

HOLLIS COMMUNITY COUNCIL, Inc. MEETING

Approved Minutes and Agenda

Proper notice of the meeting date/time was given per the Hollis Community Council, Inc. By-laws

Wednesday, December 14, 2016

7-9PM

FIRE HALL, HOLLIS, AKLASKA

Board Members Present: (see attached roster)

Absent Board Members: Ron Curtis

Council Members/visitors Present: see attached roster

MEETING CALLED TO ORDER BY THE President, Deena Taylor AT __7:04PM

ANNOUNCEMENTS:

These are presented here as a reference to be read prior to the meeting and will not be read verbatim at the meeting.

1. Heaters need to be kept at **50 degrees** when the facilities are not in use. The door between the community room and bay area should be kept closed.
2. Procedure for purchases, check writing, paying bills, claims for reimbursement, travel reimbursement, training expenses, purchase of equipment, etc. From the By-laws:

SECTION 4; Treasurer. The Treasurer shall 1) Manage, deposit and invest all funds of the Corporation as directed by Board of Directors, 2) Disburse money for all Corporation Obligations, and 3) Keep regular books or accounts of all Corporation financial transactions, and provide for financial reports or audits as directed by the Board of Directors 4) BE THE CHAIR OF THE FINANCE COMMITTEE, WHOSE RESPONSIBILITY IS TO SUBMIT TO THE MEMBERSHIP EACH YEAR A SUGGESTED BUDGET TO THE STATE FOR REVEUNE SHARING BY JUNE 1 OF EACH YEAR AND PROPOSE A DEFINATIVE BUDGET TO THE MEMBERSHIP OF HOW THESE FUNDS WILL BE USED. 5) WILL BE RESPONSIBLE TO COMPILE AND SUBMIT THE MANDATED REPORTS TO THE STATE AND IRS TO MAINTAIN THE HHS, INC. STATUS AS A 501C4.

CHAPTER FIVE: Financials

SECTION 1; Contracts. The Board of Directors may authorize any office or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances as authorized by the Board of Directors.

SECTION 2; Checks, drafts, etc. All checks, drafts, or orders for payment of money, notes or other evidence of indebtedness issued in the name of the Corporation, and in such manner, shall from time to time, be determined by the Board of Directors, shall be signed by the Treasurer or Purchasing Agent.

SECTION 3; Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 4; Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for any special purpose of the Corporation.

Section 5: Purchases and Bids.

All purchases by the corporation shall be approved by the Board of Director. The corporation is not responsible to pay for items, services, or work that was not approved. Routine items such as ink, truck fuel, and paper, by not limited to, may be purchased with-out prior approval if the total amount does not exceed \$300.00.

If service or large scale work is needed; such as road-work, building, or repair, an invitation for bid is to be sent out to contractors who can perform the service or work. The bid shall be posted in at least three prominent locations. The invitation to bid is to include the type of service or work to be completed, completion date, close time of bid, and location to submit bid. The bids will be opened at the next monthly meeting unless a special meeting is called.

Section 6: Grants.

No grant monies from a state, federal, or other governmental entity shall be applied for without placing the item on the agenda and must be approved by a simple majority of the Council.

SECTION 2; Finance Committee.

The treasurer is the chair of the Finance Committee. The committee must include at least three other members which may be Directors or **Council members**. The primary responsibility of the committee is to present financial audits of the corporation to the **Council** for approval. The Finance Committee may also present a yearly operating budget to the **Council** to be used as a suggestion.

To be specific, all monies to be deposited into Council Bank accounts and all items purchased/paid for, shall be submitted through the Treasurer as per the above By-laws. It is imperative that the Board be able to present a paper trail for all monies coming in and going out. Nothing is to be charged without the appropriate paperwork. (The treasurer has forms which need to be completed).

Thank you.

3. We are looking into the cost of Officer's and Board insurance.

A. APPROVAL OF MINUTES 3 minutes

1. November 8, 2016 minutes have been posted and sent to the board. Sandra Nessett, Secretary

Motion: To approve the minutes as printed. Made: Tom Harden Second: John Ryan

Discussion/corrections; Correction as to John Ryan's comment in response to Keith Michael's presentation to the board. In italics.

