



**City and Borough of Wrangell  
Borough Assembly Meeting  
Revised to amend Item 13l and  
add Item 13b  
AGENDA**

**Tuesday, March 13, 2018 7:00 p.m.**

**Location: Assembly Chambers, City Hall**

**Public Hearing / WORKSESSION – 6:00 p.m.**

**Ordinance Options for  
ATV's**

**1. CALL TO ORDER**

- a. PLEDGE OF ALLEGIANCE led by Assembly Member David Powell
- b. INVOCATION to be given by Don McConachie
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Awards, Certificates of Service, Guest Introductions.*
  - i. *Proclamation – National Library Week (April 8<sup>th</sup> thru April 14<sup>th</sup>, 2018)*

**2. ROLL CALL**

- 3. PERSONS TO BE HEARD** – *This agenda item is reserved to provide an opportunity for persons to address the assembly on agenda items or non-agenda items.*

- 4. AMENDMENTS TO THE AGENDA** – *The assembly may amend the agenda as provided in WMC 3.05.030(E). Removal of an item from the Consent Agenda is not considered an amendment to the agenda.*

- 5. CONFLICT OF INTEREST** – *The purpose of this agenda item is to provide a time for any conflict of interest disclosures and determinations on such disclosures by the mayor, as may be necessary and appropriate under WMC 3.04.112.*

- 6. CONSENT AGENDA** – *Items listed on the Consent Agenda or marked with an asterisk (\*) are considered routine and will be passed in one motion; provided, upon the request of any member, the manager, or the clerk, an item on the Consent Agenda shall be removed from the Consent Agenda and placed under New Business for assembly action.*

**Consent Agenda Items:**

- a. Approval of Assembly Minutes – February 27, 2018 (Regular w/Public Hearing)
- b. POA-2018-00079, Request to Dept. from Gregory Duncan to build a residence
- c. Liquor License Renewal received from AMCO for the Totem Bar & Liquor Store (Package Store & Beverage Dispensary)
- d. Application from USFS to the Division of Mining Land and Water for a 5-year Land Use Permit for a floating facility on State-Owned tide and submerged lands within Anan Bay

**Correspondence Items:**

- e. School Board Minutes – January 15, 2018 (Regular) & February 1, 2018 (Special)
- f. School Board Action – None
- g. Wrangell Medical Center Board Minutes – January 17, 2018

**7. BOROUGH MANAGER'S REPORT**

- a. Credit Card processing fees for larger Utility Payments

WMC's CEO and CFO: Financial Report on the Hospital's financial status

**8. BOROUGH CLERK'S FILE**

**9. MAYOR AND ASSEMBLY BUSINESS** – *This agenda item is reserved for the mayor and assembly to provide reports or comments and to introduce items not previously on the agenda which need to be brought to the attention of the entire assembly or the staff. Assembly members may hold limited discussion on these topics or ask the borough manager or the borough clerk for clarifying information. By majority consent of the assembly, the mayor or assembly may give direction to the borough manager or the borough clerk to add an item for consideration for the next regular assembly meeting. Other than as described in this subsection I, no action may be taken by the assembly under this agenda item.*

**10. MAYOR AND ASSEMBLY APPOINTMENTS**

- a. City Boards and Committee Appointments
- b. Appointment to fill the Vacancy on the SEAPA Board of Directors for CY 2018

**11. PUBLIC HEARING** – *Procedure: Persons wishing to speak during a public hearing on an agenda item, or otherwise on an agenda item, will sign up on a sheet provided by the clerk and list the agenda item they intend to speak on. Persons on the list will be called by the mayor to speak in the order in which they signed up for the agenda item, when that item is brought up for consideration, following any administrative or committee reports on the item.*

**12. UNFINISHED BUSINESS**

- a. **PROPOSED RESOLUTION NO. 03-18-1391:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR GROUNDMAN/METER TECHNICIAN I, THE CREATION OF THE POSITION GROUNDMAN/METER TECHNICIAN II AND THE AMENDMENT OF THE UNION WAGE AND GRADE TABLE (*postponed from the February 6 & 27, 2018 Regular Assembly meetings*)
- b. **PROPOSED RESOLUTION NO. 03-18-1394:** A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA, APPROVING THE DAF SYSTEM AS THE SOLUTION FOR THE WATER TREATMENT PLANT CAPITAL IMPROVEMENT PROJECT AND ASSOCIATED FUNDING PLAN (*postponed from the February 27, 2018 Regular Assembly meeting*)

**13. NEW BUSINESS**

- a. Approval of a Special Use Permit and Transfer of Existing Special Use Permit for CoastAlaska
- b. Discussion Item with the option to send a letter to EDC on the Monofill Byford Project (letter content will based on discussion)
- c. Approval of an Agreement between the City & Borough of Wrangell and the Wrangell Medical Center, Authorizing the Use of the Community Gym as an Emergency Alternate Medical Center Site
- d. Approval to Purchase New Police Vehicle in the Amount of \$42,000
- e. **PROPOSED ORDINANCE No. 940:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING CHAPTER 3.54 OF THE WRANGELL MUNICIPAL CODE, NOLAN MUSEUM AND CIVIC CENTER BOARD (*first reading*)
- f. **PROPOSED ORDINANCE No. 941:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.44, PLANNING AND ZONING COMMISSION, OF THE WRANGELL MUNICIPAL CODE, TO REDUCE THE NUMBER OF BOARD MEMBERS FROM SEVEN TO FIVE AND PROVIDE FOR A TRANSITION PROVISION TO IMPLEMENT THIS ORDINANCE (*first reading*)

- g. **PROPOSED RESOLUTION No. 03-18-1398:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEARS 2014, 2015, 2016, 2017 FOR ROBIN & KAYE TAYLOR, LOT 18-A, USS 3403, DUE TO A MANIFEST CLERICAL ERROR
- h. **PROPOSED RESOLUTION No. 03-18-1399:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, CREATING A SPECIAL STEERING COMMITTEE, AS ALLOWED IN WMC 3.04.060, SPECIAL COMMITTEES TO EXPLORE A COMMUNITY HEALTHCARE SOLUTION FOR WRANGELL
- i. **PROPOSED RESOLUTION NO. 03-18-1400:** A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2018 BUDGET ACCEPTING A BEQUEST IN THE AMOUNT OF \$50,000 FROM THE ESTATE OF MARIAN GLENZ FOR THE WRANGELL CONVENTION & VISITORS BUREAU MARKETING BUDGET
- j. Acceptance of the Resignation from Clay Hammer from the Port Commission
- k. Approval of the Senior Tax Exemption that was received after the March 1<sup>st</sup> deadline, but before the late filing grace period
- l. Approval of Subscription Purchase of Nixle Public Safety Communication Platform in the Amount of \$3,564
- m. Discussion Item: August 1<sup>st</sup> Roughing Filter Completion Option

**14. ATTORNEY'S FILE** – Available for Assembly review in the Borough Clerk's office

**15. EXECUTIVE SESSION** – *Procedure: Motion is made and voted upon. If adopted, executive session is held. If necessary, action is taken in public session following the executive session. If there is more than one executive session topic, each topic will be handled completely separate from the other.*

- a. Discuss with the Borough's legal counsel, Dorsey & Whitney LLP, and the Borough Manager, a proposed Letter of Intent between the Borough and SEARHC regarding a possible future alignment of interests for the provision of health care services at the Wrangell Medical Center

**16. ADJOURNMENT**

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u> Ceremonial Matters	<u>NO.</u>	<b>1c</b>	Date	March 13, 2018
<u>SUBMITTED BY:</u>				
Kim Lane, Borough Clerk				

**INFORMATION:**

***Ceremonial Matters.** Community Presentations, Proclamations, Awards, Certificates of Service, Guest Introductions.*

**RECOMMENDED ACTION:** No action required.

**i. Proclamation – National Library Week - 2018**



## National Library Week 2018 Proclamation

**WHEREAS**, libraries are not just about what they have for people, but what they do for and with people;

**WHEREAS**, libraries have long served as trusted and treasured institutions, and library workers and librarians fuel efforts to better their communities, campuses and schools; and

**WHEREAS**, librarians are leaders in their institutions and organizations, in their communities, in the nation and in the world; and

**WHEREAS**, librarians continue to lead the way in leveling the playing field for all who seek information and access to technologies; and

**WHEREAS**, libraries and librarians look beyond their traditional roles and provide transformative opportunities for education, employment, entrepreneurship, empowerment and engagement, as well new services that connect closely with patrons' needs; and

**WHEREAS**, libraries and librarians lead their communities in innovation, providing STEAM programing, Makerspaces and access and training for new technologies; and

**WHEREAS**, libraries are pioneers supporting democracy and effecting social change, with a commitment to providing equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status; and

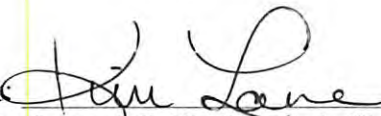
**WHEREAS**, libraries lead in working with diverse communities, including people of color, immigrants and people with disabilities, offering services and educational resources that transform communities, open minds and promote inclusion and diversity; and

**WHEREAS**, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

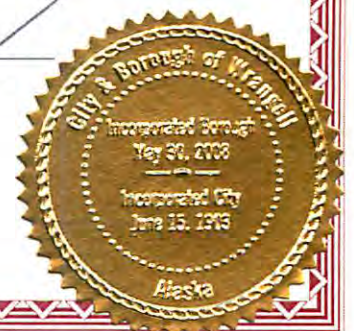
**NOW, THEREFORE**, be it resolved that I, David Jack, Mayor of the City & Borough of Wrangell, Alaska, proclaim the week of April 8-14, 2018, to be:

### National Library Week

And I encourage all residents to visit the library this week and explore what's new at your library, and engage with your librarian. Because of you and our library leaders, Libraries Transform.

Attest:   
Kim Lane, MMC, Borough Clerk

  
David L. Jack, Mayor



**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	<b>6</b>	Date	March 13, 2018
<b>Consent Agenda</b>				
<u>SUBMITTED BY:</u>				
Kim Lane, Borough Clerk				

**INFORMATION:**

***Consent agenda.** Items listed on the consent agenda or marked with an asterisk (\*) are considered routine and will be passed in one motion; provided, upon the request of any member, the manager, or the clerk, an item on the consent agenda shall be removed from the consent agenda and placed under New Business for assembly action.*

**CONSENT AGENDA - RECOMMENDED ACTION:**

***Move to approve the Consent Agenda as submitted.***

**Consent Agenda Items:**

- a. Approval of Assembly Minutes – February 27, 2018 (Regular w/Public Hearing)
- b. POA-2018-00079, Request to Dept. from Gregory Duncan to build a residence
- c. Liquor License Renewal received from AMCO for the Totem Bar & Liquor Store (Package Store & Beverage Dispensary)
- d. Application from USFS to the Division of Mining Land and Water for a 5-year Land Use Permit for a floating facility on State-Owned tide and submerged lands within Anan Bay

**Correspondence Items:**

- e. School Board Minutes – January 15, 2018 (Regular) & February 1, 2018 (Special)
- f. School Board Action –
- g. Wrangell Medical Center Board Minutes – January 17, 2018

**Minutes of Regular Assembly Meeting  
Held on February 27, 2018**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., February 27, 2018, in the Borough Assembly Chambers. Assembly Members Prysunka, Gilbert, Howell, and Powell were present. Assembly Member Decker was absent. Borough Manager Von Bargen and Clerk Kim Lane were also in attendance.

The Pledge of Allegiance was led by Assembly Member Rolland Howell.

The Invocation was given by Scott Glaze.

**CEREMONIAL MATTERS**

Mayor Jack presented a Certificate of Service for Becky Rooney for her time on the Borough Assembly.

**PERSONS TO BE HEARD** – None.

**AMENDMENTS TO THE AGENDA**

Clerk Lane requested that Agenda Item 12a be postponed until the March 13<sup>th</sup> Regular Assembly meeting since the Electrical Superintendent will not be able to make this meeting. There were no objections from the Assembly.

Manager Von Bargen asked that Agenda Item 13l be moved up in the Agenda to be before Agenda Item 13a since there were people in the audience who wished to speak on this item. There were no objections from the Assembly and 13l became 13a.

Von Bargen also asked that Agenda Item 13e be moved up in the Agenda to be before Agenda Item 13a since there were people in the audience who wished to speak on this item. There were no objections from the Assembly and 13e became 13b.

Powell asked that Agenda Item 13g be moved up in the Agenda to be before Agenda Item 13a since there were people in the audience who wished to speak on this item. There were no objections from the Assembly and 13g became 13c.

**CONFLICT OF INTEREST** – None.

**CONSENT AGENDA**

Consent Agenda Items:

- a. Approval of Assembly Minutes – February 5, 2018 (Special); February 6, 2018 (Regular w/Public Hearing)

Correspondence Items:

- b. School Board Minutes – December 18, 2017 (Regular) & January 4, 2018 (Special)
- c. School Board Action – February 19, 2018
- d. Port Commission Minutes from 1-5 to 12-7-2017

***M/S: Gilbert/Prysunka, to approve the Consent Agenda as submitted. Motion approved unanimously by polled vote.***

## **BOROUGH MANAGER'S REPORT**

Manager Von Bargaen's report was provided. In addition, she also reported on the following:

- SE Conference – Attended the AFN Board Mtg. (ANSEP Concept-Resolution Tabled again)
- Wrangell Medical Center Financial concerns
- Shoemaker Bay Harbor Floats auction brought in \$18,900
- Wrangell Junkyard Cleanup – correspondence to be forwarded to ADEC with the Tribe's approval

## **BOROUGH CLERK'S FILE**

Clerk Lane's report was provided.

## **MAYOR AND ASSEMBLY BUSINESS**

- Gilbert - IFA just had their 800,000 passenger, operating in the Black
- Prysunka – SEAPA Board mtg., doing well; not sure if rebate will be the same this year; Mr. Hammer has resigned from the SEAPA Board
- Prysunka – attended AML Legislative meetings

## **MAYOR AND ASSEMBLY APPOINTMENTS**

### **10a** City Boards and Committee Appointments

As there were no letters of interest received for the two vacancies on the Planning & Zoning Commission, Mayor Jack directed the Borough Clerk to continue advertising.

### **10b** Appointment to fill the vacancy on the Borough Assembly (until October 2018)

***M/S: Prysunka/Gilbert, to approve the appointment of Drew Larrabee to fill the unexpired term of Assembly Member on the Borough Assembly to expire October 2018. Motion approved with Powell, Prysunka, Gilbert, and Mayor Jack voting yes; Howell voted no. Motion approved unanimously by polled vote.***

Assembly Member Larrabee was sworn in by Clerk Lane and joined the Assembly.

### **10c** Howell was appointed to fill the vacancy of a Liaison to the Wrangell Medical Center Board

### **10d** Howell was appointed to fill the vacancy of a Liaison to the SEARHC/AICS Advisory Board

## **PUBLIC HEARING**

Mayor Jack opened the Public Hearing on the following item:

**11a PROPOSED ORDINANCE NO. 939:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA CREATING SECTION 5.04.060 OF THE WRANGELL MUNICIPAL CODE RELATING TO FIRE PROTECTION SYSTEM EXEMPTION QUALIFICATIONS (*second reading*)

There were no Persons to be Heard on this item. Mayor Jack declared the Public Hearing closed.

***M/S: Gilbert/Powell, to adopt Ordinance No. 939. Motion approved unanimously by polled vote.***

## **UNFINISHED BUSINESS**

**12a** PROPOSED RESOLUTION NO. 02-18-1391: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR GROUNDMAN/METER TECHNICIAN I, THE CREATION OF THE POSITION GROUNDMAN/METER TECHNICIAN II AND THE AMENDMENT OF THE UNION WAGE AND GRADE TABLE (*Postponed from the February 6, 2018 Regular Assembly Mtg.*)

This item was postponed until the March 13<sup>th</sup> Regular Assembly meeting by consent of the Assembly under Amendments to the Agenda.

#### **NEW BUSINESS**

**13a (previously 13I)** Approval of Agreement between the City & Borough of Wrangell and Wrangell Medical Center Authorizing the Use of the Nolan Center as the Emergency Alternate Medical Center Site

***M/S: Gilbert/Powell, Move to Approve Agreement Between the City & Borough of Wrangell and Wrangell Medical Center Authorizing the Use of the Nolan Center as the Emergency Alternate Medical Center Site. Motion approved unanimously by polled vote.***

**13b (previously 13e) PROPOSED RESOLUTION NO. 02-18-1397:** A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AUTHORIZING THE DEACCESSIONING (SURPLUS) OF CERTAIN ITEMS FROM THE COLLECTION OF THE WRANGELL MUSEUM

***M/S: Howell/Prysunka, moved to adopt Resolution No. 02-18-1397 authorizing the Deaccessioning (Surplus) of Certain Items from the Collection of the Wrangell Museum.***

Nolan Center Director Terri Henson stated that some of the items might be transferred back to other museums. Some items are in such disrepair or hazardous state that they need to be disposed of. The remaining items would be surplus.

***Motion approved unanimously by polled vote.***

**13c (previously 13g) Discussion Item:** Proposed amendment to the Wrangell Municipal Code Adding a Section to Allow Off-Road Vehicles (*requested by Assembly Member Powell*)

This item was moved up on the Agenda by consent of the Assembly under Amendments to the Agenda.

Chief McCloskey answered questions from the Assembly and stated that usage would still be illegal from the Airport to the highway and along all of Zimovia Highway since that is State Road. In town would be legal and anyone using it on the highway would be subject to a fine. The regulations would restrict usage to between 8am and 8pm, although early morning hours could be considered, and require licensing and insurance. The only concern is usage after night.

Prysunka recommended a Public Meeting on this topic to give the opportunity for the public to come and speak.

Lane stated that currently there is nothing in the code regarding this and it could be added along with a change to Title 1 for the Fine Schedule.

After discussion, it was determined to have a Public Hearing/Work Session regarding this with a sample ordinance prior to the meeting where the ordinance is presented for the first reading.

**13d (previously 13a) PROPOSED RESOLUTION NO. 02-18-1393:** A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL AMENDING THE FY 2018 BUDGET IN THE AMOUNT OF \$51,000 PROVIDING THE ADDITIONAL REQUIRED THE LOCAL MATCH TO ADOT&PF FOR THE EVERGREEN ROAD PROJECT

***M/S: Prysunka/Howell, moved to adopt Resolution No. 02-18-1393, amending the FY 2018 Budget by reducing General Fund Reserves Balance at June 30, by \$51,000 and increasing the Streets Department's Construction Expense account number 11000-024-7901, by \$51,000.***

***Motion approved unanimously by polled vote.***

**13e (previously 13b) PROPOSED RESOLUTION NO. 02-18-1394:** A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA, APPROVING THE DAF SYSTEM AS THE SOLUTION FOR THE WATER TREATMENT PLANT CAPITAL IMPROVEMENT PROJECT AND ASSOCIATED FUNDING PLAN

***M/S: Powell/Gilbert, moved to adopt Resolution No. 02-18-1394 approving the Dissolved Air Flotation system as the solution for the water treatment plant capital improvement project and its associated funding plan.***

Gilbert asked about the funding in the plan marked as Water Treatment Reserves. Von Bargaen will report back about that.

Other questions were asked about sending an employee to view this type of plant to see if it is what Wrangell needs. Von Bargaen is looking for a couple of engineers to review the plan for any red flags.

Prysunka asked for the names of other communities using this kind of system.

After extensive discussion, the Assembly decided to postpone approval until the review had been completed.

***M/S: Gilbert/Prysunka, moved to postpone this item. Motion approved unanimously by polled vote.***

***Recess at 8:24 p.m.***

***Reconvene at 8:34 p.m.***

**13f (previously 13c) PROPOSED RESOLUTION NO. 02-18-1395:** A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL AUTHORIZING THE SURPLUS DISPOSAL OF THE PUBLIC WORKS EXCAVATOR AND MECHANICS TRUCK

***M/S: Prysunka/Howell, moved to adopt Resolution No. 02-18-1395 authorizing surplus disposition of a Borough-owned Excavator and Mechanics Truck without competitive bidding. Motion approved unanimously by polled vote.***



**13g (previously 13d) PROPOSED RESOLUTION NO. 02-18-1396:** A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING SECTION 302 (VACATION BENEFITS) OF THE CITY & BOROUGH OF WRANGELL PERSONNEL POLICY RELATED TO COMPENSATION OF UNUSED VACATION TIME UPON TERMINATION OF EMPLOYMENT

***M/S: Gilbert/Powell, moved to adopt Resolution No. 02-18-1396 amending Section 302 of the City & Borough of Wrangell Personnel Policy Related to Compensation of Unused Vacation Time upon Termination of Employment. Motion approved unanimously by polled vote.***

**13h (previously 13f)** Approval to Purchase Laserfiche Software for the Clerk's Office in the Amount of \$6,545

***M/S: Prysunka/Gilbert, to approve moving forward with the one-time Laserfiche Purchase in the amount of \$6,545.00 to come from the FY 2018 Clerk's Budget.***

Lane gave a review of what the program does and how it would benefit the City and Borough. Von Barga added that it would assist all departments when Lane does historical research for them.

***Motion approved unanimously by polled vote.***

**13i (previously 13h)** Approval of Amendment to the Professional Services Agreement with CRW Engineering Group, LLC in the Amount of \$30,674 for Design of the Roughing Filter Replacement Project, Roughing Filter Pilot Testing, Permitting and Construction Bid Support

***M/S: Howell/Prysunka, to approve Amendment #2 to the Professional Services Agreement with CRW Engineering Group, LLC in the amount of \$30,674 for design of the Roughing Filter Replacement project, including pilot testing, permitting and construction bid support. Motion approved unanimously by polled vote.***

**13j (previously 13i)** Approval of a Donation of Temporary Construction Easements Compensation for Department of Transportation's Bennett Street Rehabilitation Project

***M/S: Gilbert/Prysunka, to approve the Donation of Temporary Construction Easements' Compensation to ADOT for the Bennett Street Rehabilitation Project.***

Gilbert asked about the timeline for this project and if it would be a summer project. Von Barga said that there is not a timeline, but the assumption would be that it would be a summer project due to ground thaw timing as well.

***Motion approved unanimously by polled vote.***

**13k (previously 13j)** Approval of Federal Legislative Priorities

***M/S: Prysunka/Powell, to approve the 2018 Federal Legislative Priorities. Motion approved unanimously by polled vote.***

**13l (previously 13k)** Approval of 2019 Budget Policy Statement & Schedule

***M/S: Gilbert/Powell, to approve the 2019 Budget Policy Statement & Schedule. Motion approved unanimously by polled vote.***

**ATTORNEY'S FILE** – Available for Assembly review in the Borough Clerk's office.

**EXECUTIVE SESSION**

15a Discussion of the Options for the Mill Site Property

***M/S: Prysunka/Gilbert, I move, pursuant to AS 44.62.310 (c)(1), that we recess into executive session to discuss matters in which the immediate knowledge would clearly have an adverse effect upon the finances of this public entity, specifically to discuss the possible options for the Mill Site property for the City & Borough of Wrangell. Motion approved unanimously by polled vote.***

Recessed into Executive Session at 8:47 p.m.

Reconvened back into Regular Session at 9:13 p.m.

Regular Assembly Meeting adjourned at 9:13 p.m.

---

David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk





DEPARTMENT OF THE ARMY  
ALASKA DISTRICT, U.S. ARMY CORPS OF ENGINEERS  
REGULATORY DIVISION  
P.O. BOX 6898  
JBER, AK 99506-0898  
MAR 01 2018

Regulatory Division  
POA-2018-00079

Mr. Gregory Duncan  
2332 Kyle Lane  
Crescent City, California 95531

Dear Mr. Duncan:

This letter responds to your February 26, 2018, request for a Department of the Army (DA) jurisdictional determination for your proposed possible purchase of City and Borough of Wrangell Parcel ID# 03-009-121 and/or 03-009-123 in order build a residence. It has been assigned number POA-2018-00079, Shoemaker Bay, which should be referred to in all correspondence with us.

The project site is located within Section 17, T. 63 S., R. 84 E., Copper River Meridian; USGS Quad Map Petersburg B-2; Latitude 56.4072° N., Longitude 132.3404° W.; City and Borough of Wrangell; Lots 11 and 12; in Wrangell, Alaska.

Based on our review of the information you provided, we have determined the subject property does not contain waters of the United States (U.S.) under Corps of Engineers (Corps) jurisdiction. Therefore, a DA permit is not required. A copy of the Approved Jurisdictional Determination form is available at the following address: [www.poa.usace.army.mil/Missions/Regulatory/Jurisdictional-Determinations/Jurisdictional-Determination-Archive/](http://www.poa.usace.army.mil/Missions/Regulatory/Jurisdictional-Determinations/Jurisdictional-Determination-Archive/) under the above file number. Please contact us if you decide to alter the method, scope, or location of your proposed activity.

This approved jurisdictional determination is valid for a period of five (5) years from the date of this letter, unless new information supporting a revision is provided to us before the expiration date.

Enclosed is a Notification of Administrative Appeal Options and Process and Request for Appeal form regarding this approved jurisdictional determination (see section labeled "Approved Jurisdictional Determination").



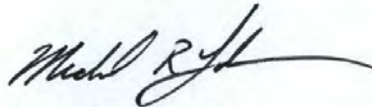
Section 404 of the Clean Water Act requires that a DA permit be obtained for the placement or discharge of dredged and/or fill material into waters of the U.S., including jurisdictional wetlands (33 U.S.C. 1344). The Corps defines wetlands as those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

Section 10 of the Rivers and Harbors Act of 1899 requires that a DA permit be obtained for structures or work in or affecting navigable waters of the U.S. (33 U.S.C. 403). Section 10 waters are those waters subject to the ebb and flow of the tide shoreward to the mean high water mark, and/or other waters identified by the Alaska District.

Nothing in this letter excuses you from compliance with other Federal, State, or local statutes, ordinances, or regulations.

Please contact me via email at [michael.r.gala@usace.army.mil](mailto:michael.r.gala@usace.army.mil), by mail at the address above, by phone at (907) 753-2821, or toll free from within Alaska at (800) 478-2712, if you have questions. For more information about the Regulatory Program, please visit our website at [www.poa.usace.army.mil/Missions/Regulatory](http://www.poa.usace.army.mil/Missions/Regulatory).

Sincerely,

A handwritten signature in black ink, appearing to read "Michael R. Gala", with a long horizontal flourish extending to the right.

Michael R. Gala  
Regulatory Specialist

Enclosures



## NOTIFICATION OF ADMINISTRATIVE APPEAL OPTIONS AND PROCESS AND REQUEST FOR APPEAL

Applicant: Mr. Gregory Duncan	File Number: POA-2018-00079	Date: 3/8/2018
Attached is:		See Section below
	INITIAL PROFFERED PERMIT (Standard Permit or Letter of permission)	A
	PROFFERED PERMIT (Standard Permit or Letter of permission)	B
	PERMIT DENIAL	C
<b>X</b>	APPROVED JURISDICTIONAL DETERMINATION	D
	PRELIMINARY JURISDICTIONAL DETERMINATION	E

**SECTION I -** The following identifies your rights and options regarding an administrative appeal of the above decision. Additional information may be found at [http://www.usace.army.mil/CECW/Pages/reg\\_materials.aspx](http://www.usace.army.mil/CECW/Pages/reg_materials.aspx) or Corps regulations at 33 CFR Part 331.

**A: INITIAL PROFFERED PERMIT:** You may accept or object to the permit.

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **OBJECT:** If you object to the permit (Standard or LOP) because of certain terms and conditions therein, you may request that the permit be modified accordingly. You must complete Section II of this form and return the form to the district engineer. Your objections must be received by the district engineer within 60 days of the date of this notice, or you will forfeit your right to appeal the permit in the future. Upon receipt of your letter, the district engineer will evaluate your objections and may: (a) modify the permit to address all of your concerns, (b) modify the permit to address some of your objections, or (c) not modify the permit having determined that the permit should be issued as previously written. After evaluating your objections, the district engineer will send you a proffered permit for your reconsideration, as indicated in Section B below.

**B: PROFFERED PERMIT:** You may accept or appeal the permit

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **APPEAL:** If you choose to decline the proffered permit (Standard or LOP) because of certain terms and conditions therein, you may appeal the declined permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

**C: PERMIT DENIAL:** You may appeal the denial of a permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

**D: APPROVED JURISDICTIONAL DETERMINATION:** You may accept or appeal the approved JD or provide new information.

- **ACCEPT:** You do not need to notify the Corps to accept an approved JD. Failure to notify the Corps within 60 days of the date of this notice, means that you accept the approved JD in its entirety, and waive all rights to appeal the approved JD.
- **APPEAL:** If you disagree with the approved JD, you may appeal the approved JD under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

**E: PRELIMINARY JURISDICTIONAL DETERMINATION:** You do not need to respond to the Corps regarding the preliminary JD. The Preliminary JD is not appealable. If you wish, you may request an approved JD (which may be appealed), by contacting the Corps district for further instruction. Also you may provide new information for further consideration by the Corps to reevaluate the JD.



**SECTION II - REQUEST FOR APPEAL or OBJECTIONS TO AN INITIAL PROFFERED PERMIT**

**REASONS FOR APPEAL OR OBJECTIONS:** (Describe your reasons for appealing the decision or your objections to an initial proffered permit in clear concise statements. You may attach additional information to this form to clarify where your reasons or objections are addressed in the administrative record.)

**ADDITIONAL INFORMATION:** The appeal is limited to a review of the administrative record, the Corps memorandum for the record of the appeal conference or meeting, and any supplemental information that the review officer has determined is needed to clarify the administrative record. Neither the appellant nor the Corps may add new information or analyses to the record. However, you may provide additional information to clarify the location of information that is already in the administrative record.

**POINT OF CONTACT FOR QUESTIONS OR INFORMATION:**

If you have questions regarding this decision and/or the appeal process you may contact:

**Michael R. Gala**  
Alaska District Corps of Engineers  
CEPOA-RD-S  
P.O. Box 6898  
JBER, AK 99506-0898  
(907) 753-2821

If you only have questions regarding the appeal process you may also contact:

Regulatory Program Manager  
U.S. Army Corps of Engineers, Pacific Ocean Division  
CEPOD-PDC, Bldg 525  
Fort Shafter, HI 96858-5440

**RIGHT OF ENTRY:** Your signature below grants the right of entry to Corps of Engineers personnel, and any government consultants, to conduct investigations of the project site during the course of the appeal process. You will be provided a 15 day notice of any site investigation, and will have the opportunity to participate in all site investigations.

\_\_\_\_\_  
Signature of appellant or agent.

Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_



## Alaska Alcoholic Beverage Control Board

**Master Checklist: Renewal Liquor License Application**

License Type:	BD	License Number:	1159
Doing Business As:	Totem Bar & Liquor Store		
Examiner:	Carrie	Transaction #:	1020656

Document	Received	Completed	Notes
AB-17: Renewal Application	12/22	1/12	
App and License Fees	12/22	1/12	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
Fingerprint Cards & Fees / AB-08a: Crim. History			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address different than one in database?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input type="checkbox"/>	<input type="checkbox"/>





Alaska Alcoholic Beverage Control Board

**Form AB-17: 2018/2019 Renewal License Application**

**What is this form?**

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that will expire on December 31, 2017. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

**This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.**

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Aaron Ellis Powell	License #:	1159
License Type:	Beverage Dispensary	Statute:	AS 04.11.090
Doing Business As:	Totem Bar & Liquor Store		
Premises Address:	116 Front Street		
Local Governing Body:	City & Borough of Wrangell		
Community Council:	None		

Mailing Address:	Po Box 499				
City:	Wrangell	State:	AK	ZIP:	99929

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Point of Contact:	Aaron Powell		
Contact Phone:	907-305-0113	Business Phone:	907-874-3533
Contact Email:	ap_800@yahoo.com		

Seasonal License?  Yes  No **If "Yes", write your six-month operating period:**





Alaska Alcoholic Beverage Control Board

**Form AB-17: 2018/2019 Renewal License Application**

**Section 2 – Authorization**

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Shirley Clark SJCBookkeeping@outlook.com / 907-874-3129

**Section 3 – Sole Proprietor Ownership Information**

This section must be completed by any sole proprietorship who is applying for license renewal. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant  affiliate

Name:	Aaron Powell			
Mailing Address:	Po Box 499			
City:	Wrangell	State:	Alaska	ZIP: 99929
Email:	ap-800@yahoo.com			
Contact Phone:	907-305-0113			

This individual is an:  applicant  affiliate

Name:				
Mailing Address:				
City:		State:		ZIP:
Email:				
Contact Phone:				







Alaska Alcoholic Beverage Control Board  
**Form AB-17: 2018/2019 Renewal License Application**

**Section 4 – Entity Ownership Information**

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>  
 Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:	<del>10022552</del> AP
-----------------------	------------------------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

AP
----

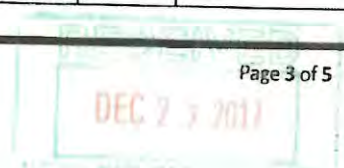
This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official Name:	<del>Anna Elizabeth Powell</del> AP		
Title(s):	<del>Owner</del> AP	Phone:	<del>907 305 017</del> AP
Mailing Address:	<del>Po Box 499</del> AP		
City:	<del>Wrangell</del> AP	State:	<del>Alaska</del> AP
		ZIP:	<del>99929</del> AP

Entity Official Name:			
Title(s):		Phone:	% Owned:
Mailing Address:			
City:		State:	ZIP:

Entity Official Name:			
Title(s):		Phone:	% Owned:
Mailing Address:			
City:		State:	ZIP:







Alaska Alcoholic Beverage Control Board  
**Form AB-17: 2018/2019 Renewal License Application**

**Section 5 – License Operation**

Check a single box for each calendar year that best describes how this liquor license was operated:	2016	2017
The license was regularly operated continuously throughout each year, for 8 or more hours each day.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The license was regularly operated during a specific season each year, for 8 or more hours each day.	<input type="checkbox"/>	<input type="checkbox"/>
The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day. <i>If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.</i>	<input type="checkbox"/>	<input type="checkbox"/>
The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years. <i>If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement.</i>	<input type="checkbox"/>	<input type="checkbox"/>

**Section 6 – Violations and Convictions**

Applicant violations and convictions in calendar years 2016 and 2017:	Yes	No
Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2016 or 2017?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2016 or 2017?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

**Section 7 – Alcohol Server Education**

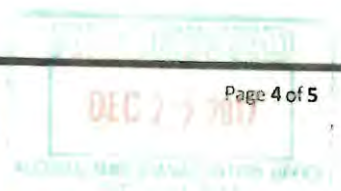
This section must be completed only by the holder of a beverage dispensary, club, or pub license or conditional contractor's permit. The holders of all other license types should skip to Section 8.

Read the line below, and then sign your initials in the box to the right of the statement:

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as required under AS 04.21.025 and 3 AAC 304.465.

Initials

AP







Alaska Alcoholic Beverage Control Board

**Form AB-17: 2018/2019 Renewal License Application**

**Section 8 – Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

AP

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

AP

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

AP

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

AP

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Aaron Powell  
 Signature of licensee

Aaron Powell  
 Printed name of licensee



Shirley J. Clark  
 Signature of Notary Public

Notary Public and for the State of ALASKA

My commission expires: 06-08-2020

Subscribed and sworn to before me this 18 day of DECEMBER, 2019.

License Fee:	\$ 2500.00	Application Fee:	\$ 200.00	TOTAL:	\$ 2700.00
Late Fee of \$500.00 – if received or postmarked after 01/02/2018:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



# Notice of Violation

(3AAC 304.525)

This form, all information provided and responses are public documents per Alaska Public Records ACT AS 40.25

Date: 12-7-17

License #/Type: Beverage Dispensary #1159

Licensee: Aaron Ellis Powell

Address: 116 Front Street, Wrangell, AK

DBA: Totem Bar & Liquor Store

AMCO Case #: AB17-0673

This is a notice to you as licensee that an alleged violation has occurred. If the Alcoholic Beverage Control Board decides to act against your license, under the provisions of AS 44.62.330 - AS 44.62.630 (Administrative Procedures Act) you will receive an Accusation and Notice of your right to an Administrative Hearing.

Note: This is not an accusation or a criminal complaint.

You have an unreported ownership transfer. Details are as follows:

- Current Licensee is Aaron Ellis Powell (2016/2017 Renewal signed 11/19/15 as sole proprietor).
- Business License issued to Totem Bar & Liquor Store LLC for Totem Bar & Liquor Store on 11/21/15. The LLC is owned 100% by Aaron Powell.
- Business License #942500 issued to Aaron Powell for Totem Bar & Liquor Store expired on 12/31/15.
- Date of unreported ownership change: 11/21/15

Your attention is referred to AS04.11.040: Board approval of transfers

You are directed to respond in writing to this Notice of Violation within 10 days of receipt to explain what action you have taken to prevent a re-occurrence of this violation. FAILURE TO RESPOND TO THIS NOTICE OF VIOLATION WITHIN 10 DAYS WILL RESULT IN YOUR APPEARANCE, EITHER IN PERSON OR TELEPHONICALLY, BEFORE THE ABC BOARD AT THEIR NEXT REGULARLY SCHEDULED BOARD MEETING.

\*Please send your response to the address below and include your alcohol license number in your response.

3 AAC 304.525 (B) provides that upon receipt of a Notice of Violation, a licensee may request to appear before the Director and be heard regarding the Notice of Violation. The request must be made within ten days after receipt of the Notice and the Director must grant an appearance within ten days after receipt of a request. A Licensee shall respond, either orally or in writing, to the Notice.

Alcohol & Marijuana Control Office  
ATTN: Enforcement  
550 W. 7<sup>th</sup> Ave, Suite 1600  
Anchorage, Alaska 99501  
[amco.enforcement@alaska.gov](mailto:amco.enforcement@alaska.gov)

Issuing Investigator: J. Hamilton

SIGNATURE: 

Delivered VIA: Mail

Received by:

SIGNATURE: 

Date: 12/14/17





Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional  
Licensing

State of Alaska > Commerce > Corporations, Business, & Professional Licensing > Search & Database Download > Corp. > Corporation Details

### NAME(S)

Type	Name
Legal Name	Totem Bar & Liquor Store, LLC

### ENTITY DETAILS

**Entity Type:** Limited Liability Company  
**Entity #:** 10022557  
**Status:** Good Standing  
**AK Formed Date:** 7/30/2014  
**Duration/Expiration:** Perpetual  
**Home State:** ALASKA  
**Next Biennial Report Due:** 1/2/2020  
**Entity Mailing Address:** PO BOX 499, WRANGELL , AK 99929-0499  
**Entity Physical Address:** 116 FRONT STREET, WRANGELL, AK 99929-0499

### REGISTERED AGENT

**Agent Name:** Blake Chupka  
**Registered Mailing Address:** 306 MAIN STREET, SUITE 326, KETCHIKAN, AK 99901  
**Registered Physical Address:** 306 MAIN STREET, SUITE 326, KETCHIKAN, AK 99901

### OFFICIALS

AK Entity #	Name	Titles	Owned	<input type="checkbox"/> Show Former
	Aaron Powell	Member	100	

### FILED DOCUMENTS

Date Filed	Type	Filing	Certificate
7/30/2014	Creation Filing	<a href="#">Click to View</a>	<a href="#">Click to View</a>
7/30/2014	Initial Report	<a href="#">Click to View</a>	
11/05/2015	Biennial Report	<a href="#">Click to View</a>	
1/02/2018	Biennial Report	<a href="#">Click to View</a>	

**Juneau Mailing Address**

P.O. Box 110806  
 Juneau, AK 99811-0806

**Physical Address**

333 Willoughby Avenue  
 9th Floor  
 Juneau, AK 99801-1770

**Phone Numbers**

Main Phone: (907) 465-2550  
 FAX: (907) 465-2974

**Anchorage Mailing/Physical Address**

550 West Seventh Avenue  
 Suite 1500  
 Anchorage, AK 99501-3567

**Phone Numbers**

Main Phone: (907) 269-8160  
 FAX: (907) 269-8156



Alaska Alcoholic Beverage Control Board

**Master Checklist: Renewal Liquor License Application**

License Type:	PS	License Number:	1160
Doing Business As:	Totem Bar & Liquor Store		
Examiner:	<i>Carrie</i>	Transaction #:	1020657

Document	Received	Completed	Notes
AB-17: Renewal Application	12/22	1/12	
App and License Fees	12/22	1/12	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
Fingerprint Cards & Fees / AB-08a: Crim. History			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address different than one in database?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input type="checkbox"/>	<input type="checkbox"/>





Alaska Alcoholic Beverage Control Board

550 W 7th Avenue, Suite 1000  
Anchorage, AK 99501  
alcohol.licensing@alaska.gov  
https://www.commerce.alaska.gov/web/amco  
Phone: 907.269.0350

## Package Store License

# Form AB-17b: 2018/2019 Renewal License Application

### What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing package store liquor license that will expire on December 31, 2017. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

### Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Aaron Ellis Powell	License #:	1160
License Type:	Package Store	Statute:	AS 04.11.150
Doing Business As:	Totem Bar & Liquor Store		
Premises Address:	116 Front Street		
Local Governing Body:	City & Borough of Wrangell		
Community Council:	None		

Mailing Address:	PoBox 499				
City:	Wrangell	State:	Alaska	ZIP:	99929

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Point of Contact:	Aaron Powell		
Contact Phone:	907-305-0113	Business Phone:	907-874-3533
Contact Email:	ap_800@yahoo.com		

Seasonal License?    Yes     No

If "Yes", write your six-month operating period: \_\_\_\_\_





Alaska Alcoholic Beverage Control Board

Package Store License

Form AB-17b: 2018/2019 Renewal License Application

Section 2 - Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Shirley Clark s/c Bookkeeping@outlook.com / 907-874-3129

Section 3 - Sole Proprietor Ownership Information

This section must be completed by any sole proprietorship who is applying for license renewal. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant  affiliate

Name:	Aaron Powell				
Mailing Address:	Po Box 499				
City:	Wrangell	State:	Alaska	ZIP:	99929
Email:	ap_800@yahoo.com				
Contact Phone:	907-305-8113				

This individual is an:  applicant  affiliate

Name:					
Mailing Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					







# Package Store License Form AB-17b: 2018/2019 Renewal License Application

## Section 4 – Entity Ownership Information

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>  
Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:	10022557 AP
-----------------------	-------------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

AP

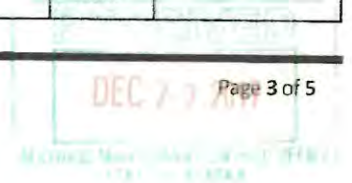
This subsection must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official Name:	Aaron Ellis Powell AP				
Title(s):	Owner AP	Phone:	907-305-0113 AP	% Owned:	100 AP
Mailing Address:	Po Box 499 AP				
City:	Wrangell AP	State:	Alaska AP	ZIP:	99999 AP

Entity Official Name:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Entity Official Name:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	







Package Store License

LICENSE #1160

Form AB-17b: 2018/2019 Renewal License Application

Section 5 - License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

	2016	2017
The license was regularly operated continuously throughout each year, for 8 or more hours each day.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The license was regularly operated during a specific season each year, for 8 or more hours each day.	<input type="checkbox"/>	<input type="checkbox"/>
The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day. <i>If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.</i>	<input type="checkbox"/>	<input type="checkbox"/>
The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years. <i>If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Section 6 - Violations and Convictions

Applicant violations and convictions in calendar years 2016 and 2017:

	Yes	No
Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2016 or 2017?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2016 or 2017?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 - Alcohol Server Education

Read the line below, and then sign your initials in the box to the right of the statement:

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as required under AS 04.21.025 and 3 AAC 304.465.

Initials

AP







Alaska Alcoholic Beverage Control Board

Package Store License

Form AB-17b: 2018/2019 Renewal License Application

330 W 7th Avenue, Suite 1000

Anchorage, AK 99501

alcohol.licensing@alaska.gov

https://www.commerce.alaska.gov/web/amco

Phone: 907.269.0350

Section 8 - Written Orders

Written orders in calendar years 2016 and 2017:

Yes No

Did you sell alcoholic beverages in response to written orders in calendar years 2016 or 2017?

Yes: [ ] No: [X]

Section 9 - Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

[AP]

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

[AP]

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

[AP]

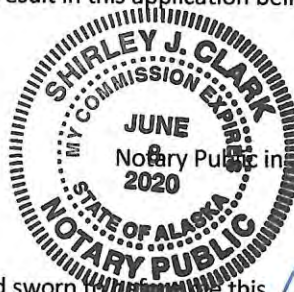
I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

[AP]

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

[Signature] Signature of licensee

Aaron Powell Printed name of licensee



[Signature] Signature of Notary Public

Notary Public in and for the State of ALASKA

My commission expires: 06-08-2020

Subscribed and sworn to before me this 18 day of DECEMBER, 2017.

Table with columns: License Fee (\$1500.00), Application Fee (\$200.00), TOTAL (\$1700.00), Late Fee (\$500.00), Miscellaneous Fees, GRAND TOTAL.



# Notice of Violation

(3AAC 304.525)

This form, all information provided and responses are public documents per Alaska Public Records ACT AS 40.25

Date: 12-7-17

License #/Type: Package Store #1160

Licensee: Aaron Ellis Powell

Address: 116 Front Street, Wrangell, AK

DBA: Totem Bar & Liquor Store

AMCO Case #: AB17-0674

This is a notice to you as licensee that an alleged violation has occurred. If the Alcoholic Beverage Control Board decides to act against your license, under the provisions of AS 44.62.330 - AS 44.62.630 (Administrative Procedures Act) you will receive an Accusation and Notice of your right to an Administrative Hearing.

Note: This is not an accusation or a criminal complaint.

You have an unreported ownership transfer. Details are as follows:

- Current Licensee is Aaron Ellis Powell (2016/2017 Renewal signed 11/19/15 as sole proprietor).
- Business License issued to Totem Bar & Liquor Store LLC for Totem Bar & Liquor Store on 11/21/15. The LLC is owned 100% by Aaron Powell.
- Business License #942500 issued to Aaron Powell for Totem Bar & Liquor Store expired on 12/31/15.
- Date of unreported ownership change: 11/21/15

Your attention is referred to AS04.11.040: Board approval of transfers

You are directed to respond in writing to this Notice of Violation within 10 days of receipt to explain what action you have taken to prevent a re-occurrence of this violation. FAILURE TO RESPOND TO THIS NOTICE OF VIOLATION WITHIN 10 DAYS WILL RESULT IN YOUR APPEARANCE, EITHER IN PERSON OR TELEPHONICALLY, BEFORE THE ABC BOARD AT THEIR NEXT REGULARLY SCHEDULED BOARD MEETING.

\*Please send your response to the address below and include your alcohol license number in your response.

3 AAC 304.525 (B) provides that upon receipt of a Notice of Violation, a licensee may request to appear before the Director and be heard regarding the Notice of Violation. The request must be made within ten days after receipt of the Notice and the Director must grant an appearance within ten days after receipt of a request. A Licensee shall respond, either orally or in writing, to the Notice.

