



## BOARD OF DIRECTORS SPECIAL MEETING

Tuesday, August 18, 2020 @ 4:00 P.M.

### **DRAFT** AGENDA

IGU Office: 3408 International Street, Fairbanks, AK

Future IGU Meeting Location: 2216 S Cushman St, Fairbanks, AK

*To participate via teleconference call 1-253-215-8782;  
when prompted, enter meeting ID 826 6172 6394, Password 083057*

\*Given the ongoing COVID-19 concerns this meeting will be held telephonically only. Packets will be available to the public outside the door of the IGU Office\*

#### Join Zoom Meeting

<https://us02web.zoom.us/j/82661726394?pwd=RzlCVmJ3b0VzVHRWNWdRanNxNnZNZz09>

1-253-215-8782

**Meeting ID:** 826 6172 6394

**Password:** 083057

#### I. CALL TO ORDER

- Roll call
- Approval of Agenda
- Public Comment – *limited to three minutes*

#### II. NEW BUSINESS (Board Discussion & Possible Action)

- Fiscal Year 2020 Financial Audit - Presentation & Acceptance
- IGU Employee IT Policy Discussion ..... Page 05
- IGU Policy 01 Modification Discussion..... Page 10

#### III. OTHER BUSINESS (Board Discussion & Possible Executive Session)

- Marketing & New Service Report ..... Page 12
- Update of Gas Supply Search
  - MAP Report

#### IV. DIRECTOR REQUESTS FOR IGU INFORMATION

#### V. CLOSING COMMENTS

- General Manager
- IGU Attorney
- Directors

#### VI. EXECUTIVE SESSION

#### VII. ADJOURNMENT - *To be effective at the end of the Executive Session*

\* EXECUTIVE SESSIONS will be moved to after Closing Comments to allow for the public's full participation in the meeting.\*

# Public Comment

# Fiscal Year 2020 Financial Audit Presentation & Acceptance

# IGU Employee IT Policy Discussion

**INTERIOR GAS UTILITY  
POLICY**

**Policy NO. 14**

**Page 1 of 1**

**Subject:** INFORMATION TECHNOLOGY USE

**Effective Date:** August XX, 2020

**Approved:**

**Revision Date:**

**I. GENERAL**

The Interior Gas Utility (IGU) provides computers, telecommunication, and other network resources for employees to accomplish IGU's missions.

**II. PURPOSE**

This policy establishes uniform guidelines for the use of computers, telecommunications, and networks at IGU. This policy governs the use of all IGU owned and leased computers, telecommunications equipment, equipment connected to IGU networks (either by wired or wireless network connection), and all employees using IGU computers, telecommunications equipment, and networks. This governance applies to on-site and off-site use. All users connecting to IGU networks from any device are subject to this policy and is only intended for activities conducted within the IGU computing infrastructure.

**III. RESPONSIBILITY**

- A. Supervisors shall ensure that their department staff follow the procedures set forth in this policy.
- B. Compliance with this policy is the responsibility of all IGU employees and is a condition of employment.
- C. Supervisors will enforce this policy.
- D. Administration shall maintain this policy.

**IV. POLICY**

- A. To the extent employees utilize their personal cell phones and are reimbursed by IGU for that use, employees must maintain all IGU business related text messages, emails and voicemails originating from such personal device. Employees are responsible for archiving such information and saving it to the IGU network prior to any deletion of work-related communications.
- B. All information transmitted, received, or stored on IGU computers, telecommunications equipment, networks, personal cell phones used in the course of business and are reimbursed for the company use or other storage devices is subject to review by, and at the direction of, IGU management. Therefore, users should not have any expectation of privacy in the use of

such systems.

