



SOUTHEAST ALASKA POWER AGENCY

Regular Board Meeting
(To be held electronically)

AGENDA

September 9, 2021 SEAPA BOARD MEETING		<p>For telephonic participation dial:</p> <p>1.888.475.4499¹ Meeting ID No. 873 6691 9828</p>
Time	Event	
9 AM	Meeting Starts	
10:30 AM	15-Minute Break	
12 Noon	Lunch	
1 PM	Meeting Resumes	
2:30 PM	15-Minute Break	
5 PM	Meeting Adjourns	

1. **Call to Order**
 - A. Roll Call
 - B. Communications/Lay on the Table Items
 - C. Disclosure of Conflicts of Interest
2. **Approval of the Agenda**
3. **Persons to be Heard**
4. **Review and Approve Minutes**
 - A. May 13, 2021 Minutes of Regular Meeting
5. **Financial Reports**
 - A. CEO Financial Memo
 - B. Controller Memo
 - C. kWh Graphs
 - D. Fund Graph
 - E. 2021 Series Bond Summary
 - F. Grant Summary
 - G. Year-to-Date Financial Statements
 - H. RR20349 Submarine Cable Funding
 - I. Disbursements
 - J. Review and Acceptance of Audited Financial Statements for Continuing Disclosure²
6. **Old Business**
 - A. SEAPA 3rd Quarter Update Re Operations Plan
 - B. Update Re Wholesale Power Rate
 - C. Discussion Re Second Revision to iPad Policy

¹ In the event of a failure with Zoom connectivity, the meeting shall continue by telephonic participation by dialing 1.800.315.6338 (Code 73272#).

² Joy Merriner, Assurance Partner with BDO, is scheduled to call in to the meeting at 10 a.m. to present the audited financial statements and will be available to answer any questions.

7. New Business

A.	Consideration and Approval of Amendment No. 3 to SEAPA Lease Agreement with Ketchikan Gateway Borough
B.	Consideration and Approval of Resolution #2021-079 Re First Amendment to Document Retention Policy
C.	Consideration and Approval of Resolution #2021-080 adopting a Vegetation Management Plan
D.	Consideration and Approval of Resolution #2021-081 adopting a Communications Plan
E.	Consideration and Approval of SEAPA 2022 Administrative Employee Group Benefits
F.	Consideration and Approval of R&R Projects/Budget Increase
G.	Consideration and Approval of Sole Source Contract to Southern States for Wrangell Substation Transformer Circuit Switcher Equipment
H.	Discussion Re Demand Side Management
I.	Review and Discuss CEO Evaluation Form and Schedule
J.	Executive Session Re Hydrosite Analysis Update, Metlakatla Interconnection, and Kake-Petersburg Intertie

8. CEO Report

9. Staff Reports

- A. Director of Engineering and Technical Services (*Siedman*)
- B. Operations Manager (*Hammer*)
- C. Power System Specialist (*Schofield*)

10. Next Meeting Dates

11. Director Comments

12. Adjourn

Southeast Alaska Power Agency

Meeting Minutes

Location: Held Electronically¹

Date: May 13, 2021

Time: 9:00 a.m. AKDT

Agenda Items

1) Call to Order

A. Roll Call.

Chairperson Sivertsen called the regular meeting to order at 9:00 a.m. AKDT on May 13, 2021. The following directors and alternates were present, thus establishing a quorum of the board:

Directors	Present Electronically (E) In Person (IP)	Alternates	Present Electronically (E) In Person (IP)	Representing	Community
Bob Sivertsen	E	Doug Ward	E	Swan Lake	Ketchikan
Karl Amylon	E	Jeremy Bynum	E	Swan Lake	Ketchikan
Cliff Skillings		Dick Coose	E	Swan Lake	Ketchikan
Stephen Prysunka	E*	Mike Ottesen		Tyee Lake	Wrangell
Bob Lynn	E	Karl Hagerman	E	Tyee Lake	Petersburg

*Mr. Prysunka joined the meeting at 9:58 a.m.

The following SEAPA staff and counsel were present for all or part of the meeting:

Staff	Present Electronically (E) In Person (IP)	Staff/Counsel	Present Electronically (E) In Person (IP)
Trey Acteson, CEO	E	Joel Paisner, SEAPA Counsel	E
Clay Hammer, Operations Mgr.		Kay Key, Controller	E
Ed Schofield, Power Sys. Sp.	E	Sharon Thompson, EA/CA	E
Robert Siedman, Dir. Eng & TS	E	Marcy Hornecker, Admin. Asst.	E

B. Communications/Lay on the Table Items - 05.10.2021 Response to Appeal Letter

C. Disclosure of Conflicts of Interest - None

2) Approval of the Agenda

➤ Motion

M/S (Lynn/Coose) to approve the agenda. The motion was approved unanimously by polled vote.

✓ Action
21-883

3) Persons to be Heard - Tor Benson, a Petersburg citizen, commented.

4) Review and Approve Minutes

¹ The meeting was held electronically via Zoom due to recommendations from the Center for Disease Control and its social distancing guidelines. An audio recording of this meeting is available on SEAPA's website at www.seapahydro.org

➤ **Motion**

M/S (Lynn/Coose) to approve the minutes of the regular meeting of February 26, 2021, and special meeting of March 31, 2021. The motion was approved unanimously by polled vote.

✓ **Action
21-884**

5) Financial Reports

Mr. Acteson reported that SEAPA's financial position is stable and provided an update on the status of his pursuit of the parallel funding paths through the Alaska Municipal Bond Bank and Rural Utilities Service to finance SEAPA's Submarine Cable Replacement Project. He advised that a formal request was made to the Alaska Legislature for \$2.55MM to offset the cost of debt service for approximately three years which would serve to delay a rate increase. He recommended that any decision on a rate increase be deferred pending results of the lengthy legislative process involved in processing the Agency's request. Mr. Acteson concluded a summary of his financial cover letter and fielded questions from directors.

The Chair requested a motion on the financial statements.

➤ **Motion**

M/S (Lynn/Coose) to accept year-to-date financial statements through March 2021 and disbursements for February, March, and April 2021 totaling \$2,488,728.20, as presented.

✓ **Action
21-885**

Following Mr. Acteson's overview of the financial statements and brief additional discussion, the motion was approved unanimously by polled vote.

6) Old Business

A. *SEAPA Quarterly Update Re Operations Plan*

Mr. Siedman reported that the snow runoff (commonly called the "Turn") is in full effect at Swan and Tyee Lakes and presented charts demonstrating how SEAPA uses the Swan-Tyee Intertie (STI) to balance the lakes to achieve levels above the draft limits and below spill. He presented charts showing the current lake levels reporting both lakes are in a very healthy condition. He advised that warm weather in April enabled SEAPA to perform its snow surveys which are typically done in May. He presented results of the surveys showing how they are done and discussed how snow-water equivalent is calculated. He summarized that because of above-average snowpack, SEAPA has more water potential in the snowpack than in the lakes. He closed his update fielding questions from directors.

B. *Update Re Wholesale Power Rate*

Mr. Acteson reported that the Agency is ahead on revenues so withdrawals from the Rate Stabilization Fund is not anticipated at this time and recommended that any decision to increase rate be deferred pending a response to SEAPA's request to the Alaska Legislature for \$2.55MM to offset the cost of debt service. He responded to a director question on what may occur if the State does not provide an offset. He advised that the Agency could then consider a one-quarter percent increase. Discussion followed with no action being taken.

7) New Business

A. *Consideration and Approval of Contract Award Re Revised Vank Island Transmission Line Brushing Project.*

➤ **Motion**

M/S (Lynn/Coose) to authorize staff to enter into a Contract with BAM, LLC for SEAPA's Revised 2021 Vank Island Transmission Line Brushing Contract for the firm-fixed price of \$148,000.

✓ **Action
21-886**

Mr. Acteson reported that three bidders responded to SEAPA's solicitation for bids, one bid was deemed non-responsive, and that staff recommends award to BAM, LLC who submitted the lowest bid of the two responsive bidders. He advised that the non-responsive bidder is appealing staff's recommendation and explained staff's

objections to the appeal. SEAPA's counsel, Joel Paisner, explained SEAPA's appeal process. The Chair advised that the appellant was available on the telephone to address his appeal before the Board. The Appellant addressed his concerns. Following discussion, the following motion was made:

➤ Motion	M/S (Coose/Amylon) to reject the Appellant's appeal of staff's recommendation of award of SEAPA's Revised 2021 Vank Island Transmission Line Brushing Contract to BAM, LLC. Following additional brief discussion, the motion was approved unanimously by polled vote.	✓ Action 21-887
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The Chair requested a vote on the motion to award the contract to BAM, LLC. A vote was taken, and the motion was unanimously approved.

B. Consideration and Approval of Second Revision to Digital Communication Device Policy

➤ Motion	M/S (Lynn/Prysunka) to adopt Resolution 2021-077 adopting a Second Revision to SEAPA's Digital Communication Device Policy.	✓ MOTION WITHDRAWN
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The board discussed why it may be more prudent to consider a stipend or reimbursement to board members for a yet-to-be determined dollar amount for their purchase of a digital communication device or purchase of bandwidth for a board member's own device, to mitigate use of paper-laden board packets and plastic binders rather than purchasing iPads for each board member. Directors Lynn and Prysunka withdrew their motion to adopt Resolution 2021-077. There was a consensus that staff should research tax implications for a stipend and a process for reimbursement to re-address the current policy at the next regular board meeting.

C. Discussion and Consideration/Approval of Authorizing Resolution and Indenture Re Submarine Cable Financing from Alaska Municipal Bond Bank.

➤ Motion	M/S (Lynn/Coose) to adopt Resolution No. 2021-078 authorizing the sale and issuance of Electric Revenue Bond, Series 2021, to the Alaska Municipal Bond Bank consistent with the terms provided in the Resolution in order to provide the funds necessary (i) to pay or reimburse SEAPA for the costs of the Submarine Cable Replacement Project that consists of the replacement of the failed electrical submarine power cable between the islands of Woronkofski and Vank, which is necessary to provide reliable wholesale power to the rural island community of Petersburg as well as other capital improvements to the Agency's Projects (the "Improvements"); (ii) to make a deposit to the Bond Reserve Fund as necessary; and (iii) to pay the Issuance Costs of the Agency. The motion was approved unanimously by polled vote.	✓ Action 21-888
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D. Consideration and Approval of 2nd Amendment to Lease & Easement Documents for Tyee, Swan and Terror Lakes and Solomon Gulch Hydro Projects and Agreement Re Reclamation Reserve Account Payment

➤ Motion	M/S (Prysunka/Lynn) to authorize staff to enter into a Second Amendment to Lease and Easement Documents from the Alaska Department of Natural Resources for the Tyee Lake, Swan Lake, Terror Lake and Solomon Gulch Lake Hydroelectric Projects and an agreement for SEAPA to continue an annual payment of \$37,500 in a separate dedicated reclamation reserve account. Pursuant to these actions, I further move to authorize staff to apportion funds from the existing DNR Reclamation Fund, 50% of which shall be deposited to SEAPA's separate reclamation reserve fund, and 50% of which shall be distributed equally to Copper Valley Electric Association and Kodiak	✓ Action 21-889
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Electric Association. Following an explanation by Mr. Paisner of the history of the reclamation issue and Mr. Acteson's overview of his efforts to work with the various parties towards resolution, the motion was unanimously approved by polled vote.

E. *Executive Session Re Discussions Relating to Potential Interconnection with Metlakatla.*

➤ **Motion**

M/S (Sivertsen/Prysunka) to recess into Executive Session to be conducted pursuant to SEAPA's Bylaws consistent with Alaska Statute 44.62.310 for discussions relating to a potential interconnection to Metlakatla as the discussions will include matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public agency. The motion was approved unanimously by polled vote.

✓ **Action
21-890**

The meeting recessed at 11:03 a.m. for the executive session and reconvened into regular session at 11:59 a.m.

The Chair announced that no direction was given following the board's discussions in executive session relating to a potential interconnection with Metlakatla.

8) CEO Report

Mr. Acteson provided brief updates on Covid-19, Governmental Affairs and External Industry Activities, the five-year review of SEAPA's 4R Plan, and Phase II of SEAPA's Communication Plan. He was pleased to announce that Nathan Stewart was hired for the Operator/Electrician position at Tyee Lake and that Mr. Stewart's family was excited to be relocating to the community of Wrangell. There were no comments or questions following Mr. Acteson's report.

9) Staff Reports

A. *Operation's Manager Report (Hammer)*

Mr. Acteson provided a brief overview of topics presented in the Operation's Manager's report in the board packet in Mr. Hammer's absence. No comments or questions followed.

B. *Power System Specialist Report (Schofield)*

Mr. Schofield provided updates on Swan Lake's Preventative Maintenance Program, Tyee Operation and Maintenance Manual Update Project, SEAPA Headquarters Project, Swan Lake FERC activities, the Tyee Intake Gate Project, and Swan Lake Operations and Office 104 Renovation. No comments or questions followed.

C. *Director of Engineering and Technical Services (Siedman)*

Mr. Siedman provided brief comments on the status of major projects reported in his board packet which included Swan-Bailey transformer refurbishment, Swan Lake Station Service Switchgear, Submarine Cable Replace Project, RTAC SEAPA-KPU SCADA Points, Exciter Carbon Dust Collectors, De-Ice Gate Bubbler Project, and the Petersburg and Wrangell Fiber Buildout. He announced that SEAPA anticipates that a video can be taken during the submarine cable replacement project that can be posted to SEAPA's new website, which is approximately 98% complete. No comments or questions followed.

10) Next Meeting Dates

The board reached a consensus that unless Covid-19 circumstances dictate otherwise, the next regular meeting of the Board of Directors will be held in person in Ketchikan on September 9, 2021.

11) Director Comments

Directors exchanged brief comments.

12) Adjourn

The Chair requested a motion to adjourn.

➤ Motion

M/S (Prysunka/Lynn) to adjourn the meeting. There were no objections to the motion.

✓ Action
21-891

The Chair announced the meeting adjourned at 12:38 p.m.

Signed:

Attest:

Secretary/Treasurer

Chairperson



SOUTHEAST ALASKA POWER AGENCY CEO FINANCIAL COVER MEMO

DATE: September 1, 2021

TO: SEAPA Board of Directors

FROM: Trey Acteson, Chief Executive Officer

SUBJECT: CEO Financial Cover Letter

SEAPA's financial position is currently stable. Reservoirs are at maximum capacity which should help support future sales.

REVENUE & EXPENSES: Annual revenue through the end of August was slightly above budget at \$7,367,994 actual vs. \$7,350,651 budget. Operating Expenses through the end of July were significantly under budget at \$3,624,921 actual vs. \$4,654,585 budget. This is mostly due to budget allocations for Transmission Overhead Line maintenance that took place in June and July but was not billed until August. General Administrative Expense is also lower than budget due to vacancy factor.

RENEWAL & REPLACEMENT PROJECTS: Annual R&R expenditures through the end of July were \$8,015,132 actual vs. \$17,563,027 total budget. Submarine cable replacement milestone billing is still underway, so a separate detailed financial report has been provided under the financials.

STIKINE SUBMARINE CABLE REPLACEMENT FUNDING: SEAPA issued \$11,330,000 in Electric Revenue Bonds, Series 2021, through the Alaska Municipal Bond Bank (AMBB) to fund replacement of the failed Stikine submarine cable. Total bond proceeds were \$13,370,000 which factors in the premium of \$2,926,000. The All-in True Interest Cost was 2.55%. A separate detailed bond summary report has been provided under the financials.

SUBMARINE CABLE CAPITAL FUNDING REQUEST: As previously reported, SEAPA has made a formal request to the Alaska Legislature for \$2.55MM to offset the cost of debt service for approximately three years. The intent of the request is to delay a necessary rate increase associated with the submarine cable replacement while allowing time for our region to economically recover from the devastating impacts of the pandemic.

GRANTS: SEAPA has one open grant, the FY13 DCCED, with an open balance at the end of Q2 totaling \$334,954. SEAPA successfully secured a one-year grant extension through June 30, 2022.

AUDIT: SEAPA's annual audit is complete. There were no material weaknesses or significant deficiencies identified. This is a significant accomplishment as we recently migrated to a new accounting system and transitioned to a different fiscal year. Joy Merriner, Assurance Partner with BDO, will call into the Board meeting to provide highlights and answer any question.



SOUTHEAST ALASKA POWER AGENCY CONTROLLER MEMO

Date: August 26, 2021

From: Kay Key

To: Trey Acteson

Subject: **FINANCIAL STATEMENTS**

SUGGESTED MOTION

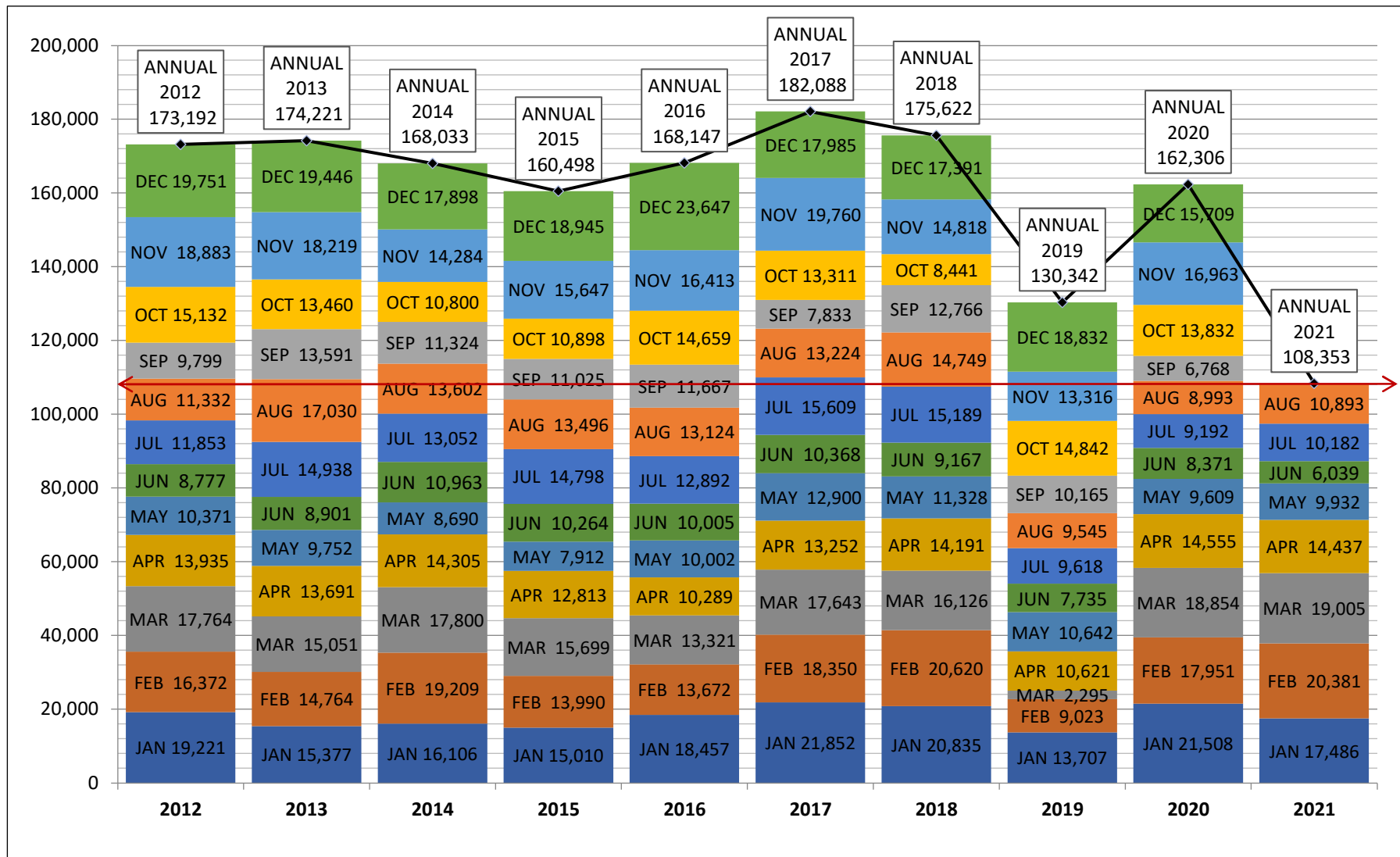
I move to accept year-to-date financial statements through July 2021 and disbursements for May, June, and July 2021 totaling \$7,250,737.35, as presented.

Financial Statements in this board packet include:

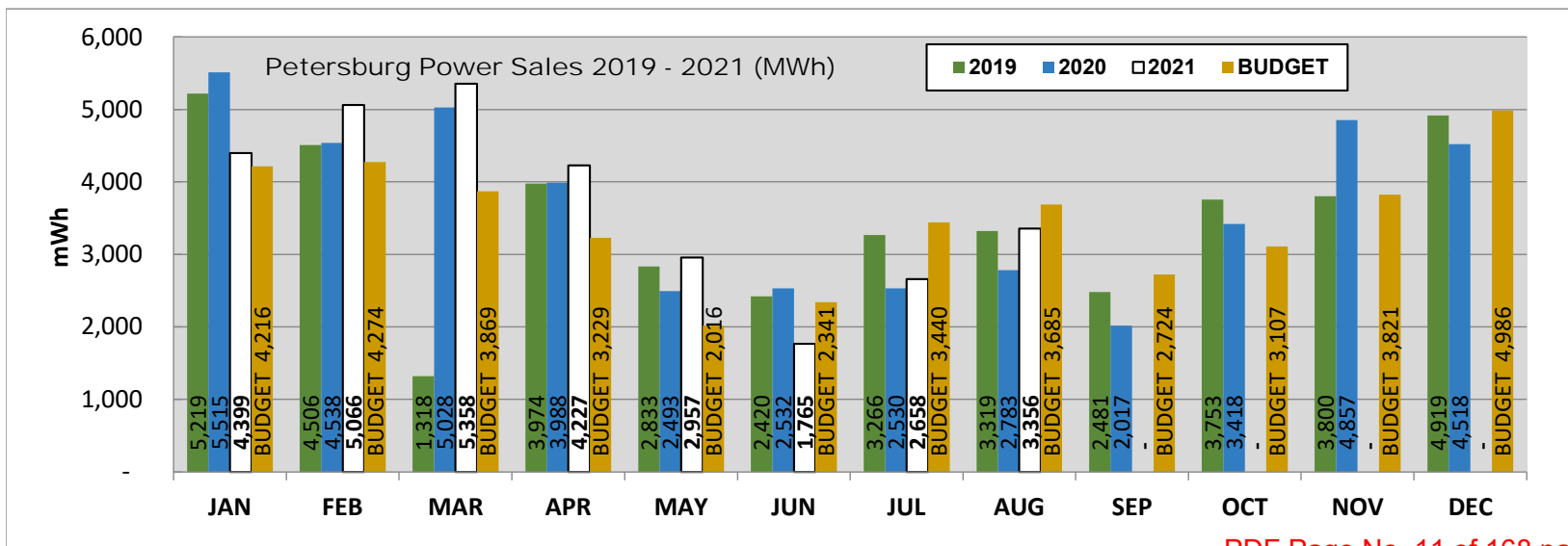
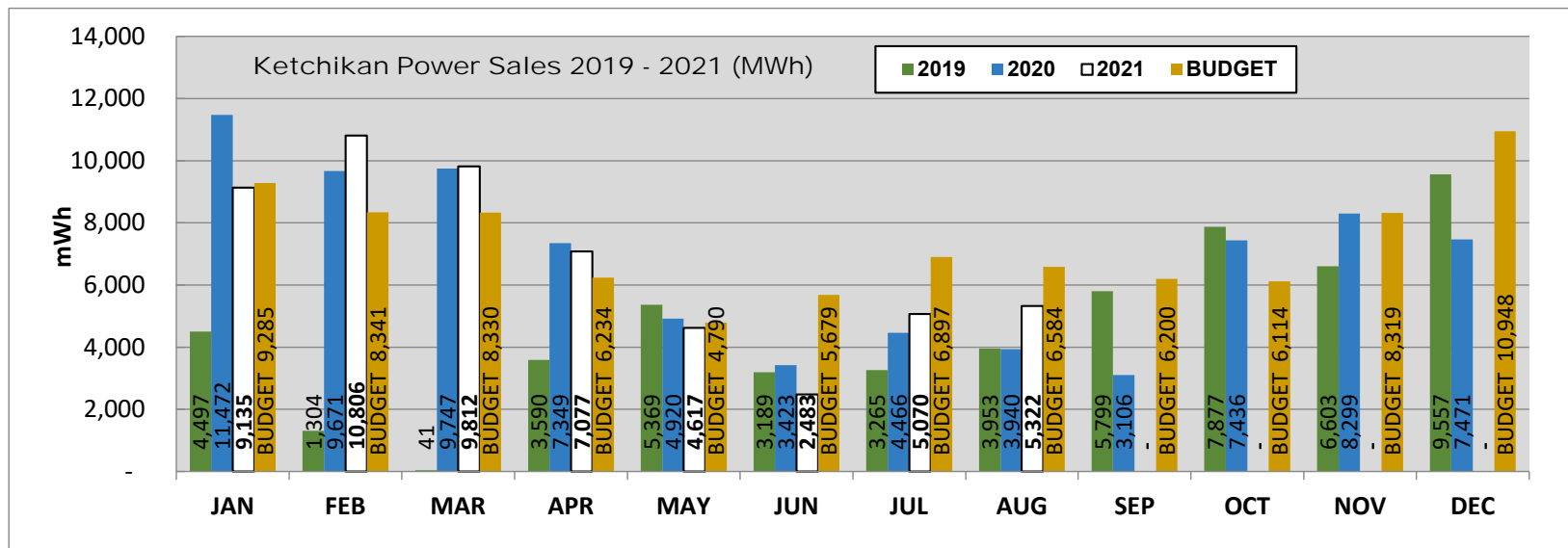
- **kWh Graphs** (Aug 2021)
- **Fund Allocation Graph** (Aug 2021)
- **2021 Series Bond Summary**
- **Grant Summary** (Quarterly through June 2021)
- **Year-to-Date Financial Statements through July 2021**
 - ✓ Financial Overview
 - ✓ Statement of Financial Position – Year-to-date with prior year comparison
 - ✓ Statement of Activities – Summary of year-to-date expenses by FERC code, compared to budget and prior year
 - ✓ Statement of Activities – Line-item detail of actual expenses compared to budget by location
 - ✓ R&R Summary
- **RR20349 Submarine Cable Funding**
- **Disbursements for May, June, and July 2021**

SOUTHEAST ALASKA POWER AGENCY

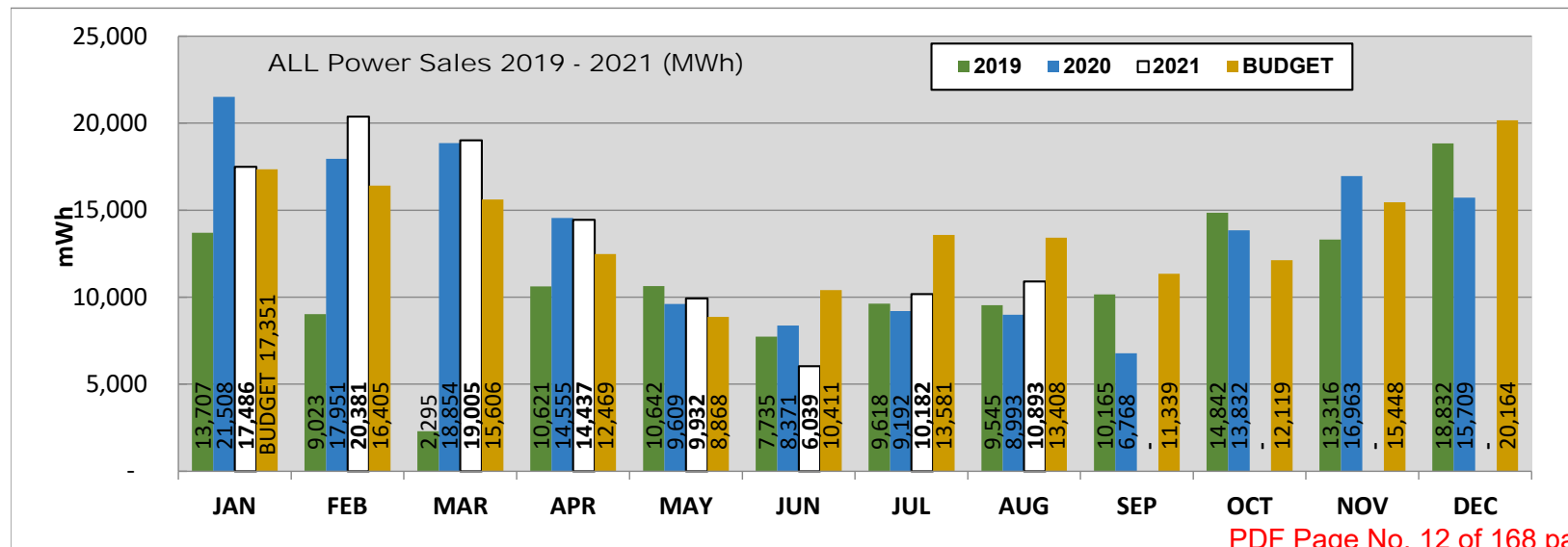
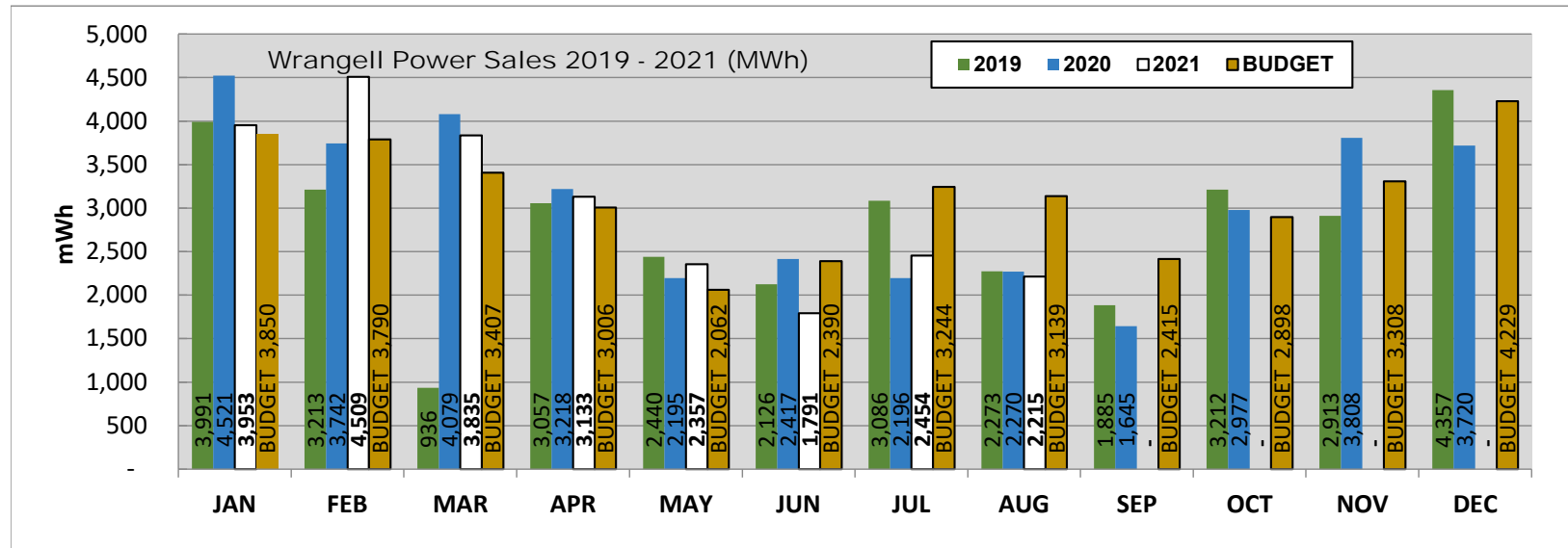
MWh Sales Year-to-Year Comparison



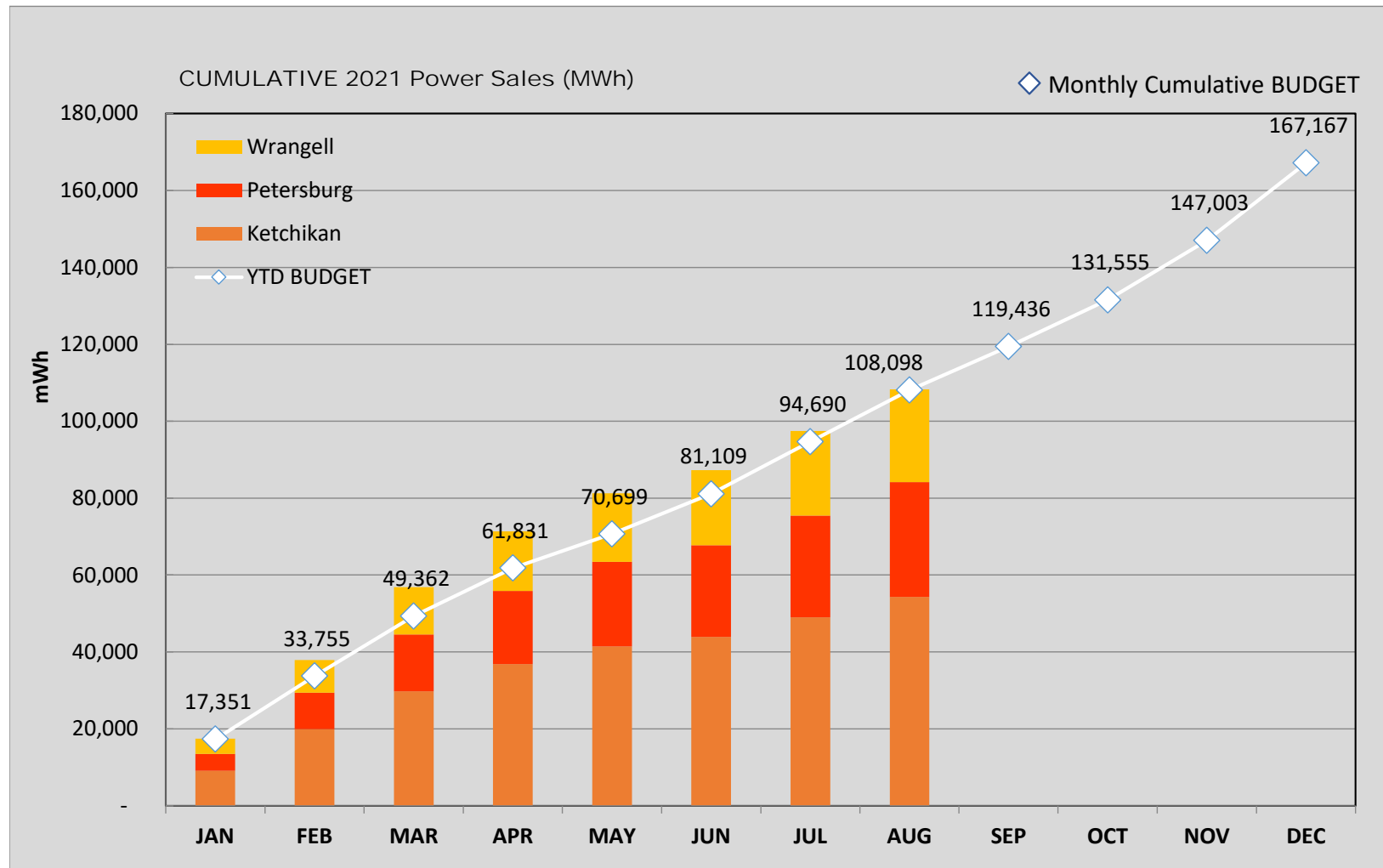
AUG 2021	2021 kWh HYDROPOWER SALES	CURRENT MONTH		YTD	
		Actual	Budget	Actual	Budget
	Ketchikan Power Purchases	5,321,792	6,584,195	54,987,621	56,140,572
	Petersburg Power Purchases	3,356,151	3,684,746	29,407,775	27,069,545
	Wrangell Power Purchases	2,214,660	3,138,570	24,638,250	24,887,664
	Total Power Purchases	10,892,603	13,407,511	109,033,646	108,097,781



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		Actual	Budget	Actual	Budget
	Ketchikan Power Purchases	5,321,792	6,584,195	54,987,621	56,140,572
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	Total Power Purchases	10,892,603	13,407,511	109,033,646	108,097,781



AUG 2021

Operations, Capital and Self-Insured Funds

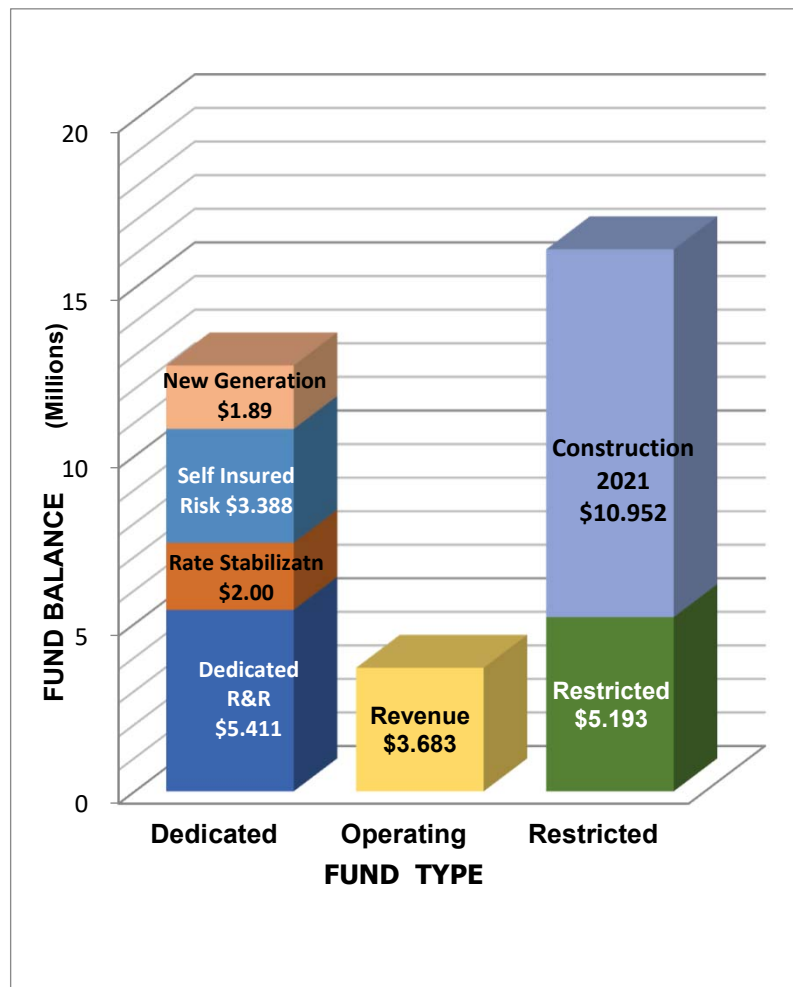
Revenue Fund	\$ 3,681,932 **
Checking	1,000
Dedicated R&R Projects Fund	5,410,523 **
New Generation Fund	1,888,640
Rate Stabilization Fund	2,003,337
Self Insured Risk Fund	3,388,290 *
Total Operations, Capital and Insurance Funds	16,373,721

Trustee Funds

2015 Series Bond Interest	\$ 122,085
2015 Series Bond Reserve	205,236
2019 Series Bond Interest	44,540
2019 Series Bond Principal	282,047
2019 Series Bond Reserve	1,264,238
2021 Series Bond Interest	120,909
2021 Series Bond Reserve	781,860
2021 Series Costs of Issuance	6,503
Total Trustee Funds	2,827,418

Other Restricted Funds

STI - USFS CD	\$ 21,638
DNR Reclamation Fund	1,343,472
Required R&R Fund	1,000,799
Construction Fund 2021	10,952,050
Total Other Restricted Funds	13,317,959
Total Agency Funds	\$ 32,519,099



* Self Insured Risk Fund balance is an estimate. This is an investment fund and statements are not available at month-end.

