



CITY MANAGER REPORT

Reporting Period: September 13 – October 25, 2024

Prepared By: Phillip A. Zavadil, City Manager

Date: October 25, 2024

ADMINISTRATION

FISHERIES DISASTER

2021/2022 and 2022/23 Disaster Relief Funding – Disaster relief funding for the 2021/2022 and 2022/23 red king and snow crab fisheries disasters should be available and distributed the first part of November 2024. The plan will be to budget this funding through our normal annual budget process for this next year.

2023/2024 Snow Crab Disaster– On October 25, 2024, Alaska Department of Fish and Game released the the second draft spend plan for funds appropriated to address 2023/24 Bering Sea snow crab fishery disaster has been posted for public comment on the ADF&G website here: https://www.adfg.alaska.gov/index.cfm?adfg=fishing.2023_2024_beringsea_snowcrab_disaster_relief_fund.

Written comments are requested on all elements of the proposed spend plan. Comments must be sent by November 8, 2024, for consideration in the final draft spend plan. This is the last opportunity to submit comments before the spend plan is finalized and sent to Pacific States Marine Fisheries Commission to inform the federal grant application.

I will be working with Mateo to provide comments on this plan.

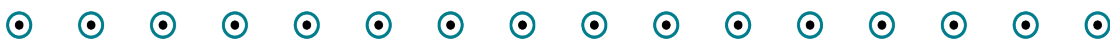
AGREEMENTS/CONTRACTS/GRANTS

Personnel – Stephaine, Lynn and I met to review staffing needs for the grants we have received. We decided that we need a dedicated person in Finance to help with grant purchases, reporting and tracking. Additionally, we identified a need for a project manager to assist with managing the various projects. This personnel need was identified to alleviate the workload on Stephaine, Lynn and I. We advertised for an Accounting and Grant Specialist and Project Manager (*see attached job announcements*). These are not entry level positions. We are seeking applicants with the background and experience to perform these jobs.

EDA Small Boat Harbor (SBH) Utilities Extension

Easements – I am still waiting on Alaska DNR amended patent. Based on discussion with City’s legal counsel, we are in the process of revising the draft easement agreement with TDX.

Bid Documents – Next month Kuna will begin drafting construction bid documents.



USDA RUS Loan for Electric Utility Upgrades

USDA Loan Status – City’s legal counsel prepared an opinion letter as part of the loan process. USDA’s legal counsel provided a closing opinion regarding the loan which means the USDA and the City have legal clearance to move forward with the loan. Once the loan documents are sent to USDA it will take a week or so to set up the account for us to start draw downs on the loan.

Project Planning and Scheduling – On October 24, 2024, we met with EPS/EPC to start planning out the project schedule.

Work Orders – After completion of the project schedule the next step will be to issue individual work orders for the various phases of the project.

Purchasing – We are holding off on purchasing materials until we can start drawdowns and advances on the loan.

USDA RUS HECG for Airport Feeder Replacement

Purchasing – Purchasing of the materials for the airport feeder project is complete. Most of materials for the project will arrive in spring of 2025, except for the transformers with have a long lead time.

Construction – Construction is scheduled for spring/summer 2025.

USEPA STAG for Aalax Solid Waste Facility

Earthwork – City crews continue the earthwork at the new site. Now that the dump truck is operational crews have been hauling scoria from the Polovina pit to the new site to place on the access road, building pad and at the bottom of the cells.

Equipment Building and Fencing – Next year City crews will complete the assembling of the equipment building and installation of the permitter fencing and gates.

SOA CBDG and AEA for Bulk Fuel Facility Upgrades

Meeting with AEA Project Manager – On September 25, 2024, I with Dean Maschner, the AEA Project Manager/Bulk Fuel Program Manager in Anchorage to discuss the status of the project and review the 95% design. Dean said we are ready to go out to bid. AEA provide a few comments regarding the design which was forwarded to EPS.

Design Status – On September 25, 2024, I met with the EPS team in Anchorage to review the EPS the 95% design. During the meeting we made some changes to the design.

Design Review – The City will have Kuna Engineering perform a third-party review of EPS’s design. Kuna is expected to have this review completed by the end of October.

Bid Documents – On October 9, 2024, I met with the EPS team to start drafting the bid documents for this project. We expect to go out to bid by the first part of December 2024.

SOA VSW Lift Station Replacement Grant

I have no updates on the status of this project.

SOA-DHSEM State and Local Cybersecurity Grant for Cybersecurity Assessment

Assessment – FR Secure completed the cybersecurity risk assessment (*see attached executive report*). We will be working with LMJ to address the low hanging risks identified in the report. Additionally, we will seek funding to address risks that will take some funding to correct.

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

Site Visit – Kuna Engineering was on site on October 6-8, 2024 to evaluate the City water system, specifically the treatment plant, valve house and water mains to develop a Preliminary Engineering Report (PER) outline recommendations for upgrades or replacements to these systems. Kuna is still working on the draft report.

EPA Resilience Grant

Grant Award and Agreement – Catelyn Jones with EPA has been assigned as our project officer. Catelyn will be working with us in the coming months on the pre-award process for this grant.

