

# **Kenai Peninsula Borough**

**Assembly Meeting Packet**

**August 21, 2012**

**7:00 P.M.**



**Assembly Chambers, 144 North Binkley Street, Soldotna**

# August 2012

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p style="text-align: center; margin: 0;">Jul 2012</p> <table border="1" style="font-size: 8px; width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p style="text-align: center; margin: 0;">Sep 2012</p> <table border="1" style="font-size: 8px; width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div> </div>		S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							1	2	3	4	
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# September 2012

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# August 2012 - December 2012

## Assembly Yearly Planner

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### AUGUST

- 7 Assembly Meeting
- 14 8/14-8/17 AML Summer Legislative Conf. (Bethel)

Feb 2013						
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- 21 Assembly Meeting
- 28 Primary Election

### SEPTEMBER

- 3 Borough Holiday: Labor Day
- 4 Assembly Meeting

Mar 2013						
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- 18 Assembly Meeting (Homer)

### OCTOBER

- 2 Borough Election
- 9 Assembly Meeting
- 23 Assembly Meeting

Apr 2013						
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- 6 General Election
- 12 11/12-11/16 AML Annual Conf. (Anchorage)

Borough Holiday:  
Veterans Day

May 2013						
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- 20 Assembly Meeting
- 22 Borough Holiday: Thanksgiving
- 23 Borough Holiday: Thanksgiving

### DECEMBER

- 4 Assembly Meeting
- 24 Borough Holiday: Christmas Eve
- 25 Borough Holiday: Christmas

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***TUESDAY, AUGUST 21, 2012***

**4:00 PM          Finance Committee**

**4:45 PM          Policies and Procedures Committee**

**7:00 PM          Regular Assembly Meeting**

Above listed meetings will be held in:

Assembly Chambers  
George A. Navarre Kenai Peninsula Borough Administration Building  
144 North Binkley Street, Soldotna, Alaska

August 21, 2012	4:00 PM	Assembly Chambers George A. Navarre Kenai Peninsula Borough Administration Building, Soldotna
Bill Smith, Chair	Ray Tauriainen, Vice Chair	All Assembly Members

**AGENDA**

**M. PUBLIC HEARINGS ON ORDINANCES**

- 1. Ordinance 2012-19-19: Appropriating \$8,000 for the Nikiski Fire Service Area Station #1 Bunkroom Remodel Project and Authorizing the Project to Start in FY2012 (Mayor) .....23
- 2. Ordinance 2012-19-23: Appropriating \$1,010 in Donations for Youth Programming and Community Events at the Seldovia Recreation Service Area (Mayor) .....26

**O. NEW BUSINESS**

- 1. Bid Awards
  - \*a. Resolution 2012-067: Authorizing Road Service Area Capital Improvement Project: Starr Lane #E3STA Contract Award and Allocation (Mayor) .....29
  - \*b. Resolution 2012-068: Authorizing Road Service Area Capital Improvement Project: Woods Drive Paving #W7WOP Contract Award and Allocation (Mayor).....34
- 2. Resolutions
  - \*a. Resolution 2012-069: Accepting \$71,600 from the State of Alaska Department of Military and Veterans Affairs for Emergency Management Operations (Mayor).....39
- 3. Ordinances
  - \*a. Ordinance 2011-19-92: Recording Expenditures of \$2,175,259.65 Paid by the State of Alaska Department of Administration on Behalf of the Kenai Peninsula Borough Toward the Borough’s Unfunded PERS Liability (Mayor) (Shortened Hearing on 09/04/12).....70

- \*b. Ordinance 2012-19-25: Appropriating \$36,832 from the Kachemak Emergency Service Area Operating Fund Balance for Additional Personnel Cost and Authorizing Changing the Shared Mechanic Position Between Kachemak Emergency Service Area and Anchor Point Fire and Emergency Medical Service Area to a Full-Time Mechanic Position for Kachemak Emergency Service Area (Haggerty) (Hearing on 09/18/12) .....77
  - \*c. Ordinance 2012-19-26: Accepting and Appropriating \$23,693 from the State of Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management to Support the Activities of the Kenai Peninsula Borough Local Emergency Planning Committee (Mayor) (Hearing on 09/18/12).....84
4. Other
- \*a. Authorizing an Application for a New Liquor License Filed by Alaska Berries, LLC dba Alaska Berries.....89

\*Consent Agenda Items

***Policies and Procedures Committee***

August 21, 2012	4:45 PM	Assembly Chambers George A. Navarre Kenai Peninsula Borough Administration Building, Soldotna
Mako Haggerty, Chair	Charlie Pierce, Vice Chair	Linda Murphy

**AGENDA**

**K. MAYOR’S REPORT .....17**

- 1. Assembly Requests/Responses - None.
- 2. Agreements and Contracts
  - a. Authorization to Award Contract Through a Cooperative Purchasing Group (Western States Contracting Alliance/ National Association of State Procurement Officials) for the Purchase of Three Physio-Control LifePak Cardiac Monitors.....18
  - b. Authorization to Award Contract for Central Peninsula Hospital Radiation Oncology Center to Denali General Contractors .....19
- 3. Other
  - a. Investment Portfolio Report.....21

**O. NEW BUSINESS**

- 2. Resolutions
  - \*b. Resolution 2012-070: Supporting the Leachate Thermal Evaporation Facility Project as the Number One Priority Solid Waste Major Capital Project for Fiscal Year 2014 (Mayor).....44
  - \*c. Resolution 2012-071: Authorizing the Borough, on Behalf of the South Kenai Peninsula Hospital Service Area, to Enter into a Lease Agreement with South Peninsula Professional Services, LLC for Pediatric Clinic Space Located in Homer, Alaska, and Authorizing an Amendment to the Sublease and Operating Agreement with South Peninsula Hospital, Inc. to Include the Lease Space (Mayor).....47

\*Consent Agenda Items



# *Assembly Agenda*

August 21, 2012 - 7:00 PM

Regular Meeting

Borough Assembly Chambers, Soldotna, Alaska

*Gary Knopp  
Assembly President  
Seat 1 - Kalifornsky  
Term Expires 2012*

*Charlie Pierce  
Assembly Vice President  
Seat 5-Sterling/Funny  
River  
Term Expires 2014*

*Mako Haggerty  
Assembly Member  
Seat 9 - South Peninsula  
Term Expires 2012*

*Brent Johnson  
Assembly Member  
Seat 7 - Central  
Term Expires 2013*

*Sue McClure  
Assembly Member  
Seat 6 - East Peninsula  
Term Expires 2012*

*Linda Murphy  
Assembly Member  
Seat 4 - Soldotna  
Term Expires 2013*

*Hal Smalley  
Assembly Member  
Seat 2 - Kenai  
Term Expires 2014*

*Bill Smith  
Assembly Member  
Seat 8 - Homer  
Term Expires 2014*

*Ray Tauriainen  
Assembly Member  
Seat 3 - Nikiski  
Term Expires 2013*

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. INVOCATION**
- D. ROLL CALL**
- E. COMMITTEE REPORTS**
- F. APPROVAL OF AGENDA AND CONSENT AGENDA**  
(All items listed with an asterisk (\*) are considered to be routine and non-controversial by the Assembly and will be approved by one motion. There will be no separate discussion of these items unless an Assembly Member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)
- G. APPROVAL OF MINUTES**
  - \*1. August 7, 2012 Regular Assembly Meeting Minutes ..... 1
- H. COMMENDING RESOLUTIONS AND PROCLAMATIONS**
- I. PRESENTATIONS WITH PRIOR NOTICE (20 minutes total)**
  - 1. Central Peninsula Hospital Quarterly Report (10 minutes)
- J. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA (3 minutes per speaker; 20 minutes aggregate)**
- K. MAYOR'S REPORT ..... 17**
  - 1. Assembly Requests/Responses - None.
  - 2. Agreements and Contracts
    - a. Authorization to Award Contract Through a Cooperative Purchasing Group (Western States Contracting Alliance/ National Association of State Procurement Officials) for the Purchase of Three Physio-Control LifePak Cardiac Monitors..... 18

b.	Authorization to Award Contract for Central Peninsula Hospital Radiation Oncology Center to Denali General Contractors .....	19
3.	Other	
a.	Investment Portfolio Report.....	21
<b>L.</b>	<b>ITEMS NOT COMPLETED FROM PRIOR AGENDA – None.</b>	
<b>M.</b>	<b>PUBLIC HEARINGS ON ORDINANCES</b> (Testimony limited to 3 minutes per speaker)	
1.	<u>Ordinance 2012-19-19</u> : Appropriating \$8,000 for the Nikiski Fire Service Area Station #1 Bunkroom Remodel Project and Authorizing the Project to Start in FY2012 (Mayor) (Referred to Finance Committee).....	23
2.	<u>Ordinance 2012-19-23</u> : Appropriating \$1,010 in Donations for Youth Programming and Community Events at the Seldovia Recreation Service Area (Mayor) (Referred to Finance Committee) .....	26
<b>N.</b>	<b>UNFINISHED BUSINESS - None.</b>	
<b>O.</b>	<b>NEW BUSINESS</b>	
1.	Bid Awards	
*a.	<u>Resolution 2012-067</u> : Authorizing Road Service Area Capital Improvement Project: Starr Lane #E3STA Contract Award and Allocation (Mayor) (Referred to Finance Committee).....	29
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*b.	<u>Resolution 2012-070</u> : Supporting the Leachate Thermal Evaporation Facility Project as the Number One Priority Solid Waste Major Capital Project for Fiscal Year 2014 (Mayor) (Referred to Policies and Procedures Committee).....	44

- \*c. Resolution 2012-071: Authorizing the Borough, on Behalf of the South Kenai Peninsula Hospital Service Area, to Enter into a Lease Agreement with South Peninsula Professional Services, LLC for Pediatric Clinic Space Located in Homer, Alaska, and Authorizing an Amendment to the Sublease and Operating Agreement with South Peninsula Hospital, Inc. to Include the Lease Space (Mayor) (Referred to Policies and Procedures Committee).....47

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4. Other

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

**Q. ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

- 1. September 4, 2012 Regular Assembly Meeting 7:00 PM Soldotna

**R. ASSEMBLY COMMENTS**

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

1. Resolution 2011-108: Approving a New Senior Clerk Typist Classified Position in the River Center Department (Mayor) (Referred to Policies and Procedures Committee) *TABLED 01/17/12*
2. Ordinance 2011-36: Amending KPB 14.40.155 Temporary Road Closure, to Clarify and Expand the Reasons and Procedure for Closing Borough Roads and Rights-of-Way (Mayor) (Referred to Policies and Procedures Committee) *TABLED 12/06/11*
3. Ordinance 2012-19-17: Accepting and Appropriating a Grant in the Amount of \$750,000 from the State of Alaska on Behalf of the North Peninsula Recreation Service Area for the Community Recreation Center Roof and Exterior Replacement Project (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
4. Ordinance 2012-19-18: Appropriating \$250,000 in Kenai Health Center Major Maintenance Funds for Repairs Needed at the Kenai Health Center (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
5. Ordinance 2012-19-20: Accepting and Appropriating a Grant in the Amount of \$3,976,000 from the State of Alaska on Behalf of the Bear Creek Fire Service Area for the Multi-Use Facility Construction Project (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
6. Ordinance 2012-19-21: Accepting and Appropriating a Grant in the Amount of \$100,000 from the State of Alaska on Behalf of the Kachemak Emergency Service Area for the Diamond Ridge Community Center and Training Facility (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
7. Ordinance 2012-19-22: Appropriating \$666,646 for the Purchase and Implementation of an Upgraded Electronic Health Record Program in the Emergency Department at Central Peninsula Hospital (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
8. Ordinance 2012-19-24: Accepting and Appropriating Funding From the State of Alaska in the Amount of \$772,200 for Community Purposes Under the State's 2012/2013 Community Revenue Sharing Program (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
9. Ordinance 2012-30: Amending KPB 5.12.040 and 5.12.119(F) to Clarify the Procedures for Revocation of Property Tax Exemptions (Mayor) (Hearing on 09/04/12) (Referred to Policies and Procedures Committee)

10. Ordinance 2012-31: Enacting KPB 5.12.295 — Application of Property Tax Payments (Mayor) (Hearing on 09/04/12) (Referred to Policies and Procedures Committee)
11. Ordinance 2012-32: Confirming the Assessment Roll for the Anchor Point Utility Special Assessment District and Establishing the Method for Terminating Assessments and Making Refunds to Property Owners (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
12. Ordinance 2012-33: Amending KPB 14.31.070, Circulation and Filing of Petition; Signature Requirements, to Correct the Process for Withdrawing a Signature from a Petition in Support of a Road Improvement Assessment District (Mayor) (Hearing on 09/04/12) (Referred to Policies and Procedures Committee)

**T. INFORMATIONAL MATERIALS AND REPORTS**

**U. NOTICE OF NEXT MEETING AND ADJOURNMENT**

The next meeting of the Kenai Peninsula Borough Assembly will be held on September 4, 2012, at 7:00 P.M. in the Borough Assembly Chambers, Soldotna, Alaska.

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

*Copies of agenda items are available at the Borough Clerk's Office in the Meeting Room just prior to the meeting. For further information, please call the Clerk's Office at 714-2160 or toll free within the Borough at 1-800-478-4441, Ext. 2160. Visit our website at [www.borough.kenai.ak.us](http://www.borough.kenai.ak.us) for copies of the agenda, meeting summaries, ordinances and resolutions.*

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# Kenai Peninsula Borough

## *Assembly Meeting Minutes*

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August 7, 2012

Regular Meeting - Soldotna, Alaska

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### **CALL TO ORDER**

A Regular Meeting of the Kenai Peninsula Borough Assembly was held on August 7, 2012, in the Borough Assembly Chambers, Soldotna, Alaska. President Knopp called the meeting to order at 7:00 p.m.

### **PLEDGE OF ALLEGIANCE AND INVOCATION**

The Pledge of Allegiance was recited followed by the invocation given by Envoy Craig Fanning from the Salvation Army.

### **There were present:**

Gary Knopp, Presiding  
Mako Haggerty  
Brent Johnson  
Sue McClure  
Linda Murphy

Charlie Pierce  
Hal Smalley  
Bill Smith  
Ray Tauriainen

comprising a quorum of the assembly.

### **Also in attendance were:**

Colette Thompson, Borough Attorney  
Johni Blankenship, Borough Clerk  
Shellie Saner, Deputy Clerk

### **COMMITTEE REPORTS**

Assembly Member Smith said the Finance Committee met and discussed its agenda items. *(07:01:59)*

Assembly Member McClure said the Lands Committee met and discussed its agenda items.

Assembly Member Haggerty said the Policies and Procedures Committee met and discussed its agenda items.

### **APPROVAL OF THE AGENDA AND CONSENT AGENDA**

**MOTION TO APPROVE AGENDA:**

Pierce moved for the approval of the agenda and consent agenda. *(07:19:59)*

President Knopp called for additions, corrections or deletions to the agenda or consent agenda.

The following item was added to the consent agenda:

- Resolution 2012-066: Approving a Revised Job Description for the Special Assistant to the Mayor (Mayor) (Referred to Policy and Procedure Committee)

Copies having been made available to the public, Borough Clerk Johni Blankenship noted by title only the resolutions and ordinances on the consent agenda.

- July 3, 2012 Regular Assembly Meeting Minutes
- Resolution 2012-058: Expressing Support for the Kenai Mountain-Turnagain Arm National Heritage Area's Alaskan-Based Curriculum Project (McClure) (Referred to Lands Committee)
- Resolution 2012-059: Designating Port Lions Precinct as an Absentee By-Mail Precinct as Provided for in KPB 4.50.015 (Knopp at the Request of the Borough Clerk) (Referred to Policies and Procedures Committee)
- Resolution 2012-060: Approving the Purchase of a New Telephone System for South Peninsula Hospital (Mayor) (Referred to Finance Committee)
- Resolution 2012-061: Approving a Five-Year Operating Lease of a Sysmex Hematology Analyzer for South Peninsula Hospital (Mayor) (Referred to Finance Committee)
- Resolution 2012-062: Authorizing the Mayor to Sign the 2012 Alaska Land Mobile Radio Communication System Membership Agreement (Mayor) (Referred to Policies and Procedures Committee)
- Resolution 2012-063: Approving the Petition Application for the Formation of the Anchor View Estates Utility Special Assessment District for Construction of a Natural Gas Main Pipeline (Mayor) (Referred to Policies and Procedures Committee)

*[Clerk's Note: Assembly Member Pierce declared a conflict with Resolution 2012-063 as he was an Enstar Natural Gas Manager. President Knopp ruled a conflict did exist and Assembly Member Pierce abstained from voting on Resolution 2012-063.]*

*[Clerk's Note: An amendment was made to Exhibit five of Resolution 2012-063 by replacement.]*

- Resolution 2012-064: Authorizing the Kenai Peninsula Borough to Participate in the AMLJIA Loss Control Incentive Program (Mayor) (Referred to Finance Committee)

- Resolution 2012-065: Authorizing the Lease of Real Property Located at 3800 Sterling Highway for a Temporary Kachemak Emergency Service Area Fire Station Facility (Mayor) (Referred to Lands Committee)
- Resolution 2012-066: Approving a Revised Job Description for the Special Assistant to the Mayor (Mayor) (Referred to Policy and Procedure Committee)
- Ordinance 2012-19-17: Accepting and Appropriating a Grant in the Amount of \$750,000 from the State of Alaska on Behalf of the North Peninsula Recreation Service Area for the Community Recreation Center Roof and Exterior Replacement Project (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
- Ordinance 2012-19-18: Appropriating \$250,000 in Kenai Health Center Major Maintenance Funds for Repairs Needed at the Kenai Health Center (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
- Ordinance 2012-19-19: Appropriating \$8,000 for the Nikiski Fire Service Area Station #1 Bunkroom Remodel Project and Authorizing the Project to Start in FY2012 (Mayor) (Shortened Hearing on 08/21/12) (Referred to Finance Committee)
- Ordinance 2012-19-20: Accepting and Appropriating a Grant in the Amount of \$3,976,000 from the State of Alaska on Behalf of the Bear Creek Fire Service Area for the Multi-Use Facility Construction Project (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
- Ordinance 2012-19-21: Accepting and Appropriating a Grant in the Amount of \$100,000 from the State of Alaska on Behalf of the Kachemak Emergency Service Area for the Diamond Ridge Community Center and Training Facility (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
- Ordinance 2012-19-22: Appropriating \$666,646 for the Purchase and Implementation of an Upgraded Electronic Health Record Program in the Emergency Department at Central Peninsula Hospital (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
- Ordinance 2012-19-23: Appropriating \$1,010 in Donations for Youth Programming and Community Events at the Seldovia Recreation Service Area (Mayor) (Shortened Hearing on 08/21/12) (Referred to Finance Committee)
- Ordinance 2012-19-24: Accepting and Appropriating Funding From the State of Alaska in the Amount of \$772,200 for Community Purposes Under the State's 2012/2013 Community Revenue Sharing Program (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)
- Ordinance 2012-30: Amending KPB 5.12.040 and 5.12.119(F) to Clarify the Procedures for Revocation of Property Tax Exemptions (Mayor) (Hearing on 09/04/12) (Referred to Policies and Procedures Committee)



- Ordinance 2012-31: Enacting KPB 5.12.295 - Application of Property Tax Payments (Mayor) (Hearing on 09/04/12) (Referred to Policies and Procedures Committee)
- Ordinance 2012-32: Confirming the Assessment Roll for the Anchor Point Utility Special Assessment District and Establishing the Method for Terminating Assessments and Making Refunds to Property Owners (Mayor) (Hearing on 09/04/12) (Referred to Finance Committee)

*[Clerk's Note: Assembly Member Pierce declared a conflict with Ordinance 2012-32 as he was an Enstar Natural Gas Manager. President Knopp ruled a conflict did exist and Assembly Member Pierce abstained from voting on the introduction of Ordinance 2012-32.]*

- Ordinance 2012-33: Amending KPB 14.31.070, Circulation and Filing of Petition; Signature Requirements, to Correct the Process for Withdrawing a Signature from a Petition in Support of a Road Improvement Assessment District (Mayor) (Hearing on 09/04/12) (Referred to Policies and Procedures Committee)
- Petition to Vacate a Portion of Wystemour Drive and a Portion of Winsor Lane (Renamed to Gamble Street per Street Name Resolution 2007-01); 30-Foot Right-of-Way Dedications and Associated 10-Foot Utility Easements Along the South and East Boundaries of Tract 4E Wilshire Acres Subdivision Shibe - Green Addition (Plat HM 87-26) Originally Dedicated by Wilshire Acres Subdivision (Plat HM 74-1200); and Vacate the 10-Foot Utility Easement Along the West Boundary of Tract A of Rice-Finch Tract A Subdivision (Plat HM 75-29); within Section 27, Township 5 South, Range 12 West, Seward Meridian and the Kenai Peninsula Borough, Alaska; KPB File 2012-076 (Referred to Lands Committee)

*[Clerk's Note: The Planning Commission approved the referenced vacation by unanimous consent during its regularly scheduled meeting of July 16, 2012.]*

- Confirming Appointments to the Planning Commission (Referred to Policies and Procedures Committee)

<u>Appointment</u>	<u>Board Seat</u>	<u>Term Expires</u>
Robert Ruffner	Kasilof/Clam Gulch	July 31, 2015
Blair Martin	Kalifornsky Beach	July 31, 2015
Paulette Bokenko-Carluccio	Seldovia	July 31, 2015
James Isham	Sterling	July 31, 2015
Paul Whitney	Soldotna	July 31, 2014

President Knopp called for public comment with none being offered.

