

**AGENDA**  
**JENSEN-OLSON ARBORETUM ADVISORY BOARD**  
**Valley Library**  
**Wednesday, May 23<sup>rd</sup>, 2018**  
**6:00 P.M.**

- I. Call to Order**
- II. Approval of Agenda**
- III. Public Participation on Non-Agenda Items**
- IV. Approval of Minutes**
  - A. Wednesday, February 21, 2018
- V. New Business**
- VI. Unfinished Business**
  - A. CBJ Finance Report on Endowment in Juneau Community Foundation
  - B. Arboretum Toilet Discussion
  - C. Commercial Use Update
- VII. Committee, Liaison, and/or Staff Reports**
  - A. Chair Report – E. Buyarski
  - B. Manager Report – M. Jensen
  - C. Friends of JOA Report – P. Harris
  - D. Other Business
- VIII. Adjournment**

**Next JOAB Meeting:** Wednesday, August 8 at 5:15 Mendenhall Library

**DRAFT 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: Received \$450 through Pick-Click-Give. 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.

**From:** [Bob Bartholomew](#)  
**To:** [Lauren Verrelli](#)  
**Cc:** "[Deborah Rudis](#)"; [Theresa Winther](#)  
**Subject:** RE: JOAB May Meeting  
**Date:** Monday, May 14, 2018 2:30:04 PM  
**Attachments:** [image001.jpg](#)

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Hi Lauren,

The update is - we need a determination from CBJ Law, whether under the terms on the JOAB agreement with CBJ, we can delegate endowment investment management to the Juneau Community Foundation (JCF). The JCF rules require that they become the owner of the funds provided to them and we are not sure that can happen with JOA endowment. This question has not been addressed yet. I have cc'd Theresa in Treasury and they have this on their to-do list.

Bob

Bob Bartholomew  
 Director of Finance  
 City and Borough of Juneau  
 907.586.0300

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**From:** Lauren Verrelli  
**Sent:** Monday, May 14, 2018 9:36 AM  
**To:** Bob Bartholomew  
**Cc:** 'Deborah Rudis'  
**Subject:** FW: JOAB May Meeting

Hi Bob,

Would you be able to attend JOAB's meeting on Wednesday, 5/23 at 5:15 to give an update on your research for the endowment moving into the JCF? Or can you provide me with material for the packet?

Thanks,

**Lauren Verrelli**

Administrative Assistant II  
 Parks & Recreation  
 Ph: 586-0423 | Fax: 586-4589

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**From:** Kimdan [mailto:[kimdan@gci.net](mailto:kimdan@gci.net)]  
**Sent:** Sunday, May 13, 2018 12:40 PM  
**To:** Deborah Rudis  
**Cc:** Lauren Verrelli; Merrill Jensen; [pthar44@gmail.com](mailto:pthar44@gmail.com); [amprimsoc@hotmail.com](mailto:amprimsoc@hotmail.com); [stgilmour@gci.net](mailto:stgilmour@gci.net)  
**Subject:** Re: JOAB May Meeting

Please ask Bob Bartholomew if he wants to update board on possibility of having Juneau Community Foundation invest the endowment.

On May 13, 2018, at 8:54 AM, Deborah Rudis <[akwildlife@gci.net](mailto:akwildlife@gci.net)> wrote:

## Jensen-Olson Arboretum

### Manager's Report to the Advisory Board

May 23, 2018

- FY'19 Final Budget review – no major changes from previous years
- Sunroom completion March 30<sup>th</sup> – almost 2 months behind schedule
- March 12<sup>th</sup> – First *Galanthus* to bloom. Last year the bloomed January 21<sup>st</sup>...
- Master Gardener class taught on bulbs and annuals
- Research on permanent toilet; pit vs composting – report during this meeting
- Vegetable seed orders arrive and indoor seed sowing
- Plant database work on *Primula* for the American Primrose Society's (APS) National show that was held here. At that point, there were 171 current accessions. Total number that have been attempted – 258. Will re-inventory in June to remove this year's winter killed.
- Hard winter on plants – lots of winter mortality on many different species
- National Collections banner
- More shrub pruning
- APS National Show logistics
- New signage for beds, parking lot and ADA parking. Will install parking signs in June
- Tulip pots out of winter storage and set around grounds
- CBJ Landscape crew work party to kick the season off
- Both seasonal gardeners on board
- Vegetable garden finally planted – late (May 20) due to cold soils
- Trail Mix work on new access trail
- Volunteer work on new Entry Court Arch – yellow cedar structure
- Parking lot paving – striping and wheel block yet to be installed
- APS National Show – Big success with 58 attendees
- SeaWeek classroom visits from Riverbend School – 58 students with 12 adults
- Rotary work party to haul D1 for new access trail. 14 tons moved in 3 hours