

Kenai Peninsula Borough

Office of the Borough Mayor

MEMORANDUM

TO: Brent Johnson, Assembly President
Members, Kenai Peninsula Assembly

FROM: Charlie Pierce, Mayor *AK for EP*

DATE: February 3, 2022

RE: Confirmation of Lee Frey as the Director of Solid Waste

Pursuant to Chapter 2.20 of the Kenai Peninsula Borough Code of Ordinances, Lee Frey is hereby submitted for confirmation as the Director of Solid Waste.

KPB 2.20.030 states:

The assembly shall examine the qualifications of the executive for the purpose of determining whether they comply with the requirements prescribed by statute or ordinance for the position occupied. If they comply, the assembly shall so find and shall confirm the appointment. If they find the executive not qualified, they shall deny confirmation and the mayor shall thereafter hire a qualified person. No more than 31 days shall pass after the mayor has submitted the name of a new executive officer before the assembly shall determine by majority vote whether or not the qualifications set by statute and ordinance have been met. Failure to consider the matter within this time shall be deemed to constitute a finding that the officer possesses the requisite qualifications.

Mr. Frey's resume and job description are attached. Based on his qualifications, past experience, accomplishments, and proven performance, I strongly recommend confirmation.

Lee Frey

103 Green Valley Street • Soldotna, Alaska 99669 • (907) 252-7520 • leefrey@yahoo.com

SUMMARY

Engineering and business professional with over 10 years of experience in project management, engineering and government operations. Ability and knowledge to effectively manage the Solid Waste Department that requires technical and business knowledge.

EDUCATION

The Ohio State University, Fisher College of Business **Columbus, OH**
Master of Business Administration, Operations Management December 2009
• Fisher Scholar (Top 15% of class in core coursework)

Purdue University **West Lafayette, IN**
Bachelor of Science, Civil Engineering May 2005

EXPERIENCE

Kenai Peninsula Borough **Soldotna, AK**
Project Manager & Owner's Representative June 2020 – Current

- Lead for CPL Leachate Design Study project and current Leachate Infrastructure Improvement project
- Management of Operational and Organizational Assessment for Asset Management project and continuing Capital Improvement Planning project
- Project management and coordination for several major capital projects including CARES projects (Siemens O2 Prime, Assembly Chambers AV Upgrade, 911 Backup Center and NPR AV Upgrade), KPBSD projects (Kachemak Selo School, Soldotna Elementary Relocation and Grant Applications) and Hopsital projects (CPH ADA Parking Lot and SPH Facility Master Plan)
- Contract administration including reviewing and approving pay estimates, managing project budgets and modifying scope of work as needed, reviewing and processing change orders, disputing work and pay discrepancies and conflict resolution
- Development of specifications, drawings, bid schedules and scopes of work for various projects across City departments including, design, construction, planning, purchasing and assessment projects
- Acting Purchasing and Contracting Director when needed

City of Soldotna **Soldotna, AK**
Project Manager December 2012 – June 2020

- Project management including construction administration, observation, review and design of numerous civil construction projects of various size throughout the City of Soldotna including road and underground utility construction, utility infrastructure construction, vertical construction and parks and recreation projects
- Worked with Utility and Maintenance Department to manage and develop Utility Master Plans for the storm drain, sanitary sewer, water distribution and wastewater treatment plant and a Streets Inventory and Management Plan
- Acted as Public Works Director when needed including managing the Utility Department and Building Department and attending City Council or other meetings as needed
- Coordination with various public agencies for permitting and grants including ADEC, DOT, KPB and Utility Providers
- Assist in preparation of Soldotna's 5-Year Capital Improvement Plans and annual Capital Budget
- Involvement in safety issues including ADA training, reviewing traffic control plans and monitoring safety concerns on construction sites including hazardous materials testing and removal

Tauriainen Engineering & Testing, Inc. **Soldotna, AK**
Project Engineer August 2010 – December 2012

- Civil and structural design, construction observation and management of several large projects around the Kenai Peninsula including Soldotna Petco, Widgeon Woods Subdivision and the Voznesenka Onsite Wastewater Project
- Permitting and design of water and sewer systems through ADEC for private and commercial use
- Performed field and laboratory testing of soil, concrete and asphalt including gradations, proctors, nuclear density testing, concrete control tests and water sampling

ADDITIONAL INFORMATION

- Registered Professional Engineer, Alaska, Civil
- Completed Manager of Landfill Operations (MOLO) coursework and examination for certification



Position Description

Kenai Peninsula Borough

Director of Solid Waste

Service Type: Administrative, Level 6

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the director of solid waste is responsible for the operation, management and administration of the solid waste department as set forth in KPB 2.51.

Minimum Qualifications: Bachelor's degree in civil engineering, environmental field and four years of solid waste related experience; or graduation from an accredited engineering technician or environmental technician school and five years of solid waste/civil engineering related experience; or Bachelor's degree in Business and five years experience at the senior level, managing complex operations in logistics, manufacturing, or other similar businesses requiring the use of heavy equipment. Experience may be substituted for the education requirement on a year-for-year basis. Two years of supervision and personnel management; proficiency with microcomputers; and ability to develop positive and effective interpersonal relationships. An unrestricted, valid Alaska driver's license is required.

Preferred Knowledge, Skills and Experience: Knowledge of landfill planning, design and operations; transfer facility planning, design and operations; federal, state and local regulations related to waste disposal; budgetary experience.

Essential Functions:

1. Responsible for budgeting, planning, development/construction, and operations of borough solid waste programs to ensure that waste is managed in an efficient, effective and environmentally sound manner.
2. Plans, implements and administers solid waste programs including, but not limited to, the hazardous waste collection, recycling, environmental, and litter collection programs; waste/recyclable hauling and transfer; waste site/facility design and construction waste site/facility operations; environmental monitoring and compliance; new program planning and development; solid waste road improvements; and solid waste user fee program.

Position Description – Director of Solid Waste
Essential Functions (continued)

3. Ensures borough compliance with local, state, and federal solid waste requirements including compilation, submittal and acquisition of solid waste permits and approvals. Oversees borough solid waste safety and environmental programs.
4. Organizes, coordinates, supervises and directs work assignments of borough solid waste personnel, and contract personnel as necessary.
5. Prepares construction, operation, and professional service documents including drawings, estimates, bid documents, contracts, and change orders. Administers contracts to ensure contractor/consultant compliance with the contract documents.
6. Prepares studies and reports. Coordinates, reviews, and approves consultant submitted reports and studies. Maintains extensive records relating to solid waste programs.
7. Represents the borough in dealing with contractors, the general public, local, state, and federal entities. Prepares presentations for, and conducts, public meetings and hearings on solid waste issues. Issues public education materials for waste related programs.
8. Works extensively with other borough departments to coordinate and plan solid waste activities.
9. Prepares solid waste department budgets. Reviews and approves purchase orders, invoicing and change orders. Provides cost estimates for immediate and long term solid waste operations and construction activities as required by state and federal regulations. Updates solid waste estimates on an annual basis.
10. Provides field investigation/inspection for solid waste improvements, operations and construction. Investigates complaints or problems encountered by the public or contractor.
11. Establishes solid waste disposal policies and procedures.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description Record:

Date Updated: 10.27.2021

Reason for Update: Revised Minimum Qualifications education & experience requirements, KKS

Date Updated: 03.10.2020

Reason for Update: Reformatted

Date Updated: 11.01.2011

Reason for Update: Adopted by Borough Assembly, Resolution 2011-105

Date Updated: 10.2011

Reason for Update: Revised, (MAD)
