

# Southeast Alaska Power Agency Special Meeting Minutes

Location: SEAPA Headquarters, Ketchikan

Date: August 30, 2023

Time: 8:00 a.m. AKDT

## Agenda Items

### 1) Call to Order

#### A. Roll Call.

Chairperson Sivertsen called the special meeting to order at 8:00 a.m. AKDT on August 30, 2023. 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	IP	Andy Donato	IP	Swan Lake	Ketchikan
Abby Bradberry	IP	Delilah Walsh	IP	Swan Lake	Ketchikan
Janalee Gage	IP	Jeremy Bynum	IP	Swan Lake	Ketchikan
Jeff Good	IP	Mark Walker	E	Tyee Lake	Wrangell
Bob Lynn	IP	Karl Hagerman	IP	Tyee Lake	Petersburg

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

Staff	Present Electronically (E) In Person (IP) or Telephonically (T)	Staff/Counsel	Present Electronically (E) In Person (IP)
Robert Siedman, CEO	IP	Sharon Thompson, EA/CA	IP
Clay Hammer, Operations Mgr.	IP	Marcy Graves, Admin. Asst.	IP
Ed Schofield, Power Sys. Sp.	IP	Joel Paisner, SEAPA Counsel	IP
Kay Key, Controller	IP		

#### B. Communications / Lay on the Table Items: None

#### C. Disclosure of Conflicts of Interest: None

### 2) Approval of the Agenda

Chairperson Sivertsen requested a motion to approve the Agenda.

➤ Motion	M/S (Bradberry/Lynn) to approve the Agenda as presented. The motion was approved unanimously by polled vote.	✓ Action 23- 1063
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### 3) Persons to be Heard: None

### 4) New Business

#### A. Consideration of SEAPA's 2024 Administrative Employee Group Benefits



➤ Motion	M/S (Lynn/Bradberry) to renew the NRECA 2024 employee group benefits as presented. The motion was approved unanimously by polled vote.	✓ Action 23- 1064
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**B. Sole Source Request Re FERC Part 12 Independent Consultant**

➤ Motion	M/S (Lynn/Bradberry) to enter into a sole-source Contract with Schnabel Engineering, LLC to serve as SEAPA's Independent Consultant for the 2024 Swan Lake Hydroelectric Facility FERC Part 12 Report for the not-to-exceed value of \$77,0000, plus a 10% contingency for a total of \$84,700. The motion was approved unanimously by polled vote.	✓ Action 23- 1065
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**C. FY2022 Audited Financial Statements Presentation by Joy Merriner/BDO**

➤ Motion	M/S (Lynn/Good) to accept the Audited Financial Statements of the Southeast Alaska Power Agency for the year ended December 31, 2022 as presented at the August 30, 2023 board meeting. Following Ms. Merriner's presentation of the audited financial statements, the motion was approved unanimously by polled vote.	✓ Action 23- 1066
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The meeting recessed at 9:05 a.m. and resumed at 9:10 a.m.

**5) WORKSHOP**

The Chair announced that the meeting would move into Item 5 under the Agenda to hold a Workshop. He introduced and provided a brief bio on each of the consultants present at the meeting scheduled to present their respective topics of information.

**A. Financial Statement Training (Joy Merriner, CPA, BDO USA, LLP)**

Joy Merriner opened her presentation discussing the fiduciary responsibility of board members and provided an overview of financial statements, which included financial reporting and compliance, elements and evaluation of internal controls, historical financial metrics, and key financial ratios. In closing, she fielded questions and comments from directors.

**B. Relicensing Strategy (Finlay Anderson/Betsy McGregor, Kleinschmidt Associates)**

Consultants Anderson and McGregor provided an overview of why SEAPA's projects need to be relicensed, the process required by the Federal Energy Regulatory Commission (FERC) and discussed key documents, milestones and content requirements of the final license application. Options that may be considered for strategic considerations, schedule and process decisions and recommendations, and budget ranges for the processes were also discussed. Their team fielded director inquiries and comments.

The meeting recessed at 11:05 a.m. and resumed at 11:20 a.m.

**C. Load Growth Study Results (Ben Haight/Kirsten Shelton, Respec Co. LLC)**

Ben Haight, Kirsten Shelton, and Salena Hontz presented results of a Load Growth Study pertaining to electrification that they developed for the Agency, and fielded various director questions and comments.

The meeting recessed at 12:35 p.m. for lunch and resumed the Workshop at 1:00 p.m.

**D. SEAPA 2023-2028 Strategic Plan (SEAPA CEO & Counsel Presenting)**



The CEO opened with a recap of the strategic plan work session that took place in 2020 noting that the intent of this part of the workshop is to develop a 2023-2028 strategic plan and revisit the objectives developed for the 2020 plan to determine whether the objectives were met, or if they are still an objective, or whether the objective should be changed. He directed attention to Question 1 in a workbook prepared for the session. Directors discussed Questions 1 through 31 and determined the remainder of the workshop would be continued at the next board meeting.

The meeting recessed at 2:39 p.m. and resumed at 2:59 p.m.

<b>Motion</b>	M/S (Abby/Lynn) to move out of the Workshop and back into regular session. The motion was approved unanimously by polled vote.	✓ Action 23-1067
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**4) New Business continued:**

D. *Reserved for Possible Action Following Workshop*

<b>Motion</b>	M/S (Good/Gage) to approve Resolution No. 2023-093 authorizing staff to submit a renewable energy grant application to the Alaska Energy Authority for its Renewable Energy Fund Round 16 Grant Program, and authorize Robert Siedman, CEO, to sign the stated grant application, commit to the obligations under the grant, including the \$3.5 million matching resources already approved for the Project, and to act as an established point of contact, take all necessary steps to complete the grant process, and represent the Southeast Alaska Power Agency for purposes of the stated grant application. The motion was approved unanimously by polled vote.	✓ Action 23-1068
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**6) Next Meeting Dates**

The Chair announced the next regular board meeting will be on September 28 and 29 in Petersburg.

**7) Director Comments**

Directors exchanged various comments.

**8) Adjourn**

The Chair requested a motion to adjourn.

<b>Motion</b>	M/S (Bradberry/Lynn) to adjourn the meeting. The Chair announced the meeting adjourned after no objections were heard.	✓ Action 23-1049
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The meeting adjourned at 5:00 p.m.

**Signed:**

  
Secretary/Treasurer

**Attest:**

  
Chairperson

