

***Special Project – Waterfront Strategic Plan**

\$49,000 (estimate)

McDowell Group visited Dillingham for a third time on February 11, 2020 to discuss the Dillingham Waterfront Strategic Plan Final Draft Report. An Open House was hosted at City Hall, and a presentation was provided at the Curyung Tribal Council meeting, in the Curyung Tribal Hall. The draft plan was provided to the Port Advisory Committee in May. Feedback from the trip and this meeting were taken and are being incorporated into the final plan, expected by May 31.

#1 – Wastewater System Upgrades, Aeration

\$739,891 (estimate)

As part of completion of the ADEC SRF Loan Application, NEPA, SHPO, and Financial Capacity Assessment components have been submitted. CRW has been contracted for construction support of the project. Due to a portion of the project footprint occurring in wetlands, a nationwide USACE permit will be required. The City has contracted with CRW, and sub-consultant Solstice Alaska Consulting, to manage the permitting process.

Design: \$89,891 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- ANTHC funding has been used for the design expenses.

Construction: \$650,000 (estimate)

- City to develop RFP.
- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #3.
- ADEC SRF Loan Application for \$650,000 submitted on 1/29/2020.
- SFY20 Q2 Project Priority List indicates a potential subsidy of \$335,000.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.

Project Timeline:

- January 22, 65% Design
- March 22, 95% Design & ADEC review & permission to construct
- April 10, DEC approval to construct received
- May 3, 100% Design
- July RFP Release, RFP scoring, evaluation, and recommendation for contract
- September-October, Construction begins; Project close out

#2 – Public Safety Server Room Fire Protection

\$67,000 (estimate)

Proceeding with completion of air sealing. Scheduling for system certification visit will follow.

Construction: \$67,000 (estimate)

- RFP awarded to Wolverine Supply, Inc.
- E-911 Grant funding will be used for this project.

Project Timeline:

- December, 2018 Installation of Clean Agent System
- August, 2019 Air Sealing of Server Room
- TBD, GNW Fire Services air sealing and system certification; project close out

#3 – Landfill Groundwater Monitoring Wells

\$420,099 (estimate)

An NTP has been issued to the contractor on January 8, 2020 to begin work, with the improved ground conditions, and substantial completion was achieved on February 26, 2020. The contractor has received punch list items and must complete them prior to final acceptance of work. This final phase has been delayed, due to the COVID-19 travel and quarantine restrictions. The City is seeking an extension to the work completion date set by DEC of April 1, 2020.

Design: \$23,202 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- City funding will be used for the design costs.
- Cost overrun of \$5,404.00 due to project delay (originally \$17,798)

Construction: \$161,928 (estimate)

- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Non-Point Source Project Priority, Q3 prioritized #2.
- ADEC SRF Loan Application submitted March 12, 2019 for \$331,575.
- ADEC SRF Loan Re-Application submitted October 10, 2019 for \$366,897.03 (to reflect cost overrun).
- ADEC SRF Loan agreement in the amount of \$367,000 was signed on December 18, 2019, with a subsidy amount of \$137,610, and repayment amount of \$229,390 (1.5%, 20 year term).
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- RFP was developed by Bristol Engineering.
- Denali Drilling was only bidder for the project.
- Cost overrun of \$29,918.03 due to project delay (originally \$132,010).

Additional Project Costs: \$234,969 (estimate)

- Bristol Engineering has been contracted for these services at \$199,565.
 - o Administration, \$298.
 - o Construction Oversight, Sampling and Reporting, \$199,267.
- Cost Overruns due to project delay and longer spring construction duration:
 - o Bristol Engineering (expected overage), \$35,404.

Project Timeline:

- October, 2018, Project Manual/Permit Set
- November, 2018, ADEC review and approval to construct
- January, RFP Release
- February, RFP scoring, evaluation, and recommendation for contract
- March, Contract awarded
- April, On-site evaluation determined construction should be delayed until fall
- January 2020, Construction NTP issued
- February 26, 2020, Substantial Completion
- June 30, 2020, Project close out

#4 – Water System Improvements, Downtown Streets Support

\$3.68M (estimate)

CRW has been contracted for construction support of the project. Regular project meetings are taking place. The Pre-Construction Conference occurred on May 8, 2020. The project start date was May 18. An EMC engineer has been on-site since May 18, providing daily reports, inspection and materials testing information, and photos documenting progress. It is unclear at this time when water improvements in the DOT project footprint will begin.

Design: \$224,715 (estimate)

- CRW Engineering Group LLC has been contracted to complete the design for this project. Additionally, CRW is expected to handle ROW, easement, ADEC permitting, temporary construction permits, and construction administration for the City.
- City funding will be used for 30% of the design costs; MMG 28308 will be used for 70% of the design costs.

Construction, Phase I (DOT Project Footprint & Downtown Core): \$1,987,249 (estimate)

- CRW to develop RFP.
- ADEC SRF Loan Questionnaire submitted November 30, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #17.
- MMG 28308 will provide 70% up to approximately \$1.4M total cost, with 30% matching.
- ADEC SRF Loan Application for \$600,000 submitted 4/10/19, was approved on 8/27/19.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- Expected URSA billing (DOT Project Footprint) is estimated at \$364,515. This number may change based on project actuals.
- Apparent Low Bidder (Downtown Core): JJC Enterprises, \$1,622,734.

