

ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

June 14, 2021 5:30 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

A. 2021-05-24 Assembly Human Resources Committee Minutes-draft

V. AGENDA TOPICS

A. Utility Advisory Board Appointments & Annual Report

Per Resolution 2299 the seven member Utility Advisory Board is established. To the extent possible, appointments shall be made with the following considerations: one engineer registered with the State of Alaska with experience in utility system design and operation, one accountant with utility financial management, one general contractor with experience in water/wastewater utility systems, two commercial customers of the CBJ water/wastewater utility, one residential customer of the CBJ and one member of the general public.

There are two seats with terms beginning June 1, 2021 and ending May 31, 2024. Three applications are in the packet and both incumbents have applied for reappointment.

B. Bidding Review Board - Appointments

The Bidding Review Board (BRB) consists of five members per CBJ Code 53.50.061.

The members of the Bidding Review Board shall serve three-year terms. To the extent possible, one of the members shall be an attorney licensed to practice law in the state. No member of the BRB who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply: If there are no other qualified applicants at the time reappointment is considered by the Assembly Human Resources committee, or to qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

The one incumbent has applied for reappointment for a term beginning June 1, 2021 and ending May 31, 2024. There is also a vacancy for an unexpired seat beginning immediately and ending May 31, 2023 with one application in the packet.

VI. STAFF REPORTS

A. Finalizing Empowered Board Interviews & Date

Included in the HRC packet is a tentative schedule for Empowered board interviews. Staff is requesting the following guidance for moving forward with interviews:

1. Look at combining the interviews into one evening
2. Extend the Airport Board application period due to the tenant limit and small application pool;

only one of the two applicants could be appointed which still leaves a vacant public seat.

VII. NEXT MEETING DATE

A. Regular HRC July 12, 2021 @ 5:30pm

VIII. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

ASSEMBLY HUMAN RESOURCES COMMITTEE

May 24, 2021 5:30 PM
Assembly Chambers/Zoom Webinar
MINUTES

I. CALL TO ORDER

The Assembly Human Resources Committee meeting was called to order at 5:30 p.m.

II. ROLL CALL

Members Present: Chair Wade Bryson, Loren Jones, Greg Smith and Christine Woll

Members Absent: None

Others Present: Deputy Clerk, Diane Cathcart, Municipal Clerk Beth McEwen, Mayor Weldon, Finance Chair Jeff Rogers, Treadwell Arena Advisory Board Chair Jason Soza and Treadwell Arena Manager Lauren Anderson

III. APPROVAL OF AGENDA

Agenda approved as presented

IV. APPROVAL OF MINUTES

A. 2020-06-29 Assembly Human Resources Committee Minutes-Draft

2020-06-09 HRC Minutes approved as presented

B. 2021-04-26 Assembly Human Resources Committee Minutes-Draft

2021-04-26 HRC minutes approved as presented

V. PUBLIC PARTICIPATION

None

VI. AGENDA TOPICS

A. Treadwell Arena Advisory Board Appointments & Annual Report

Per Ordinance 2015-18(am), the Treadwell Arena Advisory Board (TAAB) is a seven member board appointed to staggered three-year terms. In addition to the seven general public seats, a non-voting Parks and Recreation Advisory Committee member sits on TAAB as a liaison. To the extent practicable, at least one member shall have professional marketing experience. No more than three members shall be employees or board members, or the immediate family member of any employee or board member, of an organization that provides activities at Treadwell Arena.

There are three seats needing appointment with terms running June 1, 2021 - May 31, 2024.

TAAB Chair Jason Soza attended the meeting virtually and gave an overview of the annual board's annual report. Chair Soza noted that considering the constraints and demands during the 2020-21 season, Treadwell Arena was able to meet users needs to the extent possible while following COVID-19 mandates.

Chair Bryson asked about the snack bar. Chair Soza stated that due to the pandemic, the planned snack bar did not open. The board hopes a snack bar can return in the future as it could be a big contributor to arena users experience.

Chair Soza noted that moving forward the board is continuing to work with staff to look at ways of expanding to a 40-week season, adding more public skate times and work with staff to replace the arena ventilation systems to improve air circulation and reduce the distribution of airborne pathogens in the arena.

Mr. Smith thanked the TAAB for all its work and the informative annual report.

