommodations, employment, transportation, government services, and telecommunications. Statutory deadlines become effective on various dates between 1990 and 1997. Ramsey Appraisal Resource has not made a determination regarding the subject's ADA compliance or non-compliance**. Non-compliance could have a negative impact on value, however this has not been considered or analyzed in this appraisal**.

Scope of Work

According to the Uniform Standards of Professional Appraisal Practice, it is the appraiser's responsibility to develop and report a scope of work that results in credible results that are appropriate for the appraisal problem and intended user(s). Therefore, the appraiser must identify and consider:

- the client and intended users;
- the intended use of the report;
- the type and definition of value;
- the effective date of value;
- assignment conditions;
- typical client expectations; and
- typical appraisal work by peers for similar assignments.

This appraisal is prepared for Ms. Carol Rushmore, -- City and Borough of Wrangell. The problem to be solved is to estimate the current 'As Is' market value . The intended use is for portfolio management and negotiation of potential sales. This appraisal is intended for the use of client, property owner and potential purchasers.

SCOPE OF WORK	
Report Type:	This is an Appraisal Report as defined by Uniform Standards of Professional Appraisal Practice under Standards Rule 2-2(a). This format provides a summary or description of the appraisal process, subject and market data and valuation analyses.
Property Identification:	The subject has been identified by the legal description and the assessors' parcel number.
Inspection:	A complete inspection of the subject property has been made, and photographs taken.
Market Area and Analysis of Market Conditions:	A complete analysis of market conditions has been made.
Highest and Best Use Analysis:	A complete as vacant highest and best use analysis for the subject has been made. Physically possible, legally permissible and financially feasible uses were considered, and the maximally productive use was concluded.
Type of Value:	Market Value
Valuation Analyses	
Cost Approach:	A cost approach was not applied as The subject is vacant land

Sales Comparison Approach:	A sales approach was applied as there is adequate data to develop a value estimate and this approach reflects market behavior for this property type.
Income Approach:	An income approach was not applied as while the subject could generate an income stream, the most probable buyer is an owner-occupant.

Hypothetical Conditions:

- The subject is actually an unsubdivided portion of lot 15, Block 12 ATS 83. That said it is a parcel in the assessor database and for this valuation. There is a preliminary plat that shows the subject adjoining to the neighboring parcel. This valuation values the subject as if it were hypothetically included in these adjoined lots.

Extraordinary Assumptions:

- There are no Extraordinary Assumptions for this appraisal.

Comments

In the process of valuing the subject I looked for comparable sales, specifically, that had uplands which could be interfaced with the ocean. Additionally I looked for recent sales of tidelands purchased to be filled and create an interface for access to the ocean.

A couple of these comparable sales are held confidential in the appraisers file, as requested by the buyer. These sales support my final conclusion.

Market Area Analysis

The following is are excerpts from http://www.seconference.org/wrangell, appraiser analysis follows this.

Wrangell City and Borough*

Wrangell is one of the oldest non-Native settlements in Alaska. In 1811 the Russians began fur trading with area Tlingits and built a stockade named Redoubt St. Dionysius in 1834. The island was named for Ferdinand Von Wrangel, manager of the Russian-American Co. around 1830. The British Hudson Bay Co. leased the fort in 1840 and named the stockade Fort Stikine. A large Stikine Indian village, known as Kotzlitzna, was located 13 miles south of the fort. The Tlingits claimed their own ancient trade rights to the Stikine River and protested when the Hudson Bay Co. began to use their trade routes, but two epidemics of smallpox, in 1836 and 1840, reduced the Tlingit population by half. The fort was abandoned in 1849 when furs were depleted. The fort remained under the British flag until Alaska's purchase by the U.S. in 1867. In 1868 a U.S. military post called Fort Wrangell was established and named for the island. The community continued to grow as an outfitter for gold prospectors, especially in 1861, 1874-77, and 1897. Riotous activity filled gambling halls, dance halls, and the streets. Thousands of miners traveled up the Stikine River into the Cassiar District of British Columbia during 1874 and to the Klondike in 1897. Glacier Packing Co. began operating in Wrangell in 1889. The Wilson & Sylvester Sawmill provided packing boxes for canneries and lumber for construction. The city was incorporated in 1903. By 1916, fishing and forest products had become the primary industries -- four canneries and a cold storage plant were constructed by the late 1920s. In the 1930s, cold packing of crab and shrimp was occurring. Abundant spruce and hemlock resources have helped to expand the lumber and wood products industry. The Alaska Pulp sawmill, Wrangell's largest employer, closed in late 1994 but was reopened on a smaller scale in 1998 by Silver Bay Logging. The city was dissolved and reincorporated as the City and Borough of Wrangell on May 1, 2008.

Location & Climate

The City and Borough of Wrangell is located on the northwest tip of Wrangell Island, 155 miles south of Juneau and 89 miles northwest of Ketchikan. It is near the mouth of the Stikine River, a historic trade route to the Canadian Interior. It lies at approximately 56.470830 North Latitude and -132.376670 West Longitude. (Sec. 25, T062S, R083E, Copper River Meridian.) Wrangell is located in the Wrangell Recording District. The area encompasses 2,582.0 sq. miles of land and 883.0 sq. miles of water. Wrangell is in the maritime climatic zone and experiences cool summers, mild winters, and year-round rainfall. Summer temperatures typically range from 42 to 64 °F; winter temperatures range from 21 to 44 °F. Average annual precipitation is 82 inches, with 64 inches of snowfall. Fog is common from September through December. *State of AK, DOT AMHS.

2019 Population

2,479 (1990 Census)
2,659 (Alaska Department of Community and Regional Affairs, as of August 1994)
2,758 (Alaska DCRA, as of August 1995)
2,595 (Alaska DCRA, as of August 1996)
2,543 (Alaska DCRA, as of August 1997)
2,589 (Alaska DCRA, as of August 1998)
2,549 (Alaska Department of Community and Economic Development, as of August 1999)
2,569 (Alaska DCED, as of August 2000)
2,308 (2000 Census)
2,308 (Alaska DCED, Jan 2002)
2,144 (Alaska DCED, Jan 2003)
2,113 (Alaska DCED, Jan 2004)
2,023 (Alaska DCED, Jan 2005)
1,974 (Alaska DCCED, Jan 2006)
1,911 (Alaska DCCED, Jan 2007)
1,947 (Alaska DCCED, Jan 2008)
2,072 (Alaska DCCED, Jan 2009) Borough population
2,112 (Alaska DCCED, Mar 2009 revised 2008 Borough population)
2,058 (Alaska DCCED, Jan 2010) Borough population
2,369 (2010 Census, as of Mar 2012)
2,144 (Alaska DCCED, Jan 2012)
2,448 (Alaska DCCED, Jan 2013)
2,456 (Alaska DCCED, Jan 2014)

Above information is found on the Wrangell Borough Website. Current DCCED population estimates are 2426 in 2019.

Following are some of the key industries, and the utility services as identified on the wrangell.com website

Marine Industry: The Marine Service Center is a thriving boat works facility for commercial and recreational vessels. Two lifts, 150-ton and 300-ton, and a 40 ton trailer provide haul out capabilities and local vendors provide the necessary services.

Timber: Wrangell has a long history in timber harvesting and processing. Once the primary economic driver for Wrangell, it is now a small contributor. While the industry is changing from an old growth harvesting model to a young growth harvesting program, there are still a few local businesses that provide a variety of timber products. The Economic Development Committee, with approval by the Assembly, developed a local Timber Products Plan to help guide community participation in State and Federal timber programs to provide incentive for industry investment.

Tourism: Visitor opportunities abound in Wrangell with the scenery and activities rivaling larger destinations! But we don't have the numbers of daily visitors which

mean you can fish alone on a stream, hikes can be quietely enjoyed by you and your friends, and scenic vistas are just that.. nothing but spectacular scenes. Wrangell receives a few small cruiseships throughout the summer, but most visitors come via the Alaska Marine Highway and Alaska Airlines. Front Street hosts a variety of locally owned retail stores from gifts to hardware! The Wrangell Convention and Visitor Bureau recently did a baseline analysis of the industry and the draft report is available below. A list of the Cruise Calendar is also available.

Seafood Processing: There are three commercial processors in Wrangell: Trident Seafoods, Sealevel Seafoods, and Alaska Seafoods, processing salmon, crab, shrimp, halibut and bottom fish.

Utilities and Services

The City and Borough of Wrangell provides drinking water, solid waste, waste water treatment and road maintenance for residents within the town proper, although public sewer and water service stops at 6 Mile Zimovia Highway . All municipal services have recently had new state of the art facilities constructed to address new environmental regulations meet community needs. Alaska State Department of Transportation administers the Wrangell Airport and provides road maintenance for Zimovia State Highway.