Alcohol & Marijuana Control Office  
ATTN: Enforcement  
550 W. 7<sup>th</sup> Ave, Suite 1600  
Anchorage, Alaska 99501  
[amco.enforcement@alaska.gov](mailto:amco.enforcement@alaska.gov)

Issuing Investigator: J. Hamilton

SIGNATURE: 

Delivered VIA: Mail

Received by:

SIGNATURE: 

Date: 12/14/17





Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional  
Licensing

State of Alaska > Commerce > Corporations, Business, & Professional Licensing > Search & Database Download > Corp. > Corporation Details

**NAME(S)**

Type	Name
Legal Name	Totem Bar & Liquor Store, LLC

**ENTITY DETAILS**

**Entity Type:** Limited Liability Company  
**Entity #:** 10022557  
**Status:** Good Standing  
**AK Formed Date:** 7/30/2014  
**Duration/Expiration:** Perpetual  
**Home State:** ALASKA  
**Next Biennial Report Due:** 1/2/2020  
**Entity Mailing Address:** PO BOX 499, WRANGELL , AK 99929-0499  
**Entity Physical Address:** 116 FRONT STREET, WRANGELL, AK 99929-0499

**REGISTERED AGENT**

**Agent Name:** Blake Chupka  
**Registered Mailing Address:** 306 MAIN STREET, SUITE 326, KETCHIKAN, AK 99901  
**Registered Physical Address:** 306 MAIN STREET, SUITE 326, KETCHIKAN, AK 99901

**OFFICIALS**

AK Entity #	Name	Titles	Owned	<input type="checkbox"/> Show Former
	Aaron Powell	Member	100	

**FILED DOCUMENTS**

Date Filed	Type	Filing	Certificate
7/30/2014	Creation Filing	<a href="#">Click to View</a>	<a href="#">Click to View</a>
7/30/2014	Initial Report	<a href="#">Click to View</a>	
11/05/2015	Biennial Report	<a href="#">Click to View</a>	
1/02/2018	Biennial Report	<a href="#">Click to View</a>	

**Juneau Mailing Address**

P.O. Box 110806  
 Juneau, AK 99811-0806

**Physical Address**

333 Willoughby Avenue  
 9th Floor  
 Juneau, AK 99801-1770

**Phone Numbers**

Main Phone: (907) 465-2550  
 FAX: (907) 465-2974

**Anchorage Mailing/Physical Address**

550 West Seventh Avenue  
 Suite 1500  
 Anchorage, AK 99501-3567

**Phone Numbers**

Main Phone: (907) 269-8160  
 FAX: (907) 269-8156



**PUBLIC NOTICE**  
**LAS 32199**  
**UNITED STATES FOREST SERVICE**

Subject to AS 38.05.850, the Southeast Regional Land Office has received an application for the following:

**APPLICANT:** UNITED STATES FOREST SERVICE

**PROJECT NAME:** LAS 32199

**GEOGRAPHIC LOCATION:** Anan Bay in Ernest Sound near Wrangell Island.

**LEGAL DESCRIPTION:** Section 36, Township 65 South, Range 87 East, Copper River Meridian.

**REQUESTED ACTIVITY:** The US Forest Service has submitted an application to the Division of Mining Land and Water (DMLW) for a 5-year Land Use Permit requesting authorization for seasonal use of a floating facility on state-owned tide and submerged lands within Anan Bay. The dimensions of the main float are 35' by 57' which supports a two-bedroom house and is anchored with four anchors. Adjacent to the main float is an 8' by 25' floating dock.

**PROPOSED DATES OF USE:**

Start: April 1, 2018

End: October 31, 2022

**DEADLINE FOR COMMENTS:** March 22, 2018

The public is invited to comment on this activity. The purpose of this notice is to gather input before a decision is made on this activity. To ensure consideration, written comments must be received by the Division of Mining, Land and Water at the Southeast Regional Land Office, 400 Willoughby Avenue/PO Box 111020, Juneau, AK 99811-1020 on or before 5:00 PM on the date noted above. Questions concerning this activity or requests to view the full application packet should be directed to Chris Carpeneti: Fax: (907) 465-3886 or e-mail: [chris.carpeneti@alaska.gov](mailto:chris.carpeneti@alaska.gov).

After review and adjudication, we may issue an authorization with stipulations for the

activity. The activity may be modified during the review and adjudication process.

The Alaska Department of Natural Resources complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services or special modifications to comment should contact TTY at (907) 269-8411.

The DMLW reserves the right to waive technical defects in this notice.

**STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF MINING, LAND AND WATER**

**LAND USE PERMIT APPLICATION**

AS 38.05.850

**Applicants must complete all sections of this application. In addition, applicants proposing:**

- the use of the uplands and non marine waters must also complete the Supplemental Questionnaire for Use of Uplands and Non Marine Waters accompanying this application;
- off-road travel must also complete the Supplemental Questionnaire for Off-Road Travel accompanying this application; and/or
- the use of tide and submerged lands must also complete the Supplemental Questionnaire for Use of Marine Waters accompanying this application.

**Other items that must accompany the completed application are:**

- a **(non-refundable)** \$100 application filing fee;
- a 1:250,000 or 1:63,360 scale USGS map showing the location of the proposed activity;
- additional items identified and required in any supplemental questionnaire(s) to this application; and
- additional pages if more space is necessary to answer the questions completely.

**Completed Land Use Permit Applications should be mailed to one of the following offices:**

**Public Information Center**  
550 W. 7<sup>th</sup> Ave, Suite 1260  
Anchorage, AK 99501  
(907) 269-8400

**Public Information Center**  
3700 Airport Way  
Fairbanks, AK 99709  
(907) 451-2705

**MLW Information Office**  
P.O. Box 111020  
Juneau, AK 99811-1020  
(907) 465-3400

LAS # 32199

<b>Applicant Information:</b>			
Kent Cherry		May 4, 1985	
Applicant Name		Date of Birth	
United States Forest Service		Kent Cherry	
Doing Business As		Contact Person	
648 Mission Street, Ketchikan AK 99901		kcherry@fs.fed.us	
Mailing Address with City, State and Zip		Email Address	
( 907 ) 228 - 6327	( )	( )	( )
Home Phone	Work Phone	Cell Phone	FAX
If you are applying for a corporation, give the following information:			
Name, address and place of incorporation: _____			
Is the corporation qualified to do business in Alaska? Yes     No    . If yes, provide name, address and phone number of resident agent: _____			
<b>Type of User, Select one:</b>     Private <u>non</u> -commercial (personal use)     Commercial Recreation or Tourism			
<input checked="" type="checkbox"/> Public Non-profit including Federal, State, Municipal Government Agency     Other commercial or industrial			

<b>Duration of Project:</b> The proposed activity will require the use of state land for: <b>(Check one)</b>
<input type="checkbox"/> a single term of less than one year. <b>Beginning month:</b> _____ <b>Ending month:</b> _____
<input checked="" type="checkbox"/> a multi year term for up to 5 years. <b>Beginning year:</b> <u>2018</u> <b>Ending year:</b> <u>2022</u>
If multi year and seasonal, circle months of use in each year. <b>Jan., Feb., Mar., <span style="border: 2px solid black; border-radius: 15px; padding: 2px;">Apr., May, Jun., Jul., Aug., Sept., Oct., Nov., Dec.</span></b>



**Project Location**

Latitude/Longitude or UTM: (56.185934, -131.891303) or \_\_\_\_\_  
\_\_\_\_\_  
Section: \_\_\_\_\_, Township: \_\_\_\_\_, Range: \_\_\_\_\_, Meridian: \_\_\_\_\_  
(The spaces below are to be used if the boundaries of the proposed project cross section lines.)  
\_\_\_\_\_  
Section: \_\_\_\_\_, Township: \_\_\_\_\_, Range: \_\_\_\_\_, Meridian: \_\_\_\_\_  
\_\_\_\_\_  
Section: \_\_\_\_\_, Township: \_\_\_\_\_, Range: \_\_\_\_\_, Meridian: \_\_\_\_\_  
Proposed project will require the use of up to \_\_\_\_\_ acres. (Add additional sheets as necessary)

**Project Description** - Describe in detail your intended use of state land. (State land also includes all tide and submerged lands beneath coastal waters and all shorelands beneath other navigable water bodies of the state.) Discuss development and activities. (Attach additional pages as necessary.)

\_\_\_\_\_  
The Forest Service houses seasonal employees on a two-bedroom floathouse just north of Anan Lagoon. Please see attached site development plan for floathouse details. The floathouse is accessed by a skiff or small Forest Service vessel during use. During the offseason, the floathouse is towed to Wrangell and the tidelands will not be in use. This is from approximately October to April yearly.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should a portion of the permitted area be closed to the general public? Yes  No  If yes, explain which portion and provide justification for exclusive use:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Site Description** - Briefly describe the current condition of the proposed site of use, noting any trash, garbage, debris or signs of possible site contamination (If significant, we recommend you provide pictures to establish initial conditions):

\_\_\_\_\_  
The site is tidelands.  
\_\_\_\_\_  
\_\_\_\_\_

Are there improvements or materials on the site now? Yes  No  If yes, briefly describe the improvements, their approximate value, and who owns them (We recommend you provide pictures of improvements):

\_\_\_\_\_  
There are four 250 lb anchors and bouys for morage of the floathouse. They are owned by the Forest Service.  
\_\_\_\_\_  
\_\_\_\_\_



**Site Description continued** - Describe the natural vegetation --- ground cover, trees, shrubs --- and any proposed changes. Describe the location of any estuarine, riparian, or wetlands and any noticeable animal use of area.

The site is tidelands.

**Site Access** - Describe how you plan to access the site, and your mode of transportation.

The site will be accessed by single outboard skiff.

If your access is by aircraft, specify the type and size of aircraft: \_\_\_\_\_

To access the site, the aircraft is equipped with **floats** [ ] **wheels** [ ] **skis** [ ].

**Number of people**

1. Indicate the number of employees and supervisors who will be working on the site. 4
2. Indicate the number of customers who will be using the site per year or season. 0
3. Indicate the number of days the site will be used per year or season. 180

**Environmental Risk / Hazardous Substances** - In the course of your proposed activity will you generate, use, store, transport, dispose of, or otherwise come in contact with toxic and/or hazardous materials, and/or hydrocarbons? **Yes** [ ] **No** [ ]. **If yes**, please describe:

Hazardous materials on the floathouse are propane and gasoline.

The types and volumes of fuel or other hazardous substances present or proposed: \_\_\_\_\_

Propane: 100 gallons. Gasoline: 100 gallons.

The specific storage location(s): \_\_\_\_\_

Propane: 4 storage tanks on the deck of the floathouse. Gasoline: Fuel storage locker in the breezeway of the floathouse.

The spill plan and prevention methods: \_\_\_\_\_

The Forest Service has internally produced spill plan and prevention methods. These are printed and available on the floathouse at all times. They are put in a visible location.

**Environmental Risk/Hazardous Substances (continued)** - If you plan to use either above or below ground storage containers (like tanks, drums, or other containers) for hazardous material storage, answer the following questions for each container:

Where will the container be located? \_\_\_\_\_

What will be stored in the container? \_\_\_\_\_

What will be the container's size in gallons? \_\_\_\_\_

Give a description of any secondary containment structure, including volume in gallons, the type of lining material, and configuration: \_\_\_\_\_

Will the container be tested for leaks? **Yes** | **No** |

Will the container be equipped with leak detection devices? **Yes** | **No** |. **If no**, describe: \_\_\_\_\_

Do you have any reason to suspect, or do you know if the site may have been previously contaminated? **Yes** | **No** |. **If yes**, please explain: \_\_\_\_\_

Date Stamp:

Kurt Selby      Civil Engineer      12/20/2017  
Signature of Applicant or Authorized Representative      Title

AS 38.05.035(a) authorizes the director to decide what information is needed to process an application for the sale or use of state land and resources. This information is made part of the state public record and becomes public information under AS 09.25.110 and 09.25.120 (unless the information qualifies for confidentiality under AS 38.05.035(a)(9) and confidentiality is requested.) Public information is open to inspection by you or any member of the public. A person who is the subject of the information may challenge its accuracy or completeness under AS 44.99.310, by giving a written description of the challenged information, the changes needed to correct it, and a name and address where the person can be reached. False statements made in an application for a benefit is punishable under AS 11.56.210.



**Land Use Permit Application Supplemental Questionnaire for:  
Use of Marine Waters (Tide & Submerged Lands)**

**Tidelands** are that portion of the intertidal zone below the elevation of mean high water. This elevation varies by location. Contact the nearest DNR regional office for assistance. **Submerged lands** are those below the lowest tidal elevation. The State of Alaska, with few exceptions, owns these lands out to 3 miles off shore. – If your activity includes the use of State tide and or submerged lands and the waters above them, answer the questions below and those applicable sections determined below. All site development details identified in this section must be represented graphically in the scaled drawings on Page 9 of the supplement.

Does the applicant own the directly adjacent, upland water front property? **Yes** **No** | If no, give name(s) and current address / phone # of that property owner.

---

---

---

Give names and current addresses / phone #s for both upland property owners on either side of the above water front property. \_\_\_\_\_

US Forest Service  
648 Mission Street  
Ketchikan, AK 99901

**Note:** You must obtain the upland owner's written permission for any use of uplands you do not own including for waste disposal, access to roads, waterlines, power lines, or shore ties above MHW, and you must provide a copy to DNR before a permit is issued. If not the immediately adjacent upland property owner, does the applicant have legal access across the uplands? **Yes** | | **No** | Please explain.

---

---

---

Will your tideland use also involve any use of adjacent State owned uplands? **Yes** | **No** (If yes, indicate uses and show on your development plan diagram.) | | Shore tie | | Waterline | | Power line | | Access to roads | | Other Explain:

---

---

---

**Type of Use, Activity, Development (Answer All )**

Will you be developing / using a Mooring Buoy system or anchoring a commercial or industrial use vessel for more than 14 days? **Yes** **No** | (If yes, please also answer all questions in **Part 1 on pg. 2 and Part 6 on pg. 8.**)

Will you be anchoring or mooring a commercial or industrial related floating facility that is or can be occupied, i.e. a float camp or floating lodge, a float house you rent, a seafood processor? **Yes** **No** | (If yes, please answer all questions in **Part 2, pgs. 2, 3 and Part 6 on pg. 8.**)

Will you be anchoring or mooring your own personal use Float house? **Yes** **No** | (If yes, please also answer all questions in **Part 2, pgs. 2, 3 and Part 6 on pg. 8.**)

Will you be placing non-occupied structures including but not limited to Piling, Dolphins, Fixed docks, Floating docks, or other floating structures? **Yes** **No** | (If yes, please also answer all questions in **Part 3, pg. 3 and Part 6 on pg. 8.**)

**Type of Use, Activity, Development (continued)**

Are you seeking authorization to use or develop a Log Transfer Facility, a floating Log Storage area, or a Log Ship Loading site? **Yes** | **No** (If yes, please also answer all questions in **Part 4, pgs. 4, 5, 6 and Part 6 on pg. 8.**)

Will you be placing fill or dredging material on a beach? **Yes** | **No** (If yes, please also answer all questions in **Part 5, pgs. 6, 7 and Part 6 on pg. 8.**)

**Part 1. Anchoring vessels and mooring buoy systems**

Does the proposed use location include a known anchorage? **Yes** **No** | If yes, have alternative locations been considered to reduce impact to the anchorage? **Yes** | List below. **No** If no, explain why.

Please see attached Site Development plan for anchorage arrangement.

What type of vessel will use the site?  Commercial Fish Tender/ Processor  Log Ship  General Cargo Ship  Unoccupied Barge  Fuel Barge  Passenger Vessel  Other: Floathouse

Does the anchoring vessel require the ability to be able to occupy this site all year long? **Yes** | **No** If No, what months will the site be needed? **From** April **to** September

What is the maximum swing radius of vessel at anchor? Length 75 feet (distance from anchor to the aft of the vessel)

Will the vessel require the placement of a mooring buoy system? **Yes** **No** | **Number of buoys:** 4  
**If placing buoys, fill out applicable parts of Part 3 to explain the anchoring system.**

**Part 2. Floathouses and Commercial, Industrial Floating Lodges, Float camps, Caretaker Residences** (including seafood processors). An associated part of approving this type of use is The US Army Corps of Engineers (USACE) permit. Their general permit, GP 89-4N, for occupied floating facilities can be obtained you meet all conditions of GP 89-4N. Please obtain a copy of GP 89-4N from the Corps, review the conditions and indicate below if your facility will meet all of these conditions. This will help streamline the approval process.

Does your project meet all conditions for general permit GP 89-4N? **Yes** **No** |

If no, you must Contact USACE at 1-800-478-2712 and apply for an individual Corps of Engineers permit.

**Description of Facility** Note: The structures and dimensions must be shown on the development plan diagram

Float Dimensions: float 57' x 35' float     x     float     x     Total float area     sq ft

Living quarters total area: 243.34 sq ft. Number of stories: 1 Maximum occupancy 4 persons

Describe other structures on floats, such as storage and generator sheds; give structure dimensions.

There is one utility room inside the floathouse. It is 60 SF.

Describe anchoring system and address all that apply: No. of anchors 4 Type     Weight 250 lb  
No. of Rock bolts 0 No. of Shore ties 0

Other methods



**Part 2. (continued)**

Grounding is prohibited. What is the water depth beneath the facility at extreme low tide 20 ft

How many feet of maximum draft does the floating facility have 3 ft

Describe your potable Water Source: type, location, ownership of the source \_\_\_\_\_

The floathouse has rain catchment with chlorine treatment. The systems are housed in the utility room on the floathouse. All is under Forest Service ownership.

Wastewater System. Describe how you will handle human waste, black water, grey water \_\_\_\_\_

Grey water passes through a holding tank and bag filter and is discharged into the bay. Black water is handled with a 'Jonny Partner' system which consists of small vaults that provide full containment of waste. The vaults are hauled back to Wrangell and dumped at the city waste plant.

Do you have an approved ADEC marine sanitation system **Yes** | **No**  Approval # \_\_\_\_\_

Describe how you will dispose of all solid waste including human waste and household garbage generated on facility \_\_\_\_\_

For human waste, see the response to the question above. All other waste and garbage is taken off the floathouse and transported to Wrangell for disposal in the city systems.

**Part 3. Non occupied structures - Piling, Dolphins, fixed docks, floating docks, or other floating structures.**

Select all boxes that apply for structures located below MHW and show all on the development plan diagram

- Fixed pile-supported dock, wharf or landing (non-floating) - dimensions \_\_\_ x \_\_\_ feet No. of pilings \_\_\_\_\_
- Ramp to floating dock - dimensions \_\_\_ x \_\_\_ feet
- Boat haulout or non-floating ramp - dimensions \_\_\_ x \_\_\_ feet
- Floating dock Dimensions 25' x 8' feet; \_\_\_ x \_\_\_ feet; \_\_\_ x \_\_\_ feet; \_\_\_ x \_\_\_ feet; \_\_\_ x \_\_\_ feet;
- Floating breakwater - materials \_\_\_\_\_ Dimensions \_\_\_ x \_\_\_ feet
- Other floating structures (e.g., net pens, gear storage float) - describe materials, structures, dimensions \_\_\_\_\_

- Storage sheds or similar structures on docks - description \_\_\_\_\_ Dimensions \_\_\_ x \_\_\_
- Bulkhead - type (log crib, sheet pile, etc) \_\_\_\_\_ Dimensions \_\_\_\_\_ x \_\_\_\_\_ Cubic Yards of Fill \_\_\_\_\_
- Individual pilings not counted under fixed dock above. Number \_\_\_\_\_
- Dolphins - Number \_\_\_\_\_ Number of piling per dolphin \_\_\_\_\_
- Anchors- Number \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_
- Rock bolts- Number \_\_\_\_\_
- Shore ties- Number \_\_\_\_\_ Note: You must obtain the upland owner's permission to place shore ties above MHW before a permit is issued.

Note: Grounding is prohibited.

What is the water depth beneath the floating structures at extreme low tide? \_\_\_\_\_ feet

**Part 4. Temporary log transfer facility (LTF) including floating log storage area.**

Siting of an LTF which discharges wood into the marine waters must meet the 1985 Alaska Timber Task Force siting criteria guidelines and the criteria established under the US EPA's - NPDES general permit and the AK Dept of Environmental Conservation 401 certification.

What is the maximum length of time that you will need to use the facility \_\_\_\_\_ years.

What will be your seasonal periods of operation? \_\_\_\_\_

What is the total timber volume you need to transfer across this LTF? \_\_\_\_\_ mmbf.

How many total acres do you need for this facility? \_\_\_\_\_ acres.

Note: This acreage must include all improvements including the anchors and lines. It must include the area required for such items as log raft construction, off shore storage, associated barge and vessel moorage, and shoreties.

Does the associated transfer site require a log raft building area? **Yes** | **No** | If yes then:

How many boom logs \_\_\_\_\_ and anchors \_\_\_\_\_ and what is the total length of boom logs \_\_\_\_\_ feet, that you need for the rafting area?

Will the log rafts ground or be moored in water at depths less than 40 feet as measured from MLLW? **Yes** | **No** |

What is the near shore depth \_\_\_\_\_ feet, and the offshore depth \_\_\_\_\_ feet, of the log rafting area as measured from MLLW (0.0' elevation)?

What nautical chart did you use for reference \_\_\_\_\_, please include a copy of this area of the chart with the attachments.

Will you need an associated in-water log storage area? **Yes** | **No** | If yes, then answer the set of questions in the **Floating Log Storage Area section of Part 4.**

Will you need an associated log ship moorage and loading area? **Yes** | **No** | If yes then complete Part 1 on page 2.

What kind of transfer facility do you propose to operate? (i.e. A-Frame letdown, slide ramp, drive down ramp, barge ramp)

---

---

---

**Will you be transferring logs into the marine waters?**

**No, logs will never be discharged into the water, they will always be transported directly onto barges.**

**Yes - new facility.** The applicant must conduct a dive survey of the near shore area to document the pre-project underwater topography and habitat conditions that will be covered by the discharge of bark on to the likely one-acre zone of deposit. The initial dive survey must be done to guidelines established for bark monitoring by the USEPA and the Alaska Department of Environmental Conservation. A written report of findings including photographic documentation must be submitted prior to review and consideration of this application.

**Yes - existing facility.** Include a report of the last dive survey with attachments. The applicant / operator is responsible to conduct bark monitoring dive surveys, done to the guidelines established by the US EPA and the Alaska Department of Environmental Conservation to document the current extent of bark accumulation at the site. A written report of current monitoring findings must be submitted prior to review and consideration of this application.

**Is this an existing LTF that has been fully approved and used to transport timber in the past? **Yes** | **No** |**

If Yes, then answer the following set of questions. If No, you are finished with **Part 4.**



**Part 4. (continued)**

Was the facility constructed before 1985? **Yes** | **No** |

Is the facility currently authorized? **Yes** | **No** | If Yes, provide the Army Corp of Engineer's Permit Name and number (i.e. Mud bay 43) : \_\_\_\_\_ and attach a copy of it and all modifications.

What is the EPA - NPDES authorization number? \_\_\_\_\_ Date of approval \_\_\_\_\_ and who is the authorized operator: \_\_\_\_\_

When was the facility last actively used? \_\_\_\_\_ How long was it used for? \_\_\_\_\_  
How much volume was transferred? \_\_\_\_\_ mmbf

What type of log entry system is currently authorized? (i.e. A-Frame letdown, slide ramp, drive down ramp, barge ramp)

\_\_\_\_\_

Is there a tideland survey for the site? | **Yes** | **No**, ATS# \_\_\_\_\_

Does the existing facility require a physical modification? **Yes** | **No** | If yes, please submit your modification request to the USACE and include a copy with this application. Please briefly explain the modification.

\_\_\_\_\_

**Floating Log Storage Area**

Will the storage area be inside the permit area at the log transfer facility? **Yes** | **No** | If no, Will there be a separate tract or tracts? **Yes** | **No** | If yes how many tracts do you need? \_\_\_\_\_ and list below the acreage of each tract.

\_\_\_\_\_

How long do you need to use the storage area (s)? \_\_\_\_\_

How much volume will be moved thru this storage area? \_\_\_\_\_ mmbf.

How many log booms and anchors and what is the total length of the log boom perimeter that will be needed for storage?  
# of log booms \_\_\_\_\_, #of anchors \_\_\_\_\_ total length of all log booms \_\_\_\_\_ feet.

Will you be using shore ties? **Yes** | **No** | If yes how many? \_\_\_\_\_ and if you are not the upland owner have you received permission to place shore ties? **Yes** | **No** | If yes, provide a copy of this permission, if no, you need to obtain and provide this.

Will the log rafts ground or be moored in water at depths less than 40 feet as measured from MLLW? **Yes** | **No** |

What is the near shore depth and the offshore depth of the log storage area as measured from MLLW?  
Near shore depth \_\_\_\_\_ feet, Offshore depth \_\_\_\_\_ feet.

What nautical chart did you use for reference \_\_\_\_\_. If possible please include a copy with the attachments.



**Part 4. (continued)**

If the log storage area is one which has been fully approved and used to store log rafts in the past then answer the following:

When was the site last actively used? \_\_\_\_\_ and for how long? \_\_\_\_\_

If known, how much volume was stored here? \_\_\_\_\_ mmbf

Is the facility currently authorized? **Yes** | **No** | If yes, provide the Army Corp of Engineer's Permit Name and number (i.e. Mud bay 43) : \_\_\_\_\_ and attach a copy of the permit and all modifications

What is the DNR authorization number? \_\_\_\_\_

What is the EPA - NPDES authorization number? \_\_\_\_\_ Date of approval \_\_\_\_\_ and who is the authorized operator: \_\_\_\_\_

Has there been a recent dive survey completed? **Yes** | **No** | If yes, then include a copy of this report with the attachments.

Note: The applicant may have to conduct a dive survey of the log storage area to document the underwater topography and habitat that would be covered by the bark zone of deposit or to establish current bark accumulation levels. If required due to level of use, a bark monitoring dive survey must be done to guidelines established by the USEPA and the Alaska Department of Environmental Conservation to document the current conditions at the site

**Part 5. Use that involves dredging, placing fill material or altering beaches.**

NOTE: When altering the location of the line of mean high water on a beach by placing fill on or seaward of this line you need to be aware of the following. The line of mean high water (MHW) is the boundary where State (public) ownership of tide and submerged land begins. This boundary is an elevation contour on the beach and is determined by the tidal stage of MHW water elevation against the beach topography. This line is not fixed by a past survey of the upland property if that land survey shows a meandered boundary as is typically done. A meandered boundary is intended to be dynamic and move over time as natural forces affect the beach. Natural forces can either erode beach material or deposit material and as a result, the boundary can naturally move. Another natural way that boundaries can change is in tidal areas where glaciers have recently receded and the land is rebounding or uplifting over time. When any natural process is interrupted by the actions of man, such as placing material to stop erosion, the boundary line becomes fixed from that point on.

What is the elevation of the line of MHW at the proposed permit site? \_\_\_\_\_ feet

Are you proposing to alter the line of MHW in any manner? **Yes** | **No** | If yes, explain what you intend to do?

---

---

---

**Placing fill material on a beach.**

What is the purpose of the fill? \_\_\_\_\_

---

---

---

Is there an upland survey that has established a meandered boundary line? **Yes** | **No** | If yes, Survey # \_\_\_\_\_  
(if a subdivision survey please provide a legible copy) (ATS, ASLS, US Survey#)

**Part 5.** (continued)

Will heavy equipment be used below the mean high water line to alter the beach? **Yes** | **No** | If yes, explain

---

---

---

How many cubic yards of fill are you proposing to place at and below the line of MHW? \_\_\_\_\_ cubic yards

What are the dimensions of fill area below MHW elevation? \_\_\_\_\_

How many linear feet along the (beach) line of MHW will be covered with fill? \_\_\_\_\_ feet.

Is there more than one area along the beach which will be filled? **Yes** | **No** | Identify the location of each area on the development plan diagram.

Will any of the fill material come from State owned uplands or tide and submerged lands? **Yes** | **No** | If yes, then what is the source? \_\_\_\_\_ and how many cubic yards? \_\_\_\_\_.

If you are intending to limit beach fill to the area above the current line of MHW will any of the fill or associated retaining wall material including the toe of the fill or retaining wall extend beyond the line of MHW? **Yes** | **No** |

Is the adjacent upland property encumbered with a public easement along the waterfront boundary? **Yes** | **No** |

How will the fill affect public access along the beach? \_\_\_\_\_

---

---

---

---

**Excavation of materials from a beach.**

What is the purpose of the excavation? \_\_\_\_\_

---

---

---

---

How many linear feet along the beach will be affected? \_\_\_\_\_ feet

To what depth will you be excavating? \_\_\_\_\_ feet

How many cubic yards will be excavated from the area seaward of the line of MHW? \_\_\_\_\_ cubic yards and what will this excavated material be used for or where will it be disposed of?

---

---

---

---

---



**Part 6. Dismantle, Removal, Restoration Plan** – The permit will require that upon expiration, completion, or termination the site shall be vacated and all improvements and personal property removed. The site shall be left in a clean, safe condition acceptable to the Regional Manager. Your answers to the following questions will establish your proposed restoration plan.

**A.** Explain how you plan to dismantle and remove the improvements and restore the site to a clean, safe condition acceptable to the Regional Manager. **Note:** One acceptable alternative is returning the permit site to the condition that existed before the site was developed or used.

---

---

---

---

---

---

**B.** If your project involves fill describe how it will be removed and where will it be removed to. How will you document that the original line of Mean High Water has been restored? (i.e. photo documentation, resurvey)

---

---

---

---

---

---

**C.** If your project involves anchors and/or pilings how do you plan on removing them? Where is the nearest community that provides this type of removal equipment / service?

---

---

---

---

---

---

---

---

**D.** Describe the disposal method and identify the disposal site or sites for structural components, solid wastes, and hazardous wastes.

---

---

---

---

---

---

**E.** If components can be reused for other projects, such as anchors, identify where they would be stored? \_\_\_\_\_

---

---

---

---

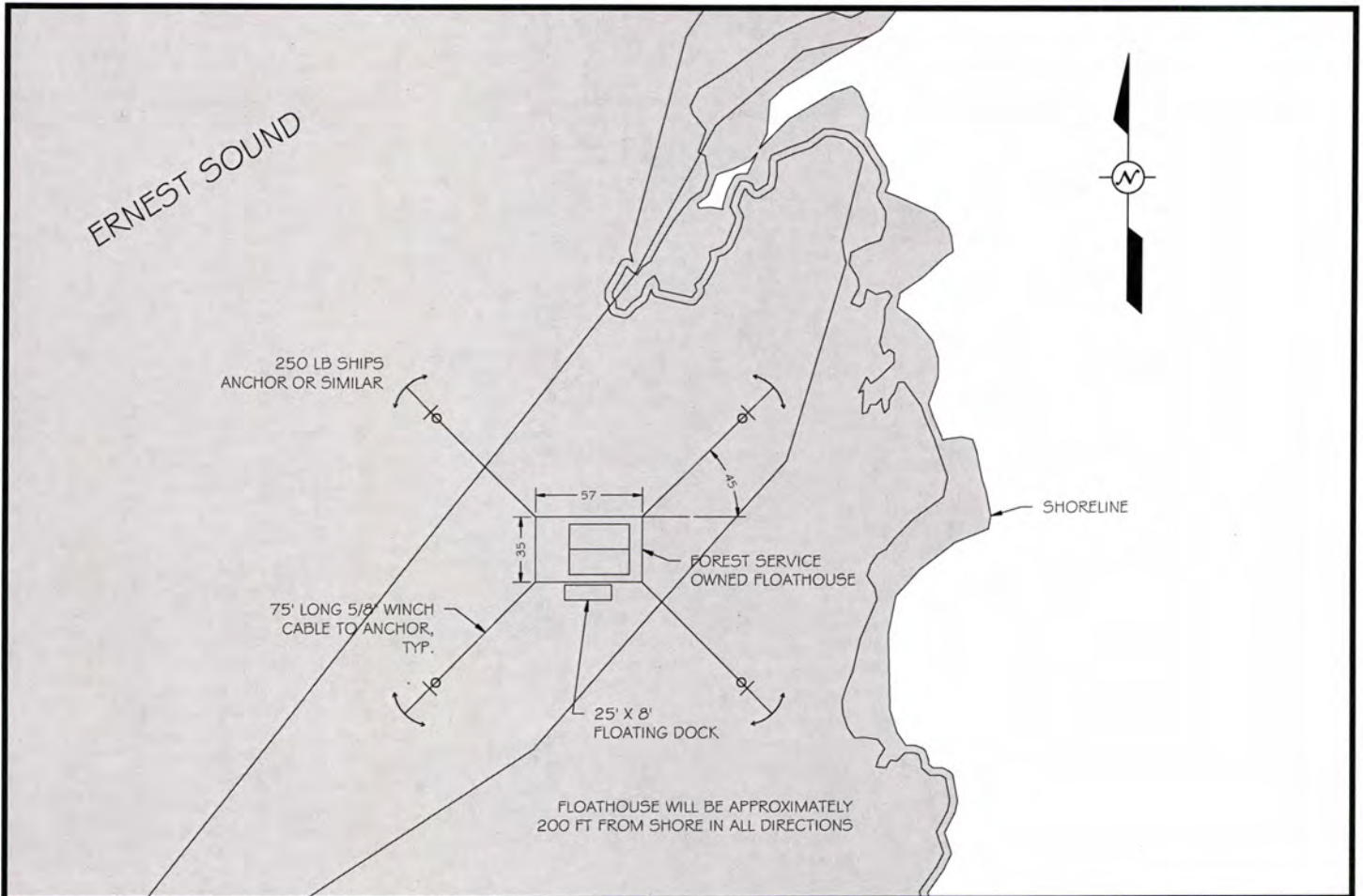
---

---





# SITE DEVELOPMENT DIAGRAM



1. ELEVATION DATUM: MEAN SEA LEVEL. ELEVATIONS ARE IN FEET. SHORELINE IMPORTED FROM LATEST FOREST SERVICE GIS DATA.

2. MEAN TIDE LEVELS BASED ON BRADFIELD CANAL LOCATION, LOCATED ABOUT 1/2 MILES EAST OF ANAN LAGOON.

MEAN HIGHER-HIGH WATER (MHHW)	11.59
MEAN HIGH WATER (MHW)	10.65
MEAN LOW WATER (MLW)	-3.44
MEAN LOWER-LOW WATER (MLLW)	-5

## VICINITY MAP: FS TOPO QUAD BRADFIELD CANAL A-6

SCALE (MILES)



### LEGEND:

- NEW INSTALLATION
- NON-NATIONAL FOREST SYSTEM LANDS
- NATIONAL FOREST SYSTEM LANDS

DATE PREPARED:  
12/12/2017

APPLICANT'S NAME:  
ROBERT DALRYMPLE  
USDA FOREST SERVICE

ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIV. OF MINING, LAND, WATER

LAND USE PERMIT

SITE DEVELOPMENT DIAGRAM

SEC. 36 T. 65 S., R. 87 E., COPPER RIVER MERIDIAN  
SHEET 2 OF 2 LAS #

\forest\service\engineering\permits\anjan Wildlife Observatory Permits\Drawings\Anan Float Camp Permit.dwg, 1/21/2017 9:12:18 AM, PLS LAAU 3110 DWG TO PLOT PCS, ANSI TUI BIEBO A (8.50 X 11.00 INCHES), 1:1

## PROCEEDINGS

---

### MINUTES WRANGELL SCHOOL BOARD REGULAR MEETING January 15, 2018 6:30 PM Evergreen Elementary School Room 101

<p>President Georgianna Buhler called the regular meeting of the Wrangell Public School Board to order at 6:29 P.M. on January 15, 2018.</p>	<p><b>CALL TO ORDER</b></p>
<p>A quorum was determined with the following school board members present: Georgianna Buhler, Aleisha Mollen, Jessica Rooney and David Wilson. Tammy Groshong was absent, excused. Also present was Superintendent Patrick Mayer and Recording Secretary Kimberly Powell.</p>	<p><b>DETERMINE QUORUM</b></p>
<p>The Pledge of Allegiance was recited, led by Georgianna Buhler.</p>	<p><b>PLEDGE OF ALLEGIANCE</b></p>
<p>The District Vision Statement was recited by Georgianna Buhler.</p>	<p><b>DISTRICT VISION STATEMENT</b></p>
<p>The agenda was approved as presented by unanimous consent.</p>	<p><b>APPROVAL OF AGENDA</b></p>
<p>Students from Mrs. Davies' 5<sup>th</sup> grade class, Zachary Gordon, Amber Gifford, Johnny Allen, Kayla Young and Charlee Seimears gave a presentation to the board, showing how they Mystery Skye with students from across the nation.</p>	<p><b>STUDENT PRESENTATION</b></p>
<p>Helen Decker, Student Body President, gave an oral report to the Board, sharing highlights from the written report which was submitted for the board packet.</p>	<p><b>STUDENT REPRESENTATIVE REPORT</b></p>
<p>Matt Gore, Technology Director, gave the board members a quick tour of the Raspberry Pi lab.</p>	<p><b>FACILITY TOUR</b></p>
<p>There were no guests to be heard.</p>	<p><b>GUESTS TO BE HEARD</b></p>
<p>Information &amp; Correspondence were accepted by unanimous consent.</p>	<p><b>ACCEPTED INFORMATION &amp; CORRESPONDENCE</b></p>
<p>Motion to approve the items on the consent agenda as presented by Aleisha Mollen; seconded by Jessica Rooney. Poll vote: Dave Wilson: Yes; Aleisha Mollen: Yes; Jessica Rooney: Yes; Georgianna Buhler: Yes; Motion approved.</p> <ul style="list-style-type: none"> <li>• Approved the minutes of the December 18, 2017 Regular School Board Meeting</li> <li>• Approved the minutes of the January 4, 2018 Special School Board Meeting</li> <li>• Accepted the donation of \$1,000.00 from Alaskan Dream Cruises to be used for student activities</li> <li>• Reviewed the resignation of             <ul style="list-style-type: none"> <li>o Anne Luetkemeyer, Art Teacher</li> <li>o J. Gail Taylor, Elementary Principal</li> <li>o Joel Peterman, Custodian</li> </ul> </li> </ul>	<p><b>APPROVED THE ITEMS ON THE CONSENT AGENDA</b></p>
<p>Special Education Director Report (Bob Hadaway): Superintendent Mayer introduced Bob Hadaway, Special Education Director to the School Board Members. Mr. Hadaway told the Board that he has retired from the Fairbanks School District where he served as the Special Education Director for seven years. He comes from a family of educators. He taught for 16 years in Georgia, in Bering Strait and at Lathrop High School. He works as a Special Education consultant around the state. Since he retired, he works with the Department of Education, teaches special education law for the University and consults for several districts around the state. He said that the district currently has 46 special education students, which is right at the state average percentile for a district. He reviewed the list of projects and events that are being implemented this year. We will be monitored by the Department of Education next year. As part of the monitoring, DEED will look at over 100 different items in our paperwork. Review of documentation has begun to ensure compliance. Wrangell does a dynamite job in including students in the general population. All of our special education students are included in the classrooms for at least a portion of the day, if not the majority of the day.</p>	<p><b>ADMINISTRATIVE REPORTS</b></p>
<p>Elementary Principal Report (Gail Taylor): Principal Taylor said that last week, students completed the MAP assessment and they are working on getting the make-up tests for students who missed the assessment. She highlighted several portions of her written report.</p>	

Secondary Principal Report (Bill Schwan): Mr. Schwan told the board about the pride that students are showing in their school. He said that we are doing great things. He is looking forward to what's down the road but he reminded the board that substantial change takes time. He feels that we can tackle change because we have good people in place. He thanked the board for their time.

Superintendent Report (Patrick Mayer): Patrick told the board that we use data all the time. The teachers are used to it; it's hard to keep track of all of the data they use. However, data is only part of the story. We spent a weekend with us and did a great job working with our board. We do have a large list of things to accomplish: strategic plan, system wide accreditation, and evaluation of student data. Mr. Mayer also highlighted portions of his written report which is included in the board packet.

President Buhler appointed herself and Jessica Rooney to the Legislative Committee.

**APPOINTED  
GEORGIANNA BUHLER  
AND JESSICA ROONEY  
TO LEGISLATIVE  
COMMITTEE**

President Buhler appointed herself and Dave Wilson to the Strategic Planning Committee.

**APPOINTED  
GEORGIANNA BUHLER  
AND DAVE WILSON TO  
STRATEGIC PLANNING  
COMMITTEE**

The School Board discussed the fiscal year 2019 Budget Draft I. Mrs. Buhler opened the discussion and turned the floor over to Mr. Mayer. Superintendent Mayer explained Budget Draft I is released each January. There is opportunity for staff, students and the community to give input into the draft budget. He gave the highlights of the budget draft presented this evening:

**DISCUSSED BY  
BUDGET DRAFT I**

- Foundation support was left at the current FY'18 level.
- The retirement liability was adjusted
- Money was transferred from the CIP fund
- Annual Step and column increases were added
- The secondary math teacher has been moved from part time to full time.
- A part time curriculum director has been added
- A 10% increase is being predicted in health coverage
- We budgeted for the fire sprinkler testing that is required next year

Board Member Rooney asked if re-keying the district has happened or if it's in this budget. Mrs. Roope said it is actually included in both budgets.

Mrs. Buhler asked when the current bus contract ends. Patrick replied that it ends in May 2019 so we have plenty of time to explore other options.

Mikki Angerman asked if there is a teacher added to the budget. Mrs. Roope explained that the added teacher is in the Title I budget.

Motion to accept the second reading of Board Policy 7011, Disclosure of Confidential Information for inclusion in the policy manual by Aleisha Mollen, seconded by Jessica Rooney. Poll vote: Aleisha Mollen: Yes; Jessica Rooney: Yes; Dave Wilson: Yes; Georgianna Buhler: Yes. Motion approved.

**ACCEPTED THE SECOND  
READING OF BOARD  
POLICY 7011,  
DISCLOSURE OF  
CONFIDENTIAL  
INFORMATION**

Motion to accept the first reading of Board Policies 1312, 1312.1, 1312.2 and 1312.3, Public Complaints by Jessica Rooney, seconded by Aleisha Mollen. Poll vote: Aleisha Mollen: Yes; Jessica Rooney: Yes; Dave Wilson: Yes; Georgianna Buhler: Yes. Motion approved.

**ACCEPTED THE FIRST  
READING OF BOARD  
POLICIES  
1312,1312.1,1312.2, AND  
1312.3, PUBLIC  
COMPLAINTS**

Reviewed the upcoming dates and meeting announcements.

**REVIEWED DATES & MTG  
ANNOUNCEMENTS**

Motion to recess into executive session to discuss matters the immediate knowledge of which may have an adverse effect upon the finances of the district, more specifically, the terms of the Superintendent Contract by Aleisha Mollen, seconded by Dave Wilson. Poll vote: Jessica Rooney: Yes; Dave Wilson: Yes; Aleisha Mollen: Yes; Georgianna Buhler: Yes. Motion approved.

**RECESSED INTO EXECUTIVE  
SESSION AT 8:01 PM**

Reconvened into Regular Session at 8:34 PM with no further action taken.

**RECONVENED AT 8:34 PM**

Meeting Adjourned at 8:35 P.M.

**ADJOURNED AT 8:35 P.M.**

  
\_\_\_\_\_  
SECRETARY/TREASURER



**PROCEEDINGS**

---

**MINUTES**  
**WRANGELL SCHOOL BOARD**  
**SPECIAL MEETING**  
**February 1, 2018; 6:30 PM**  
**Evergreen Elementary School Room 101-Intermediate**

President Georgianna Buhler called the Special meeting of the Wrangell Public School Board to order at 6:30 PM on Thursday, February 1, 2018.

**CALL TO ORDER**

A quorum was determined with the following school board members present: Georgianna Buhler, Tammy Groshong, Jessica Rooney, Dave Wilson and Aleisha Mollen. Also present was Recording Secretary Pamela Roope.

**DETERMINE QUORUM**

Motion to recess into executive session to discuss matters the immediate knowledge of which may have an adverse effect upon the finances of the district, more specifically the terms of the Superintendent Contract by Aleisha Mollen, seconded by Tammy Groshong. Poll vote: Dave Wilson: Yes; Tammy Groshong: Yes; Aleisha Mollen: Yes; Jessica Rooney: Yes; Georgianna Buhler: Yes; Motion approved unanimously.

**RECESSED INTO EXECUTIVE SESSION AT 6:31 PM.**

Reconvened into Regular Session at 7:58 P.M. with no further action taken.

**RECONVENED INTO REGULAR SESSION AT 7:58 PM.**

Meeting Adjourned at 7:59 P.M.

**ADJOURNED AT 7:59 P.M.**

  
 \_\_\_\_\_  
 SECRETARY/TREASURER



**WRANGELL MEDICAL CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
January 17, 2018 - 5:30 p.m.  
Location: Nolan Center**

CALL TO ORDER: Meeting was called to order at 5:30 by Member Don McConachie

ROLL CALL:

Present: Maxi Wiederspohn, Jennifer Bates, Don McConachie, Rebecca (Lynne) Christiansen  
Absent: Marlene Messmer, Patrick Mayer, Olinda White  
Quorum established  
Assembly representative Becky Rooney was not present

AMENDMENTS TO THE AGENDA: None

CONFLICT OF INTEREST: None

CONSENT ITEMS:

Motion made by Maxi Wiederspohn to approve consent item 5.a minutes of the regular meeting held December 20, 2017, Jennifer Bates seconded, passed unanimously.

PERSONS TO BE HEARD: None

CORRESPONDENCE: None

REPORTS AND COMMUNICATIONS FROM WMC STAFF:

QUALITY REPORT: In addition to re-capping the written report:

- Offered kudos to Laura Kim for the assessments & training that have taken place, resulting in a drop in Healthcare-Acquired conditions over time (rates further dropped after February/March 2017 when LTC switched to a LTC-specific electronic records system).
- WMC has moved from 10<sup>th</sup> to 4<sup>th</sup> in the state nursing home rankings (with regards to the drop in rates of Healthcare-Acquired conditions). Cautioned that small changes – an already ill resident, etc... - can make big changes in the rankings (given our small LTC population).
- Elaborated a bit further on the QAPI projects – working with providers to reduce PRN Ativan use, noted that – though rates have dropped in Antipsychotic use – those rates can change quickly with the addition of a patient who is being prescribed antipsychotics.

COMPLIANCE REPORT: In addition to re-capping the written report and sharing a power point comparing WMC to national responses in a recent employee engagement survey added:

- Update on the Sprinkler/fire watch event: due to a leak in the sprinkler system a fire watch was enacted between the time of the leak (January 2nd) and the repair (January 8th).

CFO REPORT: In addition to the written report:

- Noted that, while we are running behind budget on revenue (-9%), we are also under budget on expenses (-6%) and, overall, the Medical center is not carrying much debt.

CEO REPORT: In addition to the written report:

- Noted that SEARHC made it possible for Roxanna Coblenz to do her clinical work onsite at the Sitka facility – one of the last steps needed prior to her earning her bachelor's degree.
- It has been a relatively smooth transition to becoming a Smoke-Free Campus.

***OUR MISSION: To Enhance The Quality of Life For All We Serve!***



BOARD OF DIRECTORS MEETING

January 17, 2018 - 5:30 p.m.

REPORTS AND COMMUNICATIONS FROM WMC STAFF (CONTINUED):

CEO REPORT (continued):

- Surveys went out 1/17/18 to Long Term Care patients and their families; this is the third year that this survey is being conducted. We will be able to compare the results to like-sized facilities across the nation.
- ASHNHA has developed a list of policy priorities for the coming year (attached), our annual membership fees result in over \$100,000 worth of benefit to the Medical Center, including help with lobbying to get these priorities in front of legislators.

MEDICAL STAFF REPORT: No report this month

ACTION ITEMS: None this month

DISCUSSION ITEMS: None this month

INFORMATION ITEMS:

- a. New Hospital Project Update: Special guest, City Manager, Lisa Von Bargen, addressed the Board, outlining the steps that have been completed so far and what will come next in the process of looking at a potential relationship between the City, WMC and SEARHC.
  - A joint work session with the Assembly gave the Assembly direction to go out for an RFQ,
  - 4 responses were received and reviewed and a firm (from Anchorage) was chosen – now in the process of determining scope of the work to be completed and cost,
  - Potential for a three-phase process using the consultants to help navigate the process:
    - o Phase I: Review of Non-Binding Agreement with SEARHC and all related documents and actions that may arise as part of this partnership exploration;
    - o Phase II: Review of Results & Recommendations that result from joint exploration process with SEARHC;
    - o Phase III: If a relationship with SEARHC is found to be in the best interest of the community – Development of legal documentation and oversight of process necessary to complete the third-party relationship transition in whatever form that takes.
  - A schedule will need to be created with regards to community meetings and opportunity for input.
  - There is no ‘standard template’ for this process – many communities in Alaska have made a similar transition, however the details are different in each case – we need to develop what works for Wrangell
  - Concerns highlighted by staff at an earlier meeting have been added to the discussion and the city manager/WMC CEO encourage anyone with concerns or ideas about the possible relationship with SEARHC to contact either or both so those may also be added to the discussion

BOARD COMMENTS:

Don McConachie: Request an Executive Session at the February meeting to look at CEO Salary.

ADJOURN: With no further business, the regular meeting adjourned at 6:37 p.m.