- C. All files, emails, and/or voice messages transmitted or saved on IGU owned equipment or personal cell phones used in the course of business and are reimbursed for the company use may be considered a matter of public record and subject to disclosure.
- D. IGU reserves the rights to monitor, observe, retrieve, print, and review any communications, files, or any other use of an IGU computer, telecommunications equipment, personal cell phones used in the course of business and are reimbursed for the company use, and non-public network systems or other storage devices with or without any advance notice to, or the consent of, any user.
- E. Incidental personal use, in compliance with the other provisions of this policy, is allowed as long as it does not:
  - 1. Create additional costs for IGU;
  - 2. Interfere with the business of, or reflect poorly on, IGU;
  - 3. Create personal financial gain unrelated to a user's duties with IGU. Such activities include, but are not limited to, Internet/email activities primarily related to an employee's private business, transactions involving mail order companies in which the employee receives benefits based upon sales (i.e., Avon, PartyLite, Pampered Chef, Mary Kay, etc.), or any other commercial activities not related to an employee's IGU work duties;
  - 4. Contain opinions on a political matter, not directly related to the user's IGU work duties.
- F. No employee shall access, delete, examine, copy, modify, or retrieve any stored communication or data not created by that employee or addressed to that employee and stored on another employee's assigned computer or telecommunication equipment unless authorized by that employee or that employee's supervisor.
- G. Employees shall take reasonable precautions to protect access codes, computer passwords, or other access mechanisms to avoid unauthorized access.
- H. The following are expressly prohibited. Users engaging in the following may be subject to removal of use privileges and/or disciplinary action, up to and including termination of employment:
  - 1. Any willful act or omission that may cause either a general loss of computer, telecommunications equipment, and network resource services or interference with any IGU functions.
  - 2. The use of IGU's computer, telecommunications equipment, and network resources for any illegal activity.
  - 3. The use of IGU computers, telecommunications equipment, and networks to gain unauthorized access to other IT systems.

4. The use of another employee's user ID or IGU computer, telecommunications equipment, or network resources without their express consent, or the consent of the employee's supervisor, unless otherwise allowable under this policy.
  5. The installation or use of software or hardware on IGU computers and/or networks without prior approval from your supervisor.
  6. The duplication, installation, download, or storage on an IGU computer and/or networks of any software or data files that violate applicable copyrights or license agreements.
  7. The circumvention or subversion of systems, process, and/or software intended to protect and secure IGU computers and/or networks.
  8. The use of passwords or other methods to limit access to information on IGU computers, telecommunications equipment networks, and/or other storage devices without prior approval from a user's supervisor.
  9. The initiation of any action for personal benefit through the use of any information gained by access to IGU information, systems, files, etc.
  10. The use of copyrighted materials, such as third-party software without the expressed written permission of the owner or the proper licensor.
  11. The use of the IGU email system to distribute messages to large groups of people, including but not limited to: "everyone e-mails," "mass emails," "global emails" and "Spam", unless prior approval has been obtained from your Supervisor. Emails shall identify approving authority. "Distribution approved by XX."
  12. The use of IGU computers, telecommunications equipment, and/or networks to store, print, distribute, edit, record, or display offensive, disruptive, or any other prohibited materials. However, users conducting web searches for work-related duties are exempt from this restriction.
- A. An Employee that generates data to be published on the IGU website, computers, or networks is responsible to ensure that the data is provided in accordance with IGU policy and all applicable laws.
  - B. Management must approve, in writing, any exception to this policy.

## **V. PROCEDURE**

- A. All users shall take immediate action to address any inadvertently accessed prohibited material by contacting your Supervisor. The user will provide specific information describing the prohibited material, how it was accessed, and any other information that is subsequently requested by the Supervisor. Your Supervisor will then instruct the user as to how the prohibited material should be preserved or deleted.

- B. Users who need to access internal IGU systems, servers, and resources from remote (off-site) locations must do so via a secure Virtual Private Network (VPN) connection.

## **VI. SUPPLEMENTAL INFORMATION**

A. References – None

B. Definitions –

1. “Prohibited material” - any offensive and/or disruptive image or text appearing on a computer monitor and/or stored on a computer hard drive or other data storage device. Prohibited material includes, but is not limited to any image reflecting full or partial nudity of a sexually suggestive depiction.
2. “User” – to include, but not be limited to, any IGU employee, or other person who has been authorized access to an IGU computer, equipment and network infrastructure (excludes public networks).
3. “Spam” - unsolicited bulk electronic messages not related to borough operations or those sent to recipients without a legitimate FNSB business necessity.



# IGU Policy 01 Modification Discussion

# INTERIOR GAS UTILITY POLICY

**Policy No. 01**

**Page 1 of 1**

**Subject:** Interior Gas Utility Policies

**Effective Date:**  
June 2, 2015

**Revision Date:** 4/4/17

## I. OBJECTIVE

To establish the manner in which Interior Gas Utility (IGU) policies are developed, approved and implemented.

