

City of Kodiak Regular Council Meeting Agenda for February 8, 2018
7:30 p.m., at 710 Mill Bay Road, Assembly Chambers (Room 232)

- I. Call to Order/Roll Call**
Invocation/Pledge of Allegiance

- II. Previous Minutes**
Approval of Minutes of the January 25, 2018, Regular Council Meeting.....1

- III. Persons to Be Heard**
 - a. Public Comments (limited to 3 minutes) (486-3231)

- IV. Unfinished Business**
 - a. None

- V. New Business**
 - a. Authorization of Bid Award for Sanitary Sewer Lift Stations 3 and 4 Replacement, Project No. 11-06/750910
 - b. Authorization of Professional Services Contract for Construction Administration Services for Sanitary Sewer Lift Stations 3 and 4, Project No. 11-06/750914
 - c. Advisory Board Appointments24

- VI. Staff Reports**
 - a. City Manager
 - b. City Clerk

- VII. Mayor’s Comments**

- VIII. Council Comments**

- IX. Audience Comments** (limited to 3 minutes) (486-3231)

- X. Adjournment**

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**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE CITY OF KODIAK
HELD THURSDAY, JANUARY 25, 2018
IN THE BOROUGH ASSEMBLY CHAMBERS**

I. MEETING CALLED TO ORDER/INVOCATION/PLEDGE OF ALLEGIANCE

Mayor Pat Branson called the meeting to order at 7:30 p.m. Councilmembers Laura B. Arboleda, Randall C. Bishop, Charles E. Davidson, Gabriel T. Saravia, Richard H. Walker, and John B. Whiddon were present and constituted a quorum. City Manager Mike Tvenge, City Clerk Debra Marlar, and Deputy Clerk Michelle Shuravloff-Nelson were also present.

Salvation Army Sergeant Major Dave Blacketer gave the invocation and the Pledge of Allegiance was recited.

II. PREVIOUS MINUTES

Councilmember Whiddon MOVED to approve the minutes of the January 11, 2018, regular meeting as presented.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Saravia, Walker and Whiddon in favor. The motion passed.

III. PERSONS TO BE HEARD

a. Proclamation: Applauding the USCG and Proclaiming USCG Appreciation Day

Councilmember Whiddon and retired Captain of the USCG read the proclamation, which urges all citizens to recognize our Coast Guard community for their individual and collective efforts in making Kodiak and all the navigable waters of Alaska a safer and better place to live, work, and play. The City applauds and proclaims February 17, 2018, as Coast Guard Appreciation Day.

b. Public Comments

Bettye MacTavish spoke in support of SB63, an act prohibiting smoking in certain places; relating to education on the smoking prohibition; and providing for an effective date. She said the bill is going back to the Rules Committee; and she recommended if anyone feels strongly in support of SB63, they should contact the Kodiak Legislative Office or Representative Stutes.

Jason Waggoner via telephone does not support Ordinance No. 1372. He said reusable bags have unsanitary consequences. He said the modern world is plastic and asked for reconsideration of the bag ban.

Bethany Mason via telephone expressed her support for Ordinance No. 1372. She said there are many citizens nationwide that support the bag ban. She said this is an environmentally friendly initiative.

IV. UNFINISHED BUSINESS

a. Second Reading and Public Hearing, Ordinance No. 1372, Reducing the Use of Disposable Plastic Shopping Bags

Mayor Branson read Ordinance No. 1372 by title. The current interest in Kodiak adopting its own “bag ordinance” started in December 2016, when the annual “Kodiak Strong!” Community Planning Event identified reducing local plastic waste, specifically single-use plastic shopping bags, as a top priority for consideration. In partnership with leaders of the community group working to raise public awareness regarding the impacts of single-use disposable plastic shopping bags, the Kodiak Island Borough’s Solid Waste Advisory Board drafted an ordinance, which was reviewed by the City Attorney, a transitional plan, timeline, and educational flyers to phase out single-use plastic shopping bags.

Councilmember Whiddon MOVED to adopt Ordinance No. 1372.

Councilmember Whiddon MOVED to amend Ordinance No. 1372 by inserting the following sentence at the end of Section 4: “However, those inventories of disposable plastic shopping bags purchased by sellers prior to the passage of this ordinance may be used after April 22, 2018, until these inventories of pre-purchased bags have been expended, but not later than October 31, 2018.”

Mayor Branson closed the regular meeting and opened the public hearing.

Kelly Krueger, Sun’aq Tribe of Kodiak, said they support Ordinance No. 1372 and they are seeking funding from National Geographic, specifically a grant for reducing marine plastics. She said they have pursued funding, which would help to purchase 2,000 recyclable bags for the City and Borough.

Mike Mulligan said he supports the ordinance on the bag ban. He said he researched and referenced another location that has a plastic bottle ban, which reduced costs and eliminated plastic bottles in the landfill. He predicted Kodiak will not eliminate plastic bag usage but there will be a significant reduction, and it will reduce littering. He said he appreciates the concerns expressed by the retailers and overall thinks it is a good idea.

Mary Ruskovich gave her support to Ordinance No. 1372. She said she wants citizens to put the world and community first by putting the natural resources first instead of personal convenience by reducing their use of plastic bags. She said Kodiak could be showcased for protecting the beautiful national resources.

Mayor Branson closed the public hearing after testimony and reopened the regular meeting.

Discussion ensued on the definition of disposable plastic bags.

