KODIAK CITY COUNCIL

WORK SESSION AGENDA

Tuesday, January 6, 2015

Kodiak Public Library Multi-Purpose Room
612 Egan Way

7:30 p.m.

Work sessions are informal meetings of the City Council where Councilmembers review the upcoming regular meeting agenda packet and seek or receive information from staff. Although additional items not listed on the work session agenda are sometimes discussed when introduced by the Mayor, Council, or staff, no formal action is taken at work sessions and items that require formal Council action are placed on a regular Council meeting agenda. Public comments at work sessions are NOT considered part of the official record. Public comments intended for the "official record" should be made at a regular City Council meeting.

Discussion Items

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2. Discussion With Senator Stevens and Representative-elect Stutes 1
3. FY2014 Audit Presentation..... (Document Distributed Separately)
4. Downtown Water, Sewer, and Storm Drain Draft Master Plan Presentation.....4
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9. January 8, 2015, Agenda Packet Review

CITY OF KODIAK
RESOLUTION NUMBER 2014–35

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK ADOPTING A FY2016 STATE CAPITAL IMPROVEMENTS PROGRAM LIST

WHEREAS, the City of Kodiak uses a Capital Improvements Program planning process to identify the capital improvement project needs of the community; and

WHEREAS, this identification and planning process plays a vital role in directing the City's administration and is utilized as a long-range planning and policy setting tool for City infrastructure maintenance and enhancement; and

WHEREAS, the City of Kodiak is committed to paying its way to the greatest extent possible, but the cost of some of the City's capital project needs are greater than the resources available locally; and

WHEREAS, the Kodiak City Council has identified and prioritized capital improvement projects for submission to the Alaska State Legislature and Governor for funding consideration due to their significance and/or magnitude.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the following infrastructure replacement/improvement projects are considered of primary importance and are hereby adopted as the City of Kodiak's FY2016 State capital improvement project list:

1. **Mill Bay Road Pavement Rehabilitation Project:** **$3,500,000**

Mill Bay Road is a 2.5 mile major arterial that provides access to the City of Kodiak's main business district. It is the most traveled road in Kodiak with approximately 12,000 vehicle trips per day. The City took ownership of Mill Bay Road from the State after it was reconstructed by DOT in 1991. The road surface has developed extreme pavement wear in the driving lanes over the past 23 years. The City has maintained and repaired sections and the driving lanes were milled and overlaid twice, but the overall road condition has not been assessed. The most critical issue is the development of ruts in the driving lanes up to 3" deep in some lanes in major intersections. Ruts create drainage problems which further accelerate wear on the pavement. The need for further pavement rehabilitation is necessary to prevent areas of roadbed failure. The City must plan on full road width pavement rehabilitation for the most traveled 2 mile portion from the main intersection downtown (the "Y") to Island Lake Road (Walmart) and is completing an engineering study to assess the condition of the pavement, address drainage, and review the possibility of updating and reusing the original design segments to help reduce project costs. The total road rehabilitation cost, including engineering and construction, is estimated to be $4,000,000 with funds coming from a combination of local funds for design & engineering and state funds for the remainder of the

project. The City of Kodiak is requesting state funding assistance for permitting, redesign , and construction in the amount of $3,500,000 to fully rehabilitate Mill Bay Road.

2. Shelikof Street Bulkhead Parking **Funding Request: $1,650,000**

In 2009, the City identified the need for pedestrian improvements from Pier II to downtown Kodiak to more safely accommodate pedestrian traffic and to improve facilities for local residents, workers, and businesses that use the pier, street, and access to the City's adjacent 250 slip boat harbor. The first phase of the project, construction of an ADA accessible sidewalk, new retaining walls, improved lighting and parking, and utility work was completed in 2013. The City must plan and design the next parking improvement phase of this project, which is to construct a 30 space bulkhead parking area on the south side of Shelikof Street adjacent to St. Paul Harbor. The roadway area adjacent to the proposed bulkhead parking is dangerously congested. Due to lack of adequate parking, vehicles block walkways, equipment operates in the ROW, and access to businesses is often blocked, forcing pedestrians into the roadway. Construction of additional off-road parking will direct pedestrian traffic out of the congested roadway. The net increase in parking will benefit harbor users and retail businesses along Shelikof Street. It will provide improved and safer pedestrian access from Marine Way to the fish processors in the immediate area. Associated tasks for this phase of the project include geotechnical investigation, design, permitting, mapping, construction, improved lighting, and utility relocates. The City of Kodiak is requesting state funding assistance for planning, permitting, design, and construction in the amount of $1,650,000 to construct this bulkhead parking project to enhance pedestrian and vehicle safety.

3. Shelikof Street Pedestrian Improvements Pier II to Downtown **Funding Request: $1,100,000**

In 2009 the City of Kodiak started work to improve pedestrian and roadway improvements along Shelikof Street (Cannery Row) from Pier II to downtown Kodiak to more safely accommodate cruise ship passengers who walk along the street and to improve the roadway and parking facilities for local residents and businesses that use the highly congested street and pier year round. The first phase, construction of an ADA accessible sidewalk, improved lighting and parking, retaining walls, and utility relocates was completed in 2013. The City wants to begin work on a portion of the next phase of improvements with design and construction of a visitor shelter-information kiosk-public restroom facility at Pier II. The shelter will benefit ferry and cruise ship passengers and visitors with a place to come in out of the weather, a location for the distribution of visitor information, and provide the only public restroom facility at Pier II. The City has 65% engineering design drawings and two drawings showing floor plans and elevations. The City of Kodiak is requesting state funding assistance in the amount of $1,100,000 through the cruise ship excise tax fund for planning, permitting, design, and construction of this shelter for the community of Kodiak, its visitors, and residents.

CITY OF KODIAK

MAYOR

ATTEST:

for CITY CLERK

Adopted: October 23, 2014

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DOWL HKM

CITY OF KODIAK

DOWNTOWN WATER, SEWER, AND STORM DRAIN DRAFT MASTER PLAN

KODIAK, ALASKA

CITY OF KODIAK
DOWNTOWN WATER, SEWER, AND STORM DRAIN
DRAFT MASTER PLAN

Prepared for:

City of Kodiak
2410 Mill Bay Road
Kodiak, Alaska, 99615

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October 2014

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APPENDICES

LIST OF ACRONYMS

ACP ..... asbestos cement pipe
ACS ..... Alaska Communication System
cfs ..... cubic feet per second
City ..... City of Kodiak
CMP ..... corrugated metal pipe
CPEP ..... corrugated polyethylene pipe
DEC ..... Department of Environmental Conservation
DIP ..... ductile iron pipe
DOT&PF ..... Department of Transportation and Public Facilities
fps .....
ft/s ..... feet per second
GCI ..... General Communications Inc.
gpm ..... gallons per minute
HDPE ..... high-density polyethylene
I/I ..... Inflow and Infiltration
KEA ..... Kodiak Electric Association
MCMT ..... Mill Creek Management Technology
MGD ..... million gallons per day
PVC ..... polyvinyl chloride
ROW ..... right-of-way
VEI ..... VEI Consultants

EXECUTIVE SUMMARY

Key Aspects of the Plan:

- A comprehensive analysis of the existing infrastructure, the existing demand and capacity of the water, sewer, and storm drain utility lines. The plan identifies required infrastructure needs and discusses proposed alternatives and alignment improvements throughout the Downtown Area.
- The plan proposes six phased projects to accommodate the proposed improvements. It also includes a planning level cost estimate for each phase.

Other Important Points:

DOWL HKM prepared the attached plan, with help and input from City of Kodiak staff. Several subconsultants were also included during the development of the plan as identified in this report.

The emphasis of the proposed improvements is to allow for;

- an increase in efficiency in the sanitary sewer system through improved network layout and by increasing the capacity of the sanitary sewer system,
- an increase in water system redundancy and available supply of water to Kodiak's downtown, primary industrial sector, and
- upgrades to the storm drain system, including repairs to the primary outfall lines that pass below/next to the old Food-For-Less building, and realignment of storm drain mains to reduce construction costs.

1.0 INTRODUCTION

The Downtown Kodiak Water, Sewer, and Storm Drain Master Plan investigates water, sanitary sewer, and storm drain utility lines running in and through the downtown Kodiak area (Figure 1). The goals of the Master Plan consist of determining existing and future water demand and sewage flows, capacity of the infrastructure, and recommending improvements and potential realignment of these utilities to better serve the community.

The initial scope of work to achieve the goals of the plan began with an evaluation of the downtown area to determine the project limits and form project boundaries. The City of Kodiak assisted by identifying utility corridors that were vital to their system operations and sections of utility lines that exhibited issues in the past. These issues include observed high flows in the sanitary sewer system, a history of deteriorated storm drain mains, and the recognition of the need for system redundancy and potentially higher service capacity in the water distribution system.

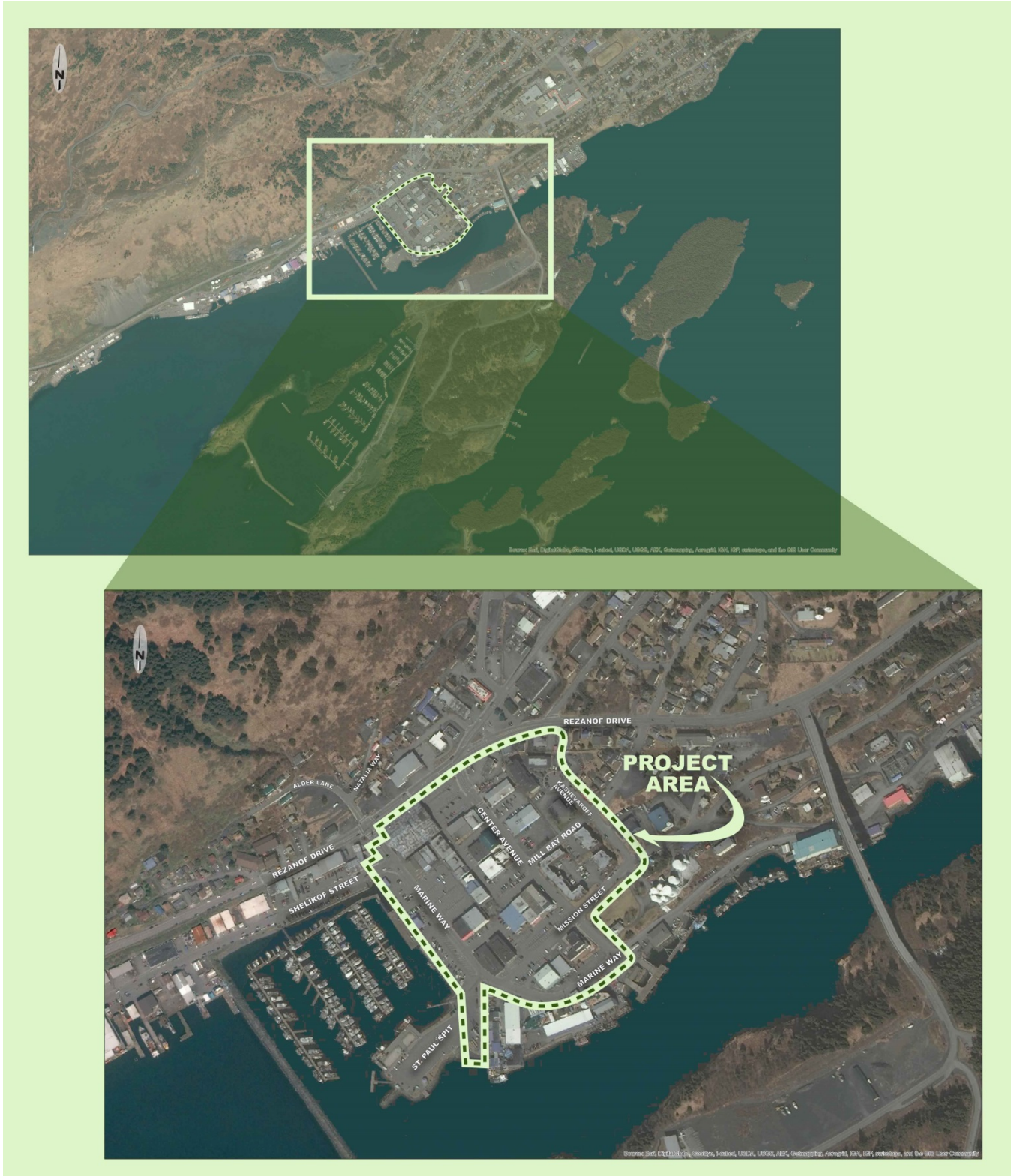
Once the boundaries were defined, field investigations began that included a topographic base map survey of the project area and geotechnical investigations. These field investigations were coupled with a review of record drawings and system operational data from water metering, water storage, and wastewater treatment facilities received from the City of Kodiak Public Works Department to allow basic system modeling and capacity evaluations. Also included in the original scope was the development of a Landscaping Master Plan to be implemented as part of the proposed reconstruction. Public outreach was included as an additional service and complimented the Landscape Master Plan effort.

A conceptual utility layout was formed, followed by the development of additional scopes of work added to fill in unknown information. These scopes included;

- a detailed review of water and sanitary sewer services (approx. 130 services, including fire service connections),
- a Phase 1 Environmental Site Investigation, and
- a storm drain structural assessment.

These topics are discussed in more detail in later sections of this report.

Figure 1: City of Kodiak Vicinity Map



2.0 EXISTING CONDITIONS

The project area, as shown in Figure 2, is approximately 25 acres and contains a dense development of approximately 50 businesses. Seven industrial seafood processors are located along Shelikof Street and Marine Way. The seasonal fluctuations associated with the fishing industry create a high and varying demand for potable water. Large amounts of inflow and infiltration upstream of the project area place stress on the sanitary sewer utilities during portions of the year. The downtown area collects and transfers sanitary sewage and stormwater through gravity mains that originate from outside the project area, primarily in the higher elevations to the north. The project area is an essential link for these major utilities.

2.1 Recent Improvements

In 2007, the Alaska Department of Transportation and Public Facitlites (DOT&PF) completed the reconstruction of the Kodiak Wye Intersection. The project corridor included approximately 800 feet of Rezanof Drive and 400 feet of Lower Mill Bay Road, extending from Marine Way north past the wye intersection of Lower Mill Bay Road to Thorsheim Street. The primary utility improvements included upsizing sanitary sewers, and water mains and redirecting the storm drain into the right-of-way (ROW).

The City did the water and sewer prior to DOT doing Rezanof. Our work started in May 2007.

2.2 Locating Existing Utilities

DOWL HKM efforts began with a survey of the existing utilities in the project area (Figure 2). Water and sewer service locations were revised based on review of record drawings and the Public Works Department's extensive experience in the project area. The information was then combined into a final utility base map (Appendix A). Using available data, the base map reflects the location of utility mains and services, to the extent practical, throughout the downtown area. A thorough understanding of the existing utilities was critical when evaluating proposed alignments.

Figure 2: Project Area

2.3 Water Distribution System

Existing Water Infrastructure and Operation

The potable water supply for the downtown Kodiak area originates from the Monashka and Pillar Creek Reservoirs, and is pumped into storage tanks on Pillar Mountain Road. Water is treated and supplied by gravity flow to the city. The water system in the Downtown project area operates at a static pressure of approximately 110 psi and a residual pressure of approximately 85 psi.

water is pumped into Upper Bettinger dam. From there it goes through the water treatment plant then into the storage tanks prior to entering the system.

The majority of the water main infrastructure in the downtown area was constructed in the early 1960s, ranging in diameter from 6-inch through 12-inch and composed of asbestos cement pipe (ACP). This pipe is nearing the end of its design life as indicated by an increase in emergency repairs.

Typical deficiencies include broken services due to freezing conditions and inadequate valves for isolation. The water services for Key Bank at 422 Marine Way and Subway at 326 Center Street burst during the winter of 2011/2012. There was a break in the main line located in Center Street near the Baranov Museum the same winter. The break occurred at a valve that controlled an uncapped stub out and caused extensive damage to the roadway section.

The Safeway Liquor Store, Henry's Restaurant, and the Treasury are served by the same water main located at the rear of the buildings. The existing valves do not allow for isolation of the Safeway Liquor Store at 512 Marine Way. The water can only be turned off by closing the main line valves which interrupts service to the other businesses as well. Existing utilities and businesses are shown in further detail in the base map located in Appendix A.

2.3.1 Existing Water Alignments

Water flows to the downtown area through transmission mains extending from the City of Kodiak's (City) water treatment plant on Pillar Mountain Road. Over the last seven years, the City has implemented several water main improvement projects within the Aleutian Homes Subdivision and along Rezanof Drive that increased the diameter of the transmission main serving the downtown area to 20 inches. Figure 3 illustrates the existing water main distribution system.

The existing downtown water system (Figure 3) consists of 6-, 8-, and 12-inch ACP. Alignments are generally located near the edge of pavement with the exception in the Mall area. Most of the Mall businesses receive their domestic water from a main located below the Mall sidewalk approximately four to six feet from the building foundations. Several of the Mall businesses receive their fire protection from main lines located at the rear of each building.

Existing Water Demand and Capacity

Water service and supply facilities for businesses and residential consumers within the project area has met the existing demand.

Water meter information provided by the City of Kodiak spanning 5 years from January 2007 to December 2011 was used to estimate current water usage. The primary water demand within and adjacent to the project area are seafood processors. The average monthly water use by seafood processors was calculated as summarized in Table 1.