Marlene Messmer

Kris Reed,

Date Certified:

*OUR MISSION: To Enhance The Quality of Life For All We Serve!*

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	<b>7</b>	<u>DATE:</u>	March 13, 2018
Borough Manager's Report				
<u>SUBMITTED BY:</u>			<u>FISCAL NOTE:</u>	
			<b>Expenditure Required:</b>	
Lisa Von Bargaen, Borough Manager			\$0	
			<b>Amount Budgeted:</b>	
			\$0	
			<b>Account Number(s):</b>	
			N/A	
<u>Reviews/Approvals/Recommendations</u>			<b>Account Name(s):</b>	
			N/A	
<u>Commission, Board or Committee</u>		<b>Unencumbered Balance(s) (prior to expenditure):</b>		
<u>Name(s)</u>		N/A		
<u>Attorney</u>				
<u>Insurance</u>				
<u>ATTACHMENTS:</u>				
1. Manager's Report; 2. Capital Projects & PW Report				

**RECOMMENDATION:**

None. Report only.

**SUMMARY STATEMENT:**

Please see the attached Borough Manager's Report.



## MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY  
CITY AND BOROUGH OF WRANGELL**

**FROM: LISA VON BARGEN  
BOROUGH MANAGER**

**SUBJECT: MANAGER'S REPORT**

**DATE: March 13, 2018**

### **INFORMATION:**

#### **FY 2019 Budget:**

The Assembly approved the Budget Policy Statement and Schedule at the February 27<sup>th</sup> meeting. Budgets were due from Department Directors to Finance on Friday. Lee is working to put together a draft operating budget over the next week. Details on the Capital and Major Maintenance Budget process will be out this week.

#### **Water Treatment:**

There is a discussion item on the agenda for the Assembly to talk with staff about a standard, or expedited procurement process for the Roughing Filter Installation so it can be complete by August 1<sup>st</sup> as requested by the Assembly at February's water work session. Although the DAF plant approval item is still on the agenda for Tuesday we will be asking the Assembly to postpone action to a special meeting where we can focus on only that topic. Staff has significantly more additional information, such as a site visit report to the DAF Plant in Port Hardy, BC; hopefully a 3<sup>rd</sup> party engineering review; funding information and deadlines; and alternative project thoughts.

#### **Healthcare Continuum:**

I had a conference call with Dorsey & Whitney on Wednesday the 28<sup>th</sup> regarding their initial review of the non-binding letter of intent, and some other items. They finished their review on Monday the 6<sup>th</sup> and the comments were sent to SEARHC immediately. SEARHC was unable to finish the review and response in time for action on the document at this meeting. As soon as it is ready staff will try to organize a special meeting.

The State has announced it will suspend Medicaid payments at the end of the month if a supplemental funding bill is not passed. I emailed the Assembly about this early last week. I continue to monitor this situation on a daily basis, along with having communications with our Representative, Senator's office and our State Lobbyist. The most recent update is that the House "Quick Supplemental" Budget is now before Senate Finance and they are set to take action on it this coming Thursday. We will keep you posted. This is an incredibly critical issue for the solvency of Wrangell Medical Center.

Robert Rang will be at the meeting on Tuesday to update the Assembly on hospital financial issues.

#### **Wrangell Junkyard Cleanup:**

As I emailed the Assembly earlier this week, ADEC Commissioner Hartig was in Wrangell on Wednesday to visit the Pat's Creek site and meet with WCA. It is our understanding the Commissioner will be meeting with the Governor early next week. The Mayor has requested a discussion item be on Tuesday's agenda. I have requested a meeting with Esther Ashton early next week and have invited her to the Assembly meeting. The WCA stance of opposition to the Pat's Creek location for the monofill remains unchanged.

**Shoemaker Bay Harbor Project Update:**

Staff is still working on finalizing the bond bank application.

**Water Supply Status:**

We remain at Stage I Water Watch given the reservoir is down by more than 11 feet and there is no appreciable rain precipitation in the forecast.

## MEMORANDUM

**To:** Mayor Jack and Assembly  
**From:** Lee Burgess, Finance Director  
**Subject:** Transaction limit for credit card utility payments  
**Date:** March 8, 2018

### Background:

In January, the Finance Department began offering online utility payments through JetPay, a credit card processor and partner of the Borough's utility billing software company. The success of this feature has exceeded my expectations, as over a third of the Borough's customers have already signed up for this option in the first two months.

During implementation and setup, we elected to absorb customers' processing fees, consistent with previous practice. The Borough has never passed along a related "convenience fee" or other fee to customers. The advantage of this has been broader and more rapid adoption of these more efficient methods of paying bills, which the department wants to continue encouraging.

JetPay therefore advised and is continuing to recommend a credit card transaction limit, which is common practice and financially protects the billing organization from significant fees. I also suspect based on the urgency expressed in JetPay's recommendation that unlimited credit card transactions is financially disadvantageous to them (JetPay) as well, so my other concern is that if we do not change this practice, JetPay may end up asking to increase their original fixed processing rate, which was very competitive. Large organizations like to pay with cards to accumulate benefits offered by the credit card companies or banks (e.g., airline miles).

The Borough has never previously established a credit card transaction dollar limit. Large utility customers that would be affected by this cap represent just 4% of total number of transactions processed through online payments since January, yet represent 35% of the total fees the Borough's utility funds are absorbing. Payments received to date that exceed the proposed \$1,000 credit card limit, as well as the associated fees, are shown on the next page.

It should also be noted that numerous other customers with very large monthly utility bills during certain times of year do not typically pay their utility bill with a credit card, but could begin to do so and we would have no basis for not allowing it, which could significantly increase the fees absorbed by the utility funds, incurring higher costs for small and residential customers at the disproportionate benefit of large commercial customers.

If the cap is implemented, organizations with utility bills exceeding the proposed cap would be able to pay using the e-check method, which has dramatically lower associated fees (\$0.75 per transaction regardless of amount, instead of 2.2% of the transaction amount). See for example on the following page the \$0.75 fee associated with Armstrong Rents (who paid by e-check) relative to the fee associated with other similarly large amounts (who paid by credit card).



	Date Effective	Name	Amount	Fee Amount
651	2/23/2018	Alaska Housing Finance Corp.	15,318.56	321.94
310	2/2/2018	Alaska Housing Finance Corp.	14,641.34	307.72
54	1/5/2018	Alaska Housing Finance Corp.	12,997.75	273.20
311	2/2/2018	Wrangell Medical Center	9,574.97	201.32
31	1/4/2018	Wrangell Medical Center	8,122.47	170.82
396	2/9/2018	Wrangell High School	5,337.65	112.34
589	2/20/2018	Brett Woodbury	2,884.34	60.82
477	2/16/2018	Armstrong Rents	2,710.26	0.75
395	2/9/2018	Wrangell Public Schools	2,518.95	53.15
65	1/8/2018	Harbor House	2,500.00	52.75
335	2/5/2018	Harbor House	2,500.00	52.75
341	2/5/2018	Joshua Young	2,215.00	46.77
394	2/9/2018	Wrangell Elementary School	2,201.77	46.49
576	2/20/2018	Wimberley-Curtis Investments LLC	2,047.81	43.25
437	2/13/2018	John agostine	1,954.65	41.30
610	2/20/2018	Kelly Ellis	1,939.12	40.97
534	2/20/2018	City & Borough of Wrangell	1,808.28	38.22
371	2/7/2018	SOUTHEAST ALASKA POWER	1,747.53	36.95
100	1/9/2018	Wimberley-Curtis Investments LLC	1,745.87	36.91
166	1/16/2018	Wimberley-Curtis Investments LLC	1,745.87	36.91
274	1/29/2018	Jimmy Pritchett	1,733.82	36.66
590	2/20/2018	Wrangell Boat Shop LLC	1,616.70	34.20
20	1/3/2018	Harley Johnson	1,303.28	27.62
509	2/19/2018	David G Wilson	1,266.78	26.85
445	2/14/2018	Petro Marine Services	1,254.23	26.59
30	1/3/2018	Dani easterly	1,241.58	26.32
137	1/11/2018	John Agostine	1,194.24	25.33
397	2/9/2018	Thomas Roland	1,174.24	24.91
334	2/5/2018	Leslie Cummings	1,125.41	23.88
221	1/19/2018	Petro Marine Services	1,108.42	23.53
68	1/8/2018	Elizabeth A Massin	1,095.00	23.25
				2,274.47

**Recommendation:**

Authorize the Finance Director to implement a \$1,000 transaction limit on utility payments paid by credit card, and inform affected customers of the change accordingly.

Respectfully submitted,

Lee Burgess  
Finance Director

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	<b>8</b>	<u>Date</u>	March 13, 2018
Clerk's File				
<u>SUBMITTED BY:</u>				
Kim Lane, Borough Clerk				

CALENDAR:

- 3-22&22 Active Shooter Training for City Facilities
- 3-30 Active Shooter Training for School Facilities
- 3-21 WMC Board mtg. scheduled for 5:30pm in the Assembly Chambers
- 3-26 SEWARD'S Day, City Facilities will be closed
- 3-27 Joint Work Session (School Board, Assembly & Staff) at 6pm in the Assembly Chambers
- 3-27 Regular Assembly mtg. at 7pm in the Assembly Chambers

SEAPA Scheduled for April 17<sup>th</sup> in Ketchikan

Some Parliamentary Stuff when it comes to the Minutes:

1. Can the members of the Assembly remove verbiage from the minutes?

Yes, they can offer a correction to the minutes for consideration by the assembly. There must be consent of the Assembly and I would then state in the minutes that they were "approved as corrected". If the minutes have already been approved, a motion can be offered to "amend something previously adopted". That would (of course) take a roll call vote.

2. When the vote is being taken, the members voting against the proposal state their reasons "for the record." Should the explanations be included in the minutes?

No. Members have no right to debate during the vote.

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	<b>9</b>	<u>Date</u>	March 13, 2018
Mayor and Assembly Business				
<u>SUBMITTED BY:</u>				
Kim Lane, Borough Clerk				
<u>ATTACHMENTS:</u>				
None.				

**MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:**

**INFORMATION:** This agenda item is reserved for the mayor and assembly to provide reports or comments and to introduce items not previously on the agenda which need to be brought to the attention of the entire assembly or the staff. Assembly members may hold limited discussion on these topics or ask the borough manager or the borough clerk for clarifying information. By majority consent of the assembly, the mayor or assembly may give direction to the borough manager or the borough clerk to add an item for consideration for the next regular assembly meeting. Other than as described in this subsection I, no action may be taken by the assembly under this agenda item.



**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	<b>10</b>	<u>Date</u>	March 13, 2018
Mayor and Assembly Appointments				
<u>SUBMITTED BY:</u>				
Kim Lane, Borough Clerk				
<u>ATTACHMENTS:</u>				

**MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:**

INFORMATION: This agenda item is reserved for the Mayor and Assembly Member's special reports. Such information items as municipal league activities, reports from committees on which members sit, conference attendance, etc., are examples of items included here.

➤ **Item 10a City Boards and Committee Appointments**

- Planning & Zoning Commission (unexp. until 10-2019)
- Planning & Zoning Commission (unexp. until 10-2020)

*There were no letters received for the above vacancies.*

*Appointments to be filled by the Mayor with the consent of the assembly for the various seats with.*

**Recommended Action if not approved with the consent of the Assembly:**

**Motion: Move to appoint \_\_\_\_\_ to fill the vacancy on the \_\_\_\_\_ for the term up until October \_\_\_\_\_.**

➤ **Item 10b** Appointment to fill the vacancy on the SEAPA Board

*There were no letters received for the above vacancy.*

*The advertisement was for either a voting member or alternate member seat. If you want to appoint one of the existing alternates to fill the voting member seat, you can do that. It's essentially up to the municipality on who the voting members are and who the alternate members are.*

*Appointment to be filled by the Mayor with the consent of the assembly.*

*Recommended Action if not approved with the consent of the Assembly:*

*Motion: Move to appoint \_\_\_\_\_ to fill the vacancy on the SEAPA Board for the (voting member / alternate member seat) for the term up until December 31, 2018.*

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	<b>12a</b>	<u>DATE:</u>	March 13, 2018
---------------------------	------------	------------	--------------	----------------

**PROPOSED RESOLUTION No. 03-18-1391:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE POSITION OF GROUNDMAN/METER TECHNICIAN I, THE CREATION OF THE POSITION GROUNDMAN/METER TECHNICIAN II AND THE AMENDMENT OF THE UNION WAGE AND GRADE TABLE

*(Postponed from the February 6 & 27<sup>th</sup>, 2018 Assembly Mtg's.)*

<u>SUBMITTED BY:</u>	<u>FISCAL NOTE:</u>
Clay Hammer Electrical, Superintendent	<b>Expenditure Required:</b>
	<b>Amount Budgeted:</b>
	<b>Account Number(s):</b>
	<b>Account Name(s):</b>
<u>Reviews/Approvals/Recommendations</u>	
_____ Commission, Board or Committee	<b>Unencumbered Balance(s) (prior to expenditure):</b>
_____ Name(s)	
_____ Attorney	
_____ Insurance	

**ATTACHMENTS:**

1. Resolution No. 03-18-1391, which includes Exhibit A; 2. Revised & New Job Description for Groundman/Meter Tech I-II; 3. Exhibit B, Revised IBEW Pay Plan. 4. Exhibit C, Wage Comparison Groundman/Meter Technician

**Mayor:** There was a motion on the floor however, since the Resolution number has changed, I would recommend a new motion be made.

**RECOMMENDED MOTION:**

Move to approve Resolution No. 03-18-1391 providing for the amendment of the job description for the Meter Technician I, the Creation of the Position Meter Technician II and the Amendment of the Union Wage and Grade Table.



## **SUMMARY STATEMENT:**

The City and Borough believes that its employees are critical in achieving the Borough's mission, goals, and objectives. To be successful, the Borough must employ and retain qualified and productive people. Further, in order to be a high performing organization, the Borough must attract and retain employees who demonstrate initiative while also accepting responsibility and accountability for their work performance. To support, encourage and reward employees, the Borough uses a classification and compensation system to operate in a fair and equitable manner.

Positions are classified into job grades and pay levels according to the nature and difficulty of duties and responsibilities assigned to employees in their positions. Classification of a position often is determined based on the level of decision-making, discretion, independence of action, complexity, consequence of error, and impact on the unit or organization.

The existing Groundman/meter reader position has long been considered an entry level position but there has never been an actual review of the job description, qualifications, and responsibilities or wage to see how it compares with other entry level positions within the Borough and regional standards among other utilities for the same worker. It has long been the opinion by the Electrical Superintendent that this position is undervalued. The Borough Manager came to the same conclusion when reviewing the Meter position job description in comparison to that of the Lineman Apprentice position.

Attached is Exhibit A, revised job descriptions that accurately reflect what is expected of this position.  
Attached is Exhibit B, Revised IBEW Pay Plan

Attached is Exhibit C, the results of a review of (6) other electrical utilities within our region performing essentially the same tasks with similar responsibilities. The review compares essential qualifications, duties, and responsibilities as well as hourly pay range.

Due to the difficulty in finding available recruits for this position that have the necessary skills and qualifications, staff recommends the position be re-titled as "Groundman/Meter Technician I" and "Groundman/Meter Technician II".

Groundman/Meter Tech I would start at step #1 Grade 17. This grade level presumes an above average level of responsibility for the work they will be doing with experience and documentation meeting as many of the requirements for the position possible. This person is expected to safely work on and around live electricity, carry a current CDL, learn to operate municipal generators as well as enroll in a meter training program and obtain any other documentation that will advance them to Meter Tech II.

Groundman Meter Tech II Would advance to Grade 20 starting at the first step that would offer a bump in hourly pay. Advancement to this level would require obtaining all required licenses and certificates and completing year (4) of the provided Meter classes. Grade 20 is still below the industry standard for comparable workers but is consistent with other highly skilled non-licensed positions within the borough.

Both the Electric Department Superintendent and the Borough Manager support the job description changes and related pay grade increase for the Groundman/Meter Technician position.

The proposed, revised job description also required concurrence from the IBEW before proceeding to the Borough Assembly for approval. The job descriptions submitted herein and the corresponding Wage Grade increases, has been approved by Jay Rhodes, the IBEW representative.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 03-18-1391

WHEREAS, the amendment of this position description allows the City and Borough of Wrangell's Administration Department the ability to appropriately update the duties and responsibilities of the Groundman/Meter Reader position to that of a Groundman/Meter Technician I and a Groundman/Meter Technician II; and

WHEREAS, the current rate of pay for the Groundman/Meter Reader position is a grade 13 with the pay range from \$18.55 to \$23.32 and based on the proposed changes to the job descriptions, this will change to grade (17) for the Groundman/Meter Technician I position with the pay range from \$22.17 to \$27.92 and grade (20) for the Groundman/Meter Technician II position with the pay range of \$25.44 to \$32.07; and

WHEREAS, this positions have been reviewed and job description updated to accurately reflect actual duties, responsibilities, and qualifications; and

WHEREAS, this position title needs to be modified to better accommodate different levels of training and added responsibility; and

WHEREAS, the revised job descriptions need to reflect a commensurate rate of pay.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA,

Section 1. The attached Exhibit "A" includes the job descriptions which describe the duties, responsibilities and qualifications for the Groundman/Meter Technician I and the Groundman/Meter Technician II.

Section 2. The new job description for the Groundman/Meter Technician I, Groundman/Meter Technician II position will be effective as of February 1, 2018.

Section 3. The attached Exhibit "B" is the Union Wage and Grade Table reflecting the change of the Groundman/Meter Technician I from grade 13 to grade 17 and the creation of the Groundman/Meter Technician II position at a grade 20.

Section 4. The attached Exhibit "B" repeals all other previous Union Pay Plans and becomes effective February 1, 2018.

Section 5. The attached Exhibit "C" is Meter Reader/Meter Technician job and hourly wage as compared to other utilities within the region.

ADOPTED: \_\_\_\_\_, 2018



\_\_\_\_\_  
David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, Borough Clerk

# Exhibit A

## City & Borough of Wrangell

## Position Description

Position: Groundman/Meter Reader <del>Technician-(I) (H)</del>	Position Number:
Department/Site: Light Department	FLSA: Non-exempt
Evaluated by: Electrical Line Foreman	Salary Grade: <del>13 (17) (20)</del>

### Summary

~~To assist line crews in the installation and maintenance of electrical distribution systems, operate electrical generation systems, and read electric meters citywide.  
To install, service and read all WML&P electrical revenue meters. To provide ground support for line crew as well as operate municipal generators when required.~~

### Distinguishing Career Features

~~The Groundman/Meter Reader is essential to the support of Wrangell Municipal Light & Power operations. The Groundman/Meter Reader assists lineworkers and operates various heavy equipment to do so, in addition to monitoring Wrangell's electrical grid.  
This position exposes the occupant to a wide range of technical instruction and training in the electrical and distribution field. Occupant will need to travel at least (1) week per year for training for first (5) years of employment. learn to install, read, test single and three phase electrical services up to 500 volts. Will have or acquire a Class A CDL within six (6) months of employment a specified period of time. Know or learn how to operate various pieces of heavy and light equipment including but not limited to Boom Trucks, Bucket Trucks, Chainsaws, Brush Chipper, and Municipal Generators.  
Occupant will be advanced from Groundman/Meter Tech I to Groundman Meter Tech II after obtaining all required licenses and certificates and successful completion of year (4) of the departments meter training program.~~

Comment [CH1]: ,

### Essential Duties and Responsibilities

- ~~• Provides assistance to lineworkers in maintaining the City's electrical distribution systems. Assists with materials and equipment. From the ground, monitors the safety of lineworkers. Assists in brush cutting and tree falling around power lines.~~
  - ~~▪ Performs scheduled or assigned meter reading duties to record customer power usage. Observes and reports meter abnormalities or malfunctions.~~
  - ~~▪ Performs other related duties as required or assigned. Works cooperatively with other employees, city departments, external agencies, and the public.~~
  - ~~• Must quickly learn needed skills and perform such duties as operate diesel generators and operate city equipment including the department's boom and bucket trucks.~~
  - ~~▪ Performs routine inventory inspections on all trucks and supply materials. Maintains complete and accurate records of all inventories. Confers with Supervisor for supply purchases.~~
  - ~~▪ Read and Record all electrical revenue meters on monthly basis~~
  - ~~▪ Perform daily Work Orders as needed including but not limited to Reads, Installs, and Disconnects.~~
  - ~~▪ Program, Test and Troubleshoot electrical meters.~~
  - ~~▪ Maintain meter inventory, ordering additional stock when needed.~~
  - ~~▪ Identify and install correct metering devices for single and three phase electrical services up to 600 volts.~~

Formatted: No bullets or numbering

- Serve as Groundman for Linecrew providing assistance from the ground and maintaining safety overwatch over crews working off poles and elevated structures.
- Assist in brush cutting and Right of Way maintenance.
- Operate boom truck, bucket trucks, Chainsaws, brush chipper, municipal generators.
- Flagging and traffic control as required.
- 

## **Qualifications**

### **Knowledge and Skills**

Requires knowledge of or the ability to learn basic and advanced electric principles and safety procedures.

Working knowledge of computers

Certified traffic flagger

Class A CDL

CPR/First Aid card

### **Abilities**

- Ability to work cooperatively with line crews.
- Ability to accurately read and record meter readings.
- Willingness to perform various job related duties as required or assigned.
- Must have a strong sense of teamwork and the ability to work cooperatively with others.
- Requires the ability to learn to operate heavy equipment and the boom and bucket trucks safely and efficiently.
- Requires inventory and record keeping skills to maintain appropriate supplies for the department.
- Requires some mechanical knowledge of vehicles and equipment to ensure that they are in good and safe operating condition.
- Requires good verbal interpersonal skills and interaction skills.
- 

Formatted: Indent: Left: 0.25", No bullets or numbering

### **Physical Abilities**

~~Ability to perform physically active duties such as lifting heavy materials. Must be able to work outside in severe conditions, to stand for long periods of time, and to bend, stoop, and crouch.~~

Must be physically able to to walk long distances, stand for long periods of time and lift loads of at least 50 pounds often under adverse weather conditions.

### **Education and Experience**

- High School Diploma or GED required
- Some knowledge of basic electric principles and safety procedures desirable
- Prior Electrical experience desirable

Formatted: Indent: Left: 0.25", No bullets or numbering

### **Licenses and Certificates**

~~Requires CDL and Medical Certificate. Requires the ability to obtain a State of Alaska Certificate of Fitness. Requires the following be held at the time of employment or obtained within the specified timeframe.~~

Current Class A CDL (Within 6 months of employment.)

CPR/First aid card (Within 6 months of employment.)

Flagger certification (As soon as class attendance can be arranged by Supervisor.)



▪ **Working Conditions**

Ability to work irregular hours in sometimes severe weather and working conditions.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

# Exhibit A

## City & Borough of Wrangell

## Position Description

Position: Groundman/Meter <del>Reader</del> <u>Technician-(H) (II)</u>	Position Number:
Department/Site: Light Department	FLSA: Non-exempt
Evaluated by: Electrical Line Foreman	Salary Grade: <del>13</del> <u>(17) (20)</u>

### Summary

~~To assist line crews in the installation and maintenance of electrical distribution systems, operate electrical generation systems, and read electric meters citywide.~~  
~~To install, service and read all WML&P electrical revenue meters. To provide ground support for line crew as well as operate municipal generators when required.~~

### Distinguishing Career Features

~~The Groundman/Meter Reader is essential to the support of Wrangell Municipal Light & Power operations. The Groundman/Meter Reader assists lineworkers and operates various heavy equipment to do so, in addition to monitoring Wrangell's electrical grid.~~  
~~This position exposes the occupant to a wide range of technical instruction and training in the electrical and distribution field. Occupant will need to travel at least (1) week per year for training for first (5) years of employment. learn to install, read, test single and three phase electrical services up to 500 volts. Will have or acquire a Class A CDL within six months of employment, a specified period of time. Know or learn how to operate various pieces of heavy and light equipment including but not limited to Boom Trucks, Bucket Trucks, Chainsaws, Brush Chipper, and Municipal Generators.~~  
~~Occupant will be advanced from Groundman/Meter Tech I to Groundman Meter Tech II after obtaining all required licenses and certificates and successful completion of year (4) of the departments meter training program.~~

Comment [CH1]: ,

### Essential Duties and Responsibilities

- ~~• Provides assistance to lineworkers in maintaining the City's electrical distribution systems. Assists with materials and equipment. From the ground, monitors the safety of lineworkers. Assists in brush cutting and tree falling around power lines.~~
  - ~~▪ Performs scheduled or assigned meter reading duties to record customer power usage. Observes and reports meter abnormalities or malfunctions.~~
  - ~~▪ Performs other related duties as required or assigned. Works cooperatively with other employees, city departments, external agencies, and the public.~~
- ~~• Must quickly learn needed skills and perform such duties as operate diesel generators and operate city equipment including the department's boom and bucket trucks.~~
- ~~▪ Performs routine inventory inspections on all trucks and supply materials. Maintains complete and accurate records of all inventories. Confers with Supervisor for supply purchases.~~
- ~~▪ Read and Record all electrical revenue meters on monthly basis~~
- ~~▪ Perform daily Work Orders as needed including but not limited to Reads, Installs, and Disconnects.~~
- ~~▪ Program, Test and Troubleshoot electrical meters.~~
- ~~▪ Maintain meter inventory, ordering additional stock when needed.~~
- ~~▪ Identify and install correct metering devices for single and three phase electrical services up to 600 volts.~~

Formatted: No bullets or numbering

- Serve as Groundman for Linecrew providing assistance from the ground and maintaining safety overwatch over crews working off poles and elevated structures.
- Assist in brush cutting and Right of Way maintenance.
- Operate boom truck, bucket trucks, Chainsaws, brush chipper, municipal generators.
- Flagging and traffic control as required.
- 

## **Qualifications**

### **Knowledge and Skills**

Requires knowledge of or the ability to learn basic and advanced electric principles and safety procedures.

Working knowledge of computers

Certified traffic flagger

Class A CDL

CPR/First Aid card

### **Abilities**

- Ability to work cooperatively with line crews.
- Ability to accurately read and record meter readings.
- Willingness to perform various job related duties as required or assigned.
- Must have a strong sense of teamwork and the ability to work cooperatively with others.
- Requires the ability to learn to operate heavy equipment and the boom and bucket trucks safely and efficiently.
- Requires inventory and record keeping skills to maintain appropriate supplies for the department.
- Requires some mechanical knowledge of vehicles and equipment to ensure that they are in good and safe operating condition.
- Requires good verbal interpersonal skills and interaction skills.
- 

Formatted: Indent: Left: 0.25", No bullets or numbering

### **Physical Abilities**

~~Ability to perform physically active duties such as lifting heavy materials. Must be able to work outside in severe conditions, to stand for long periods of time, and to bend, stoop, and crouch.~~

Must be physically able to to walk long distances, stand for long periods of time and lift loads of at least 50 pounds often under adverse weather conditions.

### **Education and Experience**

- High School Diploma or GED required
- Some knowledge of basic electric principles and safety procedures desirable
- Prior Electrical experience desirable

Formatted: Indent: Left: 0.25", No bullets or numbering

### **Licenses and Certificates**

~~Requires CDL and Medical Certificate. Requires the ability to obtain a State of Alaska Certificate of Fitness. Requires the following be held at the time of employment or obtained within the specified timeframe.~~

Current Class A CDL (Within 6 months of employment.)

CPR/First aid card (Within 6 months of employment.)

Flagger certification (As soon as class attendance can be arranged by Supervisor.)



▪ **Working Conditions**

Ability to work irregular hours in sometimes severe weather and working conditions.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

# Exhibit B

## EXHIBIT "B" to REOLUTION 01-18-1391

Proposed Revisions to Pay Plan based on Recommended Change in Groundman/Meter Reader

1/23/2018

to Groundman/Meter Technician I from Grade 13 to Grade 17 and Groundman/Meter Technician II at Grade 20

Wage Scale, IBEW-represented positions, July 1, 2017 to June 30, 2020

City & Borough of Wrangell

Grade	Step	NEW												
		STEP 1	2	3	4	5	6	7	8	9	10	11	12	13
<del>13</del>	<del>Groundman/Meter Reader</del>	<del>18.55</del>	<del>18.90</del>	<del>19.26</del>	<del>19.63</del>	<del>20.00</del>	<del>20.40</del>	<del>20.79</del>	<del>21.19</del>	<del>21.59</del>	<del>22.02</del>	<del>22.45</del>	<del>22.88</del>	<del>23.32</del>
13	Harbor Maintenance/Security	18.55	18.90	19.26	19.63	20.00	20.40	20.79	21.19	21.59	22.02	22.45	22.88	23.32
14	Maint Specialist I	19.38	19.75	20.14	20.53	20.92	21.32	21.74	22.16	22.58	23.01	23.46	23.91	24.37
15	Administrative Assistant-Harbors	20.26	20.65	21.04	21.44	21.87	22.29	22.72	23.15	23.61	24.06	24.53	25.00	25.49
15	Water Trt. Plt. Apprentice	20.26	20.65	21.04	21.44	21.87	22.29	22.72	23.15	23.61	24.06	24.53	25.00	25.49
15	Maintenance Specialist	20.26	20.65	21.04	21.44	21.87	22.29	22.72	23.15	23.61	24.06	24.53	25.00	25.49
15	Custodian - Light Maintenance	20.26	20.65	21.04	21.44	21.87	22.29	22.72	23.15	23.61	24.06	24.53	25.00	25.49
16	Electrical Dispatch Secretary	21.18	21.58	22.01	22.43	22.86	23.30	23.77	24.22	24.68	25.16	25.65	26.15	26.65
16	Sanitation Worker	21.18	21.58	22.01	22.43	22.86	23.30	23.77	24.22	24.68	25.16	25.65	26.15	26.65
<del>17</del>	<del>Groundman/Meter Technician I</del>	<del>22.17</del>	<del>22.59</del>	<del>23.02</del>	<del>23.47</del>	<del>23.93</del>	<del>24.39</del>	<del>24.86</del>	<del>25.36</del>	<del>25.85</del>	<del>26.35</del>	<del>26.86</del>	<del>27.38</del>	<del>27.92</del>
17	Port & Harbor Maintenance	22.17	22.59	23.02	23.47	23.93	24.39	24.86	25.36	25.85	26.35	26.86	27.38	27.92
19	Mechanic	24.28	24.75	25.24	25.72	26.21	26.71	27.24	27.76	28.29	28.85	29.41	29.99	30.57
19	Maint. Specialist II/Heavy Equip Operator	24.28	24.75	25.24	25.72	26.21	26.71	27.24	27.76	28.29	28.85	29.41	29.99	30.57
19	Water/Wastewater Treatment Operator	24.28	24.75	25.24	25.72	26.21	26.71	27.24	27.76	28.29	28.85	29.41	29.99	30.57
19	Marine Service Ctr & Harbor Team Leader	24.28	24.75	25.24	25.72	26.21	26.71	27.24	27.76	28.29	28.85	29.41	29.99	30.57
20	Diesel Electric Mechanic	25.44	25.93	26.43	26.96	27.48	28.01	28.56	29.12	29.68	30.26	30.85	31.45	32.07
<del>20</del>	<del>Groundman/Meter Technician II</del>	<del>25.44</del>	<del>25.93</del>	<del>26.43</del>	<del>26.96</del>	<del>27.48</del>	<del>28.01</del>	<del>28.56</del>	<del>29.12</del>	<del>29.68</del>	<del>30.26</del>	<del>30.85</del>	<del>31.45</del>	<del>32.07</del>
20	Maint. Specialist III/Heavy Equip Operator	25.44	25.93	26.43	26.96	27.48	28.01	28.56	29.12	29.68	30.26	30.85	31.45	32.07
23	Public Works Foreman	28.55	29.11	29.67	30.25	30.84	31.43	32.06	32.68	33.31	33.97	34.63	35.31	36.00
23	Water Treatment Leadman	28.55	29.11	29.67	30.25	30.84	31.43	32.06	32.68	33.31	33.97	34.63	35.31	36.00
23	Wastewater Treatment Leadman	28.55	29.11	29.67	30.25	30.84	31.43	32.06	32.68	33.31	33.97	34.63	35.31	36.00
23	Mechanic Lead	28.55	29.11	29.67	30.25	30.84	31.43	32.06	32.68	33.31	33.97	34.63	35.31	36.00
27	Electrical Lineman	33.58	34.24	34.90	35.60	36.29	37.00	37.73	38.46	39.23	39.99	40.77	41.58	42.39
29	Electrical Line Foreman	36.53	37.26	37.98	38.74	39.49	40.27	41.06	41.87	42.69	43.53	44.39	45.26	46.15

# Exhibit C

## Exhibit C, Wage Comparison Groundman/Meter Technician-Groundman

In all (6) different local utilities were reviewed for comparison.

- Matanuska
- Homer
- Juneau
- Sitka
- Petersburg
- Ketchikan

Of note, all utilities polled pay a given wage for an employee that meets the qualifications for the job. This is usually a percentage based wage with Journeyman line wage serving as the benchmark. Some use a 3-year probationary period for entry level positions, but terms do not exceed (3) years in length unless part of an apprenticeship program. Wrangell has a Grade based system with step increases for years of service spanning (13) years.

Also of note, most utilities polled do not have a full time Groundman on the crew. If needed Meter Readers may be assigned to this on an as-needed basis but usually a member of the Line Crew does this work effectively putting the Groundman wage within the realm of the Line Man scale.

### Matanuska (Palmer)

Wage: 50-100% Line Man Scale or (23.82) to (47.65) per hour.

Two to three work classes cover this work, Meter Reader, Meter/Relay Tech, Lineman.

Meter Reader reads all meters, connect/disconnect single phase meters. Other duties as assigned. Wage starts at 50% Line an Scale with 5% bump every 6 months until 75% line man scale. (3.82 to 35.73 per hour)



Meter/relay tech (or Lineman) removes, installs, tests and calibrates all residential and commercial grade meters. Assists in disconnect/reconnects, monthly substation reads. Performs installation of complex metering installations. Trouble shoot power complaints. Wage is 100% Line Man scale or 47.65 per hour.

## Homer

Wage: 65% to 100% of Line Man Scale or 31.57 to 48.57 per hour.

Two classes of workers fill this position. Meter Reader and Metering/Apparatus Tech.

The Tech inspects and tests meters, performs installation of complex metering systems and also maintains and services protective relays and SCADA systems. Wage is 100% line scale.

Meter Reader takes care of meter reading, delivers shut off notices, serves as Groundman for Line crew.

Wage is 65% Line Scale

## Juneau (AEL&P)

Wage: 70% to 100% Line Man Scale or 31.26 to 44.66 per hour

Two classes of worker fill this position, Meter Reader and Meterman.

The Meterman is an apprenticed tech position that requires 7000 hours of documented time with a Journeyman Meterman in a valid apprenticeship program. Meterman programs, installs and tests complex metering installations, performs disconnects/reconnects. Shut off's for non-pays, investigate suspect usage and meter tampering.

Wage is 100% line scale or 44.66 per hour.

Meter Reader reads meters, delivers shut off notices and collects re-reads as needed. Installation and removal of single phase self-contained meters only as necessary. Other duties as assigned.

Wage is 70-80 % Lineman scale. Start at 70% (31.26) then receive 5% bump at 6 months then at one year for 80% or 35.72 per hour.

## Sitka

Wage: 65-100% line Man scale or 29.36 to 45.17 per hour

Two classes of worker fill this position, Meter Reader and Meter Tech.

Meter Tech manages operation of metering department. Supervises reading, testing, installation and repair of all residential, commercial and industrial electric meters. Performs special reads, operates and calibrates test equipment.

Maintains metering equipment inventory.

Wage is 100% lineman scale or 45.17 per hour

Meter Reader reads electric meters and records energy consumption. Performs special reads as required. performs meter disconnects and reconnects as requested. Tests single phase meters. Related work as required.

Wage is 50-65% Lineman scale. Position starts at 50% (22.58) and then receives 5% bump annually until 65% or (29.36) per hour.

## Petersburg

Wage: 25.98 per hour to 42.81 per hour.

Two classes of worker fill this position, Meter Reader and Electrician.

Meter Reader reads electric AND water meters monthly and serves as mapping technician for borough. Also serves as Groundman for Line crew when required.

Wage is 25.98 per hour for Tier 4, 27.06 per hour for Tier 1-3.

Job description states that Meter Reader connects, disconnects, tests, calibrates and repairs electric meters as well as programs metering installations for commercial services. Staff within that department tell me this is not actually the case and that the departments Electrician performs those duties.

Electrician is a journeyman level position with a listed wage of 41.10 per hour for Tier 4 and 42.81 for Tier 1-3 employees.

## Ketchikan

Wage: 65% to 100% Lineman Scale or (25.34-38.39) per hour. (Licensed Line Men receive additional 6.50 per hour premium over the 38.39 other workers rated at 100% receive)

Two classes of worker, Meter Reader, and Journeyman Meterman.

Meter Reader reads and records electrical meter readings. creates routs and uploads data to handheld electronic device and downloads to central system. Performs related duties as required.

Wage is 65% line scale (25.34) per hour.

Journeyman Meterman tests, calibrates, and installs electric meters and other devices used to measure electricity. Coordinates new meter installs. Maintains electrical testing and load checking equipment, repairs meter reading equipment and software upgrades.

Wage is 100% Line Scale or (38.39) per hour.

## Wrangell

Wage: 18.55 to 23.32 per hour spread over 13 years.

One worker covers meter reading, meter tech and line crew groundman duties. Responsibilities include read, calibrate, test, program and install single and three phase meter installations. Perform required software upgrades to meter test equipment. Perform disconnect/reconnects and related work orders.

Troubleshoot customer consumption complaints. Down load stored meter data for customer consumption analysis. Serve Line Crew as Groundman aiding from the ground and maintaining safety over watch for crews working off poles and elevated structures. Operate municipal generators when required.



# Summary

We can see that basically there are two positions that typically cover this work, a Meter Reader and a Meter Tech

Looking at average wages for the two positions represented and we come up with:

Meter Reader wage range of 23.82 to 35.72 per hour with an overall average wage of .....28.63 per hour

Meter Tech wage range of 38.39 to 48.57 per hour with an overall average wage of .....44.54 per hour

Generally speaking the Meter Reader position is entry level and this is reflected in the wage.

The Meter Tech positions are much more technical and most other utilities tie that position to a Skilled Trades position requiring advanced training or completion of a documented apprenticeship program. This too is reflected in the wage.

Wrangell does not have a journeyman program as part of our meter department. We do send our meter reader off to a recognized meter school for (1) week per year for a total of (5) years or (5) weeks of training. While this does provide the training needed to safely do the required work it does not give them a license or other universally accepted documentation that would allow them to necessarily assume the same level of responsibility in another utility. Because the meters and related equipment are the property of our utility we are exempt from State Department of Labor statutes requiring licensing or other advanced documentation for our worker. (see chapter 40 Alaska State Statutes)

What I Propose is this:

Create a "Groundman-Meter Technician I" position and a "Groundman-Meter Technician II" position.

Tech I would start at Step #1 Grade 17. This Grade level presumes an above average level of responsibility for the work they will be doing with either experience and or documentation meeting as many of the requirements for the position as possible. Anyone expected to work on or around live electricity and carry a CDL should be worth this much.

Tech II would move them up to Grade 20 starting at whatever year would allow them a bump in pay. Advancement to Tech II would require obtaining all required licenses and certificates and completing year (4) of the provided Meter Classes. Grade 20, while still far below the polled average, is consistent with the Borough's other skilled non-licensed positions yet below most union lead positions.

Justification:

When comparing our wage and scale to other utilities we do not come close to paying the average wage for a Meter Reader. If we add the Meter Tech aspect of the job and then throw in the requirement that they serve as Groundman then we fall even further behind.

One of the reasons this has been a low paying position is that it has always been considered entry level. In all fairness, pay grades 13-17 of the listed IBEW positions are all entry level too. None of those positions require the worker to be exposed to live unguarded electrical components, operate boom/ bucket trucks/municipal generators or any of the risks associated with Line Work. This is inherently dangerous work, but the grade level does not reflect this. Indeed, this position falls well behind even the Custodian level job grades.

Further consider the technical aspects of the position and that other utilities pay a wage for those services that is at minimum on par with year (8) of our Line Man Scale. This is serious work; an improperly selected or installed meter service can

explode within minutes of being energized so it is imperative that it be done right the first time. Training is required to do the work correctly and safely, but the current grade does not reflect the level expertise required.

Historically it has been difficult to recruit and retain good help for this position. We typically invest in recruitment and training of able candidates only to lose them to another position or department that pays more. Turn over is higher in this job than any other in this department. I would like to be able to offer a program and wage scale that will not only allow me to recruit able candidates but also offer incentive for upward advancement and encourage longevity.

Clay Hammer  
Electrical Superintendent  
Wrangell Municipal Light and Power

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	<b>12b</b>	<u>DATE:</u>	March 13, 2018
<p><b>RESOLUTION NO. 03-18-1394: A RESOLUTION OF THE ASSEMBLY OF THE CITY &amp; BOROUGH OF WRANGELL, ALASKA, APPROVING THE DISSOLVED AIR FLOTATION (DAF) SYSTEM AS THE SOLUTION FOR THE WATER TREATMENT PLANT CAPITAL IMPROVEMENT PROJECT AND THE ASSOCIATED FUNDING PLAN</b></p>				
<u>SUBMITTED BY:</u>		<u>FISCAL NOTE:</u>		
Amber Al-Haddad, Public Works Director		<b>Expenditure Required:</b>		
		\$9,182,000 (see detailed Fiscal Note in Summary Statement)		
		<b>Amount Budgeted:</b>		
		<b>Account Number(s):</b>		
		<b>Account Name(s):</b>		
<u>Reviews/Approvals/Recommendations</u>				
<input checked="" type="checkbox"/>	Borough Assembly		<b>Unencumbered Balance (prior to expenditure):</b>	
n/a	Attorney			
n/a	Insurance			
<u>ATTACHMENTS:</u>				
<ol style="list-style-type: none"> <li>1. Resolution No. 03-18-1394</li> <li>2. Memorandum from Amber Al-Haddad, Director of Public Works dated January 29, 2018, with recommendation to adopt the DAF system as the long-term solution for the water treatment plant's capital improvements project.</li> <li>3. Memorandum from CRW Engineering Group dated January 24, 2018, including Final Recommendation and Construction Cost Estimate for the DAF Treatment Plant Improvements project.</li> </ol>				

**Mayor:** There was a motion on the floor however, since the Resolution number has changed, I would suggest a new motion be made.

**RECOMMENDED MOTION:**

Move to approve Resolution No. 03-18-1394, approving the Dissolved Air Flotation system as the solution for the water treatment plant capital improvement project and its associated funding plan.



## **SUMMARY STATEMENT:**

Following nearly two years of water treatment methods' review and analysis, staff recommend adopting Alternative 2 of the CRW Engineering Group, LLC's January 24, 2018 Memorandum entitled Water Treatment Upgrades: Final Evaluation and Recommendation and construct a new water treatment facility based on the Dissolved Air Flotation (DAF) treatment process.

Attached is a construction cost estimate for the Water Treatment Plant Improvements project, based on implementation of a Dissolved Air Flotation (DAF) treatment system, totaling \$9,182,000. This estimate was developed by CRW Engineers, based on their development of a Preliminary Engineering Report (PER) which evaluated five water treatment alternates. The preferred alternative is the DAF treatment system.

## **FISCAL IMPACT:**

The total cost of the construction project is \$9,182,000, which will be funded through the following sources:

Water Fund Contribution:	\$ 119,000
EDA Grant:	\$2,081,000
USDA Loan:	\$3,821,000
USDA Grant:	<u>\$3,161,000</u>
Total Project Funding	\$9,182,000

Because it is unknown at this time, the project cost listed above does not include the interim financing cost that is required by USDA. Lee Burgess, Finance Director, has begun discussions with various financial institutions to explore interim financing options. Interim financing costs are allowable project costs.

With the USDA Loan and Grant funding currently in place, the feasibility of the Water Treatment Plant Improvements project, based on DAF treatment process, is dependent on the level of success at securing the EDA grant funding for the remaining funding needs.

USDA has agreed to fund a portion of the improvements project, based on the construction and upgrades to the Water Treatment Plant to house two parallel Dissolved Air Flotation (DAF) with multimedia filtration, and a backwash waste disposal to recycle the backwash water from the water treatment plant. This funding is specific to the DAF project.

EDA is waiting for Wrangell's application for funding for the water treatment improvements project. EDA staff have indicated that the project application needs to identify the project specifics, which means we have to identify those specific improvements related to the selected project. If the project were to change, the application would be canceled and those Alaska-based EDA funds would be returned to EDA's national office. This would not only hurt Wrangell, it would also negatively impact the EDA Alaska region. Therefore the preferred project must be identified in the grant application to EDA. The local match for the EDA grant has been identified as the USDA loan and its required interim financing. The EDA program staff indicate that a funding decision would be made known to Wrangell within 180 days of submitting an application.

With this sequence of funding planning, the water treatment plant's capital improvements project would be on hold until a response to the CBW's EDA grant application is received.

Staff recommend approving the Dissolved Air Flotation system as the solution for the water treatment plant capital improvement project and its associated funding plan. All funds secured for the project would be consolidated into one CIP account for the Water Treatment Plant Improvements project.

CITY AND BOROUGH OF WRANGELL, ALASKA  
RESOLUTION No. 03-18-1394

A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA, APPROVING THE DISSOLVED AIR FLOTATION (DAF) SYSTEM AS THE SOLUTION FOR THE WATER TREATMENT PLANT CAPITAL IMPROVEMENT PROJECT AND ITS ASSOCIATED FUNDING PLAN

WHEREAS, the City and Borough of Wrangell operates a municipal water system that serves approximately 2,400 people, and;

WHEREAS, the selected construction Project is to construct a replacement surface water treatment plant using a Dissolved Air Flotation (DAF) with Multimedia Filtration treatment system, and;

WHEREAS, the proposed DAF water system will increase water treatment capacity and reliability to support existing water customers in Wrangell while encouraging growth. The improvements will help build a reliable water system that will supply the economy with a sustainable amount of water and provide adequate capacity for future development. This investment will help strengthen the local economy, support private capital investment and create jobs, and;

WHEREAS, the total cost of the Project is estimated at \$9,182,000, and;

WHEREAS, the Borough intends to finance the Project through a combination of loan and grant funds as follows:

Water Fund Contribution:	\$ 119,000
EDA Grant:	\$2,081,000
USDA Loan:	\$3,821,000
USDA Grant:	<u>\$3,161,000</u>
Total Project Funding	<u>\$9,182,000</u>

The local match funding for the EDA grant will be in the form of the loan from USDA in the amount of \$3,821,000 and its associated interim financing.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that:

SECTION 1: The Dissolved Air Flotation (DAF) with Multimedia Filtration system is approved as the solution for the water treatment plant capital improvements project.

SECTION 2: The Assembly hereby authorizes the Borough Manager to negotiate and execute all agreements required for project loan and grant funds management. The Borough Manager is also authorized to execute subsequent amendments to said agreements to provide for adjustments to the project within the scope of services or tasks, based upon the needs of the project.

SECTION 3: The estimated cost of the entire project is \$9,182,000.

SECTION 4: The funding plan, which includes Water Fund contribution, EDA grant, USDA loan, and USDA grant is approved.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, this \_\_\_\_\_ day of March, 2018.

CITY AND BOROUGH OF WRANGELL, ALASKA

\_\_\_\_\_  
Dave L. Jack, Mayor

ATTEST:

\_\_\_\_\_  
Kim Lane, MMC, Borough Clerk



## **MEMORANDUM**

**TO:** HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY  
CITY AND BOROUGH OF WRANGELL

**FROM:** AMBER AL-HADDAD, DIRECTOR OF PUBLIC WORKS

**SUBJECT:** WATER TREATMENT IMPROVEMENTS, FINAL EVALUATION AND RECOMENDATIONS

**DATE:** January 29, 2018

### **INTRODUCTION**

Wrangell's slow-sand water treatment facility experiences significant challenges in meeting peak water demand at various times of the year. Significant changes are needed to improve the facility's water treatment process to ensure compliance with water quality standards, to meet current peak demand, and to prepare for growth and the additional demand expected to be placed on the water system.

