

# Kenai Peninsula Borough

*144 North Binkley Street*

*Soldotna, AK 99669*



## Meeting Agenda

**Tuesday, September 15, 2020**

**6:00 PM**

**The meeting will be held through Zoom - Meeting ID: 128 871 931, from  
the Betty J. Glick Assembly Chambers**

### **Assembly**

*Kelly Cooper, President*

*Hal Smalley, Vice President*

*Norm Blakeley*

*Jesse Bjorkman*

*Kenn Carpenter*

*Tyson Cox*

*Willy Dunne*

*Brent Hibbert*

*Brent Johnson*





# Assembly Meeting Schedule

**TUESDAY, SEPTEMBER 15, 2020**

- 3:30 PM**            **Finance Committee**
- 4:00 PM**            **Policies and Procedures Committee**
- 4:30 PM**            **Legislative Committee**
- 6:00 PM**            **Regular Assembly Meeting**

Above listed meetings will be held in:

Zoom Meeting ID: 128 871 931  
From the Betty J. Glick Assembly Chambers







# Finance Committee

September 15, 2020

3:30 PM

The meeting will be held through  
Zoom Meeting ID: 128 871 931  
From the Betty J. Glick Assembly Chambers

Brent Hibbert, Chair

Tyson Cox, Vice Chair

Brent Johnson

## AGENDA

### PUBLIC HEARINGS ON ORDINANCES

1. Ordinance 2020-19-05: Appropriating Funding from the Central Peninsula Hospital Plant Replacement and Expansion Fund for the Handicap Parking and ADA Access Project (Mayor) ..... 1
2. Ordinance 2020-19-06: Appropriating \$111,869.20 to Fund a Former State Dispatch Position at the Soldotna Public Safety Communications Center (Mayor) ..... 4
3. Ordinance 2020-37: Approving and Accepting Grant Funds from the State of Alaska Division of Homeland Security & Emergency Management to Reimburse Repairs at the North Peninsula Recreation Center Resulting from the November 30, 2018 Cook Inlet 7.0 Earthquake (Mayor) ..... 8

### NEW BUSINESS

1. Resolutions
  - \*a. Resolution 2020-064: Authorizing the Mayor to Enter into Cooperative Agreements Between the Kenai Peninsula Borough and the Cities of Homer, Kenai, Seldovia, Seward, Soldotna and Kachemak City for the Cooperative and/or Joint Administration of Powers Relating to the Use of Cares Act Coronavirus Relief Funds Received from the State of Alaska (Mayor) ..... 18
2. Ordinances for Introduction
  - \*a. Ordinance 2020-19-07: Appropriating Refinanced 2013 Bear Creek Fire Service Area General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor) (Hearing on 10/13/20) ..... 33

*b.	<u>Ordinance 2020-19-08</u> : Appropriating Refinanced 2013 School General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor) (Hearing on 10/13/20) .....	36
*c.	<u>Ordinance 2020-19-09</u> : Appropriating Refinanced 2011 Hospital General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor) (Hearing on 10/13/20) .....	39
*d.	<u>Ordinance 2020-39</u> : Providing for Extension of an Exception to the Operating Agreement Between the Kenai Peninsula Borough and Central Peninsula General Hospital, Inc. to Allow Cash in Excess of 90 Days to be Retained by Central Peninsula General Hospital, Inc. as of September 30, 2020 Due to the Covid-19 Pandemic (Mayor) (Hearing on 10/13/20) .....	42
3.	Other	
*a.	Approving a Letter of Non-Objection for a Restaurant Designation Permit filed by The Salmon Bake, License No. 4153 .....	49
*b.	Approving a Letter of Non-Objection to the Issuance of the New Liquor License as Requested by Stoney Creek Brew House, License No. 5921 .....	65

\*Consent Agenda Items



# Policies and Procedures Committee

September 15, 2020

4:00 PM

Betty J. Glick Assembly Chambers  
George A. Navarre Kenai Peninsula  
Borough Administration Building

Willy Dunne, Chair

Hal Smalley, Vice Chair

Kenn Carpenter

## AGENDA

### NEW BUSINESS

1. Resolutions

- \*b. Resolution 2020-065: Authorizing One New Dispatcher I Position in the Soldotna Public Safety Communications Center (Mayor) ..... 22
- \*c. Resolution 2020-066: Extending the Deadline for Submission of the Anadromous Waters Habitat Protection Work Group's Final Report (Mayor) ..... 25

3. Other

- \*c. Confirming Appointments to Advisory Planning Commissions (Mayor) ..... 78

Cooper Landing APC

Yvette Galbraith	Seat C	Term Expires 09/30/2023
Heather Harrison	Seat D	Term Expires 09/30/2023

Hope/Sunrise APC

James Skogstad	Seat G	Term Expires 09/30/2023
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Kachemak Bay APC

Adrea Kosto	Seat A	Term Expires 09/30/2023
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Kalifornsky APC

Stephen Ford	Seat B	Term Expires 09/30/2023
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- \*d. Approval of the Precinct Boards, Canvass Board and Absentee Voting Officials for the October 6, 2020 Regular Municipal Election and Possible Mayoral Run-Off Election on October 27, 2020 ..... LAYDOWN

**MAYOR'S REPORT**..... 101

- 1. Assembly Requests/Responses – None.
- 2. Agreements and Contracts
  - a. Authorization to Award a Contract for RFP21-001 North Peninsula Recreation Service Area Pool Roof Professional Designs Services to Architects Alaska, Inc., Anchorage, Alaska. .... 102
  - b. Authorization to Award a Contract for ITB21-003 River Center Communications Tower to Peak Signals, LLC., Palmer, Alaska. .... 104
  - c. Authorization to Award a Contract for RFP21-002 Communications Engineering Analysis (CAR18) to Tulsa Consulting Services II, LLC., Covington, Louisiana..... 106
- 3. Other
  - a. Certification of the 2020 Personal Property Supplemental Assessment Roll..... 107

\*Consent Agenda Items



# Legislative Committee

September 15, 2020

4:30 PM

Betty J. Glick Assembly Chambers  
George A. Navarre Kenai Peninsula  
Borough Administration Building

Hal Smalley, Chair

Jesse Bjorkman, Vice Chair

Willy Dunne

## AGENDA

### UNFINISHED BUSINESS

1. Postponed Items
  - a. Resolution 2020-061: In Support of the State's Use of Estimated Student Count Data to Fund K-12 Public Education for Fiscal Year 2021 (Cooper, Cox) ..... 13

### NEW BUSINESS

1. Resolutions
  - \*d. Resolution 2020-067: Authorizing the Assembly President to Sign Kenai Peninsula Borough, City of Kenai and City of Soldotna Joint Resolution No. 2020-001, Encouraging all Residents to Take the Necessary Precautions and Follow the Recommended Preventative Measures of the Center for Disease Control to Reduce the Spread of COVID-19 in our Community During the Public Health Emergency (Mayor) ..... 28

\*Consent Agenda Items





# Assembly Agenda

September 15, 2020 - 6:00 PM

Regular Meeting

The meeting will be held through  
Zoom Meeting ID: 128 871 931  
From the Betty J. Glick Assembly Chambers

Kelly Cooper  
Assembly President  
Seat 8 – Homer  
Term Expires 2020

Harold "Hal" Smalley  
Assembly Vice  
President  
Seat 2 - Kenai  
Term Expires 2020

Jesse Bjorkman  
Assembly Member  
Seat 3 - Nikiski  
Term Expires 2022

Norm Blakeley  
Assembly Member  
Seat 5-Sterling/Funny  
River  
Term Expires 2020

Kenn Carpenter  
Assembly Member  
Seat 6 – East Peninsula  
Term Expires 2021

Tyson Cox  
Assembly Member  
Seat 4 - Soldotna  
Term Expires 2022

Willy Dunne  
Assembly Member  
Seat 9 - South  
Peninsula  
Term Expires 2021

Brent Johnson  
Assembly Member  
Seat 7 – Central  
Term Expires 2022

Brent Hibbert  
Assembly Member  
Seat 1 – Kalifornsky  
Term Expires 2021

## CALL TO ORDER

## PLEDGE OF ALLEGIANCE

## INVOCATION

Any invocation that may be offered at the beginning of the assembly meeting shall be a voluntary offering of a private person, to and for the benefit of the assembly. No member of the community is required to attend or participate in the invocation.

*[Clerk's Note: The invocation will be offered by Barrett Fletcher.]*

## ROLL CALL

## COMMITTEE REPORTS

## APPROVAL OF AGENDA AND CONSENT AGENDA

(Action items listed with an asterisk (\*) are considered to be routine and non-controversial by the Assembly and will be approved by one motion. Public testimony will be taken. There will be no separate discussion of these items unless an Assembly Member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)

### ACTION ITEMS CURRENTLY ON CONSENT AGENDA

Resolution 2020-064  
Resolution 2020-065  
Resolution 2020-066  
Resolution 2020-067  
Ordinance 2020-19-07  
Ordinance 2020-19-08  
Ordinance 2020-19-09  
Ordinance 2020-39  
Salmon Bake RDP  
Stoney Creek Brew House  
APC Appointments  
Approval of Election Workers

ACTION ITEMS ELIGIBLE TO BE ADDED TO THE CONSENT AGENDA

- Ordinance 2020-19-05
- Ordinance 2020-19-06
- Ordinance 2020-37

**APPROVAL OF MINUTES**

- \*1. September 1, 2020 Regular Assembly Meeting Minutes..... LAYDOWN

**COMMENDING RESOLUTIONS AND PROCLAMATIONS**

**PRESENTATIONS WITH PRIOR NOTICE** (20 Minutes total)

- 1. South Peninsula Hospital Quarterly Report (10 Minutes)

**PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

(3 minutes per speaker; 20 Minutes aggregate)

**ITEMS NOT COMPLETED FROM PRIOR AGENDA**

**PUBLIC HEARINGS ON ORDINANCES** (Testimony limited to 3 minutes per speaker)

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**MAYOR'S REPORT**..... 101

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**PUBLIC COMMENTS AND PUBLIC PRESENTATIONS** (3 minutes per speaker)

**ASSEMBLY COMMENTS**

**PENDING LEGISLATION** (This item lists legislation which will be addressed at a later date as noted.)

- 1. Ordinance 2020-38: Approving the Revised Kenai Peninsula Borough Emergency Operations Plan (Mayor) (Hearing on 10/13/20) (Referred to Policies and Procedures Committee)

**INFORMATIONAL MATERIALS AND REPORTS**

## **ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

1. October 13, 2020  
6:00 PM  
Regular Assembly Meeting  
This meeting will be held through Zoom  
Meeting ID: 128 871 931  
From the Betty J. Glick Assembly Chambers

## **ADJOURNMENT**

*This meeting will be broadcast on KDLL-FM 91.9 (Central Peninsula), KBBI-AM 890 (South Peninsula), K201AO(KSKA)-FM 88.1 (East Peninsula).*

*The meeting will be held through Zoom, the Meeting ID: 128 871 931. To join the meeting from a computer, visit <https://zoom.us/j/128871931>. To attend the Zoom meeting by telephone call toll free 1-888-788-0099 or 1-877-853-5247 and enter the Meeting ID: 128 871 931. Detailed instructions will be posted on at the Kenai Peninsula Borough's main page at [kpb.us](http://kpb.us): "Meeting and Public Notices" "Current Assembly Agenda".*

*Copies of the agenda and ordinances to be considered can be viewed on the website referenced above or at the Public Bulletin Board located on the window right of the double doors in the back of the Borough Administration Building. For further information, please call the Clerk's Office at 714-2160 or toll free within the Borough at 1-800-478-4441, Ext. 2160. Visit our website at [www.kpb.us](http://www.kpb.us) for copies of the agenda, meeting summaries, ordinances and resolutions.*

Introduced by: Mayor  
Date: 09/01/20  
Hearing: 09/15/20  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2020-19-05**

**AN ORDINANCE APPROPRIATING FUNDING FROM THE CENTRAL PENINSULA  
HOSPITAL PLANT REPLACEMENT AND EXPANSION FUND FOR THE HANDICAP  
PARKING AND ADA ACCESS PROJECT**

- WHEREAS,** the Kenai Peninsula Borough has entered into an Operating Agreement with Central Peninsula General Hospital Inc. (“CPGH, Inc”) for the operation of Central Peninsula Hospital and other Medical Facilities, and to provide other healthcare programs and services, on a nonprofit basis to ensure continued availability to the Service Area residents; and,
- WHEREAS,** Ordinance 2016-19-12 appropriated \$10,000,000 from the plant replacement fund to supplement funds generated through the sale of hospital revenue bonds for the construction of a building to support a new obstetrics department and a catheterization lab (“OB/Cath Lab”), and other site development needs at the Central Peninsula Hospital (“CPH”); and
- WHEREAS,** heated handicap parking at the CPH’s Mountain Tower entrance was identified as a priority need in the development of the project; and
- WHEREAS,** heated handicap parking and access is a standard at CPH due to the high demand for Americans with Disabilities Act (“ADA”) access at healthcare facilities; and
- WHEREAS,** the use of heated handicap parking and heated ADA access has also proven to reduce the occurrences of weather related slips, trips and falls on the hospital campus; and
- WHEREAS,** all other goals for the OB/Cath Lab facility have been completed and a design effort is underway to complete the handicap portion of the parking; and
- WHEREAS,** the total handicap parking development is estimated at \$620,000; and
- WHEREAS,** funds in the amount of \$215,000 will be needed to complete the project; and
- WHEREAS,** sufficient funds are available in the Central Peninsula Hospital Plant, Replacement and Expansion Fund to fund this project; and,

**WHEREAS,** under Section 16(b) of the Operating Agreement, transfers in or out of the CPH Plant Replacement and Expansion Fund shall first be considered by the CPGH, Inc. Board and its recommendations forwarded to the assembly; and,

**WHEREAS,** at its meeting held on August 27, 2020, the CPGH, Inc. Board of Directors recommended \_\_\_\_\_;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** Funds in the amount of \$215,000 are appropriated from the Central Peninsula Hospital Plant, Replacement and Expansion Fund account number 490.20602 to account number 490.81110.17OBL.49999 for the purpose of completing the Handicap Parking and ADA Access Project.

**SECTION 2.** That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 3.** This ordinance takes effect immediately upon enactment.

\_\_\_\_\_  
Kelly Cooper, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Purchasing & Contracting Department

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### MEMORANDUM

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*

**FROM:** John Hedges, Purchasing & Contracting Director *JH*  
Brandi Harbaugh, Finance Director *BH*

**DATE:** August 20, 2020

**RE:** Ordinance 2020-19-05, Appropriating Funding from the Central Peninsula Hospital Plant Replacement and Expansion Fund for the Handicapped Parking and ADA Access Project (Mayor)

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Ordinance 2016-19-12 appropriated \$10,000,000 from the plant replacement fund to supplement funds generated through the sale of hospital revenue bonds for the construction of a building to support a new obstetrics department and a catheterization lab (OB/Cath lab). Other site development needs related to the expansion of the facility were included in that project. As a priority the need for an improved heated handicap parking development at the hospital's Mountain Tower entrance was identified. Due to the potential for project cost increases in this type of renovation work the heated handicap parking scope was set aside until remaining funds could be verified.

Heated handicap parking and access is a standard at CPH due to the high demand for ADA (Americans with Disabilities Act) access at healthcare facilities. The use of heated handicap parking and heated ADA access has also proven to reduce the occurrences of weather related slips, trips and falls on the hospital campus.

The remaining budget balance is approximately \$705,000. The OB/Cath lab building project has several changes in scope that are being addressed at this time. These changes would have normally been addressed through a contract change order. However, due to COVID related issues and the immediate need for the ICU spaces, the contractor was demobilized before those portions of the work could be completed. The cost of these minor changes is estimated at a not-to-exceed amount of \$300,000. The primary portions of this scope will address humidity issues with the HVAC system, generator room heating system improvements, other minor heating and cooling adjustments, patient restroom modification, mechanical space egress improvement, and other minor building modifications. All of these items are directly related to the original project needs.

Currently a design effort is underway to complete the handicap portion of the parking lot this season as described above. The total estimated cost of the project is \$620,000. The estimated cost for the parking lot improvements will exceed the remaining project budget. An additional amount of \$215,000 will need to be appropriated to complete the prioritized work.

FINANCE DEPARTMENT ACCOUNT/FUNDS VERIFIED	
Acct. No.	<u>490.20602</u>
Amount:	<u>\$215,000.00</u>
By: <i>PP</i>	Date: <u>8/20/2020</u>





Introduced by: Mayor  
Date: 09/01/20  
Hearing: 09/15/20  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2020-19-06**

**AN ORDINANCE APPROPRIATING \$111,869.20 TO FUND A FORMER  
STATE DISPATCH POSITION AT THE SOLDOTNA PUBLIC  
SAFETY COMMUNICATIONS CENTER**

**WHEREAS**, the State of Alaska Department of Public Safety (DPS) is in the process of attempting to consolidate emergency dispatch services for Alaska state troopers in a new center currently proposed to be located in Palmer; and

**WHEREAS**, the Kenai Peninsula Borough gave notice of intent to terminate the current contract between the DPS and the borough effective July 1, 2021 and has been in discussions regarding this transition; and

**WHEREAS**, under our current agreement the state is required to provide seven dispatchers and at least one shift supervisor and the borough is to provide six dispatchers, three shift supervisors, the dispatch center manager and one 911 IT specialist; and

**WHEREAS**, on Friday, August 21, 2020, one state dispatcher at the SPSCC departed from their employment by the state; and

**WHEREAS**, the state has notified the borough that it does not intend to fill this position until Governor Dunleavy's Working Group established under Administrative Order 317 has concluded; and

**WHEREAS**, this vacancy has resulted in a shortage of five personnel at the SPSCC and this vacancy needs to be filled promptly; and

**WHEREAS**, the borough's best interests would be served by filling this position and funds are needed to hire a borough employee to fill this vacancy;

**WHEREAS**, based on correspondence with the DPS legal, the borough expects to receive full reimbursement under our agreement for the cost of the dispatcher to replenish the fund balance.

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** The assembly hereby authorizes the addition of one new dispatcher position at a range M to the SPSCC.

**SECTION 2.** That the amount of \$111,869.20 is hereby appropriated from the General Fund fund balance to be transferred to account number 264.11255.00000.4XXXX to fund a dispatch position at the Soldotna public safety communications center for FY2021.

**SECTION 3.** That this ordinance shall take effect immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2020.**

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Kelly Cooper, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough  
Finance Department

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**MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*

**FROM:** Brandi Harbaugh, Finance Director *BH*  
Lisa Kosto, 911 Senior Manager *LK*

**DATE:** September 1, 2020

**RE:** Ordinance 2020-19-06, Appropriating \$111,869.20 to Fund a Former State Dispatch Position at the Soldotna Public Safety Communications Center (Mayor)

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On August 21, 2020 a state dispatcher located in the Soldotna Public Safety Communications Center (SPSCC) separated from their employment with the state. The SPSCC is already seriously short-staffed and this position needs to be filled as soon as possible. Training a new dispatcher requires 12 months of on-the-job training using a full-time current dispatcher. The SPSCC has historically been staffed with 14 line-level dispatchers and 4 shift supervisors. Currently the SPSCC is short five positions including four in training and the new vacancy. This is submitted as a laydown due to the urgent need to fill this position as soon as possible.

