

- President: Jodi Riddell
- Vice President: Margaret Billinger
- Secretary: Lisa Behrens
- Treasurer: Irene Crowley
- Director at Large: Ben Tew (by telephone)
- Director at Large: David Haggard
- Director at Large: Lindy Moss

RECEIVED
 AUG 28 2024
 CLERKS OFFICE



PO Box 520931
 Big Lake, AK 99652-0931

Executive Board Meeting – June 25, 2024 – 6:00 PM
Big Lake Family Restaurant

MINUTES

1.) Call to Order/ Determination of Quorum

By: Jodi Riddell Quorum: Yes Time: 6:03pm
 Guests: Dan Mayfield, Jim Faiks, Cindy Bettine, Taleen Lundale, Andy Lundale

2.) Pledge of Allegiance

3.) Agenda Approval Motion: Margaret Billinger Second: Yes

4.) Previous Meeting Minutes Approval (May 28, 2024)

Motion: Margaret Billinger Second: Yes Copy signed: Yes

5.) Presentations

1. BLCC CIP Committee – Project Presentations

Cindy Bettine: First committee meeting was 4-1-24.

There have been significant guideline/rule changes since the last time we participated in this type of committee work. New rules for eligibility explained. As a result, the original list of projects has been narrowed down (Handouts provided)

- a. Kenlar to Hawk Lane to Parks Highway Bike Lane / Paved Shoulder
- b. Northshore Pedestrian and Bike Path Replacement
- c. Beaver Lake Road Pedestrian and Bike Path

Jim Faiks: Jordan Lake Park was included in both the Jordan Lake and Big Lake Comprehensive plans, as a place to have 4 acres dedicated as an open, grassy community gathering area. I have an estimate of \$52,000 to do the work needed to accomplish this. This is also needed to help solve the Jolly Creek flooding problem that was caused by development in the area several years ago. There is currently no central green space in Big Lake for community use, and this project would address that. The project can also include a bike trail and serve as a fire break in the heavily wooded area. (Handout provided)

Dan Mayfield: Fish Creek Pedestrian Walkway. The bridge at Fish Creek is a narrow, 2-lane crossing, which presents a danger to cyclists, pedestrians, and other recreational vehicles. This project would construct a 5-foot-wide pathway and bridge across the creek, keeping this type of traffic separate from Big Lake Road traffic using the roadway bridge. The current situation is a safety issue. Anyone may submit a nomination to the Mat Su Borough, but such nominations would carry more weight if they were accompanied by the support of the Big Lake Community Council.

The due date for this year’s nominations is August 1, 2024. The board approved these 5 items to be presented to the BLCC General Membership for a vote during the July 9 meeting.

Presentations – cont'd

2. BLCC Grants Committee – 2024 Awards Presentation

Taleen Lundale: (Handout provided, outlining the grant requests, awards, and amounts) These grant awards will be presented to the BLCC General Membership for a vote during the July 9 meeting.

6.) **Treasurer's Report** Checking: \$35,852.42 Savings: \$2,949.96

7.) **Correspondence**

1. 2023/2024 Combined License Renewal – Standard Marijuana Cultivation Facility:
Alaskan SunGrown and MJ 20 (secretary will forward email with application to BLCC email group)

8.) **Unfinished Business**

1. CIP and Big Lake Comprehensive Plan committee – Ben Tew, Lindy Moss, Margaret Billinger, Cindy Bettine, Dan Mayfield, Jim Falks
 - a. Scheduling?
 - b. Update: The work for the 2024 committee has been completed. **Cindy Bettine:** Now it is time to move to the next step from comprehensive plan “guideline” to enforceable action.
 - c. BLCC Board approved Cindy Bettine to present to the Houston City Council, as part of the CIP nomination list involves property within Houston City limits.

9.) **New Business**

1. Future speakers for General Membership meetings
 - a. July – Rodney Fodge, Mat Su Borough Long-Range Planner
 - b. July – Michelle Overstreet, My House
 - c. August – Jodi working on this
 - d. Recommendations for future meetings: Margaret Billinger – someone to speak on the topic of land titles. Cindy Bettine – Parks & Rec, Mat Su Health Foundation. Lindy Moss – has anyone reached out to 3-Bears for a presentation or to talk about possible plans to solve the parking issues at the Big Lake store?
2. BLCC 2024 Community Revenue Sharing Grants committee
 - a. Committee volunteers: Jodi Riddell, Janet Henry, Amber Holod, Tara Rice, Taleen Lundale – Update: Anything in addition to the 2024 Grant Awards? 2024 Grant awards list is completed and will be presented for vote of the General Membership during the July 9 meeting.
3. Ways & Means for attracting more community council members
 - a. Facebook invitations on Big Lake Community groups – Update:

10.) **Persons to be Heard** (3 Minute Maximum time per person)

11.) **Announcements**

12.) Board Member Closing Comments

Jodi Riddell:

Margaret Billinger:

Lisa Behrens:

Irene Crowley:

Dave Haggard: During our regular meetings, we board members need to concentrate on listening to our presenters vs talking among ourselves.

Ben Tew: Something to think about re: Jordan Lake 4-acre grassy community area, it may be possible to reach out for local contractors and vendors to possibly volunteer time & materials to accomplish this?

Lindy Moss:

13.) Adjournment

Motion: Irene Crowley Second: Yes Time: 7:28pm



Signature – Jodi Riddell, President – Big Lake Community Council

8/27/2024
Date



Attestation – Lisa Behrens, Secretary – Big Lake Community Council

8-27-24
Date

Matanuska-Susitna Borough
Caswell Lakes Road Service Area #15
Board of Supervisors
April 8th, 2024
Meeting Minutes

RECEIVED
AUG 29 2024
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I. CALL TO ORDER

The regular meeting of the Caswell Road Service Area Board of Supervisors was called to order at 6:33 PM at Sheep Creek Lodge by Chairperson, DJ McBride.

II. ROLL CALL – DETERMINATION OF QUORUM

Board of Supervisors in attendance: DJ McBride, Sheena Fort and Tam Boeve. Roll was called, a quorum was established, and due notice was published.

Also present: Stacy Johnson, Secretary; Matt Garner, MSB Operational Branch Manager-Roads; Conrad Carr, MSB Road Superintendent. Resident(s): Shawn McBride, Conrad Carr, Donovan Ashley, Adam Worsell, Charlie Bellotte, Marie Calzada, Lynette Heinrichs, Tom Heinrichs, Susan Wick, Brook Jacobs, Michael Boll, Michelle Boll, Jim Manakis, Eric Frederickson, Kegine M. and Jack Walsh.

III. APPROVAL OF AGENDA

MOTION: Tam Boeve motioned to approve the agenda. Sheena Fort seconded the motion. Agenda was approved.

IV. APPROVAL OF MINUTES

Minutes of the January 8, 2024 meeting were reviewed and approved with no changes.

MOTION: Tam Boeve motioned to approve the minutes. Sheena Fort seconded the motion. The January 8, 2024 meeting minutes were approved.

V. TRAINING - None

VI. STAFF REPORTS

Conrad Carr, MSB Road Superintendent:

- Is making sure McKenna Brothers is clearing the ice build up from roads and says there is still a ways to go.
- Road Maintenance cannot do much about the potholes until the roads dry up.
- Any trees in the roadway should be reported to Problem Reporter.
- Pumping is being done for areas with flooding.

Matt Garner, MSB Operational Branch Manager-Roads:

- Will look into flooding. And wants to know if anyone is willing to have water pumped into their property.

