

Kenai Peninsula Borough

144 North Binkley Street

Soldotna, AK 99669



Meeting Agenda

Tuesday, September 17, 2019

6:00 PM

Homer City Council Chambers

Assembly

Wayne Ogle, President

Dale Bagley, Vice President

Norm Blakeley

Kenn Carpenter

Kelly Cooper

Willy Dunne

Paul Fischer

Brent Hibbert

Hal Smalley



Assembly Meeting Schedule

**TUESDAY, September 17, 2019
(HOMER)**

- 3:30 PM** **Finance Committee**
- 4:00 PM** **Policies and Procedures Committee**
- 4:30 PM** **South Peninsula Hospital Progressive Dinner Tour**
- 6:00 PM** **Regular Assembly Meeting**

Above listed meetings will be held in:

Homer City Council Chambers
Homer City Hall
491 E. Pioneer Avenue, Homer, Alaska



Finance Committee

September 17, 2019

3:30 PM

Homer Council Chambers
Homer City Hall
Homer, Alaska

Kelly Cooper, Chair

Paul Fischer, Vice Chair

Willy Dunne

AGENDA

PUBLIC HEARINGS ON ORDINANCES

1. Ordinance 2019-19-08: Appropriating \$10,650 to Fund Additional Part Time and Seasonal Labor Costs to Provide Custodial Services to the Emergency Operations Center and Kenai River Center Buildings for FY2020 (Mayor) 22
2. Ordinance 2019-19-09: Appropriating Funds to Upgrade the Payroll and Human Resources Modules in the Borough's Enterprise Resource Planning Software (Mayor) 25
3. Ordinance 2019-19-10: Appropriating \$75,000 from the Seward Bear Creek Flood Service Area Fund Balance to Complete Sediment Management in Kwechak Creek (Mayor) 28

NEW BUSINESS

1. Resolutions
 - *a. Resolution 2019-050: Approving the Design, Purchase and Installation of a CT Scanner for South Peninsula Hospital to be Purchased from the South Peninsula Hospital Capital Project Fund (Mayor) 37

*Consent Agenda Items



Policies and Procedures Committee

September 17, 2019

4:00 PM

Homer City Council Chambers
Homer City Hall
Homer, Alaska

Hal Smalley, Chair

Brent Hibbert, Vice Chair

Kenn Carpenter

AGENDA

UNFINISHED BUSINESS

1. Postponed Item
 - a. Resolution 2019-045: Supporting the Kenai Peninsula coordinated Public Transit-Human Services Transportation Plan to be Submitted to the State of Alaska Department of Transportation and Public Facilities (Mayor) 32

NEW BUSINESS

3. Other
 - a. Approval of the Precinct Boards, Canvass Board and Absentee Voting Officials for the October 1, 2019 Regular Municipal Election LAYDOWN
 - *b. Confirming the Appointment to the Anchor Point Fire and Emergency Medical Service Area Board (Mayor) 41

<u>Applicant</u>	<u>Board Seat</u>	<u>Term Expires</u>
Jennifer K. Henley	Seat E	October, 2021

MAYOR'S REPORT..... 46

1. Assembly Requests/Responses - None
2. Agreements and Contracts
 - a. Authorization to Award a Contract for ITB20-006 Rustic Avenue RIAD, Project No. RUSTC to Foster Construction, LLC., Soldotna, AK 47
 - b. Proctor Sales, Inc., Sole Source..... 49

- c. Heartland Water Technology, Inc., Sole Source 50
- d. PDC Engineers, Sole Source 51
- e. Authorization to Award a Contract for RFP20-004 Funny River
Transfer Site Redesigned to McLane Consulting, Inc.,
Soldotna, AK 52

3. Other

- a. Certification of the 2019 Personal Property Supplemental
Assessment Roll..... 53

*Consent Agenda Items



Assembly Agenda

September 17, 2019 - 6:00 PM

Regular Meeting

Homer City Council Chambers
Homer City Hall
Homer, Alaska

Wayne Ogle
Assembly President
Seat 3 - Nikiski
Term Expires 2019

Dale Bagley
Assembly Vice
President
Seat 4 - Soldotna
Term Expires 2019

Norm Blakeley
Seat 5-Sterling/Funny
River
Term Expires 2020

Kenn Carpenter
Assembly Member
Seat 6 – East Peninsula
Term Expires 2021

Kelly Cooper
Assembly Member
Seat 8 – Homer
Term Expires 2020

Willy Dunne
Assembly Member
Seat 9 - South
Peninsula
Term Expires 2021

Paul Fischer
Assembly Member
Seat 7 – Central
Term Expires 2019

Brent Hibbert
Assembly Member
Seat 1 – Kalifornsky
Term Expires 2021

Harold "Hal" Smalley
Assembly Member
Seat 2 - Kenai
Term Expires 2020

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

Any invocation that may be offered at the beginning of the assembly meeting shall be a voluntary offering of a private person, to and for the benefit of the assembly. No member of the community is required to attend or participate in the invocation.

[Clerk's Note: The invocation will be offered by Barrett Fletcher.]

ROLL CALL

COMMITTEE REPORTS

APPROVAL OF AGENDA AND CONSENT AGENDA

(All items listed with an asterisk (*) are considered to be routine and non-controversial by the Assembly and will be approved by one motion. Public testimony will be taken. There will be no separate discussion of these items unless an Assembly Member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)

APPROVAL OF MINUTES

- *1. September 3, 2019 Regular Assembly Meeting Minutes. 1

COMMENDING RESOLUTIONS AND PROCLAMATIONS

PRESENTATIONS WITH PRIOR NOTICE (20 Minutes total)

- 1. South Peninsula Hospital Quarterly Report (10 Minutes) 10

2. Pebble Project, Mike Heatwole (10 Minutes)

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

(3 minutes per speaker; 20 Minutes aggregate)

ITEMS NOT COMPLETED FROM PRIOR AGENDA

PUBLIC HEARINGS ON ORDINANCES (Testimony limited to 3 minutes per speaker)

1. Ordinance 2019-19-08: Appropriating \$10,650 to Fund Additional Part Time and Seasonal Labor Costs to Provide Custodial Services to the Emergency Operations Center and Kenai River Center Buildings for FY2020 (Mayor) (Referred to Finance Committee) 22
2. Ordinance 2019-19-09: Appropriating Funds to Upgrade the Payroll and Human Resources Modules in the Borough's Enterprise Resource Planning Software (Mayor) (Referred to Finance Committee) 25
3. Ordinance 2019-19-10: Appropriating \$75,000 from the Seward Bear Creek Flood Service Area Fund Balance to Complete Sediment Management in Kwechak Creek (Mayor) (Referred to Finance Committee) 28

UNFINISHED BUSINESS

1. Postponed Item
 - a. Resolution 2019-045: Supporting the Kenai Peninsula coordinated Public Transit-Human Services Transportation Plan to be Submitted to the State of Alaska Department of Transportation and Public Facilities (Mayor) (Referred to Policies and Procedures Committee)..... 32

NEW BUSINESS

1. Resolutions
 - *a. Resolution 2019-050: Approving the Design, Purchase and Installation of a CT Scanner for South Peninsula Hospital to be Purchased from the South Peninsula Hospital Capital Project Fund (Mayor) (Referred to Finance Committee) 37

- 2. Ordinances for Introduction - None
- 3. Other
 - a. Approval of the Precinct Boards, Canvass Board and Absentee Voting Officials for the October 1, 2019 Regular Municipal Election (Referred to Policies and Procedures Committee) LAYDOWN
 - *b. Confirming the Appointment to the Anchor Point Fire and Emergency Medical Service Area Board (Mayor) (Referred to Policies and Procedures Committee) 41

<u>Applicant</u>	<u>Board Seat</u>	<u>Term Expires</u>
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 - b. Proctor Sales, Inc., Sole Source 49
 - c. Heartland Water Technology, Inc., Sole Source 50
 - d. PDC Engineers, Sole Source 51
 - e. Authorization to Award a Contract for RFP20-004 Funny River Transfer Site Redesigned to McLane Consulting, Inc., Soldotna, AK 52
- 3. Other
 - a. Certification of the 2019 Personal Property Supplemental Assessment Roll..... 53

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS (3 minutes per speaker)



Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Minutes - Draft

Assembly

Wayne Ogle, President
Dale Bagley, Vice President
Norm Blakeley
Kenn Carpenter
Kelly Cooper
Willy Dunne
Paul Fischer
Brent Hibbert
Hal Smalley

Tuesday, September 3, 2019

6:00 PM

Betty J. Glick Assembly Chambers

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

[Clerk's Note: The invocation was given by Greg Madden.]