Figure 3: Existing Water Mains

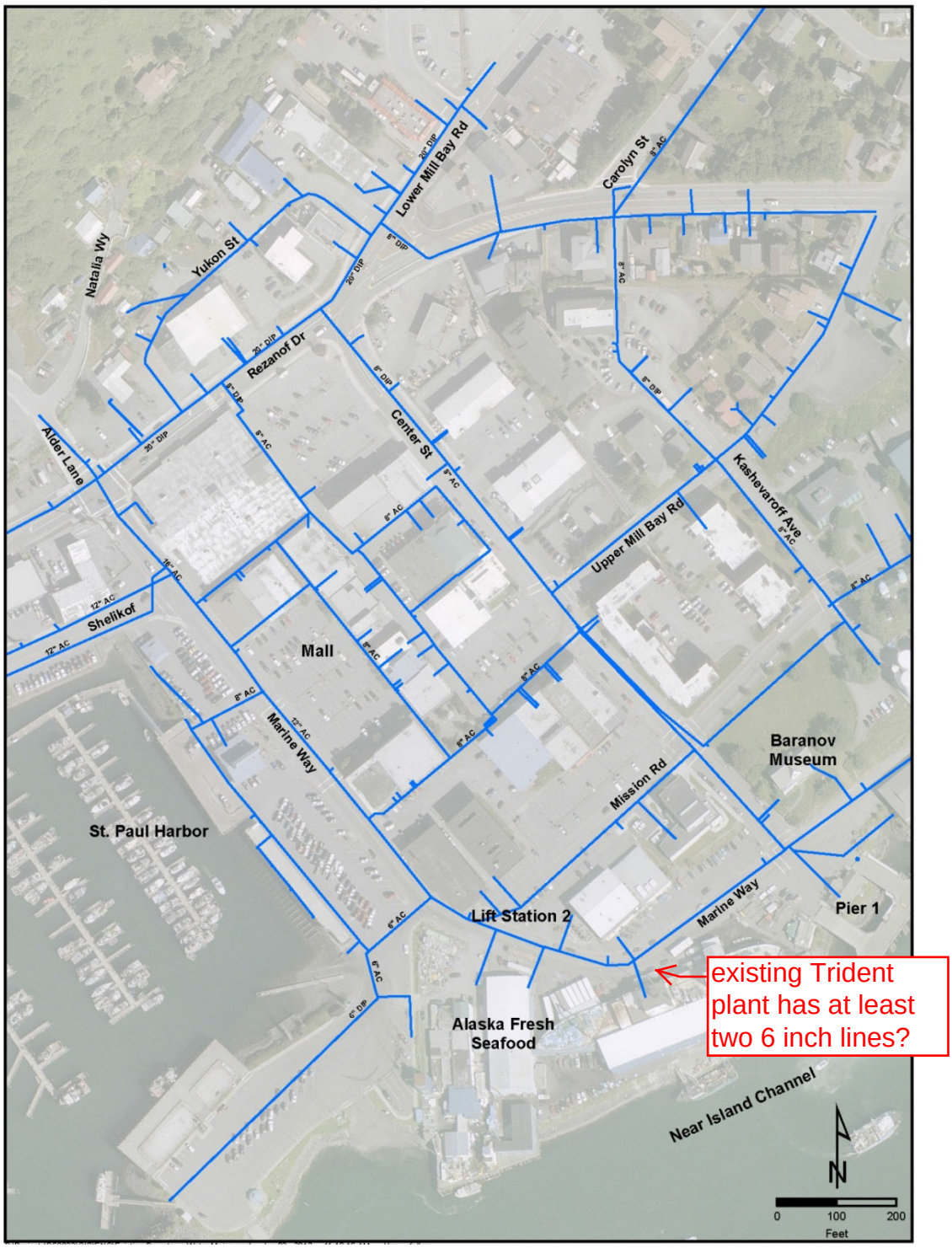


Table 1: Seafood Processor Information and 5-Year Average Monthly Water Usage (2007-2011)

Facility removed in Oct. 2014, New Trident Plant being built winter 2014	Downtown Area	Shelikof Area	Marine Way (Outside Project Area)	Address	Average Monthly Water Usage (Gallons)
Alaska Fresh Seafoods	X			105 Marine Way	1,383,987
Trident Seafoods Corporation	X			111 Marine Way	2,704,284
Trident Seafoods Corporation	X			111 Marine Way	4,099,622
Trident Seafoods Corporation	X			111 Marine Way	7,298,209
Alaska Pacific Seafoods (shrimp plant)		X		627 Shelikof	10,900,865
Alaska Pacific Seafoods (crab plant)		X		627 Shelikof	743,615
Kodiak King Crab Inc.		X		621 Shelikof	5,379,400
Kodiak King Crab Inc. (Ocean Beauty Seafoods)		X		621 Shelikof	442,879
Kodiak King Crab (Ocean Beauty Seafoods)		X			6,509,702
Kodiak King Crab		X		New Freezer Bldg	96,954
Kodiak Fishmeal		X		911 Gibson Cove	1,050,825
Pacific Pearl c/o International Seafoods		X		517 Shelikof Street	10,105,815
Western Alaska Fisheries		X		521 Shelikof	464,280
Western Alaska Fisheries		X		521 Shelikof	7,499,282
Western Alaska Fisheries		X		Shelikof Street, 1111 3rd Ave Bldg	937,040
Western Alaska Fisheries		X		521 Shelikof Street	4,588,634
Island Seafoods		X		317 Shelikof St	732,939
Island Seafoods		X		317 Shelikof St	541,627
International Seafoods (Bunkhouse Eagle)			X	714 Marine Way	75,550
International Seafoods of Alaska			X	612 Marine Way	162,520
Global Seafoods			X	800 Marine Way East	4,343,527
Global Seafoods			X	800 Marine Way East	2,496,842
				Total	**72,558,398**

Table 2 summarizes the seafood processor water usage by project area.

Table 2: Seafood Processor Water Usage by Area

Seafood Processors By Area	Seafood Processing Water Use Distribution 2007-2011 (gallons per month)	% of Total Seafood Processor Use
Downtown	15,486,102	21%
Shelikof Area	49,993,857	69%
Marine Way East (Outside Project Area)	7,078,439	10%
Total	**72,558,398**	**100%**

To demonstrate the importance of providing redundancy in the system and maintaining service at all times to the seafood processors, the seafood processor water usage was compared against that used by the entire City of Kodiak as shown in Table 3. During the highest demand months, the seafood processors account for nearly 80 percent of the water used in Kodiak.

Table 3: City of Kodiak Versus Seafood Processor Water Usage (2007-2011)

	Time Period	City of Kodiak	Seafood Processors	% of Total City of Kodiak Use
Lowest Water Demand - Gallons per Month	December 2010	73,256,000	6,301,720	9%
Highest Water Demand - Gallons per Month	March 2011	216,401,000	171,333,380	79%
Gallons per Day		7,213,367	5,711,113	-
Gallons per Hour		300,557	237,963	-
Gallons per Minute		5,009	3,966	-
Average Water Demand - Gallons per Month	2007 - 2011	146,425,483	72,558,398	50%
Gallons per Day		4,880,849	2,418,613	-
Gallons per Hour		203,369	100,776	-
Gallons per Minute		3,389	1,680	-

City of Kodiak peak hour flow was recorded on March 19, 2011, at 7,600 gpm (gallons per minute). Applying the 79 percent of total City of Kodiak use from Table 3, the estimated peak hour demand by the seafood processors is estimated at 6,000 gpm.

2.4 Sanitary Sewer Collection System

Summary of Previous Studies

In 2005, the City of Kodiak contracted CH2M Hill to conduct an Inflow and Infiltration (I/I) Study to identify and reduce sources of I/I in the sanitary sewer system and to provide recommendations that included cost effective analyses for upgrades and repairs throughout the system. A model of the sanitary sewer system, calibrated using available data, was developed for the study using the citywide sanitary sewer system as it was in 2005. The model assumed a 5-year, 24-hour rainfall event which CH2M Hill cited as a basis for developing capital improvements projects. For purposes of the I/I study, the model was very generalized and did not closely evaluate the capacity of existing sewer mains in the downtown area. For purposes of this study, additional analysis and modeling was performed to properly evaluate the downtown sewer mains.

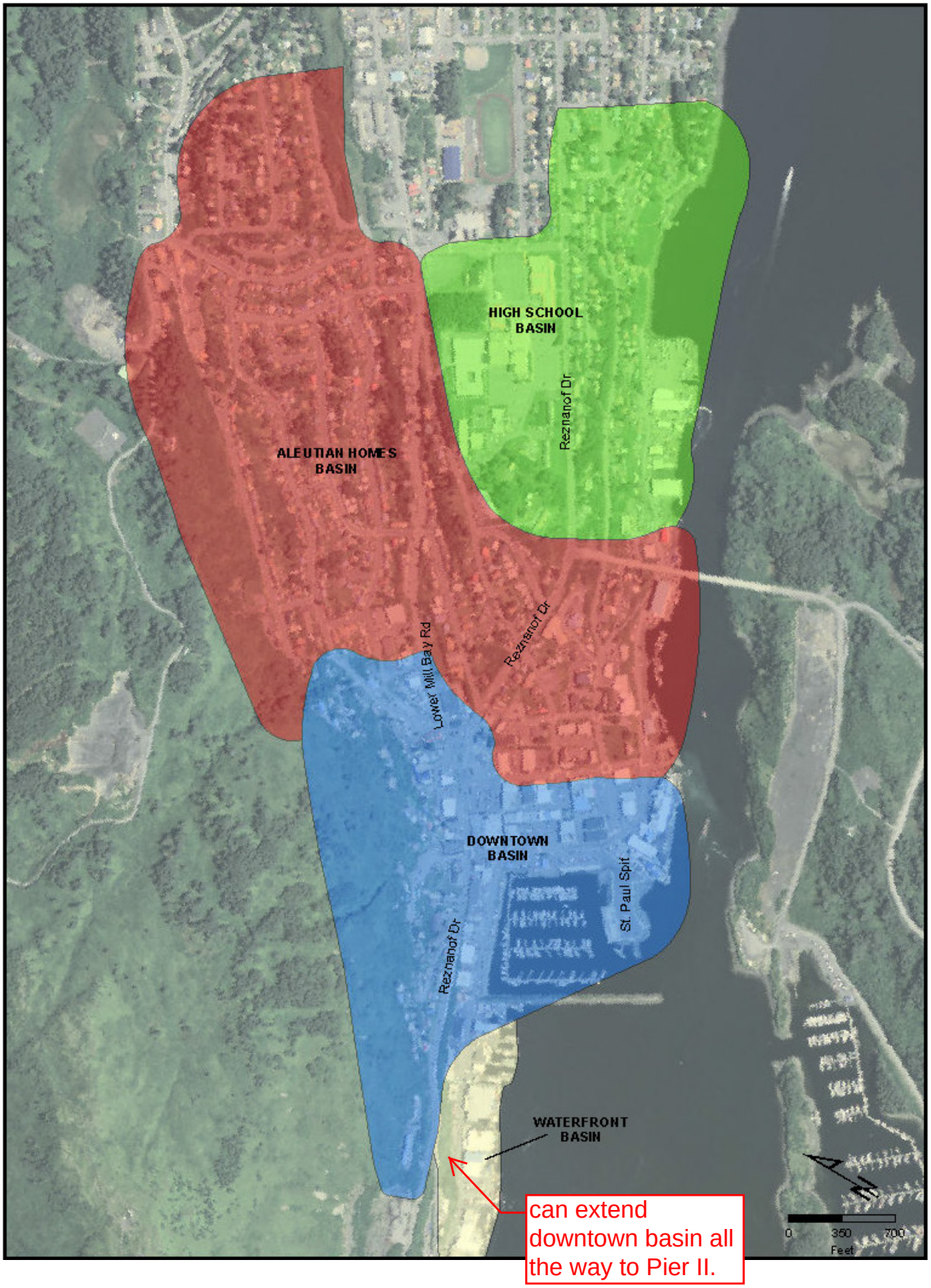
In 2012, DOWL HKM submitted an evaluation of Lift Stations 1 & 2. This evaluation looked at sewage flows into and from the lift stations and their surrounding basins. The results of the evaluation included upgrades to the lift stations with increased pumping capacity, increased storage capacity, and improvements to the electrical and control systems.

Existing Sanitary Sewer Infrastructure and Operation

Sanitary sewer service and capacity within the project area currently meets the sewage flows from area businesses and residential services.

The downtown sanitary sewer system collects wastewater from the Downtown Basin and transfers wastewater flowing from the Waterfront basin and the Aleutian Homes Basin (Figure 4).

Figure 4: Sanitary Sewer Drainage Basins



The downtown sewer system consists of 8-, 10-, and 12-inch asbestos cement mains (Figure 5). The gravity flow system collects at the southeast corner of downtown at Lift Station 2 and is located near the intersection of Mission Road and Marine Way. Lift Station 2 pumps the collected effluent through an 8-inch force main east along Marine Way to a manhole at the intersection with Center Avenue. Wastewater then gravity flows out of the downtown area northeast towards the wastewater treatment facility through a series of gravity and force mains that run along Marine Way outside the project area. The existing pump flow rate out of Lift Station 2 is approximately 700 gpm.

Waterfront Basin: Sanitary sewer flow enters the downtown area from the east through two 12-inch mains, one following West Rezanof Drive, and the other on Shelikof Street. This flow consists of sanitary sewer collected from approximately:

- 12 businesses;
- 35 residences; and
- 12 industrial facilities (primarily seafood processing plants).

worth mention only their domestic waste. As this goes public some think processing waste goes to the WWTP

Peak flow generated in the Waterfront Basin and entering the Downtown Basin is estimated at 130 gpm based on historical flows at Lift Station 1. The existing pump flow rate out of Lift Station 1 is approximately 540 gpm.

Aleutian Homes Basin: Flow enters the downtown area from the northeast via an 8-inch main and a 12-inch main, both originating on Lower Mill Bay Road. The 12-inch main exits Lower Mill Bay Road into a utility easement to the Erskine Subdivision to the southeast and the 8-inch main extends southwest along Lower Mill Bay Road to tie into a 10-inch main located on East Rezanof Drive. This flow is generated in the Aleutian Homes residential district from:.

- two businesses;
- 556 residences; and
- one industrial facility.

Figure 5: Existing Sanitary Sewer System

The City of Kodiak Public Works Department has identified capacity issues with the 12-inch sewer main extending from the Aleutian Homes Sewer Basin to East Marine Way. The 12-inch main that connects these two points originates at Lower Mill Bay Road and extends along utility easements to Center Avenue, and then follows Center Avenue to Marine Way. The capacity of this main is summarized in Table 4.

Table 4: Capacity of Existing 12-inch Sanitary Sewer from Lower Mill Bay to Center Avenue

Pipe Segment	Flow at Full Capacity	Flow at 50% Capacity
MH on Lower Mill Bay Road to MH at L109	964	288
MH at L109 to MH NW of Carolyn	964	288
MH NW of Carolyn St to MH at Carolyn St	740	221
MH at Carolyn Street to MH at E. Rezanof	964	288
MH at E. Rezanof to MH in Easement	636	190
MH in Easement to MH at Kashevarof Cir	1,244	372
MH at Kashevarof Cir to MH at 2nd Easement	5,053	1,509
MH at 2nd Easement to MH at Center St	2,123	634
MH at Center St to MH at Mill Bay	1,439	430
MH at Mill Bay to MH at Mission Rd	1,148	343
MH at Mission Rd to MH NW of Marine Way	1,723	514
MH NW of Marine Way to MH at Marine Way East	4,625	1,381

A summary of the hydraulic analysis is contained in Appendix B.

During extended rain events, this system exceeds the capacity of the 12-inch main due to excessive I/I and uses a 4-inch overflow line on Lower Mill Bay road, which has been observed to run completely full. The 4-inch overflow line allows some of the wastewater flow to divert into the 8-inch main on Lower Mill Bay Road, which then flows into the 10-inch main further southeast. The City had considered increasing the diameter of this overflow line to a 6-inch line in the future. Following further analysis of the main downstream of the bypass and along Rezonof drive, the 8- and 10-inch mains to the southeast do not have the capacity to accommodate an increase in the size of the bypass line. Table 5 shows the existing capacity of the gravity main from the overflow to the manhole on Rezanof Street at the intersection of Marine Way. The slope of the pipe is the variable used to determine the capacity.

Table 5: Capacity of Existing Sanitary Sewer from the Bypass Pipe to Rezanof Street

Pipe Segment	Flow at Full	Flow at 50%
MH at Overflow to 1st MH SW of Overflow	1,515	452
1st MH SW of Overflow to MH NE of Thorsheim	676	202
MH NE of Thorsheim to MH at Thorsheim	1,063	318
MH at Thorsheim to MH at Yukon Street	979	292
MH at Yukon Street to MH at Y Intersection	790	236
MH at Y Intersection to 1st MH Past Center	589	176
1st MH Past Center to 2nd MH Past Center	668	200
2nd MH Past Center to MH at Marine Way	668	199

A summary of the hydraulic analysis is contained in Appendix B.

Downtown Basin: The downtown basin encompasses the downtown study area and adjacent neighborhoods to the north and northwest and consists of:

- 35 businesses;
- 111 residences; and
- three industrial facilities.

Current peak flow passing through the Downtown Basin is estimated at 800 gpm based on existing flow data from Lift Station 2.

Flow capacities vary in each pipe segment due to change in pipe slope. Table 6 shows the current capacity of the sewer main along Marine Way.

Table 6: Capacity of Existing Sanitary Sewer Main on Marine Way

Pipe Segment	Flow at Full	Flow at 50%
Rezanof MH to MH SE of Rezanof	2,249	671
MH SE of Rezanof to Shelikof	2,061	616
MH at Shelikof to MH at Liquor Store	1,364	407
MH at Liquor Store to MH at Mecca Store	1,124	336
MH at Mecca Store to MH at Wells Fargo	1,123	335
MH at Wells Fargo to MH by LS2	1,376	411

A summary of the hydraulic analysis is contained in Appendix B.

2.5 Stormwater Collection System

2.5.1 Summary of Previous Studies

A drainage study of the downtown Kodiak area was completed by VEI Consultants (VEI) in 1992. The VEI drainage study was completed in support of the Alaska DOT&PF initiated Kodiak "Y" Intersection Improvement Project and was supplemental to the Mill Bay Road Drainage Study completed in 1991. (The Mill Bay Road Drainage Study was not available for review at the time of the present study.) The 1992 VEI Wye Basin Drainage Study, including a letter from VEI to the City of Kodiak Public Works Department summarizing recommendations, is included in Appendix C. The VEI study defined the area draining to the downtown area as the "Wye Basin," shown on page 5-2 of the attached study. The Wye Basin was divided into six subbasins for hydrologic and hydraulic modeling. Upon review of the VEI documentation, several shortcomings were identified that limit the effectiveness of the drainage study in evaluating the capacity of the existing storm drain systems relative to predicted peak flows. The identified limitations include:

- The drainage study does not identify the design storm used for recommending storm drain pipe sizes and capacities. A precipitation of 1.28 inches is included in the computations, but the source of this precipitation value is unknown. Readily available precipitation values used for estimating design storm events are several orders of magnitude higher than 1.28 inches. For example, 24-hour precipitation depths published in NOAA Atlas 14, Volume 7, Version 2 for the Kodiak Wastewater treatment plant are 4.01 inches, 4.76 inches, and 6.03 inches for the 10-, 25-, and 100 year storm events, respectively.
- The drainage study does not include the drainage basins encompassing Alder Lane and Natalia Way (to the northwest of the downtown area), the Aleutian Homes subdivision (to the northeast of the downtown area), or the southwest portion of the downtown area draining to Mission Road and Marine Way West. These areas all contribute stormwater runoff to the downtown area. As the storm drain systems are interconnected, having estimates for peak flows from all of these areas is necessary to accurately evaluate system capacities.

