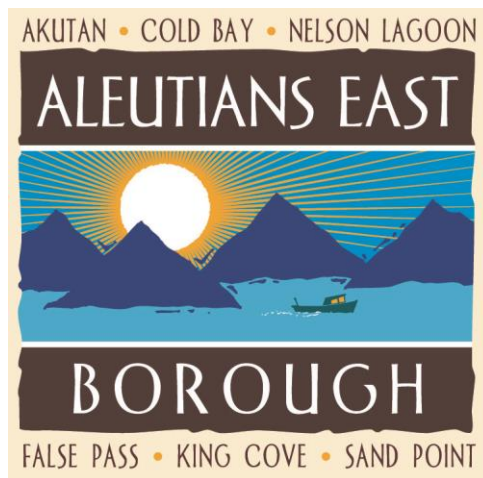


Aleutians East Borough Assembly Meeting

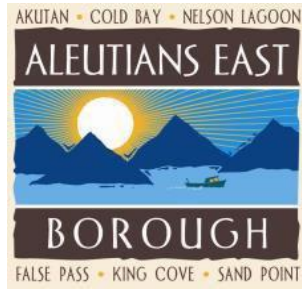


Workshop: NO Workshop

Meeting: Thursday, January 11, 2024– 3:00 p.m.

ROLL CALL & ESTABLISHMENT OF QUORUM

ADOPTION OF AGENDA



Agenda

Assembly Meeting

(packet available on website www.aleutianseast.org)

Date: Thursday January 11, 2024

Time: **NO WORKSHOP** **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. Minutes
 - December 14, 2023 Meeting Minutes
6. Financials
 - November 2023 Financials
7. Investment Report
 - APCM November 2023 Investment Report
8. Consent Agenda
9. Public Hearings

10. Ordinances
 - Ordinance 24-02, Amending Title 2, Chapter 2.04 Section 2.04.050 of the Aleutians East Borough Code of Ordinances
11. Resolutions
 - Resolution 24-22, Amending the Aleutians East Borough Employee Handbook
 - Resolution 24-23, Requesting a Fishery Disaster Determination for the 2023 North Alaska Peninsula Commercial Sockeye Salmon Fishery
 - Resolution 24-24, Thanking the Alaska Delegation and Notably Senator Sullivan for Successful Efforts to Close the Russian Seafood Ban Loophole
 - Resolution 24-25, Recommending Actions to Support Efforts to Improve Competitiveness and Resilience of the Alaska Seafood Industry
12. Old Business
13. New Business
 - Advisory Appointment
14. Reports and Updates
15. Assembly Comments
16. Public Comments
17. Next Meeting Date
 - February 8, 2024 Regular Meeting
18. 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

MINUTES

CALL TO ORDER

Mayor Alvin D. Osterback called the Aleutians East Borough Special Assembly Meeting to order by teleconference in each community on December 14, 2023 at 3:00 p.m.

ROLL CALL

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

Advisory Members:

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

Quorum was present.

Staff Present:

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

ADOPTION OF THE AGENDA

MOTION

CHRIS made a motion to put the Old Business before Resolutions and second by BRENDA

MOTION

CHRIS made a motion to adopt the Amended Agenda, Dailey Seconded.

Hearing no objections, the Agenda will stand as Amended

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.

MINUTES

November 16, 2023 Special Assembly Meeting Minutes

MOTION

BRENDA moved to accept the November 16, 2023 Assembly Meeting Minutes, seconded by CHRIS

Hearing no correction, Minutes will stand as written.

MOTION CARRIED

FINANCIAL REPORT

October 2023 Financials

MOTION

BRENDA made a motion to approve the October 2023 Financials Report and second by DAILEY

Administrator Bailey said we are into 33% of our Fiscal year. Interest Revenue shows that we are making money on interest , which is great. In Raw Fish Tax we only made approximately \$264K on October which is the 2nd lowest October fish tax on record dated back to 1999. This is a rough month but I am hoping we will bounce back in the future. Based on the 5-year average which is approximately \$429K, we are approximately in 62%. For the State Shared Fish Tax, we anticipated \$1.9M but came in at \$2.64M so we have about \$700K surplus in. And for State Revenue Other, this is our community assistance that we get from the State, this also came in higher than anticipated . We have about \$48K above what we anticipated.

As far as Expenditures, we are on tract except for few items such as telephone lines and supplies.

PAUL asked the Finance Director if the processors are paying us on time.

Administrator Bailey answered that the seafoods processors are paying timely. Peter Pan was late just recently but only by days because of their finance department turnover, but as of now, we are currently up to date.

ROLL CALL

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

Nay: None

MOTION CARRIED

INVESTMENT REPORT

APCM October 2023 Investment Report

CONSENT AGENDA

PUBLIC HEARINGS

ORDINANCES

OLD BUSINESS

- King Cove Office Discussion

Administrator Bailey said a discussion was made regarding the King Cove office last November 2022. At that time the finance department moved to the city building. The King Cove office we own is currently unoccupied and vacant. We wanted to have a conversation with the Assembly of what to do with this building. The building has significant damage, there is a black mold through out the building, the wall is saturated with water and there is also bug issue. Borough Administration and the Finance Department have discussed the condition of the facility, and it has been determined that the best course of action is to turn the water and heat off to the building and then tear down the facility this summer. Administration further recommends that the Borough retain the property and then determine if a new facility should be built in the future.

Seward added that the building is in bad shape and getting worse with no maintenance. The building looks rotting from the inside out.

Mayor Osterback said the reason why we moved this discussion before the resolution is that we have a resolution that deals with disposing surplus property and that's all the building materials we already purchased. I wanted to know what the Assembly wants to do with the building.

Chris commented that we should probably look at tearing it down.

Paul commented to sell the property as is with the materials.

Warren commented to put it in bid and maybe someone wants a fixer upper. If no one bids, then we can ultimately tear it down.

Brenda agreed with Warren to sell the whole thing but state as it is so we don't end up with repercussions later.

Administrator Bailey commented to keep in mind that this building is not up to a code . Recommended to hang on to the property for now.

Chris said after hearing the other Assembly changed his mind and agreed with selling it. If someone is willing to buy it and fix it up, we should entertain that option.

Jacki commented that they are in a 1 room space right now and sometimes one then has to step out of the room if there is a personnel meeting or confidential meeting.

Paul commented to postpone the decision for a month or two until we get more input from other community.

Mayor Osterback agreed that we do not have to make the decision at this meeting but wanted to have the discussion with the Assembly on what they want to do with this building.

Dailey commented that that's her question, if we want to keep the land and we want to build again.

Jim agreed with the other Assembly members from King Cove.

RESOLUTIONS

- **Resolution 24-19**, relating to the disposal of surplus, obsolete or unneeded supplies

MOTION

Dailey made a motion to approved Resolution 24-19, second by Warren

Administrator Bailey said this is the surplus materials that are located at the King Cove office. Seward itemized all the items, and the dollar amount came directly from purchase price and this does not include shipping. If the Assembly chooses, they can surplus this or not.

CHRIS thinks we should leave it as a package deal.

PAUL asked if this is the price we actually paid including the freight. Administrator Bailey responded that the listed price does not include freight.

CHRIS said that these lumbers has been sitting there for quite some time and not sure how much of those lumbers are salvageable.

Mayor Osterback asked Seward if most of the lumber was inside the unit? Seward responded, the roof and the siding are outside but the plywood are inside.

ROLL CALL

Yeas: Dailey

Nays: Paul, Warren, Jim, Chris, Brenda
Advisory: Samantha

MOTION FAILS

- **Resolution 24-20**, Authorizing the Mayor to Negotiate and Execute a Contract with UIC Nappairit, LLC to Provide Pre-Construction Services for the Cold Bay Clinic Renovations Project in an Amount Not to Exceed \$30,000

MOTION

WARREN made a motion to approved Resolution 24-20, second by CHRIS

Administrator Bailey said The Aleutians East Borough received \$2,000,000 from the Health Resources and Services Administration for the renovation of the existing Cold Bay Health Clinic. The Borough has hired DOWL to conduct the 35% Design; the 65% Design; Final Design and Permitting; Bidding and Construction Contract Execution and Construction Administration and Close-out. The 35% design and 65% design have been completed. Now they are moving on to the bid and final design which the contractor will assist with the process. On November 3, 2023, a Pre-Proposal Meeting for the Clinic was held. Questions on the project were due on or before November 8, 2023. Three proposals were received by the November 14, 2023 deadline. On November 21, 2023, the Selection Committee met to review the proposals. On November 28, 2023, an Intent to Negotiate Letter was sent out to the proposers. UIC Nappairit, LLC scored the highest. Phase 1 of UIC's work will include Pre-Construction Services where they will consult with the design team during the remainder of the architectural and engineering design phase. During this phase they will help develop a final cost estimate to construct

the project; provide constructability review; prepare a detailed schedule and provide subcontractor pricing. Phase 2 includes construction services. UIC's cost for pre-construction services is \$27,505. Administration recommends entering a contract with UIC for pre-construction services in an amount not to exceed \$30,000 to give us a wiggle room. Funds for this project are available in the HRSA Line-Item E 20-429-000-871.

PAUL asked how did we ended up with UIC? Administrator responded, we posted an RFP on October 24th, Pre-Proposal meeting on November 3rd, questions on the projects were due November 8. Proposals were due November 14th. PAUL proceeded to ask if we did a formal bid, Administrator Bailey responded that we did, we advertise RFP, received 3 bids and after scoring UIC scored the highest. PAUL asked if the dollar amount in the resolution is not to exceed \$30K, Bailey responded correct, and the purpose of doing this is eventually to hire them for construction too. They will help with the design phase, long -lead items procurements and help develop the final cost estimate for us to figure out the cost of the construction. PAUL asked if we approved this resolution, are we not locked in, Administrator Bailey responded, that no we are not locked in and it will come back with a second part.

ROLL CALL

Yeas: Dailey, Chris, Brenda, Warren, Paul, Jim Advisory: Samantha
Nay: None

MOTION CARRIED

- **Resolution 24-21**, Authorizing the Mayor to Negotiate and Execute a Memorandum of Understanding between the Aleutians East Borough and the U.S. Department of Interior, U.S. Fish and Wildlife Service Concerning Preparation of the Supplemental Environmental Impact Statement for the Proposed Izembek National Wildlife Refuge Land Exchange Project

MOTION

BRENDA made a motion to approved Resolution 24-21, second by CHRIS

Administrator Bailey said The Aleutians East Borough has been involved in the King Cove Road Project for numerous years. The Borough is an advocate for the road between Cold Bay and King Cove to be completed. The U.S. Department of Interior (DOI) and the U.S. Fish and Wildlife Service (Service) are in the process of preparing the Izembek National Wildlife Refuge Land Exchange Project Supplemental Environmental Impact Statement (SEIS). The Service will be the lead federal agency responsible for development of the Izembek National Wildlife Refuge Land Exchange SEIS. The Service acknowledges that the Aleutians East Borough may have jurisdiction by law and/or expertise applicable to the SEIS effort. Therefore, a Memorandum of Understanding (MOU) must be entered into between the two parties. The MOU will describe responsibilities and procedures agreed to by the Borough as a Cooperating Agency and the Service. The collaborative agency relationship established through this MOU shall be governed by all applicable statutes, regulations, and policies, including the Council on Environmental Quality National Environmental Policy Act (NEPA) regulations (in particular, 40 CFR 1501.8 and 1508.1(e)), and U.S. Department of the Interior NEPA regulations (43 CFR Part 46). The purpose of the MOU is listed in the packet. The objectives, responsibilities and other aspects of the MOU will be vetted further by Borough Administration, the Borough attorney, and the Service. The Service would like to have a draft of the MOU completed in December 2023.

Jim asked if this is a new route that was not done before? Mayor Osterback responded that this will keep us going the same track and they are requiring each entity to provide MOU with the government agencies. This makes it agreeable that we are working together.

Paul asked when will the final MOU be out. Administrator Bailey responded the draft will go to DOI but not sure how long it will take for them to review. Paul asked if there is money associated with this resolution? Administrator Bailey said no, other than our time.

Warren commented that some correspondence they are looking around Spring of 2024. This is going to be a dicey operation. Administrator Bailey added that Assembly Wilson is talking about the SEIS completed. Warren agreed.

Mayor Osterback added, this is from Sullivan's speech with Martha Williams.

ROLL CALL

Yeas: Warren, Chris, Paul, Jim, Brenda, Dailey Advisory: Samantha
Nay: None

MOTION CARRIED

NEW BUSINESS

- Strategic Plan – Quarter 3 Update

Administrator Bailey said this is for informational purposes only. We are currently on the 1st quarter which ended on November 30, 2023. There is a list of brief updates from each project and navigational chart is also included. We will have more information on our next planning cycle that will be held in January 2024.

REPORTS AND UPDATES

Administrator's Report in packet. Highlights below:

King Cove Road Update: There is not a lot of progress being made but we are still meeting biweekly with USFWS to go over the SEIS effort. As stated before, Deputy Secy of Interior Tommy Beaudreau resigned as of October 31. His replacement has been announced, Laura Daniel-Davis. We are working with Director Boario and her staff, particularly with Shane Walker, Branch Chief, Conservation, Planning and Policy. DOI has agreed to and invited our two tribes, the City of King Cove (City) and the Aleutians East Borough (AEB) to serve as Cooperating Agencies just as in the prior EIS process. While under federal regulations, King Cove Corporation (KCC) cannot be a Cooperating Agency since it is a for profit corporation, the DOI has agreed that KCC can serve as an agent/designated representative for the two tribes. Meanwhile, The USFWS continues to state that it will complete its time by which the SEIS will be finished within a year, but now by the end of 2024. This time leaves little time for a Record of Decision (ROD) to be decided by the DOI before then. We continue to work on the SEIS with the remaining USFWS team headed at this point by USFWS regional director Sarsa Boario. The USFWS has contracted with AECOM, as its consulting contractor for the SEIS.

Sand Point Pool: There are updates listed in the packet. The pool has been losing water in a significant rate, since then, the pool has been drained. We are almost done with the work order to replace the hydrostatic relief valves. We are looking into replacing the grates however this will be a huge endeavor because we must rip out the whole bottom of the pool. Once the pool is done, we are doing some pressure testing. We signed an agreement with RenoSys to do the repairs of the liners and gutters. We also met with the superintendent and Mayor to talk about what would it take to replace the pool.

Sand Point School: In September 2023, LONG installed the new boilers at the Sand Point School. While onsite there were two components on the burner for Boiler 1 that were found to be bad during startup. On October 6, 2023, Administration approved LONG's proposal to replace the failed control box and time delay for the boiler in an amount not to exceed \$10,088. The parts have arrived and LONG is scheduled to travel to Sand Point on December 12, 2023. They will also be looking at the fourplex with the fuel line that froze.

Mayor Osterback commented they manage to get the boiler in fourplex up and running.

Cold Bay Dock: On November 21, 2023, the Borough, City of Cold Bay, and DOT met and discussed the dock. We had a brief conversation regarding the PIDP Grant. The State is just starting to begin working on this project. They are placing the project on the STIP and will be allocating funds to hire a consultant via an RFP for the services. It is anticipated that this project will take approximately 5-7 years to complete.

Cold Bay Terminal Maintenance: The Borough and Gould Construction executed Work Order #3 for the Cold Bay Terminal work in the amount of \$33,360. Gould is projected to complete the work on January 31, 2023. The cargo door has been damaged. The Borough has contracted Door Systems of Alaska in the amount of \$7,891 to conduct the repairs. Door Systems of Alaska are working with Kurt Uttecht to ensure the proper parts are ordered prior to conducting the repairs.

Cold Bay Clinic: The 65% design has been completed. Resolution for UIC was just approved. The tentative schedule is as follows:

- December 2023 CM/GC Contract Executed & Notice to Proceed for Precon Services
- January 2024 95% Design Complete
- February 2024 Final Design Complete
- February 2024 GMP Submitted by CM/GC
- March 2024 Notice to Proceed for Construction Services
- March-May 2024 Substantial Completion
- June 30, 2024 Final Completion

False Pass School: Electrical Work: Wired AK has been hired to complete additional electrical work at the False Pass School. Wired AK will begin shipping the materials to False Pass and are tentatively scheduled to conduct the repairs the week of December 18, 2023. Other Work: In September 2023, the False Pass Boilers were replaced at the False Pass School. In early November, the boilers stopped working. After numerous conversations, it has been determined that the water heater needs to be replaced. Steve Comstock, the City Electrician, also requested that LONG repair a supply line; conduct additional work on the Air Handling Units and conduct a few minor boiler repairs that was outside the original scope of work. There is some boiler work that will also be conducted that is covered under warranty. On December 4, 2023, LONG, DOWL and the Borough met to discuss the work outlined above to make sure no additional work was needed and that we had a thorough understanding of the work being completed. LONG will provide a quote outlining the services and then a timeline to conduct the work will be determined.

Sand Point Harbor Float Project: On October 31, 2023, the State of Alaska Department of Environmental Conservation issued a water quality certification for the Sand Point Harbor Floating Dock Project. On November 6, 2023, a draft of the Engineering Risk Registrar and the Grant Agreement were submitted to MARAD. On December 4, 2024, Administration and Moffatt & Nichol (M&N) met with MARAD to discuss what project measurements could be used during the life of the project. It was determined that vessel calls and reportable events would meet MARAD's requirements. M&N plans on having a draft of the NEPA to Administration the week of December 13th. M&N is still waiting on the Army Corps of Engineers to issue the Section 107 Consultation, which is needed to submit the NEPA to MARAD for their review.

Strategic Planning

The dates for the Strategic Planning Session are January 10, 2024 and a partial day on January 11, 2024.

PAUL asked where are we in finding the leak. Administrator Bailey responded that as of right now, the liner still has some bulge in it, that's where RenoSys is going to come out and fix and the gutters have some gaping issues. After that, we are going to systematically fill the pool so we can watch to see if it will hold.

Jim asked why the door by the pool was not left open anymore and if it is useable? Mayor Osterback responded that it is more of a school board question.

Assistant Administrator's Report in packet. Highlights below:

Healthy & Equitable Communities (HEC) Grant: The morgue for the City of False Pass has arrived, thank you to Nikki Hoblet and Paul Mueller for assisting with that. The morgue for Nelson Lagoon was delivered to Chignik Bay. I already reached out to the freight company, right now I am working on how to get that to Nelson Lagoon.

ICE Services Server Update: ICE Service has successfully installed the T550 Server for the Anchorage and Sand Point Office with data successfully copied over. The T150 server for the King Cove Office has arrived with ICE migrating over Banyon and other services. They are still working to migrate LaserFiche to the new server. Once MCCI is done with their migration they will be able to retire the old server.

Video Conference Rooms: ICE Services has completed the configuration for videoconference rooms for the City of Cold Bay, King Cove, False Pass, and the village of Nelson Lagoon. The City of Akutan currently has its video conference system and is allowing the Borough to utilize theirs. As of December 6, 2023, ICE services were able to complete the installation of all the CTV carts. They will be working on the final touches of the instruction set and will be sending it by the week of December 10, 2023.

Maintenance Connection: Administration continues to utilize Maintenance Connection created by SERCC where the Borough can perform tasks such as processing maintenance requests, creating work orders, setting up preventive schedules, creating purchase orders, and reordering inventory. I am tentatively scheduling to travel to False Pass and King Cove on January 5, 2023, for Maintenance Connection training.

False Pass Maintenance: The False Pass School is currently having issues with the boiler and water heater. The Borough has engaged DOWL to assist with the repair. On December 7, 2023, the Borough received a proposal from LONG for the water heater replacement and additional air handling unit repair in the amount of \$52,084. The Administration is currently pending approval. The False Pass School is experiencing electrical issues. The Borough is engaging DOWL to assist Wired AK with mobilizing to False Pass for the work.

Sand Point Maintenance: On December 6, 2023, the school Superintendent emailed stating the Sand Point School was cold. LONG was able to remote into the control system to rectify the heating issue. LONG will be traveling to Sand Point to finalize their work on the boiler from December 12, 2023, through December 14, 2023.

Akutan Maintenance : The Administration has engaged Matson and Trident for the ISO tank fueling for the Helicopter Operation. Trident anticipates the tank will go out the barge on December 9, 2023. Anne and I will be traveling to Akutan from January 23, 2023, through January 25, 2023 to Akutan! This will be my first visit to Akutan and I'm most looking forward to viewing the Helicopter Operation. Meetings attended is in the packet.

CHRIS asked when is the videoconferencing be up and running? Admin Assist Dushkin responded that the Borough purchased equipment for King Cove, False Pass, Nelson Lagoon and Cold Bay. She is working with Ice Services to set it up and have it up and running for the next meeting.

Natural Resources Director Report in packet. Highlights below:

North Pacific Fishery Management Council: As of this writing, the NPFMC meeting is still ongoing at the Anchorage Hilton; the SSC and AP also met this past week. The Council took final action on 2024 specs for the BSAI and the GOA over the weekend. Earlier the Council took final action on crab agenda items C1 C share recency requirement and C2 crab facility use caps to alleviate some issues facing crab fishermen and processors. An AP motion to explore increasing pollock trip limits will not be moved by the Council at this

meeting in part due to strong testimony from Fishery Analyst Charlotte Levy. Appointments to the AP and SSC are announced at the end of the Dec. meeting.

International Pacific Halibut Commission: The IPHC met virtually November 30th and December 1st for their Interim meeting. The Interim meeting report can be found here. Of interest, the Commission finds that AI (artificial intelligence) has 'substantial potential to bring efficiencies and other benefits to the IPHC's research and monitoring activities.' and will explore potential AI applications in these areas. The location for the IPHC Annual meeting rotates each year between cities in British Columbia and US Pacific States, and will be held January 22-26, 2024 at the Captain Cook Hotel in Anchorage. Pacific Halibut harvest limits are set at the Annual meeting.

Board of Fisheries: The Board met in Homer last week to consider Lower Cook Inlet proposals. The summary of actions and other meeting info can be found here. The Board meets in Kodiak January 9-12 for Kodiak finfish and in Anchorage February 23rd – March 6th for Upper Cook Inlet proposals. Proposal submissions are due April 10, 2024 for the next meeting cycle, including for the Statewide Shellfish meeting March 2025 in Anchorage.

Public Comment Opportunities: List of opportunities to comment is listed in the packet.

Annual End-of-the-Year Fishermen's Meeting: The End-of-the-Year AEB Fishermen's meeting is scheduled for Tuesday December 19th at 10am. This annual informational meeting is a chance for fishermen to hear directly from State and Federal agencies about any changes that are expected to impact fisheries in the new year with opportunities to ask questions. No action will occur at the Zoom meeting, which will also be heard on KSDP Sand Point radio and www.apradio.org.