ROLL CALL

Present: 9 - Paul Fischer, Dale Bagley, Brent Hibbert, Kenn Carpenter, Norm Blakeley, Kelly Cooper, Hal Smalley, Wayne Ogle, and Willy Dunne

Also present were:

Charlie Pierce, Borough Mayor
James Baisden, Chief of Staff
Colette Thompson, Borough Attorney
Johni Blankenship, Borough Clerk
Michele Turner, Deputy Borough Clerk

COMMITTEE REPORTS

Assembly Member Cooper stated the Finance Committee met and discussed its agenda items.

Assembly Member Carpenter stated the Lands Committee met and discussed its agenda item.

Assembly Member Carpenter stated the Policies and Procedures Committee met and discussed its agenda items.

APPROVAL OF AGENDA AND CONSENT AGENDA

Bagley moved to approve the agenda and consent agenda.

Copies have been made available to the public, Borough Clerk Johni Blankenship noted by title only the resolutions and ordinances on the consent agenda.

- [KPB-2276](#) August 20, 2019 Regular Assembly Meeting Minutes
approved.
- [KPB-2280](#) August 29, 2019 Special Assembly Meeting Minutes
approved.
- [2019-046](#) A Resolution Approving a Sole Source Award to Data Cloud Solutions, LLC for the Purchase and Implementation of MobileAssessorSM Software (Mayor)
This Resolution was adopted.
- [2019-049](#) A Resolution Extending the Declaration of Local Disaster Emergency for Drought in the Native Village of Nanwalek and the City of Seldovia, Located in the Kenai Peninsula Borough (Mayor)
This Resolution was adopted.
- [2019-19-08](#) An Ordinance Appropriating \$10,650 to Fund Additional Part Time and Seasonal Labor Costs to Provide Custodial Services to the Emergency Operations Center and Kenai River Center Buildings for FY2020 (Mayor)
This Budget Ordinance was introduced and set for public hearing.
- [2019-19-09](#) An Ordinance Appropriating Funds to Upgrade the Payroll and Human Resources Modules in the Borough's Enterprise Resource Planning Software (Mayor)
This Budget Ordinance was introduced and set for public hearing.
- [2019-19-10](#) An Ordinance Appropriating \$75,000 from the Seward Bear Creek Flood Service Area Fund Balance to Complete Sediment Management in Kwechak Creek (Mayor)
This Budget Ordinance was introduced and set for public hearing.
- [2019-24](#) An Ordinance Adopting KPB 20.80, Subdivision Private Streets and Gated Subdivisions (Mayor) (Hearing on 10/08/19)
This Ordinance was introduced and set for public hearing.

[2019-23](#)

An Ordinance Amending KPB Titles 2, 4, and 16 regarding Service Areas to Provide that All Kenai Peninsula Borough Service Area Boards are Appointed Instead of Elected (Dunne, Hibbert) (Hearing on 10/08/19)

This Ordinance was introduced and set for public hearing.

Approval of the Agenda and Consent Agenda

President Ogle called for public comment.

The following people spoke in opposition to Ordinance 2019-23:

Paul Huber, Nikiski

John Quick, Nikiski

George Pierce, Kasilof

There being no one else who wished to speak, the public comment period was closed.

The motion to approve the agenda and consent agenda as amended carried by the following vote:

Yes: 9 - Fischer, Bagley, Hibbert, Carpenter, Blakeley, Cooper, Smalley, Ogle, and Dunne

COMMENDING RESOLUTIONS AND PROCLAMATIONS

None.

PRESENTATIONS WITH PRIOR NOTICE

1. [KPB-2274](#) Terry Federer, Maritime Department Head, AVTEC (10 Minutes)
[Clerk's Note: Terry Federer, Maritime Department Head from AVTEC gave the assembly a presentation regarding their maritime program.]
2. [KPB-2275](#) Tim Dillon, KPEDD Quarterly Report (10 Minutes)
[Clerk's Note: Tim Dillon, Executive Director of Kenai Peninsula Economic Development District gave the assembly a live tour through their new website.]

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

President Ogle called for public comment.

Linda Hutchings, CoHo addressed the assembly regarding education funding.

John Gally, Funny River addressed the assembly regarding inadequate staffing of the fire station in Funny River.

George Pierce, Kasilof addressed the assembly regarding the borough's poor fire management.

Patty Sea, Kenai addressed the assembly regarding the continued fire danger and dead tree mitigation.

Tyson Cox, Soldotna addressed the assembly regarding Kenai Peninsula Economic Development District's new website.

There being no one else who wished to speak, the public comment period was closed.

ITEMS NOT COMPLETED FROM PRIOR AGENDA

None.

PUBLIC HEARINGS ON ORDINANCES

[2019-19-07](#) An Ordinance Appropriating \$1,500 for the Costs of Printing and Distributing Information about the Ballot Proposition Seeking Voter Approval to Increase the Maximum Amount of a Sale Subject to the Borough Sales Tax to \$1,000, Except for Residential Rentals, to Ensure Compliance with Legal Restrictions on the Use of Borough Funds and Assets Related to Ballot Propositions (Carpenter, Mayor)

Cooper moved to enact Ordinance 2019-19-07.

President Ogle called for public comment with none being offered.

Assembly Member Bagley spoke in opposition to Ordinance 2019-19-07.

Assembly Member Smalley spoke in support of Ordinance 2019-19-07.

The motion to enact Budget Ordinance 2019-19-07 carried by the following vote:

Yes: 8 - Fischer, Hibbert, Carpenter, Blakeley, Cooper, Smalley, Ogle, and Dunne

No: 1 - Bagley

[2019-21](#) An Ordinance Amending KPB 21.02 Regarding Advisory Planning Commissions Establishing an Advisory Planning Commission in the Kalifornsky Area (Mayor)

Carpenter moved to enact Ordinance 2019-21.

President Ogle called for public comment with none being offered.

Carpenter moved to amend Ordinance 2019-21 as follows:

Amend the final Whereas clause to read, "at its meeting held on August 12, 2019, the

KPB Planning Commission recommended approval by unanimous consent."

The motion to amend Ordinance 2019-21 carried by the following vote:

Yes: 9 - Fischer, Bagley, Hibbert, Carpenter, Blakeley, Cooper, Smalley, Ogle, and Dunne

The motion to enact as amended carried by the following vote:

Yes: 9 - Fischer, Bagley, Hibbert, Carpenter, Blakeley, Cooper, Smalley, Ogle, and Dunne

UNFINISHED BUSINESS

Postponed Item

[2019-045](#)

A Resolution Supporting the Kenai Peninsula Coordinated Public Transit-Human Services Transportation Plan to be Submitted to the State of Alaska Department of Transportation and Public Facilities (Mayor)

[Clerk's Note: The motion to adopt Resolution 2019-045 was on the floor from the August 20, 2019 meeting.]

President Ogle called for public comment with none being offered.

Carpenter moved to postpone Resolution 2019-045 to September 17, 2019.

[Clerk's Note: Hibbert declared a possible conflict with Resolution 2019-045 as he owns Alaska Cab. Alaska Cab contracts with Central Area Rural Transit System, who is a recipient of the pass-through funding from Alaska Department of Transportation. President Ogle ruled a conflict did exist and Mr. Hibbert abstained from discussion and voting on this resolution.]

The motion to postpone Resolution 2019-045 carried by the following vote:

Yes: 8 - Fischer, Bagley, Carpenter, Blakeley, Cooper, Smalley, Ogle, and Dunne

Abstain: 1 - Hibbert

NEW BUSINESS

Resolutions

[2019-047](#)

A Resolution Adopting Joint Resolution No. 2019-001 of the Assembly of the Kenai Peninsula Borough and Councils of the Cities of Homer, Kachemak, Kenai, Seldovia, Seward and Soldotna, Supporting the Recommendations of the Kenai Peninsula Borough's Election Stakeholders Group and Directing Staff to Explore Implementation of the Recommendations (Dunne, Hibbert)

Carpenter moved to adopt Resolution 2019-047.

President Ogle called for public comment.

The following people spoke in opposition to Resolution 2019-047:

Stacy Oliva, Nikiski

Paul Huber, Nikiski

John Quick, Nikiski

George Pierce, Kasilof

Tyson Cox, Soldotna spoke in support of Resolution 2019-047.

There being no one else who wished to speak, the public comment period was closed.

Assembly Members Bagley, Dunne, Hibbert and Cooper spoke in support of Resolution 2019-047.

