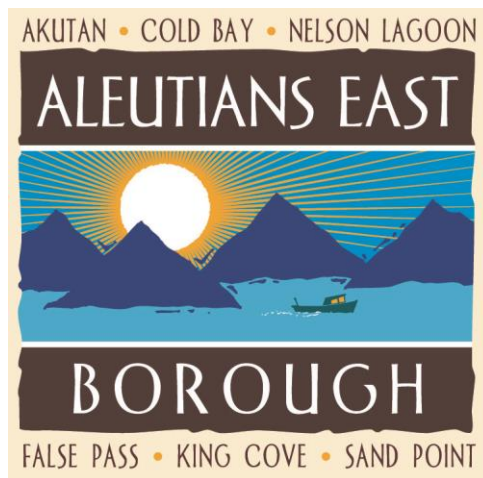


Aleutians East Borough Assembly Meeting

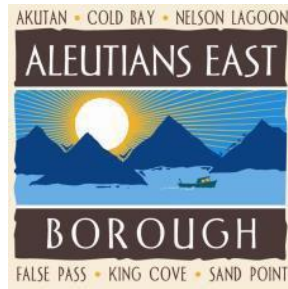


Workshop: Thursday, March 09, 2023– 1:00 p.m.

Meeting: Thursday, March 09, 2022– 3:00 p.m.

ROLL CALL & ESTABLISHMENT OF QUORUM

ADOPTION OF AGENDA



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

Date: Thursday, March 9, 2023
Time: Workshop 1:00 pm Meeting: 3:00 p.m.

Location: By teleconference in each designated community location below:
King Cove AEB Office Sand Point AEB Office
Cold Bay City Office Akutan City Office
Nelson Lagoon Corp. Anchorage AEB Office, 3380 C
Street False Pass City 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.

ASSEMBLY MEETING AGENDA

1. Roll Call & Establishment of Quorum
2. Adoption of the Agenda
3. Public Comments on Agenda Items
4. Conflict of Interest
5. Presentation
 - City of Cold Bay PFAS Water Update – Lorie Pierce
6. Minutes
 - February 9, 2023 Regular Meeting Minutes
7. Financial Reports
 - January 2023 Financials
8. Investment Report
 - APCM January 2023 Investment Report
9. Consent Agenda
 - Resolution 23-41 Approving a Plat of U.S. Survey No. 6429 Creating Lots 1A & 1B
 - Resolution 23-43 Resolution 23-43 approving the projects and initiatives identified on the

Borough Strategic Plan

- Resolution 23-44 Approving Certain Unincorporated Communities and their Respective Native Village Council and/or Incorporated Nonprofit Entity for Participation in the FY23 Community Assistance Program

10. Public Hearings

- Ordinance 23-02, delegating to the Aleutians East Borough School Board the responsibility of a centralized treasury
- Ordinance 23-03, amending Title 6, Chapter 6.04, Section 6.04.060 of the Aleutians East Borough Code of Ordinances

11. Ordinances

12. Resolutions

- Resolution 23-42, Amending the Aleutians East Borough Employee Handbook
- Resolution 23-45, Establishing the Minimum Bond Coverage for the Aleutians East Borough Finance Director to be in the Amount of \$1,000,000 with a \$100,000 Deductible
- Resolution 23-46, authorizing the Mayor to negotiate and execute a services agreement with BDO to provide professional auditing services to the Aleutians East Borough for Fiscal Year 2023, in an amount not to exceed \$95,000
- Resolution 23-47, Authorizing the Mayor to negotiate and execute a helicopter services agreement with Maritime Helicopters, Inc. to provide helicopter services between the Akutan Airport on Akun Island and the Community of Akutan

13. Old Business

14. New Business

- Quarter 4 Strategic Plan Update

15. Reports and Updates

16. Assembly Comments

17. Public Comments

18. Next Meeting Date

- April 13, 2023

19. Adjournment

***All materials pertaining to this meeting are available on the Aleutians East Borough website.**

COMMUNITY ROLL CALL & PUBLIC COMMENT ON AGENDA ITEMS

CONFLICT OF INTEREST

PRESENTATIONS



City of Cold Bay – P.O. Box 10 – Cold Bay, Alaska 99571

CITY OF COLD BAY PUBLIC WATER SYSTEM PFAS WATER ISSUE Testing Results Overview

First Test April 26, 2022/Received Results June 3, 2022

Well #2 – **42 PPT** (PFOS 13 PPT + PFOA 29 PPT)

Well #3 – **1,605 PPT** (PFOS 888 PPT + PFOA 717 PPT)

Second Test June 24, 2022/Received Results July 21, 2022

Well #2 – **48 PPT** (PFOS 36 PPT + PFOA 12 PPT)

Well #3 – **1,220 PPT** (PFOS 659 PPT + PFOA 561)

Storage tank – **415 PPT** (PFOS 171 PPT + PFOA 244 PPT)

Cold Bay Clinic – **839 PPT** (PFOS 365 PPT + PFOA 474 PPT)

Alaska Dept. of Fish & Game – **883 PPT** (PFOS 370 PPT + PFOA 513 PPT)

Third Test November 15, 2022/Received Results January 20, 2023

Well #2 – **142 PPT** (PFOS 42 PPT + PFOA 100 PPT)

Well #3 – **1,090 PPT** (PFOS 550 PPT + PFOA 540 PPT)

Storage tank – **136 PPT** (PFOS 37 PPT + PFOA 99 PPT)

Cold Bay Clinic – **137 PPT** (PFOS 39 PPT + PFOA 98 PPT)

Alaska Dept. of Fish & Game – **167 PPT** (PFOS 57 PPT + PFOA 110 PPT)

MINUTES

CALL TO ORDER

Mayor Alvin D. Osterback called the Aleutians East Borough Assembly meeting to order by teleconference in each community on February 09, 2023 at 3:00 p.m.

ROLL CALL

Mayor Alvin D. Osterback	Present
Brenda Wilson	Present
Jim Smith	Present
Chris Babcock	Present
Dailey Schaack	Present
Josephine Shangin	Present
Paul Gronholdt	Present
Warren Wilson	Present

Advisory Members:

Samantha McNeley, Nelson Lagoon	Present
Tom Hoblet, False Pass	Present

Quorum was present.

Staff Present:

Anne Bailey, Administrator
Talia Jean-Louis, Assistant Administrator
Laura Tanis, Communications Director
Ernie Weiss, Natural Resources Director
Charlotte Levy, Natural Resources Assist. Director
Glennora Dushkin, Administrative Clerk
Beverly Ann Rosete, Borough Clerk
Seward Brandell, Accounting Clerk

ADOPTION OF THE AGENDA

CHRIS move to Adopt the Agenda, seconded by WARREN

Hearing no objections, the Agenda will stand as Presented.

COMMUNITY ROLL CALL AND PUBLIC COMMENTS ON AGENDA ITEMS

The communities of King Cove, Sand Point, Akutan, Cold Bay, False Pass, Nelson Lagoon and the Anchorage office were participating by teleconference. Also broadcast on KSDP radio.

CONFLICT OF INTEREST

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

PRESENTATION:

- GCI - AU Aleutians Update – Jenifer Nelson

Jenifer Nelson said the community of Unalaska is up and connected and more customers is coming online every day. People are enjoying the speed, reliability, and pricing. The plans that will be offered are exactly what we offer in Anchorage. The wireless network is currently undergoing upgrade in Unalaska as well. Our goal was to have Akutan at the same time as Unalaska team on. We have a delay in leasing and permitting but are working with the city and Trident with the leasing and hope we have all the permits wrapped up so we can start there. We have a close timeline to get Akutan completed because work is set to start to start in King Cove and Sand Point on April 1st. There are people coming out to do some prep work and to meet with the community. Materials started shipping to both communities of King Cove and Sand Point and the goal is to have both communities online by the end of this year. With Cold Bay and False Pass, we recently received Tribal Broadband Connectivity Program Grant to add 6 additional communities to the project. We engaged with NTIA and that granting process has started. The environmental stuff is being done and the engineering design work is also being done. There is a branching unit already in place for the main line cable for the False Pass. Cold Bay will be served out of the King Cove lining station. The plans are the same for those in the communities of Cold Bay and False Pass to fiber to every home, again same plan and pricing. A little bit about the work that will be done in King Cove and Sand Point and other communities to follow, they will trench a main line and put a conduit on the ground. The City of King Cove informed us that they might have a conduit there. We do not want to dig, it would be way easier and simpler to put the fiber through the existing conduit. Once we have the main line done, we can spider out to homes and businesses. There will be a lot of outreaches that'll be done before the main line goes to homes. We will need permission from the landowners/homeowners to come up to the building but that does not obligate you to buy service, and there is no cost to do that. We want to get every home wire and our crew be efficient with their time. If we end up skipping a house and you want the service, it might delay being able to turn that up if the wiring isn't brought to the side of the house. There will be internal wiring that needs to be done. The wireless network will be upgraded too in King Cove and Sand Point but that will happen after all the construction dedicating every home connected. Once connected to the fiber backbone, it will allow us to bring urban levels of service like we have here to communities as well. There is no time line yet on when this will exactly happen but what it will enable is a 5g level experience. There will be a lot of activity that will happen in both King Cove and Sand Point, 2 separate crews will work on each community simultaneously. Once completed they will move up to Larsen Bay and Chignik Bay and then looking at False Pass and Cold Bay 2024 to 2026.

WARREN asked if the line will be going up the airport in King Cove. Jenifer said she'll have to look at the design, the goal is to connect every home, so at this point, the line is probably going to stop as far as the homes are. WARREN said it would be good to have the line go up there, the internet will be faster than what they have there now. Jenifer said that came up with the conversation with the city as well, so they are taking it back and adding it to the design. It will be additional cost but then how we managed it how FAA wants it. Warren said airport is a critical part of King Cove and if we were to upgrade our water system which is the plan now. Jenifer said she'll have the project manager contact the city of King Cove. Jenifer responded that they have that conversation with the city of Sand Point too, that the harbor is important to get connected. And I will take that back and have them look at what it would take to get the servers like hydro facility.

PAUL asked about the cable repair that was done underwater. Jenifer said it is pretty rare that they have to deploy their repair ship but they keep the repair ship on standby 24/7.

Jenifer thanked the Borough for all the support and she'll continue to keep the Borough updated.

Mayor Osterback thanked Jenifer for her report.

ASSEMBLY MEETING RECESSED

[illegible]

PLATTING BOARD AGENDA

- Resolution 23-01, Approving A Plat of U.S. Survey No. 6429 Creating Lots 1A & 1B.

MOTION

WARREN made a motion to approve Resolution 23-01, seconded by JOSY

DISCUSSION

Natural Resources Director Weiss said resolution 23-01 is a resolution of the platting board approving a plat of U.S. Survey NO. 6429 creating lots 1A and 1B. In your packet is the resolution, the proposed plan, technical drawings for the project that would follow an executive summary of the project and then a resolution from the Nelson Village. There is no planning commission to meet, and the Borough is the planning authority for Nelson lagoon. The Tribal Council of Nelson Lagoon and the electrical cooperative working with APICDA are looking to upgrade the electrical system and the Gray Stassel Engineering working with CRW are Assisting in these upgrades. The new Nelson Lagoon power plant is proposed to be located on Lot 1 of Plat 95-4, a subdivision of USS 6429 in the Aleutian Islands Recording District, and the parties involved agree that subdividing Lot 1 into Lots 1A & 1B will facilitate the Nelson Lagoon electrical system upgrade. The executive summary is in the. Dates are wrong because it was written a year ago but the scope of the project is as stated.

PAUL asked if none of this land is a Borough land? Natural Resources Director Weiss said the land is owned by APICDA. PAUL asked who the president of Nelson Lagoon Tribal Council is. Weiss said Bobby McNeley and Angel Johnson are the two leadership names he has. Samantha confirmed that Angela Johnson is the Tribal Council president and Bobby Mcneley is the president of the corporation.

ROLL CALL

Yeas: Brenda, Warren, Josy, Jim, Paul, Chris, Advisory: Tom, Samantha

Nay: None

MOTION CARRIED

ADJOURNED from Platting

[illegible]

MINUTES

January 12, 2023 Regular Assembly Meeting Minutes

MOTION

BRENDA moved to accept the January 12, 2023 Assembly Meeting Minutes, seconded by WARREN

Hearing no correction, Minutes will stand as presented.

FINANCIAL REPORT

December 2022 Financial Report

MOTION

JOSY made a motion to approve the Financials Report and second by BRENDA

Administrator Bailey said this is 6 months into our fiscal year. Few items to bring to your attention is the Raw Fish Tax, in December 2022, we received a \$255K fish tax revenue. This is 121% over than the 5-year average which is great news. YTD value is at \$2.8M, a 115% over the 5-year average. Another item is the Interest Revenue, this revenue captures the AMLIP interest that came in at \$98K for December. There are few items that are over 50% mostly on travel line items.

PAUL asked If Anne was referring to the Interest Revenue on page one of the Financials. Administrator Bailey said yes. PAUL proceeded to ask what we can expect for the rest of the year, month to month on that line item. Administrator Bailey said it's hard to say coz the rate fluctuates but I anticipated it to be around the same number every month.

WARREN asked Anne about the travel budget since we are travelling more. Administrator Bailey said the budget was amended and that will be adjusted at the end of the fiscal year. WARREN asked if that would take care of all the travel adjustments. Administrator Bailey replied not, just the Communication department.

PAUL asked if the passing of Ordinance 23-02 would require changes in the Borough budget. Administrator Bailey replied, No.

ROLL CALL

Yeas: Paul, Brenda, Chris, Josy, Warren, Jim Advisory: Samantha, Tom

Nay: None

MOTION CARRIED

INVESTMENT REPORT

APCM December 2022 Investment Report

Administrator Bailey said she looked at the balance of the investment that morning and it has \$45M instead of \$43M. This shows how much the account is fluctuating.

CONSENT AGENDA

None

PUBLIC HEARINGS

None

ORDINANCES

Introduction Ordinance 23-02, Delegating to the Aleutians East Borough School Board the Responsibility of a Centralized Treasury

MOTION

WARREN made a motion to accept Introduction Ordinance 23-02 to the floor and seconded by CHRIS

Administrator Bailey discussed both Ordinances 23-02 delegating to the Aleutians East Borough School Board responsibility of a centralized treasury and Ordinance 23-03, amending Title 6, Chapter 6.04,

Section 6.04.060 of the Aleutians East Borough Code of Ordinances. Per Alaska Statute Title 14 Section 14.14.060 Relationship between borough school district and borough; finances and buildings Subsection (a) states:

The borough assembly may by ordinance require that all school money be deposited in a centralized treasury with all other borough money. The borough administrator shall have the custody of, invest, and manage all money in the centralized treasury. However, the borough assembly, with the consent of the borough school board, may by ordinance delegate to the borough school board the responsibility of a centralized treasury.

In 1988/1989, the Borough Assembly approved Ordinance 89-7 establishing Section 6.04.060 of the Borough Code, which states:

There is established the borough centralized treasury. All municipal funds received by the borough, its school district, departments or other agencies of the borough shall be deposited in the borough centralized treasury.

Therefore, the Borough set up the School District's Checking, Payroll and Accounts Payable accounts which is under the Borough's umbrella. Borough Administration and Finance have met with the School District, both the business manager Dave Nielsen and the interim superintendent, Jack Walsh it was agreed that we should consider de-coupling the accounts. We believe it was originally structured this way due to Alaska Statute, as outlined above, and for investment reasons when the School District formed. The investment problem no longer exists. The current structure creates problems during the Borough's annual audits as it is distorts the Borough's cash on the balance sheet and makes it look like the Borough owes the School District money. It also prevents the School District from being able to make financial decisions within their accounts without approval from the Borough Finance Director.

One of the requirements in Alaska Statute Title 14 Section 14.14.060(a) to separate the accounts was to receive consent from the borough School Board to delegate to the school board the responsibility of a centralized treasury. On January 20, 2023, the Aleutians East Borough School Board approved Resolution 23-01 authorizing the Borough consent to delegate to the School District a centralized treasury, which is attached. Therefore, this requirement has been met.

The other requirements the Borough Assembly will need to do include:

1. Pass an ordinance delegating to the borough school board the responsibility of a centralized treasury;
2. Pass an ordinance amending Section 6.04.060 of the Borough Code. The suggested revision is as follows:

There is established the borough centralized treasury. All municipal funds received by the borough, departments or other agencies of the borough shall be deposited in the borough centralized treasury.

So we just take out the School District word from it. And that is outlined on Ordinance 23-03. If approved, the change will become effective on June 30, 2023, with the new financial structure effective on July 1, 2023. Borough Administration/Finance will work with the School District and KeyBank on de-coupling the accounts. Once the change occurs, the School District will continue to follow the proper principles of accounting and will submit the school budget for the following school year to the Borough by May 1 for approval, as outlined in Alaska Statute Title 14 Section 14.14.060(c).

PAUL asked if this passes the next meeting, will this require the school to change bank accounts or what would the school do to comply with this? Administrator Bailey replied, no, it will just basically transfer the account in their name. So right now, it is under our tax ID number, but I think it will just transfer that tax form.

ROLL CALL

Yeas: Josy, Jim, Chris, Warren, Paul, Brenda Advisory: Tom, Samantha

Nay: None

MOTION CARRIED

Introduction Ordinance 23-03, Amending Title 6, Chapter 6.04, Section 6.04.060 of the Aleutians East Borough Code of Ordinances

MOTION

BRENDA made a motion to accept Introduction Ordinance 23-03 to the floor and seconded by CHRIS

Administrator Bailey said she has nothing to add as it was discussed together with the Ordinance 23-02.

ROLL CALL

Yeas: Warren, Brenda, Paul, Jim, Chris, Josy Advisory: Samantha, Tom

Nay: None

MOTION CARRIED

RESOLUTIONS

Resolution 23-36, Authorizing the Mayor to Negotiate and Execute a Contract with Chordata LLC for Software Application and Website Development Services in an amount not to exceed \$30,000.

MOTION

WARREN made a motion to approve Resolution 23-36 and second by BRENDA

Natural Resources Assistant Director Levy said On May 12, 2022, the Assembly approved the resolution 22-40 to bring a proposal to the Pacific State Marine Fishery Commission Cod Disaster Mitigation RFP to fund the continuation of the Cod Tagging Research that we started 2021 with the existing project team. In January 2023, 6 months passed into the anticipated award date which was scheduled in August of 2022, we received another award in the amount a little over \$2.2M which would be nearly full requested amount of the proposal. This award will support a full three-year project with two additional years of expanded fieldwork this year and next year. Several contracts will come before the assembly for this project. However, due to the delay in the awarding we're requesting the two contracts be expedited in the upcoming March 2023 fieldwork. Resolution 23-36 Contract with Chordata in the amount not to exceed \$30K will be for software and website development services. Eric Torgerson has been contracted previously on our pollock, salmon as well as Trawl EM project and has very specific subject matter expertise in software development relating to fisheries data. The scope of work for this project includes two objectives. The first adapting the Alaska fisheries science center open source Assessment Act, which is what we use to collect biological

specimens and adapted to also collect tag release information which proved to be very difficult and cumbersome with excel during the last few years. And the second objective is developing an interactive outreach website using our data that is linked through our markdown code, so that it can be continuously updated by the project team in perpetuity after the websites developed so we don't need an external contractor to help us maintain the website.

Resolution 23-37 is for Kingfisher Marine Research LLC in an amount not to exceed \$309,270. That is for Dr. Julie Nielsen to continue analyzing our tags and assist in fieldwork. Dr. Nielsen developed the geolocation model that we use for these tags, and has been participating in this project since its inception. On April 5, 2022 the Borough contracted Kingfisher for the 2022 work and these funds will support her continued work for this next three year project. This is essentially an extension of her previous contract, however, because these are completely separate monies, I think it's appropriate to do a completely separate contract.

She will lead the data analysis, model implementation, and assist with final research projects such as the distribution maps and the peer reviewed articles and she'll also be helping with the March 2023 field work.

PAUL asked for clarification about the source of the money for the project. Levy replied, so for the record, the grant that we're receiving from Pacific States is a no match grant and we have allocated some funds to cover a portion of my salary to work on this project because it's so involved, as well as a small portion of Glennora as she'll be helping with some of the ongoing administration of the grant.

Tom asked when can they start using the data to try to get the fishing stock of the Western Gulf for the little communities and fishermen. Natural Resources Assistant Director Levy said, I guess I'll just say on record that, you know, I think we're all fairly familiar with the federal fisheries process. And unfortunately, the feds are very thorough and meticulous but they're also very slow in terms of adopting new management, especially for such an important fishery. So we are on the third year into this project, and we have preliminary results that we've presented to stock assessment authors and they have started incorporating some of this information into their assessments. However, it's not incorporated into the model yet and the model is really what's used to determine all of quotas and allocation. And so I think at this point, the stock assessment authors in both the Bering Sea and the Gulf are looking at ways to sort of overhaul the existing management structure Pacific Cod and look at multi area models. You know, now recognizing that there is significant movement of fish between the Bearing Sea and the Western Gulf,. So it's gonna take a little bit more time because this is a very slow process, and it'll take a while to change Pacific Cod Management, but I'll have some more formal updates for you guys in the future on our Strategic Planning.

ROLL CALL

Yeas: Paul, Jim, Warren, Chris, Brenda, Josy Advisory: Tom, Samantha

Nay: None

MOTION CARRIED

Resolution 23-37, Authorizing the Mayor to Negotiate and Execute a Contract with Kingfisher Marine Research LLC for Pacific Cod Tagging Research in an amount not to Exceed \$309,270.

MOTION

BRENDA motion to approve Resolution 23-37 and second by JIM

This resolution was discussed together with Resolution 23-36.

ROLL CALL

Yeas: Jim, Chris, Brenda, Paul, Warren Advisory: Samantha, Tom

Nay: None

MOTION CARRIED

Resolution 23-38, Authorizing the Mayor to Negotiate and Execute a Contract Amendment with Moffatt & Nichol to Extend the Scope of Work for the Sand Point Harbor "A" Float Design Update Project in an Amount Not to Exceed \$248,998 and to Extend the Period of Performance to December 31, 2024

MOTION

WARREN motion to approve Resolution 23-38 and second by BRENDA

Administrator Bailey said The Sand Point New Harbor breakwater and dredging was completed in 2007 by the U.S. Army Corps of Engineers, a wharf was completed in 2008 and Float B was complete in 2011. The next phase for harbor development is to construct Float A. We had 55% level design completed by URS Alaska/AECOM, and then in 2017 we hired Moffatt & Nichol to design permitting efforts to create a project that was bid ready and suitable for seeking funding in August 2022 the Borough entered into a separate contract with Moffatt & Nicole to complete design and permitting updates to bring it in compliance with current codes and permitting requirements.

Just recently has recently awarded Harbor Matching Grant funds and the Borough has also received MARAD funds for this project. The MARAD grant has numerous grant requirements, which includes but is not limited to: Letters of Funds Availability, National Environmental Policy Act, Section 106, Engineering Risk Register, Risk Assessment, Federal Procurement and Grant Agreement Terms Negotiation. The borough will need assistance with numerous aspects of this work, especially the environmental portion of the project. It is anticipated that the bill will take approximately eight to 12 months to complete. The borough requested a proposal from Moffatt & Nichol to amend the existing contract to design updates to include project management, combining documents into a single bid ready package, design support which will need to be reviewed by MARAD, NEPA support and permit updates, which will also have to be reviewed by MARAD and bid support. Moffatt & Nichol has provided a proposal and the amount of \$248,998 to complete the additional scope of work for this are available on the Sandpoint/Akutan Floats line items. The Borough will also contact MARAD to see if this cost or a portion of it can be covered under the MARAD grant funds as a pre-award. We did not go out to bid. Moffatt and Nichol is very experienced in NEPA, environmental and permitting.

PAUL asked what the date December 2024 means in this resolution. Administrator Bailey said it will extend to December 31, 2024, that's when we anticipate the NEPA and other aspects of this project completed. PAUL asked what date we were working with before. Administrator Bailey said she thinks June.

ROLL CALL

Yeas: Chris, Warren, Paul, Josy, Brenda, Jim Advisory: Tom, Samantha

Nay: None

MOTION CARRIED

Resolution 23-39, Authorizing the Mayor to Negotiate and Execute a Memorandum of Understanding between the Aleutians East Borough and the Aleutians East Borough School District for the Sand Point K-12 School Major Maintenance Project

MOTION

JIM motion to approve Resolution 23-39 and second by WARREN

Administrator Bailey said The School District received a grant from the State of Alaska, Department of Education & Early Development to conduct major maintenance at the Sand Point School. The Borough would like to assume the responsibilities of the grant and be responsible for the project since the Borough is responsible for major maintenance projects and is providing the funding. A Memorandum of Understanding (MOU) is being drafted establishing the roles and responsibilities of the Borough and School District with respect to the Sand Point K-12 School Major Maintenance Project. The project provides for renovations at the Sand Point K-12 School and pool, including Improve HVAC, improve security, replace fire alarm, replace intercom system, and renovate pool facility addition: upgrade restrooms and locker; replace metal roof and repair structure as required; reconstruct or repair exterior walls replace supply ventilation, ductwork, and controls; and improve drainage. Foundation work may occur if supported within the budget and after value analysis.

The Grant is in the amount of \$2,968,577. The Grant amount is \$1,929,575 and the Borough is responsible for paying the State of Alaska Recipients' Participating Share for this Project in the amount of \$1,039,002.00. An outline of the proposed roles and responsibilities for the Borough and District is included in the packet.

PAUL commented said he appreciates that the administration keeps on working on improving the school up to date and what's needed to be done. But I would urge the administration to prioritize getting this school and pool project done.

ROLL CALL

Yeas: Paul, Brenda, Chris, Jim, Warren, Dailey Advisory: Samantha, Tom

Nay: None

MOTION CARRIED

Resolution 23-40, Authorizing the Reappropriation of \$835,551 from the Cold Bay Clinic Line-Item (E 20-220-620-850) to the Sand Point School Line-Item (E 20-220-660-462)

MOTION

CHRIS motion to approve Resolution 23-40 and second by BRENDA

Administrator Bailey said the School District received a grant from the State of Alaska, Department of Education & Early Development to conduct major maintenance at the Sand Point School. The Grant is in the amount of \$2,968,577. The Grant amount is \$1,929,575 and the Borough is responsible for paying the State of Alaska Recipients' Participating Share for this Project in the amount of

\$1,039,002.00. The Borough currently has \$403,451 available in the Sand Point School Line-Item (E 20-220-660-662) and needs an additional \$635,551 to meet the grant recipient's participating share requirement. The Administration has reviewed the Borough finances and recommends reappropriating \$835,551 from the Cold Bay Clinic Line-Item (E 20-220-620-850) that currently has a balance of \$2,768,106.57 to the Sand Point School Line-Item. The \$835,551 includes the \$635,551 needed to meet the participating share and an additional \$200,000 for contingencies.

PAUL Asked if there will be an impact in the Cold Bay Clinic. Administrator Bailey said no.

ROLL CALL

Yeas: Dailey, Paul, Chris, Warren, Jim, Brenda Advisory: Tom, Samantha

Nay: None

MOTION CARRIED

OLD BUSINESS

- Sand Point Pool Memorandum (Informational Only)

Administrator Bailey said a memorandum about the Sand Point School Pool is in the packet. This has been distributed to Jack Walsh as well as the school board so everybody has the same information there's a summary of where we are today. There are two phases that we are looking at to complete this project. Phase one is to complete the existing scope of work, have the heat exchanger installed and have some of the doors repaired and or replaced. As outlined in the memo in July 2022, the borough entered into a contract with Evolution to complete the repairs. The original scope of work was supposed to be completed on September 30 2022, but due to numerous complications it's still not completed. DOWL and the Borough administration determined that the best route will be DOWL will complete their existing scope of work and a separate entity will be hired to install the heat exchanger. Living Waters was contacted for a quote, which memo was written we have received. It will be about \$66K for the heat exchanger. We also asked them to give us a quote to complete the full plumbing issues that they're having, which includes toilets, drinking fountains and shower valves, which came in about \$21K plus shipping. So we're looking at about \$96,000 for all the work. We are working with Living Waters now, finalizing a few questions and entering into contracts. Evolution Pools and Living Waters will arrive on site together to complete the plumbing work, the heat exchanger work, fix the gutters and interior the pool. And then once that's all complete, the pool should be operational. After that, week or two later KUCHAR construction will come out and complete the doors which will be taken out so the filters can fit through them and then they will come back and replace those doors with the suitable side doors, the ones that filters through and also they will be best for saltwater and they will close properly. So that is the plan for phase one.

Now phase two is the additional for renovations. DEED grant from the state of Alaska does include the facility addition upgrades like I said it includes upgrading the restrooms and locker rooms, replacing metal roof and repair structures, reconstructing the exterior walls. They'll be replacing ventilation ductwork and controls and improving the drainage and if there's funds available, it could also be foundation work. Now the foundation work does not fit within the budget, administration will most likely suggest based on the engineers opinion to conduct the work and request reimbursement from the State later.

Next step completed is to review the draft project agreement which we received last January. We are in the process of asking the State into clarifying questions. We just allocated the Borough matching funds and then we will draft and execute an MOU between the Borough and the School District. Next, we will execute project agreements and then dive in the beginning of the construction. That this project may take a while to complete

since it is part of a State Grant. The Borough does not want to set false expectations on timing since Administration will be required to abide by the grant requirements, which includes but is not limited to hiring a project management/engineering firm, completing design work, cost estimates and permitting and hiring a construction contractor and completing the work.

PAUL commented that his expectations are high. Mayor Osterback said we have to follow the guidelines of the granting agencies and we really want to do it right for the safety of the kids and the community. We will follow the strict guidelines but we will make it done.

NEW BUSINESS

- Akun Dock and Breakwater Project White Paper (Informational Only)

Administrator Bailey said the White paper is in the packet. This was produced by Laura Tanis. This has a lot of information from the inception of the project, there are 10 pages of activity. A lot of work has been done on this project beginning 2008. This is a living document so as things occur, it will be updated and hopefully it can help future generations, staff and employees know where we are and how we get there.

REPORTS AND UPDATES

Administrator's Report in packet. Highlights below:

Sand Point Harbor Float Project On January 12, 2023, the Borough received notice that the State has agreed to a six month extension to June 30, 2023 to execute a grant agreement for the FY2023 Municipal Facility Harbor Grant awarded on July 13, 2022. The administration is in the process of reviewing the State and Federal Grant Agreements and will begin completing the grant requirements. One of the biggest needs is to complete the MARAD environmental requirements.

King Cove Road Update The en banc oral argument was held in December 2022. We are awaiting a decision by the 11-member panel and are hoping for a positive decision, upholding the favorable decision from the 2-1 majority. We do not know when the decision will be issued, but we think and hope a favorable decision will be rendered in the spring on or possibly in April or May. Meanwhile, the First Session of the 118th Congress was convened in Washington. Congresswoman Mary Peltola has been appointed to two House committees that are very important to Alaska and the Borough; Natural Resources (Izembek Refuge jurisdiction) and Transportation and Infrastructure (Coast Guard and Maritime Transportation jurisdiction). Our two Senators continue serving on their key committees. Senator Murkowski is on Senate Energy and Natural Resources, Indian Affairs, Labor, Health, Education, and Pensions. Senator Sullivan is on Commerce, Armed Services, Veterans, and Environment and Public Works Committees.

School Updates Boiler Inspections: The Borough has contracted LONG to complete the boiler inspections for King Cove, False Pass and Akutan. LONG was scheduled to go to King Cove and False Pass during the week of January 23rd but due to the weather and the condition of the runways they were unable to make it. LONG is in the process of rescheduling with the emphasis of getting out to False Pass. LONG is scheduled to arrive in Akutan on February 6-9, 2023.

Other Items • Auditing Services: On January 16, 2023, the Borough issued an RFP for Auditing Services for FY 2023 and FY 2024 with the option for three subsequent fiscal years. The proposals are due on February 16, 2023. On January 25, 2022, Addendum No. 1 was issued addressing an entity's questions. The proposals are due on February 16, 2023. • Community Budget Requests: In 2018, the Borough created a Community Budget Request process, which provides the communities with an opportunity to request funds for community projects during the Borough's budget process. On January 16, 2023, Administration sent the Community Budget Request Letter and Form to the Borough communities. Please note that since the Borough is in the

process of drafting the Borough's FY2024 budget that it is unclear if there will be funds available for community budget requests this year. The requests are due on March 15, 2023. • Cold Bay Clinic: On January 16, 2023, I submitted the Revised Project-Specific Budget/Budget Justification for the HRSA grant. Administration is awaiting HRSA's review on this and the schematic design that was submitted in November 2022. Once this is complete then the Borough should be authorized to begin the design/construction portion of the project. • CAPSIS Request: On January 27, 2023, I submitted the CAPSIS request to the State Legislature for the Cold Bay Dock Design and Permitting Project. • Mayor Osterback and I are scheduled to go to Juneau on February 13th. • The Strategic Planning Session is scheduled for February 17th from 9:00 a.m. to 5:00 p.m. in Anchorage at The Nave. • I have also been continuously conducting day to day operations.

Assistant Administrator's Report in packet. Highlights below:

Sand Point School Capital Improvement Project: So, on January 11, 2023, the borough did receive the project agreement from DEED. The project agreement essentially captures the base understanding of what we have requested and the scope of work. So, funding for the project is at \$2,968, 577 with the Borough's participating share at a million. The downsized scope of work really focused on four major categories, which was structural ADA compliance, ventilation and electrical. They started with improving the HVAC system, they'd like to replace the ventilation equipment, provided exhaust ventilation system and replace the kitchen ventilation. Exhaust fans in the building will also have minor repairs made to ensure they are operating reliably, and exhaust fans will be added to the janitor and utility rooms to improve indoor air quality. In addition to the old kitchen exhaust will also be replaced. They also intend on improving the security. With this funding, they will plan on replacing the door hardware throughout the building to provide lever handlers required to be ADA compliant and to provide access control and lockdown function. They will also be adding an exterior main electrical disconnect. This is something that school was constructed without and a lack of a single disconnect is a safety issue. The outdated and problematic fire alarms on will be replaced with a new addressable system with a voice back evacuation as required by current code. If funding allows, they also like to allow better communication between the office and classroom which be which will be integrated with a phone system to improve versatility., this is with the replacement of the intercom.

A significant portion of this project will be going to renovating the Pool facility. So that includes but is not limited to upgrading the restrooms and locker rooms. This includes making them ADA compliant and correcting plumbing issue codes with showers. Also, fixtures, finishes and other work will be addressed in this work and a lack of sufficient heat in these places will also be addressed. They will be replacing the metal roof, structural items include starting with the wood foundation, water damage will be repaired and proper waterproofing and drainage provided. The exterior walls will also have longstanding water damage issues repaired, and proper vapor barrier installed to prevent a recurrence of these issues. Ventilation was a major portion of this funding. Ventilation issues included replacing air handlers, serving the pool. These are at the end of their service life and are not providing adequate ventilation per code. This work will be in conjunction with other structural and finish work happening in the area to avoid future destruction of the new work.

Maintenance: Administration has met with the school district superintendent to discuss roles and responsibilities regarding work orders capital improvement projects and direction moving forward on completing the work. Administration also continues to meet with DOWL and Evolution Pools weekly to discuss finishing the Pool work and it was very important to the children while also working on better communication to make sure that items are completed. List of the meeting attended is in the packet.

Communications Director Report in packet. Highlights below:

White Paper – Akun Dock & Breakwater project: The white paper for the Akun Dock & Breakwater project was finished during the first week of February (pending any new developments). Administration approved it, and I filed it in the shared drive. It's a very detailed report of the project's history up until the present. It

also has a folder containing reference documents, including Assembly Resolutions, helicopter agreements, EAS agreements and past conceptual vessel studies. I will continue to make updates to this white paper as the project progresses. The white paper will be included in the packet.

Press Releases: I've finished drafting two press releases, to be ready for when the 11- panel of judges from the Ninth Circuit Court of Appeals rule on the King Cove land exchange lawsuit. I wrote one press release in case it goes in our favor, and the other, if it goes the other direction.

PowerPoint for Strategic Planning Meeting: Currently, I'm working on inserting photos throughout the PowerPoint that will be displayed during the Strategic Planning Session on February 17th. The photos are predominantly from photographer Kerry Tasker, and some were taken by staff taken of specific projects during assembly visits to the region.

Juneau Handouts: I'm also working on handouts for Mayor Osterback and Anne's visit to Juneau this month. These handouts will contain information and photos regarding projects, including the SandPoint Harbor Float A, the False Pass Airport, the Cold Bay Dock, the Akun Dock and Breakwater, the Akutan Harbor Float Project, the King Cove Access Project and the Sand Point School DEED Project.

Miscellaneous items:

- I'm going to start working on a new white paper on the Sand Point Harbor Floats Systems Project.
- Continuing work on the Community Alignment Initiative, focusing on people in the region who are contributing to making the communities a better place. These profiles will go in the Loop.
- This month, I will start posting photos from Kerry Tasker's photography to Facebook and Instagram for those interested in seeing the collection of imagery from our communities.

Mayor Osterback commented that as we are doing the white paper on current project and past projects. They are public documents so if anyone is interested, they are available.

Natural Resources Director Report in packet. Highlights below:

Alaska Board of Fisheries Detailed report is in the packet. The public comment deadline ended on Monday. Public comments are posted there's 192 over 600 pages and I noticed a lot of familiar names. So that's a good thing, that's kind of phase one. We have the public comments in and so now you can technically make comments if you fax them but realistically wait until the meeting starts on February 28, around 830 or nine, and there will be another link so you can submit our seeds record copies. WE are gearing up for the Board of Fish Meeting and hope to see you there. I traveled to Kodiak this week for a productive meeting with ADFG staff, some of our salmon fishermen and one Board member. We continue to be engaged with fishermen, ADFG staff, Board members and other stakeholders leading up to the February Board meeting. I also expect to submit personal comments by the February 23 comment deadline for the Statewide finfish meeting in March, in support of Proposal 161 to create a BoF groundfish management policy; Proposal 161 was heard at the October 2022 Pacific cod meeting and will be deliberated at the March Statewide meeting.