This ordinance would approve the new borough dispatcher position and appropriate funds for the position. The current contract between the borough and the state for the joint operation of the SPSCC will end on July 1, 2021 due to the notice of termination given by the borough on February 28, 2020. This notice was issued due to the state's decision, publicized in 2017, to consolidate many of its trooper dispatch centers into a new location in Palmer. The state does not plan to fill that position but has indicated it expects to reimburse the borough for costs involved in covering the vacancy per the contract. The administration believes the borough's best interests would be served by making this a borough position so the person can remain at the SPSCC after the contract terminates and will have completed much of their needed training.

Your consideration of this ordinance is appreciated.

<b>FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED</b>	
Account No. <u>100.27910</u>	
Amount: <u>\$111,869.20</u>	
By: <u>PP</u>	Date: <u>8/31/2020</u>



Introduced by: Mayor  
Date: 09/01/20  
Hearing: 09/15/20  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2020-37**

**AN ORDINANCE APPROVING AND ACCEPTING GRANT FUNDS FROM  
THE STATE OF ALASKA DIVISION OF HOMELAND SECURITY &  
EMERGENCY MANAGEMENT TO REIMBURSE REPAIRS AT THE NORTH  
PENINSULA RECREATION CENTER RESULTING FROM THE  
NOVEMBER 30, 2018 COOK INLET 7.0 EARTHQUAKE**

**WHEREAS,** on November 30, 2018 at 8:29 am a 7.0 earthquake shook from an epicenter five miles north of Anchorage which was felt across Southcentral Alaska and tsunami warnings were issued for coastal communities, including Seward and the Kachemak Bay communities of Homer, Seldovia, Nanwalek and Port Graham; and

**WHEREAS,** the borough appropriated \$450,000 from the general fund for disaster response and recovery by way of Ordinance 2018-19-26; and

**WHEREAS,** the Federal Disaster Declaration DR-4413 approved eligible expenses associated with response, recovery and mitigation to be reimbursed by the Federal Emergency Management Agency and the State of Alaska through the Public Assistance Program (FEMA PA); and

**WHEREAS,** the borough has submitted eight project applications through the FEMA PA program for damages sustained to borough facilities; and

**WHEREAS,** repair costs for the North Peninsula Recreation Center in the amount of \$136,558.66 will be reimbursed to the borough as a 75 percent federal pass-through and a 25 percent state-matching grant awarded by the State of Alaska Division of Homeland Security & Emergency Management;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That the mayor is authorized to accept grant funds totaling \$136,558.66 from the State of Alaska Division of Homeland Security & Emergency Management for the November 30, 2018 Cook Inlet 7.0 Earthquake, Federal Disaster Declaration DR4413.

**SECTION 2.** That the \$450,000 appropriation from the general fund for disaster response and recovery by way of Ordinance 2018-19-26 are project length in nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 3.** That the mayor is authorized to negotiate, administer and execute on behalf of the borough the applicant agreement package for disaster presently identified as the November 30, 2018 Cook Inlet 7.0 Earthquake, Federal Disaster Declaration DR4413, and to negotiate, execute, and administer any other documents, agreements, and contracts required under or related to the grant agreements including without limitation the Assurances and Agreements, the Summary of Grant Conditions for All Applicants, and the Indemnity and Hold Harmless Agreement required as a condition of the grant agreements and any subsequent grant amendments.

**SECTION 4.** The Kenai Peninsula Borough agrees that upon award assistance through the Alaska Division of Homeland Security & Emergency Management as described in this ordinance it shall waive its sovereign immunity to the extent required by paragraph 27 of the DHS&EM Form 30-57 State Assurance and Agreements and be subject to suit for actions arising out of the project activities for the November 30, 2018 Cook Inlet 7.0 Earthquake disaster in the same manner, and to the same extent as any person and shall not be immune or exempt from any administrative or judicial process, sanction or judgment.

**SECTION 5.** That this ordinance shall become effective upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 1ST DAY OF SEPTEMBER, 2020.**

---

Kelly Cooper, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough  
Community & Fiscal Projects

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**MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*  
Brandi Harbaugh, Finance Director *SD for BH*  
Dan Nelson, Senior Manager - OEM *DN*

**FROM:** Brenda Ahlberg, Community & Fiscal Projects Manager *Ba*

**DATE:** August 20, 2020

**SUBJECT:** Ordinance 2020- 37, Approving and Accepting Grant Funds from the State of Alaska Division of Homeland Security & Emergency Management to Reimburse Repairs at the North Peninsula Recreation Center Resulting from the November 30, 2018 Cook Inlet 7.0 Earthquake (Mayor)

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This ordinance accepts \$136,558.66 from the State of Alaska Division of Homeland Security & Emergency Management (AKDHSEM) for costs incurred at the North Peninsula Recreation Center in responding to the November 30, 2018 Cook Inlet 7.0 Earthquake, Federal Disaster Declaration DR4413. The funds were previously appropriated by way of ordinance 2018-19-26.

The project applications and approved grant awards are managed through the Federal Emergency Management Agency online system named Grants Portal, and the award agreements are created through the AKDHSEM as project worksheets.

The approved expenses associated with response, recovery and mitigation are eligible for reimbursement by the Federal Emergency Management Agency (75% share) and the State of Alaska (25%) through the FEMA Public Assistance Program under project work sheet 132 for North Peninsula Recreation Center.

<b>FINANCE DEPARTMENT - ACCOUNT VERIFIED</b>	
Account No.	<u>260.61110.19EQ1.49999</u>
By: <u>PP</u>	Date: <u>8/19/2020</u>

Attachment: Released via email.



**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
 DIVISION OF HOMELAND SECURITY  
 AND EMERGENCY MANAGEMENT  
 Obligating Award Document for  
 Disaster - Public Assistance Presidentially Declared**

**FAIN: (Disaster Number)**

**CFDA No. 97.036 Date of Disaster Declaration**

<b>1. Project Worksheet #</b>	<b>2. DUNS #</b>	<b>3. Award <input type="checkbox"/> Amendment <input type="checkbox"/></b> <b>Amendment Number</b>	<b>4. Employer Tax ID #</b>
<b>5. Recipient Name and Address</b>		<b>6. Issuing Office and Address</b> Department of Military and Veterans Affairs Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750 <a href="http://www.ready.alaska.gov">http://www.ready.alaska.gov</a>	
<b>7. PW Obligation Date</b>	<b>Agency: Federal Emergency Management Agency (FEMA)</b>		
<b>9. Purpose of Award/Amendment:</b>			
<b>10. Grant Award and Terms and Conditions:</b> (see attached Grant Terms and Conditions) <b>Total Approved Amount:</b> <b>Total Awarded Amount:</b> Federal Share: State Share: Sub-Grantee Share: <b>See attached: Time Extension Approval Letter Grant Performance Period: through</b>			
<b>11. Grant Requirements, Assurances and Agreements:</b> (see attached Grant Requirements, Assurances and Agreements) <i>The acceptance of a grant from the United States creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant. (GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8[c]). Federal awarding agency is the Federal Emergency Management Agency (FEMA).</i>			
<b>12. Project Award Title:</b>			
<b>13. Recipient is required to sign and return one (1) copy of this document with the terms and conditions to the issuing address in Block 6, within 30 days from the date in Block 17.</b>			
<b>14. DHS&amp;EM Project Manager</b>		<b>Phone: (907) 428- Fax: (907) 428-7009 Email:</b>	
Printed Name of SPAO:			
<b>15. Signature of Jurisdiction Project Manager</b>		<b>Phone: Fax: Email:</b>	
Printed Name:			
<b>16. Signature of Jurisdiction Chief Financial Officer</b>		<b>Phone: Fax: Email:</b>	
Printed Name:			
<b>17. Signature of Jurisdiction Signatory Official</b>		<b>Date: Phone: Fax: Email:</b>	
Printed Name and Title:			
<b>18. DHS&amp;EM Signatory Official</b>		<b>Date: Phone: (907) 428-7000 Fax: (907) 428-7009 Email:</b>	

**Turn over to complete instruction acknowledgement.**



# Grant Award Instructions

As a Sub-Recipient, you are only entitled to costs that are eligible. All eligible work must conform to the Scope of Work as specified in the applicable Project Worksheet (PW). Do not assume all costs or changes will be allowed at project completion. Any change request must contain justification for the eligibility of additional costs or work.

All Emergency Work PWs (Category A and B: “Emergency Work”) must be complete six months from the date of the Disaster Declaration. All Permanent Work PWs (Categories C-G, “Permanent Work”) must be complete 18 months from the date of the Disaster Declaration. If more time is required, contact your Division Representative before the associated deadline to request a Time Extension. Ample justification is required for approval of any Time Extension Request.

Please carefully review the Damage Description and Dimensions, Scope of Work, and Cost Estimate. If you do not agree with the PW as written, or determinations regarding project eligibility, Scope of Work, time limits, funding, or other determinations, an appeal process is available. This process requires written correspondence identifying the action under appeal with an appropriate justification within 60 days of receipt of this Award. Please attach all pertinent documentation supporting your appeal and mail to:

Paul L. Nelson, Director (Acting)  
Division of Homeland Security  
and Emergency Management  
PO Box 5750  
JBER, AK 99505

Failure to follow these guidelines will jeopardize project funds and may impact future disaster assistance. Additional PWs pending approval will be transmitted in future correspondence. Please review all PWs and ask us about pending PWs to ensure all damaged sites or facilities are identified.

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As the Authorized Representative of the \_\_\_\_\_,  
I have reviewed these instructions and acknowledge our appeal rights and responsibilities under the Public Assistance Program.

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Introduced by: Cooper, Cox  
Date: 09/01/20  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2020-061**

**A RESOLUTION IN SUPPORT OF THE STATE’S USE OF ESTIMATED STUDENT  
COUNT DATA TO FUND K-12 PUBLIC EDUCATION FOR FISCAL YEAR 2021**

- WHEREAS,** pursuant to Alaska Statutes, school districts shall prepare and submit to the Alaska Department of Education and Early Development (“DEED”) a student count estimate by November 5, 2020 that will assist the DEED in determining the state aid for each school district for the current school year, and also to determine the amount of state aid for the succeeding fiscal year for which the district may be eligible under AS 14.17.400; and
- WHEREAS,** student count estimates are used each year by the State of Alaska as the basis for state aid to school districts through the Foundation Program allocation; and
- WHEREAS,** the state's operating budget (HB 205) was signed into law on May 18, 2020 with funding for the Foundation Program based on student count estimates; and
- WHEREAS,** school districts are required to submit their budget for each fiscal year to DEED by July 15th of the fiscal year; and
- WHEREAS,** a final determination for state aid under the public school funding program is based on a 20-day student count period ending the fourth Friday in October; and
- WHEREAS,** in response to the global pandemic brought about by the coronavirus, the Kenai Peninsula Borough School District (“KPBSD”) is developing flexible plans that respond to various levels of community spread and allow teaching and learning to continue throughout the 2020-2021 school year under several learning models; and
- WHEREAS,** these plans call for a variety of learning models and options for families to consider, including attending their neighborhood school in person, attending their neighborhood school through remote learning, and attending KPBSD Connections Homeschool; and
- WHEREAS,** the KPBSD may experience a significant loss in revenue for any families choosing to enroll their children in correspondence study programs on a temporary basis; and
- WHEREAS,** a significant loss in state revenue would result in a significant reduction in the maximum allowed local contribution from the borough which would exacerbate the financial challenges faced by KPBSD; and

**WHEREAS,** this funding uncertainty complicates planning efforts and will likely limit the KPBSD's ability to provide essential services amid the pandemic; and

**WHEREAS,** supporting holding the school district harmless from the current school year student count results in determining this year's school district budget would best serve the interests of the borough and school district;

**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That the Kenai Peninsula Borough Assembly supports the state's use of estimated student count data, submitted November 2019, in determining the amount of state aid under the public education funding program for Fiscal Year 2021.

**SECTION 2.** That copies of this resolution shall be provided to Governor Michael Dunleavy, Commissioner Dr. Michael Johnson, Senator Gary Stevens, Representative Harriet Drummond and Representative Andi Story.

**SECTION 3.** That this resolution shall become effective immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 1ST DAY OF SEPTEMBER, 2020.**

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Kelly Cooper, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough Assembly

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## MEMORANDUM

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Kelly Cooper, Assembly President <sup>JB</sup>  
Tyson Cox, Assembly Member <sub>JC</sub>

**DATE:** August 20, 2020

**RE:** Resolution 2020-061, In Support of the State's Use of Estimated Student Count Data to Fund K-12 Public Education for Fiscal Year 2021 (Cooper, Cox)

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The COVID-19 pandemic has created widespread concerns throughout the United States regarding the pending return to school in the Fall of 2020. School districts are experiencing unprecedented enrollment migration to home school programs. Funding for school districts in Alaska is determined using a formula based largely on student count estimates conducted each October. Without legislative and/or Alaska administrative action this loss of in-person enrollment will cause a significant loss of revenue for school districts throughout the state including the Kenai Peninsula Borough School District (KPBSD).

The KPBSD Administration has met with Commissioner Johnson and his senior finance team to express this concern and offer solutions. One proposed solution was to hold school district funding harmless from the student count to be submitted in November 2020 for FY21 as a temporary measure. Funding would instead be based on the student count data submitted in November 2019.

The state's operating budget for FY21 was signed into law on May 18, 2020. Normally this would be increased or decreased during the school year after receipt of the student count data for the current fiscal year. Given the anticipated substantial drop in attendance this Fall, the district is gravely concerned that without this funding it would be forced to make draconian cuts resulting in laying off of staff, closing pools, theatres, buildings, and other significant spending cuts.

Your support of this resolution would be appreciated.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

2018 - 2019 SCHOOL YEAR

Friday Nov 22 2019

ADM PROJECTED ENROLLMENT	TOTAL ADM	ADM DIFF +/-	SCHOOLS	KD GN	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10T H	11T H	12T H	Enrollm ent Total	Inc. P/S Enrollme nt Total
193	183.00	-10.00	Aurora Borealis Charter	24	24	24	22	19	24	15	17	14	0	0	0	0	183	183
124	123.00	-1.00	Chapman	14	12	17	13	13	12	16	14	12	0	0	0	0	123	133
753	884.00	131.00	Connections Program	53	37	52	45	63	67	49	82	71	63	84	105	113	884	884
15	13.00	-2.00	Cooper Landing	1	1	2	2	2	2	0	2	0	2	0	1	0	13	13
119	126.00	7.00	Fireweed Academy	20	14	15	21	18	13	25	0	0	0	0	0	0	126	126
32	29.00	-3.00	Homer Flex	0	0	0	0	0	0	0	0	0	5	7	4	13	29	29
400	366.00	-34.00	Homer High	0	0	0	0	0	0	0	0	0	97	89	96	84	366	366
182	175.00	-7.00	Homer Middle	0	0	0	0	0	0	0	0	78	97	0	0	0	175	175
18	16.00	-2.00	Hope Elementary/High	2	0	2	2	0	1	1	2	2	3	1	0	0	16	16
40	39.00	-1.00	Kachemak Selo	3	2	4	3	2	0	5	1	3	5	4	5	2	39	39
260	260.00	0.00	Kaleidoscope Charter	40	42	45	42	43	48	0	0	0	0	0	0	0	260	260
422	441.00	19.00	K-Beach Elementary	58	71	62	55	78	59	58	0	0	0	0	0	0	441	442
65	54.00	-11.00	Kenai Alternative	0	0	0	0	0	0	0	0	0	1	5	11	37	54	71
480	425.00	-55.00	Kenai Central High	0	0	0	0	0	0	0	0	0	116	119	107	83	425	425
361	370.00	9.00	Kenai Middle	0	0	0	0	0	0	131	133	106	0	0	0	0	370	370
10	5.00	-5.00	Marathon	0	0	0	0	0	0	0	0	0	2	1	2	0	5	5
117	123.00	6.00	McNeil Canyon Elementary	18	17	20	13	20	18	17	0	0	0	0	0	0	123	123
19	19.00	0.00	Moose Pass Elementary	2	4	4	1	3	4	1	0	0	0	0	0	0	19	19
469	420.00	-49.00	Mountain View Elementary	63	65	68	71	71	82	0	0	0	0	0	0	0	420	446
76	77.00	1.00	Nanwalek Elementary/High	3	8	8	7	4	6	4	4	8	8	5	4	8	77	77
371	342.00	-29.00	Nikiski Middle/High	0	0	0	0	0	0	53	52	55	50	39	53	40	342	342
308	323.00	15.00	Nikiski North Star Elementary	59	41	49	56	59	59	0	0	0	0	0	0	0	323	345
78	48.00	-30.00	Nikolaevsk Elem/High	4	2	1	2	3	5	3	1	2	5	6	5	9	48	48
107	110.00	3.00	Ninilchik Elementary/High	5	10	7	3	14	8	10	7	7	9	10	11	9	110	119
194	177.00	-17.00	Paul Banks Elementary	56	58	63	0	0	0	0	0	0	0	0	0	0	177	210
38	33.00	-5.00	Port Graham	2	4	1	3	4	3	2	3	1	3	2	2	3	33	33
96	83.00	-13.00	Razdolna	5	6	4	9	5	8	2	13	4	10	11	4	2	83	83
320	344.00	14.00	Redoubt Elementary	47	37	56	57	44	53	50	0	0	0	0	0	0	344	364
70	89.00	19.00	River City Academy	0	0	0	0	0	0	0	15	18	22	12	13	9	89	89
272	257.00	-15.00	Seward Elementary	39	36	48	35	47	52	0	0	0	0	0	0	0	257	288
155	153.00	-2.00	Seward High	0	0	0	0	0	0	0	0	0	33	37	46	37	153	153
136	140.00	4.00	Seward Middle	0	0	0	0	0	0	46	54	40	0	0	0	0	140	140
429	404.00	-25.00	Skyview Middle	0	0	0	0	0	0	195	209	0	0	0	0	0	404	404
252	255.00	3.00	Soldotna Elementary	38	33	34	34	36	41	39	0	0	0	0	0	0	255	296
738	678.00	-60.00	Soldotna High	0	0	0	0	0	0	0	0	0	184	178	167	149	678	678
165	164.00	-1.00	Soldotna Montessori Charter	21	24	26	22	23	25	23	0	0	0	0	0	0	164	164
194	182.00	-12.00	Sterling Elementary	27	28	26	32	23	21	25	0	0	0	0	0	0	182	196
37	32.00	-5.00	Susan B. English	5	3	2	2	1	5	4	0	2	2	1	2	3	32	32
30	21.00	-9.00	Tebaghna Elementary/High	2	1	4	0	1	1	2	4	2	1	1	1	1	21	21
178	145.00	-33.00	Tustumena Elementary	14	18	23	15	25	31	19	0	0	0	0	0	0	145	161
99	110.00	11.00	Voznesenka	9	12	8	10	6	6	10	7	12	6	12	7	5	110	120
259	240.00	-19.00	West Homer Elementary	0	0	0	0	67	50	62	61	0	0	0	0	0	240	240
<b>8,681.00</b>	<b>8,478.00</b>	<b>-203.00</b>		<b>634</b>	<b>610</b>	<b>675</b>	<b>644</b>	<b>677</b>	<b>714</b>	<b>673</b>	<b>682</b>	<b>667</b>	<b>625</b>	<b>624</b>	<b>646</b>	<b>607</b>	<b>8,478</b>	<b>8,728</b>







