

**CHUGACH ELECTRIC ASSOCIATION, INC.  
ANCHORAGE, ALASKA**

**REGULAR BOARD OF DIRECTORS' MEETING**

**AGENDA**

Bettina Chastain, Chair  
Rachel Morse, Vice Chair  
Harold Hollis, Treasurer  
James Henderson, Secretary

Stuart Parks, Director  
Sam Cason, Director  
Mark Wiggin, Director

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**March 24, 2021**

**4:00 p.m.**

**Chugach Board Room**

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- I. CALL TO ORDER (4:00 p.m.)
  - A. *Pledge of Allegiance*
  - B. *Roll Call*
  - C. *Safety Minute – “First Aid Tips You Should Know” (Andrews)*
- II. APPROVAL OF THE AGENDA\*
- III. PERSONS TO BE HEARD
  - A. *Member Comments*
- IV. CONSENT AGENDA\* (4:10 p.m.)
  - A. *Board Calendar*
  - B. *Training and Conferences*
    - 1. *NRECA CEO Succession Planning (Chugach Boardroom), April 8-9, 2021*
  - C. *Minutes*
    - 1. *February 24, 2021, Regular Board of Directors' Meeting (Bigelow)*
  - D. *Director Expenses*
- V. CEO REPORTS AND CORRESPONDENCE (4:15 p.m.)
  - A. *1<sup>st</sup> Quarter 2021 Railbelt Bill Comparison (Skaling/Miller) (4:15 p.m.)*
  - B. *2021 State Legislative Update (Steyer/Miller) (4:25 p.m.)*
  - C. *2021 Election Overview (Kurka/Miller) (4:35 p.m.)*
  - D. *Board Policy Scheduled Tasks/Reports (Board/Staff) (4:55 p.m.)*
- VI. DIRECTOR REPORTS (5:00 p.m.)
  - A. *Alaska Power Association (APA) Report*
  - B. *Alaska Railbelt Cooperative Transmission & Electric Company (ARCTEC) Report*
  - C. *Renewable Energy Alaska Project (REAP) Report*
  - D. *Board Committee Reports (Audit and Finance, Operations & Governance)*
  - E. *Other Meeting Reports*

- VII. UNFINISHED BUSINESS *(none)*
- VIII. NEW BUSINESS\* *(scheduled) (5:15 p.m.)*
  - A. *Approve 2021 Election Procedures\* (Kurka/Miller) (5:15 p.m.)*
  - B. *Approve 2021 Date of Record\* (Kurka/Miller) (5:20 p.m.)*
  - C. *Approve 2021 Master Election Judge\* (Kurka/Miller) (5:25 p.m.)*
  - D. *Approve Bauer's Contract Amendment\* (Andrews) (5:30 p.m.)*
- IX. EXECUTIVE SESSION\* *(scheduled) (5:40 p.m.)*
  - A. *Resource Data Inc. (RDI) Contract (5:55 p.m.)*
  - B. *2021 Budget Analysis and Forecast Discussion (6:05 p.m.)*
  - C. *CEO Goals Discussion (6:35 p.m.)*
- X. NEW BUSINESS\* *(continued) (7:00 p.m.)*
  - A. *Approve Resource Data Inc. (RDI) Contract\* (McCarty/Highers)*
- XI. DIRECTOR COMMENTS *(7:05 p.m.)*
- XII. ADJOURNMENT\* *(7:15 p.m.)*

\* *Denotes Action Items*

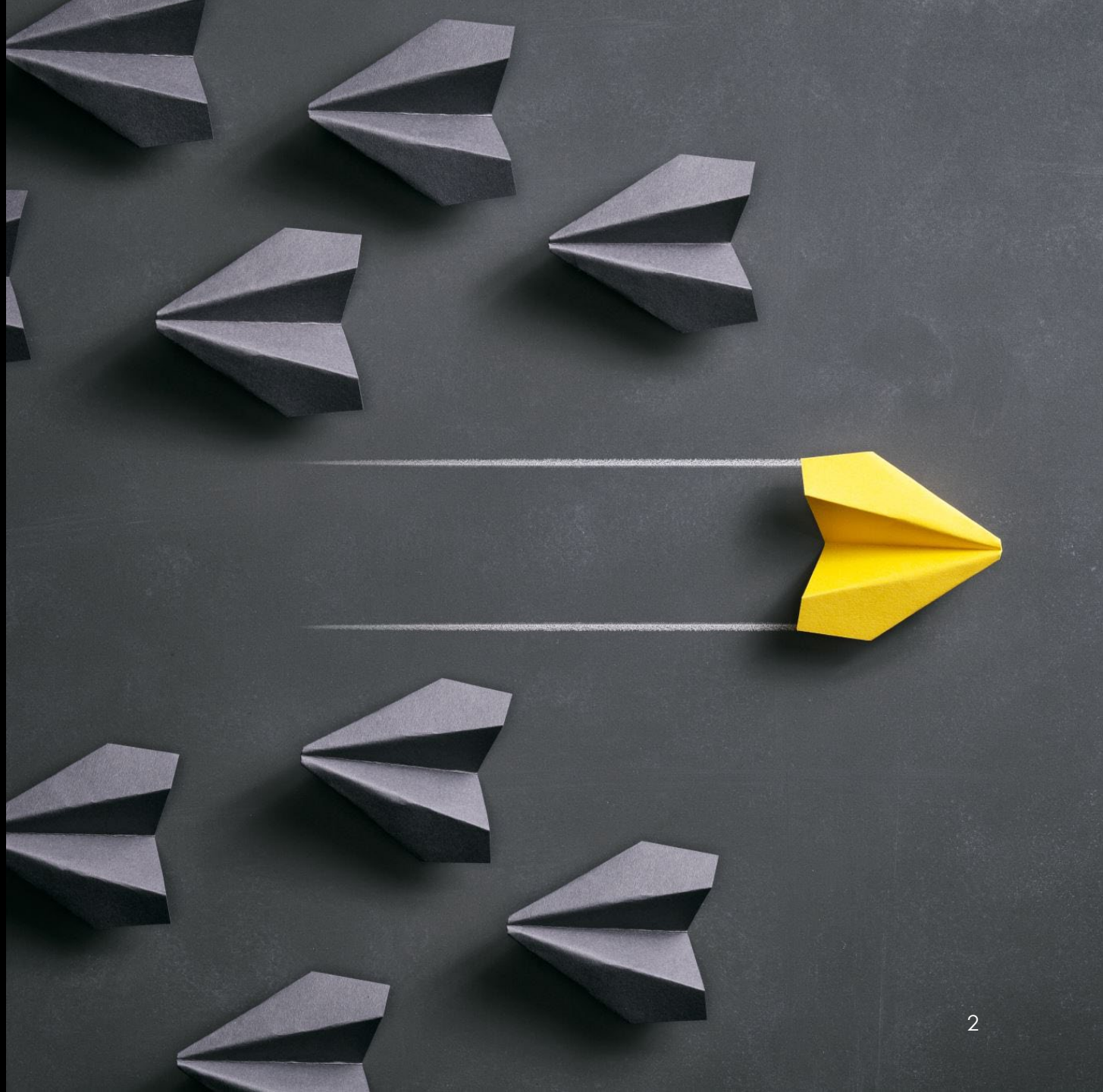
\*\* *Denotes Possible Action Items*



FIRST AID YOU  
SHOULD  
KNOW

## NOTE

- The list that follows is not an exhaustive list. It is meant as a starting point.
- List is meant to get you thinking about what you may need to refresh on.



1	Know how to perform CPR.
2	Know the signs of a stroke (facial droop, arm won't work, slurred speech).
3	Know how to make a splint. A splint for a broken or sprained bone or joint will go a long way toward making a person feel better and keeping the injury from getting worse.
4	Know how to clean and dress a wound. This can mean the difference between it healing quickly or becoming infected.
5	Know the Heimlich maneuver. If someone is choking, you only have seconds to respond. Patting that person on the back isn't going to help if something is lodged. The quick maneuver is effective and very easy to learn.
6	Know how to stop bleeding. Stopping the bleeding and recognizing arterial bleeds is critical.
7	Know when someone is going into shock (pale, difficulty breathing, rapid heartbeat, anxiety) and what to do.

**CHUGACH ELECTRIC ASSOCIATION, INC.  
ANCHORAGE, ALASKA**

**REGULAR BOARD OF DIRECTORS' MEETING**

**AGENDA**

Bettina Chastain, Chair  
Rachel Morse, Vice Chair  
Harold Hollis, Treasurer  
James Henderson, Secretary

Stuart Parks, Director  
Sam Cason, Director  
Mark Wiggin, Director

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  - D. *Board Committee Reports (Audit and Finance, Operations & Governance)*
  - E. *Other Meeting Reports*



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- IX. EXECUTIVE SESSION\* *(scheduled) (5:40 p.m.)*
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  - B. *2021 Budget Analysis and Forecast Discussion (6:05 p.m.)*
  - C. *CEO Goals Discussion (6:35 p.m.)*
- X. NEW BUSINESS\* *(continued) (7:00 p.m.)*
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- XII. ADJOURNMENT\* *(7:15 p.m.)*

\* *Denotes Action Items*

\*\* *Denotes Possible Action Items*

# March 2021

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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April 2021						
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25	26	27	28	29	30	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 28	Mar 1	2 NRECA PowerXchange (Part Two 3/2-4) (Virtual) 11:00am NRECA Proposed Resolutions Forum (Parks) 5:30pm Election Committee Meeting	3 11:00am NRECA Annual Member Business Meeting "Test Your Tech"(testing	4 11:00am NRECA Annual Member Business 5:30pm Chugach Bylaws Committee	5	6
7	8 4:30pm Review Ops Packet (Parks/Hollis) (StarLeaf) - CCBOD	9 5:30pm Election Committee Meeting (Morse) (Chugach Boardroom) - CCBOD	10 12:00pm REAP Spring Series (RRC) (Registration) 4:00pm Operations Committee Meeting	11	12	13
14	15	16	17 4:00pm Governance Committee Meeting (Board Room CR) - CCBOD	18	19 8:30am Review Board Packet w/Chair (Chastain/Morse) (LDT's Office) - CCBOD	20
21	22	23 Virtual: NRECA Directors Conference (March) 5:00am Virtual: NRECA Directors Conference 3:00pm REAP Public Policy Committee	24 5:00am Virtual: NRECA Directors Conference 4:00pm Regular Board of Directors	25	26	27
28	29 10:00am Review Audit & Finance Cmte Packet (Hollis) (Board Room CR) - Arden Quezon	30	31 4:00pm Audit and Finance Committee Meeting (Board Room CR) - CCBOD	Apr 1	2	3



