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**Village Improvement Commission**

**Meeting Minutes**

Wednesday, March 21, 2018 – 8:30 A.M.

Nullagvik Hotel 2nd Floor Meeting Room – Kotzebue, AK

**CALL TO ORDER**

The meeting was called to order on March 21, 2018 at 8:37 am.

**INVOCATION**

Commissioner Shield Downey Jr. provided the invocation.

**ROLL CALL**

Morgan Johnson - Ambler

Shield Downey Jr (Alt.) – Ambler

Daisy Weinard (Alt.) – Deering

Nelson Walker – Kiana

Myra Wesley – Kivalina

Oral Hawley (Alt.) – Kivalina

Henry Horner - Kobuk

Marie Greene – Kotzebue

Vincent Onalik (Alt.) - Noatak (telephonic & present 3/22-23)

Stacy Jack – Noorvik

Lee Ballot (Alt.) – Noorvik

Tanya Ballot – Selawik

Raven Sheldon (Alt.) – Selawik

Fred Sun – Shungnak

Billy Lee (Alt.) – Shungnak

Commissioners excused:

Alvin Iyatunguk – Deering

Ethel Weber – Buckland

Darlene Hadley (Alt.) – Buckland (3/21).

Brad Reich (Alt.) – Kiana

Colleen Sheldon (Alt.) – Kobuk

Robbie Kirk – Noatak

Nathan Hadley – Ex-officio Member

Commissioners absent:

Roswell Schaeffer Sr. (Alt.) – Kotzebue

**A quorum was present to conduct business.**

Madam Chair Greene requested that the commission take the time to congratulate Commissioner Tanya Ballot who was selected NANA Shareholder of the Year. Madam Chair Greene also congratulated the Noatak, Buckland and Selawik Boys and Girls teams who recently participated in the IA State ballgames.

Staff and Guests:

Wayne Hall, TECK Janine Bedford, TECK

Grant Hildreth, VIF Coordinator Helena Hildreth, Deputy Borough Clerk

Hiram Walker, VIF Project Manager Jason Jessup, KIC Land Manager

Patrick Savok, Chief of Staff Thomas Kennedy, KIC President/CEO

Chuck Greene, EDC Director Rich Godfrey, VIF Grant writer

Sarah Espelin, Espelin & Assoc. Jolene Sheldon, NAB Accounting Clerk

Angie Sturm, Borough Treasurer Nate Kotch, Acting Mayor (3/22-23)

**APPROVAL OF AGENDA**

Madam Chair Greene requested to add Discussion on the Annual Report for the March 22, 2018 agenda.

**Commissioner Sun motioned, Commissioner Downey seconded to approve the agenda as amended. By unanimous consent of the commission the agenda was approved as amended.**

**APPROVAL OF MINUTES**

February 5-7, 2018 VIC Meeting Minutes

Madam Chair Greene requested to reconsider the minutes of February 5-7, 2018 until the changes are reflected. She requested to take action March 22, 2018 so that the amendments can be made and handed out for action by the commissioners.

**MAYOR CLEMENT RICHARDS WELCOMING REMARKS**

Madam Chair Greene reported that Mayor Richards is unavailable at this time as he is still in Washington D.C. traveling as part of the Northwest Leadership Team lobbying efforts. As soon as he is available to make his remarks, we will be looking forward to him joining us at this meeting. Acting Mayor Patrick Savok welcomed everyone to the VIC meeting and he is looking forward to the dynamics of this important meeting.

 **COMMUNICATION AND APPEARANCES**

VIC Reports

Commissioner Walker commented that he has been attending the Tribe and City council meetings and provided updates to them. They asked about the village meetings and that he wanted to make sure he had the procedures down first before he provided input and doesn’t want to get ahead of himself.

Commissioner Tanya Ballot reported that she and Commissioner Sheldon have been providing updates to the Tribe and City. Commissioner Sheldon reported that they attended the community wide meeting and gave an update of the VIC commission.

Commissioner Sun reported that he also attend the City and Tribe meeting and provided updates.

Commissioner Wesley reported they met with IRA and that a joint meeting is scheduled for tomorrow. She reviewed the summary with both entities before she came to the meeting.

Commissioner Downey reported that they have not been able to hold a meeting due to lack of residents for a quorum and that he had to also leave for personal reasons.

