



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# General Meeting Packet

November 19, 2018



# **GUSTAVUS CITY COUNCIL**

## **GENERAL MEETING**

### **NOVEMBER 19, 2018**

### **7:00PM AT CITY HALL**

#### **Gustavus City Council:**

##### **Mayor (Seat C):**

**Calvin Casipit**

**calvin.casipit@gustavus-ak.gov**

**Term Expires 2020**

##### **Vice Mayor (Seat G):**

**Susan Warner**

**susan.warner@gustavus-ak.gov**

**Term Expires 2021**

##### **Council Member (Seat A):**

**Cheryl Cook**

**cheryl.cook@gustavus-ak.gov**

**Term Expires 2019**

##### **Council Member (Seat B):**

**Jake Ohlson**

**jake.ohlson@gustavus-ak.gov**

**Term Expires 2019**

##### **Council Member (Seat D):**

**Mike Taylor**

**mike.taylor@gustavus-ak.gov**

**Term Expires 2020**

##### **Council Member (Seat E):**

**Erin Ohlson**

**erin.ohlson@gustavus-ak.gov**

**Term Expires 2021**

##### **Council Member (Seat F):**

**Brittney Cannamore**

**brittney.cannamore@gustavus-ak.gov**

**Term Expires 2021**

#### **Gustavus City Hall:**

**City Administrator-Tom Williams**

**administrator@gustavus-ak.gov**

**City Clerk-Karen Platt**

**clerk@gustavus-ak.gov**

**City Treasurer-Phoebe Vanselow**

**treasurer@gustavus-ak.gov**

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - A. Special Meeting Minutes 09-24-2018
  - B. Special Meeting Minutes 10-05-2018
  - C. General Meeting Minutes 10-08-2018
  - D. Special Meeting Minutes 10-10-2018
  - E. Special Meeting Minutes 11-08-2018
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
  - A. GVA
  - B. GCEP
    - a) Conflict of Interest Hearing
    - b) Report
  - C. DRC
  - D. Clerk
  - E. City Administrator
  - F. Financial
6. Public Comment on Non-Agenda Items
7. Consent Agenda
  - A. Introduce FY19-09NCO Endowment Fund Grant Transfer
  - B. Introduce FY19-10NCO CP17-02 DRC Closeout
  - C. Certificate of Destruction
8. Ordinance for Public Hearing
  - A. Approve FY19-07NCO Admin Budget (introduced 10-08-2018)
9. Unfinished Business:
10. New Business
  - A. Resolution CY19-29 Benefits Policy & Procedure
  - B. Resolution CY19-30 City Water
11. City Council Reports
12. City Council Questions and Comments
13. Public Comment on Non-Agenda Items
14. Executive Session
15. Adjournment

*"There is no investment that you can make which will pay you so well as the effort to scatter sunshine and good cheer through your establishment." -Orison Swett Marden*



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# Approval of Minutes

**GUSTAVUS CITY COUNCIL  
SPECIAL MEETING MINUTES  
September 24, 2018**

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**1. CALL TO ORDER:**

A Special Meeting of the Gustavus City Council is called to order on September 24, 2018, at 7:00 pm by Mayor Miranda. There are zero (0) members of the public in attendance at Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following are present:

Mayor Miranda  
Vice Mayor Ohlson  
Council Member Cook  
Council Member Casipit  
Council Member Taylor  
Council Member Warner  
Council Member Sunday

**3. APPROVAL OF MINUTES:**

**4. MAYOR'S REQUEST FOR AGENDA CHANGES: None**

**5. COMMITTEE REPORTS/STAFF REPORTS:**

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None**

**7. CONSENT AGENDA:**

**8. ORDINANCE FOR PUBLIC HEARING:**

**A. Approve FY19-04NCO CP17-04 GVFD to CP17-02 DRC**

MOTION: Council Member Casipit moves to approve FY19-04NCO CP17-04 GVFD to CP17-02 DRC

SECONDED BY: Mayor Miranda

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

**B. Approve FY19-05NCO AMLIP FY19 R&R**

MOTION: Council Member Cook moves to approve FY19-05NCO AMLIP FY19 R&R

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

**9. UNFINISHED BUSINESS:**

**10. NEW BUSINESS:**

**A. Award DRC Driveway and Recycling Outflow Storage Area Project RFQ CP17-02DRC**

MOTION: Council Member Sunday moves to Award DRC Driveway and Recycling Outflow Storage Area Project RFQ CP17-02DRC

SECONDED BY: Vice Mayor Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

**B. Award Road Sign Installation RFQ19-04RM**

MOTION: Council Member Taylor moves to Award Road Sign Installation RFQ19-04RM to Glacier Bay Construction applying unit prices in their bid received September 24, 2018, with project funding to be supplemented as needed from the FY19 Road Maintenance Budget

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a) Taylor
- b) Sunday
- c) Ohlson

- d) Warner
- e) Miranda

MOTION: Mayor Miranda moves postpone awarding Road Sign Installation RFQ19-04RM to Glacier Bay Construction until the next Regular Meeting on October 8, 2018

SECONDED BY: Council Member Casipit

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

**C. Resolution CY18-26 Enhanced Ferry Service**

MOTION: Council Member Warner moves to Approve Resolution CY18-26 Enhanced Ferry Service. After discussion the motion was passed as amended. See attached Resolution CY18-26.

SECONDED BY: Council Member Taylor

PUBLIC COMMENT:

COUNCIL COMMENT:

- a) Warner
- b) Cook
- c) Ohlson
- d) Casipit
- e) Sunday

Hearing no objections motion passes by unanimous consent

11. CITY COUNCIL REPORTS:

12. CITY COUNCIL QUESTIONS AND COMMENTS: None

13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

14. **EXECUTIVE SESSION:**

**Discuss and receive privileged legal advice regarding PFAS**

MOTION: Mayor Miranda moved to enter Executive Session to discuss PFAS Contamination at 66 Same Old Road

SECONDED: Council Member Cook

Hearing no objections motion passes by unanimous consent

Mayor Miranda closed the Special Meeting and opened the Executive Session at 7:38pm.

MOTION: Council Member Taylor moved to close the Executive Session and reopen the Special Meeting.

SECONDED: Council Member Cook

Hearing no objections motion passes by unanimous consent

Mayor Miranda closed the Executive Session and opened the Special Meeting at 8:00pm.

No decisions were made from Executive Session discussion however discussion continued regarding PFAS contamination in Gustavus.

City Council Comments:

- a) Mayor Miranda stressed confidentiality practices amongst council members
- b) Mike Taylor provided additional RFQ CP17-02DRC information
- c) Warner next Strategic Planning Meeting

15. **ADJOURNMENT:**

Hearing no objections, Mayor Miranda adjourns the meeting at 8:09pm.

\_\_\_\_\_  
Jake Ohlson, Vice Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Karen Platt, City Clerk

\_\_\_\_\_  
Date

**GUSTAVUS CITY COUNCIL  
GENERAL MEETING MINUTES  
October 8th, 2018**

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**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on October 8, 2018, at 7:01pm by Council Member Taylor. There are six (6) members of the public in attendance at Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following are present:

Council Member Casipit  
Council Member Cook  
Council Member Taylor  
Council Member Warner

The following members are not present:

Mayor Miranda  
Vice Mayor J. Ohlson  
Council Member Sunday

MOTION: Council Member Warner makes a motion for Council Member Taylor to serve as Acting Mayor for this general meeting.

SECONDED BY: Council Member Cook

ROLL CALL VOTE ON MOTION:

YES: Casipit, Cook, Taylor, Warner

NO: 0

MOTION **PASSES**/FAILS 4/0

**3. APPROVAL OF MINUTES:**

**A. General Meeting Minutes 09-17-18**

MOTION: Council Member Casipit moves to approve the General Meeting Minutes from September 17, 2018

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT: Acting Mayor Taylor: 10B. Resolution CY18-25 should read "Hearing no objections, the resolution is passed by unanimous consent."

MOTION TO AMEND: Council Member Warner moves to amend the 9/17/18 as noted by Acting Mayor Taylor

SECONDED BY: Cook

ROLL CALL VOTE ON MOTION

YES: Taylor, Warner, Cook, Casipit

NO: 0

MOTION **PASSES**/FAILS 4/0

MAIN MOTION AMENDED: Approval of the General Meeting Minutes from September 17, 2018 as amended

YES: Warner, Cook, Casipit, Taylor

NO: 0

MOTION **PASSES**/FAILS 4/0

**B. Special Meeting Minutes 09-19-2018**

MOTION: Council Member Cook moves to approve the Special Meeting Minutes from September 19, 2018

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None  
COUNCIL COMMENT: None  
ROLL CALL VOTE ON MOTION  
YES: Warner, Cook, Taylor, Casipit  
NO: 0  
MOTION **PASSES**/FAILS 4/0

**C. Special Meeting Minutes 09-24-2018**

MOTION: Council Member Taylor moves to approve the Special Meeting Minutes from September 24, 2018  
SECONDED BY: Council Member Cook  
PUBLIC COMMENT: None  
COUNCIL COMMENT: Acting Mayor Taylor: Item 10C needs vote count  
MOTION TO POSTPONE: Council Member Cook moves to postpone approval of the Special Meeting Minutes from September 24, 2018 until vote count is inserted  
SECONDED BY: Acting Mayor Taylor  
YES: Cook, Casipit, Warner, Taylor  
NO: 0  
MOTION **PASSES**/FAILS 4/0

**D. Special Meeting Minutes 10-05-2018**

MOTION: Council Member Warner moves to approve the Special Meeting Minutes from October 5, 2018  
SECONDED BY: Council Member Casipit  
PUBLIC COMMENT: None  
COUNCIL COMMENT: None  
ROLL CALL VOTE ON MOTION  
YES: Casipit, Warner, Taylor, Cook  
NO: 0  
MOTION **PASSES**/FAILS 4/0

**4. MAYOR'S REQUEST FOR AGENDA CHANGES:**

- A.** 9. Unfinished Business A. Change to "Award FYQ FY-1904RM Road Sign Installation"
  - B.** 10. New Business add G. Introduce FY19-08NCO GVFD SCBA Capital Project
  - C.** 10. New Business B Swearing in of new Council Members. Move to immediately after agenda is set.
- Hearing no objections, Acting Mayor Taylor announced the agenda as set

**10. NEW BUSINESS**

- B.** Swearing in of Council Member Seats E, F and G  
City Treasurer Phoebe Vanselow conducted the swearing in of Seat E Erin Ohlson (via teleconference), Seat F Brittney Cannamore, and Seat G Susan Warner.

**5. COMMITTEE REPORTS/STAFF REPORTS:**

- A.** Library: Public Relations Librarian Jen Gardner provided a written and oral report
- B.** GVFD: Fire Chief Travis Miller provided a written and oral report
- C.** City Treasurer Phoebe Vanselow provided a written and oral report
- D.** City Administrator Tom Williams provided a written and oral report

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

- a. K. Sargent – Legal street addresses

**7. CONSENT AGENDA**

- A.** Introduce FY19-07NCO Admin Budget

MOTION: Council Member Warner moves to approve the Consent Agenda  
SECONDED BY: Council Member Casipit  
Hearing no objections, the consent agenda is passed by unanimous consent

**8. ORDINANCE FOR PUBLIC HEARING**

**A. Approve FY19-06NCO FY19 Community Assistance Program**

MOTION: Council Member Cannamore moves to Approve FY19-06NCO FY19 Community Assistance Program

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT:

a. Council Member Warner

ROLL CALL VOTE ON MOTION

YES: Taylor, E. Ohlson, Warner, Cook, Cannamore, Casipit

NO: 0

MOTION **PASSES**/FAILS 6/0

**9. UNFINISHED BUSINESS**

**A. Award Road Sign Installation RFQ FY19-04RM**

MOTION: Council Member Cook moves to Award Road Sign Installation RFQ FY19-04RM to Glacier Bay Construction with supplementary funding from the FY19 Road Maintenance Budget.

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT:

a. Acting Mayor Taylor

ROLL CALL VOTE ON MOTION

YES: Cook, Cannamore, Casipit, E. Ohlson, Warner, Taylor

NO: 0

MOTION **PASSES**/FAILS 6/0

**10. NEW BUSINESS:**

**A. Introduce FY19-08NCO GVFD SCBA capital project**

MOTION: Council Member Warner moves to introduce FY19-08NCO GVFD SCBA capital project.

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

a. Fire Chief Miller provided background.

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Cook, E. Ohlson, Cannamore, Casipit, Warner, Taylor

NO: 0

MOTION **PASSES**/FAILS 6/0

**C. Election of Mayor and Vice Mayor**

MOTION: Council Member Cook moves to elect Council Member Cal Casipit as Mayor and Council Member Susan Warner as Vice Mayor

SECONDED BY: Acting Mayor Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Cook, E. Ohlson, Cannamore, Casipit, Warner, Taylor

NO: 0

MOTION **PASSES**/FAILS 6/0

Mayor Casipit and Vice Mayor Warner were sworn in by Treasurer Phoebe Vanselow.



**D. Award RFQ FY19-05RM Snowplowing Service**

MOTION: Council Member Taylor moves to award winter 2018-2019 Snowplowing Contract to Glacier Bay Construction Company per their bid received October 1, 2018, for RFQ FY19-05RM.

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Casipit, Cannamore, Taylor, Warner, Cook, E. Ohlson

NO: 0

MOTION **PASSES**/FAILS 6/0

**E. Resolution CY18-27 Authorized Signers**

MOTION: Council Member Cook moves to adopt Resolution CY18-27 Authorized Signers

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT:

a. Casipit

ROLL CALL VOTE ON MOTION

YES: Cannamore, Warner, Cook, Taylor, E. Ohlson, Casipit

NO: 0

MOTION **PASSES**/FAILS 6/0

**F. Resolution CY18-28 Establish Fish Box Tax Penalties**

MOTION: Mayor Casipit moves to adopt Resolution CY18-28 Establish Fish Box Tax Penalties

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT:

a. Ohlson

b. Imboden

COUNCIL COMMENT:

a. Vice Mayor Warner

b. Council Member Cook

MOTION TO AMEND: Vice Mayor Warner – change effective date to October 8, 2018

SECONDED BY: Mayor Casipit

COUNCIL COMMENT:

a. Council Member Cook

b. Vice Mayor Warner

ROLL CALL VOTE ON MOTION

YES: Warner, E. Ohlson, Taylor, Cannamore

NO: Casipit, Cook

MOTION **PASSES**/FAILS 4/2

MAIN MOTION AS AMENDED: Discussion returns to adopt Resolution CY18-28 Establish Fish Box Tax Penalties as amended with an effective date of October 8, 2018.

COUNCIL COMMENT:

Council discussion on whether to include specific penalties under Subsequent Offense section of the Resolution.

MOTION TO AMEND: Council Member Cook moves to add to the \$500 penalty under second offense a public notice of the offense

SECONDED BY: Vice Mayor Warner

COUNCIL COMMENT: Council Member Cook

ROLL CALL VOTE ON MOTION

YES: Taylor, Cook, Casipit, E. Ohlson, Cannamore, Warner

NO: 0

MOTION **PASSES**/FAILS 6/0

MAIN MOTION AS AMENDED: Discussion returns to adopt Resolution CY18-28 Establish Fish Box Tax Penalties as amended with an effective date of October 8, 2018 and as amended to add to the penalty schedule's second offense a public notice of the offense.

COUNCIL COMMENT: Council Member Taylor, Council Member E. Ohlson

ROLL CALL VOTE ON MOTION

YES: Casipit, Cannamore, Taylor, Warner, Cook, E. Ohlson

NO: 0

MOTION **PASSES**/FAILS 6/0

ADDITIONAL MOTION: Mayor Casipit moves that the City of Gustavus assess a \$250 penalty to Glacier Bay Country Inn as a fish-box tax penalty for September 2018.

SECONDED BY: Council Member Cook

COUNCIL COMMENT: Extensive

ROLL CALL VOTE ON MOTION

YES: Cook, E. Ohlson, Cannamore, Casipit, Warner, Taylor

NO: 0

MOTION **PASSES**/FAILS 6/0

**11. CITY COUNCIL REPORTS:**

- a. Vice Mayor Warner requests special meeting for Executive Session. Decided on October 10, 2018, at 6pm.
- b. Council Member Cook provided update on library roof. Received fee schedule from engineer today for site visit.

**12. CITY COUNCIL QUESTIONS AND COMMENTS:**

- a. Council Member Taylor – need to schedule new council training

**13. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

**14. EXECUTIVE SESSION**

**15. ADJOURNMENT:**

Hearing no objections, Council Member Taylor adjourns the meeting at 9:20pm.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Date

**GUSTAVUS CITY COUNCIL  
SPECIAL MEETING MINUTES  
October 10<sup>th</sup>, 2018**

---

**1. CALL TO ORDER:**

A Special Meeting of the Gustavus City Council is called to order on October 10th, 2018, at 6:02pm by Mayor Casipit. There are zero (0) members of the public in attendance at Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following are present:

Mayor Casipit  
Vice Mayor Warner  
Council Member Cook  
Council Member E. Ohlson (via teleconference)  
Council Member J. Ohlson  
Council Member Cannamore

The following members are not present:

Council Member Taylor

**3. APPROVAL OF MINUTES:**

**4. MAYOR'S REQUEST FOR AGENDA CHANGES: None**

**5. COMMITTEE REPORTS/STAFF REPORTS:**

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None**

**7. CONSENT AGENDA:**

**8. ORDINANCE FOR PUBLIC HEARING:**

**9. UNFINISHED BUSINESS:**

**10. NEW BUSINESS:**

**11. CITY COUNCIL REPORTS:**

**12. CITY COUNCIL QUESTIONS AND COMMENTS: None**

**13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None**

**14. EXECUTIVE SESSION:**

**A. Alaska Airlines Mileage Account**

MOTION: Vice Mayor Warner moved to enter Executive Session for the purpose of discussing the Alaska Airlines Mileage Account for the city

SECONDED BY: Council Member Cook

Hearing no objections motion passes by unanimous consent

Mayor Casipit closed the Special Meeting and opened the Executive Session at 6:04pm.

