

AGENDA
JENSEN-OLSON ARBORETUM ADVISORY BOARD
Valley Library
Wednesday, December 5, 2018
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 8, 2018
- V. New Business**
 - A. 2018 Annual Report – *will be presented to HRC January 28, 2019*
 - B. Members Upcoming Expirations – *terms expiring January 31, 2019*
- VI. Unfinished Business**
 - A. Arboretum Endowment 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, February 13, 2019 at 5:15 Mendenhall Library

DRAFT MINUTES
JENSEN-OLSON ARBORETUM ADVISORY BOARD
Mendenhall Library, Conference Room | Wednesday, August 8, 2018 6 P.M.

I. Call to Order at 5:17pm by Chair, Ed Buyarski

Present: Kristin Bartlett, Ed Buyarski, Shawn Eisele, Kim Garnero, Nell McConahey, Deborah Rudis

Absent: Peter Froehlich, Patricia Harris

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. May 23, 2018:** K. Garnero make edits to the minutes. N. McConahey moves to approve amended minutes, no objection. ***Minutes adopted.***

V. New Business – None

VI. Unfinished Business – None

VII. Committee Liaison and Staff Reports

A. Chair Report: None.

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

C. Friends of JOA –

K. Garnero: We got three new board members. They have launched their bathroom campaign to raise money for bathrooms at the Arboretum. They're looking for in kind donations from contractors and freight companies. We received an anonymous donor has pledged \$8.5K to the project.

M. Jensen: The biggest thing would get getting the pit and concrete work done. We're looking into working with the high school building class to work on the actual structure since it comes as a kit.

VIII. Other business— None

Adjournment – 5:41 p.m. *Having no further business before the Board.*

Respectfully submitted, Lauren Verrelli, Administrative Assistant II, 11/13/2018.



City and Borough of Juneau, AK

JENSEN-OLSON ARBORETUM ADVISORY BOARD

BOARD ROSTER


DEBORAH RUDIS

 3rd Term **Oct 12, 2009 - Jan 31, 2019**

Appointing Authority Assembly
Position Voting Member
Category Public: Financial
Dais Seat 8


PETER FROEHLICH

 4th Term **Jan 01, 2007 - Jan 31, 2019**

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 4


SHAWN EISELE

 2nd Term **Nov 10, 2014 - Jan 31, 2019**

Appointing Authority Assembly
Position Voting Member
Category Discovery Southeast Representative
Dais Seat 3


NELL MCCONAHEY

 2nd Term **Nov 10, 2014 - Jan 31, 2020**

Appointing Authority Assembly
Position Voting Member
Office/Role Vice-Chair
Category Public: Artist
Dais Seat 7


KIM GARNERO

 3rd Term **Feb 07, 2011 - Jan 31, 2020**

Appointing Authority Assembly
Position Voting Member
Category Public: Financial
Dais Seat 5


CATHERINE R EVANS

 1st Term **Nov 05, 2018 - Jan 31, 2021**

Position Voting Member
Category Public
Dais Seat 9


PATRICIA HARRIS

 5th Term **Feb 01, 2018 - Jan 31, 2021**

Appointing Authority Assembly
Position Voting Member
Category SEAL Trust Representative
Dais Seat 6


ED BUYARSKI

 5th Term **Feb 01, 2018 - Jan 31, 2021**

Appointing Authority Assembly
Position Voting Member
Office/Role Chair
Category Public: Horticulture
Dais Seat 2


KRISTIN BARTLETT

 1st Term **Sep 02, 2015 - Jan 31, 2020**

Appointing Authority Assembly
Position Voting Member
Category School Superintendent's Designee
Dais Seat 1


VACANCY

Appointing Authority PRAC
Position Ex-Officio
Category PRAC Liaison
Dais Seat 10



Arboretum Endowment Update

1) Endowment financial statement for FY 2018 Comprehensive Annual Financial Report:

See page 5 for the JOAB Permanent Fund Balance Analysis.

2) Investment performance report for endowment:

See page 6-10 for FY18 Long Term Portfolio Ownership Percentage, Asset Allocation and Performance.

3) Response to advisory committee motion requesting revision to investment policy to get a better return:

Per Bob Bartholomew - We now have updated Capital Market Assumptions from Vanguard. This report can be used for a discussion with JOA, Library and CBJ folks to discuss future returns and asset allocation. The soonest we can set a meeting to get this group together is mid-January. Theresa and I will follow up in a few weeks with some date options.