Electrical
Wrangell Municipal Light and Power supplies power to residents and businesses. In today's power market, Wrangell has very inexpensive power. The primary wholesale power source is Lake Tyee Hydro Electric Project. Tyee can provide 21 megawatts of power and serves Wrangell and Petersburg. Tyee is connected to Swan Lake Hydro in Ketchikan. Wrangell also has an 8+ megawatt diesel generating facility as a secondary backup source of power. Heavy industrial power users may be able to obtain a lower interruptible power rate through the Southeast Alaska Power Agency whom oversees the Tyee-Swan Lake hydro power projects.

RATES:

Residential: Base monthly rate $8.00
0-300 KWH $.126 per KWH
300 -1200 KWH $.102 per KWH
>1200 KWH $.08 per KWH

Small Commercial: Base monthly rate $9.00
all KWH $.116 per KWH

Large Commercial: Base monthly rate $13.50
0-70,000 KWH $.107 per KWH
> 70,000 $.103 per KWH

Industrial: negotiated per KWH

Drinking Water
Drinking water is filtered through a state of the art sand filtration and ozonation plant. The community's current average daily water consumption is approximately 600,000 gallons per day. The water is not metered, thus residential and commercial uses pay different monthly base fees. Residential rate is $32.28 and the commercial rate is defined by the Municipal Code based on type of business. Please contact the Utility Clerk for the most current commercial rates. That information can also be found on this website in our Ordinance in Chapter 15.08.

Solid Waste and Recycling
City and Borough of Wrangell provides weekly curbside garbage service. Solid waste is processed in a material recovery handling facility and currently shipped south to an approved landfill in eastern Washington. A volunteer recycling program is available for aluminum cans. The Wrangell Lion's Club promotes the "Cans for Kids" program, reinvesting proceeds from recycling the cans back into youth programs in the community. Residential rate is based on the garbage can size. Please contact the Utility Clerk for the most current commercial rates. That information can also be found on this website in our Ordinance in Chapter 9.04

Residential Rates
48 gallon can is $24/mo
64 gallon can is $39.90/mo
96 gallon can is$43.98/mo

Commercial Rate: based on commercial can size and number of weekly pick-ups.

Waste Water Treatment
The City's new state of the art waste water treatment plant provides primary treatment to almost 85% of households. The remainder households use a state approved on-site treatment facility. Rates for residential customers is $27.04 a month. Commercial rate is defined by the City Code base on type of business. Please contact the City's Utility Clerk for the most current commercial rates. That information can also be found on this website in our Ordinance in Chapter 15.08

Communications
Wrangell has excellent telecommunications for your business. Telecommunications is based on microwave and earth station links to a fiber optic network provided by GCI. Our local telecommunication providers offer a total package for your business requirements. Alaska Power and Telephone provides local phone service, and broadband internet/data services including wireless, DSL or 56K dial up connections. Long Distance service is provided by AP&T Long Distance, GCI Communication Inc., and AT&T. Local cellular service is provided by GCI Communication Inc.

GCI also provides cable television service.

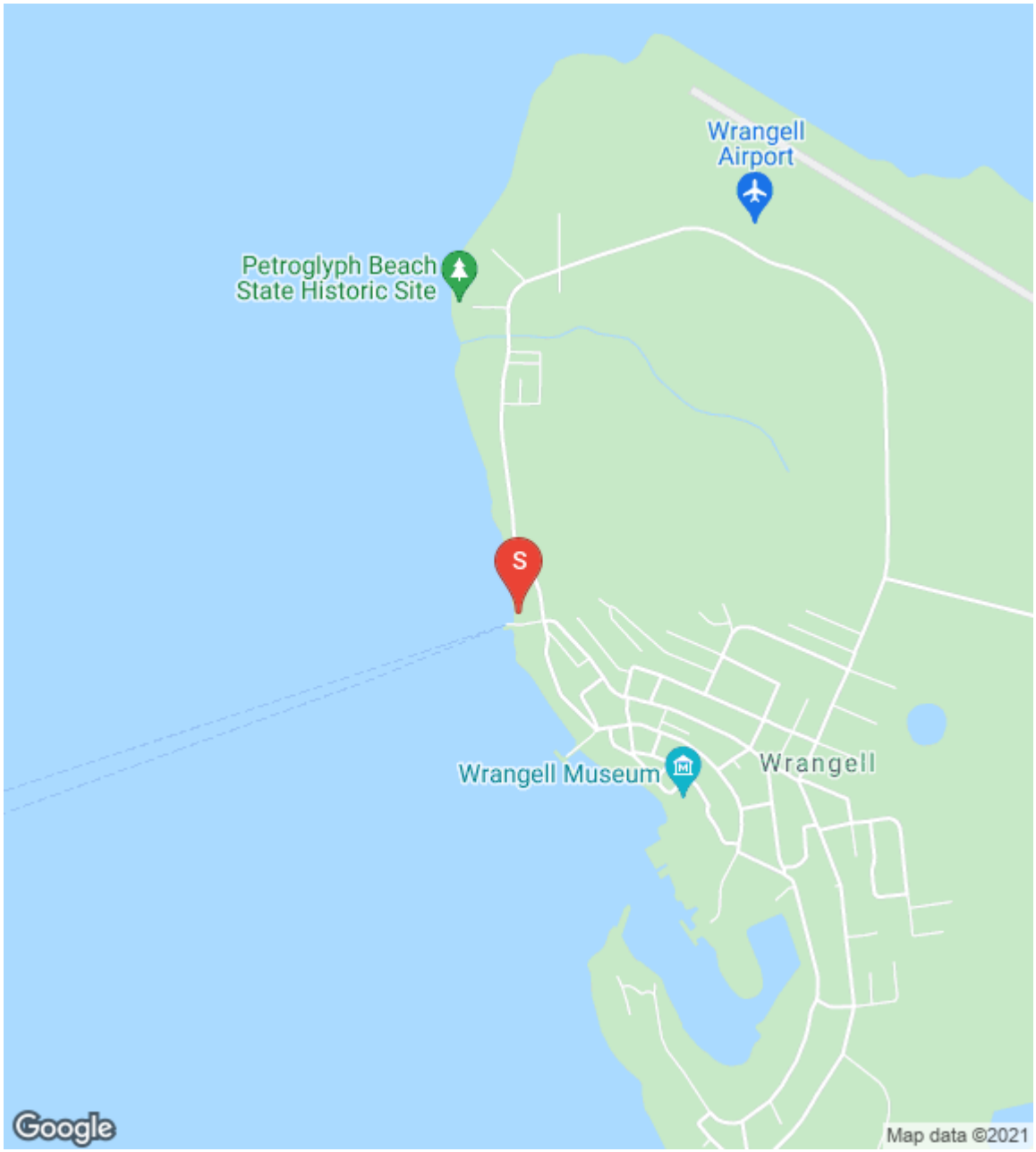
Wrangell Sentinel publishes a weekly newspaper. The Sentinel is the oldest continually published newspaper in Alaska. Wrangell's local Public Radio Station KSTK 101.7FM provides music, news and community service announcements.

The Borough has been good about maintaining their infrastructure. Following are projects in the hopper approved by the assembly this year.

Priority	Project Name
1.	Public Safety Building Renovation
2.	High School and Middle School Life and Health Safety Upgrades • Fire Alarm System Upgrades • Elevator Replacement
3.	Upper Reservoir Bypass (Connection to Treatment Plant)
4.	Solid Waste Transfer Station Upgrades
5.	Diesel Generation Power Plant Replacement
6.	Ash Street Water Main Replacement
7.	Nolan Center Standby Generator Upgrades
8.	Inner Harbor Replacement
9.	Water Main Replacement Phase II, Zimovia Highway
10.	Drinking Water Dams Stabilization and Improvements
11.	Cemetery Expansion Development

Appraiser's Analysis:
Wrangell is a community that has been on the rise. They have many significant projects in the hopper and have seen explosive growth in their ship haul out facility. While their population shows a decline from the timber days it now appears to be growing slightly. Based on what I saw in the community, and the general attitude of market participants, I think Wrangell is generally a stable community with potential for moderate growth into the future. The new hospital which was recently completed, will be a boost for the economy, adding a good resource to the community that allows for broader health care and makes it possible for a wider range of people to reside in Wrangell.
As of the date of this valuation, there is a Novel Coronavirus that has been spreading through the world for the last year+. Most people in SE AK have had the opportunity to be vaccinated, which should go a long way towards stabilizing the economy. At the time and date of this valuation it is uncertain how this will affect values of real estate in Wrangell off into the future. No price drops were noted as of the date of value and demand seems to be strong in the market for residential real estate.
In talking with market participants involved in tours, they are expecting to have another down year, but better than 2020 in this coming 2021 season and expecting to be back to normal by the season of 2022.