Assembly Members Blakeley and Carpenter spoke in opposition to Resolution 2019-047.

President Ogle passed the gavel to Vice President Bagley and spoke in opposition to Resolution 2019-047. Vice President Bagley returned the gavel to President Ogle.

Bagley moved to amend Resolution 2019-047 as follows:

Amend the Title to read, "A RESOLUTION ADOPTING JOINT RESOLUTION NO. 2019-001 OF THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH AND COUNCILS OF THE CITIES OF HOMER, KACHEMAK, KENAI, SELDOVIA, SEWARD AND SOLDOTNA, [SUPPORTING] RECOGNIZING THE RECOMMENDATIONS OF THE KENAI PENINSULA BOROUGH'S ELECTION STAKEHOLDERS GROUP AND DIRECTING STAFF TO EXPLORE IMPLEMENTATION OF THE RECOMMENDATIONS"; and

the Final Whereas clause to read, "Joint Resolution 2019-001 details the efforts of the ESG, [SUPPORTS] recognizes its recommendations and directs staff to explore implementation of the recommendations;"

Assembly Member Fischer spoke in opposition to the amendment.

The motion to amend Resolution 2019-047 carried by the following vote:

Yes: 5 - Bagley, Hibbert, Cooper, Smalley, and Dunne

No: 4 - Fischer, Carpenter, Blakeley, and Ogle

The motion to adopt Resolution 2019-047 as amended carried by the following vote:

Yes: 5 - Bagley, Hibbert, Cooper, Smalley, and Dunne

No: 4 - Fischer, Carpenter, Blakeley, and Ogle

MAYOR'S REPORT

1. Assembly Requests/Responses - None
2. Agreements and Contracts - None
3. Other
 - a. [KPB-2271](#) Capital Projects Report - June 30, 2019
 - b. [KPB-2272](#) Revenue - Expenditure Report - July 2019
 - c. [KPB-2273](#) Budget Revisions - July 2019

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

President Ogle called for public comments.

Lou Oliva, Nikiski spoke in opposition to Ordinance 2019-23.

John Quick, Nikiski thanked Mayor Pierce and borough staff for all their hard work regarding the fire.

Jesse Bjorkman, Nikiski spoke in opposition to Ordinance 2019-23.

Tyson Cox, Soldotna spoke in support of Resolution 2019-047.

There being no one else who wished to speak, the public comment period was closed.

ASSEMBLY COMMENTS

Assembly Member Dunne thanked everyone for their testimony. He gave a brief synopsis of the Election Stakeholders Group's public meetings, stating they were very inclusive. Mr. Dunne thanked the Office of Emergency Management for their efforts regarding the various fires on the peninsula. He discussed the status of regulatory commission case regarding regulating utility rates in the borough.

Assembly Member Blakeley stated he appreciated the work of the clerk's office and the Election Stakeholders Group even though he was opposed to Resolution

2019-047.

Assembly Member Smalley wished AVTEC a happy birthday and thanked Mr. Federer for his presentation. He thanked Mr. Dillon for his presentation, stating their new website was superb. Mr. Smalley stated the borough had an outstanding medical community and facilities. He thanked Mr. Carpenter for chairing Policies and Procedures Committee in his absence.

Assembly Member Hibbert encouraged everyone to read the Election Stakeholders Group's final report included with Resolution 2019-047 and to keep an opened mind. He stated he loved seeing positive things happen in our community, such as the things AVTEC and KPEDD were accomplishing. He thanked Mr. Federer and Mr. Dillon for their presentations. Mr. Hibbert wished everyone a good evening.

Assembly Member Carpenter thanked everyone for their testimony. He thanked Mr. Federer for his presentation and stated it was exciting to work for AVTEC and to be a part of the students' accomplishments.

Assembly Member Bagley stated he attended AVTEC and received a forestry degree, stating it was a great experience. Mr. Bagley wished Soldotna High School Football team good luck with their game in California.

President Ogle share a "Nikiski Nugget", stating he attended a retirement party for Teri Carter, who was part of the Nikski Fire Department for 30 years. He stated she would be sadly missed. Mr. Ogle stated he enjoyed both Mr. Dillon and Mr. Federer's presentations. He stated he appreciated the emergency services' efforts, Dan Nelson and Brenda Ahlberg specifically. Mr. Ogle stated he was worried about the econommic impact of the fires. He stated he appreciated all the work of the Election Stakeholders Group and stated some difficult decisions needed to be made regarding borough elections.

INFORMATIONAL MATERIALS AND REPORTS

ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

1. September 17, 2019 Regular Assembly Meeting
6:00 PM Homer City Council Chambers, Homer, Alaska

ADJOURNMENT

With no further business to come before the assembly, President Ogle adjourned the meeting at 8:25 p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of September 3, 2019.

Johni Blankenship, MMC, Borough Clerk

Approved by the Assembly: _____

SPH, Inc. Quarterly Report

Prepared for

The Kenai Peninsula Borough
Assembly and Administration

September 17, 2019

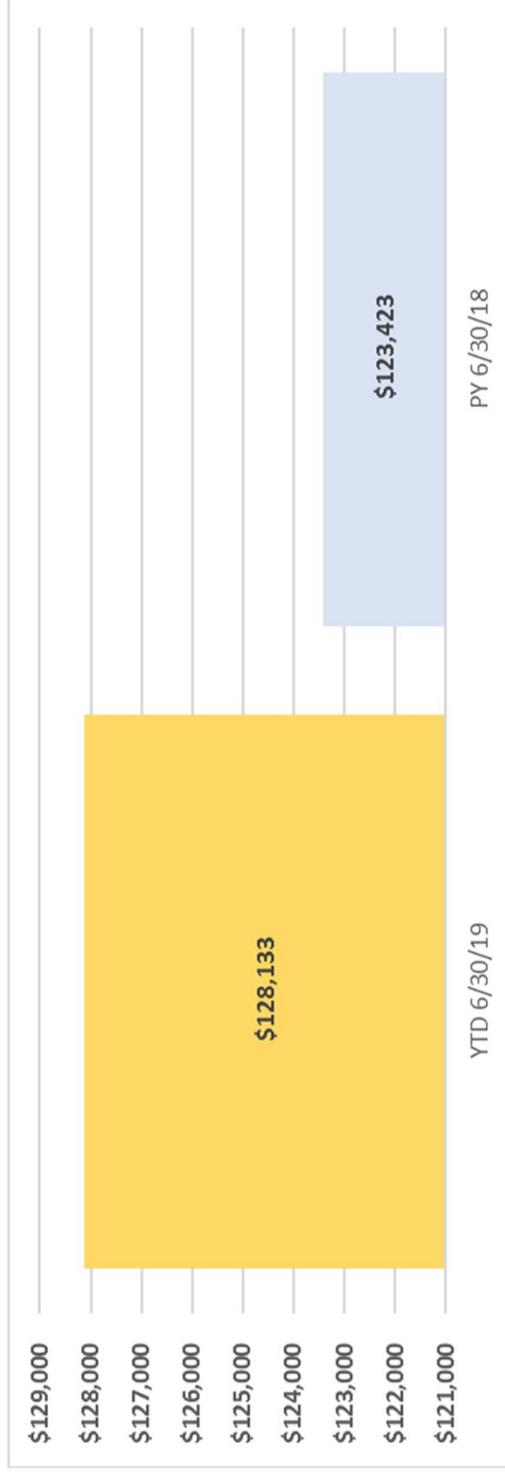
South Peninsula Hospital is the healthcare provider of choice, with a dynamic and dedicated team committed to service excellence.