CBW Staff and Assembly have spent a significant amount of time and expense to assess the needs and identify alternatives for water treatment system improvements and maintenance. CRW Engineering Group joined the CBW to perform an engineering study to carefully evaluate various project delivery models and make a final recommendation to the CBW. This Memorandum summarizes the challenges of our current water treatment process, outlines the operations and maintenance, engineering and project funding work performed to date and provides staff's recommendations based on CRW's final evaluation and recommendations for further improvements to Wrangell's water treatment system.

### **BACKGROUND**

To supply potable water, Wrangell owns and operates a Class 2 Public Water System (PWS ID No. AK2120143), under which the current water treatment plant was constructed in 1999 and features an ozonation process followed by roughing filter, slow-sand filtration and disinfection. Soon after the plant came on-line, the CBW became unable to operate a number of the processes in accordance with the design, which has resulted in less effective water treatment and higher than expected O&M costs. In addition, the facility struggles to meet peak water demand in the summer when seafood processors and cruise ships become active, as well as during the colder months when residents leave their water running to avoid freeze-up. Further, with high organic concentrations in the raw water, we are faced with high disinfection by-product formation when chlorine is injected in the plant's filtered water, prior to storage and distribution.

The current water treatment system is fed by a surface water source. In the process of producing drinking water, Wrangell deals with these primary challenges:

- Poor roughing filter performance.
- Premature head loss development in the slow sand filters, leading to difficulty and an inordinate frequency in filter maintenance.
- Average to below-average removal of organics from the water.
- Relatively high chlorine consumption in the distribution system.
- High levels of haloacetic acids in the distribution system.
- Low slow filtration capacity and water storage volume relative to summer and winter water demands.

The current filtration system is designed to remove organics through ozonation and filtration, prior to chlorination; however, the current design and consistent high flow volumes do not allow enough organics to be removed. Remaining high organics and turbidity cause rapid clogging of the sand filter; therefore, water is not filtered fast enough to meet the increased seasonal demand. The filters must be scraped and cleaned every week, rather than quarterly according to the plant's O&M design. This continual filter cleaning does not allow the necessary development of biofilm on the top layer of sand where the primary biological treatment should occur.

As required by the Safe Drinking Water Act and other State and Federal regulations, the CBW's treated water must meet certain water quality standards established by EPA. Based on stringent water quality regulations, it will become increasingly difficult to meet additional requirements for reducing the risk of health-related incidents in drinking water with our current treatment facility.

Demand within the community has grown and surpassed the design limits of the plant. The plant was designed for a peak flow of 900 gpm. Immediately following construction in 1999, this was found to be lacking in production capability and therefore the max production was increased to its current max production of 1,000 gpm, with little-to-no capability for additional production without modifications which would incur significant capital costs.

The increase in our seafood processing output and marine services industries has placed an increase in water consumption and added strain on the water plant. In July 2011 alone, our storage capacity fell to critical levels eight times, resulting in the potential shut down of seafood processors. As well, during the summers of 2014 and 2016, following the 2011 addition of a second 424,000 gallon treated water storage tank, the storage capacity level continued to reach critical levels. In July 2016 the treated water supply was at such critical low levels for several weeks that the City and Borough of Wrangell declared a Local Disaster and Emergency with a request for State assistance. The community was able to make it through these critical times only after one seafood processor redirected fish to another community, both processors made modifications to their processes, water sales to cruise ships were halted, water service to the

City's harbors and swimming pool was reduced, and mandated water conservation measures were implemented community-wide.

During 2016's critically low water supply period, Wrangell was already well into its first steps in the pursuit of an improved water treatment system. The CBW was engaged in performing a water plant pilot study with CRW Engineering Group, LLC. The purpose of that project was to identify deficiencies in our current water treatment plant, evaluate methods for improving the treatment process, perform on-site pilot testing of the alternative selected from the initial evaluation and provide guidance for the acquisition of recommended water treatment improvements. As the pilot plant testing was concluding, CRW developed a Preliminary Engineering Report to identify the findings of the pilot test and develop preliminary design criteria based on recommendations for Wrangell's Water Treatment Plant Improvements project.

#### **TIMELINE OF WATER DEPARTMENT ACTIVITIES / PROJECT COSTS TO DATE**

- June 2015      Assembly approves PSA to CRW Engineering with a contract to evaluate methods to improve its water treatment process and perform a pilot study. **(Project Cost \$158,112; \$150,000 funded from DCCED grant; \$8,112 funded from Water Department Reserves)**
- Feb 2016      Assembly accepts the CBW staff's and CRW's recommendation to implement the pilot study based on the preferred alternative testing method, using Dissolved Air Flotation (DAF) with Multi-media Filtration. This also allowed us the ability to compare the DAF alternative to the alternative to improve the existing facility based on the combined technical and economical merits toward meeting our community's water needs.
- July 2016      Treated water shortages, caused by high consumption, prompts Assembly to issue a Disaster Declaration and Request for State Assistance. Plea issued to community to reduce consumption between 30%-50%.
- July-Dec 2016      Staff consults with CRW to address water shortage issues/options, develop sand dredging cleaning methods, tracer study review, and prepare and review with DEC roughing filter improvements design based on media replacement. **(Project Cost: \$43,570; funded from Water Department Reserves)**
- Sept 2016      Assembly approves PSA amendment to CRW's pilot study contract to develop a Preliminary Engineering Report (PER) and Environmental Assessment (EA), a higher level of engineering report than originally required through the pilot plant project. The PER is required by USDA to qualify applicants for the USDA's WWD loan/grant program. **(Project Cost: \$64,098; funded from Water Department Reserves)**

- Oct 2016 CBW submits application to USDA's WWD program requesting funding for DAF treatment improvements.
- Dec 2016 CRW submits design of roughing filter modification, through media replacement and elevation, for ADEC review and approval.
- Jan 2017 CBW staff review CRW-recommended sand dredging plan, experiments with a dredge system and determines the dredge option to be ineffective. Staff begin developing an optional sand cleaning plan.
- Feb 2017 CBW and CRW review opportunities for value engineering to reduce overall capital costs of DAF replacement project. This effort resulted in a cost reduction of approximately \$3,000,000. The opportunity lost through this project scope and cost reduction is the water treatment capacity for projected community growth and that growth's associated water demands beyond the year 2038. Resulting DAF project cost is approximately \$9,000,000.
- March 2017 CBW receives ADEC-approval for roughing filter modifications based on media replacement and elevation of the media bed.
- March 2017 CBW submits final application to USDA requesting funding for DAF treatment upgrades.
- March 2017 Assembly approves expenditures of up to \$50,000 to make purchases and temporary hires, as necessary, to prepare for a successful upcoming peak water consumption season.
- April 2017 Water Shortage Management Plan adopted by Assembly.
- April 2017 Assembly approves contract to CRW to design roughing filter replacement with Forsta Filter's filtration system. ADEC approval received in June 2017. **(Projects Cost \$29,984; funded from Water Department Reserves)**
- April 26, 2017 Public hearing conducting for public review and comment regarding the Notice of Intent to File an Application to USDA for the purpose of financing improvements to Wrangell's water treatment system.
- April 2017 Water Department staff complete fabrication of a water/air scour plunging manifold and performed a trial run of first sand filter "plunging" for cleaning purposes with good success. Four temporary employees hired to assist with sand cleaning, in preparation of the coming peak summer season.



- April 2017 Assembly approves, and then reverses the approval, of \$250,000 for the replacement of media for one of the four sand filters.
- May 2017 At the Assembly's request, CRW provides opinion regarding efficiency of replacing only one sand filter's media in terms of filter flow rate and particulate loading rate. **(Project Cost: \$475; funded from Water Department Reserves)**
- May 2017 Two, new Ozone Generators installed **(Project Cost: \$211,360; funded from Water Department Reserves, with reimbursement expected from DEC loan in FY18. This cost is based on the purchase of one generator. The manufacturer offered to replace the generator unit that we purchased in 2016, with their newest series, at no additional cost to the CBW.)**
- June 2017 Ordinance 935 Water Chapter revised to increase water rates (7% in 2017; 5% in 2018 and 5% in 2019) for all customers and restructure the base-rate and bulk-rate water volumes for small and large commercial metered customers.
- June 2017 CBW receives ADEC approval to construct roughing filter modifications based on Forsta Filter design by CRW. Construction project cost estimated at \$250,000 for design based on two filters (one is for redundancy).
- June-July 2017 Staff consults with Case Marine regarding improvements to roughing filters. Suggestions included exploring a down-flow design with possible addition of air scouring system or the Forsta Filters, considering the requirement of a system that includes redundancy for efficient operation.
- July 2017 CBW receives notice from USDA of their agency's consideration to loan \$3,821,000 and grant \$3,161,000 for water treatment improvements based on DAF treatment upgrades and backwash waste disposal, pending receipt from the Borough of Form RD 1942-46, Letter of Intent to Meet Conditions, and Form RD 1940-1, Request for Obligation of Funds, required within thirty days of receipt of this notification.
- Aug 2017 Staff receive results of our water's particle count sampling, indicating that greater than 90% of particles would pass through the originally suggested 10-micron screen mesh. Based on this new information, CRW verified with Forsta Filter that six (not two) Forsta Filter units, with 5-micron screen mesh, are needed to adequately replace our existing roughing filters (three of the six, or half of the operational need, are for redundancy). Further design for this larger system has yet to be finalized, including ADEC's further follow-on concurrence.

- Sept 2017 Assembly approves PSA to Shannon & Wilson to conduct a Groundwater Desktop Study to investigate the probability of a groundwater source on Wrangell Island. **(Project Cost: \$8,055; funded from Water Department CIP)**
- Staff plan to include a copy of Shannon & Wilson's the Groundwater Desktop Study findings in the February 6, 2018 Assembly Agenda packet.
- Oct 2017 Consideration given to adding backwash options to both a roughing filter redesign similar to the plant's original up-flow design, but with elevated media to optimize the backwash process, as well as to a roughing filter redesign that provides a down-flow with backwash capabilities. These options are being reviewed with Roberts Filters' staff engineers who are reviewing our water characteristics, current design and have offered to make initial recommendations based on the filtration systems they design. The automatic self-cleaning Forsta Filters is also being reexamined based on the need of additional filters that was determined after receiving the particle count analysis information.
- CBW issues amendment to CRW's contract to further analyze water treatment improvement alternatives, including additional options for short-term improvements to the roughing filters, and to consider adding a water metering program geared toward water conservation efforts. **(Project Cost: \$15,750; funded from Water Department CIP)**
- Oct 2017 CBW performs sand media analysis to compare the existing properties of the sand to the specification of the sand as originally designed. The results from the tests were analyzed by CRW in their final evaluation and recommendation **(Project Cost: 1,300; funded from Water Department Facility Maintenance budget FY18)**
- Nov 2017 CBW receives USDA notice that the \$3,821,000 loan and the \$3,161,000 grant were officially approved in Federal Fiscal Year 2017 for the construction and upgrades to the water treatment plant to house two parallel DAF units and backwash waste disposal. This approval assumes the CBW's ability to contribute the remaining project cost through other funding sources. This approval requires a subsequent set of conditions be met to continue project momentum.
- Dec 2018 CBW receives CRW Engineer's draft evaluation and recommendation for review and comment. Schedules final submittal in January 2018.
- Jan 2018 CBW receives CRW Engineers' final evaluation and recommendation for water treatment improvements.

## **COST SUMMARY TO DATE**

- Engineering-related costs from 2015-Present are \$321,344
- Ozone Generator costs in 2017 were \$211,360 (advanced from Water Department Reserves; to be reimbursed through receipt of ADEC-approved loan)
- Ozone Generator costs in 2016 were \$202,620 (fully funded from Water Department Reserves)

## **RECOMMENDATION**

Given the updated information on the two alternatives, Alternative 1 - Improve Existing Water Treatment Process, and Alternative 2 – Dissolved Air Flotation (DAF) with Multimedia Filtration, staff recommend the following:

- A. Adopt Alternative 2 of the CRW Engineering Group, LLC's January 24, 2018 Memorandum entitled Water Treatment Upgrades: Final Evaluation and Recommendation and construct a new water treatment facility based on the DAF treatment process. Reason's supporting this recommendation:
1. The capital cost of the DAF project is substantially less, by approximately \$6.5 million, than the capital cost to make improvements to the existing treatment/process facility for providing similar capacities in both water treatment and water storage.
  2. Although the DAF alternative is projected to have slightly higher (approximately 5% higher) O&M costs (includes wages, chemicals and supplies, maintenance and operation of the treatment plant) than the alternative to improve the existing plant, the DAF alternative is the more cost effective treatment process based on having a lower life cycle cost and the higher treatment efficiency.
  3. The DAF project would result in less volume of water waste associated with backwashing.
  4. The DAF project is estimated to require less time for construction.
  5. DAF offers the more cost effective technology for meeting water demand for future growth. The modular design of the DAF system better facilitates future expansion as Wrangell continues to grow.
  6. DAF provides an almost instantaneous, and "on demand" supply of treated water as demand from the community dictates, versus the lengthy delay of the current, slow-sand system's treatment process.

7. DAF is expected to provide excellent color removal and good organics removal, thus reducing our current level of Disinfection By-Products (DBP) in the distribution system. DAF is a robust process that can accommodate significant variability in raw water quality without substantial adjustments in the treatment process.
8. Wrangell already enjoys quality water. The DAF treatment system will serve to improve the quality of Wrangell's drinking water.

A more detailed timeline for this recommendation will be provided subsequent to this Memorandum.

- B. For near-term improvements, move forward with the roughing filters' replacement based on the Forsta Filters' self-cleaning mechanical filters option. Replacing the roughing filters will provide significant improvements to the treatment process until a DAF project is fully implemented. Reason's supporting this recommendation:
  1. Replacing the existing roughing filters with the Forsta Filters, prior to DAF implementation, will provide Wrangell with significant gains and improvements to the treatment process, maintenance process, and final water quality during the interim period between now and DAF operation. Further benefits expected through this improvement are increased capacity of treated water, longer run times for the sand filters, and improved water quality.
  2. During construction of the DAF treatment system, a roughing filter replacement system would be required based on the fact that the conceptual design of the DAF system proposes to modify the roughing filter building in order to house the DAF units. The Forsta Filter units could be relocated during reconstruction of the roughing filter building to continue serving this pre-treatment process, a cost that would otherwise be incurred in the DAF project, Phase 1 (this interim pre-treatment filtration is currently not included in CRW's DAF project cost estimate, as it is recommended to be an expense incurred ahead of that project, as found in the recommendations).

While we are reasonably confident that the Forsta Filters will meet the needs of our pre-treatment filtration, as a replacement for the existing roughing filters, staff have moved forward with short-term pilot testing through the rental of a small Forsta Filter pilot filter, which will be installed for a couple of weeks to collect data.

This recommendation requires additional time for further design of the six-filter system and ADEC's follow-on review, prior to construction. The timeline to complete a Forsta Filter self-cleaning mechanical filters replacement project is not projected until after the summer peak season has begun; however, we would move swiftly to have the final design and agency concurrence completed without delay, with the hope that a



construction start might be possible during the summer. A more detailed timeline for this recommendation will be provided subsequent to this Memorandum.

- C. There is industry support that indicates a water metering program can play an important role in reducing water consumption. Such a program can also help to predict flows, determine leaks within the distribution system, set water rate structures for equitable cost allocation, and determine who to target for further conservation measures. While adding a water metering system in Wrangell could play a role in water conservation, due to the significant capital costs, of between \$3.4M - \$4.6M, for a program of this nature, staff do not recommend pursuing a Borough-wide metering project at this time.
- D. Continue pursuit of funding alternatives, including grants and loans, to pay for the water treatment system's improvements projects determined by final Assembly approval.

The Borough's water system must balance four major elements, those being supply, treatment, distribution and rates. In the big picture of balancing these elements, replacing the existing treatment system will improve our number-one, most-significant water challenge of today. While moving forward to construct a new water treatment facility will reduce the amount of funds available for future improvements to the dams and distribution system, Wrangell's ongoing water treatment system problem cannot continue to be pushed aside any longer. As we move forward, we will need to make improvements to other portions of our water system. Given the financial status of the Water Department, these further improvements are expected to cause increases to water rates if those projects are to be addressed.

**FINANCIAL PLAN**

The total cost of the recommended improvements is \$9,640,000 and is recommended to be paid through a combination of loans and grants.

<i><b>Source of Project Funds</b></i>	<i><b>Amount</b></i>	<i><b>For</b></i>	<i><b>Additional Annual Debt Service</b></i>
Borough Water Fund Reserves	458,000	Roughing Filters	0.00
USDA Grant Revenue	3,161,000	DAF Plant	0.00
USDA Loan Payable (Proceeds from Loan)	3,821,000	DAF Plant	153,189.78
EDA Grant Revenue	1,750,000	DAF Plant	0.00
DEC Loan Payable	450,000	DAF Plant	26,210.58
<b>Total</b>	<b>9,640,000</b>		<b>179,400.36</b>

Because it is not yet known, the above project costs do not include the interim financing cost required by USDA.

Staff is drafting projections for future budgets, which will include the additional debt service, as well as projected operations and maintenance (O&M) costs for the DAF system.

It is not currently recommended that the upcoming sequential 5% rate increases effective 7/1/2018 and 7/1/2019 be modified, however it is possible that subsequent rate increases will be recommended or required to cover the operating costs, debt service costs associated with these plant improvements, and other anticipated capital needs. It is recommended that a formal rate study be considered to assist in developing these longer-range rate recommendations, necessary to establish a cash reserve to repay debt. Staff recognize the hardship that increasing rates places on our customers and will continue to make management decisions based on this acute awareness.

#### **FUTURE WATER SYSTEM CAPITAL NEEDS**

- Rate Study
- Dams' Rehabilitation
- Water Main Replacement
- Water Metering - Phased
- Other Unplanned Projects

#### **ATTACHMENTS**

- MEMORANDUM from CRW Engineering Group LLC entitled Water Treatment Upgrades: Final Evaluation and Recommendation, dated January 24, 2018

The Borough Assembly will review and discuss the water treatment improvements recommendations provided herein during a workshop scheduled for February 5, 2018, 5:30-7:00 p.m. Due to this short time frame available to review this project, the full report will not be reviewed in detail at that meeting, but rather the recommendations will be highlighted during the meeting, to leave time for Q&A and discussion. CRW Engineers, Jon Hermon and Will Kemp, will also attend the workshop, by teleconference, to discuss their evaluation and recommendations.

At their regularly-scheduled meeting on February 27, 2017, it is expected that the Assembly will deliberate and take action for water treatment system improvements.



# Memorandum

Date: January 24, 2018  
To: Amber Al-Haddad, City and Borough of Wrangell  
From: CRW Engineering Group, LLC  
Project: Wrangell Water Treatment Plant  
Project No: CRW #20901.00  
Subject: Water Treatment Upgrades: Final Evaluation and Recommendation

## 1. Background

The City and Borough of Wrangell (CBW) has retained CRW Engineering Group, LLC (CRW) to provide engineering services related to improving the community's water treatment plant (WTP). The CBW currently operates a Community Public Water System (PWSID # AK2120143) using a surface water source under the requirements of the U.S. Environmental Protection Agency (EPA) surface water treatment rules. CRW prepared a Desktop Analysis in December 2015 and a Preliminary Engineering Report (PER) in April 2017, both of which identified dissolved air flotation (DAF) with multimedia filtration as the recommended alternative. This technology was pilot tested on-site during the fall of 2016.

Since these studies were performed, CBW has explored additional strategies for improving its ability to meet near-term peak summertime water demands. These strategies include the following options:

- Modifying the roughing filter media stratification and gradation to improve cleaning via down-flushing.
- Replacing the roughing filter media altogether with automated self-cleaning screen filters.
- Adding positive means to backwash the roughing filter media.
- Cleaning the slow sand filter media using mechanical and chemical methods.
- Installing flow meters on service lines as a way to encourage community-wide water conservation.

This technical memorandum summarizes the assessments of these additional options in context of improving CBW's capacity to treat and supply water, and in relation to funding being pursued in the present time. Significantly improving its plant throughput would help CBW meet its near-term water demands and possibly delay the need for more substantial improvements, such as reconfiguring the treatment scheme around a DAF process. In light of these considerations, this technical memorandum also further reviews which of the two previously short-listed alternatives that CBW may pursue as a long-term strategy to meet its growth and treatment objectives:

- Improve various processes of the existing WTP facilities.
- Implement DAF and multimedia as the principal water treatment processes.

Another important consideration in the review of these alternatives is the need for additional water storage, which would better buffer the water treatment process from extreme variations in community water demand. The need for additional water storage is evaluated further in this exercise as an option of both alternatives.

## 2. Funding Overview

The CBW anticipates funding treatment system upgrades through a combination of funding sources.

The CBW has accepted a funding package from the United States Department of Agriculture (USDA) comprised of a \$3,821,000 loan and a \$3,161,000 grant for a total amount of \$6,982,000. The scope of the funding package is based upon the recommendations outlined in the PER prepared by CRW which would upgrade the treatment system to a DAF treatment technology. The USDA funding can only be used for the scope outlined in the PER, and the funding package must be used within five years.

The CBW has also requested \$450,000 in funding from the Alaska Department of Environmental Conservation (ADEC) Drinking Water Fund priority list. The CBW plans to apply for \$1,500,000 in additional funding from the Alaska Economic Development Administration (EDA). Additionally the CBW has allocated \$250,000 in their Water Department Capital Improvements Projects (CIP) budget for improving the water treatment process.

## 3. Existing Water Treatment Process Concerns

The concerns expressed by CBW as significantly impacting the water treatment process are summarized in both the *Desktop Assessment* and *Preliminary Engineering Report* recently conducted to evaluate CBW's water treatment process. Concerns further addressed in this memorandum are summarized below.

- Roughing Filter Performance: CBW operators report that occasionally the turbidity leaving the roughing filters is greater than that entering the filters. This condition appears to be a symptom of poor cleaning performance by the backwashing system, which would result in the accumulation of contaminants within the media. These accumulations are occasionally discharged to the downstream slow sand filters in relatively high concentrations. These issues may be aggravated by the use of media particles that are larger than specified. Further, as the roughing filters gradually clog with captured solids while operating in an up-flow direction, the water surface upstream of these filters will tend to rise. Because the maximum rise that can be sustained without impacting the process flow through the ozone contactor is less than 2 feet, the length of the roughing filters run times is limited.
- Slow Sand Filter Cleaning: Although the slow sand filtration system design anticipated a cleaning frequency of about four times per year, the actual need to clean filters arises about every 10 to 14 days on average (more frequently with higher summer flows and less frequently with lower winter flows). This condition appears to be due to the slow sand filters being subjected to a higher-than-anticipated solids loading rate, since the roughing filters are not performing effectively. ADEC has also expressed concern that the ATV used in cleaning the filters could contaminate the water.
- Filtration Capacity: During summer months, when fish processors and other commercial users are consuming potable water, the water demand increases to the point where it is difficult to take filters off-line for cleaning. All filters are needed in these conditions to meet the peak water demand. Further, in a 2012 Sanitary Survey performed by ADEC, concern was expressed that the slow sand filters were not allowed to properly "ripen" (i.e., redevelop a sufficient biomat for effective treatment) prior to being placed back on-line. This requirement does not appear to be possible with the frequency currently needed for cleaning, nor for the WTP to function in peak demand conditions.



#### 4. Water Treatment Upgrade Alternatives

##### a. Alternative 1 – Improve Existing Water Treatment Process

The existing water treatment process features slow sand filtration. Slow sand filtration primarily uses a biological process to remove biodegradable and assimilable substances, which are not readily removed by ordinary granular filtration methods. As water slowly flows through fine-grained sand media, a biological mat (“schmutzdecke”) develops on its surface, which provides a medium in which microbes can encounter, break down, and assimilate dissolved compounds.

Under this alternative, the existing slow sand filter treatment process would be upgraded. General flow capacity increases would be made to the existing unit processes including: pH adjustment, ozonation, roughing filtration, and slow sand filtration. A backwash clarifying tank and sludge storage area and secondary dewatering system would be installed for backwash water disposal.

In particular, the roughing filters would also be modified to provide the following upgrades:

- Media gradations revised to provide better filtering performance.
- Improved media cleaning capability.
- Increased upstream hydraulic head to better accommodate solids uptake in the roughing filters.

With these roughing filter improvements, it is believed that slow sand filter performance would be enhanced as well, allowing them to operate longer between cleanings and more readily enable filter cleaning and media ripening. However, because these improvements would be made to an existing, custom-designed filtration system, it is not certain precisely how much these upgrades would improve the performance of the overall filtration process.

##### b. Alternative 2 – Dissolved Air Flotation (DAF) with Multimedia Filtration

DAF is a pre-filtration process that uses the introduction of minute air bubbles to suspend low-density solids like algae and organic compounds, which facilitate the removal of these contaminants from the water treatment stream. These compounds are typically difficult to remove by sedimentation processes, because they settle very slowly, especially when water temperatures are colder. With sedimentation, coagulants are used to increase the mass of these compounds and increase their ability to settle out of the treatment flow and be disposed of. Further, the sedimentation process needs to operate with slower flow rates when water temperatures are relatively cold.

DAF is an effective alternative to sedimentation, as the targeted compounds are floated instead of settled, and are subsequently skimmed from the water surface. With the use of flotation, smaller coagulant dosages can be used to remove contaminants, because it is generally easier to float suspended particles out of the process flow rather than sinking them. With DAF providing a more efficient removal process, the required treatment time can be made considerably shorter than for the sedimentation process. Consequently, DAF flow rates are typically higher, and the equipment can be made smaller relative to conventional filtration.

Under Alternative 2, the existing roughing filter building would be expanded to house two parallel DAF plants installed downstream of the pH adjustment system. The two package plants would integrate DAF and multimedia filtration. PAX XL-19, an aluminum chlorohydrate, would be used

as the coagulant and rapid-mixed with the raw water. With this alternative, a lower dosage of alum would be used due to the efficiencies of DAF. This alternative would include reusing the existing disinfection system and converting the existing slow sand filters to a serpentine clearwell for storing treated water. A backwash clarifying tank and sludge storage area and secondary dewatering system would be installed onsite to treat backwash wastewater.

## 5. Near-Term Options for Alternative 1 Improvements

Several near-term options for improving the existing water treatment system were considered and are presented in the following sections, including roughing filter improvements, self-cleaning filters, and slow sand filter improvements.

### a. Roughing Filter Cleaning Improvements

Three media cleaning sub-options were reviewed for the CBW roughing filters:

- Sub-option 1: Downflow backwashing with raised media bed.
- Sub-option 2: Provide air scour prior to down-flow backwashing with raised media bed.
- Sub-option 3: Provide simultaneous air scour and up-flow backwashing with media bed supported on basin bottom.

#### Sub-Option 1:

The media currently rests on the concrete floor of the roughing filter basin and operates in an up-flow configuration. The roughing filters are currently cleaned using a down-flow backwash. Backwashing is accomplished by a rapid drawdown of the water in the basin, which is intended to strip and flush solids from media particles. However, the actual drawdown is slow, due to the inability for water to exit the basin relatively quickly. Water outflow appears to be inhibited by the existing distributor piping at the basin bottom also being used as a backwash collector system.

To improve the down-flow cleaning process under this sub-option, the media would be raised up and supported on grating to provide an open space below. The grating would be supported by steel beams and concrete blocks. With an open space between the bottom layer of media and the concrete basin floor, the media cleaning process could be made more effective by promoting a faster drawdown that would better suspend and flush accumulated solids from the media. Additionally, three new, large drain valves would be installed to facilitate the rapid draining of the basin that is responsible for cleaning. The basin floor will be sloped as well to direct solids to the drains by gravity.

To accommodate the elevated media support grating, the depth of the existing coarse media would be reduced to 2 feet. The existing media would be overlain by a 1-foot layer of finer media with particle sizes ranging between 4 to 8 mm, to enhance solids removal during the filtering process.

This sub-option was initially developed by CBW and CRW as a relatively economical way to improve CBW's ability to clean the media consistent with the original design intentions. However, the uncertainty of how well this technique would work made questionable the costs to make the modifications. This sub-option was therefore not given further consideration.

### Sub-Option 2:

The media and media supports would be reconfigured as described in the Sub-Option 1 section above, except that the media sizes would be reduced to range between 2.2 and 2.4 mm, and constitute the entire media depth. This depth is also increased from 36 to 42 inches. To more-positively clean the media, an air scour would be applied prior to the fast drawdown. The air scouring would be provided using a piped grid installed below the media. Air would be pumped into the grid using an air blower. As air bubbles are diffused through the media, they rise upward and agitate the media particles for a prescribed time period. To accommodate media expansion during the backwash process, it is assumed that the roughing filter walls would be extended to about 3 feet above the existing finish floor elevation.

### Sub-Option 3:

If the direction of backwash flow were reversed to an upward direction, then an air scour could be applied simultaneously, which would agitate and more effectively clean the media. With relatively large media particles used in these filters, effective cleaning is currently impractical without air scour to supplement the backwash flow.

To backwash the filters in this fashion, a pump would be activated to increase the up-flow through the filter media. Air scouring would then be applied similar to the configuration described above for Sub-Option 2. After media agitation and scouring, the backflow up-flow would continue until a targeted clarity was achieved in the water. Then the backwash pump would be deactivated, and the WTP flow redirected to the slow sand filters. By cleaning solids upstream beforehand, the loading rate on the slow sand filters could be reduced, thereby allowing them to run longer.

For this sub-option, the media bed would be supported directly on the basin floor similar to the existing configuration, which would maintain the existing freeboard depth. Steel launder troughs would be installed at an elevation higher than the collector pipe inlets to receive backwash flow and direct it to waste.

### Discussion of Roughing Filter Improvement Sub-Options

A number of considerations are needed for all of the roughing improvement sub-options presented above. The first is that the available hydraulic head at the roughing filter basin is limited for operating with a media range size of 4 to 8 mm, as originally designed. When the roughing filters were first put into operation, the media reportedly clogged rapidly, presumably due to the relatively small media size working with a high solids loading rate. Based on discussions with filter manufacturers, this condition was likely made worse by the limited upstream head, about 2 feet, which is the difference in water surface elevations between the ozone contactor and the roughing filters. As a result, the filters would've experienced significant backwater increases as the media progressively clogged with solids. The media has since been replaced with larger diameter pea gravel, but this gradation has marginal capability to filter solids. Further, any retained solids are prone to sloughing off media particles, which produces effluent water quality that is poorer than the influent water.

For any of the sub-options presented, additional hydraulic head would be needed with the design media gradation to provide effective filtration. Two options are apparent for increasing the hydraulic head, presuming that the roughing filter would continue to be operated in an up-flow fashion. The first option would be to add a set of booster pumps just upstream of the roughing filters, with associated piping, valves and controls. The second option would be to modify the ozone contactor and roughing filters to provide this hydraulic head, which would be accomplished

by increasing the height of the contactor and roughing filter concrete walls, and making any necessary adjustments to the WTP's existing automated flow control valve.

The other consideration associated with upgrading the existing roughing filters is the size of backwash pumps and blowers that would be required. Because the roughing filters have a low loading rate (1.15 GPM/SF), the size of the filters is relatively large relative to the process flow rate. As a result, the size of the blowers and backwash pumps required to effectively clean the filters would also be proportionally large in size.

It should be noted that for all of these sub-options and the roughing filter options described in Sections 5b and 5c below, existing valving and infrastructure would allow for bypassing the roughing filters during construction. Because the roughing filters do not significantly improve water quality to the sand filters, and often make it worse, bypassing the roughing filters during construction of either sub-option is not anticipated to be an issue.

#### b. Pre-Treatment with Self-Cleaning Filters

Another option would be to replace the existing roughing filters with self-cleaning mechanical filters. These mechanical filters would employ a two-stage screening process using a coarse screen followed by a fine screen. Screen sizes are selected based upon raw water characteristics. Correspondence with a self-cleaning filter manufacturer has indicated that a screen size of 10 microns is the appropriate size for CBW's raw water. The self-cleaning filters would use controlled backwash pumps to perform automated filter backwashes. A booster pump would also be required to provide sufficient flow and pressure through the self-cleaning filters. In order to facilitate maintenance and provide redundancy, two sets of self-cleaning filters, backwash pumps and booster pumps would be required. The self-cleaning filters and associated piping, pumps and valves could be installed in the roughing filter basins.

#### c. Pre-Treatment with Up-flow Clarifiers

Another option would be to replace the existing roughing filters with an up-flow clarifier. The media in the up-flow clarifiers would be designed to provide adequate pre-treatment before the slow sand filters and be washable. The primary advantage of using up-flow clarifiers is that the loading rate can be designed to be much higher than that currently used for the existing roughing filters. Consequently, the footprint of an up-flow clarifier would be a fraction of the roughing filter footprint. The up-flow clarifier would require a pressure pump on the upstream side to provide sufficient flow through the filter. Both the up-flow clarifier and the pressure pump could be located in the existing roughing filter basin, which would require removal of the existing roughing filter components. An air blower and backwash pump would also be required to provide air scour and simultaneous backwash. The blower would likely be located on the floor of the roughing filter building. The backwash pump would be located in the roughing filter basin. A filtration aid (coagulant) would also be used to improve filtration. The coagulant dosing system would be located in the control building.

#### d. Slow Sand Filter Improvements

To improve filter flow, CBW has been reviewing ways to rejuvenate the slow sand filters either by media replacement or by media cleaning. Since the media was originally installed in the late 1990s, captured solids have gradually accumulated in the deeper media zones. CBW can backwash the slow sand filters by opening a valve that conveys treated water from the WSTs and through the piped effluent collector system at the bottoms of the filter basins. The backwash



flow rate is limited by the fact that the collector system orifices are oriented downward. With this configuration, CBW is concerned that a high flow rate would irreversibly thrust the effluent collector system upward into the media. This piped system is not believed to be sufficiently tied to the filter floor such that it can be held down against the thrusting. Consequently, the backwash flow is throttled to avoid this damage, but the resulting flow rate is ineffective in cleaning the sand media.

Media replacement was reviewed and deemed to be prohibitively expensive, due to the large volume of sand needed and the shipping distances to manufacturers that produce NSF-certified sand. Just the cost of procuring the sand would amount to around \$850,000. The labor cost of transporting the media from the docks to the WTP and replacing the media in the four filters would add to the procurement cost.

To mechanically clean the media, the use of a hydraulic eductor was reviewed by CRW with CBW, which was successfully used in another filter improvement project. However, this method was complicated by the fact that CBW's existing slow sand media is layered in two specific particle sizes: 0.5 mm and 1.0 mm. The intent of this layering is understood to keep media from flowing out the effluent collector system, which is comprised of slotted piping. Concern was expressed that the eductor approach, which based its cleaning technique on substantial movement of the sand with water, was impractical without destroying this layering.

Nevertheless, CBW developed and employed a similar approach with the use of jets. The jets were comprised of pipe wands, through which water and air were pumped. By plunging the jets into the media depth, the sand could be agitated and solids materials could be drawn up to the media surface where it could be washed away. This method was used on all the filters. Although the sand layering was apparently not destroyed with this method, some localized disturbance has probably occurred at the layer interface. Nevertheless, negligible media loss has been observed, and as a result of these efforts, CBW has achieved significant improvements in filter flow rates. Whereas each filter was conveying a rough average of 150 to 200 GPM (about half the design capacity) prior to cleaning, after cleaning, they each are flowing around 300 to 350 GPM, with about the same freeboard water levels as before.

As part of the evaluation to rejuvenate the existing media in-place, CBW submitted slow sand filter corings to Blue Earth Products to analyze the sand gradation. Testing by Blue Earth confirmed that the media not within design specifications in terms of media size (see Table 1). Industry standards for slow sand filters recommend a media size of 0.15 to 0.3 mm, which is somewhat smaller than that used in rapid rate filtration.

Table 1 – Sand Design Criteria

Criteria	Design Specifications	2017 Testing
Uniformity Coefficient	<1.7 (AWWA)	1.54
Effective Size	0.15 -0.35 mm (AWWA)	0.5 mm

According to the test report by Blue Earth, the media also exhibited deposits of primarily iron, aluminum and calcium on the surface of the media. The report recommended chemically rejuvenating the media with Blue Earth's proprietary cleaning agent, a low-pH acidic solution, to

remove accumulated surficial deposits. CBW expressed interest in pursuing this application as a way to clean the media in-place, without disturbing the stratification of the two sizes of sand.

However, the application of this product on slow sand filters is questionable in a number of ways:

- Most of the treatment in slow sand filters typically occurs within the schmutzdecke and the top few inches of media. It is within this upper media zone that most of the pressure head is developed as solids are accumulated. Chemically cleaning the deeper media zone may not result in a significant improvement in filter flow rate relative to CBW's recent efforts in mechanically washing the media, and therefore may not be cost-effective.
- At the present time, this cleaning technology has not yet been used on slow sand filters, according to a company representative, and therefore no history of successful usage is available to guide its implementation at CBW's facility.
- Although the cleaning agent is NSF 60-listed, proper usage of this product requires a flushing step followed by a pH adjustment step. The pH adjustment chemical needs to be introduced in the filter-to-waste stream and be sufficiently mixed with the flush water for proper neutralization. Safe discharge to the environment would depend on sufficient neutralization. The WTP's inability to effectively backwash the slow sand filters introduces some risk in its ability to effectively flush the low pH cleaning agent and pH adjustment chemical from the filter beds. Further, plant modifications would be needed to introduce and mix the pH adjustment chemical.

Table 2 – Near Term Improvement Capital Costs

Description	Cost
Roughing Filter Improvements	\$683,000
Self Cleaning Filters	\$458,000
Upflow Clarifiers	\$461,000
Slow Sand Cleaning	\$203,000

## 6. Water Storage

CBW's current water storage volume is approximately 0.85 million gallons, as provided by two aboveground tanks of equal size. This volume is about equal to the current average daily water demand (ADD) and roughly half of the maximum daily water demand (MDD), and as such, is insufficient to supply the City's water supply needs. The inability to provide sufficient water volume impacts individual water consumers, medical facilities, seafood processing plants, and the ability to respond to local fires. Further, during periods of high water usage, the treatment process is directly exposed to the variation in water demand. In this condition, unit processes must keep pace with peaking demands, which often require that they operate at maximum capacity for long periods of time. This condition can severely reduce the time needed for CBW to perform maintenance and repairs on the unit processes that are most stressed. Also, an insufficient buffer between the water treatment process and the community water demand might reduce the available contact time for complete disinfection of the treated water.

CBW is prone to experiencing water shortage events, which are most pronounced during the summer season when water demand is highest. In July 2016, CBW passed a Disaster Declaration with Request for State Assistance due to inadequacy of the system to provide sufficient flow to meet community water consumption. CBW also requested that the public ration water use by 30% to 50% in an effort to decrease

overall water use. Much of this rationing was achieved by consumers making more efficient use of supplied water through reduced wasteful practices. With increased conservation, CBW was able to sustain the community's essential water needs in 2016. The peak water demands experienced in 2017 were not as severe as the previous year. The 2017 summer fishing season did not produce a large salmon catch and local canneries closed earlier as a result, thereby lowering the water usage relative to the 2016 season.

To provide at least the volume consumed in one day of MDD (1.8 million gallons per day), the existing water treatment system would need an additional 1 million gallons of water storage. By providing this additional water storage, the increased stored volume (1.8 million gallons) would not only meet the MDD, but also provide nearly 2 days of the ADD. In so doing, this larger storage capacity would:

- Provide more flexibility in achieving sufficient disinfection contact time during peak water system demands.
- Allow CBW additional time to address any system failures that would diminish or otherwise shut down WTP flow.
- Better accommodate system maintenance, such as taking filters off-line for cleaning.

It is important to note that an increase in water storage capacity is considered beneficial only with a corresponding increase in water treatment capacity, as described in either Alternative 1 or 2. Increasing the storage capacity alone will not adequately address CBW's summer water shortage concerns. The treatment capacity of the plant should be great enough that the amount of water storage could be replenished in a reasonable time period, which would vary depending on the patterns of community water usage. To keep pace with peak water consumption, the water treatment plant needs the ability to treat water at a rate that is at least equal to the MDD. If not, the stored water volume, no matter how large, would gradually become depleted if the water consumption continued to exceed the water treatment capacity. However, if the treatment rate could keep pace with maximum demand, the stored volume could be maintained during periods of high water use and be refilled faster thereafter. As CBW experiences prolonged periods of high water usage during the summer, the ability to maintain and replenish the stored water volume is essential to avoiding water shortages.

For the purpose of more directly comparing the costs of Alternative 1 to Alternative 2 with similar project benefits, it is assumed that Alternative 1 would provide an additional 1 million gallons of water storage tank constructed adjacent to the existing water storage tanks. This storage volume could be provided in one tank or two tanks depending on the site topography and which arrangement would provide the most cost effective site development. Under Alternative 2, the existing slow sand filters would be converted into clearwells, taking advantage of reusing existing infrastructure.

## 7. Alternative Comparison

A matrix of the advantages and disadvantages of the two alternatives is presented below.

	Alternative 1 – Improve Existing Treatment Process	Alternative 2 – Dissolved Air Flotation (DAF) with Multimedia Filtration
Advantages	<ul style="list-style-type: none"> <li>• CBW is familiar with this water treatment process.</li> <li>• O&amp;M costs would remain relatively low, primarily because a lesser need for chemicals relative to other alternatives.</li> <li>• CBW would continue the use of ozone, having recently invested significant funds to replace its aging ozone generators.</li> <li>• Improved process would require the lowest operator certification level (III).</li> </ul>	<ul style="list-style-type: none"> <li>• DAF is a more cost effective treatment process based on having the lowest life cycle costs and highest treatment efficiency.</li> <li>• The use of DAF is expected to provide good organics removal and excellent color removal</li> <li>• DAF is a robust process that can accommodate significant variability in raw water quality without substantial adjustments in the treatment process.</li> <li>• Existing infrastructure will be reused and repurposed for water storage facilities</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• High capital costs, which will be more difficult to fund relative to other alternatives.</li> <li>• Unlike the other alternatives, which could make use of the slow sand filter basins as additional water storage, Alternative 1 will require construction an additional water storage tank.</li> <li>• Potential for continued difficulties in post-treatment high chlorine demands and in reducing disinfection by-products, as slow sand filtration has limited organic removal capabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• This process will likely require a Level IV certification.</li> </ul>

Capital costs for the two alternatives are presented below, with Alternative 2 being substantially lower than Alternative 1, which would require significant site development construction for additional slow sand filters and water storage. For this cost comparison, 2 new slow sand filters are assumed to be added to the existing facility for a total of six filters. With clean sand media, each filter is designed to provide 300 GPM of capacity. At this unit rate, 5 filters would provide up to 1500 GPM or 2.2 MGD of treatment capacity, with a sixth filter offline for cleaning and ripening purposes.



Table 3 – Capital Cost Comparison

	Alt 1 – Improve Existing	Alt 2 – DAF + Filtration
Water Treatment Upgrades	\$10,903,000	\$8,322,000
Water Storage Upgrades	\$3,876,000	Included in Treatment Upgrades
Backwash Disposal	\$860,000	\$860,000
Total	\$15,639,000	\$9,182,000

## 8. Recommendation and Discussion

The capital cost for Alternative 1 is substantially higher than for Alternative 2 for providing similar capacities in treatment and water storage. Even with no water storage improvements included with it, Alternative 1 would still be higher in cost. Because the capital costs of constructing additional sand filters would be more expensive on a unit basis than adding DAF modules, Alternate 2 would offer the more cost effective technology for meeting a growing water demand into the distant future.

The pilot testing for the DAF that was conducted in 2016 confirmed the suitability of DAF as an effective treatment technology for CBW's water supply needs. The use of DAF is expected to provide good organics removal and excellent color removal during treatment. DAF is also a robust process that can accommodate significant variability in raw water quality without substantial adjustments in the treatment process.

Alternative 2 would re-use the existing facilities and repurpose the slow sand filter basins to cost-effectively provide extra water storage. When compared with Alternative 1, Alternative 2 requires a significantly smaller filtration footprint, which is a significant advantage given the steep topography and high capital cost associated with development at the WTP site. Furthermore, the modular design of the DAF system will facilitate future expansion as CBW continues to grow. For the long-term outlook, Alternative 2 – DAF with Multimedia Filtration is therefore recommended as CBW's preferred alternative.

If CBW receives the funding current being pursued, it could implement the design and construction of one of the near-term options to more immediately address the WTP's capacity problems. However, because increased water storage is needed, the near-term improvements to the existing system would be considered a temporary stop-gap measure until the Alternative 2 improvements are completed. If community water conservation efforts were continued, and if design and construction of the Alternative 2 improvements were to be completed by 2021 (assuming one year of design in 2018-2019 and two years of facility construction in 2019-2021), the near-term improvements to the existing system may not be necessary. If Alternative 2 funding cannot be completely executed within the next two to three years (i.e. matching funding and loans secured), implementation of the preferred near-term option should be strongly considered.

Of the various near-term options that could enhance the performance of the roughing filters (and accordingly the slow sand filters), the self-cleaning filter or up-flow clarifier options would be the most cost-effective. Between these two, it is anticipated that the self-cleaning filter option would impose less complexity, as a polymer system would not be used to enhance solids removal. Being the most cost-effective, we believe the self-cleaning filter option would be the preferred option. The construction of this option could be accomplished within a year's time, but not likely before the 2018 peak water demand

season. It is recommended that this option be validated in pilot testing prior to proceeding with full scale construction.

### 9. Phasing Approach for Alternative 2

In order to facilitate greater flexibility with funding sources and construction scheduling, a phased approach for construction of the water treatment upgrades is presented. The components directly associated with the water treatment process would be installed during phase 1 and the supporting components would be installed in phase 2. Note that a two phase approach will result in a slight increase in overall construction cost as it will require two separate mobilization/demobilization efforts.

- | <u>Phase 1</u>  | <u>Phase 2</u>   |
|---|--|
| <ul style="list-style-type: none"> <li>• Site work</li> <li>• Expand roughing filter building</li> <li>• DAF treatment system</li> <li>• Connections to existing system</li> <li>• Chemical feed, transfer and booster pumps</li> <li>• Control panels</li> </ul> | <ul style="list-style-type: none"> <li>• Conversion of filters to clearwells</li> <li>• Demolish ozone generation system</li> <li>• Remodel control building for chemical storage</li> <li>• Replace onsite chlorine generation system</li> <li>• Caustic feed system improvements</li> <li>• Standby generator and fuel system</li> </ul> |

Capital costs for the recommended alternative - Alternative 2 –DAF with Multimedia Filtration are presented below.

Table 4 – Phased DAF Capital Costs

Description	WTP Upgrades (Phase 1)	Backwash Disposal (Phase 1)	WTP Upgrades (Phase 2)
Construction	\$6,104,000	\$715,000	\$828,000
Design	\$550,000	\$65,000	\$75,000
Construction Administration	\$550,000	\$65,000	\$75,000
Project Administration	\$123,000	\$15,000	\$17,000
<b>Total</b>	<b>\$7,327,000</b>	<b>\$860,000</b>	<b>\$995,000</b>
	Combined Total (Phase 1 + Phase 2)		\$9,182,000

### 10. Additional Considerations - Water Conservation and Water Service Meters

As discussed in the PER, the average per capita water use is approximately 250 gallons per capita-day (GPCD). Compared with other communities in Alaska of similar size, this is a relatively high per capita use rate. As residential service lines are not metered, it is not known how much of this volume is attributable to system water losses (pipeline leaks, water wasting at plant and hydrants, and others). Any efforts by CBW to identify leaks, exercise conservation measures or otherwise reduce water use will result in decreased system O&M costs and increased overall system efficiency.

One approach that municipalities have taken to reduce water consumption and encourage conservation is to install meters on water services. Meters on water services can not only reduce overall consumption, but with meters having sufficient accuracy at low flow rates, utilities can also better identify low-flow leaks in the distribution system. When meters are used, customers are typically billed by the gallon, rather than by a flat rate, and this method tends to inhibit indiscriminate water usage by consumers. Industry experience has shown that, when combined with an effective billing structure, metering can reduce water use by an average of 15% to 20%. This range may appear to be diminished somewhat by unmetered water losses and consumption. Further, these percentages can vary significantly beyond the average, depending on actual water usage and other local conditions.

