

McCarthy Area Council September Meeting Minutes



Mission: McCarthy Area Council is a nonprofit organization committed to improving the lives of locals and visitors in the McCarthy area.

Specific Objectives and Purposes: The specific objectives and purposes of this corporation shall be (1) to provide structure for discussion, decision-making and planning on issues faced by the McCarthy area community; (2) to receive and administer funds for community projects and for the administration of the public affairs of the McCarthy area community.

Date: September 28, 2023, 12:00 pm at EMS or for listen-in only by Zoom

Members present: (*in person*) Jon Erdman, Christine Johnson, Neil O'Donnell, Tamara Harper, Mark Vail, Stephanie Sever, Nik Merlino (*virtual/phone*) Erin McKinstry, Matthew Shidner, Stephen Edwards, Julie Truskowski, Geoff Downes, John Rice (additional Zoom participants not recorded)

Others present: (*virtual/phone*) Dan Talcott (additional Zoom participants not recorded)

President Nik Merlino opened the meeting at 12:12 PM with a quorum of at least 9 members present at EMS and online.

1. Review and approval of agenda
 - a. Mark Vail made a motion to approve the agenda. Matthew Shidner seconded the motion. Stephen Edwards asked to add an item to the agenda to change the scope of work for his small grants proposal from earlier this summer. No discussion followed. The motion was approved with no opposition.
2. Review and approval of minutes
 - a. Mark Vail made a motion to approve the August membership meeting minutes, as posted at the mail shack. Jon Erdman seconded the motion. The motion passed with no opposition.
3. President's report and announcements (Nik Merlino)
 - a. Nik reviewed meeting etiquette and procedures. He thanked everyone who attended MAC meetings in 2023. He noted large and small grant projects that received funding in 2023, including a \$16,000 proposal to improve the Nizina Road. At the time of the meeting, the Board still hadn't received word from the state CAP program about funding for 2024. The board has since received a notice that MAC will receive \$26,473.04.
 - b. Nik noted that ECI will open again in 2024 for large grant proposals up to \$30,000. He noted the need for garbage collection and removal in the McCarthy area.
4. Treasurer's report (Matthew Shidner)
 - a. Matthew noted that we still hadn't received word from the Community Assistance Program about funding. MAC paid for 2 outhouse pumpings and paid the outhouse cleaners for their work in 2023.
5. Old Business
 - a. Vote: KMVFD Proposal¹ (Erin McKinstry)
 - i. Erin reviewed the KMVFD proposal for 2023 insurance and supplies. The amount requested is \$2,243.47. Mark Vail made a motion to vote on the proposal. Jon Erdman seconded the motion. The proposal passed with no opposition.
6. New Business
 - a. 2024 grant amounts
 - i. The MAC BOD set the 2024 amount available for ECI projects at \$30,000. They raised the amount available per small grants proposal to \$3,000. The board also made slight adjustments to grant guidelines.
 - b. West side road improvements small grants proposal update
 - i. Stephen Edwards requested to change the scope of work for his approved small grants proposal² to include another section of the west side road in front of Brian MacMillan and Dave Hollis' house. Since it doesn't change the amount requested, no motion was required to make the change.
7. Announcements
 - a. Community Survey closes Oct. 15. Fill it out here:
https://docs.google.com/forms/d/e/1FAIpQLSfn0pUQ1x-U94rGfk48L5Ne4fE0BcK7A7Ooi7x6HHQ0Tj2W8Q/viewform?usp=sf_link

¹ 2023 KMVFD Small Grant Proposal

² 2023 Small Grant Proposal, West Side Road

- b. Seeking MAC admin³: MAC is seeking paid admin support for 2024. Contact the board at mccarthyareacouncil.secretary@gmail.com for more information or to apply.
8. Adjourn
- a. Mark Vail made a motion to adjourn at 12:37 pm. Christine Johnson seconded the motion. The motion passed with no opposition.

The next McCarthy Area Council will take place tentatively on Thursday, March 28, 2024 at a TBD time and location. Minutes taken by Erin McKinstry, recording secretary, and Stephanie Sever, board member-at-large.

