



SOUTHEAST ALASKA POWER AGENCY

Regular Board Meeting AGENDA

(To be held Telephonically¹)

March 31, 2020 SEAPA BOARD MEETING

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

For telephonic participation dial:

**1-800-315-6338 or 1.913.904.9376
Access Code 73272#**

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. December 12, 2019 Minutes of Regular Board Meeting
 - B. February 21-22, 2020 Minutes of Special Board Meeting
 - C. March 10, 2020 Minutes of Special Board Meeting

5. Financial Reports
 - A. CEO Financial Memo
 - B. Controller Memo
 - C. kWh Graph
 - D. Fund Graph
 - E. Grant Summary
 - F. Financial Statements - December 2019 (Fiscal Year-to-Date)
 - G. Disbursements

6. Old Business
 - A. Consideration and Approval of CEO Contract
 - B. March 2020 Operations Plan Update

¹ Due to recommendations from the Center for Disease Control and its social distancing guidelines, this meeting of the Board of Directors of the Southeast Alaska Power Agency will be held electronically.

7. New Business
 - A. Consideration and Approval of 2020 Mitkof Island Brushing Contract
 - B. Consideration and Approval of 2020 Neets Bay Brushing Contract
 - C. Consideration and Approval of Budget Increase to FY2020 Operating Budget for Completion of Swan Lake Mapcon Review
 - D. Consideration and Approval of Budget Increase to FY2020 Operating Budget for Transformer Testing
 - E. Consideration and Approval of SEAPA 2020 Swan Lake Fixed Wing Aircraft Services Contract
8. CEO Report
9. Staff Reports
 - A. Power System Specialist Report (*Schofield*)
 - B. Director of Engineering and Technical Services (*Siedman*)
 - C. Operations Manager Report (*Hammer*)
10. Next Meeting Dates
11. Director Comments
12. Adjourn



Minutes of Regular Meeting

December 12, 2019

Cape Fox Lodge
Ketchikan, Alaska

(An audio recording of this meeting is available on SEAPA's website at www.seapahydro.org)

1) Call to Order

A. Roll Call

Chairman Sivertsen called the meeting to order at 9:00 a.m. AKST on December 12, 2019. The following directors and alternates were present, thus establishing a quorum of the board:

Director	Alternate	Representing	
Karl Amylon		Swan Lake	Ketchikan
Robert Sivertsen	Jack Davies	Swan Lake	Ketchikan
Dick Coose	Cliff Skillings	Swan Lake	Ketchikan
Bob Lynn	Robert Larson	Tyee Lake	Petersburg
Steve Prysunka	Lisa Von Bargaen ¹	Tyee Lake	Wrangell

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

Trey Acteson, Chief Executive Officer	Clay Hammer, Operations Manager
Ed Schofield, Power System Specialist	Robert Siedman, Dir. of Eng & Tech Svc.
Kay Key, Controller	Sharon Thompson, Ex Asst/Cont Admin
Marcy Hornecker, Administrative Asst.	Joel Paisner, Ascent Law Partners, LLC

B. Communications/Lay on the Table Item(s):

- (1) Memo Re FY2019 Audited Financial Statements

C. Disclosure of Conflicts of Interest:

- (1) Mr. Skillings disclosed that he provided concrete prices to a bidder on the Swan Lake Housing Replacement Project

2) Approval of the Agenda

➤ Motion	M/S (Lynn/Coose) to approve the agenda as presented. Motion approved unanimously by polled vote.	Action 19-780
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3) Proclamation Honoring Board Service

Chairman Sivertsen read a Proclamation recognizing, thanking, and honoring board members Andy Donato, Jack Davies, and Dick Coose, who will not be serving on the board in calendar year 2020, for their dedication of service and support of hydropower in Southeast Alaska.

4) Persons to be Heard: None.

¹ Ms. Von Bargaen joined the meeting at 9:13 a.m.

5) Review and Approve Minutes

➤ Motion	M/S (Prysunka/Coose) to approve the minutes of the regular meeting of September 26-27, 2019 and special meeting of October 30, 2019. Motion approved unanimously by polled vote.	Action 19-781
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6) Financial Reports

A-G *CEO Financial Memo - Year-to-Date Financial Statements through October 2019*

➤ Motion	M/S (Lynn/Coose) to accept disbursements for September, October and November 2019 totaling \$1,968,685.30 and financial statements for October 2019, as presented. Following Mr. Acteson's review on the Agency's financial position, revenue and expenses, R&R projects and one open grant, the motion was approved unanimously by polled vote.	Action 19-782
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H *Presentation and Acceptance of FY19 Audited Financials*

➤ Motion	M/S (Prysunka/Lynn) to accept the Southeast Alaska Power Agency's (SEAPA) Fiscal Year 2019 Audited Financial Statements as presented in the December 12, 2019 SEAPA Board Packet.	Action 19-783
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Mr. Acteson reported that the Agency's financial statements for its fiscal year ending June 30, 2019 were audited by BDO USA, LLP and that BDO's Assurance Partner, Joy Merriner, would be calling in to the meeting to present and review the audited statements.

The meeting recessed at 9:20 a.m. and resumed at 9:30 a.m.

Joy Merriner joined the meeting telephonically to review the Agency's audited financial statements and respond to director's questions and comments. She noted a significant transaction was the bond refunding as \$5.59 million in Series 2009 bonds were refinanced through the Alaska Municipal Bond Bank. She covered the key highlights and results of the audit. She reported that SEAPA's accounting practices and policies are appropriate, comply with generally accepted accounting principles and industry practice, were consistently applied during the audited period, and adequately described in the financial statements. She thanked and commended the Agency's Controller, management and staff on the positive results of the audit.

Following Ms. Merriner's report a vote was taken on the motion to accept the FY2019 Audited Financial Statements as presented and unanimously approved.

7) Old Business

A. *Executive Session Re CEO Contract*

➤ Motion	M/S (Prysunka/Lynn) to recess into an Executive Session to be conducted pursuant to SEAPA's Bylaws consistent with Alaska Statute 44.62.310 for discussions on the Agency's CEO contract, and possible discussions on other related matters, which may involve subjects or other matters that tend to prejudice the reputation and character of a person. Motion approved unanimously by polled vote.	Action 19-784
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The meeting recessed at 10:02 a.m. for the executive session and reconvened at 11:57 a.m. Chairman Sivertsen announced that the board met in executive session, had discussions, and will recess for lunch.

The meeting reconvened at 12:45 p.m. The Chair read the following motion resulting from the executive session:

➤ Motion	M/S (Sivertsen/Coose) to (1) create a subcommittee to provide a review of the CEO and the mutual development of a work plan for growth and development over the next year, (2) set a date to meet with the CEO and the subcommittee in December or January, and (3) after the Board and CEO agree on the growth and development plan, a contract will be submitted for ratification no later than the next regular board meeting for a three-year contract with an annual 3% COLA. Motion approved unanimously by polled vote.	Action 19-785
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Following approval of the motion, the Chair announced that the subcommittee will consist of board members Cliff Skillings, Bob Lynn, and Lisa Von Bargaen.

8) New Business

A. *Consideration and Approval of Swan Lake Housing Four-Plex Contract*

➤ Motion	M/S (Coose/Prysunka) to authorize staff to enter into a contract with Byron Construction LLC for SEAPA's R&R Project 286-18 for the Swan Lake Housing Replacement Contract for the lump-sum bid amount of \$749,434, plus a 2.5% contingency of \$18,735 for the total not-to-exceed amount of \$768,169. Following Mr. Skillings disclosure that he provided the successful contractor with prices for concrete and a discussion by Mr. Schofield on the bids received, the motion was approved unanimously by polled vote.	Action 19-786
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B. *Consideration and Approval of 2020 Annual Transmission Line Maintenance Contract*

➤ Motion	M/S (Prysunka/Lynn) to authorize staff to enter into an amendment to SEAPA's Contract No. 17022 for 2017-2019 annual transmission line maintenance with Electric Power Constructors, Inc. for SEAPA's 2020 Transmission Line Maintenance for the lump-sum value of \$800,096.27, plus a 10% contingency of \$80,009.63 for supplemental or emergency work, for a total of \$880,105.90. Motion approved unanimously by polled vote.	Action 19-787
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C. *Presentation, Consideration, and Approval of FY2020 SEAPA Budget*

➤ Motion	M/S (Sivertsen/Amylon) to approve the Southeast Alaska Power Agency FY2020 Operating Revenue and Expense Budget in the amount of \$4,988,869 and Non-Operational Income and Costs in the amount of \$4,379,943.	Action 19-788
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Mr. Acteson opened budget discussions reporting that the proposed FY2020 budget will be a comparison year over year to the FY19 budget and is based on the premise of a 7.3 cent/kWh wholesale power rate. He noted the rate has been flat for over 22 years essentially meaning the rate has actually gone down because there have not been any adjustments for inflation although potential small incremental rate increases have been discussed at the board level off and on over the years. He explained the catalysts for presenting the increase recognizing that the member utilities would need time to integrate it into their business plans and budgets. He reviewed a summary of the FERC codes line by line and responded to director questions/comments.

The meeting recessed at 2:05 p.m. and reconvened at 2:19 p.m.

A consensus was reached that a vote on the budget should be deferred until after the board has discussed the wholesale power rate.

➤ Motion	M/S (Sivertsen/Lynn) to defer a vote on the 2020 operating budget until after the discussion of raising the wholesale power rate by half a cent. Motion approved unanimously by polled vote.	Action 19-789
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D. *Consideration and Approval of FY2020 Wholesale Power Rate*

➤ Motion	M/S (Prysunka/Lynn) to approve setting SEAPA's wholesale power rate at 7.3 cents/kWh for January through December 2020.	Action 19-790
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Directors voiced various concerns about raising the wholesale power rate. By a showing of four hands supporting a special board meeting in Seattle for a strategic planning workshop, it was determined that directors would consider further discussions at that time. The following motion was presented to amend the motion on the floor to decrease the proposed wholesale power rate from 7.3 to 6.8 cents/kWh.

➤ Motion	M/S (Prysunka/Lynn) to amend the motion regarding SEAPA's wholesale power rate to establish the rate at 6.8 cents/kWh. Motion approved unanimously by polled vote.	Action 19-791
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A vote was taken on the main motion, as amended, to set SEAPA's wholesale power rate at 6.8 cents/kWh for January through December 2020. The motion passed unanimously.

➤ Motion	M/S (Prysunka/Lynn) to approve the Current R&R Projects' Fiscal Year 2020 budget in the amount of \$2,877,803 and New Fiscal Year 2020 R&R Projects as presented in the amount of \$696,530. Following a line by line review of the current and new proposed R&R projects, the motion was approved unanimously by polled vote.	Action 19-792
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Chairman Sivertsen directed discussion back to the Operating Budget noting that the decrease in the wholesale power rate presents a change in the proposed budget's operating revenue from \$12,227,594 to 11,390,293 for a net gain/loss from operations of 4,151,568. He requested a motion to amend the Operating Budget accordingly.

➤ Motion	M/S (Prysunka/Amylon) to amend SEAPA's FY2020 Operating Revenue and Expense Budget from \$4,988,869 to \$4,151,568. The Chair noted that the reduction of operating revenue changes the overall Net Gain/(Loss) in the budget to a deficit of \$228,374. Mr. Acteson advised that although the amendment to the Operating Budget presents a deficit, the budget is simply a planning document subject to daily active management decisions affording the flexibility of decreasing spending as necessary to stay within or under the budget. The motion to amend was approved unanimously by polled vote.	Action 19-793
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The Chair requested a vote on the main motion to approve SEAPA's FY2020 Operating Revenue and Expense Budget as amended. The main motion, as amended, was unanimously approved.

E. *Consideration and Approval of SEAPA's FY2020 Operations Plan*

➤ Motion	M/S (Lynn/Coose) to approve the 2020 SEAPA Operations Plan as presented in the December 12, 2019 Board packet. Following a review and discussions of the proposed operating plan, the motion was approved unanimously by polled vote.	Action 19-794
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9) CEO Report

Mr. Acteson who serves on the Alaska Power Association's (APA) Government Affairs Committee and is also a Director on the APA Board reported that the APA Committee finalized APA's policy provisions which include both federal and state position statements and noted that both statements are included in the board packet for review. He reported he will be attending the APA's Manager's Forum on January 28th as Co-Chair to discuss both common and policy challenges and noted the managers also share best practice solutions and strategize how best to work together for unified support. He provided updates on the State-specific Roadless Rule and discussed SEAPA's position. He advised that the deadline is December 17th for submitting comments on the Draft Environmental Impact Statement. Mr. Acteson commended staff for their time and effort involved in migration of the Agency's accounting system software and noted that Standard Operating Procedures had been developed for flight operations and the dock facility at Swan Lake.

10) Staff Reports

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

Mr. Hammer reported that preliminary design work on a preferred road route and relocated small dock is the next goal in the Agency's efforts to improve access to its Tye Hydro Facility. He advised that since quotes received for the work were outside of the budget, the FY2020 budget includes an updated estimate for the Board's consideration. He provided updates on the Fire Control Panel Replacement at Tye and Swan-Tye Line Guy Thimble Project and advised that a DAIKIN 24,000 BTU heat pump with multizone capability is being considered to ease the cost of heating at the Wrangell Office and Warehouse. He discussed the Agency's Brushing Program and priority work for FY2020, delayed plans for replacing 10 failed helipads with new aluminum helipads currently in SEAPA's inventory and advised the next phase of wooden pole testing is scheduled for the Swan/Bailey transmission line. He noted the Swan/Bailey line is supported almost entirely by wood poles which will be sampled during the Spring 2020 maintenance outage. He closed his report with updates on the regularly scheduled and additional work that had taken place at the Tye Plant, and on-site safety training provided by SEAPA's safety consultant, TSS, Inc.

B. *Power System Specialist (Schofield)*

Mr. Schofield provided highlights of special projects performed by the Swan Lake crew outside of standard projects scheduled by MAPCON. He explained the MAPCON Program and the MAPCON training attended by crews at both plants noting implementation of new work order processes under the Program will enable the Agency to track and document maintenance tasks between rotating personnel and shift teams. He reported that an increase in the elevation of the Swan Lake reservoir enabled reassembly of the secondary reservoir debris boom so a majority of the floating debris remains contained in the main body of the reservoir which minimizes the amount of debris that has to be removed from the main spillway boom. He commended the Swan Lake crew's efforts in reorganizing parts and operating inventory so quantities of materials on hand are identified and uniform storage criteria established accordingly. Mr. Schofield announced that both the flashboard gate trigger modifications and gangway and pier replacement projects were complete and provided several photographs of each project. He closed with an update on the safety training that took place in October.

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

Mr. Siedman reported that snow measurement pillows were assembled and erected on Swan and Tye Mountains. He provided the number of inches of Snow Water Equivalent reported to SCADA for both sites. He provided an update on the Swan Lake Station Service Switchgear Project advising that 100% design submittal is expected in January 2020. He discussed actions taken on the submarine cable issues which included consultation with additional experts, a review of all cable assessments, cost estimates of new cables, repairs, and remediation, and contracts established with permitting and sub-bottom firms. He closed with a report on the 125V Battery Bank at Tye advising they are near the end of their useful life after almost 15 years in service and need to be replaced. Following board approval of the project, staff received cost estimates and engineering design is in progress.

11) Calendar Year 2020 Meeting Date(s)

Directors discussed their availability for the meeting dates proposed in the board packet. There were no objections to the dates and locations presented.

12) Director Comments

Directors provided brief comments.

13) Adjourn

> Motion	M/S (Prysunka/Coose) to adjourn the meeting. Motion approved unanimously by polled vote.	Action 19-795
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The meeting adjourned at 5:30 p.m.