CW

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VII. OFFICER REPORTS

The Big Board Meeting is trying to get a fourth Superintendent for our RSA area. This need has been approved by Manager Brown, but has not gone in front of the Assembly for approval. If the Assembly does approve, the position won't be filled until July 2024.

VIII. PERSONS TO BE HEARD

Resident, Tom Heinrichs: Wants to know if there are specifications on how often the bus routes are supposed to be plowed. Tam Boeve informed him to contact Problem Reporter if the bus route is not getting done.

Resident, Jim Manakis: Wants to know what roads are supposed to be plowed first. He was informed that the fire service roads, main roads and feeder roads get serviced first and postal service routes are not considered a high priority.

Resident, Charlie Bellotte: Would like to see Deep Woods Way cleared more often than it has been done in the past for buses and fire crew. Matt Garner agreed with him that that road should be cleared more often.

Resident, Donovan Ashley: Wants to know why the RSA doesn't get heavy equipment to remove the current snow. Conrad informed him that heavy equipment would destroy our roads in their current state and that the roads need to dry out more. Matt Garner stated that Big Lake graded too early and caused \$17K in damage.

Resident, Michael Boll: Stated that there is a lack of quality work. He is asking the Borough where our tax money is going and why are we not being represented. He also wants to know why Problem Reporter is saying a job has been done, when in actuality, it has not or has been done too late. DJ McBride has also heard the same Problem Reporter complaints and wants to know from the Borough on how to prevent this in the future. Matt Garner replied by saying their plan is to get a fourth superintendent. And that they are going to learn from their mistakes and gather the knowledge to have more accountability moving forward with the contract to make sure this doesn't happen in the future. Conrad Carr informed everyone that the reports put into Problem Reporter goes directly to the contractor.

Resident, Jack Walsh: Had fuel delivered by Crowley and got stuck in his driveway and another resident's driveway because the roads weren't wide enough. DJ McBride let him know that this issue should be reported to Problem Reporter. Matt Garner also let him know to report it to Problem Report, and to the Road Maintenance Hotline.

Board Member, Sheena Fort: Wants to know from Matt Garner if there is a level of accountability that the contractor is going to be held to so that next year we don't have the same issues. Matt

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Garner told Sheena that there is definitely going to be a level of accountability by the Borough Road Staff.

Resident, name unknown: Is asking if the poor road conditions are due to lack of training. And if anyone is checking for grader certifications or credentials. DJ McBride let this person know that it is the Borough's responsibility to make sure that the contractor is adhering to the road standards. Matt Garner informed the resident that there is not a system in place to say that the contractor has to have certified graders.

Resident, Marie Calzada: Wants to know if the Borough monitors Problem Reporter. Conrad Carr let Marie know that Problem Report is monitored, reports go into a database and the Superintendent gets an email.

Resident, Charlie Bellotte: Wants to know why the contractors are not required to come to the RSA Board meetings. DJ McBride let him know that our RSA doesn't interact with the contractor and that is what the Borough is supposed to do for our RSA. Tam Boeve said that we would have to pay extra for the contractors to be required to attend meetings. Matt Garner added that this requirement can be put into the contract that goes out to bid for a cost just for our RSA if we would like to see that happen.

IX. OLD BUSINESS

A. Sand Storage Site

The RSA is working on a scope for clearing the location for the Sand Storage Site. Dustin Spidal estimates the cost to be between \$6,500-7,500 per acre and how big of an area they can afford to clear. Matt Garner let the residents know that there could be wood available for public consumption unless they do a timber sale.

B. Willow Creek Airpark

No updates.

C. Hidden Hills & Caswell Lakes Road Projects

The project has been bid and has gone to Granite Construction. The contract should have been awarded to them on April 2nd. They will also be taking care of the fish passage on Hidden Hills to take care of the seep. DJ McBride talked to a trapper to see if he can take care of the beaver problem at the fish passage. The trapper is talking with the state to see if he can help.

D. Susitna Landing Rd Survey

The survey on the road is complete. The Borough road team proposed an offer to the individual that has the road on their property and it was turned down. There has been no significant

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headway since then. Land Management is not willing to trade lands right now and is in a holding pattern.

E. Road Service Area Operating Manual

All the RSA Board Members received their manuals.

F. Dolly Varden & Dog Sled/Homestead Flooding

The RSA is aware that it is going to flood and they are working on it and looking for other funding to get it fixed.

G. Calcium Chloride vs. Permazyne Dust Control

No updates.

H. Goat Court

Matt Garner will let the RSA know tomorrow if this road is off our inventory.

I. New Road Contracts

New road contracts are out and completely different from our old contract. DJ McBride is willing to get a copy of the new Talkeetna contract to anyone who is interested. Our RSA contract hasn't been changed yet, but will be changed next year when the contract goes out to bid.

X. NEW BUSINESS

A. RIP List

No updates.

B. Caswell Lakes/Bendapole Bus Stop

This bus stop is crowded and there are several solutions being looked into. One option is a turnout, the other option is to move the bus stop.

C. CAPSIS

No updates.

D. Increase Meeting Frequency

The RSA Board Members agreed to increase the meetings to every other month. Matt Garner informed everyone that the Borough staff is only required to attend the quarterly meetings. Tam Boeve stated that the RSA is looking into having more online meetings, as well as hybrid meetings.

E. Election Chair

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E. Election Chair

Tam Boeve nominated DJ McBride for Chair. Sheena Fort seconded the nomination. DJ McBride accepted.

XI. BOARD COMMENTS

Tam Boeve: On April 30th, the entire Borough Assembly will be coming to the Willow Community Center at 6:00 PM for a budget hearing.

DJ McBride thanked everyone for attending the meeting.

XII. NEXT MEETING


June 10th, 2024 at 6:30 PM at Sheep Creek Lodge.

XIII. ADJOURNMENT

Meeting was adjourned at 8:05 PM.



Chairperson, DJ McBride



Secretary, Stacy Johnson

Matanuska-Susitna Borough
Caswell Lakes Road Service Area #15
Board of Supervisors
June 10th, 2024
Meeting Minutes

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AUG 29 2024
CLERKS OFFICE

I. CALL TO ORDER

The regular meeting of the Caswell Road Service Area Board of Supervisors was called to order at 6:30 PM at Sheep Creek Lodge by Chairperson, DJ McBride.

II. ROLL CALL – DETERMINATION OF QUORUM

Board of Supervisors in attendance: DJ McBride, Sheena Fort and Tam Boeve. Roll was called, a quorum was established, and due notice was published.

Also present: Stacy Johnson, Secretary; Sky LeDoux, MSB Road Superintendent; Andrew Strahler, MSB Civil Construction Project Manager; Brian Davis, DES Fire Deputy Director; Rich Boothby, MSB District 4 Fire Chief; Garret Davidson, MSB District 4 Firefighter. Resident(s): Dennis Hansen, Kim Benson, Dan Noethlich, Michelle Boll, Linda Cline, Marie C., Susan Wick, Brook Jacobs, Ger Schumsky, Les E Leslie, Ellen Scott, Jack Walsh, Sarah Johnson, Jesse Johnson, Jim Manakis and Eric Frederickson.

III. APPROVAL OF AGENDA

MOTION: Sheena Fort moved to approve the agenda. Agenda was approved.

IV. APPROVAL OF MINUTES

Minutes of the April 8, 2024 meeting were reviewed and approved with no changes.

MOTION: Tam Boeve moved to approve the minutes. The April 8, 2024 meeting minutes were approved.

V. TRAINING - None

VI. STAFF REPORTS

Sky Ledoux, MSB Road Superintendent:

- Asked for patience with the major mud mat issues and recurring issues. These projects will start after July.
- There are two graders working in the RSA all this week. They are pulling ditches to create a shoulder.