** Dedicated R&R Fund Levelized Payment - \$1.914MM (three-quarters) of the budgeted \$2.552MM contribution to the R&R Fund has been transferred from the Revenue Fund.

Dedicated Funds

New Generation = Project feasibility funding (hydro, wind, geothermal)

Self-Insured Risk = Coverage for uninsured transmission lines, submarine cables and insurance deductibles.

Rate Stabilization Fund = Reserve Fund governed by the Rate Stabilization Fund Policy.

Dedicated R&R = Funds Renewal & Replacement projects approved by the SEAPA Board in the budget.

Operating Funds

Revenue Fund & Commercial Checking: All SEAPA income is deposited to the Revenue Fund as required by Bond Indentures and transferred to checking as needed to cover expenditures.

Restricted Funds (Legally or contractually restricted)

All Trustee Funds: Bond Interest, Principal, Reserve and Costs of Issuance accounts

R&R = \$1,000,000 minimum balance required by bond indenture

DNR = Alaska DNR Reclamation Agreement (50% SEAPA and 50% held in trust for Copper Valley and Kodiak)

USFS = USFS Land Remediation Certificate of Deposit

Construction Fund 2021 = Proceeds from 2021 bond issuance restricted to Submarine Cable and other capital projects.



SOUTHEAST ALASKA POWER AGENCY

2021 SERIES

BOND SUMMARY

On June 16, 2021, SEAPA issued \$11.33MM in Electric Revenue Bonds, Series 2021, through the Alaska Municipal Bond Bank (AMBB) to pay for the submarine cable replacement project. Bond proceeds are restricted to covering the cost of this and other capital projects. Portions of the Final Verified Pricing for the 2021 issuance is attached as well as SEAPA's current Bond Debt Service payment schedule.

Sources and Uses of Funds: The Par Amount of \$11,330,000 represents the Principal amount of the AMBB loan and was recorded to long-term liability account 2200-204. The premium of \$2.926MM is the amount over par value for which the bonds were sold and was recorded in the ledger under account 2200-304. The premium contributes to the difference between the par amount of the bonds and the actual bond proceeds. The premium is amortized over the life of the bond, reducing annual interest expense. The \$25K represents Costs of Issuance paid by AMBB.

The bond proceeds of \$13.370MM were deposited to SEAPA's Construction Fund 2021 (account 1130-004) and are being used to pay for submarine cable replacement costs. \$781,850 was deposited to the Reserve Fund (account 1120-014) where it shall remain for the life of the bonds to be applied against the final principal payment. \$60,277.80 was deposited to the Costs of Issuance Fund (account 1120-015) and was used to pay SEAPA's bond attorney and legal costs. Those costs actually totaled \$53,775 and the \$6,500 balance will be transferred to the bond Interest Fund after 90 days.

Bond Summary Statistics: The All-In True Interest Cost of 2.55% includes closing costs and is summarized at the bottom of the page.

SEAPA Bond Debt Service Schedule: This table summarizes SEAPA's payments to bondholders over the life of the Series 2015, 2019, and 2021 Bonds.

SEAPA's first interest payment to bondholders of the 2021 Series Bonds is \$241,817, scheduled for this December 1. Interest payments are paid each December and June. The first annual principal payment is scheduled for December 1, 2022 in the amount of \$260K.

SOURCES AND USES OF FUNDS

Alaska Municipal Bond Bank Authority (2005 Resolution GO Bonds)
Southeast Alaska Power Agency New Money

All Refundings Structured for Project-by-Project (Within Each Series) Uniform Savings
Assumes an Alignment to 12/1 Principal Dates Across All Series
Pricing 5/26/2021

Dated Date 06/16/2021
Delivery Date 06/16/2021

Sources:

Bond Proceeds:	
Par Amount	11,330,000.00
Premium	2,926,010.60
	<u>14,256,010.60</u>
Other Sources of Funds:	
AMBB COI Grant	25,100.72
	<u>14,281,111.32</u>

Uses:

Project Fund Deposits:	
Project Fund	13,370,000.00
Other Fund Deposits:	
Debt Service Reserve Fund	781,850.00
Cost of Issuance:	
Bond Bank COI	25,100.72
Local Borrower COI	60,000.00
	<u>85,100.72</u>
Delivery Date Expenses:	
Underwriter's Discount	43,882.80
Other Uses of Funds:	
Additional Proceeds	277.80
	<u>14,281,111.32</u>

BOND SUMMARY STATISTICS

Alaska Municipal Bond Bank Authority (2005 Resolution GO Bonds)
Southeast Alaska Power Agency New Money

All Refundings Structured for Project-by-Project (Within Each Series) Uniform Savings
Assumes an Alignment to 12/1 Principal Dates Across All Series
Pricing 5/26/2021

Dated Date	06/16/2021
Delivery Date	06/16/2021
First Coupon	12/01/2021
Last Maturity	12/01/2045
Arbitrage Yield	1.295859%
True Interest Cost (TIC)	2.503099%
Net Interest Cost (NIC)	2.917124%
All-In TIC	2.556069%
Average Coupon	4.599844%
Average Life (years)	15.117
Weighted Average Maturity (years)	15.210
Duration of Issue (years)	11.494
Par Amount	11,330,000.00
Bond Proceeds	14,256,010.60
Total Interest	7,878,516.67
Net Interest	4,996,388.87
Total Debt Service	19,208,516.67
Maximum Annual Debt Service	781,850.00
Average Annual Debt Service	785,356.73
Underwriter's Fees (per \$1000)	
Average Takedown	3.403133
Other Fee	0.470018
Total Underwriter's Discount	3.873151
Bid Price	125.438021

Bond Component	Par Value	Price	Average Coupon	Average Life	Duration	PV of 1 bp change
Tax-Exempt Serial Bond	8,500,000.00	124.493	4.354%	12.486	10.027	7,968.55
Tax-Exempt Term Bond A	2,830,000.00	129.827	5.000%	23.020	15.104	3,141.30
	11,330,000.00			15.117		11,109.85

	TIC	All-In TIC	Arbitrage Yield
Par Value	11,330,000.00	11,330,000.00	11,330,000.00
+ Accrued Interest			
+ Premium (Discount)	2,926,010.60	2,926,010.60	2,926,010.60
- Underwriter's Discount	(43,882.80)	(43,882.80)	
- Cost of Issuance Expense		(85,100.72)	
- Other Amounts			
Target Value	14,212,127.80	14,127,027.08	14,256,010.60
Target Date	06/16/2021	06/16/2021	06/16/2021
Yield	2.503099%	2.556069%	1.295859%

THE SOUTHEAST ALASKA POWER AGENCY

BOND DEBT SERVICE SCHEDULE

	\$10,295,000				\$4,245,000				\$11,330,000				TOTAL COMBINED		
	ELECTRIC REVENUE IMPROVEMENT AND				ELECTRIC REVENUE REFUNDING BONDS				ELECTRIC REVENUE BONDS				DEBT SERVICE		
	REFUNDING BONDS, SERIES 2015				SERIES 2019				SERIES 2021						
Year	Rate	Principal	Interest	Total	Rate	Principal	Interest	Total	Rate	Principal	Interest	Total	Principal	Interest	Total
2015		-	-	-									-	-	-
2016		-	521,555	521,555									-	521,555	521,555
2017		-	487,688	487,688									-	487,688	487,688
2018		-	487,688	487,688									-	487,688	487,688
2019		-	487,688	487,688									-	487,688	487,688
2020		-	487,688	487,688	5.00%	770,000	211,660	981,660					770,000	699,348	1,469,348
2021		-	487,688	487,688	5.00%	805,000	173,750	978,750			241,817	241,817	805,000	903,255	1,708,255
2022		-	487,688	487,688	5.00%	845,000	133,500	978,500	5.00%	260,000	527,600	787,600	1,105,000	1,148,788	2,253,788
2023		-	487,688	487,688	5.00%	890,000	91,250	981,250	5.00%	270,000	514,600	784,600	1,160,000	1,093,538	2,253,538
2024		-	487,688	487,688	5.00%	935,000	46,500	981,500	5.00%	285,000	501,100	786,100	1,220,000	1,035,288	2,255,288
2025	5.250%	965,000	487,688	1,452,688				-	5.00%	300,000	486,850	786,850	1,265,000	974,538	2,239,538
2026	5.250%	1,015,000	437,025	1,452,025				-	5.00%	315,000	471,850	786,850	1,330,000	908,875	2,238,875
2027	5.250%	1,065,000	383,738	1,448,738				-	5.00%	330,000	456,100	786,100	1,395,000	839,838	2,234,838
2028	5.250%	1,130,000	327,825	1,457,825				-	5.00%	350,000	439,600	789,600	1,480,000	767,425	2,247,425
2029	5.250%	1,110,000	268,500	1,378,500				-	5.00%	365,000	422,100	787,100	1,475,000	690,600	2,165,600
2030	5.250%	1,170,000	210,225	1,380,225				-	5.00%	385,000	403,850	788,850	1,555,000	614,075	2,169,075
2031	3.875%	1,230,000	148,800	1,378,800				-	5.00%	405,000	384,600	789,600	1,635,000	533,400	2,168,400
2032	3.875%	1,280,000	101,138	1,381,138				-	5.00%	425,000	364,350	789,350	1,705,000	465,488	2,170,488
2033	3.875%	1,330,000	51,538	1,381,538				-	5.00%	450,000	343,100	793,100	1,780,000	394,638	2,174,638
2034									5.00%	470,000	320,600	790,600	470,000	320,600	790,600
2035									4.00%	490,000	297,100	787,100	490,000	297,100	787,100
2036									4.00%	510,000	277,500	787,500	510,000	277,500	787,500
2037									4.00%	535,000	257,100	792,100	535,000	257,100	792,100
2038									4.00%	555,000	235,700	790,700	555,000	235,700	790,700
2039									4.00%	575,000	213,500	788,500	575,000	213,500	788,500
2040									4.00%	600,000	190,500	790,500	600,000	190,500	790,500
2041									4.00%	625,000	166,500	791,500	625,000	166,500	791,500
2042									5.00%	655,000	141,500	796,500	655,000	141,500	796,500
2043									5.00%	690,000	108,750	798,750	690,000	108,750	798,750
2044									5.00%	725,000	74,250	799,250	725,000	74,250	799,250
2045									5.00%	760,000	38,000	798,000	760,000	38,000	798,000
		10,295,000	6,839,536	17,134,536		4,245,000	656,660	4,901,660		11,330,000	7,878,517	19,208,517	25,870,000	15,374,713	41,244,713

June 2021 > 10,295,000 4,367,229 14,662,229

Principal payments Jun 1
Interest payments Jun and Dec

2,670,000 445,000 3,920,000

Principal payments May 1
Interest payments May and Nov

11,330,000 7,878,517 19,208,517

Principal payments Dec 1
Interest payments Jun and Dec

24,295,000 12,690,746 37,790,746

SOUTHEAST ALASKA POWER AGENCY
GRANT SUMMARY
JUNE 2021

AK DCCED GRANT 13-DC-553			
Grant Billing	Grant Budget	Billing thru 2021	Open Balance
1 - Hydro Storage	578,000	578,000	0
2 - G&T Site Evaluation	2,109,092	1,774,138	334,954
3 - Stability / Interconnectiv	0	0	0
4 - Load Balance Model	9,181	9,181	0
5 - Project Mgmt	255,712	255,712	0
6 - Business Analysis / PSA	48,015	48,015	0
Total FY13 AK DCCED	3,000,000	2,665,046	334,954

QUARTERLY BILLING		
Mar-21	Jun-21	FY21
-	-	-
1,779	-	1,779
-	-	-
-	-	-
-	-	-
-	-	-
1,779	-	1,779

TERM: JUL 2013 - JUN 2022

The grant term has been formally extended through June 2022.



JULY 2021 YTD FINANCIAL OVERVIEW

OPERATING REVENUE

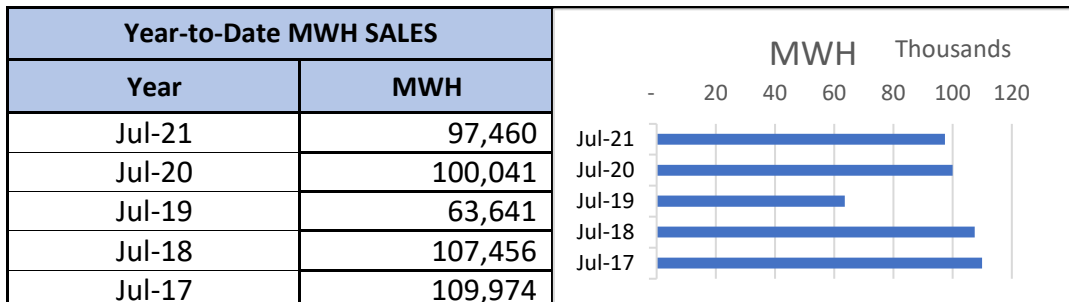
FIRM kWh SALES	JAN-JUL 2021	Budget	Prior Year
Ketchikan	\$3,331,996	\$3,369,834	\$3,471,223
Petersburg	\$1,797,229	\$1,590,168	\$1,810,517
Wrangell	\$1,498,073	\$1,478,938	\$1,521,048
Total Revenue	\$6,627,297	\$6,438,940	\$6,802,788

OPERATING EXPENSES

	JAN-JUL 2021	Budget	Prior Year
Hydro Facilities	\$1,409,057	\$1,453,570	\$1,305,883
Transmission	\$547,628	\$1,229,675	\$367,120
G&A	\$1,668,236	\$1,971,340	\$1,690,575
Total Ops Exp	\$3,624,921	\$4,654,585	\$3,363,578

Wrangell warehouse-office fire-related expenditures are being recorded to nonoperating expense, FERC 955 account 6621, until insurance and contractors have completed their assessments and provided estimates.

MWH TREND



2019 drought.

Southeast Alaska Power Agency
Statement of Financial Position
as of July 31, 2021

	Year To Date 07/31/21	Prior Year To Date 07/31/20
Assets		
Current Assets		
Agency Funds		
Operating & Reserve Funds		
1110-001 - Revenue Fund	5,761,788	3,797,108
1110-002 - Commercial Checking	1,102	1,643
1110-003 - Dedicated R&R Fund	4,113,269	4,912,803
1110-004 - New Generation Fund	1,888,576	1,890,319
1110-101 - Rate Stabilization Fund	2,003,269	2,002,449
1110-102 - Self Insured Risk Fund	3,387,739	8,295,630
Total Operating & Reserve Funds	17,155,742	20,899,952
Restricted Trustee Funds		
1120-004 - 2015 Series Bond Interest Fund	81,444	82,479
1120-006 - 2015 Series Bond Reserve Fund	205,235	205,303
1120-009 - 2019 Series Bond Interest Fund	33,414	44,189
1120-010 - 2019 Series Bond Principal Fund	211,646	201,654
1120-011 - 2019 Series Bond Reserve Fund	1,264,228	1,264,159
1120-012 - 2021 Series Bond Interest Fund	80,606	-
1120-014 - 2021 Series Bond Reserve Fund	781,853	-
1120-015 - 2021 Series COI Fund	6,503	-
Total Restricted Trustee Funds	2,664,928	1,797,784
Restricted Other Funds		
1130-001 - USFS CD - STI	21,638	21,636
1130-002 - DNR Reclamation Fund	1,343,472	1,268,282
1130-003 - Required R&R Fund	1,000,765	1,000,356
1130-004 - Construction Fund 2021	11,616,169	-
Total Restricted Other Funds	13,982,044	2,290,274
Total Agency Funds	33,802,715	24,988,009
Accounts Receivable		
1100-001 - Accounts Receivable	862,966	1,171,456
1100-002 - Grants Receivable	-	-
1100-003 - Other Misc Receivable	5,800	5,800
Total Accounts Receivable	868,766	1,177,256
Other Current Assets		
Accrued Interest Receivable		
1200-102 - Accrued Interest Receivable	33,189	32,833
Total Accrued Interest Receivable	33,189	32,833
Prepaid Fees		
1200-201 - Prepaid FERC Fees	26,034	29,567
1200-202 - Prepaid Insurance	140,635	118,093
1200-204 - Prepaid USFS Land Use Fees	44,914	43,994
1200-206 - Prepaid Admin Group Ben	10,223	10,212
1200-207 - Prepaid Admin Retirement	15,143	49,961
Total Prepaid Fees	236,948	251,828
Inventory Assets		
1200-300 - Inventory Spares-Stores	248,876	223,691
1200-301 - Inventory SWL Winding Replace	890,405	890,405
1200-302 - Inventory Flashboard Kickers	439,456	439,456
Total Inventory Assets	1,578,737	1,553,552
Total Other Current Assets	1,848,874	1,838,213
Total Current Assets	36,520,355	28,003,477

Southeast Alaska Power Agency
Statement of Financial Position
as of July 31, 2021

	Year To Date 07/31/21	Prior Year To Date 07/31/20
Capital Assets		
1300-100 - Swan Lake Capital Assets	33,636,420	32,614,772
1300-200 - Tyee Lake Capital Assets	32,778,455	32,705,407
1300-300 - Swan-Tyee Intertie Capital Assets	115,093,787	114,974,970
1300-400 - Ketchikan Capital Assets	1,411,793	1,379,333
Total Capital Assets	182,920,455	181,674,482
R&R WIP Capital Projects		
1320-100 - WIP Swan Lake	1,528,723	836,227
1320-200 - WIP Tyee Lake	7,262,697	306,780
1320-300 - WIP Swan-Tyee Intertie	799	1,810
1320-400 - WIP Ketchikan	137,363	128,930
Total R&R WIP Capital Projects	8,929,582	1,273,746
Accumulated Depreciation	(59,463,014)	(55,106,696)
Total Capital Assets	132,387,023	127,841,533
Other Assets		
Deferred Assets		
1830-004 - Tyee Marine Access	-	10,230
1830-006 - New Generation Integration	7,021	4,505
1830-007 - 2019 Bond Gain on 2009 Refund	64,317	87,017
1830-008 - Submarine Cable Stikine Strait	-	144,503
Total Deferred Assets	71,338	231,887
Total Other Assets	71,338	246,255
Total Assets	168,978,716	156,091,265

Southeast Alaska Power Agency
Statement of Financial Position
as of July 31, 2021

	Year To Date 07/31/21	Prior Year To Date 07/31/20
Liabilities and Net Position		
Liabilities		
Current Liabilities		
Accounts Payable		
2100-001 - Accounts Payable General	606,224	238,924
Total Accounts Payable	606,224	238,924
Other Current Liabilities		
2100-301 - Other Current Liabilities	80,001	9,940
2100-304 - Reserve Interest Payable	195,265	94,196
2100-340 - Wages Payable	152,275	123,394
2100-341 - PTO Payable	245,226	247,434
Total Other Current Liabilities	672,767	474,964
2100-350 - Other Payroll Liabilities	19,256	46,277
Total Current Liabilities	1,298,247	760,165
Long Term Liabilities		
2200-001 - PERS Unfunded Liability WRG	634,379	791,386
2200-002 - DNR Fund CVEA KEA Liability	671,736	634,141
2200-202 - Series 2015 Bonds	10,295,000	10,295,000
2200-203 - Series 2019 Bonds	2,670,000	3,475,000
2200-204 - Series 2021 Bonds	11,330,000	-
2200-302 - 2015 Bond Issuance Premium	651,523	706,581
2200-303 - 2019 Bond Issuance Premium	226,023	305,795
2200-304 - 2021 Bond Issuance Premium	2,905,259	-
Total Long Term Liabilities	29,383,920	16,207,903
Total Liabilities	30,682,167	16,968,069
Net Position		
3100-001 - Net Investment Capital Assets	112,548,453	114,172,481
3100-002 - Restricted for Debt Service	1,466,438	1,469,099
3100-003 - Restricted by External Agreement	1,290,078	1,212,104
3100-004 - Unrestricted	23,211,318	21,653,769
Total Net Position	138,516,287	138,507,454
Net Income	(219,737)	615,743
Total Net Position	138,296,550	139,123,197
Total Liabilities and Net Position	168,978,716	156,091,265

Southeast Alaska Power Agency
Statement of Activities - YTD Budget
as of July 31, 2021

	YTD FY21	YTD BUDGET	VARIANCE % of Budget	YTD FY20	ANNUAL Budget
OPERATING REVENUE					
400 - Hydro Facility Revenues	6,627,297	6,438,940	2.92 %	6,802,788	11,367,356
454 - Rent-Electric Property	5,050	3,000	68.34 %	4,896	3,000
Net Operating Revenue	6,632,347	6,441,940	2.95 %	6,807,684	11,370,356
OPERATING EXPENSE					
HYDRO FACILITY O&M					
535 - Operations Supervision	8,018	30,430	(73.7) %	12,847	90,900
537 - Hydraulic Expense	3,437	5,000	(31.3) %	3,977	10,000
538 - Electric Expenses	12,650	26,000	(51.3) %	15,194	79,000
539 - Operations Misc Expense	204,297	251,750	(18.8) %	217,382	419,900
540 - Rents	104,285	110,910	(6.0) %	96,030	186,250
541 - Hydro Power Station Maintenance	38,925	26,800	45.2 %	15,704	39,500
543 - Dams Reservoirs Waterways	6,949	21,205	(67.2) %	7,580	29,250
544 - Electric Plant Wages-Benefits	983,011	901,800	9.0 %	902,968	1,540,000
545 - Nonproduction Plant Maintenance	27,788	42,175	(34.1) %	17,091	54,900
561 - Control System Maintenance	19,697	37,500	(47.5) %	17,109	64,000
Total Hydro Facility Expense	1,409,057	1,453,570	3.1 %	1,305,883	2,513,700
TRANSMISSION O&M					
562 - Substation Expense	47,103	64,410	(26.9) %	18,167	73,800
564 - XMSN Submarine Cable Expense	528	2,000	(73.6) %	71,558	3,200
571 - XMSN Overhead Lines Expense	499,997	1,163,265	(57.0) %	277,395	1,287,650
Total Transmission Expense	547,628	1,229,675	55.5 %	367,120	1,364,650
GENERAL & ADMIN EXPENSE					
920 - Admin Wages-Benefits	952,218	1,069,050	(10.9) %	945,700	1,832,000
921 - Office Expenses	77,357	103,865	(25.3) %	106,874	222,400
923 - Professional Services	127,498	252,250	(49.5) %	175,846	404,750
924 - Insurance	328,363	349,125	(6.0) %	269,292	598,500
928 - Regulatory Commission Expense	53,108	65,925	(19.4) %	57,113	113,500
930 - General Expense	85,102	83,525	1.9 %	89,503	120,700
931 - Admin Rent	44,589	47,600	(6.3) %	46,248	81,600
Total G&A Expense	1,668,236	1,971,340	(15.4) %	1,690,575	3,373,450
Total Operating Expense	3,624,921	4,654,585	(22.1) %	3,363,578	7,251,800
NET OPERATING REVENUE/(EXPENSE)	3,007,426	1,787,355	68.3 %	3,444,106	4,118,556
Nonoperating Income					
941 - Grant Income	1,779				
942 - Interest Income Misc	78,655				
944 - Gain/(Loss) Investments	(45,733)				
946 - Misc Nonoperating Income	8,668				
Total Nonoperating Income	43,369				
Nonoperating Expense					
952 - Bond Interest Expense	333,294				
953 - Depreciation Expense	2,826,199				
954 - Grant Expense	11,824				
955 - Misc Nonoperating Expense	99,216				
Total Nonoperating Expense	3,270,533				
NET NONOPERATING INCOME/(EXPENSE)	(3,227,164)				
Change in Net Position	(219,737)				

Southeast Alaska Power Agency

Statement of Activities

YTD Budget

as of July 31, 2021

	All Locations		0--No Location		1--Swan Lake		2--Tyee Lake		3--Swan-Tyee Intertie	
	01/01/21 Through 07/31/21		01/01/21 Through 07/31/21		01/01/21 Through 07/31/21		01/01/21 Through 07/31/21		01/01/21 Through 07/31/21	
	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
Revenue FERC										
400 - Hydro Facility Revenues										
4000-401 Hydropower Sales Ketchikan	3,331,996	3,369,834	3,331,996	3,369,834	-	-	-	-	-	-
4000-402 Hydropower Sales Petersburg	1,797,229	1,590,168	1,797,229	1,590,168	-	-	-	-	-	-
4000-403 Hydropower Sales Wrangell	1,498,073	1,478,938	1,498,073	1,478,938	-	-	-	-	-	-
Total 400 - Hydro Facility Revenues	6,627,297	6,438,940	6,627,297	6,438,940	-	-	-	-	-	-
454 - Rent-Electric Property										
4540-451 Rent Electric Property	5,050	3,000	5,050	3,000	-	-	-	-	-	-
Total 454 - Rent-Electric Property	5,050	3,000	5,050	3,000	-	-	-	-	-	-
Total Operating Revenue	6,632,347	6,441,940	6,632,347	6,441,940	-	-	-	-	-	-
Operating Expenses										
535 - Operations Supervision										
0310 Contractor	-	19,250	-	-	-	11,250	-	8,000	-	-
0390 Software	2,611	3,000	-	-	1,306	1,500	1,306	1,500	-	-
0610 Office Equipment	4,583	6,900	-	-	2,370	4,650	2,213	2,250	-	-
0730 Office Supplies	824	1,280	-	-	432	640	392	640	-	-
Total 535 - Operations Supervision	8,018	30,430	-	-	4,107	18,040	3,911	12,390	-	-
537 - Hydraulic Expense										
0330 Helicopters	3,437	4,000	-	-	1,719	2,000	1,719	2,000	-	-
0800 Materials-Minor Equip	-	1,000	-	-	-	500	-	500	-	-
Total 537 - Hydraulic Expense	3,437	5,000	-	-	1,719	2,500	1,719	2,500	-	-
538 - Electric Expenses										
0310 Contractor	333	14,000	-	-	-	7,000	333	7,000	-	-
0740 Operating Supplies	1,450	6,000	-	-	1,326	3,000	124	3,000	-	-
0800 Materials-Minor Equip	10,867	6,000	-	-	9,686	3,000	1,181	3,000	-	-
Total 538 - Electric Expenses	12,650	26,000	-	-	11,012	13,000	1,638	13,000	-	-
539 - Operations Misc Expense										
0300 Communication Services	55,406	57,900	-	-	11,849	12,800	43,558	45,100	-	-
0310 Contractor	7,147	4,700	-	-	2,227	2,100	4,920	2,600	-	-
0320 Flights	63,501	69,500	1,040	-	17,658	31,000	44,803	38,500	-	-
0330 Helicopters	8,614	-	-	-	-	-	8,614	-	-	-
0360 Lodging	2,461	-	-	-	-	-	2,461	-	-	-
0373 Rent-Other	764	700	-	-	764	700	-	-	-	-
0401 Training-Pro-Tech	207	7,500	-	-	-	3,750	207	3,750	-	-
0402 Training-Safety	11,574	44,500	-	-	7,564	20,500	4,011	24,000	-	-
0410 Transport-Other	-	15,400	-	-	-	7,400	-	8,000	-	-
0420 Utilities	500	700	-	-	500	700	-	-	-	-
0600 Phones, Radios, Video	1,743	2,600	-	-	754	600	989	2,000	-	-
0710 Food, Meals	1,644	1,750	-	-	200	600	1,444	1,150	-	-
0740 Operating Supplies	1,079	2,625	-	-	716	875	363	1,750	-	-
0750 Safety	4,529	6,500	-	-	3,533	3,250	996	3,250	-	-
0800 Materials-Minor Equip	5,693	6,850	-	-	-	600	5,693	6,250	-	-
0810 Rolling Stock Maint	13,230	7,375	-	-	1,502	3,000	11,728	4,375	-	-
0811 Marine Vessel Maint	813	1,500	-	-	813	1,500	-	-	-	-
0820 Fuels and Oils	16,585	15,750	-	-	14,332	8,750	2,252	7,000	-	-
0830 Fuels and Oils - Marine	8,252	5,900	-	-	2,303	3,000	5,949	2,900	-	-
0850 Tools	556	-	-	-	-	-	556	-	-	-
Total 539 - Operations Misc Expense	204,297	251,750	1,040	-	64,715	101,125	138,542	150,625	-	-

Southeast Alaska Power Agency

Statement of Activities

YTD Budget

as of July 31, 2021

	All Locations		0--No Location		1--Swan Lake		2--Tyee Lake		3--Swan-Tyee Intertie	
	01/01/21 Through 07/31/21		01/01/21 Through 07/31/21		01/01/21 Through 07/31/21		01/01/21 Through 07/31/21		01/01/21 Through 07/31/21	
	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
540 - Rents										
0010 Other Regulatory	-	14,000	-	-	-	-	-	-	-	14,000
0030 FERC Land Use	41,205	33,810	-	-	8,854	7,350	32,352	26,460	-	-
0050 USFS Land Use	63,079	63,100	-	-	-	-	16,552	17,350	46,527	45,750
Total 540 - Rents	104,285	110,910	-	-	8,854	7,350	48,904	43,810	46,527	59,750
541 - Hydro Power Station Maintenance										
0310 Contractor	-	3,300	-	-	-	1,500	-	1,800	-	-
0740 Operating Supplies	4,441	6,000	-	-	2,399	3,000	2,043	3,000	-	-
0750 Safety	1,164	-	-	-	-	-	1,164	-	-	-
0800 Materials-Minor Equip	28,756	9,000	-	-	21,256	4,500	7,500	4,500	-	-
0850 Tools	4,563	8,500	-	-	679	3,500	3,884	5,000	-	-
Total 541 - Hydro Power Station Maintenance	38,925	26,800	-	-	24,334	12,500	14,591	14,300	-	-
543 - Dams Reservoirs Waterways										
0310 Contractor	-	11,750	-	-	-	11,750	-	-	-	-
0330 Helicopters	-	5,000	-	-	-	-	-	5,000	-	-
0740 Operating Supplies	1,022	2,155	-	-	677	1,000	345	1,155	-	-
0800 Materials-Minor Equip	5,927	1,280	-	-	5,927	1,000	-	280	-	-
0820 Fuels and Oils	-	140	-	-	-	-	-	140	-	-
0850 Tools	-	880	-	-	-	600	-	280	-	-
Total 543 - Dams Reservoirs Waterways	6,949	21,205	-	-	6,604	14,350	345	6,855	-	-
544 - Electric Plant Wages-Benefits										
0110 Wages / PTO	575,983	615,700	-	-	309,909	309,000	266,074	306,700	-	-
0120 OT	174,753	81,600	-	-	72,684	48,000	102,069	33,600	-	-
0140 Taxes	62,568	43,200	-	-	31,083	25,000	31,486	18,200	-	-
0150 H&W	112,093	120,200	-	-	60,841	62,100	51,252	58,100	-	-
0160 Retirement	80,106	80,600	-	-	42,505	42,000	37,601	38,600	-	-
0170 Capx-Grants	(27,204)	(39,500)	-	-	(19,717)	(27,500)	(7,486)	(12,000)	-	-
0180 Moving Expense	4,712	-	-	-	3,102	-	1,609	-	-	-
Total 544 - Electric Plant Wages-Benefits	983,011	901,800	-	-	500,407	458,600	482,604	443,200	-	-
545 - Nonproduction Plant Maintenance										
0310 Contractor	11,424	15,650	-	-	11,424	15,350	-	300	-	-
0373 Rent-Other	2,247	2,310	-	-	2,247	2,310	-	-	-	-
0710 Food, Meals	42	-	-	-	42	-	-	-	-	-
0740 Operating Supplies	4,605	5,825	-	-	906	1,450	3,699	4,375	-	-
0800 Materials-Minor Equip	5,988	13,250	-	-	4,692	5,250	1,296	8,000	-	-
0810 Rolling Stock Maint	75	290	-	-	-	-	75	290	-	-
0820 Fuels and Oils	46	-	-	-	-	-	46	-	-	-
0840 Furnishings	2,823	4,375	-	-	13	3,500	2,810	875	-	-
0850 Tools	538	475	-	-	-	175	538	300	-	-
Total 545 - Nonproduction Plant Maintenance	27,788	42,175	-	-	19,324	28,035	8,464	14,140	-	-
561 - Control System Maintenance										
0310 Contractor	19,697	35,000	-	-	4,664	17,500	15,032	17,500	-	-
0390 Software	-	2,500	-	-	-	1,250	-	1,250	-	-
Total 561 - Control System Maintenance	19,697	37,500	-	-	4,664	18,750	15,032	18,750	-	-

