


Kenai Peninsula Borough
Office of the Borough Mayor

MEMORANDUM

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

THRU: Charlie Pierce, Kenai Peninsula Borough Mayor 

DATE: November 20, 2018

RE: Appointments to the Kenai Peninsula Borough Service Areas

I hereby submit my recommendations for confirmation by the Assembly, of the following appointments to the Kenai Peninsula Borough Service Area Board Seats. Applicants are registered voters and reside within the Service Areas to be represented. Applications are attached for your review:

KPB 16.20.080 Kachemak Emergency Service Area Board

Donald F. Cotogno	Seat D	Expires 10/2019
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KPB 16.55.080 Seldovia Recreational Service Area Board

Sherri Burt	Seat D	Expires 10/2019
Linda Hedgecoth	Seat B	Expires 10/2020

KPB 16.80.030 Eastern Peninsula Highway Emergency Service Area Board

Michelle Stewart	Seat A	Expires 10/2021
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Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Charlie Pierce, Borough Mayor
FROM: Johni Blankenship, Borough Clerk (JB)
DATE: October 31, 2018
RE: Service Area Board Appointment

The following applicants have submitted applications for appointment to the following Service Area Boards:

Kachemak Emergency Service Area Board
Donald F. Cotogno New Applicant Seat D Term to Expire 10/2019

Seldovia Recreational Service Area Board
Sherri Burt Reappointment Seat D Term to Expire 10/2019

The applicants have been verified and are registered voters in the area in which they are seeking appointment.

Thank you.

Blankenship, Johni

From: Kenai Peninsula Borough <webmaster@borough.kenai.ak.us>
Sent: Wednesday, October 31, 2018 10:18 AM
To: Blankenship, Johni
Cc: Turner, Michele
Subject: Service Area Appointment Application received

Select One
Kachemak Emergency Service Area Board

Select One

{BCFSA_Seat_Choice:caption}
{BCFSA_Seat_Choice:value}

{EPHESA_Seat_Choice:caption}
{EPHESA_Seat_Choice:value}

Select One
KESA Seat D – Term to Expire 10/2019

{NPRSA_Seat_Choice:caption}
{NPRSA_Seat_Choice:value}

{SPH_Seat_Choice:caption}
{SPH_Seat_Choice:value}

Select One

Select One

Applicant Name
Donald F Cotogno

Physical Residence Address
51310 Timber Bay Court

City
Fritz Creek

State
Alaska

Zip
99603

My Mailing Address is DIFFERENT from my Residence Address

31-320

Fox River

Arthur

Mailing Address
P.O. Box 15244

City
Fritz Creek

State
Alaska

Zip
99603

Email
dcotogno@timber-bay.com

Daytime Phone
907-235-3785

Voter #

 ✓

SS #

Date of Birth

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

Years
14

Months
7

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

Years
14

Months
7

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

5bd9f1de75286-Resume_Full.docx

https://www.kpb.us/components/com_rsform/uploads/5bd9f1de75286-Resume_Full.docx

/var/www/www.borough.kenai.ak.us/components/com_rsform/uploads/5bd9f1de75286-Resume_Full.docx

5bd9f1de75286-Resume_Full.docx

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
dfc

Donald F. Cotogno

P.O. Box 15244
Fritz Creek, Alaska 99603

Residence: (907) 235-3785
Cell: (907) 399-8266
FAX: (907) 235-3786
E-Mail: Dcotogno@Timber-Bay.com

Summary

As owner of Timber Bay Bed and Breakfast all aspects associated with the operation of a small business. Over 34 years in the mini/micro computer field including project management, software configuration, systems analysis, software development, hardware maintenance, systems integration, testing, operations, customer support, database administration, configuration control, customer training etc. Prior to entering the computer field in 1977 I held various technical positions in the telephone switching and telephone transmission field. Extensive working knowledge of many hardware and software implementations including, but not limited to:

Operating Systems:

