

SOUTHWEST ALASKA MUNICIPAL CONFERENCE
BOARD RETREAT AND MONTHLY MEETING--OCTOBER 29 & 30, 2015

Minutes

Day One -- Thursday, October 29

9:00 a.m. **I. Call to Order.....President Lockett**

Meeting Called to order at 9:09 am.

9:05 a.m. **A. Roll Call -- In Person/TelephonicallyExecutive Director Griffin**

Glen Gardner, John Whiddon, Alice Ruby, Paul Gronholdt, Rebecca Skinner, Carvel Zimin, Joe Sullivan, Layton Locket. Quorum established.

October Board Meeting

9:10 a.m. **III. Approval of AgendaPresident Lockett**

Lockett asks for a motion to approve agenda. Zimin motions to approve. Whiddon seconds. All in favor. None opposed. Agenda is approved.

IV. Consent AgendaPresident Lockett

A. Approval of Meeting Minutes August 20, 2015

Lockett asks for a motion to accept items on the Consent Agenda. Zimin motions to accept. Gardner seconds. All in favor. None opposed. Consent Agenda is accepted.

V. Governance & PolicyPresident Lockett

A. August 2015 Financial Statement

Griffin Summarizes. Moves on to discuss September Statement.

B. September 2015 Financial Statement

Griffin Summarizes. Whiddon asks about the "Accounts Receivable" and the history behind why there are so many outstanding funds. Griffin & Obrien explain that the "Accounts Receivable" number is inflated because anyone who is offered a membership is shown with an "Accounts Receivable". Staff state they will write off the remaining "Accounts Receivable" as an outstanding balance. Whiddon suggests exploring a different way to classify membership dues. Skinner asks staff to ensure their contact information is up-to-date. Skinner also asks how membership fees are counted, considering a Borough and City might both pay for the same population. Ruby also asks staff to consider another method of reflecting outstanding member dues. Sullivan seconds this idea. Lockett agrees, asks if there is another way to label potential membership dues. Whiddon recommends separating membership dues from "Accounts Receivable".

Board and staff move to discuss accessing grant revenue.

Skinner requests to discuss how municipal fees are calculated in terms of boroughs and cities double-counting individuals for their membership dues.

Lockett asks for motion to approve both August & September financial statements. Sullivan Motions to approve. Whiddon seconds. All in favor. None opposed. Financial statements are approved.

C. Acceptance of National Institute of Standards and Technology (NIST)/Manufacturing Extension Partnership (MEP) Grant

Griffin summarizes MEP Grant offer. O'Brien explains in more detail. Sullivan & rest of Board members request further documents to consider the grant in full. Staff retrieve extra documents. Board asks O'Brien to elaborate on financial capability. Zimin requests to discuss benefits available to SWAMC if grant is accepted.

O'Brien accepts questions from Board to clarify grant obligations. Both Griffin & O'Brien speak to the challenges & opportunities available for the MEP grant. Board advises staff to limit number of advisory board from 18 to lower, more manageable number.

O'Brien suggests bringing forth revised operations budget to November & December board meetings. Sullivan & Lockett requests staff specifically identify what the MEP Grant will allow SWAMC to do, and what SWAMC will want to do with the grant. Sullivan requests operating plan that outlines staff & board obligations in detail. Sullivan requests updated job descriptions & descriptions of what MAKE advisory board has authority over.

Staff & Board discuss proposed MEP budget in-depth.

Gronholdt motions to adopt, revise, and significantly amend SWAMC Budget as presented and accept MEP grant. Gardner seconds. Motion is later altered. Ruby asks for clarification on changes to budget, to make sure that MEP grant is the only funds needing significant revision. Sullivan clarifies current budget is not being adopted. Sullivan clarifies that they are adopting revision and modifications that demonstrate how SWAMC is achieving the non-federal cash share required for the MEP grant.

Gronholdt adds that motion should clarify revised budget be presented at next board meeting. Lockett suggests board is amending budget to accurately reflect a growth in revenue from grant. Sullivan suggests budget be amended to meet MEP Grant obligations. Whiddon agrees.