# April 2021

April 2021							May 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 28	29	30	31	<b>Apr 1</b> 4:00pm Operations Committee Meeting (Board Room CR) - CCBOD	2	3
4	5	2:30pm Chugach Candidate Forum (BoardroomC R) - Connie Owens	7	<b>NRECA: CEO Succession Planning (Chugach)</b> 9:00am NRECA CEO Succession Planning (boardroomC R) - CCBOD	8:00am NRECA: CEO Succession Planning (boardroomcr) - CCBOD	10
11	12	2:00pm CEO Evaluation Committee (StarLeaf Cloud) - CCBOD	4:00pm Operations Committee Meeting (BoardRoomC R)	15	16	17
18	19	20	21	22	9:30am Review Board Packet w/Chair (Chastain/Mor se) (LDT's Office) - CCBOD	24
25	26	5:30pm Election Committee Meeting (Morse) (BoardroomC R)	4:00pm Regular Board of Directors Meeting (Boardroom)	29	30	May 1

# May 2021

May 2021							June 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 25	26	27	28	29	30	May 1
2	3	4 5:30pm Election Committee Meeting (Morse) (Boardroom)	5	6	7	8
9	10	11 4:00pm Audit and Finance Committee Meeting (BoardroomC R)	12 4:00pm Operations Committee Meeting (BoardroomC R)	13	14	15
16	17	18 5:30pm 2021 Chugach Electric virtual Annual Meeting and special	19	20	21 9:30am Review Board Packet w/Chair (Chastain/Morse) (LDT's Office) -	22
23	24	25	26 4:00pm Regular Board of Directors Meeting (Boardroom)	27	28	29
30	31 Memorial Day	Jun 1	2	3	4	5

# June 2021

June 2021							July 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3
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13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 30	31	Jun 1	2	3	4	5
6	7	8	9 4:00pm Operations Committee Meeting (BoardroomC R) - Connie Owens	10	11	12
13	14	15	16 4:00pm Governance Committee Meeting (Board Room CR) - CCBOD	17	18	19
20	21 9:30am Review Board Packet w/Chair	22	23 4:00pm Regular Board of Directors Meeting (BoardromCR) - Connie Owens	24	25	26
27	28	29	30	Jul 1	2	3

# July 2021

July 2021							August 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 27	28	29	30	Jul 1	2	3
4 4th of July	5 Observance 4th of July	6	7	8	9	10
11	12	13	14 4:00pm Operations Committee Meeting (BoardroomC R) - Connie Owens	15	16	17
18	19	20	21 4:00pm Audit and Finance Committee (Internal Controls Workshop) (Board Room CR) - Connie	22	23 8:30am Review Board Packet w/Chair	24
25	26	27	28 4:00pm Board of Directors Meeting (Regular Board Meeting) - CCBOD	29	30	31

# August 2021

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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September 2021						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 1	2	3	4	5	6	7
8	9	10 4:00pm Audit and Finance Committee Meeting (BoardroomC R) - Connie Owens	11 4:00pm Operations Committee Meeting (BoardroomC R) - Connie Owens	12	13	14
15	16	APA Annual Meeting (8/17-8/22) (Homer, AK (Lands End Resort)) - Connie Owens				
22	23 8:30am Review Board Packet w/Chair	24	25 4:00pm Regular Board of Directors Meeting (BoardroomC R) - Connie Owens	26	27	28
29	30	31	Sep 1	2	3	4

# September 2021

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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October 2021						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 29	30	31	Sep 1	2	3	4
5	6 Labor Day	7	8 4:00pm Operations Committee Meeting (BoardroomC R) - Connie Owens	9	10	11
12	13	14	15 4:00pm Governance Committee Meeting (Board Room CR) - CCBOD	16	17 8:30am Review Board Packet w/Chair	18
19	20	21	22 4:00pm Regular Board of Directors Meeting (Boardroom)	23	24	25
26	27	28 NRECA Region IX (Director Education 9/28) (Sacramento, CA) - Con	29	30	Oct 1	2

# October 2021

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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November 2021						
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21	22	23	24	25	26	27
28	29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 26	27	28	29	30	Oct 1	2
3	4	5	6	7	8	9
10	11	12	13 4:00pm Operations Committee Meeting (Board Room CR) - Connie	14	15	16
17	18	19	20	21	22 8:30am Review Board Packet w/Chair	23
24	25	26	27 4:00pm Regular Board of Directors Meeting (BoardroomC R) - Connie	28	29	30
31	Nov 1	2	3	4	5	6



# November 2021

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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December 2021						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 31	Nov 1	2	3	4	5	6
7	8 4:00pm Audit Committee Meeting (Budget) (BoardroomC R) - Connie Owens	9 4:00pm Audit and Finance Committee (10Q) (BoardroomC R) - Connie Owens	10 4:00pm Operations Committee Meeting (BoardroomC R) - Connie Owens	11	12	13
14	15	16	17	18	19 8:30am Review Board Packet w/Chair	20
21	22 11:30am (Tentative: Board Legislative) 4:00pm Regular Board of Directors Meeting	23	24	25 Thanksgiving Holiday	26	27
28	29	30	Dec 1	2	3	4

# December 2021

December 2021						
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January 2022						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 28	29	30	Dec 1	2	3	4
5	6	7 4:00pm Governance Committee Meeting (Board Room CR) - CCBOD	8 4:00pm Operations Committee Meeting (BoardroomC R) - Connie Owens	9	10 Directors Winter School (12/10-12/14) (Nash 8:30am Review Packet w/Chair	11
12 Directors Winter School (12/10-12/14) (Nashville, TN)	13	14	15 4:00pm Regular Board of Directors Meeting (BoardroomC R) - Connie Owens	16	17	18
19	20	21	22	23 Christmas Holiday Observed	24 Christmas Holiday Observed	25 Christmas Day
26	27	28	29	30 New Year's Holiday Observed	31	Jan 1, 22

# January 2022

January 2022						
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23	24	25	26	27	28	29
30	31					

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 26	27	28	29	30	31	Jan 1, 22 New Years Day
2	3	4	5	6	7	8
9	10	11	12 4:00pm Operations Committee Meeting (BoardRoomC R)	13	14	15
16	17	18	19	20	21 8:30am Review Board Packet w/Chair (LDT's Office)	22
23	24	25	26 4:00pm Regular Board of Directors Meeting (Boardroom)	27	28	29
30	31	Feb 1	2	3	4	5

# February 2022

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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27	28					

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 30	31	Feb 1	2	3	4	5
6	7	8	9 4:00pm Operations Committee Meeting	10	11	12
13	14	15	16 4:00pm Governance Committee Meeting (Board Room CR) - CCBOD	17	18 8:30am Review Board Packet w/Chair	19
20	21	22	23 4:00pm Regular Board of Directors Meeting (Boardroom)	24	25	26
27	28	Mar 1	2	3	4	5

**CHUGACH ELECTRIC ASSOCIATION, INC.**  
**Anchorage, Alaska**

**February 24, 2021**  
**Wednesday**  
**4:00 p.m.**

**REGULAR BOARD OF DIRECTORS' MEETING**

Recording Secretary: Danielle Bigelow

**I. CALL TO ORDER**

Chair Chastain called the Regular Board of Directors' Meeting to order at 4:03 p.m. in the boardroom of Chugach Electric Association, Inc., 5601 Electron Drive, Anchorage, Alaska.

*A. Pledge of Allegiance*

Chair Chastain lead the Board in the Pledge of Allegiance.

*B. Roll Call*

*Board Members Present:*

Bettina Chastain, Chair

Rachel Morse, Vice Chair (*via teleconference*)

Jim Henderson, Secretary

Harold Hollis, Treasurer (*via teleconference*)

Stuart Parks, Director

Sam Cason, Director (*via teleconference*)

Mark Wiggin, Director (*via teleconference*)

*Guests and Staff Attendance Present:*

Lee Thibert

Sherri Highers

Matthew Clarkson

Arthur Miller

Sean Skaling

Mark Fouts

*Via Teleconference:*

Julie Hasquet

Brian Hickey

Mike Brodie

Tyler Andrews

Theresa Quigley

Arden Quezon

Tom Schulman

Tim Prior

Nabi Qureshi, The Alaska Center

Renee Curran

Karen Griffin

Crystal Enkvist, APA

Kathy Harris

Laurel Foster

*C. Safety Minute*

Tyler Andrews, Executive VP, Employee Services and Communications discussed "Know Your Fire Extinguisher".

Chair Chastain delegated Director Parks as Acting Treasurer for the meeting. No objections were made.

## **II. APPROVAL OF AGENDA**

Director Parks moved and Director Hollis seconded the motion to approve the agenda. The motion passed unanimously.

## **III. PERSONS TO BE HEARD**

No member comments.

## **IV. CONSENT AGENDA**

- A. Board Calendar*
- B. Training and Conferences*
- C. Minutes*
  - 1. January 27, 2021, Regular Board of Directors' Meeting (Abruzzino)*
- D. Director Expenses*
- E. Replacement of Fuel Dispensing Facility and Repair of Storm Drain Collection System Project*
- F. Eklutna Fish & Wildlife Project*
- G. McMillen Jacobs Contract*

Director Parks moved and Director Cason seconded the motion to approve the consent agenda. The motion passed unanimously.

## **V. CEO REPORTS AND CORRESPONDENCE**

- A. 2021 State Legislative Update (Miller)*

Arthur Miller, Executive VP, Regulatory and External Affairs, discussed the 2021 State Legislative Update.

Arthur Miller, Executive VP, Regulatory and External Affairs and Lee Thibert, Chief Executive Officer (CEO) responded to questions from the Board.

- B. 2021 NRECA Resolutions (Miller)*

Arthur Miller, Executive VP, Regulatory and External Affairs, discussed the 2021 NRECA Resolutions and responded to questions from the Board.

Chair Chastain requested all board members review the 2021 NRECA Proposed Resolutions and send comments to Director Parks by March 1, 2021.

- C. November 2020 Financial Statements and Variance Report (Highers)*

Sherri Highers, Chief Finance Officer (CFO) and Executive VP, Finance and Administration, Lee Thibert, CEO and Arthur Miller, Executive VP, Regulatory and External Affairs, discussed the November 2020 Financial Statements and Variance Report and responded to questions from the Board.

*Chair Chastain called for a recess at 5:26 p.m.*

*The meeting reconvened at 5:45 p.m.*

*D. Board Policy Scheduled Tasks/Reports (Board/Staff)*

Lee Thibert, CEO, provided a summary on the Board Policy Scheduled Tasks/Reports and responded to questions from the Board.

**VI. DIRECTOR REPORTS**

*A. Alaska Power Association (APA) Report*

Director Hollis and Crystal Enkvist, Executive Director, APA provided an update on APA activities, upcoming events and responded to questions from the Board.

*B. Alaska Railbelt Cooperative Transmission & Electric Company (ARCTEC) Report*  
Director Henderson reported on ARCTEC.