- | | | |
|-----------------------|------------------|----------------|
| ▪ UNIX (Many Flavors) | ▪ Windows 3.1x | ▪ NT Server |
| ▪ OS2 | ▪ Windows 95 | ▪ Windows 2000 |
| ▪ VAX/VMS | ▪ Windows 98 | ▪ Windows XP |
| ▪ DOS | ▪ NT Workstation | ▪ Windows 7 |

Programming Languages:

- | | | |
|------------------|-------------------------|------------------------|
| • C | • Bourne and Korn Shell | • Oracle PL/SQL |
| • SED and AWK | • Perl | • Informix SQL and 4GL |
| • X-Base | • Transact SQL | • REXX |
| • Visual Basic | • HTML | • Batch Programming |
| • Kronos Connect | | |

Applications:

- | | | |
|------------------|-----------------------------------|--------------------------------|
| • MS Excel | • Fox Pro | • MS SQL Server 6.5, 7.0, 2000 |
| • MS Word | • MS Project | • Kronos I Series |
| • MS Access | • VI Editor | • Kronos Time Keeper Central |
| • Lotus Ami Pro | • X Windows | • Kronos Work Force Central |
| • MS Power Point | • Word Perfect | • Kronos Connect |
| • Lotus 123 | • UNIX Document Preparation Tools | • Kronos/Intellisys Nexrac |
| • Dbase III, IV | • Source Code Control | |

Hardware:

- | | | |
|--------|-----------------------------|-----------------------------|
| • NCR | • Dell | • AS400 |
| • AT&T | • Compaq | • Kronos 400 Series Clocks |
| • HP | • Sequent | • Kronos 4000 Series Clocks |
| • DEC | • PC's (MCA, ISA, PCI, etc) | |

Work Experience

Owner

2004 – Present

Timber Bay Bed and Breakfast, Fritz Creek, AK. – Owner

2004 – Present

- Manage the full operation of the Bed and Breakfast
- Catering of Private Parties at the Bed and Breakfast
- Accounting and Record Keeping associated with operating a Small Business

Timber Bay Consulting, Fritz Creek, AK. – General Applications Support 2004 – Present

- Onsite and Remote Support for WFC 4x Implementations.
- Onsite and Remote Support for WFC 5x Implementations.
- Onsite and Remote Support for TKC 4x Implementations.
- Extensive Workforce Connect implementations.
- Web Site Hosting and Design.
- Microsoft Access, Excel and Word Support.
- Social Networking Support.

Damar Aviation, Marcellus, NY – General Aviation Airport 1989 – 2014

- All Aspects of running a General Aviation Airport

Kronos Inc. 2004 – 2010

EMA, Anchorage, AK. – Kronos Time and Attendance Systems 2004 – 2010

- Onsite and Remote Support for I-Series Implementations.
- Onsite and Remote Support for WFC 4x Implementations.
- Onsite and Remote Support for WFC 5x Implementations.
- Extensive Workforce Connect Implementations.

CTR Systems, Warrendale, Pa. 2000 – 2005

CTR Systems, Warrendale, Pa. – Kronos Time and Attendance Systems 2004 – 2005

- Remote Support for the installed base of Workforce Central and Workforce Connect
- All aspects connected to Workforce Connect Interfaces. These assignments included Customer Interface Survey Review, Writing and Review of the Configuration Document with the Customer, the Writing and Testing of the Interface, and Eventual Implementation.

Project Manager – Kronos Time and Attendance Systems 2000 – 2004

- In my capacity as Project Manager I was responsible for all aspects of the customer installation. These items include, but are not limited to:
 - Contacting the Customer.
 - Developing a complete project plan for the installation from start to finish including scheduling training.
 - Ensuring the customer has the necessary prerequisites to see the installation completion. Configure and install all products purchased.
 - Follows up to ensure product is performing properly according to the customer's needs.
 - Manages the deliverables and adherence to the milestones in the project plan both internally at CTR and by the customer.
 - Provides accurate breakdown of actual hours applied for valid reporting internally.
- The Applications I have experience in are as follows:
 - Kronos TimeKeeper Central for DOS.
 - Kronos TimeKeeper Central for Windows.
 - Kronos WorkForce CS 2x (MS SQL and Oracle).
 - Kronos Workforce Central 3x and 4x (MS SQL and Oracle).
 - Kronos TimeKeeper AS/I Series.
 - Kronos Connect.
 - MMHayes QuickCharge.
 - Intelisys NexTrac
 - CTR Systems ACM.
 - CTR Systems QuickReports.

