

Kenai Peninsula Borough
Office of the Borough Mayor

MEMORANDUM

TO: Brent Johnson, Assembly President
Members of the Kenai Peninsula Borough Assembly

FROM: Mike Navarre, Kenai Peninsula Borough Mayor *MN*

DATE: December 1, 2022

RE: Service Area Board Appointments

In accordance with KPB Title 16, appointments from the borough to the Advisory Planning Commission are appointed by the Mayor and confirmed by the Assembly. The following appointments are forwarded to the Assembly for consideration and confirmation:

East Peninsula Highway Emergency Service Area Board – Seat B

- Clay Adam – Term Expires 10/2025

Kachemak Emergency Service Area Board – Seat D

- Randall Blad – Term Expires 10/2025

North Peninsula Recreation Service Area Board – Seat D

- Erin Bellotte – Term Expires 10/2024

Thank you for your consideration.

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Mike Navarre, Borough Mayor
FROM: Michele Turner, Acting Borough Clerk (MT)
DATE: December 1, 2022
RE: Verification of Service Area Board Applicants

A notice of vacancy for service area board seats was advertised on November 1, 2022. The application period closed on November 22, 2022.

Pursuant to KPB Title 16, the applicants below have been verified as registered voters of the Borough and reside within the service area listed.

The applications are being submitted for your consideration.

EAST PENINSULA HIGHWAY EMERGENCY SERVICE AREA BOARD

Clay Adam Seat B

KACHEMAK EMERGENCY SERVICE AREA BOARD

Randall Blad Seat D

NORTH PENINSULA RECREATION SERVICE AREA BOARD

Erin Bellotte Seat D
Bruce Milne Seat D

Thank you.

Kenai Peninsula Borough

Office of the Borough Clerk

Service Area Board Application Submitted 2022-11-14 16:36:05

Service Area: East Peninsula Highway Emergency, Seat B (Term Expires 10/2025)

Applicant Name	Daytime Phone
Clay Adam	5126954499
Email	Date of Birth
clayadam@cooperlandings.org	[REDACTED]
Physical Residence Address	Mailing Address
18231 Sterling Highway Cooper Landing, AK 99572	,
SS #	Voter #
I have been a Resident of the Kenai Peninsula Borough for:	I have been a Resident of the selected Service Area for:
3 years, 0 months	3 years, 0 months
What knowledge, experience, or expertise will you bring to this board?	
I am currently Deputy Chief, Cooper Landing Emergency Services. I am very familiar with the EPHESA service area and its primary responsibility.	

Kenai Peninsula Borough

Office of the Borough Clerk

Service Area Board Application Submitted 2022-11-09 09:34:18

Service Area: Kachemak Emergency, Seat D (Term Expires 10/2025)

Applicant Name Randall Blad	Daytime Phone 907 756 3161
Email randyblad@gmail.com	Date of Birth [REDACTED]
Physical Residence Address 36353 Wild Haven Road Fritz Creek , Alaska 99603	Mailing Address ,
SS #	Voter #
I have been a Resident of the Kenai Peninsula Borough for: 7 years, 6 months	I have been a Resident of the selected Service Area for: 7 years, 0 months
What knowledge, experience, or expertise will you bring to this board? Former real estate and development manager for Beechcraft/Textron aviation where I aided in the design of fire protection systems.	

Kenai Peninsula Borough

Office of the Borough Clerk

Service Area Board Application Submitted 2022-11-05 08:06:22

Service Area: North Peninsula Recreation, Seat D (Term Expires 10/2024)

Applicant Name Erin Bellotte	Daytime Phone 214-842-1247
Email erin.bellotte@gmail.com	Date of Birth [REDACTED]
Physical Residence Address 51520 Blockade Glacier Road Kenai, AK 99611	Mailing Address ,
SS #	Voter #
I have been a Resident of the Kenai Peninsula Borough for: 1 years, 2 months	I have been a Resident of the selected Service Area for: 1 years, 2 months

What knowledge, experience, or expertise will you bring to this board?

Dear Selection Committee,

Please consider my application for the open seat on the North Peninsula Recreation Service Area Board, posted on the Kenai Peninsula Borough website.

In August of 2021, I moved from Texas, to Nikiski, Alaska with my husband and two daughters. We have thoroughly enjoyed our first year in the Kenai Peninsula. As a way to give back to our community, I have developed an interest in sharing my education, professional experience and personal interest in health and wellness with the NPRSA.