Currently, services to major water users in the community, such as canneries and harbor users, are provided with flow meters. Further meter-related reductions in water usage would therefore be expected to substantially come from new installations in the remaining community. Assuming that a 20% water use reduction could be realized in 10 years of phased meter installations (approximately 100 per year), this would equate to a reduction in ADD of about 143,000 gallons per day at that time of complete build-out. This calculation also assumes 10 years of water use growth from the year 2014, consistent with the estimate provided in the *Desktop Assessment*. This reduced water usage would equate to about 33% of the capacity of one slow sand filter and therefore would not be expected to significantly reduce the need for additional, future slow sand filter capacity.

#### Flow Meter Technologies

Generally speaking, water service meters fall into two broad categories: non-automated meters and automated meters (or smart meters).

##### Non-Automated Meters

As the name implies, non-automated meters do not transmit data. These meters must be manually read on a periodic basis to monitor water use. Where the meter is located (i.e., at the curb stop, or within customers' houses) will impact the amount of labor expended to read the meter. Meters used in cold weather regions are usually located in warm enclosures.

##### Automated Meters

There are two main categories of automated meter systems: automatic meter reading (AMR) and advanced metering infrastructure (AMI). While the two terms are sometimes used interchangeably, they are in fact very different. AMR uses mobile data collection which, for instance, might employ a utility truck with a data receiver that drives through a neighborhood and collects meter data as it drives by each house. For AMR, data is typically collected on a monthly basis. AMI, on the other hand, uses a network of transmitters to send meter data to a central collection point on a continuous, real-time basis.

Table 6 – Water Meter Technology Comparisons

	Advantages	Disadvantages
Non-automated meters	<ul style="list-style-type: none"> <li>• Low capital cost</li> <li>• Simplest approach, no receiving or transmitting equipment required</li> </ul>	<ul style="list-style-type: none"> <li>• Meter reading requires technician to visually inspect each meter which can be labor intensive</li> <li>• Limited data, meters are typically read on a monthly basis</li> </ul>
Automated meters (AMR)	<ul style="list-style-type: none"> <li>• Doesn't require technician to visually inspect meter, meter reading can be done remotely.</li> </ul>	<ul style="list-style-type: none"> <li>• Limited data, meters are typically read on a monthly basis</li> </ul>
Automated meters (AMI)	<ul style="list-style-type: none"> <li>• Meters are continuously monitored, provided continuous real-time data</li> <li>• Leaks can be identified on a real-time basis</li> <li>• The utility can actively engage with customers to provide feedback on water use, potential leaks or abnormal water usage patterns</li> <li>• Optimizes revenue by improving meter accuracy and identifying meter tampering or service theft</li> </ul>	<ul style="list-style-type: none"> <li>• Smaller utilities can be challenged with the AMI system which requires IT personnel and equipment</li> <li>• An AMI system generates large volumes of data that must be managed</li> <li>• AMI systems can be tied to a particular vendor</li> <li>• High capital cost</li> </ul>

Cost Discussion

The capital cost for installing the three different water meter systems are presented below. The cost estimates assume:

- Installation of 1,016 meters.
- Meter installation will be within residences and businesses either in crawlspaces or mechanical rooms/plumbing areas.
- Existing curb stops will be used to isolate water services.
- Primary service line material is copper.

The meter installation costs are presented as budgetary allowances, with limited on-site data available. In order to present a more accurate cost estimate, detailed information regarding each water service and associated building would be required.

Table 6 – Water Meter Capital Costs

Description	Cost
Water Meters (non-automated)	\$3,425,000
Water Meters (AMR)	\$3,631,000
Water Meters (AMI)	\$4,625,000

According to the *Preliminary Engineering Report*, the average annual treatment O&M cost is \$186,000. Assuming a reduction in water use of 15% this could equate to a potential savings in treatment O&M costs of \$27,900. Realistically, some of the O&M costs are "fixed" (i.e., would not decrease based on a decrease in water production), so the actual cost reduction may be less than indicated. However, even with a conservative cost savings of \$27,900, the simple payback period for the lowest cost non-automated meter option would still be nearly 100 years. Any additional increases or decreases in distribution system O&M costs might somewhat vary the payback return, but the order of magnitude would be still a very long time. Therefore, metering is not considered an economically viable option.

Attachments:

Cost Estimates (12 pages)

Figures (6 sheets)



# Conceptual Capital Cost Estimate

1/24/2018

## Roughing Filter Upgrades

ACTIVITY	NOTES	QUANTITY	UNIT	UNIT COST	TOTAL COST
Rouging filter basin demolition		1	ls	\$15,000	\$15,000
Roughing filter modifications - material only		1	ls	\$270,000	\$270,000
Roughing filter modifications - shipping and installation costs		1	ls	\$81,000	\$81,000
Ozone contactor and roughing filter wall increase (concrete)		30	CY	\$1,300	\$39,000
Ozone contactor and roughing filter hydraulic modifications		1	ls	\$25,000	\$25,000
				Subtotal	\$430,000
				Estimating Contingency 25.0%	\$108,000
				Inflation 3.5%	\$16,000
				Construction Subtotal	\$554,000
				Design 12.0%	\$67,000
				Construction Administration 9.0%	\$50,000
				City Administration 2.0%	\$12,000
				<b>Estimated Total Cost</b>	<b>\$683,000</b>

# Conceptual Capital Cost Estimate

1/24/2018

## Forsta Filters

ACTIVITY	NOTES	QUANTITY	UNIT	UNIT COST	TOTAL COST
Demolition		LS	1	\$15,000	\$15,000
Concrete		CY	13	\$1,200	\$15,600
Filter Housing		EA	6	\$18,000	\$108,000
Pressure Pump		EA	2	\$10,000	\$20,000
Backwash Pump		EA	2	\$10,000	\$20,000
Piping & Valves		LS	1	\$45,000	\$45,000
Back Pressure Valve		EA	2	\$10,000	\$20,000
Ladder		LS	1	\$6,000	\$6,000
Controls/Electrical		LS	1	\$80,000	\$80,000
				Subtotal	\$330,000
			Estimating Contingency	20.0%	\$66,000
			Inflation	3.5%	\$12,000
				Construction Subtotal	\$408,000
			Construction Administration	10.0%	\$41,000
			City Administration	2.0%	\$9,000
				<b>Estimated Total Cost</b>	<b>\$458,000</b>

# Conceptual Capital Cost Estimate

1/24/2018

## Upflow Clarifier

ACTIVITY	NOTES	QUANTITY	UNIT	UNIT COST	TOTAL COST
Rouging filter basin demolition		1	ls	\$15,000	\$15,000
Upflow clarifier - material only		1	ls	\$200,000	\$200,000
Upflow clarifier - shipping and installation costs		1	ls	\$60,000	\$60,000
Roughing filter hydraulic modifications		1	ls	\$15,000	\$15,000
				Subtotal	\$290,000
				Estimating Contingency 25.0%	\$73,000
				Inflation 3.5%	\$11,000
				Construction Subtotal	\$374,000
				Design 12.0%	\$45,000
				Construction Administration 9.0%	\$34,000
				City Administration 2.0%	\$8,000
				<b>Estimated Total Cost</b>	<b>\$461,000</b>

# Conceptual Capital Cost Estimate

1/24/2018

## Slow Sand Cleaning

ACTIVITY	NOTES	QUANTITY	UNIT	UNIT COST	TOTAL COST
Cleaning Chemicals		1	ls	\$65,000	\$65,000
Neutralization Chemicals		1	ls	\$32,000	\$32,000
Chemical Shipping		20	tons	\$700	\$14,000
Support Equipment (dosing, neutralization, discharge)		1	ls	\$30,000	\$30,000

Subtotal \$141,000

Estimating Contingency 25.0% \$36,000

Inflation 3.5% \$5,000

Construction Subtotal \$182,000

Engineering Support 9.0% \$17,000

City Administration 2.0% \$4,000

**Estimated Total Cost \$203,000**

Conceptual Capital Cost Estimate

1/24/2018

Water Meters

ACTIVITY	NOTES	QUANTITY	UNIT	UNIT COST	TOTAL COST
Positive Displacement Meters	Budgetary Allowance	1	Is	\$2,220,000	\$2,220,000
Subtotal					\$2,220,000
Estimating Contingency 25.0%					\$555,000
Inflation 3.5%					\$78,000
Construction Subtotal					\$2,853,000
Design 9.0%					\$257,000
Construction Administration 9.0%					\$257,000
City Administration 2.0%					\$58,000
<b>Estimated Total Cost</b>					<b>\$3,425,000</b>

ACTIVITY	NOTES	QUANTITY	UNIT	UNIT COST	TOTAL COST
Positive Displacement Meters with Automatic Meter Reading (AMR)	Budgetary Allowance	1	Is	\$2,340,000	\$2,340,000
Subtotal					\$2,340,000
Estimating Contingency 25.0%					\$555,000
Inflation 3.5%					\$78,000
Construction Subtotal					\$2,973,000
Design 12.0%					\$343,000
Construction Administration 9.0%					\$257,000
City Administration 2.0%					\$58,000
<b>Estimated Total Cost</b>					<b>\$3,631,000</b>

ACTIVITY	NOTES	QUANTITY	UNIT	UNIT COST	TOTAL COST
Positive Displacement Meters with Advanced Metering Infrastructure (AMI)	Budgetary Allowance	1	Is	\$3,420,000	\$3,420,000
Subtotal					\$3,420,000
Estimating Contingency 25.0%					\$555,000
Inflation 3.5%					\$78,000
Construction Subtotal					\$4,053,000
Design 9.0%					\$257,000
Construction Administration 9.0%					\$257,000
City Administration 2.0%					\$58,000
<b>Estimated Total Cost</b>					<b>\$4,625,000</b>



# Conceptual Capital Cost Estimate

1/24/2018

## Alternative 1 - Additional 1 MG Water Storage Tank

Project Duration

4 weeks

ACTIVITY	NOTES	QUANTITY	UNIT	UNIT COST	TOTAL COST
<b><u>General</u></b>					
Per Diem		224	day	\$60	\$13,440
Superintendent		4	weeks	\$7,200	\$28,800
Project Manager	8 hrs/week	4	weeks	\$800	\$3,200
Expeditor	40 hrs/week	4	weeks	\$2,800	\$11,200
Roundtrip Air Fare		3	each	\$1,000	\$3,000
Allowance for Misc Air Freight		1	ls	\$25,000	\$25,000
Survey		1	ls	\$15,000	\$15,000
Erosion Control		1	ls	\$10,000	\$10,000
Equipment Mobilization		1	ls	\$50,000	\$50,000
<b><u>Meetings/Coordination</u></b>					
Project Meetings		8	hours		\$800
Project Schedule		1	months	\$200	\$200
Shop Drawings		16	hours		\$1,600
<b><u>Equipment</u></b>					
Pickup (2 each)	Rental/Ownership Cost	4	weeks	\$300	\$1,200
Flatbed Truck	Rental/Ownership Cost	4	weeks	\$500	\$2,000
Note: Heavy Equipment Cost Included in Unit Costs for WTP Upgrades					
<b><u>Other</u></b>					
Project Office	Office + equipment	1	months	\$750	\$750
Safety Equipment		1	ls	\$5,000	\$5,000
Temporary Power	Generators for Tools	1	months	\$500	\$500
Hand tools, consumables, signage, porta cans, etc.		1	ls	\$35,000	\$35,000
Fuel, oil and gas for equipment		1	months	\$1,500	\$1,500
<b><u>Housing</u></b>					
Housing		1	months	\$10,000	\$10,000
Utilities		1	months	\$1,500	\$1,500
<b><u>Insurance</u></b>					
Certified Payroll Fee		1	ls	\$5,000	\$5,000
<b><u>Water Treatment Plant Modifications</u></b>					
Clearing and Grubbing		0.4	ACRE	\$10,000	\$3,587
Fill		1700	CY	\$35	\$59,500
Site Grading and Drainage		1	LS	\$50,000	\$50,000
Bedrock Blasting and Removal		2900	CY	\$80	\$232,000
Water Storage Tank and Insulation Package		1,000,000	gal	\$1.75	\$1,750,000
<b><u>System Startup, Operator Training and O&amp;M Manuals</u></b>					
		1	ls	\$15,000	\$15,000
<b><u>Project Closeout</u></b>					
Punchlist Items		1	ls	\$5,000	\$5,000

# Conceptual Capital Cost Estimate

1/24/2018

Asbuilts of System		1	ls	\$5,000	\$5,000
Site Cleanup		1	ls	\$5,000	\$5,000
Demobilization		1	ls	\$15,000	\$15,000

Subtotal                    \$2,365,000

General Contractor Overhead and Profit    15.0%                    \$355,000

    General Contractor Bond & Insurance    3.0%                    \$71,000

        Estimating Contingency            15.0%                    \$355,000

            Inflation                            3.5%                    \$83,000

                Construction Subt            \$3,229,000

                            Design                            9.0%                    \$291,000

                            Construction Administration    9.0%                    \$291,000

                            City Administration            2.0%                    \$65,000

**Estimated Total Cost (Alternative No. 1)                    \$3,876,000**

# Conceptual Capital Cost Estimate

1/24/2018

## Alternative No. 1 - Expand Existing Slow Sand Filtration System

Project Duration

52 weeks

ACTIVITY	NOTES	QUANTITY	UNIT	UNIT COST	TOTAL COST
<b><u>General</u></b>					
Per Diem		2912	day	\$60	\$174,720
Superintendent		52	weeks	\$7,200	\$374,400
Project Manager	8 hrs/week	52	weeks	\$800	\$41,600
Expeditor	40 hrs/week	52	weeks	\$2,800	\$145,600
Roundtrip Air Fare		35	each	\$1,000	\$35,000
Allowance for Misc Air Freight		1	ls	\$100,000	\$100,000
Survey		1	ls	\$25,000	\$25,000
Erosion Control		1	ls	\$10,000	\$10,000
Equipment Mobilization		1	ls	\$50,000	\$50,000
<b><u>Meetings/Coordination</u></b>					
Project Meetings		104	hours		\$10,400
Project Schedule		13	months	\$200	\$2,600
Shop Drawings		208	hours		\$20,800
<b><u>Equipment</u></b>					
Pickup (2 each)	Rental/Ownership Cost	52	weeks	\$300	\$15,600
Flatbed Truck	Rental/Ownership Cost	52	weeks	\$500	\$26,000
Note: Heavy Equipment Cost Included in Unit Costs for WTP Upgrades					
<b><u>Other</u></b>					
Project Office	Office + equipment	13	months	\$750	\$9,750
Safety Equipment		1	ls	\$5,000	\$5,000
Temporary Power	Generators for Tools	13	months	\$500	\$6,500
Hand tools, consumables, signage, porta cans, etc.		1	ls	\$35,000	\$35,000
Fuel, oil and gas for equipment		12	months	\$1,500	\$18,000
<b><u>Housing</u></b>					
Housing		12	months	\$10,000	\$120,000
Utilities		12	months	\$1,500	\$18,000
<b><u>Insurance</u></b>					
Certified Payroll Fee		1	ls	\$5,000	\$5,000
<b><u>Water Treatment Plant Modifications</u></b>					
Clearing and Grubbing		0.5	ACRE	\$10,000	\$5,000
Fill		3000	CY	\$35	\$105,000
Site Grading and Drainage		1	LS	\$125,000	\$125,000
Cleaning Existing Filter Sand		1	LS	\$50	\$50
Addition of (2) Slow Sand Filters					
Bedrock Blasting and Removal		1100	CY	\$80	\$88,000
Concrete Filter Beds		460	CY	\$1,300	\$598,000
Filter Piping		528	LF	\$120	\$63,360
Filter Valves, Fittings, Etc.		1	LS	\$32,000	\$32,000
Connection to Existing System		1	LS	\$30,000	\$30,000
Media for Filters		8400	CF	\$7	\$58,800

**Conceptual Capital Cost Estimate**

1/24/2018

Freight for Media		535	TONS	\$700	\$374,220
Metal Building Over Filters		2096	SF	\$250	\$524,081
<b>Addition of (2) Roughing Filter</b>					
Bedrock Blasting and Removal		1000	CY	\$80	\$80,000
Concrete Filter Beds		180	CY	\$1,300	\$234,000
Filter Piping		500	LF	\$120	\$60,000
Filter Valves, Fittings, Etc.		1	LS	\$45,000	\$45,000
Connection to Existing System		1	LS	\$20,000	\$20,000
Media for Filters		4320	CF	\$7	\$30,240
1 ft GAC Cap		2160	CF	\$35	\$75,600
20 hp Backwash Pumps		2	EA	\$35,000	\$70,000
Freight for Media		270	TONS	\$700	\$189,000
Metal Building Over Filters		1080	SF	\$250	\$270,000
Chemical Feed System		1	ea	\$35,000	\$35,000
Replace Onsite Chlorine Generation System		1	LS	\$115,000	\$115,000
Caustic Feed System Improvements		1	ea	\$30,000	\$30,000
Air Scour System		1	LS	\$150,000	\$150,000
Oxygen Generator		1	EA	\$210,000	\$210,000
Ozone Destructor		1	EA	\$50,000	\$50,000
<b>Expansion of Ozone Contactor by 50%</b>					
Bedrock Blasting and Removal		300	CY	\$80	\$24,000
Concrete Contact Filter		20	CY	\$1,300	\$26,000
Connection to Existing System		1	LS	\$15,000	\$15,000
60 hp Booster Pumps		2	ea	\$20,000	\$40,000
150,000-gal Recaptured Water Storage Tank		150000	gal	\$2.50	\$375,000
150,000-gal Tank Insulation Package		150000	gal	\$0.50	\$75,000
10 hp Transfer Pumps		2	ea	\$10,000	\$20,000
Recapture Water Piping		200	LF	\$120	\$24,000
Sand Removal System		1	LS	\$200,000	\$200,000
Sand Cleaning System		1	LS	\$400,000	\$400,000
Standby Generator		1	LS	\$150,000	\$150,000
Fuel System		1	LS	\$24,000	\$24,000
Control Panels		1	LS	\$200,000	\$200,000
<b><u>System Startup, Operator Training and O&amp;M Manuals</u></b>					
		1	ls	\$50,000	\$50,000
<b><u>Project Closeout</u></b>					
Punchlist Items		1	ls	\$25,000	\$25,000
Asbuilts of System		1	ls	\$15,000	\$15,000
Site Cleanup		1	ls	\$25,000	\$25,000
Demobilization		1	ls	\$50,000	\$50,000

Subtotal \$6,654,000

General Contractor Overhead and Profit	15.0%	\$999,000
General Contractor Bond & Insurance	3.0%	\$200,000
Estimating Contingency	15.0%	\$999,000
Inflation	3.5%	\$233,000
<b>Construction Subt</b>		<b>\$9,085,000</b>
Design	9.0%	\$818,000

# Conceptual Capital Cost Estimate

1/24/2018

Construction Administration	9.0%	\$818,000
City Administration	2.0%	\$182,000
<b>Estimated Total Cost (Alternative No. 1)</b>		<b>\$10,903,000</b>



Conceptual Capital Cost Estimate

1/24/2018

Alternative No. 2 - Dissolved Air Flotation with Multimedia Filtration

Project Duration

36 weeks (Phase 1)

4 weeks (Phase 2)

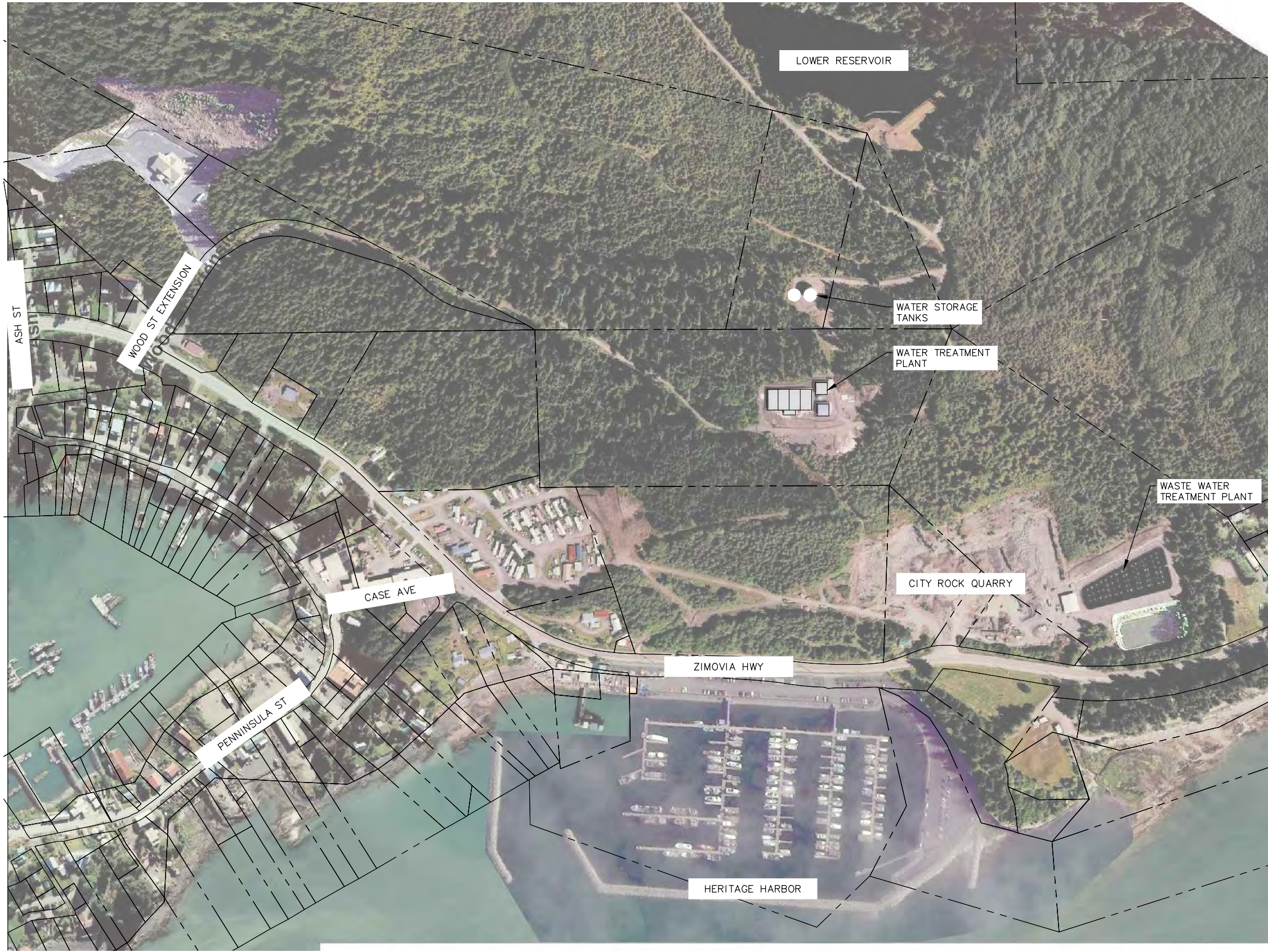
ACTIVITY	NOTES	QUANTITY	UNIT	UNIT COST	TOTAL COST (PHASE 1)	QUANTITY	UNIT	UNIT COST	TOTAL COST (PHASE 1)
<b>General</b>									
Meals and lodging		2016	day	\$60	\$120,960	224	day	\$60	\$13,440
Superintendent		36	weeks	\$7,200	\$259,200	4	weeks	\$7,200	\$28,800
Project Manager	8 hrs/week	36	weeks	\$800	\$28,800	4	weeks	\$800	\$3,200
Expeditor	40 hrs/week	36	weeks	\$2,800	\$100,800	4	weeks	\$2,800	\$11,200
Roundtrip Air Fare		24	each	\$1,000	\$24,000	3	each	\$1,000	\$3,000
Allowance for Misc Air Freight		1	ls	\$75,000	\$75,000	1	ls	\$25,000	\$25,000
Equipment Mobilization		1	ls	\$50,000	\$50,000	1	ls	\$10,000	\$10,000
<b>Meetings/Coordination</b>									
Project Meetings		72	hours	\$100	\$7,200	8	hours	\$100	\$800
Project Schedule		9	months	\$200	\$1,800	1	months	\$200	\$200
Shop Drawings		144	hours	\$100	\$14,400	16	hours	\$100	\$1,600
<b>Equipment</b>									
Pickup (2 each)	Rental/Ownership Cost	36	weeks	\$300	\$10,800	4	weeks	\$300	\$1,200
Flatbed Truck	Rental/Ownership Cost	36	weeks	\$500	\$18,000	4	weeks	\$500	\$2,000
<b>Other</b>									
Project Office	Office + equipment	9	months	\$750	\$6,750	1	months	\$750	\$750
Safety Equipment		1	ls	\$5,000	\$5,000	1	ls	\$5,000	\$5,000
Temporary Power	Generators for Tools	9	months	\$500	\$4,500	1	months	\$500	\$500
Hand tools, consumables, signage, porta cans, etc.		1	ls	\$30,000	\$30,000	1	ls	\$7,500	\$7,500
Fuel, oil and gas for equipment		9	months	\$1,500	\$13,500	1	months	\$1,500	\$1,500
<b>Housing</b>									
Housing		9	months	\$10,000	\$90,000	1	months	\$10,000	\$10,000
Utilities		9	months	\$1,500	\$13,500	1	months	\$1,500	\$1,500
<b>Insurance</b>									
Certified Payroll Fee		1	ls	\$5,000	\$5,000	1	ls	\$1,000	\$1,000
<b>Water Treatment Plant Modifications - Phase 1</b>									
Bedrock Blasting and Removal		1400	CY	\$80	\$112,000				
Site Grading and Drainage		1	LS	\$25,000	\$25,000				
Remodel Roughing Filter Bldg		1936	SF	\$50	\$96,800				
Expand Roughing Filter Bldg		2640	SF	\$325	\$858,000				
DAF Treatment System		1	LS	\$1,360,000	\$1,360,000				
Streaming Current Detector		1	ea	\$25,000	\$25,000				
Connection to Existing WTP Piping		1	LS	\$50,000	\$50,000				
Process Piping and Instrumentation		1	LS	\$350,000	\$350,000				
Chemical Feed Systems		1	LS	\$35,000	\$35,000				
10 hp Transfer Pumpst to Treatment System		2	ea	\$12,000	\$24,000				
60 hp Booster Pumps		2	ea	\$20,000	\$40,000				
Control Panels		1	LS	\$150,000	\$150,000				
<b>Water Treatment Plant Modifications - Phase 2</b>									
Conversion of Filters to Clearwells						4	ea	\$25,000	\$100,000
Demolish Ozone Generation System						1	LS	\$10,000	\$10,000
Remodel Part of Control Bldg for Chemical Storage						400	SF	\$50	\$20,000
Replace Onsite Chlorine Generation System						1	LS	\$115,000	\$115,000
Caustic Feed System Improvements						1	ea	\$30,000	\$30,000
Standby Generator						1	LS	\$150,000	\$150,000
Fuel System						1	LS	\$24,000	\$24,000
<b>Temporary Water Treatment Facilities</b>									
		1	ls	\$300,000	\$300,000				
<b>System Startup, Operator Training and O&amp;M Manuals</b>									
		1	ls	\$50,000	\$50,000	1	ls	\$5,000	\$5,000
<b>Project Closeout</b>									
Punchlist Items		1	ls	\$25,000	\$25,000	1	ls	\$5,000	\$5,000
Asbuilts of System		1	ls	\$15,000	\$15,000	1	ls	\$2,500	\$2,500
Site Cleanup		1	ls	\$25,000	\$25,000	1	ls	\$5,000	\$5,000
Demobilization		1	ls	\$50,000	\$50,000	1	ls	\$10,000	\$10,000

**Conceptual Capital Cost Estimate**

1/24/2018

		Subtotal	\$4,470,000	Subtotal	\$605,000
General Contractor Overhead and Profit	15.0%		\$671,000		\$91,000
General Contractor Bond & Insurance	3.0%		\$135,000		\$19,000
Estimating Contingency	15.0%		\$671,000		\$91,000
Inflation	3.5%		\$157,000		\$22,000
Construction Subtotal			\$6,104,000		\$828,000
Design	9.0%		\$550,000		\$75,000
Construction Administration	9.0%		\$550,000		\$75,000
City Administration	2.0%		\$123,000		\$17,000
<b>Estimated Total Cost (Alternative No. 4)</b>			<b>\$7,327,000</b>		<b>\$995,000</b>
<b>Combined Phase 1 + Phase 2 Total</b>			<b>\$8,322,000</b>		





PROJECT: 20901.00  
 STATUS: FINAL



WRANGELL WTP TECH MEMO  
 EXISTING AREA MAP

DATE  
10/24/17  
 SCALE  
GRAPHIC  
 FIGURE  
1





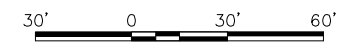
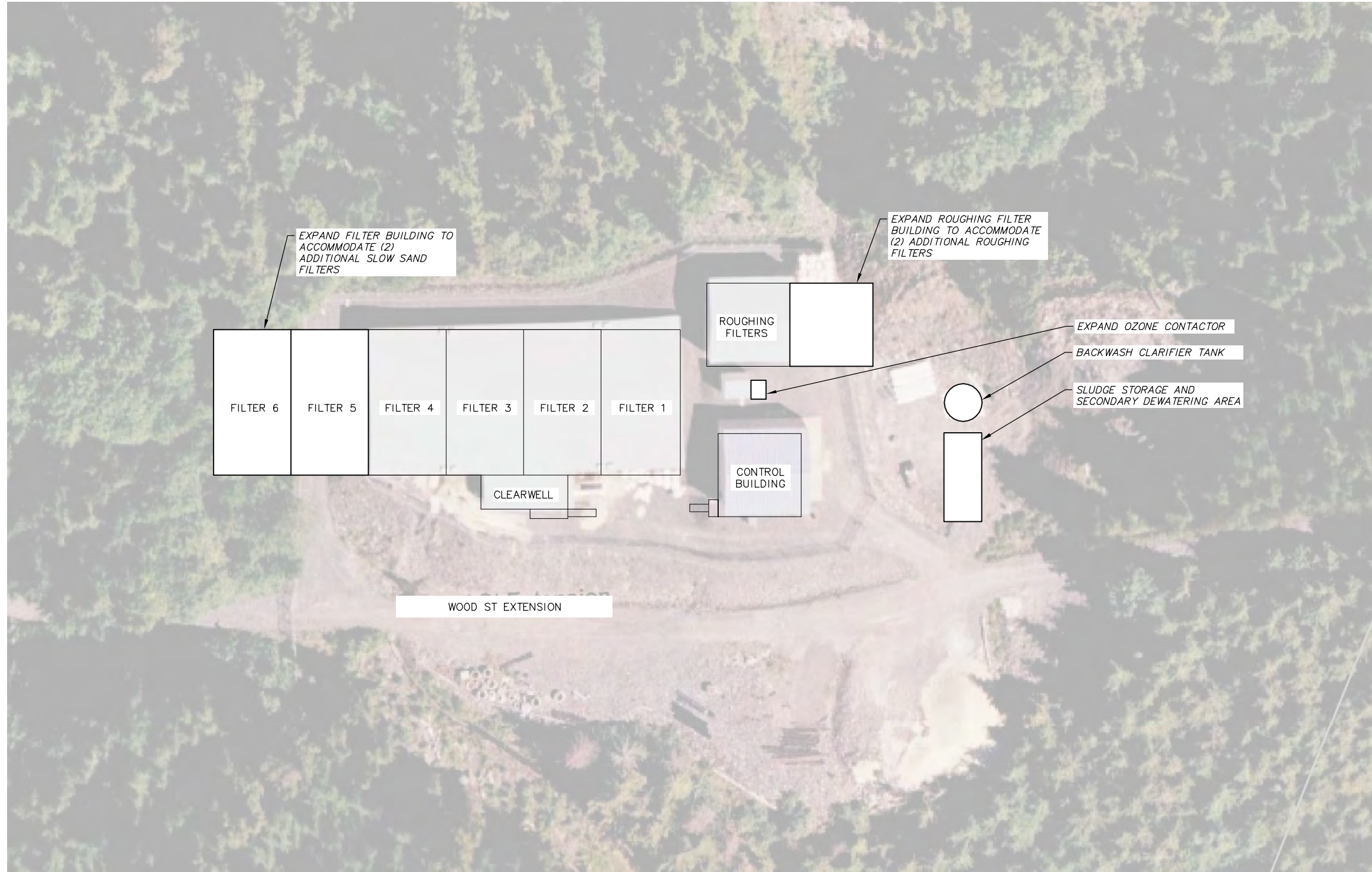
PROJECT: 20901.00  
STATUS: FINAL



WRANGELL WTP TECH MEMO  
1 MG WATER STORAGE TANK  
ALTERNATIVE 1

DATE	1/24/18
SCALE	GRAPHIC
FIGURE	2





PROJECT: 20901.00  
STATUS: FINAL

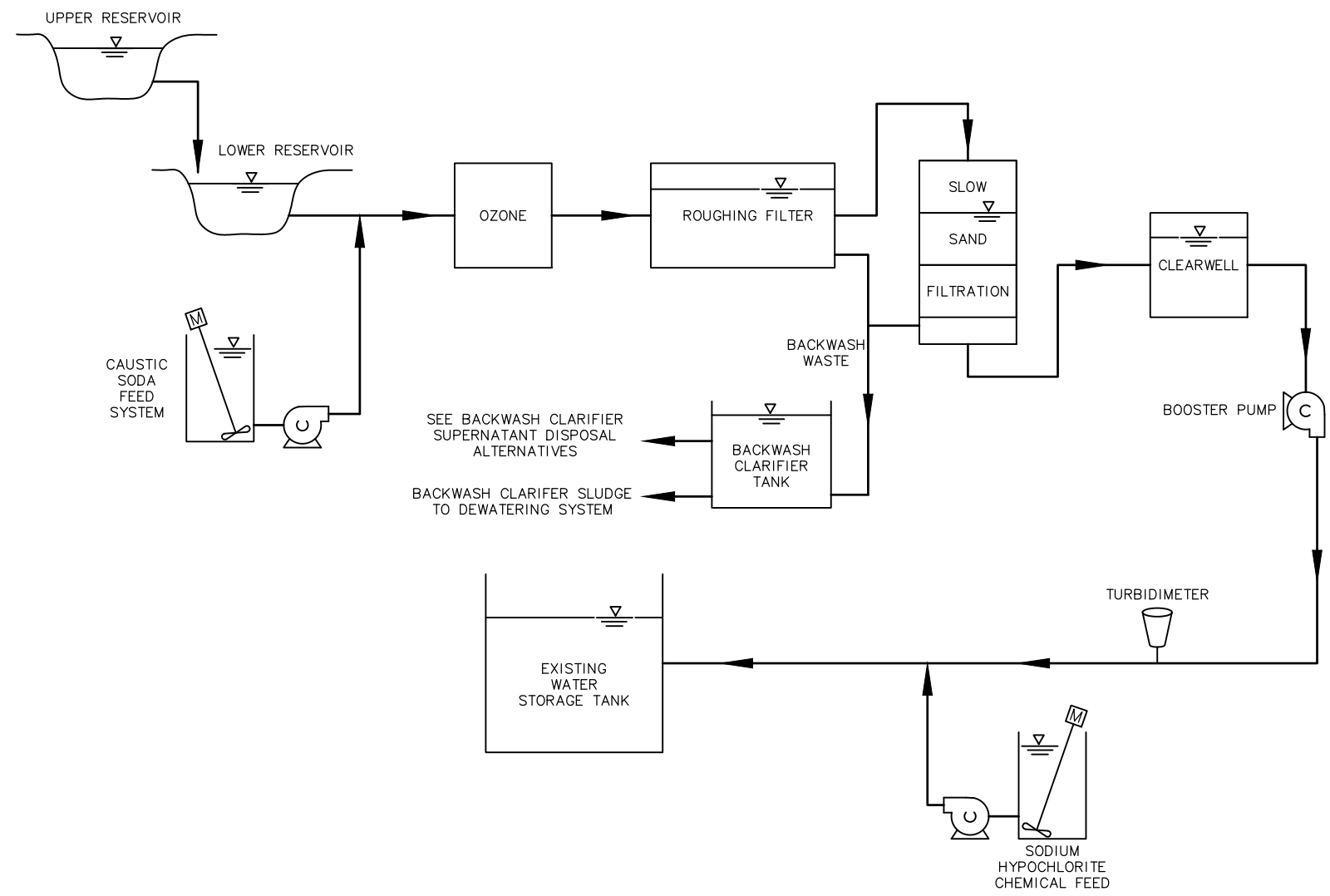


WRANGELL WTP TECH MEMO  
SITE PLAN - ALTERNATIVE 1  
IMPROVE EXISTING WATER  
TREATMENT PROCESS

DATE	12/19/17
SCALE	GRAPHIC
FIGURE	3



File: J:\JobsData\20901.00 Wrangell Water Treatment Pilot Study\00 CADD\02 Figures\06 Tech Memo\20901.00 Wrangell Process Schematics.dwg

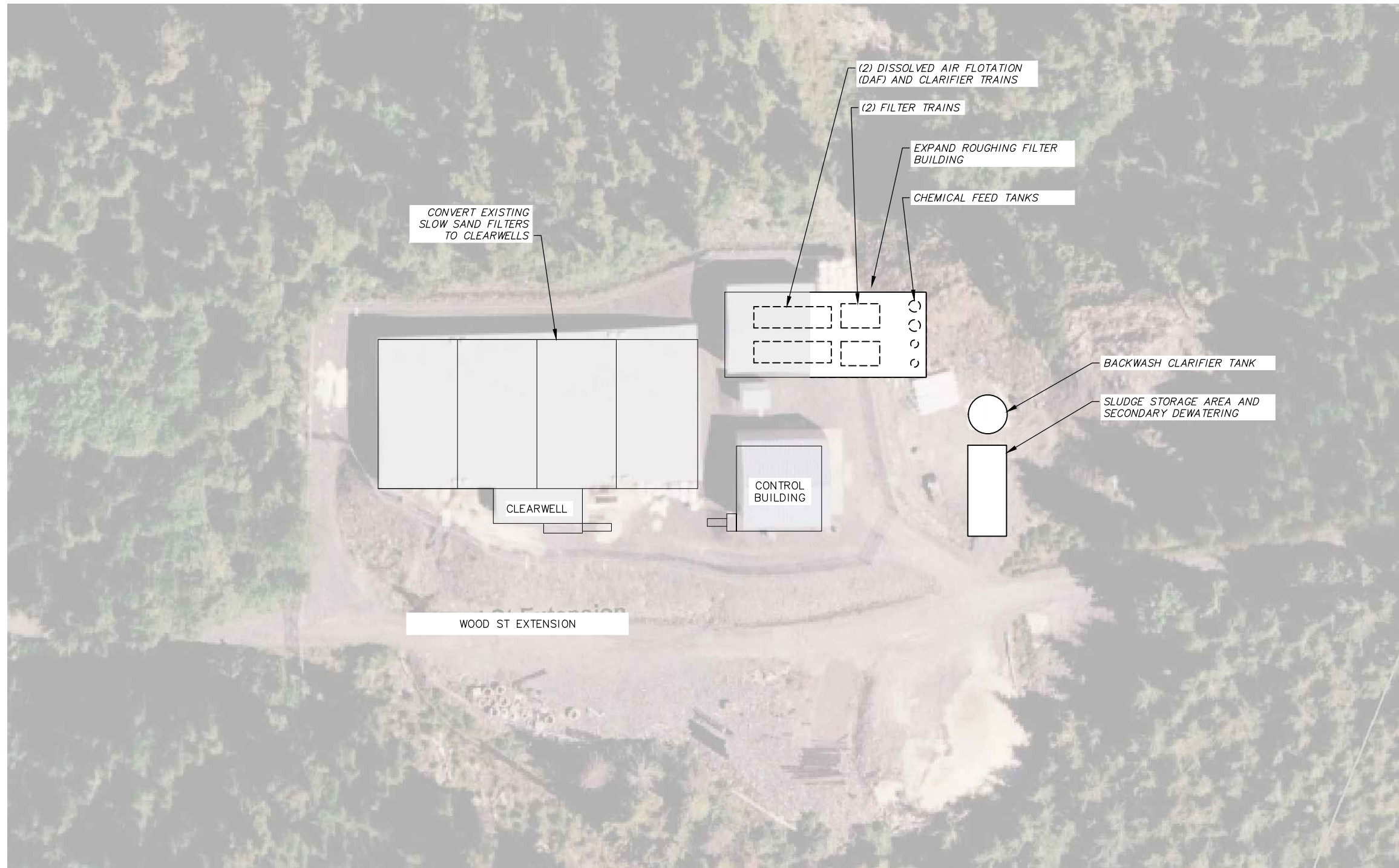


PROJECT: 20901.00  
STATUS: FINAL



WRANGELL WTP TECH MEMO  
PROCESS SCHEMATIC – ALTERNATIVE 1  
IMPROVE EXISTING WATER TREATMENT  
PROCESS

DATE  
10/24/17  
SCALE  
GRAPHIC  
FIGURE  
4

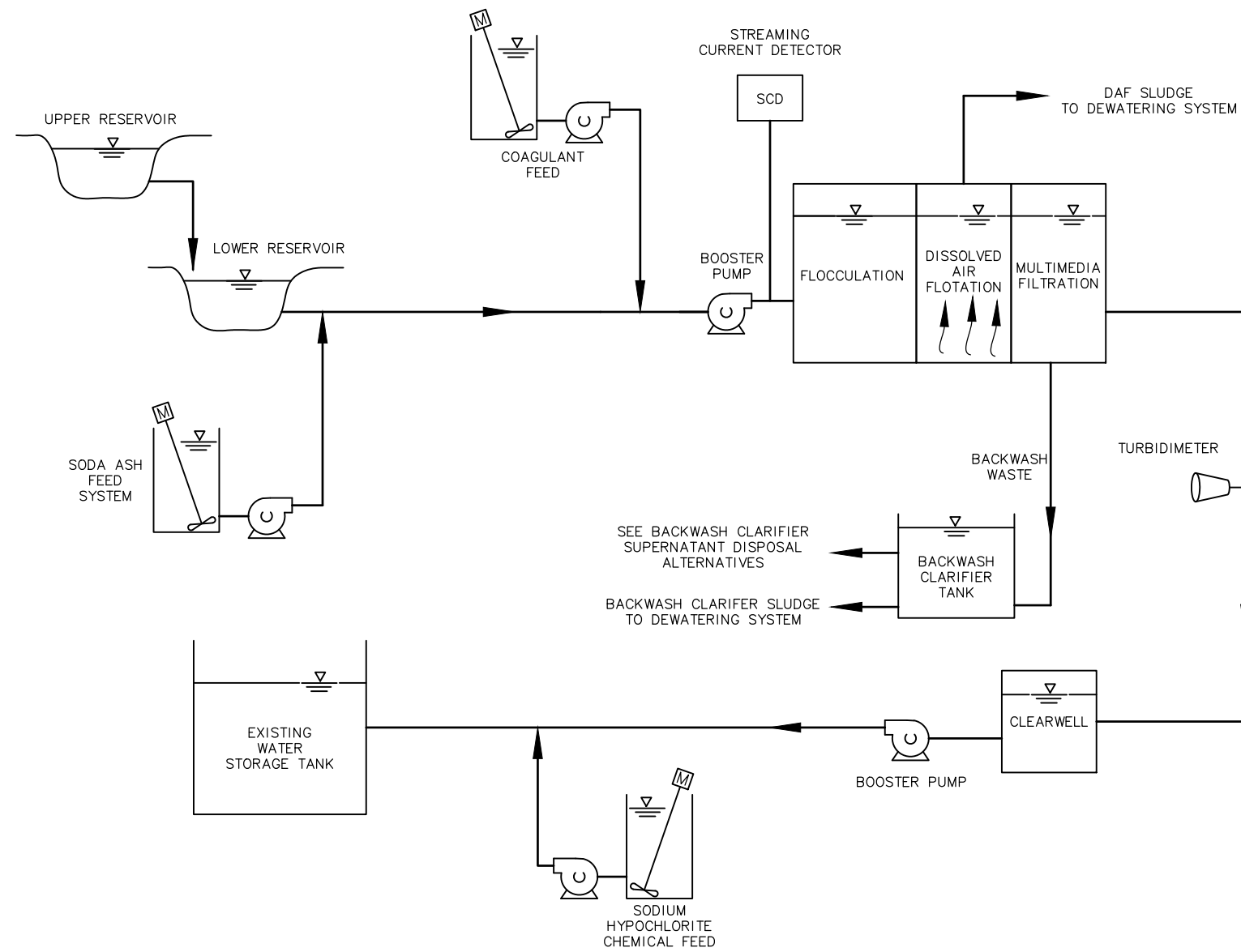


PROJECT: 20901.00  
 STATUS: FINAL



WRANGELL WTP TECH MEMO  
 SITE PLAN – ALTERNATIVE 2  
 DISSOLVED AIR FILTRATION WITH  
 MULTIMEDIA FILTRATION

DATE  
10/24/17  
 SCALE  
GRAPHIC  
 FIGURE  
5



PROJECT: 20901.00  
STATUS: FINAL



WRANGELL WTP TECH MEMO  
PROCESS SCHEMATIC – ALTERNATIVE 2  
DISSOLVED AIR FLOTATION AND  
MULTIMEDIA FILTRATION

DATE  
10/24/17  
SCALE  
GRAPHIC  
FIGURE  
6

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13a	<u>DATE:</u>	March 13, 2018
Approval of a Special Use Permit and Transfer of Existing Special Use Permit for CoastAlaska				
<u>SUBMITTED BY:</u>		<u>FISCAL NOTE:</u>		
Kim Lane, Borough Clerk		Expenditure Required: none		
		Amount Budgeted: none		
		Account Number(s): none		
		Account Name(s): none		
<u>Reviews/Approvals/Recommendations</u>				
<input type="checkbox"/>	Port Commission		<b>Unencumbered Balance(s) (prior to expenditure):</b> none	
<input type="checkbox"/>	P&Z Commission			
<input checked="" type="checkbox"/>	Attorney			
n/a	Insurance			
<b>ATTACHMENTS:</b>				
1. Request from KSTK (transfer). 2. Special Use Permit and Transfer of Existing Special Use Permit for CoastAlaska. 3. Prior Special Use Permit for Wrangell Radio Group.				

**RECOMMENDATION:**

Move to approve a Special Use Permit and Transfer of Existing Special Use Permit for CoastAlaska.

**SUMMARY STATEMENT:**

The Assembly approved a Contract for Special Use Permit for Wrangell Radio Group, Inc. (KSTK) in August of 2010 to allow KSTK to maintain a transmission tower, located on City owned property at Cemetery Point. That permit is attached.

Cindy Sweat, CoastAlaska/KSTK General Manager contacted me in December 2017 to request the transfer of the Special Use Permits for the translator antennas. That request is attached.

After a lot of communication with Ms. Sweat and research, we found that there was never an agreement (or permit) drawn up for the two small translator antennas and related electronics that are also located on City property; one is located on the shack at the Shoemaker Harbor parking lot and at the second one is located on the Landfill-Transfer Station building.

These two small translators translate communication to the borough's outlining areas from the antenna at the Cemetery Point tower site.

I have confirmed with the Public Works Director that the shack that the translator is currently attached to will be replaced and that there is nothing that prohibit CoastAlaska from maintaining the translator at that site.

Working with the Borough Attorney, we have drafted the attached amended Special Use Permit and Transfer of Existing Special Use Permit for your consideration.





Stikine River Radio 101.7 FM | 91.9 FM

Wrangell Radio Group, Inc.

PO Box 1141 | Wrangell, AK 99929 | Phone: (907) 874.2345 | Fax: (907) 874.3293

December 1, 2017

Wrangell Borough Assembly and City & Borough of Wrangell  
P.O. Box 531  
Wrangell, AK 99929

RE: Request for transfer or re-issue of KSTK Special Use Permit from Wrangell Radio Group to CoastAlaska.

Dear Wrangell Borough Assembly and City Officials,

The transfer of ownership of KSTK from Wrangell Radio Group to CoastAlaska is moving forward. The transfer of ownership includes all equipment owned by Wrangell Radio Group including the transmission tower and transmitter equipment. KSTK's main broadcast tower and transmitter are located on City property at Cemetery Point. Wrangell Radio Group currently has a Contract for Special Use Permit with the City and Borough of Wrangell dated October 1, 2010 that allows the KSTK transmission tower and communications structures to sit on City property at Cemetery Point. Wrangell Radio Group respectfully requests the City of Wrangell allow a transfer or re-issue of the Contract for Special Use Permit from Wrangell Radio Group to CoastAlaska for the purpose of continued local broadcast services in Wrangell.