Construction, Phase II: TBD

Construction, Phase III: TBD

Project Timeline:

- January 9, 75% Design (All Phases)
- February 11, 100% Design for Phase I (DOT Footprint)
- February 27, 100% Design (All Phases)
- August, RFP Release; RFP scoring, evaluation, and recommendation for contract
- September, Contract awarded; Construction begins May 18
- August 2020, Phase I Project close out (tentative)

#5 – Lake Road Fire Hall Renovation

\$589,200 (estimate)

LCG Lantech's has been contracted on a NTE \$18,295.42 agreement for additional project scoping (heating system and flooring changes), including updated design drawings, specifications, and engineers cost estimate. Updated design and specifications have been completed. Review of RFP materials is underway, with advertising expected to begin shortly thereafter.

Design:

- LCG Lantech Inc. and RSA Engineering, Inc. have provided 100% design and specifications for this project.

Construction: \$560,000.00 (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by Bristol Engineering.

Additional Project Costs: \$29,200 (estimate)

- LCG Lantech, Inc. will be contracted for these services.
- City personnel may handle some tasks, others will be assigned to LCG Lantech via Task Orders, on an as needed basis.
- Permitting, Bid Assistance, and Construction Administration, \$12,000, T&M, NTE fee.
- Project Inspection, Contract Administration, \$17,200, T&M, NTE fee.

Project Timeline:

- June, RFP Release
- July, RFP scoring, evaluation, and recommendation for contract, contract awarded
- August, Construction begins
- November, Project close out

#6 – Harbor Float Replacement

\$5.2M (estimate)

The City is currently considering an RFP for replacement of the float arms, which will most likely be a custom manufactured product. More information will be forthcoming as this option develops further.

Design:

- PND Engineers, Inc. has provided 75% design for this project.

Construction: \$5.2M (estimate)

- The City is currently exploring funding options through federal appropriations.
- Funding alternatives are AKDOT&PF Harbor Facility Grant Program and USDA Public Works and Economic Development Facilities Program (Grants).
- City to develop RFP.

Project Timeline:

- TBD pending funding

#7 – D Street & Seward Street Rehabilitation Project

\$3.11M (estimate)

PND and EMC have been contracted for construction support of the project. Regular project meetings are taking place. A Pre-Construction Conference was held on April 22. Anticipated project start date is June 10.

Design: \$154,329 (estimate)

- PND Engineering, Inc. has been contracted to complete the design for this project.

Construction: \$2.96M (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by PND.
- Apparent Low Bidder: JJC Enterprises, \$2,494,737

Project Timeline:

- April 30, 95% design, specifications and cost estimate
- June, RFP Release, bid deadline August 15
- August, RFP scoring, evaluation, and recommendation for contract
- September, Permitting finalized; Contract awarded
- May 2020, Construction NTP issued
- August 2020, Substantial completion
- September 2020, Project close out

TASK ORDER 6

Engineering Services Task Order No. 6 as approved by Action Memorandum No. 2020-02

PROJECT NAME: City of Dillingham, Wastewater System Upgrades, Aeration, Permit Support

This Task Order pertains to a fee proposal provided to the City of Dillingham ("OWNER") and CRW Engineering Group, LLC dated May 18, 2020, as part of our contract for Engineering Services ("the AGREEMENT") described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

PART 1.0 PROJECT DESCRIPTION

The City of Dillingham is seeking permit support for our Wastewater System Upgrades, Aeration project. A portion of this project is located in wetlands and requires a USACE nationwide permit. Bristol Engineering Services Company (BESC) was the design engineer on the project.

The City requested and received a fee proposal from CRW Engineering to provide this assistance, which shall consist of, but not limited to:

- Management of USACE wetlands permit through sub-consultant Solstice Alaska Consulting, Inc. (Solstice) for developing permit documents;
- Explore the possibility with USACE of phasing the project with completion of the aeration upgrade first, and the construction of the septage pond later, if there may be potential to undertake the first phase without the required nationwide permit;
- Provide the required permit drawings and engineering support based on the final Aerated Lagoon Improvements plans prepared by BESC.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

This scope of work is included in the attached proposal, dated May 18, 2020.

PART 3.0 OWNER'S RESPONSIBILITIES

1. City of Dillingham will review and comment on submittals, as well as provide any additional information needed to complete the task.
2. City of Dillingham will attend project meetings as needed.

3. City of Dillingham will provide timely response to request for information, payment, and other project requirements.

PART 4.0 PAYMENT TO CONSULTANT

Payment shall be on a time and materials basis, with a not-to-exceed amount of \$11,534.00.

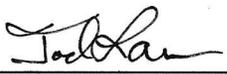
This Task Order is executed this 28th day of May, 2020.

City of Dillingham
"OWNER"

By: Tod Larson

CRW Engineering Group, LLC
"CONSULTANT"

By: Pete Bellezza, P.E.