Commissioner Johnson commented that as a city council member, he updated the city council on the VIC meetings. He scanned the documents to be put on a smart board for the community meeting and to start prioritizing their needs. He will announce the next meeting once he returns back to Ambler.

Commissioner Jack reported they had a meeting to share the VIC’s summary and the commissioner’s roles. The meeting lasted two hours and the community members had a lot of questions. Commissioner Ballot commented that he works with Commissioner Jack and she is his supervisor.

Commissioner Horner reported they had a community meeting in Kobuk with good turnout and he and Commissioner Sheldon provided an update for them.

Commissioner Johnson commented about contacting the media such as the radio station through the VHF to announce upcoming community meetings.

Madam Chair Greene commented that before we became a commission, the Borough staff conducted VIF community meetings in every village to introduce the VIF Memorandum of Understanding (MOA), the intent of the funds and role of the commissioners.

Commissioner Nelson commented about the importance of receiving the Borough Assembly meeting packets while employed at the City of Kiana. He requested that the VIC agenda be faxed or emailed to all the Cities/IRA’s in the villages also. Mr. Hildreth reported that he does fax the summaries to all the villages and Madam Chair Greene commented that sending out the VIC agenda through the fax and email is a good idea also.

Commissioner Weinard reported they had their community meeting and both the City and IRA were present and she stressed the importance of the priority list as being the community priority list. She reported that the top priority changed. They are planning to have a VED joint meeting on April 2 or April 4 and they will be discussing the VIC information at that time.

Madam Chair Greene reported that she attended the Trilateral Meeting in Kotzebue that consists of KIC, City of Kotzebue and IRA. They basically go over the set agenda and she added that Mr. Grant Hildreth presented the highlights of the Memorandum of Commitment (MOC) and responsibility of the commissioners’. Madam Chair added that she highlighted the VIC summary from the second meeting and there was a lot of good questions such as the application process and funding. She emphasized the importance of the three entities working together when their proposal is submitted. Mr. Jason Jessup, KIC Lands, commented that Madam Chair Greene did a good job with her synopsis of the Trilateral Meeting and that they have been focusing on a road to Cape Blossom for the last several years. He invited the commission to attend the next Trilateral Meeting to be hosted by KIC which is held quarterly and is scheduled for June.

**A ten minute break was taken at 9:19 am**

**The meeting reconvened from break at 9:34 am**

VIC Coordinator Report

Mr. Grant Hildreth, VIF Coordinator, commented that he has worked on preparing travel and paperwork in preparation for this meeting. He attended the Budget Audit Finance (BAF) Work Session in February and participated in a meeting with ANTHC, NANA, State of Alaska Department of Commerce and Economic Development, Northwest Arctic Borough, NWABSD in coordination with a water and sewer proposal presentation from John Nichols of ANTHC. He also met with Mr. Jessup, KIC, in reviewing their two proposed activities. He also attended the Trilateral Meeting and Madam Chair Greene did a good job with her overview of that meeting.

Commissioner Walker asked if ANTHC’s presentation was a proposal to the commission. Madam Chair commented that ANTHC’s presentation on the agenda was not a proposal but a general presentation and she made it clear to the Trilateral committee that we have not reached that stage yet of considering project applications to the VIC commission yet as we are still in the process of implementing the criteria.

Commissioner Downey requested that ANTHC’s representative should be present at the VIC meetings for any concerns.

VIC Projects Manager Report

Mr. Hiram Walker, VIF Project Manager, reported that he also attended the Trilateral meeting and briefly met with Deering’s Commissioner’s Weinard and Iyatungak on their application process. He encouraged the commission if they need assistance with coordination of their project application to not hesitate to contact him.

Commissioner Lee requested that the communities update the VIF Department of any activities via email message or phone call if they’ve had such as a community meeting or not.

Commissioner Sun commented that the VIF staff may be invited to all village community meetings and that they can participate telephonically if there are time constraints.

VIC Grant Writer Report

Mr. Rich Godfrey, VIF Grant Writer, introduced himself to the commission and is excited to start his new job.

Mr. Wayne Hall, Red Dog Mine, asked if the three VIF salary positions were derived from the VIF funds and the answer was yes they did. He also asked if this body had input on the creation of these positions. Commissioner Ballot commented that these positions would have been selected and supervised by the commission.

