



CITY MANAGER REPORT

Reporting Period: January 13 – February 10, 2023

Prepared By: Phillip A. Zavadil, City Manager

Date: February 10, 2023

ADMINISTRATION

MEETINGS

Trident – On February 3, 2023, Mayor Jacob, City Clerk Wegeleben, and I met with Trident management that came for a short visit. Joe Bundrant, Dean Fasnacht, Liza Pergiel, Paul Doremus, Stefanie Moreland and others with Trident were present. Joe wanted to communicate that Trident is celebrating their 50-year anniversary and that they see themselves as a good community partner and want to continue to be part of the community of Saint Paul Island. We discussed working together on:

- Connecting the plant to the City grid
- Infrastructure needs of the community
- Wastewater permitting
- General economic needs and development of the community

SAINT PAUL HARBOR SURVEY

In late January the US Army Corps of Engineers issued the Summary Report of Saint Paul Island Harbor Multibeam/Singlebeam Bathymetry, Mobile/Static LiDAR, and Control Survey (*see attached*). This survey will be the basis of Army Corps maintenance work on the harbor that is planned for 2024.

INSURANCE CLAIM ON FIRE STATION ROOF

Insurance will cover repairing the roof, so it does not suffer more damage. This does not include replacing the roof. The repairs will include adding stainless steel screws with rubber washers over the entire roof to keep it from lifting further. The repairs are tentatively scheduled for end of March/first part of April.



AGREEMENTS/CONTRACTS/GRANTS

EDA Small Boat Harbor Utilities - The Request for Proposals (RFP) document (*see attached*) for consultant to provide, architectural, design, and construction management services for this project was issued on January 16, 2023. The RFP schedule is as follows:

- Release of RFP -- January 19, 2023
- Proposals Due -- February 17, 2023
- Review of Proposals Completed -- March 10, 2023
- Selection of Contractor -- March 31, 2023
- Negotiation of Contract -- April 15, 2023

USDA Loan for Electric Utility Work – Lynn and I continue to work on submitting the required forms and documents required for this loan. USDA requires a financial forecast be completed. Stephanie reached out to our audit firm Altman, Rogers, & Co. to see if they could perform this work for us since neither Stephanie or I have time to complete a financial forecast. Altman, Rogers, & Co. was not able to perform this work. I then reached out to other accounting firms in Anchorage. Aldrich Advisors can perform the financial forecast for the City. I am waiting on a cost estimate and engagement letter from Aldrich. Additionally, a NEPA environmental review will need to be conducted on the project. We are in the process of reaching out to contractors that can perform this work.

ADEC VSW for Lift Station Replacement – Kuna Engineering has completed the Design Analysis Report (*see attached*) and 35% design drawings (*see attached*) for the sewer lift stations. The updated designed schedule is below:

- DAR/35% Design – February 1, 2023
- 65% Design Documents – March 1, 2023
- 95% Design Costs – March 29, 2023
- Permitting Completed (ADEC Estimate)—April 26, 2023
- Final Docs/Approval to Construct – May 3, 2023

The current approved budget for construction is approximately \$1.4 million. The 35% estimate for construction is approximately \$1.8. We will most likely need to proceed with a request for additional funds which will be due April 21, 2023. These supplemental funds, unfortunately, are typically not received until November. With additional funds needed to complete construction it is unlikely that construction on the new lift stations will occur this year.

ADEC Revolving Loan Fund – On January 24, 2023, Lynn and I attend a virtual meeting sponsored by Alaska Municipal League with Alaska Department of Environmental Conservation staff to review the state’s revolving loan fund program for water, sewer and refuse projects.

USDOT Safer Streets and Roads for All Grant for Action Plan – On January 31, 2023, I received notice that the City was awarded the USDOT Streets and Roads for All grant to develop an action plan for Saint Paul and Saint George Islands. The City partnered with the City of Saint George on this grant. In the coming weeks USDOT will be setting up a grant kick off meeting. Additionally, 8 other communities in Alaska were awarded this grant to develop action plans. Alaska Municipal League is coordinating a meeting on February 14th with the awardees to discuss collaborative approaches.