*C. Renewable Energy Alaska Project (REAP) Report*  
Director Wiggin reported on REAP.

*D. Board Committee Reports (Audit and Finance, Operations & Governance)*

Director Hollis stated that there was no Audit and Finance Committee meeting this period. However, the next meeting is scheduled for March 31, 2021, and potentially a work session prior to the March 31, 2021 meeting.

Director Hollis reported on February 10, 2021, Operations Committee Meeting and stated that the next scheduled meeting is on March 10, 2021.

Director Morse reported that Governance has not met but quarterly meetings have been scheduled for the year.

*E. Other Meeting Reports*

Director Morse reported on the February meetings of the Bylaws, Election and Nominations Committee.

**VII. UNFINISHED BUSINESS**

**VIII. NEW BUSINESS**

*A. Approve Virtual Annual Meeting (Hasquet/Andrews)*

Julie Hasquet, Sr. Manager Corporate Communication discussed Virtual Annual Meeting. Director Parks moved and Director Hollis seconded the motion that the Board of Directors approve the resolution authorizing the Association's annual membership meeting be conducted through a virtual platform for the limited purpose of announcing election results. The motion passed unanimously.

*B. Approve Hilcorp Interruptible Gas Contract (Fouts)*

Director Wiggin moved and Director Parks seconded the motion that the Board of Directors approve purchase orders under Contract CEA-14 cumulatively in excess of \$1,000,000 net to the Association. The motion passed unanimously.



Lee Thibert, CEO and Mark Fouts, Executive VP, Fuel and Corporate Planning responded to questions from the board.

## **IX. EXECUTIVE SESSION**

- A. Update on RRC*
- B. Status: Rate Design for Electric Vehicle Level 3 Charging*
- C. Proposed Bylaws Amendments Discussion*
- D. CEO Performance Discussion*

At 6:05 p.m., Director Henderson moved and Director Morse seconded the motion that pursuant to Alaska Statute 10.25.175 (c)(1), (2), and (3) the Board of Directors' go into executive session to: 1) discuss and receive reports regarding financial matters, the immediate knowledge of which would clearly have an adverse effect on the finances of the cooperative; 2) discuss personnel matters that may tend to prejudice the reputation or character of a person; however, the person may request a public discussion; and 3) discuss with its attorneys legal matters, the immediate knowledge of which could have an adverse effect on the legal position of the cooperative. The motion passed unanimously.

*The meeting reconvened in open session at 7:56 p.m.*

*Director Henderson left during Executive Session; time was not noted.*

## **X. NEW BUSINESS**

- A. Approve Bylaws Amendment for Placement on the Ballot regarding Board and Committee Eligibility, Article IV, Section 3 and Article XV, Section 4 (Clarkson)*

Director Wiggin moved and Director Hollis seconded the motion that the Board of Directors place the attached Bylaw proposal regarding Board and Committee Eligibility and comment, on the ballot for the 2021 Annual Membership Meeting for a vote by the membership. The motion passed unanimously.

*Director Henderson was not present at time of vote.*

- B. Approve Bylaws Amendment for Placement on the Ballot regarding Manner of Holding Meeting, Article III, Sections 1,2,5,6,8,9 and Article V, Section 7 (Clarkson)*

Director Parks moved and Director Morse seconded the motion that the Board of Directors approve for placement on the 2021 Annual Membership Meeting ballot the Bylaw Committee's recommended revisions to the Association's Bylaws as modified by the Board with respect to Article III, Section 6 and Section 9, and Article V, Section 7. The Board's modifications shall be sent to the Bylaws Committee for review and comment. Move also that the Board of Directors join the Bylaws Committee's proposed comment in support of the recommended revisions. The motion passed unanimously, as amended.

*Director Henderson was not present at time of vote.*

*C. Approve Bylaws Amendment for Placement on the Ballot regarding Executive Sessions of the Board, Article V, Section 5 (Clarkson)*

Director Hollis moved and Director Cason seconded the motion that the Board of Directors place the Bylaw proposal regarding Executive Sessions and comment, on the ballot for the 2021 Annual Membership Meeting for a vote by the membership. The motion passed unanimously.

*Director Henderson was not present at time of vote.*

*D. Approve Bylaws Amendment for Placement on the Ballot regarding Capital Credits, Article VII, Section 1 (Clarkson)*

Director Morse moved and Director Cason seconded the motion that the Board of Directors place the attached Bylaw proposal regarding Capital Credits and comment, on the ballot for the 2021 Annual Membership Meeting for a vote by the membership. The motion passed unanimously.

*Director Henderson was not present at time of vote.*

**XI. DIRECTOR COMMENTS**

Director comments were made at this time.

**XII. ADJOURNMENT**

At 8:05 p.m., Director Parks moved and Director Cason seconded the motion to adjourn. The motion passed unanimously.

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James Henderson, Secretary  
Date Approved: March 24, 2021

**CHUGACH ELECTRIC ASSOCIATION, INC.**  
**Anchorage, Alaska**

**REGULAR BOARD OF DIRECTORS' MEETING**  
**AGENDA ITEM SUMMARY**

**March 24, 2021**

**ACTION REQUIRED**

**AGENDA ITEM NO. IV.D.**

<u>      </u>	<b>Information Only</b>
<u>  <b>X</b>  </u>	<b>Motion</b>
<u>      </u>	<b>Resolution</b>
<u>      </u>	<b>Executive Session</b>
<u>      </u>	<b>Other</b>

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**TOPIC**

Director Expenses

**DISCUSSION**

The Directors' expenses will be submitted for approval at the board meeting.

**MOTION**

*(Consent Agenda)*



**TO:** Board of Directors

**FROM:** Lee Thibert, Chief Executive Officer

**DATE:** March 17, 2021

**SUBJECT:** *Railbelt Electric Utility Bill Comparison: First Quarter 2021*

This memo summarizes the bill levels of the Railbelt electric utilities for rates effective first quarter, 2021. The comparison is based on typical monthly usage levels to compare bill totals in the residential, small commercial and large commercial rate classes.

The Chugach North and South Districts have the lowest rates in the Railbelt, as measured on an average customer bill basis. Matanuska Electric Association, Inc.'s (MEA) bill levels for residential, small commercial and large commercial customers are higher than Chugach South District's by about 1 percent, 17 percent, and 4 percent, respectively. Golden Valley Electric Association, Inc.'s (GVEA) bill levels are higher than Chugach South District's by about 23 percent, 45 percent, and 18 percent, respectively. Homer Electric Association, Inc.'s (HEA) bill levels are higher by about 31 percent, 54 percent, and 46 percent, respectively. The North District bill levels are lower than the South District for all classes of service. These results are listed in Table 1 on page 2.

On a total bill basis, which includes base rates, fuel and purchased power costs, and state-level taxes, the total bill for a Chugach residential customer using 600 kWh is \$117.38 for the North District and \$127.32 for the South District. These compare to bill levels of \$129.30 for MEA, \$157.00 for GVEA, and \$167.45 for HEA.

Below is a summary of the primary drivers of the rate changes for the residential class in first quarter. In general, these changes are similarly applicable to changes in the commercial classes.

- The average Chugach South District residential bill decreased 2.7 percent due to a decrease in the cost of power adjustment factor. Chugach North District residential bill levels decreased 9.6 percent due to a decrease in the cost of power adjustment factor and the application of the Restricted Rate Reduction account rebate. There were no changes to base rates. In addition, the Beluga River Unit (BRU) Contributed Capital surcharge was reflected in South District member bills and the BRU Contributed Capital rebate was reflected in North District member bills, in compliance with Order No. U-18-102(44)/U-19-020(39).
- MEA residential bill levels decreased 2.2 percent due to a decrease in the cost of power adjustment factor. The base energy rates remain unchanged.
- GVEA residential bill levels increased 0.2 percent due to a slight increase in the cost of power adjustment factor. The base energy rates remain unchanged.
- HEA residential bill levels increased 1.3 percent due to an increase in the cost of power adjustment factor. The base energy rates remain unchanged.

Table 1 below compares current retail bill totals of each utility to the prior quarter and to Chugach South District.

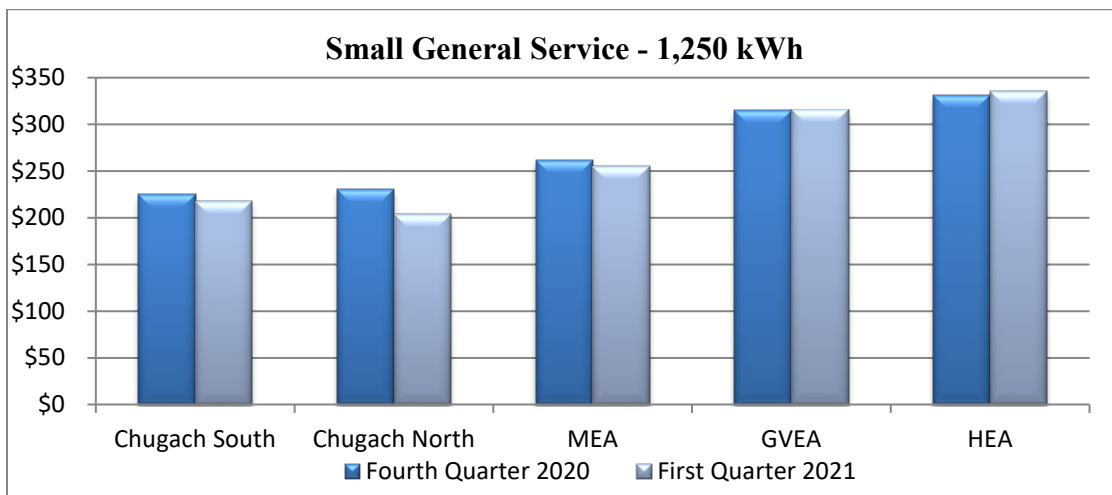
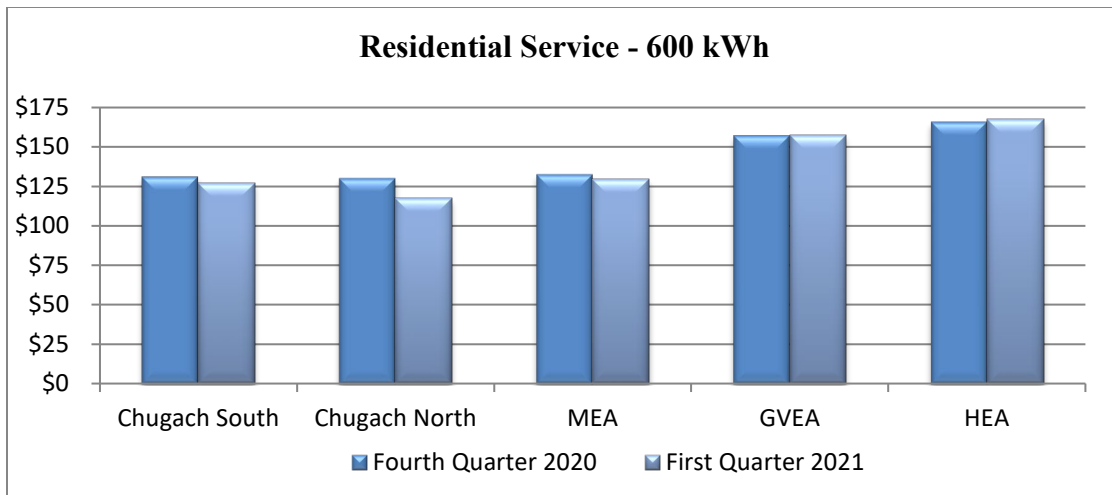
<b>Table 1: Summary of First Quarter 2021 Electric Bill Totals<sup>1</sup></b> <b>(March 2021)</b>					
Customer Class	Chugach South	Chugach North	MEA	GVEA	HEA
Residential total based on 600 kWh	\$127.32	\$117.38	\$129.30	\$157.00	\$167.45
Cost per kWh	\$0.212	\$0.196	\$0.216	\$0.262	\$0.279
Change from prior quarter	(2.7%)	(9.6%)	(2.2%)	0.2%	1.3%
Difference from Chugach South District bill	----	(7.8%)	1.6%	23.3%	31.5%
Small General Service total based on 1,250 kWh	\$217.61	\$204.18	\$255.29	\$315.49	\$335.39
Cost per kWh	\$0.174	\$0.163	\$0.204	\$0.252	\$0.268
Change from prior quarter	(3.2%)	(11.3%)	(2.3%)	0.2%	1.4%
Difference from Chugach South District bill	----	(6.2%)	17.3%	45.0%	54.1%
Large General Service Secondary total*	\$4,738.53	\$3,959.11	\$4,907.85	\$5,603.36	\$6,909.20
Cost per kWh	\$0.169	\$0.141	\$0.175	\$0.200	\$0.247
Change from prior quarter	(3.3%)	(12.8%)	(2.7%)	0.2%	1.5%
Difference from Chugach South District bill	----	(16.4%)	3.6%	18.3%	45.8%
<i>*Based on 28,000 kWh and 71 kW. The total does not reflect effects of demand ratchets in Chugach North and GVEA tariffs.</i>					