The roll call vote on the amendment was Councilmembers Arboleda, Bishop, Davidson, Saravia, Walker and Whiddon in favor. The motion passed.

The roll call vote on the main motion as amended was Councilmembers Arboleda, Bishop, Davidson, Saravia, Walker and Whiddon in favor. The motion passed.

V. NEW BUSINESS

a. **Resolution No. 2018–03, Adopting an Alternative Method for the FY2018 Shared Fisheries Business Tax Program and Certifying That This Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in Fisheries Management Area 13: Kodiak Area**

Mayor Branson read Resolution No. 2018–03 by title. Resolution No. 2018–03 adopts an alternative allocation method and certifies the allocation method fairly represents the distribution of significant effects of Fisheries Business activity in Fishing Management Area (FMA) 13. This resolution adopts an alternative allocation from the long form, which was used in the past. The decision to use the short or alternative form is agreed upon by the Kodiak Island Borough, other Kodiak local governments, and the City each year by resolution.

Councilmember Arboleda MOVED to adopt Resolution No. 2018–03.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Saravia, Walker, and Whiddon in favor. The motion passed.

b. **Resolution No. 2018–04, Approving the City Council’s Budget Goals for FY2019**

Mayor Branson read Resolution No. 2018–04 by title. The Council reviewed a draft list of proposed budget goals for FY2019 at the annual planning meeting on January 6, 2018. The goals are similar to those of FY2018 with some changes and suggested deletions for clarification. The approved goals will be used by staff in the development of the FY2019 City budget.

Councilmember Walker MOVED to adopt Resolution No. 2018–04.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Saravia, Walker, and Whiddon in favor. The motion passed.

c. **Appointment to the Cook Inlet Regional Citizens Advisory Council**

The City of Kodiak has a dedicated seat for a representative on the Cook Inlet Regional Citizens’ Advisory Council (CIRCAC). Rob Lindsey has served in the City’s primary seat for several years. Mr. Lindsey’s current term ends in April 2018, and CIRCAC has indicated Mr. Lindsey wishes to continue to serve for another three-year term.

Councilmember Arboleda MOVED to appoint Rob Lindsey as the City of Kodiak’s appointee to the Cook Inlet Citizens’ Advisory Council for a three-year term ending in April 2021.

Councilmember Whiddon thanked Rob Lindsey for his service on this board.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Saravia, Walker, and Whiddon in favor. The motion passed.

d. Acceptance of the FY2017 Comprehensive Annual Financial Report (Audit)

Each year the City Council retains a qualified accounting firm to perform an annual audit of the City's financial records and accounting practices. The City Charter and the City Code require the Council to accept the comprehensive annual financial report. Council typically accepts the report and results of the audit by motion. Staff recommends Council approve the results of the financial statement audit for Fiscal Year 2017 in accordance with KCC 3.24.020 and accept the Fiscal Year 2017 Comprehensive Annual Financial Report.

Councilmember Bishop MOVED to accept the City's Fiscal Year 2017 audited Comprehensive Annual Financial Report.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Saravia, Walker, and Whiddon in favor. The motion passed.

e. Authorization to Cancel the February 22, 2018, Regular Meeting and Authorize the City Manager to Schedule a Special Meeting if Needed

The regularly scheduled Council meeting for February 22, 2018, may be cancelled to reflect elected official and staff travel schedules. Elected officials and staff attend the annual winter Alaska Municipal League Conference February 20-23 and meet with Juneau officials. At a recent work session, the Council voiced a consensus to cancel the February 22 regular meeting and authorize the City Manager to schedule a special meeting if needed.

Councilmember Davidson MOVED to cancel the February 22, 2018, regular meeting and authorize the City Manager to schedule a special meeting if needed.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Saravia, Walker, and Whiddon in favor. The motion passed.

VI. STAFF REPORTS

a. City Manager

Manager Tvenge said at Discover Kodiak's annual meeting they presented the Kodiak Public Library with the 2017 Baranof Award for its contribution to the development of Kodiak's visitor industry. The award specifically commends the City's Library Cruise Ship Welcome Program as an example of the way the library goes above and beyond to promote Kodiak's cultural and business venues, and to offer hospitality to the thousands of visitors that come to the island each year. He said the library was recognized for their commitment to providing resources, trainings, and collaborative programs in support of Kodiak's economic development. He commented that the library enjoys a strong partnership with Discover Kodiak and the City accepts the award with deep appreciation.

Manager Tvenge said early Tuesday morning, January 23, 2018, Kodiak citizens were all awakened by the rumbling of the earth followed by a tsunami warning. He commented that one week prior the Emergency Services Council met to discuss their role during an emergency and the responsibilities of the Emergency Operation Center. He stated that the Coast Guard, School District, City, Borough, and others train for such an incident and showed their ability to respond that night during the tsunami warning. He thanked those who volunteered to provide shelter and services, and were “on watch” during the warning. He said fortunately, Kodiak was spared from a damaging tsunami. He shared that the earthquake did cause structural damage throughout town and he urged the public to inspect their homes and businesses for damage.

He said everyone needs to have an evacuation plan and he stated in the coming weeks the Incident Management Team will put together information of safe escape routes, available shelters, informational media sites, and a map of the most recent tsunami inundation zone. He thanked the public for orderly evacuation and the discipline showed in a time of emergency.

b. City Clerk

Clerk Marljar provided an overview of the Council’s upcoming work session and regular meeting. She thanked City Manager Tvenge for his calm leadership during the emergency at the Incident Command Center.

