

Aleutians East Borough Assembly Meeting

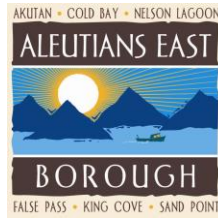


Workshop: Thursday, September 8 , 2021 – 1:00 p.m.

Meeting: Thursday, September 8, 2021 – 3:00 p.m.

Roll Call & Establishment of a Quorum

Adoption of Agenda



Agenda
Assembly Meeting
(packet available on website www.aleutianseast.org)

Date: Thursday, September 9, 2021
Time: Workshop: 1:00 p.m. Meeting: 3:00 p.m.

Location: By teleconference in each designated community location below:
King Cove AEB office Akutan -city office
Nelson Lagoon Corp. Cold Bay City Office/ library
False Pass-city office Anchorage office – 3380 C St.
Sand Point AEB office

All communities will be provided with conference calling information for the designated location in your community. Public comments on agenda items will take place after the adoption of the agenda. The meeting will also be broadcast on KSDP Public Radio. Additional public comments can be made at the end of the meeting.

1. Roll Call & Establishment of Quorum.
2. Adoption of the Agenda.
3. Presentation.
 - Employee Handbook Presentation (*workshop only*)
4. Public Comments on Agenda Items.
5. Conflict of Interest.
6. Minutes.
 - August 12, 2021 Assembly Meeting Minutes.
7. Financial Reports.
 - *Draft* June Financial Report – for discussion only.
 - July Investment Report.
8. Consent Agenda.
 - Resolution 22-11, appointing election judges for the October 5, 2021 Regular Election.
 - Resolution 22-12, appointing a canvass committee for the October 5, 2021 Regular Election.
 - Resolution 22-13, Assembly approving the Alaska State Land Survey 2017-46.
9. Ordinances.
 - Introduction Ordinance 22-03, Amending Title 2, Chapters 2.04 and 2.16. Sections 2.04.020, 2.04.060 and 2.16.010 of the Aleutians East Borough Code of Ordinances.
10. Resolutions.

- Resolution 22-14, Assembly authorizing the Mayor to Negotiate and Execute a Contract with DOWL to conduct construction administration/oversight and completion inspection/travel for the Cold Bay Terminal Expansion in an amount not to exceed \$86,655.
- Resolution 22-15, Assembly authorizing the appropriation of \$250,000 from the Borough Alaska Municipal League Investment Pool to the Cold Bay Terminal Expansion Project.

11. Old Business.

12. New Business.

- Strategic Plan – 2nd Quarterly Report Update.

13. Reports and Updates.

14. Assembly Comments.

15. Public Comments.

16. Next Meeting Date.

17. Adjournment.

Presentations

Aleutians East Borough

EMPLOYEE HANDBOOK WORK SESSION

SEPTEMBER 2, 2021

PROJECT PURPOSES

- Review Borough Employee Handbook to ensure compliance with requirements of law.
- Compare against those of other similarly situated boroughs to determine whether they are in line with prevailing trends.
- Propose modifications to address any perceived disparities, and to increase efficiency in administration.
- Submit proposed amendments for Assembly consideration.
- Stimulate open discussions between the Assembly, Borough administration, employees, and the public.
- Engage in collaborative process to navigate to policies that meet not only legal requirements, but also the needs of employees and the community.
- Establish a factual basis to assist the Assembly in determining which modifications are necessary.
- Determine which proposed modifications may be rejected.

PROJECT BACKGROUND

- Employee Handbook had not undergone a comprehensive review and update since 2009.
- As a result, several current provisions do not afford Borough employees specific protections mandated by law.
- Current grievance procedures create impartiality and separation of powers issues.
- Some current provisions could prevent the orderly termination of employees engaging in gross misconduct.
- Adherence to outdated provisions could result in wrongful discharge actions, or other legal claims.
- Employee Handbook was initially reviewed by AML/JIA. It was then subsequently reviewed by the Borough Administrator, Assistant Administrator, and Borough Attorney.

THE BOROUGH CODE

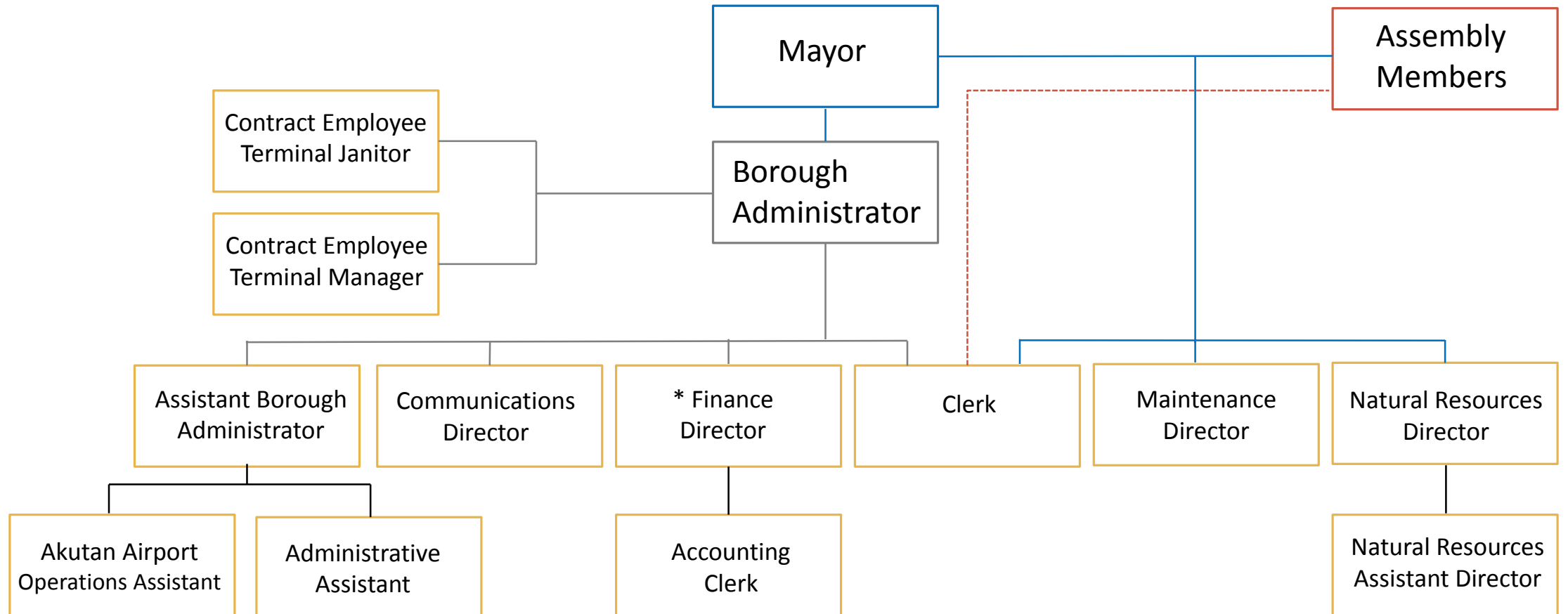
Borough Personnel System

AEBC 7.10.020 expressly directs the Assembly to provide for personnel policies to direct the acts of Borough employees.

AEBC 7.10.030 authorizes the Assembly to amend the personnel system by resolution whenever it deems necessary.

BOROUGH ORGANIZATIONAL CHART

Aleutians East Borough (AEB) Organizational Chart



*** Per Ordinance 19-08, any Finance Director hired after May 9, 2019, will report to the Mayor.**

CHAPTER ONE

GENERAL PROVISIONS

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GENERAL PROVISIONS

1.1 Authority. The provisions set forth herein have been adopted pursuant to Sections 7.10.020-.030 of the Code of the Aleutians East Borough of Alaska, and together constitute the Borough's personnel system, as authorized by AS 29.20.410.

1.2 Purpose. This handbook is intended to provide employees with a general understanding of the Borough's personnel policies. Employees are required to familiarize themselves with the contents of this handbook, not only because it answers many common questions concerning the terms and conditions of Borough employment, but also because it establishes general performance standards applicable to all employees. However, this handbook cannot anticipate every situation or answer every question about employment.

1.2.1 Extent of Rights Conferred by this Handbook. None of the benefits or policies set forth herein are intended because of their publication to confer any rights or privileges upon employees or to entitle them to be or remain employed by the Aleutians East Borough. The contents of this document and procedures herein are presented as a matter of information for the general conditions of employment.

Policies 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 Aleutians East Borough and any of its employees. These policies are a set of guidelines for the implementation of personnel policies. The Aleutians East Borough and the employee will deal with each fairly and in good faith, in the administration of these at-will employment policies. The description of various employment standards or rules in these policies does not alter the at-will nature of these policies.

1.3 Scope. Except for those instances in which these policies and procedures 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 policies and procedures shall not apply to Borough election officials, members of the Borough Assembly, or individuals appointed to Borough boards and commissions unless such individuals are simultaneously employed by the Borough.

1.4 Organization. The Mayor is the Chief Personnel Officer for the Aleutians East Borough, but may authorize the Borough Administrator to serve as Personnel Officer upon written notification. The Mayor or designee shall be responsible for assisting in the preparation and maintenance of the Borough's Employee Classification Plan and its Salary Plan, 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 Mayor or designee, who shall maintain a complete system of personnel files and records. The Mayor or designee may perform any or all of these duties and responsibilities or assign them to another Borough employee.

Reference codified authority for creation and implementation of personnel system.

Minor grammatical adjustments and creation of more accurate header.

Explain which Borough officials are subject to the requirements of the Employee Handbook.

Explain additional duties that are vested in the Mayor.

1.5 Authority to Interpret. The Mayor, as the Borough's chief administrator and Personnel Officer, shall have final authority to interpret the provisions of this Handbook.

1.6 Revisions. In order to retain necessary flexibility in the administration of policies and procedures, the Aleutians East Borough reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The Mayor 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 Borough Administrator, or the Mayor.

1.7 Authorization to Vary from Strict Interpretation. Unless otherwise required by federal, state, or local law, the Mayor shall have the authority to relax the rules and procedures set forth in this Handbook when their strict application as to a person or situation would result in undue hardship to an employee.

THIS EMPLOYEE HANDBOOK, DATED _____, SUPERSEDES ALL PREVIOUS VERSIONS.

Explicitly authorizes the Mayor to serve as the ultimate decisionmaker regarding the Handbook's interpretation.

Establishes the official process for amending the Employee Handbook.

Provides authority for the Mayor to relax the rules as deemed necessary to prevent injustice.


CHAPTER TWO

EMPLOYEE CLASSIFICATIONS


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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. It is the intent of the Aleutians East Borough to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.
- 2.2 Review by Mayor.** The Mayor shall from time to time review the Borough's Employee Classification Plan and make updates to it as necessary. The Mayor 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.
- 2.4 Employee Classifications.** All positions shall be assigned the following classifications:
- 2.4.1 Regular or Temporary.**
- 2.4.1.1 Regular Employees.** Employees who have been hired to work for the Borough on either a full-time or part-time basis, for whom no specific term of employment has been established, and who have successfully completed any applicable probationary period.
- 2.4.1.2 Temporary Employees.** Employees who are hired as interim replacements, to temporarily work on a predetermined work schedule that does not extend beyond six (6) calendar months. If a temporary employee is hired into a regular or part-time classification, they are entitled to pro-rata sick leave and vacation leave accruals retroactive to their date of hire. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for the entire Aleutians East Borough's other benefit programs.
- 2.4.2 Full-Time or Part-Time.**
- 2.4.2.1 Full-Time Employees.** Employees who are regularly scheduled to work forty (40) hours per week. Regular full-time employees are eligible for some benefits sponsored by the Aleutians East Borough, subject to the terms, conditions, and limitations of each benefit program.
- 2.4.2.2 Part-Time Employees.** Employees who are regularly scheduled to work less than forty (40) hours per week. Regular part-time employees are eligible for




Explanation of purpose for classification plan and description of how it will be managed.



Classes of individuals who are not considered employees for the purposes of the Handbook.



Creation of "regular" employee classification, used to determine benefits eligibility and vesting of rights.



Separated out into two subsections for organizational purposes.

some benefits sponsored by the Aleutians East Borough, subject to the terms, conditions, and limitations of each benefit program.

2.4.3 Exempt or Nonexempt. Each employee is designated as either exempt or nonexempt. Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees, due to their managerial nature, are excluded from specific provisions of federal and state wage and hour laws. An employee's classification as exempt or nonexempt may be changed by the Aleutians East Borough administration as it deems necessary.

2.5 Positions Exempted from the Borough's Classified Service. In addition, certain other positions are also expressly excluded from the Borough's classified service. As such, those Borough employees within the following classes of positions are employed at-will, may be dismissed at any time 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 and other non-regular hourly positions.

2.5.2 Positions designated as confidential/managerial in nature.

2.6 Confidential/Managerial Positions. Pursuant to AS 29.20.410, the Borough 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 Administrator.

2.6.2 Clerk.

2.6.3 Borough Attorney.

2.6.4 Maintenance Director.

2.6.5 Natural Resources Department Director.

2.6.6 Finance Director.

2.7 Job-Sharing. Two regular part-time employees may split what would ordinarily be a single regular full-time position with the approval of the Mayor or the Mayor's designee.

2.8 Job Descriptions. The Borough makes every effort to create and maintain accurate job descriptions for all positions within the Borough. Each description includes a job summary section, a major duties section, a job requirements section, a skills section, a work environment section, a supervisory control/responsibilities section and a compensation section.



These sections have been added to provide notice of which employees, due to the nature of their positions, are not included in the Borough's classified service.

This distinction is important because Alaska law generally provides that members of a public employer's classified service may only be terminated for cause and are entitled to a variety of pre-deprivation procedures.

2.8.1 Purpose of Job Descriptions. The Borough maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations.

2.8.2 Preparation of Job Descriptions. The Administrator prepares 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, reflecting the work being done.

2.8.3 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. Contact the Borough Administrator or Mayor if you have any questions or concerns about your job description.

→ Addition of descriptive headers.

CHAPTER THREE

RECRUITMENT AND HIRING

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RECRUITMENT AND HIRING

- 3.1 Statement of Philosophy.** The Aleutians East Borough believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other Alaskan employers for the type of work involved. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

The Aleutians East Borough and the employee will deal with each fairly and in good faith, in the administration of these at-will employment policies. Our experience has shown that when employees deal openly and directly with supervisors, **work environment, communications, and productivity improve**. We believe that the Aleutians East Borough amply demonstrates its commitment to employees by responding effectively to employee concerns.

- 3.2 In General.** Employees shall be recruited, selected, trained, and advanced on the basis of their ability, knowledge, skill, and performance.

- 3.3 Recruitment Practices.** The Aleutians East Borough provides employees 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 regular, full-time and part-time job openings are posted, although Aleutians East Borough reserves its discretionary right to not post a particular opening. Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring Administrator. Other recruiting sources may also be used to fill open positions in the best interest of the municipality.

Job openings will be posted within the Borough's Offices and other public places. Job postings will normally remain open for 10 working days. Job announcements shall state: the position's title; a description of duties; any applicable educational, certification, or licensure requirements; whether the position is exempt from overtime; a salary range, if known; the application deadline and means by which applications may be submitted; and, a statement regarding the Borough's status as an equal opportunity employer.

- 3.3.1 Internal Appointments.** It is the Borough's policy to give first consideration to current qualified employees to fill a vacant job position. As such, position vacancies shall be provided to all employees before the announcement is made to external sources. When two or more otherwise equally-qualified applicants are competing for an open position, preference shall be given to the applicant who is a resident of the Borough.

- 3.4 Applications.** The Borough accepts applications for employment only when a position is open and it is actively recruiting to fill that position. It does not accept any unsolicited applications or resumes.

- 3.4.1 Accuracy of Information.** The Aleutians East Borough 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

→ Revised to more clearly explain how job postings will be made by the Borough.

→ Addition of new section to adopt prevailing trend among municipal employers.

misrepresentations, falsifications, or material omissions in any of this information or data may result in the Aleutians East Borough exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.5 Pre-Employment Background Investigations. Applicants may be required to undergo a criminal background check. Such background checks are 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 checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Information obtained as the result of a background check shall be kept confidential.

3.5.1 Pre-Employment Drug Screening. Offers of Borough employment 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.

3.5.2 Requests for Borough References. If reference checks are requested by prospective employers of present or past Borough employees, the Borough Administrator or designee will respond to those reference check inquiries. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

3.6 Appointments. Appointments are made by the Mayor in consultation with the Borough Administrator. Once the Borough Administrator has selected an individual for appointment to a position, the matter shall be submitted to the Mayor for final action. No offer of employment, transfer, or promotion is valid unless expressly authorized in writing by the Mayor or the Borough Administrator 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 this Handbook, and subject only to the requirements of the Aleutian East Borough Code of Ordinances and any other applicable federal or state laws, the Mayor 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.

→ This corrects the Handbook's lack of any provision explaining when applicants and employees may be required to undergo background screening as a condition for employment or transfer to an alternate position.

→ This has been added to provide proper notice to employees that they may be required to undergo pre-employment drug screening (i.e., for positions that require a CDL).

→ This section was added to explain how the Mayor makes appointments and identifies specific classes of employment whose appointments and privileges may vary from members of the Borough's classified service.

3.7 Probationary Period. All regular employees are subject to a probationary period, which is intended to provide employees with the opportunity to demonstrate their ability to meet established performance goals, and for the Borough to determine the employee's suitability for the position. The Borough uses this period to evaluate employee capabilities, work habits, and overall performance.

3.7.1 Length of Probationary Period. Unless otherwise waived by the Mayor in writing, the probationary period shall be the first six months of continual employment.

3.7.2 Transfers and Promotions Subject to Probationary Period. Borough employees who, after completing an initial probationary period, are transferred or promoted to another position are subject to an additional 90-day probationary period. If, during that period, in the sole judgment of the Mayor in consultation with an employee's Department Head, if applicable, the employee is determined to have not achieved a satisfactory level of performance or is otherwise deemed to be unsuccessful within the position, the employee may be removed from the position. If this occurs, the employee may be permitted to return to his or her former position, or to a comparable position for which the employee is qualified, if it remains unfilled, and the Mayor determines it to be in the Borough's best interests.

3.7.3 Extension of Probationary Period. If an employee's performance is deemed less than satisfactory prior to the end of any applicable probationary period, the period may be extended up to an additional six months.

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 Mayor's 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 considered to have entered into the "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.

3.9 Employment of Relatives. The employment of relatives 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 current Handbook does not include a detailed explanation of the probationary period applicable to Borough employees. This section has been added to provide comprehensive direction to both employees and administrators regarding how the probationary period affects Borough employment.

→ This has been added to place employees and administrators on notice of the fact that there are special rules that govern the employment of minors in Alaska, and that those rules should be consulted prior to making any related hiring decision.

3.9.1 Supervision of Immediate Family Members Generally Prohibited. Unless expressly waived in writing by the Mayor, 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.

3.9.2 Individuals Deemed to Be Immediate Family Members. For the purposes of this section, an employee's "immediate family member" includes the individual's parents, spouse, children (natural, adopted, or otherwise), grandparents, grandchildren, brothers, sisters, aunts, uncles, nephews and nieces, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, mothers-in-law or fathers-in-law and/or any other person with whom the employee is involved in a romantic relationship, or cohabitates. This policy applies to all employees without regard to gender or sexual orientation.


3.9.3 Duty to Disclose. Employees must immediately disclose to the Borough Administrator circumstances in which he or she would be required to supervise the work of an immediate family member, as defined in Section 3.9.2.

3.9.4 Recourse. In the event that the Borough becomes aware of a potential violation of this policy, it shall if necessary conduct an investigation to determine whether the violation was accidental or intentional. If the Mayor concludes that the violation was accidental, the employees shall be allowed thirty (30) days to determine which employee shall be reassigned to another open position, or terminated, should no such open position exist. In the event that the employees disagree or fail to provide the Borough with a proposed outcome, the Borough Administrator, in consultation with the Mayor, shall determine which employee shall be reassigned, if possible, or terminated, in accordance with the Aleutians East Borough Code of Ordinances, and any other applicable provisions of law. If it is determined that one or more employees has willfully violated this provision, those individuals may be subjected to disciplinary action, up to and including termination.

3.10 Compliance with Immigration Laws. The Borough is committed to employing only those 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 attach 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 Borough within the past three years, or if their previous I-9 is no longer retained or valid.

Each Borough employee shall timely notify the Borough of changes in immigration status and shall timely provide updated I-9 forms and documentation as such changes occur. Failure to provide timely notification or updated forms may be cause for disciplinary action, up to and including termination of Borough employment.



This proposes an expanded version of the Borough's current anti-nepotism policy. It generally prohibits individuals from supervising any immediate family member, provides a detailed definition of which individuals are considered family members, obligates individuals to disclose such relationships when they occur, and provides a process that will be followed when violations are found to occur.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Mayor, Borough Administrator or designee. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

CHAPTER FOUR

WAGE AND SALARY ADMINISTRATION

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WAGE AND SALARY ADMINISTRATION

- 4.1 General.** The Borough's pay practices comply with federal and state laws, mirror its commitment to providing Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, the Borough is committed to paying its employees equitable wages that are both proportional to the requirements and responsibilities of their positions and comparable to the pay received by similarly situated employees in the area.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Borough Administrator is also available to answer specific questions about the salary administration program.

- 4.2 Rates of Pay.** Rates of pay shall be established in a schedule of salaries maintained by the Borough Administrator. Such 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 Mayor, in consultation with the Borough Administrator, determines that the individual possesses skills, education or experience greater than that required for the position, the Mayor may, in his or her discretion, assign the employee a starting pay at a higher level than that reflected within the salary schedule.

- 4.2.1 Updates to Salary Schedule.** The Mayor 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 Annual Cost of Living Increases.** The Borough Assembly may at its discretion authorize annual cost of living adjustments for regular employees in an amount not to exceed the Consumer Price Index for Urban Alaska as computed for the preceding fiscal year.

- 4.3.2 Merit-Based Pay Increases.** Merit-based pay adjustments are awarded by the Borough in an effort to recognize truly superior employee performance. Merit-based pay is pay above the cost of living allowance that is given to employees annually for satisfactory performance. Employees become eligible for a one-time, 2.5% merit-based pay increase on the 10th, 15th, 20th, and 25th year of Borough employment. An employee shall receive such an increase only after a performance evaluation reflects the employee's satisfactory performance of his or her work duties. Any other pay adjustments shall be made in accordance with this Employee Handbook.

→ This introduction was inserted to provide employees with an overview of the Borough's philosophy and practices with respect to the administration of employee wages.

→ This section explains how the Borough determines the salary grade and range for each position with the Borough, and the timing for requesting adjustments.

→ This section has been amended to make cost of living increases a discretionary act of the Borough Assembly, as opposed to automatic in nature.

Merit-based increases may also be awarded when an employee has reached some tangible, professional milestone, such as the completion of educational courses, degrees, or certifications that directly relate to the employee's work duties for the Borough. Such increases shall be awarded at the Mayor's sole discretion. As a general rule, such compensation may be awarded at any level up to and including the amount of the cost of living adjustment; however, the Mayor may deviate from this guideline with the approval of the Assembly. Merit-based pay increases are subject to appropriation by the Assembly.

4.3.3 Temporary Pay Increases. Employees may be eligible for a temporary pay increase if required to temporarily assume duties assigned to a position with a higher rate of pay. Such increases may not exceed a period of six months, unless otherwise approved by the Mayor. Once the employee ceases performing such additional duties, the employee's pay shall revert to his or her former salary, plus any applicable cost-of-living increases.

4.4 Timekeeping. Federal and state laws require the Borough to keep an accurate record of time worked in order to calculate employee pay and benefits. All non-exempt employees are required to record all time worked during each pay period on a time sheet provided by the Borough for this purpose. Entries must be recorded on a daily basis, in order to accurately reflect all hours worked. Non-exempt employees must submit time sheets to their supervisors by the first Monday following the close of a pay period, and supervisors shall turn in all timesheets to payroll by the end of that business day. It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

4.4.1 Completion of Time Sheets During Pre-Approved Absences. If an employee will be on approved leave on the date that time sheets become due, the employee shall turn in a time sheet for the payroll period by the end of the employee's last work day before the leave commences. The employee's time sheet must be accompanied by signed, approved leave slips for the dates of leave.

4.4.2 Failure to Submit Time Sheets When Due. An employee who does not submit, or arrange for the submission, of a time sheet by the deadline will receive only basic pay for the pay period, as determined by the employee's supervisor. The employee shall submit any overtime or leave on the time sheet for the next pay period, with notations, so that they may be accurately compensated.

4.4.3 Falsifying Time Sheet Information. Altering, falsifying, 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.

4.5 Pay Dates. All employees are paid on a bi-weekly basis, or 26 times each year. Each paycheck will include the earnings for all work performed through the end of the previous payroll period.

Provides guidance for authorizing temporary pay increases when employees take on other duties.

New section implementing uniform policies regarding the keeping and submission of timesheets.

4.5.1 Pay Periods. The first day in each two-week payroll period is a Sunday, and the last day is the second following Saturday. Pay shall be distributed on the Friday immediately following the end of a pay period, unless that day is a holiday, in which case it will be distributed on the first Borough business day immediately preceding the holiday.

4.5.2 Direct Deposit. Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the Aleutians East Borough. An Authorization for Direct Deposits form can be received from the Borough Finance Director or Borough Administrator. Employees will receive an itemized statement of wages when the Aleutians East Borough makes direct deposits.

4.5.3 Pay Advances. In the event of a personal emergency, employees may submit a written request for a pay advance to their supervisor or the Borough Administrator, indicating the nature of the emergency involved. Employees may request one pay advance per calendar year. The Borough Administrator will evaluate the request and determine whether a pay advance will be granted. The decision to grant or deny a pay advance may be made at the Borough Administrator's discretion.

4.5.4 Pay Deductions. The Borough shall make such deductions from an employee's compensation as may be required by law, or as authorized by the employee. Such deductions may include, but are not limited to, any applicable federal withholding, or contributions toward the Borough's employer-sponsored health and retirement plans. Questions concerning such deductions should be directed to the Director of Finance or the Borough Administrator.

4.5.5 Administrative Pay Corrections. The Aleutians East Borough 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 his or her supervisor, or the Borough Administrator, so that it may be corrected as quickly as possible. Overpayments will generally be corrected in the next regular paycheck unless doing so would create a hardship for the employee. In that case, the Borough will attempt to arrange a reasonable repayment schedule with the employee to minimize any such hardship.

4.6 Workday and Workweek. The Borough's standard workday commences at 12:00 a.m. and ends at 11:59 p.m. on the same day. The standard workweek consists of seven consecutive 24-hour periods beginning at 12:00 a.m. on Sunday and concluding at 11:59 p.m. the following Saturday.

4.7 Overtime Compensation. When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must be preapproved by the employee's immediate supervisor.

4.7.1 Employees Eligible for Overtime Compensation. Overtime compensation is paid to all nonexempt employees who work in excess of 40 hours during any single workweek, in accordance with federal wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be

Establishes procedures governing pay advances.

Places employees on notice of the fact that the Borough will make deductions as required by law, or to facilitate the employee's enrollment in benefits programs.

Creates a more equitable procedure for correcting errors in employee pay.

Establishes the Borough's official workday and workweek.

Places employees on notice that, pursuant to Alaska law, Borough eligible employees are only entitled to overtime if they work more than 40 hours in one workweek.

considered hours worked for purposes of determining whether an employee is eligible for overtime pay.

4.7.2 Rate of Pay for Overtime Compensation. The rate of pay for overtime hours is 1 ½ times the non-exempt employee's regular hourly rate.

4.7.3 Rules Governing the Start and End of Scheduled Shifts. Non-exempt employees should report to work no more than ten minutes prior to their scheduled starting time nor stay more than ten minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

4.8 Business Travel. The Borough will pay the reasonable cost of travel for all employees who must do so for the purpose of conducting Borough business. All business travel must be approved in advance in writing by the Borough Mayor, Borough Administrator or designee. When approved, the Borough will reimburse the actual costs of travel, lodging, and other expenses directly related to accomplishing Borough objectives. Reimbursement will be limited to the reasonable costs of travel, as determined at the Borough's sole discretion. The Borough may make alternate arrangements to cover employee living expenses when the Borough, in its sole discretion, deems such arrangements appropriate. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

4.8.1 General Standards and Criteria. All Business Travel must comply with the following general standards.

4.8.1.1 Travel should begin at the day closest to the time of the meeting, conference, etc., which the person is attending.

4.8.1.2 Any expense for travel between the traveler's residence and the Borough's local headquarters shall not be reimbursed.

4.8.1.3 During periods of prolonged travel, either inside or outside the Borough, either the Borough Mayor or Borough Administrator, or designee may find it in the best financial interest of the Borough to waive per diem and provide other arrangements such as room and board, actual expense, etc.

4.8.2 Business Travel Without Prior Authorization. In the event that neither the Borough Mayor, Borough Administrator, or designee is available to authorize such expenses prior to travel, the person traveling may apply for reimbursement after the fact for reasonable costs incurred as a result of that travel, as authorized by this Section. However, there is no guarantee that such expenses will be reimbursed unless they are approved in advance.

4.8.3 Business Travel Expenses Eligible for Reimbursement. Generally, the following expenses incurred during the course of pre-approved Business Travel will be deemed eligible for reimbursement, so long as they are reasonable:

4.8.3.1 Airfare for travel in coach or economy class or the lowest available fare unless other arrangements are preapproved by the Borough Mayor or Borough Administrator. The costs for chartering an airplane or vessel must always be approved in writing by the Borough Mayor or Borough Administrator in advance of the charter of the airplane or vessel to be eligible for reimbursement.

4.8.3.2 Car Rental and Parking Fees. The costs for car rental and associated fees, such as for parking, are eligible for reimbursement only if they are preapproved in writing prior to the first date of rental.

4.8.3.3 Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel, and taxi and ride service fares, plus reasonable tip.

4.8.3.4 Preapproved mileage costs for use of personal cars while on Borough business, at the standard IRS allowance in effect at the time of the reimbursement request. Current rates are available at: <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

4.8.3.5 The actual costs for lodging while away from the Borough on Business Travel. Incidental expenses not authorized by this section that are incurred in association with covered lodging remain the responsibility of the employee.

4.8.3.6 Other pre-approved expenses directly related to accomplishing official Borough business while on Business Travel.

4.8.4 Per Diem. Employees away from the Borough on Business Travel that requires an overnight stay or is for a duration of ten hours or more, including travel time, shall receive a daily rate per diem allowance, either before departure or upon return, as the employee requests. The rate of per diem shall be \$65/day if traveling within the Borough. If traveling outside the Borough, the employee's per diem rate will be determined according to the federal Department of Defense local meals rate for the destination(s) that are in effect at the time of travel.

4.8.4.1 Prepayment of Per Diem. Cash advances to cover reasonable anticipated expenses may be made to Borough employees after travel has been approved. Borough employees must submit a written request to the Borough Mayor, Borough Administrator or designee at least five (5) working days ahead of the anticipated travel date.

4.8.5 Duty to Report Accidents When on Business Travel. Employees who are involved in an accident while travelling on business must promptly report the incident to their immediate supervisor.

4.8.6 Duty to Report Business Travel Expenses. When travel is completed, employees should submit completed travel expense reports within 15 days. Reports should be accompanied by receipts for all individual expenses. In order to receive reimbursement

for travel expenses, all employees are required to send an email request to the Administrator and must include supporting documentation (i.e. receipts).

4.8.6.1 Use of Borough Credit Card. If an employee is using a Borough credit card in conjunction with business travel, the employee must submit all receipts and a credit card authorization form with the travel expense report.

4.8.7 Cancellation of Business Travel. If an employee's Business Travel has been cancelled, the employee is responsible for cancelling and receiving refunds for all travel arrangements. If the employee has received a cash advance to cover anticipated expenses including but not limited to lodging and meal per diem, the employee is required to remit any prepaid per diem to the Borough within 15 days of the cancellation.

4.8.8 Abuse of Business Travel Policies. Abuse of the Business Travel 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 Borough employment.

CHAPTER FIVE

EMPLOYEE BENEFITS ADMINISTRATION

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EMPLOYEE BENEFITS ADMINISTRATION

- 5.1 **Eligibility for Benefits.** Benefits eligibility is dependent upon a variety of factors, including employee classification. **Employees should direct questions regarding the benefits described in this chapter to their supervisor or the Borough Administrator. In addition, details of many of these programs can be found elsewhere in the employee handbook.**
- 5.2 **Classes of Employee Benefits.** **The Borough offers the following benefits programs to its employees, subject to various eligibility and program requirements.**

Benefits Conversion on Termination	Flex-Time Scheduling	Relocation Assistance
Bereavement Leave	Life Insurance	Tax-Sheltered Annuities
Childcare Assistance	Medical Insurance	Travel Allowances
COBRA	Membership Dues	Travel Insurance
Dental Insurance	Military Leave	Vacation Benefits
Drug Rehabilitation Assistance	Paid Holidays	Voting Time Off
Family Leave	Pension Plan	Witness / Jury Leave

- 5.3 **Holidays.** **The Borough observes the following holidays:**

New Year's Day	January 1
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday and Friday in November
Christmas Day	December 25

A recognized holiday that falls on a Saturday will be observed on the proceeding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

- 5.3.1 **Holiday Pay.** All regular employees will receive paid time off for Borough Holidays. Eligible employees who do not work on Borough Holidays will receive pay equal to the employee's base rate of pay multiplied by the number of hours the employee would otherwise have worked on that day. Eligible employees who do work on a Borough Holiday shall receive holiday pay at the rate of 1.5 times their normal base rate of pay for every hour worked so

long as they have received prior authorization to work on an observed holiday from a Department Head, the Borough Administrator, or the Mayor.