Attorney Megan Costello from the City Attorney's office was present via teleconference.

MOTION: Vice Mayor Warner moved to close the Executive Session and reopen the Special Meeting.

SECONDED BY: Council Member J. Ohlson

Hearing no objections motion passes by unanimous consent

Mayor Casipit closed the Executive Session and opened the Special Meeting at 6:53pm.

MOTION: Council Member J. Ohlson moved to offer a reduced payment plan with a response due by October 25, 2018, and if the issue is not resolved, then the City of Gustavus will pursue legal action.

SECONDED BY: Vice Mayor Warner

ROLL CALL VOTE ON MOTION:

YES: J. Ohlson, Cook, Casipit, Warner, E. Ohlson, Cannamore

NO: 0

MOTION **PASSES**/FAILS 6/0

**15. ADJOURNMENT:**

Hearing no objections, Mayor Casipit adjourns the meeting at 6:58pm.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Date

**GUSTAVUS CITY COUNCIL  
SPECIAL MEETING MINUTES  
November 8, 2018**

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**1. CALL TO ORDER:**

A Special Meeting of the Gustavus City Council is called to order on November 8, 2018, at 5:30 pm by Mayor Casipit. There are zero (0) members of the public in attendance at Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following are present:

Mayor Casipit  
Vice Mayor Warner  
Council Member Cook  
Council Member J. Ohlson  
Council Member Taylor  
Council Member E. Ohlson  
Council Member Cannamore

There are 7 members present, and a quorum exists

**3. APPROVAL OF MINUTES:**

**4. MAYOR'S REQUEST FOR AGENDA CHANGES: None**

**5. COMMITTEE REPORTS/STAFF REPORTS:**

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None**

**7. CONSENT AGENDA:**

**8. ORDINANCE FOR PUBLIC HEARING:**

**A. Approve FY19-08NCO GVFD SCBA Capital Project**

MOTION: Council Member Taylor moved to Approve FY19-08NCO GVFD SCBA Capital Project

SECONDED: Council Member J Ohlson

Public Comment: None

Council Comment

ROLL CALL VOTE:

YES: Cannamore, Casipit, Cook, J. Ohlson, E. Ohlson, Taylor, Warner

NO:

MOTION **PASSES** / FAILS 7/0

**9. UNFINISHED BUSINESS:**

**10. NEW BUSINESS:**

**11. CITY COUNCIL REPORTS:**

**12. CITY COUNCIL QUESTIONS AND COMMENTS:**

a) Mayor Casipit-Conflict of Interests

b) Council Member Cook

**13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None**

**14. EXECUTIVE SESSION:**

**A. Discuss and receive privileged legal advice regarding the Gustavus/NPS Intertie with APT**

MOTION: Mayor Casipit moved to enter Executive Session to discuss and receive privileged legal advice regarding the Gustavus/NPS Intertie with APT.

SECONDED: Council Member Cook

Jake excused himself from the meeting due to conflict of interest

ROLL CALL VOTE:

YES: Casipit, Warner, Cook, Taylor, E. Ohlson, Cannamore

NO:

MOTION **PASSES** / FAILS 6/0

Mayor Casipit closed the Special Meeting and opened the Executive Session at 5:37pm.

MOTION: Council Member Cook moved to close the Executive Session and reopen the Special Meeting.

SECONDED: Council Member Warner  
Hearing no objections motion passes by unanimous consent

Mayor Casipit closed the Executive Session and opened the Special Meeting at 7:24 pm.

**15. ADJOURNMENT:**

Hearing no objections, Mayor Casipit adjourns the meeting at 7:24 pm.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Karen Platt, City Clerk

\_\_\_\_\_  
Date



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# Mayor's Request for Agenda Changes



**City of Gustavus**  
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# Committee/Staff Reports



October 23<sup>rd</sup>, 2018

Gustavus City Council

P.O. Box 1

Gustavus, AK 99826

(907) 697-2451

Subject: Declaration of Conflict

I, Council Member Erin Ohlson, hereby declare a conflict of interest based on the Gustavus City Code of Ordinance Section 2.20.092 because I am the CEO/ Board of Directors' President of the Gustavus Children's Enhancement Program (GCEP) which is a contracted social service of the City and which applies for and receives awards through the City's Endowment Grant Fund Program. In my role with GCEP, I receive an hourly wage of \$18.00 per hour; I do not receive any dividends.

In order to protect both the City and GCEP, I request the Gustavus City Council determine a course of action in regards to the following specific questions:

- May I continue to represent GCEP in regards to applications and quarterly reports to the City for operational funding as a contracted social service?
- May I continue to represent GCEP in regards to applications and quarterly reports to the City for the City Endowment Fund Grant Program?
- In regards to Section 2.20.092, subsection (h), please give clarification: Can I remain a voting member for GCEP on issues unrelated to city funding, or does this subsection prohibit me from having any sort of vote on the GCEP Board of Directors?

Thank you for your consideration,

A handwritten signature in blue ink, appearing to read 'Erin Ohlson', with a stylized, flowing script.

Council Member Erin Ohlson

# The Rookery at Gustavus



## FY 2018-19 Q1 Report: July 1<sup>st</sup> – August 30<sup>th</sup>

Submitted October, 2018 by Erin Ohlson, CEO/President

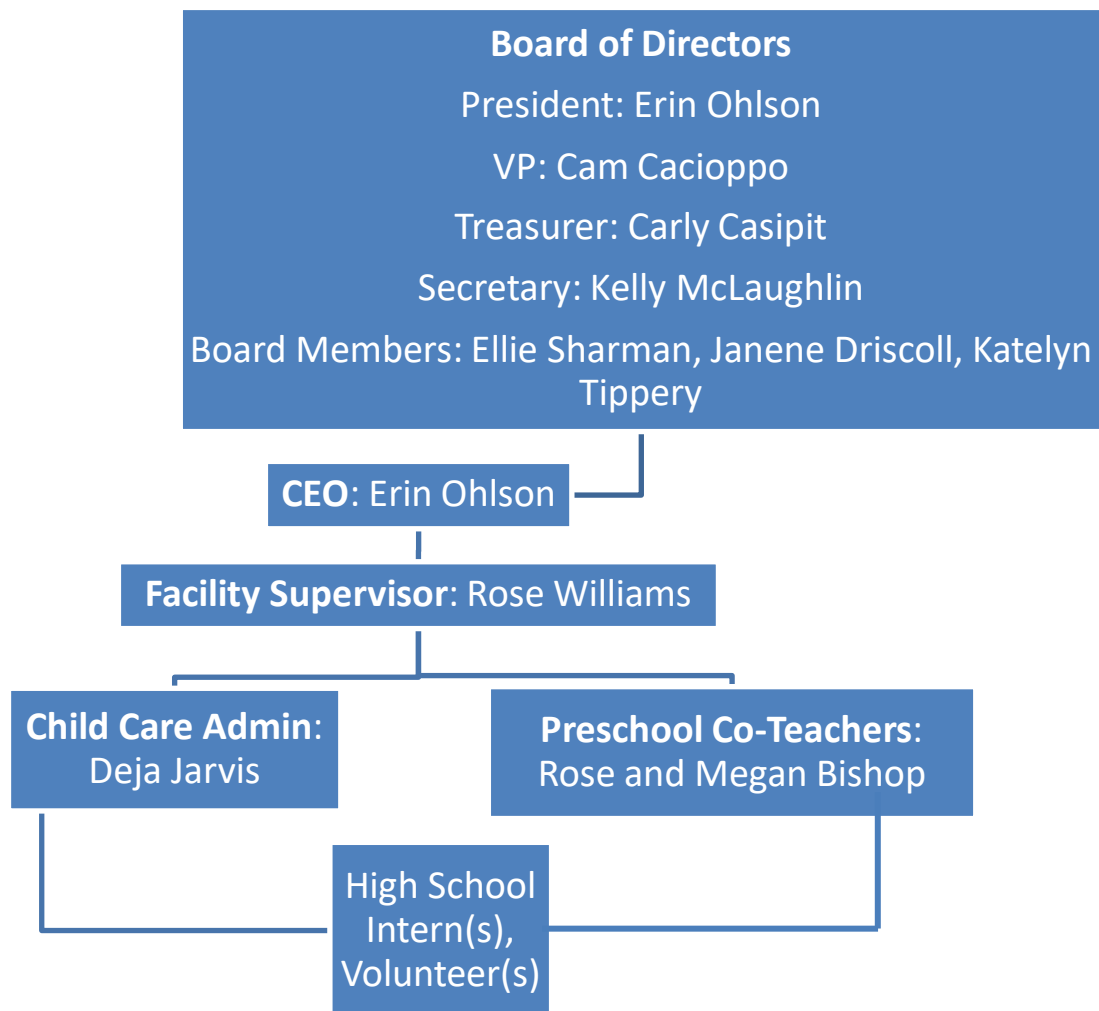
[GustavusRookery@gmail.com](mailto:GustavusRookery@gmail.com) ; (907) 697-3010



### **Table of Contents**

Organizational Chart	Page 2
Mission Statement	Page 3
Updates	Page 3
Enrollment Statistics	Page 4
Profit & Loss Statement	Pages 5-7
Balance Sheet Statement	Pages 8-9

## Organizational Chart



## **GCEP Mission Statement**

The Gustavus Children's Enhancement Program (GCEP) is a parent-governed, child-focused cooperative that offers early childhood education programs to all young children in Gustavus, Alaska. Our children thrive in a dynamic environment driven by involved parents, creative staff, and a supportive community.

Current programs include a preschool program for ages 3-5 and a child care program for ages 0-9. Both programs include a focus on learning outdoors to inspire children with a connection to the natural world. The underlying goal of the Preschool Program is for each and every preschool-aged child to have access to an early childhood education regardless of their family's socioeconomic status. This is achieved through parent-volunteerism, scholarship program(s), donations, fundraisers, and collaboration with each family and/or child's representative. The underlying goal of the Child Care Program is to provide a safe, reliable, age-appropriate, educationally-stimulating environment for children to grow.

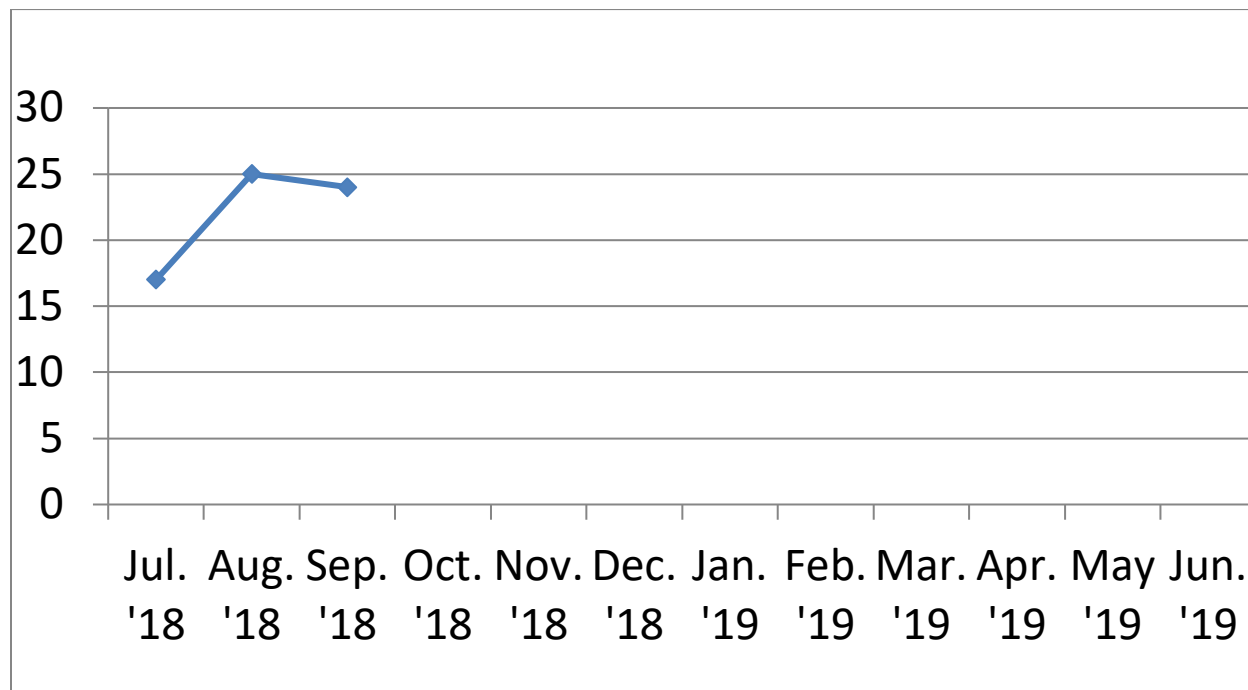
Early childhood research shows that young children learn primarily through developmentally appropriate practices (DAPs) which we define as exploration through play, facilitated by an adult. This offers children the freedom they need to try out new ideas, practice developing skills, and imitate adult roles. Children are given the opportunity to socialize, problem solve, develop self-help skills, use their imagination, work toward independence, and learn about numbers, letters, science, math, art, etc. These experiences build on one another, and help children to develop skills for more formal learning elsewhere.

## **Updates**

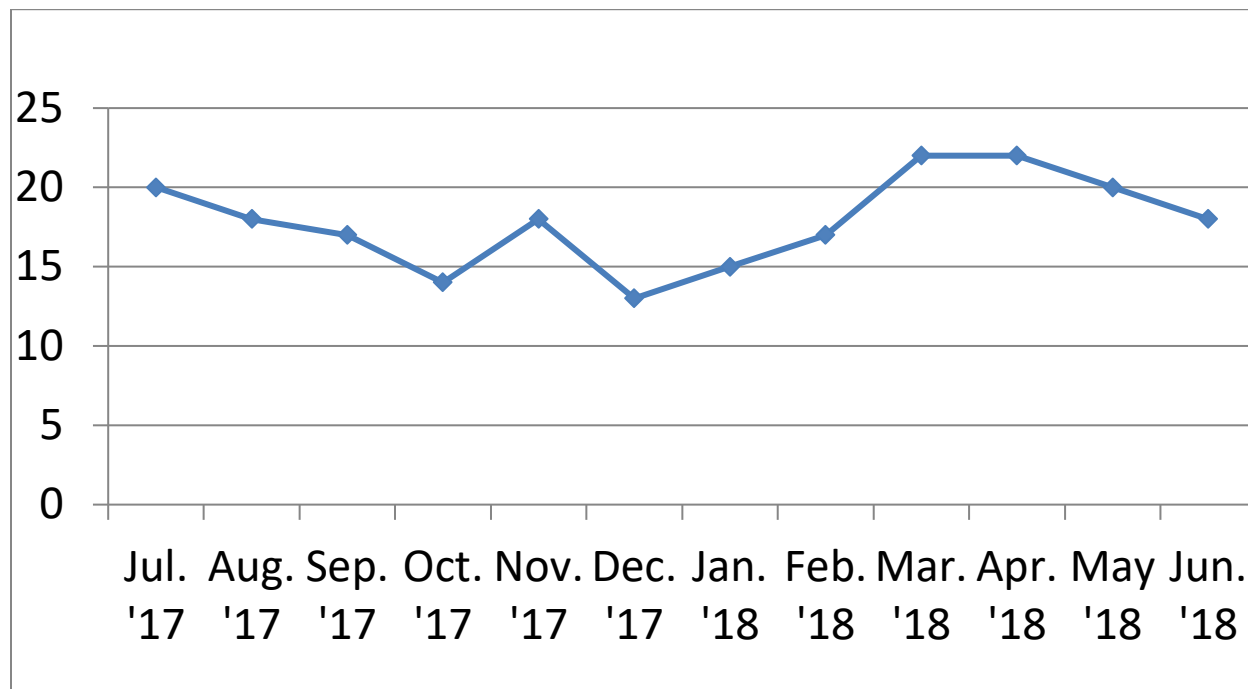
- Eleven preschoolers (age 3-5) have enrolled in the Preschool Program, three of those have since moved or are moving out of town, three additional preschool-aged children reside in Gustavus either full-time or part-time.
- Rose Williams was hired as facility/ program supervisor. She has seven years of experience at a similar, but much larger, facility in Juneau.
- Rose and Megan have together taken exciting steps toward focusing the Preschool Program on outdoor learning. Children spend a large portion of each day outside, and September field trips included the Gustavus beach, Salmon River Park, and Glacier Bay.
- Chatham Regional School Board unanimously approved an MOA with GCEP to (1) Strengthen their partnership, and (2) Identify mutually beneficial opportunities. This MOA makes GCEP eligible for funding, such as federal preschool grants, which aren't otherwise available to GCEP as a private nonprofit.
- GCEP received \$1,000 grant from Alaska Airlines to purchase a new printer and an iPad.
- Surprise inspection from State licenser resulting in no findings or citations.

## Enrollment Statistics

Graphs below show total children who attended our facility for some amount of time each month. These numbers include children who attended Preschool, Child Care, or both.