VII. MAYOR’S COMMENTS

Mayor Branson thanked Manager Tvenge for his leadership during the emergency tsunami warning. She said it was a collaborative effort during the warning and she is thankful it can be used as a test drill for the community. She said the community helped one another during the emergency. She said she will meet with the manager to debrief and determine areas for improvements. She congratulated Finance Director Mayes and staff on the FY2017 audit. She thanked Rob Lindsey for his willingness to serve on CIRCAC. She said there was a meeting regarding downtown revitalization and discussion ensued about the current services for the social issues seen in the area and the future ideas to improve downtown. She said recommendations would be coming to the Council soon to address some of the issues in the area. She said on Saturday, February 17, 2018, the Kodiak Chamber of Commerce would have an event to applaud the USCG for their service. She said Senator Murkowski invited her to testify before the Senate Committee on natural disasters in Washington D.C. next week. She said she will be traveling and has received help from the Deputy Manager and the City’s DC lobbyist in preparation of this testimony.

VIII. COUNCIL COMMENTS

Councilmember Walker commended the professionalism of staff during the emergency and he thanked the Fire and Public Works departments for their work. He thanked Finance for the audit. He said the Council would address downtown issues. He thanked the USCG for their service and he thanked the people of Kodiak for their calm demeanor during the time of a community emergency.

Councilmember Davidson thanked the citizens for their calmness during the emergency. He thanked Finance Director Mayes and her staff for their work on the audit. He reminded the pub-

lic during the cold temperatures to watch for freezing pipes. He expressed his appreciation for the Coast Guard.

Councilmember Arboleda thanked and commended the Kodiak community, City, Borough, and fellow neighbors for helping each other. She shared her experience at the high school where she went for shelter. She congratulated Finance Director Mayes for a successful audit and Library Director Baxter for the award from Discover Kodiak. She said she went to the Downtown Revitalization meeting, which was well attended and stated positive ideas were shared. She encouraged citizens to drive safely and she let the listening audience know they were aware some sirens were not working properly.

Councilmember Whiddon commended the USCG and families for their service. He acknowledged Finance Director Mayes for her exceptional performance, including the FY2017 audit. He said KMXT did an excellent job reporting to the public during the tsunami warning. He said the community came together during an emergency, which makes Kodiak a special place to live.

Councilmember Saravia commended Manager Tvenge for his performance at the command center and said he has heard positive feedback. He congratulated the Coast Guard and expressed his appreciation.

Councilmember Bishop said events, such as the earthquake and tsunami warning make you realize it is important to be thankful. He said he is thankful for KPD, the Fire department, the City Manager, and Emergency Operation Center.

IX. AUDIENCE COMMENTS

None.

X. EXECUTIVE SESSION

a. Future Use of Gibson Cove

The City Council will enter into executive session to discuss the future use of Gibson Cove.

Councilmember Davidson **MOVED** to enter into executive session pursuant to AS 44.62.310(c)(1) to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the City.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Saravia, Walker, and Whiddon in favor. The motion passed.

Council entered into executive session at 8:27 p.m.

The Mayor reconvened the regular meeting at 9:30 p.m.

XI. ADJOURNMENT

Councilmember Davidson **MOVED** to adjourn the meeting.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Saravia, Walker, and Whiddon in favor. The motion passed.

The meeting adjourned at 9:30 p.m.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Minutes Approved:

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NEW BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager *MT*

Thru: Mark Kozak, Public Works Director and Glenn Melvin PE, City Engineer

Date: February 8, 2018

Agenda Item: V. a. Authorization of Bid Award for Sanitary Sewer Lift Stations 3 and 4 Replacement Project No. 11- 06/7509

SUMMARY: Beginning in 2011, we started to evaluate the condition of downtown Sanitary Sewer Lift Stations 1 through 4 with a plan to refurbish or replace each of them. The overall project progressed as funding became available. Council approved additional project funds by Resolution No. 2017-29 at their December 14, 2017, regular meeting in order to construct the replacement of Lift Stations 3 and 4. The project was advertised for bid on December 18, 2017, and bids were opened on January 25, 2018. Staff recommends Council award Sanitary Sewer Lift Stations 3 and 4 Project No. 11-06/7509 in the amount of \$1,424,557.94 to Brechan Construction LLC with funds coming from Sewer Capital Improvement Fund Project No. 7509.

PREVIOUS COUNCIL ACTION:

- Between 2012 and late 2016, Lift Stations 1 through 4 were evaluated and the refurbishment of Lift stations 1 and 2 were completed
- January 12, 2017, Council authorized the design to replace Lift Stations 3 and 4 with DOWL
- Council approved Resolution No. 2017-29 authorizing the appropriation of additional funds to Project No. 7509 for construction of the lift station replacement

BACKGROUND: The refurbishment or replacement of the four lift stations was included in the capital improvement needs because of the physical condition of the stations.

DISCUSSION: Beginning 2011, we started the evaluations of Lift Stations 1 through 4 based on known poor conditions of the stations. All the stations had major electric issues, pumps issues and corrosion concerns. The refurbishment of Lift Stations 1 and 2 was designed and construction work was completed late summer 2016. Because of available space at Lift Stations 3 and 4, we chose to replace both of the underground stations with new above ground lift stations.

The replacement of the existing dry well lift stations with above ground stations provides significant improvements over the very deep below ground dry wells. We are able to utilize the existing wet wells and eliminate the challenges of trying to refurbish existing infrastructure that is 40 years old.

