

# Kenai Peninsula Borough

## Community & Fiscal Projects

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### MEMORANDUM

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Charlie Pierce, Mayor *gcb*  
Brandi Harbaugh, Finance Director *zhd*

**FROM:** Brenda Ahlberg, Community & Fiscal Projects Manager *BA*

**DATE:** January 11, 2021

**RE:** 20CAR Summary Reports as of 01/11/21

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The CARES Act Coronavirus Relief Fund, federal pass-through grant from the state to the borough in the amount of \$37,458,449.47 currently funds 23 of the 24 projects under the guiding principles of public safety, community resilience and economic recovery. The projects and life-to-date costs are updated weekly on the borough's dashboard at <https://cares.kpb.us/> Project may have an approved time extension based upon vendors' failure to deliver goods or services prior to 12/30/20, which is an allowable exception as defined by the U.S. Treasury Guidance. The following updates are provided for your consideration:

#### **CAR01 GRANTS TO SMALL BUSINESS (Ahlberg, Harbaugh and Team)**

Grants in the amount of \$6,081,250 have been distributed to qualified nonprofits and small businesses in the unincorporated communities. Desk audits are expected to be completed by January 31, 2021. Audits are being conducted on 10 percent of the grantees and 10 percent of the grant funds. The CAR01 and CAR19 grants to small businesses and nonprofits included 17 grants approved for nonprofits and 611 grants approved for small businesses and commercial fisheries.

CAR01 also funds \$500,000 in senior grant awards for COVID19-related impacts. Ten grant awards of \$50,000 each have been executed; three of the ten agreements have been completed. Senior centers include: Anchor Point, Cooper Landing, Forget-Me-Not Adult Daycare, Homer and Homer Friendship Centers, Kenai, Ninilchik, Seward, Soldotna and Sterling. The senior centers in Nikiski, Seldovia and Tyonek declined the funds. All grantees received goods or services by the December 30, 2020 deadline. Final liquidation and closeout procedures for each grantee will be completed by January 31, 2021. At the time of this report, December 2020 reports are being reconciled. The program administrative costs totaled \$39,183.95.

**CAR02 AUDITING SERVICES FOR SINGLE AUDITS (Harbaugh and Team)**

Federal Single audit services related to fiscal year 2020 are being completed for Central Peninsula Hospital and South Peninsula Hospital. Final audit instruments are currently anticipated to be presented February 2, 2021 during the Finance Committee. Our external auditors are currently completing the final fieldwork for the FY2020 fiscal year. Estimated total cost \$20,000.

**CAR03 REIMBURSE HOSPITAL COSTS (Ahlberg)**

Project completed; total cost \$700,000. Grant funds awarded to South Peninsula Hospital reimbursed emergency protective measures costs in the amount of \$700,000. Costs included COVID19 testing and courier services, personal protective equipment, infection control/med supplies, alternate care site, contractual medical professionals as well as for staff overtime.

**CAR04 VOLUNTEER FIRE & EMS (Beech)**

Six grant awards in the amount of \$50,000 each have been executed with fire departments in the unincorporated communities of Cooper Landing, Lowell Point, Moose Pass, Ninilchik, Village of Port Graham and Village of Seldovia. All grantees received goods or services by the December 30, 2020 deadline. Final liquidation and closeout procedures for each grantee will be completed by January 31, 2021. At the time of this report, December 2020 reports are being reconciled.