Fishery Analyst Report in packet. Highlights below:

Electronic Monitoring - WGOA4/EFP: We held a joint fleet management preseason meeting with AGDB on 11/30 to discuss the upcoming A season pollock trawl EM program, as well as a few updates in the final EFP year and timeline for rulemaking of the regulated program. Changes include adjustments to the trip limit performance standards to capture the 24-hr limit rule and allowing vessels to split offloads between tenders.

Salmon: No new updates

AFSC Cod Tagging Project: The project team hosted our first Pacific Cod workshop November 28-29th at the AFSC in Seattle. The workshop went extremely well with over 60+ attendees in person or virtual across both days. The first day was dedicated to short summary presentations from various researchers working on Pacific cod in Alaska. The second day we had an informal open discussion format, working through potential partnerships, leveraging resources for field work, research gaps, and the future of Pacific cod. The primary product from this workshop will be a GIS map with layers showing different participants' projects i.e. where and when field work occurs, life history stage of focus (if any), methodology being used (e.g. genetics, tagging, blood samples, etc.). Also a contact list for researchers and a copy of all the presentations.

NPFC:

C4 GOA Specifications

Pollock: The GFPT supported the recommendations by the stock assessment author for ABC with no additional reductions, with enough allocation for an A season fishery in 610. However, the SSC moved to make additional reductions from maxABC citing concerns about the AFSC bottom trawl survey data fits and retrospective patterns, and the large increase in 2024 and immediate large decrease in 2025. They recommended a stair-step approach, by decreasing maxABC by half of the difference between 2023 and 2024. Final TAC recommendations are 195,720 mt in 2024 and 163,494 mt in 2025. This should still leave about 5,400t which is enough for a fishery.

Pacific Cod: Final TAC recommendations are 23,766 mt in 2024 and 20,757 mt in 2025. This is a slight increase for 610 with an allocation of 6,121 mt in 2024, then a decrease again to 5,347 mt in 2025. The SSC acknowledged that because of preliminary results from tagging and genetics, the management and assessment

of cod needs to be reevaluated and requested stock assessment authors provide a high-level conceptual model of how the model might be adjusted in the future.

C4 Public Testimony: I testified to the AP and Council regarding the need for a consistent annual winter acoustic survey in the WGOA. Survey data in WGOA is used to determine area-specific winter allocation each year. This year highlights the impact of survey data, as the WGOA has not had a full survey since 2018 and in 2023 the WGOA saw almost all areas surveyed (except Sanak) - which coincided with a marked increase in biomass in the Shumagins which in part resulted in increased allocation to 610. I brought this to the attention of the Council to express our request to make this a priority or look into alternative survey methods that are more consistent. My written comments are available online.

E1 Staff Tasking: During the E1 staff tasking, the AP heard public testimony about the need for increased efficiency in GOA trawl fisheries and challenges for the fleet in Kodiak. This resulted in an AP motion to look at 1) increasing trip limits in the GOA with a range of 300-450K, and 2) reallocating a portion of Chinook PSC from CGOA pollock into the non-pollock PSC limit for rockfish. I had extensive discussions with CGOA representatives and AEB fishermen/constituents regarding the trip limits. I provided input on potential changes to language that would go into a motion, and testified at Council regarding our very serious concerns and the potential devastation this could cause for local 610 pollock fishermen. The Council had not yet made a motion prior to the report deadline, however I will provide a verbal update.

Other Issues: AFA Pollock Legal Opinion: we received the updated Letter of Representation from attorney Joe Sullivan, and received a preliminary scope and budget. We anticipate the work will not exceed \$7,500 to complete the analysis and should be available by the end of January 2024. The scope would include: reviewing the North Pacific Fisheries Management Council (Council) record concerning implementation of the American Fisheries Act (AFA) shoreside pollock processor provisions, to determine if the AFA and/or Council action limits the ability of a pollock processing company to relocate its AFA-qualified shoreside plant. That may involve obtaining audio records or transcripts from the relevant Council meetings, as well as reviewing the record of Council actions, the Council and NMFS analyses and the implementing regulations.

Finance Director Report

Finance Director Brandell said they don't have much things going on except for routine tasks. Working on some research on how Treasury responds their granting opportunities and IRS guidelines on some of the funding we received from the Federal Government, and upcoming GASB and making sure we are complying to governmental accounting standards.

Administrator Bailey thanked Jacki for researching US Treasury guidelines, she got rid of a finding.

ASSEMBLY COMMENTS

Warren thanked Charlotte and Ernie and all the staff that attended the North Pacific Management meeting and other Fish Board meeting. Without their voice we will be left out in the cold and appreciates their work and patience to sit through that and come out with outcome for our fishermen.

Paul commented that there will be a round table for processors at the SWAMC meeting on March 6-7, 2024 to update all the communities.

Jim thanked administration and staff for all their work.

Mayor Osterback thanked Dave Walls for helping fixing the boiler at teacher housing fourplex.

PUBLIC COMMENTS

Gary Hennigh from King Cove commented that he wanted to clear up some discussion he heard earlier about Martha Williams. When she testified in front of the committee with Senator Sullivan last week, she was out of touch with the folks here in Alaska that the critical issue that we got in front of us that we need to be watching very closely is that the final SEIS for Izembek isn't going to be done until December of 2024, not Spring of 2024. Steve Silver and I have already gone to Senator Sullivan and said she had that wrong and he will be watching that very closely with us along with Senator Murkowski that they have already let the dates slipped on that key documents to a point where it's already scary so any further slippage will really not go well for us so I will make sure to keep everybody informed but I just wanted to correct the record that she was told by now she was wrong and hopefully that will just get her counterpart here in Alaska U.S. Fish and Wildlife Service to make sure that December 2024 date did not slip. I just wanted to make sure everybody understood that.

NEXT MEETING DATE

Regular Assembly Meeting January 11, 2023 in Anchorage

ADJOURNMENT

CHRIS moved to adjourn seconded by BRENDA. Hearing no more, the meeting adjourned at 4.35 p.m.

Mayor Alvin D. Osterback

Beverly Ann Rosete, Borough Clerk

Date: _____

FINANCIAL REPORT

Aleutians East Borough
***Revenue Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24	23-24	NOVEMBER	23-24	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 01 GENERAL FUND							
Active	R 01-201	INTEREST REVENUE	\$500,000.00	\$612,663.87	\$146,978.03	-\$112,663.87	122.53%
Active	R 01-203	OTHER REVENUE	\$79,000.00	\$17,962.39	\$5,400.00	\$61,037.61	22.74%
Active	R 01-205	Unrealized Gains/Loss	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-206	AEBSD Fund Balance Refu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-218	AEB RAW FISH TAX	\$4,000,000.00	\$1,529,850.07	\$7,025.16	\$2,470,149.93	38.25%
Active	R 01-225	ANC OFFICE LEASE	\$0.00	\$29,335.60	\$5,867.12	-\$29,335.60	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 FIS	\$1,900,000.00	\$2,641,694.10	\$0.00	-\$741,694.10	139.04%
Active	R 01-266	STATE SHARED FISHFMA	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	R 01-267	STATE SHARED FISHFMA	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	R 01-270	STATE REVENUE OTHER	\$315,000.00	\$363,404.27	\$0.00	-\$48,404.27	115.37%
Active	R 01-291	PLO-95 PAYMNT IN LIEU	\$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			\$7,525,500.00	\$5,194,910.30	\$165,270.31	\$2,330,589.70	69.03%

Aleutians East Borough
***Expenditure Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24 YTD Budget	23-24 YTD Amt	NOVEMBER MTD Amt	23-24 YTD Balance	% of YTD Budget
Fund 01 GENERAL FUND							
DEPT 100 MAYORS OFFICE							
Active	E 01-100-000-300	SALARIES	\$92,116.00	\$38,802.54	\$7,085.68	\$53,313.46	42.12%
Active	E 01-100-000-350	FRINGE BENEFIT	\$44,652.00	\$16,774.17	\$3,419.28	\$27,877.83	37.57%
Active	E 01-100-000-400	TRAVEL AND PER	\$33,000.00	\$14,604.38	\$3,037.73	\$18,395.62	44.26%
Active	E 01-100-000-425	TELEPHONE	\$1,000.00	\$441.68	\$88.43	\$558.32	44.17%
Active	E 01-100-000-475	SUPPLIES	\$750.00	\$129.98	\$0.00	\$620.02	17.33%
Active	E 01-100-000-530	DUES AND FEES	\$2,000.00	\$1,019.87	\$0.00	\$980.13	50.99%
Active	E 01-100-000-554	AK LOBBIST	\$45,000.00	\$17,500.00	\$3,500.00	\$27,500.00	38.89%
Active	E 01-100-000-555	FEDERAL LOBBIS	\$75,600.00	\$25,200.00	\$6,300.00	\$50,400.00	33.33%
SUBDEPT 000			<u>\$294,118.00</u>	<u>\$114,472.62</u>	<u>\$23,431.12</u>	<u>\$179,645.38</u>	<u>38.92%</u>
Total DEPT 100 MAYORS OFFICE			\$294,118.00	\$114,472.62	\$23,431.12	\$179,645.38	38.92%
DEPT 105 ASSEMBLY							
Active	E 01-105-000-300	SALARIES	\$40,500.00	\$11,100.00	\$1,800.00	\$29,400.00	27.41%
Active	E 01-105-000-350	FRINGE BENEFIT	\$167,000.00	\$62,605.30	\$12,488.93	\$104,394.70	37.49%
Active	E 01-105-000-400	TRAVEL AND PER	\$81,000.00	\$21,324.71	\$5,426.00	\$59,675.29	26.33%
Active	E 01-105-000-475	SUPPLIES	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
Active	E 01-105-000-530	DUES AND FEES	\$1,000.00	\$700.00	\$700.00	\$300.00	70.00%
SUBDEPT 000			<u>\$295,500.00</u>	<u>\$95,730.01</u>	<u>\$20,414.93</u>	<u>\$199,769.99</u>	<u>32.40%</u>
Total DEPT 105 ASSEMBLY			\$295,500.00	\$95,730.01	\$20,414.93	\$199,769.99	32.40%
DEPT 150 PLANNING/CLERKS DEPARTMENT							
Active	E 01-150-000-300	SALARIES	\$75,595.00	\$27,326.75	\$5,738.62	\$48,268.25	36.15%
Active	E 01-150-000-350	FRINGE BENEFIT	\$31,500.00	\$11,924.77	\$2,372.92	\$19,575.23	37.86%
Active	E 01-150-000-400	TRAVEL AND PER	\$12,500.00	\$4,399.54	\$0.00	\$8,100.46	35.20%
Active	E 01-150-000-425	TELEPHONE	\$12,000.00	\$4,726.62	\$963.67	\$7,273.38	39.39%
Active	E 01-150-000-450	POSTAGE/SPEED	\$1,000.00	\$733.02	\$0.00	\$266.98	73.30%
Active	E 01-150-000-475	SUPPLIES	\$2,000.00	\$1,567.19	\$0.00	\$432.81	78.36%
Active	E 01-150-000-530	DUES AND FEES	\$3,500.00	\$1,064.88	\$884.97	\$2,435.12	30.43%
Active	E 01-150-000-650	ELECTION	\$8,500.00	\$3,069.02	\$0.00	\$5,430.98	36.11%
SUBDEPT 000			<u>\$146,595.00</u>	<u>\$54,811.79</u>	<u>\$9,960.18</u>	<u>\$91,783.21</u>	<u>37.39%</u>
Total DEPT 150 PLANNING/CLERKS DEPARTMENT			\$146,595.00	\$54,811.79	\$9,960.18	\$91,783.21	37.39%
DEPT 200 ADMINISTRATION							
Active	E 01-200-000-300	SALARIES	\$213,200.00	\$83,560.63	\$15,719.52	\$129,639.37	39.19%
Active	E 01-200-000-350	FRINGE BENEFIT	\$89,500.00	\$33,064.46	\$6,589.03	\$56,435.54	36.94%
Active	E 01-200-000-380	CONTRACT LABO	\$75,000.00	\$41,008.48	\$34,008.48	\$33,991.52	54.68%
Active	E 01-200-000-381	ENGINEERING	\$25,000.00	\$16,484.03	\$0.00	\$8,515.97	65.94%
Active	E 01-200-000-382	ANCHORAGE OFF	\$0.00	\$29,318.61	\$6,168.17	-\$29,318.61	0.00%
Active	E 01-200-000-400	TRAVEL AND PER	\$15,000.00	\$3,229.21	\$2,525.11	\$11,770.79	21.53%
Active	E 01-200-000-425	TELEPHONE	\$5,000.00	\$1,924.87	\$385.43	\$3,075.13	38.50%
Active	E 01-200-000-450	POSTAGE/SPEED	\$500.00	\$238.33	\$182.40	\$261.67	47.67%
Active	E 01-200-000-475	SUPPLIES	\$3,500.00	\$431.94	(\$13.21)	\$3,068.06	12.34%
Active	E 01-200-000-525	RENTAL/LEASE	\$10,867.00	\$4,527.85	\$905.57	\$6,339.15	41.67%
Active	E 01-200-000-530	DUES AND FEES	\$11,000.00	\$7,590.75	\$300.00	\$3,409.25	69.01%
SUBDEPT 000			<u>\$448,567.00</u>	<u>\$221,379.16</u>	<u>\$66,770.50</u>	<u>\$227,187.84</u>	<u>49.35%</u>
Total DEPT 200 ADMINISTRATION			\$448,567.00	\$221,379.16	\$66,770.50	\$227,187.84	49.35%
DEPT 201 Assistant Administrator							
Active	E 01-201-000-300	SALARIES	\$98,280.00	\$36,000.00	\$7,560.00	\$62,280.00	36.63%
Active	E 01-201-000-350	FRINGE BENEFIT	\$35,500.00	\$12,369.11	\$2,508.96	\$23,130.89	34.84%
Active	E 01-201-000-400	TRAVEL AND PER	\$8,000.00	\$1,719.99	\$0.00	\$6,280.01	21.50%
Active	E 01-201-000-425	TELEPHONE	\$1,350.00	\$564.72	\$114.62	\$785.28	41.83%
Active	E 01-201-000-475	SUPPLIES	\$200.00	\$117.04	\$23.74	\$82.96	58.52%

Aleutians East Borough
***Expenditure Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24	23-24	NOVEMBER	23-24	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 01-201-000-525	RENTAL/LEASE	\$10,723.00	\$4,467.90	\$893.58	\$6,255.10	41.67%
Active	E 01-201-000-530	DUES AND FEES	\$1,250.00	\$175.00	\$175.00	\$1,075.00	14.00%
SUBDEPT 000			\$155,303.00	\$55,413.76	\$11,275.90	\$99,889.24	35.68%
Total DEPT 201 Assistant Administrator			\$155,303.00	\$55,413.76	\$11,275.90	\$99,889.24	35.68%
DEPT 250 FINANCE DEPARTMENT							
Active	E 01-250-000-300	SALARIES	\$133,000.00	\$46,706.45	\$10,089.70	\$86,293.55	35.12%
Active	E 01-250-000-350	FRINGE BENEFIT	\$63,000.00	\$23,245.24	\$4,673.94	\$39,754.76	36.90%
Active	E 01-250-000-380	CONTRACT LABO	\$90,000.00	\$15,092.50	\$0.00	\$74,907.50	16.77%
Active	E 01-250-000-400	TRAVEL AND PER	\$12,500.00	\$8,619.96	\$2,301.40	\$3,880.04	68.96%
Active	E 01-250-000-425	TELEPHONE	\$10,500.00	\$3,797.68	\$721.51	\$6,702.32	36.17%
Active	E 01-250-000-450	POSTAGE/SPEED	\$1,000.00	\$15.00	\$15.00	\$985.00	1.50%
Active	E 01-250-000-475	SUPPLIES	\$7,000.00	\$2,416.55	\$226.84	\$4,583.45	34.52%
Active	E 01-250-000-500	EQUIPMENT	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
Active	E 01-250-000-525	RENTAL/LEASE	\$6,000.00	\$3,750.00	\$750.00	\$2,250.00	62.50%
Active	E 01-250-000-530	DUES AND FEES	\$1,500.00	\$3,158.02	\$19.99	-\$1,658.02	210.53%
Active	E 01-250-000-550	AUDIT	\$95,000.00	\$55,758.50	\$0.00	\$39,241.50	58.69%
SUBDEPT 000			\$434,500.00	\$162,559.90	\$18,798.38	\$271,940.10	37.41%
Total DEPT 250 FINANCE DEPARTMENT			\$434,500.00	\$162,559.90	\$18,798.38	\$271,940.10	37.41%
DEPT 650 RESOURCE DEPARTMENT							
Active	E 01-650-000-300	SALARIES	\$209,000.00	\$70,195.29	\$16,058.34	\$138,804.71	33.59%
Active	E 01-650-000-350	FRINGE BENEFIT	\$81,515.00	\$28,403.55	\$6,238.60	\$53,111.45	34.84%
Active	E 01-650-000-380	CONTRACT LABO	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 01-650-000-400	TRAVEL AND PER	\$20,000.00	\$6,822.07	\$2,587.82	\$13,177.93	34.11%
Active	E 01-650-000-402	NPFMC MEETING	\$10,000.00	\$53.25	\$53.25	\$9,946.75	0.53%
Active	E 01-650-000-403	BOF Meetings	\$25,000.00	\$2,523.87	\$2,183.52	\$22,476.13	10.10%
Active	E 01-650-000-425	TELEPHONE	\$3,000.00	\$905.73	\$229.24	\$2,094.27	30.19%
Active	E 01-650-000-475	SUPPLIES	\$2,000.00	\$257.91	\$7.50	\$1,742.09	12.90%
Active	E 01-650-000-525	RENTAL/LEASE	\$27,632.00	\$11,513.00	\$2,302.60	\$16,119.00	41.67%
Active	E 01-650-000-530	DUES AND FEES	\$2,000.00	\$439.99	\$0.00	\$1,560.01	22.00%
SUBDEPT 000			\$400,147.00	\$121,114.66	\$29,660.87	\$279,032.34	30.27%
Total DEPT 650 RESOURCE DEPARTMENT			\$400,147.00	\$121,114.66	\$29,660.87	\$279,032.34	30.27%
DEPT 651 COMMUNICATION DIRECTOR							
Active	E 01-651-011-300	SALARIES	\$119,191.00	\$34,278.12	\$0.00	\$84,912.88	28.76%
Active	E 01-651-011-350	FRINGE BENEFIT	\$34,775.00	\$6,565.73	\$0.00	\$28,209.27	18.88%
Active	E 01-651-011-400	TRAVEL AND PER	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.00%
Active	E 01-651-011-425	TELEPHONE	\$2,000.00	\$564.72	\$114.62	\$1,435.28	28.24%
Active	E 01-651-011-475	SUPPLIES	\$750.00	\$436.97	\$15.75	\$313.03	58.26%
Active	E 01-651-011-525	RENTAL/LEASE	\$11,142.00	\$4,642.30	\$928.46	\$6,499.70	41.66%
Active	E 01-651-011-530	DUES AND FEES	\$800.00	\$0.00	\$0.00	\$800.00	0.00%
Active	E 01-651-011-532	ADVERTISING	\$9,250.00	\$12,236.97	\$1,800.00	-\$2,986.97	132.29%
Active	E 01-651-011-943	WEB SERVICE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
SUBDEPT 011 PUBLIC INFORMATION			\$189,908.00	\$58,724.81	\$2,858.83	\$131,183.19	30.92%
Total DEPT 651 COMMUNICATION DIRECTOR			\$189,908.00	\$58,724.81	\$2,858.83	\$131,183.19	30.92%
DEPT 700 PUBLIC WORKS DEPARTMENT							
Active	E 01-700-000-300	SALARIES	\$70,000.00	\$8,882.50	\$280.00	\$61,117.50	12.69%
Active	E 01-700-000-350	FRINGE BENEFIT	\$32,453.00	\$768.37	\$24.23	\$31,684.63	2.37%
Active	E 01-700-000-400	TRAVEL AND PER	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
Active	E 01-700-000-475	SUPPLIES	\$2,000.00	\$2,506.96	\$159.75	-\$506.96	125.35%
Active	E 01-700-000-530	DUES AND FEES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
SUBDEPT 000			\$113,453.00	\$12,157.83	\$463.98	\$101,295.17	10.72%
Total DEPT 700 PUBLIC WORKS DEPARTMENT			\$113,453.00	\$12,157.83	\$463.98	\$101,295.17	10.72%

Aleutians East Borough
***Expenditure Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24	23-24	NOVEMBER	23-24	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
DEPT 844 KCAP							
Active	E 01-844-000-380	CONTRACT LABO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 01-844-000-475	SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 01-844-000-603	MAINTENANCE	\$110,000.00	\$0.00	\$0.00	\$110,000.00	0.00%
SUBDEPT 000			<u>\$111,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$111,000.00</u>	<u>0.00%</u>
Total DEPT 844 KCAP			<u>\$111,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$111,000.00</u>	<u>0.00%</u>
DEPT 850 EDUCATION							
Active	E 01-850-000-700	LOCAL SCHOOL C	\$800,000.00	\$200,000.00	\$0.00	\$600,000.00	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 TRAVE	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
SUBDEPT 000			<u>\$855,000.00</u>	<u>\$200,000.00</u>	<u>\$0.00</u>	<u>\$655,000.00</u>	<u>23.39%</u>
Total DEPT 850 EDUCATION			<u>\$855,000.00</u>	<u>\$200,000.00</u>	<u>\$0.00</u>	<u>\$655,000.00</u>	<u>23.39%</u>
DEPT 900 OTHER							
Active	E 01-900-000-460	Sand Point Pool	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 01-900-000-500	EQUIPMENT	\$22,500.00	\$15,380.26	\$12,342.00	\$7,119.74	68.36%
Active	E 01-900-000-515	AEB VEHICLES	\$3,000.00	\$235.53	\$37.73	\$2,764.47	7.85%
Active	E 01-900-000-526	UTILITIES	\$27,000.00	\$7,049.28	(\$11,594.78)	\$19,950.72	26.11%
Active	E 01-900-000-551	LEGAL	\$85,000.00	\$18,495.10	\$2,653.70	\$66,504.90	21.76%
Active	E 01-900-000-552	INSURANCE	\$288,000.00	\$270,595.00	\$0.00	\$17,405.00	93.96%
Active	E 01-900-000-577	FUEL	\$44,000.00	\$13,446.40	\$13,446.40	\$30,553.60	30.56%
Active	E 01-900-000-600	REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 01-900-000-727	BANK FEES	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
Active	E 01-900-000-750	Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 01-900-000-751	OPERATING TRA	\$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	\$4,604.59	\$105.37	\$15,395.41	23.02%
Active	E 01-900-000-757	DONATIONS	\$23,500.00	\$16,000.00	\$0.00	\$7,500.00	68.09%
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 SHARI	\$15,789.00	\$15,789.00	\$0.00	\$0.00	100.00%
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	\$38,894.39	\$0.00	-\$3,894.39	111.13%
Active	E 01-900-000-943	WEB SERVICE	\$39,500.00	\$20,116.67	\$7,799.56	\$19,383.33	50.93%
SUBDEPT 000			<u>\$769,289.00</u>	<u>\$458,106.22</u>	<u>\$24,789.98</u>	<u>\$311,182.78</u>	<u>59.55%</u>
Total DEPT 900 OTHER			<u>\$769,289.00</u>	<u>\$458,106.22</u>	<u>\$24,789.98</u>	<u>\$311,182.78</u>	<u>59.55%</u>
Total Fund 01 GENERAL FUND			<u>\$4,213,380.00</u>	<u>\$1,554,470.76</u>	<u>\$208,424.67</u>	<u>\$2,658,909.24</u>	<u>36.89%</u>