5.3.2 Floating Holidays. Regular employees will also receive two floating holidays during each calendar year. ~~To be eligible for floating holidays, employees must complete in an eligible employment classification.~~ All floating holidays must be scheduled with the prior written approval of the employee's supervisor.

5.4 Vacation Leave. The purpose of Vacation Leave is to provide employees with opportunities for rest, relaxation, and personal pursuits. Regular employees shall accrue hours of Vacation Leave 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. Regular employees shall accrue Vacation Leave according to the following schedule:

Number of Years of Employment	Accrual Rate
Less Than 3 Years of Service	1 day per calendar month 12 days per year
3 – 7 Years of Service	1.5 days per calendar month 18 days per year
7+ Years of Service	2 days per calendar month 24 days per year

This accrual rate is based on a 40-hour work week and is pro-rated against the actual hours worked. The amount of paid vacation time employees receive increases with the length of their employment.

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. However, before vacation time can be used, employees must complete any applicable probationary period. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

Reworked introduction that provides more accurate general overview of the purpose and accrual of annual vacation leave.

Simplified the rate of accrual schedule based upon length of Borough employment.

New requirement that employees must complete any applicable probationary period before using accrued vacation leave.

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

5.4.3 Using Vacation Leave. Employees must request advance approval from their supervisors prior to using Vacation Leave. The decision of whether to grant Vacation Leave is based on a number of factors, including the Borough's scheduling needs and staffing requirements. The Borough recognizes that the fulfillment of child care responsibilities can provide a compelling reason for time-off requests. Where feasible, the employee's needs will be accommodated.

5.4.4 Minimum Use of Vacation Leave Mandatory. All employees must use a minimum of five (5) days of accrued Vacation Leave per calendar year. Leave cash-outs do not satisfy this requirement.

5.4.5 Effect of Termination Upon Accrued Leave. Upon termination of employment, employees will be paid for any unused Vacation Leave that has accrued through the last day of work. However, if an employee has been terminated by the Borough for cause, the Borough may in its sole discretion consider any unused Vacation Leave to have been forfeited.

5.4.6 Donation of Vacation Leave to Other Employees. Employees may donate Vacation Leave to other employees whose Vacation Leave has been exhausted, if approved by the Borough Administrator. The Borough Administrator shall normally approve such donations only in such instances in which the individual to receive the donation faces some serious or life-threatening illness or injury, or is experiencing some comparable emergency. Donated Vacation Leave shall be deemed to run concurrently with, and shall not augment, any period of unpaid leave to which the receiving employee may otherwise be entitled. If the Borough Administrator approves a donation of Vacation Leave, it shall be computed according to the rate of pay of the employee who has received it.

5.4.7 Cashing Out Vacation Leave. Employees may once per year request that the Borough cash out a maximum of 80 hours of unused Vacation Leave. All such requests must be in writing, and may be approved only if the Borough Administrator finds that doing so will be in the Borough's best interests.

5.5 Sick Leave. The Borough provides paid sick leave benefits to all regular employees for periods of temporary absence due to illnesses, disability, or injury. Sick leave benefits will be calculated based on the employee's 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. 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. Unused paid sick leave benefits shall accumulate indefinitely. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

5.5.1 Rate of Accrual. Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the

→ Inserted new requirement that employees use at least 5 days of accrued vacation leave per year in the interest of ensuring that they have some meaningful opportunity for rest and relaxation.

→ This new provision authorizes employees to donate their unused vacation leave to other employees whose own leave has been exhausted, and who require time off to address emergency circumstances.

→ Creates a new maximum cash out per year and grants the Borough greater discretion as to whether to permit a cash out in a particular set of circumstances.

→ New introductory section explaining the Borough's philosophy and general overview of the accrual and use of sick leave.

→ Simplified explanation of rate of accrual.

basis of a “benefit year”, which is the 12-month period that begins when the employee starts to earn sick leave benefits. This accrual rate is based on a 40-hour work week and is pro-rated on the actual hours worked.

5.5.2 Use of Sick Leave. Paid sick leave may be used in minimum increments of one hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee’s household. Paid sick leave benefits may be extended to other situations when prior written approval is obtained from the Mayor, Borough Administrator or designee.

5.5.3 Notice Requirements. Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the scheduled start of their workday if possible. Absent other arrangements, the employee shall notify the direct supervisor before work is scheduled to begin, on each additional day of absence.

5.5.4 Use of Sick Leave in Conjunction with Workers’ Compensation Claims. 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. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, Workers’ Compensation or any Borough- provided disability insurance program(s). The combination of any such disability payments and sick leave benefits shall not exceed the employee’s normal earnings for any given week or any given day.

5.5.5 Donation to Leave Bank. 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 the Borough’s sick leave bank. Donations may be made on July 1st of every year. Employee’s who have exhausted all paid leave as a result of sickness or injury may apply in writing to the Sick Leave Bank. The Mayor, Borough Administrator, 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.

5.6 Paid Administrative Leave. An employee may receive regular pay and credit for Vacation Leave and longevity for the time that the employee remains 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 Administrator 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 Borough encourages employees to fulfill their civic responsibilities by serving as jurors when required. Regular employees may request up to two weeks of paid jury duty leave for petit jury and four weeks for grand jury duty during any two (2) year period. The Mayor may extend the period of paid jury leave for cause. All such extensions must be in writing and must be completed prior to the first day of the extended jury duty period. Jury duty pay will be calculated on the employee’s base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

→ New policy that permits the use of sick leave in increments of one hour, as opposed to one half day.

→ Inserts more explicit discussion of requirement that employees notify employers of inability to work.

→ Requires employees to apply for Workers’ Compensation whenever available to maximize the value and availability of employee sick leave benefits.

→ Creates new procedures and rules to govern the donation of sick leave to the Borough Leave Bank.

→ Explains how use of paid leave affects the accrual of benefits and overtime.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request Leave Without Pay (LWOP) for the remainder of the time spent on jury duty. It is the intent of this section that such extensions may be granted for reasons such as extended travel required to fulfill the jury duty requirement or for an additional summons to jury duty during the two (2) year period.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor can accommodate their absence. Employees are expected to report for work whenever the court schedule permits. Any compensation received by the employee for jury duty while the employee is on paid jury duty leave becomes the property of the Aleutians East Borough and the employee shall turn in all such pay to the AEB immediately upon its receipt.

5.6.2 Witness Leave. The Borough encourages employees to appear in court for witness duty when subpoenaed to do so. Immediately upon receipt of a subpoena to be a witness, the employee shall show the subpoena to the employee's supervisor and allow a copy to be made. The employee shall report for work whenever the court schedule permits.

If an employee has been subpoenaed as a witness by the Borough, they will receive paid time off for the entire period of Witness Leave. Employees will be granted a maximum of forty (40) hours of paid time off to appear in court as a witness at the request of a party other than the Aleutians East Borough.

Employees will be paid at their base rate and are free to use any remaining paid leave benefits (e.g. vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid. Any compensation received by the employee for being a witness while on paid witness leave becomes the property of the Aleutians East Borough and the employee shall turn in all such pay to the Borough immediately upon its receipt.

5.6.3 Military Leave. Regular employees who are members of the Armed Forces Reserve or National Guard will be allowed Military Leave for training. Military Leave will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services. The portion of any military leaves of absence in excess of two weeks will be unpaid; however, employees may use any available paid time off for the absence. Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws. Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

5.6.4 Voting Leave. The Borough 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 Aleutians East Borough will grant paid time off to vote. Employees should request time off to vote from their supervisor at least two (2) working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever (in the AEB's sole discretion) provides the least disruption to the normal work schedule.

5.6.5 Emergency Closures. At times, emergencies such as severe weather, fires, power failures, earthquakes or tsunami warnings, 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. The provisions of this paragraph shall not apply to temporary Borough employees. During such emergency closings, Borough employees shall make all reasonable efforts to talk with their supervisors and follow their supervisors' orders.

5.7 Leave Without Pay. The Mayor, Borough Administrator 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 work load requirements and staffing considerations during the proposed period of absence.

5.7.1 Requests. Such leave shall only be considered when the employee submits a written LWOP Request Form setting forth the reasons for the proposed leave, and when it is desirable to retain the services of the employee for the future. When a period of LWOP ends, the Borough will make reasonable efforts to return the employee to the same position or a similar available position. However, the Borough cannot, and does not, guarantee reinstatement in all cases.

5.7.2 Exhaustion of Paid Leave. All employees shall be required to exhaust any accrued paid time off (PTO) before taking unpaid leave, except for those employees who are absent while drawing Workers' Compensation Pay.

5.7.3 Nonaccrual of Benefits During Leave Without Pay. Benefit accruals, such as sick leave, or holiday benefits, will be suspended during periods of LWOP and will resume upon return to active employment.

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

Provides more comprehensive overview of Borough's family medical leave policies.

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.
- 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.

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 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.

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 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.

5.9 Bereavement Leave. Regular employees shall be entitled to up to five (5) days of paid bereavement leave annually, **in the event of the death of an immediate family member.** 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. If an employee wishes to take **bereavement leave**, the employee should notify his or her supervisor immediately. **The approval of bereavement leave is contingent upon the Borough Administrator's determination that the employee's absence will not cause unusual operating problems.** Any employee may, with the supervisor's prior written approval, use any available paid leave (vacation or sick leave) for additional time off as necessary.

5.9.1 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 Coverage. The Borough offers health **coverage** to regular employees within eligible employment classifications. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Aleutians East Borough

and the insurance carrier. Details of the Borough's health coverage plan are described in the Summary Plan Description (SPD) provided to eligible employees. Employees should contact the Borough Administrator for more information about health coverage benefits and eligibility.

5.10.1 COBRA. A change in employment classification that would result in loss of eligibility to participate in the Borough's employee health coverage 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 pays 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. Note: under COBRA there is a requirement that the employer have 20 or more employees in the prior year.

5.11 Workers' Compensation Insurance. The Aleutians East Borough provides a comprehensive workers' compensation insurance program at no cost to its employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

5.11.1 Obligation to Notify Borough of Injury or Illness. Employees who sustain work-related injuries or illnesses must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

5.11.2 Applicability. Neither the Borough 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 Borough.

5.12 Life Insurance. Eligible employees may apply for life insurance coverage benefits as offered by the Borough.

5.13 Retirement Plan. The Borough participates in the State of Alaska Public Employees Retirement System. Employees should contact the Borough Administrator or Finance Director with questions regarding eligibility and program requirements.

5.14 Relocation Benefits. Those employees eligible for relocation benefits will be determined, in the Borough's sole discretion, by the Mayor or Borough Administrator on a case-by-case basis, taking into account various factors including the availability of funds to pay the relocation costs and other factors. When the Borough asks employees to relocate to a new area, certain relocation benefits may be provided to facilitate the transition. Relocation may be available to any eligible transferred or newly-hired employee who must relocate in order to reside within 50 miles of the new place of work. Employees must request relocation assistance for specific items before the date of the expenses are incurred. The Borough will reimburse expenses only if the employee has received advance written approval, incurs reasonable expenses, and submits satisfactory proof of the expense within thirty (30) calendar days of the date the expense was

Revised to account for the possibility that COBRA may be unavailable when the Borough had less than 20 employees during the previous qualifying year.

Added to notify employees of the availability of Life Insurance and PERS participation.

incurred. For specific information regarding the terms and extent of relocation benefits, please contact the Mayor, Borough Administrator or designee.

5.15 Tuition Reimbursement. Borough employees may be eligible to receive reimbursement of up to \$200.00 per semester hour for preapproved college courses that the employee completes. Tuition reimbursement program availability may vary year to year, subject to funding.

5.15.1 Eligible Employees. Regular full-time employees with at least five years of service are eligible for the program.

5.15.2 Eligible Expenses. The costs of tuition for courses that relate to an employee's job duties are eligible for reimbursement if they begin after June 30, 2019. To be eligible for reimbursement, the employee must successfully complete the course with a passing grade of C- or greater. Audited courses are not eligible for reimbursement, nor are any fees, materials, and other associated costs.

5.15.3 Preapproval Required. Only those courses that have been preapproved by the Borough Administrator are eligible for reimbursement. Reimbursement requests may be authorized or denied at the Borough Administrator's discretion.

5.15.4 Maximum Reimbursement Amount. An eligible employee's annual reimbursement amount may not exceed \$2,400.00 per fiscal year, and a lifetime maximum of \$10,000.00.

5.15.5 Reimbursement Requests. To receive reimbursement under this section, an employee must submit an official transcript showing successful completion of the course, as well as documentation sufficient for the Borough Administrator to verify that the employee has paid for the course.

5.15.6 Repayment. Employees who falsify information related to reimbursement requests, or who separate from Borough employment for any reason other than layoff must repay the Borough for any reimbursement amounts received in the one-year period preceding the separation.



New tuition reimbursement policy.

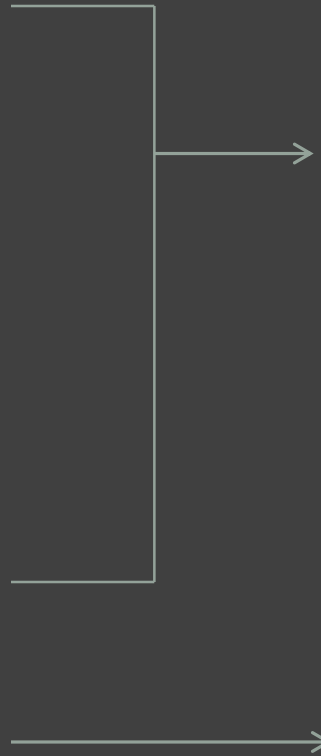
CHAPTER SIX

STANDARDS OF CONDUCT

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- 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 Administrator as soon as possible.
- 6.3 Work Schedules and Attendance.** Work schedules for employees vary throughout the Borough. Supervisors will advise employees of their individual work schedules. 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. Work schedules may be



This new introductory section provides employees with a more detailed understanding of what is expected from them as employees and makes it clear that the standards apply to both employees and volunteers.

The purpose of this new section is to create a general code of civility and respect among and between all Borough employees.

altered to accommodate the Borough's needs. Notice of such changes shall be provided by supervisors and shall be reasonable in the circumstances.

6.3.1 Punctuality. To maintain a safe and productive work environment, the Aleutians East Borough expects employees to be reliable and to be punctual in reporting for scheduled work. All Borough employees are expected to report to duty by the start of all regularly scheduled shifts. Absenteeism and tardiness place a burden on other employees and on the Borough. 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.

6.3.2 Rest Periods. During each eight (8)-hour work day, full-time, non-exempt employees are provided with two 15-minute rest periods. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees shall not be absent from their work stations beyond the allotted rest period time. Violation of the requirement that employees not abuse either the duration or frequency of rest periods may result in disciplinary action, up to and including termination of employment.

6.3.3 Requests for Modifications to Work Schedules. Employees may request modifications to their standard work schedules 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, and a copy of the authorization shall be timely conveyed to the Mayor, Borough Administrator or designee.

6.4 Appearance and Grooming. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Aleutians East Borough presents to the public. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees should direct questions regarding what constitutes appropriate attire to their supervisor or to the Borough Administrator.

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. An employee may hold a job with another organization as long as they satisfactorily perform their job responsibilities with the Borough. If an employee wishes to engage in outside employment, they must give the Mayor written notice. All employees will be judged by the same performance standards and will be subject to the Borough's scheduling demands, regardless of any existing outside work requirements. If the Borough determines that an employee's outside work interferes with performance or the ability to meet the

Corrects the current Handbook's failure to explain the length of the two break periods.

Requires employees to exercise reasonable care in the exercise of their duties, so that the Borough can better protect itself from civil liability as a result of employee negligence.

requirements of the Aleutians East Borough as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain with the Borough. Outside employment which has an actual or potential adverse impact the Borough may be deemed to be a conflict of interest.

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 Administrator, 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 Business Ethics and Conduct. The successful business operation and reputation of the Borough is built upon the principles of fair dealing and **relies upon the** ethical conduct of our employees. Our 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 Borough is dependent upon our customers' trust and we are dedicated to preserving it. Employees owe a duty to Borough, and the general public, to act in a way that merits **the public's** trust and confidence. **All employees must** comply with all applicable laws and regulations **when conducting the Borough's** 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 you 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 your immediate supervisor [if appropriate], or any of management including the Mayor for advice and consultation. Compliance with this policy of business ethics and conduct is the responsibility of every Borough employee. 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 **in a manner that is impartial, unbiased, and fundamentally fair.** Consequently, **employees are prohibited from participating in any official Borough action in which the employee has a substantial financial interest.** 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. Employees should contact the Mayor or Borough Administrator for more information or **with any** questions about conflicts of interest.

6.8.1 Instances in Which Conflicts of Interest Exist. 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 financial gain for that employee or for a relative **of the employee** as a result of the Borough's actions. Personal gain may result not only **when** an employee or relative has a significant ownership in a firm with which the Borough does business, but also when an employee or relative receives any kickback, bribe, substantial gift, [i.e., one having a value in excess of one hundred dollars (\$100.00)], or special consideration as a result of any transaction or business dealings involving the Borough.

New provisions make it clear that Employees are prohibited from:

- Performing work for other employers during their Borough work hours.
- Using Borough resources for any other employer.

Directs employees that they may not participate in any official Borough business in which the employee has any substantial financial interest.

6.8.2 Persons Presumed to Be an Employee's Relative. For the purposes of this policy, the term "relative" includes an employee's spouse or significant other, parent, step-parent, child, step-child, adopted child, grandparent, sibling, step-sibling, aunt, uncle, cousin, niece or nephew; or the spouse's or significant other's parent, step-parent, child, step-child, adopted child, grandparent, sibling, step-sibling, aunt, uncle, cousin, niece or nephew; or any person other than those previously listed, who is currently living in the same household with, or is legally dependent upon, the employee.

6.8.3 Association Not Sufficient to Constitute a Conflict of Interest. The mere existence of a relationship with outside firms does not itself create a prohibited conflict of interest. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose in writing to the Mayor as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

6.9 Public Communications. The Borough Mayor is the officially-designated spokesperson for the Borough. Some Borough employees (for example, the Borough Administrator and the Communications Director) have in their job descriptions some duties which require them to speak on the Borough's behalf in certain circumstances. Borough employees whose job descriptions do not explicitly include a duty to speak on the Borough's behalf should avoid doing so except when specifically authorized or instructed to do so by the Borough Administrator or Mayor.

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 Administrator or Mayor. 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 used on the job.

6.12 Use of Telephone and Mail System. Employees should practice discretion in using company telephones when making local personal calls and are required to reimburse the Borough for any

Authorizes the Mayor and/or Borough Administrator to grant permission for employees to disclose confidential Borough information to third parties as necessary.

charges resulting from their personal use of the telephone, facsimile, postage and other machines. 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.

6.13 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 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 Aleutians East 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 Aleutians East 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. The Aleutians East 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 Administrator.** Employees should notify their immediate supervisor, or the Mayor 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.

→ Gives a more expansive explanation regarding how and why the Borough monitors employee use of computers, Internet, and Borough-issued email accounts.

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. Employees must have a current Alaska Driver's License to operate Borough-owned vehicles. Any person who operates heavy equipment must have a current State of Alaska Commercial Driver's License. Only authorized persons shall use the Aleutians East Borough heavy equipment. Generally, only Public Works employees may be authorized to use heavy equipment by the Aleutians East Borough Public Works Foreman.

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 Aleutians East Borough heavy equipment operator services, they must sign a "Borough Services Agreement," which releases the Aleutians East Borough from liability for injuries and property damage. The Borough Public Works Foreman shall determine whether the individual or contractor's personnel are qualified to operate the Aleutians East Borough heavy equipment, otherwise an operator is provided.

6.14.3 Duty to Notify Borough of Damage. Employees must notify a supervisor or the Borough Administrator 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 Administrator.

6.15 Workplace Safety. The Borough is committed to providing a safe and healthy environment for both its employees and visitors. To do so, the Borough has established a Workplace Safety Program. The Safety Program has been developed to ensure that the Borough's employment practices comply with all applicable federal and state laws and regulations relating to safety and health. Department Heads shall implement, administer, monitor, and evaluate the safety program. Each employee is responsible for helping to prevent the occurrence of hazardous situations in the workplace by actively identifying and assessing risks and taking appropriate measures to reduce their potential impacts upon other employees and the public.

6.15.1 Safety Standards. The Borough provides information to employees about workplace safety and health issues, regular internal communication channels such as employee meetings, bulletin board postings, memos, and other written communications. The Borough prefers that all employees be self-policing, practice good housekeeping, and take the initiative to report safety concerns to the Borough so that it may take action to correct dangerous situations (for example, removing barriers to quick access to fire extinguishers), etc.

→ Vests employees with the responsibility to assist the Borough to maintain a healthy and safe workplace.

6.15.2 Supervisor Responsibilities. Each supervisor is responsible for: providing safe work procedures and environments; informing and training employees in safe work habits; detecting and correcting unsafe practices and conditions; investigating accidents and preparing accident reports; and, encouraging employees to report unsafe conditions and to submit practical safety suggestions.

6.15.3 Employee Responsibilities. Each employee is responsible for: obeying **safety** rules and exercise caution in all work activities; **practicing** safe work habits; promptly reporting all accidents and injuries; immediately reporting any unsafe condition; and, knowing the location and use of fire extinguishers fire exits and the best method for reporting fires.

6.15.4 Violation of Safety Standards and Practices. 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.

6.15.5 Duty to Report Work-Related Injuries and Illnesses. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with applicable laws and initiate insurance and workers' compensation benefits. Such notification shall be in writing and shall provide the information required by Borough policy. Except when not practicable, such notification shall be made on a Borough-approved form and shall be made within twenty-four (24) hours of the injury. Employees who **are** involved in an on-the-job accident or unusual occurrence that involves damage to Borough property or physical injury **may be subject to post-accident drug and alcohol testing as provided by Section 6.17.6.**

6.15.6 Illnesses in the Workplace. The Borough **wishes** to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, visitors or others. We also want to ensure the continuity of business operations in the event of a severe influenza pandemic. Many times, with the best of intentions, employees report to work even though they feel ill. We provide employees with paid sick time to compensate employees who are unable to work due to illness. During flu season and/or an influenza pandemic, it is critical that employees do not report to work while they are ill.

6.16 Smoking. In keeping with the Borough's intent to provide a safe and healthful work environment, the use of tobacco, including vaporizers (e-cigarettes), is prohibited throughout the workplace as provided in AS 18.35.300. This includes all Borough-owned and Borough-leased property, and applies to all Borough-owned and Borough-leased vehicles. This policy applies equally to all employees, customers, and visitors. Smoking is allowed only at designated smoking areas outside.

6.17 Drug and Alcohol-Free Workplace. It is the Borough's policy to provide a workplace that is free of both drugs and alcohol. Employees with questions or concerns about substance dependence or abuse are encouraged to discuss these matters with their supervisor or with the Mayor, Borough Administrator or designee, to receive assistance or referrals to appropriate resources in the community.

Inserts new wording that complies with the requirements of the Drug-Free Workplace Act.

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 on Borough business, or 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 Notification of Related Convictions. Pursuant to the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Borough of a criminal conviction for drug-related activity occurring in the workplace. Reports of convictions and of charges relating to illegal drug use or possession, marijuana-involved or alcohol-involved offenses (including but not limited to DUIs) must be made in writing to the Mayor, Borough Administrator or designee within five (5) days of the conviction.

6.17.5 Employee Resources. Employees are encouraged to use any resources available to them to address personal drug and alcohol abuse issues. Employees with drug or alcohol problems that have not resulted in, or been the subject of, disciplinary action, may request to take time off to participate in a rehabilitation or treatment program through the Aleutians East Borough's health insurance benefit coverage, if available (and if the employee is eligible for coverage). At the Borough's discretion, leave may be granted if the employee abides by all Borough policies, rules, and prohibitions relating to conduct in the workplace and granting the leave will not cause the Borough undue hardship.

6.17.6 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 and marijuana on the job may pose serious safety and health

Provides a more accurate definition for the terms "controlled substance" and "drug" for the purposes of enforcing the Borough's workplace drug policy.

Updated to make clear that prescription drugs require a current prescription to be used on the job.

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 Mayor, Borough Administrator or designee as expeditiously as possible. The employee may request a copy of the results.

- **Pre-Employment Testing.** The Borough may require 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 Administrator or Mayor.
- **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 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 Administrator or Mayor.
- **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 as required by federal law pursuant to Code of Federal Policies and Procedures, 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.

6.18 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 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

This section has been revised to ensure that it complies with the requirements of Alaska law pertaining to drug testing public employees.

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 Administrator 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, Tumblr, and Twitter, chat rooms, industry chat boards, personal blogs and other similar forms of online journals, diaries and personal newsletters not affiliated with the Aleutians East 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 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 Aleutians East Borough or any business with a connection to the Borough. Employees may not post company-privileged information, including copyrighted 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 Administrator. 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 Borough is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Borough has adopted the following guidelines to deal with intimidation, harassment, 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 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, 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 sex, race, age, or any characteristic protected by federal, state, or local law. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. 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, you should be as specific and detailed as possible.

6.19.3 Disclosure of Intent to Carry Firearm. Employees must first disclose to the Borough management their intent to carry a concealed weapon before bringing it into the workplace.

6.19.4 Reporting Violations. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intervene or observe the occurrence. In addition, the Borough encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Mayor before the situation escalates into potential violence. The Borough is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns. Additionally, the Borough encourages employees to report any threats of violence or acts of violence that occur in their personal lives that could affect workplace security (i.e. issuance of a restraining order to protect the employee, threatening email received outside the workplace, etc.).

6.19.5 Investigations. The Borough will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Borough may suspend employees, either with or without pay, pending investigation. Anyone 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 Compliance with Other Borough Policies and Procedures. Employees shall comply with all policies and procedures established for the employee's department. An employee also shall comply with all administrative or other policies and procedures established for all Borough employees. Department Heads are responsible to notify their employees of any established departmental policies and procedures and of any changes or revisions to departmental policies and procedures. All Borough employees are required to receive instruction on Borough policies and procedures when hired and will be required to acknowledge receipt of updated policies and procedures. Documentation of the receipt of revisions to the Borough Personnel Policies and Procedures will be kept by the Borough Administrator or designee.

Alaska law generally does not permit the Borough to prohibit the carrying of firearms in the workplace; therefore, this new policy requires that employees notify the Borough when they do.

This section is intended to permit departments to prescribe their own specific rules and procedures that govern employees.

- 6.21 Protection for Whistleblowers.** In compliance with the requirements of Alaska Statute 39.90.100, the Borough will not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment for any activities protected thereunder.
- 6.22 Solicitation.** To ensure a productive and harmonious work environment, persons not employed by the Borough may not solicit or distribute literature in the workplace at any time for any purpose. The Borough recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods when Borough employees are not on duty.) The posting of written solicitations on Borough bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for information regarding Workers' Compensation, Alaska State disability insurance, unemployment insurance and notices of other rights and obligations of employees.
- 6.23 Security Inspections.** The Borough wishes to maintain a work environment that is free of illegal drugs, alcohol, marijuana, firearms, explosives, or other improper materials. To this end, the Borough prohibits the possession, transfer, sale, or use of such materials on its premises. The Borough requires the cooperation of all employees in administering this policy. Desks and other storage devices may be provided for the convenience of employees, but remain the sole property of the Borough. Accordingly, any agent or representative of the Borough, with the Mayor or the Borough Administrator's permission, may inspect them, either with or without prior notice.

CHAPTER SEVEN

DISCRIMINATION AND HARASSMENT

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DISCRIMINATION AND HARRASSMENT

- 7.1 Equal Opportunity Employer.** The Aleutians East Borough is an equal opportunity employer. In order to provide equal employment and advancement opportunities to all individuals, applicants and employees shall be assured of fair treatment in all aspects of personnel administration without regard for political affiliation, race, creed, color, religion, gender/sexual orientation, age, national origin or ancestry, marital status, change in marital status, physical or mental disability, pregnancy, parenthood or any other protected classes under relevant federal, state and local laws. Individuals shall likewise be treated with proper regard for their privacy and constitutional rights as citizens. This non-discrimination policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training for all employees. 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. Employees can raise concerns and make reports without fear of reprisal. Any Borough employee 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), the Alaska Human Rights Act, and all other federal, state and local laws that ensure equal opportunity in employment for qualified persons with disabilities. 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 Hiring Practices.** To ensure that the Borough's hiring procedures provide persons with disabilities meaningful employment opportunities, pre-employment inquiries are made only regarding an applicant's ability to perform the essential duties of the position applied for. In addition, the Borough will provide reasonable accommodations for applicants within its hiring process, as requested. The Borough shall not discriminate against any qualified employees or applicants because they are related to a person with a disability.
- 7.2.2 Accommodations.** The Borough shall provide employees who experience disabilities with such reasonable accommodations as may be required by any applicable federal, state or local law.
- 7.3 Policy Against Sexual and Other Harassment.** It is the Borough's policy to maintain a work environment free from unlawful discrimination and harassment for all employees. The Borough recognizes that all employees have the right to work in an environment that is free from discrimination, intimidation or harassment on the basis of their protected status. Employees

Amended to include mandatory EEO statement.

Updated to provide reference to Alaska's counterpart to the Americans With Disabilities Act.

Replaced the current section with a less detailed statement with the intention of drafting an internal accommodations policy that may be amended by Borough administration as necessary as standards continue to develop.

found to have taken actions inconsistent with, or in violation of, the Borough's Equal Employment Opportunity and Anti-Harassment policies shall be subject to disciplinary action, up to and including termination of employment. Persons who engage in or instigate such harassment will be subject to disciplinary actions up to and including termination. Additionally, managers and supervisors who knowingly permit harassments activity 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;



This section has been completely reworked to provide explicit standards, definitions and requirements for both employees and management staff regarding the prevention, reporting and investigation of sexual harassment claims.

- 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.

7.4 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 Administrator, the Mayor, or any other member of Borough management to whom the individual is comfortable speaking with.

7.4.1 Investigation by Borough. The Borough will investigate any report of alleged discrimination or harassment that it receives. The length of time it takes to perform the investigation will depend on the nature of the complaint. However, a complainant is free at any time to inquire about the status of the investigation. All information regarding any discrimination or harassment complaint will be kept confidential to the greatest extent possible consistent with the need to investigate and take action, and the due process rights of the subject of the complaint. The facts will determine the response to each allegation. The Borough has a zero-tolerance policy on harassment of any kind. Substantiated acts of discrimination or harassment by an employee will be met with appropriate disciplinary action, up to and including termination.

7.4.2 Administrative Leave. During the Borough's investigation, individuals who have been accused of sexual or other forms of harassment may be placed upon paid administrative leave.

7.5 Prohibition Against Retaliation. Reprisals against a person reporting allegations of discrimination or harassment will not be tolerated. No retaliatory action will be taken against any individual for assisting or participating in good faith in an investigation, proceeding or

hearing related to any discrimination or harassment complaint. An employee who violates these provisions may be subject to disciplinary action, up to and including termination.

CHAPTER EIGHT

EMPLOYEE DISCIPLINE

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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 Mayor, Borough Administrator 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.
 - 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 the prescribing medical professional, or the label on the prescription container, indicates the drug 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 safety standards.
 - 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.

These proposed revisions include a comprehensive reworking of the General Statement so that it provides an overview of the Borough's disciplinary philosophy.

This list of the grounds for employee discipline has also been updated to more accurately reflect the classes of prohibited behavior and to explain that additional actions that are not listed may also serve as grounds for discipline, depending upon the circumstances.

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

8.3 **Progressive Discipline.** 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 it is the Borough's policy 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 may 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. Such reprimands should be made in such a way as to ensure confidentiality, and a written record of the reprimand will be placed within the employee's personnel file. An employee who disagrees with an oral reprimand may submit a statement of disagreement to the Borough Administrator within five business days, which shall be appended to the written record in his or her file.

8.3.2.2 Written Reprimand. If the Borough, in its sole discretion, determines that an employee's violation is greater in severity than that justifying merely an oral reprimand, or the employee has already received an oral warning regarding the same or similar violation, the employee may be issued a written reprimand. Such warnings shall clearly set out the policies that have been violated, explain what the employee should have done differently, 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. An employee who disagrees with a written reprimand may submit a statement of disagreement to the Borough Administrator within five business days, which shall be appended to the original maintained in his or her file.

→ New language places employees on notice that, depending upon the nature of their misconduct, they may be subjected to discipline that does not follow the progressive disciplinary system described in this section.

→ This new section proposes four tiers of disciplinary action, which is more in line with the trend among Alaska municipalities.

8.3.2.4 Imposition of Performance Improvement Plan. Some circumstances may warrant the implementation of a disciplinary performance improvement plan. Like written reprimands, disciplinary performance improvement plans shall explain the ways in which the employee's behavior has violated the Borough's policies, or failed to meet performance expectations, and shall establish goals that the employee must meet within a set period of time. If the employee fails to meet the requirements of the plan, he or she shall be terminated. The employee shall be given a copy of the plan, and the original shall be placed within his or her personnel file. An employee who disagrees with a disciplinary performance improvement plan may submit a statement of disagreement to the Borough Administrator within five business days, which shall be appended to the original maintained in his or her file.

8.3.2.5 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.