Lockett states the motion on the floor (Sullivan motions, Gardner 2nds):

- 1. Approve the Grant
- 2. Amend the SWAMC fiscal budget with MEP Documents & the understanding that staff will bring forth a revised budget that reflects all board directions to staff and accurately reflects the financial obligations of the MEP grant.
Roll Call: Gardner – yes; Whiddon – yes; Ruby – yes; Gronholdt – yes; Skinner – yes; Zimin – yes; Sullivan – yes; Lockett – yes. Passes 8-0.

- D. Approval of Revised FY 16 SWAMC Budget
SWMAC FY 16 Budget approved to be amended for November meeting in section V. C.

VI. Management & Program Issues.....Executive Director Griffin

VII. Staff Report.....SWAMC Staff

A. Staff Report
Griffin & Obrien review Staff Report for board. Whiddon notes that training for BRE in Kodiak did not result in immediate action from either Kodiak Chamber of Commerce or Kodiak Area Native Association. Griffin states staff will follow-up with Kodiak area. Skinner states Southwest Regional Transportation Plan stated they reached out to SWAMC. Had a plan available for public comment until November 1. Requests documentation on when the Department of Transportation reached out to SWAMC as a partner. Staff responds that this occurred in 2012. Ruby clarifies that SWAMC has never played a large role as a partner to the Southwest Regional Transportation Plan. Board suggest staff touch base with Department of Transportation to help them re-engage with communities. Ruby suggests staff be wary of the STIP process. States SWAMC should focus on helping communities engage with the plan.

Broecker and Vaught discuss their activities in detail with the board. Skinner suggests that staff provide greater detail in their staff reports, seeing as their presentations revealed much more that was not adequately reflected in the reports initially. Whiddon identifies community health forum coming up in Kodiak that relates to both Broecker & Vaught’s activities.

VIII. Board Comments/Other Business.....SWAMC Board Members

- A. Executive Director Annual Performance Review
Staff suggest postponing discussion of this item to a later time in the retreat.

IX. AdjournPresident Lockett

Lockett advises board not adjourn yet, but rather recess instead.

- 1. p.m. **X. Discussion of NIST/MEP Program (Pending Approval by Board)....Tab Wilkins**

Board hears presentation from Tab Wilkins. Board asks clarifying questions, such as what NIST expects from an MEP Center like MAKE. Wilkins states that anything within manufacturing is relevant, whether it is large, medium, or small manufacturers.

Lockett proposes directing staff to work with accounting firm to discover what staff should charge for time spent on events or consulting with manufacturers.

2 p.m. **XI. Discussion of Annual Conference Topics and Formation of Conference Committee**

Board members provide directions to staff to revise proposed agenda. Recommend including discussion of marijuana policy, receive update on Southwest Transportation Plan, discuss process of Aleknagik Bridge, incorporate army corps of engineers, highlight construction success stories, Manufacturing Extension Partnership presentation to membership. Staff suggest taking an entrepreneurial approach, meaning that the conference show attendees how to make projects happen. Sullivan requests conference incorporate Alaska Native Science and Engineering Program. Board puts discussion on hold when APCM arrives to present.

3:00 p.m. **XII. Presentation/Discussion with Alaska Permanent Capital Management -- SWAMC Investments**

APCM presents to board. Explains plan for investment portfolio and options available in the future. Provide portfolio appraisal to board. Griffin recommends making no changes to portfolio at this current time. Lockett agrees and states any changes should be made in the 2016 Board Retreat. Board member Gardner leaves meeting during APCM presentation.

4:00 p.m. Board move to discuss performance review of Executive Director Griffin. Board directs staff to provide structure to review, such as a performance measure sheet, the initial contract, and job description of the Executive Director. Sullivan suggests a committee be established to lead the performance review. Staff agrees to provide structure & process for performance review. Skinner requests specific details for how the review process will go.

Board then move to continue discussing conference agenda. Ruby requests staff investigate AVEC and their success in off-setting electricity costs. Board directs staff to rework the proposed transportation panel. Board directs staff investigate possible Southwest Transportation Implementation Plan discussion at conference. Whiddon recommends expanding fisheries discussion from salmon prices to more fish. In addition, board recommends looking at global prices in a holistic approach. Though discussed later, board assigns Alice Ruby, John Whiddon, and Rebecca Skinner to Conference Committee.