- Much of the area defined as Subbasin III in the VEI drainage study drains south along Center Street and Kasheverof Avenue to Mission Road, and not north to the Wye storm drain system as described in the drainage study. Due to the modeling program used in the VEI drainage study and the limited information provided, it is difficult to estimate the peak flows actually being contributed to each system under existing conditions.
- The area defined as Subbasin VI drains south across Rezanof Drive at existing conditions and does not contribute stormwater runoff to the downtown storm drain systems. This was noted in the VEI drainage study. This area was included in the study under the assumption that runoff from this area may someday be routed northwest along Rezanof Drive to the downtown area. The VEI study states that including Subbasin VI in their analysis does not result in significant changes affecting the required pipe sizes but this cannot be readily confirmed.

2.5.2 Existing Stormwater Infrastructure and Operation

The existing storm drain system in the downtown area is an interconnected system of pipes consisting of three primary systems. The three primary systems are identified as the North System, West System, and South System, as shown in Figure 6. The size of existing trunk lines is also included in Figure 6. The alignments generally follow a sidewalk but can also be found below the roadway. Historically, the three systems drained to separate outfalls. However, with increased development in the downtown region over the past 50 years, the three systems were subsequently interconnected. The three systems collect stormwater runoff from the downtown area as well as significant drainage areas to the north and east. Stormwater runoff from all three systems combine along Marine Way West and discharges into St. Paul Harbor south of St. Paul Spit near Alaska Fresh Seafood cannery. Two additional small, localized systems are present along the waterfront in Shelikof Street and Marine Way East.

The three systems are evaluated below based on available survey data and information gathered from record drawings. Pipe capacities are compared to peak flows provided by the VEI study and summarized in Table 7.

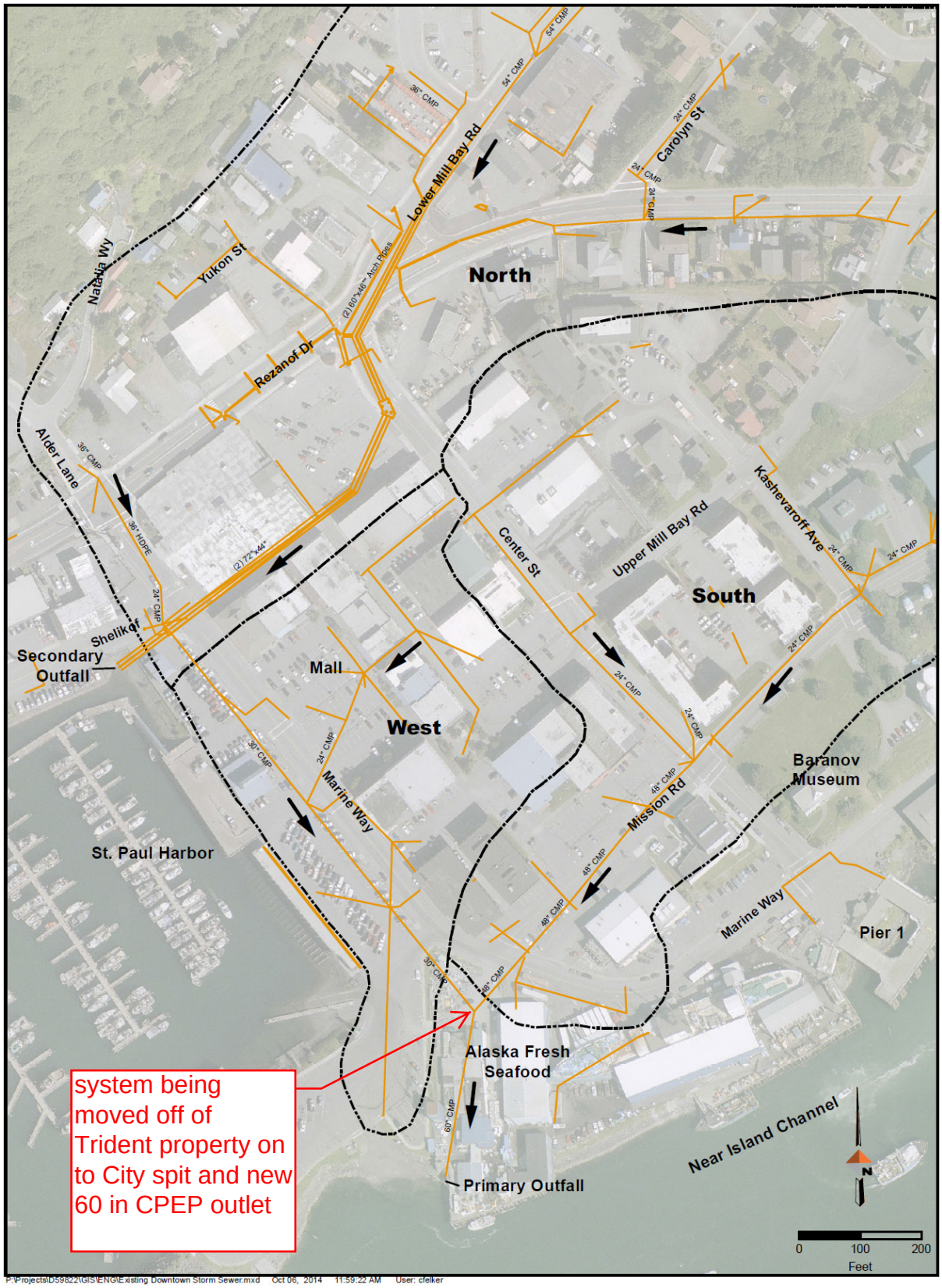
Table 7: Summary of Peak Flow Estimates for the Wye Basin

Drainage Reach	Contributing Basins	Drainage Area (acres)	Receiving System	VEI Study Peak Flows (cfs)
1-0	VI	9.6	North	4
1-1	V, VI	22.6	North	172
1-2	IV, V, VI	23.9	North	173
2-0	I	9.2	North	9
1-3	I, II, IV, V, VI	39.3	North	187
1-4	I, II, III, IV, V, VI	48.1	West	193

Storm drain systems were evaluated under the following assumptions:

- The hydraulic capacity of existing pipes was determined using Manning's equation based upon the flattest slopes of the trunk lines. Where pipe slopes could not be determined from survey data, slopes were taken from record drawings or assumed based on existing slopes of vicinity pipes and roadway surfaces.
- All hydraulic capacities were estimated assuming gravity flow. Pressurized flow was not assumed for any of the evaluated systems.
- Capacity estimates assume the existing pipes are in good condition and free of debris, sediment, and corrosion. However, considering the age of some of the existing systems, along with observed sedimentation in some systems, it is likely the hydraulic capacities of some pipes are less than the estimated values.

Figure 6: Existing Storm Drain Systems



North System

Three general areas in and adjacent to the project area contribute runoff to the North System and are summarized as follows:

- The area encompassing Yukon Street and Hillcrest Street to the north of Lower Mill Bay Road, the northern portion of Center Street and area encompassing the "Y" intersection of Rezanof Drive and Lower Mill Bay Road, and much of the area to the north of Rezanof Drive (including portions of Carolyn Street and Mill Bay Road). This is the drainage area denoted as the Wye Basin (Subbasins I through V) in the VEI drainage study.
- The Aleutian Homes area of Kodiak (consisting of the residential area including Thorsheim Street, Cedar Street, Lower Mill Bay Road, and much of the encompassing area) drains to the North System. Runoff from this contributing area was not included in the VEI drainage study and it is unknown how the runoff from this area affects the hydraulic capacity of the existing storm drain systems.
- The North System also receives runoff from the area north of Rezanof Drive encompassing Alder Lane and Natalia Way. The stormwater runoff draining to the North System by way of the existing storm drain system in Alder Lane was not included in the 1992 VEI drainage study. The impacts of runoff from this area on the existing downtown storm drain infrastructure have not previously been evaluated.

The upstream portion of the North System consists of two parallel 60-inch by 46-inch corrugated metal pipe arches, draining roughly west along Lower Mill Bay Road from the intersection of Thorsheim Street. This portion of the system receives combined runoff from the Aleutian Homes area and Lower Mill Bay Road. The two 60-inch by 46-inch pipe arches drain to a concrete vault in Center Street. The 60-inch by 46-inch pipe arches and vault were constructed as part of the DOT&PF Kodiak "Y" Intersection Improvements project constructed in 2008. The capacity of the two 60-inch by 46-inch pipe arches are equivalent to two 54-inch corrugated metal pipe (CMP) round pipes, and was modeled this way. The pipe arches were installed at an approximate slope of 1.1 percent, resulting in a hydraulic capacity of approximately 224 cfs.

The North System continues downstream from the concrete vault on Center Street as two parallel 72-inch by 44-inch corrugated metal pipe arches, also modeled as the equivalent to two 54-inch CMP round pipes. The pipe arches drain west on the south side of Food4Less and parking lot from Center Street to Marine Way West. A 12-inch CMP located adjacent to the sidewalk in front of Food4Less does not have sufficient cover and frequently freezes during winter months. The two 72-inch by 44-inch pipes were installed in the late 1960's. Survey data indicates that the pipe slope range from approximately 0.2 percent to approximately 1.2 percent. The resultant hydraulic capacity of two pipe arches is approximately 95 cfs, estimated for the downstream slope of 0.2 percent. This is approximately half of the hydraulic capacity of the new 60-inch by 46-inch pipe arches located east (upstream) of Center Street. The system enters a concrete vault in Marine Way West.

Additional runoff from the area encompassing Alder Lane and Natalia Way joins the North System at the concrete vault in Marine Way West. Stormwater from the Alder Lane/Natalia Way area is collected by a piped storm drain system and routed south across Rezanof Drive via an existing 36-inch corrugated polyethylene pipe (CPEP) system. In Marine Way West, between Rezanof Drive and Shelikof Street, the 36-inch CPEP trunk line connects with an existing 30-inch CMP system. The 36-inch CPEP system has a hydraulic capacity of approximately 86 cfs (at an approximate slope of 1.4 percent), while the downstream 30-inch CMP system has a hydraulic capacity of approximately 39 cfs (at an approximate slope of 3.0 percent). The 30-inch CMP system connects with the two 72-inch by 44-inch pipe arches at the concrete vault, combining all runoff flows from the North System.

Historically, runoff from the concrete vault in Marine Way West drained west through dual 72-inch by 44-inch pipe arches to St. Paul Harbor (southwest of the intersection of Marine Way West and Shelikof Drive). Sedimentation has been a documented problem at this outfall with sediment building up in the downstream portions of the pipe and in St. Paul Harbor. Poor circulation within the harbor exacerbates sediment accumulation. Periodic dredging has been required to remove accumulated sediment from the harbor. As a result, the vault in Marine Way West was modified with a weir directing runoff from the North System south via a 36-inch CMP trunk line connecting to the West System. The inlet of the 36-inch CMP was installed at the vault so that it is approximately two feet below the inverts of the existing 72-inch by 44-inch pipe

arches. During smaller storm events, the majority of runoff from the North System is conveyed south and combined with runoff in the West System. During large storm events, excess runoff exceeding the capacity of the 36-inch CMP can overflow the weir and drain west to the existing outfall at St. Paul Harbor.

The VEI drainage study lists an estimated peak flow of approximately 187 cfs for the storm drain reach downstream of the Wye (the dual 60-inch by 46-inch pipe arches) and approximately 193 cfs for the storm drain reach downstream of Center Street (the dual 72-inch by 44-inch pipe arches). The available documentation on the VEI drainage study does not specify the design storm. The peak flow of 193 cfs greatly exceeds the hydraulic capacity (95 cfs) of the existing 72-inch by 44-inch pipe arches located downstream of Center Street. The two 60-inch by 46-inch pipe arches recently installed upstream of Center Street have adequate capacity (224 cfs) to convey these peak flows. However, as noted above, the VEI study did not account for runoff from the Aleutian Homes area or the Alder Lane/Natalia Way area. The hydrologic impacts of these two areas, in combination with the Wye drainage basin identified in the VEI study, should be evaluated further to check that recommended storm drain upgrades adequately account for anticipated flood flows and provide sufficient hydraulic capacity.

West System

The trunk line of the West System consists of a 36-inch CMP installed parallel to and immediately west of Marine Way West. This system drains an area encompassing the downtown area between Marine Way West and Center Street to the south of the Food For Less building and to the north of Mission Road. Catch basins at three points along Marine Way West convey runoff to the 36-inch trunk line. Several existing catch basins in the City of Kodiak public parking lots located around the Kodiak Mall are connected to a 12- to 24-inch storm drain system that ultimately conveys runoff to the 36-inch trunk line at Marine Way West. The West System also receives runoff from the North System. The northern end of the existing 36-inch CMP in Marine Way West was connected to an existing storm drain vault near the intersection of Shelikof Street to reroute stormwater south and reduce sedimentation and associated dredging requirements in St. Paul Harbor.

The slope of the 36-inch CMP system ranges from approximately 0.2 percent to approximately 0.5 percent. The resultant hydraulic capacity of the system is approximately 16 cfs, estimated for the downstream slope of 0.2 percent. This system is significantly undersized for the peak flow of 193 cfs contributed by the North System, though high flows can overflow from the vault to St. Paul Harbor when the 36-inch CMP is at capacity. The VEI study did not address the area draining to the West System. Peak flows draining directly to the 36-inch CMP from the West System are unknown.

The outfall of the West System is located to the south of the St. Paul Spit and the Alaska Fresh Seafood processing facility. Prior to construction of the Alaska Fresh Seafood processing facility, located southwest of the intersection of Marine Way West and Mission Road, the 36-inch CMP outfall from the West System was connected to the outfall of the South System (48-inch CMP) at a manhole in what is currently the processing facility parking lot. During construction of the processing facility, the combined stormwater runoff from the West System and South System was rerouted via a 60-inch CMP to the existing outfall location south of St. Paul Spit. The hydraulic capacity of the existing 60-inch CMP is unknown. Assuming a slope of 0.5 percent, which is typical of other pipes in the area, the capacity of the 60-inch CMP would be approximately 100 cfs.

South System

The trunk line of the South System consists of 48-inch CMP installed in Mission Road between Marine Way West and Center Street. The system drains west to a manhole north of the Alaska Fresh Seafood processing facility, where stormwater runoff is combined with runoff from the West System before being discharged south of the St. Paul Spit via a 60-inch CMP. Existing catch basins located along Mission Road collect runoff and discharge through a 12-inch CMP to the 48-inch CMP trunk line. The system has a slope ranging from approximately 1.6 percent to approximately 3.4 percent, resulting in a hydraulic capacity of approximately 96 cfs (estimated for the downstream slope of 1.6 percent).

Upstream (east) of Center Street, the storm drain system branches, with two trunk lines draining to the 48-inch CMP system. A piped system consisting of 24-inch CMP trunk lines extends to the east along Mission Road, collecting stormwater runoff from the encompassing area. The 24-

inch CMP system has an approximately capacity of 28 cfs based on an approximate existing slope of 5.2 percent. The other branch of storm drain system is located in Center Street and consists of an 18-inch CMP trunk line draining south from approximately Kodiak Motors to Mill Bay Road. At Mill Bay Road, the pipe size increases to 24-inch CMP and continues to drain south to the 48-inch CMP at Mission Road. The 18-inch CMP has a hydraulic capacity of approximately 4.8 cfs (at an approximate slope of 0.7 percent) and the 24-inch CMP has a hydraulic capacity of approximately 9.5 cfs (at an approximate slope of 0.6 percent).

The VEI drainage study did not address the area draining to the South System, so the overall capacity of the existing storm drain system to convey peak flows is unknown. As future improvements are designed in the area, reevaluation of the hydrologic analysis should be considered for the downtown area to ensure that new storm drain systems are designed for adequate peak flows. The design peak flows would subsequently be used to evaluate the hydraulic capacity of the existing and proposed storm drain systems.

Table 8 summarizes the existing storm drain systems in the downtown Kodiak area including the trunk lines of the three primary systems described above. Where available, the estimated peak flows contributing to the existing storm drain systems are listed.

Table 8: Summary of Existing Storm Drain Systems

System	Pipe Description	Discharge Point	Minimum Slope	Q_{full} (cfs)	Q_{VEI} (cfs)
North	Dual 72"x44" pipe arches	36" CMP in West System/Outfall in St. Paul Harbor	0.2%	95	193
North	Dual 60"x46" pipe arches	Dual 72"x44" pipe arches in North System	1.1%	224	187
North	36" CPEP in Alder Way	30" CMP in Marine Way West	1.4%	86	-
North	30" CMP in Marine Way West	36" CMP in West System/Outfall in St. Paul Harbor	3.0%	39	-
West	36" CMP	60" CMP and outfall south of St. Paul Spit	0.2%	16	193
South	48" CMP	60" CMP and outfall south of St. Paul Spit	1.6%	96	-
South	24" CMP in Mission Road	48" CMP in Mission Road	5.2%	28	-
South	24" CMP in Center Street	48" CMP in Mission Road	0.6%	9.5	-
South	18" CMP in Center Street	24" CMP in Center Street	0.7%	4.8	-
Combined	60" CMP	Outfall south of St. Paul Spit	0.5%*	100	-

*Slope assumed based on slopes of other pipes in vicinity and to be conservative.

Adjacent Systems

An existing storm drain system is located to the north of the City of Kodiak Pier 1 at the intersection of Marine Way East and Center Street. The localized system consists of 12-inch CMP trunk lines and collects runoff from the intersection. The system has a hydraulic capacity of approximately 3.1 cfs (at an approximate slope of 2.7 percent). The peak flows draining to this system are unknown.

An existing storm drain system in Shelikof Street consists of 18- and 24-inch CMP trunk lines. This system collects stormwater runoff along Shelikof Street and portions of Rezanof Drive and drains west to an outfall along the north side of the St. Paul Harbor. The pipe capacities and peak flows draining the this system are unknown.

possible to consider routing the storm from Alder/ Natalia and Rezanof this direction to improve the flow out of the system discharging on the spit?

2.5.3 Existing Stormwater Design Criteria

To determine the effectiveness of the existing storm drain systems, the hydraulic capacity of the existing pipes must be compared to peak flow estimates for a design storm event. The City of Kodiak does not currently have specific design criteria specifying the design storm event to be used for sizing storm drain systems. A 10-year design storm, having an exceedance probability of 10 percent, is a commonly used design storm for residential storm drain systems and is used by the Municipality of Anchorage and Matanuska-Susitna Borough. The DOT&PF has specific criteria for sizing storm drain systems listed in the Alaska Highway Drainage Manual. The DOT&PF specifies a 25-year design storm for all storm drain system trunk lines with a 50-year design storm specified for systems in primary highways.

history over the last 10 years shows several 50 yr storms and one 100 year storm. For this area we need to use the 50yr storm at least. Also north drainage basin contains all the side streams on Pillar Mt. This is the biggest failure we have.