USEPA STAG for Aalax Solid Waste Facility – Under the Murkowski appropriations requests, the City was awarded \$3 million dollars for developing the new landfill at the Polovina site. The award funding will be coming from the US Environmental Protection Agency. Lynn, Tim, Caitlin, and I attending a virtual kick off meeting on February 8, 2023. In the coming weeks we will be working on and submitting to the EPA Project Officer the required Federal grant forms, a workplan and budget, and an environmental information document.

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

ESSENTIAL AIR SERVICE

The essential air service award that is currently awarded to Ravn is up for renewal in September this year. A couple weeks ago I reached out to the staff at USDOT EAS program to find out when they would be seeking new proposals for providing essential air service to Saint Paul Island and was informed it would be soon. I have reached out to Ravn management to see if Ravn is still going to provide service to the island and if they will be submitting a proposal. Ravn indicated they are committed to providing service to the island and will submit a new proposal for EAS. Additionally, I reached out to Aleutian Airways to see if they would be interested in providing service to the island with the Saab 2000. I spoke with Amos Vizer, Chief Development Officer with Aleutian Airways. He indicated that they would look at the EAS and get back with me. I sent Amos USDOT T-100 passenger data for Saint Paul Island. Some limitations to Aleutian Airways submitting a proposal for EAS may include extended overwater certification needed to fly to the island and Part 139 runway certification.

DEPARTMENT OF PUBLIC SAFETY

PERSONNEL

Dispatchers – We have had some changes with dispatchers. Caitlin Bourdukofksy was offered and accepted the position of Public Works Administrative Assistant. Devin Kushin submitted his two-week notice. His last day will be February 13, 2023. Matthew Mandregan has been hired as a dispatcher.

Sergeant Murdock – On February 7, 2023, I promoted Sergeant John Murdock to Director of Public Safety/Chief of Police. Chief Murdock has performed extremely well since arriving on Saint Paul Island at the beginning of January this year. Chief Murdock in his short time here has shown dedication and commitment to serving our community and keeping our community safe. I am confident that Chief Murdock will continue to serve our community well in this new position. Chief Murdock will be preparing reports for City Council starting the next meeting.

EMERGENCY RADIO SYSTEM

We have been waiting for the transtecor unit for the back up battery system for the emergency radio system. The transtecor arrived last month and Kyle with Alpine installed the unit. Unfortunately, this did not fix the issue with the back up battery system. The inverter for the system is the issue and needs to be replaced. It is on order.

CALLS FOR SERVICE

January 2023 - See the attached call for service data for January 2023.

January – December 2022 – The Department of Public Safety responded to 231 calls for service in 2022. See the attached graph for the details on types and number of incidents. Additionally, dispatch performed 524 court ordered portable breath tests (PBTs) in 2022.

PUBLIC WORKS DEPARTMENT

PERSONNEL

Public Works Administrative Assistant – The City received six applications for the Public Works Administrative Assistant position. The hiring team reviewed the applications and selected four applicants to interview for the position. Follow up interviews and reference checks were conducted with two applicants. Caitlin Bourdukofsky was selected for the position. Caitlin transferred from Public Safety as a dispatcher to this position. Caitlin started

MAINTENANCE AND OPERATION DIVISION

City Hall Emergency Backup Generator – On January 19, 2023, a technician from Cummins arrived to investigate the issue with the City Hall emergency backup generator. There were several issues with the generator. The fuel pump was not working, and a power relay and fuses had some issues. Cummins has sent these parts and we plan to install them once they arrive. When Kyle with Alpine returns he will replace a fuse block, fuses, and the power relay.

MOTOR POOL DIVISION

Garbage Truck – Jonathan is still working on trying to make the pump work. The next step if the pump does not work is that we plan to purchase a Honda hydraulic pump and rig that up to the truck.

Fuel Tanker – On Tuesday, February 7, 2023, the fuel tanker was not operational. Jonathan diagnosed the issue and determined that the alternator needed to be replaced. On February 9th, the order was placed for the new alternator.

Preventative Maintenance Schedules – Caitlin and I have been working on entering all City equipment and vehicle into Asset Essentials. Not all the equipment and vehicles were entered. Once this is complete Caitlin and I will work on the preventive maintenance schedules.