Introduced by: Mayor  
Date: 09/15/20  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2020-064**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO COOPERATIVE AGREEMENTS BETWEEN THE KENAI PENINSULA BOROUGH AND THE CITIES OF HOMER, KENAI, SELDOVIA, SEWARD, SOLDOTNA AND KACHEMAK CITY FOR THE COOPERATIVE AND/OR JOINT ADMINISTRATION OF POWERS RELATING TO THE USE OF CARES ACT CORONAVIRUS RELIEF FUNDS RECEIVED FROM THE STATE OF ALASKA**

**WHEREAS,** the Alaska State Legislature has provided funding to the Kenai Peninsula Borough through the Coronavirus Relief Fund (CRF), a pass-through program authorized by federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act); and

**WHEREAS,** funding to the borough in the total amount of \$37,458,449.47 is being provided to the borough in three installments, and all funds received must be liquidated by December 30, 2020; and

**WHEREAS,** these funds may only be used to cover costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the coronavirus disease 2019, (2) were not accounted for in the budget most recently approved as of March 27, 2020 by the borough, and (3) were incurred during the performance period of March 1, 2020 through December 30, 2020; and

**WHEREAS,** the six incorporated cities in the borough also received CARES Act CRF funds from the State of Alaska subject to the same restrictions; and

**WHEREAS,** the residents, businesses and other organizations located in the cities are also in the borough, and many businesses and other organizations located in the borough operate both inside and outside of the cities; and

**WHEREAS,** this pandemic has drastically impacted the entire borough and coordinating the use of these funds with the cities in an effort to mitigate some of these impacts serves the best interests of the borough; and

**WHEREAS,** the cities have asked the borough to cooperate with them in the administration of functions and powers to support COVID 19 response and recovery efforts within the borough in furtherance of the CRF grants by subgranting some of the CRF funds received by the borough to support qualifying CRF programs operated by the cities; and

**WHEREAS,** the borough fire service areas have entered into mutual aid agreements with the city fire departments and the borough Office of Emergency Management coordinates disaster response efforts with the cities; and

**WHEREAS,** the borough has nonareawide economic development powers and emergency response powers, and areawide powers to provide for operations and programs of senior citizen organizations located in the borough; and

**WHEREAS,** all of the incorporated cities in the borough possess the power to provide for economic development, and to operate senior citizen organizations within their boundaries; and

**WHEREAS,** AS 29.35.010(13) authorizes all municipalities to enter into agreements for cooperative administration of any function or power with another municipality subject to other provisions of law; and

**WHEREAS,** the cooperative agreements, which may be included in the subgrant agreements with the cities, shall include a provision for the cooperative or joint administration of powers between the borough and each city as necessary to subgrant some of the CRF funds granted to the borough to assist in the response to and recovery from the COVID-19 pandemic emergency;

**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** The Kenai Peninsula Borough Assembly hereby authorizes the borough mayor to execute agreements with the cities in the borough for cooperative or joint administration of functions or powers through subgranting CRF funds to the cities of Homer, Kenai, Seldovia, Seward, Soldotna, and Kachemak City, up to the assembly approved grant amounts for each city.

**SECTION 2.** That this resolution takes effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 15TH DAY OF SEPTEMBER, 2020.**

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Kelly Cooper, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

**MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *JCB*

**FROM:** Colette Thompson, Borough Attorney *CT*  
Brenda Ahlberg, Community & Fiscal Projects Manager *Bl*  
Brandi Harbaugh, Finance Director *BH*

**DATE:** September 3, 2020

**RE:** Resolution 2020-064, Authorizing the Mayor to Enter into Cooperative Agreements Between the Kenai Peninsula Borough and the Cities of Homer, Kenai, Seldovia, Seward, Soldotna and Kachemak City for the Cooperative and/or Joint Administration of Powers Relating to the Use of Cares Act Coronavirus Relief Funds Received from the State of Alaska (Mayor)

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The Kenai Peninsula Borough Assembly authorized amendments to the CARES Act Coronavirus Relief fund (CRF) spending plan which included the distribution of some of those funds to the cities in the borough. These will be in the form of subgrants to the cities as subgrantees to further assist the borough residents and organizations during the pandemic.

As the borough is a second class borough, it has only those powers granted by statute or approved by the voters. AS 29.35.010(13) authorizes the borough to enter into an agreement, including an agreement for cooperative or joint administration of any function or power with a municipality.

This resolution would authorize the mayor to enter into cooperative agreements with the cities to cooperatively or jointly administer powers or functions with the cities through subgranting CRF funds to the cities.

Your support would be appreciated.

Introduced by: Mayor  
Date: 09/15/20  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2020-065**

**A RESOLUTION AUTHORIZING ONE NEW DISPATCHER I POSITION IN THE  
SOLDOTNA PUBLIC SAFETY COMMUNICATIONS CENTER**

- WHEREAS,** for many years the Kenai Peninsula Borough (Borough) has partnered with the Alaska Department of Public Safety (DPS) to provide 911 call-taking and dispatch services in the borough at the Soldotna Public Safety Communications Center (“SPSCC”); and
- WHEREAS,** the State of Alaska Department of Public Safety (DPS) is in the process of attempting to consolidate emergency dispatch services for Alaska State Troopers in a new center currently proposed to be located in Palmer; and
- WHEREAS,** the Kenai Peninsula Borough gave notice of intent to terminate the current contract between the DPS and the borough effective July 1, 2021 and has been in discussions regarding this transition; and
- WHEREAS,** under our current agreement the state is required to provide seven dispatchers and at least one shift supervisor and the borough is to provide six dispatchers, three shift supervisors, the dispatch center manager and one 911 IT specialist; and
- WHEREAS,** on Friday, August 21, 2020, one state dispatcher at the SPSCC departed from their employment by the state; and
- WHEREAS,** the state has notified the borough that it does not intend to fill this position until Governor Dunleavy’s Working Group established under Administrative Order 318 has concluded; and
- WHEREAS,** this vacancy has resulted in a shortage of five personnel at the SPSCC and this vacancy needs to be filled promptly; and
- WHEREAS,** the borough’s best interests would be served by filling this position and funds are being requested in ordinance 2020-19-06; and
- WHEREAS,** based on correspondence with the DPS, the borough expects to receive full reimbursement under our agreement for the cost of the dispatcher through June 30, 2021 to replenish the fund balance;

**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** The assembly hereby authorizes the addition of one new dispatcher position at a range M to the SPSCC which is a classified position and hereby authorized in 911 Communications.

**SECTION 2.** That this resolution takes effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 15TH DAY OF SEPTEMBER, 2020.**

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Kelly Cooper, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough  
Soldotna Public Safety Communications Center

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**MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*  
Kim Saner, Human Resources Director *JCB*

**FROM:** Lisa Kosto, Senior Manager *LK*

**DATE:** September 3, 2020

**RE:** Resolution 2020-065 Authorizing One New Dispatcher I Position in the Soldotna Public Safety Communications Center (Mayor)

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This resolution authorizes one new borough Dispatcher I position in the Soldotna Public Safety Communications Center. On August 21, 2020 a state dispatcher located in the Soldotna Public Safety Communications Center (SPSCC) separated from their employment with the state.

The state is working towards centralizing its 911 call taking and dispatch services to a center that is expected to provide statewide coverage for calls requiring trooper responses. The current contract between the borough and the state for the joint operation of the SPSCC will end on July 1, 2021.

The state does not plan to fill the recently vacated position at SPSCC but has indicated it expects to reimburse the borough for costs involved in covering the vacancy per the contract. The administration believes the borough's best interests would be served by making this a borough position so the person can remain at the SPSCC after the contract terminates and will have completed much of their needed training.

Your favorable consideration would be appreciated.





Introduced by: Mayor  
Date: 09/15/20  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2020-066**

**A RESOLUTION EXTENDING THE DEADLINE FOR SUBMISSION OF THE  
ANADROMOUS WATERS HABITAT PROTECTION WORK GROUP'S FINAL  
REPORT**

**WHEREAS**, an Anadromous Waters Habitat Protection Work Group (“AWHPWG”) was formed by Resolution 2019-058 on November 5, 2019 and amended by Resolution 2020-09; and

**WHEREAS**, Resolution 2019-058 set a March 23, 2020 deadline to submit a final report to the planning commission; and

**WHEREAS**, the AWHPWG’s first meeting was held March 12, 2020; and

**WHEREAS**, due to the ongoing statewide COVID-19 related disaster emergency, all future AWHPWG meetings were postponed; and

**WHEREAS**, Resolution 2020-021 extended the deadline for the AWHPWG’s final report to the planning commission to October 13, 2020; and

**WHEREAS**, the AWHPWG requires additional time to hold meetings for public testimony and discussions, to diligently review the current anadromous stream habitat protection permit process and potentially recommend amendments to KPB 21.18 as required by Resolution 2019-058; and

**WHEREAS**, it is anticipated that the AWHPWG will begin meeting again soon;

**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** The deadline for the final report of the AWHPWG to the planning commission is extended to May 3, 2021.

**SECTION 2.** That this resolution takes effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 15TH DAY OF SEPTEMBER, 2020.**

---

Kelly Cooper, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

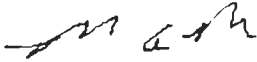
Kenai Peninsula Borough  
Planning Department

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**MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*

**FROM:** Marcus Mueller, Acting Planning Director 

**DATE:** September 3, 2020

**RE:** Resolution 2020-066, Extending the Deadline for Submission of the Anadromous Waters Habitat Protection Work Group's Final Report (Mayor)

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The Anadromous Waters Habitat Protection Work Group ("AWHPWG") was formed by Resolution 2019-58 on November 5, 2019 and amended by Resolution 2020-009 on January 21, 2020. Resolution 2019-58 required the AWHPWG to provide a final report to the planning commission, including recommendations for ordinance amendments, by March 23, 2020. Resolution 2020-21, as amended, extended the deadline to October 13, 2020.

The start date for the group was delayed by amendments to the original formation and appointment legislation. The AWHPWG held its first meeting on March 12, 2020. The group's second meeting, scheduled for March 23, 2020, was canceled due to the COVID-19 pandemic. All subsequent meetings have been postponed.

To provide the group enough time to meet, discuss, consider, and give due diligence to a full review of KPB 21.18, more than one meeting is needed. Therefore, it is requested that the assembly extend the deadline to report to the planning commission to May 3, 2021.

Your consideration of this resolution is appreciated.



Introduced by: Mayor  
Date: 09/15/20  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2020-067**

**A RESOLUTION AUTHORIZING THE ASSEMBLY PRESIDENT TO SIGN KENAI PENINSULA BOROUGH, CITY OF KENAI AND CITY OF SOLDOTNA JOINT RESOLUTION NO. 2020-001, ENCOURAGING ALL RESIDENTS TO TAKE THE NECESSARY PRECAUTIONS AND FOLLOW THE RECOMMENDED PREVENTATIVE MEASURES OF THE CENTER FOR DISEASE CONTROL TO REDUCE THE SPREAD OF COVID-19 IN OUR COMMUNITY DURING THE PUBLIC HEALTH EMERGENCY**

**WHEREAS,** the borough mayor issued a Disaster Emergency Declaration on March 16, 2020, due to the current and expected imminent impacts of the COVID-19 pandemic in the areas of the Kenai Peninsula Borough outside of the cities; and

**WHEREAS,** the disaster declaration has been extended to December 30, 2020; and

**WHEREAS,** the borough believes the best of interest of the public would be served by entering into Joint Resolution No. 2020-001 with the cities of Soldotna and Kenai for the promotion of community awareness to take all necessary precautions and to follow the recommended preventative measures of the Center for Disease Control (“CDC”) to reduce the spread of COVID-19 in our communities;

**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That Kenai Peninsula Borough Assembly President is authorized to sign Joint Resolution 2020-001 on behalf of the Kenai Peninsula Borough encouraging all residents to take necessary precautions and follow the recommendations of the CDC in an effort to help control and reduce the spread of the COVID-19 virus in our communities.

**SECTION 2.** That this resolution shall become effective immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 15TH DAY OF SEPTEMBER, 2020.**

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Kelly Cooper, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk


Yes:

No:

Absent:

**MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Charlie Pierce, Mayor 

**DATE:** September 3, 2020

**RE:** Resolution 2020-~~067~~ Authorizing the Assembly President to Sign Kenai Peninsula Borough, City of Kenai and City of Soldotna Joint Resolution No. 2020-001, Encouraging all Residents to Take the Necessary Precautions and Follow the Recommended Preventative Measures of the Center for Disease Control to Reduce the Spread of COVID-19 in Our Community During the Public Health Emergency (Mayor)

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This resolution authorizes the Assembly President to sign Joint Resolution 2020-001 which encourages the residents of the Kenai Peninsula Borough, including the cities of Kenai and Soldotna, to take the necessary precautions and follow the recommendations of the Center for Disease Control (CDC) in an effort to help prevent the spread of COVID-19 in our communities.

COVID-19 is a significant health risk to our residents and poses a potential burden on our local health care providers. Preventative measures are the best defense against the spread of this virus. Joint Resolution 2020-001 will serve as a reminder to all residents that they can help prevent the spread of this virus by practicing the CDC's recommended mitigation measures.

Your consideration of this resolution is appreciated.

**KENAI PENINSULA BOROUGH  
CITY OF KENAI  
CITY OF SOLDOTNA**

**JOINT RESOLUTION NO. 2020-001**

**A JOINT RESOLUTION OF THE ASSEMBLY OF THE KENAI PENINSULA  
BOROUGH AND COUNCILS OF THE CITY OF KENAI AND CITY OF SOLDOTNA,  
ENCOURAGING ALL RESIDENTS TO TAKE THE NECESSARY PRECAUTIONS AND  
FOLLOW THE RECOMMENDED PREVENTATIVE MEASURES OF THE CDC TO REDUCE  
THE SPREAD OF COVID-19 IN OUR COMMUNITY DURING  
THE PUBLIC HEALTH EMERGENCY**

- WHEREAS,** the coronavirus disease 2019 (COVID-19) Pandemic was declared an emergency by the Kenai Peninsula Borough, the City of Kenai and the City of Soldotna; and
- WHEREAS,** Governor Dunleavy and Department of Health and Social Services Commissioner Adam Crum have issued health mandates to prevent the spread of the disease; and
- WHEREAS,** COVID-19 poses a significant risk to the health of the community and our local health care system; and
- WHEREAS,** Governor Dunleavy has yielded management and mitigation responsibilities of the COVID-19 public health emergency to the local government level; and
- WHEREAS,** maintaining uniformity among the central peninsula communities is a preferred approach to management and mitigation of the COVID-19 public health emergency; and
- WHEREAS,** preventative measures are the best defense against the spread of the virus; and
- WHEREAS,** residents of our collective communities are strongly encouraged to practice the mitigation measures listed below which have been recommended by the Centers for Disease Control and Prevention (CDC) and have shown to reduce the spread of coronavirus:
- Cover your mouth and nose with a mask when in public settings and in areas where social distancing is not possible (masks should not be placed on young children under age two, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance)
  - Avoid close physical contact and stay at least six feet from other people
  - Wash your hands often
  - Clean and disinfect frequently touched surfaces
  - Avoid touching your eyes, nose, and mouth with unwashed hands
  - Avoid going out in public or going to work if you feel ill; and
- WHEREAS,** the economy and wellbeing of our community rests in the hands of individuals who choose to practice good hygiene and are courteous to each other; and
- WHEREAS,** we all have a responsibility to ourselves and each other to keep our community strong and healthy;

**NOW, THEREFORE, BE IT RESOLVED BY THE KENAI PENINSULA BOROUGH ASSEMBLY AND THE COUNCILS OF THE CITY OF KENAI AND CITY OF SOLDOTNA:**

- SECTION 1.** Wearing a cloth face covering or mask in public, physical and social distancing, washing your hands, disinfecting frequently touched surfaces, not touching your face and staying home if you feel ill are action that will reduce negative impacts to our local economy during the public health emergency and the Kenai Peninsula Borough Assembly and the



Councils of the City of Kenai and City of Soldotna strongly encourage all residents to practice these recommended measures to prevent the spread of disease in our communities.

**SECTION 2.** That this resolution takes effect immediately upon adoption of the Kenai Peninsula Borough Assembly and the City Councils of the City of Kenai and City of Soldotna.

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**APPROVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
Kelly Cooper, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, MMC, Borough Clerk

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**APPROVED BY THE COUNCIL OF THE CITY OF KENAI THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
Brian Gabriel Sr., Mayor

ATTEST:

\_\_\_\_\_  
Jamie Heinz, CMC, City Clerk

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**APPROVED BY THE COUNCIL OF THE CITY OF SOLDOTNA THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
Pete Sprague, Mayor

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk



Introduced by: Mayor  
Date: 09/15/20  
Hearing: 10/13/20  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2020-19-07**

**AN ORDINANCE APPROPRIATING REFINANCED 2013 BEAR CREEK FIRE  
SERVICE AREA GENERAL OBLIGATION BOND PROCEEDS FOR THE PURPOSE  
OF PAYING BOND REFINANCING ISSUANCE COSTS**

**WHEREAS,** the Kenai Peninsula Borough, Alaska (the “Borough”), to finance certain capital improvements in the Bear Creek Fire Service Area, issued and sold its Bear Creek Fire Service Area General Obligation Bonds, Series 2013, dated March 12, 2013, in the original principal amount of \$1,215,000 (the “2013 Bond”) to the Alaska Municipal Bond Bank (the “Bond Bank”), as authorized by Resolution No. 2012-091 of the Borough adopted on December 4, 2012 (the “Bond Resolution”), based on terms and conditions set forth in the Bond Resolution and a loan agreement between the Borough and the Bond Bank dated as of March 1, 2013 (the “Loan Agreement”); and

**WHEREAS,** the Bond Bank issued and sold its General Obligation and Refunding Bonds, 2013 Series One (the “Bond Bank Bonds”), to, among other things, provide funds to purchase the 2013 Bond, as provided in the Loan Agreement; and

**WHEREAS,** Section 6 of the Loan Agreement provides that payments of principal of and interest on the 2013 Bond may be adjusted to reduce debt service on the 2013 Bond if the Bond Bank is able to achieve debt service savings by refunding the Bond Bank Bonds; and

**WHEREAS,** the Bond Bank now intends to issue a series of its general obligation refunding bonds (the “Bond Bank Refunding Bonds”) for the purpose, among others, of refunding all, or a portion, of the outstanding Bond Bank Bonds and achieving debt service savings; and

**WHEREAS,** through Resolution 2020-044, the assembly approved the Borough’s participation in this refinancing and to authorize the mayor or his designee to accept a revised debt service schedule for the 2013 Bond if the Bond Bank successfully refinances the Bond Bank Bonds; and

**WHEREAS,** the Bond Bank anticipates a refinancing closing date of September 2020;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That 2013 refinanced Bear Creek Fire Service Area bond proceeds in the amount of up to \$6,860 are appropriated to the Bear Creek Fire Service Area Capital Project Fund, account number 442.51210.21BND.49999 to pay costs related to the issuance.