Signed:

Attest:

Secretary/Treasurer

Chairman



SOUTHEAST ALASKA POWER AGENCY

Minutes of Special Meeting

February 21-22, 2020

Hotel Interurban | Mount Si 1 Room
Tukwila, Washington

(An audio recording of this meeting is available on SEAPA's website at www.seapahydro.org)

February 21, 2020

1) Call to Order

A. Roll Call.

Chairman Sivertsen called the meeting to order at 8:30 a.m. PST on February 21, 2020. The following directors and alternates were present, thus establishing a quorum of the board:

Directors	Present <i>Telephonic (T)</i> <i>In Person (IP)</i>	Alternates	Present <i>Telephonic (T)</i> <i>In Person (IP)</i>	Representing	
Karl Amylon	IP	Jeremy Bynum	IP	Swan Lake	Ketchikan
Bob Sivertsen	IP	Cliff Skillings	IP	Swan Lake	Ketchikan
Bob Lynn	IP	Tor Benson	IP	Tyee Lake	Petersburg
Robert Larson	IP	Karl Hagerman	IP	Tyee Lake	Petersburg
Stephen Prysunka	IP	Lisa Von Bargaen	IP	Tyee Lake	Wrangell

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

Staff	Present <i>Telephonic (T)</i> <i>In Person (IP)</i>	Staff/Counsel	Present <i>Telephonic (T)</i> <i>In Person (IP)</i>
Trey Acteson, CEO	IP	Sharon Thompson/Ex Assist/CA	IP
Joel Paisner, SEAPA Counsel	IP	Kirk Gibson, Contracted Counsel	IP

B. Communications/Lay on the Table Items

Chairman Sivertsen noted that the Agency's governing documents were distributed as lay on the table items, and announced a correction on the record to clarify that although an article had been printed in the Ketchikan Daily News that the Strategic Planning Meeting was held for a discussion on rates, that was not the purpose of the meeting. Chairman Sivertsen noted an additional lay on the table item was an email to the Agency's Committee Members recommending a special board meeting be held to discuss their findings and recommendations on the CEO evaluation. Following a discussion on available dates for a meeting, he requested a motion.

> Motion	M/S (Prysunka/Lynn) to hold a special board meeting on March 10, 2020 at 3:00 p.m. for the purposes stated. Motion approved unanimously by polled vote.	Action 20-796
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C. Disclosure of Conflicts of Interest: None

2) Approval of the Agenda

3) Introduction of Board Members

Board members exchanged introductions.

4) Election of Officers

A. *Chairman*

Mr. Prysunka nominated Bob Lynn for Chairperson. There were no objections.

B. *Vice Chairman*

Mr. Prysunka nominated Bob Sivertsen as Vice Chairperson. There were no objections.

C. *Secretary/Treasurer*

Mr. Lynn nominated Cliff Skillings as Secretary/Treasurer. There were no objections.

Chairman Sivertsen turned the Chair over to Mr. Lynn to preside over the meeting as the new Chairperson.

5) Persons to be Heard: None

6) Introduction to SEAPA (Kirk Gibson)

Mr. Acteson introduced Mr. Gibson noting his history with SEAPA. Mr. Paisner provided additional background announcing that he previously worked with Mr. Gibson in the AterWynn law firm representing the Four Dam Pool Power Agency (FDPPA). Mr. Gibson was involved in the energy side of legal matters and served the FDPPA for decades. At restructuring of the FDPPA both Mr. Paisner and Mr. Gibson worked to restructure the Agency. Mr. Paisner commended Mr. Gibson's strong hand in the Power Sales Agreement and spoke to Mr. Gibson's depth of experience in the Agency's governing documents and Alaska energy law. Mr. Gibson provided a very thorough introduction to SEAPA to orient the new board members and responded to director questions and comments.

7) Work Session Re SEAPA Strategic Planning

Mr. Acteson introduced the facilitators of the work session, Scott Lindsay and Eddie Jackson of Brown & Kysar, Inc. Introductions of all present were exchanged prior to the facilitators providing an overview of the strategic planning process. Board, participant, and the facilitators' duties and responsibilities were discussed.

The meeting recessed at 10 a.m. and reconvened at 10:15 a.m.

The facilitators presented the context and framework for strategic planning and reviewed the Agency's accomplishments in 2019, challenges and opportunities and reviewed the Agency's governing documents.

The meeting recessed at noon for lunch and resumed at 1:00 p.m.

The facilitators discussed prioritization of key performance areas and covered several topics relative to the Agency's strategic planning.

The meeting recessed at 5:00 p.m.

February 22, 2020

8) Call to Order

Chairman Lynn called the meeting to order at 8:30 a.m. and requested a roll call.

A. Roll Call

A roll call was taken.

Chairman Lynn announced that the Work Session under Agenda Item 7 would continue. Strategic planning discussions continued.

The meeting recessed at 10:00 a.m and resumed at 10:10 a.m. Strategic planning discussions continued until 11:15 a.m. Strategic planning discussions are summed up as follows:

The purpose of the work session was to provide an opportunity for Member Utility Representatives from Ketchikan, Petersburg, and Wrangell to review and discuss how well the Agency has served the communities over the years and establish priorities for the future. Opening topics included a welcome and background for successful strategic planning. The facilitators noted Mr. Acteson's accomplishments during his tenure with SEAPA.

Load forecasting and the potential impact of demand side management were discussed as they pertain to expanding generation capacity. These two items were identified for further follow-up. Due to the lack of available grant funding, debt service associated with construction of a new renewable energy generation asset is expected to be significant. SEAPA's regional hydrosite investigation final report will be issued by year-end, including findings and recommendations. Wind potential is also being studied at different locations near SEAPA's transmission line corridor and Solar may become a consideration as development costs continue to decline.

Reservoir operations and supplemental diesel generation were discussed in detail. SEAPA's Operations Plan has already been modified to address concerns associated with previous drought conditions. Opportunities for enhancing communication, collaboration, and transparency among the parties, including the public, were considered. A communications plan will be developed.

Legislative and regulatory activities were discussed, with recognition of the Agency's successful role as a unified voice representing the region. Continuing this important proactive advocacy is a priority going forward as it has lowered risk for the Agency and its Member Utilities.

Highlights of the Agency's governing documents were presented by legal advisors in attendance. The composition of the Board and individual Director term lengths were identified as topics for further consideration. SEAPA's mission/vision/value statements were also reviewed and may be updated in the future.

SEAPA owns assets exceeding \$.5 Billion in replacement value, and core infrastructure is over 35 years old. Timing of major replacements will be very important to minimize impact to the Member Utilities and Ratepayers. Replacement of a failed submarine cable serving Petersburg is an immediate priority and is estimated to cost \$5-8 Million. Updates to SEAPA's comprehensive capital improvement plan are scheduled for 2020/21.

The Swan Lake and Tye Lake hydroelectric projects will begin a lengthy relicensing process in approximately 3 years. Relicensing is anticipated to take 7 years at an estimated cost of \$2-3 Million per project. New licenses are not guaranteed and may include additional expensive mitigation requirements.

Information derived from this work session will be used in the development of a formal strategic plan for the Agency. The plan will include specific objectives and timelines to maximize value for the collective group

of Member Utilities and the Ratepayers. Significant Agency resources will be dedicated to this focused effort over the next several years.

9) Director Comments.

Brief comments were exchanged.

10) Adjourn

The Chair requested Directors' comments prior to a motion to adjourn the meeting. Directors provided brief comments.

> Motion	M/S (Sivertsen/Prysunka) to adjourn the meeting.	Action 20-798
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Chairman Lynn adjourned the meeting at 11:30 a.m.

Signed:

Attest:

Secretary/Treasurer

Chairman



SOUTHEAST ALASKA POWER AGENCY

Minutes of Special Meeting

March 10, 2020

Telephonic via SEAPA Office | Ketchikan, Alaska

(An audio recording of this meeting is available on SEAPA's website at www.seapahydro.org)

1) Call to Order

A. *Roll Call.*

Chairman Lynn called the meeting to order at 3:00 p.m. AKDT on March 10, 2020. The following directors and alternates were present, thus establishing a quorum of the board:

Directors	Present <i>Telephonic (T)</i> <i>In Person (IP)</i>	Alternates	Present <i>Telephonic (T)</i> <i>In Person (IP)</i>	Representing	
Karl Amylon	IP	Jeremy Bynum	IP	Swan Lake	Ketchikan
Bob Sivertsen	IP	Cliff Skillings ¹	T	Swan Lake	Ketchikan
Bob Lynn	T	Tor Benson ²	T	Tyee Lake	Petersburg
Robert Larson	T	Karl Hagerman	T	Tyee Lake	Petersburg
		Lisa Von Bargaen	T	Tyee Lake	Wrangell

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

Staff	Present <i>Telephonic (T)</i> <i>In Person (IP)</i>	Staff/Counsel	Present <i>Telephonic (T)</i> <i>In Person (IP)</i>
Trey Acteson, CEO	IP	Sharon Thompson, EA/CA	IP
Joel Paisner, SEAPA Counsel	T		

2) Approval of the Agenda

Mr. Sivertsen moved to adopt the proposed agenda; however, there was no audible second to the motion and discussion immediately followed on amending the agenda to discuss coronavirus issues. That discussion was followed by clarifications on the order of the motions for approval and amendment of the agenda resulting in:

> Motion	M/S (Sivertsen/Amylon) to approve the agenda as presented.	Action 20-799
> Motion	M/S (Sivertsen/Larson) to amend the agenda by adding an item for discussion regarding the Coronavirus. Motion approved unanimously by polled vote.	Action 20-800

A vote was then taken on the original motion to approve the agenda, as amended, to add an item for discussion regarding the Coronavirus. The motion passed unanimously.

¹ Mr. Skillings was available telephonically for the executive session portion of the board meeting.

² Mr. Benson was available telephonically for the executive session and following the executive session.

3) New Business:

A. Executive Session

> Motion	M/S (Sivertsen/Von Barga) to recess into Executive Session to be conducted pursuant to SEAPA's Bylaws consistent with Alaska Statute 44.62.310 to discuss the CEO's compensation and contract, which discussions may involve subjects that tend to prejudice the reputation and character of a person. The motion was approved unanimously by polled vote.	Action 20-801
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The meeting recessed for the executive session at 3:09 p.m. and reconvened at 4:09 p.m. Chairman Lynn requested a roll call to affirm attendance for the regular session of the meeting. A roll call was taken and all those present for the regular session prior to the executive session and Mr. Benson were present. Mr. Sivertsen brought the following motion:

> Motion	M/S (Sivertsen/Larson) that the Agency's Chair and Counsel meet and work with the Agency's CEO on a three-year contract with a 3% compensation increase in the 1 st year and other terms as required with the agreement to be brought back for approval by the board at the next regular board meeting. The motion was approved unanimously by polled vote.	Action 20-802
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B. Discussion Re Coronavirus

Mr. Acteson advised a memo had been issued to SEAPA staff and board members regarding the Agency's awareness and prevention measures regarding the Coronavirus. He assured the Board the Agency is taking measures to address the issue and is firming up details on a response plan for the Agency's offices and plants. He canvassed the board for their perspectives on whether to hold the next regular board meeting telephonically or by video conference, if feasible, rather than traveling to Wrangell as originally scheduled. Following much discussion from various board members and the Agency's counsel sharing insight into the actions being taken in several different venues, the consensus was that it would be prudent to hold the meeting electronically so as not to expose anyone to the virus unnecessarily.

> Motion	M/S (Sivertsen/Amylon) to hold the Agency's next regular board meeting of March 31, 2020 telephonically or by videoconference if feasible. The motion was approved unanimously by polled vote.	Action 20-803
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4) Adjourn

The Chair requested a motion to adjourn.

> Motion	M/S (Sivertsen/Larson) to adjourn the meeting. The motion to adjourn was affirmed by several ayes.	Action 20-804
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The meeting adjourned at 4:33 p.m.

Signed:

Attest:

Secretary/Treasurer

Chairman

Unapproved Draft



SOUTHEAST ALASKA POWER AGENCY CEO FINANCIAL COVER MEMO

DATE: March 23, 2020
TO: SEAPA Board of Directors
FROM: Trey Acteson, Chief Executive Officer

SEAPA's financial position at this time is reasonably stable, but I anticipate downward pressure will occur throughout the remainder of the year. This will primarily be a result of expenditures associated with the upcoming submarine cable replacement project. I also expect lower demand resulting from COVID-19 actions, absence of cruise ships, lower shipyard activity, and declines in fish processing.

The Agency transitioned off a 6-month interim budget on January 1 so some of the reports in your packets will look different than our typical year-end. Staff made every effort to provide substantive year-over-year comparisons for the six-month period. Going forward, our fiscal year will be based on the calendar year.

REVENUE & EXPENSES: Sales for July through year-end were 76,318,285 kWh's. Converted to revenue, total power purchases through the end of December were \$5,189,643 actual vs. \$4,459,100 budget. Although lower than the previous two years, robust sales toward year-end strengthened overall revenue. This trend continued into January and February, with cooler temperatures driving better than expected sales.

Total administrative and operating expenses for July through year-end were \$2,910,917 actual vs. \$3,526,637 budget.

RENEWAL & REPLACEMENT PROJECTS: Total R&R expenditures for July through year-end were \$1,111,753 actual vs. \$2,085,794 budget. Progress slowed on R&R projects as resources were shifted to address the submarine cable failure. As previously discussed, a payment of \$562,500 (equal to 25% of the annual levelized R&R payment) will be transferred from the Revenue Fund to the Dedicated R&R Fund this quarter.

GRANTS: The Agency has one open grant, the FY13 DCCED, with an open balance as of the end of the year totaling \$388,251. A total of \$87,572 was reimbursed during the six-month period of July through December. The grant has been extended to June 30, 2021.



SOUTHEAST ALASKA POWER AGENCY CONTROLLER MEMO

Date: March 19, 2020

From: Kay Key

To: Trey Acteson

Subject: **FINANCIAL STATEMENTS**

SUGGESTED MOTION

I move to accept year-to-date financial statements for December 2019 and disbursements for December 2019, January and February 2020 totaling \$1,917,430.97, as presented.