Above ground lift stations provide ease of maintenance and access to the entire pumping and electrical systems. The new replacement stations are complete above ground self-contained packages including an emergency motor driven pump for use during electrical power outages. Design was completed in late November 2017 and construction funds were added to the project budget by Resolution No. 2017–29 in December 2017. The project was advertised for bid on December 18, 2017, and bids were opened on January 25, 2018. We received two bids. Brechan Construction LLC was the lowest responsible bidder. Staff recommends awarding Sanitary Sewer Lift Stations 3 and 4 Project No. 11-06/7509 to Brechan Construction LLC in the amount of \$1,424,557.94.

ALTERNATIVES: Staff recommended full replacement of the existing stations with above ground stations for Lift Station 3 and 4.

- 1) Staff recommends award of the replacement of Lift Station 3 and 4. Because of the long lead time for delivery of the replacement stations getting the award as soon as possible is important to completing the project before late fall 2018.
- 2) Delaying award will likely move completion of the project beyond the construction season of 2018. It is critical to replace as soon as possible.

FINANCIAL IMPLICATIONS: Resolution No. 2017–29 authorized the additional funds estimated to complete the replacement of Lift Stations 3 and 4. In the long term, this project will improve employee safety, improve dependability, and reduce the likelihood of major failures within the interceptor sanitary sewer collection system.

LEGAL: This project was publically advertised according to KCC 3.12.040 Advertising for Bids

STAFF RECOMMENDATION: Staff recommends Council award Sanitary Sewer Lift Stations 3 and 4 Project No. 11-06/7509 to Brechan Construction LLC in the amount of \$1,424,557.94 with funds coming from the Sewer Capital Improvement Fund Project No. 7509.

CITY MANAGER'S COMMENTS: This replacement of lift stations 3&4 will mitigate the risk of a pump failure. The project is included in the City's long range capital improvement plan and I am pleased to see it addressed by this authorization.

ATTACHMENTS:

Attachment A: Bid Tab Sanitary Sewer Lift Stations 3 and 4 Project No. 11-06/7509

PROPOSED MOTION:

Move to authorize the bid award for Sanitary Sewer Lift Stations 3 and 4 Project No. 11-06/7509 in the amount of \$1,424,557.94 to Brechan Construction LLC with funds coming from Sewer Capital Improvement Fund Project No. 7509 and authorize the City Manager to execute the documents on behalf of the City.



Bid Tab Sanitary Sewer Lift Stations 3 and 4 PN 11-06/7509 PN 11-06/7509.

Bid Date: Thursday, January 25, 2018


Bid Item	Description	Quantity	Units	Engineers Estimate	Brechan Construction LLC	Wolverine Supply Inc.
1	Mobilization	1	Lump Sum	\$130,000.00	\$165,086.02	\$75,000.00
2	Demolition & Restoration of Surfacing	1	Lump Sum	\$55,000.00	\$70,495.45	\$90,000.00
3	Concrete Pads and Structural Fill	1	Lump Sum	\$20,000.00	\$44,528.81	\$30,000.00
4	Bypass Sewer Pumping	1	Lump Sum	\$160,000.00	\$102,009.11	\$185,000.00
5	Lift Station 3 & 4 Package Lift Station	1	Lump Sum	\$626,000.00	\$767,188.18	\$690,000.00
6	Lift Station 3 & 4 Construction Coordination	1	Lump Sum	\$150,000.00	\$5,400.00	\$20,000.00
7	Electrical Upgrade	1	Lump Sum	\$128,000.00	\$87,637.68	\$60,000.00
8	Exploratory Excavation / Small Crew	80	hour	\$300.00	\$267.39	\$275.00
9	Bollards	37	each	\$400.00	\$528.72	\$650.00
10	Propane Tank and Accessories	1	Lump Sum	\$5,000.00	\$21,958.40	\$8,000.00
11	Furnish and Install Pipeline	1	Lump Sum	\$130,000.00	\$119,300.45	\$392,950.00

Grand Total **\$1,442,800.00** **\$1,424,557.94** **\$1,597,000.00**

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager 

Thru: Mark Kozak, Public Works Director and Glenn Melvin, City Engineer

Date: February, 8, 2018

Agenda Item: V. b. Authorization of Professional Services Contract for Construction Administration Services for Sanitary Sewer Lift Stations 3 and 4, Project No. 11-06/7509

SUMMARY: Council awarded the construction replacement of Sanitary Sewer Lift Stations 3 and 4 Project No. 11-06/7509 to Brechan Construction LLC earlier in the regular council meeting. The next step is to secure a professional services contract with DOWL for engineering services during construction. The engineering required will be a combination of construction management services by DOWL and on-site monitoring by the engineering department. DOWL prepared an estimated scope of services that adequately covers the engineering services needed during construction. Staff recommends Council authorize award of a professional services contract with DOWL in the amount of \$89,000.

PREVIOUS COUNCIL ACTION: In FY 2011, funds were requested to evaluate both Lift Stations 1 and 2. At a later date, Council approved construction funds to replace or rehabilitate Lift Stations 1, 2, 3 and 4.