Southeast Alaska Power Agency

Statement of Activities

YTD Budget

as of July 31, 2021

	All Locations		0--No Location		1--Swan Lake		2--Tyee Lake		3--Swan-Tyee Intertie	
	01/01/21 Through 07/31/21		01/01/21 Through 07/31/21		01/01/21 Through 07/31/21		01/01/21 Through 07/31/21		01/01/21 Through 07/31/21	
	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
562 - Substation Expense										
0300 Communication Services	3,337	875	-	-	-	-	3,337	875	-	-
0310 Contractor	29,664	50,000	-	-	-	-	29,664	50,000	-	-
0320 Flights	4,650	2,100	-	-	-	-	4,650	2,100	-	-
0360 Lodging	-	280	-	-	-	-	-	280	-	-
0373 Rent-Other	-	280	-	-	-	-	-	280	-	-
0420 Utilities	7,591	7,000	-	-	-	-	7,591	7,000	-	-
0710 Food, Meals	19	125	-	-	-	-	19	125	-	-
0740 Operating Supplies	434	1,850	-	-	177	350	257	1,500	-	-
0750 Safety	1,041	-	-	-	-	-	1,041	-	-	-
0800 Materials-Minor Equip	81	1,600	-	-	-	1,000	81	600	-	-
0820 Fuels and Oils	-	150	-	-	-	-	-	150	-	-
0850 Tools	285	150	-	-	-	-	285	150	-	-
Total 562 - Substation Expense	47,103	64,410	-	-	177	1,350	46,926	63,060	-	-
564 - XMSN Submarine Cable Expense										
0360 Lodging	260	-	-	-	-	-	260	-	-	-
0740 Operating Supplies	-	600	-	-	-	-	-	600	-	-
0750 Safety	268	-	-	-	-	-	268	-	-	-
0800 Materials-Minor Equip	-	1,400	-	-	-	-	-	1,400	-	-
Total 564 - XMSN Submarine Cable Expense	528	2,000	-	-	-	-	528	2,000	-	-
571 - XMSN Overhead Lines Expense										
0110 Wages / PTO	73,104	72,500	73,104	72,500	-	-	-	-	-	-
0120 OT	414	1,200	414	1,200	-	-	-	-	-	-
0140 Taxes	5,881	6,300	5,881	6,300	-	-	-	-	-	-
0150 H&W	12,857	13,400	12,857	13,400	-	-	-	-	-	-
0160 Retirement	7,966	8,700	7,966	8,700	-	-	-	-	-	-
0300 Communication Services	897	1,000	897	1,000	-	-	-	-	-	-
0310 Contractor	15,806	627,000	-	-	6,106	194,700	2,900	234,700	6,800	197,600
0320 Flights	3,415	6,000	3,415	6,000	-	-	-	-	-	-
0330 Helicopters	58,230	60,000	58,230	60,000	-	-	-	-	-	-
0360 Lodging	2,321	5,000	2,321	5,000	-	-	-	-	-	-
0373 Rent-Other	1,429	875	1,429	875	-	-	-	-	-	-
0380 ROW Clearing	307,100	345,000	-	-	159,100	165,000	148,000	180,000	-	-
0410 Transport-Other	-	1,500	-	1,500	-	-	-	-	-	-
0420 Utilities	663	640	663	640	-	-	-	-	-	-
0710 Food, Meals	1,021	2,500	1,021	2,500	-	-	-	-	-	-
0740 Operating Supplies	2,999	3,750	2,999	3,750	-	-	-	-	-	-
0750 Safety	1,108	-	1,108	-	-	-	-	-	-	-
0800 Materials-Minor Equip	-	1,700	-	1,700	-	-	-	-	-	-
0811 Marine Vessel Maint	2,863	3,000	2,863	3,000	-	-	-	-	-	-
0820 Fuels and Oils	1,501	1,000	1,501	1,000	-	-	-	-	-	-
0830 Fuels and Oils - Marine	278	2,200	278	2,200	-	-	-	-	-	-
0850 Tools	146	-	146	-	-	-	-	-	-	-
Total 571 - XMSN Overhead Lines Expense	499,997	1,163,265	177,092	191,265	165,206	359,700	150,900	414,700	6,800	197,600

Southeast Alaska Power Agency

Statement of Activities

YTD Budget

as of July 31, 2021

	All Locations		0--No Location		1--Swan Lake		2--Tyee Lake		3--Swan-Tyee Intertie	
	01/01/21 Through 07/31/21		01/01/21 Through 07/31/21		01/01/21 Through 07/31/21		01/01/21 Through 07/31/21		01/01/21 Through 07/31/21	
	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
920 - Admin Wages-Benefits										
0110 Wages / PTO	549,372	609,000	549,372	609,000	-	-	-	-	-	-
0120 OT	371	1,300	371	1,300	-	-	-	-	-	-
0140 Taxes	44,459	45,000	44,459	45,000	-	-	-	-	-	-
0150 H&W	129,986	153,500	129,986	153,500	-	-	-	-	-	-
0160 Retirement	228,031	260,250	228,031	260,250	-	-	-	-	-	-
Total 920 - Admin Wages-Benefits	952,218	1,069,050	952,218	1,069,050	-	-	-	-	-	-
921 - Office Expenses										
0300 Communication Services	16,050	20,000	16,050	20,000	-	-	-	-	-	-
0310 Contractor	31,192	50,000	31,192	50,000	-	-	-	-	-	-
0350 Licenses-Permits	68	90	68	90	-	-	-	-	-	-
0390 Software	10,645	5,750	10,645	5,750	-	-	-	-	-	-
0420 Utilities	4,916	5,600	4,916	5,600	-	-	-	-	-	-
0600 Phones, Radios, Video	738	-	738	-	-	-	-	-	-	-
0610 Office Equipment	6,048	10,000	6,048	10,000	-	-	-	-	-	-
0710 Food, Meals	905	900	905	900	-	-	-	-	-	-
0730 Office Supplies	5,881	6,500	5,881	6,500	-	-	-	-	-	-
0810 Rolling Stock Maint	268	4,375	268	4,375	-	-	-	-	-	-
0820 Fuels and Oils	648	650	648	650	-	-	-	-	-	-
Total 921 - Office Expenses	77,357	103,865	77,357	103,865	-	-	-	-	-	-
923 - Professional Services										
0910 Audit-Accounting	25,000	32,000	25,000	32,000	-	-	-	-	-	-
0920 Banking-Trustee-Investment	23,237	14,750	23,237	14,750	-	-	-	-	-	-
0930 Legal	28,520	73,000	28,520	73,000	-	-	-	-	-	-
0940 Legislative	24,000	28,000	24,000	28,000	-	-	-	-	-	-
0950 Other Professional Services	26,741	104,500	26,741	104,500	-	-	-	-	-	-
Total 923 - Professional Services	127,498	252,250	127,498	252,250	-	-	-	-	-	-
924 - Insurance										
0960 Insurance	328,363	349,125	328,363	349,125	-	-	-	-	-	-
Total 924 - Insurance	328,363	349,125	328,363	349,125	-	-	-	-	-	-
928 - Regulatory Commission Expense										
0010 Other Regulatory	-	9,800	-	-	-	-	-	9,800	-	-
0020 FERC Admin	33,275	35,420	-	-	17,410	18,620	15,865	16,800	-	-
0040 FERC Other	19,682	16,030	-	-	19,682	16,030	-	-	-	-
0060 AK Agency	150	300	-	-	50	50	100	100	-	150
0310 Contractor	-	4,375	-	-	-	4,375	-	-	-	-
Total 928 - Regulatory Commission Expense	53,108	65,925	-	-	37,143	39,075	15,965	26,700	-	150
930 - General Expense										
0200 Advertising-Public Relations	9,051	17,500	9,051	17,500	-	-	-	-	-	-
0210 Association Dues	38,239	37,400	38,239	37,400	-	-	-	-	-	-
0220 Board Meeting Expense	2,245	5,000	2,245	5,000	-	-	-	-	-	-
0230 Professional Development	4,176	7,000	4,176	7,000	-	-	-	-	-	-
0240 Travel Expense (Admin)	11,285	8,750	11,285	8,750	-	-	-	-	-	-
0250 Non-Travel Incidental	893	875	893	875	-	-	-	-	-	-
0260 Recruitment	19,214	7,000	19,214	7,000	-	-	-	-	-	-
Total 930 - General Expense	85,102	83,525	85,102	83,525	-	-	-	-	-	-
931 - Admin Rent										
0371 Rent-Office Space	36,557	36,750	36,557	36,750	-	-	-	-	-	-
0372 Rent-Apartment	8,032	10,850	8,032	10,850	-	-	-	-	-	-
Total 931 - Admin Rent	44,589	47,600	44,589	47,600	-	-	-	-	-	-
Total Operating Expenses	3,624,921	4,654,585	1,793,260	2,096,680	848,265	1,074,375	930,069	1,226,030	53,327	257,500
NET OPERATING REVENUE/(EXPENSE)	3,007,426	1,787,355	4,839,088	4,345,260	(848,265)	(1,074,375)	(930,069)	(1,226,030)	(53,327)	(257,500)

Southeast Alaska Power Agency
Statement of Activities
YTD Budget
as of July 31, 2021

Nonoperating Income	
941 - Grant Income	
5410 Grant Income	1,779
Total 941 - Grant Income	1,779
942 - Interest Income Misc	
5010 Interest Earned Misc	4,077
5020 Interest DNR Liability	(16)
5030 Interest Investment Income	74,594
Total 942 - Interest Income Misc	78,655
944 - Gain/(Loss) Investments	
5200 Realized Gain/(Loss) on Invest	95,157
5210 Unrealized Gain/(Loss) Investmt	(140,890)
Total 944 - Gain/(Loss) Investments	(45,733)
946 - Misc Nonoperating Income	
5040 Other Misc Income	6,035
5420 Gain/(Loss) Property Dispositn	2,634
Total 946 - Misc Nonoperating Income	8,668
Total Nonoperating Income	43,369
Nonoperating Expense	
952 - Bond Interest Expense	
6120 Bond Interest Expense 2015 Series	252,370
6130 Bond Interest Expense 2019 Series	61,373
6131 Bond Interest Expense 2021 Series	19,551
Total 952 - Bond Interest Expense	333,294
953 - Depreciation Expense	
6300 Depreciation Expense	2,826,199
Total 953 - Depreciation Expense	2,826,199
954 - Grant Expense	
6520 Grant Contractual	11,697
6530 Grant Equipment	127
Total 954 - Grant Expense	11,824
955 - Misc Nonoperating Expense	
6600 Other Misc Expense	561
6621 WRG Warehouse-Office	997
6641 Issuance Costs 2021 Bonds	97,658
Total 955 - Misc Nonoperating Expense	99,216
Total Nonoperating Expense	3,270,533
NET NONOPERATING INCOME/(EXPENSE)	(3,227,164)
Change in Net Position	(219,737)

All Locations		0--No Location		1--Swan Lake		2--Tyee Lake		3--Swan-Tyee Intertie	
01/01/21 Through		01/01/21 Through		01/01/21 Through		01/01/21 Through		01/01/21 Through	
07/31/21		07/31/21		07/31/21		07/31/21		07/31/21	
Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget

Southeast Alaska Power Agency
R&R Summary - Capital Expenditures
as of July 31, 2021

	2021 EXPENDITURES	2021 BUDGET	PRIOR YRS EXPENDITURES	OVERALL EXPENDITURES	Overall Budget through 2021
RR19307 - Helipads Cleveland	-	500,874	18,626	18,626	538,126
RR19314 - Statn Service Switch	690,328	1,543,047	243,953	934,281	1,787,000
RR19326 - Don Finney Lane HQ	21,679	2,767,880	5,704	27,383	2,775,000
RR19331 - STCS-HMI-Historian	27,965	330,525	123,563	151,527	430,525
RR20337 - Excitation Brush Vacuum SWL	8,310	16,711	33,389	41,700	50,100
RR20338 - Excitation Brush Vacuum TYL	8,691	12,921	46,649	55,341	59,700
RR20339 - Guy Thimbles STI Phase II	800	93,000	-	799	211,817
RR20341 - Intake Gate Refurbish TYL	7,576	130,396	142,904	150,480	251,300
RR20343 - Partial Discharge Monitors SWL	-	21,710	85,930	85,930	108,229
RR20344 - Spillway Recovery Davit	6,859	8,860	3,640	10,499	12,500
RR20345 - Stationary Winch SWL	11,045	43,500	-	11,045	43,500
RR20346 - XFMR Dif Relay Bailey	41,482	40,000	3,420	44,903	43,420
RR20349 - Submarine Cable Stikine Strait	6,760,865	11,745,903	215,759	6,976,624	13,370,352
RR21350 - Bunkhouse SWL	-	25,000	-	-	25,000
RR21351 - Equipment Trailer KTN	9,088	15,000	-	9,088	15,000
RR21352 - Fiber Buildout PSG WRG	861	59,000	-	861	59,000
RR21353 - Flashboard Deicing SWL	31,806	25,000	-	31,806	25,000
RR21354 - Guardrail SWL	3,026	21,700	-	3,026	21,700
RR21355 - Lighting TYL-WRG	4,020	26,000	-	4,020	26,000
RR21356 - Office Unit SWL Four-Plex	4,060	15,000	-	4,060	15,000
RR21357 - PRV Valves TYL	34,199	43,000	-	34,199	43,000
RR21358 - RTAC KTN	27,360	30,000	-	27,360	30,000
RR21359 - XFMR Refurb SWL-Bailey	315,112	48,000	-	315,112	48,000
Total All RR Projects	8,015,132	17,563,027	923,538	8,938,670	19,989,269

Overall budget is through December 2021 and does not include future years.

* R&R Projects completed in 2021



SOUTHEAST ALASKA POWER AGENCY

Date: August 23, 2021

From: Kay Key

To: Trey Acteson

Subject: **SUBMARINE CABLE FUNDING**

Self-Insured Risk Fund

Prior to the 2021 bond issuance, Submarine Cable expenditures totaling \$4,943,608 were paid from the Self-Insured Risk Fund. Funds were transferred from this account from December 2020 through May 2021, prior to bond issuance. After completion of this project, monies will be transferred from the Construction Fund to reimburse the Self-Insured Risk Fund for those expenditures.

Construction Fund 2021

Bond proceeds of \$13.37MM were deposited to the Construction Fund in June 2021, after which all project expenditures were withdrawn from this account. Upon completion of this project, any remaining balance will be transferred to the Dedicated R&R Fund. The 2021 Bond Indenture allows SEAPA to reimburse itself for the costs of the Submarine Cable Replacement Project and restricts the use of these funds to the Submarine Cable project and other capital improvements.

RR20349 Submarine Cable Stikine Strait	Self-Insured Risk Fund	Construction Fund	Sumitomo Contract	Project Expenditures
Beginning Balance (Dec 2020)	8,298,607			
Expenditures (Jun 2021)	(4,943,608)		4,943,608	4,943,608
Bond Proceeds (Jun 2021)	0	13,370,000	0	0
Sumitomo (Jul-Aug 2021)	0	(2,256,472)	2,207,920	2,207,920
*Sumitomo (Sep-Oct 2021)	0	(5,046,760)	5,046,760	5,046,760
*SEAPA (Dec 2020-Oct 2021)	0	(300,000)	0	300,000
Subtotals (End of Project)	3,354,999	\$5,766,768	\$12,198,288	\$12,498,288
Replenish Self-Insured Fund	4,943,608	(4,943,608)		
Transfer to Dedicated R&R Fund		(823,160)		
Account Balances	\$8,298,607	\$0		

*These figures include estimates of final invoicing.

A copy of the Sumitomo Milestone schedule is displayed on the next page.

(CONTINUED ON NEXT PAGE)

SUMITOMO MILESTONE SCHEDULE

Description	Price	Pmt Date Sched	Paid	Open Balance	Over / (Under)
MP#1 Contract execution	384,242	26-Feb-21	384,242	0	
MP#2 NTP Engineering design	1,037,600	17-Jun-21	1,037,600	0	
MP#3 NTP Cable-Accessory mfg	768,484	26-Feb-21	768,484	0	
MP#4 Complete Engineer Design	1,209,200	16-Jul-21	1,209,200	0	
MP#5 Factory Test Report	768,484	17-Jun-21	768,484	0	
MP#6 Bill of Lading, Delivery	458,140	31-Oct-21	0	458,140	
MP#7 NTP Construction (mobe)	1,744,830	17-Jun-21	1,744,830	0	
MP#8 Cable Removal	545,280	30-Jul-21	545,280	0	
MP#9 DP Vessel Mobe-Cable Removal	1,241,200	15-Sep-21	1,628,200	0	387,000
MP#10 Cable Laying-Demobe	2,204,029	15-Sep-21	2,075,029	0	(129,000)
MP#11 Cable Lay-Electrical Onshore	392,120	31-Aug-21	392,120	0	
MP#12 Power-Field Test	61,320	31-Aug-21	61,320	0	
MP#13 Commissioning Test Result Report	650,321	31-Oct-21	0	650,321	
MP#14 Install Complete Acknowledgement	235,070	31-Oct-21	0	235,070	
MP#15 CO#1-Materials Exchange Rate	239,968	26-Feb-21	239,967	0	
Subtotals	\$11,940,288		0	0	\$258,000
Contract Total	\$12,198,288		\$10,854,756	\$1,343,531	

Original Contract Value: \$11,700,320

Increased by \$239,968 for Milestone #15, Materials Exchange Rate, in accordance with contract.

Milestone #9 and #10 (Mobilization, Cable Removal, Cable Laying, Demobe) were billed according to actual number of days spent on these tasks and increased contract by \$285K.

Not all bills have been received yet, and final figures may change.

MP#3 is the cost of spare cable and repair kits for \$768,484. This amount will be deducted from the cost of the overall R&R project and recorded as inventory in SEAPA's books.

**SOUTHEAST ALASKA
POWER AGENCY**

Revenue Fund 1,422,738.78
Dedicated R&R Fund . 499,755.42
Construction Fund . . . 5,328,243.15
Commercial Checking \$7,250,737.35

**DISBURSEMENTS
MAY-JUN-JUL 2021**

VENDOR	REVENUE FUND	DEDICATED R&R FUND	CONSTRUC- TION
Aircraft Spruce & Specialty Co	135.96	-	-
Alaska Marine Lines	129.30	-	-
Alaska Permanent Capital, Inc	3,603.37	-	-
Alaska Power & Telephone	1,800.00	-	-
Alaska Power Association	950.00	-	-
Allied Power Products Inc	-	11,044.84	-
Alltek Network Solutions Inc	954.50	-	-
Alpine Mini Mart	253.07	-	-
Amazon.com	864.08	-	-
Angerman's Inc	554.60	-	-
AP&T Ketchikan	3,000.00	-	-
Applied Industrial Technologies Inc	-	1,645.93	-
Ascent Law Partners LLP	9,305.00	-	665.00
BAM LLC ROW Clearing	307,100.00	-	-
Bank of America - Apr 2021	17,299.31	-	-
Bank of America - May 2021	17,479.19	93.78	332.41
Bank of America - Jun 2021 Reduction in monthly phone-internet costs	9,720.46	38.32	561.49
Bay Company	2,627.64	-	-
BDO USA LLP	25,000.00	-	-
Black Rock Aviation	3,095.00	-	-
Brown & Kysar Inc	20,487.49	-	-
Buffalo Industries, LLC	502.50	-	-
Buness Bros. Inc	1,256.50	-	-
Buness Electric LLC	2,255.00	1,255.64	-
Bureau Veritas North America	198.90	-	-
C&T Fire Protection Inc	1,548.00	-	-
Cambria Properties LLC	4,575.00	-	-
Center Marine Services Inc	-	-	13,650.00
Century Fire Protection LLC	5,960.53	-	-
Channel Electric Inc	246.30	273.06	-
City Market Inc	624.70	-	-
CoastAlaska, Inc	2,301.00	-	-
Construction Machinery Industrial LLC	620.54	-	-
Coral Sales Co	-	2,588.55	-
Core & Main LP	-	34,020.00	-
Electric Power Constructors Inc	-	40,236.90	-
Electric Power Systems Inc	-	1,245.50	-
First City Electric, Inc	6,801.70	-	-
Full Cycle LLC	1,415.00	-	-
G2 Risk Consulting	2,025.00	-	-
Grainger	4,535.59	-	-
Hammer & Wikan, Inc	349.50	-	-
Hanna Cylinders	1,467.32	-	-
HDR Alaska Inc	6,959.89	-	-
Helicopter Air Alaska LLC	1,327.50	-	-
Hubbell Power Systems, Inc	6,800.00	-	-
Jaco Analytical Lab, Inc	23.87	-	-
Johnson's Building Supply	218.18	-	-
JRMC	168.00	-	-
Ketchikan City of 334	90.00	-	-

**SOUTHEAST ALASKA
POWER AGENCY**

Revenue Fund 1,422,738.78
Dedicated R&R Fund . 499,755.42
Construction Fund . . . 5,328,243.15
Commercial Checking \$7,250,737.35

**DISBURSEMENTS
MAY-JUN-JUL 2021**

VENDOR	REVENUE FUND	DEDICATED R&R FUND	CONSTRUC- TION
Ketchikan Daily News	416.70	-	-
Ketchikan Gateway Borough	15,696.54	-	-
Ketchikan Honda	74.84	-	-
Landing Hotel	5,743.66	-	-
LNМ Services	485.17	-	-
Madison Lumber & Hardware Inc	158.84	-	-
Marble Construction	963.00	-	-
Marsh USA Inc	216.00	-	-
McMillen Jacobs Associates	6,517.50	-	-
Mitchell Instrument Co	318.50	-	-
NC Machinery Co	708.91	-	-
North Creative Design Co LLC	6,560.00	-	-
Northwest Public Power Assn	350.00	-	-
NovaTech LLC	-	5,883.81	-
NRECA Group Ins Administrative Employee Benefits (3 mo.)	56,646.15	-	-
NRECA Group Ins Admin	4,713.72	-	-
NRECA RSP Admin	2,724.21	-	-
NRECA RSP Trust Contrib Administrative Employee Benefits (3 mo.)	88,135.53	-	-
Olympic Trailer & Truck	-	7,075.00	-
Ottesen's Inc	(7.49)	-	-
Ottesen's Inc	2,107.55	-	12.98
Pacific Pride of Alaska, LLC	322.97	-	-
Pacific Printing LLC	881.49	-	-
Petro Marine Services-KTN	2,729.09	209.19	-
Petro Marine Services-WRG	2,761.45	-	932.51
Pilot Publishing, Inc	150.00	-	615.00
R&M Engineering-Ketchikan, Inc	3,177.50	-	-
Ray Matiashowski	12,000.00	-	-
Rock Hard Construction	2,900.00	-	-
Samson Tug & Barge	2,173.18	2,691.92	-
Satellite & Sound, Inc	5,060.00	-	-
Schmolck Mechanical KTN	486.20	3,975.94	-
SEARHC Patient Pays	338.70	-	-
Segrity LLC RR19314 Statn Service, RR21353 Flashbd Deice, S	8,603.85	49,716.00	-
Sentry Hardware & Marine	1,960.87	15.54	3.59
Service Auto Parts	1,940.63	-	-
Sockeye Business Solutions Inc	3,000.00	-	-
Southeast Auto & Marine Parts, Inc	4,503.04	-	-
Southeast Conference	700.00	-	-
Specialty Engineering, Inc RR21359 XFMR Refurb SWL-Bailey	29,664.45	222,965.00	-
SPX Transformer Solutions Inc RR21359 XFMR Refurb SWL-Bailey	-	84,119.05	-
Stewart, Nathan	116.84	-	-
Stikine Inn	3,287.52	-	2,546.78
Sumitomo Electric USA Inc RR20349 Submarine Cable Stikine Strait	-	-	5,305,394.00
Sunrise Aviation Inc	33,600.00	2,430.00	2,695.00
Svensen Marine LLC	787.72	-	-
Tamico Inc	1,044.18	-	-
Tandemloc	245.06	-	-
Taquan Air	12,393.34	606.66	-

**SOUTHEAST ALASKA
POWER AGENCY**

Revenue Fund 1,422,738.78
Dedicated R&R Fund . 499,755.42
Construction Fund . . . 5,328,243.15
Commercial Checking \$7,250,737.35

**DISBURSEMENTS
MAY-JUN-JUL 2021**

VENDOR		REVENUE FUND	DEDICATED R&R FUND	CONSTRUC- TION
Temasco Helicopters Inc	Brushing, RR20341 Intake Gate TYL	68,953.95	3,592.00	-
TexRus LLC		10,019.01	2,111.19	-
Tongass Business Center Inc		1,163.18	-	-
Tongass Trading Company Inc		649.89	-	-
TSS		5,262.50	-	-
Tyler Industrial Supply		11,593.12	242.60	-
Tyler Rental Inc		2,512.50	-	-
Ward Cove Group		13,028.62	-	-
Wells Fargo 2015 Interest	2015 Series Bond Interest	121,923.00	-	-
Wells Fargo 2019 Interest	2019 Series Bond Interest	33,375.00	-	-
Wells Fargo 2019 Principal	2019 Series Bond Principal	211,200.00	-	-
Wells Fargo 2021 Interest	2021 Series Bond Interest	80,606.00	-	-
Wells Fargo Bank MN		7,250.00	-	-
Welsh Whiteley Architects, LLC		-	21,679.00	-
Workforce Go		1,362.20	-	-
Wrangell City & Borough		42,293.48	-	-
Wrangell IGA Inc		319.43	-	219.39
Wrangell Sentinel		340.00	-	615.00
X2nSat		6,900.00	-	-
TOTAL		1,422,738.78	499,755.42	5,328,243.15



SOUTHEAST ALASKA POWER AGENCY

FY2020 AUDITED FINANCIAL STATEMENTS

A copy of SEAPA's FY2020 Audited Financial Statements were sent to Board members under separate cover. Joy Merriner, Assurance Partner with SEAPA's audit firm, BDO USA, will call into the meeting to present the audited financial statements.

SUGGESTED MOTION
I move to accept the Audited Financial Statements of the Southeast Alaska Power Agency for the year ended December 31, 2020, as presented at the September 9, 2021 board meeting.

Date: August 31, 2021

To: Trey Acteson, Chief Executive Officer

From: Robert Siedman, P.E., Director of Engineering & Technical Services

SEAPA 2021 Third Quarter Operations Plan Update

Every year SEAPA presents the Operations Plan (Ops Plan) for Board approval in accordance with Section 5 of the Power Sales Agreement¹ (PSA). The annual plan forecasts expected reservoir levels for Tyee Lake and Swan Lake for the upcoming year by maximizing output from SEAPA facilities and optimizing water resources. Pursuant to the PSA, the Ops Plan gives first priority to the dedicated Firm Power Requirements of each Utility and optimizes Additional Dedicated Output as a second priority for additional power requirements.

Due to the drought of 2018-2019, the Operations Plan was significantly revised for 2020-2021. In collaboration with Member Utilities, SEAPA addressed Communication, Dedicated Output, Additional Dedicated Output, Supplemental Diesel and Efficiency in the revised plan.

1.0 Operations

On April 14, SEAPA performed a Snow Survey at both Tyee and Swan. The surveys indicated that both Tyee and Swan snowpack were well above average with more potential water in the form of snow than either lake could hold. As predicted in previous quarterly Operations Plan updates, both Tyee Lake and Swan Lake are completely full and have been spilling throughout July and August.

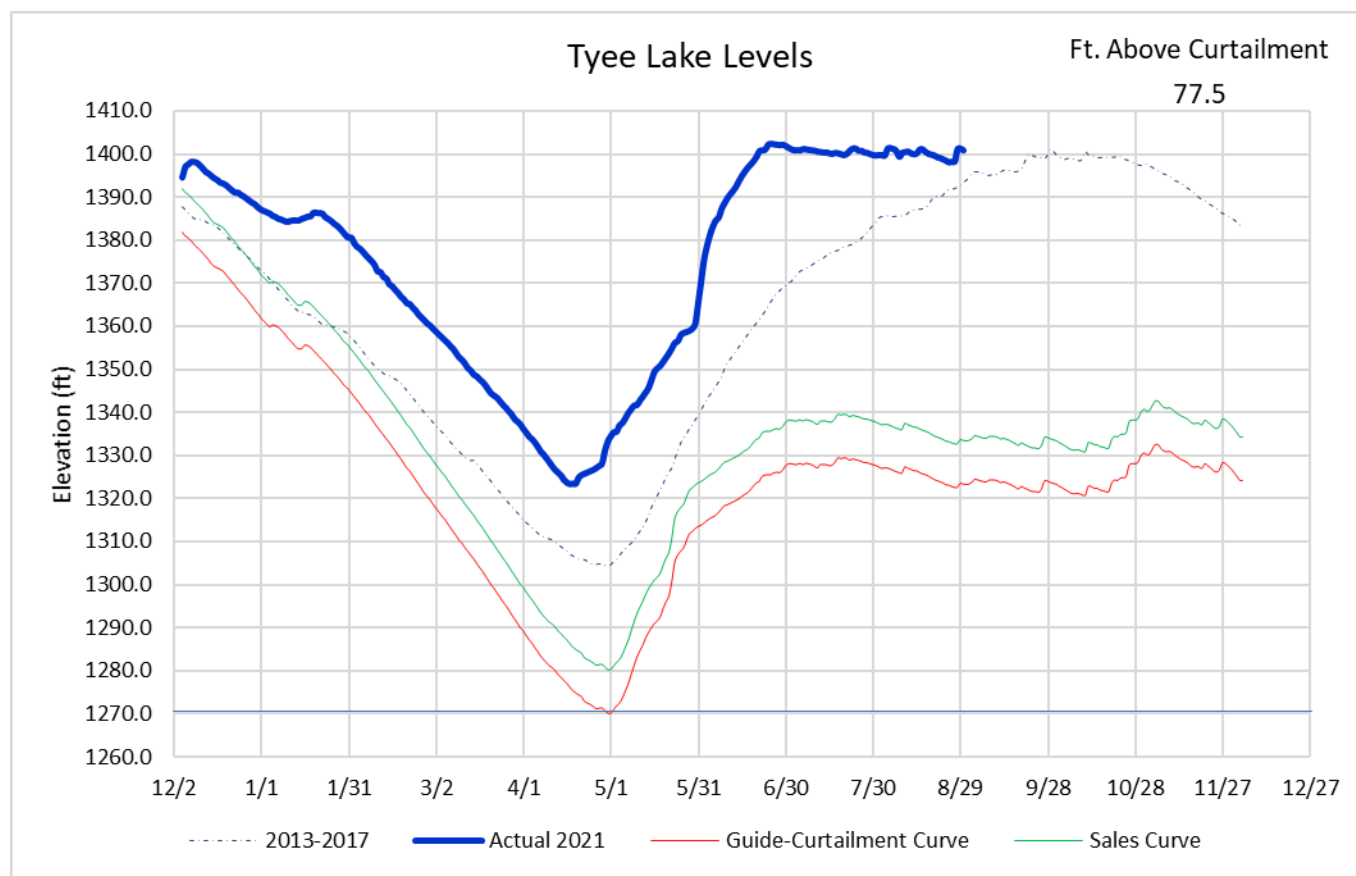


Tyee Lake – August 2021

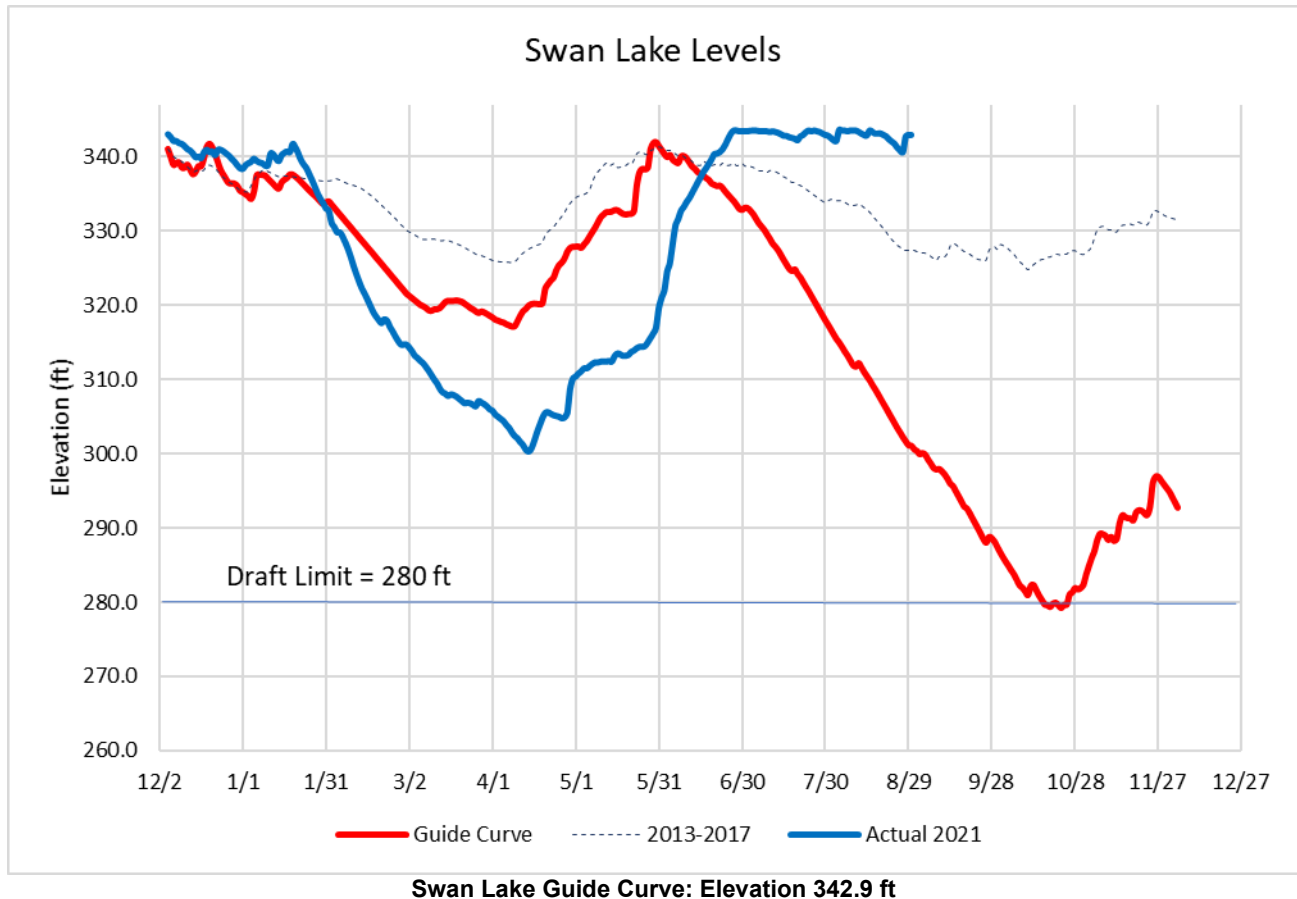
¹ Section 5 of the Power Sales Agreement states that SEAPA shall prepare annually an Operations Plan to estimate the Firm Power Requirements of the Purchasing Utilities and identify Dedicated output to maximize utilization and optimize output of each facility.

2.0 Current Lake Levels

The chart illustrated below is the Sales/Guide curves for Tyee Lake. The green line represents the sales curve, and the red line represents the curtailment curve. As represented by the blue line (actual lake levels over time), Tyee Lake is well above the curtailment curve and in a very healthy condition. Typically, Tyee does not make the Turn until May however in mid-April, there were 10 days of near 60-degree weather that kick started Tyee Lake's fill cycle. Tyee is currently at a lake elevation of 1401.0 feet and sits 77.5 feet above the curtailment curve.



Tyee Lake Sales/Guide Curve: Elevation 1401.0 ft



Swan Lake is also currently at a very healthy lake level for this time of year with an elevation of 342.9 feet as indicated by the chart above. With both Swan Lake and Tyee Lake at full capacity, SEAPA has greater confidence that curtailment in 2022 due to lake levels (draft limits) will not be required.