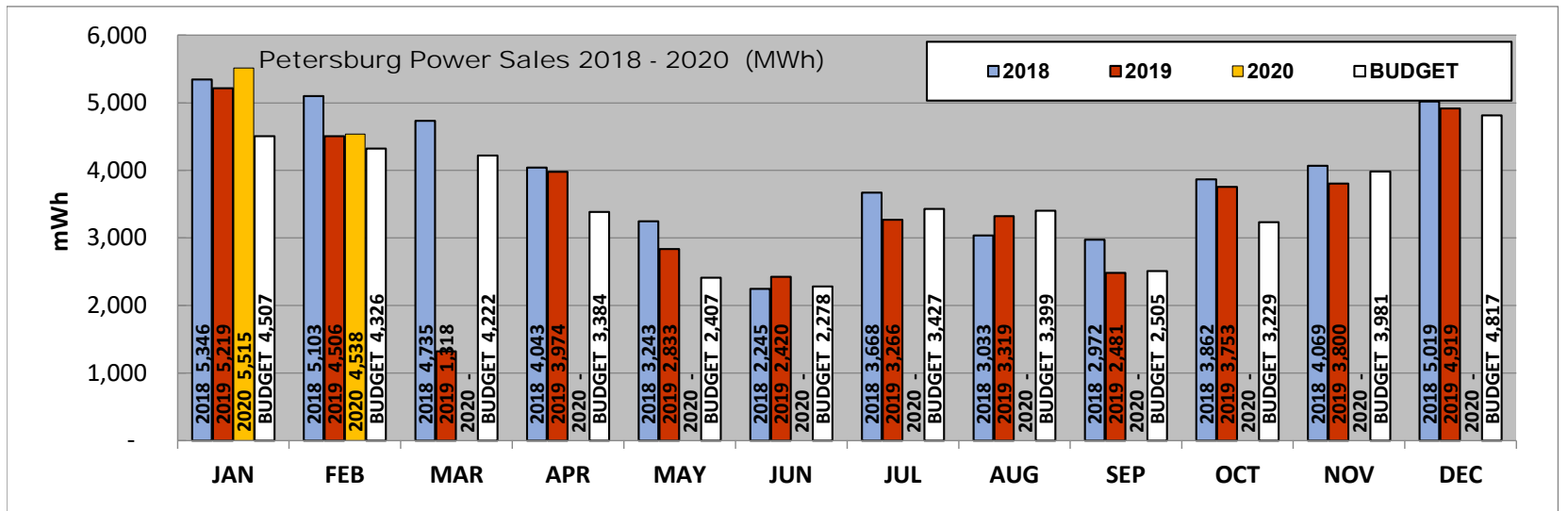
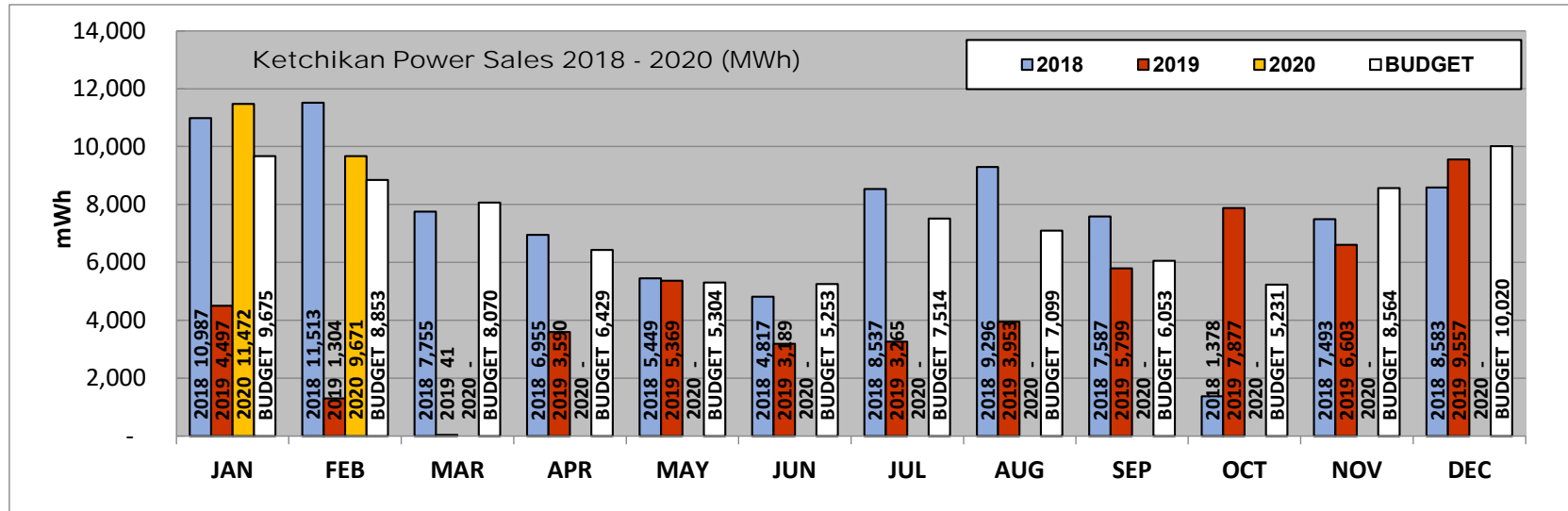
Financial Statements in this board packet include:

- **kWh Graphs** (February 2020)
- **Fund Allocation Graph** (February 2020)
- **Grant Summary** (Quarterly, through December 2019)
- **Monthly Financial Statements for December 2019**
 - ✓ Financial Overview
 - ✓ Statement of Financial Position – Monthly prior year comparison
 - ✓ Statement of Activities – Monthly prior-year comparison, YTD prior-year comparison, YTD and annual budget
 - ✓ R&R Summary
- **Disbursements for December 2019 through February 2020**

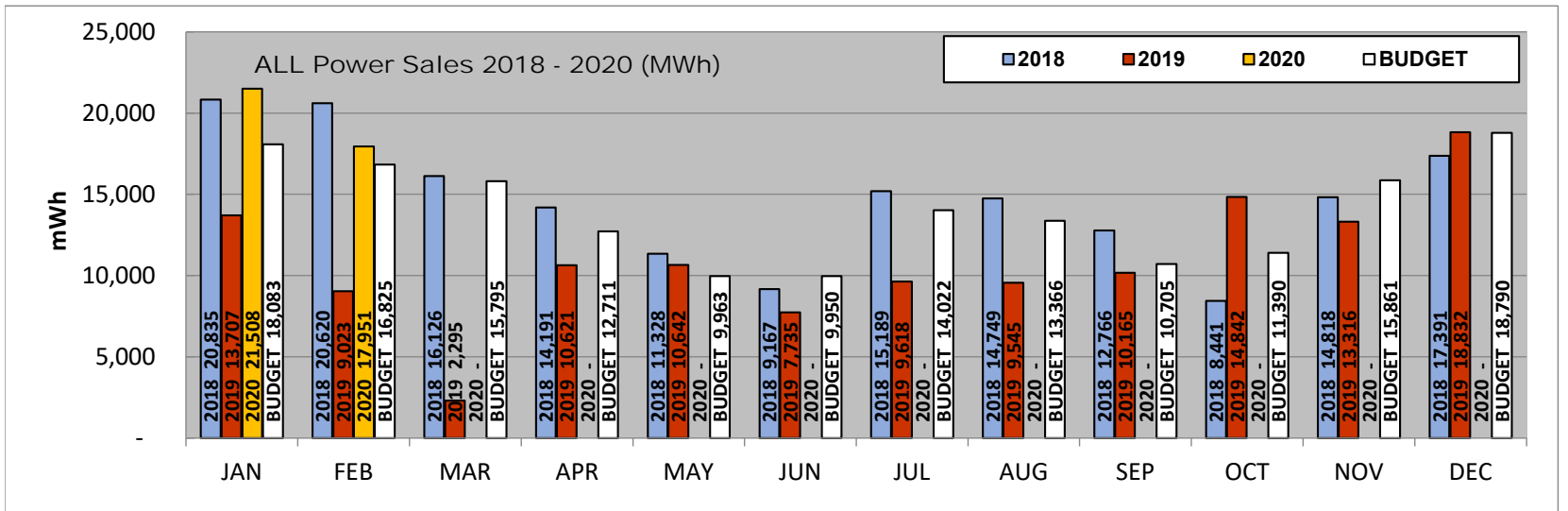
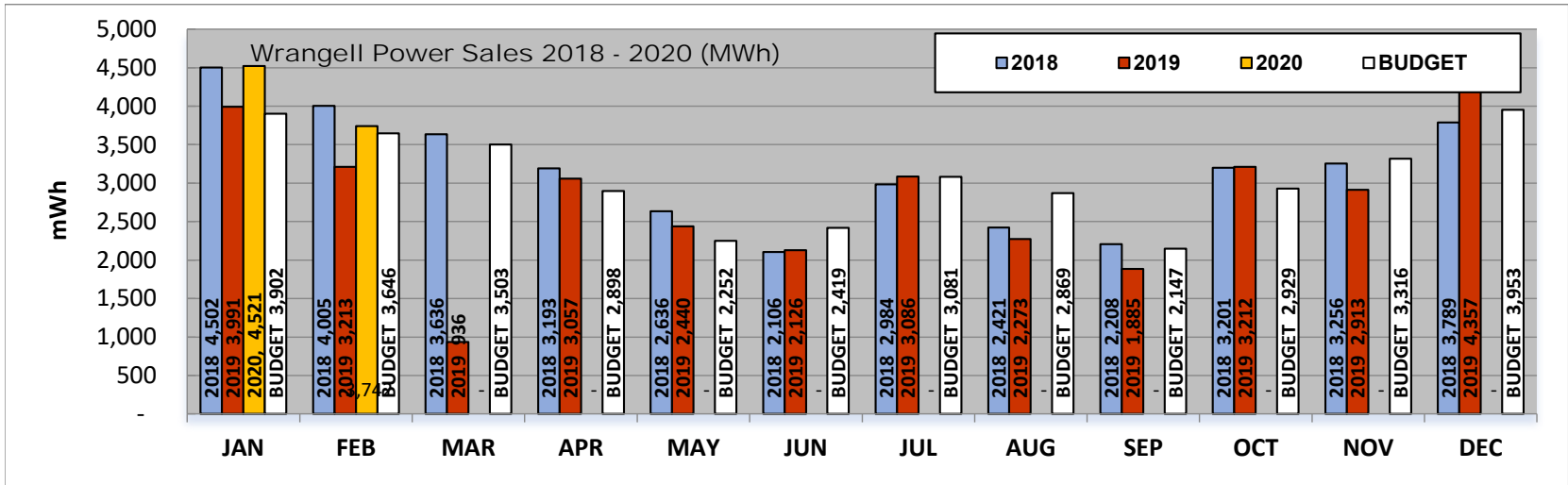
The transition to new accounting software has been challenging, but development of new processes and reports continue to progress. The payroll module is scheduled to move out of Quickbooks with the first payroll in April.

Audit of the fiscal period from June through December 2019 is scheduled to take place the last week of April.

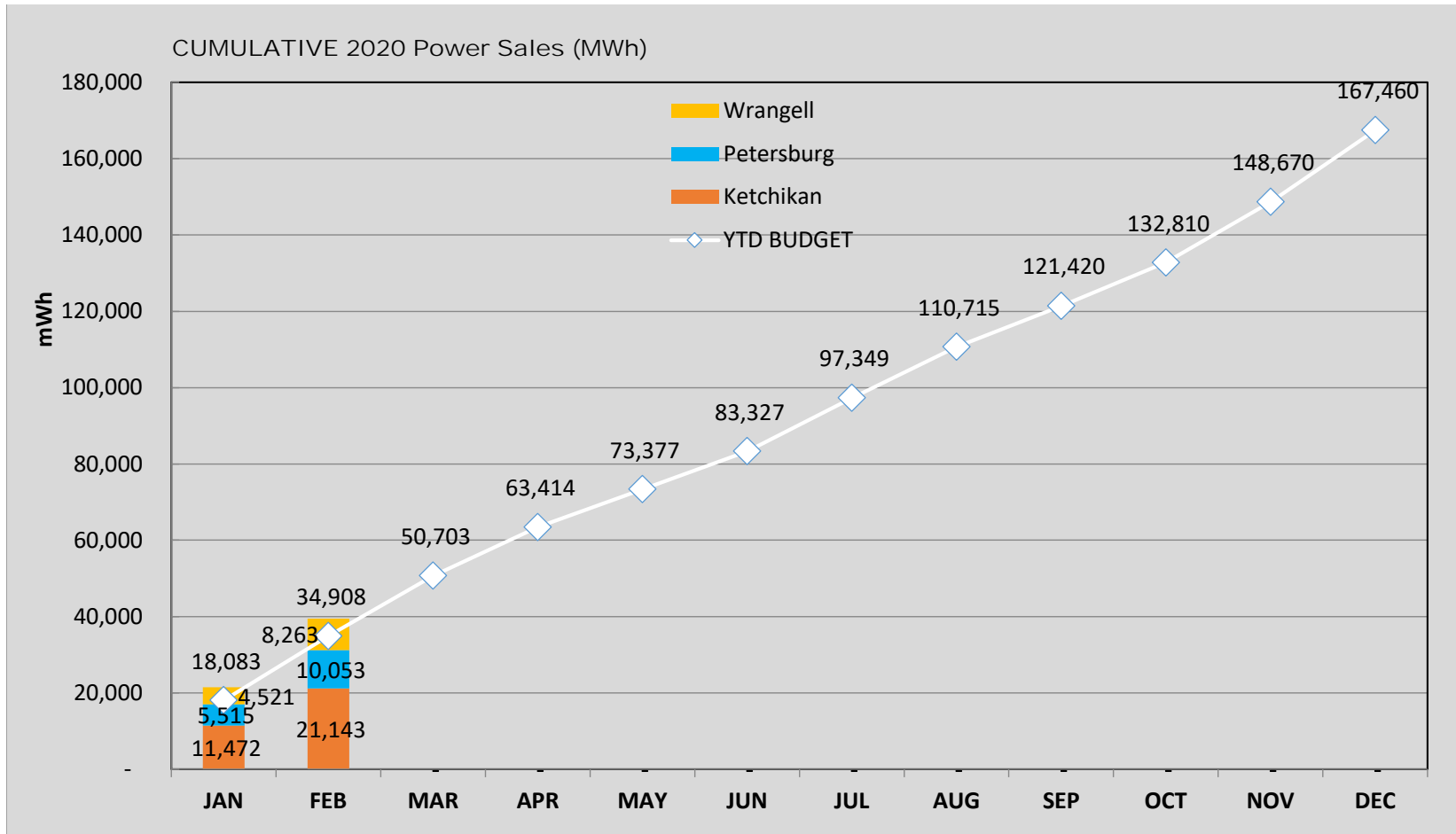
FEB 2020	2020 kWh HYDROPOWER SALES	CURRENT MONTH		YTD	
		Actual	Budget	Actual	Budget
	Ketchikan Power Purchases	9,670,575	8,852,570	21,142,703	18,527,094
Petersburg Power Purchases	4,538,487	4,326,102	10,053,222	8,832,690	
Wrangell Power Purchases	3,741,950	3,646,112	8,263,170	7,547,851	
Total Power Purchases	17,951,012	16,824,784	39,459,095	34,907,635	



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FEBRUARY 2020

Operations, Capital and Insurance Funds

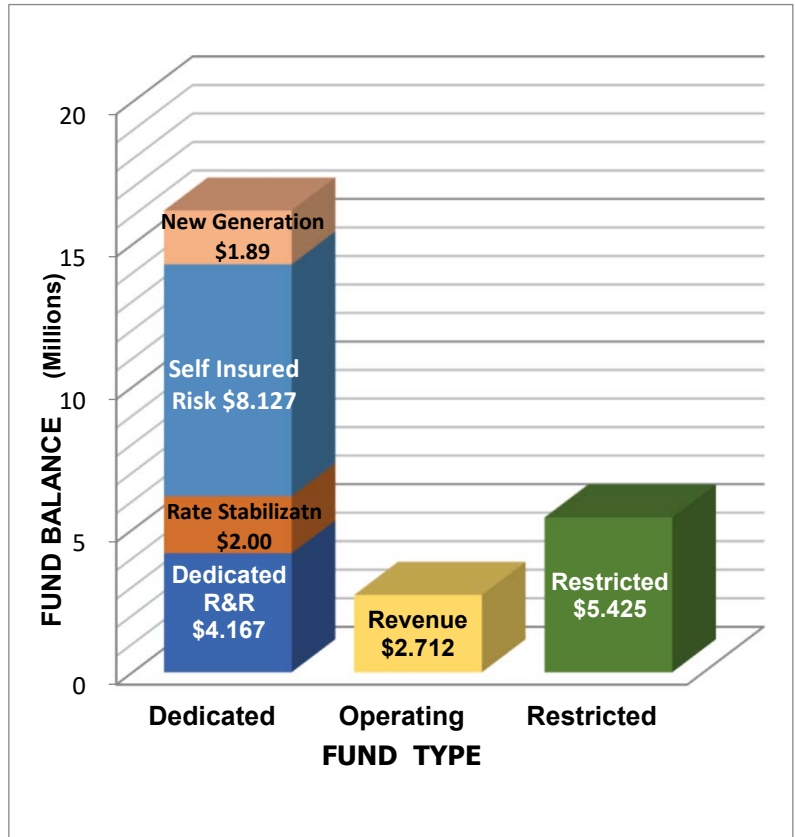
Revenue Fund	\$ 2,710,442
Checking	1,311
Dedicated R&R Projects Fund	4,167,388
New Generation Fund	1,889,836
Rate Stabilization Fund	2,001,937
Self Insured Risk Fund	8,127,422
Total Operations, Capital and Insurance Funds	18,898,335

Trustee Funds

2015 Series Bond Interest	\$ 122,313
2015 Series Bond Reserve	206,089
2019 Series Bond Interest	71,215
2019 Series Bond Principal	580,294
2019 Series Bond Reserve	1,262,892
Total Trustee Funds	2,242,803

Other Restricted Funds

STI - USFS CD	\$ 21,635
DNR Reclamation Fund	1,181,715
Required R&R Fund	1,000,100
Total Other Restricted Funds	2,203,450
Total Agency Funds	\$ 21,101,785



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 Replacement & Repair 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 Escrow accounts
- R&R = \$1,000,000 minimum balance required by bond indenture
- DNR = Alaska DNR Reclamation Agreement
- USFS = USFS Land Remediation Certificate of Deposit

**SOUTHEAST ALASKA POWER AGENCY
Grant Billing Summary**

AK DCCED GRANT 13-DC-553
through DECEMBER, 2019

QUARTERLY BILLING

FY19 Grant Billing	Grant Budget	Billing thru FY19	Open Balance
1 - Hydro Storage	578,000	578,000	0
2 - G&T Site Evaluation	2,109,092	1,720,841	388,251
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	2,611,749	388,251

Sep-19	Dec-19	Jul-Dec
-	-	-
26,409.20	61,162.87	87,572.07
-	-	-
-	-	-
-	-	-
-	-	-
26,409.20	61,162.87	87,572.07

This grant is billed to the DCCED for reimbursement on a quarterly basis.
\$87,572 was reimbursed during the six-month period from July - December 2019.
This grant has been extended to June 30, 2021.