Below shows enrollment from last fiscal year for comparison



1:40 PM  
10/16/18  
Accrual Basis

**Gustavus Children's Enhancement Program**  
**Profit & Loss**  
July through September 2018

	Jul - Sep 18
Ordinary Income/Expense	
Income	
Child Care Grant	280.38
City Social Services Contract	12,964.00
Credit Card Cash Back	342.88
Direct Public Support	
AlaskaAir Employee Volunteerism	405.00
Amazon Smile	59.39
Individ, Business Contributions	500.00
Total Direct Public Support	964.39
Investments	
Interest-Savings, Short-term CD	15.20
Total Investments	15.20
Program Income	
child care tuition	
child care enrollment	40.00
child care tuition - Other	7,992.41
Total child care tuition	8,032.41
Credit/ Debit Use Fees	48.22
preschool tuition	
preschool enrollment	350.00
preschool tuition - Other	302.00
Total preschool tuition	652.00
Program Tuition Discounts	-437.50
Program Income - Other	57.00
Total Program Income	8,352.13
Special Events Income	
Fundraisers	
4th of July Dinner	2,438.60
Bear Track Wine Tasting	1,850.00
calendar	1,100.00
Gaming Permit	1,250.00
Hats	484.00
Total Fundraisers	7,122.60
Total Special Events Income	7,122.60
Total Income	30,041.58
Gross Profit	30,041.58
Expense	
Employee Appreciation	30.84
Fundraising	
4th July Dinner	240.57
Gaming Permit	605.00
Total Fundraising	845.57
Grant Expenditures	
Alaska Airlines Grant	454.77
Endowment Fund Grant	331.98
Total Grant Expenditures	786.75

1:40 PM  
10/16/18  
Accrual Basis

**Gustavus Children's Enhancement Program**  
**Profit & Loss**  
July through September 2018

	Jul - Sep 18
Operations	
Banking	
Credit card transaction fee	54.93
Banking - Other	14.95
Total Banking	69.88
Business	
Business Registration Fees	25.00
Total Business	25.00
Insurance	
workmans comp	1,054.00
Total Insurance	1,054.00
Postage/Freight	65.47
Supplies	
childrens	225.56
cleaning	97.07
teacher/office	137.32
Supplies - Other	0.00
Total Supplies	459.95
Utilities	
Telephone	70.57
trash/ disposal	19.20
Total Utilities	89.77
Total Operations	1,764.07
Payroll	
Admin for CEO	2,461.50
Admin time for program employee	215.63
Child Care Hours	7,213.96
Preschool Hours	1,339.25
Payroll - Other	1,933.82
Total Payroll	13,164.16
Professional Development	
Employee Education	1,082.89
Total Professional Development	1,082.89
Tax	
AK DOL Security Tax	175.88
Federal 941	-2.32
Total Tax	173.56
Total Expense	17,847.84
Net Ordinary Income	12,193.74
Net Income	12,193.74

## **Supplemental Notes about Profit & Loss Statement Above**

### **Net Income of \$12,193.74 this quarter**

- This includes the \$12,964 received from the City in July, 2018 for this fiscal year.
- Without the money from the City, our operation would have just about broken even for the quarter. July and August are supposed to be most profitable months because Child Care runs full time (vs. part-time during Preschool season), and Child Care is more profitable than Preschool. Two things happened this quarter which decreased profits:
  - Hair lice scare decreased enrollment significantly
  - NPS planned to shut off water one week which decreased enrollment due to families seeking other care options
  - NPS shut off water a different week which cancelled program altogether

### **Fundraising Profit: \$6,277.03**

- The average annual fundraising profit over the last six years is \$12,887.00.
- This quarter includes fundraising income from: 4<sup>th</sup> of July Dinner, 4<sup>th</sup> of July Raffle, Bear Track Wine Tasting, Birthday Calendar Advertisements, Hat Sales. We have not yet received our portion of the income from the 4<sup>th</sup> of July Auction, and still expect income from the following fundraisers later in the fiscal year: Birthday Calendar Sales, Hat Sales, 50/50 Raffles, Health Care Burrito Sale, Music Festival, Plant Sale.

### **Volunteerism/ In-Kind Donations**

- 4<sup>th</sup> of July – seven business donations, 17 individual donations, ten volunteers for a total of about 50 hours donated
- Bear Track Lodge Wine Tasting – three business donations, donation of staffing for event from Bear Track, plus three GCEP volunteers for a total of about eight hours
- 2019 Birthday Calendar – three volunteers for a total of about 15 hours donated
- Preschool Program Helpers – six helpers for a total of 48 hours donated
- GCEP Board of Directors – seven volunteers for a total of about 40 hours donated
- Other – about ten other volunteer hours by parents (thank-you writing, sign-making, grant researching, labor etc.)



3:03 PM  
10/16/18  
Accrual Basis

**Gustavus Children's Enhancement Program**  
**Balance Sheet**  
**As of September 30, 2018**

	Sep 30, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Certificate	4,015.20
Denali FCU Checking	24,485.25
Denali FCU Gaming	712.50
Denali FCU Savings	32.21
Total Checking/Savings	29,245.16
Accounts Receivable	
Accounts Receivable	4,891.95
Total Accounts Receivable	4,891.95
Other Current Assets	
Petty Cash	226.69
Undeposited Funds	75.00
Total Other Current Assets	301.69
Total Current Assets	34,438.80
<b>TOTAL ASSETS</b>	<b>34,438.80</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Ink Credit Card	25.42
Total Credit Cards	25.42
Other Current Liabilities	
Direct Deposit Liabilities	426.18
Payroll Liabilities	10,822.70
Total Other Current Liabilities	11,248.88
Total Current Liabilities	11,274.30
Total Liabilities	11,274.30
Equity	
Opening Balance Equity	7,378.02
Unrestricted Net Assets	3,592.74
Net Income	12,193.74
Total Equity	23,164.50
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>34,438.80</b>

### Supplemental Notes about Balance Statement Above

- **\$4,015.20 in Certificate** – (\$4,000 of this is restricted savings account funds)
- **\$24,485.25 in Checking** – this amount seems high considering that \$10,540 was received from the City in February, 2018 and another \$12,964 in July, 2018, however it is expected that the next two quarters of the fiscal year will require this additional funding in order for GCEP programs to remain sustainable.
- **\$4,891.95 in Accounts Receivable (unpaid invoices)** – update as of 10/18/18: due to proactive bill-collection efforts, this total is down to \$1,629.24.



**Thank you for your support!**

A handwritten signature in black ink, appearing to read 'Erin Ohlson'.

**Erin Ohlson, on behalf of the Board of Directors**

**Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report**  
**Paul Berry, DRC Manager/ Operator**  
**Monday, November 19<sup>th</sup>, 2018**

My last quarterly report was at the August 13<sup>th</sup> General Meeting and my next quarterly report is scheduled for the February 11<sup>th</sup>, 2019 General Meeting.

**General Operations and Management**

Labor

The workforce at the DRC changes with the season (except for me, I'm eternal). Jeff Irwin and Paul Dzubay who each had been working at the DRC three days a week, returned to their work at the school. This gave David Cannamore a two month stint as the Assistant Operator this fall. As we move into winter Nat Drumheller will return as the Assistant Operator and Paul Dzubay will continue to work on most Saturdays. The DRC is also fortunate in that Artemis BonaDea volunteers a few hours on most Fridays.

Early this month the job announcement for the 2019 DRC temporary Labor Pool (Pool) was posted and applications will be accepted through December 6th. I have capped the Pool membership at five members which makes it competitive if more than five qualified people apply.

In the current, FY19, budget there was more funding for labor than the previous fiscal year and the DRC now has two operators on all Saturdays year round as well as two operators for the other two days of the week that the DRC is open April through October. This has been essential to our operation. In the next budget cycle I will be requesting a larger payroll budget so as to ensure the DRC has the labor it needs to keep up with the amount of material it receives. Specifically, my idea at this point is that there will be two operators in addition to myself on at least two of the three days of the week that the DRC is open to the public during the busy summer season and two operators, including me, on the other days. This would free me up to better manage the operation and make sure our capital improvement projects are happening. The DRC is a lot busier than it was in years past and maintaining a number of diverse programs such as food waste composting and the development of a solid waste mound demand a lot of attention in order to succeed.

Landfill and balefill: the "mound"

Having such a dry summer made it much easier to periodically bury the bales in our ever growing mound. However as fall becomes winter and the rain and snow have set in, the soils that make up the cover of the mound have become quite muddy and water is beginning to pool. This makes it more difficult to place bales into the balefill or to do any burial. There is no easy solution to this and I am working towards sloping the mound grows but the 1 and 2 degree sloping usually done on the working surfaces of landfill operations such as ours are difficult to achieve with the sand, silt and clay cover soils that we have available.

The compost scene

The biggest news in our food waste composting operation was that I was able to get some good training in composting. Specifically I was able to attend the five day, forty hour, Compost Facility Operator Training (CFOT) class which was October 14 – 17 in Puyallup Washington. Please see my attached report of the training for a more complete summary and for what information that took home from it.

While I was in Puyallup I was also able to meet with Peter Moon, the owner/ engineer of O2 Composting Systems. I have been working with Peter since November of last year to improve our food waste composting operation. Specifically: creating a set of plans for a new composting building to replace the failing Quonset and to go over the DRC's food waste

composting program to see where it can be improved.

This past summer and this fall, a number of people have talked to me about expanding the DRC's composting program. By this I mean expanding our operation by taking on the composting of fish waste from the dock and taking food waste for free during bear season – if not for the whole year. These are big proposals and while I support them in principal there are a lot of details that will need to be worked out for the proposals to be successful. To successfully compost fish waste without odor issues you need to have enough sawdust and wood chips available to make sure there is enough carbon available for the microbes and to add porosity to the pile to insure that the process remains aerobic. If there is a lot of fish waste then there will need to be a lot of composting area as well. The area inside of the Quonset is very limited.

Taking food waste for free means that the City would have to replace the funding that used to come from the per pound pay-as-you-throw fees collected. One suggestion was to charge more for the finished compost as a means to recover that cost. It should be noted that the DRC makes far more \$ from charging for food waste (the inflow) than it does for the sale of compost (the outflow). Even doubling what is charged for finished compost would not replace the income that is lost from not charging for the inflow. And as I mentioned earlier the more food waste and/ or fish waste that is processed means that the operation will need more wood chips and/or sawdust to properly compost the material. The City will have to supply more \$ to ensure that there is sufficient labor and materials on hand to process more material. At this time I don't have enough information to say how much additional financial support the DRC would need if all food waste was accepted for free.

I am totally open to trials and pilot projects as we move forward with these ideas but the important point in all this for me is that the DRC needs to have a new composting structure in place and more wood chips available before any serious ramping up occurs. Composting is one of the best and most sustainable waste disposal strategies that we have available to us, I want to see it expand into as many different aspects of our waste disposal and recycling program as possible, but I also want to do it right.

#### Household Hazardous Waste collection event closure

On October 4<sup>th</sup> the City received the last billing from Clean Harbors for this past May's household hazardous waste clean up event. Overall the event was within its initial \$18,535 budget. The only remaining component from this May's event is to palletize and ship all the lead-acid batteries that were accepted during the event. I have guesstimated this amount at 5,000 pounds. The cost of the shipping should be a wash: batteries are heavy and expensive to ship but they have good value (so far any way) so generally the return on lead-acid batteries covers their shipping as well as the shipping for some additional dry-cell batteries. As I mentioned in my previous report a hazardous waste collection event has not been budgeted for the current fiscal year (for a May 2019 event). If the Council would like to see a HHW collection event for next spring then there will have to be a movement of \$ to support it. I would like to see a HHW event in the FY20 budget (for May of 2020) especially if there is no event for next May.

#### Alaska Department of Environmental Conservation site inspection

On Wednesday October 10<sup>th</sup>, Hannah Sullivan the Environmental Program Specialist for Southeast flew into Gustavus and performed a thorough inspection of our facility. Our last such inspection was 2015. I have attached her report to this report. Our facility came out pretty well, 97%. I agree with Hannah regarding our weak points: how we store our e-waste (TVs, laptops and computer monitors) and how we store our lead acid batteries. I think we can use our collapsible bins to store e-waste and I can see a spring battery shipment – as



long as I have the labor. She also noted, as I did in a previous section, the ponding of rainfall that is occurring on the mound. Curiously, we did score 1 point less because we allow the public to salvage inside the landfill.

#### The state of mixed plastic and mixed paper recycling

People often ask about paper and plastic recycling so I wanted to write out what I think is happening. Basically it is going to get worse before it gets better. I would guess that mixed plastic recycling will not return for years if ever and that mixed paper is on its way out as well. The problem with the mixing of anything together is that all the materials have to be separated back to their component parts down the line to actually be recycled – industry doesn't make things out of the materials when they are all mixed together, they make things out of the individual materials that make up the mix. The problem with mixed paper or plastic is, is that people get very sloppy when they mix things together. And it gets worse than that there is this thing called wishcycling – that whatever I put in a bin will be recycled because I want it to be recycled. There is some kind of recycling magic out there. It doesn't work that way wishcycling and sloppy recycling (such as leaving food waste in plastic bottles) creates contamination which creates non-recyclable trash.

In an effort to insure that Gustavus can recycle its paper products well into the future I would like to phase out mixed paper recycling. We'd still recycle paper products just not all mixed together. I have noticed a lot of trash in our mixed paper – even a diaper in a finished bale (no wonder China has banned this stuff from their shores). Here is what I propose for Gustavus: at some point in the not too distant future there will no longer be a bin for mixed paper instead there will be seven bins: 1] junk mail (what you get in the mail, minus the plastic wrappers); 2] six packs and cereal boxes (called chip board); 3] compostables: dirty pizza boxes, napkins and all the food carrying clamshells and compostable cups that are not coated in plastic; 4] newsprint; 5] white ledger (as we have now); 6] books; and 7] trash – dog food bags, anything with embedded metal or plastic, plastic coated paper plates and paper cups. Yes this will be a hard transition as it will take more storage bins and more storage area not to mention the challenge for those who have difficulty separating their recyclables as it is. I can see a transition period where a party could pay more to have us separate it but either way mixed paper recycling needs to go away and I think we can do it. As far as what the future holds, in reading the industry trade publications I have noticed a trend of Chinese companies setting up plastic and paper recycling factories in the US to process the materials that used to be exported. However there seems to be an issue with the Chinese recycling equipment that will be imported to process the material as they are effected by the US – China trade war. While countries like India, Vietnam and Indonesia have increased their imports of paper and plastic they do not come close to the volume of material that China had imported. This is a sea change and I am curious as to how we will come out of it.

#### Gustavus Disposal & Recycling Center on YouTube

[https://www.youtube.com/watch?v=Fr\\_jlPE2xqg&feature=youtu.be](https://www.youtube.com/watch?v=Fr_jlPE2xqg&feature=youtu.be)

Ethan Bullard produced it. Ethan did a museum curation detail at Bartlett Cove this past February – March and I met him during that time. He was very impressed with our recycling operation and ended up taking some footage of the operation with the goal of producing a video. On August 16<sup>th</sup> he released his final version of the video. It is a good portrayal of our facility and what is unique about it.

#### Remote presentation of the DRC story via the Library and the OWL network

This was on Wednesday September 12<sup>th</sup>. The Zender Environmental Health and Research Group had asked me to present the story of the DRC operation as part of their week-long Solid Waste Management, HHW Backhaul, Composting, and The Business of Trash training

class that they regularly provide in Anchorage. Since 2012 I have participated in these trainings as a guest presenter. Usually they fly me to Anchorage, I talk for an hour or so and then I fly back. All over the course of about three days. While I enjoy giving the talks I have always wanted to them remotely so I do not have to travel and they finally took me up on the idea.

### **Community Chest**

Since my last report our front desk volunteers are Saturdays: Liz Vanderzanden, Maribeth Jarvis, Judy Brakel, Annie Mackovjak, Betsy Lesh or Jo Neger filling in. Wednesdays: Catherine Anderson or Mary Williams. Sandy Best and Mary Coster staffed on Mondays through the month of August. On Wednesdays, and on other days as well, there is sorting, purging and stocking. Since August our volunteers have been: Betsy, Annie, Carolyn Warner, Meadow Brook, Cathy M, Catherine, Kim Ney, Marilyn Agee, Denise Pratschner, Becky King, Joyce Gallagher, Ben Sadler, Vicki Bender, Vikki Garrett and Laura Ross (hopefully I didn't miss anybody). There has been more shipments of reusable clothing to the Hoonah thrift store and I would like to thank Alaska Seaplanes for providing free freight to Hoonah as space allows.

On August 10<sup>th</sup>, the City hosted the 2<sup>nd</sup> annual volunteer appreciation dinner at the Chest as our way of saying thank you to these fine people. As always I would like to thank Betsy Lesh for putting so much time into the Chest and making it thrive as it does.

In early October there was a lot of unsaleable material donated and Betsy made the call - the gate to yard was locked with donations only allowed when the Chest was open. People seemed to understand or even expect this event. The crew at the Chest does an awesome job at keeping our thrift store thriving but they have limits. The yard has opened up to 7 day delivery again but when we get too much unsaleable material we will lock the gate again.

### **Solid Waste Management and Facility Planning Process ("SWMP")**

This summer was too busy to work much on this planning process but as we move back into the fall and winter I know I will have more time for this important planning process. Having Tom Williams as our City Administrator is certainly a plus for this process as Tom is well versed in project planning and working on project funding and I know this will help in the process.

### **Capital Projects Summaries**

The most recently concluded:

Driveway and [Recycling] Outflow Storage Area Project CP-17-02

Glacier Bay Construction was awarded this project at the September 24<sup>th</sup> Special meeting and they were able to complete their work before the October 31<sup>st</sup> end date. This project included the development of a new 80' x 80' outflow storage area behind the office and outside the composting yard. This is where the bales and boxes of recyclables will be stored prior to their shipment. The other component of this job was the removal of the earthen mound between the DRC's entrance and the main building. This dirt was moved atop the balefill and will be used to cover the balefill.

For the rest of the DRC projects I am attaching a project summary document that I created for the City Administrator as it does a good job of illustrating what projects are funded and active at the DRC.

The end, thank you.

*Report compiled by [paul.berry@gustavus-ak.gov](mailto:paul.berry@gustavus-ak.gov)*

11/13/18

**Training Report by Paul Berry, City of Gustavus Disposal and Recycling Center (DRC)  
Manager/ Operator**

November 14, 2018

**Compost Facility Operator Training (CFOT) Class**

Presented by the Washington Organic Recycling Council and held at  
Washington State University's Puyallup Research and Extension Station  
October 15-19, 2018

The City does not require written reports from its employees who attend training, but I usually try to write one up (mostly on my own time) for two reasons: 1) to go over what I have learned so I can share and summarize the information; and 2) to remind myself and the Council the importance of professional development for our career employees.