## II. POLICY

- A. Policies shall be developed consistent with the Bylaws, enabling ordinances and appropriate laws.
- B. A policy or amendment to an existing policy shall become effective on the date upon which it is adopted by the Board, unless otherwise indicated by the Board.
- C. A record of IGU policies shall be maintained and available for public review.
- D. A comprehensive review of the current policies shall be conducted once every three years.

## III. RESPONSIBILITY

- A. The Board shall be responsible for developing and approving policies and amendments to existing policies with the advice and assistance of the General Manager and the utility's attorney.
- B. The General Manager shall be responsible for implementation of the policies.
- C. The General Manager shall conduct the comprehensive reviews of the current policies and make recommendations for changes to the Board.

*\*\*\*EXECUTIVE SESSIONS will be moved to after Closing Comments to allow for the public's full participation in the meeting and adjourn the public session immediately after conclusion of the executive session.\*\*\**

## Marketing & New Service Report (Possible Executive Session)

### **Suggested Motion:**

MOVE TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE MARKETING & NEW SERVICE REPORT; THE PUBLIC KNOWLEDGE OF WHICH WOULD HAVE AN IMMEDIATE IMPACT ON THE FINANCES OF IGU.

**INCLUDED PARTIES:** IGU BOARD OF DIRECTORS,  
DAN BRITTON-GM, & IGU ATTORNEY

*Provided that there is a Quorum, a majority vote of the Directors present is needed for the Motion to enter into Executive Session to pass.*

### Spring 2020 Service Line Install Applications

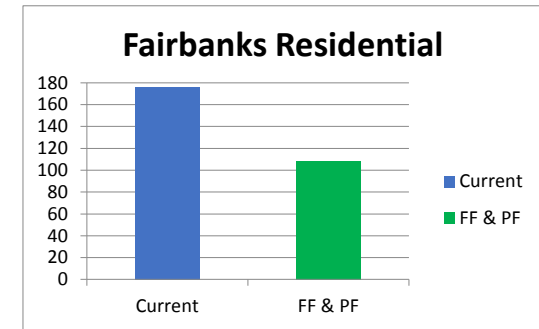
	11/5/2019	12/2/2019	12/31/2019	2/4/2020	2/26/2020	4/1/2020	4/28/2020	5/14/2020	5/27/2020	6/10/2020	6/29/2020	7/14/2020	7/30/2020	8/13/2020
<b>Commercial</b>														
Divine Properties	1				1									
Ed Maynard	2													
DRE Investments, LLC	4													
DeAK Investments/Design Alaska	1													
University Community Presbyterian Church	1													
Moostard	1													
John Garben	2													
College Utilities			1											
Holiday Companies			1											
Denali Industrial Supply			1											
AK Properties			1											
Jackie Jordan				1										
D & D Blumer Investments				3										
University Park Condo Association				3										
Chin No				2										
University Chevron					1									
Andrew Plumlee						2								
Chena Apartments						9								
Tanana Valley Holdings						2								
True North Church							1							
Pollen Environmental							1							
Wells Fargo								1						
Fat Burger									1					
Equinox Holdings, LLC										1				
Richards Distributing										2				
Agape Enterprises										1				
BDT Investments										1				
Nada Dreams										1				
Alaska Railroad										1				
Tananan Chiefs Conference											1			
Pendergrast Properties LLC											1			
Alaska USA												1		
LifeMed Alaska												1		
Health Pro LLC												1		
Full Tilt Mechanical/Fountain Head												1		
Robert Trigg													1	
Buckos Coffee													1	
Argenis Sambois (tri-plex)													1	
Argenis Sambois (4-plex)													1	
Arctic Sands LLC													1	
One West Holdings, LLC													1	
Turbo Construction, LLC														1
Western Mechanical - Office														1
Western Mechanical - Shop														1
J.T. Investments Alaska LLC														1
Stepping Stone Builders, <b>North Pole</b>									1					
North Pole Veterinary Hospital <b>NP</b>											1			
Rainbows End Childrens Center <b>NP</b>											1			
North Pole Worship Center <b>NP</b>												1		
Total by date	12	0	4	9	2	13	2	1	2	7	4	5	6	4
<b>Total Commercial</b>														<b>71</b>