MOTION: by Mr. Smith to forward to the full Assembly for approval, the recommendation to appoint Sigrid Dahlberg, Nicchia Leamer and Paulette Schirmer to the Treadwell Arena Advisory Board all to terms beginning June 1, 2021 and ending May 31, 2024. **Hearing no objections, motion passed.**

B. Board of Equalization - Appointments

Per Ordinance 2005-51(c)(am), The Board of Equalization (BOE) is comprised of a pool of six to nine members; appointed on the basis of their general business expertise and knowledge or experience with quasi-judicial proceedings. General business expertise may included, but is not limited to, real and personal property appraisal, the real estate market, personal property market and other similar fields. The BOE sits in panels of three to hear appeals for relief from an alleged error in valuation on properties brought before the board by an appellant [CBJ Code 15.05.185(a)(3)]. Terms of office shall be for three years and staggered so approximately one-third of terms expire each year.

There are currently six seats on the BOE with various term end dates. Two members have applied for reappointment and four members of the public have applied for BOE seats.

MOTION: by Mr. Jones to forward to the full Assembly for approval, the recommendation to appoint the following members to the Board of Equalization, Barbara Sheinberg to a term beginning immediately and ending December 31, 2021, Barbara Meacom and James Collman to terms beginning immediately and ending December 31, 2022, David Epstein, Raymond Williams and Gary Sonnenberg to terms beginning immediately and ending December 31, 2023. **Hearing no objections, motion passed.**

C. Local Emergency Planning Committee (LEPC) - Appointments

The LEPC serves as a community coalition advising staff on emergency management issues, reviews the emergency response plan for CBJ and functions, when necessary, as the Local Emergency Planning Committee under SARA Title III. The Assembly nominates applicants and final appointments are done by the State Emergency Response Commission.

The BRH Primary seat (5) has been vacated by Kim McDowell and Daniel Wiersma has submitted an application for that seat. Tonia Montez has requested to remain in the BRH Alternate seat (5a). Paul Chisholm, Vulnerable Population Alternate seat (11a) has stepped down, no applicants have submitted an application for that seat.

Recommended Motion:

to forward to the full Assembly for approval, the recommendation to forward to the State of Alaska

Emergency Response Commission appointment of Daniel Wiersma to the Local Emergency Planning Committee BRH Primary Seat for a term beginning immediately and ending December 31, 2023.

MOTION: by Ms. Woll to forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission appointment of Daniel Wiersma to the Local Emergency Planning Committee BRH Primary Seat for a term beginning immediately and ending December 31, 2023. ***Hearing no objections, motion passed.***

D. Discussion on Definition of Assembly Liaison

Resolution 2949 vHRC1 is provided for discussion.

Chair Bryson opened the floor to discussion of Resolution 2949 vHRC 1 to committee members.

Mr. Jones noted the work that he and City Attorney Mr. Palmer had done to come up with the recommendations listed in Mr. Palmers memo. Tonight at the Regular Assembly meeting members will discuss and take action on Resolution 2947 Assembly Rules and Procedures. Resolution 2949 regarding liaisons could be moved to the Committee of the Whole for further discussion among the full Assembly.

The committee discussed their individual experiences sitting as an Assembly liaison to various boards and committees. Some Assemblymembers are invited to take a more active roll in committee conversation and some only engage if asked specific questions or report out when a committee reaches that section of its agenda - Assembly Liaison comments or questions.

MOTION: by Mr. Smith to move Resolution 2949 vHRC 1 to the Assembly Committee of the Whole for further consideration and asked for unanimous consent. ***Hearing no objection, motion passed.***

E. Updates/Revisions to CBJ Election Code

Municipal Clerk Ms. McEwen gave an overview of the proposed election code changes. Many of the changes are considered "house-keeping" changes such as updating language and technology terms now in use in the 21st century.

In moving to a Vote-by-Mail system removing the requirement of a witness signature on the return ballot envelope and replacing that with a requirement the voter include a "personal identifier" as defined with election code was another update that would help election workers when verifying a voters signature. Personal identifiers would be defined one of the following: Voter Registration Identification Number (VIN), last 4 digits of a voters social security number, the voters date of birth or their Alaska Driver's License Number.

One other election code update would be adjusting the timing and procedures for review of election returns and certification to align with moving to a Vote-by-Mail system.