These professional and personal accomplishments include:

- Current employment with Professional Growth Systems, a business consulting firm out of Anchorage that supports Alaskan businesses with strategic planning, continuous improvement and executive coaching.
- Held increasing leadership roles at Halliburton Energy Services from 2012 – 2021; with my most recent role being the Manufacturing Center manager for the Houston, TX facility. In this role, I lead 200+ employees to reach monthly shipment targets of \$15M per month, housed the global warehouse carrying \$300M in inventory and reduced gross expense by \$2M per month.
- Created the first employee-led Wellness Subcommittee at Halliburton's Carrollton, TX facility, engaging over 1K employees in wellness challenges from walking, hydration, and weight loss. This subcommittee expanded to four other facilities and continues to engage employees in cross facility health and wellness competitions.
- Graduate Assistant Soccer Coach for Indiana State University and obtained a United States Soccer Federation "C" License for coaching youth soccer. I have planned / coached youth soccer camps and volunteer coached in multiple locations with my most recent volunteer experience with NPRSA Indoor Soccer this past spring.
- Education: Master's of Business Administration, Indiana State University, Terre Haute, IN: May 2010
Bachelor of Science in Business Administration, Valparaiso University, Valparaiso, IN: May 2008

For further information on my professional career, I have sent my resume to the email listed on your website: assemblyclerk@kpb.us.

I look forward to further discussing my qualifications and helping to serving the North Peninsula Service Area to provide healthy year-round activities the entire family can enjoy.

Sincerely,

Erin Bellotte, M.B.A.

Erin.bellotte@gmail.com

(214-842-1247)

Erin Bellotte

Erin.Bellotte@gmail.com

51520 Blockade Glacier Road, Kenai, AK 99611

214-842-1247

Strategy and Operations Manager

Experienced Strategy and Operations Manager, focused on driving operational excellence with a passion for strategy development for the broader marketing and international org. Detailed and results-oriented, adept in collaborating with key stakeholders to deliver continuous improvements, and employee development. Expertise and pride in redesigning a process to make it better with repeated success in leading teams.

Areas of Expertise

- Budget Administration
- Strategic Planning
- Building Relationships
- Program Start-up
- Strong Analytical Skills
- Staff Training and Team Leadership
- Stakeholder Communications
- Regulatory and Legal Compliance
- Employee Engagement
- Resource Allocation
- Process Improvement
- Marketing

Professional Experience

Professional Growth Systems: August 2021 - Present

Senior Consultant, in Nikiski, AK

- Researched and wrote winning Request for Proposals for year-long projects. Coordinated winning contract project management with CEO and Senior Leadership, to ensure clients are aligned with targeted KPIs.
- Conduct data analysis from clients on opportunities for improvement and work with employee project teams to define key KPI for project success.
- Manage project financial outcome to Professional Growth Systems to ensure labor and expenses remain within project budget.
- Utilization of Google Office Suite to collaborate with colleagues remotely, share knowledge and data analysis, develop presentations for C-Suite to clients and monitor project success.

Halliburton Energy Services Inc.: 2012 – July 2021

Manufacturing Center Manager, in Houston, TX: May 2020 – July 2021

- Lead team to develop and execute strategic initiatives, with alignment to broader Halliburton strategy as well as product line specific and global manufacturing performance standards. Present facility strategic objectives and implementation plans to Halliburton senior management teams. Define and deliver communication plan to employee base, and key stakeholders for successful change management.
- Responsible for the safety, quality, production operations, talent development and financial impact for oilfield manufacturing of complex downhole tools that provide real time data and automated drilling solutions for our customers.
- Direct oversight of 5 functional managers and indirect oversight of 200 employees spanning production, quality, engineering, procurement, warehouse and logistics, and continuous improvement departments.
- Financial responsibility for achieving and reporting monthly, quarterly and annual metrics with an average monthly gross expense budget of \$3.2M per month, shipment outputs of \$15M, incoming receipts of \$12M and management of a global inventory hub carrying \$200M in consumables at customer request.
- Communicate and collaborate with cross-functional stakeholders to understand problems to drive operational results towards the execution of strategic initiatives, setting stretch targets and leading / lagging measures to gauge progress. Strong emphasis on continuous improvement and lean manufacturing methodology to utilize Value Stream Mapping, Kaizen Events and Managing for Daily Improvement for

sustainable step changes towards annual targets.

- Champion and sponsor in multi-site employee development process to mentor and rate employees on key competencies for the manufacturing organization, creating a pipeline of leaders for succession management.

Business Unit Manager, Wireline and Perforating Manufacturing in Alvarado, TX: October 2019 – May 2020

- Lead 4 uniquely different manufacturing product lines for Wireline and Perforating downhole tools. Product lines included high volumes of explosive powder, and radioactive material. Required to make production decisions that aligned safety protocols, compliance to several different regulating bodies, and driving a safety culture of process adherence, employee engagement and stop work authority.
- Analyzed complex data to drive decision making that lead to successfully doubling production capacity of Velocity Perforating Guns from 18K per month to 37K per month from November 2019 to March 2020 without stocking out to miss customer job requirements. Realignment of production team to reduce expenses during decrease in market activity that dropped monthly production from 37K to 1K perforating guns per month during April – June.
- Site coordinator for Supply Chain Management Program, role is to mentor and provide feedback to recent college graduates working through a rotational leadership program. Facilitate onboarding of employees with leadership to identify operational and safety projects for participants to complete during rotation at the site. Ensure participant is achieving metrics and ready to present to Halliburton Senior Management at quarterly reviews.

