



CITY MANAGER REPORT

Reporting Period: April 11 – May 23, 2024

Prepared By: Phillip A. Zavadil, City Manager

Date: May 23, 2024

ADMINISTRATION

US ARMY CORPS OF ENGINEERS HARBOR MAINTENANCE PROJECT

On May 20, 2024, I met with Monica Velasco the project manager for the US Army Corps of Engineers regarding the planned maintenance project on the Saint Paul Harbor. Monica said that the Alaska division of the Corps received some end of the year funding, \$15 million to be exact and that with this additional funding and the approximately \$9 million already dedicated to the maintenance work on our harbor they can move forward with the maintenance project.

The plan is to go out to solicitation in about three weeks and make an award to the low bidder by end of August this year. The project will be divided into two parts. The base work which is all the dredging and the options work which is all the rock work. Additional funding is still needed for completion of the rock work so we will need to lobby the congressional delegation for more funding in WRDA so that this work can be completed.

The planned schedule is for the dredge work to happen next summer and if funding allows for the rock work to be in 2026.

PLANNING AND ZONING

Plat Application – I am still working with the US Coast Guard to replat the Tract 43 at the coast guard station and to submit drawing and details that meet the City Code of Ordinance on plats and replats. On May 9, 2024, I met with LT Moria Meek and CDR Tracey Torba with the USCG to review the requirements and determine a path forward to meet the City’s replatting requirements. No progress has been made since on this replat since the meeting.

Zoning Variance Application – The Aleut Community of Saint Paul has withdrawn their application for a variance on zoning for house 130 and/or 127.

ACSPI Duplexes – On April 10, 2024, the City received an Application for Construction Permit from the Aleut Community of Saint Paul Island for construction of two new duplex units along Colonel Fouke Street. Kuna and I reviewed the application and plans, and I issued a notice to proceed with construction on May 20, 2024 for construction of the two lots, foundations, and duplexes only. I am working with the ACSPI to update deficiencies in the design of the Colonel Fouke Street extension, and sewer main extension. The ACSPI has plans to construct three more duplexes/single family homes along Colonel Fouke Street, which will require a water main extension and replacement of two 25 kVA electrical transformers with 50 kVA transformers. The road, sewer and water main extensions



will not be approved through the construction permit process since the City will own and maintain the road and utilities but through a road and utility extension agreement with the City and ACSPI.

PSD House 34 – On May 21, 2024, the City received an Application for Construction Permit from the Pribilof School District for demolition of house 34 and construction of 30' x 40' metal garage. The notice to proceed has not been issued. A meeting between myself and Superintendent Baldwin is scheduled for May 24, 2024 regarding this project.

APEI INSURANCE BOARD MEETING AND INSURANCE RENEWAL

On April 26, 2024, I attended the Alaska Public Entity Insurance board meeting in Anchorage. We reviewed the merger of APEI and AML-JIA, insurance renewal for 2024/2025, and the premium credit to members for 2023/2024.

There is an APEI and AML-JIA membership vote scheduled for November this year to vote on whether the two public entity insurance company should merge.

Insurance premiums for 2024/2025 are expected to increase by up to 5%.

Nadia worked to complete submit the applications for the City's insurance renewal for 2024/2025.

GENERAL ENGINEERING

I terminated general engineering services with Polarconsult Alaska over performance and deliverables issues. I drafted a request for proposals (*see attached*) to solicit proposals for a new firm to provide general engineering services for the City.

GCI CELL ISSUES

I have reached out to GCI management to meeting with them regarding the poor cell service on the island. A meeting with GCI management to review the cell issues and how GCI is going to address them is scheduled for May 28, 2024. I will update you on the results of this meeting at the council meeting on the 29th.

AGREEMENTS/CONTRACTS/GRANTS

EDA Small Boat Harbor (SBH) Utilities Extension

Easements – I am still waiting on Alaska DNR amended patent. City legal counsel drafted an easement agreement between the City and TDX which is under review now. Kuna will be assisting with cross walking the proposed new easements with the current easements and property tracts and lots to include in the agreement.