International Pacific Halibut Commission I included a chart of quotas for each areas. Halibut quotas are down each year except for one area. The IPHC held their annual meeting in Victoria, BC Canada January 23-27, 2023 and announced 2023 total constant exploitable yield (TCEY) for each IPHC area on the last day of the meeting. TCEY decreased in each area for this year except in area 2A. Commercial fishing for halibut in 2023 can begin no earlier than March 10.

North Pacific Fishery Management Council The Council is meeting in Seattle February 9-13, the AP meets Feb 7-10 and the SSC meets Feb 6-7. On the agenda, item C3 is consideration of an interim measure to waive vessel use caps for halibut IFQ in Area 4. Under D2 the council will review the groundfish PSEIS, D3 is a proposal to prioritize groundfish stock assessments, C5 is action on BSAI CP pot gear observers and under D4 the NPFMC will review the Trawl EM committee report. On the Council agenda for crab, C1 is final action on the Snow crab rebuilding plan, C2 Norton Sound King Crab specs and under D1 the Council will consider changes to the Aleutian Islands Golden King Crab fishery and processing arrangements. On February 7-8 the

SSC will hold a public workshop on the rapid ecosystem changes in the northern Bering and southern Chukchi Seas, and identifying effects on the management of Federal fisheries.

Subsistence The Federal Subsistence Board met this week and the agenda included proposals to rescind subsistence closures for Russell Creek/Nurse Lagoon and Trout Creek in the Cold Bay area. Both proposals had the support of the Kodiak/Aleutians and the Bristol Bay Regional Advisory Councils (RACs), as well as the Office of Subsistence Management. The Board rescinded the subsistence closures for both areas. Board of Fish Proposal 98 submitted by ADFG, to be considered at the AK Pen/AI/Chignik finfish meeting in February, would allow subsistence users to fish in waters closed to commercial fishermen regardless of when commercial fisheries are open, if subsistence users are not CFEC permit holders. Upcoming meetings are listed in the packet.

CHRIS commented he is encourage to see quite a few crab boats waiting to unload in Peterpan and Sand Point. So that is encouraging for Fish Tax. Asked he Ernie heard about the Trawler meetings in Seattle? Weiss replied the NPC met this week but other than that no further information.

PAUL asked Ernie regarding the Halibut quotas and the procedure that routinely goes before the council. Natural Resources Director Weiss responded he is not sure as to what procedure goes before the council but the season does open March 10 to December.

Assistant Natural Resources Director Report in packet. Highlights below:

Electronic Monitoring - WGOA3/EFM: I attended the Trawl EM committee on January 20th and presented on our WGOA EM-related projects. The committee will make a recommendation to the Council in February to roll TEMC into the Fisheries Monitoring Advisory Committee (FMAC). If that is approved, I have asked to put my name in for a seat on FMAC. FMAC will handle ongoing EM-related issues and undertake new EM programs. There is a pilot program for EM in Central Gulf rockfish, which will likely lead to EM in P cod bottom trawl. I am working on the Interim Programmatic Report due in March. We have techs out in Sand Point and King Cove right now doing maintenance on vessels, installing a camera in PPSF for EM in the Plants, and installing a Kiosk in Trident Kodiak.

Fixed-Gear EM Project No update on this at this time

Mariculture There have been multiple delays on this project. The local who has been working with us had some serious personal issues and was not able to get samples to the nursery; there have been issues with Alaska Sea Grant contract office and confirming insurance requirements; Alaska Sea Grant is delayed in their grants office and has not finalized the project extension, so we are unable to spend funds until this is resolved. GreenWave is hosting an in-person kelp harvest and market development workshop in Kodiak on April 16-18 and a handling and processing workshop April 19-21. There are travel stipends available by application which are due on February 17th. Registration is now open for the Mariculture Conference of Alaska, hosted by Alaska Sea Grant.

Board of Fisheries/Salmon We have had several salmon portal meetings and have a fully functional portal with the base elements needed for the fleet to self-manage in-season. A screenshot was included in my report. The fleet is really happy with how it turned out. And we've already started talking to people and board members in the department about the portal and the program. And I think everybody's very impressed with the fleet is doing. Alaska Department of Fish and Game has published results of the 2022 South Peninsula chum salmon genetics project. Generally, the results are positive and as expected: CWAK contributions to stock comp are lower than during WASSIP and the Asia reporting group dominated June fisheries.

AFSC Cod Tagging Project:

We received notice of award from PSMFC for \$2,238,265.00 for a three-year project period to continue the cod tagging work. I am working on two contracts for Chordata LLC and Kingfisher Marine Research LLC pending Assembly approval. We are currently preparing for field work that will take place approximately

March 10-31. There will a 14-day charter that spans from Sanak Island to east of Kodiak, and we will release 54 satellite tags. probably around 2000 conventional tags and lots and lots of biological samples as well as genetics. So, our project just so you know, contributes to many other projects that other people are working on and we're contributing samples to so like the genetics and blood stress sampling work and antifreeze compounds in their blood. I mean lots and lots of stuff going on that we're helping with.

Also I was in Seattle for the first day of the SSP, where we presented a couple of slides on our Cod Tagging work and Bob Foy, the director of AFSC did say that three of our cod satellite tags told him more about cod behaviors than last 20 years of research.

PAUL asked how the satellite tags will be released. Natural Resources Assistant Director Levy said so we basically do one to two tags per day depending on how close they are to each other. And we have 10 sites that we've mapped out basically across the Gulf. So at every site, we drop five different pots, and we let them soak for a couple hours. And from each pot, we satellite tag four or five fish, we pull six random samples for biological and then the rest of them we release with conventional tags. So we do that for five to six different pots every day and then we have to calculate in time between areas which I'm sure is you know, pretty far to get from Sanak to east of Kodiak. 14 days is our max but we anticipate if we have decent weather we can get a lot of that done in shorter time. PAUL asked which boat is involved in this tagging study. Levy said F/V Decision.

Mayor Osterback commented he appreciates all the staff and all the work they do.

ASSEMBLY COMMENTS

Paul commented that there will be an auction at the SWAMC and a lot of people donates items that reminds people of how important each area to the region and ask if people want to donate item for auction to get a hold of Shirley. They received 2 applications as Shirley will be retiring.

CHRIS asked Ernie about the ferry schedule this coming summer for the Aleutians. Weiss replied he is not aware of it but thinks the public comment may have had passed.

Paul commented he saw a proposed schedule 5 ferries starting in May.

PUBLIC COMMENTS

NEXT MEETING DATE

Regular Assembly Meeting March 9, 2023

ADJOURNMENT

WARREN moved to adjourn. Hearing no more, the meeting adjourned at 4:40 p.m.

Mayor Alvin D. Osterback

Beverly Ann Rosete, Borough Clerk

Date: _____

FINANCIAL REPORT

Aleutians East Borough
***Revenue Guideline©**

Current Period: JANUARY 22-23

		22-23	22-23	JANUARY	22-23	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 01 GENERAL FUND						
Active	R 01-201 INTEREST REVENUE	\$15,000.00	\$481,121.92	\$106,881.51	-\$466,121.92	3207.48%
Active	R 01-203 OTHER REVENUE	\$75,000.00	\$64,430.12	\$35,000.00	\$10,569.88	85.91%
Active	R 01-205 Unrealized Gains/Loss	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
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	\$4,000,000.00	\$3,149,224.95	\$304,765.28	\$850,775.05	78.73%
Active	R 01-225 LEASE REVENUE	\$0.00	\$13,265.75	\$5,867.12	-\$13,265.75	0.00%
Active	R 01-233 STATE PERS ON-BEHALF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-265 STATE SHARED RAW FISH	\$2,244,356.84	\$2,244,356.84	\$0.00	\$0.00	100.00%
Active	R 01-266 STATE SHARED FISHFMA2	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	R 01-267 STATE SHARED FISHFMA3	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	R 01-270 STATE REVENUE OTHER	\$315,000.00	\$0.00	\$0.00	\$315,000.00	0.00%
Active	R 01-277 STATE BOND REBATE	\$628,587.00	\$0.00	\$0.00	\$628,587.00	0.00%
Active	R 01-291 PLO-95 PAYMNT IN LIEU O	\$615,000.00	\$0.00	\$0.00	\$615,000.00	0.00%
Active	R 01-292 USFWS LANDS	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
Total Fund 01 GENERAL FUND		\$8,009,443.84	\$5,952,399.58	\$452,513.91	\$2,057,044.26	74.32%

Aleutians East Borough
***Expenditure Guideline©**

Current Period: JANUARY 22-23

		22-23 YTD Budget	22-23 YTD Amt	JANUARY MTD Amt	22-23 YTD Balance	% of YTD Budget
Fund 01 GENERAL FUND						
DEPT 100 MAYORS OFFICE						
Active	E 01-100-000-300 SALARIES	\$87,729.00	\$50,612.10	\$6,748.28	\$37,116.90	57.69%
Active	E 01-100-000-350 FRINGE BENEFITS	\$44,652.00	\$23,447.50	\$3,290.70	\$21,204.50	52.51%
Active	E 01-100-000-400 TRAVEL AND PER	\$33,000.00	\$21,349.86	\$545.59	\$11,650.14	64.70%
Active	E 01-100-000-425 TELEPHONE	\$1,000.00	\$576.75	\$82.36	\$423.25	57.68%
Active	E 01-100-000-475 SUPPLIES	\$1,000.00	\$330.90	\$0.00	\$669.10	33.09%
Active	E 01-100-000-530 DUES AND FEES	\$2,000.00	\$1,300.00	\$0.00	\$700.00	65.00%
Active	E 01-100-000-554 AK LOBBIST	\$45,000.00	\$24,500.00	\$3,500.00	\$20,500.00	54.44%
Active	E 01-100-000-555 FEDERAL LOBBIS	\$75,600.00	\$37,800.00	\$0.00	\$37,800.00	50.00%
	SUBDEPT 000	<u>\$289,981.00</u>	<u>\$159,917.11</u>	<u>\$14,166.93</u>	<u>\$130,063.89</u>	<u>55.15%</u>
	Total DEPT 100 MAYORS OFFICE	\$289,981.00	\$159,917.11	\$14,166.93	\$130,063.89	55.15%
DEPT 105 ASSEMBLY						
Active	E 01-105-000-300 SALARIES	\$43,000.00	\$20,400.00	\$2,700.00	\$22,600.00	47.44%
Active	E 01-105-000-350 FRINGE BENEFITS	\$149,000.00	\$84,313.08	\$10,503.21	\$64,686.92	56.59%
Active	E 01-105-000-400 TRAVEL AND PER	\$60,000.00	\$16,498.30	\$8,138.00	\$43,501.70	27.50%
Active	E 01-105-000-475 SUPPLIES	\$1,000.00	\$696.98	\$0.00	\$303.02	69.70%
Active	E 01-105-000-530 DUES AND FEES	\$5,000.00	\$1,720.00	\$1,720.00	\$3,280.00	34.40%
	SUBDEPT 000	<u>\$258,000.00</u>	<u>\$123,628.36</u>	<u>\$23,061.21</u>	<u>\$134,371.64</u>	<u>47.92%</u>
	Total DEPT 105 ASSEMBLY	\$258,000.00	\$123,628.36	\$23,061.21	\$134,371.64	47.92%
DEPT 150 PLANNING/CLERKS DEPARTMENT						
Active	E 01-150-000-300 SALARIES	\$71,995.00	\$42,860.36	\$5,465.38	\$29,134.64	59.53%
Active	E 01-150-000-350 FRINGE BENEFITS	\$30,000.00	\$16,497.73	\$2,354.14	\$13,502.27	54.99%
Active	E 01-150-000-400 TRAVEL AND PER	\$10,000.00	\$6,938.24	\$0.00	\$3,061.76	69.38%
Active	E 01-150-000-425 TELEPHONE	\$10,000.00	\$5,818.24	\$813.32	\$4,181.76	58.18%
Active	E 01-150-000-450 POSTAGE/SPEED	\$1,000.00	\$105.65	\$69.67	\$894.35	10.57%
Active	E 01-150-000-475 SUPPLIES	\$3,000.00	\$1,572.06	\$96.25	\$1,427.94	52.40%
Active	E 01-150-000-526 UTILITIES	\$17,000.00	\$15,526.11	\$4,738.08	\$1,473.89	91.33%
Active	E 01-150-000-530 DUES AND FEES	\$3,500.00	\$2,756.96	\$1,570.00	\$743.04	78.77%
Active	E 01-150-000-650 ELECTION	\$10,000.00	\$8,496.00	\$0.00	\$1,504.00	84.96%
	SUBDEPT 000	<u>\$156,495.00</u>	<u>\$100,571.35</u>	<u>\$15,106.84</u>	<u>\$55,923.65</u>	<u>64.26%</u>
	Total DEPT 150 PLANNING/CLERKS DEPARTMENT	\$156,495.00	\$100,571.35	\$15,106.84	\$55,923.65	64.26%
DEPT 200 ADMINISTRATION						
Active	E 01-200-000-300 SALARIES	\$205,000.00	\$123,338.60	\$15,467.70	\$81,661.40	60.17%
Active	E 01-200-000-350 FRINGE BENEFITS	\$84,919.00	\$47,003.56	\$6,689.34	\$37,915.44	55.35%
Active	E 01-200-000-380 CONTRACT LABO	\$90,000.00	\$14,000.00	\$0.00	\$76,000.00	15.56%
Active	E 01-200-000-381 ENGINEERING	\$25,000.00	\$15,097.50	\$5,052.50	\$9,902.50	60.39%
Active	E 01-200-000-382 ANCHORAGE OFFI	\$0.00	\$24,605.19	\$5,910.14	-\$24,605.19	0.00%
Active	E 01-200-000-400 TRAVEL AND PER	\$10,000.00	\$9,951.05	\$545.58	\$48.95	99.51%
Active	E 01-200-000-425 TELEPHONE	\$5,350.00	\$2,728.34	\$367.02	\$2,621.66	51.00%
Active	E 01-200-000-450 POSTAGE/SPEED	\$750.00	\$71.90	\$2.34	\$678.10	9.59%
Active	E 01-200-000-475 SUPPLIES	\$4,000.00	\$1,959.79	\$359.86	\$2,040.21	48.99%
Active	E 01-200-000-525 RENTAL/LEASE	\$10,867.00	\$6,338.99	\$905.57	\$4,528.01	58.33%
Active	E 01-200-000-530 DUES AND FEES	\$8,000.00	\$9,800.69	\$1,765.00	-\$1,800.69	122.51%
	SUBDEPT 000	<u>\$443,886.00</u>	<u>\$254,895.61</u>	<u>\$37,065.05</u>	<u>\$188,990.39</u>	<u>57.42%</u>
	Total DEPT 200 ADMINISTRATION	\$443,886.00	\$254,895.61	\$37,065.05	\$188,990.39	57.42%
DEPT 201 Assistant Administrator						
Active	E 01-201-000-300 SALARIES	\$93,600.00	\$54,000.00	\$7,200.00	\$39,600.00	57.69%
Active	E 01-201-000-350 FRINGE BENEFITS	\$37,485.00	\$17,041.04	\$2,500.98	\$20,443.96	45.46%
Active	E 01-201-000-400 TRAVEL AND PER	\$8,000.00	\$5,031.20	\$0.00	\$2,968.80	62.89%
Active	E 01-201-000-425 TELEPHONE	\$1,250.00	\$789.81	\$111.46	\$460.19	63.18%

Aleutians East Borough

*Expenditure Guideline©

Current Period: JANUARY 22-23

		22-23 YTD Budget	22-23 YTD Amt	JANUARY MTD Amt	22-23 YTD Balance	% of YTD Budget
Active	E 01-201-000-475 SUPPLIES	\$800.00	\$26.97	\$5.42	\$773.03	3.37%
Active	E 01-201-000-525 RENTAL/LEASE	\$10,723.00	\$6,255.06	\$893.58	\$4,467.94	58.33%
Active	E 01-201-000-530 DUES AND FEES	\$1,500.00	\$350.00	\$0.00	\$1,150.00	23.33%
SUBDEPT 000		\$153,358.00	\$83,494.08	\$10,711.44	\$69,863.92	54.44%
Total DEPT 201 Assistant Administrator		\$153,358.00	\$83,494.08	\$10,711.44	\$69,863.92	54.44%
DEPT 250 FINANCE DEPARTMENT						
Active	E 01-250-000-300 SALARIES	\$145,000.00	\$52,989.30	\$9,609.24	\$92,010.70	36.54%
Active	E 01-250-000-350 FRINGE BENEFITS	\$70,000.00	\$20,829.95	\$4,594.06	\$49,170.05	29.76%
Active	E 01-250-000-380 CONTRACT LABO	\$100,000.00	\$21,168.75	\$2,975.00	\$78,831.25	21.17%
Active	E 01-250-000-400 TRAVEL AND PER	\$8,500.00	\$6,241.61	\$0.00	\$2,258.39	73.43%
Active	E 01-250-000-425 TELEPHONE	\$10,500.00	\$5,686.69	\$1,152.65	\$4,813.31	54.16%
Active	E 01-250-000-450 POSTAGE/SPEED	\$1,050.00	\$500.00	\$500.00	\$550.00	47.62%
Active	E 01-250-000-475 SUPPLIES	\$7,000.00	\$6,314.44	\$629.34	\$685.56	90.21%
Active	E 01-250-000-500 EQUIPMENT	\$0.00	\$126.14	\$126.14	-\$126.14	0.00%
Active	E 01-250-000-525 RENTAL/LEASE	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
Active	E 01-250-000-526 UTILITIES	\$4,500.00	\$4,026.70	\$708.10	\$473.30	89.48%
Active	E 01-250-000-530 DUES AND FEES	\$2,000.00	\$854.00	\$0.00	\$1,146.00	42.70%
Active	E 01-250-000-550 AUDIT	\$82,500.00	\$65,200.11	\$0.00	\$17,299.89	79.03%
SUBDEPT 000		\$437,050.00	\$183,937.69	\$20,294.53	\$253,112.31	42.09%
Total DEPT 250 FINANCE DEPARTMENT		\$437,050.00	\$183,937.69	\$20,294.53	\$253,112.31	42.09%
DEPT 650 RESOURCE DEPARTMENT						
Active	E 01-650-000-300 SALARIES	\$190,014.00	\$109,623.00	\$14,616.40	\$80,391.00	57.69%
Active	E 01-650-000-350 FRINGE BENEFITS	\$77,175.00	\$42,424.03	\$6,107.28	\$34,750.97	54.97%
Active	E 01-650-000-380 CONTRACT LABO	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.00%
Active	E 01-650-000-400 TRAVEL AND PER	\$20,000.00	\$3,642.38	\$424.21	\$16,357.62	18.21%
Active	E 01-650-000-402 NPFMC MEETINGS	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 01-650-000-403 BOF Meetings	\$50,000.00	\$14,629.69	\$199.67	\$35,370.31	29.26%
Active	E 01-650-000-425 TELEPHONE	\$3,000.00	\$1,694.65	\$222.92	\$1,305.35	56.49%
Active	E 01-650-000-475 SUPPLIES	\$2,500.00	\$790.87	\$68.57	\$1,709.13	31.63%
Active	E 01-650-000-525 RENTAL/LEASE	\$27,632.00	\$16,118.20	\$2,302.60	\$11,513.80	58.33%
Active	E 01-650-000-530 DUES AND FEES	\$2,000.00	\$1,285.11	\$350.00	\$714.89	64.26%
SUBDEPT 000		\$422,321.00	\$190,207.93	\$24,291.65	\$232,113.07	45.04%
Total DEPT 650 RESOURCE DEPARTMENT		\$422,321.00	\$190,207.93	\$24,291.65	\$232,113.07	45.04%
DEPT 651 COMMUNICATION DIRECTOR						
Active	E 01-651-011-300 SALARIES	\$113,515.00	\$65,489.25	\$8,731.90	\$48,025.75	57.69%
Active	E 01-651-011-350 FRINGE BENEFITS	\$37,660.00	\$17,970.22	\$2,634.34	\$19,689.78	47.72%
Active	E 01-651-011-400 TRAVEL AND PER	\$10,000.00	\$9,578.73	\$0.00	\$421.27	95.79%
Active	E 01-651-011-425 TELEPHONE	\$2,000.00	\$839.81	\$111.46	\$1,160.19	41.99%
Active	E 01-651-011-475 SUPPLIES	\$1,000.00	\$150.96	\$9.41	\$849.04	15.10%
Active	E 01-651-011-525 RENTAL/LEASE	\$11,142.00	\$6,499.22	\$928.46	\$4,642.78	58.33%
Active	E 01-651-011-530 DUES AND FEES	\$1,100.00	\$350.00	\$0.00	\$750.00	31.82%
Active	E 01-651-011-532 ADVERTISING	\$9,250.00	\$6,843.17	\$0.00	\$2,406.83	73.98%
Active	E 01-651-011-943 WEB SERVICE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
SUBDEPT 011 PUBLIC INFORMATION		\$188,667.00	\$107,721.36	\$12,415.57	\$80,945.64	57.10%
Total DEPT 651 COMMUNICATION DIRECTOR		\$188,667.00	\$107,721.36	\$12,415.57	\$80,945.64	57.10%
DEPT 700 PUBLIC WORKS DEPARTMENT						
Active	E 01-700-000-300 SALARIES	\$76,388.00	\$4,401.66	\$0.00	\$71,986.34	5.76%
Active	E 01-700-000-350 FRINGE BENEFITS	\$35,280.00	\$380.77	\$0.00	\$34,899.23	1.08%
Active	E 01-700-000-400 TRAVEL AND PER	\$18,000.00	\$0.00	\$0.00	\$18,000.00	0.00%
Active	E 01-700-000-475 SUPPLIES	\$4,000.00	\$769.52	\$80.26	\$3,230.48	19.24%
Active	E 01-700-000-526 UTILITIES	\$2,000.00	\$1,121.80	\$256.30	\$878.20	56.09%
Active	E 01-700-000-530 DUES AND FEES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%

Aleutians East Borough
***Expenditure Guideline©**

Current Period: JANUARY 22-23

		22-23 YTD Budget	22-23 YTD Amt	JANUARY MTD Amt	22-23 YTD Balance	% of YTD Budget
SUBDEPT 000		\$136,668.00	\$6,673.75	\$336.56	\$129,994.25	4.88%
Total DEPT 700 PUBLIC WORKS DEPARTMENT		\$136,668.00	\$6,673.75	\$336.56	\$129,994.25	4.88%
DEPT 844 KCAP						
Active	E 01-844-000-380 CONTRACT LABO	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 01-844-000-475 SUPPLIES	\$2,500.00	\$2,093.90	\$189.21	\$406.10	83.76%
Active	E 01-844-000-603 MAINTENANCE	\$115,000.00	\$0.00	\$0.00	\$115,000.00	0.00%
SUBDEPT 000		\$122,500.00	\$2,093.90	\$189.21	\$120,406.10	1.71%
Total DEPT 844 KCAP		\$122,500.00	\$2,093.90	\$189.21	\$120,406.10	1.71%
DEPT 850 EDUCATION						
Active	E 01-850-000-700 LOCAL SCHOOL C	\$1,100,000.00	\$275,000.00	\$0.00	\$825,000.00	25.00%
Active	E 01-850-000-701 SCHOOL SCHOLA	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	E 01-850-000-756 STUDENT TRAVEL	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
SUBDEPT 000		\$1,155,000.00	\$275,000.00	\$0.00	\$880,000.00	23.81%
Total DEPT 850 EDUCATION		\$1,155,000.00	\$275,000.00	\$0.00	\$880,000.00	23.81%
DEPT 900 OTHER						
Active	E 01-900-000-460 Sand Point Pool	\$500,000.00	\$0.00	\$0.00	\$500,000.00	0.00%
Active	E 01-900-000-500 EQUIPMENT	\$22,500.00	\$18,632.08	\$3,486.69	\$3,867.92	82.81%
Active	E 01-900-000-515 AEB VEHICLES	\$3,000.00	\$565.47	\$0.00	\$2,434.53	18.85%
Active	E 01-900-000-526 UTILITIES	\$20,000.00	\$20,217.32	\$7,943.43	-\$217.32	101.09%
Active	E 01-900-000-551 LEGAL	\$85,000.00	\$25,646.00	\$0.00	\$59,354.00	30.17%
Active	E 01-900-000-552 INSURANCE	\$250,000.00	\$249,957.25	\$0.00	\$42.75	99.98%
Active	E 01-900-000-600 REPAIRS	\$2,500.00	\$348.56	\$0.00	\$2,151.44	13.94%
Active	E 01-900-000-727 BANK FEES	\$12,000.00	\$2,921.06	\$0.00	\$9,078.94	24.34%
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	\$37,500.00	\$0.00	\$112,500.00	25.00%
Active	E 01-900-000-753 MISC EXPENSE	\$20,000.00	\$7,478.77	\$1,947.66	\$12,521.23	37.39%
Active	E 01-900-000-757 DONATIONS	\$23,500.00	\$9,750.00	\$0.00	\$13,750.00	41.49%
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	\$0.00	\$0.00	\$16,000.00	0.00%
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	\$35,000.00	\$23,620.07	\$0.00	\$11,379.93	67.49%
Active	E 01-900-000-943 WEB SERVICE	\$39,500.00	\$20,314.03	\$3,248.62	\$19,185.97	51.43%
SUBDEPT 000 NO DESCR		\$1,189,000.00	\$416,950.61	\$16,626.40	\$772,049.39	35.07%
Total DEPT 900 OTHER		\$1,189,000.00	\$416,950.61	\$16,626.40	\$772,049.39	35.07%
Total Fund 01 GENERAL FUND		\$4,952,926.00	\$1,905,091.75	\$174,265.39	\$3,047,834.25	38.46%

Aleutians East Borough
***Revenue Guideline©**

Current Period: JANUARY 22-23

		22-23	22-23	JANUARY	22-23	% 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	\$0.00	\$22,740.90	\$22,740.90	-\$22,740.90	0.00%
Active	R 20-204 OPERATING TRANSFER F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 20-270 STATE REVENUE OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 20-287 KCAP/09-DC-359	\$1,139,624.60	\$90,457.40	\$0.00	\$1,049,167.20	7.94%
Active	R 20-420 LATCF	\$1,019,400.00	\$0.00	\$0.00	\$1,019,400.00	0.00%
Active	R 20-426 DCCED/Akutan Harbor Float	\$76,722.01	\$0.00	\$0.00	\$76,722.01	0.00%
Active	R 20-813 Akutan Airport/CIP Trident	\$657,390.00	\$0.00	\$0.00	\$657,390.00	0.00%
Active	R 20-876 NFWF Electronic Monitoring	\$398,727.85	\$145,807.32	\$0.00	\$252,920.53	36.57%
Active	R 20-879 Multiplier- WGoA Data Portal	\$20,000.00	\$3,515.00	\$0.00	\$16,485.00	17.58%
Active	R 20-930 APRA	\$648,173.00	\$227,794.93	\$0.00	\$420,378.07	35.14%
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		\$7,065,419.55	\$490,315.55	\$22,740.90	\$6,575,104.00	6.94%

Aleutians East Borough
***Expenditure Guideline©**

Current Period: JANUARY 22-23

		22-23	22-23	JANUARY	22-23	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 20 GRANT PROGRAMS						
DEPT 220 PermFund Appropriations						
Active	E 20-220-601-888 PROJECT CONTIN	\$630,301.34	\$121,780.77	\$48,600.00	\$508,520.57	19.32%
	SUBDEPT 601 AEB Project Contingency	\$630,301.34	\$121,780.77	\$48,600.00	\$508,520.57	19.32%
Active	E 20-220-603-678 DEFERRED MAINT	\$423,619.61	\$6,500.94	\$0.00	\$417,118.67	1.53%
	SUBDEPT 603 Deferred Maintenance	\$423,619.61	\$6,500.94	\$0.00	\$417,118.67	1.53%
Active	E 20-220-604-679 FISHERIES RESEA	\$216,277.44	\$30.00	\$0.00	\$216,247.44	0.01%
	SUBDEPT 604 Fisheries Research	\$216,277.44	\$30.00	\$0.00	\$216,247.44	0.01%
Active	E 20-220-605-380 CONTRACT LABO	\$50,000.00	\$8,131.11	\$0.00	\$41,868.89	16.26%
	SUBDEPT 605 Mariculture	\$50,000.00	\$8,131.11	\$0.00	\$41,868.89	16.26%
Active	E 20-220-606-680 SAND POINT/AKUT	\$1,625,000.00	\$503.00	\$0.00	\$1,624,497.00	0.03%
	SUBDEPT 606 Sand Point/Akutan Floats	\$1,625,000.00	\$503.00	\$0.00	\$1,624,497.00	0.03%
Active	E 20-220-607-500 EQUIPMENT	\$74,172.00	\$0.00	\$0.00	\$74,172.00	0.00%
	SUBDEPT 607 Financial Software	\$74,172.00	\$0.00	\$0.00	\$74,172.00	0.00%
Active	E 20-220-608-400 TRAVEL AND PER	\$50,000.00	\$3,872.39	\$0.00	\$46,127.61	7.74%
	SUBDEPT 608 Community Travel	\$50,000.00	\$3,872.39	\$0.00	\$46,127.61	7.74%
Active	E 20-220-610-850 CAPITAL CONSTR	\$46,998.99	\$0.00	\$0.00	\$46,998.99	0.00%
	SUBDEPT 610 Akutan Harbor	\$46,998.99	\$0.00	\$0.00	\$46,998.99	0.00%
Active	E 20-220-611-688 AKUTAN TSUNAMI	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
	SUBDEPT 611 Akutan Tsunami Shelter	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	E 20-220-612-850 CAPITAL CONSTR	\$7,328.12	\$0.00	\$0.00	\$7,328.12	0.00%
	SUBDEPT 612 Akutan Harbor Water Projects	\$7,328.12	\$0.00	\$0.00	\$7,328.12	0.00%
Active	E 20-220-620-850 CAPITAL CONSTR	\$2,768,106.57	\$0.00	\$0.00	\$2,768,106.57	0.00%
	SUBDEPT 620 Cold Bay Clinic	\$2,768,106.57	\$0.00	\$0.00	\$2,768,106.57	0.00%
Active	E 20-220-621-850 CAPITAL CONSTR	\$150,000.00	\$31,723.59	\$7,094.54	\$118,276.41	21.15%
	SUBDEPT 621 Cold Bay Dock	\$150,000.00	\$31,723.59	\$7,094.54	\$118,276.41	21.15%
Active	E 20-220-622-687 LOADER PURCHA	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
	SUBDEPT 622 Cold Bay Loader	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 20-220-623-475 SUPPLIES	\$43,426.46	\$0.00	\$0.00	\$43,426.46	0.00%
	SUBDEPT 623 Cold Bay Pre/Education	\$43,426.46	\$0.00	\$0.00	\$43,426.46	0.00%
Active	E 20-220-625-603 MAINTENANCE	\$78,432.72	\$0.00	\$0.00	\$78,432.72	0.00%
	SUBDEPT 625 Cold Bay Terminal	\$78,432.72	\$0.00	\$0.00	\$78,432.72	0.00%
Active	E 20-220-626-600 REPAIRS	\$7,969.69	\$0.00	\$0.00	\$7,969.69	0.00%
	SUBDEPT 626 Cold Bay Municipal Building	\$7,969.69	\$0.00	\$0.00	\$7,969.69	0.00%
Active	E 20-220-630-850 CAPITAL CONSTR	\$281,029.43	\$281,029.43	\$0.00	\$0.00	100.00%
	SUBDEPT 630 False Pass Harbor	\$281,029.43	\$281,029.43	\$0.00	\$0.00	100.00%
Active	E 20-220-631-850 CAPITAL CONSTR	\$5,527.92	\$0.00	\$0.00	\$5,527.92	0.00%
	SUBDEPT 631 False Pass Harbor House	\$5,527.92	\$0.00	\$0.00	\$5,527.92	0.00%
Active	E 20-220-633-888 PROJECT CONTIN	\$5,094.17	\$5,094.17	\$0.00	\$0.00	100.00%
	SUBDEPT 633 False Pass School	\$5,094.17	\$5,094.17	\$0.00	\$0.00	100.00%
Active	E 20-220-634-850 CAPITAL CONSTR	\$2,248.98	\$0.00	\$0.00	\$2,248.98	0.00%
	SUBDEPT 634 False Pass Community Gym	\$2,248.98	\$0.00	\$0.00	\$2,248.98	0.00%
Active	E 20-220-641-850 CAPITAL CONSTR	\$7,946.46	\$0.00	\$0.00	\$7,946.46	0.00%
	SUBDEPT 641 King Cove Archives	\$7,946.46	\$0.00	\$0.00	\$7,946.46	0.00%
Active	E 20-220-660-462 Sand Point School	\$403,451.00	\$0.00	\$0.00	\$403,451.00	0.00%
	SUBDEPT 660 SDP School Grant App	\$403,451.00	\$0.00	\$0.00	\$403,451.00	0.00%
	Total DEPT 220 PermFund Appropriations	\$6,986,930.90	\$458,665.40	\$55,694.54	\$6,528,265.50	6.56%
DEPT 420 LATCF						
Active	E 20-420-000-850 CAPITAL CONSTR	\$1,019,400.00	\$0.00	\$0.00	\$1,019,400.00	0.00%
	SUBDEPT 000 NO DESCR	\$1,019,400.00	\$0.00	\$0.00	\$1,019,400.00	0.00%
	Total DEPT 420 LATCF	\$1,019,400.00	\$0.00	\$0.00	\$1,019,400.00	0.00%

Aleutians East Borough
***Expenditure Guideline©**

Current Period: JANUARY 22-23

		22-23 YTD Budget	22-23 YTD Amt	JANUARY MTD Amt	22-23 YTD Balance	% of YTD Budget
DEPT 425 ARPA						
Active	E 20-425-000-930 APRA	\$648,173.00	\$219,547.23	\$0.00	\$428,625.77	33.87%
	SUBDEPT 000	\$648,173.00	\$219,547.23	\$0.00	\$428,625.77	33.87%
	Total DEPT 425 ARPA	\$648,173.00	\$219,547.23	\$0.00	\$428,625.77	33.87%
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%
	Total DEPT 427 Akutan Harbor Contribution	\$259,743.66	\$0.00	\$0.00	\$259,743.66	0.00%
DEPT 813 Akutan Airport/CIP Trident						
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 867 KCC Alternative Road						
Active	E 20-867-168-300 SALARIES	\$5,650.00	\$0.00	\$0.00	\$5,650.00	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	\$220,838.11	\$90,457.40	\$0.00	\$130,380.71	40.96%
	SUBDEPT 168 KCAP 14-RR-067	\$1,090,364.60	\$90,457.40	\$0.00	\$999,907.20	8.30%
Active	E 20-867-210-972 TRANSPORTATIO	\$333,620.21	\$0.00	\$0.00	\$333,620.21	0.00%
	SUBDEPT 210 AEB Hovercraft Proceeds	\$333,620.21	\$0.00	\$0.00	\$333,620.21	0.00%
	Total DEPT 867 KCC Alternative Road	\$1,423,984.81	\$90,457.40	\$0.00	\$1,333,527.41	6.35%
DEPT 876 NFWF Electronic Monitoring						
Active	E 20-876-042-380 CONTRACT LABO	\$25,190.58	\$124,680.34	\$0.00	-\$99,489.76	494.95%
Active	E 20-876-042-475 SUPPLIES	\$369,678.87	\$41,426.68	\$0.00	\$328,252.19	11.21%
Active	E 20-876-042-753 MISC EXPENSE	\$0.00	\$22,740.90	\$0.00	-\$22,740.90	0.00%
Active	E 20-876-042-871 OTHER DIRECT C	\$3,403.40	\$2,302.30	\$0.00	\$1,101.10	67.65%
	SUBDEPT 042 Trawl EM (WGOA3)	\$398,272.85	\$191,150.22	\$0.00	\$207,122.63	47.99%
	Total DEPT 876 NFWF Electronic Monitoring	\$398,272.85	\$191,150.22	\$0.00	\$207,122.63	47.99%
DEPT 879 Data Modernization for WGoAF						
Active	E 20-879-000-380 CONTRACT LABO	\$20,000.00	\$20,000.00	\$16,485.00	\$0.00	100.00%
	SUBDEPT 000	\$20,000.00	\$20,000.00	\$16,485.00	\$0.00	100.00%
	Total DEPT 879 Data Modernization for	\$20,000.00	\$20,000.00	\$16,485.00	\$0.00	100.00%
DEPT 900 OTHER						
Active	E 20-900-000-750 Operating Transfer I	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 20-900-000-751 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	SUBDEPT 000 NO DESCR	\$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 20 GRANT PROGRAMS	\$11,490,667.23	\$979,820.25	\$72,179.54	\$10,510,846.98	8.53%

Aleutians East Borough
***Revenue Guideline©**

Current Period: JANUARY 22-23

		22-23	22-23	JANUARY	22-23	% 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	\$374,124.00	\$187,376.33	\$26,998.67	\$186,747.67	50.08%
Active	R 22-221 COLD BAY TERMINAL LEA	\$278,000.00	\$124,537.00	\$27,791.00	\$153,463.00	44.80%
Active	R 22-222 COLD BAY TERMINAL OTH	\$0.00	\$19,044.56	\$3,538.03	-\$19,044.56	0.00%
Active	R 22-225 LEASE REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 22-233 STATE PERS ON-BEHALF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fund 22 OPERATIONS		\$652,124.00	\$330,957.89	\$58,327.70	\$321,166.11	50.75%