- From 2002 -2004 I worked primarily in the Workforce Central arena. I have configured complex solutions in all business lines, including Health Care, Gov/Ed, Manufacturing, and Retail. These configurations include extensive interface modules utilizing the Kronos Connect product as well as an in depth knowledge of the WFC Accruals Module.

Gaylord Information Systems, Liverpool, NY

1998 – 2000

Team Leader Technical Support

1999 – 2000

- In addition to my responsibilities of general support I was also my responsible for managing the Technical Support Team. These duties include maintaining the work schedule for the department, assigning jobs to the Tech's as appropriate, maintaining schedules for tasks, and interfacing with management and Customer Service Reps.
- I was also the SME (Subject Matter Expert) for SQL Server. All problems relating to the database and it's relationship to the overall product come through me. I am involved in the writing of scripts, stored procedures, views, etc. that are used in the day to day care and feeding of the database.

System Support Specialist

1998 -1999

Provide overall system support for a Library Automation System. The system is NT based using MS SQL Server, Transaction Server, IIS, etc. The workstation portion of the application is WEB based. Responsibilities include Installation and Integration of the total system before delivery (staging), telephone support for systems in the field, writing of install scripts, database maintenance, etc.

NCR Corporation, Cortland, NY

1994 – 1998

Manager - SIT (Support, Integration, and Test)

1996 –1998

Responsible for managing a group of 15 people, comprised of four unique teams, at a facility engaged in the development and distribution of banking solutions. Department budget was in excess of \$3 million.

- Oversaw the System Integration, the System Test, the MIS, and the Service and Support Teams.
 - System Integration was responsible for the facilitation, integration, and implementation of the whole solution in a lab environment. Hot Staging of customer equipment was done in order to meet the customer's requirements and deadlines.
 - System Test utilized both manual and automated test procedures developing a collaborative atmosphere between Development and Test Teams.
 - MIS was responsible for the internal infrastructure of the facility.
 - Service and Support was responsible for Unix System Administration, Customer Support, Y2K, the Software Release Process, etc.
- Performed hardware/software procurement and tracking for the whole facility.
- Participated in both a mentoring programs for High School Seniors as well as College Intern Programs.

Team Leader – Service and Support

1996

Responsible for managing a team of seven individuals who provided both customer and internal support for the facility, including on-site support in Chicago, Dallas, Atlanta, and Charlotte.

- Managed customer support functions for a banking software solution developed on-site.
- Established a Help Desk for customer support utilizing an Access DataBase.
- Performed hardware configurations using customer requirements.
- Acted as a SME (Subject Matter Expert) in the following areas:
 - UNIX Systems Administration.
 - Software and Hardware Configuration and Control.
 - Backup and Recovery Functions.

- In House DataBases.
- Software Release Librarian.

UNIX Systems Administrator

1994 - 1996

Responsible for all aspects of UNIX System Administration as well as:

- Backup to MIS personnel with regard to in house networking (Novel, NT, etc.)
- Development and Maintenance of in-house data bases. Applications were written using Visual Basic and Microsoft's ACCESS RDB.
- Backup and Recovery including Disaster Recovery Plans.
- Software/Hardware configuration control and procurement.

NYNEX, Syracuse, NY

1969 -1994

Management Positions in Computer Operations

1977 -1994

Responsible for all aspects of Mini/Micro Computer Operations including hardware maintenance, computer center operations, support, and automation.

