

TO: Mayor Jack and Wrangell Assembly Members  
FROM: Lisa Von Bargen, Borough Manager  
RE: Manager's Report  
Date: July 21, 2017

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**Shoemaker Bay Harbor Project:** Amber and Greg met with PND on July 19<sup>th</sup> to address final design changes. Information on this is more clearly outlined in the attached Public Work/Capital Projects report. Carol and I reached out to members of the Alaska Legislature to touch base about project funding allocated in the capital budget. This includes the representative and senator for our district, but also others. Representative Ortiz followed up with a phone call and assured staff that both Senator Stedman and he will be vigilant in protecting funding for the project. Additionally, this week the Governor's office allowed Wrangell to submit the Shoemaker Bay project as an addition to Federal Community Projects list being forwarded by the State to the Trump Administration for funding consideration. Carol took the lead and worked with Amber and Greg to submit the online application on July 20<sup>th</sup>.

**Evergreen Road:** Amber provided detail in her report on this project as well. During the call with Representative Ortiz on the 18<sup>th</sup> he indicated he had just met with ADOT Commissioner Luiken about the project and was assured it will be moving forward swiftly once all right-of-way issues are resolved.

**Water System:** Staff met telephonically with USDA on July 19<sup>th</sup> to review the Letter of Conditions and funding package provided by the agency. The fiscal terms are not as desirable as staff feels they need to be. I will be pulling the project team together (Amber, Lee and Carol) the week of the 24<sup>th</sup> to discuss options related to the project and its funding. As the assembly is aware we are at a critical juncture for the project both in terms of timing and funding. It will be necessary to call a workshop of the Assembly in the next 2-3 weeks to discuss alternatives.

**Personnel Policy Revisions:** Lee has been hard at work with input from other staff making proposed revisions to the Personnel Policy. A workshop was scheduled with the Assembly for 6pm prior to the July 25<sup>th</sup> meeting. I am postponing the workshop after a lengthy discussion with Lee. The Policy requires a multitude of significant changes. In some cases, revision may not be necessary. Rather enforcement of existing policies and training to use the policies may be the more appropriate course of action. Each revision currently being contemplated has given rise to additional questions, considerations and legal interpretations. Rather than bring a document for your review where staff does not have clear recommendations or justification, staff is going to develop a schedule to systematically bring "digestible" sections of the policy to you with proposed revisions that can be thoughtfully considered by the Assembly and clear direction can be provided to Administration. This will also allow me time to meet with the other Department Directors to discuss concerns they have about the policy document so those items can be included in proposed revisions that are brought to you.

**Procedures for Budget Amendments:** Lack of an official methodology for tracking budget amendments is a subject that has needed attention for quite some time. Beginning in August budget amendments transferring money between funds that require Assembly approval will be done so via resolution. Line item adjustments within a department budget approved by the Manager will be accomplished via an

internal Budget Adjustment form. You will also notice an addition to agenda memos. When approval of an item by the Assembly requires the use of money there will be a "Fiscal Note" included in the agenda memo. It will include the following:

Expenditure Required: \$

Amount Budgeted: \$

Account Number:

**Manager's First Week:** I would like to thank the Assembly for giving me the opportunity to serve as the Manager in Wrangell. The team of staff has provided an amazing amount of help and information – and has given me a very warm welcome. In addition to regular business, a priority for me is meeting with each of the department directors and getting into the field with them to visit facilities and meet staff. This week I have met and toured individually with Carol, Greg and Amber. Next week I am scheduled to meet with Kate and Clay currently, and that will likely increase. In addition to the major items outlined above and within the included and attached department reports, there is a growing list of items the staff has brought to my attention to be addressed in the near and mid term. Did someone say Ferris Wheel at the old Silver Bay property?! Just kidding.

As this is the only regular Assembly meeting this month I asked directors to provide me with any updates they might have for you. Included below are short summaries provided by both Greg and Clay. Attached to this document is Amber's Public Works/Capital Projects Report.

**Harbor Department (provided by Greg Meissner)**

- City staff had an onsite meeting with PND Engineers yesterday at Shoemaker Bay. We went over the change from 2 gangways to 1, electrical and water systems, parking lot issues as well as the dredge disposal site at the Institute property.
- Summer yacht traffic so far this year is up a bit so that is good news.
- The boatyard is seeing a bit of unexpected activity as there is a smaller boatyard in Ketchikan that is broke down at this time.
- Harbor temps have been cutting grass and brush around the harbors and boatyard lots.
- Harbor staff started doing concrete patchwork on Shoemaker float system to repair the spalling issues.