**CAR05 FIRE & EMS SA PERSONNEL COSTS (Harbaugh and Team)**

Project completed; total cost \$3,681,609.87. This project supports the percentage of the EMS personnel costs significantly associated with COVID-19 related policies and processes. As of November 30, 2020, the project is complete and the following has been expended:

	Expenditures March 1, 2020- November 30, 2020
Nikiski Fire	946,181.40
Bear Creek Fire and Emergency	19,889.37
Anchor Point Fire	146,888.82
Central Emergency Services	2,356,125.89
Kachemak Emergency Services	124,384.80
EPHESA	16,391.45
911 Dispatch	71,748.14
	3,681,609.87

**CAR06 & CAR21 KPB EMERGENCY RESPONSE-PPE-PERSONNEL (Harbaugh, Nelson and Team)**

The performance period for CAR06 has been extended to March 31, 2021 to support response and recovery costs. These projects represent the costs related to the Incident Management Team and emergency protective measures. Emergency protective measures includes labor and equipment needed to provide Personal Protective Equipment (PPE), engineered controls and disinfection measures to Borough employees and facilities. To a lesser extent, this project also funds some hours related to OEM response and coordination activities when in excess of normal 40 hours/week work scheduled. Additionally, Borough employees that are out on leave

related to federal Payroll Protection Program, Emergency Paid Sick Leave Act and the Emergency Family Medical Leave Expansive Act are funded through this project. See CAR21 update for balance of funds to be transferred to the school district.

### **CAR07 ABSENTEE VOTE BY MAIL (Blankenship and Team)**

Project completed; final project cost has been updated from \$125,025.71 to \$129,820.97 to reimburse payroll costs: Absentee vote by mail campaign, advertising, online application with verification, database integration and GIS integration and verification. The purpose of this project was to promote optional voting methods (i.e. by mail or electronic transmission) to voters for the October 6th Regular Municipal Election and potential October 27th Mayoral Runoff Election in order to decrease the number of voters that vote in person on election day; therefore, helping to mitigate the spread of the Coronavirus.

The KPB Clerk's Office mailed 48,344 absentee ballot applications to voters registered in the 22 polling site precincts. We received 3,625 applications either in the mail or through the online application portal. We mailed 3,514 absentee ballot packages, of which 2,675 were returned voted. 100 voted ballot packages were not counted for various reasons and 2,575 were counted. These ballots along with the ones voted in person at absentee voting sites, questioned and special needs ballots totaled 4,535 voters voting outside of their polling location on election day, contributing to a 28.15% voter turnout for the October regular election (10-year average equals 22%). The 10-year average of voters voting outside of their polling location on election day is 17%, this year it was 31%.

### **CAR08 & CAR10 REMOTE MEETING INTEGRATION & RETROFIT ASSEMBLY CHAMBERS TO ACCOMMODATE PHYSICAL AND TECHNOLOGY INTEGRATIONS (Blankenship, Frey and Team)**

This project addresses safety concerns to conduct in-person, public meetings with separated workspaces as well as remote attendance options that include either online participation or through analogue phone. The first assembly meeting since March 17, 2020 was held in the Betty J. Glick Assembly Chambers January 5, 2021.

CAR08: The consultant has partially assembled equipment after onsite visit in mid-December. After discussions over use of equipment through the consultant, IT department and Clerk's office, a few gaps in equipment were discovered in what is needed to make the system function in our various uses. Key Code Media has ordered the necessary components to the complete system and will be onsite week of January 11, 2021 to finish assembly and training for equipment. No additional costs were needed through consultant to complete work, but a time extension was given through a change order to complete work by the end of January 2021. The upgraded audio/video equipment to allow for online meetings and physical distancing has been completed in the Donald E. Gilman River Center conference room.

CAR10: The renovation contractor has completed the assembly chambers reconfiguration and construction; the closeout paperwork is being completed.

Both projects will be completed by January 31, 2021; final liquidation and closeout procedures will be completed by February 15, 2021.

### **CAR09 TECH-COMMUNICATIONS TOWER SITE DEVELOPMENT (Hanson and Team)**

This project funds two subrecipient grant agreements to increase rural internet service to support distance education and teleworkers.

SpitWSpots (SwS) has service active at the newly constructed Bear Creek tower. At Nikiski, Ninilchik, Coho and Nikolaevsk, SwS has completed tower construction and equipment install. These sites are waiting for HEA to install utility power, then they will be available for service. SwS has made some progress with a land lease in Tyonek, but is still awaiting final approval from the Native Village of Tyonek. This project deadline has been extended to January 31, 2021, allowing final tower builds, utility installs and testing to components.