DISCUSSION: The construction management portion of the project provided by DOWL includes the following tasks:

- Attend a pre-construction conference in person or via teleconference
- Answer contractor questions, perform submittal reviews, and perform office engineering needed to address design modifications
- Coordinate with the City and contractor to schedule site visits during key project milestones
- Create, review, and approve the briefing reports for submittal to the City
- Will inform the City of any perceived “Out of Scope” construction items
- Trip to manufacturing facility to verify testing and compliance with contract prior to shipping

Kiana Eller P.E. will be the coordination lead for the construction management efforts. She will review potential field changes, make recommendations, and coordinate with City staff. DOWL’s local staff engineer will support the project with inspections as requested by the City. During certain stages project engineers from off island will complete milestone inspections. This is particularly important with the electrical system.

Field Inspection: The City engineer will be available to provide on-site monitoring and inspection during the construction. He will coordinate with DOWL to assure the work is performed in accordance with the plans and the intent of the project design.

Cost: Contract management services typically cost ten to fifteen percent of the construction costs. DOWL proposes to perform the CM services for this project on a time and materials basis with an estimated total cost of \$89,000. A copy of DOWL proposal is presented in (Attachment A).

ALTERNATIVES:

- 1) Authorize the professional services contract with DOWL for work to be performed on a time and materials basis in the amount of \$89,000. Staff believes this alternative will best protect the City's \$1.4 M investment in this project, and is the recommendation.
- 2) Do not perform construction management on this project. This alternative is not recommended, because of the risk that materials and workmanship would not meet the design intent or ensure quality construction.

FINANCIAL IMPLICATIONS: The initial project funding was increased to cover construction, contingency, and construction management. The total project budget, including construction, contingency, and construction management totals approximately \$1.8 million with adequate funds to cover this award.

LEGAL: N/A

STAFF RECOMMENDATION: Staff recommends Council authorize the professional services contract with DOWL for construction administration services for the Sanitary Sewer Lift Stations 3 and 4 Project No. 11-06/7509 in the amount of \$89,000, with funds coming from the Sewer Capital Improvement Fund Project No. 7509.

CITY MANAGER'S COMMENTS: Construction management services help maximize this investment through the performance of various tasks throughout the construction cycle. Therefore, I support staff's recommendation that Council approve the professional services contract with DOWL for construction management services for the Sewer Lift Stations 3 & 4 project. The city engineer will perform project management in the field and this is anticipated to reduce the DOWL services required on site.

ATTACHMENTS:

Attachment A: DOWL Proposal dated January 25, 2018

PROPOSED MOTION:

Move to authorize the professional services contract with DOWL for construction administration services for the Sanitary Sewer Lift Stations 3 and 4 Project No. 11-06/7509 in the amount of \$89,000, with funds coming from the Sewer Capital Improvement Fund, Project No. 7509, and authorize the City Manager to execute the necessary documents on behalf of the City.



January 25, 2018
1124.60766.01

Mr. Mark Kozak, Public Works Director
City of Kodiak
2410 Mill Bay Road
Kodiak, Alaska 99615

Subject: Construction Management Services Scope and Fees
Lift Stations 3 & 4

Dear Mr. Kozak:

DOWL is pleased to submit this proposed scope of work and budget for Construction Management Services for Sanitary Sewer Lift Stations 3 & 4 for the City of Kodiak (City).

SCOPE OF WORK

DOWL's team will perform the following duties:

Construction Management Services

1. Attend a pre-construction conference in person or via teleconference. This can be discussed in detail with the City staff before this meeting occurs.
2. Respond to submittals and requests for information (RFIs). Kiana Eller will oversee and coordinate all submittals and RFI's.
3. Address design modifications as needed.
4. Establish inspection and reporting procedures with the City.
5. DOWL will make periodic visits to each lift station at milestones and consult with the City. We will help resolve field issues and provide inspection reports. 10 milestone inspections are assumed including bypass pumping set-up, force main installation, suction pipe installation, concrete pads, grading, salvage operations, etc. This work will be staffed from our City of Kodiak office. It is understood that the City may chose to perform these inspections with City staff.
6. Visit the manufacturer's facility to inspect the package lift station before shipping. We assume that Andy Mattie (DOWL) and Cory Wardrope (EDC) will attend the manufacturer inspection from the design team. It is understood that the City may send a representative in addition to or instead of a member of the design team.

7. Provide substantial completion inspections at Lift Stations 3 and 4. We assume one visit for each station by two members of the design team.
8. Assist with commissioning.
9. Assist the City with final inspection. We assume the City will coordinate final punch list items with the Contractor and final inspection will not require another site visit from non-Kodiak based design staff.

Record Drawings. We will prepare record drawings using contractor redlines after construction is complete.

Approval to Operate. We will prepare the necessary DEC forms to obtain the Approval to Operate for the lift stations.

SCHEDULE

The following are anticipated time frames for the activities associated with the construction management scope of work.

- Submittal Review – February to April
- Lift Station 3 and 4 General Inspection – June to September
- Manufacturer Visit and Inspection – August
- Substantial Inspection – October
- Final Inspection – November

POINTS OF CONTACT

I will continue to be DOWL's primary point of contact with the City. I have designated Kiana Eller, P.E. as the coordination lead for construction management efforts. Kiana will coordinate submittal reviews and RFI's, and respond to additional requests from City staff.

FEE PROPOSAL

DOWL proposes to provide the services as outlined above on a time and materials (T&M) basis. Our estimated fee for this work is \$89,000. See attached fee proposal for additional details.

Services performed by DOWL under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document or otherwise.

Thank you again for considering DOWL for these construction management services. We are looking forward to working with the City of Kodiak to bring this project to completion.

