



AGENDA
JENSEN-OLSON ARBORETUM ADVISORY BOARD
Zoom Webinar
Wednesday, November 18, 2020 at 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 12, 2020
- V. **New Business**
 - A. Appreciation & Recognition of Merrill Jensen
 - B. Update on Merrill's replacement
- VI. **Unfinished Business**
- VII. **Committee, Liaison, and/or Staff Reports**
 - A. Chair Report – N. McConahey
 - B. Merrill's Final Manager Report – M. Jensen
 - C. Friends of JOA Report – P. Harris
 - D. Other Business
- VIII. **Adjournment**

Endowment Subcommittee meeting to follow immediately after adjournment.

Next JOAB Meeting: Wednesday, February 10 at 5:15 – Zoom Webinar

DRAFT MINUTES

JENSEN-OLSON ARBORETUM ADVISORY BOARD

Zoom Webinar | Wednesday, August 12, 2020 5:15 P.M.

I. Call to Order at 5:19 pm by Chair, Nell McConahey

Present: Kristin Bartlett, Ed Buyarski, Rose Evans, Peter Froehlich, Melissa Hebdon, Nell McConahey, Deborah Rudis, Paulette Schirmer

Absent: Patricia Harris

Staff Present: Merrill Jensen, Arboretum Manager; Michele Elfers, Deputy Director; Lauren Verrelli, Staff Liaison

II. Agenda Changes – None.

III. Public Participation on Non-Agenda Items –

- A. Pat White (Thane):** I am President of the Friends of the JOA. I wanted to introduce myself since I was elected to this position in April.

IV. Approval of Minutes –

- A. Wednesday, November 6, 2019:** P. Froehlich moves to approve minutes, no objection.
Minutes adopted.
- B. Wednesday, January 8, 2020:** P. Froehlich moves to approve minutes, no objection.
Minutes adopted.

V. New Business –

A. Welcome New Board Members:

N. McConahey: Welcome to one of our new board members, Paulette Schirmer.

P. Schirmer: I have a doctorate degree in Business Administration and I am an assistant professor at UAS teaching accounting.

B. 2019 Annual Report:

D. Rudis: It is very comprehensive and I do not see any changes necessary.

N. McConahey: Looks like the board has no changes, we can submit it to the HRC.

VI. Unfinished Business –

A. Arboretum Commercial Use Comments

M. Elfers: So far, the board has seen the proposed regulation and policy. Parks & Rec is updating our existing regulation that blankets all parks & facilities. Last year we did a big public process and was ready to go to the assembly this past spring but was delayed due to the pandemic.

D. Rudis: I have a question about the photography fees; will they be the same on all parkland as it is for the Arboretum? Can we look at what Anchorage is doing for example and make a comparable recommendation for the Arboretum?

M. Elfers: Yes, the board could make a recommendation to the City Manager.

N. McConahey: Looking at the policy, does anyone have questions with capping it to nine people per tour?

M. Elfers: I put in nine as a starting point for discussion. I wanted to keep the number small so there would be less of an impact.

E. Buyarski: If there is a group that comes out and doesn't have a permit, who enforces it?

M. Elfers: Merrill would approve the permits and would be aware of who and who does not have a permit. However, in the end, the front line enforcers would be the staff.

M. Jensen: I okay with upping the number to 12 or 15 people for unguided tours groups.

D. Rudis: Do we have anywhere that states how many groups can be there at one time?

M. Jensen: Thankfully, things have been staggered in the past but that could change in the future as we have more tourists. They generally stay 10-15minutes.

M. Elfers: We have the same issue with trail permitting and we do have a process.

L. Verrelli: For trails, we reference the Trails Working Group document that states the number of people per group, spacing between groups and when they are allowed on and off the trail. Not sure how it would work with taxi's since folks can just hop in whenever and they don't have a schedule like most tour operators.

N. McConahey: Is there a capacity limit for the Arboretum?

M. Jensen: We do not have a capacity limit, just an event limit (50 people). The size of our parking lot helps limit the amount of people in the arboretum. At this time, I do not think we need to have an occupancy limit.

N. McConahey: Are we in agreement that 15 is a good number for vehicle-based tours?

The board is in agreeance, no objection.

N. McConahey: Under the application fee's section, a statement states the Department Director can waive fees associated with nonprofit requests. Do we want to change the nonprofit terminology to something more generic?

M. Elfers: We changed the word nonprofit because in our new regulation, non-profit does still mean commercial use. The board needs to consider their intent to waive fees.