AGENDA APPROVED AS AMENDED: Without objection.

**COMMENDING RESOLUTIONS AND PROCLAMATIONS - None.**

**PRESENTATIONS WITH PRIOR NOTICE - None.**

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

(07:31:44)

President Knopp called for public comment.

The following people addressed the Assembly regarding the Anadromous Fish Habitat Protection Task Force:

**Stacey Oliva**, Mile 30.5 Kenai Spur Highway, Kenai  
**Christine Hutchison**, 281 Juliussen Street, Kenai  
**Bill Stevens**, PO Box 8596, Nikiski

The following person addressed the Assembly regarding animal abuse laws in the State of Alaska:

**Tim Colbath**, PO Box 80561, Nikiski

There being no one else who wished to speak, the public comment period was closed.

## **MAYOR'S REPORT**

(07:46:04)

1. Assembly Requests/Responses - None.
2. Agreements and Contracts
  - a. Request for Waiver of Formal Bidding Procedures - Purchase of Commercial Mower from John Deere Mowers
  - b. Authorization to Award Contract for Skyview High School Canopy Construction to Peninsula Construction, Inc.
  - c. Authorization to Award Contract for Homer High School Track Renovation to Prosser-Dagg Construction
  - d. Authorization to Award Contract for Diamond Creek State Park Fuel Reduction Project to Paul's Services
  - e. Authorization to Award Contract for RFP12-022 Emergency Operations Plan Annex Consultant to POWTEC, LLC
  - f. Authorization to Award Contract for RFP12-025 Adopt-A-Stream Video Production to Syntax Productions
  - g. Sole Source Contract for Nikiski Fire Department Firefighter Physicals with Redoubt Medical Clinic

- h. Authorization to Award Contract for Finance/ Legal Departments Office Remodel George A. Navarre Administration Building to Polar North Construction, LLC
  - i. Authorization to Contract with Cooper Consulting for Central Emergency Services Firefighter Medical Exams
  - j. Authorization to Award Contract for ITB12-069 Shelter Supply Trailers to White Spruce Trailer Sales, Inc.
  - k. Authorization to Award Contract for Relocatable Classrooms 2012 to Endries Company
  - l. Request for Waiver of Formal Bidding Procedures to Purchase Firefighter Equipment to be Placed on Fire Apparatus from MES - Northwest
  - m. Authorization to Award Contract for RFP12-028 Local Hazard Mitigation Plan (LHMP) Annex to URS Alaska, LLC
  - n. Authorization to Award Contract for Borough Administrative Building Parking Lot Improvements to Property Improvements
  - o. Authorization to Award Contract for Kenai Elementary School Asbestos Abatement to Far North Services
3. Other
- a. Litigation Status Report

**ITEMS NOT COMPLETED FROM PRIOR AGENDA - None.**

**PUBLIC HEARING ON ORDINANCES**

(07:49:06)

**Ordinance 2011-19-91: Authorizing the Transfer of \$104,226 in Residual Interest Earnings in the Bond Funded Capital Project Fund to Various Capital Project Funds (Mayor) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2011-19-91.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: None  
No: Haggerty, Johnson, McClure, Murphy, Pierce,  
Smalley, Smith, Tauriainen, Knopp  
Absent: None  
MOTION TO ENACT FAILED: 0 Yes, 9 No, 0 Absent

(07:50:51)

**Ordinance 2012-19-06: Accepting and Appropriating a Grant in the Amount of \$975,000 from the State of Alaska on Behalf of the Nikiski Fire Service Area for the Purchase of an Aerial Fire Apparatus (Mayor) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2012-19-06.

President Knopp called for public comment with none being offered.

MOTION: Smith moved to amend Ordinance 2012-19-06 as follows:

The fourth whereas to read, “at its regular meeting on June 13, 2012, the NFSA Board of Directors recommended enactment without objection:”

MOTION TO AMEND PASSED: Unanimous.

VOTE ON MOTION TO ENACT AS AMENDED:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce,  
Smalley, Smith, Tauriainen, Knopp  
No: None  
Absent: None  
MOTION TO ENACT AS AMENDED PASSED: 9 Yes, 0 No, 0 Absent

(07:52:38)

**Ordinance 2012-19-07: Accepting and Appropriating a Grant in the Amount of \$100,750 from the State of Alaska on Behalf of the Central Emergency Service Area for the Purchase of a Rescue Boat (Mayor) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2012-19-07.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce,  
Smalley, Smith, Tauriainen, Knopp  
No: None  
Absent: None  
MOTION TO ENACT PASSED: 9 Yes, 0 No, 0 Absent

(07:54:19)

**Ordinance 2012-19-08: Accepting and Appropriating Grants in the Amount of \$1,107,500 from the State of Alaska on Behalf of the Kenai Peninsula Borough School District for Equipment, Supplies and Student Nutrition Services (Mayor) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2012-19-08.

President Knopp called for public comment with none being offered.

MOTION: Smith moved to amend Ordinance 2012-19-08 as follows:

Title to read, "An Ordinance Accepting and Appropriating Grants in the Amount of \$[1,107,500] 1,067,500 from the State of Alaska on Behalf of the Kenai Peninsula Borough School District for Equipment[,] and Supplies [AND STUDENT NUTRITION SERVICES]"

The third whereas to read, "the Alaska Department of Commerce, Community and Economic Development will provide [FOUR] three grant awards in the total amount of \$[1,107,500] 1,067,500 to the Borough on behalf of the school district for the projects; and"

The fourth whereas to read, "KPBSD will use these funds for classroom equipment[,] and supplies [AND STUDENT NUTRITION SERVICES]; and"

Section 1 to read, "That the mayor is authorized to accept grants from the Alaska Department of Commerce, Community and Economic Development in the total amount of \$[1,107,500] 1,067,500 for school district equipment[,] and supplies [AND NUTRITIONAL

SERVICES,] and is authorized to execute grant agreement and any other documents deemed necessary to accept and expend the grants and to fulfill the intents and purposes of this ordinance.”

Section 2 to read, “That grant funds are appropriated to the following accounts: \$52,500 | 271.94910.13004.49999 | 13-DC-004 Classroom iTouch Project, \$1,000,000 | 271.94910.13446.49999 | 13-DC-446 Equipment, [\$40,000 | 271.94910.13195.49999 | 13-DM-195 STUDENT NUTRITION SERVICES,] \$15,000 | 271.71082.13012.49999 | 13-RR-012 Nikiski HS printer/cutter software”

MOTION TO AMEND PASSED: Unanimous.

VOTE ON MOTION TO ENACT AS AMENDED:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None

MOTION TO ENACT AS AMENDED PASSED: 9 Yes, 0 No, 0 Absent

(08:00:37)

**Ordinance 2012-19-09: Accepting and Appropriating a Grant in the Amount of \$3,100,000 from the State of Alaska for Soldotna High School and Kenai High School Track and Field Improvements (Mayor, Smalley) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2012-19-09.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None

MOTION TO ENACT PASSED: 9 Yes, 0 No, 0 Absent

(08:02:36)

**Ordinance 2012-19-10: Accepting and Appropriating a Grant in the Amount of \$1,625,000 from the State of Alaska for Security Camera Systems in Borough-Owned Facilities (Mayor) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2012-19-10.

President Knopp called for public comment with none being offered.

Assembly Member Haggerty spoke in opposition to Ordinance 2012-19-10.

Assembly Member Murphy spoke in support of Ordinance 2012-19-10.

VOTE ON MOTION TO ENACT:

Yes: Johnson, McClure, Murphy, Pierce, Smalley,  
Smith, Tauriainen, Knopp

No: Haggerty

Absent: None

MOTION TO ENACT PASSED: 8 Yes, 1 No, 0 Absent

(08:06:44)

**Ordinance 2012-19-11: Accepting and Appropriating a Grant in the Amount of \$15,000 from the State of Alaska on behalf of the River Center for the Septic Tank Removal and Sewer System Connection Project (Mayor) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2012-19-11.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce,  
Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None

MOTION TO ENACT PASSED: 9 Yes, 0 No, 0 Absent

(08:08:02)

**Ordinance 2012-19-12: Accepting and Appropriating a Grant in the Amount of \$2,000,000 from the State of Alaska on behalf of the Central Kenai Peninsula Hospital Service Area for the Radiation Oncology Facility Construction Project (Mayor) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2012-19-12.

President Knopp called for public comment with none being offered.

MOTION: Smith moved to amend Ordinance 2012-19-12 as follows:

Delete the fourth whereas to read, "[THE \$2,000,000 GRANT AWARD WILL ALLOW FOR A REDUCTION IN FUNDING FROM THE CPH

PLANT REPLACEMENT AND EXPANSION FUND FOR THIS PROJECT THAT WAS PREVIOUSLY APPROPRIATED THROUGH O2011-19-72; AND]”

Delete Section 2 to read, “[THAT THE \$4,700,000 IN FUNDS PREVIOUSLY APPROPRIATED FOR THIS PROJECT THROUGH ORDINANCE 2011-19-72 ARE REDUCED BY \$2,000,000.]

Renumber remaining sections accordingly.

MOTION TO AMEND PASSED: Unanimous.

VOTE ON MOTION TO ENACT AS AMENDED:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None

MOTION TO ENACT AS AMENDED PASSED: 9 Yes, 0 No, 0 Absent

(08:22:22)

**Ordinance 2012-19-13: Accepting and Appropriating a Grant in the Amount of \$1,000,000 from the State of Alaska for Hazard Tree Removal (Mayor) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2012-19-13.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None

MOTION TO ENACT PASSED: 9 Yes, 0 No, 0 Absent

(08:23:3)

**Ordinance 2012-19-14: Accepting and Appropriating \$8,050,000 from the State of Alaska on Behalf of the Road Service Area for Capital Improvement Projects (Mayor) (Referred to Finance Committee)**

MOTION: Smith moved to enact Ordinance 2012-19-14.

President Knopp called for public comment with none being offered.

MOTION: Smith moved to amend Ordinance 2012-19-14 as follows:



The fourth whereas to read, “at its regular meeting on June 12, 2012, the RSA board considered RSA Resolution 2012-06 and recommended enactment;”

MOTION TO AMEND PASSED: Unanimous.

VOTE ON MOTION TO ENACT AS AMENDED:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None

MOTION TO ENACT AS AMENDED PASSED: 9 Yes, 0 No, 0 Absent

(08:25:56)

**Ordinance 2012-19-16: Approving the Acquisition of Real Property along Salmon Creek for Flood Mitigation and Appropriating \$27,700 from Seward Bear Creek Flood Service Area for the Acquisition of Four Parcels and Approving a Contribution from the Conservation Fund for the Acquisition of Five Additional Parcels Along Salmon Creek (Mayor) (Referred to Lands Committee)**

MOTION: McClure moved to enact Ordinance 2012-19-16.

President Knopp called for public comment.

The following person spoke in support of Ordinance 2012-19-16:

**Bob Reisner**, PO Box 3161, Seward Alaska

There being no one else who wished to speak, the public comment period was closed.

MOTION: McClure moved to amend Ordinance 2012-19-16 as follows:

The fifth whereas to read, “at its June 18, 2012, meeting the SBCFSA board considered this ordinance and recommended enactment; and”

MOTION TO AMEND PASSED: Unanimous.

MOTION: McClure moved to amend Ordinance 2012-19-16 as follows:

The sixth whereas to read, “the Kenai Peninsula Borough Planning Commission at its regular scheduled meeting of July 16, 2012, recommended enactment by unanimous consent;”

MOTION TO AMEND PASSED: Unanimous.

VOTE ON MOTION TO ENACT AS AMENDED:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None

MOTION TO ENACT AS AMENDED PASSED: 9 Yes, 0 No, 0 Absent

(08:36:23)

**Ordinance 2012-27: Enacting KPB 5.12.101 to Classify and Exempt from Real Property Taxation Residential Renewable Energy Systems Used to Develop Means of Energy Production Using Energy Sources Other Than Fossil or Nuclear Fuels (Smalley) (Referred to Policies and Procedures Committee)**

MOTION: Haggerty moved to enact Ordinance 2012-27.

President Knopp called for public comment with none being offered.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None

MOTION TO ENACT PASSED: 9 Yes, 0 No, 0 Absent

(08:38:27)

**Ordinance 2012-28: Amending KPB 16.50.030 to Provide that all Seats of the Seward-Bear Creek Flood Service Area Board Shall be Filled by Residents of the Service Area and Eliminating the Requirement that Four of the Seats be Residents of the City of Seward and Three be Residents of the Rest of the Service Area (McClure) (Referred to Policies and Procedures Committee)**

MOTION: Haggerty moved to enact Ordinance 2012-28.

President Knopp called for public comment with none being offered.

MOTION: Haggerty moved to amend Ordinance 2012-28 as follows:

The seventh whereas to read, "the Seward City Council at its meeting of July 23, 2012, recommended enactment;"

MOTION TO AMEND PASSED: Unanimous.

VOTE ON MOTION TO ENACT AS AMENDED:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp

No: None

Absent: None

MOTION TO ENACT AS AMENDED PASSED: 9 Yes, 0 No, 0 Absents

(08:41:33)

**Ordinance 2012-29: Amending KP.B 3.04.115 Deleting the Requirement that all Administrative Position Vacancies be Advertised for Two Weeks (Mayor) (Referred to Policies and Procedures Committee)**

MOTION: Haggerty moved to enact Ordinance 2012-29.

President Knopp called for public comment with none being offered.

Assembly Member Smith spoke in opposition to Ordinance 2012-29.

Assembly Members Murphy, Johnson and Pierce spoke in support of Ordinance 2012-29.

VOTE ON MOTION TO ENACT:

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Tauriainen, Knopp

No: Smith

Absent: None

MOTION TO ENACT AS PASSED: 8 Yes, 1 No, 0 Absent

**UNFINISHED BUSINESS** - None.

**NEW BUSINESS** - None.

**PUBLIC COMMENTS AND PUBLIC PRESENTATIONS**

(08:51:27)

President Knopp called for public comment with none being offered.

**ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS**

(08:51:44)

The next meeting of the Kenai Peninsula Borough Assembly was scheduled for August 21, 2012, at 7:00 p.m. in the Borough Assembly Chambers, Soldotna, Alaska.

## ASSEMBLY COMMENTS

(08:51:56)

Assembly Member Smalley thanked Freya Chay, Caring for the Kenai 1<sup>st</sup> Place Winner for 2010 for the idea which brought forward Ordinance 2012-27, he also thanked the Assessing and Legal Department for helping develop the ordinance. He gave a summary of his National Association of Counties Annual Meeting Report, and stated the full report was available in the Clerk's Office.

Vice President Pierce reminded everyone to please take the time to vote, stating the Kenai Peninsula historically had a low voter turn out and this was an opportunity to exercise your rights as a citizen. The Primary Election would be held on August 28, 2012.

Assembly Member Murphy said the Soldotna Rotary Club was sponsoring the Kenai Peninsula Beer Festival on August 11, 2012 from 4:00 to 10:00 p.m. at the Soldotna Sport Center, free cab rides would be available if needed, she said proceeds would go to the Rotary Club for various projects within the community. She noted that her report from the National Association of Counties Annual Meeting was also on file in the Clerk's Office. She stated that generally when a Task Force idea was presented by an Assembly Member it was done by Resolution; however, when the idea was from the Mayor's Office the task force would be developed differently. She liked the idea that the Mayor had left it open for the Task Force Members to determine how they would approach the issues. She replied to comments made earlier which stated that the Assembly had not read Ordinance 2012-06 before enacting it, she said that assumption was incorrect, the ordinance did not refer to lakes, it referred to anadromous waters and thought that was a reference to rivers and streams. She said there was a run for Mens Prostate Cancer Research in Anchorage and her daughter Krystal had placed first in her age group, she said it was her granddaughters first race and she had also placed first in her age group.

Assembly Member Smith said that the ordinance that had passed extending the waters in KPB 21.18 distinctly said water bodies, it was there for a particular reason and that was because that was what the catalog of anadromous water in the state referred to. The Task Force idea was from both the himself and the Mayor's Office and the Task Force developed was in a format that would work fine.

Assembly Member Tauriainen referred to some of the comments made regarding the Task Force, he indicated one size did not fit all, and which lakes and which streams should be covered needed to be reviewed, and further stated the fifty-foot rule did not necessarily need to be applied to all. He said he was looking forward to the discussions and a resolution for this problem.

Assembly Member McClure said the Pet Evacuation Working Group had developed a plan and she hoped it would be presented to the Assembly soon. She thanked the Assembly for adopting Resolution 2012-28, and reminded her constituents that they could still apply for one of the vacant service area board seats. She said the Seward Silver Salmon Derby would begin on Saturday, August 11, 2012 and continue through August 19, 2012, she noted that one of the prizes was a truck.

Assembly Member Johnson said his heart went out to the many setnetters who had a horrendous season, he said poverty was a marvelous and noble thing; however, it also brought along trying circumstances. He said he was in the group that met with the Commissioner, and during the meeting the Commissioner had indicated a weak King Salmon run was foreseen. He felt this was bothersome

because if the State of Alaska had this inside knowledge of a weak King Salmon run it should have been shared with the Setnet Industry who hired a lot of people who did not receive a paycheck.

Assembly Member Haggerty thanked Assembly Member Smalley for bringing forward Ordinance 2012-27, and encouraged people to also insulate their homes for another energy savings options.

President Knopp noted the soccer fields built by the City of Kenai a few years ago were very successful and being used to host soccer tournaments. He reminded everyone to get out and vote and also stated that the candidate filing period was still open for local seats and encouraged everyone to contact the Borough Clerk to find out what vacancies were still open. He stated there were more concerns for the Anadromous Fish Habitat Task Force than just the lakes, and he hoped the Task Force would be addressing all of them.

### **ADJOURNMENT**

With no further business to come before the assembly, President Knopp adjourned the meeting at 9:12 p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of August 7, 2012.

---

Johni Blankenship, MMC, Borough Clerk

Approved by Assembly: \_\_\_\_\_



## **KENAI PENINSULA BOROUGH**

144 North Binkley St. Soldotna, Alaska 99669-7520  
Toll-Free within the Borough 1-800-478-4441  
Phone 907-714-2150 • Fax 907-714-2377  
www.borough.kenai.ak.us

**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **MAYOR'S REPORT TO THE ASSEMBLY**

**TO:** Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

**FROM:** Mike Navarre, Kenai Peninsula Borough Mayor *MN*

**DATE:** August 21, 2012

---

Assembly Requests/ Response

None

Agreements and Contracts

- a. Authorization to Award Contract Through a Cooperative Purchasing Group (Western States Contracting Alliance/ National Association of State Procurement Officials) for the Purchase of Three Physio-Control LifePak Cardiac Monitors
- b. Authorization to Award Contract for Central Peninsula Hospital Radiation Oncology Center to Denali General Contractors

Other

- a. Investment Portfolio Report



**KENAI PENINSULA BOROUGH**

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www.borough.kenai.ak.us

**MIKE NAVARRE  
BOROUGH MAYOR**

**MEMORANDUM**

**TO:** Mike Navarre, Mayor  
**FROM:** Mark Fowler, Purchasing & Contracting Director *mf*  
**DATE:** July 26, 2012  
**SUBJECT:** Authorization to Award Contract Through a Cooperative Purchasing Group for the Purchase of Three (3) Physio-Control LifePak 15 Cardiac Monitors

Central Emergency Services has requested authorization to purchase three (3) Physio-Control LifePak 15 Cardiac Monitors using a cooperative purchasing agreement. This purchase is part of a two year project to replace the older model LifePaks which are nearing the end of their serviceable life.

Per Code of Ordinance 5.28.030(E) the Purchasing and Contracting Director is requesting authorization to use the cooperative purchasing through the WSCA/NASPO (Western States Contracting Alliance/National Association of State Procurement Officials) for a not to exceed amount of \$96,902.72.

Your approval for this bid award is hereby requested. Funding for this project is in account number 443.51610.13464.48514.

*Mike Navarre*  
Mike Navarre, Mayor

7/27/12  
Date

**RECEIVED**

JUL 27 2012

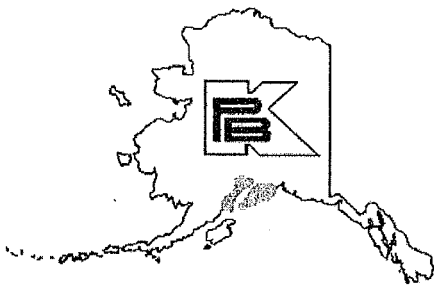
**KPB  
FINANCE ADMINISTRATION**

FINANCE DEPARTMENT  
FUNDS VERIFIED

ACT #443.51610.13464.48514 - \$96,902.72

BY: *pe* DATE: 7/27/12

*pe*



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**MIKE NAVARRE  
BOROUGH MAYOR**

**MEMORANDUM**

**TO:** Mike Navarre, Mayor

**THRU:** Mark Fowler, Purchasing & Contracting Director *MF*

**FROM:** Kevin Lyon, Capital Projects Director *KL*

**DATE:** August 8, 2012

**SUBJECT:** Authorization to Award Contract for Central Peninsula Hospital  
Radiation Oncology Center

The Purchasing and Contracting Office formally solicited and received bids for the Central Peninsula Radiation Oncology Center. Bid packets were released on June 19, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion on June 19, and June 21, 2012 and the Anchorage Daily News on June 20, 2012.