Andrew Strahler, MSB Civil Construction Project Manager:

- The Hidden Hills/Caswell Lakes road project has been awarded to Granite Construction. A pre-construction meeting is scheduled later this week or early next week to get this project started. The previous project was originally scheduled out to be the full length of Hidden Hills and Caswell Lakes Rd, two separate projects, and has since been combined into one, in phase. Now a portion of Hidden Hills will be reconstructed from the Parks

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Hwy up to the Y at Caswell Lakes Rd. The second fish passage on Caswell Creek will be part of this phase and also a portion Caswell Lakes Rd up to Bendapole Rd. The contractor is scheduled to kick-off construction early to mid-July. The fish passage project will wait until next year. They are still waiting on a traffic control plan from the contractor. DJ will post the traffic control plan on Facebook when she receives it.

. VII. OFFICER REPORTS

- Matt Garner is no longer with the Borough; this position is open. The position for the Fourth Superintendent is open. The position for the O&M Division Manager is also open.
- There will be another Big Board Meeting next week. DJ will take any concerns that the residents may have to this meeting.

VIII. OLD BUSINESS

A. Sand Storage Site

Working on a scope for clearing access to the yard location which is located at the end of TwentyInch and Cutthroat. There is a ROW located there that is not in yet. They are estimating that the cost for clearing will be \$6.5K per acre through Northern Asphalt.

B. Willow Creek Airpark

No updates.

C. Hidden Hills & Caswell Lakes Road Projects

See Staff Reports.

D. Susitna Landing Rd Survey

This road is not in the ROW. In a holding pattern. The RSA is trying to acquire the ROW so we don't have to move the road. The owner of the land has not been cooperative.

E. Dolly Varden & Dog Sled/Homestead Flooding

The Borough is waiting on funding.

F. Calcium Chloride vs. Permazyne Dust Control

John Strausenburg, Talkeetna RSA Chair, was not impressed with the end result this spring and thought that it would last longer. Sky stated that overall dust control was better with Calcium Chloride and the Permazyne held up on the road quite a bit better for potholing and grading.

G. Goat Court

This road is no longer part of our road maintenance.

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- H. Caswell Lakes/Bendapole Bus Stop
No updates.
 - I. CAPSIS
Nothing approved.
 - J. RIP List
Any additions to the list will need to be submitted by October.
- IX. NEW BUSINESS
- A. New Superintendent
The RSA is getting a new superintendent in July.
 - B. Assembly Member Election
Elections are up for a new assembly member.
 - C. Public Construction Projects
This year, the RSA is working on the old contract. There will be a completely different contract for next year. These projects are little in comparison to the RIP List, such as ditching and resurfacing gravel roads. DJ let the residents know to contact her if anyone has a suggestion for any types of these projects.
 - D. Fourth Superintendent
The Borough currently has three road superintendents for the entire borough. Our superintendent oversees Trapper Creek, Talkeetna, Caswell, Willow and Big Lake which is not realistic. So by adding a fourth superintendent, hopefully it will be divided up differently.
- X. PERSONS TO BE HEARD
- MSB District 4 Fire Chief, Rich Boothby: Announced the new joining of Caswell Lakes Fire Department and the Willow Fire Department. Nothing will change except that this joining will save on clerical time and money. He encouraged the residents to vote in favor of this for the November ballot.
- Resident, Jack Walsh: Wants to know who should be contacted in case our elected assembly member is not responding to the public's concerns. He was informed that the mayor can be contacted when this happens. He was also told that he may contact Borough Manager, Mike Brown, who then may refer him to Deputy Manager, George Hayes.
- Resident, Dennis Hansen: Had multiple complaints about scarce presence of the grader, lack of quality grading and plowing, no alternate/emergency access road out of the Caswell neighborhood, contractor issues, and not being represented by our Assembly member.

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Caswell Lakes Road Service Area #15
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XI. BOARD COMMENTS

None

XII. NEXT MEETING

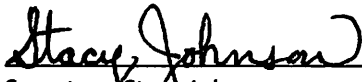
August 12th, 2024 at 6:30 PM at Sheep Creek Lodge.

XIII. ADJOURNMENT

Meeting was adjourned at 7:22 PM.



Chairperson, DJ McBride



Secretary, Stacy Johnson

**MATANUSKA-SUSITNA BOROUGH
PARKS, RECREATION, AND TRAILS ADVISORY BOARD**

Chairperson – James Jones – At Large 1
Vice Chair – Ruth Wood - District 7
Pat Owens – District 1
Susannah McDuffie – At Large 2

Kimberly Waychoff - District 3
Roy Wahl – District 4
Michael Rovito – District 2
Harry Hillman – At Large 4

Jill Martinson - District 5
Vacant – District 6
Kenni Linden – At Large 3

MEETING MINUTES

REGULAR MEETING
Lower Level Conference Room

June 24, 2024

I. CALL TO ORDER

Meeting called to order by Mr. Jones at 6:02 pm.

II. ROLL CALL – DETERMINATION OF QUORUM

Members Present: Mr. Jones, Ms. Waychoff, Mr. Rovito, Mr. Hillman, Ms. Martinson, Ms. Linden (teams), Mr. Wahl (teams), Ms. Wood (teams), Ms. Owens (teams).

Members Absent: none

III. APPROVAL OF AGENDA

Mr. Hillman moved to accept the agenda as amended, Mr. Rovito, 2nd. All in favor.

IV. PLEDGE OF ALLEGIANCE

Mr. Jones led the pledge of allegiance.

V. MINUTES OF PRECEDING MEETING

A. APRIL 22, 2024

VI. Motion: Mr. Rovito moved to accept the minutes as written, Ms. Waychoff, 2nd. All in favor

VII. BOROUGH STAFF REPORT

A. Hugh Leslie, Recreation & Library Services Manager

Mr. Leslie introduced Sarah Thomas, new admin. Transactions at kiosks recap, how it's favorable and time saving, they pay for themselves every 2 weeks. Pink Wild Rose trail updates, new supervisor, half to a full week behind but restarted work today. Last assembly meeting, playground equipment at Jay Nolfi Park was approved and will be installed in this summer. There will be a ribbon cutting, everyone is invited. Jim Creek numbers are up this year, Sunday night report from Michelle says compliance rates are at least 80% some 90%. QR codes on the trailhead signs for people to send in comments or concerns. Quickly got the reroute done on Crevasse Moraine, completed a couple weeks ago. Foliage is a bit overgrown due to the weather; they're working on getting the trees cut back starting next week. Mr. Rovito asked about if the compliance is going up using the kiosk, Mr. Leslie confirmed that is true. Mr. Hillman asked about the total cost of the units, \$12,000 per unit, and how it sent the payment to the Borough. Confirmed it's satellite driven and auto deposits. Pat asked about the Alaska Long trail, Assembly is in support of the trail, but they

didn't want it to be part of the National Scenic Trails Designation because that limits motorized vehicles. Some of the area is already motor allowed but that would not allow motorized vehicles. Mr. Rovito asked about Mat-Su River Park trees being cut down. City of Palmer has agreed to only cut the tops of the trees that interfere with the glide path of approaching airplanes. Only if they can identify a singular problem tree then it'll be addressed.

VIII. PERSONS TO BE HEARD / AUDIENCE PARTICIPATION – 3 minutes per person
None.

IX. UNFINISHED BUSINESS

- A. Matanuska Valley Moose Range at Jonesville PUA – no updates about that plan, meeting happened with DNR and Borough Staff. Compared to Jim Creek and how the Borough took responsibility with public use enforcement.
- B. Code of Ordinances for Parks and Recreation – no updates, code is still in Law Review.