Agenda Item 6B
Wholesale Power Rate Update

Discussion Item Only



SOUTHEAST ALASKA POWER AGENCY

Date: August 31, 2021
To: SEAPA Board of Directors.
From: Trey Acteson, CEO
Subject: Second Revision to Digital Communication Device Policy

At the May 13, 2021, board meeting staff presented the attached memo with the iPad policy and first revision to the policy attached.

Following a review of staff's suggested Second Revision to the policy, the consensus of the board was that it may be more prudent to consider a stipend or reimbursement to board members to purchase their own digital communication device or purchase bandwidth for a board member's own device rather than purchasing iPads for each board member. The board directed staff to research tax implications for a stipend and process for reimbursement and re-address the current policy at the next regular board meeting.

Staff reports that the IRS would consider a stipend to be taxable income for which SEAPA would issue 1099s if it exceeded \$600 per year.

Having already discussed the pros and cons of a second revision at the May meeting, and considering that a stipend would be taxable, I suggest the Agency maintain its current policy and dispose of any devices that cannot be restored efficiently.



SOUTHEAST ALASKA POWER AGENCY

Date: May 7, 2021
To: SEAPA Board of Directors
From: Trey Acteson, CEO
Subject: Second Revision to Digital Communication Device Policy

SEAPA adopted the attached policy on Digital Communication Devices at its June 26, 2012 board meeting (**Attachment 1**). A revision to the policy (**Attachment 2**) was adopted during SEAPA's April 25, 2013 meeting giving directors an option to purchase their iPad, appointing SEAPA as the depository and distributor of any returned devices, and purchaser of any new devices.

It is recommended that the Board consider a second revision to the policy to state that: (i) Directors may keep their iPad when their tenure is complete rather than returning it for re-distribution, (ii) if a returning Board member's device is no longer functioning, SEAPA will provide a replacement if requested, and (iii) Board members can choose to opt out of receiving a digital communication device. These changes are requested for the following reasons:

- When an iPad is returned by a board member, it must be restored to its factory setting which requires the user's Apple ID and password for device activation. Apple has strict security rules for unlocking devices so without the user's access information, the device is useless. In many cases, passwords are lost or forgotten, directors have moved out of state and are difficult to contact, or a family member has set it up and cannot recall the credentials or is not available. Staff spends an exorbitant amount of time trying to retrieve this information, and requesting a password change from Apple is a long and storied process
- Most iPad models may become obsolete after three years, sales are discontinued, and dated models may no longer be supported by Apple with software updates
- The devices are relatively inexpensive at a cost range of \$299 to \$350/device, and generally by the time a board member is no longer serving on the board, the residual value to SEAPA is zero
- The device is provided to each board member to limit the amount of paper used for board packet materials, and provide enhanced materials for better communication and oversight by the Board of Directors

Resolution 2021-077 and Second Revision to the policy to effect the recommended changes and delete of moot language is attached for your review (**Attachment 3**). If the Board elects to adopt the changes, please consider the following suggested motion:

SUGGESTED MOTION
I move to adopt Resolution 2021-077 adopting a Second Revision to SEAPA's Digital Communication Device Policy.

Attachment 1

Resolution #2012-041

**Original Digital Communication Device Policy
dated June 26, 2012**

Resolution 2012-041**

**The Southeast Alaska Power Agency
Approving Digital Communication Device Policy**

WHEREAS, on June 26, 2012, the Board of Directors of The Southeast Alaska Power Agency ("SEAPA") adopted a policy on Digital Communication Devices; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Southeast Alaska Power Agency formally adopts the Digital Communication Device Policy dated June 26, 2012, attached hereto and made a part hereof.

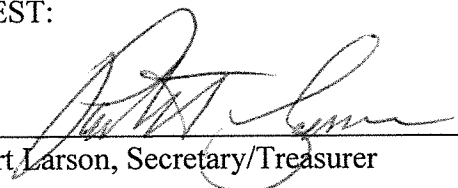
Approved this 26th day of June 2012.

SOUTHEAST ALASKA POWER AGENCY

By 

Jeremy Maxand, Chairman of the Board

ATTEST:


Robert Larson, Secretary/Treasurer

**BOARD OF DIRECTORS
DIGITAL COMMUNICATION DEVICE POLICY**

I. OBJECTIVE:

To establish guidelines and responsibilities for all Directors in the use of Digital Communication Devices provided by SEAPA.

II. POLICY:

- A. SEAPA's Board of Directors recognizes the benefits of utilizing digital communication and information instead of paper-laden board packets and binders. An analysis has determined the resulting benefits to the Agency will outweigh the upfront equipment purchase cost.
- B. SEAPA will provide iPads to its Member Utilities as follows: Four (4) to the City of Ketchikan, two (2) each to the City of Petersburg and the City & Borough of Wrangell, and two (2) to the 'at large' Member Community. Recognizing the annual rotation of project representation that occurs at year end, the two iPads from the current at large Member Utility shall be returned to SEAPA at year end for distribution to the next at large Member Utility. The iPads will be equipped with a minimum of 32-gigabytes of memory and 'Wi-Fi' coverage only. 3G or other 'cell' coverage is unnecessary as board meetings are only held where wireless internet coverage is provided. The iPad models provided shall be similar in price and provided according to availability. It will be the respective Member Utility's responsibility to distribute the iPads to their appointees to the SEAPA Board. SEAPA will retain 'ownership' of the iPads for the at large Members, which rotate annually.
 - 1. The recipient of the iPad will load the iAnnotates application or other similar application, agreed to by the Board, as the most appropriate application required for proper information retrieval. SEAPA will reimburse the expense of the iAnnotates application to the Director upon presentation to SEAPA of a receipt for the purchase. Any other applications loaded on the iPad will be at the Director's personal expense.
 - 2. Unless covered otherwise by warranty, any accidental damage to the iPad shall be paid by SEAPA, unless the damage is caused by negligence.
 - 3. It is anticipated that the technological life of the iPads may not exceed three (3) years therefore the iPads will be assessed every three years by the Member Utility and if necessary, SEAPA will purchase upgraded devices and provide them to the Member Utility for each appointed Director.

4. The Member Utilities, not the appointed Director, shall keep the iPad when its useful life has expired.
5. Since iPads are 'synced' to the user's computer, it is suggested that the user request assistance from the respective Member Utility's information technology personnel to assist them in becoming more efficient and effective in utilizing the equipment.

III. RESPONSIBILITY:

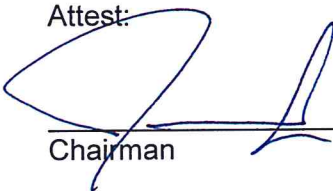
It is the responsibility of the Chairman to oversee this policy.

ADOPTED by the SEAPA Board of Directors this 26TH day of June 2012.

Signed:


Secretary-Treasurer

Attest:


Chairman

Attachment 2

Resolution #2013-047

**Revision to Digital Communication Device Policy
dated April 25, 2013**

Resolution 2013-047

**The Southeast Alaska Power Agency
Approving Revised Digital Communication Device Policy**

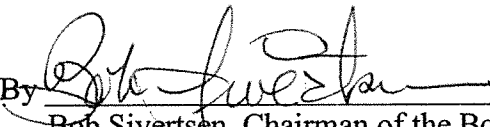
WHEREAS, on June 26, 2012, the Board of Directors of The Southeast Alaska Power Agency ("SEAPA") adopted a policy on Digital Communication Devices, which policy is attached to Resolution 2012-041; and,

WHEREAS, on April 25, 2013, the Board of Directors elected to revise the policy on Digital Communication Devices to provide an opportunity for buyout of the devices, appoint SEAPA as the depository and distributor of any returned devices, and purchaser of any new devices.

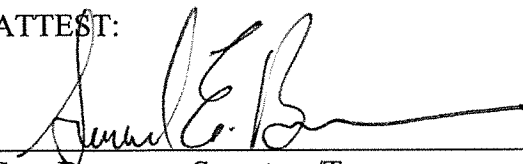
NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Southeast Alaska Power Agency formally adopts the attached revised Digital Communication Device Policy dated April 25, 2013 in place of the previously adopted Digital Communication Device Policy dated June 26, 2012.

Approved this 25th day of April 2013.

SOUTHEAST ALASKA POWER AGENCY

By 
Bob Sivertsen, Chairman of the Board

ATTEST:


Sam Bergeron, Secretary/Treasurer

**BOARD OF DIRECTORS
REVISED
DIGITAL COMMUNICATION DEVICE POLICY**

I. OBJECTIVE:

To establish guidelines and responsibilities for all Directors in the use of Digital Communication Devices provided by SEAPA.

II. POLICY:

- A. SEAPA's Board of Directors recognize the benefits of utilizing digital communication and information instead of paper-laden board packets and binders. An analysis has determined the resulting benefits to the Agency will outweigh the up-front equipment purchase cost.
- B. SEAPA will provide iPads to its Member Utilities as follows: Four (4) to the City of Ketchikan, two (2) each to the Petersburg Borough and the City & Borough of Wrangell, and two (2) to the 'at large' Member Community. When a Director's tenure is complete, they shall return the iPad they were provided to SEAPA for re-distribution as necessary. The iPads will be equipped with a minimum of 32-gigabytes of memory and 'Wi-Fi' coverage only. 3G or other 'cell' coverage is unnecessary as board meetings are only held where wireless internet coverage is provided. The iPad models provided shall be similar in price and provided according to availability.
 - 1. The recipient of the iPad will load the iAnnotates application or other similar application, agreed to by the Board, as the most appropriate application required for proper information retrieval. SEAPA will reimburse the expense of the iAnnotates application to the Director upon presentation to SEAPA of a receipt for the purchase. Any other applications loaded on the iPad will be at the Director's personal expense.
 - 2. Unless covered otherwise by warranty, any accidental damage to the iPad shall be paid by SEAPA, unless the damage is caused by negligence.
 - 3. It is anticipated that the technological life of the iPads may not exceed three (3) years therefore the iPads will be assessed every three years by SEAPA. SEAPA will purchase upgraded devices and provide them to the Member Utility for each appointed Director as necessary.
 - 4. Directors may exercise the option at the end of their tenure on the board to purchase the device for the used market value of the device as

determined by SEAPA. If the useful life of the device has expired, it shall be returned to SEAPA for disposal.


5. Since iPads are 'synced' to the user's computer, it is suggested that the user request assistance from the respective Member Utility's information technology personnel to assist them in becoming more efficient and effective in utilizing the equipment.

III. RESPONSIBILITY:

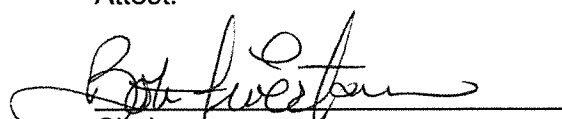
It is the responsibility of the Chairman to oversee this policy.

ADOPTED by the SEAPA Board of Directors this 25th day of April 2013.

Signed:


Secretary-Treasurer

Attest:


Chairman

Attachment 3

Resolution #2021-077

Second Revision to Digital Communication Device Policy



RESOLUTION NO. 2021-077

Southeast Alaska Power Agency

Approving Second Revision to SEAPA's Digital Communication Device Policy

WHEREAS, on June 26, 2012, the Board of Directors of the Southeast Alaska Power Agency ("SEAPA") adopted a policy on Digital Communication Devices, which policy is attached to Resolution 2012-041; and,

WHEREAS, on April 25, 2013, the Board of Directors adopted a revision to SEAPA's policy on Digital Communication Devices to provide an opportunity for buyout of the devices, appoint SEAPA as the depository and distributor of any returned devices, and purchaser of any new devices, which revised policy is attached to Resolution 2013-047; and,

WHEREAS, on May 13, 2021, the Board of Directors elected to make a second revision to the policy on Digital Communication Devices for the following policy changes: (i) when a Director's tenure is complete, the Director may keep the Digital Communication Device; (ii) if a returning Board Member's device is no longer functioning, SEAPA will provide a replacement if requested, and (iii) Board members may opt out of receiving a digital communication device.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Southeast Alaska Power Agency formally adopts the attached Second Revision to SEAPA's Digital Communication Device Policy dated May 13, 2021 in place of the previously adopted Digital Communication Device Policy dated June 26, 2012 and first revision to the policy dated April 25, 2013.

Approved this 13th day of May 2021.

SOUTHEAST ALASKA POWER AGENCY

By _____
Bob Sivertsen, Chairperson

ATTEST:

Karl Amylon, Secretary/Treasurer



Second Revision to Southeast Alaska Power Agency (SEAPA) Digital Communication Device Policy

I. OBJECTIVE:

To establish guidelines and responsibilities for all Directors in the use of Digital Communication Devices provided by SEAPA.

II. POLICY:

- A. SEAPA's Board of Directors recognize the benefits of utilizing digital communication and information instead of paper-laden board packets and binders. An analysis has determined the resulting benefits to the Agency will outweigh the up-front equipment purchase cost.
- B. SEAPA will provide iPads to its Member Utilities as follows: Four (4) to the City of Ketchikan, two (2) each to the Petersburg Borough and the City & Borough of Wrangell, and two (2) to the 'at large' Member Community. When a Director's tenure is complete, they may keep their iPad and if a returning Board Member's device is no longer functioning, SEAPA will provide a replacement device if requested. Directors may alternatively choose to opt out of receiving a digital communication device altogether. The iPads will be equipped with a minimum of 32-gigabytes of memory and 'Wi-Fi' coverage only. 3G or other 'cell' coverage is unnecessary as board meetings are only held where wireless internet coverage is provided. The iPad models provided shall be similar in price and provided according to availability.
 - 1. The recipient of the iPad will load the iAnnotates application or other similar application, agreed to by the Board, as the most appropriate application required for proper information retrieval. SEAPA will reimburse the expense of the iAnnotates application to the Director upon presentation to SEAPA of a receipt for the purchase. Any other applications loaded on the iPad will be at the Director's personal expense.
 - 2. Unless covered otherwise by warranty, any accidental damage to the iPad shall be paid by SEAPA, unless the damage is caused by negligence.
 - 3. Since iPads are 'synced' to the user's computer, it is suggested that the user request assistance from the respective Member Utility's information technology personnel to assist them in becoming more efficient and effective in utilizing the equipment.

III. RESPONSIBILITY:

It is the responsibility of the Chairperson to oversee this policy.

ADOPTED by the SEAPA Board of Directors this 13th day of May 2021.

Signed:

Attest:

Chairperson

Secretary-Treasurer



SOUTHEAST ALASKA POWER AGENCY

Date: August 31, 2021
To: SEAPA Board of Directors
From: Trey Acteson, Chief Executive Officer
Subject: Amendment No. 3 to SEAPA Office Lease

The five-year term of SEAPA's Lease Agreement ('Agreement') for its offices (Suite Nos. 312, 318 and 319) at the Ketchikan Gateway Borough Building expired January 15, 2020. The board authorized an additional two-year term to the Agreement at its October 30, 2019 Special Board Meeting. The two-year term will expire January 15, 2022.

SEAPA served timely notice to the Borough of its intent to continue the lease on a month-to-month basis when it expires on January 15, 2022. Notice was provided in anticipation of moving into a new SEAPA office building. A copy of SEAPA's letter dated April 19, 2021 is attached. Since the inception of the Lease and continuing through the additional two-year term, the monthly base rent increased by \$.05/SF annually. SEAPA proposed the same rent escalation for the month-to-month tenancy.

The Borough responded to SEAPA's notice by providing the attached Lease Amendment extending the Agreement on a month-to-month basis for a period of no more than 12 months from 01/16/2022 through 01/15/2023 unless a further extension or new lease is negotiated and executed by January 15, 2023. SEAPA may terminate the Agreement with one month's notice. The Borough accepted SEAPA's proposed continuation of the annual rent escalation of \$.05/SF for the monthly base rent, which would total \$73,756.86 if SEAPA leases through January 15, 2023.

Please consider the following suggested motion:

SUGGESTED MOTION

I move to authorize SEAPA's CEO to enter into Amendment No. 3 to the Lease Agreement between SEAPA and the Ketchikan Gateway Borough ('KGB') provided in the September 9, 2021 board packet for the lease of SEAPA's offices in the KGB Building on a month-to-month basis from January 16, 2022 through January 15, 2023 under the terms set forth in Amendment No. 3.

Attachments:

2021 0419 Ltr to KGB Re: Lease Renewal Term
Amendment No. 3 to Lease Agreement (Borough Document 11-043)

SOUTHEAST ALASKA POWER AGENCY

1900 First Avenue
Suite 318
Ketchikan, Alaska 99901



Phone: 907.228.2281
Fax: 907.225.2287
www.seapahydro.org

April 19, 2021

Via Hand Delivery to:

Ketchikan Gateway Borough
Attn: Ruben Duran, Borough Manager
1900 First Avenue, Suite 210
Ketchikan, Alaska 99901

Notice Re: Lease Renewal Term
Suite Nos. 312, 318 & 319, Ketchikan Gateway Borough Building

Dear Mr. Duran:

Section 3.3 (Renewal) of the Lease Agreement ('Agreement') dated February 28, 2012 between the Ketchikan Gateway Borough ('KGB' or 'Landlord') and the Southeast Alaska Power Agency ('SEAPA' or 'Tenant') provides that if Tenant is in good standing, it shall have the right to automatically renew the Agreement for two (2) consecutive five-year periods unless Tenant provides written notice to Landlord at least 180 days prior to the expiration of the term of the Agreement or any renewal thereof.

The second term of the Agreement ended on January 15, 2020 and the deadline for the 180-day notice was July 15, 2019. On July 15, 2019, SEAPA gave the Borough formal notice of its intent to renew the Agreement for Suites 312, 318, and 319 for a two (2) year period from January 16, 2020 through January 15, 2022 at a base rent to be negotiated between the parties for the two-year term, with an option to renew for an additional term to be determined.

Consistent with Section 3.3, this is more than 180 days' notice before the two-year term ends on January 15, 2022 and we ask the Borough's consideration on a third Amendment to Borough Document No. 11-043 allowing SEAPA to renew the lease on a month-to-month basis effective as of January 15, 2022 until SEAPA's new headquarters is ready for occupancy, which is currently estimated to be on or before July 15, 2022. Considering the uncertainty of construction timelines during the Covid Pandemic, July 15, 2022 is our best estimate this far in advance; however, SEAPA will provide updates upon request as the project develops.

According to the Lease Agreement – Amendment No. 1 to Borough Document 11-043, the current base rent which was effective through January 15, 2020 was as follows:

Year of Lease Term	Monthly Base Rent per SF	Annual Base Rent per SF	Total SF Subject to Rent		Annual Base Rent	Monthly Base Rent
Year Ending January 15, 2020	\$1.76	\$21.12	Suite 312	338 SF	\$59,410.60	\$4,950.88
			Suite 318	2,065 SF		
			Suite 319	410 SF		
			Total	2,813 SF		

Since the inception of the Agreement, the monthly base rent has increased by .05/SF. The following table shows the rent escalation the Borough accepted under the attached Amendment No. 2 to Borough Document 11-043 for the term ending January 15, 2022:

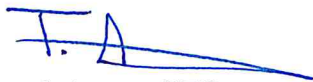
Year of Lease Term	Monthly Base Rent per SF	Annual Base Rent per SF	Total SF Subject to Rent		Annual Base Rent	Monthly Base Rent
Year Ending January 15, 2021	\$1.81	\$21.72	Suite 312	338 SF	\$61,098.36	\$5,091.53
			Suite 318	2,065 SF		
			Suite 319	410 SF		
			Total	2,813 SF		
Year Ending January 15, 2022	\$1.86	\$22.32	Suite 312	338 SF	\$62,786.16	\$5,232.18
			Suite 318	2,065 SF		
			Suite 319	410 SF		
			Total	2,813 SF		

We propose continuing the monthly rent escalation of .05/SF for each month after January 15, 2022 that SEAPA occupies Suite Nos. 312, 318, and 319 as set forth in the following table:

Year of Lease Term	Monthly Base Rent per SF	Annual Base Rent per SF	Total SF Subject to Rent		Annual Base Rent	Monthly Base Rent
Year Ending January 15, 2021	\$1.81	\$21.72	Suite 312	338 SF	\$61,098.36	\$5,091.53
			Suite 318	2,065 SF		
			Suite 319	410 SF		
			Total	2,813 SF		
Year Ending January 15, 2022	\$1.86	\$22.32	Suite 312	338 SF	\$62,786.16	\$5,232.18
			Suite 318	2,065 SF		
			Suite 319	410 SF		
			Total	2,813 SF		
Estimated Month-to-Month Term	Monthly Base Rent Per SF		Suites	Total SF 3 Suites	Annual Base Rent	Monthly Base Rent
01/15/22 to 02/15/22	\$1.91	N/A	#312 #318 #319	2,813	N/A	\$5,372.83
02/15/22 to 03/15/22	\$1.96	"		"	"	\$5,513.48
03/15/22 to 04/15/22	\$2.01	"		"	"	\$5,654.13
04/15/22 to 05/15/22	\$2.06	"		"	"	\$5,794.78
05/15/22 to 06/15/22	\$2.11	"		"	"	\$5,935.43
06/15/22 to 07/15/22	\$2.16	"		"	"	\$6,076.08
Total						\$34,346.73

Please let us know if this is acceptable to the Borough. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,



Trey Acteson, CEO
Southeast Alaska Power Agency
P 907.228.2281 | C 907.617.0323 | tacteson@seapahydro.org

cc: Richard Harney, Director
Planning & Community Development Department
Ketchikan Gateway Borough
1900 First Avenue, Suite 126
Ketchikan, Alaska 99901
via Hand Delivery

KETCHIKAN GATEWAY BOROUGH

LEASE AGREEMENT - AMENDMENT NO. 3 to Borough Document 11-043

THIS AGREEMENT, to be known as Amendment No. 3 to the existing Lease Agreement, (Borough Document Number 11-043) made and entered into the ____ day of _____, 2021, by and between the Ketchikan Gateway Borough, a general law municipality and a borough of the second class, 1900 First Avenue, Ketchikan, Alaska 99901, hereinafter referred to as the "Lessor," and the Southeast Alaska Power Agency (SEAPA), a Joint Action Agency, whose address is, 1900 First avenue, Suite 318, Ketchikan, AK 99901, hereinafter called the "Lessee".

On or about April 19, 2021, Lessee provided timely notice of its intent to renew the Lease Agreement on a month-to-month basis period as provided for in Section 3.2 for every month the Lessee occupies the office space after January, 2022. Therefore, it is the intent of the parties to extend the Lease on a month-to-month basis. The Lease Agreement for office space, Suite 312, 318, and 319 at the White Cliff Building, Borough Document 11-043, is hereby amended to read as follows:

1. Section 4.2 Base Rent, is hereby amended to read as follows:

Year of Lease Term	Monthly Base Rent per square foot	Annual Base Rent per square foot	Total square footage subject to rent	Annual Base Rent	Monthly Base Rent
2 Years ending January 15, 2017	\$1.61	\$19.32	2,475	\$47,817	\$3,984.75
Year ending January 15, 2018	\$1.66	\$19.92	2,813	\$56,035	\$4,669.58

Year ending January 15, 2019	\$1.71	\$20.52	Same	\$57,722.80	\$4,810.23
Year ending January 15, 2020	\$1.76	\$21.12	Same	\$59,410.60	\$4,950.88
Year ending January 15, 2021	\$1.81	\$21.72	Same	\$61,098.36	\$5,091.53
Year ending January 15, 2022	\$1.86	22.32	Same	\$62,786.20	\$5,232.18
1/16/22 to 2/15/22	\$1.91	N/A	Same	N/A	\$5,372.83
2/16/22 to 3/15/22	\$1.96	N/A	Same	N/A	\$5,513.48
3/16/22 to 4/15/22	\$2.01	N/A	Same	N/A	\$5,654.13
4/16/22 to 5/15/22	\$2.06	N/A	Same	N/A	\$5,794.78
5/16/22 to 6/15/22	\$2.11	N/A	Same	N/A	\$5,935.43
6/16/22 to 7/15/22	\$2.16	N/A	Same	N/A	\$6,076.08
7/16/22 to 8/15/22	\$2.21	N/A	Same	N/A	\$6,216.73
8/16/22 to 9/15/22	\$2.26	N/A	Same	N/A	\$6,357.38
9/16/22 to 10/15/22	\$2.31	N/A	Same	N/A	\$6,498.03
10/16/22 to 11/15/22	\$2.36	N/A	Same	N/A	\$6,638.68
11/16/22 to /12/15/22	\$2.41	N/A	Same	N/A	\$6,779.33
12/16/22 to 1/15/23	\$2.46	N/A	Same	N/A	\$6,919.98

2. Section 3.2, Term, of the Lease shall be deleted in its entirety and is substituted as follows:

3.2 Term: This Agreement shall extend on a month-to-month basis for a period of no more than twelve (12) months from January 16, 2022 and shall expire, unless a further extension or a new Lease is negotiated and executed by the parties, on January 15, 2023. Lessee may terminate this Agreement with one (1) month's notice to Lessor.

<<END OF AMENDMENTS>>

All remaining terms and conditions remain in effect. Except as specifically amended herein, all terms, conditions and provisions of said original agreement (Borough Document No. 11-043) shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this agreement.

KETCHIKAN GATEWAY BOROUGH

Ruben Duran
Borough Manager

ATTEST:

Kacie Paxton, MMC
Borough Clerk

APPROVED AS TO FORM:

Glenn Brown
Borough Attorney

SEAPA - LESSEE

Trey Acteson, CEO

BOROUGH ACKNOWLEDGMENTS

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this _____ day of _____, 2021, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Ruben Duran, to me known to be the Borough Manager of the Ketchikan Gateway Borough, a second class borough, the entity which executed the above and foregoing instrument; who on oath stated that he was duly authorized to execute said instrument on behalf of said entity; who acknowledged to me that he signed same freely and voluntarily on behalf of said entity for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in the certificate first above written.

NOTARY PUBLIC FOR ALASKA

My Commission Expires: _____

(Seal)

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this _____ day of _____, 2021, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Kacie Paxton to me known to be the Borough Clerk of the Ketchikan Gateway Borough, a second class borough, the entity which executed the above and foregoing instrument; who on oath stated that she was duly authorized to execute said instrument on behalf of said entity; who acknowledged to me that she signed the same freely and voluntarily on behalf of said entity for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in the certificate first above written.

NOTARY PUBLIC FOR ALASKA

My Commission Expires: _____

(Seal)

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 20__,
before me, the undersigned, a notary public in and for the State of
Alaska, duly commissioned and sworn, personally appeared Trey Acteson,
CEO known to be the person whose name is subscribed to the within
instrument and acknowledged that he executed the same for the purposes
therein contained.

WITNESS my hand and official seal the day and year in the
certificate first above written.

(Seal)

NOTARY PUBLIC FOR ALASKA

My Commission Expires: _____



SOUTHEAST ALASKA POWER AGENCY

****Resolution No. 2021-079****

Adoption of First Amendment to SEAPA's Document Retention Policy

WHEREAS, on December 10, 2015, the Board of Directors of the Southeast Alaska Power Agency ("SEAPA") adopted a Document Retention Policy, which is attached to Resolution 2016-062; and,

WHEREAS, the Board of Directors seek to authorize a First Amendment to the Document Retention Policy ("First Amendment") effective September 9, 2021, to change the policy review period to once every five years for amendments to the policy instead of requiring an annual review, and to adopt the Records Retention Schedule attached to the First Amendment.

NOW THEREFORE, BE IT:

RESOLVED that the Board of Directors of the Southeast Alaska Power Agency hereby approve and authorize the adoption of a First Amendment to SEAPA's Document Retention Policy, and the Records Retention Schedule attached to the First Amendment, effective as of September 9, 2021, copies of which are attached hereto and made a part hereof.

This Resolution No. 2021-079 was duly PASSED and ADOPTED by SEAPA's Board of Directors on the 9th day of September 2021.

SOUTHEAST ALASKA POWER AGENCY

By _____
Chairperson

ATTEST:

Secretary/Treasurer

SOUTHEAST ALASKA POWER AGENCY

FIRST AMENDMENT TO DOCUMENT RETENTION POLICY

Effective: September 9, 2021

Goals and Objectives

The purpose of the Document Retention Policy (the “Policy”) is to ensure that the Southeast Alaska Power Agency (“SEAPA” or “Agency”) retains its official records in accordance with the requirements of all applicable laws and to ensure that official records no longer needed by the Agency are properly discarded. This Policy provides guidelines concerning the length of time official records should be retained for business operations, historical value, accounting, audit, financial purposes, compliance with applicable law, possible future use in litigation, an official proceeding or governmental investigation, audit or other matter. Other records, which are not necessary to retain for these reasons, shall be destroyed in accordance with the guidelines set forth in this policy. All other information that is not a record should be discarded after it has fulfilled its purpose to avoid the unnecessary expense and effort that would be required to preserve it.

Maintenance of all Agency records will involve identifying, classifying, archiving, preserving, and destroying records, which include a variety of media, including, but not limited to, paper, electronic, microfilm, analog cassette/videotapes, maps, drawings, photographs, magnetic tapes/disks, digitized video files, and optical disks.

Policy

Records of the Agency, which may be in electronic or paper form, shall be retained in accordance with these guidelines. Records that do not need to be retained shall be destroyed after the requisite retention period, if any, has passed. A log or other documentation of records destruction may be created to track compliance and assist in evaluating the effectiveness of this policy.

Definitions for Purposes of this Policy

Term	Definition
Active Data/Records	Electronic or paper records and information that are presently in use, are less than two years old, or are immediately accessible to users.
Archival Data/Records	Electronic or paper records and information that are not directly accessible to users, but which are maintained long term and accessible with some effort.
Backup Data/Records	Electronic or paper records and information that are not presently in use and which are routinely stored on portable media (e.g., disks, magnetic tape) and/or off-site and are a source for disaster recovery.
Business Essential Records	Records containing information that is essential to the continuing operation or survival of the department. These records should be managed in a way to ensure their survival in the event of a fire or flood.

Disposition	The process where a record is either destroyed or transferred to archives as prescribed by the records retention schedule.
Distributed Data/Records	Data living on portable media or “non-local” devices (i.e., employee home computer, iPads, application service provider, cell phones, etc.) (Most are likely active data.)
Electronically Stored Information (ESI)	Any file, document, data, image, database, etc. that is stored on a computing device or electronic media, including, but not limited to, servers, computer desktops and laptops, cell phone, hard drives, flash drives, CD’s, DVD’s, floppy disks, microfilm, magnetic tapes, and microfiche.
Legacy Data	Information which has retained some importance or usefulness to SEAPA for a period of time but has been created or stored by the use of software and/or hardware that has subsequently become obsolete or been replaced (‘legacy systems’).
Legal Hold	Pending or potential litigation, claims, governmental investigation and other circumstances may require a ‘hold’ or suspension of regularly scheduled destruction of records or other information. A ‘legal hold’ notice shall be issued if it becomes necessary to preserve a record or other information otherwise scheduled or due for ordinary and appropriate destruction in accordance with this policy.
Record	A ‘record’ is any information (paper or electronic) recorded in a tangible form that is created or received by SEAPA and documents some aspect of its operations. A record has some enduring value to SEAPA that merits its retention for some period of time. Records include original and copies of contracts and other legal documents, memos, reports, forms, checks, accounting journals and ledgers, work orders, drawings, maps, images, photographs, and may be found in various electronic or machine-readable formats, including without limitation, CD’s, DVD’s, tape recordings, voice mail messages, emails, microfiche, web pages, computer and other electronic files.
Retention	This refers to the length of time that records need to be kept.
Other Information/Data	‘Other Information’ or ‘Data’ is any other material that is of a transitory nature, that after serving its limited purpose of being transferred to a more permanent form, or being incorporated with other record material, SEAPA has no need to retain information except in the event of a legal ‘hold’. Some examples are notes, drafts, routine correspondence, informational or courtesy copies, extra copies of filed or preserved records, and emails containing non-record information (such as scheduling or logistics information, etc.)

Retention of Records

Records shall be indexed and retained in a manner that ensures their easy accessibility. Records shall be maintained for as long as the period stated in the schedule appended to this policy, which schedule is based on the minimum periods required by applicable State or Federal law and necessity for ongoing business purposes. The retention schedule will be reviewed periodically and amended as needed to reflect changing legal requirements, business needs or evolving practices.

Destruction of Records and Other Information

Destruction of records shall occur within six (6) months after the time period stated in the schedule has been met. Other information should be discarded as soon as practical after it has served its purpose unless subject to a legal hold.

Destruction may occur by the following acceptable methods:

Paper:

- Recycling or trash if no sensitive, personally identifiable or confidential information is included
- Shredding, burning, or pulverizing if sensitive, personally identifiable or confidential information is included

Electronic:

- Deletion of records and data on shared network files, computer desktop, laptop hard drives, cell phones, and iPads, including personal copies
- Deletion of distributed data/records on peripheral devices and portable storage media (i.e., flash drives, memory sticks, CD's, DVD's, etc.)
- Erasing or recycling of magnetic tapes

Types of Records

There are four types of records that impact retention:

Administrative/Operational	These records are needed for current operations of the Agency.
Financial	Financial records document fiscal transactions needed for audit purposes.
Legal	Records with legal value document the creation of the Agency, divestiture and restructuring, and current ongoing operations, development and current operations of its hydroelectric projects, document employee data, and pertain to contractual obligations, and any Agency regulatory obligations.
Historical	Records have historical value if they document policies, procedures, or historical activities.

Department Responsibilities

Responsibility for the maintenance and destruction of Agency records falls to the following:

Finance/Personnel/Purchasing	Controller
Administrative/Legal/Historical	CEO/Executive Assistant
Operations and Maintenance and Power Plant Operations	Operations Manager/ Administrative Assistant

Suspension of Destruction of Records/Legal Hold

A legal hold is the process for suspending the destruction of records and other information that becomes necessary for SEAPA to preserve for various reasons. Following consultation with SEAPA's legal counsel, a determination will be made regarding the need to preserve records and a notice will be distributed accordingly.

Compliance

Every SEAPA employee and director is required to comply with this Document Retention Policy.

Policy Review

A review of this policy will take place once every five years from the date of adoption of this amendment to the Southeast Alaska Power Agency's Document Retention Policy, at which time amendments to the policy may be made, as necessary.

Attachment:

Records Retention Schedule

RECORDS RETENTION SCHEDULE

(Attachment to First Amendment to SEAPA's Document Retention Policy Effective 09.09.2021)

The following schedule contains recommendations for the minimum retention periods and may be used as a guide for the Agency's department heads responsible for the maintenance and destruction of the Agency's records.

Emails, including attachments, are subject to the same record retention requirements that apply to any other electronic or non-electronic records. Like paper records, if an email is subject to multiple records retention requirements, it must be archived for the longest applicable period. Any email sent or received may be deleted within a year unless the email is subject to a records retention requirement or legal hold.

Duplicate records may be disposed of unless subject to a records retention requirement or legal hold.

In the event of a conflict in the retention term of any category listed below, the retention period for the longer term will apply.

