

MEMORANDUM

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

**FROM: JEFF GOOD
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: October 25, 2022

INFORMATION:

- The directors and I had a strategic planning session on October 18. We reviewed our mission and vision statement, our organizational structure, updated our capital improvement priority list, and developed task groups for land development, mill property and barge ramp, grant development and oversight, website, and logo.
- The economic development committee met to help develop the scope of the town halls for the mill property. Next step is to hold another meeting with key stakeholders prior to holding a town hall.
- I talked to the Petersburg Manager and his Assembly asked if the Wrangell Assembly is interested in having a meeting about the Inter Island Ferry.
- The Alaska Municipal League wrote a letter to our federal elected officials asking for assistance on the ARPA LACTF grant. Treasury Department stated the way the current language is written in the legislation is we are excluded because we are a combined City and Borough. We will need legislation to correct the discrepancy in order to be included in with the funding.

Harbor Department Steve Miller

- **Harbors:** Jacob Allen has taken a position at the land fill and Chris Smith is making his way south to start a new career. So, we have 2 open positions at the Harbor to fill. These positions may take some time to fill as the labor pool in Wrangell is slim. We will be filling the gaps the best we can. There no longer will be any night shift until we get these positions filled. We will alternate who is on standby for emergencies and do the best we can to service our customers. This also slows down maintenance as he will be doing inventory 3 of the 5 days of his work week.
 - We will be working on getting all floats winterized and ready for winter. Pressure washing will continue until it gets too cold. Notices to remove items from the floats for snow removal will be going out as well.
- **Ports:** We finished up the cruise ship season with the final ship on September 25th. The summer floats have been cleaned and stowed for the winter. Waterlines on city dock have been winterized for the season.
 - I can also report on the passenger wharfage fee that was implemented July 1st. The count for passengers July 1st thru October 1st is 9,494 with revenues of \$41,200. This will help balance our budget for port operations and losses we suffered the last few years. This is approximately half of what we project for a full year of operations.

- Carol Rushmore and I conducted an end of Cruise Ship season meeting with tourism industry participants. It was productive and very positive which was nice to see. I have included it as an attachment to the harbor report.
- **Marine Service Center:** The Winter storage rush is just about wrapped up. They continue to trickle in, and all long-term storage is at about 90% + capacity and work areas are about the same. The yard will continue to run at capacity throughout the winter. Scheduling has been such that we have recommended boat owners to book in advance as many months as possible.

**Facilities Service & Maintenance -
Capital Facilities provides service and maintenance to City and Borough of Wrangell
facilities.**

Streets/PW

- Utilities were installed to a business in the Marine Service Center. Some concrete had to be removed.



- Utility locates were done at the airport along with DOWL engineering for a security project they are working on.
- Road maintenance (grading and ditching) was done on Rilatos hill.
- Road maintenance was done grading the industrial lot.
- PW partnered with DOT on clearing some storm drains going out Zimovia Hwy with the City's Vac truck. Supplies (cold patch and magnesium chloride) were traded for the operation of the vac truck.
- 1 full casket burial was completed. A new headstone was set and another was replaced. There was also 1 niche plate installation.
- The new columbarium has arrived in Wrangell and is currently being stored in the City rock pit until the site work can be completed at the cemetery.
- 1 leaky service along Zimovia Hwy had to be dug up, cut and replaced.



- Another leaky service was found on Cassiar St. It was determined this leak was on the homeowners side. Water was erupting under house, there was not a valve on the main line through the property. Water was shut off and the homeowner has been temped in until they can get a contractor to fix their side of the service line.
- PW Worked with a local contractor to fill in the concrete patch on Etolin St before the end of the season. This section of road was removed earlier this summer to install services to lots recently sold by the City and Borough. The patch on St Michaels was also done along with the Etolin St patch.