ADEC Approval to Construct – ADEC has issued approval to construct on the sewer portion of the project. No state approvals are required for the electrical or water portion of the project.

Soils Management Plan –Kuna is finalizing the soils management plan for the project.

USDA RUS Loan for Electric Utility Upgrades

Loan Documents – We are waiting on loan documents from USDA.

Northrim Loan – We were having trouble with Northrim wanting to provide gap loan funding, however after several conversations with the loan officer and the loan officer talking with the USDA

loan officer, Northrim will provide the City with a line of credit to get started on the electric utility upgrade work until the USDA loan funding is in the bank.

Project Management – Larry Daniels with Kitzbuhel Construction Services has been contracted to manage the electric utility upgrade project.

Master Services Agreements – In 2022 City Council approved Resolution 22-11 authorizing sole sourcing the upgrades to the electric utility to EPS/EPC/MBI. That year I signed a master services agreement (MSA) that included these firms. Since the approval of the loan the MSA needed amending to account for provisions not in the current MSA. The Electric Power Group requested that we split the MSA into three one each for EPS, EPC and MBI. The MSA for EPC has been amended and signed. I am still working with the group to amend the MSA for EPS and MBI.

Fuel Room and Vestibule – The City received one quote to perform this work. The quote as overbudget. I informed the contractor that they are not selected. Larry and I are working on alternatives to have this work completed.

Fire Alarm System – Alpine Electric provided a quote for design/build of the fire alarm. The quote is within the loan budget. We are waiting on the loan from Northrim to get started on this portion of the project. Additionally, I will need to draft a work order adding this project to the master services agreement the City has with Alpine.

49th State Power and John Deere Gensets – While in Anchorage, Larry Daniels and I visited 49th State Power to check on what needs to be completed on the three gensets the City purchased a few years back. The gensets are about 70% complete. Radiators, charged air coolers and air filter systems still need to be purchased installed and the units tested. The lead time on the charged air cooler is 25 weeks. Once loan funding from Northrim Bank is received I will provide 49th State the notice to proceed with the purchases and to complete the work.

USDA RUS HECG for Airport Feeder Replacement

Master Services Agreements – The MSA for EPC has been amended and signed. EPC will be performing the construction portion of this project. We are still waiting for final pricing on parts and materials prior to completing the work order and approving a notice to proceed. The lead times on transformers is now 117 weeks.

USEPA STAG for Aalax Solid Waste Facility

Project Start – The construction on the new landfill will officially begin on May 28, 2024. City crews will start gathering scoria at the Polovina pit until the surveyor arrives.

Surveyor – The surveyor for this project was scheduled to arrive on May 24th but the plane canceled.

Shipping of Items – The landfill fencing, aluminum flatbed, track loader, excavator, equipment building, building materials, and drop boxes will be shipping on Bowhead are still expected to arrive in July this year.

Refuse and Hooklift Trucks – The new refuse and hook lift trucks are scheduled to be built in mid-August this year. It is expected to take about four weeks to complete the builds. I am estimating that shipping of these trucks will happen in October of this year.

SOA CBDG and AEA for Bulk Fuel Facility Upgrades

Contract with EPS – I am working on a contract with EPS to complete the design work for this project. This project will not be starting this summer due to incomplete design by Polarconsult, terminating the contract with them and selecting a new firm to complete the design work.

USDOT SS4A Grant for Comprehensive Safety Action Plan

Community Meeting – Kuna Engineering team was on island April 14-18, 2024. Kuna met with the community, City staff, City Council, school, TDX and others regarding the comprehensive safety action plan during their visit. Kuna’s trip report is attached.

Survey Team – The survey team from Kuna Engineering for this project is scheduled to come out the week of June 10th.

SOA VSW Lift Station Replacement Grant

ADEC Approval to Construct – ADEC has issued approval to construct for this project.