Aleutians East Borough
***Revenue Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

		23-24	23-24	NOVEMBER	23-24	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 20 GRANT PROGRAMS						
Active	R 20-201 INTEREST REVENUE	\$0.00	\$102,510.10	\$21,527.45	-\$102,510.10	0.00%
Active	R 20-203 OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	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	\$919,030.09	\$0.00	\$0.00	\$919,030.09	0.00%
Active	R 20-410 HEC	\$109,035.00	\$36,818.00	\$0.00	\$72,217.00	33.77%
Active	R 20-420 LATCF	\$1,990,965.00	\$25,703.00	\$0.00	\$1,965,262.00	1.29%
Active	R 20-426 DCCED/Akutan Harbor Floa	\$76,722.01	\$0.00	\$0.00	\$76,722.01	0.00%
Active	R 20-462 Sand Point School Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 20-605 Grant Project	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 20-813 Akutan Airport/CIP Trident	\$657,390.00	\$0.00	\$0.00	\$657,390.00	0.00%
Active	R 20-875 PSMFC Grant	\$1,675,542.51	\$41,974.18	\$0.00	\$1,633,568.33	2.51%
Active	R 20-876 NFWF Electronic Monitoring	\$80,801.20	\$44,639.04	\$0.00	\$36,162.16	55.25%
Active	R 20-897 NFWF EM WGOA4	\$416,703.56	\$166,719.51	\$0.00	\$249,984.05	40.01%
Active	R 20-930 APRA	\$182,614.64	\$66,928.48	\$0.00	\$115,686.16	36.65%
Active	R 20-931 HRSA	\$1,912,545.33	\$38,335.86	\$0.00	\$1,874,209.47	2.00%
Active	R 20-972 TRANSPORTATION PROJ	\$3,105,382.09	\$0.00	\$0.00	\$3,105,382.09	0.00%
Total Fund 20 GRANT PROGRAMS		\$11,126,731.43	\$523,628.17	\$21,527.45	\$10,603,103.26	4.71%

Aleutians East Borough
***Expenditure Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

				23-24	23-24	NOVEMBER	23-24	% 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		\$1,420,081.75	\$16,489.14	\$209.97	\$1,403,592.61	1.16%
	SUBDEPT 601 AEB Project Contingency			\$1,420,081.75	\$16,489.14	\$209.97	\$1,403,592.61	1.16%
Active	E 20-220-603-678	DEFERRED MAIN		\$698,084.58	\$156,383.26	\$0.00	\$541,701.32	22.40%
	SUBDEPT 603 Deferred Maintenance			\$698,084.58	\$156,383.26	\$0.00	\$541,701.32	22.40%
Active	E 20-220-604-679	FISHERIES RESE		\$402,927.44	\$18,960.00	\$0.00	\$383,967.44	4.71%
	SUBDEPT 604 Fisheries Research			\$402,927.44	\$18,960.00	\$0.00	\$383,967.44	4.71%
Active	E 20-220-605-380	CONTRACT LABO		\$41,868.89	\$0.00	\$0.00	\$41,868.89	0.00%
	SUBDEPT 605 Mariculture			\$41,868.89	\$0.00	\$0.00	\$41,868.89	0.00%
Active	E 20-220-606-680	SAND POINT/AKU		\$1,563,029.80	\$81,397.10	\$22,456.00	\$1,481,632.70	5.21%
	SUBDEPT 606 Sand Point/Akutan Floats			\$1,563,029.80	\$81,397.10	\$22,456.00	\$1,481,632.70	5.21%
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		\$32,601.72	\$0.00	\$0.00	\$32,601.72	0.00%
	SUBDEPT 608 Community Travel			\$32,601.72	\$0.00	\$0.00	\$32,601.72	0.00%
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 TSUNAM		\$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 20-220-613-900	Community Budget		\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
	SUBDEPT 613 Akutan Bulk Fuel Storage			\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	E 20-220-620-850	CAPITAL CONSTR		\$1,932,555.57	\$0.00	\$0.00	\$1,932,555.57	0.00%
	SUBDEPT 620 Cold Bay Clinic			\$1,932,555.57	\$0.00	\$0.00	\$1,932,555.57	0.00%
Active	E 20-220-621-850	CAPITAL CONSTR		\$683,435.00	\$0.00	\$0.00	\$683,435.00	0.00%
	SUBDEPT 621 Cold Bay Dock			\$683,435.00	\$0.00	\$0.00	\$683,435.00	0.00%
Active	E 20-220-623-475	SUPPLIES		\$12,781.01	\$0.00	\$0.00	\$12,781.01	0.00%
	SUBDEPT 623 Cold Bay Pre/Education			\$12,781.01	\$0.00	\$0.00	\$12,781.01	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 20-220-627-900	Community Budget		\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
	SUBDEPT 627 Cold Bay Water Plant Generator			\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
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 20-220-636-900	Community Budget		\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
	SUBDEPT 636 False Pass Community Fuel			\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	E 20-220-642-900	Community Budget		\$100,000.00	\$100,000.00	\$0.00	\$0.00	100.00%
	SUBDEPT 642 King Cove Rolling Compactor			\$100,000.00	\$100,000.00	\$0.00	\$0.00	100.00%
Active	E 20-220-653-900	Community Budget		\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
	SUBDEPT 653 Nelson Lagoon Municipal Repair			\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	E 20-220-660-462	Sand Point School		\$1,239,002.00	\$0.00	\$0.00	\$1,239,002.00	0.00%
	SUBDEPT 660 SDP School Grant App			\$1,239,002.00	\$0.00	\$0.00	\$1,239,002.00	0.00%
Active	E 20-220-663-900	Community Budget		\$100,000.00	\$100,000.00	\$0.00	\$0.00	100.00%
	SUBDEPT 663 Sand Point Solid Waste			\$100,000.00	\$100,000.00	\$0.00	\$0.00	100.00%
	Total DEPT 220 PermFund Appropriations			\$8,874,469.08	\$473,229.50	\$22,665.97	\$8,401,239.58	5.33%
DEPT 410 HEC Grant								
Active	E 20-410-000-605	Grant Project		\$109,035.00	\$36,818.00	\$0.00	\$72,217.00	33.77%

Aleutians East Borough
***Expenditure Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

	23-24 YTD Budget	23-24 YTD Amt	NOVEMBER MTD Amt	23-24 YTD Balance	% of YTD Budget
SUBDEPT 000 NO DESCR	\$109,035.00	\$36,818.00	\$0.00	\$72,217.00	33.77%
Total DEPT 410 HEC Grant	\$109,035.00	\$36,818.00	\$0.00	\$72,217.00	33.77%
DEPT 420 LATCF					
Active E 20-420-000-850 CAPITAL CONSTR	\$1,990,965.00	\$25,703.00	\$0.00	\$1,965,262.00	1.29%
SUBDEPT 000	\$1,990,965.00	\$25,703.00	\$0.00	\$1,965,262.00	1.29%
Total DEPT 420 LATCF	\$1,990,965.00	\$25,703.00	\$0.00	\$1,965,262.00	1.29%
DEPT 425 ARPA					
Active E 20-425-000-930 APRA	\$182,614.64	\$130,355.38	\$63,426.90	\$52,259.26	71.38%
SUBDEPT 000	\$182,614.64	\$130,355.38	\$63,426.90	\$52,259.26	71.38%
Total DEPT 425 ARPA	\$182,614.64	\$130,355.38	\$63,426.90	\$52,259.26	71.38%
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 429 HRSA					
Active E 20-429-000-871 OTHER DIRECT C	\$1,912,545.33	\$66,495.49	\$26,816.26	\$1,846,049.84	3.48%
SUBDEPT 000	\$1,912,545.33	\$66,495.49	\$26,816.26	\$1,846,049.84	3.48%
Total DEPT 429 HRSA	\$1,912,545.33	\$66,495.49	\$26,816.26	\$1,846,049.84	3.48%
DEPT 806 CAPITAL - SAND POINT					
Active E 20-806-000-881 ADMINISTRATIVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active E 20-806-000-883 DESIGN SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active E 20-806-000-884 CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active E 20-806-000-885 CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active E 20-806-000-888 PROJECT CONTIN	\$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 806 CAPITAL - SAND POINT	\$0.00	\$0.00	\$0.00	\$0.00	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 832 AKUTAN					
Active E 20-832-210-972 TRANSPORTATIO	\$2,500,000.00	\$0.00	\$0.00	\$2,500,000.00	0.00%
SUBDEPT 210 AEB Hovercraft Proceeds	\$2,500,000.00	\$0.00	\$0.00	\$2,500,000.00	0.00%
Total DEPT 832 AKUTAN	\$2,500,000.00	\$0.00	\$0.00	\$2,500,000.00	0.00%
DEPT 867 KCC Alternative Road					
Active E 20-867-168-381 ENGINEERING	\$75,591.00	\$0.00	\$0.00	\$75,591.00	0.00%
Active E 20-867-168-850 CAPITAL CONSTR	\$843,439.12	\$0.00	\$0.00	\$843,439.12	0.00%
SUBDEPT 168 KCAP 14-RR-067	\$919,030.12	\$0.00	\$0.00	\$919,030.12	0.00%
Active E 20-867-210-972 TRANSPORTATIO	\$239,153.56	\$0.00	\$0.00	\$239,153.56	0.00%
SUBDEPT 210 AEB Hovercraft Proceeds	\$239,153.56	\$0.00	\$0.00	\$239,153.56	0.00%
Total DEPT 867 KCC Alternative Road	\$1,158,183.68	\$0.00	\$0.00	\$1,158,183.68	0.00%
DEPT 876 NFWF Electronic Monitoring					
Active E 20-876-042-380 CONTRACT LABO	\$80,801.20	\$11,887.64	\$0.00	\$68,913.56	14.71%
Active E 20-876-042-475 SUPPLIES	\$0.00	\$32,122.19	\$0.00	-\$32,122.19	0.00%
Active E 20-876-042-753 MISC EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active E 20-876-042-871 OTHER DIRECT C	\$0.00	\$629.20	\$0.00	-\$629.20	0.00%
SUBDEPT 042 Trawl EM (WGOA3)	\$80,801.20	\$44,639.03	\$0.00	\$36,162.17	55.25%

Aleutians East Borough
***Expenditure Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24	23-24	NOVEMBER	23-24	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	E 20-876-060-380	CONTRACT LABO	\$311,622.76	\$99,561.81	\$0.00	\$212,060.95	31.95%
Active	E 20-876-060-475	SUPPLIES	\$101,261.00	\$68,838.50	\$0.00	\$32,422.50	67.98%
Active	E 20-876-060-871	OTHER DIRECT C	\$3,819.80	\$2,518.20	\$0.00	\$1,301.60	65.92%
SUBDEPT 060 Trawl EM (WGOA4)			\$416,703.56	\$170,918.51	\$0.00	\$245,785.05	41.02%
Total DEPT 876 NFWF Electronic Monitoring			\$497,504.76	\$215,557.54	\$0.00	\$281,947.22	43.33%
DEPT 880 PSMFC Cod Tagging							
Active	E 20-880-000-300	SALARIES	\$97,760.45	\$6,442.31	\$0.00	\$91,318.14	6.59%
Active	E 20-880-000-350	FRINGE BENEFIT	\$32,282.69	\$2,174.15	\$0.00	\$30,108.54	6.73%
Active	E 20-880-000-380	CONTRACT LABO	\$1,002,715.52	\$25,839.11	\$0.00	\$976,876.41	2.58%
Active	E 20-880-000-400	TRAVEL AND PER	\$12,197.00	\$4,943.88	\$0.00	\$7,253.12	40.53%
Active	E 20-880-000-475	SUPPLIES	\$420,477.82	\$859.38	\$964.12	\$419,618.44	0.20%
Active	E 20-880-000-881	ADMINISTRATIVE	\$65,374.30	\$2,679.47	\$0.00	\$62,694.83	4.10%
SUBDEPT 000			\$1,630,807.78	\$42,938.30	\$964.12	\$1,587,869.48	2.63%
Total DEPT 880 PSMFC Cod Tagging			\$1,630,807.78	\$42,938.30	\$964.12	\$1,587,869.48	2.63%
DEPT 900 OTHER							
Active	E 20-900-000-750	Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 20-900-000-751	OPERATING TRA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 000			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total DEPT 900 OTHER			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fund 20 GRANT PROGRAMS			\$19,850,030.94	\$991,097.21	\$113,873.25	\$18,858,933.73	4.99%

Aleutians East Borough
***Revenue Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24	23-24	NOVEMBER	23-24	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 22 OPERATIONS							
Active	R 22-160	DEFERRED REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 22-203	OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 22-210	Helicopter Revenue	\$388,805.00	\$142,143.00	\$33,223.25	\$246,662.00	36.56%
Active	R 22-221	COLD BAY TERMINAL LEA	\$278,000.00	\$105,115.00	\$18,023.00	\$172,885.00	37.81%
Active	R 22-222	COLD BAY TERMINAL OT	\$25,000.00	\$11,160.36	\$2,302.02	\$13,839.64	44.64%
Active	R 22-225	ANC OFFICE LEASE	\$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			\$691,805.00	\$258,418.36	\$53,548.27	\$433,386.64	37.35%

Aleutians East Borough
***Expenditure Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24	23-24	NOVEMBER	23-24	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 22 OPERATIONS							
DEPT 802 CAPITAL - COLD BAY							
Active	E 22-802-200-300	SALARIES	\$55,000.00	\$19,794.20	\$4,153.84	\$35,205.80	35.99%
Active	E 22-802-200-350	FRINGE BENEFIT	\$5,000.00	\$1,712.26	\$359.32	\$3,287.74	34.25%
Active	E 22-802-200-380	CONTRACT LABO	\$6,000.00	\$487.50	\$487.50	\$5,512.50	8.13%
Active	E 22-802-200-425	TELEPHONE	\$2,500.00	\$929.06	\$186.64	\$1,570.94	37.16%
Active	E 22-802-200-475	SUPPLIES	\$12,000.00	\$592.68	\$0.00	\$11,407.32	4.94%
Active	E 22-802-200-526	UTILITIES	\$89,500.00	\$35,379.74	\$10,654.89	\$54,120.26	39.53%
Active	E 22-802-200-576	GAS	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 22-802-200-577	FUEL	\$33,250.00	\$10,787.26	\$3,086.98	\$22,462.74	32.44%
Active	E 22-802-200-603	MAINTENANCE	\$50,000.00	\$8,179.00	\$0.00	\$41,821.00	16.36%
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>\$260,150.00</u>	<u>\$77,861.70</u>	<u>\$18,929.17</u>	<u>\$182,288.30</u>	<u>29.93%</u>
Total DEPT 802 CAPITAL - COLD BAY			<u>\$260,150.00</u>	<u>\$77,861.70</u>	<u>\$18,929.17</u>	<u>\$182,288.30</u>	<u>29.93%</u>
DEPT 845 HELICOPTER OPERATIONS							
Active	E 22-845-300-300	SALARIES	\$50,000.00	\$13,036.77	\$2,785.50	\$36,963.23	26.07%
Active	E 22-845-300-350	FRINGE BENEFIT	\$7,000.00	\$1,737.98	\$327.61	\$5,262.02	24.83%
Active	E 22-845-300-380	CONTRACT LABO	\$1,054,605.00	\$433,382.40	\$86,676.08	\$621,222.60	41.09%
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	\$180.08	\$36.10	-\$180.08	0.00%
Active	E 22-845-300-475	SUPPLIES	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	E 22-845-300-526	UTILITIES	\$9,000.00	\$0.00	\$0.00	\$9,000.00	0.00%
Active	E 22-845-300-576	GAS	\$12,000.00	\$3,613.00	\$0.00	\$8,387.00	30.11%
Active	E 22-845-300-577	FUEL	\$85,000.00	\$429.00	\$0.00	\$84,571.00	0.50%
Active	E 22-845-300-770	Depreciation Expen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 300 HELICOPTER OPERATIONS			<u>\$1,252,605.00</u>	<u>\$452,379.23</u>	<u>\$89,825.29</u>	<u>\$800,225.77</u>	<u>36.12%</u>
Total DEPT 845 HELICOPTER OPERATIONS			<u>\$1,252,605.00</u>	<u>\$452,379.23</u>	<u>\$89,825.29</u>	<u>\$800,225.77</u>	<u>36.12%</u>
DEPT 900 OTHER							
Active	E 22-900-000-660	Loss On Impairmen	\$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>\$1,512,755.00</u>	<u>\$530,240.93</u>	<u>\$108,754.46</u>	<u>\$982,514.07</u>	<u>35.05%</u>

Aleutians East Borough
***Revenue Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24	23-24	NOVEMBER	23-24	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 24 BOND CONSTRUCTION							
Active	R 24-201	INTEREST REVENUE	\$0.00	\$74,492.64	\$3,709.37	-\$74,492.64	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	-\$8,404.35	\$14,831.31	\$8,404.35	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	\$70,500.00	\$0.00	-\$70,500.00	0.00%
Active	R 24-277	STATE BOND REBATE SC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fund 24 BOND CONSTRUCTION			<u>\$0.00</u>	<u>\$136,588.29</u>	<u>\$18,540.68</u>	<u>-\$136,588.29</u>	<u>0.00%</u>

Aleutians East Borough
***Expenditure Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24 YTD Budget	23-24 YTD Amt	NOVEMBER MTD Amt	23-24 YTD Balance	% of YTD Budget
Fund 24 BOND CONSTRUCTION							
DEPT 809 Akutan Airport/Grant							
Active	E 24-809-000-850	CAPITAL CONSTR	\$783,589.00	\$70,500.00	\$0.00	\$713,089.00	9.00%
SUBDEPT 000			\$783,589.00	\$70,500.00	\$0.00	\$713,089.00	9.00%
Total DEPT 809 Akutan Airport/Grant			\$783,589.00	\$70,500.00	\$0.00	\$713,089.00	9.00%
DEPT 817 Airport/FY09 Match							
Active	E 24-817-000-850	CAPITAL CONSTR	\$679,649.00	\$70,500.00	\$0.00	\$609,149.00	10.37%
SUBDEPT 000			\$679,649.00	\$70,500.00	\$0.00	\$609,149.00	10.37%
Total DEPT 817 Airport/FY09 Match			\$679,649.00	\$70,500.00	\$0.00	\$609,149.00	10.37%
DEPT 900 OTHER							
Active	E 24-900-000-380	CONTRACT LABO	\$45,000.00	\$8,796.44	\$496.53	\$36,203.56	19.55%
Active	E 24-900-000-725	BOND INTEREST	\$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			\$45,000.00	\$8,796.44	\$496.53	\$36,203.56	19.55%
Total DEPT 900 OTHER			\$45,000.00	\$8,796.44	\$496.53	\$36,203.56	19.55%
Total Fund 24 BOND CONSTRUCTION			\$1,508,238.00	\$149,796.44	\$496.53	\$1,358,441.56	9.93%

Aleutians East Borough
***Revenue Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24	23-24	NOVEMBER	23-24	% 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%
Active	R 30-277	STATE BOND REBATE SC	\$678,080.00	\$0.00	\$0.00	\$678,080.00	0.00%
Active	R 30-278	STATE BOND REBATE HA	\$420,842.00	\$0.00	\$0.00	\$420,842.00	0.00%
Total Fund 30 BOND FUND			\$1,098,922.00	\$0.00	\$0.00	\$1,098,922.00	0.00%

Aleutians East Borough
***Expenditure Guideline©**

12/19/239

Current Period: NOVEMBER 23-24

			23-24	23-24	NOVEMBER	23-24	% 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	\$564,525.00	\$303,578.13	\$294,578.13	\$260,946.87	53.78%
Active	E 30-900-000-726	BOND PRINCIPAL	\$1,965,000.00	\$1,965,000.00	\$1,810,000.00	\$0.00	100.00%
SUBDEPT 000			<u>\$2,529,525.00</u>	<u>\$2,268,578.13</u>	<u>\$2,104,578.13</u>	<u>\$260,946.87</u>	<u>89.68%</u>
Total DEPT 900 OTHER			<u>\$2,529,525.00</u>	<u>\$2,268,578.13</u>	<u>\$2,104,578.13</u>	<u>\$260,946.87</u>	<u>89.68%</u>
Total Fund 30 BOND FUND			<u>\$2,529,525.00</u>	<u>\$2,268,578.13</u>	<u>\$2,104,578.13</u>	<u>\$260,946.87</u>	<u>89.68%</u>

Aleutians East Borough
***Revenue Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24	23-24	NOVEMBER	23-24	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 40 PERMANENT FUND							
Active	R 40-201	INTEREST REVENUE	\$0.00	\$587,671.61	\$137,531.15	-\$587,671.61	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	-\$209,786.60	\$2,177,494.88	\$209,786.60	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	\$377,885.01	\$2,315,026.03	-\$377,885.01	0.00%

Aleutians East Borough
***Expenditure Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24	23-24	NOVEMBER	23-24	% 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	\$45,000.00	\$22,246.96	\$7,190.27	\$22,753.04	49.44%
Active	E 40-900-000-750	Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 40-900-000-751	OPERATING TRA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SUBDEPT 000			<u>\$45,000.00</u>	<u>\$22,246.96</u>	<u>\$7,190.27</u>	<u>\$22,753.04</u>	<u>49.44%</u>
Total DEPT 900 OTHER			<u>\$45,000.00</u>	<u>\$22,246.96</u>	<u>\$7,190.27</u>	<u>\$22,753.04</u>	<u>49.44%</u>
Total Fund 40 PERMANENT FUND			<u>\$45,000.00</u>	<u>\$22,246.96</u>	<u>\$7,190.27</u>	<u>\$22,753.04</u>	<u>49.44%</u>

Aleutians East Borough
***Revenue Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

			23-24	23-24	NOVEMBER	23-24	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Fund 41 MAINTENANCE RESERVE FUND							
Active	R 41-201	INTEREST REVENUE	\$0.00	\$2,701.77	\$683.10	-\$2,701.77	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	\$2,701.77	\$683.10	-\$2,701.77	0.00%