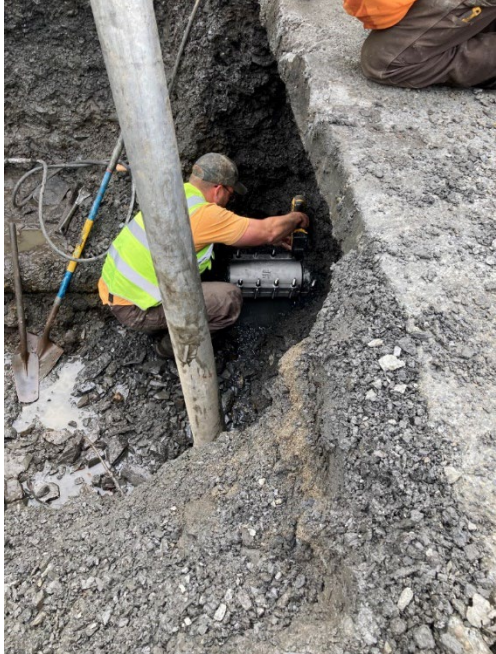
- Staff worked with a Survey team from DOWL on locating and tracing the old distribution lines that go down the hill from the Water Treatment Plant to the old chlorine shack that was located in Panhandle trailer court. These lines are being investigated as a possible avenue for how to handle backwash from a new WTP. At this time this seems to still be the best and cheapest option for handling the backwash.
- Petroglyph beach porta potties were removed and stored for the season.
- Ditching was done along Pine St and along Wood St.



- A guard rail and 2 street signs were re set.



- Lorne Cook has been promoted to Maintenance Specialist III after obtaining his level 1 Collection and Distribution Certifications.
- There was a water main break on St Michaels Street. In the 20' section of road that was removed there are now 5 bands on this main. 2 from this break and 3 from previous breaks. A full new stick was not installed because there was a bell (connection) in the middle of the 2 breaks. Another 20-30' of road would have needed to be removed and 2 full sticks (20' sections) would have needed to be replaced. St Michaels St is one of the roads identified for going after grants to replace roads and utilities. Public Works worked with a local contractor to get this road repaired with concrete.







- Public Works assisted the drillers and Geotech Engineers with the Mt Dewey Stabilization Analysis work that was done. Drillers needed water in order to do this work so they were temped into a hydrant in the area. Bed rock was found to be very shallow in 3rd st. We are awaiting results from the engineering team and will share those findings when we get them.



- Public Works staff assisted WMLP with a significant power outage near 8 mile.
- Significant cold patch was added to 3rd St.
- Gravel was added to Cow Alley
- Some street sweeping was done to clean roads as weather permits.

Water

- Chlorine Shack line assessment with DOWL for backwash handling. The photos below include the original wood stave pipe, the asbestos concrete pipe that replaced it, and the current ductile iron.



- DAM Emergency Action Plan was updated for the first time since 2002 and has been sent to all the necessary parties. The Public Works Director, City Manager, Police Chief and Fire Chief all met to discuss evacuation procedures in the event the EAP needs to be activated.
- Upper dam stability analysis was complete
 - An engineer with Shannon and Wilson was on scene to work directly with the drill crew from Discovery Drilling. Public works staff were on scene the entire time monitoring water levels, weirs, piezometers, and seepage through the dam. Below is a brief summary of the work that took place each day.

Thursday

Drilled at the toe of the dam. Mixture of hard and soft ground found until hitting bedrock at about 30'. All drilling and data collection in this area went according to plan.



Friday 9/30/2022

The crest and part of the slope near the middle of the upper reservoir dam was excavated. This was done to be able to place the drill rig in the middle of the slope to be able to drill into this portion of the dam. This was necessary to understand the construction throughout the dam vs only in the middle or below the dam. Once excavated water was seen coming through the ground in the dam, roughly inline with the height of the water in the reservoir. The Geotechnical Engineer who has done our last several Periodic Dam Safety Inspections, and who was lead engineer on this project was consulted prior to proceeding with the drilling. Additionally, the State of Alaska Dam Safety Inspection office was consulted on what we were seeing. It was determined that drilling could proceed but if anything else changed to stop and reassess. Water coming through the dam did not change during this portion of the drilling. Some information was able to be gathered in this location however because multiple rocks were hit while drilling and with limited space to move the drill rig to avoid the rocks we were unable to reach bedrock. The excavated area was filled back in and compacted that afternoon right as the heavy rainstorm began.