4) Status of the \$142,000 which was outside of the endowment:

Per Lindsey Foster - Merrill, George and I met last month about the \$142,000. Quick breakdown:

- \$126,263.55 was encumbered, \$111,404 was spent = sunroom project (P42-077)
- \$15,736.45 was encumbered and spent = parking lot (P42-076)
- For now, there is \$14,860 remaining in P42-077, which can be used to supplement the \$120,000 approved for the FY19 Arboretum Repairs CIP project.

**Jensen-Olson Arboretum
Permanent Fund
Fund Balance Analysis
As of June 30, 2018**

	Total	2018	2017	2016	2015	2014	2013	2012	2011	2010
		(Audited)	(Audited)	(Audited)						
Endowment	1,467,493	151,217	199,685	65,332	79,638	311,993	200,086	86,618	261,408	184,650
House Rental	120,704	10,866	10,866	10,866	10,866	10,866	10,866	10,866	10,448	10,866
Events/fuindraisers/Auction proceeds	9,584	-	-	300	1,200	(315)	300	1,318	300	187
	-									
	-									
Transfers from: General Fund	98,900									
	-									
Transfers to: General Fund	(1,006,000)	(89,300)	(89,300)	(89,300)	(87,500)	(85,800)	(311,800)	(138,000)		
Capital Projects Funds	(230,240)		(139,240)							
Net change in fund balance	460,441	72,783	(17,989)	(12,802)	4,204	236,744	(100,549)	(39,199)	272,156	195,704
Ending Fund Balance										
Unspendable		2,097,159	2,097,159	2,097,159	2,097,159	2,097,159	2,097,159	2,097,159	2,097,159	2,097,159
Restricted		412,156	350,239	239,854	263,822	271,684	45,491	157,205	208,588	-
Available		48,287	37,421	165,795	154,629	142,563	132,012	120,846	108,661	45,093
Total Ending Fund Balance		<u>2,557,602</u>	<u>2,484,819</u>	<u>2,502,808</u>	<u>2,515,610</u>	<u>2,511,406</u>	<u>2,274,662</u>	<u>2,375,210</u>	<u>2,414,408</u>	<u>2,142,252</u>

City and Borough of Juneau

Long Term Portfolio

FY18

Ownership Percentage,

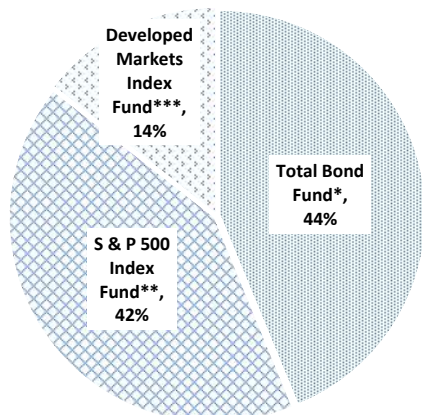
Asset Allocation

and

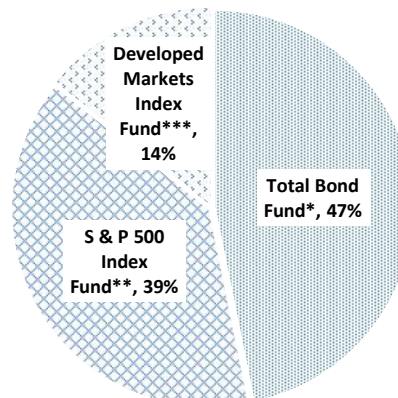
Performance

As of June 30, 2018

FY18 Long Portfolio Allocation



FY17 Long Portfolio Allocation



As of June 30, 2018

Total Bond Fund*	
S & P 500 Index Fund**	
Developed Markets Index Fund***	
Totals	

Market Value	Allocation %
2,266,901	44%
2,164,809	42%
746,242	14%
\$ 5,177,952	100%

As of June 30, 2017

Total Bond Fund*	
S & P 500 Index Fund**	
Developed Markets Index Fund***	
Totals	

Market Value	Allocation %
2,278,971	47%
1,893,342	39%
696,384	14%
\$ 4,868,698	100%

Disclosure : All funds listed below are managed by Vanguard, a leading No-Load Investment Company.

