



**AGENDA**  
**JENSEN-OLSON ARBORETUM ADVISORY BOARD**  
Mendenhall Valley Library  
Wednesday, August 14, 2019 at 5:15 P.M.

- I. Call to Order**
- II. Approval of Agenda**
- III. Public Participation on Non-Agenda Items**
- IV. Approval of Minutes**
- V. New Business**
- VI. Unfinished Business**
  - A. Endowment Subcommittee report
  - B. Reconsider retaining portion of rental receipts for emergency maintenance
- VII. Committee, Liaison, and/or Staff Reports**
  - A. Chair Report – N. McConahey
  - B. Manager Report – M. Jensen
  - C. Friends of JOA Report – P. Harris
  - D. Other Business
- VIII. Adjournment**

**Next JOAB Meeting:** Wednesday, November 13, 2019 at 5:15 Mendenhall Library

## Jensen-Olson Arboretum Endowment Subcommittee

July 18, 2019 noon

Attendees: Lindsey Foster, Michelle Elfers, Merrill Jensen, Catherine Evans, Kim Garnero

Agenda for meeting (developed during May 10<sup>th</sup> meeting of Lindsey, Kim, and Nell McConahey)

1. Written explanation of the endowment fund:
  - accounting - what's in and what's out
  - the investment side - how much of fund is held by Vanguard vs CBJ
  - how the Central Treasury component works
  - any other moving parts
2. Reconciliation of yearend differences between the Vanguard L-T Portfolio and Fund Balance Analysis (CAFR amounts)
3. Accounting of CIP expenditures by project

Explanation of endowment fund/reconciliation of yearend differences – Lindsey provided a verbal explanation. Fund Balance Analysis (CAFR) includes two things:

1. Long Term Portfolio invested with Vanguard as shown below. The unspendable portion was what Caroline Jensen originally gifted to the CBJ. The restricted portion tracks the results of endowment earnings and deductions for the annual transfers to the General Fund for operations.

## 2019 Ending Fund Balance

Unspendable	2,097,159
Restricted	<u>507,831</u>
J-O portion long portfolio	<u><u>2,604,990</u></u>

2. Available fund balance of \$60,233 is the special revenue fund in the CBJ central treasury for the revenues from house rental and events/fundraisers. This amount was reduced by \$139,240 in FY 2017 for CIPs.

Accounting of CIP expenditures by project – Lindsey provided status reports on 3 CIPs that have been funded from the endowment which are summarized below:

		Budget	Actuals	Available
P42-076	Parking Lot	15,736.45	15,736.45	-
P42-077	Residence Def Maint	<u>126,263.55</u>	<u>108,979.99</u>	<u>17,283.56</u>
	FY 17 CIPs (see note)	142,000.00	124,716.44	17,283.56
P42-075	J-O Arboretum	<u>88,240.12</u>	<u>88,240.12</u>	-
	ITD CIP from endowment	<u><u>230,240.12</u></u>	<u><u>212,956.56</u></u>	<u><u>17,283.56</u></u>

Note - Transfer out shown in FY 17 Fund Balance Analysis for CAFR is only \$139,240. The \$142,000 authorized by the JOA Advisory Board Feb 8, 2017 was reduced by \$2,760 uncollected revenues in older CIP P42-075.

This discussion was very helpful in gaining understanding of how the endowment is accounted for.

Lindsey requested input from the JOA Advisory board on endowment policy. Kim will provide a copy of the policy approved by the board in 2011.

Lindsey will follow up with Finance to see how the \$60,233 available balance will be handled going forward. The JOA Advisory Board approved a motion in Feb 2017 to have the receipts transferred to the investment account quarterly.

Endowment subcommittee will meet semi-annually in conjunction with advisory board meeting.

## MINUTES

### JENSEN-OLSON ARBORETUM ADVISORY BOARD

Mendenhall Library, Conference Room | Wednesday, February 21, 5:15 P.M.

#### I. Call to Order at 5:25 by Chair, Ed Buyarski

**Present:** Kristin Bartlett, Ed Buyarski, Shawn Eisele, Kim Garnero (t), Patricia Harris, Deborah Rudis

**Absent:** Peter Froehlich, Nell McConahey

**Staff Present:** Merrill Jensen, Arboretum Manager; Lauren Verrelli, P&R Staff Liaison

#### II. Agenda Changes – None.

#### III. Public Participation on Non-Agenda Items – None.

#### IV. Approval of Minutes –

- A. November 8, 2017:** K. Garnero moves to approve the minutes, no objection. *Minutes adopted.*

#### V. New Business –

##### A. M54 Toilets at Arboretum

D. Rudis: I spoke to M54 who created Eaglecrest's compost toilet up at the Nest; if we want a standalone building with a single toilet, it will be \$24k plus all the exterior additions which would drive it up to \$30k. It would be waterless.

M. Jensen: My concern with composting toilets is the temperature of the soil. I have been looking at another vendor which is a little cheaper but you have to have a concrete slab for it to sit on with annual pumping (not compost). We're looking to put this in near the little parking area by the garage.

S. Eisele: The ones that are made with structurally insulate panels (SIPs) generally fail in Juneau. So we would want to buy the toilet infrastructure and then find someone local to build the structure without SIPs.