X. NEW BUSINESS

- A. Jim Creek campground site limits – complainant got troopers involved with trying to overturn that rule. Complainant was thought to have been present at this meeting but is absent. Reasonable accommodations were set a few years ago, the exchange between the camper and the ticketing officer. Pat asked what a “site limit” was, was explained by Mr. Leslie.
- B. Drainage Easement on Big Lake Library property – Mr. Jones asked when Land Mgmt was given the notice, was it May 30. They do not have any objection to this proposal, doesn't really affect operations or parks.

XI. VOLUNTEER NOMINATIONS

None. Mr. Leslie explained what a volunteer nomination is, someone who goes above and beyond a normal user i.e. Donating to the parks, someone who volunteers a lot of hours picking up trash etc.

CORRESPONDENCE

None.

XII. MEMBER COMMENTS

Mr. Jones – District 6 has a vacant position open, if anyone knows anyone to apply, please suggest it to them. Also, an At Large position. Mentioned the RC Car community using the East side of the Butte as a rock-climbing course.

Ms. Wood – No Comment

Ms. Owens – Thanks for the packet of the trails updates. Kudos for all the work being done. Trailhead signs, replacing kiosks for the old ones and signs all over.

Mr. Wahl – Thanks for the update on Pink Wild Rose

Ms. Waychoff – no comment

Mr. Rovito – Noticing a bit more trash, maybe put up a sign about pack it in, pack it out. Noticing a lot of tourists in the Borough.

Mr. Hillman – Mr. Hillman would like to ask if there's a consideration to put a plate on the trailhead that has GPS coordinates listed on it. Meaning to assist mapping skills and geocaching. Orienteering course. Annual Emergency Management expo is there anything we want to put in the swag bag pertaining to the Parks & Trails.

Ms. Martinson – Have been making it out to new trails, keeps getting lost. Hoping for trail area signs that indicate where the trails actually are. Problem with Settler's Bay map.

Ms. Linden – Thank you to Hugh and Sarah and welcome to new members. She had the same problem with the map at Settler's Bay trail. Any emphasis on campfire safety due to the fire problem this summer.

XIII. NEXT MEETING

JULY 22, 2024

XIV. ADJOURNMENT

Motion: Mr. Hillman moved to adjourn the meeting, Mr. Rovito 2nd. Meeting adjourned at 7:03pm

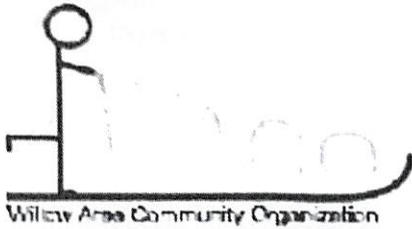
X 
James Jones - Chair

Date: 26 Aug 2024

Attest:


Sarah Thomas - Staff Support

Date Approved: 8/26/24



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WILLOW AREA COMMUNITY ORGANIZATION MONTHLY MEETING

DATE 06/05/2024 7:00 p.m.

Willow Community Center

Call to order 7:00 p.m.

Board & Community quorums were established.

Board members present: Tryg Erickson, Chris Stitt, Maura Shea, Greg Jones, Sophia Boufidou, Rodney McCambridge, Talon Boeve, Linda Oxley

Board members absent: Barbara Ensley

Pledge of allegiance led by Tryg Erickson.

April 3rd, 2024 Minutes were not approved due to a board member being unable to access them – need to revisit next mtg.

Agenda approved.

BOARD REPORTS

A. **Chair:** this was the last meeting for Vice Chair Chris Stitt, who for personal reasons needs to step down. Chair appreciates Chris's contributions and shared fond memories. Greg Jones was nominated for New Vice Chair, motion was approved, effective as of the end of the meeting.

B. **Vice Chair:** Chris will remain involved with the community after stepping down. She has appreciated all the support it has been an honor to serve on the WACO board.

Chris requested the purchase of 6 new picnic tables for insurance purposes, old ones are an insurance liability. They can be found at Home Depot at very reasonable costs. They would need to be placed under the pavilion and covered. Request was approved, costs to be covered under beautification line item.

For the 4th of July parade, WACO will be providing hotdogs, burgers, beans, buns, coleslaw, macaroni and potato salad and the community is asked to provide desserts and salads.

C. **Treasurer:** Reviewed the current financial position, highlights included revenue from pull tabs, pins and clothing, also revenue from events and classes rentals. Overall, the financial status remains tight.

Next year's budget was presented and approved, can be found in Appendix 1. Discussion followed regarding the process for moving money around to cover unexpected expenses. Board and community need to revisit priorities frequently but

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some line items in the budget have some "elasticity", meaning several types of expenses can qualify under them. An example would be Advertising. Motion was passed to not needing formal approval to reallocate line item expenses as long as

1. Expenditure does not exceed category amount and
2. the person in charge of the line item money is taken from is notified.

Also, categories can be reallocated by 5% if the bottom line is not impacted.

Maura will still provide updates monthly to keep transparency on expenditures. Linda Oxley cautioned against leaving people in the dark, so we have some track record of the decision with inclusion of the groups impacted. Greg also stressed the need for inclusion/consultation with all impacted parties. This discussion did not require an amendment to existing guidelines.

A set of policies and procedures must be reviewed by Board and Community members, found in Appendix 2. Requesting feedback by June 30th.

- D. **At-Large Representative 1:** Rodney McCambridge reported that the Community yard sale raised \$360, and there will be another one in August with booths inside and outside.
- E. **At-Large Representative 4:** Talon Boeve reported that the borough has created a library citizen's advisory committee. Our assembly member chose someone who does not live in district 7 to represent the district effectively leaving us with no representation.

The Mat-Su Borough Clerk's Office is holding a parliamentary procedure, and open meetings act training for members of all community councils and advisory boards on Thursday June 13th.

The Mat-Su Borough is looking for ballot counters for the borough election held on Nov 5th. It is a paid position. Those interested should contact the clerk's office.

NEW BUSINESS

- F. **July 4th Parade guidelines** were reviewed and approved without changes:
1. All operators of vehicles or ATVs shall have a valid license.
 2. Once your float has started along the parade route no one should enter or exit the float or vehicle.
 3. Any animals included in the parade are the responsibility of the owner & must be kept under control and cleaned up after.
 4. Parade participants under the age of 18 must have adult supervision at all times.
 5. No candy or giveaways shall be thrown from a vehicle or float. Participants walking beside the floats may hand or toss candy underhand to the spectators.
 6. There shall be no smoking or consumption of alcohol on any float.
 7. No fireworks or firearms are to be discharged at any time during the parade.

The WACO appointed Parade Marshall may prohibit a participant, group or float from participating if any potential safety hazard is identified and not resolved.

In the event of an emergency call 911

Non-emergency contacts:

CERT: Brenda McCain 907-355-1418 Fire Department Coordinating: Asst. Chief Garret Davidson 907-982-0191 or Chief Rich Boothby 907-707-5566
WACO Representative: Tryg Erickson, he can be contacted at: (907) 242-5590 voice or text

Adopted by WACO June 6, 2016
Reviewed June 5, 2024

Brenda McCain, Willow CERT Program Manager asked WACO Chair if WACO would like Willow CERT to again promote safety at the parade route, this being WACO's parade and traditionally there is a request from WACO to CERT to assist. The Chair replied that he thought it was a given, and it is confirmed that WACO would like CERT to promote safety at the 2024 parade.

A flyer will be published soon.

Open item is who/what vehicle will carry the King and Queen; Brenda will follow up with candidates.

Tryg will ensure Doyle is invited.