Aleutians East Borough
***Expenditure Guideline©**

12/19/23

Current Period: NOVEMBER 23-24

				23-24	23-24	NOVEMBER	23-24	% 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		\$147,500.00	\$49,026.73	\$10,075.93	\$98,473.27	33.24%
Active	E 41-900-000-751	OPERATING TRA		\$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>\$147,500.00</u>	<u>\$49,026.73</u>	<u>\$10,075.93</u>	<u>\$98,473.27</u>	<u>33.24%</u>
Total DEPT 900 OTHER				<u>\$147,500.00</u>	<u>\$49,026.73</u>	<u>\$10,075.93</u>	<u>\$98,473.27</u>	<u>33.24%</u>
Total Fund 41 MAINTENANCE RESERVE FUND				<u>\$147,500.00</u>	<u>\$49,026.73</u>	<u>\$10,075.93</u>	<u>\$98,473.27</u>	<u>33.24%</u>

INVESTMENT REPORT



ALASKA PERMANENT
CAPITAL MANAGEMENT

Registered Investment Adviser

AEB SERIES E Investment Report

November 2023

Portfolio Overview

BEGINNING VALUE
+ ACCRUED **\$2,751,786**

TRANSFERS IN/
OUT **\$0**

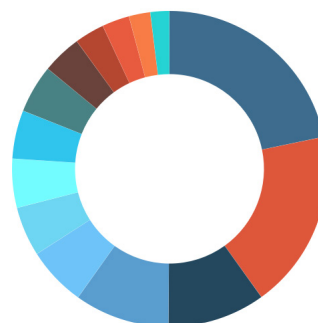
REALIZED GAINS **\$0**

CHANGE IN
MARKET VALUE **\$447**

INTEREST INCOME **\$12,527**

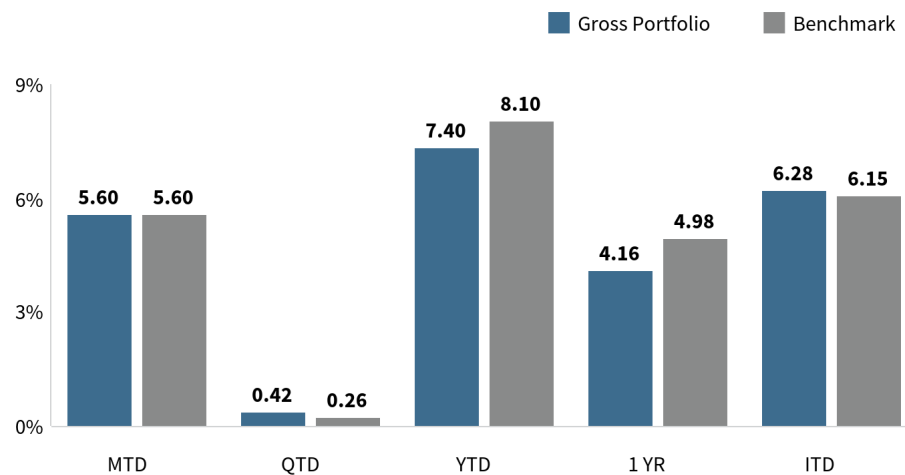
ENDING VALUE +
ACCRUED **\$2,764,760**

Portfolio Composition



- U.S. Large Cap Equity **21.7%**
- U.S. Fixed Income **18.3%**
- U.S. Mid Cap Equity **10.0%**
- Alternative Beta **9.8%**
- Developed International Equity **6.1%**
- Infrastructure **5.1%**
- U.S. Small Cap Equity **5.0%**
- U.S. High Yield Fixed Income **5.0%**
- International Fixed Income **4.9%**
- Emerging Market Equity **4.0%**
- REITs **3.0%**
- Commodities **2.8%**
- Cash **2.2%**
- TIPS **1.9%**

Investment Performance

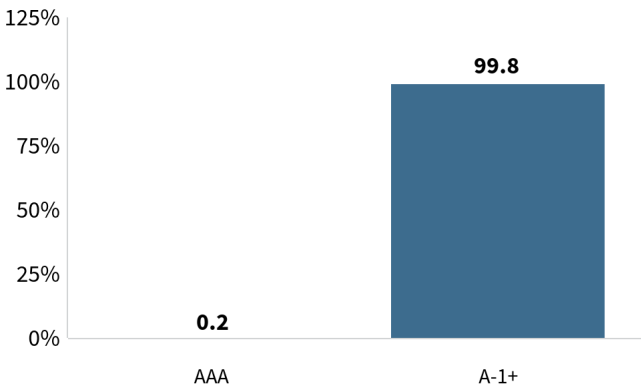


Performance is annualized for periods greater than one year. Inception to date performance begins October 01, 2003
Past performance is not indicative of future results.

Risk Management



Credit Rating Exposure

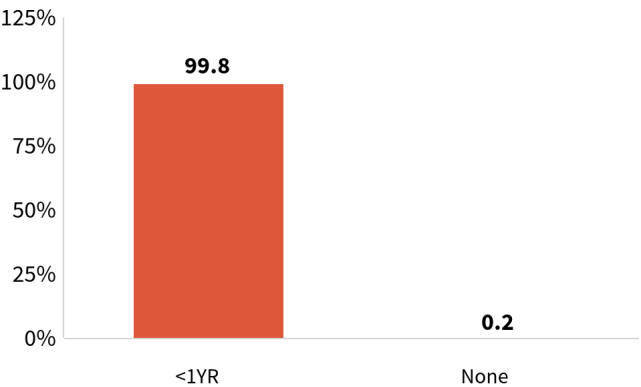


Source: Clearwater Composite Rating

Sector Exposure

	%MV
T-Bills	99.84%
Cash	0.16%

Duration Exposure (Years)



Top 10 Issuer Concentration

	%MV
United States	99.84%
(3140000V3) Federated Government Obligations Tax-Managed Fund	0.16%

This is a list of the Top 10 Issuer Concentration, but these are not the only issuer concentrations. A full list is available upon request.

MARKET VALUE

\$2,764,760

MARKET VALUE + ACCRUED

\$2,764,760

UNREALIZED GAIN/LOSS

\$343

YIELD TO MATURITY

5.30%

COUPON RATE

0.00%

DURATION

0.23

WAL

0.24

MOODY'S RATING

Aaa

Disclosures



S&P 500 Total Return Index

The S&P 500® Index is the Standard & Poor's Composite Index and is widely regarded as a single gauge of large cap U.S. equities. It is market cap weighted and includes 500 leading companies, capturing approximately 80% coverage of available market capitalization.

S&P MidCap 400 Total Return Index

The S&P MidCap 400 Index, more commonly known as the S&P 400, is a stock market index from S&P Dow Jones Indices. The index serves as a barometer for the U.S. mid-cap equities sector and is the most widely followed mid-cap index.

S&P Small Cap 600 Total Return Index

The S&P SmallCap 600® seeks to measure the small-cap segment of the U.S. equity market. The index is designed to track companies that meet specific inclusion criteria to ensure that they are liquid and financially viable.

MSCI EAFE Net Total Return USD Index

The MSCI EAFE Index (Europe, Australasia, Far East) is a free float-adjusted market capitalization-weighted index that is designed to measure the equity market performance of developed markets, excluding the United States and Canada. The MSCI EAFE Index consists of the following 21 developed market countries: Australia, Austria, Belgium, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, the Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland and the United Kingdom.

MSCI Emerging Net Total Return USD Index

The MSCI Emerging Markets Index is a free float-adjusted market capitalization-weighted index that is designed to measure equity market performance of emerging markets. The MSCI Emerging Markets Index consists of the following 26 emerging market country indices: Argentina, Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Russia, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

STOXX Global Broad Infrastructure Index Net Return USD

The STOXX Global Broad Infrastructure Index is derived from the STOXX. Developed and Emerging Markets Total Market Index (TMI) and offers a diversified representation of companies that generate more than 50% of their revenue from selected infrastructure sectors. STOXX partnered with Revere Data, which defines 17 subsectors for the infrastructure industry. These 17 subsectors are rolled into five supersectors - Communications, Energy, Government Outsourcing/Social, Transportation and Utilities.

S&P USA REIT USD Total Return Index

The S&P United States REIT Index defines and measures the investable universe of publicly traded real estate investment trusts domiciled in the United States.

Bloomberg Commodity Index Total Return

The Bloomberg Commodity Index provides broad-based exposure to commodities, and no single commodity or commodity sector dominates the index. Rather than being driven by micro-economic events affecting one commodity market or sector, the diversified commodity exposure of the index potentially reduces volatility in comparison with non-diversified commodity investments.

Wilshire Liquid Alternative Total Return Index

The Wilshire Liquid Alternative IndexSM measures the collective performance of the five Wilshire Liquid Alternative strategies that make up the Wilshire Liquid Alternative Universe. Created in 2014, with a set of time series of data beginning on December 31, 1999, the Wilshire Liquid Alternative Index (WLIQA) is designed to provide a broad measure of the liquid alternative market by combining the performance of the Wilshire Liquid Alternative Equity Hedge Index (WLIQAEH), Wilshire Liquid Alternative Global Macro Index (WLIQAGM), Wilshire Liquid Alternative Relative Value Index (WLIQARV), Wilshire Liquid Alternative Multi-Strategy Index (WLIQAMS), and Wilshire Liquid Alternative Event Driven Index (WLIQAED).

Bloomberg US Agg Total Return Value Unhedged USD

The Bloomberg U.S. Aggregate Index measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM pass-throughs), ABS, and CMBS. It rolls up into other flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.

Bloomberg VLI: High Yield Total Return Index Value Unhedged USD

The Bloomberg VLI: High Yield Total Return Index is a component of the US Corp High Yield Index that is designed to track a more liquid component of the USD-denominated, high yield, fixed-rate corporate bond market.

Bloomberg GLA xUSD Float Adj RIC Capped Index TR Index Value Hedged USD

The Bloomberg Barclays Global Aggregate ex-USD Float-Adjusted RIC Capped Index is a customized subset of the Global Aggregate Index that meets the same diversification guidelines that a fund must pass to qualify as a regulated investment company (RIC). This multi-currency benchmark includes fixed-rate treasury, government-related, corporate and securitized bonds from developed and emerging markets issuers while excluding USD denominated debt. The Global Aggregate ex-USD Float Adjusted RIC Capped Index is largely comprised of two major regional aggregate components: the Pan-European Aggregate and the Asian-Pacific Aggregate Index.

FTSE 3 Month Treas Bill Local Currency

The FTSE 3 Month US T Bill Index Series is intended to track the daily performance of 3 month US Treasury bills. The indices are designed to operate as a reference rate for a series of funds.

Disclosures



Bloomberg Muni 1-15 Year Blend (1-17) Total Return Index Value

The Bloomberg Municipal 1-15 Year Index measures the performance of USD-denominated long-term, tax-exempt bond market with maturities of 1-15 years, including state and local general obligation bonds, revenue bonds, insured bonds, and prerefunded bonds.

Bloomberg Intermediate US Govt/Credit TR Index Value Unhedged

The Bloomberg U.S. Government Intermediate Index measures the performance of the U.S. Treasury and U.S. agency debentures with maturities of 1-10 years. It is a component of the U.S. Government/Credit Index and the U.S. Aggregate Index.

Bloomberg 1-5 Yr Gov/Credit Total Return Index Value Unhedge

The Bloomberg US 1-5 year Government/Credit Float-Adjusted Bond Index is a float-adjusted version of the US 1-5 year Government/Credit Index, which tracks the market for investment grade, US dollar-denominated, fixed-rate treasuries, government-related and corporate securities.

FTSE High Dividend Yield Total Return Index

The FTSE High Dividend Yield Index is designed to represent the performance of companies with relatively high forecast dividend yields

WisdomTree U.S. MidCap Dividend Index Total Return

The WisdomTree U.S. MidCap Dividend Index is a fundamentally weighted index that measures the performance of the mid-capitalization segment of the US dividend-paying market. The Index is comprised of the companies that compose the top 75% of the market capitalization of the WisdomTree U.S. Dividend Index after the 300 largest companies have been removed. The index is dividend weighted annually to reflect the proportionate share of the aggregate cash dividends each component company is projected to pay in the coming year, based on the most recently declared dividend per share.

WisdomTree U.S. SmallCap Dividend Index Total Return

The WisdomTree U.S. SmallCap Dividend Index is a fundamentally weighted index measuring the performance of the small-capitalization segment of the US dividend-paying market. The Index is comprised of the companies that compose the bottom 25% of the market capitalization of the WisdomTree U.S. Dividend Index after the 300 largest companies have been removed. The index is dividend weighted annually to reflect the proportionate share of the aggregate cash dividends each component company is projected to pay in the coming year, based on the most recently declared dividend per share.

Bloomberg U.S. Long Government/Credit Unhedged USD

The Bloomberg U.S. Government Credit Long Index measures the performance of the non-securitized component of the U.S. Aggregate Index with maturities of 10 years and greater, including Treasuries, government-related issues, and corporates. It is a subset of the U.S. Aggregate Index.

Bloomberg Intermediate US Govt/Credit TR Index Value Unhedged

The Bloomberg U.S. Government Credit Intermediate Index measures the performance of the non-securitized component of the U.S. Aggregate Index with maturities of 1-10 years, including Treasuries, government-related issues, and corporates. It is a subset of the U.S. Aggregate Index.

Bloomberg Municipal Bond 5 Year (4-6) Total Return Index Unhedged USD

An index designed to measure the performance of tax-exempt U.S. investment grade municipal bonds with remaining maturities between four and six years. Index returns assume reinvestment of distributions, but do not reflect any applicable sales charges or management fees.

MSCI ACWI IMI Net Total Return USD Index

The MSCI ACWI Investable Market Index (IMI) captures large, mid and small cap representation across 23 Developed Markets (DM) and 24 Emerging Markets (EM) countries. The MSCI AXWI IMI includes the following 23 developed market countries : Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, and United States. The MSCI AXWI IMI includes the following 24 emerging market countries: : Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Kuwait, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

Bloomberg 1-3 Yr Gov Total Return Index Value Unhedged USD

The Bloomberg U.S. Government/Credit 1-3 Year Index is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government bonds with maturities from one to three years.

Bloomberg 1-5 Yr Gov TR Index

Bloomberg Barclays Municipal 1-5 Yr TR USD includes all medium and larger issues of U.S. government, investment-grade corporate, and investment-grade international dollar-denominated bonds that have maturities of between 1 and 5 years and are publicly issued.

ICE BofA US 3-Month Treasury Bill Index

The ICE BofA 3 Month U.S. Treasury Index measures the performance of a single issue of outstanding treasury bill which matures closest to, but not beyond, three months from the rebalancing date. The issue is purchased at the beginning of the month and held for a full month; at the end of the month that issue is sold and rolled into a newly selected issue.

Bloomberg US Treasury TIPS 0-5 Years Total Return Index Unhedged USD

Bloomberg US Treasury Inflation-Protected Securities (TIPS) 0-5 Year Index is a market value-weighted index that measures the performance of inflation-protected securities issued by the US Treasury that have a remaining average life between 0 and 5 years.

Bloomberg U.S. Treasury Bellwethers: 1 Yr

The Bloomberg U.S. Treasury Bellwethers 1 Yr. Index is an unmanaged index representing the on-the-run (most recently auctioned) U.S. Treasury bond with 1 years' maturity.



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Portfolio Manager

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ALASKA PERMANENT
CAPITAL MANAGEMENT

Registered Investment Adviser

AEB 2010 SERIES B BOND/AKUTAN Investment Report

November 2023

Portfolio Overview

BEGINNING VALUE
+ ACCRUED **\$789,814**

TRANSFERS IN/
OUT **-\$78**

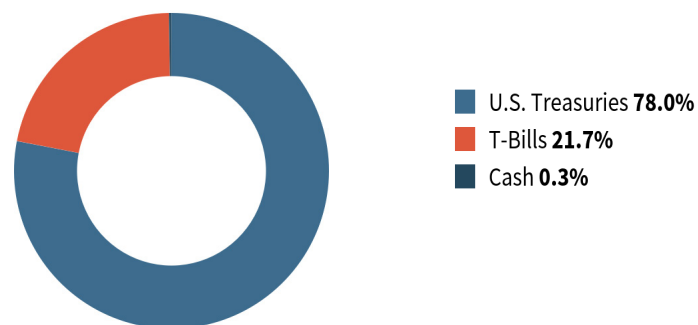
REALIZED GAINS **\$0**

CHANGE IN
MARKET VALUE **\$3,365**

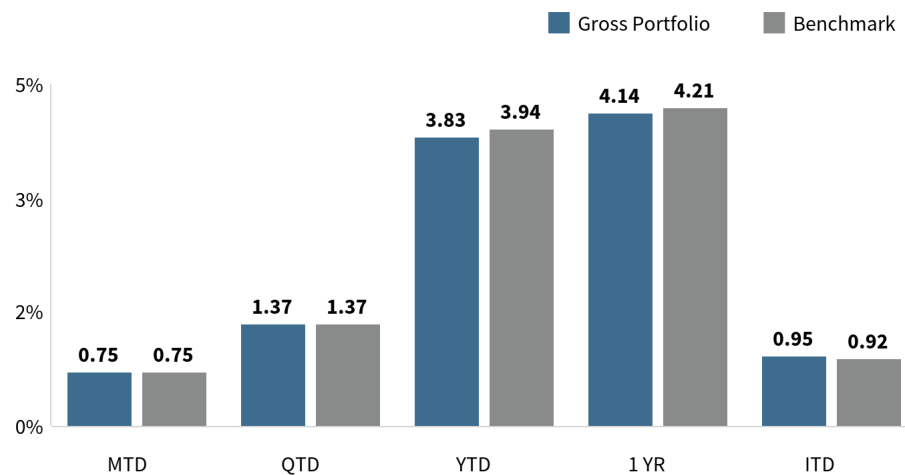
INTEREST INCOME **\$2,588**

ENDING VALUE +
ACCRUED **\$795,689**

Portfolio Composition



Investment Performance

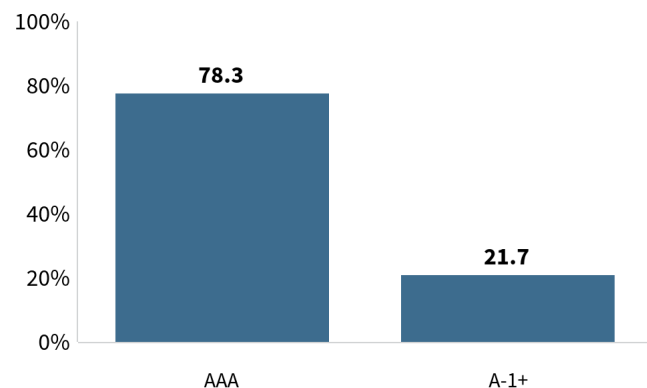


Performance is annualized for periods greater than one year. Inception to date performance begins September 01, 2011
Past performance is not indicative of future results.

Risk Management

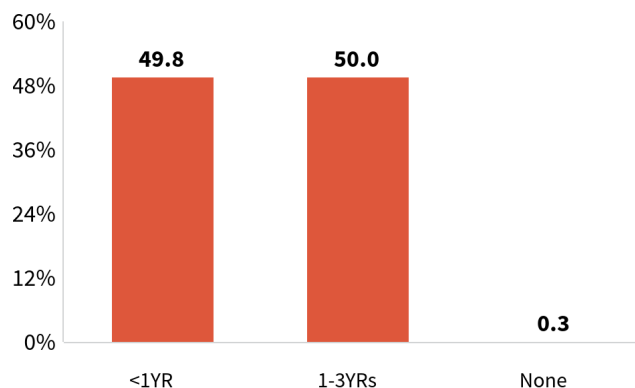


Credit Rating Exposure



Source: Clearwater Composite Rating

Duration Exposure (Years)



Sector Exposure

	%MV
U.S. Treasuries	78.03%
T-Bills	21.71%
Cash	0.25%

Top 10 Issuer Concentration

	%MV
United States	99.75%
(3140000V3) Federated Government Obligations Tax-Managed Fund	0.25%

This is a list of the Top 10 Issuer Concentration, but these are not the only issuer concentrations. A full list is available upon request.

MARKET VALUE

\$792,633

MARKET VALUE + ACCRUED

\$795,689

UNREALIZED GAIN/LOSS

-\$7,400

YIELD TO MATURITY

5.06%

COUPON RATE

2.00%

DURATION

1.03

WAL

1.27

MOODY'S RATING

Aaa

Disclosures



S&P 500 Total Return Index

The S&P 500® Index is the Standard & Poor's Composite Index and is widely regarded as a single gauge of large cap U.S. equities. It is market cap weighted and includes 500 leading companies, capturing approximately 80% coverage of available market capitalization.

S&P MidCap 400 Total Return Index

The S&P MidCap 400 Index, more commonly known as the S&P 400, is a stock market index from S&P Dow Jones Indices. The index serves as a barometer for the U.S. mid-cap equities sector and is the most widely followed mid-cap index.

S&P Small Cap 600 Total Return Index

The S&P SmallCap 600® seeks to measure the small-cap segment of the U.S. equity market. The index is designed to track companies that meet specific inclusion criteria to ensure that they are liquid and financially viable.

MSCI EAFE Net Total Return USD Index

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MSCI Emerging Net Total Return USD Index

The MSCI Emerging Markets Index is a free float-adjusted market capitalization-weighted index that is designed to measure equity market performance of emerging markets. The MSCI Emerging Markets Index consists of the following 26 emerging market country indices: Argentina, Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Russia, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

STOXX Global Broad Infrastructure Index Net Return USD

The STOXX Global Broad Infrastructure Index is derived from the STOXX. Developed and Emerging Markets Total Market Index (TMI) and offers a diversified representation of companies that generate more than 50% of their revenue from selected infrastructure sectors. STOXX partnered with Revere Data, which defines 17 subsectors for the infrastructure industry. These 17 subsectors are rolled into five supersectors - Communications, Energy, Government Outsourcing/Social, Transportation and Utilities.

S&P USA REIT USD Total Return Index

The S&P United States REIT Index defines and measures the investable universe of publicly traded real estate investment trusts domiciled in the United States.

Bloomberg Commodity Index Total Return

The Bloomberg Commodity Index provides broad-based exposure to commodities, and no single commodity or commodity sector dominates the index. Rather than being driven by micro-economic events affecting one commodity market or sector, the diversified commodity exposure of the index potentially reduces volatility in comparison with non-diversified commodity investments.