Commissioner Sun request a short description of Mr. Godfrey’s background and he provided it.

Wayne Hall, Red Dog Mine

Mr. Wayne Hall provided some context that came out of the Negotiating Team for Teck and the Borough and provided a brief history of the Borough’s Payment In Lieu of Taxes (PILT). He commended the commissioners for their hard work thus far and is happy to hear about the term community that is being used which shows empowerment from the community. He will be offering the commission to use Red Dog Mines distribution model as an example.

Commissioner Shield commented about the villages that are currently without no jobs and the lack of representation in Juneau.

Commissioner Johnson commented that we should have seen these funds from Teck ten years ago or so for the villages.

Commissioner Sun thanked Mr. Hall for his comments and it would be important to start off with smaller projects so that we can provide a positive report to Teck. The priorities belong to the community as a whole and can be sustainable.

Commissioner Lee invited Mr. Hall to Shungnak to report on the Teck portion of this agreement.

Commission Walker commented that Teck provides grants to the communities and he would like to see signs from Teck around the community for projects they have supported.

Commissioner Wesley commented that we should have had this fund from the beginning and she thanked Teck and that this program will benefit our communities.

Madam Chair Greene commented that when the Borough was formed, we as a Borough benefitted from the Red Dog Mine, and she believes we did. And she added that we will be benefitting even more from the Village Improvement Fund. Madam Chair Greene stressed the importance of communication that is key for the successful outcome of commission.

Commission Shield commented about forming our own energy commission we can be owners of our own project.

Commissioner Lee Ballot commented about funding when a community is not project ready.

**A break was taken at 10:30 am**

**The meeting reconvened from break at 10:48 am**

**REVIEW OF PREVIOUS MEETING SUMMARY**

1. **VIC Actions**

Review and adopt the written procedures

The commission reviewed the responsibilities of the VIC commission and under Procedure reviewed the Fair Distribution of Funds.

The commissioners discussed community meetings, fair distribution of funds, quorum, voting, telephonic participation, meeting stipend, and conflict of interest.

**A lunch break was taken at 12:00 PM**

**The meeting reconvened from break at 1:00 pm**

Review and approve the draft criteria

The commission reviewed the draft criteria as follows:

1. Is the project sustainable in the long-term (is the project self-sustaining)?
2. Does the project have other sources of funding, including match funding or other grants?
3. Is the project “ready to go?” (i.e. shovel ready, all equipment, resources, people and permits in place)
4. What is the administrative and management capacity of the organization delivering the project? (i.e. history of good financial and project management and accountability)
5. Will the project create local jobs (i.e. contract hire)?
6. Will the project benefit more than one village, or the region?
7. Does the project address an issue that is life threatening or a health risk? (i.e. health and safety, emergency, danger to people, the environment, or property).
8. What is the quality of the proposal? (i.e. is supporting documentation in place, applications filled out properly)
9. What is the level of community impact? (i.e. will the broader community benefit or just a few individuals)?
10. Does the project fulfill a Village need or priority?
11. Did the community have input and involvement with the project? Is there agreement from the community that this is a project they want supported through the VIF?
12. Is there enough VIF budget and resources available to support this project?
13. What is the timeline of the project (i.e. will it be implemented in the short-term or longer term)?
14. Is this an existing project (i.e. is it already underway)?

What will not be considered?

* Projects or funding requests that benefit one individual
* Projects or funding requests to pay off debt
* Funding requests for political donations or contributions to political campaigns
* Funding requests for advocacy or lobby groups
* Funding requests for projects that discriminate on the basis of race, color, creed, gender, sexual orientation or national/ethnic origin
* Funding for projects located outside of the Northwest Arctic Borough

**Commissioner Tanya Ballot motioned, Commissioner Sun seconded to approve the written procedures as amended. A roll call was conducted and the motion passed unanimously.**

**A ten minute break was taken at 1:27 pm**

**The meeting reconvened from break at 1:41 pm**

**REVIEW OF SAMPLE APPLICATIONS**

Small groups sessions to discuss Sample Projects

The commission then went into small group sessions to discuss the following:

* What did you like about the proposal?
* How could the proposal be improved?
* Would this be a good project for the VIC to fund? Why or why not?
* Did the proposal answer all of your questions and help you make a decision?
* Do you have additional questions?