Location Map



Property Description

The subject is an undivided section of tidelands. The subject tidelands have been filled and the fill is retained by a large rock retaining wall. The subject has a landing area which can interface the uplands with the ocean, when the tide is right.

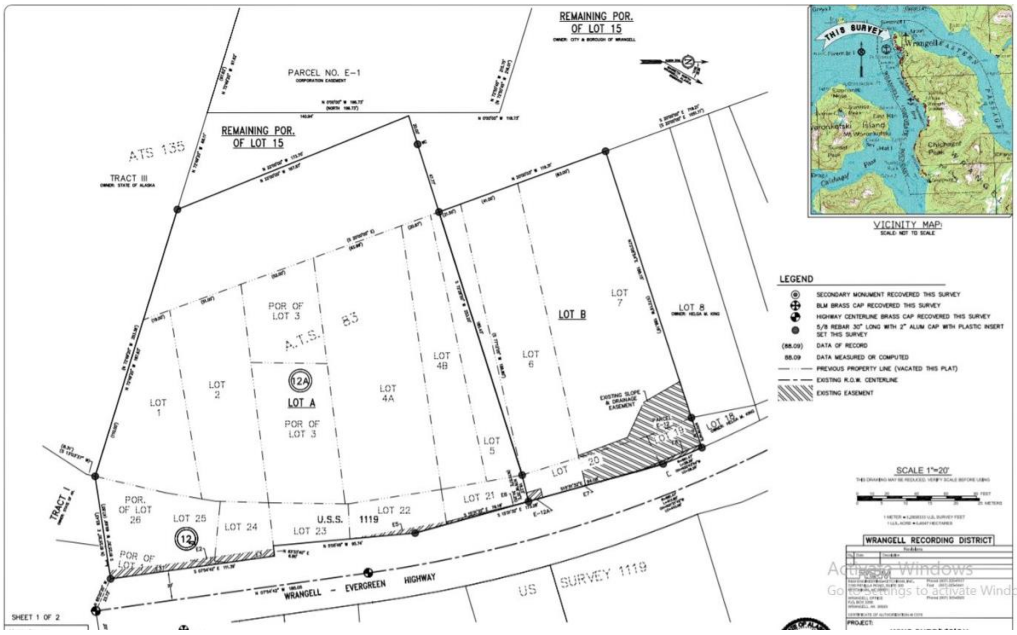
SITE	
Location:	The subject is located on the waterfront, adjacent to the ferry terminal, with the ferry bollards out front, state ferry terminal land to the south and private fill uplands to the east, which are located on Evergreen Street.
Current Use of the Property:	The subject is currently used for random storage and as a sea interface landing area on its north end.
Site Size:	Total: 0.28 acres; 12,220 square feet
Shape:	The subject is mostly rectangular, with one side longer than the other.
Frontage/Access:	The subject property has poor upland access as a stand alone site as it does not front to a road. The subject has waterfront access with approximately 230 feet of waterfrontage of which only 60 feet can be used for consistent access. As part of the adjoining lots it will have good access to the Wrangell road system.
Visibility:	The view of the subject from the water is obscured by the ferry dock and the visibility of the subject site from the road system is obscured by things stored on the lots in front of the subject
Topography:	The subject is mostly level. The rock abutment wall drops off sharply to around the zero to minus 4 tideline
Soil Conditions:	Adequate for development
Utilities:	The subject has utilities to its neighboring lots.
Site Improvements:	• The subject is filled tidelands with a rock abutment wall.
Environmental Issues:	None known
Encumbrance /	None

Easements:	There are no easements of record noted that encumber the subject.
Site Comments:	The Hypothetical subject site, really only has public access to the water. As it is to be combined with Lots 1-4 ATS 83, it will then have road access through those lots. Using it to access the ocean waters will be a tide timing endeavor. Access to the water from the front face of the rock wall is not really possible for a large vessel as the property, out front, is encumbered by the ferry dock property and an assortment of old pilings.

Site Plan



The subject is indicated with a green perimetor above. The old pilings can be seen off the rock walls west face.



Above is the subject as it is planned to be incorporated with the adjoining lots. Note the subject NW corner is right up to the State ferry property.

Americans with Disabilities Act

Please reference the Limiting Conditions and Assumptions section of this report on page 8.

Hazardous Substances

Please reference the Limiting Conditions and Assumptions section of this report on page 8.

Subject Photographs



Above is the subject as viewed from the southern end looking north.



The subject as viewed from the South along the rock retaining wall



The north end of the subject which could be used as a land to sea interface for barges



The above picture was taken at 8:10 on April 27th. This was one half hour after a minus -3.56' tide. So, this is about as low as the tide goes. As can be seen there is still some water on the outer face of the rock wall the barge landing area on the north end of the subject is dry. This landing definitely requires a high tide to navigate.

Assessment and Taxes

Taxing Authority City and Borough of Wrangell

Assessment Year 2021

Real Estate Assessment and Taxes					
Tax ID	**Land**	**Improvements**	**Total Assessment**	**Tax Rate**	**Taxes**
02-004-230	$21,700	$0	$21,700	$12.75	$277

Notes:

Comments
The subject property is exempt

Zoning

LAND USE CONTROLS	
Zoning Code	Waterfront development

Zoning Description	The following are principal permitted uses in this district: A. Piers, wharfs and docks; B. Transportation and transshipment facilities; C. Marinas and small boat harbors; D. Any water-dependent or water-related manufacturing, processing, fabricating, assembling, research, wholesale or storage uses; E. Facilities for construction, maintenance, repair and storage of vessels; F. Public parks and playgrounds; G. Boat sales, services and supply establishments; H. Fish and seafood processing plants and cold storage plants; I. Bait shops; J. Vessel charter offices; K. Marine warehouses; L. Freight storage and freight equipment operations centers; M. Facilities for loading and unloading ships or barges, including cranes and ramps; N. Water-dependent or water-related retail commercial establishments dealing primarily in bulk materials delivered by ship; O. Harbormaster's offices; P. Timber processing facilities; provided, that such facilities rely primarily upon water transportation for obtaining and shipping timber or timber products; Q. Temporary dwellings to include modular dwellings or manufactured housing for guards or caretakers employed on site; R. Boat launching facilities; and S. Float plane facilities.

Highest and Best Use

Highest and best use may be defined as the reasonably probable and legal use of vacant land or improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value.

1. **Legally Permissible:** What uses are permitted by zoning and other legal restrictions?

2. **Physically Possible:** To what use is the site physically adaptable?

3. **Financially Feasible:** Which possible and permissible use will produce any net return to the owner of the site?

4. **Maximally Productive.** Among the feasible uses which use will produce the highest net return, (i.e., the highest present worth)?

Highest and Best Use of the Site

The highest and best use of the site, as vacant, is for Barge landing sea interface.

Currently the subject site does not have good access to the Wrangell road system. For it to be fully utilized, it should be adjoined to the adjacent upland and filled tideland parcels. This would give those adjoining parcels access to the water and the subject acces to the roads.

Valuation Methodology

Three basic approaches may be used to arrive at an estimate of market value. They are:

1. The Cost Approach
2. The Income Approach
3. The Sales Comparison Approach

Cost Approach

The Cost Approach is summarized as follows:

Cost New
- Depreciation
+ Land Value
= Value

Income Approach

The Income Approach converts the anticipated flow of future benefits (income) to a present value estimate through a capitalization and or a discounting process.

Sales Comparison Approach

The Sales Comparison Approach compares sales of similar properties with the subject property. Each comparable sale is adjusted for its inferior or superior characteristics. The values derived from the adjusted comparable sales form a range of value for the subject. By process of correlation and analysis, a final indicated value is derived.

Final Reconciliation

The appraisal process concludes with the Final Reconciliation of the values derived from the approaches applied for a single estimate of market value. Different properties require different means of analysis and lend themselves to one approach over the others.

Analyses Applied

A **cost analysis** was considered and was not developed because The subject is vacant land

A **sales comparison analysis** was considered and was developed because there is adequate data to develop a value estimate and this approach reflects market behavior for this property type.

An **income analysis** was considered and was not developed because while the subject could generate an income stream, the most probable buyer is an owner-occupant.