2.5.4 Pipe Arch Condition Assessment

Being a critical segment of the City's storm drain system, th
arches passing through downtown Kodiak were evaluated f
constructed in the 1960s, run parallel to each other for approximately 640 feet between a recently constructed vault on Center Street to the secondary outfall at the waterfront near Shelikof Street. They pass beneath several buildings located in the downtown area. This location is not ideal for operation and maintenance purposes, as well as posing a potential risk to safety and property if the pipe arches reach the end of their service life. The initial realignment evaluation determined that relocating the storm drain pipes to Center Street would require deep and expensive excavation through a narrow road corridor bordered by multistory buildings. A decision was made to evaluate the possibility of maintaining the storm drain pipes in place.

Inspection Process

In November of 2013, the City of Kodiak contracted DOWL HKM to complete an inspection of approximately 600 feet of dual 72-inch by 44-inch storm drain pipe arch culvert. DOWL HKM subconsulted Extreme Access, Inc. to travel to Kodiak and inspect the storm pipes from the inside. Extreme Access, Inc. is an Oregon-based inspection and testing company specializing in projects that are complicated by difficult access and where traditional access and evaluation methods are unavailable. They have been providing inspection and testing services for over 23 years.

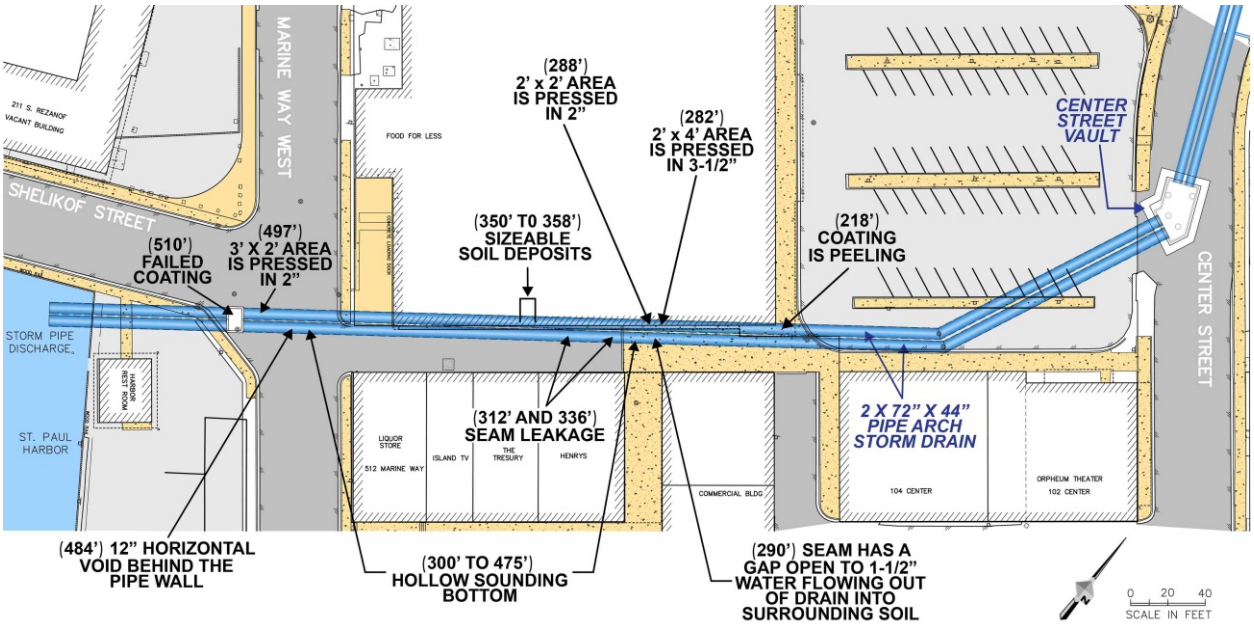
The scope of the inspection included ultrasonic wall thickness sampling, wall condition examination, coating examination, hammer sounding for missing fill, and seam condition examination.

Inspection Results

The inspection took place on February 12th and 13th of 2014. The condition of the pipe arches were determined to be in fair condition. A thick mastic coating that was applied during installation is still intact and in most locations has protected the steel from corrosion. At locations where lateral lines or manholes were torch cut into the pipe arches, the coating was damaged and corrosion was evident. Up to 11 inches of sediment was found inside the storm drain pipes.

There were noticeable defects including depressions on the top section of the pipe, minor lateral joint spreading, minor seam gaps, and potential voids behind the pipe walls, as shown in Figure 7. A full summary of the findings can be found in Appendix D - *Kodiak Storm Drain Inspection Report*.

Figure 7: Storm Drain Pipe Arch Assessment



Note: Distances shown are from Center Street vault.

3.0 DESIGN CRITERIA

Based on the goals and objectives of the Master Plan, the following design criteria is used for recommended upgrades to the utility systems. Most of these criteria can also be found inside the City of Kodiak's Standard Construction Specifications & Standard Details 2012.

Water Improvements

- Service lines shall have accessible separate isolation valves to allow for shut down for maintenance and operations.
- Main lines shall have isolation valve configurations to allow for isolation of separate sections of water mains for maintenance and operations.
- Water main separation distance from sanitary sewer or storm drain lines shall be a minimum of 10-horizontal feet, where practical.
- Water mains and service lines shall be buried at a depth allowing a minimum depth of cover of 5 feet, or installed with insulation board, for frost protection.
- Average day domestic/industrial demand = 4.88 Million Gallons per Day (MGD)
- Peak day domestic/industrial demand – 8.7 MGD.
- Peak hour domestic/industrial demand = 7,600 gpm.
- Fire flow reguirements are 1,500 gpm.

Sewer Improvements

- Sanitary sewer mains and service lines will be reconfigured and reconstructed to match or exceed the existing pipe capacity.

A design storm event needs to be established to guide future storm drain improvements and allow for consistent evaluation of existing storm drain system capacities. We recommend that storm drain systems be designed to provide a hydraulic capacity adequate to convey the 10-year peak runoff discharges, at a minimum. Proposed systems receiving runoff from the DOT&PF storm drain systems, such as at the "Y" intersection in Rezanof Drive should be designed to convey the 25-year peak runoff discharges to be consistent with DOT&PF storm drain criteria.

3.1 PROJECTED GROWTH

The City of Kodiak anticipates minimal renovations/additions to the downtown area. Among these are: a potential expansion to the Kodiak Inn, increasing the hotel's capacity by 80 rooms, and a potential transformation of Food for Less into office and retail space. These future improvements are not expected to have significant impacts on future water demand in the project area.

4.0 RECOMMENDED CAPACITY UPGRADES

4.1 Recommendations for Water System Capacity Upgrades

Assuming the Downtown seafood processors are served from Rezanof, the water main along Center Street or Marine Way will need to remain in service at all times. Currently only the water main along Marine Way is sized adequately to serve the seafood processors during peak flows. Reasonably sized pipes can be estimated from Equation 1:

$$\text{Equation 1: } D = \sqrt{\frac{C_f Q}{V}}$$

D = Estimate of required diameter
C_f = Unit conversion factor = 0.41 for Q in gpm, D in inches, V in ft/s
Q = Peak flow (gpm)
V = Maximum allowable velocity (ft/s).

Maximum allowable velocities are subjective and can vary from two feet per second (ft/s) to 10 ft/s depending on the system and the length of pipe in question. For the purposes of this evaluation, the maximum allowable velocity was assumed to be seven ft/s.

Design peak flows for the water main were estimated along Marine Way and Center Street for the following scenarios.

Scenario 1: Peak hour: Applying the peak hour seafood processor demand of 6,000 gpm as discussed in Section 2.2 and applying the 21 percent demand as summarized in Table 2, resulting in a peak flow 1,260 gpm for the water main serving the Downtown seafood processors.

Scenario 2: Peak day plus fire flow: Applying the peak day seafood processor demand of 3,966 listed in Table 3 and applying the 21 percent demand as summarized in Table 2 which equals 833 gpm. Adding a typical fire flow of 1,500 gpm results in a total peak day design flow of 2,333 gpm.

Scenario 2 results in the highest design flow and was used for the hydraulic analysis summarized in Table 9.

Table 9: Estimated Water Velocities at Peak Day Flow Plus Fire Flow

Estimated Flow by Area based on Peak Day Flow	With Contingency for Fire Flow (1,500 GPM)	Flow Velocity in 8-inch Main (FPS)	Flow Velocity in 12-inch Main (FPS)	Flow Velocity in 16-inch Main (FPS)
846	2,333	14.9	6.6	3.7

Using Equation 1, the preferred pipe diameter was estimated at 11.7 inches or a 12-inch nominal pipe diameter.

The remaining network of water mains serving the project area should be replaced with looped 8-inch mains meeting industry standards.

4.2 Recommendations for Sanitary Sewer Capacity Upgrades

Gravity Main

Based on the results of the capacity analysis of the gravity main systems entering the project area, increasing the pipe size of the Aleutian Homes Basin bypass from 4- to 6-inches is not recommended. The main line running along Rezanof Street does not have the capacity to accommodate the projected 500 gpm of additional flow that would come from the larger bypass pipe. This section of main would have to be replaced with a larger diameter main, which is not desirable due to the recent reconstruction of the roadway.

A long term solution for this problem is to upgrade the 12-inch sewer main from the Aleutian Homes Basin between Lower Mill Bay Road and East Marine Way. A preliminary sizing analysis shows that by increasing this mainline size to 16 inches, the capacity of this line would increase by at least 900 gpm. This could help reduce the flows that are bypassing this gravity

system and reduce the flow of wastewater into Lift Station 2, and thereby reducing the operational and maintenance costs of pumping the wastewater. A summary of the hydraulic analysis is contained in Appendix B.

The remaining network of gravity sanitary sewer mains should be 8-inch diameter and at a slope to promote self-cleaning flow velocities of three feet per second (fps) where pipe slopes can be accommodated.

Force Main

It is generally desirable to have minimum velocities of 3 fps in force mains. It has been found that velocities of 3 fps will typically resuspend any solids that deposit in the force main when the pumps are not operating.

Velocities were calculated for a flow of 800 gpm with the following results summarized in Table 10.

Table 10: Proposed Force Main Diameters for Design Flow of 800 gpm

Diameter (inches)	Pipe Type Class / SDR	Flow Velocity (FPS)
8 (Existing)	DIP CL52	4.64
8	HDPE SDR21	5.44
8	HDPE SDR17	5.73
8	HDPE SDR11	6.74
10	HDPE SDR21	3.50
10	HDPE SDR17	3.69
10	HDPE SDR11	4.34

A summary of the hydraulic analysis is contained in Appendix B.

From the results above, and with no anticipated change in flows, we recommend a 10-inch high-density polyethylene (HDPE) force main. By increasing the pipe diameter, the friction head will be reduced and allow for future growth capacity. HDPE pipe is an ideal choice for force mains due to the longevity of the material.

4.3 Recommendations for Storm Drain Capacity Upgrades

The existing dual 72-inch by 44-inch pipes arches between Center Street and Marine Way West provide approximately half of the hydraulic capacity of the new dual 60-inch by 46-inch pipe arches installed upstream as part of the Rezanof Drive improvements. However, no known hydraulic capacity issues have been observed with the existing 72-inch by 44-inch pipe arches and the pipes are functioning well. Although the dual 72-inch by 44-inch pipe arches are roughly 50 years old, the assessment conducted by Extreme Access, Inc. in 2014 indicates the pipes are in fair condition, with pipe walls and corrosion-resistance coating in good condition. Repairing the deficiencies noted in the assessment report, included in Appendix D, will likely significantly increase the design life of the pipes and prevent a costly full-system replacement.

If opportunity or need arises to replace the existing 72-inch by 44-inch pipe arches, the replacement system should ideally provide hydraulic capacity equivalent to the upstream pipes (approximately 224 cfs). Adequate capacity could be obtained by installing equivalent sized smooth-walled Type S CPEP pipes, as plastic pipe has a lower friction coefficient than metal pipe, providing twice the hydraulic capacity at equivalent diameters. The use of dual 54-inch (or larger) CPEP pipes at a 0.3 percent slope would provide a hydraulic capacity in excess of 224 cfs. Installing new CPEP of larger diameter or at greater slopes would also provide increased capacity. For example, a single 60-inch Type S CPEP pipe installed at a 0.6 percent slope would provide a hydraulic capacity of approximately 219 cfs.

The existing 36-inch CMP culvert along Marine Way West is likely significantly undersized for the runoff routed through the West System. The existing 36-inch CMP has a capacity of approximately 16 cfs. Additional investigation is required to determine the design storm peak runoff draining to the West System. At a minimum, a 48-inch Type S CPEP trunk line is recommended for future upgrades to provide equivalent capacity to the existing 72-inch by 44-inch pipe arches draining to Marine Way West. A 48-inch CPEP at 0.4 percent has a capacity of 98 cfs, approximately equal to the 95 cfs capacity of the 72-inch by 44-inch pipe arches.

The condition of the existing storm drain systems is largely unknown. It is assumed that recently installed storm drain systems, such as the storm drain improvements installed during the

DOT&PF Kodiak "Y" Intersection Improvements project and the COK Alder Lane and Natalia Way Reconstruction project, are in good condition and providing as-designed hydraulic capacity.

We recommend that the condition of the combined outfall near the Alaska Fresh Seafood processing facility near the St. Paul Spit be accessed to determine the condition of the pipe and hydraulic capacity. The St. Paul outfall receives combined flow from all three primary systems and is the primary outfall for stormwater runoff from the downtown area. The capacity of the outfall should be compared against the contributing peak flows, currently unknown, and the outfall pipe should be upsized if found to be hydraulically insufficient. Establishing an additional outfall at another location in the downtown area would alleviate capacity concerns if the existing outfall is found to be undersized or functioning poorly. All existing and proposed outfalls should be evaluated with regard to tidal fluctuations and water surface elevations at discharge points to prevent backwatering of storm drain systems.

Water treatment should also be considered as part of proposed storm drain improvements to improve the water quality of stormwater discharged from the City storm drain systems in the project area. The installation of structural treatment devices such as oil-grit separators (including proprietary swirl separators) is one option for removing sediment and pollutants from stormwater prior to discharging collected runoff. The Alaska Department of Environmental Conservation (DEC) regulates water quality of discharged stormwater and has criteria governing the use of oil-grit separators. The DEC requirements state that oil-grit separators should remove 50 percent of the 20-micron particles present in stormwater.

5.0 RECOMMENDED ALIGNMENTS

5.1 Proposed Water Main Alignments

The proposed upgrades to the water system will replace existing ACP with 8- and 12-inch ductile iron pipe (DIP) or polyvinyl chloride (PVC) pipe. It is recommended that an alternative to metal pipe is considered due to the potential for corrosion given this is a marine environment. The main line in Center Street will be increased from 8- to 12-inch, while most of the other proposed pipe diameters will remain unchanged.

The proposed alignments differ from existing at the Mall. The plan abandons the water main located below the sidewalk of the Mall. The proposed main line located at the rear of the buildings will provide domestic water and fire protection to each business. Proposed utility alignments are shown in the 35% drawing included in Appendix E.

5.2 Proposed Sewer Main Alignments

The proposed sewer system will consist of 8- and 12-inch PVC. The 8- and 12-inch pipes will replace the remaining gravity fed system with like diameters. The proposed alignments will closely follow the existing alignments at or near the roadway centerline. Proposed utility alignments are shown Appendix E.

5.3 Proposed Stormwater Main Alignments

The proposed storm drain system alignment will follow the same general alignment between Henry's and Food4Less. Runoff will continue down Marine Way through a proposed 48-inch CPEP and will tie into the existing outfall near Alaska Fresh Seafood. Proposed utility alignments are shown in Appendix E.

Following a review of potential alternative alignments for replacing the 72-inch by 44-inch pipe arches with a new system in Center Street, it was determined that excessive excavation would likely be required in close proximity to structures along Center Street. Further evaluation was executed to look into the alternative of maintaining the current pipe arch storm drain lines in service.

DOWL HKM consulted with Mill Creek Management Technology (MCMT), a consultant specializing in trenchless design, to review the inspection report and provide recommendations for trenchless remedial actions for the storm drain pipe arches. The MCMT Report and Assessment of Condition and Recommended Repair Options is included in Appendix F.

Based on the inspection from Extreme Access and the report from MCMT, the following follow-up inspection and repairs are recommended.

5.3.1 Additional Inspection

Additional inspection is recommended along the pipe where sediment covered the bottom during the initial inspection. Additional inspection will further evaluate if there are additional voids beneath the pipe at these locations. This inspection is anticipated to be performed as part of future design services.

The hollow sounding bottom of both drains should be investigated by drilling three to five small 1/8-inch pilot holes in each 175-foot pipe section and probing with a light welding wire. This will also serve to inspect the fill around the pipe for voids. The holes should be sealed with epoxy, silicone, or with self-sealing sheet metal screws.

5.3.2 Repair

High Priority Repairs: finding and then pressure grouting (cementitious and acrylamide or urethane) under the invert where cavities were detected at several locations during the inspection and in several joints that are infiltrating groundwater. An example is the seam at 290 feet that should be sealed within Drain B.

Low Priority Repairs: basic redressing of coatings, including an inexpensive cleaning and caulking with a mastic or similar type coating at locations where there is exposed steel at separated and offset joints and along the pipe inverts. An example is the coating at 218 feet and 510 feet that should be repaired within Drain A.

6.0 WATER AND SEWER SERVICE IMPACTS

Given the proposed water and sewer main realignments, it was essential to understand how businesses were currently served and potential impacts resulting from utility realignment. This effort was documented by cataloging all businesses and residences throughout the downtown area (Appendix G). The water and sewer service table found in Appendix G lists the address, the type of service, the service size, the assumed location for the connection inside the building, the assumed location for the connection to the main, and how the information was obtained for each user. Overall there were approximately 85 water services, 85 sewer services, 20 dedicated fire suppression services, and five combined water and fire services. The location of each known

service was verified through discussions with the City of Kodiak Public Works. After the initial evaluation, there were several services with locations that were still unknown.

A field investigation by DOWL HKM and Public Works personnel was conducted to perform locates for those remaining unknown services. The investigation included identifying where each water service entered the building by locating the water valve at the property line and recording where that service tied into the main line. Each sanitary sewer service was located by introducing dye into the pipe through an entry point inside the building and observing the dye in the downstream manhole. The few sections of storm drain that were unknown were also dye tested to verify their location.