<sup>1</sup> Bill totals are based on tariffed rates including the Regulatory Cost Charge and Gross Revenue Tax. Local taxes, including the Municipality of Anchorage two percent underground surcharge, are not applicable to all utilities in this comparison and are therefore excluded from the calculations. The residential and small general service bill totals are based on monthly energy purchases of 600 kWh and 1,250 kWh, respectively. The large general service bill totals are based on 28,000 kWh and 71kW. Large General Service bill totals do not reflect impacts associated with tariffed demand ratchet for Chugach North District and GVEA. Bill comparisons include all approved and pending fuel and purchased power rates effective January 1, 2021.

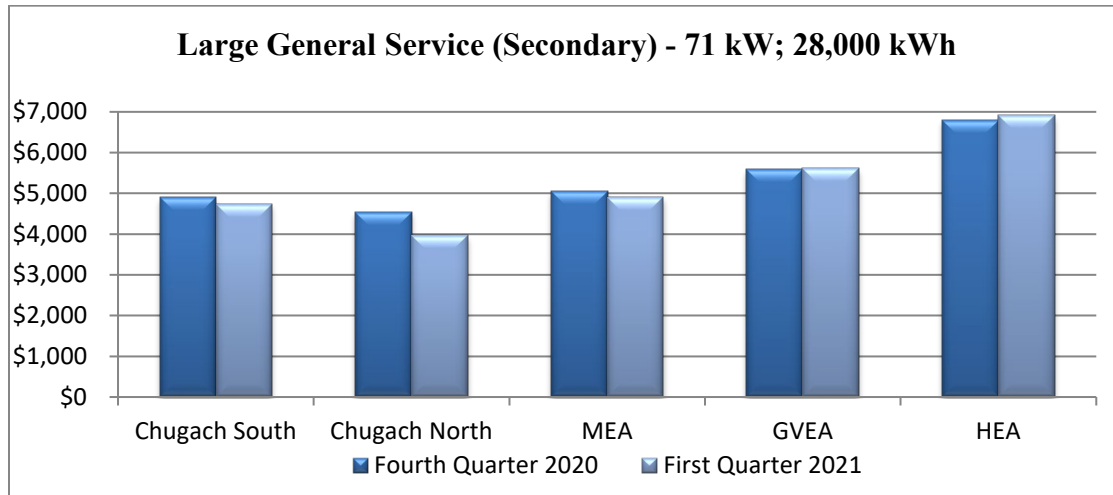
## Figures 1 through 4

The graphs on the following pages provide additional comparisons of Railbelt utility rates. Figure 1 compares bill totals between fourth quarter 2020 and first quarter 2021. Figure 2 expands the comparison by separately identifying the base rate component and the fuel and purchased power components of each utility this quarter. Figures 3A and 3B summarize Chugach's South and North Districts' respective quarterly residential bill levels for the past seven years, identifying the base rate component and the fuel and purchased power component each quarter. Figure 4 illustrates residential bill totals for the last five consecutive quarters for Railbelt electric utilities.

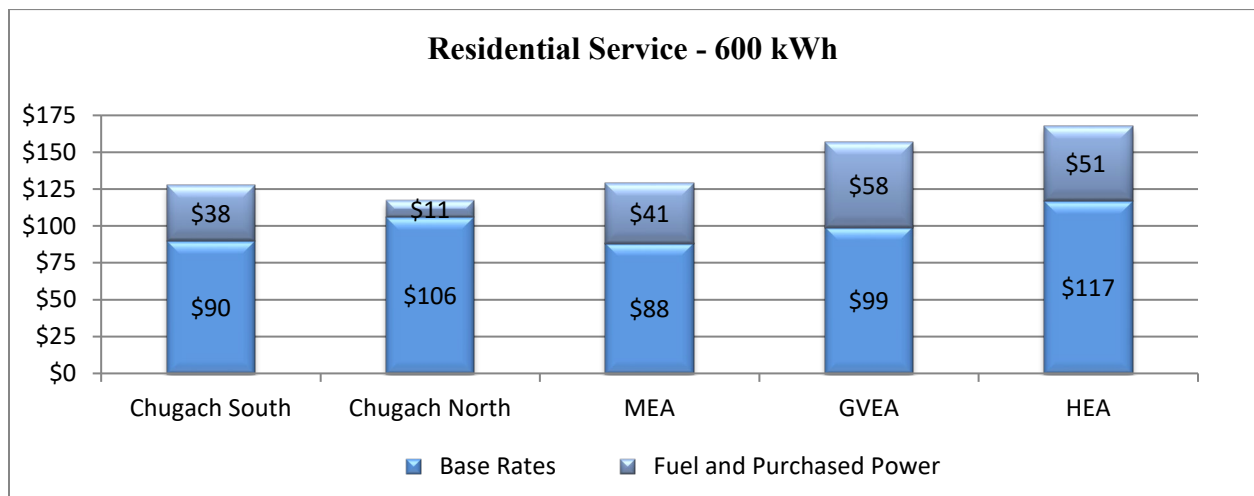
**Figure 1: Retail Electric Bill Totals by Utility  
Comparing Fourth Quarter 2020 and First Quarter 2021<sup>1</sup>**



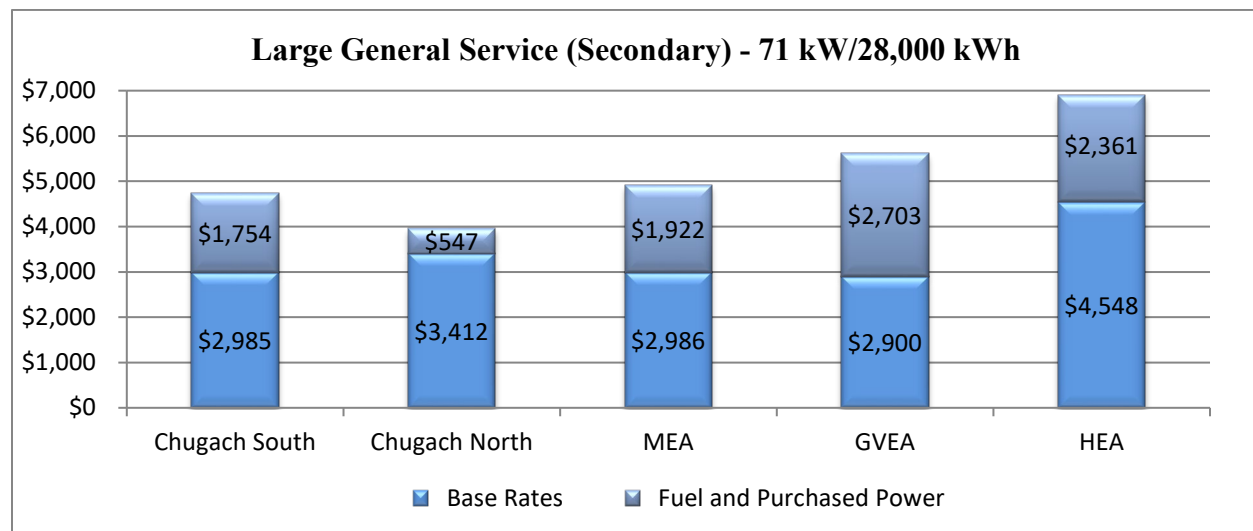
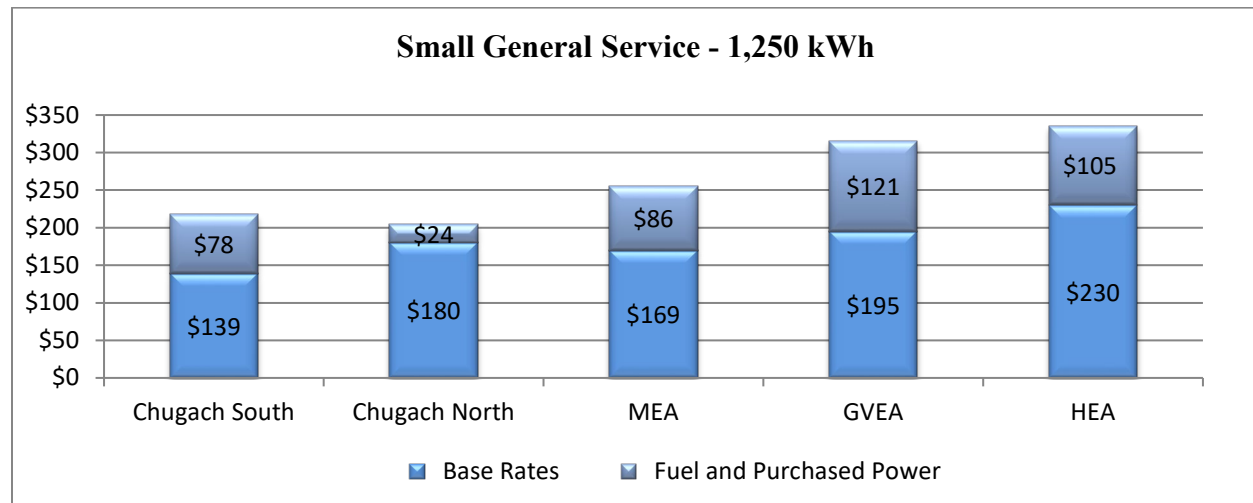
**Figure 1 (Continued): Retail Electric Bill Totals by Utility  
 Comparing Fourth Quarter 2020 and First Quarter 2021<sup>1</sup>**