Sales Comparison Approach – Land Valuation

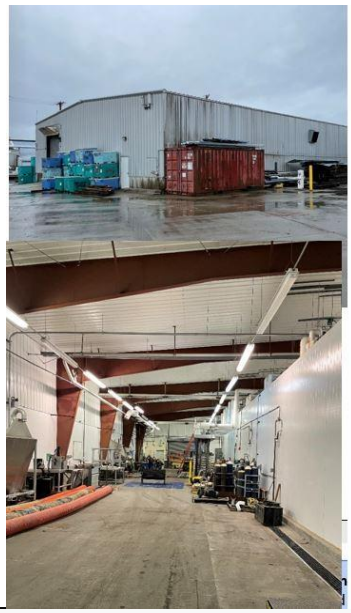
The Sales Comparison Approach is based on the premise that a buyer would pay no more for a specific property than the cost of obtaining a property with the same quality, utility, and perceived benefits of ownership. It is based on the principles of supply and demand, balance, substitution and externalities. The following steps describe the applied process of the Sales Comparison Approach.

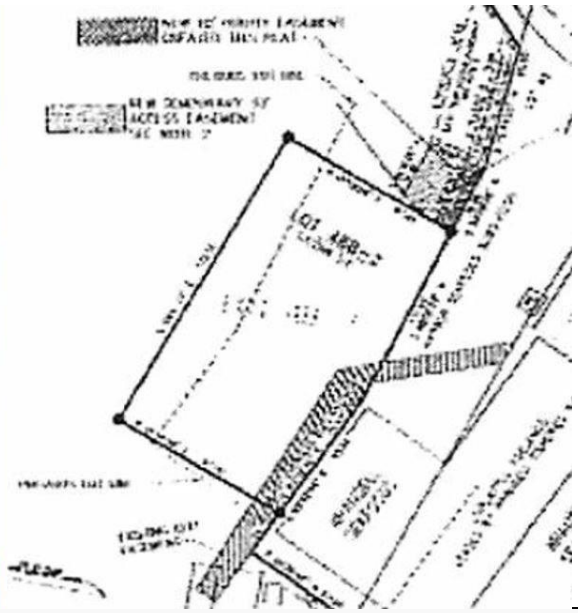
- The market in which the subject property competes is investigated; comparable sales, contracts for sale and current offerings are reviewed.
- The most pertinent data is further analyzed and the quality of the transaction is determined.
- The most meaningful unit of value for the subject property is determined.
- Each comparable sale is analyzed and where appropriate, adjusted to equate with the subject property.
- The value indication of each comparable sale is analyzed and the data reconciled for a final indication of value via the Sales Comparison Approach.

Land Comparables

I have researched three comparables for this analysis; these are documented on the following pages followed by a location map and analysis grid. All sales have been researched through numerous sources, inspected and verified by a party to the transaction.

Land Comparable 1





Transaction

ID	1231	**Date**	7/6/2017
Address	Shakes Street	**Price**	$950,000
City	Wrangell	**Price Per SF**	$8.00
State	AK	**Financing**	Cash
Tax ID	--	**Property Rights**	Fee Simple
Grantor	Wrangell Borough	**Improvement Value**	662000
Grantee	Trident Seafoods	**Verification**	CBW, Seller
Legal Description	Lot BB-2, Plat 2003-9		

Site

Acres	--	**Topography**	flat
Land SF	17,258	**Zoning**	WD
Road Frontage	--	**Flood Zone**	no
Shape	rectangular	**Encumbrance or**	none known
Utilities	City water & sewer	**Environmental Issues**	none known

Comments

This sale was based on an appraisal prepared for Trident Seafoods by Kim Wold. The appraisal only considered the subject value as a seafood plant. No discussion was made base on an alternate use of ship yard building, which might have exibited more demand. That said the values determined for the Land and improvements were based on this appraisal and the agreement which was based on appraisal. It is interesting that no creadance was given to the leases negociated in 2014 for the Marine Service Center, in this appraisal, which indicated much higher values. Land value per appraisal was estimated at $138,000, Building $662,270 and Freezer equipment $150,000

Land Comparable 2





Transaction

ID	1228	**Date**	4/15/2021
Address	Case Ave	**Price**	$400,000
City	Wrangell	**Price Per SF**	$7.30
State	AK	**Financing**	Cash to seller
Tax ID	02-023-142	**Property Rights**	Fee Simple
Grantor	Freeman	**Improvement Value**	284120
Grantee	Miller, Dave	**Verification**	Dave Miller
Legal Description	Lot 25A and Lot B, plat		

Site

Acres	--	**Topography**	level sloing to tideline
Land SF	11,183	**Zoning**	WD
Road Frontage	--	**Flood Zone**	No
Shape	irregular	**Encumbrance or**	--
Utilities	All	**Environmental Issues**	None known

Comments

This sale includes to tax parcels on is fee simple and the other is a leasehold interest in the adjoining tidelands. some of the tidelands are filled. The total assessment for both parcels is $242,700 which is 60.67% of the total sales price. using th esame allocations as the assessment. Has the filled leased tidelands at 10.42%, the uplands at 18.41% and the improvements 71.03%. using these allocations indicates the leasehold tidelands at $41,680(3.31 per SF), the Fee simple uplands at $73,640 (6.58 per SF) and the improvements at $284,120. land value all together is $115,880 + capitalized lease rate $5,580 = $121,460/16631 SF = $7.30 per SF.

Land Comparable 3



Transaction			
ID	1227	**Date**	9/20/2017
Address	Evergreen Street	**Price**	$400,000
City	Wrangell	**Price Per SF**	$9.15
State	AK	**Financing**	Cash
Tax ID	--	**Property Rights**	Fee Simple
Grantor	Stough	**Improvement Value**	0
Grantee	Wimberly -Curtis	**Verification**	Ben Curtis
Legal Description	Block 12A, Lots 1-5, Plat		

Site			
Acres	1.00	**Topography**	Level
Land SF	43,715	**Zoning**	Waterfront Development
Road Frontage	222	**Flood Zone**	no
Shape	irrregular	**Encumbrance or**	none known
Utilities	City water & sewer	**Environmental Issues**	none known

Comments

This property was purchased in tandem with the Kadin Building down town for a cost of $1,000,000. according to the buyer was the kadin Bld was allocated at $600K and this property was allocated at $400,000. There is borough owned filled tidelands between the subject and the actual waterfrontage. The buyers felt the water could still be accessed, though without ownership of the filled tidelands improvements for the water interface cannot be developed, beyond the existing landing. $400,000/43715=$9.15 per SF

Two other sales were researched of tidelands which were purchased and filled to create a land to sea interface. While I was asked to hold these sales confidential, my analysis of them will be reflected in my final conclusions.

Comparables Map



Analysis Grid

The above sales have been analyzed and compared with the subject property. I have considered adjustments in the areas of:

- Property Rights Sold
- Financing
- Conditions of Sale
- Market Trends
- Location
- Physical Characteristics

On the following page is a sales comparison grid displaying the subject property, the comparables and the adjustments applied.

Land Analysis Grid		Comp 1		Comp 2		Comp 3	
Address	Evergreen Street	Shakes Street		Case Ave		Evergreen Street	
City	Wrangell	Wrangell		Wrangell		Wrangell	
State	AK	AK		AK		AK	
Date	4/29/2021	7/6/2017		4/15/2021		9/20/2017	
Price	--	$950,000		$400,000		$400,000	
Price Adjustment	$0	-$812,000		-$278,540		$0	
Adjusted Price	#VALUE!	$138,000		$121,460		$400,000	
		-85.5%		-69.6%		0.0%	
Land SF	12,220	17,258		16,631		43,715	
Land SF Unit Price	$0.00	$8.00		$7.30		$9.15	
Transaction Adjustments							
Property Rights	Fee Simple	Fee Simple	0.0%	Fee Simple	0.0%	0	0.0%
Financing	Conventional	Cash	0.0%	Cash to seller	0.0%	Cash	0.0%
Conditions of Sale	Cash	See Narrative	0.0%	Normal	0.0%	See Narrative	0.0%
Adjusted Land SF Unit Price		**$8.00**		**$7.30**		**$9.15**	
Market Trends Through	4/29/2021	0.0%	0.0%	0.0%		0.0%	
Adjusted Land SF Unit Price		**$8.00**		**$7.30**		**$9.15**	
Location							
% Adjustment		0%		0%		0%	
$ Adjustment		$0.00		$0.00		$0.00	
Land SF	12220	17258		11183		43715	
% Adjustment		0%		0%		0%	
$ Adjustment		$0.00		$0.00		$0.00	
Topography	Level	flat		0		Level	
% Adjustment		0%		0%		0%	
$ Adjustment		$0.00		$0.00		$0.00	
Shape	irregular	rectangular		0		irrregular	
% Adjustment		0%		0%		0%	
$ Adjustment		$0.00		$0.00		$0.00	
Utilities	stubbed toadjacent lots	City water & sewer		City water & sewer		City water & sewer	
% Adjustment		0%		0%		0%	
$ Adjustment		$0.00		$0.00		$0.00	
Zoning	Waterfront	WD		WD		Waterfront	
% Adjustment		0%		0%		0%	
$ Adjustment		$0.00		$0.00		$0.00	
Adjusted Land SF Unit Price		**$8.00**		**$7.30**		**$9.15**	
Net Adjustments		0.0%		0.0%		0.0%	
Gross Adjustments		0.0%		0.0%		0.0%	

Comparable Land Sale Adjustments

Comparable sale 3 is a sale of the adjacent property which the subject will be adjoined to. This property was purchased with the idea that the water could be accessed from it. No adjustments are required. This sale reflects the current land value of the subject

Sales Comparison Approach Conclusion – Land Valuation

Following adjustments, the comparables indicated prices per land sf of $7.30 to $9.15, with a median value of $8.00.