DECEMBER 2019 FINANCIAL OVERVIEW

These tables provide a snapshot of SEAPA's revenues and expenses for DECEMBER 2019.

Revenues from kWh sales were over budget for the month and higher than last year:

FIRM kWh SALES	DEC Sales	DEC Budget	Prior Year Sales
Ketchikan	\$649,875	\$294,440	\$583,629
Petersburg	334,467	372,028	341,302
Wrangell	296,264	316,200	257,648
Total Revenue	\$1,280,606	\$982,668	\$1,182,579

Fiscal year-to-date revenues from kWh sales were over budget but lower than last year:

FIRM kWh SALES	YTD Sales	YTD Budget	Prior YTD Sales
Ketchikan	\$2,519,716	\$1,457,988	\$2,915,353
Petersburg	1,464,560	1,610,512	1,538,411
Wrangell	1,205,367	1,390,600	1,214,330
Total Revenue	\$5,189,643	\$4,459,100	\$5,668,093

FIRM kWh SALES (Year-Over-Year)	FISCAL YEAR	DEC kWh	YTD JUL-DEC kWh
	FY2019	18,832,438	76,318,285
	FY2018	17,390,869	83,354,310
	FY2017	17,984,789	87,722,984

Administrative and operating expenses were under budget year-to-date:

Administrative & Operating Expenses	DEC Actual	DEC Budget	Prior Yr Expense
	\$541,048	\$528,401	\$444,505
	YTD Actual	YTD Budget	Prior YTD Expense
	\$2,922,824	\$3,526,637	\$2,905,954

DECEMBER 2019

	Dec-19	Dec-18
ASSETS		
Current Assets		
Agency Funds		
111000 · Ops/Capital/Insurance Funds		
111100 · Revenue Fund FB	1,840,126	2,197,320
111200 · Required R&R Fund FB	1,000,308	1,000,308
111210 · Dedicated R&R Projects Fund FB	4,418,013	6,785,407
111300 · Commercial FB	1,000	28,370
111401 · New Generation Fund	1,889,646	1,899,727
111402 · Rate Stabilization Fund	2,001,736	2,000,516
111500 · Self Insured Risk Fund FNBA	8,096,764	8,093,479
Total 111000 · Ops/Capital/Insurance Funds	19,247,593	22,005,126
112000 · Trustee Funds		
112100 · WF Trust 2009 Bond Interest	-	23,391
112200 · WF Trust 2009 Bond Principal	-	487,595
112300 · WF Trust 2009 Bond Reserve	-	1,433,710
112501 · WF Trust 2015 Bond Interest	40,974	41,586
112503 · WF Trust 2015 Bond Reserve	205,681	216,360
112508 · 2019 Series Bond COI Fund	-	-
112509 · 2019 Series Bond Interest Fund	35,901	-
112510 · 2019 Series Bond Principal Fund	515,156	-
112511 · 2019 Series Bond Reserve Fund	1,260,391	-
Total 112000 · Trustee Funds	2,058,105	2,202,642
113000 · Other Restricted Funds		
113100 · STI - USFS CD WF	21,635	21,633
113500 · DNR Reclamation Fund WF	1,181,715	1,086,941
Total 113000 · Other Restricted Funds	1,203,350	1,108,574
Total Agency Funds	22,509,048	25,316,341
Accounts Receivable		
110000 · Accounts Receivable	1,729,611	1,559,747
Total Accounts Receivable	1,729,611	1,588,542
Other Current Assets		
120200 · Other Receivables	5,800	5,800
120300 · Accrued Interest Receivable	47,863	37,002
120500 · Prepaid Fees		
120530 · Prepaid Operating Expense	-	12,073
120540 · Prepaid USDA FS Land Use Fees	-	-
120550 · Prepaid Admin Benefits	(5,929)	6,793
Total 120500 · Prepaid Fees	431,681	390,892
120700 · Inventory Assets		
1207001 · Inventory Spares-Stores	196,129	200,914
1207003 · Inventory - SWL Winding Replace	890,405	890,405
1207006 · Inventory - Flashboard-Kickers	439,456	439,456
Total 120700 · Inventory Assets	1,525,990	1,530,775
Total Other Current Assets	2,011,334	1,964,468
Total Current Assets	26,249,994	28,869,352

DECEMBER 2019

	Dec-19	Dec-18
Fixed Assets		
130100 · Capital Assets	181,674,482	179,149,085
132200 · R&R Projects WIP Capital Improv	312,871	256,129
132900 · Accumulated Depreciation	(52,324,621)	(47,504,244)
Total Fixed Assets	129,662,732	131,900,970
Other Assets		
183000 · Deferred Assets		
183003 · 2009 Bond - Refunded Discount	-	101,169
183004 · Tyee Marine Access	6,975	-
183006 · New Gen Integration	4,505	3,903
183007 · 2019 Bond Gain on 2009 Refund	98,367	-
183008 · Vank-Woronkofski Sub Cable	25,655	-
Total 183000 · Deferred Assets	135,502	105,071
Total Other Assets	135,502	105,071
TOTAL ASSETS	156,048,228	160,875,393
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
210100 · Accounts Payable General	166,536	225,204
Total Accounts Payable	166,536	225,204
Other Current Liabilities		
210150 · Other Current Liabilities	9,255	29,925
210151 · Member Utility Rebate Payable	-	-
210152 · DNR Fund - CVEA KEA Portion	-	-
210300 · Reserve Interest Payable	46,233	62,517
210400 · Wages Payable	115,580	84,287
210401 · PTO Payable	186,040	138,226
210500 · Payroll Liabilities	51,117	20,519
Total Other Current Liabilities	408,224	335,474
Total Current Liabilities	574,760	560,678
Long Term Liabilities		
220100 · Series B Bonds 2009	-	5,590,000
220120 · 2009 Bond Issuance Discount	-	(21,791)
220121 · PERS Unfunded Liability WRG	843,806	925,789
220122 · DNR Fund CVEA KEA Liability	590,858	543,471
220130 · Series 2015 Bonds	10,295,000	10,295,000
220131 · 2015 Bond Issuance Premium	734,111	793,757
220132 · 2019 Series Bonds	4,245,000	-
220133 · 2019 Bond Issuance Premium	348,816	-
Total Long Term Liabilities	17,057,590	18,126,226
Total Liabilities	17,632,350	18,686,904
Net Position		
310000 · Net Position	138,811,529	142,091,471
Net Income	(395,651)	97,018
Total Net Position	138,415,878	142,188,489
TOTAL LIABILITIES & NET POSITION	156,048,228	160,875,393

DECEMBER 2019	DECEMBER 2019	FISCAL YEAR-TO-DATE - JUL-DEC 2019			6-Month BUDGET	% Annual Budget
		YTD FY18	YTD Jul-Dec	Jul-Dec Budget		
Operating Income/Expense						
Operating Income						
410000 · Hydro Facility Revenues						
410100 · Ketchikan Power Purchases	\$ 649,875	\$ 2,915,353	\$ 2,519,716	\$ 1,457,988	\$ 1,457,988	
410200 · Petersburg Power Purchases	334,467	1,538,411	1,464,560	1,610,512	1,610,512	
410300 · Wrangell Power Purchases	296,264	1,214,330	1,205,367	1,390,600	1,390,600	
Total 410000 · Hydro Facility Revenues	\$ 1,280,606	\$ 5,668,093	\$ 5,189,643	\$ 4,459,100	\$ 4,459,100	116%
454000 · Rent from Electric Property	\$ -	\$ -	\$ 2,448	\$ 3,000	\$ 3,000	
Total Operating Income	\$ 1,280,606	\$ 5,668,093	\$ 5,192,091	\$ 4,462,100	\$ 4,462,100	116%
Operating Expense						
535000 · Hydro Ops-Suprvsn & Engineering	\$ 51,644	\$ 37,115	\$ 56,243	\$ 104,500	\$ 104,500	54%
537000 · Hydraulic Expenses	-	11	-	-	-	0%
538000 · Electric Expenses	21,676	22,257	38,082	101,000	101,000	38%
539000 · Misc Power Generation Expense	43,699	213,255	194,652	337,870	337,870	58%
540000 · Rents	13,149	78,838	81,076	102,500	102,500	79%
541000 · Hydro Power Station Maintenance	6,956	34,253	31,851	32,000	32,000	100%
543000 · Dams, Reservoirs & Waterways	27	287,104	12,882	23,500	23,500	55%
544000 · Maintenance of Electric Plant						
544100 · SWL Plant Wages & Benefits	69,040	221,232	391,331	456,000	456,000	86%
544200 · Maint Electric Plant-Tyee Lake	62,550	208,213	377,472	423,000	423,000	89%
545000 · Plant Miscellaneous Maintenance	5,253	20,360	20,679	24,500	24,500	84%
561000 · Control System Maintenance	1,697	14,016	30,952	51,000	51,000	61%
562000 · Trans/Operations Station Exp	3,482	12,600	29,005	27,750	27,750	105%
564000 · Trans/Submarine Cable Expense	-	22,890	2,042	1,000	1,000	204%
571000 · Trans/Maint Overhead Lines(OHL)						
* 5710000 · Brushing Wages-Benefits	7,280	61,600	73,020	54,500	54,500	134%
571000 · XMSN OHL Maintenance	1,122	46,232	209,770	300,020	300,020	70%
920000 · Admin Wages & Benefits	123,472	703,570	770,662	769,607	769,607	100%
921000 · Office Expenses	9,986	43,027	75,901	147,910	147,910	51%
923000 · Contract Services						
923091 · Audit Services	16,394	-	37,392	33,000	33,000	113%
923092 · Bank Fees-Financial Services	3,625	7,880	11,828	12,050	12,050	98%
923093 · Legal Services	11,745	27,890	41,801	40,500	40,500	103%
923094 · Legislative Services	8,000	16,043	24,000	24,000	24,000	100%
923095 · Other Professional Services	3,263	7,871	9,971	20,000	20,000	50%
924000 · Insurance	39,177	224,631	227,163	240,000	240,000	95%
928000 · Regulatory Commission Expense	8,835	49,667	63,402	86,650	86,650	73%
930000 · General Expenses	10,595	87,245	60,885	64,950	64,950	94%
931000 · Admin Rent	6,476	48,491	38,855	48,830	48,830	80%
Total Operating Expense	\$ 529,140	\$ 2,496,289	\$ 2,910,917	\$ 3,526,637	\$ 3,526,637	83%
Net Operating Income	\$ 751,465	\$ 3,171,804	\$ 2,281,174	\$ 935,463	\$ 935,463	

DECEMBER 2019	DECEMBER 2019	FISCAL YEAR-TO-DATE - JUL-DEC 2019		
		YTD FY18	YTD Jul-Dec	Jul-Dec Budget
Nonoperating Income/Expense				
Nonoperating Income				
941000 · Grant Income	\$ -	\$ 35,984	\$ 26,409	
942000 · Interest Income	18,010	81,607	112,748	
944000 · Realized Gain/(Loss)	-	(7,635)	(5,082)	
945000 · Unrealized Gain/(Loss)	2,990	55,556	13,437	
946000 · Misc Nonoperating Income	40	1,500	40	
Total Nonoperating Income	\$ 21,040	\$ 167,013	\$ 147,552	
Nonoperating Expense				
950001 · Misc Nonoperating Expense	\$ 29,267	\$ (38,661)	\$ 29,664	
950005 · Special Item-DNR Reclamtn Liab	-	-	-	
951002 · Issuance Cost 2019 Bonds	-	-	-	
952000 · Bond Interest 2009 Series	-	146,038	-	
952001 · Bond Interest 2015 Series	31,464	216,089	196,241	
952002 · Bond Interest 2019 Series	(58,688)	-	60,621	
953000 · Depreciation Expense	419,541	2,452,745	2,443,902	
954000 · Grant Expenses	20,899	51,818	77,337	
955000 · Interest Expense	-	-	4,398	
960001 · Meteorological Tower	-	4,104	306	
Total Nonoperating Expense	\$ 442,482	\$ 2,832,133	\$ 2,812,470	
Net Nonoperating Income	\$ (421,443)	\$ (2,665,121)	\$ (2,664,918)	
Net Income	\$ 330,023	\$ 506,683	\$ (383,743)	

* 571 · Brushing Wages & Benefits were under-budgeted by half.

SEAPA R&R (Capital) Projects as of December 31, 2019		Prior Years' Expenditures	FY2019 6-Mo Budget		TOTAL Expenditr.	Overall BUDGET
			Budget	Expenditures		
270-16 Dampeners OHL TYL	SEP 2019 COMPLETE	41,201	\$ 27,000	26,355	\$ 67,557	68,201
286-18 Housing SWL	Design phase	9,325	\$ 200,000	3,993	\$ 13,318	500,000
19301 Disconnect Swtch-Bush SWL	Equipment purchased	1,022	\$ 73,778	24,959	\$ 25,981	74,800
19303 Gov Pressure System SWL	SEP 2019 COMPLETE	15,400	\$ 20,220	37,033	\$ 52,433	45,620
19304 Gov Pressure System TYL	SEP 2019 COMPLETE	15,400	\$ 19,420	33,364	\$ 48,764	45,620
19305 Governor PLC TYL	PLC Modernization (FY20)	-	\$ -	-	\$ -	93,302
19306 Gravel WRG Switch-Sub	SEP 2019 COMPLETE	-	\$ 34,500	33,800	\$ 33,800	34,500
19307 Helipads Clevelnd-Gatehs	Eval.-engineering underway	-	\$ 10,860	18,626	\$ 18,626	130,000
19308 Hydraulic Power Unit TYL	Relocate gatehs HPU (FY20)	-	\$ 170,840	-	\$ -	175,000
19309 Marker Balls TYL	SEP 2019 COMPLETE	164	\$ 151,171	167,494	\$ 167,658	185,000
19311 Pier-Ramp SWL	SEP 2019 COMPLETE	30,373	\$ 272,975	248,042	\$ 278,415	303,000
19313 Snow Markers-Gauges	SEP 2019 COMPLETE	39,217	\$ 40,317	23,355	\$ 62,572	85,000
19314 Station Switchgear SWL	480V switchgear	13,303	\$ 300,000	172,262	\$ 185,565	1,300,000
19318 Site-Glass Swtch UGB SWL	SEP 2019 COMPLETE	-	\$ 41,720	43,083	\$ 43,083	41,720
19319 Valve Controller-Manifold SWL	Dec 2019	46,136	\$ 39,236	3,942	\$ 50,078	49,736
19321 FB Gate Trigger Assy SWL	SEP 2019 COMPLETE	46,136	\$ 28,007	2,976	\$ 44,676	64,050
19324 Stuffing Box Unit 1 SWL	SEP 2019 COMPLETE	511	\$ 91,700	85,237	\$ 85,748	91,700
19326 Don Finney Ln - Design Phase	Design initiated	-	\$ 25,000	4,120	\$ 4,120	25,000
19327 Fire Protect Upgrade TYL	Design submitted to fire marshall	-	\$ 54,500	-	\$ -	54,500
19328 Marker Balls Carroll Inlet	SEP 2019 COMPLETE	-	\$ 111,200	110,500	\$ 110,500	111,200
19329 Security Upgrades	Underway	-	\$ 45,000	5,154	\$ 5,154	45,000
19330 Servers	Underway	-	\$ 32,800	26,400	\$ 26,400	32,800
19331 STCS-HMI-Historian	Planning	-	\$ 60,000	-	\$ -	450,000
19332 Accounting Software	Budget adjust 2020-Complete	-	\$ 21,400	33,709	\$ 33,709	21,400
19333 125V Battery Bank TYL	Equipment being ordered	-	\$ 97,750	-	-	97,750
19334 Heat Pump WRG	DEC 2019 COMPLETE	-	\$ 7,500	7,350	7,350	7,500
19335 Stuffing Box Unit 2 SWL	Equipment being ordered	-	\$ 108,900	-	-	108,900
Total WIP R&R Capital Projects		\$258,188	\$2,085,794	\$1,111,753	\$1,365,506	\$4,743,299