- G. **Camp Ladasa** will be providing a large number of resources to help with 4 community projects: clear Comm. Center lake site, clean the stage, clear a trail at Almond Lake loop and sanding/refinishing structures for the Youth Forum.

OLD BUSINESS

- H. The **July WACO mtg is cancelled**. if there is need, a request should be sent to Tryg by June 25th for a special mtg to be held on July 10th
- I. **Alcohol sales:** We have had event inquiries (a wedding and live music event) both of which involve alcohol sales. Need to decide if we want to allow serving it or to sell it ourselves. Maura proposed try and see how it fits us. Borough requires alcohol is served inside only, Involving Caterers (who already have insurance) was offered as an idea to mitigate insurance costs. Motion to allow alcohol sales was passed.
- J. **Long Lake area land sale:** Greg Jones reported that the borough decided to postpone the sale. There are organizations that would be well suited to utilizing this land in a way that would benefit the community, but they are structured in a way that does not allow them to move fast. A letter has been drafted to request delaying the sale for a year, motion to sign this letter was approved unanimously.
- K. **Community Clean-up** is June 8-9 at Newman Park.

WACO GROUP REPORTS

- L. **Fire service area:** starting May1, the insurance (public protection class) rating for our area was lowered from 6 to 5. This is good news as it means that we are considered to have better fire protection in our community and could mean lower insurance rates for our properties.

We've had 170 calls year to date, new hires are getting onboarded with training. We now have 2 FT, 2PT 16 paid on-call 4 auxiliary members.

The fire chief also reported that the consolidation of Willow and Caswell fire departments has been approved by the Borough Manager and will be going to the Assembly on June 18. This consolidation makes sense, as the two have already been functioning as one and there is no additional costs involved. community is asked to prioritize voting for this consolidation, there is a flyer detailing the benefits of this.

- M. **Library:** The summer program has started and includes a program to provide food for kids.
- N. **CERT:** the Safety Fair was a great success; the Matsu Valley Credit union was a generous supporter.
- O. **Pickleball** shared \$235 with WACO this month.
- P. **Mushers Association:** developing a program for "Canicross", which is running with a harnessed dog pulling. Steve is working on relocating the portapotty because currently it is where the Iditarod buried arch will need to go.
- Q. **PTA** will have a new president next year.
- R. **Farmer's market** is starting on the 21st. WACO will have a booth this year to promote uses of the facilities.
- S. **Willow Museum** is now open, Madeline thanked all who contributed to a great opening.

ANNOUNCEMENTS/PERSONS TO BE HEARD

- T. **Alaska State Representative McCabe** provided a summary of legislature worked by the House. Highlights include a discretionary fund of about \$1M with a portion to be given to the Fire Department, part of which can be used to bring at least one ambulance to Willow. Another fire prevention improvement worked on is "fire brakes design" enabling expedited sales of beetlekill spruce and dead birch trees which are a fire hazard.

House is also working on creating an overarching electric grid.

There is no doubt the area is growing, but there are no statistics regarding the growth.

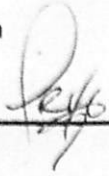
- U. Audience member inquired why we don't have more days and a paid position for **Recycling** – if we had more recycling days, maybe more would be recycled especially from businesses. It was explained that we are at a deficit and could not have a paid position for this. Everyone is welcome to join the current group of volunteers running the program. Recyclables are sold, but at minimal profit at best, no significant profit is generated.

V. Caswell has a board mtg Monday at 7:00pm

W. The Comm. Center windows have been replaced.

Adjourn 8:55pm

WACO Chair



8/7/24
Date

WACO Secretary



8/8/24
Date

Appendix 1

FY 25 Budget

Attached is the draft FY 25 WACO budget. The projected loss is significantly less than last year. Significant changes from the FY 24 budget include:

Revenue

- Increase in the janitorial contract - \$3,000
- Decrease in Sales revenue – mostly Pull Tabs - \$13,800
- Increase in Rental revenue due to more rentals - \$2,100
- Decrease in Gaming revenue lower expectations - \$6,750
- Decrease in Special Event revenue based on last year's actuals - \$19,000

Expense

- Decrease in Payroll due to no catch-up bonus - \$5,700
- Decrease in Office Expense based on last year's actuals - \$1,100
- Decrease in Gaming expense based on last year's actuals - \$3,600
- Decrease in Repairs & Maintenance due to not having extra CAP grant funds allocated to this section - \$8,100
- Decrease in Occupancy based on last year's actuals - \$3,100
- Decrease in Special Events based on last year's actuals - \$2,400
- Decrease in Award/Grants due to not distributing CAP funds or scholarships - \$16,800

When the FY25 budget is approved I'd like to be authorized to:

- purchase specific items detailed in the budget,
- reallocate funds between lines items within budget categories not to exceed the total budgeted for the category, and
- reallocate funds between budget categories up to 5% of the total expenditure budget (approximately \$6,800).

**Willow Area Community Organization
FY2025 Draft Budget
July 1, 2024 - June 30, 2025**

	AMOUNT	NOTES
Revenue		
40000 Contributions		
40010 Grants - Corporations	-	
40020 Grants - Governmental	15,700	2025 CAP Grant
40040 Donations - Corporations	6,800	Donations from businesses
40050 Donations - Individuals	1,400	Donations from individuals
Total Contributions	23,900	
41000 Contracts		
41010 Janitorial	15,000	Contract w/MSB to clean Library
Total Contracts	15,000	
42000 Sales Revenue		
42010 Pull Tab Sales	6,600	6 games at \$1,100/game
42100 Pin Sales	3,270	Same as 2024
42150 Kitchen Revenue	4,000	Carnival 1 weekend; Iditarod
42200 Clothing Revenue	2,000	Same as 2024
42300 Event Ticket Sales	3,300	Fire & Ice Dance (\$600), Kick-off Dinner (\$2700)
Total 42000 Sales Revenue	19,170	
43000 Rental Revenue		
43020 Community Center Rental - Events	13,000	Iditarod-\$8,000, Sled for Hope-\$490, Health Fair-\$465, Misc-\$4,045
43020 Community Center Rental - Classes	3,120	Healthy Sr-12*\$60, Pickleball-12*200
43030 Kitchen Rental	1,200	Jones-\$1200
43040 Tables/Chairs	100	Misc chair rentals
Total 43000 Rental Revenue	17,420	
44000 Gaming Revenue		
44010 Bingo Revenue	3,900	\$1,500 at Carnival; \$800 at 3 other nights
44020 Pull Tab Revenue	3,350	\$1,130 at Carnival; \$740 at 3 other nights
44030 Large Raffle Revenue	18,600	Assume same as 2024
44040 Mini Raffle Revenue	1,900	Assume same as 2024
44050 Split the Pot	640	\$280 at Carnival; \$120 at 3 other nights
Total 44000 Gaming Revenue	28,390	
45000 Special Events Revenue		
45100 Art Auction Revenue	2,560	Assume same as 2024
45110 Pie Auction Revenue	1,000	Assume same as 2024
45120 Games Revenue	750	Fun run, Homesteader, Poker run, etc.
45130 Vendor Booth Revenue	1,770	Same as 2024 - 1 weekend
45160 Parking Revenue	420	Same as 2024 - 1 weekend
Total 45000 Special Events Revenue	6,500	
49000 Other Revenue		
49010 Interest	1,100	Assume MM-(525*12)+(CD)-(6.79*10*12)
Total 49000 Other Revenue	1,100	
Total Revenue	111,570	
Gross Profit	111,570	
Expenditures		
50000 Payroll Expenses		
50010 Salaries & Wages	18,100	Assume 3% increase on WACD wages
50200 SS & Medicare Tax	2,770	Salary & Wages times 0.1530
50250 State of AK Contribution	400	Salary & Wages x .0217
50300 Workers Comp Insurance	800	10% increase over 2024
Total 50000 Payroll Expenses	21,870	
60000 Advertising & Marketing		
60010 Print Advertising	650	Carnival Schedules-\$225, Flyers-\$125, Mailpost-\$300
60020 Social Media	1,000	Social media