E. Buyarski: It would be good to look into how much we're spending on pumping out the current porta-potty and see if those funds could be used.

M. Jensen: The solar panels on the roof are for a fan for circulation but ours is going to be located in a shady space so the solar panels would be placed on the garage roof.

E. Buyarski: I appoint Deb, Pat and Merrill to do further research on these toilets.

##### B. 2017 Annual Report

*Board approves 2017 Annual Report with Merrill's additions and Merrill will be presenting to the HRC on March 5, 2018.*

#### VI. Unfinished Business –

##### A. CBJ Finance Report on Endowment in Juneau Community Foundation

*Moved to next meeting.*

##### B. Arboretum Rental Money

K. Garnero: A 25% allocation of the rental money could go into the emergency repair fund which would be around \$3K per year.

E. Buyarski: Do you see any needed repairs coming?

M. Jensen: What I would like to propose to the Board is the kitchen is in need of some repair work. The plumbing is outdated and Building Maintenance came out and

assessed it; materials are going to cost around \$14k. I propose we take leftover money from the parking lot & sunroom construction which will be about \$60,000 that would be going back into the endowment and putting some of it towards the kitchen remodel. Ideally, construction would start in August this year.

**K. Bartlett:** I move to direct leftover rental money from current Arboretum construction projects in conjunction with other funds the City has to contribute go towards the kitchen remodel and the remaining go into the endowment.

*All in favor; motion passes.*

**C. Commercial Use Update**

**M. Jensen:** We are still waiting for the Land Trust attorney to sign off on it. We should have something drafted in the next month or two for us to take to the Visitor Bureau.

**VII. Committee Liaison and Staff Reports**

**A. Chair Report:** Attend Haines Gardening Conference.

**B. Manager's Report:** *Included in packet.*

**C. Friends of JOA –**

**P. Harris:** As of February 2018, pledges received through Pick-Click-Give is \$450. Having a hard time getting new board members; looking into an alternative structure for the Friends of JOA.

**VIII. Other business— None.**

**Adjournment – 6:21 p.m.** *Having no further business before the Board.*

Respectfully submitted, Lauren Verrelli, Administrative Assistant II, 5/22/2018.

## Jensen-Olson Arboretum

### Manager's Report to the Advisory Board

August 14, 2019

- New donation box installed in entry plaza for better visibility
- 2 wedding rentals and a memorial rental
- 5 new trees planted (2 birch, 2 maple, 1 beech)
- 2 “pop-up” weddings, each with 5 attendees or less
- Day of *Primula* – 190 visitors
- Started irrigating the grounds on May 21<sup>st</sup>. Currently 50 days of watering.
- Dealing with record heat and dry weather. Himalayan plant material is suffering.
- With all the irrigation, the water quality from the well has degraded. Lab analyses reveal salt at more than double the acceptable level, minerals high, and no bacteria. Hopefully with new rains, will self-correct. Historically drinking filtered water from Brita pitcher in the residence, now drinking bottled water in the residence.
- Sanded and re-oiled 2 benches
- Collected, processed and sent research materials to Chernivtsi National University, Ukraine
- Removed one maple that died from probably fusarium infection. Working with USFS to source a soil testing lab (fusarium tests require specialized facilities).
- Renovated an original/historic Caroline *Primula* bed
- Terminated one seasonal gardener due to non-performance. Salary savings will allow me to keep my other gardener later into the fall and to start earlier in the spring.
- 3 Children’s programs offered – Poop in the Garden, Art in the Garden, and BugDay! 48 kids served.
- Generator shed work party to remove and temporarily relocate plant material from around building in anticipation of construction.
- The neighborhood/known bear started “visiting” on June 14<sup>th</sup>. Currently using the regular techniques to haze as needed. Visits finally lessened when the one rain event of July brought fish into Peterson Creek.
- JGRC work party for turf repair. Moved 8 yards of soil with assistance of TMHS Basketball team and Rotary.
- Golden rain tree failing. Will remove in the fall and replant same next spring.
- Michele Elfers helped re-do a bed in the vegetable garden
- New visitor entry panel work – foundation rock work, wood installation and D1 pathway. Labor supplied with P&R Landscape and Park Ranger.
- Offered our first adult education program with garden photography workshop with Michael Penn and Iris Korhonen Penn. Proceeds from the workshop will be used to purchase new plant labels
- Septic tank overflowed. Pumped out and new aeration equipment coming.
- Juneau YEP split and stacked 3 cords of firewood
- Combined Juneau Garden Club, FJOA, and JNU APS annual picnic

- Discovery SE visits – 4 thus far
- Glory Hall produce deliveries have begun; once per week
- Porcupine damage to Amur maples. 2 captured and relocated further OTR
- Generator shed renovation construction start delayed until at least mid-September
- Assisting Alaska Botanical Garden (Anchorage) with their submission for national collection accreditation for the genus *Meconopsis*.
- If closure is not necessary (in September due to bears), we will reach 10,000 visitors this season; similar to last season. This is about 40/60; 40% locals, 60% non-locals.
- FJOA work –
  - Lovely Loo – Installation has been delayed for numerous reasons. No firm timeline for project completion. Rasmuson grant proposal submitted.