Sincerely,

A handwritten signature in blue ink, appearing to read "Cindy Sweat".

Cindy Sweat  
KSTK General Manager

A handwritten signature in black ink, appearing to read "Angie Flickinger".

Angie Flickinger  
Wrangell Radio Group Board President

**CONTRACT FOR SPECIAL USE PERMIT AND TRANSFER OF EXISTING SPECIAL USE PERMIT**

This Contract for Special Use Permit ("Permit"), is hereby entered into by the City & Borough of Wrangell of P.O. Box 531, Wrangell, Alaska 99929 ("City") and CoastAlaska, of 360 Egan Drive, Juneau, Alaska 99801 ("Permittee"). By the terms of the Permit, and in exchange for good and valuable consideration the receipt of which is hereby acknowledged, the City has and will allow Permittee to maintain a transmission tower and communication structures at the Cemetery Point location and communications translator equipment at the Solid Waste Transfer Station and the Shoemaker Harbor Parking Lot Sites, which properties are more particularly described below:

Cemetery Point: Latitude 56.4541 / Longitude -132.3842

Solid Waste Transfer Station: Latitude 56.4856 / Longitude -132.3879

Shoemaker Harbor Parking Lot: Latitude 56.4169 / Longitude -132.3486

The following terms and conditions for the land use are:

1. The Permittee shall use and occupy the Sites in a careful and proper manner and the Sites shall not be used for any unlawful purpose or any purpose deemed hazardous.
2. The Permittee shall defend, indemnify, and hold harmless the City and all of its representatives from any claim of any kind and any nature, including death, and including any contamination, spill, or environmental event related to or involving any hazardous materials as defined by any federal, state or local law, and any claim, loss, damage, attorneys fees, expert fees, or litigation including any agency or administrative proceedings, on account of or through the use of the Sites by Permittee or any other person: (a) arising out of, or directly or indirectly due to, any failure of Permittee to satisfy its obligations under the permit, including compliance with worker's compensation and other employee benefit laws and the applicable federal, state,

and local laws governing use of the properties; or (b) arising out of, or directly or indirectly due to, an accident or other occurrence causing injury to any person or persons or property on account of an act or omission by the Permittee or its representatives or its agents or its invitees in connection with the Permittee's use of the site or any improvements therein. The Permittee shall further defend and indemnify the City against all liens and charges that may be established against the site or any improvement therein as a consequence, direct or indirect, of any act or omission of Permittee under the permit.

3. No further claim to the Sites beyond the terms of the Permit is granted to the Permittee on which the transmission tower, the communications structures, and the translators are situated nor to the areas necessary for access to the structures or the Sites. The Permit is not transferable and is intended for use of the Permittee only.

4. The Permittee shall have the right to install at its own expense whatever temporary or permanent structures or improvements as may be needed for the operation and maintenance of a transmission tower, the communications structures, and the translators at or on the Sites provided Permittee shall first obtain approval by the City, which approval shall not be unreasonably withheld.

5. The Permittee shall have the right to sublease the utilization of its transmission towers or other communications facilities located on the Sites, provided the Permittee shall first obtain written approval by the City, which approval shall not be unreasonably withheld.

6. The Permittee shall, at all times during the term of the permit, at its own expense, keep in force by advanced payments permits, the following described insurance for protection against the claims of employees or other persons, ensuring both Permittee and the City against any liability that may accrue against them in connection with the operation activities of the Permittee

under the permit:

- a) Permittee shall name the City as additional insured. Proof of which shall be mailed to the Borough Clerk before transfer is complete and at the beginning of each calendar year thereafter.
- b) Insurance covering claims under workers compensation, disability benefit, and other similar employee benefits; and,
- c) Insurance covering personal injury liability and property damage liability not less than one million dollars (\$1,000,000.00) per occurrence and not less than two million dollars (\$2,000,000.00).

The insurance shall be placed with an insurance carrier or carriers satisfactory to the City. The insurance shall not be subject to cancellation or any material change except after (30) days written notice to the City and shall provide that no failure of Permittee to comply with any condition or provision of the contract or other conduct of the Permittee, or of those who conduct it is responsible, shall void or otherwise affect the protection under the policy afforded to the city. A certificate of insurance reflecting full compliance with these requirements shall, at all times during the Permit, be kept on file in the office of the Borough Clerk. If the Permittee fails to comply with these insurance requirements, the City may revoke this permit on thirty (30) days written notice. In order to maintain the same level of coverage that will exist at the commencement of this Permit, the amounts and types of coverage called for herein shall be subject to review at the end of each five (5) year period from the commencement date of this Permit and, if appropriate, the insurance requirements shall be increased or extended by the City to provide the amounts and types of coverage that are at least equal to the amounts and types of coverage then carried by prudent owners and operators of similar properties.

7. If the Permittee keeps, observes, and performs all of the terms and conditions of the


Permit, the Permittee shall and may peaceable and quietly hold and enjoy the Sites in accordance with the term of the Permit for a period of ten (10) years commencing on the \_\_\_\_ day of \_\_\_\_\_, 2018 and expiring at midnight on the \_\_\_\_ day of \_\_\_\_\_, 2028. Upon the termination of the Permit, the Permittee shall return the Sites to the City in a condition that reflects the Permittee's removal of all improvements made to and installations on the Sites.

8. The City and Permittee hereby agree and stipulate that the Permit supersedes the prior Contract for Special Use Permit between Wrangell Radio Group, Inc., dba KSTK-FM and the City, dated October 1, 2010. The prior Permit is determined to be null and void as of the date of signing this Permit.

9. Governing Law, Jurisdiction and Venue. This contract shall be governed by interpreted in accordance with the laws of the State of Alaska. The Superior Court for the State of Alaska, First Judicial District at Wrangell, Alaska, shall be the exclusive jurisdiction and venue of any action of any kind and any nature arising out of or related in any way to this contract.

CoastAlaska

City & Borough of Wrangell

By:   
Name: Mollie Kabler  
Title: Executive Director  
Date: February 21, 2018

By: \_\_\_\_\_  
Name: Lisa Von Barga  
Title: Borough Manager  
Date: \_\_\_\_\_

(approved by the Borough Assembly on \_\_\_\_)



**CONTRACT FOR SPECIAL USE PERMIT**

This Contract for Special Use Permit (“Permit”), is hereby entered into by the City & Borough of Wrangell of P.O. Box 531, Wrangell, Alaska 99929 (“City”) and Wrangell Radio Group, Inc., a non-profit corporation doing business as KSTK-FM, of P.O. Box 1141, Wrangell, Alaska 99929 (“Permittee”). By the terms of the Permit, and in exchange for good and valuable consideration the receipt of which is hereby acknowledged, the City has and will allow Permittee to maintain a transmission tower and communications structures at Cemetery Point in Wrangell, Alaska, which property is more particularly described as TWP 625, R 93 E, Copper River Meridian, Sec. 36, Tideland Survey No. 1209, Lot 2, Wrangell, Alaska (“Site”)<sup>1</sup> subject to the following terms and conditions:

1. The Permittee shall use and occupy the Site in a careful and proper manner and the Site shall not be used for any unlawful purpose or any purpose deemed extra-hazardous on account of fire or otherwise.
2. The Permittee shall hold harmless the City and all of its representatives from any liability, claim, loss, damage, or litigation on account of or through the use of the Site by Permittee or any other person: (a) arising out of, or directly or indirectly due to, any failure of Permittee to satisfy its obligations under this permit, including compliance with worker’s compensation and other employee benefit laws and the applicable federal, state, and local laws governing use of the property; or (b) arising out of, or directly or indirectly due to, an accident or other occurrence causing injury to any person or persons or

---

<sup>1</sup> See, attached plat from Greg Scheff & Associates.



property on account of an act or omission by the Permittee or its representatives in connection with the Permittee's use of the Site or any improvements thereon. The Permittee shall further indemnify the City against all liens and charges that may be established against the Site or any improvement thereon as a consequence, direct or indirect, of any act or omission of Permittee under the Permit.

3. No future claim to the Site beyond the terms of the Permit is granted to the Permittee on which the transmission tower and communications structures are situated nor to the areas necessary for access to the structures or the Site. The Permit is not transferable and is intended for the use of the Permittee only.

4. The Permittee shall have the right to install, at its own expense, whatever temporary or permanent structures or improvements as may be needed for the operation and maintenance of a transmission tower and communication structures at or on the Site, provided the Permittee shall first obtain approval from the City, which approval shall not be unreasonably withheld.

5. The Permittee shall have the right to sub-lease the utilization of its transmission tower or other communications facilities located at the Site, provided the Permittee shall first obtain approval from the City, which approval shall not be unreasonably withheld.

6. The Permittee shall, at all times during the term of the Permit, at its own expense, keep in force by advance payments of premiums, the following described insurance for protection against the claims of employees or other persons, insuring both Permittee and the City against any liability that may accrue against them in connection with the operation or activities of the Permittee under the Permit:



(a) insurance covering claims under worker's compensation, disability benefit, and other similar employee benefits; and,

(b) insurance covering personal-injury liability and property-damage liability of not less than five hundred thousand dollars (\$500,000.00) per occurrence and not less than one million dollars (\$1,000,000.00) in the aggregate.

The insurance shall be placed with an insurance carrier or carriers satisfactory to the City. The insurance shall not be subject to cancellation or any material change except after thirty (30) days written notice to the City and shall provide that no failure of Permittee to comply with any condition or provision of the contract or other conduct of the Permittee, or of those for whose conduct it is responsible, shall void or otherwise affect the protection under the policy afforded to the City. A certificate of insurance reflecting full compliance with these requirements shall, at all times during this Permit, be kept on deposit at the general offices of the City. If the Permittee fails to comply with these insurance requirements, the City may revoke this permit on thirty (30) days written notice or may obtain and pay for the insurance and keep it in force and effect and Permittee shall pay the City on demand for the premium costs. All personal-injury liability, property-damage liability, and other casualty policies shall be written as primary policies and shall not be contributing with, or in excess of, any insurance coverage that the City may otherwise carry. In order to maintain the same level of coverage that will exist at the commencement of this Permit, the amounts and types of coverage called for herein shall be subject to review at the end of each five (5) year period from the commencement date of this Permit and, if appropriate, the insurance requirements shall be increased or extended by the City to provide the amounts and types of coverage that are at least equal to the amounts and types of coverage then carried by prudent owners and operators of similar properties.



7. If the Permittee keeps, observes, and performs all of the terms and conditions of the Permit, the Permittee shall and may peaceably and quietly hold and enjoy the Site in accordance with the term of the Permit for a period of ten (10) years commencing on the 2<sup>nd</sup> of September 2010 and expiring at midnight on the 1<sup>st</sup> of September 2020. After this ten-year period, if the Permittee keeps, observes and performs all the terms and conditions of the Permit, the Permittee shall and may enjoy the Site for a term of fifty (50) years. Upon the termination of the Permit, the Permittee shall return the Site to the City in a condition that reflects the Permittee's removal of all improvements made to and installations on the Site.

8. The City and Permittee hereby agree and stipulate that the Permit supersedes a Memorandum of Agreement between the Permittee and the State of Alaska dated the 12<sup>th</sup> of April 1982. The prior Memorandum of Agreement is determined to be null and void as of the date of signing this Permit.

Wrangell Radio Group, Inc.

By: 

Name: Peter Helgeson

Title: General Manager

Date: 10/1/10

City & Borough Of Wrangell

By: 

Name: Timothy Rooney

Title: Borough Manager

Date: 10/1/10  
(approved by Borough Assembly  
on 8/31/10)







**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	<b>13b</b>	<u>DATE:</u>	March 13, 2018
---------------------------	------------	------------	--------------	----------------

**Discussion Item: Byford Junkyard Clean-Up Project Monofill Location (with the option to send a letter to ADEC - letter content will based on discussion)**

*(Added at the request of Mayor Jack)*

<u>SUBMITTED BY:</u>	<u>FISCAL NOTE:</u>
Kim Lane, Borough Clerk	<b>Expenditure Required:</b>
	<b>Amount Budgeted:</b>
	<b>Account Number(s):</b>
	<b>Account Name(s):</b>
<u>Reviews/Approvals/Recommendations</u>	
<input type="checkbox"/> Commission, Board or Committee	<b>Unencumbered Balance(s) (prior to expenditure):</b>
Name(s)	
<input type="checkbox"/> Attorney	
<input type="checkbox"/> Insurance	
<b><u>ATTACHMENTS:</u></b>	

**RECOMMENDATION MOTION:**  
**No motion. Discussion Item only.**

**SUMMARY STATEMENT:**  
 ADEC Commissioner Hartig and Byford Clean-Up Project Manager, Sally Schlichting were in Wrangell on Wednesday to visit the Pat’s Creek site and to meet with WCA representatives. ADEC intended to meet with representatives of the CBW, but timing kept them from being able to do so.

After the site visit and discussion, it is Administration’s understanding that WCA reaffirmed their position that they oppose placement of the monofill at the proposed Pat’s Creek Pit location.

It is also our understanding Commissioner Hartig will be meeting with Governor Walker this week to make a decision about moving forward with the Pat’s Creek pit site for the monofill.

Following a conversation with ADEC, the Mayor requested this item be on the agenda for discussion, with the potential for direction to be given to Administration to draft a letter on behalf of the Assembly to ADEC regarding the project.

If a letter is to be drafted to DEC, I would suggest that the letter also be posted on the City's Website so that the Community can see where the Assembly stands on this issue.

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13c	<u>DATE:</u>	March 13, 2018
<b>Approval of Agreement Between the City &amp; Borough of Wrangell and the Wrangell Medical Center Authorizing the Use of the Community Gym as an Emergency Alternate Medical Center Site</b>				
<u>SUBMITTED BY:</u>		<u>FISCAL NOTE:</u>		
Lisa Von Bargaen, Borough Manager		<b>Expenditure Required:</b>		
		\$0		
		<b>Amount Budgeted:</b>		
		\$0		
		<b>Account Number(s):</b>		
		N/A		
		<b>Account Name(s):</b>		
		N/A		
<u>Reviews/Approvals/Recommendations</u>		N/A		
<input type="checkbox"/>	Commission, Board or Committee		<b>Unencumbered Balance(s) (prior to expenditure):</b>	
Name(s)			N/A	
<input type="checkbox"/>				
<input type="checkbox"/>	Attorney			
<input type="checkbox"/>	Insurance			
<u>ATTACHMENTS:</u>				
1. Agreement				

**RECOMMENDATION MOTION:**

Move to Approve Agreement Between the City & Borough of Wrangell and Wrangell Medical Center Authorizing the Use of the Community Gym as an Emergency Alternate Medical Center Site.

**SUMMARY STATEMENT:**

At the February 27<sup>th</sup> meeting the Assembly approved an agreement with Wrangell Medical Center authorizing the use of the Nolan Center as an emergency alternate medical center site. Originally that agreement had been given directly to the Nolan Center Director for approval. However, the Assembly needs to authorize the use of Borough facilities for such purposes. Not realizing this was necessary, Parks & Rec and the WMC previously entered into the same agreement for the Community Gym as another alternate site. In order to be consistent, this second agreement is also being brought back for Assembly approval.

All hospitals require an emergency operations plan which includes an alternate hospital site in the case the original location must be evacuated, is rendered unusable because of disaster, or if the number of patients requiring emergency medical treatment exceeds the capacity of the facility due to some type of disaster situation.

Wrangell Medical Center has requested the use of the Community Gym as the alternate hospital site in the case of an emergency. In speaking with the P&R Director, the Community Gym is currently not identified as an emergency shelter or alternate location for another agency or facility. It is very important to ensure one facility is not “over-committed” as an emergency response location for multiple agencies or facilities.

Administration is supportive of this request, although the details of how “activation” of the Community Gym as an alternate site would occur still need to be clarified. As reported regarding use of the Nolan Center for this same purpose, this process will be reported back to the Assembly. Robert Rang and I will be drafting this procedure in March as our travel schedules allow. Attached to this agenda statement is the Agreement Document as submitted by Wrangell Medical Center with the approval signature changed to the Borough Manager, and a line added indicating the date the agreement was approved by the Assembly.

## **AGREEMENT**

### **Between Wrangell Medical Center and Wrangell Parks & Rec**

Wrangell Parks & Rec agrees that Wrangell Medical Center (herein after WMC) may use the Community Gym in the following emergency situations:

- 1) To care for long term care residents and hospital patients in the event of a facility evacuation during and after an emergency situation. WMC will have use of the Community Gym areas as determined at the time of the emergency situation.
- 2) WMC will provide the staff to care for the residents and patients, provide all housekeeping services and all personal care items. WMC will be responsible for terminal cleaning of the areas in the Community Gym used by WMC when it is no longer needed and WMC will be responsible for any damages incurred due to WMC's occupation of the Community Gym.
- 3) To use the designated areas noted above, and in the same manner, as an alternative care site should WMC have a surge in patient numbers during a massive emergency event.
- 4) In the event of any such emergency, WMC will coordinate with Wrangell Parks & Rec staff so there will be minimal or no impact to the ongoing services provided at the Community Gym.

Agreed to by:

\_\_\_\_\_  
Robert Rang, CEO  
Wrangell Medical Center

\_\_\_\_\_  
Lisa Von Bargaen  
Borough Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved by the Assembly of the City & Borough of Wrangell, Alaska March 13, 2018.



**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13d	<u>DATE:</u>	March 13, 2018
---------------------------	------------	-----	--------------	----------------

**APPROVAL TO PURCHASE A NEW POLICE VEHICLE IN THE AMOUNT OF \$42,000**

<u>SUBMITTED BY:</u>	<u>FISCAL NOTE:</u>
	<b>Expenditure Required: \$42,000 Max</b>
	<b>Amount Budgeted: 40,000</b>
Doug McCloskey, Police Chief	<b>Account Number(s): 110137900</b>
	<b>Account Name(s): Police Capital Purchase</b>
<u>Reviews/Approvals/Recommendations</u>	
<input type="checkbox"/>	Commission, Board or Committee
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance
<b>Unencumbered Balance(s) (prior to expenditure):</b>	40,000
<b>Name(s)</b>	
<b>ATTACHMENTS:</b>	
<ol style="list-style-type: none"> <li>1. State Fleet Bid Sheet</li> <li>2. State bid quote for up-fitting vehicle</li> <li>3. Shipping quote</li> </ol>	

**RECOMMENDATION MOTION:**

Move to approve the purchase of a New Police Vehicle in the Amount of up to \$42,000 from the State's Fleet Bid Sheet.

**SUMMARY STATEMENT:**

I have used the State's fleet procurement to obtain the best pricing on the vehicle and the installation of the police specific equipment. The procurement process through the State for police vehicles allows you to order basic police vehicles and options that are available for the model chosen, for which the State has already been through the competitive bidding process. The vehicle that I have selected is the mid-sized SUV, a Ford Explorer. These have become the best compromise replacement for the former Crown Victoria police cars, which are no longer produced. The Crown Victoria's were probably the most used Police cars due to their size, durability and cost of operation. The Crown Victoria is no longer

made and the Ford Taurus is too small to get in and out of. It is also very difficult to place anyone in the back seat. The Ford Expedition is quite a bit larger and difficult to maneuver on some of the tighter streets and alleys. That makes the Explorer just the right size for the Police Department.

The up-fitting of the vehicle is also under the State contract and will include the installation of radio and radar from the car we will decommission.

Shipping the vehicle from Anchorage was quoted at \$2,200. In the past I have been able to arrange to drive the vehicles back resulting in a significant savings. I will need to see if the vehicle will be ready at a time that coincides with other travel.

Additional funding for the vehicle beyond \$40,000 set aside in the Capital Budget will come from funds within the Police Budget.

Cost of Vehicle	\$31,211
Up Fitting	\$ 7,765
Sub Total	\$38,976
Shipping max	\$ 2,200
Total	\$41,176

# Alaska Safety, Inc.

Alaska Safety, Inc.  
4725 Gambell Street  
Anchorage, AK 99503  
Phone: (907) 561-5661 Fax: (907) 561-8484

**Quotation# 025845**

Account ID <b>00001536</b>	Contact <b>Doug M.</b>	
Customer PO <b>None</b>	Telephone <b>(907) 874-2231</b>	Facsimile <b>(907) 874-2699</b>

**Bill To:**

**City of Wrangell**  
Finance Department  
PO Box 531  
Wrangell, AK 99929

**Ship To:**

**City of Wrangell**  
Public Works Garage  
1119 Case Avenue  
Wrangell, AK 99929

Special Order  Drop Ship

Quote Date	Comments			Special Instructions			Terms
02/01/2018	2018 Ford Police SUV						NET 30
Ship Via	Date Required	FOB	Prepared By	Order#	Salesperson		
WC	04/30/2018	Anchorage	CV		Clint VanNoy		
Quantity	Item#	Description			Price	Total	
1 EACH	STPK1129ITU12SCA	10 VS Partition, XL for Police SUV This is the front partition			\$795.00	\$795.00	
1 EACH	TYCC-UV-11-12	Sloped Console, 10" slope, 11" flat SUV Vehicle Specific for the Police Interceptor Utility, conforms to vehicle dash and offers 10" of sloped area and 11" of flat.			\$450.00	\$450.00	
1 EACH	TYAC-INBHG	4" Internal beverage holder w/ grommets			\$50.00	\$50.00	
1 EACH	TYAC-GUNBOX-6	Gunbox, 6" with locking lid. Drop In.			\$125.00	\$125.00	
1 EACH	PE3892L6	*MASTERCOM 100W FULL FEATURE SIREN Siren and Lightcontroller			\$420.00	\$420.00	
1 EACH	FDES100	*New DynaMax Speaker 100W Compact Siren Speaker			\$200.00	\$200.00	
1 EACH	FDESB-U	*Universal Bail Bracket, all vehicles SPR# 32487			\$30.00	\$30.00	
1 EACH	STPB400UFDSUVINT	PB400 Pushbumper, SUV, Ford, Intercep			\$385.00	\$385.00	
1 EACH	ST514	Window Barriers F/ SUV Rear Window Barriers			\$270.00	\$270.00	
1 EACH	STGK1028	Dual Weapon Mount without locks T-Rail Kit comes with everything you need except the locks. Mounts to the Recessed Panel of the Partition.			\$195.00	\$195.00	
1 EACH	SC-1	*GUNLOCK ELECTRIC W/#2 KEY Shotgun Lock			\$90.00	\$90.00	
1 EACH	SC-5XL	*Universal Gunlock. Extra Large. Rifle Lock			\$120.00	\$120.00	
1 EACH	SC7009-A	*Adjustable Gun Lock Timer..			\$45.00	\$45.00	
1 EACH	SOECVDMLTST4	*Dome Light LED Gen II 5x3" Prisoner Dome Light			\$35.00	\$35.00	
1 EACH	SOECVDMLTCV	Dome Light LED/Incand w/Ford Brkt Officer Area Dome Light			\$65.00	\$65.00	

# Alaska Safety, Inc.

Alaska Safety, Inc.  
 4725 Gambell Street  
 Anchorage, AK 99503  
 Phone: (907) 561-5661 Fax: (907) 561-8484

**Quotation# 025845**

Account ID <b>00001536</b>	Contact <b>Doug M.</b>	
Customer PO <b>None</b>	Telephone <b>(907) 874-2231</b>	Facsimile <b>(907) 874-2699</b>

**Bill To:**

**City of Wrangell**  
 Finance Department  
 PO Box 531  
 Wrangell, AK 99929

**Ship To:**

**City of Wrangell**  
 Public Works Garage  
 1119 Case Avenue  
 Wrangell, AK 99929

Special Order  Drop Ship

Quote Date	Comments			Special Instructions			Terms
02/01/2018	2018 Ford Police SUV						NET 30
Ship Via	Date Required	FOB	Prepared By	Order#	Salesperson		
WC	04/30/2018	Anchorage	CV		Clint VanNoy		
Quantity	Item#	Description			Price	Total	
1 EACH	INPOWER	<b>Power Distribution System</b> Consists of the following: Cole Hersee 24117 Solenoid, Blue Seas Fuse Box 5029, Bussman Circuit Breaker # Cb185-50			\$195.00	\$195.00	
1 EACH	PE21TR52A3-RB	<b>*21 TR Series Lightbar Custom Red/Blue</b> Low Profile LED Lightbar			\$1,100.00	\$1,100.00	
4 EACH	SOEGHST1J	<b>*Ghost Light, 6 LED's, Red &amp; Blue model</b> Supplemental Red/Blue Light heads. @ to be placed on pushbumper, and two on rear hatch facing rear.			\$125.00	\$500.00	
1 HOUR	LABOR	<b>Install Shop Labor</b> Install above equipment as well as customer supplied Radio, and or related equipment such as radar or other accessories.			\$1,395.00	\$1,395.00	
1 EACH	ADSUVIC1311	<b>Prisoner Seat and Partition, Explorer</b> Includes seat belt kit that will buckle on the outside, and 1/2 cage for behind prisoners.			\$1,300.00	\$1,300.00	

**Comments**

This quotation is good for 30 days from the date listed above. Thank you for the opportunity!

<b>Sub Total</b>	\$7,765.00
<b>EXMT 0% Tax</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Grand Total</b>	\$7,765.00
<b>Deposit</b>	\$0.00
<b>Balance</b>	\$7,765.00

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTRACT  
AWARD**

**STATE OF ALASKA**  
HQ, STATE EQUIPMENT FLEET (Contracting Authority)  
2200 E. 42nd Avenue  
Anchorage, Alaska 99508

**CONTRACT AWARD NUMBER**

**CA1991-16**

**ORDERING DEPARTMENT:**  
HEADQUARTERS, STATE EQUIPMENT FLEET  
2200 E. 42ND AVENUE  
ANCHORAGE, ALASKA 99508  
(907) 269-0793 PHONE / (907) 269-0801 FAX

**DATE OF CONTRACT:** AUGUST 24, 2015  
**DATE INITIAL CONTRACT BEGINS:** AUGUST 7, 2015  
**DATE INITIAL CONTRACT ENDS:** AUGUST 7, 2016  
**NUMBER & PERIOD OF RENEWALS:** THREE 1-YEAR RENEWALS  
**RENEWALS EXPIRE (MO/YR):** AUGUST 7, 2019  
**ISSUED IN ACCORDANCE WITH BID # SEF-** 1991      **DATED:** JULY 2, 2015  
**ESTIMATED VALUE OF INITIAL TERM:** \$1,750,000.00

**CONTRACTOR:** CAL WORTHINGTON FORD  
**ADDRESS:** 431 UNGA STREET  
ANCHORAGE, ALASKA 99501

**CONTACT NAME:** RAY MARCUM  
**PHONE NUMBER:** 907-793-8213  
**E-MAIL:** FLEETOIL@AOL.COM

**SEND INVOICES IN DUPLICATE TO: STATE EQUIPMENT FLEET, 2200 E. 42ND AVENUE, ANCHORAGE AK 99508**

**THIS ORDER CONSTITUTES A BINDING COMMITMENT BETWEEN THE STATE AND THE CONTRACTOR LISTED HEREON. UNAUTHORIZED MODIFICATION WITHOUT THE EXPRESSED PRIOR APPROVAL OF THE CONTRACTING AUTHORITY WILL RESULT IN A FINANCIAL OBLIGATION ON THE CONTRACTOR AND/OR UNAUTHORIZED STATE PERSONNEL MAKING THE CHANGE.**

**DESCRIPTION**

**CONTRACT FOR FORD POLICE VEHICLES  
CONTRACTING OFFICER: KRISTI FUTREL  
(907) 269-0793 PHONE  
KRISTI.FUTREL@ALASKA.GOV**

**SECTION I - SPECIAL TERMS AND CONDITIONS  
SECTION II - STANDARD TERMS AND CONDITIONS  
SECTION III - SPECIFICATIONS  
SECTION IV - BID PRICE SCHEDULE**

**CONTRACTING AUTHORITY NAME & TITLE**  
KRISTI FUTREL, CONTRACTING OFFICER III

**SIGNATURE**

**CONTRACTOR AUTHORITY NAME**  
RAY MARCUM

**SIGNATURE**  
On File

**IMPORTANT** 1. Contract award number and ordering department name must appear on all invoices and documents relating to this order.  
2. The State is registered for tax free transactions under Chapter 32, IRS Code Registration No. 92-601185. Items are for the exclusive use of the State and not for resale.



SECTION I  
SPECIAL TERMS AND CONDITIONS

---

**1.0 CONTRACT INTENT:** Contract for Ford police vehicles.

- 1.1 Contract Period: One Year with Three (1) One-Year Renewals
- 1.2 Location of Use: Statewide
- 1.3 Warranty locations: At a minimum Anchorage and Fairbanks
- 1.4 In addition to the State of Alaska requirements, the Municipality of Anchorage and other Alaska political subdivisions may cooperatively purchase from the resulting contract.
  - 1.4.1 At no time may the contractor change the terms and conditions, alter the price to another entity, which differs from the contractual price, nor charge undisclosed administrative fees to allow cooperative purchasing.

**2.0 DELIVERY:**

- 2.1 **Pre-delivery service:** Prior to delivery, each vehicle, piece of equipment or attachment shall be serviced and inspected by the dealer or his agent. Inspection must include the following (as applicable to the type of equipment):
  - 2.1.1 Dealer and vehicle identification.
  - 2.1.2 Check-off of service and inspection performed including a list of all fluids including type weight and specification that are in the equipment as delivered for all fluid compartments.
  - 2.1.3 The vehicle's crankcase, differential and transmission, and other fluid compartments shall be filled to the manufacturer's recommended capacity.
  - 2.1.4 Fuel tank shall be filled to at least register a minimum  $\frac{1}{4}$  full on the fuel gauge, unless restricted by the commercial carrier, when the vehicle arrives at the delivery location.
  - 2.1.5 The vehicle shall be clean and free from defects when delivered and should be ready for immediate and continued use upon delivery.
  - 2.1.6 Units delivered in an incomplete state, or which have deficiencies per the specification, are subject to the damage charges as noted in paragraph 4.0 below.

**2.2 Inspections:**

- 2.2.1 The State's inspection of all materials and equipment upon delivery is for the sole purpose of identification. Such inspection shall not be construed as final or as acceptance of the materials or equipment if materials or equipment do not conform to Contract requirements. If there are any apparent defects in the materials or equipment at the time of delivery, the State will promptly notify the Contractor thereof. Without limiting any other rights of the State, The State at its option, may require the Contractor to:
  - 2.2.1.1 repair or replace at contractor's expense, any or all of the damaged goods,
  - 2.2.1.2 refund the price of any or all of the damaged goods, or
  - 2.2.1.3 accept the return of any or all of the damaged goods.
- 2.2.2 Costs of remedying all defects, indirect and consequential costs of correcting same, and/or removing or replacing any or all of the defective materials or equipment will be charged against the bidder.

**2.3 Acceptance:**

- 2.3.1 Units will not be considered "Accepted" until all deficiencies have been corrected.

**2.4 Delivery Receipt:**

- 2.4.1 A delivery receipt will be required. The receipt must be filled out by the vendor, and acknowledged by state receiving personnel by signature and date of actual receipt of equipment. One copy of this delivery receipt is to be given to the state-receiving agency.
- 2.4.2 Vendors are cautioned and advised that such delivery forms or other receiving type documents will not in any way be construed to mean the state has formally and fully accepted unit(s)

referenced thereon as complete and meeting every specification set forth. Only the Contracting Officer or designee may sign warranty documentation.

### **3.0 F.O.B. POINT:**

- 3.1 The F.O.B. point is as listed in Section IV, Bid Schedule. Ownership of and title will remain with the contractor until delivery is complete to final destination and accepted by the State. Equipment is not to be driven on the Alcan Highway without prior written approval from the contracting officer.
- 3.2 Shipping must be consolidated for the best possible price. Shipping items separately must be pre-approved by the Contracting Officer PRIOR to shipment. For example, GP Bucket or Spare Tire not being shipped with host unit must be pre-approved.

### **4.0 DAMAGES FOR LATE DELIVERY AND NON-CONFORMING GOODS:**

- 4.1 Time is of the essence in this contract. The Bidder is expected to deliver goods that conform in all material respects to the contract specifications on or before the date provided therein, as may be amended by written agreement of the parties.
- 4.2 In the event that the equipment is delivered late or does not conform to the contract specifications, the State shall be entitled to offset against the Contract Price, as liquidated damages and not as a penalty, an amount equal to the cost of renting like equipment, multiplied by the number of calendar days elapsing between the delivery date provided in the bid schedule and the delivery date to the State. In the case of equipment in this this class, that daily rental fee is determined to be \$50.00. The number of days for which liquidated damages shall apply shall include, in the case of non-conforming goods, the time reasonably necessary for the State to perform inspection.
- 4.3 These liquidated damages represent a reasonable estimate of amounts necessary to compensate the State for loss of use of the goods during the period in which the goods would have been available to the State if conforming goods had been timely delivered.

### **5.0 EQUIPMENT RELIABILITY:**

- 5.1 Reliability of equipment is of paramount importance to the State. It is the policy of SEF to require minimum levels of reliability from owned or leased equipment for it to be considered acceptable. Equipment offered for this bid must be capable of meeting the acceptable reliability standard stated below.
- 5.2 Acceptable Reliability: The State will monitor equipment reliability. Acceptable reliability for this contract is achieved when a machine achieves or maintains a Reliability Ratio (RR) equal to or exceeding the following:
  - 5.2.1 .90 (90 percent) RR during any consecutive 12-months (365 days) during the warranty period.
  - 5.2.2 .75 (75 percent) RR per operational month (recognizing operational as subject to weather and being defined by calendar days) during the consecutive 12-month period.
  - 5.2.3 A RR below the state percentages does not meet minimum reliability requirements for state owned equipment.

### **6.0 WARRANTY:**

- 6.1 **Standard Warranty Package:** Unless otherwise stipulated by this ITB, the successful bidder will provide:
  - 6.1.1 Full (100%) Parts and Labor Warranty Coverage of all components for 36 months (three years)/36,000 miles (whichever comes first), from the date the unit is placed in service at the assigned location.
  - 6.1.2 Full (100%) Warranty Coverage includes all cost of labor, parts, freight, lubricants, miscellaneous cost, etc., to place the unit in like-new condition.
  - 6.1.3 Powertrain Warranty on pursuit rated vehicles for 60 months (five years)/100,000 miles (whichever comes first).
  - 6.1.4 Powertrain Warranty on non-pursuit rated vehicles for 60 months (five years)/60,000 miles (whichever comes first).
  - 6.1.5 Should the manufacturer's standard warranty exceed the minimum State warranty requirements, the manufacturer's warranty will run in conjunction with and enhance the State's warranty, then continue for the remainder of its term.

- 6.1.6 For clarification, warranty does not apply to normal wear and tear or maintenance items, accident damages, misuse of equipment or failure to operate or maintain equipment as prescribed by vendor/manufacturer.
- 6.1.7 Warranty on Attachments: Same as Standard Warranty Package.
- 6.1.8 In-Service Date: Warranty on vehicles not placed in service immediately upon receipt because of time lag to construct body components and/or installation of special equipment, or due to seasonal usage or other delay, shall be warranted from the date the vehicle is placed in service. The receiving agency shall notify the vendor/manufacturer in writing of the actual "in service" date. Notification of the requirement for delayed warranty will be provided on delivery orders whenever possible.
- 6.2 **Warranty Claims:**
- 6.2.1 Warranty will be provided at the unit's assigned (in-service) location. Because of the remote location of some equipment it is not always practical to deliver equipment to authorized warranty repair facilities. In these cases, the vendor may perform warranty work at the state's location or, the State of Alaska, at its discretion, reserves the right to perform the warranty work and be reimbursed by the vendor. If travel is required by State personnel to perform the work, actual costs will be used for reimbursement.
- 6.2.2 The State of Alaska has established a warranty procedure whereby the vendor is to be notified via letter, email, or fax, that warranty work needs to be performed. If time is of the essence, a telephone call confirmed by one of the above written procedures may be utilized.
- 6.2.3 The vendor must notify the state within 24 hours of verbal or written notification that it will begin to perform the warranty work at the equipment location.
- 6.2.4 The State may, at its discretion, proceed to make warranty repairs with its own work force in the case of emergency situation or to preclude excessive downtime (greater than 24 hours). The State will require a PO to perform the warranty work.
- 6.2.5 Failure to notify the State that the vendor intends to begin to perform warranty is considered a contractual breach.
- 6.2.6 The vendor will be invoiced for required warranty work performed by the state. Warranty work performed by the state will be charged at the current SEF shop labor rate at the time of the repair. Actual repair time will be used.
- 6.3 **Warranty Performed by Vendor:**
- 6.3.1 The State will reimburse travel costs not reimbursed by the manufacturer for travel to and from the bidder's closest warranty service center within the State of Alaska to the location of the equipment under warranty. Travel costs will be billed as follows:
- 6.3.1.1 Mileage Charge: Mileage will only be reimbursed for travel within Alaska at the rate allowable by the IRS.
- 6.3.1.2 Meals are paid at actual and charges must be accompanied by receipts and are not to exceed the State authorized ~~\$50.00~~ per day.
- 6.3.1.3 Transportation, such as airfare, shall be reimbursed at actual and all charges are to be accompanied by a receipt/copy of the coach ticket.
- 6.3.1.4 Lodging shall be reimbursed at actual and shall not exceed ~~\$150.00~~ per night unless no other lodging is available. Requests for reimbursement must be accompanied by a receipt.
- 6.3.2 Travel will only be reimbursed for time in Alaska.
- 6.3.3 After hours, weekend and holiday travel must be approved by the contracting officer to be considered for reimbursement. The State will not pay for weather delays.
- 6.4 **Authorized Warranty (Contractor/Bidder):**
- 6.4.1 Contractor (bidder) must have Authorized Warranty Dealer that has all required licenses, facilities and factory certified and trained personnel necessary to perform the warranty servicing and repair

work.

Provide name and address for each Authorized Warranty Dealer for each location.

- ☐ Kendall Ford, 2701 E Mountain Village Dr., Wasilla, Alaska 99654
- ☐ Seekins Ford, 1625 Seekins Drive, Fairbanks, Alaska 99701

Provide contact name and contact information for Warranty Administrator:

- ☐ Seekins Ford, Tim Edsell 907-459-4000
- ☐ Worthington Ford, Brooks Axt, 907-276-5300
- ☐ Kendall Ford, 907-376-5656

Provide documentation of factory certified and trained personnel:

- ☐ Ford technicians are trained and certified

6.4.2 The ultimate responsibility for warranty lies with the contractor (bidder).

6.4.3 The State reserves the right to inspect the warranty facility and diagnostic equipment prior to issuing the Notice of Intent to Award a contract.

#### 6.5 **Factory Recall:**

6.5.1 Nationwide factory recall or product update programs are the responsibility of the vendor and/or manufacturer. The State will attempt to bring affected equipment to an authorized repair facility. However, because of the remoteness of some equipment this is not always practicable or economical. In such cases, factory recall and modification work will be handled the same as warranty work. Factory recall notices sent to the state should, in addition to serial number, include model, year, and dealer.

#### 7.0 **REPAIR ORDERS AND DOCUMENTATION:**

7.1 Any work performed by the contractor or approved subcontractor, whether warranty or any other work on a piece of equipment purchased under this ITB, will require a copy of the repair order, any invoices showing parts and commodities including oils and types used.

#### 8.0 **PUBLICATIONS:**

8.1 Paper publications are to be received by the State at the time of delivery. Delivery will not be considered complete until the publications for each unit have been received by the State of Alaska. Note: Publications, when required, will be ordered on the same Purchase Order as the unit itself.

8.1.1 All paper manuals are to be pre-assembled in factory binders prior to delivery.

8.1.2 Electronic publications may be requested.

8.2 Standard OEM Owner's Manual

8.3 **Service Bulletins, Etc.:** The successful bidder must provide appropriate service bulletins, technical support bulletins, service letters, product support bulletins, and/or any other information type notifications that are sent out to the vendor or used by the manufacturer in the maintenance and report of the vehicle, equipment or attachments being provided. The intent of this clause is that the State of Alaska be provided notification of any and all changes or improvements that may affect the maintenance, reliability, longevity, and safety of our equipment.

9.0 **STATEMENT OF ORIGIN:** The bidder will be required to furnish a Manufacturer's Statement of Origin for Automotive or Non-Automotive rolling stock for each unit. All such documents shall be delivered with the invoice to:

DOT&PF, HQ State Equipment Fleet  
2200 E. 42<sup>nd</sup> Avenue Room #318  
Anchorage, Alaska 99508

10.0 **WEIGHT VERIFICATION SLIPS:** If required in the Bid Price Schedule, a weight scale ticket of the completed unit will be included with the Statement of Origin.

#### 11.0 **PRICE:**

- 11.1 **Price Guarantee:** The Contractor is responsible to maintain prices under the contract firm for model year. All price increases or decreases must remain firm for the following model year.
- 11.2 **NO RETROACTIVE PRICE INCREASES WILL BE ACCEPTED.**
- 11.3 Price adjustments, increases or decreases, for subsequent orders, may be made by providing the Contracting Officer satisfactory evidence that all of the following conditions exist:
- 11.3.1 The increase is a result of the increased cost at the manufacturer's level and not costs under the contractor's control, and that;
- 11.3.1.1 The increase will not produce a higher profit margin for the contractor than that on the original contract, and that;
- 11.3.1.2 The increase affects only the item(s) that are clearly identified by the contractor.
- 11.3.1.3 Satisfactory forms of the evidence of the above facts may include a certified invoice from the manufacturer, or an affidavit from an independent professional price-tracking firm that is recognized by the industry as reputable and knowledgeable. The contractor must be able to show the difference between the prior year's price and the current difference in the price being requested.
- 11.4 **Price Decreases:** During the period of the contract, the Contractor must pass on to the state all price decreases, such as fleet rebates. A Contractor's failure to adhere strictly and faithfully to this clause will be considered a material breach of contract. The state reserves the right to cancel the contract if the contractor fails to properly perform the duties set out herein.
- 11.5 **Manufacturer's Rebate (Incentives):**
- 11.5.1 In any circumstance during or prior to completion of the contract, whereupon the State of Alaska becomes eligible to receive a rebate for any vehicle purchased under this contract, it shall be the BIDDER'S responsibility to inform the Contracting officer in writing and to advise the procedures for obtaining such rebates.

## **12.0 REPLACEMENT PARTS AND REPAIRS:**

- 12.1 This contract encompasses a full parts and labor contract for manufacturer parts and repairs for the entire warranty period.
- 12.2 The State of Alaska shall expect the dealer or manufacturer to provide replacement wear parts at their authorized warranty facilities for the entire warranty period within seven (7) days of order. All other parts must be available within ten (10) working days.
- 12.3 Back order procedures: Back orders are acceptable; however, the ordering shop shall be appraised at time of original orders as to the expected delay in delivery.
- 12.4 Warranty: All products supplied by the contractor shall be warranted against defects in materials and workmanship for a minimum of 90 days, commencing at the time of installation as long as the installation is within 12 months of purchase. The cost of any defective product and the labor required to replace the defective product shall be the obligation of the contractor.
- 12.4.1 If the manufacturer's warranty exceeds the stated warranty then manufacturer's warranty supersedes.
- 12.4.2 Parts Return: Within 12 months of the invoice date, the State is to be allowed to return new parts with full refund, less actual shipping charges. **Cores returned within 12 months of original invoice date will receive full core credit.** Returned parts will be in new, resellable condition. Refund will be in the form of a credit/invoice credited to the SOA account with the vendor.
- 12.4.3 Invoicing: Full description of item is required on all invoices, packing lists and billings.



SECTION II  
STANDARD TERMS & CONDITIONS

---

- 1.0 COMPLIANCE:** In the performance of a contract that results from this ITB, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws; be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and borough taxes.
- 2.0 SUITABLE MATERIALS, ETC.:** Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.
- 3.0 FIRM OFFER:** For the purpose of award, offers made in accordance with this ITB must be good and firm for a period of ninety (90) days from the date of bid opening.
- 4.0 EXTENSION OF PRICES:** In case of error in the extension of prices in the bid, the unit prices will govern; in a lot bid, the lot prices will govern.
- 5.0 CONSOLIDATION OF AWARDS:** Due to high administrative costs associated with processing of purchase orders, a single low bid of \$50 or less may, at the discretion of the State, be awarded to the next low bidder receiving other awards for consolidation purposes. This paragraph is not subject to the protest terms enumerated in "INSTRUCTION TO BIDDERS", "FILING A PROTEST" above.
- 6.0 CONTRACT FUNDING:** Bidders are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.
- 7.0 CONFLICT OF INTEREST:** An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.
- 8.0 ASSIGNMENT(S):** Assignment of rights, duties, or payments under a contract resulting from this ITB is not permitted unless authorized in writing by the procurement officer of the contracting agency. Bids that are conditioned upon the State's approval of an assignment will be rejected as nonresponsive.
- 9.0 FORCE MAJEURE (Impossibility to perform):** The parties to a contract resulting from this ITB are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this ITB, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.
- 10.0 CONTRACT EXTENSION:** Unless otherwise provided in this ITB, the State and the successful bidder/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.
- 11.0 DEFAULT:** In case of default by the contractor, for any reason whatsoever, the State of Alaska may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.
- 12.0 DISPUTES:** If a contractor has a claim arising in connection with a contract resulting from this ITB that it cannot resolve with the State by mutual agreement, it shall pursue a claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.
- 13.0 CONSUMER ELECTRICAL PRODUCT:** AS 45.45.910 requires that "...a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third party certification program." Electrical consumer products manufactured before August 14, 1990, must either be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted

SECTION II  
STANDARD TERMS & CONDITIONS

---

electrical products must be marked with the warning label. By signature on this bid the bidder certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor and Workforce Development, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907)269-4925.

- 14.0 SEVERABILITY:** If any provision of the contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.
- 15.0 GOVERNING LAW; FORUM SELECTION:** A contract resulting from this ITB is governed by the laws of the State of Alaska. To the extent not otherwise governed by section 17 of these Standard Terms and Conditions, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.
- 16.0 NEW EQUIPMENT:** Equipment offered in response to this ITB must be new equipment. New equipment means equipment that is currently in production by the manufacturer and is still the latest model, edition or version generally offered. The equipment must be warranted as new by the manufacturer and may not have been used for any purpose, other than display (not demonstration), prior to its sale to the state. The state will not accept remanufactured, used, or reconditioned equipment. It is the contractor's responsibility to ensure that each piece of equipment delivered to the state complies with this requirement. A contractor's failure to comply with this requirement will cause the state to seek remedies under breach of contract.
- 17.0 ACCESSORIES:** When accessories are supplied, they must be certified to be compatible with the rest of the equipment. Certification will be written evidence satisfactory to the state that the accessories are compatible. The bidder's failure to supply this evidence within the time required by the state will cause the state to consider the bid non-responsive and reject the bid.
- 18.0 INSPECTION:** Equipment offered for lease may be subject to inspection and approval by the state prior to the award of the ITB. The equipment and attachments must be in good repair and capable of performing the work for which they were designed.
- 19.0 ALTERATIONS:** The contractor must obtain the written approval from the contracting officer prior to making any alterations to the specifications contained in this ITB. The state will not pay for alterations that are not approved in advance and in writing by the contracting officer.
- 20.0 DISCONTINUED ITEMS:** In the event an item is discontinued by the manufacturer during the life of the contract, another item may be substituted, provided that the contracting officer makes a written determination that it is equal to or better than the discontinued item and provided that it is sold at the same price or less than the discontinued item.
- 21.0 ITEM UPGRADES:** The state reserves the right to accept upgrades to models on the basic contract when the upgrades improve the way the equipment operates or improve the accuracy of the equipment. Such upgraded items must be at the same price as the items in the basic contract.
- 22.0 DELIVERY TIME:** The elapsed time between the time the state places an order and the time that order is actually shipped from the contractor's place of business must be entered in space provided under "BID SCHEDULE". This processing time is to remain constant throughout the life of the contract(s).
- 23.0 DELIVERY CONFIRMATION:** Bidders must obtain a confirmation from the manufacturer that the items offered are scheduled for production in sufficient time to meet the scheduled delivery dates. A copy of the manufacturer's confirmation may be included with the bid or submitted within 10 days of the state's request. The bidder's failure to provide the manufacturers confirmation as required will cause the state to consider the bid non-responsive and reject the bid.
- 24.0 THIRD-PARTY FINANCING AGREEMENTS NOT ALLOWED:** Because of the additional administrative and accounting time required of state agencies when third party financing agreements are permitted, they will not be allowed under this contract.
- 25.0 CONTINUING OBLIGATION OF CONTRACTOR:** Regardless of the terms and conditions of any third-party

SECTION II  
STANDARD TERMS & CONDITIONS

---

financing agreement, the contractor agrees that none of its responsibilities under this contract are transferable and that the contractor alone will continue to be solely responsible until the expiration date of the contract. Such responsibilities include, but are not limited to, the provision of equipment, training, warranty service, maintenance, parts and the provision of consumable supplies. By signature on the face page of this ITB the bidder acknowledges this requirement and indicates unconditional acceptance of this continuing obligation clause.