Signature: 
Title: City Manager

Signature: _____
Title: Project Manager



May 18, 2020

City of Dillingham
P.O. Box 889
Dillingham, Alaska 99576

Attn: Cynthia Rogers – Director, Planning & Grants Management

Re: USACE Wetlands Permit Application – Lagoon Improvements
Proposed Scope & Fee

Dear Ms. Rogers,

The City of Dillingham has requested permitting support for construction of the Aerated Lagoon Facility Improvements project. Portions of the project will be constructed on wetlands, requiring US Army Corps of Engineers wetlands permitting. Additionally, due to the anticipated dewatering, it is expected that a Temporary Water Use Authorization issued by Alaska Department of Natural Resources will be required.

CRW Engineering proposes to utilize the services of our subconsultant Solstice Alaska Consulting, Inc. (Solstice) for developing the permit documents. The attached Solstice proposal details the approach, deliverables, and assumptions for the work. In support of Solstice, CRW will provide the required permit drawings and engineering support based on the final Aerated Lagoon Improvements plans prepared by Bristol Engineering Services Company.

We propose to complete the work on a time and expenses basis for an amount not to exceed \$11,534 (please refer to the attached spreadsheet). The work will be in accordance with CRW Engineering's 2019 General Engineering Services contract.

We look forward to assisting the City of Dillingham with this effort. If you have any questions or comments regarding this proposal, please don't hesitate to contact me.

Sincerely,
CRW Engineering Group, LLC

A handwritten signature in black ink that reads "Pete Bellezza".

Pete Bellezza, P.E.
Principal/Civil Engineer
Phone: (907) 646-5640 / email: pbellezza@crweng.com

**USACE Wetlands Permit Application
 CONTRACT FEE PROPOSAL**

City of Dillingham, Alaska

BASIC SERVICES
 Revised 5/18/2020

Task & Subtask Description	Name, Rate & Projected Hours CRW Engineering Group, LLC				Cost \$				
	Pete Bellezza, P.E. Senior Principal	Senior Civil Engineer	Senior Designer	Administrative Support	Total CRW Labor	Sub Contractor Costs	Expenses	Total Subtask	Total Task
	\$200	\$180	\$140	\$85					
Task 1 - Permitting Support									
Project Description	1		2		\$480	\$4,323		\$4,803	
Permit Applications	2		8		\$1,520	\$3,311	\$550	\$5,381	
Permit Stipulations Memo	1				\$200	\$1,150		\$1,350	
Total Task 1:	4	0	10	0	\$2,200	\$8,784	\$550	\$11,534	\$11,534
TOTAL BASIC SERVICES:	4	0	10	0	\$2,200	\$8,784	\$550	\$11,534	\$11,534

Notes and Assumptions:

- 1) All work will be on a time and materials basis in accordance with CRW Engineering's 2019 General Engineering Services contract.

May 15, 2020

Pete Bellezza, PE
Principal/Civil Engineer
CRW Engineering Group, LLC
3940 Arctic Blvd, Ste. 300
Anchorage AK 99503

Regarding: Dillingham Wastewater Improvements Wetlands Permitting Proposal

Dear Pete:

Thank you for seeking a proposal from Solstice Alaska Consulting (SolsticeAK) to assist with the preparation of permit applications for improvements to the wastewater system in Dillingham. Based on the information you provided, the City of Dillingham is interested in the following improvements to their system near the existing wastewater treatment lagoon:

- Constructing a new pretreatment pond
- Installing a new discharge line between the pretreatment pond and the existing lagoon
- Extending the existing the area's driveway
- Placing fencing around the pretreatment pond
- Installing new aeration equipment within the existing lagoon

We expect the following tasks would be required.

Task 1. Permit applications. Assuming that the project falls under U.S. Army Corps of Engineers' (USACE) Nationwide Permit (NWP) #29 for Commercial and Institutional Developments, SolsticeAK would prepare a preconstruction notification (PCN) for the project. The PCN package would include a request for a wetlands jurisdictional determination from the USACE. It would also include a cover letter, PCN form, and project description (which includes project purpose and need, alternatives considered, potential impacts to wetlands, and how wetland impacts have been avoided, minimized, and mitigated). We would work with CRW on permitting figures that would accompany the permit application.

It is expected that a Temporary Water Use Authorization (TWUA) from the Alaska Department of Natural Resources (DNR) would be needed during construction in order to dewater the trench where the discharge line would be placed. SolsticeAK would prepare the TWUA application along with the needed support materials.

Permit application packages would be delivered to the USACE and DNR electronically following one review by CRW and another by the City of Dillingham.



Task 2. Permitting Follow Up

SolsticeAK will provide permit application follow-up, including addressing agency questions, reviewing agency mitigation recommendations, and providing a written summary of required minimization and mitigation measures to provide to the contractor once the permit is issued, as necessary.

Assumptions

The following points are assumed for this project. If the assumptions change, SolsticeAK may require a change in scope and budget to complete the project.