Aleutians East Borough
***Expenditure Guideline©**

Current Period: JANUARY 22-23

		22-23 YTD Budget	22-23 YTD Amt	JANUARY MTD Amt	22-23 YTD Balance	% of YTD Budget
Fund 22 OPERATIONS						
DEPT 802 CAPITAL - COLD BAY						
Active	E 22-802-200-300 SALARIES	\$55,000.00	\$29,250.00	\$3,900.00	\$25,750.00	53.18%
Active	E 22-802-200-350 FRINGE BENEFITS	\$5,000.00	\$2,530.20	\$337.36	\$2,469.80	50.60%
Active	E 22-802-200-380 CONTRACT LABO	\$8,000.00	\$2,465.00	\$912.50	\$5,535.00	30.81%
Active	E 22-802-200-425 TELEPHONE	\$2,400.00	\$1,347.82	\$185.52	\$1,052.18	56.16%
Active	E 22-802-200-475 SUPPLIES	\$15,000.00	\$21,365.62	\$20,545.54	-\$6,365.62	142.44%
Active	E 22-802-200-526 UTILITIES	\$79,500.00	\$49,571.84	\$8,506.51	\$29,928.16	62.35%
Active	E 22-802-200-576 GAS	\$600.00	\$182.45	\$0.00	\$417.55	30.41%
Active	E 22-802-200-577 FUEL	\$27,500.00	\$19,316.69	\$3,700.05	\$8,183.31	70.24%
Active	E 22-802-200-603 MAINTENANCE	\$50,000.00	\$2,385.10	\$0.00	\$47,614.90	4.77%
Active	E 22-802-200-770 Depreciation Expen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 22-802-200-775 Amortization Expen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 22-802-200-780 Interest Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 22-802-200-880 LAND	\$6,500.00	\$0.00	\$0.00	\$6,500.00	0.00%
SUBDEPT 200 COLD BAY TERMINAL		<u>\$249,500.00</u>	<u>\$128,414.72</u>	<u>\$38,087.48</u>	<u>\$121,085.28</u>	<u>51.47%</u>
Total DEPT 802 CAPITAL - COLD BAY		<u>\$249,500.00</u>	<u>\$128,414.72</u>	<u>\$38,087.48</u>	<u>\$121,085.28</u>	<u>51.47%</u>
DEPT 845 HELICOPTER OPERATIONS						
Active	E 22-845-300-300 SALARIES	\$50,000.00	\$24,200.40	\$3,366.60	\$25,799.60	48.40%
Active	E 22-845-300-350 FRINGE BENEFITS	\$10,000.00	\$3,115.89	\$464.56	\$6,884.11	31.16%
Active	E 22-845-300-380 CONTRACT LABO	\$914,230.00	\$380,933.30	\$0.00	\$533,296.70	41.67%
Active	E 22-845-300-398 OPEB Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 22-845-300-399 Pension Expense	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 22-845-300-425 TELEPHONE	\$0.00	\$72.14	\$0.00	-\$72.14	0.00%
Active	E 22-845-300-475 SUPPLIES	\$35,000.00	\$7,688.48	\$326.06	\$27,311.52	21.97%
Active	E 22-845-300-526 UTILITIES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 22-845-300-576 GAS	\$14,000.00	\$5,504.80	\$3,215.00	\$8,495.20	39.32%
Active	E 22-845-300-577 FUEL	\$90,000.00	\$39,824.77	\$0.00	\$50,175.23	44.25%
Active	E 22-845-300-770 Depreciation Expen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 300 HELICOPTER OPERATIONS		<u>\$1,123,230.00</u>	<u>\$461,339.78</u>	<u>\$7,372.22</u>	<u>\$661,890.22</u>	<u>41.07%</u>
Total DEPT 845 HELICOPTER OPERATIONS		<u>\$1,123,230.00</u>	<u>\$461,339.78</u>	<u>\$7,372.22</u>	<u>\$661,890.22</u>	<u>41.07%</u>
DEPT 900 OTHER						
Active	E 22-900-000-660 Loss On Impairment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 000		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Total DEPT 900 OTHER		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
Total Fund 22 OPERATIONS		<u>\$1,372,730.00</u>	<u>\$589,754.50</u>	<u>\$45,459.70</u>	<u>\$782,975.50</u>	<u>42.96%</u>

Aleutians East Borough
***Revenue Guideline©**

Current Period: JANUARY 22-23

		22-23	22-23	JANUARY	22-23	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 24 BOND CONSTRUCTION						
Active	R 24-201 INTEREST REVENUE	\$0.00	\$28,455.06	\$12,933.19	-\$28,455.06	0.00%
Active	R 24-203 OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 24-205 Unrealized Gains/Loss	\$0.00	\$22,842.07	(\$279.02)	-\$22,842.07	0.00%
Active	R 24-259 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 24-270 STATE REVENUE OTHER	\$0.00	\$190,000.00	\$0.00	-\$190,000.00	0.00%
Active	R 24-277 STATE BOND REBATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fund 24 BOND CONSTRUCTION		<u>\$0.00</u>	<u>\$241,297.13</u>	<u>\$12,654.17</u>	<u>-\$241,297.13</u>	<u>0.00%</u>

Aleutians East Borough
***Expenditure Guideline©**

Current Period: JANUARY 22-23

		22-23 YTD Budget	22-23 YTD Amt	JANUARY MTD Amt	22-23 YTD Balance	% of YTD Budget
Fund 24 BOND CONSTRUCTION						
DEPT 809 Akutan Airport/Grant						
Active	E 24-809-000-850 CAPITAL CONSTR	\$973,589.00	\$190,000.00	\$0.00	\$783,589.00	19.52%
	SUBDEPT 000	\$973,589.00	\$190,000.00	\$0.00	\$783,589.00	19.52%
	Total DEPT 809 Akutan Airport/Grant	\$973,589.00	\$190,000.00	\$0.00	\$783,589.00	19.52%
DEPT 817 Airport/FY09 Match						
Active	E 24-817-000-850 CAPITAL CONSTR	\$869,649.00	\$190,000.00	\$0.00	\$679,649.00	21.85%
	SUBDEPT 000	\$869,649.00	\$190,000.00	\$0.00	\$679,649.00	21.85%
	Total DEPT 817 Airport/FY09 Match	\$869,649.00	\$190,000.00	\$0.00	\$679,649.00	21.85%
DEPT 833 FALSE PASS HARBOR						
Active	E 24-833-000-850 CAPITAL CONSTR	\$331,740.39	\$331,740.39	\$0.00	\$0.00	100.00%
	SUBDEPT 000	\$331,740.39	\$331,740.39	\$0.00	\$0.00	100.00%
	Total DEPT 833 FALSE PASS HARBOR	\$331,740.39	\$331,740.39	\$0.00	\$0.00	100.00%
DEPT 900 OTHER						
Active	E 24-900-000-380 CONTRACT LABO	\$42,000.00	\$21,017.77	\$7,079.89	\$20,982.23	50.04%
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	\$42,000.00	\$21,017.77	\$7,079.89	\$20,982.23	50.04%
	Total DEPT 900 OTHER	\$42,000.00	\$21,017.77	\$7,079.89	\$20,982.23	50.04%
	Total Fund 24 BOND CONSTRUCTION	\$2,216,978.39	\$732,758.16	\$7,079.89	\$1,484,220.23	33.05%

Aleutians East Borough
***Revenue Guideline©**

Current Period: JANUARY 22-23

		22-23	22-23	JANUARY	22-23	% 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©**

Current Period: JANUARY 22-23

		22-23	22-23	JANUARY	22-23	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 30 BOND FUND						
DEPT 900 OTHER						
Active	E 30-900-000-725 BOND INTEREST P	\$646,386.00	\$342,808.33	\$0.00	\$303,577.67	53.03%
Active	E 30-900-000-726 BOND PRINCIPAL	<u>\$1,830,000.00</u>	<u>\$1,830,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>100.00%</u>
SUBDEPT 000		<u>\$2,476,386.00</u>	<u>\$2,172,808.33</u>	<u>\$0.00</u>	<u>\$303,577.67</u>	<u>87.74%</u>
Total DEPT 900 OTHER		<u>\$2,476,386.00</u>	<u>\$2,172,808.33</u>	<u>\$0.00</u>	<u>\$303,577.67</u>	<u>87.74%</u>
Total Fund 30 BOND FUND		<u>\$2,476,386.00</u>	<u>\$2,172,808.33</u>	<u>\$0.00</u>	<u>\$303,577.67</u>	<u>87.74%</u>

Aleutians East Borough
***Revenue Guideline©**

Current Period: JANUARY 22-23

		22-23	22-23	JANUARY	22-23	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 40 PERMANENT FUND						
Active	R 40-201 INTEREST REVENUE	\$0.00	\$44,721.84	\$37,921.73	-\$44,721.84	0.00%
Active	R 40-203 OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 40-204 OPERATING TRANSFER F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 40-205 Unrealized Gains/Loss	\$0.00	\$2,565,844.62	\$2,058,994.68	-\$2,565,844.62	0.00%
Active	R 40-230 LAND SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fund 40 PERMANENT FUND		\$0.00	\$2,610,566.46	\$2,096,916.41	-\$2,610,566.46	0.00%

Aleutians East Borough
***Expenditure Guideline©**

Current Period: JANUARY 22-23

		22-23	22-23	JANUARY	22-23	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 40 PERMANENT FUND						
DEPT 900 OTHER						
Active	E 40-900-000-380 CONTRACT LABO	\$42,000.00	\$21,017.77	\$7,079.89	\$20,982.23	50.04%
Active	E 40-900-000-750 Operating Transfer I	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 40-900-000-751 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 000		<u>\$42,000.00</u>	<u>\$21,017.77</u>	<u>\$7,079.89</u>	<u>\$20,982.23</u>	<u>50.04%</u>
Total DEPT 900 OTHER		<u>\$42,000.00</u>	<u>\$21,017.77</u>	<u>\$7,079.89</u>	<u>\$20,982.23</u>	<u>50.04%</u>
Total Fund 40 PERMANENT FUND		<u>\$42,000.00</u>	<u>\$21,017.77</u>	<u>\$7,079.89</u>	<u>\$20,982.23</u>	<u>50.04%</u>

Aleutians East Borough
***Revenue Guideline©**

Current Period: JANUARY 22-23

		22-23	22-23	JANUARY	22-23	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	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	\$0.00	\$0.00	\$0.00	0.00%
Active	R 41-204 OPERATING TRANSFER F	\$0.00	\$0.00	\$0.00	\$0.00	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		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Aleutians East Borough
***Expenditure Guideline©**

Current Period: JANUARY 22-23

				22-23	22-23	JANUARY	22-23	% of YTD
				YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 41 MAINTENANCE RESERVE FUND								
DEPT 900 OTHER								
Active	E 41-900-000-603	MAINTENANCE		\$100,000.00	\$48,743.12	\$0.00	\$51,256.88	48.74%
Active	E 41-900-000-751	OPERATING TRAN		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 41-900-000-753	MISC EXPENSE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 41-900-000-880	LAND		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 000				<u>\$100,000.00</u>	<u>\$48,743.12</u>	<u>\$0.00</u>	<u>\$51,256.88</u>	<u>48.74%</u>
Total DEPT 900 OTHER				<u>\$100,000.00</u>	<u>\$48,743.12</u>	<u>\$0.00</u>	<u>\$51,256.88</u>	<u>48.74%</u>
Total Fund 41 MAINTENANCE RESERVE FUND				<u>\$100,000.00</u>	<u>\$48,743.12</u>	<u>\$0.00</u>	<u>\$51,256.88</u>	<u>48.74%</u>

INVESTMENT REPORT

ALEUTIANS EAST BOROUGH

Account Statement - Period Ending January 31, 2023



ALASKA PERMANENT
CAPITAL MANAGEMENT

Registered Investment Adviser

ACCOUNT ACTIVITY

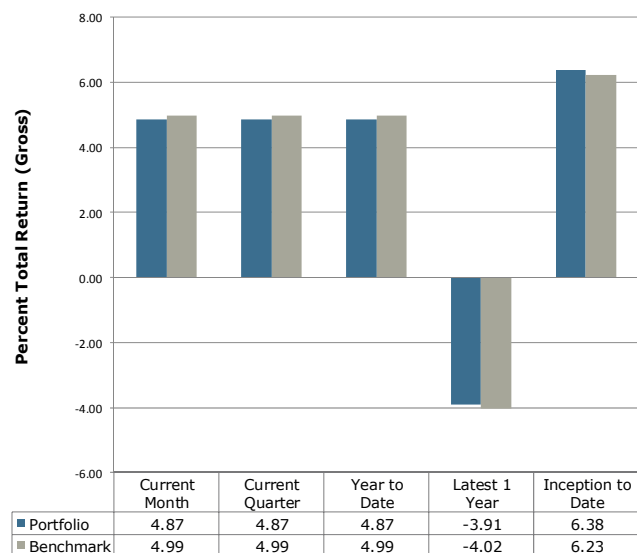
Portfolio Value on 12-31-22 43,122,825

Contributions	0
Withdrawals	-968
Change in Market Value	2,070,530
Interest	19,883
Dividends	10,016

Portfolio Value on 01-31-23 45,222,287

INVESTMENT PERFORMANCE

Current Account Benchmark:
Equity Blend



Performance is Annualized for Periods Greater than One Year

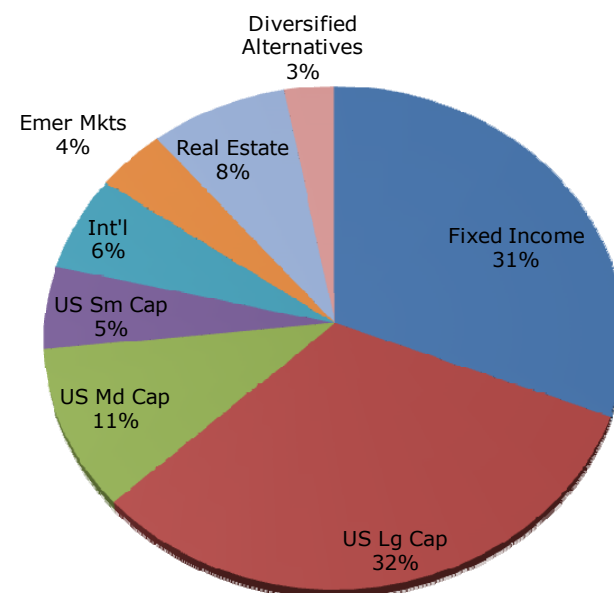
MANAGEMENT TEAM

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
January 31, 2023

Asset Class & Target	Market Value	% Assets	Range
FIXED INCOME (32%)			
US Fixed Income (18.0%)	7,841,284	17.3	8% to 28%
High Yield Fixed Income (5.0%)	2,213,521	4.9	0% to 10%
TIPS (2.0%)	1,300,067	2.9	0% to 10%
International Fixed Income (5.0%)	2,183,536	4.8	0% to 10%
Cash (2.0%)	470,796	1.0	0% to 10%
Subtotal:	14,009,204	31.0	
EQUITY (47%)			
US Large Cap (22.0%)	10,153,051	22.5	12% to 32%
US Mid Cap (10.0%)	4,731,320	10.5	5% to 15%
US Small Cap (5.0%)	2,371,073	5.2	0% to 10%
Developed International Equity (6.0%)	2,789,978	6.2	0% to 12%
Emerging Markets (4.0%)	1,859,553	4.1	0% to 8%
Subtotal:	21,904,975	48.4	
ALTERNATIVE INVESTMENTS (21%)			
Real Estate (3.0%)	1,435,469	3.2	0% to 6%
Alternative Beta (10.0%)	4,279,203	9.5	0% to 15%
Infrastructure (5.0%)	2,263,153	5.0	0% to 10%
Commodities (3.0%)	1,330,283	2.9	0% to 6%
Subtotal:	9,308,108	20.6	
TOTAL PORTFOLIO	45,222,287	100	

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
ALEUTIANS EAST BOROUGH
January 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
AGENCIES									
100,000	FREDDIE MAC 0.450% Due 12-24-24	100.00	100,000	92.82	92,823	0.21	450	159	4.43
75,000	FEDERAL HOME LOAN BANK 0.600% Due 08-27-25	99.90	74,925	91.32	68,490	0.15	450	192	4.19
75,000	FHLB 1.625% Due 03-12-27	104.27	78,201	91.92	68,941	0.15	1,219	471	3.76
75,000	FEDERAL FARM CREDIT BANK 5.870% Due 10-24-29	99.70	74,775	99.69	74,768	0.17	4,402	1,186	5.92
75,000	FEDERAL HOME LOAN BANK 1.400% Due 01-09-31	76.05	57,041	80.53	60,399	0.13	1,050	9	4.32
40,000	FEDERAL HOME LOAN BANK 2.400% Due 02-17-32	85.94	34,376	85.71	34,283	0.08	960	437	4.32
	Accrued Interest				2,454	0.01			
			419,318		402,159	0.89		2,454	
ALTERNATIVE BETA									
267,150	BLCKRCK SYST MULTI-STR-INST	10.23	2,733,243	9.70	2,591,357	5.73	NA		
54,818	CORE ALTERNATIVE ETF	30.33	1,662,411	30.79	1,687,846	3.73	NA		
			4,395,654		4,279,203	9.46			
CORPORATE BONDS									
150,000	AVALONBAY COMMUNITIES 2.850% Due 03-15-23	100.82	151,224	99.78	149,674	0.33	4,275	1,615	4.48
150,000	BANK OF NEW YORK MELLON 2.200% Due 08-16-23	97.83	146,749	98.52	147,784	0.33	3,300	1,512	4.97
150,000	JPMORGAN CHASE & CO 3.875% Due 02-01-24	105.18	157,771	99.08	148,618	0.33	5,812	2,906	4.82
150,000	METLIFE INC 3.600% Due 04-10-24	105.46	158,197	98.88	148,323	0.33	5,400	1,665	4.56
150,000	WELLS FARGO & COMPANY 3.300% Due 09-09-24	99.88	149,823	97.79	146,683	0.32	4,950	1,952	4.74
150,000	APPLIED MATERIALS INC 3.900% Due 10-01-25	107.96	161,934	98.71	148,063	0.33	5,850	1,950	4.41
150,000	CITIGROUP INC 3.700% Due 01-12-26	101.65	152,470	97.68	146,521	0.32	5,550	293	4.54
150,000	TARGET CORP 2.500% Due 04-15-26	96.45	144,670	95.04	142,561	0.32	3,750	1,104	4.16
20,000	DARDEN RESTAURANTS INC 3.850% Due 05-01-27	110.59	22,118	96.74	19,348	0.04	770	192	4.70
150,000	LOWE'S COS INC 3.100% Due 05-03-27	100.05	150,073	94.99	142,491	0.32	4,650	1,137	4.40

* Callable security

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
ALEUTIANS EAST BOROUGH
January 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
50,000	SOUTHWEST AIRLINES CO 5.125% Due 06-15-27	116.77	58,384	100.92	50,458	0.11	2,562	327	4.88
70,000	BORGWARNER INC 2.650% Due 07-01-27	107.34	75,137	92.00	64,399	0.14	1,855	155	4.67
50,000	ANHEUSER-BUSCH INBEV WORLDWIDE 4.000% Due 04-13-28	114.31	57,154	98.24	49,118	0.11	2,000	600	4.38
50,000	DISCOVER BANK 4.650% Due 09-13-28	115.95	57,974	97.20	48,598	0.11	2,325	891	5.23
45,000	NATIONAL RETAIL PROP INC 4.300% Due 10-15-28	113.12	50,904	95.41	42,935	0.09	1,935	570	5.24
75,000	KLA CORP 4.100% Due 03-15-29	118.78	89,088	98.71	74,035	0.16	3,075	1,162	4.34
70,000	CONOCOPHILLIPS COMPANY 6.950% Due 04-15-29	138.92	97,243	113.23	79,264	0.18	4,865	1,432	4.48
50,000	INTEL CORP 3.900% Due 03-25-30	113.48	56,742	96.09	48,047	0.11	1,950	682	4.54
70,000	MAGELLAN MIDSTREAM PARTN 3.250% Due 06-01-30	111.17	77,820	90.42	63,293	0.14	2,275	379	4.81
50,000	SCHLUMBERGER INVESTMENT 2.650% Due 06-26-30	102.87	51,433	88.94	44,471	0.10	1,325	129	4.42
50,000	CANADIAN NATL RESOURCES 2.950% Due 07-15-30	102.97	51,485	87.45	43,726	0.10	1,475	66	4.98
95,000	SIMON PROPERTY GROUP LP 2.650% Due 07-15-30	104.58	99,348	86.82	82,484	0.18	2,517	112	4.77
50,000	HEALTHPEAK PROPERTIES 2.875% Due 01-15-31	103.48	51,740	86.89	43,446	0.10	1,437	64	4.88
50,000	OMEGA HLTHCARE INVESTORS 3.375% Due 02-01-31	101.92	50,959	80.91	40,455	0.09	1,687	844	6.47
70,000	KIMCO REALTY CORP 3.200% Due 04-01-32	99.17	69,418	86.56	60,591	0.13	2,240	747	5.05
	Accrued Interest				22,487	0.05			
			2,389,862		2,197,877	4.86		22,487	
COMMODITIES									
8,138	FLEXSHARES GLOBAL UPSTREAM N	41.86	340,650	45.98	374,185	0.83	NA		
13,391	INVESCO OPTIMUM YIELD DIVERSIFIED COMMODIT	17.06	228,480	14.95	200,195	0.44	NA		
13,962	iSHARES BB ROLL SELECT COMMODITY ETF	48.62	678,871	54.14	755,903	1.67	NA		
			1,248,002		1,330,283	2.94			
DOMESTIC MID CAP EQUITY FUNDS/ETF									
17,902	ISHARES CORE S&P MIDCAP 400 ETF	177.16	3,171,537	264.29	4,731,320	10.46	NA		

* Callable security

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
ALEUTIANS EAST BOROUGH
January 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
EMERGING MARKET FUNDS/ETF									
36,555	ISHARES ETF CORE MSCI EMERGING MKTS	47.57	1,738,893	50.87	1,859,553	4.11	NA		
DOMESTIC FIXED INCOME FUNDS/ETF									
27,614	VANGUARD SHORT-TERM TIPS ETF	48.50	1,339,416	47.08	1,300,067	2.87	NA		
FNMA & FHLMC									
3,300	FHLMC POOL G14203 4.000% Due 04-01-26	104.56	3,450	99.40	3,280	0.01	132	11	5.62
38,029	FG J32364 2.500% Due 11-01-28	101.51	38,603	95.71	36,397	0.08	951	79	5.14
55,766	FNCI POOL AS6305 3.000% Due 12-01-30	103.77	57,866	97.38	54,308	0.12	1,673	139	4.25
73,158	FNCI POOL BC2737 2.500% Due 05-01-31	103.04	75,378	94.99	69,495	0.15	1,829	152	4.15
18,226	FNMA POOL MA3588 3.500% Due 02-01-34	101.48	18,496	97.73	17,813	0.04	638	53	3.92
	Accrued Interest				435	0.00			
			193,793		181,728	0.40		435	
INTERNATIONAL FIXED INCOME FUNDS/ETF									
44,975	VANGUARD TOTAL INTL BOND ETF	52.73	2,371,481	48.55	2,183,536	4.83	NA		
HIGH YIELD FIXED INCOME									
2,653	SPDR PORTFOLIO HIGH YIELD BO	25.19	66,818	23.17	61,470	0.14			
406,047	VANGUARD HI YLD CORP-ADM	5.65	2,292,467	5.30	2,152,051	4.76	0		
			2,359,286		2,213,521	4.89			
INTERNATIONAL EQUITY FUNDS/ETF									
41,598	ISHARES ETF CORE MSCI EAFE	62.71	2,608,580	67.07	2,789,978	6.17	NA		
DOMESTIC LARGE CAP EQUITY FUNDS/ETF									
23,719	ISHARES S&P 500 INDEX FUND	322.24	7,643,111	408.31	9,684,705	21.42	NA		
9,414	PACER US CASH COWS 100 ETF	45.35	426,925	49.75	468,346	1.04	NA		
			8,070,036		10,153,051	22.45			
REAL ESTATE & INFRASTRUCTURE									
42,701	FLEXSHAR STX GLOBAL BROAD INF ETF	51.00	2,177,835	53.00	2,263,153	5.00	NA		
15,909	JPMORGAN BETABUILDERS MSCI US REIT ETF	79.65	1,267,148	90.23	1,435,469	3.17	NA		
			3,444,983		3,698,622	8.18			

* Callable security

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
ALEUTIANS EAST BOROUGH
January 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
DOMESTIC SMALL CAP EQUITY FUNDS/ETF									
18,246	ISHARES S&P SMALLCAP 600 INDEX ETF	91.11	1,662,306	103.64	1,891,015	4.18	NA		
12,083	PACER US SMALL CAP CASH COWS	35.43	428,095	39.73	480,058	1.06	NA		
			2,090,400		2,371,073	5.24			
U.S. TREASURY									
60,000	US TREASURY NOTES 0.125% Due 08-31-23	99.48	59,688	97.38	58,427	0.13	75	32	4.73
85,000	US TREASURY NOTES 1.625% Due 10-31-23	102.36	87,005	97.69	83,035	0.18	1,381	355	4.81
30,000	US TREASURY NOTES 0.250% Due 11-15-23	99.56	29,868	96.49	28,946	0.06	75	16	4.85
85,000	US TREASURY NOTE 0.875% Due 01-31-24	98.65	83,851	96.23	81,799	0.18	744	2	4.78
15,000	US TREASURY NOTE 0.250% Due 03-15-24	99.79	14,969	95.20	14,280	0.03	37	14	4.71
100,000	US TREASURY NOTE 3.000% Due 06-30-24	99.79	99,785	97.88	97,883	0.22	3,000	265	4.56
275,000	US TREASURY NOTES 2.000% Due 06-30-24	100.86	277,363	96.51	265,397	0.59	5,500	486	4.58
200,000	US TREASURY NOTES 2.375% Due 08-15-24	100.23	200,453	96.90	193,796	0.43	4,750	2,194	4.48
145,000	US TREASURY NOTE 1.125% Due 01-15-25	99.41	144,139	94.23	136,639	0.30	1,631	77	4.23
250,000	US TREASURY NOTES 0.375% Due 04-30-25	98.29	245,723	92.11	230,272	0.51	937	241	4.09
100,000	US TREASURY NOTE 2.875% Due 06-15-25	99.23	99,227	97.41	97,406	0.22	2,875	379	4.03
410,000	US TREASURY NOTES 2.000% Due 08-15-25	97.22	398,583	95.21	390,365	0.86	8,200	3,788	4.00
125,000	US TREASURY NOTES 0.375% Due 11-30-25	91.51	114,390	90.62	113,281	0.25	469	81	3.91
70,000	US TREASURY NOTES 4.000% Due 12-15-25	100.57	70,399	100.30	70,213	0.16	2,800	369	3.89
80,000	US TREASURY NOTES 0.750% Due 03-31-26	99.51	79,606	90.97	72,778	0.16	600	204	3.81
180,000	US TREASURY NOTES 0.625% Due 07-31-26	99.87	179,775	89.75	161,557	0.36	1,125	3	3.78
250,000	US TREASURY NOTES 1.500% Due 08-15-26	99.48	248,691	92.51	231,270	0.51	3,750	1,732	3.78
180,000	US TREASURY NOTES 2.000% Due 11-15-26	97.14	174,860	93.85	168,926	0.37	3,600	776	3.76
200,000	US TREASURY NOTES 2.250% Due 02-15-27	96.95	193,891	94.64	189,290	0.42	4,500	2,079	3.69

* Callable security

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
ALEUTIANS EAST BOROUGH
January 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
120,000	US TREASURY NOTE 3.250% Due 06-30-27	100.53	120,633	98.29	117,952	0.26	3,900	345	3.67
70,000	US TREASURY NOTES 0.375% Due 07-31-27	99.90	69,929	86.54	60,577	0.13	262	1	3.65
80,000	US TREASURY NOTES 0.375% Due 09-30-27	99.04	79,228	86.17	68,934	0.15	300	102	3.63
185,000	US TREASURY NOTES 2.250% Due 11-15-27	100.66	186,218	93.96	173,835	0.38	4,162	897	3.63
80,000	US TREASURY NOTES 0.625% Due 11-30-27	99.93	79,941	86.82	69,456	0.15	500	87	3.62
240,000	US TREASURY NOTES 3.875% Due 12-31-27	101.70	244,078	101.13	242,719	0.54	9,300	818	3.62
100,000	US TREASURY NOTES 2.750% Due 02-15-28	98.99	98,988	95.99	95,988	0.21	2,750	1,270	3.63
85,000	US TREASURY NOTES 1.250% Due 03-31-28	99.59	84,651	88.94	75,597	0.17	1,062	364	3.62
25,000	US TREASURY NOTES 1.250% Due 04-30-28	100.43	25,107	88.81	22,203	0.05	312	80	3.61
125,000	US TREASURY NOTES 2.875% Due 08-15-28	100.04	125,049	96.25	120,312	0.27	3,594	1,660	3.63
125,000	US TREASURY NOTES 3.125% Due 11-15-28	103.28	129,097	97.44	121,806	0.27	3,906	842	3.62
30,000	US TREASURY NOTES 2.875% Due 04-30-29	96.88	29,065	95.98	28,794	0.06	862	222	3.60
90,000	US TREASURY NOTE 3.250% Due 06-30-29	100.52	90,471	98.05	88,242	0.20	2,925	259	3.59
80,000	US TREASURY NOTES 3.875% Due 12-31-29	102.63	82,106	101.91	81,525	0.18	3,100	273	3.56
70,000	US TREASURY NOTES 1.500% Due 02-15-30	100.39	70,273	87.78	61,447	0.14	1,050	485	3.47
220,000	US TREASURY NOTES 0.625% Due 05-15-30	91.23	200,698	81.80	179,962	0.40	1,375	296	3.47
165,000	US TREASURY NOTE 0.625% Due 08-15-30	91.53	151,027	81.42	134,340	0.30	1,031	476	3.44
80,000	US TREASURY NOTES 0.875% Due 11-15-30	99.60	79,678	82.65	66,118	0.15	700	151	3.43
100,000	US TREASURY NOTE 1.125% Due 02-15-31	95.37	95,375	84.18	84,184	0.19	1,125	520	3.39
50,000	US TREASURY NOTES 1.625% Due 05-15-31	100.89	50,445	87.00	43,502	0.10	812	175	3.44
120,000	US TREASURY NOTES 1.875% Due 02-15-32	91.13	109,350	87.75	105,295	0.23	2,250	1,039	3.47
155,000	US TREASURY NOTE 2.875% Due 05-15-32	99.51	154,240	95.23	147,613	0.33	4,456	960	3.48

* Callable security

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
ALEUTIANS EAST BOROUGH
January 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
150,000	US TREASURY NOTES 4.125% Due 11-15-32 Accrued Interest	105.96	158,936	105.20	157,804	0.35	6,187	1,333	3.49
					25,748	0.06			
			5,316,850		5,059,519	11.19		25,748	
CASH AND CASH EQUIVILENTS									
	DIVIDEND ACCRUAL		10,016		10,016	0.02			
	FEDERATED GOVERNMENT OBLIGATIONS		460,780		460,780	1.02			
	INSTITUTI								
			470,796		470,796	1.04			
TOTAL PORTFOLIO			41,628,886		45,222,287	100	193,561	51,125	

* Callable security

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
ALEUTIANS EAST BOROUGH
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
AGENCIES				
01-30-23	01-31-23	FEDERAL HOME LOAN BANK 2.400% Due 02-17-32	40,000	34,375.60
ALTERNATIVE BETA				
01-04-23	01-04-23	BLCKRCK SYST MULTI-STR-INST	20,731.4600	200,058.59
COMMODITIES				
01-03-23	01-05-23	iSHARES BB ROLL SELECT COMMODITY ETF	1,919.0000	102,370.97
DOMESTIC FIXED INCOME FUNDS/ETF				
01-03-23	01-05-23	VANGUARD SHORT-TERM TIPS ETF	10,410.0000	486,039.78
DOMESTIC LARGE CAP EQUITY FUNDS/ETF				
01-03-23	01-05-23	ISHARES S&P 500 INDEX FUND	867.0000	329,569.24
01-03-23	01-05-23	PACER US CASH COWS 100 ETF	9,414.0000	426,924.90
				756,494.14
DOMESTIC MID CAP EQUITY FUNDS/ETF				
01-03-23	01-05-23	ISHARES CORE S&P MIDCAP 400 ETF	423.0000	101,192.60
DOMESTIC SMALL CAP EQUITY FUNDS/ETF				
01-03-23	01-05-23	PACER US SMALL CAP CASH COWS	12,083.0000	428,094.65

* Callable security

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
ALEUTIANS EAST BOROUGH
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
EMERGING MARKET FUNDS/ETF				
01-03-23	01-05-23	ISHARES ETF CORE MSCI EMERGING MKTS	3,121.0000	146,892.99
HIGH YIELD FIXED INCOME				
01-04-23	01-04-23	VANGUARD HI YLD CORP-ADM	1,433.6690	7,455.08
INTERNATIONAL EQUITY FUNDS/ETF				
01-03-23	01-05-23	ISHARES ETF CORE MSCI EAFE	8,514.0000	528,089.36
INTERNATIONAL FIXED INCOME FUNDS/ETF				
01-03-23	01-05-23	VANGUARD TOTAL INTL BOND ETF	6,246.0000	298,956.67
REAL ESTATE & INFRASTRUCTURE				
01-03-23	01-05-23	FLEXSHAR STX GLOBAL BROAD INF ETF	2,182.0000	110,005.96
01-03-23	01-05-23	JPMORGAN BETABUILDERS MSCI US REIT ETF	2,840.0000	229,457.80
				339,463.76
U.S. TREASURY				
01-19-23	01-20-23	US TREASURY NOTES 4.125% Due 11-15-32	150,000	158,935.55
01-19-23	01-20-23	US TREASURY NOTES 4.000% Due 12-15-25	70,000	70,399.22
01-19-23	01-20-23	US TREASURY NOTES 3.875% Due 12-31-29	80,000	82,106.25

* Callable security

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
ALEUTIANS EAST BOROUGH
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
01-19-23	01-20-23	US TREASURY NOTES 3.875% Due 12-31-27	240,000	244,078.13
				555,519.15
				3,985,003.34

DEPOSITS AND EXPENSES

MANAGEMENT FEES

01-31-23	01-31-23	MANAGEMENT FEES		6,385.47
				6,385.47

DIVIDEND

HIGH YIELD FIXED INCOME

01-31-23	02-01-23	VANGUARD HI YLD CORP-ADM		10,015.81
				10,015.81

INTEREST

AGENCIES

01-30-23	01-30-23	FEDERAL HOME LOAN BANK 1.400% Due 01-09-31		525.00
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CASH AND CASH EQUIVILENTS

01-03-23	01-03-23	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		4,691.28
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CORPORATE BONDS

01-03-23	01-03-23	BORGWARNER INC 2.650% Due 07-01-27		927.50
01-12-23	01-12-23	CITIGROUP INC 3.700% Due 01-12-26		2,775.00

* Callable security

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
ALEUTIANS EAST BOROUGH
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
01-17-23	01-17-23	CANADIAN NATL RESOURCES 2.950% Due 07-15-30		737.50
01-17-23	01-17-23	HEALTHPEAK PROPERTIES 2.875% Due 01-15-31		718.75
01-17-23	01-17-23	SIMON PROPERTY GROUP LP 2.650% Due 07-15-30		1,258.75
				<hr/> 6,417.50
FNMA & FHLMC				
01-17-23	01-17-23	FHLMC POOL G14203 4.000% Due 04-01-26		11.44
01-17-23	01-17-23	FG J32364 2.500% Due 11-01-28		81.26
01-25-23	01-25-23	FNCI POOL AS6305 3.000% Due 12-01-30		141.13
01-25-23	01-25-23	FNCI POOL BC2737 2.500% Due 05-01-31		154.29
01-25-23	01-25-23	FNMA POOL MA3588 3.500% Due 02-01-34		53.84
				<hr/> 441.96
U.S. TREASURY				
01-17-23	01-17-23	US TREASURY NOTES 0.125% Due 07-15-23		62.50
01-17-23	01-17-23	US TREASURY NOTE 1.125% Due 01-15-25		815.63
01-31-23	01-31-23	US TREASURY NOTES 0.375% Due 07-31-27		131.25
01-31-23	01-31-23	US TREASURY NOTES 0.625% Due 07-31-26		562.50

* Callable security

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
ALEUTIANS EAST BOROUGH
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
01-31-23	01-31-23	US TREASURY NOTE 0.875% Due 01-31-24		371.89
				1,943.77
				14,019.51

PRINCIPAL PAYDOWNS

FNMA & FHLMC

01-17-23	01-17-23	FHLMC POOL G14203 4.000% Due 04-01-26	130.75	130.75
01-17-23	01-17-23	FG J32364 2.500% Due 11-01-28	974.72	974.72
01-25-23	01-25-23	FNCI POOL AS6305 3.000% Due 12-01-30	687.54	687.54
01-25-23	01-25-23	FNCI POOL BC2737 2.500% Due 05-01-31	899.73	899.73
01-25-23	01-25-23	FNMA POOL MA3588 3.500% Due 02-01-34	233.40	233.40
				2,926.14
				2,926.14

PURCHASED ACCRUED INTEREST

AGENCIES

01-30-23	01-31-23	FEDERAL HOME LOAN BANK 2.400% Due 02-17-32		437.33
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U.S. TREASURY

01-19-23	01-20-23	US TREASURY NOTES 4.125% Due 11-15-32		1,128.11
01-19-23	01-20-23	US TREASURY NOTES 4.000% Due 12-15-25		276.92
01-19-23	01-20-23	US TREASURY NOTES 3.875% Due 12-31-29		171.27

* Callable security

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
ALEUTIANS EAST BOROUGH
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
01-19-23	01-20-23	US TREASURY NOTES 3.875% Due 12-31-27		513.81
				2,090.11
				2,527.44

