

# Homestead Service Area

1900 First Avenue, Room #219

Thursday, March 21, 2019 at 5:30 P.M.

## AGENDA

1. **Call to Order** \_\_\_\_\_ (time)
2. **Roll Call**
3. **Citizen Comments**
4. **Approval of Minutes**
  - a. October 16, 2018  
Motion \_\_\_\_\_ / Second \_\_\_\_\_  
passed \_\_\_ failed \_\_\_  
Amended as follows:
5. **Reports of Officers, Staff or Committees**
  - a. Financials
  - b. FY20 Budget
  - c. Road Fees
6. **Unfinished Business**
  - a. Catch basin/storm drain maintenance
7. **New Business**
  - a. Sidewalk reinforcement
  - b. Ditch cleaning FY20
  - c. Road striping FY20
  - d. Road paving costs
8. **Items For Future Agendas**
9. **Adjournment** \_\_\_\_\_ (time)

Date of next meeting is \_\_\_\_\_.

Board of Directors	Present	Absent
Chris Arntzen		
Kristel Mitchel		
Andrew Paulson		
Ex-Officio Members		
STAC		
KGBSD		
Staff Present		

# **MINUTES OF HOMESTEAD SERVICE AREA BOARD OF DIRECTORS**

MEETING DATE 10/16/2018

## **CALL TO ORDER – ROLL CALL**

The Homestead Service Area Board meeting was called to order by Chair Sever Paulson at 5:34pm on Tuesday, October 16, 2018 at KGB offices. Members in attendance were Sever Paulson, Chris Arntzen and Kristel Mitchel. KGB staff in attendance was Alex Peura. No absences.

## **CITIZEN COMMENTS**

None.

## **APPROVAL OF MINTUES**

M/S Paulson/Mitchel moved to approve the meeting minutes of March 15, 2018. Motion passed unanimously.

## **REPORTS OF OFFICERS, STAFF OR COMMITTEES**

### Financials

The Board reviewed the FY 2018 financial report as well as a spreadsheet providing 7 years of budget information compiled by Paulson. Paulson noted that the service area has a significant surplus and with the construction of new houses in the neighborhood, additional revenues may make it possible to reduce the contractual services budget to \$20k annually and/or lower current road fees. The board agreed that they should consider this during the next budget session in spring 2019.

## **UNFINISHED BUSINESS**

### Catch basin/storm drain maintenance

The board agreed that catch basins and storm drains are not effective but do not have direction on how to correct the issue. Properties at the bottom of Old Homestead Road and across S. Tongass Hwy are impacted by this.

### Ditch cleaning

Board agreed that alder maintenance in most of the service area was effective, with the exception of Misty Mountain Rd; this will need to be addressed in spring 2019.

### Road and shoulder maintenance

Striping on Old Homestead Road, completed in June, seems to be holding up well. Staff advised that historically the paint lasts one year so will need to be a future agenda item in spring 2019. Board agreed that the Old Homestead hill seems to be holding up well and will further monitor it for deterioration during the winter months when weather is likely to impact the condition.

## **NEW BUSINESS**

### Contractual services

Staff clarified that Anchor Ridge Road has been added to the snow removal contract as of FY2018.

### Future projects

Board discussion included improving side roads, specifically Fawn Mountain Road, given that Misty Mountain, Big Rock, and Anchor Ridge Roads are all in good condition. Board directed staff to obtain a price quote for paving the neighborhood. Staff's rough estimate was \$1M, further citing the high maintenance costs involved with repairs. Arntzen has offered to grade Fawn Mountain Road to see if it improves, but there is concern regarding drainage in that area.

### **ITEMS FOR FUTURE AGENDAS**

It was agreed that further discussion about the budget, the cost of resurfacing Fawn Mountain Road, re-stripping Old Homestead Road, and maintaining the alders will be addressed at the next meeting.

### **ADJOURNMENT**

The meeting adjourned at 6:22pm

### **DATE OF NEXT MEETING**

The date of the next meeting was set for a date between March 10<sup>th</sup> & 20<sup>th</sup>, 2019.