Larger groups session – Sample VIF Analysis Tool

The commission then went into larger group to discuss the sample VIF Analysis Tool which will be used to score the proposals.

Commissioner Tanya Ballot requested to have the meeting packets delivered a week before the meeting date so that they can have time to review it. Commissioner Jack commented that it is fine to have to packet when we get to Kotzebue.

The commissioners requested to have additional models, templates available at the next meeting in April and the commission agreed.

**A ten minute break was taken at 2:41 pm**

**The meeting reconvened from break at 2:55 pm**

**The meeting recessed till March 22, 2018 at 4:12 pm**

**Village Improvement Commission**

**Meeting Minutes**

Thursday, March 22, 2018 – 8:30 A.M.

Nullagvik Hotel 2nd Floor Meeting Room – Kotzebue, AK

**CALL TO ORDER and OPENING PRAYER**

The meeting reconvened from recess from Day One and Madam Chair Greene called the VIF Commission Meeting to order on March 22, 2018 at 8:35 AM. Commissioner Horner provided the invocation.

**Commissioners present at the time of roll call:**

Morgan Johnson - Ambler

Shield Downey Jr (Alt.) – Ambler

Darlene Hadley– Buckland (Alt.)

Daisy Weinard– Deering (Alt.)

Nelson Walker – Kiana

Myra Wesley – Kivalina

Oral Hawley– Kivalina (Alt.)

Henry Horner - Kobuk

Marie Greene – Kotzebue

Vincent Onalik - Noatak (Alt.)

Stacy Jack – Noorvik

Lee Ballot– Noorvik (Alt.)

Tanya Ballot – Selawik

Raven Sheldon– Selawik (Alt.)

Fred Sun – Shungnak

Billy Lee– Shungnak (Alt.)

Nathan Hadley Jr. – Ex-officio Member

Commissioners excused:

Ethel Weber – Buckland

Alvin Iyatunguk – Deering

Brad Reich– Kiana (Alt.)

Colleen Sheldon– Kobuk (Alt.)

Robbie Kirk – Noatak

Commissioners absent:

Roswell Schaeffer Sr. (Alt.) – Kotzebue

**Staff and guests present:**

Grant Hildreth, VIF Coordinator Hiram Walker, VIF Projects Manager

Patrick Savok, Chief of Staff Helena Hildreth, Deputy Borough Clerk

Nathan Kotch, Dir. of Gov. Affairs Wayne Hall, Teck

Angie Sturm, Borough Treasurer Richard Godfrey, VIF Grant writer

Janine Bedford, Teck Elizabeth Cravalho, NANA

Jason Jessup, KIC Chuck Greene, EDC Director

Carl Weisner, Assembly President Casen Aliqsii Weisner

Ingemar Mathiasson, Energy Manager John Nichols, ANTHC

**APPROVAL OF MINUTES FROM PREVIOUS MEETING**

February 5-7, 2018 Village Improvement Commission Minutes

**Commissioner Sun motioned, Commission Johnson seconded to approve the February 5-7, 2018 as amended. By unanimous consent of the commission, the minutes were approved as amended.**

Commissioner Onalik congratulated Commissioner Tanya Ballot for receiving the award from NANA.

**APPLICATION, REVIEW AND AWARD STAGES**

Ms. Janine Bedford, TECK, resumed with Item K. on the prior days’ agenda regarding the Application, Review and Decision Stages.

Lessons Learned from Red Dog’s Community Investment Fund

Lessons Learned from the Village Economic Development Fund

Logistics (How? Who? When? Where? What?)

Expectations and Reporting on Progress

Mr. Wayne Hall, TECK General Manager, gave a brief overview on the Application, Review and Award Stages.

**A ten minute break was taken at 9:19 AM.**

**The meeting reconvened from break at 9:34 AM.**

The commission continued the stage process exercise.

Commissioner Sheldon recommended that a review committee be established to review the applications. Commission Tanya Ballot recommended the staff and commissioners review at the same time.