The project consists of Approximately 6,900 of new single story construction of a concrete and steel framed building to house a medical linear accelerator. Site work includes new separate utility connections, parking lot modifications and expansion, and landscaping.

On the due date of July 17, 2012 four bids were received (4) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$5,850,000.00 was submitted by Denali General Contractors, Anchorage, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 490.81110.12ONC.49101.

*Mike Navarre*  
\_\_\_\_\_  
Mike Navarre, Mayor

*8/8/12*  
\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
ACT #490.81110.12ONC.49101 (\$5,850,000.00)	
BY: <i>l. Chapa</i>	DATE: <i>8/8/2012</i>



**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB12-077 Central Peninsula Hospital Radiation Oncology Center**

CONTRACTOR	BASE BID
Neeser Construction	\$6,360,000.00
Jay-Brant General Contractors	\$5,895,000.00
Blazy Construction	\$6,172,000.00
Denali General Contractors	\$5,850,000.00

**DUE DATE: July 17, 2012 @ 2:00 PM**

**KPB OFFICIAL:**



Mark Fowler, Purchasing & Contracting Director



**KENAI PENINSULA BOROUGH - FINANCE DEPARTMENT**

TO: Gary Knopp, President  
Kenai Peninsula Borough Assembly Members

THRU: Mike Navarre, Mayor *MN*

FROM: Craig C. Chapman, Finance Director *Crang*

DATE: 7/30/2012

SUBJECT: Investment Portfolio Report

Attached is a report on the Borough's investment portfolio as of June 30, 2012. The report shows the type of securities owned, percentage of each type, maturity of the securities, and average yield.

**Investment Portfolio**

**Securities**

Agencies	\$ 54,239,278	36.67%
Corporate Bonds	33,877,112	22.90%
Municipal Bonds	19,754,036	13.36%
U.S. Treasury	13,196,471	8.92%
<b>Total Securities</b>	<b>121,066,897</b>	<b>81.85%</b>

**Cash and Cash Equivalents**

Repurchase Account	14,192,659	9.60%
Money Market Sweep	5,440,935	3.68%
AMLIP	1,201,022	0.81%
2010 Solid Waste Bonds	986,097	0.67%
2011 School Bonds	4,654,989	3.15%
<b>Total Cash and Cash Equivalents</b>	<b>26,475,702</b>	<b>17.90%</b>

**USAD's / RIAD's**

K-Beach Subdivision	6,687	0.0045%	<b>6.25%</b>
Inglebrook	2,794	0.0019%	7.00%
Tote Road and Echo Lake Road	2,055	0.0014%	6.25%
Char Subdivision	5,755	0.0039%	6.75%
Tustamena Subdivision	20,817	0.0141%	7.75%
Westbrook Subdivision	18,537	0.0125%	9.25%
Pollard Loop	19,716	0.0133%	9.25%
Scooter Landing	11,008	0.0074%	9.25%
Moose Range Subdivision	10,133	0.0069%	10.25%
Chinula Drive	21,774	0.0147%	7.00%
Moose Range Meadows South	155,896	0.1054%	5.25%
Cardwell Subdivision	18,017	0.0122%	5.25%
Ashton Park/Burmlow Park	76,065	0.0514%	5.25%
<b>Total USAD's / RIAD's</b>	<b>369,255</b>	<b>0.25%</b>	<b>6.23%</b>

**Total Investment Portfolio**

\$ 147,911,854	100.00%
----------------	---------

**Maturity**

Less than one year	55,515,199	37.53%	37.53%	0.30%
One to five years	92,027,400	62.22%	62.22%	1.53%
USAD's	369,255	0.25%	0.25%	6.23%

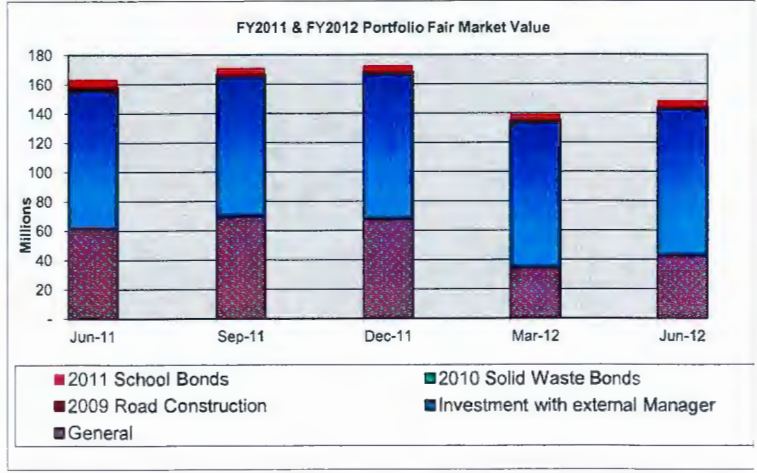
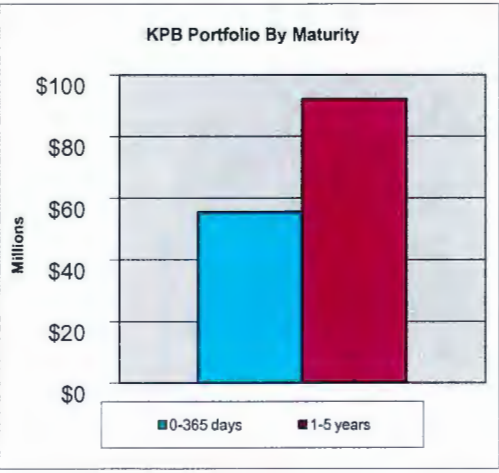
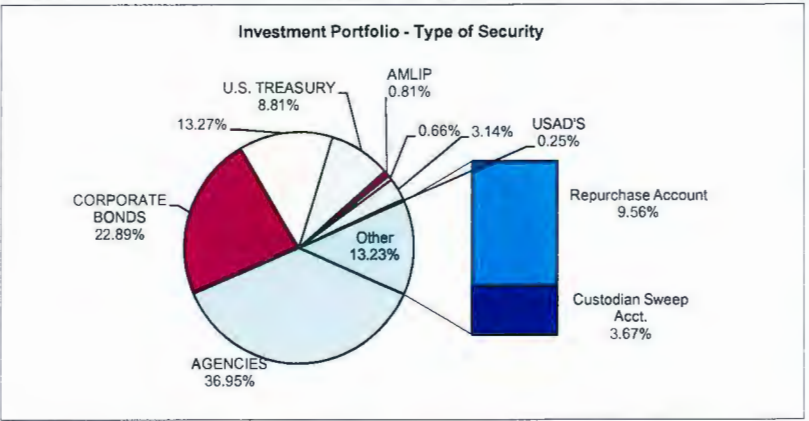
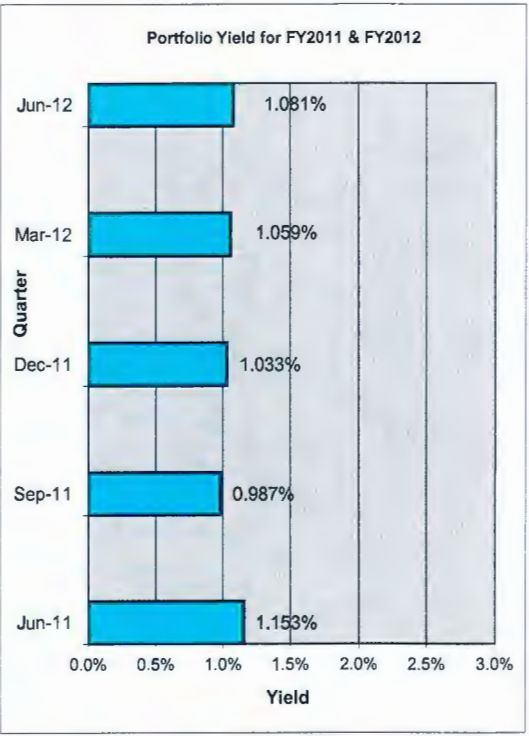
**TOTAL**

\$ 147,911,854	100.00%	100.00%	1.081%
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**INVESTMENT PORTFOLIO**  
June 30, 2012

	Par Value	Purchase Price	Fair Value 6/30/12
<b>Investments by Borough Finance Director</b>			
CORPORATE - less than 1 year	0.00	1,006,464.06	1,001,010.00
AGENCY - less than 1 year	18,650,000.00	14,793,130.42	14,725,409.50
AGENCY - 1 to 5 years	0.00	0.00	0.00
US TREASURY - less than 1 year	3,000,000.00	6,205,080.00	6,027,090.00
US TREASURY - 1 to 5 years	0.00	0.00	0.00
<b>Total Investment by Borough Finance Director:</b>	<b>21,650,000.00</b>	<b>22,004,674.48</b>	<b>21,753,509.50</b>
<b>Investment with External manager:</b>			
CORPORATE - less than 1 year	5,320,000.00	5,701,147.20	5,479,148.40
CORPORATE - 1 to 5 years	26,555,000.00	27,169,500.85	27,481,113.10
MUNICIPAL - less than 1 year	1,270,000.00	1,333,675.15	1,273,914.25
MUNICIPAL - 1 to 5 years	17,865,000.00	18,420,360.70	18,412,913.30
AGENCY - less than 1 year	.00	.00	.00
AGENCY - 1 to 5 years	38,935,658.18	39,446,147.80	40,102,572.94
US TREASURY - less than 1 year	0	0	0
US TREASURY - 1 to 5 years	7,000,000.00	6,991,390.63	7,043,500.00
MONEY MARKET less than 1 year	97,748.00	97,748.00	97,748.00
<b>Total Investment with External manager:</b>	<b>97,043,406.18</b>	<b>99,159,970.33</b>	<b>99,890,909.99</b>
<b>TOTAL SECURITY INVESTMENTS &amp; MM EXTERNAL MGR</b>	<b>118,693,406.18</b>	<b>121,164,644.81</b>	<b>121,644,419.49</b>

Investment Portfolio - Purchase Price	\$ 121,164,644.81
Investment Portfolio - Fair Value 6/30/12	121,644,419.49
<b>Fair Value Adjustment - 3/31/12</b>	<b>479,774.68</b>
Fair Value Adjustment - 6/30/11	270,552.51
Change in Fair Value FY2012	\$ 209,222.17



Introduced by: Mayor  
Date: 08/07/12  
Shortened Hearing: 08/21/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-19**

**AN ORDINANCE APPROPRIATING \$8,000 FOR THE NIKISKI FIRE SERVICE AREA  
STATION #1 BUNKROOM REMODEL PROJECT AND AUTHORIZING THE  
PROJECT TO START IN FY2012**

1 **WHEREAS**, the FY2013 capital budget for the Nikiski Fire Service Area (NFSA) includes  
2 \$80,000 for upgrading and remodeling the common bunkroom located on the  
3 second floor of station #1 and these funds were appropriated effective July 1,  
4 2012; and

5 **WHEREAS**, NFSA thought it could use unspent funds from its FY2012 operating budget to  
6 pay for the design work and submitted a purchase order (P.O.) in the amount of  
7 \$7,770 on June 4, 2012; and

8 **WHEREAS**, at the time this P.O. was issued, the assembly had not approved the station #1  
9 bunkhouse remodel capital project; and

10 **WHEREAS**, all capital project costs should be accounted for in a NFSA capital project fund;  
11 and

12 **WHEREAS**, since this project was not approved by the assembly at the time the P.O. was  
13 issued and funds had not been appropriated, assembly action is needed to  
14 authorize the project and appropriate funds for the cost that were incurred prior to  
15 July 1, 2012;

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

1 **SECTION 1.** That \$8,000 is appropriated from the NFSA Capital Project Fund, fund balance to  
2 account 441.51110.13416.49125 for costs incurred for the bunkroom remodel  
3 project at station #1 in FY2012.

4 **SECTION 2.** That the bunkroom remodel project at Nikiski Fire Station #1 is authorized to  
5 begin in FY2012.

6 **SECTION 3.** That this ordinance takes effect retroactively on June 1, 2012.

7 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
8 **DAY OF \* 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



## KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

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PHONE: (907) 262-4441 • FAX: (907) 262-1892

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**MIKE NAVARRE**  
**BOROUGH MAYOR**

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *MN*

**FROM:** Craig Chapman, Director of Finance *C Chapman*  
James Baisden, NFSA Fire Chief *JCB*

**DATE:** July 26, 2012

**SUBJECT:** Ordinance 2012-19-19, appropriating \$8,000 from the Nikiski Fire Service Area Capital Project Fund for the Station #1 bunkroom remodel project (Architectural plans)

The FY2013 capital budget for the Nikiski Fire Service Area (NFSA) included \$80,000 for upgrading and remodeling the common bunkroom located on the second floor of station #1. These funds were appropriated effective July 1, 2012.

NFSA thought it could use unspent funds from its FY2012 operating budget to pay for the design work and submitted a purchase order (P.O.) in the amount of \$7,770 on June 4, 2012, and requested the work to be completed by June 30, 2012.

The bunkroom remodel project is considered a capital project, therefore all costs should be accounted for in the NFSA Capital Project Fund. In addition, at the time this P.O. was issued, the assembly had not approved the project or appropriated funds for the project.

Since this project was not approved by the assembly at the time the P.O. was issued and funds had not been appropriated in the NFSA Capital Project Fund in FY2012, assembly action is needed to authorize the project and appropriate funds for the cost that was incurred prior to July 1, 2012.

Shortened hearing is requested for this ordinance as the funding is for FY2012 expenditures.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>441.27910 FB</u>
Amount	<u>\$8,000</u>
By:	<u>pc</u> Date: <u>7/24/12</u>

Introduced by: Mayor  
Date: 08/07/12  
Shortened Hearing: 08/21/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-23**

**AN ORDINANCE APPROPRIATING \$1,010 IN DONATIONS FOR YOUTH  
PROGRAMMING AND COMMUNITY EVENTS AT THE SELDOVIA RECREATION  
SERVICE AREA**

1 **WHEREAS**, the Seldovia Recreation Service Area (SRSA) conducted fund raising during the  
2 2012 summer and raised \$1,010, which it would like to use for youth  
3 programming and community events; and

4 **WHEREAS**, the SRSA board at its August 14, 2012, meeting recommended use of the \$1,010  
5 for \_\_\_\_\_;

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

8 **SECTION 1.** That \$1,010 in donations to the Seldovia Recreation Service Area is appropriated  
9 to account 227.61210.00000.42210, operating supplies for youth programming  
10 and community events.

11 **SECTION 2.** That this ordinance takes effect immediately upon its enactment.

12 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
13 **DAY OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

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

Yes:

No:

Absent:





## KENAI PENINSULA BOROUGH

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MIKE NAVARRE  
BOROUGH MAYOR

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *MN*

**FROM:** Craig Chapman, Director of Finance *C Chapman*

**COPY:** Vivian Rojas, Chair, SRSA Board

**DATE:** July 26, 2012

**SUBJECT:** Ordinance 2012-19-23, appropriating supplemental funds (donations) for Seldovia Recreation Service Area youth programming and community events

The Seldovia Recreation Service Area (SRSA) conducted fundraising during the 2012 summer and raised \$1,010, which it would like to use for youth programming and community events during the school year.

The SRSA board will consider a motion to use the donations for this purpose at its August 14, 2012, meeting and its action will be forwarded to the assembly prior to public hearing.

With school starting August 21, 2012, shortened hearing is being requested to allow time to order supplies and begin the programs as soon thereafter as possible.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>227.00000.00000.37922</u>
Amount	<u>\$1,010.<sup>00</sup></u>
By:	<u>pc</u> Date: <u>7/24/12</u>

Introduced by: Mayor  
Date: 08/21/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2012-067**

**A RESOLUTION AUTHORIZING ROAD SERVICE AREA CAPITAL  
IMPROVEMENT PROJECT: STARR LANE #E3STA CONTRACT AWARD AND  
ALLOCATION**

1 **WHEREAS**, the Kenai Peninsula Borough Road Service Area (RSA) annually prioritizes a list  
2 of capital improvement projects that includes the estimated total cost for each  
3 project; and

4 **WHEREAS**, the total project cost including design services, contract services, inter-  
5 departmental charges, and contingencies is to be allocated to the project; and

6 **WHEREAS**, at its regular meeting of August 10, 2010, the Road Service Area Board  
7 recommended by unanimous vote approval of Road Service Area Resolution  
8 2010-10, Approving Additional the FY2011 Capital Improvement Projects; and

9 **WHEREAS**, total project cost funds are available from the following:

- 10 • 434.33950.9STIP.49999
- 11 • 434.33950.11252.49999

12 **WHEREAS**, the RSA has solicited and received two (2) bids for the RSA Capital Improvement  
13 Project: Starr Lane Project #E3STA; and

14 **WHEREAS**, the bids have been reviewed by the RSA and the low responsive bid was  
15 submitted by Kee Construction, LLC.;

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

3 **SECTION 1.** That the mayor is authorized to award a contract to Kee Construction, Inc. to  
4 perform the work for RSA Capital Improvement Project: Starr Lane Project  
5 #E3STA for the bid amount of \$86,951.25.

6 **SECTION 2.** That the mayor is authorized to allocate project cost of \$121,771.00 to account  
7 number 434.33950.E3STA.49999.

8 **SECTION 3.** That the mayor is authorized to execute all documents and make all agreements  
9 deemed necessary to complete this project in accordance with this resolution and  
10 contract documents.

11 **SECTION 4.** That this resolution shall take effect immediately upon its adoption.

12 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 21ST**  
13 **DAY OF AUGUST, 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



# KENAI PENINSULA BOROUGH

## Road Service Area

47140 E. Poppy Lane • Soldotna, Alaska 99669

Toll-free within the Borough: 1-800-478-4427

PHONE: (907) 262-4427 • FAX: (907) 262-6090

www.borough.kenai.ak.us

**MIKE NAVARRE**  
**BOROUGH MAYOR**

## MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *MND*  
Craig Chapman, Finance Director *C Chapman*  
Mark Fowler, Purchasing & Contracting Director *M Fowler*

**FROM:** Doug Schoessler, Road Service Area Director *D Schoessler*

**DATE:** August 9, 2012

**SUBJECT:** Resolution 2012- 067, Road Service Area Capital Improvement Project: Starr Lane #E3STA Contract Award and Allocation

On July 27, 2012 the Kenai Peninsula Borough Road Service Area formally solicited bids for the Starr Lane Capital Improvement Project #E3STA for completion in summer 2012. The invitation to bid was advertised in the Peninsula Clarion on July 27, 30, 2012 and August 1, 2012 and Seward Journal on August 2, 2012.

On the due date of August 8, 2012, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. Attached is a copy of the bid tabulation sheet.

The low responsive bid was received from Kee Construction, Inc. in the amount of \$86,951.25. The total costs for this project are \$121,771.00 which include design services, contract services, inter-departmental charges, and contingencies.

The project award is submitted to the assembly for approval because the funds for CIPs have only been appropriated by the assembly but not yet allocated. This project has been approved through Road Service Area Resolution 2010-10, Approving the FY2011 Capital Improvement Projects.

This resolution authorizes the project to proceed, allocates funds to the project, and awards the projects to the lowest, qualified, responsive, and responsible contractor.

### FINANCE DEPARTMENT FUNDS VERIFIED

Amount: \$121,771.00

Acct. 434.33950.9STIP.49999

434.33950.11252.49999

By: *pe* Date: 8/9/12

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB13-007 RSA 2012 CIP Starr Lane #E3STA**

CONTRACTOR	BASE BID
Metco	\$88,685.00
KEE Construction	\$86,951.25

**Engineers Estimate \$89,570.00**

**DUE DATE: August 8, 2012 @ 4:00 PM**

**KPB OFFICIAL:** *JFH for Mark Fowler*  
 Mark Fowler, Purchasing & Contracting Director



The information depicted is not to be used for a graphical representation only or for cartographic purposes. The Federal Planning Commission assumes no responsibility for any errors on this map.

0 130 260 520 Feet



STARR LN

Introduced by:  
Date:  
Action:  
Vote:

Mayor  
08/21/12

**KENAI PENINSULA BOROUGH  
RESOLUTION 2012-068**

**A RESOLUTION AUTHORIZING ROAD SERVICE AREA CAPITAL  
IMPROVEMENT PROJECT: WOODS DRIVE PAVING #W7WOP CONTRACT  
AWARD AND ALLOCATION**

1 **WHEREAS**, the Kenai Peninsula Borough Road Service Area (RSA) annually prioritizes a list  
2 of capital improvement projects that includes the estimated total cost for each  
3 project; and

4 **WHEREAS**, the total project cost including design services, contract services, inter-  
5 departmental charges, and contingencies is to be allocated to the project; and

6 **WHEREAS**, at its regular meeting of August 10, 2010, the Road Service Area Board  
7 recommended by unanimous vote approval of Road Service Area Resolution  
8 2010-10, Approving Additional Road Projects be included as FY2011 Capital  
9 Improvement Projects; and

10 **WHEREAS**, total project cost funds are available from the following:

- 11                   • 434.33950.9STIP.49999  
12                   • 434.33950.11252.49999

13 **WHEREAS**, the RSA has solicited and received one (1) bid for the RSA Capital Improvement  
14 Project: Woods Drive Paving Project #W7WOP; and

15 **WHEREAS**, the responsive bid submitted by Alaska RoadBuilders has been reviewed by the  
16 RSA;

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

3 **SECTION 1.** That the mayor is authorized to award a contract to Alaska RoadBuilders to  
4 perform the work for RSA Capital Improvement Project: Woods Drive Paving  
5 Project #W7WOP for the bid amount of \$288,175.00.