N. McConahey: It could say any organization could be waived upon determination.

D. Rudis: Almost every nonprofit that comes is for educational purposes. What if we changed it to "education"?

N. McConahey: We could just remove "nonprofit" and just include organization and then leave it up to the Arboretum Manager. Is there any objection?

The board is in agreeance, no objection.

M. Elfers: If the Board is ready, we can send it over to Seal Trust for them to review.

E. Buyarski: I move that we send this to Seal Trust for review.

Board passes unanimously.

B. Next Endowment Subcommittee Meeting Date

N. McConahey: It is supposed to meet twice a year. It is currently myself, Ed and Rose. If anyone is interested in joining the subcommittee that has a financial background?

P. Schirmer: I can join.

N. McConahey: The next subcommittee meeting will be September 23 at 5:15.

VII. Committee Liaison and Staff Reports

A. Chair Report: None.

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

C. Friends of JOA –

Pat White: The contractor has delayed The Lovely Loo project but I'm following up with them weekly. Word is that he plans to get it in before winter. They are planning to have a dedication ceremony for the loo. We are also brainstorming how they can fundraise during a pandemic.

D. Other business— None.

Adjournment – 6:26p.m. *Having no further business before the Board.*

Respectfully submitted by Lauren Verrelli, Recreation & Public Services Manager, 11/17/2020.

JOAAB

Chair Report 11.18.20

Presented the JAO Annual Report to HRC on August 24, 2020

One question asked by the HRC was if a reduction in size of the JOAAB was needed.

At the time, we had a full board on the books. Since then we received notice that a new member moved out of state and would not be participating. I brought up the requirement for a Endowment Subcommittee and suggested that the Subcommittee could be integrated into the regular board as most members are interested in how the Endowment is invested.

In future, does it make sense to reduce the size of the JOAAB? Currently 9 with a 3 person Endowment Subcommittee. Currently 8 of the 9 seats are filled. 3 members have terms ending in January 2021- Ed, Pat and Rose.

Interviewed Manager Applicant on November 4 at Arboretum, Ginger Hudson.

Jensen-Olson Arboretum

Manager's Report to the Advisory Board

November 18, 2020

Thank you for your continued support of the Arboretum :>)

- IrisBG work across the entire period
- 15 yards of D1 delivered and put on Pt Caroline trail with the CBJ CCC in 2.5 days
- Bears!! Had to close for 3 days while 9 bears ate through the mountain ash trees.....4 full hours to clean up the branches and debris...
- Primula seed harvesting, cleaning and send to the APS seed exchange
- 2 Memorial plaques mounted and installed
- Rotary Zoom meeting presentation
- All of 'Lauren's Grape' seed pods stolen – this is the second known plant theft to date...sad. Seed was not yet viable (so the person who stole it will have no plants) and of course now, none will be available to the community through our regular seed sales. New seed purchased while in Oregon.
- Interviewed for a Juneau Empire article about my retirement after 13 years as Manager
- New set of plant labels generated, ordered and installed
- Final bulb planting as a career horticulturist
- Fall tree pruning using long reach chainsaw
- 5 candidates interviewed (1 – 2 hours each) via Zoom for my successor; 1 candidate for second interview (3 days) on site
- Loaded worldly goods into shipping containers in preparation to move south
- ACS T1 line work
- Ongoing work toward the final draft of the Annual Work Plan
- Garlic planted and vegetable garden put to bed for the winter
- Removed the last of the annuals in preparation for winter
- Visitor Map finalized; design work in process at AK Litho
- Installation of JOA Library for staff and volunteers with books and resources
- Field Guide work; text and photos gathered (150 entries with color photos)
- 6 days in Oregon – logistical work for upcoming move
- Battery replacement in all smoke detectors, mice and weather station
- Loo FINALLY installed on October 26. Still not operational as we're waiting for the diaper changing table (due this week), alternate door, and CBJ inspection; will be locked according to plan for winter; will install the winter sign
- House cleaning in preparation for new resident manager
- Snow removal and upcoming snow plowing issues and concerns
- Mail box repair

- Electronic filing for both CBJ files and FJOA files; 2 separate computers
- Text and photos for lichen interpretive panel; sign in production; should arrive before I leave; will need to be installed in the spring
- Primula Collection signage produced
- Potted Primula into winter storage
- Installation of additional holder (Visitor Map) and signage on kiosk