- Established and managed a Minicomputer Site which grew from zero systems to greater than 125.
- Established and managed a Computer Hardware Maintenance Organization with 3 locations in New York State.
- Served on the Computer Operations Automation Team in charge of the automation and consolidation efforts for the Computer Centers in Upstate New York and Massachusetts.
- Trained operators and technicians within the Computer Operations Organizations.
- Wrote tracking applications using INFORMIX SQL/4GL.

Switching Equipment Repairmen

1969 -1977

Responsible for various aspects of telephone switching and transmission maintenance.

Education

State University of New York at Oswego, Oswego, NY

Major: Chemistry (55 Credit Hours)

Special Training

Informix OnLine System Administration

NCR Product Management

Team Performance Training

Zenger Miller Management Training

MS/SQL 7 System Administration

Kronos Time and Attendance Products

Kronos/Intellisys Nextrac Certification

Kronos WFC 5.1 Rollout

Military

New York Air National Guard, Airborne Navigational Equipment Repairman

Community Organizations

Bed and Breakfast Association of Alaska, Treasurer

Homer Bed and Breakfast Association, Treasurer

Greater Kachemak Bay Alliance, President

Homer Elks Lodge 2127, Board of Directors - Chairman

Homer Chamber of Commerce, Board of Directors - Treasurer, Vice President, President (8 years)

Experimental Aircraft Association, Treasurer (21 years)

Thunderbird Ski Club, Treasurer (9 years)
Marcellus Flying Club, Treasurer (10 years)
Shepard Settlement Flying Club, Treasurer (15 years)
Marcellus Airpark Memorial Fund, Director (17 years)
Skaneateles Area Volunteer Emergency Services, EMT - 3 (5 years)
Marcellus Volunteer Fire Department, Firefighter (3 years)
Moyers Corners Volunteer Fire and Emergency Services, EMT - 3 (8 years)

From: Cicciarella, Bob
Sent: Friday, November 09, 2018 8:24 AM
To: Blankenship, Johni <JBlankenship@kpb.us>
Subject: Candidate KESA Board Seat 'D'

Johni,

Last night November 8, 2018 the in their regular meeting, the KESA Board voted unanimously to recommend Mr. Don Cötogno to KESA Board Seat 'D'.

Please let me know if you need any assistance from either myself or the Board in the process to bring this forward.

Bob

Robert Cicciarella
Chief
Kachemak Emergency Services
53048 Ashwood Avenue
Homer, Alaska 99603
(907) 235-9811

"Put your heart, mind, and soul into even your smallest acts. This is the secret of success." ~ Swami Sivananda

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Blankenship, Johni

From: Kenai Peninsula Borough <webmaster@borough.kenai.ak.us>
Sent: Tuesday, October 30, 2018 4:39 PM
To: Blankenship, Johni
Cc: Turner, Michele
Subject: Service Area Appointment Application received

Select One
Seldovia Recreational Service Area Board

Select One

{BCFSA_Seat_Choice:caption}
{BCFSA_Seat_Choice:value}

{EPHESA_Seat_Choice:caption}
{EPHESA_Seat_Choice:value}

Select One

{NPRSA_Seat_Choice:caption}
{NPRSA_Seat_Choice:value}

{SPH_Seat_Choice:caption}
{SPH_Seat_Choice:value}

Select One

Select One
SRSA Seat D – Term to Expire 10/2019

Applicant Name
Sherri Burt

Physical Residence Address
1120 S. Boone Lane

City
Seldovia

State
AK

Zip
99663

My Mailing Address is DIFFERENT from my Residence Address

32-847
Seldovia / K Bay
Active

Mailing Address
PO Box 157

City
Seldovia

State
AK

Zip
99663

Email
sherriburt@yahoo.com

Daytime Phone
9072347455

Voter #

[REDACTED] ✓

SS #

[REDACTED] ✓

Date of Birth

[REDACTED] ✓

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

Years
27

Months
2

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

Years
21

Months
2

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

SB

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Charlie Pierce, Borough Mayor
FROM: Johni Blankenship, Borough Clerk (JB)
DATE: October 31, 2018
RE: Service Area Board Appointment

The following applicant has submitted applications for appointment to the Seldovia Recreational Service Area Board.