-Submitted by Kristel Mitchel

# Ketchikan Gateway Borough

## Summary of Revenues & Expenditures

### Homestead Service Area FY19 RevEx

Report name: Homestead Service Area FY19 RevEx

		FY 2019 YTD	Encumbrance 6/30/2019	FY 2019 YTD + Encumbrance	Budget	Variance Fav/(Unfav)	% Budget Used
<b>885 - Homestead Service Area</b>							
<b>Revenues</b>							
885-00-000-4080	PENALTY & INTEREST	52	0	52	25	27	209.05%
885-00-000-4305	INTEREST INCOME	1,278	0	1,278	140	1,137	912.24%
885-00-000-4369	ROAD FEES	5,862	0	5,862	9,453	-3,591	62.01%
885-00-000-4435	TRANSFERS IN - GENERAL FUND	11,129	0	11,129	11,129	0	100.00%
885-00-000-4458	TRANSFERS IN - LOCAL EDUCATION FUND	17,645	0	17,645	17,645	0	100.00%
Totals for Sub Department(s) 000 - 000:		35,966	0	35,966	38,392	-2,426	93.68%
<b>Total Revenues</b>		<b>35,966</b>	<b>0</b>	<b>35,966</b>	<b>38,392</b>	<b>-2,426</b>	<b>93.68%</b>
<b>Expenses</b>							
885-90-000-6090	CONTRACTUAL SERVICES	5,028	9,972	15,000	25,000	10,000	20.11%
885-90-000-6130	ADMINISTRATIVE FEES	27	0	27	2,162	2,135	1.26%
885-90-000-6312	ELECTRICITY - STREET LIGHTS	585	0	585	1,040	455	56.25%
885-90-000-6441	ROAD MAINTENANCE	0	0	0	10,000	10,000	0.00%
Totals for Sub Department(s) 000 - 000:		5,640	9,972	15,612	38,202	22,590	14.76%
<b>Total Expenses</b>		<b>5,640</b>	<b>9,972</b>	<b>15,612</b>	<b>38,202</b>	<b>22,590</b>	<b>14.76%</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>30,326</b>	<b>-9,972</b>	<b>20,353</b>	<b>190</b>	<b>20,164</b>	<b>15984.41%</b>

Fund Balance 07/01/18	\$112,044.73
Revenues to date	\$35,966.00
Expenses to date	(\$5,640.00)
Fund Balance 03/14/19	\$142,370.73

## Ketchikan Gateway Borough General Ledger Report Homestead Service Area FY19 Detailed Financials

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
<b>885-90-000-6090</b>						
<b>Account: 885-90-000-6090 (CONTRACTUAL SERVICES)</b>						
7/1/2018			<i>Account Beginning Balance</i>			\$0.00
1/11/2019	32255-303	Accounts Payable	MAGNUM ENTERPRISES-Snow Removal Services-45735-9421544	\$544.00		
2/19/2019	32577-125	Accounts Payable	MAGNUM ENTERPRISES-Snow Removal Services-45735-9450	\$150.00		
2/19/2019	32577-127	Accounts Payable	MAGNUM ENTERPRISES-Snow Removal Services-45735-9448	\$1,604.00		
3/11/2019	0-672	Accounts Payable	Unposted Accounts Payable Invoice	\$443.00		
3/11/2019	0-676	Accounts Payable	Unposted Accounts Payable Invoice	\$2,286.75		
			<i>Account Subtotals</i>	\$5,027.75	\$0.00	
6/30/2019			<i>Account Net Change</i>			\$5,027.75
6/30/2019			<i>Account Ending Balance</i>			\$5,027.75
<b>885-90-000-6130</b>						
<b>Account: 885-90-000-6130 (ADMINISTRATIVE FEES)</b>						
7/1/2018			<i>Account Beginning Balance</i>			\$0.00
9/30/2018	31677-14	Journal Entry	JE09-019 FY19 Admin Fees 1st Qtr	\$15.60		
12/31/2018	32246-11	Journal Entry	JE12-014 FY19 Admin Fees 2nd Qtr	\$11.70		
			<i>Account Subtotals</i>	\$27.30	\$0.00	
6/30/2019			<i>Account Net Change</i>			\$27.30
6/30/2019			<i>Account Ending Balance</i>			\$27.30
<b>885-90-000-6312</b>						
<b>Account: 885-90-000-6312 (ELECTRICITY - STREET LIGHTS)</b>						
7/1/2018			<i>Account Beginning Balance</i>			\$0.00
7/24/2018	30934-374	Accounts Payable	KPU ELECTRIC-12738 - 11 Old Homestead Rd Ls#6--105550-001	\$65.00		
8/27/2018	31288-40	Accounts Payable	KPU ELECTRIC-12738 - 11 Old Homestead Rd Ls#6--105550-001	\$65.00		
9/5/2018	31453-122	Accounts Payable	KPU ELECTRIC-12738 - 11 Old Homestead Rd Ls #6--105550-001	\$65.00		
10/5/2018	31679-97	Accounts Payable	KPU ELECTRIC-12738 - 11 Old Homestead Rs Ls#6--105550-001	\$65.00		
11/5/2018	32035-143	Accounts Payable	KPU ELECTRIC-12738 - 11 Old Homestead Rd Ls#6--105550-001	\$65.00		
12/5/2018	32113-116	Accounts Payable	KPU ELECTRIC-12738 - 11 Old Homestead Rd Ls#6--105550-001	\$65.00		
1/14/2019	32255-379	Accounts Payable	KPU ELECTRIC-12738 - 11 Old Homestead Rd Ls#6-DEC 18-1055	\$65.00		
2/11/2019	32543-23	Accounts Payable	KPU ELECTRIC-12738 - 11 Old Homestead Rd Ls#6--105550-001	\$65.00		
3/11/2019	0-887	Accounts Payable	Unposted Accounts Payable Invoice	\$65.00		
			<i>Account Subtotals</i>	\$585.00	\$0.00	
6/30/2019			<i>Account Net Change</i>			\$585.00
6/30/2019			<i>Account Ending Balance</i>			\$585.00

