


Kenai Peninsula Borough
Office of the Borough Mayor

MEMORANDUM

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

FROM: Charlie Pierce, Mayor 

DATE: October 13, 2020

RE: Re-Appointments to the Road Service Area Board

Pursuant to KPB 16.41.020(A) & (B), I hereby submit the following re-appointments to the Road Service Area Board for confirmation by the Assembly. The applicants are registered voters and reside within the designated region of the Road Service Area to be represented. Attached for your review; voter verifications and request for re-appointments.

Appointment	Board Seat	Term Expires
Michele Hartline	North Region	Sept. 30, 2023
Robert Ruffner	West Region	Sept. 30, 2023

Attachments: Request for Re-appointment
Voter Verification

Cc: Dil Uhlin, Roads Director
KPB Clerk's Office

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Charlie Pierce, Borough Mayor
THRU: Johni Blankenship, Borough Clerk (JB)
FROM: Michele Turner, Deputy Borough Clerk (M.T.)
DATE: September 24, 2020
RE: Verification of Road Service Area Applicants

As per KPB 16.41.020(A), the applicants listed below has been verified as registered voters of the Kenai Peninsula Borough and reside within the Road Service Area.

ROAD SERVICE AREA

West Region Applicant: Robert Ruffner

North Region Applicant: Michele Hartline

Subject: FW: <EXTERNAL-SENDER>Road Service Area Board Application
Attachments: Resume - 2020.doc

From: Michele Hartline <hartlines@hotmail.com>
Sent: Monday, August 31, 2020 10:13 AM
To: Uhlin, Dil <duhlin@kpb.us>; Agosti, Elaine <eagosti@kpb.us>; Blankenship, Johni <JBlankenship@kpb.us>
Subject: <EXTERNAL-SENDER>Road Service Area Board Application

CAUTION:This email originated from outside of the KPB system. Please use caution when responding or providing information. Do not click on links or open attachments unless you recognize the sender, know the content is safe and were expecting the communication.

Hi Dil/Elaine/Johnni,
I may not be able to login on-line for the rest of the day, so not knowing when the KPB website will be able to accept applications again, I wanted to make sure I get my application in to be reappointed to the KPB Road Service Area Board in before the deadline.
Please consider this email my application.
I've enclosed my resume for your perusal.
Thank you,
Michele Hartline

North Region

Michele A. Hartline
P.O. Box 7933
Nikiski, Alaska 99635-7933
(907) 830-8327(c)
E-mail: hartlines@hotmail.com

OBJECTIVE

To be re-appointed to the Kenai Peninsula Borough's Road Service Area Board.

PROFESSIONAL EMPLOYMENT

2010 **ENUMERATOR, US CENSUS BUREAU**
Conducted field surveys gathering statistics on people, places and economy in my community for the US Government.

2010 **BOOKKEEPER, D RAPPE EXCAVATING**
Full-charge bookkeeper for Nikiski excavator.

May, 2008 to 2010 **SELF EMPLOYED, FNG ENTERPRISES, LLC**
Owner/operator of the Kenai Peninsula's exclusive dealership in sales, installation and service of Phantom Screen Doors and Tucson Rolling Shutters.

March, 2008 to 2009 **DAT LEADER, AMERICAN RED CROSS ALASKA CHAPTER-CENTRAL KENAI PENINSULA**
Organize and supervise 23 volunteer Disaster Action Team members to assist clients through disasters.

January, 2003 to August, 2004 **GENERAL CONTRACTOR, CONSTRUCTION OF PERSONAL RETIREMENT HOME**
Designed, purchased and expedited all materials, supervised workers, and successfully completed project on time and on budget for personal retirement home.

August, 2001 to December, 2003 **SR. CONTRACT AUDITOR/CONSULTANT, LYNX INC., SUB-CONTRACTED TO CONOCOPHILLIPS**
Audited and consulted multimillion-dollar contracts for contract compliance in identifying and recovering million-dollar claims. Represented ConocoPhillips in intense negotiation resolutions. Served as consultant in new contract agreements. Position required excellent analysis and communication skills to master high exposure and contentious issues.