Mr. Mark Kozak, Public Works Director
City of Kodiak
January 25, 2018
Page 3

Sincerely,
DOWL



Aaron Christie, P.E.
Contract Manager

Attachments: As stated

This proposal is accepted, and DOWL is authorized to proceed with the work.

City of Kodiak

DOWL
ESTIMATE FOR PROFESSIONAL SERVICES

PROJECT:	Lift Stations 3 & 4	WO#:	60766
		DATE:	1/25/2018
		Prepared by:	KPE
CLIENT:	City of Kodiak	Checked By:	ARC

Phase	Basic Services	Total Fees
Task 1	Inspection and On-Site Management (T&M)	\$26,540
Task 2	Construction Management - Office (T&M)	\$49,120
Task 3	Manufacturer's Facility Visit (T&M)	\$13,524
	Total for Basic Services:	\$89,184

DOWL
ESTIMATE FOR PROFESSIONAL SERVICES

PROJECT:	Lift Stations 3 & 4	WO#	60766
		DATE:	1/25/2018
CLIENT:	City of Kodiak	Prepared by	KPE
		Checked by	ARC

	Labor Category	Office Engineer	On-site Eng./Inspect.	Project Manager	Engineer VI	Expenses	TOTALS
	Hourly Rate	K. Eller \$150.00	M. Kozak \$155.00	A. Christie \$190.00	A. Mattie \$165.00	10% Markup	
Task	Phase Description						
Task 1	<u>Inspection and On-Site Management (T&M)</u>						
	Milestone Inspections (10 milestones, such as concrete, pipeline, bypass)		12				
	Inspection Report/Document Coordination/QA/QC	4	12	12	2		
	Site Visit Labor	32	4		20		
	Electrical & Controls Systems Subconsultant						
	CM Services & Inspection - Two (1 day) trips for Final Inspection					\$8,500.00	
	Sub-Consultant Mark-up					\$850.00	
	Reimbursable Expenses (2 Site Visits)						
	Plane Tickets					\$800.00	
	Shipping Construction Drawings, Documents, Equipment					\$100.00	
	Per Diem (Assuming \$68/day)					\$204.00	
	Lodging					\$280.00	
	Vehicle (Gas & Rental, Assume \$50/wk gas & \$200/wk rental)					\$160.00	
	Miscellaneous Materials Testing					\$0.00	
	Subtotal - Hours	36	28	12	22		
	Subtotal - Costs	\$5,400.00	\$4,340.00	\$2,280.00	\$3,630.00	\$10,894.00	\$26,544

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Debra Marlar, City Clerk

Date: February 8, 2018

Agenda Item: V. c. Advisory Board Appointments

SUMMARY: Several advisory board seats expired at the end of December. Volunteers were solicited via newspaper advertisements, public service announcements, and City Clerk and department head recruitment efforts. Applications have been received for appointment to the Building Code Board of Appeals and the Port and Harbors Advisory Board. Except for the Personnel Board whose appointments are made by the Council, appointments to the other boards are made by the Mayor and confirmed by the Council.

At Tuesday's work session, Mayor Branson and Councilmembers interviewed new applicants and considered applications of those that were seeking re-appointment.

BACKGROUND: Advisory board members are appointed at the end of each year when terms expire and throughout the year as necessary.

Building Code Board of Appeals KCC 14.40.010: The building code board of appeals shall consist of five members, four of whom shall be qualified by experience and training to pass upon matters pertaining to building construction. One member shall be selected from the community at large. Each of the five members shall be appointed by the mayor and ratified by the Council. There is no residency requirement.

One application was received by the packet deadline. The available seats for appointment are:
1 vacant seat ending December 31, 2018

New Applicant: Cache Seel

Port and Harbors Advisory Board The board is comprised of seven regular seats, two alternates, and one student seat. There is no residency requirement.

Six applications were received by the packet deadline. The available seats for appointment are:
3 regular seats ending December 31, 2020
2 alternate seats ending December 31, 2018 (one-year terms)
1 ex-officio student seat with a term ending May 31, 2018

New Applicant: Jake S. Everich

Applicants: David G. Jentry

Patrick O Donnell

Martin Owen

Lloyd Shanley

Nick Szabo

{Mayor Branson will make her appointments to the Building Code Board of Appeals and Port and Harbors Advisory Board.}

ATTACHMENTS:

Attachment A: Building Code Board of Appeals Current Member List and Application

Attachment B: Port and Harbors Current Member List and Applications

PROPOSED MOTION:

Move to confirm the Mayoral advisory board appointments to Building Code Board of Appeals, and Port and Harbors Advisory Board as stated.



Office of the City Clerk

710 Mill Bay Road, Room 219, Kodiak, Alaska 99615

BUILDING CODE BOARD OF APPEALS

Five seats

TERM	BOARDMEMBER	HOME	WORK	FAX	MAILING ADDRESS
2018	John Butler JBHHS@PTIALASKA.NET	486-4604	486-3706	486-2497	P.O. Box 2610
2018	Ed Mahoney builders@ptialaska.net	486-1968	539-1234		3944 Spruce Cape Road
2018	Vacant				
2019	Jerrol Friend	539-1975	486-3908		P.O. Box 175
2019	Chris Sibrel	760-977-8277	942-1997		12816 Noch Dr.