MOTION: by Mr. Jones to recommend the administration draft an ordinance and get it introduced and ask for unanimous consent. ***Hearing no objection, motion passed.***

VII. LIQUOR LICENSES

A. Liquor License Protest Recommendation - DeHart's, LLC d/b/a DeHarts Grocery L.L. #300

This liquor license renewal is before the Assembly Human Resources Committee for review and to forward a recommendation to the full Assembly on whether to let the recommended protest stand or to waive the right to protest. If the HRC recommends the protest stand, this license will come before the

full Assembly at its Regular Assembly Meeting on June 14, 2021 for final action.

The AMCO 60-day comment period from the local governing body ends Tuesday, June 15, 2021.

MOTION: by Mr. Jones to protest renewal of DeHart's, LLC liquor license #300 until compliant in amount owed to Finance and act on the license when it comes before the full Assembly on June 14, 2021. ***Hearing no objection, motion passed.***

VIII. NEXT MEETING DATE

A. June 14, 2021 at 5:30pm Assembly Chambers/Zoom Webinar

IX. ADJOURNMENT

There being no further business before the committee, meeting adjourned at 6:36 p.m.



Engineering & Public Works Department

155 South Seward Street

Juneau, Alaska 99801

Phone: 907-586-0393 | Fax: 907-463-2606

MEMORANDUM

DATE: April 12, 2021

TO: City and Borough of Juneau Assembly

FROM: Utility Advisory Board

SUBJECT: Annual Report for the period May 2020 through April 2021

BOARD MEMBERSHIP

There were several changes to the board membership during the reporting period:

- The Board started the reporting period with one vacant seat resulting from the resignation of a board member in December 2019.
- Leon Vance resigned from the Board in July of 2020 after serving 15 years as a member, most recently serving as its Chair.
- Stuart Cohen and Elizabeth Pederson were appointed to the board on January 25, 2021.

The current board make up is as follows:

- | | |
|-------------------------------|--|
| – Geoffrey Larson, Vice-Chair | Commercial Customer |
| – Andrew Campbell | Alaska Registered Engineer, General Contractor |
| – Elizabeth (Buffy) Pederson | General Public, Accountant |
| – Bryan Farrell, Chair | AEL&P Mechanical Engineer, Commercial Customer |
| – Stuart Cohen | General Public |
| – Grant Ritter | General Public, Residential Customer |
| – Janet Hall Schempf | General Public, Residential Customer |

2020-2021 UAB ACTIVITY

UAB activity in the reporting period was limited due to COVID-19. Meetings in June and December of 2020 primarily focused on the impact of COVID-19 on the water and wastewater utilities, both operationally and financially. The board was informed of the wastewater utility's efforts to test and analyze influent COVID concentrations as a metric for overall community abundance.

A strong weather system in early December damage the Salmon Creek water supply, limiting the water utility to Last Chance Basin only. The board was apprised of the situation and updated on repair progress at normal meetings.

ANTICIPATED WORK FOR 2021-2022

The UAB will continue to evaluate the effects the recent and future rate increases. The UAB will evaluate funding sources, operational and maintenance expenses, and planned CIP's.

The UAB will closely review the financial and operational impacts of the COVID-19 pandemic, particularly as related to the loss of cruise ship discharge and water usage fees.

In response to the memo sent from Rorie Watt to the PWFC on January 29, 2021, the UAB will focus on delving deeper into the mission and philosophy of both the water and wastewater utilities.

BOARD MEETINGS

During the reporting period the board had three regularly scheduled meetings. A special meeting was held on March 31, 2021 to welcome the two new board members, provide information on the background of the board, and provide operational information on the water and wastewater utilities. The table to follow details all meeting dates and member attendance.

<i>Legend:</i> <i>P = Present / A = Absent</i>	Jun	Dec	Feb	Mar	Totals		Term
	6/11/2020	12/10/2020	2/11/2021	3/31/2021	Attended	Absent	Ends
Campbell, Andrew	A	A	P	P	2	2	6/30/2021
Cohen, Stuart**	N/A	N/A	P	P	2	0	5/31/2023
Farrell, Bryan	P	P	P	P	4	0	5/31/2022
Hall Schempf, Janet	P	P	P	P	4	0	5/31/2023
Larson, Geoff	P	P	P	P	4	0	5/31/2021
Pederson, Elizabeth**	N/A	N/A	P	P	2	0	5/31/2022
Ritter, Grant	P	P	A	A	2	2	5/31/2023
Vance, Leon	A	N/A	N/A	N/A	0	1	7/31/2020*
Number of Attendees	4	4	6	5			

* Leon Vance resigned in July of 2020.