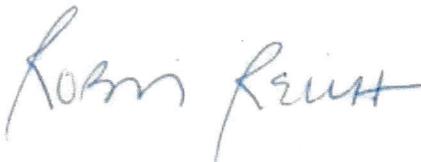
- No wetland delineation will be needed.
- No travel to Dillingham will be needed.
- Engineering support or design-related issues/questions encountered through the permitting process will be addressed by CRW Engineering Group.
- CRW will provide permit application drawings as required. This may include the following:
 - Vicinity Map
 - Plan view of the entire project
 - Project components in relation to wetlands
 - Typical cross sections of project components (i.e. trench, pond, etc.)
- Routine permitting processes are assumed. Addressing substantial controversy and/or detailed agency negotiations would be done as additional services.
- The project falls under an USACE NWP. If an Individual USACE Permit is needed, a contract modification would be needed.

We are ready to begin work now and could submit permit applications within one month of a Notice to Proceed, assuming permitting figures are supplied. (This time could be reduced, if needed.)

The estimated cost for the services described above will not exceed \$7,985. Work would be completed on a time and materials basis.

Sincerely,

Solstice Alaska Consulting, Inc.



Robin Reich

Attachment: Budget



COST ESTIMATE											
Solstice Alaska Consulting, Inc.				PROJECT TITLE: Dillingham Wastewater System Improvements							
				TASK DESCRIPTION: Permitting				Date: 05.15.2020			
SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION				INDIRECT	PREPARED BY: R. Reich					Subtotal
	R. Reich	C. Connaker			Permit fees						
Permit Acquisition											\$ -
Project Description	2	40									\$ 3,930
Permit Applications	2	30			\$ 500						\$ 3,510
Follow up											\$ -
Permit Stips Memo	1	10									\$ 1,045
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
TOTAL LABOR HOURS		5	80		Expenses	\$ 500					
LABOR RATES (\$/HR)		\$125.00	\$92.00								
LABOR COSTS (\$)		\$625	\$7,360								\$7,985

Notes: Please see proposal dated May 15, 2020.

5/15/2020

This page intentionally left blank

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Bill Rodawalt
Kaleb Westfall
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: May 26, 2020
To: Tod Larson, City Manager
From: Jean Barrett, port director
Subject: Monthly Staff Report

Today is the day after Memorial Day, traditionally this is the week it starts to look like an ant farm around Dillingham. With the ongoing threat of the Covid19 virus we will see how things go with the incoming fishermen, my fingers are crossed in hopes they postpone their arrival a few weeks.

DOCK

- Things are busy at the dock as the summer construction has begun, the yard looks like a war zone with all of the giant holes as the contractor works on the water improvements upgrades, it will be nice when it's completed. Better to have it done now than in the middle of July when we have several million pounds of fish moving through.
- We have had a couple of barges already this summer and the Dock crew has done a great job working around the construction. We are expecting another barge this week.

Harbor

- Dredging is in full swing and they have a target date for completion of June 3rd. I spoke with the engineers that do the surveying of the harbor for the Corp of Engineers about the possibility and cost to dredge the harbor wider on the East side per a request of one of the Port Committee members at a meeting two weeks ago. The estimated amount of material that would come out of the area would be approx. 14,000 cubic yards which would cost the city somewhere in the ballpark of \$75,000 to \$100,000, this would be a cost to the city as it is in addition to the footprint the ACOE has grandfathered this harbor into.
- The ice machine is producing ice but the freezer unit is not chilling down. I have been in contact with two refrigeration guys with no return calls. We continue to make ice for the Halibut fishermen and sell to them on an as needed basis.

- The Covid testing facility has been renovated and is now using most of the inside of the Animal control center. We moved the back partition further back and opened up the testing area to allow traffic to move in one door and out the other. This was brought on because of Mother Nature's wrath as one day as the East wind blew, and the rain was pushed into the open garage door onto and over all of the testing materials.
- The Port of Dillingham harbor Committee hadn't met in over two years. We have now met twice in two weeks and are fixing to meet again this week. We are working on language of harbor rules to distribute to the salmon fleet as they arrive in Dillingham.

Some of what that has been discussed is listed below, hopefully we will have this all ironed out this week.

- I had suggested using only the South ramp this summer to discourage the fleet from rafting together, this was met with the concern that if we don't offer a second ramp it will result in boats rafting together. So, I have compromised and am going to put in 2/3 of the East side docks and ramps.
- Contact with the harbor masters office when coming into the harbor so a determination can be made regarding allowable time in the harbor or whether a vessel needs to be pulled from the water to be repaired.
- Designate an area to park vessels that cannot go into the adjacent PAF yard to be worked on.
- Designate an area for the local grocery and hardware stores to drop off supplies for the fleet.
- Discussed the hours of the bath house and cleaning schedule which is one thing we have (fingers crossed) come to an understanding about. The Cleaners will clean the bathhouse at night at approx. 10 pm and then lock it up for the night to discourage homeless campers and vandalism. At 6 am harbor personnel will unlock the bathhouse for daily use.
- Our next meeting is Thursday May 28th.