SALES, MATURITIES, AND CALLS

ALTERNATIVE BETA

01-03-23	01-05-23	CORE ALTERNATIVE ETF	25,941.0000	809,081.25
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DOMESTIC LARGE CAP EQUITY FUNDS/ETF

01-03-23	01-05-23	INVESCO S&P 500 LOW VOLATILITY	7,242.0000	458,950.51
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DOMESTIC SMALL CAP EQUITY FUNDS/ETF

01-03-23	01-05-23	ISHARES S&P SMALLCAP 600 INDEX ETF	3,407.0000	319,518.87
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INTERNATIONAL EQUITY FUNDS/ETF

01-03-23	01-05-23	ISHARES EDGE MSCI MIN VOL EAFE ETF	6,741.0000	431,373.68
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U.S. TREASURY

01-04-23	01-05-23	US TREASURY NOTES 2.625% Due 02-28-23	135,000	134,625.59
01-04-23	01-05-23	US TREASURY NOTES 0.125% Due 05-31-23	10,000	9,820.70
01-19-23	01-20-23	US TREASURY NOTES 0.125% Due 07-15-23	100,000	97,800.78
01-19-23	01-20-23	US TREASURY NOTES 0.125% Due 12-15-23	70,000	67,210.94
01-19-23	01-20-23	US TREASURY NOTES 0.125% Due 02-15-24	250,000	238,281.25
01-19-23	01-20-23	US TREASURY NOTES 0.125% Due 05-31-23	80,000	78,696.88

* Callable security

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
ALEUTIANS EAST BOROUGH
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
01-19-23	01-20-23	US TREASURY NOTES 0.250% Due 09-30-23	75,000	72,732.42
01-30-23	01-31-23	US TREASURY NOTE 0.250% Due 03-15-24	35,000	33,306.05
				732,474.61
				2,751,398.92

SOLD ACCRUED INTEREST

U.S. TREASURY

01-04-23	01-05-23	US TREASURY NOTES 2.625% Due 02-28-23		1,243.25
01-04-23	01-05-23	US TREASURY NOTES 0.125% Due 05-31-23		1.24
01-19-23	01-20-23	US TREASURY NOTES 0.125% Due 07-15-23		1.73
01-19-23	01-20-23	US TREASURY NOTES 0.125% Due 12-15-23		8.65
01-19-23	01-20-23	US TREASURY NOTES 0.125% Due 02-15-24		134.17
01-19-23	01-20-23	US TREASURY NOTES 0.125% Due 05-31-23		14.01
01-19-23	01-20-23	US TREASURY NOTES 0.250% Due 09-30-23		57.69
01-30-23	01-31-23	US TREASURY NOTE 0.250% Due 03-15-24		33.36
				1,494.10
				1,494.10

WITHDRAW

CASH AND CASH EQUIVALENTS

01-03-23	01-03-23	DIVIDEND ACCRUAL		9,870.21
01-03-23	01-03-23	CASH RECEIVABLE		2,750.00
01-03-23	01-03-23	CASH RECEIVABLE		1,500.00
01-03-23	01-03-23	CASH RECEIVABLE		1,950.00

* Callable security

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
ALEUTIANS EAST BOROUGH
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
01-03-23	01-03-23	CASH RECEIVABLE		1,462.50
01-17-23	01-17-23	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		967.68
				18,500.39
				18,500.39

* Callable security

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
ALEUTIANS EAST BOROUGH
From 01-01-23 Through 01-31-23

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
01-03-23	7,242.0000	INVESCO S&P 500 LOW VOLATILITY	476,283.19	458,950.51	-17,332.68
01-03-23	6,741.0000	ISHARES EDGE MSCI MIN VOL EAFE ETF	454,894.33	431,373.68	-23,520.65
01-03-23	3,407.0000	ISHARES S&P SMALLCAP 600 INDEX ETF	310,395.44	319,518.87	9,123.43
01-03-23	25,941.0000	CORE ALTERNATIVE ETF	786,686.76	809,081.25	22,394.49
01-04-23	135,000	US TREASURY NOTES 2.625% Due 02-28-23	134,620.31	134,625.59	5.28
01-04-23	10,000	US TREASURY NOTES 0.125% Due 05-31-23	9,994.92	9,820.70	-174.22
01-17-23	130.75	FHLMC POOL G14203 4.000% Due 04-01-26	136.72	130.75	-5.97
01-17-23	974.72	FG J32364 2.500% Due 11-01-28	989.42	974.72	-14.70
01-19-23	100,000	US TREASURY NOTES 0.125% Due 07-15-23	99,996.09	97,800.78	-2,195.31
01-19-23	70,000	US TREASURY NOTES 0.125% Due 12-15-23	69,912.50	67,210.94	-2,701.56
01-19-23	250,000	US TREASURY NOTES 0.125% Due 02-15-24	247,646.48	238,281.25	-9,365.23
01-19-23	80,000	US TREASURY NOTES 0.125% Due 05-31-23	79,959.38	78,696.88	-1,262.50
01-19-23	75,000	US TREASURY NOTES 0.250% Due 09-30-23	72,603.52	72,732.42	128.90
01-25-23	687.54	FNCI POOL AS6305 3.000% Due 12-01-30	713.43	687.54	-25.89
01-25-23	899.73	FNCI POOL BC2737 2.500% Due 05-01-31	927.04	899.73	-27.31
01-25-23	233.40	FNMA POOL MA3588 3.500% Due 02-01-34	236.86	233.40	-3.46
01-30-23	35,000	US TREASURY NOTE 0.250% Due 03-15-24	34,927.54	33,306.05	-1,621.49
TOTAL GAINS					31,652.09
TOTAL LOSSES					-58,250.96
			2,780,923.93	2,754,325.06	-26,598.87

Alaska Permanent Capital Management Co.

CASH LEDGER

ALEUTIANS EAST BOROUGH*From 01-01-23 To 01-31-23*

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI					
01-01-23			Beginning Balance		1,661,906.79
01-03-23	01-05-23	wd	Purchase	ISHARES CORE S&P MIDCAP 400 ETF	-101,192.60
01-03-23	01-05-23	wd	Purchase	ISHARES S&P 500 INDEX FUND	-329,569.24
01-03-23	01-05-23	wd	Purchase	iSHARES BB ROLL SELECT COMMODITY ETF	-102,370.97
01-03-23	01-05-23	wd	Purchase	FLEXSHAR STX GLOBAL BROAD INF ETF	-110,005.96
01-03-23	01-05-23	wd	Purchase	JPMORGAN BETABUILDERS MSCI US REIT ETF	-229,457.80
01-03-23	01-05-23	wd	Purchase	ISHARES ETF CORE MSCI EMERGING MKTS	-146,892.99
01-03-23	01-05-23	wd	Purchase	VANGUARD TOTAL INTL BOND ETF	-298,956.67
01-03-23	01-05-23	wd	Purchase	ISHARES ETF CORE MSCI EAFE	-528,089.36
01-03-23	01-05-23	wd	Purchase	VANGUARD SHORT-TERM TIPS ETF	-486,039.78
01-03-23	01-05-23	wd	Purchase	PACER US CASH COWS 100 ETF	-426,924.90
01-03-23	01-05-23	wd	Purchase	PACER US SMALL CAP CASH COWS	-428,094.65
01-03-23	01-05-23	dp	Sale	INVESCO S&P 500 LOW VOLATILITY	458,950.51
01-03-23	01-05-23	dp	Sale	ISHARES EDGE MSCI MIN VOL EAFE ETF	431,373.68
01-03-23	01-05-23	dp	Sale	ISHARES S&P SMALLCAP 600 INDEX ETF	319,518.87
01-03-23	01-03-23	dp	Interest	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI	4,691.28

* Callable security

Alaska Permanent Capital Management Co.

CASH LEDGER***ALEUTIANS EAST BOROUGH****From 01-01-23 To 01-31-23*

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
01-03-23	01-03-23	dp	Interest	BORGWARNER INC 2.650% Due 07-01-27	927.50
01-03-23	01-05-23	dp	Sale	CORE ALTERNATIVE ETF	809,081.25
01-03-23	01-03-23	dp	Transfer from	DIVIDEND ACCRUAL	9,870.21
01-03-23	01-03-23	dp	Transfer from	CASH RECEIVABLE	2,750.00
01-03-23	01-03-23	dp	Transfer from	CASH RECEIVABLE	1,500.00
01-03-23	01-03-23	dp	Transfer from	CASH RECEIVABLE	1,950.00
01-03-23	01-03-23	dp	Transfer from	CASH RECEIVABLE	1,462.50
01-04-23	01-05-23	dp	Sale	US TREASURY NOTES 2.625% Due 02-28-23	134,625.59
01-04-23	01-05-23	dp	Accrued Interest	US TREASURY NOTES 2.625% Due 02-28-23	1,243.25
01-04-23	01-05-23	dp	Sale	US TREASURY NOTES 0.125% Due 05-31-23	9,820.70
01-04-23	01-05-23	dp	Accrued Interest	US TREASURY NOTES 0.125% Due 05-31-23	1.24
01-04-23	01-04-23	wd	Purchase	BLCKRCK SYST MULTI-STR-INST	-200,058.59
01-04-23	01-04-23	wd	Purchase	VANGUARD HI YLD CORP-ADM	-7,455.08
01-12-23	01-12-23	dp	Interest	CITIGROUP INC 3.700% Due 01-12-26	2,775.00
01-17-23	01-17-23	dp	Interest	CANADIAN NATL RESOURCES 2.950% Due 07-15-30	737.50
01-17-23	01-17-23	dp	Interest	HEALTHPEAK PROPERTIES 2.875% Due 01-15-31	718.75
01-17-23	01-17-23	dp	Interest	SIMON PROPERTY GROUP LP 2.650% Due 07-15-30	1,258.75
01-17-23	01-17-23	wd	Withdrawal	from Portfolio	-967.68

* Callable security

Alaska Permanent Capital Management Co.

CASH LEDGER***ALEUTIANS EAST BOROUGH****From 01-01-23 To 01-31-23*

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
01-17-23	01-17-23	dp	Interest	FHLMC POOL G14203 4.000% Due 04-01-26	11.44
01-17-23	01-17-23	dp	Paydown	FHLMC POOL G14203 4.000% Due 04-01-26	130.75
01-17-23	01-17-23	dp	Paydown	FG J32364 2.500% Due 11-01-28	974.72
01-17-23	01-17-23	dp	Interest	FG J32364 2.500% Due 11-01-28	81.26
01-17-23	01-17-23	dp	Interest	US TREASURY NOTES 0.125% Due 07-15-23	62.50
01-17-23	01-17-23	dp	Interest	US TREASURY NOTE 1.125% Due 01-15-25	815.63
01-19-23	01-20-23	dp	Sale	US TREASURY NOTES 0.125% Due 07-15-23	97,800.78
01-19-23	01-20-23	dp	Accrued Interest	US TREASURY NOTES 0.125% Due 07-15-23	1.73
01-19-23	01-20-23	dp	Sale	US TREASURY NOTES 0.125% Due 12-15-23	67,210.94
01-19-23	01-20-23	dp	Accrued Interest	US TREASURY NOTES 0.125% Due 12-15-23	8.65
01-19-23	01-20-23	dp	Sale	US TREASURY NOTES 0.125% Due 02-15-24	238,281.25
01-19-23	01-20-23	dp	Accrued Interest	US TREASURY NOTES 0.125% Due 02-15-24	134.17
01-19-23	01-20-23	dp	Sale	US TREASURY NOTES 0.125% Due 05-31-23	78,696.88
01-19-23	01-20-23	dp	Accrued Interest	US TREASURY NOTES 0.125% Due 05-31-23	14.01

* Callable security

Alaska Permanent Capital Management Co.

CASH LEDGER***ALEUTIANS EAST BOROUGH****From 01-01-23 To 01-31-23*

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
01-19-23	01-20-23	dp	Sale	US TREASURY NOTES 0.250% Due 09-30-23	72,732.42
01-19-23	01-20-23	dp	Accrued Interest	US TREASURY NOTES 0.250% Due 09-30-23	57.69
01-19-23	01-20-23	wd	Purchase	US TREASURY NOTES 4.125% Due 11-15-32	-158,935.55
01-19-23	01-20-23	wd	Accrued Interest	US TREASURY NOTES 4.125% Due 11-15-32	-1,128.11
01-19-23	01-20-23	wd	Purchase	US TREASURY NOTES 4.000% Due 12-15-25	-70,399.22
01-19-23	01-20-23	wd	Accrued Interest	US TREASURY NOTES 4.000% Due 12-15-25	-276.92
01-19-23	01-20-23	wd	Purchase	US TREASURY NOTES 3.875% Due 12-31-29	-82,106.25
01-19-23	01-20-23	wd	Accrued Interest	US TREASURY NOTES 3.875% Due 12-31-29	-171.27
01-19-23	01-20-23	wd	Purchase	US TREASURY NOTES 3.875% Due 12-31-27	-244,078.13
01-19-23	01-20-23	wd	Accrued Interest	US TREASURY NOTES 3.875% Due 12-31-27	-513.81
01-25-23	01-25-23	dp	Interest	FNCI POOL AS6305 3.000% Due 12-01-30	141.13
01-25-23	01-25-23	dp	Paydown	FNCI POOL AS6305 3.000% Due 12-01-30	687.54
01-25-23	01-25-23	dp	Paydown	FNCI POOL BC2737 2.500% Due 05-01-31	899.73
01-25-23	01-25-23	dp	Interest	FNCI POOL BC2737 2.500% Due 05-01-31	154.29

* Callable security

Alaska Permanent Capital Management Co.

CASH LEDGER***ALEUTIANS EAST BOROUGH****From 01-01-23 To 01-31-23*

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
01-25-23	01-25-23	dp	Interest	FNMA POOL MA3588 3.500% Due 02-01-34	53.84
01-25-23	01-25-23	dp	Paydown	FNMA POOL MA3588 3.500% Due 02-01-34	233.40
01-30-23	01-31-23	wd	Purchase	FEDERAL HOME LOAN BANK 2.400% Due 02-17-32	-34,375.60
01-30-23	01-31-23	wd	Accrued Interest	FEDERAL HOME LOAN BANK 2.400% Due 02-17-32	-437.33
01-30-23	01-31-23	dp	Sale	US TREASURY NOTE 0.250% Due 03-15-24	33,306.05
01-30-23	01-31-23	dp	Accrued Interest	US TREASURY NOTE 0.250% Due 03-15-24	33.36
01-30-23	01-30-23	dp	Interest	FEDERAL HOME LOAN BANK 1.400% Due 01-09-31	525.00
01-31-23	01-31-23	dp	Interest	US TREASURY NOTES 0.375% Due 07-31-27	131.25
01-31-23	01-31-23	dp	Interest	US TREASURY NOTES 0.625% Due 07-31-26	562.50
01-31-23	01-31-23	dp	Interest	US TREASURY NOTE 0.875% Due 01-31-24	371.89
01-31-23			Ending Balance		460,779.71
CASH RECEIVABLE					
01-01-23			Beginning Balance		7,662.50
01-03-23	01-03-23	wd	Transfer to	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI	-2,750.00
01-03-23	01-03-23	wd	Transfer to	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI	-1,500.00

* Callable security

Alaska Permanent Capital Management Co.

CASH LEDGER

ALEUTIANS EAST BOROUGH*From 01-01-23 To 01-31-23*

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
01-03-23	01-03-23	wd	Transfer to	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI	-1,950.00
01-03-23	01-03-23	wd	Transfer to	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI	-1,462.50
01-31-23			Ending Balance		0.00
DIVIDEND ACCRUAL					
01-01-23			Beginning Balance		9,870.21
01-03-23	01-03-23	wd	Transfer to	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI	-9,870.21
01-31-23	02-01-23	dp	Dividend	VANGUARD HI YLD CORP-ADM	10,015.81
01-31-23			Ending Balance		10,015.81

* Callable security

AEB OPERATING FUND

Account Statement - Period Ending January 31, 2023



ALASKA PERMANENT
CAPITAL MANAGEMENT

Registered Investment Adviser

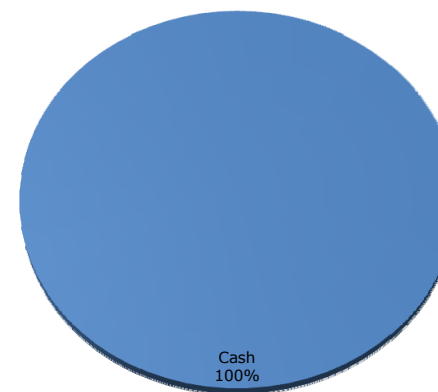
ACCOUNT ACTIVITY

Portfolio Value on 12-31-22	2,708,960
Contributions	0
Withdrawals	-143
Change in Market Value	3,002
Interest	5,790
Dividends	0
Portfolio Value on 01-31-23	2,717,609

MANAGEMENT TEAM

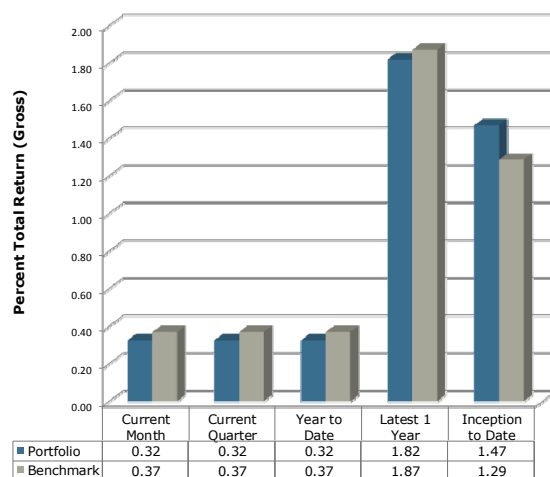
Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Paul Hanson, CFA®
Contact Phone Number:	907/272 -7575

PORTFOLIO COMPOSITION



INVESTMENT PERFORMANCE

Current Account Benchmark:
FTSE 3-Month TBill



Performance is Annualized for Periods Greater than One Year

Fixed Income Portfolio Statistics

Average Quality: AAA Yield to Maturity: 4.52% Average Maturity: 0.22 Yrs

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
AEB OPERATING FUND
January 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
TREASURY BILLS									
610,000	US TREASURY BILL 0.000% Due 02-02-23	99.05	604,232	99.99	609,933	22.44	NA	0	1.98
450,000	US TREASURY BILLS 0.000% Due 04-13-23	97.92	440,654	99.11	445,986	16.41	NA	0	4.55
525,000	US TREASURY BILLS 0.000% Due 04-27-23	98.05	514,767	98.94	519,424	19.11	NA	0	4.54
525,000	US TREASURY BILLS 0.000% Due 05-16-23	98.50	517,101	98.68	518,075	19.06	NA	0	4.61
300,000	US TREASURY BILLS 0.000% Due 06-15-23	97.73	293,205	98.33	294,978	10.85	NA	0	4.59
315,000	US TREASURY BILLS 0.000% Due 07-06-23	97.67	307,667	98.05	308,854	11.36	NA	0	4.62
			2,677,625		2,697,251	99.25		0	
CASH AND CASH EQUIVILENTS									
	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		20,358		20,358	0.75			
TOTAL PORTFOLIO			2,697,984		2,717,609	100	0	0	

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
AEB OPERATING FUND
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
TREASURY BILLS				
01-04-23	01-05-23	US TREASURY BILLS 0.000% Due 07-06-23	315,000	307,666.54
01-17-23	01-18-23	US TREASURY BILLS 0.000% Due 05-16-23	525,000	517,101.38
				824,767.92
				824,767.92
DEPOSITS AND EXPENSES				
MANAGEMENT FEES				
01-31-23	01-31-23	MANAGEMENT FEES		383.73
				383.73
INTEREST				
CASH AND CASH EQUIVILENTS				
01-03-23	01-03-23	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		105.77
TREASURY BILLS				
01-17-23	01-17-23	US TREASURY BILL 0.000% Due 01-17-23		5,683.82
				5,789.59
SALES, MATURITIES, AND CALLS				
TREASURY BILLS				
01-03-23	01-03-23	US TREASURY BILLS 0.000% Due 01-03-23	300,000	300,000.00
01-17-23	01-17-23	US TREASURY BILL 0.000% Due 01-17-23	520,000	514,316.18
				814,316.18
				814,316.18

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
AEB OPERATING FUND
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
WITHDRAW				
CASH AND CASH EQUIVILENTS				
01-17-23	01-17-23	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		142.87
				142.87

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
AEB OPERATING FUND
From 01-01-23 Through 01-31-23

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
01-03-23	300,000	US TREASURY BILLS 0.000% Due 01-03-23	297,635.00	300,000.00	2,365.00
01-17-23	520,000	US TREASURY BILL 0.000% Due 01-17-23	514,316.18	514,316.18	0.00
TOTAL GAINS					2,365.00
TOTAL LOSSES					0.00
			811,951.18	814,316.18	2,365.00

Alaska Permanent Capital Management Co.

CASH LEDGER***AEB OPERATING FUND****From 01-01-23 To 01-31-23*

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI					
01-01-23			Beginning Balance		25,163.33
01-03-23	01-03-23	dp	Interest	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI	105.77
01-03-23	01-03-23	dp	Sale	US TREASURY BILLS 0.000% Due 01-03-23	300,000.00
01-04-23	01-05-23	wd	Purchase	US TREASURY BILLS 0.000% Due 07-06-23	-307,666.54
01-17-23	01-18-23	wd	Purchase	US TREASURY BILLS 0.000% Due 05-16-23	-517,101.38
01-17-23	01-17-23	wd	Withdrawal	from Portfolio	-142.87
01-17-23	01-17-23	dp	Interest	US TREASURY BILL 0.000% Due 01-17-23	5,683.82
01-17-23	01-17-23	dp	Sale	US TREASURY BILL 0.000% Due 01-17-23	514,316.18
01-31-23			Ending Balance		20,358.31

ALEUTIANS EAST BOROUGH SERIES E BOND

Account Statement - Period Ending January 31, 2023



ALASKA PERMANENT
CAPITAL MANAGEMENT

Registered Investment Adviser

ACCOUNT ACTIVITY

Portfolio Value on 12-31-22	2,646,342
Contributions	0
Withdrawals	-511
Change in Market Value	2,751
Interest	5,765
Dividends	0

Portfolio Value on 01-31-23 2,654,347

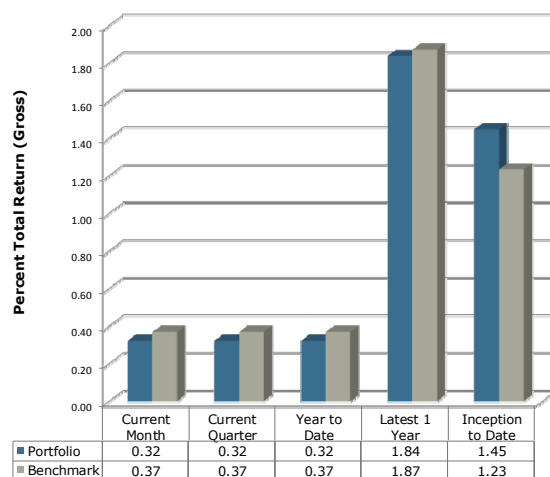
MANAGEMENT TEAM

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

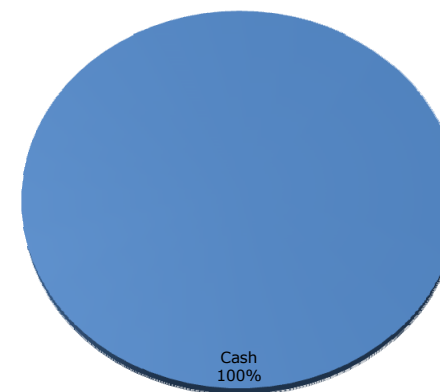
PORTFOLIO COMPOSITION

INVESTMENT PERFORMANCE

Current Account Benchmark:
FTSE 3-Month TBill



Performance is Annualized for Periods Greater than One Year



Fixed Income Portfolio Statistics

Average Quality: AAA Yield to Maturity: 4.55% Average Maturity: 0.24 Yrs

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
ALEUTIANS EAST BOROUGH SERIES E BOND
January 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
TREASURY BILLS									
565,000	US TREASURY BILL 0.000% Due 02-02-23	99.06	559,671	99.99	564,938	21.28	NA	0	1.98
450,000	US TREASURY BILLS 0.000% Due 04-13-23	97.92	440,654	99.11	445,986	16.80	NA	0	4.55
360,000	US TREASURY BILLS 0.000% Due 04-27-23	98.05	352,983	98.94	356,177	13.42	NA	0	4.54
525,000	US TREASURY BILLS 0.000% Due 05-16-23	98.50	517,101	98.68	518,075	19.52	NA	0	4.61
315,000	US TREASURY BILLS 0.000% Due 07-06-23	97.67	307,667	98.05	308,854	11.64	NA	0	4.62
440,000	US TREASURY BILLS 0.000% Due 07-20-23	97.67	429,746	97.85	430,522	16.22	NA	0	4.69
			2,607,822		2,624,553	98.88		0	
CASH AND CASH EQUIVILENTS									
	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		29,794		29,794	1.12			
TOTAL PORTFOLIO			2,637,616		2,654,347	100	0	0	

* Callable security

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
ALEUTIANS EAST BOROUGH SERIES E BOND
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
TREASURY BILLS				
01-04-23	01-05-23	US TREASURY BILLS 0.000% Due 07-06-23	315,000	307,666.54
01-17-23	01-18-23	US TREASURY BILLS 0.000% Due 05-16-23	525,000	517,101.38
01-19-23	01-20-23	US TREASURY BILLS 0.000% Due 07-20-23	440,000	429,746.35
				1,254,514.27
				1,254,514.27
DEPOSITS AND EXPENSES				
MANAGEMENT FEES				
01-31-23	01-31-23	MANAGEMENT FEES		374.79
				374.79
INTEREST				
CASH AND CASH EQUIVILENTS				
01-03-23	01-03-23	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		81.54
TREASURY BILLS				
01-17-23	01-17-23	US TREASURY BILL 0.000% Due 01-17-23		5,683.82
				5,765.36
SALES, MATURITIES, AND CALLS				
TREASURY BILLS				
01-03-23	01-03-23	US TREASURY BILLS 0.000% Due 01-03-23	300,000	300,000.00
01-17-23	01-17-23	US TREASURY BILL 0.000% Due 01-17-23	520,000	514,316.18

* Callable security

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
ALEUTIANS EAST BOROUGH SERIES E BOND
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
01-19-23	01-19-23	US TREASURY BILL 0.000% Due 01-19-23	440,000	440,000.00
				1,254,316.18
				1,254,316.18
WITHDRAW				
CASH AND CASH EQUIVILENTS				
01-17-23	01-17-23	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		510.79
				510.79

* Callable security

Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
ALEUTIANS EAST BOROUGH SERIES E BOND
From 01-01-23 Through 01-31-23

Date	Quantity	Security	Avg. Cost Basis	Proceeds	Gain Or Loss
01-03-23	300,000	US TREASURY BILLS 0.000% Due 01-03-23	297,655.17	300,000.00	2,344.83
01-17-23	520,000	US TREASURY BILL 0.000% Due 01-17-23	514,316.18	514,316.18	0.00
01-19-23	440,000	US TREASURY BILL 0.000% Due 01-19-23	435,727.11	440,000.00	4,272.89
TOTAL GAINS					6,617.72
TOTAL LOSSES					0.00
			1,247,698.46	1,254,316.18	6,617.72

Alaska Permanent Capital Management Co.
CASH LEDGER
ALEUTIANS EAST BOROUGH SERIES E BOND
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI					
01-01-23			Beginning Balance		24,737.72
01-03-23	01-03-23	dp	Interest	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI	81.54
01-03-23	01-03-23	dp	Sale	US TREASURY BILLS 0.000% Due 01-03-23	300,000.00
01-04-23	01-05-23	wd	Purchase	US TREASURY BILLS 0.000% Due 07-06-23	-307,666.54
01-17-23	01-18-23	wd	Purchase	US TREASURY BILLS 0.000% Due 05-16-23	-517,101.38
01-17-23	01-17-23	wd	Withdrawal	from Portfolio	-510.79
01-17-23	01-17-23	dp	Interest	US TREASURY BILL 0.000% Due 01-17-23	5,683.82
01-17-23	01-17-23	dp	Sale	US TREASURY BILL 0.000% Due 01-17-23	514,316.18
01-19-23	01-20-23	wd	Purchase	US TREASURY BILLS 0.000% Due 07-20-23	-429,746.35
01-19-23	01-19-23	dp	Sale	US TREASURY BILL 0.000% Due 01-19-23	440,000.00
01-31-23			Ending Balance		29,794.20

* Callable security

AEB 2010 SERIES B BOND/AKUTAN AIR

Account Statement - Period Ending January 31, 2023



ALASKA PERMANENT
CAPITAL MANAGEMENT

Registered Investment Adviser

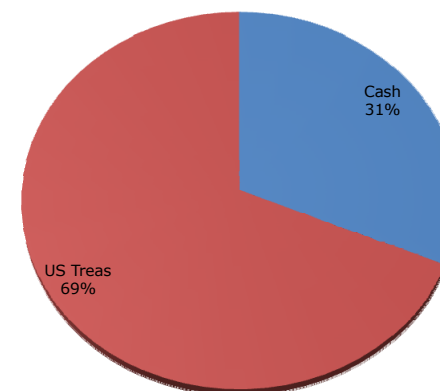
ACCOUNT ACTIVITY

Portfolio Value on 12-31-22	836,076
Contributions	0
Withdrawals	-65
Change in Market Value	3,904
Interest	628
Dividends	0
Portfolio Value on 01-31-23	840,543

MANAGEMENT TEAM

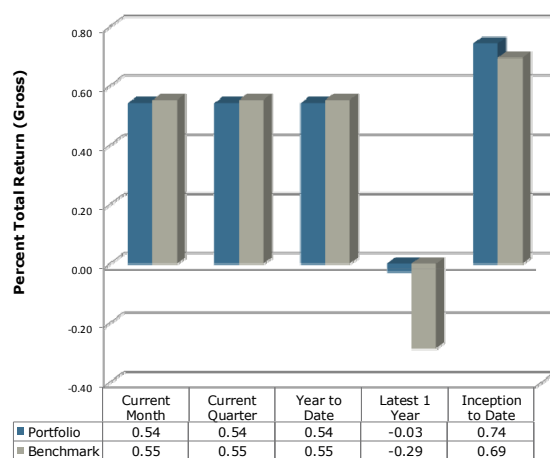
Client Relationship Manager:	Blake Phillips, CFA® Blake@apcm.net
Your Portfolio Manager:	Paul Hanson, CFA®
Contact Phone Number:	907/272-7575

PORTFOLIO COMPOSITION



INVESTMENT PERFORMANCE

Current Account Benchmark:
50% Bloomberg 1-3 Yr Gov/50% FTSE
3mo Tbill



Performance is Annualized for Periods Greater than One Year

Fixed Income Portfolio Statistics

Average Quality: AAA Yield to Maturity: 4.33% Average Maturity: 1.03 Yrs

Alaska Permanent Capital Management Co.
PORTFOLIO APPRAISAL
AEB 2010 SERIES B BOND/AKUTAN AIR
January 31, 2023

Quantity	Security	Average Cost	Total Average Cost	Price	Market Value	Pct. Assets	Annual Income	Accrued Interest	Yield to Maturity
TREASURY BILLS									
255,000	US TREASURY BILL 0.000% Due 02-02-23	98.99	252,432	99.99	254,972	30.33	NA	0	1.98
U.S. TREASURY									
40,000	US TREASURY NOTES 0.125% Due 05-15-23	99.91	39,964	98.71	39,484	4.70	50	11	4.67
70,000	US TREASURY NOTES 0.250% Due 06-15-23	100.20	70,137	98.36	68,851	8.19	175	23	4.75
35,000	US TREASURY NOTES 0.125% Due 09-15-23	99.82	34,938	97.20	34,021	4.05	44	17	4.77
65,000	US TREASURY NOTES 0.125% Due 01-15-24	99.36	64,584	95.72	62,220	7.40	81	4	4.76
15,000	US TREASURY NOTES 0.250% Due 05-15-24	99.71	14,956	94.57	14,186	1.69	37	8	4.64
60,000	US TREASURY NOTES 0.250% Due 06-15-24	96.51	57,903	94.32	56,592	6.73	150	20	4.57
85,000	US TREASURY NOTES 0.375% Due 09-15-24	99.76	84,794	93.78	79,714	9.48	319	122	4.40
65,000	US TREASURY NOTE 1.125% Due 01-15-25	97.85	63,602	94.23	61,252	7.29	731	34	4.23
30,000	US TREASURY NOTE 2.625% Due 04-15-25	99.50	29,849	96.88	29,065	3.46	787	236	4.12
55,000	US TREASURY NOTES 3.000% Due 07-15-25	100.54	55,296	97.64	53,703	6.39	1,650	77	4.02
75,000	US TREASURY NOTES 4.250% Due 10-15-25	100.15	75,111	100.76	75,571	8.99	3,187	954	3.95
	Accrued Interest				1,507	0.18			
			591,134		576,167	68.55		1,507	
CASH AND CASH EQUIVILENTS									
	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		9,405		9,405	1.12			
TOTAL PORTFOLIO			852,971		840,543	100	7,212	1,507	

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
AEB 2010 SERIES B BOND/AKUTAN AIR
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
PURCHASES				
U.S. TREASURY				
01-04-23	01-05-23	US TREASURY NOTES 4.250% Due 10-15-25	40,000	40,078.13
				40,078.13
DEPOSITS AND EXPENSES				
MANAGEMENT FEES				
01-31-23	01-31-23	MANAGEMENT FEES		118.69
				118.69
INTEREST				
CASH AND CASH EQUIVILENTS				
01-03-23	01-03-23	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		32.86
U.S. TREASURY				
01-17-23	01-17-23	US TREASURY NOTES 0.125% Due 01-15-24		40.63
01-17-23	01-17-23	US TREASURY NOTE 1.125% Due 01-15-25		365.63
01-17-23	01-17-23	US TREASURY NOTES 3.000% Due 07-15-25		825.00
				1,231.26
				1,264.12
PURCHASED ACCRUED INTEREST				
U.S. TREASURY				
01-04-23	01-05-23	US TREASURY NOTES 4.250% Due 10-15-25		382.97
				382.97

Alaska Permanent Capital Management Co.
TRANSACTION SUMMARY
AEB 2010 SERIES B BOND/AKUTAN AIR
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Security	Quantity	Trade Amount
SALES, MATURITIES, AND CALLS				
TREASURY BILLS				
01-03-23	01-03-23	US TREASURY BILLS 0.000% Due 01-03-23	40,000	40,000.00
				40,000.00
WITHDRAW				
CASH AND CASH EQUIVILENTS				
01-17-23	01-17-23	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI		64.76
				64.76

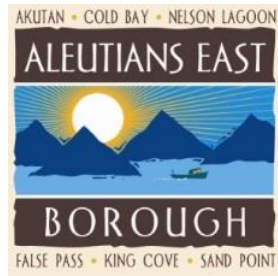
Alaska Permanent Capital Management Co.
REALIZED GAINS AND LOSSES
AEB 2010 SERIES B BOND/AKUTAN AIR
From 01-01-23 Through 01-31-23

<u>Date</u>	<u>Quantity</u>	<u>Security</u>	<u>Avg. Cost Basis</u>	<u>Proceeds</u>	<u>Gain Or Loss</u>
01-03-23	40,000	US TREASURY BILLS 0.000% Due 01-03-23	39,684.67	40,000.00	315.33
TOTAL GAINS					315.33
TOTAL LOSSES					0.00
			39,684.67	40,000.00	315.33

Alaska Permanent Capital Management Co.
CASH LEDGER
AEB 2010 SERIES B BOND/AKUTAN AIR
From 01-01-23 To 01-31-23

Trade Date	Settle Date	Tran Code	Activity	Security	Amount
FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI					
01-01-23			Beginning Balance		8,666.61
01-03-23	01-03-23	dp	Interest	FEDERATED GOVERNMENT OBLIGATIONS INSTITUTI	32.86
01-03-23	01-03-23	dp	Sale	US TREASURY BILLS 0.000% Due 01-03-23	40,000.00
01-04-23	01-05-23	wd	Purchase	US TREASURY NOTES 4.250% Due 10-15-25	-40,078.13
01-04-23	01-05-23	wd	Accrued Interest	US TREASURY NOTES 4.250% Due 10-15-25	-382.97
01-17-23	01-17-23	wd	Withdrawal	from Portfolio	-64.76
01-17-23	01-17-23	dp	Interest	US TREASURY NOTES 0.125% Due 01-15-24	40.63
01-17-23	01-17-23	dp	Interest	US TREASURY NOTE 1.125% Due 01-15-25	365.63
01-17-23	01-17-23	dp	Interest	US TREASURY NOTES 3.000% Due 07-15-25	825.00
01-31-23			Ending Balance		9,404.87

CONSENT AGENDA



RESOLUTION 23-41

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH APPROVING A PLAT OF U.S. SURVEY NO. 6429 CREATING LOTS 1A & 1B.

WHEREAS, the Aleutians East Borough is the platting authority for lands in Nelson Lagoon, Alaska, and

WHEREAS, the Nelson Lagoon Tribal Council and the Nelson Lagoon Electrical Cooperative, Inc., working with the Aleutian Pribilof Islands Community Development Association, are upgrading the Nelson Lagoon electrical system, and

WHEREAS, Gray Stassel Engineering and CRW Engineering Group are assisting in planning the Nelson Lagoon electrical system upgrades, and

WHEREAS, the new Nelson Lagoon power plant is proposed to be located on Lot 1 of Plat 95-4, a subdivision of USS 6429 in the Aleutian Islands Recording District, and

WHEREAS, the parties involved agree that subdividing Lot 1 into Lots 1A & 1B will facilitate the Nelson Lagoon electrical system upgrade, and

WHEREAS, the Aleutians East Borough Assembly acting as the Aleutians East Borough Platting Board at the February 9th, 2023 meeting, per AEB Municipal Code section 40.05.105, approved A Plat of U.S. Survey No. 6429 Creating Lots 1A & 1B, and forwarded to the Assembly for final approval.