The service base map and table allowed for a detailed evaluation that new alignments would have on existing services. The evaluation focused on what effect abandoning the existing water main within the Mall would have on services for adjacent businesses. The proposed improvements would provide water services through the rear of the buildings where the existing mainline currently only provides fire protection service to most of the businesses. Table 11 presents a summary of the impacts to individual services within the Mall.

Table 11: Impact to Individual Services

	Service	Current Location	Proposed Location
Henry's Restaurant	Water	Breezeway	Tie into Fire - Alley by Food 4 Less
	Fire	Alley by Food 4 Less	No Change
Tony's Bar	Water	Breezeway	Tie into Fire - Alley by Food 4 Less
	Fire	Alley by Food 4 Less	No Change
Port Gifts	Water	The Mall	Alley Behind Bldg (Might Need New Service)
	Fire	No Service	Alley Behind Bldg (Might Need New Service)
Key Bank	Water	Alley Behind Bldg	No Change
	Fire	Alley Behind Bldg	No Change
Norman's Gifts	Water	The Mall	Alley Behind Bldg (Might Need New Service)
	Fire	No Service	Alley Behind Bldg (Might Need New Service)
Ardinger's Furniture	Water	The Mall	Tie into Fire - Alley Behind Bldg
	Fire	Alley Behind Bldg	Alley Behind Bldg
The Village Bar	Water	Alley Behind Bldg	No Change
	Fire	Alley Behind Bldg	No Change
The Mecca Jewelry/AT&T		Alley Behind Bldg	No Change

The most significant change to the sanitary sewer alignment consists of eliminating the sanitary sewer line in the breezeway between Henry's Restaurant and Tony's Bar. This will have no impact on individual services.

7.0 UTILITY CONFLICTS

There are three primary "dry" utilities located in the downtown area. The type and operator are as follows:

- Electric - Kodiak Electric Association (KEA)
- Communications - Alaska Communications System (ACS)
- Cable - General Communications Inc. (GCI)

KEA owns several underground and overhead high voltage systems throughout the downtown area. There are also many low voltage lines connected to the street lighting system. The underground systems are primarily within the ROW and are connected to pedestal type junction boxes. The overhead systems are pole mounted and are located in the ROW and in utility easements.

ACS does not have a facility map for the downtown area. Based on their service area it is likely that facilities will be impacted during the utility replacement.

GCI owns buried cables primarily connected to the businesses located in the local Mall and the downtown area. The systems are primarily outside of the downtown ROW and have the potential for impacts during the utility replacement at crossings.

8.0 TEST BORING INVESTIGATION

Nine 15 foot deep test borings were drilled in Center Street, Marine Way, Mission Road and Kashevarof Avenue on December 2, 4 and 5, 2011. The purpose of these borings was to determine the approximate depth to bedrock in support of the Downtown Water, Sewer, and Strom Drain Master Plan project. Bedrock was found between seven to 15 feet below grade. The Test Boring Investigation Memorandum is included as Appendix H.

8.1 Findings

The depth to bedrock was difficult to determine in the test borings. The bedrock is overlain with fill composed of gravel that looks the same as the samples taken in the weathered rock. Much of the rock could be drilled with the hollow stem auger and the weathered rock broke up during

sampling to a sand and gravel. The test boring logs show interpretation of the soil and rock. The depth to bedrock was estimated based on drill action, sample blow counts, observation of the recovered samples and correlation with bedrock outcrops and previous excavations by Public Works. The results of particle size distribution tests performed on selected samples follow the boring logs.

The bedrock in the study area is nearly vertically bedded and rock quality can change from soft, easily excavated rock to hard, unrippable rock in short horizontal distances. The surface of the bedrock is very irregular, so the depth to bedrock can also vary dramatically in short distances. This area of Kodiak has been extensively reworked over the years and some borings may have hit old utility excavations made into the rock and the rock surface could be much shallower a short distance away.

Boring 3 encountered a void between eight and 10 feet below existing grade. It is assumed that this was an abandoned storm drain because the sampler suddenly encountered resistance at a depth of eight feet and after 35 blows broke through the obstruction and dropped two feet. The auger was retracted from the 7.5 foot depth and the rig moved about 3 feet away and the boring continued as Boring 4. The bedrock surface was interpreted to be at a depth of 14 feet in Boring 4. This is deeper than expected and may not be accurate.

Boring 5 encountered bedrock at a depth of about 15 feet. This is deeper than anticipated. The adjacent Kodiak National Wildlife Visitor Center building on the southeast corner of Center Street and Mission Road is founded on shallow bedrock and bedrock outcrops can be observed in the cut on the Marine Way side of the Wildlife Visitor Center and the Baranof Museum lot. Boring 6 in Marine Way encountered bedrock at a depth of about 13 feet. Although this boring location is near the bedrock outcrops, this boring is believed to accurately depict a steeply dipping bedrock surface.

No environmental testing or monitoring was conducted as a part of this investigation. However, a hydrocarbon odor and sheen was noticed in Boring 4 below a depth of about 10 feet.

8.2 Engineering Analysis and Recommendations

The bedrock penetrated with the hollow stem auger can be excavated with considerably more effort than required to excavate dense gravel. There are likely to be near vertical layers within the bedrock formation that cannot be excavated without the use of a large hydraulic hammer to fracture the rock. Blasting is not desirable considering the close proximity of utilities and structures. Should blasting be required, it should be performed in conformance with the City of Kodiak Standard Construction Specifications.

The construction contractor should expect a large backhoe equipped with a rock bucket and a large hydraulic hammer will be required for any rock excavation.

9.0 PHASE I ENVIRONMENTAL ASSESSMENT

DOWL HKM performed the Phase I Environmental Site Assessment in conformance with the scope and limitations of the American Society for Testing and Materials Practice E1527 of the Subject Property. The report, Appendix I, represents the results of the Phase I Environmental Site Assessment. The terrain of the project area is mostly flat land that has been graded and developed. There are several recognized contaminated sites within a mile of the proposed project site, including several within a quarter mile of the project site. A few of these sites are still active, and located at equal or higher elevations in relation to the Subject Property. Additionally, recognized environmental conditions exist within the Subject Property. Although the project will include ground disturbing activities, the potential for encountering recognized environmental conditions is low to moderate, due to the close proximity, elevation, status, and high number of contaminated sites present. Unknown contamination has been encountered in the project area before, during site investigations and other ground disturbing activities, thus the potential exists for undocumented or unknown contamination to be present in the area.

10.0 PHASING RECOMMENDATIONS

The proposed improvements consist of six phases that were created by evaluating each for the following criteria:

- Length of proposed pipe replaced.
- Minimize rework required to perform next phases.

- Minimize interruption to service.
- Feasible to build in one construction season.

The phasing plan is shown in Figure 8. Table 12 summarizes the proposed construction schedule and planning level estimate for each phase. The estimate is based on past utility replacement projects in Kodiak with similar scope based on a per-linear foot of roadway and utility length. Estimated construction costs have been adjusted by 4.0% annually to account for inflation.

Table 12: Planning Level Estimate and Schedule

Proposed Phases of Utility Upgrades	Year of Construction	Storm Drain (lf)	Sanitary Sewer (lf)	Water Main (lf)	Total Length (lf)	Total Cost Estimate
Phase 1 - Center Street, (Rezanof Drive - Pier I)	2016	140	1,020	1,340	3,560	$ 3,900,000
Phase 2 - Marine Way East, (Mecca Lounge - Pier I)	2017	1,020	1,375	860	3,255	$ 3,700,000
Phase 3 - Marine Way West and Mall, (Rezanof Drive - Mecca Lunge)	2018	1,345	1,115	605	3,065	$ 3,600,000
Phase 4 - Alley to North of Mall, American Legion, Sunaq Tribe	2019	550	1,090	1,540	3,180	$ 4,700,000
Phase 5 - Mission Road, (Marine Way - Kashevarof Avenue)	2020	910	420	615	1,945	$ 2,900,000
Phase 6 - Kashevarof, (Rezanof Drive - Mission Road)	2021	930	1,150	1,250	3,330	$ 5,000,000

The length of water on this project does not look correct. May have some numbers switched?

Figure 8: Proposed Project Phasing

(This page left intentionally blank.)

Office of the City Clerk
710 Mill Bay Road, Room 216, Kodiak, Alaska 99615

MEMORANDUM

To: Mayor Branson and Councilmembers
Date: January 6, 2015

From: Debra Marlar, MMC DM
City Clerk
Subject: PWS RCAC Applicants

The City of Kodiak has a dedicated seat for a representative on the Prince William Sound Regional Citizens' Advisory Council (PWSRCAC). Jane Eisemann, who has served as the City's representative since 2001 has resigned her position, and another individual needs to be appointed to the City-designated seat. Ms. Eisemann's vacant seat expires in May 2015. PWSRCAC staff informed the City that the Council may recommend appointment through May 2015 or may recommend appointment through May 2017. At the December 11, 2014, regular meeting the Council moved to approve the seat through May 2017. At that same meeting, the Council's motion to elect the position via secret ballot resulted in a tie vote; thereby, moving the issue to the January 8, 2015, meeting for the Mayor to break the tie.

Since Mayor Branson was not at the December meeting, she asked the applicants to attend tonight's work session so she could meet them and ask each of them why they would like to be appointed to the PWS RCAC.

Telephone (907) 486-8636 / Fax (907) 486-8633
clerk@city.kodiak.ak.us

TRENTEN T. DODSON
P.O. Box 8320
Kodiak AK 99615

mobile: 586.219.3793
work: 907-486-6555
e-mail: kraa.dodson@gci.net

November 21, 2014

Honorable Pat Branson, Mayor
Kodiak City Council
701 Mill Bay Road, Room 216
Kodiak, AK 99615

RE: Consideration as a City of Kodiak's representative for the Prince William Sound RCAC

Mayor Branson and City Council members,

I am writing this letter to express my interest in serving as the City of Kodiak's representative on the Prince William Sound Regional Citizen's Advisory Council's (Prince William Sound RCAC) board of directors. You will find I am very familiar with the RCAC's operations and its role in oil spill prevention and environmental protection.

Currently, I am a public member of the Cook Inlet Regional Citizen's Advisory Council's (Cook Inlet RCAC) Environmental Monitoring Committee (EMC) and in the past, I have severed as member of the EMC, Protocol Committee, and Executive Committee as a Cook Inlet RCAC board member representing the commercial fishing interest groups. Additionally, I was employed by Cook Inlet RCAC as the Director of Public Outreach here I provided outreach and education on Council research projects and oil spill prevention efforts to federal, state, and local governments as well as at national conferences.

I feel that my past Cook Inlet RCAC experience and my background in science and biology - Cook Inlet Aquaculture Association (CIAA) from 2001 to 2007 - will afford me the opportunity to make a positive contribution to the Prince William Sound RCAC. My position current positon with the Kodiak Regional Aquaculture Association (KRAA) will also bring an understanding of the importance of Kodiak's salmon resource to our economy and our need to protect that resource. For further information, I have included my resume.

Thank you for your consideration,

Trenten T. Dodson

Cc/ Randall Bishop
Charles Davidson
Terry Haines
Gabriel Saravia
Richard Walker
John Whiddon

TRENTEN T. DODSON
P.O. Box 8320
Kodiak AK 99615

mobile: 586.219.3793
work: 907-486-6555
e-mail: kraa.dodson@gci.net

EMPLOYMENT

Kodiak Regional Aquaculture Association (Kodiak, AK) December 2012-Present
Production and Operations Manager
Project Management: Responsible for overseeing, all aspects hatchery operations and field investigations of salmon on Kodiak & Afognak Islands. Develop new projects to increase salmon production.
Outreach: Present research findings to state and local governments and community organizations; Write, design and manage newsletter, annual report and other publications; Maintain website and social media

Trenten Dodson – Sole Proprietor (Soldotna, AK) October 2007-2012
Independent Design Contractor
Write and design newsletters, annual reports, and informational brochures; Coordinate printing services for client

Waddell & Reed (Kenai, AK) June 2011-August 2012
Financial Advisor
Worked with clients to find proper investment strategies through detailed financial planning; Sold mutual funds, life and health insurance, and stocks and bonds

Cook Inlet Regional Citizens Advisory Council (Kenai, AK) October 2007-May 2011
Director of Public Outreach
Media contact and spokesperson; Wrote press releases; Provided outreach and education on Council research projects and oil spill prevention efforts to federal, state, and local governments as well as at national conferences; Provided assistance with grant applications; Wrote, designed and managed newsletter, annual report and other publications; Maintained website and relations with US Coast Guard

Cook Inlet Aquaculture Association (Kenai, AK) May 2001-September 2007
Senior Biologist
Conducted hatchery evaluation and research projects, analyzed fisheries data, managed budgets and grants; Wrote reports; Procured federal and state permits, oversaw logistics of 12 field camps; Coordinated commercial fishing and fish processing efforts for cost recovery program; Maintained warehouse and procured supplies and materials

EDUCATION

Wabash College (Crawfordsville, IN) 1993-1998
Bachelor of Arts
Biology, Psychology

Northern Michigan University (Marquette, MI) 2000
Post Baccalaureate Biology Courses

AWARDS

Kenai Rotary Club – Rotarian of the Year 2010-2011
Kenai River Brown Bears – Volunteer of the Year 2011-2012
Waddell & Reed Superstarter Award – Bronze Level

TRENTEN T. DODSON
P.O. Box 8320
Kodiak AK 99615

mobile: 586.219.3793
work: 907-486-6555
e-mail: kraa.dodson@gci.net

COMMUNITY INVOLVEMENT

Cook Inlet RCAC Environmental Monitoring Committee (Public Member)	March 2013-Present
Kodiak Maritime Museum Board Member, Secretary	January 2013-Present
Peninsula Oilers - Alaska Baseball League (Kenai, AK) Public Address Announcer	June 2012-July 2012
Alaska Challenger Learning Center (Kenai, AK) Helicopter Underwater Egress Training Safety Diver	March 2012-July 2012
United Way of the Kenai Peninsula Allocation Committee	2010-2012
Kenai Peninsula Youth Foundation Kenai River Brown Bears Junior A Hockey	2009-2012
Junior Achievement of the Kenai Peninsula Board Member	2009-2012
Kenai Chamber of Commerce Ambassador, Scholarship Committee	2008-2012
Kenai Watershed Forum Volunteer, Endowment Committee	2001-2012
Rotary Club of Kenai Scholarship Chair President Secretary	2008-2012 2010-2012 2011-2012 2009-2011
Cook Inlet RCAC Board of Directors (Commercial Fishing Representative) Environmental Monitoring Committee Executive Committee Protocol Committee (Vice-Chair)	2006-2007
Cook Inlet Salmon Branding Board Member, Secretary	2003-2005

Wayne K. Donaldson
Box 3312 (1516 Baranof Street)
Kodiak, AK 99615
Cell Phone: 907-654-7350
Home Phone: 907-486-8882
Email: wkdonaldson1@gmail.com

Letter of interest for City of Kodiak representative to Prince William Sound Regional Citizens' Advisory Council.

I've lived in the oil spill region since 1985 and was a resident of Cordova at the time of the ***Exxon Valdez*** tanker grounding. In 1989, while working for the Alaska Department of Fish and Game (ADF&G), I conducted oil spill damage assessment projects on fishery resources along with managing commercial shellfish resources in Prince William Sound (PWS). From 1991 – 1994 I managed the PWS salmon and herring stocks, and in 1995, transferred to Kodiak and supervised management of commercial salmon and herring fisheries and later shellfish and groundfish fisheries.

In December 2004, the **M/V *Selendang Ayu*** ran aground off Unalaska Island, and in December 2012 the drilling vessel ***Kulluk*** grounded on the east side of Kodiak. My involvement with each grounding was to manage fisheries for zero tolerance for product contamination and avoidance of fishing gear interactions.

Board members of the Prince William Sound Regional Citizens' Advisory Council promote environmental safety in the transportation of oil and I would welcome the opportunity to contribute to this independent advisory group. I am knowledgeable of the commercial fisheries and geography of this region, and have previous experience serving on volunteer boards. I believe I could represent the City of Kodiak in this capacity.

EDUCATION

University of Alaska
Fairbanks, Alaska
Bachelor Science, Biology – May 1980

EMPLOYMENT

State of Alaska
Department of Fish and Game
Kodiak, Alaska
1999 – present: Regional Shellfish/Groundfish Management Biologist
1995 – 1999: Regional Salmon/Herring Management Biologist

State of Alaska
Department of Fish and Game
Cordova, Alaska
1991 – 1994: Salmon/Herring Area Management Biologist
1985 – 1990: Shellfish Area management Biologist

VOLUNTEER

University of Alaska Fairbanks
Alumni Association Board of Directors
2011 – 2017

St. Mary's Parish, Kodiak
Finance Council member
2012 - present

Professional References

Nick Sagalkin
Regional Supervisor
Alaska Department of Fish & Game
Kodiak, Alaska
Nick.Sagalkin@Alaska.gov
907-486-1801

Doug Pengilly
Regional Research Biologist
Alaska Department of Fish & Game
Kodiak, Alaska
Doug.Pengilly@Alaska.gov
907-486-1865

Heath Hilyard
President
University of Alaska Fairbanks Alumni Association
HeathEdward@gmail.com
907-244-4909

ADDITIONAL INFORMATION

• ADF&G advisor to Alaska Board of Fisheries for the Bering Sea Crab Rationalization Task Force.
• ADF&G advisor to the Bering Sea/Aleutian Islands Crab Observer Oversight Task Force.
• Member of the North Pacific Fishery Management Council's Crab Plan Team, 1999 – present.
• Member of the North Pacific Fishery Management Council's Steller sea lion RPA committee, 2001, 2004.
• Member of the State's Subsistence Policy Advisory Group, 1997-1998. Explore options for dual and comanagement of subsistence hunting and fishing.
•Department of Fish & Game, Commercial Fisheries Division, Fisheries Management Award, 1995, and Director's Meritorious Service Award, 2009.

October 17th, 2014

Dear Mayor Branson and Kodiak City Councilmen,

The following 'announcement' is bitter sweet. I will be resigning from the Kodiak City Representative Position on the Prince William Sound Regional Citizens Advisory Council. I have just this week signed a contract with ALYESKA to be the new Fishing Vessel Spill Response Coordinator for the Kodiak Fleet. When I applied for the position back in August I knew that if I was awarded the contract I would have to resign, but felt that this position would be rewarding and keep me involved with the mission of the RCAC. The good news is I can still participate as a volunteer on committees.