**Figure 2: Base Rate and Fuel and Purchased Power Components  
 Bill Totals – First Quarter 2021**

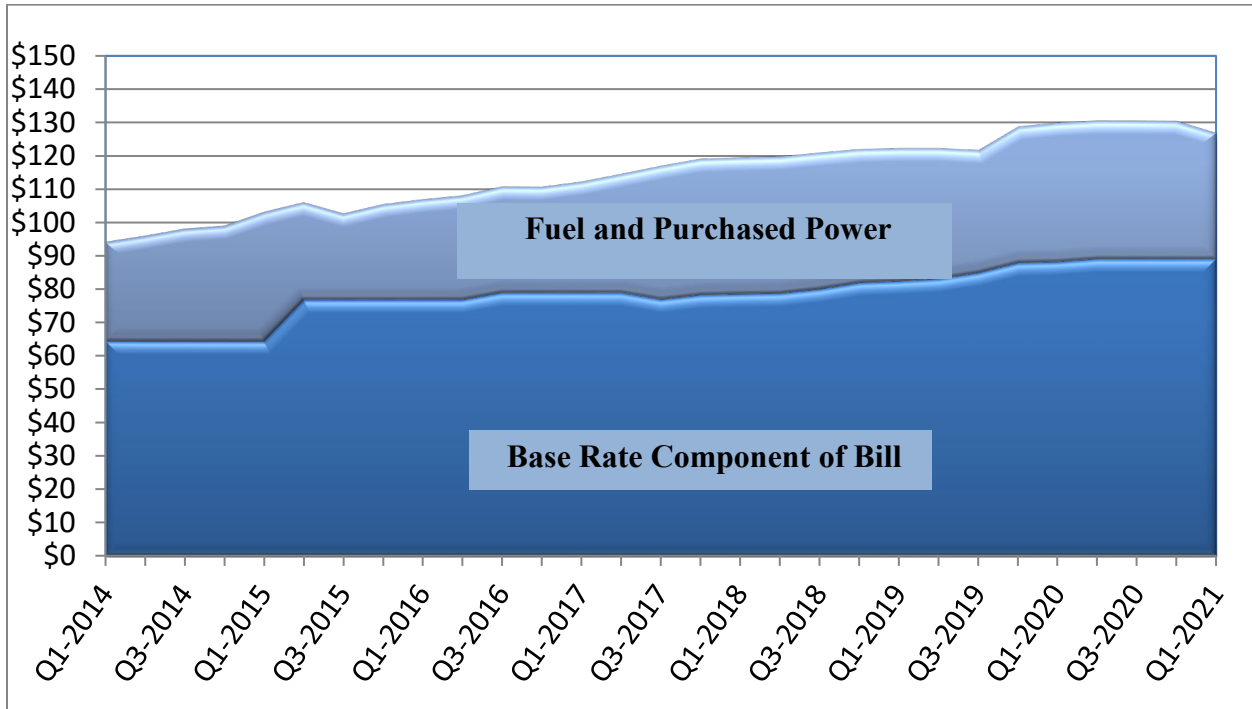




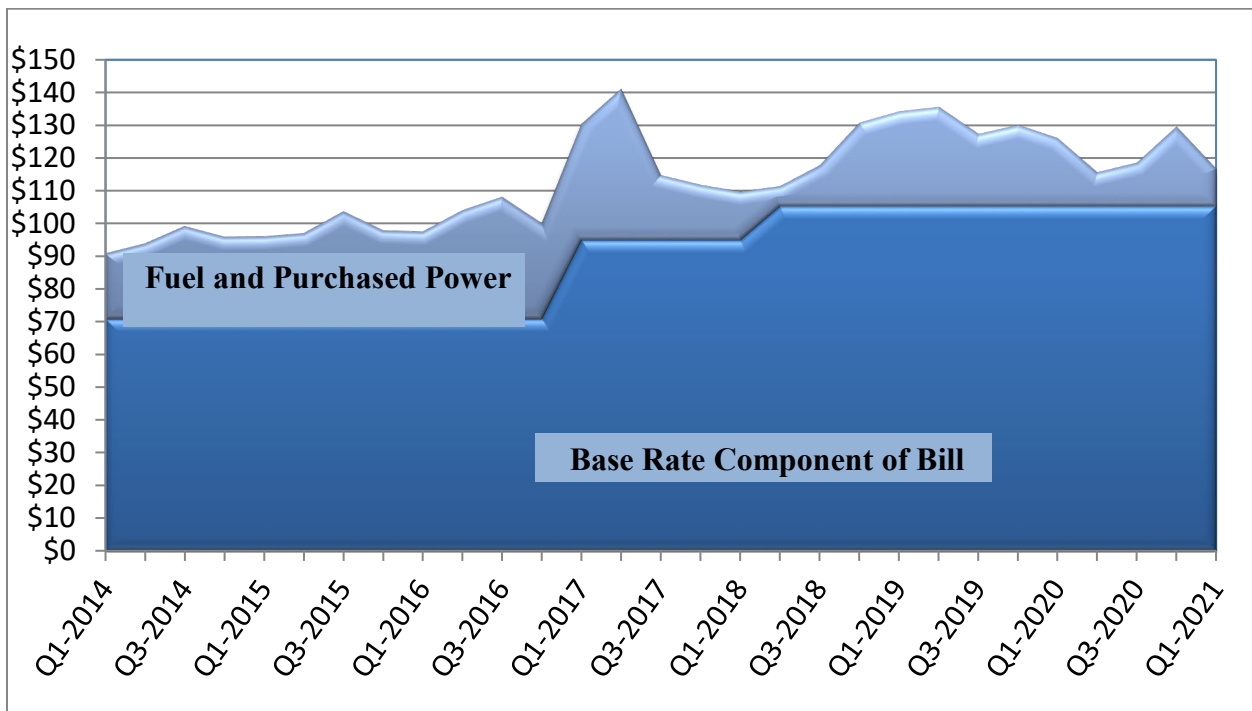


Chugach North and GVEA's Large General Service totals do not reflect tariffed impacts of their ratchets on demand charges.

**Figure 3A: Chugach South Quarterly Residential Bill Total History  
 Based on 600 kWh Consumption<sup>2</sup>**

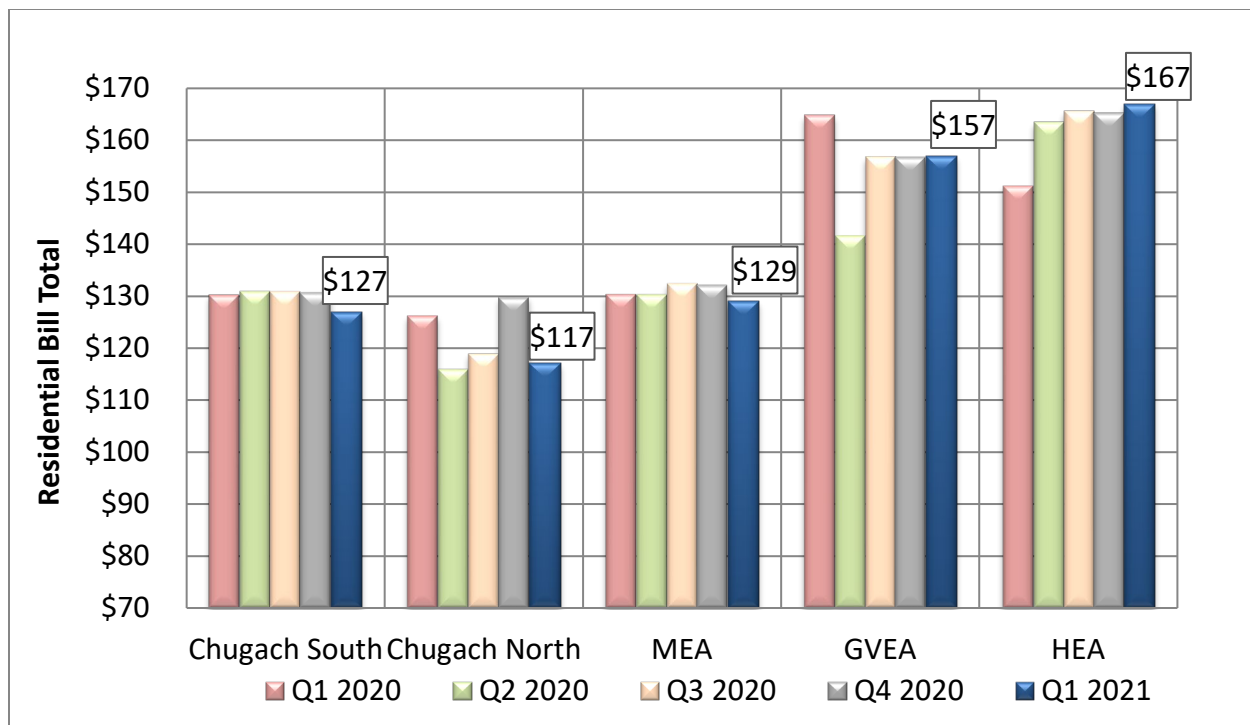


**Figure 3B: Chugach North Quarterly Residential Bill Total History  
 Based on 600 kWh Consumption<sup>2</sup>**



<sup>2</sup>Figure 3A includes the BRU Contributed Capital Surcharge effective Q1 2021. Figure 3B includes the BRU Contributed Capital Rebate and RRR Rebate effective Q1 2021. These are reflected in the fuel and purchased power component of the total bill.

**Figure 4: Railbelt Electric Utility Residential Bill Levels (600 kWh)  
First Quarter 2020 through First Quarter 2021<sup>3</sup>**



<sup>3</sup>The Chugach South District Q1 2021 includes the BRU Contributed Capital Surcharge and the Chugach North District Q1 2021 includes the BRU Contributed Capital Rebate and RRR Rebate in the bill.