NOW THEREFORE BE IT RESOLVED, the Aleutians East Borough Assembly hereby approves the attached Plat of U.S. Survey No. 6429 Creating Lots 1A & 1B.

Approved and Adopted this 9th day of March, 2023.

Alvin D. Osterback, Mayor

Beverly Rosete, Clerk

REMAINDER TRACT B-1
PLAT No. 2005-13A
PORTION OF TRACT B
U.S. SURVEY No. 6429

LOT 2
PLAT No.
2003-6

LOT 1
PLAT No.
2003-6

LOT 31
ANCSA 14C
PLAT No. 92-24

TRACT IV-B
BOOK No. 43 PAGE 486
AIRPORT WAY SEGMENT B
LOT 32, ANCSA 14C
PLAT No. 92-24

LOT 20
ANCSA 14C
PLAT No. 92-24

U.S. SURVEY
No. 662

LOT 30
ANCSA 14C
PLAT No. 92-24

SEE NOTE 7

LOT 1A
CREATED THIS PLAT
CONTAINING ±4.72 ACRES
PORTION OF LOT 1
PLAT No. 95-4
PORTION OF TRACT A
PLAT No. 94-7
U.S. SURVEY 6429

LOT 1B
SEE NOTE 6

TRACT IV-C
BOOK No. 44 PAGE 382
PORTION OF TRACT B
U.S. SURVEY No. 6429

LOT 3
PLAT No. 95-4
PORTION OF TRACT A
U.S. SURVEY 6429
PLAT No. 94-7

LOT 2
PLAT No. 95-4
PORTION OF TRACT A
U.S. SURVEY 6429
PLAT No. 94-7

TRACT B-2
PLAT No. 2005-13
PORTION OF TRACT B
U.S. SURVEY No. 6429
NATIVE ALLOTMENT No. AA 7094
PLAT No. 94-7

PUBLIC ACCESS EASEMENT
BOOK No. 42 PAGE 129

ATS 1487
PLAT No. 94-47

NELSON LAGOON LDP PARAMETERS:

LINEAR UNIT: US SURVEY FEET
DATUM: NAD83
ELLIPSOID: GRS80
PROJECTION: TRANSVERSE MERCATOR
LATITUDE OF ORIGIN: 56°00'00" N
CENTRAL MERIDIAN: 161°12'00" W
SCALE FACTOR AT ORIGIN: 1.00000297
ZONE WIDTH: 0°30'00"
FALSE NORTHING: 60,000.0000'
FALSE EASTING: 90,000.0000'

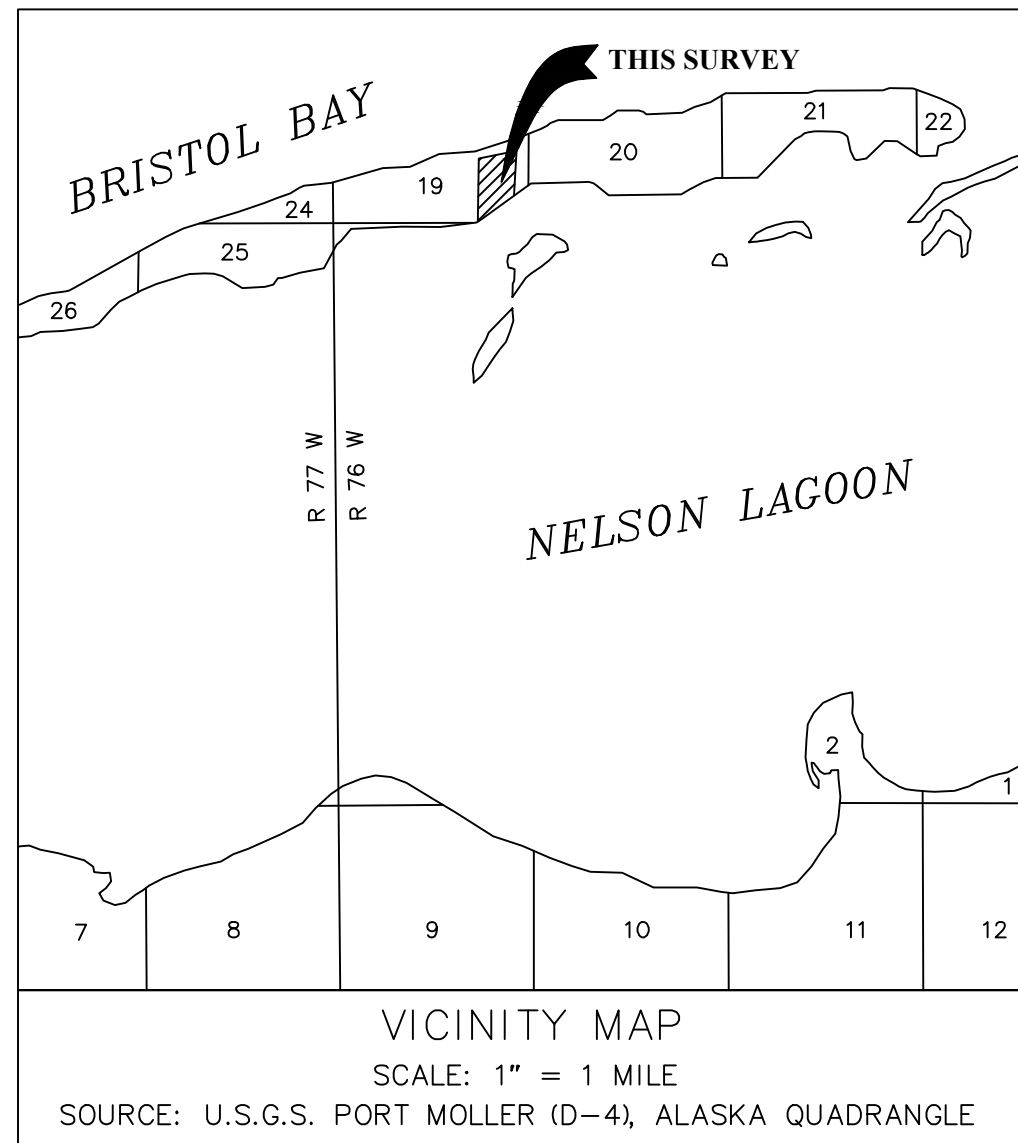
PLAT NOTES:

- THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:5000.
- THE INTENT OF THIS PLAT IS TO CREATE LOT 1A AND LOT 1B FROM A LARGER PARCEL ORIGINALLY DESIGNATED AS LOT 1 AS SHOWN ON THE PLAT TITLED "LOTS 1 THRU 3, TRACT A, U.S. SURVEY No. 6429, A RESUBDIVISION OF TRACT A, OF U.S. SURVEY No. 6429, PLAT No 94-7, ALEUTIAN ISLANDS RECORDING DISTRICT"
- ALL BEARINGS SHOWN ARE ORIENTED TO THE NELSON LAGOON LOW DISTORTION PROJECTION (LDP) CREATED BY CRW ENGINEERING GROUP, SEE PARAMETERS BELOW. DISTANCES SHOWN ARE REDUCED TO HORIZONTAL GROUND DISTANCES EXPRESSED IN U.S. SURVEY FEET UNLESS NOTED OTHERWISE.
- MONUMENT M1 WAS USED AS A BASIS OF COORDINATES. A MULTIPLE DAY AVERAGED NAD83 (2011) (EPOCH:2010.0000) OPUS SOLUTION WAS HELD FIXED AT 56°00'22.67401" N, 161°10' 37.07293" W. THIS POINT HAS NELSON LAGOON LDP COORDINATES N 62,301.5384'; E 94,714.5790'.
- ALL DOCUMENTS SHOWN RECORDED IN THE ALEUTIAN ISLANDS RECORDING DISTRICT.
- CREATED THIS PLAT CONTAINING ±7,464.34 SQUARE FEET (0.17 ACRE) AND BEING A PORTION OF LOT 1, PLAT No. 95-4, PORTION OF TRACT A, PLAT No. 94-7, U.S. SURVEY 6429.
- MONUMENT DOES NOT FIT RECORD LOCATION, APPEARS TO HAVE BEEN PLACED IN ERROR.
- OFFSET MONUMENTS MARKING THIS WESTERLY CORNER OF ATS 1487 WERE SEARCHED FOR NOT FOUND.
- LINE TAG TABLES SHOWN ON SHEET 2.

SURVEYOR'S CERTIFICATE

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

DATE _____ ANTHONY J. ROBINSON, LS-12316
REGISTERED LAND SURVEYOR

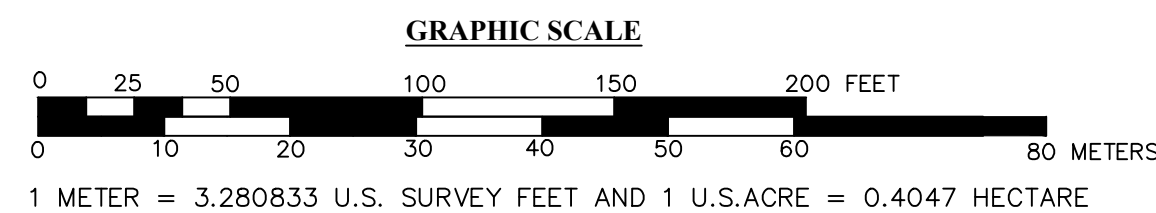


STANDARD LEGEND:

- GLO/BLM MONUMENT RECOVERED
- PRIMARY MONUMENT SET THIS SURVEY
- PRIMARY MONUMENT RECOVERED
- SECONDARY MONUMENT RECOVERED
- COMPUTED POSITION, SEARCHED FOR NOT FOUND
- MONUMENT NUMBER SEE SHEET 2 FOR DESCRIPTIONS
- MONUMENT POSITION WAS HELD
- MEASURED THIS SURVEY

- LOTS 1 THRU 3, TRACT A, U.S. SURVEY No. 6429 PLAT No. 95-4
- ALASKA NATIVE CLAIMS SETTLEMENT ACT (ANCSA) SECTION 14(c), LOTS 1 THROUGH 42 PLAT No. 92-24
- RECORD OF SURVEY, PROJECT No. 51334, NELSON LAGOON AIRPORT, PLAT No. 99-8
- TRACTS A & B, A SUBDIVISION OF U.S. SURVEY 6429, ALASKA, PLAT No. 94-7
- U.S. SURVEY No. 6429
- A.T.S. 1487, PLAT No. 94-47
- LOTS 1 AND 2 AND TRACT B (REMAINDER), U.S. SURVEY No. 6429, PLAT No. 2003-6

- WATER
- CENTERLINE
- EASEMENTS
- SUBJECT PARCEL
- UNSURVEYED
- SURVEYED
- SURVEY TIE



A PLAT OF U.S. SURVEY No. 6429 CREATING LOTS 1A & 1B

A SUBDIVISION OF
LOT 1 U.S. SURVEY No. 6429, PLAT No. 95-4

LOCATED WITHIN
SECTION 19, TOWNSHIP 48 SOUTH, RANGE 76 WEST,
SEWARD MERIDIAN, ALASKA

CONTAINING ±4.90 ACRES

ALEUTIAN ISLANDS RECORDING DISTRICT



3940 ARCTIC BLVD., SUITE 300
ANCHORAGE, ALASKA 99503
PHONE: (907) 562-3252
#AECL882-AK

SURVEYOR: ANTHONY J. ROBINSON

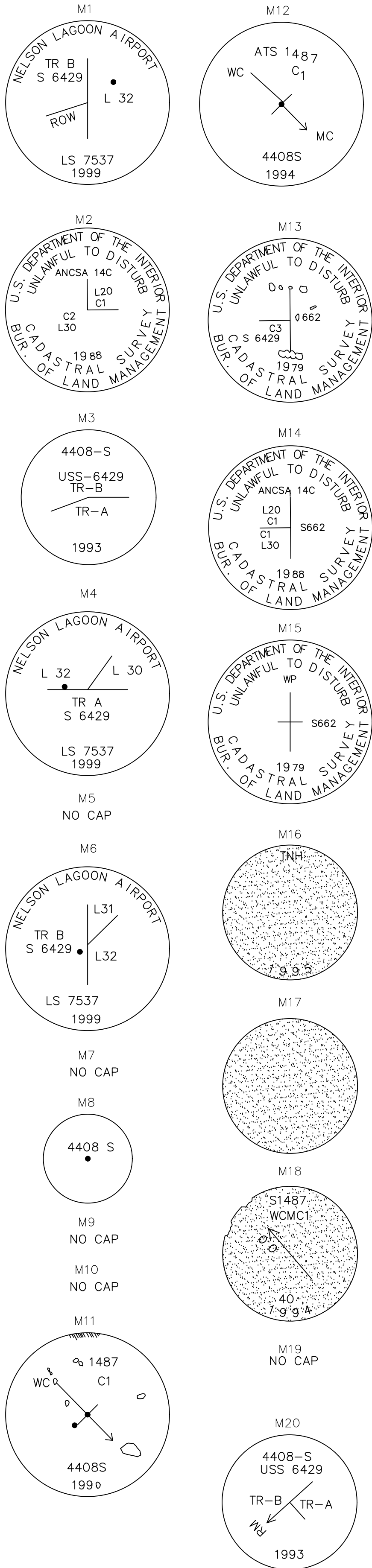
DRAWN BY: CJB
DATE: 2/28/2023

DATE OF SURVEY: BEGINNING: 9/27/2022
ENDING: 9/30/2022

SCALE: 1"=50'

CHECKED: AJR

RECOVERED MONUMENTS:



RECOVERED MONUMENT DATA	
MONUMENT	DESCRIPTION
M1	FOUND 3-1/4" ALUMINUM CAP MONUMENT ON 5/8" ALUMINUM POST 0.4' ABOVE GRADE, PLUMB & IN GOOD CONDITION
M2	FOUND 3-1/4" BRASS CAP MONUMENT ON A 2-1/4" STAINLESS STEEL POST 0.25' ABOVE GRADE, PLUMB & IN GOOD CONDITION
M3	FOUND 2-1/2" ALUMINUM CAP MONUMENT FLUSH WITH GRADE, PLUMB & IN GOOD CONDITION
M4	FOUND 3-1/4" ALUMINUM CAP MONUMENT FLUSH WITH GRADE, PLUMB & IN GOOD CONDITION
M5	FOUND BENT 5/8" STAINLESS STEEL ROD WITH NO CAP 0.6' BELOW GRADE
M6	FOUND 3-1/4" ALUMINUM CAP MONUMENT 0.6' BELOW GRADE, PLUMB & IN GOOD CONDITION
M7	FOUND 5/8" REBAR 1.7' BELOW GRADE, PLUMB & IN GOOD CONDITION
M8	FOUND 1-1/2" YELLOW PLATIC CAP 1.5' BELOW GRADE, PLUMB & IN GOOD CONDITION
M9	FOUND BENT 5/8" REBAR UNDER LINER OF GRAVEL PAD
M10	FOUND 1/2" REBAR 0.7' BELOW GRADE, PLUMB & IN GOOD CONDITION
M11	FOUND 3-1/4" ALUMINUM CAP MONUMENT 0.9' BELOW GRADE, PLUMB & IN GOOD CONDITION
M12	FOUND 3-1/4" ALUMINUM CAP MONUMENT ON A 2-1/2" STAINLESS STEEL POST 0.1' ABOVE GRADE, PLUMB & IN GOOD CONDITION
M13	FOUND 3-1/4" ALUMINUM CAP MONUMENT 0.5' BELOW GRADE, PLUMB & IN GOOD CONDITION
M14	FOUND 3-1/4" BRASS CAP MONUMENT FLUSH WITH GRADE, PLUMB & IN GOOD CONDITION
M15	FOUND 3-1/4" ALUMINUM CAP MONUMENT 0.9' BELOW GRADE, PLUMB & IN GOOD CONDITION
M16	FOUND 2" ALUMINUM CAP MONUMENT ON 5/8" REBAR 0.6' BELOW GRADE, CAP IS PLUMB BUT ILLEGIBLE
M17	FOUND 2" ALUMINUM CAP MONUMENT 1.0' BELOW GRADE, CAP IS PLUMB BUT ILLEGIBLE
M18	FOUND 2" ALUMINUM CAP MONUMENT 0.4' BELOW GRADE, PLUMB & IN GOOD CONDITION
M19	FOUND 5/8" REBAR 0.6' BELOW GRADE, PLUMB & IN GOOD CONDITION, CAP FOUND LAYING NEARBY
M20	FOUND 2-1/2" ALUMINUM CAP MONUMENT 0.2' BELOW GRADE, PLUMB & IN GOOD CONDITION

LINE 1 TAG INFORMATION			
LINE #	LENGTH	DIRECTION	SOURCE
L1	11.87'	S00° 04' 05"E	(M)
L1	11.88'	N00° 00' 29"W	(R1) & (R4)
L1	11.88'	NORTH	(R5)

LINE 2 TAG INFORMATION			
LINE #	LENGTH	DIRECTION	SOURCE
L2	19.49'	N04° 11' 41"E	(M)
L2	19.65'	N04° 03' 59"E	(R3)
L2	19.56'	S04° 18' 21"W	(R7)

LINE 3 TAG INFORMATION			
LINE #	LENGTH	DIRECTION	SOURCE
L3	14.76'	N04° 14' 24"E	(M)
L3	14.74'	N04° 03' 59"E	(R3)
L3	14.77'	S04° 00' 33"W	(R7)

TAX CERTIFICATE

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

BOROUGH CERTIFICATE OF APPROVAL

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE PLAT SHOWN AND DESCRIBED HEREON, HAS BEEN APPROVED BY THE ALEUTIANS EAST BOROUGH.

ALVIN D. OSTERBACK, MAYOR
ALEUTIANS EAST BOROUGH

NOTARY'S ACKNOWLEDGEMENT

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

BY _____.

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES _____

CERTIFICATE OF OWNERSHIP

I, THE UNDERSIGNED, CERTIFY THAT THE ALEUTIAN PRIBILOF ISLAND COMMUNITY DEVELOPMENT ASSOCIATION IS THE OWNER OF LOTS 1A & 1B, A SUBDIVISION OF LOT 1, TRACT A, U.S. SURVEY No. 6429, NELSON LAGOON, ALASKA, AS SHOWN HEREON AND FURTHER MORE AGREE TO THIS PLAT OF SUBDIVISION.

LUKE FANNING, CEO
ALEUTIAN PRIBILOF ISLAND COMMUNITY
DEVELOPMENT ASSOCIATION

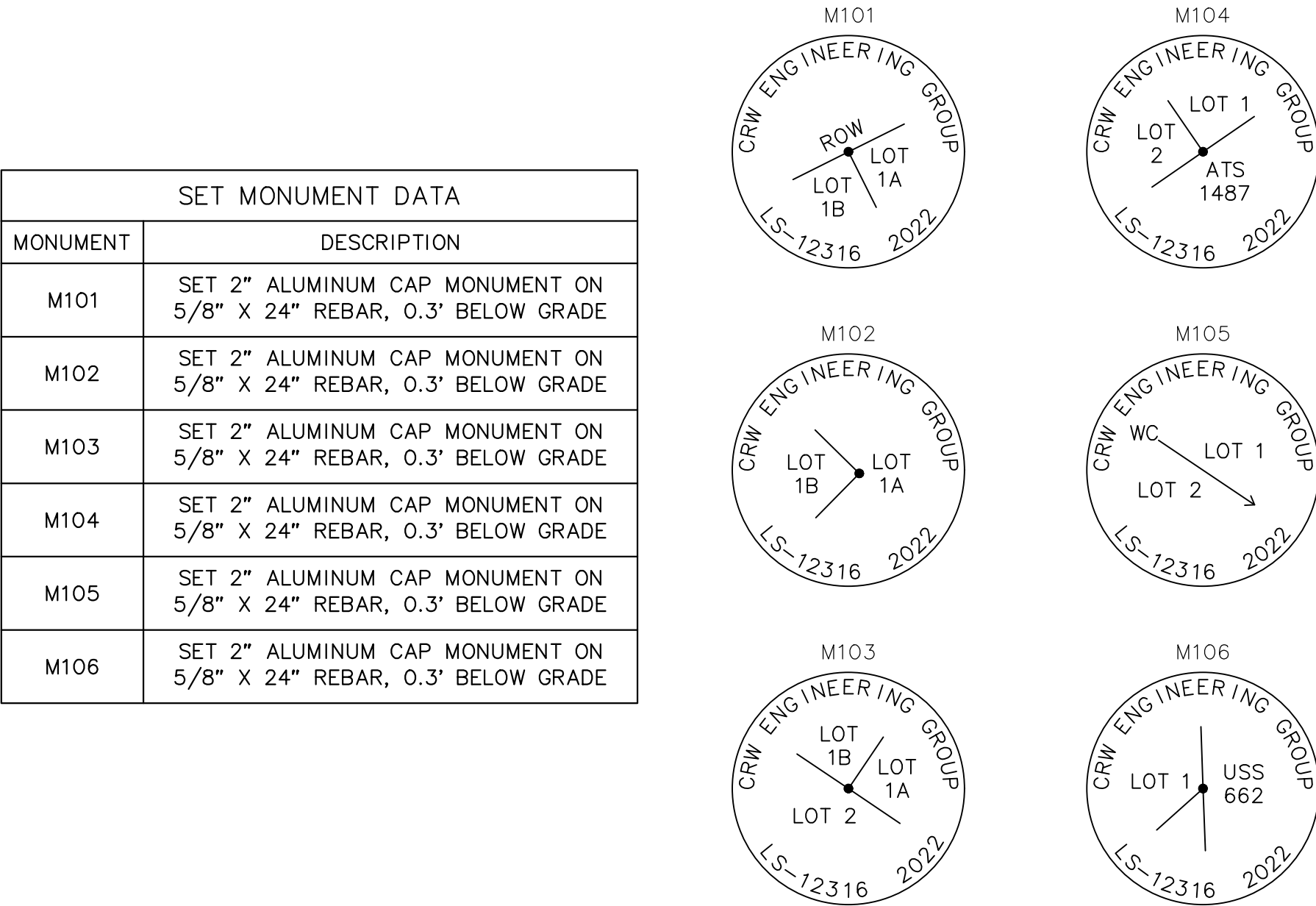
NOTARY'S ACKNOWLEDGEMENT

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

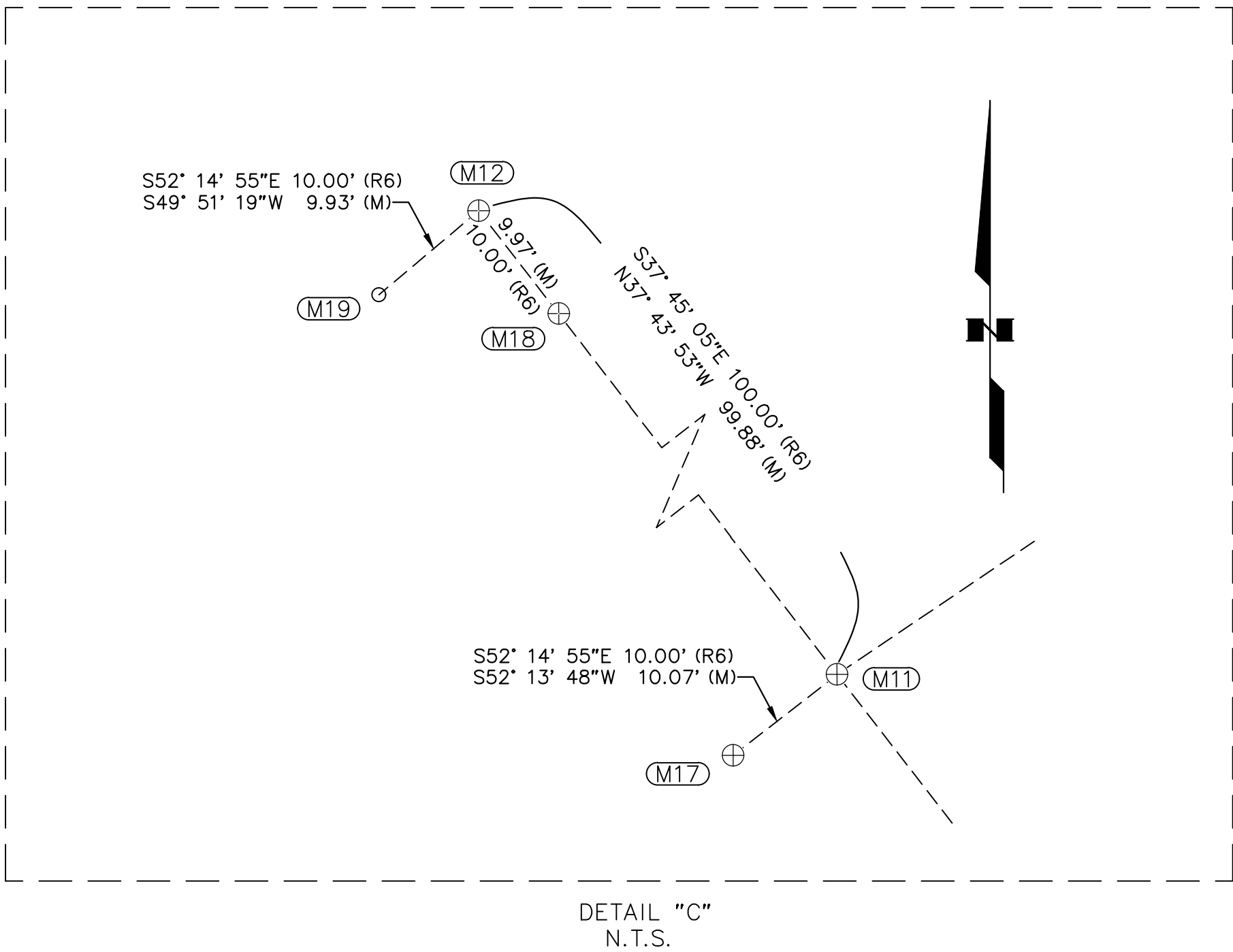
BY _____.

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES _____

SET MONUMENTS:



SET MONUMENT DATA	
MONUMENT	DESCRIPTION
M101	SET 2" ALUMINUM CAP MONUMENT ON 5/8" X 24" REBAR, 0.3' BELOW GRADE
M102	SET 2" ALUMINUM CAP MONUMENT ON 5/8" X 24" REBAR, 0.3' BELOW GRADE
M103	SET 2" ALUMINUM CAP MONUMENT ON 5/8" X 24" REBAR, 0.3' BELOW GRADE
M104	SET 2" ALUMINUM CAP MONUMENT ON 5/8" X 24" REBAR, 0.3' BELOW GRADE
M105	SET 2" ALUMINUM CAP MONUMENT ON 5/8" X 24" REBAR, 0.3' BELOW GRADE
M106	SET 2" ALUMINUM CAP MONUMENT ON 5/8" X 24" REBAR, 0.3' BELOW GRADE



A PLAT OF
U.S. SURVEY No. 6429
CREATING LOTS 1A & 1B

A SUBDIVISION OF
LOT 1 U.S. SURVEY No. 6429, PLAT No. 95-4
LOCATED WITHIN
SECTION 19, TOWNSHIP 48 SOUTH, RANGE 76 WEST,
SEWARD MERIDIAN, ALASKA
CONTAINING ±4.90 ACRES
ALEUTIAN ISLANDS RECORDING DISTRICT



3940 ARCTIC BLVD. SUITE 300
ANCHORAGE, ALASKA 99503
PHONE: (907) 562-3252
#AECL882-AK

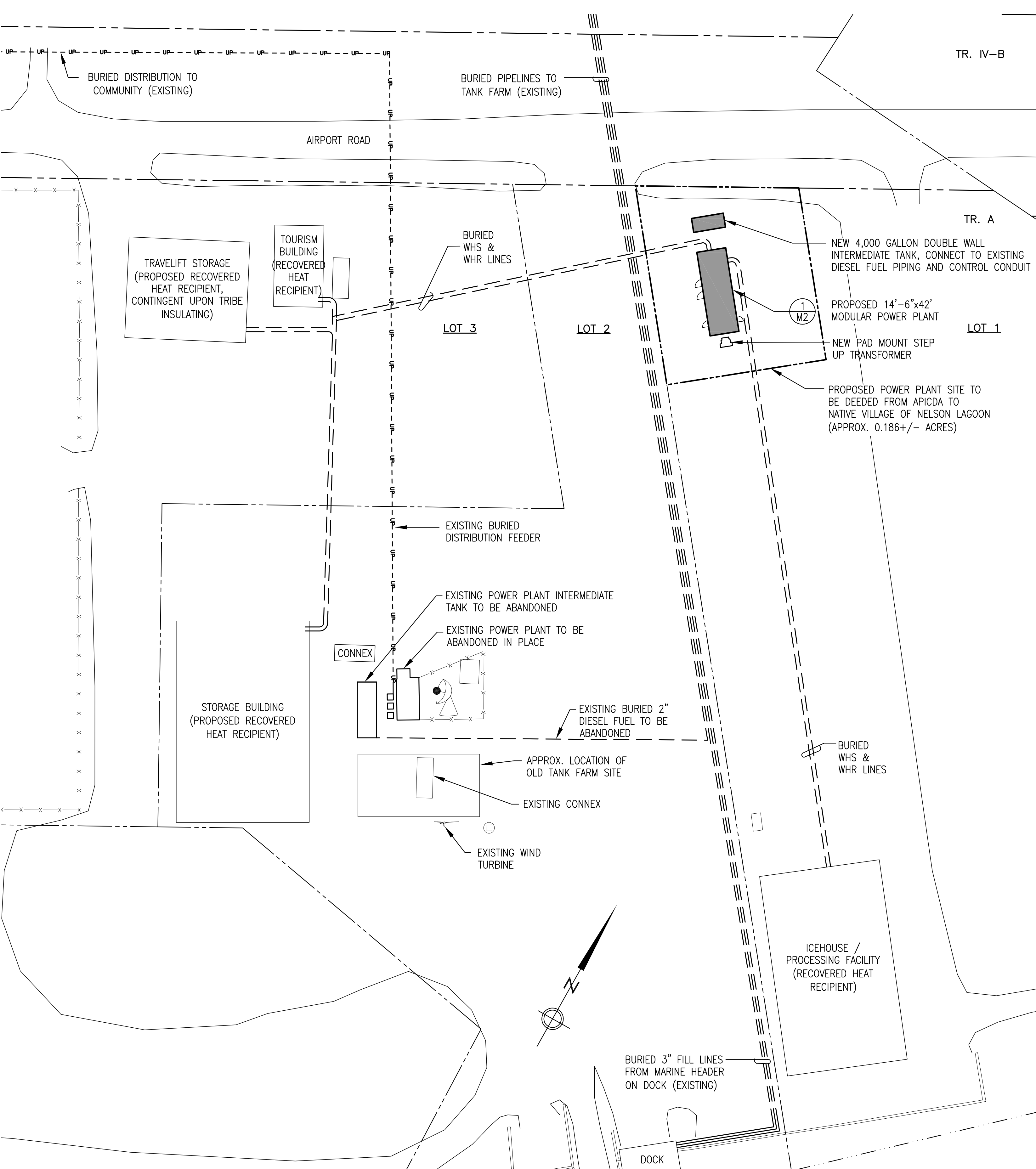
SURVEYOR: ANTHONY J. ROBINSON

DRAWN BY: CJB
DATE: 2/28/2023

DATE OF SURVEY: BEGINNING: 9/27/2022
ENDING: 9/30/2022

SCALE: N/A

CHECKED: AJR



Executive Summary

This report has been prepared by Gray Stassel Engineering, Inc. for the Alaska Energy Authority (AEA). The purpose of this report is to provide a concept design and construction cost estimate for the following proposed energy projects for the community of Nelson Lagoon:

- Diesel Power Plant Replacement
- Heat Recovery System
- Fuel System Repairs
- Electrical Distribution Upgrades

Participants in the project include the Nelson Lagoon Tribal Council and the Nelson Lagoon Electrical Cooperative, Inc.

On Wednesday, March 17, 2021 Gray Stassel Engineering (GSE) and CRW Engineering Group (CRW) travelled to Nelson Lagoon to evaluate the existing electrical distribution system, assess potential heat recovery end-users, collect data on community heavy equipment, and evaluate potential sites for the new power plant.

The existing NLEC power plant is a small modular structure installed circa 1990 and is located adjacent to the dock. The plant contains three generators. Power is generated at 277/480V 3-phase and is stepped-up to 7.2/12.47kV distribution system voltage. Station service is 120/208V three phase. The switchgear is basic and is equipped with Woodward GCP generator controllers and a bus meter, but lacks a main feeder breaker. It was reported the paralleling and auto start/stop capabilities work. The building has inadequate ventilation and the exterior wall panels and flooring are corroded. Due to the poor condition of the power plant and the antiquated switchgear and generators, it is recommended the power plant be replaced. The proposed site for the new power plant is adjacent to the existing power plant. The new power plant will be a modular prefabricated and insulated steel module with a field installed roof system. The plant will have a generation room containing three generators and a separate control room which will contain programmable automatic paralleling switchgear and SCADA equipment.

The distribution system runs below grade approximately 1-mile west from the power plant to the village and about 1/3-mile east to the airport. The buried distribution serves the majority of the community with single-phase runs branching off as required. The underground distribution is functional; however, the condition and construction (direct bury conductors vs. conductors in duct) is unknown. The transformers and service entries are heavily corroded and in poor condition. It is recommended the distribution system be replaced.

The community tank farm was constructed as part of an AIDEA/AEA project in 2005, and is located across airport road approximately 400' north of the existing power plant and 900' from the dock. Total tank farm gross storage capacity includes 85,000 gallons of #1 diesel fuel, 68,000 gallons of #2 diesel fuel, 58,000 gallons of gasoline, and 58,000 gallons of avgas. The facility also provides truck fill of #1 diesel, and retail sales of #1 diesel fuel, avgas, and unleaded gasoline. All fuel deliveries are via barge through separate 3-inch fill lines with marine headers

located on the dock. Diesel fuel is also transferred to a 4,000-gallon intermediate tank at the power plant via a 2-inch below grade welded steel pipe.

All exposed steel piping and valves in the tank farm, as well as the power plant intermediate tank, exhibit severe corrosion. The structural support steel on the skids and platform attachment points on the intermediate tank are starting to delaminate. It is recommended that the intermediate tank and all associated above grade exposed steel piping and valves be replaced. In the tank farm, it is recommended that the corroded flanges and valves on the bulk tank water draws be cut off and replaced. Other than corrosion, the existing community tank farm, dispensers, and transfer piping appear to be code compliant and in fair condition.

The proposed heat recovery system will serve end-user buildings near the dock. Four potential recovered heat recipients are the APICDA Icehouse/Processing Facility, the Nelson Lagoon Storage Company (NLSC) storage building, the Tourism building, and the Travelift building. Providing recovered heat to the Travelift building is contingent on the building being insulated prior to the power plant project. Based on preliminary energy calculations, the proposed heat recovery system could displace approximately 7,000 gallons of heating fuel annually.

The following schedule is developed to ensure completion in 2023 while allowing for the current long lead of many commodities due to supply chain issues. A more detailed schedule is included in Section 8.0.

- Design and Permitting – Spring and Summer 2022
- Bidding – Summer 2022
- Module Shop Assembly – Winter and Spring 2023
- On-Site Construction – Summer 2023
- Project Closeout and Warranty – 2023 and 2034

Note that similar projects in Rampart and Napaskiak have also secured construction funding. Module assembly and fabrication may be combined for all three projects to achieve production efficiency, economy of scale and improved quality control. The proposed schedule has been coordinated with the other projects to allow staggered sequential construction.

A summary of the estimated total construction costs is provided below. Detailed cost estimates are included in Appendix B.

\$1,636,818	Power Plant Module Shop Assembly
\$ 994,849	Power Plant On Site Installation
\$2,631,667	Sub-Total Cost Power Plant
\$ 411,840	Heat Recovery System
\$ 498,401	Fuel System Repairs
\$ 617,136	Electrical Distribution Upgrade Phase 1
\$ 467,773	Electrical Distribution Upgrade Phase 2
\$ 584,649	Electrical Distribution Upgrade Phase 3
\$5,211,466	Total Cost All Proposed RPSU Projects

Native Village of Nelson Lagoon

P.O. BOX 913

NELSON LAGOON, ALASKA 99571

PH: 907-989-2204 FAX: 907-989-2233

pgundel1361@nci.com

RESOLUTION 22 - 55

**A RESOLUTION OF THE NATIVE VILLAGE OF NELSON LAGOON APPROVING THE
"CONCEPT DESIGN REPORT AND CONSTRUCTION COST ESTIMATE FOR ENERGY
INFRASTRUCTURE PROJECTS IN THE COMMUNITY OF NELSON LAGOON, ALASKA," AND
REQUESTING AEA TO PROCEED WITH FINAL DESIGN AND PERMITTING.**

WHEREAS, the Native Village of Nelson Lagoon, d/b/a Nelson Lagoon Tribal Council is the governing body of Nelson Lagoon, Alaska, and

WHEREAS, the Nelson Lagoon Tribal Council has received a grant from the Alaska Energy Authority for the design, permitting and construction of upgrades to the community electrical generation and distribution facilities, and

WHEREAS, the Nelson Lagoon Tribal Council has also received grants from the Aleutian Pribilof Islands Community Development Association (APICDA) to help fund project construction, and

WHEREAS, the Nelson Lagoon Electrical Cooperative, Inc. (NLEC) is the electric utility that provides electric service to the village of Nelson Lagoon under Certificate of Public Convenience and Necessity, CPC&N No. 340, issued by the Regulatory Commission of Alaska, and

WHEREAS, the existing NLEC diesel power plant is antiquated and in need of replacement, and portions of the electrical distribution and fuel system are in need of upgrade, and

WHEREAS, the Alaska Energy Authority, on behalf of the Nelson Lagoon Tribal Council (Council) and NLEC, has prepared a Concept Design Report dated November 22, 2021, to replace the diesel power plant and perform upgrades to portions of the electrical distribution and fuel system, and

WHEREAS, the proposed new power plant site is located on Lot 1 of Plat 95-3, a subdivision of USS 6429, Tract A, Aleutian Islands Recording District, and which title is vested in the Aleutian-Pribilof Island Community Development Association (APICDA), and

WHEREAS, the Council agrees to enter into an operating agreement with NLEC to operate and maintain the granted assets for their useful life, and to provide available recovered (waste) heat from the new power plant at no charge to the adjacent APICDA facilities as good and valuable consideration to secure site control from APICDA for the new power plant site, and

WHEREAS, the Council has heavy equipment that is available for use on the project, and

WHEREAS, the Council ranks this project as one of the highest priorities in the comprehensive development of Nelson Lagoon; and the Council is in good standing with respect to its existing credit and Federal Tax Obligations;

NOW THEREFORE, BE IT RESOLVED, that it is the determination of this body to accept and approve the "Concept Design Report and Construction Cost Estimate for Energy Infrastructure Projects in the Community of Nelson Lagoon, Alaska," dated November 22, 2021, and that the President or their designee, is authorized and empowered to act as the lead contact for this project, and to execute and submit any subsequent documents on behalf of the Council necessary for the project.