My tenure on the board has been beyond rewarding, and I look back on the last 13 years with gratitude. I have made lifetime friends among staff, committee volunteers and board members of the PWSRCAC and feel that I was (and will continue to be) a part of a process that makes a difference, with people that I am proud to be associated with. I don't think the PWSRCAC is a NOBLE ***'EXPERIMENT'*** any longer. Perhaps it should read Noble ***SUCCESSFUL*** experiment. That's not to say that there won't be another disaster – but because of the council and its work – the chances are far less and if a spill event occurs, the outcome will be less devastating.

So with that said -
The bitter: - I will miss sitting at the table representing the City of Kodiak.
The sweet: - I am still involved with the mission of the PWSRCAC in my new position, and hope I can be at the table when recommendations are being made to make the response vessel program even more robust.

Respectfully,

Jane Eisemann

Jane Eisemann

Marlar, Debra

From: Matlock, Lisa M. [lisa.matlock@pwsrcac.org]
Sent: Wednesday, December 03, 2014 11:23 AM
To: Marlar, Debra
Cc: Rothchild, Stephen; Swanson, Mark A; Schantz, Donna; Fleming, Jennifer; Eisemann, Jane
Subject: RE: Kodiak Board Seat Transition

Hi Debra,

We realized that I had not answered the second half of your email about the board seat term. I apologize for missing that.

All Prince William Sound RCAC board seats are filled on a two-year basis, usually starting in May. Officially, the City of Kodiak seat would normally expire May of 2015. However, if it is easier for the city to fill the seat for the completion of the current term and for the next term, you can add language to your new official representative's letter that explains this. Here is a sample, but you can alter it to fit your needs as long as the term of the seat is clear to the board so they can vote appropriately when asked to seat the new City of Kodiak representative in January.

"The City of Kodiak would like to have its representative, ___, join the Prince William Sound RCAC board not only through the current term which expires in May of 2015, but to extend through the next term which will expire in May of 2017".

Please let me know if you have any questions about this.

Lisa

Lisa Matlock
Outreach Coordinator
Prince William Sound Regional Citizens' Advisory Council
3709 Spenard Road, Suite 100 | Anchorage, Alaska 99503 | 907.273.6235
lisa.matlock@pwsrcac.org

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Regional Citizens' Advisory Council

From: Marlar, Debra [mailto:dmarlar@city.kodiak.ak.us]
Sent: Thursday, November 13, 2014 10:02 AM

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Memorandum

To: Mayor Branson and Councilmembers **Date:** January 6, 2015

From: Debra Marlar, MMC DM
City Clerk

Subject: Planning and Zoning Appointment Process

Three positions on the Borough Planning & Zoning (P&Z) Commission are designated as City seats. These three seats are appointed by the Borough Mayor from a list recommended by the City Council, as required in AS 29.40.020. One City seat expired at the end of December. City residents Alan Schmitt (incumbent) and Kyle Crow have submitted applications for appointment to the available three-year City seat.

The Borough inadvertently reappointed Alan Schmitt to the City seat at its December regular meeting earlier this month. When the City became aware of this, the Borough was notified that the process required in AS 29.40.020 was not followed; the Borough acknowledged the mistake and agreed to rescind the appointment if the City has a different recommendation for the seat.

AS 29.40.020. Planning Commission.

(a) Each first and second class borough shall establish a planning commission consisting of five residents unless a greater number is required by ordinance. Commission membership shall be apportioned so that the number of members from home rule and first class cities reflects the proportion of borough population residing in home rule and first class cities located in the borough. A member shall be appointed by the borough mayor for a term of three years subject to confirmation by the assembly, except that a member from a home rule or first class city shall be selected from a list of recommendations submitted by the council. Members first appointed shall draw lots for one, two, and three year terms. Appointments to fill vacancies are for the unexpired term. The compensation and expenses of the planning commission and its staff are paid as directed by the assembly.

KODIAK ISLAND BOROUGH
OFFICE OF THE BOROUGH CLERK
710 Mill Bay Road, Room 101
Kodiak, AK 99615
Phone: (907) 486-9310 Fax: (907) 486-9391
njavier@kodiakak.us

APPLICATION FOR APPOINTMENT TO BOARDS, COMMITTEES, AND COMMISSIONS

Board/Committee/Commission: P+Z (CITY SEAT)

Designated seat or group representation (if applicable) : _____

Please be aware that the information given on your application is made available to the public. Staff will require the use of a mailing address, email address, and contact phone number to provide board and meeting information.

Name: ALAN L. SCHMITT
Daytime Phone: 486-5314
Residence Address: 3295 WOODY WAY LOOP
Evening Phone: 486-5314
Mailing Address: SAME
Cell Phone: _____
Email Address: SCHMITT@GCI.NET
Fax Number: _____
Length of Residence in Kodiak: 32+ YEARS
Registered to vote in Kodiak? (Yes) No
Please provide one of the following: Date of Birth 11/24/53
Last 4 digits of SSN#: _____
Employer/Occupation: RETIRED
Organizations you belong to or participate in: P+Z; HOSPICE OF KODIAK; MARIAN CENTER, INC; ROTARY
Explain your main reason for applying: I WOULD LIKE TO SEE THE CODE UPDATE APPROVED AND IMPLEMENTED - AND ASSIST IN THE PROCESS
What background, experience, or expertise will you bring to the board/committee/commission membership?
4 YEARS OF SERVICE ON P+Z

Are you available for regular meetings? YES Pursuant to KIBC 2.100.070 (A.6) Other than by expiration of the members term, the assembly shall declare a seat vacant when a member misses three consecutively held regular meetings and is not excused.

Signature of Applicant: Alan L Schmitt **Date:** 10/26/14

A resume or letter of interest may be attached, but is not required. This application will be kept on file for one year. Please be aware that there may be an application deadline. Application deadlines, if applicable, are available on the Borough website at www.kodiakak.us or in the Notice of Vacancy announcements advertised in the *Kodiak Daily Mirror*.

- STAFF USE ONLY -		
Registered voter of the Borough: Yes (✓) No ( )	Appointment Letter: _____	Date Received: (date stamp below)
Applicant's Residence: Borough ( ) City (✓)	Roster: _____	10/27/14
Date of Appointment: _____	Oath of Office: _____	
Term Expires on: _____	APOC POFD Statement: Attached ( ) On File ( )	

City Clerk's Office
710 Mill Bay Road, Rm. 216
Kodiak, AK 99615
(907) 486-8636 / (907) 486-8600 (fax)

RECEIVED
DEC 2014
City Clerk's Office
City of Kodiak

ADVISORY BOARD APPLICATION

Kyle Crow
NAME

(907) 738-9283 — HOME TELEPHONE
N/A — WORK TELEPHONE
FAX
kylecrow@yahoo.com — EMAIL

410 Rezanof Dr. West
RESIDENCE (STREET) ADDRESS

Same
MAILING ADDRESS

22 years
LENGTH OF RESIDENCE IN KODIAK

40 years
LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak? Yes [X] No [ ]
Do you own property in the City of Kodiak? Yes [X] No [ ]

On which boards are you interested in serving? (List in order of preference

City of Kodiak Rep for Kodiak Island Borough Planning & Zoning Commission

List your areas of expertise and education that would benefit the boards for which you are applying.

extensive experience, education & training in a wide range of regulations, industry standards associated with industrial & construction activities (see attached)

Community Activities: citizen participation in code review & interested in city & Borough Government activities, Support of Public Library, occasional college student retired & able to contribute time & experience.

Professional Activities: Recently retired

Signature

12/19/2014
Date

Return application to City Clerk, 710 Mill Bay Road, Rm. 216, Kodiak, AK 99615
Fax: 486-8600

Revised: May 2013

Kyle W Crow
410 West Rezanof Drive, Kodiak, AK 99615
Cell & Home Phone: 907-738-9283
Email: kylecrow@yahoo.com

Supplemental Information for Kodiak Island Borough Planning and Zoning Board position

I am a retired 60 year old man in good physical and mental health. I have two grown daughters and five grandchildren that live outside Alaska. I've been an Alaska resident since 1977 and have lived in Kodiak for 18 of the past 22 years. I have served as a Sargent in the Marine Corps and in the Alaska Army National Guard and have extensive experience managing construction and industrial work and facilities. Much of this work involved attending, planning, conducting, and facilitating meetings, reviewing and commenting on complex plans and processes. I frequently met and communicated with government officials, contractors, and the public to resolve problems and develop consensus. I work well with others as a team member.

WORK EXPERIENCE

5/1/13 – 8-15-13 **US Navy SEAL Base, Kodiak, Alaska**

Job Title: Project Safety Professional

I served as the Safety Professional for the construction of a $17.4 million dollar Navy SEAL Training Facility at Kodiak, Alaska. I was responsible for advising and coaching construction project managers, the project superintendent, and trade workers on health and safety matters. I performed inspections, drafted reports and maintained records, provided training, and met and corresponded with company representatives and government officials to ensure that the work was performed in compliance with OSHA, DOT, and EPA standards and regulations and project specifications.

7/2008 – 12/31/12 **US Coast Guard - Civilian**
Kodiak & Sitka Alaska US

Job Title: Environmental Protection Specialist

I served as the unit environmental protection specialist for the Coast Guard in Sitka, Alaska from 208-2010, then from 2010-2012 I managed the RCRA Hazardous Waste program for the US Coast Guard Base Kodiak, Alaska. I retired from this job on December 31, 2012. I provided training; data management, evaluated and determined wastes, ensured facilities and operations were in compliance with EPA, Alaska, and OSHA regulations. Managed and provided and conducted Emergency Response Training and managed emergency response operations.

I managed the base hazardous materials & wastes and their processes to minimize risks and costs. I performed waste and environmental sampling and submitted samples for laboratory analyses, evaluated results and determined best options for waste disposal and pollution prevention. Kept permits and plans current. Provided hazcom, hazwoper, pollution prevention, EMS, and other training to approximately 150 personnel. Training was provided: one-on-one during initial check-in and in groups of 5 to 150 depending on the need or as required for regulatory compliance.

I developed and submitted comprehensive plans (SWPPP, SPCCC, etc.) and other documents (such as BMP's, local Instructions, data bases, and program metrics), and maintained spreadsheets, data files, and other materials to: monitor trends and detect problems and/or reveal opportunities for improvement, and; to market achievement's.

I became intimately familiar with the unit's equipment, operations, and processes that had the potential to impact the environment and worked with personnel and managers to seek ways to reduce the unit's regulatory burdens and potential for environmental mishaps.

Vigorously worked with individuals, divisions, and shops to find non-hazardous alternatives for commonly used chemicals and to maintain minimum required inventories of hazardous materials and promote the reuse and/or recycling of excess materials in lieu of disposal.

I managed the underground and above ground storage tank program, Pollution Prevention (P2), NEPA, EPCRA, NPDES, CERCLA, TSCA, CWA, CAA, Coastal Zone Management, Presidential Directives (EMS, FEC, etc.) and others.

I frequently communicated with: workers, shop leaders, department heads, command staff; local, state and federal officials; contractors, manufacturer's representatives, and professional and technical personnel from environmental consulting firms; Corps of Engineers, and Naval Facilities Engineering Command, to exchange information, coordinate work efforts, ensure compliance with laws and regulations, assess planning activities, discuss proposed projects and plans, and negotiate environmental approvals for Coast Guard and unit activities. I represented the Coast Guard at public meetings and hearings and resolved matters that were sometimes controversial.

I was selected as an "accomplished performer" to participate in the USCG Environmental Management Program workshop held in Newport News, Va Sept 2009, to identify job requirements for all USCG Unit Environmental Program Coordinators.

I supervised one full time military environmental protection assistant (E6).

(Contact Supervisor: Yes, Supervisor's Name Fritz Miller, Supervisor's Phone: 907-487-5320 x 249)

US Bureau of Reclamation **7/2006 - 4/2008**
Willows, California US

Job Title: Construction Representative

I inspected and managed multi-million dollar civil construction, repair, and improvement projects to ensure contract compliance and project success. I reviewed draft contract specifications and drawings to ensure accuracy and provided corrections and recommendations where necessary. I reviewed contract submittal's, such as rebar and concrete lift drawings, and proposals for mechanical, electrical, and structural materials and systems, to ensure they met contract requirements. I developed written responses as required. I inspected work to ensure contract compliance, and documented the daily, weekly, and monthly activity of contractors. I developed and distributed detailed reports showing the progress of work. I interacted with contractors, Government officials from different agencies, engineers, biologists, archaeologist's, and others to plan and coordinate work activities and ensure project success. I took measurements and performed calculations to determine quantities required or used, such as: pounds of rebar; earth and rock materials; cubic yards of concrete; etc.. I evaluated contractors submitted pay requests and invoices and recommend payments. I worked on projects in Colorado, California, and Oregon, including: The construction of the outlet tunnel gate chamber and power plant at the Ridges Basin Dam; The overhaul of station and service hydroelectric generators at Shasta Dam; Security upgrades at Shasta, Trinity, and Keswick Dams; the construction of new fish ladders and stream bulkheads at Coleman Fish Hatchery; the construction of a new pumping plant at San Louis National Wildlife Refuge; the construction of a new Pumping Plant at Chiloquin, near Klamath Falls, OR. (Contact Supervisor: Yes, Supervisor's Name: Randy Wyatt, Supervisor's Phone: 530-934-7066)

US Coast Guard **5/1992 - 6/2006**
Kodiak, Alaska US **Grade Level: WG10**

Job Title: Industrial Inspector/Plants Manager

Working under a military Civil Engineer, I managed contractor performed Industrial Operations, which included: Central Heating Plant (with four 800 HP Industrial Boilers); Waste Water Treatment Plant (2 MGD production capacity); Water Treatment Plant and Distribution System (1.5 MGD treatment capacity); Used-Oil/Ballast-Water Treatment Facility (5K gallon-per-day process capacity); Aviation Fuel Facility (avg yr issues 4,179,017); Marine Fuel Terminal (avg yr transfers- 7,567,141); Bulk Fuel Storage Facility (5,040,000 gallons capacity); Gas Free Services. I developed Performance Work Statements (contract specifications) and Government Cost Estimates for these and other services. I evaluated and monitored these diverse, complex, and highly regulated contractor performed industrial operations and services, to determine needs, and ensure compliance with environmental and safety regulations, industry standards, and contract specifications. I documented performance, and recommend penalties and corrective actions as necessary to ensure compliance. I accomplished long range project planning, developed schedules, and established milestones and deadlines for completion. I tracked and monitored the progress of repairs to ensure they were performed on schedule and within price thresholds. I planned, coordinated, directed, managed, and supervised the accomplishment of maintenance, repair, and construction work related to these operations and services, including: pipefitting, welding, mechanical, carpentry, electrical, electronic, painting, and grounds work. I evaluated the scheduled preventive maintenance needs of these facilities and systems, and developed preventive maintenance schedules and plans. I prepared minimum stocking levels for critical spares. I advised the Contracting Officer and other officials, on the contractor's ability to meet schedules and budgets and provided them with information concerning changes in work methods, standards and facilities. I investigated and studied problems and developed solutions, or recommend necessary corrective actions when required. I developed and provided detailed written instructions and plans. I established and fostered a good working climate. I coordinated work with third party contractors. I often supervised and managed the simultaneous conduct of multiple projects, services and operations that competed for limited manpower and equipment resources, and routinely considered and weighed a complex variety of factors, options, and priorities; then coordinated, scheduled and directed the work to ensure maximum efficiency. During the first seven years in this position, I also managed and supervised all contractor performed HAZMAT, HAZWOPER, and Spill Response Operations; and Underground Storage Tank Tightness Testing. I provided backup management and supervision for all BOSS Contractor performed heavy equipment and vehicle maintenance work and served as the Acting Facilities Maintenance Branch (FMB) Chief.

Klukwan Inc. **11/1990 - 3/1992**
Haines, Alaska US

Job Title: Heavy Equipment Operator/Logger

I operated and maintained heavy and light construction machinery to build roads and bridges, and log steep mountainous terrain in Southeast Alaska. I primarily operated large tracked backhoes to "pioneer" new roads and skid trails (Cat 232, 235, 245), but also operated graders, loaders and dozers to clear stumps and construct roads to subgrade. On occasion, I assisted factory mechanics to accomplish repairs. I also cleared and developed personal property and built a house (Homesteaded). I occasionally supervised other Heavy Equipment Operators during the repair and maintenance of roads.

City & Borough of Juneau **3/1988 - 8/1990**
Juneau, Alaska US

Job Title: Heavy Equipment Operator

I operated and maintained a variety of heavy and light construction machinery and equipment to construct, maintain, and repair: roads, bridges, streets, and drainages, street signs, and grounds for the City and Borough of

Juneau. I operated the following equipment: graders, loaders, dump trucks, street sweepers, plows and sanders, roller/compactors, augers, and hand and power tools.

US Army – Civilian **4/1983 - 3/1988**
Haines, Alaska US

Maintenance Mechanic/Manager

I managed and supervised the maintenance and repair of a 12.6 million gallon Army Bulk Petroleum Storage Facility and Marine Terminal in Haines, Alaska. This Facility included several Industrial buildings and shops, a large marine wharf, several bulk fuel storage tanks, heavy and light mobile equipment and machinery, two-five unit housing complexes, and utilities. I planned, scheduled, directed, monitored, and supervised the performance of maintenance, repairs, and construction work, including: petroleum system maintenance, construction and repairs; structural construction and repairs; civil construction; painting and corrosion control; and other work. I developed a comprehensive computer based preventative maintenance (PM) Program, by: surveying facilities and compiling lists of equipment and components; locating manufacturers literature, recommendations and instructions; consulting with technical representatives, and; reviewing standards, to provide a maintenance schedule with accompanying task requirements. I developed work schedules, scopes of work, budgets, and cost estimates for labor and materials. I developed budgets for materials and supplies, determined what were needed, and placed orders. I inventoried stocks and re-ordered replacements when necessary. I directed, coordinated and inspected several significant construction and repair contracts (often occurring simultaneously), and accomplished this work independently and without direct supervision (my Headquarters was located several hundred miles distant). These contracts included: Fuel Tank cleaning, inspection, and minor corrosion repairs. Fuel Tank interior/exterior coating. Water Tank, interior coating (vinyl), and exterior spray on foam insulation system. The near white preparation, and high tech coating of a large steel and concrete Industrial Marine Wharf, to Mean Low Tide (with tides to 20', this was a challenge). Installation of state-of-art computerized fire alarm system. Painting of steel and wooden structures. Chemical cleaning of industrial boilers. The overhaul and modification of earthen containment dikes, and installation of impermeable liners.