- 26.0 ESTIMATED QUANTITIES:** The quantities referenced in this ITB are the state's estimated requirements and may vary more or less from the quantities actually purchased. The state does not guarantee any minimum purchase. Orders will be issued throughout the contract period on an as-needed basis.
- 27.0 SERVICE CHARGES:** Regardless whether the contractor repairs equipment on-site or off-site, the state will not be liable for any charges associated with the repair of broken equipment, including, but not limited to, unhooking, disassembly, packaging, crating, repair, transportation, replacement, reassembly, or rewiring.
- 28.0 PARTS:** Only parts designed for the purpose they are being used, and warranted as new, may be used in the repair of state equipment.
- 29.0 COMPLETION OF SERVICE:** The service will not be complete and the equipment will not be considered serviced, repaired, or acceptable until it performs in compliance with the manufacturer's published performance specifications.
- 30.0 SERVICE TECHNICIAN QUALIFICATIONS:** Bidders must provide evidence that the person performing the service work is a manufacturer's authorized service technician; or, the bidder may provide evidence that they have contracted with a manufacturer's authorized service technician to perform the service work.

Acceptable evidence of the service technician's competence may take the form of a letter or certificate, signed by an authorized officer of the manufacturer, that the service technician has been trained and authorized by the manufacturer to provide manufacturer's authorized warranty service.

The bidder's failure to provide the evidence mentioned above, within the time required by the state, may cause the state to consider the bid non-responsive and reject the bid.

- 31.0 WORKMANSHIP & MATERIALS:** All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the finished item. The state will reject any item that does not meet the specifications of the ITB. Rejected items will be returned to the contractor at the contractor's risk and expense.
- 32.0 CONTRACT CANCELLATION:** The state reserves the right to cancel the contract at its convenience upon 30 calendar days written notice to the contractor. The state is liable only for payment in accordance with the payment provisions of this contract for services or supplies provided before the effective date of termination.
- 33.0 BILLING INSTRUCTIONS:** Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order, not to the Division of General Services. The ordering agency will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the ordering agency.
- 34.0 CONTINUING OBLIGATION OF CONTRACTOR:** Notwithstanding the expiration date of a contract resulting from this ITB, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.
- 59.0 PAYMENT FOR STATE PURCHASES:** Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.
- 60.0 CONTRACT ADMINISTRATION:** The administration of this contract is the responsibility of State Equipment Fleet, Contracting Officer, Department of Transportation.

SECTION II  
STANDARD TERMS & CONDITIONS

---

**61.0 SHIPPING DAMAGE:** The state will not accept or pay for damaged goods. The contractor must file all claims against the carrier(s) for damages incurred to items in transit from the point of origin to the ultimate destination. The state will provide the contractor with written notice when damaged goods are received. The state will deduct the cost of the damaged goods from the invoice prior to payment. The contractor must file all claims against the carrier(s) for reimbursement of the loss.

**62.0 INDEMNIFICATION:** The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

SECTION III  
SPECIFICATIONS

---

**UNIT TYPE:** *Ford Police Interceptor, Front Wheel Drive*

**Model P2L**

**APPLICATION:** To be used by the Alaska State Troopers on patrol duties. Weather variance from plus 100 degrees to minus 50 degrees Fahrenheit.

- 1.0 Engine: 3.5L V6
  - 1.1 2.0L EcoBoost V6 (priced as option)
- 2.0 Transmission: Automatic, 6-Speed w/OD
- 3.0 Starting Aids:
  - 3.1 Engine Block Heater
- 4.0 Brakes: To include anti-lock braking system and traction control
- 5.0 Tires: Tires shall have a speed rating of V (149mph) or higher, with matching, full size spare tire and wheel securely mounted in trunk.
- 6.0 Body:
  - 6.1 Four (4) Doors
  - 6.2 Front license plate bracket
  - 6.3 Privacy glass, OEM
  - 6.4 Bumper to frame rail bracket kit (OEM Package 60B)
  - 6.5 To include heavy duty insulated black rubber matting on full floor area including front and back of passenger areas
  - 6.6 Cruise Control & Tilt Steering OEM
  - 6.7 Power windows and door locks
    - 6.7.1 Rear door windows controlled by driver only, switch delete (OEM Package 67D)
  - 6.8 Ford SYNC with Reverse Sensing System (OEM Package 53M/76R) (priced as option)
  - 6.9 Rearview Camera (OEM Package 77B) (priced as option)
  - 6.10 Heated Mirrors
  - 6.11 AM/FM Radio
  - 6.12 Lighter:
    - 6.12.1 Lighter to have heavy-duty wiring to facilitate the use of police related accessories
    - 6.12.2 To be wired independently of ignition switch
  - 6.13 Body Side Molding: All moldings will be installed on vehicles
  - 6.14 Seating: 5 passenger (including driver)
    - 6.14.1 Front bucket seats, cloth only
    - 6.14.2 Vinyl rear bench seat
    - 6.14.3 Operator's seat to have six (6)-way power adjuster option
    - 6.14.4 Interior color to be dark grey
  - 6.15 Keys and Door Locks:
    - 6.15.1 OEM power door locks with master control for all doors installed in driver's door
    - 6.15.2 Rear handles to be inoperable with locks inoperable (OEM Package 18G)



SECTION III  
SPECIFICATIONS

---

- 6.15.3 All cars and locks to be keyed alike (Fleet Keys) for ignition, doors and trunk. To include three (3) keys with each unit
- 6.15.4 Remote keyless-entry key fob (w/o keypad, less PATS) (OEM Package 60P) (priced as option)
- 6.16 Hood:
  - 6.16.1 To have double safety latch with hood release inside car
  - 6.16.2 To have under hood light
  - 6.16.3 Hood is to be non-reflective, flat black (priced as option)
- 6.17 Trunk:
  - 6.17.1 To have a minimum 20.0 cubic feet of space
  - 6.17.2 To include a deck lid release switch, battery controlled
  - 6.17.3 Trunk electronics tray (OEM Package 62D)
  - 6.17.4 To include molded full carpeted OEM liner
- 7.0 Lighting:
  - 7.1 Headlights to have shatterproof type lens or have protective shatterproof covers
  - 7.2 Front head lamp lighting solution (OEM Package 66A)
  - 7.3 Rear tail lamp lighting solution (OEM Package 66B)
  - 7.4 Spot Lamp: to be mounted in left-hand pillar post. To be independent of ignition on separate 20 amp fused circuit, (OEM Package 21D) (priced as option)
  - 7.5 Dome light OEM
  - 7.6 Dark car feature – Ability to disable all interior and exterior automatic lights (OEM Package 13C)
  - 7.7 OEM installed trunk light; with separate on/off heavy-duty metal switch (single pole, single throw or push button) wired in line and located inside trunk near latch
  - 7.8 Daytime running lights (OEM Package 942) (priced as option) (for clarification purposes, this is listed as an option because typical units will require NOT having this feature)
- 8.0 Special Wiring and Accessories:
  - 8.1 Auxiliary Speakers and Wiring:
    - 8.1.1 Speakers to be 6.0 Ohms, 10 watts
    - 8.1.2 Two (2) each front (left/right) for end users communications radio
    - 8.1.3 Wiring connected to speakers to include approximately 36 inches extra wire coiled below center dash
    - 8.1.4 Entertainment radio will operate through rear speakers only
  - 8.2 Radio Suppression Package
- 9.0 Miscellaneous:
  - 9.1 Tool Kit: To be equipped with wheel wrench and jack
  - 9.2 Road Ready Package (OEM Package 856) (Priced as option)
  - 9.3 Ballistic Door Panels, Driver Only (OEM Package 65) (Priced as option)
  - 9.4 Ballistic Door Panels, Driver and Front Passenger (OEM Package 65C) (Priced as option)
  - 9.5 Publications to include factory service bulletins to all regional SEF Managers, and one (1) each operator's manual to be delivered with each vehicle

SECTION III  
SPECIFICATIONS

---

- 9.6 Delivery Inspection: All final inspections for compliance to specifications on all patrol vehicles are conducted at FOB point

SECTION III  
SPECIFICATIONS

---

**UNIT TYPE: Ford Police Interceptor AWD**

**Model P2M**

**APPLICATION:** To be used by the Alaska State Troopers in pursuit as well as patrol duties. Weather variance from plus 100 degrees to minus 50 degrees Fahrenheit.

- 1.0 Engine: 3.5L EcoBoost V6, 365HP
  - 1.1 3.7L V6 280HP (priced as option)
- 2.0 Transmission: Automatic, 6-speed w/OD
- 3.0 Starting Aids:
  - 3.1 Engine Block Heater
- 4.0 Brakes: To include anti-lock braking system and traction control
- 5.0 Tires: Tires shall have a speed rating of (149mph) or higher, with matching, full size spare tire and wheel securely mounted in trunk
- 6.0 Body:
  - 6.1 Four (4) Doors
  - 6.2 Front license plate bracket
  - 6.3 Privacy glass, OEM
  - 6.4 Bumper to frame rail bracket kit (OEM Package 60B)
  - 6.5 To include heavy duty insulated black rubber matting on full floor area including front and back of passenger areas
  - 6.6 Cruise Control & Tilt Steering OEM
  - 6.7 Power windows and door locks
    - 6.7.1 Rear door windows controlled by driver only, switch delete (OEM Package 67D)
  - 6.8 Ford SYNC with Reverse Sensing System, (OEM Package 53M/76R) (priced as option)
  - 6.9 Rearview Camera (OEM Package 77B) (priced as option)
  - 6.10 Heated Mirrors
  - 6.11 AM/FM Radio
  - 6.12 Lighter:
    - 6.12.1 Lighter to have heavy-duty wiring to facilitate the use of police related accessories
    - 6.12.2 To be wired independently of ignition switch
  - 6.13 Body Side Molding: All moldings will be installed on vehicles
  - 6.14 Seating: 5 passenger (including driver)
    - 6.14.1 Front bucket seats, cloth only
    - 6.14.2 Vinyl rear bench seat
    - 6.14.3 Operator's seat to have six (6)-way power adjuster option
    - 6.14.4 Interior color to be dark grey
  - 6.15 Keys and Door Locks:
    - 6.15.1 OEM power door locks with master control for all doors installed in driver's door
    - 6.15.2 Rear handles to be inoperable with locks inoperable (OEM Package 18G)

SECTION III  
SPECIFICATIONS

---

- 6.15.3 All cars and locks to be keyed alike (Fleet Keys) for ignition, doors and trunk. To include three (3) keys with each unit
- 6.15.4 Remote keyless-entry key fob (w/o keypad, less PATS) (OEM Package 60P) (priced as option)
- 6.16 Hood:
  - 6.16.1 To have double safety latch with hood release inside car
  - 6.16.2 To have under hood light
  - 6.16.3 Hood is to be non-reflective, flat black (priced as option)
- 6.17 Trunk:
  - 6.17.1 To have a minimum 20.0 cubic feet of space
  - 6.17.2 To include a deck lid release switch, battery controlled
  - 6.17.3 Trunk electronics tray (OEM Package 62D)
  - 6.17.4 To include molded full carpeted OEM liner
- 7.0 Lighting:
  - 7.1 Headlights to have shatterproof type lens or have protective shatterproof covers
  - 7.2 Front head lamp lighting solution (OEM Package 661)
  - 7.3 Rear tail lamp lighting solution (OEM Package 662)
  - 7.4 Spot Lamp: to be mounted in left-hand pillar post. To be independent of ignition on separate 20 amp fused circuit, (OEM Package 21D) (priced as option)
  - 7.5 Dome light OEM
  - 7.6 Dark car feature – Ability to disable all interior and exterior automatic lights (OEM Package 13C)
  - 7.7 OEM installed trunk light; with separate on/off heavy-duty metal switch (single pole, single throw or push button) wired in line and located inside trunk near latch
  - 7.8 Daytime running lights (OEM Package 942) (priced as option) (for clarification purposes, this is listed as an option because typical units will require NOT having this feature)
- 8.0 Special Wiring and Accessories:
  - 8.1 Auxiliary Speakers and Wiring:
    - 8.1.1 Speakers to be 6.0 Ohms, 10 watts
    - 8.1.2 Two (2) each front (left/right) for end users communications radio
    - 8.1.3 Wiring connected to speakers to include approximately 36 inches extra wire coiled below center dash
    - 8.1.4 Entertainment radio will operate through rear speakers only
  - 8.2 Radio Suppression Package
- 9.0 Miscellaneous:
  - 9.1 Tool Kit: To be equipped with wheel wrench and jack
  - 9.2 Road Ready Package (OEM Package 856) (Priced as option)
  - 9.3 Ballistic Door Panels, Driver Only (OEM Package 65E) (Priced as option)
  - 9.4 Ballistic Door Panels, Driver and Front Passenger (OEM Package 65C) (Priced as option)
  - 9.5 Publications to include factory service bulletins to all regional SEF Managers, and one (1) each operator's manual to be delivered with each vehicle

SECTION III  
SPECIFICATIONS

---

- 9.6 Delivery Inspection: All final inspections for compliance to specifications on all patrol vehicles are conducted at FOB point



SECTION III  
SPECIFICATIONS

---

**UNIT TYPE:** *Ford Expedition, 4x4, Special Service Package*

**Model U1G**

**APPLICATION:** To be used by the Alaska State Troopers on patrol duties. Weather variance from plus 100 degrees to minus 50 degrees Fahrenheit

- 1.0 Engine: Gas, V6, 3.5 EcoBoost, 365 HP
- 2.0 Transmission: Automatic, 6-Speed w/ OD
- 3.0 Starting Aids:
  - 3.1 Engine Block Heater
- 4.0 Brakes: To include anti-lock brake system, 4-wheel, traction control
- 5.0 Tires: All season radial tires with a full size spare securely mounted on/in the unit (roof mounted is not acceptable)
- 6.0 Body:
  - 6.1 Four (4) Doors
  - 6.2 Wheel base: 119 Inches
  - 6.3 Overall Length: 206.5 Inches
  - 6.4 Front license plate bracket
  - 6.5 Privacy Glass, OEM
  - 6.6 Skid Plate Package
  - 6.7 Vinyl flooring, with removable floor mats
  - 6.8 Cruise Control and Tilt Steering
  - 6.9 Power windows and door locks
    - 6.9.1 Rear windows controlled by driver only
  - 6.10 Ford SYNC with Reverse Sensing System (priced as option)
  - 6.11 Rear View Camera Package (priced as option)
  - 6.12 Heated Mirrors
  - 6.13 AM/FM Radio with CD
  - 6.14 Lighter:
    - 6.14.1 Lighter to have heavy-duty wiring to facilitate the use of police related accessories
    - 6.14.2 To be wired independently of ignition switch
  - 6.15 Front Tow Hooks
  - 6.16 Trailer Towing Package with Class III Hitch
  - 6.17 Supplemental restraint system for both driver and right front passenger

SECTION III  
SPECIFICATIONS

---

- 6.18 Seating: 5-passenger (including driver)
  - 6.18.1 Front bucket seats with no console, cloth only
  - 6.18.2 Vinyl rear bench seat
  - 6.18.3 Optional 3<sup>rd</sup> row seat, vinyl, (OEM Package 875)
  - 6.18.4 Optional 2<sup>nd</sup> row cloth, (OEM Package 21F)
  - 6.18.5 Interior color to be dark grey
- 6.19 Keys and Door Locks:
  - 6.19.1 OEM power door locks with master control for all doors installed in driver's door
  - 6.19.2 Inoperable rear door handles and locks
  - 6.19.3 To include four (4) keys with each unit
  - 6.19.4 Remote keyless-entry key fob (priced as option)
- 6.20 Hood:
  - 6.20.1 To have double safety latch with hood release inside car
  - 6.20.2 To have under hood light.
  - 6.20.3 Hood is to be non-reflective, flat black (priced as option)
- 7.0 Lighting:
  - 7.1 Headlights to have shatterproof type lens or have protective shatterproof covers
  - 7.2 Daytime running lights (priced as option) (for clarification purposes, this is listed as an option because typical units will require NOT having this feature)
- 8.0 Miscellaneous:
  - 8.1 Tool Kit: To be equipped with wheel wrench and jack
  - 8.2 Running Boards OEM Package 186 (Priced as option)
  - 8.3 Publications to include factory service bulletins to all regional SEF Managers, and one (1) each operator's manual to be delivered with each vehicle
  - 8.4 Delivery Inspection: All final inspections for compliance to specifications on all patrol vehicles are conducted at FOB point

**UNIT TYPE:** *Ford Explorer, AWD, Police Interceptor*

SECTION III  
SPECIFICATIONS

---

**APPLICATION:** To be used by the Alaska State Troopers in pursuit as well as patrol duties. Weather variance from plus 100 degrees to minus 50 degrees Fahrenheit.

- 1.0 Engine: Gas, 3.7L V6
  - 1.1 Gas, 3.5L EcoBoost V6 (priced as option)
- 2.0 Transmission: Automatic, 6-Speed w/ OD
- 3.0 Starting Aids:
  - 3.1 Engine Block Heater 41H
- 4.0 Brakes: To include anti-lock brake system, 4-wheel, traction control
- 5.0 Tires: Tires shall have a speed rating of V (149mph) or higher, with matching, full size spare tire and wheel securely mounted in trunk
- 6.0 Body:
  - 6.1 Four (4) Doors
  - 6.2 Wheel base: 112.6 Inches
  - 6.3 Overall Length: 197.1 Inches
  - 6.4 Front license plate bracket (OEM Package 153)
  - 6.5 Privacy Glass, OEM
  - 6.6 Skid Plate Package (OEM Package 76D)
  - 6.7 Vinyl flooring
  - 6.8 Cruise Control and Tilt Steering
  - 6.9 Power windows and door locks
    - 6.9.1 Rear windows controlled by driver only
  - 6.10 Ford SYNC (OEM Package 53M) (priced as option)
  - 6.11 Reverse sensing system (OEM Package 76R) (priced as option)
  - 6.12 Rear View Camera Package (OEM Package 87R) (priced as option) (for clarification, this is intended to move the standard rear view camera package to the rear view mirror location as to not interfere with police equipment)
  - 6.13 Heated Mirrors (OEM Package 549)
  - 6.14 AM/FM Radio with CD
  - 6.15 Lighter:
    - 6.15.1 Lighter to have heavy-duty wiring to facilitate the use of police related accessories
    - 6.15.2 To be wired independently of ignition switch
  - 6.16 Front Tow Hooks

SECTION III  
SPECIFICATIONS

---

- 6.17 Trailer Towing Package with Class III Hitch, dealer installed (priced as option)
- 6.18 Supplemental restraint system for both driver and right front passenger
- 6.19 Seating: 5-passenger (including driver)
  - 6.19.1 Front bucket seats with no console, cloth only
  - 6.19.2 Vinyl rear bench seat
  - 6.19.3 Interior color to be dark grey
- 6.20 Keys and Door Locks:
  - 6.20.1 OEM power door locks with master control for all doors installed in driver's door
  - 6.20.2 Rear handles to be inoperable with locks inoperable (OEM Package 68G)
  - 6.20.3 All cars and locks to be keyed alike (Fleet Keys) for ignition, doors and trunk. To include three (3) keys with each unit
  - 6.20.4 Remote Keyless-Entry key fob (w/o Keypad, less PATS) (OEM Package 595) (priced as option)
- 6.21 Hood:
  - 6.21.1 To have double safety latch with hood release inside car
  - 6.21.2 To have under hood light
  - 6.21.3 Hood to be non-reflective, flat black (priced as option)
- 7.0 Lighting:
  - 7.1 Headlights to have shatterproof type lens or have protective shatterproof covers
  - 7.2 Front head lamp lighting solution (OEM Package 66A)
  - 7.3 Rear tail lamp lighting solution (OEM Package 66B)
  - 7.4 Spot Lamp – Incandescent Bulb: To be mounted in left-hand pillar post. To be independent of ignition on separate 20 amp fused circuit. 51Y (priced as option)
  - 7.5 Dome Lamp – Red/White in cargo area (OEM Package 17T)
  - 7.6 Dark car feature - Ability to disable all interior and exterior automatic lighting (OEM Package 43D)
  - 7.7 Daytime running lights (priced as option) (for clarification purposes, this is listed as an option because typical units will require NOT having this feature)
  - 7.8 Traffic advisory feature (priced as option)
- 8.0 Miscellaneous:
  - 8.1 Tool Kit: To be equipped with wheel wrench and jack
  - 8.2 Aux Air Conditioning (priced as option)
  - 8.3 Road Ready Package (OEM Package 67H) (priced as option)
  - 8.4 Ballistic Door Panels, Driver Only (OEM Package 90D) (priced as option)
  - 8.5 Ballistic Door Panels, Driver and Front Passenger, (OEM Package 90E) (priced as option)
  - 8.6 Publications to include factory service bulletins to all regional SEF Managers, and one (1) each operator's manual to be delivered with each vehicle
  - 8.7 Delivery Inspection: All final inspections for compliance to specifications are conducted at FOB point

End of Specifications



SECTION IV  
 BID PRICE SCHEDULE

**BID PRICE SCHEDULE**

**Description** **Cost**

~~**FORD INTERCEPTOR FWD MODEL P2L**~~

Ford Interceptor FWD, 3.5L V6, White w/Black Hood	\$ 26,286.00
Ford Interceptor FWD, 3.5L V6, Random Color	\$ 25,986.00
Engine: 2.0 I4 Eco Boost (requires 501A pkg.)	\$ 720.00
Ford SYNC with Reverse Sensing System	\$ 590.00
Rearview camera	Included
Remote Keyless Entry (w/o keypad, less PATS)	\$ 255.00
Spot lamp	\$ 343.00
Daytime running lights	\$ 49.00
Road Ready Package (Package 67h)	\$ 3,470.00
Ballistic Door Panels, Driver Only	\$ 1,497.00
Ballistic Door Panels, Driver and front passenger	\$ 2,994.00

~~**FORD INTERCEPTOR AWD MODEL P2M**~~

Ford Interceptor AWD, 3.5L Eco Boost V6, 365HP, White w/Black Hood	\$ 29,986.00
Ford Interceptor AWD, 3.5L Eco Boost V6, 365HP, Random Color	\$ 29,686.00
Engine: 2.0 I4 Eco Boost (requires 501A pkg.)	\$ 720.00
Ford SYNC with Reverse Sensing System	\$ 590.00
Rearview Camera	Included
Remote Keyless Entry (w/o keypad, less PATS)	\$ 255.00
Spot Lamp	\$ 210.00
Daytime Running Lights	\$ 49.00
Road Ready	\$ 3,470.00
Ballistic Door Panels, Driver Only	\$ 1,497.00
Ballistic Door Panels, Driver and Front Passenger	\$ 2,994.00

~~**FORD EXPEDITION, 4x4, SPECIAL SERVICE PACKAGE MODEL U1G**~~

Ford Expedition, 4x4, Special Service Package, White w/Black hood	\$ 33,314.00
Ford Expedition, 4x4, Special Service Package, Random Color	\$ 32,989.00
2nd and 3rd row seat cloth	\$ 875.00
Ford SYNC with Reverse Sensing System	\$ 604.00
Rearview Camera	Included
Daytime Running Lights	\$ 45.00
Running Boards	\$ 425.00

~~**FORD EXPLORER, AWD, Police Interceptor MODEL K8A**~~

Ford Explorer, 3.7L V6 White w/Black Hood	\$ 29,652.00
<del>Ford Explorer, 3.7L V6, Random Color</del>	<del>\$ 29,327.00</del>
<del>Engine 3.5L, Eco Boost, V6</del>	<del>\$ 3,225.00</del>
Ford SYNC	\$ 290.00
Reverse Sensing System	\$ 270.00
Rearview Camera	Included
Remote Keyless Entry (w/o keypad, less PATS)	\$ 250.00
Spot Lamp	\$ 385.00
Daytime Running Lights	\$ 39.00
<del>Road Ready</del>	<del>\$ 3,315.00</del>

SECTION IV  
 BID PRICE SCHEDULE

<del>Ballistic Door Panels, Driver Only</del>	<del>\$ 1,506.00</del>
<del>Ballistic Door Panels, Driver and Front Passenger</del>	<del>\$ 3,012.00</del>
Trailer Towing Package with Class III Hitch	\$ 325.00

31,211<sup>00</sup>

<p><b><u>Cal Worthington Ford Lincoln</u></b></p> <p>COMPANY SUBMITTING BID</p> <p><b><u>On File</u></b></p> <p>AUTHORIZED SIGNATURE</p> <p><b><u>Ray Marcum</u></b></p> <p>PRINTED NAME</p> <p><b><u>7/24/2015</u></b></p> <p>DATE</p>	<p><b><u>431 Unga Street</u></b></p> <p>ADDRESS</p> <p><b><u>Anchorage, AK 99501</u></b></p> <p>CITY, STATE, ZIP</p> <p><b><u>907-793-8213/907-793-8255</u></b></p> <p>PHONE/FAX</p> <p><b><u>fleetoil@aol.com</u></b></p> <p>E-MAIL ADDRESS</p>	<p><b><u>955291</u></b></p> <p>ALASKA BUSINESS LICENSE NO:</p> <p>DOES YOUR BUSINESS QUALIFY FOR PREFERENCES?</p> <p>[ X ] YES [ ] NO</p> <p>DOES YOUR BUSINESS QUALIFY FOR THE VETERANS PREFERENCES?</p> <p>[ ] YES [ X ] NO</p>
---	--	---

Revised 03/14/2012

## Doug McCloskey

---

**From:** Ray Marcum <raymarcum@kendallauto.com>  
**Sent:** Thursday, February 01, 2018 3:14 PM  
**To:** 'Doug McCloskey'  
**Subject:** RE: Police Explorer Wrangell

Hey Doug,

If you decide to ship the unit and not fly to Anchorage add \$2200.

Ray Marcum  
Commercial Account Manager  
Kendall Ford  
Phone: 907-793-8213  
Fax: 907-793-8255



---

**From:** Doug McCloskey [<mailto:wpdchief@aptalaska.net>]  
**Sent:** Thursday, February 01, 2018 2:33 PM  
**To:** [raymarcum@kendallauto.com](mailto:raymarcum@kendallauto.com)  
**Subject:** Police Explorer Wrangell

Ray  
Thanks for the help

Doug McCloskey  
Chief of Police  
Wrangell AK 99929  
907-874-3304

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13e	<u>DATE:</u>	March 13, 2018
---------------------------	------------	-----	--------------	----------------

**PROPOSED ORDINANCE NO. 940:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING CHAPTER 3.54 OF THE WRANGELL MUNICIPAL CODE, NOLAN MUSEUM AND CIVIC CENTER BOARD

*(first reading)*

<u>SUBMITTED BY:</u>	<u>FISCAL NOTE:</u>
	<b>Expenditure Required:</b> none
Aleisha Mollen, Accounting Generalist	<b>Amount Budgeted:</b> none
	<b>Account Number(s):</b> none
	<b>Account Name(s):</b> none
<u>Reviews/Approvals/Recommendations</u>	Publications
<input type="checkbox"/> Port Commission	<b>Unencumbered Balance(s) (prior to expenditure):</b>
<input type="checkbox"/> P&Z Commission	
<input checked="" type="checkbox"/> Attorney	
n/a Insurance	
<b>ATTACHMENTS:</b>	
1. Proposed Ordinance 940.      2. Previously adopted Ordinance 919.	

**RECOMMENDATION:**

Move to approve the first reading of Ordinance No. 940 and move to a second reading with a Public Hearing to be held on March 27, 2018.

**SUMMARY STATEMENT:**

The Borough Assembly voted to approve repealing Chapter 3.54, James and Elsie Nolan Museum and Civic Center Board from the Wrangell Municipal Code. This ordinance is essentially a housekeeping item.

The Assembly adopted Ordinance No. 919 on July 26, 2016 that allowed for the question to be taken to the Voters of Wrangell to repeal section 3-10 of the Charter of the City and Borough of Wrangell. The Voters did vote to repeal section 3-10 and the Charter has been amended.

Upon approval of Ordinance No. 919 by the Voters, Section 3.54 James and Elsie Nolan Museum and Civic Center Board should have been repealed as well.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 940

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING CHAPTER 3.54 OF THE WRANGELL MUNICIPAL CODE, NOLAN MUSEUM AND CIVIC CENTER BOARD

**WHEREAS**, Chapter 3.54 of the Wrangell Municipal Code established the James and Elsie Nolan Museum and Civic Center Board (Nolan Board) to advise the Assembly and Borough staff on the use and development of the museum and civic center; and

**WHEREAS**, after reviewing this matter, the Assembly voted on June 14, 2016, to take steps to repeal Chapter 3.54 of the Wrangell Municipal Code, James and Elsie Nolan Museum and Civic Center Board; and

**WHEREAS**, the Assembly determined that the Nolan Board, established by Chapter 3.54 as an advisory board, was no longer necessary or cost effective as its functions are provided by the Friends of the Wrangell Museum, Inc., a charitable and educational nonprofit corporation operated by a board of directors; and

**WHEREAS**, because Section 3-10 of the Charter of the City and Borough of Wrangell provided that the museum and civic center was to be operated by a board established by ordinance and appointed by the Assembly, the first step in this process was to submit to the voters the question of whether the Charter should be amended to repeal Section 3-10; and

**WHEREAS**, the Assembly adopted Ordinance No. 919 on July 26, 2016, asking the voters of the City and Borough of Wrangell whether the Charter should be amended to repeal Section 3-10; and

**WHEREAS**, at the regular municipal election held on October 4, 2016, the voters approved the proposed Charter amendment repealing Section 3-10; and

**WHEREAS**, upon approval of the Charter amendment by the voters, Chapter 3.54 of the Wrangell Municipal Code should have been repealed; and

**WHEREAS**, this ordinance takes that action so as to bring the code into conformity with the Charter amendment.



**NOW, THEREFORE**, BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are **[bolded and in brackets are to be deleted]**.]

SEC. 1. Action. The purpose of this ordinance is to repeal Chapter 3.54 of the Wrangell Municipal Code, James and Elsie Nolan Museum and Civic Center Board.

SEC. 2. Repeal of Chapter. Chapter 3.54 of the Wrangell Municipal Code is repealed in its entirety as follows:

**[Chapter 3.54  
JAMES AND ELSIE NOLAN MUSEUM AND CIVIC CENTER BOARD**

**Sections:**

**3.54.010 Established – Membership – Organization.**

**3.54.020 Powers and duties.**

**3.54.010 Established – Membership – Organization.**

**A. There shall be a James and Elsie Nolan Museum and Civic Center board which shall consist of seven members appointed by the mayor with the approval of the assembly for overlapping three-year terms. All members of the board shall be residents of the city and borough. The members shall be appointed as set forth below:**

**1. The present membership of the board is hereby confirmed. The terms of the members shall begin on October 1st, with three members to be appointed in the first year, and two members in each of two successive years and in like manner thereafter. A member may be removed by the mayor with approval of the assembly for the good of the service. Vacancies shall be filled for the unexpired terms. Members shall serve without compensation.**

**B. The board shall hold regular meetings at least once each calendar quarter at such times as its chair may determine. The chair shall give each member at least 48 hours' prior written or oral notice of the date, time and place of each meeting.**

**C. The board shall give reasonable public notice of its meetings, its meetings shall be**

open to the public, and reasonable opportunity shall be provided for the public to be heard at each meeting.

D. Four members of the board shall constitute a quorum for the transaction of business. Actions of the board are taken by the vote of a majority of the members duly present at a meeting of the board duly held at which a quorum is present. The board shall keep minutes of its proceedings and records of its official actions.

E. Any member who misses more than two regular meetings in a consecutive 12-month period without being excused by the board shall automatically forfeit membership on the board.

F. The board shall annually elect from among its members a chair, vice chair and secretary-treasurer.

G. Board members shall conduct their activities in such a way that no conflict of interest arises between their other interests and the policies, interests and operation of the museum and civic center.

H. The board may establish its own rules, regulations and policies consistent with this chapter and subject to the approval of the assembly.

#### **3.54.020 Powers and duties.**

The powers and duties of the board shall be as follows:

A. Receive, consider and evaluate public opinions and recommendations regarding the staffing, equipping and managing of the museum and civic center and regarding the care and maintenance of the museum collection;

B. Advise the curator, civic center manager, borough manager and borough assembly on planning and implementation of programs dealing with the use and development of the museum and civic center and the museum collection;

C. Review and make recommendations to the assembly regarding the museum and civic center budget;

D. Strive to create public interest in and public support for the programs and activities of the museum and civic center.]

SEC. 3. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 4. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: \_\_\_\_\_, 2018.

PASSED IN SECOND READING: \_\_\_\_\_, 2018.

---

David L. Jack, Mayor

ATTEST:

---

Kim Lane, Borough Clerk

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 919

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROPOSING AN AMENDMENT TO THE HOME RULE CHARTER, REPEALING SECTION 3-10, NOLAN MUSEUM AND CIVIC CENTER

**WHEREAS**, Section 3-10 of the Home Rule Charter of the City and Borough of Wrangell provides that the Nolan Museum and Civic Center shall be operated by a board established by ordinance and appointed by the Assembly; and

**WHEREAS**, Chapter 3.54 of the Wrangell Municipal Code established the James and Elsie Nolan Museum and Civic Center Board (Nolan Board) to advise the Assembly and Borough staff on the use and development of the museum and civic center; and

**WHEREAS**, in 2009 the Assembly adopted Ordinance No. 840 to reduce the membership of the Nolan Board from eleven to seven in order to make establishing a quorum easier; and

**WHEREAS**, the Nolan Board is an advisory board that provides the same functions for the Nolan Center as the Friends of the Wrangell Museum, Inc., a charitable and educational nonprofit corporation formed under the laws of the State of Alaska and operated by a seven member board of directors; and

**WHEREAS**, the Nolan Center staff has the ability to ask the Friends of the Wrangell Museum to form a special committee to consider and advise on particular issues concerning operation and use of the Nolan Center, if necessary; and

**WHEREAS**, there have been three vacant seats on the Nolan Board since October 2015; and

**WHEREAS**, the expense to the Borough of scheduling the meetings and paying for a secretary for the Nolan Board is not cost effective; and

**WHEREAS**, after reviewing this matter, the Assembly voted on June 14, 2016, to repeal Chapter 3.54 of the Wrangell Municipal Code, James and Elsie Nolan Museum and Civic Center Board; and

**WHEREAS**, in order to implement that action, the Assembly is proposing this amendment to the Charter repealing Section 3-10;

**NOW, THEREFORE**, BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND

BOROUGH OF WRANGELL, ALASKA:

[The changes to the existing Home Rule Charter are shown as follows: the words that are underlined are to be added and the words that are **[bolded and in brackets are to be deleted]**.]

SEC. 1. Classification. This ordinance is of a permanent nature and, if approved by a majority of the qualified voters voting on the proposition set forth in Section 4, shall become a part of the Home Rule Charter of the City and Borough of Wrangell, Alaska.

SEC. 2. Charter Amendment. The purpose of this ordinance is to repeal Section 3-10, Nolan Museum and Civic Center, of the Wrangell Home Rule Charter, as follows:

**Section 3-10 Repealed [Nolan Museum and Civic Center.]**

**[The borough-operated James and Elsie Nolan Museum and Civic Center shall be operated by a board established by ordinance and appointed by the assembly.]**

SEC. 3. Submission of Question to the Voters. An amendment to repeal Section 3-10 of the Home Rule Charter of the City and Borough of Wrangell, Alaska, shall be submitted to the voters of the City and Borough of Wrangell at the next regular borough election. The Borough Clerk shall prepare the proposition and perform all necessary steps in accordance with law to submit this proposition to the qualified voters of the Borough for approval or rejection at the next regular borough election, to be held October 4, 2016.

SEC. 4. Proposition. The proposition shall read substantially as follows:

**PROPOSITION 1**

**Explanation**

Section 3-10 of the Home Rule Charter provides that the Nolan Museum and Civic Center shall be operated by a board established by ordinance and appointed by the Assembly. The Assembly has determined that the Nolan Board, established by ordinance as an advisory board, is no longer necessary or cost effective as its function is provided by the Friends of the Wrangell Museum. The Assembly therefore adopted Ordinance No. 919 proposing an amendment to the Charter to repeal Section 3-10.

## CHARTER AMENDMENT

Shall the Home Rule Charter of the City and Borough of Wrangell be amended to repeal Section 3-10, Nolan Museum and Civic Center, as set forth in Ordinance No. 919?

YES (oval)

NO (oval)

SEC. 5. Effective Date. (a) The Charter amendment proposed in Section 2 of this ordinance shall become effective on the day following the date the election results are certified for the regular municipal election held on October 4, 2016, if approved by a majority of the qualified voters voting on the proposition set forth in Section 4.

(b) Sections 3 and 4 of this ordinance authorizing the submission of the proposition to the qualified voters of the City and Borough shall become effective upon adoption.

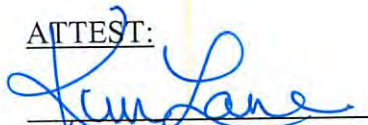
PASSED IN FIRST READING: June 28, 2016.

PASSED IN SECOND READING: July 26, 2016.

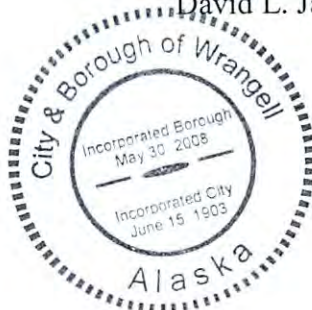


\_\_\_\_\_  
David L. Jack, Mayor

ATTEST:



\_\_\_\_\_  
Kim Lane, Borough Clerk





**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13f	<u>DATE:</u>	March 13, 2018
---------------------------	------------	-----	--------------	----------------

**PROPOSED ORDINANCE No. 941:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.44, PLANNING AND ZONING COMMISSION, OF THE WRANGELL MUNICIPAL CODE, TO REDUCE THE NUMBER OF MEMBERS ON THE COMMISSION FROM SEVEN TO FIVE AND PROVIDE FOR A TRANSITION PROVISION TO IMPLEMENT THIS ORDINANCE

*(first reading)*

<u>SUBMITTED BY:</u>	<u>FISCAL NOTE:</u>	
	<b>Expenditure Required:</b>	
Carol Rushmore, Economic Development Director and Kim Lane, Borough Clerk	<b>Amount Budgeted:</b>	
	<b>Account Number(s):</b>	
	<b>Account Name(s):</b>	
<u>Reviews/Approvals/Recommendations</u>		
	Commission, Board or Committee	<b>Unencumbered Balance(s) (prior to expenditure):</b>
<u>      </u> Name(s)	Planning and Zoning Commission	
<u>  xx  </u>	Attorney	
<u>      </u>	Insurance	
<b>ATTACHMENTS:</b>		
1. Ordinance No. 941.		

**RECOMMENDATION:**

Move to approve first reading of Ordinance No. 941 and move to a second with a Public Hearing to be held on March 27, 2018.

**SUMMARY STATEMENT:**

Since July of 2017, the Commission has been seeking to fill one or two vacancies on the seven member Commission. Currently there are two and it has been several months with no one submitting a letter of interest. The Commission has had a difficult time getting quorums on regularly scheduled meeting dates as someone usually is traveling and/or sick or other conflict. Business of the Commission must move forward so by reducing the number to 5 members requiring a quorum of only 3, the Commission should be able to hold regular scheduled meetings. This request will be on the Commission’s agenda in March, which is postponed two weeks

to March 20, so that a quorum will be obtained. Their recommendation will be available by the hearing date for this item.

According to a previous review of this issue by the Borough Attorney, a smaller Planning Commission would make it easier for the body to get a quorum and presumably it would not be as difficult to fill out the membership with fewer seats. The downside is that a smaller membership would be less representative of the community, and actions could be taken with two votes; some may think that is not sufficient for deliberative decision making on issues before the commission (particularly given that issues may be controversial or difficult).

Should the Commission face a controversial issue, it is up to them to hold necessary workshops/hearings to obtain community input and appealing the decision of the Commission is and always will be an option to the public participants.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 941

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.44, PLANNING AND ZONING COMMISSION, OF THE WRANGELL MUNICIPAL CODE, TO REDUCE THE NUMBER OF MEMBERS ON THE COMMISSION FROM SEVEN TO FIVE AND PROVIDE FOR A TRANSITION PROVISION TO IMPLEMENT THIS ORDINANCE

**WHEREAS**, the Planning & Zoning Commission has had two vacant seats on the Planning & Zoning Commission since July 2017; and

**WHEREAS**, since that time, the borough has advertised for letters of interest from citizens who may wish to serve on the Commission; and

**WHEREAS**, these ongoing vacant seats and the lack of interested applicants for the seats has at times resulted in difficulties in obtaining a quorum for Commission meetings; and

**WHEREAS**, to address this situation and improve efficiency in conducting the business of the Commission, the Economic Development Director recommends that the number of members on the Planning & Zoning Commission be reduced seven to five; and

**WHEREAS**, this reduction would reduce from three to two, the number of seats whose terms expire October 2019 and reduce from two to one, the number of seats whose terms expire October 2020; and

**WHEREAS**, this ordinance will not impact the terms of the Commission seats that expire in 2018 (two seats); and

**WHEREAS**, upon implementation of this ordinance, the staggered 3-year terms on the Commission will rotate annually as follows: 2-2-1, instead of the current 2-3-2 rotation.

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:**

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are **[bolded and in brackets are to be deleted]**.]

SEC. 1. Action. The purpose of this ordinance is to amend Section 3.44.020, Composition, and Section 3.44.080, Quorum, of the Wrangell Municipal Code, to reduce number of members on the Planning & Zoning Commission from seven to five, and reduce the quorum requirement from four to three members, and provide for a Transition Provision to implement

this ordinance.

SEC. 2. Amendment of Sections. Sections 3.44.020 and 3.44.080 of the Wrangell Municipal Code are amended to read:

**3.44.020 Composition.**

The commission shall consist of [~~seven~~]five members from the general public, nominated by the mayor and confirmed by the assembly. Appointed members shall not include members of the assembly or of the port commission. They shall be selected with a view toward achieving a broad geographical representation for all areas of the borough.

**3.44.080 Quorum.**

[~~Four~~]Three members of the commission shall constitute a quorum. For voting purposes, the vote of a majority of the quorum shall be sufficient for a subject matter's passage or enactment.

SEC. 3. Transition Provision. The transition from seven to five Commission members, as provided in Section 2 of this ordinance, shall be implemented as follows:

1. The two members holding the two Commission seats with terms expiring October 2018 shall continue to serve and fulfill their terms on the Commission;
2. The Borough Clerk shall advertise for applicants for two seats each with a 3-year term on the Commission during the declaration for candidacy period for the upcoming October 2, 2018 regular election;
3. As provided in WMC 3.44.030, following the October 2, 2018 regular election, the Assembly will appoint two successful applicants to fill the two seats with 3-year terms expiring October 2021;
4. The Commission seat that expires October 2019 and is currently vacant shall be eliminated upon the effective date of this ordinance; the two seats that expire October 2019 and are currently filled shall not be affected by this ordinance;
5. The Commission seat that expires October 2020 and is currently vacant shall be eliminated upon the effective date of this ordinance, and the one seat that expires October 2020 and is currently filled shall not be affected by this ordinance.

SEC. 4. Classification. Sections 2 of this ordinance is of a permanent nature and

shall be codified in the Wrangell Municipal Code. Section 3 of this ordinance is a Transition Provision and shall not be codified in the Wrangell Municipal Code.

SEC. 5. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 6. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: \_\_\_\_\_, 2018.

PASSED IN SECOND READING: \_\_\_\_\_, 2018.

---

David L. Jack, Mayor

ATTEST:

---

Kim Lane, Borough Clerk

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13g	<u>DATE:</u>	March 13, 2018
<b>PROPOSED RESOLUTION No. 03-18-1398:</b> A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEARS 2014, 2015, 2016, 2017 FOR ROBIN & KAYE TAYLOR, LOT 18-A, USS 3403, DUE TO A MANIFEST CLERICAL ERROR				
<u>SUBMITTED BY:</u>			<u>FISCAL NOTE:</u>	
Aleisha Mollen, Accounting Generalist			<b>Expenditure Required:</b> none	
			<b>Amount Budgeted:</b> none	
			<b>Account Number(s):</b> none	
			<b>Account Name(s):</b> none	
<u>Reviews/Approvals/Recommendations</u>			Publications	
<input type="checkbox"/>	Port Commission		<b>Unencumbered Balance(s) (prior to expenditure):</b>	
<input type="checkbox"/>	P&Z Commission			
	Attorney			
n/a	Insurance			
<b><u>ATTACHMENTS:</u></b>				
1. Resolution 03-18-1398				

**RECOMMENDATION:**

Move to adopt Resolution No. 03-18-1398 that amends the assessment value for tax years 2014, 2015, 2016, and 2017 for Robin & Kaye Taylor due to a Manifest Clerical Error.

**SUMMARY STATEMENT:**

Robin and Kaye Taylor own Lots 18-A and 18-B on Shoemaker Loop Road. Because they are both relatively unimproved lots (a small shed and carport are the only improvements) with no exemptions tied to them, the assessors assign one of the parcel numbers as a “mother card” and put all of the value for both lots under the one parcel. This allows the owner to receive one assessment notice and



one bill combined to reduce paperwork and confusion. There are several lots within the city & borough that are handled this same way.

In 2014, the property was reassessed due to the new carport and the improvement value increased. At that time, an error occurred and the old value was assigned to the parcel number that should have been absorbed in addition to the new value on the mother card. Essentially they started being almost double billed. Neither the customers, nor the staff or assessors caught this error. During the 2018 assessment process, the card was scanned to the assessor and the assessor realized the error. Finance Department staff researched this and determined that the error was indeed an error and that it went back to 2014.

Finance Department staff, along with the Borough Manager, agreed that although the customer did not appeal previous years' assessment, we should correct this for them since it was our oversight. For 2014-2016, we need to reduce the Tax Roll by \$492.15 for each year that will then be refunded to the customer. The refund will be reduced to pay the corrected 2017 tax, penalty, and interest still owed and will result in a net refund to the customer of \$892.13.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 03-18-1398

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ASSESSMENT VALUE FOR TAX YEARS 2014, 2015, 2016, 2017 FOR ROBIN & KAYE TAYLOR, LOT 18-A, USS 3403, DUE TO A MANIFEST CLERICAL ERROR

WHEREAS, ROBIN & KAYE TAYLOR are the owners of record for Lots 18-A and 18-B, USS 3403, Wrangell, Alaska; and

WHEREAS, the assessed land value for both Lot 18-A and 18-B was entered as \$38,600.00 for tax years 2014, 2015, 2016, and 2017; and

WHEREAS, the correct assessed land value for Lot 18-B should have been \$0.00 for tax years 2014, 2015, 2016, and 2017, as it was intended to be included in the assessed land value of Lot 18-A; and

WHEREAS, the Borough Assembly approved resolutions to levy general tax for school and municipal purposes upon all taxable property for aforementioned tax years, and

WHEREAS, due to this error, Property Tax Revenue was \$492.15 greater each of the aforementioned tax years, for a total of \$1,968.60; and

WHEREAS, correction of this manifest clerical error will result in a net refund to the customer, net of unpaid 2017 tax, penalty, and interest, of \$892.13; and

WHEREAS, Alaska Statute 29.45.500 (c) allows a governing body to correct manifest clerical errors at any time.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA,

Section 1. That the manifest clerical error be corrected so that the real property, owned by ROBIN & KAYE TAYLOR, Lot 18-A, USS 3403 reflect the correct assessment value of \$0.00.