**SECTION 2.** That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 3.** That eligible costs incurred prior to the appropriation date will be charged to the project.

**SECTION 4.** This ordinance takes effect immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2020.**

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Kelly Cooper, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

**MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*

**FROM:** Brandi Harbaugh, Finance Director *BH*

**DATE:** September 3, 2020

**SUBJECT:** Ordinance 2020-19- 07, Appropriating Refinanced 2013 Bear Creek Fire Service Area General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor)

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In May 2020, the Kenai Peninsula Borough Assembly approved Resolution 2020-044, authorizing the Borough's participation in the refinancing of select series for the 2013 Bear Creek Fire Service Area general obligation bonds.

Due to reductions in long term interest rates, the Alaska Municipal Bond Bank has determined that a portion of the outstanding 2013 Bear Creek Fire Service Area bonds could be refinanced, with potential savings to borough residents of approximately \$50,000 in interest over the remaining life of the debt. This ordinance appropriates refinanced bond proceeds for the purpose of paying costs related to the issuance of the bond refinancing.

Your consideration is appreciated.

<b>FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED</b>	
Acct. No.	<u>442.00000.21BND.39010</u>
Amount:	<u>\$6,860.00</u>
By: <u>PP</u>	Date: <u>9/2/2020</u>



Introduced by: Mayor  
Date: 09/15/20  
Hearing: 10/13/20  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2020-19-08**

**AN ORDINANCE APPROPRIATING REFINANCED 2013 SCHOOL GENERAL  
OBLIGATION BOND PROCEEDS FOR THE PURPOSE OF PAYING BOND  
REFINANCING ISSUANCE COSTS**

**WHEREAS**, the Kenai Peninsula Borough, Alaska (the “Borough”), to finance certain educational capital improvements, issued and sold its Education Capital Improvement General Obligation Bond, Series 2013, dated November 14, 2013, in the original principal amount of \$20,860,000 (the “2013 Bond”) to the Alaska Municipal Bond Bank (the “Bond Bank”), as authorized by Resolution No. 2013-071 of the Borough adopted on October 8, 2013 (the “Bond Resolution”), based on terms and conditions set forth in the Bond Resolution and a loan agreement between the Borough and the Bond Bank dated as of November 1, 2013 (the “Loan Agreement”); and

**WHEREAS**, the Bond Bank issued and sold its General Obligation Bonds, 2013 Series Three (the “Bond Bank Bonds”), to, among other things, provide funds to purchase the 2013 Bond, as provided in the Loan Agreement; and

**WHEREAS**, Section 6 of the Loan Agreement provides that payments of principal of and interest on the 2013 Bond may be adjusted to reduce debt service on the 2013 Bond if the Bond Bank is able to achieve debt service savings by refunding the Bond Bank Bonds; and

**WHEREAS**, the Bond Bank now intends to issue a series of its general obligation refunding bonds (the “Bond Bank Refunding Bonds”) for the purpose, among others, of refunding all, or a portion, of the outstanding Bond Bank Bonds and achieving debt service savings; and

**WHEREAS**, through Resolution 2020-042, the assembly approved the Borough’s participation in this refinancing and to authorize the mayor or his designee to accept a revised debt service schedule for the 2013 Bond if the Bond Bank successfully refinances the Bond Bank Bonds; and

**WHEREAS**, the Bond Bank anticipates a refinancing closing date of September 2020;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That 2013 refinanced school bond proceeds in the amount of up to \$6,860.00 are appropriated to the School Bond Capital Project Fund, account number 401.78050.21BND.49999 to pay costs related to the issuance.

**SECTION 2.** That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 3.** That eligible costs incurred prior to the appropriation date will be charged to the project.

**SECTION 4.** This ordinance takes effect immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2020.**

\_\_\_\_\_  
Kelly Cooper, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



**MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*

**FROM:** Brandi Harbaugh, Finance Director *BH*

**DATE:** September 3, 2020

**SUBJECT:** Ordinance 2020-19 08, Appropriating Refinanced 2013 School General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor)

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In May 2020, the Kenai Peninsula Borough approved Resolution 2020-042, authorizing the Borough's participation in the refinancing of select series for the 2013 school general obligation bonds.

Due to reductions in long term interest rates, the Alaska Municipal Bond Bank has determined that a portion of the outstanding 2013 school bonds could be refinanced, with potential savings to borough residents of approximately \$670,000 in interest over the remaining life of the debt. This ordinance appropriates refinanced bond proceeds for the purpose of paying costs related to the issuance of the bond refinancing.

Your consideration is appreciated.

<b>FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED</b>	
Acct. No.	<u>401.00000.21BND.39010</u>
Amount:	<u>\$6,860.00</u>
By: <u>PP</u>	Date: <u>9/2/2020</u>



Introduced by: Mayor  
Date: 09/15/20  
Hearing: 10/13/20  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2020-19-09**

**AN ORDINANCE APPROPRIATING REFINANCED 2011 HOSPITAL GENERAL  
OBLIGATION BOND PROCEEDS FOR THE PURPOSE OF PAYING BOND  
REFINANCING ISSUANCE COSTS**

**WHEREAS,** the Kenai Peninsula Borough, Alaska (the “Borough”), refunded its Central Kenai Peninsula Hospital Service Area General Obligation Bonds, Series 2003, dated December 18, 2003, with proceeds of its Central Kenai Peninsula Hospital Service Area General Obligation Refunding Bonds, 2011, in the original principal amount of \$27,905,000 (the “2011 Bond”); and

**WHEREAS,** the 2011 Bond was issued pursuant to Borough Resolution 2011-073, adopted by the Assembly on July 5, 2011 (the “Bond Resolution”) and purchased by the Alaska Municipal Bond Bank (the “Bond Bank”), based on the terms and conditions set forth in the Bond Resolution and a loan agreement between the Borough and the Bond Bank dated as of September 15, 2011 (the “Loan Agreement”); and

**WHEREAS,** the Bond Bank issued and sold its General Obligation and Refunding Bonds, 2011 Series Three (the “Bond Bank Bonds”), to, among other things, provide funds to purchase the 2011 Bond, as provided in the Loan Agreement; and

**WHEREAS,** Section 6 of the Loan Agreement provides that payments of principal of and interest on the 2011 Bond may be adjusted to reduce debt service on the 2011 Bond if the Bond Bank is able to achieve debt service savings by refunding the Bond Bank Bonds; and

**WHEREAS,** the Bond Bank now intends to issue a series of its general obligation refunding bonds (the “Bond Bank Refunding Bonds”) for the purpose, among others, of refunding all, or a portion, of the outstanding Bond Bank Bonds and achieving debt service savings; and

**WHEREAS,** through Resolution 2020-043, the assembly approved the Borough’s participation in this refinancing and to authorize the mayor or his designee to accept a revised debt service schedule for the 2011 Bond if the Bond Bank successfully refinances the Bond Bank Bonds; and

**WHEREAS,** the Bond Bank anticipates a refinancing closing date of September 2020;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That 2011 refinanced hospital bond proceeds in the amount of up to \$6,860 are appropriated to the Central Peninsula Hospital Capital Project Fund, account number 490.81110.21BND.49999 to pay costs related to the issuance.

**SECTION 2.** That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

**SECTION 3.** That eligible costs incurred prior to the appropriation date will be charged to the project.

**SECTION 4.** This ordinance takes effect immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY OF \*, 2020.**

---

Kelly Cooper, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

**MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *CP*

**FROM:** Brandi Harbaugh, Finance Director *BH*

**DATE:** September 3, 2020

**SUBJECT:** Ordinance 2020-19-09, Appropriating Refinanced 2011 Hospital General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor)

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In May 2020, the Kenai Peninsula Borough Assembly approved Resolution 2020-043, authorizing the Borough's participation in the refinancing of select series for the 2011 hospital general obligation bonds.

Due to reductions in long term interest rates, the Alaska Municipal Bond Bank has determined that a portion of the outstanding 2011 hospital bonds could be refinanced, with potential savings to borough residents of approximately \$200,000 in interest over the remaining life of the debt. This ordinance appropriates refinanced bond proceeds for the purpose of paying costs related to the issuance of the bond refinancing.

Your consideration is appreciated.

<b>FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED</b>	
Acct. No.	<u>490.00000.21BND.39010</u>
Amount:	<u>\$6,860.00</u>
By: <u>PP</u>	Date: <u>9/2/2020</u>



Introduced by: Mayor  
Date: 09/15/20  
Hearing: 10/13/20  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2020-39**

**AN ORDINANCE PROVIDING FOR EXTENSION OF AN EXCEPTION TO THE  
OPERATING AGREEMENT BETWEEN THE KENAI PENINSULA  
BOROUGH AND CENTRAL PENINSULA GENERAL HOSPITAL, INC. TO  
ALLOW CASH IN EXCESS OF 90 DAYS TO BE RETAINED BY CENTRAL  
PENINSULA GENERAL HOSPITAL, INC. AS OF SEPTEMBER 30, 2020 DUE  
TO THE COVID-19 PANDEMIC**

- WHEREAS,** the borough mayor issued a Disaster Emergency Declaration on March 16, 2020, due to the current and imminent impacts of the COVID-19 pandemic in the areas of the borough outside of the cities; and
- WHEREAS,** the assembly adopted Resolution 2020-060 on August 18, 2020 extending the disaster emergency to December 30, 2020; and
- WHEREAS,** the COVID-19 pandemic has resulted in 17 mandates issued by the State of Alaska, some of which have severely restricted hospital operations, adversely impacting finances and cash flow for Central Peninsula General Hospital, Inc. (CPGH, Inc.); and
- WHEREAS,** CPGH, Inc. estimates it will have cash exceeding 90 days' cash on hand as of September 30, 2020 due to the receipt of Medicare payments from the Accelerated and Advance Payment Program administered by the Centers for Medicare and Medicare Services (CMS) in the amount of \$17,958,796; and
- WHEREAS,** the advanced payment was received by CPGH, Inc. from CMS on April 20, 2020 and was originally slated for repayment 120 days following disbursement; and
- WHEREAS,** CPGH, Inc. has received notice that the CMS has postponed withholding claims payments until at least September 2020 to repay the advanced payment CPGH, Inc. received; and
- WHEREAS,** when CMS begins withholding claims payments to repay the advanced payment CPGH, Inc. received, it will reduce cash flow to CPGH, Inc. and increase cash out flow; and

**WHEREAS,** the current operating agreement between the borough and CPGH, Inc., requires cash in excess of 90 days operating cash on hand be transferred to the borough for deposit into the Plant Replacement and Expansion Fund; and

**WHEREAS,** given the current COVID-19 situation the CPGH, Inc. administration has requested assembly consideration that CPGH, Inc. be allowed to retain the cash in excess of 90 days operating cash on hand on September 30, 2020; and

**WHEREAS,** CPGH Inc. has also requested to maintain the extension with prior mayor approval beyond the September 30, 2020 quarter end, as the repayment date may be extended again; and

**WHEREAS,** extending the exception until the CMS loan is repaid in full or CMS converts the loan into a grant would allow CPGH, Inc. to utilize the loan funding to provide repayment without partially liquidating the 90 days operating cash on hand and retain adequate cash to operate the hospital until the loan is repaid or forgiven; and

**WHEREAS,** if an exception is not authorized, CPGH, Inc. will need to submit several ordinances to the Kenai Peninsula Borough Assembly for approval over time to appropriate funds needed to repay the loan to CMS, while potentially reducing operating cash to a level below 90 days during the time needed to consider each ordinance; and

**WHEREAS,** at its meeting held on September 24, 2020 the CPGH, Inc. board recommended \_\_\_\_\_;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That CPGH, Inc. is authorized to retain 135 days' operating cash on hand on September 30, 2020 to fund the required repayment of advanced Medicare payments to CMS until CPGH, Inc. has repaid those funds to CMS.

**SECTION 2.** The mayor may approve similar subsequent requests to allow CPGH, Inc. to retain cash in excess of 90 days operating cash, after thorough review until the Medicare loan is repaid in full or CMS converts the loan into a grant.

**SECTION 3.** That this ordinance takes effect immediately upon enactment.



**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY  
OF \*, 2020.**

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Kelly Cooper, Assembly President

ATTEST:

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Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

# Kenai Peninsula Borough

## Finance Department

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### MEMORANDUM

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Borough Mayor *CP*

**FROM:** Brandi Harbaugh, Finance Director *BH*

**DATE:** September 3, 2020

**RE:** Ordinance 2020 - 39, Providing for Extension of an Exception to the Operating Agreement Between the Kenai Peninsula Borough and Central Peninsula General Hospital, Inc. to Allow Cash in Excess of 90 Days to be Retained by Central Peninsula General Hospital, Inc. as of September 30, 2020 Due to the Covid-19 Pandemic (Mayor)

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The Operating Agreement between Central Peninsula General Hospital, Inc. (CPGH) and the borough requires CPGH to transfer to the borough operating cash on hand in excess of 90 days for deposit into the CPGH Plant Replacement and Expansion Fund.

In response to the COVID-19 pandemic Governor Michael Dunleavy issued mandates to help stop the spread of COVID-19. Some of these have restricted personal travel and hospital operations, adversely impacting finances and cash flow of CPGH. These negative impacts are expected to continue for the next several months as the COVID-19 pandemic continues.

CPGH received Medicare payments from the Advance and Accelerated Payment Program administered by the Centers for Medicare and Medicare Services (CMS) in the amount of \$17,958,796 on April 20, 2020. To ensure CPGH makes the required repayments of those funds CMS originally indicated they would withhold claims payments to repay those advanced funds beginning in mid-August 2020, but has recently provided notice that the repayment would be postponed to start in September 2020. This will reduce cash flow to CPGH and increase its cash outflow.

To help prevent operating cash shortages, this ordinance would allow CPGH to retain 135 days' operating cash on hand at September 30, 2020 to fund the required repayment of advanced Medicare payments to CMS until CPGH has repaid all such funds to CMS. Additionally, it would authorize the mayor to approve similar requests after thorough review until the loan is repaid or CMS converts the loan into a grant. It is anticipated that the mayor will work with

September 3, 2020

Page 2

Re: Ordinance 2020-39

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CPGH, Inc. to reduce the amount of cash in excess of 90 days, as the balance owed is reduced and the impacts of the ongoing pandemic become known. If an exception is not authorized, it will require several ordinances to be approved by the Kenai Peninsula Borough Assembly over time to appropriate funds to repay the loan to CMS, while potentially reducing operating cash to a level below 90 days during the time needed to consider legislation.

Your support would be appreciated.

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**RESOLUTION 2020-xx**

**A RESOLUTION REQUESTING AN EXCEPTION TO THE OPERATING AGREEMENT BETWEEN THE KENAI PENINSULA BOROUGH AND CENTRAL PENINSULA GENERAL HOSPITAL, INC. TO ALLOW CASH IN EXCESS OF 90 DAYS TO BE RETAINED BY CENTRAL PENINSULA HOSPITAL, INC. UNTIL THE CENTERS FOR MEDICAID AND MEDICARE ADVANCED PAYMENT LOAN IS REPAID**

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1. **WHEREAS**, the current operating agreement requires cash, at each quarters end, in excess of 90 days operating cash on hand be transferred to the Borough for deposit into the Central Peninsula Hospital Plant Replacement and Expansion Fund; and,
2. **WHEREAS**, Central Peninsula General Hospital, Inc. (CPGH Inc.) estimates it will have cash exceeding 90 days of cash on hand beyond December 31, 2020 due to the receipt of Medicare payments from the Advance and Accelerated Payment Program administered by the Centers for Medicare and Medicare Services (CMS) in the amount of \$17,958,796; and
3. **WHEREAS**, the Kenai Peninsula Borough Assembly passed ordinance 2020-26 on June 2, 2020, providing an exception to the operating agreement authorizing CPGH Inc. to retain 135 days of cash on hand to repay the loan from CMS; and
4. **WHEREAS**, the additional 45 days authorized in Ordinance 2020-26 is approximately equal to the amount of the nearly \$18 million loan; and
5. **WHEREAS**, the terms of the loan stated CMS would begin withholding fee-for-service reimbursement of Medicare claims to CPGH, Inc. 120 days after disbursement of the loan funds; and
6. **WHEREAS**, the 120 deadline has now passed and CMS is not withholding reimbursements of claims resulting in approximately \$18 million continuing to be held in reserve on the CPGH, Inc. balance sheet; and
7. **WHEREAS**, if an exception to the Operating Agreement authorizing CPGH, Inc. to retain 135 days of cash on hand is not authorized before September 30, 2020, the entire amount of the loan held in reserve will be deposited into the Plant Replacement and Expansion Fund (PREF); and
8. **WHEREAS**, if an exception is not authorized, it will require several ordinances to be approved by the Kenai Peninsula Borough Assembly over time to appropriate funds to repay the loan to CMS; and
9. **WHEREAS**, CPGH, Inc. requests an exception to the current Operating Agreement that would allow the hospital to retain 135 days of cash on hand until the entire \$18 million loan from CMS is repaid in full or official action taken by CMS converts the loan into a grant;

**THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF CENTRAL PENINSULA GENERAL HOSPITAL, INC., A NOT-FOR-PROFIT ALASKA CORPORATION, THAT:**

**SECTION 1.** The CPGH, Inc., Board of Directors supports and authorizes this resolution requesting Kenai Peninsula Borough to pass an ordinance granting an exception to the Operating Agreement that allows CPGH, Inc. to retain 135 days of cash on until the CMS loan is repaid in full or the loan is officially converted to a grant by CMS not requiring repayment.

**SECTION 2.** The administration of Central Peninsula Hospital is directed to notify the Kenai Peninsula Borough Mayor immediately following the final payment of the CMS loan or upon being officially informed by CMS that it is converted to a grant.

**SECTION 2.** Approval by the Kenai Peninsula Borough Assembly will be requested.

**SECTION 3.** This resolution takes effect immediately upon its adoption.

I certify that the above resolution was approved by vote of the Central Peninsula General Hospital, Inc. Board of Directors at the [redacted] meeting.

Date: [redacted]

\_\_\_\_\_  
Irv Carlisle, Secretary/Treasurer  
CPGH, Inc. Board of Directors







Alaska Alcoholic Beverage Control Board

**Form AB-03: Restaurant Designation Permit Application**

**What is this form?**

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A **menu** or expected menu listing the meals, including entrees prepared onsite and offered to patrons, and copy of the DEC Food Service Permit (or corresponding DHHS documentation for licenses located in the Municipality of Anchorage) must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

**Section 1 – Establishment Information**

Enter information for licensed establishment.