**Electric Department (provided by Clay Hammer)**

Work was resumed on scheduled distribution projects after union workers came back following the recent strike. The next area of focus was pole relocations required as a part of the Evergreen Avenue Rebuild Project. DOT engineering was able to nail down exact specs on how far each of the (4) power poles was to be moved to accommodate the Project. It was important that the work be done before construction contractors moved in and started their part of the project due to the difficulty of trying to coordinate site occupation. As it now stands the poles have been moved per DOT instructions and the only remaining obligations are to provide additional pole support during certain phases of excavation during the construction project. The agreement with DOT is that this department will be reimbursed for time and materials expensed in support of the project.

The Cow Alley project is now complete with exception of removing the old poles. The department is waiting for the two communications companies that occupy the poles to transfer over to the new ones

and then the old ones can be pulled. The communication companies have been noticed on this and are currently putting together crews to travel here and do this work.

With Cow Alley and Evergreen Avenue behind us the next push is to get back on the Church Street project. The Line Crew has been coordinating with the Public Works Department in getting three more poles set as we continue the project past Rooneys Roost and head up the hill towards the High School. As of this writing the holes have been dug and an outage is scheduled for this Thursday to move the overhead lines out of the way on temporary Stand Off Arms to accommodate the setting of the new poles. Once the new poles are in there will be additional planned outages to allow safe transfer of the lines to the new poles. This section will encompass the heavy AP&T overhead to underground transition pole. This will be the most difficult communications portion of any of our upcoming projects. AP&T is aware of what we are doing there and are forming a plan of how to deal with it. This three pole stretch will be our last big push before we switch gears to smaller projects for a while. The rescheduled Diesel Run, (September 5<sup>th</sup> through the September 15<sup>th</sup>) Travel, training, and one crew members new journey into fatherhood is going to leave us comparatively short staffed over the next three months.

In regard to staffing it is with regret that I announce the recent resignation our Line Foreman Bruce Smith Sr. Bruce was a 40 plus year veteran of the line trade with a vast and diverse knowledge base. A motivated foreman with a Can-Do attitude the man was a very valuable asset to this department. Citing differences of opinion with union negotiations as well as his own eminent retirement he has chosen to finish the season elsewhere. At the moment Mark Armstrong has been appointed interim foreman. Pending approval of the proposed Line Foreman Job description changes, a review of available recruitment options will be evaluated and a plan to backfill that position will begin. Given the potentially dangerous and even deadly nature of line work it is absolutely imperative that WML&P strive to get workers who are a good fit for the department. Whether this will be in the form of an experienced lineman or a motivated apprentice will be decided after the available options have been evaluated.

## **Public Works and Capital Projects Update**

**July 20, 2017**

### **Wrangell Dock Lighting - City Dock Improvements**

Buness Electric received the power center this week for the City Dock lighting project. Receipt of this electrical box will allow the last phase of the electrical upgrades to begin. Due to the long lead time required for the power center, the CBW approved an extension to Buness' contract, which sets their substantial completion date to August 31, 2017. This time extension followed receipt of the project's grant extension by the State. While coordinating work with the cruise ship schedule, Buness Electrical projects final completion of this project by August 31<sup>st</sup>.

### **Shoemaker Bay Harbor Float Design**

CBW staff met on site this week with PND Engineers to review the scope and preferences for the single gangway option and to coordinate with the various utilities regarding a number of conflicting uplands infrastructure affected by the new gangway site. As the CBW awaits news of funding for the construction of this project, through the State's matching harbor grant program, PND will advance design documents to 90% completion and submit for final review by August 31, 2017.

### **Water Treatment Plant**

- **Water Plant Operations, Maintenance and Production**
  - Raw Water Reservoir Levels. Both reservoirs are currently full, with poor raw water quality.
  - Treated Storage Tank Levels. Both tanks have maintained acceptable, daily recovery.
  - Water Production. Water production/demand over the last several weeks since the seasonal demand began has remained relatively similar to the two months leading up to the summer peak.

#### **Daily Average Water Production**

962,000 gallons – Week of June 26th

1,227,143 gallons – Week of July 2nd

974,857 gallons – Week of July 9th

Thank You Wrangell!, for your attention to the Stage I Water Shortage declaration, which will remain in effect until further notice.