**SOUTHEAST ALASKA
POWER AGENCY**

Revenue Fund	1,500,686.28
Dedicated R&R Fund	416,586.61
New Gen Fund	158.08
Commercial Checking	\$1,917,430.97

**DISBURSEMENTS
DEC 2019 - FEB 2020**

VENDOR		REVENUE FUND	R&R FUND	NEW GEN FUND
Aero Services - KTN		14.63	14.32	-
AK DNR 550-650		290.00	-	-
AK DOT		100.00	-	-
Alaska Miners Association , Inc		250.00	-	-
Alaska Permanent Capital, Inc		5,095.43	-	-
Alaska Power Association		6,262.00	-	-
Alltek Network Solutions , Inc		104.90	-	-
Amazon.com		4,545.71	-	-
Amylon, Karl		357.80	-	-
Angerman's Inc		74.95	-	-
AP&T Wireless, Inc		2,930.00	-	-
Arctic Information Technology Inc		1,017.47	-	-
Arrowhead LP Gas WRG		311.14	-	-
Ascent Law Partners LLP		26,575.70	-	-
BAM LLC		-	2,310.00	-
Bank of America - November 2019	Recurring utility & communications, travel	18,230.33	-	-
Bank of America - December 2019	Recurring utility & communications, travel	17,424.32	-	-
Bank of America - January 2020	Recurring utility & communications, travel	24,529.58	-	-
Bay Company		378.21	-	-
BDO USA LLP		16,394.15	-	-
Big Sky Hydro LLC	Operations Manual SWL	41,775.38	-	-
Brown & Kysar Inc		6,667.00	-	-
Buness Bros. Inc		2,100.00	-	-
Buness Electric LLC		-	7,350.00	-
Bureau Veritas North America		85.63	-	-
Byron Construction LLC	RR286 SWL Housing	-	182,000.00	-
C&T Fire Protection , Inc	RR19327 Fire Protect Upgrade TYL	-	47,125.04	-
Cambria Properties LLC		4,575.00	-	-
Cape Fox Lodge		4,122.40	-	-
Carlson Glass		179.50	-	-
Center Marine Services Inc		8,850.00	-	-
Channel Electric , Inc		388.80	-	-
City Market Inc		537.17	-	-
CoastAlaska, Inc		2,184.00	-	-
Construction Machinery Industrial LLC		270.60	-	-
Copper River Fleece		392.55	-	-
Daily Journal of Commerce		-	96.00	-
Dell		3,455.04	-	-
Electric Power Systems Inc	RR19314 Station Service SWL	-	129,535.50	-
eTrac Inc	Sub Cable Route Survey	33,250.00	-	-
FedEx		942.32	-	-
Frontier Shipping & Copyworks		120.00	-	-
G2 Risk Consulting		2,412.50	-	-
Gleason Reel		-	1,097.35	-
Grainger		1,114.58	449.01	-
Greater Ketchikan Chamber of Commerce		407.00	-	-
Hammer & Wikan, Inc		16.99	-	-

**SOUTHEAST ALASKA
POWER AGENCY**

Revenue Fund	1,500,686.28
Dedicated R&R Fund	416,586.61
New Gen Fund	158.08
Commercial Checking	\$1,917,430.97

**DISBURSEMENTS
DEC 2019 - FEB 2020**

VENDOR		REVENUE FUND	R&R FUND	NEW GEN FUND
I Even Do Windows		1,200.00	-	-
Image Supply		182.65	-	-
IML North America		868.50	-	-
Iris Power LP		21,402.40	-	-
John Taylor and Sons Inc		375.00	-	-
Juneau Alaska Communications		2,565.30	-	-
Kempel Huffman and Ellis PC		11,270.90	-	-
Ketchikan Daily News		466.57	-	-
Ketchikan Gateway Borough		15,206.54	-	-
Ketchikan Stitches		30.00	-	-
Kobold Instruments Inc		4,049.00	-	-
KRBD Rainbird Community Radio		2,000.00	-	-
Landing Hotel		986.20	-	-
Larson, Robert		68.64	-	-
Les Schwab		467.38	-	-
Lew Williams III Baseball Fund		200.00	-	-
Litostroj Hydro , Inc		13,202.25	13,202.25	-
LNМ Services		193.64	-	-
Lynn, Bob		34.00	-	-
Madison Lumber & Hardware , Inc		112.32	-	-
Mapcon Technologies, Inc		2,611.00	-	-
Marble Construction		1,410.50	447.50	-
Marsh USA Inc	D&O, Property, Liability Insurance Premiums	341,329.11	-	-
Marsh Wortham	Property Insurance Premim	131,042.00	-	-
McMillen Jacobs Associates		28,026.75	-	-
Mill, Brent		50.18	-	-
National Hydropower Association, Inc		22,081.69	-	-
North Creative Design Co LLC		4,497.50	-	-
Northwest Public Power Assn		750.00	-	-
NRECA 758777 Deferred		2,466.00	-	-
NRECA Group Ins	Admin Employee Benefits	56,611.23	-	-
NRECA Group Ins Admin		4,998.63	-	-
NRECA RSP Admin		2,635.20	-	-
NRECA RSP Trust Contrib	Admin Employee Benefits	134,173.37	-	-
NTT Training		13,130.00	-	-
NuEra Heat		177.00	-	-
O'Reilly Automotive Stores Inc		142.70	-	-
Ottesen's Inc		1,774.45	-	-
Pacific Airways Inc		2,100.00	-	-
Pacific Pride of Alaska, LLC		185.64	-	-
Pacific Wings , Inc		1,900.00	-	-
PCE Pacific Inc		1,428.00	-	-
Petersburg Municipal Power & Light		24.75	-	-
Petro Marine Services-KTN		1,717.35	-	-
Petro Marine Services-WRG		16,562.21	614.18	-
Pilot Publishing, Inc		240.00	-	-
Platt Electric Supply		1,375.98	-	-

**SOUTHEAST ALASKA
POWER AGENCY**

Revenue Fund	1,500,686.28
Dedicated R&R Fund	416,586.61
New Gen Fund	158.08
Commercial Checking	\$1,917,430.97

**DISBURSEMENTS
DEC 2019 - FEB 2020**

VENDOR	REVENUE FUND	R&R FUND	NEW GEN FUND
Qualitrol Company LLC	3,685.73	-	-
R&M Engineering-Ketchikan, Inc	1,025.00	-	-
Ray Matiashowski	12,000.00	-	-
Samson Tug & Barge	108.19	-	-
Satellite & Sound, Inc	3,200.00	-	-
Schmolck Mechanical KTN	139.77	-	-
Schnabel Engineering LLC	4,974.90	-	-
SE Business Machines	960.00	-	-
SEAPRO	2,800.00	-	-
Segrity LLC	6,171.75	10,972.50	-
Sentry Hardware & Marine	1,014.28	-	-
Service Auto Parts	1,082.09	-	-
Sockeye Business Solutions Inc	2,517.50	10,693.75	-
Southeast Auto & Marine Parts, Inc	2,562.60	-	-
Southeast Diesel & Electric	26.81	-	-
Spectrum Pension Consultants , Inc	1,500.00	-	-
Standard & Poor's	5,000.00	-	-
Steve Prysunka	566.30	-	-
Stikine Inn	539.13	-	-
Sunrise Aviation Inc	15,932.00	-	-
Svensen Marine LLC	-	-	158.08
Tamico Inc	1,039.60	-	-
Temco Helicopters, Inc	5,850.28	3,688.71	-
TexRus, LLC	12,249.55	-	-
Timber & Marine Supply , Inc	68.17	-	-
Tongass Business Center, Inc	751.10	-	-
Tongass Substance Screening	8,050.00	-	-
TSS	2,950.00	-	-
Tyler Industrial Supply	4,050.07	985.50	-
Tyler Rental, Inc	1,341.65	-	-
Uline, Inc	352.30	-	-
USDA Forest Service	2020 Land Use Rent	105,786.36	-
Wells Fargo Corporate Trust	2015 & 2019 Series Bond Payments	180,706.00	-
Welsh Whiteley Architects, LLC	-	4,120.00	-
Workforce Go	-	1,885.00	-
Wrangell Chamber of Commerce	600.00	-	-
Wrangell City & Borough	19,546.89	-	-
Wrangell Sentinel	192.00	-	-
X2nSat	4,290.95	-	-
TOTAL	1,500,686.28	416,586.61	158.08

Date: March 20, 2020
To: SEAPA Board of Directors
From: Joel Paisner, SEAPA Counsel
Subject: Consideration and Approval of SEAPA Contract

Consistent with the Board's direction at the Agency's March 10, 2020 Special Board Meeting, and following negotiations with the Agency's CEO regarding a renewal to his expired contract, which you have been copied with, I ask that you consider the following suggested motion:

SUGGESTED MOTION
I move to authorize the Board Chair to execute the proposed contract between SEAPA and our CEO, that is consistent with prior discussions and negotiations.

Date: March 19, 2020

To: Trey Acteson, Chief Executive Officer

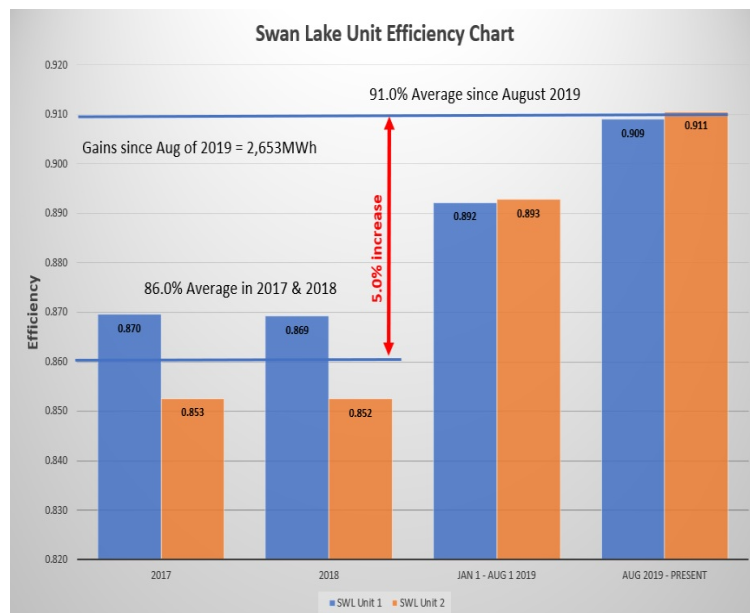
From: Robert Siedman, P.E., Director of Engineering & Technical Services

SEAPA 2020 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. Optimization of water resources is achieved by an algorithmic math model.

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

1.0 Efficiency Gains



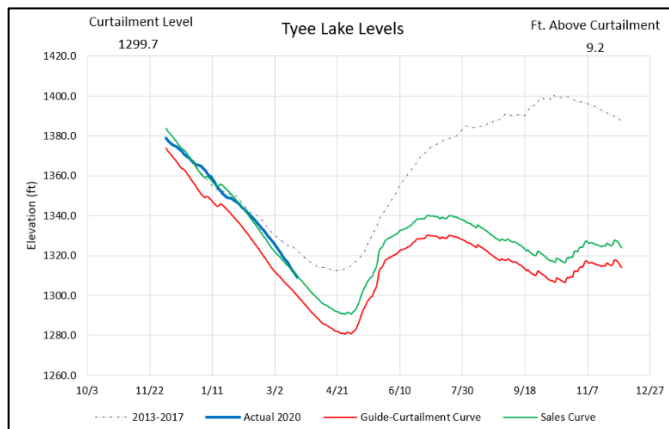
One of the largest positive impacts from revising the Operations Plan was realized efficiency gains from Swan Lake. During the revision process in July 2019, SEAPA illustrated to the Member Utilities and the Board of Directors the benefits of utilizing the Swan-Tyee-Intertie (STI) to its fullest potential.

Prior to the revision, power that was sent North from Swan Lake was often characterized as Dedicated Output and not considered beneficial. Since the revised Operations Plan was approved, energy from Swan Lake has been sent North during daily energy peaks and returned South during daily energy troughs. The result has been a 5% increase in efficiency for a total of 2.65 Gigawatt-hours since August 2019.

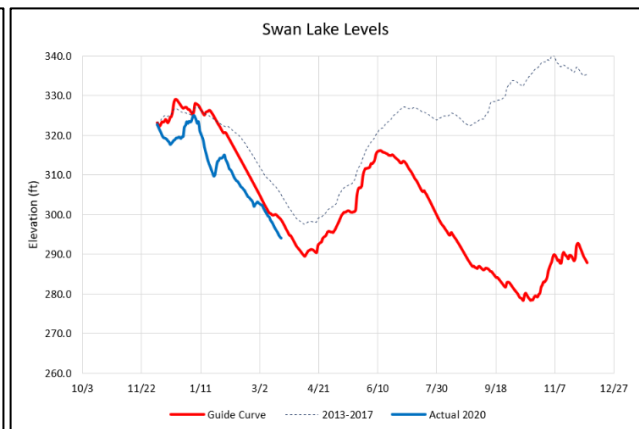
¹ Section 5 of the Power Sales Agreement states that SEAPA shall prepare annually an Operations Plan to estimate the Firm Power Requirements of the Purchasing Utilities and identify Dedicated output to maximize utilization and optimize output of each facility.

2.0 Current Lake Levels

The lake levels as of March 19, 2020 were above average at 1308.9 feet for Tye and 294.1 feet for Swan. Since the addition of snow measurement devices (snow pillows), SEAPA has been able to monitor Snow Water Equivalent (SWE) at both Swan and Tye. In previous years, SEAPA required a snow survey by use of helicopter to monitor snow levels. The Agency intends on performing a snow survey in April to confirm accuracy of the snow pillows however daily informational reports have proved to be very useful for operations. As of March 19, 2020, Tye has a total of 34.64 inches of SWE and Swan has a total of 31.55 inches. Equating that to water in the lakes, Tye currently holds 74.5 feet of water in the drainage basin and Swan holds 37.9 feet. If all the snow melted off immediately, Tye would be at an elevation of 1382.3 feet and Swan at 328.74 feet.



Tye Lake Sales/Guide Curve: Elevation 1308.9 ft



Swan Lake Guide Curve: Elevation 294.1 ft

The charts illustrated above are the Sales/Guide curves for Tye Lake and Swan Lake. For Tye, 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), SEAPA has managed Tye Lake very consistently with the intent of maintaining Tye lake levels closer to the sales curve than the curtailment curve. As we approach the late April snow melt (the turn), SEAPA will begin drafting Tye closer to the curtailment curve (red line) to maximize the lake to its fullest potential within the constraints of the Operation Plan.

Both Swan Lake and Tye Lake are drafting closely to the 2019 model(s). For Swan, the red line represents a response in lake level(s) as a result of operating Tye in the Operations Band (between the red and green lines). As SEAPA modulates the Additional Dedicated Output from Tye (sales to the South), Swan Lake responds linearly. Both inflows and loads appear to be within the predicted levels of the 2019 model(s). With the reported snow levels, SEAPA expects that in the early summer of 2020, both Tye and Swan Lake will rise quickly and likely reach the dotted blue line, which illustrates an output from the model(s) using 2013-2017 average inflows and loads. The lakes are looking very healthy, and as is appears now, 2020 is looking to be a great season for hydropower production.