Another concern that arose during the drilling was the presence of the water seepage in the slope of the dam on Friday and whether or not the piezometers in the dam were functional. Piezometers are basically perforated tubes installed in dams that can measure water seepage within in a dam. If significant increases are noticed inside a piezometer it is a warning sign that something could be wrong. The piezometers in the center of the dam, nearest the portion that was excavated and had water flowing, were dry. This seemed unusual considering the water seepage. The piezometer nearest the old spillway had a couple feet of water in it which is not unusual for that piezometer and has been noted often in past inspections. The Engineering Team and Dam Safety Office were consulted and it was determined to install 2 new piezometers near the center of the dam to ensure we are getting accurate readings. Those materials had to be gold streaked to be installed over the weekend.



Saturday

Several locations were to be drilled in the crest of the dam throughout the day. During the second drilling location the probe that measures the density of the soil was broken off inside the dam and was unable to be retrieved. This limited the data that could be gathered in terms of soil density. Work was able to continue with a different drill set up that could distinguish between hard and soft soil and that could determine bedrock levels. Drilling in this fashion near the old spillway (Southwest side of the upper reservoir dam) bedrock was found between 57-60' down. Within 30 minutes of finishing the drilling in this location Public Works staff noticed silty water coming through the dam and into one of the weirs near the old spillway. Water does seep through this side of the dam and has been noted in our periodic dam safety inspections for decades. While water coming through this location is not new, the presence of silt was an immediate red flag. Work was halted and the engineering team was consulted. The City Manager, Chief of Police and Fire Chief were notified of the possibility for needing to enact the Dam Emergency Action Plan. Additionally, water levels in the piezometer nearest this location increased. After consulting with the engineering team direction was given by the lead engineer to monitor the situation for 2 hours and if the silty water stopped flowing the EAP did not need to be activated. However if the silty water was still flowing it could be indicative of a more significant problem in the dam and would have resulted in enacting the EAP. The piezometer in this location was within historical highs during heavy rain events. With the level of rain we experienced from Friday night into Saturday afternoon it made it more difficult to determine whether the piezometers had more water from the drilling or from the rain. Fortunately the silt cleared up and the EAP was not needed.

Lastly, during the heavy rains it was beneficial to be on the dam to see how water flows from the existing spillway down the hill. Over the years the spillway has forked into 3 separate

channel and with so much rain the 3rd channel was directing water slightly back towards the toe of the dam. A large back eddy was present just below the toe of the dam as a result. Staff took the opportunity to discuss this concern with the engineering team and contractors to determine if the creek could be re-routed safely. Plans were approved through the engineering team and staff worked with a local contractor to route water down hill in 1 main channel (similar to how it used to be) as well as placing rock along the creek to keep it from flowing back towards the dam. Due to flow levels this work was not performed until Monday after water level dropped.



Sunday

Spillway, weir and piezometer levels had dropped by Sunday morning. Piezometer materials arrived on Alaska Airlines and were installed. New piezometers near the center of the dam did not have water, indicating the existing piezometers were still working. Drilling was done to find bedrock in the center of the dam as well as near the current spillway. Approximately 30 minutes after drilling for bedrock in the center of the dam and while monitoring weirs, staff noticed more silty water coming through one of the ductile iron pipes in the center of the dam. These pipes have valves installed that are not operational. Water does seep

through these pipes however the silty water has not been noticed before. Work was again halted, the engineering team was consulted and the City Manager, Fire Chief and Police Chief were notified. The silt coming through the ductile iron pipes appeared to be less than what was experienced the previous day in the weir nearest the old spillway. The Lead Engineer gave similar instructions to monitor and report back. The silty water coming through the ductile iron cleared up within 30 minutes. Work was completed that day as per the direction of the engineering team.