Alaska Communication Systems (ACS) has upgraded communications equipment that six different ACS communications hubs. Six Digital Subscriber Line Access Multiplexers (DSLAM) units are online to deliver higher bandwidth up to 50 megabits per second to equipment (Mbps) for the areas of service in Homer, Soldotna, Kenai. The ACS project was completed November 30, 2020; grant closeout totaled \$262,485.82.

### **CAR11 KPBSD RESPONSE & PREPAREDNESS (Griebel and Team)**

The CAR11 KPBSD Response & Preparedness projects, carried out by the maintenance department have essentially three main facets:

1. Acquisition and installation of a hypocaloric acid generator to produce and provide for large volume cleaning solution supply for the district sanitization needs.
2. Materials and installation of point of contact barriers, comprised primarily of plexiglas shields at various locations throughout the district.
3. Purchase and installation of bottle filling/fountain stations, in lieu of existing mouth fountain drinking stations; as well as isolation modification to existing bottle filler/fountain units, allowing simultaneous lockout of mouth fountain components while bottle fill portion remains online.

The acid generator unit was delivered on 9/23/20. When received, was installed by maintenance staff at the school district warehouse facility. Since brought online in early October, it has continually generated a supply of safe and effective cleaning/sanitization solution that is supply chain independent. The produced product has been beneficial for use at all district facilities.

Since the inception of the CARES process, a major motivation has been point of contact protection. The maintenance scrambled for whatever supply of barrier construction materials that we could acquire. The initial wave involved the fabrication of shields at all district facilities based on site user definition. Since the completion of the first wave of needs we have been picking up periodic requests for overlooked locations. We rounded out the project period expending the remaining purchased materials by fabricating individual, personal use assemblies that are relocatable. The district can distribute these wherever the need presents.

Drinking fountains were immediately identified as a project need. All mouth fountains were locked out and a strategy was developed to provide touchless bottle filler alternatives where

they did not already exist. A survey estimation was established and 35 units were ordered to provide for the identified needs. The units were ordered, but supply chain and delivery challenges due to COVID19 presented and they were not received until early December. In the meantime, maintenance had been prepping installation locations and performing isolation modification to existing units. Once received, staff proceeded with installation of units at twelve facilities in the central area, four in the Seward vicinity and three in Homer. Location selection has been determined by existing availability and distributed access within each facility. In other words, many sites already had good coverage and some larger facilities required additions in order to better cover area access. Installation activities for the units carried right up to the project end date. All units were successfully placed. All goods or services were received by the December 30, 2020 deadline. Final liquidation and closeout procedures will be completed by January 31, 2021.

### **CAR12 HOSPITAL TESTING EQUIPMENT (Hedges and Hospital Team)**

This project originally allocated \$650,000 to purchase testing equipment for Central Peninsula Hospital (CPH) and to reimburse construction costs necessary to install the equipment. However, the equipment is estimated to be delivered after the 12/30/20 deadline making the purchase ineligible for the use of the Coronavirus Relief Funds. A purchase order was issued by CPH to secure a place on the waiting list for this unit using plant replacement funds appropriated through Ordinance 19-19-40. Due to the uncertainty of the ongoing pandemic the need for the diagnostic unit is still evident, and we remain on the waiting list with a projected delivery date anticipated in the first quarter of 2021. It is our intent to maintain that current status until a confirmed date of delivery can be established. At that time, we would need to bring the matter back before the assembly for consideration. The equipment manufacturer agrees to not invoice on the PO until we confirm a ship date with the manufacture.

### **CAR13 RETROFIT KPB FACILITIES (Frey, Griebel, Hedges and Team)**

This project installed air purification systems to existing air supply systems in borough facilities, schools and fire stations, known as O2prime systems. The needed equipment will purify air in main building corridors, reducing viral spread, mold spore and odors as well as the reduction of airborne particulates. Currently, all O2prime systems have been installed in most locations except for a few cases of additional parts being needed to complete systems. All installed systems have been turned on and are producing ions. Networking and programming of systems is ongoing as they work through troubleshooting to make sure all systems can be seen through Siemens. Handheld ion meters arrived for site testing. This project will be completed February 15, 2021. Final liquidation and closeout procedures will be completed by February 26, 2021.