SOUTHEAST ALASKA POWER AGENCY

Date: March 16, 2020
To: Trey Acteson, Chief Executive Officer
From: Clay Hammer, Operations Manager
Subject: 2020 Mitkof Island Transmission Line Brushing Contract

A Request for Proposals for the Agency's 2020 Mitkof Island Transmission Line Brushing Project was advertised on February 5, 2020. Three (3) bids were received on March 5, 2020 as follows:

Bidder Name	Bidder Location	Bid Amount
Gage Tree Service, LLC	Wasilla, Alaska	\$167,500
TM Construction, Inc.	Sitka, Alaska	\$223,000
Jolt Construction & Traffic Maintenance Inc.	Big Lake, Alaska	\$532,000

The proposals were primarily evaluated on competitive pricing, experience with Alaska generally and Southeast Alaska in particular in carrying out similar projects, the contractor's safety program, schedule and capacity to respond to the required work in a timely and efficient manner, and completeness and quality of bid documents. Based upon the evaluation, staff recommends award of the contract to Gage Tree Service, LLC as the low bidder. A budget of \$225,000 is included in the FY2020 Operating Budget for the work.

Please consider the following suggested motion:

SUGGESTED MOTION
I move to authorize staff to enter into a Contract with Gage Tree Service, LLC for SEAPA's 2020 Mitkof Island Transmission Line Brushing Contract for the lump-sum price of \$167,500.



SOUTHEAST ALASKA POWER AGENCY

Date: March 16, 2020
To: Trey Acteson, Chief Executive Officer
From: Clay Hammer, Operations Manager
Subject: 2020 Neets Bay Transmission Line Brushing Contract

A Request for Proposals for the Agency's 2020 Neets Bay Transmission Line Brushing Project was advertised on February 7, 2020. Three (3) bids were received on March 9, 2020 as follows:

Bidder Name	Bidder Location	Bid Amount
Gage Tree Service, LLC	Wasilla, Alaska	\$86,500
BAM LLC	Ketchikan, Alaska	\$98,200
TM Construction, Inc.	Sitka, Alaska	\$180,000

The proposals were primarily evaluated on competitive pricing, experience with Alaska generally and Southeast Alaska in particular in carrying out similar projects, the contractor's safety program, schedule and capacity to respond to the required work in a timely and efficient manner, and completeness and quality of bid documents. Based upon the evaluation, staff recommends award of the contract to Gage Tree Service, LLC as the low bidder. A budget of \$100,000 is included in the FY2020 Operating Budget for the work.

Please consider the following suggested motion:

SUGGESTED MOTION
I move to authorize staff to enter into a Contract with Gage Tree Service, LLC for SEAPA's 2020 Neets Bay Transmission Line Brushing Contract for the lump-sum price of \$86,500.



SOUTHEAST ALASKA POWER AGENCY

Date: March 16, 2020

To: Trey Acteson, Chief Executive Officer

From: Ed Schofield, Power System Specialist

Subject: Consideration and Approval of Operating Budget Increase for Completion of the Swan Lake Hydroelectric Project Mapcon Review)

A consultant has been retained to conduct an initial review of Swan Lake's Mapcon System Maintenance Work Orders. The FY2020 Operating Budget provides \$12,500 for the project however it was initially intended that \$50,000 be budgeted for a complete review. Staff seeks the board's consideration and approval of an increase of \$37,500 to complete the work as it is the Agency's overall plan to update Mapcon work order tasks to align with the newly revised Swan Lake Operations and Maintenance Manuals, adjust maintenance intervals to match FIST, SEAPA, manufacturer and current industry practices, and work with SEAPA staff to enter new work orders into the Mapcon system.

Staff will be available during the meeting to answer any questions. Please consider the following suggested motion:

SUGGESTED MOTION
I move to increase SEAPA's FY2020 Operating Budget by \$37,500 for completion of the Mapcon review at Swan Lake.



SOUTHEAST ALASKA POWER AGENCY

Date: March 16, 2020
To: Trey Acteson, Chief Executive Officer
From: Clay Hammer, Operations Manager
Subject: Consideration and Approval of Operating Budget Increase (Transformer Testing)

The three-phase transmission transformers at the Petersburg, Wrangell, and Tyee substations are scheduled for their 5-year Preventative Maintenance testing. Specialty Engineering has performed the testing in the past and has provided the attached quote for \$37,650 for the work. Staff seeks the board's consideration and approval for an increase to SEAPA's FY2020 Operating Budget of \$37,640 plus a 10% contingency for a total of \$41,415 so materials can be ordered, and the work performed during this year's annual shutdown.

Staff will be available during the meeting to answer any questions. Please consider the following suggested motion:

SUGGESTED MOTION
I move to increase SEAPA's FY2020 Operating Budget by \$41,500 for testing of the three-phase transformers at the Petersburg, Wrangell, and Tyee substations.



SOUTHEAST ALASKA POWER AGENCY

Date: March 23, 2020
To: Trey Acteson, Chief Executive Officer
From: Ed Schofield, Power System Specialist
Subject: 2020 Swan Lake Aircraft Contract

A Request for Proposals for SEAPA'S 2020-2022 Swan Lake Fixed Wing Aircraft Services was advertised on March 4, 2020. Three (3) bids were received on March 20, 2020 as follows:

Bidder Name	Bidder Location	Fixed Rate Cost/Flight	Airport Fee	Standby Rate/Hr
Venture Travel, LLC, d/b/a Taquan Air	Ketchikan, Alaska	\$520	\$25	\$400
Seawind Aviation, Inc.	"	\$575	\$15	\$375
Misty Fjords Air & Outfitting, Inc.	"	\$765	\$85	\$300

The proposals were primarily evaluated on price, type of aircraft proposed, experience and qualifications, capacity to respond to the required work in a timely and efficient manner, and completeness and quality of bid documents. Based upon the evaluation, staff recommends award of the contract to Venture Travel, LLC, d/b/a Taquan Air as the low bidder. A budget of \$60,000 is included in the FY2020 Operating Budget for the work.

Please consider the following suggested motion:

SUGGESTED MOTION

I move to authorize staff to enter into a two-year Contract with Venture Travel, LLC, d/b/a Taquan Air, with additional terms at SEAPA's discretion, for SEAPA's 2020 Swan Lake Fixed Wing Aircraft Services for the value of \$49,920 annually, plus a 10% contingency for price adjustments related to increases in the price of aviation fuel for the total not-to-exceed value of \$54,912.



SOUTHEAST ALASKA POWER AGENCY CEO REPORT

DATE: March 23, 2020
TO: SEAPA Board of Directors
FROM: Trey Acteson, Chief Executive Officer
SUBJECT: CEO Report

CORONAVIRUS (COVID-19) RESPONSE:

Ketchikan's first confirmed case of Coronavirus occurred the evening of March 17 and the White Cliff building housing SEAPA Headquarters was locked down shortly thereafter. This underscores the need for the Agency to have our own office building so we can control access to our critical infrastructure (e.g. servers, engineering workstations, etc.). As reported to the Board, SEAPA staff immediately transitioned to our Coronavirus contingency plan. All administrative staff based in the Ketchikan office are now working remotely. At the time of this writing, core business functions have continued without interruption, but we anticipate hurdles along the way. Our first priority remains employee safety, closely followed by continuity of energy deliveries. We continue to actively work on outage planning and projects, but supply chain delays and travel prohibitions are anticipated to negatively impact workflows.

I met with Abner Hoage on March 11th and reviewed protocols should an evacuation of a potentially infected person be required from SEAPA's facilities.

As part of our response effort to the COVID-19 pandemic, I chaired an Alaska Power Association Manager's Forum Meeting on March 19 that included the majority of electric utility CEO's and General Managers from across the state. We discussed how utilities are responding to frontline challenges and the evolving policy changes. SEAPA was the only utility directly impacted by the outbreak at that time, so others were very interested in our planning and contingency plan implementation. The group agreed to meet every Thursday to assist each other in response planning, implementation, and to share lessons learned.

I have continued to keep the SEAPA Board well informed of the Agency's COVID-19 response through Keeping You Posted (KYP) electronic announcements.

GOVERNMENTAL AFFAIRS:

Activity in Juneau has picked up in recent weeks. SB123 passed both legislative bodies and is headed to the Governor's desk for signature. There were some last-minute changes that included merging of SB81, but our language protecting SEAPA from the Regulatory Commission of Alaska (RCA) regulation remained intact. This was a successful ten-month legislative effort that required several interventions and testifying before a Senate subcommittee.

SB193, electric utility liability as it pertains to vegetation management was sent back to the Senate Rules Committee on March 22nd after an amendment to the bill narrowly passed 10-9. The amendment removed the core exemption from civil liability resulting from a fire due to contact between vegetation and a utility's facilities, even if that vegetation was outside the utility's legal right of way. This essentially eliminated the intended protections the bill provided to Alaska's electric ratepayers.

The House Labor and Commerce Committee conducted its first hearing on HB310 on March 22nd. It would set a range of moratoriums in response to the COVID-19 outbreak and state health disaster declaration. Three sections of the bill would impact the electric utility industry. All statutory and regulatory deadlines for action by the RCA are tolled. Failure by the RCA to act on a filing won't constitute approval or dismissal by the commission. Public utilities cannot disconnect residential utility services for nonpayment and are required to make reasonable efforts to reconnect utility service to a residence that was disconnected for non-payment on or after March 11, 2020. Certificated utilities can create regulatory assets for residential utility bills that are not paid during the declaration.

On the Federal level, the comprehensive bipartisan energy policy reform package that was being ushered by Senator Murkowski has stalled. The package contained a broad spectrum of overdue reforms, but its future is now unclear.

Federal legislative initiatives associated with the COVID-19 response are changing almost daily and it has been challenging to analyze how they will be applied and what impact they may have on the Agency. I will not attempt to cover them here, but expect initial legislative actions to be further refined over the coming weeks (e.g. payroll tax, PTO reimbursement, etc.)

It is worth noting the precipitous drop in crude oil prices due to the recent oil war between OPEC and Russia. This will have a major impact on the State of Alaska's budget, deepening the fiscal crisis. Legislators are grappling with this serious challenge and it is unclear how it will be addressed. The decline in fuel prices is not expected to recover quickly and will be slowed by a simultaneous reduction in demand resulting from COVID-19 measures.

EXTERNAL INDUSTRY ACTIVITIES:

I attended the Northwest Hydroelectric Association's annual conference in Seattle on February 18th – 20th. I opened the meeting and officially transitioned out of the role of President. I will still serve as Alaska's representative and as Past President for another two years. The conference broke all previous attendance records with approximately 470 attendees. It fortunately wrapped up just prior to the escalation of COVID-19.

I continue to actively participate on the National Hydroelectric Association's Regulatory Committee, steering Federal policy that impacts SEAPA.

My Co-chair of the Alaska Power Association's (APA) Manager's Forum has resigned as CEO for Golden Valley Electric and I now lead the forum comprised of utility managers from across the state. I have also temporarily assumed the Chairman position of APA's Hydropower Working Group with the recent retirement of Copper Valley Electric's CEO.

BEST PRACTICES AND PROCESS IMPROVEMENTS:

SEAPA conducted a strategic planning workshop on February 21st and 22nd. Follow-on work is in progress as the facilitators utilize information gathered to develop the actual plan. The work session was well attended by all Board members and provides a foundation for future direction and decision making. I believe there is value in this process and recommend the Board meet every 2-3 years to update the plan.

SEAPA continues to refine MAPCON, our computerized maintenance management system. This important comprehensive effort will help ensure Agency assets are being maintained according to current industry best practices.

Migration to the Agency's new accounting system is nearly complete. External modules such as payroll are the focus currently. Reporting functions will be refined over time.

PERSONNEL:

It is unclear whether any SEAPA employees have contracted COVID-19 because testing is not readily available for those with less than severe symptoms. This makes managing and protecting our human resources much more difficult. We have temporarily halted public access and contractor access to our power plant grounds to reduce the possibility of exposure at those locations. All administrative staff will continue to work remotely until further notice.

All regular positions are filled at this time. We are in the process of hiring our seasonal Brushing Tech to assist the Brushing Foreman in clearing access trails for scheduled transmission line inspections and repairs.



SOUTHEAST ALASKA POWER AGENCY

March 31, 2020 Board Report

Date: March 18, 2020
To: Trey Acteson, CEO
From: Ed Schofield, Power System Specialist
Subject: March 31, 2020 Board Report

Swan Lake Operations & Maintenance Report

The operational status of Swan Lake has been uneventful since staff's last report. The Swan Lake crew is performing standard day-to-day operations. There haven't been any major equipment failures and no contracted projects have been performed. This has allowed the crew to focus on scheduled preventative maintenance and common winter "snow removal" tasks. Projects completed beyond the scheduled preventative maintenance items are:

- MAPCON (Preventative Maintenance Scheduler) PM development and task corrections
- Review and clarification of updated O&M manual
- Development of Standard Operating Procedures (SOP)
- Installation of new Fire Alarm Control Panel for Critical Spare Parts Store Building
- Installation of Marine dock electrical outlets
- Vertical Gate positioning device repairs
- Unit 1 Woodward Governor accumulator restoration repairs
- Unit cooling water strainer repairs
- Units 1&2 Greaser System Repairs
- Reorganization and cleanup of all operating supplies (project wide)
- New Radiator installed on the John Deere Loader
- SEAPA Boat 100-hour service

Operations & Maintenance Manual Update

A draft document of the updated Operations and Maintenance Manual was provided by the contractor for review by the Swan Lake crew and management. As reported previously to the board the updating of the Swan Lake O&M Manual was identified by the 2018 Bureau of Reclamation PRO&M Team facility review as a critical maintenance practice deficiency. The O&M Manual is intended to be a living document, requiring continued updating with the installation of any new equipment or change in operational practices. The Swan Lake O&M Manual was last updated in 1996. The O&M Manual now reflects the Swan Lake Plant's installed equipment and the standard industry operating practices as presented within the Bureau of Reclamation "Facilities Instructions, Standards and Techniques" (FIST) manuals. The FIST set of manuals was chosen as the governing document to simplify the task of keeping current with industrial standard maintenance procedures. The Bureau of Reclamation keeps all 70 volumes of the FIST manual

current to the standard industry practices free of charge to all US powerhouse operators. After a thorough review of the O&M draft the new document will be issued for use and will be the guiding document for an update of the MAPCON preventative maintenance procedures which will be the second phase of this project.

Federal Energy Regulatory Commission (FERC)

In December 2019 the Swan Lake FERC Part 12 exercise was completed and the final documentation submitted to FERC. This exercise included the development of a revised Dam Safety Surveillance and Monitoring Plan (DSSMP). The Part 12 document in brief is a review by a third party of all Dam Safety Monitoring procedures and practices performed in the past five years. The review and revision changes to the DSSMP provides corrective measures and added monitoring practices determined necessary by the Part 12 review to assure continued safe operation of the dam and its related conveyances into the future. Both the Part 12 and the DSSMP reviews are required to be performed as a commitment of the FERC licensing for the Swan Lake project. Due to the change made to the configuration and operation of the Swan Lake Dam during the 2016 Reservoir Expansion Project completed in 2016, the 2019 Part 12 and DSSMP were much more complex than normal. Beyond the usual review and verification of past DSSMP monitoring tasks, additional monitoring procedures and their permissible parameters were developed related to the 2016 Swan Lake Reservoir Expansion Project. This was all to assure that the installation of the Fixed Wheel Gate and Flashboard Gates and their related equipment installed on the dam spillway do not and will not compromise the integrity of the dam under any environmental conditions.

Swan Lake Crew Housing Replacement

The Swan Lake Housing Replacement Project is currently on schedule for completion by September 30, 2020 as required under the contract. This project consists of the construction of a modular four-plex, removal of an existing modular home from Swan Lake, and installation of the four-plex. The modular replacement home is being constructed in Canada. Delivery to Ketchikan may be delayed due to the Coronavirus Pandemic.

MAPCON Preventative Maintenance

MAPCON is SEAPA's Preventative Maintenance (PM) scheduler program. MAPCON was developed in 1996 and has been in service with little change over the years. The PM work tasks, in most cases, no longer reflect modern industry standard practices nor does the MAPCON program cover all plant facilities or installed equipment. A project is underway that will review each individual PM work order to identify inaccurate work orders and audit existing equipment and facilities in service to assure all items are covered. There are presently approximately 1200 individual PM work orders within the program that need to be reviewed and most will require some correction or be completely rewritten. As mentioned earlier, within the O&M Manual section of this document, the MAPCON upgrade project is interconnected with the O&M Manual update. A complete audit of plant design drawings has been completed and an accurate library of drawings developed. A contractor has been retained to perform the PM audit to complete this exercise in a timely manner. The contractor is working remotely and interacting with SEAPA staff to manage required onsite tasks.