1. General Administrative Records			
Item #	Records Series Title and Description	Retention and Disposition	Remarks
1.1	General Correspondence Consists of original incoming and copies of outgoing letters and memorandums related to the general administration and operation of the Agency. Includes interoffice memos, steering committee, conference/training notes, delegations of authority, inventories/logs, studies, etc.	3 years	General correspondence of Board of Directors, CEO, FERC, Community Members, Mayors, General Managers & Boards & Commissions should be reviewed for archival value to determine whether the document should be retained permanently.
1.2	Policies and Procedures		
1.2.1	<u>Major:</u> Substantive and binding Agency issued policies, procedures, directives, decisions, guidance, agreements, understandings, and manuals that address mission essential functions for which the Agency is statutorily responsible. (These records document Agency functions and have archival research value.)	Permanent	
1.2.2	<u>Routine:</u> Routine Agency issued policies, procedures, directives, decisions, organizational charts, and manuals that address internal functions and operating procedures.	3 years unless superseded or obsolete	
1.3	Reports/Administrative Studies/Special Projects		
1.3.1	Annual, management and operational re-ports, which includes final reports, major administrative studies and special management projects.	10 years	

1.3.2	All other reports, which includes monthly, statistical, performance, damage and vandalism, safety, monitoring, etc.	3 years	
1.4	History Files These files document the functions and activities of the Agency and may consist of news clippings, photographs, videos, audios, CDs, DVDs, and other electric, magnetic or micro media. This also includes written histories.	Permanent	
1.4.1	Videos, electronic, magnetic, photographs, and written and photographic histories	Permanent	Evaluate for historical value; if no historical value, destroy
1.5	Equipment Records Delivery orders, correspondence, usage reports, general maintenance and inventories, and warranty information, which includes instructions, operating manuals, repair/maintenance histories, etc.	Retain for life of equipment or until disposed	
1.6	Automotive Management		
1.6.1	<u>Vehicle Records</u> Titles, registrations, work orders, correspondence, damage/accident reports, checklists, photographs, and inspection, service, maintenance and repair records.	Retain until vehicle is disposed*	*If vehicle is involved in fatal accident or litigation, keep file 25 years or until legal counsel recommends disposition
1.6.2	<u>Claim Files</u> Motor vehicle accident reports, certification of insurance, lost-stolen-damaged property reviews, inspection reports, maintenance records (parts, service, repair estimates, work orders), liability accident notices, registrations, and titles	Retain until vehicle is disposed	
1.7	Transitory and Miscellaneous Administrative Information Includes file plans, purchasing logs, property inventories, message books, appointment books/calendars, bulletins, word processing drafts, day sheets, assignments, form files, fuel inventory sheets, and other such indices	Retain until administrative need is met	
1.8	Drafts and Working Papers Documents, correspondence, reports, memoranda, and other materials in pre-liminary or developmental form before their iteration as a final product. Drafts may include copies of materials circulated for review for grammar, spelling, and content. Working papers may include notes and miscellaneous documents used in compiling and assembling the final product.	Retain until administrative need is met	
1.9	Technical Reference Files Technical reference studies, newsletters and publications used in the administration of Agency business.	Retain until administrative need is met	
1.10	Website Content Records Web content records which represent information presented on a website, website administrative records, which provide evidence of the management	Retain until administrative need is met	

	and operations of the website, which may include records generated when a user interacts with a site; lists of URLs referenced in the site's hyperlinks, website design records, records addressing use of copyrighted material, web snapshots, site maps, and other developmental materials used in the creation and maintenance of the site.		
1.11	Record and Information Management Files File Plans and Records Retention Schedules	Permanent or until replaced otherwise	
2. Agency Clerk & Governing Body Files			
2.1	Board of Director Meeting Files		
2.1.1	Official Minutes and Audio Files. The official minutes and audio recordings of meetings constitute the official accounts of the proceedings and actions of a governing body and may include files regarding committees appointed by the Board.	Permanent	
2.1.2	Other documents generated in preparation for the meeting, which may include board packets, roll call, voting records, legal opinions, affidavits of publication, amendments, and resolutions	Permanent	
2.2	Proclamations Issued by Board of Directors	Permanent	
2.3	Resolutions Adopted Resolutions and any amendments	Permanent	
2.4	Director Appointments Includes notices of appointments from Member Communities, Director resignations, any lists with director terms and dates of appointments	Permanent	
2.5	Agency Formation Files Files documenting formation of the Agency not found elsewhere on this schedule	Permanent	
2.6	Other Public Hearing Files Includes the following documentation related to public hearings: affidavits of publication, work papers, persons to be heard handouts, and any audio/visual materials.	10 years	
3. Finance and Audit			
3.1	Asset Inventories		
3.1.1	Fixed	Life of Asset	
3.1.2	Non-Fixed Includes inventories of owned assets indicating value, location, purchasing information, etc.	3 years	
3.2	General Accounting Records May include work papers, spread-sheets, summaries, receipts and other data documenting Department accounting practices.	3 years*	*Provided an audit has been completed

3.3	Agency Budget Files		
3.3.1	Work papers Documents development of Agency operating and capital budgets prior to presentation to Board of Directors. Includes budget memorandums, submissions, backup documentation, cost allocations, annual estimates of revenue and budget amendments	3 years	
3.3.2	Final Approved Budget	5 years	
3.4	Accounting Records		
3.4.1	<u>General Records:</u> Annual Financial Statements Monthly Financial Statements General Ledger Annual Audit Records Journal Entries Check Registers Canceled checks Accounts Payable Accounts Receivable Chart of Accounts Inventory Records Loan Documents Purchase Orders Sales Records Stop Payment Orders Bank Reconciliations	Permanent 3 years 10 years 7 years 7 years 7 years 7 years 7 years 7 years Permanent 7 years 7 years after final payment 7 years 7 years 7 years 7 years	
3.4.2	<u>Payroll Records:</u> Wage Salary Payroll Deductions Payroll Deduction Authorizations Time Sheets W-2 Forms W-4 Forms Garnishment & Payroll Deduction Court Orders Payroll Reports Payroll Registers Payroll Journals Electronic Federal Tax Payment Documentation (documents tax deposits transmitted to the federal government; includes spreadsheets & other backup) IRS Reports & Reconciliations (may consist of the following: 1099R & related reports & 945, and may include reconciliations (work papers) regarding tax liability for retirees and their beneficiaries)	7 years	

3.4.3	457b Accounting Records Payroll Case Files for individual employees	50 years 10 years after termination	
3.5	Ledgers and Journals		
3.5.1	General, Revenue & Expenditure (includes books of original entry)	10 years	
3.6	Bank Statements, Reconciliations, and Financial Transactions	7 years	
3.7	Bond Records	Until issue called + 20 years	
3.8	Bills of Sale Sales transactions between Agency and Buyer (e.g., surplus equipment)	7 years	
4. Procurement, Contracts, and Grants			
4.1	Procurement Records Includes documents related to purchases of goods and services and may include bid specifications, requests for proposal, vendor solicitations, price quotations, bid abstracts, purchase orders/requisitions, contracts, leases, delivery orders, correspondence and tracking logs.	Current Fiscal Year + 6 years	
4.2	Contract Administration Consists of notification of award, original contract, and amendments or renewals, special conditions, fiscal reports, payment logs, progress reports and correspondence. (Includes contracts for leased space, contract insurance and bonds.)	Life of Contract + 6 years	<i>Per AS 09.10.053 Statute of Limitations is 3 years for causes of action which accrued after August 7, 1997 (SLA 1997 Chapter 26, §§ 3 & 4. Silvers v. Silvers, 999 P.2d 786, 790 n. 4 [Alaska 2000])</i>
4.3	Grant Administration Files		
4.3.1	State	6 years*	*Per AS 09.10.053, statute of limitation is 3 years
4.3.2	Federal Includes receipt of Federal monies (may include State monies) and consists of applications, copy of notification of grant award, agreement, special conditions, fiscal reports, closeout documents, reports (audit, status, progress & compliance) and correspondence.	Until Federal audit is completed or 3 years after grant close-out, whichever is later	
4.4	Grant Applications (not awarded) Applications that were not approved or funded	5 years	
5. Human Resources Administration			
5.1	Job Descriptions Description of specific duties for each position	Until superseded, obsolete, or administrative need is met	

5.2	Applicant Recruitment, Selection & Appointment Records Consists of job applications, recruitment notices, examinations, test answer sheets, score sheets, results, affidavits of publication and correspondence	2 years	
5.2.1	Unsolicited Job Applications	Until Administrative Need is Met	
5.3	Individual Personnel Files Pre-employment documents, to include job description, application, resume, reference checks, interview evaluations, offers and acceptances, employee benefit outlines and company policies. Work and compensation history to include contracts or agreements, performance appraisals, attendance and training records, disciplinary records, and Agency action regarding specific positions/classifications. Separation of employment records including exit interviews, correspondence, insurance, and COBRA notifications and unemployment documents.	Retain until Termination of Employment + 10 years	
5.4	Employee Medical Records Consists of pre-employment exams, substance-abuse testing, documentation related to health, medical condition or disabilities, work-related health hazards, claims for workers' compensation, requests for ADA accommodations and any post-employment medical claims relating to SEAPA.	<u>Official Record Copy:</u> Retain until termination of employment + 30 years	
5.5	Injury and Accident Records Includes incident/accident reports, medical evaluations, public safety officer reports, time loss documentation and other data relating to on-the-job injuries and accidents	Retain until resolution of accident + 5 years	
5.6	Immigration Reform & Control Act (1986) I-9 Forms Employment Eligibility Verification forms retained by the employer.	Later of: Termination Date + 1 yr or 3 yrs from date of hire	
5.7	Employee Health and Welfare Benefit Plans Summary Plan Descriptions for health-related benefits, outlining participants' eligibility and benefits under the Plan.	*5 years	*per ERISA
5.8	Employee Retirement Benefit Plans Retirement Plan, outlining participant's eligibility and benefits.	Permanent	
5.9	Collective Bargaining Negotiation Files Includes letters of understanding, tentatively approved articles, proposals and counter proposals (documents providing a historical overview of the collective bargaining).	Retain until Collective Bargaining Agreement is approved + 10 years	

5.10	Grievance Case Files Includes grievance documents filed by employee(s) against Agency which includes grievance forms, investigative notes, reports, correspondence and related backup.	Retain until resolution and execution of any stipulations + 5 years	Relates to 'for cause' employees and not 'at will' employees
5.11	Contract Interpretation & Arbitration Decisions Includes exhibits, briefs, and arbitrations relating to contract interpretation	Permanent	
5.12	Unfair Labor Practices Case Files Consists of the complaint, correspondence, notice of hearing, hearing transcripts & exhibits, witness lists, audio and/or video tapes, and final decision and order. (Also includes cases dismissed, withdrawn, or settled.)	Permanent or until legal counsel recommends disposition	
5.13	Alaska Human Rights Act Records Records of the age, race, and sex of all applicants for employment and all employees.	2 years	

6. Risk Management (Insurance Records)

6.1	Insurance Policies and Endorsements Includes insurance proposals, policies and endorsements, bonds, riders, correspondence, financial coding vouchers and billing information.	Retain until policy expires + 10 years	All expired policies shall be reviewed prior to destruction to determine if additional retention is required due to pending claims or litigation
6.2	Risk Management Claim Files May include correspondence to/from claims adjusters, private attorneys, accident reports (property damage and personal injury) summary reports, payment orders/verification, pleadings/depositions and individual claim records.	Retain until claim is settled & all legal aspects are resolved + 7 years	
6.3	Workers Compensation Claims May include death, permanent total disability, time loss and no time loss cases. Documents include reports of injury/illness, medical reports, correspondence, legal filings, copies of Board decisions/order, compromise and release agreement, vocational rehabilitation reports/decisions, etc.	Retain until case is inactive + 30 years	

7. Information Technology

7.1	Computer System Files		
7.1.1	Backup Tapes	Rotated per IT Consultant	Backup tapes are stored offsite for security
7.1.2	Documentation File Includes program/system documentation, wiring records (specifications/drawings of building, cables or computer hardware connections) application software licenses/agreements, data systems and file specifications, security information (access requests, authorizations/logs, passwords), disaster recovery procedures, user guides, usage/inventory reports, backup procedures.	Retain until superseded, obsolete, or administrative need is met.	System related data should be retained until the system is superseded or obsolete.

8. Legal			
8.1	Agency Legal Counsel Opinions Consists of official and informal positions re legal issues affecting the Agency. May include information, action memos regarding resolutions.	Permanent	
8.2	Other Legal Records Real Estate Contracts and Records, General Contracts (includes right-of-way and easement files, deeds, memorandums of agreement, etc.) State of Alaska Trademark or Service Mark Registrations and Certificates Litigation Claims/Case Files, Court Documents & Records, Deposition Transcripts, Discovery Materials Leases	Permanent, unless real estate is disposed of then from date of disposal + 10 years Permanent 6 years following closing of case Permanent, unless lease term ends, then 6 years after term ends	
9. Federal Energy Regulatory Commission			
9.1	All Documents	Permanent	
10. Operations and Maintenance			
10.1	Plans, Maps and Drawings	Permanent	
10.2	Construction Project Files Consists of specifications, contracts, plans, bids, evaluations, bonds, correspondence documenting solicitation, selection, award, contract administration & services agreements. May also include field reports, job accounting information, contract modifications, data relative to generation and transmission, and project close-out information.	Retain until Project is completed + 6 years	Subject to legal, procurement and general accounting record retention requirements
10.3	Engineering Field/Benchmark Books Contractor and Agency staff engineering field measurements, sketches, and diagrams including, but not limited to elevations, distance, benchmarks, ridges, easements, drainage, ponding, and core test holes.	Permanent	Reference copies may be disposed after all administrative need is met.

10.4	Permit Application Files Permits include construction, building, environmental, water, water rights, special use, fish habitat, submarine cable crossing, wastewater, etc. Permit documentation may include applications, copy of previous permits, maps, site plans/plats, specifications, drawings, engineer - architects certification, as-built, inspection reports, accounting data, etc.	Retain until permit expires + 6 years	
10.5	Miscellaneous Inspection Files Inspection reports including electrical, boiler, fire safety, dam safety, etc.	6 years	
10.6	Regulatory Compliance Files Records documenting compliance with State, FERC, and Federal requirements.	Permanent	
10.7	Facility Maintenance Files Includes all documents, files, and data relating to operation of Agency facilities and hydroelectric plants including permits, utilities, correspondence, bids, reports, proposals, accounting, etc.	For the life of the facility or until Administrative need is met	This retention requirement governs over other requirements (e.g., some permit files may relate to operations at the plants, in which event permanent retention is recommended.)
10.8	Geologic Data Documents relating to slides, avalanches, borings / drainage, and other subsurface conditions including piling records.	Permanent	
10.9	Hazard Communication & Material Safety Data Sheets List of hazardous chemicals present in the workplace and copies of material safety data sheets received with incoming shipments of chemicals and posted in the workplace.	30 years	Official Record Copy retained by Receiving Department
10.10	Hazardous Waste Records Record of materials (metals, oil, antifreeze, brake/power steering fluid, asbestos, paint, Freon, other waste, etc.) Data may include disposal authorizations/certifications, record of materials delivered, etc.	3 years	If records may be subject to potential litigation, retain permanently.

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SOUTHEAST ALASKA POWER AGENCY
****Resolution No. 2021-080****

Adoption of Vegetation Management Plan

WHEREAS, the mission of the Southeast Alaska Power Agency ("SEAPA") is to safely provide clean, reliable, low-cost wholesale power to the communities we serve. SEAPA strives to accomplish this mission while providing services safely and effectively using only sustainable practices. Vegetation management, frequently called tree clearing, is one of the ways SEAPA executes its mission and is a critical component in the delivery of safe and reliable generation and transmission services to its member communities; and,

WHEREAS, SEAPA seeks to adopt the attached Vegetation Management Plan ("Plan") and further seeks authorization for SEAPA's CEO, as a critical component in the delivery of safe and reliable generation and transmission services, to amend the Plan from time to time, in whole or in part, as necessary, without the necessity of further board authorizations.

NOW, THEREFORE, BE IT:

RESOLVED, that the Board of Directors of the Southeast Alaska Power Agency hereby adopts the attached Vegetation Management Plan, which shall be effective as of the date of this Resolution and authorizes SEAPA's CEO to amend the Plan from time to time, as necessary, in whole or in part, and the amendments shall be deemed ratified without the necessity of further board authorizations.

This Resolution No. 2021-080 was duly PASSED and ADOPTED by SEAPA's Board of Directors on the 9th day of September 2021 in Ketchikan, Alaska.

SOUTHEAST ALASKA POWER AGENCY

ATTEST:

By _____
Chairperson

Secretary/Treasurer



Southeast Alaska Power Agency Vegetation Management Plan



1900 First Avenue, Suite 318
Ketchikan, Alaska 99901

September 9, 2021

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INTRODUCTION

Southeast Alaska Power Agency's mission is to safely provide clean, reliable, low-cost wholesale power to the communities we serve. Effective vegetation management, commonly referred to as right-of-way (ROW) clearing, is one of the ways we execute our mission.

Vegetation management is the single largest operations and maintenance (O&M) expense for most utilities in North America and is almost entirely spent on third-party providers who perform various aspects of the program. SEAPA employs both internal and contracted vegetation clearing capability to safely complete defined objectives during seasonal cutting windows.

The Agency's transmission system is approximately 175 miles long, interconnecting Ketchikan, the Swan Lake Hydroelectric Project (Swan Lake), Tyee Lake Hydroelectric Project (Tyee Lake), Wrangell, and Petersburg. There is no continuous road connection along the extremely remote and rugged terrain. Other assets requiring vegetation management include switchyards, substations, hydropower facilities, dam abutments, helipads, access roads, and trails. Access for clearing is primarily via helicopter, with some elements accessible by boat or road.



PURPOSE & NEED

Vegetation management is critical to employee, contractor, and public safety. It is also an essential element of system reliability. An effective plan establishes a sustainable approach to right-of-way (ROW) clearing to ensure adequate overhead transmission line clearances from trees and brush are perpetually maintained. Diligent vegetation removal is also required in substations, switchyards, and near structures to maintain integrity of grounding grids, reduce fire risk, and allow for regular visual inspections. Helipads,

trails, and access roads must be regularly cleared so line crews can readily access power lines, identify outage sources, and make repairs quickly and safely.

A comprehensive Vegetation Management Plan serves as an important tool for documenting clearing activities, forecasting vegetation growth rates, and identifying required funding necessary for a sustainable program. Vegetation management is a dynamic process requiring regular continuous validation for efficient and cost-effective scheduling of clearing.

Adopting and following a well-defined Vegetation Management Plan is consistent with industry best practices and is especially important as climate volatility increases and the threat of wildfires grows. Implementing a formal Vegetation Management Plan helps ensure SEAPA's eligibility for Federal Emergency Management Agency (FEMA) relief funds should they become available for a future event.

Regional Map



GOALS & OBJECTIVES

No plan can succeed without clear, concise goals and objectives. The following goals and objectives are identified as crucial to the success of SEAPA's Vegetation Management Plan:

- To ensure SEAPA's vegetation management activities align with the Agency's mission
- To establish a levelized sustainable approach to clearing
- To establish a framework for documenting clearing activities
- To establish a process to accurately identify and forecast cut schedules over a rolling period
- To identify and illustrate annual investment required for a sustainable plan
- To ensure clearing activities are consistent with regulatory requirements
- To enhance education and awareness of the importance of vegetation management

SAFETY

Safety is SEAPA's number one priority in all aspects of our business and vegetation management is recognized as one of the highest risk areas to workers and the public.

All workers performing clearing activities, whether internal or contracted, require the following prior to commencing activities:

- Current First Aid and CPR certification
- Current chainsaw safety training
- Appropriate PPE including chaps, steel toed boots, hard hats, hearing and eye protection
- Helicopter safety briefing when applicable
- Knowledge of minimum line clearance requirements
- Access to SAT phone, two-way radio, or other means of communication for emergency support

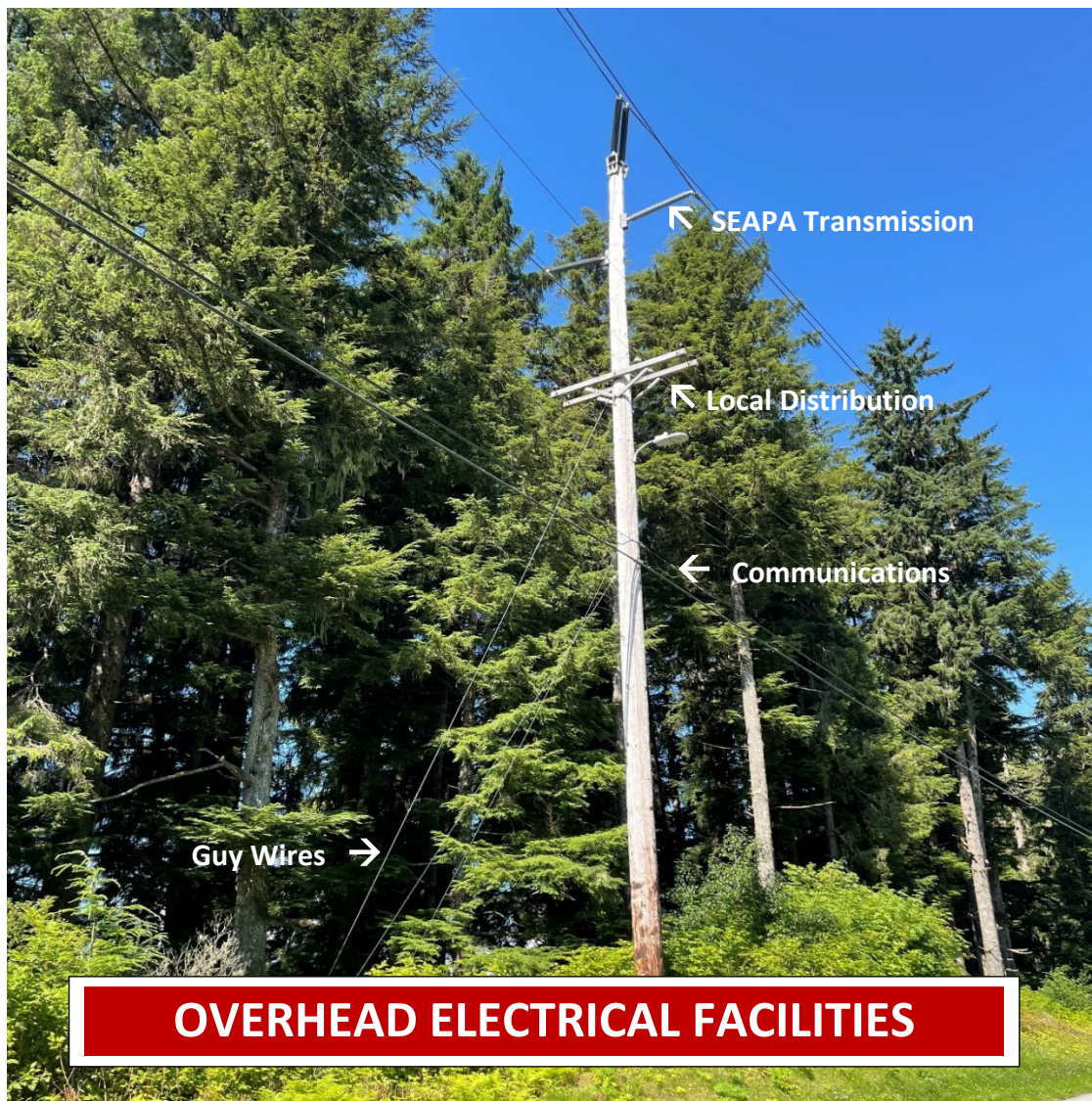
In addition to the above requirements, clearing crews are required to hold daily tailboard meetings prior to starting work. Tailboard meetings include discussion of the day's work plan, job hazard risk assessment, and review of personal protective equipment requirements.





Effective vegetation management is essential to public safety on several levels. Although most of SEAPA's transmission system is remote with very limited access, certain line sections parallel highways or experience ATV use within right of ways. From a reliability perspective, power is an essential service and unscheduled outages can be especially impactful to consumers and businesses during extreme weather events. SEAPA's core focus is to minimize risk of fires, personal injury, and damage to property through proactive tree cutting and brush clearing.

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VEGETATION MANAGEMENT PLAN DATABASE

At the heart of SEAPA's Vegetation Management Plan is a dynamic database maintained on SEAPA servers. Detailed spreadsheets identify the following:

- Acreage requiring management listed by line span or location
- Cut width, length, and elevation
- Types of vegetation within specific spans or locations
- Last known cut date
- Next scheduled cut date

This information serves as the basis for current and future vegetation management. The database was compiled from past cut documentation, field observation, and extensive review of video footage of the transmission line corridors. This video footage is updated every three (3) years and validated annually by flying SEAPA's entire transmission system and observing irregularities. SEAPA's internal and contracted clearing resources also provide field observations that further inform the process. The collective documents comprising the database are in effect living documents that are continually updated to ensure vegetation management objectives are met.

TRANSITIONING TO A LEVELIZED APPROACH TO LINE CLEARING

SEAPA's transmission line right-of-way corridors were mostly clear cut during original construction. Right-of-way clearing methodologies and documentation have varied significantly over the years depending on the particular lines (e.g., Swan Lake Line, Tyee Line, and Swan-Tyee Intertie) and responsible parties overseeing the work. In the last decade, individual high growth sections have been identified by flying the line with a helicopter and surgically cutting as budgets have allowed. Acreage totals for each transmission line are shown below. Some spans include muskeg and that reduces the overall total to approximately 2043 acres.

Figure 1

Area	Miles Spanned	ROW Acres
Swan-Tyee Intertie	64	1076
Swan Line	26	547
Tyee Line	75	498
Totals	165	2121

Now is an appropriate time to transition to a levelized and sustainable long-term model. Recent advancements in helicopter-mounted GoPro capability have enabled SEAPA to establish and verify baseline conditions for the entire 175-mile transmission line corridor. This database serves as the foundation for SEAPA's Vegetation Management Plan.

Data gathering, field verification, and analysis over the past two years shows it is necessary for SEAPA to increase the amount of acreage cleared on an annual basis from approximately 70 acres to 135 acres (Figure 2). This accelerated cutting schedule is required to address anticipated vegetation encroachment and to establish a sustainable cut schedule.

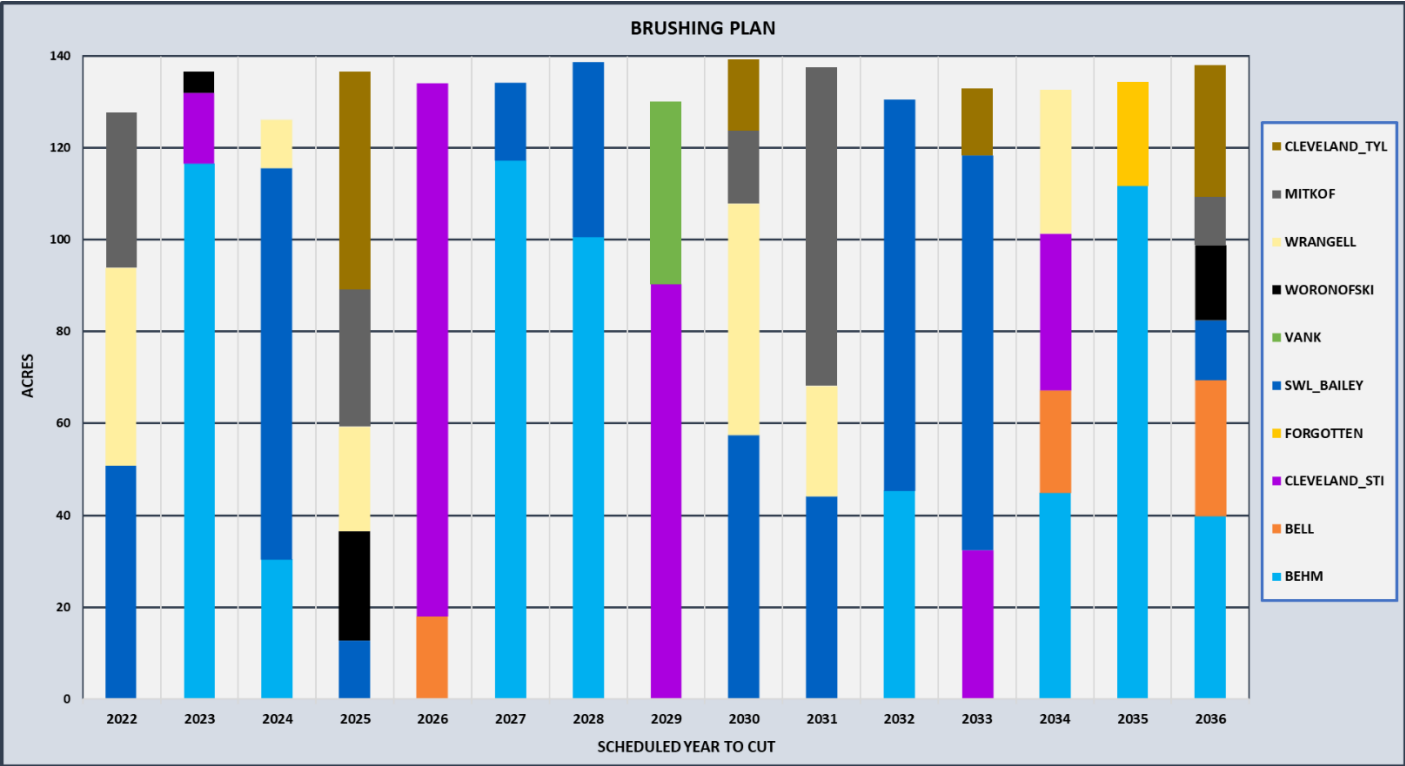
Figure 2 - Cut Schedule by Year, Line Section and Acreage

SCHEDULED CUT	Behm	Bell	Cleveland STI	Forgotten	SWL Bailey	Vank	Woronk ofski	WRG	Mitkof	Cleveland TYL	Grand Total
2022					50.93			42.90	33.78		127.62
2023	116.57		15.34				4.59				136.50
2024	30.44				85.11			10.53			126.08
2025					12.97		23.68	22.69	29.83	47.33	136.50
2026		18.21	115.84								134.05
2027	117.24				16.93						134.17
2028	100.54				38.07						138.60
2029			90.37			39.72					130.09
2030					57.55			50.33	15.76	15.57	139.21
2031					44.29			23.90	69.26		137.44
2032	45.41				85.17						130.58
2033			32.58		85.74					14.58	132.89
2034	44.87	22.48	33.99					31.24			132.58
2035	111.82			22.43							134.25
2036	39.91	29.50			13.13		16.30		10.40	28.64	137.89
Grand Total	606.79	70.19	288.12	22.43	489.89	39.72	44.58	181.59	159.04	106.11	2008.47

Figure 3 below shows clearing 135 acres of transmission line right-of-way annually achieves a sustainable 15-year clearing rotation. This strategy transitions SEAPA from a "just-in-time" approach to a predictable, lower-risk model.

Typical industry standards for clearing cycles are 5 to 7 years. Financially, it would be very difficult for SEAPA to achieve a 5-to-7-year clearing cycle and is likely too aggressive considering line clearances and variable growth rates on the system.

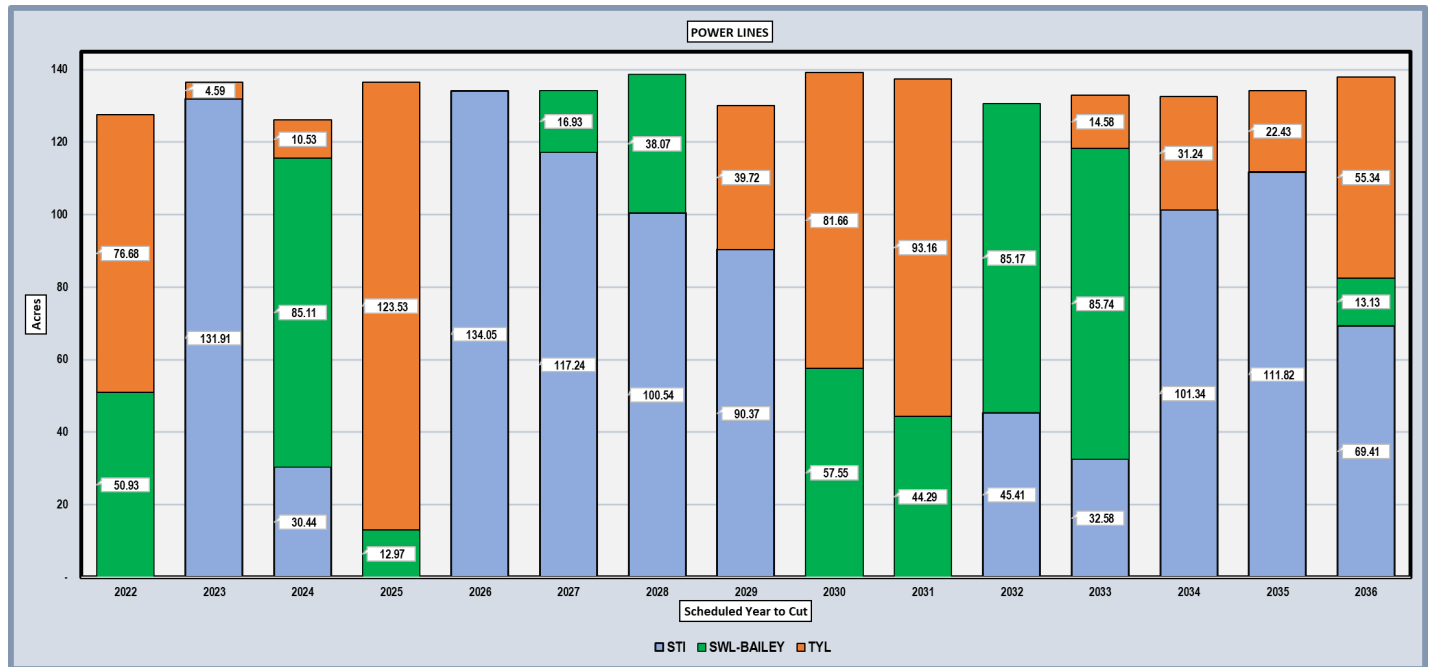
Figure 3 - Graph showing 15-year “sustainable” cut schedule by area



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As shown in Figure 4 below, transitioning to a 15-year cycle would also enable geographical areas to be more efficiently grouped, lowering mobilization costs and streamlining clearing contracts.

Figure 4 – Graph showing 15-year “sustainable” cut schedule by line



OTHER REQUIRED CLEARING

SEAPA has several locations in addition to transmission line right-of-way corridors that require regular clearing. These include switchyards, substations, hydropower facilities, helipads, access roads and trails. The locations are geographically dispersed and usually require more frequent clearing intervals. Some locations require highly specialized skillsets such as rappelling to clear dam abutments. SEAPA's Vegetation Management Plan blends non-transmission clearing into the overall 15-year levelized clearing cycle.

OTHER REQUIRED CLEARING			
(Note: Types of Vegetation in these areas are grass and various weeds)			
Description		Brushing Schedule	Performed by:
Marine Terminals			
Location	Acreage	Each location inspected and brushed annually	SEAPA In-House Crew
Cleveland Peninsula	.5		
South Terminal Wrangell	.5		
South Woronkofski Island	.5		
North Woronkofski Island	.5		
South Vank Island	.5		
North Vank Island	.5		
South Mitkof Island	.5		
Total	3.5		
Switchyards & Substations			
Petersburg Substation	.5	Each location inspected and brushed annually	Qualified Electricians from Tyee or Swan Lake Crews
Wrangell Substation	.5		
Wrangell Switchyard	.5		
Tyee Switchyard	.5		
Swan Lake Switchyard	.5		
Bailey Substation	.5		
Total	3.0		
Swan Lake Dam Abutments (2)		Abutments are viewed daily by Swan Lake Crew and brushed on an as-needed basis	Qualified Contractor
			1.0

Tyee Lake Gate House	Inspected each spring or early summer by Tyee Lake Plant Crew and brushed annually	SEAPA In-House Crew	1.0
Tyee Lake Plant Roadways, Air Strip, and Work Site	Areas are viewed daily by Tyee Lake Crew and brushed on an as-needed basis	Tyee Lake Crew	15.0
Swan Lake Plant Roadways and Work Site	Areas are viewed daily by Swan Lake Crew and brushed on an as-needed basis	Swan Lake Crew	10.0
Total			33.5

Helipads. SEAPA maintains Helipads so transmission structures in remote locations can be accessed for inspections or repairs. The clearing of these Helipads is performed as needed by SEAPA's In-House clearing crew.

Photo's depicting clearing:



Swan Lake Dam Abutment Clearing 30' from Dam



Swan-Tyee Intertie Helipad Project



STI Helipad Project



2016 Landslide

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CLEARING COSTS

SEAPA currently budgets approximately \$300,000 annually for internal brushing operations and \$350,000 for contractual vegetation management activities. The current average cost to contract clearing of large swaths of transmission line right-of-way is \$5200/acre. However, this will vary depending on accessibility, species, and growth density. To achieve a sustainable cut schedule rotation, average annual contractual vegetation funding will need to increase by \$350,000 and adjust for inflation over time. Funding will be reviewed annually during SEAPA's budget process.

