

AGENDA
JENSEN-OLSON ARBORETUM ADVISORY BOARD
Valley Library
Wednesday, November 8th, 2017
5:15 P.M.

- I. Call to Order
- II. Approval of Agenda
- III. Public Participation on Non-Agenda Items
- IV. Approval of Minutes
 - A. Wednesday, August 9th, 2017
- V. Unfinished Business
 - A. Update on Parking Lot, Trail Design & Sunroom Construction
 - B. CBJ Finance Report on Endowment in Juneau Community Foundation
 - C. Arboretum Rental Money
 - D. Commercial Use Update
- VI. 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
- VII. Adjournment

DRAFT MINUTES
JENSEN-OLSON ARBORETUM ADVISORY BOARD

Mendenhall Library, Conference Room | Wednesday, August 9th, 2017 5:15 P.M.

I. Call to Order at 5:21 by Chair, Ed Buyarski

Present: Ed Buyarski, Shawn Eisele (t), Peter Froehlich, Kim Garnero, Patricia Harris, Nell McConahey, Deborah Rudis

Absent: Kristin Bartlett

Staff Present: Merrill Jensen, Arboretum Manager, Lauren Verrelli, P&R Administrative Assistant II

II. Agenda Changes – P. Harris added Commercial Use update under unfinished business.

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

IV. Approval of Minutes –

A. June 14th, 2017: N. McConahey moves to approve the minutes, no objection. ***Minutes adopted.***

V. Unfinished Business –

A. JOA Endowment:

K. Garnero: Nell, Pat and I met with Bob Bartholomew, Theresa Winther and Amy Skilbred with the Juneau Community Foundation (JCF). Steve Mosely had originally questioned the investment allocation of a permanent endowment; the city was being conservative. Bob looked around for some options and the JCF is a little bit more aggressive. I received the 5-year average from the City Vanguard, which is 7.7% in earnings and JCF had a 5-year average of 9.1%. It is a difference of 1.4% a year. This won't be easy but Bob is willing to go through with it if the Board would like to move our \$2 million being managed by the City at Vanguard to the City contracting with JCF to manage it more aggressively. The City cannot change their investment allocations.

N. McConahey: The JCF does charge a fee for their services but with the value of our fund, the fee is negotiable when your investment is over \$500,000. We would be looking at an annual percentage of fees going to the JCF, where currently we have no fees where the City has it. The fee would be something under 1%.

P. Froehlich: When we figure the comparison of 1.4%, this fee needs to be included.

N. McConahey: It might be a good deal if it is possible to even do it. It's going to be a long process, about 2 years. We're looking at less than 1% difference between the City managing it vs. JCF.

P. Harris: The first step would be for Bob to find out what Law will say if this is even possible. Also, we never know who is going to be the next Financial Director so if we had a separate fund entirely, it would be an extra buffer between the City and the endowment.

E. Buyarski: All in favor of Bob Bartholomew to pursue the Dept. of Law to see if the endowment can be separated and moved from the City's management.

All in favor, motion passes.

K. Garnero: I will reach out to Bob and let him know our intent in pursuing this.

B. Review and re-authorization of Plant Collections & Acquisitions Policy:

M. Jensen: This needs to be reauthorized every 5 years. There are some minor additions, nothing major, doesn't change anything substantial with what we're doing at the Arboretum. The Board needs to look at the changes/comments and give your input.

D. Rudis: Is every 5 years too frequent?

M. Jensen: Let's do it every 7 years.

P. Harris: I make a motion to reauthorize the *Plan Collections & Acquisitions Policy* with staff recommend and Board recommend changes.

Motion passes, unanimously.

C. Commercial Use Policy Update:

P. Harris: I attended the SEAL Trust and Lands Committee meeting where they discussed the scenarios we submitted to them about commercial use at the Arboretum.

Preliminary notes attached from meeting, this still needs to go to their whole board [Page 3]. I just wanted to point out that most of the scenarios they were fine with until we get down to #9.a Taxi Drivers. They strongly objected to #10. They were also concerned about the distinction of commercial and non-commercial use; these comments pertain only to what is in the easement and not what the City would consider commercial. Their other concern was professional photographers. This will go to the board meeting in September.

VI. New Business – None.

VII. Committee Liaison and Staff Reports

A. Chair Report: None.

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

C. Friends of JOA –

P. Harris: We now have 82 current members. We have been involved in many activities the past year.

VIII. Other business— None.

Adjournment – 6:05 p.m. *Having no further business before the Board.*

Next Meeting: Wednesday, November 8th at 5:15 p.m. in the Mendenhall Library.

Respectfully submitted, Lauren Verrelli, Administrative Assistant II, 8.16.17

DRAFT JOAB Minutes 8.9.17

Sealthrust is permissible uses under the CE

Are the following scenarios in line with the operations allowed in the conservation easement?*

draft response from SEAT @ lands committee meeting 8/8/17, send recommendations to the full board