4:30 p.m. **XIII. Conclude Day One**

4:45 p.m. Lockett asks for motion to recess board meeting. Sullivan moves to make motion. No objections. Board Retreat is recessed.

Day Two -- Friday, October 30

8:30 a.m. **XIV. Review of Day One**

Roll Call: Layton Lockett, Paul Gronholdt, Rebecca Skinner, Alice Ruby, Joe Sullivan, Carvel Zimin, John Whiddon. Quorum established.

Board moves directly into speaking with legislators.

9:00 a.m. **XV. Legislator Dialogue -- Senator Gary Stevens (invited)**

Senator Lyman Hoffman (invited)

Representative Louise Stutes (invited)

Representative Bryce Edgmon (invited)

Board hear from Hoffman first. In between legislative discussion, board discusses conference again. Ruby suggests conference bring Army Corps of Engineers to conference to promote working with the organization. Board suggest inviting Denali Commission & State of Alaska Ports & Harbor fund representatives as well.

Stevens & Stutes address the board. They direct SWAMC to provide information to legislators as to why SWAMC should be supported as an ARDOR, solid statistics.

Edgmon addresses board last. Discusses work on financial committee & policy revision on the natural gas pipeline.

10:20 **XVI. Discussion of Legislative, State Priorities, State Fiscal Gap for the Coming Year**

Before discussing this, board moves to discuss how they will evaluate Doug Griffin's performance. Whiddon requests list of accomplishments from Griffin. Sullivan describes board process of compiling evaluations of Griffin into one complete evaluation. Lockett states evaluation form, job description, and list of accomplishments will be sent to board. Executive Committee of Lockett, Zimin, & Skinner are nominated to be the Evaluation Committee. Consensus established that Executive Committee will receive board comments and completed forms are sent directly back to Lockett. Board decides that evaluation should be completed by end of January, 2016.

11:00 **XVII. Discussion of Econ. Geography.....Executive Director Griffin/Board Member Ruby**

Board directs staff to approach Northern Economics about performing an updated Economic Geography Study of Southwest Alaska. President Lockett asks SWAMC to consider inviting urban legislators to conference to help deepen their understanding of what life is currently like in these rural areas. Whiddon suggests that SWAMC align its priorities and messages so that they remain consistent from region to region concerning the high-level issues of the municipalities. Sullivan encourages that these goals can be met by rolling out an updated Economic Geography report at the next conference. In relation to this discussion, Skinner requests bulleted lists of SWAMC's involvement in projects and other initiatives to better show members what SWAMC brings to them.

1:30 -- 2:30 **XVIII. Discussion/ Work Session on Revising SWAMC By-Laws...Executive Director Griffin**

Board emphasize that in addition to revising by-laws, SWAMC needs to focus on cleaning up other documents, including priorities, websites, job descriptions, and other official, strategy-focused documents. Board identifies current language around establishing a representative quorum as

problematic, considering it could. Board asks to remove that change from the document. Board also directs staff to make a more conscious effort to make proxy forms available to all members prior to meeting. Board also directs staff to review membership dues and why they are calculated for municipalities (specifically boroughs versus cities) the way they currently are. Direct staff to refer to Alaska Municipal League and Southeast Conference for ideas. Board offers Sullivan and Skinner's expert services to assist Griffin in preparing bylaws for the board and membership.

Board discusses right to veto resolutions and contentious, controversial issues brought forward to the membership. Board determines that a clear resolution process should be defined within policy and bylaws, considering much of the resolution language currently is lacking deadline structures.

Board discusses notification process of filling vacancies on the board. Board directs staff to contact Brooks Chandler concerning unanimous consent and the rules of how to obtain it for board decisions.

2:30 -- 3:30 XIX. Open for Representative from Walker Administration (Gerad Godfrey invited)

Gerad Godfrey addresses the board and answers board questions concerning Walker administration and plans moving forward with rural communities.

3:30 -- 4:15 X. Wrap-up -- Board Member comments and direction and Adjournment of Retreat.

No further comments. Board retreat and work session is adjourned.