KETCHIKAN GATEWAY BOROUGH  
FY 2020  
885 HOMESTEAD SERVICE AREA

DESCRIPTION	FY2018 ACTUAL	FY2019 FINAL	FY2019 ESTIMATED	FY2020 ORIGINAL	FY20-FY19 ORIGINAL	FY20-FY19 Final-%
<b>BEGINNING FUND BALANCE</b>	94,253	112,045	112,045	0	(112,045)	(100.0%)
4080 PENALTY & INTEREST	28	25	52	0	(25)	(100.0%)
<b>PENALTY AND INTEREST</b>	<b>28</b>	<b>25</b>	<b>52</b>	<b>0</b>	<b>(25)</b>	<b>(100.0%)</b>
4305 INTEREST INCOME	838	140	1,750	1,500	1,360	971.4%
<b>INVESTMENT INCOME</b>	<b>838</b>	<b>140</b>	<b>1,750</b>	<b>1,500</b>	<b>1,360</b>	<b>971.4%</b>
4369 ROAD FEES	7,474	9,453	11,724	11,724	2,271	24.0%
<b>SERVICE FEES</b>	<b>7,474</b>	<b>9,453</b>	<b>11,724</b>	<b>11,724</b>	<b>2,271</b>	<b>24.0%</b>
4435 TRANSFERS IN - GF	28,774	11,129	11,129	11,129	0	0.0%
4458 TRANSFER IN - LOCAL EDUCATION FUND	0	17,645	17,645	17,645	0	0.0%
<b>INTERFUND TRANSFERS</b>	<b>28,774</b>	<b>28,774</b>	<b>28,774</b>	<b>28,774</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>37,114</b>	<b>38,392</b>	<b>42,300</b>	<b>41,998</b>	<b>3,606</b>	<b>9.4%</b>
6090 CONTRACTUAL SERVICES	10,821	25,000	25,000	25,000	0	0.0%
6312 ELECTRICITY - STREET LIGHTS	508	1,040	1,040	1,040	0	0.0%
6441 ROAD MAINTENANCE	6,899	10,000	10,000	10,000	0	0.0%
<b>OPERATING EXPENSES</b>	<b>18,228</b>	<b>36,040</b>	<b>36,040</b>	<b>36,040</b>	<b>0</b>	<b>0.0%</b>
6130 ADMINISTRATIVE FEES	1,094	2,162	2,162	0	(2,162)	(100.0%)
<b>NON OPERATING EXPENSES</b>	<b>1,094</b>	<b>2,162</b>	<b>2,162</b>	<b>0</b>	<b>(2,162)</b>	<b>(100.0%)</b>
<b>TOTAL APPROPRIATIONS</b>	<b>19,322</b>	<b>38,202</b>	<b>38,202</b>	<b>36,040</b>	<b>(2,162)</b>	<b>(5.7%)</b>
<b>NET EXCESS REV OVER (UNDER) APP</b>	<b>17,792</b>	<b>190</b>	<b>4,098</b>	<b>5,958</b>	<b>5,768</b>	<b>3042.4%</b>
<b>END ENDING FUND BALANCE</b>	<b>112,045</b>	<b>112,235</b>	<b>116,143</b>	<b>5,958</b>	<b>(106,277)</b>	<b>(94.7%)</b>