Linda Hedgecoth Reappointment Seat B Term to Expire 10/2020

The applicant has been verified and is registered voters in the area in which she is seeking appointment.

Thank you.

Blankenship, Johni

From: Kenai Peninsula Borough <webmaster@borough.kenai.ak.us>
Sent: Wednesday, October 31, 2018 1:21 PM
To: Blankenship, Johni
Cc: Turner, Michele
Subject: Service Area Appointment Application received

Select One
Seldovia Recreational Service Area Board

Select One

{BCFSA_Seat_Choice:caption}
{BCFSA_Seat_Choice:value}

{EPHESA_Seat_Choice:caption}
{EPHESA_Seat_Choice:value}

Select One

{NPRSA_Seat_Choice:caption}
{NPRSA_Seat_Choice:value}

{SPH_Seat_Choice:caption}
{SPH_Seat_Choice:value}

32-847
Seldovia / K Bay
Active

Select One

Select One
SRSA Seat B – Term to Expire 10/2020

Applicant Name
Linda Hedgecoth

Physical Residence Address
258 Lipke Lane

City
Seldovia

State
AK

Zip
99663

My Mailing Address is DIFFERENT from my Residence Address

Mailing Address
P.O. Box K


City
Seldovia

State
AK

Zip
99663

Email

Daytime Phone
9072347843

Voter #


SS #

Date of Birth

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

Years
25

Months
10

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

Years
25

Months
10

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Type your initials to sign

LJH

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Charlie Pierce, Borough Mayor
FROM: Johni Blankenship, Borough Clerk (JB)
DATE: October 18, 2018
RE: Service Area Board Appointment

The following applicant has submitted an application for reappointment to the Eastern Peninsula Highway Emergency Service Area Board:

Michelle Stewart Seat A Term to Expire 10/2021

The applicant has been verified and is a registered voter in the area in which she is seeking reappointment.

Thank you.

Blankenship, Johni

From: Kenai Peninsula Borough <webmaster@borough.kenai.ak.us>
Sent: Thursday, October 18, 2018 1:59 PM
To: Blankenship, Johni
Cc: Turner, Michele
Subject: Service Area Appointment Application received

Select One
Eastern Peninsula Highway Emergency Service Area Board

Select One

{BCFSA_Seat_Choice:caption}
{BCFSA_Seat_Choice:value}

Select One
EPHESA Seat A – Term to Expire October, 2021

Select One

{NPRSA_Seat_Choice:caption}
{NPRSA_Seat_Choice:value}

{SPH_Seat_Choice:caption}
{SPH_Seat_Choice:value}

Select One

Select One

Applicant Name
Michelle Stewart

Physical Residence Address
47256 Emery Street

City
Nikiski

State
Alaska

Zip
99635

My Mailing Address is DIFFERENT from my Residence Address

Mailing Address
35555 Kenai Spur Hwy PMB 414

City
Soldotna

State
Alaska

Zip
99669

Email
stewartm99669@gmail.com

Daytime Phone
907-598-0777

Voter #

SS #

Date of Birth
[REDACTED]

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

Years
27

Months
0

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

Years
27

Months
0

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

5bc902278b2eb-To whom it may concern.docx

https://www.kpb.us/components/com_rsform/uploads/5bc902278b2eb-To whom it may concern.docx
[/var/www/www.borough.kenai.ak.us/components/com_rsform/uploads/5bc902278b2eb-To whom it may concern.docx](https://www.borough.kenai.ak.us/components/com_rsform/uploads/5bc902278b2eb-To whom it may concern.docx)

5bc902278b2eb-To whom it may concern.docx

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Type your initials to sign

MS