That is all from the Port department

Jean

Mayor
Alice Ruby

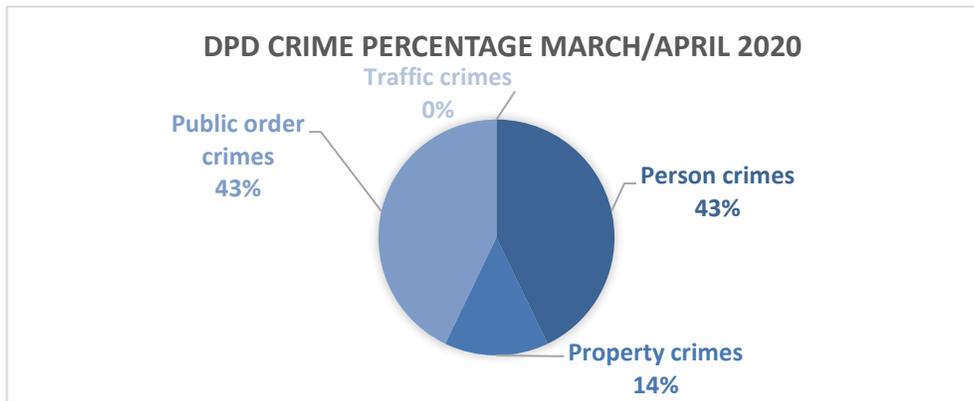
Manager
Tod Larson



Dillingham City Council
Chris Napoli
Bill Rodawalt
Kaleb Westfall
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: 5-26-2020
To: City Manager Tod Larson
From: Chief Daniel Pasquariello
Subject: Public Safety report JUNE 2020
Reporting period 5/01/20 to 5/26/20



We have been enforcing the City Council's emergency ordinances pertaining to COVID-19 by checking passengers as they disembark airplanes and investigating quarantine violation complaints. We have written 1 citation for no face mask and 2 citations for lack of travel permits. Other than these two citations everyone is complying with the travel permit requirements. We have received nearly a dozen reports of person suspected of violating quarantine. Only one of those reports resulted in a citation, the others being unfounded or unprovable. Nearly all of the quarantine violation reports are about local citizens.

Denali Universal Services came to Dillingham to perform a security needs assessment for Governor Dunleavy. We met with them and showed them areas where the City is requesting help to enforce Governor mandates, and City emergency ordinances. As of this writing we have not heard what help we will be receiving.

The Dillingham DMV re-opened mid-month. A plexiglass barrier was built to separate the DMV agent and customers. The hours of operation were extended by one hour in order to help clear up backlog. To avoid congestion and maintain social distancing in our lobby, service is by appointment only. The allotted half-hour time slots have been almost fully booked since our re-opening.

We have a new patrol supervisor. Officer Bill Yates was promoted to sergeant.

Alaska Airline is back in operation with plans to fly year round. The jets require screening by TSA, TSA requires law enforcement support. Due to the year round (*not just seasonal*) commitment now asked of DPD we negotiated a contract with the State DOT. DOT will pay us \$20,000 a year to provide law enforcement services at the Dillingham airport.

The animal shelter has been completely taken over for COVID-19 virus testing. ACO Boyd has moved into the police station and is storing his equipment in a container van in our parking lot. Impounded animals are being held in the outside kennels at the boat harbor. There has been a rash of dog bite cases this month, most of them involving pit bulls.



*DMV Agent Gary Pullon wearing mask behind barrier.
The DMV is once again open, by appointment only.*



BUBBA and VINNY

These two adorable and rambunctious litter mates have been reporting for duty to provide emotional support for DPD staff during the COVID-19 pandemic.

Dillingham Police Activity 2020	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec	Division
Total Calls Dispatched	244	319	229	216	244								Dispatch
Dispatched to DPD	185	229	174	166	195								
Dispatched to Animal Control	15	26	14	24	22								
Dispatched to Fire/EMS	15	19	23	17	12								
Dispatched to AST	29	44	18	9	15								
Calls handled by DPD patrol	185	229	174	166	195								Patrol
Arrests by DPD (felony)	2	2	4	1	1								
Arrests by DPD (misdemeanor)	14	7	10	6	6								
T-47s by DPD	8	6	22	4	14								
Citations issued by DPD	26	6	9	17	17								
Incident reports by DPD	25	18	26	21	15								
Inmates held at jail	32	41	26	13	19								Corrections
Title 47s held at jail	8	6	22	4	14								
Animal impounds	7	8	6	5	8								Animal Control
Animals surrendered to shelter	*	*	*	*	*								
Animals returned to owners	6	7	6	5	6								
Animals adopted out	*	*	*	*	*								
Animals sent to other rescue groups	*	*	10	1	8								
Rabies/parvo shots	5	54	14	14	14								
Euthanasias	2	2	1	2	*								
Citations issued	*	2	*	*	1								
Driver's license/IDs issued	170	142	76	*	40								DMV
Titles/registrations	44	43	26	*	41								
Boat registrations	*	1	2	*	20								
CDLs	2	2	4	*	2								
Road tests	4	2	1	*	*								
Written tests	9	18	10	*	14								

This page intentionally left blank

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Bill Rodawalt
Kaleb Westfall
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: May 24, 2020
To: Tod Larson, City Manager
From: Ida Noonkesser, Director
Subject: Monthly Staff Report

During the month of April, the Senior Center served 292 home delivered meals to 31 individuals, gave 197 assisted rides to 18 elders without other options for transportation and our unassisted ride service remains suspended due to COVID-19 situation.

Greg Marxmiller donated disposable face masks to the Senior Center for the elders and the employees. The masks are much appreciated and have been distributed to the elders as part of our lunch deliver stops.