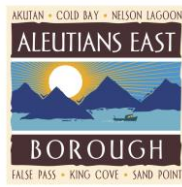
FURTHERMORE, BE IT RESOLVED, that it is the determination of this body to accept and approve providing the Council's heavy equipment as a contribution in aid of construction, to enter into a long-term operating agreement with NLEC, and to provide recovered heat at no cost to adjacent APICDA facilities.

Passed on this 23 day of February, 2022, by the action of the Nelson Lagoon Tribal Council.

CERTIFICATE.
The Undersigned, Paul E Gunderson, President of the Nelson Lagoon Tribal Council, does hereby certify that at a meeting of the Nelson Lagoon Tribal Council duly called and held on the 23 day of February, 2022 at Nelson Lagoon, which a quorum was at all times present and voting, the foregoing resolution was duly adopted.

Dated this 23 day of February, 2022, at Nelson Lagoon, Alaska.

by: Paul E Gunderson
its: President



Agenda Statement

Date: February 24, 2023

To: Mayor Osterback and Assembly

From: Anne Bailey, Administrator

Re: Resolution 23-43 approving the projects and initiatives identified on the Borough Strategic Plan

The Aleutians East Borough (Borough) conducted a Planning Work Session on February 17, 2023, to review 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. The result of those conversations is the draft Borough Strategic Plan for March 1, 2023 to February 28, 2024, which is presented with Resolution 23-43 for your review and approval.

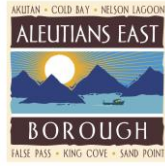
Mayor Osterback, staff, and PGS consultants defined which projects would be part of the Borough's strategic plan based on the information shared to the Assembly during the work session. Many of the projects identified on the plan are currently being pursued or actively being completed. The plan also defines project leads, quarterly project outcomes, and year-end targets. This will ensure accountability and transparency through the next year of project activities.

The plan is intended to be a living document and subject to modification by the project leads. Modifications could include changes in personnel or moving certain project components to a different quarter. PGS will hold a 6-month review with the Assembly to report on progress and to make any major modifications.

The 2023-2024 vision navigation chart is attached outlining the Borough projects and initiatives.

RECOMMENDATION

Administration recommends approval of Resolution 23-43 approving the projects and initiatives identified on the Borough Strategic Plan



RESOLUTION 22-43

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH ASSEMBLY APPROVING THE PROJECTS AND INITIATIVES IDENTIFIED ON THE BOROUGH STRATEGIC PLAN

WHEREAS, the Aleutians East Borough (Borough) conducted a Planning Work Session on February 17, 2023, to review Borough projects and initiatives; and

WHEREAS, Assembly Members and Borough staff participated in the work session and created a comprehensive list of ongoing and future projects and initiatives within the Borough; and

WHEREAS, the projects and initiatives have been compiled into the Borough Strategic Plan for March 1, 2023 to February 28, 2024, a copy of which is attached hereto; and

WHEREAS, the Strategic Plan identifies projects and initiatives that are important in fulfilling the Borough's vision and purpose; and

WHEREAS, the Strategic Plan will provide a foundation to identify, execute, and complete project components that will help the Borough reach targeted goals; and

WHEREAS, the Strategic Plan is intended to be a living document, subject to modification by project leaders.

NOW THEREFORE, BE IT RESOLVED, the Borough Assembly approves the projects and initiatives identified on the Borough Strategic Plan and authorizes project leaders to make necessary modifications to project components that will help the Borough reach targeted goals.

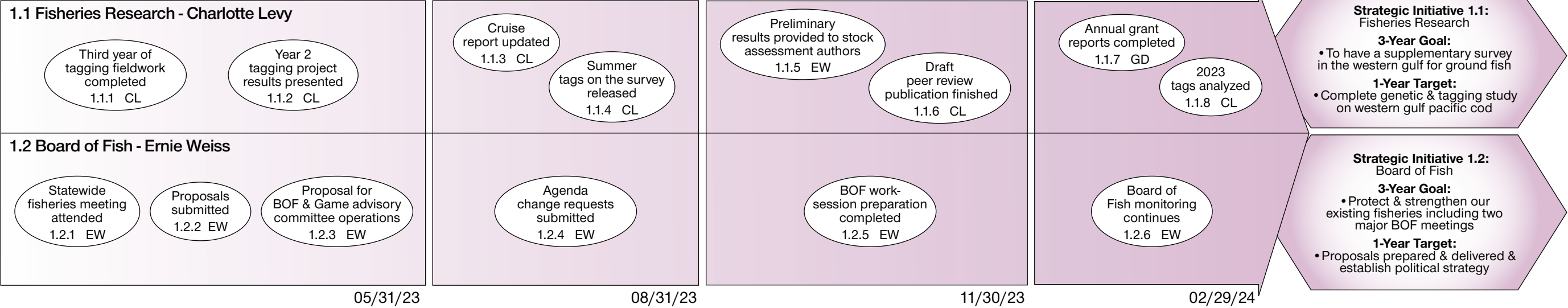
PASSED AND ADOPTED by the Aleutians East Borough on this 9th day of March, 2023.

Alvin D. Osterback, Mayor

ATTEST:

Beverly Rosete, Clerk

Fisheries Advocacy - Ernie Weiss



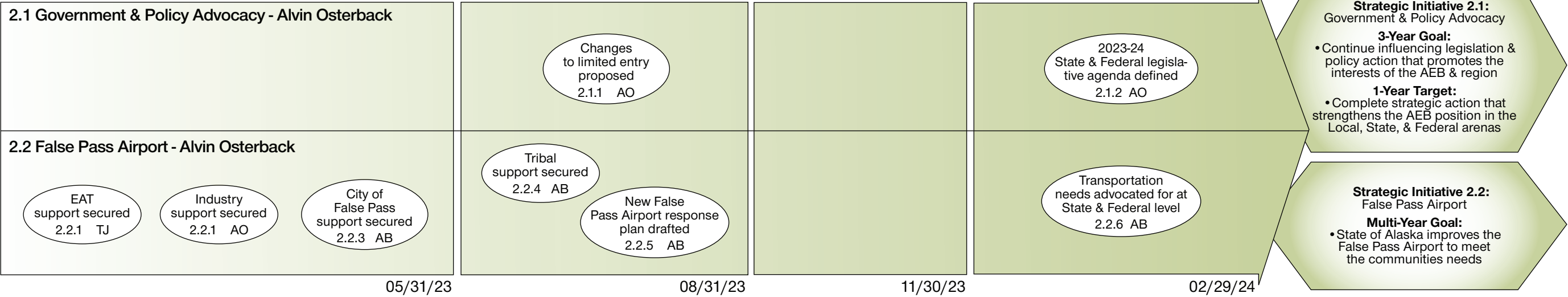
Vision Navigation®
Chart #1

03/01/23 - 02/29/24

Purpose:

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

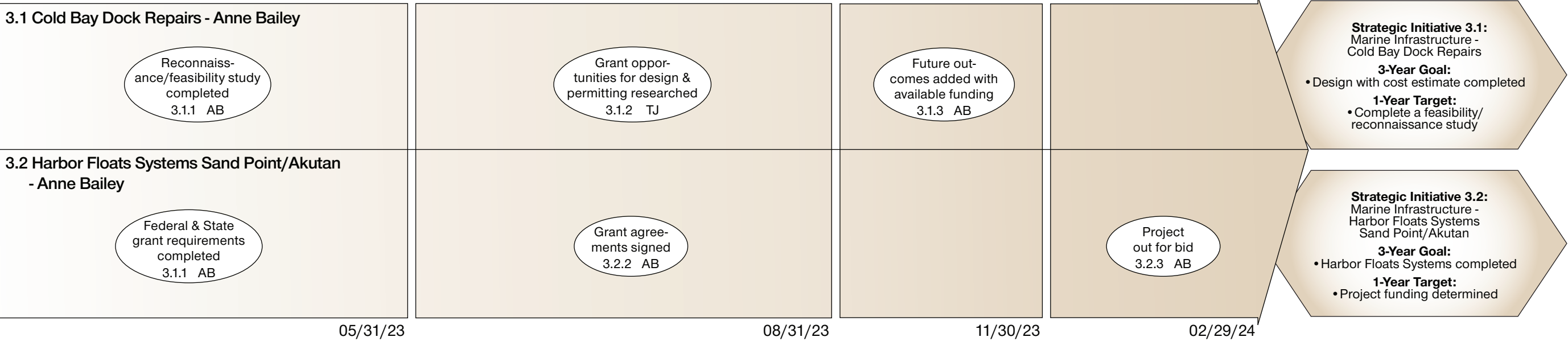
Government & Policy Advocacy - Alvin Osterback



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)

Marine Infrastructure - Alvin Osterback



- AB

JB

GD

TJ

CL

AO

BR

LT

EW
- Anne Bailey

Jacki Brandell

Glennora Dushkin

Talia Jean-Louis

Charlotte Levy

Alvin Osterback

Beverly Rosete

Laura Tanis

Ernie Weiss

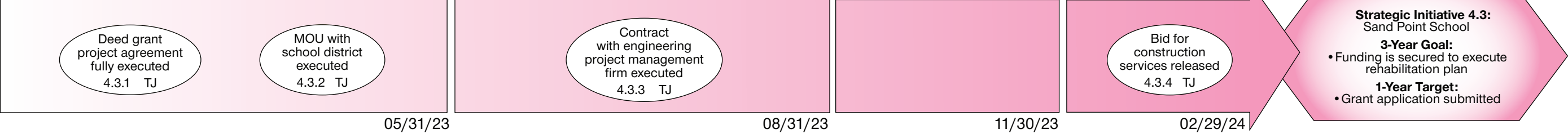
Diversification of Natural Resources - Charlotte Levy



Maintenance - Anne Bailey



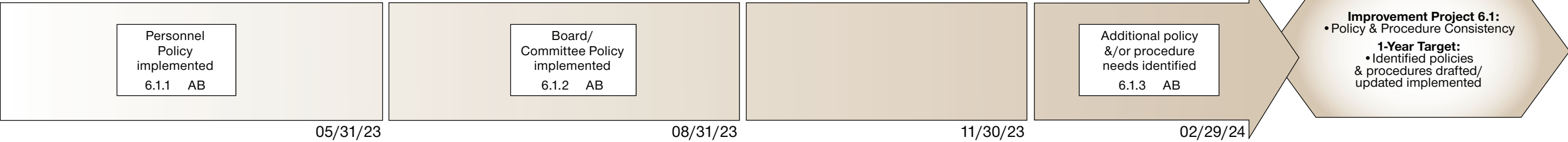
Sand Point School - Talia Jean-Louis



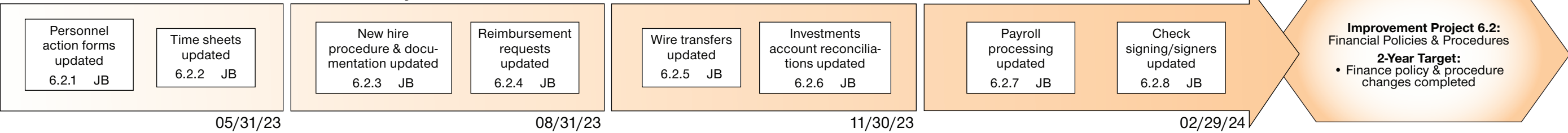
Nelson Lagoon Apartment - Anne Bailey



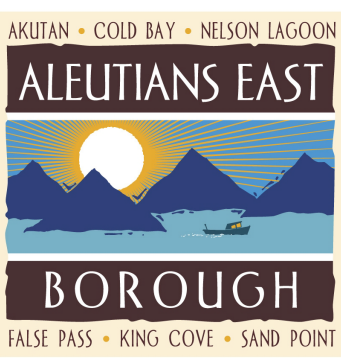
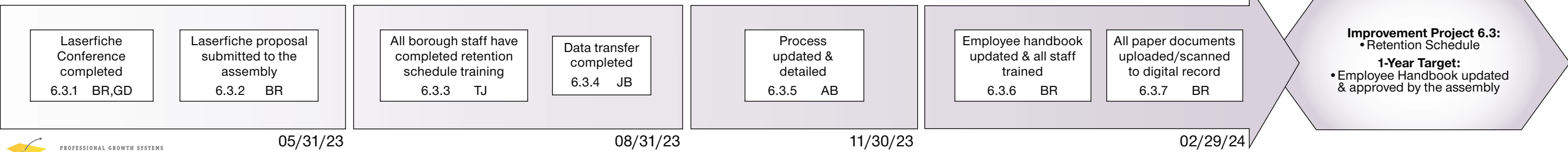
Policy & Procedure Consistency - Anne Bailey



Financial Policies & Procedures - Anne Bailey



Retention Schedule - Beverly Rosete



Vision Navigation® Chart #2

03/01/23 - 02/29/24

Purpose:

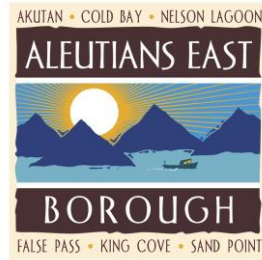
To ensure the standard of living, well-being & future of our communities

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)

- AB Anne Bailey
- JB Jacki Brandell
- GD Glennora Dushkin
- TJ Talia Jean-Louis
- CL Charlotte Levy
- AO Alvin Osterback
- BR Beverly Rosete
- LT Laura Tanis
- EW Ernie Weiss



RESOLUTION 23-44

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH ASSEMBLY APPROVING CERTAIN UNINCORPORATED COMMUNITIES AND THEIR RESPECTIVE NATIVE VILLAGE COUNCIL AND/OR INCORPORATED NONPROFIT ENTITY FOR PARTICIPATION IN THE FY24 COMMUNITY ASSISTANCE PROGRAM

WHEREAS, AS 29.60.865 and 3 AAC 180.010 require the assembly of a borough or unified municipality to adopt a resolution identifying those unincorporated communities located within their municipal boundaries that the assembly determines meet the Community Assistance Program eligibility criteria established under AS 29.60.865, AS 29.60.879, and 3 AAC 180.110; and

WHEREAS, the unincorporated community has either a Native village council or incorporated nonprofit entity that will agree to receive and spend the Community Assistance payment for the public benefit of the unincorporated community; and

WHEREAS, the unincorporated community has 25 or more residents residing as a social unit; and

WHEREAS, at least three of the following services; fire protection, emergency medical, water and sewer, solid waste management, public road or ice road maintenance, public health, and search and rescue; are generally available to all residents of the unincorporated community and each of the three services, in any combination, are provided by one or more qualifying Native village council or incorporated nonprofit entity or are substantially paid for by the residents of the unincorporated community through taxes, charges, or assessments levied or authorized by the borough or unified municipality;

NOW THEREFORE BE IT RESOLVED THAT: The Assembly by this resolution hereby certifies that the following unincorporated communities and their respective Native village council or incorporated nonprofit entity are eligible for funding under the FY24 Community Assistance Program:

Unincorporated Community

Native village council or nonprofit entity

Nelson Lagoon Village Council

PASSED AND ADOPTED by a duly constituted quorum of the Aleutians East Borough on this 9th day of March, 2023.

Alvin D. Osterback, Mayor

ATTEST:

Beverly Rosete, Clerk

**Department of Commerce,
Community and Economic
Development
FY24 Community Assistance Program
(CAP)**

**APPLICATION DUE NO LATER THAN
JUNE 1, 2023**



**State of Alaska
Mike Dunleavy, Governor**

**Department of Commerce, Community,
and Economic Development
Julie Sande, Commissioner**

**Division of Community and Regional Affairs
Sandra Moller, Director**

**Instructions for FY 24 Community Assistance Program (CAP)
Borough Application**

Due June 1, 2023:

To receive FY24 CAP payment the borough is required to submit the following documents no later than 4:30PM on June 1, 2023. Email is the preferred method for receiving the forms, see special instructions for submitting by email.

- ✓ Requirements and Certifications Application form (included in this packet). Check or initial each box indicating the borough understands the requirements for payment. Be certain the form is signed and dated before submitting.
- ✓ Proposed CAP budget (included in this packet) for the coming year's CAP payment.
- ✓ Statement of Expenditures (included in this packet) of the prior year's CAP payment.

Due prior to CAP Payment:

The following documents are not subject to the June 1st deadline however, the required forms should be submitted at the earliest opportunity as they become available. Community assistance payment will not be distributed until the following required documents have been received to the following email:

CAA@alaska.gov , provide email, hard copy, or website link of:	StateAssessor@alaska.gov , forms for the most recently completed annual budget cycle as of July 1:	LBC@alaska.gov : For all changes in FY23
<ul style="list-style-type: none">✓ FY24 Annual Budget, including non-code ordinance adopting the budget✓ FY22 Annual Audit	<ul style="list-style-type: none">✓ Municipal Tax Report✓ Municipal Debt Report✓ Copy of taxpayer notice	<ul style="list-style-type: none">✓ Maps and descriptions of all annexed or detached territory

Special instructions for email submission: Use the above email to provide the corresponding documents. Subject line: "Entity name – CAP – FY Document Name" Example: "Icy Borough – CAP – FY24 Application".

If unable to email, mail to: DCCED DCRA, 455 3rd Avenue, Suite 140, Fairbanks, AK 99701 or Fax: (907) 451-2742

State Assessor forms can be found at:

<https://www.commerce.alaska.gov/web/dcra/OfficeoftheStateAssessor/ReportsandForms.aspx>.

If there are questions, contact Kimberly Phillips at (907) 451-2718 or email caa@alaska.gov.

Statutes, regulations, and forms are available at:

<https://www.commerce.alaska.gov/web/dcra/GrantsSection/CommunityRevenueSharing.aspx>

**FY 2024 COMMUNITY ASSISTANCE PROGRAM
REQUIREMENTS AND CERTIFICATION**

BOROUGH APPLICATION

DEADLINE: JUNE 1, 2023

NAME OF BOROUGH	CONTACT NAME
MAILING ADDRESS	CONTACT EMAIL ADDRESS
CITY, STATE, ZIP CODE	CONTACT PHONE & FAX NUMBER

ACKNOWLEDGE THE REQUIREMENTS BY CHECKING OR INITIALING EACH BOX:

- ☐ The community assistance payment will be used only for a public purpose as required under AS 29.60.850(a) and the borough agrees to make available a service or facility with the funds under AS 29.60.855 – 29.60.879 to every person in the community.
- ☐ The borough will maintain, as required by 3 AAC 180.010 (4), all records relating to receipt and expenditure of a community assistance payment for at least three years, or longer if there is an unresolved audit finding, questioned costs, litigation or a grievance.
- ☐ A statement of expenditures of the prior year's community assistance payment and a budget form for current year's application.
- ☐ Acknowledge reports due prior to FY24 CAP payment may be released (see instructions for details):

Reports to CAA@alaska.gov:

- ☐ FY24 Annual Budget
- ☐ FY22 Annual Audit

Reports to StateAssessor@alaska.gov:

- ☐ FY23 Tax assessment and tax levy figures
- ☐ Summary of optional property tax exemptions and estimate of revenue lost to exemptions
- ☐ Copy of taxpayer notice

Reports to LBC@alaska.gov:

- ☐ Maps and descriptions of all annexed or detached territory

CERTIFICATION:

As the highest ranking official, I certify the _____ understands the
(Name of Borough)
requirements for receiving the community assistance payment and agrees to comply with all laws and regulations governing the community assistance funds.

Signature _____

Date _____

Printed Name and Title _____

**FY 2024 PROPOSED
COMMUNITY ASSISTANCE PROGRAM BUDGET**

Name of Borough

Please describe below how your organization proposes to utilize the estimated FY 2024 Community Assistance Program distribution.

FUEL	\$ _____
ELECTRICITY	\$ _____
INSURANCE	\$ _____
EDUCATION	\$ _____
EMS	\$ _____
WATER/SEWER	\$ _____
PUBLIC SAFETY	\$ _____
FIRE	\$ _____
ROAD MAINTENANCE	\$ _____
HARBORS	\$ _____
HEALTH	\$ _____
GENERAL ADMINISTRATION	\$ _____
OTHER _____	\$ _____
OTHER _____	\$ _____
OTHER _____	\$ _____
FY 2024 ESTIMATED PAYMENT	\$ _____

FY 2023 COMMUNITY ASSISTANCE PROGRAM
Statement of Expenditures for Prior Year Payment

Name of Borough

Please detail below how your organization utilized the FY 2023 Community Assistance Payment.

FUEL	\$ _____
ELECTRICITY	\$ _____
INSURANCE	\$ _____
EDUCATION	\$ _____
EMS	\$ _____
WATER/SEWER	\$ _____
PUBLIC SAFETY	\$ _____
FIRE	\$ _____
ROAD MAINTENANCE	\$ _____
HARBORS	\$ _____
HEALTH	\$ _____
GENERAL ADMINISTRATION	\$ _____
OTHER _____	\$ _____
OTHER _____	\$ _____
OTHER _____	\$ _____
OTHER _____	\$ _____
OTHER _____	\$ _____
SAVINGS/NOT SPENT	\$ _____

FY 2023 TOTAL PAYMENT

\$ _____

RESOLUTION # _____
APPROVING UNINCORPORATED COMMUNITIES
FOR PARTICIPATION IN THE
FY24 COMMUNITY ASSISTANCE PROGRAM

A RESOLUTION APPROVING CERTAIN UNINCORPORATED COMMUNITIES AND THEIR RESPECTIVE NATIVE VILLAGE COUNCIL AND/OR INCORPORATED NONPROFIT ENTITY FOR PARTICIPATION IN THE FY24 COMMUNITY ASSISTANCE PROGRAM.

WHEREAS, AS 29.60.865 and 3 AAC 180.010 require the assembly of a borough or unified municipality to adopt a resolution identifying those unincorporated communities located within their municipal boundaries that the assembly determines meet the Community Assistance Program eligibility criteria established under AS 29.60.865, AS 29.60.879, and 3 AAC 180.110; and

WHEREAS, the unincorporated community has either a Native village council or incorporated nonprofit entity that will agree to receive and spend the Community Assistance payment for the public benefit of the unincorporated community; and

WHEREAS, the unincorporated community has 25 or more residents residing as a social unit; and

WHEREAS, at least three of the following services; fire protection, emergency medical, water and sewer, solid waste management, public road or ice road maintenance, public health, and search and rescue; are generally available to all residents of the unincorporated community and each of the three services, in any combination, are provided by one or more qualifying Native village council or incorporated nonprofit entity or are substantially paid for by the residents of the unincorporated community through taxes, charges, or assessments levied or authorized by the borough or unified municipality;

NOW THEREFORE BE IT RESOLVED THAT: The Assembly by this resolution hereby certifies that the following unincorporated communities and their respective Native village council or incorporated nonprofit entity are eligible for funding under the FY24 Community Assistance Program:

Unincorporated Community	Native village council or nonprofit entity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PASSED AND APPROVED by a duly constituted quorum of the Assembly of the

_____ this ____ day of _____, 20____
(Borough)

SIGNED: _____
(Mayor)

ATTEST: _____
(Clerk)

Eligibility Requirements for Unincorporated Communities Located Within Boroughs and Unified Municipalities

Alaska Statutes AS 29.60.865 – .879 and Alaska Administrative Code 3 AAC 180.010

Sec. 29.60.865. Eligibility requirements for reserves and communities.

(a) The department, with advice from the Department of Law, shall determine whether there is in each community or reserve an incorporated nonprofit entity or a Native village council that will agree to receive and spend the community assistance payment. If there is more than one qualified entity in a reserve or community in the unorganized borough, the department shall pay the money to the entity that the department finds most qualified to receive and spend the money on behalf of the reserve or community. The department may not make a community assistance payment to a Native village council unless the council waives immunity from suit for claims arising out of activities of the council related to the payment. A waiver of immunity from suit under this section must be on a form provided by the Department of Law. If there is no qualified incorporated nonprofit entity or Native village council in a reserve or community that is willing to receive the community assistance payment and use the payment on behalf of that reserve or community, the payment for that reserve or community may not be paid. Neither this section nor any action taken under it enlarges or diminishes the governmental authority or jurisdiction of a Native village council.

(b) The department may make a community assistance payment on behalf of a community in a borough or unified municipality only to the municipality for payment by the municipality to an incorporated nonprofit entity or Native village council that has been approved by the assembly and meets the requirements of (a) of this section. The department shall have written evidence of the assembly approval. If there is more than one qualified entity in a community in a borough or unified municipality, one of the entities may receive the entire payment, or the payment may be shared between two or more of the qualified entities, as determined by the assembly.

(c) A community in a borough or unified municipality is eligible for a community assistance payment only if at least three of the following services are generally available to all residents of the community and each of the three services, in any combination, are provided by one or more qualifying incorporated nonprofit entities or a Native village council or are substantially paid for by the residents of the community through taxes, charges, or assessments levied or authorized by the borough or unified municipality:

- (1) fire protection;
- (2) emergency medical;
- (3) water and sewer;
- (4) solid waste management;
- (5) public road or ice road maintenance;
- (6) public health;
- (7) search and rescue.

Sec. 29.60.879. Definitions.

In AS 29.60.850 - 29.60.879

(1) "community" means a place in the unorganized borough, in a borough, or in a unified municipality that is not incorporated as a municipality, that is not a reserve, and in which 25 or more individuals reside as a social unit;

(2) "reserve" means a place that is organized under federal law as an Indian reserve that existed before enactment of 43 U.S.C. 1618(a) and is continued in existence under that subsection.

3 AAC 180.010(b) and (c)

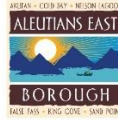
(b) In addition to making the certification and agreement on the form provided under (a) of this section, a borough or unified municipality that will receive community assistance payments on behalf of communities in the borough or unified municipality must

- (1) submit to the department a resolution adopted by the assembly that clearly identifies
 - (A) the communities that the borough or unified municipality has determined meet the eligibility criteria under AS 29.60.865, 29.60.879, and 3 AAC 180.110; and
 - (B) the village council or incorporated nonprofit entity located within each community listed under (A) of this paragraph that the borough or unified municipality has approved as the recipient of the community assistance payment; and

(2) certify that at least three of the services required under AS 29.60.865(c) are generally available to all residents of the community.

(c) In addition to making the certification and agreement on the form provided under (a) of this section and receiving any identification required under (b) of this section, a reserve or village council must submit to the department a waiver of sovereign immunity in accordance with AS 29.60.865(a) and 3 AAC 180.130.

PUBLIC HEARING



MEMORANDUM

To: Mayor Osterback and Assembly

From: Anne Bailey, Borough Administrator

Date: February 21, 2023

Re: Ordinance 23-02, delegating to the Aleutians East Borough School Board the responsibility of a centralized treasury

Ordinance 23-03, amending Title 6, Chapter 6.04, Section 6.04.060 of the Aleutians East Borough Code of Ordinances

Alaska Statute Title 14 Section 14.14.060 Relationship between borough school district and borough; finances and buildings Subsection (a) states:

The borough assembly may by ordinance require that all school money be deposited in a centralized treasury with all other borough money. The borough administrator shall have the custody of, invest, and manage all money in the centralized treasury. However, the borough assembly, with the consent of the borough school board, may by ordinance delegate to the borough school board the responsibility of a centralized treasury.

Therefore, it is my understanding, that in 1988/1989, the Borough Assembly approved Ordinance 89-7 establishing Section 6.04.060 of the Borough Code, which states:

There is established the borough centralized treasury. All municipal funds received by the borough, its school district, departments or other agencies of the borough shall be deposited in the borough centralized treasury.

Therefore, the Borough set up the School District's Checking, Payroll and Accounts Payable accounts which is under the Borough's umbrella.

Borough Administration and Finance have met with the School District, and it was agreed that we should consider de-coupling the accounts. We believe it was originally structured this way due to Alaska Statute, as outlined above, and for investment reasons when the School District formed. The investment problem no longer exists. The current structure creates problems during the Borough's annual audits as it distorts the Borough's cash on the balance sheet and makes it look like the Borough owes the School District money. It also prevents the School District from

being able to make financial decisions within their accounts without approval from the Borough Finance Director.

One of the requirements in Alaska Statute Title 14 Section 14.14.060(a) to separate the accounts was to receive consent from the borough School Board to delegate to the school board the responsibility of a centralized treasury. On January 20, 2023, the Aleutians East Borough School Board approved Resolution 23-01 authorizing the Borough consent to delegate to the School District a centralized treasury, which is attached. Therefore, this requirement has been met.

The other requirements the Borough Assembly will need to do include:

1. Pass an ordinance delegating to the borough school board the responsibility of a centralized treasury;
2. Pass an ordinance amending Section 6.04.060 of the Borough Code. The suggested revision is as follows:

There is established the borough centralized treasury. All municipal funds received by the borough, departments or other agencies of the borough shall be deposited in the borough centralized treasury.

Ordinances 23-02 and 23-03 were introduced at the February 9, 2023 Assembly meeting and has been scheduled for public hearing at the March 9, 2023 meeting. If approved, the change will become effective on June 30, 2023, with the new financial structure effective on July 1, 2023. Borough Administration/Finance will work with the School District and KeyBank on de-coupling the accounts.

Once the change occurs, the School District will continue to follow the proper principles of accounting and will submit the school budget for the following school year to the Borough by May 1 for approval, as outlined in Alaska Statute Title 14 Section 14.14.060(c).

**ALEUTIANS EAST BOROUGH
ORDINANCE SERIAL NO. 23-02**

**AN ORDINANCE DELEGATING TO THE ALEUTIANS EAST BOROUGH SCHOOL
BOARD THE RESPONSIBILITY OF A CENTRALIZED TREASURY**

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, the Aleutians East Borough has established the borough centralized treasury; and

WHEREAS, all municipal funds received by the borough, its school district department, or other agencies of the borough shall be deposited in the borough centralized treasury; and

WHEREAS, according to Alaska Statute Title 14 Section 14.14.060 Subsection (a), the borough assembly with the consent of the borough school board, may by ordinance delegate to the borough school board the responsibility of a centralized treasury; and

WHEREAS, on January 20, 2023 the school board provided consent to the Borough assembly to delegate to the borough school board the responsibility of a centralized treasury via School Board Resolution 23-01; and

WHEREAS, if the Borough Assembly approves Ordinance No. 23-02 the Borough will delegate to the school board the responsibility of a centralized treasury as of the close of business on June 30, 2023; will amend Section 6.04.060 of the Borough Municipal Code to reflect this change and will work with the School District and KeyBank to decouple the accounts.

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

Section 1. The Borough Assembly delegates to the Aleutians East Borough School Board the responsibility of a centralized treasury.

Section 2. **Classification.** This is a non-code ordinance.

Section 3. **Severability.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 4: **Effectiveness.** This ordinance shall become effective on June 30, 2023, with the new financial structure effective on July 1, 2023.

Passed and adopted by the Aleutians East Borough Assembly this 9th day of March, 2023.

INTRODUCED: February 9, 2023

ADOPTED: _____

Alvin D. Osterback, Mayor

Date: _____

ATTEST:

Beverly Rosete, Borough Clerk

Date: _____

**ALEUTIANS EAST BOROUGH
ORDINANCE SERIAL NO. 23-03**

**AN ORDINANCE AMENDING TITLE 6, CHAPTER 6.04, SECTION 6.04.060
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, the Aleutians East Borough has established the borough centralized treasury; and

WHEREAS, all municipal funds received by the borough, its school district department, or other agencies of the borough shall be deposited in the borough centralized treasury; and

WHEREAS, after discussions with the school district, it is agreed that the funds the school district receives shall no longer be deposited in the borough centralized treasury and the borough and school district bank accounts should be de-coupled; and

WHEREAS, this change would go into effect as of the close of business on June 30, 2023.

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

Section 1. That Section 6.04.060 of the Borough Municipal Code is hereby amended to read as follows:

There is established the borough centralized treasury. All municipal funds received by the borough, departments or other agencies of the borough shall be deposited in the borough centralized treasury.

Section 2. **Classification.** This ordinance is of a general and permanent nature and shall become part of the Borough Code.

Section 3. **Severability.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 4: **Effectiveness.** This ordinance shall become effective on June 30, 2023, with the new financial structure effective on July 1, 2023.

Section 5: **Adoption of Section.** Code Section 6.04.060 is hereby repealed and Code Section 6.04.060 as annexed hereto as Exhibit A as part of this ordinance is hereby adopted as Code Section 6.04.060 of the Code of Ordinances of the Aleutians East Borough.

Passed and adopted by the Aleutians East Borough Assembly this 9th day of March, 2023.

INTRODUCED: February 9, 2023

ADOPTED: _____

Alvin D. Osterback, Mayor

Date: _____

ATTEST:

Beverly Rosete, Borough Clerk

Date: _____

EXHIBIT A

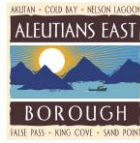
ALEUTIANS EAST BOROUGH ORDINANCE SERIAL NO. 23-03

6.04.060 Centralized Treasury.

There is established the borough centralized treasury. All municipal funds received by the borough, departments or other agencies of the borough shall be deposited in the borough centralized treasury.

ORDINANCES

RESOLUTIONS



Agenda Statement

Date: March 1, 2023
To: Mayor Osterback and Assembly
From: Anne Bailey, Borough Administrator

Re: Resolution 23-42 Amending the Aleutians East Borough Employee Handbook

Alaska Statute 29.20.410(a) authorizes municipalities to create and implement personnel systems to govern the terms of municipal employment. Pursuant to that authority, the Aleutians East Borough enacted Section 7.10.020 of the Aleutians East Borough Code of Ordinances, which directed the Borough to adopt a personnel policy. The Employee Handbook went through a comprehensive review in 2021 and was updated and approved on October 14, 2021.

Administration has reviewed the October 14, 2021 Aleutians East Borough Employee Handbook and is suggesting the following changes:

1. Per Diem

Administration is proposing adjustments to Section 4.8.4 Per Diem of the Aleutians East Borough Employee Handbook. The Per Diem allowance for travel within the Borough has historically been set at \$65 for an overnight stay or if the trip is for a duration of ten hours or more. The proposed language changes the per diem allowance for travel within the Borough to reflect the per diem amounts rates set by the Department of Defense for Cold Bay (if staying in Cold Bay, False Pass, King Cove, Nelson Lagoon, Port Moller Area, and Sand Point) and Dutch Harbor – Unalaska (if staying in Akutan). The March 1, 2023 rates for local meals in Cold Bay is \$97 and Dutch Harbor-Unalaska is \$103. Administration is recommending the following changes to the employee handbook:

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 (10) 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. If traveling within the Borough, the employee's per diem allowance will be determined according to the federal Department of Defense local meal rate for Cold Bay (if staying in Cold Bay, False Pass, King Cove, Nelson Lagoon, Port Moller Area, and Sand Point) and Dutch Harbor – Unalaska (if staying in Akutan).

2. Cashing Out Vacation Leave

Administration is proposing adjustments to Section 5.4.7 Cashing Out Vacation Leave of the Employee Handbook. The existing language allows employees to cash out a maximum of 80 hours of unused Vacation Leave per year. There may be instances when an additional leave cash out may be warranted. Therefore, Administration is proposing the following changes to the employee handbook:

5.4.7 Cashing Out Vacation Leave. Employees may once per year request that the Borough cash out a maximum of eighty (80) hours of unused Vacation Leave. All such Requests must be in writing, and may be approved only if the Borough Administrator or Designee finds that doing so will be in the Borough's best interests. The Borough Administrator or Designee may approve an additional Vacation Leave cash out in an amount not to exceed forty (40) hours, -if it is determined to be in the best interest of the Borough.

3. Organizational Chart

The existing organizational chart is attached for your reference. It shows the Finance Director and Accounting Clerk under the Borough Administrator. There is an asterisk next to the Finance Director, which states “*Per ordinance 19-08, any Finance Director hired after May 9, 2019 will report to the Mayor.” Since we have hired a Finance Director after May 2019, ~~we should move~~ Administration proposes moving the Finance Director and the Accounting Clerk under ~~under~~ the Mayor. The updated Organizational Chart is included in Exhibit A – Aleutians East Borough Employee Handbook dated March 9, 2023.