### Spring 2020 Service Line Install Applications

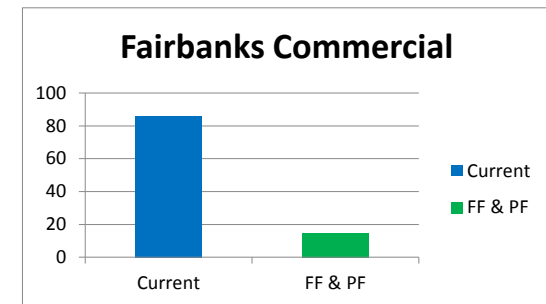
	11/5/2019	12/2/2019	12/31/2019	2/4/2020	2/26/2020	4/1/2020	4/28/2020	5/14/2020	5/27/2020	6/10/2020	6/29/2020	7/14/2020	7/30/2020	8/13/2020
<b>Residential</b>														
Aurora	2	1			1		1	1	1		1	1	2	1
Bjerremark	4			1			1			2	1	1	3	
Davis-Van Horn	1	1										2	1	
Doyon Estates		1												
Hamilton Acres	3	2			1	2	2		2	1	2	2	3	4
Hilton Park	1	1									2		1	2
Peger Lake Development	1	2					1			1	1			1
Rickert	2	1					1				1	2	1	
Taku-Westgate	2	2		1			1	2	2	2	1	2	2	2
Townsite											1		1	
University West	1	1		1		1	1	1	1	1	1	4	2	2
Wilcox Estates	3							2	1	1			1	1
Shannon Park	2	1	2	1	1		3	1				1	2	1
Townsite/Weeks Field			2									2	1	
<b>North Pole</b>									5	1	1	1	5	1
Total by date	22	13	4	4	3	3	12	7	14	8	12	18	25	15
<b>Total Residential</b>														<b>160</b>
<b>Total Commercial &amp; Residential Customers</b>														<b>231</b>

## Current Customer Applications versus Financial Forecast & Pro Forma

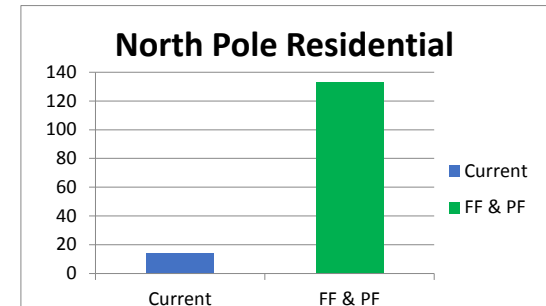
RESIDENTIAL		Fairbanks		North Pole	
		Current	2020 FF & PF	Current	2020 FF & PF
	Existing	30	108	0	133
	Applications	146		13	
	New	20		2	
	Fuel Oil	84		9	
	Propane	31		3	
	Wood				
	Coal				
	Unknown	41			
	Totals	176	108	14	133



SMALL COMMERCIAL		Fairbanks		North Pole	
		Current	2020 FF & PF	Current	2020 FF & PF
	Existing	20	15	0	15
	Applications	66		4	
	New	4		1	
	Fuel Oil	61		3	
	Propane	1			
	Unknown	20			
	Totals	86	15	4	15

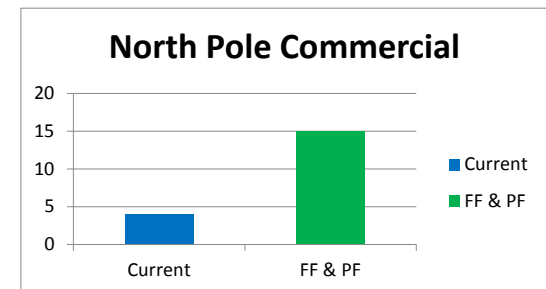


INDUSTRIAL/ LARGE COMMERCIAL		Fairbanks		North Pole	
		Current	2020 FF & PF	Current	2020 FF & PF
	Existing		2	0	0
	Applications	1			
	New	1			
	Fuel Oil				
	Totals	1	2		