8.4 Pre-Deprivation 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 involuntary 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 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 Administrator for such a hearing. An employee's failure to do so will be considered his or her knowing waiver of both the right to a pre-deprivation hearing, and to any appellate review of the Borough's disciplinary action.

8.4.3 Hearing Procedures. If an employee makes a written request for a hearing, such hearing shall be conducted within five (5) business days of the date that the Borough Administrator received the employee's written request. Pre-deprivation hearings shall be before the Mayor, Borough Administrator, or other 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 another person at the hearing. Upon its conclusion, the

Performance improvement plans are a vital component in a municipal employer's disciplinary process. This section provides an in-depth discussion regarding how they will be used by the Borough.

The current procedures do not fully comply with the requirements of Alaska law governing public employment. This new pre-deprivation section addresses each step of a process designed to avoid the potential for liability while engaging in employee discipline.

The deadlines for action in the current process are different from one another and difficult to keep track of from an administrative standpoint; therefore, we have proposed ones that are more uniform, and more weighted in favor of ensuring the employee's rights are not violated.

Borough shall consider all the relevant evidence and render a written decision within seven business days.

CHAPTER NINE

PERFORMANCE EVALUATIONS AND PERSONNEL RECORDS

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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



The existing Employee Handbook does not provide any information regarding how performance evaluations are used by the Borough. It also does not provide any direction regarding the frequency with which they are to be completed.

Because performance evaluations are such incredibly important tools—both for employee development and for enforcement, when necessary, we have proposed a more expansive section that provides clear direction to administrators and notifies personnel regarding how these evaluations affect Borough employment.

prior 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 corrective action plan has been completed, or at such other time as the Borough deems appropriate and beneficial.

9.2 Employee Records. The Borough 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 Aleutians East Borough, and access to the information they contain is restricted. The personnel records shall remain locked in the Finance Office at all times. Disciplinary records and performance appraisals shall remain locked in the Borough Administrator's Office. Generally, only supervisors and management personnel of the Aleutians East Borough and those who have a legitimate reason to review information in a file are allowed to do so.

9.2.1 Employee Inspection. Employees or former employee who wish to inspect and make copies of the employee's personnel file and other personnel information maintained by the employer concerning the employee should contact the Borough Administrator. With reasonable advance notice, employees may review their own personnel files in the Borough offices and in the presence of an individual appointed by the Borough 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 a 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. It is the responsibility of each employee to promptly notify the Aleutians East 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. If any personnel data has changed notify the Borough Administrator.

9.3 Medical Records. Medical records shall be safely secured and kept separate from the employee's personnel file. Access to these files shall be restricted to the Mayor or his designee and the employee. Such records shall not be released for any reason other than a medical emergency, in which event they may be released to a licensed health care practitioner, unless the employee gives written consent allowing the release of his/her medical file.

9.4 Social Security Numbers. To protect employees' personal information, the Borough prohibits the use of employees Social Security numbers for identification purposes, except as allowed by law. Borough will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for internal verification or

administrative purposes. Employees who have questions about this policy or who feel that their Social Security number has been used inappropriately by the Borough should contact the Borough Administrator.

CHAPTER TEN

SEPARATIONS FROM BOROUGH EMPLOYMENT

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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. Since employment with the Borough is based on mutual consent, both the employee and the Borough have the right to terminate employment at will, with or without cause, at any time. Any questions regarding the termination of employment with the Borough should be directed to the Borough Administrator.
- 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 Mayor 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 Mayor.
- 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 Public 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 Administrator and/or Finance Director.
- 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 this Employee Handbook.

- 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.
- 10.9 Return of Borough Property on Separation.** Employees are responsible for all property, materials, or written information (including access materials such as keys and pass cards) issued to them or in their possession or control. Employees must return all Borough property immediately upon request or upon termination of employment, whichever is earlier. The Borough may take any action it deems 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.

Public Comment on Agenda Items

Conflict of Interests

Minutes

CALL TO ORDER

Mayor Alvin D. Osterback called the Aleutians East Borough Assembly meeting to order by teleconference on August 12, 2021 at 3:00 p.m.

ROLL CALL

Mayor Alvin D. Osterback	Present
Chris Babcock	Absent-excused
Carol Foster	Present
Warren Wilson	Present
Josephine Shangin	Present
Paul Gronholdt	Present
Brenda Wilson	Present
Denise Mobeck	Present

Advisory Members:

Dailey Schaack, Cold Bay	Present
Samantha McNeley, Nelson Lagoon	Absent
Tom Hoblet, False Pass	Absent

A quorum was present.

Staff Present:

Roxann Newman, Finance Director
Jacki Brandell, Finance Assistant
Tina Anderson, Clerk
Anne Bailey, Administrator
Mary Tesche, Assistant Administrator
Ernie Weiss, Natural Resources Director
Charlotte Levy, Assistant Natural Resources Director
Glennora Dushkin, Administrative Assistant
Laura Tanis, Communications Director
Emil Mobeck, Maintenance Director

Adoption of the Agenda:

MOTION

WARREN moved to adopt and second by CAROL.

PAUL requested Resolutions 22-07 and 22-10 be removed from the Consent Agenda and placed under Resolutions.

The agenda is approved as amended.

PRESENTATIONS

Pre-audit Presentation – BDO USA, LLP:

George Barker with BDO reviewed the process and their responsibility, saying they offer only an opinion and reasonable assurance, for the FY2021 audit. In addition, BDO will also do a federal and state audit and evaluate the use of COVID relief funds. Year-end field work is scheduled for October and a week in November with an audit report in December. Presentation is in the packet.

Community Roll Call and Public Comments on Agenda Items:

Cold Bay resident and Gould Construction business owner, Clarence Gould, said in regards to certain properties in Cold Bay he asked the Assembly to remove from the table Ordinance 22-01 and Ordinance 22-02 to be discussed and moved forward, in which he has special interest in the sale of the building and transfer of State lease.

Conflict of Interests:

Mayor Osterback asked for any potential **Conflict of Interests** to discuss. There were no conflicts.

Assembly Meeting recessed.

PLATTING BOARD AGENDA

Platting Board Resolution 22-01, the Aleutians East Borough Platting Board Approving Alaska State Land Survey (ASLS) 2017-46 and forwarding to the Assembly for final approval.

MOTION

BRENDA moved to approve Resolution 22-01 and second by DENISE.

DISCUSSION

Natural Resources Director Weiss said documents in packet show AEB land selections in the Sandy River area. The resolution expresses Platting Board approval for ASLS 2017-46, with final approval at the next Assembly meeting. Total AEB Municipal Land Entitlement is 7,633 acres. AEB selected 2,400 acres along the Sandy River. In order to move to final conveyance and patent, land selections require a survey. The AEB contracted with McClintock Land Associates to do the surveys that required a costly expense of a helicopter for the work. We requested the State of Alaska, Dept. of Natural Resources, to review both ASLS 2017-46 and 2017-47. DNR is not ready to move forward with ASLS 2017-47, at this time. Recommend the Platting Board approve and move forward with ASLS 2017-46, and then to Assembly for final approval.

PAUL asked if we would be obligated to recover survey costs if AEB decides to sell the land, in the future. Weiss feels we should but does not know the answer to that.

ROLL CALL

Yeas: Warren, Carol, Paul, Brenda, Denise. (no Josephine) Advisory: Dailey.

Nay: None

YEAS: 5
NAYS: 0

MOTION CARRIED

ADJOURNED

Minutes, July 8, 2021:

MOTION

BRENDA moved to approve the July 8, 2021 Assembly Meeting Minutes and second by DENISE.

Hearing no more **MOTION CARRIED.**

Financial Reports, June (not available):

Administrator Bailey said June Financial is being finalized and will be presented at the next meeting. She said the raw fish tax total for end of FY21 is \$4,015,000, which is higher than the estimated budget amount.

June Investment Reports:

In packet.

CONSENT AGENDA

- Resolution 22-06, formally submitting a harbor facility grant application to the State of Alaska, DOT/PF in the amount of \$4,125,000 for the Sand Pt. Harbor Float A Project.

MOTION

CAROL moved to approve the Consent Agenda and second by BRENDA.

ROLL CALL

Yeas: Brenda, (no Josephine), Denise, Carol, Paul, Warren. Advisory: Dailey,
Nay: None

YEAS: 5
NAYS: 0

MOTION CARRIED

ORDINANCES (tabled at the July 8, 2021 Assembly Meeting)

TABLED on July 8. Requires a motion and a second to bring off the table.

MOTION: Move to accept Ordinance 22-01, authorizing the assignment of certain real property leased by the Aleutians East Borough, and set for Public Hearing.

Due to a lack of a motion to take from the table, the motion is lost.

TABLED on July 8. Requires a motion and a second to bring off the table.

MOTION: Move to accept Ordinance 22-02, authorizing the sale of a certain real property owned by Aleutians East Borough, and set for Public Hearing.

Due to a lack of a motion to take from the table, the motion is lost.

RESOLUTIONS

Resolution 22-08, authorizing the mayor to negotiate and execute a contract agreement with Professional Growth Systems (PGS) for strategic planning services in the amount not to exceed \$52,000.

MOTION

DENISE moved to approve Resolution 22-08 and second by CAROL.

Administrator said if approved, PGS will develop the strategic plan, community engagement, provide follow-up and support.

PAUL asked how the scope of work by PGS is effected, if we're still in a lockdown mode, due to Covid. Administrator Bailey said PGS will not charge for work not done and would then discuss options.

ROLL CALL

Yeas: Warren, Josephine, Carol, Brenda, Denise. Advisory: Dailey.

Nay: Paul

YEAS: 5

NAYS: 1

MOTION CARRIED

Resolution 22-09, authorizing the Mayor to negotiate and execute a contract with F&W Construction to complete the Cold Bay terminal expansion project in an amount not to exceed \$1,000,000 appropriate \$200,000 in AMLIP funds to the project.

MOTION

DENISE moved to approve Resolution 22-09 and second by BRENDA.

Administrator Bailey said this authorizes the Mayor to negotiate with F & W Construction for the project. Administration has been directed to expand the terminal. DOWL is in the process of completing the 65% design and assisted with contractor selection, hiring F&W through that process. Administration expects the project to be \$1M. F&W has been meeting with DOWL and requires \$80,000 to pre-order material to mobilize. Need to get done by end of year. \$854,000 in CARES Act funds to be

used and rest from general fund. This also requests \$200,000 from AMLIP for project management and engineering services, to complete the project. Funds not used will go back into AMLIP.

PAUL asked if it can be completed by December 31, 2021. Mayor Osterback said the CARES Act has a deadline date to use funds and can be completed.

WARREN said the building needs some structural improvements necessary for earthquakes. He asked if the columns improvements on the building was included. Bailey said that is not part of this project.

ROLL CALL

Yeas: Brenda, Denise, Paul, Warren, Josephine, Carol. Advisory: Dailey.

Nay: None

YEAS: 6

NAYS: 0

MOTION CARRIED

Resolution 22-07, thanking Alaska Airlines for providing temporary airline service to the AEB.

MOTION

JOSEPHINE moved to approve Resolution 22-07 and second by BRENDA.

Administrator said Resolution 22-07 thanks Alaska Airlines for providing service to AEB after Ravn bankrupted due to Covid. Alaska Airlines last flight is August 14th.

PAUL said it has been good that we have had Alaska Airlines and most people wish they would stay so feels important to say that, for the record. The airline we have now has start up issues and new airline starts up this fall, but feels it is important we recognize that Alaska Airlines is welcome to stay in the region.

Mayor Osterback said everyone in the area appreciates the time and effort it took to accomplish this and for Alaska Airlines providing a very much needed service. It also helped others beyond AEB. We really appreciated them coming in and stepping up to fill the void.

ROLL CALL

Yeas: Carol, Warren, Paul, Josephine, Brenda, Denise. Advisory: Dailey.

Nay: None

YEAS: 6

NAYS: 0

MOTION CARRIED

Resolution 22-10, Assembly Urging the North Pacific Fishery Management Council to Postpone Action on the BSAI Pacific Cod Trawl Catcher Vessel (CV) Program Until In-Person Meetings of the Council Resume.

MOTION

PAUL moved to approve Resolution 22-10 and second by JOSEPHINE.

Natural Resources Director Weiss said Resolution 22-10 urges NPFMC to postpone the BSAI Pacific Cod Trawl Catcher Vessel Program until in-person meetings resume. This is a rationalization program the Council has been working on. Both initial reviews were made in virtual settings that he and Levy attended, but no fishermen were attending, with no area to attend from. SSC and Advisory will continue to meet virtually. AEB has been advocating for strict side boards for the Western Gulf of Alaska and as much as possible for onshore processing.

PAUL said fishermen need to be able to attend in-person and not clear as to what will be passed. In-person meetings will give fishermen an opportunity to comment and mingle with the Council. He asked how long should the decision be postponed. Weiss said hard to predict, but December is the best time for our fishermen. Council did pick some preliminary alternative and there is a good chance at getting the Council to delay for one meeting.

ROLL CALL

Yeas: Denise, Warren, Josephine, Brenda, Carol, Paul. Advisory: Dailey.

Nay: None

YEAS: 6

NAYS: 0

MOTION CARRIED

OLD BUSINESS *None*

NEW BUSINESS *None*

REPORTS AND UPDATES

Mayor's Update:

Mayor Osterback said Ravn and Alaska Airlines have partnered to allow Alaska Airlines mileage to be used for Ravn flights.

Administrator's Report in packet. Highlights below:

CARES Act fund:

Allocation overview in packet.

Cold Bay Terminal Update:

Met with Alaska Airlines on January 29th on closure procedures, so they will be shipping their things out on the last flight and other equipment later.

FAA approval is done. Waiting for Fire Marshal Permit.

King Cove Road:

Oral argument on land exchange was August 4. Still working on the Special Use Permit, however, the state was able to fulfill some fieldwork and hoping to get authorization to do rest soon.

Secretary of Interior Holland is scheduled to go out to King Cove in September.

Akun Dock and Breakwater:

Received fully executed Tribal Partnership Agreement on July 19. Met with Corps of Engineers July 29 and planning a meeting in Akutan to visit site.

Power Cost Equalization Program:

AEB participated in the litigation with other municipalities and power companies. Holmes, Weddle & Barcott represented the group. Yesterday the superior court ruled in our favor. Governor announced today that he will not appeal the decision.

Legal cost to AEB was \$10,000 but may get some back since others joined the lawsuit.

Assistant Administrator Report in packet. Highlights below

Clinic project:

Discussions still ongoing. Had an assessment on the present clinic to see what would need to be done to make it safe.

Employee Handbook Revision:

Working on the presentation. Will be before the Assembly at the September meeting.

Communications Director Report in packet. Highlights below:

Website design:

Nine designers submitted proposals and scoring them on qualifications. Committee meets next week.

Annual Report:

Final changes and review being done and then will go out to the public.

In the Loop and Fish News:

Continues to go out regularly.

Natural Resources Director Report in packet. Highlights below:

Relief Fund:

Pacific States Marine Fisheries Commission: website update says fisheries relief funds will begin to get disbursed end of October. Waiting for the approved grant from NOAA. The application process not available yet.

Alaska Young Fishermen's Summit:

Doing raffle to sponsor participants to attend.

Alaska Board of Fisheries:

Board of Fish cycle moved forward a year.

Assistant Natural Resources Director Report in packet. Highlights below:

Electronic Monitoring Program:

Met with NMFS and project team to discuss concerns for upcoming season and addressing some concerns brought to her by fishermen. Working on data review protocols. Waiting for a grant amendment approval from NFWF.

Data Portal Project:

Portal tracking along, working on the quarterly report. Have been asked to participate on a panel at Pacific Marine Expo.

Kelp Mariculture:

Working on getting a team together for second research cruise, and collecting species. Making sure we have safety protocol in place, due to Covid.

Working with Alaska Sea Grant to get some seed lines started with the nursery in Kodiak.

Located a fishermen in Sand Point who is interested in working the farm that will be overseen by Alaska Sea Grant.

Cod Tagging Study:

Observers have been sending tags in. Some tagged cod remained in Shumagin locations but other tagged cod have moved more than a 1000 km to Bristol Bay, northern Bering Sea and Russia. Working on international relations to get tags back. We now see that fish between the Gulf of Alaska and Bering Sea are connected through migration.

This is not the only tagging study being done that are seeing similar results, and our study shows what we see around the Shumagin islands.

Maintenance Director Report:

False Pass School:

Two of the three circulation pumps have been taken care of. The rest of the materials needed arrived and will travel back to complete.

King Cove Office:

Rain prevented painting and eaves work on building. Will try again in August.

Akutan:

Projects completed.

ASSEMBLY COMMENTS

none

PUBLIC COMMENTS

No public comments

NEXT MEETING DATE

September 8, 2021.

ADJOURNMENT

PAUL moved to adjourn. Hearing no more, the meeting adjourned at 4:41 p.m.

Mayor Alvin D. Osterback

Tina Anderson, Clerk

Date: _____

Financial Report

Aleutians East Borough
***Revenue Guideline©**

08/27/21 9:23 AM

Page 1

Current Period: JUNE 20-21

		20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD Budget
Fund 01 GENERAL FUND						
Active	R 01-201 INTEREST REVENUE	\$35,000.00	\$4,239.22	(\$4,190.79)	\$30,760.78	12.11%
Active	R 01-203 OTHER REVENUE	\$80,000.00	\$116,086.65	\$48,301.49	-\$36,086.65	145.11%
Active	R 01-206 AEBSD Fund Balance Refun	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-218 AEB RAW FISH TAX	\$3,350,000.00	\$4,057,971.35	\$1,036,131.07	-\$707,971.35	121.13%
Active	R 01-229 Southwest Cities LLC	\$0.00	\$45,000.00	\$45,000.00	-\$45,000.00	0.00%
Active	R 01-233 STATE PERS ON-BEHALF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-258 LOAN PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-265 STATE SHARED RAW FISH	\$1,880,000.00	\$1,717,808.35	\$0.00	\$162,191.65	91.37%
Active	R 01-266 STATE SHARED FISHFMA2	\$36,000.00	\$111,252.73	\$0.00	-\$75,252.73	309.04%
Active	R 01-267 STATE SHARED FISHFMA3	\$4,000.00	\$1,513.49	\$0.00	\$2,486.51	37.84%
Active	R 01-268 State"Loss" Of Raw Fish Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-270 STATE REVENUE OTHER	\$300,000.00	\$315,789.00	\$0.00	-\$15,789.00	105.26%
Active	R 01-276 AEB SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-277 STATE BOND REBATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-291 PLO-95 PAYMNT IN LIEU O	\$559,000.00	\$644,864.00	\$644,864.00	-\$85,864.00	115.36%
Active	R 01-292 USFWS LANDS	\$25,000.00	\$15,212.00	\$0.00	\$9,788.00	60.85%
	Total Fund 01 GENERAL FUND	\$6,269,000.00	\$7,029,736.79	\$1,770,105.77	-\$760,736.79	112.13%

Aleutians East Borough
***Expenditure Guideline©**

08/27/21 9:23 AM

Page 1

Current Period: JUNE 20-21

		20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD Budget
Fund 01 GENERAL FUND						
DEPT 100 MAYORS OFFICE						
Active	E 01-100-000-300 SALARIES	\$84,354.00	\$81,717.62	\$6,488.72	\$2,636.38	96.87%
Active	E 01-100-000-350 FRINGE BENEFITS	\$40,500.00	\$41,177.41	\$3,195.66	-\$677.41	101.67%
Active	E 01-100-000-400 TRAVEL AND PER	\$38,000.00	\$1,071.29	\$1,071.29	\$36,928.71	2.82%
Active	E 01-100-000-425 TELEPHONE	\$1,000.00	\$920.93	\$153.08	\$79.07	92.09%
Active	E 01-100-000-475 SUPPLIES	\$1,500.00	\$1,198.97	\$1,128.97	\$301.03	79.93%
Active	E 01-100-000-530 DUES AND FEES	\$2,000.00	\$720.00	\$175.00	\$1,280.00	36.00%
Active	E 01-100-000-554 AK LOBBIST	\$45,000.00	\$42,000.00	\$3,500.00	\$3,000.00	93.33%
Active	E 01-100-000-555 FEDERAL LOBBIS	\$75,600.00	\$75,600.00	\$6,300.00	\$0.00	100.00%
SUBDEPT 000		\$287,954.00	\$244,406.22	\$22,012.72	\$43,547.78	84.88%
Total DEPT 100 MAYORS OFFICE		\$287,954.00	\$244,406.22	\$22,012.72	\$43,547.78	84.88%
DEPT 105 ASSEMBLY						
Active	E 01-105-000-300 SALARIES	\$40,000.00	\$36,900.00	\$0.00	\$3,100.00	92.25%
Active	E 01-105-000-350 FRINGE BENEFITS	\$145,000.00	\$139,688.25	\$11,294.85	\$5,311.75	96.34%
Active	E 01-105-000-400 TRAVEL AND PER	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	E 01-105-000-475 SUPPLIES	\$1,000.00	\$101.19	\$0.00	\$898.81	10.12%
Active	E 01-105-000-530 DUES AND FEES	\$5,000.00	\$1,414.00	\$0.00	\$3,586.00	28.28%
SUBDEPT 000		\$226,000.00	\$178,103.44	\$11,294.85	\$47,896.56	78.81%
Total DEPT 105 ASSEMBLY		\$226,000.00	\$178,103.44	\$11,294.85	\$47,896.56	78.81%
DEPT 150 PLANNING/CLERKS DEPARMENT						
Active	E 01-150-000-300 SALARIES	\$106,000.00	\$103,573.03	\$8,025.96	\$2,426.97	97.71%
Active	E 01-150-000-350 FRINGE BENEFITS	\$45,500.00	\$45,689.94	\$3,500.02	-\$189.94	100.42%
Active	E 01-150-000-400 TRAVEL AND PER	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 01-150-000-425 TELEPHONE	\$9,000.00	\$12,512.09	\$1,574.19	-\$3,512.09	139.02%
Active	E 01-150-000-450 POSTAGE/SPEED	\$1,000.00	\$740.70	\$0.00	\$259.30	74.07%
Active	E 01-150-000-475 SUPPLIES	\$3,500.00	\$2,383.84	\$141.40	\$1,116.16	68.11%
Active	E 01-150-000-526 UTILITIES	\$18,000.00	\$16,233.34	\$2,714.24	\$1,766.66	90.19%
Active	E 01-150-000-530 DUES AND FEES	\$4,500.00	\$1,910.00	\$0.00	\$2,590.00	42.44%
Active	E 01-150-000-650 ELECTION	\$10,000.00	\$4,088.24	\$0.00	\$5,911.76	40.88%
SUBDEPT 000		\$207,500.00	\$187,131.18	\$15,955.81	\$20,368.82	90.18%
Total DEPT 150 PLANNING/CLERKS DEPARMENT		\$207,500.00	\$187,131.18	\$15,955.81	\$20,368.82	90.18%
DEPT 200 ADMINISTRATION						
Active	E 01-200-000-300 SALARIES	\$167,481.00	\$122,378.46	\$13,878.00	\$45,102.54	73.07%
Active	E 01-200-000-350 FRINGE BENEFITS	\$77,500.00	\$81,312.72	\$6,209.22	-\$3,812.72	104.92%
Active	E 01-200-000-380 CONTRACT LABO	\$80,000.00	\$59,662.00	\$0.00	\$20,338.00	74.58%
Active	E 01-200-000-381 ENGINEERING	\$25,000.00	\$13,050.59	\$2,921.84	\$11,949.41	52.20%
Active	E 01-200-000-382 ANCHORAGE OFFI	\$0.00	\$2,307.00	(\$9,582.14)	-\$2,307.00	0.00%
Active	E 01-200-000-400 TRAVEL AND PER	\$11,000.00	\$2,343.18	\$0.00	\$8,656.82	21.30%
Active	E 01-200-000-425 TELEPHONE	\$5,350.00	\$5,552.25	\$540.97	-\$202.25	103.78%
Active	E 01-200-000-450 POSTAGE/SPEED	\$750.00	\$481.53	\$155.70	\$268.47	64.20%
Active	E 01-200-000-475 SUPPLIES	\$4,500.00	\$4,216.70	\$162.78	\$283.30	93.70%
Active	E 01-200-000-525 RENTAL/LEASE	\$10,560.00	\$10,524.78	\$879.20	\$35.22	99.67%
Active	E 01-200-000-530 DUES AND FEES	\$4,500.00	\$3,893.75	\$0.00	\$606.25	86.53%
SUBDEPT 000		\$386,641.00	\$305,722.96	\$15,165.57	\$80,918.04	79.07%
Total DEPT 200 ADMINISTRATION		\$386,641.00	\$305,722.96	\$15,165.57	\$80,918.04	79.07%
DEPT 201 Assistant Administrator						
Active	E 01-201-000-300 SALARIES	\$87,469.00	\$67,484.61	\$7,266.76	\$19,984.39	77.15%
Active	E 01-201-000-350 FRINGE BENEFITS	\$34,000.00	\$30,815.67	\$2,382.79	\$3,184.33	90.63%
Active	E 01-201-000-400 TRAVEL AND PER	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
Active	E 01-201-000-425 TELEPHONE	\$1,250.00	\$1,267.45	\$82.89	-\$17.45	101.40%

Aleutians East Borough
***Expenditure Guideline©**

08/27/21 9:23 AM

Page 2

Current Period: JUNE 20-21

		20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD Budget
Active	E 01-201-000-475 SUPPLIES	\$900.00	\$70.44	\$4.40	\$829.56	7.83%
Active	E 01-201-000-525 RENTAL/LEASE	\$10,411.00	\$10,385.34	\$867.55	\$25.66	99.75%
Active	E 01-201-000-530 DUES AND FEES	\$1,500.00	\$685.00	\$0.00	\$815.00	45.67%
SUBDEPT 000		\$143,530.00	\$110,708.51	\$10,604.39	\$32,821.49	77.13%
Total DEPT 201 Assistant Administrator		\$143,530.00	\$110,708.51	\$10,604.39	\$32,821.49	77.13%
DEPT 250 FINANCE DEPARTMENT						
Active	E 01-250-000-300 SALARIES	\$148,520.00	\$139,471.99	\$10,798.35	\$9,048.01	93.91%
Active	E 01-250-000-350 FRINGE BENEFITS	\$72,000.00	\$71,456.36	\$5,484.59	\$543.64	99.24%
Active	E 01-250-000-400 TRAVEL AND PER	\$8,500.00	\$0.00	\$0.00	\$8,500.00	0.00%
Active	E 01-250-000-425 TELEPHONE	\$10,500.00	\$9,445.53	\$561.52	\$1,054.47	89.96%
Active	E 01-250-000-450 POSTAGE/SPEED	\$1,250.00	\$1,055.44	\$24.50	\$194.56	84.44%
Active	E 01-250-000-475 SUPPLIES	\$8,000.00	\$9,698.87	\$2,033.48	-\$1,698.87	121.24%
Active	E 01-250-000-526 UTILITIES	\$4,500.00	\$4,577.88	\$321.80	-\$77.88	101.73%
Active	E 01-250-000-530 DUES AND FEES	\$2,250.00	\$140.00	\$0.00	\$2,110.00	6.22%
Active	E 01-250-000-550 AUDIT	\$80,000.00	\$66,425.00	\$0.00	\$13,575.00	83.03%
SUBDEPT 000		\$335,520.00	\$302,271.07	\$19,224.24	\$33,248.93	90.09%
Total DEPT 250 FINANCE DEPARTMENT		\$335,520.00	\$302,271.07	\$19,224.24	\$33,248.93	90.09%
DEPT 650 RESOURCE DEPARTMENT						
Active	E 01-650-000-300 SALARIES	\$172,705.00	\$171,079.89	\$13,285.00	\$1,625.11	99.06%
Active	E 01-650-000-350 FRINGE BENEFITS	\$70,000.00	\$73,713.36	\$5,705.32	-\$3,713.36	105.30%
Active	E 01-650-000-380 CONTRACT LABO	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 01-650-000-400 TRAVEL AND PER	\$20,000.00	\$5,077.54	\$195.00	\$14,922.46	25.39%
Active	E 01-650-000-402 NPFMC MEETINGS	\$12,500.00	\$0.00	\$0.00	\$12,500.00	0.00%
Active	E 01-650-000-403 BOF Meetings	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 01-650-000-425 TELEPHONE	\$3,000.00	\$2,869.53	\$477.75	\$130.47	95.65%
Active	E 01-650-000-475 SUPPLIES	\$2,500.00	\$632.29	\$235.68	\$1,867.71	25.29%
Active	E 01-650-000-525 RENTAL/LEASE	\$26,827.00	\$26,761.37	\$2,235.54	\$65.63	99.76%
Active	E 01-650-000-530 DUES AND FEES	\$2,000.00	\$1,745.38	\$0.00	\$254.62	87.27%
SUBDEPT 000		\$329,532.00	\$281,879.36	\$22,134.29	\$47,652.64	85.54%
Total DEPT 650 RESOURCE DEPARTMENT		\$329,532.00	\$281,879.36	\$22,134.29	\$47,652.64	85.54%
DEPT 651 COMMUNICATION DIRECTOR						
Active	E 01-651-011-300 SALARIES	\$93,487.00	\$75,162.10	\$8,191.26	\$18,324.90	80.40%
Active	E 01-651-011-350 FRINGE BENEFITS	\$34,158.00	\$31,684.39	\$2,413.06	\$2,473.61	92.76%
Active	E 01-651-011-400 TRAVEL AND PER	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
Active	E 01-651-011-425 TELEPHONE	\$2,400.00	\$1,884.32	\$112.89	\$515.68	78.51%
Active	E 01-651-011-475 SUPPLIES	\$1,500.00	\$753.48	\$127.06	\$746.52	50.23%
Active	E 01-651-011-525 RENTAL/LEASE	\$10,817.00	\$10,790.67	\$901.41	\$26.33	99.76%
Active	E 01-651-011-530 DUES AND FEES	\$1,100.00	\$335.00	\$0.00	\$765.00	30.45%
Active	E 01-651-011-532 ADVERTISING	\$10,750.00	\$8,458.50	\$19.98	\$2,291.50	78.68%
SUBDEPT 011 PUBLIC INFORMATION		\$160,212.00	\$129,068.46	\$11,765.66	\$31,143.54	80.56%
Total DEPT 651 COMMUNICATION DIRECTOR		\$160,212.00	\$129,068.46	\$11,765.66	\$31,143.54	80.56%
DEPT 700 PUBLIC WORKS DEPARTMENT						
Active	E 01-700-000-300 SALARIES	\$73,450.00	\$75,615.24	\$5,649.92	-\$2,165.24	102.95%
Active	E 01-700-000-350 FRINGE BENEFITS	\$32,000.00	\$27,352.99	\$2,271.72	\$4,647.01	85.48%
Active	E 01-700-000-400 TRAVEL AND PER	\$15,000.00	\$3,892.00	\$3,892.00	\$11,108.00	25.95%
Active	E 01-700-000-425 TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 01-700-000-475 SUPPLIES	\$4,000.00	\$4,246.18	\$216.79	-\$246.18	106.15%
Active	E 01-700-000-526 UTILITIES	\$2,000.00	\$2,915.88	\$82.28	-\$915.88	145.79%
Active	E 01-700-000-530 DUES AND FEES	\$1,250.00	\$140.00	\$0.00	\$1,110.00	11.20%
SUBDEPT 000		\$127,700.00	\$114,162.29	\$12,112.71	\$13,537.71	89.40%
Total DEPT 700 PUBLIC WORKS DEPARTMENT		\$127,700.00	\$114,162.29	\$12,112.71	\$13,537.71	89.40%