** Stuart Cohen & Elizabeth Pederson joined the Board in January of 2021

FURTHER INFORMATION ABOUT THE UTILITIES ADVISORY BOARD

Engineering and Public Works staff for the UAB include:

Katie Koester – Engineering & Public Works Director
 Brian McGuire – Utilities Superintendent
 Lori Sowa – Engineer II – Utilities

Autumn Sapp – Engineering & Public Works Business Manager
Joshua Midgett – Public Works Utilities Administrative Assistant III
Cristian Crabtree - – Public Works Utilities Administrative Assistant I
Janet Sanbei – Engineering & Public Works Administrative Officer I

Utilities Advisory Board website: <https://beta.juneau.org/engineering-public-works/utilities-division/utility-advisory-board>

APPENDIX A**BACKGROUND/ RATE HISTORY**

Most recently, on the 2017 Ballot, the 1% sales tax passed with 77 percent of votes in favor of renewal. The assembly proposed this ballot measure and said it would “focus on addressing the deferred maintenance needs of the public utilities and facilities” and the Finance Committee specifically identified \$15.5 million for water and wastewater infrastructure, maintenance and Improvement. In 2019, the Assembly passed ordinance Serial No. 2019-31 and 2019-44 which raised both the Water and Waste Water Utility rates:

4% Effective 1/1/2020
 2% Effective 7/1/2021
 2% Effective 7/1/2022
 2% Effective 7/1/2023
 2% Effective 7/1/2024

A rate study was completed in December of 2013 by FCS. The public and Assembly were briefed on the study’s contents during three public forums and two public presentations to the assembly. There had been no rate increases since 2011 and FCS proposed three different five year rate plans to address the system reinvestment which was in arrears. The three proposed options to address the lack of system reinvestment, were labeled “Low” which would fund system reinvestment 35%, “Middle” would fund 68%, and “Top” would fully fund system reinvestment 100%. The assembly chose the “Middle” five year option for funding 68% of system reinvestment. While this option did not fully fund system reinvestment it did improve the level of maintenance and replacement costs that had been historically deferred. One reason the assembly chose this option was that it was anticipated that other funding sources would be available. One funding source specifically mentioned was the State of Alaska having a history of granting municipalities money for water and wastewater needs. Subsequently, the Assembly passed Ordinance 2014 36(b)(am) which increased water 6.5% and wastewater 8% for each of the next five years.

A rate study completed in 2003 recommended an immediate rate increase of 19% for water and 39% for wastewater, and further recommended additional specific rate increases over the next 10 years. Customer rates for the two utilities did not increase during the years 1991 to 2003 (thirteen years), which led to precarious financial positions for both utilities. Infrastructure maintenance was deprioritized, and the utilities did not have the ability to perform necessary repairs and upgrades. In Ordinance 2003-43 on October 2003, the Assembly approved the 19% and 39% increases, and due to “rate shock” to customers, the Mayor empaneled a seven member Ad Hoc Utility Advisory Board (UAB) in February 2004. This group was tasked with advising the Mayor and Assembly on Water and Wastewater utility issues, including rates, and with making recommendations regarding the advisability of a permanent Advisory Board.

UAB PURPOSE

CBJ Resolution 2299 identifies the UAB’s primary responsibilities concerning the status of water and wastewater utility topics:

- (a) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment;
- (b) Review annual budgets and funding plans and make recommendations for the efficient and

economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations;

(c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems;

(d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities;

(e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and

(f) Perform such other duties and functions related to the utilities as the Assembly or Manager may request

Presented by: PWFC
Introduced: 02/28/2005
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2299

A Resolution Establishing a Utility Advisory Board.