60030 Other Advertising	1,000 Booth rental, signs, etc
Total Advertising & Marketing	2,650
63000 Insurance	
63020 Liability Insurance	7,390 Assume 10% increase over \$557/mo
63100 Business Insurance -WHWF	1,000 Assume 10% increase over \$220.50/qtr
Total 63000 Insurance	8,390
64000 Office Expenses	
64010 Supplies	500 General office supplies, check stock
64020 Postage	320 Stamps-\$15/mo; PO Box-\$140/yr
64030 Printing & Copying	170 Copy Paper (\$42*4)
64040 Telephone & Internet	2,220 MTA-\$185*12
64050 Licenses & Permits	300 AK Bus Lic (\$50), Kitchen Lic (\$250)
64070 Software & Apps	1,160 QB iq: \$90/mo, Microsoft 365 @ \$6/mo
64100 Bank fees and Services charges	150 Square Fees on non-gaming sales
Total 64000 Office Expenses	4,820
65000 Gaming Expense	
65010 Bingo	4,300 Payouts @ \$1000 ea., cards (\$200); balls (\$100)
65020 Pull Tabs	7,600 Payouts at Bingo Nights (\$700/ea)+Game purchases (R:\$600)
65030 Large Raffle	9,900 Big prize-\$9000; tickets-\$500, advert-\$250, Sq fees (\$150)
65100 Taxes	400 Gaming taxes (\$400)-annual + WACO and Pio permits
Total 65000 Gaming Expense	22,200
66000 Contract & Professional Fees	
66010 Accounting Fees	650 Veit & Veit 990EZ & payroll processing
66020 IT Support	330 Website hosting, plug-in (software) maintenance and security.
Total 66000 Contract & Professional Fees	980
67000 Repairs & Maintenance	
67010 Buildings & Grounds	8,440 Windows & Deep Clean (\$3,000); Repairs (\$2,500) Rugs/trash cans (\$935)
67050 Equipment	400 Floor cleaning machine maintenance
Total 67000 Repairs & Maintenance	8,840
68000 Occupancy	
68010 Port-A-Potty	6,000 Newman Park-\$300/mo; CC-\$200/mo (increase of \$15/wk & \$7.50/wk)
68050 Cleaning Supplies	2,900 Paper towels, TP, cleaning supplies, floor chemicals, etc.
68100 Utilities	
68110 Electric	16,400 Same usage as 2024
68120 Electric - Newman Park	280 \$13/mo basis charge +qtrly true-up
68121 Electric - Museum	750 Same usage as 2024
68130 Diesel-Crowley	12,900 Same as 2024
68140 Propane	700 1 Fill
68150 Stove Fuel	2,800 Museum heating fuel
68170 Propane Tank Rental	140 Annual rental
Total 68100 Utilities	42,870
68200 Trash	1,040 \$67/mo + special events
68250 Snow Removal	8,000 Same as 2024
Total 68000 Occupancy	51,910
70000 Special Events	
70010 Food	5,500 Gen Kitchen, Dinners, Dance, July 4th, Bingo, Budget mtg.
70020 Prizes	450 Games, Geocache, Homesteaders, Outhouse, King/Queen, etc
70030 Pin Expense	1,850 Cost of pins
70040 Clothing Expense	2,000 T-shirts, hoodies
70050 Decorations	900 Decorations for dinners, placemats, etc.
70060 Fireworks	2,500 Fireworks management for Carnival
Total 70000 Special Events	13,200
71000 Awards & Grants to Others	
71010 Community Assistance Grant	- Retain grant for bill payments
71050 Scholarships	1,000 1 scholarship
71100 Pass through Awards	-
Total Awards & Grants to Others	1,000
Total Expenditures	135,560
Net Operating Loss	(23,990)

Appendix 2 – Policies/procedures for review

FAC-001 – FACILITY USE

PURPOSE: This policy will list the various WACO managed facilities, who may use them, the rules for their use, and rental cost.

POLICY: WACO managed facilities include:

- Community Center including commercial kitchen
- Pavilions – Community Center and Newman Park
- Parking lots

Groups and private parties may use the facilities according to the fee schedule and applicable procedures. A Facility Use Agreement must be completed by all users. All usage and rental requests will be subject to review by the Facilities Manager and, if deemed necessary, further review by WACO.

Willow based non-partisan, non-sectarian community groups within the WACO boundaries may use the Community Center main hall for free, if:

1. they have IRS nonprofit status, or
2. they are a service organization recognized by WACO, and
3. the use does not include the sale of goods or services.

Community groups charging entrance fees, collecting money from vendors or using the community center for longer than 4 hours, or holding events for 50 or more attendees, are required to pay a minimum of 1 hour for building rental and a nonrefundable \$65 floor cleaning fee. Groups charging for classes may opt to pay 15% of receipts or \$50 for the first hour of use. Smaller groups must sweep floors after use. Free kitchen use is limited to the front counter otherwise the regular kitchen fee applies. Pavilion rental fees may be waived.

Fee Schedule

Community Center – Main Hall \$50/hour \$400 for 12 hours* \$65 nonrefundable floor cleaning fee for groups of 50+ \$200 refundable deposit \$25 refundable key deposit

Commercial Kitchen \$30 without propane stove \$50 with propane stove

Pavilion – Community Center \$25 for 4 hours

Pavilion – Newman Park No charge, but reservation recommended

Parking Lots – Community Center

\$25/day 8:00 a.m. to 10:00 p.m. \$40 for 2 consecutive days \$50/night for authorized users

Tables/Chairs \$7/table; \$2/chair

*Rental fees begin when access is granted for set-up and end when clean-up is complete. There will not be a fee for the hours between 10 p.m. and 8 a.m. unless an event is scheduled to include those hours.

The following apply to all rentals:

1. A completed Facility Use Agreement and cleaning deposit are due at the time of reservation. (See form in the Forms section.)
2. Rental fees are due two weeks PRIOR to the event. Checks should be made payable to Willow Area Community Organization (WACO). Nonpayment prior to the event may result in the cancellation of the rental.
3. Cancellations must be made at least two weeks prior to the event to receive a full refund of the rental fee. Cancellations made one week to 13 days in advance will be refunded 50% of the rental fee. Cancellations made less than one week in advance will only be refunded the cleaning deposit.
4. Proof of liability insurance with minimum limits of \$1,000,000 MUST be provided at least two weeks prior to the event. WACO and the Matanuska-Susitna Borough must be listed as additional insureds. Most homeowners' and renters' insurance policies include personal liability coverage. If you are unable to obtain insurance through

your homeowners' policy, please contact us for a referral to our insurance broker or consider reviewing event insurance options at The Event Helper. (<https://www.theeventhelper.com/#akJUhz>)

5. Comply with posted speed limits at all locations.
6. Failure to follow rental requirements may result in termination of use or additional fees on future rentals.