Vote: yes: 10 No: 0 Abstain: 5

A. Presentation by special guests:

1. Greg Staunton, Division of Forestry, State of Alaska: 20 minutes

TOPIC: North Hollis Timber Sale (documents attached for review)

2. Greg Boyd, Davies-Barry Insurance Company. 20 minutes(comparison of insurance policies attached)

TOPIC: Presentation on insurance coverage for vehicles, buildings and property, volunteers by Alaska Public Entity

The mission of Alaska Public Entity Insurance is to provide our members with stable, affordable insurance, broad insurance coverage, and effective risk management services to ensure that maximum funds are available for local government and education programs. APEI is recognized by the Association of Governmental Risk Pools (AGRIP).

B. Board work session Report-Deena Taylor-5 minutes

Met for a work session on Sunday, November 20, 1900-2100 for the following:

1. Budget to be presented to the Council for approval
2. Development of groundwork for a new strategic plan for Hollis Community Council, Inc., to be presented to the Council. Committee formed with Ron Curtis Chair. **Looking for interested Council members to serve.**

Board members present: Deena Taylor, Tom Hardin, John Ryan, Ron Curtis (via video call), Ezra Clark, Roger Cates. Absent: Sandra Nessett and Bill Sharpes, Fire Chief (was asked to bring budget requests for Emergency Services)

C. Committee/Department Reports:

(Please have reports either typed or hand written and presented to the secretary after the report is given so they may be included in the record). Per the implementation of the new By-Laws, reports will be given by the Standing Committees in addition to the following:

Committees: If an individual is interested in serving on a standing committee, please submit your name to any board member or the committee chair.

1. Standing Committees:-15 minutes

a. Finance Committee: John Ryan, chair.

See attachment for the financial report

It was reported by the treasurer that in checking and reviewing the history of filing the required IRS reports, none has been filed for 5 years. He is in the process of reviewing the process, required forms and filings to bring us up to date. It is noted that Darren Lamp, has agreed to donate monies to the Council and pay tax professionals for the purpose of bringing these IRS reports up to date and complete the process of putting the Council in good stead with the IRS and receive our Not-For-Profit IRS status.

The Board expressed appreciation to John Ryan for his due diligence in researching and putting into place indicated processes and procedures in regard to our financial matters. Appreciation was also expressed for Mr. Lamp's generous gift of monies and resources in ensuring this task is completed.

Mr. Bill Sharpes presented to the board a bill for repair on the heaters in the Fire Hall and community room. This will be placed on the agenda for the January meeting.

- b. **Annual Fire Department Fundraiser:** Lisa Cates, Chair, was held August 20th.
Membership is open to any interested individual.

Bill Sharpes presented the following report in Lisa's stead:

Updated report is to be presented. Everything has been accounted for with the exception of how the grand prize winner was paid his money? This is to be determined and reported at the next meeting.

Status of leftover food/beverage items. Donated to the school.

- c. **Harris River Picnic Area:** Chair John Ryan

Report by Deena Taylor:

It is with dismay that I must report that it has been determined and confirmed by DNR that there is no lease agreement/easement for the Harris River Picnic Area with the Hollis Community Council, Inc. Until such time as a resolution can be determined/agreed upon, this area is under the supervision/management of this state department. Please see the attached e-mails regarding this matter. If you have questions regarding this matter, don't hesitate to contact either Deena Taylor, Tom Harden or John Ryan.

- d. **Fourth of July Celebration: Chair Ron Curtis, Committee Members: Sandy Nessett, Coleen Watson**

2017 preparations-no report due

Looking for committee members

- e. **Cemetery Committee: Chair Tom Harden.** Current committee members are: Budd Burnett, Sandra Nessett, Brian Hallstgrom, Deena Taylor. The Committee is looking for those interested in serving on this committee.