WHEREAS, in February, 2004, Mayor Botelho established the Ad Hoc Utility Advisory Board with the purpose of making recommendations to the Assembly and Manager concerning operation and management policies of the municipally-owned utilities, specifically the Water Utility and Wastewater Utility; and

WHEREAS, state and federal grant availability has declined and is predicted to further decline in the future; and

WHEREAS, an ongoing review of water and sewer utility rates and fees for sufficiency and equity is necessary and in the public interest; and

WHEREAS, at the January 10, 2005, meeting of the Public Works & Facilities Committee, a motion was adopted to forward to the Human Resources Committee the Ad Hoc Utility Board's recommendation of creating a full time utility advisory board; and

WHEREAS, at the February 7, 2005, meeting of the Human Resource Committee a motion was adopted to forward a resolution to the Assembly establishing the Utility Advisory Board; and

WHEREAS, the Assembly has determined that a utility advisory board should be established to review and make recommendations to the Assembly and the CBJ administration on water and sewer rate structures and policy issues involving the utilities.

///

//

//

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Utility Advisory Board Established. There is established the City and Borough of Juneau Utility Advisory Board, which shall comprise seven members appointed by the Assembly.

Section 2. Membership Qualifications. To the extent practicable, appointments shall be made as follows:

- (a) one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation;
- (b) one accountant, preferably experienced with utility financial management practices;
- (c) one general contractor, preferably experienced in the construction of water and/or wastewater utility systems;
- (d) two commercial customers of the City and Borough water and/or wastewater utility;
- (e) one residential customer of the City and Borough water and/or wastewater utility; and
- (f) one member of the general public.

Section 3. Utility Advisory Board Purposes. The purpose of the Utility Advisory Board is to advise the Assembly on issues relating to water and wastewater utilities. The board is encouraged to gather relevant information from all sources available, and hold public hearings as necessary on issues under review, and to report to the Assembly on an annual basis, at a minimum, concerning the status of water and wastewater utility issues as follows:

- (a) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment;
- (b) Review annual budgets and funding plans and make recommendations for the efficient and economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations;

- (c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems;
- (d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities;
- (e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and
- (f) Perform such other duties and functions related to the utilities as the Assembly or the Manager may request.

Section 4. Procedures. The rules of procedure for Assembly advisory committees established by resolution, shall govern the conduct of business by the Utility Advisory Board.

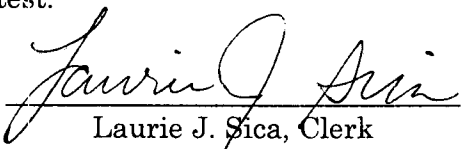
Section 5. Staff Assistance. Staff support and assistance to the Utility Advisory Board shall be provided by the City and Borough Public Works, Engineering, Finance, and such other departments as available and appropriate.

Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 28th day of February, 2005.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk



City and Borough of Juneau, AK
Utility Advisory Board

Board Roster



Andrew Campbell

2nd Term Jun 25, 2018 - May 31, 2021

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 2



Geoffrey Larson

5th Term Jun 14, 2018 - May 31, 2021

Appointing Authority Assembly

Position Voting Member

Office/Role Vice-Chair

Category Large Commercial User

Dais Seat 5



Elizabeth A Pederson

1st Term Jan 25, 2021 - May 31, 2022

Appointing Authority Assembly

Position Voting Member

Category Public/Accountant

Dais Seat 7



Bryan Farrell

3rd Term Jun 01, 2019 - May 31, 2022

Appointing Authority Assembly

Position Voting Member

Category AEL&P Mechanical Engineer

Dais Seat 3



Stuart A Cohen

1st Term Jan 25, 2021 - May 31, 2023

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 1



Grant Ritter

3rd Term Jun 01, 2020 - May 31, 2023

Appointing Authority Assembly

Position Voting Member

Category Public/Residential

Dais Seat 6



Janet Hall Schempf

5th Term Jun 01, 2020 - May 31, 2023

Appointing Authority Assembly

Position Voting Member

Category Retired State Habitat Biologist

Dais Seat 4

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Andrew Campbell

First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted] [Redacted]

Home Address Suite or Apt

[Redacted] [Redacted] [Redacted]

City State Postal Code

[Redacted] [Redacted]

Primary Phone Alternate Phone

Admiralty Construction Inc. President

Employer Job Title

Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

[REDACTED]

Which Boards would you like to apply for?