Presentation Items

- Financial Report (Unaudited-Draft)

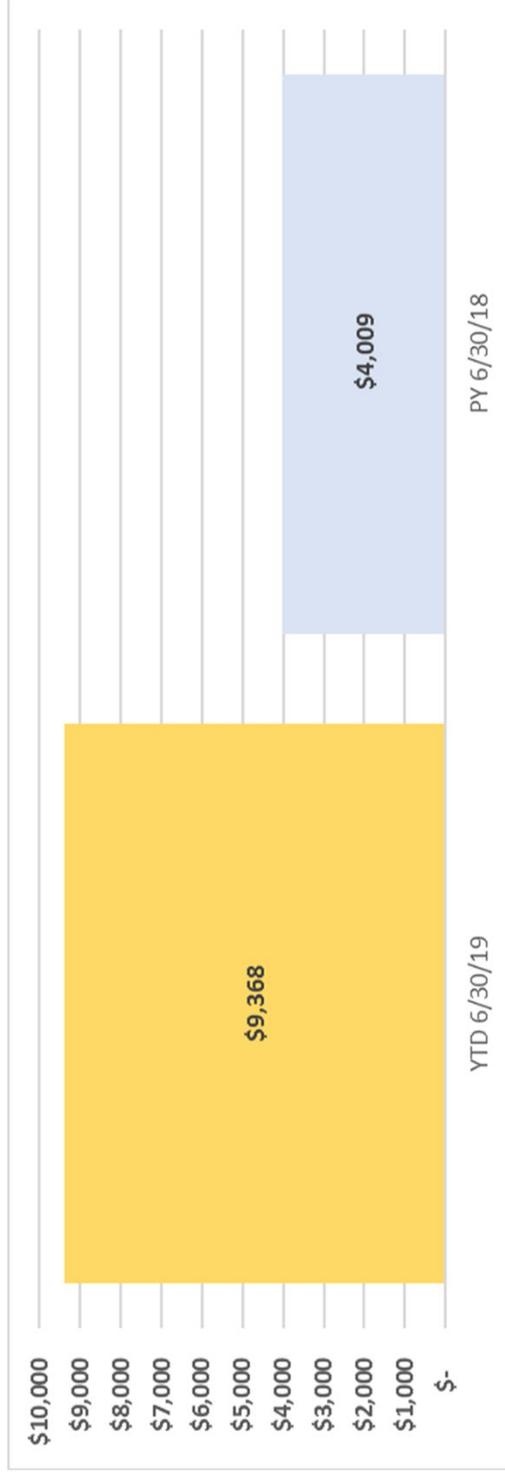
Gross Patient Revenue-FY2019 (Est.)

(in thousands)



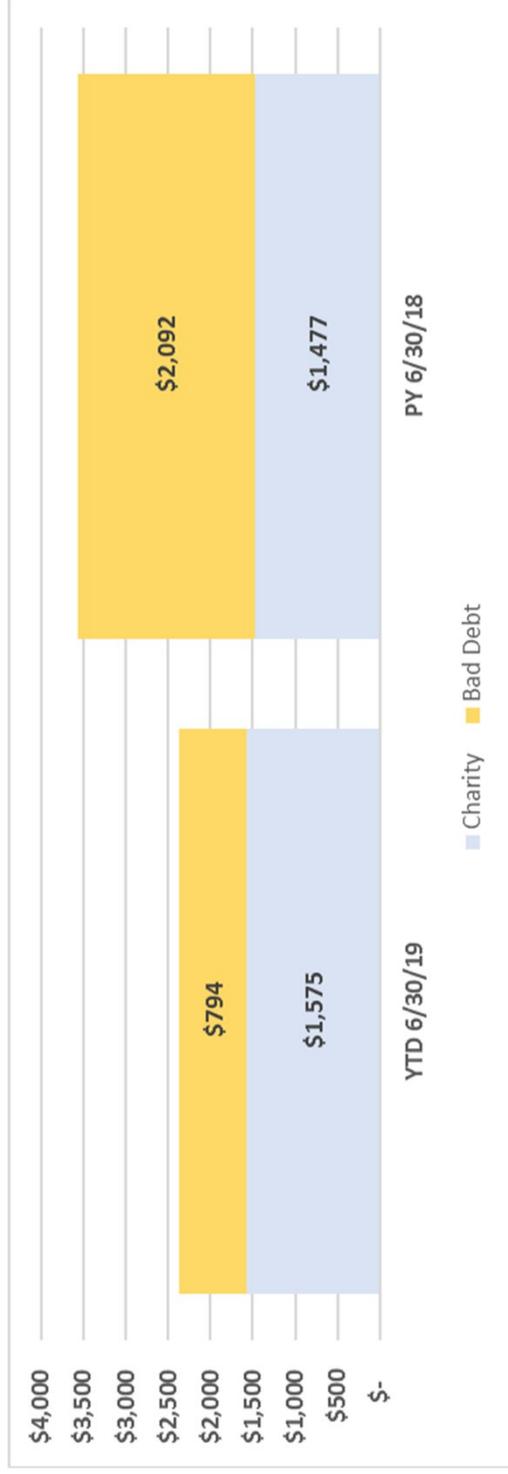
Net Income-FY2019 (Est.)

(in thousands)



Charity Care & Bad Debt-FY2019 (Est.)

(in thousands)



Community Benefit



South Peninsula Hospital is the healthcare provider of choice, with a dynamic and dedicated team committed to service excellence.

Uncompensated Care Trend

(Charity & Bad Debt, in thousands)



South Peninsula Hospital is the healthcare provider of choice, with a dynamic and dedicated team committed to service excellence.

Charity Care & Bad Debt-FY2019

- \$2.4 Million in uncompensated care provided to community members YTD.
- Financial Assistance Program Brochure available at the following website:
 - <https://www.sphosp.org/for-patients/financial-assistance/>

Transfers to Plant Replacement & Expansion Fund

- PREF Acct. Balance at 6/30/2019 - \$7,033,658
- Days Operating Cash on Hand at 6/30/2019 – 97.3
- Amount transferred as of 6/30/2019 – \$3,140,285
- Transfers 8/29/2019 (for quarter end 6/30/2019) – \$1,489,172
- Total FYE 2019 transfers \$4,629,457

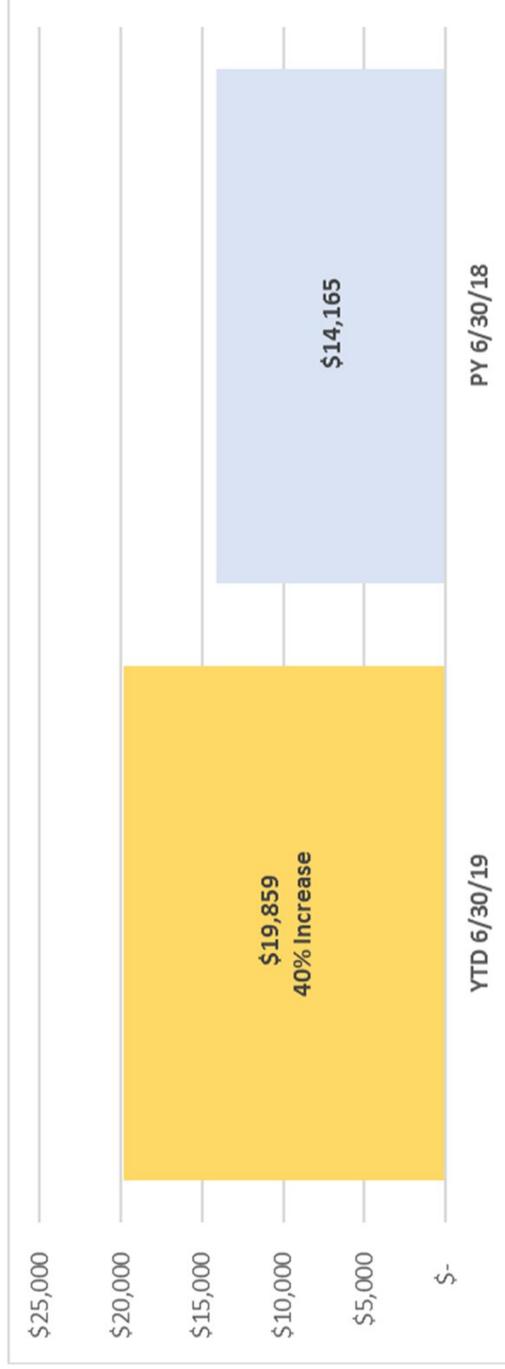
17



South Peninsula Hospital is the healthcare provider of choice, with a dynamic and dedicated team committed to service excellence.

Cash & Cash Equivalents-FY2019

(in thousands)



- \$4.6 M in cash transfers to KPB – cash over 90 days.



South Peninsula Hospital is the healthcare provider of choice, with a dynamic and dedicated team committed to service excellence.

CT Purchase & Installation Update

- Tentative Go Live Date:

- April 2020

Thank you Sue Brooks for 35 years

A clip from the SPH newsletter - February 2011



Sue Brooks



Sue and coworkers celebrating Christmas

- Thank you Assembly Members

QUESTIONS?