Section 2. This resolution shall become effective upon its passage and adoption.

ADOPTED: \_\_\_\_\_, 2018

\_\_\_\_\_  
David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13h	<u>DATE:</u>	March 13, 2018
<b>PROPOSED RESOLUTION NO. 03-18-1399:</b> A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA CREATING A SPECIAL STEERING COMMITTEE, AS ALLOWED IN WMC 3.04.060, SPECIAL COMMITTEES TO EXPLORE A COMMUNITY HEALTHCARE SOLUTION FOR WRANGELL				
<u>SUBMITTED BY:</u>		<u>FISCAL NOTE:</u>		
Lisa Von Bargaen, Borough Manager		<b>Expenditure Required:</b>		
		<b>Amount Budgeted:</b>		
		<b>Account Number(s):</b>		
		<b>Account Name(s):</b>		
<u>Reviews/Approvals/Recommendations</u>				
<input type="checkbox"/>	Commission, Board or Committee		<b>Unencumbered Balance(s) (prior to expenditure):</b>	
Name(s)				
<input type="checkbox"/>	Attorney			
<input type="checkbox"/>	Insurance			
<b><u>ATTACHMENTS:</u></b>				
1. Resolution No. 03-18-1399				

**RECOMMENDATION MOTION:**

Move to Approve Resolution No. 03-18-1399 creating a Special Steering Committee, as allowed in WMC 3.04.060, Special Committees to explore a Community Healthcare Solution for Wrangell.

**SUMMARY STATEMENT:**

At the recent joint work session with the board of the Wrangell Medical Center and SEARHC the Assembly and Board reached consensus on the process for exploring a community healthcare solution with SEARHC. That includes creation of a Steering Committee to help guide the process. Additionally, there will be a 2-3 day Feasibility Study Work Session with a community stakeholder group. At the end of the Feasibility Study Work Session there will be a public presentation to the entire community, and an opportunity for the community to ask questions and provide input. Then the Steering Committee will make a formal recommendation to the Assembly.

The attached resolution establishes the Steering Committee, its membership, its responsibilities and its termination.

The Steering Committee Membership will be comprised of two Borough Assembly Members, two Wrangell Medical Center Board Members, the Borough Manager, the Hospital Administrator, and Mark Walker and Dan Neumeister from SEARHC. The WMC Board member representatives are being determined at a board meeting. The Assembly representatives will be determined as part of the discussion of this agenda item.

The Steering Committee is tasked with:

- a. Establishing the details associated with the exploration process discussed at the joint work session on February 26.
- b. Serving on the Stakeholder Group that participates in the 2-3 day Feasibility Analysis Work Session.
- c. Making formal recommendation to the Assembly following the outcomes of the Feasibility Study.

The Committee will sunset at the end of these tasks.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 03-18-1399

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, CREATING A SPECIAL STEERING COMMITTEE, AS ALLOWED IN WMC 3.04.060, SPECIAL COMMITTEES TO EXPLORE A COMMUNITY HEALTHCARE SOLUTION FOR WRANGELL

**WHEREAS**, many changes in the healthcare industry are putting significant strain on the operational sustainability of rural hospitals; and

**WHEREAS**, Wrangell Medical Center is no exception to this trend; and

**WHEREAS**, continuing the same healthcare model in Wrangell is unsustainable; and

**WHEREAS**, SEARHC has expressed strong interest in working with the community to develop a sustainable healthcare solution for Wrangell; and

**WHEREAS**, the Borough Assembly will be taking action on a non-binding letter of intent with SEARHC to begin exploration of a community healthcare solution; and

**WHEREAS**, at a recent joint Assembly and Hospital Board work session a formal process was discussed, including creation of a Steering Committee to help guide the process; and

**WHEREAS**, the Steering Committee shall be comprised of two Assembly Members, two Wrangell Medical Center Board Members, the Borough Manager, the Hospital Administrator, Mark Walker and Dan Neumeister from SEARHC; and

**WHEREAS**, the role of the Steering Committee shall be clearly outlined in this resolution.

**NOW, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA** that:

Section 1: This resolution establishes the Community Healthcare Solution Steering Committee.

Section 2: The Steering Committee is comprised of two Borough Assembly Members, two Wrangell Medical Center Board Members, the Borough Manager, the Hospital Administrator, and Mark Walker and Dan Neumeister from SEARHC.

Section 3: The Steering Committee is tasked with:

- a. Establishing the details associated with the exploration process discussed at the joint work session on February 26.
- b. Serving on the Stakeholder Group that participates in the 2-3 day Feasibility Analysis Work Session.
- c. Makes formal recommendation to the Assembly following the outcomes of the Feasibility Study.

Section 4: This Steering Committee shall sunset following this effort.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY &  
BOROUGH OF WRANGELL, ALASKA THIS 13<sup>th</sup> DAY OF MARCH, 2018.

---

David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk



**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13i	<u>DATE:</u>	March 13, 2018
---------------------------	------------	-----	--------------	----------------

**PROPOSED RESOLUTION NO. 03-18-1400:** A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2018 BUDGET ACCEPTING A BEQUEST IN THE AMOUNT OF \$50,000 FROM THE ESTATE OF MARIAN GLENZ FOR THE WRANGELL CONVENTION & VISITORS BUREAU PROMOTIONAL BUDGET

<u>SUBMITTED BY:</u>	<u>FISCAL NOTE:</u>
Lisa Von Bargaen, Borough Manager	<b>Expenditure Required:</b>
	<b>Amount Budgeted:</b>
	<b>Account Number(s):</b>
	<b>Account Name(s):</b>
<u>Reviews/Approvals/Recommendations</u>	
<input type="checkbox"/>	Commission, Board or Committee
<b>Unencumbered Balance(s) (prior to expenditure):</b>	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance
<b>ATTACHMENTS:</b>	
1. Resolution No. 03-18-1400	

**RECOMMENDATION MOTION:**

Move to Approve Resolution 03-18-1400 Amending the FY 2018 Budget accepting a bequest in the amount of \$50,000 from the Estate of Marian Glenz for the Wrangell Convention & Visitors Bureau Promotional Budget.

**SUMMARY STATEMENT:**

Former Wrangell CVB Board member, Marian Glenz recently passed away. As part of her estate she graciously and generously donated \$50,000 to the City & Borough of Wrangell, Wrangell CVB, expressly for the purposes of promoting Wrangell as a destination. The estate has been settled. Carol Rushmore attended the court hearing on behalf of the Borough. Ms. Glenz's attorney has mailed the check to the Borough and it is expected any day.

The attached resolution amends the FY18 Budget to accept the funding and authorize its expenditure. A special account has been established as this funding has to be used for promotion of the community, based on the directive in Ms. Glenz's estate paperwork. Any money not expended in the FY18 Budget will not roll into the fund balance but will transfer over to the FY19 Budget for the specified use.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 03-18-1400

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2018 BUDGET ACCEPTING A BEQUEST IN THE AMOUNT OF \$50,000 FROM THE ESTATE OF MARIAN GLENZ FOR THE WRANGELL CONVENTION & VISITORS BUREAU MARKETING BUDGET

**WHEREAS**, Marian Glenz served on the board of the Wrangell Convention & Visitors Bureau; and

**WHEREAS**, Marian Glenz loved Wrangell and wanted visitors to this community to experience our amazing community; and

**WHEREAS**, as part of her estate Marian Glenz donated \$50,000 to the Wrangell Convention & Visitors Bureau specifically for the promotion of Wrangell; and

**WHEREAS**, the FY18 Budget must be amended to accept this donation; and

**WHEREAS**, the City & Borough of Wrangell is grateful for the generosity of Marian Glenz.

**NOW, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA** that:

Section 1: The FY18 Budget is amended to reflect an increase in revenue to account 28020 000 4690 - Donations in the amount of \$50,000.

Section 2: The FY18 Budget is amended to authorize an increase expenditure from account 28020 000 7576 – Promotional in the amount of \$50,000.

Section 3: This funding is restricted for expenditure only for the “promotion of Wrangell” by the Wrangell Convention & Visitors Bureau as stipulated in the estate documentation of Marian Glenz.

Section 4: Any money unspent at the end of FY18 shall transfer into the FY19 Budget for the above-specified purpose.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 13<sup>th</sup> DAY OF MARCH, 2018.

\_\_\_\_\_  
David L. Jack, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13j	<u>DATE:</u>	March 13, 2018
<b>Acceptance of the Resignation from Clay Hammer from the Port Commission</b>				
<u>SUBMITTED BY:</u>			<u>FISCAL NOTE:</u>	
Kim Lane, Borough Clerk			Expenditure Required: none	
			Amount Budgeted: none	
			Account Number(s): none	
			Account Name(s):	
<u>Reviews/Approvals/Recommendations</u>				
<input type="checkbox"/>	Port Commission			<b>Unencumbered Balance(s) (prior to expenditure):</b>
<input type="checkbox"/>	P&Z Commission			
	Attorney			
n/a	Insurance			
<u>ATTACHMENTS:</u>				
1. Resignation letter.				

**RECOMMENDATION:**

Move to accept the letter of resignation from Port Commissioner Clay Hammer from the Port Commission and to direct the Borough Clerk to begin advertising for the unexpired term ending in October 2018.

**SUMMARY STATEMENT:**

None.

To: Kim Lane  
City Clerk, City and Borough of Wrangell

Re: Resignation, Wrangell Port Commission

Dear Kim,

I have recently accepted a position with another company that will put time constraints on my ability fill my role as Wrangell Port Commissioner. With that in mind I am officially tendering to you my resignation from the Wrangell Port Commission affective Friday, March 2<sup>nd</sup> 2018. Quite frankly I have lost track of how many years I have actually been on the commission but will say with a certain measure of satisfaction that it was time well spent and I feel fortunate for having the opportunity to serve my community in a way that has helped make a difference.

Thank You, Clay Hammer  
Wrangell Port Commission

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	13k	<u>DATE:</u>	March 13, 2018
---------------------------	------------	-----	--------------	----------------

Approval of a Senior Tax Exemption that was received after the March 1st deadline, but before the late filing grace period and before Assessment Notices were generated

<u>SUBMITTED BY:</u>	<u>FISCAL NOTE:</u>
	<b>Expenditure Required:</b> none
Aleisha Mollen, Accounting Generalist	<b>Amount Budgeted:</b> none
	<b>Account Number(s):</b> none
	<b>Account Name(s):</b> none
<u>Reviews/Approvals/Recommendations</u>	Publications
<input type="checkbox"/> Port Commission	<b>Unencumbered Balance(s) (prior to expenditure):</b>
<input type="checkbox"/> P&Z Commission	
Attorney	
n/a Insurance	

**ATTACHMENTS:**

1. 2018 Senior Citizen & Disabled Veteran Tax Exemption Application and request to consider.

**RECOMMENDATION:**

Move to approve the 2018 Senior Tax Exemption from Mike Kilpatrick that was received after the deadline of March 1, 2018, but before the allowed grace period and before 2018 Tax Assessment Notices were generated.

**SUMMARY STATEMENT:**

Per Wrangell Municipal Code 5.04.040 (D), applications for 2018 Senior Citizen and Disabled Veteran Exemptions are due by the EOB on March 1<sup>st</sup>. However, it also states that, “the assembly, for good cause shown, may waive the claimant’s failure to make timely application for exemption for that year and authorize the finance director to accept the application as if timely filed. To be considered by the assembly, a request to waive the claimant’s failure to make timely application for exemption must be in writing and filed no later than April 15th of the assessment year for which the exemption is sought.” Since Assessment Notices will be generated and mailed no later than March 20<sup>th</sup>, we are bringing you the late applications thus far for approval so that those particular Assessment Notices can be correct when sent. Any late applications received after this point will be held and presented as a whole at the April 24<sup>th</sup> Borough Assembly Meeting.





City and Borough of Wrangell  
 P.O. Box 531  
 Wrangell, AK 99929  
 907-874-2381  
 www.wrangell.com

2018 Senior Citizen & Disabled Veteran  
 Property Tax Exemption Application  
 City and Borough of Wrangell  
 Wrangell Municipal Code 5.04.040  
**DUE MARCH 1, 2018**

Complete all fields below:

Owner Name (1) Mike Kilpatrick  
 Owner Name (2) Cindy Kilpatrick

D.O.B.

D.O.B.

Note: You must also submit a passport or birth certificate

Required Parcel Information

(as it appears on your Assessment Notice or Tax Bill)

Parcel Number: A-2B 03-003 103

Physical/Street Address: 2 mile Zimovia Hwy

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

U.S. Survey or Subdivision: \_\_\_\_\_

Type of Dwelling:

- Single family
- Mobile home
- Condominium
- Duplex
- Other: \_\_\_\_\_

**RECEIVED**

**MAR -5 2018**

**WRANGELL CITY HALL**

Check **ALL** that apply:

- This is my primary residence and permanent place of abode
- I received or met residency requirements for the 2017 Alaska Permanent Fund Dividend.
- I meet residency requirements to be eligible for the 2018 Alaska Permanent Fund Dividend.

Check **ONE** of the following:

- I was age 65 or older as of January 1<sup>st</sup> of the current tax year
- I am a widow or widower, age 60-64, of a previously qualified applicant
- I am applying as a disabled veteran (50% or more service related disability)

During the past year, has any portion of this property been used for rental or business purposes?  Yes  No

If yes, please explain: \_\_\_\_\_

If yes, what percentage, by square foot, is used for this purpose? \_\_\_\_\_

Is there an additional deed holder on this property besides the applicant?  Yes  No

If yes, list name(s): Cindy Kilpatrick

Date of birth: 04-02-1955

Certification: I hereby certify that the answers given on this application, as well as any prior year applications in which I received this exemption, are true and correct to the best of my knowledge. I understand that a willful misstatement is punishable by a fine or imprisonment under AS 11.56.210. By my signature below I hereby authorize the City and Borough of Wrangell to obtain access to records pertaining to me in possession of the State of Alaska as needed to verify my residency, age, and permanent fund status.

Signature: [Handwritten Signature]

Date: March 5, 2018

I tried to file last Fall and  
again the first part of January 2018.

I was told they didn't have the forms  
yet. I thought I could file until  
the end of March.

I had hip surgery in Oregon and  
stayed in Oregon Jan + February returning  
to Wrangell March 1, 2018.

Thank you

Mike Sigurdson

Box 2026

Wrangell AK

99929

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	131	<u>DATE:</u>	March 13, 2018
---------------------------	------------	-----	--------------	----------------

Approval of Subscription Purchase of Nixle Public Safety Communication Platform in the Amount of \$3,564

<u>SUBMITTED BY:</u>	<u>FISCAL NOTE:</u>
Lisa Von Bargaen, Borough Manager	<b>Expenditure Required:</b>
	\$3,564
	<b>Amount Budgeted:</b>
	\$0
	<b>Account Number(s):</b>
	11000.014.7006
	<b>Account Name(s):</b>
	Software Programming/Licensing
<input type="checkbox"/> Commission, Board or Committee	<b>Unencumbered Balance(s) (prior to expenditure):</b>
Name(s)	
<input type="checkbox"/> Attorney	
<input type="checkbox"/> Insurance	
<b>ATTACHMENTS:</b>	
1. Nixle Quote; 2. Nixle Background Information	

**RECOMMENDATION MOTION:**

Move to Approve Subscription Purchase of Nixle Public Safety Communication Platform in the Amount of \$3,564.

**SUMMARY STATEMENT:**

Following the recent Tsunami warning and rock slide staff held a hot wash to address strengths and weaknesses in our responses and outreach to the community with critical information. It quickly became apparent our protocol for communicating with each other, and the community, needs to be improved. A fundamental piece of mitigating emergency or disaster situations is the ability to communicate critical information to the population in a short period of time and at the appropriate intervals as new information becomes available.

Wrangell is quite lucky in that we have a local partner in this effort – KSTK Radio. In both of the instances described above KSTK was broadcasting messages. Those messages are only as good as the

information provided and developing a standard communication protocol with KSTK is on the “short list” of things to accomplish in the near future. KSTK provided me with feedback following these two incidents. That information will be used in helping develop the protocol. It is my intent to pull together a workgroup of stakeholders to address this, including KSTK, the Borough Clerk as she is our Public Information Officer (PIO), Wrangell PD, Wrangell VFD, and others.

As a quick side note, when I was in Juneau and met with ADOT one of the items I asked to discuss was communication between ADOT and CBW during an event or emergency; and joint communication to the community when necessary. The Clerk and I are going to meet by phone with the Southcoast Region PIO. Back to Nixle...

Nixle is a public safety communication platform to which the CBW can subscribe. It offers many options which I will explain, but the primary purpose of Nixle is to give local jurisdictions a mechanism to communicate information about critical situations via text or email to those community members who voluntarily register to receive notifications. During the Tsunami warning Wrangell could have issued messages about the warning, updates, if emergency shelters would be open for those wishing to evacuate, etc. Because I am still signed up for Nixle in the 99686 (Valdez) zip code, I was receiving Nixle notifications throughout the entire warning.

During the Tsunami warning some of you may have received a notification on your phone about the warning – I did. This was a FEMA authorized notification to cell phone numbers in the affected region that requires no approval by the recipient to receive. Nixle allows for these “FEMA authorized” messages to be “pushed out” to all cell phones in the area without recipient registration, in the event of a serious emergency, once training about this type of message has been taken by specific authorized users of the system.

Nixle also allows jurisdictions to send messages under five key word, which recipients can choose to receive or not. For instance, the CBW could have a key word public meetings. Subscribers would receive at text anytime the CBW sends a message about upcoming meetings of the Assembly, Commissions or Committees.

In addition to emergency notifications the CBW could send out notifications of meetings, planned power outages, snow plowing and more. The responsible department would be in charge of sending the appropriate messages through the system.

My biggest concern is that the community have a way to reach residents in a fast and effective manner in the event of an emergency. Nixle allows us to do that.

The cost of the initial subscription for the first year is \$3,600. It is \$3,300 annually after that. Administration is recommending this come from the Public Safety Budget this year as there is a surplus due to unfilled positions for a significant portion of time. It will be incorporated into the 2019 Budget planning for next year.

Almost all Department Directors who might use the software attended an on-line demo and presentation in late January. The full suite of options included is:

1. Unlimited text messages
2. Unlimited emails
3. Unlimited administrators
4. Unlimited public and private groups (based on interest or location)
5. Easy text-to-opt-in process (Zip to 888-777)
6. Social media integration
7. 5 Key Words (discussed above)
8. iPAWS ready (discussed above – FEMA messaging)
9. Tipping
10. Internal communication (can communicate internally to staff, department heads, Commissions, etc)
11. Automated NWS rebroadcast
12. Google integration (Nixle RED alerts display above search on Google)



13m-1



Everbridge acquired Nixle in 2014

## Quotation

**Prepared for:**

Lisa Von Bargen  
 City & Borough of Wrangell  
 205 Brueger St  
 Wrangell AK 99929  
 United States  
 Ph: 907-874-2381  
 Fax:  
 Email: lvonbargen@wrangell.com

**Quote #:** Q-12765  
**Date:** 3/1/2018  
**Expires On:** 3/31/2018  
**Confidential**

**Salesperson:** Lauren Hoover  
**Phone:**  
**Email:** lauren.hoover@everbridge.com

**Contract Summary Information:**

Contract Period: 36 Months

Note: \*\*Quantity on this quote represents the population count

## Year 1

QTY	DESCRIPTION	PRICE
1	Nixle Engage	USD 3,300.00
<b>Year 1 TOTAL:</b>		USD 3,300.00

## Year 2

QTY	DESCRIPTION	PRICE
1	Nixle Engage	USD 3,300.00
<b>Year 2 TOTAL:</b>		USD 3,300.00

## Year 3

QTY	DESCRIPTION	PRICE
1	Nixle Engage	USD 3,300.00
<b>Year 3 TOTAL:</b>		USD 3,300.00



**Pricing Summary:**

Price:	USD 3,300.00
Year One Fees:	USD 3,300.00
One-time Implementation and Setup Fees:	USD 264.00
Professional Services:	USD 0.00
<b>Total Year One Fees Due:</b>	<b>USD 3,564.00</b>

**Ongoing Fees:**

Year Two Fees:	USD 3,300.00
Year Three Fees:	USD 3,300.00

1. Additional rates apply for all international calls.
2. This Quote and the Service(s) provided are subject to the Everbridge, Inc. –Nixle Solutions Core Platform Service Agreement (“Service Agreement”), current as of the date of Client’s signature below. Please visit <http://www.nixle.com/wp-content/uploads/2017/02/Nixle-Master-Services-Agreement-v6-lkd-01.29.17-FINAL.pdf> to review the Service Agreement in its entirety. By signing this Quote you represent that you read, understand and agree to the terms of the Service Agreement, and are authorized on behalf of the Client to execute the Quote and bind Client to the Service Agreement.
3. Subject to sales taxes where applicable.
4. Except for currency designation, the supplemental notes below, if any, supplied in this Quote are for informational purposes and not intended to be legally binding or override the language of the Service Agreement.

**Authorized by Everbridge:**

**Signature:**

\_\_\_\_\_

**Date:**

**Name (Print):**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**To accept this quote, sign, date and return:**

**Signature:**

\_\_\_\_\_

**Date:**

**Name (Print):**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

155 North Lake Avenue, Suite 900  
Pasadena, CA 91101 USA  
Tel: +1-818-230-9700  
Fax: +1-818-230-9505

THANK YOU FOR YOUR BUSINESS!

## One Software Platform for Community Engagement + Emergency Management Together



**SEND**



TEXT



EMAIL



VOICE



MOBILE APP



IPAWS



EVERBRIDGE NETWORK



WEBPAGE



FACEBOOK



TWITTER



GOOGLE ALERTS

*“ To engage the public wherever they are when it matters most - that’s what Nixle does for us. ”*

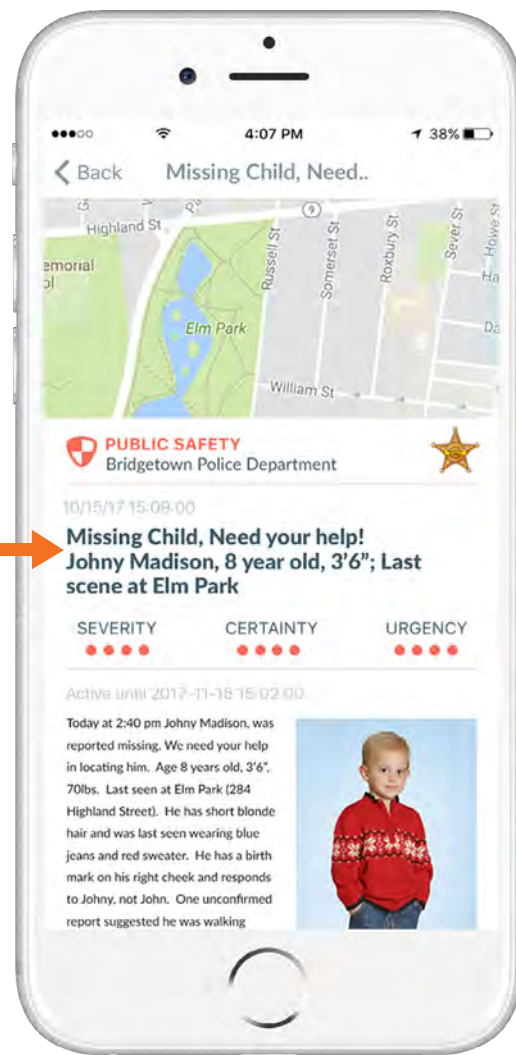
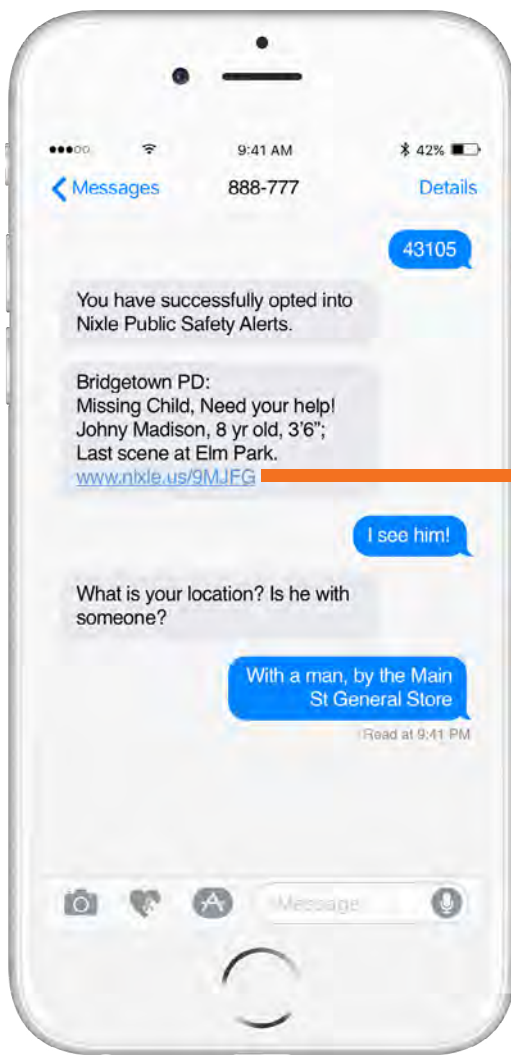
**CHARLIE BECK**  
LOS ANGELES POLICE CHIEF

Everbridge Nixle has **600** employees dedicated to  
**HELP YOU INFORM AND PROTECT YOUR RESIDENTS**

# GOOGLE+NIXLE+YOU

Nixle is the **first and only** commercial public safety service to partner with Google, **increasing your reach by millions**

- + Unlimited text, email & Web Messaging
- + Unlimited voice minutes
- + Facebook, Twitter & YouTube posting
- + IPAWS Publication
- + Integrated Tipping Platform
- + National Weather Service (NWS) alerts
- + Agency Smart Phone App
- + FOIA Reporting
- + Website Integration
- + Easy text message opt-in
- + Keywords for targeted Messaging
- + GIS targeting of households and neighborhoods



# Top Everbridge Nixle Stories of 2017

## 6 Stories of Public Safety Communications

---

2017 was another memorable year for agencies that use Everbridge Nixle to power public safety and community engagement notifications. As agencies pursue continuous improvement, it is helpful to take a look back at success stories from the previous year. With over 8,000 public safety organizations across the country utilizing Everbridge Nixle, we highlighted a handful of stories of agencies connecting with the residents they serve and protect, no matter the conditions or situation.

Use these stories as a template for best practices or simply as inspiration for your own unique ideas. The adaptability of Everbridge Nixle allows agencies to address a wide range of safety and wellness scenarios. Enjoy these examples and may you have a safe and healthy 2018!





LOCATION: SONOMA COUNTY, CA

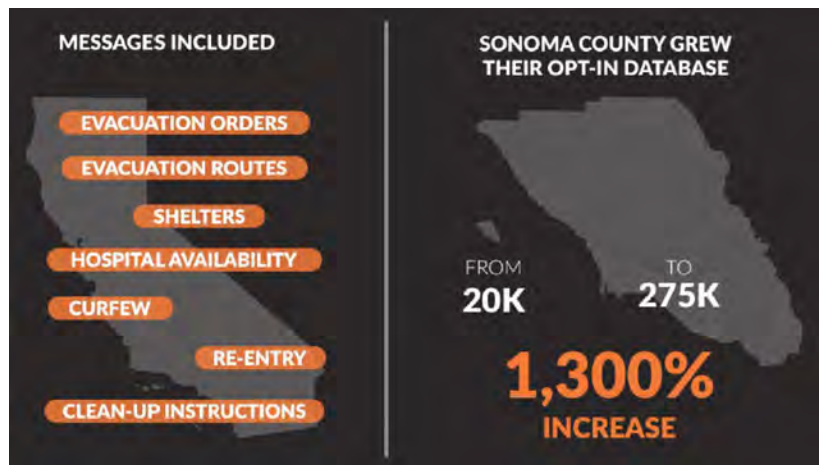
EVENT: WILDFIRES

### PROBLEM

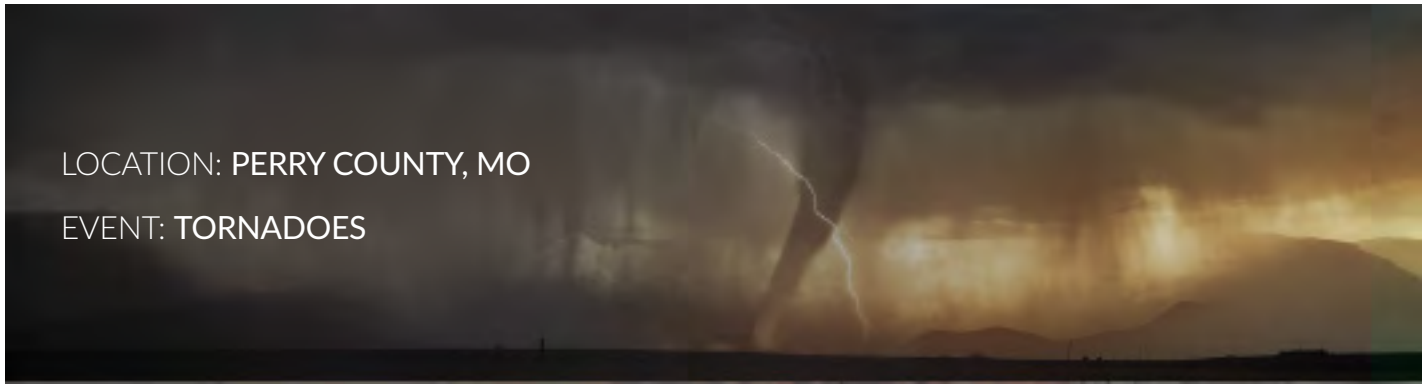
During the October wildfires that took place in California this year, public safety officials needed to be able to send targeted notifications to specific neighborhoods informing residents of evacuation notices. During the fires, over 245 acres were burned, over 100,000 people were evacuated, and 9,000 homes and businesses were destroyed. Since so many residents were displaced with no access to their TVs or home phones, officials needed a way to communicate fire updates with all of their effected residents.

### HOW EVERBRIDGE NIXLE HELPED

The Sonoma County Sheriff used Everbridge Nixle to provide timely updates to their community, before, during, and after the wildfires. Prior to the fires, Sonoma County had roughly 20,000 Nixle opt-ins, but through continued use of the system sending evacuation notices and fire updates, they had almost 260,000 residents sign up for Nixle.







LOCATION: PERRY COUNTY, MO

EVENT: TORNADOES

## PROBLEM

Perry County, MO has a small population of 20,000 and is no stranger to tornadoes. They have tornado sirens in the open areas of the county, but the sirens can't reach all their residents nor can they provide context about the location or severity of the storm. In February of this year, an EF4 intensity tornado touched down in the county and caused widespread damage, destroying the homes of over 60 families.

## HOW EVERBRIDGE NIXLE HELPED

Perry County leverages Everbridge Nixle's integration with the National Weather Service so that any NWS-issued tornado warnings are automatically sent out to any residents in the county that are in the path of the storm and have signed up for the alerts. Because residents were given a timely and detailed warning, the hour-long tornado caused only minor injuries and one fatality. Following the storm, the number of Perry County's Nixle subscribers nearly doubled.

- Advisory** Entered: 9 months, 1 week ago  
Tornado Warning until 04:15AM [More »](#)
- Advisory** Entered: 9 months, 1 week ago  
Emergency Red Cross Shelter is established at Perry Park Center for tornado and their victims [More »](#)
- Advisory** Entered: 9 months, 1 week ago  
PCR 906 is open, but there is heavy debris and utility crews working, so avoid unless necessary. [More »](#)
- Advisory** Entered: 9 months, 1 week ago  
Anyone needing help rounding up or housing livestock that is loose due to the storm. call Perry Co 911 at 547-4000 [More »](#)

LOCATION: THE PATH OF TOTALITY  
 EVENT: THE GREAT AMERICAN ECLIPSE



**PROBLEM**

**HOW EVERBRIDGE NIXLE HELPED**

The Great American Eclipse brought hundreds of thousands of visitors to areas within the path of totality. Small communities saw their populations double, or even triple in size overnight as visitors flooded their streets to get a view of the eclipse. Public safety officials needed a way communicate with residents and manage visitors to share eclipse safety tips, traffic incident and update notifications, and any other information that related to the event with anyone in their community.

Many public safety organizations along the path of totality used Nixle keywords to allow residents and visitors to easily opt-in to receive eclipse-specific notifications and updates sent directly to their cell phones. To sign up, they needed only to text a keyword to 888-777 and they would immediately begin receiving information directly from public safety organizations specifically about the day's events, and would stop receiving notifications once the event concluded.



LOCATION: LOS ANGELES, CA  
 EVENT: RECRUITING CHALLENGES

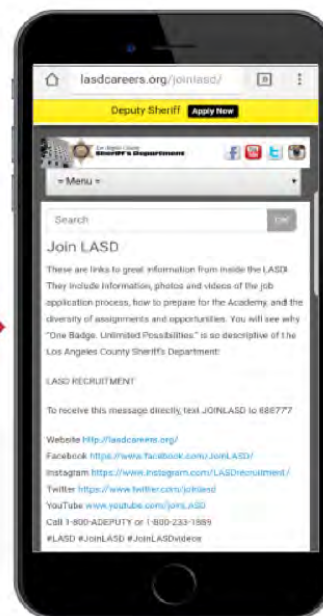
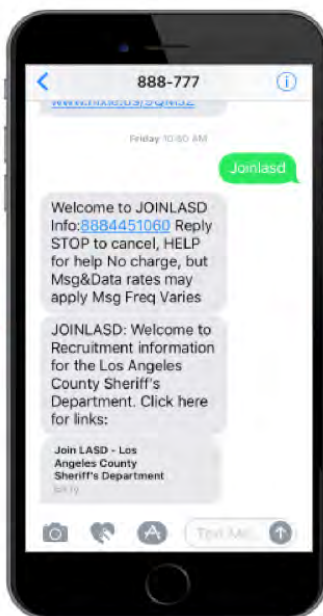


## PROBLEM

Police departments across the country are struggling to find new recruits to backfill their ranks as older officers retire. Some agencies are using social media campaigns to attract younger audiences to their recruitment events, but find that very few are following through and signing up for academy tests. Unless potential recruits are left with easy access to resources showing how to become a police officer, they often may lose interest or forget where to find those resources.

## HOW EVERBRIDGE NIXLE HELPED

The Los Angeles Sheriff's Department took an innovative approach to making sure potential recruits always have easy access to the department's application resources. They quickly realized that if they simply handed out a flyer, that flyer would be quickly forgotten or thrown away. To prevent this, they utilized Nixle to set up the key word 'joinLASD.' By promoting this keyword, anyone who texted it to 888-777 would be sent application resources directly to their phones so they would always have an easy way to access them.



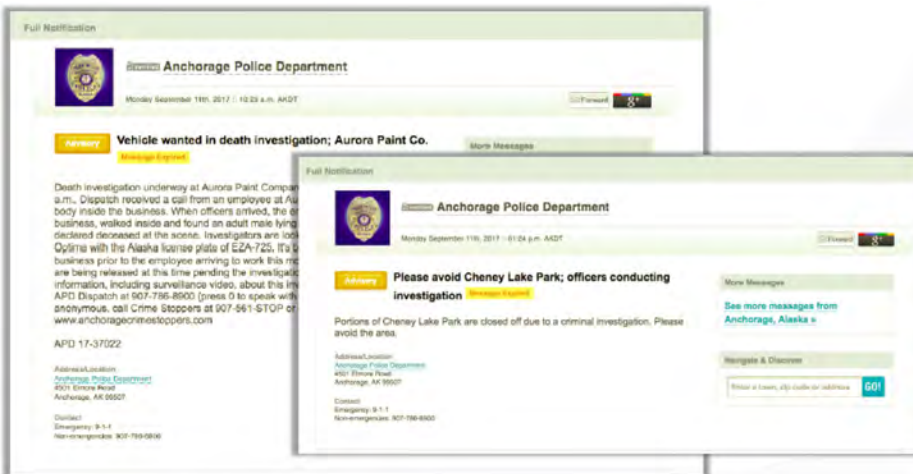


**PROBLEM**

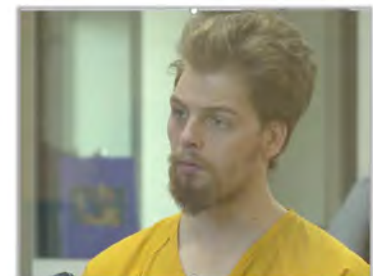
A homicide at a local paint store prompted a manhunt in Anchorage, Alaska earlier this year. Police needed to find a stolen white Kia as quickly as possible to capture the lead suspect, but the vehicle could have been anywhere in the city and the department had limited time to find it. Combing every inch of the city in the hopes of finding the suspect's vehicle is a time-intensive process; Anchorage PD looked to crowdsource the search to save crucial time.

**HOW EVERBRIDGE NIXLE HELPED**

The Anchorage PD supplemented traditional search methods by using Nixle to send a notification to residents across the city with an image and description of the stolen vehicle. By sending the alert, the search party was effectively expanded from a few dozen officers to over 50,000 city residents. A resident who saw the image in the alert recalled the Kia from minutes earlier and provided officers with its exact location, where the suspect was quickly apprehended.

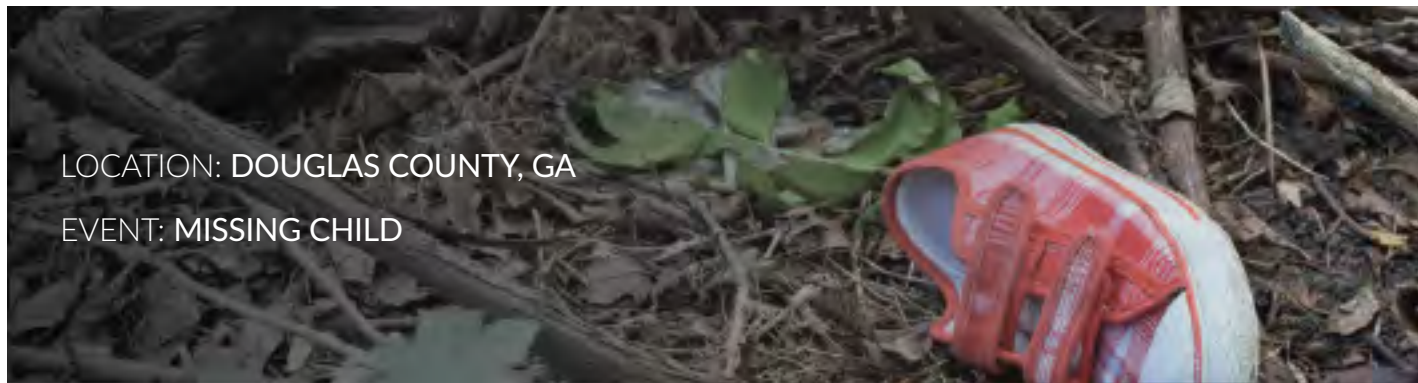


50,695 = Number of residents who receive Nixle alert from APD



"So this is a great example of community policing," said Tim. "We sent out a Nixle for the locate of the white Kia... and shortly thereafter we got a call from a person saying that they saw the vehicle at Island Street and Muldoon Road."





LOCATION: DOUGLAS COUNTY, GA

EVENT: MISSING CHILD

## PROBLEM

According to the National Center for Missing and Exploited Children (NCMEC), the first 48 hours after a child has gone missing are the most critical for a case. Due to strict rules and protocol, not every missing at-risk child can have an amber alert sent using the WEA system to alert residents, so officers must rely on less effective methods like a search party limited to officers and the child's friends and family. This occurred in Douglas County, Georgia when an autistic girl went missing earlier this year.

## HOW EVERBRIDGE NIXLE HELPED

The police department used Everbridge Nixle to send an alert to residents in the area with an image and description of the girl, what she was wearing, and where she was last seen. Any missing child alert sent through Everbridge Nixle is also automatically entered in the National Center for Missing Children's database so they can assign a caseworker to help the agency in the search. The 13-year-old girl was located unharmed after a day of searching.

### Douglas County, GA



**National Center For Missing And Exploited Children**

Use Nixle to Leverage NCMEC'S Resources and Support to Help Protect our Most Valuable Asset, Our Children

Excerpt from July 2014 press release announcing Nixle partnership and most current stats:  
 NCMEC has provided support to law enforcement on 111 cases as a result of Nixle alerts. Of those, 102 have been resolved. **91% SUCCESS RATE**

At a time when public safety budgets and staff continue to be stretched, interagency cooperation and teamwork is essential to keeping people safe.

**NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN**  
[www.missingkids.com](http://www.missingkids.com)

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	<b>13m</b>	<u>DATE:</u>	March 13, 2018
---------------------------	------------	------------	--------------	----------------

**Discussion Item: August 1<sup>st</sup> Roughing Filter Completion Option**

<u>SUBMITTED BY:</u>	<u>FISCAL NOTE:</u>
	<b>Expenditure Required:</b>
Amber Al-Haddad, Public Works Director Lisa Von Bargen, Borough Manager	<b>Amount Budgeted:</b>
	<b>Account Number(s):</b>
	<b>Account Name(s):</b>
<u>Reviews/Approvals/Recommendations</u>	
<input type="checkbox"/>	Commission, Board or Committee
<b>Unencumbered Balance(s) (prior to expenditure):</b>	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance
<u>ATTACHMENTS:</u>	
1. Standard Procurement Timeline; 2. Expedited Procurement Timeline	

**RECOMMENDATION MOTION:**

None. Discussion item only.

**SUMMARY STATEMENT:**

During the February work session regarding the water treatment plant, the Assembly gave direction to move forward immediately with installation of new roughing filters. A request was also made to have the project complete by August 1<sup>st</sup> – the peak of fish processing season. At the last meeting the Assembly approved an amendment to the professional services agreement with CRW to finish design of the roughing filters. The time estimate of the project was reported as extending quite beyond August 1<sup>st</sup>. However, Administration said they would bring back a report about what is required to finish the project by August 1<sup>st</sup>. That is the purpose of this discussion item.

The Public Works Director has put together two alternative schedules as follows:



- The first schedule assumes that we would procure the project under our normal procurement codes, with competitive construction advertising, followed by the normal timeline for contractor submittals, fabrication, delivery and then construction.
- The second schedule accelerates the schedule by eliminating the competitive construction bidding phase and replaces it with negotiating the work with a Contractor. The benefit to pursuing this option is that the project would be completed approximately eight weeks sooner than if we follow the conventional procurement standards. This time is saved by the CBW having the ability to procure the long lead materials in advance of a timeline by a Contractor who would be working through the procurement process normally experienced through the contract work. We would also save the time necessary to advertise the project and secure a construction contract. These are not tasks that are easily compressed.

Further, there is the added benefit of being able to have the Contractor's eye on the project through a portion of the design phase. This would be similar to a design-building construction delivery method, whereby the Owner benefits by having the designer and the contractor work together, which can save valuable time and money associated with necessary changes in the field during the construction.

Staff also explored an expedited review by ADEC, possibly through a rush review order. I spoke to the head of engineering about this options and was told that the State does not have that in their regulations and therefore do provide rush reviews, unless considered an emergency.

I don't anticipate an accelerated schedule requiring more money, unless we proposed a field construction timeline whereby the Contractor would find themselves working routine overtime hours. On the contrary, if a negotiated contract were allowed, there is potential to reduce costs by having the Contractor work with the engineers and flush out the design before materials are ordered and construction begins.

Both a Standard Procurement Timeline and Expedited Procurement Timeline are attached for Assembly review.

Administration is looking for direction from the Assembly about which procurement methodology to use moving forward.

## **Regular Procurement Schedule Roughing Filter Replacement Project**

**March 30** – Design Complete for Submission to ADEC

CRW Engineering anticipates being able to have the majority of the redesign complete and ready for ADEC submission by March 30. With the pilot filter not arriving until around March 16<sup>th</sup>, there will be a small window of opportunity to review performance results before March 30<sup>th</sup>; however, it is anticipated that modifications could be worked out, congruently, while in review by ADEC.

**April 20** – ADEC Review Complete; Receive Approval to Construct

ADEC has indicated that with this redesign, they would consider it a change order review whereby they would simply be amending the approval. Although implied that their review would only require about a half day of staff review time, they suggested we allow three to four weeks for their amended approval based on their current workload. Assume receipt of Approval to Construct by April 20.

**April 27** – Project is ready for Implementation

CRW to consider ADEC comments within a week's time of receiving the Approval (or Conditional Approval) to Construct. CBW can begin project procurement.

**May 21** - Construction Bids Due

This allows the required minimum 21 days advertising for the project according to WMC.

**May 22** – Assembly Approves Construction Contract Award

**May 23** – Contractor notified of intent to Award. Starts contract, bonding and insurance acquisition.

**June 6** – Agreement in Place, Notice to Proceed Issued to Contractor

**June 22** – Contractor Submittals Due

**June 29** – Submittals Returned to Contractor – Material orders placed.

**August 21** – Forsta Filters Received in Wrangell

Six-week lead time for Forsta Filter shipping, add two weeks for shipping both by inland and ocean to Wrangell.

**October 5** – Project Complete

Assumes four to six weeks for Contractor to complete work once materials are on site in Wrangell.

*This timeline and the stated dates are estimates only and in no way a guarantee of the final schedule.*

## **Expedited Procurement Schedule Roughing Filter Replacement Project**

### **March 30** – Design Complete for Submission to ADEC

CRW Engineering anticipates being able to have the majority of the redesign complete and ready for ADEC submission by March 30. With the pilot filter not arriving until around March 16<sup>th</sup>, there will be a small window of opportunity to review performance results before March 30<sup>th</sup>; however, it is anticipated that modifications could be worked out, congruently, while in review by ADEC.

### **April 20** – ADEC Review Complete; Receive Approval to Construct

ADEC has indicated that with this redesign, they would consider it a change order review whereby they would simply be amending the approval. Although implied that their review would only require about a half day of staff review time, they suggested we allow three to four weeks for their amended approval based on their current workload. Assume receipt of Approval to Construct by April 20.

### **April 27** – Project is ready for Implementation

CRW to consider ADEC comments within a week's time of receiving the Approval (or Conditional Approval) to Construct. CBW can begin project procurement.

While the design and ADEC review is underway, the CBW could negotiate with a local Contractor who is in the regular business of installing major water and wastewater projects. At the same time, the CBW would work with CRW to procure the long lead items, such as the Forsta Filters and the pumps. Coordination efforts with the Contractor would begin well before they were on site. This would reduce the project time by approximately eight weeks.

### **June 19** – Forsta Filters Received in Wrangell

Six-week lead time for Forsta Filter shipping, add two weeks for shipping both by inland and ocean to Wrangell.

### **August 3** – Project Complete

Assumes four to six weeks for Contractor to complete work once materials are on site in Wrangell.

*This timeline and the stated dates are estimates only and in no way a guarantee of the final schedule.*

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	<b>14</b>	<u>Date</u>	March 13, 2018
<u>SUBMITTED BY:</u>				
Kim Lane, Borough Clerk				

**INFORMATION:**

ATTORNEY'S FILE – The latest attorney's billing is available for the Borough Assembly to view in the Clerk's office.

**CITY & BOROUGH OF WRANGELL, ALASKA**  
**BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>NO.</u>	<b>15</b>	<u>Date</u>	March 13, 2018
<p><b>Discuss with the Borough’s legal counsel, Dorsey &amp; Whitney LLP, and the Borough Manager, a proposed Letter of Intent between the Borough and SEARHC regarding a possible future alignment of interests for the provision of health care services at the Wrangell Medical Center</b></p>				
<u>SUBMITTED BY:</u>				
Kim Lane, Borough Clerk				

**RECOMMENDATION:**

I move, pursuant to AS 44.62.310 (c)(1) and AS 44.62.310(c)(3), that we recess into executive session to discuss privileged and confidential attorney-client information with our legal counsel, Dorsey & Whitney LLP and the Borough Manager, as well as information the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough, regarding a proposed letter of intent between the Borough and SEARHC to consider a possible future alignment of interests for the provision of health care services at the Wrangell Medical Center.