EPA CPRG Grant

EPA is currently assigning your project to EPA regional personnel See Project/Grant Specialist's report for more information on grants.

SOA 2024 Homeland Security Program Grant for Radio Equipment

On October 16, 2024, the City received notice from the Alaska Division of Homeland Security and Emergency Management (DHS&EM) is pleased to announce the final award allocations for the Fiscal Year (FY) 2024 State Homeland Security Program Grant (SHSP) to the City in the amount of \$16,630 for radio equipment. The amount is significantly lower than what we requested. Lynn and I will be discussing if we are still going to accept the funds based on the needs and the lower amount.

Reinvestment Fund and USDA HFFI Planning Grant

On October 18, 2024, the City received notice from the Reinvestment Fund that the City is going to receive \$125,000 of the \$149,927 requested from the Healthy Food Financing Initiative 2024 Planning Grant Program for Planning and Predevelopment of a Community Farm on Saint Paul Island, Alaska project. This is a bit less than we applied for but will be able to fund a feasibility study, detailed business plan, and some concept drawings for the community farm concept, which will include a large 30' x 120' greenhouse and chicken coop/run on the City owned 1-acre lot near the fire station.

SAINT PAUL HARBOR MAINTENANCE PROJECT

On October 23, 2024, I met with Patrick and Jared with Western Marine Construction (WMC) regarding the upcoming harbor maintenance project. The current plan is to wait until 2026 to start the project. WMC would like to start early in April or May if possible. WMC will be getting the rock from the project from Sand Point. It is my understanding that operate a pit down there. For project support WMC will be looking for: Housing – Not sure how many crews and houses yet; Operators; Laydown area for the rock; Grader; Dump trucks.

WMSC said that they may stage equipment next year and if we have items to ship on a barge we could coordinate and make the best use of bringing a barge up.

WMC will be planning a site visit in spring 2025 to meet with everyone and plan out the project.

FINANCE DEPARTMENT

MuniBilling – We have been working with MuniBilling to set up managed utility billing services. We are consolidating data on customers' utility accounts to provide to MuniBilling to set up the system. We're hoping to switch to MuniBilling managed billing services in November this year, however due to limited staff and data that is not organized we have had to delay the implementation. We hope to have MuniBilling functional by December this year.

DEPARTMENT OF PUBLIC SAFETY

VPSO – VPSO Campuzano left on October 22, 2024. Mike Nemeth is working on sending a replacement VPSO until we hire a permanent VPSO. However, due to staffing shortages this it may be two to three weeks before we have a VPSO on island again.

Citations to Tribal Court – As the Acting Director of Public Safety I am still able to cite into tribal court. I have issued a number of citations for Civil Mischief under tribal code, ranging from driving under the influence to assault. Tribal court is scheduling hearing on these citations. Several citations are pending completion of my incident reports.

Letter from Concerned Elderly Citizen – On October 4, 2024, we received the following letter from a concerned elderly citizen. I shared the complaint letter with Mike Nemeth and VPSO Campuzano. VPSO Campuzano spoke to the citizen regarding statement about not enforcing tribal protective orders. Resolution 24-14 that is before council today is an attempt to address consistency in a law enforcement presence on island. That said the City may still have a difficult time recruiting and retaining a police officer. In Alaska and nationwide there is a shortage of law enforcement officers. Regarding the statement that VPSOs are limited in what they can do is not accurate. VPSO can enforce State of Alaska criminal statutes and have powers of arrest. Trained in law enforcement, emergency response, and community outreach, these officers play a crucial role in maintaining public order, resolving disputes, and aiding during emergencies.

In addition to law enforcement duties, VPSOs often serve as mediators, counselors, and educators within their communities. They build trust and foster positive relationships with residents, working closely with local leaders and organizations to address community concerns and promote safety initiatives. VPSOs also play a vital role in promoting public awareness of safety issues, offering educational programs on topics such as domestic violence prevention, substance abuse, and emergency preparedness.

In the letter the citizen describes what they are looking for in an officer, which is the embodiment of what a VPSO should be in our community. APIA and I are working hard to find and place a qualified person to fill the role of VPSO in our community.

VPSOs, municipal police officers, troopers can and do enforce tribal protection orders. The Alaska Full Faith and Credit Statute:

- Entitles protective orders from other jurisdictions to Full Faith and Credit (FTC) under both state and federal law.

- AS 18.66.140: “A protective order issued in another jurisdiction has the same effect and must be recognized and enforced in the same manner as a protective order issued by a court of this state.”
- Simply stated, law enforcement in Alaska shall enforce valid orders of protection from other jurisdictions as if they were issued by the State of Alaska.

Additionally, the Violence Against Women Act (VAWA) 18 USC Section 2265(a) provide for FTC as well:

- Any protection order issued that is consistent with subsection (b) of this section by the court of one State, Indian tribe, or territory shall be accorded full faith and credit by the court of another State, Indian tribe, or territory and enforced by the court and law enforcement personnel of the other State, Indian tribe, or territory as if it were the order of the enforcing State or tribe.