Aleutians East Borough
***Expenditure Guideline©**

08/27/21 9:23 AM
Page 3

Current Period: JUNE 20-21

		20-21	20-21	JUNE	20-21	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
DEPT 844 KCAP						
Active	E 01-844-000-300 SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 01-844-000-350 FRINGE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 01-844-000-380 CONTRACT LABO	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	E 01-844-000-400 TRAVEL AND PER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 01-844-000-475 SUPPLIES	\$2,000.00	\$2,035.26	\$709.50	-\$35.26	101.76%
Active	E 01-844-000-603 MAINTENANCE	\$125,000.00	\$115,845.51	\$108,960.25	\$9,154.49	92.68%
SUBDEPT 000		<u>\$227,000.00</u>	<u>\$117,880.77</u>	<u>\$109,669.75</u>	<u>\$109,119.23</u>	<u>51.93%</u>
Total DEPT 844 KCAP		\$227,000.00	\$117,880.77	\$109,669.75	\$109,119.23	51.93%
DEPT 850 EDUCATION						
Active	E 01-850-000-700 LOCAL SCHOOL C	\$800,000.00	\$800,000.00	\$200,000.00	\$0.00	100.00%
Active	E 01-850-000-701 SCHOOL SCHOLA	\$35,000.00	\$33,569.55	\$0.00	\$1,430.45	95.91%
Active	E 01-850-000-702 SCHOOL Contributi	\$50,000.00	\$50,000.00	\$0.00	\$0.00	100.00%
Active	E 01-850-000-756 STUDENT TRAVEL	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
SUBDEPT 000		<u>\$905,000.00</u>	<u>\$883,569.55</u>	<u>\$200,000.00</u>	<u>\$21,430.45</u>	<u>97.63%</u>
Total DEPT 850 EDUCATION		\$905,000.00	\$883,569.55	\$200,000.00	\$21,430.45	97.63%
DEPT 900 OTHER						
Active	E 01-900-000-500 EQUIPMENT	\$25,000.00	\$20,475.62	\$275.12	\$4,524.38	81.90%
Active	E 01-900-000-515 AEB VEHICLES	\$750.00	\$1,606.59	\$781.20	-\$856.59	214.21%
Active	E 01-900-000-526 UTILITIES	\$20,000.00	\$21,280.77	\$3,091.96	-\$1,280.77	106.40%
Active	E 01-900-000-527 Aleutia Crab	\$55,000.00	\$25,346.20	\$0.00	\$29,653.80	46.08%
Active	E 01-900-000-551 LEGAL	\$75,000.00	\$79,368.16	\$26,778.36	-\$4,368.16	105.82%
Active	E 01-900-000-552 INSURANCE	\$195,000.00	\$214,850.00	\$3,964.00	-\$19,850.00	110.18%
Active	E 01-900-000-600 REPAIRS	\$3,000.00	\$1,060.85	\$0.00	\$1,939.15	35.36%
Active	E 01-900-000-727 BANK FEES	\$12,500.00	\$12,553.21	\$1,130.35	-\$53.21	100.43%
Active	E 01-900-000-750 Operating Transfer I	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 01-900-000-751 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 01-900-000-752 CONTRIBUTION T	\$150,000.00	\$150,000.00	\$37,500.00	\$0.00	100.00%
Active	E 01-900-000-753 MISC EXPENSE	\$25,000.00	\$2,196.54	\$159.64	\$22,803.46	8.79%
Active	E 01-900-000-757 DONATIONS	\$23,500.00	\$1,400.00	\$1,400.00	\$22,100.00	5.96%
Active	E 01-900-000-759 KSDP-Contribution	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 01-900-000-760 REVENUE SHARIN	\$16,000.00	\$15,789.00	\$0.00	\$211.00	98.68%
Active	E 01-900-000-770 Depreciation Expen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 01-900-000-798 PERS Prior Period	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 01-900-000-799 PERS Expense	\$40,000.00	\$28,650.14	\$0.00	\$11,349.86	71.63%
Active	E 01-900-000-943 WEB SERVICE	\$39,500.00	\$34,327.88	\$7,966.45	\$5,172.12	86.91%
SUBDEPT 000		<u>\$690,250.00</u>	<u>\$608,904.96</u>	<u>\$83,047.08</u>	<u>\$81,345.04</u>	<u>88.22%</u>
Total DEPT 900 OTHER		\$690,250.00	\$608,904.96	\$83,047.08	\$81,345.04	88.22%
Total Fund 01 GENERAL FUND		\$4,026,839.00	\$3,463,808.77	\$532,987.07	\$563,030.23	86.02%

Aleutians East Borough
***Revenue Guideline©**

08/27/21 9:23 AM

Page 2

Current Period: JUNE 20-21

		20-21	20-21	JUNE	20-21	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 20 GRANT PROGRAMS						
Active	R 20-201 INTEREST REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 20-203 OTHER REVENUE	\$124,455.90	-\$24,724.50	(\$24,724.50)	\$149,180.40	-19.87%
Active	R 20-204 OPERATING TRANSFER F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 20-207 AEB Grant Revenue	\$600,000.00	\$0.00	\$0.00	\$600,000.00	0.00%
Active	R 20-209 AEB Grants	\$1,137,000.00	\$0.00	\$0.00	\$1,137,000.00	0.00%
Active	R 20-211 AEB Grant FY18	\$2,119,441.18	\$0.00	\$0.00	\$2,119,441.18	0.00%
Active	R 20-212 AEB Grants FY19	\$1,507,145.22	\$0.00	\$0.00	\$1,507,145.22	0.00%
Active	R 20-213 AEB Grants FY20	\$1,647,000.00	-\$277,426.95	(\$277,426.95)	\$1,924,426.95	-16.84%
Active	R 20-214 AEB GRANTS FY21	\$1,724,449.00	\$0.00	\$0.00	\$1,724,449.00	0.00%
Active	R 20-287 KCAP/09-DC-359	\$1,323,297.18	\$105,558.10	\$31,370.34	\$1,217,739.08	7.98%
Active	R 20-401 AEB CARES ACT FUNDS	\$2,917,551.48	\$2,265,078.00	\$0.00	\$652,473.48	77.64%
Active	R 20-426 DCCED/Akutan Harbor Float	\$76,722.01	\$0.00	\$0.00	\$76,722.01	0.00%
Active	R 20-522 Rasmuson Foundation Grant	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	100.00%
Active	R 20-813 Akutan Airport/CIP Trident	\$657,390.00	\$0.00	\$0.00	\$657,390.00	0.00%
Active	R 20-875 WGOA2/Electronic Monitorin	\$531,216.56	\$438,743.38	\$0.00	\$92,473.18	82.59%
Active	R 20-876 NFWF Electronic Monitoring	\$186,983.62	\$0.00	\$0.00	\$186,983.62	0.00%
Active	R 20-877 NFWF Kelp Mariculture	\$53,515.78	\$8,250.80	\$0.00	\$45,264.98	15.42%
Active	R 20-972 TRANSPORTATION PROJE	\$3,105,382.09	\$0.00	\$0.00	\$3,105,382.09	0.00%
Total Fund 20 GRANT PROGRAMS		\$17,726,550.02	\$2,530,478.83	-\$255,781.11	\$15,196,071.19	14.28%

Aleutians East Borough
***Expenditure Guideline©**

08/27/21 9:23 AM

Page 4

Current Period: JUNE 20-21

		20-21	20-21	JUNE	20-21	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 20 GRANT PROGRAMS						
DEPT 401 AEB CARES ACT FUNDS						
Active	E 20-401-000-724 CARES ACT FUND	\$3,633,657.26	\$2,665,068.93	\$23,621.04	\$968,588.33	73.34%
SUBDEPT 000		\$3,633,657.26	\$2,665,068.93	\$23,621.04	\$968,588.33	73.34%
Total DEPT 401 AEB CARES ACT FUNDS		\$3,633,657.26	\$2,665,068.93	\$23,621.04	\$968,588.33	73.34%
DEPT 426 DCCED/Akutan Harbor Floats						
Active	E 20-426-000-850 CAPITAL CONSTR	\$76,772.01	\$0.00	\$0.00	\$76,772.01	0.00%
SUBDEPT 000		\$76,772.01	\$0.00	\$0.00	\$76,772.01	0.00%
Total DEPT 426 DCCED/Akutan Harbor Floats		\$76,772.01	\$0.00	\$0.00	\$76,772.01	0.00%
DEPT 427 Akutan Harbor Contribution						
Active	E 20-427-000-850 CAPITAL CONSTR	\$259,743.66	\$0.00	\$0.00	\$259,743.66	0.00%
SUBDEPT 000		\$259,743.66	\$0.00	\$0.00	\$259,743.66	0.00%
Active	E 20-427-209-850 CAPITAL CONSTR	\$46,998.99	\$0.00	\$0.00	\$46,998.99	0.00%
SUBDEPT 209 AEB Grant		\$46,998.99	\$0.00	\$0.00	\$46,998.99	0.00%
Total DEPT 427 Akutan Harbor Contribution		\$306,742.65	\$0.00	\$0.00	\$306,742.65	0.00%
DEPT 500 Cold Bay Airport Terminal Pro.						
Active	E 20-500-209-603 MAINTENANCE	\$278,844.08	\$130,830.00	\$83,566.82	\$148,014.08	46.92%
Active	E 20-500-209-604 BRACING PROJEC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 209 AEB Grant		\$278,844.08	\$130,830.00	\$83,566.82	\$148,014.08	46.92%
Total DEPT 500 Cold Bay Airport Terminal Pro.		\$278,844.08	\$130,830.00	\$83,566.82	\$148,014.08	46.92%
DEPT 516 Cold Bay Preschool						
Active	E 20-516-209-475 SUPPLIES	\$60,102.86	\$27,023.62	\$0.00	\$33,079.24	44.96%
SUBDEPT 209 AEB Grant		\$60,102.86	\$27,023.62	\$0.00	\$33,079.24	44.96%
Total DEPT 516 Cold Bay Preschool		\$60,102.86	\$27,023.62	\$0.00	\$33,079.24	44.96%
DEPT 520 Cold Bay Clinic						
Active	E 20-520-000-850 CAPITAL CONSTR	\$424,708.77	\$0.00	\$0.00	\$424,708.77	0.00%
SUBDEPT 000		\$424,708.77	\$0.00	\$0.00	\$424,708.77	0.00%
Active	E 20-520-206-850 CAPITAL CONSTR	\$199,102.26	\$1,530.00	\$0.00	\$197,572.26	0.77%
SUBDEPT 206 Cold Bay Clinic/EATS		\$199,102.26	\$1,530.00	\$0.00	\$197,572.26	0.77%
Active	E 20-520-207-850 CAPITAL CONSTR	\$800,000.00	\$0.00	\$0.00	\$800,000.00	0.00%
SUBDEPT 207 Cold Bay Clinic		\$800,000.00	\$0.00	\$0.00	\$800,000.00	0.00%
Active	E 20-520-209-850 CAPITAL CONSTR	\$3,412,000.00	\$0.00	\$0.00	\$3,412,000.00	0.00%
SUBDEPT 209 AEB Grant		\$3,412,000.00	\$0.00	\$0.00	\$3,412,000.00	0.00%
Total DEPT 520 Cold Bay Clinic		\$4,835,811.03	\$1,530.00	\$0.00	\$4,834,281.03	0.03%
DEPT 522 Rasmuson Foundation Grant						
Active	E 20-522-000-883 DESIGN SERVICE	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
SUBDEPT 000 NO DESCR		\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
Total DEPT 522 Rasmuson Foundation Grant		\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
DEPT 802 CAPITAL - COLD BAY						
Active	E 20-802-000-850 CAPITAL CONSTR	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
SUBDEPT 000		\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	E 20-802-065-600 REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 065 City of Cold Bay		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 20-802-209-969 Cold Bay Dock Fea	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
SUBDEPT 209 AEB Grant		\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
Total DEPT 802 CAPITAL - COLD BAY		\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.00%
DEPT 807 Sand Point School Grant						
Active	E 20-807-209-462 Sand Point School	\$107,411.40	\$3,960.40	\$0.00	\$103,451.00	3.69%
SUBDEPT 209 AEB Grant		\$107,411.40	\$3,960.40	\$0.00	\$103,451.00	3.69%
Total DEPT 807 Sand Point School Grant		\$107,411.40	\$3,960.40	\$0.00	\$103,451.00	3.69%
DEPT 813 Akutan Airport/CIP Trident						

Aleutians East Borough
***Expenditure Guideline©**

08/27/21 9:23 AM

Page 5

Current Period: JUNE 20-21

		20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD Budget
Active	E 20-813-000-850 CAPITAL CONSTR	\$657,390.00	\$0.00	\$0.00	\$657,390.00	0.00%
	SUBDEPT 000	\$657,390.00	\$0.00	\$0.00	\$657,390.00	0.00%
	Total DEPT 813 Akutan Airport/CIP Trident	\$657,390.00	\$0.00	\$0.00	\$657,390.00	0.00%
	DEPT 814 False Pass Harbor House					
Active	E 20-814-209-850 CAPITAL CONSTR	\$149,885.42	\$144,357.50	\$0.00	\$5,527.92	96.31%
	SUBDEPT 209 AEB Grant	\$149,885.42	\$144,357.50	\$0.00	\$5,527.92	96.31%
	Total DEPT 814 False Pass Harbor House	\$149,885.42	\$144,357.50	\$0.00	\$5,527.92	96.31%
	DEPT 815 Akutan Airport					
Active	E 20-815-210-972 TRANSPORTATIO	\$2,500,000.00	\$0.00	\$0.00	\$2,500,000.00	0.00%
	SUBDEPT 210 AEB Hovercraft Proceeds	\$2,500,000.00	\$0.00	\$0.00	\$2,500,000.00	0.00%
	Total DEPT 815 Akutan Airport	\$2,500,000.00	\$0.00	\$0.00	\$2,500,000.00	0.00%
	DEPT 816 False Pass Harbor					
Active	E 20-816-209-850 CAPITAL CONSTR	\$99,636.00	\$0.00	\$0.00	\$99,636.00	0.00%
	SUBDEPT 209 AEB Grant	\$99,636.00	\$0.00	\$0.00	\$99,636.00	0.00%
	Total DEPT 816 False Pass Harbor	\$99,636.00	\$0.00	\$0.00	\$99,636.00	0.00%
	DEPT 819 Sand Point WAANT Task Force					
Active	E 20-819-209-758 Contributions	\$51,031.84	\$51,031.84	\$0.00	\$0.00	100.00%
	SUBDEPT 209 AEB Grant	\$51,031.84	\$51,031.84	\$0.00	\$0.00	100.00%
	Total DEPT 819 Sand Point WAANT Task Force	\$51,031.84	\$51,031.84	\$0.00	\$0.00	100.00%
	DEPT 820 FALSE PASS/FRONT END LOADER					
Active	E 20-820-209-687 LOADER PURCHA	\$22,152.00	\$22,151.26	\$0.00	\$0.74	100.00%
	SUBDEPT 209 AEB Grant	\$22,152.00	\$22,151.26	\$0.00	\$0.74	100.00%
	Total DEPT 820 FALSE PASS/FRONT END LOADER	\$22,152.00	\$22,151.26	\$0.00	\$0.74	100.00%
	DEPT 821 AKUTAN TSUNAMI/COM.CENTER					
Active	E 20-821-209-688 AKUTAN TSUNAMI	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
	SUBDEPT 209 AEB Grant	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
	Total DEPT 821 AKUTAN TSUNAMI/COM.CENTER	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
	DEPT 834 COLD BAY/LOADER PURCHASE					
Active	E 20-834-209-687 LOADER PURCHA	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
	SUBDEPT 209 AEB Grant	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
	Total DEPT 834 COLD BAY/LOADER PURCHASE	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
	DEPT 862 NELSON LAGOON DOCK					
Active	E 20-862-209-600 REPAIRS	\$748,946.09	\$748,946.09	\$748,946.09	\$0.00	100.00%
Active	E 20-862-209-850 CAPITAL CONSTR	\$300,000.00	\$146,720.17	\$146,720.17	\$153,279.83	48.91%
	SUBDEPT 209 AEB Grant	\$1,048,946.09	\$895,666.26	\$895,666.26	\$153,279.83	85.39%
	Total DEPT 862 NELSON LAGOON DOCK	\$1,048,946.09	\$895,666.26	\$895,666.26	\$153,279.83	85.39%
	DEPT 865 KING COVE DELTA CREEK TURBINE					
Active	E 20-865-208-887 DELTA CREEK TU	\$51,648.00	\$51,648.00	\$0.00	\$0.00	100.00%
	SUBDEPT 208 CDBG /Nelson Lagoon Erosion	\$51,648.00	\$51,648.00	\$0.00	\$0.00	100.00%
	Total DEPT 865 KING COVE DELTA CREEK TURBINE	\$51,648.00	\$51,648.00	\$0.00	\$0.00	100.00%
	DEPT 866 AEB PROJECTS					
Active	E 20-866-209-506 SURVEYING	\$66,572.73	\$0.00	\$0.00	\$66,572.73	0.00%
Active	E 20-866-209-888 PROJECT CONTIN	\$445,586.41	\$176,803.60	\$32,521.95	\$268,782.81	39.68%
	SUBDEPT 209 AEB Grant	\$512,159.14	\$176,803.60	\$32,521.95	\$335,355.54	34.52%
	Total DEPT 866 AEB PROJECTS	\$512,159.14	\$176,803.60	\$32,521.95	\$335,355.54	34.52%
	DEPT 867 KCC Alternative Road					

Aleutians East Borough
***Expenditure Guideline©**

08/27/21 9:23 AM

Page 6

Current Period: JUNE 20-21

		20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD Budget
Active	E 20-867-000-300 SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 20-867-000-350 FRINGE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 20-867-000-380 CONTRACT LABO	\$56,000.00	\$56,000.00	\$56,000.00	\$0.00	100.00%
Active	E 20-867-000-381 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 20-867-000-400 TRAVEL AND PER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 20-867-000-475 SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	SUBDEPT 000	\$56,000.00	\$56,000.00	\$56,000.00	\$0.00	100.00%
Active	E 20-867-168-300 SALARIES	\$5,650.00	\$0.00	\$0.00	\$5,650.00	0.00%
Active	E 20-867-168-350 FRINGE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 20-867-168-381 ENGINEERING	\$857,950.00	\$0.00	\$0.00	\$857,950.00	0.00%
Active	E 20-867-168-400 TRAVEL AND PER	\$5,926.49	\$0.00	\$0.00	\$5,926.49	0.00%
Active	E 20-867-168-850 CAPITAL CONSTR	\$397,460.69	\$109,353.10	\$3,795.00	\$288,107.59	27.51%
	SUBDEPT 168 KCAP/09-DC-359	\$1,266,987.18	\$109,353.10	\$3,795.00	\$1,157,634.08	8.63%
Active	E 20-867-210-972 TRANSPORTATIO	\$565,382.09	\$144,610.00	\$32,710.00	\$420,772.09	25.58%
	SUBDEPT 210 AEB Hovercraft Proceeds	\$565,382.09	\$144,610.00	\$32,710.00	\$420,772.09	25.58%
	Total DEPT 867 KCC Alternative Road	\$1,888,369.27	\$309,963.10	\$92,505.00	\$1,578,406.17	16.41%
DEPT 871 SAND POINT/AKUTAN HARBOR FLOAT						
Active	E 20-871-209-680 SAND POINT/AKUT	\$800,000.00	\$0.00	\$0.00	\$800,000.00	0.00%
	SUBDEPT 209 AEB Grant	\$800,000.00	\$0.00	\$0.00	\$800,000.00	0.00%
	Total DEPT 871 SAND POINT/AKUTAN HARBOR FLOAT	\$800,000.00	\$0.00	\$0.00	\$800,000.00	0.00%
DEPT 872 FISHERIES RESEARCH						
Active	E 20-872-209-679 FISHERIES RESEA	\$150,000.00	\$33,381.27	\$0.00	\$116,618.73	22.25%
	SUBDEPT 209 AEB Grant	\$150,000.00	\$33,381.27	\$0.00	\$116,618.73	22.25%
	Total DEPT 872 FISHERIES RESEARCH	\$150,000.00	\$33,381.27	\$0.00	\$116,618.73	22.25%
DEPT 876 NFWF Electronic Monitoring						
Active	E 20-876-000-380 CONTRACT LABO	\$114,973.92	\$88,732.26	\$0.00	\$26,241.66	77.18%
Active	E 20-876-000-400 TRAVEL AND PER	-\$8,127.75	\$4,688.89	\$0.00	-\$12,816.64	-57.69%
Active	E 20-876-000-475 SUPPLIES	-\$57,079.96	\$14,946.16	\$0.00	-\$72,026.12	-26.18%
Active	E 20-876-000-753 MISC EXPENSE	\$1,993.73	\$0.00	\$0.00	\$1,993.73	0.00%
	SUBDEPT 000	\$51,759.94	\$108,367.31	\$0.00	-\$56,607.37	209.37%
Active	E 20-876-211-380 CONTRACT LABO	\$523,856.56	\$345,085.86	\$12,950.07	\$178,770.70	65.87%
	SUBDEPT 211 WGOA2/Electronic Monitoring	\$523,856.56	\$345,085.86	\$12,950.07	\$178,770.70	65.87%
	Total DEPT 876 NFWF Electronic Monitoring	\$575,616.50	\$453,453.17	\$12,950.07	\$122,163.33	78.78%
DEPT 877 NFWF Kelp Mariculture						
Active	E 20-877-000-380 CONTRACT LABO	\$56,150.69	\$15,890.17	\$11,440.48	\$40,260.52	28.30%
	SUBDEPT 000	\$56,150.69	\$15,890.17	\$11,440.48	\$40,260.52	28.30%
Active	E 20-877-209-380 CONTRACT LABO	\$50,000.00	\$0.00	(\$5,570.99)	\$50,000.00	0.00%
	SUBDEPT 209 AEB Grant	\$50,000.00	\$0.00	-\$5,570.99	\$50,000.00	0.00%
	Total DEPT 877 NFWF Kelp Mariculture	\$106,150.69	\$15,890.17	\$5,869.49	\$90,260.52	14.97%
DEPT 878 AEB Community Grants						
Active	E 20-878-209-850 CAPITAL CONSTR	\$432,480.76	\$377,292.36	\$0.00	\$55,188.40	87.24%
	SUBDEPT 209 AEB Grant	\$432,480.76	\$377,292.36	\$0.00	\$55,188.40	87.24%
	Total DEPT 878 AEB Community Grants	\$432,480.76	\$377,292.36	\$0.00	\$55,188.40	87.24%
DEPT 900 OTHER						
Active	E 20-900-000-753 MISC EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 20-900-000-850 CAPITAL CONSTR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	SUBDEPT 000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 20-900-209-678 DEFERRED MAINT	\$250,000.00	\$0.00	\$0.00	\$250,000.00	0.00%
	SUBDEPT 209 AEB Grant	\$250,000.00	\$0.00	\$0.00	\$250,000.00	0.00%
	Total DEPT 900 OTHER	\$250,000.00	\$0.00	\$0.00	\$250,000.00	0.00%

Aleutians East Borough
***Expenditure Guideline©**

08/27/21 9:23 AM

Page 7

Current Period: JUNE 20-21

	20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD Budget
<i>Total Fund 20 GRANT PROGRAMS</i>	\$18,869,807.00	\$5,360,051.48	\$1,146,700.63	\$13,509,755.52	28.41%

Aleutians East Borough
***Revenue Guideline©**

08/27/21 9:23 AM

Page 3

Current Period: JUNE 20-21

		20-21	20-21	JUNE	20-21	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 22 OPERATIONS						
Active	R 22-203 OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 22-204 OPERATING TRANSFER F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 22-210 Helicopter Revenue	\$343,600.00	\$337,507.39	\$49,743.57	\$6,092.61	98.23%
Active	R 22-221 COLD BAY TERMINAL LEA	\$262,000.00	\$350,571.34	\$25,978.00	-\$88,571.34	133.81%
Active	R 22-222 COLD BAY TERMINAL OTH	\$0.00	\$1,347.00	\$0.00	-\$1,347.00	0.00%
Total Fund 22 OPERATIONS		\$605,600.00	\$689,425.73	\$75,721.57	-\$83,825.73	113.84%

Aleutians East Borough
***Expenditure Guideline©**

08/27/21 9:23 AM

Page 8

Current Period: JUNE 20-21

		20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD Budget
Fund 22 OPERATIONS						
DEPT 802 CAPITAL - COLD BAY						
Active	E 22-802-200-300 SALARIES	\$60,000.00	\$50,700.00	\$3,900.00	\$9,300.00	84.50%
Active	E 22-802-200-350 FRINGE BENEFITS	\$4,000.00	\$4,385.68	\$337.36	-\$385.68	109.64%
Active	E 22-802-200-400 TRAVEL AND PER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 22-802-200-425 TELEPHONE	\$2,000.00	\$2,325.88	\$206.50	-\$325.88	116.29%
Active	E 22-802-200-475 SUPPLIES	\$20,000.00	\$14,610.75	\$509.08	\$5,389.25	73.05%
Active	E 22-802-200-526 UTILITIES	\$79,500.00	\$50,331.97	\$5,761.39	\$29,168.03	63.31%
Active	E 22-802-200-576 GAS	\$1,000.00	\$308.81	\$161.29	\$691.19	30.88%
Active	E 22-802-200-577 FUEL	\$16,000.00	\$24,009.77	\$505.97	-\$8,009.77	150.06%
Active	E 22-802-200-603 MAINTENANCE	\$56,500.00	\$19,108.73	\$0.00	\$37,391.27	33.82%
Active	E 22-802-200-770 Depreciation Expen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 22-802-200-880 LAND	\$6,500.00	\$6,402.05	\$0.00	\$97.95	98.49%
SUBDEPT 200 COLD BAY TERMINAL		\$245,500.00	\$172,183.64	\$11,381.59	\$73,316.36	70.14%
Total DEPT 802 CAPITAL - COLD BAY		\$245,500.00	\$172,183.64	\$11,381.59	\$73,316.36	70.14%
DEPT 845 HELICOPTER OPERATIONS						
Active	E 22-845-300-300 SALARIES	\$55,000.00	\$36,636.24	\$3,472.63	\$18,363.76	66.61%
Active	E 22-845-300-350 FRINGE BENEFITS	\$15,000.00	\$7,344.58	\$689.02	\$7,655.42	48.96%
Active	E 22-845-300-380 CONTRACT LABO	\$887,816.00	\$881,578.09	\$153,457.05	\$6,237.91	99.30%
Active	E 22-845-300-400 TRAVEL AND PER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 22-845-300-425 TELEPHONE	\$700.00	\$432.55	\$36.22	\$267.45	61.79%
Active	E 22-845-300-475 SUPPLIES	\$20,000.00	\$101,871.28	\$24,167.01	-\$81,871.28	509.36%
Active	E 22-845-300-525 RENTAL/LEASE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 22-845-300-526 UTILITIES	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
Active	E 22-845-300-552 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 22-845-300-576 GAS	\$14,000.00	\$12,883.75	\$3,211.19	\$1,116.25	92.03%
Active	E 22-845-300-577 FUEL	\$110,000.00	\$61,681.10	\$30,965.72	\$48,318.90	56.07%
Active	E 22-845-300-770 Depreciation Expen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 300 HELICOPTER OPERATIONS		\$1,110,516.00	\$1,102,427.59	\$215,998.84	\$8,088.41	99.27%
Total DEPT 845 HELICOPTER OPERATIONS		\$1,110,516.00	\$1,102,427.59	\$215,998.84	\$8,088.41	99.27%
DEPT 900 OTHER						
Active	E 22-900-000-660 Loss On Impairment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 000		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total DEPT 900 OTHER		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fund 22 OPERATIONS		\$1,356,016.00	\$1,274,611.23	\$227,380.43	\$81,404.77	94.00%

Aleutians East Borough
***Revenue Guideline©**

08/27/21 9:23 AM

Page 4

Current Period: JUNE 20-21

		20-21	20-21	JUNE	20-21	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 24 BOND CONSTRUCTION						
Active	R 24-201 INTEREST REVENUE	\$0.00	\$2,230.92	(\$976.31)	-\$2,230.92	0.00%
Active	R 24-203 OTHER REVENUE	\$0.00	\$33,776.16	\$0.00	-\$33,776.16	0.00%
Active	R 24-227 COE-HARBOR PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 24-259 BOND PROCEEDS	\$1,006,940.00	\$0.00	\$0.00	\$1,006,940.00	0.00%
Active	R 24-270 STATE REVENUE OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 24-277 STATE BOND REBATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 24-817 Akutan Airport/FY09 AEB Ma	\$903,000.00	\$0.00	\$0.00	\$903,000.00	0.00%
Total Fund 24 BOND CONSTRUCTION		\$1,909,940.00	\$36,007.08	-\$976.31	\$1,873,932.92	1.89%

Aleutians East Borough
***Expenditure Guideline©**

08/27/21 9:23 AM

Page 9

Current Period: JUNE 20-21

	20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD Budget
Fund 24 BOND CONSTRUCTION					
DEPT 809 Akutan Airport/Grant					
Active E 24-809-000-850 CAPITAL CONSTR	\$1,006,940.00	\$0.00	\$0.00	\$1,006,940.00	0.00%
SUBDEPT 000	\$1,006,940.00	\$0.00	\$0.00	\$1,006,940.00	0.00%
Total DEPT 809 Akutan Airport/Grant	\$1,006,940.00	\$0.00	\$0.00	\$1,006,940.00	0.00%
DEPT 817 Akutan Airport/FY 09 AEB Match					
Active E 24-817-000-850 CAPITAL CONSTR	\$903,000.00	\$0.00	\$0.00	\$903,000.00	0.00%
SUBDEPT 000	\$903,000.00	\$0.00	\$0.00	\$903,000.00	0.00%
Total DEPT 817 Akutan Airport/FY 09 AEB Match	\$903,000.00	\$0.00	\$0.00	\$903,000.00	0.00%
DEPT 833 FALSE PASS HARBOR					
Active E 24-833-000-850 CAPITAL CONSTR	\$331,740.39	\$0.00	\$0.00	\$331,740.39	0.00%
SUBDEPT 000	\$331,740.39	\$0.00	\$0.00	\$331,740.39	0.00%
Total DEPT 833 FALSE PASS HARBOR	\$331,740.39	\$0.00	\$0.00	\$331,740.39	0.00%
DEPT 839 AKUTAN HARBOR					
Active E 24-839-000-850 CAPITAL CONSTR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total DEPT 839 AKUTAN HARBOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 900 OTHER					
Active E 24-900-000-380 CONTRACT LABO	\$0.00	\$42,883.00	\$7,654.01	-\$42,883.00	0.00%
Active E 24-900-000-725 BOND INTEREST P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active E 24-900-000-745 Bond Sale Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active E 24-900-000-850 CAPITAL CONSTR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 000	\$0.00	\$42,883.00	\$7,654.01	-\$42,883.00	0.00%
Total DEPT 900 OTHER	\$0.00	\$42,883.00	\$7,654.01	-\$42,883.00	0.00%
Total Fund 24 BOND CONSTRUCTION	\$2,241,680.39	\$42,883.00	\$7,654.01	\$2,198,797.39	1.91%

Aleutians East Borough
***Revenue Guideline©**

08/27/21 9:23 AM

Page 5

Current Period: JUNE 20-21

		20-21	20-21	JUNE	20-21	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 30 BOND FUND						
Active	R 30-201 INTEREST REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 30-203 OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 30-204 OPERATING TRANSFER F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 30-259 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total Fund 30 BOND FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Aleutians East Borough
***Expenditure Guideline©**

08/27/21 9:23 AM

Page 10

Current Period: JUNE 20-21

		20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD Budget
Fund 30 BOND FUND						
DEPT 900 OTHER						
Active	E 30-900-000-725 BOND INTEREST P	\$897,493.00	\$897,493.20	\$0.00	-\$0.20	100.00%
Active	E 30-900-000-726 BOND PRINCIPAL	\$1,595,000.00	\$1,595,000.00	\$0.00	\$0.00	100.00%
SUBDEPT 000		<u>\$2,492,493.00</u>	<u>\$2,492,493.20</u>	<u>\$0.00</u>	<u>-\$0.20</u>	<u>100.00%</u>
Total DEPT 900 OTHER		<u>\$2,492,493.00</u>	<u>\$2,492,493.20</u>	<u>\$0.00</u>	<u>-\$0.20</u>	<u>100.00%</u>
Total Fund 30 BOND FUND		<u>\$2,492,493.00</u>	<u>\$2,492,493.20</u>	<u>\$0.00</u>	<u>-\$0.20</u>	<u>100.00%</u>

Aleutians East Borough
***Revenue Guideline©**

08/27/21 9:23 AM

Page 6

Current Period: JUNE 20-21

		20-21	20-21	JUNE	20-21	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 40 PERMANENT FUND						
Active	R 40-201 INTEREST REVENUE	\$0.00	\$10,276,973.66	\$4,467,227.44	-\$10,276,973.66	0.00%
Active	R 40-202 WIRE TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 40-203 OTHER REVENUE	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	R 40-204 OPERATING TRANSFER F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 40-230 LAND SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fund 40 PERMANENT FUND		\$35,000.00	\$10,276,973.66	\$4,467,227.44	-\$10,241,973.66	29362.78%

Aleutians East Borough
***Expenditure Guideline©**

08/27/21 9:23 AM

Page 11

Current Period: JUNE 20-21

		20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD Budget
Fund 40 PERMANENT FUND						
DEPT 900 OTHER						
Active	E 40-900-000-380 CONTRACT LABO	\$35,000.00	\$42,883.02	\$7,654.01	-\$7,883.02	122.52%
Active	E 40-900-000-751 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 000		\$35,000.00	\$42,883.02	\$7,654.01	-\$7,883.02	122.52%
	Total DEPT 900 OTHER	\$35,000.00	\$42,883.02	\$7,654.01	-\$7,883.02	122.52%
	Total Fund 40 PERMANENT FUND	\$35,000.00	\$42,883.02	\$7,654.01	-\$7,883.02	122.52%

Aleutians East Borough
***Revenue Guideline©**

08/27/21 9:23 AM

Page 7

Current Period: JUNE 20-21

		20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD Budget
Fund 41 MAINTENANCE RESERVE FUND						
Active	R 41-201 INTEREST REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 41-203 OTHER REVENUE	\$0.00	\$6,269.50	\$6,269.50	-\$6,269.50	0.00%
Active	R 41-204 OPERATING TRANSFER F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 41-207 AEB Grant Revenue	\$125,000.00	\$0.00	\$0.00	\$125,000.00	0.00%
Active	R 41-230 LAND SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 41-276 AEB SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fund 41 MAINTENANCE RESERVE FUND		\$125,000.00	\$6,269.50	\$6,269.50	\$118,730.50	5.02%