**A lunch break was taken at 12:00 PM.**

**The meeting reconvened from lunch at 1:12 PM.**

Commissioner Lee reported for the Submission Stage Group. Commissioner Sheldon reported on the outcome of the Review and Decision Stage Group. Commissioner Walker reported on the outcome of the Execution Stage Group.

Mayor Richards called into the meeting telephonically and requested to meet with the commission through a Special Meeting next week to update him on the results of the March VIC Commission Meeting. The commissioners requested that the VIF staff arrange a meeting to update the Mayor versus having the commission meeting again, for budgetary reasons.

Commissioner Onalik (Alt) arrived at the meeting in person.

**A break was taken at 2:18 PM**

**The meeting reconvened from break at 2:30 PM**

**Review of the Village Improvement Fund budget – Angie Sturm**

Ms. Angie Sturm, Borough Treasurer, briefly summarized the FY 2018 budget amendments and presented the FY2019 Draft Budget.

**Commissioner Tanya Ballot motioned, Commissioner Jack seconded to approve 17-09 am-01. A roll call was conducted and the motion passed unanimously.**

**Commissioner Ballot motioned, Commissioner Onalik seconded to approve the FY 2019 Option B. A roll call was conducted and the motion passed unanimously.**

**A break was taken at 3:26 PM**

**The meeting reconvened from break at 3:40 PM**

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**KEY MESSAGES TO BRING BACK TO VILLAGES**

The commission reviewed the Red Dog’s application process by Ms. Janine Bedford and Mr. Wayne Hall, TECK.

Communication tools – Frequently Asked Questions, Guidelines for applications, KOTZ Radio, utilizing Northwest Arctic Borough Website, developing a mission statement,

The Arctic Sounder, Quarterly Newsletter, controlled Facebook Page, TECK website, Leadership update,

Smaller group sessions to decide on key messages to take home

The commission then went into small group sessions and discussed five common questions that may be asked.

The commission discussed Communication Tools and Smaller group sessions to decide on key message to take home.

Annual Report Discussion

The commission discussed Quarterly reports to TECK. Commissioner Sun requested that a draft copy of the report be made available for their review before it is submitted to TECK.

Ms. Janine Bedford briefly reviewed the actions taken from this meeting.

**A break was taken at 4:26 pm**

**The meeting reconvened at 4:40 pm**

**The commission meeting recessed at 5:43 pm until March 23, 2018 at 8:30 am.**

**Village Improvement Commission**

**Meeting Minutes**

Friday, March 23, 2018 – 8:30 A.M.

Nullagvik Hotel 2nd Floor Meeting Room – Kotzebue, AK

 **CALL TO ORDER and OPENING PRAYER**

The meeting reconvened from recess from Day Two and Madam Chair Greene called the Village Improvement Commission Meeting to order on March 23, 2018 at 8:30 AM. Mr. Hiram Walker provided the invocation.

**Commissioners present at the time of roll call:**

Morgan Johnson - Ambler

Shield Downey Jr– Ambler (Alt.)

Darlene Hadley– Buckland (Alt.)

Daisy Weinard– Deering (Alt.)

Nelson Walker – Kiana

Myra Wesley – Kivalina

Oral Hawley– Kivalina (Alt.)

Henry Horner - Kobuk

Marie Greene – Kotzebue

Vincent Onalik - Noatak (Alt.)

Stacy Jack – Noorvik

Lee Ballot– Noorvik (Alt.)

Tanya Ballot – Selawik

Raven Sheldon– Selawik (Alt.)

Fred Sun – Shungnak

Billy Lee– Shungnak (Alt.)

Nathan Hadley Jr. – Ex-officio Member

Commissioners excused:

Ethel Weber – Buckland

Alvin Iyatunguk – Deering

Brad Reich– Kiana (Alt.)

Colleen Sheldon– Kobuk (Alt.)

Robbie Kirk – Noatak

Commissioners absent:

Roswell Schaeffer Sr. (Alt.) – Kotzebue

**Staff and guests present:**

Grant Hildreth, VIF Coordinator Hiram Walker, VIF Projects Manager

Helena Hildreth, Deputy Borough Clerk Wayne Hall, Teck

Nathan Kotch, Dir. of Government Affairs & Acting Mayor

John Nichols, ANTHC Michael Manzo, Maniilaq

Jason Jessup, KIC Lands Dir. Chris Cox, ANTHC

Brittany Anderson, Maniilaq Carl Weisner, Assembly President

Casen Aliqsii Weisner Chris Dantimeyer, Maniilaq

Rich Godfrey, VIF Grant Writer

Continuation on Smaller group sessions to decide on key messages to take home

With Wayne Hall facilitating the commission they continued the small group sessions on the five common questions that may be asked. Each group then gave their comparison on their responses.