Monday

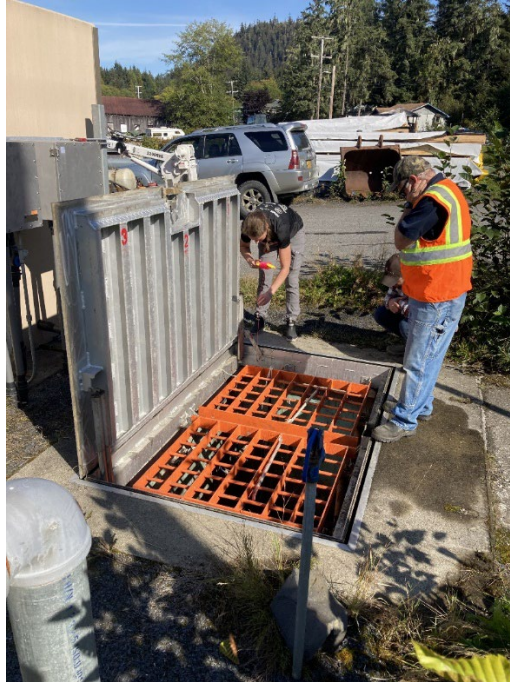
A new probe was gold streaked to Wrangell over the weekend and arrived on Monday. The drill crew were able to use this method in 2 previously drilled locations and were able to gather more data. Drill work on the dam and spillway modifications were complete.

The engineers have a month to write their final report and findings. As soon as we receive this report it will be shared with the Assembly.



Wastewater

- Working with DOWL on the WTP project. Staff have been compiling data and information to DOWL in order to assess backwash handling for the new DAF system as well as running draw down test with Node 6 for handling the backwash.



- Node 19 generator building is moving along.



- PW had to replace another grinder pump that burned up. PW is planning to upgrade this to a duplex station. There are 3 houses and the porta potties for Petroglyph beach that use this station. If someone in one house is doing laundry and another person takes a shower the station goes into high alarm. One pump is designed for one house and definitely not more than 2.



- Below is an example of the dewatering tank and process.



Sanitation

- David Gillen has accepted and been promoted to the position of Sanitation Lead.
- Jacob Allen has accepted the position of Sanitation Worker and will begin working with Sanitation on October 4th. Increased hours began October 17th. Beginning October 17th dump hours are Monday through Saturday 8:30am-3:30pm.
- Last month we were notified by Republic that there could be disruptions in our garbage being shipped due to the Railroad Workers Union negotiations and potential strike. Our garbage is shipped by rail from Seattle to the Roosevelt Landfill in South Central Washington. Fortunately they were able to come to a short term agreement and operations were able to carry on. However, the Republic Representative informed us that there are more union negotiations going on with port workers on the west coast and that we should be keeping an eye on how that progresses as the 2 sides are very far apart at this time. This could have implications down the road if barges are not able to unloaded at the port, or if

railroad workers decide to strike in November when the short term agreement expires.

Garage

- We have been experiencing significant delays on ordering parts for certain vehicles. Specifically a catalytic converter for one of the capital facilities vehicles.
- We are also experiencing another electrical issue with one of the garbage trucks.
- Our recently hired mechanic Jake Eastaugh was able to do some limited fire truck training in Anchorage. Fire trucks and the pump systems that they run are some of our most complicated and critical pieces of equipment within the City. Getting Jake trained in how to work on this equipment has been a priority.
- The garage has been working with PW staff on getting vehicles and equipment ready for winter. This is a time consuming process as trucks need to be outfitted with sanders and other equipment and tires need to be switched. We do not have winter tires for heavy equipment like graders and loaders. As a result studs are put in by hand on this equipment and there are hundreds of studs per piece of equipment.

General

- Very short staffed during moose hunting.
- PW is working on developing training with an organization in Anchorage. Environmental Management Inc offers a number of trainings we are in need of and there are opportunities for grant funding. The plan right now is to focus on confined space entry, flagging, hazwopper, forklift and shoring training.

Economic Development Department

October 25, 2022

- **6 Mile Zimovia Highway Deep Water industrial site:** Staff are discussing contracting with a professional facilitator for the economic forum on the 6 mile site. Details are being discussed and dates considered.
 - Economic Development Committee met on October 19, 2023 to discuss the forward momentum of developing the mill site.
 - 1) EDC Recommends gathering all existing information regarding the mill property in one location and begin disseminating that information to the public in order for informative comments to be made at the forum.
 - 2) Reach out to stakeholders regarding development.
 - 3) Identify the infrastructure needs for development.
 - 4) Provide a time for community to access and view the mill site.
 - 5) Include housing as a component for industrial activities.
 - 6) The economic forum will help determine follow up direction.
- **Old Hospital site:** The hospital is still listed on the surplus property. Several options discussed internally is to reduce the price by half and keep on surplus and add some commercial real estate listing sites; reduce the price to only the land value; prepare an RFQ for a real estate company to market; or ask for an offer.