Gustavus has a unique and integrated solid waste facility. Everything from a thrift store to a micro balefill/ landfill, micro recycling facility and small food waste composting facility. Training events and conferences are one of the most important opportunities I have to learn about operations outside of my work bubble. I also appreciate and enjoy having the opportunity to travel as part of my work.

**Why did I want to get this training?**

I started managing our food waste composting program in 2001. I did not start out with any training in food waste composting and I came to regret that as time went on. When people from other communities come to our facility to see how we do things or when I give training workshops and talk about our operation, when it comes to food waste composting I always tell people "if you are going to start composting food waste - get training first." I learned by trial and error and that approach left me wanting for better procedural references and a more professional approach to the overall process. Also, I have observed that when the various Assistant Operators manage the composting operation in my absence each operator does it differently and with varied results. I have wanted to develop a written standard operation procedure for our composting program.

So for the last five or so years I have been looking for a good food waste composting training class to attend.

I learned about CFOT from Peter Moon, the engineer with O2 Composting Systems and Training. I have been working with O2 since November of last year to replace the failing Quonset and improve our food waste composting program. Peter used to help teach the CFOT class. CFOT has good reputation and other composting organizations (such as USCC) have used its syllabus as a reference in developing their own training courses. This is also the closest compost training class I have found as getting to Puyallup involved only two flights from Gustavus.

**About the class and what I gained from the class**

Since February of 1995, the Washington Organic Resource Council (WORC) has raised compost facility operator technical knowledge and sound operating techniques, through the annual Compost Facility Operator Training class. The class is offered once a year and ends up sold out with a waiting list.

The training is held at Washington State University's Puyallup Research and Extension

Center. The current curriculum consists of classroom training, hands on interactive sessions, field trips, and a written examination. Topics covered include:

- Compost Use in Agriculture and Horticulture
- Biology of the Compost Pile
- Feedstocks
- Feedstock Recovery and Preparation
- Regulations
- Odor Management and Response
- Sampling and Testing
- Compost Quality
- Compost Facility Management

There were 41 students including myself. I was the only one from Alaska. There was a student from China, an operator from Oahu, Hawaii with most folks coming from Washington state. There were operators from large and small composting operations, state regulators and county extension service workers.

There were three main instructors and several expert guest speakers. My favorite sessions were Designing a compost facility by Tim O'Neill; Soil science 101 by Craig Cogger; the three facility tours and the panel discussion of compost facility regulations.

Tim O'Neil is the president and founder of ECS (Engineered Composting Systems) and has designed many large composting operations in his career so his understanding of the process is well tested and was very well diagrammed in his slides. He listed the tradeoffs between high cost/ low risk (lots of technology and operating protocols) and low cost/ high risk "pile & smile". He noted that a high tech, well engineered system will fail if it is operated poorly whereas a system that was engineered poorly or with critical deficiencies can work well if it is operated properly.

There were three site tours:

The first was the town of La Conner's Waste Water Treatment Plant in Mt Vernon. This was a medium sized facility that accepts yard waste, bio-solids and septage. The yard waste is ground and mixed with the de-watered bio-solids and septage. Once they have the right mix the material is placed into large positively aerated static piles for composting. Once the material has met the right time and temperature requirements it is screened. They distribute their compost to the public free of charge – provided you use a shovel to load it by hand. They charge for larger loads. This facility had a staff of four, was very well run and I noticed very little odor.

The second facility was a very large operation: Cedar Grove's Everett facility. This facility process many tons per day of yard waste and food waste. The company provides a good YouTube video of their operation: <https://www.youtube.com/watch?v=aRD385ibwqA> There is a large building where the deliveries are made. The building has negative aeration – air is sucked in to prevent odors from escaping and the exhaust is run through a bio-filter. Outside the building is a large pile of un-treated scrap lumber to insure they always have enough high carbon materials on-hand to insure a good mix. The shredded mixture is sent to the yard via a conveyor system that dumps it in a central point where a loader moves it to the appropriate pile. They use up to 16 large positive aeration static piles with gore-Tex covers where it composts for approximately 28 days, this is called phase 1. When the temperature and oxygen consumption indicators show a drop in temperature and oxygen consumption the material is moved to a phase two static pile. Phase two uses aerated static



piles for 14 days and when the material is ready they move it to phase three static piles for 14 days. They achieve very high temperatures, like over 160F, to ensure that weed seeds are killed as well as any harmful pathogens. Because they collect curbside compost materials they get a lot of plastic and metal contamination and you could see this in the phase 1 and 2 static piles. Most of the plastic is finally removed during the final phase three process. This was cool facility to check out with large, 8 cu yard bucket loaders roaming about and overall the odor was pretty good – meaning it was not strong and the smell was not objectionable (to me). Most notable was a very, very large pile of curing compost being built up for next year's spring sales. The pile was of 80,000 yards of material. Our facility produces a pile of about 12 – 16 yards of material.

The final tour was Bailey Composting a “small” (but much larger than ours) operation that composts animal manure and yard waste. There I got to watch a tub grinder in action and see another example of an actively aerated composting facility.

Hands-on experience is part of the class so we divided into six small groups and built our own compost piles. As a group we determined how best to come up with good carbon to nitrogen mix using either yard waste, chicken manure, animal bedding from the state fair or dairy manure. My group, group 4, made a pile with 2% chicken manure (lots of nitrogen but very smelly), 26% dairy solids (a good source of nitrogen), 26% fair waste (which turned out to be very dry so we ended up using less than we originally planned) and 45% yard waste which was pretty nice material. We also added 2.5 gallons of water. Our temperatures were good (meaning it was above 131F throughout most of the pile) and it didn't smell bad when the instructor cut into it on the final day. The pile name was “wing it” which was in part a testament to our approach.

An important point I learned during the class was keeping the bad bugs out of the finished compost. What makes composting such a good process for handling waste is the high temperatures that occur in the first phase of the composting process. Once the compost has been cooked though you want to be careful that no harmful pathogens are reintroduced into the finished compost. An operator has to be careful when using the same loader equipment i.e. the same buckets, when working with inflow material: the raw food waste, and the outflow material: the compost that is curing or the finished compost. In the industry operators either use two sets of buckets, one for inflow and one for outflow or they bleach a bucket before it is used for outflow. I am changing our operation accordingly.

One of the sections of the class that I most wanted to learn about was the regulations that apply to food waste composting. EPA regulations mostly apply to runoff from large operations or with bio-solids composting. Alaska's Department of Environmental Conservation's solid waste regulations that our facility operates under do not really cover food waste composting except to say that any composting operation cannot produce any nuisance odors. The treatment of bio-solids is covered but there isn't much state guidance on facility design, composting process, material testing etc. In the CFOT class there was a panel discussion on compost facility regulations and afterwards I was able to talk with Anne Alfred, who works for Environmental Health, Snohomish Health District. Washington State has a very evolved set of regulations regarding composting under the exciting title WAC 173-350-220 Composting facilities. The regulations are well written and I have made it a goal to start incorporating this set of regulations into our food waste composting operation to make it a more robust operation. It will take me quite some time to fully incorporate the regulations, if ever, as we are a small operation. However, I feel going in this direction will

benefit our composting program in the long run.

Something else I would like to see is the CFOT training being incorporated into my position description so that when I retire and someone else is responsible for our composting operation, that person will also receive the CFOT training. This is to ensure that whoever manages the DRC fully understands all the details that go into food waste composting.

### **An additional compost facility tour**

On my way through Juneau I was able to meet up with Lisa Daugherty the owner/ operator of Juneau Composts! Lisa had come to our facility in early August to see our food waste composting program so I wanted to see her operation when I had a chance. She is currently the only commercial food waste composting operation in Juneau. She has a notable passion for her work and it is great to see a commercial composting operation take hold in Juneau. She received her training in composting from the Maine Compost School. Here is a brief description of her operation in her words:

“For my food scrap totals, in 2017 I collected just over 32,000 pounds. For 2018 I have just over 60,000 [pounds] so far. I collect for about 150 households and 7 businesses. I don't really know how you would categorize my system. The first month it is passively aerated but then it is actively aerated for 5 or more months. I'm currently making a mini batch every 3 weeks, then three of those mini batches get combined into a "batch." It was a 1-year cycle for the first batch to be ready, and I plan to stick with that so I can have a very stable, high-end product. The longer it sits covered and aging the better.”

Juneau Composts! was in the news on October 26<sup>th</sup>,:

<https://www.ktoo.org/2018/10/26/juneau-composts-might-be-getting-a-new-home-and-with-it-a-larger-capacity/> Lisa is in the process of leasing a CBJ parcel of land in the Lemon Creek area. This will allow her to operate closer to where the food waste is generated.

The end

*Report compiled by [paul.berry@gustavus-ak.gov](mailto:paul.berry@gustavus-ak.gov)*



THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

Department of Environmental  
Conservation

DIVISION OF ENVIRONMENTAL HEALTH  
Solid Waste Program

P.O. Box 111800  
Juneau, Alaska 99811-1800  
Main: 907.465.5318  
Fax: 907.465.5362

October 29, 2018

**Certified Mail #7014 0150 0000 1118 4702**  
**Return Receipt Requested**

Paul N. Berry, Landfill Manager / Operator  
Gustavus Reuse, Recycling and Disposal Service  
PO Box 62  
Gustavus, Alaska 99826

**RE: Gustavus Class III Landfill, Permit #SW3A017-20**

Dear Mr. Berry:

On October 10, 2018 I inspected the Gustavus Landfill for the Department of Environmental Conservation Solid Waste Program. I appreciate the time you took out of your day to spend with me reviewing the landfill operations and solid waste management strategies in Gustavus. I have attached a copy of the 2018 inspection report. The inspection form includes percentage scoring for Landfill Site Control, Burning, Landfill Operations, Landfill Water Impacts, Special Waste Management and Administration. The Gustavus Landfill received a compliance score of 97%; thank you for your efforts in successfully managing solid waste in your community. I have included a chart below that breaks down how your landfill scored in each category of the Community Waste Management Index.

Category	Maximum Points Available	Points Awarded
Landfill Site Control	15	15
Burning	NA	NA
Landfill Operations	45	44
Landfill Water Impacts	15	14
Special Waste Management	40	38
Administration	20	20
<b>TOTALS</b>	<b>135</b>	<b>131</b>

The City of Gustavus' operation and management of the landfill, recycling center, and composting facility is excellent. The recycling and composting programs, in conjunction with the community thrift shop, diverts an impressive amount of waste from the landfill. In addition to limiting the amount of waste placed in the landfill, this also has a significant impact on the landfill budget. The thrift shop, along with sales of recycled materials and compost, made up more than 15% of the site's budget in FY17. This should serve as inspiration to other communities. There is also a tremendous amount of community support in Gustavus for good solid waste management, which is often hard-earned but critical for success at this facility that relies on community members to help separate their waste. The relationship you have helped develop between the City of Gustavus and Glacier Bay National Park has also become very beneficial for both entities.

I have two recommendations for improvement at the Gustavus landfill. Within the fenced landfill area there is a collection of electronic waste (e-waste). Some of this e-waste is sitting on pallets but all of it is uncovered. E-waste has the potential to leach heavy metals. To help prevent leaching it should be

stored under cover and protected from the elements. There is also a collection of batteries. Some of the batteries are stored under a two-sided shed and others are on pallets and covered with a tarp. The two-sided shed is not sufficient cover to shield the batteries from sun and rain. Exposure to sun, rain, and cold temperatures can cause batteries to creak and leak. Batteries stored in preparation for backhauling should be stored indoors (or at least under full cover) and stacked in an organized manner with some kind of spill pad or containment system under them. This will help protect against leaks. During my inspection, you mentioned a potential long-term plan to build a larger sorting building. This is something I highly recommend you pursue. Among other things, a larger building would assist with proper storage of e-waste and batteries.

Overall, your operations and management of the Gustavus Landfill are outstanding. Please review the Community Waste Management Index and photo document carefully for other areas noted during the landfill inspection. Again thank you for taking the time to show me our facility. Please contact me at (907)465-5318 or by email at [hannah.sullivan@alaska.gov](mailto:hannah.sullivan@alaska.gov) if you have any questions, comments, or if I can be of further assistance to your community with regard to solid waste management.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hannah Sullivan', with a stylized, cursive script.

Hannah Sullivan  
Environmental Program Specialist I  
Solid Waste Program

Encl: October 10, 2018 Inspection Report

# 2018 Gustavus Landfill Inspection

## Photo Report

### Effective Management

#### Waste Separation & Recycling

The Gustavus landfill is doing an excellent job diverting waste from the landfill. An extensive and successful waste separation system enables recycling and reuse of items.



#### Backhauling

Much of the recycling must be backhauled out of the community. The Gustavus landfill regularly backhauls materials out of the community.



#### Composting

The Gustavus landfill also has a successful composting system which enables them to divert even more waste from the landfill.





### Cover

The bails are well covered once placed in the balefill area. The operator does an excellent job utilizing other discarded materials (carpet & drywall) that would otherwise take up an inordinate amount of space, as intermediate cover material topped with soil.



### **Needs Improvement**

### E-Waste

The e-waste collection at the landfill is relatively small. However e-waste can leach heavy metals such as lead. E-waste should be stored under cover to help prevent leaching.



### Batteries

Like e-waste, batteries can leak if improperly stored. Batteries should be stored under cover and protected from the weather. If batteries are exposed to sun, rain, or cold temperatures they can crack and leak. Some kind of spill pad or containment system should be placed under stored batteries in case of leaking.



# Community Waste Management Index

Community: City of Gustavus

Date: 10/10/2018

Score: 97% & 20 Bonus Points

## ADEC Solid Waste Program



Inspector: Hannah Sullivan

Participants: Paul Berry

Landfill Site Control								Score	
#	Category	0	1	2	3	4	5		COMMENTS
1	Landfill Road Maintenance	Landfill access and onsite roads under the operator’s control must be kept passable and safe for vehicles during normal hours of operation. 18 AAC 60.220						5	
		Landfill not accessible for more than one month per year	Landfill usually accessible, roads barely passable, history of being inaccessible for more than one month	Landfill generally accessible year round, history of being inaccessible for less than one month	Landfill generally accessible year round, history of minor problems	Landfill accessible year round, roads to and in landfill occasionally maintained	landfill accessible year round, roads to and in landfill actively maintained		The access road is very well maintained. Crushed glass is used as a surface material to fill holes and low spots.
2	Signage	A clearly legible sign must be posted at the entrance to the landfill. The sign must <b>prohibit disposal of regulated hazardous waste and polychlorinated biphenyl (PCB) waste</b> . Signs should identify the <b>owner or operator, hours of operation, and emergency contacts</b> . Signs should also direct users where to dispose of special wastes. 18 AAC 60.240						5	
		No signs at the landfill	Signs in poor condition, unreadable	Basic information on where to dump waste and/or entrance sign	Basic information on where to dump waste and list of prohibited waste and/or entrance sign	Direction where to dump waste, list of prohibited waste, entrance sign, and burning instructions (if applicable)	Detailed direction where to dump waste, list of prohibited waste, complete entrance sign, burning instructions, and alternative disposal methods		Signage at the entrance of the site and within the site are excellent. Site name, hours of operation, emergency contact info, prohibited items and instructions on where to dispose of waste is all clearly displayed.
3	Access Control	Access to the landfill facility must be limited by the use of fencing, berms, or natural barriers to control public access to the site. This should prevent unauthorized traffic or dumping. 18 AAC 60.220						5	
		No fence/barriers, open access, no restrictions	Barriers in poor condition, open access	Barriers in repairable condition, open access	Functional barriers, but open gates, open access	Functional barriers, locking gate, restricted hours	Functional barriers, locking gates, restricted hours, monitored		Balefill and composting areas are fenced and gated. They also have an electric bear fence around the facility. A rope gate is extended across the access road when the site is closed.
								Section Total	Section %
								15	#####

## Community Waste Management Index

Community Waste Management Index									
#	Category	Burning						COMMENTS	Score
		0	1	2	3	4	5		
1	Waste Separation	Burning of plastics, asphalts, rubber, tars, oily wastes, or other materials in a way that gives off black smoke is prohibited. 18 AAC 50.065(b)						Once or twice a year clean wood is burned in a homemade burn box. MSW is not burned.	NA
		No separation waste	Minimal separation of waste	Some separation of waste	Most wastes separated	Most wastes separated, separated waste properly disposed	All wastes separated & strictly monitored, all separated waste properly disposed		
2	Burn Management	Burning must be contained and controlled and managed to minimize adverse environmental effects and limit the amount of smoke generated. 18 AAC 60.233, 18 AAC 60.355, 18 AAC 50.065(b)							NA
		No management of burning - evidence of large fires throughout the landfill	No burn management - evidence of small fires in the landfill	Burn unit or trench loaded by users, lit by users	Burn unit or trench loaded by users, lit by operator	Burn unit loaded and lit only by operator in appropriate weather	Complete management: waste kept dry; burn unit loaded, lit & monitored only by operator in appropriate weather		
3	Burn Unit Used	Uncontained burning of municipal waste on the ground is not allowed at Class III landfills. Burning may be conducted in a burn box, burn cage, or other device where burning is contained and controlled. 18 AAC 60.233, 18 AAC 60.355							NA
		No burn unit	Burn unit onsite - limited functionality or use.	Functioning burn box or burning in a trench	Burn cage	Enclosed burn unit with smoke stack	Incinerator with mechanical burner and air source		
4	Burning Trash on the Ground	Uncontained, Uncontrolled burning of waste on the ground is not allowed in the landfill.							Section Total    Section %
		Is there ANY evidence or does the community report uncontained, uncontrolled burning on the ground at the landfill?				<input type="radio"/> Yes	<input checked="" type="radio"/> No		
									0    0.0%