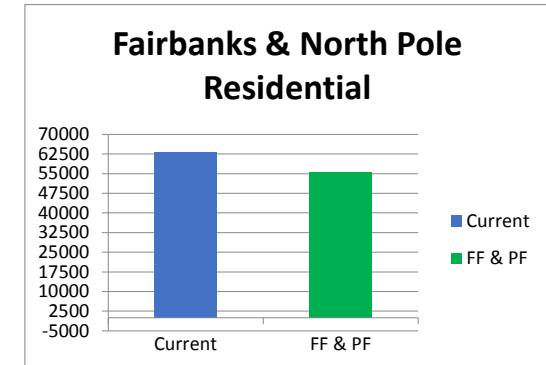
Existing = Lines Installed Summer-Fall 2019

Applications = Completed Applications for Spring-Summer 2020

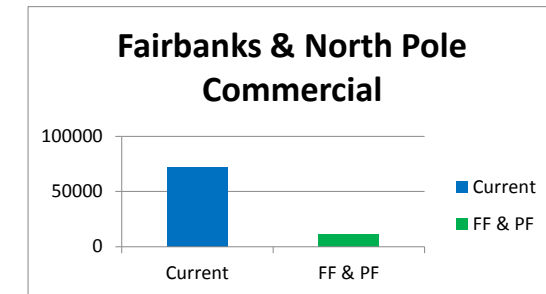


## Current Customer Applications MCF versus Financial Forecast & Pro Forma MCF

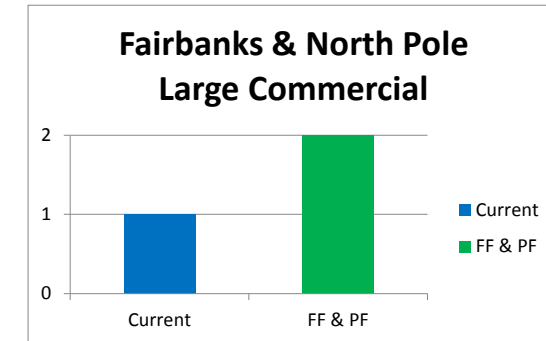
RESIDENTIAL		Fairbanks & North Pole	
		Current	2020 FF & PF
	Single Family (176)	22352	30607
	241 combined*		
	127 MCF/Single Family		
	Multi-Family (41)	41000	25000
	25 combined		
	1000 MCF/Multi-Family		
	Totals	63352	55607



SMALL/MEDIUM COMMERCIAL		Fairbanks & North Pole	
		Current	2020 FF & PF
	Small (48)	29808	11324
	4 combined		
	621 MCF/Small		
	Medium (15)	42615	
	2841 MCF/Medium		
	Totals	72423	11324



INDUSTRIAL/ LARGE COMMERCIAL		Fairbanks & North Pole	
		Current	2020 FF & PF
	Large (1)	7046	14092
	2 combined		
	7046 MCF/Large Commercial		
	Totals	7046	14092



**TOTALS** **142,821** **81,023**

\* combined total of Fairbanks at 108 and North Pole at 133 for Single Family Residential

*\*\*\*EXECUTIVE SESSIONS will be moved to after Closing Comments to allow for the public's full participation in the meeting and adjourn the public session immediately after conclusion of the executive session.\*\*\**

# UPDATE OF GAS SUPPLY SEARCH

## MAP Report

**SUGGESTED MOTION:** MOVE TO ENTER INTO EXECUTIVE SESSION TO DISCUSS GAS SUPPLY OPPORTUNITIES, CHALLENGES AND NEGOTIATING STRATEGY; THE PUBLIC KNOWLEDGE OF WHICH WOULD HAVE AN IMMEDIATE IMPACT ON THE FINANCES OF IGU.

**INCLUDED PARTIES:** IGU BOARD OF DIRECTORS, DAN BRITTON-GM, MARY ANN PEASE-GAS SUPPLY CONSULTANT, & IGU ATTORNEY

*Provided that there is a Quorum, a majority vote of the Directors present is needed for the Motion to enter into Executive Session to pass.*



# Director Requests for IGU Information

# Closing Comments

- General Manager
- IGU Attorney
- Directors

# Executive Session

# ADJOURNMENT

\*To be effective at the end of the Executive Session