Aleutians East Borough
***Expenditure Guideline©**

08/27/21 9:23 AM

Page 12

Current Period: JUNE 20-21

		20-21 YTD Budget	20-21 YTD Amt	JUNE MTD Amt	20-21 YTD Balance	% of YTD Budget
Fund 41 MAINTENANCE RESERVE FUND						
DEPT 800 CAPITAL - SCHOOL						
Active	E 41-800-857-300 SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 41-800-857-350 FRINGE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 41-800-857-850 CAPITAL CONSTR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 41-800-857-888 PROJECT CONTIN	\$10,979.00	\$4,971.01	\$826.08	\$6,007.99	45.28%
	SUBDEPT 857 FALSE PASS SCHOOL	\$10,979.00	\$4,971.01	\$826.08	\$6,007.99	45.28%
Active	E 41-800-865-888 PROJECT CONTIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	SUBDEPT 865 Akutan School	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 41-800-866-888 PROJECT CONTIN	\$11,295.00	\$0.00	\$0.00	\$11,295.00	0.00%
	SUBDEPT 866 NELSON LAGOON SCHOOL	\$11,295.00	\$0.00	\$0.00	\$11,295.00	0.00%
Active	E 41-800-867-850 CAPITAL CONSTR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 41-800-867-888 PROJECT CONTIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	SUBDEPT 867 Sand Point School	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 41-800-868-888 PROJECT CONTIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	SUBDEPT 868 King Cove School	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 41-800-869-888 PROJECT CONTIN	\$49,750.00	\$4,912.02	\$0.00	\$44,837.98	9.87%
	SUBDEPT 869 COLD BAY SCHOOL	\$49,750.00	\$4,912.02	\$0.00	\$44,837.98	9.87%
	Total DEPT 800 CAPITAL - SCHOOL	\$72,024.00	\$9,883.03	\$826.08	\$62,140.97	13.72%
DEPT 900 OTHER						
Active	E 41-900-000-603 MAINTENANCE	\$125,000.00	\$112,309.01	\$32,746.38	\$12,690.99	89.85%
Active	E 41-900-000-753 MISC EXPENSE	\$0.00	\$12,628.72	\$5,818.43	-\$12,628.72	0.00%
Active	E 41-900-000-880 LAND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	SUBDEPT 000	\$125,000.00	\$124,937.73	\$38,564.81	\$62.27	99.95%
	Total DEPT 900 OTHER	\$125,000.00	\$124,937.73	\$38,564.81	\$62.27	99.95%
	Total Fund 41 MAINTENANCE RESERVE FUND	\$197,024.00	\$134,820.76	\$39,390.89	\$62,203.24	68.43%

INVESTMENT REPORT

ALEUTIANS EAST BOROUGH

Account Statement - Period Ending July 31, 2021

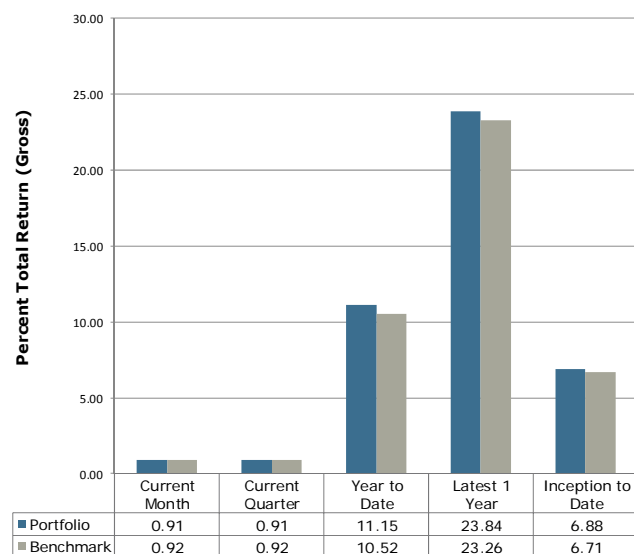


ACCOUNT ACTIVITY

Portfolio Value on 06-30-21	48,334,305
Contributions	0
Withdrawals	-1,752,425
Change in Market Value	379,737
Interest	12,985
Dividends	42,985
Portfolio Value on 07-31-21	47,017,588

INVESTMENT PERFORMANCE

**Current Account Benchmark:
Equity Blend**

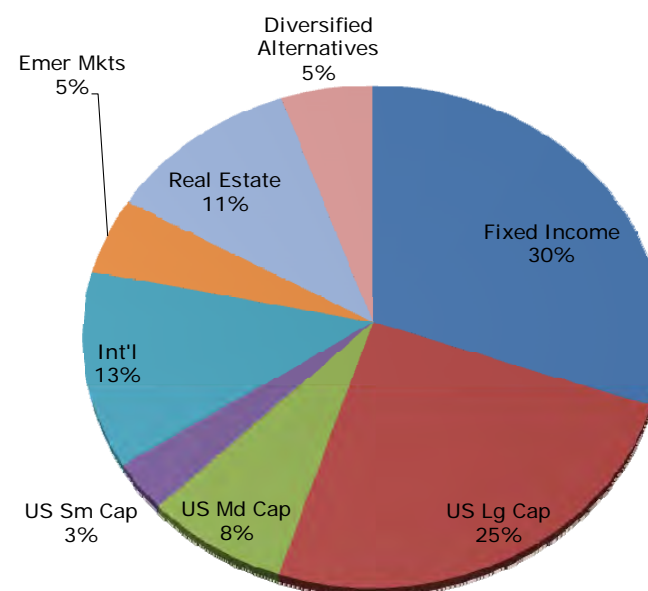


Performance is Annualized for Periods Greater than One Year

MANAGEMENT TEAM

Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Brandy Niclai, CFA®
Contact Phone Number:	907/272 -7575

PORTFOLIO COMPOSITION



Clients are encouraged to compare this report with the official statement from their custodian.

Alaska Permanent Capital Management Co.
PORTFOLIO SUMMARY AND TARGET
ALEUTIANS EAST BOROUGH
July 31, 2021

Asset Class & Target	Market Value	% Assets	Range
FIXED INCOME (34%)			
US Fixed Income (19.0%)	6,767,863	14.4	10% to 30%
TIPS (10.0%)	4,533,667	9.6	0% to 15%
Cash (5.0%)	2,964,639	6.3	0% to 10%
Subtotal:	14,266,168	30.3	
EQUITY (51%)			
US Large Cap (24.0%)	11,547,527	24.6	18% to 30%
US Mid Cap (7.0%)	3,553,429	7.6	2% to 12%
US Small Cap (3.0%)	1,494,354	3.2	0% to 6%
Developed International Equity (12.0%)	5,923,875	12.6	6% to 18%
Emerging Markets (5.0%)	2,329,541	5.0	0% to 10%
Subtotal:	24,848,727	52.8	
ALTERNATIVE INVESTMENTS (15%)			
Real Estate (5.0%)	2,486,354	5.3	0% to 10%
Infrastructure (5.0%)	2,873,213	6.1	0% to 10%
Commodities (5.0%)	2,543,125	5.4	0% to 10%
Subtotal:	7,902,693	16.8	
TOTAL PORTFOLIO	47,017,588	100	

AEB OPERATING FUND

Account Statement - Period Ending July 31, 2021



ACCOUNT ACTIVITY

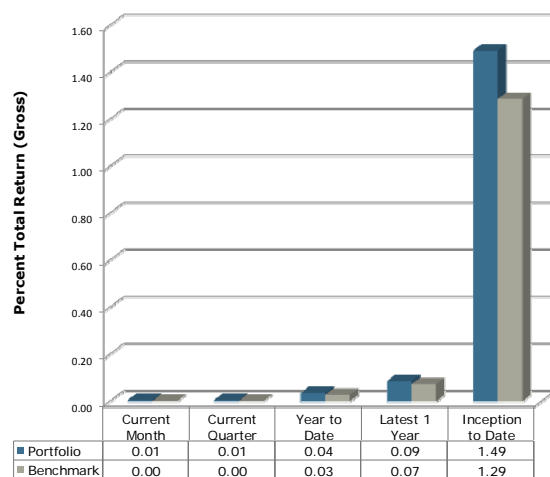
Portfolio Value on 06-30-21	2,673,277
Contributions	0
Withdrawals	-171
Change in Market Value	-1,132
Interest	1,293
Dividends	0
Portfolio Value on 07-31-21	2,673,267

MANAGEMENT TEAM

Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Paul Hanson, CFA®
Contact Phone Number:	907/272 -7575

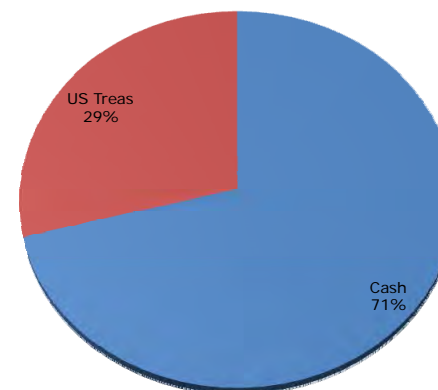
INVESTMENT PERFORMANCE

Current Account Benchmark:
FTSE 3-Month TBill



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



Fixed Income Portfolio Statistics

Average Quality: AAA Yield to Maturity: 0.05% Average Maturity: 0.34 Yrs

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
AEB OPERATING FUND
July 31, 2021

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
U.S. TREASURY									
365,000	US TREASURY NOTES 2.500% Due 01-15-22	101.40	370,104	101.11	369,048	13.81	9,125	422	0.07
150,000	US TREASURY NOTES 2.375% Due 03-15-22	102.02	153,023	101.43	152,145	5.69	3,562	1,346	0.09
250,000	US TREASURY NOTES 1.750% Due 07-15-22	101.63	254,072	101.59	253,975	9.50	4,375	202	0.09
	Accrued Interest				1,969	0.07			
			777,200		777,137	29.07		1,969	
TREASURY BILLS									
300,000	US TREASURY BILLS 0.000% Due 08-26-21	99.97	299,922	100.00	299,994	11.22	NA	0	0.03
300,000	TREASURY BILL 0.000% Due 09-16-21	99.97	299,924	99.99	299,985	11.22	NA	0	0.04
300,000	US TREASURY BILLS 0.000% Due 10-21-21	99.98	299,944	99.99	299,967	11.22	NA	0	0.05
300,000	US TREASURY BILLS 0.000% Due 10-28-21	99.98	299,955	99.99	299,961	11.22	NA	0	0.05
375,000	US TREASURY BILLS 0.000% Due 11-18-21	99.99	374,969	99.98	374,944	14.03	NA	0	0.05
310,000	US TREASURY BILL 0.000% Due 12-02-21	99.98	309,951	99.98	309,947	11.59	NA	0	0.05
			1,884,665		1,884,798	70.51		0	
CASH AND EQUIVALENTS									
	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		11,332		11,332	0.42			
TOTAL PORTFOLIO			2,673,197		2,673,267	100	17,062	1,969	

ALEUTIANS EAST BOROUGH SERIES E BOND

Account Statement - Period Ending July 31, 2021



ACCOUNT ACTIVITY

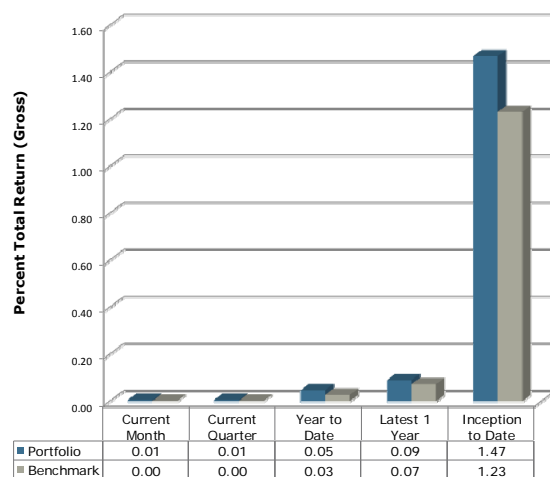
Portfolio Value on 06-30-21	2,610,788
Contributions	0
Withdrawals	-461
Change in Market Value	-1,873
Interest	2,038
Dividends	0
Portfolio Value on 07-31-21	2,610,493

MANAGEMENT TEAM

Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Paul Hanson, CFA®
Contact Phone Number:	907/272 -7575

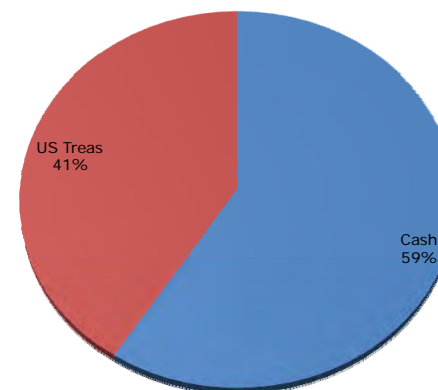
INVESTMENT PERFORMANCE

Current Account Benchmark:
FTSE 3-Month TBill



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



Fixed Income Portfolio Statistics

Average Quality: AAA Yield to Maturity: 0.06% Average Maturity: 0.33 Yrs

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
ALEUTIANS EAST BOROUGH SERIES E BOND
July 31, 2021

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
U.S. TREASURY									
390,000	US TREASURY NOTES 2.875% Due 11-15-21	102.52	399,826	100.80	393,139	15.06	11,212	2,377	0.10
365,000	US TREASURY NOTES 2.500% Due 01-15-22	101.40	370,104	101.11	369,048	14.14	9,125	422	0.07
50,000	US TREASURY NOTES 2.375% Due 03-15-22	102.02	51,008	101.43	50,715	1.94	1,187	449	0.09
250,000	US TREASURY NOTES 1.750% Due 07-15-22	101.63	254,072	101.59	253,975	9.73	4,375	202	0.09
	Accrued Interest				3,449	0.13			
			1,075,011		1,070,326	41.00		3,449	
TREASURY BILLS									
300,000	US TREASURY BILLS 0.000% Due 08-26-21	99.97	299,922	100.00	299,994	11.49	NA	0	0.03
300,000	TREASURY BILL 0.000% Due 09-16-21	99.97	299,924	99.99	299,985	11.49	NA	0	0.04
300,000	US TREASURY BILLS 0.000% Due 10-21-21	99.98	299,944	99.99	299,967	11.49	NA	0	0.05
300,000	US TREASURY BILLS 0.000% Due 10-28-21	99.98	299,955	99.99	299,961	11.49	NA	0	0.05
315,000	US TREASURY BILL 0.000% Due 12-02-21	99.98	314,950	99.98	314,946	12.06	NA	0	0.05
			1,514,695		1,514,853	58.03		0	
CASH AND EQUIVALENTS									
	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		25,314		25,314	0.97			
TOTAL PORTFOLIO			2,615,019		2,610,493	100	25,900	3,449	

* Callable security

AEB 2010 SERIES B BOND/AKUTAN AIR

Account Statement - Period Ending July 31, 2021



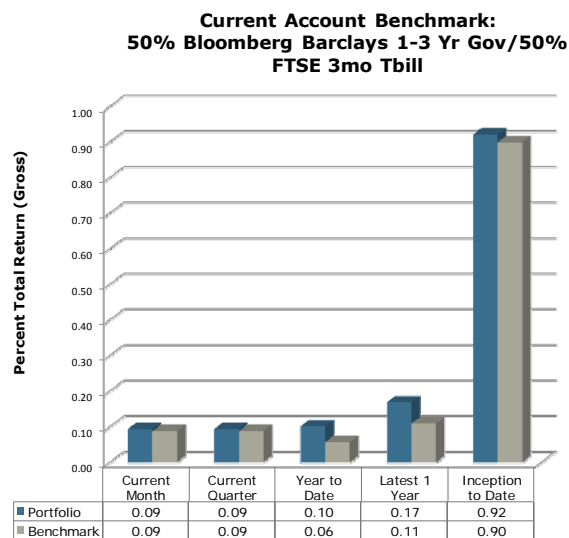
ACCOUNT ACTIVITY

Portfolio Value on 06-30-21	1,074,072
Contributions	0
Withdrawals	-165
Change in Market Value	712
Interest	294
Dividends	0
Portfolio Value on 07-31-21	1,074,914

MANAGEMENT TEAM

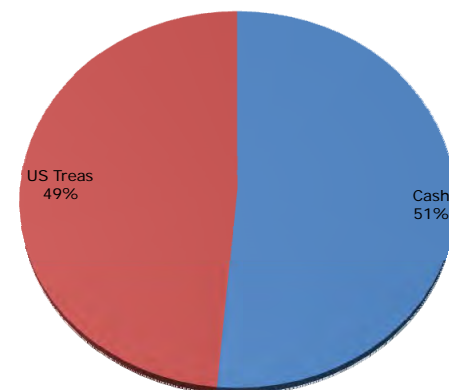
Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Paul Hanson, CFA®
Contact Phone Number:	907/272-7575

INVESTMENT PERFORMANCE



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



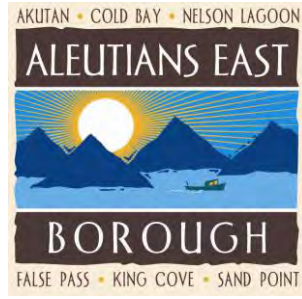
Fixed Income Portfolio Statistics

Average Quality: AAA Yield to Maturity: 0.12% Average Maturity: 1.02 Yrs

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
AEB 2010 SERIES B BOND/AKUTAN AIR
July 31, 2021

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
U.S. TREASURY									
85,000	US TREASURY NOTES 1.875% Due 07-31-22	100.10	85,083	101.78	86,510	8.05	1,594	4	0.10
55,000	US TREASURY NOTES 1.750% Due 01-31-23	100.43	55,234	102.43	56,336	5.24	962	3	0.13
100,000	US TREASURY NOTES 0.125% Due 04-30-23	99.80	99,805	99.94	99,938	9.30	125	32	0.16
70,000	US TREASURY NOTES 0.250% Due 06-15-23	100.20	70,137	100.14	70,101	6.52	175	22	0.17
70,000	US TREASURY NOTES 0.125% Due 09-15-23	99.82	69,877	99.83	69,880	6.50	87	33	0.21
65,000	US TREASURY NOTES 0.125% Due 01-15-24	99.36	64,584	99.68	64,789	6.03	81	4	0.26
15,000	US TREASURY NOTES 0.250% Due 05-15-24	99.71	14,956	99.82	14,973	1.39	37	8	0.31
60,000	US TREASURY NOTES 0.250% Due 06-15-24	99.34	59,606	99.78	59,869	5.57	150	19	0.33
	Accrued Interest				125	0.01			
			519,281		522,522	48.61		125	
TREASURY BILLS									
35,000	US CASH MGMT BILL 0.000% Due 09-28-21	99.99	34,996	99.99	34,998	3.26	NA	0	0.04
510,000	US TREASURY BILLS 0.000% Due 10-07-21	99.99	509,942	99.99	509,954	47.44	NA	0	0.05
			544,937		544,952	50.70		0	
CASH AND EQUIVALENTS									
	CASH RECEIVABLE		1,278		1,278	0.12	NA		
	FEDERATED GOVERNMENT OBLIGATIONS		6,162		6,162	0.57			
	INSTITUTI								
			7,440		7,440	0.69			
TOTAL PORTFOLIO			1,071,659		1,074,914	100	3,212	125	

Consent Agenda



RESOLUTION 22-11

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH APPOINTING ELECTION JUDGES FOR THE OCTOBER 5, 2021 REGULAR BOROUGH ELECTION.

WHEREAS, the borough regular election will be held on October 5, 2021, and

WHEREAS, the Aleutians East Borough Code, Section 4.08.020 requires that the Assembly appoint three election judges from each designated polling place, and

WHEREAS, the borough clerk has recommended the following names to the Assembly to serve in this capacity:

SAND POINT

Robin Kenezuroff	Head Judge
Beverly Johansen	Judge
Amber Nicholi	Judge

KING COVE

Cosette Bendixen	Head Judge
Kimberly Newman	Judge
Carisa Brandell	Judge
Diane Kuzakin	Judge

AKUTAN

Amanda Tcheripanoff	Head Judge
Alice Tcheripanoff	Judge
April Pelkey	Judge
Jolene Borenin	Judge

NOW THEREFORE BE IT RESOLVED by the Assembly of the Aleutians East Borough:

1. The above list of persons are appointed to serve as election judges in the October 5, 2021 election.

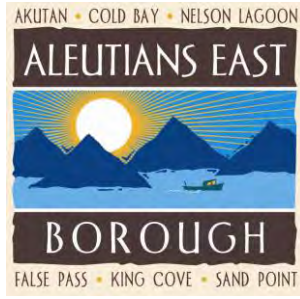
2. They shall serve under the direction of the borough clerk to conduct the election in a proper manner.
3. Should they be unable to fulfill their duties on election day an alternative shall be named by the borough clerk.
4. They shall be compensated at the rate of \$200.00 per day worked.

APPROVED this 9th day of September, 2021.

Mayor

ATTEST:

Clerk



RESOLUTION 22-12

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH APPOINTING THE CANVASS COMMITTEE FOR THE OCTOBER 5, 2021 REGULAR BOROUGH ELECTION.

WHEREAS, the borough regular election will be held on October 5, 2021, and

WHEREAS, the Aleutians East Borough Code, Section 4.08.040 requires that the Assembly appoint a canvass committee to canvass all votes after the election judges tally, and

WHEREAS, the borough clerk has recommended the following names to the Assembly to serve in this capacity:

Robin Kenezuroff	Head Judge
Beverly Johansen	Judge
Amber Nicholi	Judge

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE ALEUTIANS EAST BOROUGH:

1. The above list of persons is appointed to serve as the Canvass Committee for the October 5, 2021 election.
2. They shall serve under the direction of the borough clerk to conduct the canvass in a timely and proper manner.
3. Should they be unable to fulfill their duties an alternative shall be named by the borough clerk.
4. They shall be compensated at the rate of \$50.00 per day worked.

Approved this 9th day of September, 2021.

Mayor Alvin D. Osterback

ATTEST:

Tina Anderson, Clerk

Memo: Resolution 22-13, Assembly Approval of ASLS 2017-46

Date: September 3, 2021

From: Ernie Weiss

AEB Municipal Code section 40.05.105(a) states that “in the event that the Aleutians East Borough Planning Commission is unable to meet, then the Aleutians East Borough Assembly shall act as the Aleutians East Borough Platting Board.”

The AEB Assembly acting as the AEB Platting Board on August 12th, adopted Platting Board Resolution 22-01 expressing approval by the Platting Board of Alaska State Land Survey (ASLS) 2017-46, and forwarding to the Assembly for final approval at the September meeting.

The following resolution states final approval of ASLS 2017-46 by the AEB Assembly. Following Assembly approval, mylar copies of ASLS 2017-46 will be prepared for signatures by the Mayor, Administrator, McClintock Land Associates and The Alaska Department of Natural Resources.

Background

On January 31, 1995, the total AEB Municipal Land Entitlement was certified at 7633 acres. As part of the AEB Municipal Entitlement, the AEB selected nearly 2400 acres along Sandy River, which was finally approved in 2005. In order to move to final conveyance and patent, municipal entitlement lands must first be surveyed.

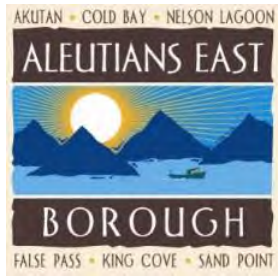
In response to an AEB request, the State of Alaska Department of Natural Resources issued survey instructions on April 12, 2018 for ASLS 2017-46 (Sections 3,4 & 5 of Township 046S, Range 070W, Meridian S) approx. 1873 acres, and for ASLS 2017-47 (Section 5 of Township 046S, Range 069W, Meridian S) approx. 540 acres.

We finalized a contract in July 2018 with McClintock Land Associates to accomplish the surveys, and the field work for the surveys occurred later that summer.

While DNR has reviewed and accepted ASLS 2017-46 as presented, there was some debate over meanders of the river in ASLS 2017-47 that created islands. McClintock believes we are close to reaching a resolution with DNR on this question to soon move to DNR acceptance of 2017-47.

Recommendation

Recommend the Assembly adopt Resolution 22-13.



RESOLUTION 22-13

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH APPROVING ALASKA STATE LAND SURVEY 2017-46

WHEREAS, the Aleutians East Borough contracted with McClintock Land Associates in 2018 to survey municipal land selections near Sandy River, towards the eventual result of final conveyance from the State, and

WHEREAS, State of Alaska Department of Natural Resources issued survey instructions in 2018 for AEB municipal land selections near Sandy River of three contiguous sections totaling 1873 acres known as Alaska State Land Survey (ASLS) 2017-46, and a fourth separate section totaling 540 acres known as ASLS 2017-47, and

WHEREAS, ASLS 2017-46 has been reviewed by the State of Alaska Department of Natural Resources and is ready for Borough approval.

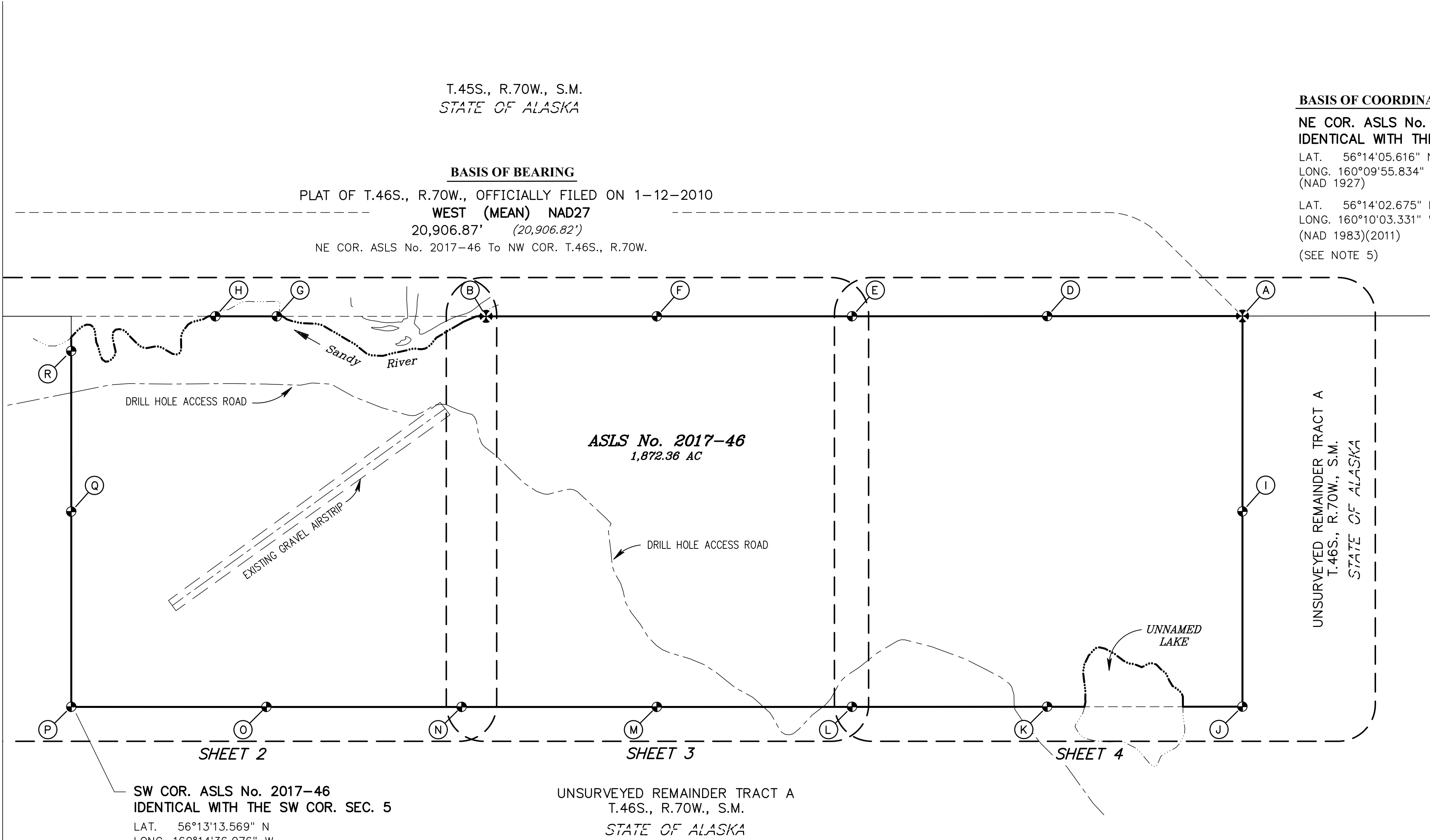
WHEREAS, the Aleutians East Borough Assembly acting as the Aleutians East Borough Platting Board; per AEB Municipal Code section 40.05.105, approved ASLS 2017-46 on August 12th, forwarding to the Assembly for final approval, and

NOW THEREFORE BE IT RESOLVED, the Aleutians East Borough Assembly approves ASLS 2017-46 for final signatures.

Approved and Adopted this 9th day of September, 2021.

Alvin D. Osterback, Mayor

Tina Anderson, Clerk



BEARINGS

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, SHALL BE

APPLICANT CERTIFICATE

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM THE APPLICANT AS SHOWN
HEREON. I HEREBY APPROVE THIS SURVEY AND PLAT.

ADL No. 226711

ANNE BAILEY, ADMINISTRATOR
ALEUTIANS EAST BOROUGH

DATE

NOTARY'S ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____,
20____, BY _____.

NOTARY FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES: _____

BOROUGH APPROVAL CERTIFICATE

THE ALEUTIANS EAST BOROUGH HEREBY APPROVES THE SURVEY AND PLAT SHOWN
HEREON.

NAME: _____ DATE _____

TITLE: _____
FOR THE ALEUTIANS EAST BOROUGH PLATTING AUTHORITY

TAX CERTIFICATE

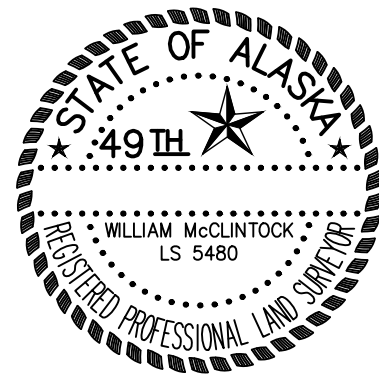
THIS SUBDIVISION LIES OUTSIDE OF ANY TAXING AUTHORITY, AT THE TIME OF FILING.

SURVEYOR'S CERTIFICATE

I 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.