Wilshire Liquid Alternative Total Return Index

The Wilshire Liquid Alternative IndexSM measures the collective performance of the five Wilshire Liquid Alternative strategies that make up the Wilshire Liquid Alternative Universe. Created in 2014, with a set of time series of data beginning on December 31, 1999, the Wilshire Liquid Alternative Index (WLIQA) is designed to provide a broad measure of the liquid alternative market by combining the performance of the Wilshire Liquid Alternative Equity Hedge Index (WLIQAEH), Wilshire Liquid Alternative Global Macro Index (WLIQAGM), Wilshire Liquid Alternative Relative Value Index (WLIQARV), Wilshire Liquid Alternative Multi-Strategy Index (WLIQAMS), and Wilshire Liquid Alternative Event Driven Index (WLIQAED).

Bloomberg US Agg Total Return Value Unhedged USD

The Bloomberg U.S. Aggregate Index measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM pass-throughs), ABS, and CMBS. It rolls up into other flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.

Bloomberg VLI: High Yield Total Return Index Value Unhedged USD

The Bloomberg VLI: High Yield Total Return Index is a component of the US Corp High Yield Index that is designed to track a more liquid component of the USD-denominated, high yield, fixed-rate corporate bond market.

Bloomberg GLA xUSD Float Adj RIC Capped Index TR Index Value Hedged USD

The Bloomberg Barclays Global Aggregate ex-USD Float-Adjusted RIC Capped Index is a customized subset of the Global Aggregate Index that meets the same diversification guidelines that a fund must pass to qualify as a regulated investment company (RIC). This multi-currency benchmark includes fixed-rate treasury, government-related, corporate and securitized bonds from developed and emerging markets issuers while excluding USD denominated debt. The Global Aggregate ex-USD Float Adjusted RIC Capped Index is largely comprised of two major regional aggregate components: the Pan-European Aggregate and the Asian-Pacific Aggregate Index.

FTSE 3 Month Treas Bill Local Currency

The FTSE 3 Month US T Bill Index Series is intended to track the daily performance of 3 month US Treasury bills. The indices are designed to operate as a reference rate for a series of funds.

Disclosures



Bloomberg Muni 1-15 Year Blend (1-17) Total Return Index Value

The Bloomberg Municipal 1-15 Year Index measures the performance of USD-denominated long-term, tax-exempt bond market with maturities of 1-15 years, including state and local general obligation bonds, revenue bonds, insured bonds, and prerefunded bonds.

Bloomberg Intermediate US Govt/Credit TR Index Value Unhedged

The Bloomberg U.S. Government Intermediate Index measures the performance of the U.S. Treasury and U.S. agency debentures with maturities of 1-10 years. It is a component of the U.S. Government/Credit Index and the U.S. Aggregate Index.

Bloomberg 1-5 Yr Gov/Credit Total Return Index Value Unhedge

The Bloomberg US 1-5 year Government/Credit Float-Adjusted Bond Index is a float-adjusted version of the US 1-5 year Government/Credit Index, which tracks the market for investment grade, US dollar-denominated, fixed-rate treasuries, government-related and corporate securities.

FTSE High Dividend Yield Total Return Index

The FTSE High Dividend Yield Index is designed to represent the performance of companies with relatively high forecast dividend yields

WisdomTree U.S. MidCap Dividend Index Total Return

The WisdomTree U.S. MidCap Dividend Index is a fundamentally weighted index that measures the performance of the mid-capitalization segment of the US dividend-paying market. The Index is comprised of the companies that compose the top 75% of the market capitalization of the WisdomTree U.S. Dividend Index after the 300 largest companies have been removed. The index is dividend weighted annually to reflect the proportionate share of the aggregate cash dividends each component company is projected to pay in the coming year, based on the most recently declared dividend per share.

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Bloomberg U.S. Long Government/Credit Unhedged USD

The Bloomberg U.S. Government Credit Long Index measures the performance of the non-securitized component of the U.S. Aggregate Index with maturities of 10 years and greater, including Treasuries, government-related issues, and corporates. It is a subset of the U.S. Aggregate Index.

Bloomberg Intermediate US Govt/Credit TR Index Value Unhedged

The Bloomberg U.S. Government Credit Intermediate Index measures the performance of the non-securitized component of the U.S. Aggregate Index with maturities of 1-10 years, including Treasuries, government-related issues, and corporates. It is a subset of the U.S. Aggregate Index.

Bloomberg Municipal Bond 5 Year (4-6) Total Return Index Unhedged USD

An index designed to measure the performance of tax-exempt U.S. investment grade municipal bonds with remaining maturities between four and six years. Index returns assume reinvestment of distributions, but do not reflect any applicable sales charges or management fees.

MSCI ACWI IMI Net Total Return USD Index

The MSCI ACWI Investable Market Index (IMI) captures large, mid and small cap representation across 23 Developed Markets (DM) and 24 Emerging Markets (EM) countries. The MSCI AXWI IMI includes the following 23 developed market countries : Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, and United States. The MSCI AXWI IMI includes the following 24 emerging market countries: : Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Kuwait, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

Bloomberg 1-3 Yr Gov Total Return Index Value Unhedged USD

The Bloomberg U.S. Government/Credit 1-3 Year Index is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government bonds with maturities from one to three years.

Bloomberg 1-5 Yr Gov TR Index

Bloomberg Barclays Municipal 1-5 Yr TR USD includes all medium and larger issues of U.S. government, investment-grade corporate, and investment-grade international dollar-denominated bonds that have maturities of between 1 and 5 years and are publicly issued.

ICE BofA US 3-Month Treasury Bill Index

The ICE BofA 3 Month U.S. Treasury Index measures the performance of a single issue of outstanding treasury bill which matures closest to, but not beyond, three months from the rebalancing date. The issue is purchased at the beginning of the month and held for a full month; at the end of the month that issue is sold and rolled into a newly selected issue.

Bloomberg US Treasury TIPS 0-5 Years Total Return Index Unhedged USD

Bloomberg US Treasury Inflation-Protected Securities (TIPS) 0-5 Year Index is a market value-weighted index that measures the performance of inflation-protected securities issued by the US Treasury that have a remaining average life between 0 and 5 years.

Bloomberg U.S. Treasury Bellwethers: 1 Yr

The Bloomberg U.S. Treasury Bellwethers 1 Yr. Index is an unmanaged index representing the on-the-run (most recently auctioned) U.S. Treasury bond with 1 years' maturity.



Client Relationship Manager

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Portfolio Manager

Paul Hanson, CFA®

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ALASKA PERMANENT
CAPITAL MANAGEMENT

Registered Investment Adviser

AEB OPERATING RESERVE FUND Investment Report

November 2023

Portfolio Overview

BEGINNING VALUE
+ ACCRUED **\$7,441,115**

TRANSFERS IN/
OUT **\$2,169,834**

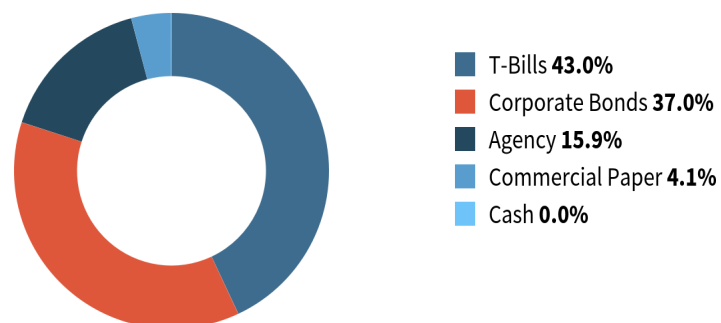
REALIZED GAINS **\$0**

CHANGE IN
MARKET VALUE **\$3,971**

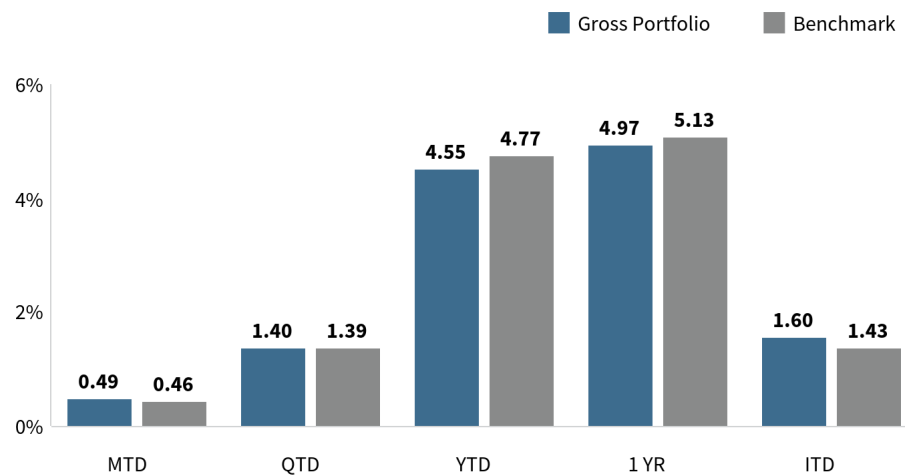
INTEREST INCOME **\$42,169**

ENDING VALUE +
ACCRUED **\$9,657,089**

Portfolio Composition



Investment Performance

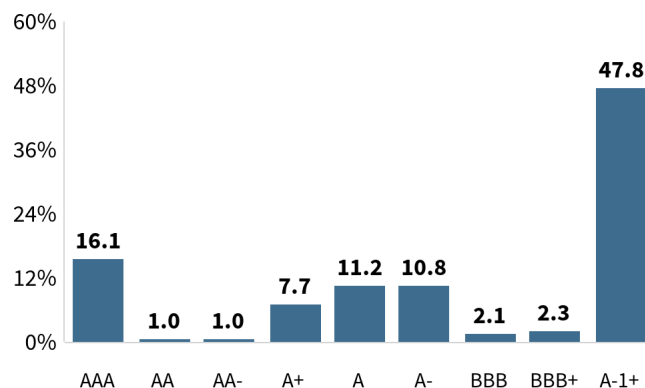


Performance is annualized for periods greater than one year. Inception to date performance begins August 01, 2001. Past performance is not indicative of future results.

Risk Management

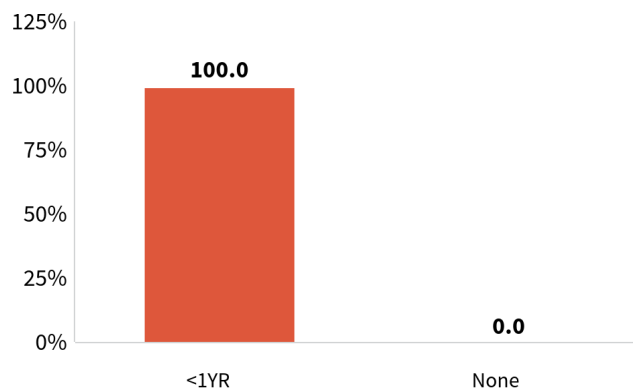


Credit Rating Exposure



Source: Clearwater Composite Rating

Duration Exposure (Years)



Sector Exposure

	%MV
T-Bills	43.02%
Corporate Bonds	36.97%
Agency	15.89%
Commercial Paper	4.07%
Cash	0.05%

Top 10 Issuer Concentration

	%MV
United States	43.02%
Federal Home Loan Banks	9.86%
Federal National Mortgage Association	4.08%
American Express Company	1.90%
Farm Credit System	1.70%
Bank of America Corporation	1.66%
Caterpillar Inc.	1.64%
Phillips 66	1.63%
Target Corporation	1.62%
Marsh & McLennan Companies, Inc.	1.58%

This is a list of the Top 10 Issuer Concentration, but these are not the only issuer concentrations. A full list is available upon request.

MARKET VALUE

\$9,616,753

MARKET VALUE + ACCRUED

\$9,657,089

UNREALIZED GAIN/LOSS

\$1,815

YIELD TO MATURITY

5.44%

COUPON RATE

1.71%

DURATION

0.27

WAL

0.30

MOODY'S RATING

Aa3

Disclosures



S&P 500 Total Return Index

The S&P 500® Index is the Standard & Poor's Composite Index and is widely regarded as a single gauge of large cap U.S. equities. It is market cap weighted and includes 500 leading companies, capturing approximately 80% coverage of available market capitalization.

S&P MidCap 400 Total Return Index

The S&P MidCap 400 Index, more commonly known as the S&P 400, is a stock market index from S&P Dow Jones Indices. The index serves as a barometer for the U.S. mid-cap equities sector and is the most widely followed mid-cap index.

S&P Small Cap 600 Total Return Index

The S&P SmallCap 600® seeks to measure the small-cap segment of the U.S. equity market. The index is designed to track companies that meet specific inclusion criteria to ensure that they are liquid and financially viable.

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Bloomberg U.S. Treasury Bellwethers: 1 Yr

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Portfolio Manager

Paul Hanson, CFA®

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ALASKA PERMANENT
CAPITAL MANAGEMENT

Registered Investment Adviser

ALEUTIANS EAST BOR. PERM FUND Investment Report

November 2023

Portfolio Overview

BEGINNING VALUE
+ ACCRUED **\$43,845,049**

TRANSFERS IN/
OUT **-\$3,603,608**

REALIZED GAINS/
LOSSES **\$109,156**

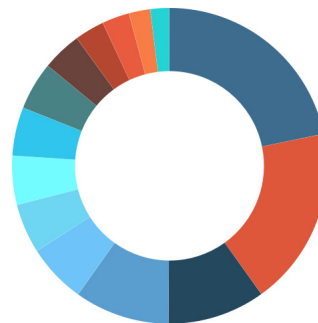
CHANGE IN
MARKET VALUE **\$2,175,699**

INTEREST INCOME **\$32,475**

DIVIDEND INCOME **\$3,611**

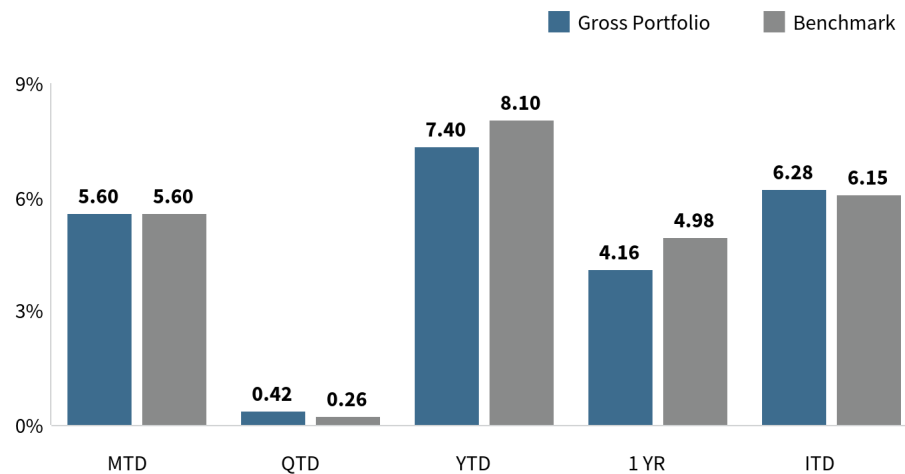
ENDING VALUE +
ACCRUED **\$42,562,382**

Portfolio Composition



- U.S. Large Cap Equity **21.7%**
- U.S. Fixed Income **18.3%**
- U.S. Mid Cap Equity **10.0%**
- Alternative Beta **9.8%**
- Developed International Equity **6.1%**
- Infrastructure **5.1%**
- U.S. Small Cap Equity **5.0%**
- U.S. High Yield Fixed Income **5.0%**
- International Fixed Income **4.9%**
- Emerging Market Equity **4.0%**
- REITs **3.0%**
- Commodities **2.8%**
- Cash **2.2%**
- TIPS **1.9%**

Investment Performance



Performance is annualized for periods greater than one year. Inception to date performance begins August 01, 1993
Past performance is not indicative of future results.

Portfolio Summary and Target

	MARKET VALUE (\$)	ASSETS (%)	TARGET (%)	RANGE
RISK CONTROL				
U.S. Fixed Income	7,804,251	18.3%	18%	8% to 28%
TIPS	826,750	1.9%	2%	0% to 10%
International Fixed Income	2,101,122	4.9%	5%	0% to 10%
Cash	935,727	2.2%	2%	0% to 10%
Risk Control Total	11,667,851	27.4%		
RISK ASSET				
U.S. High Yield Fixed Income	2,109,875	5.0%	5%	0% to 10%
U.S. Large Cap Equity	9,255,995	21.7%	22%	12% to 32%
U.S. Mid Cap Equity	4,270,788	10.0%	10%	5% to 15%
U.S. Small Cap Equity	2,135,808	5.0%	5%	0% to 10%
Developed International Equity	2,588,671	6.1%	6%	0% to 12%
Emerging Market Equity	1,721,233	4.0%	4%	0% to 8%
Risk Asset Total	22,082,370	51.9%		
ALTERNATIVES				
REITs	1,297,066	3.0%	3%	0% to 6%
Alternative Beta	4,149,929	9.8%	10%	0% to 15%
Infrastructure	2,162,595	5.1%	5%	0% to 10%
Commodities	1,202,572	2.8%	3%	0% to 6%
Alternatives Total	8,812,162	20.7%		
TOTAL PORTFOLIO	42,562,382	100.0%		

We urge you compare the account statement we provide with the account statement you receive from your custodian. We cannot guarantee the accuracy of this information for tax purposes. Please verify all information from trade confirmations.

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Disclosures



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Bloomberg GLA xUSD Float Adj RIC Capped Index TR Index Value Hedged USD

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FTSE 3 Month Treas Bill Local Currency

The FTSE 3 Month US T Bill Index Series is intended to track the daily performance of 3 month US Treasury bills. The indices are designed to operate as a reference rate for a series of funds.

Disclosures



Bloomberg Muni 1-15 Year Blend (1-17) Total Return Index Value

The Bloomberg Municipal 1-15 Year Index measures the performance of USD-denominated long-term, tax-exempt bond market with maturities of 1-15 years, including state and local general obligation bonds, revenue bonds, insured bonds, and prerefunded bonds.

Bloomberg Intermediate US Govt/Credit TR Index Value Unhedged

The Bloomberg U.S. Government Intermediate Index measures the performance of the U.S. Treasury and U.S. agency debentures with maturities of 1-10 years. It is a component of the U.S. Government/Credit Index and the U.S. Aggregate Index.

Bloomberg 1-5 Yr Gov/Credit Total Return Index Value Unhedge

The Bloomberg US 1-5 year Government/Credit Float-Adjusted Bond Index is a float-adjusted version of the US 1-5 year Government/Credit Index, which tracks the market for investment grade, US dollar-denominated, fixed-rate treasuries, government-related and corporate securities.

FTSE High Dividend Yield Total Return Index

The FTSE High Dividend Yield Index is designed to represent the performance of companies with relatively high forecast dividend yields

WisdomTree U.S. MidCap Dividend Index Total Return

The WisdomTree U.S. MidCap Dividend Index is a fundamentally weighted index that measures the performance of the mid-capitalization segment of the US dividend-paying market. The Index is comprised of the companies that compose the top 75% of the market capitalization of the WisdomTree U.S. Dividend Index after the 300 largest companies have been removed. The index is dividend weighted annually to reflect the proportionate share of the aggregate cash dividends each component company is projected to pay in the coming year, based on the most recently declared dividend per share.

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Bloomberg U.S. Long Government/Credit Unhedged USD

The Bloomberg U.S. Government Credit Long Index measures the performance of the non-securitized component of the U.S. Aggregate Index with maturities of 10 years and greater, including Treasuries, government-related issues, and corporates. It is a subset of the U.S. Aggregate Index.

Bloomberg Intermediate US Govt/Credit TR Index Value Unhedged

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Bloomberg Municipal Bond 5 Year (4-6) Total Return Index Unhedged USD

An index designed to measure the performance of tax-exempt U.S. investment grade municipal bonds with remaining maturities between four and six years. Index returns assume reinvestment of distributions, but do not reflect any applicable sales charges or management fees.

MSCI ACWI IMI Net Total Return USD Index

The MSCI ACWI Investable Market Index (IMI) captures large, mid and small cap representation across 23 Developed Markets (DM) and 24 Emerging Markets (EM) countries. The MSCI AXWI IMI includes the following 23 developed market countries : Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, United Kingdom, and United States. The MSCI AXWI IMI includes the following 24 emerging market countries: : Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Kuwait, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

Bloomberg 1-3 Yr Gov Total Return Index Value Unhedged USD

The Bloomberg U.S. Government/Credit 1-3 Year Index is an unmanaged index considered representative of performance of short-term U.S. corporate bonds and U.S. government bonds with maturities from one to three years.

Bloomberg 1-5 Yr Gov TR Index

Bloomberg Barclays Municipal 1-5 Yr TR USD includes all medium and larger issues of U.S. government, investment-grade corporate, and investment-grade international dollar-denominated bonds that have maturities of between 1 and 5 years and are publicly issued.

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Bloomberg US Treasury TIPS 0-5 Years Total Return Index Unhedged USD

Bloomberg US Treasury Inflation-Protected Securities (TIPS) 0-5 Year Index is a market value-weighted index that measures the performance of inflation-protected securities issued by the US Treasury that have a remaining average life between 0 and 5 years.

Bloomberg U.S. Treasury Bellwethers: 1 Yr

The Bloomberg U.S. Treasury Bellwethers 1 Yr. Index is an unmanaged index representing the on-the-run (most recently auctioned) U.S. Treasury bond with 1 years' maturity.



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Portfolio Manager

Brandy Niclai, CFA®

Chartered Financial Analyst® (CFA®) are licensed by the CFA® Institute to use the CFA® mark. CFA® certification requirements: Hold a bachelor's degree from an accredited institution or have equivalent education or work experience, successful completion of all three exam levels of the CFA® Program, have 48 months of acceptable professional work experience in the investment decision-making process, fulfill society requirements, which vary by society. Unless you are upgrading from affiliate membership, all societies require two sponsor statements as part of each application; these are submitted online by your sponsors.