- Economic Development Committee met on October 19, 2023 to discuss next steps. While no formal recommendation was made, there was discussion that if grants for hazardous materials removal are available, then it should be an option for the borough to demolish the building and repurpose for housing opportunities. While there may be some grants available (more research will be required) they all would require match and special environmental requirements to oversee.
 - The EDC recommended to place the remaining 6 lots located behind the hospital structure up for sale. This would require rezoning and identifying utility needs.
- **Comprehensive Plan:** Staff has been working with various committees on individual chapters of the 2010 Comp Plan to outline issues that need to be addressed in an update. The EDC suggested that with all the economic opportunity the Borough has with the former mill site, the old hospital site and the former Institute Property, that a strong proposal should be submitted to the Assembly to fund a comprehensive plan update. The document serves multiple purposes as a direction for community development, investment, and critical for grant applications as well.
 - **Planning and Zoning Commission:** Several new zoning codes have been submitted to the attorney for review prior to moving into a public hearing process. They have also started work on an Accessory Detached Dwelling code that could help with the housing problem. They have plans to complete the remote zoning codes for entitlement lands and update the subdivision code as well.
 - **Wrangell Convention and Visitor Bureau:** WCVB has begun work on a Tourism Plan that can identify organizational structure for a staff person and/or department, infrastructure needs for improving tourism opportunities and marketing elements to promote the community.
 - **Economic Conditions Report:** A draft economic conditions report of the economy through 2021 has been provided by Rain Coast Data. It is being reviewed internally and a final report is expected to be available in a few weeks. This report will allow us to look at the impacts from the pandemic and compare it to pre-pandemic conditions. A Visitor Industry by the Numbers will be completed next spring once all 2022 numbers have been received.

**City and Borough of Wrangell
Capital Facilities Department Report
October 20, 2022**

Capital Improvement Projects - Capital Facilities provides management of capital improvement projects and major maintenance to City and Borough of Wrangell facilities and infrastructure. A total of **\$24,752,724** of capital improvement projects have currently received funding. Grant funded and locally funded projects are reported below.

- **Capital Projects Town Hall Meeting**
 - As staff work to develop the proposed FY23 priority capital projects, for which we will seek funding in the next fiscal year, a Capital Projects Town Hall Meeting is scheduled for Tuesday, November 1st at 5:30 p.m. at the Nolan Center. The purpose of the meeting is to provide an overview of the Capital Improvement Plan (CIP) and seek community input toward developing the Capital Improvement Plan for the Borough.

Grant Funded Projects

- **Non-Motorized Transportation System (Mt. Dewey Trail Extension)**
 - Funding for this project comes from the Federal Highway Administration, FLAP program, in the amount of \$904,768. A match of 9.03% is required.
 - The USACE (Corps) response to the impacts to wetland disturbance requires compensatory mitigation for the wetland impacts. The compensatory mitigation for wetlands impacts has been identified and will cost the Borough approximately \$24,000 for compliance with US Army Corps of Engineer regulations.
 - PND Engineers and Corvus Design are under contract for the project design.
 - **Update:**
 - PND Engineers and Corvus Design were in Wrangell on October 13th with 65% design in hand. A public meeting and a public walk of the project site was held for the public to be able to engage in the trail layout and design.
- **Port and Harbor Security System**
 - Funding for this project is from the Homeland Security State Program in the amount of \$429,000. With an additional \$427,804 funding below, the total funding for this project is \$856,000. This brings the total grant funding to approximately \$856,000. No match is required.
 - RESPEC is under contract for engineering design with completion by the end of the calendar year 2022.
 - **Update:**
 - The engineering design effort over the last few months includes researching camera types and parameters for each site. A preliminary set of drawings and the narrative have been drafted and QC reviewed. The narrative describes camera types and attributes for each site, as well as a description of the means to provide power and telecom to each device.