BULK FUEL UTILITY

Cathodic Protection Inspection – The City contracted with Integrity Environmental to perform cathodic protection testing at the City's Bulk Fuel Storage Facility. The inspection was performed in May of 2022. Attached is the report on this inspection.

Update to Spill Plan – The State of Alaska has made some changes to spill plan requirements that will require the City to update our spill plan. Integrity Environmental, who has updated our spill plan in the past will be updating our plan to meet the new requirements.

Fuel Supply - As of February 1, 2023 the City has 43,888 gallons of gasoline and 269,620 gallons of diesel.

ELECTRIC UTILITY

Smart Meter System – The ethernet to fiber convertors and preterminated fiber cable have been ordered.

Power Outage – On February 2, 2023, the Saint Paul Municipal Electric Utility experienced town wide unscheduled power outage at approximately 12:50 pm. City crews quickly responded to identify the cause of the outage to restore power.

Actions Taken - Initially, it was thought that the electrical transformer by the Motor Pool building was the issue, but it was not. The transformer was bypassed, and crews attempted to restore power to the entire system, but power tripped at the power plant again. During this time the airport feeder switch on the G&W switch would not close. Fortunately, there was an unused switch on the G&W switch and crews were able to switch the conductors over to this working switch after a brief town wide power outage. The airport feeder was isolated, and power was restored to town and harbor shortly after an hour from the initial outage.

Crews then worked to identify the issue in the airport feeder to determine where the fault was, which was ones done by conducting a visual check of all transformers, switching cabinets, and sectionalizers on the airport leg, which represents approximately 25% of the entire distribution system. Crews worked to past 7:00 pm on February 2nd to determine if there as any visible signs of a fault but did not find anything indicating a fault had occurred. Ravn canceled due to not being able to restore power to the airport feeder that powered the FAA navigational systems and the AWOS at the weather service.

On February 3rd, City crews met first thing in the morning to develop a plan to isolate the airport feeder to identify the fault. Half of the airport feeder distribution system was isolated, and this continued until crews narrowed down a section of the distribution system where the fault may have occurred. During this time power to town surged as the G&W switch was opened and closed to isolate the power in the different sections of the distribution system. Shortly before noon the fault was determined to be somewhere from the sectionalizer by the coast guard station and the 500 kVa transformer that powered the Loran tower. The electrical lines going to this transformer were disconnected at the sectionalizer and the transformer. Power was restored to the airport feeder on February 3, 2023 at approximately 1:00 pm, restoring power to the Public Works complex, tank farm, gas station, water wells, coast guard station, airport and weather services facilities.

Backup Plans – TDX Power was contacted to see if they have a transformer to replace the one by Motor Pool. They did not have the correct transformer and replacement of this transformer was not needed.

A linemen crew was on standby to arrive on February 4, 2023 with special testing equipment to investigate the fault in the system if need be. Additionally, ACE was on standby to bring the linemen crew if needed. Fortunately, power was restored to the airport feeder early afternoon on February 3rd, therefore the linemen crew and charter was not needed.

TDX lent us a portable generator to power the gas station if need be. Fortunately, power was restored to the gas station which opened at 1:30 pm on February 3rd.

The City Bulk Fuel crew set up a portable fuel pump to fill the fuel tanker so that the City could still deliver heating fuel to customers.