FIELD CHALLENGES

Primary field challenges of SEAPA's Vegetation Management Plan are listed below:

➤ <i>Lack of Roads and Remoteness of Terrain</i>	Most of SEAPA's ROW is in remote roadless and trailless terrain far from local population centers. Primary access is by helicopter.
➤ <i>Varying Vegetation Type and Growth Schedule</i>	Brush types within the ROW vary from fast growing deciduous trees to slow growing conifers. Microclimates affect vegetation growth and are typically influenced by elevation, directional exposure to available sunlight and groundwater retention.
➤ <i>Terrain Considerations</i>	Terrain varies from low elevation swamp lands to steep heavily forested timber lands. Higher elevations contain rugged rocky alpine conditions.
➤ <i>Weather and Environmental Concerns</i>	As primary access is by helicopter, flyable weather plays a major role in getting to and from work sites. Snowpack at higher elevations also restricts seasonal work windows giving less time to perform scheduled clearing.
➤ <i>Proximity to Live Electrical Conductors</i>	As most brushing work is done with transmission lines energized, the risk of accidental contact with a live conductor is always a concern. Care must be taken to ensure that under no circumstance are minimal approach distances to the lines encroached upon when felling trees or brush.

CLEARING GUIDELINES

SEAPA vegetation management is accomplished using internal and contracted resources. SEAPA clears, manages, and maintains all aspects of its permitted and licensed right of ways. All areas are clearly identified within Agency Plan and Profile blueprints indicating length and width of required cut areas. The width of each ROW easement granted was determined based upon the type of line or equipment placed on the property, and terrain. When it becomes necessary to re-clear an easement, it is cleared back to the original width established at the time the power line was installed.

Hand cutting is the primary method for clearing. Workers typically use chain saws and hand tools due to lack of accessibility for mechanical means such as a Hydro Ax. Chemicals are not used by SEAPA in ROW easement areas. Vegetation is typically cleared/cut following these guidelines:

- All trees taller than five (5') feet must be cut
- All species of trees and brush that can grow into the transmission line are cut
- All trees over six inches (6") in diameter that are cut must be limbed, topped, and fall where they may inside the right-of-way, unless other provisions are made
- Brush, limbs, and tops can fall as they may inside the right-of-way

- All stumps must be cut horizontally level, as close to the ground as possible, and not more than 12" high
- SEAPA management must review and authorize hazard tree removal.
- For safety purposes, any trees or brush that may touch an energized transmission line shall not be cut except under the protection of a scheduled line clearance ensuring that the line is fully de-energized, and the line has been properly grounded.
- When clearing around tower structures, a minimum of 50' or the distance to the farthest guy wire, whichever is greater, shall be cleared of all brush
- Walkable paths between tower structures are maintained where the terrain is conducive to foot travel
- If an area to be cleared does not have public access, then any access used other than the easement granted to SEAPA shall be negotiated with the property owner

Hand cutting is preferred to protect environmentally sensitive areas, as well as around structures, access roads, and on sites where terrain or site size makes other forms of cutting impractical. Slash (woody debris generated in cutting operations) is disposed of by dicing and cutting low to the ground and leaving it on the right-of-way to decay naturally. While slash is not visually appealing when first cut, it will quickly disappear once vegetation starts to grow in the easement again. Slash will not be left in waterways, trails, or roads, or in such a manner that would permit it to wash in these areas.



Substations and switchyards house critical electrical equipment in secure fenced areas with no public access. The preferred means of vegetation mitigation is through use of screened rock material in the yard area. This material contains no soil thereby limiting vegetation growth. Any additional clearing is done by hand, no chemicals or herbicides are used as a part of SEAPA's vegetation management strategy.

ACCESS & NOTICE FOR CLEARING

SEAPA's transmission line ROWs pass through various public land entities and private property. Most ROWs are through USDA Forest Service lands with access granted as a condition of the required special use permit. Log roads and other public service roads may be used where available. State of Alaska and private land holdings have access granted by way of formal easements through those properties. Public service roads may be used when available.

When scheduling vegetation clearing activities on privately held or residential lands, a public notice is posted in the local newspaper and the local radio station at least two (2) weeks prior to planned work giving the public ample time to respond with questions or concerns regarding proposed work.

Transportation to and from ROW access points may be by truck, boat, or helicopter. ROW corridor access is permitted along some sections of SEAPA's Tyee transmission line by using a specially permitted track type all-terrain vehicle.

REGULATORY COMPLIANCE

The State of Alaska adopted the National Electrical Safety Code (NESC) which requires electric utilities in the state to follow the NESC safety guidelines. SEAPA abides by the National Electrical Safety Code's rule for tree pruning. Section 218-A-1 of the NESC states:

Trees that may interfere with ungrounded supply conductors should be trimmed or removed. NOTE: Factors to consider in determining the extent of vegetation management required include, but are not limited to; line voltage class, species' growth rates and failure characteristics, right-of-way limitations, the vegetation's location in relation to the conductors, the potential combined movement of vegetation and conductors during routine winds and sagging of conductors due to elevated temperatures or icing.

Photos depicting precision clearing of right-of-ways:









SOUTHEAST ALASKA POWER AGENCY
****Resolution No. 2021-081****

Adoption of Communications Plan

WHEREAS, at a June 30, 2020, regular board meeting, the Board of Directors of the Southeast Alaska Power Agency (SEAPA) adopted the SEAPA 2020-2022 Strategic Plan, which included a public awareness objective requiring SEAPA to develop a communications plan/strategy for public awareness; and,

WHEREAS, SEAPA seeks to adopt the attached Communications Plan ("Plan") and further seeks authorization for SEAPA's CEO to amend the Plan from time to time, in whole or in part, as necessary, without the necessity of further board authorizations.

NOW, THEREFORE, BE IT:

RESOLVED, that the Board of Directors of the Southeast Alaska Power Agency hereby adopts the attached Communications Plan, which shall be effective as of the date of this Resolution and authorizes SEAPA's CEO to amend the Plan from time to time, as necessary, in whole or in part, and the amendments shall be deemed ratified without the necessity of further board authorizations.

This Resolution No. 2021-081 was duly PASSED and ADOPTED by SEAPA's Board of Directors on the 9th day of September 2021 in Ketchikan, Alaska.

SOUTHEAST ALASKA POWER AGENCY

ATTEST:

By _____
Chairperson

Secretary/Treasurer

Southeast Alaska Power Agency

Communications Plan

BACKGROUND

The Southeast Alaska Power Agency (SEAPA) Board of Directors identified the need for a formal Communications Plan during its Strategic Planning Meeting in February 2020. Prior to the meeting, a Communications Improvement Plan dated February 6, 2020, was issued to the Board to address specific issues encountered during the drought. This Communications Plan builds upon that initial response by detailing goals and objectives, tactics, responsibilities, and measurements for success.

As a regional entity, SEAPA must balance the unique perspectives of the individual communities we serve while communicating on broader issues. It is important to note that SEAPA is a very small generation and transmission (G&T) organization that serves three core customers, the Member Utilities of Ketchikan, Petersburg, and Wrangell. This naturally limits communication channels down to the retail customer level and the Agency is very careful not to overstep or issue conflicting statements with our community partners.

GOALS & OBJECTIVES

What do we want to accomplish?

1. Ensure SEAPA Board of Directors is well informed and receives timely updates on emergent issues.
2. Maintain regular communications with SEAPA's Member Utilities and serve as a facilitator between the utilities.
3. Engage stakeholders on major operational changes and their impacts prior to implementation.
4. Build goodwill and trust among all stakeholders so they will be supportive in difficult situations such as prolonged outages, rate increases, droughts, etc.
5. Educate stakeholders about SEAPA's purpose and benefits.
6. Promote Hydropower as a renewable energy resource.
7. Support electric utility career pathways.
8. Show that we care about and give back to the communities we serve.
9. Encourage stakeholders to visit our website.

TACTICS

What communications channels exist or could be developed?

- **Email:** Email is an essential messaging platform to provide detailed updates and provides a record of communications.

- **Text Messaging:** Texting is the preferred communications platform for younger generations. Although it does not support more detailed communications, it can be a great tool to stay connected with key contacts.
- **Direct Outreach Via Phone:** One-on-one conversations promote a deeper level of communication and personal connection. In this age of endless email strings, a quick phone call can often be more efficient and avoid misinterpretations.
- **Interpersonal Connections:** Nothing can replace the power of face-to-face communications and interactions with stakeholders. More engagement with the community during public meetings and community events could facilitate opportunities to invite stakeholders to visit the Agency and/or its website.
- **Virtual Meeting Platforms:** The pandemic rapidly accelerated implementation and acceptance of virtual meetings to stay connected regardless of location. These platforms offer efficiency in gathering larger groups and provide a convenient way to share documents and presentations. However, they lack some of the nuances of face-to-face communications.
- **Trade Conferences:** Trade conferences provide a multifaceted communications platform. Introductions and relationship building with key contacts, contractors, and vendors is invaluable to small remote islanded communities. Active participation enhances branding and subsequently benefits recruitment.
- **Website:** Websites are an essential communications tool providing a portal into an organization's history, governance, finances, contract opportunities, recruitment, and education. They shape the face of an organization and provide a platform to disseminate important information. Providing real time information on local and regional electric systems can help build and maintain active users.
- **Local press:** Establishing strong working relationships with reporters from local newspaper and radio can help steer public messaging and ensure accuracy. Contacts should be kept up to date to capitalize on opportunities as news breaks. Advertising in newspapers and radio stations to promote messaging could be increased.
- **Ambassadors:** Utility staff and especially Board members can be the best ambassadors and should be prepared with the right messages to share in their communities.
- **Collaborative Messaging:** Positive statements regarding SEAPA's role and benefits communicated through Member Utility channels to end users is likely the single most effective tool for reshaping overall public perception of the Agency. SEAPA is an "instrumentality" of the Member Utilities yet is often portrayed as something entirely different. SEAPA was created for the collective benefit of its Member Utilities.
- **Social media:** SEAPA's small staff is unable to maintain a social media presence and demand would likely be low. Retail customers typically look to their local municipal utility for outage information and updates that directly affect them.

KEY MESSAGES

What are we trying to convey?

SEAPA needs to keep all communications simple and appealing. The Agency strives to strategically incorporate key messages within a broad range of communications channels.

Key messages are that SEAPA is:

- A non-profit organization that owns the dams and hydroelectric facilities at Swan Lake and Tyee Lake, plus the intertie that connects the power plants for regional power sharing
- A wholesale power provider that generates and transmits power to its member utilities in Ketchikan, Wrangell and Petersburg.
- Locally governed by the communities it serves
- Focused on keeping electricity affordable, reliable, safe, and environmentally responsible
- Recruiting and vetting potential new power sources in the region. This regional approach and long-term vision will keep our region competitive for development of 100% renewable hydropower
- All about community employing local residents, supporting local businesses, and giving back to its Member Communities.
- Using the unifying tagline “communities working together to keep electric rates low” and “making every drop count” to emphasize efficient use of our hydropower natural resources
- A supporter of healthy fisheries

SPECIAL CIRCUMSTANCES

How can we best prepare and react?

Crisis Communications: SEAPA is well prepared to effectively communicate with all stakeholders before, during, and after significant events by:

- Effective training of staff in crisis communications
- Creating a communications checklist and developing template press releases to help ensure necessary steps are performed under stressful conditions.
- Assuring that all official crisis management communications are issued through the Agency
- Providing its Directors/Ambassadors with supplemental talking points to help maintain consistent and accurate messaging.

Managing Big Changes: Introduction of controversial initiatives, rate changes, leadership changes, special programs, etc. will merit multiple and repetitive communications through several channels.

ACTIONS

How does SEAPA execute its Communications Plan?

Board Communications: The CEO is solely responsible for providing timely updates to SEAPA's Board of Directors and works closely with the Chairperson to preemptively address emerging issues. The CEO provides detailed reports in Board packets on relevant issues and facilitates discussion and broad participation during meetings. This information is supplemented through periodic updates utilizing SEAPA Keeping You Posted (KYP) email notifications. The CEO also reaches out via phone to individual Board members on a quarterly basis to promote bi-directional communications. The entire SEAPA Board participates in an annual review of the Agency (SEAPA 101) as part of onboarding new Directors. This bolsters foundational knowledge that can be carried out to individual communities.

Member Utility Communications: SEAPA management chairs weekly operations meetings every Tuesday with Member Utility leadership and frontline employees. SEAPA solicits input

and provides a weekly report which is reviewed in detail with the group via a virtual meeting platform. SEAPA's CEO is typically present. SEAPA also serves as facilitator for system-wide issues and events such as periodic reviews of operating standards and coordination for annual maintenance activities to ensure efficient dispatch of generation.

Stakeholder Engagement for Major Operational Changes: SEAPA provides a detailed Operations Plan which is presented to and approved by the Board of Directors annually and updated quarterly. SEAPA has enhanced the plan to include curtailment thresholds to help better identify trends and allow for early engagement. Subsequent real-time updates are provided to the Board during quarterly meetings. Should a major operational change be identified outside of the approved Operations Plan criteria, a special Board meeting will be convened to discuss potential impacts prior to implementation. SEAPA also discusses the status of reservoir levels, anticipated inflows, and system loads with Member Utility leadership every week during the scheduled operations meeting.

Building Goodwill and Trust: Building goodwill and trust requires continuous effort and is only achieved over time. SEAPA continually strives to be efficient, transparent, and conduct daily business with the highest of integrity. SEAPA is responsive to reporters from local newspapers and radio stations and works closely with key contacts to ensure public messaging is accurate and positive (and press releases for media consideration). Staff also provides written information and photos on request to enhance publications.

Communicating the Value of SEAPA: SEAPA has utilized banners, flyers, print, and radio to highlight the purpose and benefits of the Agency to our Member Utilities and ratepayers. SEAPA also provides orientation to incoming Board members and integrates messaging throughout its website. SEAPA periodically presents to local councils and assemblies. Post pandemic, the Agency may consider increasing its exposure at community festivals and events in Member Communities.

Promoting Hydropower: SEAPA actively promotes the benefits of hydropower through several different channels for different reasons. Messaging is primarily centered around legislative, regulatory, and funding initiatives. Positive messaging at the local level should increase well ahead of any proposed licensing and relicensing activities. A well informed local constituency base can help stave off outside opposition.

Career Pathways: SEAPA is very cognizant of the long-term benefits of promoting local hire and has funded internships in the past. However, this demands daily oversight and lowers productivity of existing limited resources. SEAPA supports Alaska Power Association's ARECA Educational Foundation Scholarship Program which has successfully progressed students toward electric utility careers based in Alaska. SEAPA has also explored youth education in member communities to help spur interest in electric utility careers. A focused youth initiative over several years could potentially enhance local recruitment. The biggest obstacle to creating local hiring opportunities is the lack of local specialized training required by the electric industry.

Community Stewardship: As a regional G&T, SEAPA often works in the background supporting our Member Utilities and their communities. Since SEAPA has no direct contact with retail power consumers, the Agency must use multiple communications channels to demonstrate we care and

give back to the communities we serve. SEAPA attempts to balance donations and community support across three different communities.

Website Traffic: SEAPA uses a variety of channels to encourage stakeholders to visit our website. The Agency is in the process of launching a completely new website and will shift messaging on radio ads to help increase site traffic.

RESOURCES & ASSIGNMENTS

Who will do it?

SEAPA's staff is very lean by design and therefore the Agency does not employ a public relations, external affairs, or communications specialist. The responsibility for meeting stated goals and objectives in this Communications Plan primarily falls on the CEO as the designated spokesperson for the Agency.

SEAPA staff may be delegated certain tasks in carrying out the execution of this plan and serve as frontline ambassadors for the Agency.

The SEAPA Board of Directors serve as ambassadors and play an important role in communicating within their communities. The Board also provides an essential feedback loop to the CEO.

BUDGET

How to set the communications budget?

Funding for the various elements captured under this plan are spread over several FERC cost centers. Each cost center is reviewed annually during the budget process and staff recommends adjustments for Board approval necessary to meet identified objectives.

MEASUREMENT

How will we know if we are successful and where we can improve?

Board Communications: A core function of the SEAPA Board of Directors is conducting an annual review of the CEO. The Board provides feedback annually based on their observations and experiences including whether communications were adequate and whether there are any areas needing change or improvement.

Member Utility Communications: Member Utility representatives have an opportunity to voice their questions and concerns regarding SEAPA's communications during weekly operations meetings and whether SEAPA is responsive, or improvements are needed.

Stakeholder Engagement for Major Operational Changes: If any major operational changes are required throughout the year, the SEAPA Board is informed prior to implementation and has an opportunity during board meetings to openly discuss it in regular or executive session as applicable. SEAPA provides an annual Operations Plan for Board approval, and quarterly updates which facilitate discussions during Board meetings. Those discussions determine whether the plan successfully delivered the information the Board seeks.

Building Goodwill and Trust: This can be very difficult to measure and varies depending on the sensitivity of issues and individual impacts to each community. How the community and Member Utility representatives respond to the information and messaging delivered by SEAPA determines their general perception and whether goodwill/trust is improving, unchanged, or declining.

Communicating the Value of SEAPA: Often overlooked messaging that captures the value of SEAPA is what is really bundled into SEAPA's wholesale power rate:

⚡	Debt Service on Swan Lake and Tyee Lake & Transmission Projects	⚡	Renewal & Replacement to maximize reliability
⚡	Intertie operation and maintenance	⚡	Regional Planning and feasibility studies
⚡	Risk Management	⚡	Load Growth analysis and forecasting
⚡	Insurance premiums and self-insured reserves	⚡	Hydroengineering Expertise in the region
⚡	Voltage Stability	⚡	Water Management balancing supply and demand
⚡	Power Scheduling	⚡	Monitoring of weather & water to maximize resources
⚡	Facility Operations funding local jobs at the plants	⚡	Compliance with federal requirements
⚡	Maintenance for reliable, low-cost power	⚡	Renewable Resource for generation & transmission

Opportunities to communicate the value of SEAPA require consistent messaging through the media, public speaking during SEAPA Board meetings, assembly/council meetings, meetings with legislators, and the like as opportunities arise. SEAPA management and staff communications to SEAPA Board Members/Ambassadors and the public on the value of the Agency can be realized as they navigate and interact in those arenas.

Promoting Hydropower: SEAPA should be proactive in communicating the following value and benefits of hydropower:

- ✓ ***Hydroelectricity is a renewable energy source*** that uses the energy of running water, without reducing its quantity, to produce electricity therefore, all hydroelectric developments, of small or large size, whether run of the river or of accumulated storage, fit the concept of renewable energy.
- ✓ ***Hydroelectricity makes it feasible to utilize other renewable sources.*** Hydroelectric power plants with accumulation reservoirs offer incomparable operational flexibility since they can immediately respond to fluctuations in the demand for electricity. The flexibility and storage capacity of hydroelectric power plants make them more efficient and economical in supporting the use of intermittent sources of renewable energy.
- ✓ ***Hydroelectricity promotes guaranteed energy and price stability.*** Water is a domestic resource which, contrary to fuel or natural gas, is not subject to market fluctuations. In addition to this, it is the only large renewable source of electricity and its cost-benefit ratio, efficiency, flexibility, and reliability assist in optimizing the use of thermal power plants.
- ✓ ***Hydroelectricity contributes to the storage of drinking water.*** Hydroelectric power plant reservoirs collect rainwater, which can then be used for other purposes. In storing water, they protect the water tables against depletion and reduce our vulnerability to floods and droughts.
- ✓ ***Hydroelectricity increases the stability and reliability of electricity systems.*** The operation of electricity systems depends on rapid and flexible generation sources to meet peak demands, maintain the system voltage levels, and quickly re-establish supply after a blackout. Energy generated by hydroelectric installations can be injected into the electricity system faster than that

of any other energy source. The capacity of hydroelectric systems to reach maximum production from zero in a rapid and foreseeable manner makes them exceptionally appropriate for addressing alterations in the consumption and providing ancillary services to the electricity system, thus maintaining the balance between the electricity supply and demand.

- ✓ ***Hydroelectricity helps fight climate changes.*** The hydroelectric life cycle produces very small amounts of greenhouse gases (GHG). In emitting less GHG than power plants driven by gas, coal or oil, hydroelectricity can help mitigate global warming. Although only 33% of the available hydroelectric potential has been developed, today hydroelectricity prevents the emission of GHG corresponding to the burning of 4.4 million barrels of petroleum per day worldwide.
- ✓ ***Hydroelectricity improves the air we breathe.*** Hydroelectric power plants don't release pollutants into the air. They very frequently substitute the generation from fossil fuels, thus reducing acid rain and smog. In addition to this, hydroelectric developments don't generate toxic by-products.
- ✓ ***Hydroelectricity offers a significant contribution to development.*** Hydroelectric installations bring electricity, roads, industry and commerce to communities, thus developing the economy, expanding access to health and education, and improving the quality of life. Hydroelectricity is a technology that has been known and proven for more than a century. Its impacts are well understood and manageable through measures for mitigating and compensating the damages. It offers a vast potential and is available where development is most necessary.
- ✓ ***Hydroelectricity means clean and cheap energy for today and for tomorrow.*** With an average lifetime of 50 to 100 years, hydroelectric developments are long-term investments that can benefit various generations. They can be easily upgraded to incorporate more recent technologies and have very low operating and maintenance costs.
- ✓ ***Hydroelectricity is a fundamental instrument for sustainable development.*** Hydroelectric enterprises that are developed and operated in a manner that is economically viable, environmentally sensible, and socially responsible represent the best concept of sustainable development. That means, "development that today addresses people's needs without compromising the capacity of future generations for addressing their own needs".

Opportunities to promote hydropower require consistent messaging through the media, public speaking during SEAPA Board meetings, assembly/council meetings, meetings with legislators, and the like, as opportunities arise. SEAPA management and staff communications to SEAPA Board Members/Ambassadors and the public on the value of the Agency can be realized as they navigate and interact in those arenas. The success of these engagements will be measured as consistent messaging is pursued.

Community Stewardship: SEAPA's budgets determine the amount of stewardship that the Agency can afford to distribute equitably to each of its Member Communities and to organizations that SEAPA affiliates with that benefits SEAPA. Donations are made with the objective of promoting the Agency's messaging. Examples include:

- School Athletic Departments which use banners and flyers that include SEAPA's logo and messaging
- Southeast Conference and Alaska Power Association organization auctions that promote Agency messaging during the auction
- Salmon Derbies that use tide books, the media, and flyers that utilize sponsor's logos and messaging

Website Traffic: Visitor traffic can be accurately measured and monitored through Google Analytics to determine whether traffic is growing, flat, or declining. Tactics can be further developed or changed accordingly as results are monitored to maintain and/or grow traffic.

Special Circumstances: SEAPA's internal Delegation of Authority Protocol provides a framework of delegation to assign authority and responsibility to a designated manager if there are special circumstances such as an incident or time sensitive matter if the CEO isn't available, which provides an example media statement and notification to the Agency's Board of Directors. Changes to the protocol may be developed as circumstances arise.



SOUTHEAST ALASKA POWER AGENCY

2022 ADMIN BENEFITS

To: Trey Acteson, CEO

Date: August 12, 2021

From: Kay Key, Controller

Subject: **FY2022 Administrative
Employee Benefits**

National Rural Electric Cooperative Association (NRECA) has issued their renewal rates for calendar year 2022 group benefits. These rates apply to administrative employee benefits. Our deadline for group enrollment is September 24. A summary of all administrative employees' benefits immediately follows this memo.

SUGGESTED MOTION

I move to renew the NRECA 2022 employee group benefit plans and Administrative Employee Benefits as presented.

Health & Welfare – SEAPA's H&W plans list employee classifications that are not eligible to participate as part-time, temporary, and union employees. The last ineligible classification will be changed to read, "Employees covered by a collective bargaining agreement," to reflect that employees hired under the CBA may not necessarily be union members. The CBA provides its own H&W benefits for eligible employees.

Administrative employee benefits are provided by NRECA (National Rural Electric Cooperative Association). NRECA utilized reserves in 2021 to hold their rates steady (a 0% increase) due to Covid; however, there will be rate increases for benefit year 2022. The "2022 Renewal Rates" document attached to this memo display Current Rates for 2021, Renewal Rates for 2022, and the percentage of change between the two.

Employees contribute 10% of the medical, prescription, dental, and vision premiums:

Annual Premiums	CY18	CY19	CY20	CY21	CY22
Single Med, RX, Dental, Vision	\$17,749	\$18,764	\$19,668	\$19,668	\$21,282
Family Med, RX, Dental, Vision	\$37,755	\$40,119	\$41,768	\$41,768	\$44,791
Life Insurance, Disability	2.20%	2.07%	2.10%	2.10%	3.70%
Defined Contribution Plan (457b)	3%	3%	3%	3%	3%
Defined Benefit Plan (RS Plan)	37.41%	37.78%	38.53%	39.69%	40.49%

457(b) Deferred Compensation Plan - SEAPA contributes 3% of base salary to administrative employees' accounts after they contribute 1%.

Retirement Security Plan - SEAPA participates in NRECA's defined benefit plan, the RS Plan. Calendar year 2022 billing rates for SEAPA's defined benefit pension plan increased 0.8%. The increase is due to continuing historically low interest rates, which result in higher lump-sum payments to participants and reduces the plan's funding level; increased longevity of participants; and a lower-than-expected rate of return. These downward pressures on the Plan's funding were offset higher than expected returns for 2020.

Please review the attached "NRECA-sponsored Retirement Security Plan 2022 Rates" 4-page flyer for a more detailed explanation of changes to this year's rate.

A comparison of SEAPA's 2021 budget and an estimate of the FY2022 SEAPA benefits, based upon 2021 wages, is displayed below for your reference. This mock-up reflects 8 FTEs, which includes the unfilled SCADA Architect position.

Budget Item	2021 Budget	2022 Budget (Est.)
Wages	\$1,046,000	\$1,046,000
Taxes	77,000	77,000
H&W	263,000	286,000
Retirement	446,000	454,000
Total	\$1,832,000	\$1,863,000

Attachments:

FY2022 Administrative Employee Benefits (2 pages)
 2022 Renewal Rates for Admin H&W Benefits (NRECA)
 NRECA Retirement Security Plan Billing Rate History graph
 NRECA-sponsored Retirement Security Plan 2022 Rates (4 pages)



SOUTHEAST ALASKA POWER AGENCY

Administrative Employee Benefits Calendar Year 2022

Non-represented employees are eligible for these benefits provided by National Rural Electric Cooperative Association (NRECA).

Nat'l Rural Electric Cooperative Assn. (NRECA) Plans	Coverage: No waiting period IN – In Network • OUT – Out of Network		Employer Contrib.	Employee Contrib.
Medical PPO	IN	Deductible: \$300 individual, \$600 family	90%	10%
	OUT	Deductible: \$600 individual, \$1200 family		
	Out-of-Pocket Maximums:			
	IN	Coinsurance: \$0 individual, \$0 family		
	OUT	Coinsurance: \$1200 individual, \$2400 family		
Prescription	Coinsurance Max: \$2000/individual, \$5000/family			
Dental	Deductible: Preventive - \$0 / Basic - \$50 per participant		90%	10%
Vision	Deductible: \$10 exam, \$20 glasses		90%	10%
Retirees -Medical coverage is available to retirees after completing 5 years of continuous service with the Agency.				
Basic Life & AD&D Insurance*	2x Base Salary		100%	---
Supplemental Life*	1x Base Salary		100%	---
Supplemental AD&D	Available		0	100%
Supplemental Family AD&D	Available		0	100%
Spouse Life*	\$10,000		100%	---
Child Life*	\$10,000		100%	---
Retired Life*	Available		0	100%
Business Travel Insurance	\$100,000		100%	---
Short-Term Disability	66-2/3% of weekly earnings, \$1500/wk maximum. Benefits begin on day 8 and are limited to 13 weeks.		100%	---
Long-Term Disability	66-2/3% of annual salary paid until age 65 if totally disabled. Benefits begin after 13 wks.		100%	---

*Group term life insurance coverage in excess of \$50,000 is taxable income.

Homestead Plan (a division of NRECA)	Summary	Employer Contribution	Employee Contribution
457(b) Government Deferred Compensation Plan (SEAPA Irrevocable Trust)	Eligible on the first day of the month after one full month of completed service. Employee minimum contribution required; maximum subject to IRS limitations.	3% of base wage after employee minimum	1% of base wage minimum

Retirement Security Plan (sponsored by NRECA)	Employer Contribution	Employee Contribution
Defined Benefit Pension Plan – Participation begins first of the month following the first full year of employment. Benefit based on 2% of participant's final average effective salary. Subject to vesting schedule.	100%	---



SOUTHEAST ALASKA POWER AGENCY

Administrative Employee Benefits Calendar Year 2022

Payroll, PTO & Holidays	Description
Payroll	Bimonthly pay periods are the 1st – 15th and 16th-last day of the month. Pay dates are the 7th and 22nd of the month.
Paid Time Off	Employee starts earning 6 hrs per pay period in first year and increases to 10 hours per pay period in year seven. (Maximum 60-day PTO cash-out upon termination.)
Holidays	10 holidays + 2 Floating Holidays annually. No carryover of floating holidays.

Retirement Security Plan - Vesting Schedule	
Years of Vesting Service	Vested Percent
One year of service	10%
Two years of service	20%
Three years of service	30%
Four years of service	40%
Five or more years of service	100%
If participating at age 55, regardless of years of service	100%

HOLIDAYS
New Year's Day Presidents Day Memorial Day Independence Day Labor Day Veterans Day Thanksgiving Day and the following Friday Christmas Eve and Christmas day 2 Floating Holidays

Board Approval:

2022 Renewal Rates

Subgroup: 0102192001 - SOUTHEAST ALASKA PWR AGENCY - AK

Renewal Date: 1/1/2022

These are your subgroup's renewal billing rates. Your plan design may have changed. Check your plan's renewal options for more information.

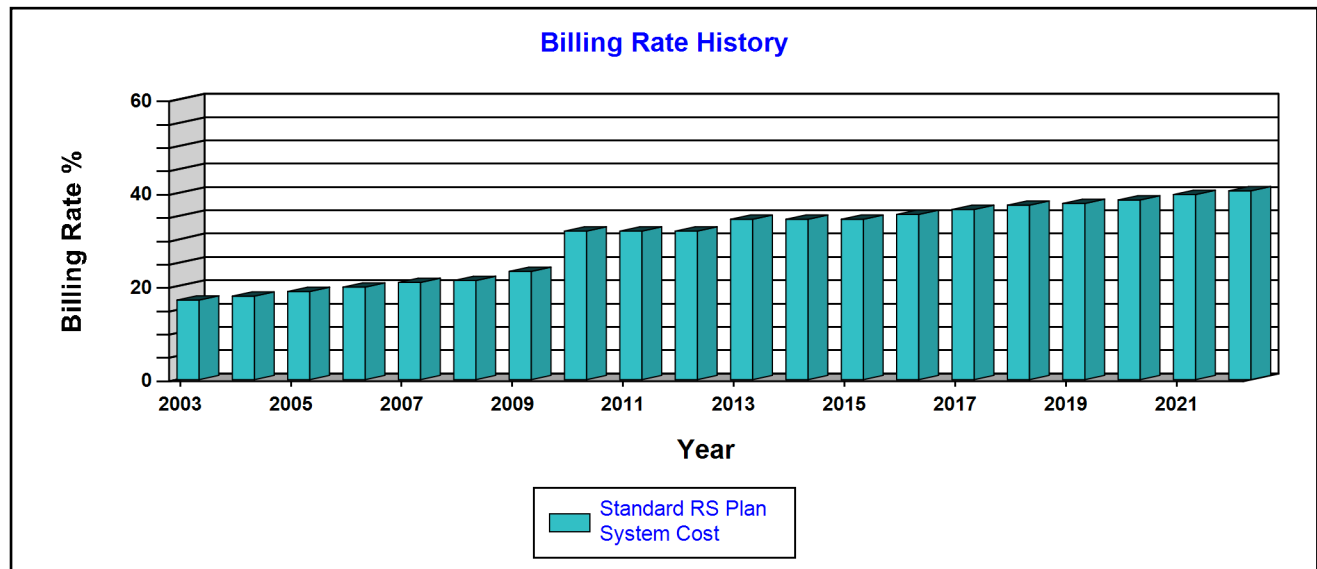
Coverages	Current Monthly Rates	Renewal Monthly Rates	Change
Business Travel Accident Insurance Plan			
bta1	\$27.00	\$27.00	0.0%
Dental Plan			
ePDental1			
INDIVIDUAL	\$64.78	\$63.73	-1.6%
INDIVIDUAL + DEPENDENT	\$194.93	\$195.70	0.4%
Life Insurance Plan			
basicLife1	\$0.289/\$1,000	\$0.303/\$1,000	4.8%
Long Term Disability Plan			
ltd66Ss1	\$0.0623/\$100	\$0.0654/\$100	5.0%
Medical and Prescription Drug Plan			
ppo2			
INDIVIDUAL	\$1,558.34	\$1,693.86	8.7%
INDIVIDUAL + DEPENDENT	\$3,241.90	\$3,493.03	7.7%
MEDICARE	\$342.83	\$372.65	8.7%
Short Term Disability Plan			
std1	\$0.0605/\$100	\$0.0625/\$100	3.3%
Vision Plan			
visPpoEnh1			
INDIVIDUAL	\$15.89	\$15.89	0.0%
INDIVIDUAL + DEPENDENT	\$43.85	\$43.85	0.0%

Retirement Security Plan

System #: 01-02192-001	Standard RS Plan: A
Name: SOUTHEAST ALASKA PWR AGENCY	

Standard RS Plan: A

Year	Benefit Level	System Cost	Employee Contribution	Plan	COLA	Average Age	Death Benefit	Salary Type
2003	2.00	17.06	0.00	62	Yes	51	Standard	BS
2004	2.00	17.91	0.00	62	Yes	52	Standard	BS
2005	2.00	18.90	0.00	62	Yes	63	Standard	BS
2006	2.00	19.84	0.00	62	Yes	51	Standard	BS
2007	2.00	20.84	0.00	62	Yes	56	Standard	BS
2008	2.00	21.25	0.00	62	Yes	51	Standard	BS
2009	2.00	23.21	0.00	62	Yes	49	Standard	BS
2010	2.00	31.85	0.00	62	Yes	50	Standard	BS
2011	2.00	31.85	0.00	62	Yes	50	Standard	BS
2012	2.00	31.85	0.00	62	Yes	57	Standard	BS
2013	2.00	34.39	0.00	62	Yes	56	Standard	BS
2014	2.00	34.39	0.00	62	Yes	55	Standard	BS
2015	2.00	34.39	0.00	62	Yes	56	Standard	BS
2016	2.00	35.43	0.00	62	Yes	56	Standard	BS
2017	2.00	36.49	0.00	62	Yes	56	Standard	BS
2018	2.00	37.41	0.00	62	Yes	58	Standard	BS
2019	2.00	37.78	0.00	62	Yes	55	Standard	BS
2020	2.00	38.53	0.00	62	Yes	54	Standard	BS
2021	2.00	39.69	0.00	62	Yes	55	Standard	BS
2022	2.00	40.49	0.00	62	Yes	56	Standard	BS



Note: The System Cost is the total of the Trust Contribution and the Administrative Fee.

Your Retirement Security Plan's salary type is "base salary." As a result, your contribution cost (system cost plus employee contribution rate shown above) is applied as a percentage of each participant's annualized base rate of pay in effect on November 15, 2021, which is that participant's effective salary for the 2022 plan year. Beginning with your January 2022 monthly statement, the estimated amount due will be based on this percentage. Rates shown are for the plan in effect as of January 1 for each year.

NRECA Retirement Security Plan

2022 Rates

The Retirement Security (RS) Plan base contribution (billing) rates for 2022 have increased by 2% compared with the rates for 2021. The following may provide additional insight to the rate increase.

How does the 2% increase affect my co-op's contribution rate?