ALASKA PERMANENT CAPITAL MANAGEMENT

Registered Investment Adviser

AEB APPROPRIATIONS FUND Investment Report

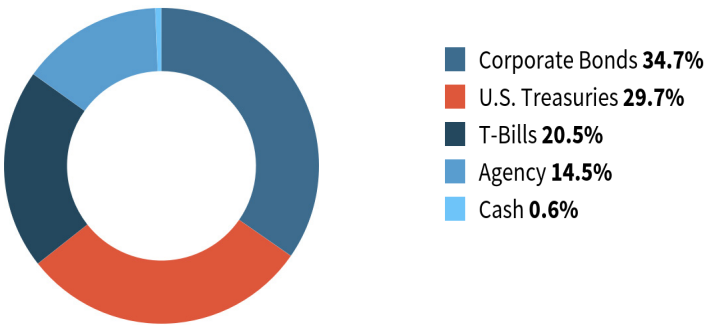
November 2023

Portfolio Overview

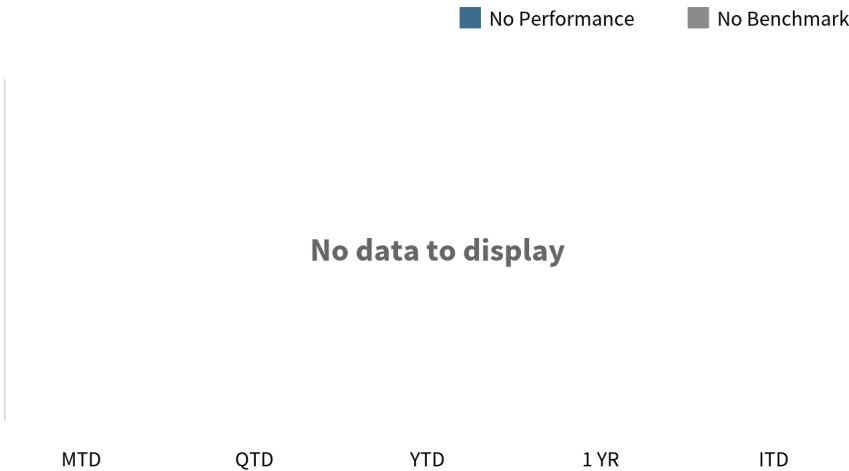
BEGINNING VALUE + ACCRUED	\$0
TRANSFERS IN/ OUT	\$3,602,343
REALIZED GAINS	\$0
CHANGE IN MARKET VALUE	\$4,688
INTEREST INCOME	\$4,872
ENDING VALUE + ACCRUED	\$3,611,903



Portfolio Composition



Investment Performance

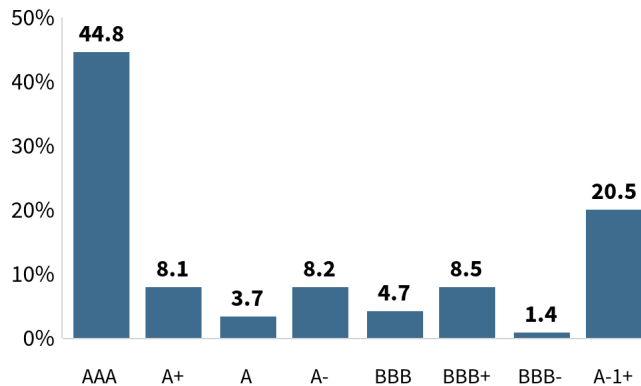


Performance is annualized for periods greater than one year. Inception to date performance begins November 01, 2023
Past performance is not indicative of future results.

Risk Management



Credit Rating Exposure

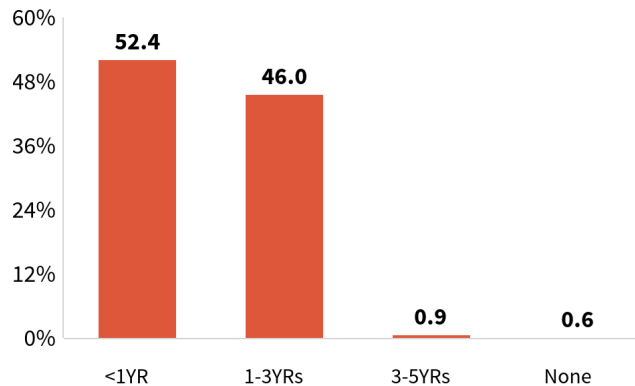


Source: Clearwater Composite Rating

Sector Exposure

	%MV
Corporate Bonds	34.66%
U.S. Treasuries	29.72%
T-Bills	20.50%
Agency	14.49%
Cash	0.63%

Duration Exposure (Years)



Top 10 Issuer Concentration

	%MV
United States	50.22%
Federal Home Loan Banks	13.10%
The Bank of New York Mellon Corporation	1.90%
Farm Credit System	1.39%
U.S. Bancorp	1.38%
American Express Company	1.38%
Morgan Stanley	1.37%
The Estée Lauder Companies Inc.	1.35%
Simon Property Group, Inc.	1.34%
AvalonBay Communities, Inc.	1.34%

This is a list of the Top 10 Issuer Concentration, but these are not the only issuer concentrations. A full list is available upon request.

MARKET VALUE
\$3,594,641

BOOK VALUE
\$3,589,953

UNREALIZED GAIN/LOSS
\$4,688

YIELD TO MATURITY
5.40%

COUPON RATE
2.60%

DURATION
1.08

WAL
1.53

MOODY'S RATING
A1

Disclosures



S&P 500 Total Return Index

The S&P 500® Index is the Standard & Poor's Composite Index and is widely regarded as a single gauge of large cap U.S. equities. It is market cap weighted and includes 500 leading companies, capturing approximately 80% coverage of available market capitalization.

S&P MidCap 400 Total Return Index

The S&P MidCap 400 Index, more commonly known as the S&P 400, is a stock market index from S&P Dow Jones Indices. The index serves as a barometer for the U.S. mid-cap equities sector and is the most widely followed mid-cap index.

S&P Small Cap 600 Total Return Index

The S&P SmallCap 600® seeks to measure the small-cap segment of the U.S. equity market. The index is designed to track companies that meet specific inclusion criteria to ensure that they are liquid and financially viable.

MSCI EAFE Net Total Return USD Index

The MSCI EAFE Index (Europe, Australasia, Far East) is a free float-adjusted market capitalization-weighted index that is designed to measure the equity market performance of developed markets, excluding the United States and Canada. The MSCI EAFE Index consists of the following 21 developed market countries: Australia, Austria, Belgium, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, the Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland and the United Kingdom.

MSCI Emerging Net Total Return USD Index

The MSCI Emerging Markets Index is a free float-adjusted market capitalization-weighted index that is designed to measure equity market performance of emerging markets. The MSCI Emerging Markets Index consists of the following 26 emerging market country indices: Argentina, Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Russia, Saudi Arabia, South Africa, Taiwan, Thailand, Turkey and United Arab Emirates.

STOXX Global Broad Infrastructure Index Net Return USD

The STOXX Global Broad Infrastructure Index is derived from the STOXX. Developed and Emerging Markets Total Market Index (TMI) and offers a diversified representation of companies that generate more than 50% of their revenue from selected infrastructure sectors. STOXX partnered with Revere Data, which defines 17 subsectors for the infrastructure industry. These 17 subsectors are rolled into five supersectors - Communications, Energy, Government Outsourcing/Social, Transportation and Utilities.

S&P USA REIT USD Total Return Index

The S&P United States REIT Index defines and measures the investable universe of publicly traded real estate investment trusts domiciled in the United States.

Bloomberg Commodity Index Total Return

The Bloomberg Commodity Index provides broad-based exposure to commodities, and no single commodity or commodity sector dominates the index. Rather than being driven by micro-economic events affecting one commodity market or sector, the diversified commodity exposure of the index potentially reduces volatility in comparison with non-diversified commodity investments.

Wilshire Liquid Alternative Total Return Index

The Wilshire Liquid Alternative IndexSM measures the collective performance of the five Wilshire Liquid Alternative strategies that make up the Wilshire Liquid Alternative Universe. Created in 2014, with a set of time series of data beginning on December 31, 1999, the Wilshire Liquid Alternative Index (WLIQA) is designed to provide a broad measure of the liquid alternative market by combining the performance of the Wilshire Liquid Alternative Equity Hedge Index (WLIQAEH), Wilshire Liquid Alternative Global Macro Index (WLIQAGM), Wilshire Liquid Alternative Relative Value Index (WLIQARV), Wilshire Liquid Alternative Multi-Strategy Index (WLIQAMS), and Wilshire Liquid Alternative Event Driven Index (WLIQAED).

Bloomberg US Agg Total Return Value Unhedged USD

The Bloomberg U.S. Aggregate Index measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM pass-throughs), ABS, and CMBS. It rolls up into other flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.

Bloomberg VLI: High Yield Total Return Index Value Unhedged USD

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Blake Phillips, CFA®

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Portfolio Manager

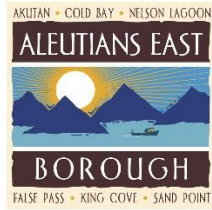
Paul Hanson, CFA®

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CONSENT AGENDA

PUBLIC HEARING

ORDINANCES



Agenda Statement

Date: January 2, 2024
To: Mayor Osterback and Assembly
From: Beverly Rosete, Borough Clerk
Glennora Dushkin, Administrative Clerk/Deputy Clerk

Re: Ordinance 24-02 Amending Title 2, Chapter 2.04, Section 2.04.050 of the Aleutians East Borough Code of Ordinances

The legislative power of the Aleutians East Borough is vested in the Borough Assembly under Alaska State Statute 29.20.050. The Borough has adopted a Borough Municipal Code of Ordinances which includes filling a seat vacancy for an Assembly Member.

The Borough desires to amend the Code to establish a process for filling a vacant Assembly seat. The Borough Code Section 1.04 provides that the Code may be amended by the act of the Assembly.

The administration worked with Levesque Law Group to update the Code and suggest adding the following subsections:

- A. If less than 45 days remain in a term, the vacant seat shall not be filled.
- B. If a seat is declared vacant and more than 45 days remain in the term, then the Clerk shall publish reasonable public notice of the vacancy and, for 14 days after the first publication thereof, receive applications from persons interested in being appointed to the vacant seat. The Assembly may review the applications and/or interview applicants in any reasonable manner. Not later than 45 days after the seat is declared vacant, the Assembly shall appoint from among the applicants a qualified person to fill the vacant seat.
- C. In appointing a person from among the applicants the Assembly by vote of a majority of its remaining members shall designate a person to fill the vacancy.
- D. Notwithstanding subsection (B) of this section, if the membership of the Assembly is reduced to fewer than five Assembly members, then the remaining Assembly members shall appoint as many qualified persons to the Assembly as is necessary to once again constitute a quorum. The Assembly shall utilize any procedure which is reasonable under the circumstances in making the appointments required by this subsection and shall make

said appointments not later than seven days after the quorum was reduced to less than five Assembly members.

E. Persons appointed to fill a vacancy shall serve until the next regular election, at which time a successor shall be elected to fulfill the remainder of the unexpired term of office.

RECOMMENDATION

Administration recommends approval of Ordinance 24-02, amending Title 2, Chapter 2.04, Section 2.04.050 of the Aleutians East Borough Code of Ordinances.



**ALEUTIANS EAST BOROUGH
ORDINANCE SERIAL NO. 24-02**

**AN ORDINANCE AMENDING TITLE 2, CHAPTER 2.04, SECTION 2.04.050 OF THE
ALEUTIANS EAST BOROUGH CODE OF ORDINANCES**

WHEREAS, the legislative power of the Aleutians East Borough (the “Borough” or “AEB”) is vested in the Borough Assembly under Alaska State Statute Section 29.20.050; and

WHEREAS, the Borough desires to amend the Code to establish a process for filling a vacant Assembly seat and;

WHEREAS, Code Section 1.04 provides that the Code may be amended by act of the Assembly; and

WHEREAS, deletions from the current Code are ~~struck-out~~ and additions are indicated in **bold red type**.

**NOW, THEREFORE, BE IT ADOPTED THAT SECTION 2.04.050 OF THE BOROUGH
CODE WHICH PREVIOUSLY READ IN ITS ENTIRETY:**

If a vacancy occurs in the Assembly, the Assembly by vote of a majority of is remaining members shall designate a person to fill the vacancy within thirty days.
(Ord. 14-04 (Amended Ord. 88-1), Sec. 2.04.050, part, 1987)

IS AMENDED TO REMOVE ALL LANGUAGE:

~~If a vacancy occurs in the Assembly, the Assembly by vote of a majority of is remaining members shall designate a person to fill the vacancy within thirty days.
(Ord. 14-04 (Amended Ord. 88-1), Sec. 2.04.050, part, 1987)~~

AND IS AMENDED TO INCLUDE THESE SUBSECTIONS, READING:

- A. If less than 45 days remain in a term, the vacant seat shall not be filled.**
- B. If a seat is declared vacant and more than 45 days remain in the term, then the Clerk shall publish reasonable public notice of the vacancy and, for 14 days after the first publication thereof, receive applications from persons interested in being appointed to the vacant seat. The Assembly may review the applications and/or interview applicants in any reasonable manner. Not later than 45 days after the seat is declared vacant, the Assembly shall appoint from among the applicants a qualified person to fill the vacant seat.**
- C. In appointing a person from among the applicants the Assembly by vote of a majority of its remaining members shall designate a person to fill the vacancy.**
- D. Notwithstanding subsection (B) of this section, if the membership of the Assembly is reduced to fewer than five Assembly members, then the remaining Assembly members shall appoint as many qualified persons to the Assembly as is necessary to once again constitute a quorum. The Assembly shall utilize any procedure which is reasonable under the circumstances in making the appointments required by this subsection and shall make said appointments not later than seven days after the quorum was reduced to less than five Assembly members.**
- E. Persons appointed to fill a vacancy shall serve until the next regular election, at which time a successor shall be elected to fulfill the remainder of the unexpired term of office.**

(Ord. 24-02 (Amended Ord. 14-04), Sec. 2.04.050, part, 1987)

BE IT ENACTED BY THE ASSEMBLY OF THE ALEUTIANS EAST BOROUGH on this _____ day of _____, 2024.

Date Introduced and Approved: _____

INTRODUCED: _____

ADOPTED: _____

Alvin D. Osterback, Mayor

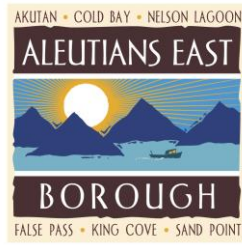
Date: _____

ATTEST:

Beverly Rosete, Borough Clerk

Date: _____

RESOLUTIONS



Agenda Statement

Date: December 19, 2023

To: Mayor Osterback and Assembly

From: Anne Bailey, Borough Administrator

Re: Resolution 24-22 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 early 2023 and was updated and approved on March 9, 2023.

Administration has reviewed the March 9, 2023 Aleutians East Borough Employee Handbook and is suggesting the following changes:

1. Employee Classifications

Administration is proposing adding a classification to Section 2.4 Employee Classifications of the Aleutians East Borough Employee Handbook. The change includes adding a Probationary Classification.

2.1 Employee Classifications. All positions shall be assigned the following classifications:

2.4.1 Regular, Probationary, ~~or Temporary~~, or Contract.

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 Probationary Employees. Employees who have been hired for Regular employment but who have completed less than six months continuous service (or a longer period when required by State or Federal certification standards). All employees hired to fill a Regular position are considered Probationary employees for the first six months (or longer when required for State or Federal certification) and may be dismissed at any time during this period in the sole discretion of the employer.

2.4.1.3 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.

2.4.1.4 Contract Employees.

A. Project Employees: Project Employees are those employees hired through Borough, State or Federal funding to perform a specific function over a designated funding period. Such employees' compensation, hours, benefits and terms of employment are governed by policies of the funding agency.

B. Contract Service Providers: Contract Service Providers are persons who perform services for the Borough under a contract for a specific scope of work. Such persons are not employees of the Borough but are independent contractors whose services and compensation are governed by the terms and conditions of a specific contract.

2. Internal Appointments

Administration is proposing adjustments to Section 3.3.1 Internal Appointments of the Employee Handbook. The new language does not require Administration to publish notice or take applications for vacant positions that the Administration intends to fill with a qualified individual who is already currently employed by the Borough in another capacity. Therefore, Administration is proposing the following changes to the employee handbook:

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. The Borough is not required to publish notice or to take applications for vacant positions that it intends to fill with an individual who is already currently employed by the Borough in

another capacity. If the Borough decides to publish notice for a job vacancy~~As such,~~ position vacancies shall be provided to all employees before the announcement is made to external sources. ~~When If~~ 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. ~~The Borough is not required to publish notice or to take applications for vacant positions that it intends to fill with an individual who is already currently employed by the Borough in another capacity.~~

3. Classes of Employee Benefits

COBRA – Added a footnote requesting employees to reference Section 5.10.1 COBRA. To participate in COBRA there is a requirement that the employer have 20 or more employees in the prior year. Currently, the Borough does not offer COBRA to outgoing employees due to staff size.

Family Leave – Added a footnote requesting employees to reference Section 5.8 Family Medical Leave.

4. Floating Holidays

4.3.2 Floating Holidays. Changed some of the verbiage to ensure that floating holidays are scheduled in advance with written approval.

5. Vacation Leave

5.4.6 Donation of Vacation Leave to Other Employees. Changed some of the verbiage to provide more clarification regarding when donated vacation leave can be used.

5.4.7 Cashing Out Vacation Leave. Added the following language: “Depending on the circumstances, additional cash out requests may be approved.” This provides more flexibility to cash out additional leave.

- 6. 6.9 Public Communications.** Since the Borough does not currently have a Communications Director hired, the reference to the Communication Director has been removed.

7. Organizational Chart

The Organizational Chart is included in the Employee Handbook. The only change to the chart is changing the Assistant Natural Resources Director to Fishery Analyst.

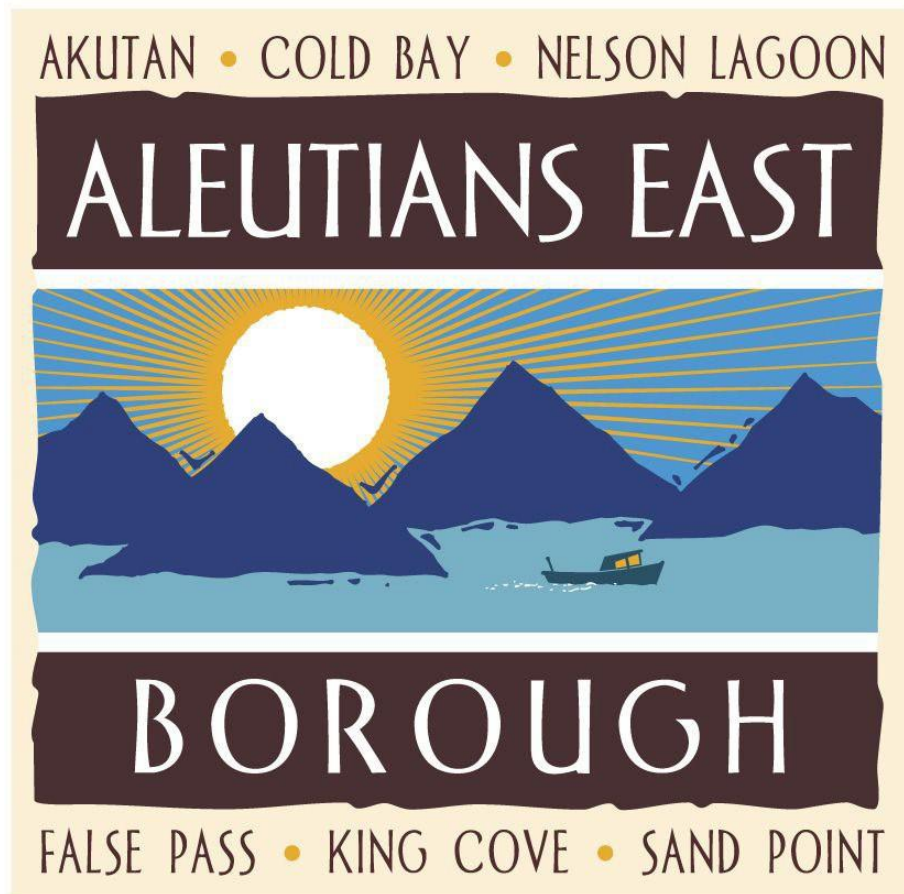
Attachments:

- Exhibit A – Aleutians East Borough Employee Handbook dated January 11, 2024

RECOMMENDATION

Administration recommends approval of Resolution 24-22 amending the Aleutians East Borough Employee Handbook.

Aleutians East Borough Employee Handbook



January 11, 2024

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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 January 11, 2024 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, Probationary, Temporary, or Contract.**
- 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 Probationary Employees.** Employees who have been hired for Regular employment but who have completed less than six months continuous service (or a longer period when required by State or Federal certification standards). All employees hired to fill a Regular position are considered Probationary employees for the first six months (or longer when required for State or Federal certification) and may be dismissed at any time during this period in the sole discretion of the employer.
- 2.4.1.3 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.

2.4.1.4 Contract Employees.

- A. **Project Employees:** Project Employees are those employees hired through Borough, State or Federal funding to perform a specific function over a designated funding period. Such employees' compensation, hours, benefits and terms of employment are governed by policies of the funding agency.
- B. **Contract Service Providers:** Contract Service Providers are persons who perform services for the Borough under a contract for a specific scope of work. Such persons are not employees of the Borough but are independent contractors whose services and compensation are governed by the terms and conditions of a specific contract.

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. **The Borough is not required to publish notice or to take applications for vacant positions that it intends to fill with an individual who is already currently employed by the Borough in another capacity.** If the Borough decides to publish notice for a job vacancy, position vacancies shall be provided to all employees before the announcement is made to external sources. If 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 ¹	Membership Dues	Travel Insurance
Dental Insurance	Military Leave	Vacation Benefits
Drug Rehabilitation Assistance	Paid Holidays	Voting Time Off
Family Leave ²	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

¹ Please reference Section 5.10.1 COBRA.

² Please reference Section 5.8 Family Medical Leave.

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 in advance with 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 used~~ be used only after the receiving ~~employees-employee~~ has taken all of his/her vacation and sick leave. ~~→~~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. Depending on the circumstances, additional ~~cash-out~~ cash-out requests may be approved.
- 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.
- 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) 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, Administrator or 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.