- 65% design documents were received this week for review and comments by Borough staff.
- **Water Treatment Plant Improvements**
 - The engineering design phase of this project has been funded by the Borough, through a variety of funding resources, including ARPA grant, General Fund Reserves, and Water Fund Reserves in the amount of \$1,107,963. An additional \$125,000 was recently approved for the packaged water treatment equipment shop drawings required to complete the design.
 - We received the award letter for the State of Alaska Designated Legislative Grant in the amount of \$4,100,000 for this project. Further funding requests will be submitted to both USDA and EDA. EDA will require a nearly 50% match, which has been identified to be provided from the \$4.1M recently awarded for this project through a State of Alaska Designated Legislative Grant.
 - DOWL's 35% level design was complete at the end of May, and staff have returned comments. The 35% level cost estimate projected a \$17M construction cost. Costs will be further refined with the 65% level design and cost estimate, which are scheduled to be complete by the first part of November.
 - **Update:**
 - We are awaiting EDA approval for consideration of award the packaged water treatment equipment preselection to the sole bidder. The sole bidder is also a Canadian company, which requires approval of a non-American company under the Buy American requirement of EDA.
 - DOWL's 65% design submittal was received this week for CBW staff review and comments. The 65% cost estimate is expected by early November.
 - The project design team, DOWL, will be in Wrangell the week of October 24th for a 65% plans-in-hand project and site review. There will be a work session prior to the October 25th Assembly meeting where they will present a project overview for the public.
- **High School Fire Alarm System Upgrades**
 - Funding for this project is from the Community Development Block Grant (CDBG) in the amount \$494,734 (including a recent amendment adding \$35,483) along with a local cash match in the amount of \$118,750 for a total project funding to date of \$613,484. A budget amendment, adding \$62,000 to the project for a 10% contingency was approved.
 - Sitka Electric was the low bid and the Assembly approved award to them pending receipt of their Sam.gov active registration status.
 - **Update:**
 - Sitka Electric continues to engage the Federal Help Desk to understand the status of their registration renewal, a process they began in May

2022. The federal assistance agency has indicated the delay is with a correction of their incorporation date.

- **Recreation Center & Pool HVAC and DDC Upgrades**
 - Funding for this project is from the Community Development Block Grant – COVID (CDBG-CV) in the amount of \$806,000. There is no match requirement for this CDBG-CV grant.
 - **Update:**
 - RESPEC engineers are behind schedule but have submitted a preliminary design for review.
 - The temperature control upgrades portion of this project is underway under a design-build approach with Meridian Systems. Their design submittal is expected to be delivered in November.

Locally Funded Projects

- **Airport Runway Light Generator & Electrical Connectivity**
 - Funding for this project is projected to come from the General Fund, in the amount of \$26,500, and be reimbursed by ADOT.
 - RESPEC engineers are responding to ADOT engineers' comments and requests for modification to the design. With DOT concurrence the project will be released for construction bidding.
- **Loading Dock – Solid Waste Transfer Station Upgrades**
 - The Sanitation Department has funded an amount of \$391,499 for this project, and the Denali Commission has awarded up to \$250,000, which combined with the local funding, there is \$641,499 available for this project.
 - **Update:**
 - Design for the loading dock is underway with R&M Engineering. Design has advanced with alternative site concepts and their associated cost estimates reviewed for selecting a preferred alternative for location and site modifications for access to the new loading dock.
- **6-Mile Property Environmental Site Assessment (ESA)**
 - A Phase I Environmental Assessment was made a part of the work the Borough is required to do perform under the Prospective Purchaser's Agreement (PPA) with DEC. The purpose of the PPA is the limit the Borough's liability related to environmental pollution and contamination for events that occurred on the site prior to Borough ownership.
 - Shannon & Wilson engineer was on site the week of October 10th to perform the site assessment for the Phase I ESA.
- **AMI Metering System Replacement**
 - The solicitation for competitive bidding is in development and expected to be released within a week's time. AMI vendors will be notified directly of the competitive solicitation once it has been released.
- **Sunset Gardens Cemetery Expansion and Columbarium**

- A Professional Services Agreement (PSA) with the engineer has been issued for execution. Survey work is expected to begin in October.
- The new Columbarium arrived last week and has been stored for future installation once the Sunset Cemetery Expansion project design is complete to ensure a wholistic approach to its placement.