<b>Licensee:</b>	Exit Glacier Salmon Bake LLC				
<b>License Type:</b>	Restaurant/Eating Place	<b>License Number:</b>	4153		
<b>Doing Business As:</b>	The Salmon Bake				
<b>Premises Address:</b>	31832 Herman Leirer Road				
<b>City:</b>	Seward	<b>State:</b>	AK	<b>ZIP:</b>	99664
<b>Contact Name:</b>	Vince Benjamin	<b>Contact Phone:</b>	907 362 1928		

**Section 2 – Type of Designation Requested**

This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

1.  Dining after standard closing hours: AS 04.16.010(c)
2.  Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
3.  Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
4.  Employment for persons 16 or 17 years of age: AS 04.16.049(c)  
 NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

OFFICE USE ONLY			
<b>Transaction #:</b>		<b>Initials:</b>	





Alaska Alcoholic Beverage Control Board

## Form AB-03: Restaurant Designation Permit Application

### Section 3 – Minor Access

Review AS 04.16.049(a)(2); AS 04.16.049(a)(3); AS 04.16.049(c)

List where within the premises minors are anticipated to have access in the course of either dining or employment as designated in Section 2. (Example: Minors will only be allowed in the dining area. OR Minors will only be employed and present in the Kitchen.)

Minors will be allowed in the dining room.

Minors who are employed will only be allowed in the kitchen and dishwashing area. There is no alcohol in the kitchen and dishwashing area.

Describe the policies, practices and procedures that will be in place to ensure that minors do not gain access to alcohol while dining or employed at your premises.

All employees have State of Alaska Alcohol training.  
All employees are instructed to card every customer.  
There is no alcohol in the kitchen and dishwashing area.  
All alcohol that is not at the bar or in the dining room is in a locked cabinet. The key to the locked cabinet is only held by the manager and the owner.  
The entire building and especially all the alcohol is monitored by a security camera system.

Is an owner, manager, or assistant manager who is 21 years of age or older always present on the premises during business hours?

Yes No

### Section 4 – DEC Food Service Permit

Per 3 AAC 304.910 for an establishment to qualify as a Bona Fide Restaurant, a Food Service Permit or (for licenses within the Municipality of Anchorage) corresponding Department of Health and Human Services documentation is required.

Please follow this link to the DEC Food Safety Website: <http://dec.alaska.gov/eh/fss/food/>

Please follow this link to the Municipality Food Safety Website:

<http://www.muni.org/Departments/health/Admin/environment/FSS/Pages/fssfood.aspx>

IF you are unable to certify the below statement, please discuss the matter with the AMCO office:

Initials

I have attached a copy of the current food service permit for this premises OR the plan review approval.

*\*Please note, if a plan review approval is submitted, a final permit will be required before finalization of any permit or license application.*





Alaska Alcoholic Beverage Control Board

**Form AB-03: Restaurant Designation Permit Application**

**Section 5 – Hours of Operation**

Review AS 04.16.010(c).

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

5pm to 10 pm during May and September. 11 am to 10 pm during June, July and August.  
 7 days per week.

**Section 6 – Entertainment & Service**

Review AS 04.11.100(g)(2)

Are any forms of entertainment offered or available within the licensed business or within the proposed licensed premises?

Yes  No

If "Yes", describe the entertainment offered or available and the hours in which the entertainment may occur:

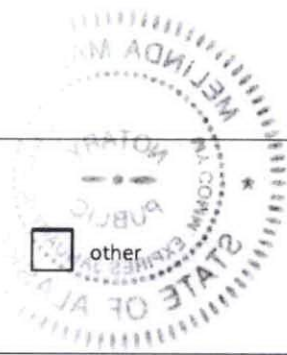
[Empty box for describing entertainment]

Food and beverage service offered or anticipated is:

table service     buffet service     counter service     other

If "other", describe the manner of food and beverage service offered or anticipated:

[Empty box for describing other food and beverage service]



AMCO  
 MAR 12 2020



Alaska Alcoholic Beverage Control Board

**Form AB-03: Restaurant Designation Permit Application**

**Section 7 – Certifications and Approvals**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

There are tables or counters at my establishment for consuming food in a dining area on the premises.



I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons. This menu includes entrees that are regularly sold and prepared by the licensee at the licensed premises.



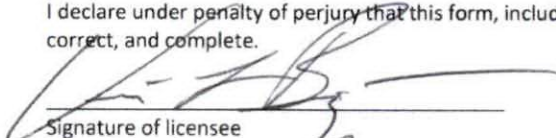
I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license.



I have included with this application a copy of the most recent AB-02 or AB-14 for the premises to be permitted. (AB-03 applications that accompany a new or transfer license application will not be required to submit an additional copy of their premises diagram.)



I declare under penalty of perjury that this form, including all attachments and accompanying schedules and statements, is true, correct, and complete.

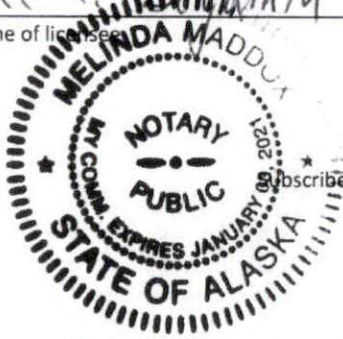
  
 Signature of licensee

  
 Signature of Notary Public

Vince L. Primm  
 Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 01/03/2021



Subscribed and sworn to before me this 12 day of March, 2020.

Local Government Review (to be completed by an appropriate local government official):

Approved Denied

Signature of local government official

Date

Printed name of local government official

Title

AMCO  
 MAR 12 2020



Alaska Alcoholic Beverage Control Board

**Form AB-03: Restaurant Designation Permit Application**

AMCO Enforcement Review: \_\_\_\_\_ Enforcement Recommendation: Approve  Deny

\_\_\_\_\_  
Signature of AMCO Enforcement Supervisor Printed name of AMCO Enforcement Supervisor

\_\_\_\_\_  
Date

**Enforcement Recommendations:**

AMCO Director Review: \_\_\_\_\_ Approved  Denied

\_\_\_\_\_  
Signature of AMCO Director Printed name of AMCO Director

\_\_\_\_\_  
Date

**Limitations:**

AMCO  
MAR 12 2020



**Alaska Food Code  
2020 Establishment Permit**

Division of Environmental Health  
Food Safety & Sanitation Program

Permit Number: 4708  
Issued to: **EXIT GLACIER SALMON BAKE LLC**  
For: **Seward Salmon Bake FS**  
For Operation of: **FF-1 Food Service**  
Located at: **31832 Herman Leirer RD Seward, AK 99664**

This permit, issued under the provisions of 18 AAC 31, is valid until the noted expiration date or unless suspended or revoked by the department.

This permit is not transferable for change of ownership, facility location, or type of operation. It must be posted in plain view in the establishment and is the property of the State of Alaska.

Expiration Date:  
**December 31, 2020**

Program Manager:

**If you have questions or concerns regarding  
safe food handling practices call toll free:**

**1-87-SAFE-FOOD**

**(in Anchorage call 334-2560)**



AMCO

MAR 12 2020





**Alaska Food Code  
2020 Establishment Permit**

Division of Environmental Health  
Food Safety & Sanitation Program

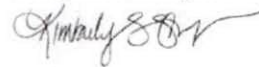
Permit Number: 3202  
Issued to: **EXIT GLACIER SALMON BAKE LLC**  
For: **Seward Salmon Bake Bar**  
For Operation of: **FN-4 Tavern/Bar**  
Located at: **31832 Herman Leirer RD Seward, AK 99664**

This permit, issued under the provisions of 18 AAC 31, is valid until the noted expiration date or unless suspended or revoked by the department.

This permit is not transferable for change of ownership, facility location, or type of operation. It must be posted in plain view in the establishment and is the property of the State of Alaska.

Expiration Date:  
**December 31, 2020**

Program Manager:



**If you have questions or concerns regarding  
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**1-87-SAFE-FOOD**

**(in Anchorage call 334-2560)**



**AMCO**

**MAR 12 2020**



**Alaska Food Code  
2020 Establishment Permit**

Division of Environmental Health  
Food Safety & Sanitation Program

Permit Number: 4708  
Issued to: **EXIT GLACIER SALMON BAKE LLC**  
For: **Seward Salmon Bake FS**  
For Operation of: **FF-1 Food Service**  
Located at: **31832 Herman Leirer RD Seward, AK 99664**

This permit, issued under the provisions of 18 AAC 31, is valid until the noted expiration date or unless suspended or revoked by the department.

This permit is not transferable for change of ownership, facility location, or type of operation. It must be posted in plain view in the establishment and is the property of the State of Alaska.

Expiration Date:  
**December 31, 2020**

Program Manager:  
*Kimberly S. O'Neil*

**If you have questions or concerns regarding  
safe food handling practices call toll free:**

**1-87-SAFE-FOOD**

**(in Anchorage call 334-2560)**



AMGO

MAR 30 2020



*Home of:*  
**CHEAP BEER & LOUSY FOOD**  
*Established July 2<sup>nd</sup> 2002*

## Starters

### **Alaskan Ale Battered Chunks**

Locally caught, lightly battered and fried with homemade tartar & cocktail sauce

**Halibut 18 Red Snapper 14 Salmon 15**

### **Crab Cakes**

Alaskan crab and sauteed veggies mixed with fresh herbs and just the right amount of bread crumbs

Served with homemade cocktail sauce. 15

*(FYI Crab cakes take and extra 10 minutes to cook)*

### **Coconut Crusted Prawns**

Five large prawns coated in shredded coconut and panko, fried to perfection served with a Major Grey mango chutney. 15

### **Steamer Clams**

Steamer clams simmered in a white wine and lemon butter sauce. Served with a ½ round of sourdough bread 15

### **Blackened Halibut Quesadilla**

Blackened halibut with black bean salsa, blue and cheddar jack cheeses. Served with pico de gallo & cilantro lime sour cream 13

### **King Crab Legs (½ pound)**

One half pound perfectly steamed, served with warm clarified butter 20

## From the Sea

All dinners from the sea are served with a choice of **two sides**:  
Please pick any two - sautéed corn **or** baked beans, baked potato **or** garlic butter rice

*Each meal also comes with our daily baked cornbread and a side of fresh honey butter.*

### **Salmon Bake Dinner**

Our famous trademark dinner-fresh sockeye salmon broiled to perfection and finished with a slightly sweet and salty basting. 27

### **Broiled Halibut**

Fresh local halibut. Basted and lightly spiced 32

### **Broiled Alaskan Red Snapper**

Flaky Rockfish from the Gulf of Alaska. Basted and lightly spiced. 25

### **Fish Tacos**

Three corn tortillas loaded with grilled red snapper and shredded cabbage, with a side of pico de gallo, & cilantro lime sour cream. 23

### **Gulf Captain's Platter**

Broiled sockeye salmon, beer battered halibut chunks, and deep fried jumbo prawns Served with homemade cocktail and tartar sauce 34

### **Alaskan Crab Cake Dinner**

Alaskan crab and sauteed veggies mixed with fresh herbs and just the right amount of bread crumbs Served with homemade cocktail sauce. 27

### **Alaskan King Crab Dinner**

One pound perfectly steamed, served with warm clarified butter 43

### **Panko Crusted Jumbo Prawns**

Seven large prawns dipped in our Alaskan ale batter, lightly coated in panko breading and fried Served with homemade cocktail sauce 28

### **Alaskan Ale Battered Halibut & Chips**

Served with cole slaw and homemade cocktail tartar sauce 28

### **Ale Battered Red Snapper or Salmon & Chips**

Served with cole slaw and homemade cocktail tartar sauce **Snapper 21 Salmon 23**

# For the Kids

12 or Under

**Fruit Cup** \$4

## **Fish-n-Chips**

Alaskan Red Snapper (Rockfish) with French Fries \$9

**Corn Dog with French Fries** \$8

**Chicken Nuggets w French Fries** \$8

**Pasta with Parmesan Cheese** \$7

**Cup of Seafood Chowder** \$7

All kid's meals come with a pickle from the pickle barrel

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**Fountain Drinks:** \$2.75

Coke, Diet Coke, Sprite, Orange Soda, Iced Tea, Pink Lemonade

## **Henry Weinhard's**

Cream Soda, Black Cherry Cream Soda \$3

**Juices** 100% Apple or Cranberry \$2 ½



# SANDWICHES & 1/2 LB. BURGERS

All sandwiches served with choice of French Fries or Garlic Butter Rice or Cole slaw or Baked Beans.

Every sandwich or burger earns you one dill from our **pickle barrel** ( It's over by the fireplace ) Choose the one you want

## Salmon 15

Our basted fresh red salmon makes a delicious sandwich.

## Halibut 17

Fresh Alaskan seasoned halibut, broiled and unbeatable!

## Chicken Breast 13

Tender chicken breast marinated and charbroiled to perfection. Served with ham and swiss.

## Vegi-Burger 13

Topped with swiss cheese and homemade onion jam.

## Fish Tacos 16

Two corn tortillas loaded with grilled red snapper and shredded cabbage, with a side of pico de gallo, & cilantro lime sour cream.

## Hamburger 13

1/2 lb burger.

## Cheeseburger 14

## Mushroom Cheeseburger 14.50

With fresh grilled mushrooms.

## Teriyaki Cheeseburger 14.50

With pineapple, cheese and teriyaki sauce.

## Exit Glacier Burger 16

With grilled ham, mushrooms and cheese.

## Double any burger 3.50

All Burgers are cooked medium unless otherwise specified.

All sandwiches and burgers are served with lettuce, tomato and onion.

### Alaskan Tap Beer

#### Summer Rotating Tap Special

Pint 5.10 Pitcher 16.74

Glacier Brewhouse Blond Ale- Anchorage, Alaska

Moose's Tooth Fairweather IPA- Anchorage, Alaska

Glacier Brewhouse Amber- Anchorage, Alaska

Kenai River Brewing Company Oatmeal Stout

"Breakfast Beer"- Soldotna, Alaska

Pint 5.34 Pitcher 17.47

**Cans** Miller High Life 2.18

**Long Neck Bottles** 4.37

Budweiser, Bud Light, Miller Lite, Miller Genuine Draft,

Coors Light, Non-alcoholic beer

#### **Specialty**

Woodchuck Raspberry Cider 4.37

Woodchuck Granny Smith Apple 4.37

**Alaskan Root Beer on Tap** 4.12/ pint 13.59/Pitcher

#### **Soft Drinks**

Henry Weinhard's Long Neck Bottles

Cream Soda, Black Cherry Cream Soda 3

Juices

100% Apple or Cranapple 2.50

### White Wines

Glass Bottle

Salmon Creek Chardonnay 5.95 20.00

Rodney Strong Chardonnay 7.50 27.00

Salmon Creek Pinot Gris 6.50 22.00

Schmitt Sohne Relax Riesling 7.25 26.00

Cono Sur Sauvignon Blanc 7.25 26.00

Bear Creek Winery- Homer, Alaska

Strawberry Rhubarb 7.95 28.00

### Red Wines

Salmon Creek Merlot 5.95 20.00

Penfolds Rawson's Retreat

Cabernet Sauvignon 6.50 22.00

McWilliam's Shiraz 6.50 22.00

Salmon Creek Pinot Noir 6.50 22.00

Menage a Trois (a blended red) 7.50 27.00

Tomero Malbec 7.95 28.00

### Fountain Drinks

Coke, Diet Coke, Sprite, Orange Soda, Iced Tea

Pink Lemonade 2.75

Hot coffee is always **FREE** at the Salmon Bake

Hot Chocolate, Hot Cider & Tea 1.50







## From the Farm

All dinners from the farm are served with a choice of **two sides**:

Please pick any two - sautéed corn **or** baked beans, baked potato **or** garlic butter rice

*Each meal also comes with our daily baked cornbread and a side of fresh honey butter.*

### **Baby Back Pork Ribs**

Char broiled and slow cooked. Fresh and tender, served with our homemade pomegranate molasses BBQ sauce 26.50

### **New York Cut Steak**

Mid-West choice 12 oz. steak, seasoned to perfection and broiled to your liking. 31

## Chowder

### **Seafood Chowder**

Northwest style seafood chowder  
A rich and creamy herbed soup with salmon, halibut, and red snapper. **Cup** 7 **Bowl** 12

### Add to any entrée:

Red Salmon Steak 9  
Halibut Steak 13  
Two Crab Cakes 15  
Three Prawns 9  
Red Snapper Steak 9  
½ Pound King Crab 20

## Desserts

**Homemade Berry Cobbler** 6 1/2

**Chocolate toffee cake** 7

**Key Lime Pie** 7

**Root Beer Float** 6

**Ice cream / scoop** 2

15% Gratuity added to groups of 8 or more

## Pasta

*Each pasta entree is served with ½ a sourdough round and butter.*

### **Chicken Pesto Pasta**

Rigatoni pasta with mushrooms, artichoke and sundried tomatoes, served with a fresh pesto and grilled chicken. 22

### **Seafood Tomato Pasta**

Salmon, red snapper, and shrimp in a tomato sauce over rigatoni pasta. 24

## Salads

**House Salad** small 6 large 11

Romaine and green leaf lettuce mixed and topped with sliced tomatoes, crisp English cucumbers and thin sliced red onion. Topped with feta and your choice of dressing.

*House made dressings include: ranch, blue cheese, balsamic vinaigrette, wasabi vinaigrette or honey mustard*

**Caesar Salad** small 6 large 11

Crisp romaine lettuce lightly tossed in our homemade Caesar, topped with shredded parmesan cheese and croutons

### **Black and Blue Flank Steak Salad**

A bed of house salad mix with blackened and seared steak, blue cheese, tomatoes, red onions, croutons and blue cheese dressing. 17

**Add to any salad:** salmon 9, halibut 13, chicken 8, red snapper 9

Please be aware... eating raw or undercooked meats, poultry, fish or shellfish may increase risk of food borne illness

Kenai Peninsula Borough  
Assembly

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**MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Johni Blankenship, Borough Clerk (JB)

**FROM:** Tatyana Shassetz, Borough Clerk Administrative Assistant (AS)

**DATE:** September 3, 2020

**RE:** Restaurant Designation Permit – The Salmon Bake – License 4153

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Kenai Peninsula Borough Code § 7.10.010 provides for a mandatory Assembly review of applications for restaurant designation permits at locations within the Borough. Accordingly, the attached application for a restaurant designation permit as filed by Exit Glacier Salmon Bake, LLC dba The Salmon Bake located in the Kenai Peninsula Borough, Alaska, is being submitted to you for review and action.

The granting of this permit allows access of persons under 21 years of age to designated licensed premises for purposes of dining, and personnel under age of 20 for employment.