Archeological Survey – ADEC/Kuna has contracted Aubrey Morrison to perform an archeological survey for this project. Aubrey is scheduled to arrive Sunday, May 26th.

Construction Bid Documents – Once the archeological survey is complete ADEC will work on construction bid documents for the sewer lift stations.

SOA Homeland Security Program Grant for Harbor Security Cameras

EHP Screening Form – FEMA finally approved this month the required Environmental and Historic Preservation Screening Form for this grant that was submitted on January 16, 2024.

Purchasing Request Form – Now that the EHP is approved the State will review the purchasing request form that the City submitted to contract TechPro LTD to perform the installation, testing, and training on the security cameras for the harbor.

SOA-DHSEM State and Local Cybersecurity Grant for Cybersecurity Assessment

Purchasing Request Form – Now that the EHP is approved the State will review the purchasing request form that the City submitted to contract TechPro LTD to perform the installation, testing, and training on the security cameras for the harbor.

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

The funding for preparing a preliminary engineering report (PER) for upgrading the water treatment plant, replacing the valve house below the water tanks, and replacing the ductile and cast-iron water service mains does not come directly to the City. The Village Safe Water program at the state manages the project and the funds. A PER is required to apply for capital funding for construction.

Contractor Selected – VSW selected one of their term contractors, Kuna Engineering to prepare the PER for this project.

Kickoff Meeting – On May 22, 2024, I met with Kuna and VSW to get this project started. We reviewed the project schedule, data needed from the City and arrange a site visit.

EPA Technical Assistance – RCAC Environmental & Community Service was selected by EPA to provide the City with technical assistance for preparing a preliminary engineering report (PER) for the issues with are having with the outfall plugging up. RCAC will assist the City with applying for funding for completion of this PER.

See Project/Grant Specialist’s report for more information on grants.

FINANCE DEPARTMENT

Personnel – Andrew Fratis has resigned his position as accounting clerk with the City. The position has been advertised. Until the position is filled the cashier hours may be limited. Thank you to David for his service to the community and City.

Audit – The CY2023 audit will be starting next month.

DEPARTMENT OF PUBLIC SAFETY

911 – Over the past couple months there have been half a dozen calls for service to 911. If residents need law enforcement, EMS, or fire services please contact the VPSO at 907-381-6058. The City is working on a technical solution to transfer 911 calls to the emergency radios that the VPSOs and EMT carry. We hope this equipment will be installed in the coming month.

Fire – On May 21, 2024 at approximately 1410 hours a fire started at house 136A. VPSO Davis arrived at his home at approximately 1417 hours and extinguished the fire with the fire extinguisher at the residents. Fire personnel responded to the fire; Engine 2 was brought to the incident. The fire started by a parachute flare, but how the flare was ignited is undetermined. No people were injured because of the fire. Damage was limited to smoke damage, the entry door, floor mats, and the floor in the arctic entry. The City will be ordering a new entry door and replacing some of the flooring in the arctic entry. The family has been temporarily relocated to 136B until cleaning up is completed.

EMS – EMT Zach is in Anchorage completing his clinical requirements to become a paramedic. He is schedule to return late June 2024. EMS is still looking for volunteer ambulance drivers and responders. Contact Zach at znason@stpaulak.com if you are interested in volunteering for EMS.

PUBLIC WORKS DEPARTMENT

MAINTENANCE AND OPERATION DIVISION

Roads – Now that it has warmed up Nick has been out grading the roads. Nick will be assisting with the new landfill project. Now that school is out please slow down, stop at all stop signs and look out for kids playing. Now that we have several new families living on King Street, please slow down on this street. Per City ordinance the mile per hour in residential areas is 15 MPH.