³ Admin Scope of Work

SMALL GRANTS PROPOSAL
Kennicott-McCarthy Volunteer Fire Department
2023 Operations Expenses

Sponsor: Erin McKinstry, Treasurer, KMVFD

Email: emckinstry8@gmail.com

Phone #: 314-800-4764

Date of Proposal Presentation: August 31, 2023

Project: 2023 KMVFD Insurance payment & Supplies

Explanation: The Kennicott-McCarthy Volunteer Fire Department is requesting \$2,243.47 in Community Assistance Program funds to help pay for 2023 operational expenses, including insurance payments, fire hose bands and repairs to broken equipment (a starter for a pump). These expenses help keep the KMVFD ready to protect the McCarthy-Kennicott area from fire. In the past, the KMVFD has received funds through private donors to help with these expenses and has also used funds from the State of Alaska's Division of Forestry, which hires KMVFD operators to patrol during high fire danger. Overall, this year has been lower fire danger than in past years, meaning less revenue from the state for patrols. Additionally, the KMVFD is actively saving funds to put toward the fire hall project to ensure that project can move forward as quickly as possible once plans are finalized. All residents of the Kennicott-McCarthy area will benefit from this project because it will continue to provide vital fire protection for locals and visitors alike.

Budget:

2023 Insurance payments: \$2,887

Fire hose bands: \$169.50+\$58.25 (shipping)

Starter for pump: \$69.95+\$20.26 (shipping)

Total Project Cost: \$3,204.96

Total Funding Requested from MAC: \$2,243.47

30% Matching Funds Provided by the KMVFD: \$961.49

2023 SMALL GRANT PROPOSAL

Stephen and Lana Edwards

7362 W Parks Hwy. PMB 528

Wasilla, Alaska 99623

Sledwards4959@gmail.com (907) 521 0178

I would like to propose a multi year project to add topping as needed to create a maintainable surface on the West side Road from Adams airstrip to the gravel bar past our property (Edwards).

It is understood that each grant can be a maximum of \$2400 with a 30% match at a minimum. I propose to solicit a proposal from any contractor with the capability to provide screened material suitable for road topping applied and bladed to a smooth drivable surface. The project would be expected to be in excess of the \$2400 limit so the solicitation would ask for a per segment (or mile) cost to evaluate how much could be done in the first year.

This request is for \$2400 to complete the first segment once that length is determined. Start date would be as soon as the proposal from the contractor was received and accepted, depending on the contractors work schedule. End date would be the date the last segment was completed assuming funding in additional years.

Beneficiaries will be any West side residents using the road from Adams towards the gravel bar as described. The driving surface will be much smoother, have less water puddles, and be easier to maintain thru the maintenance contract previously funded. The contractor for the maintenance will also benefit in reduced wear on equipment and presumably faster blade time for all the summer maintenance.

Budget will be the cost of material, equipment and labor for applying the screened material to the road surface. It will not exceed \$2400 for the current grant year.

To provide matching funds I propose to request donations from West side residents. In order to move this project forward to approval, **we will cover up to \$720 (30%)** even if no other donations are obtained. My goal would be to reach \$1200 (50%) from private funding donations. I have arranged access to a good gravel source near swift creek from a private donor. If this is useable by the contractor, than that value would represent a substantial portion of the match.

Stephen Edwards (McCarthy resident 1961-1979) Current West side property owner.

McCarthy Area Council (MAC) Scope of Work

Administrative Support

Period of Performance: ASAP to December 30, 2024

Scope of Work:

- Work with MAC Secretary to monitor and respond to email correspondence/notifications through MAC secretary email regarding business of MAC. Forward any emails related to financials to the MAC treasurer. Add new subscribers to the email list.
- From March to October, prepare and support monthly board and membership meetings:
 - At the direction of the MAC secretary and cc'ing the secretary on emails,
 - Email to billboard@kchu.org with radio announcement for MAC meeting
 - Post notice at mail shack of meeting time and agenda
 - 1st Email to MAC list with meeting notice and calling for agenda items
 - 2nd Email to MAC list with final meeting notice and draft agenda, zoom link if necessary
 - Schedule Board of Directors meetings, solicit/draft agenda, notify BOD, set up Zoom
 - Write minutes from BOD meeting recordings for distribution to BOD
 - Attend/record MAC BOD and membership meetings and take notes at meetings.
 - Distribute minutes/relevant attachments electronically to MAC email list, post hard copy minutes at mail shack, file 1 hard copy for MAC records, post minutes on website within 7-10 days of meeting.
 - Compile agenda and related documents (project proposals, letters to be read, etc.) for MAC membership meetings and print copies for President and secretary.
 - For all MAC meetings, arrive 45 minutes early to help the president and secretary set up prior to the meeting. Coordinate generator/gas needs and reach out to the appropriate organization to ensure meeting space is available.
 - Run Zoom during membership and board meetings and ensure the meeting is recorded. Monitor chat for questions. Unmute participants who wish to speak.
 - Count votes for small grant proposals at MAC membership meetings.
 - Write meeting minutes based on notes and/or audio recording for review by MAC secretary.
- Draft letters on behalf of President/BOD. Manage revisions/seek BOD majority approval. Finalize hard copies, send, save copies for MAC correspondence file.
- Coordinate with Treasurer to buy/maintain needed office supplies (printer ink, stamps, printer paper, stationery/letterhead, pens, etc.)
- Submit Biennial reports to State of AK for MAC corporation status; required every 2 years (odd years) to remain in good standing. Draft report for approval by MAC president and secretary prior to submission.
- Help oversee outhouse cleaning program with outhouse program manager:
 - Hire contractors at each start of summer: prepare contracts for signature by MAC president or secretary and contractor, finalize and secure signatures and circulate final contracts to contractors and maintain in MAC records

- o Buy all supplies and ensure their delivery to McCarthy
 - o Schedule outhouse pumping with Copper Basin Sanitation each fall (airstrip never needs pumping, other 4 each fall)
 - o Facilitate upkeep/maintenance/repairs when required.
- Work with Treasurer and Board of Directors to coordinate bridge and mail shack cart maintenance, order replacement tires, contract for repairs/maintenance. Manage mail shack bulletin board.
- Maintain/update System for Award Management (SAM.gov) account, DUNS number, CAGE code with federal government.
- At the direction of the MAC secretary, maintain membership list of current voting members, submit cash/check dues to Treasurer for deposit.
- Community phone list, update/distribute to MAC list every 2 years.
- Work with Treasurer to renew annually Liability insurance with Great American Insurance and Directors & Officers Liability insurance with RISQ Consulting/Travelers Insurance.
- Support annual MAC elections:
 - o At the direction of the MAC secretary, organize/run annual elections and Essential Community Infrastructure grant proposal votes at August meeting. Call for candidates, create slate, send to membership, receive emailed votes, prepare ballots, reminder emails, find vote counters, create tally sheets, recruit BOD to assist. Work with the secretary to run elections at the meeting. Follow MAC by-laws for election process.
- Update small grant and Essential Community Infrastructure grant guidelines and applications. Print copies for the mail shack, update the linked files on the website and distribute to the membership over email. Coordinate with MAC treasurer to track grants that have received approval from the membership and ensure applicants are following guidelines. Connect Essential Community Infrastructure Committee over email annually and offer Zoom meeting support if necessary.
- At the direction of the MAC secretary, assist with maintaining updated/amended bylaws.
- Maintain/update MAC website (www.mxycouncil.org), including posting minutes after approval, updating meeting time/date/location, and ensuring that all policies/procedures/bylaws are up-to-date.
- Update BOD conflict-of-interest policies annually. Ensure that board members send updated signed policies as necessary.
- Update MAC BOD binders as needed. Ensure that all MAC BOD members have paid dues.
- Monitor MAC mail box at mail shack and either respond to letters or give them to the appropriate party.
- Complete other projects as identified by the President and Board of Directors: Newsletter, social media, community surveys, etc.

Contractor orientation and oversight:

- Provided by MAC President, Secretary or Treasurer