US Army – Civilian **4/1979 - 3/1983**
Delta Junction, Alaska US

Crane & Equipment Operator, 5716

I operated and maintained cranes, and a wide variety of other heavy construction machinery and equipment, including: graders, loaders, dozers, scrapers, sweepers, brush-hogs, and drills to support the Army's Cold Regions Testing and Northern Warfare Training Center. Operating Cranes, I assisted C-130 engine changes at remote assault airfields; lifted and set heavy, irregular and bulky materials and equipment, including: buildings, fuel tanks, heavy equipment (dozers, scraper pans, etc.); Lifted and maneuvered man baskets (to dismantle a nuclear reactor housing). Operating Dozers, I built and maintained roads, live fire ranges; built fire breaks and fought fires; stockpiled earthen materials; cleared trees and stumps; removed snow and ice; ripped hardpan; built and maintained landfills; and performed other work. Operating motor-graders, I built, repaired and maintained roads, accomplished snow removal, performed finish grading; cut ditches and sloped shoulders. Operating backhoes, I excavated trenches, exposed utilities, demolished buildings, and performed other work. I instructed and supervised military equipment operators in the safe and efficient operation of motor graders, scrapers, dozers, loaders, cranes, and back hoes, and other heavy and light construction machinery and equipment.

Inlet Marine, VECO, ACV **11/1977 - 4/1979**
Multiple Alaska, Alaska US

Operator, mechanic, welder, roustabout

I performed welding and mechanical repairs to barges (freight and fuel), landing craft, and oceangoing tugs. This work was performed in dry dock, or on the beach (Anchorage, Tyonek, & Prince William Sound, Alaska). I

operated a crane from a barge to load, stack and unload scrap metal, equipment, logs, and freight, and performed various marine salvage operations to repair and recover storm-damaged barges. I accomplished welding repairs inside of cargo fuel compartments on a Fuel Barge. I overhauled and replaced the bunker fuel system on board a 100' landing craft. I performed extensive gas cutting and electric arc-welding repairs to beached, storm damaged barges, including: removing large sections of steel plate, and numerous support steel beams and ribs, and replacing these with new materials. I operated a crane with clamshell attachment to excavate earth during construction of the Trans-Alaska Pipeline, performing this work at Keystone Canyon, and Thompson Pass, North of Valdez. I installed electric thermostats to control steam heat in all buildings at the remote Air Force Early Warning Station, Tatalina, Alaska. I also repaired several steam pipeline support brackets and expansion joints located within utilidors. I performed oilfield roustabout work in Prudhoe Bay to move a drilling rig.

Lindeman Construction, Alsco Heiber, Northern Cal, California US **3/1975 - 5/1977**

Student, Operator, Pipe Fitter, Pump Mech

When not attending college, I worked as a pipe fitter and pump mechanic, and operated dozers and cranes. Using ox/act gas cutting torches and electric arc-welders, I fabricated steel piping manifolds and systems in the shop (sized from 6"-24"), transported these pieces to the field, and assembled them. I installed and repaired; agricultural, industrial, and residential pumps and water supply systems. I production welded aluminum irrigation pipe assemblies. I operated D-8 bulldozers to push and stockpile wood chips and bark at a large saw mill and pulp plant. I operated a crane to: drive sheet piling; muck marinas, excavate ponds, reservoirs and irrigation channels; and erect bridges.

EDUCATION

University of Alaska
Kodiak and Ketchikan, Alaska US
Some College Coursework Completed
7 Semester Hours
Major: art, biology, math, engineering
Relevant Coursework, Licensures and Certifications:
Arctic Engineering, Biology, Math for Industry, Boiler Technician, Watercolor Painting, Water and Waste Water Treatment

Shasta College
Redding, California US
Some College Coursework Completed
19 Semester Hours
Major: General
Relevant Coursework, Licensures and Certifications:
Math, History, English, Art, Science

JOB RELATED TRAINING

(Including) McCoy RCRA Seminar April 2010; McCoy RCRA Seminar June 2008; EPA Region X Stormwater Workshop Jan 2009, USCG Hazwoper Train the Trainer Aug 2008; USCG Environmental Unit Coordinator Sept 2008; Hazmat Coordinators Seminar August 2009. Ongoing - EPA Web Academy courses and seminars. U.S. Army Mgt and Logistics College Ft. Lee, VA: Contracting Officers Technical Representative 1998 US Coast Guard Leadership and Management Institute At Kodiak Leadership and Management School USBR Willows USFS COTR/COR 10-06 USBR Concrete School Denver Tech Cent Concrete and Concrete Repair 3 Day 8-06 USBR Records Mgt USBR Safety & Health Standards 7-06 5-06 AWWA Conference and Seminars Anchorage, AK SCADA, Stormwater Mgt, and others AIA Principal - Green Building Services USCG ISC Kodiak US Green Building Council LEED® certification requirements 9/16/05 NFPA Petaluma, CA Shore Confined Space Entry & Safety 9/9/05 NPI Kodiak, Ak Source Selection 9/1/05 FEMA On-line National Incident Command System IS-700

Incident Command System IS-800 6-05 Dr. Joe Listurbek Building Science Corporation Kodiak, AK Moisture Control Workshop 8-04 Training Technology Inc. (TTI) Las Vegas NV Corrosion Control Techniques 10/03 Means Estimating Kodiak, AK Facilities Cost Estimating Seminar 9/03 MILPAC Kodiak, AK Environmental Compliance Refresher Workshop, in accordance with EPA 40 CFR 265.16, 262.34, and DOT 49 CFR 172.704 12 Y 5/03 A/E Ketchikan AK Oracle project management software 4/02 In House ISC Kodiak Waste Accumulation Area Operator 3/01 D-17 DRAT ISC Kodiak Hazwoper refresher 2/01 US Air Force Sheppard AFB TX Fuel QC Journeyman 10/00 MILPAC ISC Kodiak Environmental Compliance 7/00 CG In-house ISC Kodiak Respirator Update 5/00 Fed Acquisition Institute On Line COTR Update 5/00 CG In-house ISC Kodiak Excel 8 Y 4/00 AWWA Fairbanks, AK Water and Waste Water Technology 3/00 D17 DRAT ISC Kodiak Hazwoper refresher 9/99 Velcon Anchorage, AK Fuel Handling Seminar 8/99 CG HQ ISC Kodiak Road show Permit Required Confined Space Entry Sup 5/99 Water Assosc Fairbanks, AK Drinking Water Regs Update - Disinfection 3/99 USCG Office of Environmental Health ISC Kodiak Road show Unit Safety Coordinator 2/99 Alaska Dept. of Env Compliance ISC Kodiak Road show Above Ground Storage Tank Workshop 9/98 USCG Office of Environmental Health ISC Kodiak Road show Permit Required confined Space 9/98 USCG Office of Environmental Health ISC Kodiak Road show Environmental Compliance Workshop 8/98 EHS International ISC Kodiak Road show Hazwoper 7/98 ISC Kodiak IRM ISC Kodiak Excel 7/98 ISC Kodiak IRM ISC Kodiak MS Word 5/98 ISC Kodiak IRM ISC Kodiak MS Windows NT 4/98 ISC Kodiak Industrial Hygienist ISC Kodiak Respiratory protection 2/98 USCG Office of Environmental Health ISC Kodiak Asbestos Abatement Supervisor 9/97 ITT Sacramento, CA Programmable Logic Controllers 6/97 USCG Office of Environmental Health ISC Kodiak Road show Hazwoper refresher 6/97 EZ3 ISC Kodiak Road show Underground Storage Tank Tightness Testing 6/97 University of Alaska Technology Course Kodiak, AK Electricity for Water and Waste Water Systems Ops 5/97 Velcon and Gammon Tech Anchorage, AK Fuel Systems Design and Maint 2/97 CG Training Center Yorktown, VA Service Contract Admin 10/96 USCG Pac Strike Team ISC Kodiak Road show Incident Command System (ICS) 200-300 6/96 University of Alaska Kodiak Navigating Internet 6/96 University of Alaska Kodiak Hazwoper refresher 5/96 University of California, Sacramento Correspondence Course Kodiak Water Treatment Plant Operation 2/96 University of Alaska Kodiak Arctic Engineering 2/96 CG HQ ISC Kodiak Road show Quality Management 8/95 Ntl Water Assoc Anchorage, AK Elect Controls; Distribution Tech; Math; Chlorination and disinfection; Corrosion Control 6/95 Independent Liquid Terminals Assoc. Houston TX Training Employees; Problems and Solutions; Leak Prevention; Managing Terminal Problems; ISO 9000; Oily ISC Kodiak 3/95 Ft Sill Oklahoma ISC Kodiak Road show Storage Tank Mgt /95 USCG Office of Environmental Health ISC Kodiak Road show Hazwoper Supervisor 5/95 USCG Office of Environmental Health ISC Kodiak Road show Hazwoper 1/95 NAV SUPSALV ISC Kodiak Road show Oil Spill Response 24 Y 10/94 SIAC Kodiak Road show Regulatory Sampling Procedures 10/94 University of Alaska Ketchikan Power Boiler Operations and Maintenance 9/94 CG MLCPAC ISC Kodiak Road show Hazwaste Mgt 5/94 NEI Fluid Technology Anchorage, AK Fuel Systems Design and Maint 3/94 NFPA New Orleans, LA Shipyard Competent Person 3/94 CG Contractor Kodiak Road show EPA/AHERA Asbestos Competent Person 11/93 OSHA Kodiak Road show Construction Safety 8 Y 10/93 CG MLCPAC ISC Kodiak Road show HAZWOPER 8/93 University of Texas Huston TX Petroleum Measurement 1/93 USCG Office of Environmental Health ISC Kodiak Road show EPA/AHERA Asbestos Abatement Worker 1981 Red Cross Haines, AK Emergency Trauma Technician 1981 Army Corps of Engineers Dallas TX Paint Inspection

REFERENCES

I will be happy to provide additional references if needed. I've lived in Kodiak for about 20 years total and am known to many people here.

Name	Prof/ Pers	Occupation-Position	e-mail and phone number
Mike Williams	Pers	Journeyman Lineman KEA	(907) 654-7754 Reucut4u@gci.com
Cecil Rainey	Pers	Commercial Fisherman	(907) 512-7250
Norm Wooten	Both	Past President National School Board	(907) 539-1419
John Miller	Both	Civil Engineer/Construction Manager	(907) 654-3044

ADDITIONAL INFORMATION

Sept 2009 selected by MLCLANT as one of eight USCG Environmental "Accomplished Performers" , to serve on a panel and identify job requirements for Unit Environmental Coordinators. Proven track-record of industrial facility and construction management, with a thorough knowledge of environmental and safety regulations. Able to prepare accurate, itemized cost estimates and scopes of work and specifications for construction and repair projects, and industrial operations. Successful supervisory experience. Proven track record of safely and successfully managing and supervising multiple, diverse, and technically complex projects and operations, simultaneously. Proven track record of effectively enhancing operations, facilities, systems, and worker proficiency. Recognized expert in petroleum operations, facilities and systems. Valuable experience and knowledge in haz-waste, emergency response, and confined space work. Expert in the use of the PC's and numerous standard software programs. Able to accurately type approximately 50-60 words per minute. Effective communicator and leader, with a record of establishing and maintaining good working relationships with subordinates, coworkers, contractors and officials. Prior Journeyman level experience in the following areas and trades: Pipefitting; plumbing; pump repair and installation; Crane and heavy equipment operation; Industrial maintenance, troubleshooting and repair; Quality Assurance. COTR for Waste Water Plant of the Year, State of Alaska 1995, 1996, 1999 & Water Plant of the Year, State of Alaska, 1998, 1999, 2000, 2001. Have received cash and time off performance awards almost every year of Government Service. Consistently rated superior performer. Meritorious or Distinguished performance every year from 1992-1999, distinguished performance 96-99, highest ratings possible since 1999. Selected for the position of D-17 Contingency Response Coordinator. Selected as Planner Estimator for ISC Ketchikan, 2003. Numerous letters of commendation and appreciation. Selected by CEU Juneau and ISC FE to participate in 2001 LORSTA engineering evaluations, as member of four person team (per direction of Commander D-17). Selected to represent Civilian Workforce at ISC Change-of Command Ceremonies.

KODIAK ISLAND BOROUGH

PLANNING AND ZONING COMMISSION

NAME	TERM	HOME PHONE	WORK PHONE	CELL PHONE	EMAIL
Scott Arndt (B) PO Box 76 Kodiak, AK 99615	2015	481-3745	486-3745 FAX 481-3333	512-2765 414-791-3745	sla3745@yahoo.com
Kathy Drabek (C) 220 Mill Bay Road Kodiak, AK 99615	2015		486-4449	654-4905	kathy.drabek@kibplanning.org
Patricia Olsen (C) PO Box 1014 Kodiak, AK 99615	2016	486-6752	654-4780	654-4780	patricia.olsen@kibplanning.org
Maria Painter (B) 3901 Woodland Dr. Kodiak, AK 99615	2015			942-2560	maria.painter@kibplanning.org
Jennifer Richcreek (B) PO Box 8992 Kodiak, AK 99615	2017		486-7704	942-7046	jennifer.richcreek@kibplanning.org
Alan Schmitt (C) 3295 Woody Way Loop Kodiak, AK 99615	2017	486-5314			alan.schmitt@kibplanning.org
Jay Baldwin (B) 3343 Eider St Kodiak, AK 99615	2016		512-2055		Jay.baldwin@kibplanning.org

B=Borough Seat
C=City Seat

This commission is governed by Kodiak Island Borough Code 2.105

STAFF:		
CDD DIRECTOR, BOB PEDERSON	486-9360	bpederson@kodiakak.us
ASSOCIATE PLANNER, MARTIN LYDICK	486-9361	mlydick@kodiakak.us
ASSISTANT PLANNER, JACK MAKER	486-9362	jmaker@kodiakak.us
CODE ENFORCEMENT OFFICER, NEIL HORN	486-9364	nhorn@kodiakak.us
CDD SECRETARY, SHEILA SMITH	486-9363	ssmith@kodiakak.us

COMMUNITY DEVELOPMENT DEPARTMENT
710 MILL BAY ROAD
ROOM 205
KODIAK, AK 99615

Revision Date: 12/05/2014
Revised by: AM

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Office of the City Clerk
710 Mill Bay Road, Room 216, Kodiak, Alaska 99615

MEMORANDUM

To: Mayor Branson and Councilmembers

Date: December 26, 2014

From: Debra Marlar, MMC DM
City Clerk

Subject: Advisory Board Applicants

In December 2014 the City Clerk advertised for individuals to fill vacant seats on various City advisory boards. Applications were received for appointment to the Personnel Board and Port and Harbors Advisory Board.

Seats for Appointment	Applicants
Personnel Board (City residency requirement) 1 vacant seat ending 2016	Pat Szabo (incumbent, City resident)
Port and Harbors Advisory Board (no City residency requirement) 3 regular seats ending 2017 2 alternate seats ending 2015	Ed Cross Jr. (alternate, incumbent, City resident) Dennis Eggers (City resident) Raymond May (non City resident) Patrick O'Donnell (non City resident) Marty Owen (City resident) Stormy Stutes (incumbent, non City resident) Nick Szabo (incumbent, City resident)

Telephone (907) 486-8636 / Fax (907) 486-8633
clerk@city.kodiak.ak.us

City Clerk's Office
710 Mill Bay Road, Rm. 216
Kodiak, AK 99615
(907) 486-8636 / (907) 486-8600 (fax)

ADVISORY BOARD APPLICATION

Pat Szabo
NAME

486-3853 | | | pszabo@gci.net
HOME TELEPHONE | WORK TELEPHONE | FAX | EMAIL

1819 Selief Lane
RESIDENCE (STREET) ADDRESS

PO Box 1949
MAILING ADDRESS

43 years
LENGTH OF RESIDENCE IN KODIAK

43 years
LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak? Yes [x] No [ ]
Do you own property in the City of Kodiak? Yes [x] No [ ]

On which boards are you interested in serving? (List in order of preference

Personnel Board

List your areas of expertise and education that would benefit the boards for which you are applying.

Personnel Board Member 2011-2014
Personnel Management Specialist
U.S. Goverment, 1965-1969
Civilian Personnel Officer, USCG
Support Center Kodiak, 1972-1975

Community Activities:

Kodiak Historical Society,
treasurer
Fairwind Players, treasurer

Professional Activities:

Retired

Pat Szabo
Signature

December 13, 2014
Date

Return application to City Clerk, 710 Mill Bay Road, Rm. 216, Kodiak, AK 99615
Fax: 486-8600

Revised: May 2013

Office of the City Clerk
710 Mill Bay Road, Room 216, Kodiak, Alaska 99615

PERSONNEL BOARD

Three seats

TERM	BOARDMEMBER	HOME	WORK	FAX	MAILING ADDRESS
2014	Pat Szabo pszabo@gci.net	486-3853			PO Box 1949
2015	Curtis Law curt@kadiak.org	486-7636	486-4700	486-5541	P.O. Box 42
2015	Patricia Olsen olsen99615@hotmail.com	486-6752	481-2200		P.O. Box 1014

Regular terms expire December 31 (two-year terms)

Legislation

Established by City Charter
Duties listed in City Code 2.08.180

Appointments

12/13/84	12/27/84	12/19/85
01/08/87	02/12/87	02/26/87
10/08/87	12/14/87	04/14/88
07/14/88	12/12/88	01/11/90
02/22/90	12/14/90	01/14/93
12/22/94	12/14/95	12/12/96
09/30/97	12/11/97	12/10/98
02/10/00	12/13/01	12/13/07
12/11/08	09/24/09	12/9/10
12/8/11	12/13/12	12/12/13

Updated December 17, 2013
ERMS\01-0104\Personnel Board\Personnel Board Current Members.doc

Office of the City Clerk
710 Mill Bay Road, Room 216, Kodiak, Alaska 99615

PORT AND HARBORS ADVISORY BOARD

Seven regular seats, two alternates, and one student seat

Effective January 1, 2014

TERM	BOARDMEMBER	HOME	WORK	FAX	MAILING ADDRESS
2014	Anne Kalcic boatlift@alaska.com	486-5824	486-5824	486-5824	P.O. Box 2085
2014	Stormy Stutes stutes@gci.net	486-8757	942-2121	486-8709	2230 Monashka Way
2014	Nick Szabo herschel@gci.net	486-3853	486-3853	486-3853	P.O. Box 1633
2015	Tim Abena timabena@aol.com	486-3290	360 957-3200	486-3290	3103 Mill Bay Road
2015	Oliver Holm chicken@gci.net	486-6957	486-6957	N/A	P.O. Box 8749
2016	Ralph (Skip) Bolton skip2@gci.net	486-4099	317-8660	486-2030	P.O. Box 2852
2016	David Jentry dwjentry@gci.net	486-5205	486-5205	486-5243	P.O. Box 3128
2014 Alternate 1	Stosh Anderson stosh_a@hotmail.com	486-3673	654-3674	N/A	P.O. Box 310
2014 Alternate 2	Ed Cross Jr. Juniorcross20@gmail.com	N/A	208 866-7429	N/A	525 Maple
Student (ex-officio)	VACANT				

Regular terms expire December 31 (three-year terms)
Alternate terms expire December 31 (one-year terms)
Student term expires May 31 (one-year term)

Legislation

Resolution Number 49–81
Resolution Number 44–86
Resolution Number 54–87
Resolution Number 05–94
Resolution Number 98–32

[Clerk's Note: The alternates do not make motions or vote unless regular member(s) are absent.]