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**RECOMMENDATION:** That the Assembly approve the issuance of the restaurant designation permit requested by Exit Glacier Salmon Bake, LLC dba The Salmon Bake.

cc: Exit Glacier Salmon Bake, LLC



July 17, 2020

City of Seward

Kenai Peninsula Borough

Attn: City/Borough Clerk

Via Email: [clerk@cityofseward.net](mailto:clerk@cityofseward.net), [bballou@cityofseward.net](mailto:bballou@cityofseward.net), [iblankenship@kpb.us](mailto:iblankenship@kpb.us), [Dhenry@kpb.us](mailto:Dhenry@kpb.us),  
[JRodgers@kpb.us](mailto:JRodgers@kpb.us), [SNess@kpb.us](mailto:SNess@kpb.us), [joanne@borough.kenai.ak.us](mailto:joanne@borough.kenai.ak.us), [tshassetz@kpb.us](mailto:tshassetz@kpb.us)

<b>License Type:</b>	Brewery	<b>License Number:</b>	5921
<b>Licensee:</b>	Otter Life LLC		
<b>Doing Business As:</b>	Stoney Creek Brew House		
<b>Premises Address:</b>	33366 Stoney Creek Avenue		

**New Application**

**Transfer of Ownership Application**

**Transfer of Location Application**

**Transfer of Controlling Interest Application**

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Glen Klinkhart, Interim Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

Attached: AB-00,AB-02, and AB-03 if applicable



## Alaska Alcoholic Beverage Control Board

# Form AB-00: New License Application

### What is this form?

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

**This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.**

### Section 1 – Establishment and Contact Information

Enter information for the business seeking to be licensed.

<b>Licensee:</b>	Otter Life LLC			
<b>License Type:</b>	Brewery License	<b>Statutory Reference:</b>	04.11.130	
<b>Doing Business As:</b>	Stoney Creek Brewhouse			
<b>Premises Address:</b>	33366 Stoney Creek Ave			
<b>City:</b>	Seward	<b>State:</b>	Alaska	<b>ZIP:</b> 99664
<b>Local Governing Body:</b>	Kenai Peninsula Borough			
<b>Community Council:</b>	n/a			

<b>Mailing Address:</b>	PO Box 3315			
<b>City:</b>	Seward	<b>State:</b>	AK	<b>ZIP:</b> 99664

<b>Designated Licensee:</b>	Gregory Haas			
<b>Contact Phone:</b>	907-422-7502	<b>Business Phone:</b>	n/a	
<b>Contact Email:</b>	SCAKbrewhouse@gmail.com			

Seasonal License?   
 Yes    
 No    
 If "Yes", write your six-month operating period: \_\_\_\_\_

OFFICE USE ONLY				
<b>Complete Date:</b>		<b>License Years:</b>		<b>License #:</b>
<b>Board Meeting Date:</b>		<b>Transaction #:</b>		
<b>Issue Date:</b>		<b>BRE:</b>		





## Alaska Alcoholic Beverage Control Board Form AB-00: New License Application

### Section 2 – Premises Information

Premises to be licensed is:

- an existing facility       a new building       a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

4.6 miles

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

1.1 miles

### Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant       affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an:  applicant       affiliate

Name:					
Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board  
**Form AB-00: New License Application**

**Section 4 – Entity Ownership Information**

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	Gregory Haas				
Title(s):	Manager	Phone:	907-422-7502	% Owned:	100%
Address:	33366 Stoney Creek Ave, PO Box 3315				
City:	Seward	State:	AK	ZIP:	99664

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	



## Alaska Alcoholic Beverage Control Board Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	10079070	AK Formed Date:	01/29/2018	Home State:	Alaska
Registered Agent:	Gregory Haas		Agent's Phone:	907-422-7502	
Agent's Mailing Address:	PO Box 3315				
City:	Seward	State:	AK	ZIP:	99664

Residency of Agent: Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

### Section 5 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses: Yes No

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

### Section 6 – Authorization

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Janice Haas, spouse of member



## Alaska Alcoholic Beverage Control Board Form AB-00: New License Application

### Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

GH

I certify that all proposed licensees have been listed with the Division of Corporations.

GH

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

GH

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

GH

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

GH

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

Gregory M. Haas

Signature of licensee

Cheepel

Signature of Notary Public

GREGORY M. HAAS

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: April 10, 2022



Subscribed and sworn to before me this 11<sup>th</sup> day of May, 2020.



## Alaska Alcoholic Beverage Control Board Form AB-02: Premises Diagram

### What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

**This form must be completed and submitted to AMCO's main office before any license application will be considered complete.**

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

### Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Otter Life LLC	License Number:	5921		
License Type:	Brewery License				
Doing Business As:	Stoney Creek Brewhouse				
Premises Address:	33366 Stoney Creek Ave				
City:	Seward	State:	AK	ZIP:	99664





Alaska Alcoholic Beverage Control Board

**Form AB-02: Premises Diagram**

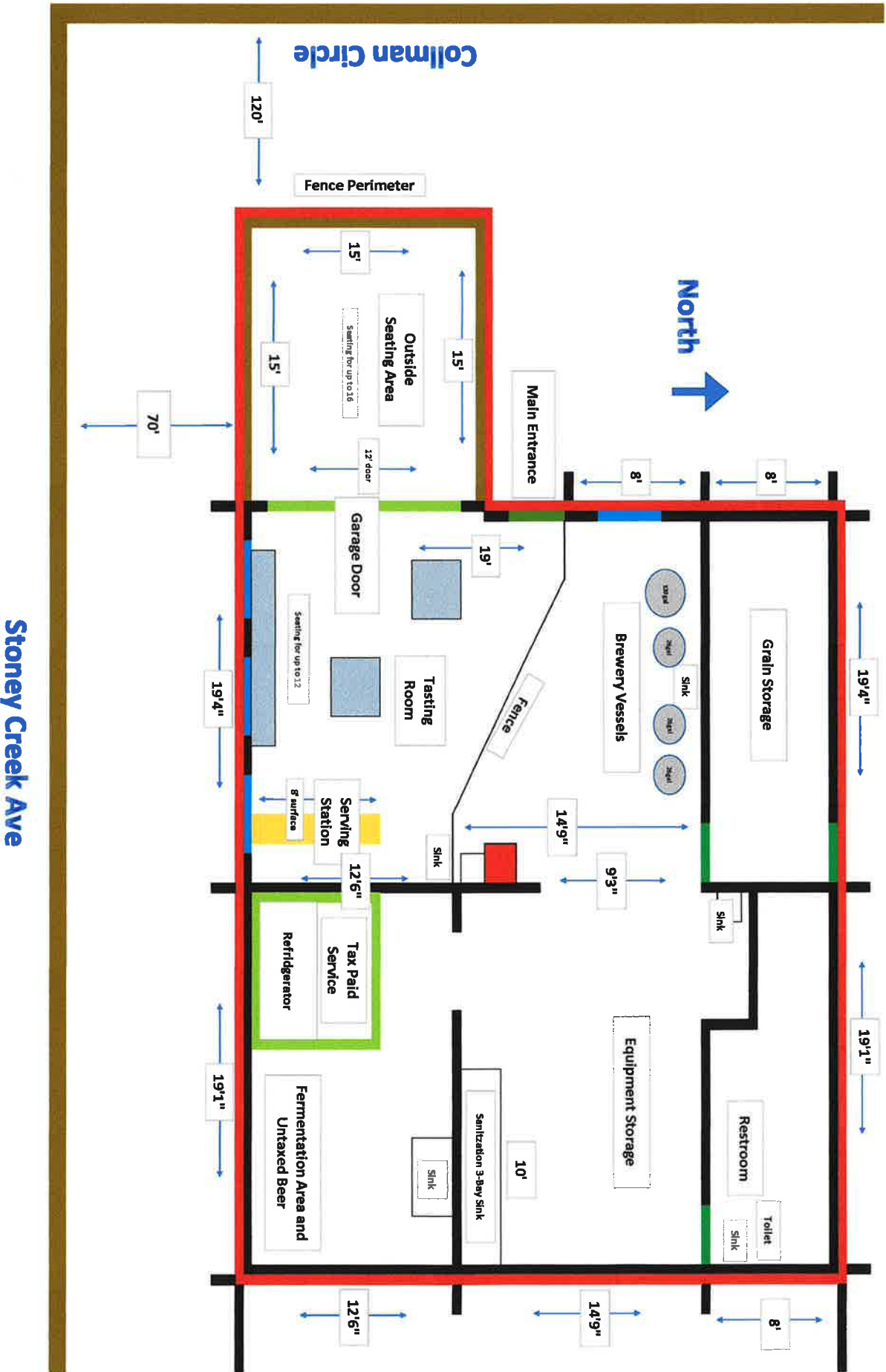
---

**Section 2 – Detailed Premises Diagram**

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.

PLEASE SEE ATTACHED DIAGRAM

# STONEY CREEK BREWHOUSE: Premise Diagram



Stoney Creek Ave

STONE CREEK BREWHOUSE  
Outdoor/Indoor Serving Security Plan

Purpose

1. Our top priority is to provide a safe environment for all guests regarding the service of alcoholic beverages.
2. It is our responsibility to keep outdoor seating area available without any increased risk to minors exposed to alcohol.
3. Monthly refresher training will include a summary of recent violations impacting other venues.

Security

4. All new patrons are carded upon ordering alcohol.
5. Staff are trained in the identification of fake IDs.
6. Servers will monitor that only the guests that have been carded will have alcoholic beverages.
7. Servers will monitor consumption in the outdoor area.
8. Minors must be accompanied by adults (age over 21) while in the restricted area when any alcohol is being served.
9. Underage persons will be monitored closely by our professionally trained alcohol servers.

Safety

10. Posts connected with rope as a perimeter separates the outdoor servicing area.
11. Access to the outdoor seating area is limited through the garage door after entering the premise.
12. Proper egress from the outdoor service area will always remain unobstructed.
13. All safety related operations for our current alcohol service will additionally be enforced in the outside service area.

Signage

14. AMCO mandated posters as required by Law are posted inside STONEY CREEK BREWHOUSE and at the entrance to the outdoor seating area.
15. All entrances and exits will provide clear notice that NO ALCOHOL IS ALLOWED BEYOND THE OUTDOOR SEATING AREA.
16. Proper signage at points of entry indicating no minors without a parent or legal guardian will be posted.



Kenai Peninsula Borough  
Assembly

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**MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Johni Blankenship, Borough Clerk (JB)

**FROM:** Tatyana Shassetz, Borough Clerk Administrative Assistant (AS)

**DATE:** September 3, 2020

**RE:** New Liquor License Application – Stoney Creek Brew House –  
License 5921

---

Kenai Peninsula Borough Code § 7.10.010 provides for a mandatory Assembly review of applications for new liquor license applications at locations within the Borough. Accordingly, the attached application for a liquor license as filed by Otter Life LLC dba Stoney Creek Brew House located in the Kenai Peninsula Borough, Alaska, is being submitted to you for review and action.

The granting of this permit allows access of persons under 21 years of age to designated licensed premises for purposes of dining, and personnel under age of 20 for employment.

---

**RECOMMENDATION:** That the Assembly approve the issuance of the new liquor license application requested by Otter Life LLC dba Stoney Creek Brew House.

cc: Otter Life LLC

Kenai Peninsula Borough  
Planning Department

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**MEMORANDUM**

**TO:** Johni Blankenship, Borough Clerk  
**THRU:** Marcus Mueller, Acting Planning Director *MM*  
**FROM:** Julie Hindman, Platting Specialist *JH*  
**DATE:** August 21, 2020  
**RE:** Stoney Creek Brew House New Liquor License Application

As requested, the Planning Department reviewed Stoney Creek Brew House new liquor license application to determine if churches or schools are within 500 feet (KPB 7.10.020).

A 500-foot radius search was done for KPB Parcel 125-020-79, 33366 Stoney Creek Avenue, Seward.

Staff reviewed the application and looked for institutional uses within the 500-foot buffer. Per KPB records, no schools or churches are within the 500-foot buffer.



# Kenai Peninsula Borough Planning Department

## Recommendation on State Application for Liquor License

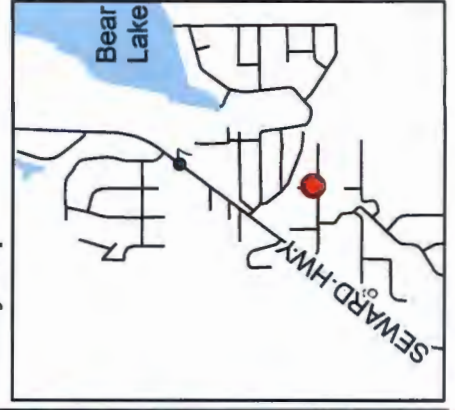
Applicant: Stoney Creek Brew House  
KPB Parcel ID: 125-020-79

Aerial Imagery Map  
Image Date: 2012



- Parcel Boundary
- All Other Parcels
- Mileposts

Vicinity Map




The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.



**MEMORANDUM**

**TO:** Kelly Cooper, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**FROM:** Charlie Pierce, Kenai Peninsula Borough Mayor 

**DATE:** September 15, 2020

**RE:** Appointments to the KPB Advisory Planning Commissions

---

In accordance with KPB 21.02, appointments to Kenai Peninsula Borough Advisory Planning Commissions are recommended by the Borough Mayor, subject to confirmation by the Borough Assembly. The applicants are registered voters and reside within the areas to be represented. I hereby submit to the Assembly my recommendation for confirmation of the following appointments to the KPB Advisory Planning Commission:

**Cooper Landing APC**

Yvette Galbraith	C	September 30, 2023
Heather Harrison	D	September 30, 2023

**Hope/Sunrise APC**

James Skogstad	G	September 30, 2023
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**Kachemak Bay APC**

Andrea Kosto	A	September 30, 2023
--------------	---	--------------------

**Kalifornsky APC**

Stephen Ford	B	September 30, 2023
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Kenai Peninsula Borough  
Office of the Borough Clerk

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**MEMORANDUM**

**TO:** Planning Department  
**FROM:** Johni Blankenship, Borough Clerk (JB)  
**DATE:** September 3, 2020  
**RE:** Verification of Advisory Planning Commission Applicants

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Pursuant to KPB 21.02.060(A) and (B), based on the information provided the applicants listed below have been verified as registered voters of the Borough and reside within the area to be represented.

Cooper Landing Advisory Planning Commission

Yvette Galbraith  
Heather Harrison

Hope/Sunrise Advisory Planning Commission

James Skogstad

Kachemak Bay Advisory Planning Commission

Andrea Kosto

Kalifornsky Advisory Planning Commission

Stephen Ford



## Planning Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

### Cooper Landing APC Application Submitted 2020-07-22 12:30:15

**Name:** Yvette Galbraith

**Mailing Address:**

PO Box 866  
Cooper Landing, Alaska 99572-0866

**Residence Address**

**Email:** ygalbraith@gmail.com

**Work Phone:** 9072303055

**Home Phone:** 9075953055

**Mobile Phone:**

**Occupation or place of employment:** Retired

**Which Advisory Planning Commission do you wish to serve on?:** Cooper Landing

**How long have you lived in the area served by this Advisory Planning Commission?:** 14 years

**What knowledge, experience, or expertise will you bring to this board?**

Former owner of Marketing Consulting firm, have been involved in volunteering with Cooper Landing on several levels. Board member & Vice President of Cooper Landing Community Club, EMT volunteer with Cooper Landing Emergency Services, and in the past volunteered with Cooper Landing Community Schools, CL PAC, Cooper Landing Chamber of Commerce.

**Have you, or do you currently, serve on other Kenai Peninsula Borough commissions, boards or task forces?**

No.

**Are you available for**

Night meetings Day meetings

**Comments (areas of interest, additional experience or qualifications, etc.):**

Fairly adept at working with computers, interested in Trails and recreational management in Upper Kenai Peninsula.

## Shassetz, Tatyana

---

**From:** Fletcher, Sandra  
**Sent:** Wednesday, July 22, 2020 2:00 PM  
**To:** Shassetz, Tatyana  
**Subject:** FW: APC Application submitted Cooper Landing  
**Attachments:** 5f18a1d72bc5e-y-galbraith-resume-amc-professional-information.doc; Cooper Landing APC Application Submitted 2020-07-22 123015.pdf

Fyi ☺

**From:** Yvette Galbraith [mailto:[ygalbraith@gmail.com](mailto:ygalbraith@gmail.com)]  
**Sent:** Wednesday, July 22, 2020 12:30 PM  
**To:** Mayor's Department <[MayorDepartmental@kpb.us](mailto:MayorDepartmental@kpb.us)>  
**Cc:** [mbest@kpb.us](mailto:mbest@kpb.us); Fletcher, Sandra <[sfletcher@kpb.us](mailto:sfletcher@kpb.us)>; Wastell, Pam <[pwastell@kpb.us](mailto:pwastell@kpb.us)>; Shirnberg, Ann <[ashirnberg@kpb.us](mailto:ashirnberg@kpb.us)>  
**Subject:** APC Application submitted Cooper Landing

Name: Yvette Galbraith

Mailing Address:  
PO Box 866  
Cooper Landing, Alaska 99572-0866

Residence Address:

,

Email: [ygalbraith@gmail.com](mailto:ygalbraith@gmail.com)

Work Phone: 9072303055

Home Phone: 9075953055

Mobile Phone:

Occupation or place of employment: Retired

Which Advisory Planning Commission do you wish to serve on?: Cooper Landing

How long have you lived in the area served by this Advisory Planning Commission?: 14 years

What knowledge, experience, or expertise will you bring to this board?

Former owner of Marketing Consulting firm, have been involved in volunteering with Cooper Landing on several levels. Board member & Vice President of Cooper Landing Community Club, EMT volunteer with Cooper Landing Emergency Services, and in the past volunteered with Cooper Landing Community Schools, CL PAC, Cooper Landing Chamber of Commerce.



Have you, or do you currently, serve on other Kenai Peninsula Borough commissions, boards or task forces?  
No.

Are you available for  
Night meetings Day meetings

Comments (areas of interest, additional experience or qualifications, etc.):

Fairly adept at working with computers, interested in Trails and recreational management in Upper Kenai Peninsula.

Upload your Resume

[5f18a1d72bc5e-y-galbraith-resume-amc-professional-information.doc](#)

# YVETTE GALBRAITH

## Address

PO Box 866, Cooper Landing, AK 99572

## Mobile Direct

907.230.3055 907.595.3055

## Email

yvette@akmarketingconsultants.com

## PROFESSIONAL EXPERIENCE

### Marketing Consultant/Coordinator - Owner Alaska Marketing Consultants, Inc.

August 2001 – Present

- Provide professional marketing consulting services to established clientele in a variety of industries.
- Comfortable working in all forms of marketing mediums including advertising (i.e. radio, tv, print, direct mail, online), public relations, web design, research, event coordination, social/mobile media, and promotional items.
- Serve as an independent agency in coordinating and handling media placement for clientele.
- Experienced in creating marketing plans and budgets, creating & coordinating brand implementation, developing ad campaigns, handling media placement, managing public relations and event coordination, providing web design conception and strategies, implementing social media and ordering promotional items.
- Oversees and works frequently on campaigns and projects with independent and agency affiliated graphic artists, web designers, photographers, printers, and fine artists.
- Licensed distributor with the Advertising Specialty Institute for promotional items, apparel and goods.