Introduced by: Mayor
Date: 09/03/19
Hearing: 09/17/19
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2019-19-08**

AN ORDINANCE APPROPRIATING \$10,650 TO FUND ADDITIONAL PART TIME AND SEASONAL LABOR COSTS TO PROVIDE CUSTODIAL SERVICES TO THE EMERGENCY OPERATIONS CENTER AND KENAI RIVER CENTER BUILDINGS FOR FY2020

WHEREAS, the Emergency Operations Center (“EOC”) and Kenai River Center (“KRC”) in prior fiscal years have been serviced by a custodial contract that expired in June of 2019; and

WHEREAS, the annual custodial services quote received for the EOC and KRC equals \$69,240; and

WHEREAS, based on previous years’ service contracts the amount budgeted for each facility is \$22,700; and

WHEREAS, it is estimated that the required services can be accomplished using internal resources along with a seasonal hire, saving the borough approximately \$35,000; and

WHEREAS, as this unanticipated expense was not budgeted for an appropriation of an additional \$10,650 broken down respectively from each fund’s fund balance is needed to cover this expense;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. The sum of \$4,200 is hereby appropriated from the general fund, fund balance account 100.00000.00000.27910, to account numbers 100.21135.40110 to fund the KRC custodial services.

SECTION 2. The sum of \$2,150 is hereby appropriated from the general fund, fund balance account 100.00000.00000.27910, to account numbers 100.11250.40110 to fund EOC custodial services for the Office of Emergency Services.

SECTION 3. The sum of \$2,150 is hereby appropriated from the Central Emergency Services, fund balance account 211.00000.00000.27910, to account numbers

211.51610.40110 to fund EOC custodial services for the Central Emergency Services.

SECTION 4. The sum of \$2,150 is hereby appropriated from the 911 communications, fund balance account 264.00000.00000.27910, to account numbers 264.11255.40110 to fund EOC custodial services for the 911 Communication.

SECTION 5. This ordinance shall become effective immediately upon enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS *
DAY OF *, 2019.**

Wayne H. Ogle, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Human Resources

MEMORANDUM

TO: Wayne Ogle, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Borough Mayor *CP*

FROM: Kim Saner, Human Resources Director *KS*
Brandi Harbaugh, Finance Director *BH*

DATE: August 22, 2019

SUBJECT: Ordinance 2019-19-08, Appropriating \$10,650 to Fund Additional Part Time and Seasonal Labor Costs to Provide Custodial Services to the Emergency Operations Center and Kenai River Center Buildings for FY2020 (Mayor)

The Emergency Operations Center (EOC) and Kenai River Center (KRC) in prior fiscal years have been serviced by a custodial contract that expired in June of 2019. The previous service contract was a combined contract which included the two facilities already mentioned and the Poppy Lane maintenance facility. In FY2020, the maintenance facility contract was separated from the other contracts for reasons of oversight and fiscal accountability.

The annual custodial services quote received for the EOC and KRC equals \$69,240. The amount budgeted for each facility based on previous years' service contracts is \$22,700. It is estimated that the required services can be accomplished using internal resources along with a seasonal hire, saving the borough approximately \$35,000.

For the summer months when the facilities require less care, the existing 2.5 full time employees (FTE) custodial staff will increase to 2.75 FTE which amounts to an additional 2 hours daily for the KRC and 2 hours of existing staff time reassigned to the EOC. In the winter months the existing staff will not be able to absorb the 4 hours for both facilities due to the requirement of snow removal and the associated additional cleaning of entryways and carpets. Therefore, a seasonal employee, at a lower rate than is currently paid to our full time and part time staff, will perform all custodial services about 4 hours per day. As this unanticipated expense was not budgeted for we request the assembly to appropriate the additional amount to cover this expense.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	Amount
100.27910	6,350
211.27910	2,150
264.27910	2,150
By: <i>px</i>	Date: <i>8/20/19</i>

Introduced by: Mayor
Date: 09/03/19
Hearing: 09/17/19
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2019-19-09**

**AN ORDINANCE APPROPRIATING FUNDS TO UPGRADE THE PAYROLL AND
HUMAN RESOURCES MODULES IN THE BOROUGH'S ENTERPRISE RESOURCE
PLANNING SOFTWARE**

WHEREAS, in 1999 the Kenai Peninsula Borough purchased SCI, which through the years, has become the GEMS software (supported by Harris) that is utilized for general ledger, payroll, employee portal, and human resource requirements; and

WHEREAS, the current version of GEMS requires a third party Unisys software to function and this software is at its end of life and has become unsupported, therefore, there is a requirement to upgrade the system to the current web-based version; and

WHEREAS, Harris has committed to providing "software for life" and has agreed to provide the upgrade with no cost for software licenses, only charging for professional services; and

WHEREAS, in March of 2019, the Kenai Peninsula Borough Finance Department completed implementation of Phase I, which was to upgrade the Financial Management Software module, the financial portion of the Enterprise Resource Planning ("ERP") software and would like to proceed with Phase II of the project, which is an upgrade to the Human Resources Management Software, the payroll and human resources portion of ERP software; and

WHEREAS, Phase I of the ERP upgrade was funded through the Equipment Replacement Fund ("ERF") in FY18, and the administration has requested that Phase II also be funded through the ERF;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That \$200,000 is appropriated from the Equipment Replacement Fund, retained earnings to account number 705.94910.20E16.49999.

SECTION 2. That this ordinance shall be effective immediately upon enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF *, 2019.**

Wayne H. Ogle, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

MEMORANDUM

TO: Wayne Ogle, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor *CP*

FROM: Brandi Harbaugh, Finance Director *BH*

DATE: August 22, 2019

SUBJECT: Ordinance 2019-19-*09* Appropriating Funds to Upgrade the Payroll and Human Resources Modules in the Borough's Enterprise Resource Planning Software (Mayor)

In 1999 the Kenai Peninsula Borough purchased SCI, which through the years, has become the GEMS software (supported by Harris) that is utilized for general ledger, payroll, employee portal, and human resource requirements. The current version requires a third party Unisys software to function. This software is at its end of life and has become unsupported. Therefore, there is a requirement to upgrade the system to the current web-based software version.

Harris has committed to providing "software for life" and has agreed to provide the upgrade with no cost for software licenses, only charging for professional services. Services provided will be business process review, project management, data conversion, implementation, installation, and on-site user assistance. The current annual maintenance fee will remain unchanged.

In March of 2019, the Kenai Peninsula Borough Finance Department completed implementation of Phase I, which was to upgrade the Financial Management Software module, the financial portion of the Enterprise Resource Planning (ERP) software. At this time, the Kenai Peninsula Borough would like to proceed with Phase II of the project, which is an upgrade to the Human Resources Management Software, the payroll and human resources portion of ERP software.

Phase I of the ERP upgrade was funded through the Equipment Replacement Fund (ERF) in FY18. We are also requesting that Phase II be funded through the ERF. The ERF is a self-supporting fund that maintains its purchasing power from reoccurring payments, interest earnings and depreciation expense. In 1999 the ERF funded the original SCI software purchase and implementation, therefore it is appropriate for the subsequent cost of upgrade to also be funded through this tool.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	<u>705.27920</u>
Amount:	<u>\$ 200,000.00</u>
By: <u>pp</u>	Date: <u>8/22/19</u>

Introduced by: Mayor
Date: 09/03/19
Hearing: 09/17/19
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2019-19-10**

**AN ORDINANCE APPROPRIATING \$75,000 FROM THE SEWARD BEAR CREEK
FLOOD SERVICE AREA FUND BALANCE TO COMPLETE SEDIMENT
MANAGEMENT IN KWECHAK CREEK**

- WHEREAS,** the Seward Bear Creek Flood Service Area (“SBCFSA”) provides flood planning, protection, and mitigation services for flooding within the service area; and
- WHEREAS,** the Kwechak Creek sediment deposition site accumulates an average of 12,500 yards of material annually; and
- WHEREAS,** in the 2012 and 2018 flood events, deposited materials separated the flow of Lost and Kwechak Creeks and risked closure of the Seward Highway and Alaska Railroad; and
- WHEREAS,** additional storms could cause further damage to downstream infrastructure, public and private property; and
- WHEREAS,** a sediment management plan will allow for long-term planning, identify needed periodic maintenance, and allow for an efficient use of resources to ensure the protection of public and private infrastructure; and
- WHEREAS,** a project plan has been drafted to remove the maximum amount of material possible from this critical area, and permits and property owner agreements have been obtained; and
- WHEREAS,** at its regular meeting of July 1, 2019, the SBCFSA Board of Directors recommended approval of this appropriation;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI
PENINSULA BOROUGH:**

SECTION 1. That \$75,000 is appropriated from the Seward Bear Creek Flood Service Area Fund, fund balance to account number 259.21212.20SED.49999.