# Community Waste Management Index

Landfill Operations								Score
#	Category	0	1	2	3	4	5	
1	Operator	An operator is one of three elements for a successful landfill program. RALO						One fulltime operator (Tue-Sat). They utilize a labor pool to add a second, sometimes third employee (depending on season) daily. There are always at least two operators on site during hours of operation.
		No operator	Managed as emergency only	Managed periodically	Managed periodically by assigned personnel	Operator assigned to landfill, not allocated enough hours	Operator assigned to landfill, allocated enough hours	
2	Equipment	Properly sized and maintained equipment is one of three elements for a successful landfill program. RALO						There are two Bobcats dedicated to the site.
		No equipment	Broken but repairable equipment	Equipment borrowed - emergency only	Equipment borrowed - regular schedule	Appropriate landfill equipment available as needed - not properly stored or maintained	Appropriate landfill equipment available as needed - properly stored & maintained	
3	Working Face	The working face must be kept as small as practical. 18 AAC 60.345						This site is a balefill. Community members bring waste to their tipping floor where it is baled by the operators. The operators place the bales at the working face. The bales are covered each day with intermediate cover.
		No designated working face, waste spread over entire landfill	Some attempt to keep waste to an specific area	Waste mostly in one area of the landfill	Dumping area identified, most waste limited to large dumping area	Dumping area identified, most waste limited to reasonably sized dumping area	Clearly identified dumping area, working face kept as small as practical	
4	Compaction	Compaction of waste will reduce the volume and extend the useable life of the landfill, and will reduce infiltration of water that can create leachate.						Waste is baled.
		No effort to compact waste, uncontrolled waste	No effort to compact waste, equipment available	Compaction of waste, with poor results	Compaction of waste 1 - 4 times per year	Compaction of waste more than 4 times per year	Compaction of waste more than 4x/year with 4-6 passes of large tracked vehicle, waste is well compacted	
5	Cover	Waste must be covered by 6 inches of soil or an approved alternative cover as necessary to control disease vectors, fire, odor, blowing litter, and scavenging. 18 AAC 60.345						Tarping is used to cover the bales each day. As areas are filled the tarps are replaced with old carpeting and sheetrock which is them topped with soil.
		No cover applied, no cover available	No cover applied, cover available	Cover applied periodically, does not control issues, not stockpiled at landfill	Cover applied periodically, does not control issues, stockpiled at landfill	Cover applied as needed to control issues, cover not stockpiled at landfill	Cover applied as needed to control issues, cover stockpiled at landfill	

Continued on page 4

# Community Waste Management Index

Landfill Operations									COMMENTS	Score
#	Category	0	1	2	3	4	5			
6	Slopes & Grading	The landfill should be graded and sloped to preserve the stability of the landfill and reduce ponding and erosion. 18 AAC 60.390, 18 AAC 60.243						The site is sloped towards the gate.	5	
		Slopes unstable and ponds at the landfill, no efforts to correct	Slopes unstable and ponds at the landfill, some efforts to correct	Minor issues with instability, ponding, or erosion, no efforts to grade landfill	Minor issues with instability, ponding, or erosion, some efforts to grade landfill	Landfill graded, no ponding, erosion, or instability evident, inadequate run-on or run-off controls	Landfill graded to ensure stability, protect from erosion, prevent run-on, and promote run-off of storm/surface water	The site is not yet very high but each time a layer is added upward it is also moved in from the edge of the previous bale layer by the width of a bale.		
7	Vector & Nuisance Control	Dust, odor, noise, traffic, other effects from the landfill, and disease vectors, including wildlife and domestic animals, must be controlled so that the public health, safety, or welfare are not endangered or they create a nuisance. 18 AAC 60.230, 18 AAC 60.233						Bears and birds are not an issue.	4	
		waste exposed to elements - flies, animals, humans, and vehicles track through waste	Few issues controlled, vector or health issues, and nuisance issues present	Some issues controlled, minor vector or health issues, and nuisance issues present	Most issues controlled, minor nuisance issues present	Issues controlled - public allowed in landfill	Issues controlled - only operator allowed in landfill	Community members are allowed within the balefill area for salvage purposes.		
8	Litter (in and around landfill)	Litter must be controlled so that it does not become a nuisance or hazard. 18 AAC 60.233, 18 AAC 60.345						No litter observed.	5	
		Litter everywhere, no clean-up efforts	Annual litter clean-up, uncontrolled rest of the year	Litter issues, picked up intermittently throughout the year	Some litter issues inside & outside If, litter picked up regularly	No litter issues outside If, litter picked up as needed	No litter issues inside or outside If, litter picked up as needed			
9	Maintenance & Corrective Action	The landfill must maintain structures and components of the facility, and repair any structural changes or damage to the facility. 18 AAC 60.815						No structural damage observed. Some expansions are underway which will help utilize space in a more efficient manner. As part of the long term expansion plan, replacing the current tipping and sorting facility with a larger building to accommodate operations more efficiently is recommended.	5	
		Significant damage that may impact health, safety or the environment, no plan for corrective action	Significant damage that may impact health, safety or the environment, corrective action planned	Significant damage that may impact health, safety or the environment, corrective action underway	Minor damage at the facility, no plan for corrective action	Minor damage at the facility, corrective action planned	No structural damage			
10	Inactive Areas	Areas that have not received waste for more than 90 days, but have not yet reached the final capacity or elevation, must receive an intermediate cover. The area must be covered with 12 inches of soil and graded to prevent ponding and erosion. 18 AAC 60.243 Note, this is not closure. If an area is closed or should be under a closure plan, it should have 24" of soil cover and be revegetated.							NA	
		No distinction between active & inactive areas	Inactive area separate from working face - uncovered	Inactive areas separate from working face - partially covered	Inactive areas separate from working face - covered with less than 12"	Inactive areas separate from working face - fully covered with 12", not graded to prevent ponding or erosion	Inactive areas separate from working face - fully covered with 12", graded to prevent ponding and erosion			
									44	97.8%

Section %

Section %

# Community Waste Management Index

Landfill Water Impacts									Score	
#	Category	0	1	2	3	4	5	COMMENTS	Score	
1	Leachate	Leachate means liquid that has passed through or emerged from solid waste and contains soluble, suspended, or miscible materials removed from the wastes. Leachate seeps must be prevented, or contained and controlled. 18 AAC 60.225						No leachate seeps observed.	5	
		Leachate seeps present, no effort to contain or control	Leachate seeps present, some effort to contain or control	No leachate seeps observed, conditions likely to cause leachate, no effort to contain leachate	No leachate seeps observed, conditions likely to cause leachate, some effort to contain leachate	No leachate seeps observed, conditions likely to cause leachate, efforts to contain and prevent leachate	No leachate seeps observed, efforts in place to prevent leachate			
2	Surface & Storm Water Controls	A landfill must be constructed and operated so that seasonal flooding is temporary in duration. Waste may not be placed in surface water. The landfill must minimize contact between storm water and waste. Pondered water must be removed within 30 days. 18 AAC 60.225						No waste in water was observed. Very minor ponding was observed at the entrance of the balefill area and on road within balefill.	4	
		Waste disposed into water body	Waste in contact with water regularly, no surface and storm water controls	Waste in contact with water, some surface and storm water controls, not effective	Some waste in contact with water, surface and storm water controls, ponding not removed within 30 days	Evidence of waste in water or ponding at the landfill, surface and storm water controls, ponding removed within 30 days	No evidence of waste in water or ponding at the landfill, berms, ditches and other controls are in place and are effective			
3	Impact to Permafrost or Wetlands (only for facilities built on permafrost or wetlands)	If the landfill is located on permafrost, it must be designed and operated so that the permafrost remains frozen. If the landfill settles and water is pooling, the operator must take corrective action. 18 AAC 60.227 If the landfill is located in or near a wetland, it may not cause or contribute to significant degradation of the wetlands. 18 AAC 60.315							NA	
		Permafrost appears to be melting around landfill; or wetland plants around landfill are clearly impacted - no corrective action plan	Permafrost or wetlands impacted - corrective action plan under development	Permafrost or wetlands impacted - corrective action underway but no evidence of improvement	Permafrost or wetlands impacted - corrective action in place has shown improvement	No clear impacts to permafrost or wetlands, but some indicators (small ponds, leachate, etc.) present	No indicators or impact to permafrost or wetlands are evident			
4	Water Monitoring (if required)	If groundwater or surface water monitoring is required the facility must follow all regulations under 18 AAC 60.820 and 18 AAC 60.810 respectively. Note: This section is scored as "Not Applicable" if the landfill is not required by ADEC to do any water monitoring.						Monitoring plan is followed and reports are submitted to ADEC timely. Monitoring well #2 is not used and is going to be removed. We are looking into re-drilling monitoring well #1.	5	
		Landfill is not monitoring any of the required locations as required by Monitoring Plan. No reports submitted	Landfill is not monitoring all required locations and/or following schedule. Locations are not identified correctly, or well not in good condition	Landfill is not monitoring all of the required locations and/or following schedule. Locations are identified correctly, or well is in good condition	All monitoring locations are sampled as required by the Monitoring Plan, monitoring reports are not submitted	All monitoring locations are sampled as required by the Monitoring Plan. Incomplete monitoring reports are submitted	All monitoring locations are sampled as required by the Monitoring Plan. Complete monitoring reports are submitted on time			
Section %									14	93.3%

Section %

# Community Waste Management Index

Special Waste Management								Score
#	Category	0	1	2	3	4	5	
1	Septage including Honeybucket Waste	The landfill may accept septage or honey bucket waste if it is deposited into separate trenches, less than 4' in depth, and the trench is maintained not to overflow. Hydrated lime must added to a pH of 12(30 min.) on a regular basis. 18 AAC 60.365						NA
		Septage co-mingled with MSW	Septage disposed in separate area of landfill	Septage in separate trench no lime added	Septage in properly constructed trench, lime added infrequently	Septage in properly constructed trench, lime added on a regular basis	Septage in properly constructed trench, lime added and pH tested	
2	Animal Carcasses including Subsistence Waste	Animal carcasses must be disposed in a manner that does not cause an animal attraction and protects the public health. 18 AAC 60.010						5
		Animal carcasses co-mingled with MSW	Animal carcasses are disposed of in a separate area from MSW, no cover or lime added	Animal carcasses burned in the burn unit along with municipal waste	Animal carcasses in separate area, periodic lime added OR periodic cover added - does not control issues	Animal carcasses in separate area, lime AND sufficient cover added to control issues	Animal carcasses incinerated or disposed in separate area, lime added, and sufficient cover applied after each disposal	
3	Household Hazardous Waste (HHW)	Separating HHW, such as chemicals, e-waste, batteries, and fluorescent bulbs, out of the waste disposed at the landfill will help keep chemicals out of the landfill and reduce risks to human health and the environment. HHW can be reused within the community or shipped out for proper disposal.						5
		No HHW separation	No HHW separation, regularly covered	HHW collection program available, accessible, but not well used	HHW collection program available, accessible, most HHW diverted from landfill	Clear options for HHW reuse or collection program, well run, most HHW diverted from landfill	Clear options for HHW reuse or collection program, well run, most HHW diverted from landfill, shipped out as needed	
4	Liquid Waste	Liquid waste, including kitchen grease, may not be disposed at the landfill, with the exception of small quantities (1 gallon or less) of containerized waste. 18 AAC 60.360						5
		Non-household liquids over 1 gallon containers disposed in landfill	Free liquids not prohibited, but limited to less than 1 gallon container	Free liquids prohibited at landfill, alternatives not well identified	Free liquids prohibited at landfill, alternatives identified, not well used	Free liquids prohibited at landfill, alternatives identified, generally used	Free liquids prohibited and enforced, alternatives identified, and widely used	
5	Construction & Demolition Debris (C&D) non-RACM	C&D is regulated based on local laws and ordinances. However, all construction/demolition projects should submit a building survey to ensure that all hazardous & asbestos waste are removed prior to disposal. Non-RACM waste must be handled so that it does not become friable and be covered within 24 hours without compaction to prevent the release of asbestos fibers. 18 AAC 60.450						5
		No controls for C&D, indiscriminately disposed, no requirements for identifying or managing non-RACM	C&D disposed at working face, no awareness or management of non-RACM	C&D disposed at working face or separate cell, awareness of non-RACM, not covering	C&D disposed at working face or in separate cell, not well managed - large pile. Aware of non-RACM, usually covered in 24 hrs	C&D well managed, limited compaction. Contractors required to identify non-RACM - not allowed or properly managed and covered in 24 hrs	C&D well managed and compacted regularly - small face. Contractors required to identify non-RACM - not allowed or properly managed & covered at the end of day	
Continued on page 7								

# Community Waste Management Index

Special Waste Management								Score
#	Category	0	1	2	3	4	5	
6	Salvage Area	Public salvaging, if allowed, must be limited to an area that does not hinder facility operation, create a safety hazard, or cause pollution. 18 AAC 60.220						The city runs an extensive thrift shop which generates approximately 13% of the landfills budget. Thought the thrift shop they also donate materials (primarily cloths) to other communities (they send boxes periodically to the Glory Hole in Juneau and other charity organizations). Salvage is also acceptable at the landfill. Community members are encouraged to ask the operator first however
		Uncontrolled salvaging allowed at working face	Salvaging at working face only when operator present	Separate salvage area, no apparent organization or management	Separate salvage area, some organization or management.	Salvage area has defined locations for different items, fluids are drained or contained (liner), operated safely	Salvage area managed well (see 4), items removed for disposal or backhaul regularly - signs posted	
7	Used Oil	Separating used oil out of the waste disposed at the landfill will help keep petroleum products out of the landfill and the environment, and can be reused as an energy resource for the community.						5
		Used oil not managed - disposed at the landfill	Some used oil collected, not stored safely, no plan for disposal or energy recovery	Some used oil collected, not stored safely, burned without energy recovery	Used oil collected, stored safely. Burned without energy recovery	Used oil collected and safely stored. Burned for energy recovery or shipped out	Enforcement of used oil collection and safe storage. Burned for energy recovery in an EPA approved unit or shipped out	
8	Vehicles	Vehicles may not be disposed at the landfill unless all fluids and batteries have been removed. If undrained vehicles are stored at the landfill for later disposal or recycling, they must be managed to prevent release of fluids. 18 AAC 60.035, 18 AAC 60.010						NA
		Uncontrolled disposal - Vehicles disposed in landfill, fluids & batteries not removed	Vehicles stored in separate area of landfill, no fluids or batteries removed. No containment for leaks. No plans for disposal or recycling	Vehicles stored in separate area of landfill, some fluids or batteries removed. No containment for leaks. Plans for disposal or recycling	Vehicles stored in separate area of landfill, some fluids or batteries removed. Containment for leaks. Plans for disposal or recycling	All batteries and fluids removed prior to proper disposal or recycling	Operator verifies ALL batteries and fluids removed prior to proper disposal or recycling	
9	Freezers & Refrigerators CFCs	Chlorofluorocarbon (CFCs) must be removed from appliances by a certified technician with certified equipment prior to disposal at any landfill. No CFCs may be vented to the environment. 40 CFR 81.154-162						5
		Disposed of with general waste, CFCs intentionally vented to the environment	Disposed of with general waste, no CFCs removed	Some units segregated, no CFCs removed and no plan	Some units segregated, some CFCs removed but no documentation or marking	Units segregated, CFCs sporadically removed by certified tech & documented, properly disposed or recycled	Units segregated, ALL CFCs regularly removed by certified tech & documented, properly disposed or recycled	
		Prohibiting disposal of lead acid batteries from the landfill will reduce the risks of environmental contamination. Batteries should be stored in a lined, covered container or area, and managed to prevent any release to the environment.						3

Community Waste Management Index

10	Lead Acid Batteries	Lead acid batteries disposed in landfill	Some lead acid batteries segregated but poorly stored at landfill	Most lead acid batteries segregated but poorly stored	Most lead acid batteries segregated and stored to prevent leaks, but not covered	All lead acid batteries segregated, properly stored	All lead acid batteries segregated, properly stored, and regularly shipped out	Batteries are segregated, mostly covered and shipped out yearly. A more securely covered storage area for batteries is recommended.	Section Total	Section %
									38	95.0%

# Community Waste Management Index

Administration								Score	
#	Category	0	1	2	3	4	5		COMMENTS
1	Permit	A landfill is required to have a permit; a copy of the permit application and current permit must be kept in the landfill files. 18 AAC 60.200, 18 AAC 60.235							5
		No effort to permit the landfill at any time	Permit expired, no effort to renew	Permit expired more than 1 year ago, some effort to renew	Permit expired less than 1 year ago OR current efforts to renew or obtain new permit	Permit is current but no documentation in landfill files	Landfill has current permit, permit & application in landfill files		
2	Monthly Visual Monitoring	Visual monitoring must be performed at least monthly and recorded on a form approved by ADEC. Records must be maintained for at least 5 years. 18 AAC 60.800							5
		No visual monitoring	Visual monitoring reported, but no written record	Visual monitoring reported, but incomplete records	Visual monitoring recorded at least 4 times a year placed in landfill files	Monthly visual monitoring recorded in landfill files	Monthly visual monitoring recorded on appropriate form, in landfill files, and maintained for 5 years		
3	Operations Plan	The operations plan should be used as a guide for day to day operation and seasonal issues at the landfill . A copy must be kept in the operating record. 18 AAC 60.210, 18 AAC 60.235							5
		No operations plan	Operations plan incomplete for day-to-day operations	Operations plan covers general landfill operations, not used for day-to-day operations	Operations plan covers general landfill operations, is partially used for day-to-day operations, and is accessible	Operations plan covers current landfill operations, used for day-to-day operations, and is accessible	Operations plan covers current landfill operations, used for day to-day operations, is accessible, reviewed annually and updated as needed		
4	Facility Location	Waste may not be placed <b>within 50' of property boundary, 500' of a drinking water source, or 10' ft. of groundwater</b> (unless built on a 2' pad) <b>and the landfill may not pose a bird hazard to aircraft.</b> 18 AAC 60.233, 18 AAC 60.217, 18 AAC 60.040, 18 AAC 60.305							5
		Landfill design does not comply with any location criteria	Landfill design complies with 1 location criteria	Landfill design complies with 2 location criteria	Landfill design complies with 3 location criteria	Landfill design complies with all 4 location criteria	Landfill design complies with all 4 location criteria and is documented		
								Section Total	
								20	#####