### **CAR14 TECH-IMT REMOTE WORK-PC UPGRADES (Nelson and Team)**

Project completed; final project cost adjusted from \$66,955.07 to \$66,839: This project provided equipment and infrastructure to support remote work for the Borough, specifically for our emergency response functions as carried out by our Incident Management Team. This project procured PC/tablet combinations that can be used in our fixed facilities using a docking station or can be used in the field to create a virtual operations center. The project also procured the software necessary for the PCs to allow for collaboration.

### **CAR15 TECH-REMOTE WORK KITS FOR TELEWORK (Hanson and Team)**

Computer hardware and software needs specific for borough staff that are teleworking as a result from COVID19 impacts are charged to this project code. All goods or services were received by the December 30, 2020 deadline. Final liquidation and closeout procedures will be completed by January 31, 2021.

### **CAR16 GIS UPDATE FOR REMOTE ASSESSMENT (Wilcox and Team)**

Project completed; total cost \$375,492. The project acquired Pictometry for eastern peninsula canvass area for remote assessments while limiting the risk of COVID19 exposure to personnel. Oblique imagery was procured for the Hope, Cooper Landing, Seward and remote areas outside of Seward, which will allow the assessing department to conduct assessment inspections while limiting the interaction with the public and reducing the in-person physical inspections due to the COVID19 pandemic.

### **CAR17 TECH-911 BACKUP DISPATCH ANSWERING CENTER (Frey, Koslo, Nelson and Team)**

This project creates a backup 911 center to allow for social distancing during COVID and similar events, as well as to provide backup for all types of emergencies and disasters that could occur at the primary facility. The generator was delivered and start up performed; all remodel work completed to facility; and the tower foundation has been poured. Paperwork closeout ongoing for construction renovation work. The tower and installer will be onsite the week of January 4th to install tower and communication equipment. The tower is expected to be completed no later than January 15th, and the internal radio equipment will be installed and tested by January 31, 2021. Backup generator will be moved onsite and connected after tower construction completed.

### **CAR18 TECH-COMMUNICATIONS ENGINEERING ANALYSIS (Nelson)**

Project completed; total cost \$67,494. This project retained Tusa Consulting Services (“Tusa”) to provide a comprehensive review of borough’s current communications infrastructure as it relates to first responders, dispatch, and emergency management and provide recommendations on a path forward for equipment and solutions to challenging coverage issues along the highway corridor. The project consisted of two on-site visits assessing current communications assets and evaluating proposed project sites. Additionally, interviews were conducted with users throughout the peninsula, including the city municipalities. Tusa provided a comprehensive final report with current technical information and several proposed recommendations for the future.

### **CAR19 GRANTS TO SMALL BUSINESS - 2<sup>ND</sup> DISTRIBUTION (Ahlberg, Harbaugh and Team)**

Project completed; total cost \$1,554,976. Of the total cost, \$1,534,750 was distributed to qualified nonprofits and small businesses in the unincorporated communities; the remaining \$20,226 totaled program administration costs. Desk audits are expected to be completed by January 31, 2021. Audits are being conducted on 10 percent of the grantees and 10 percent of the grant funds. The CAR01 and CAR19 grants to small businesses and nonprofits included 17

grants approved for nonprofits and 611 grants approved for small businesses and commercial fisheries.