Dental employees at the hospital also donated homemade masks for the elders.

The Senior Center has been closed to the public and very quiet except our work delivering lunches to the elders. We have at least 30 meals, often more, being delivered each day, and 8 pickups of elders needing rides that need personal assistance.

We have a new cook, his name is Timothy Stafford. He has been busy since he started working and our elders seem to enjoy his cooking. We have been getting nice complements from the elders receiving meals on the quality of the food.

The Senior Center will continue to deliver lunches over the summer. The Senior Center will remain closed to the public at this time to reduce any the risk of employees or elders catching COVID-19 as much as possible. We will continue to maintain safety standards and take great care when interacting with others. We will look at the situation again in the fall to determine when we should reopen the Center for the public.

This page intentionally left blank

1. CALL TO ORDER

The Finance and Budget Committee met on Monday, March 2, 2020, in the City Council Chambers, Dillingham, AK. Andy Anderson called the meeting to order at 5:31 p.m.

2. ROLL CALL

Committee members present and establishing a quorum (a quorum being four):

Andy Anderson	Tod Larson	Kaleb Westfall
Alice Ruby	Anita Fuller	Curt Armstrong

3. APPROVAL OF MINUTES

- a. Minutes of January 20, 2020.

MOTION: Alice Ruby moved and Anita Fuller seconded the motion to approve the minutes of January 20, 2020.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

MOTION: Alice Ruby moved and Anita Fuller seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

5. STAFF REPORTS

- a. January Revenue and Expense Report
 - The new report format continues to be streamlined. The format will match up to the budget ordinance for continuity.
 - Revenue and expense numbers were reviewed.
 - Sales tax collection practices were examined.
 - Transfer procedures were discussed.
 - Sources of funding for projects was requested.

Fee Schedule Update: City Manager to begin this soon.
 Tariff Schedule: Target date for completion January 2021.
 Vehicle Replacement plan is 70% complete.
 Information for the Facility Inventory is currently being compiled.

6. UNFINISHED BUSINESS

- a. Accounts Receivable Write-offs
 - Write-offs are removed from revenue reports but remain as an open account, the debt is not forgiven.

MOTION: Alice Ruby moved and Curt Armstrong seconded the motion to recommend the 02.26.2020 proposed write-off list to City Council.

VOTE: The motion passed unanimously by voice vote.

7. NEW BUSINESS

- a. FY19 Audit
 - Landfill closure fund and procedure will be researched.

- Special revenue funds were examined.
 - Desired audit presentation for council was discussed.
- b. 2020 RP Foreclosure List (Proposed)
- It will be researched to see if churches are exempt from property taxes.
 - Promissory note option is still available for those who qualify on the proposed 2020 list.

8. PUBLIC/COMMITTEE COMMENT(S)

Alice Ruby: Inquired about the status of snow removal, equipment and operators. Stated she has been contacted by several citizens who are concerned about how long snow removal seems to take.

9. ADJOURNMENT

The meeting adjourned at 7:51 p.m.



Andy Anderson, Chair

ATTEST:



Lori Goodell, City Clerk

Approved: May 18, 2020

1. CALL TO ORDER

The Finance and Budget Committee met on Monday, April 27, 2020, via conference call, in Dillingham, AK. Andy Anderson called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee members present and establishing a quorum (a quorum being four):

Andy Anderson	Tod Larson	Kaleb Westfall
Alice Ruby	Anita Fuller	Curt Armstrong

3. APPROVAL OF AGENDA

MOTION: Alice Ruby moved and Curt Armstrong seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by roll call vote.

4. STAFF REPORTS

- Finance is working to get the FY20 Budget Revision, and FY21 Budget completed for the May Finance and Budget Committee meeting.
- Reimbursements for COVID-19 are being researched.

5. NEW BUSINESS

a. DCSD Budget

- DCSD Board and Superintendent were not able to attend do to a School Board Meeting on the same day.
- State statutes and municipal code specify a timeline regarding council response to school budget appropriations.
- Mayor and City Manager recommend the committee recommends council approve Resolution 2020-14 approving the requested appropriation.

MOTION: Alice Ruby moved and Curt Armstrong seconded the motion to recommend council adopt Resolution 2020-14.

VOTE: The motion passed unanimously by roll call vote.

b. CARES Act Update

- This is a federal appropriation, with not a lot of state or local information available yet.
- The City of Dillingham is currently slated for 3.4 million under the act.
- Communities are being advised to sit tight with expenditure reimbursements until the act is more clearly understood.
- This act does not reimburse for lost revenue.
- Other sources of funding are being explored; i.e. tribal and grant opportunities. A report to be generated on what is available for next committee meeting.
- A risk management assessment can be done to see what council is comfortable with in appropriations and the uncertainty of reimbursements.
- The Port Advisory Committee can assist with identifying harbor/port needs.

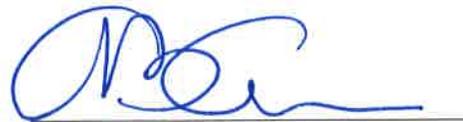
6. PUBLIC/COMMITTEE COMMENT(S)

Alice Ruby: Thanked staff, stated they are appreciated and noted the increased demands.