Legislation	Appointments
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Kodiak City Code Chapter 14.40

10/25/84	01/23/86	2/12/87
01/08/87	12/14/87	12/12/88
01/26/89	01/11/90	12/14/90
01/09/92	01/14/93	01/27/94
12/22/94	12/14/95	12/12/96
3/27/97	12/11/97	12/10/98
2/10/00	5/24/01	12/13/01
01/23/03	01/13/05	12/15/05
12/13/07	2/28/08	12/11/09
12/9/10	2/23/12	12/13/12
2/13/14	12/10/15	01/12/17
2/9/17		



City Clerk's Office
 710 Mill Bay Road, Rm 219
 Kodiak, AK 99615
 (907) 486-8636 * (907) 486-8633 (fax)

Advisory Board Application Form

Cacho Seel

NAME _____
 HOME TELEPHONE 907 512 0908 WORK TELEPHONE 907 512 7515 FAX _____ EMAIL Seelconstructionkodiak@gmail.com

RESIDENCE (STREET) ADDRESS 515 Carolyn St

MAILING ADDRESS 515 Carolyn St KODIAK, AK 99615

LENGTH OF RESIDENCE IN KODIAK 21 years LENGTH OF RESIDENCE IN ALASKA 21 years

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

Building Code Board of Appeals

I am familiar with residential, commercial, medical and fire codes.

Community Activities: Volunteer work includes the Lions Club, Kodiak Maritime Museum and St. Mary's

Professional Activities: I have worked in the trades for over twenty years. Six as a licensed contractor. I also spent a year as a Facilities manager for KAWA.

SIGNATURE [Signature]

DATE 26 December 2017

Return application to City Clerk, 710 Mill Bay Road, Room 219, Kodiak, AK 99615
 Fax: 486-8633



Office of the City Clerk

710 Mill Bay Road, Room 219, Kodiak, Alaska 99615

PORT AND HARBORS ADVISORY BOARD

Seven regular seats, two alternates, and one student seat

Effective April 28, 2017

TERM	BOARDMEMBER	HOME	WORK or CELL	FAX	MAILING ADDRESS
2017	Marty Owen kodiakowen@gmail.com	486-5079	654-8150		1223 Kouskov, St.
2017	Patrick O'Donnell gwfisheries@yahoo.com	486-2683	539-5296		P.O. Box 3075
2017	Nick Szabo herschel@gci.net	486-3853	486-3853	486-3853	P.O. Box 1633
2018	Tim Abena timabena@aol.com	486-3290	360 957-3200	486-3290	3103 Mill Bay Road
2018	Oliver Holm chicken@gci.net	486-6957	907-654-7005	N/A	P.O. Box 8749
2019	Stormy Stutes stutes@gci.net	486-8757	942-2121	486-8709	2230 Monashka Way
2019	Norm Lenon rymar@gci.net	512-0752	942-3593		522 Sut Larsen Way
2017 *Alternate 1	David Jentry dwjentry@gci.net	486-5205		486-5243	3622 Otmeloi Way
2017 *Alternate 2	Lloyd Shanley Lloydalaska@hotmail.com	654-7763		N/A	523 Sut Larsen Way
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	1/8/15	12/10/15
1/12/17	3/23/17	4/27/17

Updated April 28, 2017



City Clerk's Office
 710 Mill Bay Road, Rm 219
 Kodiak, AK 99615
 (907) 486-8636 * (907) 486-8633 (fax)



Advisory Board Application Form

JAKE S. EVERICH

NAME

401.742.9187
 HOME TELEPHONE

401.742.9187
 WORK TELEPHONE

 FAX

JEVERICH@GMAIL.COM
 EMAIL

3932 WOLVERINE WAY, UNIT #1 KODIAK 99615
 RESIDENCE (STREET) ADDRESS

SAME AS RESIDENCE
 MAILING ADDRESS

KODIAK, AK 99615

2 YEARS
 LENGTH OF RESIDENCE IN KODIAK

SAME
 LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak?
 Do you own property in the City of Kodiak?

Yes No
 Yes No (BOROVETT)

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

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

FORT AND HARBOR ADVISORY

FLYED ~ 7 YEARS OUT OF
 KODIAK, 6 YEARS ON BOARD

F/U ALASKAN. 4 YEARS CAPTAIN,

F/U ALASKAN

Community Activities:

Professional Activities:

CAPTAIN, F/U ALASKAN

TRAWL TENDER / LONGLINE

[Signature]
 SIGNATURE

JANUARY 18, 2018
 DATE

Return application to City Clerk, 710 Mill Bay Road, Room 219, Kodiak, AK 99615
 Fax: 486-8633



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

Advisory Board Application Form

DAVID G. JENTRY
 NAME

907-486-5205 480-225-9450 DWJENTRY@PCI.NET
 HOME TELEPHONE WORK TELEPHONE FAX EMAIL

3622 OTMELOI WAY
 RESIDENCE (STREET) ADDRESS

P.O. BOX 3128 KODIAK, AK 99615
 MAILING ADDRESS

27 YEARS
 LENGTH OF RESIDENCE IN KODIAK

39 yrs
 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)

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

PORTS & HARBOR

12 yrs SERVING ON
 P & H BOARD

Community Activities: _____

NONE

Professional Activities: _____

RETIRED COMMERCIAL
 FISHERMAN (40 yrs)

David G. Jentry
 SIGNATURE

11-14-2017
 DATE

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 Fax: 486-8600





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

Advisory Board Application Form

PATRICK D. JORNELL

NAME

907 486 2683

HOME TELEPHONE

907 539 5296

WORK TELEPHONE

907 486 2683

FAX

gnfisheries@49hd.com

EMAIL

1353 MOUNTAIN VIEW DRIVE KODIAK AK 99615

RESIDENCE (STREET) ADDRESS

PO BOX 3075 Kodiak, AK 99615

MAILING ADDRESS

KODIAK, AK 99615

25 YRS

LENGTH OF RESIDENCE IN KODIAK

27 YRS

LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak?
Do you own property in the City of Kodiak?