6 **SECTION 2.** That the mayor is authorized to allocate project cost of \$351,654.00 to account  
7 number 434.33950.W7WOP.49999.

8 **SECTION 3.** That the mayor is authorized to execute all documents and make all agreements  
9 deemed necessary to complete this project in accordance with this resolution and  
10 contract documents.

11 **SECTION 4.** That this resolution shall take effect immediately upon its adoption.

12 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 21ST**  
13 **DAY OF AUGUST, 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:





# KENAI PENINSULA BOROUGH

## Road Service Area

47140 E. Poppy Lane • Soldotna, Alaska 99669

Toll-free within the Borough: 1-800-478-4427

PHONE: (907) 262-4427 • FAX: (907) 262-6090

www.borough.kenai.ak.us

**MIKE NAVARRE**  
**BOROUGH MAYOR**

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *MN*  
Craig Chapman, Finance Director *C Chapman*  
Mark Fowler, Purchasing & Contracting Director *M Fowler*

**FROM:** Doug Schoessler, Road Service Area Director *D Schoessler*

**DATE:** August 9, 2012

**SUBJECT:** Resolution 2012- 068, Road Service Area Capital Improvement Project:  
Woods Drive Paving #W7WOP Contract Award and Allocation

---

On July 27, 2012 the Kenai Peninsula Borough Road Service Area formally solicited bids for the Woods Drive Paving Capital Improvement Project #W7WOP for completion in summer 2012. The invitation to bid was advertised in the Peninsula Clarion on July 27, 30, 2012 and August 1, 2012 and Seward Journal on August 2, 2012.

On the due date of August 8, 2012, one (1) bid was received and reviewed to ensure that all the specifications and delivery schedules were met. Attached is a copy of the bid tabulation sheet.

The sole responsive bid was received from Alaska RoadBuilders, Inc. in the amount of \$288,175.00. The total costs for this project are \$351,654.00 which include design services, contract services, inter-departmental charges, and contingencies.

The project award is submitted to the assembly for approval because the funds for CIPs have only been appropriated by the assembly but not yet allocated. This project has been approved through Road Service Area Resolution 2010-10, Approving Additional Road Projects be Included as FY 2011 Capital Improvement Projects.

This resolution authorizes the project to proceed, allocates funds to the project, and awards the projects to the lowest, qualified, responsive, and responsible contractor.

#### **FINANCE DEPARTMENT FUNDS VERIFIED**

Amount: \$351,654.00

Acct. 434.33950.9STIP.49999

434.33950.11252.49999

By: *pc* Date: 8/9/12

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB13-006 RSA 2012 CIP Woods Drive Paving #W7WOP**

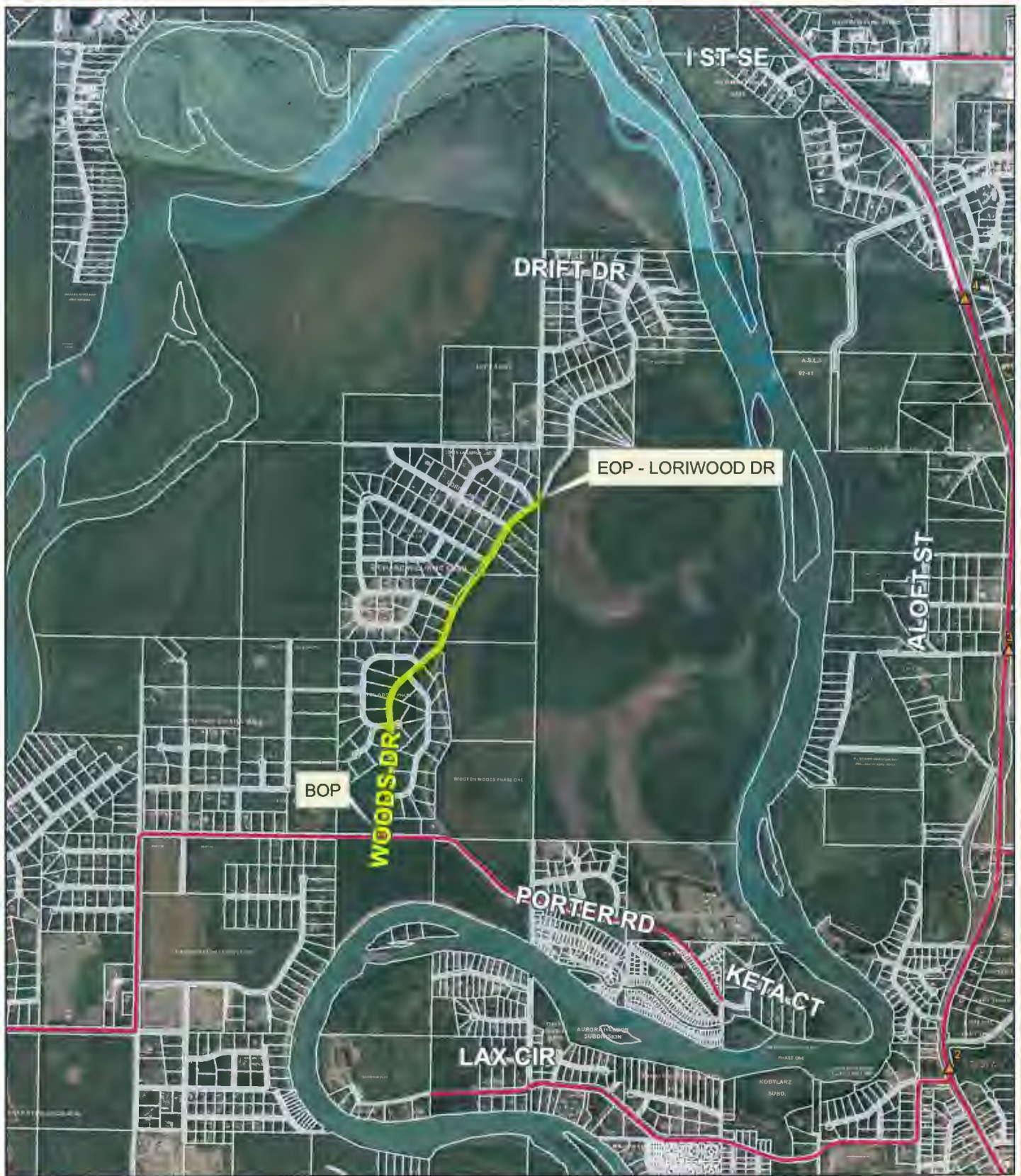
CONTRACTOR	BASE BID
Alaska RoadBuilders	\$288,175.00

**Engineers Estimate \$309,090.00**

**DUE DATE: August 8, 2012 @ 2:00 PM**



**KPB OFFICIAL:** Mark Fowler, Purchasing & Contracting Director



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

# WOODS DRIVE PAVING



Date: 8/16/2012

Introduced by:

Mayor

Date:

08/21/12

Action:

Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2012-069**

**A RESOLUTION ACCEPTING \$71,600 FROM THE STATE OF ALASKA  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS FOR EMERGENCY  
MANAGEMENT OPERATIONS**

1 **WHEREAS**, the borough's Office of Emergency Management (OEM) is responsible for  
2 disaster management and activities; and

3 **WHEREAS**, the State of Alaska receives funding from the Federal Emergency Management  
4 Agency to support the efforts of local governments in emergency preparedness  
5 and response; and

6 **WHEREAS**, OEM applied for funding under the 2012 Emergency Management Performance  
7 Grant (EMPG) program administered by the Alaska Department of Military and  
8 Veterans Affairs, Division of Homeland Security & Emergency Management  
9 (DHS&EM); and

10 **WHEREAS**, the borough received notice from DHS&EM of a grant award in the amount of  
11 \$71,600 to support personnel and activities essential to local emergency  
12 management; and

13 **WHEREAS**, the grant program requires a local match of non-federal funds on a 50/50 ratio, or  
14 dollar to dollar match, for expenditures made from July 1, 2012, through June 30,  
15 2013; and

16 **WHEREAS**, the match requirement will be met through operational expenditures of OEM; and

1 **WHEREAS**, grants funds in the amount of \$71,600 were anticipated during the budget process  
2 and were appropriated as part of FY2013 budget;

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

5 **SECTION 1.** That the mayor is authorized to accept grant funds in the amount of \$71,600 from  
6 the State of Alaska Department of Military and Veterans Affairs, Division of  
7 Homeland Security & Emergency Management, for emergency management  
8 operations and is authorized to execute all documents deemed necessary to accept  
9 the grant.

10 **SECTION 2.** That expenditures associated with the grant funds will be recorded to account  
11 number 100.11250.EMP13.49999.

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

13 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 21ST**  
14 **DAY OF AUGUST, 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



# KENAI PENINSULA BOROUGH

## Office of Emergency Management

253 Wilson Lane • Soldotna, Alaska 99669-7932  
Phone: (907) 262-4910 • 1-800-478-4441 #4910 • Fax: (907) 714-2395  
www.borough.kenai.ak.us

### MEMORANDUM

MIKE NAVARRE  
BOROUGH MAYOR

**TO:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *mn*  
Craig C. Chapman, Director of Finance *C Chapman*  
Brenda Ahlberg, Community & Fiscal Projects Manager *B Ahlberg*

**FROM:** Scott Walden, Emergency Management Director *SW*

**DATE:** August 9, 2012

**SUBJECT:** Resolution 2012-069 accepting \$71,600 from the State of Alaska Department of Military and Veterans Affairs for Emergency Management Operations

The borough has received funding from the State of Alaska Division of Homeland Security and Emergency Management for disaster management activities. This funding is provided by the Federal Emergency Management Agency under the Emergency Management Performance Grant (EMPG) program. The purpose of the program is to assist in the development, maintenance and improvement of state and local emergency management capabilities in responding to disasters that may result from natural or man-made events.

The borough's Office of Emergency Management applied for funding under this program and has received a notice of award in the amount of \$71,600 with a performance period ending June 30, 2013. The reimbursements eligible under this program will be made entirely within the 2012/2013 fiscal year.

Activities eligible for reimbursement include personnel and activity costs associated with public education on emergency response plans and individual emergency planning, improving borough emergency response plans, conducting gap analysis, developing hazard and risk assessments and evacuation planning activities.

This grant will offset staff salary percentages directly associated with the EMPG program. There is a 50/50 matching fund ratio of non-federal funds. The match funds will be supplied by the balance of the OEM department FY2013 annual budget. Scott Walden, Emergency Management Director, will provide grant management and project completion. Project performance period ends June 30, 2013.

Attachment: award letter

FINANCE DEPARTMENT	
FUNDS VERIFIED	
Acct. No.	<u>100.11250.EMP13.49999</u>
Amount	<u>N/A</u>
By: <u>pc</u>	Date: <u>8/9/12</u>

# STATE OF ALASKA

**DEPARTMENT OF MILITARY  
AND VETERANS AFFAIRS  
DIVISION OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

August 2, 2012

SEAN PARNELL, GOVERNOR

P.O. Box 5750  
JBER, AK 99505-5750

Phone: (907) 428-7000

Fax: (907) 428-7009

Toll Free: (800) 478-2337

www.ready.alaska.gov

The Honorable Mike Navarre, Mayor  
Kenai Peninsula Borough  
144 N Binkley Street  
Soldotna AK 99669

RE: 2012 Emergency Management Performance Grant, EMW-2012-EP-00028-S01  
State Grant Number: 12EMPG-GR35585

Dear Mayor Navarre:

The Division of Homeland Security and Emergency Management (DHS&EM) is pleased to award the Kenai Peninsula Borough the amount of \$71,600.00 under the 2012 Emergency Management Performance Grant (EMPG) for the performance period of July 01, 2012 through June 30, 2013.

EMPG performance includes, but is not limited to, the following tasks:

- Accomplishment of projects identified in the jurisdiction's 2012 EMPG Work Plan.
- Review and update of the jurisdiction's Logistics Capability Assessment (LCA).
- Required attendance at the state's Multi-Year Training and Exercise Plan Workshop (TEPW) Workshop, to be held in conjunction with the spring 2013 Bi-Annual Preparedness Conference and development of a local jurisdiction Multi-Year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the TEPW.
- EMPG-funded personnel should make every attempt to participate in no less than three exercises during the performance period. Exercises can be discussion-based; seminars, workshops, tabletops, games/operation simulations, or operations-based; drills, functional exercises, full scale exercises. DHS&EM sponsored opportunities will be available during the performance period. Real world events may not always count as exercise participation.
- Continued utilization of National Incident Management System Compliance Assistance Support Tool (NIMSCAST).
- Complete the FEMA Independent Study Professional Development Series
- Timely quarterly progress report submissions.
- Dollar-for-dollar, in-kind match.

EMPG funding allocations to local jurisdictions are a direct result of continued reporting on actual funds spent at the local level on emergency management activities. With that in mind, DHS&EM encourages reporting all funds spent on emergency management activities even if they exceed the required match.



Mayor Navarre  
August 2, 2012  
Page 2 of 2

Attached are two pre-signed Obligating Award Documents. Please review the information for accuracy and review the Special Condition in Block 11. Sign both sets of documents, keep one copy for your records, and return the other original within 30 days of receipt to:

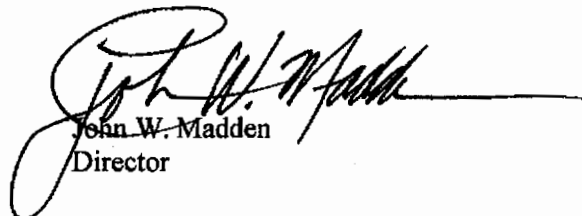
State Administrative Agency (SAA) Point of Contact  
PO Box 5750  
JBER, AK 99505

If the Obligating Award Document cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form and instructions is available for download on DHS&EM's Grants website, <http://ready.alaska.gov/grants.htm>.

If signatory points of contacts have changed since submittal of the FFY 2012 application, please complete and return a Signatory Authority Form with the signed Obligating Award Document. The Signatory Authority Form is available for download on DHS&EM's Grants website.

The DHS&EM Project Manager for this grant, Kim Weibl, may be contacted directly at 907-428-7020, toll-free at 800-478-2337, or by email at [kim.weibl@alaska.gov](mailto:kim.weibl@alaska.gov) if you have questions or need further assistance.

Sincerely,



John W. Madden  
Director

jwm:krw:cas

Enclosures: Obligating Document and Grant Terms and Conditions (2 Copies)  
Signatory Authority Form  
Project Budget Details Report

CC: Scott Walden, Jurisdiction Project Manager  
Craig C. Chapman, Jurisdiction Chief Financial Officer



Introduced by:

Mayor

Date:

08/21/12

Action:

Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2012-070**

**A RESOLUTION SUPPORTING THE LEACHATE THERMAL EVAPORATION  
FACILITY PROJECT AS THE NUMBER ONE PRIORITY SOLID WASTE MAJOR  
CAPITAL PROJECT FOR FISCAL YEAR 2014**

1 **WHEREAS**, the Central Peninsula Landfill (CPL) is the regional landfill, managing 98 percent  
2 of the municipal solid waste generated in the borough; and

3 **WHEREAS**, the borough conducted a leachate management study to determine long term  
4 options for CPL; and

5 **WHEREAS**, the thermal evaporator of leachate system has been recommended as the best  
6 option to manage leachate at CPL as well as to keep leachate out of the aquatic  
7 environment; and

8 **WHEREAS**, the borough considers this project the number one solid waste major capital  
9 improvement project for fiscal year 2014; and

10 **WHEREAS**, the borough is seeking supplemental funding through various granting agencies  
11 for the purpose of project completion;

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

14 **SECTION 1.** That the Kenai Peninsula Borough Assembly supports the Leachate Thermal  
15 Evaporation Facility project and identifies the project as the number one solid  
16 waste major capital project for fiscal year 2014.

1 **SECTION 2.** That the assembly supports the efforts of the administration to acquire  
2 supplemental funding for the project.

3 **SECTION 3.** That this resolution takes effect immediately upon its adoption.

4 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 21ST**  
5 **DAY OF AUGUST, 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



# KENAI PENINSULA BOROUGH SOLID WASTE DEPARTMENT

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## MEMORANDUM

**MIKE NAVARRE  
BOROUGH MAYOR**

**TO:** Gary Knopp, Assembly President  
Members of the Assembly

**THRU:** Mike Navarre, Mayor *MN*  
Brenda Ahlberg, Community & Fiscal Projects Manager *BA*

**FROM:** Jack Maryott, Director of Solid Waste *JM*

**DATE:** August 9, 2012

**SUBJECT:** Resolution 2012-070, supporting the leachate thermal evaporation facility project as the number one priority solid waste major capital project for fiscal year 2014

---

The Central Peninsula Landfill (CPL) manages 98 percent of the municipal solid waste generated in the borough; this will include the Homer Transfer site beginning in the Fall of 2013. In fiscal year 2012, the assembly appropriated funding to support a leachate management study. Many options were investigated and five alternatives were developed for consideration to manage leachate at the CPL. The study identified options for onsite and offsite leachate management: (1) thermal evaporation; (2) leachate pre-treatment and transport to the City of Kenai waste water treatment plant; (3) leachate pre-treatment followed by discharge to an engineered wetland; (4) transport leachate to the Anchorage waste water facility; (5) leachate full-treatment for discharge to a local water way. The recommended option is the thermal evaporation of leachate facility to be constructed at the CPL. One primary benefit is that the thermal evaporator will keep the leachate entirely out of the aquatic environment. This is a proven and reliable technology, and once the landfill matures, the borough can utilize the landfill gas as an alternative fuel source. This option is sized to meet future leachate management needs of the full build-out, five-cell landfill.

Schematic design is in progress and it is the borough's intent to apply for the State of Alaska Department of Environmental Conservation's "Municipal Matching Grant" program to seek supplemental funds for project completion. The grant program ranks projects based upon scored evaluation. The project application will received higher points if the application is accompanied by evidence that the local municipality has identified the project as a number one priority.

Introduced by:

Mayor

Date:

08/21/12

Action:

Vote:

**KENAI PENINSULA BOROUGH  
RESOLUTION 2012-071**

**A RESOLUTION AUTHORIZING THE BOROUGH, ON BEHALF OF THE SOUTH  
KENAI PENINSULA HOSPITAL SERVICE AREA, TO ENTER INTO A LEASE  
AGREEMENT WITH SOUTH PENINSULA PROFESSIONAL SERVICES, LLC FOR  
PEDIATRIC CLINIC SPACE LOCATED IN HOMER, ALASKA, AND AUTHORIZING  
AN AMENDMENT TO THE SUBLEASE AND OPERATING AGREEMENT WITH  
SOUTH PENINSULA HOSPITAL, INC. TO INCLUDE THE LEASE SPACE**

- 1 **WHEREAS**, South Peninsula Hospital is subleased and operated by South Peninsula Hospital, Inc.  
2 (SPH, Inc.) under the Sublease and Operating Agreement (SLOA) for South  
3 Peninsula Hospital dated March 3, 2008; and
- 4 **WHEREAS**, the SPH, Inc. administration has identified office space for lease in close proximity to  
5 the South Peninsula Hospital campus that is available and suitable for pediatric clinic  
6 use to support operations of the hospital; and
- 7 **WHEREAS**, the proposed lease is for 3,225 square feet of building space for a 10-year term with  
8 two 5-year renewal options and a first right of refusal and option to purchase the land  
9 and building; and
- 10 **WHEREAS**, this resolution does not authorize the purchase of the leased property, nor does the  
11 execution of the lease obligate KPB to purchase the leased property; and
- 12 **WHEREAS**, pursuant to the SLOA the Kenai Peninsula Borough (KPB) may enter into the lease  
13 on behalf of the South Kenai Peninsula Hospital Service Area (SKPHSA) and  
14 subsequently sublease it to SPH, Inc.; and

1 **WHEREAS**, paragraph 31 of the SLOA authorizes the assembly to approve amendments to the  
2 SLOA by resolution; and

3 **WHEREAS**, pursuant to KPB 17.10.040, assembly approval of the acquisition of interests in lands  
4 shall be by resolution upon receipt of a planning commission recommendation; and

5 **WHEREAS**, the SPH, Inc. board at its regularly scheduled meeting of July 25, 2012, requested  
6 assembly approval of the lease by Board Resolution 2012-12; and

7 **WHEREAS**, the SKPHSA board at its special meeting of July 12, 2012, recommended approval of  
8 this lease; and

9 **WHEREAS**, the KPB Planning Commission at its regularly scheduled meeting of August 13,  
10 2012, recommended \_\_\_\_\_;

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

13 **SECTION 1.** That the borough is authorized to lease from South Peninsula Professional Services,  
14 LLC, 3,225 sq. ft. of space located at Suite 101 (Basement), Kachemak Bay  
15 Professional Building, 4201 Bartlett Street, Homer, Alaska 99603, situated within the  
16 property described as follows:

17 Lot 1-A, Block 9, Fairview Subdivision 2003 Addition, as shown on Plat No.  
18 2004-101, Homer Recording District, Third Judicial District, State of Alaska.