All of the value indications have been considered, and in the final analysis, comparable 3 has been given all the weight in arriving at my final reconciled per land sf value of $9.15, as it is the sale of uplands and filled tidelands adjoining the subject, which in the end the subject will be part of. The two other properties purchased for water interface with uplands, which are held confidential in the appraisers file are supportive of this value conclusion as well.

Land Value Ranges & Reconciled Value				
Number of Comparables:	**3**	**Unadjusted**	**Adjusted**	**% Δ**
	Low:	$7.30	$7.30	0%
	High:	$9.15	$9.15	0%
	Average:	$8.15	$8.15	0%
	Median:	$8.00	$8.00	0%
Reconciled Value/Unit Value:			$9.15	land sf
Subject Size:			12,220.02	
Indicated Value:			$111,813	
Reconciled Final Value:			**$112,000**	
One Hundred Twelve Thousand Dollars				

Final Reconciliation

The process of reconciliation involves the analysis of each approach to value. The quality of data applied, the significance of each approach as it relates to market behavior and defensibility of each approach are considered and weighed. Finally, each is considered separately and comparatively with each other.

Value Indication

Sales Comparison Approach – Land Value: $112,000

Sales Comparison Approach

The comparable data information for this approach was sufficient to produce creditable results. The fact that the adjoining property was recently purchased, with very similar

utility to what the subject property has is a very good indicator of value. Also the two comparables held confidential, also are supportive of the value conclusion. This approach produces creditable and reliable results.

Value Conclusion

Based on the data and analyses developed in this appraisal, I have reconciled to the following value conclusion(s), as of April 29, 2021, subject to the Limiting Conditions and Assumptions of this appraisal.

Reconciled Value(s): Premise: As Is
Interest: Fee Simple
Value Conclusion: $112,000
One Hundred Twelve Thousand Dollars

Certification Statement

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective future interest in the property that is the subject of this report, and have no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report, or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP).
- No one provided significant real property appraisal assistance to the person(s) signing this certification.
- I certify sufficient competence to appraise this property through education and experience, in addition to the internal resources of the appraisal firm.
- The appraiser has not performed any services regarding the subject within the three-year period immediately preceding acceptance of this assignment.
- Roger Ramsey made an inspection of the subject property.



Roger Ramsey
Alaska-AA 570

Addenda

Qualification of Roger Ramsey

Since starting Ramsey Appraisal Resource in 2006, I have had the pleasure of providing high quality appraisal services to a diverse client base, on many complex appraisal assignments throughout S.E. Alaska.

A partial client list includes; AKDOT&PF, for which I have performed numerous valuations of partial and whole acquisitions, for eminent domain actions. Other State agencies which have used my services are AKDNR and Alaska Mental Health Trust Land Office. I have performed appraisals for the Cities and or Boroughs of Haines, Juneau, Petersburg, Ketchikan and Klawock. I am on the approved appraiser list of numerous lenders operating in SE Alaska and enjoy good working relationships with their review appraisers. I have been hired by attorneys and private parties for estate valuations and divorce proceedings. I have valued properties for conservation groups who are negotiating with property owners.

I am proud of my appraisal accomplishments and credit my success to good education, good mentors, helpful reviewers, persistence and hard work.

Professional Experience	Dates	Contact
Ramsey Appraisal Resource	2006-Present	Roger Ramsey
Horan and Company	4 months 2006	Charles Horan, 907-747-6666
AKDOT&PF	24 months 2004-2005	Ray Preston, 907-465-4519
Henricksen Appraisal	24 months 2002-2003	Bob Henricksen 907-723-3590
AKDOT&PF	8 months 2000-2001	Rob Murphy 907-465-4541

Education University of Alaska, BBA, 2001

Appraisal Education - Associate member of the Appraisal Institute # 401410

2019	USPAP update, HP-12C, Appraisal Statistics and financing Appraisal Institute, Seattle
2017	Income Capitalization, Appraisal Institute – San Diego and USPAP update online
2015	Appraisal of Conservation Easements and other Partial interest – Sacramento CA
2013	USPAP update, -/- Uniform Appraisal Standards for Federal Land Acquisitions, -/- Business Practices and Ethics, Anchorage, AK
2011	USPAP update, Tigard OR, -/- Real Estate Industry Perspectives on Lease Accounting, online, -/- Basic building science, Air Sealing, ventilation & Ice Dam, Juneau, AK
2010	Advance Sales Comparison and Cost Approach, Seattle WA
2009	Advanced income Approach, Tigard OR, -/- Commercial Appraisal Engagement and Review, Tigard OR, -/-15-Hour USPAP, Tigard OR
2008	Sustainable Mixed use, Seattle, WA
2007	General Demonstration Appraisal Report Writing, Tigard, OR, -/- USPAP update Tualatin,-/- Appraisal & Appraisal Review for Federal-Aid Highway Programs, Anchorage, AK --
2006	General Applications, Online, -/- Apartment Appraisal, Concepts and Applications, Long Beach, CA
2005	Basic Income Capitalization, Tualatin, OR,-/- USPAP update Juneau, AK,-/- Best practices for Residential Report Writing, Juneau, AK
2004	Appraising Special Purpose properties, -/- Appraisal of Nonconforming Uses, -/- Partial Interest Valuation/Divided, -/- Subdivision Analysis, Anchorage, AK
2003	(USPAP) Standards of Professional Practice, Lake Oswego, OR, -/- Residential Case Study, Dublin, CA,
2002	Appraisal Procedures, Appraisal Institute, Diamond Bar, CA
1998	Appraisal Principles, Appraisal Institute, Chicago, IL

Types of Property Appraised

Commercial– I have appraised office buildings, apartments, marine facilities, restaurants, mixed use, convenience stores with gas, industrial and commercial shops. I have valued partial interest of remote recreational, industrial, commercial and residential properties for eminent domain. I have valued industrial, commercial, and residential tidelands. I have appraised large tracts of land with timber value, "special use properties (churches, armory, and funeral homes)", and remote commercial properties (lodges).
Residential – I have appraised single family residences, duplexes, triplexes, four-plex's, remote improved and vacant residential properties throughout SE AK.

Markets Appraised:

I have appraised both Town and remote locations in all of the following areas: Haines, Skagway, Gustavus, Hoonah, Tenakee springs, Juneau, Sitka, Petersburg, Wrangell, Ketchikan, Prince of Whales and Hyder

Glossary

This glossary contains the definitions of common words and phrases, used throughout the appraisal industry, as applied within this document. Please refer to the publications listed in the **Works Cited** section below for more information.

Works Cited:

- Appraisal Institute. *The Appraisal of Real Estate.* 13th ed. Chicago: Appraisal Institute, 2008. Print.
- Appraisal Institute. *The Dictionary of Real Estate Appraisal.* 5th ed. 2010. Print.

Effective Date
1. The date on which the analyses, opinion, and advice in an appraisal, review, or consulting service apply.
2. In a lease document, the date upon which the lease goes into effect. (Dictionary, 5th Edition)

Exposure Time
1. The time a property remains on the market.
2. The estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based on an analysis of past events assuming a competitive and open market. (Dictionary, 5th Edition)

Extraordinary Assumption
An assumption, directly related to a specific assignment, which, if found to be false, could alter the appraiser's opinions or conclusions. Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal, or economic characteristics of the subject property; or about conditions external to the property such as market conditions or trends; or about the integrity of data used in an analysis. (Dictionary, 5th Edition)

Hypothetical Condition
An assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinion or conclusions. (USPAP, 2020-2021 ed.)