# 2021 Election Overview

**Board of Directors' Meeting**  
**March 24, 2021**

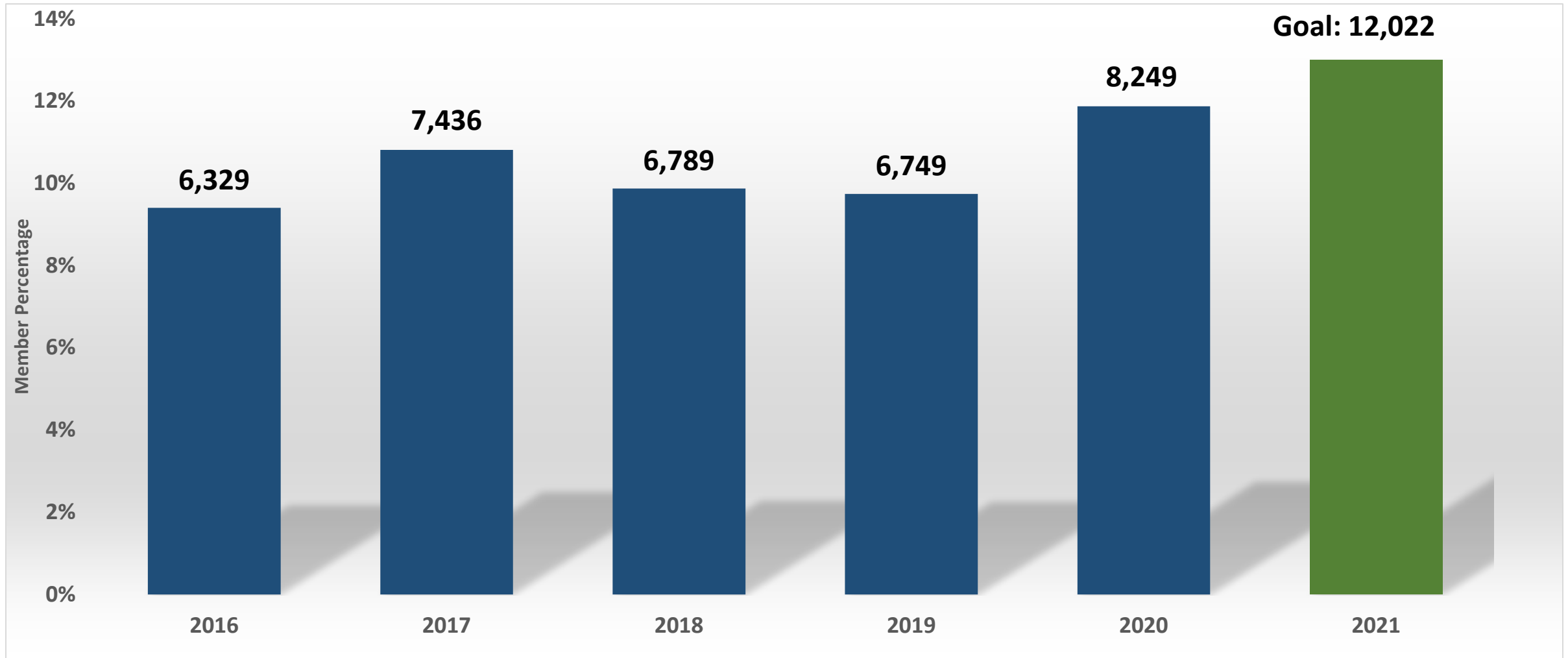
# Agenda

- Election goals and costs
- Overview of election process
  - Timeline and key activities
  - Communications to members
  - Voting incentives
  - Chugach website and electronic voting

# Election Goals

- Ensure fairness, impartiality, confidentiality, and integrity of the voting process
- Educate members on cooperative membership and voting
- Simplify member voting; transparent and easy to understand voting process
- Increase member voter participation to 13%

# 2021 Election Goal





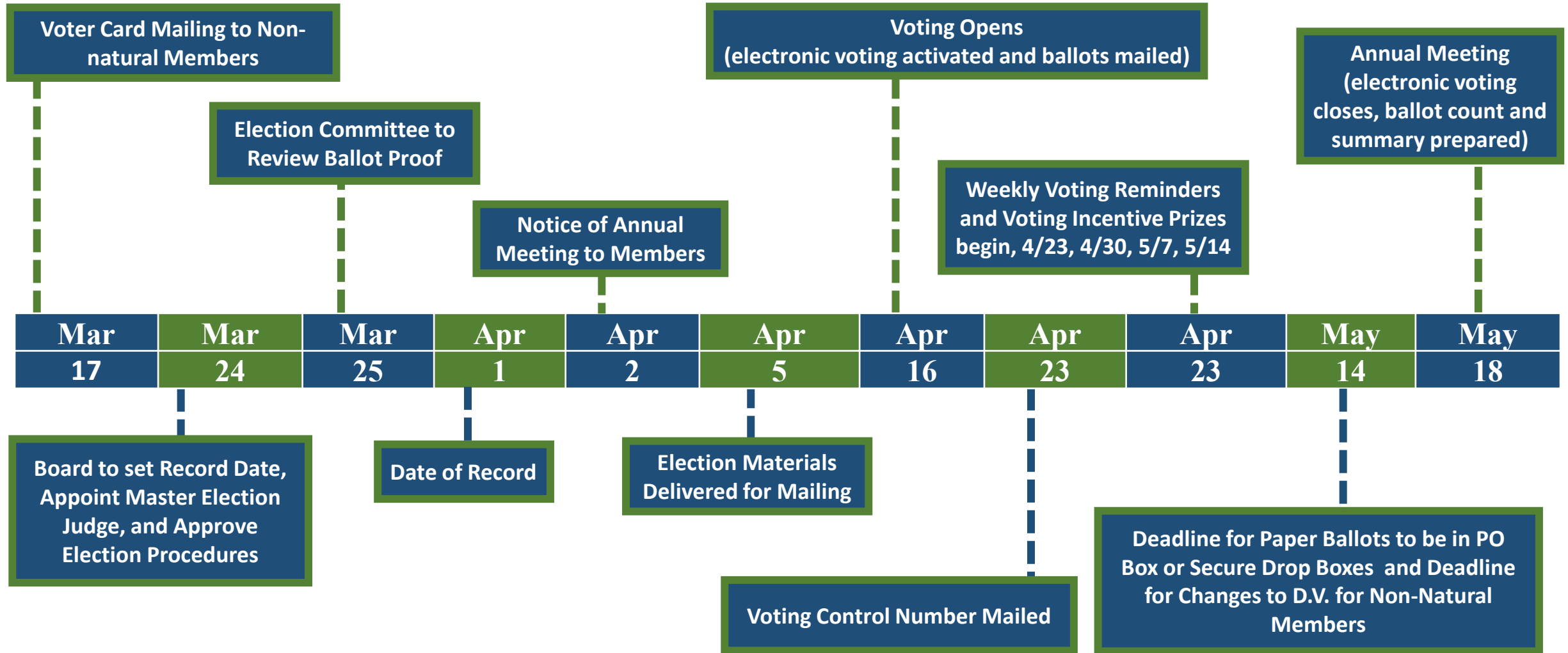
# Annual Meeting Costs

	2017	2018	2019	2020	2021 Budget
Location & Food	\$19,533	\$29,826	\$28,963	\$46	-
Door Prizes	\$3,200	\$3,467	\$3,420	-	\$1,000
Advertising (Committee, Election)	\$16,111	\$15,272	\$10,430	\$12,863	\$12,000
Advertising (Campaigns)	-	-	\$6,095	\$15,636	\$30,000
Board Videos / Candidate Forum	\$2,460	\$2,110	\$2,515	\$11,755	\$15,000
Other	\$3,940	\$2,130	\$2,132	\$644	\$3,200
<b>Total</b>	<b>\$45,244</b>	<b>\$52,805</b>	<b>\$53,555</b>	<b>\$40,944</b>	<b>\$61,200</b>

# Annual Election Costs

	2017	2018	2019	2020	2021 Budget
Election Administrator	\$97,032	\$78,974	\$81,690	\$87,602	\$100,000
Other Election Contractors	\$22,279	\$39,243	\$48,008	\$38,764	\$51,320
Postage, Printing & Mailing	\$71,986	\$67,088	\$89,248	\$82,248	\$104,000
Other	\$36,157	\$12,444	\$14,801	\$11,291	\$18,480
Total	\$227,455	\$197,749	\$233,747	\$219,905	\$273,800

# 2021 Election Key Activities



# 2021 Election Communications

Election Communications to Membership	
January – May 2021	<ul style="list-style-type: none"><li>• Using The Outlet Newsletter, Chugach website and social media posts, announce the upcoming election and virtual annual meeting to all members</li></ul>
March 11	<ul style="list-style-type: none"><li>• “Save the Date” postcard mailed to all members</li></ul>
March 17	<ul style="list-style-type: none"><li>• Designated voter update to all non-natural members</li></ul>
April 2	<ul style="list-style-type: none"><li>• “Official Annual Meeting &amp; Election” postcard mailed to all members</li></ul>
April 16	<ul style="list-style-type: none"><li>• Voting opens at noon, paper ballots mailed, voting email notifications sent</li></ul>
April 23	<ul style="list-style-type: none"><li>• Voting Control Number mailed to all members (provides electronic voting credentials)</li></ul>
April 23 – May 14	<ul style="list-style-type: none"><li>• Voting email reminders and voting incentive prizes every Friday during voting</li></ul>
May 18	<ul style="list-style-type: none"><li>• Virtual Annual Meeting – Electronic Voting closes at 4:00 p.m.</li><li>• Special Meeting – door prize drawings and grand prizes</li></ul>

# Voting Incentives – Drawings and Prizes

Early Bird Voting Prizes	
April 16 – May 14	<ul style="list-style-type: none"><li>On Fridays, voting email reminders are sent to members who have not voted</li></ul>
April 23	<ul style="list-style-type: none"><li>First voting prize drawings – Nest Learning Thermostat and Blueair Air Purifier</li></ul>
April 30	<ul style="list-style-type: none"><li>Second voting prize drawings – Westinghouse Portable Power Station and Ninja Foodi</li></ul>
May 7	<ul style="list-style-type: none"><li>Third voting prize drawings – Apple Watch and DEWALT 20V MAX Cordless Vacuum</li></ul>
May 14	<ul style="list-style-type: none"><li>Fourth and final weekly voting prize drawings – DEWALT 20V MAX Impact Driver Kit and AirPods Pro</li></ul>
May 18	<ul style="list-style-type: none"><li>Virtual Annual Meeting – Voting results announced</li><li>Special Meeting<ul style="list-style-type: none"><li>2 prizes drawn for a year's worth of free electricity (up to 10,000 kWh)</li><li>Door prize drawings – 10 winners \$100 gift certificates from local businesses</li></ul></li></ul>

# Questions?

**CHUGACH ELECTRIC ASSOCIATION, INC.**  
**Anchorage, Alaska**

**REGULAR BOARD OF DIRECTORS' MEETING**  
**AGENDA ITEM SUMMARY**

**March 24, 2021**

**ACTION REQUIRED**

**AGENDA ITEM NO. VIII.A.**

<u>      </u>	<b>Information Only</b>
<u>  <b>X</b>  </u>	<b>Motion</b>
<u>      </u>	<b>Resolution</b>
<u>      </u>	<b>Executive Session</b>
<u>      </u>	<b>Other</b>

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**TOPIC**

2021 Election Procedures

**DISCUSSION**

The Chugach bylaws state the Election Committee “shall devise such procedures, and adopt such rules and regulations, subject to the approval of the board of directors, as may be reasonably necessary or convenient to the discharge of the election committee’s responsibilities. These responsibilities shall include but are not limited to (1) the registration of members at the annual or special meeting, and (2) the obligation of insuring the fairness, impartiality, confidentiality, and integrity of the voting process.”

