



**STAFF REPORT
MARCH 1, 2016**

ADMINISTRATIVE/FINANCE: Some of the non-renewed members have been written off the Accounts Receivable list, but renewals have been attained for GCI and Best Western Kodiak. After the Conference, all remaining entities will be written off.

Account Balances as of January 31, 2016: As or Packet Preparation Staff did not have financial information.

Key Bank (SSL --Restricted):	\$ 196,142
Key Bank Savings -- AMLIP	\$ 160,552
Wells Fargo Checking	\$ 45,155
Wells Fargo Savings	\$ 100,718
Charles Schwab Investment Account	\$ 499,158
Petty Cash	\$ 100
Deferred revenue	\$ <u>14,303</u>
Total	\$1,016,128

PROJECTS/OLD BUSINESS:

Regional Energy Planning: General Regional Energy Planning work has centered around preparing for the wind-down of state funding and identifying an already existing (or developing) a regional meeting structure for community members to continue to meet and advance energy projects without external state-funded support. O'Brien and Vaught have been working with IT specialists from AEA on the development of a pilot web-based system of tracking energy project information. The new format of tracking began in Microsoft Access and ideally will develop into a web portal where community representatives can log in and update information themselves.

- **Aleutian/Pribilofs:** Work has centered around preparation for the Aleutian Committee Meeting on Tuesday before the SWAMC conference, primarily contacting community members with meeting invitations and putting together documents to send out or hand out in person. Development of mini-reports, a selection of important, community-specific elements of the larger Phase II Report, has also been completed in time for the meeting.
- **Bristol Bay:** Work has centered around preparation for the Bristol Bay Committee Meeting on Tuesday before the SWAMC conference, primarily contacting community members with meeting invitations and putting together documents to send out or hand out in person. Development of mini-reports, a selection of important, community-specific elements of the larger Phase II Report, has also been completed in time for the meeting. SWAMC and Information Insights have also been working with BBNA to discuss what a future energy committee and meeting structure can look like once the state-funded structure comes to an end.
- **Kodiak:** With the SWAMC conference and the Aleutian and Bristol Bay committee meetings at the front of our minds, energy planning work for Kodiak has taken a backseat for the month of February. However, follow-up was conducted after the latest Kodiak Energy Committee Meeting on January 26th, with Vaught listening to an audio recording of the meeting and ensuring accuracy of our updates to community energy priorities and projects. These updates were sent out in a follow-up email to all attendees.

Business Retention & Expansion

Conference preparation has taken priority over major Business Retention & Expansion activities. Most recently, Hope Broecker used SWAMC's BRE reports to provide data in comments on the Workforce Innovation & Opportunity Act (WIOA) submitted to the State of Alaska.

Membership & Network

SWAMC has 85 members for FY16. Of those 85, the following distinctions can be made:

- 24 municipal members (4 of which are the major boroughs)
- 39 associate members
- 18 non-profit members
- 4 reciprocal members

\$40,672.40 in membership dues has been collected thus far. APICC has become a reciprocal member with SWAMC. GCI, Information Insights, First National Bank of Alaska, and Kodiak Best Western are returning as members. Koniag, Inc has returned as a member after missing a year. Eastern Aleutian Tribes and Grant Aviation have become new members.

2016 Annual Summit and Membership Meeting

At the time of this report, there are 145 conference participants, with that number growing daily. Sponsorships are at \$48,500 in total, with \$13,500 of that as in-kind contributions in the form of highly valuable airline tickets. There are 13 exhibitors that have either requested a booth be reserved or have paid in full. All speakers are confirmed for the Agenda. There are three confirmed student attendees making use of our student sponsorship program.

Workforce Development

SWAMC submits formal comments to Alaska's DOL on the 2016-2020 Workforce Innovation and Opportunity Act. WIOA is federal program that funds state and local workforce initiatives to focus on specific activities and to designate funding effectively. ARDOR's are identified entities DOL designated as key players in developing workforce strategies. ARDORS have the ability for funding and implementing the strategy plan. SWAMC highlighted programs and projects that could benefit the Southwest when strengthened or with continual funding and would like to be more involved in streamlining workforce activities.

Absorption Chilling

Work on the absorption chilling project is in the final stages, primarily doing last-stage follow-up and write-ups for the report, and edits based on review from Washington State University engineers on the Technical and Economic Analysis.

Manufacture Alaska Extension Partnership

Hope Broecker joined the SWAMC staff as Client Services Manager for the MAKE Program. Broecker received training for the Core Value Software; one of the provided client services from the MAKE Program. Broecker and O'Brien have been contacting current and potential partners (AEDC, Sea Grant, AESEP, and BBEF), identifying clients starting with our member database and developing presentations in addition to marketing materials for the program and more specifically for the SWAMC Conference.

Bylaw Amendment Package

Following the February 12, 2016, an amendment packet was put together and send to all SWAMC members on February 16. This meets the two-week distribution requirement. A copy of that packet is included in the Board packet. .Griffin worked on amendment presentation for the Conference and Membership Meeting.

Economic Geography

Griffin negotiated and signed a Professional Services Agreement was with Mr. Marcus Hartley of Northern Economics and work commenced on the Economic Geography update. A presentation on the project is scheduled for the Economic Summit. The initial Professionals Services Agreement (PSA) was for \$50,940. The PSA was amended to increase the budget by \$1,487.50 to cover the preparation for and presentation of the EG update at the Conference. This change was within the not to exceed \$55,000 authority granted by the Board at the December 2015 Board meeting. The funding for the cost of the EG update have not yet been moved from the Key Bank SSL account into the Wells Fargo checking account. Unless there is a cash flow problem, Griffin decided to withdraw SSL funds at the completion of the project so the exact amount to cover the costs, and no more, will be accessed and used from this restricted account.

Legislation of Interest

HB 314 – ARDOR Program Extension Bill

HB 249 – Governor's Motor Fuel Tax Increase

HB 251 – Governor's Fish Tax Increase

SB 198 – 12.5 % Alaska Fisheries royalty on commercially caught seafood

HB 256 – Operating Budget

NETWORKING/MEETINGS:

- January 15, 2016 – Vaught and Jamie Hansen from Information Insights represent the energy planning effort in Southwest Alaska at a Regional Energy Planners meeting at Alaska Energy Authority. Vaught and Hansen also attended second meeting with those from AEA to discuss work on community building benchmarking forms and the development of a tool to track building energy efficiency.
- January 26, 2016 – Obrien and Hansen of Information Insights hosted Kodiak Energy Committee Meeting held at Kodiak's Koniag building.
- February 11, 2016 – Obrien and Vaught meet with Jed Drolet and two IT specialists at AEA to discuss the development of a web-based system of tracking energy project information, based on the basic organizational structure already developed in a Microsoft Access database.
- February 17, 2016 – Griffin, Obrien, and Dym meet with Gretchen Specht to discuss SWAMC financials and potential revisions to financial categories.
- February 19, 2016-Broecker submits formal comments under Griffin's signature regarding Alaska's Department of Labor's Workforce Plan (WIOA) to Ethan Tyler
- February 23, 2016-Broecker receives formal training in Core Value Software from Elias Donovan, a service MAKE plans to offer future clients
- February 26, 2016 – Griffin and Dym meet with Molly Mylius to discuss using clicker technology and use for 2016 SWAMC Annual Business Meeting.
- Various teleconference meeting held in preparation for the Department of Energy and Aleutian and Bristol Bay energy workshops.