On October 24, 2024, I met with the citizen to discuss the issues she raised. I explained that law enforcement could enforce tribal court protective orders. I also agreed with her description of what type of officers we would like in the community and that finding these types of officers is rare.

In response to the citizens letter and concerns with not having law enforcement in the community I prepared a resolution (*see attached*) for the City Council to review and approve. The resolution proposes that Aleut Community of Saint Paul Island (ACSPI) fund extra pay for VPSOs and a police officer position with revenues from alcohol sales. I sent the resolution to President John Melovidov and Patrick Baker with the Aleut Community of Saint Paul Island for review and comment and to have a discussion. As of the completion of this report I have not heard from them so I pulled the resolution from the agenda so that we could have time to discuss with the ACSPI.

EMS – I have not advertised for the EMT position because I have been waiting on the status of the crab quota and if processing was going to take place on the island.

PUBLIC WORKS DEPARTMENT

MAINTENANCE AND OPERATION DIVISION

Roads – Grading of the roads has occurred when the conditions and staff time have allowed. Based on conversations in last month’s city council meeting prepared a resolution (*see attached*) for the City Council to review and approve. The resolution proposes that Aleut Community of Saint Paul Island (ACSPI) pass through 25% of their annual BIA funding to the City for maintain roads. I sent the resolution to President John Melovidov and Patrick Baker with the Aleut Community of Saint Paul Island for review and comment and to have a discussion. As of the completion of this report I have not heard from them so I pulled the resolution from the agenda so that we could have time to discuss with the ACSPI.

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

MOTOR POOL DIVISION

Vehicles – Parts have arrived for some of the vehicles that are down and are in the process of being repaired.

Dump Truck – The dump truck is repaired and being used to haul scoria to the new landfill.

Compactor – The compactor is still not working.

926 Loader – The loader has some hydraulic issues that are being diagnosed. We ordered an additional too to help with testing hydraulic pressures.

Vacuum Truck – The vacuum truck is repaired.

UD Fuel Tanker – The UD fuel tanker is repaired.

Volvo 140 Excavator – The hose has the excavator has been replaced.

938 Track Loader – There is a pinch point on the new track loader hydraulic hoses that does not have a proper bracket to secure the hoses. The mechanic is working on a solution to this issue.

Customer Work Orders – The mechanic is getting to customer work orders when he can. Just a reminder that City equipment will have priority over customer work orders.

BULK FUEL UTILITY

Fuel Resupply – On October 17, 2024, Vitus delivered 21,500 gallons of gasoline and 120.043 gallons of diesel fuel.

Fuel Supply – As of September 30, 2024, the City has approximately 51,985 gallons of gasoline and 80,152 gallons of diesel in Tank 8, which is the old supply. As of October 18, 2024, after receiving more gasoline and diesel from Vitus on October 17th, the City has approximately 69,217 gallons of gasoline and in Tank 4 and 487,648 gallons of diesel in Tank 9

Diesel Price – Once we use the diesel in Tank 8 which is from last year's supply and start using the new supply of diesel in Tank 9, the price per gallon of diesel will increase by \$0.5991 per gallon. We estimate that we will start using the new supply in about a month and half.

Maintenance and Inspections – I am working with Integrity Environmental to assemble a list of Bulk Fuel Utility maintenance and inspections that need to be performed for 2025, 2026 and 2027. In 2026 and 2027 we have several expensive inspections to perform on the storage tanks. This information will be used for developing next year's budget and for setting of fees and rates for the utility.

ELECTRIC UTILITY

Nothing to report.

WATER UTILITY

Personnel – Monty Baker was hired was the new Water/Wastewater Operator.

Water Samples – Due to personnel issues the coliform samples for September did not make it to the lab for analysis. TTHM samples were scheduled to be collected in September, however due to personnel issues the samples were not collected. ADEC allow the City to collect the TTHM samples in October. Coliform and TTHM samples were collected in October and sent to Alaska Water Laboratories for analysis (*see attached report*).

SEWER UTILITY

APDES Inspection - On October 16, 2024 Jake Ross an ADEC APDES inspector. He came to inspect our wastewater system and permit. number is AK527000. I did a search on the ADEC website and this

permit is not listed. In 2019 I met with the Alaska APDES staff and ADEC Commissioner on several things and we talked about an APDES permit for the City. I was told that they are working on updating permits for small systems and they would contact me when they get to our permit. I asked former City Clerk Phyllis Swetsof about her knowledge of why the City did not have a permit, she stated that State informed the City decades ago that we did not need to perform sampling. After some research I found the permit mentioned above. This permit was a Pribilof permit and included Saint George and seafood waster. My best guess is that when a separate seafood outfall was constructed the State focused on permitting Trident and did not get to permitting the City's municipal waste system. Based on this inspection the City will receive a notice of violation for operating without a permit. It is my understanding that the City will need to apply for a permit and develop a quality assurance plan for sampling.

REFUSE UTILITY

Fencing Repairs – Due to the recent high winds, several sections of the Ataqan Landfill fence blew down. The Landfill Operator has repaired the fence in those sections.