Continuous Improvement and QAQC Manager, Wireline and Perforating Manufacturing in Alvarado, TX: October 2018 – September 2019

- Drove continuous improvement activities starting with annual strategy planning session for the site and provided strategy training for leaders prior to the session, development of brainstorming activities to reemphasize key training during metric setting and breakout sessions to ensure all voices and ideas are heard for agreement in final strategies.
- Restructured system of accountability for strategic actions utilizing the Four Disciplines of Execution methodology. Established weekly 15-minute meeting to review success of previous week's actions and leadership commitment to next week's actions. Monitored and challenged actions against leading and lagging metrics set by the team in strategy planning sessions.
- Collaborated with Warehouse Manager on plan to streamline shipment of explosive materials through expected ramp up of production domestic and globally. Project included deep dive review of partners, training on hazardous shipment requirements, cost savings and volume analysis.
- Accountable for successful API Q1 Re-Certification audit, with implementation of API Addendum 2 requirements which required new partner and existing vendor evaluations. Empowered quality team to lead site-wide internal audits, implement corrective and preventative actions from root cause analysis on quality escapes and complete required in-process inspections.

Sr. Production Group Leader, Wireline Manufacturing in Alvarado, TX: November 2017 – September 2018

Ensured the safety of my team through toolbox talks, HOC/BBP review and discussion, and incident reporting. Provide feedback and coaching for quality issues as they arise and monitor on-time delivery execution. Reconcile costs charged to the cost center and keep indirect costs to a minimum. Verify employee learning and competencies are current and develop team as necessary for company success.

Sabbatical: July 2016 – November 2017

Stepped away from the organization in 2016 to support my husband's career relocation to Bakersfield, CA

Production Group Leader, Completion Tools Manufacturing in Carrollton, TX: September 2014 – July 2016

Direct oversight of 40 employees, spanning three shifts and eighteen CNC machines. Core function was to ensure the on-time delivery of machined parts to the next operation. Utilized system programs to identify upcoming production challenges and created solutions to continue on-time production. Established Managing for Daily Improvement board at team level, to quickly identify and address production delays with the team each morning and escalate issues to the next level of management as needed.

Admin. Specialist, Third Party Inspector Coordinator, Completion Tools Manufacturing in Carrollton, TX: August 2012 – September 2014

Coordinate with the QAQC inspectors in the manufacturing shop and Third-Party Inspectors (TPI) to ensure all customer required special processes are met. Special processes may occur at any point during manufacturing,

starting at raw material and ending with the crating and shipment of parts. Communicate with Production Group Leaders and Business Unit Managers, regarding prioritization of TPI scheduling. Close working relationships with TPIs allow for requesting changes to their planned schedules to accommodate customer or shipment priority.

University of North Texas: 2010 - 2012

Admin. Coordinator, Toulouse Graduate School, in Denton, TX: August 2010 – August 2012

Direct oversight of three separate scholarship budgets totaling over 6 million dollars. The largest budget funded over 800 different graduate students through 6 different scholarship programs. Responsibilities included monthly balance sheet reconciliation for each budget, forecasting budget expenditures and verification of students account summaries. Scholarship students with outstanding balances were contacted to ensure timely payment of their tuition and fees.

Accolades and Training

Manufacturing H1 2020 Top Collaboration Award Winner

Manufacturing H2 2019 Top Manufacturing Business Unit

Business Leadership Development 1 sponsored through Texas A&M - Summer 2018

Business Leadership Development 2 sponsored through Texas A&M - Summer 2019

Halliburton Lean Bronze Training Level 1 and 2

Education

Masters of Business Administration, Indiana State University, Terre Haute, IN: May 2010

Bachelor of Science in Business Administration, Valparaiso University, Valparaiso, IN: May 2008

Kenai Peninsula Borough

Office of the Borough Clerk

Service Area Board Application Submitted 2022-11-12 17:09:09

Service Area: North Peninsula Recreation, Seat D (Term Expires 10/2024)

Applicant Name Bruce Milne	Daytime Phone 907 251 0602
Email Brucewmilne@gmail.com	Date of Birth [REDACTED]
Physical Residence Address 52045 Admiralty Drive Nikiski, AK 99611	Mailing Address PO Box 8372 Nikiski, AK 99635
SS #	Voter # [REDACTED]
I have been a Resident of the Kenai Peninsula Borough for: 1 years, 2 months	I have been a Resident of the selected Service Area for: 1 years, 2 months
What knowledge, experience, or expertise will you bring to this board? I have lived in Alaska since 1990, serving 22 years in Federal law enforcement and 8 years in local law enforcement (City of North Pole). I ran the Yukon Quest as a musher 5 times and the Iditarod once. I have an MBA from Boston University and I am a USMC veteran	