### Pharmaceutical Consultant GlaxoSmithKline Pharmaceuticals Wyeth Ayerst Laboratories SmithKline Beecham Pharmaceuticals

November 1990 to 2001

- Promoted product line to healthcare professionals throughout Alaska.
- Maintained extensive knowledge of products, prescription data and marketing and sales strategies.
- Completed successful pre-launch and post-launch activities for new products and line extensions.
- Participated and help organize in local conventions, speaker programs and conferences for various local and state organizations.
- Formed and maintained professional relationships with members of the medical community.
- Developed and implemented business plans to achieve corporate and sales objectives under a continual changing environment.
- Facilitated and maintained co-marketing arrangements with other entities in the promotion of specific products.
- Ranked consistently as a top performer in market share growth for Northwest Region.

## EDUCATION

### University of Alaska-Fairbanks

Bachelor of Business Administration - Marketing - Emphasis in Travel Industry Management. Graduated May 1990.

## AFFILIATIONS

Advertising Specialty Institute – 2003- Present  
American Institute Graphic Arts – Alaska Chapter - 2012- Present  
American Marketing Association, Alaska Chapter - 2001- Present  
Buy Alaska – 2001 – Present  
Cooper Landing Advisory Commissioner – Term 2018 - 2020  
Cooper Landing Chamber of Commerce - 2005 – Present  
Girdwood Chamber of Commerce – 2012 – 2017  
Society for Marketing Professional Services - 2003- Present  
Seward Chamber of Commerce CVB - 2005 - Present  
University of Alaska – Fairbanks Alumni Association, Life Member

References, Client Portfolio, List of Services and Contractors provided upon request.

## Services

Alaska Marketing Consultants, Inc.

---

### Strategic Marketing Design

- Corporate Branding (Image & Logo Development)
- Advertising
- Marketing Plan Preparation
- Media Placement
- Target Marketing
- Product Positioning
- Strategies for Marketing Mix Components
- Direct Mailing

### Event Planning & Coordination

- Event Program Development
- Budget Monitoring
- Supplier Relations
- Pre-Event and on-site registrations
- Event Marketing and Promotion
- Media Marketing
- Event Information Distribution
- Catering Coordination
- Booth and Display Organizing
- Specialty Items

### Public Relations & Management Strategies

- Press-Packet
- Press Releases
- Strategic – Media Placement
- Long-Range Planning
- Issue and Program Development
- Corporate Identity Enhancement
- Crisis Response

### Specialty Items

- Apparel
- Award & Recognition
- Business & Desk Items
- Executive Gifts
- Food & Beverage
- Kitchen & Home
- Trade Show Items
- Sport & Outdoor

### Web Design, Strategies & Solutions

- Web Design
- Internet Marketing Strategies
- Pre-Launch Consultation and Planning
  - Domain registration, hosting and ISP considerations
- Statistical Analysis, Tracking and Reporting
- Internet Research
- Video / DVD Production Services

## Portfolio

### Alaska Marketing Consultants, Inc.

---

#### **Alaska Chamber Singers**

Ad Design & Media Placement  
-Print, Radio & Web  
Collateral Materials  
Corporate Image Design  
Direct Mail Advertising  
Event Coordination  
Public Relation Strategy & Management  
Social Media  
Strategic Marketing Consulting  
Website Development

#### **Alaska Rivers Company**

Ad Design & Media Placement  
-Print & Web  
Collateral Material  
Corporate Image Design  
Market Research  
Public Relation Strategy & Management  
Specialty Items  
Strategic Marketing Consulting  
Website Development

#### **Altman Rogers & Co.**

Ad Design & Media Placement  
-Print & Web  
Corporate Image Design  
Direct Mail Advertising  
Market Research  
Public Relations Strategy & Management  
Specialty Items  
Strategic Marketing Consulting  
Website Development

#### **Alyeska Resort**

Specialty Items

#### **Arctic Slope Regional Corporation**

Specialty Items

#### **Anchorage Festival of Music**

Ad Design & Media Placement  
-Print, Radio & Web  
Collateral Materials  
Event Coordination/Management  
- Soiree Programs & Young Alaskan Artist Award  
Grant Proposals/Fundraising  
Public Relations and Administration Management  
Social Media  
Strategic Marketing Consulting  
Website Development

#### **Bettisworth North**

Specialty Items

#### **City of Seward**

##### ***Electric Department***

Collateral Material  
Direct Mail Advertising

#### **Cooper Landing Chamber of Commerce**

Ad Design & Media Placement  
Corporate Image Design  
Direct Mail Advertising  
Market Research  
Public Relations Strategy & Management  
Upper Kenai Visitors Guide  
Production, Ad Sales, Distribution  
Specialty Items  
Strategic Marketing Consulting

#### **Engineered Equipment Company**

Collateral Material  
Corporate Image Design  
Public Relations and Administration Management  
Website Development

#### **Imaging Associates of Providence**

Ad Design & Media Placement  
-Print, Radio, TV & Web  
Corporate Image Design  
Direct Mail Advertising  
Event Coordination  
Market Research  
Public Relation Strategy & Management  
Specialty Items  
Strategic Marketing Consulting

#### **Habitat Housewares**

Ad Design & Media Placement  
-Print, Radio, TV & Web  
Corporate Image Design  
Direct Mail Advertising  
Event Coordination  
Market Research  
Public Relation Strategy & Management  
Specialty Items  
Strategic Marketing Consulting  
Website Development

#### **Facial Plastics ENT Associates, Inc.**

Collateral Materials  
Market Research  
Specialty Items

#### **Kimberly Seeds International**

Corporate Image Design  
Specialty Items  
Website Development

#### **myHealth Clinic, LLC**

Ad Design & Media Placement  
-Print  
Corporate Image Design  
Direct Mail Advertising  
Market Research  
Public Relations Strategy & Management  
Specialty Items  
Strategic Marketing Consulting  
Website Development

## Portfolio *(continued)*

Alaska Marketing Consultants, Inc.

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### **Orthopedic Physicians Anchorage**

Specialty Items

### **PAC WEST, Inc.**

Ad Design & Media Placement  
Corporate Image Design  
Collateral Materials  
Specialty Items

### **Petro Star Inc.**

Ad Design & Media Placement  
Event Coordination  
Public Relations  
Strategic Marketing Consultation  
Specialty Items  
Web Design

#### ***North Pacific Fuel***

Ad Design & Media Placement  
Market Research  
Specialty Items

#### ***Sourdough Heating & Fuel***

Ad Design & Media Placement  
Market Research  
Specialty Items  
Strategic Marketing Consultation

### **R & M Consultants, Inc.**

Specialty Items

### **Red Shift, Inc.**

Corporate Image Design  
Collateral Material  
Website Design

### **Seward Chamber of Commerce**

Ad Design & Media Placement  
Corporate Image Design  
Direct Mail Advertising  
Market Research  
Public Relations Strategy & Management  
Seward Destination Guide 2005 - Present  
    Production, Ad Sales, Distribution  
Seward Halibut Tournament Guide  
    Production, Ad Sales, Distribution  
Seward Mount Marathon Race Guide  
    Production, Ad Sales, Distribution  
Seward Silver Salmon Derby Guide  
    Production, Ad Sales, Distribution  
Specialty Items  
Strategic Marketing Consulting

### **Seward Chamber of Commerce**

#### ***Seward Alternative Energy Group***

Ad Design & Media Placement  
Collateral Material  
Corporate Image Design  
Direct Mail Advertising  
Event Coordination – Seward Alternative Energy  
Forum & Fair  
Market Research  
Public Relations Strategy & Management  
Specialty Items  
Strategic Marketing Consultation  
Website Design & Development

### **The Bake Shop**

Ad Design & Media Placement  
    -Web, Print,  
Corporate Image Design  
Event Coordination  
Market Research  
Public Relation Strategy & Management  
Specialty Items  
Strategic Marketing Consulting  
Website Development

## Contractors

Alaska Marketing Consultants, Inc.

---

AMC has worked with many of the top free-lance providers in the state.

### Copy Writing/ Production

Katie Hickey, KT-Creative  
Judy Griffin, Word Wrangling

### Graphic Design

Dawn Gerety, Art Seriously  
Deb Dubac, Dubac Designs  
Greger Wright, The Wright Perspective  
Kevin Hall, K & H Graphics  
Lucian Childs, GRA.F/X  
Meredith Hershock, Swell Design  
Michael Ardiaz, Mad Dog Graphics

### Photographers

Chris Arend, Chris Arend Photography  
Daryl Pederson, D&M Photo  
Frank Flavin, Frank Flavin Photography  
Jeff Schultz, Alaska Stock  
Judy Patrick, Judy Patrick Photography  
Ken Graham, Accent Alaska/Ken Graham Agency  
Michael DeYoung, Michael DeYoung Photography  
Ron Niebrugge, Wild Nature Images  
Scott Dickerson, Scott Dickerson Photography

### Special Projects/ Commissioned Work

Amanda Brannon, Amanda Brannon Design  
Deb Dubac, Dubac Designs  
Peter Brondz, Peter Brondz Pottery  
Romney Dodd, Romney Designs

### Web Designers

Apokrisis, Kristen Lindsey  
ITS- Alaska Computer Services  
Jan Hazen, Homestead Graphics  
OTC Web Design, Kevin Doyle  
Sound Web Solutions – Heidi Weiland





## Planning Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

### Cooper Landing APC Application Submitted 2020-08-11 05:59:34

**Name:** Heather Harrison

I am currently a member of the Advisory Planning Commission and would like to apply for reappointment.

**Mailing Address:**

,

**Residence Address**

,

**Email:** Brandonandheather@live.com

**Work Phone:**

**Home Phone:**

**Mobile Phone:**

**Occupation or place of employment:**

**Which Advisory Planning Commission do you wish to serve on?:** Cooper Landing

**How long have you lived in the area served by this Advisory Planning Commission?:**

**What knowledge, experience, or expertise will you bring to this board?**

**Have you, or do you currently, serve on other Kenai Peninsula Borough commissions, boards or task forces?**

**Are you available for**

**Comments (areas of interest, additional experience or qualifications, etc.):**

## Shassetz, Tatyana

---

**From:** Fletcher, Sandra  
**Sent:** Tuesday, August 11, 2020 7:44 AM  
**To:** Wastell, Pam  
**Cc:** Shassetz, Tatyana  
**Subject:** FW: APC Application submitted Cooper Landing  
**Attachments:** Cooper Landing APC Application Submitted 2020-08-11 055934.pdf

FYI

Sandra

**From:** Heather Harrison [mailto:Brandonandheather@live.com]  
**Sent:** Tuesday, August 11, 2020 6:00 AM  
**To:** Mayor's Department <MayorDepartmental@kpb.us>  
**Cc:** mbest@kpb.us; Fletcher, Sandra <sfletcher@kpb.us>; Wastell, Pam <pwastell@kpb.us>; Shirnberg, Ann <ashirnberg@kpb.us>  
**Subject:** APC Application submitted Cooper Landing

Name: Heather Harrison

I am currently a member of the Advisory Planning Commission and would like to apply for reappointment.

Mailing Address:

,

Residence Address:

,

Email: [Brandonandheather@live.com](mailto:Brandonandheather@live.com)

Work Phone:

Home Phone:

Mobile Phone:

Occupation or place of employment:

Which Advisory Planning Commission do you wish to serve on?: Cooper Landing

How long have you lived in the area served by this Advisory Planning Commission?:

What knowledge, experience, or expertise will you bring to this board?



Have you, or do you currently, serve on other Kenai Peninsula Borough commissions, boards or task forces?

Are you available for

Comments (areas of interest, additional experience or qualifications, etc.):

Upload your Resume



## Planning Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

### Hope/Sunrise APC Application Submitted 2020-08-26 17:22:48

**Name:** James Skogstad

I am currently a member of the Advisory Planning Commission and would like to apply for reappointment.

**Mailing Address:**

,

**Residence Address**

,

**Email:** akskogstad@aol.com

**Work Phone:**

**Home Phone:**

**Mobile Phone:**

**Occupation or place of employment:**

**Which Advisory Planning Commission do you wish to serve on?:** Hope/Sunrise

**How long have you lived in the area served by this Advisory Planning Commission?:**

**What knowledge, experience, or expertise will you bring to this board?**

**Have you, or do you currently, serve on other Kenai Peninsula Borough commissions, boards or task forces?**

**Are you available for**

**Comments (areas of interest, additional experience or qualifications, etc.):**

## Shassetz, Tatyana

---

**From:** Fletcher, Sandra  
**Sent:** Thursday, August 27, 2020 11:42 AM  
**To:** Wastell, Pam  
**Cc:** Shassetz, Tatyana  
**Subject:** FW: APC Application submitted Hope/Sunrise  
**Attachments:** HopeSunrise APC Application Submitted 2020-08-26 172248.pdf

Hi ladies,

I failed to highlight Jim Skogstad on the spreadsheet. His seat is up in September. Please be sure to get him on the September Assembly meeting.

My apologies!

Sandra Fletcher  
Senior Clerk  
Planning Department  
907-714-2202

KENAI PENINSULA BOROUGH  
144 North Binkley Street  
Soldotna, Alaska 99669



PUBLIC RECORDS LAW DISCLOSURE: This email and responses to this email may be subject to provisions of Alaska Statutes and may be made available to the public upon request.

**From:** James Skogstad [mailto:akskogstad@aol.com]  
**Sent:** Wednesday, August 26, 2020 5:23 PM  
**To:** Mayor's Department <MayorDepartmental@kpb.us>  
**Cc:** mbest@kpb.us; Fletcher, Sandra <sfletcher@kpb.us>; Wastell, Pam <pwastell@kpb.us>; Shirnberg, Ann <ashirnberg@kpb.us>  
**Subject:** APC Application submitted Hope/Sunrise

Name: James Skogstad

I am currently a member of the Advisory Planning Commission and would like to apply for reappointment.

Mailing Address:

,

Residence Address:

,

Email: [akskogstad@aol.com](mailto:akskogstad@aol.com)

Work Phone:

Home Phone:

Mobile Phone:

Occupation or place of employment:

Which Advisory Planning Commission do you wish to serve on?: Hope/Sunrise

How long have you lived in the area served by this Advisory Planning Commission?:

What knowledge, experience, or expertise will you bring to this board?

Have you, or do you currently, serve on other Kenai Peninsula Borough commissions, boards or task forces?

Are you available for

Comments (areas of interest, additional experience or qualifications, etc.):

Upload your Resume



## Planning Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

### **Kachemak Bay APC Application Submitted 2020-06-15 13:25:54**

**Name:** Andrea Kosto

**Mailing Address:**

PO Box 3070  
Homer, AK 99603

My Residence Address is DIFFERENT from my Mailing Address

**Residence Address**

98650 Tranquility Rd  
Homer , Alaska 99603

**Email:** andreakosto@hotmail.com

**Work Phone:**

**Home Phone:**

**Mobile Phone:** 9078874478

**Occupation or place of employment:** Ship Captain, Uncruise Adventures

**Which Advisory Planning Commission do you wish to serve on?:** Kachemak Bay

**How long have you lived in the area served by this Advisory Planning Commission?:** 2yr

**What knowledge, experience, or expertise will you bring to this board?**

As a third generation Alaskan I have seen how poor planning and poorly executed projects can be detrimental to communities, as well as how thoroughly planned projects enhance and benefit communities.

I started working in Alaskas tourism industry in 1997.

I was the Director of the Marine Science Explorers Program in Seward, and the Prince William Sound Explorers Program in Whittier from 2006-2012.

I have worked on research vessels in Cook Inlet, the Aleutians, and the Arctic. Which requires concise and detailed planning and execution in remote and often challenging environments in order to achieve the required goals.

As a ship captain, I work with people within and outside of my vessel and organization to accomplish desired outcomes

**Have you, or do you currently, serve on other Kenai Peninsula Borough commissions, boards or task forces?**

I have not served on any KPB commissions, boards, or task forces.

**Are you available for**

Night meetings Day meetings

**Comments (areas of interest, additional experience or qualifications, etc.):**

Areas of interest are:

Fishing

Hiking

Photography

Spending time with family

Reading

Travel

**Professional Overview**

Twenty four years experience mainly in Alaskan waters; as Captain since 2005, as Mate since 2003, and as a Deckhand since 1997. Director of a marine vessel based marine science education program from 2005-2012, lead instructor of the program from 2000-2005 and instructor with the program from 1997.

USCG Master of Oceans 1600 Gross Registered Tons (GRT), Master 3000 Gross Tons (GT), Officer in Charge of Navigational Watch (OICNW) 3000 GT, Able Seaman-Any Waters Unlimited (ABU), Standard of Training, Certification and Watchkeeping (STCW), RFPNW, Radar Observer Unlimited, Electronic Chart Display and Information System (ECDIS), Automatic Radar Plotting Aid (ARPA), Vessel Personnel with Designated Security Duties (VPDSD), Advanced Fire Fighting, Proficiency in Survival Craft (PSC), STCW Leadership and Managerial Skills, STCW Crisis Management, STCW Crowd Management, Bridge Resource Management (BRM), Basic Safety Training, FCC Marine Radio Operator Permit, TWIC, CPR, AED, First Aid Certified.

I am energetic, positive, with a very strong work ethic, meticulous, committed to high quality results, disciplined and eager to learn new things. I am highly respected by coworkers I supervise, my managers, as well as other professionals and laypeople I encounter.

**Experience**

- + Mate or Captain of 95'-192' motor vessels in Equatorial North Pacific, along the entire west coast of North America, including the entire Aleutian Chain, the Bering Sea and Arctic Ocean, Southeast Alaska, the Pacific side of Mexico and Central America, the Sea of Cortez, Panamá Canal, and on the Caribbean side of Central America. Also spent several fall and spring seasons working on the Columbia and Snake Rivers.
- + Operator of hydraulic equipment onboard marine vessels: Knuckleboom cranes, A-frames, J-frames, Davits, Winches and Crab blocks.
- + Operator of launch vessels, Zodiacs, Achilles, Boston Whalers, RHIB, and FRCs, from larger ships
- + Operator of scientific equipment onboard marine vessels
- + Routine maintenance and troubleshooting of marine diesel engines
- + Work as a constructive team member to complete projects
- + Review data and official documents for accuracy
- + Work independently to meet deadlines, project goals and objectives
- + With a degree in Marine Biology and experience directing and teaching in a marine biology and an oceanography program, I have considerable knowledge of marine organisms; seabirds, marine mammals, phytoplankton, and zooplankton, intertidal species and their ecosystems; and I am always eager to learn more about marine organisms and their environment.
- + Work in harsh weather conditions for long periods of time as a mate, a marine vessel captain, and outdoor enthusiast.