Utility Advisory Board: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [*Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV*]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I would like to continue to serve on the UAB because I believe my experience as a General Contractor and Civil Engineer is beneficial to this group. I have been working with the utility system in Juneau for 28 years and would like to assist the CBJ to continue to provide the excellent service that we have become accustomed to.

Please select the type of board seat for which you are applying *

☒ Criteria specific seat as listed in the board's governing legislation

Please list any organizations for which you currently serve as a board member, officer, or employee.

Thane Condo Association board member, UAB member, Admiralty Construction President

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Approx. one year on the Planning Commission - resigned due to illness in my family

Education/Training: Please list both formal and informal education & training experiences:

BSCE

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Civil Engineer licensed in Alaska

Demographics

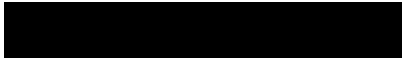
The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Geoffrey Larson

First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Alaskan Brewery Co- Founder

Employer Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Utility Advisory Board: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [*Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV*]

Please explain, with specificity, your reasons for applying to serve on this particular board.

Alaskan Brewing is a large client of the W and WW utilities and my participation on the UAB is to represent large users of this public utility.

Please select the type of board seat for which you are applying *

☒ Criteria specific seat as listed in the board's governing legislation

Please list any organizations for which you currently serve as a board member, officer, or employee.

Alaskan Brewing Company, Juneau Community Foundation, Southeast Alaska Dogs Organized Over Ground Search-SEADOGS, Utility Advisory Board, Douglas Dornan Foundation

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Education/Training: Please list both formal and informal education & training experiences:

Chemical Engineering, CPIM, ICS

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Other

Gender

None Selected



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Jason A Hart
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

Hecla Greens Creek Mining Company Contracts Administrator
Employer Job Title

Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Utility Advisory Board: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

Interested in learning more about the system as a whole for Juneau in regards to the Waste Water, providing a common sense approach to questions, concerns, and decisions.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Midnight Suns Baseball Club, Ducks Unlimited District Chairman, JYFL Board

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

The above boards as well as Gastineau Channel Little League

Education/Training: Please list both formal and informal education & training experiences:

OJT

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Upload a Resume

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Excerpted Sections of City and Borough of Juneau Code – Chapter 53.50 – Purchasing of Supplies and Services – Applicable to Bidding Review Board

53.50.061 Bidding review board.

(a) There is established a bidding review board. The bidding review board shall consist of five persons appointed by the assembly. To the extent possible, one of the members shall be an attorney licensed to practice law in the state. The members of the bidding review board shall serve three-year terms. The bidding review board shall adopt written rules of procedure for the purpose of ensuring the expeditious resolution of protests. No member of the bidding review board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply:

- (1) If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or
- (2) To qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

(b) The bidding review board shall hear protests as provided in this chapter and may perform such other related duties as the manager or assembly may, from time to time, request.

(Serial No. 93-11am, § 11, 1993; Serial No. 99-03, § 3, 1999; Serial No. 2004-08, § 7, 3-22-2004)

53.50.062 Protests.

(a) A party may protest award to any other party of a competitive sealed bid or competitive sealed proposal, but such protest shall be heard only if protests have also been filed against the award recommended by the purchasing officer and against any other bid or proposal having a higher ranking than that of the party filing the protest.

(b) A party shall provide written notice of intent to protest. Notice of intent to protest shall be delivered to the purchasing officer by the close of the business day following posting by the purchasing officer of a notice of apparent low bidder or successful proposer. Late notices of intent to protest shall not be considered. The notice of intent to protest shall include the name and address of the protestor and a brief description of the grounds for the protest.

(c) A written protest shall be filed with the purchasing officer within five working days after posting of notice of apparent low bidder or successful proposer.