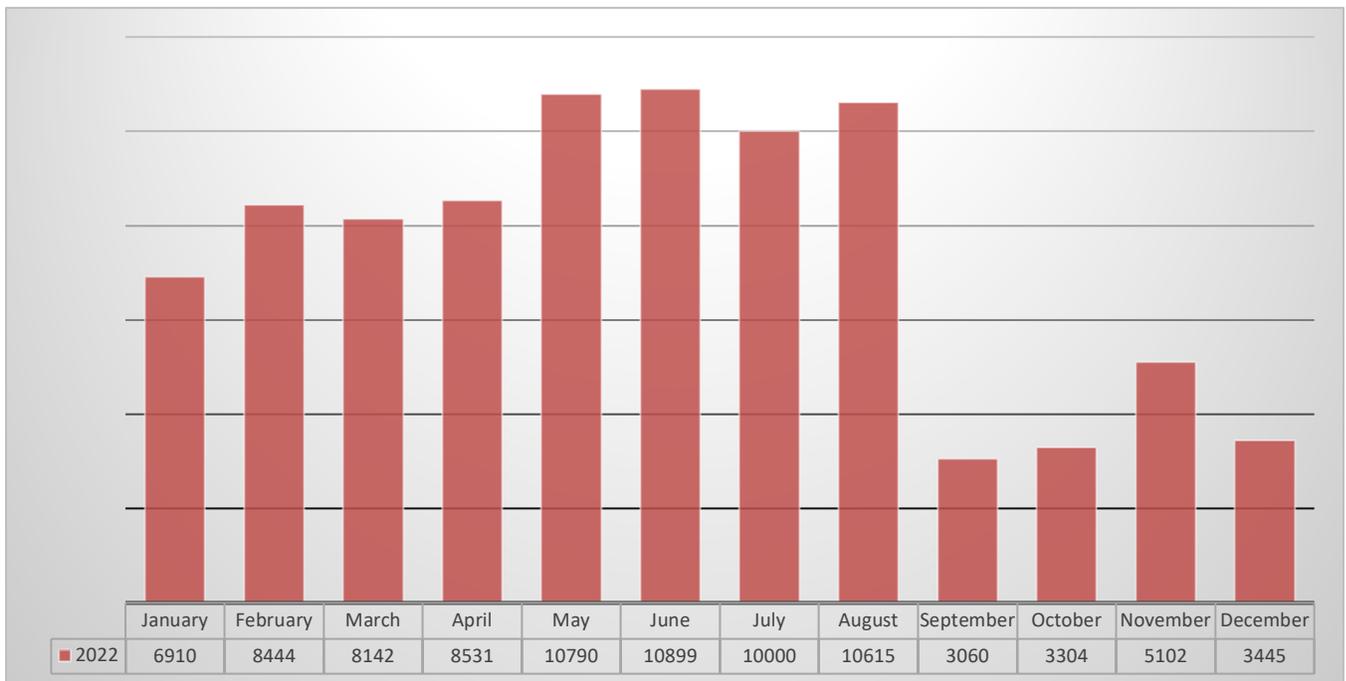
The level in the water tanks was checked since there was no power to the water wells and it was determined that the City had sufficient water in the water tanks (approximately 1 million gallons) to last through and extended power outage.

Notifications – Notifications of the power outage and the extended power outage on the airport feeder were given to community, Ravn, FAA, National Weather Service, TDX Services.

Connecting Trident to City Grid – Trident has approved moving forward with connecting the Trident plant to the City electrical grid. We are still in the planning stages of this project. A meeting with Trident staff, EPS and myself occurred on February 10, 2023 to discuss conductor, transformer, metering, switchgear requirements. During this meeting we discussed the ability for Trident to back feed power to the City in the event of an emergency. We have a follow meeting scheduled for February 17, 2023 and will then finalize and plan and cost associated with the project.

WATER UTILITY

Water Usage for January – December 2022 – A total of approximately 89,242 gallons of water was used from January to December 2022. However, for the month of July 2022 this was a gueestimate. Below is a graph that shows water usage by month in 2022:



Chlorine – The utility maintains the choline levels in the waste system between 0.1 and 0.5 parts per million (ppm), which is well within the maximum limit of 1 ppm. The utility received the supply of chlorine (500 pounds of chlorine, granular calcium hypochlorite) for this year from ANTHC.

Testing – The utility renewed its Compliance Monitoring Program Agreement with ARS Aleut Analytical to provide for the required laboratory testing for monthly total coliform, annual nitrate, every 3 years copper and lead, and periodic VOCs. Coliform samples for the month of January 2023 were collected at the City Hall on January 30, 2023. The samples collected in January 2023 were absent for coliform and E. coli.

Preventative Maintenance Report – The required quarterly preventative maintenance report for October – December 2022 was submitted to the ADEC Division of Water on December 21, 2022.

Training – Adrian attended and completed the ANTHC Wastewater Lagoons training virtually on January 9-13, 2023. Information from this training will be useful in managing the City septage lagoon at the landfill.

SEWER UTILITY

Ellerman Heights Lift Station - We are still experiencing issues with the lift station located below the Tribal Office.

REFUSE UTILITY

Nothing new to report.