19 **SECTION 2.** That the lease term shall be ten years with two five-year renewal options. Rental cost  
20 shall be \$3,870.00 per month (\$46,440.00 per year) during the first five years of the  
21 lease and shall be \$4,837.50 per month (\$58,050.50 per year) during the 6<sup>th</sup> through

1 10<sup>th</sup> years of the lease. Rental rates for renewal terms shall be negotiated based on a  
2 real estate broker's opinion of value or appraisal as set forth in the lease.

3 **SECTION 3.** That the lease shall contain separate authorizations of a right of first refusal and  
4 option to purchase subject to the appropriation and availability of funds.

5 **SECTION 4.** The purpose of this acquisition is to provide pediatric clinic space and other hospital  
6 related uses.

7 **SECTION 5.** That pursuant to KPB 17.10.080 (C), no land classification is proposed for this rental  
8 property.

9 **SECTION 6.** That the mayor is authorized to execute a lease agreement as described in this  
10 resolution, and an amendment to the Sublease and Operating Agreement (SLOA)  
11 with South Peninsula Hospital, Inc. substantially in the form of the agreements  
12 attached hereto and incorporated herein by reference, and to make any other  
13 agreements deemed necessary in accordance with this resolution. The amendment  
14 revises Section 2 of the SLOA to provide a description of the property listed in this  
15 resolution as subleased property subject to the terms and conditions of the KPB lease  
16 and the remaining provisions of the SLOA. If the SLOA terminates during the term  
17 of the lease the borough may sublet the property to another entity subject to approval  
18 of the owner. Additionally, the lease term shall be subject to the appropriation and  
19 availability of funds.

20 **SECTION 7.** That expenditures for the lease will be paid by SPH, Inc. for the term of the Sublease  
21 and Operating Agreement, including any extension or renewal thereof, or until the  
22 lease is terminated, whichever occurs first.

23 **SECTION 8.** That this resolution takes effect immediately upon its adoption.

1 **ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 21ST**  
2 **DAY OF AUGUST, 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:



## **KENAI PENINSULA BOROUGH**

Planning Department • Land Management Division  
144 North Binkley Street • Soldotna, Alaska 99669-7520  
**PHONE:** (907) 714-2200 • **FAX:** (907) 714-2378  
Toll-free within the Borough: 1-800-478-4441, Ext. 2200  
[www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)

**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Mike Navarre, Mayor *MN*  
Craig C. Chapman, Finance Director *C Chapman*  
Max Best, Planning Director *MB*

**FROM:** Marcus A. Mueller, Land Management Officer *Mac*

**CC:** Judith C. Lund, Chair, South Kenai Peninsula Hospital Service Area Board

**DATE:** August 2, 2012

**SUBJECT:** Resolution 2012- 071, Authorizing the Borough, on Behalf of the South Kenai Peninsula Hospital Service Area, to Enter into a Lease Agreement for Pediatric Clinic Space Located in Homer, Alaska, and Authorizing an Amendment to the Sublease and Operating Agreement with South Peninsula Hospital, Inc. to Include this Lease

The SPH, Inc. administration has determined that additional space is needed consistent with its strategic plan to provide services that increase utilization of SPHI as a first choice medical facility and service point in the South Kenai Peninsula Hospital Service Area. It has identified 3,225 sq. ft. of office space for lease in close proximity to the South Peninsula Hospital campus. The lease would allow SPH to move some business offices and storage to Suite 101 (the basement area proposed for lease) which would make room in the main hospital for the pediatric clinic. The new lease space is also suitable to be renovated for additional outpatient clinic space for the hospital at a later date. The new lease would also allow for the hospital to move from an off-site storage facility to the newly leased space. The proposed lease is for a total of ten years with two 5-year renewal options and also contains a right of first refusal and option to purchase. These provisions provide the borough with the opportunity to consider purchasing the property in the event that a third party offers to buy the property from the Lessor during the term of the lease or an option to purchase the property during the first three years of the lease. This resolution does not however authorize any future purchase of the property nor does the lease obligate the borough to purchase the property in any event.

The leased property would be sublet to SPH, Inc., and SPH, Inc. would be responsible for the costs associated with the lease. An amendment to the Sublease and Operating Agreement is attached that would effect this sublease.

Attached for your consideration is a resolution authorizing both the medical office space lease and an amendment to the sublease and operating agreement with SPH, Inc.



**THIRD AMENDMENT TO THE SUBLEASE AND OPERATING AGREEMENT  
FOR SOUTH PENINSULA HOSPITAL**

This agreement is by and between South Peninsula Hospital, Inc. (hereinafter referred to as "SPH, Inc."), an Alaska nonprofit corporation, of 4300 Bartlett Street, Homer, Alaska, and the Kenai Peninsula Borough (hereinafter referred to as "KPB"), an Alaska municipal corporation of 144 N. Binkley, Soldotna, Alaska 99669, collectively referred to as the parties.

WHEREAS, effective March 3, 2008, the parties entered into a sublease and operating agreement for South Peninsula Hospital; and

WHEREAS, the lease and operating agreement in Section 2 lists the subleased facilities; and

WHEREAS, in Resolution 2012-\_\_\_ the KPB assembly authorized the lease of certain real property for hospital uses; and

WHEREAS, it would be appropriate to list the acquired property in the sublease and operating agreement to clarify that it is also subleased to and will be operated by SPH, Inc.; and

WHEREAS, in Resolution 2012-\_\_\_ the KPB assembly authorized the mayor to amend the sublease and operating agreement to include this additional property;

NOW THEREFORE, in consideration of the mutual covenants contained herein the parties agree as follows:

1. That Section 2 of the Sublease and Operating Agreement is hereby amended to read as follows:

2. DESCRIPTION OF LEASED FACILITIES. Lessor leases the following described property to the Lessee/Operator ( the Medical Facilities) for the term of this agreement and any extension thereof:

a. The South Peninsula Hospital and its grounds, located at 4300 Bartlett Street, Homer, Alaska, owned by the City of Homer, more particularly described as:

Tract A-1, South Peninsula Hospital Subdivision 2005 Addition, filed under Plat No. 2006-38 Homer Recording District, Third Judicial District, State of Alaska.

b. The following property and buildings owned by the Borough, more particularly described as:

Lots 3, 4, 5 and 6, Block 7; Lot 4, Block 8, Lot 6, Block 9, Fairview Subdivision Plat No. HM 56-2936 Volume 8, Page 196, Homer Recording District, Third Judicial District, State of Alaska.

- c. The following leased property located at 4251 Bartlett Street, Homer, Alaska, owned by Mark Halpin and B. Isabel Halpin subject to the terms and conditions of the lease, more particularly described as:

L2-A Block 8 Fairview Subdivision Halpin Addition, according to Plat No. 2009-43, Homer Recording District, Third Judicial District, State of Alaska

- d. 4,904 sq. ft. of office space located at 4136 Bartlett Street, Homer, Alaska 99603 subject to the terms and conditions of the lease, more particularly described as:

Lot 2-A, Block 5, Fairview Subdivision No. 11, as shown on Plat No. 85-28, Homer Recording District, Third Judicial District, State of Alaska.

- e. approximately 1,500 square feet of the office space located at 4117 Bartlett Street, Homer, Alaska 99603 subject to the terms and conditions of the lease, more particularly described as:

Lot 4, Block 10, Fairview Subdivision, as shown on Plat No. 56-2936, Homer Recording District, Third Judicial District, State of Alaska.

- f. office space located at 309 W. Fairview, Homer, Alaska 99603 subject to the terms and conditions of the lease, more particularly described as:

Lot 14 Block 4, Fairview Subdivision, as shown on Plat No. 56-2936, Homer Recording District, Third Judicial District, State of Alaska.

- g. 3,225 square feet of office space located at Suite 101 (Basement) Kachemak Bay Professional Building, 4201 Bartlett Street, Homer, Alaska 99603 subject to the terms and conditions of the lease more particularly described as:

Lot 1-A Block 9, Fairview Subdivision 2003 Addition, as shown on Plat No. 2004-101, Homer Recording District, Third Judicial District, State of Alaska.

- h. Such other Borough-owned or leased facilities, if any, as are authorized by the Borough pursuant to this Agreement for SPHI to lease and operate pursuant to this Agreement.

The Medical Facilities include all fixtures and appurtenances thereto as of the effective date of this Agreement or which may be added pursuant to this Agreement. The Parties acknowledge that the sublease of the portion of property owned by the City of Homer, described in subparagraph (a) above, to SPHI is subject to consent by the City of Homer, which consent may not be unreasonably withheld. The parties agree to cooperate in seeking such consent upon execution of this Agreement.

2. All remaining terms and conditions of the Sublease and Operating Agreement shall remain in full force and effect.

KENAI PENINSULA BOROUGH

SOUTH PENINSULA HOSPITAL, INC.

\_\_\_\_\_  
Mike Navarre  
Borough Mayor

\_\_\_\_\_  
Julie Woodworth  
President, SPH, Inc. Board of Directors

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

ATTEST:

ATTEST:

\_\_\_\_\_  
Johni Blankenship  
Borough Clerk

\_\_\_\_\_  
Bernadette Wilson  
SPH, Inc., Board Secretary

ACKNOWLEDGMENTS

STATE OF ALASKA                    )  
  )     ss.  
THIRD JUDICIAL DISTRICT        )

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 2012 by Mike Navarre, Mayor of Kenai Peninsula Borough, an Alaska municipal corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public in and for Alaska  
My Commission Expires: \_\_\_\_\_

STATE OF ALASKA                    )  
  )  
THIRD JUDICIAL DISTRICT        )        ss.

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2012 by Julie Woodworth, President, South Peninsula Hospital, Inc., an Alaska nonprofit corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public in and for Alaska  
My Commission Expires: \_\_\_\_\_

**To:** SPH Board of Directors

**From:** Bob Letson, CEO

**CC:**

**Date:** June 19, 2012

**Re:** PT Pediatric Clinic & Lease of Orthopedic Building Basement Memo

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Attached is a business plan describing the benefit of establishing a formalized Pediatric Physical Therapy program. Administration proposes the expansion of the Pediatric Physical Therapy now and consideration of the Hydrotherapy program within two years. Regarding this Physical Therapy Pediatric Clinic proposal, the first step would be to make room for the necessary space near Physical Therapy by relocating offices. We could move offices and storage to the orthopedic building basement. Also, this Orthopedic building basement space could be used for future clinic space for new doctors.

Given the Orthopedic building basement is 3225 sq. ft. at a cost of \$1.20 per sq. ft., the lease of this space/month would be \$3,870. Considering storage relocation and the current cost of that storage at \$1,000/month, the additional cost to the hospital of the Orthopedic building basement would only be \$2,870/month, netting out to \$0.89 per sq.ft.

Which offices could we relocate?

- Plant operations move to duplex above IT
- Move IT storage to Ortho basement
- Move billers to Ortho Basement
- Move QI to Ortho Basement
- Move off-site storage to Ortho Basement

When renovation of the ortho basement occurs, the total cost would be \$170,000 which includes air conditioning, heating and ventilation. This includes total conversion to offices for 2,000 sq. ft. Storage could be relocated there for minimal cost much sooner. Office renovation could be delayed until next capital budget year.

The Orthopedic basement is the “tipping point” key to securing this building long term for SPH, and would give us first right of refusal if Raymond decided to lease or sell.

The proposed lease terms for 4201 Bartlett, Suite 101 (official designation for the Orthopedic basement)

- ~10-year lease space agreement with two 5-year extensions
- ~SPPS will provide four sewer and drain stubs and pour concrete slab to

engineered specifications

- ~SPH will lease the space for \$1.20 per square foot with an allowance to increase to \$1.50 per square foot on beginning on year six
- ~SPH would retain the option of building out the space to desired specifications
- ~SPH would be responsible for engineering, fire-marshall and build-out cost, the rent to SPPS would not change
- ~SPH will be given first right of refusal for 4201 Bartlett Building – Orthopedic Clinic and Dr. Raymond’s Family Practice Clinic.
- ~SPH will assume responsibility for the plowing/sanding of the 2 parking lots that are used exclusively for the employees of the said leased space (the orthopedics, Suite 201 and the downstairs, Suite 101). These parking lots are physically described as the south and west parking lots
- ~SPH will assume its percentage of increase to electric and utilities already in the Suite 201 contract

The PT Pediatric proposal and ortho building basement proposal was approved at Finance Committee on June 15, 2012.

***Recommended Motion: To approve the concept of the PT Pediatric proposal and enter into a 10-year lease for the Orthopedic building basement as proposed.***

# **SPH PEDIATRIC CLINIC PROPOSAL**

## **PROPOSAL OBJECTIVE**

- Acquire a treatment space design specifically the unique therapeutic needs of our pediatric clients.
- Propose renovation of west storage into a dedicated pediatric treatment clinic.
- Develop a treatment space which will enable continued growth of Pediatric Therapy Services

## **OVERVIEW OF CURRENT PEDIATRIC THERAPY SERVICES**

- SPH Rehabilitation Services currently provides pediatric Physical Therapy (PT), Occupational Therapy (OT) and Speech Language Pathology (SLP). Staff includes a full time SLP dedicating .8FTE of her time to pediatrics and a .5FTE OT who specializes in pediatrics. Physical therapy clients are shared among the PTs and a new pediatric PT is being recruited.
- A wide range of pediatric conditions and diagnosis are treated, including;
  - Autism
  - Sensory Processing Disorder (SPD)
  - Fetal Alcohol Syndrome (FAS)
  - Down Syndrome (DS)
  - Feeding Disorders
  - Cerebral Palsy (CP)
  - Juvenile Rheumatoid Arthritis (JRA)
  - Spinal Syring
  - Developmental Delay
  - Chronic Seizure Disorder
  - Muscular Dystrophy (MS)
  - Emotional Disturbance
- Pediatric clients treated in a hospital settings usually present with severe delays and significant needs. Unlike other clients treated in a rehabilitation clinic, these children frequently display the following characteristics;
  - Difficulty speaking or expressing themselves
  - Difficulty following directions
  - Lack of safety awareness
  - Easily distracted
  - Easily frustrated
  - Disruptive and loud
  - Personal space issues
  - Sensitive to large spaces and noise
  - Visual special deficits
  - Reduced body sense awareness
  - Oral sensitivity (frequently mouthing non-food items)

- **Pediatric clients are currently treated in the Rehabilitation Gym, OT Room and SLP Office. These spaces have shown to have the following limitations and challenges;**
  - **Disturbance to other clients, therapists and hospital staff**-This is a particular issue in the Rehab Gym where multiple clients are treated within one large open space. Frequently pediatric clients have disrupted adult clients by screaming, crying and running through the gym. Similar instances have occurred in entrances, hallways, outside conference rooms and in the cafeteria.
  - **Safety**- The Rehab Gym and the OT Room have equipment which is intended to be used by trained adults (pulley systems, free weights, exercise equipment). Even with continuous supervision it is challenging to redirect children from this dangerous equipment.
  - **Protection of medical equipment** - The Rehab Gym and OT Room have medical equipment not intended for the use of children and occasionally items have been broken or damaged by pediatric clients.
  - **Therapeutic Limitations**- Pediatric clients often need movement spaces for running and climbing. Others need quiet, confined spaces for focused treatment such as feeding therapy and sensory processing therapy. The current treatment spaces are not designed for such activities with pediatrics.

#### **COMMUNITY AND MARKET NEED**

- No multi-disciplinary treatment clinics in Homer (closest in Soldotna)
- Service Providers in Homer
  - Hear Say / Susan Bunting – Business primarily focuses on audiology, and she only takes on select SLP clients.
  - Physical Therapy – Kenai Physical Therapy offers pediatric services, but they do not accept Medicare or Medicaid. Homer Physical Therapy does not provide pediatric services.
  - Kenai School District – The school district provides SLP, OT and PT services, but these are limited in terms frequency and scope.
  - No private practices which provide OT services.
  - Sprout (Previously B23) – Provides service for children from ages 0-3, at which time they are exited from the program.
- There is a need for pediatric services in Homer and there is minimal or no direct competition from other services providers.

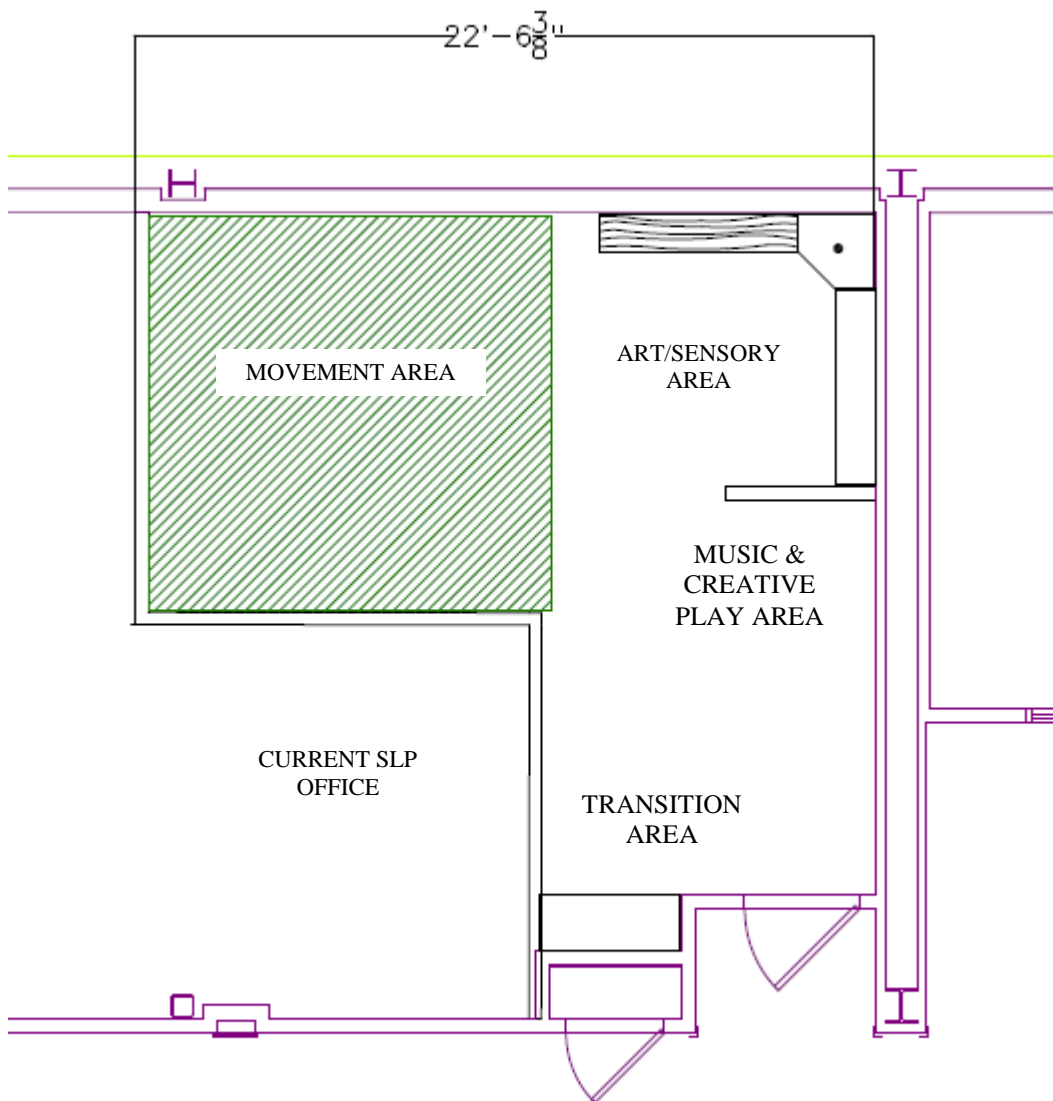
#### **SUMMARY**

- SPH Pediatrics Services is a profit generating program but does not fully meet the therapeutic needs of its clients. The development of a Pediatric Clinic would improve the quality of our care and increase the revenue of the department.