SECTION 2. That this ordinance shall be effective immediately upon enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF *, 2019.**

Wayne H. Ogle, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Seward Bear Creek Flood Service Area

MEMORANDUM

To: Wayne Ogle, Assembly President
Members, Kenai Peninsula Borough Assembly

Thru: Charlie Pierce, Mayor *CP*
Brandi Harbaugh, Finance Director *BHS*
John Hedges, Purchasing & Contracting Director *JH*
Dan Nelson, Emergency Manager *DN*

From: Stephanie Presley, Seward/Bear Creek Flood Service Area
Program Lead *SP*

Date: August 22, 2019

Subject: Ordinance 2019-19- 10, Appropriating \$75,000 from the Seward
Bear Creek Flood Service Area Fund Balance to Complete
Sediment Management in Kwechak Creek (Mayor)

The Northwest Hydraulic Consultants (NHC) 2007 study of sedimentation trends on Salmon Creek found two major sediment deposition areas. The first, at the confluence of Lost Creek and Kwechak Creek, within the Questwoods neighborhood, covers 55 acres with significantly deeper deposits near the middle of the streambed. The volume of sediment that had accumulated at this site in the 30 years prior to the report was estimated at 370,000 cubic yards. The average rate of accumulation was found to be approximately 12,500 cubic yards per year and the average rise in ground levels (assuming even deposition over the area) was 1.7 inches per year.

Since the NHC report, the community of Seward has experienced three flood events with large volumes of sediment transported during the 2012 and 2018 events. In the 2012 event, enough material was deposited at this site that the flows from Lost Creek no longer enter Kwechak Creek and waters ran in channels adjacent to the Alaska Railroad. During the October 2018 event, these flows overtopped the railroad tracks and the Seward Highway risking closure of these primary access routes.

Removal of streambed materials from strategic locations improves conveyance of floodwaters and provides a catch basin for debris transported

during high water events, decreasing the deposition of sediments in downstream areas. Due to the large volumes of material accumulated, the ease of access for heavy equipment, and cooperation with private property owners, this deposition area has been selected as a regular sediment management site. Periodic maintenance will reactivate the main Kwechak Creek channel, direct floodwaters away from the railroad and highway, and protect private and public infrastructure. A project plan has been drafted and the required permits and private property owner agreements have been obtained by Seward Bear Creek Flood Service Area (SBCFSA).

A sediment removal project plan has been drafted and the required permits and private property owner agreements have been obtained by SBCFSA. The project is ready to go out to contractors for bids. The scope of work will be bid per cubic yard to remove the maximum amount of streambed load as possible from this critical area.

At the July 1, 2019 regular meeting, the SBCFSA board of directors unanimously recommended approval of \$75,000 from fund balance to complete a sediment management project in Kwechak Creek.

Your consideration of this ordinance is appreciated.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	<u>259.00000.00000.27910</u>
Amount:	<u>\$75,000.00</u>
By: <u>pp</u>	Date: <u>8/22/19</u>

Introduced by:	Mayor
Date:	08/20/19
Action:	Postponed as Amended to 09/03/19
Vote:	9 Yes, 0 No, 0 Absent
Date:	09/03/19
Action:	Postponed as Amended to 09/17/19
Vote:	8 Yes, 0 No, 0 Absent, 1 Abstention
Date:	09/17/19
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
RESOLUTION 2019-045**

**A RESOLUTION SUPPORTING THE KENAI PENINSULA COORDINATED PUBLIC
TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN TO BE SUBMITTED TO
THE STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC
FACILITIES**

- WHEREAS,** individuals with limited incomes and people with disabilities rely heavily, sometimes exclusively, on public and specialized transportation services to live independent and fulfilling lives; and
- WHEREAS,** public and specialized transportation services are essential for travel to work and medical appointments, to run essential errands, or simply to take advantage of social or cultural opportunities; and
- WHEREAS,** under the Moving Ahead for Progress in the 21st Century Act, projects funded by Federal Transit Administration (“FTA”) Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program must be included in a locally developed, coordinated public transit-human services transportation plan (“Plan”); and
- WHEREAS,** the Alaska Department of Transportation and Public Facilities requires any human service transit projects funded by the Alaska Mental Health Trust to also be included in the Plan; and
- WHEREAS,** the FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program provides operating and capital assistance funding to provide transit and purchase of services to private nonprofit agencies, federally recognized tribes, and to qualifying local public bodies that provide specialized transportation services to elderly persons and to persons with disabilities; and

WHEREAS, the Alaska Mental Health Trust provides grants to private nonprofit agencies, federally recognized tribes, and to qualifying local public bodies that serve community transit needs of trust beneficiaries; namely, Alaskans who experience mental illness, developmental disabilities, chronic alcoholism with psychosis, or Alzheimer's disease and related dementia through funding for operating assistance, purchase of services, capital and coordinated transportation system planning; and

WHEREAS, a local committee with participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation providers, human services providers, and other members of the public met August 9, 2018, November 13, 2018, February 12, 2019, March 12, 2019, and May 20, 2019; and

WHEREAS, the local committee reviewed and recommended through consensus that the Kenai Peninsula Coordinated Public Transit-Human Services Transportation Plan be submitted to the State of Alaska Department of Transportation and Public Facilities; and

WHEREAS, to be eligible for federal and state transit funding the Alaska Department of Transportation and Public Facilities requires the plan and project priority list be supported by a local governing body; and

WHEREAS, at its meeting on August 12, 2019, the Kenai Peninsula Borough Planning Commission recommended approval by unanimous consent;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the Kenai Peninsula Borough Assembly supports the local committee's update of its Kenai Peninsula Coordinated Public Transit-Human Services Transportation Plan.

SECTION 2. That this resolution shall become effective upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 17TH DAY OF SEPTEMBER, 2019.

Wayne H. Ogle, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

08/20/19 Vote on postponement as amended to 09/03/19:

Yes: Bagley, Blakeley, Carpenter, Cooper, Dunne, Fischer, Hibbert, Smalley, Ogle

No: None

Absent: None

09/03/19 Vote on postponement as amended to 09/17/19:

Yes: Bagley, Blakeley, Carpenter, Cooper, Dunne, Fischer, Smalley, Ogle

No: None

Absent: None

Abstention: Hibbert

Yes:

No:

Absent:

MEMORANDUM

TO: Wayne Ogle, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor *CP*
Max Best, Planning Director *MB*

FROM: Bruce Wall, Planner *BW*

DATE: August 2, 2019

RE: Resolution 2019-045, Supporting the Kenai Peninsula Coordinated Public Transit-Human Services Transportation Plan to be Submitted to the State of Alaska Department of Transportation and Public Facilities (Mayor)

Providing public transportation is essential to people with special transportation needs, individuals with limited income and people with disabilities that rely heavily, sometimes exclusively, on public and specialized transportation services to live independent and fulfilling lives. These services are necessary for travel to work and medical appointments, to complete errands, or simply to take advantage of social or cultural opportunities.

The attached resolution supports a local committee's efforts to update the Kenai Peninsula Coordinated Public Transit-Human Services Transportation Plan ("Plan"). The local committee is made up of diverse stakeholders, including nonprofit, medical, tribal, governmental, private agencies and individuals that were tasked with reviewing and updating the Plan. Through consensus, the updated Plan will be submitted to the Alaska Department of Transportation and Public Facilities for the purpose of applying for federal pass-through funding from Federal Transit Administration programs as well as the Alaska Mental Health Trust. The Plan and project priorities must be supported by a local governing body for the project to be eligible for federal and state transit funding.

Draft Public Transportation Plan
Provided in the August 20, 2019
Assembly Packet

Introduced by: Mayor
Date: 09/17/19
Action:
Vote:

**KENAI PENINSULA BOROUGH
RESOLUTION 2019-050**

**A RESOLUTION APPROVING THE DESIGN, PURCHASE AND INSTALLATION OF
A CT SCANNER FOR SOUTH PENINSULA HOSPITAL TO BE PURCHASED FROM
THE SOUTH PENINSULA HOSPITAL CAPITAL PROJECT FUND**

WHEREAS, the Kenai Peninsula Borough has entered into a Sublease and Operating Agreement with South Peninsula Hospital Inc. (“SPH, Inc.”) for the operation of South Peninsula Hospital and other Medical Facilities, and to provide other healthcare programs and services, on a nonprofit basis to ensure continued availability to the service area residents; and

WHEREAS, SPH, Inc. has negotiated the purchase of a Siemens Definition Edge, 128 slice CT scanner for \$879,000 which will improve the hospital’s imaging capabilities, better meeting the community’s needs; and

WHEREAS, implementation of the CT Scanner will require additional design and engineering services for the renovation of the ancillary spaces and support services necessary to accommodate the new equipment, for a total cost of \$931,314 which meets SPH, Inc.’s needs to provide this service at the hospital; and

WHEREAS, after completing a coordinated design effort SPH, Inc. will ask the assembly to appropriate additional funds for the renovation work estimated at a not to exceed amount of \$850,000; and

WHEREAS, sufficient funds are available in the South Peninsula Hospital Capital Project Fund to fund this project; and

WHEREAS, at its regular meeting of July 25, 2019, the SPH, Inc. board recommended pass and adopt SPH Resolution 2019-13, A Resolution Approving the Purchase and Construction for the Siemens Definition Edge 128-slice CT Scanner; and

WHEREAS, at its meeting on August 8, 2019, the South Kenai Peninsula Hospital Service Area Board unanimously passed Resolution 2019-13, A Resolution Approving the Purchase and Construction for the Siemens Definition Edge 128-slice CT Scanner;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the assembly approves the purchase of a CT Scanner, including installation and training, for a total cost of \$931,314, with the funds for payment to be made from the SPH Capital Project Fund.