(d) A written protest shall, at a minimum, contain the following:

- (1) The name, address, and telephone number of the interested party filing the protest;
 - (2) The signature of the interested party or the interested party's representative;
 - (3) Identification of the proposed award at issue;
 - (4) A statement of the legal or factual grounds for the protest;
 - (5) Copies of all relevant documents; and
 - (6) The fee required by section 53.50.080.
- (e) The purchasing officer shall reject an untimely or incomplete protest.
- (f) If a timely and complete protest is filed, the award of the contract shall be stayed until the protest is resolved, unless the manager determines in writing that award of the contract pending resolution of the protest is in the best interests of the City and Borough.
- (g) The purchasing officer shall issue a written response to the protestor within ten working days of the date the protest is filed. If multiple protests have been filed, they may be consolidated for purposes of the response. Copies of the response shall be provided to any other protestor requesting one. The response may include an amendment of all or any part of the recommended award. The manager may, upon written request of the purchasing officer, for good cause shown, extend the date for the purchasing officer's response for such additional period as may be necessary.
- (h) A protestor aggrieved by the purchasing officer's response pursuant to subsection (g) of this section may request review by the bidding review board.
- (i) The protestor may seek review of the purchasing officer's response by providing written notice of intent to request review. The protestor shall notify the purchasing officer of the intent to request review by the end of the working day following issuance of the purchasing officer's response. Late notices shall not be considered. A written request for review shall be filed within five working days after the response is issued by the purchasing officer. The notice of intent to request review and the written request for review shall be in the same form as provided in subsections (b), (c), and (d) of this section.
- (j) Upon receipt of a timely and complete request for review of the purchasing officer's response, the matter shall be forwarded to the bidding review board and a hearing date shall be established. Once the hearing date has been established, all bidders or proposers shall be notified of the hearing in writing.

(k) The bidding review board shall conduct a hearing and issue a recommendation within seven calendar days of the date the referral is made to the board. The bidding review board may, by written notice to all bidders or proposers, extend this seven-day period to a maximum of 30 days. Hearings shall be conducted informally, with due regard for the rights of the parties involved. Hearings shall be recorded.

(l) The bidding review board's recommendation shall be based on the provisions of this Code interpreted in light of applicable state case law and generally accepted principles of government purchasing as set forth in standard treatises, decisions of the United States Comptroller General, and similar authorities. The recommendation shall contain findings of fact and conclusions of law.

(m) The recommendation:

(1) May include the following:

- a. A recommendation that a designated bid in a competitive sealed bid or proposal process be accepted as the lowest qualified bid or proposal; or
- b. A recommendation that one or more bids or proposals be considered or rejected or that the procurement process at issue be canceled;

(2) Shall not, except to the extent necessary to correct a failure to follow the procedures required by this chapter, include a recommendation for:

- a. An amendment of the specifications for a bid or request for proposals;
- b. A change in the criteria for selection of a proposal; or
- c. An amendment, reordering, or reassessment of any qualitative judgment in the rating of a proposal;

(3) Shall not include a recommendation for:

- a. Selection or rejection of any additive or deductive alternate; or
- b. The payment of money, including attorney's fees, by the City and Borough or any party, provided that the recommendation may recommend a refund of protest fees or payment of bid preparation costs by the City and Borough to one or more bidders or proposers.

(4) Shall be forwarded to the manager or assembly, as appropriate, for consideration in the award of the contract.

(n) The protest procedures established by this section, may be adapted for a procurement as necessary to maintain eligibility for state or federal funding for that procurement, provided that no such adaptation may authorize the board to grant a form of relief prohibited by subsection (m)(3) of this section.

(Serial No. 93-11am, § 12, 1993; Serial No. 95-20, § 2, 1995; Serial No. 96-31, § 5, 1996; Serial No. 97-11, § 2, 1997; Serial No. 99-03, § 4, 1999; Serial No. 2001-38, § 2, 7-2-2001)

53.50.080 Administration of protest.

There is established a fee of \$750.00, payable by each person filing a bid protest, pursuant to section 53.50.062, which shall be refunded in full if the protest is granted.

(CBJ Code 1970, § 53.50.080; Serial No. 71-45, § 4, 1971; Serial No. 80-23, § 5, 1980; Serial No. 93-11am, § 14, 1993; Serial No. 99-03, § 5, 1999)



City and Borough of Juneau, AK
Bidding Review Board

Board Roster



Alexander Smith

1st Term Nov 05, 2018 - May 31, 2021

Position Voting Member

Category Public



Stephen F Sorensen

3rd Term Jun 01, 2018 - May 31, 2021

Appointing Authority Assembly

Position Voting Member

Category Public/Attorney

Dais Seat 2



Brad Waldron

2nd Term Jun 01, 2019 - May 31, 2022

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 3



Roger Healy

2nd Term Jun 01, 2020 - May 31, 2023

Appointing Authority Assembly

Position Voting Member

Category Public



Vacancy Immediately (June 1, 2020) - May 31, 2023

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 1

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Stephen F Sorensen
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

Simpson, Tillinghast, Sheehan & Araujo, P.C. Attorney
Employer Job Title

Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

Attorney

Secondary Email Address (if any)

Which Boards would you like to apply for?