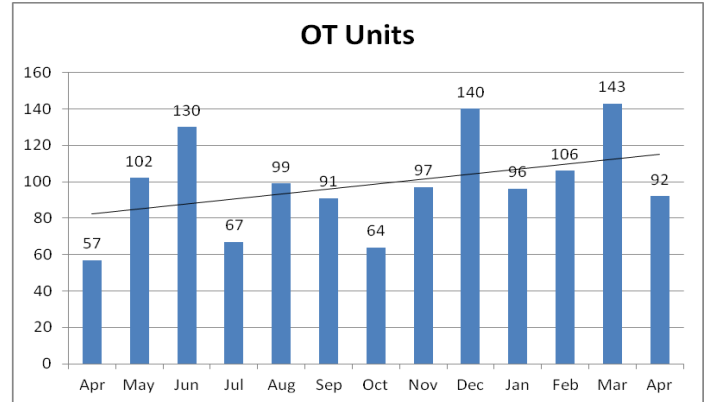
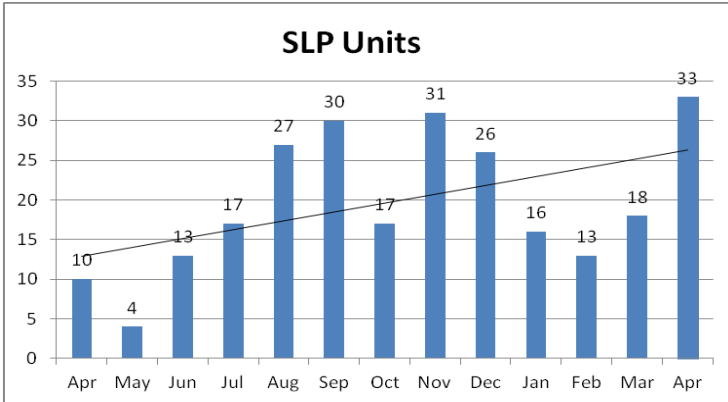
## PEDIATRIC CLINIC VISION

- To meet the needs of our clients we propose the renovation of West Storage into a flexible treatment space which includes;
  - Pediatric gym and movement area
  - Art, sensory and feeding therapy space
  - Speech, music & creative play space
  - Storage and shelving
- By developing the pediatric clinic on-site space and in close vicinity of the rehabilitation department, we are able to utilize our current support staff and maintain flexibility of scheduling.
- A Pediatric Clinic would enable SPH to offer a wider range of pediatric services including group therapy, family and community oriented classes and aquatic therapy.



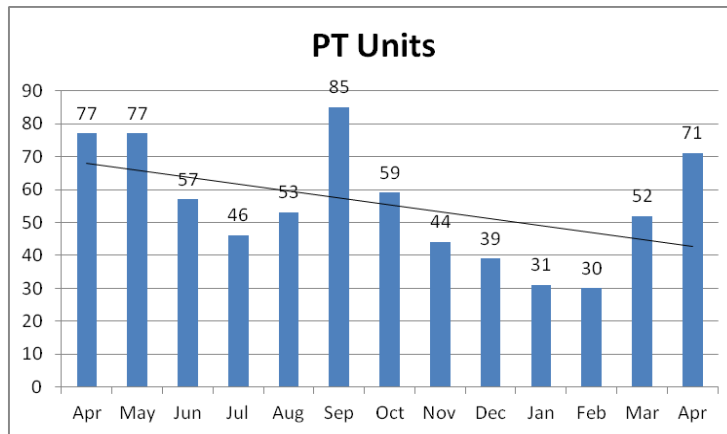
**FINANCIAL SUMMARY**

SPH currently provides services to 20-25 pediatric clients. The following graphs show the previous seven months of pediatric clients by billable units for each domain (PT, OT, SLP).



- 1 SLP unit = 1 session (30-60 min), 1 SLP unit = \$241

- 1 OT unit = 15 Tx min, 1 OT unit = \$72



- 1 PT unit = 15 Tx min, 1 PT unit = \$72

**Financial Summary of Pediatric Revenue from April 2011 – April 2012**

	Average Monthly Units	Charge Per Unit	Average Monthly Revenue
PT	55	\$72	\$3,960
OT	98	\$72	\$7,056
ST	19	\$241	\$4,579
Avg. Mthly Gross			\$15,595

**FINANCIAL PROJECTIONS**

**Projected Pediatric Revenue for Fiscal Year 2013**

	Projected Average Monthly Units – FY2013	Charge Per Unit	Average Monthly Revenue
PT	65	\$72	\$4,680
OT	120	\$72	\$8,640
ST	35	\$241	\$8,435

Avg. Mthly Gross	\$21,744
Est. Yearly Gross	\$261,060
Contractual Adjst	\$67,875
Net Revenue	\$193,185
Est. Salaries	(135,000)
Est. Yearly Net	\$58,185

**CLINIC PROJECT PROJECTIONS**

**Estimated Cost of Renovation**

Flooring: Rubber flooring at \$11 per square foot installed. (372*11)	\$4092
Plumbing: Sink/installation/water lines/drain/vanity	\$4000
Electrical: Multi-zonal lights and additional wall outlets	\$7500
Drop ceiling at \$2.75 per square foot installed (372*2.75)	\$1023
Pony wall Construction	\$400
Surface finishes (skim coat/paint/wall Paper)	\$1200
CoveBase	\$300
Crash rails	\$800
Overhead support structures	\$2500
Discoveries/contingency	\$2180
<b>Renovation Total</b>	<b><u>\$23,995</u></b>

Depreciated over seven years, the renovation cost would be \$3,428 per year in the cost report, partially paid for by Medicare/Medicaid. In November, renovation would be paid for out of Operations as cash flow permits.

**Estimated Cost of Material and Equipment**

Cabinets	1500
Shelving and Storage	500
Rugs and Floor Coverings	100
Tables and Chairs	500
Tumbling mats (Royal Blue 4x6)	1000
Jungle Gym	1000
Swings and Mounting Equipment	800
Crash Pad	400
Discoveries, contingencies	1000
<b>Material &amp; Equipment Total</b>	<b><u>\$6,300</u></b>

This equipment would be claimed in cost report operations for 2012.

<b>Pediatric Clinic Project Total</b>	<b><u>\$30,295</u></b>
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Introduced by: Administration  
Date: July 25, 2012  
Action:  
Vote: Yes, No

**SOUTH PENINSULA HOSPITAL  
BOARD RESOLUTION  
2012-12**

**A RESOLUTION OF THE SOUTH PENINSULA HOSPITAL BOARD OF DIRECTORS  
APPROVING A LEASE AGREEMENT FOR BASEMENT SPACE IN THE  
KACHEMAK BAY PROFESSIONAL BUILDING  
LOCATED AT 4201 BARTLETT, SUITE 101, HOMER, ALASKA, AND  
AUTHORIZING AN AMENDMENT TO THE SUBLEASE AND OPERATING AGREEMENT  
WITH KENAI PENINSULA BOROUGH TO INCLUDE THIS LEASE**

**WHEREAS**, the Kenai Peninsula Borough has entered into a Sublease and Operating Agreement ("SLOA") with South Peninsula Hospital, Inc. ("SPHI") for the sublease and operation of South Peninsula Hospital ("Hospital") and other Medical Facilities through the South Kenai Peninsula Hospital Service Area ("Service Area"); and,

**WHEREAS**, under the SLOA, SPHI shall endeavor to operate the Medical Facilities on a self-supporting basis while preserving the same or a better level of service to the residents of the Service Area, and may provide other authorized and approved health care programs, services and facilities, all for the benefit of the Kenai Peninsula Borough ("Borough") and the residents of the Service Area; and,

**WHEREAS**, pursuant to the SLOA, the Borough may enter into a lease of property on behalf of the Service Area and may sublease the property to SPHI; and,

**WHEREAS**, in 2011, at the approval and recommendation of the SPHI Board of Directors and the recommendation of the Service Area Board, the Borough entered into a ten (10) year lease with South Peninsula Professional Services, LLC ("SPPS"), the owner of property, including the Kachemak Bay Professional Building ("Building"), located at 4201 Bartlett St., in Homer, Alaska; and,

**WHEREAS**, in 2011, the Borough subleased to SPHI the leased premises in the Building designated as Suite 201 for Medical Office Space for the Hospital's Orthopedic Clinic, and designated as Suite 203 for the Hospital's outpatient X-Ray Room and X-Ray Waiting Room, all being office space and built-out X-Ray Room in the Building, together with the right to use in common the Building's interior common areas and the exterior parking areas and grounds; and,

**WHEREAS**, SPHI intends to expand its Pediatric Physical Therapy Program; and;

**WHEREAS**, the SPHI Administration has identified 3,225 sq. ft. of space for lease in the basement of the Building, designated as Suite 101, which basement space is in close proximity to the Hospital, is available, and is suitable for use as business offices, as storage, and as a future additional health care clinic; and,

**WHEREAS**, the lease by the Borough and the sublease by SPHI of the basement of the Building, designated as Suite 101, from SPPS would allow SPHI to relocate offices in order to make room near the current Physical Therapy Department for the Hospital's expanded Pediatric Physical Therapy Program; the lease would also allow SPHI to move some business offices and storage to Suite 101, and space in Suite 101 is also suitable to be renovated in the future for additional outpatient clinic space for the Hospital; and,

**WHEREAS**, the SPHI Administration has negotiated terms for the Lease Agreement with SPPS, subject to the approval of the SPHI Board of Directors and the approval of the Borough Assembly, that include the following:

(1) The lease will be of 3,225 s.f in the Building's basement, and the leased premises are described as follows:

Suite 101, containing approximately 3,225 square feet, located as the basement in the Kachemak Bay Professional Building that is situated on the real property described as follows:

**LOT 1-A, BLOCK 9, Fairview Subdivision 2003 Addition, T 6S R 13W Sec. 18 Seward Meridian HM 2004101, located in the Homer Recording District, Third Judicial District, State of Alaska.**

Street address: 4201 Bartlett Street, Homer, Alaska 99603

Assessor's Parcel No.: 17505509

(2) The lease's term shall be ten (10) years, commencing on September 1, 2012, with the Borough and SPHI having the right and option to renew this lease for two (2) successive additional terms, with each individual additional term being a period of five (5) years; and,

(3) The lease will allow the Borough to sublease the leased premises to SPHI for the term and for the two (2) successive additional terms, and to assign the lessee's obligations to SPHI as sublessee, subject to the terms and conditions of this lease and the SLOA; and if the SLOA terminates before this lease terminates, then the Borough may sublease the property to another entity subject to the approval of SPPS, the owner; and,

(4) The lease's term is also subject to the appropriation and availability of funds, but the expenditures for this lease will be paid by SPHI for the term of the SLOA between the Borough and SPHI, including any extension or renewal of the term of the SLOA; and,

(5) As sublessee, and subject to the terms and conditions of the SLOA, SPHI will perform the Borough's obligations under this lease for as long as SPHI is the sublessee; and,

(6) The fair market value rent for years one (1) through five (5) will be at the rate of \$1.20 per s.f. for 3,225 s.f., for a monthly rent of \$3,870.00 and an annual rent of \$46,440.00; and,

(7) The fair market value rent for years six (6) through ten (10) will be at the rate of \$1.50 per s.f. for 3,225 s.f., for a monthly rent of \$4,837.50 and an annual rent of \$58,050.00; and,

(8) The lease will give SPHI the right to use in common the Building's interior common areas and the exterior parking areas and grounds with the other lessees; and

(9) SPHI will assume responsibility for the snow removal and sanding of the two parking lots that will be used primarily by SPHI's employees. These parking lots are described as the south and west parking lots; and,

(10) SPHI will pay an additional pro rata share of SPPS' monthly expenses for utilities (except for electric power due to the cost of power for X-Ray services), janitorial services in the common areas, landscaping, and lawn maintenance, with an adjustment to its share on snow removal and ice sanding due to SPHI's responsibility for the south and west parking lots. Under the existing lease of Suite 201 and Suite 203, SPHI pays its pro rata share of these costs, except SPHI pays a greater share of the cost of electric power; and,

(11) Before SPHI's occupancy, at SPPS' sole expense, SPPS will provide improvements in the Building's basement, including four (4) sewer and drain stubs and a concrete slab to engineered specifications; and,

(12) After SPHI's occupancy, at SPHI's sole expense including architectural, engineering, fire-marshall and build-out costs, SPHI will have the right to construct improvements and alterations in the Building's leased basement space, to renovate and build out the space to desired specifications, subject to any Borough approval that may be required by the SLOA; and,

(13) The rent payable to SPPS would not change due to SPHI's construction of improvements, alterations and renovations; and,

(14) SPPS will grant the Borough and SPHI a right of first refusal and an option to purchase the real property and Building; and,

**WHEREAS**, the SPHI Administration has prepared and reviewed the financial projections of this transaction and lease, and finds that the financial projections are favorable to SPHI; and,

**WHEREAS**, this transaction aligns with the following strategy from the Strategic Plan: "Provide services that increase utilization of SPHI as a first choice medical facility and service point in Service Area. Patient focused functions: SPHI must identify those programs and services which meet the healthcare needs of the community, are consistent with the clinical expertise of the medical staff, promote utilization and financial growth, and support the achievement of the hospital's mission;" and,

**WHEREAS**, pursuant to the SLOA, this lease of property requires the approval of the Borough Assembly; and,

**WHEREAS**, this lease of property requires an amendment to the SLOA at Section 2 DESCRIPTION OF THE LEASED FACILITIES to include the leased premises as subleased property subject to the terms and conditions of the SLOA, with the amendment to be approved by the SPHI Board of Directors and the Borough Assembly; and;

**WHEREAS**, a draft of the Lease Agreement, as described in subparagraphs (1) through (14) of this resolution, with SPPS as Lessor, the Borough as Lessee, and SPHI as Sublessee, has been prepared and approved by SPHI's legal counsel; and;

**WHEREAS**, the SPHI Administration recommends that the SPHI Board of Directors approve a Lease Agreement, as described in subparagraphs (1) through (14) of this resolution, with SPPS as Lessor, the Borough as Lessee, and SPHI as Sublessee, and that the Board approve an amendment to the SLOA at Section 2 to include this lease as subleased property subject to the terms and conditions of the SLOA; and,

**WHEREAS**, at its July 17, 2012 meeting, the SPHI Finance Committee reviewed and approved this resolution, and forwarded this resolution to the Board with a recommendation for approval;

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

1. The SPHI Board of Directors approves the draft of the Lease Agreement, as described in subparagraphs (1) through (14) of this resolution, with SPPS as Lessor, the Borough as Lessee, and SPHI as Sublessee, subject to the approval of the Borough.
2. The SPHI Board of Directors authorizes the Chief Executive Officer to execute a Lease Agreement as described in subparagraphs (1) through (14) of this resolution, with SPPS as Lessor, the Borough as Lessee, and SPHI as Sublessee, that is substantially in the form of the

draft Lease Agreement in the board packet, which draft Lease Agreement is incorporated herein by reference, subject to the approval of the Borough.

3. The SPHI Board of Directors approves an amendment to the SLOA at Section 2 to include this lease as subleased property subject to the terms and conditions of the SLOA, subject to the approval of the Borough.
4. The SPHI Board of Directors authorizes the Board President to execute an amendment to the SLOA at Section 2 to include this lease as subleased property subject to the terms and conditions of the SLOA, subject to the approval of the Borough.
5. The SPHI Board of Directors directs the SPHI Administration to (1) forward this resolution to South Kenai Peninsula Hospital Service Area Board with SPHI's request for the Service Area Board's recommendation of approval to the Borough Assembly, and (2) forward this resolution to the Borough Assembly with SPHI's request for the Assembly's approval.
6. This resolution takes effect immediately upon its adoption.

**I CERTIFY THAT THE ABOVE RESOLUTION WAS PASSED AND ADOPTED BY VOTE OF THE BOARD OF DIRECTORS OF SOUTH PENINSULA HOSPITAL, INC. THIS 25<sup>th</sup> DAY OF JULY, 2012.**

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Julie Woodworth, Board President

ATTEST:

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Bernadette Wilson, Secretary

<p><b><u>CALL TO ORDER</u></b></p>	<p>Chair Lund called the meeting to order at 6:00 p.m.</p>
<p><b><u>ROLL CALL</u></b></p>	<p><b>Present:</b> Board Members Barbara McBride, Tammy Ackerman, Judith Lund, Ralph Broshes, Marie Walli, Doris Cabana, Roberta Highland  <b>Excused:</b> Board Members Diann Martin, Ryan Ridge  <b>Staff:</b> Robert Letson, CEO  <b>Also Present:</b> Bill Smith, KPB Assembly Member; Jan Hanenberger, Homer Secretarial Services</p> <p>A quorum was present.</p>
<p><b><u>INTRODUCTION OF GUESTS</u></b></p>	<p>There were no guests.</p>
<p><b><u>APPROVAL OF AGENDA</u></b></p>	<p>Board Member Highland moved, Board Member Walli seconded to approve the agenda as written. Motion passed.</p>
<p><b><u>COMMENTS FROM THE AUDIENCE</u></b></p>	<p>None</p>
<p><b><u>NEW BUSINESS</u></b></p>	<p></p>
<p><b><u>Equipment Lease –  Sysmex Hematology  Lab Analyzer – SPH  Board Resolution  2012-10</u></b></p>	<p>CEO Letson thanked the SAB members for coming this evening and provided information on the need for the lab analyzer.</p> <p>Board Member Walli moved, Board Member Cabana seconded to approve Resolution 2012-10 approving a lease agreement for the Sysmex XE-5000 Hematology Analyzer. Discussion, questions and answers followed.</p> <p>The vote: Yes – McBride, Ackerman, Lund, Broshes, Walli, Cabana, Highland,  No – 0  Absent – Ridge, Martin</p> <p>The motion passed.</p>
<p><b><u>VoIP Phone System –  SPH Board Resolution  2012-11</u></b></p>	<p>CEO Letson mentioned this item had previously been approved in the Capital Budget but because of the amount of expense it was brought back for review and approval. He then provided information on the need for it and the quotes received from various vendors.</p> <p>Board Member Walli moved, Board Member Cabana seconded for approval of Resolution 2012-11 approving purchase of a</p>



<p><b><u>VoIP Phone System – SPH Board Resolution 2012-11 – continued:</u></b></p>	<p>new VoIP Phone System. Questions and answers followed.</p> <p>The vote: Yes – Broshes, Ackerman, Highland, Lund, Walli, Cabana, McBride No – 0 Absent – Ridge, Martin</p> <p>The motion passed.</p>
<p><b><u>PT Pediatric Clinic &amp; Lease of Orthopedic Building Basement – SPH Board Resolution 2012-12</u></b></p>	<p>CEO Letson provided information on the need for this item.</p> <p>Board Member Walli moved, Board Member Cabana seconded for the approval of Resolution 2012-12 approving a lease agreement for basement space in the Kachemak Bay Professional Building located at 4201 Bartlett, Suite 101, Homer, Alaska, and authorizing an amendment to the Sublease and Operating Agreement with Kenai Peninsula Borough to include this lease.</p> <p>Questions and answers followed.</p> <p>Before voting Board Member Ackerman declared a potential conflict of interest and informed the board she would not be voting.</p> <p>The vote: Yes – Highland, Walli, Lund, Broshes, McBride, Cabana Abstained - Ackerman No – 0 Absent – Ridge, Martin</p> <p>The motion passed.</p>
<p><b><u>COMMENTS FROM BOARD/STAFF</u></b></p>	<ul style="list-style-type: none"> <li>• Judith Lund thanked everyone for coming.</li> <li>• Robert Letson thanked everyone for coming and thanked Mr. Smith for his work on the natural gas line.</li> </ul>
<p><b><u>COMMENTS FROM AUDIENCE</u></b></p>	<ul style="list-style-type: none"> <li>• Bill Smith mentioned the Homer City Council is trying to decide what steps to take regarding the natural gas line. He mentioned a couple of options they are considering and some comments by some of the council members. He urged everyone to contact council members and let them know how they feel.</li> </ul>
<p><b><u>ADJOURNMENT</u></b></p>	<p>There being no further business the meeting adjourned at 6:40 p.m.</p>

Respectfully submitted,

Accepted:

\_\_\_\_\_  
Janet E. Hanenberger  
Homer Secretarial Services  
Minutes Approved: \_\_\_\_\_

\_\_\_\_\_  
Judith Lund, Chair

\_\_\_\_\_  
Tammy Ackerman, Secretary

DRAFT

Introduced by: Mayor  
Date: 08/21/12  
Shortened Hearing: 09/04/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-92**

**AN ORDINANCE TO RECORD EXPENDITURES OF \$2,175,259.65 PAID BY THE  
STATE OF ALASKA DEPARTMENT OF ADMINISTRATION ON BEHALF OF THE  
KENAI PENINSULA BOROUGH TOWARD THE BOROUGH'S UNFUNDED PERS  
LIABILITY**

1 **WHEREAS**, the 2011 Alaska Legislature enacted HB108 which appropriated funds to the  
2 Department of Administration, Division of Retirement & Benefits on behalf of the  
3 Borough, to reduce the liability of political subdivisions to the Public Employees  
4 Retirement System (PERS) for FY2012; and

5 **WHEREAS**, the Borough was notified on July 27, 2012, that the amount received by the  
6 Department of Administration, Division of Retirement & Benefits on behalf of the  
7 Borough was \$2,175,259.65, an amount estimated to be equal to the difference  
8 between the Borough's budgeted PERS rate of 22 percent and the actuarially  
9 determined rate of 33.49 percent; and

10 **WHEREAS**, Generally Accepted Accounting Principals (GAAP) require the Borough to record  
11 expenditures paid on its behalf; and

12 **WHEREAS**, FY2012 expenditure budgets will need to be increased (for which there will be a  
13 corresponding revenue adjustment) to reflect the receipt of these funds by the  
14 Department of Administration, Division of Retirement & Benefits on behalf of the  
15 Borough;

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

3 **SECTION 1.** That FY2012 revenue budgets should be increased by the following amounts to  
 4 reflect funds the Department of Administration, Division of Retirement & Benefits  
 5 received on behalf of the Kenai Peninsula Borough:

6	General Fund	\$ 796,076.81
7	Nikiski Fire Service Area	195,600.34
8	Bear Creek Fire Service Area	9,125.49
9	Anchor Point Fire Service Area	12,572.00
10	CES	368,387.09
11	KESA	25,564.21
12	North Peninsula Recreation Service Area	48,946.37
13	Road Service Area	64,005.76
14	School Maintenance	333,193.47
15	Land Trust	33,855.66
16	Seward Bear Creek Flood Service Area	3,747.81
17	Spruce Bark Beetle	31,725.80
18	911 Emergency Communications	76,623.20
19	Solid Waste	144,585.46
20	Risk Management	<u>31,250.18</u>
21		\$ 2,175,259.65

22 **SECTION 2.** That \$2,175,259.65 should be appropriated to the following accounts:

23	<u>Fund</u>	<u>Department</u>	<u>Object</u>	<u>Amount</u>
24	100	11110	40221	\$ 567.14
25	100	11120	40221	27,821.43
26	100	11130	40221	505.65

1	100	11140	40221	10,408.48
2	100	11210	40221	35,408.20
3	100	11227	40221	31,790.19
4	100	11230	40221	31,577.74
5	100	11231	40221	91,393.47
6	100	11232	40221	24,391.55
7	100	11233	40221	6,797.49
8	100	11235	40221	7,300.86
9	100	11250	40221	14,476.31
10	100	11310	40221	49,196.97
11	100	11410	40221	28,436.07
12	100	11430	40221	56,408.35
13	100	11440	40221	43,149.70
14	100	11441	40221	24,986.45
15	100	11510	40221	68,299.07
16	100	11520	40221	85,418.53
17	100	21110	40221	65,194.76
18	100	21135	40221	42,059.61
19	100	31110	40221	50,488.79
20	206	51110	40221	195,600.34
21	207	51210	40221	9,125.49
22	209	51410	40221	12,572.00
23	211	51610	40221	368,387.09
24	212	51810	40221	25,564.21
25	225	61110	40221	48,946.37
26	236	33950	40221	64,005.76
27	241	11235	40221	7,300.65
28	241	41010	40221	325,892.82
29	250	21210	40221	33,855.66
30	259	21212	40221	3,747.81

1	262	21320	40221	31,725.80
2	264	11255	40221	76,623.20
3	290	32010	40221	40,975.06
4	290	32122	40221	74,468.92
5	290	32150	40221	9.99
6	290	32310	40221	28,651.67
7	290	32570	40221	479.82
8	700	11234	40221	<u>31,250.18</u>
9				<u>\$ 2,175,259.65</u>

10 **SECTION 3.** That upon enactment this ordinance shall be effective retroactively on June 30, 2012.