Tyee Lake Gate House Hydraulic Power Unit (HPU) Relocation

The Tyee power tunnel gate has historically been very difficult to operate and keep in serviceable condition due to the installed location of the gate's hydraulic power unit (HPU) equipment being 188 feet below ground in a very high moisture environment within the Tyee Lake gate shaft. This project will relocate the HPU to an above-ground location for ease of operation and serviceability. This will enable staff to operate the power tunnel gate without having to descend the gate shaft which requires climbing down 188 feet of man ladders within a ten-foot diameter rock shaft. Currently, efforts are underway to complete the Scope of Work and related specifications for the RFP documents. Efforts are also underway to retain all required critical parts and materials. Due to the complexity of this project, the remote access issues, and vulnerability to negatively impact plant operations, all critical project parts and materials will be provided by SEAPA to mitigate the risk of project delays.

Date: March 18, 2020
To: Trey Acteson, CEO
From: Robert Siedman, P.E., Director of Engineering & Technical Services
Subject: Report for March 31 Board Meeting

Tyee and Swan Lake Snow Pillows Update



As of March 18, 2020, both the Swan Lake and Tyee Lake snow pillows have been reporting in on a consistent basis. The most recent update indicated Tyee currently has 34.64 inches of Snow Water Equivalent (SWE) and Swan currently has 31.55 inches of SWE. The SWE for each lake respectively equals water in the lakes as follows:

The Tyee and Swan Lake snow measurement pillows were assembled, RF radios programmed, and all equipment installed by SEAPA in-house staff in late 2019. The snow measurement pillows are located on the ground and powered by a solar panel. An RF radio transmits the snow pillow analog signal from the respective mountain (Swan or Tyee). A stand was designed and built to mount the power and radio transmit equipment and is currently in service.

Tyee SWE to Feet of Lake:

$$Lake_{ft} = SWE * 2.15$$

$$Lake_{ft} = 34.64ft * 2.15 = \mathbf{74.5 ft}_{Lake\ rise}$$

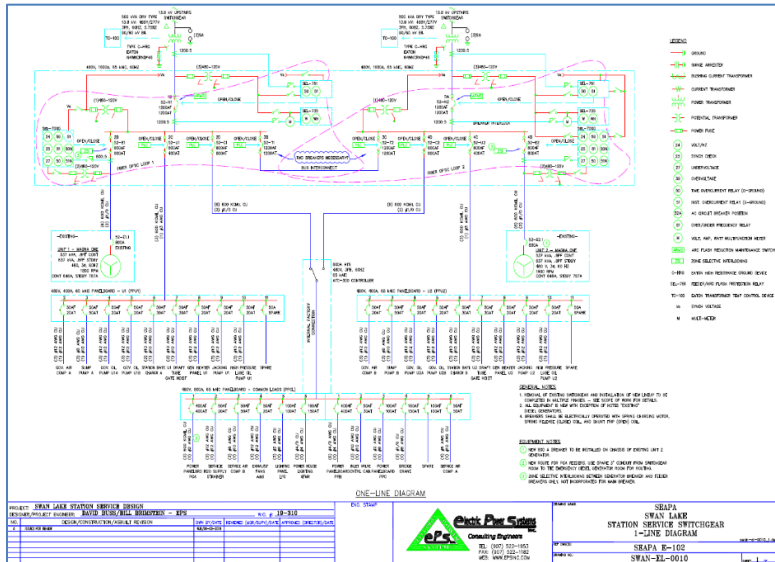
Swan SWE to Feet of Lake:

$$Lake_{ft} = SWE * 1.2$$

$$Lake_{ft} = 31.55ft * 1.2 = \mathbf{37.9 ft}_{Lake\ rise}$$

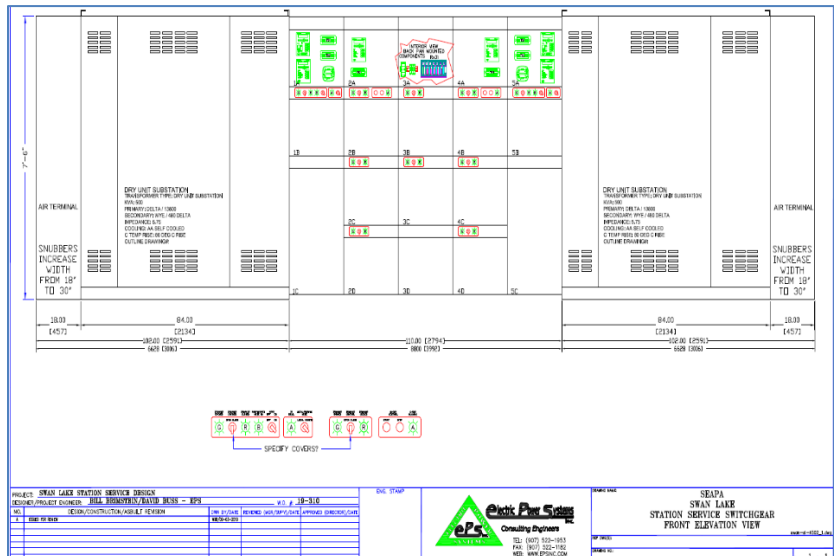
Note: Calculations do not account for sublimation

Swan Lake Station Service Switchgear

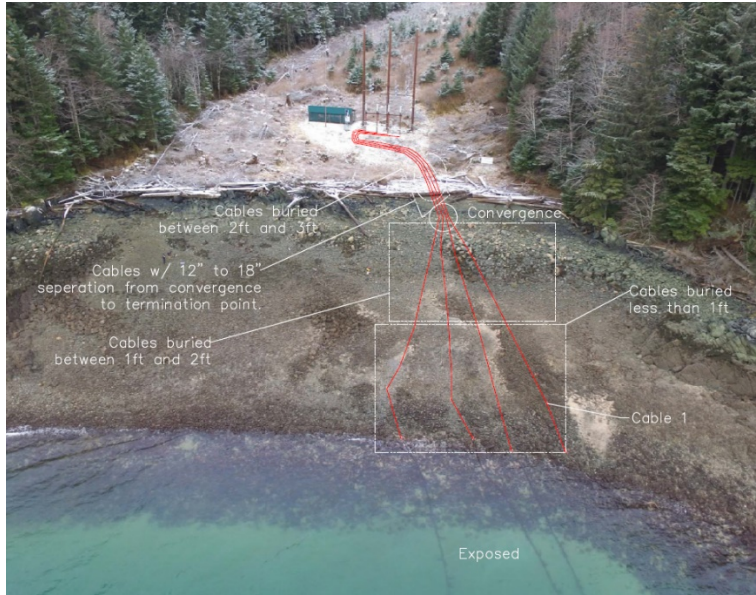


The Swan Lake Station Service Switchgear project was awarded to EPS for the design phase. The 100% design was completed in January 2020. A Request for Proposal(s) (RFP) was issued in early February and a subsequent site visit was performed on February 14. After bidder inquiries and questions, concerning the installation window, it was discovered that the Switchgear manufacturing lead times were longer than anticipated.

As discussed in the RR writeup (19314), the Swan Lake 38-year-old switchgear is at the end of its useful life and currently has a breaker that is stuck in the racked-in position. Since lead times on production of the switchgear is currently 24 weeks (due to the recent economy), the fall outage window was not realistic to meet for installation so the final bid due date was extended to June 1, 2020 with an anticipated construction window of May-June of 2021.



Stikine Crossing Submarine Cables

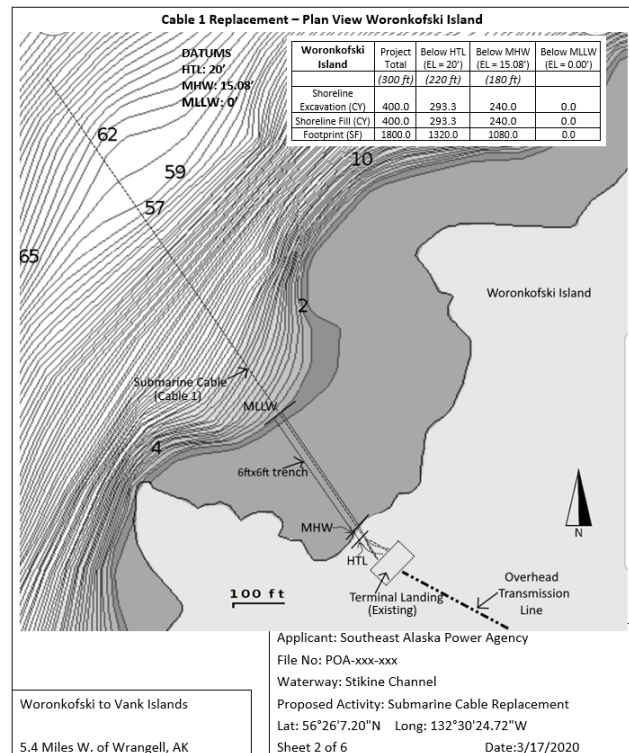


As part of the U.S. Army Corps of Engineers (USACE) permit process, total cubic yards of excavation were required to be identified. On March 10-13, 2020, SEAPA staff connected a cable locator to the faulted cable and identified routing, depth and trench size requirements at both the Woronkofski and Vank shorelines. The image on the left illustrates that the cables are exposed below a negative 2-foot tide and buried between 1 & 5 ft from the Mean Lower Low Water (MLLW) tide mark to the point of termination.

The USACE permit application is in final review by PND Engineering and will be submitted to USACE in the near future. Cable specifications are currently 100% complete. Installation and removal specifications are 80% complete. A few final tasks are required to complete the installation and removal specifications as listed below:

- GCI cable crossing agreement
- Route for new cable
- Finalized print of existing equipment

SEAPA sent notice of the failed cable to GCI in December 2019. A conference call to discuss options is anticipated shortly. Finalized prints of existing equipment are currently being developed and the new cable route is currently being analyzed by SEAPA's submarine cable consultant.





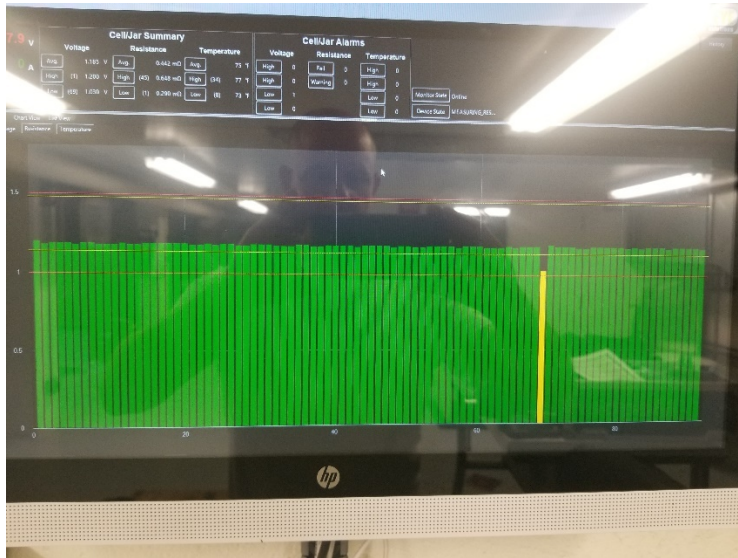
Completed Task:

- ✓ October 2019: A hydrographic survey of the cable routing was completed by eTrac to identify the path of all four Stikine crossing submarine cables.
- ✓ October 2019: Time Domain Reflectometer (TDR) testing was completed by SEAPA staff to identify the location of the fault for determining path forward on repair or replacement risks.
- ✓ November 2019: SEAPA awarded Center Marine a contract to perform in capacity as SEAPA's submarine cable consultant.
- ✓ December 2019: SEAPA awarded PND Engineering a contract to perform permitting functions once determination was made on whether a repair or replacement would occur.
- ✓ December 2019: SEAPA legal counsel drafted and SEAPA delivered a notice to GCI concerning conflicting DNR permits whereas GCI's fiber optic cable crosses SEAPA's submarine cable and may be required to be removed for work to be performed.
- ✓ December 2019: SEAPA begins receiving budgetary quotes for cable replacement with options from multiple manufacturers, for budgeting purposes and industry awareness.
- ✓ January 2020: SEAPA awarded contract to eTrac to identify the depth of burial of the failed cable across the Stikine cable crossing to determine feasibility and risk of a repair option.
- ✓ February 2020: eTrac completes sub-bottom hydrographic surveys and depth of burial contract.
- ✓ February 2020: SEAPA performs underwater Remote Operated Vehicle (ROV) operations to identify possible cause of fault.
- ✓ February 2020: SEAPA notified the Board of intent to replace instead of repair, after Depth of Burial and ROV video indicated the risk of repair was high and length of spare cable for replacement was not adequate to perform a successful repair.
- ✓ February 2020: SEAPA notified U.S. Coast Guard and ADEC of intent to remove and replace cable for awareness and guidance on actions required during cable removal of a fluid filled cable.
- ✓ March 2020: Center Marine completes cable procurement specifications.
- ✓ March 2020: SEAPA performs a shoreline cable survey to identify cable route and depth of burial for USACE permitting and developing removal and installation specifications.
- ✓ March 2020: PND completes U.S. Corps of Engineers (USACE) permitting.
- ✓ March 2020: Center Marine completes cable installation and removal specifications.

Path Forward:

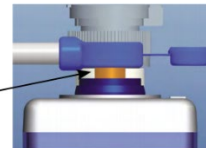
- SEAPA anticipates solicitating for Request for Proposal(s) to repair and replace the Stikine crossing faulted cable by April 10, 2020.
- SEAPA anticipates shoreline excavation to occur in August 2020 with removal and installation to occur in September 2020.

Tyee 125V Battery Bank



In late 2019, Battery Capacity discharge testing at Tyee Lake identified 2 cells at the end of their useful life. Cell 69 voltage dropped off significantly at approximately 3.5hrs into the 10hr test. The cell was bypassed to continue the test per IEEE-450 recommendations. At approximately 8hrs, cell 25 voltage dropped off significantly. The result of the battery capacity discharge testing at Tyee demonstrated that the 125V battery bank is at the end of its useful life and should be replaced.

The Board approved RR (19333) for the replacement of the Tyee battery bank. Quotes for procurement and replacement were received in early 2020 however due to the contractor quotes being significantly higher than anticipated, SEAPA performed engineering and procurement in-house and will install the batteries with SEAPA electricians. SBS Lead-Selenium batteries were ordered and are currently staged at Tyee Lake for installation. Installation will be performed by in-house staff within the next 60 days, saving the Agency nearly \$70,000 in contractor costs and markups.



With std. cable, .33" of exposed post for testing

Construction	
Positive Plate	Tubular plate with selenium/low antimony alloy (0.34" thick)
Negative Plate	Pasted flat radial structure
Separation	Microporous combined with corrugated separator
Case Material	Styrene-acrylonitrile (SAN), impact resistant
Cover Material	Styrene-acrylonitrile (SAN)
Specific Gravity	1.240 S.G. @ 77° F
Post Design	Leak-proof with brass insert
Intercells	Fully insulated flexible copper cables (uninsulated bars optional)
Vent Caps	Flip top flame arrester with dust cap
Temp. Range	-4° to 131° F (58° to 77° F recommended)
Float Voltage	2.23 V/cell
Equalize Voltage	2.33-2.40 V/cell



SOUTHEAST ALASKA POWER AGENCY

Date: March 17, 2020
To: Trey Acteson, Chief Executive Officer
From: Clay Hammer, Operations Manager
Re: Report for March 30, 2020 Board Meeting

MAJOR CONTRACTS and PROJECTS

Tyee Road Access to Tidewater Project

Access to the Tyee facility has long been problematic given the only two means of access are by air utilizing contract aircraft and runway or by boat through a tidal river estuary. This presents complications when weather and tides are not favorable creating serious logistical challenges for getting crew and goods to and from the plant as well as any form of outside assistance in the event of an emergency.

At this time, we have identified a preferred road route and relocated small dock option following a 2019 feasibility study from R&M Engineering. The next step is to follow up with Preliminary Design work. This Preliminary Design work will firm up road route and design, quantify required material amounts as well as identify permitting costs and requirements.