The 2% increase is a proportional rate increase, not an additional 2% on top of your current rate. For example, if your plan's contribution rate is 20% of payroll, the increase would be 2% of 20%, or 0.4% ($0.02 \times 20\%$). After the increase, your total contribution in dollar terms would be 20.4% of payroll ($20\% + 0.4\%$), assuming that you do not make any other changes to the design of your RS Plan and that the average age of your eligible participant population does not change significantly.

Has the administrative fee portion of the contribution rate changed?

No, the administrative fee rate remains at 3% of the total contribution for 2022 (before reflecting the 2013 prepayment program discount), the same as in 2021.

My co-op's 2022 contribution rate increased more (or less) than 2% as compared with the 2021 rate. Why?

The change in contribution rates for a particular plan may not equal exactly 2% for the following reasons:

- Due to changes in a co-op's participant population, the average participant age used for the 2021 rate may differ from the average age used for the 2022 rate. Other things being equal, a lower average age among participants will result in a lower contribution rate, and vice versa. Age changes in participant subgroups with lower average ages have a larger impact on the contribution rate than age changes for older populations.
- Plan design changes that apply to the 2022 rate, but did not apply to the 2021 rate (such as changes in benefit levels, the normal retirement age, or employee contribution rates) can also cause a difference in contribution rates.

What caused the 2022 base contribution rates to rise?

In any given year, there are many elements that affect the base contribution rates. The decision to increase the 2022 base contribution rates is the result of a combination of factors, including:

- **Changes in the actuarial assumptions used to measure plan liabilities**—RS Plan actuaries and investment professionals expect that long-term future investment returns and interest rates will be lower than expected by previous actuarial assumptions. As a result:
 - The expected investment rate of return has been reduced from 7% to 6.75%;
 - The future lump sum interest rates have been lowered by 0.25%.
 Because these two changes in assumptions increase liabilities, higher future base contribution levels are necessary to fund them.
- **Low lump sum interest rates**—When interest rates are low, lump sum amounts that are paid out of the RS Plan are higher. This leads to higher-than-expected plan liabilities and lower-than-expected asset levels. Currently, longer-term interest rates are at historic lows and have been for some time.
- These increases were offset partially by the better-than-expected asset return for 2020 (15.64% vs. the expected 7.00%).

continued

How do increases or decreases in assets (above or below the expected 6.75% asset return) influence future base contribution rate changes?

The RS Plan operates under special multiple-employer funding rules that our participating members helped us achieve under the Cooperative and Small Employer Charity Pension Flexibility Act (CSEC) in 2014. These rules allow the RS Plan to average investment returns over several years, with any asset gains or losses in the current year spread into costs over the next five years. Also, prudent plan management, including further diversification of invested assets over time, has helped keep recent changes in billing rates in the single digit range. This is in contrast to 2010, when a downturn in the economy and heightened volatility in the capital markets in 2009 necessitated a 35% increase in base contribution rates.

What is the current funding level for the plan?

There are many measures of the RS Plan's funding level, each based on different required assumptions and methods. Under CSEC rules, the current funded level of the RS Plan is 87%. This is the measure of funded ratio (the actuarial value of assets divided by RS Plan liabilities) that is reported on government forms and is comparable to how other pension plans like the RS Plan report their funded statuses.

Using the more conservative actuarial assumptions and methods for determining annual base contribution rates, the RS Plan's funded ratio on the actuarial valuation date of January 1, 2021, was 80%. In comparison, using the same basis, the funded ratio was 88% on January 1, 2020. These funded ratios are based on benefit liabilities earned as of the valuation date, and the actuarial value of assets, which is determined by smoothing investment returns that differ from what is expected over a five-year period. This smoothing of investment returns helps reduce the volatility of changes in base contribution levels from year to year.

It is important to note that the funded ratio used for determining base contributions differs from the CSEC funded ratio above, as well as the funded ratio that is determined for other purposes. For example, the plan's annual funding notice that is mailed to participants each April shows different funding levels because of the unique assumptions and methods that are required for the annual notice. Specifically, the asset amounts shown in the annual funding notice include contributions received during the first 8½ months of a given plan year. But for determining required annual funding for contribution rates, these receivable contributions are excluded. Excluding receivable contributions offers a more conservative snapshot of the RS Plan's funded status. Shown below are amounts with and without the inclusion of receivable contributions in the assets.

Valuation Date	Funded Ratio Including Receivable Contributions in Assets (CSEC Ratio)	Funded Ratio Excluding Receivable Contributions in Assets (Contribution Ratio)
January 1, 2019	96% (from annual funding notice provided in 2020)	86%
January 1, 2020	88% (from annual funding notice provided in 2021)	81%
January 1, 2021	87% (estimated, will appear on annual funding notice provided in 2022)	80% (estimated)

Could there be future base contribution increases?

Base contribution rates are reviewed each year as part of a process designed to move the plan over time toward a 100% funded ratio. This annual review takes into consideration:

- **Results of the annual actuarial valuation**—Funding rules used in the annual valuation determine a contribution level that is designed to eventually achieve a 100% funded ratio for the RS Plan over the anticipated funding period.
- **Potential impact of key cost drivers**—Key factors that could affect future base contribution rates include further regulatory changes and the outlook for investment returns and interest rates.

The decreasing funded ratio was the primary cause for rate increases from 2016 to 2022 and if it does not improve, it could be necessary to again increase rates. Because the valuation process includes methods to reduce contribution volatility, any changes in costs would be gradual.

Some cost factors have been slow to improve. How does this affect the RS Plan in the long term?

The two primary sources of RS Plan funding are investment returns and employer contributions. As expectations for future investment returns decline, participating employers must pick up the difference through increased contributions (as seen in recent base contribution rate increases). The RS Plan, along with most large pension plans, has decreased its long-term investment return assumption five times in the past 10 years. (It was 8% for the January 1, 2012, assumption; currently it is 6.75%.)

Other factors have had an inflationary effect on the cost of benefits, and therefore contributions, including:

- **Falling interest rates**—As interest rates remain historically low, pension plans like the RS Plan must pay larger lump sums than previously expected.
- **Increasing longevity**—People are living longer and, as a consequence, drawing on their pensions for longer periods of time, also increasing the overall cost of benefits.

While RS Plan actuaries expect interest rates to move back toward historical norms over time, increasing participant longevity is likely to continue.

Does the funding level in the RS Plan differ between employers that participated in the 2013 prepayment program, and those that did not?

Yes. The accelerated contributions that employers prepaid into the RS Plan under the 2013 prepayment program immediately improved their individual funding levels, as compared with employers that decided not to participate in that program. This is what allowed for the 25% reduction in future base contribution rates for prepayers compared with those that did not prepay.

It is important to note, however, that while non-prepayers may have a lower individual funding level at any given point in time, the higher relative contribution rates they are paying into the RS Plan will result over time in an improvement in their funding levels, eventually catching up to the average funding levels of the prepayers. When NRECA implemented the prepayment program in 2013, it was estimated the process would take approximately 15 years (although several factors, including actual investment returns, interest rates, and other actuarial experience, could cause the actual timing to differ slightly from the original 15-year estimate).

continued

Following is a chart comparing the average RS Plan funding levels for prepayers versus non-prepayers, based on accrued benefit liabilities and the actuarial value of assets as of January 1, 2021:

	RS Plan Total	Avg. for Prepayers	Avg. for Non-prepayers
CSEC Funded Level*	87%	91%	76%

**Includes RS Plan contributions payable in 2021.*

Regardless of their prepayment status, does each participating employer pay to fund only its own benefit obligations under the RS Plan?

Yes. Despite the fact that we only perform a single actuarial valuation for the RS Plan each year, the contributions that each employer is required to make, regardless of prepayment status, are designed to fully fund the benefit obligations of its own unique population and plan design by the time each employee retires and draws his or her benefit from the RS Plan. The same is true for active plans versus frozen plans. Regardless of their status, each participating employer is only paying its fair share of the total cost based on its plan design features, eligible employee demographics, and unique compensation.



SOUTHEAST ALASKA POWER AGENCY

R&R PROJECT APPROVAL

SUGGESTED MOTION

I move to approve R&R projects Potential Transformer Tyee Lake and Transformer Circuit Switcher Wrangell Substation as presented in the September 9, 2021 board packet, and an increase to the FY2021 R&R Budget of \$16,600.

A detailed description of the proposed R&R projects is attached.

The Potential Transformer was purchased in 2020, and the equipment was placed in inventory. Its installation took place during the 2021 maintenance shutdown. This completed work totaling \$16,600 meets the definition of a capital project in accordance with SEAPA's Capitalization Policy. Approval of this project will increase the FY2021 R&R Budget.

The Transformer Circuit Switcher project replaces end-of-life equipment at the Wrangell substation. This does not affect the FY2021 budget since all expenditures are scheduled for FY2022; however, the current estimate that will be included in the FY2022 budget is \$401,300. Project approval is being requested at this time due to the long lead time (6 months) required for equipment delivery. Installation is tentatively scheduled for the 2022 maintenance outage. Approval of a sole-source purchase order to Southern States, LLC for the equipment purchase is requested under Agenda Item 7G.

Proposed RR21xxx Potential XFMR TYL

Description:	Potential Transformer – Tyee Lake		
Cost Estimate:	\$16,600	Sched. Complete: JUN 2021	Project Mgmt: Hammer
PROJECT DISCUSSION			
<p>T-4 PT at Tyee is a voltage sensing potential transformer used for line instrumentation at the Tyee Lake switchyard. In 2020 it experienced the failure of one sensing coil, resulting in loss of accurate line voltage metering feedback to the plant. Metering was re-established on the remaining service coil and a replacement ordered. Long lead times for this item pushed its arrival to Tyee well past the September 2020 maintenance outage window required to do the work. Replacement was then rescheduled to the 2021 annual maintenance outage with actual work taking place in June of this year.</p>			

PROJECT COST ESTIMATE			
BREAKDOWN	ESTIMATE	BUDGET – EXPENDITURES	
Equipment	\$7,172	FY21 BUDGET	\$16,600
Installation	9,387		
Total Estimate	\$16,559	Total Budget	\$16,600
Project Cost Estimate Discussion			
<p>The Potential Transformer was placed in inventory when purchased (ABB Enterprises, 08/31/20, \$7,172). Installation costs are actual, reflecting work performed by EPC in June 2021. SEAPA's capitalization threshold is \$10K, and approval of this R&R will enable these expenditures to be recorded as capital improvements, in accordance with the company Capitalization Policy.</p>			



Proposed RR21xxx XFMR Circuit Switcher WRG

Description:	Transformer Circuit Switcher – Wrangell Substation		
Cost Estimate:	\$401,300	Sched. Complete:	SEP 2022
		Project Mgmt:	Siedman

PROJECT DISCUSSION

During the 2021 annual outage, SEAPA discovered that the Wrangell transformer circuit switcher was low on SF6 gas. After in-house testing to identify the leak, refilling the dielectric (insulating) gas and placing the asset back online, it continued to leak gas. The Circuit switcher has now lost all SF6 gas and is at the end of its useful life, requiring replacement. There is an approximate six-month lead time for this asset. SEAPA has a quote to replace the asset from Southern States, LLC for \$237,495. Sole source is required for this replacement to maintain switchyard switches as in-kind equipment for maintenance, spare and reliability purposes.

PROJECT COST ESTIMATE

BREAKDOWN	ESTIMATE	BUDGET – EXPENDITURES	
Circuit Switcher, Shipping	\$237,495	FY21 BUDGET	\$0
10% Contingency	\$23,749	FY22 BUDGET	401,300
Ancillary Equip. & Shipping	40,000		
Installation/Commissioning	100,000		
Total Estimate	\$401,244	Total Budget	\$401,300

Project Cost Estimate Discussion

Expenditures are budgeted for 2022; however, the circuit switchers will be ordered as soon as approved by the Board. Installation will be scheduled (contractor TBD) for the 2022 outage.





SOUTHEAST ALASKA POWER AGENCY

Date: August 31, 2021

To: Trey Acteson, CEO

From: Robert Siedman, Director of Engineering & Technical Services

Subject: Sole Source Contract Re Wrangell Substation Transformer Circuit Switcher

FISCAL NOTE:

FY2022 R&R Budget Item

Contingent upon the approval of the Wrangell Substation Transformer Circuit Switcher R&R Project, staff requests the Board's consideration and approval of a sole source purchase order to Southern States, LLC for \$237,495 with a 10% contingency of \$23,749 for a total not-to-exceed value of \$261,244. A purchase order for the circuit switcher needs to issue at this time due to a six-month lead time for delivery. Southern States has submitted a quote for the project, which includes shipping FOB Wrangell.

Southern States is the only vendor that can provide the in-kind equipment for maintenance, spare, and reliability purposes. SEAPA's Procurement Policy states that projects over \$100,000 must be competitively bid; however, Section 8.4 of the policy provides that competitive bidding is not required:

When the improvements, supplies, materials, equipment, or contractual services should be purchased from a specific source in order to prevent incompatibility with previously purchased supplies, materials, equipment, or contractual services.

Staff will solicit bids from qualified contractors for installation of the equipment. The Project is tentatively scheduled to be performed during the 2022 maintenance outage.

Please consider the following suggested motion:

SUGGESTED MOTION

I move to authorize staff to enter into a sole source purchase order with Southern States, LLC for SEAPA's Wrangell Substation Transformer Circuit Switcher R&R Project for a total not-to-exceed value of \$261,244.

Agenda Item 7H
Demand Side Management

Discussion Item Only



SOUTHEAST ALASKA POWER AGENCY

Date: August 31, 2021

To: SEAPA Board of Directors

From: Bob Sivertsen, SEAPA Chair

Subject: CEO Annual Review

Attached is a CEO Evaluation Form for review and discussion under New Business during the September 9, 2021, Board meeting. The Board agreed with our CEO to provide an annual evaluation of his performance and the following schedule was developed to establish continuity in the process for the evaluations. Both the Evaluation Form and schedule below were adopted by consensus at the September 30, 2020, board meeting. Modifications to the attached Evaluation Form and schedule below may be suggested at the upcoming board meeting. If no modifications are suggested, then both will be accepted as-is and a formal motion is unnecessary. If modifications are suggested, SEAPA staff will modify the form(s) accordingly following the Board meeting.

SCHEDULE FOR CEO EVALUATION PROCESS	
3rd Quarter Board Meeting	Insert prior year's CEO evaluation form in Board packet for review, discussion, and modifications in regular session. If no changes the form is adopted by consensus. If modifications are requested, SEAPA staff shall modify the form accordingly following the Board meeting.
Two weeks after 3rd Quarter Board Meeting	SEAPA staff distributes Evaluation Form to Directors via email for completion. Staff to include the following instructions in email distributing the form: <ul style="list-style-type: none"> • Indicate the Evaluation Form provided is form agreed upon during 3rd Quarter Board meeting • Completed forms shall be returned to SEAPA Counsel and Board Chair via Email • Provide email addresses for Counsel and Chair • Provide deadline date for return of the form (deadline for return should be two weeks following date of distribution of the form) to SEAPA Counsel and Chair stating "Privileged and Confidential Communications" in the subject line of the email.
One month after 3rd Quarter Board Meeting	SEAPA Counsel to perform checklist to determine whether all directors have submitted evaluations and communicate with Board Chair to follow up with any that may not have been submitted by deadline
November 15	Deadline for SEAPA Counsel and Board Chair to compile evaluations in preparation for December Board Meeting
One week prior to 4th Quarter Board Meeting	SEAPA Counsel to distribute compiled evaluations to Board via email under "Privileged and Confidential" communications in preparation for CEO evaluation in Executive Session
4th Quarter Board Meeting	Evaluate CEO in Executive Session

SEAPA CEO EVALUATION FORM

DATE:

Trey Acteson, CEO

Performance Measures

Evaluation Criteria	Meets	Exceeds	Needs Improvement	Comments or Suggestions
1. Leadership				
The CEO has shown clear vision in correctly anticipating trends and priorities effecting the Agency's prosperity and operation.				
The CEO has a clear understanding of Member Communities' utility needs and concerns, Agency needs and priorities, correctly anticipates industry trends, and uses that information to help develop short and long-term organization direction.				
The CEO keeps the Board informed of emerging issues of significant importance that affect the mission of the Agency as well as the Member Utilities				
The CEO has been an initiator, setting high working standards and pursuing goals with a high level of personal drive and energy.				
The CEO annually prepares a program of work for the Board's approval and keeps the Board apprised of progress, accomplishments, and proposed changes quarterly.				
2. Relationship with Board				
The CEO has provided leadership continually involving the Board in developing a shared vision, strategies, goals, and direction for the organization.				
The CEO has demonstrated a sound knowledge of Board governance and procedures.				

SEAPA CEO EVALUATION FORM

The CEO works with Board Members and Member Utilities to gain a broad understanding of their concerns, capital investment strategies, and financial characteristics. The CEO is sensitive to Member Communities' local issues and concerns and assists wherever possible to address their needs.				
The CEO has been readily available to individual Board Members whenever necessary, as well as supports the Board in its governance duties by providing necessary resources and information.				
3. External Relationships				
Gains respect and support of the communities on the conduct of the Southeast Alaska Power Agency.				
Prepares and sends periodic communications to the Member Communities.				
Keeps well informed on State and Federal Regulations and how they affect SEAPA.				
Works effectively with public and private agencies.				
4. Staff Development				
The CEO has created and maintained an organizational culture and climate which attracts, retains, and motivates staff to carry out SEAPA's mission.				
The CEO has empowered staff members appropriate levels of freedom and authority, as well as effectively solicited and fostered support for initiative and creativity within the organization.				
The CEO has developed and executed sound personnel procedures and practices.				

MEMORANDUM
ATTORNEY-CLIENT COMMUNICATIONS

TO: Chairperson Robert Sivertsen
Southeast Alaska Power Agency

FROM: Joel R. Paisner, Ascent Law Partners, LLP, Counsel to SEAPA

DATE: August 31, 2021

RE: Suggested Motion for Executive Session

The Board of Directors may conduct an executive session during its Regular Board Meeting to be held on September 9, 2021 to provide an update on Hydrosite Analysis, and discuss potential interconnections with Metlakatla and Kake.

I recommend the following motion be made:

I move to recess into Executive Session to be conducted pursuant to SEAPA's Bylaws consistent with Alaska Statute 44.62.310 for discussions relating to Hydrosite Analysis and potential interconnections to Metlakatla and Kake as the discussions will include matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Agency and the Projects.



SOUTHEAST ALASKA POWER AGENCY CEO REPORT

DATE: September 1, 2021
TO: SEAPA Board of Directors
FROM: Trey Acteson, Chief Executive Officer
SUBJECT: CEO Report

SAFETY:

There was no work-related recordable or lost-time incidents since my last report. SEAPA completed several elevated risk projects during this period including Tyee Inlet Gate Refurbishment, Submarine Cable Replacement, Transmission Line Clearing, annual major maintenance at the facilities, and overhead line maintenance.

CORONAVIRUS (COVID-19) UPDATE:

COVID-19 cases have continued to escalate across the nation serving as a reminder that we must remain diligent in protecting employees and critical operations. SEAPA's administrative staff have all been vaccinated which reduces the risk of transmission and severity of any outbreaks. Most represented employees have also been vaccinated. SEAPA is still screening contractors prior to arrival at critical infrastructure facilities.

GOVERNMENTAL AFFAIRS & EXTERNAL INDUSTRY ACTIVITIES:

State legislative bills that SEAPA tracked during the regular session were tabled upon adjournment of the first year of the two-year legislative cycle. The current special session is focused on specific issues identified by the Governor and is scheduled to adjourn on September 15th. Most notable is the broad differences regarding the amount of the permanent fund dividend. The House passed HB 3003 by a narrow margin, and it now goes to the Senate. It contains an appropriations component that could serve as a vehicle if discretionary requests come into play. This would be the mechanism that SEAPA's request for 2.55MM for submarine cable debt service funding could be introduced. However, this is very unlikely considering the current deadlock in Juneau.

SEAPA has been exploring additional infrastructure project funding opportunities. These issues take time to research and fully develop so they can be ready when the time is right. Staff proposed a SkyWrap option to the Board about seven years ago to resolve ongoing communications challenges between SEAPA facilities across the region. Skywrap is a fiber cable that gets mechanically wrapped around existing transmission lines and would reduce reliance on satellite connectivity and telecom providers. It could also offer an alternative fiber pathway for added redundancy for SEAPA's member communities. Now is an appropriate time to revisit the SkyWrap option as it is a good fit for anticipated infrastructure funding that will likely include provisions for

grid resiliency, cyber security, and reliability enhancements. Another potential opportunity for infrastructure funding is support for licensing and/or construction of a new hydro project. These items will be discussed with the Board after anticipated costs and timing are firmed up.

The Alaska Power Association (APA) hosted a virtual Federal Legislative Conference June 15-17. As President, I led discussions with Congressman Young and Richard Glick, Chairman of the Federal Energy Regulatory Commission (FERC). Other meeting speakers included Alejandro Moreno, Deputy Assistant Secretary for Renewable Power, U.S. Department of Energy, Senator Murkowski, Senator Sullivan, Jim Matheson, CEO of National Rural Electric Cooperative Association (NRECA), and Joy Ditto, President and CEO of American Public Power Association (APPA).

The National Hydropower Association (NHA) held their Alaska Regional meeting in Anchorage on August 16th. I participated on the Licensing and Regulatory Panel presenting on the topic of FERC's Notice of Inquiry (NOI) on Financial Assurance Measures for Hydroelectric Projects. This is a topic of great importance and has previously been discussed with the SEAPA Board. I am working with multiple stakeholders in a coordinated effort to derail this Federal overreach.

While in Anchorage, I was called into a private meeting with Jennifer Granholm, U.S. Secretary of Energy, and Senator Murkowski. The Secretary expressed strong interest in an "all of the above" approach to achieving renewable energy objectives. She was keenly focused on grid resiliency, cyber security, and the role of new technology. I stressed the importance of investment in hydropower for Southeast, Alaska, as other renewable options do not fit well in our region (e.g., wind and solar). I also noted the importance of supporting power transmission elements due to lack of roads and extreme terrain.

The Alaska Power Association held their annual meeting in Homer August 18-20. I chaired the Board of Directors meeting, participated in the Manager Forum, and served on the Future of Hydropower in Alaska panel. As President, I provided opening and closing remarks as well as leading large portions of the conference. As some may remember, SEAPA hosted APA's annual meeting event in Ketchikan in 2016, which gathered Alaska utilities from all corners of the state. I have again volunteered SEAPA to host this major event in Ketchikan in 2022.

Since the last SEAPA Board meeting, I have utilized a variety of communications channels to maintain and bolster key contacts including State and Federal legislators. I also met with CEOs from NuStream and Littoral Power Systems, innovators in modular hydro applications. They have direct ties to DOE and National Labs which may present future opportunities.

ALASKA DEPARTMENT OF NATURAL RESOURCES (ADNR) – RECLAMATION FUND:

History: The joint ADNR Reclamation Fund is a holdover issue from restructuring. An attempt was made at that time to cleanly separate the FDPPA project owners, including acknowledgment of the FDPPA's name change to SEAPA, release of joint liability, insurance requirements, and performance guarantees. This effort was through what was referred to as the *Second Amendment to Lease and Easement Documents for the Tyee Lake, Swan Lake, Terror Lake and Solomon Gulch Hydroelectric Projects* (Amendment #2). However, this amendment was never finalized by the parties and annual reclamation contributions have continued to be collected and held jointly.

Update: The parties have generally agreed to Amendment #2. SEAPA has submitted comments to the Juneau ADNR Southcentral Regional Office (SCRO) regarding their "new" proposed

individual bond agreement that details the provisions to allow SEAPA to migrate to a standalone reclamation fund. We are awaiting their review and response.

INSURANCE TOPICS:

Commercial Insurance: SEAPA has submitted required documents to renew existing lines of commercial insurance. This is a time-intensive annual process for SEAPA staff, and the Agency utilizes an Insurance Consultant for additional oversight.

Wrangell Warehouse/Office: SEAPA contracted with R&M Engineering in Ketchikan to provide an assessment of the fire damage to the structure. The report has been provided to the insurance adjuster for review. Upon approval of the identified scope, SEAPA will issue an RFP for repairs.

Stikine Cable Failure: SEAPA has shipped the two ten-foot sections of faulted cable ends to a laboratory in New Jersey at the request of the insurance adjuster. The lab will initially perform non-destructive testing. If it is determined that destructive testing is required, or SEAPA disagrees with initial findings, SEAPA will dispatch our expert cable consultant to witness additional testing.

BEST PRACTICES AND PROCESS IMPROVEMENTS:

A formal Vegetation Management Plan is included under New Business for the Board's consideration and approval. The overarching goal is to transition SEAPA from a "just in time" clearing approach to a long-term "sustainable" vegetation clearing program. The plan as proposed will minimize outages and reduce risk to personnel and equipment. The strategy includes an annual leveled investment approach that supports a 15-year cut cycle.

SEAPA is actively working on the 5-year review of the 4R Plan (**Renewal, Replacement, and Risk Reserve**). Historically, life expectancies have simply been based on industry standards. SEAPA's assets are now reaching a point in their lifecycle where remaining life expectancies can be further refined, and life extension strategies can be applied. SEAPA contracted BKI Engineering Services to support the first phase of individual equipment assessments and are reviewing their preliminary report. Note that this is a dynamic process and additional monitoring and testing will be required to further refine life expectancies. System matter expert input will be integrated into the overall 4R Plan update which John Heberling will be supporting. This year's targeted approach will provide a more accurate picture for the Board regarding the magnitude and timing of major capital investments in the future.

Operations & Maintenance manual updates are in progress.

SEAPA is in the process of integrating a new electronic timecard and leave request platform. This is part of an ongoing effort to streamline internal processes.

SEAPA's website design and development consultant is working diligently toward launching the new website soon. Directors will have an opportunity to review and comment on the site before it goes live.

STRATEGIC PLAN UPDATE:

SEAPA continues to execute on deliverables identified in its Strategic Plan. However, it is important to note that the global pandemic struck directly following the Strategic Planning Meeting

and has negatively impacted certain elements such as recruitment and in-person outreach across the communities that SEAPA serves.

A formal SEAPA Communications Plan is included under New Business for Board consideration and approval. The plan aggregates the following three Q2 Strategic Plan objectives:

1. A communications plan/strategy (Phase II) is developed for public awareness that includes: social media, technology, community awareness, and recruitment for local talent.
2. A report is prepared on available technologies and a proposal is considered to deploy a solution.
3. A local talent recruitment plan (Phase II of communications plan) is established and in use that accommodates SEAPA upcoming employee needs.

Remaining Strategic Plan deliverables for 2021 include the following:

1. Hydro generation recommendations and costs are presented to the Board for consideration.
2. Generation and load projections are provided to the Board along with considerations/decisions on when (timing) to take on debt for new project development.
3. Provide an evaluation of a DSM program that runs in parallel with power contract efforts (studies/load forecasts and community input is needed to make a recommendation).
4. Hiring of a Control Systems Engineer/IT Person.

The broad topic of Demand Side Management (DSM) identified in number 3 above requires further Board input and is listed as a discussion item under New Business. SEAPA has very limited resources and no direct connection to customers of our Member Utilities.

PERSONNEL

Recruitment for a qualified Control Systems Engineer with power plant experience is ongoing. There is a notable shortage of qualified applicants.

Date: August 31, 2021
To: Trey Acteson, CEO
From: Robert Siedman, P.E., Director of Engineering & Technical Services
Subject: Report for September 9, 2021 Board Meeting

Swan-Bailey Transformer Refurbishment



RR21359 was approved by the Board of Directors in December 2020 to refurbish the Swan Lake and Bailey transformers to extend its life and improve reliability. In July 2021, all eight transformers were successfully refurbished with new bushings, seals, gauges, and paint. The transformers were tested both internally and externally (oil, electrical, gauges) and demonstrate that they are now are in excellent condition. This project was a huge success and has likely extended the life of the assets by 20 years, saving the Agency millions of dollars in premature replacement costs.

Swan Lake Station Service Switchgear



The Swan Lake Station Service project is currently on schedule and within budget. 90% of the new switchgear has arrived at Swan Lake. Contractors are currently on-site installing conduit and cable trays. Commissioning is scheduled to begin the end of September with final completion estimated to occur in early October.

Stikine Crossing Submarine Cables

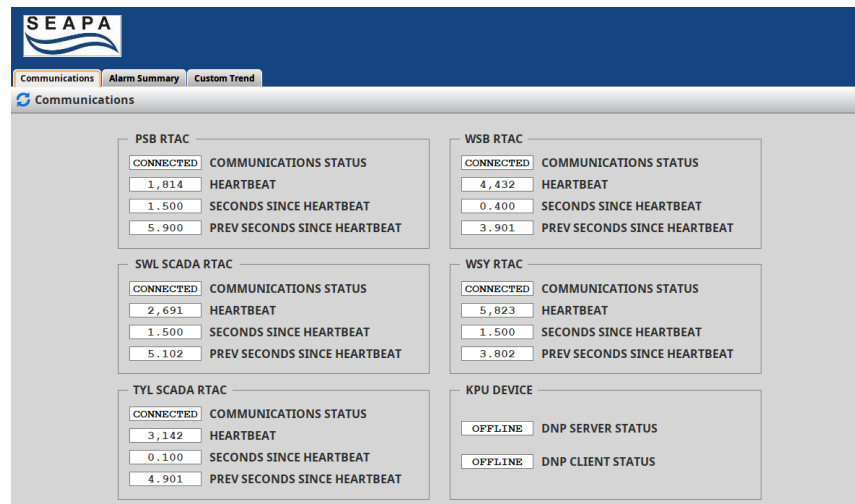


The Stikine Crossing submarine cable project is complete. Removal of the old, faulted cable was the highest risk for the project however with all hands-on deck, operations were very successful. Six divers, six deck hands, multiple engineers, two tugs, three support vessels, the 200-foot ITB-45 dynamic positioning vessel, numerous captains, and a handful of shoreside civil and electrical experts with decades of experience allowed for the success of such an extremely challenging task. There were zero feet of cable abandoned, and no fluid was lost during the recovery process.

Installation of the new cable was a first time-accomplishment in several ways for the submarine cable industry. The large size of the three-phase cable, extreme depths, and challenging Southeast Alaska terrain was a modern-day marvel. SEAPA is currently developing an informational video and drafting an article to send to world-renowned *Transmission and Distribution* (T&D World) magazine to apply for publication of the project.

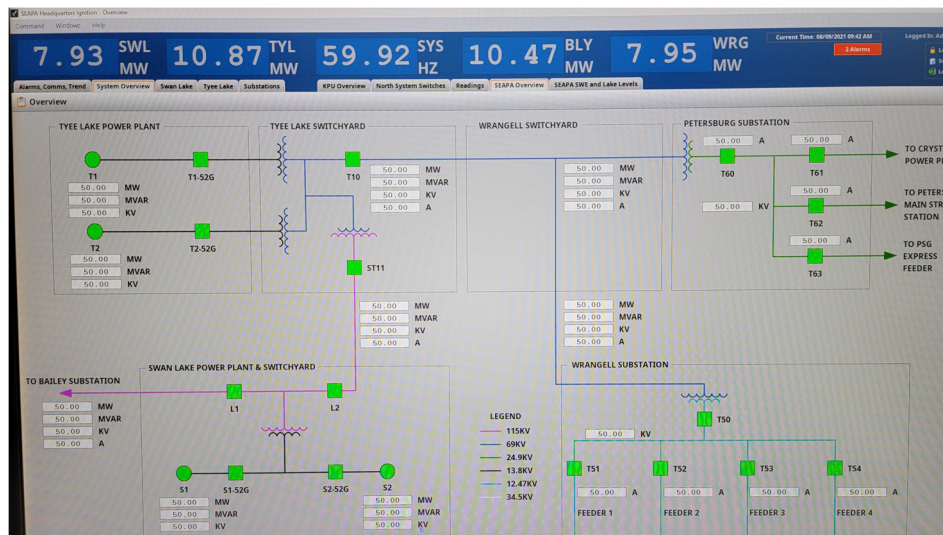
A spare cable may be prudent for the Agency to procure and have in inventory for future cable replacements. Lead times are extremely long for submarine cables and raw materials (copper, lead, etc.) costs are increasing every year. SEAPA is currently investigating the logistics of a spare cable that would be long enough to replace one of the longest crossings.

RTAC SEAPA-KPU SCADA Points



The SEAPA-KPU SCADA points project is 95% complete. SEAPA is waiting on KPU Telecom to setup a private network between SEAPA and KPU to begin transfer of Data.

SEAPA HMI/STICS/Historian Project



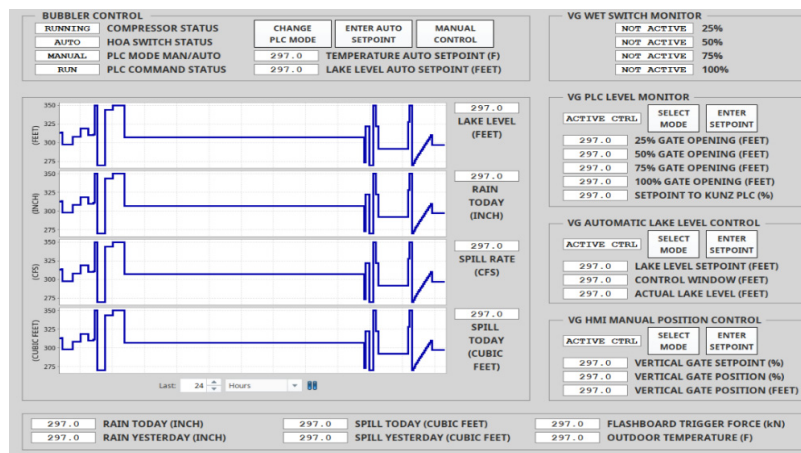
The HMI/STICS/Historian Project is 70% complete. All Human-Machine-Interface (HMI) screens have been built and most of the site-to-site SCADA connections are complete. The first phase of deployment is to finalize the central HQ site. Phase two consists of deployment to the remote sites.

Exciter Carbon Dust Collectors

The Exciter Carbon Dust Collectors Project is 100% complete. The project was an excellent team effort between SEAPA and Mersen USA PTT Corp. Since the dust collectors have been in place, staff has noted that over 95% of the dust evident prior to this installation has been collected (removed) from the exciter collector ring housing. This has prevented electrical tracking (discharge), reduced maintenance, and improved life and reliability of the units at both Swan and Tyee Lake facilities.

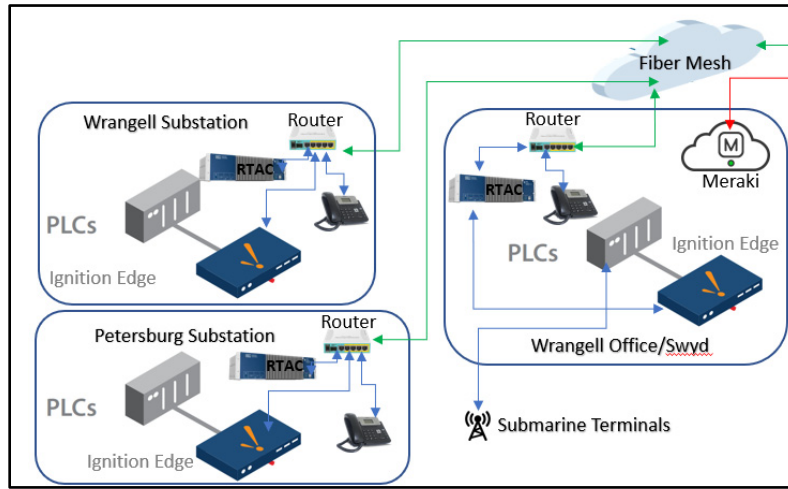


SWL De-Ice Gate Bubbler



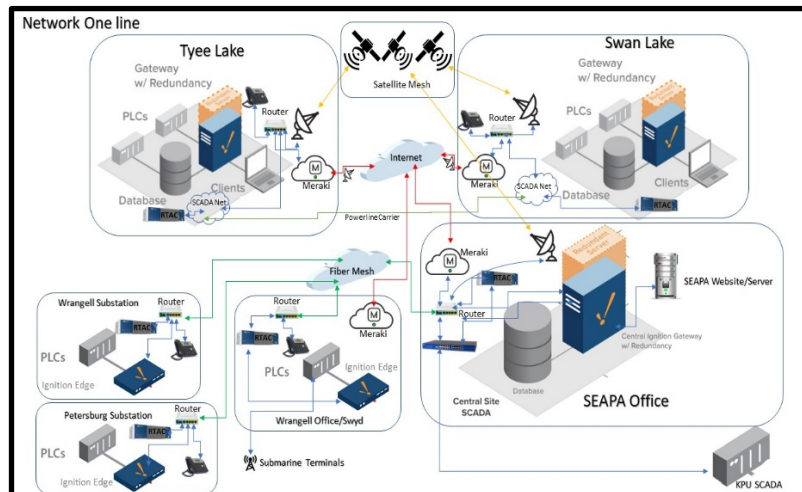
The Swan Lake De-ice Bubbler Automation Project is nearly complete. HMI screens, PLC programming and equipment have been procured, and installation is scheduled to occur in September 2021.