11 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
12 **DAY OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

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

Yes:

No:

Absent:



## KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520  
Toll-free within the Borough: 1-800-478-4441  
PHONE: (907) 262-4441 • FAX: (907) 262-1892  
www.borough.kenai.ak.us

MIKE NAVARRE  
BOROUGH MAYOR

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *MN*

**FROM:** Craig Chapman, Director of Finance *C Chapman*

**DATE:** August 8, 2012

**SUBJECT:** Ordinance 2011-19-92, to record expenditures of \$2,175,259.65 paid by the State of Alaska Department of Administration, Division of Retirement & Benefits on behalf of the KPB toward the borough's unfunded PERS liability

As part of last year's legislative session, the Alaska legislature passed HB108 which appropriated \$242,609,397 to help defray the cost of increased employer contributions to the Public Employees' Retirement System (PERS) for fiscal year 2012. The purpose of this legislation was to contribute to the PERS system an amount estimated to be equal to the difference between the borough's budgeted PERS rate of 22 percent and the actuarially determined rate of 33.49 percent. Pursuant to the attached letter from the Division of Retirement and Benefits dated July 27, 2012, the amount contributed on the borough's behalf for FY2012 is \$2,175,259.65.

Generally Accepted Accounting Principles require that the borough record expenditures paid on its behalf. This ordinance amends the budget to reflect these expenditures; there will be no impact to fund balances of any fund as revenues equal to the expenditures will also be recorded.

Shortened hearing is requested for this ordinance as it is effective for FY2012.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>N/A</u>
Amount	<u>N/A</u>
By: <u>pc</u>	Date: <u>8/9/12</u>

# STATE OF ALASKA

**Department of Administration  
Division of Retirement and Benefits**

*Sean Parnell, GOVERNOR*

P.O. Box 110203  
Juneau, AK 99811-0203  
Phone: (907) 465-4460  
Fax: (907) 465-3086  
Toll-Free: 1-800-821-2251

July 27, 2012

CRAIG C CHAPMAN, FINANCE DIRECTOR  
KENAI PENINSULA BOROUGH  
144 N BINKLEY ST  
SOLDOTNA AK 99669-7520

*Sent via email to: CCHAPMAN@BOROUGH.KENAI.AK.US*

RE: Employer On-Behalf Funding - PERS ER 180

During the 2011 legislative session, House Bill 108 (HB108) passed providing on-behalf funding for PERS employer contributions for Fiscal Year 2012 (FY12). HB108, Section 29 (b) reads as follows:

*(b) The sum of \$242,609,397 is appropriated from the general fund to the Department of Administration for deposit in the defined benefit plan account in the public employees' retirement system as an additional state contribution under AS 39.35.280 for the fiscal year ending June 30, 2012.*

HB108 can be found at <http://www.legis.state.ak.us/PDF/27/Bills/HB0108Z.PDF> (Section 29 - page 84).

The Alaska Retirement Management Board approved the actuarially determined rate of 33.49% for FY12, with HB108 providing an on-behalf rate of 11.49% for each FY12 employer payroll. On-behalf funding was applied with the processing of each employer payroll with payroll end dates between July 1, 2011 and June 30, 2012, and received by the Division by July 15, 2012. All such payrolls have been processed, and we have trued-up your account by making an adjusting entry.

Enclosed is a report detailing the Employer On-Behalf Funding allocated for fiscal year 2012 payrolls. **This is your final statement for FY12.** Please feel free to contact me via telephone at (907) 465-5718 or email at [keith.hermann@alaska.gov](mailto:keith.hermann@alaska.gov) if you have any questions or need additional information regarding HB108.

Sincerely,



Keith Hermann, Accountant

FI/Enclosure



**State of Alaska, Division of Retirement & Benefits**  
**FY2012 - HB108 Employer On-Behalf Detail - Final Actuals**  
**KENAI PENINSULA BOROUGH - ER 180**

Payroll Ending Date	On-Behalf		Total
	Pension	Other Post-employment Healthcare	
07/01/2011	2,435.69	2,966.15	5,401.84
07/15/2011	35,576.19	43,324.22	78,900.41
07/29/2011	36,165.17	44,041.58	80,206.75
08/12/2011	35,084.54	42,725.44	77,809.98
08/26/2011	36,060.54	43,913.97	79,974.51
09/09/2011	35,737.80	43,520.97	79,258.77
09/23/2011	37,548.58	45,726.29	83,274.87
10/07/2011	36,897.34	44,933.08	81,830.42
10/21/2011	37,419.69	45,569.28	82,988.97
11/04/2011	36,842.10	44,865.94	81,708.04
11/18/2011	37,956.21	46,222.62	84,178.83
12/02/2011	36,928.37	44,970.92	81,899.29
12/16/2011	36,588.19	44,556.69	81,144.88
12/30/2011	36,626.15	44,602.89	81,229.04
01/13/2012	36,494.60	44,442.67	80,937.27
01/27/2012	37,236.00	45,345.48	82,581.48
02/10/2012	37,479.69	45,642.31	83,122.00
02/24/2012	37,129.52	45,215.91	82,345.43
03/09/2012	37,019.28	45,081.49	82,100.77
03/23/2012	37,499.06	45,665.85	83,164.91
04/06/2012	37,030.73	45,095.64	82,126.37
04/20/2012	36,246.95	44,141.06	80,388.01
05/04/2012	36,068.57	43,923.69	79,992.26
05/18/2012	35,763.41	43,552.21	79,315.62
06/01/2012	36,512.67	44,464.69	80,977.36
06/15/2012	36,155.23	44,029.16	80,184.39
06/29/2012	35,194.57	42,859.62	78,054.19
06/30/2012 Year-End Adjustment	220,072.76	(159,909.77)	60,162.99
<b>TOTALS FOR KENAI PENINSULA BOROUGH</b>	<b>\$1,173,769.60</b>	<b>\$1,001,490.05</b>	<b>\$2,175,259.65</b>

Introduced by: Haggerty  
Date: 08/21/12  
Hearing: 09/18/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-25**

**AN ORDINANCE APPROPRIATING \$36,832 FROM THE KACHEMAK  
EMERGENCY SERVICE AREA OPERATING FUND BALANCE FOR ADDITIONAL  
PERSONNEL COST AND AUTHORIZING CHANGING THE SHARED MECHANIC  
POSITION BETWEEN KACHEMAK EMERGENCY SERVICE AREA AND ANCHOR  
POINT FIRE AND EMERGENCY MEDICAL SERVICE AREA TO A FULL-TIME  
MECHANIC POSITION FOR KACHEMAK EMERGENCY SERVICE AREA**

1 **WHEREAS,** the mechanic position for Kachemak Emergency Service Area (KESA) and  
2 Anchor Point Fire and Emergency Medical Service Area (APFEMSA) is a full-  
3 time position split between the two service areas; and

4 **WHEREAS,** the current part-time mechanic is a National Fire Protection Association (NFPA)  
5 trained emergency vehicle technician and has fire apparatus experience; and

6 **WHEREAS,** the mechanic has resigned his position at APFEMSA and is working part-time at  
7 KESA; and

8 **WHEREAS,** the work load at KESA has steadily increased with the acquisition of surplus  
9 vehicles in lieu of new apparatus; and

10 **WHEREAS,** the increase in personnel cost to KESA for the period October 1, 2012 through the  
11 end of the current fiscal year for a full-time mechanic is estimated to be \$36,832;  
12 and

13 **WHEREAS,** the cost of contracting these services to a non-NFPA trained mechanic greatly  
14 increases the cost to the service area; and

1 **WHEREAS**, the service area and the borough benefit from having a trained, experienced fire  
2 apparatus mechanic to perform preventative maintenance, repairs and emergency  
3 repairs to mission critical rolling stock and fire station infrastructure; and

4 **WHEREAS**, at its June 21, 2012, meeting the KESA board passed a motion to fund a full-time  
5 mechanic and hire the current part-time mechanic for this position; and

6 **WHEREAS**, the cost of increasing the mechanic position from one-half time to full-time will  
7 likely require an increase in the mill rate in subsequent years;

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

10 **SECTION 1.** That the change of the current mechanic position serving both KESA and  
11 APFEMSA to a full-time mechanic position for KESA is hereby approved.

12 **SECTION 2.** That \$36,832 is appropriated from the KESA operating fund, fund balance to the  
13 following account to accommodate a full-time mechanic position at KESA:

14	212.51810.40110	Regular Wages	\$ 21,625
15	212.51810.40210	FICA	1,739
16	212.51810.40221	PERS	5,001
17	212.51810.40321	Health Insurance	7,173
18	212.51810.40322	Life Insurance	53
19	212.51810.40410	Leave	1,188
20	<u>212.51810.40511</u>	<u>Other Benefits</u>	<u>53</u>
21			\$ 36,832

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

1 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
2 **DAY OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

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

Yes:

No:

Absent:

# KENAI PENINSULA BOROUGH

## Kenai Peninsula Borough Assembly

144 North Binkley Street  
Soldotna, AK 99669  
Phone 907-714-2160  
Fax 907-714-2388

Gary Knopp, Assembly President  
Charlie Pierce, Vice President

---

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

**FROM:** Mako Haggerty, Assembly Member (*M. H.*)

**DATE:** August 21, 2012

**RE:** Ordinance 2012-19-25: Appropriating \$36,832 from the Kachemak Emergency Service Area Operating Fund Balance for Additional Personnel Cost and Authorizing Changing the Shared Mechanic Position Between Kachemak Emergency Service Area and Anchor Point Fire and Emergency Medical Service Area to a Full-Time Mechanic Position for Kachemak Emergency Service Area

---

This memo supports Ordinance 2012-19-25 proposing to change the mechanic position for Kachemak Emergency Service Area (KESA) and Anchor Point Fire and Emergency Service Area (APFEMSA) to a full time position serving only KESA. After careful monitoring of the current workload and inventory the KESA Board voted at its June 21, 2012 meeting to support a full-time KESA mechanic position to fully meet service area needs. The mechanic is no longer working for APFEMSA.

The KESA Board believes it is in the best interest of KESA taxpayers to have a National Fire Protection Association (NFPA) trained emergency vehicle technician as a full-time staff position. The service area has been in need of a skilled mechanic for some time and was fortunate to find an available NFPA trained mechanic. KESA has older equipment and some equipment that was received in an unfavorable condition in need of repair and upgrades requiring a skilled and trained mechanic's attention. The cost of contracting the work out to an outside service provider would greatly exceed the cost of hiring the current mechanic to a full time position.

The increase in personnel cost to KESA for a full time mechanic for the period of October 1, 2012 through the end of the current fiscal year is estimated to be \$36,832. This ordinance would appropriate this amount from KESA's operating fund balance for additional personnel costs. It is anticipated that maintaining a full time mechanic's position will require an increase in the mill rate for KESA in subsequent years.

Your consideration is appreciated.

FINANCE DEPARTMENT ACCOUNT VERIFIED	
Acct. No.	<u>212.27910 FB</u>
Amount	<u>\$ 36,832.<sup>00</sup></u>
By: <u>pc</u>	Date: <u>8/13/12</u>

*W.K. Pierce*

**Kachemak Emergency Service Area**  
Approved Board Meeting Minutes  
Thursday, June 21, 2012  
53048 Ashwood Ave. Station 1

**A. Call to Order**

The meeting was called to order at 7pm by Jeff Middleton

**B. Roll Call**

Present: Jeff Middleton, Doug Schade, Milli Martin by conference call at 7:30 pm  
Matt Schneyer & Mike Peterson.

Others present: Mayor Mike Navarre, Assemblyman Mako Haggerty and other members of the public.

**C. Pledge of Allegiance**

**D. Public Comments** (on matters both on and off the agenda)

1. Tim Murnane of 38375 Greer Rd. spoke on his concerns for spotty cell phone service with AT&T especially for emergencies calling 9-1-1.
2. Mako Haggerty spoke on hiring a mechanic full time for KESA.

**E. Correspondences**

1. Chief Ciccciarella received a letter from ISO stating that our probation period is coming to an end and wanted a status on the remedies to maintain an 8B rating. They advised if we had not performed the needed fixes we would revert to a 9 for the entire area by August 30, 2012.
2. August 16, 2012 ISO will be coming to do a re-evaluation after Tanker 3 is moved to the West side.

**F. Approval of Agenda**

**Motion:** Moved by Mike Peterson and seconded by Matt Schneyer to approve the agenda as presented.

**4 – Yes 0 – No 1 Absent Motion Carried.**

**G. Approval of Minutes – Thursday June 7, 2012 Regular Meeting**

**Motion:** Moved by Doug Schade and seconded by Matt Schneyer to approve the minutes of June 7, 2012.

**4 – Yes 0 – No 1- Absent Motion Carried**

**H. Chief's Report**

1. **Calls** – call volume is still high. One rollover accident required several hours of volunteers time due to scene safety issues etc. Their training came into play in defusing the situation.
2. **Building Rental** – Risk Management came down and inspected the area. They had some concerns about the site being in the city and not the borough. We are awaiting word on moving forward.
3. **Razdolna School** – Chief did an inspection of a building at the school for fire access and he required a fire lane in front. He sent a letter off to the Fire Marshal on his inspection.

**Kachemak Emergency Service Area**

Approved Board Meeting Minutes

Thursday, June 21, 2012

53048 Ashwood Ave. Station 1

4. **Life Med** – They came down and held a helicopter operations training session. The presentation went well and we will hold more training with them in the future.
5. **Apparatus** – Engine 2 had a bad valve and was replaced. Our radio in brush truck 1 shorted out due to ongoing electrical problems due to the age of the truck so the radio had to be sent out for repair and cost over \$500.
6. **Code Blue Grants** – The Phillips monitors from the code blue grant should arrive any day now. We may be notified next month about going ahead with the ambulance. The board at that time will need to vote to appropriate funds to come up with the 15% match.
7. **Engine 11** – this engine will be going back to CES and the tanker we were going to use will be going to Anchor Point instead. When we receive our new tanker pumper we will take Tanker 2 out of service and repair the transmission and drive shaft and hopefully can keep Engine 11 long enough to cover.
8. **Water Tank** – The water tank pump system has been repaired but we were told by Water Solutions that we need a new well. They moved the pump up higher in the well and for now it seems to be working better than ever. They told us a new well would cost an estimated \$10,000.

**I. Unfinished Business**

1. **Diamond Ridge Station (On Hold) – Status Update** - Mayor Navarre spoke on getting funding for the new station and his efforts to support getting it built. We will know by September 2012 if it made it into the governor's budget. If not he will try for the Senate Budget. By March 2013 we will know if we are getting the full station or not.
2. **Apparatus** – The new tanker pumper has a problem with the paint on the chassis. It does not match the box so they need to repaint the chassis. The problem was at International's factory. They hope to get it out of South Dakota by August 1. Then it takes two weeks to get it here. It had a July 13<sup>th</sup> delivery date in the contract. It needs to arrive before ISO gets here on August 16.
3. **Temporary Quarters West Side** – We are waiting on the lease and we will be saving about \$1100 a month if we rent one building instead of two. The building is getting a door hung, the electric and water line are being moved and the insulation is going in. They will be putting in a gravel pad. The Mayor said the assembly must approve the lease. The borough land manager and risk management will be involved in obtaining leases.
4. **Full-Time Mechanic** – **Approximately \$40,000** extra would be needed to fund a full time mechanic position. Chief would need to get exact numbers from finance when the time comes to move forward.

**Motion:** Moved by Milli Martin and seconded by Doug Schade to hire Harlon as a full time mechanic at approximately an extra \$40,000 per year.

**Discussion:** Mako commented on the funding after this year for the mechanic. His concern was that the mill rate may have to increase if we hire a

**Kachemak Emergency Service Area**  
Approved Board Meeting Minutes  
Thursday, June 21, 2012  
53048 Ashwood Ave. Station 1

mechanic full time. Chief discussed how the funding could be worked out. He spoke on lease-purchases for getting trucks and making use of Capital Funds. Mike Petersen spoke on monies coming from assessed values increasing. The Mayor expressed his concerns but stated he was unaware the mechanic was falling behind on the work due to only working 20 hours a week.

**4 – YES 1 – NO cast by Doug Schade Motion Carried**

- 5. Grants** – Even though the Board approved accepting the fund in the June 7, 2012 meeting there needs to be an official vote.

**Motion:** Moved by Mike Petersen and seconded by Matt Schneyer to accept the VFA Grant for \$19,816 and the State of Alaska Capital Priorities Project Grant for \$100,000 for the Diamond Ridge Station Project. **5- Yes 0 – No Motion Carried**

**J. New Business**

1. **Phone Service Issues/effects on 9-1-1** – Cell phone service does not work all the time in the East End area. GCI came out inquiring about the service in this area yesterday. GCI uses the ACS towers for roaming. ACS was contacted in the past by the KPB about expanding the service but ACS never has due to the cost. AT&T service is even worse for coverage.
2. **Customer Satisfaction Survey** – Chief Cicciarella is going to go ahead with putting a survey together and bring it to the next meeting. We can get a professionally made card done and send it out to the community on how well our service is doing.
3. **Future Direction – Five Year Comprehensive Plan** – Chief Cicciarella passed out a rough draft outline of the plan and is looking for comments or suggestions from the board for the next meeting.
4. **Open Forum** – The Chief opened it up to discussion for any topic. Mako likes the idea of a BBQ open to the community for public relations. Jeff suggested putting it on the next meeting agenda.

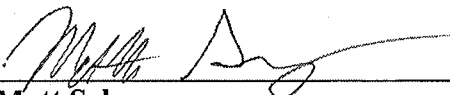
**K. Comments of the Audience** – Jason Miller commented on how he depends on cell phone service while on calls to communicate with the hospital. It is the only link to the hospital when out on calls with the ambulance so increased service would help. He mentioned talking to poison control on one call was very helpful.


**L. Board Comments, Announcement & Future Agenda Items** – Mike Petersen suggested putting the customer satisfaction questionnaire on the KESA web site. Milli Martin thanked all for letting her call in.

**M. Date & Time of Next Meeting** – Next meeting will be July 12, 2012 at 7 pm at the Ruth Way Station. Mako suggested having someone from the insurance company come and explain the ISO ratings to the public and board.