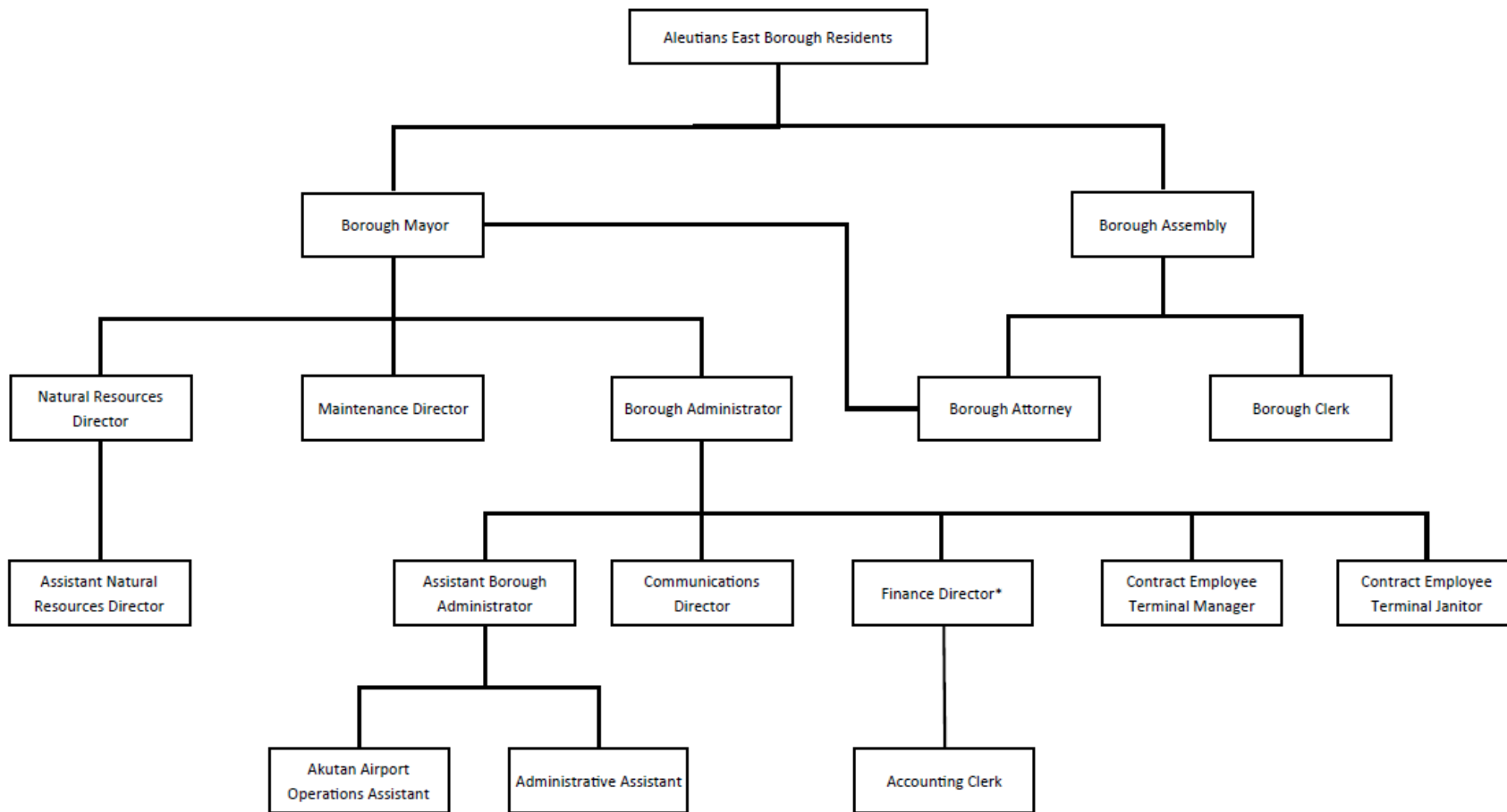
Aleutians East Borough Code Section 7.10.030 authorizes the Assembly to amend the policies set forth in the Employee Handbook by resolution. If approved, Administration plans to implement these amendments effective immediately.

Attachments:

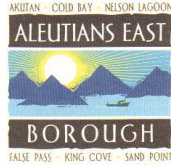
- Organizational Chart from the October 14, 2021 Employee Handbook
- Resolution 23-42
- Exhibit A – Aleutians East Borough Employee Handbook dated March 9, 2023

RECOMMENDATION

Administration recommends approval of Resolution 23-42 amending the Aleutians East Borough Employee Handbook.



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



RESOLUTION NO. 23-42

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH ASSEMBLY AMENDING THE ALEUTIANS EAST BOROUGH EMPLOYEE HANDBOOK

WHEREAS, A.S. 29.20.410(a) authorizes municipalities to create and implement personnel systems to govern the terms of municipal employment; and

WHEREAS, pursuant to that authority, the Aleutians East Borough enacted Section 7.10.020 of the Aleutians East Borough Code of Ordinances, which directed the Borough to adopt a personnel policy; and

WHEREAS, accordingly, the Borough adopted the Aleutians East Borough Employee Handbook, which was last updated in October 2021; and

WHEREAS, Administration has reviewed the handbook and recommends changes to Sections 4.8.4 Per Diem, 5.4.7 Cashing Out Vacation Leave and the Organizational Chart; and

WHEREAS, AEBC 7.10.030 authorizes the Assembly to amend the policies set forth in the Employee Handbook by resolution.

NOW, THEREFORE, BE IT RESOLVED by the Aleutians East Borough as follows:

Section 1. The Aleutians East Borough Employee Handbook shall be amended as set forth in Exhibit A.

Section 2. This Resolution shall become effective immediately upon adoption.

PASSED AND APPROVED BY THE ALEUTIANS EAST BOROUGH ASSEMBLY on this 9th day of March 2023.

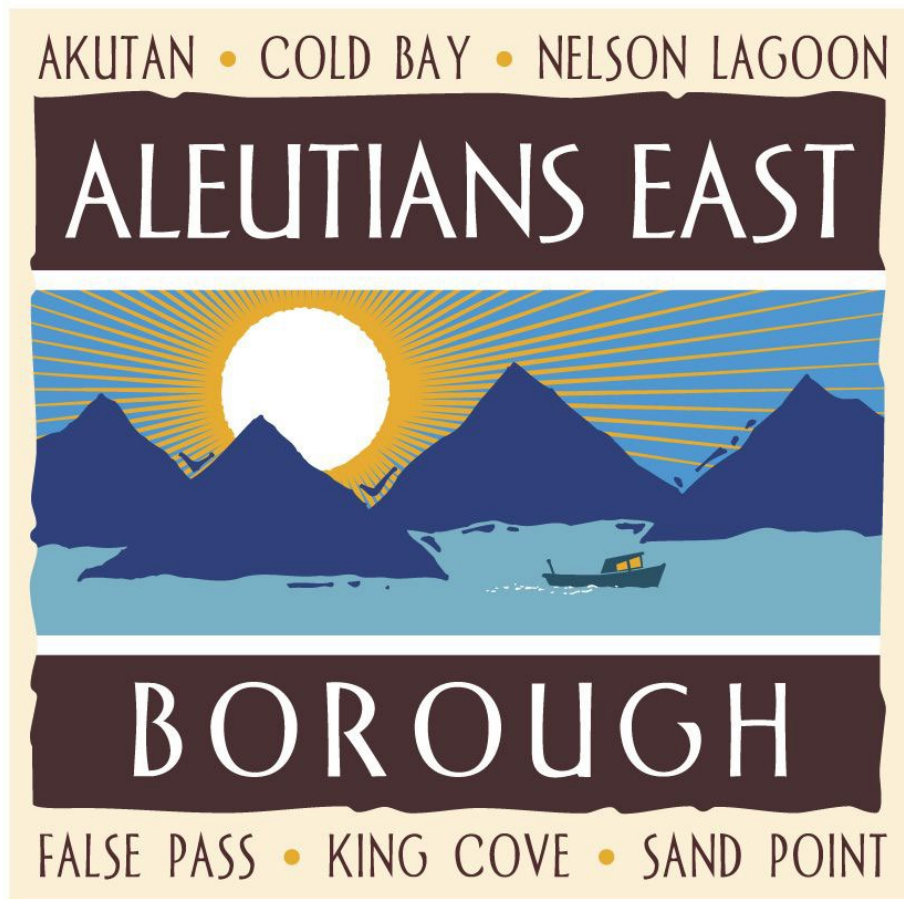
ALEUTIANS EAST BOROUGH, ALASKA

Alvin D. Osterback, Mayor

ATTEST:

Beverly Rosete, Clerk

Aleutians East Borough Employee Handbook



March 9, 2023

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CHAPTER ONE

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.

- 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 OCTOBER 14, 2021, SUPERSEDES ALL PREVIOUS VERSIONS.

CHAPTER TWO

EMPLOYEE CLASSIFICATIONS

- 2.1 Purpose.** The Borough's Employee Classification Plan is intended to serve as a tool for assisting with the management of the Borough's personnel system, such as establishing appropriate performance standards, effectively administering employee salaries and benefits, and better equipping the Borough to more properly assess its staffing needs. 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

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.

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.

CHAPTER THREE

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 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.

- 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.
- 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.

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

- 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.

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.

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 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 on Business Travel that requires an overnight stay or is for a duration of ten (10) hours or more, including travel time, shall receive a daily rate per diem allowance, either before departure or upon return, as the employee requests. 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. If traveling within the Borough, the employee's per diem allowance will be determined according to the federal Department of Defense local meal rate for Cold Bay (if staying in Cold Bay, False Pass, King Cove, Nelson Lagoon, Port Moller Area, and Sand Point) and Dutch Harbor – Unalaska (if staying in Akutan).

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

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. 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.

- 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 eighty (80) hours of unused Vacation Leave. All such requests must be in writing, and may be approved only if the Borough Administrator or Designee finds that doing so will be in the Borough's best interests. The Borough Administrator or Designee may approve any additional Vacation Leave cash out in an amount not to exceed forty (40) hours, if it is determined to be in the best interest of the Borough.
- 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 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.

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 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 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.

CHAPTER SIX

STANDARDS OF CONDUCT

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

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

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

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

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

- 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 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.

6.14 Use of Borough Vehicles, Heavy Equipment and Other Equipment Owned, Leased or Rented by the Borough. Vehicles, heavy equipment and other equipment owned, leased or rented by the Borough ("other equipment") may be essential in accomplishing job duties, which can be expensive and difficult to replace. It is the employee's responsibility to operate the vehicle, heavy

equipment or other equipment in a safe manner to prevent injuries and property damage. When using Borough-owned vehicles, heavy equipment or other 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 and equipment. 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, except in the case of repair testing by a mechanic.

6.14.1 Personal Use Prohibited. Borough-owned vehicles, heavy equipment and other equipment are not to be used for personal use unless authorized in writing by the Mayor, Borough Administrator, or designee. The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, heavy equipment or other 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, heavy equipment or other 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, heavy equipment or other 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.

- 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.

- 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 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 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, Tumbler, 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.

- 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

- 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 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;
- 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

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.

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.

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

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

8.5 Grievance Policy and Procedure. The Borough has established a grievance procedure for eligible Borough employees (Sections 2.5 and 2.6 identify employee types / titles ineligible for this grievance policy) and defines Borough policy and practices for the review of certain employee complaints.

8.5.1 Statement of Purpose. This grievance policy and procedure encourages the settlement of disagreements informally at the employee-supervisor level, with the aim of resolving grievances as quickly as possible. It provides an orderly procedure to handle grievances through the various supervisory levels when necessary and discourages the filing of unfounded grievances.

8.5.2 Grievance Policy. Employees who believe that any working condition or personnel action is not fair or equitable or negatively impacts their job performance or could interfere with reasonable safety standards and practices are encouraged to utilize the procedure in Section 8.5.4 below.

8.5.3 Grievable Issues. Grievable issues must concern matters or specific incidents that have occurred; result from an act or omission by management regarding working conditions or other aspects of employee-employer relations over which the department head has control; arise out of a specific situation or act, which has resulted in perceived inequity or damage to the employee.

8.5.3.1 Examples of grievable issues:

- Written reprimands and suspensions of ten (10) working days (80 hours) or less.
- Working conditions.
- Employee/employer relations over which a department head has control.
- The application, operation, or alleged violation of Employee Handbook policy, or department policy.

8.5.3.2 Examples of non-grievable issues:

- An incident or issue subject to management rights.
- An incident or issue relating to a policy of the Mayor and Assembly, or state or federal law.
- An incident or issue that was reviewed via another grievance procedure.
- Employee Performance Evaluations.

- Probation failure of an original appointment or promotional employment.
- Equal Employment Opportunity Complaints.
- Employment status (e.g., status such as intermittent, permanent, temporary, seasonal, elected, probationary).
- Discharge of a permanent employee.

8.5.4 Grievance Procedure.

8.5.4.1 Grievance by employee only. Grievances may only be initiated by the employee concerned and may not be pursued without the affected employee's consent.

8.5.4.2 Initiating a grievance to supervisor. To initiate a grievance, the grieving employee must discuss the matter with the immediate supervisor within twenty (20) working days of the alleged incident. If the 20th day falls on a weekend or holiday, the following business day becomes the "20th working day." The supervisor must give a verbal reply to the grievant within five (5) working days from the date the grievance was presented.

8.5.4.3 Next level for grievance. If the grievance is not resolved at the previous level, the grievance is submitted in writing by the employee, dated and signed, to the next higher level of management within five (5) working days after the supervisor's verbal reply. The department head must reply in writing to the grievant within five (5) working days of receipt of the written grievance.

8.5.4.4 Final level for grievance. If the grievance is not resolved at the previous level, the written grievance and all related correspondence and records must be submitted by the employee to the Borough Mayor and Borough Administrator within five (5) working days of receipt of the department head's written reply. The Borough Mayor or Borough Administrator will convene a Grievance Committee comprised of a head of a department other than that within which the grieving employee works, one non-supervisory employee and the Borough Administrator to resolve the matter and make a determination. The Borough Mayor or Borough Administrator may decide to use a hearing officer in place of a Grievance Committee.

8.5.5 Time limits. The employee must comply with the time limits set forth in this procedure. The employee's failure to comply with the time limits constitutes an abandonment of the grievance unless both parties have mutually agreed, in writing, to extend the time limits set forth in this policy.

8.5.6 Grievance resolution. Any grievance shall be considered resolved at the completion of any step if all parties are satisfied or if the employee concerned chooses not to present the matter to the next step of the procedure within the prescribed period of time.

- 8.5.7 Repeat filing of grievance for same issue prohibited.** Once a grievance has been investigated and denied, repeated filing of grievances on the same issue will not be permitted.
- 8.5.8 Representation.** While the grievant may designate a representative at any step of the grievance procedure, a Grievance Committee or hearing officer is not required to recognize more than one (1) representative for any grievance.
- 8.5.9 Grievance of multiple employees.** If the grievance involves a group of employees or if a number of employees file separate grievances on the same matter, the grievances may be handled as a single grievance.
- 8.5.10 Prohibition Against Retaliation.** Following completion of the grievance process, department heads and supervisors shall ensure that the grievant does not experience any retaliation for having pursued the grievance. Any direction from the Borough Administrator associated with the grievance resolution is to be implemented as quickly as possible.

CHAPTER NINE

PERFORMANCE EVALUATIONS AND PERSONNEL RECORDS

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

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

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

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

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

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

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

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

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

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

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

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

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.

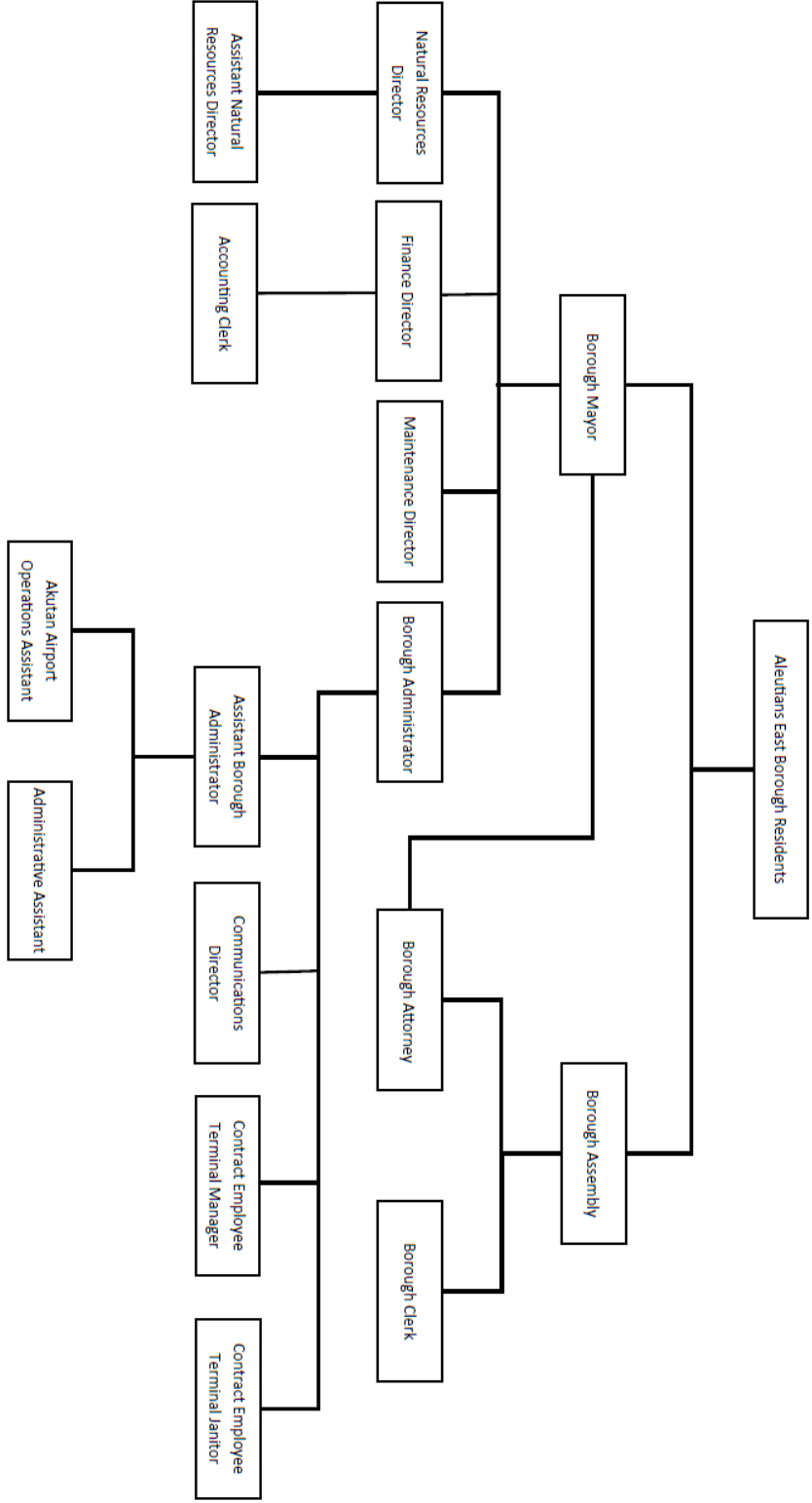
CHAPTER TEN

SEPARATIONS FROM BOROUGH EMPLOYMENT

- 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



March 9, 2023

EMPLOYEE ACKNOWLEDGMENT FORM

The *Employee Handbook* describes important information about the Aleutians East Borough, and I understand I should consult with the Mayor, Borough Administrator or designee regarding any questions not answered in the handbook.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Assembly of the Aleutians East Borough has authority to adopt any revisions or additions to the policies in this handbook.

As an employee of the Aleutians East Borough I will faithfully, diligently, and to the best of my ability perform duties of employment, and accept and obey all rules, regulations, code, provisions, policies and procedures, and policies of employment issued, or to be issued by the AEB.

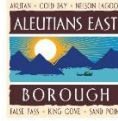
Furthermore, I acknowledge that this handbook is not a contract of employment. I have received the handbook, and I understand that it is my responsibility to read, understand and comply with the policies contained in this handbook and any revisions or additions made to it.

Employee's Signature

Employee's Title

Employee's Printed Name

Date



MEMORANDUM

To: Mayor Osterback and Assembly

From: Anne Bailey, Borough Administrator

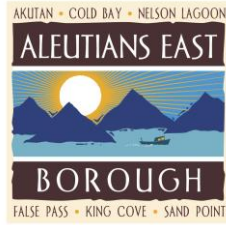
Date: February 28, 2023

Re: Resolution 23-45 Establishing the Minimum Bond Coverage for the Aleutians East Borough Finance Director to be in the Amount of \$1,000,000 with a \$100,000 Deductible

Section 2.29.020 of the Aleutians East Borough Code outlines the roles and responsibilities of the Borough Finance Director. One requirement states that the Finance Director shall give bond to the municipality in a sum which the Assembly directs. The Finance Director should be bonded via a Public Officials Bond, which is a type of surety bond that guarantees that certain governmental positions will comply with the governmental rules and regulations. The purpose behind a Public Officials Bond is to ensure the public will be reimbursed if the governmental official does not faithfully perform the duties and regulations. It is common to require bonding for those that handle public funds.

The Borough Code does not have a sum established. Administration has spoken to our attorneys and to the Finance Director at the Kodiak Island Borough to help establish a rate. Administration recommends establishing the minimum bond coverage for the Finance Director to be in the amount of \$1,000,000 with a deductible of \$100,000.

Recommendation: Administration recommends the approval of Resolution 23-45, establishing the minimum bond coverage for the Aleutians East Borough Finance Director to be in the amount of \$1,000,000 with a \$100,000 deductible.



RESOLUTION 23-45

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH ASSEMBLY ESTABLISHING THE MINIMUM BOND COVERAGE FOR THE ALEUTIANS EAST BOROUGH FINANCE DIRECTOR TO BE IN THE AMOUNT OF \$1,000,000 WITH A \$100,000 DEDUCTIBLE

WHEREAS, Section 2.29.020 of the Aleutians East Borough Code outlines the roles and responsibilities of the Borough Finance Director; and

WHEREAS, one requirement states that the Finance Director shall give bond to the municipality in a sum which the Assembly directs; and

WHEREAS, the Finance Director should be bonded via a public officials bond; and

WHEREAS, a public officials bond is a type of surety bond that guarantees that certain governmental positions will comply with the governmental rules and regulations; and

WHEREAS, the purpose behind a public officials bond is to ensure the public will be reimbursed if the governmental official does not faithfully perform the duties of the office; and

WHEREAS, it is common to require public officials bonds for those that handle public funds; and

WHEREAS, the Borough Code does not have a sum established; therefore, administration recommends that the Assembly establishes the minimum bond coverage for the Finance Director to be in the amount of \$1,000,000 with a \$100,000 deductible.

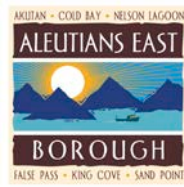
NOW THEREFORE, BE IT RESOLVED, the Aleutians East Borough Assembly establishes the minimum bond coverage for the Finance Director be in the amount of \$1,000,000 with a deductible of \$100,000.

PASSED AND ADOPTED by the Aleutians East Borough on this 9th day of March, 2023.

Alvin D. Osterback, Mayor

ATTEST:

Beverly Rosete, Clerk



Agenda Statement

Date: March 1, 2023

To: Mayor Osterback and Assembly

From: Anne Bailey, Borough Administrator

Re: Resolution 23-46 authorizing the Mayor to negotiate and execute a services agreement with BDO to provide professional auditing services to the Aleutians East Borough for Fiscal Year 2023, in an amount not to exceed \$95,000

On January 16, 2023, the Borough issued a Request for Proposals (RFP) from qualified audit firms to audit the Borough's financial statements for FY 23 and FY 24, with the option continuing the contract for the next three subsequent fiscal years. RFP responses were due on February 16, 2023.

We received two proposals from qualified firms. Proposals were each given scores, out of a possible 100 points, based on the scoring guidelines from the RFP. A panel consisting of the Administrator, Assistant Administrator, and Finance Director met on February 23, 2023 to discuss the overall score for each proposal. Criteria for scoring included firm expertise, qualifications, proposal; organization experience and audit approach; personnel experience and qualifications, and cost. BDO held the highest overall score. A Notice of Intent to Award Contract was sent to BDO on February 23, 2023.

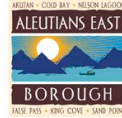
BDO's base bid for FY 23 audit work was \$80,000, which excluded travel expenses, out of pocket costs, and any unexpected work that may be needed due to any audit findings. An additional \$15,000 has been added to the base bid to allow for those costs, totaling \$95,000 as the not-to-exceed amount for the FY 23 contract.

BDO anticipates that preliminary FY 23 audit work will begin in April 2023 with a planning meeting, followed by four to five months of work that may include travel to King Cove. This schedule is subject to change.

FY 24 audit work will require a new services agreement and resolution, which will be presented for Assembly at that time.

RECOMMENDATION

Administration recommends approval of Resolution 23-46 authorizing the Mayor to negotiate and execute a services agreement with BDO to provide professional auditing services to the Aleutians East Borough for Fiscal Year 2023, in an amount not to exceed \$95,000.



RESOLUTION 23-46

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH ASSEMBLY AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE A SERVICES AGREEMENT WITH BDO TO PROVIDE PROFESSIONAL AUDITING SERVICES TO THE ALEUTIANS EAST BOROUGH FOR FISCAL YEAR 2023, IN AN AMOUNT NOT TO EXCEED \$95,000

WHEREAS, on January 16, 2023, the Aleutians East Borough (Borough) issued a Request for Proposals (RFP) from qualified audit firms to audit the Borough's financial statements for FY 23 and FY 24, with the option of auditing the Borough's financial statements for the next three (3) subsequent fiscal years; and

WHEREAS, addendums to the RFP were issued on January 25, 2023 and February 8, 2023; and

WHEREAS, proposals were due on February 16, 2023; and

WHEREAS, two proposals were received prior to the due date; and

WHEREAS, on February 23, 2023, the Borough reviewed the two proposals and determined that BDO was the most responsive proposer; and

WHEREAS, a Notice of Intent to Award was issued to BDO on February 23, 2023; and

WHEREAS, the Borough requests the Assembly's authorization for the Mayor or his designee to negotiate and execute a Services Agreement with BDO to provide professional auditing services for Fiscal Year 2023, in an amount not to exceed \$95,000 which includes a base bid offer of \$80,000 and \$15,000 for anticipated travel expenses and additional work performed if required by the audit findings.

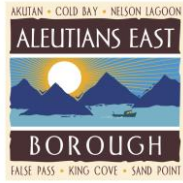
NOW THEREFORE, BE IT RESOLVED, the Aleutians East Borough Assembly authorizes the Mayor or his designee to negotiate and execute a Services Agreement with BDO to provide professional auditing services for Fiscal Year 2023, in an amount not to exceed \$95,000.

PASSED AND ADOPTED by the Aleutians East Borough on this 9th day of March, 2023.

Alvin D. Osterback, Mayor

ATTEST

Beverly Rosete, Clerk



Agenda Statement

Date: March 2, 2023

To: Mayor Osterback and Assembly

From: Anne Bailey, Borough Administrator

Re: Resolution 23-47 Authorizing the Mayor to negotiate and execute a helicopter services agreement with Maritime Helicopters, Inc. to provide helicopter services between the Akutan Airport on Akun Island and the Community of Akutan

The Aleutians East Borough entered into a Co-Sponsorship Agreement between the City of Akutan, the Borough and the State of Alaska Department of Transportation and Public Facilities (ADOT&PF) for the Akutan Airport in January 2010 providing assurances to the FAA for federal construction funds and agreeing to operate the airport for at least 20 years. The Borough agreed to provide reasonable public access between the community of Akutan and the airport. In September 2012, the Borough began operating a hovercraft, which proved to be expensive and unsustainable and replaced service with a helicopter.

The Borough and Maritime Helicopters, Inc. (“Maritime”) entered into a Helicopter Services Agreement dated November 22, 2013 to provide transportation between the village of Akutan on Akutan Island and the Akutan Airport located on Akun Island. This Agreement was extended to January 31, 2019. The Borough was subsidizing the helicopter operation at approximately \$1,500,000 which was unsustainable.

In 2019, the United States of America Department of Transportation (USDOT) agreed to cover 50% of the helicopter expenditures between Akutan and Akun. Maritime and USDOT entered into an agreement to provide essential air service between Akutan and Akun Island between February 1, 2019 through March 31, 2021. In turn, the Borough entered into a Helicopter Services Agreement agreeing to pay for the remaining 50% of the EAS costs reducing the Borough subsidy costs significantly.

In 2021, USDOT agreed agreement to provide essential air service between Akutan and Akun Island between April 1, 2021 and March 31, 2023 and cover 50% of the helicopter operation. The Borough is anticipating paying \$905,439.00 to Maritime for Year 1 and \$914,240.00 to Maritime for Year 2.

In October 2022, USDOT issued a request for EAS proposals at Akutan. Two proposals were received and the Borough is still waiting on a decision from USDOT on the EAS and have been told that I will receive a decision in early March. Due to timing, Administration is requesting that the Assembly approve Resolution 23-47 Authorizing the Mayor to negotiate and execute a helicopter services agreement with Maritime Helicopters, Inc. to provide helicopter services between the Akutan Airport on Akun Island and the Community of Akutan. We do not have the annual cost for these services, but I would anticipate that they will be slightly higher than what we are currently paying due to inflation.

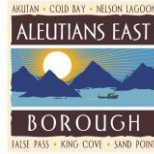
The Borough will continue providing the following services to Maritime throughout the life of the operation:

- Skiff Charter Services: Transportation to and from the hangar located at the head of the Bay.
- Hangar Fee: Fee for Maritime storing the helicopter in the hangar.
- Helicopter Fuel Charge: The Borough will provide helicopter fuel for the operation.

The Borough will invoice Maritime for the charger fee, fuel and the hangar based off the costs provided USDOT.

RECOMMENDATION

Administration recommends approval of Resolution 23-47 Authorizing the Mayor to negotiate and execute a helicopter services agreement with Maritime Helicopters, Inc. to provide helicopter services between the Akutan Airport on Akun Island and the Community of Akutan.



RESOLUTION 23-47

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH ASSEMBLY AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE A HELICOPTER SERVICES AGREEMENT WITH MARITIME HELICOPTERS, INC. TO PROVIDE HELICOPTER SERVICES BETWEEN THE AKUTAN AIRPORT ON AKUN ISLAND AND THE COMMUNITY OF AKUTAN

WHEREAS, the Aleutians East Borough (“Borough”) entered into a Co-Sponsorship Agreement between the City of Akutan, the Borough and the State of Alaska Department of Transportation and Public Facilities (ADOT&PF) for the Akutan Airport in January 2010 providing assurances to the FAA for federal construction funds and agreeing to operate the airport for at least 20 years; and

WHEREAS, the Borough agreed to provide reasonable public access between the community of Akutan and the airport; and

WHEREAS, in September 2012 the Borough began operating a hovercraft, which proved to be expensive and unsustainable and was replaced by a helicopter; and

WHEREAS, the Borough and Maritime Helicopters, Inc. (“Maritime”) entered into a Helicopter Services Agreement dated November 22, 2013 to provide transportation between the village of Akutan on Akutan Island and the Akutan Airport located on Akun Island, which ended January 31, 2019; and

WHEREAS, the Borough had subsidized the helicopter operation at approximately \$1,500,000 per year, which was unsustainable; and

WHEREAS, in 2019, the United States of American Department of Transportation (USDOT) agreed to cover 50% of the helicopter expenditures between Akutan and Akun; and

WHEREAS, Maritime and USDOT entered into an agreement to provide essential air service (EAS) between Akutan and Akun between February 1, 2019 through March 31, 2021; and

WHEREAS, the Borough agreed to pay for the remaining 50% of the EAS costs reducing the Borough subsidy significantly; and

WHEREAS, in 2021, the USDOT agreed to cover 50% of the helicopter expenditures between Akutan and Akun; and

WHEREAS, Maritime and USDOT entered into an agreement to provide EAS between Akutan and Akun between April 1, 2021 through March 31, 2023; and

WHEREAS, in October 2022, issued a request for EAS proposals for Akutan; and

WHEREAS, USDOT received two proposals and are still in the process of reviewing the proposals and determining the EAS order; and

WHEREAS, due to timing Administration is requesting the Assembly to authorize the mayor to negotiate and execute a helicopter services agreement with Maritime Helicopters to provide helicopter services between the Akutan Airport and the Community of Akutan.

NOW THEREFORE, BE IT RESOLVED, the Aleutians East Borough Assembly authorizes the Mayor to negotiate and execute a helicopter services agreement with Maritime to provide helicopter services between the Akutan Airport on Akun Island and the community of Akutan.

PASSED AND ADOPTED by the Aleutians East Borough on this 9th day of March 2023.

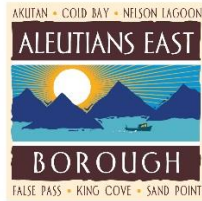
Alvin D. Osterback, Mayor

ATTEST:

Beverly Rosete, Clerk

OLD BUSINESS

NEW BUSINESS



MEMORANDUM

To: Mayor Osterback and Assembly

From: Anne Bailey, Borough Administrator

Date: February 24, 2023

Re: Quarter 4 – Aleutians East Borough Strategic Plan Update

The Aleutians East Borough (Borough) conducted a Planning Work Session on December 9, 2021, 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, 2022 and ending February 28, 2023 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 22-34 at the March 10, 2022 Assembly meeting, which approved the projects and initiatives identified on the Borough Strategic Plan.

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

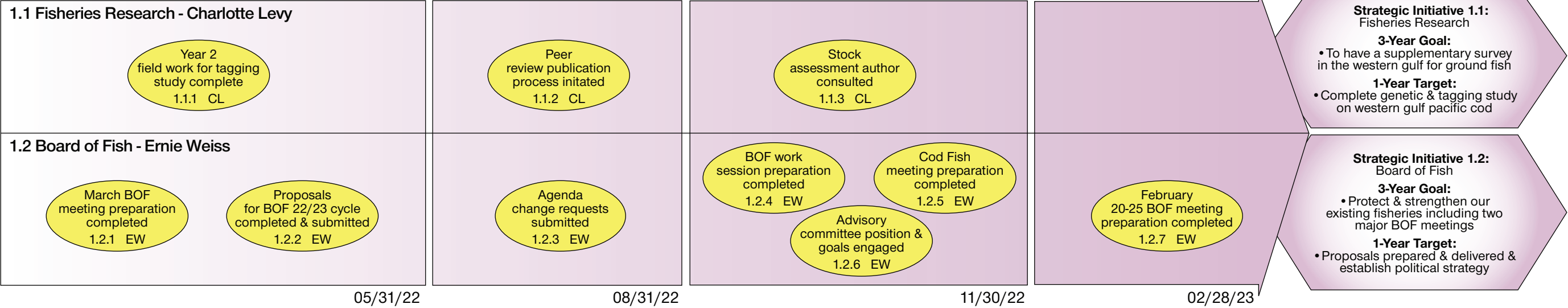
- **Fisheries Research – 2022 – 2023 Tasks Completed!**
 - 1.1.1 Year 2 Field Work for Tagging Study Complete has been completed.
 - 1.1.2 Peer Review Publication Process Initiated has been completed.
 - 1.1.3 Stock Assessment Author Consulted has been completed
- **Board of Fisheries – 2022 – 2023 Tasks Completed!**
 - 1.2.1 March BOF meeting preparation completed.
 - 1.2.2 Proposals for BOF 22/23 cycle completed and submitted has been completed.
 - 1.2.3 Agenda change requests submitted has been completed.

- 1.2.4 BOF Work Session Preparation Completed has been completed.
- 1.2.5 Cod Fish Meeting Preparation Completed has been completed.
- 1.2.6 Advisory Committee Position and Goals Engaged has been completed.
- 1.2.7 February 20-25 BOF Meeting Preparation has been completed.
- **Government & Policy Advocacy**
 - 2.1.1 2022 community meetings scheduled has been completed.
 - 2.1.2 community meetings completed has been partially completed. It was hard to conduct meetings due to weather and availability.
 - 2.1.3 2022-23 State and Federal Legislative Agenda Defined has been completed.
- **False Pass Airport – 2022 - 2023 Tasks Completed!**
 - False Pass Airport Response Plan Completed has been completed.
 - 2.2.2 False Pass Airport Established on State AIP Spending Plan has been completed. This is on the 2027 spending plan.
- **Marine Infrastructure**
 1. Cold Bay Dock Repairs 2022 – 2022 – 2023 Tasks Completed!
 - 3.1.1 RFQ/RFP Issued has been completed.
 - 3.1.2 Proposals received has been completed.
 - 3.1.3 Contract approved by assembly has been completed.
 - 3.1.4 Contractor project launched has been completed.
 2. Harbor Floats Systems Sand Point/Akutan 2022 – 2022 – 2023 Tasks Completed!
 - 3.2.1 PIDP Grant Debrief Completed has been completed.
 - 3.2.2 RAISE Grant Debrief Completed has been completed.
 - 3.2.3 Grant Writer Hired has been completed.
 - 3.2.4 Grant Application Initiated has been completed.
 - 3.2.5 Grant Application Submitted has been completed.
 - 3.2.6 Funding Determined has been completed.
- **Diversification of Natural Resources**
 - 4.1.1 Equipment & Gear Acquisition Plan Created has been completed.
 - 4.1.3 Resource Assessment Proposal Created is 99% completed.
- **Deferred Maintenance 2022**
 - 4.2.1 2022 Funding need assessed has been completed.
 - 4.2.2 2022 Funding appropriated has been completed.
 - 4.2.3 KC School repairs completed is 95% complete and has been moved to Q4.
- **Sand Point School – 2022 – 2023 Tasks Completed!**
 - 4.3.1 Feedback on 2021 Application Collected has been completed.
 - 4.3.2 Application 2022 Submitted has been completed.
- **Nelson Lagoon Apartment 2022**

- Move tract to 2023-2024 plan.
- **Policy & Procedure Consistency – 2022 – 2023 Tasks Completed!**
 - 5.1.1 Borough Employee Leave Policy Implemented has been completed.
 - 5.1.2 Social Media Policy Implemented has been completed.
- **Borough Property Maintenance Policy & Procedure – 2022 – 2023 Tasks Completed!**
 - 5.2.1 Draft partnership agreements written has been completed.
 - 5.2.2 Borough & school district coordination meeting has been completed.
 - 5.2.3 Partnership Agreements Approved has been completed.
 - 5.2.4 Needed Policies & Procedures Identified has been completed.
 - 5.2.5 Maintenance Roles & Responsibilities Assumed.
- **PR & Marketing – 2022 – 2023 Tasks Completed!**
 - 5.3.1 AEB Website Update Completed has been completed.
 - 5.3.2 RFP for Photographer/Videographer Completed has been completed.
 - 5.3.3 Look for Funding/Grants for Photographer has been completed.
 - 5.3.4 Social Media Engagement Plan Initiated has been completed.
- **Financials Policies & Procedures**
 - 5.4.1 Group A has been partially completed.
- **Community & Agency Alignment – 2022 – 2023 Tasks Completed!**
 - 5.5.1 Key Meeting Schedules Created has been completed.
 - 5.5.2 AEB Attendance Plan Established has been completed.
 - 5.5.3 Plan to Highlight Community Leaders Established has been completed.
 - 5.5.4 Alignment Opportunities Identified has been completed.
 - 5.5.5 Plan to Highlight Community Leaders Initiated has been completed.
- **Retention Schedule**
 - 5.6.1 Retention Schedule Reviewed & Revised has been completed.
 - 5.6.2 Retention Schedule Compliance Plan Designed has been completed.
 - 5.6.3 Retention Schedule Compliance Plan Completed has been completed.
 - 5.6.4 Retention Schedule Compliance Plan Executed has been completed.