Petersburg and Wrangell Fiber Buildout



The design phase for the Petersburg and Wrangell Fiber mesh network is 100% complete. Installation (buildout) of the fiber drops is complete in Petersburg and currently scheduled for completion in Wrangell in September 2021. When complete, SEAPA's SCADA network to Petersburg and Wrangell will be Cyber-Secure on an isolated network.

Burnett Peak Microwave Decommissioning



As part of SEAPA's effort to increase cybersecurity and streamline the SEAPA SCADA network, reliability and security has significantly increased by removal of the Tyee-Burnett-Wrangell microwave link. The new Satellite mesh and HughesNet network(s) are 100% complete, saving SEAPA over \$6,000 per month (in perpetuity) for network, rack-space, and transport costs.



SOUTHEAST ALASKA POWER AGENCY

Date: August 23, 2021
To: Trey Acteson, Chief Executive Officer
From: Clay Hammer, Operations Manager
Re: September 9, 2021 Board Meeting Report

Report Topics	Page
➤ <i>Annual Transmission Line Maintenance</i>	1
➤ <i>Substation and Tyee Plant Breaker Testing</i>	3
➤ <i>Brushing Work</i>	4
➤ <i>GoPro Transmission Line Survey</i>	5
➤ <i>Tyee Plant PRV Valves</i>	7
➤ <i>Cleveland Peninsula Helipad Project</i>	8
➤ <i>Yard Lighting Project</i>	9
➤ <i>End of an Era</i>	10
➤ <i>Tyee Lake Report (including Safety Training)</i>	11

➤ ***Annual Transmission-Line Maintenance Work***

SEAPA's transmission line maintenance contractor, Electric Power Constructors (EPC), made short work of line inspections and a brief punch list of work items that needed to be addressed this season. All SEAPA-owned transmission structures are on a 10-year rotation for both visual and climbing inspections. This ensures that each structure over the entire 175 miles of line is closely inspected at least once every five years with any deficiencies addressed at the time they are noted. No major concerns were identified this season. Minor items such as six missing vibration dampers and various missing or faded guy guards were replaced on the spot. In addition to the inspection related work the crew also addressed the following:

- Inspected/adjusted yard switches in Wrangell Switchyard
- Changed out failing PT transformer in Tyee Switchyard
- Changed out failing transformers at Swan Lake Dam service line
- Changed out guy thimble inserts along Swan-Tyee Intertie Transmission Line

Wood Pole inspections were also performed along the Swan-Baily Transmission Line using the same IML Resistograph that SEAPA used to own. The results were promising. Of the 14 structures totaling 30 poles that were sampled, none indicated the need for immediate replacement. A total of 101 samples were taken and of those, only 12 were identified for future follow up.

EPC took full advantage of TEMSCO Helicopter's recent entrance into the External Human Cargo market using that service to access the tops of the structures where practical rather than accessing them from the ground. Prior to last season, this was not an option without out-of-state helicopter support. The service has expedited the amount of work that can be done in a day which ups production significantly.



EPC Line Crew at Work (Note absence of climbing ladders)



EPC Line Crew
Changing out
Guy Thimbles

➤ ***Substation and Tyee Plant Breaker Testing***

In conjunction with this year's annual maintenance outage, we were able to schedule breaker maintenance and testing in the Petersburg and Wrangell substations, and the Tyee plant. This is a five-year preventive maintenance task performed under contract with Specialty Engineering of Vancouver, Washington. Although the contractor did not report any major deficiencies at any of the locations, they did note that the age of the breakers in the Wrangell Substation is entering the end of their service life and parts are becoming harder to procure if repairs are needed.



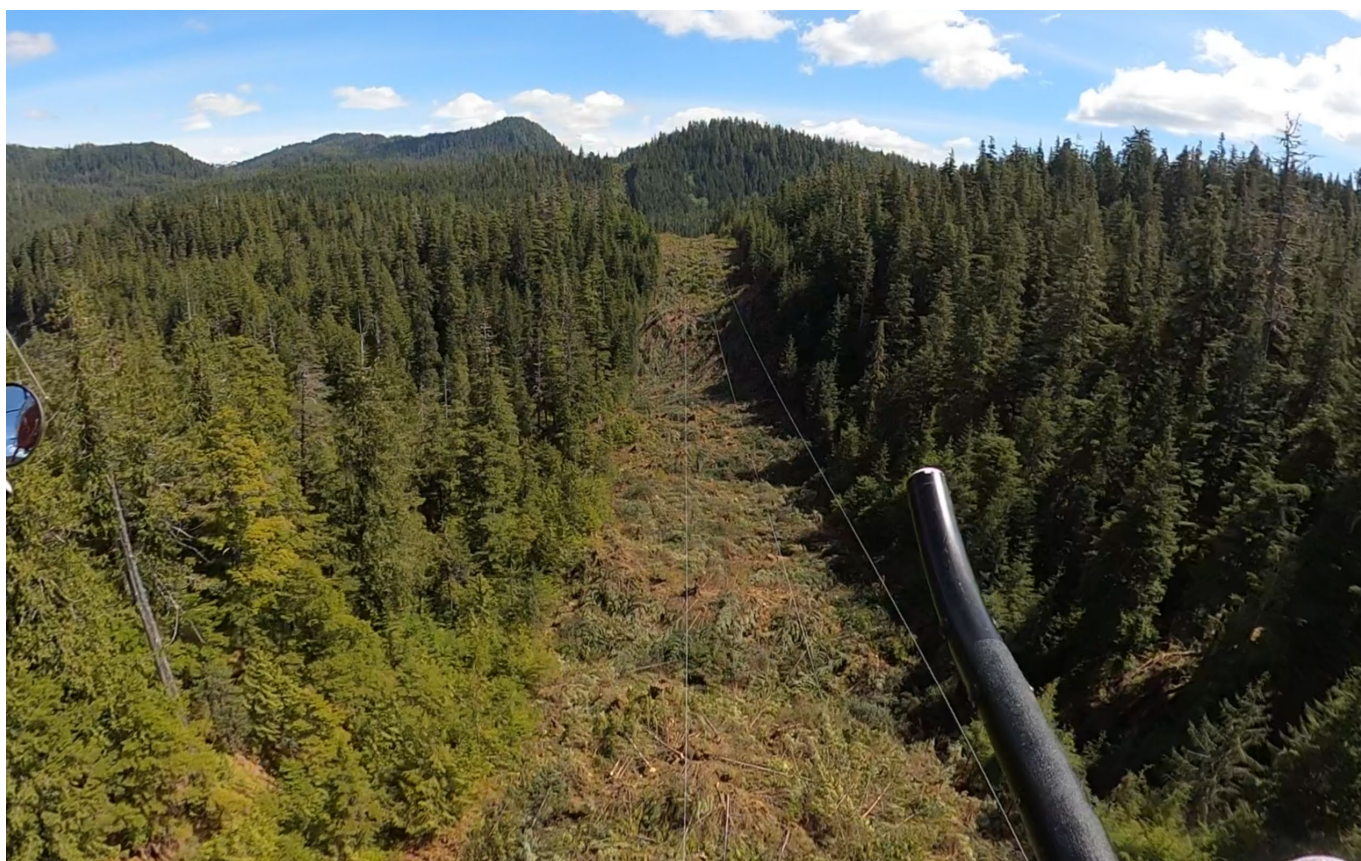
Wrangell Substation Westinghouse Type 150 DHS Circuit Breaker Circa 1983

➤ **Brushing Work**

Two Requests for Proposals issued in 2021 for contract brushing. One was for Vank Island between Wrangell and Petersburg and the other for Revillagigedo Island between Swan Lake and Ketchikan.

Bam LLC of Ketchikan was awarded both projects in two separate bids. Both contracts were completed on time and within budget. BAM has completed several comparable jobs like this in the past for SEAPA and this local knowledge was reflected in the quality of their bid applications and understanding of the scope of work. 57 acres were cleared by contract this season totaling 3.10 miles of right-of-way.

SEAPA's in-house brushing crew cleared 60 transmission line structures this season in preparation for annual transmission line maintenance, followed by the clearing of two acres along the Forgotten Line on Wrangell Island. The crew is currently at Woronkofski Island using SEAPA's Argo to access approximately four acres of right-of-way that needs to be cleared in that area. The crew also climbed and cleared several danger trees along the Mitkof Highway right-of-way that were not reachable by bucket truck. This work was done under the protection of a scheduled maintenance outage in conjunction with the Stikine Strait submarine cable work so all transmission and local power distribution could be de-energized allowing safe removal of the trees.



Recently Cut Right-of-Way (Swan-Bailey Transmission Line)

➤ **GoPro Transmission Line Survey**

Some changes in technology have come to pass in the three years since SEAPA first experimented with using a GoPro camera to record the length of all SEAPA managed transmission line right-of-ways. This survey method proved valuable for brush management and general line maintenance as it virtually affords visual access to any section of the line's right-of-way at our finger tips. Rather than charter a helicopter to visit a specific location staff and contractors alike can revisit those areas as often as required by simply accessing the video data base.

Since then GoPro has upped its game and now offers a camera that records in a Spherical 360-degree view. The results are stunning. Staff was able to partner with TEMSCO Helicopters this season by mounting a GoPro-Max and auxillary power pack on a special adapter attached to the airframe of the helicopter and again record all 175 miles of SEAPA-owned transmission lines. Viewers are now able to pull up specific locations along the line and manipulate the view by clicking on the screen and dragging up, down, left or right. This allows for a first-person view of any section of the line. The data will be archived and used for vegetation management as well as line maintenance review and contractor reference.



FAA and TEMSCO approved GoPro Mounting Configuration

The photos on the following pages are samples of GoPro views of a Wrangell landslide recorded simultaneously:





➤ ***Tyee Plant PRV Valves***

The Tyee Plant Pressure Reducing Valves were identified for replacement earlier this year after staff used up the last of the available repair kits and erosion problems were noted in the main body of the valves. Their replacement was budgeted for this fiscal year and replacements are currently on site. This project has been on hold pending other work and the procurement of unique high pressure pipe couplers to aid in not only this installation but future maintenance as well. The original installation was fit welded in place with no provisions for removing the valves for service work. Although couplers rated to take the potential 650 psi of pressure are not common, a source has been located and they have been ordered. This will greatly expedite the replacement process and that work is expected to be completed within the next month.



Roust-A-Bout 750 PSI coupler



Cashco Model DA1 Pressure Reducing Valve

➤ Cleveland Peninsula Helipad Project

There are 23 helipads along Cleveland Peninsula that need replacement. SEAPA planned to work out engineering and permitting aspects of the project with the Forest Service this year, then solicit bids for replacement of the 11 worst pads replaced in 2021 with the balance replaced in 2022. Tongass Engineering (TE) in Ketchikan contracted to do the work; however, they are also handling engineering and permitting aspects of the Submarine Cable Replacement Project at the Stikine Strait. This has taken more time and resources to complete than originally estimated so progress on the helipad project is on hold pending TE's completion of that work.



Helipad at Cleveland Peninsula

➤ ***Yard Lighting Project***

The yard lighting in Petersburg, Wrangell, and Tyee was identified as an area in need of an upgrade. The older-style incandescent bulbs and housings were approaching 40 years of service, prone to failure, and no longer an energy-efficient option compared to new LED options currently available. The placement of the lights was also problematic as some were mounted 30' off the ground requiring a manlift and in some cases, a line outage had to be scheduled for safety. Their replacement is budgeted as an R&R Project this year.

All parts for the replacement LED fixtures were recently received. The light poles have been stood down, trimmed to a more serviceable height, sand blasted, and repainted. So far, the lighting at Tyee has been replaced and is back in service with Wrangell and Petersburg to follow. These updated lights and fixtures will reduce energy consumption by 60% and be virtually maintenance free for years to come.



Modified Lamp Posts Receiving Final Coating of Marine-Grade Paint

➤ ***End of an Era / Burnett Peak Microwave Antenna Removal***

This season marks the end of an era in regard to internet and communications service at Tyee Lake. For years this service was provided over a Microwave shot from Etolin Island's Burnett Peak. This option was costly and would often be offline for weeks at a time due to weather conditions or technical problems associated with dated equipment no longer supported by industry. At this time, Tyee and Swan Lake have both been converted over completely to a satellite based system with a power line carrier connection for voice and SCADA communications between the two plants.

The microwave antenna will be scrapped and disposed of at Wrangell's Waste Transfer Facility.



SEAPA-owned Microwave Antenna Retired from Burnett Peak

➤ **Tyee Lake Report**

The Tyee Lake Crew continues to stay busy with the regularly scheduled Preventive Maintenance items and plant work. In addition to their routine duties, the crew also accomplished the following:

- *Graded and compacted the Tyee Airstrip*
- *Upgraded the Forest Service crew cabin water lines*
- *Mowed brush along the roadways and air strip*
- *Wired in Gate House HPU and Controls*
- *Installed LED yard lights at the Tyee Switchyard*
- *Installed new brushes and carbon dust collectors for both Tyee units*
- *Mapcon Training*

Safety Training this quarter included:

- ✓ ***Hazard Communication***
- ✓ ***Heat Stress***
- ✓ ***Confined Space overview***
- ✓ ***Heart Attack signs and symptoms***
- ✓ ***Hazardous Energy Control, Lock-Out / Tag-Out***
- ✓ ***Arc Flash Training***





SOUTHEAST ALASKA POWER AGENCY

Date: August 25, 2021
To: Trey Acteson, CEO
From: Ed Schofield: Power System Specialist
Re: September 9, 2021 Board Meeting Report

Swan Lake Operations & Maintenance Report

As is standard practice for SEAPA generating plants, most of the daily scheduled maintenance activities are dictated by an automated Preventative Maintenance Program known as MAPCON. MAPCON auto generates work tasks for each of SEAPA's assets. The work orders are generated on a time interval basis, with each work order having an assigned work task following industry standard maintenance practices. Each month throughout the year, work orders are generated and assigned by the Plant Foreman for each staff member. The number of generated work orders varies from month to month, averaging around a hundred per worker classification (electrical and mechanical).

In addition to scheduled preventative maintenance work orders, there are always unscheduled maintenance activities "equipment or infrastructure failures" that dictate time scheduling priorities.

Special project duties are also assigned each month to implement and complete continuous equipment facility upgrades.

MAPCON training was provided to all SEAPA Power Plant personnel in July. This is the second round of formal training sessions provided by SEAPA to assure the preventative maintenance program is effective and efficient.

Swan Lake personnel have completed the following plant improvement projects in 2021:

- Generator excitation brush carbon vacuum system.
- Four-Plex potable water filtration system.
- Swan Lake Dam spillway davit.

Federal Energy Regulatory Commission (FERC)

SEAPA's 2020 Dam Safety Surveillance and Monitoring Report was completed and submitted to the Federal Energy Regulatory Commission (FERC) in July 2021. This report is an annual FERC requirement that documents and reviews the Swan Lake dam and water conveyance infrastructure preventative maintenance. The Swan Lake annual FERC site inspection was performed in July by SEAPA as requested by FERC. The 2021 inspection report was also completed and submitted in July.

SEAPA Headquarters Update

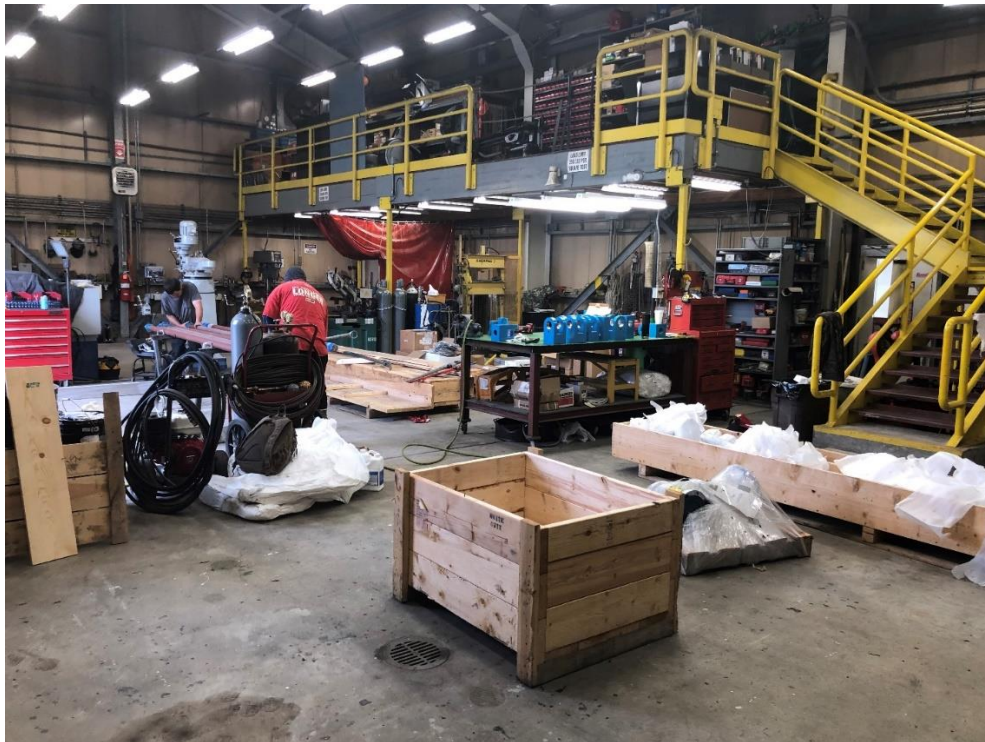
The SEAPA Headquarters is now at 65% design phase and proceeding to 100%. The facility layout is currently complete with all mechanical and electrical designs complete. The SEAPA Headquarters' design is a two-story facility with 3,225 square foot per floor. The ground floor will consist of a warehouse and Board meeting room. The second story will be offices and supporting facilities.

Tyee Lake Intake Gate HPU Reconditioning Project

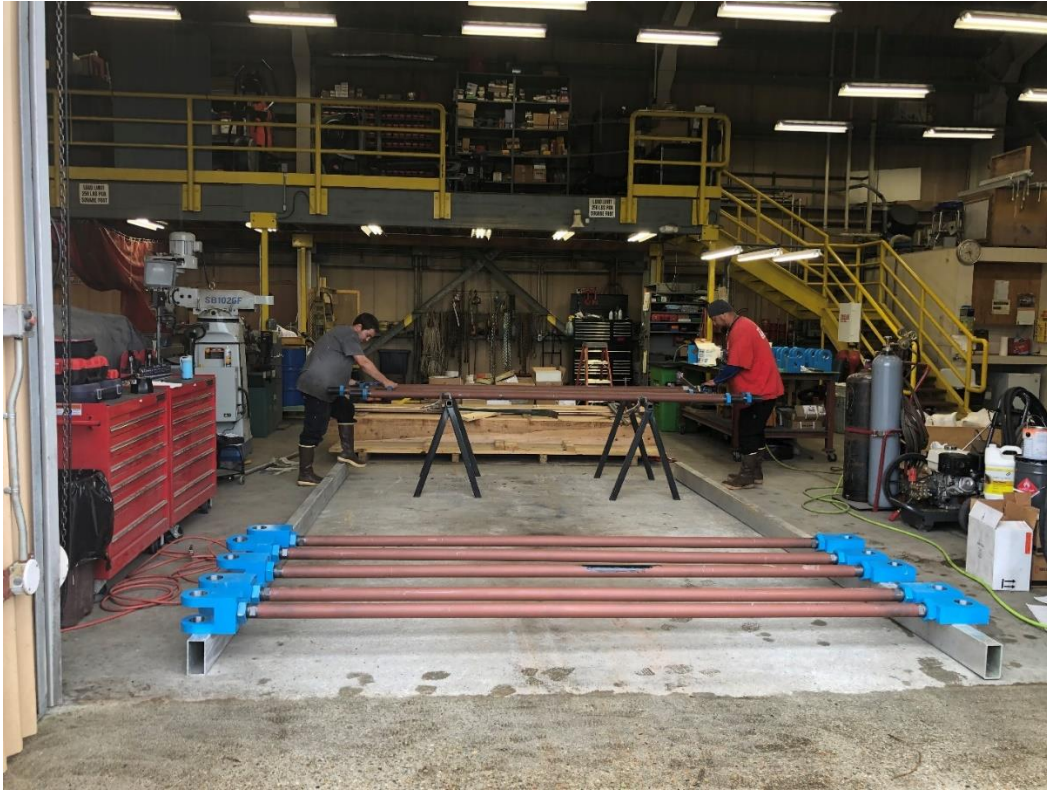
In 2016 a peer review of the Tyee Plant was performed at SEAPA's request by the Bureau of Reclamation's Power Review of Operation & Maintenance team (PRO&M). One of the items noted by the PRO&M team was the insufficient documentation of maintenance for the Tyee Lake Intake Gate. After further investigation it was determined that the intake gate's hydraulic power unit (HPU) was plagued with electrical control system issues due to water intrusion.

SEAPA developed a plan in 2018 to relocate the HPU to an above-ground location to make the operation and maintenance of the HPU user friendly. The HPU was removed from the gate shaft in September 2020, reconditioned, and installed at ground elevation at the Gatehouse. During this same time, the gate lifting cylinder was rebuilt.

In August 2021 the gate was removed from elevation 1217' to be reconditioned. The gate seals and bearings were disassembled and replaced if required. The gate's coal tar coating was reconditioned, and all 18 gate stems replaced. The gate's control system limit switch was installed, and the gate was placed back in service. Photos of the project follow:



Intake Gate new parts staged within the Tyee Maintenance Shop for transfer to the Gatehouse



Assembling new gate stems in the Tyee Maintenance Shop



New gate stems staged for transfer via helicopter to the Gatehouse





Gatehouse (view from helicopter)



Gatehouse



Transferring new gate stems to Gatehouse



New gate stems staged to lower down gate shaft



HPU Limit Switch installed at 1610' deck



Intake Gate HPU at new ground level elevation 1615'



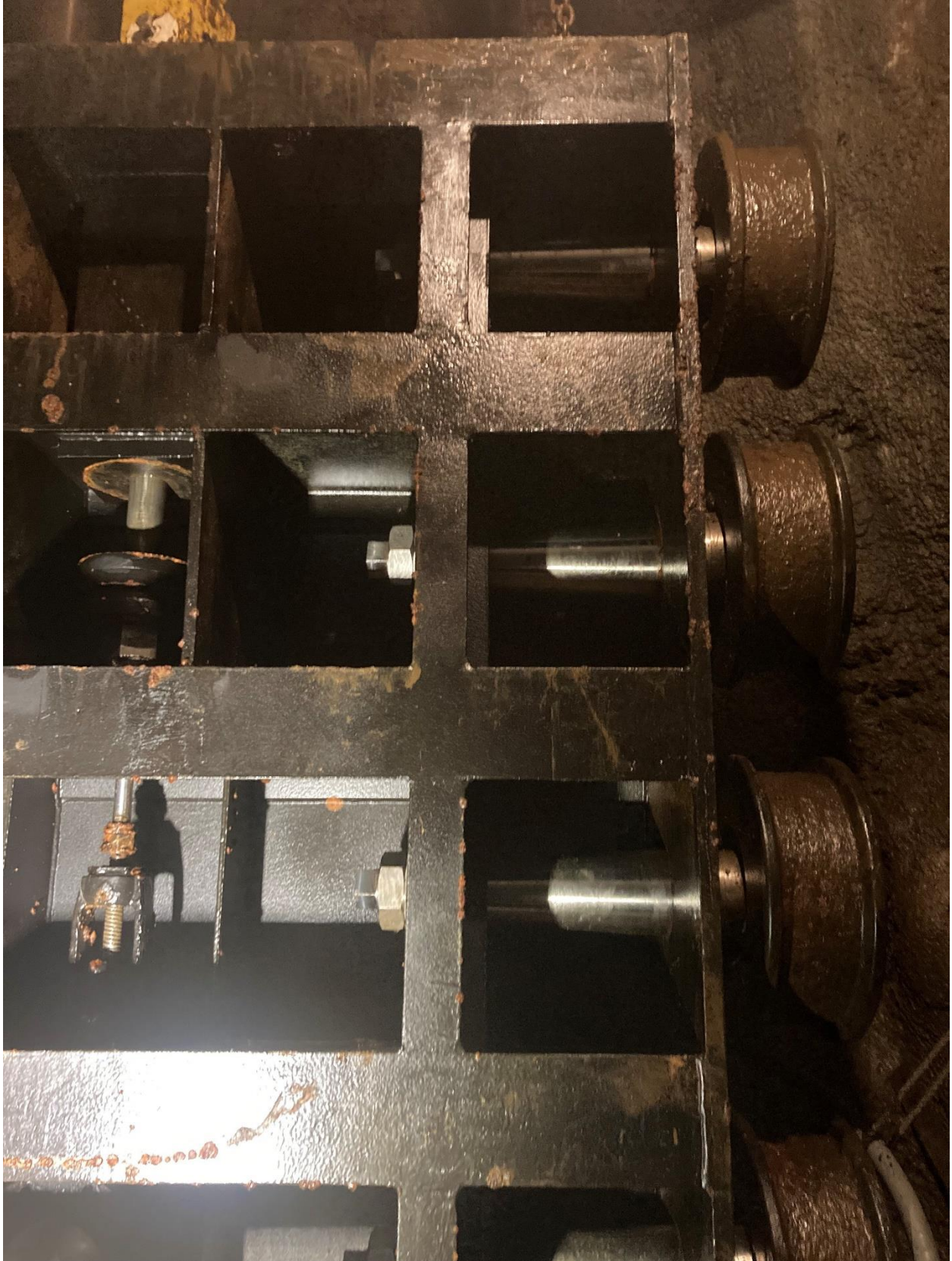
Installing Limit Switch 1610' Deck



Tyee Bunkhouse



Tyee Gate disassembly of guide rollers



Gate slow-fill Valve Stem disassembly



Gate Guide Roller Axle



Gate Guide Roller



Gate Downstream Face Seal



Intake Gate in maintenance harness



Gate Shaft Access Ladder System



Rebuilding gate guide rollers at elevation 1417' Maintenance Deck



Gate guide rollers



Intake Gate on Maintenance deck

2021 Swan Lake Safety Training



May:

- Ladders and Falls
 - Training topics included Stand Down for Safety, Basic Hand Signals for Rigging/Slinging Operations, and Practical Operation of Fall Arrest Systems

June:

- Rigging
 - Covered basics of rigging for lifting operations. A video was presented with practical on-site application, followed by discussion.
- Heat Stress
 - Reviewed health concerns related to heat: fatigue, exhaustion, fainting, stroke, and rash. Discussed areas in the workplace that heat could become problematic and how to mitigate any dangers.
- Lock Out / Tag Out
 - A video titled "Block the Shock" was presented followed by a discussion of current practices, improving practices, job hazard activities, etc.

July:

- Confined Space Refresher
 - Discussion centered around various tanks or enclosure on site and how the confined space three-question rule applies
 - Reviewed handouts, Confined Space worksheet, and applicable HASP section that is applicable
 - A short video was presented regarding personal responsibility regarding confined space, entrant, attendant, and competent person
- Heart Attack vs Heart Burn
 - A handout was provided followed by discussion regarding a heart attack and understanding the differences from heartburn



SEAPA 2021 BOARD MEETING DATES

Date(s)	Weekday(s)	Meeting Venue	Comments
September 9	Thursday	Ketchikan	Meeting held electronically via Zoom
December 10	Friday	TBD	Meeting may be held in-person in Ketchikan or virtually pending Board consensus

2021

JANUARY

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FEBRUARY

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MARCH

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JULY

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AUGUST

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NOVEMBER

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DECEMBER

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Jan 01 New Year's Day
Feb 15 Presidents' Day
May 09 Mother's Day
Jun 20 Father's Day
Sep 06 Labor Day
Nov 11 Veterans Day

Jan 18 M.L. King Day
Apr 02 Good Friday
May 31 Memorial Day
Jul 04 Independence Day
Oct 11 Columbus Day
Nov 25 Thanksgiving Day

Feb 14 Valentine's Day
Apr 04 Easter Sunday
Jun 04 National Donut Day
Jul 05 Independence Day Holiday
Oct 31 Halloween
Dec 25 Christmas

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(See attached for additional information on 2021 meeting dates and events)

2021 MEETING DATES | EVENTS

DATE	ORGANIZATION/EVENT	LOCATION
JANUARY		
1	SEAPA Holiday (New Year's Day)	N/A
4	Petersburg Borough Assembly	Petersburg
7	Ketchikan City Council	Ketchikan
12	City & Borough of Wrangell Assembly	Wrangell
19	Petersburg Borough Assembly	Petersburg
21	Ketchikan City Council	Ketchikan
26-28	APA Manager's Forum, State Legis. Conf & Board of Directors Mtgs	Virtual
FEBRUARY		
1	Petersburg Borough Assembly	Petersburg
4	Ketchikan City Council	Ketchikan
9	City & Borough of Wrangell Assembly	Wrangell
9-10	SE Conference Mid-Session Summit	Virtual
15	SEAPA Holiday (President's Day)	N/A
16	Petersburg Borough Assembly	Petersburg
17-18	NWHA Camp & Annual Conference (& FERC Meeting?-TBD)	Virtual
18	Ketchikan City Council	Ketchikan
23	City & Borough of Wrangell Assembly	Wrangell
26 (Friday)	SEAPA BOARD MEETING	VIRTUAL
MARCH		
1	Petersburg Borough Assembly	Petersburg
1	Ketchikan Gateway Borough Assembly	Ketchikan
4	Ketchikan City Council	Ketchikan
9	City & Borough of Wrangell Assembly	Wrangell
15	Petersburg Borough Assembly	Petersburg
15	Ketchikan Gateway Borough Assembly	Ketchikan
18	Ketchikan City Council	Ketchikan
23	City & Borough of Wrangell	Wrangell
APRIL		
1	Ketchikan City Council	Ketchikan
5	Petersburg Borough Assembly	Petersburg
5	Ketchikan Gateway Borough Assembly	Ketchikan
8-9	NWHA Strategic Planning Meeting	TBD
13	City & Borough of Wrangell Assembly	Wrangell
TBD	SEAPA Audit	SEAPA Office
15	Ketchikan City Council	Ketchikan
19	Petersburg Borough Assembly	Petersburg
19	Ketchikan Gateway Borough Assembly	Ketchikan
27	City & Borough of Wrangell Assembly	Wrangell
28--30	NHA Water Power Week	Virtual
MAY		
3	Petersburg Borough Assembly	Petersburg
3	Ketchikan Gateway Borough Assembly	Ketchikan
6	Ketchikan City Council	Ketchikan
11	City & Borough of Wrangell Assembly	Wrangell
13	SEAPA BOARD MEETING	Virtual
17	Petersburg Borough Assembly	Petersburg
17	Ketchikan Gateway Borough Assembly	Ketchikan
20	Ketchikan City Council	Ketchikan
25	City & Borough of Wrangell Assembly	Wrangell
31	SEAPA Holiday (Memorial Day)	N/A
JUNE		
3	Ketchikan City Council	Ketchikan
6-11	APA Federal Legislative Conference	Washington, DC
7	Petersburg Borough Assembly	Petersburg
7	Ketchikan Gateway Borough Assembly	Ketchikan
8	City & Borough of Wrangell Assembly	Wrangell
17	Ketchikan City Council	Ketchikan
21	Petersburg Borough Assembly	Petersburg
21	Ketchikan Gateway Borough Assembly	Ketchikan
22	City & Borough of Wrangell Assembly	Wrangell

JULY		
1	Ketchikan City Council	Ketchikan
5	SEAPA Holiday (Independence Day)	N/A
6	Petersburg Borough Assembly	Petersburg
6	Ketchikan Gateway Borough Assembly	Ketchikan
13	City & Borough of Wrangell	Wrangell
15	Ketchikan City Council	Ketchikan
19	Petersburg Borough Assembly	Petersburg
19	Ketchikan Gateway Borough Assembly	Ketchikan
19-22	AEGIS POLICY HOLDER'S CONFERENCE	Las Vegas
27	City & Borough of Wrangell Assembly	Wrangell
AUGUST		
2	Petersburg Borough Assembly	Petersburg
2	Ketchikan Gateway Borough Assembly	Ketchikan
5	Ketchikan City Council	Ketchikan
10	City & Borough of Wrangell Assembly	Wrangell
16	Petersburg Borough Assembly	Petersburg
16	Ketchikan Gateway Borough Assembly	Ketchikan
19	Ketchikan City Council	Ketchikan
24	City & Borough of Wrangell Assembly	Wrangell
SEPTEMBER		
2	Ketchikan City Council	Ketchikan
6	SEAPA Holiday (Labor Day)	N/A
7	Petersburg Borough Assembly	Petersburg
7	Ketchikan Gateway Borough Assembly	Ketchikan
9 (Thurs)	SEAPA BOARD MEETING	Virtual
14	City & Borough of Wrangell Assembly	Wrangell
14-16	Southeast Conference Annual Meeting	Haines
16	Ketchikan City Council	Ketchikan
20	Petersburg Borough Assembly	Petersburg
20	Ketchikan Gateway Borough Assembly	Ketchikan
28	City & Borough of Wrangell Assembly	Wrangell
OCTOBER		
4	Petersburg Borough Assembly	Petersburg
7	Ketchikan City Council	Ketchikan
12	City & Borough of Wrangell Assembly	Wrangell
18	Petersburg Borough Assembly	Petersburg
18	Ketchikan Gateway Borough Assembly	Ketchikan
21	Ketchikan City Council	Ketchikan
26	City & Borough of Wrangell Assembly	Wrangell
NOVEMBER		
1	Petersburg Borough Assembly	Petersburg
1	Ketchikan Gateway Borough	Ketchikan
1	Ketchikan Gateway Borough Assembly	Ketchikan
4	Ketchikan City Council	Ketchikan
9	City & Borough of Wrangell Assembly	Wrangell
11	SEAPA Holiday (Veteran's Day)	N/A
15	Petersburg Borough Assembly	Petersburg
15	Ketchikan Gateway Borough	Ketchikan
18	Ketchikan City Council	Ketchikan
23	City & Borough of Wrangell Assembly	Wrangell
25-26	SEAPA Holiday (Thanksgiving & Day After)	N/A
DECEMBER		
2	Ketchikan City Council	Ketchikan
2	Ketchikan Gateway Borough Assembly	Ketchikan
6	Petersburg Borough Assembly	Petersburg
10 (F)	SEAPA BOARD MEETING	TBD
14	City & Borough of Wrangell Assembly	Wrangell
16	Ketchikan City Council	Ketchikan
20	Petersburg Borough Assembly	Petersburg
20	Ketchikan Gateway Borough Assembly	Ketchikan
23-24	SEAPA Holidays (Christmas Eve and Christmas Day)	N/A
28	City & Borough of Wrangell Assembly	Wrangell

(Meetings noted on the calendar above are estimated as a result of the schedule below)

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|--|--------------------------------|
| ➤ Petersburg Borough Assembly Meetings | 1st & 3rd Monday every month |
| ➤ Ketchikan Gateway Borough Assembly Meetings | 1st & 3rd Monday every month |
| ➤ City & Borough of Wrangell Assembly Meetings | 2nd & 4th Tuesday every month |
| ➤ Ketchikan City Council Meetings | 1st & 3rd Thursday every month |