The Election Committee met on February 23, 2021, and on March 2, 2021, at which they reviewed and updated the procedures to reflect 2021 dates and procedures.

A copy of the 2021 Election Procedures is attached.

**MOTION**

Move that the Board of Directors approve the 2021 Election Procedures as recommended by the Election Committee.

**Anchorage, Alaska  
Election Procedures  
Chugach Electric Association, Inc.**

<b>Election Dates</b>	
<b>Date</b>	<b>Activity</b>
<b>2-23-21</b>	First meeting of Election Committee to recommend Date of Record, Master Election Judge and review/revise Election Procedures
<b>Ongoing</b>	Election committee continues to meet as needed
<b>3-15-21</b>	Designated Voter Card mailing to non-natural members
<b>3-24-21</b>	Board to set record date for the next election, appoint Master Election Judge, and approve revised Election Procedures
<b>3-25-21</b>	Election committee review ballot proof
<b>4-1-21</b>	Date of Record
<b>4-2-21</b>	Election materials completed Notice of Virtual Annual Meeting Mailed to Members
<b>4-5-21</b>	Election materials delivered for mailing
<b>4-16-21</b>	Voting opens, electronic voting is activated, and ballots are mailed
<b>4-23-21</b>	Control Number mailed (password mailed to all members)
<b>5-14-21</b>	Deadline per bylaws for paper ballots to be in PO Box or secure drop box locations by noon
<b>5-18-21</b>	Electronic Voting Closes at 4:00 PM and Virtual Annual Meeting Date



The Election Committee adopted the following procedures:

**General**

1. An Election Administrator will be hired to conduct the mechanics of the election. The Master Election Judge and/or their designee(s) may observe all activities of the Election Administrator as described in the Election Procedures.
2. The Election Committee will select a Master Election Judge, agree to the recommended date of record, and prepare election procedures annually. The Election Committee reviews and approves ballot language prior to final printing.
3. To participate in the election, a person or non-natural entity must be a Chugach member by the close of business on the date of record, in accordance with bylaw requirements.
4. Chugach will prepare and mail letters to the non-natural members 90+ days before the annual meeting, advising them of the current designated voter for their membership and how to update the designated voter if it has changed. Non-natural members may change their designated voter using voting signature cards returned by the close of business on Friday, May 14, 2021.
5. Post-date of record, Chugach will prepare a member voter file which contains the member numbers, member names, mailing addresses, member type, telephone numbers, email address (if available). The voter file will also include information regarding whether the member has opted for a paper ballot.
6. Chugach will send one or more mailings to all members of record advising them of their voting options. The communication will provide them with details of the upcoming election and voting deadlines.
7. The Chugach Electric Website and any printed election materials will include the election brochure (containing candidate statements, a summary of the proposed bylaw changes, director attendance and voting records), and the unaudited financial statement information. Additionally, they will include instructions for signing up for electronic election materials, requesting a paper ballot, reporting suspected voter fraud, and a reminder that the right to vote may not be transferred (no proxy voting).
8. The first valid ballot received will be the ballot counted. If a mail ballot envelope is received first, the Election Administrator will disable the member's electronic voting account. If the mail ballot envelope is later determined to be invalid by the

Election Committee, the Election Administrator will notify the member and provide information on how the member can cast a valid ballot.

9. If an invalid ballot envelope is received fewer than 10 calendar days before the election but before the balloting deadline, the Election Administrator will attempt to call the member to notify the member of the problem and provide information on how the member can cast a valid ballot.
10. In 2021, the annual meeting will be held virtually and there will be no in-person voting due to the continuing COVID-19 pandemic. All voting will conclude at the electronic voting deadline at 4:00 PM on Tuesday, May 18, 2021 and results compiled.
11. The Election Administrator will prepare a ballot summary for use by the Master Election Judge.
12. The Master Election Judge will announce the results of the balloting at the virtual Annual Meeting. A representative of the Election Administrator will accompany the Master Election Judge.
13. Provisions for recounts are explained in the Chugach Bylaws, Article III, Sections 9(f) and 9(g).
14. The Election Administrator will secure election materials and may destroy them after receiving written authorization from Chugach Member Services, in accordance with Chugach Bylaws, Article III, Section 9(d).
15. The Election Administrator will prepare and maintain election statistics throughout the election period. Election statistics should include, but are not limited to, voting counts by method of voting, valid and invalid balloting counts, voting activity by period (day and time), voting activity by natural and non-natural members, etc. A preliminary compilation of these statistics will be made available to Chugach the day after the virtual Annual Meeting. A follow-up formal written report will be made available within two weeks of the annual meeting.

### **Electronic**

1. For electronic voting, the user ID will be the email address on file and a direct voting link will be sent via email to those members eligible to vote in the election.
2. Chugach will notify members via email when voting is open to those members who have provided a validated email address. For those members whose email address fails, Chugach will attempt to contact the member for a valid email address and document the contact attempt within the customer information

system (CIS). If no valid email address is provided, the member will be mailed the control number the week after voting opens.

3. The electronic voting site will be activated for members to begin voting on the same day that the election packets are mailed.
4. Members may request voting assistance for electronic voting from the Election Administrator. If there is no email address on file, the Election Administrator will refer the member to Chugach Member Services to validate the membership status as of the Date of Record and provide an email address. Member Services will provide the email address to the Election Administrator who may then email the replacement voting link and provide voting instructions to the member.
5. The Election Administrator will ensure electronic voting integrity through auditing and reporting. If an electronic ballot is questioned, it will be brought before the Election Committee to determine its validity. The Election Committee will meet periodically throughout the balloting period to perform their oversight function. Please see the 'Electronic Ballot Security Measures' section at the end of this document for details on electronic ballot security.
6. Electronic voting will close at 4:00 PM on Annual Meeting day to allow the database to be updated. In 2021 the Annual Meeting will be held virtually, and no in-person voting will be allowed.

## **Paper**

1. Chugach members retain the right to request paper ballots, (2017 was the first year the default voting method was switched from paper to electronic). Chugach will maintain a list of these requests from the membership from year to year.
2. The following are the three criteria for a valid mail ballot:
  - 1) The ballot envelope must contain the member number,
  - 2) The ballot envelope must contain an appropriate, valid member signature for the member number on the envelope, and
  - 3) No prior valid ballot has been received by the Election Administrator.

A mail ballot is considered received when it is at the Election Administrator's office and has been processed (e.g., validated and entered in the Election Administrator's logs).

3. Chugach will have election materials printed and delivered to the Mailing Subcontractor shortly after the Date of Record. The Mailing Subcontractor will assemble and label election packets, consisting of voting instructions, a paper ballot and return ballot envelope. The Mailing Subcontractor will deliver the election materials to the Post Office for mailing.

4. When printed ballots arrive at the Mailing Subcontractor, the Election Administrator will perform test counts of all ballots until satisfied as to the number of total ballots received from the printer. Both the sequence of the ballot numbers and the rotation of candidates will be checked.
5. The Election Administrator and/or the Election Committee will ensure the election packets are delivered to the Post Office.
6. For a ballot to be valid it must be returned by the deadline for return ballots as per Chugach Bylaws Article III, Section 9(c).
7. Every member mailed an election packet is entitled to request a replacement ballot. Members will be referred to the Election Administrator. The Election Administrator must have a 24-hour phone number to handle member calls. The Election Administrator will mail replacements as requested, along with a new return envelope on which the member's name and member number have been printed. A member may request a replacement ballot once during the election. The Election Administrator will track if a replacement ballot is sent to a member.
8. Only the Election Administrator will notify members of the validity of their ballot envelopes. Information about the validity of individual ballots will not be provided after the election.
9. Mail ballots will be machine-readable.
10. The Election Administrator will be responsible for securing ballot counting equipment compatible with the ballots, and for transporting the equipment. The Election Administrator will test the equipment prior to commencing the ballot count.
11. A dedicated post office box for returned ballots will be used during the election. There will also be secure drop boxes available for mail ballots that are dropped off at Chugach Electric member service lobbies and at the Election Administrator's office. The process of picking up and securing ballot envelopes will be performed at least once a week by a contracted security service. Ballots will not be returned to Chugach. Ballots and ballot envelopes which are inadvertently delivered to Chugach will be immediately turned over to the Election Administrator by the contracted security service.
12. The contracted security service will then take the secured drop boxes to the Election Administrator's facility where they will be counted. At least two parties will verify and record the count of ballot envelopes received. The ballot envelopes will be safeguarded by the Election Administrator.

13. The Election Administrator will sort mail ballot envelopes and bundle them chronologically.
14. The Election Administrator will check the ballot envelopes from each pickup to ensure they have a valid member number and signature. Questioned envelopes will be set aside for review by the Election Committee.
15. The Election Administrator will check mail ballot envelopes containing questioned signatures against the membership application or the non-natural member designated voter signature card on file with Chugach as of the date of record.
16. If an invalid mail ballot envelope is received at least 10 calendar days before the election, it will be mailed to the member within one day of being found invalid. The Election Administrator will also include a dated Ballot Rejection Insert telling the member why the election ballot was invalidated and what the member can do to remedy it (if possible), and a replacement ballot (and ballot envelope with the member's name and member number).
17. If the member requests a replacement ballot for electronic voting, the Election Administrator will coordinate with Chugach to verify the member's eligibility to vote and record a valid email address; then, the Election Administrator will send an email to the member containing the direct voting link.
18. The Election Committee will meet regularly to review the work of the Administrator and rule on the validity of questioned mail ballot envelopes. The Election Committee will have final say on whether questioned ballot envelopes are valid as determined by the Election Committee members at each meeting using copies of the envelopes and member applications or signature cards.
19. On questioned mail ballot envelopes, the Election Committee will not accept a signature as valid if a member does not have a signed application, signature card, or electronically signed application supported by photo ID on file with Chugach. However, if the committee reaches a tie regarding the validity, the benefit of the doubt will go to the member.
20. In addition to the questioned envelopes, a random sample of the mail ballot envelopes with both a member signature and member number will be checked against the member applications, electronically signed applications supported by photo ID or non-natural member voting signature cards on file with Chugach to ensure the signatures are valid. Based upon the results of the random sampling, the Election Committee may request additional envelope signatures be checked.
21. Each candidate is entitled to be present or represented by an individual at each of the Election Committee meetings where ballots are verified and to observe the ballot counting process on the day of the virtual Annual Meeting. Candidates or

their representatives will not be allowed to handle ballots and must remain in the observation area designated by the Election Committee.