**N. Adjournment** – Jeff Middleton adjourned the meeting at 8:35 pm.

Minutes Approved  
Secretary

  
Matt Schneyer

  
Date



Introduced by: Mayor  
Date: 08/21/12  
Hearing: 09/18/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-26**

**AN ORDINANCE ACCEPTING AND APPROPRIATING \$23,693 FROM THE STATE  
OF ALASKA DEPARTMENT OF MILITARY AND VETERANS AFFAIRS,  
DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT TO  
SUPPORT THE ACTIVITIES OF THE KENAI PENINSULA BOROUGH  
LOCAL EMERGENCY PLANNING COMMITTEE**

1 **WHEREAS**, the Kenai Peninsula Borough established the Local Emergency Planning  
2 Committee (LEPC) to meet requirements of the Emergency Planning and  
3 Community Right-To-Know Act; and

4 **WHEREAS**, the LEPC membership consists of private individuals, public entities and industry  
5 representatives who serve as a public education and information source for  
6 disaster preparedness throughout the borough; and

7 **WHEREAS**, the Alaska Department of Military and Veterans Affairs, Division of Homeland  
8 Security and Emergency Management, has provided fiscal year 2013 baseline  
9 funding in the amount of \$23,693.00 to support LEPC activities; and

10 **WHEREAS**, the \$23,693.00 will be used for support services, supplies, and equipment  
11 purchases for the LEPC; and

12 **WHEREAS**, the borough's Office of Emergency Management will administer the grant on  
13 behalf of the LEPC for the purposes stated above;

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

1 **SECTION 1.** That the mayor is authorized to accept the \$23,693.00 grant from the State of  
2 Alaska Department of Military and Veterans Affairs, Division of Homeland  
3 Security and Emergency Management.

4 **SECTION 2.** That the grant funds in the amount of \$23,693.00 are hereby appropriated to  
5 Account No. 271.91120.LEP13.49999 – Project Account.

6 **SECTION 3.** That the mayor is authorized to execute a grant agreement and any other  
7 documents deemed necessary to accept and expend the grant, and to fulfill the  
8 intents and purposes of this ordinance.

9 **SECTION 4.** This ordinance shall become effective immediately upon its enactment.

10 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
11 **DAY OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

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

Yes:

No:

Absent:



# KENAI PENINSULA BOROUGH

## Office of Emergency Management

253 Wilson Lane • Soldotna, Alaska 99669-7932  
Phone: (907) 262-4910 • 1-800-478-4441 #4910 • Fax: (907) 714-2395  
www.borough.kenai.ak.us

### MEMORANDUM

MIKE NAVARRE  
BOROUGH MAYOR

**TO:** Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Mike Navarre, Mayor *MN*  
Craig Chapman, Director of Finance *C Chapman*  
Brenda Ahlberg, Community & Fiscal Projects Manager *B Ahlberg*

**FROM:** Scott Walden, Emergency Management Director *SW*

**DATE:** August 7, 2012

**SUBJECT:** Ordinance 2012-19- 26, accepting and appropriating \$23,693.00 from the Alaska Division of Homeland Security and Emergency Management to support the activities of the Kenai Peninsula Borough Local Emergency Planning Committee.

The State of Alaska Division of Homeland Security and Emergency Management provides annual grants to each Local Emergency Planning Committee (LEPC) in Alaska. For fiscal year 2013 the State Emergency Response Commission approved baseline funding of \$23,693.00 for the Kenai Peninsula Borough LEPC. Funds may be used for LEPC activities such as planning, support services, supplies, and equipment expenditures.

Upon enactment the borough Office of Emergency Management (OEM) will administer the grant on behalf of the LEPC. OEM provides the support staff and supplies needed by LEPC for its operations. LEPC grant funds will be used to offset a portion of OEM operational costs directly associated with LEPC activities.

Scott Walden, Emergency Management Director, will be the project manager for the grant award. The performance period ends June 30, 2013.

Attachments: award notification letter

FINANCE DEPARTMENT ACCOUNT VERIFIED	
Acct. No.	<u>271.91120.LEP13.49999</u>
Amount	<u>N/A</u>
By:	<u>pc</u> Date: <u>8/9/12</u>

# STATE OF ALASKA

**DEPARTMENT OF MILITARY  
AND VETERANS AFFAIRS  
DIVISION OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

July 25, 2012

**SEAN PARNELL, GOVERNOR**

P.O. Box 5750  
JBER, AK 99505-5750  
Phone: (907) 428-7000  
Fax: (907) 428-7009  
Toll Free: (800) 478-2337  
[www.ready.alaska.gov](http://www.ready.alaska.gov)

The Honorable Mike Navarre, Mayor  
Kenai Peninsula Borough  
144 N. Binkley Street  
Soldotna AK 99669

RE: 2013 Local Emergency Planning Committee Grant  
Agreement Number: 13LEPC-GR35602

Dear Mayor Navarre:

The Division of Homeland Security and Emergency Management (DHS&EM) has received funds from the State of Alaska to support Local Emergency Planning Committee (LEPC) activities.

The State Emergency Response Commission (SERC) Finance Committee approved the State Fiscal Year (SFY) 2013 Baseline award of \$23,693.00 for the Kenai Peninsula Borough LEPC. The SERC Finance Committee will periodically examine all LEPC budget executions during the fiscal year. An LEPC which fails to submit timely reports, execute its budget, attend the bi-annual Local Emergency Planning Committee Association (LEPCA) meeting, or is found otherwise non-compliant with the award agreement risks losing part or the entire award. The SERC Finance Committee may reallocate funds from under-spent LEPC budgets or non-compliant LEPCs to meet other non-funded LEPC/SERC program requests.

Eligible expenditures include:

- **Management:** This category supports the day-to-day sustainment of the committee.
- **Outreach:** This category supports the committee's baseline goals of public involvement in the emergency planning process, committee right to know, all-hazards awareness, and promoting LEPC membership.
- **Preparedness:** This category supports the LEPCs baseline goals of increasing awareness of and planning for chemical and all-hazards events, as well as helping communities prepare and mitigate through planning and preparedness for potential events.

Additional guidance and eligible activities are available in the *Local Emergency Planning Committee Grant Program Guidance* document available on DHS&EM's website, <http://ready.alaska.gov/grants.htm>. The above categories are not all inclusive.

Mayor Navarre  
July 25, 2012  
Page 2 of 2

Two pre-signed SFY 2013 LEPC Obligating Award Documents are enclosed, as well as a Project Budget Detail Report. Please review the information for accuracy and sign the obligating documents, keep one original for your records, and return the other original within 30 days to:

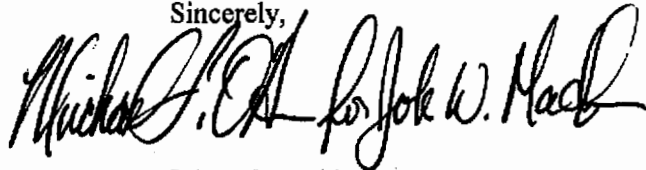
State of Alaska DHS&EM  
State Administrative Agency Point of Contact  
PO Box 5750  
JBER, AK 99505

If the Obligating Award Document cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form may be requested. If needed, Electronic Payment (EDI) enrollment forms are also available upon request.

If signatory points of contacts have changed since submittal of the SFY 2013 application, please complete and return a LEPC Signatory Authority Form with the signed Obligating Award Document. The LEPC Signatory Authority Form is available at DHS&EM's website, <http://ready.alaska.gov/grants.htm>.

The DHS&EM Project Manager for this grant, Rachel Saxby, may be contacted directly at 907-428-7024, toll-free at 800-478-2337, or by email at [rachel.saxby@alaska.gov](mailto:rachel.saxby@alaska.gov) if you have questions or need further assistance.

Sincerely,



John W. Madden  
Director

jwm:rps:cas

Enclosures: Obligating Award Document (2 copies)  
Signatory Authority Form  
Project Budget Details Report

CC: Ron Rolgasky, LEPC Chair  
Scott Walden, Jurisdiction Project Manager  
Craig C. Chapman, Jurisdiction Chief Financial Officer



# KENAI PENINSULA BOROUGH

## Office of the Borough Clerk

144 North Binkley Street  
Soldotna, AK 99669  
Phone 907-714-2160  
Fax 907-714-2388

Johni Blankenship, MMC  
Borough Clerk

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### MEMORANDUM

**To:** Gary Knopp, Assembly President  
Members of the Assembly

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

**From:** Katie Ring, Borough Clerk Secretary (KR)

**Date:** August 21, 2012

**RE:** New Liquor License – Alaska Berries

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Kenai Peninsula Borough Code 7.10.010 provides for mandatory Assembly review of all applications for new liquor licenses located within the Borough. Accordingly, the attached application filed by Alaska Berries LLC dba Alaska Berries is being submitted to you for review and action.

The Borough Finance Department has reviewed the application and has no objection to the new license based on unpaid taxes. The Planning Department has reviewed the application for proximity to churches and/or schools and has no objection to the new license based on location.

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**RECOMMENDATION:** That the Assembly authorizes a letter of non-objection to the issuance of the new liquor license as requested by **Alaska Berries LLC dba Alaska Berries.**

cc: Alaska Berries, LLC

# Memorandum

**To:** Johni Blankenship, Borough Clerk  
**Thru:** Craig Chapman, Finance Director   
**From:**  Lauri Lingafelt, Delinquent Accounts Specialist  
**Date:** August 6, 2012  
**Subject:** New Liquor License

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***Winery—Kenai Peninsula Borough***

License #5188  
Alaska Berries LLC  
Dba Alaska Berries

Location: 48660 West Poppy Lane Soldotna, AK 99669  
Mail: 48660 West Poppy Lane Soldotna, AK 99669

Please be advised that the Kenai Peninsula Borough Finance Department has no objection to the new liquor license application for the above noted liquor license based on unpaid taxes.

All tax accounts registered to the business and/or applicants are current at this time.

Please forward us a copy of the Assembly approval/objection letter for our records. Thank you for your consideration in this matter.

State of Alaska  
Alcoholic Beverage Control Board

**RECEIVED**

Date of Notice: August 6, 2012

AUG 06 2012

Application Type:   x   **New**

KPB - Clerks Office

           TRANSFER  
           Ownership  
           Location  
           Name Change

Governing Body:	Kenai Peninsula Borough
Community Councils:	n/a
License #:	5188
License Type:	Winery
D.B.A.:	Alaska Berries
Licensee/Applicant:	Alaska Berries LLC
Physical Location:	48660 West Poppy Lane, Soldotna
Mail Address:	48660 West Poppy Lane, Soldotna, AK 99669
Telephone #:	907-252-8511
EIN:	26-0780431

Corp/LLC Agent:	Address	Phone	Date and State of Incorporation	Good standing?
Alaska Berries LLC	48660 West Poppy Lane Soldotna, AK 99669	907-252-8511	6/11/2011 AK	Yes

*Please note: the Members/Officers/Directors/Shareholders (principals) listed below are the principal members. There may be additional members that we are not aware of because they are not primary members. We have listed all principal members and those who hold at least 10% shares.*

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)
Brian S Olson	12/17/1954	48660 West Poppy Lane Soldotna, AK 99669	907-252-8511	Owner (50%)
Laurie Olson	4/18/1956	48660 West Poppy Lane Soldotna, AK 99669	907-252-1999	Owner (50%)

**Liquor License Application Review**

TO:  Delinquent Accounts  
 Planning Department

DATE: 8-6-12

Review and return to Borough Clerk with comments by: 9-6-12  
For Assembly Meeting of 9-18-12

The Finance Department has no objection to the issuance of this license.  
Date: 8-6-12 By: [Signature]





## **KENAI PENINSULA BOROUGH**

PLANNING DEPARTMENT

144 North Binkley Street • Soldotna, Alaska 99669-7520

**PHONE:** (907) 714-2200 • **FAX:** (907) 714-2378


Toll-free within the Borough: 1-800-478-4441, Ext. 2200

[www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)

**MIKE NAVARRE**  
**BOROUGH MAYOR**

### MEMORANDUM

**TO:** Johni Blankenship, Borough Clerk

**FROM:** Max Best, Planning Director 

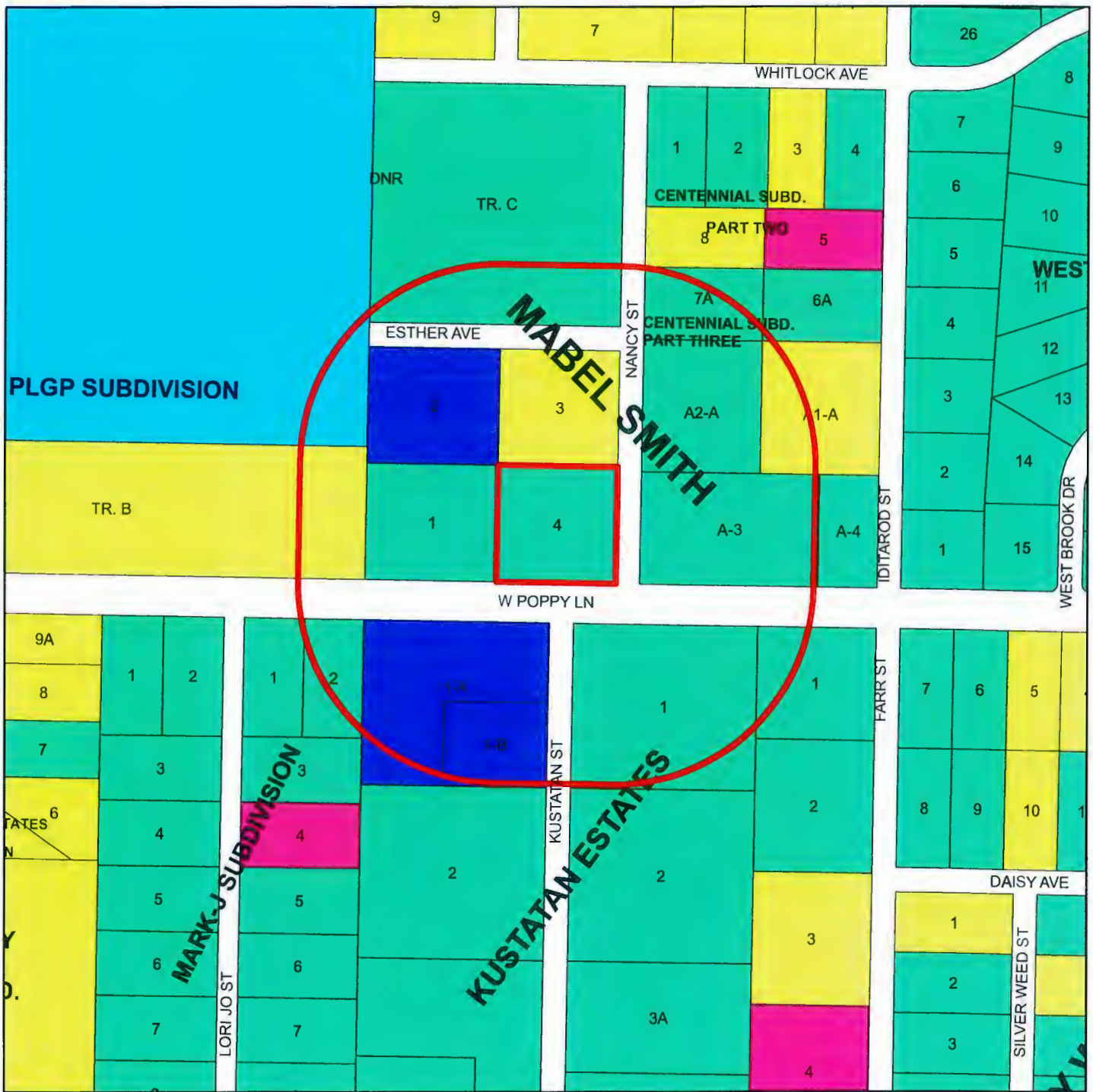
**RE:** Alaska Berries New Liquor License Application

**DATE:** August 7, 2012

As requested, the Planning Department reviewed the Alaska Berries LLC new liquor license application to determine if churches or schools are within 500 feet (KPB 7.10.020). A 500-foot radius search was done for KPB Parcel 055-490-08, 48660 West Poppy Lane, Soldotna.

Churches and schools are shown as institutional on the land use map. Kenai Peninsula Borough records show no schools or churches within the 500-foot buffer.

Maps and land status information are attached.



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

Alaska Berries  
 New Liquor License Application  
 Land Use within 500 Feet



**LAND USE**

- Accessory Building
- Commercial
- Industrial
- Institutional
- Residential
- Timber/Farm
- Vacant



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



Kenai Peninsula Borough Planning Department  
Vicinity Map

0 100 200 400 Feet



8/7/12

**Alaska Berries**  
**New Liquor License Application**  
**Land Use within 500 Feet**

PARCEL ID	OWNER	ADDRESS	CITY, STATE, ZIP CODE	IMPROVEMENT	USAGE	ACREAGE
05532007	LYSENG ERIC CARL	37705 REMINISCE CT	STERLING, AK 99672	\$70,100	Residential Dwelling - single	1.07
05532008	CRONCE MYRON & MELLIE	PO BOX 1277	KENAI, AK 99611	\$134,500	Residential Dwelling - single	1.13
05532024	REGAN PETER G	PO BOX 404	NAKNEK, AK 99633	\$255,900	Residential Dwelling - single	4.37
05532025	BLACK HAROLD S JR & NANCY E	PO BOX 2164	SOLDOTNA, AK 99669	\$158,400	Residential Dwelling - single	1.96
05532066	HUNTERS PROPERTIES-SOLDOTNA LLC NC.	2812 70TH AVE E	FIFE, WA 98424	\$32,400	General Commercial	3.12
05532067	HUNTERS PROPERTIES-SOLDOTNA LLC NC.	2812 70TH AVE E	FIFE, WA 98424	\$195,400	General Commercial	1.25
05549004	HARRISON SHAWN	PO BOX 2777	SOLDOTNA, AK 99669	\$193,100	Residential Dwelling - single	8.68
05549008	OLSON BRIAN S & LAURIE	48660 W POPPY LN	SOLDOTNA, AK 99669	\$256,300	Residential Dwellings 2-4	2.00
05549009	LINSON WALTER D & JEANNIE M	48714 W POPPY LN	SOLDOTNA, AK 99669	\$182,600	Residential Dwelling - single	2.20
05549010	LINSON WALTER D JR & JEANNIE M	48714 W POPPY LN	SOLDOTNA, AK 99669	\$187,000	General Commercial	2.20
05549011	OLSON BRIAN	48660 W POPPY LN	SOLDOTNA, AK 99669	\$3,500	Residential Improved Land	2.00
05549022	PETERSEN RAY	PO BOX 4178	SOLDOTNA, AK 99669	\$44,800	Residential Dwelling - single	2.89
05549035	COOK INLET REGION INC	PO BOX 93330	ANCHORAGE, AK 99509	\$-00	Residential Vacant	9.75
05549036	UNION OIL COMPANY OF CALIFORNIA	PO BOX 285	HOUSTON, TX 77001	\$-00	Gravel Pit	68.50
05549039	HAMILL JACK L	PO BOX 2125	SOLDOTNA, AK 99669	\$-00	Residential Vacant	2.27
05549040	CARVER JACK R	35080 NANCY ST	SOLDOTNA, AK 99669	\$222,800	Residential Dwelling - single	2.27
05549041	OLSON CHARLES P III	PO BOX 1993	SOLDOTNA, AK 99669	\$326,000	Residential Dwelling - single	1.24
05549042	HAWBOLD AVERY G	PO BOX 674	SOLDOTNA, AK 99669	\$73,700	Residential Dwelling - single	1.24

## Kenai Peninsula Borough Assembly Committees 2011 – 2012

### ASSEMBLY COMMITTEES

- **Finance Committee**  
Bill Smith, Chair  
Ray Tauriainen, Vice Chair  
Gary Knopp
- **Lands Committee**  
Sue McClure, Chair  
Brent Johnson, Vice Chair  
Ray Tauriainen
- **Policies & Procedures Committee**  
Mako Haggerty, Chair  
Charlie Pierce, Vice Chair  
Linda Murphy
- **Legislative Committee**  
Hal Smalley, Chair  
Linda Murphy, Vice Chair  
All Assembly Members
- **President Pro Tem**  
Bill Smith

### OTHER BOROUGH & SCHOOL DISTRICT COMMITTEES

- **KPB Emergency Planning**  
[VACANT]  
Gary Knopp, Alternate
- **Planning Commission Representative**  
Ray Tauriainen  
Bill Smith, Alternate
- **School Board**  
Charlie Pierce  
Brent Johnson, Alternate  
Ray Tauriainen, Alternate

### SERVICE AREA BOARD LIAISONS

- **Anchor Point Fire & EMS** - Mako Haggerty
- **Bear Creek Fire** - Sue McClure
- **CES/CPEMS** - Brent Johnson
- **Central Peninsula General Hospital**  
Gary Knopp, Charlie Pierce, Linda Murphy
- **Kachemak Emergency Service Area**  
Mako Haggerty
- **KPB Roads**  
Gary Knopp, Charlie Pierce
- **Lowell Point Emergency SA** - Sue McClure
- **Nikiski Seniors** - Ray Tauriainen
- **Nikiski Fire** - Ray Tauriainen
- **North Peninsula Recreation** - Ray Tauriainen
- **Seward/Bear Creek Flood SA** - Sue McClure
- **South Peninsula Hospital** - Mako Haggerty,  
Bill Smith

### NON-BOROUGH COMMITTEES

- **Cook Inlet Aquaculture**  
Brent Johnson  
[VACANT], Alternate
- **Cook Inlet R.C.A.C.**  
Grace Merkes, Term Expires March, 2014
- **Economic Development District**  
Linda Murphy, Term Expires 12/31/13  
Hal Smalley, Term Expires 12/31/14
- **Kenai Peninsula College Council**  
Hal Smalley, Term Expires 06/30/14
- **Kenai River Special Management Area  
Advisory Board**  
Brent Johnson  
[VACANT], Alternate
- **Prince William Sound R.C.A.C.**  
Blake Johnson, Term Expires May, 2013