*Total Bond Fund

This investment seeks the performance of a broad bond index. The fund invests in investment-grade corporate, US Treasury, mortgage-backed and asset-backed securities with short, intermediate and long maturities in excess of one year.

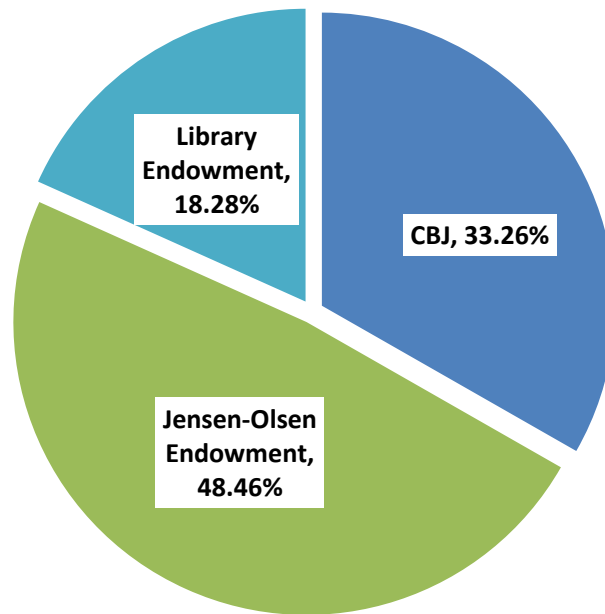
**S & P 500 Index Fund

This investment seeks to track the performance of the S&P 500 Index, a widely recognized benchmark of U.S. stock market performance that is dominated by stocks of large U.S. companies.

***Developed Markets Index Fund

This investment seeks to track the performance of a FTSE Developed All Cap ex U.S. index and designed to help U.S. investors benchmark their international investments. It is comprised of large, mid and small cap stocks globally, excluding the U.S.