Facilities Maintenance – The Facilities Maintenance crew has been working on various projects. Daniel has completed the drywall repair and LVP steps at City Hall. The crew will be working on the following projects this summer:

- New landfill development
- Fuel tank replacement at City Hall
- City Park repairs and hydroseeding of the grass

- Siding on 4-Plexes

MOTOR POOL DIVISION

Vehicles – We are waiting on parts to fix some of the nonoperational vehicles.

160 Grader – The grader needs some parts for the rotating assembly on that the grading blade attaches too.

D6 Dozer – The dozer is operational and will be used for the new landfill project.

Dump Truck – We are waiting on tires and some other parts for one of the dump trucks. The dump truck will be used on the new landfill project.

Compactor – The compactor is still not working. It will be needed for the new landfill project and Colonel Fouke Street extension.

325 Excavator – The excavator needs some hoses and other parts. The excavator will be used on the new landfill project.

UD Tanker – Parts came in on the last Coastal boat to repair the breaks on the UD tanker.

BULK FUEL UTILITY

Fuel Supply – As of April 30/May 1, 2024, the City has 58,374 gallons of gasoline and 306,114 gallons of diesel.

Taking on SPF Customers – On April 25, 2024, I was informed that St. Paul Fuels is suspending sale of heating fuel to its customers and that SPF has informed its customers to reach out the City for fuel. Haretina and others have reached out to SPF customers to make sure they set up a fuel account with the City. A few residential customers still need to contact the City to set up a fuel account. We are still working through the process get NOAA set up with an account for the Staff Quarters, Lab Building and Weather Service buildings. Thank you to Haretina for her diligent work to get customers signed up with the City.

Fuel Resupply – I have reached out to Vitus to request 435,000 gallons of diesel and 50,000 gallons of gasoline. The current plan is for three deliveries starting next month and two in July.

Fueling of Local Fishing Fleet – On May 28th staff will meet to discuss the schedule and process for fueling of the local fishing fleet.

ELECTRIC UTILITY

Personnel – David Mercurieff has resigned his position as power plant operator with the City. We will be evaluating if we advertise to fill this position or assume the duties with existing staff. Thank you to David for his service to the community and City.

Power Outage – On April 26, 2024 at approximately 4:00 pm the City experienced a power outage. The outage was due to the motor and belt issue on the north radiator. This issues was resolved and power was restored.

Unit #6 – All the parts for the in-frame overhaul for Unit #6 are here. We are waiting to hear when the mechanic from NC Machinery will be on island to begin the work.

Source Testing – In April this year I reached out to ADEC regarding granting an extension on the power plant source testing requirement. On May 22, 2024, I received notification that the source testing requirement has been extended until December 31, 2025 (*see attached letter*).

Radiator Replacement – The City has experienced some motor, pulley, and belt issues with the north radiator at the power plant. Now that the plan includes keeping Unit #6 or a similar unit if replaced, we plan to install the new radiator that was purchased a few years back in the location of the south radiator. City staff with the assistance of the NC Machinery mechanic coming to work on Unit #6 will install the new radiator this next month.

Meter Base Replacements – Most of the meter bases that are in poor condition have been changed out and the new smart meters installed.

WATER UTILITY

Water Samples – Coliform samples were collected in May 2024 and sent to Alaska Water Laboratories for analysis. Coliform was absent from these samples as see in the attached report for May.

SEWER UTILITY

Outfall – City crew worked to get the outfall unplugged. After it warmed up and we had a small easterly storm the outfall cleared. I am working on trying to address this issue with Village Safe Water, EPA and others that might be able to help with an engineered solution.

REFUSE UTILITY

Training – Tim attended a freon recovery training in Anchorage early this month and successfully completed the training.

Landfill Inspection and Permit Renewal – The City’s current Alaska Department of Environmental Conservation (ADEC) Class III Landfill permit is expiring this year. ADEC will be coming out to perform an inspection of the Ataqan Landfill and issue a new permit. Tim has been working to organize the landfill and prepare for the inspection. There are several fridges and freezers that need the freon removed to properly dispose of them. Tim will be able to use his new training to complete this task.