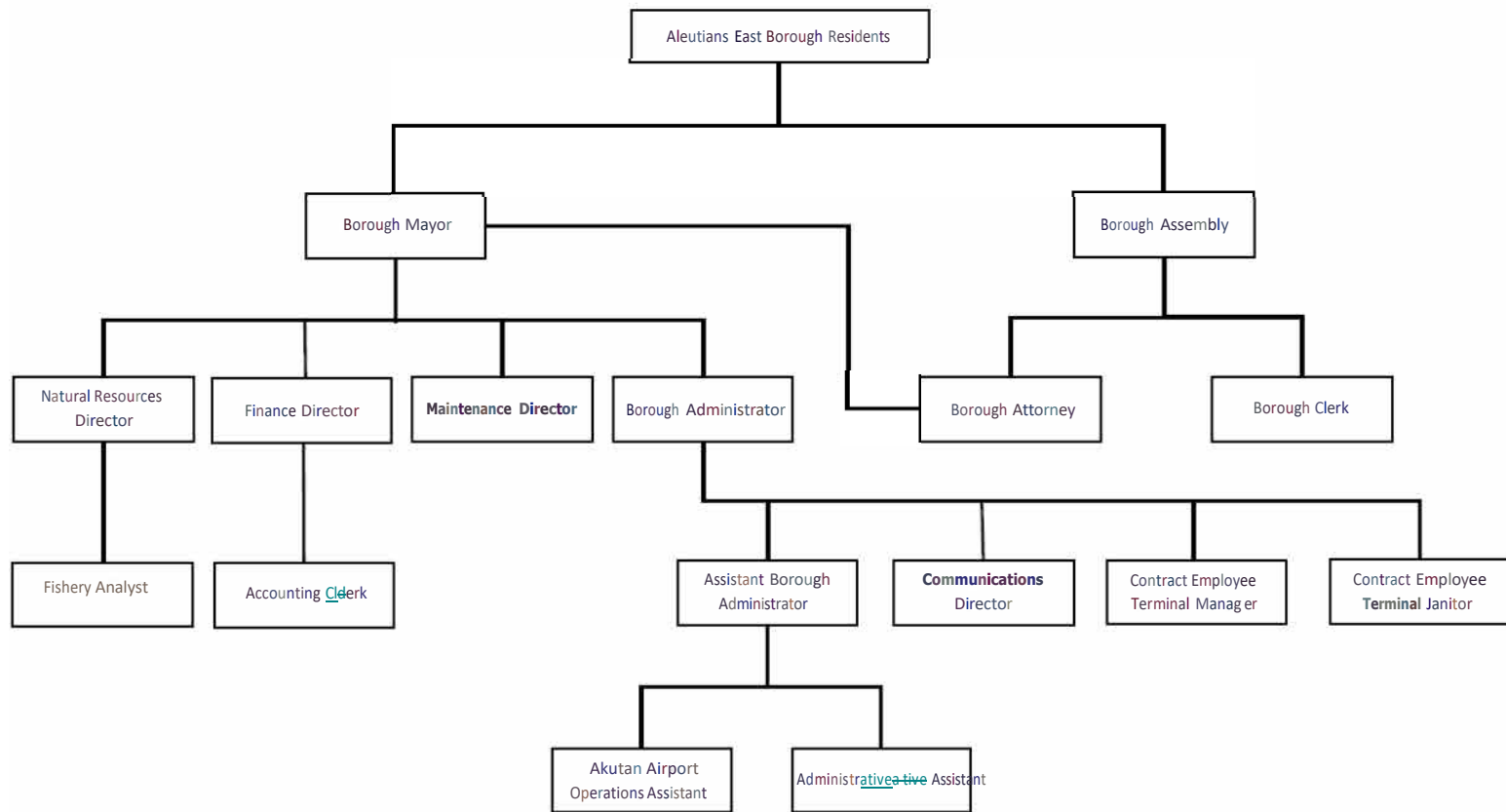
CHAPTER TEN

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



December 19, 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.

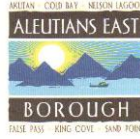
Furthermore, I acknowledge that this handbook is not a contract of employment. I have received the handbook, and I understand that it is my responsibility to read, understand and comply with the policies contained in this handbook and any revisions or additions made to it.

Employee's Signature

Employee's Title

Employee's Printed Name

Date



RESOLUTION NO. 24-22

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 March 2023; and

WHEREAS, Administration has reviewed the handbook and recommends changes to Sections 2.4.1; 3.3.1; Classes of Employee Benefits; 4.3.2; 5.4.6; 5.4.7; 6.9 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 11th day of January 2024.

ALEUTIANS EAST BOROUGH, ALASKA

Alvin D. Osterback, Mayor

ATTEST:

Beverly Rosete, Clerk

Memo: Resolution 24-23 Requesting a fishery disaster determination for the 2023 North Alaska Peninsula Commercial Sockeye salmon fishery

To: Mayor Osterback and Aleutians East Borough Assembly

From: Ernie Weiss, Natural Resources Department Director

Date: January 4, 2024

We received a letter from Concerned Area M Fishermen (CAMF) President Steve Brown on December 20th requesting the AEB support a request for a disaster determination of the 2023 North Peninsula salmon fishery. Resolution 24-23 is a formal request to the Governor and Secretary of Commerce, presented for the Assembly's consideration. The AEB has supported fishery disaster requests from our communities in the past by similar resolution.

2023 North Alaska Peninsula Sockeye salmon harvests were down **55%** from previous 5 & 10-year average harvests. The average price paid per pound for Alaska Peninsula Sockeye was down **53%** in 2023 compared to the previous 5-year average, and down 48% compared to the previous 10-year average.

North Pen	Sockeye harvest	AK Pen	Average Sockeye price
2013	721336	2013	\$ 1.66
2014	1962932	2014	\$ 1.41
2015	2728318	2015	\$ 0.75
2016	3503541	2016	\$ 1.02
2017	3861515	2017	\$ 1.19
2018	2366324	2018	\$ 1.63
2019	2400781	2019	\$ 1.57
2020	1780175	2020	\$ 0.99
2021	2877144	2021	\$ 1.75
2022	3604235	2022	\$ 1.46
2023	1152719	2023	\$ 0.70

Area M (North & South Peninsula) *estimated* commercial salmon ex-vessel value per each drift vessel was \$28,665 for the 2023 season, 72% below the previous 10-year average drift ex-vessel value of \$103,025.

North Alaska Peninsula commercial salmon fishing *total* ex-vessel value was down in 2023 – 77% compared to the previous 10-year average and down **81%** compared to the previous 5 years. Any economic loss of 80% or more is generally considered a disaster.

Total	North Pen Ex-vessel
2013	\$ 5,294,572
2014	\$ 14,592,444
2015	\$ 9,734,715
2016	\$ 14,014,360
2017	\$ 22,940,558
2018	\$ 16,547,687
2019	\$ 21,341,652
2020	\$ 8,887,851
2021	\$ 23,770,774
2022	\$ 29,337,247
2023	\$ 3,786,625

Reference :

ADFG Commercial ex-vessel salmon Alaska Peninsula

https://www.adfg.alaska.gov/index.cfm?adfg=commercialbyfisherysalmon.salmoncatch_exvessel

ADFG 2023 AK Pen Salmon Season Summary

<https://www.adfg.alaska.gov/static/applications/dcfnewsrelease/1550137590.pdf>

ADFHG North Peninsula 2022 Salmon Management Report

<https://www.adfg.alaska.gov/FedAidPDFs/FMR23-03.pdf>

NOAA Fishery Disaster Assistance

<https://www.fisheries.noaa.gov/national/funding-and-financial-services/fishery-disaster-assistance>

Recommendation: The Natural Resources Department recommends approval of Resolution 24-23.

Concerned Area M Fishermen

35717 Walkabout Rd

Homer, AK 99603

Dec. 20, 2023

Alvin Osterback, Mayor

Aleutians East Borough

3380 C Street, Suite 205

Anchorage, AK 99503

Subject: Appeal for Economic Disaster Declaration - North Alaska Peninsula Salmon Fishery 2023

Dear Mayor Osterback:

I am writing this letter on behalf of Concerned Area M Fishermen (CAMF), an organization representing over one hundred salmon drift permit holders in the Alaska Peninsula region. As active participants in the local fishery, we are reaching out to highlight the unprecedented economic challenges facing our industry in 2023. The North Alaska Peninsula salmon fishery is not only an important source of livelihood for our members but is integral to the socio-economic fabric of the Peninsula communities. Unfortunately, a confluence of factors, including environmental uncertainties, regulatory changes, and market fluctuations, has placed an untenable strain on our industry, impacting the economic well-being of our fishermen and their families.

Considering these challenges, we urgently request the Aleutian East Borough's assistance in pursuing an economic disaster declaration for both salmon drift permit holders and set net permit holders in the North Alaska Peninsula, in particular. As representatives of the affected fishermen, we believe that such a declaration is critical to securing the necessary support and resources required to navigate these turbulent times.

Our members are resilient, hardworking individuals who have dedicated their lives to sustaining our local fishing industry. However, the current circumstances require a collaborative

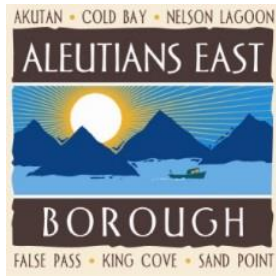
and proactive response. We kindly urge the Aleutian East Borough to champion our cause and work towards securing an economic disaster declaration through the Governor's office and/or the U.S. Secretary of Commerce that will not only bring attention to our plight but also pave the way for vital assistance to be directed to those who need it the most.

We understand the complexities associated with such decisions and appreciate the efforts the Aleutian East Borough undertakes to protect the interests of our industry. Your advocacy in this matter is instrumental in ensuring the continued viability of our fishing industry. Thank you for your attention to this matter. We look forward to working closely with the Aleutian East Borough to address the economic challenges that confronted the North Alaska Peninsula salmon fishery in 2023.

Sincerely,

Steve Brown, President
Concerned Area M Fishermen
35717 Walkabout Rd.
Homer, AK 99603

Cc: Ernie Weiss
Warren Wilson



RESOLUTION 24-23

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH ASSEMBLY REQUESTING A FISHERY DISASTER DETERMINATION FOR THE 2023 NORTH ALASKA PENINSULA COMMERCIAL SOCKEYE SALMON FISHERY

WHEREAS, salmon fisheries are the foundation of Aleutians East Borough communities, and

WHEREAS, Concerned Area M Fishermen (CAMF), an organization representing over one hundred salmon drift net and set net permit holders in the Alaska Peninsula region, has requested the Borough's assistance in pursuing an economic disaster declaration for the 2023 North Alaska Peninsula salmon drift and set net fisheries, and

WHEREAS, the 2023 North Alaska Peninsula harvest of 1,152,719 sockeye salmon, is a 55% decrease from the previous 5-year and 10-year average harvests, and

WHEREAS, the average price paid for sockeye salmon in 2023 was 48% lower than the previous 10-year average price per pound and 53% lower than the most recent 5-year average price, and

WHEREAS, the disastrous total ex-vessel value for North Peninsula fishermen in 2023 was 77% below the previous 10-year average and 81% below the most recent 5-year average, and

WHEREAS, NOAA Fisheries administers fishery disaster assistance under two statutes: the Magnuson-Stevens Fishery Conservation and Management Act, (MSA) sections 312(a) and 315, and, the Interjurisdictional Fisheries Act, (IFA) sections 308(b) & 308(d), and

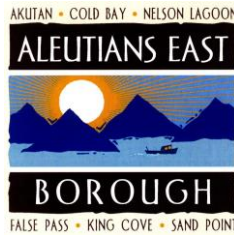
WHEREAS, under each statute, a state governor or an elected or duly appointed representative of an affected fishing community can request a fishery disaster determination from the Secretary of Commerce, and if the Secretary determines that a fishery disaster has occurred, the fishery is eligible for disaster assistance subject to appropriation of funds by Congress.

NOW THEREFORE BE IT RESOLVED, the Aleutians East Borough Assembly requests the Governor of the State of Alaska and the Secretary of Commerce to determine that a fishery disaster has occurred in the 2023 North Alaska Peninsula salmon drift and set net fisheries.

APPROVED AND ADOPTED by the Aleutians East Borough on this 11th day of January, 2024.

Alvin D. Osterback, Mayor

Beverly Rosete, Clerk



Memo: Resolution 24-24 Thanking the Alaska Delegation and Notably Senator Sullivan for Successful Efforts to Close the Russian Seafood Ban Loophole.

To: Mayor Osterback and Aleutians East Borough Assembly
From: Ernie Weiss, Natural Resources Department Director
Date: January 4, 2024

On December 22, 2023, President Biden signed an [amendment](#) to [Executive Order \(EO\) 14068](#). EO 14068, signed in March 2022 following the Russian invasion of Ukraine, in part prohibited the importation of Russian-caught seafood into the United States. However, Russian-caught seafood processed in China has continued to be imported into the US. The EO amendment signed in December 2023 essentially closes the loophole that has allowed Russian-caught seafood processed in China to enter the US.

The Alaska Delegation, in particular Senator Dan Sullivan, have been actively advocating for an action to close the loophole, including attempting to pass legislation. Resolution 24-24 thanks the Delegation and in particular Senator Sullivan for their advocacy on this issue. The action further restricting Russian-caught seafood importation into the US is expected to have a positive impact on Alaska seafood markets.

Background

In March 2014, President Obama signed [EO 13660](#) that imposed sanctions on Russia, following the Russian invasion of Crimea in February 2014. The response from Russia was a total ban of food imports from several countries including the US. This has been a growing problem for the Alaska seafood industry.

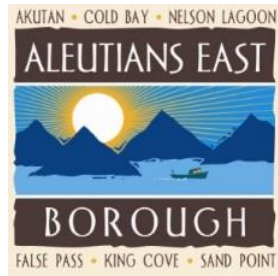
In February 2022 Senator Sullivan sponsored [S.3614](#), the [United States-Russian Federation Seafood Reciprocity Act of 2022](#), one month before EO 14068 was signed.

In June 2023 Senator Sullivan sponsored [S.2011](#), the [United States-Russian Federation Seafood Reciprocity Act of 2023](#), 6 months before the amendment to EO 14068 was signed.

ADN/Alaska Journal of Commerce article: <https://www.adn.com/alaska-journal/news/2023/12/27/biden-expands-sanctions-to-include-clampdown-on-us-imports-of-key-russian-seafood-processed-in-china/>

ADN Opinion Julie Sande DCCED, Doug Vincent-Lang ADFG: <https://www.adn.com/opinions/2023/12/28/opinion-banning-russian-seafood-imports-is-good-for-alaska/> (pdf [link](#))

Recommendation: The AEB administration and the Natural Resources Department recommend approval of Resolution 24-24.



RESOLUTION 24-24

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH ASSEMBLY THANKING THE ALASKA DELEGATION AND NOTABLY SENATOR SULLIVAN FOR SUCCESSFUL EFFORTS TO CLOSE THE RUSSIAN SEAFOOD BAN LOOPHOLE

WHEREAS, Senators Sullivan and Murkowski introduced legislation in February 2022, S.3614, that would impose a ban on the importation of Russian caught seafood into the United States, and

WHEREAS, President Biden signed Executive Order (EO)14068 in March 2022 that prohibited directly importing fish and seafood of Russian origin into the United States, and

WHEREAS, Russian caught seafood that has subsequently been processed in China has continued to be imported and sold in the United States despite the importation ban, and

WHEREAS, the continued importation of Russian-caught seafood into the United States is an unfair trade imbalance that has damaged Alaska seafood markets resulting in lower prices paid to fishermen, and

WHEREAS, the Alaska Congressional Delegation, Senators Sullivan and Murkowski and Representative Peltola introduced legislation in June 2023, S.2011 in the Senate and H.R.4165 in the House, the *United States-Russian Federation Seafood Reciprocity Act of 2023* that would impose a comprehensive ban on Russian caught seafood into the United States, including Russia-caught seafood first processed in China, and

WHEREAS, Senator Sullivan has repeatedly asked the Department of Treasury to reinterpret the sanctions in EO 14068 to include all Russian-caught seafood, no matter where processed, and

WHEREAS, Representative Peltola and 37 other members of Congress sent a letter to President Biden December 14, 2023 urging him to close the loophole allowing Russian seafood processed in China to be imported into the United States, and

WHEREAS, Senator Sullivan gave an impassioned speech on the Senate floor December 20th again urging his colleagues to pass S.2011, and

WHEREAS, on December 22, 2023 President Biden signed an amendment to EO 14068 that specifically bans the importation of Russian-origin seafood that has transited through a third country, into the United States, and

WHEREAS, Senator Murkowski applauded the EO amendment and commended Senator Sullivan's relentless efforts on this issue, and

WHEREAS, the Department of Treasury has issued a determination that salmon, cod, pollock and crab are subject to the importation ban regardless of where processed, and

WHEREAS, the species named by the Treasury Department are species of significant importance to fishermen and communities of the Aleutians East Borough, and

WHEREAS, the implementation of the amendment to EO 14068, to close the loophole and ban importation of all Russian seafood processed in China, is expected to help improve US seafood markets for Alaska fishermen and fishing communities.

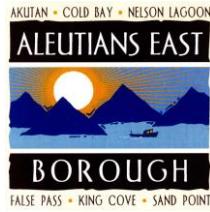
NOW THEREFORE BE IT RESOLVED, the Aleutians East Borough Assembly hereby thanks the Alaska Congressional Delegation for their continued support of Alaska fisheries and fishing communities, and

BE IT FURTHER RESOLVED, the Aleutians East Borough Assembly especially thanks Senator Dan Sullivan for his leadership, determination and advocacy resulting in this action to close the Russian seafood processed in China loophole, that will help sustain fishing communities in the Aleutians East Borough into the future.

Approved and Adopted this 11th day of January 2024.

Alvin D. Osterback, Mayor

Beverly Rosete, Clerk



Agenda Statement

Date: January 11th, 2024
To: Mayor Osterback, Aleutians East Borough Assembly
From: Natural Resources Department

RE: RECOMMENDING ACTIONS TO SUPPORT EFFORTS TO IMPROVE COMPETITIVENESS AND RESILIENCE OF THE ALASKA SEAFOOD INDUSTRY

Commercial fisheries are critically important to AEB communities, serving as a primary source of local employment and comprise a large portion of AEB fish tax revenue. The Borough has seen firsthand the devastating effects that the seafood market can have on the economic viability of our local fishing fleet, local processors, and our communities dependent on fish tax revenue. Alaska seafood currently faces exceptional national and global challenges including trade policy and non-reciprocal tariffs that favor other nations, high supply/inventory, high costs/inflation, reduced consumer demand, and global competitors that are less regulated, less sustainable, and/or have lower operating costs than domestic seafood producers.

Efforts to improve global competitiveness of Alaska commercial seafood have benefits to the entire seafood industry, including harvesters, processors, and support businesses, as well as communities and the state of Alaska. Some of these efforts are already underway by federal agencies. NOAA is currently creating an implementation plan for the National Seafood Strategy which necessitates collaboration across multiple national agencies that affect the viability of Alaska seafood, and the Federal government's Trade Promotion Coordinating Committee issued the 2023 National Export Strategy that includes a chapter on Seafood Industries, highlighting forthcoming efforts to improve interagency coordination and global market competitiveness for domestic seafood producers.

Several organizations including, the Pacific Seafood Processors Association (PSPA) and United Fishermen of Alaska (UFA), have been involved in developing a strategy and solutions for these challenges. PSPA has published a brief report outlining the status of the Alaska seafood industry, and identified several key recommendations at the federal level that would stabilize the Alaskan seafood market. These changes could significantly benefit Borough communities and constituents, and it is critical that support for these recommendations is communicated at the state and federal level.

RECOMMENDATION

NRD recommends approval of Resolution 24-25, recommending actions to support efforts to improve competitiveness and resilience of the Alaska seafood industry.



2023: A perfect storm of economic circumstances hits Alaska seafood

Many coastal communities in Alaska depend on Alaska seafood for food security and for an economic foundation that sustains their economies. Often, the health of the Alaska seafood industry and the health of these communities are interdependent. In 2023, the culmination of multiple economic factors has created dire economic conditions, resulting in a free-fall of seafood prices, millions of dollars in losses and, in some cases, processors had to stop buying fish to reduce further losses.

Experts estimate the state and its coastal communities lost \$2 billion in 2023: \$1 billion in lost first wholesale revenues and \$1 billion in decreased spending on vessels and facilities. Fishermen and processors have borne the brunt of these impacts to date. With conditions [unlikely to notably improve in 2024](#), the effects will continue to affect communities and more businesses and residents across the state. The Alaska seafood industry is facing economic conditions unlike any since the collapse of salmon value in the 1990s, except this time, it is across multiple species.

The higher standards in the U.S., for fisheries management, environmental and social considerations, and worker safety, mean it costs more to produce seafood compared to countries with lower standards. In Alaska, those costs are even higher due to the remote location of most of the fisheries and processing operations. These safeguards help keep our fisheries sustainable and ethical, yet, we face an uneven playing field from countries that harvest seafood without similar regulatory costs.

Today's problems are a result of the confluence of at least a dozen global and national economic factors occurring simultaneously, a few of which include:

1) Increased costs

- Total statewide wages for seafood processing workers increased [30% from 2021 to 2022](#). They had previously [doubled from 2002 to 2020](#).
- Operational costs for fishermen and processors increased due to historically high inflation in 2021 and 2022.
- Shipping [costs increased between 113% and 1000%](#), depending on route, 2020 to 2022.
- Supply chain of custody costs to ensure the sustainability and social responsibility of US fisheries mainly due to other 'bad actors', such as China
- Cost of compliance with U.S. environmental standards relative to other countries

2) Excess inventories of several abundant species harvested in Alaska and other countries in 2022 and 2023, including sockeye and pink salmon, sablefish, and pollock, [which will likely continue into 2024](#).