SECTION 2. That this resolution shall become effective upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 17TH DAY OF SEPTEMBER, 2019.

Wayne H. Ogle, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Purchasing and Contracting

MEMORANDUM

TO: Wayne Ogle, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Borough Mayor 

FROM: John Hedges, Purchasing and Contracting Director 
Brandi Harbaugh, Finance Director 

DATE: September 17, 2019

RE: Resolution 2019- 050, Approving the Design, Purchase and Installation of a CT Scanner for South Peninsula Hospital to be Purchased from the South Peninsula Hospital Capital Project Fund (Mayor)

The Kenai Peninsula Borough and South Peninsula Hospital, Inc. ("SPHI") have entered into a sublease and operating agreement which requires that all equipment purchases in excess of \$250,000 must be separately approved by the borough assembly. Per this agreement SPHI is required to follow the traditional steps for submitting capital projects to the SPHI Board of Directors, the South Kenai Peninsula Hospital Service Area Board and the Assembly for approval.

In the 2019 capital budget, SPHI requested replacement of its current 64-slice CT scanner. The current CT scanner is 12 years old, outdated and nearing end of life. New scanners provide a significantly lower radiation dose, improved image quality, faster scan times, and hold larger patients.

The CT scanner is a critical piece of equipment for urgent, emergent and scheduled diagnostic procedures. Its use is critical to safe and timely patient care and is a source of revenue for SPHI. The current scanner is outdated technology. Originally, SPHI was interested in a Siemens Somatom go.Top CT scanner. It was an innovative platform but after further consideration, SPHI determined that that CT scanner does not match their needs. The major obstacle is that the scanner is air-cooled, which increased the ambient temperature and noise in the CT suite. Since their radiologists are interventional and conduct many procedures in the CT suite, it is important that they can communicate with staff and patients clearly. In order to achieve this they need to switch to a water-cooled CT scanner. They have selected the Siemens Definition Edge. This is comparable to the 128-slice CT

September 17, 2019

Page -2-

Re: R2019- 050

machine that Central Peninsula Hospital currently has. It is water-cooled and with its software package allows for more efficiency and increased capabilities.

Remodeling the central area where the CT scanner resides is requested to address several issues. The current suite cannot safely hold a trauma team. It is difficult to get an ER gurney in the room much less a trauma team with necessary equipment. Bottled oxygen is required due to the lack of medical gas plumbed to the suite. The current location of the CT suite requires Emergency Department patients/trauma teams, and stroke protocol patients to navigate three doorways, five turns and four hallways. The renovation would eliminate four turns and three hallways, putting the CT scanner in close proximity to the Emergency Department, to provide imaging for patients in critical need.

We respectfully request your approval and support for this purchase.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	490.81210.20SHC.48516
Amount:	\$ 931,314.00
By:	pp
Date:	9/5/19

MEMORANDUM

TO: Wayne Ogle, Assembly President
Members of the Kenai Peninsula Borough Assembly

FROM: Charlie Pierce, Kenai Peninsula Borough Mayor 

DATE: September 17, 2019

RE: Appointment to the Anchor Point Fire & Emergency Medical
Service Area Board

Pursuant to KPB 16.60.060 I hereby submit my recommendation for confirmation by the Assembly, of the following appointment to the Anchor Point Fire & Emergency Medical Service Area Board. The applicant is a registered voter and resides within the service area to be represented. Attached for your review is the request for appointment:

<u>Applicant</u>	<u>Board Seat</u>	<u>Term Expires</u>
Jennifer K. Henley	Seat – E	October, 2021

Thank you

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Charlie Pierce, Mayor
THRU: Johni Blankenship, Borough Clerk (JB)
FROM: Tatyana Shassetz, Borough Clerk Secretary (AS)
DATE: August 22, 2019
RE: Verification of Anchor Point Fire and Emergency Medical Service Area Board Applicant – Seat E

Pursuant to KPB 2.40.010 and 2.40.030, the applicant listed below has been verified as registered voter of the Borough and resides within their area to be represented.

Anchor Point Fire Emergency Service Area

<u>Applicant</u>	<u>Board Seat</u>	<u>Term Expires</u>
Jennifer K. Henley	Seat – E	October, 2021

Shassetz, Tatyana

From: Shassetz, Tatyana
Sent: Friday, August 23, 2019 9:10 AM
To: Shassetz, Tatyana
Subject: FW: Service Area Appointment Application received

From: Blankenship, Johni
Sent: Thursday, August 22, 2019 9:53 AM
To: Shassetz, Tatyana <TShassetz@kpb.us>
Subject: FW: Service Area Appointment Application received

T, please process the attached application.

Thank you, Johni

From: Kenai Peninsula Borough [<mailto:webmaster@borough.kenai.ak.us>]
Sent: Thursday, August 22, 2019 9:43 AM
To: Blankenship, Johni <JBlankenship@kpb.us>
Cc: Turner, Michele <MicheleTurner@kpb.us>
Subject: Service Area Appointment Application received

Select One
Anchor Point Fire & Emergency Service Area Board

Select One
APFESA Seat E – Term to Expire 10/2021

Select One

Select One

Select One

{NPRSA_Seat_Choice:caption}
{NPRSA_Seat_Choice:value}

Select One

Select One

Select One

Applicant Name
Jennifer K Henley

Physical Residence Address
34828 North Fork Road

City
Anchor Point

State
AK

Zip
99556

My Mailing Address is DIFFERENT from my Residence Address

Mailing Address
PO Box 250

City
Anchor Point

State
AK

Zip
99556

Email
niffyspiffy@gmail.com

Daytime Phone
9072359252

Voter #
[REDACTED]

SS #

Date of Birth

I have been a Resident of the Kenai Peninsula Borough for:

Years
18

Months
6

I have been a Resident of the selected Service Area for:

Years

18

Months

6

If you would like to upload a copy of your resume, you may do that below.

Attachments **must** be in .PDF, .DOC or .DOCX format only.

Upload your Resume

APPLICANT CERTIFICATION: I certify that the information in this Application for Appointment is true and complete and that I meet the specific residency and citizenship requirements of this office. I further certify that I shall meet the age requirements upon taking the oath of office, if appointed. I further acknowledge that by typing my initials below I intend to fully sign this document.

Type your initials to sign

JKH

MAYOR'S REPORT TO THE ASSEMBLY

TO: Wayne Ogle, Assembly President
Members, Kenai Peninsula Borough Assembly

FROM: Charlie Pierce, Kenai Peninsula Borough Mayor 

DATE: September 17, 2019

Assembly Request / Response

None

Agreements and Contracts

- a. Authorization to Award a Contract for ITB20-006 Rustic Avenue RIAD, Project No. RUSTC to Foster Construction, LLC., Soldotna AK.
- b. Proctor Sales, Inc., *Sole Source*
- c. Heartland Water Technology, Inc., *Sole Source*
- d. PDC Engineers, *Sole Source*
- e. Authorization to Award a Contract for RFP20-004 Funny River Transfer Site Redesign to McLane Consulting, Inc., Soldotna, AK

Other

- a. Certification of the 2019 Personal Property Supplemental Assessment Roll

Kenai Peninsula Borough
Purchasing & Contracting Department

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: Andrew Walsh, Project Manager *AW*

FROM: John Hedges, Purchasing & Contracting Director *JH*

DATE: September 4, 2019

RE: Authorization to Award a Contract for *ITB20-006 Rustic Avenue RIAD, Project No. RUSTC*

The Purchasing and Contracting Office formally solicited and received bids for the ITB20-006 Rustic Avenue RIAD, Project No. RUSTC. Bid packets were released on August 6, 2019 and the Invitation to Bid was advertised in the Peninsula Clarion on August 6, 2019.