# Community Waste Management Index

Waste Management Improvement Programs								COMMENTS	Bonus
#	Category	0	1	2	3	4	5		Score
1	Backhaul Program	Items that are prohibited in the landfill must be reused or removed from the community for recycling or proper disposal. Material to be removed should be staged and removed from the community at least annually. <b>This section does not apply to previously addressed wastes from the Special Waste section.</b>						Between composting, recycling backhaul, and the thrift shop a very large amount of waste is diverted from the landfill. In FY17 approximately 62% of the waste was diverted from the landfill.	5
		No effort to backhaul or recycle	Collection of limited materials, minimal effort to divert from landfill, poorly managed storage	Backhaul of limited materials, effort to divert from landfill and managed segregation	Backhaul of materials and recyclables, well managed storage, not staged	Backhaul of materials and recyclables, well managed storage, staged more than 1 year	Backhaul of materials and recyclables, required diversion, well managed storage, staged less than 1 year		
2	Collection Program	A properly managed collection program is one of three elements for a successful landfill. RALO						Self-haul is very effective in Gustavus and gets community members more involved in separating there waste.	
		No collection/self haul	Self haul, collect elders trash	75% self haul, 25% collection	50% self haul, 50% collection	25% self haul, 75% collection	> 75% collection		
3	Fees	Fee collection for waste disposal will provide a fund to pay for operations and maintenance of the landfill.						Community members pay by weight when they drop waste off at the landfill.	5
		No collection of fees	< 10% collection rate	10% - 25% collection rate	25% - 50% collection rate	50% - 90% collection rate	> 90% collection rate		
4	Landfill Operator Training	A rural landfill operator should receive RALO or equivalent training to operate and maintain the landfill and to recognize hazardous waste.						Paul is very well trained, MOLO, RALO, Hazwoper, CFC' removal, SWANA certified and he will be attending a composting training in Oct.	5
		No landfill operator training	Operator or administrator scheduled for RALO or equivalent training	Landfill operator or administrator have RALO(eq), recognition of hazardous waste, <b>or</b> backhaul training	Landfill operator & administrator have RALO(eq), recognition of hazardous waste, <b>or</b> backhaul training	Landfill operator or administrator have RALO(eq), recognition of hazardous waste, & backhaul training	Landfill operator & administrator have RALO(eq), recognition of hazardous waste, & backhaul training		
5	Community Education & Outreach	Involving the community in safe and healthy waste practices improves landfill operations and the overall health and safety impacts of the landfill. This can be accomplished through announcements, posters, student involvement, and a variety of other creative methods.						There is amazing community support in Gustavus. Most community members are fully on board with separating there waste.	5
		No community education/outreach program for solid waste or recycling issues	Posters related to solid waste and/or recycling in office	Solid waste or recycling posters around town, occasional public announcement	Solid waste or recycling posters around town and school, regular public announcement	Solid waste or recycling posters around town and school, regular public announcement via multiple sources of information (social media)	Community education program in place and effects visible in community		
Bonus Total									20

SCORE	97.0%
BONUS	20



THE ALASKA DEPARTMENT OF  
ENVIRONMENTAL CONSERVATION  
SOLID WASTE PROGRAM

*recognizes the*

**Gustavus Landfill**

a Class III Municipal Solid Waste Landfill

for achieving a Waste Index Score of

**97%**

on 10/10/2018

ADEC Inspector: Hannah Sullivan

  
\_\_\_\_\_  
Douglas Buteyn

Solid Waste Regional Program Manager



## **Disposal & Recycling Center Projects**

*I have not included the larger mid term and long term SWMP projects in this list*

### **Funded for FY2019**

#### **Pre-processing, “in-flow” storage CP-18-05 \$26,400**

Funding is likely adequate for the removal of trees and overburden, the placement of pit run and possibly rock, material compaction and the removal and proper closing of an unused groundwater test well located in the middle of the area, but is not likely enough for the purchase, freight from Seattle and installation of the 8’ fencing/ visual screening.

#### **Storage bins, all terrain pallet jack CP-18-06 \$18,000**

My original scoping document called for 50 bins and I suspect this not enough \$ to purchase and ship that many bins now. However, a lesser amount of bins would work fine. If more are still needed they could be purchased later.

#### **Household Hazardous Waste Facility CP-18-07 \$59,450**

Increases in the price of steel will effect this project. I specified many options (shelving, coating, power outlets, lights etc.) for this facility and certain options could be dropped to stay in budget, however I suspect the freight will be more than budgeted (\$12,275).

Also, the amount budgeted for site preparation, \$3,000, is probably not enough for removing the current 20’ van, removing trees and overburden, importing and compacting pit run and rock and connecting the unit to 240VAC power.

#### **Community Chest facility maintenance \$10,000 not approved via NCO yet**

Phoebe and the Council have been waiting on a scoping document from me for the project. Basically this is a collection of maintenance and improvement items from window repair and replacement, work on the floor, lighting improvements and rust removal and painting of the heating oil tank. How to execute this project is another thing – as an RFQ to one contractor or as a City project with myself as the project manager, City staff and local contractors such as Gustavus Construction doing different aspects of the work.

#### **Some notes on the in-flow storage area and HHW facility projects:**

As I wrote earlier, the site preparation costs for these projects are not fully funded. One option I see is amending the scoping document for inflow storage so that the project \$ is for site preparation of both the inflow storage area and the HHW unit (which would improve the entire area between Boat Harbor Road, the landfill fence and the main building. Additional funds would then be needed to complete the site preparation and for fencing/ visual screening.

## **Pending FY2019 projects**

### **Composting Quonset Replacement - design**

Composting structure replacement design costs, O2 Compost Systems remaining 50% \$2,500

O2 Compost Systems additional consultation support, remaining 50% \$1,250

O2 has drafted the preliminary drawings for the new composting facility and I am in the process of working with O2 to adapt these plans to the needs of our site.

## **FY2020 projects**

### **Composting Quonset Replacement - structure**

Once O2 Compost Systems facility plans are complete I will work with them to come up with an engineers estimate for the cost of the composting structure with the goal of having this be a project for the FY20 budget cycle. It may be rather expensive in which case I would look at the City providing funding the project over two years and have construction occur in FY21

### **New Point-of-Sale system, integration with QuickBooks**

Purchase of a proprietary point-of-sale system for the DRC, moving responsibility for billing to the City Treasurer

Guesstimated cost for the software is \$6,000, however to do this project right a detailed RFP would have to be developed so that potential vendors know what system they are replacing (type of scale, number of operators and a very thorough description of the existing database) and to ensure they can successfully integrate with the City's QuickBooks accounting system. This document would take some time to draft.

### **Additional improvements to the composting yard**

This project would include installing concrete in in areas that were not paved in the earlier project due to price constraints. Specifically the 20' x 60' area where wood chips, screened overs and curing compost is stored. In addition to a 4" reinforced concrete pad concrete ecology blocks would be installed behind and beside the new pad allowing better use the loader to retrieve materials and would further reduce weed infiltration. A further improvement would be a shed roof over the wood chip and overs storage area to keep these materials dry, reduce bird scavenging in the overs and keep tarps from buried in snow and freezing to the ground in the winter.

### **Refurbishing Old Quonset**

This project would allow for tarp free storage of outflow recyclables. This project would make it easier to accumulate shipment ready quantities of materials that take greater lengths of time to build up and are shipped in containers such as cardboard boxes or fiber super-sacks that deteriorate when stored in outdoor conditions.

What I would like to do is reuse the metal tubing that makes up the frame of the existing 30' x 48' Quonset structure, purchase new cover fabric and mount it on a new ~4' high pony wall made up of concrete ecology blocks. Last year when I estimated this project it came in at approximately ~\$15,000. This project cannot happen until the new composting facility has been built and the existing Quonset has been disassembled.

**CLERK'S REPORT**  
**NOVEMBER 19, 2018**  
**Submitted by Karen Platt**

**Council ATTENDANCE SHEET is attached**

**Training/Conference**

The learning and networking continue in my 2<sup>nd</sup> year as City Clerk. I am on my second round of conferences and trainings and look forward to being an engaged and active participant.

- ✓ Alaska Association of Municipal Clerks (AAMC) Anchorage, AK November 12-13<sup>th</sup>  
I am part of a fundraising committee with AAMC that raises funds at this event to provide scholarships to clerks like myself to attend these important events.
- ✓ International Institute of Municipal Clerks (IIMC) Birmingham, AL May 19-22, 2019
- ✓ Northwest Clerks Institute PDII Seattle, WA June 10-14, 2019



The amazing group of Alaska Clerks that I met at PD1 and get to continue my journey of becoming a Certified Municipal Clerk with.

**Around the Office**

- ✓ **Records Management**  
I have completed a back log of both electronic and paper files of our elections records dating back to 2006. The back room is slowly but surely getting sorted. I hope to have that area complete by next quarter.
- ✓ **Ordinance**  
Ordinances passed in 2018 have finally been sent off to Municode for codification. Work begins bit by bit go through or ordinances to see where changes and improvements need to be made.
- ✓ **Policy and Procedure**  
In conjunction with updating ordinances, I hope to begin work on any necessary policy & procedure corrections and additions
- ✓ **Volunteer hours August-October**  
During the time of August 13-October 30, volunteers have provided approximately 50 hours of their time with City Hall project that include, covering hours while I was away, strategic plan document, meeting assistance and elections.
- ✓ **Elections**  
PHEW! Another successful election process this year! I conducted the State and REAA Absentees in addition to our Municipal elections this year. Thanks to all the volunteers who helped! We had a lot of fun. Welcome to our new council members Brittney Cannamore and Erin Ohlson, new Mayor, Calvin Casipit and Vice Mayor Susan Warner. Many thanks go out to Treasurer, Phoebe Vanselow for filling in the gaps while I was out of the office.
- ✓ Community Open House in appreciation of all our volunteers, council members and new staff was held on November. We enjoyed the company of so many community members outside on the newly seeded lawn and in the warmth of City Hall.
- ✓ City Hall has been transitioning with Treasurer, Phoebe Vanselow working part time, our new council members and our new City Administrator, Tom Williams. I am happy to say that it has been a seamless transition and our community is lucky to have such a dedicated group working for us. Stop by anytime during regular business hours Mon-Thurs 9-4pm.

	Special Meeting/Work Session Present
	General Meeting Present
	Not a council member at time of meeting
	Absent (unexcused)
	Absent (excused)

## CITY ADMINISTRATOR'S REPORT

### PFAS

The State has not reported the results of the extended testing. I will forward any information as I get it.



### DOING BUSINESS IN GUSTAVUS

There are folks doing business in Gustavus without business licenses and do not pay the sales tax. A discussion that identifies how “business” is defined is necessary to identify where compliance needs to be applied. For example, the lemonade stand is arguably not a business. Similarly, the garage sale is not a business – unless the “garage sale” is a flea market. That is, someone buys items from around the area (i.e. Juneau, Sitka, Hoonah, Gustavus) and then sells the items as a garage sale. In that example the activity is likely a business. Then there are the clear business operations such as contractors, carpenters, charter operations, etc. that are operating without a business license.

Does the Council want to hold a discussion either in Public Session, Executive Session, or Work Session to address the issue? If so, would December be acceptable?



### FLAP

During the presentation by the Alaska Transportation Project Coordination Team on November 5<sup>th</sup> there were comments from the public about the desire/need for bike paths throughout Gustavus. Specific to the Federal Lands Access Program (FLAP) there was mostly public support for a bike path. The FLAP project currently in discussion is the planning phase with an estimated cost of \$510k of which a match of \$46k is required; construction is estimated at \$4-5 million. The match had been discussed as having 3 participants (NPS, FWS, and City) so each share would be \$15,351.

Does the City Council want me to pursue this partnership for the project?

### INTERTIE



### Bills Drive

The issues with City, public access to the river and the Community Gardens, maintenance and repair along Bill's Drive has been resolved, at least in terms of the records, and the owners notified. However, there is still a desire by some residents to extend the travel-way just beyond the Community Garden to provide better parking and access to the Salmon River.

Is there interest in extending the usable travel-way of Bill's Drive further toward the Salmon River to provide better parking and access to the river for fishing?

## CITY ADMINISTRATOR'S REPORT



### **Small Boat Harbor & City Marine Facilities**

Title 8, Section 8.02.040 Marine Facilities Advisory Committee (MFAC) requires that the Council appoint a committee of least 3 members. Attached is a copy of the Code requirements. When a committee is vacant the Council is to assume the responsibilities of the committee while recruiting members. **How would the Council like to proceed?**

### **MARINE FACILITIES MASTER PLAN**

Working with the Harbormaster I have drafted a marine Facilities Master Plan that combines Title 8 with additional language for the operations of the facilities. I am waiting until the MFAC is filled to review the Plan with it before presenting to the Council.

### **CIP**

It's time to consider submitting a list to the State for funding. Also, we are approaching the annual CIP review for the upcoming year. I will have a recommendation for projects and a work session date for the December General Meeting.

## CITY ADMINISTRATOR'S REPORT

### **Section 8.02.040 - Marine facilities advisory committee.**

(a) There is established the marine facilities advisory committee, which shall consist of at least three (3) members appointed by the Gustavus City Council. To the extent possible, appointments to the marine facilities advisory committee shall include persons having marine, engineering, financial, and other skills relevant to harbor facility affairs. Appointments shall be for three (3) years, after which a former member is required to wait at least one (1) year before applying for re-appointment. Initial appointments shall be for staggered terms of two (2) and three (3) years.

(b) Each committee member shall be a qualified voter residing in the City of Gustavus.

(c) The marine facilities advisory committee shall meet at least once each month.

(1) At least one (1) member of the marine facilities advisory committee shall be physically present at the designated meeting place in Gustavus for each meeting.

(2) Marine facilities advisory committee member(s) physically absent from Gustavus may participate by teleconference for no more than four (4) meetings per year, beginning the date of their appointment.

(3) If the marine facilities advisory committee fails to meet for sixty (60) days, the Gustavus City Council shall declare the positions vacant and assume the responsibilities of the committee while recruiting members.

(d) *Duties.* The marine facilities advisory committee shall review with the harbormaster harbor facility operations, management, administration, ordinances, policies, fees and charges, and shall recommend changes to the harbormaster and city council as necessary or appropriate. The chair of the marine facilities advisory committee shall report to the Gustavus City Council as necessary, but not less than once each calendar quarter.

(e) *Vacancies.* A vacancy in the marine facilities advisory committee shall exist under the following conditions:

(1) If a person appointed to membership fails to qualify and take office within thirty (30) days of appointment;

(2) If a member departs from the City of Gustavus with the intent to remain away for a period of one hundred twenty (120) or more days;

(3) If a member submits his or her resignation to the Gustavus City Clerk;

(4) If a member fails to attend three (3) consecutive marine facilities committee meetings.

(f) *Vacancies declared and filled by Council.* A vacancy shall be declared if one of the conditions in (e) prevails. The vacancy shall be filled according to provisions in [Title 2](#).