- Yes 1. Classes from UAS. They charge tuition for the class.
- Yes 2. Classes from JSD. These would be classes K-12. No charge. (1/2 Home schoolers) (Sept. meeting)
- Yes 3. Local non-profit organizations that offer educational classes or tours. They would charge a fee.
- Yes 4. The Juneau Garden Club offers a "Garden Tour" for a fee and the Arboretum could be one of the gardens to tour. Is this allowed?
- Yes 5. There is a National Primrose Show (Conference) to be held in Juneau. They charge to attend the conference and would like to be able to have groups come out to the Arboretum.
 - a. Could they charge for the tour itself?
 - b. If the charge offset the transportation costs, is that allowed?
 - c. If the charge was for a guide, is that allowed?
- Yes 6. Non-profit organizations offering painting or other art classes for a fee?
- Yes 7. JSD Rally Program?
- Yes 8. City Programs-
 - a. Zach Gordon Youth Center- They offer a summer camp program with a fee.
 - b. Body and Mind (After School Program) - no fees
 - c. Youth Employment in Parks - no fees
- 9. Taxi drivers bringing tourists out to Arboretum-
 - Yes a. Staying in car.
 - No b. Going with the tourist on their walk, talking about the Arboretum.
- No 10. Tour operators (for profit) bringing tourist out to Arboretum-
 - a. In large buses (50+ people)
 - b. In 15-20 passenger vans
 - c. In 12 passenger vans
- Yes 11. Employees of CBJ/Arboretum providing guided tours. Can they charge a fee?
- Yes 12. Tours conducted by volunteers associated with the FJOA or the Arboretum itself. Can they charge a fee? Yes

N.B. Committee most concerned with number of CBJ people participating in each activity (JOAB may want to consider setting limits)

Where do funds go?

Who manages the funds?

Could the fee be a donation to the arboretum as long as the guide/tour doesn't receive any funds?

13 Arboretum

yes to charging for classes

under discussion 14. Professional photographers

question of where commercial go for photographers who use art as backdrop & charge for photos
yes for photos who may use photos - either for com. purpose

* separate issue than what CBJ may require for use, e.g. special use permit etc.

activity takes place

Jensen-Olson Advisory Board Meeting – November 2017
Agenda Item from CBJ P&R

*Request:

CBJ would like the JOA Advisory Board to consider re-working the policy regarding the deposit of 100% monthly rent from the Arboretum Manager into the endowment (policy that was written/confirmed late last? year). CBJ would like the Advisory Board to discuss an a percentage of monthly rent funds to go into an unrestricted account to be used for funding major repairs/upgrades to the residence.

*Background:

The Arboretum Manager's residence is now 55 years old and repair needs are arising. While CBJ Building Maintenance budgets some repairs for its facilities, the residence may require repairs or updates outside the scope of the CBJ budget (e.g. sunroom).

Monthly rental income is ~\$920. Due to an oversight, this income had not been regularly deposited to the endowment over the last 10 years; that has been corrected and all rent is now deposited into the endowment (exception: recall the decision from last year to use the rent funds "built up" over the last 10 years to offset the costs of the parking lot and sunroom repair; any remaining funds after those expenses will be deposited into the endowment).

*Factors to include if/when drafting a new policy:

- What should the % breakdown be? I suggest a starting place for discussion of 30% to "repair fund" and 70% to endowment.
- What will be the process for determining "major" repairs? Will CBJ Building Maintenance define that? And how will repair vs. cosmetic improvement be determined? Will expenditure require a vote? By whom?
- In the event of an immediate repair need (e.g. well pump breaks), how can the funds be appropriated without having to go through CBJ Assembly votes/appropriation process?
- Will the "repair fund" be invested and who will manage that? How will it be reported?
- Others?...

Jensen-Olson Arboretum

Manager's Report to the Advisory Board

November 8, 2017

- Produce runs to the Glory Hole (3) and Zack Gordon Youth Center (2).
- Seed collection for exchanges and researcher requests – a poor seed year with little to share.
- Mapping project – was able to work some before the semester started, on hold until spring.
- Phone difficulties – has been out twice for a total of 4 days
- Commercial Use Permit meetings with SEAL Trust. We should have our final document this winter.
- CBJ Safety Survey
- Sunroom preparations for construction - Currently scheduled to begin December 18th
- Fall garden work – vegetable garden clean up and garlic planting, fall pruning and bulb planting.
- Bear visits – Brown bear (!) came through twice with some damage, black bear in apple trees with minor damage (it fell out of the old apple tree!).
- Porcupine damage – 25 trees and shrubs damaged. It makes night visits and not able to determine feeding patterns.
- Recertified JOA USDA Small Lots of Seed Permit to allow importation of seed.
- Possible kitchen remodel project – updating 1962 cabinets and plumbing. CBJ Building Maintenance is acquiring quotes. Funding likely to come from CBJ deferred maintenance funds.
- Parking lot construction – work began on October 10 and wrapped up for the season on Oct 26th. Paving will happen in the spring as soon as the asphalt plant opens. DOT permit delay and possible archeological elements delayed work and we missed the scheduled paving window. State Archeologist confirmed not archeological elements on site. Suspect remains are ancient beach deposit. Have started working on perimeter plantings with Project Engineer approval. Have posted sign for spring 2018 opening.
- Produced all *Primula* Minutes for the Juneau Garden Club for the entire meeting season.
- New pathway from the parking lot and entry plaza work started. All siting and design have been approved by SEAL Trust and Trail Mix. Working with Trail Mix to build trail to new entry plaza. Trail construction will happen in the spring. Donations have been secured for materials. Plaza area cleared with assistance from Parks & Landscape. Work will continue through the winter as weather allows.
- Attended the annual Alaska Invasive Species conference in Anchorage. State focus is on invasive pike in Southcentral lakes and preventing spread of *Elodea*.
- Work is proceeding on the APS National Show (May '18). With the show happening the week before the annual Mother's Day Plant Sale, JOA will not be participating in the sale.