Andy Anderson: Requested extraordinary changes to revenue and expense be tracked.

7. **ADJOURNMENT**

The meeting adjourned at 6:04 p.m.



Andy Anderson, Chair

ATTEST:



Lori Goodell, City Clerk

Approved: May 18, 2020

1. CALL TO ORDER

The regular meeting of the Port of Dillingham Advisory Committee was held on Monday, May 11, 2020, via conference call in Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 5:39 p.m.

2. ROLL CALL

Members present:

Mayor Alice Ruby	Dan Dunaway	Robin Samuelsen
Robert Heyano	Gabe Dunham	Andy Anderson

3. APPROVAL OF AGENDA

MOTION: Robin Samuelsen moved and Robert Heyano seconded the motion to approve the agenda.

VOTE: There were no objections to the motion.

4. APPROVAL OF MINUTES

There were no minutes.

5. UNFINISHED BUSINESS

There was no unfinished business.

6. NEW BUSINESS

- a. Waterfront plan
 - The Waterfront Strategic Plan draft report was reviewed.
 - Areas of focus: Tool for a good foundation and the public process; Enhance community access; Improve functionality; and facilitate public / private coordination.
 - Harbor footprint was reviewed; parking, moorage, federal funding, and dredging.
 - Potential for ramps on west side of harbor was suggested, as was the idea of floating docks at mouth of harbor.
 - A short term haul out and boat parking area to be explored.
 - Increased dredging with Contract Company to be considered.
 - The goal is to have the final report completed by Memorial Day.
- b. 2020 Season Operating Plans
 - A. Harbor/Kanakanak/Wood River launch
 - Area limits, dock, harbor beaches and launches
 - Harbor access, floats, Moorage time limits, fee schedule
 - Bathhouse, limited access/hours of operation
 - Other COVID-19 precautions
 - A harbor plan is in process. Things for consideration; how to control / limit access, safety precautions, how to configure ramps.

- A case by case review may be needed.
- Utilize a harbor dispatch via VHF and telephone to control traffic.
- Pricing for harbor sticker was discussed. Committee discussed reduced fees as an additional tool for the 2020 season.
- Signage, extended office hours, and increased personnel are being considered.
- Social distancing to be maintained, education to be essential.
- Cleaning and sanitation needs are being addressed.

B. Dock

- Moorage restrictions
- Other COVID-19 precautions

- Several barges have already been processed without incident.
- Incoming traffic appear to be fully supportive of mandates and regulations.
- AML is a local crew and worked with the EOC regarding time in Dillingham.
- Harbor Office has installed a Plexiglas shield, one to be installed at the Dock Office as well.

C. Staffing plan

- Port Director to draft a plan and present at the next meeting. Item to consider; staffing needs, radio / telephone process.
- Committee to be polled for availability of meeting next week.

7. PUBLIC COMMENT/COMMITTEE COMMENTS

There was no public comment.

- All were thanked for giving up their evening.
- A meeting late next week will be scheduled.

8. ADJOURNMENT

Mayor Ruby adjourned the meeting at 7:46 p.m.


Alice Ruby, Mayor

ATTEST:


Lori Goodell, City Clerk

Approved: May 20, 2020

1. CALL TO ORDER

The regular meeting of the Port of Dillingham Advisory Committee was held on Wednesday, May 20, 2020, via conference call in Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 5:30 p.m.

2. ROLL CALL

Members present and establishing a quorum (a quorum being four):

Mayor Alice Ruby	Dan Dunaway	Robin Samuelsen
Robert Heyano	Gabe Dunham	Andy Anderson

Staff in attendance:

Jean Barrett	Lori Goodell	Tod Larson
--------------	--------------	------------

3. APPROVAL OF AGENDA

MOTION: Andy Anderson moved and Robin Samuelsen seconded the motion to approve the agenda.

VOTE: There were no objections to the motion.

4. APPROVAL OF MINUTES

a. Minutes of May 11, 2020

MOTION: Andy Anderson moved and Dan Dunaway seconded the motion to approve the Minutes of May 11, 2020, with the sentence 'Committee discussed reduced fees as an additional tool for the 2020 season', added to 6.b.

VOTE: There were no objections to the motion.

5. UNFINISHED BUSINESS

a. Harbor Plan 2020

- Suggested reduction of fees for some services was mentioned.
- Safety and cleanliness measures were reviewed.
- Appropriate protocol when determining and dealing with sick individuals was considered. A plan to define symptoms, stages, and applicable response for staff to be developed. Public Health and BBAHC information to be included.
- Installation of intercom / buzzer prior to entrance at office to be considered.
- Staffing needs for 24/7 coverage at harbor was discussed.

b. Harbor Rules 2020

- Philosophy regarding number of floats to put out:

- Less ramps = limit boats from getting wrapped up, allow for emergency and repairs only, ease of vessel management, parked cars would limit installation of additional ramps if needed.
 - More/all ramps = able to distance vessels and limit potential for cross contamination, allow for more management options, provides more opportunity for quick stop needs.
 - Captains will be consulted to determine needs and time required in the harbor.
 - Dedicated spot for refrigeration services was recommended.
 - Services needing planning and timing strategies: Crane and shower facility.
 - Signage with harbor office contact information will be posted in the harbor.
 - Those with no reason to be in harbor will be urged to go out.
 - Water spigot has attachment that allows three hoses to be used at once. Available on the east side, no water available on the south side.
 - COVID funding possibilities to explore: ramp repairs and/or new ramps, harbor camera system.
 - Dredging and re-siltation information was given.
 - Safety is foremost concern, weather and virus are both factors.
 - A need to adjust fee schedule for season was comment on.
 - There is a heightened need for a strict and fair approach to the rules with flexibility.
 - Small boats and skiff will be handled in the normal fashion.
- c. Fee Schedule 2020
- The fee schedule is part of the City of Dillingham tariff. Changes are made by Council Resolution or Ordinance.
 - Considerations for fee reduction:
 - Pro; harbor services will be limited, pull out for extended stay for repairs will be required.
 - Con; overhead costs will not be reduced, crane fee is included with season permit.
 - Only direct correlation between additional costs due to COVID if reducing fees.
 - How to handle revenue already received if fees are reduced was discussed.

6. NEW BUSINESS

There was no new business

7. PUBLIC COMMENT/COMMITTEE COMMENTS

The committee agreed to hold a meeting next week to review any issues that still need to be clarified.

Dan Dunaway:

- Inquired what circumstances is ok to relax increased regulations.
- Stated EO 2020-10(A) Section 5 D.6. is unclear and too severe.

Gabe Dunham:

- Commented EO 2020-10(A) Section 5 D.6. is extreme and perhaps not the best solution.

Robert Heyano:

- Concurred regarding the severity of action on EO 2020-10(A); recommends council change or eliminate this measure.

Alice Ruby:

- Noted the ordinance was adopted when what the State would be doing and the capabilities of the local response was unclear.

Kaleb Westfall:

- Requested clarification on EO 2020-10(A) Section 5 D.6. and how the Port Director interprets this section.

Jeanie Timmerman:

- Stated EO 2020-10(A) has severe and heavy handed restrictions.
- Noted she would like to see the science and data behind emergency regulations.
- Commented she was glad that Jean is willing to work with vessel captains, and that he has reached out to other Alaska communities.

8. ADJOURNMENT

Mayor Ruby adjourned the meeting at 7:28 p.m.



Alice Ruby, Mayor

ATTEST:



Lori Goodell, City Clerk

Approved: May 28, 2020

This page intentionally left blank



**City of
Dillingham
Residents**

We are Back on Track for the 2020 Census.
Census starts in early June

- Census workers will confirm or **update** a household's physical address and then **leave** a Census questionnaire packet.
- This is known as "**Update Leave**" and is done where households do not receive mail at their physical address.
- There will be no contact between households and the Census worker
- Census workers follow current federal health and safety guidelines.
- Your form will have a code tied to your physical address.
- It takes about **10 minutes** to answer **10 questions**.
- Our community will receive critical funding each year for **10 years**.

Please Remember:

- **Question 5a:**
"**Person 1**" Please list the Alaska Native in your household as person #1. (male or female)
- **Question 9:**
List your tribe's name/s (*Not sure? write village*)

Complete the form online, by phone, or mail it in.

If you have already completed the census. Thank you!
For more information or questions, visit: www.census.gov



DILLINGHAM COMPLETE COUNT COMMITTEE CO-CHAIRS:

DeeDee Bennis: 907-843-2645

Marilyn Rosene: 907-843-1031

We are Back on Track in Dillingham

Summary Report Update- May 19, 2020

Dear Dillingham Complete Count Committee,
We have missed you since 2020Census activity and travel were put on hold due to COVID-19.

Regarding the Dillingham 2020 Census Restart, we have appreciated help from:

Donna Bach, Tribal Partnership Specialist,
Steve Tucker, Area Census Office Manager, and
Jessi Curtis, Census Field Manager

A snapshot:

- February:**
- ✔ Fingerprinting in Dillingham for some census enumerator applicants.
 - ✔ 2020 Census information at Beaver Round Up Table
 - ✔ Presentation to Dillingham School Board, Middle/High School staff
 - ✔ Village census visits completed
- March, April:**
- ✔ Presentation to Dillingham Elementary School staff
 - 👉 Dillingham Census travel and field operations **On Hold**
- May:**
- 👉 **Dillingham 2020 Census Restart:**
 - 👉 Three Dillingham Enumerators/Census Takers will receive laptops and online training and complete follow up training modules individually
 - 👉 **Publicize:** KDLG, Facebook, City of Dillingham, Nushagak flyer in May billing, text messages, banners in town, word of mouth, *Other ideas??*
- End of May**
- 👉 **Enumerators will leave Census forms coded to Dillingham addresses.**
Complete form: online, by mail, or via phone call
- June, July**
- 👉 Residents who have not completed form or need to update address will receive a visit by Enumerator
- Goal:**
- 👉 Practice safe procedures throughout our community and at home.
- Goal:**
- 👉 Complete Dillingham Census forms before commercial and subsistence activities occupy residents' daily lives.

You are awesome! We really ARE going to wrap up this 2020 Census!
Thank you for your help. **PLEASE send questions or comments!**



Thank you!

Marilyn and DeeDee