Percent Ownership of the Long Portfolio*



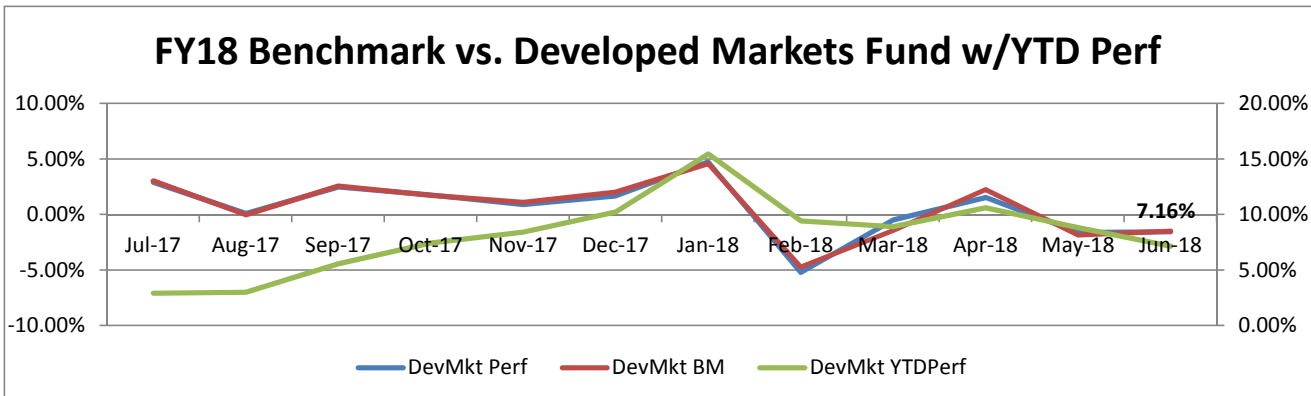
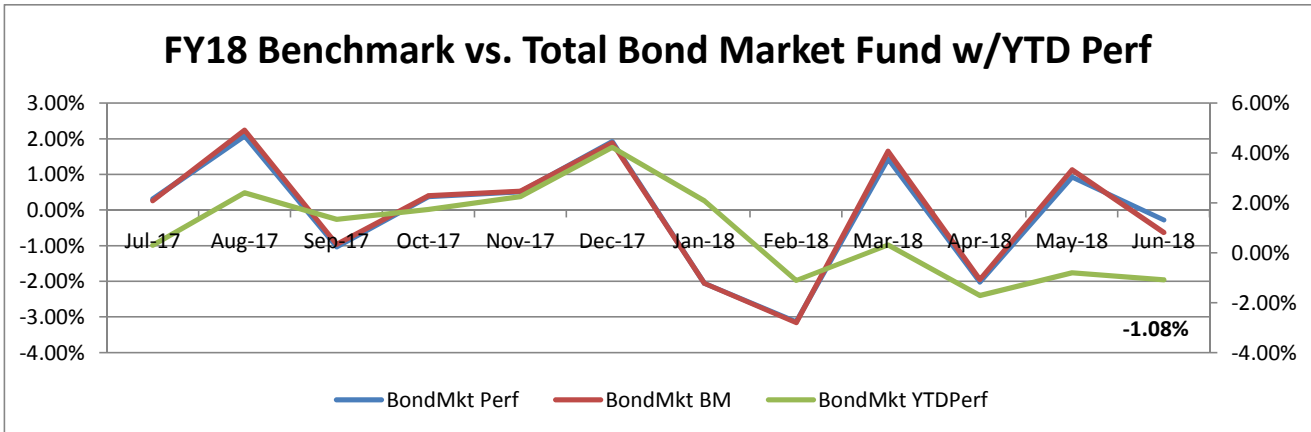
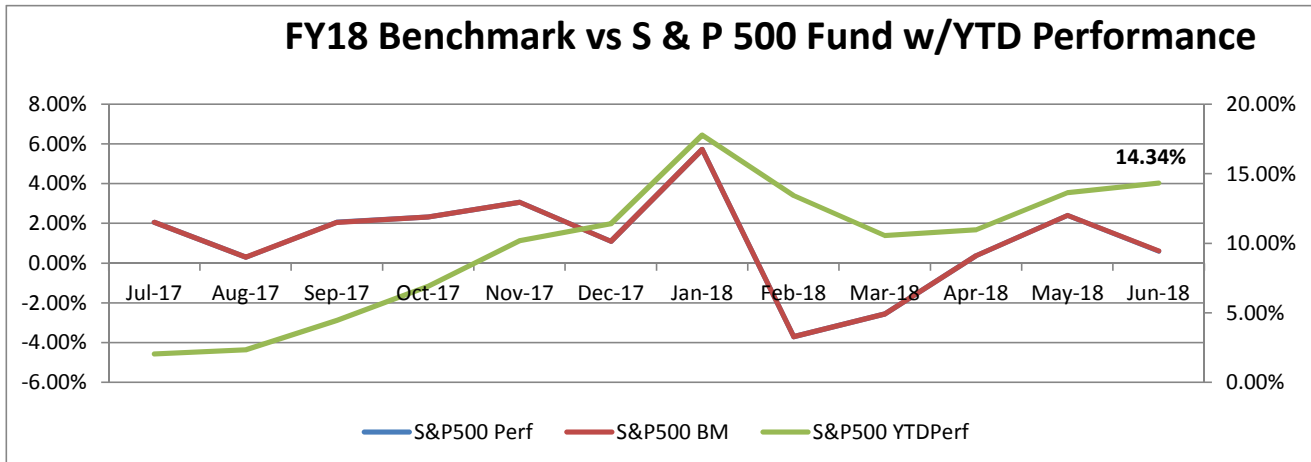
* as of June 30, 2018

	CBJ	Jensen-Olsen Endowment	Library Endowment	Total
FY17 Market Value	\$ 1,531,290	\$ 2,447,401	\$ 890,007	\$ 4,868,698
Transfers In FY18	89,300		-	89,300
Transfers Out FY18	-			-
Withdrawals FY18		(89,300)		(89,300)
Adjustments FY18	-	-	-	-
Earnings FY18	101,444	151,217	56,593	309,254
FYE18 Market Value	<u>\$ 1,722,034</u>	<u>\$ 2,509,318</u>	<u>\$ 946,600</u>	<u>\$ 5,177,952</u>
% Ownership FYE18	<u>33.26%</u>	<u>48.46%</u>	<u>18.28%</u>	<u>100%</u>

CBJ is City & Borough of Juneau

Performance View

	S&P 500 Fund	Total Bond Market Fund	Developed Markets Fund	Total
FY17 Market Value	\$ 1,893,342	\$ 2,278,971	\$ 696,384	\$ 4,868,698
Rebalancing				-
FY18 Total Income	271,468	(12,071)	49,857	309,254
FY18 Market Value	<u>\$ 2,164,810</u>	<u>\$ 2,266,900</u>	<u>\$ 746,241</u>	<u>\$ 5,177,952</u>
Total Return	14.34%	-0.53%	7.16%	6.35%