**Education**

<b>Alaska Vocational Tech Center, Seward</b>	Leadership and Managerial Skills, ECDIS	<b>2016</b>
<b>Compass Courses, Seattle</b>	VPDSD, STCW Crisis Management	<b>2016</b>
<b>Alaska Vocational Tech Center</b>	Celestial Navigation, BRM, ARPA	<b>2014</b>
<b>Alaska Vocational Tech Center</b>	Radar Observer Unlimited Advanced Fire Fighting, PCS	<b>2013</b>
<b>University of Alaska Anchorage</b>	Graduate studies in Marine Mammal Physiology	<b>2006</b>
<b>Alaska Vocational Tech Center</b>	100 Ton Master, 200 Ton Mate, BST, FCC Marine Radio Operator	<b>2003</b>
<b>University of Alaska Anchorage</b>	Bachelors of Science Natural Sciences, Marine Biology	<b>2002</b>
<b>Hawai'i Pacific University</b>	Coursework in upper division electives for B.S. Marine Biology	<b>2000</b>
<b>University of Alaska Southeast</b>	Coursework in for Bachelors of Science in Marine Biology	<b>1998</b>
<b>Additional Certifications</b>	First Aid/CPR/AED	<b>2016</b>
	Wilderness First Responder	<b>1998, 2006</b>

**Professional Experience**

**Uncruise Adventures; Juneau, AK and Central America** **2016-Present**

**Captain**

Captain of expedition passenger vessel in Panamá and Costa Rica, transit Panamá Canal weekly. Manage four departments, with a crew of up to 35 members. Work with port authorities and agents of foreign nations. Develop new itineraries in new destinations: Belize, Guatemala and Colombia.

**Independent Contractor, Alaska, West Coast of North America and Mexico** **2014 - 2016**

**Captain, Mate, or ABU**

Mate. Fill-in on 177' R/V Oceanus for Oregon State University. San Diego to Hawai'i. Maneuvering vessel on station for surface, midwater and abyssal plane benthic sampling .

Mate, Acting as Pilot Fill-in on 192ft S.S. Legacy, 186' Wilderness Explorer in Southeast Alaska and British Columbia for summer itineraries and repositioning vessel to/from Southeast Alaska and Fishermen's Terminal, Seattle for Uncruise Adventures.

ABU. Deliver 1190ton M/V Safari Voyager from San Jose Del Cabo, Mexico to Seattle for Uncruise Adventures.

Captain. Deliver <100ton private yacht, M/V Scout from Whittier, AK to Anacortes, WA for Private.

**Hawaii Resource Group; Honolulu, Hawai'i** **2015**

**Mate**

Support vital maritime operations in the Equatorial North Pacific on 260GRT 175' OSV Kahana from Honolulu to atolls such as Midway, Kure, Johnston and Palmyra. Delivered researchers, supplies, fuel, food and building materials or provided research platform. Responsible for safe navigation of vessel, load/offload and secure cargo, assist captain with vessel documents, internal audits, vessel inspection, management of crew, operation on 24' RHIB, chart corrections, and tasks assigned by captain.



**Norseman Maritime; Seattle, Washington**  
**Chief Mate**

2012 - 2014

Marine research science cruises on 108' marine research vessel based in Seward, Alaska to anywhere in Alaska. Contracts included cruises to Attu in the Western Aleutian Islands, the Bering Sea, the Arctic, Prince William Sound, to Seattle. Responsible for safe navigation of vessel, HSE, chart corrections, management of crew, operate knuckle crane, A-frame, 18' Achilles inflatable launch with 50hp outboard, and tasks assigned by captain.

**Aldrich Offshore; Seward, Alaska**  
**AB, Marine Technician, and Vessel Operator**

2012 Jul-Oct

AB on marine research cruise in the Bering Sea, Arctic Ocean, and Chukchi Sea deploying and recovering scientific devices and deck duties on 155' vessel. As Marine Tech, responsible for operating thermosalinograph, CTD, ADCP, and support for scientists. Vessel operator and Marine Tech for side scan sonar bathymetry research vessel in Upper Cook Inlet.

**Kenai Fjords Tours; Seward, Alaska**  
**Boat Captain, Director and Instructor of Marine Science Explorers Program**

2005 - 2012

As Boat Captain: Responsible for managing onboard crew of up to 6 on marine tour vessels up to 108'. Responsible safe navigation of vessel, safety of up to 150 passengers and crew, and maintenance of engines, generators, hydraulic, electronic and auxiliary systems. Also, responsible to find, identify, and view marine mammals and sea birds, narrate tour, and time management/schedule. Tours based from Seward to Gulf of Alaska, the Chiswell Islands, and Kenai Fjords National Park.

As Program Director of Marine Science Explorers: Direct two boat-based environmental education trips, on marine biology and oceanography, for school groups to ignite interest in the ocean and marine science. Responsible for hiring and training 8 to 9 instructors each spring in the subjects of the classes and workshops to be presented, how to work on a marine passenger vessel, sampling methodology, use of specialized instruments, data recording, and specimen collection for seawater analysis, intertidal species in 80gal aquarium, and for multiple plankton collection samples each day.

**University of Alaska Anchorage; Anchorage, Alaska**  
**Adjunct Instructor, Marine Mammal Biology Labs**

2006 Aug - Dec

Responsible for instructing Marine Mammal Biology Labs (BIOL485/685), two classes each week, for undergraduate and graduate students. Assemble materials, clearly communicate and demonstrate course objectives, expectations of methods, how to build appropriate graphs and tables of results. Curriculum emphasized not only physiology including structures, hematology, and necropsy, but also included tools such as radio tracking devices, satellite tags and time depth recorders.

**Lindblad Expeditions, National Geographic; Seattle, Washington**  
**Mate**

2003 - 2005

Responsible for safe navigation of vessel while standing two 4hr watches each day on a 152' marine vessel, operating port-to-port between Southeast Alaska, the Columbia and Snake Rivers, the Gulf of California, Costa Rica, Panamá (including the Panamá Canal), Belize and Honduras. While on voyages, usually conduct two boat ops each day, which required operating a crane launch four 20' Mark V Zodiacs and up to 18 kayaks. Duties also included driving the dive and/or snorkel boat, leading all kayak expeditions, implement Environment Management System and general deck duties.

**Kenai Fjords Tours; Seward, Alaska**  
**Deckhand and Instructor**

1997 - 2003

Deckhand for bird, wildlife, glacier and photo tours. Instructor for Marine Science Explorers Program.

## Professional References

**Captain Paul Tate**

Cell 907.362.2600

Captain for USGS. Retired Captain and Founder of Norseman Maritime.

Known since 2012.

**Captain Mark Graves**

Office 206.489.8014

Senior Systems Analyst at Holland America Group. Former Director of Marine Operations Lindblad Expeditions/National Geographic.

Known since 2003.

**Captain Richard Jacoby**

Home 907.224.5341

AVTEC Maritime Instructor. Former Captain and Marine Operations Manager Kenai Fjords Tours.

Known since 1997.





## Planning Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

### **Kalifornsky APC Application Submitted 2020-08-20 16:02:42**

**Name:** Stephen Ford

I am currently a member of the Advisory Planning Commission and would like to apply for reappointment.

**Mailing Address:**

,

**Residence Address**

,

**Email:** stevefordak@gmail.com

**Work Phone:**

**Home Phone:**

**Mobile Phone:**

**Occupation or place of employment:**

**Which Advisory Planning Commission do you wish to serve on?:** Kalifornsky

**How long have you lived in the area served by this Advisory Planning Commission?:**

**What knowledge, experience, or expertise will you bring to this board?**

**Have you, or do you currently, serve on other Kenai Peninsula Borough commissions, boards or task forces?**

**Are you available for**

**Comments (areas of interest, additional experience or qualifications, etc.):**

## Shassetz, Tatyana

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**From:** Fletcher, Sandra  
**Sent:** Thursday, August 20, 2020 4:09 PM  
**To:** Wastell, Pam  
**Cc:** Shassetz, Tatyana  
**Subject:** FW: APC Application submitted Kalifornsky  
**Attachments:** Kalifornsky APC Application Submitted 2020-08-20 160242.pdf

Hi Pam,

Do current APC members need to fill out their applications completely when reapplying? I noticed we received another one from Yvette Galbraith like this. I'm assuming they don't need to, but let me know.

Thank you!

Sandra Fletcher  
Senior Clerk  
Planning Department  
907-714-2202

KENAI PENINSULA BOROUGH  
144 North Binkley Street  
Soldotna, Alaska 99669



PUBLIC RECORDS LAW DISCLOSURE: This email and responses to this email may be subject to provisions of Alaska Statutes and may be made available to the public upon request.

**From:** Stephen Ford [mailto:stevefordak@gmail.com]  
**Sent:** Thursday, August 20, 2020 4:03 PM  
**To:** Mayor's Department <MayorDepartmental@kpb.us>  
**Cc:** mbest@kpb.us; Fletcher, Sandra <sfletcher@kpb.us>; Wastell, Pam <pwastell@kpb.us>; Shirnberg, Ann <ashirnberg@kpb.us>  
**Subject:** APC Application submitted Kalifornsky

Name: Stephen Ford

I am currently a member of the Advisory Planning Commission and would like to apply for reappointment.

Mailing Address:

,

Residence Address:

,

Email: [stevefordak@gmail.com](mailto:stevefordak@gmail.com)

Work Phone:

Home Phone:

Mobile Phone:

Occupation or place of employment:

Which Advisory Planning Commission do you wish to serve on?: Kalifornsky

How long have you lived in the area served by this Advisory Planning Commission?:

What knowledge, experience, or expertise will you bring to this board?

Have you, or do you currently, serve on other Kenai Peninsula Borough commissions, boards or task forces?

Are you available for

Comments (areas of interest, additional experience or qualifications, etc.):

Upload your Resume



**MAYOR'S REPORT TO THE ASSEMBLY**

**TO:** Kelly Cooper, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Charlie Pierce, Kenai Peninsula Borough Mayor

**DATE:** September 15, 2020



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Assembly Request / Response

None

Agreements and Contracts

- a. Authorization to Award a Contract for RFP21-001 North Peninsula Recreation Service Area Pool Roof Professional Designs Services to Architects Alaska, Inc., Anchorage, AK.
- b. Authorization to Award a Contract for ITB21-003 River Center Communications Tower to Peak Signals, LLC., Palmer, AK.
- c. Authorization to Award a Contract for RFP21-002 Communications Engineering Analysis (CAR18) to Tusa Consulting Services II, LLC., Covington Louisiana.

OTHER

- a. Certification of the 2020 Personal Property Supplemental Assessment Roll

# Kenai Peninsula Borough Purchasing and Contracting Department

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## MEMORANDUM

**TO:** Charlie Pierce, Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Carmen Vick, Project Manager *CV*

**DATE:** August 28, 2020

**RE:** Authorization to Award a Contract for RFP21-001  
North Peninsula Recreation Service Area Pool Roof  
Professional Design Services

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The Purchasing and Contracting Office formally solicited and received proposals for RFP21-001 North Peninsula Recreation Service Area Pool Roof Professional Design Services. Proposal packets were released and the Request for Proposal was advertised in the Peninsula Clarion on July 26, 2020 and the Anchorage Daily News on July 27, 2020.


The project consists of procuring professional architectural and engineering design and CA services for the purpose of preparing comprehensive construction documents to be used for soliciting bids for construction to repair the roof at NPRSA Pool Administration and Mechanical Room Additions.

On the due date of August 14, 2020 two (2) proposals were received and ranked by a review committee as follows:

<u>FIRM</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Architects Alaska, Inc.	Anchorage, Alaska	350
K+A designstudios	Kenai, Alaska	286

The highest ranking proposal, which includes a cost factor, was submitted by Architects Alaska, Inc. with a lump sum cost proposal of \$39,672.00. The proposal review committee recommends award of a contract to Architects Alaska, Inc., Anchorage, Alaska. Your approval for this award is hereby requested.

Funding for this project is in account number 459.61110.21451.49311.

  
\_\_\_\_\_  
Charlie Pierce, Mayor

8/28/2020  
\_\_\_\_\_  
Date

Page -2-

Date

To:

RE:

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FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. _____	\$39,672.00
Amount _____	459,611,110,214,514,931.11
By: <u>PP</u> <u>BH</u>	Date: 8/28/2020

NOTES; NA

# Kenai Peninsula Borough Purchasing and Contracting Department

## MEMORANDUM

**TO:** Charlie Pierce, Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Lee Frey, Project Manager *LF*

**DATE:** August 27, 2020

**RE:** Authorization to Award a Contract for ITB21-003  
River Center Communications Tower

The Purchasing and Contracting Office formally solicited and received bids for ITB21-003 River Center Communications Tower. Bid packets were released on July 29, 2020 and the Invitation to Bid was advertised in the Peninsula Clarion and the Anchorage Daily News on July 29, 2020.

The project consists of the purchase and installation of a 60' tall communications tower, foundation and communications equipment as specified, located at 514 Funny River Road, Soldotna, Alaska. Installation of an antenna on a different tower and establishing the connection between the antennas is included in the work.

On the due date of August 21, 2020 one (1) bid was received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$92,700.00 was submitted by Peak Signals, LLC, Palmer, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 271.95162.CAR17.49101

*CP*  
\_\_\_\_\_  
Charlie Pierce, Mayor

8/31/2020  
\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	271.95162.CAR17.49101
Amount	\$92,700.00
By: <i>PP</i> <i>BH</i>	Date: 8/31/2020

NOTES; n/a

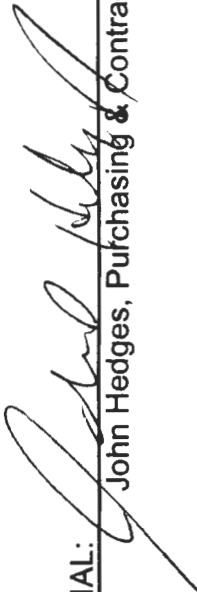


**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB21-003 River Center Communications Tower**

CONTRACTOR	LOCATION	BASE BID
Peak Signals, LLC	Palmer, AK	\$92,700.00

DUE DATE: August 21, 2020

KPB OFFICIAL:   
John Hedges, Purchasing & Contracting Director

# Kenai Peninsula Borough Office of Emergency Management

## MEMORANDUM

**TO:** Charlie Pierce, Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *LF for JH*

**FROM:** Dan Nelson, OEM Manager *DN*

**DATE:** September 3, 2020

**RE:** Authorization to Award a Contract for RFP21-002 Communications Engineering Analysis (CAR18)

The Purchasing and Contracting Office formally solicited and received proposals for RFP21-002 Communications Engineering Analysis (CAR18). Proposal packets were released and the Request for Proposal was advertised in the Peninsula Clarion on July 14, 2020.

The project consists of providing a comprehensive communications study for the Kenai Peninsula Borough to include general business and first responder communications, as well as a specific emphasis on the Sterling/Seward Highway corridor that encompasses the East Peninsula Highway Emergency Service Area (EPHESA). The study will provide specific recommendations on siting of future communications sites and how to provide redundancy to current communications.

On the due date of August 17, 2020 two (2) proposals were received and ranked by a review committee as follows:

<u>FIRM</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Tusa Consulting Services II, LLC	Covington, LA	250
New Horizons Telecom, Inc.	Palmer, AK	167

The highest ranking proposal, which includes a cost factor, was submitted by Tusa Consulting Services II, LLC with a lump sum cost proposal of \$46,800.00. The proposal review committee recommends award of a contract to Tusa Consulting Services II, LLC out of Covington, Louisiana. Your approval for this award is hereby requested.

Funding for this project is in account number 271.95171.CAR18.43011.

  
 \_\_\_\_\_  
 Charlie Pierce, Mayor

9/3/2020  
 \_\_\_\_\_  
 Date

NOTES: n/a

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>271.95171.CAR18.43011</u>	
Amount <u>\$46,800.00</u>	
By: <u>PP BH</u>	Date: <u>9/3/2020</u>

Kenai Peninsula Borough  
Assessing Department

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**MEMORANDUM**

**TO:** Charlie Pierce, Borough Mayor  
**FROM:** Melanie Aeschliman, Director of Assessing  
**DATE:** September 1, 2020  
**RE:** Certification of the 2020 Personal Property Supplemental Assessment Roll

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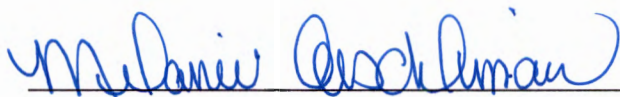
The undersigned, duly qualified and appointed Assessor of the Kenai Peninsula Borough, does hereby certify that the following is the total valuation contained in the 2020 Personal Property Supplemental Assessment Roll as of September 1, 2020.

**The total assessed value for the Kenai Peninsula Borough, including all properties on this assessment roll is as follows:**

<b>PERSONAL PROPERTY</b>	<b>TOTAL PROPERTY</b>
\$21,918,940	<b>\$21,918,940</b>

The total taxable value for the Kenai Peninsula Borough is as follows:

<b>PERSONAL PROPERTY</b>	<b>TOTAL PROPERTY</b>
\$15,575,247	<b>\$15,575,247</b>



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Melanie Aeschliman, Director of Assessing



## Kenai Peninsula Borough Assembly Committees 2019 – 2020

### ASSEMBLY COMMITTEES

- **Finance Committee**  
Brent Hibbert, Chair  
Tyson Cox, Vice Chair  
Brent Johnson
- **Lands Committee**  
Brent Johnson, Chair  
Kenn Carpenter, Vice Chair  
Norm Blakeley
- **Policies & Procedures Committee**  
Willy Dunne, Chair  
Hal Smalley, Vice Chair  
Kenn Carpenter
- **Legislative Committee**  
Hal Smalley, Chair  
Jesse Bjorkman, Vice Chair  
Willy Dunne
- **President Pro Tem**  
Brent Hibbert
- **OTHER BOROUGH COMMITTEES**
- **School Board**  
Tyson Cox  
Brent Johnson, Alternate

### SERVICE AREA BOARD LIAISONS

- **Anchor Point Fire & EMS** – Willy Dunne
- **Bear Creek Fire** – Kenn Carpenter
- **CES/CPEMS** – Norm Blakeley
- **Kachemak Emergency Service Area** – Willy Dunne
- **KPB Roads** – Kelly Cooper
- **Nikiski Seniors** – Jesse Bjorkman
- **Nikiski Fire** – Jesse Bjorkman
- **North Peninsula Recreation** – Jesse Bjorkman
- **Seldovia Recreational** – Willy Dunne
- **Seward/Bear Creek Flood** – Kenn Carpenter
- **South Kenai Peninsula Hospital** - Kelly Cooper, Willy Dunne
- **NON-BOROUGH COMMITTEES**
- **Cook Inlet Aquaculture**  
Dale Bagley
- **Cook Inlet R.C.A.C.**  
Grace Merkes, term expires April 2020
- **Kenai Peninsula Economic Development District**  
Hal Smalley, term expires with office
- **Kenai Peninsula College Council**  
VACANT, term expires with office
- **Kenai River Special Management Area Advisory Board**  
Brent Hibbert, term expires with office
- **Prince William Sound R.C.A.C.**  
Mako Haggerty, term expires May 2019
- **Kachemak Bay Research Reserve Community Council**  
Willy Dunne, term expires with office