April, 1999 to July, 2001 **BUSINESS ANALYST, ARCO ALASKA, INC., ALPINE PROJECT**
Business Analyst on new Alpine oil and gas field. Responsibilities included contract negotiations through competitive bidding process, cost and budget analysis, and project management on multifarious venture.

August, 1996 to April, 1999 **SR. CONTRACT AUDITOR, ARCO ALASKA, INC., POLICY & INTERNAL CONTROL**
Responsible for conducting \$1+ billion annual contract compliance audits. Analyzed ARCo's major contractual agreements between suppliers and service companies in a detailed and strategic perspective, i.e. contractor accounting structure through vouchering, to income statement analysis. Audit arenas overflowed into ARCo Internal Policy, Control and Audit investigations.

January, 1990 to August 1996 **SR. AUDIT COORDINATOR, ARCO JOINT INTEREST/CONTRACT COMPLIANCE**
Control, analyze and defend multimillion-dollar exposure audit claims filed against ARCo by co-owner oil corporations of major and exploratory oil and gas recovery field operations.

November, 1985 to January, 1990 **CONTROL ACCOUNTANT, ARCO MATERIALS ACCOUNTING**
Responsible for financial reconciliations of multimillion-dollar physical warehouse assets. Instrumental in leadership and supervision of implementing computerized accounting system programming for financial control of ARCo warehousing. Frequently performed assessment evaluation projects which were instrumental in major business decisions. Step-up supervisor for twelve full-time employees.

June, 1984 to August, 1985 **PROCUREMENT SPECIALIST/BUYER, ARCO PURCHASING**
Responsible for the procurement of several types of commodities required for the successful operations of major oil fields in Alaska. Position required complex inventory control management skills, excellent interpersonal skills to successfully negotiate between field users and vendors, and several utility skills to support the comprehensive computerized purchasing system.

February, 1983 to June, 1984 **MATERIALS RECORD ASSOCIATE/WORK LEADER/STEP-UP SUPERVISOR, ARCO MATERIALS RECORDS**
Supervised four full-time and three contract employee positions from hire, through performance reviews, and terminations during six0+ month vacancy of supervisory position. Anchorage based position was the nucleus of all materials records accumulation for all oil field and exploration activity conducted by ARCo in Alaska.

September, 1976 to February, 1983 **RECORDS CONTROL ASSOCIATE/INVENTORY CONTROL SPECIALIST, ARCO PRUDHOE BAY MATERIALS**
Responsible for overseeing and assignment of personnel performing physical inventories. Analyzed, researched and reconciled inventory management levels located on-site at ARCo's major oil field discovery, Prudhoe Bay, Alaska.

BOARDS & COMMISSIONS

February, 2018 to Present **Kenai Peninsula Borough Board of Equalization** Organizational Management. ~~Advisory Board member~~ to KPB Assembly on 645 miles of non-incorporated areas roads standards, maintenance, construction, right-of-ways, improvements, etc.

May, 2019 to Present **Alaska Pacific University County Commission STATE OF ALASKA** Organizational Management. ~~Advisory Board member~~ to the State of Alaska to ensure 2020 Census success.

2015 to December, 2017 **BOARD OF EQUALIZATION, KENAI PENINSULA BOROUGH**
Alternate on Board that heard and ruled on property owners' challenges to their assessed property values.

EDUCATION

December, 1997 **Alaska Pacific University**, Anchorage, Alaska. B.A., Business, Organizational Management. Graduated Cum Laude.

Additional Skills **Computers:** Proficient in MicroSoft Applications: Excel, Word, PowerPoint, Internet competent

Training **Seminars/ CPE Courses:** Contract Auditing, Advanced Fraud Auditing, Oil & Gas Accounting, Auditing For In-Charge Auditors, Time Management, Prudhoe Bay Maintenance System, Interactive Financial Planning, Assertiveness Training, Interpersonal Skills Workshop, Interviewing Skills, Workshop of Work Leaders, Cultural Diversity in Alaska, Conflict Management, Problem Solving, Individual Development Seminar, Toxic Substances Control/Hazardous Materials, Negotiation Skills Workshop.