WILLIAM MCCLINTOCK
REGISTERED LAND SURVEYOR (LS 5480)
MCCLINTOCK LAND ASSOCIATES, INC. (AECC596)

DATE

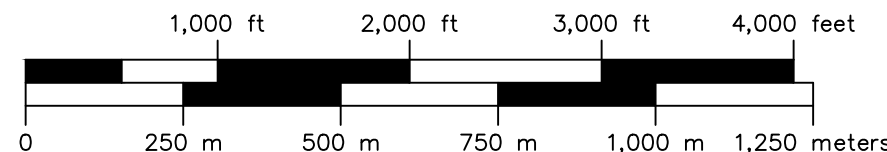


INDEX SHEET
SHEET 1 OF 5

LEGEND

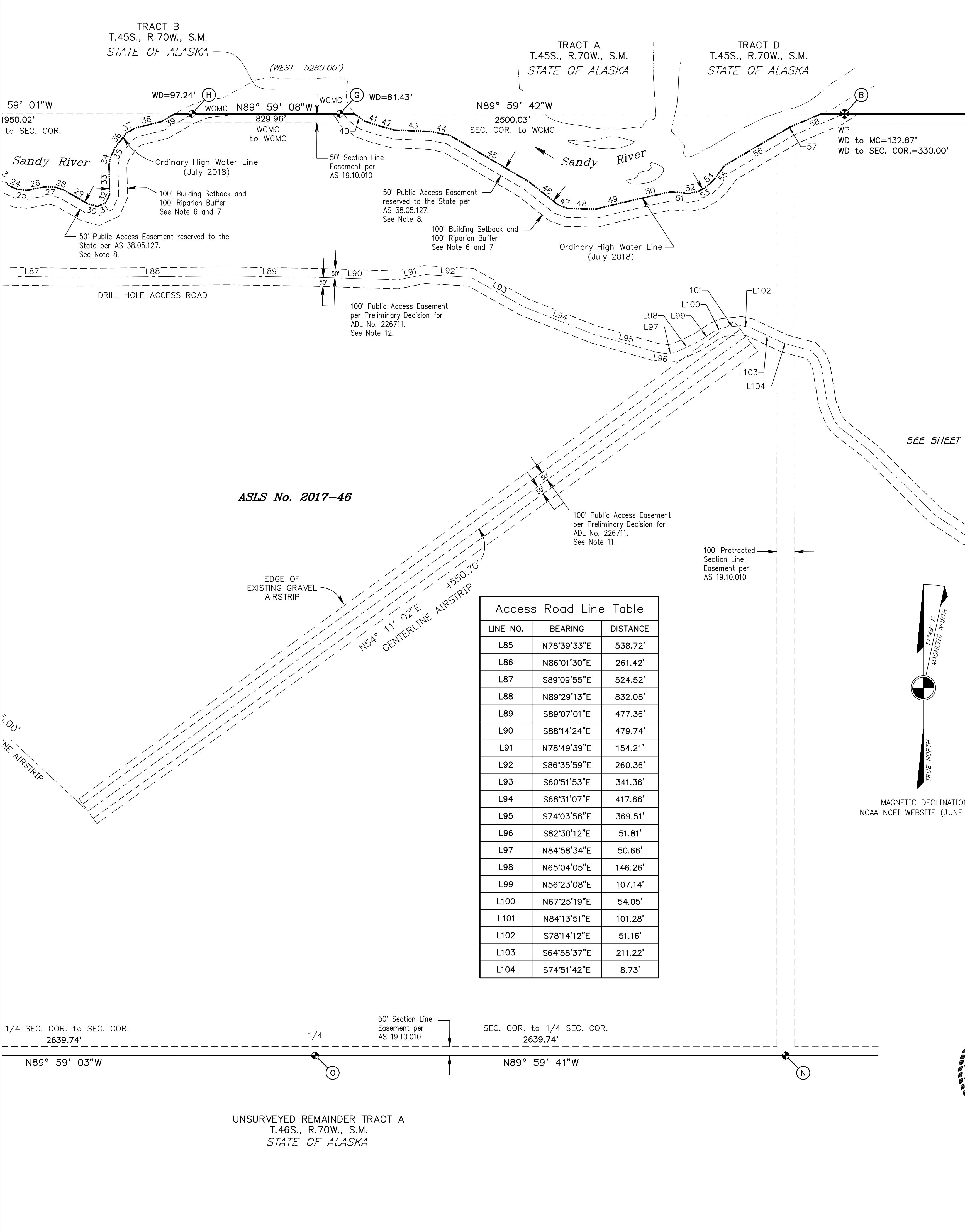
- ✱ GLO/BLM MONUMENT RECOVERED (SEE SHEET 5)
- ⊙ PRIMARY MONUMENT SET THIS SURVEY (SEE SHEET 5)
- XX XX XX MEASURED DATA
- (XX XX XX) RECORD DATA PER PLAT OF T46S R.70W.,
OFFICIALLY FILED ON 1-12-2010
- SURVEYED LINE
- - - - - UNSURVEYED LINE
- — — — MEANDER LINE
- - - - - CENTERLINE
- - - - - EASEMENT
- - - - - EDGE GRAVEL
- ⓕ MONUMENT DESIGNATOR

SCALE



1 METER = 3.2808333 U.S. SURVEY FEET, 1 U.S. ACRE = 0.4047 HECTARE

DATE OF SURVEY:		NAME OF SURVEYOR: McCLINTOCK LAND ASSOCIATES, INC. (AECC596) 16942 NORTH EAGLE RIVER LOOP RD EAGLE RIVER, ALASKA 99577 (907) 694-4499	
BEGINNING:	7-13-18		
ENDING:	7-20-18		
STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES DIVISION OF MINING, LAND & WATER ANCHORAGE, ALASKA			
ALASKA STATE LAND SURVEY NO. 2017-46			
A SUBDIVISION OF TRACT A, TOWNSHIP 46 SOUTH, RANGE 70 WEST SEWARD MERIDIAN, ALASKA LOCATED WITHIN UNSURVEYED SECTIONS 3, 4 AND 5, TOWNSHIP 46 SOUTH, RANGE 70 WEST, SEWARD MERIDIAN, ALASKA CONTAINING 1,872.96 ACRES, MORE OR LESS ALEUTIAN ISLANDS RECORDING DISTRICT			
DRAWN BY: MPF		APPROVAL RECOMMENDED	
DATE: 01-13-21		STATEWIDE PLATTING SUPERVISOR _____ DATE _____	
SCALE: 1" = 1,000'		CHECKED BY: MPF	FILE NO. ASLS 20170046



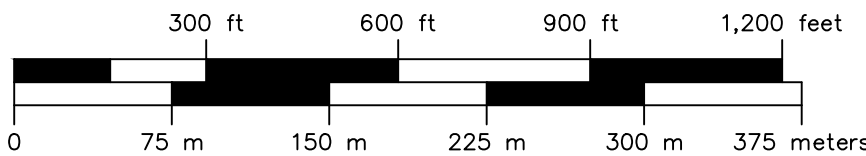
MEANDER LINE DATA		
NO.	BEARING	DISTANCE
1	N 43°43'43" E	115.14'
2	N 50°11'24" E	105.06'
3	N 68°41'44" E	53.34'
4	S 84°57'13" E	50.90'
5	S 50°51'25" E	50.99'
6	S 21°19'09" E	51.97'
7	S 7°10'35" E	155.13'
8	S 23°52'40" E	50.65'
9	S 15°14'48" E	145.14'
10	S 26°48'05" E	53.30'
11	S 54°59'52" E	50.56'
12	N 82°24'01" E	51.50'
13	N 53°35'22" E	51.31'
14	N 34°39'02" E	59.32'
15	N 12°54'47" E	50.88'
16	N 12°18'54" W	193.29'
17	N 4°56'45" E	71.88'
18	N 43°13'23" E	50.78'
19	N 81°18'01" E	52.36'
20	S 75°03'49" E	51.10'
21	S 54°22'14" E	50.34'
22	S 43°08'48" E	105.21'
23	S 44°51'00" E	157.72'
24	S 66°33'18" E	50.96'
25	S 84°13'38" E	50.59'
26	N 79°03'06" E	108.62'
27	S 87°48'11" E	52.18'
28	S 71°17'37" E	53.74'
29	S 60°00'47" E	157.33'

MEANDER LINE DATA		
NO.	BEARING	DISTANCE
30	S 75°26'12" E	53.66'
31	N 65°09'12" E	50.46'
32	N 24°49'09" E	52.82'
33	N 1°27'35" W	166.66'
34	N 14°19'20" E	49.98'
35	N 26°00'24" E	50.82'
36	N 37°40'22" E	100.84'
37	N 57°58'41" E	53.56'
38	N 75°53'48" E	156.09'
39	N 60°02'04" E	87.67'
40	S 53°21'52" E	65.39'
41	S 70°47'27" E	73.96'
42	S 74°46'25" E	104.54'
43	S 87°41'09" E	207.10'
44	S 78°16'54" E	108.19'
45	S 59°33'51" E	514.38'
46	S 51°34'20" E	210.32'
47	S 70°58'41" E	53.76'
48	S 88°31'30" E	156.03'
49	N 76°36'05" E	211.19'
50	N 77°31'25" E	220.42'
51	S 85°34'50" E	105.34'
52	N 78°33'11" E	50.42'
53	N 60°21'40" E	54.36'
54	N 47°36'32" E	50.56'
55	N 37°11'17" E	106.20'
56	N 59°28'31" E	398.89'
57	N 59°28'31" E	24.93'
58	N 67°01'47" E	190.78'

LEGEND

- ✕ GLO/BLM MONUMENT RECOVERED (SEE SHEET 5)
- PRIMARY MONUMENT SET THIS SURVEY (SEE SHEET 5)
- XX XX XX MEASURED DATA
- (XX XX XX) RECORD DATA PER PLAT OF T46S R.70W., OFFICIALLY FILED ON 1-12-2010
- SURVEYED LINE
- - - UNSURVEYED LINE
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- - - EDGE GRAVEL
- - - TIE LINE
- (F) MONUMENT DESIGNATOR

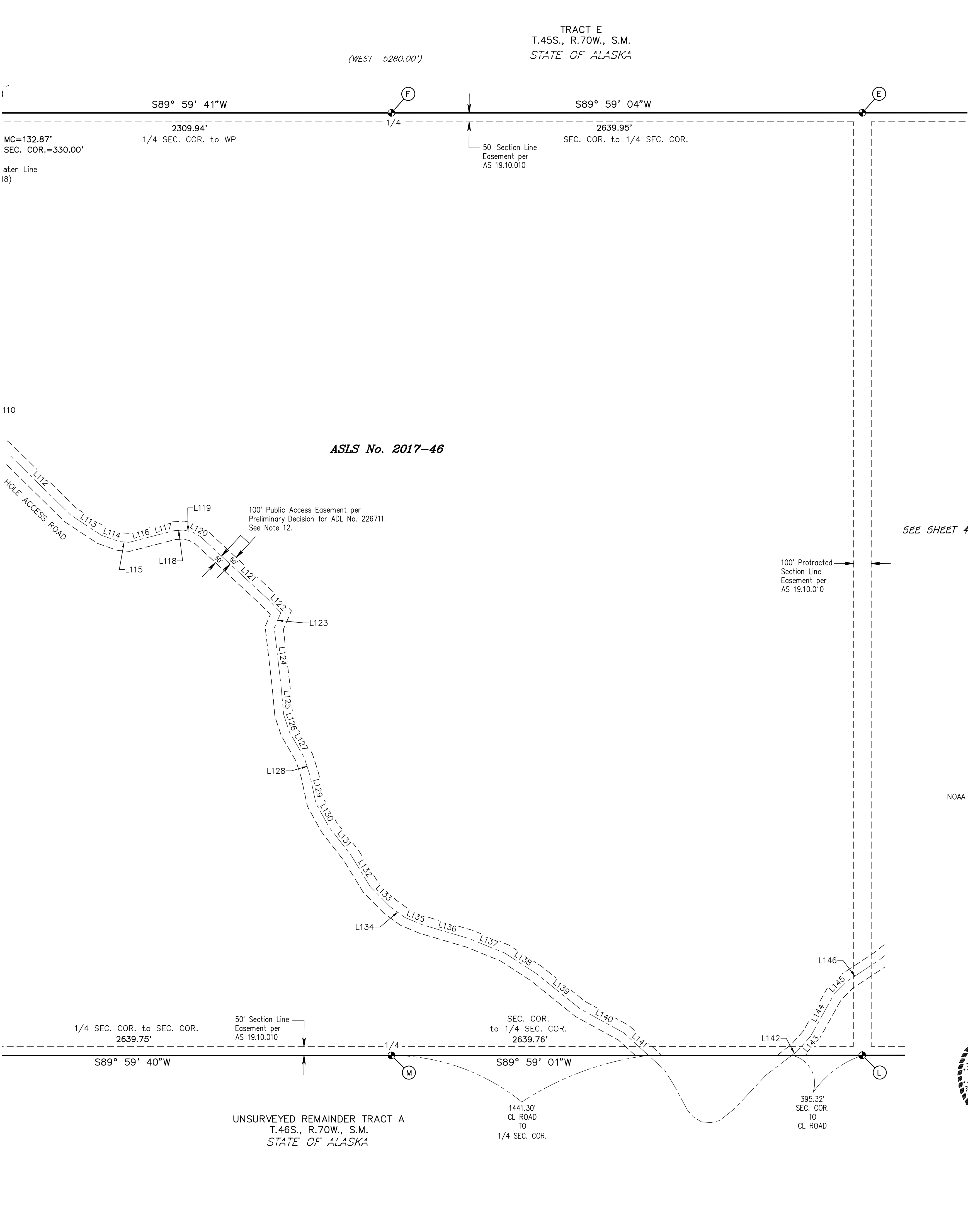
SCALE



1 METER = 3.2808333 U.S. SURVEY FEET, 1 U.S. ACRE = 0.4047 HECTARE

DATE OF SURVEY:	NAME OF SURVEYOR: McCLINTOCK LAND ASSOCIATES, INC. (AECC596) 16942 NORTH EAGLE RIVER LOOP RD EAGLE RIVER, ALASKA 99577 (907) 694-4499	
BEGINNING: 7-13-18 ENDING: 7-20-18		
STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES DIVISION OF MINING, LAND & WATER ANCHORAGE, ALASKA		
ALASKA STATE LAND SURVEY NO. 2017-46		
A SUBDIVISION OF TRACT A, TOWNSHIP 46 SOUTH, RANGE 70 WEST SEWARD MERIDIAN, ALASKA LOCATED WITHIN UNSURVEYED SECTIONS 3, 4 AND 5, TOWNSHIP 46 SOUTH, RANGE 70 WEST, SEWARD MERIDIAN, ALASKA CONTAINING 1,872.96 ACRES, MORE OR LESS ALEUTIAN ISLANDS RECORDING DISTRICT		
DRAWN BY: MPF	APPROVAL RECOMMENDED	
DATE: 01-13-21	STATEWIDE PLATTING SUPERVISOR DATE	
SCALE: 1" = 300'	CHECKED BY: MPF	FILE NO. ASLS 20170046





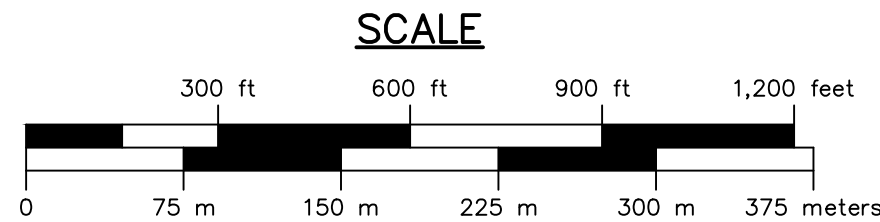
Access Road Line Table		
LINE NO.	BEARING	DISTANCE
L105	S74°51'42"E	146.19'
L106	S43°37'30"E	53.60'
L107	S23°02'09"E	53.23'
L108	S9°16'41"E	210.06'
L109	S21°23'58"E	106.07'
L110	S40°00'14"E	52.47'
L111	S52°26'11"E	208.49'
L112	S45°29'27"E	518.36'
L113	S56°36'18"E	208.90'
L114	S70°49'12"E	106.35'
L115	S85°21'17"E	53.30'
L116	N75°26'11"E	155.44'
L117	N75°33'16"E	104.85'
L118	N86°07'36"E	53.91'
L119	S77°32'08"E	52.25'
L120	S60°21'41"E	51.45'
L121	S47°08'55"E	519.42'
L122	S43°32'08"E	100.83'
L123	S23°24'30"W	93.12'
L124	S6°40'39"E	325.50'
L125	S5°17'35"E	163.61'

Access Road Line Table		
LINE NO.	BEARING	DISTANCE
L126	S18°28'21"E	103.36'
L127	S30°12'02"E	163.05'
L128	S17°44'01"E	105.53'
L129	S12°05'05"E	160.17'
L130	S28°56'15"E	152.33'
L131	S37°54'21"E	202.97'
L132	S31°27'36"E	204.76'
L133	S44°49'10"E	158.17'
L134	S54°10'15"E	101.76'
L135	S67°21'53"E	109.13'
L136	S73°33'15"E	272.25'
L137	S67°52'32"E	213.32'
L138	S57°00'10"E	209.32'
L139	S51°12'20"E	317.39'
L140	S61°13'47"E	277.98'
L141	S47°41'44"E	188.49'
L142	N52°33'05"E	36.11'
L143	N42°04'59"E	114.17'
L144	N29°12'27"E	270.53'
L145	N45°19'30"E	104.80'
L146	N56°37'05"E	100.18'

NOTES

SEE SHEET 2 FOR MEANDER TABLE

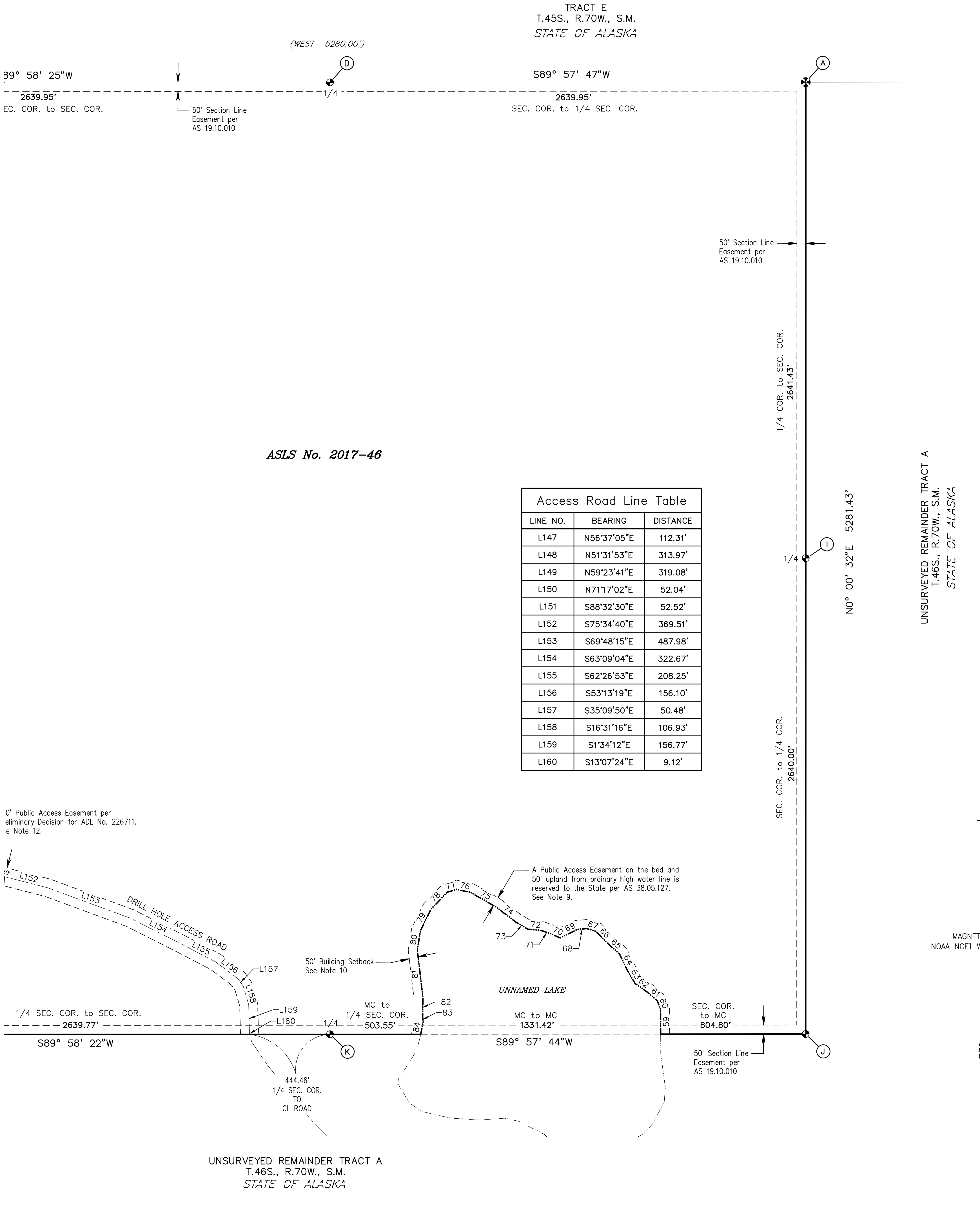
- LEGEND
- ⊗ GLO/BLM MONUMENT RECOVERED (SEE SHEET 5)
 - ⊙ PRIMARY MONUMENT SET THIS SURVEY (SEE SHEET 5)
 - XX XX XX MEASURED DATA
 - (XX XX XX) RECORD DATA PER PLAT OF T46S R.70W., OFFICIALLY FILED ON 1-12-2010
 - SURVEYED LINE
 - - - UNSURVEYED LINE
 - MEANDER LINE
 - - - CENTERLINE
 - - - EASEMENT
 - - - EDGE GRAVEL
 - - - TIE LINE
 - ⓕ MONUMENT DESIGNATOR



1 METER = 3.2808333 U.S. SURVEY FEET, 1 U.S. ACRE = 0.4047 HECTARE

DATE OF SURVEY:	NAME OF SURVEYOR: McCLINTOCK LAND ASSOCIATES, INC. (AECC596) 16942 NORTH EAGLE RIVER LOOP RD EAGLE RIVER, ALASKA 99577 (907) 694-4499	
BEGINNING: 7-13-18 ENDING: 7-20-18		
STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES DIVISION OF MINING, LAND & WATER ANCHORAGE, ALASKA		
ALASKA STATE LAND SURVEY NO. 2017-46		
A SUBDIVISION OF TRACT A, TOWNSHIP 46 SOUTH, RANGE 70 WEST SEWARD MERIDIAN, ALASKA LOCATED WITHIN UNSURVEYED SECTIONS 3, 4 AND 5, TOWNSHIP 46 SOUTH, RANGE 70 WEST, SEWARD MERIDIAN, ALASKA CONTAINING 1,872.96 ACRES, MORE OR LESS ALEUTIAN ISLANDS RECORDING DISTRICT		
DRAWN BY: MPF	APPROVAL RECOMMENDED	
DATE: 01-13-21	STATEWIDE PLATTING SUPERVISOR _____ DATE _____	
SCALE: 1" = 300'	CHECKED BY: MPF	FILE NO. ASLS 20170046





MEANDER LINE DATA		
NO.	BEARING	DISTANCE
59	N 0°14'09" W	136.36'
60	N 20°14'18" W	50.72'
61	N 48°53'41" W	78.93'
62	N 54°54'28" W	78.56'
63	N 30°37'03" W	81.06'
64	N 25°40'54" W	103.24'
65	N 47°55'16" W	102.52'
66	N 43°21'14" W	77.68'
67	N 72°25'54" W	54.99'
68	S 84°30'43" W	52.95'
69	S 63°59'12" W	106.21'
70	N 65°53'30" W	53.40'
71	N 70°38'27" W	53.77'

MEANDER LINE DATA		
NO.	BEARING	DISTANCE
72	N 83°41'13" W	80.52'
73	N 59°16'30" W	79.07'
74	N 52°45'26" W	137.95'
75	N 60°17'04" W	160.27'
76	N 77°18'07" W	78.30'
77	S 73°52'50" W	54.22'
78	S 43°56'39" W	131.85'
79	S 26°01'45" W	133.05'
80	S 9°15'13" W	108.66'
81	S 6°45'15" E	266.16'
82	S 0°52'40" W	107.97'
83	S 6°51'19" E	25.87'
84	S 11°24'30" W	70.50'

LEGEND

☒ GLO/BLM MONUMENT RECOVERED (SEE SHEET 5)

⊙ PRIMARY MONUMENT SET THIS SURVEY (SEE SHEET 5)

XX XX XX MEASURED DATA

(XX XX XX) RECORD DATA PER PLAT OF T46S R.70W., OFFICIALLY FILED ON 1-12-2010

— SURVEYED LINE

- - - - - UNSURVEYED LINE

— MEANDER LINE

- - - - - CENTERLINE

- - - - - EASEMENT

- - - - - EDGE GRAVEL

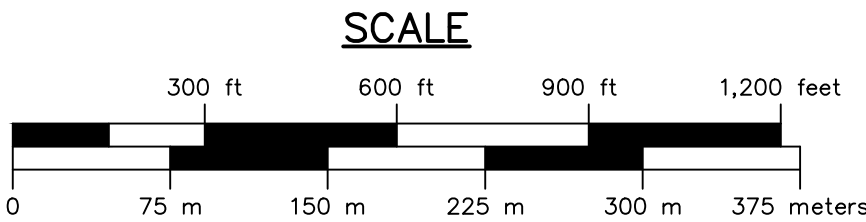
- - - - - TIE LINE

ⓕ MONUMENT DESIGNATOR

MAGNETIC DECLINATION
NOAA NCEI WEBSITE (JUNE 2017)

1°49' E
MAGNETIC NORTH

TRUE NORTH



1 METER = 3.2808333 U.S. SURVEY FEET, 1 U.S. ACRE = 0.4047 HECTARE

DATE OF SURVEY:	NAME OF SURVEYOR: McCLINTOCK LAND ASSOCIATES, INC. (AECC596) 16942 NORTH EAGLE RIVER LOOP RD EAGLE RIVER, ALASKA 99577 (907) 694-4499	
BEGINNING: 7-13-18 ENDING: 7-20-18		
STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES DIVISION OF MINING, LAND & WATER ANCHORAGE, ALASKA		
ALASKA STATE LAND SURVEY NO. 2017-46		
A SUBDIVISION OF TRACT A, TOWNSHIP 46 SOUTH, RANGE 70 WEST SEWARD MERIDIAN, ALASKA LOCATED WITHIN UNSURVEYED SECTIONS 3, 4 AND 5, TOWNSHIP 46 SOUTH, RANGE 70 WEST, SEWARD MERIDIAN, ALASKA CONTAINING 1,872.96 ACRES, MORE OR LESS ALEUTIAN ISLANDS RECORDING DISTRICT		
DRAWN BY: MPF	APPROVAL RECOMMENDED	
DATE: 01-13-21	STATEWIDE PLATTING SUPERVISOR DATE	
SCALE: 1" = 300'	CHECKED BY: MPF	FILE NO. ASLS 20170046

Ordinances

ORDINANCE SERIAL NO. 22-03

AN ORDINANCE AMENDING TITLE 2, CHAPTERS 2.04 AND 2.16, SECTIONS 2.04.020, 2.04.060 AND 2.16.010 OF THE ALEUTIANS EAST BOROUGH CODE OF ORDINANCES

WHEREAS, the legislative power of the Aleutians East Borough is vested in the Borough Assembly under Alaska State Statute Sec. 29.20.050; and

WHEREAS, dual office holding, a common law doctrine, prohibits the same person from holding incompatible offices; and

WHEREAS, the aim of this prohibition was to prevent the same person from holding multiple positions of public trust; and

WHEREAS, the simultaneous holding of more than one public office is a matter of public concern; and

WHEREAS, there is currently no concise code section making it clear that a single person may not hold dual offices; and

WHEREAS, such a code section will prevent certain dual office holders.

NOW, THEREFORE, BE IT ADOPTED THAT SECTION 2.04.020 OF THE BOROUGH CODE WHICH PREVIOUSLY READ IN ITS ENTIRETY:

2.04.020 Qualifications of Assembly and School Board Members.

The Assembly and school board members shall be qualified electors of the Borough, and shall have been a resident within the Borough for a minimum of one (1) year prior to holding office. An Assembly or school board member who ceases to be eligible to be a Borough voter immediately forfeits his office.

(Ord 14-04 (Amended Ord. 07-08), Sec. 2.04.020, part, 1987)

IS AMENDED TO INCLUDE THIS SENTENCE, READING:

In order to prevent dual office holding, no Borough department heads are eligible to run for Borough Assembly or the Borough School District while employed by the Borough as a department head. Borough department heads include: the Borough Administrator, the Borough Clerk, the Borough Attorney, the Borough Maintenance Director, the Natural Resources Department Director and the Finance Director.

SO THAT THE ENTIRETY OF SECTION 2.04.020 NOW READS:

2.04.020 Qualifications of Assembly and School Board Members.

The Assembly and school board members shall be qualified electors of the Borough, and shall have been a resident within the Borough for a minimum of one (1) year prior to holding office. An Assembly or school board member who ceases to be eligible to be a Borough voter immediately forfeits his office.

In order to prevent dual office holding, no Borough department heads are eligible to run for Borough Assembly or the Borough School District or to serve as an appointed Assembly Advisory Member while employed by the Borough as a department head. Borough department heads include: the Borough Administrator, the Borough Clerk, the Borough Attorney, the Borough Maintenance Director, the Natural Resources Department Director and the Finance Director.

(Ord 14-04 (Amended Ord. 07-08), Sec. 2.04.020, part, 1987)

NOW, THEREFORE, BE IT ADOPTED THAT SECTION 2.04.060 OF THE BOROUGH CODE WHICH PREVIOUSLY READ IN ITS ENTIRETY:

2.04.060 Advisory Members.

- A. There shall be advisory members appointed on the Assembly with the rights and responsibilities as set out in this section.
- B. There shall be one for each of the communities in the Borough, which are without an Assembly member residing in its respective community.
- C. The term of an advisory member is one year and begins on January 1st of each year. A person appointed holds office until a successor has been appointed and seated.
- D. Advisory members may attend all Assembly meetings, work sessions, committee of the whole meeting and subcommittee meetings; except, an advisory member may not attend executive sessions except upon adoption by the Assembly or committee of the motion to permit the advisory members to attend the executive session.
- E. Advisory members may participate in the discussion of any matter that comes before the Assembly or committee, but may not move or section items during an Assembly meeting. Advisory Members may cast advisory votes on all

matters except those subject to executive session discussions. Advisory votes shall not affect the outcome of a vote, but shall be recorded in the minutes.

Ord 18-09 (amended Ord. 14-04), Sec. 2.04.060(E), part, 1987

- F. Only a person appointed under this section may participate in Assembly meetings as an advisory member. An advisory member may not serve as a proxy or substitute for a regular member of the Assembly unless appointed or elected to fill an Assembly vacancy. Upon such election or appointment to a vacancy, the advisory seat held by that person becomes vacant.
- G. If an advisory member clearly expresses a position for or against a proposition, the minutes of the meeting shall reflect the position expressed.
- H. Advisory members will receive per diem, reimbursement and payments in lieu as may be provided for Assembly members.
- I. The presence or absence of an advisory member at an Assembly meeting, the existence of a vacancy in an advisory member seat, and an act or admission of an advisory member shall have no effect on any action of the Borough. An advisory member has no authority to act on behalf of the Borough and the meeting of advisory members does not constitute a meeting of the Assembly or any other body of the Borough for any purpose.
- J. Advisory members shall be governed by the same rules as elected members concerning meeting attendance as provided for in Chapter 2.20 and other applicable ordinances.
- K. The Assembly may appoint a student representative on the assembly as an advisory member. The mayor shall nominate one or more students for the assembly to consider for the appointment on a school calendar basis, with a term of one year beginning September 1. No student representative may serve more than a single one-year term; and no student will be compensated with meeting fees.

The position shall be open to all Aleutians East Borough School District high school students, grades 9 through 12. Nominations shall be made by submission of letters of interest to their high school student council and principal. The student council shall nominate a student to be submitted to the mayor, with approval from their high school principal.

The student representative may not move or second items during an Assembly Meeting. The student may cast advisory votes on all matters except those subject to executive session discussions. The Advisory votes shall not affect the outcome of a vote. Advisory votes shall be recorded in the minutes.

(Ord 18-09, New Section 2.04.060(K))

(Ord. 14-04 (Amended Ord. 08-04), Sec. 2.04.060, part, 1987)

IS AMENDED TO INCLUDE THIS SENTENCE, READING:

- L. In order to prevent dual office holding, no Borough department heads are eligible to serve as an appointed advisory member on the Assembly while employed by the Borough as a department head. Borough department heads include: the Borough Administrator, the Borough Clerk, the Borough Attorney, the Borough Maintenance Director, the Natural Resources Department Director and the Finance Director.

SO THAT THE ENTIRETY OF SECTION 2.04.060 NOW READS:

2.04.060 Advisory Members.

- A. There shall be advisory members appointed on the Assembly with the rights and responsibilities as set out in this section.
- B. There shall be one for each of the communities in the Borough, which are without an Assembly member residing in its respective community.
- C. The term of an advisory member is one year and begins on January 1st of each year. A person appointed holds office until a successor has been appointed and seated.
- D. Advisory members may attend all Assembly meetings, work sessions, committee of the whole meeting and subcommittee meetings; except, an advisory member may not attend executive sessions except upon adoption by the Assembly or committee of the motion to permit the advisory members to attend the executive session.
- E. Advisory members may participate in the discussion of any matter that comes before the Assembly or committee, but may not move or second items during an Assembly meeting. Advisory Members may cast advisory votes on all matters except those subject to executive session discussions. Advisory votes shall not affect the outcome of a vote, but shall be recorded in the minutes.

(Ord 18-09 (amended Ord. 14-04), Sec. 2.04.060(E), part, 1987)

- F. Only a person appointed under this section may participate in Assembly meetings as an advisory member. An advisory member may not serve as a proxy or substitute for a regular member of the Assembly unless appointed or elected to fill an Assembly vacancy. Upon such election or appointment to a vacancy, the advisory seat held by that person becomes vacant.

- G. If an advisory member clearly expresses a position for or against a proposition, the minutes of the meeting shall reflect the position expressed.
- H. Advisory members will receive per diem, reimbursement and payments in lieu as may be provided for Assembly members.
- I. The presence or absence of an advisory member at an Assembly meeting, the existence of a vacancy in an advisory member seat, and an act or admission of an advisory member shall have no effect on any action of the Borough. An advisory member has no authority to act on behalf of the Borough and the meeting of advisory members does not constitute a meeting of the Assembly or any other body of the Borough for any purpose.
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- K. The Assembly may appoint a student representative on the assembly as an advisory member. The mayor shall nominate one or more students for the assembly to consider for the appointment on a school calendar basis, with a term of one year beginning September 1. No student representative may serve more than a single one-year term; and no student will be compensated with meeting fees.

The position shall be open to all Aleutians East Borough School District high school students, grades 9 through 12. Nominations shall be made by submission of letters of interest to their high school student council and principal. The student council shall nominate a student to be submitted to the mayor, with approval from their high school principal.

The student representative may not move or second items during an Assembly Meeting. The student may cast advisory votes on all matters except those subject to executive session discussions. The Advisory votes shall not affect the outcome of a vote. Advisory votes shall be recorded in the minutes.

(Ord 18-09, New Section 2.04.060(K))
- L. In order to prevent dual office holding, no Borough department heads are eligible to serve as an appointed advisory member on the Assembly while employed by the Borough as a department head. Borough department heads include: the Borough Administrator, the Borough Clerk, the Borough Attorney, the Borough Maintenance Director, the Natural Resources Department Director and the Finance Director.

(Ord. 14-04 (Amended Ord. 08-04), Sec. 2.04.060, part, 1987)

NOW, THEREFORE, BE IT ADOPTED THAT SECTION 2.16.010 OF THE BOROUGH CODE WHICH PREVIOUSLY READ IN ITS ENTIRETY:

2.16.010 Mayor as Executive.

- A. The Mayor is the chief executive officer of the Borough. He shall act as ceremonial head of the Borough, and sign documents on the Borough's behalf upon Assembly authorization.

TITLE 2
ADMINISTRATION
Chapter 2.16 - Mayor

2.16.010 Mayor as Executive

- A. The Mayor is the chief executive officer of the Borough. He shall act as ceremonial head of the borough, and sign documents on the Borough's behalf upon Assembly authorization.
- B. The Mayor shall:
1. Appoint an Administrator who shall serve at his direction to oversee and supervise all departments of the Borough.
 2. Suspend or remove by written order Borough employees and administrative officers, except as otherwise provided.
 3. Supervise enforcement of Borough law;
 4. Prepare the annual budget and capital improvement program for the Assembly;
 5. Execute the budget and capital program as adopted;
 6. Make monthly financial reports to the Assembly on Borough finances and operations.
 7. Report to the Assembly at the end of each fiscal year on the finances and administrative activities of the Borough;
 8. Prepare and make available for public distribution an annual report on Borough affairs;
 9. Serve as Borough personnel officer unless delegated to the Borough Administrator or the Assembly authorizes him to appoint a personnel officer other than the Borough Administrator; and
 10. Execute other powers and duties specified in AS Title 29 or lawfully prescribed by the Assembly.