- Filters' Maintenance. Both the roughing filters and the sand filters continued to be cleaned as necessary. We have maintained two temporary employees, assisting with water plan maintenance needs.
- Sea Level reports that two of their three new cooling towers have been installed. The third requires additional access construction, and they hope to have the third unit installed soon. We will be reviewing with Sea Level their water consumption to gain a sense of the water conservation and cost benefits of their cooling towers.
- **Roughing Filter Modifications** - Wrangell received DEC's Approval to Construct the Roughing Filter Improvements project based on the Forsta Filter's automatic self-cleaning filter design, which would replace the existing roughing filters. The engineers' estimated construction cost for this project is \$253,000, which was included in the FY18 capital budget for the Water Department.

Soon after receiving the DEC approval, CBW staff met with staff from Case Marine, a company that specializes in many water treatment system components found in Wrangell's water plant. They also have direct experience with the Forsta Filter product and provided feedback based on their experience with that filter type. Case Marine has suggested that before moving forward with replacing our existing roughing filters with the automatic self-cleaning filters, that we explore a couple of other options that could improve performance of the existing roughing filters, either in a modified design or as originally designed.

Staff have made contact with one of the leading U.S. companies who engineer and manufacture a variety of components and systems for water treatment facilities. Case Marine has offered to continue to consult with the CBW as we work through further exploration of redesign options for the roughing filter.

### **Upper Reservoir Bypass Line**

Shannon & Wilson have declined the work of the Bypass Line project due to their existing work load; therefore, staff will move forward with finalizing the RFP for engineering services.

### **Public Safety Building (PSB) Capital Projects**

- **Heat Piping System Replacement** - PDC Engineers have performed a site visit and initial report of findings and recommendations for replacement of the portions of the heat piping system. Much of this work can be performed in house with the CBW facilities maintenance personnel. Staff has begun review of the recommendations in advance of material orders and pipe replacement.
- **Roof Repair, Phase I** – Jensen Yorba Lott has completed the 95% level drawings for the roof replacement project at the PSB. Staff is coordinating the contract documents in advance of putting the project out to bid. This flat roof replacement project was designed in full, as a phased project, which will allow the CBW to address replacement of the various phases as funding is available for this project. The FY18 first phase project

for the PSB will be combined with the flat roof replacement project for the Swimming Pool, also designed by Jensen Yorba Lott in 2015.

- **Siding Repair, Phase I** - Jensen Yorba Lott has completed the 95% level drawings for the siding replacement project at the PSB. Staff is coordinating the contract documents in advance of putting the project out to bid. This exterior siding replacement project was designed in full, as a phased project, which will allow the CBW to address replacement of the various phases as funding is available for this project.

### **Scrap Metal Collection**

Channel Construction completed clearing the municipal stockpile of scrap metal at the solid waste transfer station during the latter part of June. Channel removed most of the scrap metal from the site, save for some vehicles that still had tires on them and numerous metals drums that contained material that Channel would not accept for transport. Channel estimates approximately 600 tons of material was cleared from the municipal site.

In addition to the municipal scrap metal waste, Channel removed from the island additional scrap metal material at the 6-mile mill site and other private properties. Channel anticipates returning to Wrangell in the fall for additional scrap metal collection. In anticipation of another opportunity to rid the island of further scrap metal, the CBW plans to issue a call to the community to bring their metal disposals to the transfer station in an effort to clean-up the town.

### **SEARHC Clinic Access Road Paving (SEARHC managed project)**

CBW staff finalized development of a cooperative agreement for the paving project that SEARHC is executing at their medical clinic facility on Wood Street and which includes the CBW-owned access road to the Medial Campus. SEARHC's paving contractor is expected to begin the paving portion of the project once the curb and gutter work in their parking lot is complete. CBW staff will coordinate that work with SEARHC and their contractor as that portion of their project begins.

### **Evergreen Avenue Reconstruction (CBW-owned, DOT-managed project)**

DOT reports that they are still working to complete the Right of Way (ROW) acquisition phase with property owners. Once the ROW work is done, all of their involved departments (i.e. design, environmental, ROW, utilities) are required to certify that the project is complete to Federal Highway standards. Following project certification, DOT will request authorization, from Federal Highways (a three to four week process), of the funds to move forward with construction. DOT routinely allows for a minimum of three weeks for the bidding phase.

### **Bennett St. and Airport Rd. Pavement Resurfacing (DOT-owned and managed project)**

DOT plans to rehabilitate approximately 1,200 feet of Bennett Street with new curb and gutter and sidewalk that meet ADA standards. The storm drain system and asphalt surfacing will also be replaced. Approximately 3,400 feet of Airport Road will be planed and resurfaced with asphalt pavement, and cross-culverts will be replaced. The entire corridor will be re-stripped and new signs installed. This project is scheduled for construction in 2018.