



## **SOUTHEAST ALASKA POWER AGENCY**

### **Special Board Meeting AGENDA**

SEAPA Offices | Ketchikan, Alaska

**Wednesday, May 29, 2019 | 3:00 p.m. AKDT**

**For Telephonic Participation:  
Dial 1-800-315-6338 (Access Code: 73272#)**

1. Call to Order
  - A. Roll call
2. Approval of the Agenda
3. New Business:
  - A. Consideration and Approval of Change of SEAPA Fiscal Year
4. Adjourn



## SOUTHEAST ALASKA POWER AGENCY

**Date:** May 24, 2019  
**To:** SEAPA Board of Directors  
**From:** Trey Acteson, CEO  
**Subject:** Change of SEAPA's Fiscal Year

SEAPA's current fiscal year begins on July 1st and is misaligned with the Agency's business work processes. It lands right in the middle of our seasonal construction schedule and typically results in splitting capital projects over at least two budget cycles. Budget development and refinement activities require key staff to be present at Headquarters and simultaneously fulfill critical field responsibilities related to scheduled projects. SEAPA's annual spring transmission line and plant maintenance outages also overlap this timeframe. Additionally, there is a misalignment with our professional services contracts as their wage schedule adjustments typically are issued on the calendar year.

I recommend that the SEAPA Board of Directors authorize staff to shift the current fiscal year to a calendar year. This will allow us to further optimize our human resources throughout the year, providing a more balanced workload for the team. We have reviewed the requisite authorizations, notifications, and mechanics of the proposed fiscal period change with our Auditor, Bond Counsel, and in-house Legal Counsel. Section 1 (g) Definitions, in the Third Amended and Restated Joint Action Agency Agreement states: *"Fiscal Year" means July 1 to June 30, or such other fiscal period as may be established by the Board of Directors.* (Emphasis added.) This provides clear authorization for the Board to establish a different fiscal period. There will be notifications required with EMMA and I further recommend we have a six-month financial audit completed to ensure a clean transition. Staff proposes a six-month budget in June for Board consideration covering July 1, 2019 through the end of this calendar year. This would be followed by a twelve-month budget near the end of the calendar year to finalize alignment with the new calendar period.

Please consider the following suggested motion:

### SUGGESTED MOTION

**I move to authorize staff to change the Southeast Alaska Power Agency's current fiscal year of July 1 to June 30 to a calendar year of January 1 to December 31. I further authorize staff to prepare a six-month budget covering July 1, 2019 through December 31, 2019 for Board consideration and a 12-month budget near the end of SEAPA's calendar year to finalize alignment with the new calendar period. The Agency's CEO is authorized to sign any documents necessary to effect the change of the fiscal year to a calendar year.**