3) [Decreasing demand](#) as consumers react to inflation and post-COVID conditions

www.pspafish.net

ANCHORAGE

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Anchorage, AK 99501
907 223 1648

JUNEAU

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907 586 6366

SEATTLE

1900 W. Emerson Place
Suite 205
Seattle, WA 98119
206 281 1667

WASHINGTON DC

20 F Street NW
Floor 7
Washington, DC 20001
202 431 7220

- 4) **Russian war on Ukraine**, leading Russia to sell seafood on the global market at historically low prices in 2023 to secure cash, lowering seafood value overall
- 5) **Unfair trade policy**, including key trade relationships that reduce the value of Alaska seafood relative to other countries with lower tariffs. This includes Russia's 2014 ban on importing US seafood into Russia, while [Russia exports its seafood to the U.S. via China](#)

Clearly, there's much that must be done to stabilize Alaska's seafood industry, beginning with good information about the problems we are facing today. That's why the [Board of the Alaska Seafood Marketing Institute explained the "extraordinary circumstances"](#) from a market perspective, and the [United Fishermen of Alaska hosted and recorded a webinar](#) with seafood processors to discuss the current challenges of seafood markets. While many must take measures to survive, we need to look beyond today and toward a future in which everyone thrives. Alaskans need to create a public dialogue about the problem and the solutions in Alaska's fishing communities, Juneau, and Washington DC. At the federal government level, [PSPA has identified several changes](#) that would help:

1. Improve and expand existing agency functions that support US seafood, including:

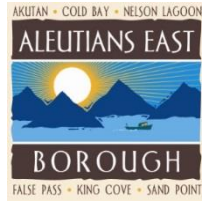
- Improve coordination and collaboration across multiple federal agencies that affect the economic viability of Alaska seafood via the implementation plan for NOAA's National Seafood Strategy
- Include seafood in USDA Foreign Agricultural Service trade missions
- Increase government purchases of Alaska seafood
- Improve government policies to assist in recapitalization, vessel construction, tax structures, workforce accessibility, energy, and infrastructure
- Increase government funding for new product development, testing, promotion, and marketing of US produced seafood

2. Integrate US seafood production into national food policy strategies and USDA programs designed to support domestic food production, including:

- Create an Office of Seafood Policy and Program Integration within USDA to fully integrate US seafood into USDA policy strategies and programs
- Expand eligibility of USDA low-interest loans or loan guarantees to fishermen and processors
- Fully integrate seafood and seafood nutritional guidance into national strategies for improving public health and nutrition

3. Restore fairness and reciprocity for international trade in U.S. seafood products, including:

- Embed seafood expertise and leadership in the office of the U.S. Trade Representative to elevate seafood in trade agreements
- Improve trade policy via USTR and other agencies to create a more reciprocal tariff structure for seafood exports and imports
- Develop more effective tools, like harvest certificates, for monitoring supply chain traceability and deterring Illegal, Unreported, and Unregulated (IUU) fishing
- Resolve the unbalanced and unfair seafood trade relationship between Russia and the U.S., including support for the Alaska delegation's efforts to block imports of Russian seafood processed in China or other countries



RESOLUTION 24-25

A RESOLUTION OF THE ALEUTIANS EAST BOROUGH RECOMMENDING ACTIONS TO SUPPORT EFFORTS TO IMPROVE COMPETITIVENESS AND RESILIENCE OF THE ALASKA SEAFOOD INDUSTRY

WHEREAS, commercial fishing is critically important to the Aleutians East Borough, its communities, and residents including the local fishing fleets, and

WHEREAS, Alaska seafood currently faces exceptional national and global challenges including trade policy and non-reciprocal tariffs that favor other nations, high supply/inventory, high costs/inflation, reduced consumer demand, and global competitors that are less regulated, less sustainable, and/or have lower operating costs than domestic seafood producers, and

WHEREAS, these challenges have directly negatively impacted the economic viability of commercial fishing for processors and fishermen operating in the Aleutians East Borough in recent years resulting in decreased fishing opportunities, processing capacity, and fish landing taxes, and

WHEREAS, to address these issues NOAA is currently creating an implementation plan for the National Seafood Strategy which necessitates collaboration across multiple national agencies that affect the viability of Alaska seafood, and

WHEREAS, the Federal government's Trade Promotion Coordinating Committee issued the 2023 National Export Strategy that includes a chapter on Seafood Industries, highlighting forthcoming efforts to improve interagency coordination and global market competitiveness for domestic seafood producers, and

WHEREAS, several strategies have been outlined by federal agencies in an effort to:

Improve and expand existing agency functions that support US seafood, including:

- Improve coordination and collaboration across multiple federal governmental agencies that affect the economic viability of Alaska seafood via the implementation plan for NOAA's National Seafood Strategy and Chapter 9 of the Trade Promotion Coordinating Committee's 2023 National Export Strategy
- Expand use of USDA Foreign Agricultural Service trade missions and other export market development assistance to include seafood
- Improve the efficacy (e.g., timing, scope) of and maintain or increase the use of government purchasing programs for Alaska produced seafood
- Improve the utility and applicability of governmental policies on recapitalization, vessel construction, tax structures, workforce accessibility, energy, and infrastructure
- Increase government funding for new product development, testing, promotion, and marketing of US produced seafood (e.g., NOAA's Saltonstall-Kennedy grant program)

- Strengthen government planning for and execution of fisheries science and management, especially as needed to improve our understanding of and response to climate impacts on living marine resources

Integrate US seafood production into national food policy strategies and USDA programs designed to support domestic food production, including:

- Create an Office of Seafood Policy and Program Integration within USDA to fully integrate US seafood into USDA policy strategies and programs designed to ensure domestic food security, supply chain integrity, and support for harvesting and processing businesses, similar to other terrestrial sources of protein; coordinate USDA seafood support programs with seafood-related programs of other agencies; and provide a point of entry for seafood producers to more effectively engage with USDA
- Increase re-investment in US seafood producers and related support businesses via expanding eligibility of USDA low-interest loans or loan guarantees to fishermen and processors
- Fully integrate seafood and seafood nutritional guidance into national strategies for improving public health and nutrition

Restore fairness and reciprocity for international trade in U.S. seafood products, including:

- Embed and improve seafood expertise and leadership in the office of the U.S. Trade Representative (USTR) to coordinate seafood trade objectives among USTR offices, coordinate USTR seafood trade programs with seafood efforts of other agencies, and provide a point of entry for seafood producers to more effectively engage with USTR
- Improve trade policy via USTR and other agencies to create a more reciprocal tariff structure for seafood exports and imports, reduce burden and risk associated with non-tariff barriers, and develop more effective tools for monitoring supply chain traceability and deterring Illegal, Unreported, and Unregulated (IUU) fishing
- Resolve the unbalanced and unfair seafood trade relationship between Russia and the United States

NOW THEREFORE BE IT RESOLVED that the Aleutians East Borough Assembly supports these efforts by the federal government to improve the competitiveness and resiliency of the Alaska seafood industry.

APPROVED AND ADOPTED by the Aleutians East Borough on this 11th day of January 2024.

Alvin D. Osterback, Mayor

ATTEST: _____
Beverly Rosete, Clerk

OLD BUSINESS

NEW BUSINESS

Samantha McNeley
P.O. Box 968
9998 Nelson Lagoon Road
Nelson Lagoon, AK 99571
sam.an_tha0@hotmail.com
907-989-4099

December 29th, 2023

To Mayor and Assembly,

I, Samantha McNeley, am interested in remaining on the Borough Assembly as an Advisory Board member for the year of 2024.

Sincerely,

A handwritten signature in cursive script that reads "Samantha McNeley". The ink is dark and the signature is fluid, with the first name and last name clearly legible.

Samantha McNeley

From: [Tom Hoblet](#)
To: [Beverly Rosete](#)
Subject: Re: December 14, 2023 AEB Regular Meeting Agenda
Date: Thursday, December 14, 2023 11:59:31 AM
Attachments: [image003.png](#)
[image004.png](#)

[External Email]

Hi

Yes I would like to still sit as advisory member for the city of False Pass.

Thank you.

Tom

On Thursday, December 14, 2023, Beverly Rosete <brosete@aeboro.org> wrote:

Good morning Tom,

Thank you for letting me know. Also I was wondering if you want to still continue serving as Advisory Member? The annual letter of interest is due on Jan 4. Thank you.

Thank you,



Beverly Ann Rosete

Borough Clerk

Aleutians East Borough

Po Box 349

Sand Point, Ak. 99661

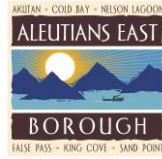
907.383.2699



Only print this email if you must. Think green.

This email is being sent to you as information only. Please do not reply, respond or communicate with other Assembly members regarding this email or its subject matter as such communications may be deemed serial communications and an attempt to circumvent Alaska's Open Meetings Act. If anything regarding this email or its subject matter requires discussion, such discussion should take place in an open meeting.

REPORTS AND UPDATES



To: Honorable Mayor Osterback and AEB Assembly
From: Anne Bailey, Borough Administrator
Subject: Assembly Report
Date: January 5, 2024

Cold Bay Clinic

- The 65% design has been completed.
- On October 24, 2023, DOWL released the RFP for the Cold Bay Clinic. The Borough is solicited qualifications and pricing information from General Contractors (GC) for renovations to the clinic in Cold Bay. The selected GC will serve in a Construction Manager/General Contractor role acting as a partner in the Borough and their project team. This is a fast-track project that will require the GC to provide design phase input regarding material selection, design details that will affect means and methods, cost estimation, and long-lead material procurements. The RFP was listed in the Plans Room, advertised in the Anchorage Dailey News, was posted in the communities and on the Borough's Facebook page.
- On November 3, 2023, a Pre-Proposal Meeting for the Clinic was held. Questions on the project are due on or before November 8, 2023.
- Three proposals were received by November 14, 2023 deadline.
- On November 21, 2023, the Selection Committee met to review the proposals.
- On November 28, 2023, an Intent to Negotiate Letter was sent out to the proposers. UIC Nappairit, LLC scored the highest.
- On January 2, 2024, the AIA contract with UIC for design phase services.
- The tentative schedule is as follows:
 - January 2024 95% Design Complete
 - February 2024 Final Design Complete
 - February 2024 GMP Submitted by CM/GC
 - March 2024 Notice to Proceed for Construction Services
 - March-May 2024 Substantial Completion
 - June 30, 2024 Final Completion

False Pass School

On December 14, 2023, the Borough signed an agreement with LONG in the amount of \$53,347 to replace the water heater and conduct repairs to the air handling unit. LONG has begun ordering parts and a timeline for the repair will be established soon. This will be charged to the LATCF funding line item.

Sand Point Pool

- Borough Administration has signed an agreement with Renosys in the amount of \$19,859.20 to conduct gutter and liner repairs. A schedule for Renosys to arrive on site is

being determined.

- A work order has been issued to Living Waters to complete the plumbing repairs and conduct additional work at the pool. A proposal should be submitted soon.

Strategic Planning

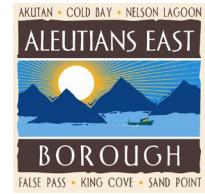
The dates for the Strategic Planning Session are January 10, 2024 and a partial day on January 11, 2024. The Borough staff and John Gregoire have been prepping the materials for the session.

Other Items

- The upcoming Assembly Meeting Schedule is as follows:
 - Wednesday, January 10th Strategic Planning
 - Thursday, January 11th Strategic Planning/Regular Assembly Meeting
 - Thursday, February 8th Regular Assembly Meeting
 - Thursday, March 14th Regular Assembly Meeting

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 Borough Administrator
Subject: Assembly Report
Date: January 11, 2024



Healthy & Equitable Communities (HEC) Grant:

The Alaska Department of Health (DOH) announces \$9 million in funding to local governments through memorandums of agreement (MOAs) in support of creating healthy and equitable communities around the state. The funding will be available through May 31, 2024, to support activities of greatest need identified by the local community.

The Borough is partnering with Eastern Aleutian Tribes to implement the purchase and installation of a 2-Body Morgue for the City of False Pass and the Village Nelson Lagoon. DPH agrees to provide **\$109,035** in funds by the terms of the MOA to the Aleutians East Borough. This project is a reimbursement grant and will be funded through account line item 20-410-000-605. CDC requires prior approval for all equipment that costs more than 5 thousand dollars to satisfy the Memorandum of Agreement.

- On August 8, 2023, the Borough submitted a Prior Approval Letter with additional supporting documents to validate the need to purchase the morgues for the clinics.
- On October 4, 2023, the Borough was notified the letter was approved and given the green light to proceed with the purchase. The morgues have been purchased and are just about built except for the slide as the original manufacturer for the slides is out of business. They anticipate it will be 2-3 weeks for their new manufacturer to supply new slides for the morgues.
- On October 10, 2023, the Borough submitted its quarterly report to the State of Alaska, the Alaska Department of Health.
- On November 27, 2023, the morgue for the City of False Pass successfully arrived. Paul Mueller with the Eastern Aleutian Tribe has confirmed it is on sight and is making arrangements for its installation.
- As of December 7, 2023, the morgue for the village of Nelson Lagoon is currently located in the Port of Chinook. Due to weather and logistics, Eastern Aleutians Tribes has determined it will remain there until Spring.
- On January 3, 2023, the Borough submitted its quarterly narrative report to the State of Alaska, the Alaska Department of Health. The Borough still has **\$72, 217** that can be used to complete the shipping delivery to Nelson Lagoon, or AEB could propose another project to address COVID-19-related health disparities.

Maintenance Connection:

- Administration continues to utilize Maintenance Connection created by SERCC where the Borough can perform tasks such as processing maintenance requests, creating work orders, setting up preventive schedules, creating purchase orders, and reordering inventory.

False Pass Maintenance:

- The False Pass School was experiencing complications with the water heater and boiler. On December 28, 2023, with the assistance of Nikki Hoblet, Shane Hoblet, and Steve

Comstock, the Borough successfully ordered, and purchased the parts for repair. On January 4, 2023, Shane Hoblet confirmed Steve Comstock conducted the repair and that the problem had been resolved.

- On January 3, 2023, Wired AK successfully arrived at False Pass to conduct electrical improvements at the False Pass School due to power surges reported by Superintendent Michael Franklin. They initially planned to mobilize on site 12.13.23 however their flight was delayed due to weather.
- LONG will be traveling to False Pass to conduct final repairs to the water heater and air handling unit.

Sand Point Maintenance:

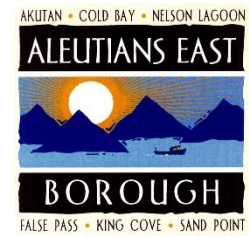
- As of December 17, 2023, LONG Technology conducted and completed boiler repairs at the Sand Point School and 4-Plex fuel line.

Regular Meetings Attended:

Date	Meeting
December 13, 2023	Pool Discussion
December 15, 2023	DOD Discussion
December 18, 2023	Sand Point MARAD /NEPA Check-In Call
December 19, 2023	Akutan Harbor (Akun Harbor)
December 20, 2023	Sand Point School DEED Design
December 22, 2023	Strategic Planning Meeting
January 3, 2024	School Fund Balance Discussion
January 5, 2024	Akutan Harbor (Akun Island) PA Meeting
January 9, 2024	Strategic Planning Discussion
January 9, 2024	AEB On-Going Project Review Meeting

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

To: The Honorable Mayor Osterback, Aleutians East Borough Assembly
 From: Ernie Weiss, Natural Resources Department Director
 Subj: Report to the Assembly
 Date: January 5, 2024



Fishery Disaster Relief

ADFG submitted the final [spend plan](#) for the 2021 Chignik salmon fishery disaster on January 4, 2024 to Pacific States Marine Fisheries Commission ([PSMFC](#)). Distribution of funds now waiting on NOAA and OMB approval. ADFG is currently working on the final [spend plan](#) for 21/22 & 22/23 Bering Sea Crab fisheries. The AEB submitted comments on this plan with other crab communities last month. The City of Saint Paul submitted a request for a Bering Sea crab disaster determination for their community on December 7, 2023.

The column to the right lists recent Alaska fishery disaster determinations through [NMFS](#) →

North Pacific Fishery Management Council

The NPFMC meets in Seattle February 8-12. At this time, I plan to attend by Zoom only.

Items of interest on the [agenda](#):

- C2 BBRKC area closures
- C3 Harvest specs for Cook Inlet Salmon
- D1 Definition of pelagic trawl gear
- D2 Discussion paper of GOA tanner bycatch
- D4 AFA Program Review - Workplan
- D5 E-Logbooks EFP review

The Council will be reviewing reports on several fishery rationalization program reviews this year:

- Amendment 80 Program April 2024
- AFA Program June 2024
- BSAI Crab June 2024

The major agenda item for the April NPFMC meeting is Initial Review of the chum salmon bycatch analysis.

Year	Area/Species	Status	Amount
23/24	BS Crab	pending	
22/23	BS Crab	approved	\$ 96,718,184
21/22	BS Crab	approved	\$ 94,584,310
2022	U CI east set net & Nelson Lagoon salmon	pending	
2022	Kus R salmon	pending	
2022	Yuk R salmon	approved	
2021	Kus R salmon	approved	\$ 1,269,586
2021	Chignik salmon	approved	\$ 4,994,897
2020	NS YR KR Chig SE salmon	approved	
2021	Yuk R salmon	approved	
2021	NS salmon	approved	\$ 1,269,586
20/21	NS RK crab	approved	\$ 2,807,021
2020	U CI salmon	approved	\$ 9,414,087
2018 2020	Copper R/PWS salmon	approved	\$ 34,360,624
2020	GOA Pcod	approved	\$ 17,790,330
2020	Copper R/PWS salmon	approved	\$ 15,746,103
19/20	EBS Tanner	approved	\$ 12,948,148
2019	NS RK crab	approved	\$ 1,434,571
2018	PWS salmon	denied	
2018	Chignik salmon	approved	\$ 10,327,039
2018	GOA Pcod	approved	\$ 24,416,440
2016	GOA pink salmon	approved	\$ 56,361,332
2011 2012	YR KR CI chinook	approved	\$ 20,797,524
2010 2012	Nelson Lagoon salmon	denied	

Board of Fisheries

The Board meets in Kodiak January 9-12 for [Kodiak finfish](#) and in Anchorage February 23rd – March 6th for [Upper Cook Inlet finfish](#) proposals. The Anchorage AC Fish subcommittee, of which I am a member, has been meeting frequently to get through all the Cook Inlet proposals.

Proposal submissions are due April 10, 2024 for the next meeting cycle, including for the Statewide Shellfish meeting March 2025 in Anchorage.

Alaska Legislature

The 2nd session of the 33rd Alaska Legislature begins January 15. One bill of interest, [HB 169](#), Fisheries Rehabilitation Permit, is scheduled for a hearing in the House Resources Committee January 19th. Under HB 169 ADFG could issue permits for the purpose of removing ‘*anadromous or freshwater finfish from water of the state, collect gametes and fertilize and incubate eggs taken from the fish, and place the fertilized or incubated eggs, larvae, or unfed fry in the same water of the state, and enhancing habitat in water of the state to aid the survival of the fish.*’ If the Assembly has any concerns with this bill, I would appreciate your comments.

We will be watching akleg.gov closely this year following the introduction of the ill-advised SB 128 and HB 180 during last session to close Area M salmon fisheries in June. Pre-file bills for the session are to be published January 8 and 12.

I am taking the appearance of the [White Raven](#) as a good omen for 2024. Happy New Year!



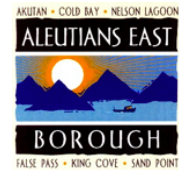
White Raven with black ravens in Spenard, 12/13/23.

Recently Attended

Fairbanks AC Fish Subcommittee	December 11	Zoom
Anchorage AC Fish Subcommittee	Dec 13, 28, Jan 4	Anchorage ReMax
AEB End-of-the-Year Fishermen's Meeting	December 19	Zoom/KSDP (archived audio)
AMHS Southwest AK Summer Schedule	December 19	Zoom
Alaska Fishing Communities	January 5	Zoom
<u>Upcoming meetings</u>		
Crab Plan Team	January 8-12	Hybrid Anch/Zoom
Nelson Lagoon AC	January 8	Zoom
Fairbanks AC Fish Subcommittee	January 8	Zoom
Board of Fisheries Kodiak Finfish	January 9-12	Kodiak/web stream
Anchorage AC	January 9	Anch Wm J Hernandez Hatchery
Board of Fish Committee on Process	January 18	webconference
SSC Info – Cook Inlet Salmon	January 19	Zoom
Alaska Fishing Communities	January 19	Zoom
International Pacific Halibut Commission	January 22-26	Anch Capt Cook Hotel
Alaska Marine Policy Forum	January 24	Zoom
Alaska Salmon Research Task Force	January 25	virtual
Alaska Marine Science Symposium	Jan 29-Feb 2	Anch Capt Cook Hotel
North Pacific Fishery Management Council	February 5-12	Hybrid Seattle/Zoom
Board of Fisheries Upper CI	Feb 23-March 7	Anch Egan Center/web stream

Please call or email if you have any questions or concerns.

To: Honorable Mayor Osterback, Aleutians East Borough Assembly
From: Charlotte Levy, Fishery Analyst
Re: Report to the Assembly
Date: January 11th, 2023



Electronic Monitoring - WGOA4/EFP:

- We finalized and sent out the EM EFP reminders that we do prior to every season, and included an example of the new performance standards.
- The SWI technician will be traveling to Sand Point to work on vessels either prior to crab season, or between crab and pollock and will try to stay in town through the beginning of A season in case there are issues. Tentatively dates are 1/9 or 1/16 through 1/23.
- I have submitted the final financial and programmatic reports for NFWF grant #73568 (WGOA3 for 2022). This grant is being closed out, and came in slightly under budget for observers due to no A season.
- I received the preliminary report from Saltwater on the switch-gear project, which successfully demonstrated trawl EM systems can be easily modified to meet requirements for fixed gear EM. Catch handling issues were more complicated, and will require further analysis with NMFS FMA division guidance.

Salmon:

- We are in discussion with CAMF to see if they are interested in a modified version of the data portal used by the seiners this year. The drift fleet has different fishing and fleet dynamics which may not be conducive to using the same agreement structures or the portal may not be as useful, but if a modified version would be helpful we are willing to assist with developing the portal.

AFSC Cod Tagging Project:

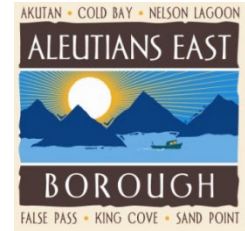
- We are still awaiting a final budget amendment from PSMFC, however I have completed the most recent quarterly reimbursement request and this grant is tracking as expected. We anticipate a possible budget amendment to shift some funding from additional tags to genetic analyses.
- Genetics Update:
 - The project team met with genetics collaborators Drs Ingrid Spies, Sara Schaal, Laura Timm and Jessica Glass to discuss the genetics analyses and priorities. Thus far, our samples have been used for inclusion in a GTseq panel but preliminary results do not have a spatial resolution sufficient to tease out population structure between the WGOA and Eastern Bering Sea.
 - Our next priority is analyzing samples from *recovered tags only* using whole genome sequencing. This might tell us if there are potential genetic signals related to life history parameters, for example a gene that determines whether a fish migrates or not.
- Collaborator Kim Rand is almost done finalizing summaries for each presentation, that will be provided to attendees pending review by the presenters. Dr. Nielsen is finalizing the GIS map layers, and we have made presentations available.

NPFMC:

- The Council meets again February 5-12 in Seattle, and I may attend in person. NRD will be tracking a few issues including CI salmon, GOA tanner discussion paper, small sablefish release and the trawl gear definition.
- My primary concern is if a request for a discussion paper on GOA trawl efficiencies will come up again in staff tasking, and potential requests for emergency actions in the GOA fisheries in response to the recent news about Trident.
- The AEB is hosting a trawl fleet meeting January 8th to give fishermen an opportunity to voice concerns about the recent Trident news, and collectively discuss ideas and potential solutions for protections in 610 and options to help stabilize the pollock fishery short-term and long-term.

www.aebfish.org | www.facebook.com/AEBfish | clevy@aeboro.org | (907) 274-7566

To: Honorable Mayor Osterback and Borough Assembly
From: Jacki Brandell, Finance Director
Re: Report to the Assembly
Date: January 11, 2024



Audit- The auditors sent back the draft after it went through the technical review with some additional edits. These edits have been addressed and the draft returned.

Financial Policies and Procedures – I have begun researching for the upcoming policies that need to be addressed. The priority will be on the policies around revenues and cash receipts, primarily on accounting for the grants.

End of the Calendar Year- At the end of the calendar year the payroll data needs to be verified and reported. I have completed the quarterly reports for the payroll taxes due and prepared the W-2s. As soon as the last of the December payables are recorded, I will prepare the 1099s that need to be issued.

Routine tasks- The daily and weekly tasks are operating smoothly and we are beginning to close out another quarter for the grants.

I will be happy to answer any questions.

ASSEMBLY COMMENTS

PUBLIC COMMENTS

NEXT MEETING DATE, TIME
AND PLACE

ADJOURNMENT