



CITY MANAGER REPORT

Reporting Period: January 12 – February 7, 2025

Prepared By: Phillip A. Zavadil, City Manager

Date: February 7, 2025

ADMINISTRATION

AIR TRANSPORTATION CHALLENGES

On February 4, 2025, the City, ACSPI, CBSFA and TDX sent a letter to the congressional delegation regarding concerns of cuts the essential air service program (EAS). See the attached letter. We have set up a standing meeting each week with the entities to address this issue.

AGREEMENTS/CONTRACTS/GRANTS

Personnel

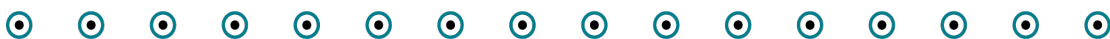
Project Manager – Dean Maschner has been hired for this position. Dean started work on February 3, 2025. Dean is working from home in Anchorage. I have informed all our granting agencies of Dean’s start with the City, as well as our project engineers and consultants. We will be setting up meetings with all these folks in the coming weeks.

Accounting/Grants Specialist – Prior to February 5th, we have not had qualified applicants for this position. On January 21, 2025, Stephaine and I met with the Alaska Municipal League (AML) to discuss options for AML to assist the City with accounting for our grants under their shared services programs. AML agreed to provide this service. We are working on a task list to provide to them to put into a services agreement. On February 6, 2025, Stephaine and Lynn conducted an interview with a potential applicant. We are in the process of determining if the applicant is a good fit for this position.

EDA Small Boat Harbor Utilities Project

Easements – The State DNR sent the patent last week. I had our legal counsel review it. I have a few comments to get to DNR. The City has 21 days from when they sent the document to comment and then it will be final. Once patent is I will need to prepare an easement agreement for CBSFA on the subleased tidelands. I have sent the easement agreement to TDX for their review last week and waiting on the figures showing the easements.

Bid Documents – Because of delays with the easements, Kuna Engineering should have bid documents for City review the week of February 10th.



USDA RUS Loan for Electric Utility Upgrades

USDA Loan Status – Based on the 2023 audit ed financials, the City cannot meet the debit ratios required by USDA for the special loan conditions. USDA is looking for the 2024 audited financials, however the 2024 audit will not be ready until June or so this year. On February, 3, 2025, Stephaine, Lynn, Dean and I met with a USDA loan specialist to figure out what information and data we could provide to USDA to help them determine the debit ratios. We will be working on provide USDA with the information and data necessary to calculate the debit ratios.

USDA RUS HECG for Airport Feeder Replacement

Nothing to report.

USEPA STAG for Aalax Solid Waste Facility

Nothing to report.

SOA CBDG and AEA for Bulk Fuel Facility Upgrades

Bid Documents – On February 5, 2025, Lynn, Dean and I met with EPS to review and make changes to the construction bid documents. Next week the bid documents should be ready to send to our grant officer with CBDG for review. Once we have approval from the grant officer we will place we go out to bid for construction.

SOA VSW Lift Station Replacement Grant

I requested a copy of the bids for this project but was informed that the bids are not public. We will be pursuing access to the bids through the senior leadership at Alaska Department of Conservation based on the fact the City is not the general public, the grant for this project is awarded to the City but VSW manages the project and the funds, the project is paid for by public funds, and that the City will be the beneficiary and owner of the project once completed. Additionally, I have requested VSW provide a detailed budget report for the accounting of the City’s grant funds for this project.

USDOT Safe Streets and Roads for All Grant

On February 5, 2025, we hosted a public meeting in the City Council Chambers to review the review the Pribilof Islands Regional Transportation Safety Action Plan. Due to the plane canceling Kuna staff attended and presented virtually. The Plan is before City Council for review and approval.

SOA-DHSEM State and Local Cybersecurity Grant for Cybersecurity Assessment

Working on grant close out.

SOA VSW Planning Grant for PER for Treatment Plant Upgrades, Valve House, and Water Main Replacement

Nothing to report.

EPA Resilience Grant

On February 5, 2025, Lynn, Dean and I met with EPA staff for a kickoff meeting. EPA requested some clarification and changes to the work plan and budget which was provided. We hope that EPA will issue the grant award documents for this project before March 14, 2025.

EPA Climate Pollution Reduction Grant (CPRG)

The Aleut Community of Saint Paul Island has received notice that this grant is on hold while it is being reviewed.

Healthy Food Financing Initiative Planning Grant

Nothing to report.

EPA Water Technical Assistance

We received a notice from the contractor for this project that EPA informed them that work is on pause.