Appointments

11/03/87	12/14/87	10/27/88
12/12/88	10/12/89	01/11/90
02/22/90	12/14/90	01/09/92
03/12/92	01/14/93	01/27/94
02/10/94	09/22/94	12/22/94
10/05/95	12/14/95	12/12/96
12/11/97	12/10/98	02/10/00
02/22/01	05/24/01	12/13/01
09/12/02	01/23/03	01/22/04
01/13/05	12/15/05	12/14/06
12/13/07	02/12/09	12/11/09
12/9/10	12/8/11	12/13/12
12/12/13		

Updated December 17, 2013

City Clerk's Office
710 Mill Bay Road, Rm 216
Kodiak, AK 99615
(907) 486-8636 * (907) 486-8600 (fax)

Advisory Board Application Form

Edwin B Cross Jr
NAME

208-866-4039 — Junior Cross20@
HOME TELEPHONE WORK TELEPHONE FAX EMAIL

9525 Maple street #B @Gmail.Com
RESIDENCE (STREET) ADDRESS

P.O Box 8755 **KODIAK, AK 99615**
MAILING ADDRESS

2 years + 10 years — total 14 years
LENGTH OF RESIDENCE IN KODIAK LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak? ☑ Yes ☐ No
Do you own property in the City of Kodiak? ☐ Yes ☑ No

On which boards are you interested in serving? (Please list in order of preference)

Port and harbors
Advisory Advise Board

Please list your areas of expertise and education that would benefit the boards for which you are applying.

Leased and operated ship yards - Alaska - Seattle, Florida,

Community Activities:

Professional Activities:

Edwin B Cross Jr
SIGNATURE

December 1, 2014
DATE

Return application to City Clerk, 710 Mill Bay Road, Room 216, Kodiak, AK 99615
Fax: 486-8600

Revised: June 2009

City Clerk's Office
710 Mill Bay Road, Rm. 216
Kodiak, AK 99615
(907) 486-8636 / (907) 486-8600 (fax)

RECEIVED
DEC 2014
City Clerk's Office
City of Kodiak

ADVISORY BOARD APPLICATION

Dennis Eggers
NAME

481-3710 | 539-2111 | | daggers@gci.net
HOME TELEPHONE | WORK TELEPHONE | FAX | EMAIL

1222 Selief In #38
RESIDENCE (STREET) ADDRESS

PO Box 7007
MAILING ADDRESS

20 yrs | 25 yrs
LENGTH OF RESIDENCE IN KODIAK | LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak? Yes [X] No [ ]
Do you own property in the City of Kodiak? Yes [ ] No [X]

On which boards are you interested in serving? (List in order of preference

Ports & Harbors Advisory
Alternate

List your areas of expertise and education that would benefit the boards for which you are applying.

Commercial Fisherman
Kodiak 20 yrs.
Eagle Scout

Community Activities:

Commercial Fishing

Professional Activities:

Commercial Fisherman

Signature

12-19-14
Date

Return application to City Clerk, 710 Mill Bay Road, Rm. 216, Kodiak, AK 99615
Fax: 486-8600

Revised: May 2013

City Clerk's Office
710 Mill Bay Road, Rm. 216
Kodiak, AK 99615
(907) 486-8636 / (907) 486-8600 (fax)

DEC 22, 2014

ADVISORY BOARD APPLICATION

Raymond May
NAME

(907) 486-5710 (907) 539-2501 _____ RaymondMay@GCI.net
HOME TELEPHONE WORK TELEPHONE FAX EMAIL

4043 Woodland Dr.
RESIDENCE (STREET) ADDRESS

P.O. Box 8985, Kodiak AK 99615
MAILING ADDRESS

17 yrs 35 yrs
LENGTH OF RESIDENCE IN KODIAK LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak? Yes [X] No [ ] registered in KIB
Do you own property in the City of Kodiak? Yes [X] No [ ]

On which boards are you interested in serving? (List in order of preference

Ports & Harbors

List your areas of expertise and education that would benefit the boards for which you are applying.

Community Activities:

KRAA Board of Directors

Professional Activities: Commercial Fisherman

Business Owner

Signature

12/21/14
Date

Return application to City Clerk, 710 Mill Bay Road, Rm. 216, Kodiak, AK 99615
Fax: 486-8600

Revised: May 2013

City Clerk's Office
710 Mill Bay Road, Rm 216
Kodiak, AK 99615
(907) 486-8636 * (907) 486-8600 (fax)

Advisory Board Application Form

PATRICK O'DONNELL
NAME

907 486 2683 — HOME TELEPHONE
907 539 5296 — WORK TELEPHONE
FAX
QNFISHERIES@YAHOO.COM — EMAIL

1353 MOUNTAIN VIEW DRIVE
RESIDENCE (STREET) ADDRESS

PO BOX 3075 — MAILING ADDRESS
KODIAK, AK 99615

20 YEARS — LENGTH OF RESIDENCE IN KODIAK
20 YEARS — LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak? ☐ Yes ☑ No
Do you own property in the City of Kodiak? ☐ Yes ☑ No

On which boards are you interested in serving? (Please list in order of preference)

PORT AND HARBORS ADVISORY BOARD

Please list your areas of expertise and education that would benefit the boards for which you are applying.

OWNER OF 86' TRAWLER
COMMERCIAL FISHED OUT OF KODIAK 24 YEARS
USE OF ALL DOCKS & TRAVEL LIFT
BEEN A FISHERMAN ALL MY LIFE

Community Activities:

MEMBER OF ADVISORY PANEL NPFMC
BOARD OF DIRECTORS A.W.T.A.
CENTRAL GOA. POLLOCK WORKGROUP
KODIAK FISHERY ADVISORY COMMITTEE (ALTERNATE)
ADFG KODIAK ADVISORY COMMITTEE (ALTERNATE)

Professional Activities:

SERVED AS VICE PRESIDENT OF AWTA
ALASKA UNITED FISH TRAWLERS ASSOCIATION 2008-2010

SIGNATURE

12-7-2014
DATE

Return application to City Clerk, 710 Mill Bay Road, Room 216, Kodiak, AK 99615
Fax: 486-8600

Revised: June 2009

City Clerk's Office
710 Mill Bay Road, Rm. 216
Kodiak, AK 99615
(907) 486-8636 / (907) 486-8600 (fax)

RECEIVED
DEC 2014
City Clerk's Office
City of Kodiak

ADVISORY BOARD APPLICATION

MARTY OWEN
NAME

907-486-5079 HOME TELEPHONE | 907-654-8150 Cell WORK TELEPHONE | FAX | KODIAKOWEN@GMAIL.COM EMAIL

1223 KOUSKOV, ST
RESIDENCE (STREET) ADDRESS

KODIAK, AK 99615
MAILING ADDRESS

20 yrs+
LENGTH OF RESIDENCE IN KODIAK

SAME
LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak? Yes [✓] No [ ]
Do you own property in the City of Kodiak? Yes [✓] No [ ]

On which boards are you interested in serving? (List in order of preference

Port & HARBOR ADVISORY

List your areas of expertise and education that would benefit the boards for which you are applying.

19 yrs KODIAK HARBORMASTER
23 yrs Corps of ENGINEERS
BA ECONOMICS
MBA BUSINESS
VESSEL OWNER *42ft

Community Activities: ROTARY '95-'14
KODIAK MARITIME MUSEUM '97-'14
RED CROSS '96-2005
AUDUBON SOCIETY 2000-14
ST PARKS ADVISORY BOARD 6yrs
AK HRBRMSTR ASSN-LIFE MBR

Professional Activities:
AK ASSN OF HARBORMASTERS
PAC. COAST ASSN OF HRBRMSTRS

Marty N Owen
Signature

12-11-14
Date

Return application to City Clerk, 710 Mill Bay Road, Rm. 216, Kodiak, AK 99615
Fax: 486-8600

Revised: May 2013

City Clerk's Office
710 Mill Bay Road, Rm. 216
Kodiak, AK 99615
(907) 486-8636 / (907) 486-8600 (fax)

RECEIVED
DEC 2014
City Clerk's Office
City of Kodiak

ADVISORY BOARD APPLICATION

Stormy Stutes
NAME

907 4868757 | 907 942-2121 | 907 4868709 | stutes@gci.net
HOME TELEPHONE | WORK TELEPHONE | FAX | EMAIL

2230 Monashka Way
RESIDENCE (STREET) ADDRESS

same
MAILING ADDRESS

42 years
LENGTH OF RESIDENCE IN KODIAK

60 yrs.
LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak? Yes [X] No [ ] KIB
Do you own property in the City of Kodiak? Yes [X] No [ ]

On which boards are you interested in serving? (List in order of preference

Ports and Harbor

List your areas of expertise and education that would benefit the boards for which you are applying.

Fished out of Kodiak since 1972, Retired 37 yr skipper of 90' trawler/crabber/longliner. Owner of 34' pleasure boat in harbor

Community Activities: President of Pioneers of Alaska in Kodiak (mens igloo 18).

Professional Activities:

Instrumental in seeing the propit to have marine travellift in Kodiak

Stormy Stutes
Signature

2 Dec 2014
Date

Return application to City Clerk, 710 Mill Bay Road, Rm. 216, Kodiak, AK 99615
Fax: 486-8600

Revised: May 2013

City Clerk's Office
710 Mill Bay Road, Rm 220
Kodiak, AK 99615
(907) 486-8636 * (907) 486-8600 (fax)

Advisory Board Application Form

NICK SZABO
NAME

486-3853 | 486-3853 | 654-3853 CELL | herschel@gci.net
HOME TELEPHONE | WORK TELEPHONE | ~~FAX~~ CELL | EMAIL

1819 SELIEF LANE
RESIDENCE (STREET) ADDRESS

PO BOX 1633 KODIAK, AK 99615
MAILING ADDRESS

48½ YEARS
LENGTH OF RESIDENCE IN KODIAK

49 YEARS
LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak? ☒ Yes ☐ NO
Do you own property in the City of Kodiak? ☒ Yes ☐ No

On which boards are you interested in serving? (Please list in order of preference)

PORT AND HARBORS ADVISORY BOARD

Please list your areas of expertise and education that would benefit the boards for which you are applying.

FISHERMAN IN KODIAK SINCE 1966
PROPERTY OWNER IN KODIAK SINCE 1972
BOAT OWNER IN KODIAK 1983-2005 AND 2013-PRESENT
USCG 1600 TON MASTER LICENSE
PORT AND HARBORS ADVISORY BOARD 1995-PRESENT

Community Activities:

KODIAK ELKS CLUB
KODIAK LIONS CLUB
KODIAK SOLID WASTE ADVISORY BOARD
KODIAK ISLAND SEARCH AND RESCUE
ALASKA SEARCH AND RESCUE ASSOCIATION

Professional Activities:

KODIAK RESIDENT PORT AGENT FOR CRUISE SHIPS, CARGO SHIPS AND TANKERS.
ALASKA MARINE SAFETY EDUCATION ASSOCIATION
KODIAK CHAMBER OF COMMERCE
ALASKA MARINE CONSERVATION COUNCIL

Nick Szabo
SIGNATURE

11/30/2014
DATE

Return application to City Clerk, 710 Mill Bay Road, Room 220, Kodiak, AK 99615
Fax: 486-8600

Revised: July 2005

PHAB ATTENDANCE SHEET
2014

MEMBER	VSL OWNER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		3	CX	NA	22	NA	NA	NA	NA	17	NA	NA	19
Time Abena	YES	A			A					P			A
Anne Kalcic	YES	A			A					A			A
Stormy Stutes	YES	P			A					A			P
Nick Szabo	YES	P			P					P			P
Oliver Holm	YES	P			A					P			P
Dave Jentry	YES	P			P					P			P
Ralph Skip Bolton	YES	P			P					P			P
*Stosh Anderson	YES	P			P					P			P
*Junior Cross	NO	P			P					A			A

UPDATE:

***ALTERNATES**

KEY CODE:

N/A NO MEETING: **P PRESENT** **A ABSENT**

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Office of the City Clerk
710 Mill Bay Road, Room 216, Kodiak, Alaska 99615

MEMORANDUM

To: Mayor Branson and Councilmembers

Date: December 26, 2014

From: Debra Marlar, MMC DM
City Clerk

Subject: Travel Policy Amendment

At the October 21, 2014, work session, the Council discussed amending its travel policy. The requested change is on Page 1, Travel Criteria, second bullet. The Council discussed changing that section to read "Not more than three Councilmembers shall travel to the same meeting or conference, unless approved by the Council." The existing approval process allows the Mayor to approve travel by more than three Councilmembers. If you change this to require approval by the Council, it may necessitate holding a special meeting, if time permits. This may prevent additional Councilmembers from travel if a meeting cannot be scheduled with adequate public notice prior to a potential travel event.

You might discuss changing that section to allow the Deputy Mayor to make that call.

Also, see the yellow highlighted section at the bottom of Page 2 and discuss whether you would like changes to that section as well.

The travel policy resolution that will authorize changes to your travel policy is scheduled for the January 22, 2014, regular meeting.

Telephone (907) 486-8636 / Fax (907) 486-8633
clerk@city.kodiak.ak.us

City of Kodiak
Mayor and Council Travel Policy

POLICY: Mayor and City Council Travel Policy

PURPOSE: To establish policies and procedures for requesting and approving travel for the Mayor and Councilmembers.

STATEMENT OF POLICY: It is the policy of the City of Kodiak that Mayor and Councilmember travel for official City business outside the City of Kodiak be conducted during reasonable hours in the most direct and economic means necessary to accomplish City business.

CODE OF CONDUCT: While traveling on City business, elected/appointed officials are expected to attend all scheduled events and meetings. Officials shall not conduct personal business or lobby on behalf of an employer, agency, or organization from which the official derives non-City financial benefit. Councilmembers shall attend scheduled meetings with state and federal elected officials and/or staff as a group and shall not represent the City or seek meetings as a single entity, unless directed by the Council as a whole.

Failure to follow the established policy and code of conduct may, at the discretion of the City Council, result in the City's refusal to pay or reimburse travel expenses.

Travel Criteria

Travel shall only be approved when the following criteria are met:

- The travel expense has been budgeted.
- Not more than three Councilmembers shall travel to the same meeting or conference, unless approved by the ~~Mayor~~Council.
- The Mayor or any Councilmember who travels outside the City at City expense will be required to submit at the next regular Council meeting, either orally or in writing, a report of their activities and their opinion of the benefit to the City.
- Travel will support state or federal efforts that are beneficial to the City of Kodiak, or travel is for specific training or attendance at a national or state board/committee meeting or conference as a municipal representative, and the exchange of information could reasonably be expected to result in a benefit to the City of Kodiak or its residents.

PROCEDURES:

1. The Clerk shall prepare an annual travel calendar to be reviewed during the annual budget presentation. The purpose of the calendar will be to estimate

Mayor and Council travel expenses for the upcoming year. The Council shall endorse or amend the travel calendar and related expenses, which will be included in the budget.

2. At a Council work session prior to an upcoming travel event, the Council will discuss the travel event, voice a consensus identifying the officials to travel, and direct staff to arrange for travel. Staff is authorized to add elected official travel to work session agendas as needed.

3. The Clerk's Office shall arrange approved travel. Receipts must be provided to the City Clerk within fifteen days following travel. The City will prepay airline tickets and registration fees. Hotel rooms will be guaranteed with a City credit card or purchase order. Officials may use their individual City credit card to pay hotel room costs or may use their private credit card and will be reimbursed by the City upon producing receipts to the City Clerk within fifteen days following the travel. City credit cards shall be returned to the Clerk's Office within fifteen days following travel. Any charges to the hotel bill that include food, phone calls, movies, or any other expense not related to City business shall be reimbursed to the City within fifteen days following travel. Officials shall use free hotel shuttles when available. If free shuttle service is unavailable, officials may use their City credit card to pay for taxi expenses to and from the airport or may pay the expense and produce receipts for reimbursement. Rental cars are not authorized unless the event is a significant distance from the airport and other transportation is unavailable. The City shall not pay taxi expenses to shopping areas, tourist attractions or similar events, or to restaurants unrelated to the travel event, unless there is no restaurant close to the approved event or hotel.

4. Any travel upgrades and/or deviations from direct routing shall be paid by the official traveling. All change fees or additional costs incurred as a result of altering airline reservations for personal reasons, excluding unanticipated illness or unanticipated changes to an elected official's work schedule, are the responsibility of the Mayor or Councilmember for which the travel applies. The Clerk shall be consulted prior to any unanticipated travel changes being made.

5. Per diem for elected/appointed officials will be the same rate as city employees receive. (KCC 2.08.037). Per diem rates are authorized via separate resolution of the Council.

EXCEPTIONS: Every effort will be made by the Mayor and Council to follow the policy and procedures. If unanticipated travel becomes necessary that is not budgeted and the procedures outlined above cannot be followed, the Mayor may authorize travel and shall instruct the Clerk to notify the Council and Manager of the authorized travel. In the event the Mayor is out of town or is otherwise unavailable, the Deputy Mayor will follow this procedure.

CITY OF KODIAK
RESOLUTION NUMBER 2013–03

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RESCINDING RESOLUTION NO. 2011–30 AND ADOPTING A REVISED TRAVEL POLICY FOR THE MAYOR AND COUNCIL

WHEREAS, the City Council adopted Resolution No. 2011–30 in September 2011, which established policies and procedures for requesting and approving travel for the Mayor and Councilmembers; and

WHEREAS, at the January 19, 2013, planning work session the Council directed revisions to the travel policy; and

WHEREAS, the travel policy identifies the purpose, policy, code of conduct, and procedures related to Mayor and Councilmember travel.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that Resolution No. 2011–30 is rescinded and the revised travel policy for the Mayor and Council that is dated February 28, 2013, which is attached and incorporated by reference, is hereby adopted.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted: February 28, 2013