### **CAR20 SOLID WASTE DEBRIS/SLASH DISPOSAL (Kort, Taylor and Team)**

Project completed; final project cost has been updated from \$129,932.45 to \$112,907: In response to COVID 19, the State of Alaska initiated a statewide burning ban. The Spruce Bark Beetle infestation created a need for satellite accumulation locations for brush/slash disposal beyond normal because of the increased volume of materials. The Central Peninsula Landfill (CPL - Soldotna) and Snug Harbor (Cooper Landing) sites are the closest locations to the infestation and thereby received a bulk of the materials. The burn ban prevented accumulated brush/slash from being burned at CPL, creating a need for an alternative means of disposal. The construction debris and stumps mixed into the large volume of brush/slash accumulation required the materials to be segregated at the Snug Harbor site prior to burning after the burn ban was lifted.

June through September 2020, Central Peninsula Landfill executed the chipping and grinding project. A contractor was hired to chip/grind approximately 1,593 tons of brush/slash. This material was used on the lined cell of CPL and chips were spread onto interior slopes for disposal and hill stabilization to prevent erosion. Work was completed at the Snug Harbor site during the second week of October 2020.

### **CAR21 FY21 KPB RESPONSE-PPE-PERSONNEL & RECOUP LOST REVENUE (Harbaugh, Nelson and Team)**

This project has been updated based upon assembly's approval to supplement three additional projects to the school district under CAR21 by way of R2020-083: The Telephony Project, Student Home-to-School Transportation Costs and funding to support presumed COVID-19 Education-Related Expenditures. The grant agreements for these projects have been executed on a reimbursement basis and limited to the amount of funds lapsed from completed CAR projects. Finance will provide the lapse amount available to the school district to reimburse eligible costs for these agreements. See attached schedule dated 01/11/21.

### **CAR22 CITY ALLOCATIONS (Ahlberg and Harbaugh)**

This project provides a portion of the Borough's CRF funds to the cities of Homer, Kachemak City, Kenai, Seldovia, Seward and Soldotna for the purpose of supplementing nonprofit/small business grants, housing relief programs, senior center programs and emergency protective measures as aligned with the cooperative agreement approved by way of Resolutions 2020-064 and 2020-076. All subrecipient agreements have been executed and full disbursements released. Closeout procedures have been completed for three of the six municipalities. Total project completion is estimated February 26, 2021.

### **CAR23 HOUSING RELIEF PROGRAM (Beech)**

This project is in partnership with Alaska Housing Finance Corporation (AHFC) to provide \$2,000,000 toward housing relief for qualified individuals that were directly impacted by COVID19. AHFC is overseeing the application and payment process. Up to \$1,200 per month for the months of September through December 2020 will be distributed to the landlord or lender.

AHFC received 911 applications for the KPB Housing Relief Program. All applicants have been contacted by AHFC or Catholic Social Services as of December 24, 2020. As January 08, 2021, a total of \$1,307,927 has been paid out to 353 households. The borough provided a time extension to AHFC for the purpose of liquidating all appropriated funds via payments to lenders/landlords by deadline of January 29, 2021. The average payment is estimated at \$936.30/month. More information can be found at <https://kpbhousingrelief.org/>

**CAR24 POPPY LANE FACILITY SOCIAL DISTANCING RETROFIT  
(Hedges, Vick and Team)**

Project closed; total costs \$16,075 for contractual and project management. This project was intended to provide for the separation of public and borough employee spaces. The scope of work was developed and plans completed. Due to the length of the design development process and the complexities of the project needs, there was not enough time to complete the construction phase of this project.