- 1) Set-up for Perpetual Care. Budget for annual maintenance
- 2) Status of needed guidelines for burial as stated in State Dept. of Health Rules or other regulatory agencies.
- 3) Status of guidelines for cemetery plot purchase. Contract of ownership.
- 4) Price confirmation of plots. Currently recommended is \$200 per plot, but recommendation to evaluate the cost being stated will be enough to provide for the revenue required to provide for perpetual care of the property.
- 5) Status of guidelines for record keeping. Who is responsible?
- 6) Designation of a section of cemetery for spreading of ashes. Fee charged?
- 7) Designation of a section for Veterans. Fee charged? Participation by Veteran groups? Monies Government pays for burial of Veterans.
- 8) Status of road easement currently on MHT property which is used for access to the cemetery.

Mr. Harden reported that the gathering of information is being continued. It has been requested that the state release the ownership documents indicating that the Hollis Community Council, Inc is the owner. He is also in the process of contacting the MHT in

regard to permanent usage of the current road access to the cemetery and if granted would not necessitate the building of a new road.

2. Appointed Committee(s): 3 minutes

- a. **Second Class City Forum:** Chair, Tom Harden, update. Informational item only. Suggested that this be grouped with the Strategic Planning Committee.
- b. **By-law/Articles of Incorporation Committee:** Chair, Deena Taylor, update
Committee members: John Ryan, Tom Harden, and Ron Curtis. Membership is open to any Council member. If interested, please contact Deena Taylor.

We will be meeting in March to review the documents and make recommendations for update at the April meeting.

3. Department Reports: 15 minutes

FIRE/EMS: Bill Sharpes, Fire Chief

- a. Vehicles: Maintenance schedule. Mr. Sharpes reported that the vehicles will be checked and driven each month during the regular Saturday training, as indicated.
- b. Siren Testing update: Plan for the siren since the test have shown that the tone is not heard by residents in the area. It has been determined that the siren is ineffective for the purpose designated and a suggestion from Emergency Services as to the disposition of the siren is to be determined and presented to the Council.
- c. AED equipment at the school and fire department:
Update: Training schedule for school personnel and other interested participants.
Anticipated Date for Training: Bill reports that he and Robert Olmsted will be presenting training for the Hollis School students after the first of the year consisting of BLS, First Aid and how to use the AED.
- d. Emergency Calls since last meeting.
 - 1) Fire: 0
 - 2) EMS: 0
- e. Training:
 - 1) Mr. Michaels, Assistant Fire Chief/Training Officer, announced that there will be regularly scheduled training meetings set now on the first Tuesday of each month for one hour and on the third Saturday of each month for 2 hours. Times are to be announced and topics/tasks for meetings will be announced. This was announced at the Sept. 13th meeting.

Update: Informational only.

Future schedule/topics of trainings. Reminder of the January 9th training.

Report on training held:

Saturday, November 19th

Tuesday, December 6th: MVA 6

2) EMT I Class: Fire Chief Bill Sharpes, Date to be announced.

- f. Inventory: An inventory of all equipment needs to be compiled and submitted to the Treasurer for insurance asset management.
John Ryan will get with Bill Sharpes and schedule a time for this to be completed and oversee the process.

OLD BUSINESS: 10 minutes

1. DONATION/GROCERY RECEIPTS-No report due.

Sandra Nessett has assumed this responsibility. Please save your grocery receipts and give to Sandra or place in the box provided at the fire hall entrance. The quarters for tallying are as follows. The receipts must be dated within these months to count for that quarter. Thank you so much.

February 1-April 30

May 1-July 31

August 1-October 31

November 1-January 31

2. AMBULANCE:

Report: Informational item only: John Ryan

Status of paperwork being completed to transfer ambulance to Thorne Bay. Request was made for a letter to be written that indicates Hollis no longer has a need for this vehicle. Deena Taylor will get this submitted. Until the vehicle is transferred, insurance must be maintained on it by HCC, Inc.

3. **Location of deeds/abstracts to property owned-Deena Taylor**

From Lee Cole, we received the following regarding the fire station property and cemetery property.

a. It has been received and in our possession.

b. Cemetery (ADL 107529). There is no Patent yet. Here is what happened:

A Final Finding and Decision ("FFD") was issued in 2012. (HCC has management authority.