INTERESTS

Volunteer Service Extensive life-time service to non-profit organizations including: Red Cross, District 1 Little League, Abbott-O-Rabbit Little League, Campfire, Anchorage Community Theatre, United Way, Beans Cafe, Food Bank of Alaska, Nikiski Neighbors Food Pantry, Iditarod, PTA, North Kenai Chapel, Nikiski Community Council (Officer), North Kenai Community Club (Secretary), Alaska Republican Party District 29 (Vice Chair, Bonus Vote, Treasurer), Republican Women of the Kenai (President), events & activities organizer, multiple political campaigns (APOC Treasurer for two candidates), et.al.

Current & Past Memberships Daughters of the American Revolution, MENSA, National Rifle Association, Republican Women of the Kenai

Other Interests Grandchildren, fishing, traveling, four-wheeling, genealogy, scrapbooking, quilting, snowmobiling

REFERENCES

Wayne Ogle 50160 Birch Grove St., Kenai, AK 99611; (907)690-1308(c)

Kelly Tshibaka PO Box 200824, Anchorage, AK 99520; (907)419-7738

Mike & Kay 35186 Kenai Spur Hwy, Soldotna, AK 99669; (907)398-6835(c) or (907)398-1025

Subject:

FW: <EXTERNAL-SENDER>Road Service Area application

From: Robert Ruffner [mailto:ruffner.ak@gmail.com]

Sent: Tuesday, September 15, 2020 8:53 AM

To: Uhlin, Dil <duhlin@kpb.us>

Cc: Pierce, Charlie <CPierce@kpb.us>; Fuller, Karen <KFuller@kpb.us>; Agosti, Elaine <eagosti@kpb.us>

Subject: <EXTERNAL-SENDER>Road Service Area application

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Dil Uhlin - Road Service Area Director

At the most recent RSA board meeting, I was reminded that my term on the board will expire on 9/30 of this year. I have appreciated the opportunity to serve on this board would like to be considered for another term. The web based link for the application is not working, so please consider this as my intention to apply for the board. I believe I have a good grasp on the issues surrounding the RSA, including budgeting, priority road upgrade and maintenance needs as well as the interface between the road and planning department. Like all other existing members of the board we are all keenly aware of the need to pay very close attention to the departments finances and uncertainty in future revenues, particularly from the State. Thank you for considering me for another term. If there are any questions or need for further information, please let me know.

Thank you,
Robert Ruffner
907.394.4664

West Region



KENAI PENINSULA BOROUGH

Mayor's Office

144 N. Binkley • Soldotna, Alaska 99669

Toll-free within the Borough: 1-800-478-4441

PHONE: (907) 714-2150 • FAX: (907) 714-2377

www.borough.kenai.ak.us

ROAD SERVICE AREA BOARD MEMBER APPLICATION

~~West-East~~ Region (~~Seward, Cooper Landing, Hope~~) RSA Board Seat

Instructions: Please print or type, and be as specific as possible.

Name: Robert Ruffner Date: 9/8/11

Mailing Address: 48460 Lakeside Ave

City, State & Zip Code: Soldotna Ak 99669

Physical Address: Same

Home Phone: _____ Work Phone: 260-5449 Cell: 394-4664

Fax No.: _____ E-Mail: robert@kenaiwatershed.org

Occupation or place of employment: Kenai Watershed Forum

How long have you lived in the area served by this service area? 15 years

What knowledge, experience, or expertise will you bring to this board? (use additional paper if necessary):

Many years of experience in working with anadromous streams and how roads and culverts impact the watersheds. Project Manager and inspector for many projects.

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

KPB Planning Commission

Are you available for night meetings? Yes Are you available for day meetings? Yes

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

Applications may be mailed to address above, faxed to (907) 714-2377, or emailed to Susan Wilcox, KPB Chief of Staff: swilcox@borough.kenai.ak.us

[COPY OF APPLICATION ON FILE]