Yes NO
 Yes No

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

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

Port & Harbors Advisory Board

TRAWL INDUSTRY

COMMERCIAL FISHED KODIAK & BEAVER SEA
27 YRS

USE OF DOCKS / TRAWLIFT

SMALL BUSINESS / FISHING

Community Activities:

Professional Activities:

NPFMC ADVISORY PANEL

CAPTAIN / OWNER 86 TRAWLS

ADFC Advisory Committee

President

Kodiak College Maritime Advisory

ROCKY WHITEFISH TRAWLERS ASSOCIATION

President Rockfish Program NP Co-op.

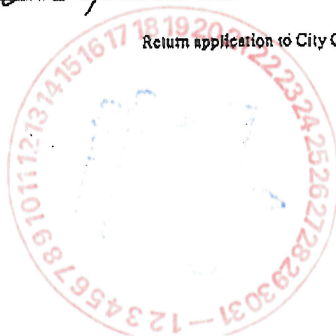
[Signature]

SIGNATURE

11-8-2017

DATE

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Fax: 486-8600





City Clerk's Office
 710 Mill Bay Road, Rm 219
 Kodiak, AK 99615
 (907) 486-8636 * (907) 486-8633 (fax)



Advisory Board Application Form

OWEN, MARTIN H

NAME

907-486-5079
 HOME TELEPHONE

907-654-8150
 WORK TELEPHONE
 CELL

—
 FAX

KODIAKOWEN@GMAIL.COM
 EMAIL

1723 KOLUSKOV STREET
 RESIDENCE (STREET) ADDRESS

KODIAK, AK 99615

MAILING ADDRESS

25
 LENGTH OF RESIDENCE IN KODIAK

25++
 LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak?
 Do you own property in the City of Kodiak?

Yes No
 Yes No

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

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

PHAR

FORMER HARBORMASTER

Community Activities:

Rotary BOB
MARITIME MUSEUM BOB
KODIAK ATHLETIC CLUB

Professional Activities:

RETIRED FROM CDK
OPERATE BEB
|| Dinner CRUISE

Martin H. Owen

SIGNATURE

12/20/2017

DATE

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 Fax: 486-8633



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 710 Mill Bay Road, Rm 219
 Kodiak, AK 99615
 (907) 486-8636 * (907) 486-8633 (fax)

Advisory Board Application Form

Lloyd Shanley

NAME

907-654-7763
 HOME TELEPHONE

Same
 WORK TELEPHONE

None
 FAX

lloydalaska@hotmail.com
 EMAIL

523 Sut Larsen Way Kodiak AK 99615

RESIDENCE (STREET) ADDRESS

Same

MAILING ADDRESS

About 23 years

LENGTH OF RESIDENCE IN KODIAK

58 years

LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak?
 Do you own property in the City of Kodiak?

No
 No

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

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

Port and Harbors

I currently work at Kodiak Electric as the Power

Generation manager. Building and maintaining critical infrastructure is a vital part of my job.

Community Activities:

I am an active member of the Kodiak Lions club where

I have held several board positions and currently the

Club president

I also own my own sports boat and pay for a slip in

Saint Paul Harbor.

Professional Activities:

SIGNATURE

11-30-17

DATE

Return application to City Clerk, 710 Mill Bay Road Room 219, Kodiak, AK 99615
 Fax: 486-8633

Revised December 2016





City Clerk's Office
 710 Mill Bay Road, Rm 219
 Kodiak, AK 99615
 (907) 486-8636 * (907) 486-8633 (fax)

Advisory Board Application Form

NAME NICK SZABO
 HOME TELEPHONE 486-3853 WORK TELEPHONE 654-3853 EMAIL 76take77@gmail.com
FAX CELL

RESIDENCE (STREET) ADDRESS 1819 RELIEF LANE

MAILING ADDRESS PO BOX 1633 KODIAK, AK 99615

LENGTH OF RESIDENCE IN KODIAK 51 1/2 YEARS LENGTH OF RESIDENCE IN ALASKA 52 YEARS

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) Please list your areas of expertise and education that would benefit the boards for which you are applying.
FISHERMAN IN KODIAK 1966-2008

PORT AND HARBORS ADVISORY BOARD KODIAK MARITIME AGENT 2011 - PRESENT
PORT AND HARBORS ADVISORY BOARD 1995 - PRESENT
PROPERTY OWNER IN KODIAK 1972 - PRESENT
BOAT OWNER IN KODIAK 1983-2005 AND 2013 - PRESENT

USCG 1600 TON MASTER LICENSE

Community Activities: KODIAK BLUES CLUB Professional Activities: _____
KODIAK LIENS CLUB KODIAK CHAMBER OF COMMERCE
KODIAK SOLID WASTE ADVISORY BOARD ALASKA MARINE SAFETY EDUCATION ASSOCIATION
KODIAK ISLAND SEARCH AND RESCUE ALASKA MARINE CONSERVATION COUNCIL
ALASKA SEARCH AND RESCUE ASSOCIATION

SIGNATURE Nick Szabo DATE 11/28/2017

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 Fax: 486-8633