(Ord. 18-02 (Amended Ord. 14-04), Sec. 2.16.010, part, 1987)

IS AMENDED TO REMOVE THE FOLLOWING LANGUAGE AT THE BEGINNING OF THIS SECTION, READING:

TITLE 2
ADMINISTRATION
Chapter 2.16 - Mayor

2.16.010 Mayor as Executive

- A. The Mayor is the chief executive officer of the Borough. He shall act as ceremonial head of the borough, and sign documents on the Borough's behalf upon Assembly authorization.

AND IS AMENDED TO INCLUDE THIS SENTENCE, READING:

- B. In order to prevent dual office holding, no Borough department heads are eligible to run for Mayor while employed by the Borough as a department head. Borough department heads include: the Borough Administrator, the Borough Clerk, the Borough Attorney, the Borough Maintenance Director, the Natural Resources Department Director and the Finance Director.

SO THAT THE ENTIRETY OF SECTION 2.16.010 NOW READS:

2.16.010 Mayor as Executive.

- A. The Mayor is the chief executive officer of the Borough. He shall act as ceremonial head of the Borough, and sign documents on the Borough's behalf upon Assembly authorization.
- B. In order to prevent dual office holding, no Borough department heads are eligible to run for Mayor while employed by the Borough as a department head. Borough department heads include: the Borough Administrator, the Borough Clerk, the Borough Attorney, the Borough Maintenance Director, the Natural Resources Department Director and the Finance Director.
- C. The Mayor shall:
1. Appoint an Administrator who shall serve at his direction to oversee and supervise all departments of the Borough;
 2. Suspend or remove by written order Borough employees and administrative officers, except as otherwise provided;

3. Supervise enforcement of Borough law;
4. Prepare the annual budget and capital improvement program for the Assembly;
5. Execute the budget and capital program as adopted;
6. Make monthly financial reports to the Assembly on Borough finances and operations;
7. Report to the Assembly at the end of each fiscal year on the finances and administrative activities of the Borough;
8. Prepare and make available for public distribution an annual report on Borough affairs;
9. Serve as Borough personnel officer unless delegated to the Borough Administrator or the Assembly authorizes him to appoint a personnel officer other than the Borough Administrator; and
10. Execute other powers and duties specified in AS Title 29 or lawfully prescribed by the Assembly.

(Ord. 18-02 (Amended Ord. 14-04), Sec. 2.16.010, part, 1987)

INTRODUCED: _____

ADOPTED: _____

Alvin D. Osterback, Mayor

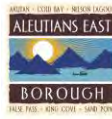
Date: _____

ATTEST:

CLERK

Date: _____

Resolutions



Agenda Statement

Date: September 2, 2021

To: Mayor Osterback and Assembly

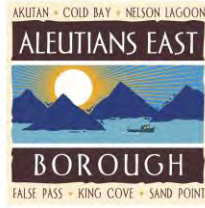
From: Anne Bailey, Borough Administrator

Re: Resolution 22-14, Authorizing the Mayor to Negotiate and Execute a Contract with DOWL to conduct construction administration/oversight and completion inspection/travel for the Cold Bay Terminal Expansion Project in an amount not to exceed \$86,655

Borough Administration has been directed to expand the Cold Bay Terminal Facility to accommodate additional space for social distancing due to the COVID-19 emergency. DOWL has been contracted to perform a Feasibility Study, 10% Conceptual Design, and 35% Design and Construction Manager-General Contractor (GMGC) Contractor Solicitation and Selection; 65% Design and Guaranteed Maximum Price, 100% (Final) Design and to assist with contract negotiations. The Feasibility Study, the 35% design and solicitation for a contractor have been completed. DOWL is in the process of completing the 65% and 100%.

DOWL has now issued their proposal to conduct contract administration/oversight and completion inspection/travel in an amount not to exceed \$86,655. This includes a lump sum fee in the amount of \$62,128 for contract administration and a time and materials amount of \$24,527 for inspections and travel. If the Assembly approves the Borough would enter into a contract with DOWL for the work.

To pay for DOWL's services, funds in account E 20-500-209-603 Terminal Maintenance and fund E 20-866-209-888 project contingency will be used.



Resolution 22-14

A RESOLUTION AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH DOWL TO CONDUCT CONSTRUCTION ADMINISTRATION/OVERSIGHT AND COMPLETION INSPECTION/TRAVEL FOR THE COLD BAY TERMINAL EXPANSION PROJECT IN AN AMOUNT NOT TO EXCEED \$86,655

WHEREAS, the Borough has been directed to expand the Cold Bay Terminal Facility to accommodate additional space for social distancing due to the COVID-19 emergency; and

WHEREAS, DOWL has been contracted to perform a Feasibility Study, 10% Conceptual Design, and 35% Design, Construction Manager-General Contractor (GMGC) Contractor Solicitation and Selection, 65% design and guaranteed maximum price, 100% (final) design and construction negotiations; and

WHEREAS, DOWL has submitted a scope of services and fee proposal to conduct construction administration/oversight and completion inspection/travel in an amount not to exceed \$86,655; and

WHEREAS, if approved the Borough would enter into a contract with DOWL for these services; and

WHEREAS, funds in account E 20-500-209-604 MAINTENANCE and E 20-866-209-888 PROJECT CONTINGENCY will be used to pay for this work.

NOW THEREFORE, BE IT RESOLVE, the Aleutians East Borough Assembly authorizes the Borough Mayor to Negotiate and Execute a Contract with DOWL to conduct construction administration/oversight and completion inspection/travel for the Cold Bay Terminal Expansion in an amount not to exceed \$86,655.

PASSED AND APPROVED by the Aleutians East Borough on this day 9th day of September 2021.

Alvin D. Osterback, Mayor

ATTEST:

Tina Anderson, Borough Clerk



September 1, 2021

Ms. Anne Bailey
Aleutians East Borough (AEB)
3380 C Street, Suite 205
Anchorage, AK 99503

**Subject: Cold Bay Airport Terminal Addition
Construction Administration and Completion Inspections**

Dear Ms. Bailey:

Thank you for the opportunity for DOWL to continue to help complete this terminal addition project for the AEB. Prior authorizations for this project include:

- Phase 1 - Feasibility Study & 10% Concept Design
- Phase 2 - 35% Design
- Phase 3 - CM-GC Solicitation and Selection
- Phase 4 - Construction Contract Assistance
- Phase 5 - 65% Design & Guaranteed Maximum Price (GMP) Development
- Phase 6 - 100% Design
- Phase 7 - Contractor Negotiations
- Phase 8 - Permitting Assistance

This proposal includes the services for the following phases.

- Phase 9 – Construction Administration/Oversight
- Phase 10 – Completion Inspection/Travel

This letter details our scope of services, schedule, assumptions, and budget for the two remaining project phases.

SCOPE OF SERVICES

Phase 9 – Construction Administration/Oversight (lump sum)

Following execution of the construction contract and the establishment of the final GMP, DOWL will assist with construction oversight. We will provide construction administration services and work with the construction Contractor to determine whether construction is proceeding in accordance with the approved plans. Our services for this phase will include the activities listed below:

- Manage the contractor submittal process.
- Continued hosting project coordination meetings as needed.
- Oversee and manage request for information (RFI) process.
- Review and manage construction scope change (requests for change order proposal, and development and execution of change orders).
- Review and recommend payment for contractor submitted pay applications.
- Coordinate Substantial (or Final) Completion Inspections.

- Develop final punchlist.
- Review contractor generated as-builts.

Phase 10 – Completion Inspections/Travel (time and materials)

Phase 10 is a time and materials phase established for designers to conduct site visit near substantial/final completion. The included budget allows for one trip by each of the following designers:

- Architect
- Structural Engineer
- Mechanical Engineer
- Electrical Engineer

ASSUMPTIONS

The following assumptions were used to develop this scope of services and fee proposal:

- 16-week duration for on-site construction activities.
- DOWL will not attend the Substantial Completion inspection.
- This proposal does not include any costs for required special inspections. As the design is finalized and as Golder provides input for geotechnical requirements, DOWL will work with designers to propose a special inspection budget.

DELIVERABLES

The following deliverables will be prepared and submitted to the AEB on an as needed basis.

- Phase 9
 - Material testing reports
 - Change orders
 - Pay request recommendations
 - Request for information responses and design clarifications
 - Punchlist
- Phase 10
 - Completion reports

SCHEDULE

DOWL understands that this project must be complete by December 31, 2021 to maximize CARES Act funding. Once the construction contractor begins work on the project, DOWL will work with them to determine a detailed construction schedule.

Ms. Anne Bailey
Aleutians East Borough
September 1, 2021
Page 3 of 3

FEES

DOWL proposes to complete the services described in this letter for the costs listed below. A more detailed summary is included as an attachment.

Phase	Fee Basis	Cost
Phase 9 - Construction Administration	Lump Sum	\$62,128
Phase 10 – Completion Inspections/Travel	Time and Materials	\$24,527
	Total	\$86,655

Thank you again for the opportunity to propose on this work. Please contact me at 907-562-2000 or evoorhees@dowl.com with any questions or comments.

Regards,
DOWL



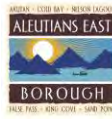
Eric Voorhees, PE
Project Manager

Unless noted here otherwise, by signing below this proposal is accepted, and DOWL is authorized to proceed with the work described in this letter.

Anne Bailey
Aleutians East Borough

Date

Attachment(s): As stated



Agenda Statement

Date: September 3, 2021

To: Mayor Osterback and Assembly

From: Anne Bailey, Borough Administrator

Re: Resolution 22-15, Authorizing the appropriation of \$250,000 in Borough Alaska Municipal League Investment Pool funds to the Cold Bay Terminal Expansion project

Borough Administration has been directed to expand the Cold Bay Terminal Facility to accommodate additional space for social distancing due to the COVID-19 emergency. At the August 12, 2021 Assembly meeting, the Assembly authorized the Mayor to Negotiate and Execute a Contract with F&W Construction Company, Inc to complete the Cold Bay Terminal Expansion project in an amount not to exceed \$1,000,000, and appropriating \$200,000 in Borough Alaska Municipal League Investment Pool funds to the project. At that time, F&W Construction Company had not submitted their cost estimate for the project and Administration had anticipated the cost to be approximately \$1,000,000.

On September 1, 2021, Administration received the final cost estimate totaling \$1,261,778 to complete the project. Due to timing and the need to meet barge schedules and complete the work by the December 31, 2021 deadline, Administration and the Mayor determined it to be in the Borough's best interest to sign the contract. Resolution 22-15 is now before the Assembly requesting that additional funds from the AMLIP account be appropriated to complete this work.

The Borough has approximately \$854,000 in CARES Act funds to pay for a portion of the work and the Assembly has already appropriated \$200,000 in Alaska Municipal League Investment Pool (AMLIP), totaling \$1,054,000. Therefore, Administration is requesting an additional \$250,000 in AMLIP funds be appropriated to complete the project and have a little extra for unanticipated needs. Any funds that are not used would be appropriated back to the AMLIP portfolio.

Recommendation

Administration recommends approval of Resolution 22-15, Authorizing the appropriation of \$250,000 in Borough Alaska Municipal League Investment Pool funds to the Cold Bay Terminal Expansion project.

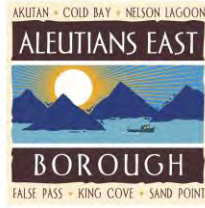


**Cold Bay Airport Terminal Addition
Aleutian's East Borough
DOWL Project #: 63313.01
9/1/2021**

Prepared By:
FJC
Reviewed By:
EMV

Summary

Phase Name	Task		Labor Subtotal		Direct Expenses Subtotal	Subconsultants	Project Totals
			Hours	Cost			
Phase 9 - Construction Administration	A	Project management, scheduling, coordination, etc.	24	\$ 3,730.00	\$ -	\$ -	\$ 3,730.00
	B	Submittal processing	12	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
	C	Construction meetings	54	\$ 8,100.00	\$ -	\$ -	\$ 8,100.00
	D	RFIs, change orders	14	\$ 2,060.00	\$ -	\$ 42,597.50	\$ 44,657.50
	E	Pay application recommendations	12	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
	F	Final punchlist	-	\$ -	\$ -	\$ -	\$ -
	G	Review as-builts & develop record drawings	4	\$ 560.00		\$ -	\$ 560.00
	H	Quality control	9	\$ 1,480.00	\$ -	\$ -	\$ 1,480.00
	<input type="checkbox"/> T&M <input checked="" type="checkbox"/> Lump Sum <input type="checkbox"/> Other	Subtotal	129	\$ 19,530.00	\$ -	\$ 42,597.50	\$ 62,127.50
Phase 10 - Completion Inspections/Travel	A	Substantial completion inspection	-	\$ -	\$ -	\$ 24,526.70	\$ 24,526.70
	B	Completion inspection travel time	-	\$ -	\$ -	\$ -	\$ -
	<input checked="" type="checkbox"/> T&M <input type="checkbox"/> Lump Sum <input type="checkbox"/> Other	Subtotal	-	\$ -	\$ -	\$ 24,526.70	\$ 24,526.70
TOTAL			129	\$ 19,530.00	\$ -	\$ 67,124.20	\$ 86,654.20



Resolution 22-15

A RESOLUTION AUTHORIZING THE APPROPRIATION OF \$250,000 IN BOROUGH ALASKA MUNICIPAL LEAGUE INVESTMENT POOL FUNDS TO THE COLD BAY TERMINAL EXPANSION PROJECT

WHEREAS, the Borough has been directed to expand the Cold Bay Terminal Facility to accommodate additional space for social distancing due to the COVID-19 emergency; and

WHEREAS, at the August 12, 2021 Assembly Meeting, the Assembly authorized the Mayor to Negotiate and Execute a Contract with F&W Construction Company, Inc to complete the Cold Bay Terminal Expansion project in an amount not to exceed \$1,000,000, and appropriating \$200,000 in Borough Alaska Municipal League Investment Pool funds to the project; and

WHEREAS, at that time, F&W Construction Company, had not submitted their cost estimate for the project and Administration had anticipated the cost to be approximately \$1,000,000; and

WHEREAS, On September 1, 2021, Administration received the final cost estimate totaling \$1,261,778 to complete the project; and

WHEREAS, due to timing and the need to meet barge schedules and complete the work by the December 31, 2021 deadline, Administration and the Mayor determined it to be in the Borough's best interest to sign the contract in the amount of \$1,261,778; and

WHEREAS, the Borough has approximately \$854,000 in Borough CARES Act funds to pay for a portion of this and the Assembly has appropriated \$200,000 in Alaska Municipal League Investment Pool (AMLIP) funds for the project; and

WHEREAS, Administration is requesting the Assembly to appropriate an additional \$250,000 in AMLIP to complete the project; and

WHEREAS, any funds that are not used, would be appropriated back to the AMLIP portfolio.

NOW THEREFORE, BE IT RESOLVED, the Aleutians East Borough Assembly authorizes the appropriation of \$250,000 from the Borough's Alaska Municipal League Investment Pool to the Cold Bay Terminal Expansion Project.

PASSED AND APPROVED by the Aleutians East Borough on this day September 9, 2021.

Alvin D. Osterback, Mayor

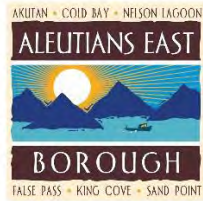
ATTEST:

Tina Anderson, Borough Clerk

OLD BUSINESS

NONE

New Business



MEMORANDUM

To: Mayor Osterback and Assembly

From: Anne Bailey, Borough Administrator

Date: September 2, 2021

Re: Quarter 2 – Aleutians East Borough Strategic Plan Update

The Aleutians East Borough (Borough) conducted a Planning Work Session on December 10, 2020, to help identify projects and initiatives that would be included on the Borough's Strategic Plan. Assembly members and staff were in attendance and actively engaged in conversations about the Borough's role in community projects.

Mayor Osterback, staff, and PGS consultants defined which projects would be part of the Borough's strategic plan for one year beginning March 1, 2021 and ending February 28, 2022 based on the information shared to the Assembly during the work session. Many of the projects identified on the plan are currently being pursued or actively being completed. The plan also defines project leads, quarterly project outcomes, and year-end targets. This will ensure accountability and transparency through the next year of project activities. The Assembly approved Resolution 21-33 at the February 11, 2021 Assembly meeting, which approved the projects and initiatives identified on the Borough Strategic Plan.

An overview of the work accomplished during the second quarter of the strategic plan is shown on the attached report. A few items have changed since the strategic plan was approved:

- **Fisheries Research**
 - Background Information Collected & Organized has been partially completed and moved from Q2 to Q3.
 - Moved Community & Assembly Feedback Gathered from Q2 to Q3.
- **Fisheries Research 2021**
 - Potentially list of projects/proposals/issues created has been partially completed and moved from Q2 to Q3.
- **False Pass Airport 2021**

- Moved False Pass Airport response plan created from Q2 to Q3.
- Moved False Pass Airport response plan initiated from Q3 to Q4
- **Marine Infrastructure**
 1. Cold Bay Dock Repairs
 - Changed the title of Reconnaissance study outcome targets identified to Reconnaissance/Feasibility outcome targets identified. This has been completed.
 - Document completed and work to dated consolidated has been partially completed and moved from Q2 to Q3.
 2. Akutan Harbor
 - Primary Property Owner Determined has been moved from Q2 to Q3.
 - Property transfer plan developed has been moved from Q3 to Q4.
 3. Harbor Floats Systems Sand Point/Akutan 2021
 - This project has been completed.
 - Changed the language on 3.3.3 from Funding Appropriated to Funding Determined.
- **Diversification of Natural Resources**
 - Resources assessment proposal created was moved from Q2 to Q3.
 - Removed gear acquisition plan executed and kelp farm operation constructed from the plan.
- **Cold Bay Clinic**
 - Moved In-Kind contributions determined, projects site determined, and project plan completed from Q2 to Q3.
 - MOA updated and building permit application submitted from Q3 to Q4.
- **Deferred Maintenance**
 - Property condition assessment completed from Q2 to Q3.
- **Sand Point School 2021**
 - Grant application updated and grant application submitted has been deleted and replaced with Reuse of scores submitted by the school district.
- **Borough Property Management**
 1. Nelson Lagoon Apartment
 - Funding needs assessed, building assessment completed and funding appropriated has been moved from Q2 to Q3.
 - Disposal action plan created and disposal action plan initiated has been moved from Q3 to Q4.

2. Cold Bay School
 - Entire tract will need to be revisited.
3. Cold Bay Terminal
 - Design completed has been moved from Q2 to Q3.
- **Deferred Maintenance**
 - Property condition assessment completed has been moved from Q1 to Q2.
- **HR Tools (Employee Handbook) 2021**
 - Employee presentation to staff completed was added to Q2 and the Employee handbook training completed was deleted from Q3. The presentation to staff was completed on September 2, 2021.
 - Rough draft employee handbook presented to assembly and employee handbook approved by the assembly were moved from Q2 to Q3.
 - Employee handbook update completed was moved from Q3 to Q4.
- **Borough Property Maintenance Policy & Procedure**
 - Borough school maintenance process assessed has been moved from Q2 to Q3.
 - Partnership agreements written has been moved from Q3 to Q4.
- **PR & Marketing 2021**
 - AEB website designer has been moved from Q2 to Q3.
- **Community & Agency Alignment 2021**
 - Key meeting schedule created, AEB attendance plan established and plan to highlight community leaders, etc., established has been moved from Q2 to Q3.
 - Alignment opportunities identified and Plan to highlight community leaders initiated has been moved from Q3 to Q4.

An updated strategic plan vision navigation chart reflecting the outcomes for quarter two is attached for your reference.

Fisheries Advocacy - Ernie Weiss

1.1 Fisheries Advocacy 2021 - Ernie Weiss

Community & assembly feedback gathering plan developed
1.1.1 EW

Background information collected & organized
1.1.3 AO

Limited entry permit advocacy plan determined
1.1.2 AO

Community & assembly feedback gathered
1.1.4 EW

Feedback white paper or memo drafted
1.1.5 EW

Borough position approved by the assembly
1.1.6 AO

1.2 Fisheries Research 2021 - Charlotte Levy

Field work for tagging study completed
1.2.1 CL

Potential sources of funding identified
1.2.2 CL

Potential list of projects/proposals/issues created
1.2.3 CL

Survey project proposal & budget developed
1.2.4 CL

Tagging project results presented
1.2.5 CL

Survey project field work completed
1.2.6 CL

1.3 Board of Fish 2021 - Ernie Weiss

Advisory committee outreach completed
1.3.1 EW

Proposal support advertised/announced
1.3.2 EW

Continued BOF monitoring completed
1.3.3 EW

05/31/21

08/31/21

11/30/21

02/28/22

Government & Policy Advocacy - Alvin Osterback

2.1 Government & Policy Advocacy 2021 - Alvin Osterback

Marine highway narrative created
2.1.1 LT

Public comment/outreach strategy created
2.1.2 AB

Community visit schedule established
2.1.3 AB

Community visits completed
2.1.4 AB

State & Federal legislative agenda defined
2.1.5 AO

2.2 False Pass Airport 2021 - Alvin Osterback

Airport information gathered & compiled
2.2.1 LT

False Pass Airport response plan created
2.2.2 AB

False Pass Airport response plan initiated
2.2.3 AB

False Pass response plan evaluated & updated
2.2.4 AB

05/31/21

08/31/21

11/30/21

02/28/22

Marine Infrastructure - Alvin Osterback

3.1 Cold Bay Dock Repairs 2021 - Anne Bailey

State of Alaska CAPSIS request submitted
3.1.1 AB

Reconnaissance study outcome targets identified
3.1.2 AB

Document completed & work to date consolidated
3.1.3 AB

Scope of work drafted
3.1.4 AB

RFQ/RFP written
3.1.5 AB

RFQ/RFP issued
3.1.6 AB

3.2 Akutan Harbor 2021 - Mary Tesche

Property owners identified
3.2.1 MT

Primary property owner determined
3.2.2 MT

Property transfer plan developed
3.2.3 MT

Property transfers initiated
3.2.4 MT

Property transfers complete
3.2.5 MT

3.3 Harbor Floats Systems Sand Point/Akutan 2021 - Anne Bailey

Marad meeting completed
3.3.1 AB

Additional grant opportunities researched
3.3.2 AB

Funding appropriated
3.3.3 AB

Grant writer hired
3.3.4 AB

Grant application(s) initiated
3.3.5 AB

Grant applications submitted
3.3.6 AB

3.4 Akun Dock & Breakwater 2021 - Anne Bailey

Feasibility agreements signed
3.4.1 AB

Feasibility study initiated
3.4.2 AB

Funding appropriated
3.4.3 AB

Project initiation meeting completed
3.4.4 AB

Project plan developed
3.4.5 AB

05/31/21

08/31/21

11/30/21

02/28/22

Strategic Initiative 1.1: Fisheries Advocacy 2021

3-Year Goal:

- Protect & strengthen our existing fisheries
- Maintain & protect existing fisheries

1-Year Target:

Strategic Initiative 1.2: Fisheries Research 2021

3-Year Goal:

- To have a supplementary survey in the western gulf for ground fish
- Complete genetic & tagging study on western gulf pacific cod

1-Year Target:

Strategic Initiative 1.3: Board of Fish 2021

3-Year Goal:

- Protect & strengthen our existing fisheries including two major BOF meetings
- Proposals prepared & delivered & establish political strategy

1-Year Target:

Strategic Initiative 2.1: Government & Policy Advocacy 2021

3-Year Goal:

- Continue influencing legislation & policy action that promotes the interests of the AEB & region

1-Year Target:

- Complete strategic action that strengthens the AEB position in the Local, State, & Federal arena

Strategic Initiative 2.2: False Pass Airport 2021

3-Year Goal:

- State of Alaska improves the False Pass Airport to meet the the communities needs

1-Year Target:

- To have the State of Alaska assume responsibility for the False Pass Airport

Strategic Initiative 3.1: Marine Infrastructure - Cold Bay Dock Repairs 2021

3-Year Goal:

- Design with cost estimate completed

1-Year Target:

- Complete a feasibility/reconnaissance study

Strategic Initiative 3.2: Marine Infrastructure - Akutan Harbor 2021

1-Year Target:

- Akutan Harbor Land ownership consolidated

Strategic Initiative 3.3: Marine Infrastructure - Harbor Floats Systems Sand Point/Akutan 2021

3-Year Goal:

- Harbor Floats Systems completed

1-Year Target:

- Project funding determined

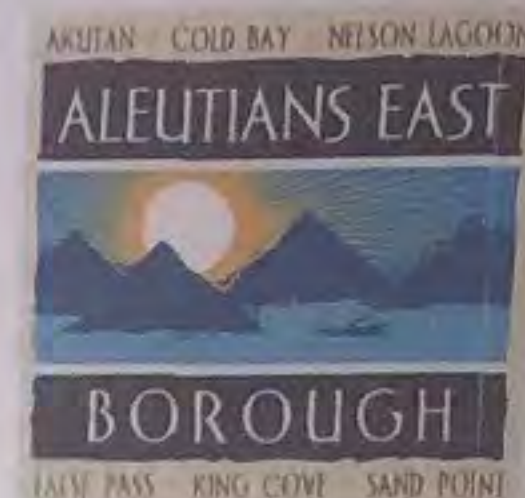
Strategic Initiative 3.4: Marine Infrastructure - Akun Dock & Breakwater 2021

3-Year Goal:

- Feasibility study completed

1-Year Target:

- Akun Dock & Breakwater general investigation study initiated



Vision Navigation® Chart #1

03/01/21 - 02/28/22

Purpose:

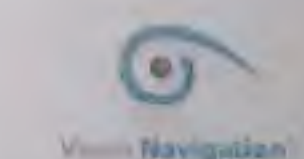
To ensure the standard of living, well-being & future of our communities

Our Vision:

Healthy People, Healthy Schools, Healthy Communities

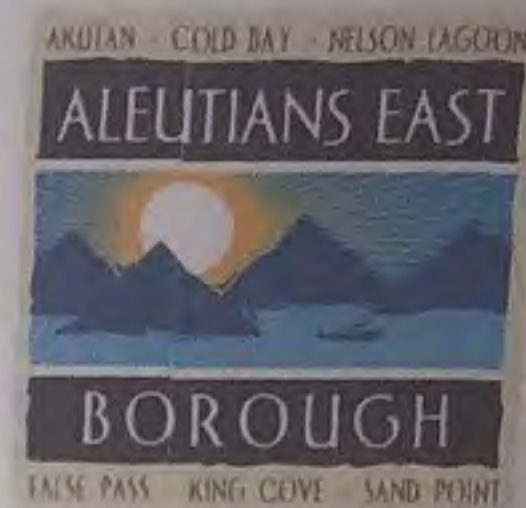
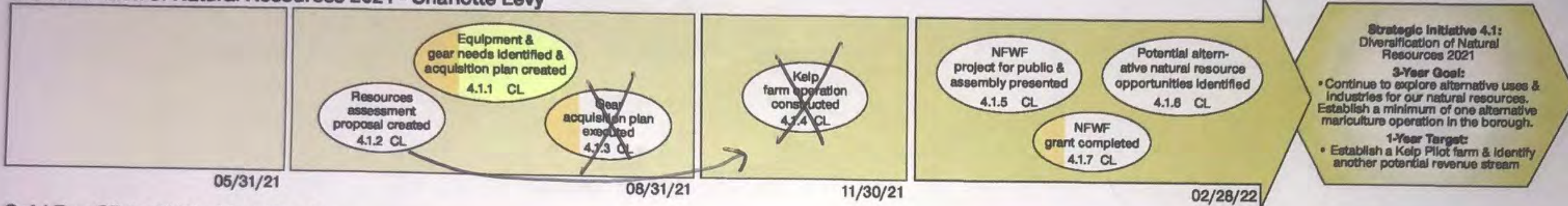
- ☆ Diversification of industry including our natural resources & community flexibility for borough stability
- ☆ Healthy people with a strong cultural identity
- ☆ Our schools & community are providing quality education including secondary education & vocational skills within the communities
- ☆ Planned infrastructure projects completed
- ☆ Availability, utilization & development of connectivity (physical & electronic)

TA Tina Anderson
AB Anne Bailey
JB Jacki Brandell
CL Charlotte Levy
EM Emil Mobeck
AO Alvin Osterback
LT Laura Taris
MT Mary Tesche
EW Ernie Weiss



Version 4.1, 05/09/21

Diversification of Natural Resources 2021 - Charlotte Levy



Vision Navigation® Chart #2

03/01/21 - 02/28/22

Purpose:

To ensure the standard of living, well-being & future of our communities

Our Vision:

Healthy People, Healthy Schools, Healthy Communities

- ☆ Diversification of Industry including our natural resources & community flexibility for borough stability
- ☆ Healthy people with a strong cultural identity
- ☆ Our schools & community are providing quality education including secondary education & vocational skills within the communities
- ☆ Planned infrastructure projects completed
- ☆ Availability, utilization & development of connectivity (physical & electronic)

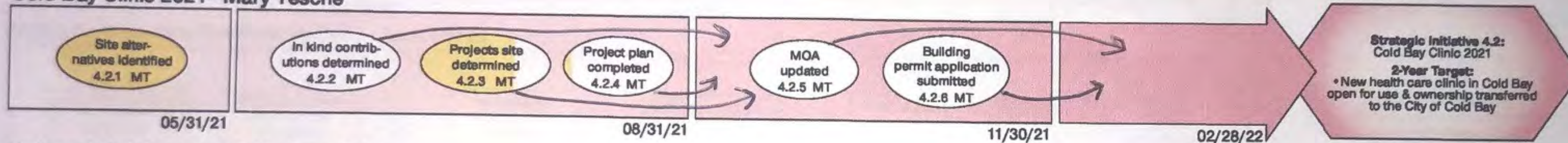
TA Tina Anderson
AB Anne Bailey
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CL Charlotte Levy
EM Emil Mobeck
AO Alvin Osterback
LT Laura Tanis
MT Mary Tesche
EW Ernie Weiss



Version 4.1, 05/08/21

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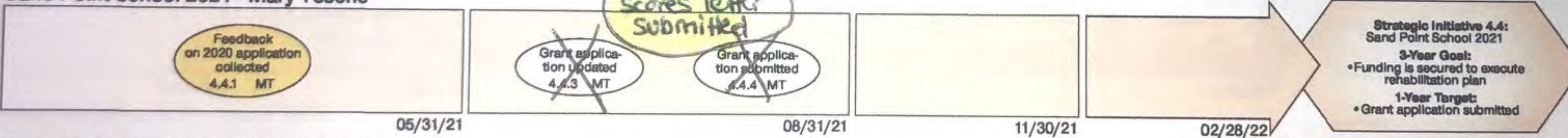
Cold Bay Clinic 2021 - Mary Tesche