City of Gustavus  
**Balance Sheet**  
As of October 31, 2018

	Oct 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	13,020.28
AMLIP Capital Improv Long-Term (0630598.2)	779,801.19
AMLIP Repair & Replacement (0630598.3)	317,407.51
AMLIP Road Maint - Unencumbered (0630598.4)	251,178.98
AMLIP Road Maint - Encumbered (0630598.8)	51,233.36
APCM.Endowment Fund	1,460,831.59
FNBA - Checking	677,728.85
FNBA Endowment Fund - Checking	38,600.57
FNBA First Investment Account	751,149.48
Petty Cash	577.13
Total Checking/Savings	4,341,528.94
Accounts Receivable	
Accounts Receivable	9,051.27
Total Accounts Receivable	9,051.27
Other Current Assets	
Undeposited Funds	3,583.10
Total Other Current Assets	3,583.10
Total Current Assets	4,354,163.31
<b>TOTAL ASSETS</b>	<b>4,354,163.31</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	106.50
Total Accounts Payable	106.50
Credit Cards	
Bank of America Alaska Air Visa	-237.91
Total Credit Cards	-237.91
Other Current Liabilities	
Direct Deposit Liabilities (Direct Deposit Liabilities)	22,587.35
Payroll Liabilities	
State Unemployment	288.58
Total Payroll Liabilities	288.58
Total Other Current Liabilities	22,875.93
Total Current Liabilities	22,744.52
Total Liabilities	22,744.52
Equity	
Fund Balance	3,028,910.86
Opening Bal Equity	1,084,743.57
Net Income	217,764.36
Total Equity	4,331,418.79
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,354,163.31</b>

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2017 through June 2018**

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Admin Fees	0.00	10.00	-10.00	0.0%
Business License Fees	3,900.20	3,000.00	900.20	130.0%
Donations	1,467.00	2,000.00	-533.00	73.4%
DRC Income	95,837.39	88,280.00	7,557.39	108.6%
Federal Revenue				
Natl Forest Receipts-Encumbered	53,927.79	53,913.19	14.60	100.0%
Payment In Lieu of Taxes	107,545.26	107,545.26	0.00	100.0%
Total Federal Revenue	161,473.05	161,458.45	14.60	100.0%
Fundraising	1,155.00	5,200.00	-4,045.00	22.2%
GVFD Income	7,102.10	1,500.00	5,602.10	473.5%
Interest Income	875.84	70.00	805.84	1,251.2%
Lands Income	9,906.00	8,000.00	1,906.00	123.8%
Lease Income	13,470.35	15,541.42	-2,071.07	86.7%
Library Income	1,597.28	3,000.00	-1,402.72	53.2%
Marine Facilities Income	20,638.23	14,000.00	6,638.23	147.4%
State Revenue				
Community Assistance Program	88,824.00	82,515.28	6,308.72	107.6%
Shared Fisheries Business Tax	1,921.08	1,656.21	264.87	116.0%
Total State Revenue	90,745.08	84,171.49	6,573.59	107.8%
Tax Income				
Retail Tax Income	356,828.92	319,000.00	37,828.92	111.9%
Room Tax Income	75,150.61	67,000.00	8,150.61	112.2%
Fish Box Tax	13,535.69	15,000.00	-1,464.31	90.2%
Penalties & Interest	5,188.21	0.00	5,188.21	100.0%
Tax Exempt Cards	200.00	150.00	50.00	133.3%
Seller's Compensation Discount	-790.77	0.00	-790.77	100.0%
Total Tax Income	450,112.66	401,150.00	48,962.66	112.2%
<b>Total Income</b>	<b>858,280.18</b>	<b>787,381.36</b>	<b>70,898.82</b>	<b>109.0%</b>
<b>Gross Profit</b>	<b>858,280.18</b>	<b>787,381.36</b>	<b>70,898.82</b>	<b>109.0%</b>
<b>Expense</b>				
Administrative Costs	3,300.02	9,400.00	-6,099.98	35.1%
Advertising	75.00	500.00	-425.00	15.0%
Ambulance Billing Expense	400.00	2,000.00	-1,600.00	20.0%
Bad Debt	620.61			
Bank Service Charges	2,223.32	2,480.00	-256.68	89.7%
Building	21,788.65	25,322.13	-3,533.48	86.0%
Contractual Services	48,044.94	57,700.00	-9,655.06	83.3%
Dues/Fees	5,950.98	7,100.00	-1,149.02	83.8%
Election Expense	212.17	500.00	-287.83	42.4%
Equipment	19,068.34	20,315.00	-1,246.66	93.9%
Freight/Shipping	17,871.54	19,110.00	-1,238.46	93.5%
Fundraising Expenses	1,437.64	1,850.00	-412.36	77.7%
General Liability	4,424.75	4,000.00	424.75	110.6%
Holiday gift	2,500.00	2,500.00	0.00	100.0%
Library Materials	295.59	300.00	-4.41	98.5%
Marine Facilities	6,728.31	6,520.00	208.31	103.2%
Occupational Health	0.00	500.00	-500.00	0.0%

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2017 through June 2018**

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Payroll Expenses</b>	340,114.58	380,250.13	-40,135.55	89.4%
<b>Professional Services</b>	25,506.70	40,000.00	-14,493.30	63.8%
<b>Public Relations</b>	1,006.65	2,000.00	-993.35	50.3%
<b>Road Maintenance</b>	103,200.24	105,000.00	-1,799.76	98.3%
<b>Social Services</b>				
<b>GCEP dba The Rookery</b>	10,540.00	10,540.00	0.00	100.0%
<b>Total Social Services</b>	10,540.00	10,540.00	0.00	100.0%
<b>Supplies</b>	17,062.52	23,670.00	-6,607.48	72.1%
<b>Telecommunications</b>	21,430.16	20,610.00	820.16	104.0%
<b>Training</b>	8,887.29	12,880.00	-3,992.71	69.0%
<b>Travel</b>	13,759.65	16,945.00	-3,185.35	81.2%
<b>Utilities</b>	12,696.07	18,010.00	-5,313.93	70.5%
<b>Vehicle</b>	5,567.59	8,550.00	-2,982.41	65.1%
<b>Total Expense</b>	694,713.31	798,552.26	-103,838.95	87.0%
<b>Net Ordinary Income</b>	163,566.87	-11,170.90	174,737.77	-1,464.2%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Encumbered Funds</b>	48,922.45	51,086.81	-2,164.36	95.8%
<b>Total Other Income</b>	48,922.45	51,086.81	-2,164.36	95.8%
<b>Net Other Income</b>	48,922.45	51,086.81	-2,164.36	95.8%
<b>Net Income</b>	<u>212,489.32</u>	<u>39,915.91</u>	<u>172,573.41</u>	<u>532.3%</u>

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July through October 2018**

	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	200.00	3,500.00	-3,300.00	5.7%
Donations	475.00	1,000.00	-525.00	47.5%
DRC Income	50,354.83	89,480.00	-39,125.17	56.3%
Federal Revenue				
Payment In Lieu of Taxes	107,167.43	107,000.00	167.43	100.2%
<b>Total Federal Revenue</b>	107,167.43	107,000.00	167.43	100.2%
Fundraising	80.00	700.00	-620.00	11.4%
GVFD Income	4,159.28	8,000.00	-3,840.72	52.0%
Interest Income	7,180.73	14,500.00	-7,319.27	49.5%
Lands Income	7,876.00	8,000.00	-124.00	98.5%
Lease Income	6,157.00	12,541.42	-6,384.42	49.1%
Library Income	304.30	1,500.00	-1,195.70	20.3%
Marine Facilities Income	1,645.00	16,250.00	-14,605.00	10.1%
State Revenue				
Community Assistance Program	85,461.43	85,461.43	0.00	100.0%
Shared Fisheries Business Tax	328.76	1,500.00	-1,171.24	21.9%
<b>Total State Revenue</b>	85,790.19	86,961.43	-1,171.24	98.7%
Tax Income				
Retail Tax Income	210,078.38	339,000.00	-128,921.62	62.0%
Room Tax Income	45,877.22	65,000.00	-19,122.78	70.6%
Fish Box Tax	12,330.00	15,000.00	-2,670.00	82.2%
Penalties & Interest	993.40	0.00	993.40	100.0%
Tax Exempt Cards	10.00	150.00	-140.00	6.7%
<b>Total Tax Income</b>	269,289.00	419,150.00	-149,861.00	64.2%
<b>Total Income</b>	540,678.76	768,582.85	-227,904.09	70.3%
<b>Gross Profit</b>	540,678.76	768,582.85	-227,904.09	70.3%
<b>Expense</b>				
Administrative Costs	1,563.47	14,300.00	-12,736.53	10.9%
Advertising	503.57	500.00	3.57	100.7%
Ambulance Billing Expense	1,015.00	1,000.00	15.00	101.5%
Bank Service Charges	1,057.67	2,250.00	-1,192.33	47.0%
Building	8,396.89	15,580.06	-7,183.17	53.9%
Contractual Services	15,568.89	55,500.00	-39,931.11	28.1%
Dues/Fees	1,450.99	6,950.00	-5,499.01	20.9%
Economic Development Services				
GVA	20,000.00	20,000.00	0.00	100.0%
<b>Total Economic Development Services</b>	20,000.00	20,000.00	0.00	100.0%
Election Expense	276.70	250.00	26.70	110.7%
Equipment	6,486.64	13,696.00	-7,209.36	47.4%
Freight/Shipping	4,261.82	19,050.00	-14,788.18	22.4%
Fundraising Expenses	0.00	600.00	-600.00	0.0%
General Liability	3,827.10	5,001.38	-1,174.28	76.5%
Holiday gift	0.00	3,000.00	-3,000.00	0.0%
Library Materials	-12.06	600.00	-612.06	-2.0%
Marine Facilities	2,087.50	4,625.46	-2,537.96	45.1%
Occupational Health	0.00	500.00	-500.00	0.0%

5:00 PM

11/06/18

Accrual Basis

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July through October 2018**

	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
<b>Payroll Expenses</b>	144,507.83	438,148.05	-293,640.22	33.0%
<b>Professional Services</b>	8,902.50	20,000.00	-11,097.50	44.5%
<b>Public Relations</b>	426.08	500.00	-73.92	85.2%
<b>Repair &amp; Replacement Fund</b>	16,067.76	20,095.76	-4,028.00	80.0%
<b>Road Maintenance</b>	29,317.50	85,000.00	-55,682.50	34.5%
<b>Social Services</b>				
<b>GCEP dba The Rookery</b>	12,964.00	12,964.00	0.00	100.0%
<b>Total Social Services</b>	12,964.00	12,964.00	0.00	100.0%
<b>Supplies</b>	3,909.41	18,500.00	-14,590.59	21.1%
<b>Telecommunications</b>	4,525.17	20,500.00	-15,974.83	22.1%
<b>Training</b>	8,803.49	21,100.00	-12,296.51	41.7%
<b>Travel</b>	7,483.43	19,850.00	-12,366.57	37.7%
<b>Utilities</b>	7,429.09	17,200.00	-9,770.91	43.2%
<b>Vehicle</b>	5,812.95	10,336.95	-4,524.00	56.2%
<b>Total Expense</b>	316,633.39	847,597.66	-530,964.27	37.4%
<b>Net Ordinary Income</b>	224,045.37	-79,014.81	303,060.18	-283.5%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Encumbered Funds</b>	85,000.00	85,100.00	-100.00	99.9%
<b>Total Other Income</b>	85,000.00	85,100.00	-100.00	99.9%
<b>Net Other Income</b>	85,000.00	85,100.00	-100.00	99.9%
<b>Net Income</b>	<b>309,045.37</b>	<b>6,085.19</b>	<b>302,960.18</b>	<b>5,078.6%</b>

## Capital Projects 2018-2023

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept./ Committee	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
<b>Funded for 2018 (most by FY18-22NCO):</b>											
IT Overhaul - equipment purchases	\$5,000	\$ 5,000.00	(oper. budget)	Admin	2/14/2018	n/a	thru budget	thru budget	FY18-FY19 operating budgets	in progress	operating budget
Preprocessing Storage & Driveway:						see sub-projects					
Driveway Improvements (\$10,000)	\$ 10,000.00	\$ 14,740.00	CP17-02 DRC	DRC	N/A	9/16/2016	9/16/2016	3/13/2017	6/11/18 amended scoping document	done	AMLIP
Storage Bins/Pallet Jack (\$18,000)	\$ 18,000.00	\$ 18,000.00	CP18-06 DRC Storage Bins - Jack	DRC	N/A	9/16/2016	9/16/2016	6/11/2018		2018	AMLIP
Preprocessing Storage (\$26,400)	\$ 26,400.00	\$ 26,400.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016	9/16/2016	6/11/2018	6/11/18 amended scoping document; Phase 1	2019	AMLIP
Household Hazardous Waste Facility	\$ 59,450.00	\$ 59,450.00	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	6/11/2018		2018	AMLIP
Composting Quonset Replacement - design	\$2500-\$5000	\$ 2,500.00	(oper. budget)	DRC	N/A	1/2/2018	1/15/2018	NCO 1/15/2018	Phase 1	2018	operating budget
Central Lighting Replacement		\$ -	(oper. budget)	Library	3/1/2018	short form rec'd; experimenting in-house			FY18 operating budget	done	operating budget
Salmon River Harbor Clean-up & Kiosk	\$ 27,000.00	\$ 27,000.00	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
Wilson Rd. - ditching, culverts	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018		2018	AMLIP
Road name signs	\$ 22,100.00	\$ 22,100.00	CP18-03 Road Name Signs	Roads	N/A	Jan. 2018	4/9/2018	6/11/2018		in progress	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		2019	AMLIP
Salmon River Playground	\$ 20,000.00	\$ 20,000.00	2018 EFG - SRP Playground	Admin	N/A	Oct. 2017	12/11/2017	12/11/2017	Endowment Fund Grant 2018	done	EFG
SCBA sets x 10	\$52,000-\$72,000	\$ 73,532.40	CP18-08 SCBA	GVFD	2/15/2018	n/a	finite purchase	11/8/2018	grant unsuccessful in 2018	in progress	AMLIP
<b>Pending for 2018:</b>											
Community Chest facility maintenance	\$10,000.00	\$ -		DRC					waiting on scoping document	2018	AMLIP
Energy audit, engineering plan				Library	3/1/2018	Res. CY18-12			Phase 1	2018	AMLIP
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018			2018 or long-range	CIP - state, federal grant
Landscape Design consulting		\$ -		-split-	2/20/2018				Phase 1	Mid-range	AMLIP
Bike Shelter	\$18,695.85	\$ -		Library	N/A	10/31/2017			Phase 2	Mid-range	
Shed	\$1,100.00	\$ -		Library	N/A				Phase 2	Mid-range	
City Hall - roof over front door	Karen getting est.	\$ -		Admin					Phase 2	Mid-range	AMLIP
Beach Landscaping/Signage/Road blocks		\$ -		Beach	N/A				Phase 2	Mid-range	
Composting Quonset Replacement - structure	unknown	\$ -		DRC	N/A	1/2/2018			Phase 2	Mid-range: 2019?	
Refurbishing Old Quonset	\$15,000.00	\$ -		DRC					Phase 3	Mid-range: 2020?	
Preprocessing Storage - additional work? Phase 2		\$ -		DRC					Phase 2	Mid-range	
Dry Hydrants & Alternative Water Sources - design		\$ -		GVFD	2/15/2018				Phase 1	2018?	
Utility Pick-up Truck		\$ -		GVFD	2/15/2018					Mid-range	
Heating Source Replacement		\$ -		Library	3/1/2018				Phase 2	Mid-range	
City Hall & Fire Hall Energy Audit Repairs	\$9.00	\$ -		-split-	3/1/2018				Phase 2	Mid-range	
Grandpa's Farm Road Bridge & Culvert				Roads						Mid-range	USFWS and/or AKSSF
Driveway Relocation or River Bank Stabilization	\$ 20,000.00	\$ -		Admin	N/A				Phase 2	Long-range	AMLIP
City Hall front room - carpeting, painting, windows		\$ -		Admin	2/14/2018					Long-range	
Old P.O./Preschool building refurbish		\$ -		Admin	2/20/2018					Long-range	
Tree Planting/Earth work (\$3,300)	\$ 3,300.00	\$ -		DRC	N/A	9/16/2016	9/16/2016			Long-range	
Main Building Replacement	before landfill closes	\$ -		DRC	N/A				will be part of plan to be submitted in July 2018	Long-range	
Landfill Closure 4-8 years	long-term	\$ -		DRC	N/A				will be part of plan to be submitted in July 2018	Long-range	
Baler Purchase	long-term	\$ -		DRC	N/A				will be part of plan to be submitted in July 2018	Long-range	
Water Tender / Road Water Truck		\$ -		GVFD	2/15/2018					Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
Dry Hydrants & Alternative Water Sources - implementation		\$ -		GVFD	N/A				Phase 2	Long-range	
911 System Upgrade		\$ -		GVFD						Long-range	
Library Expansion		\$ -		Library	3/1/2018					Long-range	
Gravel Pit Expansion/New Location				Lands						Long-range	
City Vehicle		\$ -		-split-	2/20/2018					Long-range	
Total Capital Projects	\$1,059,454.85	\$ 337,122.40							Other Possible Projects/Major Purchases in the Future:		
									CH copier		
CAPSPIS 2018 submission									GVFD telehealth		

### Incoming Grants/Scholarships to City of Gustavus FY19

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	7/13/2018	\$7,000.00	FY19 PLA Grant	\$2,803.96	\$4,196.04	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	7/16/2018	\$571.00	Reading with Rachel	\$571.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	7/20/2018	\$2,078.40	SoA OWL Internet Subsidy	\$866.00	\$1,212.40	Alaska OWL monthly internet subsidy
	Library Training	spring 2019	\$2,500.00	--	\$2,500.00	\$0.00	State of AK grant for AkLA conference reimbursement
GVFD	GVFD Supplies	4/27/2018	\$7,312.50	2018 VFA Grant	\$7,312.50	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
Admin	City Clerk Training	Spring 2018	\$400.00	will be reimbursed after the institute			scholarship for IIMC institute from IIMC Foundation
	City Clerk Training	8/6/2018	\$1,550.00	--	\$1,550.00	\$0.00	scholarship for FY18 IIMC institute registration
	City Clerk Training	10/22/2018	\$300.00	--	\$300.00	\$0.00	AAMC scholarship for Nov. 2018 annual conference
	Council Member Training 10/29-1	11/10/2018	\$863.09	--	\$863.09	\$0.00	State of AK/DCRA grant for travel/lodging reimbursement

\$22,574.99

### Outgoing Grants from City of Gustavus - Endowment Fund Grant (EFG)

Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY16-04	Gustavus Community Center	3/14/2016	\$33,447.45	2016-2019 EFG - GCC	\$9,839.36	\$23,608.09	3-year grant, ends March 15, 2019
CY17-14	Gustavus Community Center	12/12/2017	\$13,812.73	2018 EFG - GCC	\$10,827.50	\$2,985.23	
CY17-14	GCEP	12/12/2017	\$4,727.21	2018 EFG - GCEP	\$3,600.04	\$1,127.17	
CY17-14	GHAA	12/12/2017	\$3,475.00	2018 EFG - GHAA	\$3,475.00	\$0.00	
CY17-14	SRP Playground	12/12/2017	\$20,000.00	2018 EFG - SRP Playground	\$20,000.00	\$0.00	

**Treasurer Request for Council Input:**

Our ambulance billing provider, Systems Design West, has forwarded a patient account that is past due. The transport occurred this spring, and the patient is from a foreign country with no known health insurance. The patient has been sent invoices 6/27-10/1/18.

The City of Gustavus ambulance service write-off policy adopted by Resolution CY14-22 states the following as procedure:

1. The City Council and City Clerk/Treasurer shall review a year-end balance of accounts in December of the current year, including all aging, uncollected, and current accounts, provided by Systems Design West.
2. In January, the City Clerk/Treasurer shall discuss with Systems Design West aging, uncollected accounts that have had no activity within the prior 180 days. Systems Design West and the City Clerk/Treasurer will determine whether an account is to be written off as an uncollected account or referred to a collection agency. This determination does not constitute forgiveness of the debt if at a future date payment is received by Systems Design West. The determination to write off an account shall be based upon the inability of Systems Design West, or any agents that they may use, to locate or obtain direct contact with a patient, either by registered letter or some other means. A list of uncollectible accounts that are determined to be written off shall be provided to the City Clerk/Treasurer and the City Council.
3. The City Council has made the determination that an amount of less than \$400 may be written off as an uncollected account.