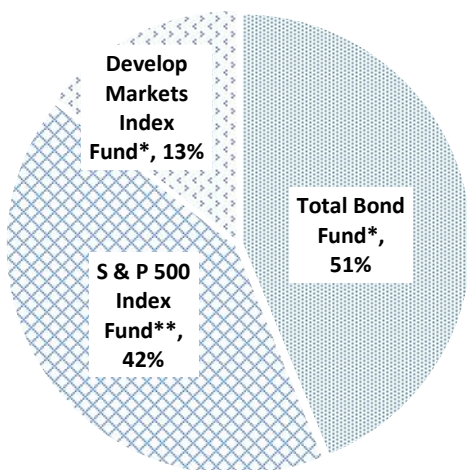
Rebalancing / Allocation Considerations

Present CBJ Investment Policy adheres to certain allocations among the various types and classes of securities. This strategy is well-known and well-followed by governmental agencies and professional portfolio managers. As of June 30, 2018 the allocation is slightly outside the ranges established by policy. There are two rebalancing options:

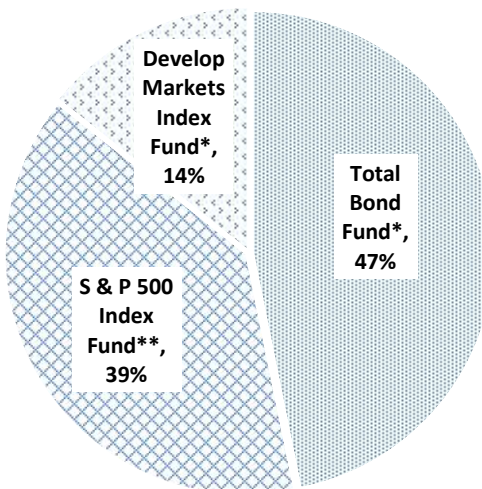
- * Leave asset allocation as is
- * Rebalance to the midpoint of the ranges - reduce US S&P 500 from 42 to 35%; increase US Total Bond from 44 to 51%

Security	Policy Range %	6/30/2018	6/30/2017
U.S.	30 - 35 - 40	42%	39%
Int'l	9 - 14 - 19	14%	14%
U.S. Bonds	46 - 51 - 56	44%	47%

FY18 Long Portfolio Allocation



FY17 Long Portfolio Allocation



Jensen-Olson Arboretum
Manager's Report to the Advisory Board

December 5, 2018*

- BugDay! a huge success; program revisions are slated for next year...some elements will stay the same, some will change (bug stations, length of program, maximum attendees, registrations, others)
- Alpine bed renovation; remove overgrowth, replace gravel, collections with permit
- Seed harvesting and processing for 2 national seed exchanges
- Entry Plaza work wrapping up including final installation of arbor and creation of new planting beds
- Hazard tree mitigation
- CBJ Landscape Crew help with tree cleanup
- Bear, bears and more bears
- Arboretum closure due to bears; 4 full weeks; TWIGS article providing many more details
- Irrigation in mid-September!!!
- Soil delivery for Entry Plaza beds and low spot fill
- Visitor Entry Panel work; footing concrete pour and hole backfill
- Fall bulb and garlic planting
- Fall cleanup
- American Public Gardens Association Symposium – Excellence in Plant Collections Management
- Creation of Capital Improvements Projects (CIP) list for 20-25; CIP project for FY19 is generator shed renovation – likely mid-Summer
- Juneau Rotary Club presentation
- Planning meeting for operating budget development (FY20); several more meetings to occur
- Memorial brick installation at Chilkat View Shelter; middle “stair” almost full with brick orders; will continue to place new brick orders in this location
- TWIGS articles written for fall and winter newsletters
- Photos for APS Quarterly and possibly website
- Developing an Annual Work Plan for documentation purposes
- Writing an 11 Year Review (similar to the one I wrote at the 5-year mark) for documentation purposes
- Starting on all Winter pruning projects; will have to remove several trees due to bear damage; CBJ Landscape will assist over the Winter with tree removal projects – sourcing replacement trees...

*My apologies for leaving the meeting early (6:20ish); however, I need to be downtown for an Arboretum benefit.