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

Fisheries Advocacy - Ernie Weiss



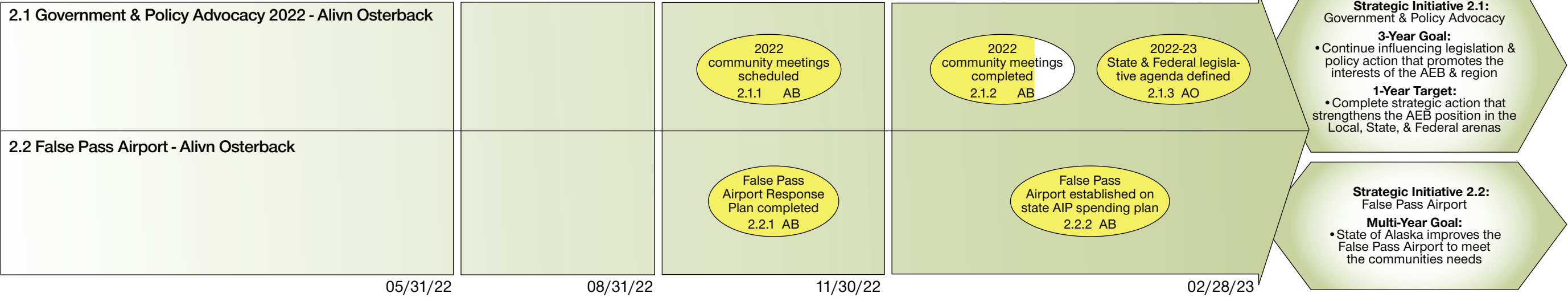
Vision Navigation®
Chart #1

03/01/22 - 02/28/23

Purpose:

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

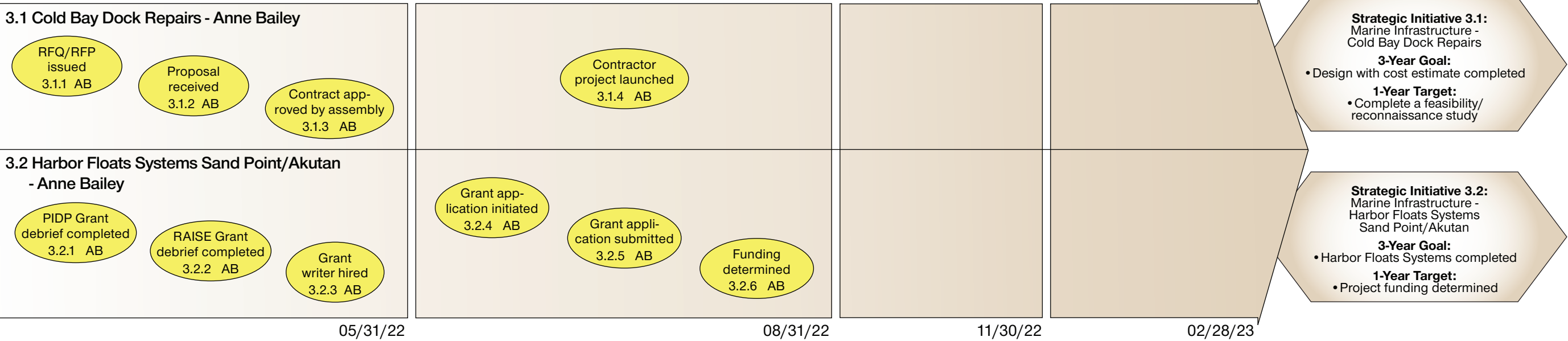
Government & Policy Advocacy - Alvin Osterback



Our Vision:
Healthy People, Healthy Schools, Healthy Communities

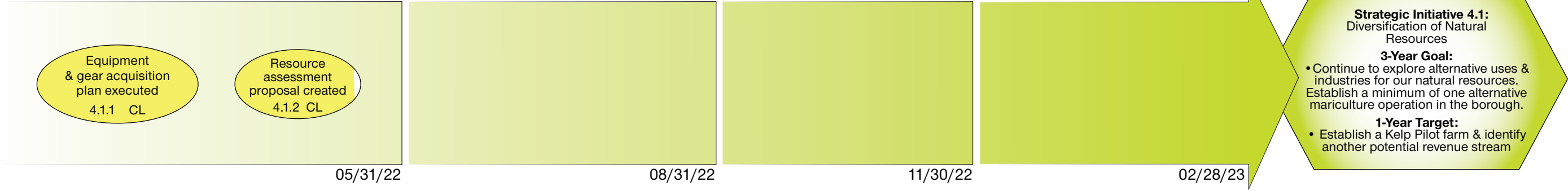
- ☆ Diversification of industry including our natural resources & community flexibility for borough stability
- ☆ Healthy people with a strong cultural identity
- ☆ Our schools & community are providing quality education including secondary education & vocational skills within the communities
- ☆ Planned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

Marine Infrastructure - Alvin Osterback

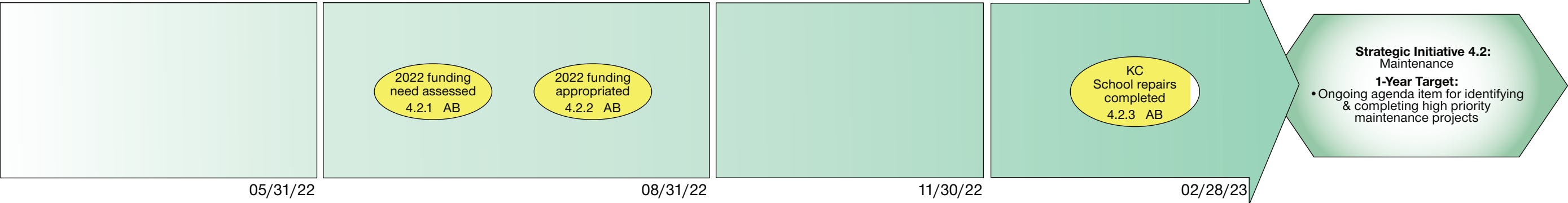


- | | |
|----|------------------|
| AB | Anne Bailey |
| JB | Jacki Brandell |
| GD | Glennora Dushkin |
| TJ | Talia Jean-Louis |
| CL | Charlotte Levy |
| AO | Alvin Osterback |
| BR | Beverly Rosete |
| LT | Laura Tanis |
| EW | Ernie Weiss |

Diversification of Natural Resources - Charlotte Levy



Maintenance - Anne Bailey



Vision Navigation®
Chart #2

03/01/22 - 02/28/23

Purpose:

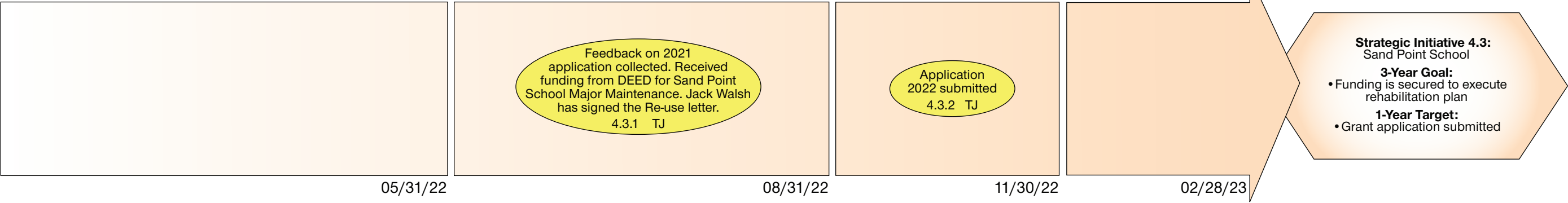
To ensure the standard of living, well-being & future of our communities

Our Vision:

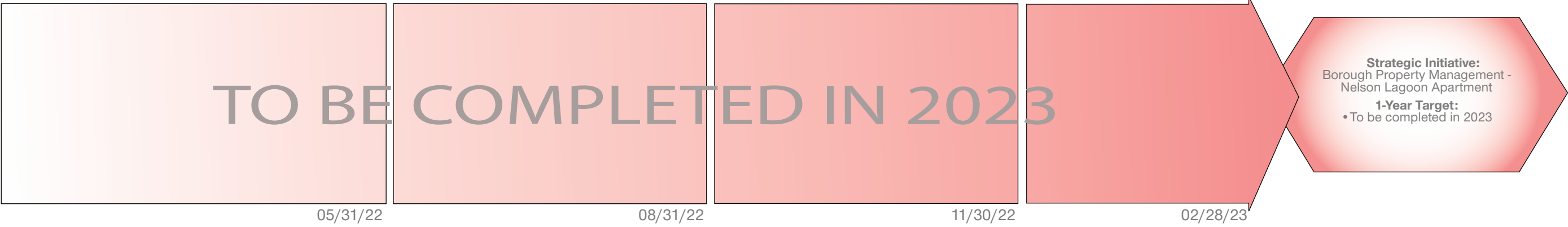
Healthy People, Healthy Schools, Healthy Communities

- ☆ 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)

Sand Point School - Talia Jean-Louis

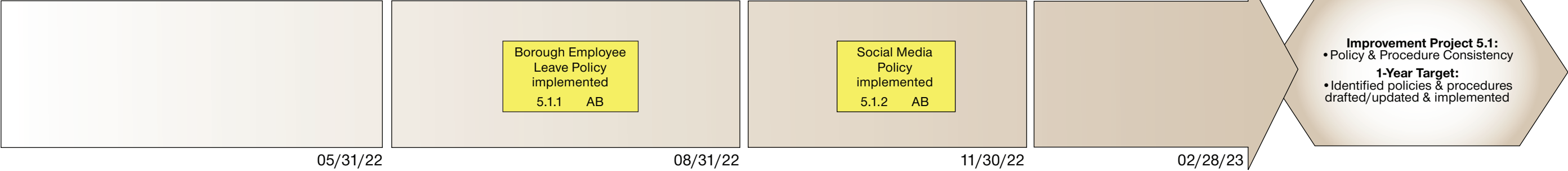


Nelson Lagoon Apartment - Anne Bailey

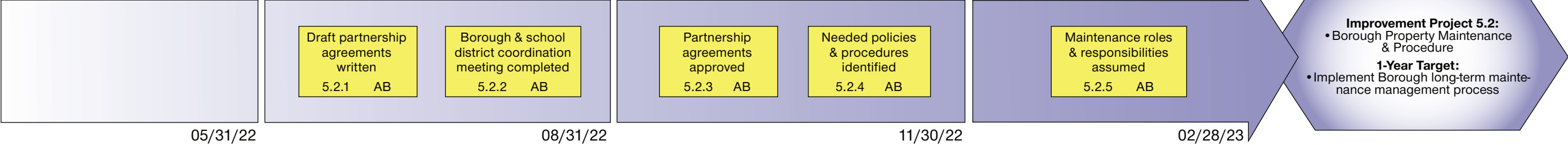


- AB Anne Bailey
- JB Jacki Brandell
- GD Glennora Dushkin
- TJ Talia Jean-Louis
- CL Charlotte Levy
- AO Alvin Osterback
- BR Beverly Rosete
- LT Laura Tanis
- EW Ernie Weiss

Policy & Procedure Consistency - Anne Bailey



Borough Property Maintenance Policy & Procedure - Anne Bailey



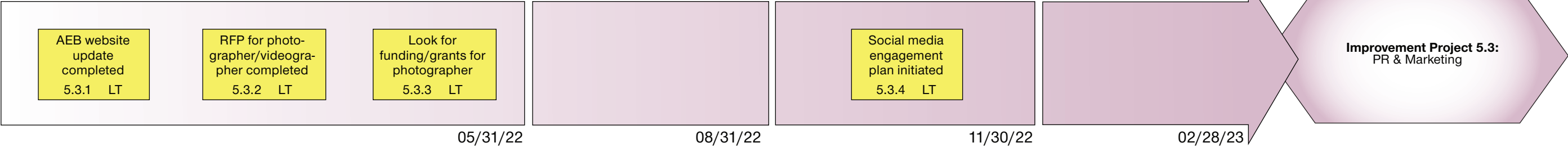
Vision Navigation® Chart #3

03/01/22 - 02/28/23

Purpose:

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

PR & Marketing - Laura Tanis



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
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Financial Policies & Procedures - Anne Bailey

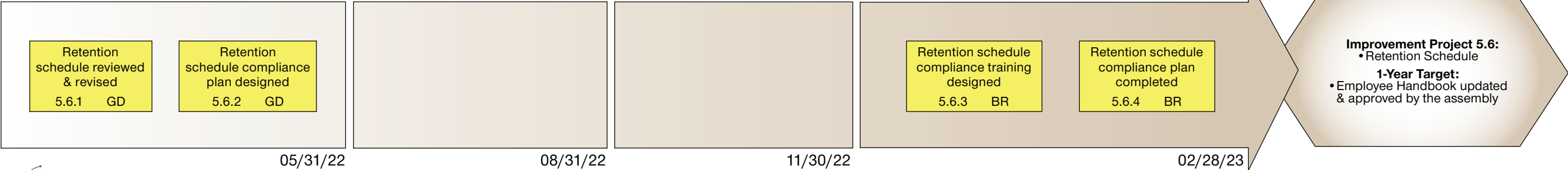


Community & Agency Alignment - Glennora Dushkin

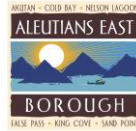


- AB Anne Bailey
- JB Jacki Brandell
- GD Glennora Dushkin
- TJ Talia Jean-Louis
- CL Charlotte Levy
- AO Alvin Osterback
- BR Beverly Rosete
- LT Laura Tanis
- EW Ernie Weiss

Retention Schedule - Beverly Rosete



REPORTS AND UPDATES



To: Honorable Mayor Osterback and AEB Assembly
From: Anne Bailey, Borough Administrator
Subject: Assembly Report
Date: March 3, 2023

Sand Point Harbor Float Project

On February 24, 2023, the State of Alaska Department of Environmental Conservation issued a letter of Approval to Construct for the proposed drinking water improvements for the Sand Point Harbor.

King Cove Road Update

We are still waiting for a decision from the 11-member *en banc* panel. The legal team continues to work with the State Attorney to prepare the ANILCA 1110(b) complaint to enforce the Department of Interior decision to grant a road under that section projected by the State from King Cove to the Cold Bay Airport. More to come in the next couple months.

School Updates

- **Boiler Inspections:** LONG has completed the boiler inspections in Akutan, False Pass, and Sand Point. The boiler in False Pass was recently fixed and heat is being provided at the facility. Both boilers are scheduled for replacement in the spring/early summer. The crew has made two attempts to get to King Cove and flights have been cancelled due to weather. They will be trying again on March 6, 2023.
- **Sand Point DEED Grant:** On February 21, 2023, Administration signed the DEED Grant application for the Sand Point School.
- **Sand Point Pool:** Although experiencing some unexpected and unfavorable delays, the Sand Point Pool improvements project is making forward progress. While determining improvements needed to replace the dilapidated heat exchanger, the team determined that the existing heat exchanger was plumbed in a way that provided unnecessary pool heat when not needed, while also shortening the life of the heat exchanger. To correct this problem, the contractor will install a control valve to make better use of boiler heat and lengthen the heat exchanger useful life. The team expects the control valve to be programmed and ready for transport to Sand Point by March 10. The team expects workers to deploy to Sand Point the week of March 13 to complete improvements, so the pool is functional for use.

Sand Point Police Department's Anchorage Airport Interdiction Team Grant

In FY21 the Assembly approved a community budget grant to the City of Sand Point for the City of Sand Point Police Department's Anchorage Airport Interdiction Team (AAIT). This was to fund one calendar year of salary for the City of Sand Point Police Department's AAIT employee to fight the flow of drugs into the City of Sand Point and the region. Per the agreement, the

Borough provided \$93,162 for this position. Below is a summary of what has been reimbursed to the City of Sand Point to date:

City of Sand Point AAIT Program

Fiscal Year	Funding Awarded	Reimbursement Request	Remaining Funds	Month of Payment
FY21	\$93,162.00	(\$13,746.43)	\$79,415.57	April 2021
		(\$24,546.78)	\$54,868.79	May 2021
TOTAL	\$93,162.00	(\$38,293.21)	\$54,868.79	

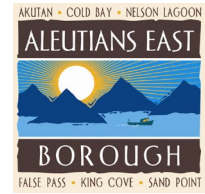
I have not received another reimbursement request since May 2021. There is \$54,868.79 remaining in this grant for the AAIT employee.

Other Items

- Auditing Services: On January 16, 2023, the Borough issued an RFP for Auditing Services for FY 2023 and FY 2024 with the option for three subsequent fiscal years. The proposals are due on February 16, 2023. Two addendums were issued. Two proposals were submitted on the February 16, 2023 due date. The review committee, which consisted of the Borough Finance Director, Administrator and Assistant Administrator, met on February 23, 2023. The committee issued BDO a Notice of Intent to Award on the 23rd. Resolution 23-43 is before the Assembly approving work with BDO for FY23.
- Cold Bay Clinic: DOWL conducted a site visit to look at the Clinic on February 10-11, 2023 and will be completing the 35% design soon. Administration is still waiting on HRSA to approve two of the grant requirements that were submitted in November 2022 and January 2023 prior to moving further on the project.
- On February 13-15, 2023, Mayor Osterback and I travelled to Juneau. We attended meetings with numerous legislators and DOT staff. We discussed Limited Entry Salmon Permitting and Capital Projects including but not limited to the False Pass Airport, Sand Point Harbor, Cold Bay Dock, King Cove Road and the Akun Dock and Breakwater.
- The Strategic Planning Session was held on February 17, 2023.
- I attended the Board of Fisheries Meeting February 20 – 26, 2022. A big thank you to the Mayor, Natural Resources Department and staff for your work during this meeting.
- I attended SWAMC March 2-3, 2023.
- The proposed Assembly Meeting schedule for April through July is as follows:
 - Thursday, April 13, 2023 Designated Locations
 - Wednesday, May 3, 2023 King Cove
 - Thursday, May 18, 2023 Designated Locations
 - Thursday, July 13, 2023 Designated Locations
- I have also been continuously conducting day to day operations.

If you have any questions, comments, or concerns please contact me at (907) 274-7580 or abailey@aeboro.org.

To: The Honorable Mayor Osterback, AEB Assembly
From: Talia Jean-Louis, Assistant Administrator
Subject: Assembly Report
Date: March 9, 2022



ICE Services:

On February 15th 2023, administration met with ICE Services for its first quarter meeting. From designing, to providing helpdesk outsourcing and maintenance services, ICE is consistent in finding new ways to improve our facilities. With the installation of Starlink, ICE has recommended replacing Aleutians East Borough servers with a single new server that would provide more efficient use of the internet for our offices in Anchorage, Sand Point, and King Cove. Cyber Security was also an important topic of discussion. The Borough currently utilizes Beazley Breach Solutions for cyber training, with ICE recommending training from Cyber Training NOB4 for additional training and modules. Administration is currently waiting on the quotes for review.



Sand Point School DEED Capital Improvement Project:



On February 23rd 2023, Administration fully executed the Department of Education & Early Development (DEED) Grant for the Sand Point K-12 School Major Maintenance Project. The funding for the project is **\$2,968,577** with the Borough's participating share at \$1,039,002. The downsized scope of work does not include the foundation work, however it does include critical structural items and significant renovations to the pool facility. ECI/DOWL will need to determine how the foundation work can be substantiated as well as conduct a site visit for the project. Again, this is a process and the Borough must follow the grant requirements, complete the design work, cost estimates, permitting, hire contractors to construct the work, then begin work on the project.

School Boiler Maintenance

Akutan School: February 8th 2023, LONG had a technician perform maintenance on the boilers at Akutan school. Filters and nozzles were changed, electrodes were cleaned and adjusted, Burners were cleaned and a combustion test was performed. Both boilers are operating properly above 80% efficiency.

False Pass: February 14th 2023, LONG's technician traveled from Dutch Harbor to False Pass School to perform maintenance and repairs on boiler #2. When he arrived the boiler was not running and pressure was at 0 PSI. The technician filled the system to 20 PSI and reset the low water cutoff. The burner fired and he was able to get the system warm again. He made repairs to the gaskets and refractory followed by a combustion test. At the time is appeared to be running properly.

February 17th 2023, the Borough was notified by Principal Gatlin that the False Pass School was cold yet again. This was caused by a fuel issue with the boiler. Thankfully, it was resolved by the end of the day. As of now, the boilers are scheduled to be replaced this spring. LONG stated that the boilers were ordered in December with a 10–16-week lead time. LONG will provide a time frame of installation once they receive confirmation of the boilers being shipped.

King Cove: February 21st, 2023 LONG was scheduled to travel to King Cove for maintenance on the boilers, however the trip was cancelled due to weather. LONG attempted to travel again the week of February 28th, however this was yet again prevented due to travel. They will attempt to travel again March 6th for boiler maintenance.

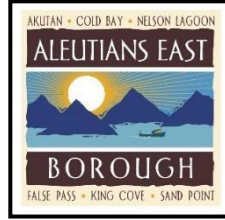
Maintenance Connection:

Administration continues to utilize Maintenance Connection created by SERCC where the Borough can perform tasks such as processing maintenance request, creating work orders, setting up preventive schedules, creating purchase orders, and reordering inventory. DOWL now has access to Maintenance Connection to view and track projects from beginning to end.

Regular Meetings Attended:

Date	Meeting
February 15, 2023	ICE Services Quarter 1 Meeting
February 16, 2023	A-Team Quarter 1 Meeting
February 17, 2023	Strategic Planning
February 21, 2023	DOWL On-Going Project Review
February 22, 2023	Akutan PDT Meeting
February 23, 2023	Audit Proposal Discussion
March 1, 2023	Akutan PDT Meeting

If you have any questions, comments, or concerns please contact me at 907-274-7559 or tjeanlouis@acboro.org



To: Honorable Mayor Alvin Osterback & Borough Assembly
From: Laura Tanis, AEB Communications Director
Through: Anne Bailey, AEB Administrator
Subject: Communications Director's Report to the Assembly
Date: March 2, 2022

Board of Fish:

The Borough Administration and staff attended the Alaska Board of Fisheries Feb. 20th through the end of the month for the Alaska Peninsula/Bering Sea-Aleutian Island/Chignik Areas Finfish Meeting. Staff helped to type up testimony, print up copies, etc. In addition, I coordinated with the Borough and Eastern Aleutian Fisheries Coalition to draft a press release: <https://www.aleutianseast.org/alaska-board-of-fisheries-supports-adaptive-science-based-management-for-south-alaska-peninsula/>. This was posted to the Borough website as well as our Facebook page. I also helped to coordinate interviews with Area M fishermen for KTUU Channel 2 News, also known as Alaska's News Source. The first couple of days, KTUU's coverage mainly covered the perspectives of AYK. So after contacting them and requesting they cover Area M's perspective, we were able to line up interviews for the news with Borough Mayor Alvin Osterback, Seiners Association President Kiley Thompson, False Pass Tribal Administrator Lena Hoblet, Carlin Hoblet of False Pass, as well as with Amy Foster of Sand Point.



AEB Mayor Alvin Osterback provides testimony during the Alaska Board of Fisheries meeting in Anchorage.

KNBA reporter Jill Fratis also requested interviews from tribal members in Area M. I lined her up with Carlin Hoblet and Lena Hoblet, as well as Amy Foster.

Fish News:

Borough Natural Resources Ernie Weiss provided content for the Fish News, which I sent out on Feb. 26th and posted on Facebook. The issue provided info about how the Board addressed South Alaska Peninsula salmon fishery management by adopting Proposal 136 with substitute language found in [RC 190](#). This action reduces the first June opener to 68 hours for seiners, the 2nd opener to 66 hours and the final 2 openers at 88 hours. The plan institutes harvest cap triggers for the seine fleet and closes the Sanak Island section for



KTUU interviews King Cove Mayor Warren Wilson at the Dena'ina Center.

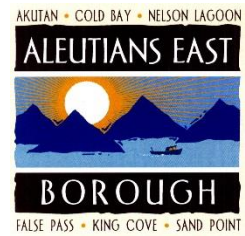
June. I'll defer to Ernie and Charlotte for details on this and other board actions. This issue was also posted on Facebook.

Facebook:

Currently, I'm working on downloading and sharing images to Facebook from our communities that photographer Kerry Tasker took over the summer. I've been requesting and gathering signed photo releases from people in the communities, and then will post to Facebook. The images are of the communities, buildings and facilities, infrastructure, community and Borough leaders, scenic and wildlife. As mentioned in earlier meetings, these photos will be used in presentations, grants, reports, our website and social media. I will begin posting images of False Pass and Cold Bay, and will work my way through all of the communities. These images will also be stored on the Borough's shared drive and on a separate hard drive.



To: The Honorable Mayor Osterback, Aleutians East Borough Assembly
 From: Ernie Weiss, Natural Resources Department Director
 Subj: Report to the Assembly
 Date: March 3, 2023



Alaska Board of Fisheries (BoF or Board)

The 8-day BoF AK Pen/AI/Chignik meeting held February 20-27 at the Dena'ina Center, including [3 full days of public testimony](#) and the extra 2 added days, was the culmination of months of work. The end result for AEB fishermen was a compromise that increases the burden of conservation for AYK chums, while allowing time and area enough for Area M Seiners to continue the [action plan](#) initiated in 2022 to limit all chum harvest in June. In addition, the agreement reached between Area M Seiners and Chignik fishermen at the March 2022 BoF meeting remains in place. While Area M seiners have sacrificed much in the past year – at the March meeting, during the June salmon season and at the February meeting – most AEB fisheries supporters feel the outcome at the recent meeting was the best possible under the circumstances. The AEB will continue to support Area M fishermen and their conservation efforts moving forward. The schedule during the Ak Pen/AI/Chignik meeting was intense:

Pre-meeting gathering at Marriott for fishermen and staff Sunday February 19

Day 1	Monday	Feb20	ADFG Staff Reports	
Day 2	Tuesday	Feb21	Public Testimony	
Day 3	Wednesday	Feb22	Public Testimony	
Day 4	Thursday	Feb23	Public Testimony	Committee Group 1
Day 5	Friday	Feb24	Deliberation on Group 1 proposals	Committee Groups 2 & 3
Day 6	Saturday	Feb25	Deliberation on Proposal 140/RC179	(fails)
Day 7	Sunday	Feb26	Deliberation on rest of Group 2 & 3	Committees 4 & 5
Day 8	Monday	Feb27	Deliberation on rest of Group 4 & 5	Chignik River action plans

Extra
added days

Of the 55 proposals on the agenda, The Board adopted 11 proposals or substitute language for some of the proposals. The Board failed or took no action on all other proposals.

Below are the 11 proposals adopted:

Proposal #	Substitute Language	Group #/subject	Proposal title	Board vote
98	RC137	1/Subsistence Salmon	Modify waters closed to subsistence fishing for salmon to increase access for subsistence users who are not commercial salmon fishery permit holders	7-0
99	RC 136	1/Sport Salmon	Prohibit retention of king salmon and establish closed areas in the King Salmon River and Ridgerunner Creek	7-0
104		1/Sport Salmon	Repeal the closed water provisions for salmon fishing in Swanson Lagoon within the Alaska Peninsula and Aleutian Islands Area	7-0
136	RC 190	2/S. Pen June Mangt	Amend the South Unimak and Shumagin Islands June Salmon Management Plan to implement a chum salmon harvest cap to reduce commercial fishing time.	4-3
151		3/S.Pen gear	Amend gillnet specifications and operations to allow offshore anchoring of the up to 25 fathom seine web lead.	4-3
105	RC 216	4/Chignik	Amend the Chignik Area Salmon Management Plan to reflect changes to Chignik River sockeye salmon escapement goals	5-2
109		4/Chignik	Amend the Chignik Area Management Plan to allow period openings to harvest more salmon in the Central District and repeal the inriver run goal in August and September.	7-0 5-2
118	(amended to exclude Devils Bay)	4/Chignik	Amend the districts, sections and subsections and the management plan to increase commercial fishing time and area in the Western and Perryville Districts in August.	4-3

132	RC217	4/SEDM	Amend the Southeastern District Mainland Salmon Management Plan to reflect changes to Chignik River sockeye salmon escapement goals.	6-1
130		2/SEDM	Amend the Southeastern District Mainland Salmon Management Plan to allow more fishing time in the Northwest Stepovak Section.	7-0
129		5/N.Pen Salmon	Allow use of monofilament gillnet web in the Northern District.	6-1

One proposal of note that was not adopted by the Board: [Proposal 140](#) – this proposal was the subject of the most public testimony – either for or against. Proposal 140 would have taken the South Pen June Salmon fishery back to the regime established in 2001 by the Board and would've reduced South Pen June salmon fishing time by 70% compared to 2022 management. The Board spent all day Saturday the 25th working through this proposal, either in on-the-record deliberations or on break. An attempt to use substitute language in [RC 179](#) ultimately failed 3-4 and the main motion also failed 3-4.

On Sunday the Board [passed RC 190](#), substitute language for Proposal 136 by a vote of 4-3. RC190 closes Sanak island to June fishing, shortens the first 2 South Peninsula openers for seine gear to 68 and 66 hours, and establishes chum harvest triggers: 300,000 by June 18 to shorten the remaining openers and 450,000 by June 23 to close the June season for seiners.

The Board also discussed the action plans for Chignik River King and Sockeye salmon stocks of concern. For Sockeye commercial fisheries, the agreement between Chignik fishermen and Area M Seiners from the March 2022 meeting, [RC 104](#), remains in place. For King salmon, Chignik commercial fishermen are required to release all living King salmon caught, back into the marine environment.

Board Member John Wood repeated several times that his AEB sponsored trip to the region in July was extremely helpful in informing his decisions. The AEB also sponsored the Eastern Aleutian Fisheries Coalition room at the Dena'ina Center including coffee service, and the AEB will be reimbursing Area M Seiners for some expenses including for legal counsel.

The Board will meet March 10-14 at the Egan Center to consider statewide finfish proposals. The next Board cycle will include proposals for Kodiak and Cook Inlet finfish, due April 10th. Proposals for the Joint Boards of Fish & Game meeting scheduled for March 2024, including proposals for Advisory Committees and on the process for adopting proposals, are due May 1. [AEB Fish News 2/26/23](#) [AEB Press release 2/27/23](#)

North Pacific Fishery Management Council (NPFMC or Council)

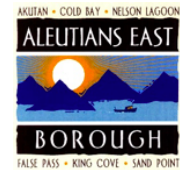
Items of note for the April Council meeting: C1- final action on the Cook Inlet Salmon FMP amendment, C2 – Salmon bycatch and genetic reports. Also: reports from the Salmon Bycatch Committee, the LKTKS Task Force and the Bering Sea FEP Climate Change Task Force.

Upcoming meetings:

Alaska Fishing Communities	March 3	Zoom
Anchorage Advisory Committee	March 7	William J Hernandez Hatchery
Board of Fish Statewide Finfish	March 10-14	Egan Center
Salmon Bycatch Committee	March 20-21	UAA/Zoom
NPFMC, SSC, AP	April 4-11	Anchorage Hilton/Zoom
Anchorage AC Elections	April 4	TBD

Please call or email 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: March 9th, 2023



Electronic Monitoring - WGOA3/EFM:

- Council has decided to roll TEMC into the Fisheries Monitoring Advisory Committee (FMAC). FMAC will handle ongoing EM-related issues and undertake new EM programs, and I am submitting my name. The first new FMAC meeting will be in May.
- I have submitted the interim programmatic report and recent quarter reimbursement request.

Fixed-Gear EM Project

- We are preparing to pilot the new catch handling for black cod on at least two boats starting late march. I am working on securing two additional boats for the pilot.

Mariculture

- No new updates at this time.

Board of Fisheries/Salmon

- Mayor Alvin, Ernie and myself all testified at the BOF meeting. I testified to the data portal project, which was well received and prompted several questions from board members. Throughout the meeting we assisted with logistics, testimonies, writing and submitting RCs, etc.
- In response to RC192, I wrote and submitted [RC225 Opposition to RC192 in reference to Explanation section 4\) All boats will be required to install certified video surveillance to verify that all caught fish are retained](#), where I explain my concerns about implementing a monitoring component based on my experience with Trawl EM.
- I met with all processors to discuss the logistics of implementing the data portal, establishing sampling protocols, developing a processor login and building summary report inputs for faster data flow. I will also be meeting with the fleet to fine-tune the data portal, and discussing post-season review and reporting requirements that need to be built into the portal.
- I assisted the fleet with drafting the fleet-management agreement, and I will incorporate changes to reflect the outcome at the BOF meeting.

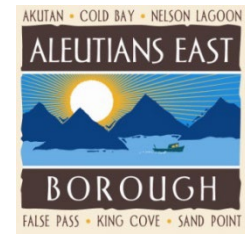
AFSC Cod Tagging Project:

- We have received the final executed grant agreement from PSMFC and can begin expending funds for this project. I also finalized the two contracts for Chordata LLC and Kingfisher Marine Research LLC.
- We are working with the Sand Point school to do hands-on student outreach on the 13th to talk about the tagging project and do cod dissections.
- Chordata did a fantastic job of adapting the specimen app for our tagging purposes very quickly. The project team met for a run through of the new app, and he has provided us with the final APK to download onto the field tablets.
- We are leaving for Sand Point for field work starting March 10, and anticipate starting the cruise the 14th and ending in Seward the 29th. There will be a 14-day charter that spans from Sanak Island to east of Kodiak, and we will release 54 satellite tags.

HAUL	SPECIES	PACIFIC COD
107_PCT	09:49:44	1432
50	MALE	
MATURITY [T]	GENETICS	RELEASED
4	YES	09:50:08
NOTES [N]		

HAUL	SPECIES	PACIFIC COD
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RELEASED	NOTES [N]	
09:47:24	NOTES	
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1	45.0 cm	300003
2	50.0 cm	300001

To: Honorable Mayor Osterback and Borough Assembly
From: Jacki Brandell, Finance Director
Re: Report to the Assembly
Date: March 9, 2023



Audit- We have completed the lease schedule that meets the GAB 87 requirements for leases. A few journal entries were made to account for them with the new accounting standards. The draft financials for FY22 was sent to the auditors. The financials are now going through the final stages of their process. We should be receiving the issuance soon. Once we ensure the GL aligns with their data, we can begin sending the trial balance detail to Caselle. This will move us to the next phase of implementation.

Quarterly- PAYROLL- Since my last written report we ended a quarter on 12.31.2022 which was also the close of the calendar year. Fourth quarter reports for State of Alaska, and the IRS 941 were completed. January was as busy month, as all four quarters of the calendar year were reviewed to ensure all data was correct for the 2022 calendar year. W-2s were created and mailed. The payroll records were updated to reflect current W-4 data.

GRANTS- The quarter financial data must be accurately be reflected in the financial statements, so the monthly reports were not finalized until I ensured all grant records were aligned for each grant. If our financial statements differ than a quarterly report, it becomes more challenging to reconcile at year end, so there is collaborative effort to ensure all payments from grant funds are reflected in the corresponding time period. Once the December financials were completed, the quarterly reports for the grants were finished.

GASB 87- This governmental accounting standard has changed the way lease payments and revenues need to be accounted for. As mentioned before, the entry has been made for FY22. I have been working and researching so that I can fully understand this accounting standard and properly account for the payments and revenues throughout the year. In many years past, the amounts invoiced to the anchorage office suites were just netted against an expense account and we can no longer account for those payments in this manner. This process will see some gradual changes as I work through some research to ensure we are properly accounting for these transactions according to GAAP.

Financial Policies and Procedures- This is an internal improvement project on the strategic plan that I began working on while I was employed as the accounting clerk. I have gone back to the prep work, and organized then next steps accordingly as new needs have been identified in the past year. I now have three groups to focus on this fiscal year, with the first group containing wire transfers and investment account reconciliations.

Strategic Planning- I did travel to Anchorage for the strategic planning session on February 17th.

Routine tasks- I have been busy with various routine finance tasks necessary to publish the monthly financials. As well as the monthly financials, I have been working on various projects such as the bank de-coupling, the liquidity analysis, audit requests for proposals.

ASSEMBLY COMMENTS

PUBLIC COMMENTS

NEXT MEETING DATE, TIME
AND PLACE

ADJOURNMENT