The FFD was appealed by one of the citizens.

The appeal was denied.

At this point, DNR should have requested a Patent. But, we have not done so.

We have three large, high-priority matters that are a head of this request. It may be in January before we can get to this, but it is on the radar.

c. Hollis/Chilkat Property: here

d. Lease on Harris River Picnic area. See the attached letter indicating that this process was not completed and that HCC, Inc. has no authority for this area and it remains with DNR.

4. **Bill presented to the Board at the November meeting** for consideration of payment for work done by Bruce Dunbar, that was not previously approved by the Hollis Community Council, Inc., for work completed on Island View Drive. These documents are included for review on the web site with this agenda.

Motion: "That the bill as submitted not be paid as the work had no prior approval from the Council." Made: Tom Harden Second: Sandra Nessett

Discussion: Points made included, the return of the culvert(s) used in this project and not approved by the Council. Mr. Dunbar assured the Council it will be done. There was one culvert in question and Tom Harden will go to the site and evaluate if in fact it was used on the actual road and report back to the Council.

Vote: yes: 2 no: 5 abstain: 3 Motion failed

Motion: "That Hollis Community Council, Inc. reimburse Bruce Dunbar \$432.11 and if so approved, then a like amount, will be given to Ron Curtis to provide partial reimbursement for his personal expenditures on Island View Drive." Made: John Ryan Second: Sandra Nessett
Discussion: Majority of the discussion was in favor of this motion. It was pointed out that it would be doubtful that Mr. Curtis would accept this reimbursement and that this work was not pre-approved by the Council. For: That this money be reimbursed to Mr. Dunbar with the understanding for all Council members that future, unauthorized requests will be denied. It was stated that it is important that the Council members understand that our purpose and more importantly, the lack of funds, is to build new roads. Additionally, the culverts stored on the Council property is to be used only with Council approval and for the replacement of damaged current culverts.

Vote: For: 9 No: 1 Motion passed

Please note: Mr. Ron Curtis refused said reimbursement.

A. NEW BUSINESS: 35 minutes allowed

1. Insurance for buildings/properties.-Deena Taylor-5 minutes

Presentation of insurance policy for this purpose.

Motion to purchase liability/property insurance with Alaska Public Entity Insurance for 6.5 months (July 1, 2017 due to renew) and Ron Curtis will research other options/cost for an insurance provider with a final report and decision to be made at the May meeting.

Made: Tom Harden Second: Sandra Nessett

Discussion: In favor of info provided in support of the policy. No negative opposition presented.

Vote: Yes: 9 No: 0 Abstain: 0

2. New Committee formed by the Board: Deena Taylor-10 minutes

Our last Strategic Plan was developed in 2003(available on our web site for review, filed with this agenda)

Strategic Planning Committee-Chair, Ron Curtis

Report on the initial plan by Ron Curtis. Mr. Curtis was ill and no report was presented.

3. Approval of Definitive Budget for fiscal year, July 1, 2016-June 31, 2017(available on the web site for review, filed with this agenda)-Deena Taylor-10 minutes

Motion to approve the budget: made: Sandy Nessett second: John Ryan

Discussion: Budget attached

Vote: Yes: 9 No: 0 Abstain: 0

5. Locks to be changed on the Fire Hall/Community Building. Deena Taylor-10 minutes

Motion for the Treasurer, John Ryan, to check on cost to replace the locks on the building and out buildings and report at the Janaury meeting. A log will be compiled of those being issued keys and maintained by the treasurer.

Made: Sandra Nessett Second: Tom Harden

Discussion: None

Vote: yes: 9 no: 0 Abstain: 0

Meeting adjourned at PM by Board President, Deena Taylor at 9:15PM

The next council meeting will be on Wednesday, February 15, 2017, Community Room, Fire Hall, 7-9PM.

Items for the January 2017 agenda may be submitted to either Deena Taylor or Sandra Nessett. Thank you so much for assisting us in getting the agenda out!