Fee Simple Estate
Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat. (Dictionary, 5th Edition)

Highest & Best Use
The reasonably probable and legal use of vacant land or an improved property that is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity. Alternatively, the probable use of land or improved property—specific with respect to the user and timing of the use—that is adequately supported and results in the highest present value. (Dictionary, 5th Edition)

Highest and Best Use of Land or a Site as Though Vacant

Among all reasonable, alternative uses, the use that yields the highest present land value, after payments are made for labor, capital, and coordination. The use of a property based on the assumption that the parcel of land is vacant or can be made vacant by demolishing any improvements. (Dictionary, 5th Edition)

Highest and Best Use of Property as Improved
The use that should be made of a property as it exists. An existing improvement should be renovated or retained as is so long as it continues to contribute to the total market value of the property, or until the return from a new improvement would more than offset the cost of demolishing the existing building and constructing a new one. (Dictionary, 5th Edition)

Hypothetical Condition
That which is contrary to what exists but is supposed for the purpose of analysis. Hypothetical conditions assume conditions contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis. (Dictionary, 5th Edition)

Leased Fee Interest
A freehold (ownership interest) where the possessory interest has been granted to another party by creation of a contractual landlord-tenant relationship (i.e., a lease). (Dictionary, 5th Edition)

Market Area
The area associated with a subject property that contains its direct competition. (Dictionary, 5th Edition)

Market Value
The major focus of most real property appraisal assignments. Both economic and legal definitions of market value have been developed and refined.

1. The most widely accepted components of market value are incorporated in the following definition: The most probable price that the specified property interest should sell for in a competitive market after a reasonable exposure time, as of a specified date, in cash, or in terms equivalent to cash, under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, for self-interest, and assuming that neither is under duress.
2. Market value is described in the Uniform Standards of Professional Appraisal Practice (USPAP) as follows: A type of value, stated as an opinion, that presumes the transfer of a property (i.e., a right of ownership or a bundle of such rights), as of a certain date, under specific conditions set forth in the value definition that is identified by the appraiser as applicable in an appraisal. (USPAP, 2020-2021 ed.) USPAP also requires that certain items be included in every appraisal report. Among these items, the following are directly related to the definition of market value:

- Identification of the specific property rights to be appraised.

- Statement of the effective date of the value opinion.
- Specification as to whether cash, terms equivalent to cash, or other precisely described financing terms are assumed as the basis of the appraisal.
- If the appraisal is conditioned upon financing or other terms, specification as to whether the financing or terms are at, below, or above market interest rates and/or contain unusual conditions or incentives. The terms of above—or below—market interest rates and/or other special incentives must be clearly set forth; their contribution to, or negative influence on, value must be described and estimated; and the market data supporting the opinion of value must be described and explained.

3. The following definition of market value is used by agencies that regulate federally insured financial institutions in the United States: The most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and the seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- Buyer and seller are typically motivated;
- Both parties are well informed or well advised, and acting in what they consider their best interests;
- A reasonable time is allowed for exposure in the open market;
- Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale. (12 C.F.R. Part 34.42(g); 55 Federal Register 34696, August 24, 1990, as amended at 57 Federal Register 12202, April 9, 1992; 59 Federal Register 29499, June 7, 1994)

4. The International Valuation Standards Council defines market value for the purpose of international standards as follows: The estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm’s-length transaction after proper marketing wherein the parties had each acted knowledgeably,

prudently, and without compulsion. (International Valuation Standards, 8th ed., 2007)
5. Market value is the amount in cash, or on terms reasonably equivalent to cash, for which in all probability the property would have sold on the effective date of the appraisal, after a reasonable exposure of time on the open competitive market, from a willing and reasonably knowledgeable seller to a willing and reasonably knowledgeable buyer, with neither acting under any compulsion to buy or sell, giving due consideration to all available economic uses of the property at the time of the appraisal. (Uniform Standards for Federal Land Acquisitions) (Dictionary, 5th Edition)

Marketing Time
An opinion of the amount of time it might take to sell a real or personal property interest at the concluded market value level during the period immediately after the effective date of the appraisal. Marketing time differs from exposure time, which is always presumed to precede the effective date of an appraisal. (Advisory Opinion 7 of the Standards Board of The Appraisal Foundation and Statement on Appraisal Standards No. 6, “Reasonable Exposure Time in Real Property and Personal Property Market Value Opinions” address the determination of reasonable exposure and marketing time). (Dictionary, 5th Edition)

Scope of Work
The type and extent of research and analyses in an assignment. (Dictionary, 5th Edition)

REMAINING POR.
OF LOT 15
OWNER: CITY & BOROUGH OF WRANGELL

PARCEL NO. E-1
CORPORATION EASEMENT

N 0°00'00" W 196.73'
(NORTH 196.73')

140.94'

N 0°00'00" W 118.73'

(97.62')
N 72°49'20" W 97.62'

N 72°50'45" W 215.75'
(N 72°30'45" W 216.01')

TRUE NORTH
MAGNETIC NORTH
WRANGELL ALASKA
MAR2020
0°29'
(0.49)

REMAINING POR.
OF LOT 15

ATS 135

TRACT III
OWNER: STATE OF ALASKA

N 72°49'20" W 68.11'

N 22°00'00" W 173.70'
N 22°00'00" W 167.87'

20.01'
WC

47.77'

S 20°00'00" E 719.21'
(S 20°00'00" E 1051.11')

N 20°00'03" W 119.31'
(63.00')

(41.00')

(21.50')

(20.87')

(S 20°00'00" E)
(62.99')

(52.00')

(51.00')

(19.00')

POR OF
LOT 3

A.T.S. 83

LOT B

LOT
7

LOT 8
OWNER: HELGA M. KING

N72°08'54"E 188.15'
(S72°19'W 188.18')

S 72°38'50" W 253.20'
185.43'
(S 77°12'05" W 186.80')

(N 72°49'20" W 353.36')
N 72°49'20" W 187.63'
(N 72°49'20" W 187.63')

LOT
1

LOT
2

12A

LOT A

POR OF
LOT 3

LOT
4B

LOT
4A

LOT
6

LOT
5

EXISTING SLOPE
& DRAINAGE
EASEMENT

PARCEL
E-12

LOT 19

LOT 18
OWNER: HELGA M. KING

N20°39'40"E
72.36'

E8

R=861.47'
L=28.26'
CH=N22°43'54"W
LC=28.26'

(110.00')

(8.31')
(S 13°03'37" W)

TRACT I
OWNER: STATE OF AK.

POR.
OF LOT
26

LOT 25

LOT 24

U.S.S.
1119

LOT 23

LOT 22

LOT 21

E6

LOT
20

(N75°57'
N75°57'
18.42'
34.25'

S15°31'32"E
94.08'

S 15°31'32" E 79.19'

S 15°31'32" E 173.28'

E-12A

E7

E5

12

E2

E3

N 83°33'40" E
6.90'

N 5°05'49" W 95.74'

R=881.47'
L=413.85'
CH=N21°31'42"W
LC=410.06'

(N 81°25'30" E 83.43')
(N 81°25'30" E 69.69')
S 81°25'30" W 69.69'
(47.85')

POR OF
LOT 1

E37

S 07°54'42" E 111.39'

20'

N 07°54'42" W 185.05

WRANGELL - EVERGREEN HIGHWAY

US SURVEY 1119

N 65°20'35" W
23.73'

S 81°28'41" W 92.03'

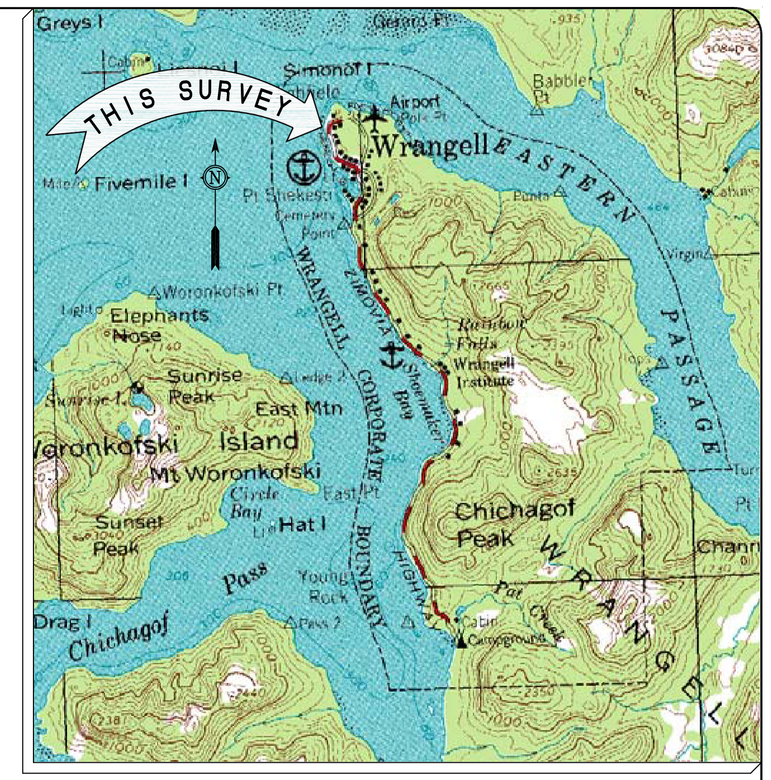
BASIS OF BEARING
N 28°41'06" W 1157.12'