22. The final pickup of mail ballot envelopes will be made at noon prior to the virtual Annual Meeting from all designated locations including Chugach Member Service lobby ballot drop boxes, post office box and Election Administrator's office in accordance with the Chugach Bylaws, Article III, Section 9(c). Mail ballots which arrive at the post office box or one of the designated locations after this time will not be counted.
23. No mail ballot envelopes will be opened before the day of the virtual Annual Meeting.
24. On the day of the virtual Annual Meeting valid mail ballot envelopes will be opened and ballots counted by the Election Administrator and Election Committee, using electronic/mechanical means. Balloting results will be safeguarded by the Election Administrator until the time of the Annual Meeting.

## ELECTRONIC BALLOT SECURITY MEASURES

For the ballot voting process, from the member perspective

- A unique 12-digit control number is provided to the member
- The member visits the website [chugachelection.com](http://chugachelection.com) (all activity on the website is encrypted)
- The member logs in by entering their control number (there are 1 trillion possible control number values, so guessing is impossible- automatic lockouts and response delays are used to counter "brute force" login attempts)
- After logging in, the member walks through board & resolution voting pages (an automatic logout happens if the session is idle for a long time)
- The member reaches a confirmation page, where they verify their choices & enter an email if they want a receipt (the receipt does not show specific votes cast or the control number)
- The member officially casts their vote, and a thank you page is shown

And on the hosting/software side...

The system is run in a major datacenter with top-tier security  
(see <https://azure.microsoft.com/en-us/overview/security> for more info).

The system is professionally engineered using best practice security measures  
(see <https://www.owasp.org> for more info). Here are some examples:

- Digital signatures – each recorded ballot is stamped with a digital signature, which is used to ensure that the voting record has not been altered in any way since it was received.
- Concurrent voting prevention- the system prevents a member from casting multiple ballots at the same time, from different computers
- "Point-in-time" database backups - we can pull & review a copy of the full election database as it existed at any point during the election
- Transaction log- all balloting and other data change activities are recorded (in full) in the transaction log (& added entries cannot be altered or deleted)
- Authentication log- all login attempts (failed & successful) are logged, to include all known information about the session; warning admin alerts are generated for suspicious activity
- Multi-tiered client/server input validation- ensures full validation of all ballot data before recording (for example, ensuring that a ballot does not vote for more than X candidates, or vote for the same candidate multiple times)
- Strong countermeasures for various classic web application vulnerabilities- such as SQL injection, script injection, cross-site scripting, cross site request forgery, & cookie manipulation.

The security measures for [chugachelection.com](http://chugachelection.com) are very similar to those that are in place for our Alaska Native Corporation elections system. That system has been vetted by eight tabulation/CPA firms (2 national, and 6 local), & it passed a security audit in 2018 (security audits are sometimes required by federal contracts).



**CHUGACH ELECTRIC ASSOCIATION, INC.**  
**Anchorage, Alaska**

**REGULAR BOARD OF DIRECTORS' MEETING**  
**AGENDA ITEM SUMMARY**

**March 24, 2021**

**ACTION REQUIRED**

**AGENDA ITEM NO. VIII.B.**

<u>      </u>	<b>Information Only</b>
<u>  <b>X</b>  </u>	<b>Motion</b>
<u>      </u>	<b>Resolution</b>
<u>      </u>	<b>Executive Session</b>
<u>      </u>	<b>Other</b>

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**TOPIC**

Approval of 2021 Date of Record

**DISCUSSION**

In order to allow time to prepare, the Board of Directors needs to set a record date for the 2021 annual meeting and election in accordance with Article III, Section 7 of Chugach's Bylaws and Alaska Statute 10.25.125, which states:

AS 10.25.125 Record date. To determine the members entitled to notice of a meeting of the members or to vote on a matter that is to be submitted to a vote of the members, or for any other proper purpose, the board of directors may fix a date that occurs no more than 30 days before the date of notice or distribution of mail ballots as the record date for the determination. If a record date is not fixed for the determination of members entitled to notice of a meeting or to vote on a matter, the date on which notice of the meeting or of mail voting is first mailed is the record date. When a determination of members entitled to vote at a meeting is made, the determination applies until the meeting is adjourned sine die.

The Election Committee discussed the record date at its February 23, 2021 meeting and voted to recommend that the Board of Directors set April 1, 2021, as the record date for the 2021 annual meeting and election. The date of the annual meeting and election is May 18, 2021.

**MOTION**

Move that the Board of Directors set April 1, 2021, as the Date of Record for Chugach's 2021 election.

**CHUGACH ELECTRIC ASSOCIATION, INC.**  
**Anchorage, Alaska**

**REGULAR BOARD OF DIRECTORS' MEETING**  
**AGENDA ITEM SUMMARY**

**March 24, 2021**

**ACTION REQUIRED**

**AGENDA ITEM NO. VIII.C.**

<u>      </u>	<b>Information Only</b>
<u>  <b>X</b>  </u>	<b>Motion</b>
<u>      </u>	<b>Resolution</b>
<u>      </u>	<b>Executive Session</b>
<u>      </u>	<b>Other</b>

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**TOPIC**

Approval of 2021 Master Election Judge

**DISCUSSION**

The Chugach bylaws state the board shall appoint an Election Committee consisting of the Master Election Judge and not more than 12 election judges. At its February 23, 2021 meeting, the Election Committee voted to recommend that Dawn Bundick be appointed as the 2021 Master Election Judge, and Lawrence Camp be appointed the alternate.

**MOTION**

Move that the Board of Directors appoint Dawn Bundick as the 2021 Master Election Judge and Lawrence Camp be appointed as the alternate.



# **East Restrooms Remodel Building A**

Regular Board Meeting

March 24, 2021

# Project Overview

- Professional Services contract for the East Restrooms Remodel in Building A
- Renovations include:
  - Upgrades to restroom flooring material, ceilings, wall finishes, plumbing fixtures, toilet partitions & accessories, and lighting
  - New touchless fixtures will improve universal access and help reduce the spread of pathogens
  - Touchless operators will be installed at faucets, toilets, urinals, paper towel dispensers and main access doors to shared restrooms

# Project Overview (cont.)

- The contractor, Bauer Construction, was selected through a competitive bid process and will perform the remodel for a not-to-exceed amount of \$494,061.
- This project is within funding included in the 2021 Capital Improvement Plan as proposed to the Board on December 16, 2020
- Bauer currently has an approved not-to-exceed contract for the North Campus Facility Remodel of \$1,178,242. This restroom remodel project will bring the new not-to-exceed contract amount to \$1,672,303. The contract funding request is greater than 10% increase of the original not-to-exceed amount, therefore, it requires Board approval.

# Questions

**CHUGACH ELECTRIC ASSOCIATION, INC.**  
**Anchorage, Alaska**

**REGULAR BOARD OF DIRECTORS' MEETING**  
**AGENDA ITEM SUMMARY**

**March 24, 2021**

**ACTION REQUIRED**

**AGENDA ITEM NO. VIII.D.**

<u>      </u>	<b>Information Only</b>
<u>  X  </u>	<b>Motion</b>
<u>      </u>	<b>Resolution</b>
<u>      </u>	<b>Executive Session</b>
<u>      </u>	<b>Other</b>

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**TOPIC**

Building A Restroom Remodel

**DISCUSSION**

Chugach intends to remodel and expand the East Restrooms in Building A on the South Campus. Renovations include upgrades to restroom flooring material, ceilings, wall finishes, plumbing fixtures, toilet partitions & accessories, and lighting. New touchless fixtures will improve universal access and help reduce the spread of pathogens. Touchless operators will be installed at faucets, toilets, urinals, paper towel dispensers and main access doors to shared restrooms. The contractor, Bauer Construction, was selected through a competitive bid process and will perform the remodel for a not-to-exceed amount of \$494,061.

Bauer Construction currently has a not-to-exceed contract for the North Campus Facility Remodel of \$1,178,242. This restroom remodel project will bring the new not-to-exceed contract amount to \$1,672,303.

This project is within funding included in the 2021 Capital Improvement Plan approved by the Board of Directors on December 16, 2020.

**MOTION**

Move that the Board of Directors authorize the Chief Executive Officer to increase the not-to-exceed amount of the Professional Service Contract with Bauer Construction from \$1,178,242 to a not-to-exceed total contract amount of \$1,672,303.

**CHUGACH ELECTRIC ASSOCIATION, INC.**  
**Anchorage, Alaska**

**REGULAR BOARD OF DIRECTORS' MEETING**  
**AGENDA ITEM SUMMARY**

**March 24, 2021**

**ACTION REQUIRED**

**AGENDA ITEM NO. X.A.**

<u>      </u>	<b>Information Only</b>
<u>  <b>X</b>  </u>	<b>Motion</b>
<u>      </u>	<b>Resolution</b>
<u>  <b>X</b>  </u>	<b>Executive Session</b>
<u>      </u>	<b>Other</b>

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**TOPIC**

Contract approval for Professional Services

**DISCUSSION**

Resource Data Incorporated (RDI) is a local IT consulting company that provides network, GIS, programming, and project management personnel. Chugach has a professional services agreement with RDI and has been actively engaged with RDI to complete integration objectives, capital projects, and operational needs.

The 2021 capital, operating expense and integration budget includes funding for IT network, GIS, programming and project management personnel, however, the 2021 RDI contract was setup prior to final pricing and vendor selection for integration related GIS work. When the GIS statement of work was finalized, it resulted in an addition to the existing RDI contract, increasing the contract from \$950,000 to \$1,390,000. While this funding is included in the 2021 budget, the contract now requires board approval.

Adding the integration GIS work will increase the RDI contract Not-to-Exceed amount to \$1,390,000.

**MOTION**

Move that the Board of Directors authorize the Chief Executive Officer to increase the RDI contract not-to-exceed amount to \$1,390,000 for the period ending December 31, 2021.