This patient balance is \$708.90. I am looking for guidance on whether it is worth pursuing collections for someone from a foreign country or whether we should write-off this amount. Systems Design West deferred to our policy and our decision.



## Accounts Receivable Detail

### As of 10/31/18

\$3,630.94	Delinquent Sales Tax
\$5,253.17	Ambulance Transport Billing - In Progress
\$250.00	Penalty for Fish-Box Tax Non-Compliance
(\$82.84)	Net of Other Minor Customer Account Balances
<hr/>	
\$9,051.27	Total

## FNBA Checking Account - Unrestricted Funds Balance

### As of 10/31/18

Note: \$22,603 in direct deposit payroll paid 10/31 but not actually withdrawn from checking until 11/1, so it is not debited from FNBA balance here. With this debit, FNBA Checking Account Balance is \$655,125.75.

FNBA Checking Account Balance: \$677,728.85

#### Obligated Funds Currently in Checking Account:

GVFD	2018 VFA Grant	\$0.00
DRC	CP17-02 DRC: Driveway Improvements	(\$2,193.23)
MF	CP18-01 Salmon River Harbor	(\$26,137.43)
Roads	CP18-02 Wilson Rd Drainage	(\$40,000.00)
Roads	CP18-03 Road Name Signs	(\$10,497.00)
	CP18-04 LIDAR of Gustavus	(\$28,400.00)
DRC	CP18-05 DRC Pre-Processing	(\$26,400.00)
DRC	CP18-06 DRC Storage Bins - Jack	(\$18,000.00)
DRC	CP18-07 Household Haz Waste Fac	(\$59,450.00)
Roads	Encumbered Road Maint. Funds	(\$55,682.50)
Library	FY19 PLA Grant	(\$5,092.76)
Library	SoA OWL Internet Subsidy	(\$1,385.60)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$404,239.31

#### Pending Transfers:

GVFD	CP18-08 SCBA funding NCO FY19-08	\$73,532.40
DRC	Return CP17-02 unused funds - December	\$2,193.23

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of the current fiscal year's operating expenses, with a target of 25%.

FY19 budgeted operating expenses: \$844,713.23

25% = \$211,178.31

17% = \$143,601.25

35% = \$295,649.63



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# Public Comment on Non-Agenda Items



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# Consent Agenda

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY19-09NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2019**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

**Section 1.** Classification. This is a **Non-Code Ordinance**

**Section 2.** In Fiscal Year 2019, the following City held account balance transfers to be made for reasons stated.

**Section 3.** The budget is amended to reflect the changed estimates as follows:

**Amounts**

<b>ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended balance</b>	<b>Change</b>
<i>*Approximate, this is a dynamic value.</i>			
APCM – Endowment Account	\$1,460,831.59	\$ 1,418,479.59	<\$ 42,352.00>
<i>2019 Endowment Funds for disbursement through grant application process, per motion in August 13, 2018 meeting.</i>			
FNBA Endowment Fund			
Checking account	\$ 38,600.57	\$ 80,952.57	\$ 42,352.00
<i>2019 Endowment Fund Grant Checking account for disbursement</i>			
<hr/>			
Total Change in Account Balances			\$ 0.00

**Section 4.** The City Held accounts are hereby amended as indicated.

**Section 5.** Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

**DATE INTRODUCED:** *November 19, 2018*

**DATE OF PUBLIC HEARING:** *December 10, 2018*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY19-10NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2019**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

**Section 1.** Classification. This is a **Non-Code Ordinance**

**Section 2.** For the Fiscal Year of 2019, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the current fiscal year, the budget and City held accounts are amended to reflect the changes as follows:

	<b>Amounts</b>		
<b>CITY HELD ACCOUNTS</b>	<b>Account Balance</b>	<b>Amended Balance</b>	<b>Change</b>
CP17-02DRC	\$ 2,193.23	\$ 0.00	<\$ 2,193.23>
AMLIP Capital Improv Current	\$ 13,020.28	\$ 15,213.51	\$ 2,193.23

*The project is complete and remaining funds are being returned to the AMLIP account for capital improvement project funding. It was originally funded by FY17-03NCO and FY19-04NCO and was previously named CP17-03DRC.*

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Total Change in City Held Account Balances	\$ 0.00
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**Section 4.** The City held accounts are hereby amended as indicated.

**Section 5.** Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

**DATE INTRODUCED:** November 19, 2018

**DATE OF PUBLIC HEARING:** December 10, 2018

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2018.

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Calvin Casipit, Mayor

---

Attest: Phoebe Vanselow, City Treasurer

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Attest: Karen Platt, City Clerk

## CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25,  
Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

<b>1. Agency/Locality</b> City of Gustavus	<b>2. Division/Department</b> Admin, City Clerk	<b>3. Person Completing Form</b> Karen Platt, City Clerk
<b>4. Address, City, State &amp; Zip</b> P.O. Box 1, Gustavus	<b>5a. Telephone Number &amp; Extension</b> 907-697-2451	<b>5b. E-mail Address</b> clerk@gustavus-ak.gov

### 6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
C-7 (1yr)	Election Ballots	2017	City Hall CoG Clerk File	File Folder	Recycle/Shred
C-6 (6yrs)	Elections-General	2012	City Hall CoG Clerk File	File Folder	Recycle/Shred

### DESTRUCTION APPROVALS

*Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.*

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

**7. MAYOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**8. CITY CLERK/TREASURER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**9. RECORDS DESTRUCTION**  
**AFFIRMED BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA**  
**ORDINANCE FY19-07NCO**  
**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF**  
**THE ADMINISTRATIVE BUDGETS FOR FISCAL YEAR 2019**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

**Section 1.** Classification. This is a **Non-Code Ordinance**

**Section 2.** For the Fiscal Year of 2019 estimated expenditures have changed from the estimates in the approved budget.

**Section 3.** For the current fiscal year, the budget is amended to reflect the changed estimates as follows:

<b>Budget Category</b>	<b>Amounts</b>		
<b>EXPENSE</b>	Original Budget	Amended Budget	Change
Equipment Purchase	\$ 2,500.00	\$ 3,700.00	\$ 1,200.00
<i>The City-wide information technology overhaul funded through this line-item has used all allocated funds, but an additional computer needs to be purchased for the newly created City Administrator position.</i>			
Building:Maintenance & Repair	\$ 3,100.00	\$ 1,900.00	<\$ 1,200.00>

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Total Change in Expense	\$	<b>0.00</b>
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**Section 4.** The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

**Section 5.** Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

**DATE INTRODUCED:** *October 8, 2018*

**DATE OF PUBLIC HEARING:** *November 19, 2018*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_th day of \_\_\_\_\_, 2018.

\_\_\_\_\_, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk





**City of Gustavus**  
P.O. Box 1  
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Phone: (907) 697-2451

# Unfinished Business



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

# New Business

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY19-29**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING THE BENEFITS POLICY AND  
PROCEDURE FOR ELIGIBLE REGULAR POSITION EMPLOYEES**

**WHEREAS**, the City of Gustavus last updated its employee benefits policy and procedure effective September 17, 2018; and

**WHEREAS**, the City of Gustavus values its employees and intends to compensate employees competitively within our region; and

**WHEREAS**, the City of Gustavus encourages a positive work/life balance and understands a flexible work schedule can foster this balance while still ensuring all duties are performed; and

**WHEREAS**, formal action is needed to further clarify procedures under Flexible Work Schedule.

**NOW THEREFORE, BE IT RESOLVED** that effective \_\_\_\_\_, 2018, the City of Gustavus updates its Employee Benefits Policy and Procedure for Eligible Regular Position Employees as attached to:

Clarify flexible work schedule procedures.

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Attest: Karen Platt, City Clerk

## **CITY OF GUSTAVUS**

### **POLICIES AND PROCEDURES**

#### **TITLE: CITY OF GUSTAVUS BENEFITS POLICY AND PROCEDURE FOR ELIGIBLE REGULAR POSITION EMPLOYEES EFFECTIVE NOVEMBER 20, 2018**

##### **BACKGROUND:**

By Ordinance FY2012-13 adopted April 12, 2012, the Gustavus City Council approved a major revision to Title 3, Personnel. Revised Title 3 provides that it is the policy of the City of Gustavus to establish and amend, from time to time, by resolution, a written benefits policy, which describes various non-wage compensations that the City provides to employees in addition to wages or salaries. [CoG 3.05.01]

Consistent with the provisions of revised Title 3, the City Council adopted by Resolution 2018-01 this "City of Gustavus Benefits Policy," which applies to all eligible Regular Position employees. This updated policy, effective May 15, 2018, replaces all previous City of Gustavus benefits and leave policies. [CoG 3.04.01(b) (1)]

##### **I. Health Insurance**

The City of Gustavus offers a group health insurance plan to all Regular Exempt and Non-Exempt Position employees. This self-only plan (no spouse or dependent coverage) is offered to all eligible employees, and the City may only exempt those eligible employees who provide proof that they have health insurance offered by other means.

For those qualified employees opting in to the City's group health plan prior to June 15, 2018, the City will pay 100% of the premiums until the monthly premium amount increases to \$700. Once the \$700 premium amount is exceeded, the employee will contribute to the premium until the City/employee premium contribution ratio reaches 80%/20%, respectively. This 80%/20% ratio will then be maintained as premiums rise or decrease.

Any qualified employees opting in to the City's plan after June 15, 2018, will enter at the 80%/20% contribution ratio.

For those employees who do not choose to elect the group health insurance plan offered by the City, a \$200.00 monthly stipend is offered to offset the additional cost of that coverage provided from outside sources. This stipend is similar to a monthly bonus in that it is subject to payroll taxes, is reported as income, does not count toward the accrual of paid time off (PTO), and is not included in the base wages considered for the City match in the Retirement Savings Plan. The stipend is included during the regularly scheduled payroll.

##### **POLICY:**

To qualify for participation in this program, the employee must be (1) a Regular Exempt or Non-Exempt Position employee who (2) is no longer in their probationary period. For employees that elect not to participate in the health insurance program offered by the City, evidence that they are insured via other means is required.

##### **PROCEDURE:**

(A) For those employees NOT selecting City provided insurance:

On a monthly basis, the City Treasurer will add the health insurance stipend to the employee's paycheck in an amount of \$200 gross wages for all Regular Exempt and non-Exempt employees. All stipend amounts are subject to tax reporting and withholding, and the employee will be paid a net amount. If an employee is on unpaid leave during the month, the stipend will be prorated based on the percentage of the actual hours worked of their normal work schedule.

Employees declining enrollment because of other health care coverage may in the future enroll prior to the next open enrollment period if they have involuntarily lost their other coverage and an enrollment application is received by the insurance company within 60 days after their other coverage ends. Otherwise, they cannot enroll until the next open enrollment November 15-December 15 with a January 1 effective date. See the group insurance documentation for details.

(B) For those employees enrolling in City provided insurance:

Initial enrollment will occur by May 15, 2018 for coverage beginning June 1, 2018.

Thereafter, there will be an open enrollment period each year November 15-December 15 with a January 1 effective date. During open enrollment, the employee may enroll or decline enrollment (with proof of other coverage) for the following calendar year.

Employees may not cancel insurance or sign up for insurance except during this open enrollment period unless they meet the exceptions provided by the insurance company. See the group insurance documentation for details.

## **II. Deferred Compensation Program, a 457(b) Retirement Savings Plan**

The City participates in a 457(b)-deferred compensation program with Lincoln Financial Group. A 457(b) plan is a type of tax-advantaged deferred-compensation retirement plan that is available to state or local governments and their agencies. The employer provides the plan and the employee defers compensation into it on a pre-tax basis. Participation is voluntary. The participant contributes a flat amount or percentage of his/her choice each month, which is withdrawn from the monthly paycheck. The City will match the employee's monthly contribution up to a maximum of 7% of the employee's straight time pay, overtime pay, and paid time off pay for the month. Health insurance stipends are not included in the percentage matched. Regular Position employees may contact the City Clerk or Treasurer for more information. This benefit commences upon satisfactory completion of the probationary period.

## **III. Paid Holidays [CoG 3.05.02]**

The City of Gustavus observes the following nine holidays:

1. New Year's Day (January 1)
2. President's Day (third Monday in February)
3. Memorial Day (last Monday in May)
4. Independence Day (July 4)
5. Labor Day (first Monday in September)
6. Veterans Day (November 11)
7. Thanksgiving (fourth Thursday in November)
8. Day after Thanksgiving
9. Christmas (December 25)

- The City will grant an eight-hour day of paid holiday time to all full-time Regular Position employees or a pro-rated amount based on the employee's approved base hours.

Hours of Holiday Pay	Work Schedule
8	full-time employee
7	87.5% (35 hours/week)
6	75% (30 hours/week)
4	50% (20 hours/week)

- Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday. Employees will not receive additional compensation when a recognized holiday falls on a day an employee is on Paid Time Off. Employees will not receive compensation for a holiday that occurs on a day that the employee is on an unpaid leave of absence.
- This benefit will commence upon satisfactory completion of the probationary period.
- See Gustavus Municipal Code 3.05.02 for the application of the policy to Monday through Friday and Tuesday through Saturday work weeks.

#### **IV. Paid Time Off (PTO)**

The City of Gustavus recognizes that employees have diverse needs for time off from work. PTO will cover all forms of personal, vacation, and sick leave. This benefit will be granted to all Regular Position employees in proportion to the hours worked each month.

Paid Time Off is a provision for time taken off from an employee's regularly scheduled work hours. PTO may not be applied to days and hours the employee is not scheduled to work. With the exception of the permitted 120-hour carry-over of unused PTO hours at the start of a new fiscal year, PTO not taken during regularly scheduled work hours will be forfeited. Unused accrued PTO is cashed out only when an employee terminates.

- An employee's annual PTO benefit accrues in accordance with employment longevity as shown in the table below. Accrual rates for a new longevity category begin on the first day of the month of the employment anniversary.
- Annual PTO benefit accruals begin July 1 of each year and end June 30 of each year.
- A maximum of 120 hours of PTO may be carried over into the next fiscal year.
- Accrued PTO hours beyond 120 at the end of the fiscal year will be forfeited.
- For new hires, PTO will accrue retroactive to the date of hire if and when the employee satisfactorily completes the probationary period.
- An employee must receive approval from his/her supervisor for planned PTO. Approval of PTO is contingent upon the needs of the department/facility. In cases of emergency or illness, an employee must let his/her supervisor know about the absence as soon as possible.

- Upon termination an employee shall be paid the value at the time of cash-out of remaining PTO.
- PTO must be used in full before an employee may request unpaid leave.

### **Longevity Categories**

PTO is accrued on an hourly basis and is credited on the monthly pay check in proportion to the actual hours paid that month. Accruals are based on longevity, that is, the number of years employed in a Regular Position with the City of Gustavus. The following table depicts Annual PTO accrual for a fulltime Regular Position, 2,080 hours/year.

Longevity (calculated from the employee's first day of work, regardless of FTE)	Annual PTO Accrual, Fulltime equivalent (FTE)	Accrual Rate of PTO hours per actual hours paid*
Less than two (2) years	80 hours	0.03833
Two (2) through five (5) years	120 hours	0.05778
Six (6) or greater years	160 hours	0.07694

\*"Actual hours paid" means the total paid hours, including holiday hours and used PTO hours, but not including bonuses, stipends, or pay adjustments when correcting a payroll error.

### **Formula**

- The same accrual rate works for any employee in a given Longevity Category. Accrual rate = annual PTO accrual allotment divided by 2080, then rounded to what the QuickBooks payroll software allows.
- Accrued PTO hours on a monthly (or any) pay check for hourly employees = (number of hours paid) x (accrual rate)
- Accrued PTO hours on a monthly pay check for salaried employees = (annual hours of PTO accrual from the table above)/12 months (prorated if unpaid leave is used that month)

### **Jury Duty / Jury Leave**

In order that city employees may fulfill their civic responsibility as jurors or subpoenaed witnesses, all regular employees are granted leave of absence with pay for these purposes. It is the responsibility of the employee to keep her/his supervisor or department head informed of the anticipated time to be spent away from the job for this purpose. Employees will be compensated for jury duty that occurs on their regularly scheduled work day in the amount listed in their base hours agreement.

Any pay received by regular employees from a court system must be promptly submitted by the employee to the city to offset part of the cost of such absences. Temporary employees receive leave without pay and may retain the payment from the court.

Hours of Jury Duty/Leave Pay	Work Schedule
8	full-time employee
7	87.5% (35 hours/week)
6	75% (30 hours/week)
4	50% (20 hours/week)

## **V. Compensatory Time Off**

The City of Gustavus does not offer Compensatory Time Off.

## **VI. Flexible Work Schedule**

The City of Gustavus recognizes that alternative work schedules can foster a positive work/life balance. To this end, regular position [part-time](#) employees may be allowed by their supervisor to have a flexible work schedule. Hours worked by each regular position [part-time](#) employees may be flexed during the work month as approved by their supervisor, provided core business hours are covered and job duties are being completed. The Mayor and/or City Administrator may designate core hours for each employee. [For non-exempt employees, hours worked per week may not exceed 40 hours without prior approval for overtime \(Municipal Code 3.06.020\).](#)

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Signed

Mayor of the City of Gustavus

Date





**City of Gustavus**  
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# City Council Questions and Comments



**City of Gustavus**  
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# Public Comment on Non-Agenda Items



**City of Gustavus**  
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# Executive Session



**City of Gustavus**  
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# Adjournment

# November 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 City Hall Closed for Thanksgiving	23	24	25
26	27 AMHS Meeting	28 New Council Training Strategic Plan Work Session	29 New Council Training	30		

# December 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 Regular Work Session	4	5	6	7	8	9
10 General Meeting	11	12 Work Session Strategic Plan	13	14	15	16
17	18	19	20	21	22	23
24	25 City Hall Closed for Christmas	26	27	28	29	30
31						