SOA Lead Service Line Inventory Grant

Inventory Survey – Brett Kirk with Kuna Engineering worked with Daniel Baker the week of January 13th to survey the old town area for lead service pipes. Kuna is working on the final report and uploading the survey data to the lead service line website.

Alaska Municipal League's EPA Environmental Justice Collaboration Problem Solving (EJCPS) Project

Nothing to report.

USDOT Port Infrastructure Development Program (PIDP) Grant

On February 3, 2025, Lynn, Dean and I met with the USDOT PIDP staff for a kickoff meeting. See the attached Welcome Aboard letter and presentation from the kickoff meeting. Lynn, Dean and I are working the Pre-Award Cost Application so that we can start work on NEPA and Section 106 reviews prior to receipt of the grant award. If Pre-Award costs are approved, we will be able to receive reimbursement for any work on NEPA and Section 106 activities for this project.

USDOT Safe Streets and Roads for All Supplemental Grant

Nothing to report

USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant

Nothing to report other than the RASIE grants will now be called BUILD.

Denali Commission Matching Grant for the Small Boat Harbor Utilities Project

On January 30, 2025, Lynn and I met with Denali Commission staff for a kickoff meeting for this grant.

MEETING WITH ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

On January 16, 2025, I met with staff with the ADOT/PF to discuss runway maintenance issues. DOT/PF staff are working to address issues so that our runway maintained properly.

TRAVEL SCHEDULE

Mayor Merculief and I are scheduled travel to Juneau and DC beginning February 27th and returning March 16th. We are working with Mark Hickey to set up meeting in Juneau and with Mateo to set up meetings in DC. However, we may delay the trip to DC with all the mess there now.

HAPPENING AT STATE LEVEL

Hickey & Associates is the City's lobbying firm in Juneau. See the attached first 2025 legislative report.

DEPARTMENT OF PUBLIC SAFETY

Police Sergeant Status – The Police Sergeant position was advertised on Alaska Municipal League and Indeed, and IHireLawEnforcement sites. Currently, the City has received two inquiries regarding the position. Only one is a viable candidate, and he is working on paperwork to send to Alaska Police Standards Council to determine if he is eligible for reciprocity.

VPSO Status - Two VPSO applicants are in background check status with State of Alaska Department of Public Safety. One of the applicants is a female veteran with a degree in sports medicine that Mike and I think would be a great fit for our community. Once her background check is received, we will proceed with an interview. Manmeet Teja is at the VPSO academy and doing well. He is the only VPSO left at the academy and was rolled into the ALET academy. This will delay his arrive on island by three weeks after completion of the academy.

EMS – On January 23, 2025, ETT Ian Melovidov and I met with Dr. Griffis the medical director with SCF for our health center and now for Saint Paul EMS. We discussed the following:

- The process for conducting quality run reviews;
- Signing off that ETTs will follow EMS standing orders;
- Review of annual treatment protocols;
- Quarterly critiques per person;
- Quarterly site visits;
- Approval of CME for EMTs when we get them; and
- Documentation of quarterly AED trainings.

PUBLIC WORKS DEPARTMENT

MAINTENANCE AND OPERATION DIVISION

Roads – Grading of the roads has occurred when the conditions and staff time have allowed.

Building Maintenance – Facilities maintenance staff have been performing repairs and maintenance checks on City buildings and housing as needed.

MOTOR POOL DIVISION

Ordering Parts – We have been in the process or ordering parts, tires, batteries for maintaining the City equipment and vehicles.

BULK FUEL UTILITY

Fuel Supply – As of February 3, 2025 the City has approximately 53,502 gallons of gasoline and 343,588 gallons of diesel.

Shield Record Keeping Service – The City contracted with Integrity Environmental to assist with recording keeping on this Utility. Integrity performed an analysis of the Utility’s environmental plans and permits with regards to compliance with record keeping requirements (see attached). The City will be working with Integrity to update and streamline the record keeping forms we have been using. Integrity’s Shield service will assist the City and our staff with maintaining excellent records to keep us in compliance.

ELECTRIC UTILITY

Unit#5 and #6 – Parts have been ordered for the top end overhaul on Unit# 5 and the main seal replacement on Unit #6. The NC Mechanic should be on island next month to perform this work.

WATER UTILITY

Water Samples – Coliform were collected in January 2025 and sent to Alaska Water Laboratories for analysis (*see attached report*).

SEWER UTILITY

QAPP – Jermery Cohen with New North Consulting arrived on island on February 6th for on site visit to see how our sewer system functions and to work with Monty and I on developing the QAPP for sewer sampling as required by our APDES permit.

REFUSE UTILITY

Nothing to report.