Specific requirements of use for each facility:

COMMUNITY CENTER:

1. Rental period begins when access is granted and ends when cleanup is complete.
2. User is responsible for their own set up and clean up.
3. Events are to be scheduled through the Scheduler by calling 907-495-6633 or emailing sched@waco-ak.org. Events may be scheduled between 8:00 a.m. and 10:00 p.m. This includes set up and clean up. Use or access outside of these hours must be arranged with the Scheduler.
4. The following areas are off-limits: upstairs, office, boiler room, pantry and kitchen (unless included in the agreement).
5. Use of light and sound systems must be arranged prior to the event.
6. Children must be supervised.
7. Only service dogs are permitted in the building. While emotional support animals, comfort animals, and therapy dogs are often used as part of a medical treatment plan, they are not considered service animals under the Americans with Disabilities Act and are not allowed in this facility.
8. User is responsible for making sure all doors are locked prior to leaving the facility.
9. NO thumbtacks, staples, or tape (other than blue painter's tape) may be used on any wall. Do not stick anything to the windows.
10. Use a noncombustible surface under candles. **DO NOT LEAVE UNATTENDED.**
11. No items are to be removed from the building.
12. Garbage must be removed at the end of your event and placed where instructed. Clean trash can liners must be placed in the trash cans. WACO will supply trash can liners, brooms, and cleaning supplies. Make sure you know where the cleaning supplies are located.
13. Restrooms must be swept.
14. Tables and chairs must be wiped down with a light bleach water solution.
15. Tables and chairs must be returned to the storage room and stacked according to the diagram. Do not drag tables and chairs across the floor as this causes scuff marks.
16. ALL decorations must be removed.

COMMERCIAL KITCHEN

1. User is responsible for their own clean-up.
2. Garbage must be removed at the end of your event and placed where instructed. Clean trash can liners must be placed in the trashcans. WACO will supply trash can liners, brooms, and cleaning supplies. Make sure you know where the cleaning supplies are located.
3. Wash down all counter tops, sinks, and refrigerator. All surfaces must be given a final wipe down with a bleach solution.
4. Clean oven and stove top if they were used.
5. Clean grill while it is still hot. Use grill brick for final cleaning. Put a light coating of oil on the grill when clean.
6. Empty and clean all grease drip trays.
7. Floors must be swept and wet mopped if necessary.
8. Drain dishwasher and wipe down.
9. Turn off water to high pressure sprayer and to the dishwasher.
10. Place all soiled aprons, towels, etc., in the basket marked "Laundry."

PAVILIONS – COMMUNITY CENTER / NEWMAN PARK

1. Pavilions may be used between 8:00 a.m. and 10:00 p.m.
2. Users with reservations have priority, otherwise it is first come, first served.
3. Use charcoal only in the BBQ at the community center.

4. Fires are allowed in the fire pits ONLY and must be approved ahead of time. A responsible adult must be present and burn regulations MUST be followed. Fires must be extinguished before leaving.
5. Pets are to remain on leashes. Owners are responsible for cleaning up after their pets and for any damage caused by them.
6. Clean up and place trash bags where instructed. Clean trash can liners must be placed in the trash cans. WACO will supply trash can liners, brooms, and cleaning supplies.
7. Do not remove picnic tables or fire pits.
8. Fireworks, camping, and alcohol are not permitted.

COMMUNITY CENTER PARKING LOTS

1. Cost is \$25/day (up to 12 hours) or \$40 for 2 consecutive days.
2. No organization or individual may reserve more than 5 days of a month unless the lot is unreserved 30 days prior.
3. Signage for events may be posted 24 hours ahead of the reservation time and MUST be removed at the event's end. Exceptions may be made for recurring events.
4. The parking lots may be used between the hours of 8:00 am and 10:00 pm. This includes set up and tear down. Prior approval is needed for use outside these hours.
5. Users agree to follow all posted signs and rules.
6. The parking lot must be returned to pre-event condition (all trash removed, etc.).
7. Users are responsible for hauling their own trash. Use of the dumpster may be arranged for an additional fee with prior approval.
8. Pets are to remain on leashes. Owners are responsible for cleaning up after their animals and for any damage caused by them.
9. Fireworks, camping, and alcohol are not permitted.
10. Users may be required to provide their own portable outhouses.
11. Users must maintain 50 feet between their event and the log building.
12. If authorized fire rings may be used on the gravel parking lot.

FAC-002 – PROHIBITION OF UNAUTHORIZED OVERNIGHT PARKING

Purpose: The purpose of this policy is to prohibit unauthorized overnight parking at WACO managed properties.

Policy: The Willow Area Community Organization (WACO) is the managing authority of the Willow Community Center and Newman Memorial Park. By authority of the WACO Board of Directors overnight parking and/or camping at any time is prohibited in those locations. Signage is prominently posted reflecting this prohibition at the locations. Vehicles parked in violation may be towed from the site at the owner's expense. Campers will be in trespass and law enforcement may be asked to assist in the removal or arrest of violators.

The WACO Board Chair, Vice Chair or their designee may waive or modify these prohibitions in writing for special events or circumstances.

Adopted by the WACO Board at its regular meeting on October 4, 2023.

FAC-003 – GUEST WIFI INTERNET USE POLICY

We are offering this guest Wi-Fi wireless Internet service (the "Service") according to this Guest Wi-Fi Acceptable Use Policy (the "Policy") as a service to WACO Facility Use Rental visitors for the duration of their official rental. All users of this Service must agree to the terms of this Policy. We do not guarantee the Service or specific rates of speed. We also have no control over information obtained through the Internet and cannot be held responsible for its content or accuracy. Use of the service is subject to the user's own risk. We reserve the right to remove, block, filter, or restrict by any other means any material that, in our sole discretion, may be illegal, may subject us to liability, or may violate this Policy. We may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. Violations of this Policy may result in the suspension or termination of access to the Service or other resources, or other actions as detailed below.

Responsibilities of Service Users:

Users are responsible for ensuring they are running up-to-date anti-virus software on their wireless devices. Users must be aware that, as they connect their devices to the Internet through the Service, they expose their devices to: worms, viruses, Trojan horses, denial-of-service attacks, intrusions, packet-sniffing, and other abuses by third-parties. Users must respect all copyrights. Downloading or sharing copyrighted materials is strictly prohibited. The running of programs, services, systems, processes, or servers by a single user or group of users that may substantially degrade network performance or accessibility will not be allowed. Electronic chain letters and mail bombs are prohibited. Connecting to "Peer to Peer" file sharing networks or downloading large files, such as CD ISO images, is also prohibited. Accessing another person's computer, computer account, files, or data without permission is prohibited. Attempting to circumvent or subvert system or network security measures is prohibited. Creating or running programs designed to identify security loopholes, decrypt intentionally secured data, or gain unauthorized access to any system is prohibited. Using any means to decode or otherwise obtain restricted passwords or access control information is prohibited. Forging the identity of a user or machine in an electronic communication is prohibited. Saturating network or computer resources to the exclusion of another's use, for example, by overloading the network with traffic such as emails or legitimate (file backup or archive) or malicious (denial of service attack) activity, is prohibited. Users understand that wireless Internet access is inherently not secure, and users should adopt appropriate security measures when using the Service. We highly discourage users from conducting confidential transactions (such as online banking, credit card transactions, etc.) over any wireless network, including this Service. Users are responsible for the security of their own devices.

Limitations of Wireless Network Access:

We are not liable for any damage, undesired resource usage, or detrimental effects that may occur to a user's device and/or software while the user's device is attached to the Service. The user is responsible for any actions taken from his or her device, whether intentional or unintentional, that damage or otherwise affect other devices or users of the Service. The user hereby releases WACO from liability for any loss, damage, security infringement, or injury which the user may sustain as a result of being allowed access to the Service. The user agrees to be solely responsible for any such loss, infringement, damage, or injury.

Terms of Service:

The user agrees to comply with and to be legally bound by the terms of this Policy. If this Policy or any terms of the Service are unacceptable or become unacceptable to the user, the user's only right shall be to terminate his or her use of the Service.