Bidding Review Board: Reapplying

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [*Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV*]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I have been on the Bidding Review Board for 3 terms and believe that I can bring my legal skills to the board. I am familiar with construction standards and have an understanding of the CBJ bidding process and its review.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Alaska Bar Association, Bidding Review Board

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

CBJ Planning Commission, Juneau Red Cross, Affordable Housing Commission, CBJ's Annexation Study Commission, Juneau Housing Trust, SE AK Boy Scouts of America, adjunct professor at UAS

Education/Training: Please list both formal and informal education & training experiences:

University of Nebraska, University of Montana

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

None Selected

Gender

☒ Male



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☐ I Agree

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Jason

First Name

Soza

Middle Initial

Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

Government Sourcing Solutions

Employer

Vice President, West

Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Bidding Review Board: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 3

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I have over 20 years of experience in public procurement and have a deep knowledge of and passion for the profession. I served as Chief Procurement Officer for the State of Alaska for six years, working with procurement professionals all over Alaska--including the City & Borough of Juneau--and all over the nation. Currently, I work with a procurement consulting firm and cover 21 western states, talking with and advising Chief Procurement Officers at the state and local levels. I've responded to and advised on a number of protests over the years and would enjoy being able to assist our community with such matters.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Treadwell Arena Advisory Board Juneau Adult Hockey Association Government Sourcing Solutions

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Juneau Adult Hockey Association, President (2013-Present) Juneau Adult Hockey Association, Tier Representative (2012-2013) Treadwell Arena Advisory Board, Chair (2019-Present) Treadwell Arena Advisory Board, Adult Hockey User Group Representative (2015-Present) National Association of State Procurement Officials, President-elect (2018-2019) National Association of State Procurement Officials, Director-at-Large (2017-2018) NASPO ValuePoint Management Board, Member (2013-2019)

Education/Training: Please list both formal and informal education & training experiences:

Lean Six Sigma Black Belt formal training and I've developed and/or contributed to a number of state and national level education/training curriculum: - Drafted a chapter and assisted with the review/proofing of a procurement textbook used in higher education, "State & Local Government Procurement: A Practical Guide." - Contributed to a Harvard Business School research paper on cooperative procurement. - "Wrote the book" on procurement in Alaska, the State of Alaska Procurement Manual. - Developed and taught many classes on procurement for the State of Alaska.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Certified Six Sigma Black Belt, American Society for Quality (2018-Present) Certified Public Procurement Officer, Universal Public Procurement Certification Council (2014-Present) Certified Professional Public Buyer, Universal Public Procurement Certification Council (2009-Present)

Upload a Resume

Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

None Selected

Gender

None Selected



Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

TENTATIVE Interview Schedule					
ASSEMBLY SITTING AS THE HUMAN RESOURCES COMMITTEE					
	Zoom Webinar				
TIME (PM)	APPLICANT	SEAT	confirmed interview time w/ applicant	RCVD Questions Back	Notes
5:35	Paul Grant	D/H		x	available before 6pm on 6/23 only, out of cell range on 6/24
5:45	James Becker	D/H		x	
5:55	Jeff Polizotto	D/H		x	
6:05	Matthew Leither	D/H		x	
6:15	Russell Peterson	D/H		x	
6:25	Robert 'Bob' Varness	D/H		x	
6:30	Starr Parmley	D/H		x	
6:40	James Houck	D/H		x	questions sit-in for interview, not available on 6/23
6:50	BREAK				
7:00	Mark Rainery	Eaglecrest		x	
7:10	Michael Satre	Eaglecrest		x	
7:20	Demian Schane	Eaglecrest		x	Questions sit-in for interview, out of internet/phone range
7:30	Al Clough	Airport		x	Current Tenant (Limit of 3 tenant seats)
7:40	Kyle Schweissing	Airport		x	Current Tenant (Limit of 3 tenant seats)