ATS 83
MC2

ORIGINAL CL MONUMENT
H&W BRASS CAP 104

SHEET 1 OF 2

DRAWN BY: MCH
CHECKED BY: CGP
DATE PLATTED: NOVEMBER, 2020
DATE SURVEYED: APRIL, 2018
SCALE: 1"=20'
SURVEYED BY: MCH
PROJ NO.: 202763



VICINITY MAP:
SCALE: NOT TO SCALE

LEGEND

- SECONDARY MONUMENT RECOVERED THIS SURVEY
- BLM BRASS CAP RECOVERED THIS SURVEY
- HIGHWAY CENTERLINE BRASS CAP RECOVERED THIS SURVEY
- 5/8 REBAR 30" LONG WITH 2" ALUM CAP WITH PLASTIC INSERT SET THIS SURVEY
- (88.09) DATA OF RECORD
- 88.09 DATA MEASURED OR COMPUTED
- PREVIOUS PROPERTY LINE (VACATED THIS PLAT)
- EXISTING R.O.W. CENTERLINE
- EXISTING EASEMENT

SCALE 1"=20'

THIS DRAWING MAY BE REDUCED, VERIFY SCALE BEFORE USING

0 10 20 40 60 80 FEET
0 5 10 15 20 25 METERS

1 METER = 3.2808333 U.S. SURVEY FEET
1 U.S. ACRE = 0.4047 HECTARES

WRANGELL RECORDING DISTRICT

Revisions		
No.	Date	Description

R&M ENGINEERING-KETCHIKAN, INC.
7180 REVILLA ROAD, SUITE 300
KETCHIKAN, AK 99901
Phone: (907) 225-7917
Fax: (907) 225-3441

WRANGELL OFFICE
P.O. BOX 2286
WRANGELL, AK 99929
Phone: (907) 305-0820

CERTIFICATE OF AUTHORIZATION #: C576

STATE OF ALASKA
49 TH
CHRISTOPHER G. PIBURN
No. 107552
REGISTERED PROFESSIONAL LAND SURVEYOR

PROJECT:

WWC SUBDIVISION

A REPLAT OF LOTS 1, 19, 20, 21, 22, 23, 24, 25, AND A POR. LOT 26, BLOCK 12, USS 1119; LOTS 1 THROUGH 7, AND A PORTION OF LOT 15, BLOCK 12A, TIDELANDS ADDITION TO USS 1119, WRANGELL TOWNSITE; CREATING
LOTS A & B, WWC SUBDIVISION,
CITY AND BOROUGH OF WRANGELL.

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**13**

RESOLUTION No. 09-21-1615 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA APPROVING THE DEPUTY EMERGENCY OPERATIONS CENTER MANAGER TEMPORARY POSITION JOB DESCRIPTION

SUBMITTED BY:
Lisa Von Bargen, Borough Manager

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
FY 20: $	FY 21: $	FY22: $
Amount Budgeted:		
	FY20 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: 1. Resolution 09-21-1615, 2. Position Description

RECOMMENDATION MOTION:
Move to Approve Resolution No. 09-21-1615.

SUMMARY STATEMENT:
Several months ago, the Mayor requested the development of a job description for the initial extraposition that was brought on to serv during the pandemic. That is the position of Deputy Emergency Operations Center Manager. As the Pandemic has continued that position has remained in place. The Borough has employed a couple of other people to assist during the

Pandemic, but for much shorter periods of time. An individual helped during the time the Borough was issuing community assistance grants; and another individual played two rolls at different times, assisting with some of the tourism marketing efforts paid for by the CARES Act funding, and meeting incoming jet passengers to advise them of local travel testing requirements.

To be completely transparent, position descriptions were not developed for any of the temporary positions, and they should have been. And, the Borough Manager did not appropriately prioritize developing this position description when it was initially requested.

The position of Deputy Emergency Operations Center Manager was determined to be necessary at the beginning of the pandemic. Captain Sprehe has been serving as the EOC Manager. Initially the Borough thought an actual Emergency Operations Center would be opened in the Training/Conference Room at the Fire Hall, and individuals working on the Pandemic would be stationed out of there. It would not have been possible to have one person handling everything associated with the EOC 24/7 so a deputy was named. Typically, an EOC Manager manages the logistics of running and operating a physical EOC. That is not what ended up happening in Wrangell.

Captain Sprehe more appropriately fills the role of Emergency Manager for the Pandemic, and the role of the Deputy EOC Manager became the back-up for that, and took on several additional duties. The position description before the Assembly as an EOC Manager will almost assuredly not exist in its current form in the event of a future emergency or disaster.

The role provided by this current position began primarily as a plan reviewer for essential work force plans being submitted. In addition to reviewing plans, the position assisted businesses in developing appropriate plans using state guidance and mandates. The best example of this is the weeks of work spent helping Sea Level Seafoods get a mitigation plan in place in 2020.

Additionally, this position participated in a vast number of guidance meetings for months during the pandemic to stay abreast of federal and state mandates, requirements, guidance, etc. This information was imparted to the full EOC group at regular intervals and as necessary.

This position helped craft the local travel mandates and face covering ordinances that went into effect.

This position performs the role of providing regular weekly updates to KSTK and disseminating pandemic information on the Borough's Facebook page and COVID website. This position also monitors and responds to all COVID inquiries via email or phone.

Since late spring this position has been the primary liaison with FEMA regarding FEMA public assistance funding. This position has been assigned the responsibility of tracking all CARES Act expenditures, including staff time, since the start of the pandemic. This position has been line item reviewing each expenditure for FY20 (which has been updated and was previously provided to the auditors), and FY21 (almost complete). This position will be submitting corrected CARES Act reports that accurately reflect the funding being obtained through FEMA public assistance, and the staff expenditure discrepancies from the Borough's initial reporting.

This position also currently sits as a member of what is called the “working EOC” group that meets weekly to address COVID issues. That group is Captain Sprehe, the Deputy EOC Manager and the Borough Manager.

The position description and adopting resolution are attached for review by the Assembly.

This position has been paid an hourly wage of $25.00. This was a rate recommended by the Fire Chief early in the Pandemic as it reflected compensation similar to like duties in other places and in relation to what emergency hires in other roles in the community and region were being paid. This wage is not reflected on the Temp Wage Scale, and Administration is not recommending an amendment to the temp wage scale at this time, because this position will go away.

The wages for this position were initially covered by CARES Act funding, but for FY21 and FY22 they are being covered by FEMA Public Assistance.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 09-21-1615

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR THE CREATION OF THE JOB DESCRIPTION FOR THE TEMPORARY POSITION OF DEPUTY EMERGENCY OPERATIONS CENTER MANAGER

WHEREAS, the COVID-19 Pandemic required the creation of a temporary position to fill the role of Deputy Emergency Operations Center Manger; and

WHEREAS, all positions within the City & Borough of Wrangell should have a job description; and

WHEREAS, a job description for this temporary position was never created; and

WHEREAS, the temporary position continues to be needed due to the ongoing Pandemic and related administrative issues.

WHEREAS, the rate of pay for this temporary position is $25.00.

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

Section 1. The attached Exhibit "A" includes the job description which describes the duties, responsibilities, and qualifications for the temporary position of Deputy Emergency Operations Center Manager.

Section 2. The job description for the Deputy Emergency Operations Center Manager will become effective immediately upon passage and approval of this resolution, but will be retroactive to March, 2020.

Section 3. The rate of pay for this temporary position is $25.00/hr. It is a non-benefitted position.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 28TH DAY OF SEPTEMBER, 2021.

CITY & BOROUGH OF WRANGELL

_____

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

City of Wrangell Position Description

Position: Deputy Emergency Operations Center Manager	Type: Temporary, Emergency
Department/Site: Fire Department	FLSA: Exempt
Reports to/Evaluated by: EOC Manager/Incident Commander	Salary Grade: TBD

Summary

This is typically an emergency hire intended to be temporary for the period of time it takes to respond and recover from a disaster. Under the general supervision of the Emergency Operations Center Manager or the Incident Commander this position helps oversee the organization of the Emergency Operations Center. This position also performs tasks and duties related to the operational response to the emergency, and the recovery following the incident.