The commission discussed Communication Tools and Smaller group sessions to decide on key message to take home.

**A ten minute break was taken at 9:20 pm**

**The meeting reconvened from break at 9:26 pm**

Mr. John Nichols, P.E. Alaska Tribal Health Consortium provided a presentation on the Borough Water System Assistance.

**A fifteen minute break was taken at 11:11 am**

**The meeting reconvened from break at 11:25 am**

Mr. Sonny Adams, NANA, and Mr. Ingemar Mathiasson, NAB Energy Manager, provided an Energy Project Update.

Comments (Commissioner, staff, guests)

Commissioner Lee commented that he learned a whole lot at this meeting and he will be participating telephonically at the next meeting. He added these projects are the community’s’ needs and wishes. It was good to get the procedure in stone that will help us in the scoring and selection of projects and the importance of the community’s’ involvement.

Commissioner Sheldon recommended that we get familiar with barge schedules this summer and encouraged everyone to learn their criteria by heart.

Commissioner Hadley thanked everyone for allowing her to attend these meeting and they are good things that is going to happen for our villages.

Commissioner Lee Ballot commented that we covered a lot in a few days and believes that with this group of people will meet the borough and VIF expectations. He thanked the Borough and everyone else present for letting him be a part of this commission.

Commissioner Jack commented that she has learned a lot also and it would be good to take of business first so that we can complete the first application.

Commissioner Onalik commented that we have heard a lot of information and that it is important to concentrate on what we need to do for our communities.

Commissioner Sun commented that we have learned a lot and he is looking forward to assisting our communities.

Commissioner Nelson thanked the staff for their good work and welcomed the Grant Writer to the Borough. He sees flow going through our commission and the leg work will start on the projects.

Commissioner Tanya Ballot commented she looks forward to the next meeting and apologized if she has offended anyone with her remarks. She emphasizes on strengthening our commission and staff. She added that she strongly support everyone and is looking forward to having our packets a week ahead of the meeting date. The commissioners all agreed to have their meeting packets in advance at least 5-7 days.

Ex-Officio Nathan Hadley commented that he is grateful to sit on this commission in this capacity and he encourages the borough to assist with the villages’ water and sewer system. He enjoyed Mr. Mathiasson’s presentation on the heat pump as it was valuable information and the reports were informational.

Commissioner Johnson thanked everyone for showing up and welcomed the Grant Writer on board and he is looking forward to the community meeting in Ambler next week. We are getting closer to reviewing VIC applications.

Commissioner Wesley thanked everyone for putting this meeting together and is looking forward to the next meeting.

Commissioner Horner commented that he will share the meeting information with his Alternate commissioner. Every Commissioners’ comment is helpful to the other Commissioner’s and it is good input and learning tool for everyone.

Commissioner Downey thanked everyone for their input and thanked the VIF and borough staff for putting the meeting together. He is looking forward to scheduling the Ambler Community meeting together with Commissioner Johnson.

Madam Chair apologized for the packet mix up and that she will continue to work closely with Grant in the organization of the packet. She requested to keep Commissioner Weber in prayer for her loss. She added that it was unfortunate that the Mayor was unable to join us in the meeting but a meeting will be scheduled with the Mayor and staff to present an update and actions taken by the VIC. She thanked everyone for joining us at this meeting and safe travels at home.

Commissioner Tanya Ballot requested that we should think about separating our projects into regionals and levels. Madam Chair made a note of it and will add it for future discussion for the next Village Improvement Commissioners meeting.

**SCHEDULING OF NEXT VIC MEETING**

April 25-27, 2018 in Kotzebue, Alaska at the Northwest Arctic Borough Assembly Chambers

Commissioner Walker motioned, Commissioner Hawley seconded to adjourn the VIC Commission meeting at 12:50 pm.

Commissioner Downey provided the closing invocation.