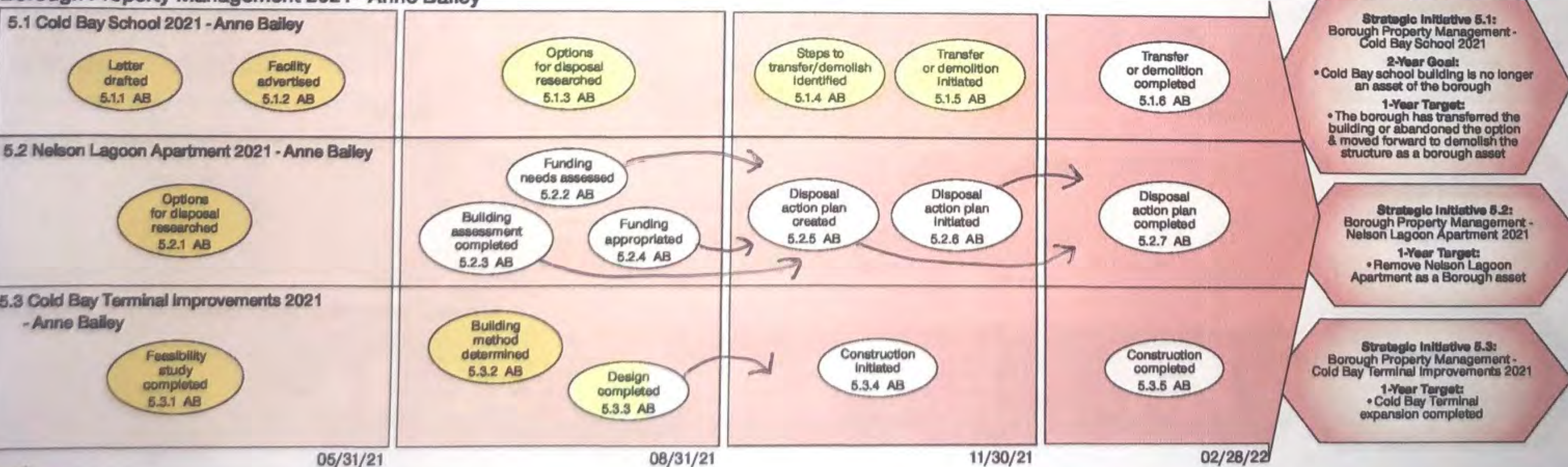
Deferred Maintenance 2021 - Anne Bailey



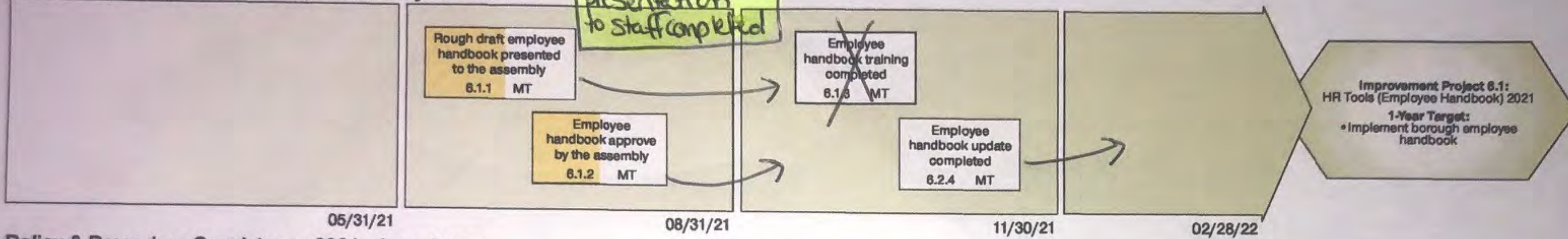
Sand Point School 2021 - Mary Tesche



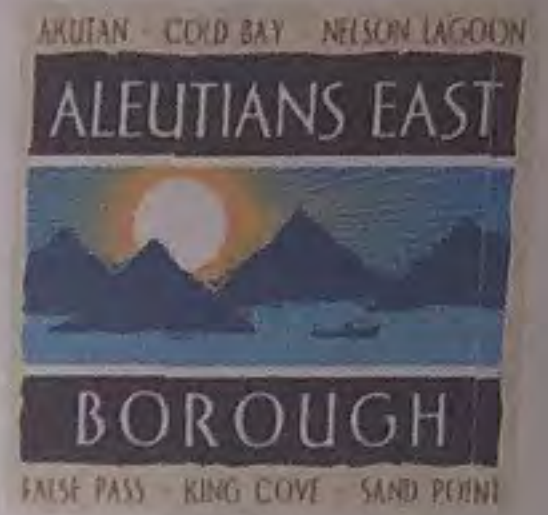
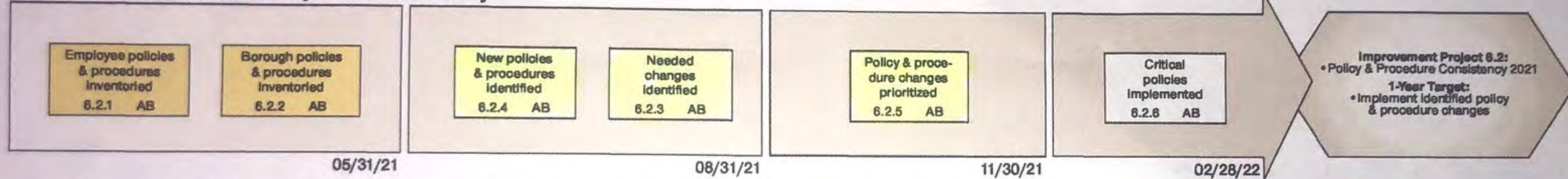
Borough Property Management 2021 - Anne Bailey



HR Tools (Employee Handbook) 2021 - Mary Tesche



Policy & Procedure Consistency 2021 - Anne Bailey



Vision Navigation® Chart #3 03/01/21 - 02/28/22

Purpose:

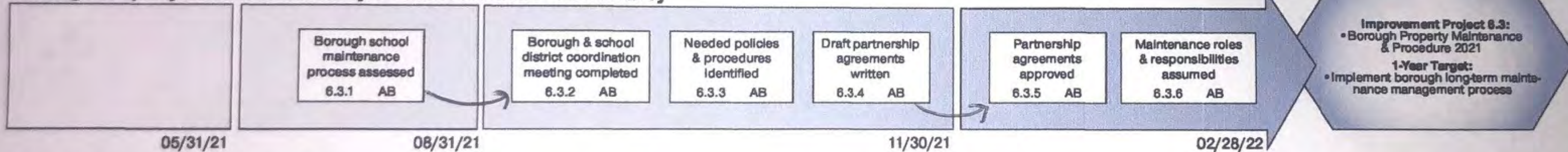
To ensure the standard of living, well-being & future of our communities

Our Vision:

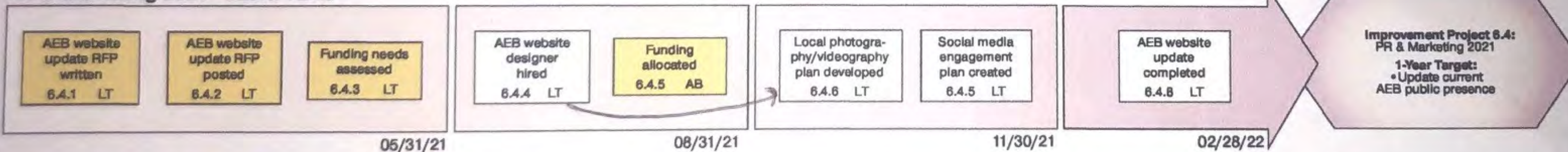
Healthy People, Healthy Schools, Healthy Communities

- ☆ Diversification of industry including our natural resources & community flexibility for borough stability
- ☆ Healthy people with a strong cultural identity
- ☆ Our schools & community are providing quality education including secondary education & vocational skills within the communities
- ☆ Planned infrastructure projects completed
- ☆ Availability, utilization & development of connectivity (physical & electronic)

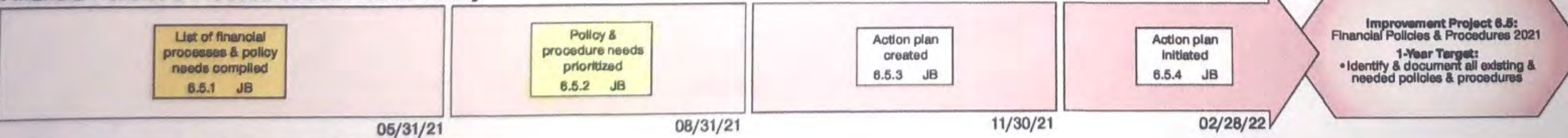
Borough Property Maintenance Policy & Procedure 2021 - Anne Bailey



PR & Marketing 2021 - Laura Tanis

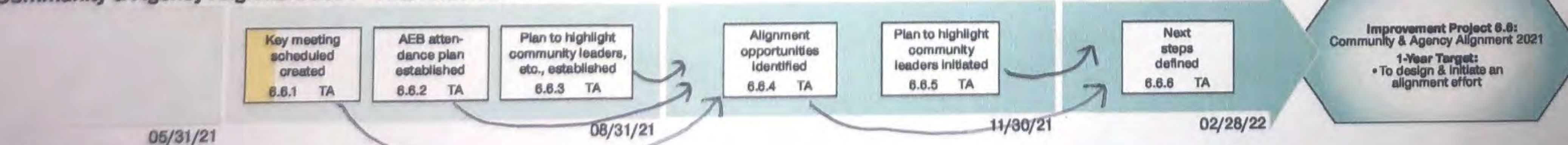


Financial Policies & Procedures 2021 - Anne Bailey



TA Tina Anderson
AB Anne Bailey
JB Jacki Brandell
CL Charlotte Levy
EM Emil Mobeck
AO Alvin Osterback
LT Laura Tanis
MT Mary Tesche
EW Ernie Weiss

Community & Agency Alignment 2021 - Tina Anderson



Version 4.1, 05/08/21

REPORTS AND UPDATES



To: Honorable Mayor Osterback and AEB Assembly
From: Anne Bailey, Borough Administrator
Subject: Assembly Report
Date: September 3, 2021

CARES Act Funding Update

Summary of Funding

The Aleutians East Borough has received the \$3,723,853.74 in CARES Act funds from the State of Alaska. As of August 31, 2021, the Borough has expended \$2,838,094.78 in CARES Act funds, which leaves a balance of \$885,758.96 to be spent. An overview of CARES Act funds expenditures through August 31, 2021 can be found below:

Borough CARES Act Funding Program Allocations

Borough CARES Act Expenditures	Funding Appropriated	Funding Spent	Funding Remaining
EAES Program	\$467,964.46	(\$467,964.46)	\$0.00
Non-Profit & Civic Organization Program	\$100,000.00	(\$100,000.00)	\$0.00
Cold Bay Community Center Conversion	\$400,000.00	(\$400,000.00)	\$0.00
PPE and Cleaning Supplies	\$25,000.00	(\$23,566.74)	\$1,433.26
Payroll	\$192,632.45	(\$192,632.45)	\$0.00
Legal Fees	\$90,000.00	(\$80,844.37)	\$9,155.63
Telephone	\$2,748.15	(\$2,748.15)	\$0.00
AML	\$2,500.00	(\$2,500.00)	\$0.00
KSDP	\$70,237.31	(\$70,237.31)	\$0.00
Election	\$3,242.70	(\$3,242.70)	\$0.00
Southwest Governments	\$3,029.10	(\$3,029.10)	\$0.00
Air Purification Systems – SP and KC	\$82,489.00	(\$82,489.00)	\$0.00
Postponement or Revision of Projects	\$350,204.50	(\$329,493.03)	\$20,711.47
EAT	\$152,894.14	(\$152,894.14)	\$0.00
Food Distribution Program	\$900,347.32	(\$900,347.32)	\$0.00
Telework Reimbursement Program	\$9,048.97	(\$8,798.97)	\$250.00

Air Purification – FP and Akutan	\$14,189.35	(\$14,189.35)	\$0.00
Cold Bay Benches	\$3,117.68	(\$3,117.68)	\$0.00
Cold Bay Terminal	\$854,208.60	(\$0.00)	\$854,208.60
TOTAL	\$3,723,853.74	(\$2,838.094.78)	\$885,758.96
Appropriated to complete existing appropriations	\$885,758.96		

COVID-19 Updates

- On August 24, 2021, the Borough hosted a meeting with EAT, the school district and the communities to discuss COVID-19 and what was occurring in the region.
- On August 27, 2021, Administration applied for the ARPA/SALT funds. The Borough anticipates receiving \$648,173 in ARPA funds over the next two years. The application was approved by US Treasury on September 3, 2021 and have processed a payment to the Borough in the amount of \$324,086.50.
- Administration is attending State of Alaska ECHO meetings regarding COVID-19.

Cold Bay Terminal

- Terminal Expansion:
 - On April 14, 2021, Administration authorized DOWL to complete the 35% design and on April 20, 2021, the Borough authorized DOWL to conduct the CM-GC Contractor Solicitation and Selection.
 - On May 6, 2021, Administration authorized DOWL to assist with the construction contract.
 - The schedule to complete the project is really aggressive. The plan is to solicit a contractor the week of May 10, 2021 and reach substantial completion by December 2021. This is contingent on being able to hire a contractor to complete the work.
 - On April 28, 2021, Anne, DOWL and ECI conducted a site visit of the Cold Bay Terminal. Will be meeting with DOWL/ECI on May 10, 2021 to discuss next steps.
 - The Construction Manager/General Contractor Request for Proposal Solicitation was issued on May 17, 2021.
 - On May 20, 2021, Administration authorized DOWL to assist with permitting assistance for the Terminal. DOWL's work includes work on the building permit, the FAA form and preparing the Construction Safety Phasing Plan.
 - On May 28, 2021, Administration authorized DOWL to complete the 65% Design, 100% Design and Construction Negotiations.
 - On June 7, 2021, the Borough received 4 proposals from contractors for the Construction Manager/General Contractor work. The selection committee met on June 11, 2021 and selected F&W for preconstruction services. F&W submitted the most responsive proposal and had a fee of \$7,700 for pre-construction

services. DOWL is finalizing the contract for pre-construction services, which Administration hopes to review and sign next week.

- The Fire Marshal Permit has been submitted to the State. The Borough paid the permit fee on July 15, 2021. The State Building Permit has also been submitted.
- The F&W Preconstruction Services Contract was fully executed on July 21, 2021.
- DOWL, F&W and Borough staff are meeting weekly to discuss the project. The 65% design should be completed soon.
- On August 16, 2021, the Borough received the State Fire Marshal Permit. The sprinkler and alarm plans are deferred for 90 days.
- On August 20, 2021, Administration issued a Limited Notice to Proceed to F&W in an amount not to exceed \$80,000 for Early Procurement and Mobilization.
- Administration hired Golder to do geotechnical work in an amount not to exceed \$8,000.00.
- On September 1, 2021, Administration received the final cost estimate totaling \$1,261,778 to complete the project. Due to timing and the need to purchase materials, meet barge schedules and complete the work by the December 31, 2021 deadline, Administration and the Mayor have determined it to be in the Borough's best interest to sign the contract.

Cold Bay Dock

In February 2020, damage to the Cold Bay Dock occurred and an insurance claim was submitted to AMLJIA. Moffatt & Nichol was hired to conduct a damage assessment and was finally able to conduct a visual inspection in July 2021. The following work was identified to restore the dock to pre-damaged conditions:

- Remove the two remaining pile stubs and replace them with new treated timber fender piles.
- Replace the safety ladder and provide high visibility signs in the interim to alleviate pedestrian safety concerns.
- Replace the damaged decking.
- Remove and replace the existing bull rail and connection hardware to facilitate proposed repairs.
- Galvanize all new steel items and treat any new or existing damaged timber elements.
- In the case the embedded portion of the severed fender piles are unable to be removed or are broken during demolition, the new timber fender pile and steel safety ladder will need to be relocated. The piles were connected to the existing 12x12 stringers, which are spaced 2 feet on-center. It is recommended the new elements be installed on the next available set of adjacent stringers to the East. Moving the piles and safety ladder to the next available stringer to the West does not appear to be possible due to existing utility conflicts on the deck. Relocating the new piles and ladder will require the removal of existing decking and bull rail as needed.

In August 2021, the Borough was made aware that West Marine Construction was conducting work in the region and the Borough contacted them, received a proposal and hired them to conduct the work for an amount of \$286,785. AMLJIA has been made aware of this, agreed that this would be the most efficient and cost effective method for all parties involved and is in

discussions with the reinsurers to cover the claim.

West Marine arrived in Cold Bay on September 3, 2021 and should have the work completed in two days.

King Cove Road Update

- 9th Circuit Appeal: Oral argument on our Land Exchange case occurred virtually on August 4, 2021. The Federal, State and King Cove Group attorneys presented their approach for the 20 minutes allotted for the argument. The case has now been submitted to the three-judge panel, but a decision is not expected for a number of months.
- Special Use Permit: The State successfully performed field work on the King Cove owned land within the refuge. The remaining land on which the State wants to perform field work is still under permit review by US Fish and Wildlife Service (USFWS). The State has received draft permits but these have not yet been finalized. The State has contracts in place and is gearing up for this work to be performed once the SUP is issued. Timing on the beginning of field work is still being negotiated between the State DOT/PF and the US Fish and Wildlife Service.
- The virtual meeting on Aug. 16 with Interior Secretary Deb Haaland went well with all of our key team participating, Mayor Osterback, Mayor Mack, Della Trumble, Etta Kuzakin, and Lynne Mack gave strong presentations just as we hoped they would. Secretary Haaland listened very attentively and thanked all for their participation but did not provide any details as to her opinion.
- The King Cove Tribes, King Cove Corporation, Aleutians East Borough and City of King Cove are working with the Alaska Congressional Delegation on the one-day visit to King Cove by Secretary Haaland. This visit has now been scheduled for September 17 when she visits Alaska to tour various sites and obtain more information on issues including the King Cove access needs. Because of other issues, this may be the only place that Secretary Haaland visits in AK other than Anchorage but that remains to be seen.

Nelson Lagoon Dock Repairs Project

Heko Services arrived in Nelson Lagoon during the week of August 16, 2021. The sleeve repair was completed on August 24, 2021 and the crew has departed Nelson Lagoon. The project is now considered complete!

Akun Dock and Breakwater

On August 31, 2021, the Mayor and Administration participated in a 4 hour meeting with the Army Corps to begin the planning process for the Akun Dock and Breakwater. The Army Corps and Borough scheduled a trip to Akutan on September 14-15, 2021; however, due to COVID-19 we will be rescheduling in either late September or in October.

Power Cost Equalization Lawsuit

The Borough decided to participate in litigation in relation to Power Cost Equalization (PCE). Holmes Weddle & Barcott represented the Borough, the Alaska Federation of Natives, the City

of Saint Paul, City and Borough of Yakutat, City of Sand Point, City of Adak, the Curyung Tribal Council, City of Bethel, Maniilaq Association, and the Kake Tribal Council in connection with litigation relating to the Governor's decision to sweep the PCE Endowment Fund into the Constitutional Budget reserve, which immediately disrupted PCE's function. The Borough has contributed \$10,000 to this effort. The attorney's submitted the filing on July 19, 2021; the State replied in support of motion for expedited consideration on July 20, 2021 and the court provided a notice and order regarding expedited consideration on July 22, 2021. The briefs shall be filed as followed: 1) Governor's Opposition and Cross-Motion for Summary Judgement by noon on July 27, 2021 2) Plaintiff's Reply in support of Motion for Summary Judgement and Opposition to Cross-Motion for summary Judgement on July 30th 3) Governor's Reply in support of Cross-Motion for Summary Judgement by August 3, 2021 and 4) Oral Argument is scheduled for August 5, 2021 from 2:00 – 2:45 p.m. On July 27, 2021, the Court issued a Notice Rescheduling Oral Argument occurred on August 5, 2021. On August 11, 2021, the judge issued an order on Motion for Summary Judgement and Cross-Motion for Summary Judgment stating that we won.

Strategic Planning

The Borough has contracted Professional Growth Systems (PGS) for the 2022-2023 planning cycle. Through this process PGS and Administration would like to conduct public meetings in the communities. We are tentatively scheduling these meetings the week of October 25th for the communities of Cold Bay, False Pass, King Cove, Nelson Lagoon and Sand Point. A visit to Akutan will be scheduled at a later date.

Other Items

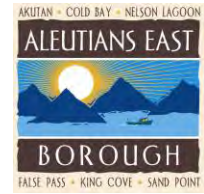
- On August 17, 2021, I participated in an interview with McKinley Research Group for a SWAMC grant regarding COVID-19 and its impacts on the Southwest Region.
- Reviewed Website Requests for Proposal on August 18, 2021.
- On August 24, 2021, Mayor Osterback signed a letter supporting the Native Village of Port Lion's application for a Tribal Broadband Connectivity Program. This grant application includes adding Cold Bay, False Pass and the other communities along the AU Aleutians route back into the scope of work connecting them to the main fiber line and to building giber to the homes and businesses. We were informed that this grant was submitted on September 1, 2021.
- I have also been continuously conducting day to day operations.

If you have any questions, comments, or concerns please contact me at (907) 317-1498 or abailey@aeboro.org.



Nelson Lagoon Dock Repair Photos provided by Heko Services, Inc.

To: The Honorable Mayor Osterback, AEB Assembly
From: Mary Tesche, Assistant Administrator
Subject: Assembly Report
Date: August 6, 2021



Strategic Plan Update

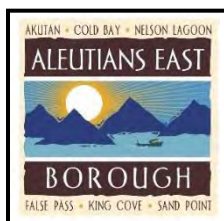
Sand Point DEED Grant – On the recommendation of our contact at SERRC, we determined that the best solution for the DEED grant was to resubmit our scores from last year because we scored well. We originally planned to update the grant application; however, the advice was that we would run the risk of losing points because some of the requirements have changed. Superintendent Patrick Mayer submitted the Reuse of Scores letter to the State on August 27th. This change has been reflected on the strategic plan and this item is complete for this year.

Akutan Harbor – Item 3.2.1 on the strategic plan is to identify the different property owners for the parcels on Tract 5, Lot 2 at the Akutan Harbor. I received info from the State on this tract and have sent a memo outlining parcel ownership to Anne for review. This item on the plan is completed. Next step will be to determine who the primary property owner will be for the parcels and continuing with the ownership transfer if necessary.

Employee Handbook – Item 6.1.1 on the strategic plan is to present the draft of the updated employee handbook to our staff. The staff presentation took place on September 2nd in anticipation of the September assembly meeting. Item 6.1.2 will be completed following the presentation of the updated handbook to the Assembly at the September meeting.

Other Items & Announcements

This is my last report to the Assembly so I want to thank you all for your leadership and for giving me the opportunity to be part of this amazing team. It has been a pleasure to work with you for the last four years. We've been able to accomplish some truly remarkable things and I appreciate the trust you've put in me in this position. I know the Borough is in great hands and I wish you all the best of luck.



To: Honorable Mayor Alvin Osterback and Aleutians East Borough Assembly
From: Laura Tanis, AEB Communications Director
Through: Anne Bailey, AEB Administrator
Subject: Communications Director's Report to the Assembly
Date: September 3, 2021

Annual report

The latest version of the annual report has been approved after numerous updates were made. As of the writing of this report, I just need to include some fishing and/or scenic photos to go on the last page. Next it will go to the printer. After that, copies will be mailed out to the communities.

Website Design:

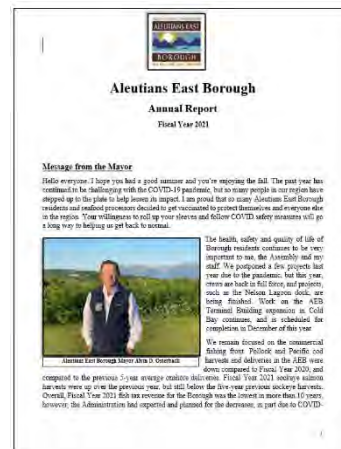
The scoring committee met last month to discuss the various criteria for selecting a website designer. After scoring, one stood out. As of the writing of this report, we're in the process of negotiations on a couple of price points. Following those discussions, we will complete a contract for the designer to sign.

House Finance Committee

On behalf of the Borough, I provided additional testimony at the Anchorage Legislative Information Office regarding the state budget fiscal plan during the last week of August. The Alaska House Finance Committee presided over this hearing. The testimony focused on urging the legislature to consider taking a balanced approach with the budget and to avoid cost-shifting to local government. We also requested that the state fully fund school bond debt reimbursement, the harbor bond debt reimbursement and school construction or major maintenance.

Fish News:

The last Fish News went out on August 30th. It focused on the Alaska Board of Fisheries and the meetings scheduled for October 20th through the 21st at Anchorage's Egan Center for their annual work session. I'll defer to Ernie for the details on this. I also included an update on the Western Gulf of Alaska Pacific Cod tagging study by the Alaska Fisheries Science Center and the Aleutians East Borough. Charlotte provided this information, which also went into In the Loop.



In the Loop:

The last In the Loop went out on August 25th, which contained information about a job opening for the Borough Clerk. On August 23rd, we sent out a Notice of Offices to be Filled for the regular election to be held by the Borough on October 5th. The deadline to file a Declaration of Candidacy was September 3rd. Also included was information about SWAMC's Recovery and Resiliency Survey. The survey asks how COVID impacted family income and well-being, as well as what helped the most. Those that participate will be entered to win a \$50 Visa gift card.

Miscellaneous items include:

- Updates to our Facebook page, newsletters and website as needed;
- Continuing work on the Borough's Strategic Plan.
- Ordered AEB pens for use during the Borough elections.

In the Loop

NOTICE OF OFFICES TO BE FILLED

The regular election for the Aleutians East Borough will be held October 5, 2021. Declaration of Candidacy must be filed with the Borough Clerk in Sand Point or with an Assistant Borough Clerk beginning August 23 through September 3, 2021.

ALEUTIANS EAST BOROUGH ASSEMBLY:

SEAT C THREE (3) YEAR TERM
SEAT D THREE (3) YEAR TERM
SEAT E THREE (3) YEAR TERM
SEAT F THREE (3) YEAR TERM

ALEUTIANS EAST BOROUGH SCHOOL BOARD:

SEAT A THREE (3) YEAR TERM
SEAT B THREE (3) YEAR TERM
SEAT C THREE (3) YEAR TERM
SEAT D THREE (3) YEAR TERM
SEAT E THREE (3) YEAR TERM
SEAT F THREE (3) YEAR TERM

DECLARATION OF CANDIDACY FORMS MAY BE OBTAINED FROM THE BOROUGH CLERK'S OFFICE IN SAND POINT OR FROM THE FOLLOWING BOROUGH ASSISTANT CLERKS:

KING COVE CITY OFFICE COSETTE BENDIXEN / KIMBERLY NEWMAN
AKUTAN CITY OFFICE AMANDA TCHERPANOFF
FALSE PASS CITY OFFICE CHARLEEN HOBLET
COLD BAY CANDACE NIELSEN
NELSON LAGOON JANNETTE JOHNSON

COMPLETED NOTARIZED FORMS MUST BE RECEIVED IN PERSON BY THE CLERK OR ASSISTANT CLERK. FAXED COPIES OF SIGNED DECLARATION OF CANDIDACY WILL NOT BE ACCEPTED AS OFFICIAL NOTICE OF INTENT TO FILE.

QUALIFICATION OF ASSEMBLY AND SCHOOL BOARD MEMBERS: ASSEMBLY AND SCHOOL BOARD MEMBERS SHALL BE A QUALIFIED ELECTOR OF THE ALEUTIANS EAST BOROUGH AND SHALL HAVE BEEN A RESIDENT WITHIN THE BOROUGH FOR A MINIMUM OF ONE YEAR PRIOR TO HOLDING OFFICE.

ALL CANDIDATES MUST FILE A COMPLETED PUBLIC OFFICIAL FINANCIAL DISCLOSURE STATEMENT.

NO DECLARATION OF CANDIDACY MAY BE ACCEPTED, CORRECTED, AMENDED OR WITHDRAWN AFTER 5:00 P.M. ON FRIDAY, SEPTEMBER 3, 2021.

Tina Anderson
Tina Anderson, Borough Clerk

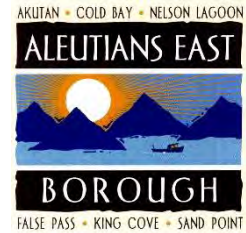
In the Loop newsletter Published by the Aleutians East Borough Aug. 23, 2021 Page 1

Meetings Attended:

9/3/21	AEB Staff	Revised Personnel Manual
9/1/21	State of AK	Emergency Managers Meeting - Covid
8/30/21	AEB staff	Website Design Meeting
8/24/21	AEB staff	Website Design Discussion
8/24/21	AEB/Communities	COVID-19 Meeting
8/24/21	Anchorage L.I.O.	Provided testimony to House Finance Committee
8/20/21	AEB staff	Website Design meeting
8/19/21	AEB staff	Website Design scoring meeting
8/18/21	State of AK	Emergency Managers Meeting – Covid-19

Those are the highlights. Please let me know if you have any questions. Thank you.

To: The Honorable Mayor Osterback, Aleutians East Borough Assembly
From: Ernie Weiss, Natural Resources Director
Subj: Report to the Assembly
Date: September 3, 2021



Alaska Board of Fisheries

This week the Board published the 14 [agenda change requests](#) (ACRs) that will be considered at the Work Session October 20-21 at the Egan Center in Anchorage. Two of the ACRs, 6 & 7 from Chignik residents, would further restrict salmon fishing in the Dolgoi area and the Shumagin Islands section of the South Alaska Peninsula. On-time public comments for the Work Session are due October 6th. The Board generally does not take oral testimony at the Work Session, but they have made exceptions and it is up to the call of the Board Chair. If an ACR is accepted by the Board, it would be scheduled for consideration at a future meeting, at the end of the Work Session during Miscellaneous Business. Working with local fishermen to address these extraneous attacks on our fisheries is currently our number one priority.

[Board of Fisheries link.](#)

North Pacific Fishery Management Council

While the October meeting of the Council was planned to be in person, the Council has changed course and will continue meeting virtually through at least the end of 2021, due to the rising Covid-19 numbers. The AEB Assembly [Resolution 22-10](#) adopted at the August meeting, requesting a delay in final action on the BSAI Pcod CV Trawl program, was sent to the Council and will also be submitted during the public comment period beginning September 17. The Council will also review the Observer Program Annual Deployment Plan and proposed groundfish specifications for the GOA and BSAI at the October meeting. [Link to NPFMC page.](#)

Alaska Redistricting Board

The Census Bureau released the formatted data for redistricting on August 12th. The Alaska Constitution requires that the Redistricting Board adopt a draft plan within 30 days and a final plan within 90 days of receipt of the data. The Board met August 23rd & 24th to review a full report on the AK census data from the AK Dept of Labor. The Board anticipates publishing one or more proposed plans no later than September 11, 2021, and third-party plans will be presented September 17th. The Board will adopt its final proclamation plan no later than November 10, 2021. The Assembly may want to consider endorsing one or more plans by resolution at the October meeting. Some relevant info:

- 2010 Census Alaska population 710,231
- 2020 Census Alaska population 733,391
- 2010 Redistricting House District target population 17,755
- 2020 Redistricting House District target population 18,335
- 2010 Census AEB population 3141
- 2020 Census AEB population 3420

Most of our neighboring boroughs/census areas have lost population according to the 2020 Census: Bristol Bay Borough, Lake and Pen Borough, Aleutians West, Kodiak Island.

More info: www.akredistrict.org.

Strategic Plan

Two of my tasks under the Fisheries Advocacy project scheduled for completion in August have been moved to the next quarter.

- 1.1.3 *background information collected and organized*
- 1.1.4 *community and assembly feedback gathered*

I did help draft a [memo](#) to complete task 1.1.2 *limited entry permit advocacy plan determined*.

Municipal Lands

I am beginning work on updating our [Municipal Lands Report](#) first drafted in 2014.

Seafood Raffle

Please consider buying a \$10. [Seafood Raffle](#) ticket to support our initiative to sponsor two young fishers from the region to attend the Alaska Young Fishermen's Summit in Anchorage this December. Raffle drawing will be during the AEB Assembly meeting in November. I will be working with Laura to get the application process published this week in a Fish News. Thanks to all our local seafood processors and the QT Tribe for their help with this project. Special thanks to Glennora for her help on this.

Recent meetings attended

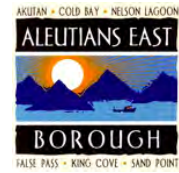
North Pacific Fishery Mangt Council, SSC & AP	Adobe Connect	June 1-16
Alaska Board of Fish Emergency Petition meeting	webcast	Aug 2
Alaska Fishing Communities	Zoom	Aug 13
Redistricting Board Data Review/planning	Anch LIO/web	Aug 23-24

Upcoming meetings

Redistricting Board Map Drawing Work Sessions	Anch LIO/web	Sept 7-9
Redistricting Board Adoption of Draft Plan	Anch LIO/web	Sept 10
NPFMC Crab Plan Team	Adobe Connect	Sept 13-17
Ecosystem Committee	Adobe Connect	Sept 15
Redistricting Board Presentation of 3rd Party Plans	Anch LIO/web	Sept 17
NPFMC Fishery Monitoring Advisory Committee	Adobe Connect	Sept 17
NPFMC Groundfish Plan Teams	Adobe Connect	Sept 20-24
North Pacific Fishery Mangt Council, SSC & AP	Adobe Connect	Sept30-Oct15
Redistricting Board Adoption of Additional Draft Plans	Anch LIO/web	Sept 21
Alaska Board of Fish Work Session	Egan Center	Oct 20-21

Please call if you have any questions or concerns.

To: Honorable Mayor Osterback, Aleutians East Borough Assembly
From: Charlotte Levy, Natural Resources Assistant Director
Re: Report to the Assembly
Date: September 9th, 2021



Electronic Monitoring - WGOA2/EFB:

- The project team has been preparing for the 610 pollock B season which started on September 1. I have been developing and giving presentations to the fleet and processors, and working closely with everyone since the season started to catch issues early and prevent future issues.
- I have finished writing a human interest story on data modernization in the WGOA. EM4Fish will publish it September 7, and will be made available on AEB/NRD media as well as included in my October report.
- The project team submitted a pre-proposal application for the Saltonstall-Kennedy grant to put EM in the plants to conduct salmon census - this is a no-match grant opportunity and will provide a full proposal to the Assembly if invited to apply.

WGOA Data Portal:

- All participating members of the fleet have sign-in portal access and the portal is being updated real-time as we receive eLandings reports.
- We have fully implemented eLog in the WGOA fleet, and have been working out kinks since the season started. One major issue has been the timely input of fish tickets into eLandings, which slows down our ability to track salmon. We are working closely with the processors to fix this.

Mariculture:

- I am preparing to conduct the second research cruise to collect baseline data, that will conclude the NFWF project. Once dates and logistics are decided, we will post the RFP for the charter. If a charter happens, there will be strict Covid testing protocols and isolation in place.

AFSC Cod Tagging Project:

- We are working with AFSC to develop a dedicated website where fishermen can learn about the project, and get up-to-date results of tagging efforts. Glennora has been a huge help in distributing rewards!
- We have had new conventional tags reported caught in the northern Bering Sea.

Other - Salmon Research

- Ernie and I are working on a strategy to respond to recent ACR's submitted, and compiling background history on the fishery and WASSIP with guidance from the Mayor.
- While no AYK Chum ACR's were published, I will still compile a brief document with the research and WASSIP background I prepared that can be used in the future.

Assembly Comments

Public Comments

Date & Location of Next Meeting

Adjournment