Lawful Use:

The Service may only be used for lawful purposes and in a manner which we believe to be consistent with the rights of other users. The Service shall not be used in a manner which would violate any law or infringe any copyright, trademark, trade secret, right of publicity, privacy right, or any other right of any person or entity. The Service shall not be used for the purpose of accessing, transmitting, or storing material which is considered obscene, libelous or defamatory. Illegal acts may subject users to prosecution by local, state, federal, or international authorities. We may bring legal action to enjoin violations of this Policy and/or to collect damages, if any, caused by violations.

The user specifically agrees to the following conditions:

The user will use the Service only as permitted by applicable local, state, federal, and International laws. The user will refrain from any actions that we consider to be negligent or malicious. The user will not send email containing viruses or other malicious or damaging software. The user will not access web sites which contain material that is grossly offensive to us, including clear expressions of bigotry, racism, or hatred. The user will not access web sites which contain material that defames, abuses, or threatens others.

By signing below, you agree to the terms of use as described:

Print name: _____ Signature: _____

Guest Network Settings

Enable	SSID
<input checked="" type="checkbox"/>	WACO-2 4GHz_Guest
<input checked="" type="checkbox"/>	WACO-5GHz_Guest

Password: W1ll0w99

ADM-001 Code of Ethics

PURPOSE: To provide Willow Area Community Organization (WACO) board members with guidelines for making ethical choices and to ensure accountability for those choices.

POLICY: When agreeing to serve on the board of directors, volunteers agree to meet certain standards of conduct in carrying out their responsibilities to WACO. These responsibilities include:

Duty of care: Handle the business of the organization with the care an ordinary and prudent person would use. Directors must be engaged. They should actively participate in meetings, review documentation, ask questions, learn about the activities of the organization, understand risks and be intentional when deciding what risks are acceptable. As stewards of the organization, board members must think short-term and long-term, have the depth of knowledge to understand documents like financial statements and strategic reports, and know what questions to ask internal and external advisers.

Duty of loyalty: Act in the best interests of WACO, even if it means forfeiting an opportunity that would benefit them personally. Directors must not profit at the expense of WACO or receive unreasonable compensation or benefit from the activities of the organization or from serving on its board. They should ensure that WACO's conflict of interest policy is followed. That may mean disclosing on Form 990 any compensation, familial relationships or business transactions between the nonprofit organization and themselves (or their family member, business interest or other relevant connections). Directors should avoid even an appearance of impropriety that they are benefiting at the expense of WACO. Any member of governance who is potentially conflicted should recuse themselves from deliberations and decision making related to a proposed transaction in which their objectivity may be compromised.

Duty of obedience: Work to ensure WACO follows all applicable laws, complies with all reporting requirements and follows WACO's articles of incorporation and bylaws. Directors should ensure WACO is working to fulfill its mission and purposes, while complying with all laws and required reporting.

ADM-002 CONFLICT OF INTEREST

Purpose: This policy is intended to help ensure that when actual or potential conflicts of interest arise, WACO has a process in place under which the affected individual will advise the governing body about all the relevant facts concerning the situation. This conflict of interest policy is also intended to establish procedures under which individuals who have a conflict of interest will be excused from voting on such matters.

Policy: A potential conflict of interest arises when a director or key person¹, or that person's relative² or business (a) stands to gain a financial benefit from an action WACO takes or a transaction into which WACO enters; or (b) has another interest that impairs, or could be seen to impair, the independence or objectivity of the director or key person in discharging their duties to WACO.

Potential conflicts of interest include situations in which a director or key person or that person's relative or business:

- has an ownership or investment interest in any third party that WACO deals with or is considering dealing with;
- serves on the board of, participates in the management of, or is otherwise employed by or volunteers with any third party that WACO deals with or is considering dealing with;
- receives or may receive compensation or other benefits in connection with a transaction into which WACO enters;
- receives or may receive personal gifts or loans from third parties dealing with WACO;
- serves on the board of directors of another nonprofit organization that is competing with WACO for a grant or contract; or
- has a close personal or business relationship with a participant in a transaction being considered by WACO.

Directors and key persons must disclose all potential conflicts of interest as soon as they become aware of them. In determining whether a conflict of interest exists, the board of directors shall consider whether the potential conflict

of interest would cause a transaction entered into by WACO to raise questions of bias, inappropriate use of WACO's assets, or any other impropriety.

Procedures for Addressing a Conflict of Interest

When a matter involving a conflict of interest comes before the board, the board may seek information from the director or key person with the conflict prior to beginning deliberation and reaching a decision on the matter. However, a conflicted person shall not be present during the

discussion or vote on the matter and must not attempt to influence improperly the deliberation or vote.

The minutes of any board meeting at which a matter involving a conflict of interest or potential conflict of interest was discussed or voted upon shall include:

1. the name of the interested party and the nature of the interest;
2. the decision as to whether the interest presented a conflict of interest;
3. any alternatives to a proposed contract or transaction considered by the board; and
4. if the transaction was approved, the basis for the approval.

ADM-003 HARASSMENT

PURPOSE: This policy will define harassment and describe how to report it.

POLICY: WACO is committed to ensuring an environment that is free from all forms of bullying and harassment, discrimination, or conduct that can be considered coercive, or likely to create a hostile environment, including sexual harassment. No one has the right to harass employees, volunteers, vendors or any person dealing with WACO. Discrimination or harassment based on sex (gender), race, color, religion, national origin, age, disability, sexual orientation, gender identity, veteran status, or other protected categories is not allowed.

PROCEDURE: Any employee, volunteer or vendor who thinks they have been harassed or discriminated against should report it to a WACO board member. WACO will promptly and thoroughly investigate the complaint. The investigation will be as confidential as possible. All persons involved, including complainants, witnesses, and alleged perpetrators may be required to cooperate in an investigation, will receive fair and impartial treatment, and will not be subject to retaliation for information disclosed to WACO.

WACO will take any interim actions necessary to protect complainants from further acts of bullying, harassment, or retaliation during the investigation. WACO may review documents, conduct interviews, or take whatever investigatory steps it deems necessary to determine whether harassment occurred.

WACO will notify the complainant of the outcome of the investigation, although WACO may decline to reveal specific disciplinary actions taken where there are confidentiality issues with such disclosures.

ADM-004 RECORD RETENTION

PURPOSE: This policy will provide guidance on the length of time records should be retained before they may be disposed of.

POLICY: WACO will follow Federal and State rules and regulations for retaining records and correspondence. Hardcopies of permanent records should be filed at the Community Center. When possible electronic copies will be scanned to the Microsoft 365 SharePoint drive. The Chart below will serve as a guide but is not a complete list of all documents that should be retained.

Type of Document Minimum Requirement

Audit reports Permanently
Bank reconciliations 2 years
Bank statements 3 years
Checks (for important payments and purchases) Permanently
Contracts, mortgages, notes, and leases 7 years
Correspondence (general, w/customers & vendors) 2 years
Correspondence (legal and important matters) Permanently
Deeds, mortgages, and bills of sale Permanently
Depreciation schedules Permanently
Duplicate deposit slips 2 years
Employment applications 3 years
Gaming records 3 years
Insurance records, accident reports, claims, policies, etc. Permanently
Internal audit reports 3 years
Inventory records for products, materials, and supplies 3 years
Invoices (to customers, from vendors) 7 years
Minute books, bylaws, and charter Permanently
Payroll records and summaries 7 years
Personnel files (terminated employees) 7 years
Tax returns and worksheets Permanently
Timesheets 7 years
Withholding tax statements 7 years
Year-end financial statements Permanently