The project consists of Furnishing all labor, materials, and equipment for subgrade modification, roadbed widening, embankment reconditioning, and paving of approximately 750 linear feet of roadway.

On the due date of August 21, 2019 three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$74,467.65 was submitted by Foster Construction, LLC.

Your approval for this bid award is hereby requested. Funding for this project is in account number 839-94912-RUSTC-43011.

CP

Charlie Pierce, Mayor

9/5/2019

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>839-94912-RUSTC-43011</u>	
Amount <u>\$74,467.65</u>	
By: <u>PP</u>	Date: <u>9/5/19</u>

BW

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB20-006 Rustic Ave RIAD

CONTRACTOR	LOCATION	BASE BID
Foster Construction, LLC	Soldotna, Alaska	\$74,467.65
Peninsula Construction, Inc.	Kenai, Alaska	\$78,891.20
CIC, Inc.	Soldotna, Alaska	\$82,821.75

DUE DATE: August 21, 2019

KPB OFFICIAL: 
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough
Maintenance

MEMORANDUM

TO: Charlie Pierce, Borough Mayor
THRU: John Hedges, Purchasing & Contracting Director
FROM: Scott Griebel, Maintenance Director
DATE: August 27, 2019
RE: Proctor Sales, Inc. Sole Source

Under Section 5.28.280a of the Borough code, it is requested that Proctor Sales, Inc. be authorized as the sole provider of NesbittAire classroom unit ventilators (CUVs) for unit replacements at Tebughna School. The cost, a quoted amount not to exceed \$29,911.76.

The four (4) NesbittAire CUVs included in this transaction are additional to three (3) that have already been purchased and installed at the Tebughna School site. The specific NesbittAire model is a direct sizing replacement by dimension, BTU and air volume for the original units. No other CUV manufacturer was able to match the original equipment on all three categories. It is the desire of maintenance that all seven (7) units at the school are the same standard model, for reasons of operational efficiency and occupant ease of use. The Maintenance Department requests that for this specific application (Tebughna CUV replacements) a single source arrangement is supported for purchasing the units from Proctor Sales, Inc.; the exclusive NesbittAir product distributor for the state of Alaska region.

Your approval of this request will allow the purchase of four (4) NesbittAir CUVs to be awarded Proctor Sales, Inc. Please see attached quote.

This office is available for any questions regarding this request.

Approved: Charlie Pierce Date: 9/5/2019
Charlie Pierce, Mayor

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>400-78050-19801-42310</u>
Amount	<u>\$29,911.76</u>
By:	<u>pp</u> Date: <u>8/28/19</u>

Kenai Peninsula Borough
Purchasing & Contracting Department

MEMORANDUM

TO: Charlie Pierce, Borough Mayor
THRU: John Hedges, Purchasing & Contracting Director *JH*
FROM: Carmen Vick, Project Manager *CV*
DATE: August 28, 2019
RE: PDC Engineers Sole Source

Under Section 5.28.280a of the Borough code, it is requested that PDC Engineers be authorized as the sole provider of Post-Earthquake Inspection and Evaluation, Construction Administration Services for the contracted repairs. PDC Engineers was the FEMA funded firm of record in development of damage, repair and scope of work reports for the KPB. The quoted amount will not exceed \$6,000.00.

Your approval of this request will allow construction administration services be awarded to PDC Engineers.

This office is available for any questions regarding this request.

Approved: *CP* *8/3/2019*
Charlie Pierce, Mayor Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>260.11251.19EO1.49311</u>
Amount	<u>\$6,000.00</u>
By: <u><i>pp</i></u>	Date: <u><i>8/29/19</i></u>

Kenai Peninsula Borough
Purchasing and Contracting Department

MEMORANDUM

TO: Charlie Pierce, Mayor
THRU: John Hedges, Interim Purchasing & Contracting Director *JH*
FROM: Carmen Vick, Project Manager *CV*
DATE: September 3, 2019
RE: Authorization to Award a Contract for RFP20-004 Funny River Transfer Site Redesign

The Purchasing and Contracting Office formally solicited and received proposals for RFP20-004 Funny River Transfer Site Redesign. Proposal packets were released and the Request for Proposal was advertised in the Peninsula Clarion and the Anchorage Daily News on August 7, 2019.

The project consists of professional design services for expansion of the existing solid waste transfer site in Funny River with an area of approximately 25,000 SF. Design will include but not be limited to site development, structural, concrete, site lighting, and utility service.

On the due date of August 21, 2019 three (3) proposals were received and ranked by a review committee as follows:

<u>FIRM</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
McLane Consulting, Inc.	Soldotna, Alaska	285
Nelson Engineering	Kenai, Alaska	278
Wince-Corthell-Bryson	Kenai, Alaska	234

The highest ranking proposal, which includes a cost factor, was submitted by McLane Consulting with a lump sum cost proposal of \$30,680.00. The proposal review committee recommends award of a contract to McLane Consulting, Inc., Soldotna, Alaska. Your approval for this award is hereby requested.

Funding for this project is in account number 411.32570.20FUN.49311.

CP

Charlie Pierce, Mayor

9/4/2019

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>411.32570.20FUN.49311</u>
Amount	<u>\$30,680.00</u>
By: <i>pp</i>	Date: <u>9/3/19</u>

MEMORANDUM

TO: Charlie Pierce, Borough Mayor
FROM: Melanie Aeschliman, Director of Assessing
DATE: September 3, 2019
RE: Certification of the 2019 Personal Property Supplemental Assessment Roll

The undersigned, duly qualified and appointed Assessor of the Kenai Peninsula Borough, does hereby certify that the following is the total valuation contained in the 2019 Personal Property Supplemental Assessment Roll as of September 3, 2019.

The total assessed value for the Kenai Peninsula Borough, including all properties on this assessment roll is as follows:

PERSONAL PROPERTY	TOTAL PROPERTY
\$13,691,536	\$13,691,536

The total taxable value for the Kenai Peninsula Borough is as follows:

PERSONAL PROPERTY	TOTAL PROPERTY
\$8,089,896	\$8,089,896



Melanie Aeschliman, Director of Assessing

Kenai Peninsula Borough Assembly Committees 2018 – 2019

ASSEMBLY COMMITTEES

- **Finance Committee**
Kelly Cooper, Chair
Paul Fischer, Vice Chair
Willy Dunne
- **Lands Committee**
Kenn Carpenter, Chair
Norm Blakeley, Vice Chair
Brent Hibbert
- **Policies & Procedures Committee**
Hal Smalley, Chair
Brent Hibbert, Vice Chair
Kenn Carpenter
- **Legislative Committee**
Willy Dunne, Chair
Paul Fischer, Vice Chair
Norm Blakeley
- **President Pro Tem**
Kelly Cooper

OTHER BOROUGH COMMITTEES

- **School Board**
Wayne Ogle
Hal Smalley, Alternate

SERVICE AREA BOARD LIAISONS

- **Anchor Point Fire & EMS** – Willy Dunne, Paul Fischer
- **Bear Creek Fire** – Kenn Carpenter
- **CES/CPEMS** – Norm Blakeley
- **Kachemak Emergency Service Area** -Willy Dunne
- **KPB Roads** – Wayne Ogle
- **Nikiski Seniors** – Wayne Ogle
- **Nikiski Fire** – Wayne Ogle
- **North Peninsula Recreation** – Wayne Ogle
- **Seldovia Recreational** – Willy Dunne
- **Seward/Bear Creek Flood** – Kenn Carpenter
- **South Kenai Peninsula Hospital** - Kelly Cooper, Willy Dunne

NON-BOROUGH COMMITTEES

- **Cook Inlet Aquaculture**
Dale Bagley, term expires with office
- **Cook Inlet R.C.A.C.**
Grace Merkes, term expires April 2020
- **Kenai Peninsula Economic Development District**
Hal Smalley, term expires with office
- **Kenai Peninsula College Council**
Wayne Ogle, term expires June 30, 2019
- **Kenai Peninsula Tourism and Marketing Council**
Brent Hibbert, term expires with office
- **Kenai River Special Management Area Advisory Board**
Brent Hibbert, term expires with office
- **Prince William Sound R.C.A.C.**
Mako Haggerty, term expires May 2019
- **Kachemak Bay Research Reserve Community Council**
Willy Dunne, term expires with office