Segments Account Number	Original Budget (7/11/20)	Revised budget after Amended Reso (12/01/20 prelim)	Estimated Expenditures/ commitments December 2020	Estimated remaining Expenditures/ commitments	Amount Transferred to CAR21
CAR01 GRANTS TO SMALL BUSINESS/NONPROFIT/SR CENTERS	15,000,000	7,065,977	(6,634,448)	-	431,529
CAR02 SINGLE AUDIT FEES	25,000	25,000	-	(20,000)	5,000
CAR03 REIMB HOSPITAL COSTS	800,000	700,000	(700,000)	-	-
CAR04 VOLUNTEER FIRE & EMS	70,000	300,000	(300,000)	-	-
CAR05 FIRE & EMS SA PERSONNEL COSTS	2,800,000	3,681,610	(3,681,610)	-	(0)
CAR06 KPB EMERG RESPONSE-PPE-PERSONNEL	500,000	1,631,695	(1,237,650)	(394,045)	0
CAR07 ABSENTEE VOTE BY MAIL	600,000	600,000	(130,321)	-	469,679
CAR08 TECH-REMOTE MEETING INTEGRATION	80,000	100,000	(95,950)	(4,050)	(0)
CAR09 TECH-COMMUNICATIONS TOWER SITE DVLPMNT	2,000,000	2,600,000	(2,400,391)	(199,609)	-
CAR10 TECH-RETROFIT ASSEMBLY CHAMBERS	200,000	665,013	(626,756)	(38,257)	-
CAR11 KPBSD RESPONSE & PREPAREDNESS	1,700,000	150,000	(130,884)	(19,116)	-
CAR12 HOSPITAL TESTING EQUIPMENT	650,000	-	-	-	-
CAR13 RETROFIT KPB FACILITIES	500,000	3,114,794	(2,885,619)	(229,175)	-
CAR14 TECH-IMT REMOTE WORK-PC UPGRADES	67,000	67,000	(66,839)	-	161
CAR15 TECH-REMOTE WORK KITS FOR TELEWORK	116,000	116,000	(101,647)	(14,353)	-
CAR16 GIS UPDATE FOR REMOTE ASSESSMENT	600,000	400,000	(375,492)	(24,508)	-
CAR17 TECH-911 BACKUP DISPATCH ANSWERING CENTER	802,000	1,012,000	(1,000,132)	(11,868)	0
CAR18 TECH-COMMUNICATIONS ENGINEERING ANALYSIS	100,000	90,000	(67,494)	-	22,506
CAR19 GRANTS TO SMALL BUSINESS-2ND DISTRIBUTION/CONTENGNCY	3,648,449	2,570,515	(1,554,976)	-	1,015,539
CAR20 SOLID WASTE DEBRIS/SLASH DISPOSAL	200,000	200,000	(112,907)	-	87,093
CAR21 FY21 KPB RESPONSE-PPE-PERSNL & RECOUP LOST REVENUE	7,000,000	969,987	(44,317)	(10,918)	914,752
CAR22 CITY ALLOCATION	-	9,181,957	(9,181,957)	-	-
CAR23 HOUSING RELIEF PROGRAM	-	2,000,000	(2,000,000)	-	-
CAR24 POPPY LANE FACILITY SOCIAL DISTANCING RETROFIT	-	216,901	(16,075)	-	200,826
<b>Totals:</b>	<b>37,458,449</b>	<b>37,458,449</b>	<b>(33,345,465)</b>	<b>(965,898)</b>	<b>3,147,086</b>
					(23,341)
					3,123,745
				<b>Estimated Transportation</b>	1,561,872
				<b>Estimated Presumptive Ed Expenditures</b>	1,561,872

## Recommendation for consideration regarding education at the Kenai River Center

The working group recognizes the value in providing education on riparian habitat and the 21.18 habitat ordinance, including direct landowner outreach. Further we perceive a gap in services that would provide meaningful public engagement and help defray costs incurred by existing River Center staff. At the same time the working group does not wish to recommend to the Assembly that the Kenai Peninsula Borough create a new position due to the current fiscal climate. To accomplish this we recommend seeking partnership through local and willing non-profit organizations.

To enhance education and outreach to landowners the working group provides the following recommendation:

- Establish a mechanism to provide for a dedicated education/ outreach position in the Kenai River Center, in conjunction with a non-profit as the employer
- Work with a local non-profit to develop an education/ outreach work plan and budget, with regular reporting back to the Assembly
- Include funding in the KPB budget to support education/ outreach to be used only if outside matching funds can be secured and only as a portion of the total budget for services provided. We suggest 25% of 1 FTE, approximately \$25,000.
- Seek outside funding in collaboration with non-profit to fund the remaining 75% of the budget.