Funds were budgeted for this next phase of work in FY-19, however quotes received from qualified engineering firms fell outside of that budgeted amount. An updated estimate for that work was included in the FY2020 budget. Staff is currently working with a local engineering company to further refine the scope of work and prepare an RFP. It is expected that this will be ready to go out to bid later this Spring.

Fire Control Panel Replacement, Tyee Lake Facility

Complications with the existing Kidde Fire Control Panel at Tyee Lake last year revealed that the control panel was no longer supported with parts and service by the factory. Funds were approved for FY19 for the engineering and replacement of the dated panel as well as the addition of a dedicated suppression zone for the diesel-powered station service generator.

A task order was issued to C&T Fire of Anchorage to engineer and install a retrofit replacement panel and add the additional suppression zone for the station service generator. This work was completed the first week of February. The transition went well, and the new panel was installed, tested and commissioned. The new Kidde Aries series control panel is a multi-zone state of the art system that is expected to be fully supported for many years to come.



Kidde Aries Series Fire Control Panel During Installation

Heat Pump Wrangell Office/Warehouse

SEAPA's Wrangell Warehouse and Office Building is an insulated steel structure housing admin space, document archives, and a workshop/storage area. Heating the building has always been expensive during the winter months due to the nature of the building's construction. Heat Pump technology has advanced in recent years and is a proven cost-effective alternative to oil or resistance based electric heat. Funding was approved in the FY2020 budget for the purchase and installation of a DAIKIN 24,000 BTU multizone heat pump at the Wrangell Warehouse.

This work was completed by Bunes Electric at the end of December and is performing well. It is expected that this upgrade along with the addition of a large ceiling fan in the warehouse and conversion to LED lighting in the shop bay will cut annual electric power consumption by as much as 35%.



Daikin Heat Pump Wrangell Warehouse

Brushing Program

The 2020 Brushing Season has gotten off to a great start with RFPs already hitting the streets for two of our highest priority target areas. The two contracts, one for Mitkof Island and another for the Neets Bay area both received multiple bidders. At this time those bids have been evaluated and a contractor selected for the Board's approval to award under New Business in the agenda.

SEAPA's in-house brushing crew is scheduled to start in April clearing the trails and towers for the annual climbing inspections. This work takes place the entire length of the 178-mile transmission line right-of-way with every tenth structure slated for inspection during SEAPA's annual maintenance outage. Once this work is complete a review of remaining helipads requiring brush work will be done and those sites addressed as well.

For large in-house projects, both of the Woronkofski and Vank Island right-of-ways are scheduled for clearing this season. Both of these project areas are within the permitted Argo access areas which will be the primary means of access for that work.

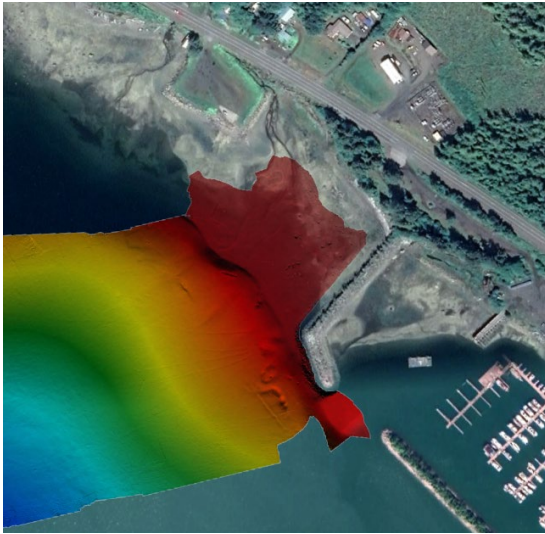


Mitkof and Neets Bay Contract Brush Areas

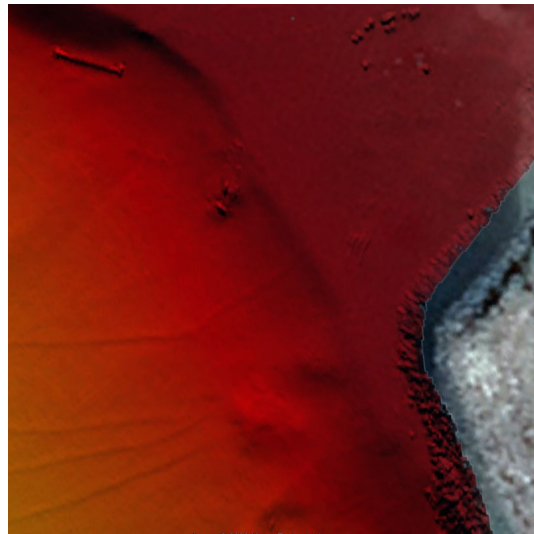
Tyee Marine Cable Landing Survey

In 2018, SEAPA contracted with a deep-water survey contractor to perform an ROV dive and video document conditions of all subsea cables within the four major channel crossings in the Tyee transmission area. Visibility and access constraints limited that ROV documentation to depths of 18 meters and deeper leaving some sections of shallow cable unreported. This winter SEAPA contracted with the underwater survey contractor e-Trac, Inc. to follow up the ROV work with a Multi-Beam Sonar Survey of the shore side landings as well as some limited documentation of the deeper portions of the crossings. The intent was to identify where the cables were exposed and whether there was anything within the exposed locations that might pose a threat to the cables. If any threats were identified, then this would be further evaluated by ROV or dive work. E-Trac concluded the work in February and the results are impressive. The sonar findings were loaded into a KMZ file which presents as a three-dimensional Google Earth view of the sea floor

and adjoining areas. The detail is amazing with exposed sections of cable plainly visible in the images. Review of the imagery did not identify any apparent dangers to the cables and no further survey work is required at this time.



Picture 1

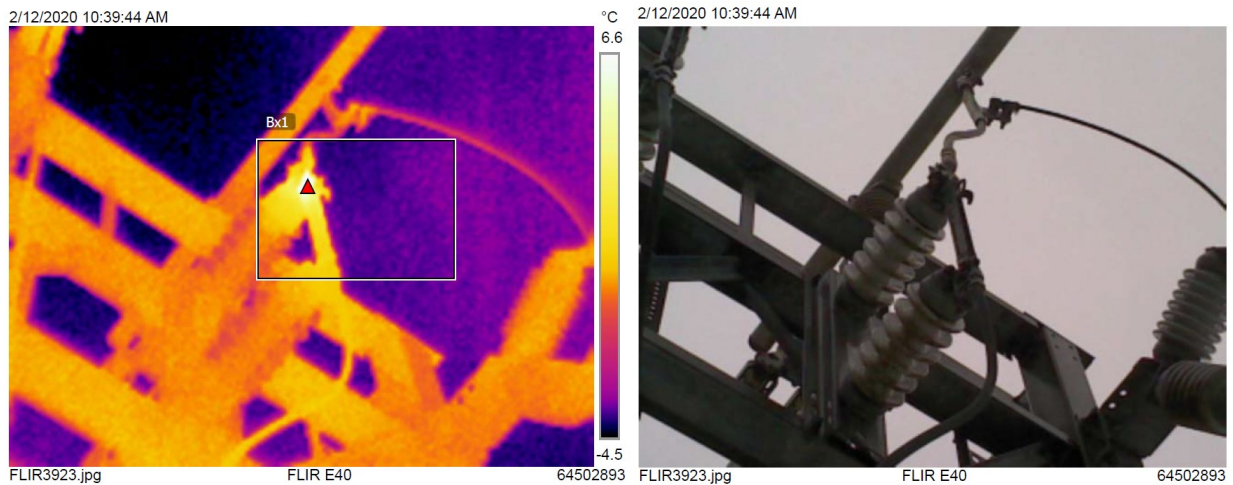


Picture 2

Multibeam data for Zemovia Strait Crossing in front of SEAPA's Wrangell Switchyard (Note sunken beam trawl in the upper left-hand corner of Picture 2 above as well as outlines of all four cables in bottom left corner of that same frame.

Transmission Line Thermal Scan

As part of SEAPA's preventative maintenance program a Thermal Scan of the transmission lines are done every two years. This information is used to identify weak connections out on the line and switch points or other points of contact that may need cleaning or adjustment. This information is in turn used to schedule repairs or maintenance before actual failures take place. This winter contractor, Electric Power Constructors (EPC) performed an Infrared (Thermal) Scan of the Swan/Bailey line, the STI, and the Tye line. This included switch and transformer connections as well as line crimps and insulator attachment points. Only one set of connections showed up as needing attention and those were the manual switches on either side of breaker T-62 within the Petersburg Substation. There is already work scheduled for this season's annual outage at that location and routine inspection and cleaning of those switch points will be added to the work list.



IR view of switch point with elevated contact temperature.

Tyee Lake Report

It has been a long, cold winter for the crew at the Tyee Plant. Tyee Lake was hit hard with snow and the crew expended a considerable amount of time keeping the roads and airstrip open. The Hewes Net Satellite pad out by the river added approximately 1.8 miles of additional road to be maintained in addition to the usual snow removal duties. It is estimated that between 10-15 feet of snow fell at the plant this season.

For training this winter, the four SEAPA electricians along with three of the management team were able to attend a three-day National Electric Code class hosted at the SEAPA office in Ketchikan. The class covered the latest changes in the 2020 NEC Code and was a refresher for the class participants. This training brought all of our licensed staff and electricians up-to-date on their required CEUs. This is the first time the crew from both plants have been able to come together with administrative staff and train as a team. It was very well received by all parties and hopefully the first of many joint training opportunities to come.

In addition to the usual scheduled PM's the crew accomplished the following tasks:

- Clean and paint TSV valves
- Winter PM checks at cable crossing Marine Terminals
- HVAC controls and trim, Standby Generator Room Fire System
- Wrangell Warehouse inventory
- MSD updates and purge of dated paints and solvents

For Safety Training during the last quarter the following topics were covered:

- Materials Handling and Storage
- Walking and Working Surfaces
- Fire Extinguisher Use and Safety
- Tyee Lake Incinerator Clean Out



SEAPA 2020 BOARD MEETING DATES

Date(s)		Weekday(s)	Location ¹	Comments
June	29-30	Monday/Tuesday	Wrangell	Regular Board Meeting
September	29	Tuesday	Ketchikan	Regular Board Meeting
December	10-11	Thursday/Friday	Petersburg	Regular Board Meeting

2020

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<https://www.vertex42.com/calendars/2020.html>

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(See attached for additional information on 2020 meeting dates and events)

¹ Meetings may be held electronically pending Center for Disease Control social distancing guidelines.

2020 MEETING DATES | EVENTS

DATE	ORGANIZATION/EVENT	LOCATION
JANUARY		
1	SEAPA Holiday (New Year's Day)	N/A
2	Ketchikan City Council	Ketchikan
6	Petersburg Borough Assembly	Petersburg
14	City & Borough of Wrangell Assembly	Wrangell
16	Ketchikan City Council	Ketchikan
21	Petersburg Borough Assembly	Petersburg
28	City & Borough of Wrangell Assembly	Wrangell
28-30	APA Manager's Forum & State Legislative Conference	Juneau
FEBRUARY		
3	Petersburg Borough Assembly	Petersburg
4-6	SE Conference Mid-Session (4th-5th) & Health Care Summit (6 th)	Juneau
6	Ketchikan City Council	Ketchikan
11	City & Borough of Wrangell Assembly	Wrangell
17	SEAPA Holiday (President's Day)	N/A
18	Petersburg Borough Assembly	Petersburg
20	Ketchikan City Council	Ketchikan
18-21	NWHA Annual Conference & FERC Meeting	Seattle
25	City & Borough of Wrangell Assembly	Wrangell
MARCH		
2	Petersburg Borough Assembly	Petersburg
5	Ketchikan City Council	Ketchikan
10	City & Borough of Wrangell Assembly	Wrangell
16	Petersburg Borough Assembly	Petersburg
19	Ketchikan City Council	Ketchikan
24	City & Borough of Wrangell Assembly	Wrangell
31	SEAPA BOARD MEETING	KETCHIKAN
APRIL		
2	Ketchikan City Council	Ketchikan
6	Petersburg Borough Assembly	Petersburg
14	City & Borough of Wrangell Assembly	Wrangell
TBD	SEAPA ANNUAL AUDIT	Ketchikan
16	Ketchikan City Council	Ketchikan
16-17	NWHA Strategic Planning Meeting	Seattle
20	Petersburg Borough Assembly	Petersburg
28	City & Borough of Wrangell Assembly	Wrangell
MAY		
4	Petersburg Borough Assembly	Petersburg
7	Ketchikan City Council	Ketchikan
12	City & Borough of Wrangell Assembly	Wrangell
18	Petersburg Borough Assembly	Petersburg
19-21	NHA Waterpower Week (hydro/marine energy)	Washington, D.C.
21	Ketchikan City Council	Ketchikan
25	SEAPA Holiday (Memorial Day)	N/A
26	City & Borough of Wrangell Assembly	Wrangell
JUNE		
1	Petersburg Borough Assembly	Petersburg
2-4	APA Federal Legislative Conference	Washington, D.C.
4	Ketchikan City Council	Ketchikan
9	City and Borough of Wrangell Assembly	Wrangell
15	Petersburg Borough Assembly	Petersburg
18	Ketchikan City Council	Ketchikan
23	City and Borough of Wrangell Assembly	Wrangell
29-30 (T/W)	SEAPA BOARD MEETING	WRANGELL
JULY		
2	Ketchikan City Council	Ketchikan

3	SEAPA Holiday (Independence Day)	N/A
6	Petersburg Borough Assembly	Petersburg
14	City and Borough of Wrangell Assembly	Wrangell
13-16	AEGIS Policy Holder's Conference	San Diego
14-16	Hydrovision International	Minneapolis
16	Ketchikan City Council	Ketchikan
20	Petersburg Borough Assembly	Petersburg
28	City & Borough of Wrangell Assembly	Wrangell
AUGUST		
3	Petersburg Borough Assembly	Petersburg
6	Ketchikan City Council	Ketchikan
11	City and Borough of Wrangell Assembly	Wrangell
17	Petersburg Borough Assembly	Petersburg
20	Ketchikan City Council	Ketchikan
25	City and Borough of Wrangell Assembly	Wrangell
25-28	Alaska Power Assoc./AIE Annual Mtg	Homer
SEPTEMBER		
3	Ketchikan City Council	Ketchikan
7	SEAPA Holiday (Labor Day)	N/A
8	Petersburg Borough Assembly and City and Borough of Wrangell Assembly	Petersburg and Wrangell, respectively
17	Ketchikan City Council	Ketchikan
21	Petersburg Borough Assembly	Petersburg
22	City and Borough of Wrangell	Wrangell
24	City & Borough of Wrangell Assembly	Wrangell
29 (Thurs)	SEAPA BOARD MEETING	KETCHIKAN
OCTOBER		
1	Ketchikan City Council	Ketchikan
5	Petersburg Borough Assembly	Petersburg
8-9	APA Accounting & Finance Workshop	Anchorage
13	City & Borough of Wrangell Assembly	Wrangell
15	Ketchikan City Council	Ketchikan
19	Petersburg Borough Assembly	Petersburg
27	City & Borough of Wrangell Assembly	Wrangell
NOVEMBER		
2	Petersburg Borough Assembly	Petersburg
5	Ketchikan City Council	Ketchikan
11	SEAPA Holiday (Veteran's Day – Observed)	N/A
10	City & Borough of Wrangell Assembly	Wrangell
16	Petersburg Borough Assembly	Petersburg
19	Ketchikan City Council	Ketchikan
24	City & Borough of Wrangell Assembly	Wrangell
26-27 (T-F)	SEAPA Holiday (Thanksgiving & Day After)	N/A
DECEMBER		
2-3	APA Annual December Meeting Series	Anchorage
3	Ketchikan City Council	Ketchikan
7	Petersburg Borough Assembly	Petersburg
8	City & Borough of Wrangell Assembly	Wrangell
10-11 (T/F)	SEAPA BOARD MEETING	PETERSBURG
17	Ketchikan City Council	Ketchikan
21	Petersburg Borough Assembly	Petersburg
22	City & Borough of Wrangell Assembly	Wrangell
24-25	SEAPA Holiday (Christmas Eve and Christmas Day)	N/A

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

- Petersburg 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