Distinguishing Career Features

Work is often performed within the structure of the Incident Command System (ICS). Work is often performed in a high intensity setting due to the nature of an emergency or disaster. This position requires flexibility in hours and assigned duties often related to the changing nature and unexpected occurrences of incidents.

Essential Duties and Responsibilities

- Track emergency or disaster status. Provide clear and concise updates to a variety of responders, officials, and the public.
- Review, and provide feedback on response and mitigation plans for conformance with local, state, and federal emergency or disaster mandates.
- Monitor, participate in, and report on local, state, and federal information sessions regarding the status of the emergency or disaster.
- Assists in the performance of disaster relief activities in response to emergency situations.
- Prepares a variety of written correspondence, reports, and other official publications pertaining to emergency management program activities.
- Coordinates with local agencies and organizations regarding emergency or disaster response, recovery, and mitigation efforts.
- Manage and respond to inquiries from the public from various information platforms including phone, email, website, and social media.
- Apply for emergency and disaster funding sources from state, and federal sources. Manage and track expenditures. Submit grant reports to respective agencies.
- Serve as the Emergency Operations Center Manager when the EOC Manager is unavailable.
- Responsible for preparing, organizing, and managing a physical Emergency Operations Center as necessary.
- Monitors the communication being exchanged at the EOC to ascertain calls are being handled and processed in a timely and effective manner. He is responsible for insuring continual coverage for this 24/7 operation.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**
  - Requires working knowledge of the Incident Command System (ICS) and National Incident Management System (NIMS).
  - Requires working knowledge of Microsoft Office Suite of applications.
  - Requires sufficient knowledge of the English language to read and comprehend a variety of emergency and disaster response plans, materials, and information.
  - Requires the knowledge of the theory, principles, practices, and techniques of emergency management organization and operations.
  - Requires the knowledge of the principles and methods of program planning, organization, and administration.
  - Requires the knowledge of the structure and operations of state and local government.
  - Requires the knowledge of the processes and techniques of emergency operations planning and development of training programs related to emergency management.
  - Requires the knowledge of the emergency policies and programs of federal and territorial governments.
  - Skilled in computer applications, such as the Microsoft Office Suite (including Word, Excel, Power Point, and Outlook).
  - Skilled in using general office equipment, such as telephones, fax machines, printers, copiers, calculators, and computers.
  - Requires sufficient math skills
  - Requires knowledge of and skill at using handheld communications devices.

- **Abilities**
  - Requires the ability to respond to emergency situations when not directly supervised and to act quickly and calmly in emergency situations.
  - Requires the ability to maintain detailed records.
  - Requires the ability to develop and review plans and budgets.
  - Requires the ability to direct and perform difficult research and analysis.
  - Requires the ability to understand, interpret, explain and apply all policies, laws, regulations, codes, and ordinances applicable to the emergency or disaster response and recovery.
  - Requires the ability to present detailed information and recommendations clearly, logically, and persuasively in public meetings.
  - Requires the ability to communicate effectively with people in all areas of an agency.
  - Requires the ability to exhibit professional maturity when conducting all business for the agency.
  - Requires the ability to evaluate administrative methods and procedures and to effectively recommend improvement and refinements.
  - Requires the ability to analyze a broad range of emergency management issues and recommend appropriate plans and procedures.
  - Requires the ability to communicate effectively both orally and in writing.
  - Requires the ability to react quickly and calmly in emergency situations and to function for extended periods of time under stressful conditions.

- **Physical Abilities**

  - Requires the ability to function primarily indoors in an office environment engaged in work of both sedentary and ambulatory nature.
  - Requires sufficient ambulatory ability to move about to office, remote locations, and emergency/disaster sites.
  - Requires auditory ability to carry on audience, ordinary, telephonic, and video conference conversation.
  - Requires near and far visual acuity to read detailed plans, maps, drawings, other printed material, computer screens, and observe physical layouts.
  - Requires manual and finger dexterity to write and to operate computers and other office equipment.
  - Requires the ability to alternatively sit and stand for sustained periods of time.

- **Education and Experience**

  The position typically requires a high school diploma or equivalent and significant experience working within emergency response command systems including ICS.

- **Licenses and Certificates**

  - Requires a valid Alaska driver's license.
  - Requires ICS 100, 200 Certifications.
  - ICS 300, 400 Certifications preferred.

- **Working Conditions**

  Work is performed indoors where minimal safety considerations exist. Field work and visits to incident or emergency sites may be required.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**13**

RESOLUTION No 09-21-1609 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING CANVASS BOARD DUTIES TO TWO ASSEMBLY MEMBERS AND ONE QUALIFIED VOTING MEMBER OF THE COMMUNITY FOR CANVASSING THE RESULTS OF THE REGULAR ELECTION TO BE HELD OCTOBER 5, 2021

SUBMITTED BY:
Kim Lane, Borough Clerk

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
FY 19: $	FY 20: $	FY21: $
Amount Budgeted:		
	FY19 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: Resolution No. 09-21-1609

RECOMMENDED MOTION:
Move to approve Resolution No. 09-21-1609 that designates the Canvass Board for the October 5, 2021, Regular Borough Election.

Summary Statement:
Wrangell Municipal Code Sec. 2.28.050 Canvass Board, provides that the Borough Assembly shall, prior to the date of the election, designate three assembly members to serve on the Canvass Board.

There are four members of the Assembly whose terms are not expiring this year however, only two of those four are able to serve on the Canvass Board. Therefore, the option to appoint a qualified voter to serve on the Canvass Board in the place of an assembly member is allowed.

The Clerk has made the request that Robert Marshall be appointed to fill the third seat on the Canvass Board. Robert (Robbie) Marshall is the Deputy Clerk and therefore, he is an appropriate alternative.

This Resolution is before the Borough Assembly to comply with Borough Code.

CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 09-21-1609

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING CANVASS BOARD DUTIES TO TWO ASSEMBLY MEMBERS AND ONE QUALIFIED VOTING MEMBER OF THE COMMUNITY FOR CANVASSING THE RESULTS OF THE REGULAR ELECTION TO BE HELD OCTOBER 5, 2021

WHEREAS, Wrangell Municipal Code Sec. 2.28.050 Canvass Board, provides that the Borough Assembly shall, prior to the date of the election, designate three assembly members to serve on the Canvass Board; and

WHEREAS, If three members of the assembly cannot serve on the canvass board, the mayor shall appoint one or more qualified voters to serve on the board in place of the member or members of the assembly; to be appointed to the canvass board, a qualified voter may not be a member of the election board.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that Assembly Members **Patty Gilbert, Anne Morrison, and Robert Marshall** be designated to serve on the Canvass Board and to attend the election, pursuant to Wrangell Municipal Code Sec. 2.28.050 to be held within six days after the election, pursuant to Wrangell Municipal Code Sec. 2.28.060 Canvass of Returns-Procedures Generally.

ADOPTED: September 28, 2021

_____
Stephen Prysunka, Borough Mayor

ATTEST:_____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**13**

Approval to hold a Special Assembly meeting on October 7, 2021 to Certify the October 5, 2021 Regular Election

SUBMITTED BY:
Kim Lane, Borough Clerk

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
FY 19: $	FY 20: $	FY21: $
Amount Budgeted:		
	FY19 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: None.

RECOMMENDED MOTION:

Move to Approve holding a Special Assembly meeting on October 7, 2021 at 6:00 p.m., to Certify the results of the October 5, 2021 Regular Borough Election.

Summary Statement: None.

The Canvass Board will meet on Thursday, October 7, 2021, at 1:00 p.m. to count the Absentee Ballots (including by mail), as well as the ballots cast by fax and (if any) write-in votes. The Assembly is required to certify the Canvass Board certificate. Therefore, the Clerk is asking that the Assembly approve the Special Assembly meeting to take place on Thursday, October 7th at 6:00 p.m. for that purpose.

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 28, 2021
	Agenda Section	**15**

EXECUTIVE SESSION – To obtain legal advice from the Borough Attorney, for the Assembly and its Members, to avoid Future Legal Liability and to also invite the Borough Manager into the Session

SUBMITTED BY:
Lisa Von Bargen, Borough Manager

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
FY 19: $	FY 20: $	FY21: $
Amount Budgeted:		
	FY19 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: None.

RECOMMENDED MOTION:

Move to go into Executive Session with the Borough Attorney to obtain legal advice for the Assembly and its members to avoid future legal liability and to also invite the Borough Manager into the Session.

Summary Statement:

There is no public or private packet for this item. Information will be provided during the executive session.